



TOWN OF LABRADOR CITY

Barrier-Free Business Grant



LABRADORCITY

Program Overview

1.1 Purpose

The Barrier-free Business Grant is a project first introduced to the community in 2018 that encourages commercial building owners to invest in barrier-free installations through non-repayable grants to cover a portion of renovation costs. A grant can match up to 50% of eligible costs to a maximum of \$10,000 per installation. The intent of the fund is to support business owners in creating an environment that is designed for persons with physical or sensory disabilities within Labrador City.

1.2 Program Goals

The Program works with other revitalization initiatives to:

- (1) contribute to the quality of life of residents, workers and visitors to the Town;
- (2) promote a business environment that is designed for all residents of Labrador City.
- (3) build local community and civic pride among the business community and citizens of Labrador City.
- (4) promote the viability of our retail and commercial businesses;

2.0 Grant Allocation

Funding will be allocated on a case-by-case basis subject to the approval of the Council until the annual budget has been spent or the program year has ended. Submitting an application does not guarantee a grant or a specific grant amount.

All project proposals are subject to a comprehensive review of the building, must meet high quality standards & adhere to the National Building Code and must reflect the spirit and intent of the Program Guidelines.



2.1 Permit Fees

In addition to grant monies, municipal permit fees for eligible projects will also be waived as a means of supporting community revitalization.

Projects that do not receive grant money due to fund limitations, but are still eligible under the terms of the program may also avail of waived permit fees.



3.0 Criteria

The following criteria are required in order to participate in the project.

1. Installations are for existing buildings that are completing new improvements.

The intent of the program is to assist in the renovation of existing buildings that require upgrades in order to become barrier-free. The program does not allow for the replacement or maintenance of existing installations or make provisions for barrier-free installations that are associated with the construction of a new building.

2. The applicant must be either the property owner or a designated person who has written authority from the owner to submit the application and/or to execute the project.

3. The buildings must be used primarily for retail and commercial purposes. The Committee may exercise its discretion to include projects that are institutional or nonprofit or accommodate other non- commercial uses that are frequented by the general public.

4. There are no outstanding monies owed to the municipality or work orders in place. Applicants that are in arrears on taxes or who have active municipal enforcement work orders in place for the building/business are not eligible to participate in the grant program.

4.0 Program Design Guidelines

4.1 Projects comply with standards as established by the National Building Code

It is critical to the success of the program that any installations being made comply with the standards set out in the most recent version of the National Building Code. Application will be made through Service NL for Building Accessibility Design Registration.

4.2 Improvements must clearly demonstrate a benefit of persons with physical or sensory disabilities.

4.3 Eligible Improvements: The program supports the purchase of materials for the following improvements:

- Barrier-free entranceways
- Accessibility ramps
- Slip resistant strips
- Handrails & guards
- Automated doors & controls
- Elevating devices
- Accessible washrooms → limited to toilets, sinks, stalls & washroom accessories
- Accessible seating & service counters
- Wayfinding & signage installations
- Assistive listening devices
- Visual alarm systems
- Landscaping features installed in conjunction with other improvements
- Other improvements that have a demonstrated benefit to persons with physical or sensory disabilities.



4.4 Ineligible Expenses

The following expenses fall outside the program:

- Contractor/construction & installation fees

- The purchase of tools & equipment
- Architectural/designer fees

5.0 Application Process

5.1 Design

Initial consultation

- ☐ Meet with the Director of Planning & Development onsite to verbally review project plans and determine project eligibility.
- ☐ Consider working with an architect or engineer, depending on the nature of the improvement being made.
- ☐ Review the provinces Building Accessibility Regulations:
<http://www.servicenl.gov.nl.ca/licenses/building/>

What to prepare

Application form – Part A Design

- ☐ **Letter of Permission** – If the applicant is not the property owner, they will need to provide a letter from the Owner permitting the applicant to participate in the program.
- ☐ **Site Plan** denoting location of building in relation to neighbouring lots, sidewalks, roads, etc.
- ☐ **Before Photos** – This should show the whole building – especially areas considered for improvement, its context and details of any concepts.
- ☐ **Project Description** – This will outline what issues the design addresses and what the overall aim of the project is.
- ☐ **Project Drawings** with notations suitable for construction – Drawings required for development permits are generally acceptable. It is recommended that applicants contact Service NL to verify any additional requirements for drawing submission.

Application Form. Part B Funding

- ☐ **Budget.** Please use a **spreadsheet** to determine the requested grant amount.
- ☐ **Schedule.** Please provide a high level timeline for the construction process.

What Happens

- ☐ Submit application to the Director of Planning & Development – planning@labradorcity.ca. Please refer to the Town's website for application deadlines.

- ❑ The project will be presented to the Planning & Development Committee who will decide one of the following: approval, approval with conditions or denial, as well as determine the grant amount available for your project.
- ❑ The Director of Planning & Development will prepare the Reimbursement Agreement (contract) to be signed by you and the Town of Labrador City.
- ❑ The Project Manager will verify that no work has started on the project. Only the work done after the signed Agreement has been delivered to the applicant can qualify for reimbursement.



5.2 Construction

With your signed copy of the Reimbursement Agreement, you need to get all the permits necessary for your project.

❑ Building Permit

A **building permit** is required for all improvement projects including signage. All municipal permit fees will be waived for approved projects.

*Please contact the **Town's Permit Clerk** at 709.944.4067 or permits@labradorcity.ca for more information.*

❑ Government Services NL Approval

In the case of internal modification to the structure or significant changes to doorways, Service NL approval may be required. For more information regarding Building Accessibility you can access the following link where you will find the Building Accessibility Regulations and other information → <http://www.servicenl.gov.nl.ca/licenses/building/>

Our permits clerk will help you navigate this process.

5.3 Reimbursement

What to do

- ☐ When construction is completed, contact the Director of Planning & Development to conduct a post-construction inspection.

What to Prepare

- ☐ The Director will prepare a sign-off letter, indicating that you believe the project is finished.
- ☐ Submit a summary and copies of all paid invoices.

What Happens

- ☐ The Director will process this information and prepare a reimbursement cheque consistent with the terms of the agreement.

6.0 Contact Information

If you need more information or would like to discuss your project in detail, please contact:

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