

Town of Perth			
Master Grant Policy			
Subject:	Perth Community Improvement Plan (CIP) Façade and Signage Improvement Program Policy – Program Guide	Effective:	January 18, 2022
Applies to:	Community Grants	Amended by:	By-law No. 2022-4558-7
Issued by:	Chief Administrative Officer	Approval:	By-law No. 2015-4558

To be a sustainable Community that respects both its Heritage and Natural Environment, while enabling a balanced lifestyle by means of a vibrant economy.

The intent of the Perth Community Improvement Plan (CIP) – Façade and Signage Improvement Program is to provide a financial incentive in the form of a grant to promote building rehabilitation and façade improvements of commercial and mixed-use (commercial/residential) buildings located within the Community Improvement Plan area. The program applies to the exterior façade of the building only. (Note a key objective of the CIP is to promote improvement of building signage and facades while respecting, rehabilitating and restoring or re-establishing the character, design and authenticity of heritage building elements).

Who can apply?

Owners (or tenants with the written authorization) of commercial and/or mixed use properties located within the designated Community Improvement Area may apply.

In the event that the applicant is a multiple property owner, project funding will be limited to two (2) projects annually*.

*Should there be unallocated funds after October 14th, those individuals who own multiple properties will be considered on a first come, first-served basis until such a time that all funds have been allocated.

How does the program work?

The program is structured as a matching Grant Program where the Town will provide a Grant to the Applicant for 1/3 (33%) of the project’s average eligible costs. The maximum grant available will be no more than 1/5th of the annual Community Improvement Plan (CIP) budget for the current year, as approved by Council.

What kind of work is eligible for a grant?

Except where rendered ineligible as stipulated in the notes below, the following works will be supported under this Program:

- Repair, restoration, rehabilitation, re-establishing or replacement of the following building elements:
 - a. Storefront doors and windows which may enhance energy efficiency of the building or unit;
 - b. Façade woodwork, masonry or brickwork;
 - c. Cornices, parapets eaves and other architectural details;
- Repair, replacement or installation of new awnings or canopies;
- Façade painting and cleaning treatments including murals;
- Addition of new lighting/upgrading of existing features on exterior façade and in entrance and storefront display areas;
- Addition of new sidewalk cafes (in accordance with applicable by-laws);
- Installation and improvement of signage (contact staff for additional details and applicable by-laws);
- Physical improvements to improve accessibility;
- Landscaping improvements including:
 - a. Replacement of sod with new sod or alternative ground cover treatments such as water efficient, native plant species
 - b. Planting of trees, shrubs, plants or beds;
 - c. Improvement to parking areas, such as landscaping improvement, sidewalk repairs or replacement, pavement repair or replacement, or demarcation/improvement of pedestrian walkways;
 - d. Repair or construction of fencing or retaining walls;
 - e. Implementation of fixed benches and planters;
 - f. Repair construction of driveways, walkways or rockwork;
 - g. Water efficiency improvements to irrigation systems; and,
 - h. The funding of portable ramps to an upset limit of \$500 each, to be included as part of the total maximum grant available of 1/5th of the annual CIP budget, as approved by Council, for a maximum total of \$2500 per year.
- Architectural/design fees required by a licensed Architect for eligible works (to a maximum of 15% of the approved grant amount); and
- Other similar repairs/improvements may be approved.

What kind of work is ineligible?

Proposed façade improvements to front, rear or side walls must maintain any existing heritage or architecturally significant characteristics by retaining, restoring or matching glass, wood, stone or brick elements; i.e., materials used shall be consistent in type and form with existing materials, and the use of synthetic components, except where they are already in use will generally not qualify for assistance. Without limiting the preceding statement, the following type of work will not be eligible for this Program:

- HST, legal fees, cost associated with project quotes, financing costs or interest charges on loans and any and all fees associated with applicable permits.
- Painting or stuccoing or placement of covering or siding materials over original brick or stone features;
- Removal of a heritage feature, replacement or covering of original or authentic wooden architectural components/features with other materials;
- Covering, replacement, or removal of a sign or mural that is a heritage feature painted on a wall;

- Backlit or neon signs;
- Alterations to, and or removal of existing or designated heritage features or architecturally significant characteristics or building elements;
- The use of synthetic components and materials, except where they are already in use
- Any project involving painting of façade or signage with colours non-compliant with the recommended heritage colour palette detailed in the Heritage Conservation District By-law No. 4271.

Any repairs alterations or improvements made to buildings shall be pursuant to, and in compliance with, all applicable permits and constructed in accordance to the Ontario Building Code, *Ontario Heritage Act* and all applicable zoning requirements and planning approvals.

All signage alterations or replacements shall comply with the Town’s Merchandise and Sign Display By-law.

What about Designated Heritage Properties?

Designation is a way for owners to express pride in the heritage value of their property, and for the community to protect and promote awareness of its local history. Most importantly, it provides a process to ensure that changes to the property respect its heritage value and are appropriately managed.

Designation:

- Recognizes and reinforces the cultural value and community appreciation of heritage properties;
- Provides protection against inappropriate changes to heritage properties that affect the reasons for its designation;
- Delays or stops demolition to give more time to investigate alternative solutions;
- Enables access to financial incentives (such as heritage property tax relief, grants and other programs), where they exist.

Designation does not:

- Restrict the use of a property;
- Impose onerous obligations or expenses to maintain a property;
- Restrict the sale of a property;
- Enable public access to private property without the owner’s consent.

So please remember the following when completing Applications:

FIRST

- All designated buildings require a Heritage Alteration Permit before any alterations can be made and prior to any CIP funding applications.
- Therefore, before: painting or erecting a sign, replacing a window, or making any structural alteration under the CIP you must consult the Town of Perth staff.

SECOND

- Consult with Heritage Tourism Manager/Curator to discuss proposed plans or ideas and Heritage Grant opportunities.

THIRD

- After consultation with the Heritage Tourism Manager/Curator, submit the Heritage Alteration Request to the Town of Perth, Heritage Manager with detailed drawings, photos and description of the work to be done.

FOURTH

- The Heritage Tourism Manager/Curator will forward documentation to Heritage Perth Advisory Panel (HPAP) for review. Staff will notify you when the Heritage Permit is reviewed.

FIFTH

- Contact the Town of Perth Development and Protective Services Department for any further permits.

For program details and all Heritage related inquiries please contact Heritage Tourism Manager Curator at 613-267-1947 or e-mail tourism@perth.ca or additional Heritage information is available online at www.perth.ca

Definitions:

For the purpose of Applications under this Program the following definitions will apply:

Improvement: shall mean a repair or physical enhancement of an existing element, component, or feature that upgrades all or part of a building, structure or property to a more functional, energy efficient or aesthetically refreshed condition while applying methods and techniques that respect, preserve or restore heritage elements.

Repair: shall mean the cosmetic or functional renewal of an element, component or feature of a building, structure or property to its original form or condition without removal of the primary component material(s).

Restoration: shall mean the preservation and repair of an element, component, or feature of a building, structure or property to its original form or condition that requires the removal or replacement of failed, rotted or disintegrating original components with new material that matches the form, configuration and composition of the original material.

Rehabilitation: shall mean the replacement or reconstruction of an element, component, or feature of a building, structure or property to match as closely as possible its original form, configuration and composition but which may not fully represent the original form due to the inaccessibility of comparable components or materials and the original components being in a condition that is not practical or possible to repair.

Re-establishment: shall mean the removal of modern or more contemporary building materials, elements, components, or features with materials, elements, components, or features that match, or recreate as closely as possible, the architectural form, material, style and configuration of the original building, structure or property.

Replacement: shall mean the complete removal of an element, component or feature on a building, structure or property with a new building element, component or feature that is similar in form and function but may not match the original in material composition, colour, or configuration. In virtually all circumstances replacement of heritage materials, components or features will not be supported by programs under the Community Improvement Plan.

What conditions must be met to be eligible for a Grant?

- Projects must be within the dedicated Perth Community Improvement Area (see attached map, marked as Schedule 'A').
- Applications must be submitted on the official Application Form (Schedule 'B');

- The property shall be improved in such a manner that the improvement does not compromise the reasons for heritage designations or pre-existing heritage features.
- The Applicant will be required to submit at least three (3) cost estimates from a bona fide contractor for the façade improvements to be completed.
- The Applicant may be required to submit professional architectural/design drawings which shall be in conformity to the issued urban design guidelines, heritage design guidelines, and Sign By-law, where applicable.
- The Applicant may be required to submit other supporting documents as specified.
- Construction for approved projects must be completed by December 31st of the year of Application.

Note: Projects that are delayed for legitimate reasons (availability of contractors, materials or inclement weather) may be carried over into the following fiscal year. Projects that are carried over will be required to be completed by June 1st of the year following the Application. An amendment to the Community Improvement Project Commitment Agreement will be required, contact staff for details.

When will the grant funds be advanced?

- Payment will be disbursed by cheque and made payable to the owner/applicant contingent on the following conditions:
 - Signed notice of completion submitted to staff;
 - Completion of the proposed project to the satisfaction of the Town;
 - Submission of proof of payment (paid invoices materials and contractors) for all eligible and completed work;
 - Inspection of work and confirmation of satisfactory completion by Town staff, and;
 - Satisfactory compliance with all inspections and regulations under the Ontario Building Code and the *Ontario Heritage Act*.

How do I apply for a Grant?

- Arrange a pre-Application meeting with staff in order to determine program eligibility, proposed scope of work and, project timing etc.
- If authorized to apply for a grant, complete an Application Form and ensure that your Application includes all of the required documents.

What happens next?

- Applications and supporting documentation are reviewed by staff and the Perth Community Improvement Plan Implementation Advisory Panel (CIP Implementation Advisory Panel).
- Staff or the CIP Implementation Advisory Panel may request clarification or additional supporting documentation.
- Staff will conduct an initial site visit(s) and inspect the property if necessary.
- The CIP Implementation Advisory Panel will review, process, and approve, under delegated authority, all Applications more than 1/5th of the annual Community Improvement Plan (CIP) budget for the current year, as approved by Council for Financial Incentive Programs in accordance with the eligibility requirements of the CIP and the Terms and Conditions of the Façade Improvement Program.
- Should the Panel approves the Application a Community Improvement Project Commitment Agreement must be signed by the Applicant and Town representatives and a copy of the Agreement is returned to the Applicant.
- Construction of the approved works may now commence, subject to the issuance of all applicable permits.

- Contact the Director of Development Services toward work completion.
- Upon completion of works, Town staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Community Improvement Project Commitment Agreement and any permits pursuant to the *Ontario Heritage Act*.
- Submit to the Town a copy of the Project Completion Form.
- Upon review and approval of all the submitted documentation, the Town will issue a cheque to the Applicant for the full amount of the approved funding.

***For further information on this program, please contact:
Economic Development Coordinator – Town of Perth
613-267-3311 OR visit the Town’s website at www.perth.ca***

Attachments:

- Schedule ‘A’ – Community Improvement Project Area Map
- Schedule ‘B’ – Application Process and Form
- Schedule ‘C’ – Sample Agreement
- Schedule ‘D’ – Implementation Outline