

Effective Date

March 2, 2022

Approving Authority

City Council

Policy Owner

Manager,
City Revitalization

2023-01-CPCD

Heritage Incentives Policy

Purpose & Scope

Purpose

- 1 Through flexible and responsive incentives, the City of Regina supports heritage property owners to conserve their properties, revitalize neighbourhoods and ensure that Regina's history is preserved and shared for current and future residents.
- 2 The objectives of the incentives provided under this policy are:
 - (a) to encourage investment in the maintenance and upgrading of heritage properties to support their long-term conservation, extend their effective life and/or to ensure their structural integrity;
 - (b) to reduce barriers associated with premium costs of rehabilitating heritage buildings; and
 - (c) to ensure diverse heritage properties continue to contribute to neighbourhood character and vitality and tell the full story of Regina.

Scope

- 3 This policy applies to all applications for heritage incentives received on or after March 16, 2022.
- 4 This policy does not apply to tax exemption and grant agreements established under the former policy, which remain valid and are covered under the terms and conditions of the former policy.

Policy Provisions

Definitions

- 5 The following definitions apply to this policy:
 - 5.1 Branch manager means the manager of the branch

- primarily responsible for administration of this policy, or their designate.
- 5.2 Character-defining elements means the materials forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to conserve its heritage value.
 - 5.3 City means the City of Regina.
 - 5.4 Conservation means all actions or processes that are aimed at safeguarding the character-defining elements of a historic place to retain its heritage value and extend its physical life. This may involve “Rehabilitation,” “Preservation,” “Restoration” or a combination of these actions or processes in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
 - 5.5 Conservation plan means a plan describing the proposed methods used to conserve the heritage values and character-defining elements of a historic place. A conservation plan should also indicate the overall condition of the historic place and longer-term plan to maintain it in a sound and attractive state.
 - 5.6 Deputy City Manager means the Deputy City Manager, City Planning & Community Services, or their designate.
 - 5.7 Designated heritage property means any municipal heritage property, any pre-1965 property within the Victoria Park Heritage Conservation District or any provincial heritage property.
 - 5.8 Director means the Director of the department primarily responsible for administration of this policy, or their designate.
 - 5.9 Eligible conservation work costs mean the expenses incurred to conserve a building, structure or landscape as further described in Sections 53 to 54.
 - 5.10 Heritage alteration permit means a permit authorizing the alteration of a designated property.
 - 5.11 Heritage fund means the annual budget for heritage grants, including any carry forward of unspent amounts from previous years.
 - 5.12 Heritage inventory means an inventory of non-designated properties located within the corporate boundaries of the City that have been identified as having heritage value in accordance with the thematic framework.
 - 5.13 Heritage value means the aesthetic, historic, scientific, cultural, social, or spiritual importance or significance for past, present, and future generations. The heritage value of a historic place is embodied in its character-defining elements.
 - 5.14 Incentive Review Panel means a panel comprised of heritage experts and community stakeholders tasked with the review of heritage incentives applications and making recommendations to administration.

- 5.15 Maintenance means routine, cyclical, non-destructive actions necessary to slow the deterioration of a designated or inventory property. It entails non-destructive cleaning, minor repair and refinishing operations.
- 5.16 Qualified professional means an individual with recognized credentials and expertise in the field of energy efficiency including, but not limited to, a certified energy auditor, licensed contractor, HVAC specialist, or building inspector, who is authorized to assess, verify, and certify improvements made to a property to ensure compliance with applicable energy efficiency standards, regulations, or guidelines.
- 5.17 *Standards and Guidelines for the Conservation of Historic Places in Canada* means the Canadian benchmark for heritage conservation practice. It offers results-oriented guidance for sound decision-making when planning for, intervening on and using historic places.
- 5.18 Statement of significance means a statement that identifies the description, heritage value and character-defining elements of a property.
- 5.19 Thematic framework means a structure for the heritage inventory that uses themes to help conceptualize past events and to place sites, places, and events within their historical contexts.

General Eligibility Requirements

- 6 Subject to the restrictions below relating to the Victoria Park Heritage Conservation District, the application of this policy is limited to buildings, structures or landscapes that have been formally recognized by City Council as designated property pursuant to *The Heritage Property Act*, those properties on the heritage inventory, or provincially designated property pursuant to *The Heritage Property Act*.
- 7 With respect to the Victoria Park Heritage Conservation District, only those designated heritage properties that were built before 1965 are eligible.
- 8 In determining the date when properties were built, the City uses the dates provided in the records of the Assessment & Property Revenue Services department.
- 9 Owners that have property taxes or other charges past due to the City are not eligible.
- 10 Registered owner(s) or properties subject to any current orders to comply or active litigation against the City are not eligible.
- 11 Eligible work carried out on heritage designated buildings up to a year prior to the application deadline may be considered for incentives subject to the applicant submitting the following before work commences;
- (a) an application for a heritage alteration permit (if applicable);
 - (b) detailed information regarding the proposed work when no permit is required; and
 - (c) a letter explaining the urgency of the work and the rationale for proceeding without prior incentive approval.

- 12 Failure to provide the information in Section 11 prior to commencing work may render any work performed ineligible for incentive funding.
- 13 Owners of properties listed on the heritage inventory may be required to submit a heritage alteration permit when necessary, as part of the application process for heritage incentives.
- 14 Any work undertaken on heritage inventory properties prior to obtaining formal incentive approval is ineligible for funding; however, if the work is deemed critical and the property owner has consulted with City Administration beforehand and submitted a heritage alteration permit where necessary, exceptions may be considered by the Director. Property owners are encouraged to engage with City Administration to ensure compliance with the policy and to discuss any urgent conservation needs.
- 15 Incentives provided under this policy may be stacked with incentives offered by the municipal, provincial and federal governments.
- 16 Work that has already received full or partial funding from any other city, provincial or federal program will not be eligible for funding under this program.
- 17 Heritage inventory property owners may access heritage incentives a maximum of two times. Beyond this limit, qualification for additional incentives will require formal designation as a municipal heritage property.
- 18 Designated heritage properties are eligible to receive their incentive, or a portion of their incentive, in the form of a tax exemption for a period of up to 10 years.
- 19 The application period opens at the end of November and closes on the last day of February of the following year. To be considered, a complete application must be received by the deadline.
- 20 All designated heritage properties are encouraged to have a conservation plan.

Types of Incentives

- 21 Eligible properties may access the following incentives under this policy, subject to the approval of Council:
 - (a) designated heritage properties are eligible for tax exemptions, maintenance grants and major grants as described in Sections 22 to 27;
 - (b) heritage inventory properties are eligible for maintenance grants and major grants as further described in Sections 28; and
 - (c) designated heritage properties are eligible for heritage plaques as further described in Sections 29 to 40.

Calculation of Tax Exemption

- 22 A property tax exemption may be provided to taxable designated heritage properties equivalent to 50 per cent of eligible conservation work costs to a maximum of 10 years of exemption.
- 23 The amount of the property tax exemption, including calculation of any percentage or portion and the determination of any use or cost, shall be conclusively determined by the City Assessor. The amount shall only apply to the portion of the property containing the building, structure, or landscape with heritage value pursuant to *The Heritage Property Act*.
- 24 Notwithstanding Section 22, *The Education Property Tax Act* contains provisions which require provincial or separate school division approval to exempt the education portion of the property taxes where the amount of the education tax exempted is equal to or greater than \$25,000 in a single year. Where the amount of education taxes being exempted is not approved by these entities (where required), the City may reduce the amount of the exemption for the education portion of the taxes to less than \$25,000.
- 25 The tax exemption does not apply to local improvement fees, business improvement fees, and the non-exempt portion of taxes (i.e. laneway improvements) and other charges to tax accounts. These amounts must be paid during the term of the agreement in the year in which they are due. No abatement of outstanding or current taxes will be negotiated.
- 26 Designated properties are eligible for property tax exemptions equivalent to 50 per cent of eligible conservation work costs, up to a maximum of 10 years of exemption. However, if a property is already benefiting from tax exemptions under another program, the combined duration of all tax exemptions shall not exceed 10 years. This ensures that the total period of tax relief remains within the specified limit, regardless of multiple program participation.

Calculation of Grants

- 27 Designated heritage properties can access:
 - (a) maintenance grants equivalent to 50 per cent of eligible maintenance costs, to a maximum grant amount of \$5,000; and
 - (b) major grants equivalent to 50 per cent of eligible conservation work costs to a maximum of \$50,000, except that amounts larger than \$50,000 may be recommended by the Incentive Review Panel, subject to the availability of funds, when financial need and the importance of the investment to Regina's heritage portfolio can be demonstrated.
- 28 Heritage inventory properties can access:
 - (a) maintenance grants equivalent to 50 per cent of eligible maintenance costs, to a maximum grant amount of \$2,500; and
 - (b) major grants equivalent to 25 per cent of eligible conservation work costs to a maximum grant amount of \$50,000.

Heritage Plaques

- 29 The installation of heritage plaques on designated heritage properties demonstrates the City's commitment to raising awareness of its built heritage and historic buildings.
- 30 All designated heritage properties are eligible for a heritage plaque containing a summary of the heritage significance of the building and the date of designation.
- 31 Owners of designated heritage properties may apply for a heritage plaque to the City Revitalization branch using the heritage incentive application form.
- 32 All applications must be complete and submitted when the call for applications for heritage incentives are open.
- 33 The City shall process applications in the order they are received.
- 34 Approval is subject to the review and recommendations of the Incentive Review Panel, availability of funds and approval of City Council.
- 35 Approved heritage plaques shall be produced, installed and maintained in accordance with the Heritage Plaque Program Guideline administered by the City Revitalization branch.
- 36 Heritage plaques installed on designated heritage properties remain the property of the City and are considered a loan to the property owner after installation.
- 37 Prior to installation, the property owner and the City must agree on the location of the heritage plaque.
- 38 The property owner will be required to enter into an agreement with the City containing the terms and conditions for the heritage plaque prior to installation of the plaque. An agreement relating to the plaque can be assigned to the new owner of the property if the property is sold.
- 39 The property owner must agree to maintain the heritage plaque in a state of good repair and ensure its visibility to the public.
- 40 Any damage or deterioration of the plaque must be promptly reported to the City for necessary repairs or replacements.

Combination of Incentives

- 41 Owners of eligible properties may apply for both tax exemptions and major grants if the combined value of the incentives does not exceed 50 per cent of eligible conservation work costs. Approval is subject to the review and recommendations of the Incentive Review Panel, availability of funds and approval of City Council.

Consideration of Incentives Outside the Application Process

- 42 When City Council is considering designation of a property without the owner's consent, or issuance of a repair order for a property that is already designated, the Incentive Review

Panel may prepare a recommendation for administration to bring forward to City Council on incentives that would support viable conservation.

- 43 The Panel's assessment will consider:
- (a) the premium costs of heritage conservation and retention that cannot be recouped through sale, lease, or rental revenue;
 - (b) history of investment in repair and maintenance of the property;
 - (c) the importance of the investment to Regina's heritage portfolio;
 - (d) the public benefit of conservation, including the level of public visibility or access to the heritage property; and
 - (e) the impact on the heritage fund and future funding cycles.
- 44 In the absence of an application, the Panel will have access to any relevant information submitted to the City by the owner as well as any additional reviews undertaken by the City including third-party condition assessment and opinion of costs.
- 45 Incentives require City Council approval and are subject to agreement with the property owner.

Exemption and Grant Agreement

- 46 The property tax exemption or cash grant will be subject to an agreement between the City and the property owner(s). The term of the agreement will be dictated by the number of years it will take to complete the work in addition to the term of the exemption.
- 47 The expiry date for the agreement may be extended by one year at the sole discretion of the Deputy City Manager to accommodate unanticipated construction delays.
- 48 Agreements must be signed by the owner within six months of the date that the agreement is sent to the owner. Failure to sign within this timeframe may result in the property owner being required to reapply for incentives.
- 49 The applicant is required to notify the City Administration when the project work is complete. The City will inspect the project to verify its completion.
- 50 The agreement may be assigned to a new owner at the sole discretion of the Deputy City Manager. An assignment agreement will be required.
- 51 Owners of designated heritage properties are required to ensure ongoing maintenance and conservation of the property.
- 52 Incentives will only be provided after confirmation of eligible conservation or maintenance work is done and the required documents are submitted.

Eligible Conservation Work

- 53 Eligible conservation work must be specifically aimed at extending life and conserving the heritage value of the designated property. The conservation work must also be in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The following work is eligible:
- (a) conservation plans and other research and documentation;
 - (b) accessibility upgrades;
 - (c) building permit fees;
 - (d) qualified architectural or professional engineering and consulting services;
 - (e) conservation of exterior character-defining elements or significant landscape elements;
 - (f) conservation of significant or rare character-defining interiors or interior elements as noted in the designating bylaw;
 - (g) structural stabilization;
 - (h) improvements required to meet National Building Code (NBC) or City bylaw requirements, including the repair or upgrading of mechanical and electrical systems, provided that a stamped and signed report from the City is submitted that shows the repairs are required to meet NBC or City bylaw requirements; and
 - (i) improvements to energy efficiency (e.g., insulation, windows, furnace), provided that a report detailing improvements to energy efficiency is signed by a qualified professional who can certify that the improvements meet the required standards.
- 54 The conservation of exterior character-defining elements may include the cleaning of surfaces, removal of unsympathetic materials and painting associated with the replacement of these elements.

Ineligible Work

- 55 The following work is not eligible for incentives under this policy:
- (a) cosmetic improvements or maintenance to the interior of the building, tenant improvements and new additions;
 - (b) installing or replacing lighting or other elements that do not pertain to the preservation of character-defining elements;
 - (c) enhancements that are not essential to promoting the continued use or reuse of the property including fixtures, inauthentic finishes, or signage;

- (d) modifications made to suit the needs of current occupants that do not align with heritage conservation objectives;
- (e) removing or altering interior structures that do not contribute to the preservation of character-defining elements;
- (f) addition of features such as elevators and washrooms, unless required to meet National Building Code (NBC) or City bylaw requirements;
- (g) maintenance of features such as elevators, washrooms, security systems, or fire alarm systems;
- (h) routine upkeep that is necessary regardless of the property's heritage status;
- (i) maintenance of the furnace, air conditioning or other mechanical systems;
- (j) travel, hotel and other contingency costs associated with having work completed; and
- (k) any additional work at the discretion of the City on a case-by-case basis.

Eligible Maintenance Work

- 56 Eligible maintenance work must be aimed at slowing the deterioration of the exterior of a designated or inventory property. The following work is eligible:
- (a) non-destructive cleaning of the exterior of the property;
 - (b) minor repairs on the exterior of the property; and
 - (c) refinishing operations.

Application Requirements

- 57 Application packages must include the following general information:
- (a) completed application form;
 - (b) statement of significance;
 - (c) description of the proposed use of the building(s) and property (if different from current use);
 - (d) detailed description of the proposed work;
 - (e) rationale for proposed work and current photos;
 - (f) explanation of financial need including identification of any premium costs associated with conservation of the property;
 - (g) assessment of how the proposed work aligns with the *Standards and Guidelines for*

the Conservation of Historic Places in Canada and rationale for any areas where proposed work may not align with the standards and guidelines;

- (h) any additional archival photographs and historical documentation; and
- (i) construction schedule with estimated start and completion dates.

- 58 In cases where the value of the requested incentive is greater than \$200,000, applicants must also provide a development pro forma that provides detailed costs, budget, cash flow and future anticipated revenue if applicable. The pro forma should include financing details, two estimates for materials and labour, leasing specifications, project soft costs and hard costs, operating statement and an explanation of how the exemption will affect the financial viability of the project.
- 59 In cases where the value of the incentive is less than \$200,000, applicants must also provide two estimates for all work to be done, or project costs based on the assessment of a qualified architect or professional engineer or qualified quantity surveyor.
- 60 Applicants proposing conservation work exceeding \$50,000, or projects that are expected to span multiple years, are required to submit a comprehensive conservation plan. This requirement may be waived at the discretion of the Director, based on the specific circumstances of the project.
- 61 In addition to these requirements, the City may require additional historic research, engineering, or other studies in support of the application.

Application Review and Approval Process

- 62 Complete, eligible applications will be reviewed by the Incentive Review Panel. The Panel will make recommendations for grant and tax exemption incentives to administration. These recommendations require Council approval.
- 63 The Panel will assess incentive applications based on:
 - (a) importance of the investment to the heritage value of the property which may include investments that improve financial viability of conservation over the long term;
 - (b) urgency of the investment (e.g. where the integrity of the heritage property may be at risk if the work does not proceed); and
 - (c) public benefit of the investment including the level of public visibility or access to the heritage property.
- 64 To the extent possible that the Panel's recommendations will represent a variety of projects and property types, when applications for grants exceed the funding available, those projects that demonstrate financial need and that cannot benefit from tax exemptions or for which tax exemptions would provide minimal value will be prioritized for grant funding.
- 65 The Panel may choose not to recommend investment of the full heritage fund budget in a given year provided clear rationale is provided for that recommendation.

- 66 If the property is not designated, an application for designation and an application for an incentive may be submitted at the same time. Consideration of the designation application may occur concurrently with the incentive application. Both designation and incentive applications require City Council approval.
- 67 If approved by City Council, the incentive will be provided in accordance with a formal agreement between the City and the subject property owner(s). Agreements will be authorized by City Council's passage of an enabling bylaw.
- 68 Owners of designated heritage properties must submit a heritage alteration permit prior to commencement of rehabilitation work.
- 69 Funding allocations will prioritize municipally designated heritage properties over those listed on the heritage inventory.
- 70 Applications that include a comprehensive conservation plan will receive preferential consideration.
- 71 New applicants will be prioritized for incentives over previous recipients depending on available funds. If necessary, previous recipients may receive incentives at a reduced rate.
- 72 Grant funding will be prioritized for residential properties over commercial properties.
- 73 For projects where the applicant will complete the work without a contractor, the City may accept a supplier's quote detailing the price of each material to be used. Personal labor costs are not eligible for funding.

Return of Heritage Incentives

- 74 In the event that a property is demolished or loses its municipal designation, recipients may be required to return any incentives received. The Deputy City Manager will exercise discretion in determining when a return may be required and the conditions for such reimbursement.

Roles and Responsibilities

- 75 The Branch Manager or their designate, in their sole discretion, conclusively determines compliance with the eligibility criteria for tax exemptions and grants under this policy. City Council approval of all tax exemptions and grants under this policy is required through the passing of a bylaw. The Director is authorized to finalize and approve the terms of any agreements entered into pursuant to this policy, and the City Clerk is authorized to execute the agreements after review and approval by the City Solicitor.
- 76 In addition to the authorities specified in this policy, the Director or their designate is responsible to:
 - (a) enforce tax exemption agreements governed by this policy;
 - (b) make technical amendments or editorial changes to this policy provided they do not materially affect its substance or content; and

- (c) exercise the authorities of the Branch Manager in their absence.
- 77 In addition to the authorities specified in this policy, the Deputy City Manager or their designate is primarily responsible to:
- (a) conclusively interpret this policy and is the final authority on all aspects except those aspects for which City Council is responsible, or as otherwise determined through law;
 - (b) make recommendations to City Council regarding substantial changes to this policy; and
 - (c) exercise the authorities of the director in their absence.

Related Forms

- 78 Application for incentives under this policy should be made using the heritage incentives application form.
- 79 Applications for heritage plaques under this policy shall be made using the heritage plaque application form.

Date Approved	March 16, 2022
Date of Last Review	June 11, 2025
Date of Next Review	June 11, 2027