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Item No. 9.2
Heritage Advisory Committee
April 26, 2017

TO: Chair and Members of the Heritage Advisory Committee

Original signed

SUBMITTED BY:

Bob Bjerke, Chief Planner & Director, Planning and Development

DATE: March 23, 2017

SUBJECT: **H00449: 2017/2018 Heritage Incentive Program**

ORIGIN

On April 1, 2014, Regional Council approved Administrative Order Number 2014-002-ADM Respecting the Heritage Incentives Program. Applications for financial assistance through this program have been received for the 2017-2018 fiscal year.

LEGISLATIVE AUTHORITY

Heritage Property Act, R.S.N.S., 1989, c. 199, section 22:

Financial Assistance

22(1) The Minister, subject to the approval of the Governor in Council, may provide financial assistance in respect of provincial heritage property and the council may provide financial assistance in respect of municipal heritage property or property located in a heritage conservation district to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Minister or the council, as the case may be, deems fit.

Administrative Order Number 2014-002-ADM, Respecting the Heritage Incentives Program

RECOMMENDATION

It is recommended that the Heritage Advisory Committee recommend that Halifax Regional Council:

- 1) Approve the recommended grants to the properties listed in Attachment A, conditional upon the applicants' compliance with section 29 through 35 of Administrative Order Number 2014-002-ADM (Attachment B).

BACKGROUND

Halifax Regional Municipality supports the conservation, preservation and promotion of municipally registered heritage properties through the Heritage Property Program. One of the principal aims of the program is facilitate the ongoing maintenance, restoration, reuse and rehabilitation of heritage properties through financial incentives. The heritage incentives program continues to meet this objective through grants that have been issued annually.

In April of 2014, Regional Council approved Administrative Order Number 2014-002-ADM, outlined in Attachment C, which sets out the conditions under which matching grants of up to \$10,000 can be approved for exterior conservation work to registered heritage properties.

DISCUSSION

Between January 1 and March 1 of 2017, staff received 24 applications for heritage grants. The applications were first evaluated by staff to determine if they met the eligibility criteria of the administration order.

In an effort to prioritize applications all eligible applications were scored according to the system in Table1.

Table 1 – Application Scoring Matrix for Heritage Incentives Program

Criteria	4 Points	3 Points	2 Points	1 Point
Location	Hfx County	Hfx North End	Dartmouth & Remainder of Hfx	Hfx South End and Downtown
Type of Work	Roof and Foundation	Masonry, Cladding & Window Repair	Window Replacement	Painting, etc.
Visibility	N/A	N/A	Front & Visible Sides	Rear & Non-Visible
Number & Amount of Previous Grants	N/A	First Time Applicants	Previous Grants <\$10,000 (cumulative)	Previous Grants >\$10,000 (cumulative)
Building Conservation Plan	N/A	N/A	N/A	Application Supported by BCP

The total value of requests for the eligible grant applications is \$ 150,000. The total grant program budget for this year is \$150,000. The budget has been approved by Regional Council for the 2017/18 fiscal year.

All twenty-four (24) applications can be recommended for award without exceeding the grant budget. These projects are listed in Attachment A. Attachment C provides background information specific to each application.

FINANCIAL IMPLICATIONS

The recommended approval of \$150,000 for 2017-18 heritage incentive grants will be funded from the 2017-18 operating budget for cost centre C002 – Urban Design.

RISK CONSIDERATION

There are no significant risks associated with the recommendations contained within this report. This application may be considered under existing HRM Heritage Property Program. The Heritage Advisory Committee has the discretion to make recommendations that are consistent with the HRM Heritage Property Program.

COMMUNITY ENGAGEMENT

The administration of the heritage incentives program is an internal HRM process, which was adopted after a public consultation process consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement was information sharing achieved through public accessibility to the required Heritage Advisory Committee meeting.

ENVIRONMENTAL IMPLICATIONS

No implications have been identified.

ALTERNATIVES

The Heritage Advisory Council could forward a negative recommendation with respect to the awarding of the grants as outlined in this report.

ATTACHMENTS

Attachment A Table of Recommended Properties for Approval of Heritage Incentive Grant
Attachment B Administrative Order Number 2014-002-ADM
Attachment C Background Information on Applicant Properties

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Shilo Gempton, Planner II, 902.490.4494

Report Approved by: *Original signed*

Jacob Ritchie, Urban Design Program Manager, Planning & Development, 902.490.6510

Financial Approval by: *Original signed*

Louis de Montbrun, Acting Director of Finance and Asset Management, 902.476.0585

Attachment A - Table of Recommended Properties for Approval of Heritage Incentive Grant

Grant Recommendations:

Score	Application No.	Address	Description of Work	Recommended Grant
11.25	18-009	1320 Old Sackville Rd	Replace garage and pool doors; replace chimney	\$7,624
11	18-001	2046 Brunswick St	Rebuild chimney	\$3,975
10.5	18-019	2140 Brunswick St	Repair roof and dormer	\$7,233
10.5	18-004	63 King St	Repair roof; replace shingles, window trims, cladding, corner boards; painting	\$10,000
10	18-006	20 Hester St	Replace shingles; new roof	\$3,302
10	18-003	2068 Brunswick St	Repair roof	\$4,153
9.5	18-008	95 King St	Replace roof shingles	\$5,667
9	18-007	280 Portland St	Replace chimney	\$5,270
9	18-012	22 Dahlia St	Replace wood entry door, transom and sidelights	\$4,521
9	18-024	41 Pleasant St	Repair Roof	\$4,302
8.5	18-010	89 & 91 King St	Replace cedar cladding; new trim on doors and windows; new corner boards and freeze boards	\$10,000
8.5	18-011	4 Albert St	Replace siding, eaves and gutter	\$10,000
8	18-014	1141 Cartaret St	Replace windows	\$10,000
7.25	18-023	1226 Hollis St	Replace windows and repair roof	\$10,000
7	18-005	5145 Morris St	Remove and replace dormers; replace roof	\$10,000
7	18-015	15 Pine St	Replace windows	\$4,728
6.75	18-020	1071 Tower Rd	Repair window trim; replace gutters; roof repairs	\$4,125
6.75	18-021	1073 Tower Rd	Repair window trim; replace gutters; roof repairs	\$4,125
6.5	18-002	5660 Fenwick St	Replace/restore 6 windows; reshingle wall	\$10,000
6.5	18-016	5184 Morris St	Painting	\$4,535
6.5	18-018	5178 Morris St	Painting	\$5,918
6	18-022	1091 Tower Rd	Replace windows	\$3,050
5.5	18-017	5172 Morris St	Painting	\$4,342
5	18-013	1260-62 Queen St	Replace wood deck	\$3,130
TOTAL GRANT RECOMMENDATIONS				\$150,000

ATTACHMENT B: ADMINISTRATIVE ORDER NUMBER 2014-0020-ADM

HALIFAX REGIONAL MUNICIPALITY ADMINISTRATIVE ORDER NUMBER 2014-002-ADM RESPECTING THE HERITAGE INCENTIVES PROGRAM

WHEREAS pursuant to *Heritage Property Act*, R.S.N.S. 1989, c. 199, the Council of the Halifax Regional Municipality may provide financial assistance in respect of municipal heritage property to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Council deems fit;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 2014-002-ADM, the Heritage Incentives Program Administrative Order.

Purpose

2. To encourage the conservation of privately-owned, municipally registered heritage properties used for residential or commercial purposes. Within the limits of the annual approved budget, the Heritage Incentives Program provides matching grants of up to \$10,000 for eligible exterior conservation work.

Interpretation

3. For the purposes of this Administrative Order, “municipally registered heritage property” has the same meaning as “municipal heritage property” in the *Heritage Property Act*, R.S.N.S. 1989, c. 199.

Financial Assistance Available

4. The Heritage Incentives Program operates on the Municipality’s fiscal year, from April 1st to March 31st.

5. Twenty-five per cent (25%) of the annual heritage incentives budget is allocated to applications relating to commercial heritage properties. This is a proportionate allocation based on the fact that commercial buildings make up 25% of the HRM heritage registry. Any funds not used for commercial properties will be made available to residential applications.

6. Financial assistance is awarded on a 50% cost-sharing basis, exclusive of HST.

7. The maximum annual amount of financial assistance per property is \$10,000.00.

8. The minimum annual amount of financial assistance per property is \$500.00.

9. Each property is limited to one application for financial assistance per year, and two successful applications in any four year period.

Application Requirements

10. There is one intake period per fiscal year. Applications will be accepted between January 1st and March 1st for the following fiscal year.

11. All applications must be received by mail or in person. E-mailed or faxed applications will not be accepted. The address for submission of applications will be posted on www.halifax.ca prior to January 1st of each year.

12. Applications must include:

- (a) a completed application form;
- (b) recent photographs of all sides of the building, with close-ups of the areas of work for which the grant is applied;
- (c) two contractor estimates for the proposed work; and
- (d) where the applicant is a condominium corporation, a copy of the board of director minutes approving the submission of the grant application.

13. Late or incomplete applications will not be reviewed or considered.

Eligible Property

14. Only eligible property will be considered for financial assistance.
15. An eligible property must be:
 - (a) a privately-owned, registered municipal heritage property within HRM; and
 - (b) in use for residential or commercial purposes.
16. A property is not eligible for financial assistance if the property is currently under investigation or prosecution for land-use, Building Code, Fire Code, or Heritage Property Act violations, or is subject to an order to comply under any Act or By-law, or has any liens or property taxes outstanding.

Work & Materials Eligible for Financial Assistance

17. Projects which restore exterior architectural elements significant to the heritage value of the registered heritage property, including any of the following, are eligible for financial assistance:
 - (a) **Preservation** of existing exterior architectural elements. This includes, for example, repair of deteriorated windows and doors, cladding, roofing, foundation, cornices, moldings, architectural trim, and other significant features.
 - (b) **Replacement** of existing exterior architectural elements that still exist but which are beyond preservation or repair. This includes replacement in kind of deteriorated doors and windows, cladding, roofing, cornices, moldings, architectural trim, and other significant features, using accurate reconstruction and materials, sizes, and configurations that match the original.
 - (c) **Restoration** of exterior architectural elements which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
 - (d) **Painting** in colours appropriate to the period of the heritage property. Generally, colours from the heritage palette of the major paint manufacturers are preferred.
 - (e) **Preservation/restoration of historic outbuildings or landscape features**, such as fences, walls or gates which form part of the original, documented heritage value of the property.
18. To be eligible, projects must use traditional materials (wood, stone, brick, etc.) and traditional designs.

Work & Materials Ineligible for Financial Assistance

19. The following work and materials are ineligible for financial assistance:
 - (a) work that has been commenced or completed prior to submission of the application;
 - (b) modern materials such as vinyl or aluminum clad windows, steel doors, vinyl siding, or Exterior Insulation Finishing System cladding;
 - (c) short-term, routine maintenance including minor repairs;
 - (d) poor or defective work; or
 - (e) labour undertaken by the owner.

Project Evaluation and Prioritization

20. Projects will be evaluated using HRM *Heritage Building Conservation Standards* as adopted by By-law H-200, or any other guidelines for the conservation of heritage properties that may be adopted by By-law H-200 from time to time.
21. The following criteria will be used to prioritize applications:
 - (a) Preference given to first-time applications.
 - (b) Higher priority will be given to preservation and restoration of historic structural and weatherproofing elements than to cosmetic improvements, e.g., restoration of cladding, windows, doors, or roof has greater priority than painting.
 - (c) Preference will be given to restoration of publicly visible features, e.g., an application for restoration of a front porch would have higher priority than a back porch restoration.
 - (d) Balance will be sought between applications from different parts of HRM, e.g., Halifax South End, Halifax North End, Dartmouth, Bedford, South-Western shore, Eastern Shore, etc.
 - (e) Preference will be given to applications supported by a Building Conservation Plan prepared by an architect, building inspector, engineer, or other qualified restoration professional. The Building Conservation Plan shall be a drawing or report which reasonably illustrates all work required for the building.

Application Review Process

22. All applications will be screened by staff for basic eligibility as they are received. Applicants will be notified promptly if their application is ineligible.
23. Eligible applications will be evaluated and prioritized by staff and a report and recommendations will be prepared for consideration by the Heritage Advisory Committee, no later than June 30th each fiscal year.
24. The staff report will be reviewed by the Heritage Advisory Committee for recommendation to Regional Council.
25. Final approval of all applications for financial assistance, and their amount, is a decision of Regional Council in its sole discretion. Regional Council may:
 - (a) approve the application;
 - (b) approve the application to be placed on a waiting list to be administered by staff in accordance with funds available in the program budget; or
 - (c) refuse the application.
26. Notification of the decision of Regional Council will be mailed to applicants after it is made.
27. Approval of financial assistance is conditional on Regional Council's approval of the annual program budget.
28. Due to limited funds, not all eligible applications may receive financial assistance.

Conditions of Approval & Payment of Financial Assistance

29. Projects must be completed within the fiscal year for which they are approved.
30. Financial assistance is conditional on satisfactory completion of approved work, photographic documentation of completed work, and submission of well-organized receipts and paid invoices.
31. Deadline for submission of receipts and paid invoices is March 1st each fiscal year. This is necessary to enable payments to be processed by end of fiscal year.
32. Financial assistance for projects not completed by the end of the fiscal year will be forfeited.
33. Financial Assistance is tied to specific approved work. Additional work beyond what is budgeted for and approved will not be funded.
34. The applicant shall notify HRM of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval. The authority to give such approval is hereby delegated to the Heritage Property Planner. Approval may be sought at any time in the fiscal year for which the financial assistance was approved, but must be sought prior to the submission of receipts and paid invoices. Work that deviates from the approved work without a supplementary approval may not be eligible for funding and, at the discretion of HRM, such funding may be withheld and re-allocated to another heritage property.
35. For projects which result in cumulative financial assistance of \$10,000.00 or more, no funds shall be paid until the applicant has signed an *Agreement to Waive Section 18 of the Heritage Property Act* and filed the agreement, at their cost, at the Registry of Deeds. Under the agreement, which runs with the property, the applicant agrees not to demolish or alter the exterior appearance of the property in any manner without the written consent of HRM and expressly waives its rights under section 18 of the Heritage Property Act for ten (10) years from the date of the agreement. Waivers must be filed at the Registry of Deeds within 6 months after the end of the fiscal year in which the financial assistance has been approved: failure to do so will result in forfeiture of funds.

Scope

36. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide financial assistance under the *Heritage Property Act* or otherwise.

Effective Date

37. This Administrative Order comes into force beginning with applications for the 2015-16 fiscal year.

Done and passed in Council this 1st day of April, A.D. 2014.

Mayor

Municipal Clerk




I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on April 1, 2014.

Cathy Mellett, Municipal Clerk

Notice of Motion:
Approved:

March 18, 2014
April 1, 2014

Attachment C - Background Information on Applicant Properties

<p>Application Number 18-001</p> 	<p>Address: 2046 Brunswick Street Name: Churchfield Barracks Age: c. 1901 Proposed Work: Rebuild chimney Recommended grant award of: \$3,975</p>
<p>Application Number 18-002</p> 	<p>Address: 5660 Fenwick Street Name: Cahill House Age: c. 1895 Proposed Work: Replace/restore 6 windows, reshingle wall Recommended grant award of: \$10,000</p>
<p>Application Number 18-003</p> 	<p>Address: 2068 Brunswick Street Name: Churchfield Barracks Age: c. 1901 Proposed Work: Repair roof Recommended grant award of: \$3,302</p>
<p>Application Number 18-004</p> 	<p>Address: 63 King Street Name: Samuel Greenwood Age: c. 1797 Proposed Work: Repair roof; replacement of shingles, window trims, cladding, corner boards; painting Recommended grant award of: \$10,000</p>

Application Number 18-005



Address: 5145 Morris Street
Name: E. B. Strickland House
Age: c. 1869
Proposed Work: Remove and replace
dormers; new roof
**Recommended grant award of:
\$10,000**

Application Number 18-006



Address: 20 Hester Street
Name: Phillip Mitchell House
Age: c. 1886
Proposed Work: Replace wood
shingles; new roof
**Recommended grant award of:
\$4,153**

Application Number 18-007



Address: 287 Portland Street
Name: James Austin House
Age: c. 1872
Proposed Work: Replace chimney
**Recommended grant award of:
\$5,270**

Application Number 18-008



Address: 95 King Street
Name: Mystery House
Age: c. 1845
Proposed Work: Replace roof shingles
**Recommended grant award of:
\$5,667**

Application Number 18-009



Address: 1320 Old Sackville Road
Name: Olands Farm
Age: c. 1870
Proposed Work: Replace garage and pool doors; replace brick chimney
Recommended grant award of: \$7,624

Application Number 18-010



Address: 89 & 91 King Street
Name: Alfred Elliott House
Age: c. 1905
Proposed Work: Replace cedar cladding; new trim on doors and windows; new corner boards and freeze boards
Recommended grant award of: \$10,000

Application Number 18-011



Address: 4 Albert Street
Name: William Wentzell House
Age: c. 1893
Proposed Work: Replace siding, eaves and gutter
Recommended grant award of: \$10,000

Application Number 18-012



Address: 22 Dahlia Street
Name: Benjamin Russell House
Age: c. 1873
Proposed Work: Replace wood frame door, transom and sidelights
Recommended grant award of: \$4,521

Application Number 18-013



Address: 1260-62 Queen Street
Name: Collins Archibald House
Age: c. 1865
Proposed Work: Replace wood deck
**Recommended grant award of:
\$3,130**

Application Number 18-014



Address: 1141 Cartaret
Name: Oakland Cottage
Age: c. 1899
Proposed Work: Replace windows
**Recommended grant award of:
\$10,000**

Application Number 18-015



Address: 15 Pine Street
Name: Misener House
Age: c. 1864
Proposed Work: Replace windows
**Recommended grant award of:
\$4,728**

Application Number 18-016



Address: 5184-86 Morris Street
Name: Haliburton House
Age: c. 1823
Proposed Work: Painting
**Recommended grant award of:
\$4,535**

Application Number 18-017



Address: 5172 Morris Street
Name: Lithgow House
Age: c. 1870
Proposed Work: Painting
**Recommended grant award of:
\$4,342**

Application Number 18-018



Address: 5178 Morris Street
Name: Pryor-Binney House
Age: c. 1831
Proposed Work: Painting
**Recommended grant award of:
\$5,918**

Application Number 18-019



Address: 2140 Brunswick Street
Name: Parsonage House
Age: c. 1875
Proposed Work: Repair roof and
dormers
**Recommended grant award of:
\$7,233**

Application Number 18-020



Address: 1071 Tower Road
Name: Victorian Streetscape
Age: c. 1890
Proposed Work: Repair window trim,
replace gutters, roof repairs
**Recommended grant award of:
\$4,125**

Application Number 18-021



Address: 1073 Tower Road
Name: Victorian Streetscape
Age: c. 1890
Proposed Work: Repair window trim,
replace gutters, roof repairs
**Recommended grant award of:
\$4,125**

Application Number 18-022



Address: 1091 Tower Road
Name: Victorian Streetscape
Age: c. 1885
Proposed Work: Replace windows
**Recommended grant award of:
\$3,050**

Application Number 18-023



Address: 1226 Hollis Street
Name: Hon. William Annand House
Age: c. 1870
Proposed Work: Roof repair and
window replacement
**Recommended grant award of:
\$10,000**

Application Number 18-024



Address: 41 Pleasant Street
Name: Wesley Forbes House
Age: c. 1886
Proposed Work: Roof repair
**Recommended grant award of:
\$4,302**