



Guidelines for the Heritage Property Grant Program

City of Ottawa

Approved: September 2024

1. Program Description

The Heritage Property Grant Program (Heritage Grant Program) is a contribution program intended to assist eligible owners of designated heritage properties with conservation projects. While the program is called the Heritage Property Grant Program, it provides contributions for the purposes of the City of Ottawa Grants and Contributions Policy. Contributions (referred to as grants for ease of understanding) are conditional transfer payments to an individual or organization that are subject to being accounted for or audited. The program is based on availability of funding which is approved by City Council as part of the annual budget. The program is administered by the Heritage Planning Branch, Planning, Development and Building Services Department.

2. Definitions

Designated Heritage Property: A property designated under Part IV or V of the *Ontario Heritage Act*.

Contributing Properties: Properties designated under Part V of the *Ontario Heritage Act*, located within a Heritage Conservation District (HCD) that have been determined to contribute to the heritage character of the District. These properties may be listed as Category 1,2,3, Grade I or Contributing in the respective HCD documentation.

Cultural Heritage value: The historic, design or contextual significance for past, present or future generations. The heritage value of an historic resource is embodied in its heritage attributes.

Heritage Attributes: Those attributes of a property that reflect its heritage value. Attributes may include architectural elements, landscape features, or building location.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value

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

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.

Not-for-profit Organization: Include associations, clubs, or societies organized exclusively for social welfare, civic improvement, recreation, other. NPOs must be incorporated under one of the following legislative acts:

- Part III of the province of Ontario's *Corporations Act*
- Part II of the *Canada Corporations Act* with a certificate of continuance issued under the *Canada Not-for-profit Corporations Act*
- the province of Ontario's *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c. 15 (proclaimed in force on October 19, 2021)
- the *Canada Not-for-profit Corporations Act*
 - the province of Ontario's Agricultural and Horticultural Organizations Act, R.S.O. 1990, c. A.9; or,
 - incorporated through affiliation with The Ontario Historical Society under An Act to incorporate The Ontario Historical Society, assented to 1st April 1899 at the Legislative Assembly of Ontario - the said Act authorizes The Ontario Historical Society to incorporate an affiliated society as a non-profit corporation;
- An Act to Incorporate The Royal Canadian Legion, Chapter 84 of the Statutes of Canada 1948, as amended, with federal corporation number 058870-9; or,
- A special act of parliament (many churches within the City of Ottawa are incorporated under a special act of parliament).

Charitable Organization: A charitable organization, public foundation, or private foundation that is created and has a registered office in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion, other purposes that benefit the community. Only Charitable Organizations that are incorporated are eligible for the cost-sharing program.

3. Program Streams

The program streams are only offered to owners of Contributing properties designated under Part IV or Part V of the *Ontario Heritage Act*. Government owned properties and properties owned by foreign missions, embassies or school boards are not eligible for funding under the Heritage Grant Program. There are two program streams, a matching grant, and a cost-sharing grant.

Matching Grant

The matching grant provides up to 50 per cent of project costs with a cap of \$10,000 for small-scale properties and \$35,000 for large-scale properties. Small-scale properties include buildings such as detached dwellings or small commercial buildings, while large-scale properties include historic churches, former schools or commercial buildings. Property owners are able to receive grant funding once every two years. The exception to this rule is where a property owner has applied for a phased project such as masonry repair or window restoration. Projects may be phased for up to three years but funding for subsequent phases is dependent on budget.

Cost-Sharing Grant

The cost sharing grant offers up to 75 per cent of costs to a maximum of \$75,000 and is only available to incorporated Not-for-profit organizations and Charitable Organizations. The intention of this stream is to support projects that would meaningfully contribute to the conservation of these important buildings through larger scale projects. This stream is intended to assist in funding large scale conservation projects rather than smaller, more piecemeal projects such as door restoration or minor repointing projects. Property owners are eligible to receive grant funding under this stream once every five years.

4. Project Eligibility

Only heritage restoration, preservation and rehabilitation projects are eligible for funding under the Heritage Property Grant Program. All projects must conform to the Council-approved “Standards and Guidelines for the Conservation of Historic Places in Canada.” Applicants are strongly encouraged to consult with staff in the Heritage Planning Branch prior to submitting an application. Heritage staff will determine the eligibility of the project, provide technical advice and assist with the application process.

Project Eligibility and Prioritization of Projects

Project	Priority
Restoration projects where the integrity of the heritage resource may be threatened if the work is not undertaken.	High
Structural work, such as foundation repair, at the discretion of staff.	High
Rehabilitation of Heritage Attributes including the protection and repair of existing materials, form and integrity.	High
Technical studies including, but not limited to, building condition assessments, engineering/stabilization reports, paint analysis.	Medium
Replication of Heritage Attributes which still exist, but which are beyond restoration. This can include windows, porches, decorative woodwork or masonry.	Medium
Restoration of cladding such as returning a building to its original paint colour or repointing or non-abrasive cleaning of masonry. Note that paint restoration and masonry cleaning are only grant eligible once for an individual property.	Medium
Restoration of Heritage Attributes that have been lost, where there is documentary evidence showing the missing feature. The documentary evidence should be related to the specific building for which grant funding is requested. In special circumstances, contextual evidence from the local neighbourhood may be appropriate.	Medium
Other projects not identified but that conform to the Standards and Guidelines for Historic Places in Canada and are necessary for the long-term preservation of the resource.	Medium
Interior restoration work where the specific building element is included in the designation and listed in the Statement of Cultural Heritage Value.	Low
Interior work where the interior of the building is not designated.	Not Eligible
Ongoing building maintenance that is the normal responsibility of a property owner such as painting.	Not Eligible

Technical studies such as building condition assessments where the building is proposed for demolition.	Not Eligible
Work that has already been started at the time of application. No retroactive funding is available. **	Not Eligible

* If the property owner is a Not-for-profit or Charitable Organization and the scope of the work does not conform to the intent and eligibility requirements of the cost-sharing stream, the owner could be considered for a grant under the small-scale or large-scale matching grant stream. Property owners cannot receive funding in both streams in the same year.

** In exceptional circumstances, retroactive grant funding may be approved on an emergency basis if available.

5. Application Requirements

Applications are generally accepted in the fall of the year prior to the funding, exact dates will be communicated on the City's website and to relevant stakeholders by September 1 each year.

Applications for both streams of the program require:

1. Completed application form (available on the City of Ottawa website).
2. Photographs of the building and area(s) where work is being proposed.
3. Copies of at least two quotes for the work that will be completed.

Note: Given the occasional challenges in finding appropriate tradespeople, exceptions to the requirement for two quotes may be made at staff's discretion if the applicant demonstrates efforts to obtain additional quotes.

4. If the property owner wishes to complete some or all of the work themselves, a detailed quote must be submitted regarding material costs.
5. There may be additional application requirements for the cost-sharing stream. Applicants for the cost-sharing stream will be required to have a site meeting with heritage staff in advance of a formal application. This meeting will be used to discuss requirements, prioritization, and phasing of projects.

Providing incomplete or insufficient information may result in an application being denied.

6. Approval Process

All applications will be reviewed by the Planning, Development and Building Services Department staff who will submit their recommendations for funding allocation to the Program Manager, Heritage Planning Branch. The Program Manager, Heritage Planning Branch shall have the delegated authority to review and provide final approval to contributions under the Heritage Property Grant Program provided that such allocations,

- a) collectively, do not exceed the value of the budget provision approved for such contributions; and,
- b) contributions are assigned in accordance with the list of priorities set out in section 4.

If the applications received exceed the available budget, the following priority ranking system will be used in this particular order:

1. Newly designated properties and first-time applicants
2. Projects where the integrity of the heritage resource may be threatened if the work is not undertaken.
3. Projects that demonstrate the highest standards of heritage conservation.
4. Projects that include the maximum retention of the historic fabric.
5. Project that are proposed to be phased at the time of application.
6. Projects that were awarded funding, however, did not proceed with the project

The decision of the Planning, Development and Building Services Department is final and applicants will receive a letter notifying them of the result of their application. If the grant is approved, the letter will contain the amount of the grant, a contribution agreement for the applicant to sign that will include the reporting requirements. If the grant is not approved, the letter will outline the reasons.

All successful applicants will be required to enter into a contribution agreement with the City of Ottawa in accordance with the City of Ottawa Grants and Contributions Policy. The Program Manager, Heritage Planning Branch will sign these agreements under the Heritage Property Grant Program.

7. Funding Formula

For the matching grant stream for small-scale and large-scale properties the City “matches” every dollar the property owner spends, up to a maximum grant of \$10,000 or \$35,000 respectively. If, for example, the total eligible restoration work for a small-scale building was \$4,000 the grant would be \$2,000, if \$30,000 the grant would be \$10,000 as it is capped at this.

For the cost-sharing stream, the City will offer up to 75 per cent of costs to a maximum of \$75,000. If, for example, the total restoration work was \$50,000, the grant would be \$37,500, if \$100,00 the grant would be \$75,000.

If the property owner plans to complete some or all of the work themself, grant funding will be based on 50 per cent of the cost of eligible materials. No funding will be provided for labour.

The maximum grant for technical studies is 50 per cent of the total cost of the consultant fees to a maximum of \$1500, whichever is less.

Depending on annual budget, size of project, and number of applications, the grant allocation per project may be less than 50 per cent of the total cost of the project in order to provide grants to more applicants.

8. Disbursement of Funds

Once the work has been completed and paid for, the applicant must submit a project report as outlined in the contribution agreement which includes: a brief description of the project, proof of payment (copy of invoices marked paid, cancelled cheque or other appropriate proof) and photographs of the completed work to the Planning, Development and Building Services Department. Upon receipt of these documents, a heritage planner will schedule a site visit to verify that the work has been completed to approved restoration standards.

For the Matching-Grant Stream, all work must be completed and documentation for the disbursement of grant funding submitted to the Planning, Development and Building Services Department by December 31 in the year in which the funding is approved. Disbursement of funds for the cost-Sharing stream will be project dependent but may be phased.

Once all work has been verified, the heritage planner will request disbursement of the contribution in accordance with the terms and conditions of the contribution agreement. The payment will be issued forty-five (45) days after the completion of the Project as certified by the contractor in the Certificate of Completion. If the property owner has started the work and cannot complete the work by December 31 in the year that the funding is approved, a special request for an extension may be made in writing to the to the Planning, Development and Building Services Department. Extensions may be approved by the Program Manager, Planning, Development and Building Services Department.

9. Monitoring

These program guidelines will be reviewed once every term of Council and updated as required. This document was last reviewed in September 2024.

Minor amendments to these Program Guidelines in relation to changes in City policy, procedures or changes to legislation or administration of the Heritage Property Grant Program may be implemented by staff without requiring Council approval. Any substantive changes such as updates to funding maximums, overarching program priorities or any other modifications that significantly alter the program's scope or objectives, will be part of the regular program review and will require Council approval.