CENTREVENTURE 2002 DOWNTOWN HERITAGE PROGRAM CAPITAL GRANT INITIATIVES

CRITERIA AND PROCEDURES

For more detailed information and application forms, please contact:

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April 2002

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 Buildings Conservation List. Applications are administered on a first-come, first-served basis during the fiscal year (January to December).

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:

3 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.

3 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 reconstruct missing character-defining architectural elements. This work must be based on drawings, photographs, surviving physical remnants, or other acceptable evidence of the original design.

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 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.

3 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.

3 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.

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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 Buildings Conservation List before a grant application is submitted.

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.

19. The proposed work must be reviewed and pre-authorized through the issuance of heritage approvals from the City of Winnipeg, Planning and Land Use Division and a Heritage Permit, if applicable (required for buildings designated under the terms of the Heritage Resources Act).

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.

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.

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.