



## DESIGNATED PROPERTY GRANT GUIDELINES

Presented by the Heritage Committee

### Introduction

Owners of properties designated under the Ontario Heritage Act as having historical and/or architectural significance are eligible to receive grants toward the conservation and restoration of the heritage features of their properties. It is hoped that these grants will address and satisfy some of the needs of the owners of designated properties in Loyalist Township, who are custodians of part of the Township's rich heritage.

Designated Property Grants are intended to help offset the extra costs associated with the now scarce materials and skills required for the preservation of heritage properties.

Through the Designated Property Grant program, an owner may receive one grant per calendar year for work done on the heritage elements of the designated property.

The maximum grant is \$5,000 and any amount granted must be matched by the owner. Any grants will be within the overall budget allocated by the Township.

In general, to be considered eligible for a grant, a project must be directed toward the conservation and/or restoration of those elements of the property cited in the Reasons for Designation, which form part of the designation by-law for the property. Some examples of the type of projects which may be eligible include the restoration of an original porch, the conservation of period window trim and the restoration of other decorative trim such as finials and bargeboards. The acceptability of each proposal will be determined by Council on the advice of the Loyalist Township Heritage Committee

The Designated Property Grant program is administered by your municipality. The Township Planning Department will be able to advise you of the status of the Designated Property Grant program.

## Eligible Properties

- Any property which has been designated under Parts IV and V of the Ontario Heritage Act is eligible.
- Grants will be paid only when the designation by-law has been passed and registered.
- Property must not be in arrears or default of any municipal taxes or any other monies owed to Loyalist Township.
- The property owner must provide proof that the designated heritage building is insured in an amount equal to the replacement cost of the building.

## Frequency of Grant

A property may be awarded one grant per calendar year and the applicant will have two years to complete the work associated with the heritage grant.

## Grant Amount

- The grant amount is one half of eligible project costs (see definition of eligible projects included in these Guidelines), to a maximum grant of \$5000.
- The grant must be matched by a contribution from the owner or any other sources excluding provincial and federal aid.
- The grant is based on the owner's actual expenditures as verified by invoices. Donated labour and materials are not considered part of the costs or part of the owner's matching contributions.
- Funds for eligible project costs in excess of \$10,000 may come from any other source, including other government programs. Funds for other non-eligible costs may come from any other source.
- Upon satisfactory project completion, the municipality will pay the owner ½ of eligible project costs, to a \$5,000 maximum

## Eligible Projects

**Only those projects described below are eligible for grant funding.**

### 1. General

#### **Eligible projects fall into three general categories:**

- a) the conservation of existing architectural elements which are significant.

This would include, for instance, repair of deteriorated original elements such as doors and windows, siding and roofing materials, and other significant features.

- b) the reconstruction of significant architectural features which still exist, but which are beyond conservation or repair.

This would include only ACCURATE reconstructions of the original features, using materials, sizes and configurations which match the original.

Appropriate evidence must be retained after the project, accurately documenting the original material, evidence of age, dimensions, fasteners, surface treatment, etc., of the feature(s) reconstructed.

- c) the restoration of significant architectural features which have been lost, but for which the appearance can be clearly determined from documentary sources.

These documentary sources must pertain to the particular property for which funding is requested, not simply to similar properties in the neighbourhood.

The documentation should be in the form of evidence retained on the structure, elements removed in the past but surviving, historic drawings or photographs clearly showing the feature(s) to be restored. In certain cases, Loyalist Township has rural structures outside the typical range of pictorial documentation, but for which surviving local prototypes for features may be appropriate surrogate evidence.

Priority will be provided to projects that conserve, reconstruct or restore elements that are identified as heritage attributes in the designation by-law.

### **Poor or defective work is not eligible.**

Only projects in which the quality of work carried out is satisfactory are eligible for a grant. Unsatisfactory work includes minor items which can be corrected (such as paint dribbled onto adjacent surfaces) as well as major problems (such as an entire paint job which fails because of inadequate surface preparation, or masonry joints which have been cut out using power tools).

In order to achieve acceptable projects, work undertaken on historic buildings requires care and often involves specialized materials and techniques.

Please consult with the Planning Department for technical information.

### **Short-term, routine maintenance is not eligible.**

This includes minor repairs (such as repairing a broken step or a broken window), painting (other than as specified in section 2.g below) and repair of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc.).

### **Landscaping is not eligible.**

## **2. Exterior**

Eligible projects might include the conservation or accurate reproduction or restoration of significant architectural features such as:

- doors
- windows
- verandahs
- cupolas
- significant chimneys (exterior only)
- bargeboard or other decorative trim
- shopfronts which have been altered or replaced
- any other features important to the overall composition of the structure as specified in the Reasons for Designation
- fences and outbuildings, if specifically referred to in Reasons for Designation.

### **Eligible work does not include:**

- work on modern additions
- sheds or outbuildings not specifically referred to in the Reasons for Designation
- modern doors and windows unless replicas of the original
- new storm or screen doors and windows, except as described in (d) below
- chimney repair other than restoration of a significant chimney
- repair of eavestrough unless its nature is such that it is significant to the heritage of the structure.

**For more detailed information on some eligible project types, see the explanatory notes below.**

a) **The Conservation or Renewal of Original Roofing and Siding Materials**

This might include repair and replacement where necessary of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.). It also includes removal of a modern material (aluminum siding, asphalt shingles, etc.) and replacement with the original material (where original material can be documented).

It does not include repairs to or renewal of modern materials.

The conservation or renewal of original roofing and siding materials deals

exclusively with historical materials. The materials are defined as: wooden shingles, shakes, board roofing; metal roofing made of copper, zinc, tin or tern plate; and roofing of clay tile and slate.

Designated Property Grants are intended to help offset the extra costs associated with the now scarce materials and skills required for the preservation of heritage properties. For this reason, materials such as standard asphalt shingle and other “modern” readily available roofing types are not eligible under this program. The only exception to this rule is that roofing for flat roofs (e.g. built-up roofing) is eligible under this program.

b) **The Repair, Repointing and Cleaning of Masonry**

Masonry work is eligible only if the materials and methods used will not cause harm to the historic masonry.

In repair and repointing work, relatively soft lime mortars MUST be used. All cement content must be white cement, to avoid introducing harmful salts. Repointed areas are to match the historic mortar in colour, texture and joint width and profile. Old, defective mortars are to be cut out using hand tools only, except that power saws or discs may be used for partial cutting out of hard cement mortars, to a maximum of half the joint width.

Masonry work using non-reversible materials such as epoxies is not eligible. Application of water-repellent coatings is not eligible.

Cleaning of masonry buildings may be eligible if it is necessary for the building’s preservation, and if it is carried out using suitable materials, methods and pressures. Under no circumstances will grants be paid for sandblasting.

c) **Stucco**

Designated Property Grants may be applied to the restoration of stucco where this is

known to have been the historic exterior finish for the structure.

To receive a grant, the stucco work must replicate the original or historic rendering for the building in colour, materials and texture: e.g. a structure originally finished in a “rough-cast” texture and yellow colour should be restored to this finish to be eligible. Modern renderings with high cement contents are not eligible.

d) **Storm and Screen Windows**

Designated Property Grants may be applied to the repair, conservation or reconstruction of wooden storm or screen windows that can be documented. The storm or screen windows must be replicas of the original in both style and material.

Storm windows utilizing materials such as lexan, plexiglass, aluminum, or extruded metal are not eligible for funding.

e) **Stained Glass**

The Designated Property Grant program provides assistance for the conservation and repair of stained glass. Funding may be provided for the repair of lead or copper comes and wooden frames or the restoration of the stained glass lights. Funding is not provided for the installation of lexan, plexiglass or other synthetic materials to protect stained glass windows. These materials are considered as new storm windows and are ineligible.

#### f) **Eavestroughing**

Designated Property Grants may be applied to the restoration of gutters and downpipes only where these items are considered to be a significant architectural feature of the building, such as:

- gutters and downpipes of now rarely-used but long-lasting materials such as copper and lead;
- gutters and downpipes which incorporate decorative elements (often found at the “storm heads” or at the metal straps);
- gutters which are built into the building cornice.

Modern materials, such as plastic, vinyl, aluminum and galvanized metal are not eligible for grant consideration.

#### g) **Painting**

Painting of the Exterior in Documented Historic Colours, but any property may receive one grant only for exterior painting in documented original colours. After this initial grant, subsequent maintenance will be the owner's responsibility. Colours must be documented for the individual building, such as through paint analysis. Consult the Township Planning Department for technical information regarding painting. Fees for professional paint analysis may be an eligible cost

### 3. Interior

Interior work is not eligible except for the conservation of features specifically referred to in the Reasons for Designation.

Eligible interior features, if specified in the Reasons for Designation, include woodwork, plasterwork, wall or ceiling murals, etc.

New services (electrical, plumbing, heating) and insulation are not eligible.

### 4. Structure

Work necessary to restore the building to structural soundness, but not including structural work to accommodate modern renovations, is eligible.

This includes the correction of serious structural faults which threaten the building's survival, but does not include routine maintenance.

Structural work necessitated by modern renovations (e.g. a new supporting beam over the opening for a new door) is not eligible.

### 5. Bridges

The Designated Property Grant program provides funding for the conservation and repair of bridges which have been designated. Repairs required to restore the structural integrity of the bridge or conservation of its decorative elements are considered eligible project types. Examples include repairs to railings, newel posts, trusses, arches, abutments, or piers executed in the original materials.

Cemeteries which have been designated under the Ontario Heritage Act are eligible to receive one grant per calendar year to restore or conserve significant heritage features of the property.

Eligible work would include the conservation of grave markers, tombs, mausolea, dead houses, significant stone walls, wrought iron gates and fences which are part of the original design. As well, the restoration of elements of the original landscape plan could be considered eligible if sufficient documentary evidence exists for recreating such features. As in other items, the above-mentioned significant features should be cited in the Reasons for Designation. Routine maintenance, such as grass cutting, tree pruning, etc. is not eligible.

## 6. Architects' and Engineers' Fees

Professional fees to a maximum of nine hundred dollars (\$900) of the \$5,000 grant are eligible under the Designated Property Grant program for work directly related to proposed conservation and rehabilitation projects. Funding is strictly limited to professional fees which are directly related to completed eligible projects.

For instance, eligible fees might be related to:

- preparation of drawings for reconstructed or restored elements such as porches, windows, doors, etc., for which the appearance for the individual property can be clearly determined from documentary
- solution of structural problems (e.g. foundation repairs, beam reinforcement);
- preparation of specifications of masonry repair, repointing or cleaning;
- paint analysis to document the historic paint colours for the building.

## Administration

### 7. Application and Grant Process

- a) The property owner should consult with the Township Planning Department as early as possible in the process of planning a project. This pre-consultation helps to avoid ineligible proposals.
- b) The property owner submits an application for a grant to the municipality, on application forms provided. This application must include all details necessary for a full understanding of the proposed work (e.g. materials to be used, dimensions, mortar mixes, cleaning chemicals for masonry, etc.).

Where necessary, the municipality may request additional plans, specifications, drawings or photos. The professional fees for the preparation of such material may be grant-eligible.

It is the municipality's responsibility to ensure that properties are designated under Part IV or Part V of the Ontario Heritage Act.

- c) The application is reviewed by the municipality.

In accordance with Section 33 of the Ontario Heritage Act, project proposals will be referred to the Heritage Committee.

The Heritage Committee and/or municipal staff visit the building, discuss the proposed work with the owner, prepare comments and provide Council with reasons for accepting or rejecting the project proposal.

Council's decision is final. The applicant should be informed in writing of Council's decision, and of the conditions under which the grant will be paid.

- d) Following Council's approval in principle, the owner undertakes the work.

The owner is required to contact the municipality concerning any changes to the project which are proposed during the course of the work.

- e) Work undertaken must be inspected to ensure conformity to the proposal submitted.

Inspections may be carried out by municipal staff or where acceptable, by Committee members.

- f) The grant is paid to the property owner by the municipality, on the basis of receipts for project costs.

Each claim must include details of the work which was carried out (e.g. materials, dimensions, mortar mixes), clear “before” and “after” photos of the project (not Polaroids) and a copy of the designation by-law for the property, including the Reasons for Designation.

No work shall be carried out until written approval of the heritage grant is received and if applicable written notice of an approved heritage permit which must also be displayed on site.

## 8. Conservation Information and Advice

Where a Municipal Heritage Committee exists, it is the best immediate source for information and advice, especially on designation, small-scale technical matters, and the Designated Property Grant. Most Heritage Committees are accessible through the municipal clerk’s office. Other helpful groups, such as local historical

societies and branches of the Architectural Conservancy of Ontario are often closely associated with Heritage Committees. A local museum may also serve as a useful starting point for documentary information and other contacts

## 9. Definitions

**Colour photographs** means clear, in-focus photographs which have been taken both from close enough range to clearly show the area of the Project for which grant monies have been awarded and which have been taken from a far enough range to show a clear overall view of the Project and does not include Polaroid photographs.

**Eligible Project** means a project as defined in the Designated Property Grant Guidelines. Where there is any dispute between the Applicant and the Municipality as to whether a project is an Eligible Project, the decision of the Municipality shall be final and binding.

**Eligible Project Costs** means costs incurred in the course of the Eligible Project but does not include the value represented by voluntary contributions of time, labour, materials or other such things.

**Eligible Property** means land within the Municipality which:

- (a) is owned or occupied by the applicant, provided that, where work is being carried out by a tenant, the owner has given written approval to such work;
- (b) is designated property under either Part IV or Part V of the Ontario Heritage Act; and
- (c) is property which has not previously been the subject of a grant under these Terms and Conditions within the calendar year in which the application is made.

**Funds** means any monies awarded and paid to a Municipality under these Terms and Conditions.

**Grant or Grants** means any monies awarded and paid to an applicant by a Municipality.

**Guidelines** means the guidelines describing the Designated Property Grant program which are attached hereto.

## Contact

For further information or questions please contact the Municipal Office in Odessa at (613) 386-7351 ext. 144, or ext. 101