


POLICY

	Policy:	Heritage Grant Policy		
	Department:	Development Services		
	Division:	Planning	By-Law No.:	26-2022
	Administered By:	Director of Development Services	Effective Date:	May 24, 2022
	Replaces:	N/A		
	Attachment(s):	N/A		

1.0 PURPOSE

The purpose of the Heritage Grant Policy is to provide a framework to evaluate and prioritize qualifying projects for grants and loans made available in accordance with Section 38 of the *Ontario Heritage Act, RSO 1990*, as amended, and recognized by Town of Carleton Place By-law 26-2022, as amended.

2.0 SCOPE

The grant is available to property owners of properties which are recognized by by-law under Part IV or Part V of the Ontario Heritage Act and that meet the eligibility criteria of the Heritage Grant Policy.

3.0 DEFINITIONS

- 2.1 **“Building Permit”** shall mean a permit issued under Section 8 of the Ontario Building Code
- 2.2 **“Designating By-law”** shall mean a by-law passed by the Town of Carleton Place under Section 29 (Part IV) or Section 41 (Part V) of the Ontario Heritage Act.
- 2.3 **“Heritage Attributes”** shall mean, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- 2.4 **“Heritage Permit”** shall mean a permit issued under Section 33 or Section 41 (2.1) of the Ontario Heritage Act.
- 2.5 **“Municipal Heritage Committee”** shall mean the Chair of the Municipal Heritage Committee as appointed by Council of the Town of Carleton Place, whose responsibility it shall be to inform the Municipal Heritage Committee
- 2.6 **“Project”** shall mean a single eligible project as specified in Section 5.2 per property, per year.

4.0 INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

5.0 FUNDING AVAILABILITY

- 5.1 Funding availability shall be determined by Council of the Town of Carleton Place during the budget process each year. Funding approval shall be based on the eligibility criteria described in Section 6.0 of this Policy and will be distributed on a first-come, first-serve basis.
- 5.2 An approved grant shall be issued up to 50% of construction costs or \$5,000.00, whichever is less, per project.
- 5.3 Projects shall be completed within two (2) years from date of approval of grant funding.

6.0 ELIGIBILITY CRITERIA

6.1 Qualifications

- 6.1.1 Applicants shall be the registered owner of the subject property at the time the application is made;
- 6.1.2 Applicants shall demonstrate that they are in good financial standing with the Town;
- 6.1.3 No more than one application can be made per project;
- 6.1.4 The application shall demonstrate compliance with the standards prescribed in the Development Permit By-law, Ontario Building Code, and the Designating By-law for the property.

6.2 Eligible Projects

- 6.2.1 The removal or replacement of intact or otherwise repairable heritage attributes on the property should always be avoided. Every effort should be made to retain and preserve the heritage attributes which contribute to the significance of the property, while still permitting those changes necessary to ensure the building has renewed viability.
- 6.2.2 Eligible conservation work may include, but are not limited to, the following:
 - a. Repairs to the structural support elements of the property, including foundation, roof and eavestroughs, exterior walls and other serious structural faults;
 - b. Porches, verandahs, cupolas, columns;
 - c. Exterior cladding such as clapboard, wood shingles, stucco, board and batten, and masonry. It also includes removal of non-heritage siding (i.e. vinyl siding, insulbrick) and detailing (i.e. aluminum clad soffits and fascia), and associated repairs;
 - d. Repairs to historic windows and doors (including screen doors and storm windows) and other structural openings;
 - e. Replacement of wood storm windows (excluding aluminum clad wood windows);
 - f. Decorative architectural detailing, millwork and trim (including brackets, soffits, fascia, cornices);
 - g. Cleaning and/or repair of masonry and stonework;
 - h. Re-painting of heritage features in appropriate period colours; and,

- i. Conservation or restoration of any other heritage attribute on the property that is described in the heritage designation by-law or heritage district plan.
- 6.2.3 For guidance on eligible and appropriate interventions on heritage buildings please consult [The Standards and Guidelines for the Conservation of Historic Places in Canada](#).

6.3 Ineligible Projects

- 6.3.1 In general terms, ineligible work includes any work or projects of a non-heritage nature, works that focus on non-heritage attributes, additions, spaces, features and finishes, or any works that might diminish the cultural heritage value of the property.
- 6.3.2 In-eligible work includes, but is not limited to, the following:
- a. Repairs and upgrades ordered as a result of non-compliance with the Property Standards By-law and other applicable by-laws, regulations and legislation;
 - b. Re-insulating, installation of new heating or cooling systems or other energy efficiency upgrades;
 - c. Construction of new additions or accessory structures which are not based on historical research and that do not incorporate historically appropriate forms, finishes, elements and materials;
 - d. Removal of asbestos, mould, urea formaldehyde and other contaminants.
 - e. Landscaping and fencing, unless the proposed work is related to the preservation or restoration of a specifically documented heritage feature or contributes to the overall character of a cultural heritage landscape or heritage conservation district;
 - f. Driveway paving and repairs;
 - g. Improvements to mechanical or electrical systems;
 - h. Minor repairs; routine household maintenance such as repairing a broken step;
 - i. Non-heritage awnings and signage;
 - j. Sandblasting or other cleaning methods that may damage a structure's finishes;
 - k. Moving of structures;
 - l. Works on existing non-heritage additions, sheds or outbuildings;
 - m. Works on any interior features not specifically listed in a Designating By-law;
 - n. Architectural and engineering services, feasibility studies, cost estimates, preparation of drawings; and,
 - o. Any work completed or started before a grant has been formally approved, with the exception of emergency work completed within the most recent grant cycle, as described above.

7.0 APPLICATION

7.1 The merits and scope of a restoration project shall be determined using appropriate documentary sources, either directly related to the property or based on solid research and relevant historical references. Restoration should never be the result of speculation or mere conjecture and should never be overly influenced by current design trends.

7.2 Applicants shall be required to submit the following documents:

- a. One (1) copy of the application form in Schedule “A”;
- b. One (1) copy of estimated costs from a contractor or building supplier;
- c. One (1) copy of an issued heritage permit for the project;
- d. One (1) copy of detailed design plans and drawings demonstrating conformity with the Development Permit By-law, Ontario Building Code, and Designating By-law;
- e. One (1) copy of a consolidated record of all relevant research and historical references used to support the proposed restoration work

7.3 Applications may be submitted electronically or in hard copy.

8.0 PROCEDURE

- 8.1 Grant applications shall be reviewed by the Director of Development Services for completeness.
- 8.2 Where the application is deemed complete, the Director shall forward the application to the Municipal Heritage Committee for information purposes.
- 8.3 Applications deemed to be clearly consistent with the intent of this policy shall be approved by the Director in accordance with the Delegated Authority By-law. Letters of approval shall be copied to the Municipal Heritage Committee for information.
- 8.4 Applications which in the opinion of the Director do not meet the intent of the policy shall be forwarded to the Municipal Heritage Committee for further review and comment.
- 8.5 Funding is conditional on the Applicant receiving a building permit for the project, where required.
- 8.6 The Town shall issue the grant funding after a satisfactory inspection by the Director demonstrating that work was completed in accordance with the approved scope of work.

9.0 ADMINISTRATION

The Heritage Grant Policy shall be administered by the Director of Development Services or their delegate.