

A historical black and white photograph of a street scene in Kitchener, Ontario. The image shows a wide street lined with multi-story brick buildings. On the left, a building has a prominent sign that reads "KITCHENER". The street is filled with vintage cars from the early 20th century, and several people can be seen walking on the sidewalks. The sky is clear and bright.

# GUIDELINES FOR THE DESIGNATED HERITAGE GRANT PROGRAM

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## Introduction

Kitchener has its own unique culture and heritage. Our places, spaces, and stories are integral to our identity and play a role in the function and development of the City through various means, including creating a sense of place and cultural identity, attracting investment and specialized industries, and reducing material consumption and waste in landfills.

The *Ontario Heritage Act* is the provincial legislation that provides municipalities with the tools and responsibility to identify, evaluate, and conserve cultural heritage resources that have value or interest to the community. Properties may be designated individually under Part IV of the *Ontario Heritage Act* or designated under Part V of the *Ontario Heritage Act* as part of a Heritage Conservation District.

Owners of property in the City of Kitchener designated under Part IV or Part V of the *Ontario Heritage Act* may be eligible to receive an annual grant towards the conservation, reconstruction or restoration of their cultural heritage resource. The following procedures and operating guidelines are to be used in administering the program.

## Program Overview

One grant application may be made per property per calendar year. The awarded grant amount for approved applications is up to one half (50%) of eligible project costs, from a minimum of \$500 to a maximum of:

- \$5,000 for General Projects
- \$15,000 for Special Projects

The final grant amount awarded to a successful applicant will be based on the estimated cost of work submitted as part of a complete grant application. If some or all of the work is to be completed by the property owner, grant funding calculations will be based on 50% of the cost of eligible materials. No funding will be provided for labour.

The deadline for the submission of a Special Project or General Project application is April 15<sup>th</sup> of the grant year. Grants will be awarded with priority given to structural need and urgency of the project as determined by Heritage Planning staff or designate, and thereafter in the order in which they are received. There are additional considerations for applications for Special Projects. Successful applications will be confirmed after April 15<sup>th</sup>.



Grant applications for General Projects may be submitted and considered after the submission deadline subject to the availability of funding. Applications submitted after the deadline will also be awarded in the order in which they are received. Please contact Heritage Planning staff prior to applying if the deadline has passed, to confirm availability of funding. Special Project grant applications may not be awarded after the April 15<sup>th</sup> submission deadline, as Special Project funding may be made available for additional General Projects.

### Special Projects

Funding for a maximum of two Special Project is awarded annually. Work must be approved as a Special Project by Heritage Planning staff prior to applying.

Special projects will have multiple components and must demonstrate that best conservation practices are being used. These practices must be in accordance with the [Ontario Heritage Act](#), the Ontario Heritage Tool Kit, the [Standard and Guidelines for the Conservation of Historic Places in Canada](#), and/or applicable [Heritage Conservation District Plans](#).

Priority will be given to projects where the integrity of the cultural heritage resource may be threatened if work is not undertaken, and/or which seek to restore existing original elements over replacement or include the maximum retention of historic fabric. Preference will be provided to properties that have not previously received a Special Project grant.

Special projects may include the repair or restoration of structural elements, should it be demonstrated that such work is required to conserve and stabilize original buildings and/or structures on the property.

## Eligibility

### Eligible Properties

The heritage grant is only available to properties that are individually designated under Part IV of the *Ontario Heritage Act* or that are within a Heritage Conservation District designated under Part V of the *Ontario Heritage Act*. To determine if your property has heritage status, please refer to the Municipal Heritage Register available [online](#) or contact Heritage Planning staff.

Properties must also be free of compliance orders, enforcement orders issued under property standards and maintenance by-laws, and any other outstanding fees, fines, orders, or statutory violations in order to be eligible, unless the grant application addresses these orders. The requirement may be waived in other exceptional circumstances and at the discretion of Heritage Planning staff or designate.

Designated heritage properties owned by any level of government are not eligible for funding except where a non-profit community group has assumed responsibility for maintenance of the building. In such cases, an application for the heritage grant may be made by such organization as the agent with a letter of consent from the Owner.

## Eligible Work

Eligible projects fall into three categories:

- **Conservation / Preservation** of existing architectural elements which are significant to the cultural heritage value of the property and are identified in designating by-laws or heritage conservation district plans.
- **Reconstruction** of architectural elements which are significant to the cultural heritage value of the property, are identified in designating by-laws or heritage conservation district plans, and which still exist, but which are beyond conservation or repair.
- **Restoration** of significant architectural features which have been lost, but for which there exists documentation to support appropriate reproduction as per the original.





Eligible conservation work may include, but is not limited to, the following:

- Preservation or restoration of original exterior cladding and roofing, excluding asphalt shingles. This also includes the removal of modern or non-historic material and replacement with materials matching the original where they can be documented.
- Cleaning and repair or re-pointing of masonry and stonework to match original in material and appearance.
- Repair or replacement of architectural features such as porches, verandahs, balconies, chimneys, or other original elements.
- Repairs to historic windows, including storm windows, stain glass windows, doors, and other structural openings or replacement to match original in terms of material, details, and design.
- Repairs or replacement of decorative architectural detailing, millwork, and trim including brackets, soffits, fascia, and cornices.
- Painting of the exterior based on documentary evidence of original colours and if completed following best heritage conservation processes for repainting, where the process has been agreed to by Heritage Planning staff or a designate. A property may receive only one grant for exterior painting within a 10-year period.

- Preservation or restoration of grave markers, tombs, mausolea, dead houses, stone walls, wrought iron gates and fences, or other significant features within cemeteries as identified by the designating by-law.

The grant is only available for projects which have obtained all necessary approvals, including heritage permits and building permits, if required.

For Part IV properties, the project must conserve or enhance elements identified as heritage attributes of the property. For Part V properties, the project must be conducted in accordance with the design guidelines and/or policies of the applicable Heritage Conservation District Plan adopted by the Municipality.



#### Architect, Engineer and Other Study Fees

The Heritage Grant may include one half of the fee for architectural and engineering services, feasibility or technical studies including paint analysis, and the preparation of drawings if such material is identified as being required as part of a complete heritage grant application submission. The work must directly relate to the proposed conservation projects.

## Ineligible Work

Ineligible projects include, but are not limited to, the following:

- Projects of a non-historic nature, such as the introduction of new features or work on existing features which are not identified heritage attributes, or which are not regarded as having heritage value or significance.
- Repair or replacement of windows or doors which are not original (e.g., vinyl windows or a window material that otherwise is not compatible), unless the window replacement is a restoration project.
- Interior projects, unless the features are specifically identified as heritage attributes within the designating by-laws, as determined by the Heritage Planning staff or designate.
- Repair or replacement of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc).
- Landscaping.
- Driveway paving and repairs.
- Installation or repairs to heating or cooling system or other energy efficiency upgrades.
- Work that has already been started or completed at the time of application. Retroactive grant funding may only be approved on an emergency basis and at the discretion of Heritage Planning staff or designate.

## Application and Grant Process

### Pre-Consultation

For General Projects, applicants are encouraged but not required to consult with Heritage Planning staff prior to the submission of a Grant Application. For Special Projects, consultation with Heritage Planning staff is required prior to the submission of a Grant Application.

Applicants for a Heritage Grant should consult with Heritage Planning staff as early as possible in the process of planning a project. This pre-consultation may aid in avoiding ineligible proposals, delays in application processing, and helps to establish the full extent of requirements for a complete application submission including if a Heritage Permit Application is required.

### Application Requirements

Application requirements may vary and may include additional material not identified below. The full extent of required material will be determined by the Heritage Planning staff or designate.

- Completed application form.
- Detailed project description including why the work is required and proposed materials and methodology.
- Cost estimate with itemized labour and material expenses..
- Recent images of the specific area of work for the proposed project and all façades of the building's exterior.
- Any relevant plans, documentation, or studies.
- Grant Application Fee.

## Application Process

The application process is as follows:

1. Pre-consultation (required for Special Projects, recommended for General Projects).
2. Submission of Grant Application by Property Owner or authorized agent.
3. Review of Application by Heritage Planning staff and confirmation of complete application.
4. Confirmation of conditional approval or refusal of grant application after April 15<sup>th</sup>.
5. Property owners to confirm their intent to proceed with the project.
6. Property owners to fulfill conditions, including submission of a Heritage Permit Application if required.
7. Project completion, site inspection by Heritage Planning staff of final work to ensure conformity, and submission of final invoices. Invoices are due by the last business day of the grant year.
8. Release of Grant Cheque (delivered via mail).

Depending on the designation and the proposed project to be undertaken, a Heritage Permit Application may be required to be submitted and reviewed by the Heritage Kitchener Committee and/or Council.

All projects must be completed within the calendar year for which the grant has been approved unless this deadline is extended by Heritage Planning staff or designate at their discretion.

## Changes or Unsatisfactory Work

Applicants are required to contact the City if there are proposed changes to the approved scope of work. Work should not commence or continue unless these proposed changes are approved by Heritage Planning staff or a designate. Failure to comply with this requirement may result in projects being deemed ineligible and the grant not being awarded.

Work in which the final quality is unsatisfactory, poor, or defective with minor and/or major problems may result in projects being deemed ineligible and the grant not being awarded.





## Definitions

**Applicant:** Refers to the Owner of the property applying for a Designated Heritage Property Grant, or their agent if authorized in writing by the Owner.

**City:** Refers to the Corporation of the City of Kitchener.

**Cultural Heritage Value or Interest:** The design/physical, historical/associative, contextual, or other value or significance of a Designated Heritage Property for past, present, or future generations, embodied in its heritage attributes.

**Emergency Basis:** Work to damaged materials that were a result of unexpected events that include, but are not limited to, inclement weather, vandalism, fire, or accident.

**Heritage Attributes:** In relation to real property and the buildings and structures on the real property, the elements which contribute to the cultural heritage value or interest.

**Heritage Conservation District:** A geographical area identified as having cultural heritage value and designated under Part V of the *Ontario Heritage Act*.

## Contact Information

**For more information about the Designated Heritage Grant Program, or for advice or guidance on projects specific to your property, please contact Heritage Planning staff.**

Email: [Heritage@Kitchener.ca](mailto:Heritage@Kitchener.ca)

Phone: 519-741-2426

## More Resources

[City of Kitchener Heritage Properties and Districts Webpage](http://www.kitchener.ca/heritage)  
([www.kitchener.ca/heritage](http://www.kitchener.ca/heritage))

[Ontario Heritage Act](#)

[Standards and Guidelines for the Conservation of Historic Places in Canada](#)

[Ontario Heritage Trust](#)

[Eight Guiding Principles in the Conservation of Built Heritage Properties](#)

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