



POLICY TITLE: Development Permit Area Beautification Grant Policy	POLICY NO: 2026-04
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Finance
EFFECTIVE DATE: June 8, 2026	MOTION: XXXX-XX
SUPERSEDES: NA	

1. **Purpose**

The purpose of the *Development Permit Area (DPA) Beautification Grant Policy* is to support and encourage private-sector investment in the visual enhancement of Greenwood’s downtown core and designated Development Permit Area. This policy provides financial assistance to commercial property owners and business operators undertaking façade, landscaping, signage, and exterior improvements that strengthen Greenwood’s heritage character, enhance the visitor experience, and contribute to the City’s tourism and economic development goals.

This policy directly supports the Tourism Strategy Phase 2 priority actions, including “*improving visitor-facing infrastructure and beautification*” and “*supporting development of new tourism experiences*”. It also aligns with the City’s *Asset Management Policy*, which emphasizes long-term stewardship of public-realm assets and the importance of maintaining high-visibility areas to Council-approved service levels.

2. **Policy Statement**

The City of Greenwood will provide annual grant funding to eligible applicants within the Development Permit Area to undertake exterior beautification projects that improve building appearance, enhance the public realm, and contribute to Greenwood’s identity as a heritage tourism destination. The program is intended to:

- Encourage private investment in the downtown core
- Improve the aesthetic quality of Greenwood’s commercial corridor
- Support tourism growth and visitor experience
- Complement the City-led 2026 beautification project, which “*will demonstrate leadership, set a visual standard for the community, and encourage participation in the new grant program*”.

3. **Annual Budget Allocation**

As approved by Council:

- \$10,000.00 annually for three (3) years (2026–2028) is allocated to the DPA Beautification Grant Program.

Grant funds are subject to annual budget approval and may be adjusted by Council.

4. Eligible Applicants

The following are eligible to apply:

- Commercial property owners within the designated Area (Appendix 3)
- Business tenants with written permission from the property owner
- Non-profit organizations occupying commercial buildings within the DPA
- Strata corporations for improvements to shared exterior elements

Applicants must be in good standing with the City (no outstanding taxes, utility arrears, or bylaw infractions).

5. Eligible Projects

Eligible improvements include, but are not limited to:

Façade Improvements

- Exterior wall repair or refinishing
- Painting consistent with Greenwood's heritage palette
- Restoration of historic architectural features
- Replacement or enhancement of windows, doors, trim, or cladding

Signage & Lighting

- New or upgraded business signage
- Heritage-style lighting
- Removal of obsolete or non-compliant signage

Landscaping & Site Enhancements

- Planters, hanging baskets, and decorative landscaping
- Sidewalk-facing seating or small public-realm features
- Accessibility improvements (ramps, handrails, entrances)

Other Eligible Works

- Murals or public art on private property
- Façade cleaning, brickwork repair, or graffiti removal
- Improvements that enhance the building's visibility and visitor appeal

All projects must comply with the City's Development Permit Area guidelines.

6. Ineligible Projects

- Interior renovations
- Routine maintenance (e.g., minor painting, cleaning)
- Roof repair or replacement
- New construction or building additions
- Portable or temporary features
- In-progress improvements greater than 3-months prior to grant approval, unless approved by motion by Council
- Work required as a condition of a development permit or bylaw enforcement

7. Grant Amounts

- The City may fund up to 50% of eligible project costs, to a maximum of \$2,000.00 per property per year.
- Projects exceeding \$4,000.00 in value may still apply but will be capped at the maximum grant amount.

- Council may adjust maximums and annual grant amount based on demand and available budget.

8. Application Process

1. Pre-Application Meeting Applicants must meet with City staff to confirm eligibility and alignment with DPA guidelines.
2. Submission Requirements
 - Completed application form (Appendix 1)
 - Project description and rationale
 - Design drawings, sketches, or renderings
 - Itemized cost estimates or contractor quotes
 - Proof of property ownership or owner authorization
3. Review and Approval
 - The Tourism Committee will review applications for eligibility, completeness, and alignment with City objectives.
 - The Tourism Committee will provide a prioritized list of recommended projects to the City's Council.
 - Applications may be approved, approved with conditions, or declined via Council motion.
 - Funding is limited and will be awarded on a ranked evaluation process as recommended by the Tourism Committee and finalized via motion by City Council.
4. Grant Agreement Approved applicants must sign a grant agreement outlining terms, timelines, and reporting requirements (Appendix 2).

9. Project Completion and Reimbursement

- Work must be completed within 12 months of approval unless an extension is granted.
- Reimbursement is issued after:
 - Submission of paid invoices
 - Staff inspection confirming completion
 - Compliance with approved design and DPA guidelines

The City reserves the right to withhold payment if the project deviates from the approved plan.

10. Program Administration

City staff will:

- Administer the grant program
- Provide guidance on DPA guidelines to both the Tourism Committee and City Council
- Review applications and monitor project completion
- Report annually to Council on program uptake and outcomes

11. Alignment with Strategic Plans & Policies

This policy supports:

- Tourism Strategy, including beautification, marketing, and visitor experience improvements
- Corporate Strategic Plan priorities related to Building Infrastructure, Governance, and Communications
- *Asset Management Policy* through enhancement of public-realm assets and long-term stewardship

12. Program Review

The program will be reviewed annually to:

- Assess demand and effectiveness
- Recommend adjustments to funding levels or eligibility
- Ensure alignment with evolving tourism and economic development priorities

A full program evaluation will be presented to Council in 2028 prior to renewal or conclusion of the three-year funding term.

**Appendix 1 - CITY OF GREENWOOD
DEVELOPMENT PERMIT AREA BEAUTIFICATION GRANT APPLICATION**

Submission Instructions

Applications may be submitted by email to corporate@greenwoodcity.ca, delivered to City Hall, or submitted through the online form once published.

Applications are accepted on a continuous intake basis until annual program funds are fully allocated.

1. Applicant Information

Date of Application:	
Applicant Name (Property Owner or Business Tenant):	
Business or Organization Name (if applicable):	
Civic Address of Property:	
Mailing Address:	
Contact Person:	
Title / Role:	
Phone:	
Email:	

2. Eligibility Confirmation

Please check all that apply:

- Property is located within the Development Permit Area (DPA)
- Applicant is the property owner OR has written authorization
- Project is in-progress (started within 3-months of the application) or has **not** yet begun, if greater than 3-months, a Council motion must be obtained before checking off this box
- Applicant is in good standing with the City (no outstanding taxes, utilities, or bylaw infractions)

If "No" to any of the above, please explain:

3. Project Information

Project Title: _____

Project Location (if different from civic address):

Project Description

(Include purpose, scope of work, materials, design elements, and intended outcomes.)

How does this project enhance the Development Permit Area?

(Examples: heritage character, façade improvement, signage upgrade, landscaping, lighting, accessibility.)

Estimated Project Timeline

Start Date:

Completion Date:

4. Design Documentation

Please attach the following:

- Design drawings, renderings, or sketches
- Photos of existing façade or site
- Material or colour samples (if applicable)
- Contractor quotes or cost estimates
- Owner authorization (if applicant is a tenant)

5. Project Budget

A. Grant Request

Amount Requested (up to 50%, max \$2,000.00): \$ _____

B. Detailed Project Budget

Detailed budget attached

Total Project Cost: \$ _____

C. Other Funding Sources (confirmed or pending):

6. Project Impact

Expected benefits of the project:

(Examples: improved visitor experience, enhanced heritage character, increased business visibility, community beautification.)

Impact if grant is not received:

7. Recognition

How will the City of Greenwood's contribution be recognized? (Examples: signage, social media, website, promotional materials.)

8. Funding Conditions Acknowledgement

By submitting this application, the applicant acknowledges and agrees that:

- Grant funds will be used only for the approved project.

- A grant agreement will be required following Council approval.
- All required permits must be obtained before work begins.
- Projects must be completed within **12 months** of approval.
- Grants are reimbursed **after** project completion and inspection.
- Any unspent funds must be returned to the City.
- A final report and financial accounting must be submitted upon completion.
- The City may request additional documentation at any time.

I acknowledge and agree to the above conditions.

9. Declaration and Authorization

I/we hereby declare that all information provided in this application and supporting documentation is true and correct.

Authorized Signatory Name:	
Title:	
Signature:	
Date:	

FOR OFFICE USE ONLY

<i>Eligibility Confirmed:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Property Located in DPA:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Project Meets Program Criteria:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Design Documentation Complete:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Total Project Cost:</i>		
<i>Grant Amount Approved:</i>		
<i>Tourism Committee Recommended:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Council Decision</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<i>Date:</i>		

Appendix 2 - CITY OF GREENWOOD
DEVELOPMENT PERMIT AREA BEAUTIFICATION GRANT AGREEMENT

This Agreement dated the ___ day of _____, 2026.

BETWEEN:

THE CORPORATION OF THE CITY OF GREENWOOD

202 S. Government Avenue
Greenwood, BC V0H 1J0
(the "City")

AND:

Legal Name of Property Owner / Business / Organization
(the "Recipient")

1. Purpose of Agreement

The purpose of this Agreement is to set out the terms and conditions under which the City will provide a **Development Permit Area Beautification Grant** to the Recipient for eligible exterior improvements located at:

Project Address:

Project Title:

2. Grant Amount

2.1 The City agrees to provide a grant in the amount of:

\$ _____

(up to 50% of eligible costs, maximum \$2,000.00)

2.2 The grant is **reimbursed after project completion**, subject to the terms of this Agreement.

3. Term of Agreement

3.1 This Agreement comes into effect on the date it is signed by both parties.

3.2 The project must be completed no later than:

Completion Deadline: _____ (12 months from approval)

3.3 Extensions may be granted at the City's sole discretion.

4. Recipient Obligations

The Recipient agrees to:

- a) complete the project as described in the approved application;
- b) obtain all required permits before commencing work;
- c) ensure all work complies with City bylaws, the BC Building Code, and DPA guidelines;
- d) notify the City of any proposed changes to the project;
- e) allow City staff to inspect the project before and after completion;
- f) submit all paid invoices and proof of payment;
- g) complete the project within the approved timeline;
- h) acknowledge the City's financial contribution in a reasonable manner (signage, social media, website, etc.);
- i) submit a final report upon completion.

5. City Obligations

The City agrees to:

- a) reimburse the Recipient for eligible costs up to the approved grant amount;
- b) conduct inspections as required;
- c) provide written confirmation of grant approval;
- d) process reimbursement within 30-days of receiving all required documentation.

6. Eligible and Ineligible Costs

6.1 Eligible costs include:

- façade improvements
- heritage-style architectural features
- signage and lighting upgrades
- landscaping and public-realm enhancements
- murals or public art
- accessibility improvements
- façade cleaning, brickwork repair, graffiti removal

6.2 Ineligible costs include:

- interior renovations
- routine maintenance
- roof replacement
- new construction
- temporary or portable features
- work started before grant approval

7. Payment and Reimbursement

7.1 The grant is paid **after project completion**.

7.2 To receive reimbursement, the Recipient must submit:

- paid invoices
- proof of payment
- photographs of completed work
- final report
- any required permits or approvals

7.3 The City may withhold payment if:

- the project deviates from the approved plan;
- the project is incomplete;
- documentation is insufficient;
- the Recipient is not in good standing with the City.

8. Changes to the Project

8.1 Any changes to the approved project must be submitted in writing.

8.2 The City may approve or deny changes at its discretion.

9. Termination

The City may terminate this Agreement if:

- a. the Recipient fails to comply with the terms of this Agreement;
- b. the project is not completed by the deadline;
- c. false or misleading information was provided;
- d. the project is abandoned.

If terminated, the Recipient must return any funds already issued.

10. Indemnity

The Recipient agrees to indemnify and save harmless the City, its officers, employees, and agents from all claims, liabilities, damages, or expenses arising from the project or this Agreement.

11. No Partnership

Nothing in this Agreement creates a partnership, joint venture, or agency relationship between the parties.

12. General Provisions

- a) This Agreement is governed by the laws of British Columbia.
- b) Any amendments must be in writing and signed by both parties.
- c) Notices must be delivered in writing to the addresses listed above.
- d) If any part of this Agreement is held invalid, the remainder continues in force.

13. Signatures

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

THE CORPORATION OF THE CITY OF GREENWOOD

Authorized Signatory:

Name: _____

Title: _____

Signature: _____

Date: _____

RECIPIENT

Authorized Signatory:

Name: _____

Title: _____

Signature: _____

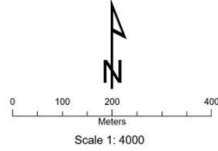
Date: _____

Appendix 3 – CITY OF GREENWOOD

GREENWOOD

BEAUTIFICATION GRANT AREA

Prioritized



Date Plotted: 26 Aug 19

Cadastral Base Updated to: July 2019
 Amending Bylaws: 697 - 26/05/1997
 711 - 29/10/1997
 787 - 28/09/2005
 794 - 03/05/2006
 811 - 04/01/2008
 824 - 09/02/2009

- | | | |
|--|--|-------------------|
| | DEVELOPMENT PERMIT AREA | PRIORITY 1 |
| | RESIDENTIAL 1 | |
| | RESIDENTIAL 1A | |
| | RESIDENTIAL 2 | |
| | RESIDENTIAL 3 | |
| | RESIDENTIAL 3A | |
| | COMMERCIAL 1 | PRIORITY 2 |
| | COMMERCIAL 2 | |
| | COMMERCIAL 3 | |
| | INDUSTRIAL | PRIORITY 3 |
| | LIGHT INDUSTRIAL | |
| | PARKS & RECREATIONAL | |
| | INSTITUTIONAL AND COMMUNITY FACILITIES | |
| | RURAL | |

This is an Office Consolidation of Schedule "A" (Zoning Map) referred to in Section 401(2) of City of Greenwood Zoning Bylaw No. 683, 1997.

This map is an office consolidation. It is consolidated for convenience only and is merely representative. This map consists of current amendments which have been made to the original version. Copies of all bylaws (originals and amendments) may be obtained from the City of Greenwood office.

Compiled and plotted by the Regional District of Kootenay Boundary Planning and Development Department.

