



**Steveston Village Heritage  
Conservation Grant Program**

**No.: PLANNING-03**  
**Date: 2011-07-13**  
**Rev.: 2018-12-03**

**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.

**Program Funding Sources:**

The source of funds for the SVHCG Program includes:

- Density bonus contributions, as set out in the Steveston Area Plan\*;
- Senior government and Non-Governmental Organization grants; and
- Other private donations.

\*Specific sites within the “Steveston Village Land Use Density and Building Height Map” are identified for a maximum possible Floor Area Ratio (FAR) of 1.6. In order to achieve this maximum density, a contribution of \$608.05 per m<sup>2</sup> (\$56.49 per ft<sup>2</sup>) - based on the increase in net building floor area between the 1.2 FAR base density and up to the 1.6 FAR maximum density - must be provided.

Contribution amounts may be reduced by an amount equivalent to any cash-in-lieu contributions received under the City’s Affordable Housing Strategy.

The above contribution rate to the SVHCG Program will be revised, starting February 28, 2019, and then by February 28 every two years thereafter, by adding the annual inflation for the preceding two calendar years using the Statistic Canada Vancouver Construction Cost Index – Institutional inflation rate. The revised rates will be published in a City Bulletin.

**Grant Amount:**

- Maximum grant of \$150,000 per identified heritage building. The grant may not exceed 50% of the total cost of eligible expenses (e.g. 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 with private matching funding to achieve exceptional heritage conservation, based on its overall contribution to conserving the character of Steveston Village, as determined by Council. Exceptional heritage conservation means a complete and comprehensive restoration of a building, in the opinion of Manager of Policy Planning and a retained heritage consultant, that would greatly enhance the heritage value 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 is a registered non-profit society, Council may consider providing up to 75% of the total cost of eligible expenses.

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- Total maximum grant per identified heritage building is \$250,000.  
(As heritage conservation may occur in stages, an owner/developer of the may apply more than once.)
- If no program funds are available, no grant applications will be considered (i.e., first-come, first-serve basis).

### **Eligible Expenses:**

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 improve the 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 replacement;
- Structural upgrades, including seismic upgrades, and stability work (e.g. new foundations) to extend the physical life of the building; and
- Directly related consultant costs including the cost to prepare a conservation plan and architectural drawings, up to 10% of the total grant amount. Consultant costs without associated physical improvements to the building are not eligible.

Ineligible expenses include, but are not limited to, the following:

- General on-going maintenance work (e.g. power washing, gutter cleaning);
- Renovation or replacement of the 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 Manager 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 for the Conservation of Historic Places in Canada 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.

### **Grant Applications:**

- Grant applications must be submitted in accordance with the procedures and forms provided by the City.
- 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 but must provide the required contribution to the City prior to final approval of the accompanying rezoning or a Heritage Revitalization Agreement application.
- All grant applications that meet the eligibility criteria will be considered by Council. A grant will not be provided where work has already been undertaken prior to Council approval.
- Final decision on all grant applications that meet the eligibility criteria will be made by Council.

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## 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 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 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 nine (9) 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.
- The staff report and Planning Committee recommendations will be forwarded to Council for its consideration. Council will usually deal with the application at its next regular meeting following the Planning Committee meeting. The meeting date and time can be confirmed by viewing the Council agenda on the City website.
- 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.

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## **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.
- The following items have been 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 and requesting for payment of the grant accompanied by paid bills as proof;
  - 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 grant must be completed within 24 months of the date of the approval by Council. After 24 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 Minhee Park, Heritage Planner, at 604-276-4188 or [mpark@richmond.ca](mailto:mpark@richmond.ca).





















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
	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.		3580 Moncton Street "Hepworth Block"		3831 Moncton Street "Ray's Drygoods/Budget Appliance"
	3711/3731 Chatham Street "Steveston Methodist Church"		3611 Moncton Street "Marine Garage"		3871 Moncton Street "Bare Basics"
	12011 3 <sup>RD</sup> Avenue "Steveston Courthouse"		3680 Moncton Street "Wakita Grocery"		3891 Moncton Street "Tasaka Barbershop"
	12111 3 <sup>RD</sup> Avenue "Sockeye/Steveston Hotel"		3700 Moncton Street "Redden Net/ Atagi Building"		12191 1 <sup>st</sup> Avenue "Japanese Buddhist Temple"
	3460 Moncton Street "Dave's Fish & Chips"		3711 Moncton Street "Cannery Café"		12311 No 1 Road "Prickly Pear Garden Center"
	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"		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

**Contact 604-276-4188**

The application can be submitted at the Front of House at the City Hall or through arranging a meeting with Heritage Planner, Minhee Park, at 604-276-4188 or [mpark@richmond.ca](mailto:mpark@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 Grant Application Attachments.

**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

<b>For Office Use</b> Date Received: _____ File No.: _____
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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 proposal 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 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 full size set and one set of reduced 11" x 17" drawings. Additional drawings may be required for complex proposals.
5. Current colour photographs of the building
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**

Minhee Park, Heritage Planner, Policy Planning Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1, 604-276-4188, [mpark@richmond.ca](mailto:mpark@richmond.ca).