



**Policy No. TBA:**

**Steveston Village Heritage Conservation Grant Program**

1. Purpose

The purpose of this program is to establish, for Steveston Village, as identified in the Steveston Area Plan, a City grant program to financially cost share in conserving the exteriors of private and City owned identified heritage properties.

2. Program Funding Sources

- The sources of funds will include moneys contributed from:
  - Private sector density bonusing contributions as per the Steveston Area Plan (e.g., for rezonings to the Steveston Village Conservation Zone) with over 1.2 floor area ratio (FAR),
  - Other private donations, and
  - Senior government and NGO grants.
- If an owner who is rezoning to the Steveston Village Conservation Zone and increasing density to over 1.2 FAR, wishes to apply for a City grant, the developer shall provide the required contribution to the City prior to final approval of a rezoning and may later apply for a cost sharing grant.
- Private sector density bonusing contributions shall be calculated as \$47.00 per buildable square foot for densities over 1.2 FAR. (This is a portion of the increased land value which private landowners receive due to increased density over 1.2 FAR).
- Where a developer is required to meet the City's Affordable Housing Policy, the \$47.00 is to be reduced accordingly.
- The rate may be reviewed and modified by Council periodically.

3. City Accounts

For the grant program, the City will maintain the existing Heritage Trust Account No 2207 (a capital and non capital heritage account) to manage received funds and may, as necessary, establish new heritage accounts.

4. The Use Of Program Funds

- The collected funds are to be used to cost share:
- For Privately owned identified heritage buildings: the private capital costs of conserving their exteriors, on a 50/50 cost sharing basis.
  - For City owned identified heritage buildings: the City's capital costs of conserving their exteriors, on a 50/50 cost sharing basis.
  - The Program is not to pay for all private or City heritage conservation costs.

5. Council Approval is Required

- Council approval is required to allocate any program funds.

6. Maximum Private Grant Amount

- Private owners may apply to receive up to:
  - Initial Funding: \$50,000 per identified heritage building - with private matching funds.
  - Optional Funding: Council may consider an additional \$25,000 per identified heritage building - with additional matching private funding to achieve exceptional heritage conservation, as determined by Council.
- As heritage conservation may occur in stages, a private owner may apply more than once, however, the maximum grant which may be allocated is \$75,000 per identified heritage building.



7. Private Owner Application Requirements and Procedures

Step 1: Private Owner – City Discussion

- Owners are encouraged to discuss their grant application intentions as early as possible when considering to apply and before undertaking any work, to discuss the implications and timing of a possible grant,
- No grant is to be provided for work which is undertaken before Council approves the grant.

Step 2: Owner Application

- Owners are to submit a completed application form accompanied by:
  - A cover letter describing the proposed work and how it complies with program objectives,
  - Architectural drawings and coloured renderings,
  - An outline of conservation work and specifications,
  - Current color photographs of the building,
  - Any archival photographs and historical documentation.
  - A minimum of three (3) competitive estimates for the proposed work. (Note: This is not a pro forma analysis,)
  - Other, as necessary.

Step 3: Application Review Procedure

- Applications will be reviewed by staff who will make a recommendation to Council.
- Council approval is required for all grants

Step 4: Actual Grant Issuance

- Council authorizes a grant,
- Owners submit actual costs of completed work,
- Staff review costs,
- Staff may issue the approved grant if it meets the program criteria and Council has approved it, and
- Staff notify Council of issued grants.

8. Eligible Private Owner Grant Items

- Program grants for private sector work are for the conservation of the exteriors of identified heritage buildings (e.g., roof, foundation, walls, siding, doors, windows).
- This includes directly related costs to prepare drawings, etc.
- Maintenance work will not be funded.

9. No Grant, If Funds Are Not Available

- If no program funds are available when a grant application is made:
  - No grant application will be considered,
  - No City grant will be given, and
  - A grant is not to be deferred until grant funds become available.



10. Maximum Grant Amount For City Owned Identified Heritage Buildings

- A City division may apply to receive up to:
  - Initial Funding: \$50,000 per identified heritage building - with other matching funds.
  - Optional Funding: Council may consider an additional \$25,000 per identified heritage building - with additional other matching funding to achieve exceptional heritage conservation, as determined by Council.
- As heritage conservation may occur in stages, a City division may apply more than once, however, the maximum grant which may be allocated is \$75,000 per identified heritage building,

11. City Application Requirements and Procedures

- Step 1: City Division Discussion
  - Applying City divisions are encouraged to discuss their grant application intentions as early as possible when considering to apply and before undertaking any work, to discuss the implications and timing of a possible grant,
  - No grant is to be provided for work which is undertaken before Council approves the grant.
- Step 2: City Division Application

The relevant City division is to submit a completed application form accompanied by:

  - A cover letter describing the proposed work and how it complies with program objectives,
  - Architectural drawings and coloured renderings,
  - An outline of conservation work and specifications,
  - Current color photographs of the building,
  - Any archival photographs and historical documentation.
  - If the City is doing the work itself, an itemized estimate of the proposed work.
  - If the City is contracting out the work, proposals as per City policy.
  - Other, as necessary.
- Step 3: Application Review Procedure
  - Applications will be reviewed by staff who will make a recommendation to Council,
  - Council approval is required for all grants.
- Step 4: Grant Issuance
  - Council authorizes a grant,
  - Once approved, the grant may be issued to do the work.

12. Eligible City Grant Items

- Program grants for City owned identified heritage buildings are for the conservation of their exteriors (e.g., roof, foundation, walls, siding, doors, windows).
- This includes directly related costs to prepare drawings, etc.
- Maintenance work will not be funded.

13. No Grant If Funds Are Not Available

- If no program funds are available when a grant application is made:
  - No grant application will be consider
  - No City grant will be given, and
  - A grant is not to be deferred until grant funds become available.

14. Program Review

- The Program will be reviewed and modified by Council, as necessary.