



# Richmond Hill Heritage Grant Program

## Introduction

In 2009, the City of Richmond Hill adopted a community consultation-led Strategic Plan that established a blueprint for how the City will evolve. One of the four goals that emerged from this plan is to create a more vibrant community. Promoting awareness of the City's heritage, in part by showcasing local history and stewardship of Richmond Hill's heritage resources, was identified as one of the primary means to achieve this goal.

The City of Richmond Hill recognizes there is a cost associated with maintaining and repairing a designated heritage property that is sometimes higher than non-designated properties. To assist owners of designated heritage properties, the City revised the Richmond Hill Heritage Grant Fund in 2013 to provide matching financial assistance (up to \$5,000) to owners to undertake eligible *conservation* work relating to *preservation* and *restoration* of their properties.

## The Heritage Grant

The City of Richmond Hill has established an annual \$30,000 fund to support the Heritage Grant Program. The fund provides qualified applicants with a matching grant of **50%** of the project cost, up to a maximum of **\$5,000**. The grant amount is based on the owner's actual expenditures as verified by invoices; donated labour and materials are not considered part of the costs or owner's contribution.

Notification of the yearly application window will be provided in the *Liberal* Newspaper and on the City of Richmond Hill's Website. Designated heritage properties are eligible to receive **one grant per project per year**.

In order to be eligible for the Heritage Grant Program, the property must be designated under the *Ontario Heritage Act* and meet a number of additional qualification criteria (see: Who Can Apply?) below. Proposed work must also meet the eligibility requirements set out by the City (see: Types of Eligible Work below). Prospective applicants are welcome to contact Heritage and Urban Design staff at 905-771-5529 to set up a pre-consultation virtual meeting to discuss the potential project.

In 2015, the City of Richmond Hill introduced a new Heritage Permit Application and associated fee schedule for both minor and major alterations to designated heritage buildings. A heritage permit is **not** required when undertaking *preservation* or *restoration of character defining elements* that are identified in the designating by-law. If however, the proposed work will change an original material identified in the designating by-law (example: cedar shake roofing to an alternative roofing material or replacing siding), a separate heritage permit may be required; however, the heritage permit fees will be waived by the City.

Once a complete Heritage Grant Application is received by the staff, it is then reviewed by Heritage and Urban Design staff, and considered by Council with advice from the Heritage Richmond Hill Committee. Successful applicants will receive a Notice of Approval by mail and/or email. The owner will receive the allocated grant funds when proof of payment for the project has been provided to the City, and after staff has undertaken an inspection of the completed work. It is the owner's responsibility to complete the described work within the year that the grant is issued or risk having the money reassigned.\*

## Who Can Apply?

1. Owners of properties designated under Part IV or Part V of the *Ontario Heritage Act*.
2. Property owners who are not the subjects of a contravention, work order, taxes or any other outstanding municipal requirements (unless under special circumstances).
3. Property owners whose existing property use conforms to applicable zoning by-laws and planning controls.
4. Long-term individual or non-profit lease-holders of a publically owned designated property.
5. Owners who are not federal, provincial or municipal government agencies.

## Types of Eligible Projects

The Heritage Grant Program is intended to provide assistance toward protecting and extending the life of properties with identified "heritage attributes" at the discretion of City staff. The following types of work are generally eligible for a Richmond Hill Heritage Grant:

1. General work (interior and exterior) that conserves or enhances designated attributes;
2. *Conservation* of significant exterior architectural features;
3. Recreation of documented historical features;
4. *Conservation* or replication of original siding or roofing material\*;
5. Exterior painting in documented historical colours;
6. Structural repairs;
7. Architectural and/or engineering services;
8. Restoration of original windows;

9. Introduction of elements to protect heritage features;
10. Work that preserves, restores or enhances “heritage attributes” associated with historic cemeteries;
11. Work that is consistent with the Heritage Conservation District Plan;
12. Historical landscaping projects; and
13. Work to be undertaken at the discretion of the Heritage and Urban Design Planner in consultation with the Heritage Richmond Hill Committee.

\* Note: Consideration will be given to modern materials on a case-by-case basis when the proposed material is comparable to the original in terms of appearance and form (example: slate or wood shingle roofs).

## Ineligible Projects

The following types of project are generally ineligible for funding under the Richmond Hill Heritage Grant Program:

1. Interior work (unless related to structural issues);
2. Short-term or routine *maintenance*;
3. Work associated with modern additions;
4. Landscaping (unless related to identified heritage feature);
5. Lighting (unless related to identified heritage feature);
6. Signs and commemorative plaques;
7. Eavestroughs (unless associated with a designated heritage feature);
8. Mechanical systems and insulation;
9. Skylights;
10. Poor or defective work;
11. Non-permanent light fixtures; and

12. Unnecessary or overly aggressive exterior cleaning such as sandblasting.

## Application Process

### Pre-Submission

1. Pre-Consultation (phone call and/or site visit)
2. Optional Consultation with Planning and Building Staff
3. Submit Application (February 28 to March 26, 2021), **including at least 2 quotes.**

### Heritage Review Process (April/May 2021)

4. Staff review and report preparation
5. Municipal heritage committee review
6. Council review (may include additional Heritage Permit consideration)
7. Owner receives confirmation that work has been approved

### Implementation

8. Owner undertakes work
9. Owner provides submission requirements to City staff
10. Staff reviews work
11. Cheque is provided to the owner

## Emergency Consideration

The City of Richmond Hill will consider emergency repairs that occur outside of the yearly window for applications. Emergency repair work is defined as **any general structural work (interior and exterior) that conserves the designated attributes as well as any associated architectural and/or engineering services.**

If possible, please contact City staff prior to undertaking emergency work so as to inform staff of the situation. Emergency repair work may be undertaken prior to receiving final approval for a Heritage Grant.

## Heritage Permit Application and Fees

In January 2015 the City of Richmond Hill implemented a Heritage Permit Application and fee schedule for major and minor heritage permit applications. If your 2021 Heritage Grant Application is approved by Council, it may require a separate Heritage Permit Application but the associated Heritage Permit fees will be waived by the City.

### Questions?

If you have any questions about the process or wish to schedule a pre-consultation meeting please contact:

Pamela Vega  
Heritage and Urban Design Planner  
905-771-5529  
[pamela.vega@richmondhill.ca](mailto:pamela.vega@richmondhill.ca)

## Definitions

**“Applicant”** – The owner of the property applying for a grant, or their agent, if the agent is authorized in writing by the owner to act as agent.

**“Character Defining Elements”** – The materials, form, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained in order to preserve its heritage value.

**“Conservation”** – All actions or processes that are aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend the physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.

**“Heritage Attributes”** – Real property and includes all buildings and structures thereon that are designated under municipal by-law as being of cultural heritage value or interest, under section 29 or section 41 of the *Ontario Heritage Act*.

**“Inspection”** – Carrying out a survey or review of the condition of an historic place and its elements to: determine if they are functioning properly; identify signs of weakness, deterioration or hazardous conditions; and identify necessary repairs. Inspections should be carried out on a regular basis as part of a maintenance plan.

**“Maintenance”** – Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails: periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

**“Minimal Intervention”** – The approach that allows functional goals to be met with the least physical intervention.

**“Preservation”** – The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component while protecting its heritage value.

**“Rehabilitation”** – The action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.

**“Restoration”** – The action or process of accurately revealing, recovering, replicating or representing the state of a heritage attribute at a particular period in its history, while still protecting the cultural heritage value of the property.

**“Statement of Significance”** – A statement that identifies the description, heritage value, and character defining elements of an historic place. A Statement of Significance is required in order for a property to be designated under Part IV of the *Ontario Heritage Act*.



# 2021 Richmond Hill Heritage Grant Application Form

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner  
City of Richmond Hill  
225 East Beaver Creek Road  
Richmond Hill, Ontario  
L4B 3P4

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Date of Application (Application must be received between February 28 and March 26, 2021)

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Name

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Telephone

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Address (including postal code)

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Property for which Application is Being Made

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Designation By-law Number

Description of Work:

*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Estimated Cost of Proposed Work:

*(Attach **two (2) verifiable quotes** for work to be undertaken)*

Amount of Grant Being Requested:

*(Please note that only one grant per owner per year is permitted under the Heritage Grant Program)*

I certify that to the best of my knowledge the information provided in this application for a designated heritage property grant is accurate and complete.

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Applicant's Signature

Date