

District of North Vancouver
Community Heritage Grants Fund Agreement
Terms of Reference

Context The North Shore Community Foundation holds the Community Heritage Grants Fund for the District of North Vancouver’s use as per the Community Heritage Grants Fund Agreement.

Purpose The purpose of the Community Heritage Grants Fund is to promote heritage conservation by providing financial assistance for property maintenance and improvements to the owners of heritage properties in the District of North Vancouver (District).

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

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

Adjudication The District intends to award Community Heritage Grants from the income of the Fund 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 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, provided the application requirements and criteria are met.

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Eligibility

An application 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 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.
- 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).
- The property owner is not an employee of the District.

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.
- Work must be completed within one year of grant approval, or must have been completed within the one year prior to grant application.
(Applications for work completed more than one year prior to application may be considered as lower priority and as funds are available after considering other applications.)
- One application per property per year may be considered.

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Applicants are encouraged to:

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

Priority work

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).

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*.

Grant Funding

Grant funding available:

- For a private property owner: up to 50% of project costs to a maximum of \$1,000.
- For a not-for-profit or charitable organization: up to 75% of project costs up to a maximum of \$1,000.

Eligible costs: materials and labour costs.

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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.
- Permit fees or legal costs.
- Landscaping.
- *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.

**Grant
Disbursement
Conditions**

Projects 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.

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. Interpretation of the Community Heritage Grants Fund Agreement Terms of Reference is at the sole discretion of the District of North Vancouver.

Amended

July 5, 2021 Regular Council
September 17, 2018 Regular Council