

PURPOSE

The purpose of the Heritage Incentive Program is to encourage owners of registered municipal heritage properties to upgrade their properties in a manner that is consistent with the heritage value of the property and the associated character defining elements.

SCOPE

All owners of municipally registered heritage properties and all owners of properties located within the Maitland Heritage Conservation District, except:

- Government owned properties, except where the property is leased to a registered non-profit society which is partially or totally responsible for building maintenance.
- Properties within the Maitland Heritage Conservation District that were built in 1940 or later.

POLICY

POLICY STATEMENT

It is the policy of the Municipality of East Hants to financially support heritage property owners which are within the scope of this policy with a financial incentive. The incentive shall be 50% of the cost of the repairs or renovations, exclusive of HST, up to a maximum of \$5,000 per property. Funding availability is subject to approval of the program budget and fiscal capacity.

If within three (3) years of receiving financial support through this program:

- a request is received to demolish or deregister a Municipal Heritage Property; and/or
- a request is received to remove a property within the Maitland Heritage Conservation District (HCD), by amendment to the HCD boundary; or

- a request is received to demolish a building within the Maitland Heritage Conservation District which requires a Public Hearing.

Council will only consider the request after three (3) years from the date of the financial support or if the financial support is paid back in full to the Municipality.

Council may waive the three (3) year delay requirement if the building has been significantly damaged or destroyed by fire, natural disaster or other unforeseen impact.

GUIDELINES

- All work done must be approved under the Heritage Property Bylaw or, in the case of properties within the Heritage Conservation District, the Heritage Conservation District Bylaw. All work must comply with the National Building Code, Building Bylaw and the Land Use Bylaw.
- Work funded under the program should be carried out on the exterior of the property and shall include but not be limited to windows, doors, cladding, roofing, and steps.
- Landscaping, fencing, and driveway paving are not eligible under any circumstances.
- Work that is necessary to ensure the long term viability of a structure (for example, repairs to the foundation, repairs to beams or trusses, or repairs to address significant stormwater infiltration problems) may be considered. In these cases assistance may be provided for work in the structure's interior if necessary.
- Architectural, engineering and other consulting fees are eligible for funding; consultants may have to supply proof of professional qualifications to the HIP Committee
- When an application is being considered priority shall be given to projects that significantly enhance the heritage value of the property. An example would be the removal of windows that are inconsistent with the original windows and replacing them with ones that more closely resemble the originals.
- When considering an application priority shall be given to projects that are unlikely to proceed without Municipal assistance. Where a property is owned by a non -profit organization, the availability of funds from other sources (such as provincial government programs) shall be a consideration.
- Only one project may be approved per property in any given fiscal year. Properties which have received grants in one fiscal year may apply in subsequent years but priority shall be given to first time applicants.
- Use of original materials (such as brick or wood) shall normally be required for exterior cladding and corner boards although exceptions may be made where a substitute material is used that very closely

resembles the original in appearance. Under no circumstances shall an incentive grant be provided to assist with the cost of replacing or installing vinyl or metal siding on a building originally clad in wood or brick.

APPLICATIONS MUST INCLUDE

- A completed application form.
- Recent photographs of the building with close-ups of the areas of work for which the grant is applied for.
- Professionally prepared design documents, if deemed appropriate by the Heritage Coordinator, including plans, elevation drawings, and technical specifications for all aspects of the proposed restoration/renovation work.
- Professionally prepared cost estimate or two contractors quotes, exclusive of HST, for each component of the proposed work shown on the plans and specifications (e.g., masonry restoration, window replacement, roofing, etc.).
- Where an applicant is unable to obtain two contractor quotes, the applicant must provide an explanation as to why they have been unable to obtain a second quote and what measures they have taken to obtain the second quote. The Heritage Incentive Committee may accept the application with one quote if the costing seems appropriate. The Heritage Incentive Committee may advise that the application cannot be accepted without two quotes.
- Where applicable, an itemized breakdown of costs distinguishing between eligible and ineligible work and materials, in accordance with the guidelines listed above.
- Copies of applicable permits for all aspects of the proposed work shown on the plans or proof of submission of application for such permits.

APPLICATION PROCEDURE

- Applicants must submit an application to the Municipal Planning & Development Department.
- Applications will be received in two rounds. The first round of applications will be received during April and May of the fiscal year, with a decision made by the Heritage Incentive Program Committee after May 31st. The second round of applications will be received during June and July of the fiscal year, with a decision made by the Heritage Incentive Program Committee after July 31st. Any applications received after July 31st will be processed according to available program funding.



- Applications will be reviewed by the Heritage Incentive Program (HIP) Committee, which is comprised of the Heritage Coordinator, Heritage Officer and the Director of Planning & Development.
- Any applicants whose projects do not meet the criteria will be informed of the reason why their projects are not acceptable and will be given an opportunity to revise and resubmit their applications.

DISBURSEMENT OF FUNDS

- Funds will be disbursed only after completion of the work and inspection of same by Municipal Staff. Proof of payment in the form of paid invoices, cancelled cheques, or credit card receipts must be submitted prior to the disbursement of any funds. The Municipality will not reimburse any portion of the harmonized sales tax.
- Deadline for submission of receipts and paid invoices is March 1st. Projects must be completed within the fiscal year(s) for which they are approved unless otherwise approved by the Heritage Incentive Program Committee. Where it is anticipated that work will not be completed by the end of the fiscal year(s) for which it is approved, the applicant shall notify the Municipality as soon as possible. The applicant will have to reapply in subsequent years for any work which is not completed.
- The applicant shall notify the Municipality of any changes to the approved work prior to it being undertaken. Work that deviates from the approved work without a supplementary approval may not be eligible for funding and, at the discretion of the Heritage Incentive Program Committee, such funding may be withheld and re-allocated to another eligible grant request.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Heritage Incentive Program Guidelines & Application Form		Guidelines & Form Policy



VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Formalize a policy for the previously established Heritage Incentive Program	Manager of Planning	Director of Planning & Development	Council	June 26, 2019
1.1	Amend policy to increase the maximum grant from \$2,000 to \$5,000 and to add commercial properties as an eligible property.	Manager of Planning	Director of Planning & Development	Council	November 29, 2023

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk