



CBRM Heritage Incentive Program

1. Objective

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 as stated in the statement of significance for the property and the associated character defining elements

2. Available Incentive

The incentive shall be 50% of the cost of the repairs or renovations up to a maximum of \$12,000 per property. In the case of roof replacement and/or repair, the maximum grant shall be 30% of the cost up to a maximum of \$6,000. In exceptional circumstances the Committee may award a higher percentage of cost sharing, as outlined in 4. C.

3. Eligible applicants

All owners of municipally registered heritage properties and all owners of properties located within municipal heritage conservation districts, except:

- A. Government owned properties, except where the property is leased to a registered non-profit society which is partially or totally responsible for building maintenance
- B. Properties within a heritage conservation district that were built in 1940 or later
- C. Properties which are assessed entirely for commercial purposes under the Assessment Act of Nova Scotia, unless the property is owned by a registered non-profit society

4. Guidelines

- A. 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 Building Bylaw and the Land Use Bylaw.
- B. 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.
- C. 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 by the committee for funding assistance at levels higher than the normal amounts in exceptional circumstances. In these cases assistance may be provided for work in the structure's interior if necessary.
- D. Architectural, engineering and other consulting fees are eligible for funding; consultants may have to supply proof of professional qualifications to the HIP Committee
- E. 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. **Please see Guideline for Replacement of Windows in Historic Buildings to determine the type of window eligible for funding.**
- F. When considering an application priority shall be given to projects that are unlikely to proceed without CBRM assistance. Where a property is owned by a non –profit



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organization, the availability of funds from other sources (such as federal government programs) shall be a consideration.

- G. 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.
- H. 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.

5. Application Procedures

- A. Applicants must submit an application, estimated total cost, and photos of building exterior to the CBRM Heritage Officer. Applications will be reviewed and approved by the Heritage Incentive Program (HIP) Committee, which is comprised of the Heritage Officer, one other CBRM employee or Heritage Advisory Committee member, and an architect licensed to practice in Nova Scotia. 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.
- B. All decisions of the HIP Committee shall be final.

6. Disbursement of funds

Funds will be disbursed only after completion of the work and inspection of same by the Heritage Officer. 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. CBRM will not reimburse any portion of the harmonized sales tax.

Guideline for Replacement of Windows in Historic Buildings

Although it is preferable to retain the original windows in historic buildings, this may not be impossible. The original windows may have already been replaced or may be beyond repair. Replacement window types in historic buildings should match the appearance and character of the original window. Replacement windows should incorporate any special features of the original windows, such as transom windows. Windows should maintain or, if necessary, recover the historic size and shape of all window openings; they should neither expand the openings nor fill them in, except to make good previous damaging modifications.

Wooden windows are the preferred option for replacement windows in historic buildings; however, vinyl windows are an option if the windows contain muntins (bars or rigid supporting strips between adjacent panes of glass).

The image below shows an example window profile:



Muntins should appear on the outside of the window and, preferably, on the inside as well. Muntins only between panes of glass are not acceptable.

If you are requesting a grant for replacement windows, please provide an image of the proposed window or the make and model of the new window.