



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

**Item No. 15.9.1**  
**Halifax Regional Council**  
**July 9, 2024**

**TO:** Mayor Savage and Members of Halifax Regional Council  
**FROM:** Tyler Brothers, Vice Chair, Heritage Advisory Committee  
**DATE:** June 28, 2024  
**SUBJECT:** **H00581: 2024-2025 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts**

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**ORIGIN**

June 28, 2024 Special Meeting of Heritage Advisory Committee, Item 9.1.2.

**RECOMMENDATION**

The Heritage Advisory Committee recommends that Halifax Regional Council:

1. approve the proposed grant applications 25-001 to 25-006 listed in Attachment A of the staff report dated June 4, 2024, 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 a one-time Conservation Grant of up to \$50,000 on a 50% cost sharing basis for exterior conservation work and a one-time Functional Improvement Grant of up to \$150,000 on a 15% cost sharing basis for functional improvements to the building at 5185-5189 South Street in Halifax, Application 25-007, for work described in Attachment A, subject to the same conditions as for the Conservation Grant and Functional Improvement Grant and conditional upon the applicant's compliance with sections 7, 16-25, and 36-39 of Administrative Order 2020-005-ADM, to be drawn from Cost Centre C340 for the 2024-25 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts.

**BACKGROUND**

Heritage Advisory Committee received a staff recommendation report dated June 4, 2024 to evaluate applications for the 2024/2025 Financial Incentives Program.

For further information refer to the attached staff report dated June 4, 2024.

**DISCUSSION**

Heritage Advisory Committee considered the staff report dated June 4, 2024, and approved the recommendation to Regional Council as outlined in this report.

**FINANCIAL IMPLICATIONS**

Financial implications are outlined in the attached staff report dated June 4, 2024.

**RISK CONSIDERATION**

Risk consideration is outlined in the attached staff report dated June 4, 2024.

**COMMUNITY ENGAGEMENT**

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

For further information on Community Engagement refer to the attached staff report dated June 4, 2024.

**ENVIRONMENTAL IMPLICATIONS**

Environmental implications are outlined in the staff report dated June 4, 2024.

**SOCIAL VALUE**

Social Values are outlined in the attached staff report dated June 4, 2024.

**ALTERNATIVES**

Alternatives are outlined in the attached staff report dated June 4, 2024.

**LEGISLATIVE AUTHORITY**

Legislative Authority is outlined in the attached staff report dated June 4, 2024.

**ATTACHMENTS**

Attachment 1 – Staff recommendation report dated June 4, 2024.



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**Attachment 1**  
**Heritage Advisory Committee**  
**Special Meeting**  
**June 28, 2024**

**TO:** Chair and Members of the Heritage Advisory Committee

**-Original Signed-**

**SUBMITTED BY:**

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Cathie O'Toole, Chief Administrative Officer

**DATE:** June 4, 2024

**SUBJECT:** **H00581: 2024-2025 Financial Incentives Program for Schmitdville and Old South Suburb Heritage Conservation Districts**

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**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 25-001 to 25-006 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

**Recommendation continued on the following page.**

- 2) approve a one-time Conservation Grant of up to \$50,000 on a 50% cost sharing basis for exterior conservation work and a one-time Functional Improvement Grant of up to \$150,000 on a 15% cost sharing basis for functional improvements to the building at 5185-5189 South Street in Halifax, Application 25-007, for work described in Attachment A, subject to the same conditions as for the Conservation Grant and Functional Improvement Grant and conditional upon the applicant's compliance with sections 7, 16-25, and 36-39 of Administrative Order 2020-005-ADM, to be drawn from Cost Centre C340 for the 2024-25 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<sup>1</sup> 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 31<sup>st</sup>) in which the project was approved. As an example, projects approved for fiscal year 2024-25 must be completed by March 31<sup>st</sup>, 2028.

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.

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.

## **DISCUSSION**

Applications for the 2024/2025 Financial Incentives Program were accepted from January 1, 2024, to March 1, 2024. Staff received and reviewed 6 applications:

- 5 application applied for Conservation Grants; and
- 1 application applied for both the Conservation Grant and Functional Improvement Grant.

Attachment C provides information regarding the properties and proposed projects for each of the applications.

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:

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<sup>1</sup> A **contributing heritage resources** are identified within the HCD Bylaws as buildings that contribute to the heritage value of a Heritage Conservation District and these include include municipal heritage properties and properties that not registered.

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 end of Attachment B – Administrative Order 2020-005.

The anticipated 2024/2025 operating budget for the Financial Incentive Program is \$500,000. 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 2024-2025, the total amount of applied grants being requested under the program is:

Conservation Grants:	\$138,675.45
Functional Improvement Grants:	<u>\$158,011.44</u>
	\$296,686.89

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

### **Late Application**

Application 25-007 was submitted on May 28, 2024, outside the current intake window for applications the Financial Incentive Program. The applicant was not aware that they had to apply to the Program before the March 1<sup>st</sup> application deadline. Due to the urgency of the work required for the project, the owner is unable to apply for the grants during the next application cycle as the Program does not cover work completed prior to submission of an application. The applicant has submitted an application and has requested approval in the 2024-2025 program. Their application (25-007) is requesting a \$50,000 Conservation Grant and a \$205,500 Functional Improvement Grant.

Council may consider a request for financial assistance in accordance with section 22 of the *Heritage Property Act* to assist in the restoration or renovation of such property upon such terms and conditions as the council deems fit. As an excellent example of the Stick Style architecture and one of the few large-scale Victorian residential buildings in HRM, staff recommend that Council award additional one-time grants for exterior conservation and functional improvement work for this property, conditional upon the applicant's compliance with grant application requirements, listed in sections 7, 16-25, and 36-39 of Administrative Order Number 2020-005-ADM. After awarding the six submitted applications, the remainder of the 2024/2025 operating budget for the Financial Incentive Program is \$203,313.11, less than the \$255,500 requested by the Applicant. Staff recommend that Council award the application 25-007 a Conservation Grant of \$50,000 and a Functional Improvement Grant of \$ 150,000. The proposed grants will meaningfully contribute to the conservation and restoration of the building, while remaining within the budget for the Financial Incentive Program.

### **FINANCIAL IMPLICATIONS**

The recommended grant approval of \$296,686.89 for all 2024/2025 Financial Incentives Program in-time applications can be accommodated within the 2024/2025 operating budget for Financial Incentives Program

from cost centre C340 – Culture, Heritage and Planning Information Services. The budget availability has been confirmed by Finance.

The approval of \$200,000 grants for application 25-007 can be accommodated within the remaining of the 2024/2025 operating budget for for Financial Incentives Program from cost centre C340 – Culture, Heritage and Planning Information Services.

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 the Regional Council's decision.

**Budget Summary: Operating Account No. C340-8004**

Cumulative Unspent Budget	\$500,000.00
Less: Total potential in time application expenditure	\$296,686.89
Less: Potential Late application expenditure	<u>\$200,000.00</u>
Budget Remaining	\$3,313.11

**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 recommend that Regional Council approve the proposed grants to the properties listed in Attachment A, but not the financial incentive for Application 25-007.
2. 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.

**ATTACHMENTS**

- Attachment A Recommended Heritage Incentives Program Grants for 2024/2025  
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](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Shaoqiu Gong, Planner I, 902.233.9826

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## Attachment A: Recommended Financial Incentives Program Grants for 2024/2025

### Properties Recommended for Funding

App #	Address	Proposed Work	Score	Estimated Project Cost	Conservation Grant	Functional Improvement Grant	Total Grant
25-001	5172 Morris Street	Exterior siding and trim/facia surface repairs and painting; and Repair the roof and dormer.	5	\$36,000.00	\$18,000.00		\$18,000.00
25-002	5184 Morris Street	Exterior siding and trim/facia surface repairs and painting.	4	\$9,850.00	\$4,925.00		\$4,925.00
25-003	5178 Morris Street	Exterior siding and trim/facia surface repairs and painting.	4	\$8,800.00	\$4,400.00		\$4,400.00
25-004	1351-1353 Birmingham Street	Replace 3 windows on the main level; Paint shingles; Repair and replace trim and casings, Replace front steps and railing; and Replace front door sidelights and transom	3	\$65,540.50	\$32,770.25		\$32,770.25
25-005	1234 Barrington Street	Repair top floor doomer; Repair chimney; and Replace 9 windows	3	\$57,160.40	\$28,580.20		\$28,580.20
25-006	1253 Barrington Street	Interior and exterior renovation in accordance with building permit ZURB BPCOM-2021-17697	4	\$1,251,080.38	\$50,000.00	\$158,011.44	\$208,011.44
25-007*	5185-5189 South Street	Restoration of The Elmwood in accordance with HRM Case 24388: Substantive Site Plan Approval for 5185-5189 South Street & 1221 Barrington Street, Halifax.	5	\$1,470,000	\$50,000.00	\$ 150,000.00	\$200,000.00
<b>TOTAL</b>				\$2,898,431.28	\$188,675.45	\$308,011.44	\$496,686.89

25-007\* is a late application submitted on May 29, 2024.

## 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 Schmitdville and Old South Suburb HCDs*.

### **Purpose**

2. This Administrative Order establishes a financial incentives program that provides financial assistance to property owners in the Schmitdville 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 Schmitdville 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 1<sup>st</sup>, 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](http://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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 31<sup>st</sup>) 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 31<sup>st</sup>, 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 23<sup>rd</sup> day of March, A.D. 2021.

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Mayor Mike Savage

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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 23<sup>rd</sup>, 2021.

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Simon Ross-Siegel, Acting Municipal Clerk

**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?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is this a first-time application?	<b>If no: no point</b>	<b>If yes: 1 point</b>
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?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Does the application propose preservation of structural building components, especially foundation and roof repairs, rather than cosmetic improvements?	<b>If no: no point</b>	<b>If yes: 1 point</b>
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?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Does the application propose conservation of features visible to the public?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application submitted as one of two or more applications for attached buildings on abutting properties?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application with respect to a building that is in poor condition and at greater risk of deterioration or loss?	<b>If no: no point</b>	<b>If yes: 1 point</b>
<b>Total Points:</b>		

## Attachment C: Applicant Property Information

Application 25-001



**Address:** 5172 Morris Street  
**Age:** 1870  
**Proposed Project:** Exterior siding and trim/facia surface repairs and painting; and Repair of the roof and dormer.  
**Score:** 5  
**Estimated Project Cost:** \$36,000.00  
  
**Recommended Conversation Grant:** \$18,000.00

Application 25-002



**Address:** 5184 Morris Street  
**Age:** 1810-1823  
**Proposed Project:** Exterior siding and trim/facia surface repairs and painting.  
**Score:** 4  
**Estimated Project Cost:** \$9,850.00  
  
**Recommended Conversation Grant:** \$4,925.00

Application 25-003



**Address:** 5178 Morris Street  
**Age:** 1831-1834  
**Proposed Project:** Exterior siding and trim/facia surface repairs and painting.  
**Score:** 4  
**Estimated Project Cost:** \$8,800.00  
  
**Recommended Conversation Grant:** \$4,400.00

Application 25-004



**Address:** 1351-1353 Birmingham Street  
**Age:** 1875  
**Proposed Project:** Replace 3 windows on the main level; Paint shingles; Repair and replace trim and casings, Replace front steps and railing; and Replace front door sidelights and transom  
**Score:** 3  
**Estimated Project Cost:** \$65,540.50

**Recommended Conversation Grant:** \$32,770.25

Application 25-005



**Address:** 1234 Barrington Street  
**Age:** Approx. 1865  
**Proposed Project:** Repair top floor doomer; Repair chimney; and Replace 9 windows  
**Score:** 3  
**Estimated Project Cost:** \$57,160.40

**Recommended Conversation Grant:** \$28,580.20

Application 25-006



**Address:** 1253 Barrington Street  
**Age:** 1864  
**Proposed Project:** Interior and exterior renovation in accordance with building permit ZURB BPCOM-2021-17697  
**Score:** 4  
**Estimated Project Cost:** \$1,251,080.38

**Recommended Conversation Grant:** \$50,000.00

**Recommended Functional Improvement Grant:** \$158,011.44

Application 25-007



**Address:** 5185-5189 South Street

**Age:** Pre-1878/1896

**Proposed Project:** Restoration of The Elmwood Apartments in accordance with HRM Case 24388: Substantive Site Plan Approval for 5185-5189 South Street & 1221 Barrington Street, Halifax.

**Score:** 5

**Estimated Project Cost:** \$1,470,000

**Recommended Conversation Grant:**  
\$50,000.00

**Recommended Functional Improvement Grant:** \$ 150,000.00

**Note:** Application 25-007 was submitted after the FIP application deadline.