



Heritage Property Grant Policy

1.0 Purpose

The purpose of this policy is to provide guidelines for the awarding of cash and in-kind grants to owners of registered Heritage Properties in the Town of Mahone Bay. The goal of this policy is to preserve the built heritage of the Town of Mahone Bay, to treat all applicants fairly and consistently, and to promote transparency in government decision-making.

2.0 Definitions

- 2.1 Façade – the face of a building, especially the side that faces onto a street or open space.
- 2.2 Heritage Advisory Committee – the committee of the Town of Mahone Bay established in accordance with the Heritage Property Bylaw.
- 2.3 Registered Heritage Property – a municipally registered heritage property registered with the Town of Mahone Bay pursuant to the Heritage Property Bylaw of commercial or residential use and not exempted from taxation.

3.0 Policy

It is the policy of the Town of Mahone Bay to provide, within its financial capacity, financial support to owners of registered heritage properties under the Heritage Property Act, in support of their efforts to protect the built heritage of the Town of Mahone Bay.

Owners of registered heritage properties within the Town of Mahone Bay may make application for funds from the Heritage Property Grant program toward the cost of repair or restoration work on the exterior façade of registered heritage properties within the Town of Mahone Bay.

Eligible applicants may apply for a matching grant of 50% of costs up to a total cost of \$2000, exclusive of HST, for a maximum grant of \$1,000. Grants will be disbursed upon review of appropriate receipts for completed work.

4.0 Basic Eligibility Requirements

- a) Applications will be accepted from owners of Registered Heritage Properties. A completed, signed and dated application must be received by the Town before a project can be considered for funding.
- b) Applications will be accepted until March 1st of each fiscal year and on a first-come-first-served basis thereafter until funds for the year have been expended.
- c) Applications must be submitted prior to the commencement of work. Work must be completed within the fiscal year the grant was awarded.
- d) Eligible projects are limited to pre-approved repair or restoration work on the exterior façade.
- e) All grants are provided at the discretion of Council.
- f) Property Owners will be eligible to apply to the Heritage Property Grant annually, but any one property would be eligible for only one grant under the Heritage Property Grant program once in any two-year period.

5.0 Application Process

- a) Applications must include:
 - i. Completed Application Form
 - ii. Building permit approval where required
- b) Applications will be reviewed by the Heritage Advisory Committee for recommendation to Council. Applications will be reviewed at the next available Committee meeting following the receipt of an application.

6.0 Prioritization of Applications

All applications will be given fair consideration and priority will be assigned as follows:

- a) Preference will be given to first-time applicants.
- b) Preference will be given to preservation and restoration of historic structural and weather-proofing elements than to cosmetic improvements, e.g. The restoration of cladding, windows, doors or roof has greater priority than painting.
- c) Preference will be given to restoration of publicly visible features (e.g. Restoration of a front porch would have greater priority than a rear porch).
- d) Preference will be given to applicants with a family income level below the maximum qualifying income level specified by Council in the Low Income Tax Exemption for the fiscal year in which the application is received. Applicant(s) shall provide proof of income. Income from all persons of the same family residing in the household shall be taken into account when determining family income levels.

7.0 Council Approval

An annual budget for the Heritage Property Grant Program will be established at the discretion of Council as part of the annual budget process.

Council reserves the right to grant partial requests or grant or reject any application that may or may not qualify in accordance with the guidelines set out in this policy. Applicants are not guaranteed funding. Grants under the Heritage Property Grant program will be considered public information.

Applicants will be notified following Council's approval with a Letter of Award which will state, if any, restrictions apply to the grant.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider	
[minimum 7 days notice]	July 8, 2025
Date of Passage of Policy	July 31, 2025
_____	_____
Town Clerk	Date