

**City of Markham
Designated Heritage Property
Grant Program**

Guidelines

2020 to 2022



**This program is administered under the provision of these Guidelines
and By-law 2019-XX, being a By-law to establish a Designated Heritage Property Grant
Program 2020-2022**

Planning and Urban Design Department

Heritage Section

Designated Heritage Property Grant Program

1.0 Purpose of the Program

The purpose of the Designated Heritage Property Grant Program is to offer financial assistance on a cost sharing basis to owners of properties of cultural heritage significance towards the conservation and restoration of property's heritage attributes.

2.0 Definitions

'Act' means the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended from time to time;

'Applicant' means the owner of the property applying for a grant, or their agent, if such agent is authorized in writing by the owner to act as agent for making the application;

'Eligible Heritage Property' means real property, including all buildings and structures thereon, located in the City of Markham, that has either been designated under Part IV of the Act or is within a heritage conservation district designated under Part V of the Act and which has been identified in a Heritage Conservation District Plan as being of cultural heritage value or interest [Classes A and B in Thornhill, Class A (and B at the discretion of Council on the recommendation of Heritage staff) in Unionville, Class A in Buttonville, and Type A in Markham Village];

'Eligible Conservation Work' means that which is described in section 5.1 of this document;

'Eligible Property' means that which is described in section 3.0 of this document;

'Guidelines' means the City's Designated Heritage Property Grant Program Guidelines, as may be amended from time to time;

'Heritage Attributes' means the principal external features, characteristics, context and appearance that contribute to the cultural heritage significance of an eligible property;

'Heritage Markham' means the City's municipal heritage advisory committee;

'Manager' means the Manager, Heritage Planning, for the City of Markham and includes his or her delegates;

3.0 Eligibility

3.1 Eligibility Requirements

- Only **Eligible Heritage Properties**, as defined herein, are eligible for this program.
- 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).
- 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.
- Existing use of property must be in conformity with applicable zoning by-law regulations and other relevant planning controls.
- 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.

3.2 Eligible Applicants

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.

3.3 Commercial Façade Improvements

Commercial façade projects¹ (front elevation) for properties in commercial use in heritage conservation districts are ineligible as there is a separate financial assistance program for this type of project.

Other **Eligible Conservation Work** on these properties 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 in a calendar year.

3.4 Markham Heritage Estates Properties

Properties in Markham Heritage Estates subdivision are ineligible as property owners already receive a financial incentive through reduced lot prices, unless the relocated building has been on the new lot for at least 20 years.

Note 1

*Under the **Commercial Façade Improvement Grant Program**, “façade” is defined as “the entire exterior front surface of a building which abuts the street from grade to eave or fascia line. Improvements above the storefront level including roof repairs and roof replacement, are only eligible when performed in conjunction with storefront improvements. Where a building abuts two streets or an alley, empty lot, parking area or openspace, such building may have other faces considered facades if the City, at its sole discretion, determines they are highly visible”.*

4.0 Grant Information

4.1 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**, as approved by the City. Approved applicants who undertake at least \$500 in improvements are eligible to apply for a grant of up to 50% of the cost with a maximum limit of \$5,000 in grants per property for **Eligible Conservation Work** or in the case of replacement of an existing cedar shingle roof in Markham Heritage Estates, up to a maximum of \$7,500 (subject to Section 3.4).

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**. Subject to approval, an applicant may use the City of Markham Loan Fund as part of the matching component for grant assistance.

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 Heritage Section 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.

4.2 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.

4.3 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**.

4.4 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.

5.0 Eligible Projects

5.1 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 (this would include 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 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 a failing foundation), 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) a replacement cedar shingle roof in Markham Heritage Estates subject to the roof being installed on a batten system to provide proper ventilation and to prolong the lifespan of the roof, and subject to section 3.4.
- (f) other alterations which the **Manager**, in his or her sole discretion, determines are important to the cultural heritage significance of the property.

Where a **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 Markham**, with reference to the Guidelines, and the final decision is made by the Council of the City of Markham.

5.2 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;
- (m) Commercial façade projects (front elevation) in heritage conservation districts; and
- (n) Projects in Markham Heritage Estates subdivision unless the building or structure has been on the lot for at least 20 years.

5.3 Eligible Costs

Eligible costs shall be the cost of materials, equipment and contracted labour to complete eligible conservation, restoration or preservation work, documented by

invoices to the satisfaction of the **Manager**. Labour provided by the applicant or tenant of the building will not be an eligible cost.

Other reimbursable expenses include professional architectural/ engineering/ design fees, to a maximum grant of \$1,000 (as part of the maximum permitted grant).

The grant is paid, subject to compliance with these **Guidelines**, upon completion of the previously approved work.

5.4 Approval Considerations

The following considerations will apply when reviewing all applications for grant assistance:

- a) Preference will be given to applications where the integrity of the **Eligible Heritage Property** may be threatened if the proposed conservation work is not undertaken
- b) Preference will be given to applications proposing work visible to the general public;
- c) The project should generally comply with acknowledged heritage conservation principles, policies and guidelines including, but not limited to, a specific Markham heritage conservation district plan, policies of the Ontario Ministry of Culture, and the Standards and Guidelines for the Conservation of Historic Places in Canada;
- d) The scope of the work is clear, logical and demonstrates the maximum retention of the historic fabric and **Heritage Attributes**;
- e) Grant assistance can only be obtained for projects which have received municipal approval prior to work being initiated. However, approved 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.
- f) The grant program should not reward poor stewardship.

6.0 Application Details

6.1 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**.

6.2 Application Requirements

1. Application Form

The **Applicant** is required to complete an application form available from the Planning and Urban Design Department (Markham Civic Centre) 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.

2. Information to Accompany Application

The application must include all the details necessary for a full understanding of the proposed work, and shall include:

- a) 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.
- b) Samples of proposed materials or colours, and any product information.
- c) the cost estimates required by clause 4.1 hereof.

6.3 Application Process

The Designated Heritage Property Grant Program will be administered by Markham's Planning and Urban Design Department. The Heritage Planning Section will coordinate 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 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 Markham** for feedback purposes.
- e) Secure a grant application form from the Development Services 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 Heritage Section staff. All applications will be forwarded to **Heritage Markham** for its consideration and recommendation. Heritage Section staff will report on applications that are recommended for approval to Council, through the Development Services Committee. The submissions will be reviewed against the **Guidelines**, and grants will be recommended for the projects that are most deserving in the opinion of Heritage Staff.

Step 5. Approval by Council

All grants will require approval by Council, through the Development Services Committee.

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.

7.0 General Information

7.1 Funding Availability

Funding for this grant program will be considered on an annual basis by Markham Council as part of its overall annual budget process. Individual grants are approved subject to the availability of funding.

7.2 Continuation of the Program

The City, in its sole discretion, may change or discontinue this program at any time.

7.3 By-law

This program has been created by municipal by-law. Please see “By-law 2016-65, being a By-law to establish a Designated Heritage Property Grant Program 2017-2019” for further details.

For further information, please contact:

Heritage Section
Planning and Urban Design Department
City of Markham
101 Town Centre Boulevard
Markham, ON L3R 9W3

905-477-7000, ext. 2585

905-475-4739 (FAX)

heritage@markham.ca

Q:\Development\Heritage\SUBJECT\Grant Program Designated Property\Brochure and Application Form\Guidelines 2017-2019 Final Version.doc



DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

The purpose of this program to encourage the preservation, restoration and enhancement of heritage buildings in the City of Markham by providing financial assistance to owners of designated heritage properties for the repair and restoration of existing heritage features and the restoration of missing heritage features. See the Grant Guidelines for full details.

<u>PROPERTY INFORMATION</u>			
Municipal Address:	Street No.:	Street Name:	Unit Num.:
Commercial Name (if applicable)			
Designation By-law #:		Heritage Conservation District:	
<u>OWNER and APPLICANT INFORMATION</u>			
Property Owner Information (check one)		Person(s)	Company
Registered Land Owner:	Surname:	First Name:	
Name	(if Company)	Company Officer:	
Address:	Street No.:	Street Name:	Unit Num.:
City:		Province:	Postal Code:
Telephone:	No. ()	Fax: ()	E- Mail:
<u>Applicant Information (if different than Owner):</u>			
Application Contact:	Surname:	First Name:	
Name	(if Company)	Company Officer:	
Address:	Street No.:	Street Name:	Unit Num.:
City:		Province:	Postal Code:
Telephone:	No. ()	Fax: ()	E- Mail:
<p>I hereby make the above application for a Designated Heritage Property Grant, declaring all the information contained herein is true and correct, and acknowledging the City of Markham will process the application based on the information provided.</p> <p>The personal information on this form is collected under the authority of the Section 39 and 45 of the Ontario Heritage Act, R.S.O. 1990, c.O.18, as amended and the City of Markham Designated Heritage Property Grant Program By-law, as amended. The information collected will be used by the City of Markham to administer and enforce the Designated Heritage Property Grant Program. Questions about the collection can be directed to the Development Services-Heritage Section, City of Markham, 101 Town Centre Blvd., Markham, ON, L3R 9W3, Telephone: 905 475 4861, email: developmentsservices@markham.ca.</p>			
Signature:		Title:	
Printed Name of Signatory:		Date:	

DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

OWNER’S AUTHORIZATION

If the applicant is not the owner, the property owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject

lands, hereby authorize (*print name of applicant*),

to submit the above application to the City of Markham for approval thereof.

Signature: _____

Date: _____

Printed Name of Signatory: _____

Title: _____

Description of Work to be Undertaken

- Please provide a detailed, written description of the proposed improvements

DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

Additional Information to Accompany Application		
<ul style="list-style-type: none"> ➤ A professionally prepared and scaled drawing of the proposed work (i.e. for replication of specific heritage features such as a window or trim-work) to fully illustrate the proposed eligible conservation project, if applicable. ➤ Samples of proposed materials or paint colours, if applicable. ➤ Please consult with Heritage Staff prior to submission to determine what type of additional information should be submitted to best support your application 		
Cost Estimates		
Please attach two (2) independent contractor estimates for the eligible conservation work.		
Name of Preferred Contractor		
Amount	\$	
Name of Second Contractor		
Amount	\$	
Grant Request		
Cost of Eligible Conservation Work (material, equipment, labour)		\$
Professional Fees		\$
Other		\$
Total Estimate		\$
For Further Information:		
<p style="text-align: center;">Planning and Urban Design Department- Heritage Section</p> <p style="text-align: center;">DEVELOPMENT SERVICES COMMISSION 101 TOWN CENTRE BOULEVARD MARKHAM, ONTARIO, L3R 9W3</p> <p style="text-align: center;">Telephone 905-477-7000, ext. 2585 Fax 905-475-4739 heritage@markham.ca</p>		
FOR OFFICE USE ONLY		
Date Rec'd :		
Application Information Rec'd	YES	NO
Application Rec'd By:		
Entered into AMANDA by:	Date:	
Application Number:		