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Item No. 10.1
Heritage Advisory Committee
July 26, 2023

TO: Chair and Members of the Heritage Advisory Committee

SUBMITTED BY: **-ORIGINAL SIGNED-**

Cathie O'Toole, Chief Administrative Officer

DATE: June 21, 2023

SUBJECT: **H00571: 2023 / 2024 Heritage Incentives Program – App # 24-031**

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 grant (24-031) to the property known as 1099-1101 Tower Road, Halifax, 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 for eligible exterior conservation work, up to a maximum of \$15,000 for residential properties and a maximum of \$25,000 for commercial properties.

Staff received 31 applications for the 2023/24 Heritage Incentives Program from September 1 to December 1, 2022. At the time the grant applications were reviewed and evaluated, staff were only aware of a total of 30 applications as follows:

- 24 applications met the program's eligibility criteria;
- 4 applications did not meet the programs eligibility requirements; and
- 2 applications were late.

On March 7th, 2023, Regional Council approved grants for those 24 applications that met the program's eligibility criteria. Since Regional Council's approval of the grants, staff have become aware that one application (24-031) was not reviewed due to a staff oversight. This report focuses on the review and evaluation of application 24-031.

DISCUSSION

Staff received a heritage grant application for 1099-1101 Tower Road, Halifax (24-031) on November 30th, 2022. The application was complete and submitted on-time, therefore it should have been reviewed previously along with the other grant applications. The applicant applied for a grant to repair and paint the exterior of their building and repair/replace two windows, trim, and siding, as required for an estimated cost of \$36,000. Staffed have reviewed the application and advise that the proposed work meets the program's eligibility criteria and should have been submitted to Regional Council for approval of a \$15,000 grant.

The approved 2023-2024 budget for the Heritage Incentives Program is \$350,000. The cumulative value of the grants approved by Regional Council on March 7th, 2023 was \$258,563.60. The requested grant of \$15,000 for application 24-031 can be accommodated in this year's budget, bringing the total grants approved for the 2023-2024 program year as follows:

Heritage Incentives Program (HIP) Budget Summary	
Total value of HIP grants previously approved by Regional Council on March 7 th , 2023	\$258,563.60
Value of additional grant application 24-031	\$15,000.00
Total value of HIP grants inclusive of application 24-031	\$273,563.60

Attachment A provides an amended summary of all the grants for the 2023-2024 Heritage Incentives Program, including those previously approved on March 7th, 2023, with the addition of application 24-031 (highlighted).

Attachment C provides an amended collection of additional information regarding the properties/projects subject to 2023-2024 Heritage Incentives Program grants, including those previously approved on March 7th, 2023, with the addition of application 24-031.

FINANCIAL IMPLICATIONS

The recommended approval of an additional \$15,000 grant from the 2023/24 Heritage Incentives Program (total of all grants this year: \$273,563.60) can be accommodated within the 2023/24 operating budget for cost centre C340 – Culture, Heritage, and Planning Information Services.

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

The Heritage Advisory Committee could choose to forward a negative or amended recommendation for application 24-031 listed in Attachment A with respect to the awarding of the grant as outlined in this report.

ATTACHMENTS

Attachment A Recommended Heritage Incentives Program Grants for 2023 / 2024

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: Carter Beaupre-McPhee, Heritage Planning Researcher, 902.719.9604

Attachment A: Recommended Heritage Incentives Program Grants for 2023 / 2024

App #	Address	Community	Score	Description of Proposed Work	Estimated Project Cost	Recommended Grant
24-002	173 Crichton Avenue	Dartmouth	11	Re-roof dwelling.	\$21,465	\$10,733
24-003	5675 North Street	North End Halifax	9	Re-shingle front of house; Paint entire dwelling.	\$27,031	\$13,515
24-004	33-35 Pleasant Street	Dartmouth	8	Paint exterior of building.	\$18,855	\$9,428
24-005*	1685 Argyle Street	South End Halifax	9	Repair main roof.	\$58,200	\$25,000
24-006	1041 Tower Road	South End Halifax	5	Scrape, prime and paint wall; Replace fascia boards.	\$9,350	\$4,675
24-007	68 Island View Drive	Halifax County	10	Paint exterior of house.	\$8,750	\$4,375
24-008	5669 Inglis Street	South End Halifax	8	Re-point foundation; Re-shingle dormer; Roof and fascia repair.	\$18,750	\$9,375
24-009	2381 Moran Street	North End Halifax	11	Restore side wall; Replace roof.	\$34,580	\$15,000
24-010	46 Dahlia Street	Darmouth	10	Re-shingle roof.	\$21,720	\$10,860
24-011	5918 Rogers Drive	South End Halifax	10	Repair or replace windows.	\$34,470	\$15,000
24-012	5759 Inglis Street	South End Halifax	8	Repair and paint foundation.	\$21,000	\$10,500
24-013	2323 Princess Place	North End Halifax	7	Replace front windows; Repair parging; paint dwelling.	\$34,980	\$15,000
24-014	5178 Bishop Street	South End Halifax	6	Replace 5 windows on front of dwelling.	\$20,648	\$10,324
24-015	1091 Tower Road	South End Halifax	7	Paint exterior of dwelling.	\$12,000	\$6,000
24-016	37 Pleasant Street	Dartmouth	7	Resurface flat portion of roof.	\$38,334.20	\$15,000
24-017	38 Dundas Street	Dartmouth	8	Roof replacement including decking. Right side of semi.	\$21,532.09	\$10,766.05
24-018	40 Dundas Street	Dartmouth	8	Roof replacement including decking. Left side of semi.	\$21,532.09	\$10,766.05
24-020	2062 Brunswick Street	North End Halifax	5	Replace three (3) windows.	\$7,297.22	\$3,649
24-021	62 Queen Street	Dartmouth	6	Replace side entry landing and doors; Repair window; Paint dwelling.	\$15,650	\$7,825
24-022	64 Queen Street	Dartmouth	9	Repair front and side porches; Replace back porch and entrance; Completion of roof fascia detail & painting.	\$39,650	\$15,000
24-023	10175 Highway 7	Halifax County	12	Re-shingle west side of house.	\$5,890	\$2,950
24-024	2068 Brunswick Street	North End Halifax	9	Roof and fascia repairs; Replace exterior doors.	\$12,180	\$6,090
24-025*	86 Ochterloney	Dartmouth	9	Replace rotten fascia and soffit boards and window trim; Replace missing shakes; Paint entire building.	\$57,678.50	\$25,000
24-028	47 Pleasant Street	Dartmouth	12	Repair leaking roof on one side of home.	\$3,465	\$1,732.50
24-031	1099-1011 Tower Road	Halifax	8	Repair and paint exterior, including the repair or like-for-like replacement of two windows, trim, and siding, as required.	\$36,000	\$15,000
<i>*Commercial properties</i>					\$601,008.10	\$273,563.60

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

Application 24-002



Address: 173 Chrichton Avenue
Name: Ernest & Mabel Keeler House
Age: 1922
Location: Dartmouth
Proposed Project: Re-roof dwelling.
Score: 11
Estimated Project Cost: \$21,465
Recommended Grant: \$10,733

Application 24-003



Address: 5675 North Street
Name: James MacKenzie House
Age: 1874
Location: North End Halifax
Proposed Project: Re-shingle front of house;
Paint entire dwelling.
Score: 9
Estimated Project Cost: \$27,031
Recommended Grant: \$13,515

Application 24-004



Address: 33-35 Pleasant Street
Name: Victoria Apartments
Age: Post 1919
Location: Dartmouth
Proposed Project: Paint exterior of building.
Score: 8
Estimated Project Cost: \$18,855
Recommended Grant: \$9,428

Application 24-005



Address: 1685 Argyle Street
Name: Carleton Hotel
Age: 1760
Location: South End Halifax
Proposed Project: Repair main roof.
Score: 9
Estimated Project Cost: \$58,200
Recommended Grant: \$25,000

Application 24-006



Address: 1041 Tower Road
Name: Victorian Streetscape
Age: 1875
Location: South End Halifax
Proposed Project: Scrape, prime and paint wall; Replace fascia boards.
Score: 5
Estimated Project Cost: \$9,350
Recommended Grant: \$4,675

Application 24-007



Address: 68 Island View Drive
Name: Boutilier House
Age: 1850
Location: Boutiliers Point
Proposed Project: Paint exterior of house.
Score: 10
Estimated Project Cost: \$8,750
Recommended Grant: \$4,375

Application 24-008



Address: 5669 Inglis Street
Name: Mithcel-Huskins House
Age: 1894
Location: South End Halifax
Proposed Project: Re-point foundation; Re-shingle dormer; Roof and fascia repair.
Score: 8
Estimated Project Cost: \$18,750
Recommended Grant: \$9,375

Application 24-009



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

Application 24-010



Address: 46 Dahlia Street
Name: Dr. James Ross House
Age: 1888
Location: Dartmouth
Proposed Project: Reshingle roof.
Score: 10
Estimated Project Cost: 21,710
Recommended Grant: \$10,860

Application 24-011



Address: 5918 Rogers Drive
Name: The Bower
Age: c. 1790
Location: South End Halifax
Proposed Project: Repair or replace windows.
Score: 10
Estimated Project Cost: \$34,470
Recommended Grant: \$15,000

Application 24-012



Address: 5759 Inglis Street
Name: Late Victoria Streetscape
Age: 1896-1914
Location: South End Halifax
Proposed Project: Repair and paint foundation.
Score: 8
Estimated Project Cost: \$21,000
Recommended Grant: \$10,500

Application 24-013



Address: 2323 Princess Place
Name: Victoria Streetscape
Age: c. 1874
Location: North End Halifax
Proposed Project: Replace front windows; Repair paving; paint dwelling.
Score: 7
Estimated Project Cost: \$34,980
Recommended Grant: \$15,000

Application 24-014



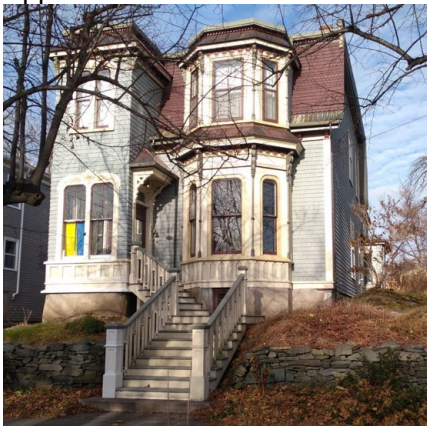
Address: 5178 Bishop Street
Name: C.H. Willis House
Age: 1870
Location: South End Halifax
Proposed Project: Replace 5 windows on front of dwelling.
Score: 6
Estimated Project Cost: \$20,648
Recommended Grant: \$10,324

Application 24-015



Address: 1091 Tower Road
Name: Victorian Streetscape
Age: Unknown
Location: South End Halifax
Proposed Project: Paint exterior of dwelling.
Score: 7
Estimated Project Cost: \$12,000
Recommended Grant: \$6,000

Application 24-016



Address: 37 Pleasant Street
Name: Joseph Howe Austen House
Age: 1877
Location: Dartmouth
Proposed Project: Resurface flat portion of roof.
Score: 7
Estimated Project Cost: \$38,334.20
Recommended Grant: \$15,000

Application 24-017



Address: 38 Dundas Street
Name: J. Elliot Building
Age: c. 1866
Location: Dartmouth
Proposed Project: Roof replacement including decking. Right side of semi.
Score: 8
Estimated Project Cost: \$21,532.09
Recommended Grant: \$10,766.05

Application 24-018



Address: 40 Dundas Street
Name: J. Elliot Building
Age: 1866
Location: Dartmouth
Proposed Project: Roof replacement including decking. Left side of semi.
Score: 8
Estimated Project Cost: \$21,532.09
Recommended Grant: \$10,766.05

Application 24-020



Address: 2062 Brunswick Street
Name: Churchfield Barracks
Age: 1860
Location: North End Halifax
Proposed Project: Replace three (3) windows.
Score: 5
Estimated Project Cost: \$7,297.22
Recommended Grant: \$3,649

Application 24-021



Address: 62 Queen Street
Name: Winston House
Age: 1849
Location: Dartmouth
Proposed Project: Replace side entry landing and doors; Repair window; Paint dwelling.
Score: 6
Estimated Project Cost: \$15,650
Recommended Grant: \$7,825

Application 24-022



Address: 64 Queen Street
Name: Charles A. Robson House
Age: 1888
Location: Dartmouth
Proposed Project: Repair front and side porches; Replace back porch and entrance; Completion of roof fascia detail & painting.
Score: 9
Estimated Project Cost: \$39,650
Recommended Grant: \$15,000

Application 24-023



Address: 10175 Highway 7
Name: Myers House
Age: c. 1884
Location: Salmon River Bridge
Proposed Project: Re-shingle west side of house.
Score: 12
Estimated Project Cost: \$5,890
Recommended Grant: \$2,950

Application 24-024



Address: 2068 Brunswick Street
Name: Churchfield Barracks
Age: 1860
Location: Halifax North End
Proposed Project: Roof and fascia repairs;
Replace exterior doors.
Score: 9
Estimated Project Cost: \$12,180
Recommended Grant: \$6,090

Application 24-025



Address: 88 Ochterloney Street
Name: George Sheilds House
Age: c. 1863
Location: Dartmouth
Proposed Project: Replace rotten fascia and
soffit boards and window trim; Replace
missing shakes; Paint entire building.
Score: 9
Estimated Project Cost: \$57,678.50
Recommended Grant: \$25,000

Application 24-028



Address: 47 Pleasant Street
Name: John Burton House
Age: 1845
Location: Dartmouth
Proposed Project: Repair leaking roof on one
side of home.
Score: 12
Estimated Project Cost: \$3,465
Recommended Grant: \$1,732.50

Application 24-031



Address: 1099-1101 Tower Road

Name: Victorian Streetscape

Age: 1875

Location: Halifax

Proposed Project: Repair and paint exterior, including the repair or like-for-like replacement of two windows, trim, and siding, as required.

Score: 8

Estimated Project Cost: \$36,000

Recommended Grant: \$15,000