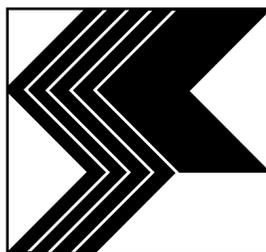


**PRESERVING ST. CATHARINES' HERITAGE**

**DESIGNATED PROPERTY GRANT GUIDELINES**



**PLANNING SERVICES DEPARTMENT**  
Revised October 2005

**DESIGNATED PROPERTY GRANTS**

## **Introduction**

Owners of properties designated under the Ontario Heritage Act as having historical and/or architectural significance are eligible to receive grants toward the conservation and restoration of the heritage features of their properties.

Through the Designated Property Grant program an owner may receive one grant per calendar year for work done on the heritage elements of the designated property. The maximum grant is \$1,000 and any amount granted must be matched by the owner.

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 Reasons for Designation, which form part of the designation by-law for the property. Some 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 acceptability of each proposal will be determined by City Council on the advice of the St. Catharines Heritage Committee.

Application forms are available from the Planning Services Department.

## **Eligible Properties**

Any property which has been designated under Part IV (individual properties) or Part V (heritage districts) of the Ontario Heritage Act, is eligible.

Grants will only be paid when the designation by-law has been passed and

registered.

## **Grant Amount**

The grant amount is one half of eligible project costs (see definition of eligible projects included in these Guidelines), to a maximum grant of \$1,000. The grant must be matched by a contribution from the owner.

The amount of grant funding available is determined on an annual basis by City Council. Applications will be considered on a first come, first served basis. Maximum grant allocation to an owner is also discretionary depending on volume of applications received, and whether a heritage property has previously received a grant.

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 contribution.

Upon satisfactory project completion, the City will pay the owner a maximum of ½ of eligible project costs.

## **Frequency of Grant**

A property may receive one grant per calendar year.

## Eligible Projects

Only those projects described below are eligible for grant funding. If there is doubt about the interpretation of these eligibility guidelines in relation to a specific project proposal, Planning Services Staff should be contacted for clarification.

### 1. General

Any work which conserves or enhances elements specified in the Reasons for Designation or heritage district plan, is eligible.

Eligible projects fall into three categories:

- a) the conservation of existing architectural elements which are significant.

This would include, for instance, repair of deteriorated original elements such as doors and windows, siding and roofing materials, and other significant features.

- b) the reconstruction of significant architectural features which still exist, but which are beyond conservation or repair.

This would include only ACCURATE reconstructions of the original features, using materials, sizes and configurations which match the original.

- c) the restoration of significant architectural features which have been lost, but for which the appearance can be clearly determined from documentary sources.

These documentary sources must pertain to the particular property for which funding is requested, not simply to similar properties in the neighbourhood. The

- doors

documentation should be in the form of historic drawings or photographs clearly showing the feature(s) to be restored.

Poor or defective work is not eligible.

The only projects eligible for a grant are those in which the quality of work carried out is satisfactory. Unsatisfactory work includes minor items which can be corrected (such as paint dribbled onto adjacent surfaces) as well as major problems (such as an entire paint job which fails because of inadequate surface preparation, or masonry joints which have been cut out using power tools).

In order to achieve acceptable projects, work undertaken on historic buildings requires care and often involves specialized materials and techniques. Please consult technical information provided to the City by the Ministry of Culture. If further information is required, Staff can consult the Heritage Branch of the Ministry on an owners behalf.

Short-term, routine maintenance is not eligible.

This includes minor repairs (such as repairing a broken step or a broken window), painting (other than as part of a restoration project) and repair of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc.)

### Exterior

Eligible projects might include the conservation or accurate reproduction or restoration of significant architectural features such as:

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- windows
- verandahs

- cupolas
- significant chimneys (exterior only)
- bargeboard or other decorative trim
- shopfronts which have been altered or replaced
- fences and outbuildings if specifically referred to in Reasons for Designation or district plan
- any other features important to the overall composition of the structure as specified in the Reasons for Designation or district plan

Eligible work does not include:

- work on modern additions
- sheds or outbuildings not specifically referred to in the Reasons for Designation or district plan.
- modern doors and windows unless replicas of the original
- new storm or screen doors and windows, except as described in (d) below
- 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

For more detailed information on some eligible project types, see the explanatory notes below.

#### a) The Conservation or Renewal of Original Roofing and Siding Materials

This might include repair and replacement of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.). It also

hand tools only, except that power saws or discs may be used for partial cutting out of

includes removal of a modern material (aluminum siding, asphalt shingles, etc.) and replacement with the original material (where original material can be documented).

It does not include repairs to or renewal of modern materials.

The conservation or renewal of original roofing and siding materials deals exclusively with historical materials. The materials are defined as: wooden shingles, shakes, boards roofing; metal roofing made of copper, zinc, tin or terneplate; and roofing of clay tile and slate.

Designated Property Grants are intended to help offset the extra costs associated with the new scarce materials and skills required for the preservation of heritage properties. For this reason, materials such as standard asphalt shingle and other “modern” readily available roofing types are not eligible under this program. The only exception to this rule is that roofing for flat roofs (e.g. built-up roofing) is eligible under this program.

#### b) The Repair, Repointing and Cleaning of Masonry

Masonry work is eligible only if the materials and methods used will not cause harm to the historic masonry.

In repair and repointing work, relatively soft lime mortars **MUST** be used. All cement content must be white cement, to avoid introducing harmful salts. Repointed areas are to match the historic mortar in colour, texture and joint width and profile. Old, defective mortars are to be cut out using  
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hard cement mortars, to a maximum of half the joint width.

Masonry work using non-reversible materials such as epoxies is not eligible. Application of water-repellent coatings is not eligible.

Cleaning of masonry buildings may be eligible if it is necessary for the building's preservation, and if it is carried out using suitable materials, methods and pressures. Under no circumstances will grants be paid for sandblasting.

#### c) Stucco

Designated Property Grants may be applied to the restoration of stucco where this is known to have been the historic exterior finish for the structure.

To receive a grant the stucco work must replicate the original or historic rendering for the building in colour, materials and texture: e.g. a structure originally finished in a "rough-cast" texture and yellow colour should be restored to this finish to be eligible. Modern renderings with high cement contents are not eligible.

#### d) Storm and Screen Windows

Designated Property Grants may be applied to the repair, conservation or reconstruction of wooden storm or screen windows if the historical evidence of the use of storm windows can be documented. The storm or screen windows must be replicas of the original in both style and material.

Storm windows utilizing materials such as lexan, plexiglass, aluminum, or extruded metal are not eligible for funding.

### 3. Interior

Interior work is not eligible for the conservation of features specifically referred

#### e) Stained Glass

The Designated Property Grant program provides assistance for the conservation and repair of stained glass. Funding may be provided for the repair of lead or copper comes and wooden frames or the restoration of the stained glass lights. Funding is not provided for the installation of lexan, plexiglass or other synthetic materials to protect stained glass windows. These materials are considered as new storm windows and are ineligible.

#### f) Eavestroughing

Designated Property Grants may be applied to the restoration of gutters and downpipes only where these items are considered to be a significant architectural feature of the building, such as:

- gutters and downpipes of now rarely-used but long-lasting materials such as copper and lead;
- gutters and downpipes which incorporate decorative elements (often found at the "storm heads" or at the metal straps);
- gutters which are built into the building cornice.

Galvanized metal and modern materials such as plastic, vinyl or aluminum are not eligible for grant consideration.

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to in the Reasons for Designation or district plan.

Eligible interior features, if specified in the

Reasons for Designation, include  
woodwork, plasterwork, wall or ceiling  
murals, etc.

New services (electrical, plumbing, heating)  
and insulation are not eligible.

#### 4. **Structure**

Work necessary to restore the building to  
structural soundness, but not including  
structural work to accommodate modern  
renovations, is eligible.

This includes the correction of serious  
structural faults which threaten the  
building's survival, but does not include  
routine maintenance.

Structural work necessitated by modern  
renovations (e.g. a new supporting beam  
over the opening for a new door) is not  
eligible.

#### 5. **Architects' and Engineers' Fees**

Professional fees to a maximum of \$500 of  
the \$1,000 grant are eligible under the  
Designated Property 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.

For instance, eligible fees might be related  
to:

- 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

Properties must be designated under Part IV  
or Part V of the Ontario Heritage Act.

determined from documentary  
sources;

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

### **Administration**

#### **Application and Grant Process**

a) The property owner should consult with  
the City as early as possible in the process of  
planning a project. This pre-consultation  
helps to avoid ineligible proposals.

b) The property owner submits an  
application for a grant to the City Planning  
Services, on application forms provided by  
Planning Services. 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 City may request  
additional plans, specifications, drawings or  
photos. The professional fees for the  
preparation of such material may be grant-  
eligible.

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c) The application is reviewed by the City.

Project proposals will be referred to the  
Heritage Committee.

The Heritage Committee and/or City staff visit the building, discuss the proposed work with the owner, prepare comments and provide Council with reasons for accepting or rejecting the project proposal.

Council's decision is final. The applicant will be informed in writing of Council's decision, and of the conditions under which the grant will be paid.

d) Following Council's approval in principle, the owner undertakes the work.

The owner is required to contact the municipality concerning any changes to the project which are proposed during the course of the work.

e) Work undertaken must be inspected to ensure conformity to the proposal submitted.

Inspections may be carried out by City staff or, by Heritage Committee members.

f) The grant is paid to the property owner by the municipality, on the basis of receipts for project costs.

## **Conservation Information and Advice**

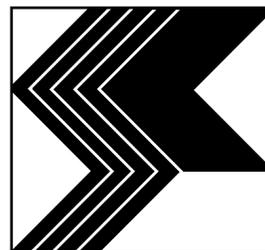
The Heritage Committee is a good source for information and advice, especially on designation, small-scale technical matters, and the Designated Property Grant. The committee is accessible through the Planning Services office.

Other helpful sources include the St. Catharines Historical Society, St. Catharines Museum at Lock 3, and Special Collections Room at the St. Catharines Centennial Library. These serve as a useful starting point for documentary information and other

contacts.

For further information regarding Preserving St. Catharines Designated Property Grant Program please contact:

City of St. Catharines  
Planning Services Department  
P.O. Box 3012  
50 Church Street  
St. Catharines, Ontario  
L2R 7C2  
(905) 688-5601, Extension 1719  
(905) 688-5873 (Fax)





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TTY: 905.688.4TTY (4889)

PLANNING SERVICES  
Development

## APPLICATION FOR A DESIGNATED PROPERTY GRANT

### 1. Applicant

Name

Telephone (include area code)

Address

Postal Code

### 2. Property for which application is being made:

### 3. Under which part of The Ontario Heritage Act, 1974 is the property designated?

Part IV     Part V

### 4. Have you previously received a Designated Property Grant for this property?

Yes    No (If Yes, give date and amount) Date \_\_\_\_\_ Amount \_\_\_\_\_

### 5. Provide a description of the project proposal and cost breakdown. Include details such as materials to be used, sizes, mortar mixes, etc. Enclose all drawings, photos and/or other material necessary for a complete understanding of the proposed work (use additional sheets as required). Please include any available historic photographs.

Description

Cost

**TOTAL**

I certify that to the best of my knowledge the information provided in this application for a Designated Property Grant is accurate and complete.

Applicant

Date

**NOTE: PROJECTS UNDERTAKEN BEFORE COUNCIL APPROVAL HAS BEEN  
OBTAINED ARE NOT ELIGIBLE FOR A GRANT.**

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Application received by \_\_\_\_\_ Date \_\_\_\_\_

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To be completed by St. Catharines Heritage Committee

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Date of Referral to Heritage Committee \_\_\_\_\_

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Project  Accepted (conditions) \_\_\_\_\_

\_\_\_\_\_

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Not Accepted (reasons) \_\_\_\_\_

\_\_\_\_\_

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Heritage Committee Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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Municipal Council Decision

Project  Accepted (conditions) \_\_\_\_\_

\_\_\_\_\_

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Not Accepted (reasons) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Grant Allocated (if approved) \_\_\_\_\_

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Planning Services \_\_\_\_\_ Date \_\_\_\_\_

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