



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 9.3**  
**Heritage Advisory Committee**  
**March 27, 2019**

**TO:** Chair and Members of the Heritage Advisory Committee

***-Original Signed-***

**SUBMITTED BY:**

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Kelly Denty, Director of Planning and Development

***-Original Signed-***

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Jacques Dubé, Chief Administrative Officer

**DATE:** March 11, 2019

**SUBJECT:** **H00465: 2019/2020 Heritage Incentives Program**

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**ORIGIN**

Regional Council approved Administrative Order Number 2014-002-ADM respecting the Heritage Incentives Program on April 1, 2014. Applications for financial assistance through the Heritage Incentive Program are accepted annually from September 1 to December 1.

**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 proposed 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.

## **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 Respecting the Heritage Incentives Program (Attachment B). It provides matching grants of up to \$10,000 to successful applicants undertaking exterior conservation work to registered heritage properties.

## **DISCUSSION**

Applications for the 2019/2020 Heritage Incentive Program were accepted from September 1, 2018 to December 1, 2018. Staff received and reviewed 24 applications. Two applications were for projects that are not eligible for funding through the Heritage Incentives Program and were not considered.

In March 2018, Regional Council approved a change to the intake period for the incentive program that moved the deadline for applications forward from March 1, 2019 to December 31, 2019. While the change was advertised by letters sent directly to heritage property owners, as well as notifications posted on the HRM website, three potential applicants were unaware of the change and missed the deadline.

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

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

*\*For the purpose of the incentive program, the boundary between Halifax North and South End is delineated by Quinpool Rd and Cogswell Street. The remainder of Halifax comprises the rest of the former City of Halifax excluding the peninsula, and Dartmouth comprises the entire former City of Dartmouth.*

The Heritage Incentive Program's budget of \$150,000 is included in the proposed 2019/20 operating budget for Cost Centre C002 - Urban Design. The total value of the eligible grant applications is \$137,687. As a result, all 22 eligible applications can be recommended for funding approval without exceeding the Program's projected budget. These properties are listed in Attachment A.

Attachment C provides additional information regarding the properties and proposed projects for each of the applications recommended for funding. All applications must comply with the provisions of Administrative Order 2014-002-ADM.

It should be noted that two applications were deemed to be ineligible, and three applicants missed the December 31 deadline for submissions.

### **FINANCIAL IMPLICATIONS**

The recommended approval of \$137,687 for the 2019/2020 Heritage Incentive Program grants will be funded from the proposed 2019/20 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. Community engagement occurred by way of an information report being presented to the Heritage Advisory Committee, where interested members of the public can attend.

### **ENVIRONMENTAL IMPLICATIONS**

No implications have been identified.

### **ALTERNATIVES**

The Heritage Advisory Committee could choose to 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 Properties Recommended for Heritage Incentive Program Grant Funding  
Attachment B Administrative Order Number 2014-002-ADM  
Attachment C Applicant Property Information

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A copy of this report can be obtained online at [halifax.ca](http://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

***-Original Signed-***

Report Approved by: 

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Kurt Pyle, Acting Manager of Regional Planning, 902.430.6011

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## Attachment A

### Properties Recommended for Heritage Incentive Program Grant Funding by Score

Rank	App No	Address	Community	Score	Description of Proposed Work	Total Project Estimate	Recommended Grant
1	20-016	5555 Young Street	Halifax North	11	Rebuilding dormers	\$23,874	\$10,000
2	20-023	2068 Brunswick Street	Halifax North	11	Repairing roof	\$6,406	\$3,203
3	20-021	5532 Hennessey Place	Halifax North	10	Repairing chimney	\$6,300	\$3,150
4	20-019	70 Victoria Road	Dartmouth	10	Repairing bay window	\$23,750	\$10,000
5	20-018	5522 North Street	Halifax North	10	Repairing cladding and windows	\$19,500	\$9,750
6	20-017	2548 Gottingen Street	Halifax North	10	Repairing bay window	\$21,205	\$10,000
7	20-006	47 Pleasant Street	Dartmouth	10	Repairing accessory structure	\$17,865	\$8,932
8	20-013	2579-81 Creighton Street	Halifax North	10	Repairing entranceway	\$14,900	\$7,450
9	20-012	1573 Barrington Street	Halifax South	9	Repairing flat roof	\$7,000	\$3,500
10	20-007	1099-1101 Tower Road	Halifax South	9	Repairing entranceway	\$25,650	\$10,000
11	20-014	1124 Robie Street	Halifax South	9	Repairing siding and porch	\$20,500	\$10,000
12	20-004	32 Dundas Street	Dartmouth	9	Siding and storm windows	\$6,876	\$3,438
13	20-020	5528 Hennessey Place	Halifax North	9	Repairing chimney	\$6,300	\$3,150
14	20-001	2085-93 Maitland Street	Halifax North	9	Repointing masonry	\$25,000	\$10,000
15	20-008	1101 South Park Street	Halifax South	8	Replacing storm windows	\$1,678	\$839
16	20-011	280 Portland Street	Dartmouth	8	Painting	\$8,600	\$4,300
17	20-010	90-92 Ochterloney Street	Dartmouth	8	Painting	\$13,200	\$6,600
18	20-002	5178 Bishop Street	Halifax South	8	Repairing flat roof	\$2,600	\$1,300
19	20-024	1265-69 Barrington Street	Halifax South	7	Restoring masonry	\$3,900	\$1,950
20	20-003	1858 Granville Street	Halifax South	7	Repairing trim	\$7,000	\$3,500
21	20-009	5145 Morris Street	Halifax South	7	Repairing entranceway	\$23,000	\$10,000
22	20-015	72 Johnstone Avenue	Dartmouth	6	Painting	\$13,250	\$6,625
					<b>TOTAL</b>	<b>\$137,687</b>	<b>\$137,687</b>

## Attachment B

### 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 1<sup>st</sup> to March 31<sup>st</sup>.
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 September 1<sup>st</sup> and December 1<sup>st</sup> or 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](http://www.halifax.ca) prior to September 1<sup>st</sup> 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.

(f) Preference will be given to returning applicants who had been approved for the same scope of work in the previous year, but had not been able to commence the approved work and had notified the heritage planner in writing by July 1<sup>st</sup> of that year.

### **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 March 1<sup>st</sup> 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 1<sup>st</sup> 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

Notice of Motion:  
Approved:

March 18, 2014  
April 1, 2014

## Attachment C

### Applicant Property Information

<p>Application No. 20-001</p> 	<p>Address: 2085-2093 Maitland Street Name: Maitland Terrace Age: c. 1861 Location: Halifax North End Proposed Project: Repointing masonry Score: 9 Estimated Project Cost: \$25,000 <b>Recommended Grant \$10,000</b></p>
<p>Application 20-002</p> 	<p>Address: 5178 Bishop Street Name: C.H. Willis House Age: c. 1862 Location: Halifax South End Proposed Project: Repairing flat roof Score: 8 Estimated Project Cost: \$2,600 <b>Recommended Grant \$1,300</b></p>
<p>Application 20-003</p> 	<p>Address: 1858 Granville Street Name: Prince of Wales Block Age: c. 1869 Location: Halifax South End Proposed Project: Repairing trim Score: 7 Estimated Project Cost: \$7,000 <b>Recommended Grant \$3,500</b></p>

<p>Application 20-004</p> 	<p>Address: 32 Dundas Street  Name: Bryon Weston House  Age: c. 1879  Location: Dartmouth  Proposed Project: Repairing siding and installing storm windows  Score: 9  Estimated Project Cost: \$6,876  <b>Recommended Grant \$3,438</b></p>
<p>Application 20-005</p>	<p>Application ineligible for funding.</p>
<p>Application 20-006</p> 	<p>Address: 47 Pleasant Street  Name: John Burton House  Age: c. 1845  Location: Dartmouth  Proposed Project: Repairing accessory structure  Score: 10  Estimated Project Cost: \$17,865  <b>Recommended Grant \$8,932</b></p>
<p>20-007</p> 	<p>Address: 1099-1101 Tower Road  Name: Victorian Streetscape  Age: c. 1875  Location: Halifax South End  Proposed Project: Repairing entranceway  Score: 9  Estimated Project Cost: \$25,650  <b>Recommended Grant \$10,000</b></p>
<p>20-008</p> 	<p>Address: 1101 South Park Street  Name: Dumaresq House  Age: c. 1902  Location: Halifax South End  Proposed Project: Replacing storm windows  Score: 8  Estimated Project Cost: \$1,678  <b>Recommended Grant \$839</b></p>

20-009



Address: 5145 Morris Street  
Name: E.B. Strickland House  
Age: c. 1869  
Location: Halifax South End  
Proposed Project: Repairing entranceway  
Score: 7  
Estimated Project Cost: \$23,000  
**Recommended Grant \$10,000**

20-010



Address: 90-92 Ochterloney Street  
Name: Thomas Hyde House  
Age: c. 1794  
Location: Dartmouth  
Proposed Project: Painting  
Score: 8  
Estimated Project Cost: \$13,200  
**Recommended Grant \$6,600**

20-011



Address: 280 Portland Street  
Name: Isabella Creighton House  
Age: c. 1916  
Location: Dartmouth  
Proposed Project: Painting  
Score: 8  
Estimated Project Cost: \$8,600  
**Recommended Grant \$4,300**

20-012



Address: 1573 Barrington Street  
Name: Sieverts Tobacco  
Age: c. 1842  
Location: Halifax South End  
Proposed Project: Repairing flat roof  
Score: 9  
Estimated Project Cost: \$7,000  
**Recommended Grant \$3,500**

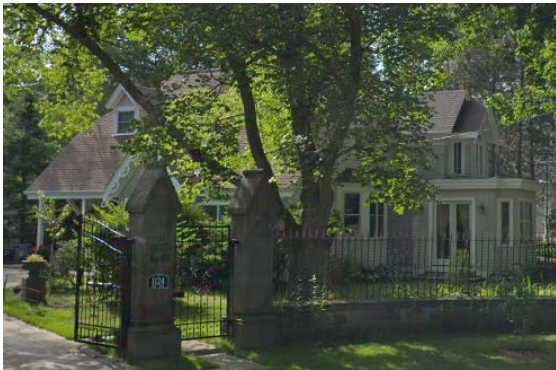


20-013



Address: 2579-81 Creighton Street  
Name: Henry Busch House  
Age: c. 1872  
Location: Halifax North End  
Proposed Project: Repairing entranceway  
Score: 10  
Estimated Project Cost: \$14,900  
**Recommended Grant \$7,450**

20-014



Address: 1124 Robie Street  
Name: Oakland Lodge  
Age: c. 1885  
Location: Halifax South End  
Proposed Project: Repairing siding and porch  
Score: 9  
Estimated Project Cost: \$20,500  
**Recommended Grant \$10,000**

20-015






Address: 72 Johnstone Avenue  
Name: John P. Esdaile House  
Age: c. 1870  
Location: Dartmouth  
Proposed Project: Painting  
Score: 6  
Estimated Project Cost: \$13,250  
**Recommended Grant \$6,625**

20-016



Address: 5555 Young Street  
Name: Halifax Relief Commission Building  
Age: 1920  
Location: Halifax North End  
Proposed Project: Rebuilding dormers  
Score: 11  
Estimated Project Cost: \$23,874  
**Recommended Grant \$10,000**

<p>20-017</p> 	<p>Address: 2548 Gottingen Street  Name: Leo Fultz House  Age: c. 1894  Location: Halifax North End  Proposed Project: Repairing bay window  Score: 10  Estimated Project Cost: \$21,205  <b>Recommended Grant \$10,000</b></p>
<p>20-018</p> 	<p>Address: 5522 North Street  Name: Busch House  Age: c.1899  Location: Halifax North End  Proposed Project: Repairing cladding and windows  Score: 10  Estimated Project Cost: \$19,500  <b>Recommended Grant \$9,750</b></p>
<p>20-019</p> 	<p>Address: 70 Victoria Road  Name: Alexander McKnight House  Age: c. 1869  Location: Dartmouth  Proposed Project: Repairing bay window  Score: 10  Estimated Project Cost: \$23,750  <b>Recommended Grant \$10,000</b></p>
<p>20-020</p> 	<p>Address: 5528 Hennessey Place  Name: Hydrostone Historic Site  Age: c. 1920  Location: Halifax North End  Proposed Project: Repairing chimney  Score: 9  Estimated Project Cost: \$6,300  <b>Recommended Grant \$3,150</b></p>

<p>20-021</p> 	<p>Address: 5532 Hennessey Place  Name: Hydrostone Historic Site  Age: c. 1920  Location: Halifax North End  Proposed Project: Repairing chimney  Score: 10  Estimated Project Cost: \$6,300  <b>Recommended Grant \$3,150</b></p>
<p>20-022</p>	<p>Application ineligible for funding.</p>
<p>20-023</p> 	<p>Address: 2068 Brunswick Street  Name: Churchfield Barracks  Age: c. 1901  Location: Halifax North End  Proposed Project: Repairing roof  Score: 11  Estimated Project Cost: \$6,406  <b>Recommended Grant \$3,203</b></p>
<p>20-024</p> 	<p>Address: 1265-69 Barrington Street  Name: H.P. Burton House  Age: c. 1864  Location: Halifax South End  Proposed Project: Restoring masonry  Score: 7  Estimated Project Cost: \$3,900  <b>Recommended Grant \$1,950</b></p>