



Town of St. Marys

Designated Heritage Property Grant Program 2019

Program Outline

The St. Marys Designated Heritage Property Grant Program is available to owners of heritage designated properties in the Central Commercial District in order to help them in the conservation and preservation of our built heritage resources. To be eligible a property must be designated under the terms of the Ontario Heritage Act as an individual property or be located within a heritage conservation district.

The Heritage Property Grant Program provides a grant of up to 50% of the lowest estimate or up to 50% of the actual cost (whichever is the lesser) of eligible heritage conservation work, to a maximum municipal contribution of up to \$2,500 for Eligible Façade Painting or a maximum up to \$7,500 for Eligible Work to Architectural Elements, subject to available funding. The grant must be matched by an equal contribution by the property owner, or the applicant in cases where the applicant is not the property owner, verified by original invoices. The property may receive one grant per calendar year.

If an applicant is successful in receiving funding from the Town for both a Heritage Grant and a Façade Improvement Grant, total combined funds from both grant programs awarded for the same project shall not exceed 50% of total project costs.

Instructions

1. Before filling out this application form, please read the accompanying information provided.
2. Please print or type the information requested on the application form. **An application will not be considered complete until all required documents have been submitted.**
3. Please note: **Work completed before the grant application is approved will not be eligible for consideration.**

For further information please contact:

Trisha McKibbin
Director of Corporate Services
Town of St Marys
PO Box 998
175 Church Street East
Tel: 519-284-2340 ext 241 / Fax: 519-284-2881 / Email: tmckibbin@town.stmarys.on.ca

Guidelines

Application Process

Applications will be accepted subject to funding availability and will be considered in the order that they are received. **Fax, electronic, or mailed submissions will be accepted.** It is recommended that you hand deliver your application in person. Do not consider your application accepted until you have been notified by the Office of the CBO that the application has been deemed complete.

***Incomplete applications will be returned to the applicant. If the applicant chooses to re-submit a completed application, it will be treated as a new application and will be considered after the latest application submitted.**

Eligibility

To be eligible a property must be within the Central Commercial District and be designated under the terms and conditions of the *Ontario Heritage Act*, either Part IV (individual property) or Part V (heritage conservation district.) A property must have had its designation by-law adopted by Council and registered.

A priority will be given to projects which conserve and/or restore those elements of the property cited as the attributes of cultural heritage value or interest in the statements of designation. Only projects which have been approved through the Designated Heritage Property Grant application process will be considered. Grants are not available for work which has been completed prior to application submission. However, if the work must proceed prior to the approval of the grant, a written request must be provided to the Building and Planning Department and acknowledgement will be provided with written reasons. All Designated Heritage Property Grant applications are subject to review and comment by the St. Marys Heritage Committee.

The property must be in compliance with the *Ontario Heritage Act* and any Town of St. Marys by-laws and have no taxes or other monies owing to the municipality.

Grant Amount

The grant amount is the maximum of one half of the eligible project costs, from a minimum of \$500 to a maximum of up to (1) \$2,500 for Eligible Façade Painting and (2) \$7,500 for Eligible Work to Architectural Elements. The grant must be matched by an equal contribution by the property owner, or applicant in cases where the applicant is not the property owner, verified by original invoices.

If an applicant is successful in receiving funding from the Town for both a Heritage Grant and a Façade Improvement Grant, total combined funds from both grant programs awarded for the same project shall not exceed 50% of total project costs.

The amount of funding available is determined on an annual basis by Council and may vary from year to year.

Applications will be processed in the order of receipt by the Town and funding will be awarded on a first come, first served basis.

Program Components

1. Eligible Façade Painting

The grant amount is the maximum of one half of the eligible actual project costs or the lowest estimate, whichever is the lesser, from a minimum of \$500 to a maximum of up to \$2,500. The grant must be matched by an equal contribution by the property owner, or applicant in cases where the applicant is not the property owner, verified by actual invoices.

Eligible Projects: Only projects described below will be considered for the Eligible Façade Painting component of the Heritage Grant Program.

- a) General painting of exterior wood surfaces including scraping and preparation and repainting of façade surface and any eligible architectural façade elements including but not limited to shutters, doors, window and door trim, cornice trim, frieze board, eaves, etc. Minor incidental repair to woodwork required before painting is eligible under this component of the grant program.
- b) The cost of analysis of the original paint may be an eligible cost.
- c) A property will receive one grant only for exterior painting within a 10-year period.

2. Repair or Restoration of Architectural Elements

The grant amount is the maximum of one half of the eligible actual project costs or the lowest estimate, whichever is the lesser, from a minimum of \$500 to a maximum of up to \$7,500. The grant must be matched by an equal contribution by the property owner, or applicant in cases where the applicant is not the property owner, verified by actual invoices.

The amount of funding available is determined on an annual basis by Council and may vary from year to year.

Eligible Projects: Only projects described below will be considered.

- a) Conservation of existing architectural elements which are significant to the cultural heritage value of the property, such as doors, windows, bargeboard, siding, original roofing and any other attributes as described in the designation by-law.
- b) Reconstruction of architectural elements which still exist but are beyond repair. The elements would have to be in the same shape, form and material as the original.
- c) Restoration of architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original, including materials. The evidence must be for the property in question, not similar properties.
- d) Replacement or reconstruction of the property's sill, beams and supporting structural members.
- e) Repair, reconstruction or rehabilitation of the property's foundation, columns and footings for the sole purpose of supporting and conserving the foundation.
- h) Mitigation of insect infestations that have caused, or may cause, damage to the property's wooden structural members.

- i) Repair or replacement of a chimney based upon archival evidence of the original feature.
- j) Restoration of original roofing material based upon documentation of the original materials. Conserve or replace original roofing materials and flashing (slate, wood, tile, clay, metals such as copper, tin or zinc) except for asphalt shingles. Roofing may include the repair or replacement of the roof deck with matching materials to the original.
- k) Repair or replace original siding, including stucco where it is an original finish. Stucco must match the original in its composition, texture and colour.
- l) Repair and re-pointing of masonry to match original in texture, composition, colour and profile.
- m) Repair or replacement of wooden storm and screen windows where documentation verifies the use of storms and screens.
- n) Repair or replacement of wood windows to match the original size, shape, form, and materials. Aluminum storms and windows which are vinyl, aluminum, or PVC clad will not be eligible.
- o) Repair or replace architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials.
- p) Repair or replacement of gutters, eaves troughs and downspouts which are of now rarely-used materials such as copper or lead, or where gutters are built into the cornice of the structure.
- q) A grant may be given to include one half the costs of architect's and engineer's fees, to a maximum of \$750 per project, directly related to proposed conservation project.

Ineligible Projects (These are examples, not a complete list):

- Projects which do not contribute to the heritage attributes of the property such as the introduction of new features including but not limited to additions.
- Projects which may be considered to be routine maintenance such as the repair of a broken window, repair of siding or roofing.
- The repair, replacement or installation of asphalt shingles will not be eligible.
- Synthetic stone will not be eligible
- Vinyl, Aluminum, or PVC clad windows or doors, including insulated doors will not be eligible.
- Sandblasting and cleaning of masonry surfaces will not be eligible unless it can be proven that the cleaning of the masonry is necessary for the conservation of the structure.
- Chattels or landscaping will not be eligible unless it is noted within the designation by-law or can be proven to be a restored element original to the property.

Application and Grant Process

1. The property owner is encouraged to contact the Building Department as early as possible when planning a project. The early staff consultation will assist the owner in determining eligible projects and clarify the grant process. Please contact Susan Luckhardt, Planning Coordinator at 519-284-2340 ext 243.
2. The property owner submits an application to the Building Department on the provided application forms. Deadlines for applications within a calendar year will be communicated to all heritage property owners in the Central Commercial District.
3. An application must be complete with all required information, including proof of property heritage designation, a minimum of two cost estimates each, broken out into Eligible Façade Painting, and Repair or Restoration of Architectural Elements (**with separate listing of labour and materials for each**), plans, documentation, photos, or relevant studies. When appropriate, the Building Department may request additional information before an application is processed.

Incomplete applications will be returned and any resubmissions will go into the queue behind others on file at that time.

4. Building Department staff will review the applications to determine eligibility and completeness. All applications will then be forwarded to the St. Marys Heritage Committee who may require further consultation with the owner.

The Heritage Committee will review the applications to ensure that all proposed work is in keeping with the *Ontario Heritage Act* and accepted heritage conservation practices.

The Heritage Committee will make recommendations to the Building Department for conditional approval or rejection of grant proposals. All applicants will receive notice in writing.

As the grant funding is limited, not all applicants will be successful or the granted amount may be lower than what was requested.

5. Conditional approval of a grant will be communicated in writing to the property owner with a Letter of Understanding to be signed in duplicate by the applicant. Owners must inform the Building Department if they will not continue with the project.
6. The property owner will permit Building Department staff to enter the property to assess the work while it is in progress and when complete to determine if the work was carried out in conformity with the grant application. The property owner/applicant is required to contact the Building Department in writing concerning any changes to the project which are proposed during the course of the work. **The work subject to funding must be completed by December 15 of the calendar year of the application.**

7. The property owner will submit all original final invoices once the work has been completed and inspected. **The submission deadline for all required invoices and supporting papers is December 15 of the calendar year of the application.**

8. When the Building Department staff confirms that the project has met all conditions of the grant, staff will direct that a cheque be issued to the Grantee up to one half of the approved eligible actual project costs or one half of the lowest estimate, whichever is the lesser, from a minimum of \$500 to a maximum of up to \$2,500 for Eligible Façade Painting or a maximum of up to \$7,500 for Repair or Restoration of Architectural Elements.

9. ***OTHER PERMITS:*** Please note that a Heritage Permit may be required for the proposed project affecting buildings designated under Part IV or Part V of the Ontario Heritage Act. The Heritage Permit application is subject to approval by the Heritage Conservation District Advisory Committee. Heritage Permit application forms are available from the Building Department.

Also depending on the nature of the project a Building Permit from the Town's Building Department may be required and application forms for a Building Permit are available from the Building Department.

It is recommended to pre-consult with the Building Department on all permit requirements and submit any required permit applications at the same time as your application for the Designated Heritage Property Grant so that approvals can be streamlined to assist with your timelines.

Terms and Conditions

By signing and submitting this application, the Applicant acknowledges and agrees to the following terms and conditions:

Use and Purpose of Funding

This funding must be used only for the purposes of the façade improvements as described on the application. The Applicant must notify the CBO or designate of any proposed material changes to the façade improvements from what is contained in the application.

The funding is non-transferable and the Applicant must not transfer or assign the funding or any part of it to another individual or corporation.

Municipal Freedom of Information and Protection of Privacy Act

The information contained in this application is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. All decisions are publicly available.

Works on Public Sidewalks/Ladders/Scaffolding/Lift/Zoom Boom

In most cases façade improvement will involve work activities on or above the public sidewalk. Work shall conform to Section 64 of the Occupational Health and Safety Act. Subsection 64.(1) of the Act under “Public Way Protection” states, “No work shall be carried out on a building or structure located within 4.5 metres of a public way unless a covered way is constructed over the part of the public way that is adjacent to the project.” O. Reg. 213/91, s. 64 (1). Traffic control and work area protection is also a requirement under Sections 67 and 68 of the Occupational Health and Safety Act. Every employer shall develop in writing and implement a traffic protection plan when work is conducted on the municipal road allowance. Proper signage alerting the motoring public of work activities ahead is required.

Definitions:

Property Owner: The current registered property owner according to land registry records.

Grantee: The applicant which may be the owner of the property or their agent acting on behalf of the property owner in writing.

Accepted Heritage Conservation Practices: Heritage conservation practices refer to the guidelines and standards as provided by the Ontario Ministry of Culture, or to other heritage property manuals as used as reference by the municipality.

Building Department: Refers to the Building and Planning Department of the Corporation of the Town of St. Marys.

Letter of Understanding

The Applicant shall, upon approval execute and return to the CBO of the Town of St. Marys a copy of the Letter of Understanding. (please see attached sample)

TOWN OF ST. MARYS DESIGNATED HERITAGE PROPERTY GRANT PROGRAM 2015

SAMPLE LETTER OF UNDERSTANDING

(Date)

(Applicant name)

(Applicant address)

Dear (Applicant’s Name):

Re: Façade Improvement Program

(Subject Property Address)

Your application for funding under the Town of St. Marys Designated Heritage Property Grant Program has been approved in the amount not exceeding \$_____. This represents the total amount of the funding, including any applicable taxes and disbursements. The funding must be used only for the proposed eligible improvements to the property at (property address).

The funds will be payable upon completion and inspection of the eligible improvements to the satisfaction of the Town of St. Marys (Town) and receipt of the required paperwork. The eligible

improvements, inspection and submission of the required paperwork to the Town must be completed no later than Tuesday, December 15, 2015.

Release of funds is conditional on:

- (a) completion of the eligible improvements to the satisfaction of the Chief Building Official;
- (b) receipt of proof of payment of all invoices relating to the eligible improvements by the Chief Building Official;
- (c) confirmation by the Town that there are no outstanding taxes, water rates, outstanding work orders or building permits or other sums owed to the Town with respect to the property; and
- (d) submission to the Chief Building Official of photographs showing the building after the eligible improvements have been completed.

Any proposed material changes to the proposed eligible improvements for which the funding has been approved must receive prior written consent of the Chief Building Official. The support of the Town of St. Marys Designated Heritage Property Grant Program must be acknowledged by the Applicant by the temporary display of a sign provided by the Town that promotes the program. Any unused portion of the funds remains the property of the Town.

The funding must, at the request of the Town, be repaid in whole or in part if you:

- (a) breach any of the terms and conditions of the funding as set out in this agreement and in Appendix One and Appendix Two of the application;
- (b) knowingly provide false information in the application;
- (c) use funds for purposes not approved; or,
- (d) breach any of the provisions of the Ontario Human Rights Code in your operation.

The Town will not be liable for any damages or injury or any loss of use or profit of the Applicant arising out of, or in any way related to, the funding or to the Applicant's operations. The Applicant shall indemnify the Town, its officers, employees and agents, against all costs, damages and expenses incurred as a result of a claim or proceedings related to the funding or to the Applicant's operations, unless such costs, damages or expenses arise from the negligence or willful act of an officer, employee or agent of the Town.

Please sign and return the original letter of understanding to the following address and retain one copy for your records:

(Community Advisor Name and Address)

Your application will not be processed until a signed copy of this Letter of Understanding is received by this office. Arrangements will be made for you to receive your cheque upon satisfactory completion of the eligible improvements and all program requirements.

Yours truly,

(Authorized Town Official)

I/We have read, understand and agree to comply with the terms and conditions, attached hereto and in this Letter of Understanding.

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____



Application Form
Town of St. Marys Designated Heritage Property Grant Program

IMPORTANT: The following material must accompany your application:

1. Completed application form.
2. Recent photographs or digital images in JPEG format which provide an overview of the building's exterior.
3. Recent photographs or digital images in JPEG format of the specific area for the proposed project.
4. A detailed description of the proposed project with a minimum of two cost estimates prepared by bona fide contractors. The estimates must clearly list labour and material costs.
5. Architectural drawings/design plans showing building façade and proposed façade improvements.
6. Proof of ownership.
7. Proof of Heritage Designation for property subject to the application.
8. Written authorization from property owner to apply for grant in cases where the applicant is not the property owner.
9. Site Plan or Survey.
10. Proof that property taxes and water rates to date have been paid.
11. Proof of a valid Heritage Permit issued by the Town of St. Marys.

Heritage Property Municipal Address: (number, street, postal code) _____

Applicant Information:

Date of application:

Name of Applicant:

Mailing address of Applicant:

Telephone: _____ Email Address: _____

Is the applicant the property owner? Yes No (If no, please complete the section below.)

Property Owner Information:

Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

PLEASE NOTE: All the attachments listed above must be included before the application can be considered.

Declaration:

1. *I, the undersigned, am the owner, or authorized agent, named above and hereby apply for a Town of St. Marys Designated Heritage Property Grant.*
2. *The information I have provided is true and accurate to the best of my knowledge.*
3. *I understand that the project may not proceed until I have received confirmation of acceptance for the grant request and **permission in writing** to proceed from the Building Department.*

Signature of Applicant

Date

Signature of Owner (if different from Applicant)

Date

For further information please contact:

Trisha McKibbin
Director of Corporate Services
Town of St Marys
PO Box 998
175 Queen Street East
Tel: 519-284-2340 ext 241
Fax: 519-284-2881
Email: tmckibbin@town.stmarys.on.ca

The personal information on this form is collected under authority of Section 11 of the Municipal Act 2001, SO 2001, c. 25 and will be used solely to administer the Town of St. Marys Designated Heritage Property Grant Program.