



The Corporation of the District of North Vancouver

CORPORATE POLICY

Title	Community Heritage Grants
Section	Development and Community Planning

POLICY

It is the policy of Council that the heritage of the District of North Vancouver is to be conserved and supported by disbursing Community Heritage Grants.

Policy approved on: July 5, 2021

Policy amended on: N/A

PROCEDURE

The following procedure is used to implement this policy but does not form part of the policy. It outlines how the District's funds provided for the purpose of the Community Heritage Grants program will be administered.

This procedure may be amended from time to time at the discretion of the General Manager of Planning, Properties and Permits.

Program overview

There are three types of eligible projects for the Community Heritage Grants:

1. Heritage Planning Includes preparing a Statement of Significance, a Conservation and Maintenance Plan, or both.
2. Heritage Conservation Includes completing physical repairs, rehabilitation, or restoration to heritage properties, or maintenance of Designated Heritage Trees.
3. Heritage Awareness and Education Includes projects that increase public awareness, understanding, and appreciation of local heritage.

Definitions

Heritage professional – an independent consultant with current Professional Membership with Canadian Association of Heritage Professionals.

Heritage Register – the District of North Vancouver Community Heritage Register.

Recipient – an applicant who has been approved for a grant.

Adjudication

The District of North Vancouver (District) intends to award heritage grants annually. Applications will be selected by an adjudication committee which includes members of the District of North Vancouver Community Heritage Advisory Committee.

Each application shall be assessed on its own merits relative to other applications and the grant funds available. The adjudication committee reserves the ability to recommend funding an application in whole or in part. There is no obligation to approve a Community Heritage Grant for any application.

To enable a greater number of properties or applicants to benefit from heritage grant funding, those who have not previously received heritage grant funding from the District will be given priority consideration during application evaluation if the application requirements and criteria are met.

Interpretation of the Community Heritage Grants Policy is at the sole discretion of the District.

Grant Disbursement Conditions

Only direct out-of-pocket costs which in the District's opinion are properly and reasonably incurred and paid by a *recipient* for an approved project may be treated as eligible costs.

Grant funds will be disbursed after project completion. Project completion will be determined by the District as evidenced by submission of itemized paid invoices or receipts, photographs showing finished project (as applicable), and final documents (as applicable) to the District.

Upon grant approval, if the owner fails to complete the approved work within the required timeframe, comply with the required bylaws, secure the required permits, or pass required municipal inspections, the grant may be rescinded in whole or in part. Requests to extend timeframes for approved grants must be made in writing and will be assessed on a case-by-case basis.

Eligible Project Types

Projects must be within one of the following three eligible project types.

1. Heritage Planning Project

The purpose of a heritage planning project is to support preparation of a Statement of Significance, a Conservation and Maintenance Plan, or both. A Statement of Significance articulates the heritage values and character-defining elements of a historic place. A Statement of Significance informs a Conservation and Maintenance Plan, and is typically completed before or alongside a Conservation and Maintenance Plan.

1.1 Eligibility

An applicant and property must meet all of the following criteria to be eligible for a Community Heritage Grant:

- Property is in the District of North Vancouver, and meets at least one of the following heritage criteria:
 - On the District of North Vancouver Heritage Inventory (1993); or
 - On the District of North Vancouver Modern Inventory (the Modern Architecture of North Vancouver 1930-1965) (1997); or
 - On the District of North Vancouver Community Heritage Register; or
 - Has continuing legal protection (i.e. heritage designation bylaw, covenant on title, or Heritage Revitalization Agreement); or
 - Has a Statement of Significance (SOS) written by a *heritage professional* which identifies the heritage character and value of a property, and the SOS is provided to the District by the property owner.
- Applicant is the registered owner of the property, or a lessee with the registered owner's support of grant application. (Applications for properties leased from the District of North Vancouver, where the lease agreement includes building maintenance responsibility¹, may be considered as lower priority after considering other applications.)
- Property taxes are paid in full (if participating in Province's Property Tax Deferral Program, then taxes are considered paid).
- Property does not have outstanding District bylaw infractions.

¹ Must be able to demonstrate maintenance responsibilities in their lease upon request.

- Property is not owned by municipal or senior levels of government, other than the District of North Vancouver where leased with building maintenance responsibility assigned to the lessee (see above).
- The property owner and the lessee (if applicable) are not employees of the District.

1.2 Application Requirements

An application must meet all of the following application requirements:

- a) Description of work.
- b) Current photographs of the property.
- c) Detailed estimate of costs.
- d) Work must comply with all applicable permits and bylaws of the District.
- e) Project must be completed within one year of grant approval, or must have been completed within the one year before grant application. (Applications for work completed more than one year before application may be considered as a lower priority and as funds are available after considering other applications.)
- f) One application per property per year may be considered.

1.3 Funding and Project Requirements

Grant funding for heritage planning projects	
Private owner	Not-for-profit / charitable organization
Up to 50% of project costs to a maximum of \$1,000	Up to 75% of project costs to a maximum of \$1,000

Eligible costs:

- Costs for a *heritage professional* to prepare Statement of Significance, Conservation and Maintenance Plan, or both together.

Requirements:

- The property does not already have a Statement of Significance and/or a Conservation and Maintenance Plan (as applicable). Updates to an existing Statement of Significance/Conservation and Maintenance Plan may be considered if there have been significant changes to the property that warrants an update to the document(s).
- Statement of Significance and Conservation and Maintenance Plan must be developed by a *heritage professional*.

- Understand that the District may add the property to the *Heritage Register* upon completion of the project at the Districts' sole discretion.
- Statement of Significance must include:
 - Brief description of the place.
 - Identification of the key heritage values.
 - List of its principal character-defining elements.²
- Conservation and maintenance plan must include:
 - Reference to the Statement of Significance.
 - Condition assessment.
 - Conservation guidelines and best practices applicable to the property.
 - Conservation recommendations and maintenance activities applicable to the property.
 - Images of the site and features as applicable (e.g. exterior architectural detail).

² Canadian Register of Historic Places, Writing Statements of Significance, November 2006. Accessed at: historicplaces.ca/media/5422/sosguideen.pdf

2. Heritage Conservation Project

The purpose of a heritage conservation project is to support work to physically conserve a heritage property through repair, restoration, and rehabilitation. It also includes work on Designated Heritage Trees to maintain tree health and aesthetics.

2.1 Eligibility

An applicant and property must meet all of the following criteria to be eligible for a Community Heritage Grant:

- Property is in the District of North Vancouver, and meets at least one of the following heritage criteria:
 - On the District of North Vancouver Heritage Inventory (1993); or
 - On the District of North Vancouver Modern Inventory (the Modern Architecture of North Vancouver 1930-1965) (1997); or
 - On the District of North Vancouver Community Heritage Register; or,
 - Has continuing legal protection (i.e. heritage designation bylaw, covenant on title, or Heritage Revitalization Agreement); or
 - Has a Statement of Significance (SOS) by a *heritage professional* which identifies the heritage character and value of a property, and the SOS is provided to the District by the property owner.
- Applicant is the registered owner of the property, or a lessee with the registered owner's support of grant application.
(Applications for properties leased from the District of North Vancouver, where the lease agreement includes building maintenance responsibility³, may be considered as a lower priority after considering other applications.)
- Property taxes are paid in full (if participating in Province's Property Tax Deferral Program, then taxes are considered paid).
- Property does not have outstanding District bylaw infractions.
- Property is not owned by municipal or senior levels of government, other than the District of North Vancouver where leased with building maintenance responsibility assigned to the lessee (see above).
- The property owner and the lessee (if applicable) are not employees of the District.

³ Must be able to demonstrate maintenance responsibilities in their lease upon request.

2.2 Application Requirements

An application must meet all of the following application requirements:

- Description of work (e.g. colour schemes, material specifications, building plans, etc.).
- “Before” photographs, and “after” photographs if the work is already complete.
- Detailed estimate of costs.
- Work must comply with all applicable permits and bylaws of the District.
- Project must be completed within one year of grant approval, or must have been completed within the one year before grant application. (Applications for work completed more than one year before application may be considered as a lower priority and as funds are available after considering other applications.)
- One application per property per year may be considered.

Applicants are encouraged to:

- Provide at least two quotes for the work.
- Consider using personnel or companies experienced with heritage restoration work.

2.3 Funding and Project Requirements

Funding is determined by using a sliding scale approach in order to enable properties with higher levels of heritage recognition or protection the opportunity to access more grant funding.

Grant funding for heritage conservation projects		
Heritage category	Private owner	Not-for-profit / charitable organization
<ul style="list-style-type: none"> On one of the DNV heritage inventories OR Has a Statement of Significance prepared by a <i>Heritage Professional</i> OR Designated Heritage Tree in Tree Protection Bylaw 	Up to 50% of project costs to a maximum of \$1,000	Up to 75% of project costs to a maximum of \$1,000
<ul style="list-style-type: none"> On the <i>Heritage Register</i> 	Up to 50% of project costs to a maximum of \$5,000	Up to 75% of project costs to a maximum of \$5,000
<ul style="list-style-type: none"> Legally protected heritage property (i.e. municipal heritage designation bylaw, covenant on title, or Heritage Revitalization Agreement) 	Up to 50% of project costs to a maximum of \$10,000	Up to 75% of project costs to a maximum of \$10,000
Maximum per property in a rolling five-year period: \$30,000		

Eligible costs:

- Materials and labour costs.
- Preparation of design or building plans for executed projects (i.e. physical conservation work must be fully executed by the time an applicant submits for reimbursement at the end of a project). Reimbursed costs for design or plans may not exceed 50% of the grant.

Ineligible work and costs:

- Replacement of elements that are not in keeping with the property's historic character (e.g. replacing wood siding with vinyl siding).
- Regular cleaning or maintenance (e.g. window washing).
- Preparation of design or building plans alone (i.e. without executed physical conservation work).
- Permit fees or legal costs.
- Landscaping (exceptions: Designated Heritage Trees, or if the landscape feature is described in the *Heritage Register*, or is a character-defining element described in a Statement of Significance).
- Recipient's* labour, costs relating to services delivered directly by the *recipient*, employees of the *recipient*, or of a corporation owned and controlled by the *recipient*.
- Recipient's* employee wages and benefits, overhead costs and other direct or indirect operating, maintenance and administrative costs incurred by the *recipient*.

- Provincial sales tax and the Goods and Services Tax for which the *recipient* or a third party is eligible for a tax rebate and any other costs eligible for rebates.

Priority will be given to applications for the following work:

- Repairs that conserve original exterior character-defining elements (e.g. original windows and window frames, doors, chimneys, masonry on house or historic stone walls, porches, siding, trim, shingles).
- Restoration that focuses on bringing a structure's exterior back to a specific period of its history (e.g. repainting with original or historic period-appropriate colours, rebuilding heritage-equivalent wood windows where the originals have been lost, reconstruction of missing exterior elements that are based on evidence of the original design, such as photographs, drawings, or surviving physical remnants).
- Rehabilitation that ensures continued use of the heritage structure (e.g. building envelope and structural preservation such as reroofing, foundation repair or renewal, and sensitive and sustainable retrofits to improve energy use such as adding storm windows for historic windows). Work should respect the heritage value and character-defining elements.
- Work that meets the intent of the current version of the *Standards and Guidelines for the Conservation of Historic Places in Canada* (available online from Parks Canada).
- Pruning or trimming of Designated Heritage Trees (listed in the District's Tree Protection Bylaw) in order to maintain the health and aesthetics of the tree. Work must be done by a qualified arborist acceptable to the District.
- For public-use heritage buildings, accessibility improvements and seismic upgrades may be considered for work done in a sympathetic manner.
- Repairs or restoration of building interiors may be considered for buildings where the exterior is already in good condition and where the character-defining elements that are defined in a Statement of Significance prepared by a *heritage professional*.

3. Heritage Awareness and Education Projects

The purpose of a heritage awareness and education project is to support and increase public awareness, education, understanding, and appreciation of local heritage in and around the District of North Vancouver. Heritage may include built, natural, cultural, and social heritage.

3.1 Eligibility

Eligible applicants include:

- Individuals.
- Community groups.
- Organizations (including non-registered organizations, registered not-for-profit, federally-registered charity, and First Nations government organizations).
- Businesses.

Ineligible applicants include:

- District of North Vancouver partner agencies (e.g. North Vancouver Recreation and Culture Commission, North Vancouver Museum and Archives, etc.).
- District of North Vancouver employees.

3.2 Application Requirements

For a heritage awareness and education project, an application must meet all of the following application requirements:

- Project must be completed within one year of grant approval, or must have been completed within the one year before grant application.
- An application must include description of:
 - Proposed scope of work.
 - Detailed estimate of costs.
 - How the project will be publicized, available, and accessible specifically to the public in the District of North Vancouver.
 - Location of project, as applicable (within District of North Vancouver preferred; near District of North Vancouver will be considered).
- One application per individual, group, or organization per year may be considered.

3.3 Funding and Project Requirements

Grant funding for heritage awareness and education projects	
Individual, Community group, or Non-registered organization	Registered not-for-profit, Federally-registered charity, or First Nations government organizations
Up to \$500 reimbursement for project costs	Up to \$1,000 reimbursement for project costs

Eligible costs:

- Costs associated with hosting heritage events that are open to the public in the District of North Vancouver. Examples include: workshops, seminars, festivals, walking tours, storytelling, and cultural performances.
- Costs associated with creating, producing, or distributing heritage information materials for the public in the District of North Vancouver. Examples include: brochures, posters, webpages, or websites.

Ineligible work and costs:

- Capital work (e.g. construction, monuments, signs, facilities, equipment).
- Planning or engineering studies or work.
- Travel.
- For-profit or business purposes.
- *Recipient's* labour, costs relating to services delivered directly by the *recipient*, employees of the *recipient*, or of a corporation owned and controlled by the *recipient*.
- *Recipient's* employee wages and benefits, overhead costs and other direct or indirect operating, maintenance and administrative costs incurred by the *recipient*.
- Provincial sales tax and the Goods and Services Tax for which the *recipient* or a third party is eligible for a tax rebate and any other costs eligible for rebates.
- Other work deemed to be inappropriate at the sole discretion of the District.