



**Heritage Incentive Rebate Program Policy  
H-048-21**

Effective Date:  
June 23, 2021

**Part 1 Purpose**

The Municipality of Yarmouth recognizes the importance of maintaining our built heritage. The intent of this policy is to provide a framework for the Municipality to support property owners of municipally registered heritage properties. The Municipality will offer rebates to property owners who incur expenses maintaining their municipally registered properties. The program administrator shall be the Heritage Property Coordinator.

**Part 2 Program**

- 2.1 This program will be in effect for the five (5) year period of 2021-2026.
- 2.2 The program applies to owners of municipally registered heritage properties as of April 1, 2021
- 2.3 The maximum rebate amount per property per year is \$1,000.
- 2.4 Property owners may apply in each or any of the five (5) years.
- 2.5 Applicants have the option of banking available rebates for up to five (5) years, to a maximum of \$5000 per property over the five (5) year period.

**Part 3 Application**

- 3.1 Municipally registered heritage property owners may apply for a rebate to assist with work to the exterior of the building(s) using the attached application form.
- 3.2 Applications will be accepted on an annual basis.
- 3.3 Deadline for applications is June 30<sup>th</sup> of each year.
- 3.4 Applications shall be reviewed and approved by the Program Administrator within 30 days.
- 3.5 A report on program usage will be made to Council by March 31 each year.

**Part 4 Eligibility**

- 4.1 Applicants must be the registered owners of the property.

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- 4.2 Only municipally registered properties under the Nova Scotia Heritage Property Act and the Municipality's Heritage By-law H-064-84 qualify.
- 4.3 Properties must be registered with the Municipality as of April 1<sup>st</sup>, 2021 in order to be eligible.
- 4.4 Grants are available only for work that will be carried out to the exterior of the building and that are necessary to either:
  - 4.4.1 Preserve the character defining elements
  - 4.4.2 Preserve the structural integrity of the building envelope
- 4.5 Materials should be replaced with like materials. Alternative materials can be eligible if approved by the Municipality through a recommendation of the Heritage Advisory Committee.
- 4.6 Applicants must be in good financial standing with the Municipality for all other taxes, fees and services (either no arrears or in good standing on any payment agreements).

**Part 5 Claims**


- 5.1 All construction invoices are to be paid by the owner.
- 5.2 Rebate claims cannot be submitted before September 1 and can only be submitted once work is complete on the prescribed form.
- 5.3 Receipts and invoices paid to contractor and/or supplier must accompany all claims.
- 5.4 All claim forms must be accompanied by photographs showing work completed.
- 5.5 Work must be completed by March 31<sup>st</sup> of the year following the application submission. i.e. If application is made June 2021, work must be complete by March 31, 2022.
- 5.6 If a property owner is not able to complete the approved work by March 31<sup>st</sup>, an application for extension must be made in writing to the Program Administrator.
- 5.7 No rebates shall be issued to applicants with outstanding balances due to the Municipality (or in good standing on a payment agreement).
- 5.8 All claims shall be approved by the Chief Administrative Officer.

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<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider (7 days Min)	June 10, 2021
Date of Passage of current Policy	June 23, 2021
I certify that this Heritage Incentive Program Policy H-048-21 was adopted by Council as indicated above.	
	
_____	_____ <u>September 27, 2021</u> _____
Chief Administrative Officer	Date

**Date last reviewed by Council:** September 9<sup>th</sup>, 2021

**Date last amended:** September 22<sup>nd</sup>, 2021



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**HERITAGE INCENTIVE PROGRAM APPLICATION**

Registered Municipal Heritage Property Owner Assistance Grant

**APPLICANT CONTACT INFORMATION**

Name of Property Owner: \_\_\_\_\_  
Assessment Account Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alt Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**HERITAGE PROPERTY INFORMATION**

Heritage Name: \_\_\_\_\_  
(i.e. Benjamin Porter House)  
Property Address: \_\_\_\_\_

**PROJECT DETAILS**

Provide details on the exterior/structural work to be completed. Please include information such as materials, labour, and rentals:

Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Heritage Coordinator



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**REBATE CLAIM FORM**

**Claim**

Eligible materials include the following: paint, cladding materials, roofing shingles, windows, doors, lumber materials for structural reconstruction, labour and rentals.

<b>Materials:</b>		<b>Amount</b>
Exterior Cladding		\$
Paint		\$
Roofing		\$
Windows		\$
Doors		\$
Structural Materials		\$

**Note:** exterior materials should be replaced with like materials, example wood replaced with wood, shingles replaced with shingles, etc. Alternative materials can be eligible with Municipal approval. See restrictions regarding alterations for details concerning best practice.

Labor		\$
Rental		\$

*Note: Funding is on an annual basis, completion date is March 31 of each year. A project extension will require Municipal approval 30 days prior to March 31.*

**All claims must be supported with a paid receipt and/or invoice.**

<b>Claim Total</b>		\$
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Administrative Officer

<b>Office Use Only:</b>	
Taxes Paid: <input type="checkbox"/>	Photos received: <input type="checkbox"/>



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**Amendment Log**

Date	Amendment Description
September 27, 2021	<p><b>Changes to:</b>                      Section 5.2 – added a timeframe for claim submissions                      Section 5.3 – added payment requirements                      Section 5.4 – added photographs of completed work must be provided</p> <p><b>Claim Form:</b></p> <ul style="list-style-type: none"> <li>- Added paid invoices, along with paid receipts</li> <li>- Added section for Office Use Only</li> </ul>