



## Steveston Village Heritage Conservation Grant Program

**No.: PLANNING-03**  
**Date: 2011-07-13**  
**Rev.: 2025-03-20**

### Purpose:

The Steveston Village Heritage Conservation Grant (SVHCG) Program is established to provide financial assistance to property owners—on a cost share basis—for conserving the exterior of identified heritage buildings in the Steveston Village Heritage Conservation Area, as identified in the Steveston Area Plan. The identified heritage buildings are shown in Attachment 1.

The identified heritage buildings make a significant contribution to the heritage character of Steveston Village. The intent of the program is to help conserve the exterior of these significant buildings and support their continued legacy for future generations.

### Program Funding Sources:

The source of funds for the SVHCG Program includes:

- Voluntary cash contributions, as set out in the Steveston Area Plan;
- Senior government and Non-Governmental Organization grants; and
- Other private donations.

### Funding Categories:

The SVHCG Program provides funding opportunities through two different categories:

- **Planning Project Grants** for engaging a heritage consultant and developing necessary planning documents for heritage conservation;
- **Conservation Project Grants** for physical conservation work.

### Eligible Expenses and Grant Amounts

#### Planning Project Grants

- Eligible expenses include consulting fees to develop Statements of Significance, Heritage Conservation Plans, building condition assessment reports, architectural plans, and any other types of planning studies that support heritage conservation, at the discretion of the Director of Policy Planning.
- Maximum grant of \$10,000 per identified heritage building. The grant may cover 100% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total grant amount per identified heritage building is limited to \$10,000 for Planning Project Grants.

See over →

## Conservation Project Grants

- Eligible expenses are limited to works related to the exterior conservation of the identified heritage buildings. These include, but are not limited to, the following:
  - Façade restoration or rehabilitation to enhance the historic appearance and convey the heritage significance of the building;
  - Repair or restoration of the character-defining elements such as wood windows or original cladding;
  - Reconstruction of lost heritage elements such as front porches or exterior trims;
  - Roof repair or replacement; and
  - Structural upgrades, including seismic upgrades, and stabilization work (e.g. new foundations) to extend the physical life of the building.
- Ineligible expenses include, but are not limited to, the following:
  - General on-going maintenance work (e.g. gutter cleaning);
  - Renovation or replacement of non-historic elements of the building;
  - New additions and/or construction of accessory buildings;
  - Interior works; and
  - Any other work deemed to be inappropriate at the discretion of the Director of Policy Planning.
- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (i.e. only projects with eligible expenses of \$300,000 or more would be able to apply for the maximum amount).
- An additional maximum grant of \$100,000 per identified heritage building may be considered by Council to achieve exceptional heritage conservation. Exceptional heritage conservation means a complete and comprehensive restoration of a building including the façade(s) (where not already completed), in the opinion of the Director of Policy Planning and a retained heritage consultant, and that would greatly enhance the historic appearance of the building and the heritage value and heritage character of the Steveston Village Heritage Conservation Area. The final determination of what is exceptional will be made by Council based on the project's overall contribution to conserving the character of Steveston Village.
- If the registered owner of the property containing one of the identified heritage buildings is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.
- As heritage conservation may occur in stages, an owner/developer may apply more than once; however, the total Conservation Project Grant amount per identified heritage building is limited to \$150,000, and for exceptional conservation projects, it is limited to \$250,000.

## Grant Applications:

- Grant applications must be submitted in accordance with the procedures and forms provided by the City of Richmond.
- If no program funds are available, no grant applications will be considered (i.e. first-come, first-served basis).
- A grant will not be provided where work has already been undertaken prior to the City's approval.
- Owners or developers of sites with identified heritage buildings may include public entities (e.g. City or other levels of government), and are eligible to apply for a grant.
- Contributors to the SVHCG Program may apply for a grant (e.g. if the site proposed to be redeveloped contains one of the 17 identified heritage buildings). However, the required contribution must be provided to the City prior to final approval of the accompanying rezoning or Heritage Revitalization Agreement application.

See over →

- Any person involved in the review and approval of SVHCG applications, including active members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else that would advance their personal interests, and may be required to recuse themselves from such processes.
- All grant applications that meet the eligibility criteria will be considered by Council. Council is not obligated to approve a grant or to provide the full requested amount. Final decision on all grant applications that meet the eligibility criteria will be made by Council.
- All Planning Project Grant applications must include a letter from the property owner and a proposal from a qualified heritage professional or design professional outlining the proposed scope of work and the fees.
- All Conservation Project Grant applications must include an acceptable Heritage Conservation Plan or equivalent documentation prepared by a professional heritage consultant. The requirement of a Heritage Conservation Plan may be waived for projects that are minor in scale and do not significantly affect the exterior of the heritage building, at the discretion of the Director of Policy Planning.
- The *Standards and Guidelines for the Conservation of Historic Places in Canada* shall be used as a guide in determining eligible expenses. The *Standards and Guidelines* defines “conservation” as all actions or processes aimed at safeguarding the character-defining elements of a resource to retain its heritage value and extend its physical life.

## Evaluation Criteria:

The following considerations will form the basis for evaluation of grant applications:

- How the proposed work contributes to preserving and enhancing the overall historic fabric and heritage value of Steveston Village;
- The level of contribution of the proposed work in conserving the heritage character and conveying the historic significance of the building;
- How the proposed work helps extend the physical life of the building; and
- The overall quality of the submission and the applicant's ability to carry out the project on a reasonable time-frame at reasonable cost and secure other funding sources.

## Application Procedures:

### Step 1: Application Review

- Owners are encouraged to discuss their proposals as early as possible to learn about the process, requirements, and timing of a possible grant. The submission requirements are detailed in the attached application form.
- Staff will review the application for completeness and eligibility, and will notify the applicant if it does not provide all of the required information or does not meet the eligibility criteria.
- Once staff completes its initial review, the application will be forwarded to the Richmond Heritage Commission (RHC) for comment and advice. The RHC is made up of six (6) members of the public, appointed by Council, and advises Council on heritage conservation and promotion matters.
- Staff will prepare a report to Council containing an assessment of the proposal, advice from the RHC and a recommendation.
- The report will be forwarded to the Planning Committee, which is made up of five City Council members, for consideration. The Planning Committee will review the staff report and recommendation. The applicant's attendance is recommended as the Planning Committee may provide the applicant with an opportunity to make a presentation. The Planning Committee will also consider any comments from the public and make a recommendation to Council. The applicant will be contacted by staff regarding the meeting date, time and the location when the application is considered.

See over →

- The staff report and Planning Committee recommendations will be forwarded to Council for its consideration at one of its regular meetings, once any requirements have been completed.
- When Council has received and reviewed all of the information, it will make a decision to:
  - Approve the grant;
  - Reject the grant; or
  - Refer the grant application back to the Planning Committee or staff for more information.
- All applicants will be notified in writing following City Council's decision, and advised of the next steps.
- In most instances, a Heritage Alteration Permit (HAP) is required. The grant application may be processed concurrently with the required HAP application.

## **Step 2: Grant Issuance**

- If Council approves the grant, the applicant will be notified in writing and reminded that the work must be completed before the grant will be issued.
- For all Planning Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
  - A letter from the applicant/owner indicating the actual cost of the completed consulting work and a request for payment of the grant;
  - A PDF copy of the planning document(s); and
  - Paid bills and/or invoices.
- For all Conservation Project Grants, the following items must be submitted and accepted by City staff prior to the grant's issuance:
  - A letter from the applicant/owner indicating the actual cost of the completed project accompanied by paid bills as proof and a request for payment of the grant;
  - A project completion report from the project manager (e.g., independent contractor who has completed the work) confirming that the work has been completed in accordance with the approved plans and specifications, including a complete list of actual improvements and installation methods. The report must include a copy of written warranties of all applicable work; and
  - Photographs of the completed project.
- Building permit must be applied for and issued before commencement of the proposed work.
- The work must be inspected and deemed satisfactory by the City staff. Once this has occurred, the applicant will receive a letter and grant payment from the City.
- The works covered by the approved Project Planning Grant must be completed within 12 months of the date of the approval by Council. After 12 months of the date of the approval, the grant approval will expire.
- The works covered by the approved Conservation Project Grant must be completed within 36 months of the date of the approval by Council. After 36 months from the date of the approval, the grant approval will expire.

The application form including detailed submission requirements are attached to this Bulletin.

## **Program Contact:**

For further information, please contact Community Planning at [CommunityPlanning@richmond.ca](mailto:CommunityPlanning@richmond.ca) or 604-276-4207.




See attached →

# Attachment 1

Map 1 - Steveston Village Heritage Conservation Area (HCA):  
Resources and Modified 1892 Historic Lot Lines Map



## LEGEND

	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
①	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.	⑦	3580 Moncton Street "Hepworth Block"	⑬	3831 Moncton Street "Ray's Drygoods/Budget Appliance"
②	3711/3731 Chatham Street "Steveston Methodist Church"	⑧	3611 Moncton Street "Marine Garage"	⑭	3871 Moncton Street "Bare Basics"
③	12011 3 <sup>RD</sup> Avenue "Steveston Courthouse"	⑨	3680 Moncton Street "Wakita Grocery"	⑮	3891 Moncton Street "Tasaka Barbershop"
④	12111 3 <sup>RD</sup> Avenue "Sockeye/Steveston Hotel"	⑩	3700 Moncton Street "Redden Net/ Atagi Building"	⑯	12191 1 <sup>st</sup> Avenue "Japanese Buddhist Temple"
⑤	3460 Moncton Street "Dave's Fish & Chips"	⑪	3711 Moncton Street "Cannery Café"	⑰	12311 No 1 Road "Prickly Pear Garden Center"
⑥	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"	⑫	3811 Moncton Street "Steveston Museum/Northern Bank"		

November 27, 2018



City of  
Richmond

## Steveston Village Heritage Conservation Grant Application

Policy Planning Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

E: [CommunityPlanning@richmond.ca](mailto:CommunityPlanning@richmond.ca) | T: 604-276-4207

The application can be submitted at the Front of House at City Hall or through arranging a meeting with a Heritage Planner at 604-276-4207 or [CommunityPlanning@richmond.ca](mailto:CommunityPlanning@richmond.ca). **All materials submitted to the City for a Steveston Village Heritage Conservation Grant Application become public property, and therefore, available for public inquiry.**

For submission requirements, please refer to the attached Steveston Village Heritage Conservation Grant Application Attachments.

**This Steveston Village Heritage Conservation Grant Application is for a:**

☐ Planning Project Grant

☐ Conservation Project Grant

**Property Address(es):** \_\_\_\_\_

**Legal Description(s):** \_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Correspondence/Calls to be directed to:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Postal Code

**Tel. No.:** \_\_\_\_\_

Business

Residence

E-mail

Fax

**Property Owner(s) Signature(s):** \_\_\_\_\_

\_\_\_\_\_  
Please print name

or

**Authorized Agent's Signature:** \_\_\_\_\_

Attach Letter of Authorization

\_\_\_\_\_  
Please print name

### For Office Use

Date Received: \_\_\_\_\_ File No.: \_\_\_\_\_



Consultation with City staff prior to application is recommended, to be aware of criteria pertinent to the application, permits required in addition to the *Steveston Village Heritage Conservation Grant Application*, and the extent of documentation required to support the application and related permits.

**The following items must be completed and submitted with your Steveston Village Heritage Conservation Grant Application.**

1. A letter of authorization and/or proof of ownership is required. If ownership has changed, a copy of the interim agreement or transfer of property title is required.
2. A letter outlining the proposed conservation work and specifications and how the proposal fulfills the program objectives. The letter should also include a statement of all applicable funding sources, indicating the requested amount, other grants or funding secured or sought for the proposed work.
3. A Heritage Conservation Plan prepared by a qualified heritage consultant and a written rationale explaining how the proposed work fits in the long-term conservation of the heritage resource.
4. Architectural drawings: one (1) full-size set and one (1) set of reduced 11" x 17" drawings. Additional drawings may be required for complex proposals.
5. Current colour photographs of the building(s), of all façades of the building(s), any landscape elements and context.
6. Archival photographs and historical documentation to clearly demonstrate the nature and appropriateness of the proposed conservation.
7. At least two (2) competitive estimates from an independent contractor for all labour and materials involved in the proposed eligible works. The estimates must be itemized in detail, and must indicate the scope and nature of work of each item. The estimates must be recent and valid, and dated no more than six months prior to the application.

## Fees

No fees are required for a Steveston Village Heritage Conservation Grant Application. Please consult with Zoning counter staff for all fees for other related permits (e.g., Rezoning Permit, Development Permit, Building Permit, Heritage Alteration Permit, Heritage Revitalization Agreement).

## Program Contact

Heritage Planner, Policy Planning Department  
6911 No. 3 Road,  
Richmond, BC V6Y 2C1  
T: 604-276-4207 | E: [CommunityPlanning@richmond.ca](mailto:CommunityPlanning@richmond.ca).