

	POLICY	Owner Department: Planning and Development
	Heritage Conservation Grant	
Effective Date: March 15, 2021	Last Reviewed Date: March 15, 2021	
Approving Authority: Moncton City Council	Replaces No.: N/A	
1. Purpose Statement		

The main purpose of the Heritage Conservation Grant Policy (henceforth Policy) is to facilitate the conservation of heritage buildings and structures in the City of Moncton through the disbursement of grants to project proponents.

2. Application

This Policy applies to privately-owned properties located within designated conservation areas under the City of Moncton Heritage Conservation By-law (By-law # Z-1116, henceforth By-law).

3. Definitions

*Note: Defined terms are underlined throughout this Policy.

Board: the City of Moncton’s Heritage Conservation Board, a heritage board established pursuant to section 46 of the *Heritage Conservation Act*, S.N.B 2010, c. H-4.05.

Building: a roofed structure, including a vessel or container, used or built for the shelter, accommodation, or enclosure of persons, animals, materials, or equipment.

Building Inspector: the Senior Building Inspector for the City of Moncton or his/her designate.

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Character-defining element: any materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a historic place, and which must be preserved to retain heritage value.

Conservation: all actions or processes aimed at safeguarding the character-defining elements of a cultural resource to retain its heritage value and extend its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.

Conservation area: a municipal heritage conservation area established under section 55 of the Act and defined in section 3 of the By-law.

Heritage Conservation Plan: a document that outlines a strategy for completing conservation work. A Heritage Conservation Plan is intended to assist the applicant in identifying and retaining the character-defining elements of a building or structure while accommodating functional needs. A Heritage Conservation Plan clarifies the recommended work items and establishes the relative priority for each conservation item, and includes a project budget and schedule of work.

Heritage Officer: a Heritage Officer appointed under section 54 of the Heritage Conservation Act, S.N.B 2010, c. H-4.05.

Heritage Value: the aesthetic, historic, scientific, cultural, social, or spiritual importance or significance for past, present, or future generations. The heritage value of a historic place is embodied in its character-defining elements materials, forms, location, uses and cultural associations or meanings.

Intervention: any action, other than demolition or destruction, which results in a physical change to an element of a historic place.

Preservation: the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

Privately-Owned Property: a property that is not owned by a municipal, provincial, or federal governmental entity.

Rehabilitation: the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value.

Restoration: the action or process of accurately revealing, recovering, or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

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Standards and Guidelines: the *Standards and Guidelines for the Conservation of Historic Places in Canada*, Second Edition, as revised and updated from time to time.

Statement of Significance: a statement that identifies the description, heritage value, and character-defining elements of an historic place.

Structure: anything that is erected, built, or constructed of parts joined together.

4. Policy

Administration and Decision

- (1) The Board shall administer this Policy on behalf of Moncton City Council.
- (2) Eligible applications shall be reviewed by the Heritage Officer in conjunction with the Board's Finance and Grants Sub-Committee.
- (3) The Finance and Grants Sub-Committee shall make recommendations to the Board on approving or refusing grant applications.
- (4) In the absence of a Finance and Grants Sub-Committee, the Heritage Officer shall review eligible applications and make recommendations directly to the Board on approving or refusing grant applications.
- (5) The Board shall render decisions on grant applications at its meetings.

Minimum Criteria

- (6) The building or structure for which interventions are proposed shall be located on a privately-owned property that is designated as a conservation area.
- (7) The application and scope of work shall detail how the character-defining elements of the building or structure will be conserved.
- (8) Where there is a statement of significance documented for the property that is the subject of the application, the character-defining elements in the statement shall be referenced for meeting the minimum requirement under subsection (7).

5. Application Eligibility and Evaluation

Application Eligibility

- (1) An application must clearly outline the proposed conservation of character-defining elements of a historic building or structure.

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- (2) The scope of the work may include preventative or mitigative interventions, in addition to preserving or rehabilitating the character-defining elements themselves (e.g. proposed weatherproofing to protect character-defining elements from further degradation by such means as, but not limited to, caulking, roofing, or cladding).
- (3) The scope of the work may include professional consultant services including, but not limited to, the preparation of a Heritage Conservation Plan and architectural or engineered drawings.
- (4) The scope of the work may include work associated with removing materials to conserve character-defining elements (e.g. the removal of modern materials to be replaced with original materials).

Application Evaluation and Grant Values

- (5) An application and associated scope of work shall be reviewed and determined as being in accordance with the Standards and Guidelines.
- (6) Any proposed interventions within the scope of the work that do not meet the eligibility criteria under subsections (1) to (4) shall be excluded from the grant calculation.
- (7) Grants shall not exceed 50% of the total cost of the work.
- (8) The maximum grant for conservation work shall be \$10,000 and the minimum grant shall be \$500.
- (9) The grant, or any portion thereof, may be used to offset costs for professional services to prepare a Heritage Conservation Plan (e.g. architect and engineer fees), however this amount shall not exceed 50% of the cost of the Plan. This amount for professional services may make up the total amount (\$10,000) under subsection (8) and shall not be in excess thereof.

6. Application and Review Process

Submission Requirements

- (1) Any applicant wishing to be considered for a grant under this policy must complete and submit an Application Form (see Appendix A) to the Heritage Officer before commencing any work.
- (2) The applicant shall submit photographs of the project site and highlight the character-defining elements of the building or structure that are proposed to be conserved.
- (3) The applicant shall submit drawings, specifications, or descriptions that illustrate the project location and proposed scope of work.
- (4) The Heritage Officer may request that submissions under subsection (3) be prepared by a technical or professional consultant (e.g. certified engineering technologist, professional architect or engineer).
- (5) The applicant shall submit an overall project budget with conservation work identified and itemized.

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- (6) The applicant shall provide one (1) competitive cost estimate for all labour and materials included in the scope of work.
- (7) The Heritage Officer may require the submission of a Heritage Conservation Plan.
- (8) Applicants are strongly encouraged to retain the services of technical/professional consultants, suppliers, contractors, and tradespersons that specialize and have experience in conserving heritage buildings and structures.

Application Period, Grant Funds, and Disbursement

- (9) The application intake period shall be from January 1 to August 30 of each year.
- (10) It is the intent of the Board to render a decision within four (4) weeks of receiving an application.
- (11) Grant disbursements are dependent on the approval of the annual program budget and available funds.
- (12) Where funds are limited and disbursed on a first-come, first-served basis, not all applications will receive funding or the full amount requested.
- (13) No more than one (1) grant shall be awarded per property in a given year.
- (14) Applications that are focused on preservation and restoration shall be given priority over applications for rehabilitation.
- (15) A grant in the amount determined under section '5. Application Eligibility and Evaluation' will be awarded to the successful applicant, once the approved work is completed to the satisfaction of the Heritage Officer and all other applicable conditions of the grant are fulfilled (see section '7. Grant Conditions and Inspection').

7. Grant Conditions and Inspection

- (1) The applicant must pay for all development fees and have applicable permits and approvals in place prior to undertaking the work for which a grant application has been approved.
- (2) The proposed development shall be completed by November 30 of the calendar year in which the grant was approved.
- (3) The subject property shall not be in a position of tax arrears, or owing Business Improvement Area contributions or water or sewer fees.
- (4) All amounts owing under subsection (3) shall be paid prior to the disbursement of any grant.
- (5) The subject property shall not be linked to any outstanding work orders or any other enforcement procedures of the City.
- (6) The subject property shall not be subject to legal claims or liens.
- (7) Work detailed in the application shall be inspected by the Heritage Officer, or Heritage Officer and Building Inspector.

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- (8) All receipts and invoices associated with the work detailed in the grant application shall be submitted to the Heritage Officer before November 15 of the calendar year in which the grant was approved.
- (9) The applicant shall notify the Heritage Officer immediately if the original scope of work detailed in the application changes following approval of the grant by the Board.
- (10) Changing the original scope of work under subsection (9) may result in the cancellation of the grant and/or repayment of funds.
- (11) Changing the original scope of work under subsection (9) may, following review by the Heritage Officer, result in bringing the application back to the Board for reconsideration and subsequent approval or refusal of an amended application.
- (12) An application may be refused, cancelled, or deferred to the next calendar year for consideration by the Board in the event that:
 - (a) the development is not completed within the timeframe stipulated under subsection (2);
 - (b) following an inspection under subsection (7), the work is not deemed satisfactory by the Heritage Officer in accordance with subsection 6. (15); or
 - (c) where the original scope of the work has changed, bringing the application back to the Board for reconsideration under (11) is unfeasible in the calendar year in which the application was approved.

8. Administration and Contact

City Hall
655 Main Street, Moncton, NB E1C 1E8
Telephone: 506.853.3550
Email: info.clerk@moncton.ca

9. Appendix A – Application Form

Section A – General Information and Instructions

- (1) An application for a grant under this Policy must be submitted to the City of Moncton Planning and Development Department prior to the commencement of any work and prior to applying for any applicable development approvals (e.g. Municipal Heritage Permit or Building/Development Permit).
 - (2) The application shall include reports, plans, estimates, contracts, and other details as may be required to the satisfaction of the Heritage Officer with respect to the eligible costs of the project and conformity of the project with City by-laws and policies (see submission requirements under section '6. Application and Review Process' of this Policy).
 - (3) As a condition of the grant, the City may require the applicant to submit a Heritage Conservation Plan to the satisfaction of the Heritage Officer.
 - (4) The application will be evaluated in accordance with section '5. Application Eligibility and Evaluation' of this Policy.
 - (5) Actual costs for any or all of the items may be subject to an audit by the City, at the expense of the property owner.
 - (6) If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner as outlined in Section E of this form.
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Section B – Property Owner and Applicant / Agent Information

Property Owner Information

Name of Registered Property Owner: _____

Mailing Address of Property Owner: _____

Phone: _____ Fax: _____

Email: _____

Applicant / Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

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Section C – Property Information

Civic Address(es) of Property for which this application is being submitted:

Parcel Identifier Number(s) (PID):

Legal Description of Property (Lot and Plan Numbers):

Existing Use:

Are there existing buildings on site? Yes ____ (if yes, provide size below) No ____

Building 1 _____ sq. ft.

Building 2 _____ sq. ft.

(Please list any additional buildings on a separate sheet.)

Is the property protected by a Heritage Designation? Yes/No ____

Is there any outstanding work order on this property? Yes/No ____

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Section D – Development Information

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site (please attach detailed construction drawings):

Estimated construction value of the proposed development: _____

Estimated construction start date (month/year): _____

Estimated construction end date (month/year): _____

Has an application for a Municipal Heritage Permit been submitted for this project? Yes/No _____

Has an application for a Building/Development Permit been submitted for this project? Yes/No _____

Proposed Project Cost

Quote 1 Amount: _____ Company Name: _____

Quote 2 Amount: _____ Company Name: _____

**Property owners may receive up to \$10,000 to cover a maximum of 50% of the project cost (excluding taxes).*

Requested Grant Amount: _____

Supporting Documents Checklist:

- Photographs of character-defining elements
- Drawings, specifications, and descriptions that illustrate the project location and proposed scope of work
- Copies of at least one (1) competitive cost estimate (see exception under section '6. Application and Review Process' of this Policy)
- Overall project budget with conservation work identified and itemized
- Where required, a Heritage Conservation Plan

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Section E – Authorization

I _____ am the owner of the land that is subject of this application, and I hereby authorize our agent/solicitor _____ to make this application and to act on my behalf with regard to this application.

Dated at the _____, this _____ (day) of _____ (month), _____ (year).

Name of Owner

Signature of Owner

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Section F – Declaration

I/WE HEREBY APPLY for a grant under this Policy.

I/WE HEREBY AGREE to abide by the terms and conditions of the *Heritage Conservation Grant Policy* as specified in this application.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct, and complete in every respect and may be verified by the City of Moncton by such inquiry as is deemed appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation, and project construction.

I/WE HEREBY AGREE that the Policy for which an application has been made herein is subject to cancellation and/or change at any time by the City at its sole discretion, subject to the terms and conditions specified in the Policy. Successful applicants will continue to receive grant payments, subject to the requirements of this Policy.

Dated at the _____, this ____ (day) of _____ (month), _____ (year).

Name of Owner or Authorized Agent

Title

Signature of Owner or Authorized Agent