



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

Item No. 15.4.1
Halifax Regional Council
October 18, 2022

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed
For Patrick Connor, Chair, Heritage Advisory Committee

DATE: October 6, 2022

SUBJECT: **Case H00532: 2022-2023 Financial Incentives Program for Schimidville and Old South Suburb Heritage Conservation Districts**

ORIGIN

October 5, 2022 meeting of the Heritage Advisory Committee, Item 9.1.1.

LEGISLATIVE AUTHORITY

Legislative Authority is outlined in the attached staff report dated September 29, 2022.

Heritage Property By-law, By-law Number H-200

Powers of the Committee

4. The Committee shall, within the time limits prescribed by Council or the Act, advise the Region respecting:

- (d) the preparation, amendment, revision or repeal of a conservation plan and conservation by-law;
- (e) the administration of heritage conservation districts;

RECOMMENDATION

The Heritage Advisory Committee recommends that Halifax Regional Council:

1. Approve the proposed grant applications 23-001 through 23-003 and 23-005 to 23-007 listed in Attachment A of the September 29, 2022 report, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment A being satisfied; and
2. Approve the one-time provision of financial assistance of up to \$50,000 exclusive of HST on a 50% cost sharing basis for exterior conservation work to 1328-32 Hollis Street, Halifax for any work completed between January 1st 2022 and January 1st, 2023 and described in Attachment A of the September 29, 2022 report subject to the same conditions as for a Conservation Grant as set out in sections 16-20 (excepting section 18(a)), and sections 7 and 35-39 of Administrative Order 2020-005-ADM and the requirements specified in Attachment A being satisfied, to be drawn from Cost Centre C340 for the 2022-23 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts.

BACKGROUND

The Heritage Advisory Committee received a staff recommendation report dated September 29, 2022, at the October 5, 2022 meeting of the Committee respecting Case H00532: 2022-2023 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts.

For further information refer to the attached staff report dated September 29, 2022.

DISCUSSION

The Heritage Advisory Committee considered the staff report dated September 29, 2022 and approved the recommendation to Halifax Regional Council as outlined in this report.

FINANCIAL IMPLICATIONS

Financial implications are outlined in the attached staff report dated September 29, 2022.

RISK CONSIDERATION

Risk consideration is outlined in the attached staff report dated September 29, 2022.

COMMUNITY ENGAGEMENT

The Heritage Advisory Committee is comprised of 12 citizen members and 2 Councillors. Virtual Meetings are live webcast on Halifax.ca. The agenda, reports, and minutes of the Heritage Advisory Committee are posted on Halifax.ca.

For further information on Community Engagement refer to the attached staff report dated September 29, 2022.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined in the staff report dated September 29, 2022.

ALTERNATIVES

The Heritage Advisory Committee did not provide alternatives.

Alternatives are outlined in the attached staff report dated September 29, 2022.

ATTACHMENTS

Attachment 1 – Staff recommendation report dated September 29, 2022.

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: Simon Ross-Siegel, Legislative Assistant, Municipal Clerk's Office 902.292.3962



P.O. Box 1749
Halifax, Nova Scotia
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Attachment 1
Heritage Advisory Committee
October 5, 2022

TO: Chair and Members of the Heritage Advisory Committee

-Original Signed-

SUBMITTED BY:

Jacques Dubé, Chief Administrative Officer

DATE: September 29, 2022

SUBJECT: **H00532: 2022-2023 Financial Incentives Program for Schmitdville and Old South Suburb Heritage Conservation Districts**

ORIGIN

On March 23, 2021, Regional Council approved Administrative Order Number 2020-005-ADM Respecting a Financial Incentives Program for Schmitdville and Old South Suburb Heritage Conservation Districts.

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 2020-005-ADM, Respecting the Financial Incentives Program for the Schmitdville and Old South Suburb Heritage Conservation Districts.

RECOMMENDATION

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

- 1) approve the proposed grant applications 23-001 through 23-003 and 23-005 to 23-007 listed in Attachment A, conditional upon the applicant’s compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment A being satisfied; and
- 2) approve the one-time provision of financial assistance of up to \$50,000 exclusive of HST on a 50% cost sharing basis for exterior conservation work to 1328-32 Hollis Street, Halifax for any work completed between January 1st 2022 and January 1st, 2023 and described in Attachment A subject to the same conditions as for a Conservation Grant as set out in sections 16-20 (excepting section

RECOMMENDATION CONTINUES ON PAGE 2

18(a)), and sections 7 and 35-39 of Administrative Order 2020-005-ADM and the requirements specified in Attachment A being satisfied, to be drawn from Cost Centre C340 for the 2022-23 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts.

BACKGROUND

The Financial Incentive Program for Schmidville and Old South Suburb Heritage Conservation Districts (HCD) supports the conservation of contributing heritage resources and the revitalization of all existing buildings located within both HCDs. This program was approved by Regional Council on March 23, 2021 through Administrative Order Number 2020-005-ADM (Attachment B) and is intended to continue for five fiscal years, beginning with fiscal year 2021-2022 and ending in fiscal year 2025-2026. Projects shall be commenced in the fiscal year in which they are approved. The deadline for project completion and submission of receipts and paid invoices, and, if applicable, the registration of an agreement, is three years from the last day of the fiscal year (March 31st) in which the project was approved. As an example, projects approved for fiscal year 2022-23 must be completed by March 31st, 2026.

The Financial Incentive Program consists of two components:

- A Conservation Grant which is applicable for projects that preserve, rehabilitate, and restore character defining elements on the exterior of contributing heritage resources. A Conservation Grant is awarded on a fifty percent (50%) cost-sharing basis for eligible costs exclusive of HST up to a maximum of \$50,000.
- A Functional Improvement Grant is applicable to projects that improve the overall quality of existing building systems including accessibility and energy efficiency upgrades. It is awarded on a fifteen percent (15%) cost-sharing basis for eligible costs exclusive of HST.

DISCUSSION

Applications for the 2022/2023 Financial Incentives Program were accepted from January 1, 2022 to March 1, 2022. Staff received and reviewed 7 applications:

- 6 applications met the program's eligibility criteria; and
- 1 application was withdrawn.

Attachment C provides information regarding the properties and proposed projects for each of the applications. Application 23-001 is being considered in accordance with sections 41 and 42 of the Administrative Order, which provide an exception to permit consideration for one conservation grant and one functional improvement grant for the contributing heritage resource located at 1320 Queen Street for work undertaken in a specific timeframe without requiring two professional contractor estimates.

The eligible applications were evaluated and ranked based on eight (8) Prioritization Criteria, worth one point each. The maximum number of points available for any one application is eight (8). The Prioritization Criteria are summarized below:

1. Is the building a contributing heritage resource as defined under the HCD?
2. Is this a first-time application?
3. Is the application supported by a Building Conservation Plan?
4. Does the application propose preservation of structural building components?
5. Is the application for a rehabilitation or restoration project that improves the integrity of a building?
6. Does the application propose conservation of features visible to the public?
7. Is the application one of two or more applications for attached buildings on abutting properties?
8. Is the application for a building that is in poor condition and at greater risk of deterioration or loss?

A complete copy of the Prioritization Criteria can be viewed in Appendix A at the bottom of Attachment B – Administrative Order 2020-005.

The anticipated 2022/2023 operating budget for Cost Centre C340 – Financial Incentive Program is \$800,000. This amount is shared between two separate grants within the program. Eighty percent (80%) of the budget is allocated to the Conservation Grants. The remaining twenty percent (20%) is allocated to the Functional Improvement Grants. For the fiscal year 2022-2023, the total amount of grants being requested under the Program is:

Conservation Grants:	\$167,304
Functional Improvement Grants:	<u>\$143,279</u>
	\$310,583

The total amount is less than the total funds allocated for the Program this year as many property owners who inquired about the program stated that, because of the pandemic, it was very difficult to get estimates from contractors.

Staff recommend that all eligible applications be approved for funding as outlined in Attachment A.

Additional Grant

1328-32 Hollis Street – Alexander McLean House

The Alexander McLean House was awarded \$12,878.40 in functional improvement grants in 2021 to replace a rear staircase and fire escape. Unfortunately, during this work a significant amount of water damage was discovered, and extensive repairs are required. Due to the urgency of these repairs, the owners were unable to apply for a grant during the application period. As such, the request for financial assistance does not meet the application requirements of Administrative Order Number 2020-005-ADM.

Council may consider a request for financial assistance in accordance with section 22 of the HPA to assist in the restoration or renovation of such property upon such terms and conditions as the council deems fit. As one of the oldest buildings in the district and only one of the few 18th century residential buildings in HRM, staff recommend that Council award a one-time grant of up to \$50,000 exclusive of HST on a 50% cost sharing basis for exterior conservation work for this property. Extending a grant to this property could add up to a maximum of \$50,000 to the overall expenditure for 2022/23, however the estimated cost of repairs is expected to be much less. With this, the total amount of grants being requested would increase to \$360,583. The proposed grant would draw from the HCD grant program budget and all work must meet the eligibility requirements for a conservation grant and the conditions of payment under Administrative Order Number 2020-005-ADM.

FINANCIAL IMPLICATIONS

The approval of as much as \$360,583 for the 2022/2023 Financial Incentives Program grants can be accommodated within the 2022/2023 operating budget for cost centre C340 – Heritage and Social Policy. The budget availability has been confirmed by Finance.

As the proposed funding for the financial incentives program must be approved by Regional Council, no grants will be paid until the applications have been approved by Council. All applicants will be notified of Regional Council decision.

Budget Summary: Operating Account No. C340-8004

Cumulative Unspent Budget	\$800,000
Less: Total potential grant expenditure	<u>\$576,290</u>
Budget Remaining	\$223,710

4-Year Summary

Fiscal Year	2022/23	2023/24	2024/25	2025/26
Operating - Cost Centre C340	\$360,583*	0	0	0
<u>Operating Carry forward from 21/22</u>	<u>\$215,707</u>			
Total Operating	\$576,290			

*If 1328-32 Hollis Street is provided a grant of up to a maximum of \$50,000, the total expenditure for 2022/23 would be \$360,583.

The total potential expenditure for 2022/23, including carry forward projects from 21/22, is \$576,290 should all the applicants meet the grant requirements during the 2022/23 fiscal year. This is within the \$800,000 budgeted for this grant program annually.

RISK CONSIDERATION

There are no significant risks associated with the recommendations contained within this report. The applications may be considered under the existing legislation and by-laws pertaining to the provision of financial assistance in respect of municipal heritage properties or property located in a heritage conservation district. The Heritage Advisory Committee has the discretion to make recommendations that are consistent with the Financial Incentives Program.

COMMUNITY ENGAGEMENT

The administration of the Financial Incentives Program is an administrative process that is carried out in accordance with Administrative Order 2020-005-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 and view the meeting minutes.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

No social value was identified.

ALTERNATIVES

1. The Heritage Advisory Committee could choose to recommend that Regional Council decline some or all the applications with respect to the awarding of the grants as outlined in this report.

2. The Heritage Advisory Committee could recommend that Regional Council approve the proposed grants to the properties listed in Attachment A, but not the financial incentive for 1328-32 Hollis Street.

ATTACHMENTS

- Attachment A Recommended Heritage Incentives Program Grants for 2022/2023
Attachment B Administrative Order Number 2020-005-ADM-Respecting the Heritage Incentives Program
for Schmitville and Old South Suburb Heritage Conservation Districts
Attachment C Applicant Property Information
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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: Paul Boucher, Planner I, 902.456-5103

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

Properties Recommended for Funding

App #	Address	Score	Description of Proposed Work	Estimated Project Cost	Conservation Grant	Functional Improvement Grant	Total Grant
23-001	1320 Queen Street	6	Complete renovation to contributing heritage resource; Construction of 10-unit addition to rear of building	\$970,031	\$50,000	\$130,505	\$180,504
23-002	1721 Wright Avenue	4	Replace existing vinyl windows on two sides of dwelling as well front entrance and deck; New cedar shingles	\$121,700	\$50,000	\$3,255	\$53,255
23-003	5512 Clyde Street	4	Drywall interior of two-unit building	\$11,189		\$1,678	\$1,679
23-005	5619 Morris Street	6	Replace front windows and entryway. Replace roof. Repair wood trim and façade.	\$45,907	\$22,954		\$22,954
23-006	5655 Morris Street	5	Windows and door replacement; roof replacement; Exterior painting; Replacement of front and rear steps, back staircase and deck	\$126,725	\$37,370	\$7,841	\$45,211
23-007	5178 Bishop	4	Replace 7 windows on dwelling	\$13,959	\$6,980		\$6,980
			TOTAL	\$1,289,511	\$167,304	\$143,279.35	\$310,583
	<i>1328-32 Hollis Street</i>		<i>Repair rear wall due to rot and water damage</i>		<i>\$50,000</i>		<i>\$50,000</i>
			GRAND TOTAL		\$217,304	\$143,279.35	\$360,583

ATTACHMENT B

HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 2020-005-ADM
RESPECTING A FINANCIAL INCENTIVES PROGRAM FOR THE SCHMIDTVILLE AND OLD
SOUTH SUBURB HERITAGE CONSERVATION DISTRICTS

WHEREAS pursuant to *Heritage Property Act*, RSNS 1989, c. 199, the Council of the Halifax Regional Municipality may provide financial assistance in respect of 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 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 2020-005-ADM, the *Incentives Program for Schmidville and Old South Suburb HCDs*.

Purpose

2. This Administrative Order establishes a financial incentives program that provides financial assistance to property owners in the Schmidville HCD and Old South Suburb HCD to support the conservation of contributing heritage resources and the revitalization of all existing buildings in the districts.

Interpretation

3. In this Administrative Order,
- a. “applicant” means the owner, or the representative of the owner, of a contributing heritage resource or an existing building;
 - b. “Building Code” means the *Building Code Act*, RSNS 1989, c. 46 and its regulations, as amended;
 - c. “Certificate of Appropriateness” has the same meaning of “certificate” as set out in the *Heritage Property Act*;
 - d. “contributing heritage resource” means a property identified as a contributing heritage resource on Map 2 in the Schmidville Heritage Conservation District Plan or Map 1 in the Old South Suburb Heritage Conservation District Plan as amended from time to time;
 - e. “Council” means the Council of the Municipality;

- f. “existing building” means a property located in the Old South Suburb HCD or the Schmidville HCD that existed on March 23, 2021;
- g. “Fire Code” means the Fire Code adopted pursuant to the *Fire Safety Act*, SNS 2002, c 6, as amended;
- h. “fiscal year” means the period from April 1st in one year to March 31st in the following year, including both dates;
- i. “Heritage Advisory Committee” means the committee established pursuant to By-Law H-200, the *Heritage Property By-law*;
- j. “Heritage Property Act” means the *Heritage Property Act* RSNS 1989, c199, and its regulations, as amended;
- k. “Municipality” means the Halifax Regional Municipality;
- l. “Old South Suburb HCD” means the heritage conservation district established by Regional Council in accordance with the *Heritage Property Act* through the Old South Suburb Heritage Conservation District Plan and By-law;
- m. “program” means the financial incentives program established by this Administrative Order;
- n. “Schmidville HCD” means the heritage conservation district established by Regional Council in accordance with the *Heritage Property Act* through the Schmidville Heritage Conservation District Plan and By-law.

Financial Incentives Program

- 4. The two categories of financial assistance administered by this program are:
 - a. A conservation grant applicable to projects that preserve, rehabilitate, and restore character defining elements of the exterior of contributing heritage resources; and
 - b. A functional improvement grant applicable to projects that improve the overall quality of existing building systems.

- 5. Subject to annual budgetary approval by Council, financial assistance may be approved through this program for five fiscal years, beginning with fiscal year 2021-2022 and ending in fiscal year 2025-2026.

Eligibility

6. Subject to Section 7, existing buildings and contributing heritage resources located within the Schmidtville HCD and Old South Suburb HCD are eligible for consideration for financial assistance pursuant to this Administrative Order.

Ineligibility

7. An existing building or contributing heritage resource is ineligible for financial assistance pursuant to this Administrative Order if it is:
 - a. currently under investigation or prosecution for violations of any law or regulation, including, but not limited to: land-use, Building Code, Fire Code, or *Heritage Property Act* violations;
 - b. subject to an order to comply under any law or regulation; or
 - c. subject to any liens or property taxes outstanding, unless the amounts owing are part of a payment program of the Municipality.

Application Requirements

8. Subject to Section 9, applications will be accepted between January 1st and March 1st immediately preceding each fiscal year of the program.
9. In the 2021-2022 fiscal year, applications will be accepted prior to June 1st, 2021.
10. Applications may be submitted by mail, in person or by e-mail. The address for submission of applications will be posted on www.halifax.ca prior to each intake period.
11. Applications shall include:
 - a. a completed and signed application form;
 - b. recent photographs of all sides of the existing building or contributing heritage resource, including detailed photographs of the areas of work where the financial incentive is intended to apply; and
 - c. two professional contractor estimates for all proposed work and materials.
12. Upon request of the Municipality, applicants may also be required to submit:
 - a. design documents prepared by a professional architect or engineer, including plans, elevation drawings, and technical specifications for all aspects of the proposed work and materials;

- b. itemized breakdown of costs distinguishing between grant eligible and grant ineligible work and materials, in accordance with the eligibility criteria listed in this Administrative Order;
 - c. a completed and signed application for a Certificate of Appropriateness; and
 - d. where the applicant is a condominium corporation, a resolution from the board of the condominium corporation formally approving the submission of the application and evidencing an understanding of the conditions of this program.
13. Separate applications shall be made for each existing building or contributing heritage resource.
14. No more than one application per fiscal year shall be submitted in respect of any existing building or contributing heritage resource.
15. If an application has not been received on or before the application deadline set out herein, it will not be reviewed or considered.

Conservation Grant

16. For a contributing heritage resource, the following labour and materials are eligible for consideration for a conservation grant:
- a. conservation projects that preserve, rehabilitate, and restore character defining elements of the building exterior in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition;
 - b. conservation of historic outbuildings or landscape features, such as fences, walls or gates which form part of the original heritage value of the contributing heritage resource based on documentary or physical evidence;
 - c. costs associated with providing energy efficiency and renewable energy improvements to the contributing heritage resource based on an energy assessment report, that do not impact the exterior or structural integrity of the contributing heritage resource, including repairs and renovations to existing building envelope, windows, and doors;
 - d. costs associated with the installation of structures or equipment intended to achieve the accessibility requirements of the Building Code, including ramps and accessible entryways; and
 - e. for contributing heritage resources located within the Old South Suburb HCD only, the installation of special effects lighting to highlight character defining elements of the contributing heritage resources at night.

17. For an existing building, the following labour and materials are eligible for consideration for a conservation grant:

- a. maintenance and installation of wood and masonry materials on the exterior of the building;
- b. asbestos abatement, including identification and removal of material containing asbestos; and
- c. painting of wooden elements on the exterior of the building.

18. The following labour and materials are ineligible for a conservation grant:

- a. subject to the exception provided for in Section 41, work that has been commenced or completed prior to submission of the application;
- b. additions to buildings that are not part of a restoration project as defined under the Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition;
- c. modern materials such as vinyl or aluminium clad windows, steel doors, vinyl siding, wood composites, or Exterior Insulation Finishing System (EIFS) cladding;
- d. proposed work that is not in compliance with the Building Code; and
- e. labour undertaken by the property owner.

19. A conservation grant is awarded on a fifty percent (50%) cost-sharing basis for eligible costs, exclusive of HST. The maximum conservation grant allowable per fiscal year is fifty thousand (\$50,000) dollars.

20. Applicants may apply for one conservation grant each intake period per contributing heritage resource or existing building and may receive a maximum of two conservation grants per contributing heritage resource or existing building over the lifetime of the program. The maximum cumulative value of conservation grants over the lifetime of the program is fifty thousand dollars (\$50,000.00) per contributing heritage resource or existing building.

Functional Improvement Grant

21. For a contributing heritage resource, the following labour and materials are eligible for consideration for a functional improvement grant:

- a. conservation work on the building exterior which meets the eligibility requirements for a conservation grant, but exceeds the conservation grant \$50,000 maximum; and

- b. conservation of historic interior features or finishes located in common, accessible circulation areas, which will be evaluated for consistency with the *Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition*.

22. For existing buildings, the following labour and materials are eligible for consideration for a functional improvement grant:

- a. exterior elements including cladding, trim, windows, doors, and roofing, which may include contemporary design and materials approved under the applicable Heritage Conservation District Bylaw;
- b. energy efficiency improvements; and
- c. renovations, including the following when installed in accordance with the Building Code:
 - (i) plumbing to provide capped hot and cold water and sewer connections within the building shell and structure, including demising walls and roughed in plumbing to residential units, but not including water and sewer extension inside commercial tenant spaces beyond demising walls;
 - (ii) provision of roughed-in electrical and telecommunications wiring within the building shell and structure and demising walls, including roughed-in wiring inside residential and commercial units;
 - (iii) HVAC distribution system with diffusers in all common areas, unpartitioned commercial spaces, and residential units in the building;
 - (iv) sprinklers and fire alarms to provide a complete system, in all common areas, unpartitioned commercial spaces, and residential units in the building;
 - (v) interior structural repairs and improvements to the building, including those required for support of approved additions;
 - (vi) interior renovation of the building shell and structure, including demising walls between tenant spaces; and
 - (vii) renovation of common interior circulation areas including lobbies, hallways, stairs, common washrooms, and elevators to a finished condition, including fixtures and finishes.

23. The following labour and materials are ineligible for a functional improvement grant:

- a. subject to the exception provided for in Section 41, work that has been commenced or completed prior to submission of the application;

- b. additions to buildings that are not part of a restoration project as defined under the Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition;
- c. proposed work that is not in compliance with the Building Code; and
- d. labour undertaken by the property owner.

24. A functional improvement grant is awarded on a fifteen percent (15%) cost-sharing basis for eligible costs, exclusive of HST. The maximum functional improvement grant allowable per fiscal year is four hundred thousand (\$400,000) dollars.

25. Applicants may apply for one functional improvement grant each intake period per contributing heritage resource or existing building and may receive a maximum of two functional improvement grants per contributing heritage resource or existing building over the lifetime of the program. The maximum cumulative value of functional improvement grants over the lifetime of the program is eight hundred thousand dollars (\$800,000.00) per contributing heritage resource or existing building.

Annual Program Budget

26. Subject to Section 27, eighty percent (80%) of the annual program budget shall be allocated to conservation grants and twenty percent (20%) of the annual program budget shall be allocated to functional improvement grants.

27. In the event the annual program budget allocated for one category of financial assistance cannot be fully expended, the remaining budget for that category of financial assistance shall be reallocated to fund the other category of financial assistance.

Application Review Process

28. All applications shall be reviewed by staff for eligibility.

29. Applicants shall be notified if their application is ineligible.

30. Applications will be evaluated using:

- a. the project prioritization criteria set out in Appendix A;
- b. the Heritage Design Guidelines of By-law H-700 for contributing heritage resources and existing buildings in the Schmitzville HCD and the Heritage Design Guidelines of By-law H-800 for contributing heritage resources and existing buildings in the Old South Suburb HCD respectively; and
- c. Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition .

31. Staff shall prepare a report with recommendations for consideration by the Heritage Advisory Committee.
32. The Heritage Advisory Committee shall review the staff report, and provide recommendations to Regional Council.
33. Final approval of all applications for financial assistance, and their amount, is a decision of Regional Council. Regional Council may:
 - a. approve the application;
 - b. approve the application with conditions;
 - c. 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
 - d. refuse the application.
34. Notification of the decision of Regional Council shall be mailed to applicants.

Issuance of Financial Incentives

35. The amount of the financial incentive shall be the amount approved by Regional Council or the amount supported by receipts and paid invoices, whichever is less.
36. Payment of the financial incentive is conditional on:
 - a. satisfactory completion of approved work in accordance with approved plans, specifications, and all applicable code requirements, including Building Code and Fire Code, and free of deficiencies;
 - b. final inspection by Municipality staff in consultation with the applicant or project manager;
 - c. photographic documentation of completed work;
 - d. submission by the Applicant to the Municipality of digital copies of all receipts and paid invoices associated with the approved work, and such documents shall be organized by type of work and presented in a manner that supports efficient review by Municipality staff;
 - e. issuance of all applicable permits, where required; and

- f. for existing buildings or contributing heritage resources in receipt of financial incentives under this program which, individually or cumulatively, equal or exceed a value of \$50,000, issuance is conditional on the owner:
 - (i) entering into an agreement that provides:
 - (A) the owner will not apply for demolition or demolish the building to which the grant is applied for within twenty years from the date of execution of the agreement;
 - (B) the owner will maintain insurance against normal perils that are coverable on an all risk policy basis, including fire, in an amount equal to the replacement cost of the building; and
 - (C) the agreement shall run with the property; and
 - (ii) registering the executed agreement at the Land Registration Office prior to the deadline for project completion.

37. Projects shall be commenced in the fiscal year within which they are approved. The deadline for project completion and the submission of receipts and paid invoices, and, where applicable, the registration of an agreement, is three years from the last day of the fiscal year (March 31st) in which the project was approved.

38. Payment will be made no later than 90 days after satisfactory completion of the conditions listed in Section 36.

39. The applicant shall notify the Municipality of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval.

Permit Fee Waivers

40. Provided By-law B-201, the *Building By-law*, permits the waiver, fees for any Development Permit or Building Permit shall be waived within the Schmitville HCD and the Old South Suburb HCD but shall not apply to other development related fees or for demolition or de-registration of a building.

Exception

41. The contributing heritage resource located at 1320 Queen Street (PID #40177958), Halifax, is eligible for consideration for one conservation grant and one functional improvement grant for work commenced after April 1st, 2019 and completed prior to March 31st, 2021 without the requirement for two professional contractor estimates for all proposed work and materials.

42. Applications for the contributing heritage resource located at 1320 Queen Street (PID #40177958), Halifax shall be considered in accordance with all other applicable requirements of this Administrative Order.

General

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

Done and passed in Council this 23rd day of March, A.D. 2021.

Mayor Mike Savage

Simon Ross-Siegel, Acting Municipal Clerk

I, Simon Ross-Siegel, Acting 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 March 23rd, 2021.

Simon Ross-Siegel, Acting Municipal Clerk

Notice of Motion:
Approval:

March 9, 2021
March 23, 2021

APPENDIX A
Prioritization Criteria for Conservation Grant and Functional Improvement Grant

Criterion	Score	
Is the building identified in the application as a contributing heritage resource?	If no: no point	If yes: 1 point
Is this a first-time application?	If no: no point	If yes: 1 point
Is the application supported by a Building Conservation Plan prepared by an architect, or other qualified restoration professional which reasonably illustrates all work required for the building?	If no: no point	If yes: 1 point
Does the application propose preservation of structural building components, especially foundation and roof repairs, rather than cosmetic improvements?	If no: no point	If yes: 1 point
Is the application with respect to a rehabilitation or restoration project that improves the integrity of a building by introducing or revealing a more compatible building component through repair or alterations?	If no: no point	If yes: 1 point
Does the application propose conservation of features visible to the public?	If no: no point	If yes: 1 point
Is the application submitted as one of two or more applications for attached buildings on abutting properties?	If no: no point	If yes: 1 point
Is the application with respect to a building that is in poor condition and at greater risk of deterioration or loss?	If no: no point	If yes: 1 point
Total Points:		

Attachment C: Applicant Property Information

<p>Application 23-001</p> 	<p>Address: 1320 Queen Street. Age: Pre 1864. Proposed Project: Complete Renovation to existing contributing heritage resource; 10 unit addition at rear. Score: 6 Estimated Project Cost: \$955,941</p> <p>Recommended Grant: \$180,504</p>
<p>Application 23-002</p> 	<p>Address: 1271 Wright Avenue. Name: None. Age: Pre 1866. Proposed Project: Replace vinyl windows on two sides of the dwelling as well as front entrance and deck,; New cedar shingles. Score: 4 Estimated Project Cost: \$121,700</p> <p>Recommended Grant: \$53,255</p>
<p>Application 23-003</p> 	<p>Address: 5512-14 Clyde Street. Name: None. Age: Pre 1866 according to historical mapping. Proposed Project: Drywall interior of two-unit dwelling. Score: 4 Estimated Project Cost: \$11,189</p> <p>Recommended Grant: \$1,679</p>

Application 23-005



Address: 5619 Morris Street.
Name: None.
Age: Completed in 1854.
Proposed Project: Replace front windows and entryway; Replace roof; repair wood trim & facade
Score:6
Estimated Project Cost: \$45,907

Recommended Grant: \$22,954

Application 23-006



Address: 5655 Morris Street
Name: None
Age: 1866-1870
Proposed Project: Replace windows and doors; Replace roof; Exterior painting; Front and rear steps; back staircase and deck
Score: 5
Estimated Project Cost: \$126,725

Recommended Grant: \$45,211

Application 23-007



Address: 5178 Bishop Street.
Name: C.H. William House
Age: 1862-1864.
Proposed Project: Replace seven windows.
Score: 4
Estimated Project Cost: \$13,959

Recommended Grant: \$6,980



Address: 1328-32 Hollis Street.
Name: Alexander McLean House.
Age: 1797-1805.
Proposed Project: Repair rear wall due to water damage.
Score:

Recommended Conservation Grant: Up to a maximum of \$50,000

This property requires significant repairs due to rot and water damage discovered during the course of work associated with the 2021 grant.