

Subject: Updates to the Heritage Grant Program for Building Restoration

File Number: ACS2024-PDB-RHU-0050

Report to Built Heritage Committee on 10 September 2024

and Council 18 September 2024

**Submitted on August 28, 2024 by Court Curry, Manager, Right of Way, Heritage,
and Urban Design Services, Planning, Development and Building Services
Department**

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Ward: Citywide

**Objet: Mise à jour du Programme de subventions au patrimoine pour la
restauration des édifices**

Numéro de dossier : ACS2024-PDB-RHU-0050

Rapport présenté au Comité du patrimoine bâti

Rapport soumis le 10 septembre 2024

et au Conseil le 18 septembre 2024

**Soumis le 28 août 2024 par Court Curry, Gestionnaire, Services des emprises, du
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REPORT RECOMMENDATIONS

That the Built Heritage Committee recommend that Council:

- 1. Approve the updated “Guidelines for the Heritage Property Grant Program” attached as Document 1, effective for the 2025 program.**
- 2. Change the program name to “Heritage Property Grant Program”, effective for the 2025 program.**

RECOMMANDATIONS DU RAPPORT

Que le Comité du patrimoine bâti recommande au Conseil :

- 1. D’approuver la version à jour des « Lignes directrices du Programme de subventions au patrimoine pour la restauration des édifices » (document 1 ci-joint), dans le cadre du programme de 2025;**
- 2. De remplacer le nom du programme par « Programme de subventions pour les propriétés patrimoniales », dans le cadre du programme de 2025.**

BACKGROUND

Ottawa has over 4000 municipally designated heritage buildings including 21 heritage conservation districts. These designated properties include a wide variety of building typologies, architectural styles and histories that provide an important link to our past and offer an opportunity to better understand our history. These properties contribute to a sense of place and enhance the vibrancy of the city for residents and visitors alike. The conservation of properties of cultural heritage value is a priority for the City as outlined in Section 4.5 of the City of Ottawa Official Plan. In particular, Section 4.5.3 (12) of the Official Plan notes that the City will create and maintain financial incentive programs to support the rehabilitation and sensitive development of designated heritage properties.

The Heritage Grant Program for Building Restoration has been in operation since the 1980s, and funds restoration and conservation projects for designated heritage buildings. Examples of projects include repointing brick or stone cladding, repairing wooden porches, or repairing wood windows. The program operates as a matching contribution program, meaning the City pays for half the cost of the work, up to a certain maximum.

In 2019, the annual budget was increased from \$150,000 to \$300,000. The 2019 increase was a response to inflation, the increasing number of designated properties, and to be able to provide greater financial support to properties owners. When the

budget was increased, the program was also divided into two categories – small-scale properties, and large-scale properties. Under the current program, small scale properties such as private residences are eligible to receive a matching grant of up to \$10,000, and large-scale buildings such as churches, apartment buildings and commercial buildings are eligible for a matching grant of up to \$25,000. The program awards 30-35 grants per year to designated properties. Consideration for adjusting the grant program budget will be part of the annual budget cycle.

In October 2023, Heritage Planning Staff were directed to undertake a review of the current heritage grant program and report back to Built Heritage Committee on the following elements:

1. Program structure, guidelines and eligibility criteria
2. Program budget and recommendations for funding maximums
3. Required resources to implement any recommended changes to the program

This report is in response to this direction and addresses the issues identified through the program review, including inflation, an aging building stock, and legislative changes resulting in more designated properties.

DISCUSSION

Program Review

The program review involved five key components. A brief description of each component is outlined below.

1. Scan of other municipal programs, other levels of government

In Ontario, several municipalities offer heritage grant programs to support the conservation and restoration of designated heritage buildings. Most of these programs operate on a matching basis, providing \$1,000 to \$30,000, depending on the scale of the building. Municipalities face common challenges related to skilled tradespeople, budgets, and an aging building stock, leading many to revamp their programs. Inspiration has been drawn from other provinces with more substantial assistance programs. For example, the Ville de Gatineau's financial assistance program for the enhancement of built heritage offers 60-75 per cent of eligible expenses up to \$50,000 in some cases.¹ The City of Edmonton offers two types of incentives, a rehabilitation incentive and a maintenance incentive. The rehabilitation grant program covers 50 per cent of costs to a maximum of \$100,000 for small scale buildings and \$500,000 for

¹ [Financial Assistance Program for the Enhancement of Built Heritage - Ville de Gatineau](#)

commercial buildings. The maintenance program covers one third of restoration costs to a maximum of \$20,000 for small scale and \$100,000 for large scale properties, renewable every five years.² Programs like these have shown a more significant impact compared to local programs.

At the federal level, the National Historic Sites Cost-Sharing Program is the only financial incentive program, and only supports National Historic Sites. At the provincial level, there are no grant programs in Ontario, as the province focuses more on providing assistance through municipal governments.³

In addition, many Ontario municipalities have property tax rebate programs related to heritage conservation work, enabled under the *Municipal Act*. These programs operate in a variety of ways but municipalities like Toronto and Kingston offer annual refunds of up to 40 per cent of the property tax bill. This option was reviewed through [ACS2019-PIE-RHU-0020](#) but, on the basis of affordability, staff recommended that a tax-increment-equivalent grant (TIEG) program be developed and the Heritage Community Improvement Plan was approved in early 2020 and the program was revised in fall 2023. This program provides up to \$500,000 in a TIEG for eligible development projects that include conservation or restoration work on a heritage building on the property. Property owners who are not developing their property by adding additional housing units are not eligible for this program.

2. Feedback from property owners, heritage community, tradespeople

Over the years of administering the program, staff have received significant feedback from participants involved in the program including property owners, skilled tradespeople and the broader heritage community. This feedback was gathered and considered during the review of the program. While there is widespread support for the program, the main concern was that the overall budget is insufficient, leading to many good restoration projects being turned away due to lack of funds. Additional feedback pertained to the application requirement for two quotes, as there is a limited pool of tradespeople, and then the availability of that tradesperson. For larger buildings, the general feedback was that the maximum funding amount was insufficient and property owners often lack the means to undertake large projects.

3. Staff analysis and observations of trends from administering the program

Heritage staff have analyzed and observed numerous changes and ongoing challenges since the last program review. These include construction inflation, dwindling numbers of skilled tradespeople, an aging building stock, legislative changes, and the lack of

² [Financial Incentives- City of Edmonton](#)

³ [Provincial | The National Trust for Canada \(nationaltrustcanada.ca\)](#)

other funding programs for property owners. These observations are outlined in the overview of challenges.

4. Review of staff resources

The Heritage Planning Branch is responsible for administering the heritage grant program with support from Finance staff. The existing staffing has proven sufficient for the effective administration of the program, ensuring good client service, organization, and record keeping.

5. Review of Grants and Contributions Policy and Procedures

The City of Ottawa Grants and Contributions Policy and Procedures were updated in 2022, after the most recent update to the heritage grant program. As part of this review, staff reviewed the program and its operations to ensure compliance with the updated Grants and Contributions Policy and Procedures. While the program is called a grant program for the purposes of public understanding, the funds awarded through this program are contributions for the purposes of the Grants and Contributions Policy. Contributions (referred to as grants for the purposes of public understanding) are conditional transfer payments to an individual or organization that are subject to being accounted for or audited. The proposed Program Guidelines are in compliance with the Policy and Procedures.

Results of Program Review

The increase to the program budget and adjustments to the program in 2019 have been well received, however there are still many challenges with the program that were identified during the review of the program. These challenges are outlined below:

Construction Inflation

In recent years, the Covid-19 pandemic, and inflation have taken a large toll on the construction industry. In 2020, heritage staff were unable to fund most projects as the majority of the annual grant budget was re-allocated to Covid-related expenses. This caused a backlog of applications in 2021 and 2022, with on average, double the number of applications than there is budget. Since the start of the pandemic, Canada's residential construction price index has soared 51 per cent, an all-time high, due to shortage of workers, supply, and extreme weather reducing raw material supply.⁴ Because of the shortage of workers, there is also a reduced bidding volume and less competition, creating elevated prices. As a result, property owners are required to pay

⁴ [Proof Point: Soaring construction costs will hamper Canada's homebuilding ambitions - RBC Thought Leadership](#)

more to maintain, conserve and restore their buildings.

Limited Pool of Tradespeople

There is a limited pool of skilled tradespeople who have the knowledge and experience in working on heritage buildings including carpenters and masons. In a situation unique to Ottawa, many of these tradespeople are working on complex large scale federal heritage projects such as the Centre Block rehabilitation. This puts more pressure on the existing contractors in terms of their availability to complete the work within the required timeframe set out by the grant program's guidelines. The program is set up that money cannot be carried over from one calendar year to another. Projects often run longer than anticipated, or scheduling issues arise from the contractor posing delays on the project. If the work cannot be completed in the same calendar year, and the money cannot be accrued, the funding is lost. The property owner is required to apply again the next year and may not be successful in obtaining a grant. Grant funding can also not be given retroactively to a project that has been started or completed. In addition, property owners sometimes have difficulty finding appropriate contractors willing to take on smaller scale conservation programs.

Aging Building Stock

Ottawa's historic building stock is aging, with many buildings in the range of 120-140 years old and facing significant conservation issues, necessitating substantial conservation and rehabilitation work. These buildings are often large stone or brick buildings like churches that require major masonry work. One example is a former church that requires significant conservation and rehabilitation work for all aspects of the building which has been estimated to cost \$12,000,000 over a 10-year period. Under the existing program guidelines, a building of this size qualifies for a matching grant of \$25,000, demonstrating the minimal impact the existing grant program has on buildings like these, especially when the owner(s) must pay for the remaining out of pocket. Though this is costly for many, it is especially challenging for Not-for-profit Organizations and Charitable Organizations (as defined in Document 1) who are the owners and stewards of many of Ottawa's heritage buildings.

Legislative Changes

Legislative changes are also driving the need to revamp the program. In 2022, Bill 23 *More Homes Built Faster Act* was introduced. As a result, the City is designating more properties in a short amount of time. Since the last program budget increase in 2019, staff have individually designated over 45 individual properties and approximately 160 contributing properties in the Clemow Monkland Driveway and Linden Terrace Heritage Conservation District (HCD). With an increased focus on the designation program, it is

anticipated that approximately 1300 more properties will be designated individually and in HCDs before the end of this term of Council. This increases the pool of eligible candidates for the existing program by approximately 25 per cent and puts additional pressure on the program because newly designated buildings are a current priority of the program.

Limited funding from other levels of government

The Heritage Grant Program for Building Restoration provides the most reliable funding for owners of designated heritage buildings in Ottawa. There is no provincial funding program for heritage buildings at this time and at the federal level there is a small nation-wide program called the “National cost-sharing program for heritage places” which provides funding for National Historic Sites, heritage lighthouses and railway stations.

Recommendation 1:

Despite the challenges outlined above, the existing grant program for small scale properties generally functions well and staff recommend maintaining the existing matching grant for small-scale properties, with a maximum grant of \$10,000. Staff do however, recommend updating the guidelines for the program, which includes increasing the matching grant for large scale projects, introducing a new stream to assist Not-for-profit Organizations and Charitable Organizations. The updated program guidelines are attached to this report as Document 1. There are two significant amendments to the Program Guidelines described below:

1. Matching Grant Stream: Increase the threshold for large scale properties

Staff recommend increasing the \$25,000 threshold for large-scale properties to \$35,000 while continuing to operate this as a matching grant. Staff feel this number is appropriate as since 2019, eligible large scale project quotes on average are approximately \$145,000. Staff acknowledge that it’s beyond the program’s capacity to match this amount. However, staff feel that a \$35,000 maximum is more aligned with the inflation rate which has risen 51 per cent since 2019.

2. New Cost-sharing Stream for Incorporated Not-for-profit Organizations and Charitable Organization

Analysis showed that many owners of large heritage buildings in Ottawa are Not-for-profit Organizations or Charitable Organizations. Most of these buildings are over 100 years old and are facing significant and cost-prohibitive heritage conservation issues, particularly related to stone masonry. To address this issue, staff recommend introducing a cost-sharing stream to the program for eligible Incorporated Not-for-profits

and Charitable Organization. The proposed new stream of the program would offer a cost-sharing grant of up to 75 per cent of eligible restoration costs to a maximum of \$75,000.

The intention of this stream is to meaningfully contribute to the conservation of these important buildings through larger scale projects. This stream would be intended to assist in funding large-scale conservation projects rather than more piecemeal projects such as door restoration or minor repointing projects. Some eligible properties would include St. Alban's Church and its associated Centre, 454 King Edward Avenue, the Bronson Centre, 211 Bronson Avenue, or Amnesty International, 312 Laurier Avenue East.

A maximum of one-third of the program funding would be allocated to this stream annually, depending on the applications received. All the projects eligible for this stream would be required to comply with the program guidelines and demonstrate that the proposed project would ensure the long-term conservation of the property. This new stream would provide one to two grants per year to eligible property owners.

Other Program Guideline amendments

Staff have reviewed the administration of the program and have fine-tuned the prioritization and eligibility of projects as well as provided flexibility to permit phased projects, retroactive funding in exceptional/emergency situations and other minor administrative changes.

Funding and Resources

The recommended program changes can be implemented within existing staff resources. Phased increases to the program budget will be considered as part of overall budget considerations. Consideration for adjusting the grant funding will be part of the annual budget cycle.

Recommendation 2:

Since the program's creation, it has been called the "*Heritage Grant Program for Building Restoration*". This name does not accurately reflect the program's scope which is not limited to buildings and includes a variety of projects, such as work on landscapes or statues if they are heritage attributes. It also goes beyond restoration, encompassing conservation, rehabilitation, technical studies, or structural work. As such, staff propose renaming the program to "*Heritage Property Grant Program*" to better represent the program's broader focus.

FINANCIAL IMPLICATIONS

Funds are available from within the Heritage Planning budget. Future consideration for adjusting the grant funding will be part of the annual budget cycle.

LEGAL IMPLICATIONS

There are no legal implications associated with implementing the report recommendations.

CONSULTATION

No formal consultation was undertaken as part of this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report. Staff have ensured that related project material distributed publicly is available in an accessible form and will accommodate any further accessibility needs should they arise.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications resulting from this report.

RISK MANAGEMENT IMPLICATIONS

There are limited risk implications. These risks have been identified and explained in the report and are being managed by the appropriate staff.

RURAL IMPLICATIONS

This report recommends additional grant funding which will be accessible to designated properties in the rural area

TERM OF COUNCIL PRIORITIES

There are no direct impacts to the 2023-2026 Term of Council Priorities.

SUPPORTING DOCUMENTATION

Document 1- Guidelines for the Heritage Property Grant Program

DISPOSITION

Heritage Planning Staff are responsible for implementing the recommendations of this report.

Document 1 - Guidelines for the Heritage Property Grant Program

City of Ottawa

Guidelines for the Heritage Property Grant Program

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 themselves, 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.