

Designated Heritage Property  
Incentive Grant Program

Grant  
Heritage  
Incentive  
Finishes  
Sustain  
Care  
Designated  
Stabilization  
Preservation  
Restoration  
Cultural Heritage



Planning, Design and Development  
Heritage

## **Section 1: Purpose of Grant Program**

In the public interest, the City of Brampton has established a heritage property incentive grant program intended to encourage and assist owners with the care of heritage properties designated under either Part IV or Part V of the *Ontario Heritage Act*.

The Designated Heritage Property Incentive Grant is tailored to assist property owners with small to mid-size preservation and/or restoration projects. Projects must focus on the care and rehabilitation of existing heritage attributes or restoration that would contribute to the cultural heritage significance of the property or district and their reasons for heritage designation.

## **Section 2: Definitions**

- a) 'Owner' means the person registered on title in the proper land registry office as owner of the Designated Heritage Property.
- b) 'City' shall mean The Corporation of the City of Brampton;
- c) 'Council' shall mean the elected Council of the Corporation of the City of Brampton;
- d) 'Designated Heritage Property' shall mean real property including all buildings and structures thereon that have been designated by municipal by-law as being of cultural heritage value or interest pursuant to Part IV or the *Ontario Heritage Act* or located in a Heritage Conservation District designated under Part V of the *Ontario Heritage Act*;
- e) 'Eligible Property' shall mean that which is described in Section 3;
- f) 'Eligible Conservation Work' shall mean that which is described in Section 5;
- g) 'Heritage Attributes' shall mean, the exterior principal features, characteristics, context, and appearance that contribute to the cultural heritage significance of a property designated under either Part IV or Part V of the *Ontario Heritage Act*".
- h) 'Policy Statement' shall mean the City's "Policy Statement - Designated Heritage Property Incentive Grant Program";
- i) 'Preservation' shall mean the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property;

- j) 'Restoration' shall mean the process of accurately revealing, recovering, replicating or representing the state of a heritage property at a particular period in its history, while still protecting the cultural heritage value of the property:
- k) 'Application Kit' shall mean the City of Brampton's 'Designated Heritage Property Incentive Grant Application Kit', which includes the Application Form and the Standard Agreement, as may be amended from time to time by the City of Brampton Heritage Staff;
- l) 'Application Form' shall mean the application form attached as Appendix A to the Application Kit as may be amended from time to time by the City of Brampton Heritage Staff;
- m) 'Standard Agreement' shall mean the standard form agreement attached as Appendix B to the Application Kit" as may be amended from time to time by the City of Brampton Heritage Staff and
- n) 'Complete Application' shall mean all the items set out in Section 7 of the Application Kit, a completed Application Form, and a signed and dated Standard Agreement, to the satisfaction of City of Brampton Heritage staff, in their sole discretion.

### **Section 3: Eligibility**

To be eligible, a property must be:

- a) Designated under the *Ontario Heritage Act*, and;
- b) Located within the City of Brampton; and
- c) Free of property tax arrears, compliance orders, enforcement orders issued under property standards and maintenance By-laws, the Ontario Fire Code and any other outstanding fees, fines, orders or statutory violations.

The Designated Heritage Property Incentive Grants will only be paid when Council has passed the designating by-law and the designation is registered on title.

Where a Designated 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 the grant.

Heritage resources owned or used by any level of government are not eligible except where a non-profit community group has assumed, by long-term lease or legal agreement, responsibility for maintenance of the building. In these cases, the owner of the Designated Heritage Property shall make an application for the grant and authorize the organisation/ group to prepare, submit and speak to the request for a Heritage Permit Application and/ or Consultation, on his/ her behalf. .

**Section 4: Heritage Property Incentive Grant Amount**

The program makes funds available to cover half of the cost of eligible conservation work (Refer Section 5) up to a maximum of \$10,000, subject to available funding. The heritage property incentive grant must be matched by a contribution from the property owner.

**Section 5: Eligible Conservation Work**

Any conservation work, which directly and appropriately preserves, restores and/or enhances specific heritage attributes as identified and described in the heritage designation By-law or heritage conservation district plan, is deemed eligible. All work must be executed in such a manner as not to detract from or diminish the cultural heritage value of the property or district.

Eligible work would include the costs of labour, materials and equipment, provided proof of such costs can be verified by invoices and receipts. Donated labour and materials are not considered part of the costs or part of the owner’s matching contribution. Determination of what constitutes eligible conservation work is at the discretion of the City of Brampton in consultation with the Brampton Heritage Board.

A City of Brampton Heritage Staff can be contacted for further clarification regarding what constitutes eligible conservation work.

**Conservation Works Within A Heritage Conservation District**

When conservation work is proposed on properties within a Heritage Conservation District, it must clearly conserve or enhance specific heritage attributes on the property

itself and/or contribute to the cultural heritage value of the Heritage Conservation District.

Such work must always be consistent with the existing District Plan. Improvements to a property within a Heritage Conservation District, as recommended in the design guidelines of the District Plan, will be eligible for consideration.

**Preservation Projects**

Preservation is the act or process of applying measures necessary to care for and sustain the existing form, integrity, materials and details of a heritage property. Preservation is appropriate when the existing heritage attributes and features are essentially intact.

The removal or replacement of intact or otherwise repairable heritage attributes on the property should always be avoided.

Occasionally rehabilitation may also be required if a property is to remain functional - usually through conversion of a property for a new, compatible use. Rehabilitation involves more intervention than simple preservation, usually by making certain, carefully considered alterations.

Every effort should be made to retain and preserve the heritage attributes that contribute to the significance of the property, while still permitting those changes necessary to ensure the building has renewed viability.

**Restoration Projects**

Restoration is the process of accurately revealing, recovering, replicating or representing the state of a heritage property at a particular period in its history, while still protecting the cultural heritage value of the property.

Restoration is appropriate when the significance of the property during a particular period in its history far outweighs the potential loss of existing materials, spaces, finishes and other attributes. Restorations are usually considered when the heritage integrity and significance of the property has been greatly diminished over time.

Restoration should focus on accurately replicating decayed and missing elements, revealing intact elements that are hidden or obscured; and on removing inappropriate finishes and features that obviously diminish the heritage value of the property.

The merits and scope of a restoration project is determined using appropriate documentary sources - either directly related to the property or based on solid research and relevant historical references. Restoration should never be the result of speculation or mere conjecture and should never be overly influenced by current design trends.

### **Examples of Eligible Conservation Work:**

- Eligible conservation work can include the preservation or accurate heritage restoration of:
- porches, verandahs, cupolas, columns, brackets, soffits, fascia and other architectural elements;
- exterior cladding such as clapboard, wood shingles, pebbledash stucco, board and batten;
- significant chimneys;
- windows, doors (including screen doors and storm windows) and other structural openings;
- decorative architectural detailing, millwork and trim;
- masonry and stonework;
- cleaning of masonry and stone (if deemed necessary and if using non-destructive cleaning methods);
- chemical or physical treatments, if appropriate, undertaken using the gentlest means possible (treatments that cause damage to historic materials will not eligible);
- removal of non-heritage siding and detailing;
- historically accurate landscaping, gardens and flower beds;
- repairs deemed critical to the stabilization and preservation of the property, including repairs to the roof and eaves troughs, exterior cladding, windows, foundation and drainage, serious structural faults;

- preservation or restoration of interior heritage attributes, features, materials and finishes if they contribute to the cultural heritage value of the property; interior work of this nature usually focuses on: period wallpaper and paint, woodwork, hardwood floors, decorative plaster, wall murals, stained and leaded glass, etc;
- removal of inappropriate modern materials such as insulbrick, metal siding and the like;
- introduction of a period paint colour scheme;
- conservation of any other features or character-defining element on the property that is cited and described as a cultural heritage attribute in the heritage designation bylaw, heritage district plan, and/or statement of reason for heritage designation report.

### **Section 6: Ineligible Conservation Work**

In general terms, in-eligible work includes any work or projects of a non-heritage nature, works that focus on non-heritage attributes, additions, spaces, features and finishes, or any works that might diminish the cultural heritage value of the property.

#### **Examples of In-Eligible Conservation Work:**

- architectural and engineering services, feasibility studies, cost estimates, preparation of drawings;
- repairs and upgrades ordered as a result of non-compliance with property standards By-laws and other applicable By-laws, regulations and legislation;
- re-insulating, installation of new heating or cooling systems or other energy efficiency upgrades;
- construction of new additions or accessory structures that are not based on historical research and that do not incorporate historically appropriate forms, finishes, elements and materials;
- removal of asbestos, mould, urea formaldehyde and other contaminants;
- driveway paving and repairs;

- improvements to mechanical or electrical systems;
- minor repairs; routine household maintenance such as repairing a broken step;
- any work completed or started before a grant has been formally approved;
- exterior painting not based on historical research and not using appropriate period paint colour schemes;
- non-heritage awnings and signage;
- moving of structures;
- works focusing on non-heritage additions, sheds or outbuildings not specifically identified as heritage attributes;
- new fencing or landscaping that is not based on historical research and that does not incorporate historically appropriate forms, finishes, elements and materials;
- sandblasting or other cleaning methods that may damage a structure's finishes.

### **Section 7: Documentation with Each Grant Submission**

The Owners are encouraged to submit as much pertinent information and supporting documentation as necessary to describe the proposed project and demonstrate its merits. The City may request additional information as required. The following types of information are must be included with each grant submission:

- 1) Photographs of the project site and of the features showing what and where the work will take place;
- 2) Historical photographs, illustrations or other forms of historical documentation of the property (if available); if not available, general historical references and graphical material that help illustrate what is proposed and why it is historically appropriate;
- 3) Drawings (as necessary) that adequately illustrate the scope and type of work and location that is being proposed;



- 4) At least two (2) competitive cost estimates for all labour and materials involved in the proposed work, unless there is only one specialized supplier of a particular product, trade or service in the GTA. Although not mandatory, owners who want to apply are encouraged to select suppliers, contractors and/or trades people that have demonstrated experience with heritage properties. Cost estimates must be sufficiently detailed so as to clearly indicate the scope and nature of work. If the proposed project includes both eligible and non-eligible work, the cost estimates must clearly differentiate between the two;
- 5) A brief summary of the overall project budget; and
- 6) A statement detailing other grants or funding sought for the proposed work, as applicable.

### **Section 8: Pre Consultation**

The property owner must consult with the City of Brampton Heritage Staff prior to submitting a Designated Heritage Property Incentive Grant application.

This pre-consultation is used to help ensure that applications are complete and that they meet the criteria and eligibility requirements.

A site inspection of the property and an assessment of possible impacts on existing designated heritage attributes will be conducted by the City of Brampton Heritage Staff.

### **Section 9: Assessment of Applications**

An application will be assessed using the following criteria:

- compatibility and consistency with the architectural, historical, and contextual significance of the property;
- serves to rehabilitate the building or property by stabilizing and protecting existing architectural heritage attributes and/or other character defining elements;
- serves to help restore the building or property by replicating lost or damaged architectural heritage attributes and/or other character defining elements that were once part of the building fabric or property. Such work must not compromise existing heritage attributes in the process and must be justified using appropriate research and documentation methods;

- serves to improve and strengthen the streetscape, neighbourhood, block or area in which it is located
- consistency with City policy as outlined in the City of Brampton Official Plan;
- consistency with City by-laws, policies, codes, as well as relevant provincial and federal regulations;
- compatibility with the guidelines and district plan established for the heritage conservation district, if the property is located within such a district; and
- consistency with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and best practice in heritage conservation overall.

**Other factors used in assessment of grant applications include:**

- the overall cultural heritage value of the property as determined by the City of Brampton's criteria for assessing cultural heritage value or interest;
- documentation that indicates the suppliers of a particular product, trade or service have sufficient experience working with heritage properties;
- the use of historically appropriate materials and finishes as warranted;
- the availability of funds within the program budget; and
- the relationship of the application to the long-term conservation plans and priorities of the City and the Brampton Heritage Board.

**Section 10: Administration of Heritage Property Incentive Grant Applications**

Designated Heritage Property Incentive Grant applications shall be reviewed on a first-come, first-served basis within each year. The grants are subject to available funding and the quality of the application at the sole discretion of the City. Please note that not all heritage property incentive grant applications will be successful.

In order to apply for and be awarded a heritage property incentive grant, the following steps must be taken:

- 1) the owner must undertake a pre-consultation which includes contacting the City's Heritage Coordinator to discuss the project and determine whether the owner should complete an application form;
- 2) if the City of Brampton Heritage Staff determines that an application form may be completed by the Owner, the owner may do so;
- 3) once a complete application is received by the City, a report will be written by the City of Brampton Heritage Staff to the Brampton Heritage Board with a staff recommendation regarding the application;
- 4) Council will consider the staff recommendation and the recommendation of Brampton Heritage Board and determine whether the heritage property incentive grant should be awarded to the owner, and Council's decision shall be final.

The applications should be received by the City at least eight (8) weeks prior to the anticipated project launch.

By signing the application form, the owner certifies that no work eligible for heritage property incentive grand funding has not yet been contracted or undertaken.

Works and projects under consideration with a heritage property incentive grant submission shall not commence prior to receiving written confirmation from the City of Brampton that a heritage property incentive grant has been awarded.

If the owner intends to do some or all of the work him/herself, the labour will not be eligible for funding.

The application may be granted funding either with or without certain conditions and/or other considerations.

### **Section 11: Administration of Heritage Property Incentive Grants**

Before the heritage property incentive grant will be paid by the City, the following must occur:

- the work as approved by Council, must be completed to the satisfaction of the City of Brampton Heritage Staff;

- the work must be completely paid for by the owners, and written documentation (invoice, receipts, and other pertinent documentation) to verify such payment must be submitted to the City;
- the work must be completed within one (1) year from the date of approval of the heritage property incentive grant by Council;

The owner who applied for the heritage property incentive grant will permit a City of Brampton Heritage Staff to photograph the property to document the condition of the building before, during and after the conservation work. In addition, the owner who applied for the heritage property incentive grant will permit the City to enter and inspect the completed project to ensure conformity to the proposal submitted.

In exceptional cases, projects may extend into a second year. In such instances a written request, stating the reasons for the extension, must be submitted by the owner for review and approved at the discretion of the City Heritage Coordinator or designate, prior to the end of the first year following the date of Council approval of the grant.

If the owner proposes to make changes to the approved Eligible Conservation Work, the a City Heritage Coordinator or designate must be contacted, and he/she may determine whether the owner may proceed with any changes to the Eligible Conservation Work and still receive the heritage property incentive grant.

## **Section 12: Remedial Actions**

Should, in the opinion of the City's Heritage Staff, the heritage property incentive grant recipient fails to comply with the requirements of the Designated Heritage Incentive Grant By-law (266-2011), or the Designated Heritage Property Incentive Program Guidelines, or supplied false information, the owner who applied for the heritage property incentive grant shall either not be paid the grant by the City, or, if the heritage property incentive grant has already been paid, be required to forthwith repay the entire heritage property incentive grant amount to the City.

Failing immediate repayment upon notice from the City, the grant shall be deemed to be a loan, for which the amount of the loan together with interest (at the Prime Interest Rate as set out by the Bank of Canada as of the date of notice from the City, plus 2%) may be added by the City Clerk to the collector's roll and collected in like manner as municipal taxes over a period fixed by Council, and such amount and interest shall be a lien or charge upon the land in respect of which the loan was made.

### **Section 13: Frequency of Grant**

A single property is eligible to receive only one (1) grant every two (2) years after the date the City Council approved the initial heritage property incentive grant.

For further information please contact a Heritage Coordinator at:

City of Brampton  
Planning, Design & Development  
2 Wellington St W  
Brampton, ON L6Y 4R2  
905-847-3744 or 905-874-3825

**Application Form**

**Designated Heritage Property Incentive Grant Program**

Please complete the following and submit to a City of Brampton Heritage Coordinator

**1. Owner Contact Information:**

\_\_\_\_\_  
Name of the Owner

\_\_\_\_\_  
Home Telephone Business Telephone

\_\_\_\_\_  
Fax Email

\_\_\_\_\_  
Address

**2. Specify property for which application is being made:**

\_\_\_\_\_  
Municipal Address

\_\_\_\_\_  
Legal Description

\_\_\_\_\_  
PIN ROLL

**3. Under which part of the *Ontario Heritage Act* is your property designated?**

- Part IV (individual property)
- Part V (heritage property within a Heritage Conservation District)

**4. Have you previously received a City of Brampton Heritage Property Incentive Grant?**

Yes                       No

If “Yes”, please provide the dates and amounts below:

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Date	Amount
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Date	Amount
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**5. Is this property the subject of any City By-law contraventions, work orders, penalties, fees, arrears of taxes, fines, or other outstanding municipal requirements as of the date of application?**

Yes                       No

If “Yes”, please provide details below:

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**6. Provide a description of the project proposal. Use additional sheets as required:**

SEE ATTACHED DOCUMENTS

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**7. Enclose all drawings, current photographs, and/or other materials necessary for a complete understanding of the proposed work. Please include any available historic photographs or documentation.**





**10. Cost Estimate Summary:**  
 (Enclose at least two estimates)

Company	Details	Estimate
Name:  Address:		\$
Name:  Address:		\$
Name:  Address:		\$

**11. Project Costs (to the nearest dollar) and declaration:**

Sources	Details	Amounts
Amount of Grant requested from City of Brampton (up to \$10,000.00)		\$
Owner's Contribution		\$

Other Sources (if any)		\$
<b>Total Project Costs</b>		\$

1. I, the undersigned, certify that to the best of my knowledge the information provided in this application is accurate and complete, and I agree to the terms and conditions of the Designated Heritage Property Incentive Grant Program as established by the City of Brampton under By-law 266-2011.
  
2. I am the owner of authorized agent of the owner, named in the above application and hereby apply for a grant under the Designated Heritage Property Incentive Grant Program (refer Schedule B)
  
3. I understand that the final amount of the grant will be determined and that this application will be completed following:
  - a) A site inspection of the property and assessment of impacts on existing designated heritage attributes by the City Heritage Coordinator;
  - b) Owner provided drawings, and/or specifications, cost estimates, and photographs;
  - c) Assessment of the merits of the application by the Heritage Coordinator and the Brampton Heritage Board;
  - d) Formal approval of application by Brampton City Council;
  - e) Substantiation of the completed work by invoices provided; and
  - f) Completion of work within one (1) year of the date of approval by Brampton City Council.
  
4. The undersigned hereby certify that no works eligible for heritage grant assistance, and/or which would require permission to alter under the Ontario Heritage Act, have

commenced as of this date, or will commence prior to approval of this application by City Council.

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Date

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Owner's Signature

### 13. Checklist

The City will not begin processing this application until ALL required materials are submitted.

- Pre-consultation with City Heritage Coordinator completed
  - Completed application
  - Drawings/ renderings accurately describing the existing condition and proposed work
  - Current colour photographs documenting features, elements, and spaces that will be the focus of the proposed project
  - Copies of archival photographs and historical documentation as applicable
  - Statement indicating other sources of funding as applicable
- Cost estimates

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 m.c.M.56 for the purpose of providing information for a Designated Heritage Property Incentive Grant Program application for the above listed property. Questions about this collection should be directed to a City of Brampton Heritage Staff at (905) 874-3744 or (905) 874-3825.*



**REGISTERED OWNER'S AUTHORIZATION**

(To be completed by the registered owner)

I, \_\_\_\_\_ am  
the registered owner of the subject site.

I authorize \_\_\_\_\_ to prepare,  
submit and speak to this request for a Heritage Permit Application and/ or Consultation,  
on my behalf.

Owner Signature: \_\_\_\_\_ Dated: \_\_\_\_\_