



## Heritage and Urban Design

### TERMS OF REFERENCE: HERITAGE PROPERTY GRANT PROGRAM

#### 1.0 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 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 on the City of Richmond Hill's Website. Designated heritage properties are eligible to receive one grant 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: What Projects Are Eligible for a Heritage Grant, 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 may not be 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.

## 2.0 Who Can Apply?

The following groups or individuals may apply for a Heritage Grant:

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

## 3.0 What Projects Are Eligible for a Heritage Grant?

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

1. General work that conserves or enhances heritage attributes;



2. Conservation of significant exterior architectural features;
3. Re-creation 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; and,
12. 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 an identified heritage feature);
5. Lighting (unless related to an identified heritage feature);
6. Signs and commemorative plaques;
7. Eavestroughs (unless associated with an identified 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.

#### **4.0 How Should a Heritage Grant Application be Prepared?**

The steps to submitting a Heritage Grant application are detailed below.

##### **Pre-Submission (December-February)**

1. Pre-consultation (phone call or email and/or site visit)
2. Optional consultation with Planning and Building staff
3. Submit Application, including at least 2 quotes.

##### **Heritage Review Process (March/April)**

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

##### **Implementation (May-December)**

8. Owner undertakes work
9. Owner provides proof of payment to City staff
10. Staff reviews work
11. Payment 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, and only if funding under the program is available. Emergency repair work is defined as any general structural work (interior and exterior) that conserves heritage attributes as well as any associated architectural and/or engineering services, and which is necessary due to imminent failure of heritage attributes. Emergency repair work does not apply to repairs that are due to a lack of regular maintenance.

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.

## **5.0 Are There Additional Terms?**

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 Heritage Grant application is approved by Council, it may require a separate Heritage Permit application. However, the associated Heritage Permit fees will be waived by the City.

## **6.0 What are the Submission Instructions?**

Applicants must submit their Heritage Grant application by email to [heritageplanning@richmondhill.ca](mailto:heritageplanning@richmondhill.ca).

Once a complete Heritage Grant application is received by City staff, it is reviewed by the Heritage and Urban Design Planner and then considered by Council with advice from the Heritage Richmond Hill committee. Successful applicants will receive a Notice of Approval by 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. If the described work is not completed within the year that the grant is issued, the money will be reassigned. However, consideration will be given to extenuating circumstances on a case-by-case basis when the City is provided notice in writing prior to December 1 on the year the grant is issued.

## **7.0 Are There Other Resources?**

Standards and Guidelines for the Conservation of Historic Places in Canada  
<https://www.historicplaces.ca/en/pages/standards-normes.aspx>