



## **Designated Heritage Property Grant Pilot Program**

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## Eligibility

### Eligibility Requirements

- a. Only **Eligible Heritage Properties**, as defined herein, are eligible for this program.
- b. The **Eligible Heritage Property** must not be in arrears or default of any municipal taxes, local improvements charges or any other monies owed to the City (fees or penalties).
- c. The **Eligible Heritage Property** must not be the subject of a contravention, work order or outstanding municipal requirements, unless the consent of the Commissioner of Development Services is obtained. A contravention includes offences under a municipal by-law, Act or regulation for which enforcement proceedings have been commenced, but not necessarily finalized, that relates specifically to the building or land for which a grant is sought or given.
- d. Existing use of property must be in conformity with applicable zoning by-law regulations and other relevant planning controls.
- e. Projects undertaken between the deadline for applications of the previous year and the current year deadline will be considered eligible for grant assistance, provided that **all other eligibility requirements of the program are met.**

### Eligible Applicants – drop down

Owners and tenants of an **Eligible Heritage Property** may apply for assistance. Tenants are required to provide documentation of the property owner's consent to the improvements. Written consent may be either in the form of a lease indicating the lessee's authority for property renovation and repair, or written documentation of the property owner's agreement to the proposed alterations.

Heritage resources owned by any level of government are not eligible except in the following cases:

- a. where the property is under long term lease to an individual and the tenant or lessee is the applicant; or
- b. where a non-profit community group has assumed, by long-term lease or legal agreement, responsibility for the building and the non-profit community group is the applicant.

## Commercial Façade Improvements

**Eligible Conservation Work** on commercial properties within HCDs is considered eligible under the Designated Heritage Property Grant Program. However, at the discretion of Council, an Applicant may be limited to receiving for only one heritage related financial assistance

## Grant Information

### Amount of Grant Assistance

The amount of a grant is calculated as a maximum of fifty percent (50%) of the eligible cost of the **Eligible Conservation Work**, up to a maximum limit of \$10,000 per property as approved by the City.

The owner of the property must pay the remaining fifty percent (50%) of the eligible costs as part of its contribution to the **Eligible Conservation Work**.

The costs of labour, materials and equipment related to the **Eligible Conservation Work** may be considered part of the cost of the **Eligible Conservation Work** provided proof of such costs are verified by invoices. Donated labour and materials are not considered part of the eligible costs or part of the owner's matching contribution.

Two cost estimates for the **Eligible Conservation Work** are to be provided by independent professional/licensed contractors other than the owner. The grant will not necessarily be calculated based upon the lowest estimate but will be based on the most appropriate quote for the proposed work as determined by Cultural Heritage staff, taking into consideration the cost quoted, the scope of work described and the capabilities of the contractor to complete the work. The grant will not address cost increases or over runs.

### Frequency of Grant

Subject to approval, an **Eligible Heritage Property** may receive one grant per calendar year. If a grant is provided, the work must be completed and inspected before another grant application may be submitted to the municipality.

First-time applicants will get priority each year and repeat applicants will be considered only if the annual cap is not reached by first-time applicants.

## Completion of Work

Grant commitments are valid for one (1) year and expire if the work is not completed within that time period. This timeframe may be extended at the discretion of the **Manager**.

## Use of Other Heritage Related Grant Programs

For an **Eligible Heritage Property**, at the discretion of Council, an **Applicant** may be limited to receiving only one heritage related financial assistance grant in a calendar year.

## **Eligible and Ineligible Projects**

### Eligible Conservation Work

For the proposed work to be eligible for a grant, it must be **Eligible Conservation Work**, which means the following:

- a. any conservation work which directly and appropriately preserves, restores or enhances specific **Heritage Attributes** and does not detract from or diminish the cultural heritage value of the property or the district including:
  - (i) preservation or conservation of existing exterior architectural elements or features which are significant (i.e. repair of deteriorated original elements such as doors and windows, siding and roofing materials, architectural trims, verandas, historic chimneys, fences and other significant features; repointing and cleaning of masonry only if the materials and methods will not cause harm to the historic masonry);
  - (ii) re-construction of significant exterior architectural elements or features which still exist, but are beyond conservation or repair (including accurate reconstructions of original features using materials, sizes and configurations which match the original);
  - (iii) restoration or re-introduction of significant exterior architectural elements or features which have been lost, but for which the appearance can be clearly determined from archival or documentary sources, or physical evidence that supports the existence of the missing feature (i.e. removal of modern material such

as vinyl, PVC, fiberglass and aluminum siding and replacement with original material).

- (iv) introduction or repair of protective elements to protect original features (i.e. wooden storm windows).
- b. any work necessary to restore the building to structural soundness including the correction of serious structural faults which threaten the building's survival (i.e. introduction of supporting beam, alterations to correct failing foundations), but not routine maintenance;
- c. any work which directly and appropriately preserves, restores or enhances specific **Heritage Attributes** associated with historic cemeteries and their features such as mausolea, dead houses, stone walls, wrought iron gates and fences which are part of the original design, but not specific grave markers, tombs or monuments;
- d. exterior painting in documented original colours to a maximum grant contribution of \$2,000 or 25% of the cost, whichever is the lesser. This is a one-time only grant per property. After the initial grant, it is expected that paint maintenance will be the owner's responsibility. This would not preclude the property owner from submitting a future grant application for other eligible works.
- e. other alterations which the **Manager**, at their sole discretion, determines are important to the cultural heritage significance of the property.

Where an **Eligible Heritage Property** contains non-heritage additions or elements, or the proposed work involves new additions, only the **Heritage Attributes** of the property will be subject to grant assistance.

The final determination of what constitutes **Eligible Conservation Work** is at the discretion of the **Manager**, in consultation with **Heritage Vaughan**, with reference to the Guidelines, and the final decision is made by the Council of the City of Vaughan.

#### Ineligible Work/Projects

Ineligible work includes, but is not limited to, the following:

- a. Interior work, unless related to structural issues;
- b. Short term, routine maintenance;
- c. Work on modern additions or work to accommodate modern

- renovations to a building of cultural heritage value;
- d. Landscaping;
- e. Paving;
- f. Lighting, unless repair or restoration of a Heritage Attribute;
- g. Signs and commemorative plaques;
- h. Eaves-trough, unless considered significant architectural features of the building such as those with decorative elements or those made from long- lasting materials such as copper and lead;
- i. Mechanical systems and insulation;
- j. Skylights;
- k. Poor or defective work;
- l. Non-permanent fixtures.

## **Application Details**

### Application Deadline

Grants are to be awarded on an annual cycle following a request for applications within a deadline established by the **Manager** and published from time to time on the City's website and in other media, at the discretion of the **Manager**.

### Application Requirements

- a. Application Form  
The **Applicant** is required to complete an application form available from the Policy Planning & Special Programs Department (Vaughan City Hall) or from the City's website. The **Applicant** is encouraged to engage a professional (architect, engineer or designer) to assist with decisions on alterations and provide the necessary drawings.  
[Application form \(PDF\)](#)
- b. Information to Accompany Application  
The application must include all the details necessary for a full understanding of the proposed work, and shall include:
  - (i) A professionally prepared and scaled drawing of the proposed work, including any specific details as may be required by the **Manager**. Depending on the nature and extent of the work, a building permit and the required drawings may be required.

- (ii) Samples of proposed materials or colours, and any product information.
- (iii) the cost estimates required by clause 4.1 hereof.

## Application Process

The Designated Heritage Property Grant Program will be administered by Vaughan's Development Planning Department. The Cultural Heritage Section will co-ordinate the program.

**Step 1. Determine if you are eligible (pre-application consultation)** Prior to submitting a formal application for financial assistance, it is recommended that the following steps be undertaken:

- a. Determine if the property is eligible to receive funding. Contact the Cultural Heritage Section.
- b. Discuss any restoration or rehabilitation proposal with the Building Department to determine any zoning or other building regulations.
- c. Discuss any restoration or rehabilitation proposal with a Heritage Section staff member
- d. If an application appears eligible, consider reviewing it with **Heritage Vaughan** for feedback purposes.
- e. Secure a grant application form from the Development Planning Counter or from the City's website and complete and return it with the necessary documentation.

This pre-application consultation stage should help to avoid ineligible proposals.

### **Step 2. Submit your application**

Submit a completed application with all required materials before the deadline date.

### **Step 3. Staff Review**

The application will be reviewed by City Staff to ensure that it meets all the eligibility requirements, including confirmation that no municipal requirements are outstanding.

### **Step 4. Grant Review Committee**

The review of all grant applications will be undertaken by Cultural

Heritage staff. All applications will be presented to **Heritage Vaughan** for its consideration and recommendation. Cultural Heritage staff will report on applications that are recommended for approval to Council, through Committee of the Whole. The submissions will be reviewed against the **Guidelines**, and grants will be recommended for the projects that are most deserving in the opinion of Cultural Heritage staff.

#### ***Step 5. Approval by Council***

All grants will require approval by Council, through Committee of the Whole.

#### ***Step 6. Notification/ Legal Agreement***

**Applicants** who secure grant approval will be notified and required to enter into a Letter of Understanding with the municipality. This document establishes a formal arrangement between the **Applicant** and the City and outlines the amount of the grant and the project completion date. The Letter of Understanding must be signed and returned to the City.

If an application is unsuccessful, a letter will be sent confirming that a grant will not be issued.

#### ***Step 7. Undertaking the Improvements***

Nothing contained in the grant application procedures or approval relieves the applicant from obtaining all necessary municipal planning and building department approvals. All work must be carried out in accordance with the requirements of the Ontario Building Code and municipal by-laws.

The applicant is required to obtain the consent of the **Manager** for any changes to the project which are proposed during the course of the work.

#### ***Step 8. Issuing the Grant***

Before a grant will be paid by the City, the following must occur:

- (a) the **Eligible Conservation Work** must be completed within one (1) year from the date of approval of the grant by Council and be completed to the satisfaction of the **Manager**.

In exceptional cases, the timeframe for project completion may be extended. In such cases, a written request, stating the reasons for required for the extension, must be submitted by

the applicant for review and approval at the discretion of the **Manager**;

- (b) The **Eligible Conservation Work** must be completely paid for by the owner with documentation to verify such payment (i.e. copies of paid invoices), and the work completed to the satisfaction of the **Manager**;
- (c) the **Manager** must be in receipt of all required documentation as identified in the **Guidelines** (i.e. paid invoices), and any other documentation reasonably required by the **Manager**;
- (d) the completed **Eligible Conservation Work** must reflect the **Eligible Conservation Work** that was approved by Council or as amended by the **Manager**. Heritage Section is responsible for the inspection to ensure that works have been completed as proposed.
- (e) The City reserves the right to withhold the payment of all or a portion of the grant if the work has not been substantially completed in accordance with the approved plans and specifications, or payment documentation, such as invoices, are incomplete, unclear or have not been submitted.
- (f) If the cost of the completed work is less than the original amount upon which the grant was calculated, the grant will be revised to reflect fifty percent (50%) of the new cost.