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Item No. 9.2
Heritage Advisory Committee
April 25, 2018

TO: Chair and Members of the Heritage Advisory Committee

-Original Signed-

SUBMITTED BY:

Kelly Denty, Acting Director, Planning and Development

-Original Signed-

Jacques Dubé, Chief Administrative Officer

DATE: March 20, 2018

SUBJECT: **H00458: 2018/2019 Heritage Incentive Program**

ORIGIN

Regional Council approved Administrative Order Number 2014-002-ADM Respecting the Heritage Incentives Program. Applications for financial assistance through the Heritage Incentive Program are accepted annually from January 1st to March 1st.

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 Regional Council approve the recommended grants to the properties listed in Attachment A, and approve as ‘standby’ the recommended properties listed in Attachment B, conditional upon the applicants’ compliance with Sections 29 through 35 of Administrative Order Number 2014-002-ADM.

BACKGROUND

The Heritage Property Program supports the conservation, preservation and promotion of municipally registered heritage properties located throughout the Halifax Regional Municipality. One of the tools that the Program uses to achieve these goals is annual grant funding through the Heritage Incentive Program. This Program was approved by Regional Council on April 1, 2014 through Administrative Order Number

2014-002-ADM. It provides matching grants of up to \$10,000 to successful applicants undertaking exterior conservation work to registered heritage properties.

DISCUSSION

Applications to the 2018/2019 Heritage Incentive Program were accepted from January 1st, 2018 to March 1st, 2018. Staff received and reviewed 26 applications. One application was deemed incomplete and was not considered for funding.

Eligible applications were evaluated and ranked based on the following scoring system (Table 1):

Criteria	4 Points	3 Points	2 Points	1 Point
Location	Halifax County	Halifax North End	Dartmouth & Remainder of Halifax	Halifax 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 proposed Planning and Development operating budget for 2018/19 includes grant funding of \$150,000 for the Heritage Incentive Program. The total value of the eligible grant applications is \$174,921. As a result, some projects are not recommended for funding at this time.

The 21 highest scoring applications are recommended for approval without exceeding the program's budget. These properties are listed in Attachment A. The four projects that cannot be funded within the current program budget are recommended to be included on a standby list. Should an approved project not proceed or the actual expense of an approved project be less than the submitted estimate, Staff will allocate the excess funds to the properties on the standby list. A list of the properties recommended to be placed on the standby list is contained in Attachment B. All applications must comply with the provisions of the Administrative Order (Attachment C).

Attachment D provides additional information regarding the properties and proposed projects for each of the applications recommended for funding and standby approval.

FINANCIAL IMPLICATIONS

The total funding amount of \$150,000 for the 2018/2019 Heritage Incentive Program grants is included within the proposed 2018-19 operating budget for cost centre C002 – Urban Design.

RISK CONSIDERATION

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

COMMUNITY ENGAGEMENT

The administration of the Heritage Incentive Program is an internal HRM process that 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 Committee could forward a negative recommendation for some or all of the applications with respect to the awarding of the grants as outlined in this report.

ATTACHMENTS

- Attachment A Table of Properties Recommended for Heritage Incentive Program Grant Funding
- Attachment B Table of Properties Recommended as Standby for Heritage Incentive Program Grant Funding
- Attachment C Administrative Order Number 2014-002-ADM
- Attachment D Background Information on Applicant Properties

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Kathleen Fralic, Planner II, 902.490.4904

Report Approved by: *-Original Signed-*

Kurt Pyle, Social & Economic Research Program Manager, 902.490.6011

Financial Approval by: *-Original Signed-*

Jerry Blackwood, Acting Director of Finance and Asset Management/CFO, 902.490.6308

Attachment A

Table of Properties Recommended for Heritage Incentive Program Grant Funding

Rank	App No	Address	Community	Score	Description of Proposed Work	Total Project Estimate	Recommended Grant
1	19-017	2275 Brunswick Street	Halifax North	11	Replacing siding, windows and door	\$29,000	\$10,000
2	19-019	5517 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
3	19-020	5521 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
4	19-021	5527 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
5	19-024	5537 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
6	19-025	5541 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
7	19-026	5547 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
8	19-023	5533 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
9	19-022	5529 Young Street	Halifax North	11	Replacing roof	\$15,951	\$7,800
10	19-003	2146 Brunswick Street	Halifax North	11	Repointing façade brickwork	\$12,393	\$6,196
11	19-015	5178 Bishop Street	Halifax South	10	Replacing roof	\$7,025	\$3,512
12	19-007	276 Portland Street	Dartmouth	10	Repairing siding, roof and windows	\$8,230	\$4,115
13	19-014	68 Hawthorne Street	Dartmouth	10	Repairing dormers and windows	\$15,500	\$7,750
14	19-012	1043 Tower Road	Halifax South	10	Replacing roof	\$8,532	\$4,266
15	19-006	5725 Inglis Street	Halifax South	10	Repairing roof and dormers	\$18,800	\$9,400
16	19-016	2720 Gottingen Street	Halifax North	10	Replacing flat roof	\$14,314	\$7,157
17	19-010	64 Queen Street	Dartmouth	10	Replacing roof	\$22,969	\$10,000
18	19-013	1047 Tower Road	Halifax South	9	Replacing roof and windows	\$15,851	\$7,925
19	19-008	23 James Street	Dartmouth	9	Repairing front door, windows and siding	\$7,393	\$3,696
20	19-005	5518 North Street	Halifax North	9	Repairing front door and entranceway	\$8,842	\$4,421
21	19-004	5516 North Street	Halifax North	9	Shingling, painting, repairing roof details, replacing rear windows and doors	\$91,000	\$9,162
						TOTAL	\$150,000

Attachment B

Table of Properties Recommended as Standby for Heritage Incentive Program Grant Funding

Rank	App No	Address	Score	Description of Proposed Work	Total Project Estimate	Requested Grant
1	19-002	2575-77 Creighton Street	8	Replacing rear shingles and windows	\$15,465	\$7,732
2	19-011	16 Victoria Road	7	Painting	\$2,985	\$1,492
3	19-001	1265-69 Barrington Street	6	Replacing fire escape	\$19,723	\$9,861
4	19-009	62 Queen Street	6	Replacing rear deck	\$9,996	\$4,998

Attachment C

Administrative Order Number 2014-002-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 D

Applicant Property Information

<p>Application No. 19-001</p> 	<p>Address: 1265-1269 Barrington Street Name: H.P. Burton House Age: c.1864 Proposed Project: Replacing fire escape Score: 6/14 Estimated Project Cost: \$19,723 Recommended No. 3 on Standby List (\$9,861)</p>
<p>Application No. 19-002</p> 	<p>Address: 2575-2577 Creighton Street Name: Henry Busch House Age: c.1875 Proposed Project: Replacing rear shingles and windows Score: 8/14 Estimated Project Cost: \$15,465 Recommended No. 1 on Standby List (\$7,732)</p>
<p>Application No. 19-003</p> 	<p>Address: 2146 Brunswick Street Name: Universalist Church Age: c.1878 Proposed Project: Repointing façade brickwork Score: 11/14 Estimated Project Cost: \$12,393 Recommended Grant \$6,196</p>

<p>Application No. 19-004</p> 	<p>Address: 5516 North Street Name: Butler-Distant House Age: c.1895 Proposed Project: Reshingling, painting, repairing roof, replacing rear windows and doors Score: 9/14 Estimated Project Cost: \$91,000 Recommended Grant \$9,162</p>
<p>Application No. 19-005</p> 	<p>Address: 5518 North Street Name: Walter J. Busch House Age: c.1896 Proposed Project: Repairing front door and entranceway Score: 9/14 Estimated Project Cost: \$8,842 Recommended Grant \$4,421</p>
<p>Application No. 19-006</p> 	<p>Address: 5725 Inglis Street Name: Late Victorian Streetscape Age: c.1875 Proposed Project: Repairing roof and dormers Score: 10/14 Estimated Project Cost: \$18,800 Recommended Grant \$9,400</p>
<p>Application No. 19-007</p> 	<p>Address: 276 Portland Street Name: Charles E. Pearce House Age: c.1902 Proposed Project: Repairing siding, roof and windows Score: 10/14 Estimated Project Cost: \$8,230 Recommended Grant \$4,115</p>

Application No. 19-008



Address: 23 James Street
Name: Peter Morrison House
Age: c.1879
Proposed Project: Repairing front door, windows and siding
Score: 9/14
Estimated Project Cost: \$7,393
Recommended Grant \$3,696

Application No. 19-009



Address: 62 Queen Street
Name: Winston House
Age: c.1849
Proposed Project: Replacing rear deck
Score: 6/14
Estimated Project Cost: \$9,996
Recommended No. 4 on Standby List (\$4,998)

Application No. 19-010



Address: 64 Queen Street
Name: Charles Robson House
Age: c.1888
Proposed Project: Replacing roof
Score: 10/14
Estimated Project Cost: \$22,969
Recommended Grant \$10,000

Application No. 19-011



Address: 16 Victoria Road
Name: Daniel Fillis House
Age: c.1905
Proposed Project: Painting
Score: 7/14
Estimated Project Cost: \$2,985
Recommended No. 2 on Standby List (\$1,492)

<p>Application No. 19-012</p> 	<p>Address: 1043 Tower Road Name: Victorian Streetscape Age: c.1875 Proposed Project: Replacing roof Score: 10/14 Estimated Project Cost: \$8,532 Recommended Grant \$4,266</p>
<p>Application No. 19-013</p> 	<p>Address: 1047 Tower Road Name: Victorian Streetscape Age: c.1875 Proposed Project: Replacing roof and windows Score: 9/14 Estimated Project Cost: \$15,851 Recommended Grant \$7,925</p>
<p>Application No. 19-014</p> 	<p>Address: 68 Hawthorne Street Age: c.1919 Proposed Project: Repairing dormers and windows Score: 10/14 Estimated Project Cost: \$15,500 Recommended Grant \$7,750</p>
<p>Application No. 19-015</p> 	<p>Address: 5178 Bishop Street Name: C.H. Willis House Age: c.1862 Proposed Project: Replacing roof Score: 10/14 Estimated Project Cost: \$7,025 Recommended Grant \$3,512</p>

<p>Application No. 19-016</p> 	<p>Address: 2720 Gottingen Street Name: H.R. Silver House Age: c.1896 Proposed Project: Replacing flat roof Score: 10/14 Estimated Project Cost: \$14,314 Recommended Grant \$7,157</p>
<p>Application No. 19-017</p> 	<p>Address: 2275 Brunswick Street Name: Huestis House Age: c.1887 Proposed Project: Replacing siding, windows and front door Score: 11/14 Estimated Project Cost: \$29,000 Recommended Grant \$10,000</p>
<p>Application No. 19-018</p>	<p>Application deemed incomplete.</p>
<p>Application No. 19-019</p> 	<p>Address: 5517 Young Street Name: Wallace Brothers Store Age: c.1920 Proposed Project: Replacing roof Score: 11/14 Estimated Project Cost: \$15,951 Recommended Grant \$7,800</p>
<p>Application No. 19-020</p> 	<p>Address: 5521 Young Street Name: Glubes Brothers Store Age: c.1920 Proposed Project: Replacing roof Score: 11/14 Estimated Project Cost: \$15,951 Recommended Grant \$7,800</p>

Application No. 19-021



Address: 5527 Young Street
Name: Cushing-Demon Barbers
Age: c.1921
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800

Application No. 19-022



Address: 5529 Young Street
Name: Emporium Company Store
Age: c.1920
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800

Application No. 19-023



Address: 5533 Young Street
Name: Emporium Company Store
Age: c.1920
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800

Application No. 19-024



Address: 5537 Young Street
Name: Beckford Company Store
Age: c.1921
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800

Application No. 19-025



Address: 5541 Young Street
Name: Beckford Company Store
Age: c.1921
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800

Application No. 19-026



Address: 5547 Young Street
Name: Sheppard House
Age: c.1921
Proposed Project: Replacing roof
Score: 11/14
Estimated Project Cost: \$15,951
Recommended Grant \$7,800