

CITY OF DELTA HERITAGE CONSERVATION FUND ADMINISTRATION POLICY

Policy Effective January 8, 2018

1. Purpose

The purpose of this policy is to set out the administration of the City of Delta's Heritage Conservation Fund.

2. Scope

This policy applies to all properties listed on the Heritage Register or Heritage Inventory within the geographic boundaries of the City of Delta.

3. Definitions

Approved Project	means works for the Repair or Restoration of a building that is listed on Delta's Heritage Register or Heritage Inventory and approved by Council.
Council	means the elected council of the City of Delta.
Delta	means City of Delta.
Heritage Conservation Covenant	means the document prepared further to Section 219 of the <i>Land Title Act</i> , which sets out minimum building maintenance requirements.
Heritage Conservation Levy	means the charge added to the building permit fee described in Consolidated Fees Bylaw No. 7273, 2013, as amended or replaced from time to time.
Owner	means the registered owner of real property that is listed on Delta's Heritage Register or Delta's Heritage Inventory.
Repair or Restoration	means physical works, which may include structural improvements, reinforcement, maintenance, fire protection, or security of the building.

4. Policy

- (1) The Heritage Conservation Fund is:
 - (a) funded by the Heritage Conservation Levy;
 - (b) administered by the Director of Finance; and

- (c) disbursed in accordance with Council direction, based on advice from the Heritage Advisory Commission.

Applications

- (2) Any Owner may make an application to the Director of Community Planning and Development for financial assistance for Repair or Restoration of a building on the Heritage Register or Heritage Inventory, provided the proposed works have not already been started.
- (3) The Owner must make the application on the form prescribed for that purpose by the Director of Community Planning and Development and include with the application:
 - (a) a written summary that fully outlines the proposed scope of Repair or Restoration, including:
 - i. drawings as applicable;
 - ii. material specifications and samples;
 - iii. proposed colour palette; and
 - iv. the planned timeline for completion of the work
 - (b) either:
 - i. three cost estimates for the work, including written estimates from all contractors proposed to be involved in the Repair or Restoration and for material supplies required to complete the work; or
 - ii. if the Owner intends to complete the restoration work themselves, cost estimates for materials and supplies for the Repair or Restoration
 - (c) proof of ownership in the form of a certificate of title;
 - (d) photographs of the existing building, including detail of where the Repair or Restoration is proposed; and
 - (e) if the building is not on Delta's Heritage Register or Heritage Inventory, approval from the Owner for Delta to place the building on Delta's Heritage Register provided the building meets the criteria to be placed on Delta's Heritage Register.

- (4) Applications for financial assistance through the Heritage Conservation Fund are considered on a first-come, first-served basis, with priority given to first time applicants, and are subject to the approval of a 2/3 vote of Council following review and recommendation of the application by the Heritage Advisory Commission.

Project Criteria

- (5) The recommendation of project approval by the Heritage Advisory Commission should be based on the extent to which the proposed Repair or Restoration reinforces the building's heritage value and integrity of the building as a heritage structure, which encompasses the following guidelines:
 - (a) Repair or Restoration should, as much as possible, retain the original exterior features of the building and when replacement of these features is necessary, new materials will replicate the original in terms of design, colour, and texture
 - (b) Heritage values of a property should be conserved by adopting an approach that calls for minimal intervention
 - (c) Where new finishes are proposed, the finishes should be chosen to reflect the time period and style of the building
 - (d) Repair or Restoration should follow the recommended maintenance guidelines outlined in Schedule 7493-1 of the Heritage Site Maintenance Standards Bylaw No. 7493, 2017 as amended or replaced from time to time

Timing and Deadlines

- (6) Approved projects must be completed within one year from the date of Council approval, unless the Director of Community Planning and Development provides their express approval for an extension to complete the Approved Project.

Financial Assistance and Payment

- (7) The Heritage Conservation Fund may provide financial assistance up to a maximum of 50% of the capital costs of an Approved Project.
- (8) The maximum financial assistance for any property in a single year is \$15,000.
- (9) No payment of the financial assistance provided by the Heritage Conservation Fund will be made more than six months after completion of an Approved Project unless the Director of Community Planning and Development has approved an extension under Section 6.

- (10) Payment of the financial assistance provided by the Heritage Conservation Fund will be made only after:
- (a) the Owner has executed a Section 219 restrictive covenant, to be registered on completion of the Repair or Restoration at the time of the grant payment, in the form provided for that purpose by the Director of Community Planning and Development, a draft sample of which is included as Attachment 'A', which will remain valid for a period of 10 years to ensure maintenance of the building according to the Heritage Site Maintenance Standards Bylaw No. 7493, 2017 as amended or replaced from time to time;
 - (b) paid invoices for the Repair or Restoration have been received and approved by Delta;
 - (c) photographs showing both the before and after example of the building where the Repair or Restoration took place have been received by Delta;
 - (d) the building permit (e.g. issuance of Final Occupancy) for the Approved Project has been completed, if applicable; and
 - (e) the Approved Project is completed to the satisfaction of the Director of Community Planning and Development or their designate.