

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

Item No. 9.1.2
Heritage Advisory Committee
February 22, 2023

TO: Chair and Members of the Heritage Advisory Committee

SUBMITTED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

DATE: February 15, 2023

SUBJECT: H00555: 2023/24 Heritage Incentives Program

ORIGIN

Regional Council approved Administrative Order Number 2014-002-ADM Respecting the Heritage Incentives Program on April 1, 2014. Applications for financial assistance through the Heritage Incentives Program are accepted annually from September 1 to December 1.

LEGISLATIVE AUTHORITY

Heritage Property Act, R.S.N.S., 1989, c. 199, section 22:

"Financial Assistance

22(1) The Minister, subject to the approval of the Governor in Council, may provide financial assistance in respect of provincial heritage property and the council may provide financial assistance in respect of municipal heritage property or property located in a heritage conservation district to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Minister or the council, as the case may be, deems fit."

Administrative Order Number 2014-002-ADM, Respecting the Heritage Incentives Program

RECOMMENDATION

It is recommended that the Heritage Advisory Committee recommend that Regional Council approve the proposed grants to the properties listed in Attachment A, conditional upon the applicants' compliance with Sections 29 through 35 of Administrative Order Number 2014-002-ADM and subject to approval of the proposed 2023/24 budget.

BACKGROUND

The Heritage Property Program supports the conservation, preservation and restoration of municipally registered heritage properties located throughout the Halifax Regional Municipality. One of the tools that the Program uses to achieve these goals is annual grant funding through the Heritage Incentives Program. This Program was approved by Regional Council on April 1, 2014 through Administrative Order Number 2014-002-ADM Respecting the Heritage Incentives Program (Attachment B). It provides matching grants for eligible exterior conservation work, up to a maximum of \$15,000.00 for residential properties and a maximum of \$25,000.00 for commercial properties.

DISCUSSION

Applications for the 2023/24 Heritage Incentives Program were accepted from September 1 to December 1, 2022. Staff received and reviewed a total of 30 applications.

- 24 applications met the program's eligibility criteria
- 4 applications do not meet the programs eligibility requirements
- 2 applications were late

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

The 24 eligible applications were evaluated and scored using the following scoring system (Table 1):

Table 1 - Heritage Incentives 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 <\$10,000.00 (Cumulative)	Previous Grants >\$10,000.00 (Cumulative)	
Building Conservation Plan	N/A	N/A	N/A Suppor		

^{*}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.

The proposed 2023/24 operating budget for Cost Centre C340 – Heritage and Planning Information Services is \$350,000.00, while the cumulative value of the eligible grants request is \$258,563.60. As a result, all 24 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 proposed 2023/24 budget.

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

FINANCIAL IMPLICATIONS

The recommended approval of \$258,563.60 for the 2023/24 Heritage Incentives Program grants can be accommodated within the proposed 2023/24 operating budget for cost centre C340 – Heritage and Planning Information Services.

As the proposed funding for the Heritage Incentives Program must be approved by Regional Council, no grants will be paid until the 2023/24 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 forward a negative or amended 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.

ATTACHMENTS

Attachment A Recommended Heritage Incentives Program Grants for 2023/24

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: Paul Boucher, Planner I, 902.456.5103

Attachment A: Recommended Heritage Incentives Program Grants for 2023/24

App #	Address	Community	Score	Description of Proposed Work	Estimated Project Cost	Recommended Grant
24-002	173 Crichton Avenue	Dartmouth	11	Re-roof dwelling	\$21,465.00	\$10,733.00
24-003	5675 North Street	North End Halifax	9	Re-shingle front of house; Paint entire dwelling	\$27,031.00	\$13,515.00
24-004	33-35 Pleasant Street	Dartmouth	8	Paint exterior of building	\$18,855.00	\$9,428.00
24-005*	1685 Argyle Street	South End Halifax	9	Repair main roof	\$58,200.00	\$25,000.00
24-006	1041 Tower Road	South End Halifax	5	Scrape, prime and paint wall; Replace facia boards	\$9,350.00	\$4,675.00
24-007	68 Island View Drive	Halifax County	10	Paint exterior of house	\$8,750.00	\$4,375.00
24-008	5669 Inglis Street	South End Halifax	8	Re-point foundation; Re-shingle dormer; Roof and facia repair	\$18,750.00	\$9,375.00
24-009	2381 Moran Street	North End Halifax	11	Restore side wall; Replace roof	\$34,580.00	\$15,000.00
24-010	46 Dahlia Street	Dartmouth	10	Re-shingle roof	\$21,720.00	\$10,860.00
24-011	5918 Rogers Drive	South End Halifax	10	Repair or replace windows	\$34,470.00	\$15,000.00
24-012	5759 Inglis Street	South End Halifax	8	Repair and paint foundation	\$21,000.00	\$10,500.00
24-013	2323 Princess Place	North End Halifax	7	Replace front windows; Repair parging; paint dwelling	\$34,980.00	\$15,000.00
24-014	5178 Bishop Street	South End Halifax	6	Replace 5 windows on front of dwelling	\$20,648.00	\$10,324.00
24-015	1091 Tower Road	South End Halifax	7	Paint exterior of dwelling	\$12,000.00	\$6,000.00
24-016	37 Pleasant Street	Dartmouth	7	Resurface flat portion of roof	\$38,334.20	\$15,000.00
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	\$3,649.00
24-021	62 Queen Street	Dartmouth	6	Replace side entry landing and doors; Repair window; Paint dwelling	\$15,650.00	\$7,825.00
24-022	64 Queen Street	Dartmouth	9	Repair front and side porches; Replace back porch and entrance; Completion of roof facia detail & painting	\$39,650.00	\$15,000.00
24-023	10175 Highway 7	Halifax County	12	Re-shingle west side of house	\$5,890.00	\$2,950.00
24-024	2068 Brunswick Street	North End Halifax	9	Roof and facia repairs; Replace exterior doors	\$12,180.00	\$6,090.00
24-025*	86 Ochterloney	Dartmouth	9	Replace rotten fascia and soffit boards and window trim; Replace missing shakes; Paint entire building	\$57,678.50	\$25,000.00
24-028	47 Pleasant Street	Dartmouth	12	Repair leaking roof on one side of home	\$3,465.00	\$1,732.50
*Commercial pr	operties				\$565,008.10	\$258,563.60

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 Crichton Avenue

Name: Ernest & Mabel Keeler House

Age: 1922

Location: Dartmouth

Proposed Project: Re-roof dwelling.

Score: 11

Estimated Project Cost: \$21,465.00

Recommended Grant: \$10,733.00

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: \$27,031.00 Recommended Grant: \$13,515.00

Application 24-004



Address: 33-35 Pleasant Street Name: Victoria Apartments

Age: 1919

Location: Dartmouth

Proposed Project: Paint exterior of building.

Score: 8

Estimated Project Cost: \$18,855.00 Recommended Grant: \$9,428.00



Address: 1685 Argyle Street

Name: Carleton Hotel

Age: 1760

Location: South End Halifax

Proposed Project: Repair main roof.

Score: 9

Estimated Project Cost: \$58,200.00 Recommended Grant: \$25,000.00

Application 24-006



Address: 1041 Tower Road Name: Victorian Streetscape

Age: 1875

Location: South End Halifax

Proposed Project: Scrape, prime and paint

wall; Replace facia boards.

Score: 5

Estimated Project Cost: \$9,350.00 Recommended Grant: \$4,675.00

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: \$8,750.00 Recommended Grant: \$4,375.00



Address: 5669 Inglis Street Name: Mithcel-Huskins House

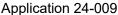
Age: 1894

Location: South End Halifax

Proposed Project: Re-point foundation; Reshingle dormer; Roof and facia repair.

Score: 8

Estimated Project Cost: \$18,750.00 Recommended Grant: \$9,375.00





Address: 2381 Moran Street Name: John M. Dewolfe House

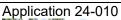
Age: c. 1858

Location: North End Halifax

Proposed Project: Restore side wall; Repair

roof. Score: 11

Estimated Project Cost: \$34,580.00 Recommended Grant: \$15,000.00





Address: 46 Dahlia Street Name: Dr. James Ross House

Age: 1888

Location: Dartmouth

Proposed Project: Reshingle roof.

Score: 10

Estimated Project Cost: \$21,720.00 Recommended Grant: \$10,860.00



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: \$34,470.00 Recommended Grant: \$15,000.00

Application 24-012



Address: 5759 Inglis Street

Name: Late Victorian Streetscape

Age: 1896-1914

Location: South End Halifax

Proposed Project: Repair and paint

foundation. Score: 8

Estimated Project Cost: \$21,000.00 Recommended Grant: \$10,500.00

Application 24-013



Address: 2323 Princess Place Name: Victoria Streetscape

Age: c. 1874

Location: North End Halifax

Proposed Project: Replace front windows;

Repair parging; paint dwelling.

Score: 7

Estimated Project Cost: \$34,980.00 Recommended Grant: \$15,000.00



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: \$20,648.00 Recommended Grant: \$10,324.00

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: \$12,000.00 Recommended Grant: \$6,000.00

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: \$15,000.00

Address: 38 Dundas Street Name: J. Elliot Building

Age: c. 1866

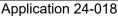
Location: Dartmouth

Proposed Project: Roof replacement including

decking. Right side of semi.

Score: 8

Estimated Project Cost: \$21,532.09 Recommended Grant: \$10,766.05





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: \$3,649.00



Address: 62 Queen Street Name: Winston House

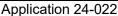
Age: 1849

Location: Dartmouth

Proposed Project: Replace side entry landing and doors; Repair window; Paint dwelling.

Score: 6

Estimated Project Cost: \$15,650.00 Recommended Grant: \$7,825.00





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 facia detail & painting.

Score: 9

Estimated Project Cost: \$39,650.00 Recommended Grant: \$15,000.00

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: \$5,890.00 Recommended Grant: \$2,950.00



Address: 2068 Brunswick Street Name: Churchfield Barracks

Age: 1860

Location: Halifax North End

Proposed Project: Roof and facia repairs;

Replace exterior doors.

Score: 9

Estimated Project Cost: \$12,180.00 Recommended Grant: \$6,090.00

Application 24-025



Address: 86 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: \$25,000.00

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: \$3,465.00 Recommended Grant: \$1,732.50