



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT**

To: Members of West Hants Planning Advisory Committee

Submitted by: _____
Madelyn LeMay, Director of Planning and Development

Date: January 17, 2019

Subject: Municipal Heritage Conservation Work Grant Guidelines: Amendments

File #: 2019-1

1.0 ORIGIN

The Conservation Work Grant Guidelines for Municipal Heritage properties was amended in 2018. Late in 2018 it was suggested that the Guidelines be amended to permit not-for profit organizations to apply for grants for registered Municipal Heritage properties which the organization owns.

2.0 AUTHORITY

Heritage Property Act; Heritage Property By-law (1992); Municipal Heritage Conservation Work Grant Guidelines approved May 8, 2018

3.0 RECOMMENDATION

PAC/HAC recommends that:

Council approve the amendments to the Municipal Heritage Property Conservation Work Grant Guidelines (COPL -004.05) which includes not-for-profit organizations as eligible owners, as contained in Appendix A of the January 17, 2019 report to PAC/HAC.

4.0 BACKGROUND and DISCUSSION

The present Heritage Conservation Work Guidelines were approved by Council May 8, 2018.

- 4.1 Only one substantive change is proposed to the Guidelines: the addition of not-for-profit organizations incorporated under the Societies Act as “Eligible Owners”.

Under the present Guidelines, only private owners are eligible to apply for Heritage Conservation Work; not-for-profit organizations are not included. There is no apparent rationale for this in the background to the first set of Guidelines, which was circulated to HAC for information in May 2016 with no approval sought from HAC or Council.

Not-for-profit organizations invest time, energy and money in the community. Those which own Municipally Registered Heritage properties are committed to preserving the properties. It would be reasonable to allow them the opportunity to apply for this particular grant, and it may also encourage organizations which own property to apply for designation if they have not already done so.

Although Windsor has no grant program specific to Municipally registered Heritage properties, it does have grants for “Community Heritage Conservation” which are available to not-for-profit organizations. Windsor grants are based on the type of project, rather than the type of organization.

- 4.2 One minor change is proposed in the *Conditions of Approval & Payment of Funds* portion of the Guideline. The first bullet now requires the response from the Chief Administrative Officer (CAO) rather than the request to the CAO as soon as the need to extend a grant into a second fiscal year is known. The change appears as follows: *Approval for **extending** the grant into a second fiscal year must be **received requested** from the Chief Administrative Officer as soon as the need is known.*

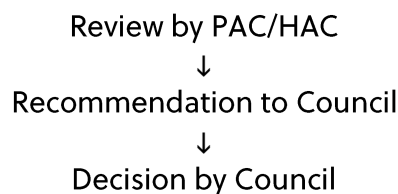
5.0 FINANCIAL IMPLICATIONS

The broadening of potential applicants may increase the number of applications for funding in any given fiscal year. Council may limit the amount which can be offered for grants by limiting the money assigned within the annual budget to the Heritage Conservation Work Program.

Only one grant has been approved during the 2018-2019 fiscal year; \$5,000. remains in the account.

6.0 PROCESS

- 6.1 Changes to the Heritage Conservation Work Grant Guidelines require the following process:



7.0 CONCLUSION

The changes recommended will result in more inclusive Heritage Conservation Work Grant Guidelines.

8.0 ALTERNATIVES

In response to this proposal, HAC may:

- 8.1 approve the recommendations as drafted or as specifically revised by direction of HAC, as recommended on page 1 of this report;
- 8.2 not recommend the proposed changes as drafted, identifying the reasons for not recommending the proposed changes; or
- 8.3 provide alternative direction, such as requesting further information on a specific topic.

9.0 APPENDICES and FIGURES

Appendix A Proposed Municipal Heritage Property Conservation Work Grant Guidelines, COPL-004.05

Report Reviewed by: _____
Carlee Rochon, Director of Finance

Report Reviewed by: _____
Rhonda Brown, Municipal Clerk

Report Approved by: _____
Martin Laycock, CAO

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 **private-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.

GUIDELINE

- 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

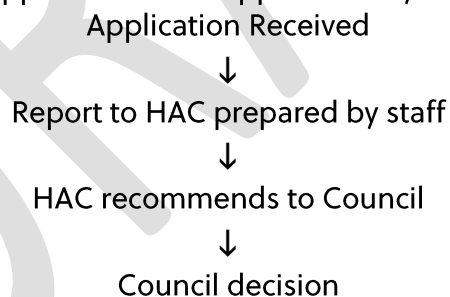
The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

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.



GUIDELINE

COPL-004.05

- 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 **received 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 **8th** day of **May, 2018**.

R.N. Brown
Municipal Clerk

Adoption	
<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.	
First Amendment	
<i>Notice to Council:</i>	
<i>Approval:</i>	
<i>Description:</i> Added not-for-profit organization as eligible owners, and that grant extensions are requested from the Chief Administrative Officer as soon as possible.	