



DESIGNATED PROPERTY GRANT GUIDELINES

Introduction

Every community in Ontario has its own unique culture and heritage. Each city, town, township or county has places, spaces and stories that enrich it, and guide it in its growth and development. These places are integral parts of the identity of our communities, but they also play a significant role in economic development by helping to enhance a community's quality of life, strengthen its distinctiveness, stimulate revitalization and attract tourist dollars.

Under the Ontario Heritage Act, municipalities can pass bylaws to formally designate properties of cultural heritage value or interest. Formal designation of heritage properties is one way of publicly acknowledging a property's heritage value to a community. At the same time, designation helps to ensure the conservation of these important places for the benefit and enjoyment of present and future generations.

Owners of properties designated under the Ontario Heritage Act as having historical, cultural, and/or architectural significance are eligible to receive grants toward the conservation and restoration of the heritage attributes of their properties. These grants are intended to 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 cultural 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 attribute of the designated property. The applicant will have two years to complete the work associated with the heritage grant.

The maximum grant is \$5,000 and any amount granted must be matched by the owner. Grant amounts are subject to change based on the overall budget allocated to the Heritage Committee by the Township.

To be considered eligible for a Designated Property Grant, applicants must include an **approved** Heritage Permit Application and already own, or be willing to apply for, a Designated Property Plaque.

Applications are accepted yearly during the second quarter of each year. A letter will be mailed in the Spring to owners of Designated Properties with a specific submission date for that year.

The Township Planning Division will advise you of the status of the Designated Property Grant program and provide any assistance needed.

Manitou Office
18 Manitou Crescent W, Amherstview ON.
613-634-2159 ext. 208 or ext. 101

Defining Your Project with a Heritage Permit

Step 1 The property owners will make an appointment with a member of the Heritage Committee and Loyalist Township staff for an on-site consultation. After the consultation is completed, the property owner will receive an email outlining the topics discussed during the consultation along with a Heritage Permit Application form. If any assistance is needed while filling out the form a member of the Heritage Committee or Township staff would be more than willing to help. **Note:** If the applicant's property is under an easement agreement with the Ontario Heritage Trust (OHT) the applicant must have already consulted the OHT and received their approval before continuing the application process with Loyalist Township.

Step 2 Submit a completed draft of the Heritage Permit Application form to the Heritage Committee for an informal review to ensure all the required information has been properly filled out in detail.

Step 3 The property owner will then submit the Heritage Permit Application to the Committee for final review and, if approved, the permit will be brought to Regular Council.

Step 4 Once Council has approved the Heritage Permit Application, the property owner can then begin filling out the Designated Property Grant Application.

The accuracy of the information provided is the responsibility of the applicant.

Successfully Obtaining a Designated Property Grant

Step 1 The property owner will submit the completed Designated Property Grant Application form to Township staff. An **approved** Heritage Permit Application must be submitted with the Designated Property Grant Application. If you incur any professional fees (i.e. consultation fees), the cost can be added to the application for the Designated Property Grant.

Step 2 The Heritage Committee and Loyalist Township staff will prepare comments and provide Council with reasons for accepting or rejecting the project proposal. Council's decision is final. The applicant will be informed in writing of Council's decision, and of the conditions under which the grant will be paid. The owner is required to contact Loyalist Township concerning any changes to the projects which are proposed during the course of the work.

Step 3 While work is being conducted, a member of the Heritage Committee and staff will check in with the property owner(s) to inquire on the status of the work and offer assistance if need be.

Step 4 Upon completion of the work on the property, a final inspection will be conducted to ensure that the work complies with what was outlined in the Heritage Permit Application, and what had been approved by Council based on the recommendation of the Heritage Committee. The property owner will not receive funds before the inspection is completed. The grant is paid to the property owner by the Township, on the basis of receipts for project costs and detailed documentation that includes photographs taken before, during and after the work has been completed.

Conservation Information and Advice

The Municipal Heritage Committee is the best immediate source for information and advice, especially on designation, small-scale technical matters, and the Designated Property Grant. Other helpful groups, such as local historical societies and the Frontenac Heritage Foundation can provide home owners with helpful resources. A local museum may also serve as a useful starting point for documentary information and other contacts.

Eligible Properties

- Any property which has been designated under Part IV (Individual Property) and Part V (Heritage Conservation District) of the Ontario Heritage Act is eligible.
- 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 property is insured in an amount equal to the replacement cost of the building.
- The property owner must already have a Designated Property Plaque installed on their property or be willing to apply to receive a plaque for their property.

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 Program 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.
- 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.
- An **Interim Payment** of 50% of the grant amount is available based on 50% of the work being completed as verified by invoices.

* Dollar amounts are subject to Council budget approvals.

Poor or defective work is not eligible to receive funding from the Designated Property Grant.

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 inappropriate mortar used in the restoration of stone walls and foundations).

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 Division for technical information.

Short-term, routine maintenance is not eligible.

This includes minor repairs (such as repairing a broken step or a broken window pane), painting (other than as specified in section 3.g below) and repair of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc.).

Definitions

Below is a list of terms and their definitions that will be used in the following sections.

- **Conservation:** all actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life.
- **Restoration:** The action or process of accurately revealing, recovering or representing the state of a historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.
- **Reconstruction:** Involves the re-creation of a vanished building or attribute on the original site, based on evidence.

Eligible Projects

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.

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

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 attributes 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 attributes, 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 attribute(s) reconstructed.

- c) the restoration of significant architectural attributes 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 attribute(s) to be restored.

2. Professional Fees

Professional fees to a maximum of twenty-five hundred dollars (\$2500) of the \$5,000 grant are eligible under the Designated Property Grant program for work directly related to proposed 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 evidence.
- 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.

3. Exterior

Eligible projects might include the conservation or accurate reproduction or restoration of significant architectural attributes 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, or the 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.

The most appropriate mortar for historic masonry, which typically used lime-based mortars for the original construction, is one which includes lime and white non-staining Portland cement constituents. This is different from Portland cement mortars normally used in modern construction.

The intent is to use a mortar that is slightly softer and more porous than the masonry unit itself – as such the mortar becomes the vulnerable part of the matrix and will break before the masonry unit.

Repointed areas are to match the historic mortar in colour, texture and joint width and profile. To minimize the risk of damage to the masonry units (bricks or stones) the process of “Cutting out” should only be done with either hand tools or pneumatic tools that are made and sized for the task. The joint should then be cleaned of dust and other loose materials, then thoroughly wetted (but not to the point that standing water is present) before the new mortar is placed. Do not enlarge the joint, instead maintain the joint size.

Historic masonry rarely requires cleaning to help stop decay. Patinas of age, formed as a result of exposure to the elements, are what make historic buildings look historic. Indeed some cleaning processes can irreversibly damage historic masonry.

Masonry work using non-reversible materials such as epoxies is not eligible. Application of water repellent coatings is not eligible. Under no circumstances will grants be paid for sandblasting.

For more detailed information please review Loyalist Township's Policy on Masonry Renovation for Heritage Buildings.

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) Eaves troughing

Designated Property Grants may be applied to the restoration of gutters and downpipes only where these items are considered to be a significant architectural attribute 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.

f) 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.

g) Painting

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 Division for technical information regarding painting.

Fees for professional paint analysis may be an eligible cost.

4. Interior

Interior work is not eligible except for the conservation of attributes 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.

5. 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.

6. Cemeteries

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 attributes 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 attributes should be cited in the Reasons for Designation. Routine maintenance, such as grass cutting, tree pruning, etc. is not eligible.

7. Landscaping

Restoring gardens is a very specialized area of expertise; even with early written accounts of properties, much restoration may be conjectural. With that said, where landscaping has been specified as an attribute for a specific designated property, owners may be eligible to receive a grant. Also, the restoration of elements of the original landscape plan could be considered eligible if sufficient documentary evidence exists for recreating such features.

- No restored or re-created landscape should be presented as "authentic" without full research and documentation presented. Historic photographs are especially valuable.
Use period drawings or engravings cautiously, especially those presented in the county atlases of the 1860s to 1880s; many views were edited to reveal buildings on their sites or to enhance hoped-for growth of recent plantings.
- Dense foundation planting around dwellings was not in 19th-century taste, so it is not an authentic "historic" treatment for early residences and should not be used or represented as an earlier form of landscaping.

Routine maintenance, such as grass cutting, tree pruning, etc. is not eligible.

Contact

For further information or questions please contact the Planning Division located at 18 Manitou Crescent W, Amherstview, ON at (613) 634-2159 ext. 208 or ext. 101