



P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 15.3.1**  
**Halifax Regional Council**  
**August 5, 2025**

**TO:** Mayor Fillmore and Members of Halifax Regional Council

**FROM:** Tyler Brothers, Chair, Heritage Advisory Committee

**DATE:** July 23, 2025

**SUBJECT:** **Case H00583: 2025/2026 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts**

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**ORIGIN**

July 23, 2025 special meeting of Heritage Advisory Committee, Item 4.

**RECOMMENDATION**

The Heritage Advisory Committee recommends that Halifax Regional Council

1. Approve the Financial Incentives Program applications listed in Attachment A of the staff report dated May 15, 2025, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied; and
2. Approve the reallocation of excess Financial Incentives Program funds to the standby list properties in Attachment B of the staff report dated May 15, 2025, prioritizing 26-002 before other properties, if an approved project in Attachment A does not proceed or incurs expenses below the estimated amount, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied.

**BACKGROUND**

At the July 23, 2025 special meeting, the Heritage Advisory Committee received a staff recommendation report dated May 15, 2025 to consider the approval of grants for properties as listed in the staff report.

For further information refer to the attached staff report dated May 15, 2025.

## **DISCUSSION**

The Heritage Advisory Committee considered the staff report dated May 15, 2025. Following discussion, the Committee amended part 2 of the motion to prioritize application number 26-002 before other properties if an approved project in Attachment A does not proceed or incurs expenses below the estimated amount.

Committee approved the recommendation, as amended, to Halifax Regional Council as outlined in this report.

## **FINANCIAL IMPLICATIONS**

Financial implications are outlined in the attached staff report dated May 15, 2025.

## **RISK CONSIDERATION**

Risk consideration is outlined in the attached staff report dated May 15, 2025.

## **COMMUNITY ENGAGEMENT**

The Heritage Advisory Committee is comprised of ten citizen members and two Councillors. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Committee are posted on Halifax.ca.

For further information on Community Engagement refer to the attached staff report dated May 15, 2025.

## **ENVIRONMENTAL IMPLICATIONS**

Environmental implications are outlined in the staff report dated May 15, 2025.

## **ALTERNATIVES**

Alternatives are outlined in the attached staff report dated May 15, 2025.

## **LEGISLATIVE AUTHORITY**

Legislative Authority is outlined in the attached staff report dated May 15, 2025.

### *Heritage Property Act:*

s. 14(1) A heritage advisory committee may recommend to the municipality that a building, public building interior, streetscape, cultural landscape or area be registered as a municipal heritage property in the municipal registry of heritage property.

Halifax Regional Municipality By-law H-200, *Respecting the Establishment of a Heritage Advisory Committee and a Civic Registry of Heritage Property:*

4. The Committee shall, within the time limits prescribed by Council or the Act, advise the Region respecting:
  - (n) financial incentives to heritage properties;

**ATTACHMENTS**

Attachment 1 – Staff recommendation report dated May 15, 2025.

Attachment 2 – Extract from the July 23, 2025 Heritage Advisory Committee Special Meeting draft minutes.

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Report Prepared by: Simon Ross-Siegel, Legislative Assistant, Municipal Clerk's Office 902.292.3962

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**Item No. 4**  
**Heritage Advisory Committee**  
**Special Meeting**  
**July 23, 2025**

**TO:** Chair and Members of Heritage Advisory Committee

**FROM:** Cathie O'Toole, Chief Administrative Officer

**DATE:** May 15, 2025

**SUBJECT:** **H00583: 2025/2026 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts**

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**ORIGIN**

On March 23, 2021, Regional Council approved Administrative Order Number 2020-005-ADM Respecting a Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts.

**EXECUTIVE SUMMARY**

- The 2025/2026 Financial Incentives Program received 8 eligible applications.
- The 2025/2026 Financial Incentives Program's budget is \$300,000.
- The cumulative value of funding requests for Conservation Grants is \$352,703.73.
- The cumulative value of funding requests for Functional Improvement Grants is \$29,594.41.
- Recommend approval of all applications listed in Attachment A, based on the priority criteria. Applications not selected for funding are recommended for inclusion on a standby list.
- The total amount of all recommended grants is \$294,871.19.

**RECOMMENDATION**

It is recommended that the Heritage Advisory Committee recommend that the Regional Council:

- 1) Approve the Financial Incentives Program applications listed in Attachment A, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied; and
- 2) Approve the reallocation of excess Financial Incentives Program funds to the standby list properties in Attachment B if an approved project in Attachment A does not proceed or incurs expenses below the estimated amount, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied.

## **BACKGROUND**

### **Financial Incentive Program**

The Financial Incentives Program for the Schmidville and Old South Suburb Heritage Conservation Districts (HCD) supports the conservation of contributing heritage resources<sup>1</sup> and the revitalization of all existing buildings located within both HCDs. This program was approved by Regional Council on March 23, 2021 through Administrative Order Number 2020-005-ADM (Attachment C) and is intended to continue for five fiscal years, beginning with fiscal year 2021/2022 and ending in fiscal year 2025/2026. Projects shall be commenced in the fiscal year in which they are approved. The deadline for project completion and submission of receipts and paid invoices, and, if applicable, the registration of an agreement, is three years from the last day of the fiscal year (March 31<sup>st</sup>) in which the project was approved. As an example, projects approved for fiscal year 2025/2026 must be completed by March 31<sup>st</sup>, 2029.

The Financial Incentive Program consists of two components:

- 1) A Conservation Grant supports projects that preserve, rehabilitate, and restore character defining elements on the exterior of contributing heritage resources. A Conservation Grant is awarded on a fifty percent (50%) cost-sharing basis for eligible costs exclusive of HST up to a maximum of \$50,000.
- 2) A Functional Improvement Grant supports projects that improve the overall quality of existing building systems including accessibility and energy efficiency upgrades. It is awarded on a fifteen percent (15%) cost-sharing basis for eligible costs exclusive of HST.

In the event the annual program budget allocated for one category of financial assistance cannot be fully expended, the remaining budget for that category of financial assistance shall be reallocated to fund the other category of financial assistance.

Potential grant opportunities for properties within HCDs beyond 2025/2026 will be assessed by staff and presented to the Heritage Advisory Committee and Regional Council in the future.

## **DISCUSSION**

### **2025/2026 Financial Incentives Program Applications**

Applications for the 2025/2026 Financial Incentives Program were accepted from January 1, 2025, to March 1, 2025. Staff received and reviewed 8 applications:

- 6 applications applied for Conservation Grants; and
- 2 applications applied for both the Conservation Grant and Functional Improvement Grants.

Attachment D provides information regarding the properties and proposed projects for each of the applications.

The approved 2025/2026 operating budget for the Financial Incentive Program is \$300,000. This amount is shared between two separate grants within the program. Eighty percent (80%) of the budget is allocated to the Conservation Grants. The remaining twenty percent (20%) is allocated to the Functional Improvement Grants. For the fiscal year 2025-2026, the total amount of applied grants being requested under the program is:

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<sup>1</sup> Contributing heritage resources are identified within the HCD Bylaws as buildings that contribute to the heritage value of a Heritage Conservation District; these include municipal heritage properties and properties that not registered.

Conservation Grants:	\$352,703.73
Functional Improvement Grants:	<u>\$ 29,594.41</u>
	\$382,298.14

The total request grant amount exceeds the budget, while the request amount for the Functional Improvement Grant is covered by the allocated twenty percent budget (\$60,000). Therefore, staff recommend approving all the Functional Improvement Grants requests listed in Attachment A.

The remaining budget (\$270,405.59) can only cover part of all conservation grant requests. The eligible applications were evaluated and ranked based on eight (8) prioritization criteria, worth one point each. The maximum number of points available for any one application is eight (8). The Prioritization Criteria are summarized below:

1. Is the building a contributing heritage resource as defined under the HCD?
2. Is this a first-time application?
3. Is the application supported by a Building Conservation Plan?
4. Does the application propose preservation of structural building components?
5. Is the application for a rehabilitation or restoration project that improves the integrity of a building?
6. Does the application propose conservation of features visible to the public?
7. Is the application one of two or more applications for attached buildings on abutting properties?
8. Is the application for a building that is in poor condition and at greater risk of deterioration or loss?

A complete copy of the Prioritization Criteria can be viewed at the end of Attachment C - Administrative Order 2020-005. The scoring for all applications is recorded in Attachment D. Based on the evaluation, applications FIP 26-001 and FIP 26-002 received the lowest scores (2 points) and have the least priority in grant allocation. Therefore, staff recommends approval of the Conservation Grant request for the six applications that received 3 points or more in the prioritization evaluation.

Under Section 21(a) of the Administrative Order, exterior conservation work on contributing heritage resources that meets grant eligibility criteria but exceeds the \$50,000 maximum for Conservation Grants is eligible for a Functional Improvement Grant. Applications 26-005, 26-006, and 26-007 meet these criteria and are eligible for additional Functional Improvement Grants. Staff recommends allocating \$7,404 in additional Functional Improvement Grants to these three applicants, rather than redistributing the remaining funds to award Conservation Grants to applications 26-001 and 26-002. As grants are issued on a cost-sharing basis and the available \$7,404 is insufficient to fund either application 26-001 or 26-002, staff recommends prioritizing larger awards that support more substantive projects. With this allocation, the total Conservation Grant funding requested by the six recommended applications is \$265,276.78.

Staff also recommends approving applications FIP 26-001 and FIP 26-002 as standby grant recipients. If an approved project does not proceed or incurs expenses below the estimated amount, excess funds will be reallocated to the standby list properties. The priority of the standby grants to claim the funds is based on the date when the applications were received. The total grant amount requested by the standby applications is \$87,462.95.

Attachments A and B list all recommendations on grant amounts, grant types, approved work scope, and whether it is a standby approval. Attachment D provides additional information regarding the properties and proposed projects for each application. Successful applicants will not be notified, and grants will not be paid until the Regional Council approves all the applications.

## **FINANCIAL IMPLICATIONS**

The approved budget of the 2025/2026 Financial Incentives Program is \$300,000, allocated from cost centre C340 - Culture, Heritage and Planning Information Services. The budget availability has been confirmed by Finance. The recommended grant approval totalling \$294,871.19 for all 2025/2026 Financial Incentives Program applications can be accommodated within the approved budget.

## **RISK CONSIDERATION**

There are no significant risks associated with the recommendations contained within this report.

## **COMMUNITY ENGAGEMENT**

The administration of the Financial Incentives Program is an administrative process that is carried out in accordance with Administrative Order 2020-005-ADM. Community engagements occur by way of the staff reports being presented to the Heritage Advisory Committee, where interested members of the public can attend.

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

## **SOCIAL VALUE**

No social value identified.

## **ALTERNATIVES**

Heritage Advisory Committee could choose to recommend that Regional Council:

- 1) approve some of the 2025/2026 Financial Incentives Program applications listed in Attachments A and/or B; or
- 2) reject all of the 2025/2026 Financial Incentives Program applicants listed in Attachments A and/or B. This is not the recommended course of action.

## **LEGISLATIVE AUTHORITY**

Heritage Property Act, R.S.N.S., 1989, c. 199, section 22:

*“Financial Assistance*

*22(1) The Minister, subject to the approval of the Governor in Council, may provide financial assistance in respect of provincial heritage property and the council may provide financial assistance in respect of municipal heritage property or property located in a heritage conservation district to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Minister or the council, as the case may be, deems fit.”*

Administrative Order Number 2020-005-ADM, Respecting the Financial Incentives Program for the Schmidville and Old South Suburb Heritage Conservation Districts.

**ATTACHMENTS**

- Attachment A Recommended Recipients for 2025/2026 Financial Incentives Program
  - Attachment B Recommended Standby Recipients for 2025/2026 Financial Incentives Program
  - Attachment C Administrative Order Number 2020-005-ADM, Respecting the Financial Incentives Program for the Schmidville and Old South Suburb Heritage Conservation Districts.
  - Attachment D Applicant Property Information for 2025/2026 Financial Incentives Program
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Report Prepared by: Shaoqiu Gong, Planner I, Heritage Property Program, Planning & Development, 902.233.9826

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**Attachment A: Recommended Recipients for 2025/2026 Financial Incentive Program**

App #	Address	Proposed Work	Evaluation Score	Estimated Project Cost	Recommended Conservation Grant	Recommended Functional Improvement Grant	Total Recommended Grant	Recommendation
26-003*	1820 Wright Avenue	Conservation projects: Exterior paint job, exterior restoration front porch Functional Improvement projects: Electric wiring and panel update; Electric, plumbing, boiler, and heater for a new electric heating system; Replace heat pump inverter; and Waterproof the basement	3	\$ 87,744.05	\$ 18,261.50	\$ 7,683.16	\$ 25,944.66	Approval
26-004	1358 Queen St	Replace wood windows and restore siding	3	\$ 98,372.22	\$ 49,186.11	\$ -	\$ 49,186.11	Approval
26-005**	5137 Morris Street	Replace wood windows, repair dormers, repair roof, and replace rear wall siding	5	\$ 130,450.00	\$ 50,000.00	\$ 4,567.50	\$ 54,567.50	Approval
26-006**	5139 Morris Street	Replace wood windows, repair dormers, repair roof, and replace rear wall siding	5	\$ 117,331.14	\$ 50,000.00	\$ 2,599.67	\$ 52,599.67	Approval
26-007**	5174 Bishop Street	Replace wood windows, repair roof, repair dormers, repair the foundation, and replace rear wall siding	4	\$ 101,580.00	\$ 50,000.00	\$ 237.00	\$ 50,237.00	Approval
26-008*	5647 Morris Street	Conservation projects: Replace wood windows, repoint foundation, restore wood exterior, and painting Functional Improvement projects: Electric wiring and panel update, heating system, plumbing, and demising walls	3	\$ 226,925.00	\$ 40,425.00	\$ 21,911.25	\$ 62,336.25	Approval

\* Applications 26-003 and 26-008 applied for both grants.

\*\*For conservation grant requests exceeding \$50,000, the amount above this threshold is eligible for the Functional Improvement Grant. The recommended functional improvement grant for these projects are funds relocated to their conservation project.

**Attachment B: Recommended Standby Recipients for 2025/2026 Financial Incentive Program**

App #	Address	Proposed Work	Evaluation Score	Estimated Project Cost	Recommended Conservation Grant	Recommended Functional Improvement Grant	Total Recommended Grant	Recommendation
26-001	1345 Dresden Row	Replace and maintain exterior cedar siding, fascia, corners and other wood components	2	\$ 86,260.04	\$ 43,130.02	\$ -	\$ 43,130.02	Standby
26-002*	1328 Hollis Street	Replace wood windows and replace cedar shake siding	2	\$ 118,910.52	\$ 37,800.50**	\$ 6,496.43	\$ 44,296.93	Standby

\*For conservation grant requests exceeding \$50,000, the amount above this threshold is eligible for the Functional Improvement Grant.

\*\* Application 26-006 received a grant in the 2021-2022 program, which reduced its maximum grant amount to \$37,800.50.

## ATTACHMENT C

HALIFAX REGIONAL MUNICIPALITY  
ADMINISTRATIVE ORDER NUMBER 2020-005-ADM  
RESPECTING A FINANCIAL INCENTIVES PROGRAM FOR THE SCHMIDTVILLE AND OLD  
SOUTH SUBURB HERITAGE CONSERVATION DISTRICTS

**WHEREAS** pursuant to *Heritage Property Act*, RSNS 1989, c. 199, the Council of the Halifax Regional Municipality may provide financial assistance in respect of property located in a heritage conservation district to any person to assist in the restoration or renovation of such property upon such terms and conditions as the Council deems fit;

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** of the Council of the Halifax Regional Municipality as follows:

### **Short Title**

1. This Administrative Order may be cited as Administrative Order Number 2020-005-ADM, the *Incentives Program for Schmitdville and Old South Suburb HCDs*.

### **Purpose**

2. This Administrative Order establishes a financial incentives program that provides financial assistance to property owners in the Schmitdville HCD and Old South Suburb HCD to support the conservation of contributing heritage resources and the revitalization of all existing buildings in the districts.

### **Interpretation**

3. In this Administrative Order,
- a. “applicant” means the owner, or the representative of the owner, of a contributing heritage resource or an existing building;
  - b. “Building Code” means the *Building Code Act*, RSNS 1989, c. 46 and its regulations, as amended;
  - c. “Certificate of Appropriateness” has the same meaning of “certificate” as set out in the *Heritage Property Act*;
  - d. “contributing heritage resource” means a property identified as a contributing heritage resource on Map 2 in the Schmitdville Heritage Conservation District Plan or Map 1 in the Old South Suburb Heritage Conservation District Plan as amended from time to time;
  - e. “Council” means the Council of the Municipality;

- f. “existing building” means a property located in the Old South Suburb HCD or the Schmidville HCD that existed on March 23, 2021;
- g. “Fire Code” means the Fire Code adopted pursuant to the *Fire Safety Act*, SNS 2002, c 6, as amended;
- h. “fiscal year” means the period from April 1st in one year to March 31st in the following year, including both dates;
- i. “Heritage Advisory Committee” means the committee established pursuant to By-Law H-200, the *Heritage Property By-law*;
- j. “Heritage Property Act” means the *Heritage Property Act* RSNS 1989, c199, and its regulations, as amended;
- k. “Municipality” means the Halifax Regional Municipality;
- l. “Old South Suburb HCD” means the heritage conservation district established by Regional Council in accordance with the *Heritage Property Act* through the Old South Suburb Heritage Conservation District Plan and By-law;
- m. “program” means the financial incentives program established by this Administrative Order;
- n. “Schmidville HCD” means the heritage conservation district established by Regional Council in accordance with the *Heritage Property Act* through the Schmidville Heritage Conservation District Plan and By-law.

#### **Financial Incentives Program**

- 4. The two categories of financial assistance administered by this program are:
  - a. A conservation grant applicable to projects that preserve, rehabilitate, and restore character defining elements of the exterior of contributing heritage resources; and
  - b. A functional improvement grant applicable to projects that improve the overall quality of existing building systems.
  
- 5. Subject to annual budgetary approval by Council, financial assistance may be approved through this program for five fiscal years, beginning with fiscal year 2021-2022 and ending in fiscal year 2025-2026.

### **Eligibility**

6. Subject to Section 7, existing buildings and contributing heritage resources located within the Schmidtville HCD and Old South Suburb HCD are eligible for consideration for financial assistance pursuant to this Administrative Order.

### **Ineligibility**

7. An existing building or contributing heritage resource is ineligible for financial assistance pursuant to this Administrative Order if it is:
  - a. currently under investigation or prosecution for violations of any law or regulation, including, but not limited to: land-use, Building Code, Fire Code, or *Heritage Property Act* violations;
  - b. subject to an order to comply under any law or regulation; or
  - c. subject to any liens or property taxes outstanding, unless the amounts owing are part of a payment program of the Municipality.

### **Application Requirements**

8. Subject to Section 9, applications will be accepted between January 1st and March 1st immediately preceding each fiscal year of the program.
9. In the 2021-2022 fiscal year, applications will be accepted prior to June 1<sup>st</sup>, 2021.
10. Applications may be submitted by mail, in person or by e-mail. The address for submission of applications will be posted on [www.halifax.ca](http://www.halifax.ca) prior to each intake period.
11. Applications shall include:
  - a. a completed and signed application form;
  - b. recent photographs of all sides of the existing building or contributing heritage resource, including detailed photographs of the areas of work where the financial incentive is intended to apply; and
  - c. two professional contractor estimates for all proposed work and materials.
12. Upon request of the Municipality, applicants may also be required to submit:
  - a. design documents prepared by a professional architect or engineer, including plans, elevation drawings, and technical specifications for all aspects of the proposed work and materials;

- b. itemized breakdown of costs distinguishing between grant eligible and grant ineligible work and materials, in accordance with the eligibility criteria listed in this Administrative Order;
  - c. a completed and signed application for a Certificate of Appropriateness; and
  - d. where the applicant is a condominium corporation, a resolution from the board of the condominium corporation formally approving the submission of the application and evidencing an understanding of the conditions of this program.
13. Separate applications shall be made for each existing building or contributing heritage resource.
14. No more than one application per fiscal year shall be submitted in respect of any existing building or contributing heritage resource.
15. If an application has not been received on or before the application deadline set out herein, it will not be reviewed or considered.

### **Conservation Grant**

16. For a contributing heritage resource, the following labour and materials are eligible for consideration for a conservation grant:
- a. conservation projects that preserve, rehabilitate, and restore character defining elements of the building exterior in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition;
  - b. conservation of historic outbuildings or landscape features, such as fences, walls or gates which form part of the original heritage value of the contributing heritage resource based on documentary or physical evidence;
  - c. costs associated with providing energy efficiency and renewable energy improvements to the contributing heritage resource based on an energy assessment report, that do not impact the exterior or structural integrity of the contributing heritage resource, including repairs and renovations to existing building envelope, windows, and doors;
  - d. costs associated with the installation of structures or equipment intended to achieve the accessibility requirements of the Building Code, including ramps and accessible entryways; and
  - e. for contributing heritage resources located within the Old South Suburb HCD only, the installation of special effects lighting to highlight character defining elements of the contributing heritage resources at night.

17. For an existing building, the following labour and materials are eligible for consideration for a conservation grant:

- a. maintenance and installation of wood and masonry materials on the exterior of the building;
- b. asbestos abatement, including identification and removal of material containing asbestos; and
- c. painting of wooden elements on the exterior of the building.

18. The following labour and materials are ineligible for a conservation grant:

- a. subject to the exception provided for in Section 41, work that has been commenced or completed prior to submission of the application;
- b. additions to buildings that are not part of a restoration project as defined under the Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition;
- c. modern materials such as vinyl or aluminium clad windows, steel doors, vinyl siding, wood composites, or Exterior Insulation Finishing System (EIFS) cladding;
- d. proposed work that is not in compliance with the Building Code; and
- e. labour undertaken by the property owner.

19. A conservation grant is awarded on a fifty percent (50%) cost-sharing basis for eligible costs, exclusive of HST. The maximum conservation grant allowable per fiscal year is fifty thousand (\$50,000) dollars.

20. Applicants may apply for one conservation grant each intake period per contributing heritage resource or existing building and may receive a maximum of two conservation grants per contributing heritage resource or existing building over the lifetime of the program. The maximum cumulative value of conservation grants over the lifetime of the program is fifty thousand dollars (\$50,000.00) per contributing heritage resource or existing building.

### **Functional Improvement Grant**

21. For a contributing heritage resource, the following labour and materials are eligible for consideration for a functional improvement grant:

- a. conservation work on the building exterior which meets the eligibility requirements for a conservation grant, but exceeds the conservation grant \$50,000 maximum; and

- b. conservation of historic interior features or finishes located in common, accessible circulation areas, which will be evaluated for consistency with the *Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition*.

22. For existing buildings, the following labour and materials are eligible for consideration for a functional improvement grant:

- a. exterior elements including cladding, trim, windows, doors, and roofing, which may include contemporary design and materials approved under the applicable Heritage Conservation District Bylaw;
- b. energy efficiency improvements; and
- c. renovations, including the following when installed in accordance with the Building Code:
  - (i) plumbing to provide capped hot and cold water and sewer connections within the building shell and structure, including demising walls and roughed in plumbing to residential units, but not including water and sewer extension inside commercial tenant spaces beyond demising walls;
  - (ii) provision of roughed-in electrical and telecommunications wiring within the building shell and structure and demising walls, including roughed-in wiring inside residential and commercial units;
  - (iii) HVAC distribution system with diffusers in all common areas, unpartitioned commercial spaces, and residential units in the building;
  - (iv) sprinklers and fire alarms to provide a complete system, in all common areas, unpartitioned commercial spaces, and residential units in the building;
  - (v) interior structural repairs and improvements to the building, including those required for support of approved additions;
  - (vi) interior renovation of the building shell and structure, including demising walls between tenant spaces; and
  - (vii) renovation of common interior circulation areas including lobbies, hallways, stairs, common washrooms, and elevators to a finished condition, including fixtures and finishes.

23. The following labour and materials are ineligible for a functional improvement grant:

- a. subject to the exception provided for in Section 41, work that has been commenced or completed prior to submission of the application;

- b. additions to buildings that are not part of a restoration project as defined under the Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition;
- c. proposed work that is not in compliance with the Building Code; and
- d. labour undertaken by the property owner.

24. A functional improvement grant is awarded on a fifteen percent (15%) cost-sharing basis for eligible costs, exclusive of HST. The maximum functional improvement grant allowable per fiscal year is four hundred thousand (\$400,000) dollars.

25. Applicants may apply for one functional improvement grant each intake period per contributing heritage resource or existing building and may receive a maximum of two functional improvement grants per contributing heritage resource or existing building over the lifetime of the program. The maximum cumulative value of functional improvement grants over the lifetime of the program is eight hundred thousand dollars (\$800,000.00) per contributing heritage resource or existing building.

#### **Annual Program Budget**

26. Subject to Section 27, eighty percent (80%) of the annual program budget shall be allocated to conservation grants and twenty percent (20%) of the annual program budget shall be allocated to functional improvement grants.

27. In the event the annual program budget allocated for one category of financial assistance cannot be fully expended, the remaining budget for that category of financial assistance shall be reallocated to fund the other category of financial assistance.

#### **Application Review Process**

28. All applications shall be reviewed by staff for eligibility.

29. Applicants shall be notified if their application is ineligible.

30. Applications will be evaluated using:

- a. the project prioritization criteria set out in Appendix A;
- b. the Heritage Design Guidelines of By-law H-700 for contributing heritage resources and existing buildings in the Schmitzville HCD and the Heritage Design Guidelines of By-law H-800 for contributing heritage resources and existing buildings in the Old South Suburb HCD respectively; and
- c. Standards and Guidelines for the Conservation of Historic Places in Canada, 2<sup>nd</sup> Edition .

31. Staff shall prepare a report with recommendations for consideration by the Heritage Advisory Committee.
32. The Heritage Advisory Committee shall review the staff report, and provide recommendations to Regional Council.
33. Final approval of all applications for financial assistance, and their amount, is a decision of Regional Council. Regional Council may:
  - a. approve the application;
  - b. approve the application with conditions;
  - c. approve the application to be placed on a waiting list to be administered by staff in accordance with funds available in the program budget; or
  - d. refuse the application.
34. Notification of the decision of Regional Council shall be mailed to applicants.

#### **Issuance of Financial Incentives**

35. The amount of the financial incentive shall be the amount approved by Regional Council or the amount supported by receipts and paid invoices, whichever is less.
36. Payment of the financial incentive is conditional on:
  - a. satisfactory completion of approved work in accordance with approved plans, specifications, and all applicable code requirements, including Building Code and Fire Code, and free of deficiencies;
  - b. final inspection by Municipality staff in consultation with the applicant or project manager;
  - c. photographic documentation of completed work;
  - d. submission by the Applicant to the Municipality of digital copies of all receipts and paid invoices associated with the approved work, and such documents shall be organized by type of work and presented in a manner that supports efficient review by Municipality staff;
  - e. issuance of all applicable permits, where required; and

f. for existing buildings or contributing heritage resources in receipt of financial incentives under this program which, individually or cumulatively, equal or exceed a value of \$50,000, issuance is conditional on the owner:

(i) entering into an agreement that provides:

(A) the owner will not apply for demolition or demolish the building to which the grant is applied for within twenty years from the date of execution of the agreement;

(B) the owner will maintain insurance against normal perils that are coverable on an all risk policy basis, including fire, in an amount equal to the replacement cost of the building; and

(C) the agreement shall run with the property; and

(ii) registering the executed agreement at the Land Registration Office prior to the deadline for project completion.

37. Projects shall be commenced in the fiscal year within which they are approved. The deadline for project completion and the submission of receipts and paid invoices, and, where applicable, the registration of an agreement, is three years from the last day of the fiscal year (March 31<sup>st</sup>) in which the project was approved.

38. Payment will be made no later than 90 days after satisfactory completion of the conditions listed in Section 36.

39. The applicant shall notify the Municipality of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval.

### **Permit Fee Waivers**

40. Provided By-law B-201, the *Building By-law*, permits the waiver, fees for any Development Permit or Building Permit shall be waived within the Schmitville HCD and the Old South Suburb HCD but shall not apply to other development related fees or for demolition or de-registration of a building.

### **Exception**

41. The contributing heritage resource located at 1320 Queen Street (PID #40177958), Halifax, is eligible for consideration for one conservation grant and one functional improvement grant for work commenced after April 1st, 2019 and completed prior to March 31<sup>st</sup>, 2021 without the requirement for two professional contractor estimates for all proposed work and materials.

42. Applications for the contributing heritage resource located at 1320 Queen Street (PID #40177958), Halifax shall be considered in accordance with all other applicable requirements of this Administrative Order.

**General**

43. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Regional Council's general discretion to provide financial assistance under the *Heritage Property Act*, or otherwise.

Done and passed in Council this 23<sup>rd</sup> day of March, A.D. 2021.

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Mayor Mike Savage

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Simon Ross-Siegel, Acting Municipal Clerk

I, Simon Ross-Siegel, Acting Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on March 23<sup>rd</sup>, 2021.

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Simon Ross-Siegel, Acting Municipal Clerk

Notice of Motion:  
Approval:




March 9, 2021  
March 23, 2021

**APPENDIX A**  
**Prioritization Criteria for Conservation Grant and Functional Improvement Grant**

Criterion	Score	
Is the building identified in the application as a contributing heritage resource?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is this a first-time application?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application supported by a Building Conservation Plan prepared by an architect, or other qualified restoration professional which reasonably illustrates all work required for the building?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Does the application propose preservation of structural building components, especially foundation and roof repairs, rather than cosmetic improvements?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application with respect to a rehabilitation or restoration project that improves the integrity of a building by introducing or revealing a more compatible building component through repair or alterations?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Does the application propose conservation of features visible to the public?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application submitted as one of two or more applications for attached buildings on abutting properties?	<b>If no: no point</b>	<b>If yes: 1 point</b>
Is the application with respect to a building that is in poor condition and at greater risk of deterioration or loss?	<b>If no: no point</b>	<b>If yes: 1 point</b>
<b>Total Points:</b>		

## Attachment D: Applicant Property Information for 2025/2026 Financial Incentive Program

### 1. Property information of recommended recipients:

<p>26-003</p> 	<p><b>Address:</b> 1820 Wright Avenue  <b>Contributing Resources:</b> Yes  <b>Proposed Project:</b> Conservation projects: Exterior paint job, exterior restoration, front porch          Functional improvement projects: electric wiring and panel update; electric, plumbing, boiler, and heater for a new electric heating system; replacement of the heat pump inverter; and waterproofing of the basement  <b>Score:</b> 3  <b>Estimated Project Cost:</b> \$87,744.05  <b>Recommended Conversation Grant:</b> \$18,261.50  <b>Recommended Functional Improvement Grant:</b> \$7,683.16  <b>Staff Recommendation:</b> Approval</p>
<p>26-004</p> 	<p><b>Address:</b> 1358 Queen Street  <b>Contributing Resources:</b> Yes  <b>Proposed Project:</b> Replace wood windows and restore siding  <b>Score:</b> 3  <b>Estimated Project Cost:</b> \$98,372.22  <b>Recommended Conversation Grant:</b> \$49,186.11  <b>Staff Recommendation:</b> Approval</p>
<p>26-005</p> 	<p><b>Address:</b> 5137 Morris Street  <b>Contributing Resources:</b> Yes  <b>Proposed Project:</b> Replace wood windows, repair dormers, repair roof, and replace rear wall siding  <b>Score:</b> 5  <b>Estimated Project Cost:</b> \$130,450.00  <b>Recommended Conversation Grant:</b> \$50,000.00  <b>Recommended Functional Improvement Grant:</b> \$4,567.50  <b>Staff Recommendation:</b> Approval</p>

26-006



**Address:** 5139 Morris Street  
**Contributing Resources:** Yes  
**Proposed Project:** Replace wood windows, repair dormers, repair roof, and replace rear wall siding  
**Score:** 5  
**Estimated Project Cost:** \$117,331.14  
**Recommended Conversation Grant:** \$50,000.00  
**Recommended Functional Improvement Grant:** \$2,599.67  
**Staff Recommendation:** Approval

26-007



**Address:** 5174 Bishop Street  
**Contributing Resources:** Yes  
**Proposed Project:** Replace wood windows, repair roof, repair dormers, repair the foundation, and replace rear wall siding  
**Score:** 4  
**Estimated Project Cost:** \$101,580.00  
**Recommended Conversation Grant:** \$50,000.00  
**Recommended Functional Improvement Grant:** \$237.00  
**Staff Recommendation:** Approval

26-008



**Address:** 5647 Morris Street  
**Contributing Resources:** Yes  
**Proposed Project:** Conservation projects: Replace wood windows, repoint foundation, restore wood exterior, and paint  
Functional Improvement projects: Electric wiring and panel update, heating system, plumbing, and demising walls  
**Score:** 3  
**Estimated Project Cost:** \$226,925.00  
**Recommended Conversation Grant:** \$40,425.00  
**Recommended Functional Improvement Grant:** \$21,911.25  
**Staff Recommendation:** Approval

**2. Property information of recommended standby recipients:**

Application number	Application information
<p>26-001</p> 	<p><b>Address:</b> 1345 Dresden Row  <b>Contributing Resources:</b> No  <b>Proposed Project:</b> Replace and maintain exterior cedar siding, fascia, corners and other wood components  <b>Score:</b> 2  <b>Estimated Project Cost:</b> \$86,260.04  <b>Recommended Conversation Grant:</b> \$43,130.02  <b>Staff Recommendation:</b> Standby</p>
<p>26-002</p> 	<p><b>Address:</b> 1328 Hollis Street  <b>Contributing Resources:</b> Yes  <b>Proposed Project:</b> Replace wood windows and replace cedar shake siding  <b>Score:</b> 2  <b>Estimated Project Cost:</b> \$118,910.52  <b>Recommended Conversation Grant:</b> \$50,000.00  <b>Recommended Functional Improvement Grant:</b> \$2,836.58  <b>Staff Recommendation:</b> Standby</p>

# Attachment 2

*These minutes are considered draft and will require approval by the Heritage Advisory Committee at a future meeting.*

**Heritage Advisory Committee Meeting  
Special meeting Draft Minutes  
July 23, 2025**

## **1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 3:03 p.m. and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people, and that we are all treaty people.

## **2. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

Additions: None

Deletions: None

MOVED by Brian MacDonald, seconded by Councillor Hendsbee

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

## **3. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE**

## **4. Case H00583: 2025/2026 Financial Incentives Program for Schmidville and Old South Suburb Heritage Conservation Districts**

The following was before the Committee:

- Staff report dated May 15, 2025
- Staff presentation dated July 23, 2025

Shaoqiu Gong, Planner I gave a presentation and responded to questions of clarification from the Committee. Gong spoke to the distinction between Conservation Grants and Functional Improvement Grants.

MOVED by Councillor Hendsbee, seconded by Councillor Hartling

**THAT the Heritage Advisory Committee recommend that Halifax Regional Council:**

- 1. Approve the Financial Incentives Program applications listed in Attachment A of the staff report dated May 15, 2025, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied; and**
- 2. Approve the reallocation of excess Financial Incentives Program funds to the standby list properties in Attachment B of the staff report dated May 15, 2025 if an approved project in Attachment A does not proceed or incurs expenses below the estimated amount, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied.**

Gong responded to questions of clarification from the Committee. Gong spoke to the history of registrations for several of the subject properties and the protected heritage assets.

MOVED by Councillor Hendsbee, seconded by Joann Rofihe

**THAT the Heritage Advisory Committee amend part 2 of the motion to read: 2. Approve the reallocation of excess Financial Incentives Program funds to the standby list properties in Attachment B of the staff report dated May 15, 2025, prioritizing 26-002 before other properties, if**

*These minutes are considered draft and will require approval by the Heritage Advisory Committee at a future meeting.*

**Heritage Advisory Committee Meeting  
Special meeting Draft Minutes  
July 23, 2025**

**an approved project in Attachment A does not proceed or incurs expenses below the estimated amount, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied.**

**MOTION TO AMEND PUT AND PASSED.**

The motion as amended now read:

MOVED by Councillor Hendsbee, seconded by Councillor Hartling

**THAT the Heritage Advisory Committee recommend that Halifax Regional Council:**

- 1. Approve the Financial Incentives Program applications listed in Attachment A of the staff report dated May 15, 2025, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied; and**
- 2. Approve the reallocation of excess Financial Incentives Program funds to the standby list properties in Attachment B of the staff report dated May 15, 2025, prioritizing 26-002 before other properties, if an approved project in Attachment A does not proceed or incurs expenses below the estimated amount, conditional upon the applicant's compliance with sections 7 and 36-39 of Administrative Order Number 2020-005-ADM and the requirements specified in Attachment C being satisfied.**

**MOTION AS AMENDED PUT AND PASSED.**

**5. PLANAPP-2023-00991: Heritage Development Agreement for 86 Ochterloney Street, Dartmouth for a 15-storey mixed-use development and rehabilitation of a registered heritage property**

The following was before the Committee:

- Staff report dated April 8, 2025
- Staff presentation dated July 23, 2025

Elizabeth Cushing, Planner II gave a presentation and responded to questions of clarification from the Committee.

MOVED by Councillor Hartling, seconded by Rosa Milito

**THAT the Heritage Advisory Committee recommend that the Harbour East-Marine Drive Community Council:**

- 1. Give notice of motion to consider the proposed development agreement, as set out in Attachment A of the staff report dated April 8, 2025, to enable the construction of a 15-storey plus penthouse mixed-use building behind the registered heritage property located at 86 Ochterloney Street, Dartmouth, and schedule a public hearing;**
- 2. Approve the proposed development agreement, which shall be substantially of the same form as set out in Attachment A of the staff report dated April 8, 2025; and**

**Require the agreement be signed by the property owner within 120 days, or any extension thereof granted by Council on request of the property owner, from the date of final approval by Council and any other bodies as necessary, including applicable appeal periods, whichever is later; otherwise, this approval will be void and obligations arising hereunder shall be at an end.**

**MOTION PUT AND PASSED.**