



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Heritage Advisory Committee (HAC)

Submitted by: _____
Kari Fougere, Manager of Planning

Date: 2024-11-14

Subject: Heritage Grant Application: 281 King Street, Windsor PID 45056058

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 to a maximum of \$10,000 to the West Hants Historical Society, owner of 281 King Street, in order to facilitate repairs to windows of the main building located at 281 King Street, 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 <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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An application was received for heritage grant funding on October 9, 2024, from Shirely Pineo, President of the West Hants Historical Society, on behalf of the West Hants Historical Society,

owner of the Municipally designated heritage property located at 281 King Street, Windsor (Attachment A).

This is the first heritage grant application for this property and for the West Hants Historical Society.

DISCUSSION

The application received describes proposed work to repair windows on the main building including repairing windowpanes, repairing deteriorated wood from the exterior casing, reglazing, painting and puttying where necessary.

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 as they are repairs to elements of the exterior where no change is intended, and the work is considered maintenance. 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. These repairs to the windows on the main building are eligible for funding in accordance with the Policy under “Preservation of existing architectural elements”. Staff conducted a site visit on Thursday, October 17th, to ensure the proposed repairs are eligible prior to the staff recommendation to HAC.

The 2024-2025 Operating Budget approved May 29, 2024, includes \$10,000 as “Heritage Grant” and is intended to provide funds for the *Municipal Heritage Property Conservation Work Grant* funding program. There is currently a reserve of \$10,000 available as “Heritage Grant” as well.

There are currently 13 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.

MCCAP

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

NEXT STEPS

Application received and staff review – October 9



Heritage Advisory Committee Review and Recommendation – November 14



Council decision – November 26*

*anticipated date; final date set by Council

FINANCIAL IMPLICATIONS

There is capacity in the budget and reserves to provide this heritage grant to the West Hants Historical Society.

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: _____
Kari Fougere, Manager of Planning

Report Approved by: _____
Sara Poirier, Director of Planning and Development



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY
HERITAGE GRANT APPLICATION

Owner <i>WEST HANTS HISTORICAL SOCIETY</i>	Civic Address: <i>281 King Street</i>
Mailing Address: <i>PO Box 2335</i>	PID: <i>45056058</i>
Email: <i>info@westhantshistoricalsociety.ca</i>	
Name of Property (if applicable):	
Work for Which Grant is Requested: (attach information if necessary) <i>Windows - see attached quote</i>	
Date of Heritage Permit Issued/or Advised No Heritage Permit Required:	
Date Development Permit (if required) Issued:	
Date Building Permit (if required) Issued:	
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: <i>October 7, 2024</i>	
Signature of Owner or Agent (attach written consent): <i>Shirley Piner, President</i>	
I confirm that the work for which funding is requested: <ul style="list-style-type: none"> • 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



Estimate

**David Riley Contracting
49 Old Halifax Rd. West
Three Mile Plains
Windsor ,Hants Co.
Nova Scotia B0N2T0
902-790-2991
Hst # 858410103rp0001**

Sept7/2024

Estimate for:

Windsor Historical Society

Estimate is for repairs to windows in Building

40 windows need attention

Project includes

Removing loose puddy from window panes

Repairing any deteriorated wood

Removing loose paint and grit from windows

Applying orange shellac to area receiving new glazing puddy

Applying glazing to where necessary to seal window panes

Applying 1 coat oil base primer sealer to window and exterior casing areas

Applying 2 coats latex base finish paint to areas (color choice of manager)

Cost of project	labour and materials	hst	total
	\$35,600.00	\$5040.00	\$40,640.00

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.

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

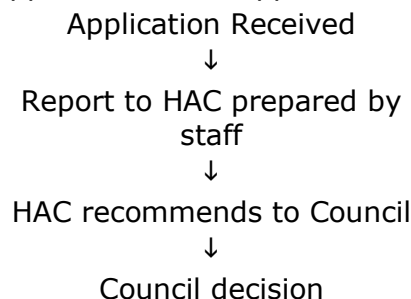
The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

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.	