

Town of Perth

Master Grant Policy

Subject:	Heritage Building Restoration Grant	Effective:	February 21, 2017
Applies to:	Designated Heritage Properties	Repealed by:	By-law No. 2015-4383-0
Issued by:	Chief Administrative Officer (CAO)	Approval:	By-law No. 2015-4558
		Amended by:	By-law No. 2017-4558-1

INTRODUCTION

In recognition of the 2004 Prince of Wales Prize presented to the Town of Perth for its dedication and stewardship towards built heritage, the Council of the Town of Perth wishes to encourage the restoration and preservation of heritage buildings for the enjoyment of future generations.

PURPOSE

The municipality recognizes and wishes to assist with the additional expenses property owners encounter when maintaining or rehabilitating heritage buildings in their original state or in a manner that restores or preserves their authenticity as heritage structures. To meet this end, the municipality will provide a financial incentive to encourage the protection, maintenance and restoration of Perth's designated heritage buildings. Through its Grant Program, Council also wishes to encourage the designation of Perth's heritage buildings recognizing that preservation of the many historic buildings located within the community contributes to defining the Town's distinctive built character. The Corporation of the Town of Perth will recoup its investment through the value added to the community by retaining its structural heritage and through the protection and enhancement of the assessment base by encouraging that heritage buildings are restored, rehabilitated and regularly maintained.

SCOPE

This Grant is available to all owners of municipally heritage designated properties.

RESPONSIBILITY

It is the responsibility of the Director of Community Services to administer the Heritage Building Restoration Policy.

PROCEDURE/PROGRAM GUIDELINES

Who Is Eligible

This annual grant is available to the owner(s)* of heritage properties (industrial, commercial or residential) who have completed an approved restoration of a heritage feature of a designated property. All property must be located within the Town of Perth. The maximum grant available is 25% of eligible construction costs capped at \$10,000.

*Owner = An eligible heritage property owner, and includes a corporation and partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law.

What Is Eligible

“Eligible Heritage Property” means a property or portion of property:

- That is located in the Town of Perth;
- That is designated under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. 0. 18, as amended, or is part of a heritage conservation district under Part V of the *Ontario Heritage Act*; or becomes designated under the said Act. And;
- That is subject to an Easement Agreement with the Town under Section 37 of the *Ontario Heritage Act*, or an Easement Agreement with the Ontario Heritage Trust under Section 22 of the *Ontario Heritage Act* for the preservation and maintenance of heritage buildings.

Note: It is not the intent of this Grant Program to cover the costs associated with the designation of heritage buildings or property. Applicants wishing to municipally designate their heritage building should consult with the Municipal Heritage Designation Package available from the Community Services Department at Town Hall.

Approved Restoration

An approved restoration shall mean the rehabilitation, reconstruction and/or repair of a building or property, or the portion of a building or property, that is deemed to have heritage value as determined in the heritage designation of the building or property where the rehabilitation, reconstruction and/or repair conducted in a manner so as to maintain or restore the authenticity of the heritage elements and has been approved by the Chief Building Official (CBO) in consultation with the Heritage Perth Advisory Panel (HPAP), or the CBO has accepted a Work Plan, prepared by a licensed architect with demonstrated expertise in the restoration of heritage buildings. Only work to be performed by a qualified contractor will be eligible. Applications will not be approved for “do-it-yourself” renovations unless the person is deemed to be qualified by the CBO.

Frequency of Application

A property owner may receive support for only one (1) grant per property per year. Applications may be considered for up to two (2) years in a row. It is the intent of this Program to distribute funding to numerous heritage property owners as funding permits. An Application will not be considered for the same building more than two (2) times in any five (5) year period.

Application Procedures

The owner of an eligible heritage property must complete the attached Application Form and submit their request for funding prior to the work being started. The owner must provide his, her or its written consent to the Chief Building Official (CBO) to conduct an inspection of the eligible heritage property to ensure compliance with the Heritage Easement Agreement. Applications must be received a minimum of six (6) weeks prior to commencement of the construction project.

Funding Availability

It is the intent of this Heritage Building and Restoration Grant to allow up to \$10,000 in funds per calendar year, however the Grant is subject, at all times, to the availability of funding as determined by Council during the budget process each year. Funding approval will be based on the eligibility criterion. Where funding is insufficient to award a heritage grant to every applicant who otherwise complies with the Terms of this grant, Applications will be considered in the order they are received. Applications that would qualify for a grant of less than a \$500 will not be eligible.

Basis of Calculation

The Heritage Building and Restoration Grant shall be calculated based upon the renovation of the portion of the eligible heritage property. Funding will be provided for 25% of the renovation cost of an approved restoration, up to a maximum of 1/3rd of the total amount of funding available for that year. Three (3) quotations from qualified contractors must be obtained.

Repayment

If the owner of an eligible heritage property demolishes the building or structure that is the eligible heritage property or breaches the Terms of an Easement Agreement within ten (10) years of receipt of the Grant, the heritage easement will require the owner to repay the Heritage Grant and the repayment may be charged against the property in the same manner as property taxes. This requirement will carry forward as the property is transferred from owner to owner and shall be written into the Easement Agreement.

Review Process

Applications for financial assistance will be reviewed by the Director of Community Services for completeness. The Director of Community Services, as per the Delegation of Powers By-law, will approve grants that clearly meet the eligibility of the Policy as outlined by the Council of the Town of Perth, and that all Applications that request to deviate from the Policy be brought to Council for consideration. Funding approval will be based on the eligible criterion and available funding. This is an ongoing process throughout the year until all funds are exhausted. Note: Funding is conditional on the Applicant receiving a Heritage Alteration Permit.

The Applicant will be provided with a formal notice of restoration approval and the amount of the grant funding that has been approved. At this point, the Applicant may commence eligible construction.

Release of Grant Funds and Post-Project Report

The Town will issue the full approved grant amount after a satisfactory post inspection is completed by the Chief Building Official. A property owner that is approved for a grant from the Town is required to submit a before and after project photo record and a brief report within two (2) months after the completion of the project which clearly articulates the success of the project. If the post-project photo record and/or the project report are not submitted, further requests for financial support will not be considered. The executive summation of this Grant Program will be presented to Council at the Annual Report Card Night, held each December to celebrate the community's successes.

SCHEDULE(S):

Schedule 'A' – Heritage Building Restoration Grant Application Form.

Heritage Building Restoration Grant – Application Form

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Address of Eligible Heritage Property _____

Proof of Designation _____

Briefly describe the proposed restoration of the property:

Were three (3) quotations from qualified contractors received for the proposed work? (Please attach)

Quotation	Quotation #1	Quotation#2	Quotation #3
Name of Contractor			
Projected cost of eligible construction (not including taxes)	\$	\$	\$

Average cost = \$_____ Quotation (1+2+3) divided by 3.

Eligible Maximum Grant = \$_____ (Average cost multiplied by 25%)

I hereby give consent for the Chief Building Official to review my proposal to determine eligibility with this Heritage Grant Program.

Name: _____ Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO:
Director of Community Services
The Corporation of the Town of Perth
80 Gore Street East
Perth, Ontario K7H 1H9
Email: sbaillon@perth.ca
Phone: (613) 267-3311 ext. 2227 Fax: (613) 267-5635