



## **APPENDIX A - MUNICIPALITY OF THE DISTRICT OF WEST HANTS**

### *Municipal Heritage Property Conservation Work Grant Guidelines*

#### **Objective**

To provide information for private 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 \$5,000 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 budget year;
- an application and an estimate from one contractor for the proposed work must be completed;
- 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 exterior architectural elements including:

- **Preservation** of existing exterior 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.
- Replacement or repair of structural elements which support the building or structure.

#### **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 West Hants Building Code By-law.



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- 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.
- Owner's labour.

**Project Evaluation**

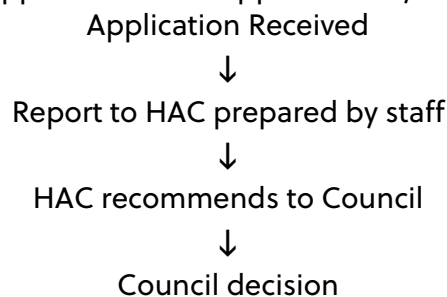
The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

Priority will be given to:

- first-time applicants
- work on structural or weatherproofing elements
- 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.
- The maximum annual grant is \$5,000. per property.
- The minimum annual grant is \$500. per property.
- The maximum number of grants per property is one (1) per fiscal year.-and two (2) in any five (5) year fiscal period.



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- 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 initial 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 Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the Guideline as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **8<sup>th</sup>** day of **May, 2018**.

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R.N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	April 19, 2018
<i>Approval:</i>	May 8, 2018
<i>Description:</i> Initial approval of the Municipal Heritage Property Conservation Work Grant Guidelines, COPL-004.05.	
<i>First Amendment</i>	
<i>Notice to Council:</i>	January 17, 2019
<i>Approval:</i>	February 12, 2019
<i>Description:</i> Added not-for-profit organization as eligible owners, and that grant extensions are requested by the Chief Administrative Officer as soon as possible.	

Original Guideline signed by Rhonda Brown, Municipal Clerk