

CONSOLIDATION UPDATE: OCTOBER 28, 2015

THE CITY OF WINNIPEG

**THE GAIL PARVIN HAMMERQUIST FUND BY-LAW
NO. 7633/2000**

A By-law of the City of Winnipeg to establish a program of grants from a fund, named in honour of Gail Parvin Hammerquist, to encourage and assist in the renovation of buildings of architectural or historic significance and to provide for heritage research and heritage economic development initiatives in the City of Winnipeg.

THE CITY OF WINNIPEG, in Council assembled, enacts as follows:
amended 8162/2002

TITLE

1. This By-law may be cited as:

"The Gail Parvin Hammerquist Fund By-law".

DEFINITIONS

2. In this By-law:

"CENTREVENTURE" means CentreVenture Development Corporation; a corporation without share capital, incorporated July 9, 1999 under *The Corporation Act of Manitoba* for the purposes of promoting and fostering economic, residential, and cultural growth and development in the Downtown district of the City.

"CENTREVENTURE DOWNTOWN HERITAGE PROGRAM" means a program to be carried out within the CentreVenture mandated area (attached plan).

"CITY" means the City of Winnipeg.

"CITY-WIDE HERITAGE PROGRAM" means a program to be carried out within the entire geographic area of the City.

"COUNCIL" means the Council of the City.

"DESIGNATED OFFICER" means a person designated in writing by the Chief Administrative Officer to administer this by-law.

"DESIGNATED STRUCTURES" mean those structures identified from time to time on the List of Historical Resources established under the Historical Resources By-law No. 55/2014.

amended 28/2014

"EXECUTIVE POLICY COMMITTEE" means the Committee of Council of that name established under The City Organization By-law.

"FUND" means the Gail Parvin Hammerquist Fund.

"HISTORICAL BUILDINGS AND RESOURCES COMMITTEE" means the committee continued by section 37 of the Historical Resources By-law No. 55/2014.

amended 55/2014; 78/2014

"PROPERTY OWNER" means a person who is the registered owner under *The Real Property Act* of land on which a building, erection or structure is located, or the grantee thereof in a valid conveyance registered under *The Registry Act*, or an agent of either such owner.

added 8162/2002

"STANDARDS FOR CONSERVATION" means the standards contained in the attached Schedule "A" to this by-law as adopted by the Historical Buildings and Resources Committee and approved by Council to be applied to specific heritage rehabilitation projects.

amended 55/2014

"STANDING POLICY COMMITTEE ON PROPERTY AND DEVELOPMENT, HERITAGE AND DOWNTOWN DEVELOPMENT" means the Committee of Council of that name established under The City Organization By-law.

amended 106/2015

THE GAIL PARVIN HAMMERQUIST FUND

- 3 (1) The grants from the program shall be distributed through a CentreVenture Downtown Heritage Program, a CentreVenture 2002 Downtown Heritage Program and a City-Wide Heritage Program.

amended 8059/2002

- 3 (2) The CentreVenture Downtown Heritage Program and the CentreVenture 2002 Downtown Heritage Program shall be a partnership between CentreVenture and the City, while the City-Wide Heritage Program shall be a partnership between the Historical Buildings and Resources Committee and the City.
amended 8059/2002; 55/2014
- 3 (3) Upon adoption of the City's annual Capital program, and confirmation by the City Treasurer of the amount in the Fund arising from revenues from sales of City-owned real estate, the Standing Policy Committee on Property and Development, Heritage and Downtown Development shall determine the total amount to be provided as grant monies from the Fund in that fiscal year.
amended 106/2015
- 3 (4) On an annual basis and following consultation with CentreVenture, the Designated Officer shall recommend to the Executive Policy Committee for approval, the grant criteria and procedures to be utilized within the CentreVenture Downtown Heritage Program and the CentreVenture 2002 Downtown Heritage Program.
amended 8059/2002
- 3 (5) On an annual basis and following consultation with the Historical Buildings and Resources Committee, the Designated Officer shall recommend to the Standing Policy Committee on Property and Development, Heritage and Downtown Development for approval, the grant criteria and procedures to be utilized within the City-Wide Heritage Program.
amended 55/2014; 106/2015
- 3 (6) The grant criteria will consider:
- (a) the administrative procedures;
 - (b) the maximum amount of grant(s) available;
 - (c) the eligibility criteria;
 - (d) the submission criteria;
 - (e) the evaluation criteria;
 - (f) the conditions for grant approval;
 - (g) the conditions for grant payment;
 - (h) the conditions for applicant appeal.

- 3 (7) The City-Wide Heritage Program may be utilized for purposes including funding research, preparation and production of heritage displays, presentations and brochures of the Exchange District.

added 206/2006

4. If a portion of the funding allocation remains unexpended at the fiscal year end, the unexpended amount shall be carried over and applied to the program's next annual budget.

5. For the purposes of this by-law, a fiscal year shall be from January 1 to December 31.

6. Grants to be provided under the Fund may include:

- (a) Capital Grants;
- (b) Heritage Economic Initiatives Grants; and
- (c) Heritage Research and Interpretative Grants.

7. All grants for capital works under this Fund must adhere to the Standards for Conservation.

8. (1) Applications for grants shall be submitted to the Designated Officer and shall include any information, documentation or verification that the Designated Officer may require.

8. (2) The Designated Officer, with the concurrence of CentreVenture in the case of the CentreVenture Downtown Heritage Program and the CentreVenture 2002 Downtown Heritage Program and the Historical Buildings and Resources Committee in the case of the City-Wide Heritage Program, shall approve grant applications for eligible projects which comply with the grant criteria as adopted by the Executive Policy Committee or the Standing Policy Committee on Property and Development, Heritage and Downtown Development from time to time until available funding is committed.

amended 8059/2002; 55/2014; 106/2015

CONSEQUENTIAL AMENDMENT

9. By-law No. 7100/97 is hereby amended by adding the following as subsection (21) to Section 4:

- "(21) Approving criteria and procedures for the CentreVenture Downtown Heritage Program and the CentreVenture 2002 Downtown Heritage Program in respect of grant applications pursuant to the Gail Parvin Hammerquist Fund By-law No. 7633/2000."

amended 8059/2002

10. By-law No. 7100/97 is hereby further amended by deleting subsection (x) of Section 11 and substituting therefore the following:

“(x) Approving criteria and procedures for the City-Wide Heritage Program in respect of grant applications pursuant to the Gail Parvin Hammerquist Fund By-law No. 7633/2000.”

11. By-law No. 7040/97 is hereby repealed.

12.(a) Eligibility for a grant under the Heritage Economic Development Initiatives of the CentreVenture 2002 Downtown Heritage Program pursuant to this by-law shall be determined in accordance with the Criteria and Procedures forming part of and contained in the attached Appendix “A” to this by-law.

added 8059/2002

12 (b) Eligibility for a grant under the Capital Grant Initiatives of the CentreVenture 2002 Downtown Heritage Program pursuant to this by-law shall be determined in accordance with the Criteria and Procedures forming part of and contained in the attached Appendix “B” to this by-law.

added 8059/2002

13 (1) The Chief Administrative Officer and his/her delegates may take steps to administer and enforce this by-law and any decisions made shall be made in accordance with *The City of Winnipeg Charter*.

13 (2) Any decisions made by the Chief Administrative Officer or his/her delegates shall be given to the applicant by delivering a copy of the decision to the applicant or the agent of such applicant or by sending a copy of the decision to the applicant or the agent of such applicant, addressed to the person’s address as provided in the applicant’s application, in accordance with *The City of Winnipeg Charter*.¹

13 (3) Any decisions made by the Chief Administrative Officer or his/her delegates may be appealed in accordance with *The City of Winnipeg Charter*.²

(a) to the Executive Policy Committee for any decision made with respect to a CentreVenture Program; or

(b) to the Standing Policy Committee on Property and Development, Heritage and Downtown Development for any decision made with respect to any other Program.

amended 106/2015

DONE AND PASSED in Council assembled, this 24th day of May, A.D. 2000.

- 1 [See sections 116 and 117 of The City of Winnipeg Charter for information about how to serve orders, decisions and other documents.](#)
- 2 [See sections 189 and 121 of The City of Winnipeg Charter for information about appeals, including information about the time limit for appeals and how appeals are to be filed.](#)



APPENDIX A

CENTREVENTURE 2002 DOWNTOWN HERITAGE PROGRAM

HERITAGE ECONOMIC DEVELOPMENT INITIATIVES

CRITERIA AND PROCEDURES

For more detailed information and application forms, please contact:

**CentreVenture Development Corporation
303-35 King Street
Winnipeg, Manitoba
R3B 1H4**

**Ph: 204-954-7733
Fax: 204-954-7739
E-mail: bampton@centreventure.com**

April, 2002

APPENDIX A

INTRODUCTION

Heritage Economic Development grants are intended to stimulate innovative initiatives that will attract new investment, occupants and/or uses for designated heritage structures in Winnipeg's downtown.

Priority is given to proposals that focus on initiatives that will facilitate conservation and adaptive reuse of heritage buildings.

All submissions are assessed by the CentreVenture Development Corporation. Grants of up to 100% of approved costs may be awarded to eligible projects.

CentreVenture Development Corporation and the City's designated officer are authorized to allocate up to \$25,000 in assistance. Applications for grants in excess of that amount are referred to City Council's Executive Policy Committee for a decision.

SCOPE OF THE PROGRAM

Eligible Activities

Heritage Economic Development grants are for projects that will result in the implementation of specific, time-limited objectives and tangible end products.

The program is open to owners of individual City-designated buildings who are proposing to attract new investment, occupants and/or uses to their particular properties.

One objective of the program is to foster innovation. For that reason, the following list of potentially eligible project types is presented for illustrative purposes only:

- Architectural and/or engineering studies into the feasibility of converting designated buildings to alternative uses.
- Building Condition Assessment of the exterior and/or interior architectural, structural, mechanical, electrical elements.
- Studies to develop regulatory reforms and/or economic incentives that will facilitate heritage building occupancy and/or conversion.
- Development on a pilot basis of registries or other types of matchmaking programs or services to link owners/managers of heritage structures with potential investors and occupants.
- Projects to test and/or demonstrate heritage conservation and conversion techniques.

Not Eligible for Assistance

- The ongoing operating expenses of heritage, economic development, marketing, public relations, and advertising organizations.
- Assistance to acquire heritage properties.
- Tenant relocation incentives or other direct forms of ownership transfer or occupancy subsidies.

APPLICATION AND GRANT CRITERIA

1. CentreVenture Heritage Economic Development grants are open to the owners of individual heritage structures designated by the City of Winnipeg (i.e., structures on the City's List of Historical Resources).

amended 78/2014

An owner may apply to the program only after the subject property has been designated.

The application may be made on the owner's behalf by an authorized representative — e.g., a property manager, architect or engineer.

2. Heritage Economic Development grants also are open to partnerships, incorporated organizations and other groups which can demonstrate expertise in heritage conservation and/or economic development.

Applicants in this category must provide:

- a brief description of their organizational objectives, history and experience in heritage conservation and/or economic development;
- a description of how the proposed project will fit into their organizational work plan for the fiscal year(s) in which the project will occur; and
- the qualifications (academic background and experience) of the persons who will be responsible for the project (also refer to Attachment 1).

3. All applications must include to the extent applicable:
 - a detailed statement of the rationale, objectives and scope of the proposed project;
 - a description of the methods and activities to be undertaken in implementation;
 - a description of the end product(s);
 - the work plan, including target dates for progress reports and completion of draft and final products;
 - detailed estimates of fees, wages and other costs; and
 - projected revenues, including identification of any other grants applied for or awarded.

In cases where a proposed project involves a specific heritage structure, applicants also must provide:

- the structure's legal address, registered ownership, property description, certificate of title number, property assessment roll number, and grade of heritage designation;
 - a brief description of the condition of the structure and its site; and
 - a brief history of its use(s), occupancy and maintenance/upgrading record.
4. All applications are assessed on the basis of:
 - innovativeness in terms of concept, purpose and/or methods;
 - clarity and thoroughness in terms of stated objectives, demonstrated grasp of the issues to be addressed, and demonstrated knowledge of the strengths and weaknesses of the proposed methods of implementation;
 - the feasibility of the proposed methods, work plan and budget; and
 - the qualifications of the parties responsible for implementation.
 5. Applicants should note that not all of their estimated project costs necessarily will be approved by the City, nor will the full amount of requested grants necessarily be awarded.
 6. Work may not begin until grant approval is obtained and a formal project agreement is signed. Assistance will not be given for work previously done.
 7. Grant recipients generally will have one year from the date of signing the project ~~agreement~~ to complete the work.
 8. The amount of each grant will be fixed prior to the start of work and will be distributed according to a schedule inserted in the project agreement. Any overruns or unanticipated expenses will be the responsibility of the grantee.
 9. Expenditures must be incurred and supported by paid invoices or receipts before the full amount of a grant is distributed. If actual project costs are lower than estimated, or if not all the eligible work is completed as first committed by a recipient, then the dollar amount of the grant will be reduced accordingly.
 10. Progress on each project will be monitored by program staff. If at any time it is determined that a project is failing to adhere to the written agreement, the grant in whole or part may be rescinded at the discretion of the City of Winnipeg.
 11. To enable this program to be administered in a cost-effective manner, the onus is on applicants and grant recipients to provide required information in a complete and timely fashion. The onus also is on applicants and grant recipients to keep the City updated on any delays or changes in project plans.

ADMINISTRATIVE PROCEDURES

1. Prior to submitting written submissions, all applicants are required to discuss their projects with CentreVenture Development Corporation to ensure potential eligibility for the program and to identify all the documentation and other information that may be needed as part of the application.
2. All submissions are reviewed and assessed by CentreVenture Development Corporation and the City's designated officer.
3. Subject to annual budget limitations, the City's designated officer, with the concurrence of CentreVenture Development Corporation, is authorized to approve grants of up to \$25,000 for approved projects.

ATTACHMENT 1

Certification of Qualifications

(To be completed and included with all applications)

I/We hereby certify that all statements made with regard to the academic background and experience of the parties that will conduct this project are accurate and complete.

I/We acknowledge that the City of Winnipeg reserves the right to verify the information provided and to disqualify this application in the event that statements made are found to be inaccurate or materially incomplete.

Date: _____

Signature(s): _____

For the Sponsoring Group or Organization (if applicable):

Date: _____

Signature: _____

Title: _____

Agency: _____

APPENDIX "B"



CENTREVENTURE 2002 DOWNTOWN HERITAGE PROGRAM
CAPITAL GRANT INITIATIVES
CRITERIA AND PROCEDURES

For more detailed information and application forms, please contact:

**CentreVenture Development Corporation
303-35 King Street
Winnipeg, Manitoba
R3B 1H4**

**Ph: 204-954-7733
Fax: 204-954-7739
E-mail: bampton@centreventure.com**

April 2002

APPENDIX B

INTRODUCTION

Centre *Venture* Capital Grant Initiatives are intended to assist projects to conserve the heritage character, architectural elements and detailing of designated structures, and to meet basic building and fire code standards in the City of Winnipeg's downtown.

The program's geographical boundaries coincide with those defined in CentreVenture's Mandated Area.

The program is open to owners of heritage structures that have been placed on the City's List of Historical Resources. Applications are administered on a first-come, first-served basis during the fiscal year (January to December).

amended 78/2014

Grants may amount to no more than 50% of approved costs for eligible work up to a maximum of \$50,000.

Centre *Venture* and the City's designated officer are authorized to approve applications that conform with the program's criteria. Projects that entail exceptional circumstances or requests, are forwarded to City Council's Executive Policy Committee for a decision.

SCOPE OF THE PROGRAM**Eligible Work**

Capital assistance from the CentreVenture Downtown Heritage Program may be allocated to the following:

1. Measures to repair, preserve and/or restore a designated structure's heritage character, architectural elements and detailing. These measures include:
 - Work to conserve **original exterior character-defining elements** such as cornices, parapets, domes, towers, windows, doors and frames, metal canopies, light fixtures, designated flagpoles and water tanks, and decorative features such as panels, moulds, carvings, and architectural metal grille-work. Subject to demonstrated need, cladding stabilization also may be eligible. This includes the repair and restoration of terracotta and the repointing of stone and brick masonry.
 - Work on **designated original interior elements and finishes** such as stained glass windows, skylights, heritage elevators, staircases, doors, pressed tin and decorative plaster ceilings, terrazzo flooring, and other listed features of wood, stone, plaster, glass, and architectural metal.

- Assistance may be extended to roof repairs or replacement if the design of the roof is deemed to be a character-defining element of the building and/or the work entails exceptional costs because unconventional materials consistent with the original roofing are required.
- 2. Measures to meet contemporary Manitoba Building and Fire Code standards or their equivalents. This includes work on mechanical, plumbing, electrical, sprinkler, and fire/smoke alarm systems, and on required life safety modifications such as the installation of additional means of egress and fire-resistant doors, walls, and finishes.
- 3. Measures to make heritage structures physically accessible to persons with disabilities, subject to design approval from the appropriate agency (i.e., the City of Winnipeg Historical Buildings and Resources Committee or Historic Winnipeg Advisory Committee). Priority will be given to work on building entrances and exits. Consideration also will be given to interior changes (i.e., physical modifications and/or new equipment) based on demonstrated need for the work and the degree to which the space is intended for use by the general public.
amended 55/2014
- 4. Essential measures required to secure and weatherproof vacant heritage buildings, or to stabilize and sanitize mothballed structures that are to be reopened, repaired and reused. This form of assistance is intended for exceptional cases only based on the significance of the building, the circumstances underlying its vacancy or abandonment, and the potential to access alternative sources of financing.
- 5. Twenty-five per cent (25%) of professional architectural, engineering or interior design fees required to plan and execute the work identified above.

Not Eligible for Assistance

- Feasibility studies.
- Non-original awnings, canopies, signage and other similar improvements.
- Installation of modern materials and elements including stucco, vinyl and aluminum siding, galvanized metal, modern doors and windows, and modern storm or screen doors and windows.
- Eaves-troughing unless it is significant to the heritage character of the structure.
- Ordinary maintenance including rust removal, caulking, painting, repairs to stucco or other non-original siding, and routine repairs to doors, windows, roofs, and wooden verandahs, balconies and exterior staircases. Note: Application may be made for assistance to repaint original heritage elements that are being conserved under the program's auspices. Colours must be based on historical analysis.
- Routine roof replacement.

- Exterior cleaning of a building unless the work is integral to stabilization of the cladding.
- Application of water-repellent coatings.
- Sandblasting.
- Work on modern additions.
- New construction.
- Work on reconstructed or replica heritage buildings.
- The removal, storage, restoration, and/or reuse of façades or other portions of demolished heritage structures.
- Fences and outbuildings.
- Landscaping unless the work is essential to the provision of physical access for persons with disabilities.
- Building relocation.
- Taxes on project materials, labour and professional services.

APPLICATION AND GRANT CRITERIA

1. Only the owners of heritage structures designated by the City of Winnipeg may apply.
2. The subject structure must be on the City's List of Historical Resources before a grant application is submitted.
amended 78/2014
3. No municipal taxes may be owing on the property.
4. The program is open to all building types and uses.
5. Priority is given in the first instance to designated structures in the Exchange District and adjacent historic and character areas.
6. Preference is given to non-government buildings.
7. Only projects costing \$25,000 or more are considered.
8. Eligible structures are limited to a maximum \$50,000 in capital grants from the Centre *Venture* Capital Grants every five years. Permission to waive this provision may be sought in exceptional circumstances.

9. Applicants must submit a simplified conservation report that includes (also refer to Attachment 1):
 - the structure's legal address, registered ownership, property description, certificate of title number, property assessment roll number, and grade of heritage designation;
 - a brief description of the condition of the structure and its site;
 - an outline of the proposed project and schedule for undertaking the work;
 - the estimated costs of all labour and materials, supported by two independent quotations;
 - a list of all proposed sources of project financing;
 - detailed drawings and/or specifications for the proposed work;
 - photographs of the affected areas of the structure; and
 - a brief description of the steps that will be taken to ensure future upkeep and repair of the structure and its heritage elements.
10. Applications are assessed on the basis of:
 - level of vacancy in the building;
 - **for the year 2002, only applicants whose buildings are more than 75% vacant may apply;**
 - ability to start the work immediately;
 - level of leverage;
 - the urgency, appropriateness, and economic and technical feasibility of the proposed project;
 - the degree to which the proposed work adheres to the City's Standards for Conservation (Attachment 1); and
 - where applicable, the degree to which the proposed project will make a designated structure more accessible to persons with disabilities.
11. Work may not begin until grant approval is obtained and a written heritage agreement is signed. Assistance will not be awarded retroactively for work previously done.
12. Grants are limited to no more than 50% of total approved project costs to a maximum of \$50,000 per project.
13. The amount of each grant will be fixed prior to the start of work. Any overruns or unanticipated expenses will be the responsibility of the grantee.
14. Owners may seek project funding from other government programs without prejudice to their eligibility for a CentreVenture Capital Grant.
15. Sweat equity is not accepted as a source of project investment.
16. Expenditures must be incurred in order to receive the full amount of a grant. If actual project costs are lower than estimated, or if not all the eligible work is completed as first committed by a recipient, then the dollar amount of the grant will be reduced accordingly.

17. All eligible design work and structural assessments shall be conducted by registered Manitoba architects, interior designers and/or engineers, as applicable.
18. Proposed use(s) and conservation work must conform with all relevant provisions of the City of Winnipeg's Zoning and Building By-laws.
20. Grant recipients have one year from the date of signing their heritage agreement to complete their projects.
21. Progress on each project is monitored by program staff. If at any time it is determined that a project is failing to adhere to the list of approved work, the grant in whole or part may be rescinded at the discretion of the City of Winnipeg.
22. Grant monies are released only after the work has been completed, appropriately documented by the grant recipient, and inspected and approved by the City. Recipients must submit photographs of the completed work, plus a detailed list of all expenses incurred supported by paid invoices or other receipts. All work and documentation must be deemed satisfactory by the City before payment is made.
23. To enable this program to be administered in a cost-effective manner, the onus is on applicants and grant recipients to provide required information in a complete and timely fashion. The onus also is on applicants and grant recipients to keep the City updated on any delays or changes in project plans.

ADMINISTRATIVE PROCEDURES

1. Applications are processed on a first-come, first-served basis during the fiscal year until the budget is committed.
2. An application is deemed to be submitted only on the receipt of a written conservation report which is approved by CentreVenture Development Corporation. Inquiries or notices of intent do not guarantee a place in the queue.
3. Applications must be submitted to CentreVenture Development Corporation.
4. The City's designated officer, with the concurrence of CentreVenture Development Corporation, has the authority to approve projects that conform to program criteria.
5. A heritage agreement must be signed for all approved projects.
6. All appropriate permits, certificates or other authorizations must be obtained before work can proceed.

APPENDIX B

Attachment 1**SCOPE OF WORK**

- ☐ **Basic Information** about the property
 - legal address
 - registered owner (name, address, telephone and fax numbers)
 - legal property description
 - certificate of title number
 - property assessment roll number
 - heritage designation by the City of Winnipeg - Grade I, II or III, plus listed interior elements, if applicable
- ☐ Brief description of the **condition of the structure** and its site, and the **need for the proposed conservation work**. (If applicable, describe any outstanding regulatory orders attached to the property.)
- ☐ A list and brief **description of all proposed work**.
- ☐ **Project schedule**.
- ☐ **Financial plan** (minimum project cost = \$25,000):
 - estimated costs (net of GST and PST) for all materials and labour by item or component of work, plus professional fees, if applicable
 - two independent quotations for all material and labour costs
 - proposed means of financing the work
 - list of all grants, tax credits and other forms of public assistance applied for or awarded
 - other forms of investment (e.g., loan capital; cash equity).
- ☐ Detailed **drawings and/or specifications** for the proposed work.
- ☐ **Photographs** of the structure and the areas affected by the proposed work.
- ☐ **For projects that involve reconstruction**, a brief description of the **evidence to be used to determine the original design** of missing architectural elements.
- ☐ A brief description of the steps to be taken to ensure **future upkeep and repair** of the structure.

APPENDIX B

Attachment 2**STANDARDS FOR CONSERVATION**

On August 9, 1995, City Council approved a Consolidated Policy for Funding the Conservation of Heritage Buildings. This policy includes a series of standards which are to be applied to specific heritage projects in a reasonable manner, taking into consideration economic and technical feasibility.

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, colour, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- (8) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

- (10) New additions and adjacent new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.