

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 2024 / 2025 Heritage Incentives Program were accepted from September 1 to December 1, 2023. Staff received and reviewed 14 applications.

- 12 applications met the program's eligibility criteria
- 2 applications do not meet the program's eligibility criteria

Under the terms of the administrative order, and for the purpose of procedural fairness, late applications cannot be accepted or considered.

The 12 eligible applications were evaluated and scored using the following scoring system (Table 1):

Table 1 – Heritage Incentive Evaluation System

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 anticipated 2024 / 2025 operating budget for Cost Centre C340 – Culture, Heritage and Planning Information Services is \$300,000.00, while the cumulative value of the eligible grants request is \$182,790.58. As a result, all 12 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 2024 / 2025 budget.

FINANCIAL IMPLICATIONS

The recommended approval of \$182,790.58 for the 2024/25 Heritage Incentives Program grants can be accommodated within the proposed 2024/25 operating budget for cost centre C340 – Culture, 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 2024 / 2025 budget is approved.

RISK CONSIDERATION

There are no significant risks associated with the recommendations contained within this report. The applications may be considered under the existing policies and by-laws pertaining to the municipal Heritage Property Program. The Heritage Advisory Committee has the discretion to make recommendations that are consistent with the Heritage Property Program.

COMMUNITY ENGAGEMENT

The administration of the Heritage Incentives Program is an administrative process that is carried out in accordance with 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 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.

This alternative is not recommended as all of the applications have been found to be eligible under the administrative order.

ATTACHMENTS

Attachment A Recommended Heritage Incentives Program Grants for 2024 / 2025
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.

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Attachment A: Recommended Heritage Incentives Program Grants for 2024 / 2025

App #	Address	Community	Proposed Work	Score	Estimated Project Cost	Recommended Grant
25-003	2329 Princess Place	Halifax North End	Repair roof	10	\$24,230.36	\$12,115.18
25-004	1342 Robie Street	Halifax South End	Replace 12 storm windows, 3 living room windows, and 3 master bedroom windows	8	\$37,754.00	\$15,000.00
25-005*	1541 Barrington Street	Halifax South End	Replace Windows	9	\$173,000.00	\$25,000.00
25-006	2548 Gottingen Street	Halifax North End	Repair and replace front facade	10	\$96,262.00	\$15,000.00
25-007	5918 Rogers Drive	Halifax South End	Repair and restore windows	8	\$32,300.00	\$15,000.00
25-008	5455 Inglis Street	Halifax South End	Rebuild chimney; Repair and weatherproof west and south wall; Rebuild back dormer windows	8	\$145,608.78	\$15,000.00
25-009	62 Rockingstone Road	Halifax County	Replace wood windows	10	\$42,967.50	\$15,000.00
25-010	1029 Tower Road	Halifax South End	Install wood windows and doors	8	\$54,908.00	\$15,000.00
25-011	68 Islandview Drive, Boutilliers Point	Halifax County	Restore 11 windows	11	\$30,119.34	\$15,000.00
25-012	173 Crichton Avenue	Dartmouth	Replace the front door and a side door	8	\$24,160.80	\$12,080.40
25-013	37 Pleasant Street	Dartmouth	Reroof front mansard roof and paint three sides of the building	9	\$50,945.50	\$15,000.00
25-014	2507 Brunswick Street	Halifax North End	Restore the roof	11	\$27,190.00	\$13,595.00
<i>*Commercial properties</i>					\$739,446.28	\$182,790.58

Attachment B

HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 2014-002-ADM
RESPECTING THE HERITAGE INCENTIVES PROGRAM

WHEREAS pursuant to *Heritage Property Act*, R.S.N.S. 1989, c. 199, the Council of the Halifax Regional Municipality may provide financial assistance in respect of municipal heritage property to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Council deems fit;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 2014-002-ADM, the Heritage Incentives Program Administrative Order.

Purpose

2. To encourage the conservation of privately-owned, municipally registered heritage properties used for residential or commercial purposes. Within the limits of the annual approved budget, the Heritage Incentives Program provides matching grants of up to \$15,000 for eligible exterior conservation work on residential properties and up to \$25,000 for eligible exterior conservation work on commercial properties.

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 \$15,000 for residential properties and \$25,000 for commercial properties.
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 an applicant who:
 - (i) was approved for the same scope of work the previous year;
 - (ii) did not commence the approved work; and
 - (ii) notified the heritage planner of the intent to forfeit the grant prior to July 1 in the year it was approved.

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 25-003



Address: 2329 Princess Place, Halifax
Name: Victorian Streetscape
Age: 1876
Location: Halifax North End
Proposed Project: Repair the roof
Score: 10
Estimated Project Cost: \$24,230.36
Recommended Grant: \$12,115.18

Application 25-004



Address: 1342 Robie Street, Halifax
Name: Smith-Rankin House
Age: 1906
Location: Halifax South End
Proposed Project: Replace storm windows and windows.
Score: 8
Estimated Project Cost: \$ 37,754.00
Recommended Grant: \$15,000.00

Application 25-005



Address: 1541 Barrington Street, Halifax
Name: Pacific Building
Age: 1911
Location: Halifax South End
Proposed Project: replace 21 windows
Score: 9
Estimated Project Cost: \$173,000.00
Recommended Grant: \$25,000.00
(Commercial grant)

Application 25-006



Address: 2548 Gottingen Street, Halifax
Name: Leo Fultz House
Age: 1894
Location: Halifax North End
Proposed Project: Repair the facade
Score: 10
Estimated Project Cost: \$96,262.00
Recommended Grant: \$15,000.00

Application 25-007



Address: 5918 Rogers Drive, Halifax
Name: The Bower Building
Age: 1790
Location: Halifax South End
Proposed Project: Repair and restore windows
Score: 8
Estimated Project Cost: \$32,300.00
Recommended Grant: \$15,000.00

Application 25-008



Address: 5455 Inglis Street, Halifax
Name: Robert Brunton House
Age: 1841
Location: Halifax South End
Proposed Project: Rebuild chimney; repair and weatherproof west and south wall; and rebuild back dormer windows
Score: 8
Estimated Project Cost: \$145,608.78
Recommended Grant: \$15,000.00

Application 25-009



Address: 62 Rockingstone Road, Halifax
Name: Kidston Farm
Age: 1825
Location: Halifax County
Proposed Project: Replace windows
Score: 10
Estimated Project Cost: \$42,967.50
Recommended Grant: \$15,000.00

Application 25-010



Address: 1029 Tower Road, Halifax
Name: Victorian Streetscape
Age: 1900
Location: Halifax South End
Proposed Project: replace wood windows and door
Score: 8
Estimated Project Cost: \$54,908.00
Recommended Grant: \$15,000.00

Application 25-011



Address: 68 Island View Drive, Boutilliers Point
Name: Boutillier House
Age: 1865
Location: Halifax County
Proposed Project: Restore 11 windows
Score: 11
Estimated Project Cost: \$30,119.34
Recommended Grant: \$15,000.00

Application 25-012



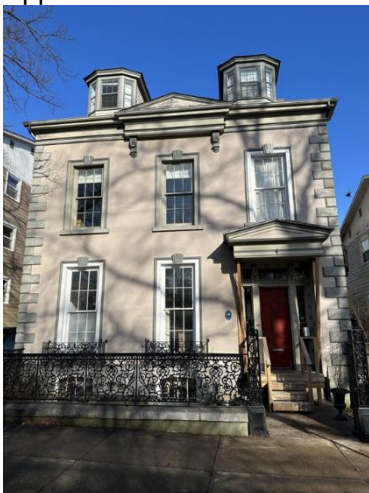
Address: 173 Crichton Avenue, Dartmouth
Name: Ernest & Mabel Keeler House
Age:1918
Location: Dartmouth
Proposed Project: Replace the front door and a side door
Score: 8
Estimated Project Cost: \$24,160.80
Recommended Grant: \$12,080.40

Application 25-013



Address: 37 Pleasant St, Dartmouth
Name: Joseph Howe Austen House
Age:1877
Location: Dartmouth
Proposed Project: Repair the mansard roof and paint the building.
Score: 9
Estimated Project Cost: \$50,945.50
Recommended Grant: 15,000.00

Application 25-014



Address: 2507 Brunswick Street, Halifax
Name: Mccully House
Age:1864
Location: Halifax North End
Proposed Project: Restore the roof
Score: 11
Estimated Project Cost: \$27,190.00
Recommended Grant: \$13,595.00