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Item No. 9.3
Heritage Advisory Committee
February 26, 2020

TO: Chair and Members of the Heritage Advisory Committee

-Original Signed-

SUBMITTED BY:

Kelly Denty, Director of Planning and Development

-Original Signed-

Jacques Dubé, Chief Administrative Officer

DATE: February 12, 2020

SUBJECT: **H00492: 2020/2021 Heritage Incentives Program**

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 Incentives 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 Sections 29 through 35 of Administrative Order Number 2014-002-ADM.

BACKGROUND

The Heritage Property Program supports the conservation, preservation and restoration 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 Incentives 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 \$15,000 for eligible exterior conservation work on residential properties and up to \$25,000 for eligible exterior conservation work on commercial properties.

DISCUSSION

Applications for the 2020/2021 Heritage Incentives Program were accepted from September 1, 2019 to December 1, 2019. Staff received and reviewed 26 applications. Three applications were for projects that are not eligible for funding through the Heritage Incentives Program and were not considered.

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

**For the purpose of the incentive program, the boundary between Halifax North and South End is delineated by Quinpool Road 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 proposed 2020/2021 operating budget for Cost Centre C340 – Heritage has the funds to support the total value of eligible grant applications of \$253,555. As a result, all 23 qualifying applications are recommended for funding. These applications and their recommended funding totals 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.

As noted above, three applications were deemed to be ineligible, in accordance with Administrative Order 2014-002-ADM: one applicant sought a new addition; one applicant commenced the work prior to applying; and one applicant has received two incentive grants within the past four years.

Successful applicants will not be notified, and grants will not be paid until Regional Council approves the 2020/2021 budget.

FINANCIAL IMPLICATIONS

The recommended approval of \$253,555 for the 2020/2021 Heritage Incentives Program grants can be accommodated within the proposed 2020/2021 operating budget for cost centre C340 - Heritage.

As the proposed funding for the heritage incentives program must be approved by Regional Council, no grants will be paid until the 2020/2021 budget is approved.

RISK CONSIDERATION

There are no significant risks associated with the recommendations contained within this report. The applications may be considered under the existing policies and by-laws pertaining to the municipal 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 Incentives Program is an administrative process that is carried out in accordance with AO 2014-002-ADM. Community engagement occurs by way of this staff 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 Incentives Program Grant Funding for 2020/2021
Attachment B Administrative Order Number 2014-002-ADM-Respecting the Heritage Incentives Program
Attachment C Applicant Property Information

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: Jesse Morton, Planner II, 902.490.4844

Attachment A

Properties Recommended for Heritage Incentive Program Grant Funding for 2020/2021

Rank	App No	Address	Community	Score	Description of Proposed Work	Total Project Estimate	Recommended Grant
14	21-001	5675 North Street	Halifax North	9	Repair door & replace stairs; paint	\$7,780	\$3,890
8	21-002	149 Prince Albert Road	Dartmouth	10	Repair roof & dormers	\$12,505	\$6,253
4	21-004	29 First Street	Halifax County	11	Replace windows & repair / replace trim	\$5,746	\$2,873
9	21-005	289 Portland Street	Dartmouth	10	Repair roof & paint	\$46,010	\$15,000
15	21-006	119 Prince Albert Road	Dartmouth	8	Replace windows	\$4,695	\$2,348
16	21-008	1871 Hollis Street	Halifax South	8	Repoint & replace bricks	\$33,770	\$16,885
5	21-010	38 King Street	Dartmouth	11	Repair roof	\$13,743	\$6,872
2	21-011	175 St. Margaret's Bay Road	Halifax County	12	Repair roof & paint	\$10,058	\$5,029
3	21-012	1320 Old Sackville Road	Halifax County	12	Repair roof & repoint chimneys	\$13,100	\$6,550
20	21-013	22 Dahlia Street	Dartmouth	7	Paint	\$5,510	\$2,755
17	21-014	59 Hawthorne Street	Dartmouth	8	Replace balcony; repair side deck, porch & fascia; paint	\$10,200	\$5,100
21	21-015	15 Pine Street	Dartmouth	7	Replace windows & siding	\$31,616	\$15,000
22	21-016	1731 Rosebank Avenue	Halifax South	7	Repair / replace windows & replace doors	\$47,877	\$15,000
6	21-017	152 West Petpeswick Road	Halifax County	11	Replace windows & siding	\$32,811	\$15,000
18	21-018	5 Camden Street	Dartmouth	8	Repair stairs, stonework & bay window; replace siding; paint	\$41,400	\$15,000
10	21-019	1275 South Park Street	Halifax South	10	Repair roof & chimney; replace siding	\$35,300	\$15,000
11	21-020	1279 South Park Street	Halifax South	10	Repair roof & chimney; replace siding	\$45,200	\$15,000
12	21-021	1283 South Park Street	Halifax South	10	Repair roof & chimney; replace siding	\$46,450	\$15,000
13	21-022	2058 Brunswick Street	Halifax North	10	Replace windows	\$32,269	\$15,000
7	21-023	70 Victoria Road	Dartmouth	11	Repair bay window structure; repair / replace windows & cladding; paint	\$45,929	\$15,000
23	21-024	1260 Blenheim Terrace	Halifax South	7	Repair brickwork and moulding; replace windows; restore architectural elements; paint	\$61,340	\$15,000
1	21-025	782 East Chezzetcook Road	Halifax County	13	Repair roof & replace siding	\$65,971	\$15,000
19	21-026	5455 Inglis Street	Halifax South	8	Repair roof, dormers, chimney & brick walls	\$97,500	\$15,000
						\$746,780	\$253,555

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 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 September 1st and December 1st 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 prior to September 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.

(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 1st 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 1st 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

Notice of Motion:
Approved:

March 18, 2014
April 1, 2014

Attachment C

Applicant Property Information

<p>Application 21-001</p> 	<p>Address: 5675 North Street Name: James MacKenzie House Age: c. 1874 Location: Halifax North End Proposed Project: Repair door & replace stairs; paint Score: 9 Estimated Project Cost: \$7,780 Recommended Grant: \$3,890</p>
<p>Application 21-002</p> 	<p>Address: 149 Prince Albert Road Name: Johnstone Chittick House Age: c. 1880 Location: Dartmouth Proposed Project: Repair roof & dormers Score: 10 Estimated Project Cost: \$12,505 Recommended Grant: \$6,253</p>
<p>Application 21-003</p>	<p>Application ineligible for funding</p>
<p>Application 21-004</p> 	<p>Address: 29 First Street Name: Knight House Age: c. 1902 Location: Bedford Proposed Project: Replace windows & repair / replace trim Score: 11 Estimated Project Cost: \$5,746 Recommended Grant: \$2,873</p>

Application 21-005



Address: 289 Portland Street
Name: Thurso House
Age: c. 1872
Location: Dartmouth
Proposed Project: Repair roof & paint
Score: 10
Estimated Project Cost: \$46,010
Recommended Grant: \$15,000

Application 21-006



Address: 119 Prince Albert Road
Name: William Walker House
Age: c. 1845
Location: Dartmouth
Proposed Project: Replace windows
Score: 8
Estimated Project Cost: \$4,695
Recommended Grant: \$2,348

Application 21-007

Application ineligible for funding

Application 21-008



Address: 1871 Hollis Street
Name: Shaw Building
Age: c. 1860
Location: Halifax South
Proposed Project: Repoint & replace bricks
Score: 8
Estimated Project Cost: \$33,770
Recommended Grant: \$16,885

<p>Application 21-009 Application 21-010</p> 	<p>Application ineligible for funding Address: 38 King Street Name: Alexander Lawlor House Age: c. 1872 Location: Dartmouth Proposed Project: Repair roof & dormers Score: 11 Estimated Project Cost: \$13,743 Recommended Grant: \$6,872</p>
<p>Application 21-011</p> 	<p>Address: 175 St. Margaret's Bay Road Name: Craigmore Age: c. 1908 Location: Halifax County Proposed Project: Repair roof & paint Score: 12 Estimated Project Cost: \$10,058 Recommended Grant: \$5,029</p>
<p>Application 21-012</p> 	<p>Address: 1320 Old Sackville Road Name: Lindwood House Age: c. 1870 Location: Middle Sackville Proposed Project: Repair roof & repoint chimneys Score: 12 Estimated Project Cost: \$13,100 Recommended Grant: \$6,550</p>

<p>Application 21-013</p> 	<p>Address: 22 Dahlia Street Name: Benjamin Russell House Age: c. 1873 Location: Dartmouth Proposed Project: Paint Score: 7 Estimated Project Cost: \$5,510 Recommended Grant: \$2,755</p>
<p>Application 21-014</p> 	<p>Address: 59 Hawthorne Street Name: n/a Age: c. 1918 Location: Dartmouth Proposed Project: Replace balcony; repair side deck, porch & fascia; paint Score: 8 Estimated Project Cost: \$10,200 Recommended Grant: \$5,100</p>
<p>Application 21-015</p> 	<p>Address: 15 Pine Street Name: Misener House Age: c. 1864 Location: Dartmouth Proposed Project: Replace windows & siding Score: 7 Estimated Project Cost: \$31,616 Recommended Grant: \$15,000</p>
<p>Application 21-016</p> 	<p>Address: 1731 Rosebank Avenue Name: Sen. William Dennis House Age: c. 1914 Location: Halifax South Proposed Project: Repair / replace windows & replace doors Score: 7 Estimated Project Cost: \$47,877 Recommended Grant: \$15,000</p>

<p>Application 21-017</p> 	<p>Address: 152 West Petpeswick Road Name: Anderson House Age: c. 1861 Location: Musquodoboit Harbour Proposed Project: Replace windows & siding Score: 11 Estimated Project Cost: \$32,811 Recommended Grant: \$15,000</p>
<p>Application 21-018</p> 	<p>Address: 5 Camden Street Name: Wyndholme Age: c. 1913 Location: Dartmouth Proposed Project: Repair stairs, stonework & bay window, replace siding; paint Score: 8 Estimated Project Cost: \$41,400 Recommended Grant: \$15,000</p>
<p>Application 21-019</p> 	<p>Address: 1275 South Park Street Name: Victorian Streetscape Age: c. 1897 Location: Halifax South Proposed Project: Repair roof & chimney; replace siding Score: 10 Estimated Project Cost: \$35,300 Recommended Grant: \$15,000</p>
<p>Application 21-020</p> 	<p>Address: 1279 South Park Street Name: Victorian Streetscape Age: c. 1897 Location: Halifax South Proposed Project: Repair roof & chimney; replace siding Score: 10 Estimated Project Cost: \$45,200 Recommended Grant: \$15,000</p>

<p>Application 21-021</p> 	<p>Address: 1283 South Park Street Name: Victorian Streetscape Age: c. 1897 Location: Halifax South Proposed Project: Score: 10 Estimated Project Cost: \$46,450 Recommended Grant: \$15,000</p>
<p>Application 21-022</p> 	<p>Address: 2058 Brunswick Street Name: Churchfield Barracks Age: c. 1901 Location: Halifax North Proposed Project: Replace windows Score: 10 Estimated Project Cost: \$32,269 Recommended Grant: \$15,000</p>
<p>Application 21-023</p> 	<p>Address: 70 Victoria Road Name: Alexander McKnight Age: c. 1869 Location: Dartmouth Proposed Project: Repair bay window structure; repair / replace windows & cladding; paint Score: 11 Estimated Project Cost: \$45,929 Recommended Grant: \$15,000</p>
<p>Application 21-024</p> 	<p>Address: 1260 Blenheim Terrace Name: Blenheim Cottage Age: c. 1872 Location: Halifax South Proposed Project: Repair brickwork and moulding; replace windows; restore architectural elements; paint Score: 7 Estimated Project Cost: \$61,340 Recommended Grant: \$15,000</p>

Application 21-025



Address: 782 East Chezzetcook Road
Name: Smith House
Age: c. 1862
Location: East Chezzetcook
Proposed Project: Repair roof & replace siding
Score: 13
Estimated Project Cost: \$65,971
Recommended Grant: \$15,000

Application 21-026



Address: 5455 Inglis Street
Name: Robert Brunton House
Age: c. 1841
Location: Halifax South
Proposed Project: Repair roof, dormers, chimney & brick walls
Score: 8
Estimated Project Cost: \$97,500
Recommended Grant: \$15,000