



**Township of South Frontenac  
Heritage Advisory Committee  
Meeting Agenda**



TIME: 1:00 PM,  
DATE: Thursday, July 25, 2024  
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order

- a) Resolution

*That the Heritage Advisory Committee be called to order at \_\_\_\_\_ p.m.*

2. Approval of he Agenda

- a) Resolution

3. Confirmation of Minutes

- a) Resolution

2 - 9

4. Disclosure of Pecuniary Interest

5. Delegations

6. Briefings

7. Business

- a) Heritage Grant Program

10 - 29

- b) Built Heritage Program  
(Discussion RE: Grant program, Walking Tour and Historic  
Plaque/Marker Program)

- c) Verbal Update regarding Inventory Project and Discussion regarding  
methogology

8. Motions

9. Notices of Motion

10. Correspondence

11. Round Table Discussion

- a) Update regarding Railton Rectory

12. Questions of Clarity (from the public on outcome of agenda items)

13. Date of Next Meeting

- a) Date of the next meeting: October 24, 2024

14. Adjournment

- a) Resolution



**TOWNSHIP OF SOUTH FRONTENAC  
Heritage Advisory Committee Meeting  
Minutes**



**Meeting # 01**

**Time:** 1:00 p.m.

**Location:** Council Chambers / virtual via Zoom

**Present:** Michael Gemmell, Wilma Kenny, John McDougall, Michael Payne

**Absent:** Scott Trueman

**Staff:** Tom Fehr - Planner, Michelle Hannah - Deputy Clerk

1 Call to Order

2 Approval of the Agenda

a) Resolution

Resolution No. 02

Moved by Wilma Kenny

Seconded by Michael Payne

That the agenda be approved.

Carried

3 Election of Officers

a) Chairperson Nominations & Election

Resolution No. 03

Moved by Michael Gemmell

Seconded by Wilma Kenny

That Michael Payne be appointed as Committee Chairperson.

Carried

b) Vice-Chairperson Nominations & Election

Resolution No. 04

Moved by Wilma Kenny

Seconded by John McDougall

That Michael Gemmell be appointed as Committee Vice-Chairperson.

Carried

4 Confirmation of Minutes

a) Resolution

Resolution No. 05

Moved by Michael Gemmell

Seconded by Wilma Kenny

That the October 26, 2023 meeting minutes be approved as presented.

Carried

5 Disclosure of Pecuniary Interest

- a) None was declared.

6 Delegations

- a) There were none.

7 Briefings

- a) There were none.

8 Business

- a) Staff Report - Framework for historic research and site evaluation

Michael Gemmell advised that he read the report, and it follows in close compliance with the Act itself. He noted that before the Committee moves on to the step of possibly listing properties on a registry or pursuing designation, this research would be important. He asked if there were a particular area Tom would like the committee to focus on.

Tom Fehr suggested to focus on Sydenham but added that it is up for discussion. The Township is so big, having a place to focus on is a good idea. He noted that the exercise is to create a list of properties to use in the future.

Wilma shared that she wrote the Heritage walking tour, it is very general and more for surface entertainment of the village. The properties on the tour would require additional research.

John McDougall noted that there are buildings in Sydenham and Petworth already identified as having historical interest but the detail that is required on the framework has not been done. A large list of limestone homes has previously been identified. These could be a good place to start. He also noted that many things that are of significance are areas of particular biodiversity.

Michael Payne stated that there is significant value to the Sydenham walking tour. He also mentioned that there are some types of historically significant sites that may need review. For example, historic cemeteries (one in the Township that has already been designated). Cultural landscapes that are of historic significance are important too, but many of those are protected by other legislation over and above the *Heritage Act*. If you take all of the Federal, Provincial and Municipal designations in the area, they are not necessarily all 'built heritage'. He asked staff to consider how far planning is prepared to go along the lines of developing policy with respect to 'not built' heritage.

Michael Gemmell noted that landscapes can have cultural significance if there is something that has happened on them. He also inquired where can someone send their letter with respect to re-naming a bay on a lake.

Michelle Hannah advised that this is a matter for the Provincial Government and there is a provincial government website <https://www.ontario.ca/page/geographic-names> that deals with these matters.

Wilma Kenney noted that related to this is the aboriginal issue, there are sites that are deliberately not named as they could potentially be damaged, and they would have to be protected before they are identified.

Michael Payne shared that those are cultural landscapes because they have significance.

Tom Fehr advised that cemeteries, archeological resources such as ANSI all have significant provincial and federal inputs, so keeping with built heritage is the best use of the Committees resources.

Michael Payne noted that the remains of mine sites is what he was referring to

John McDougall inquired if there is a place where all of these matters are kept? He also inquired if ANSI stay the same for decades.

Tom Fehr advised that ANSIs are designated by the province. They are identified on Frontenac Maps.

Michael Gemmell agrees that if the Committee focuses on the built environment, the Committee already has started to create an informal list.

Tom Fehr clarified that the plan is fine as long as you don't go on their property.

Wilma Kenny expressed her concern for the number of barns and two-story sheds that have historic components that are being removed.

Michael Payne noted that barns, sheds, coach houses are built structures and research could be completed. The owner could then bring them forward for consideration to include on a register or to be designated. There is nothing that says historical significance is limited to the principle building on a property.

Tom Fehr agreed, accessory buildings can be up for consideration.

Michael Gemmell shared that it can be a very broad and all encompassing project. With a membership of 4 it could be challenging.

Michelle Hannah noted that composition of the Committee will be reviewed in the near future, and it is not something that should be brought to Council before that time. Committee re-organization is impending.

Tom Fehr shared that for the next meeting a goal for a certain number of properties to be reviewed and start building out that database would be a good place to start.

John McDougall shared property information and photos from past research that had been completed.

Michael Gemmell thought it was a good place to start building on the information required.

Tom Fehr inquired if the committee thought there should be any changes to the draft document.

Michael Payne asked to take out the "level of expertise" line as it is ambiguous.

Michael Gemmell asked for a spot for "Other Comments".

John McDougall inquired if there is some way of getting staff to be involved to have their input with respect to buildings they think are significant.

Minutes of Heritage Advisory Committee  
January, 25, 2024

Wilma Kenny noted that there is a certain degree of not bringing staff into the situation and staff don't want to snitch on someone as they don't really want to go out of their way to point people out.

9 Motions

- a) There were none.

10 Notices of Motion

- a) There were none.

11 Correspondence

- a) There was none.

12 Questions of Clarity (from the public on outcome of agenda items)

- a) There were none.

13 Date of Next Meeting

- a) The next Heritage Advisory Committee meeting date is April 25, 2024

14 Adjournment

- a) Resolution

Resolution No. 06

Moved by John McDougall

Seconded by Michael Payne

That the Heritage Advisory Committee meeting be adjourned at 1:48 p.m.

Carried



**TOWNSHIP OF SOUTH FRONTENAC**  
**Heritage Advisory Committee Meeting**  
**Minutes**



**Meeting # 2**

**Time:** 1:00 p.m.

**Location:** Council Chambers / virtual via Zoom

**Present:** Michael Gemmell, Wilma Kenny, John McDougall, Michael Payne, Councillor Scott Trueman

**Staff:** Tom Fehr - Planner, Michelle Hannah - Deputy Clerk, James Thompson - Clerk

1 Call to Order

2 Approval of the Agenda

a) Resolution

Resolution No. 2024:02:02

Moved by John McDougall

Seconded by Scott Trueman

That the Agenda be approved as presented.

Carried

3 Confirmation of Minutes

a) There were none.

4 Disclosure of Pecuniary Interest

a) None were declared.

5 Delegations

a) There were none.

6 Briefings

a) There were none.

7 Business

a) Identification of Properties and Features

Wilma Kenny asked if there were any suggestions how to choose where to start.

Michael Payne noted that compiling an inventory of properties with historical significance or interest should take place first and then move forward with that information.

John McDougall asked for an outline with respect to changes as we are now using inventory vs. registry vs. designation.

Michael Payne advised that it is possible for municipalities to create a register of heritage properties. Any list of properties put on a municipal registry is public and there are implications from a planning perspective for any property included on the registry. Greater protections are included for properties municipally designated. An inventory only involves data collection and for many municipalities it is a good first step in the process of heritage assessment. This is background research to be made available to staff and council to assist with discussions. There is no implication that any of these properties will go onto a formal registry or be designated in the future.

Tom Fehr added that this data collection inventory will help guide the committee in the future regarding items on their mandate.

Michael Payne shared that under the Act municipalities are permitted to have a heritage registry, and if the Township wanted to create a formal registry basis for including specific properties would come from this registry..

Michael Gemmell added that this data collection must take place first before any property placed on a registry.

Michael Payne noted that any property considered for designation should be found on the inventory list. It is an initial sorting of all the possible resources. There are planning implications to putting something on a registry, primarily the potential for delaying a demolition permit.

Michael Gemmell shared that he would hope the planning department would come to the committee regarding any applications on properties on the inventory.

John McDougall noted that the committee agreed that they would start with Sydenham to focus the scope of the inventory at first. He added that it appears that there are 29 buildings that should be on the inventory and now they can do the background research as there is very little information on any of the properties aside from two.

James Thompson - Clerk informed the committee that the initial inventory will support matters in the mandate. Once the database is completed it could guide planning staff and would be the backbone for other heritage committee initiatives.

Michael Payne shared that an inventory can help the development of walking and driving tours and other heritage initiatives. Provincial legislation has recently changed. Properties can now only be on a municipal registry for 2 years and cannot be returned to that registry for another 5 years after being taken off. The concern was that some municipalities have been using registries to restrict properties but had no intent to formally designate. He noted that setting up a formal registry at this time and placing a large number of properties on it would not be particularly useful.

John McDougall noted that we have a Sydenham scope, but we should also be looking at limestone homes, He added there has also been work completed on school houses and churches to gather information. He inquired about what the Township would formally set up, a spreadsheet or something more significant?

Michael Payne added that Tom Fehr has provided an inventory form and he has completed a few properties on it. He elaborated that the whole form might need some minor modifications but it worked well in his experience. He also added that committee members have identified 29 properties in Sydenham

based on Wilma's walking tour as good candidates for the inventory. He added that he has also been in contact with former an historian in Bedford and is looking at properties in Bedford Mills.

Tom Fehr added that at the previous committee meeting the draft form for the inventory was presented and should be completed for each property, based on that information we then create an inventory.

James Thompson reminded the Committee that we don't have permission to enter onto properties, and to be mindful of trespassing.

Michael Payne added that committee members would be compiling the information they already have and will be collecting new information on selected properties to create an inventory. The hope is this will preserve work that was undertaken by pervious committees and ensure that any information generated is saved for future use.

Resolution No. 2024:02:03  
Moved by John McDougall

Seconded by Scott Trueman

That the Heritage Advisory Committee undertake the identification of properties and features of architectural and cultural heritage value in order to provide baseline information required to further mandated initiatives including; preparing interpretative plaques, walking or driving tours and other celebrations of heritage; it being understood that the research of select properties and features will be undertaken by committee members in association with heritage organizations and interested individuals within the Township and documented utilizing the prescribed inventory forms; and

That any associated research finding be made available to Council and Township staff as requested.

Carried

8 Motions

- a) There were none.

9 Notices of Motion

- a) There were none.

10 Correspondence

- a) There were none.

11 Roundtable Discussion

- a) Michael Payne explained that this section was added to allow information sharing between members. No issues requiring actions or motions should be introduced.

John McDougall inquired about money set aside for designated properties and asked staff if the committee could be advised of money in the budget.

James Thompson noted that staff can let the committee know by email.

Michael Gemmell noted that the grant program used to be allocated to the designations and would assume that money has been carried over as there was a set amount to be allocated, that should be somewhere.

James advised that staff will provide an information report on the status of the 2024 budget and the grant program.

Michael Gemmell spoke about the rumor about Railton Catholic Church rectory. On March 5 Wilma Kenny and Michael Gemmell went to a meeting of the congregation which was held to come up with a solution with respect to what to do with the rectory. The church hired Fotenn Planning + Design and they provided a presentation about the situation. They presented two options for the church to vote on.

Michael Gemmell noted that the building was constructed in 1907 and it is a substantial limestone building. This is a building that would potentially be of interest to the Committee.

Tom Fehr shared that there are no planning applications for the site currently, and pre-consultations are not something that can be discussed if there were any.

Michael Gemmell asked if that would be the case if it was on an inventory.

Tom Fehr advised he would do some research on that and advise the committee.

Michael Payne noted he would much rather it be preserved than demolished.

12 Date of Next Meeting

- a) Next scheduled meeting date: July 25, 2024

13 Adjournment

- a) Resolution

Resolution No. 2024:02:04

Moved by John McDougall

Seconded by Wilma Kenny

That the Heritage Advisory Committee Meeting be adjourned at 1:42 p.m.

Carried

# Township of South Frontenac Staff Report

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**To:** Heritage Advisory Committee  
**From:** Planner  
**Date of Meeting:** Thursday, July 25, 2024  
**Subject:** Heritage Grant Budget Information

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## Summary

This report provides the Committee with information on the Heritage Grant Program and the funds available in 2024.

## Recommendation

This Report is for information and discussion purposes only.

## Background

The Township established a Heritage Grant Program in 2022. The purpose of this program is to offer financial assistance on a cost sharing basis to owners for the maintenance, conservation, restoration, and care of heritage properties of structures designated under the Ontario Heritage Act. The Heritage Grant Policy is attached to this report as Exhibit A.

## Discussion/Analysis

The Township approved a budget of \$15,000 for the Heritage Grant Program for 2024. Since the grant program was established in 2022, \$15,000 has been available annually for heritage grant funding. Unused grant funding does not carry over to the following year. Staff's understanding is that there have not been any grants issued to date under the heritage grant program.

Eligibility for heritage grants is limited to designated properties. Due to the small number of properties in the Township eligible for heritage grant funding, options should be considered by the Committee for how awareness can be brought to the grant program.

## Financial Implications

N/A

## Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following guiding principles of the 2023-2026 Strategic Plan.

- Priority: Choose an item.
- Action Item (If Applicable): Insert Text

### **Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

### **Notice/Consultation**

N/A

### **Attachments**

Exhibit A: Township of South Frontenac Heritage Grant Program Policy 2022

### **Approvals**

Prepared By: Tom Fehr, Planner

**Township of South Frontenac  
Heritage Grant Program  
Policy 2022**



**SOUTH  
FRONTENAC**

This program is administered under the provision of this Policy to establish a Heritage Grant Program.

## **Section 1 : Heritage Grant Program – Introduction**

### **Purpose of Grant Program**

The Heritage Grant Program is intended to encourage and assist Owner(s) with the maintenance, conservation, restoration, and care of heritage properties that are designated under the *Ontario Heritage Act*. The purpose of the program is to offer financial assistance on a cost sharing basis to owners of designated heritage structures.

### **The Role of the Heritage Committee**

The South Frontenac Heritage Committee is a committee of the Township of South Frontenac Council and is responsible for reviewing applications in accordance with the Heritage Grant Program. The South Frontenac Heritage Committee consists of volunteers from the community, appointed by Council because of their knowledge or interest in heritage, architecture, history, construction, law, or first-hand experience with building restoration. The Committee is supported by the Development Services Department.

## **Section 2: Definitions**

‘Act’ means the Ontario Heritage Act, R.S.O. 1990, c O.18, as amended from time to time.

‘Applicant’ means the Owner of the property applying for a grant, or their agent, if such agent is authorized in writing by the Owner to act as agent for making the application.

‘Application form’ shall mean the application form attached as Appendix A to this Policy as may be amended from time to time.

‘Conservation’ shall mean maintenance and the act or process of applying measures necessary to look after, sustain and maintain the existing form, integrity, materials and details of a heritage property. Conservation is appropriate when the existing heritage attributes and features are unharmed.

‘Council’ shall mean the elected Council of the Township of South Frontenac.

‘Designated Heritage Property’ shall mean real property including all buildings, structures and landscape elements thereon located in the Township of South Frontenac that have been designated by municipal by-law as being of cultural heritage value or interest pursuant to Part IV of the Ontario Heritage Act or located in Heritage Conservation District designated under Part V of the Ontario Heritage Act.

‘Eligible Heritage Property’ means real property, including all buildings and structures thereon located in the Township of South Frontenac, that has either been designated under Part IV of the Act or is within a heritage conservation district designated under Part V of the Act and

which has been identified in a Heritage Conservation District Plan as being of cultural heritage value or interest. It is described in section 4 of this policy.

'Eligible Conservation Work' means that which is described in section 5 of this policy.

'Guidelines' means the Township's Heritage Grant Program as may be amended from time to time.

'Heritage Attributes' means principal external or internal features, characteristics, context and appearance that contribute to the cultural heritage significance of an eligible property.

'Heritage Committee' means the South Frontenac Heritage Committee.

'Heritage Value' shall mean the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present, or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associates or meanings.

'Maintenance' shall mean routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. Maintenance entails: periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; and/or replacement of damaged or deteriorated materials that are impractical to save.

'Owner' shall mean the person registered on title in the land registry office as owner of the Designated Heritage Property.

'Restoration' shall mean the process of accurately 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 and other attributes. Restorations are usually considered when the heritage integrity and significance of a property has 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 diminish the heritage value of the property. The merit of a restoration project should be determined using appropriate documentary sources and should not be influenced by current design trends.

### **Section 3: Grant Details**

Priority will be given to projects that conserve and/or restore elements of the Designated Heritage Property cited as attributes of cultural heritage value or interest in the property's designation by-law.

Grants will not be awarded retroactively for work already completed and the Heritage Committee may include conditions with their grant recommendation for approval.

## **Amount of Grant Assistance**

- All Designated Heritage Properties are eligible to apply.
- The grant amount is one half (50%) of eligible project costs (refer to section 5) up to a maximum of \$5,000 subject to available funding per calendar year.
- The grant must be matched by contribution from the owner and is based on the owner's actual expenditures verified by invoices. Donated labour and materials are not considered part of the costs or part of the owner's matching contributions.
- The grant is paid upon satisfactory project completion.

## **Application Deadline**

The municipality will accept applications for the Heritage Grant Program between January 1 and November 30 of the calendar year on a first-come, first-served basis.

Please note: the amount of funding for Heritage Grant Program is determined on an annual basis by Council and may vary from year to year. Grants applied for later in the year may have to wait for the next funding cycle to be considered.

## **Frequency of Grant**

Subject to approval, an eligible property may receive one grant per calendar year. If the grant is over subscribed, priority will be given to applications that have not previously received funding through this grant program.

## **Completion of Work**

The project must be completed within two years of the date the grant is approved. Should the approved project not be completed within the two-year deadline, an (additional) heritage permit application will be required to approve any necessary extensions, up to an additional two years. Should a project not be completed within four years of the grant approval, the grant monies will be null and void and returned to the Heritage Property Grant.

## **Section 4: Eligibility**

### **Eligible Property**

To be eligible, a property must be:

1. Designated heritage property under the Ontario Heritage Act (Council has passed the designating By-law and the designation is registered on title); and
2. Located within South Frontenac; and
3. Used in conformity with the applicable Zoning By-law regulations and other relevant land use planning regulations;

4. Free of property tax arrears at the time of application and throughout the grant period, compliance orders, enforcement orders, Building Code, the Ontario Fire Code and any other outstanding fees, fines, order or statutory violations.

### **Eligible Applicants**

Owners and tenants of an Eligible Heritage Property may apply for assistance. Tenants are required to provide documentation of the property owner's consent to the improvements. Written consent may either be in the form of a lease indicating the lessee's authority for property renovation and repair, or written documentation of the property owner's agreement to the proposed alterations. The owner and/or tenant will need to provide proof that they have paid for the work that is being done. Payment of funds from the grant shall be made payable to the party that undertook and paid for the work to be completed.

Heritage resources owned or used by any level of government are not eligible except where a non-profit community group exists and is responsible 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 non-profit community group to submit and speak to the request.

### **Eligible Costs**

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.

Professional fees for work directly related to completing eligible projects are eligible for funding. For instance, eligible fees might be related to:

- preparation of drawings for reconstructed or restored elements such as porches, windows and doors, for which the appearance for the individual property can be clearly determined from documentary evidence
- solution of structural problems (foundation repairs)
- preparation of specifications of masonry repair

Determination of what is considered of Eligible Conservation Work is at the discretion of the Township of South Frontenac in consultation with the Township of South Frontenac Heritage Committee.

### **Section 5: Eligible Projects**

Any conservation work, which directly and appropriately preserves, restores and/or enhances the heritage attributes as identified and described in the property's Heritage Designation By-law is deemed eligible. All work must be completed in such a manner that does not reduce

from or diminish the cultural heritage value of the property. 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 eligible for the grant.

Priority will be given to projects that conserve, re-construct or restore elements that are identified as heritage attributes in the Designation By-law. Projects that are submitted for the heritage grant should meet acceptable standards of conservation i.e., Standards for the Conservation of Historic Places in Canada.

Eligible projects fall into four general categories:

### **1) Conservation**

The conservation of existing architectural attributes which are significant to the cultural heritage value of the property. This would include for instance, repair of deteriorated original elements such as doors and windows, siding and roofing materials, and any other attributes as described in the Designation By-law. This money cannot be used to renovate or conserve parts of the structure that are not designated nor contribute to preserving the designation or heritage attributes.

### **2) Reconstruction**

The reconstruction of existing architectural features which are beyond conservation or repair. The reconstruction of significant architectural features which have been lost, but for which the appearance can clearly be determined from documentary sources will also be considered. This would include only accurate reconstructions of the original attributes, using materials, sizes and configurations which match the original. Appropriate evidence must be retained and submitted after the project, accurately documenting the original material, evidence of age, dimensions, fasteners, surface treatment, etc. of the attributes reconstructed.

### **3) Restoration**

The restoration of significant architectural attributes which have been lost, but for which the appearance can be clearly determined from documentary sources.

### **4) New signage on an individually designated property**

The signage would identify the designated property and provide information on why it is culturally significant.

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

The following is a list of typical conservation projects that would be considered for funding. It is not an exhaustive list but intended to be used as a guide for what would be considered eligible:

- Any work necessary to restore the building to structural soundness including the correction of serious structural faults which threaten the building's survival (e.g., introduction of supporting beams, alterations to correct a failing foundation), but not routine maintenance.
- Any work which directly and appropriately preserves, restores and enhances specific heritage attributes associated with historic cemeteries and their features such as mausolea, dead houses, stone walls, wrought iron gates and fences which are part of the original design, but not specific grave markers, tombs or monuments.
- Repair or replace original masonry, stucco, siding, exterior cladding, and stonework;
- Roofing may include the repair or replacement of the roof deck with materials matching the original;
- Repair, cleaning and re-pointing of masonry and stone to match the original texture, composition, colour and profile;
- Conserve or restore or replace porches, verandahs, cupolas, columns, brackets, soffits, fascia, and other architectural elements where these features can be documented and reproduced in original materials;
- Repair or replace a chimney based upon archival evidence of the original feature;
- Conserve or restore windows, doors and other structural openings;
- Conserve or restore decorative architectural detailing, millwork and trim;
- Chemical or physical treatments, if appropriate, undertaken using the gentlest means possible (treatments that cause damage to historic materials will not be eligible);
- Removal of non-heritage siding and detailing and any inappropriate modern materials;
- Mitigation of insect infestations that have or may cause damage to the properties wooden structural members;
- 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, wall murals, stained and leaded glass, etc.;
- Preparation and introduction of period paint colour scheme; painting of surfaces, based on documentary evidence or original colours. The cost of a paint analysis may be an eligible cost;
- Architectural and engineering services, feasibility studies, cost estimates, preparation of drawings;
- 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 By-law and/or statement of reason for heritage designation report.

### **Grants for exterior painting**

Applicants applying for a grant for exterior painting of a heritage property need to include in their application:

- Colour scheme and paint colour samples;
- Estimate for cost if work is to be done by the owner (up to 100% for materials only)
- Two estimates if work is to be done by a contractor;
- This is a one time only grant per property. After the initial grant, it is expected that paint maintenance will be the owner's responsibility. This would not preclude the property owner from submitting a future grant application for other eligible works.

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

Ineligible work includes any work or projects that are non-heritage in nature, works that focus on non-heritage attributes, additions or finishes or any works that might diminish the cultural heritage value of the property.

### **Examples of Ineligible Conservation Work:**

- Projects that do not contribute to the conservation of heritage attributes of the property, such as the introduction of new features or additions;
- Projects that may be considered routine or short-term maintenance such as the repair of a broken window or repair of siding or roofing through patching;
- The replacement of original roofing materials, such as slate or cedar shakes;
- Synthetic stone;
- Power washing, sandblasting, and cleaning of masonry surfaces will not be eligible unless it can be proven that the cleaning of the masonry is necessary for the conservation of the structure;
- Repairs and upgrades ordered as a result of non-compliance with applicable By-law, 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 mould or other contaminants;
- Driveway paving and repairs;
- Improvements to mechanical or electrical systems;
- 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 signage – heritage signage that provides information about the cultural heritage of the structure may be considered;
- Moving of structures;

- Works focusing on non-heritage additions or items not specifically identified as heritage attributes;
- New fencing or landscaping that is not based on historical research and that do not incorporate historically appropriate forms, finishes, elements and materials.

## **Section 7: Supporting Documentation for the Heritage Grant Submission**

The owners are encouraged to submit as much relevant information and supporting documentation as necessary to describe the proposed project and demonstrate its merits. The Township may request additional information.

The following types of information must be included with each submission:

1. Completed Heritage Grant Application form, including a detailed project description.
2. Photographs of the project site and of the features showing what and where the work will take place.
3. Historical photographs, illustrations, or other forms of historical documentation of the property (if available). If not available, general historical references and graphical material that helps illustrate what is proposed and why it is historically appropriate.
4. Drawings (as necessary) that adequately illustrate the scope and type of work and location that is being proposed;
5. 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 area. 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 that they indicate the scope and nature of the work. If the proposed project includes both eligible and non-eligible work, the cost estimates must clearly differentiate between the two.
6. A brief summary of the overall project budget.
7. A statement detailing other grants or funding sought for the proposed work, if applicable.
8. A heritage permit application may be required in addition to a Heritage Grant Program Application. Development Services Staff will determine heritage permit requirements with the applicant. They may be applied for in advance of the grant application or concurrently with the grant application.

## **Section 8: Process**

Heritage grant applications shall be reviewed on a first-come, first-served basis within each year. Please note that not all heritage grant applications may be successful. The grants are

subject to available funding and based on the quality of the application at the discretion of the Township of South Frontenac.

To apply for and be awarded a heritage grant, the following steps must be followed:

- 1) The owner must undertake a pre-consultation meeting with the Township of South Frontenac Development Services Department to discuss the project and determine eligibility.
- 2) Once a complete application is received by the Township, the owner will meet with the Township Heritage Committee for review of the application.
- 3) A site visit will be conducted by Heritage Committee and Township Staff.
- 4) A report to Council will be written by the Heritage Committee and Township Staff with a recommendation regarding the application.
- 5) Council will consider the recommendation and determine whether the heritage grant should be awarded.
- 6) The applicant is required to enter into a letter of understanding with the Township. This document establishes a formal agreement between the applicant and the Township and outlines the amount of the grant and the project completion date. The letter of understanding must be signed and returned to the Township.
- 7) If an application is unsuccessful, a letter will be sent confirming that a grant will not be issued.

The applications should be received by the Township at least eight (8) weeks before the anticipated project launch.

Works and projects under consideration with a heritage grant submission shall not commence before receiving written confirmation from the Township that a heritage property grant has been awarded and the signed letter of agreement provided. The application may be granted funding either with or without certain conditions and/or other restrictions.

The property owner is responsible for overseeing the work and ensuring that the contractor is aware of the heritage requirements for the project. The property owner is responsible to obtain all permits required under the Ontario Building Code from the Township. It is the property owner who is responsible for booking all required building inspections. The Township of South Frontenac Development Services Department is to be advised when the work is completed and the project will then be inspected to ensure conformity to the grant and heritage permit application submitted.

### **Section 9: Application Review & Decision**

The owner who applied for the heritage property grant will permit a Township Staff and/or Heritage Committee Member to assess and photograph the property to document the condition of the building before, during, and after the construction work. In addition, the owner

who applied will allow Township Staff and/or Heritage Committee Member to enter and inspect the completed project to ensure conformity to the proposal submitted.

The grantee is required to contact the Township concerning any changes to the project which are proposed during the course of the work. The grantee must submit copies of all final paid invoices once the work has been completed and inspected.

When the Township confirms the project has met all conditions of the grant, staff will issue a cheque to the grantee for up to one half of the approved actual eligible project costs.

### **Assessment of Applications**

The following considerations will apply to the review of all applications for a grant:

- Preference will be given to applications where the integrity of the eligible heritage property may be threatened if the proposed conservation work is not undertaken.
- Preference will be given to applications proposing work visible to the general public.
- The project should comply with acknowledged heritage conservation principles, policies and guidelines including but not limited to, specific South Frontenac Heritage conservation district plans, policies of the Ontario Ministry of Culture, and the Standards and Guidelines for the Conservation of Historic Places in Canada.
- The scope of work is clear, logical, and demonstrates that maximum retention of the historic fabric and heritage attributes.
- Compatibility and consistency with the architectural, historical, and contextual significant 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 attributes that were once part of the building or property. This 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 or area in which it is located.
- Consistency with Township policy as outlined in the Township Official Plan.
- Consistency with Township By-laws, policies, codes as well as relevant provincial and federal regulations.
- The overall cultural heritage value of the property as determined by the Township's criteria for assessing cultural heritage value or interest, as defined by the *Ontario Heritage Act*.
- Documentation that indicates the suppliers of a product, trade, or service have sufficient experience working with heritage properties, if applicable.

- The use of historically appropriate materials and finishes as warranted.
- The availability of funds within the program budget.

### **Issuing the Grant**

Before the heritage grant is paid by the Township, the following must happen:

- The work as approved by Council, must be completed to the satisfaction of Development Services Staff.
- The work must be completely paid for by the owners or tenants, and written documentation (invoice, receipts and other documents) must be provided to the Township to verify such payment.
- The work must be completed within two (2) years of the date of approval of the heritage grant by Council.

The Township will pay 100% of the grant to the property owner within twenty (20) working days of successful completion of the approved work and upon signing the Agreement form and submitting all required documentation.

### **Section 10: Remedial Actions**

Should, in the opinion of Township Staff, the heritage grant recipient fail to comply with the requirements of the Heritage Grant Program as outlined in this guideline, or supplied false information, the owner or tenant who applied for the heritage grant shall either not be paid the grant by the Township, or if the heritage grant has already been paid, the owner will be required to repay the entire heritage property grant amount to the Township.

Failing immediate repayment upon notice from the Township, the grant shall be deemed 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 Township, plus 2%) may be added by the Township Clerk and collected in a manner as municipal taxes over a period fixed by Council.

For further information please contact:

Development Services  
[heritage@southfrontenac.net](mailto:heritage@southfrontenac.net)

**APPLICATION FORM**

**Application No: \_\_\_\_\_**

**Heritage Grant Program**

The accuracy and completeness of this application is the responsibility of the applicant. The issuance of a Heritage Permit must precede or happen at the same time as any other required municipal approval.

**Submit this application with a Heritage Permit Application and with all required information outlined in the checklist below:**

Deliver your completed application to:

- 4432 George Street, Box 100, Sydenham, ON, K0H 2T0 Attn: Development Services
- Email: [heritage@southfrontenac.net](mailto:heritage@southfrontenac.net)

Checklist	Included? Mark YES or NO
1. Completed Heritage Permit Application form, including a detailed project description	
2. A professionally prepared and scaled drawing of the proposed work, including any specific details as may be required.	
3. A minimum of two costs estimates. The estimates must clearly itemize labour and material costs	
4. Recent photographs and digital images that provide an overview of the building's exterior	
5. Recent photographs and digital images of the specific area for the proposed project	
6. Confirmation that the property taxes are in good standing with no outstanding work orders (e.g., receipt of paid taxes or current tax certificate from the Township)	
7. Any relevant historical images of the project area	
8. Samples of the proposed materials or colours, and any product information, dimensions, mortar mixes, cleaning chemicals, ect.	
9. Any relevant plans, documentation or studies	
10. Timeline indicating when the work will begin and the expected completion date	
11. Owner's Authorization Form (if submitted by an agent)	

**1. Applicant Information**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

2. Owner of Property  Same as applicant. If not, please complete the section below.

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Property for which application is being made

Civic Address: \_\_\_\_\_

Lot Description (Lot, Concession, & RPlan) \_\_\_\_\_

Roll Number: \_\_\_\_\_ PIN: \_\_\_\_\_

4. Use of Structure (eg. Residential, Multi-Residential, Commercial)

\_\_\_\_\_

5. Under which part of the Ontario Heritage Act is the property Designated?

Part IV  (Individual Property Designation)      Part V  (Heritage District)

6. Have you previously received a Designation Property Grant for this property?

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

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

No:     Yes:       (If "yes", please explain in separate document).

8. 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.

9. Provide a description of the project proposal. Include details such as materials to be used, sizes, mortar mixes, etc. You may wish to use a separate sheet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**10.** Outline how the proposed project would preserve, restore and/or enhance specific heritage attributes:

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**11.** Briefly outline the conservation methods, materials, and techniques to be applied to the proposed project:

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**12. Cost Estimate Summary (Enclose at least 2 estimates)**

<b>Company</b>	<b>Details</b>	<b>Estimate</b>
Name: Address:		\$
Name: Address:		\$
Name: Address:		\$

**13. Total Project Costs (to the nearest dollar)**

<b>Sources</b>	<b>Details</b>	<b>Amounts</b>
Amount of Grant Requested from Township of South Frontenac		\$
Owner's Contribution		\$
Other Sources (if any)		\$
<b>Total Project Costs</b>		\$

**14. Declaration**

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 Heritage Grant Program as outlined in the policy document.

2. I am the owner of/or the authorized agent of the owner, named in the above application and hereby apply for a grant under the Heritage Grant Program (provide a registered owner's authorization form).
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 assessments of impacts on existing designated heritage attributes by the Heritage Committee and Development Services Staff
  - b. Owner provided drawings, and/or specifications, costs estimates and photographs
  - c. Assessment of the merits of the application by the Heritage Committee
  - d. Formal approval of application by the Township of South Frontenac Council
  - e. Substantiation of the completed work by invoices provided and;
  - f. Completion of work within two (2) years of the date of approval of the grant
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.

\_\_\_\_\_

date

\_\_\_\_\_

Owner Signature

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 Heritage Grant Program application for the above listed property. Questions about this collection should be directed to the Township of Development Services Staff at [heritage@southfrontenac.net](mailto:heritage@southfrontenac.net)

**Township Staff – OFFICE USE ONLY**

Application Received by: \_\_\_\_\_

Date: \_\_\_\_\_

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

Project \_\_\_\_\_ Accepted (Conditions) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Council Meeting Date: \_\_\_\_\_

Project \_\_\_\_\_ Accepted (Conditions) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Attachments Received:

Item Received?	Yes / No
All Bills and Invoices for labour and/or materials marked Paid in Full	
Date of Work Completed:	
Final Inspection / Site Visit	