



**KITIMAT**

A Marvel of Nature and Industry

# **Pop-Up Shop Pilot Program**

**Program Guidelines**

**2026-2027**

## Program Purpose and Goals

The goal of the Pop-Up Shop Pilot Program is to support home-based businesses in testing the viability of operating in a rental space while lowering the vacancy rate within the downtown core. Activated spaces bring people and energy into an area making it more appealing to prospective tenants.

## The Program

The objectives of the Pop-Up Shop program are to support small business growth through greater business visibility, lower barriers of entry into owning a business storefront, enliven commercial centres and lower the commercial vacancy rate within the downtown core.

The program will work with owners and agents to temporarily fill vacant spaces and properties with suitable projects and participants while they are waiting to be leased or sold. This offers entrepreneurs without a retail space 1-6 months to operate out of a vacant commercial space within the downtown core without committing to a rental fee or long-term lease. For participating landlords, the program offers the opportunity to better market their units as available while assisting potential long-term tenants to visualize their own business in the space.

## Definitions

**Property Owner:** means the registered owner(s) in fee simple of lands within the District of Kitimat, or their designate.

**Tenant:** means an entrepreneur with an active business licence (or can obtain a business licence) and does not operate from a physical commercial space yet (this includes home-based businesses, home occupation businesses, kiosks and food trucks).

## Eligible Properties

All vacant commercial spaces within the downtown core are eligible to participate in this program. Properties eligible for the Pop-Up Shop Pilot program must be:

- Located in the downtown commercial centre (Schedules A included in these guidelines)
- Classified as a Class 5 or 6 property by the BC Assessment Authority
- Vacant for a minimum of 6 months
- Willing to commit to the program for a year unless a suitable tenant is found before the year elapses

Properties must not:

- Be already committed to a long-term lease
- Require significant retrofits to be occupied by a prospective tenant

- Have property taxes in arrears

### **Eligible Applicants**

The following businesses are eligible to participate in the program:

- Home Businesses
- Home Occupations
- Kiosks (if moving into a walled space)
- Food trucks
- Entrepreneurs testing the viability of a new retail venture

### **Program Process (for Property Owners)**

**Step 1.** The Property Owner submits a completed application form to the Kitimat Chamber of Commerce including a description of their property.

**Step 2.** The Property Owner, District of Kitimat and Kitimat Chamber of Commerce complete an inspection of the property and sign a lease agreement if property is in suitable condition for the program (move-in-ready or near-ready spaces).

**Step 3.** The property is advertised as a participating space within the program with “For Lease” signs displayed.

### **Program Process (for Entrepreneurs)**

**Step 1.** The interested entrepreneur completes the application form.

**Step 2.** Applications will be reviewed by a 3-person panel consisting of staff from the District’s Economic Development and Communications department, Planning department, and the Kitimat Chamber of Commerce. Successful entrepreneurs will be informed of the duration within which they can use the property.

**Step 3.** Lease agreements are signed for the property stipulating Tenant responsibilities which include:

- Utility payments for the duration of their participation in the program
- Maintaining the space in the condition leased
- Reporting on key metrics such as visitor traffic and sales during participation in the program

**Step 4.** Tenant moves into the space and utilizes as their business premises until lease expires, or the Property Owner finds a long-term tenant (whichever happens earliest).

**Step 5.** At the end of the lease term, the Tenant will be required to provide reporting on the agreed upon metrics. If the Tenant decides to sign a long-term lease with the Property Owner to continue using the space an introduction to the Property Owner will be facilitated by the Kitimat Chamber of Commerce. Should the Tenant decide to vacate the premises, a property inspection will be conducted with the Kitimat Chamber of Commerce.

Applications will be processed on a first come first serve basis with consideration to space needs and available properties.

### **Next Steps**

We strongly recommend reaching out to the Kitimat Chamber of Commerce to assess eligibility to participate in the program. Inquiries can be directed to the Executive Director at [edirector@kitimatchamber.ca](mailto:edirector@kitimatchamber.ca) or 250-632-8900. We are happy to work with you to ensure successful participation in the program.



## ENTREPRENEUR APPLICATION FOR POP-UP SHOP

Date of application	Applicant's full legal name
Business name	
Mailing address	
Phone number	Email address
Business License Number	
Business website and social media (if available)	
Desired unit size (sqft)	Desired lease term (min. 1 month, max 6 months)
Description of business (please provide details of the goods or services you plan to offer in the pop-up space)	
What is your average price point?	
Have you sold your products before? (Online, markets, events, storefront, etc.)	
Do you have:	
<ul style="list-style-type: none"> <li>- General liability insurance? (Yes / No)</li> <li>- POS system? (Yes / No)</li> </ul>	





## PROPERTY OWNER APPLICATION FOR POP-UP SHOP

Date of application	Property owner full legal name
Property manager (if different from property owner)	
Primary contact person	
Mailing address	
Phone number	Email address
Property civic address	
Property type (retail storefront, mall unit)	Unit size (Total sqft)
Current vacancy length	Earliest available occupancy date
Would you consider transitioning a successful pop-up to a long-term lease? (Yes/No/Case-by-case)	
Are you open to flexible or rolling short-term leases?	Minimum rental term you would consider
Minimum monthly rent expectation	Are you willing to offer a reduced rent for approved program participants? (Yes/No)
Are you willing to allow exterior signage and window displays?	
Additional information (please provide any information you consider important for sub-leasing this space including tenants that you may not be comfortable renting the unit and special legal conditions for short-term tenants)	

<p>I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that failure to provide the required information may delay or disqualify my application for participation in this program.</p> <p>I acknowledge that I may be contacted by the District of Kitimat or its agent to process my application. I consent to being contacted by the District of Kitimat or its agent for a testimonial if my application is successful</p>	
Signature of Applicant	Date

**Collection notice:** We are collecting personal information to administer the Pop-Up Shop Pilot Program. Personal information is being collected under section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about our collection of your information, please contact us at [administration@kitimat.ca](mailto:administration@kitimat.ca) or at (250) 632-8900.

	APPROVED: YES OR NO	SIGNATURE	DATE
Director of Economic Development and Communications, District of Kitimat			
Director of Planning, District of Kitimat			
Executive Director, Kitimat Chamber of Commerce			