

## **Draft Heritage Conservation District Conservation Grant Program**

### **INTRODUCTION**

The City of Peterborough has long recognized the value of providing support to owners who undertake the preservation of the City's heritage. Under Part 39 of the Ontario Heritage Act, Council may provide grants to the owner of a designated heritage property for the purpose of supporting the cost of approved alterations to heritage attributes under such terms and conditions as it may prescribe.

The City also recognizes that there are additional expenses to property owners when maintaining or rehabilitating heritage buildings in their original state or in a manner that restores or preserves their authenticity as heritage structures. This grant program is intended to help offset the extra costs associated with meeting the guidelines for preservation, restoration and maintenance outlined in the City's Heritage Conservation District Plan(s).

### **ELIGIBLE PROPERTIES**

This grant is available to all owners of properties which are designated under Part 5 of the Ontario Heritage Act (Heritage Conservation District properties).

### **GRANT AMOUNT**

The grant amount is one half of eligible project costs (see definition of eligible projects), to a maximum grant of \$5000. The grant must be matched by an equal contribution from the owner. A property owner will be eligible to apply for the grant once every five years. The grants will be awarded on a first come, first served basis to the maximum budgeted by Council annually.

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. Owners of Part 5 designated properties taking part in the program will be expected to enter into an agreement with the City to secure performance in accordance with the HCD guidelines.

### **ADMINISTRATION**

The program will be administered by Heritage Preservation Office staff who will review and approve applications and inspect completed work on heritage properties. A project must be for the conservation or restoration of heritage attributes identified in a Heritage Conservation District Plan. Typically this will include any work that conserves existing architectural elements, reconstructs architectural features which are beyond conservation or repair, or restores historic elements which have been lost.

### **APPLICATION AND GRANT PROCESS**

- a) The property owner should consult with City Planning and Building Division staff at the beginning of the process to ensure that the proposed work meets all planning and building code regulations. Work approved under this grant program

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should not be assumed to have been approved by other regulatory agencies. Owners should also discuss the proposed work with HPO staff to ensure eligibility and compliance with HCD guidelines. It is the City's responsibility to ensure that properties are designated under Part 5 of the Ontario Heritage Act.

- 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.
- c) The application is reviewed by the municipality. HPO staff will visit the building, review all design material and plans required and discuss the proposed work with the owner. Staff will prepare comments and make a determination as to the extent of grant eligibility for the project. A recommendation report for grant awards will be presented to the City's Municipal Heritage Committee for approval.
- d) Upon receipt of project approval, the owner will enter into an agreement with the City to undertake the work as approved. Work should not commence until the agreement is signed. Work undertaken prior to the completion of the agreement may be deemed ineligible for grant funding. The owner is required to contact the municipality concerning any changes to the project which are proposed during the course of the work. All proposed changes must be approved by the HPO.
- e) Upon completion, or at any time deemed to be required by City Staff, the work will be inspected to ensure conformity to the proposal submitted. Inspection by PO staff to ensure conformity with the approved grant application is not to be considered an inspection for conformity to requirements by the Planning and Building Division regarding other application law.
- f) After a final inspection of the project and on presentation of receipts or invoices for eligible and approved costs, the City will forward a cheque to the owner for the approved value of the grant. Poor or defective work will be deemed ineligible. Unsatisfactory work may include: minor items which can be corrected such as paint splashed onto adjacent surfaces; or major problems such as the failure of paint because of inadequate surface preparation, or masonry repointing using inappropriate mortar or techniques. Owners will be required to use only contractors with a demonstrated capacity to undertake work to recognized heritage conservation standards.

**ELIGIBLE PROJECTS**

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 Heritage Conservation District Plan, which forms a part of the designation by-law. Some

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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 replacement of inappropriate contemporary windows may be considered eligible.

Work can also include the reconstruction of significant architectural features which still exist, but which are beyond conservation or repair. This would include only accurate reconstruction of the original features, using materials, sizes and configurations which match the original for which appropriate documentation must be provided in the proposal

The restoration of significant architectural features which have been lost, but for which the appearance can be clearly determined from documentary sources may be eligible. 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.

Professional fees to a maximum of 10% of the \$5,000 grant are eligible under the 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. Eligible fees may include:

- 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 sources;
- solution of structural problems (e.g. foundation repairs, beam reinforcement);
- preparation of specifications of masonry repair, re-pointing or cleaning;
- paint analysis to document the historic paint colours for the building.

Short-term, routine maintenance is not eligible. This includes minor repairs (such as repairing a broken step or a broken window), painting (except painting of restored or replicated elements) and repair of non-original siding (aluminum, asphalt or vinyl siding, etc.). Eligible work does not include:

- work on modern additions
- sheds or outbuildings not specifically referred to in the Heritage Conservation District Reasons for Designation
- modern doors and windows unless replicas of the original
- new storm or screen doors and windows which are not replicas of documented originals,
- 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.
- landscaping.