

MONCTON HERITAGE CONSERVATION BOARD GRANT POLICY

PREAMBLE

The mission of the Moncton Heritage Conservation Board is to serve the Moncton community by assisting the owners of heritage properties, or properties in heritage areas, to preserve and enhance the historic character of the City of Moncton. The Moncton Heritage Conservation Board is responsible for establishing standards for the preservation of historic properties listed in the Schedules of the City of Moncton Heritage By-Law # Z-1116. In partial fulfillment of this responsibility, standards for historic preservation have been developed to guide work undertaken on designated properties.

1.0 POLICY STATEMENT

The City of Moncton recognizes the historic importance of heritage homes within our community and in order to encourage the conservation of privately-owned heritage properties in residential or commercial use that are listed in the City of Moncton Heritage By-Law Z-1116, the City of Moncton has initiated a heritage incentive strategy which will be administered by the Moncton Heritage Conservation Board.

2.0 GUIDING PRINCIPLES

The following guiding principles will be considered as the basis of the Moncton Heritage Conservation Board incentive strategy to support heritage buildings:

- 2.1 Incentives will be structured to permit a flexible and customized response to the needs of individual designated properties.
- 2.2 Incentives will be designed and administered in a manner that ensures all owners of designated structures are treated with equal fairness.
- 2.3 Program criteria and procedures will be as simple as possible to facilitate communication, understanding and prompt administration.
- 2.4 Incentives will emphasize preservation, stabilization, restoration, and rehabilitation as the most appropriate methods for the conservation and use of heritage structures. However, the costs and benefits of the level of authenticity required by these approaches will be assessed carefully in relation to the circumstances of each structure.
- 2.5 The Moncton Heritage Conservation Board will extend financial assistance for heritage conservation only when it expects to receive full value from the investment - i.e., public heritage benefits, such as retention and continued use of

an entire structure, not just its facades; restoration of significant features; commitments to future repair and upkeep; assurances of public access; and/or owner lessee participation in a district program.

3.0 SCOPE AND NATURE OF WORK TO BE FUNDED

The intent of the grant conservation program is to ensure the building's structural stability, to keep it weather tight and to conserve its heritage value. Projects which restore architectural elements significant to the heritage character of the listed property will be considered eligible.

Projects fall into three general categories:

- 3.1 Preservation and repair** of existing exterior architectural elements which are significant from further deterioration - this includes repair of deteriorated elements such as doors, windows, roofing, cladding, foundation, cornices, mouldings, architectural trim, or other significant features. Painting in colours appropriate to the period of the heritage property is encouraged. In general, colours from the heritage palette of major paint manufacturers are preferred.
- 3.2 Restoration** of significant architectural elements which still exist but are beyond preservation or repair. This includes replacement of deteriorated doors and windows, cladding, roofing, cornices, mouldings, architectural trim, and other significant features using accurate reconstruction and materials, sizes and configurations that match the original.
- 3.3 Reconstruction** of significant architectural features which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.

3.4 Explanatory notes:

- **Structure** - work to restore a building to structural soundness, but not including structural work to accommodate modern renovations is eligible.
- **Repair, Re-pointing and Cleaning of Masonry** - work is eligible for funding if they are essential for the preservation of the building.
- **Architects' and Engineers' Fees** - a portion of professional fees for any professional that prepares the building conservation plan is eligible for grant assistance and it must be related to eligible conservation work undertaken as part of a grant-aided project.
- Contemporary signs, colours, or any other features that are not original will not be eligible.
- As per By-law Z-1116, contemporary materials such as vinyl or aluminum clad windows, steel doors, vinyl siding, or EFIS cladding will not be eligible.
- Short-term, routine maintenance such as minor repairs to non-original siding or roofing material will not be eligible.

- Poor or defective work, work carried out prior to submission of application or work done using owner labour will not be eligible.

4.0 APPLICATION REQUIREMENTS

- 4.1** Application deadline for grants is **April 30th**. Applications received past this date will not be considered.
- 4.2** A completed application form is required. Forms are available at the City of Moncton website at www.moncton.ca and the City of Moncton Building Inspection Department, 655 Main Street, Moncton, N.B. Applications must be hand delivered or mailed to: Heritage Planning Officer, City of Moncton, 655 Main Street, Moncton, NB, E1C 1E8. E-mailed or faxed copies will not be accepted. Late or incomplete applications will not be reviewed.
- 4.3** Recent photographs of all facades of the building, with detailed photographs showing close-ups of the areas of work which is proposed to be funded shall be included with the application.
- 4.4** Two contractor estimates from qualified restoration professionals for the proposed work shall be provided.

5.0 CRITERIA FOR APPROVING FUNDING

All applicants applying for funds from the Moncton Heritage Conservation Board Heritage Incentives Strategy are required to satisfy the following criteria:

- 5.1** The building must be listed in the City of Moncton Heritage By-law Z-1116. It must be a privately owned property in residential or commercial use.
- 5.2** Municipal Heritage Permit criteria must be satisfied.
- 5.3** A heritage agreement must be signed between the City of Moncton and the owner of the heritage property that ensures the maintenance of heritage features of the building, that there is adequate insurance on the structure and that there is protection from demolition in perpetuity.
- 5.4** Property owner must be in good standing with the City of Moncton. No taxes, water bills or sewage bills must be owing on the property and no legal claims or liens must be outstanding on the property.
- 5.5** Moncton Heritage Conservation Board approval for grants is required prior to the beginning of construction.

- 5.6 Costs and work plans must be submitted in advance for repayment of work or for progressive billing payments. Work must be inspected and approved for auditing purposes.

Grant payment is conditional on satisfactory work completion, documentation of completed work and submission of receipts and paid invoices.

- 5.7 Grants will not exceed 50% of the project costs.
- 5.8 The maximum grant will be up to \$ 10,000 and the minimum grant will be \$ 500.
- 5.9 The number of grants per property will be limited to one per year and two in any four-year period.
- 5.10 Projects must be completed within the fiscal year for which they are approved. All receipts and invoices must be submitted before December 15th. Grants for projects not completed by the end of the fiscal year will be forfeited except in exceptional circumstances.
- 5.11 Grants are tied to specific approved work. If the scope of work changes, the applicant will inform the Heritage Officer immediately and no work should be carried out without supplementary approval by the Heritage Officer. Otherwise, additional work will not be funded.

6.0 EVALUATION CRITERIA AND REVIEW PROCESS

- 6.1 Projects will be evaluated using the City of Moncton Heritage By-law Z-1116 and the Standards and Guidelines for the Conservation of Historic Places in Canada. A copy of By-law Z-1116 is available online at www.moncton.ca and the Standards and Guidelines are available online at www.historicplaces.ca
- 6.2 Preference will be given to first-time applicants.
- 6.3 Higher priority will be awarded to preservation and restoration of historic structural and weatherproofing elements like cladding, windows, doors or roof than cosmetic improvements.
- 6.4 Preference will be given to restoration of publicly visible features such as front porches rather than projects that do not have high visibility.
- 6.5 Applications requesting grant funding up to \$1,000 need not be supported by a Building Conservation Plan. Applications for funding for amounts greater than \$1,000 must be supported by a Building Conservation Plan prepared by an architect, engineer, or other qualified restoration professional. The Building Conservation Plan shall include a drawing and/or a report that reasonably illustrates all the conservation work required for the building.

- 6.6** Eligible Applications will be reviewed and evaluated by Heritage staff in consultation with the Moncton Heritage Conservation Board Grants Sub-Committee.
- 6.7** Notification of approval or rejection will be mailed to applicants by May 31st.
- 6.8** Approval of grants will be conditional on approval of annual program budget and available funds.
- 6.9** Due to limited funds, not all eligible applications may be approved.