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Item No. 9.1.1
Heritage Advisory Committee
March 23, 2022

TO: Chair and Members of the Heritage Advisory Committee

-Original Signed-

SUBMITTED BY:

Jacques Dubé, Chief Administrative Officer

DATE: January 27, 2022

SUBJECT: **H00532: 2022 / 2023 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, pending approval of the 2022 / 2023 budget.

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 for eligible exterior conservation work, up to a maximum of \$15,000 for residential properties and a maximum of \$25,000 for commercial properties.

DISCUSSION

Applications for the 2022 / 2023 Heritage Incentives Program were accepted from September 1, 2021 to December 1, 2021. Staff received 21 applications prior to the submission deadline, all of which met the Program's eligibility criteria as per Administrative Order 2014-002-ADM. These 21 applications were evaluated and scored using the following scoring system (Table 1):

Criteria	4 Points	3 Points	2 Points	1 Point
Location*	Halifax County	North End Halifax	Dartmouth & Remainder of Halifax	South End Halifax
Type of Work**	Roof and Foundation	Repair CDEs	Replace or Restore CDEs	Paint
Visibility	N/A	N/A	Front & Visible Sides	Rear & Non-Visible Sides
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.*

***Character defining elements (CDEs) may include masonry, windows, cladding, doors, porches, trim, etc.*

The cumulative value of the eligible grants request is \$286,161 which can be accommodated under the anticipated 2022 / 2023 operating budget for Cost Centre C340 - Heritage and Planning Information Services. As a result, all 21 eligible 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 eligible applications. Successful applicants will not be notified, and grants will not be paid until Regional Council approves the 2022 / 2023 budget.

Staff received one application after the submission deadline as noted in Administrative Order Number 2014-002-ADM. This applicant stated that they misread the submission deadline and were in position to apply during the accepted application period; this appears consistent with their contractor estimates, both of which were dated October 2021. Information on this late application is provided in Attachment D. Staff cannot accept this late application as per the Program's requirement; however, the Heritage Advisory Committee can consider alternative motions that differ from staff's recommendation, such as recommending that Regional Council include the late application in their approval.

FINANCIAL IMPLICATIONS

The recommended approval of \$286,161 for the 2022 / 2023 Heritage Incentives Program grants can be accommodated within the proposed 2022 / 2023 operating budget for cost centre C340 – Heritage and Planning Information Services. As the proposed funding for the Heritage Incentives Program must be approved by Regional Council, no grants will be paid until the 2022 / 2023 budget is approved.

This program is included in the operating budget at \$350K.

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 Administrative Order 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

- 1) The Heritage Advisory Committee could choose to forward a negative recommendation for some or all of the applications listed in Attachment A with respect to the awarding of the grants as outlined in this report.
- 2) The Heritage Advisory Committee could choose to approve the proposed grants to the properties listed in Attachment A and the potential grant to the property listed in Attachment D, conditional upon the applicants' compliance with Sections 29 through 35 of Administrative Order Number 2014-002-ADM pending approval of the 2022 /2023 budget.

ATTACHMENTS

Attachment A	Recommended Heritage Incentives Program Grants for 2022 / 2023
Attachment B	Administrative Order Number 2014-002-ADM-Respecting the Heritage Incentives Program
Attachment C	Applicant Property Information
Attachment D	Late Application

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, 902.497.7655

Attachment A: Recommended Heritage Incentives Program Grants for 2022 / 2023

App #	Address	Community	Score	Description of Proposed Work	Estimated Project Cost	Recommended Grant
23-001	6201 Shirley Street	South End Halifax	6	Repair porch	\$1,675	\$838
23-002	1051 Tower Road	South End Halifax	9	Repair roof	\$18,547	\$9,274
23-003	1263 South Park Street	South End Halifax	7	Paint	\$33,270	\$15,000
22-004	5677 Inglis Street	South End Halifax	7	Replace wood siding, detailing, bay window elements, stairs & gutters; Paint	\$119,967	\$15,000
22-005	5355 Russell Street	North End Halifax	11	Repair door / entryway	\$20,090	\$10,045
23-006	5663 Inglis Street	South End Halifax	5	Paint; Repair foundation, cladding & stairs	\$14,700	\$7,350
23-007	5509-5513 Young Street*	North End Halifax	8	Replace windows; Repair dormers & trim; Paint	\$53,545	\$25,000
23-008	2381 Moran Street	North End Halifax	11	Restore side wall; Repair roof	\$34,580	\$15,000
23-009	1725-1727 Barrington Street*	South End Halifax	9	Repair Roof	\$37,890	\$18,945
23-010	1141 Cartaret Street	South End Halifax	6	Replace door & windows on carriage house	\$39,620	\$15,000
23-011	1260 Blenheim Terrace	South End Halifax	7	Replace windows; Restore architectural elements; Repair mouldings; Paint	\$57,330	\$15,000
23-012	5415-5419-5429 Portland Place	North End Halifax	11	Repair dormer; Repair / repoint brick; Replace deck elements; Paint	\$42,300	\$15,000
23-013	15 Pine Street	Dartmouth	7	Replace windows	\$19,590	\$9,785
23-014	1055-1057 Tower Road	South End Halifax	10	Repair roof, dormers, gutters & wood detailing; Paint	\$37,500	\$15,000
23-015	1137 Ketch Harbour Road	Halifax County	12	Repair roof & dormers	\$49,680	\$15,000
23-016	2575-2577 Creighton Street	North End Halifax	10	Repair roof	\$17,174	\$8,587
23-017	2579-2581 Creighton Street	North End Halifax	9	Repair roof	\$17,174	\$8,587
23-018	1071 Tower Road	South End Halifax	7	Replace shingles, trim & wood detailing	\$27,750	\$13,875
23-019	1073 Tower Road	South End Halifax	6	Replace shingles, trim & wood detailing	\$27,750	\$13,875
23-020	100 Ochterloney Street*	Dartmouth	10	Repair stonework / mortar; Replace windows, trim & door	\$62,000	\$25,000
23-021	5522 North Street	North End Halifax	8	Replace windows, cladding & wood detailing	\$51,160	\$15,000
<i>*Commercial properties</i>					\$783,292	\$286,161

Attachment B: Administrative Order Number 2014-002-ADM-Respecting the Heritage Incentives Program

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

Amendment # 1
Notice of Motion:
Approval:

July 17, 2018
July 31, 2018

Amendment # 2
Notice of Motion:
Approval:

April 30, 2019
May 14, 2019

Attachment C: Applicant Property Information

<p>Application 23-001</p> 	<p>Address: 6201 Shirley Street Name: James Rose House Age: 1920 Location: South End Halifax Proposed Project: Repair porch Score: 6 Estimated Project Cost: \$1,675 Recommended Grant: \$838</p>
<p>Application 23-002</p> 	<p>Address: 1051 Tower Road Name: Victorian Streetscape Age: 1895 Location: South End Halifax Proposed Project: Repair roof Score: 9 Estimated Project Cost: \$18,547 Recommended Grant: \$9,274</p>
<p>Application 23-003</p> 	<p>Address: 1263 South Park Street Name: Hilton Hall - Victorian Streetscape Age: 1877 Location: South End Halifax Proposed Project: Paint Score: 7 Estimated Project Cost: \$33,270 Recommended Grant: \$15,000</p>

Application 23-004



Address: 5677 Inglis Street
Name: Johnstone House - Victorian Streetscape
Age: 1893
Location: South End Halifax
Proposed Project: Replace wood siding, detailing, bay window elements, stairs & gutters; Paint
Score: 7
Estimated Project Cost: \$119,967
Recommended Grant: \$15,000

Application 23-005



Address: 5355 Russell Street
Name: St. Joseph's Convent
Age: 1920
Location: North End Halifax
Proposed Project: Repair door / entryway
Score: 11
Estimated Project Cost: \$20,090
Recommended Grant: \$10,045

Application 23-006



Address: 5663 Inglis Street
Name: Victorian Streetscape
Age: 1894
Location: South End Halifax
Proposed Project: Paint; Repair foundation, cladding & stairs
Score: 5
Estimated Project Cost: \$14,700
Recommended Grant: \$7,350

Application 23-007



Address: 5509-5513 Young Street
Name: Royal Bank Building
Age: 1920
Location: North End Halifax
Proposed Project: Replace windows; Repair dormers & trim; Paint
Score: 8
Estimated Project Cost: \$53,545
Recommended Grant: \$25,000

Application 23-008



Address: 2381 Moran Street
Name: John M. Dewolfe House
Age: 1858-1860
Location: North End Halifax
Proposed Project: Restore side wall; Repair roof
Score: 11
Estimated Project Cost: \$34,580
Recommended Grant: \$15,000

Application 23-009



Address: 1725-1727 Barrington Street
Name: Cabot Building
Age: 1890
Location: Sound End Halifax
Proposed Project: Repair Roof
Score: 9
Estimated Project Cost: \$37,890
Recommended Grant: \$18,945

Application 23-010



Address: 1141 Cartaret Street
Name: Oakland Cottage (George Low House)
Age: 1899
Location: South End Halifax
Proposed Project: Replace door & windows on carriage house
Score: 6
Estimated Project Cost: \$39,620
Recommended Grant: \$15,000

Application 23-011



Address: 1260 Blenheim Terrace
Name: Blenheim Cottage
Age: 1872
Location: South End Halifax
Proposed Project: Replace windows; Restore architectural elements; Repair mouldings; Paint
Score: 7
Estimated Project Cost: \$57,330
Recommended Grant: \$15,000

Application 23-012



Address: 5415-5419-5429 Portland Place
Name: Waldon Square
Age: 1864
Location: North End Halifax
Proposed Project: Repair dormer; Repair / repoint brick; Replace deck elements; Paint
Score: 11
Estimated Project Cost: \$42,300
Recommended Grant: \$15,000

Application 23-013



Address: 15 Pine Street
Name: Misener House
Age: c. 1864
Location: Dartmouth
Proposed Project: Replace windows
Score: 7
Estimated Project Cost: \$19,590
Recommended Grant: \$9,785

Application 23-014



Address: 1055-1057 Tower Road
Name: Victorian Streetscape
Age: 1890
Location: South End Halifax
Proposed Project: Repair roof, dormers, gutters & wood detailing; Paint
Score: 10
Estimated Project Cost: \$37,500
Recommended Grant: \$15,000

Application 23-015



Address: 1137 Ketch Harbour Road
Name: Mackey House
Age: c. 1847
Location: Ketch Harbour
Proposed Project: Repair roof & dormers
Score: 12
Estimated Project Cost: \$49,680
Recommended Grant: \$15,000

Application 23-016



Address: 2575-2577 Creighton Street
Name: Henry Busch House
Age: 1872
Location: Northern End Halifax
Proposed Project: Repair Roof
Score: 10
Estimated Project Cost: \$17,174
Recommended Grant: \$8,587

Application 23-017



Address: 2579-2581 Creighton Street
Name: Henry Busch House
Age: 1872
Location: North End Halifax
Proposed Project: Repair Roof
Score: 9
Estimated Project Cost: \$17,174
Recommended Grant: \$8,587

Application 23-018



Address: 1071 Tower Road
Name: Victorian Streetscape
Age: 1890
Location: South End Halifax
Proposed Project: Replace shingles, trim & wood detailing
Score: 7
Estimated Project Cost: \$27,750
Recommended Grant: \$13,875

Application 23-019



Address: 1073 Tower Road
Name: Victorian Streetscape
Age: 1890
Location: South End Halifax
Proposed Project: Replace shingles, trim & wood detailing
Score: 6
Estimated Project Cost: \$27,750
Recommended Grant: \$13,875

Application 23-020



Address: 100 Ochterloney Street
Name: First Baptist Church
Age: 1921
Location: Dartmouth
Proposed Project: Repair stonework / mortar;
Replace windows, trim & door
Score: 10
Estimated Project Cost: \$62,000
Recommended Grant: \$25,000

Application 23-021



Address: 5522 North Street
Name: Busch House
Age: 1899
Location: North End Halifax
Proposed Project: Replace windows, cladding & wood detailing
Score: 8
Estimated Project Cost: \$51,160
Recommended Grant: \$15,000

Attachment D: Late Application



Address: 5675 North Street
Name: James MacKenzie House
Age: 1874
Location: North End Halifax
Proposed Project: Paint
Score: n/a
Estimated Project Cost: \$11,229
Recommended Grant: \$0

If HAC and/or Regional Council wish to approve a grant:

Maximum Potential Grant: \$5,615

