



**REGULATION N°1400 ON GRANTS RELATING TO
COMMERCIAL BUILDINGS LOCATED DOWNTOWN**

ADOPTION PROCEDURE SUMMARY

NOTICE OF MOTION:	September 24, 2001
ADOPTION OF THE REGULATION:	October 15, 2001
ENTRY INTO EFFECT:	October 18, 2001

WHEREAS notice of motion of the present regulation was given on September 24, 2001;

ON OCTOBER 15, 2001, THE COUNCIL DECREES AS FOLLOWS:

Definitions

1. In the present regulation, unless otherwise indicated by context, the following is understood:

“building”: any structure used or designed to be used to shelter or receive persons, animals or things. When the structure is delimited or separated by dividing walls or fire-resistant boundaries from the basement to the roof, each part of the structure is considered to be a distinct building, provided that it is or can be attached to an independent parcel of land on the evaluation roll, constituting distinct property.

“main building”: the building of major occupancy.

“cost of work”: actual cost of the work as estimated by the director, which may differ from invoiced cost.

“director”: the Director of Technical Services of the Town of Mount Royal, or duly authorized representatives.

“commercial establishment”: the premises where the activities of a business or organization are carried out.

“guide”: the document “*Guide de rénovation des façades*” (Façade Renovation Guide), adopted by decree order, which determines the work eligible for the grant contemplated in the present regulation, which may impose architectural requirements, choice of materials and may include inventory of the buildings.

“owner”: any natural person or legal entity registered in the evaluation roll of the Town of Mount Royal as the owner of a main building.

“commercial street”: any street on which commerce is authorized by zoning regulations.

“work”: all of the work which, according to the guide, is eligible for the grants contemplated in the present regulation.

“municipality”: Town of Mount Royal

Jurisdiction

2. The following zones are covered by the present regulation: C-208, C-210-A, C-210-B, C-210-C, C-210-D, C-210-E, C-210-F and C-217.

General provisions

3. The present regulation does not apply to buildings that belong to the municipality.

4. Grant applications are not valid:

- 1° for work that has already been carried out;
- 2° before the date set by the council for enforcement of the regulation;
- 3° when the enforcement period determined by the council has expired.

5. The present regulation only applies to main buildings.

Grant application and approval

6. The owner or tenant of a building may, after presenting an application in accordance with Article 7, obtain a grant to compensate for the cost of work carried out as stipulated in the applicable regulations.

7. The grant application must be made by filling out the form provided by the director, and be accompanied by the following supporting documents:

- 1° if the application is made by the owner:
 - a) a document establishing that he or she is the last registered owner of the building concerned in the application;

- b) a document establishing the mandate of any person acting on the owner's behalf;
 - c) the documents required to request a permit, in accordance with Regulation No. 1316 on permits and certificates;
 - d) at least one bid, broken down by item, covering all of the work to be carried out.
- 2° if the application is made by the tenant:
- a) a document establishing that he or she is the tenant of the building concerned by the application;
 - b) a document attesting to the fact that the owner of the building concerned by the application consents to the work;
 - c) the documents listed in subparagraphs b), c) and d) of paragraph 1.

8. Within 30 days following reception of the grant application, if said application complies with Article 7 and deals with eligible work as defined in the guide, the director shall declare the application to be eligible, and shall notify the owner or tenant in writing, indicating the amount for cost of the work that will be taken into account for the purpose of the grant.

9. Any owner or tenant whose grant application has been declared eligible under Article 8 shall, in order to be entitled to the grant, ensure that work is completed within 12 months following the date of the notice mentioned in Article 8.

10. Once the work has been completed within the time period set out in Article 9, any owner or tenant shall, in order to obtain the requested grant, provide or forward to the director:

- 1° a notice indicating that the work has in fact been completed;
- 2° the invoices, receipts and other supporting documents indicating the cost of the work and, if applicable, for professional services, and showing that they have been paid.

11. When an owner or tenant has complied with Article 10, the director, upon verifying that the work has been carried out in compliance with the guide and the municipality's regulations, shall approve the grant and notify the director of the Finance Department.

Grant amount and payment

12. A single building may be the object of no more than two grant applications by the same applicant. The maximum grant amount

for a single building is equal to one third of the cost of the work concerned by the grant, without exceeding the maximum amount set for each case.

- 1° In the case of a building with a commercial establishment on the ground floor and one or more doors providing access to upper floors, the maximum grant amount is \$30 000 per building.

Of the maximum admissible amount per building, a maximum of \$2 000 must be reserved for each door that provides access to upper floors. The supplemental amount may be collected by the commercial establishment on the ground floor.

- 2° In the case of a building with two commercial establishments on the ground floor and one or various doors providing access to the upper floors, the maximum grant amount is \$30 000 per building.

Of the maximum admissible amount per building, a maximum of \$2 000 must be reserved for each door that provides access to upper floors. The supplemental amount must be divided equitably between the two commercial establishments on the ground floor.

- 3° In the case of a building that has more than three commercial establishments on the ground floor and one or more doors providing access to upper floors. For each of the commercial establishments on the ground floor, a maximum amount of \$500 per linear foot of the main façade may be granted up to \$55 000 per building.

Of the maximum admissible amount per building, a maximum of \$2 000 must be reserved for each door that provides access to upper floors.

13. At the latest 90 days after being notified of grant approval by the director, the director of the Finance Department shall pay 50% of the total amount of the grant. He shall pay the balance on the first date on which property taxes are due for the fiscal year following the year the first payment was made.

However, if the amount of the grant is under \$6 000, it shall

be paid in a lump sum within 90 days following the notice of grant approval.

14. Any owner or tenant whose grant application has been approved in accordance with Article 11 shall be paid an additional amount for the professional services used to draw up the plans submitted, equivalent to 50% of the cost of said services, but not exceeding \$2 000. This amount is combined with the grant amount for the work as such, and paid at the same time.

Revocation and transfer

15. Is divested of the right to obtain a grant, any owner or tenant:

- 1° who has not carried out the work in compliance with the guide and the municipality's regulations;
- 2° who has not completed the work within the time frame stipulated in Article 9;
- 3° who has not complied with Article 10, at the latest three months following expiry of the time period stipulated in Article 9.

Duration of the regulation

16. The present regulation shall cease to have effect at the date upon which, according to the director of the Finance Department, the credits allocated to the program implemented by the present regulation have been depleted.

Entry into effect

16. The present regulation enters into effect in accordance with the law.

The Town Clerk,

The Mayor,

Marie Turenne, c.m.o.

Ricardo Hrtschan

Façade Renovation Guide – Downtown, Town of Mount Royal

The purpose of the present guide is to determine, for the designated sector, the exterior renovation and façade renovation work defined in Regulation 1317-6 for which a grant can be obtained in accordance with this regulation.

It therefore goes without saying that the various procedures or restrictions contemplated in the regulation concerning such work must be taken into account, and that the present guide can not be interpreted to authorize work or anything that the urban planning or construction regulations do not allow, or to prevent work that the latter regulations do allow.

1. Exterior finish

1. Eligible work

- a) Restoration of the original finish by:
 - Stripping paint off stone and brick;
 - Cleaning the finish by water jet, with or without cleaning agent, or by scrubbing;
 - Repointing.
- b) Replacing all or part of the exterior wall finish for renovation purposes, with basic materials that match the original basic materials of the building, those of adjacent buildings, or those found in the sector.
- c) Removing all metal finish and replacing it with basic materials that match the original basic materials of the building, those of adjacent buildings, or those found in the sector.

2. Special conditions

- a) Basic materials listed in Regulation 1317-6 and 1311.
- b) The materials used must fit in harmoniously in terms of type and colour.
- c) For architectural ensembles originally made of stone, the basic material for replacement is stone.
- d) The renovation of exterior walls must be done preserving existing authentic architectural elements.

2. Architectural elements and overhanging or recessed elements

1. Eligible work

- a) Restoration of original architectural elements by:
 - Stripping paint from woodwork and ironwork;
 - Cleaning the elements by water jet, with or without cleaning agent, or by scrubbing;
 - Painting or treating woodwork and ironwork after stripping old paint.
- b) Replacing architectural elements only if they are impossible to restore.
- c) Removing metal finish.
- d) Reconstituting architectural elements that once existed.
- e) Restoring or repairing overhanging or recessed elements such as balconies, oriels and loggias.

2. Special conditions

- a) The result of the work must respect the original architectural character as regards the shape, positioning and size of elements, as well as materials used.
- b) The reconstitution work must aim to reintroduce architectural elements that have disappeared, with an eye to the building's integrity and its integration with neighbouring buildings.
- c) Paintwork must match the colours of the built environment.

3. Front of businesses on the ground floor

1. Eligible work

- a) Restoration of original doors, windows and display windows, including work on display-window bases and foundations, door thresholds and foundations, transoms, entryways, alcoves, floor coverings, pilasters, entablatures and cornices.
- b) Replacing, repairing and modifying doors, windows and display windows or their elements if they can not be restored.

2. Special conditions

- a) Allowable material for glass surfaces is clear glass, safety type or not.
- b) The installation of safety bars or grids is not allowed, but they may be replaced by clear safety glass.
- c) The base of the display window must be treated with a durable material that has a smooth texture or resembles the material of the building's base.
- d) Windows can be turned into display windows, ensuring that they are harmoniously integrated into the rest of the façade. Architectural elements and overhanging elements must be preserved.

4. Canopies

1. Eligible work

- a) Replacing, repairing, cleaning and installing permanent or retractable canvas canopies.
- b) Removing canopies that are inadequate in view of the building's decomposition.

2. Special conditions

- a) The width of the canopy must be the same as the opening it covers, to within 15 cm.
- b) All of the canopies for a same building must be of the same shape and colour.
- c) This work is only eligible when work linked to architectural components on the ground floor is foreseen as part of needed façade repairs.

5. Signs

1. Eligible work

- a) Installing or replacing signs.
- b) Removing signs, including resulting changes in walls and openings.

2. Special conditions

- a) The following types of signs are allowed:
 - Flat signs on shingle backing and flat stenciled signs;
 - Letter or graphic signs on the display window, using stickers, painted or etched lettering or graphics.
 - Signs not mentioned above, but that respect the characteristics of the building.
- b) New signs must fit in with the lines and proportions of the various elements of the façade in terms of size, design and materials used.
- c) Signs must respect the surface area and height specifications stipulated in regulation 1310.
- d) This work is only eligible when work associated to façade elements is foreseen as part of needed façade repairs.

6. Exterior lighting

1. Eligible work

Installing exterior lighting that enhances the building's architecture.

2. Special conditions

- a) The exterior lighting must be permanent, and must not inconvenience neighbouring occupied premises.
- b) This work is only allowed when work associated to façade elements is foreseen as part of needed façade repairs.

7. Access to the building

1. Eligible work

- a) Restoring, replacing and changing verandahs, porches, headboxes, light wells, stairs and other permanent structures, or structures that protect access to the building.
- b) Demolition of non-esthetic structures or structures that block access, including reorganization of cleared front margins.
- c) Building or repairing access ramps or other facilities for clients with limited mobility, such as automatic doors.
- d) Restoring, replacing and changing floor coverings and the covering of access foundations.

2. Special conditions

- a) This work includes rebuilding the main façade along the lines of the original building.
- b) Authentic architectural elements must be preserved.
- c) Verandahs and access stairs with heritage or architectural value must be repaired or replaced with similar elements.
- d) Bituminous coverings are not allowed as floor covering.