



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Senior Planner

Date: 2025-07-22

Subject: Heritage Grant Application: 294 Falmouth Back Road, Falmouth PID 45036720

LEGISLATIVE AUTHORITY

Council RCOFN-012.00, *Grants and Contributions Policy*

Council RCOPL-003.00, *Municipal Heritage Property Conservation Work Grant Policy*

RECOMMENDATION

Should Council wish to provide the homeowner the heritage grant, the following motion would be in order

...that Council provides up to 50% of eligible project costs up to a maximum of \$10,000 to the Richard & Helen Murphy, owners of 294 Falmouth Back Road, in order to facilitate replacement of windows on the main building located at 294 Falmouth Back Road, and that the funding be provided from account # 01-2-00-26-560-21130 only in accordance with the provisions of the *Municipal Heritage Property Conservation Work Grant Policy*.

BACKGROUND

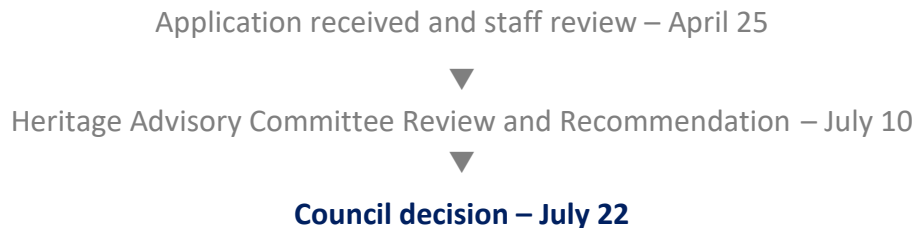
Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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An application was received for heritage grant funding on April 25, 2025 from Richard Murphy, owner of the Municipally designated heritage property located at 294 Falmouth Back Road, Falmouth (Attachment A). This is the first heritage grant application for this property.

DISCUSSION

On July 10th, 2025, staff presented a recommendation report to the Heritage Advisory Committee (HAC) (Appendix A). HAC recommended in favour of the application at the meeting.

NEXT STEPS



*anticipated date; final date set by Council

FINANCIAL IMPLICATIONS

The 2025-26 Operating Budget includes \$20,000 as “Heritage Grant” and the Director of Financial Services confirmed an additional reserve of \$4,368.31, for a total of \$24,368.31. One application is currently award for \$10,000, leaving \$14,368.31 available for applications. No other grant applications for funding have been received so far this year.

There is capacity in the budget and reserves to provide this heritage grant to this property owner.

ALTERNATIVES

In response to the application, Council may:

- determine that 50% of the funding to the maximum of \$10,000 be provided in accordance with the terms of the *Municipal Heritage Property Conservation Work Grant Policy*;
- determine that funding to a maximum of some other amount be provided, providing the reason why funding is limited; and
- not approve the recommendation and provide no funding for the work. This is not the staff recommendation, as the work meets the criteria for funding under the *Municipal Heritage Property Conservation Work Grant Policy*.

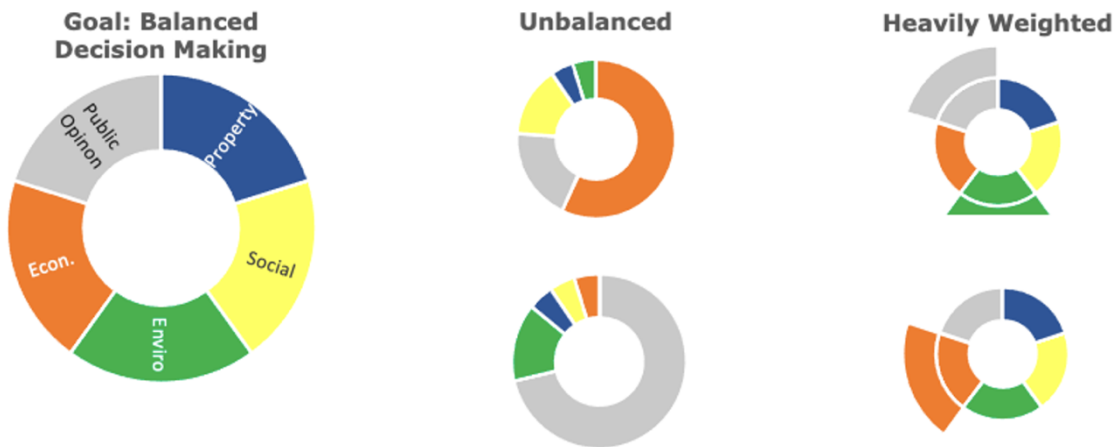
APPENDIX

Appendix A	2025-07-10 Staff Report: Heritage Grant Application: 294 Falmouth Back Road, Falmouth PID 45036720
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CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____

Alex Dunphy, Senior Planner

Report Approved by: _____

Kari Fougere, Acting Director of Planning

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2025-07-10 Staff Report:
Heritage Grant Application: 294 Falmouth Back Road, Falmouth PID 45036720



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of Heritage Advisory Committee (HAC)

Submitted by: _____
Alex Dunphy, Senior Planner

Date: 2025-07-10

Subject: Heritage Grant Application: 294 Falmouth Back Road, Falmouth PID 45036720

LEGISLATIVE AUTHORITY

Council RCOFN-012.00, *Grants and Contributions Policy*

Council RCOPL-003.00, *Municipal Heritage Property Conservation Work Grant Policy*

RECOMMENDATION

Staff recommends that the HAC forward a positive recommendation by passing the following motion:

...that HAC recommends that Council provide up to 50% of eligible project costs up to a maximum of \$10,000 to the Richard & Helen Murphy, owners of 294 Falmouth Back Road, in order to facilitate replacement of windows on the main building located at 294 Falmouth Back Road, and that the funding be provided from account # 01-2-00-26-560-21130 only in accordance with the provisions of the *Municipal Heritage Property Conservation Work Grant Policy*.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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An application was received for heritage grant funding on April 25, 2025 from Richard Murphy, owner of the Municipally designated heritage property located at 294 Falmouth Back Road, Falmouth (Attachment A). This is the first heritage grant application for this property.

DISCUSSION

The application received describes proposed work to replace four windows on the main building including replacing the sills for two of the windows, replacing trim for the windows, as well as priming, painting, and puttying.

Heritage Permit

Examination of the proposed work and the list of non-substantial alterations approved by Council on November 24, 2020 (Attachment B) has resulted in a staff determination that the proposed alterations are not substantial alterations. The proposed work is a replacement for compromised architectural elements of the exterior utilizing materials and configurations similar to the original. As a result, no Heritage Permit is required.

Municipal Grant

The Municipal *Heritage Property Conservation Work Grant Policy* (Attachment C) approved by Council on November 24, 2020, list specific work as either eligible or ineligible for funding. The repairs to the windows on the main building are eligible for funding in accordance with the Policy under “Replacement of architectural elements which still exist but which are beyond preservation or repair”. Staff conducted a site visit on Tuesday, June 24th, to ensure the proposed repairs are eligible prior to the staff recommendation to HAC. During the site visit, the property owner indicated the rot damage that had to be replaced on the windows, sills, and trim.

The 2025-2026 Operating Budget approved June 10, 2025, includes \$10,000 as “Heritage Grant” and is intended to provide funds for the *Municipal Heritage Property Conservation Work Grant* funding program.

There are currently 14 registered Municipal heritage properties in the Region that may be eligible for funding through the *Municipal Heritage Property Conservation Work Grant Policy*. No other application for funding has been received to date.

Applicants are eligible to receive a maximum grant of \$10,000 allocated on a 50% cost-sharing, matching basis within a five (5) year period for eligible conservation work. This is the first grant application for this property and therefore the maximum amount of \$10,000 can be considered. The number of incentives per property is limited to two (2) per fiscal-year and ten (10) in any five (5) year period. Project costs are based on actual eligible expenses; in kind contributions are not included. Based on the quote received, it is likely that the proposed work would cost approximately \$3,300 and the property owner would be eligible for half of that value as part of this grant program.

MCCAP

The Municipal Climate Change Action Plan (MCCAP) does not identify any issues with inland flooding or sea level rise in this location.

NEXT STEPS

Application received and staff review – April 25



Heritage Advisory Committee Review and Recommendation – July 10



Council decision – July 22*

*anticipated date; final date set by Council

FINANCIAL IMPLICATIONS

The 2025-26 Operating Budget includes \$20,000 as “Heritage Grant” and the Director of Financial Services confirmed an additional reserve of \$4,368.31, for a total of \$24,368.31. One application is currently award for \$10,000, leaving \$14,368.31 available for applications. No other grant applications for funding have been received so far this year.

There is capacity in the budget and reserves to provide this heritage grant to this property owner.

ALTERNATIVES

In response to the application, HAC may recommend that Council:

- determine that 50% of the funding to the maximum of \$10,000 be provided in accordance with the terms of the *Municipal Heritage Property Conservation Work Grant Policy*;
- determine that funding to a maximum of some other amount be provided, providing the reason why funding is limited; and
- not approve the recommendation and provide no funding for the work. This is not the staff recommendation, as the work meets the criteria for funding under the *Municipal Heritage Property Conservation Work Grant Policy*.

ATTACHMENTS

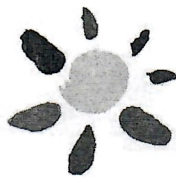
Attachment A	Heritage Grant Application
Attachment B	List of Non-Substantial Alterations
Attachment C	Municipal Heritage Property Conservation Work Grant Policy

Report Prepared by: _____
Alex Dunphy, Senior Planner

Report Approved by: _____
Kari Fougere, Acting Director of Planning

Report Approved by: _____
Carlee Rochon, Director of Financial Services

Attachment A – Heritage Grant Application



West Hants

something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY

HERITAGE GRANT APPLICATION

Owner Richard & Helen Murphy	Civic Address: 294 Falmouth Back Road
Mailing Address: Po Box 129, Falmouth NS., B0P1L0	PID: 45036720
Email: rmurphy.greenlanefarm@gmail.com	
Name of Property (if applicable): Green Lane Farm	
Work for Which Grant is Requested: (attach information if necessary) Replace 2 windows front of house and 2 storm windows on second level. repair and paint trim and sills as needed on the 4 windows.	
Date of Heritage Permit Issued/or Advised No Heritage Permit Required: Jun 2022	
Date Development Permit (if required) Issued: N/A	
Date Building Permit (if required) Issued: N/A	
Date Heritage Grant approved:	
Council: Maximum amount of grant:	
Date Work Completed:	
Total Cost of Work Completed:	
Attach Itemized costs based on invoices – arranged by date:	
Amount of Grant requested:	
IMPORTANT: PLEASE READ DECLARATION BELOW AND THEN SIGN	
It is clearly understood that this is only an application and does not imply that the funding will be approved. I certify that I am the owner of the property or am acting with the owner's consent.	
Date:	
Signature of Owner or Agent (attach written consent):	
I confirm that the work for which funding is requested: • has been done • is considered eligible work under the Municipal Heritage Property Conservation Work Guidelines	
Print Name of Heritage Advisor:	
Date:	
Application Effective June 2021	

West Hants Regional Municipality

PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

902-798-8391 Ext. 115 Email: cmerry@westhants.ca

Attachment B – List of Non-Substantial Alterations

Approved November 24, 2020

WEST HANTS REGIONAL MUNICIPALITY

**List of Alterations to Municipally Designated Heritage Properties which are to
be Considered Non-Substantial**

- replacement of or repair to any element of the exterior or public building interior where no change is intended;
- items which the Heritage Advisor considers to be maintenance;
- changes in storm windows from painted wood to aluminum;
- use of vinyl (or other material) window inserts within the existing opening;
- replacement of shingles with clad board with the same exposure, or clad board with shingles unless cladding is specified as a character-defining element;
- replacement of doors or storm doors with doors within the existing opening;
- replacement of non-traditional elements with traditional (i.e. clad or replace concrete steps with wood; shingle a wall now covered in plywood);
- installation of wooden gutters;
- addition of utilities such as air-conditioning vents and "Selkirk" chimneys to walls which are not visible from the public street;
- installation of solar panels on any roof surface;
- addition of minor accessory structures which do not require a building permit;
- alteration of existing minor accessory structures which do not require a building permit;
- placement of commercial advertising signs;
- construction and repair of fences; or
- landscaping elements such as ground level "patios" or stairways which are not connected to the main building.

Attachment C – Municipal Heritage Property Conservation Work Grant Policy

MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY

Objective

To provide information for owners of Municipal Heritage properties regarding the financial assistance program which supports conservation of this important resource.

Eligible Applicants

The program provides eligible owners of Municipal Heritage properties with access to financial assistance comparable to that available to Provincially registered heritage properties. Within the limits of the annual budget, the Heritage Funding Program provides a maximum grant of \$10,000 within a five (5) year period for eligible conservation work.

Eligible owners include only not-for-profit organizations incorporated under the Societies Act of Nova Scotia and private owners.

General Project Requirements

- all work must be completed and the final claim made by March 31 of the year in which the work is done;
- an application must be completed and an estimate must be provided from one contractor for the proposed work;
- grants are provided at the discretion of Council and no grant will be provided for work started before the grant is approved.

Eligible Conservation Work & Materials

Projects related to architectural elements which support the designation of the property including:

- **Preservation** of existing architectural elements, including but not limited to, repair of windows, doors, cladding, roof, foundation, and architectural trim;
- **Replacement** of architectural elements which still exist but which are beyond preservation or repair, including doors, windows, cladding, roofing, foundation materials, and architectural trim, using materials and configurations similar to the original;
- **Restoration** of significant architectural elements which have been lost but for which the appearance can be determined from physical evidence or documentary sources such as historic drawings or photographs; and
- **Replacement or repair of structural elements** which support the building or structure.

MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY

Ineligible Work & Materials

- modern materials or elements such as vinyl or aluminum clad windows, steel doors, vinyl siding, or synthetic cladding unless required to meet the requirements of the Building Code Act By-law;
- short-term routine maintenance, including minor repairs to non-original cladding or roofing;
- landscaping features and repairs to minor structures such as fences and retaining walls which do not support the building;
- work carried out prior to approval of the grant;
- poor or defective work;
- electrical, heating or plumbing work;
- construction of an addition;
- construction of an accessory building;
- new windows and doors that do not support the heritage character of the building; and
- owner's labour.

Project Evaluation

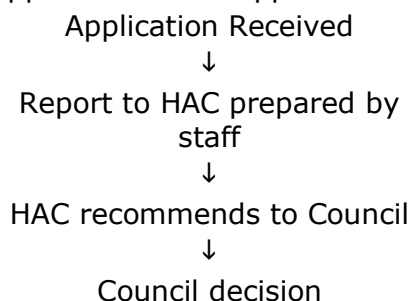
The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

Priority will be given to:

- first-time applicants;
- work on structural or weatherproofing elements; and
- applications supported by a Building Conservation Plan (a drawing or a report which reasonably illustrates all intended work) prepared by an architect, building official, engineer, or restoration professional.

Application Review Process

The process for review of an application takes approximately three (3) months.



All eligible applications may not receive approval due to limited funds.

Grants & Applications

- Grants are awarded on a 50% cost-sharing, matching basis;

MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY

- The minimum grant is \$500. per property;
- The maximum number of grants per property is two (2) per fiscal-year and ten (10) in any five (5) year fiscal period;
- Grants are based on eligible expenses; in-kind contributions are not included in calculating the grant.

Conditions of Approval & Payment of Funds

- Projects must be completed within the fiscal year for which they were approved unless exceptional circumstances arise following approval. Approval for extending the grant into a second fiscal year must be requested from the Chief Administrative Officer as soon as the need is known;
- Grants are conditional on completion of the approved and submission of receipts and paid invoices;
- Deadline for submission of receipts and paid invoices is March 31 each year;
- The applicant shall notify the Municipality of any proposed changes to the approved work and shall receive approval from Council before doing the work;
- Grants are tied to the work approved and will not be given for work which was not approved.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24th** day of **November, 2020**.



R. N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	November 13, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Municipal Heritage Property Conservation Work Grant Policy, RCOPL-003.00.	