

general principle, awards will be limited to a maximum of \$50,000 unless the Heritage Committee so recommends and Council approves. The award from the CHF will generally be given according to the following formula: (i) Grant —15% of the award.

- ii) In the event the property owner proposes to return to documented original building materials/ construction techniques (e.g. cedar shingle roof), a grant in the amount of half of the cost difference between modern materials and the original building material may be considered;
- iii) An architectural/ engineering study may be funded by a matching grant, normally not to exceed \$3,000, payable to the applicant only when 50% of the recommended physical work has been completed and approved. When circumstances warrant, a larger grant may be approved based on percentage of the cost of the project and the complexity and scope of the project;
- iv) An owner of a designated residential property or commercial property designated under the *Ontario Heritage Act* is eligible to apply for a grant as described above.

- B. Heritage Conservation Easement will be donated to the City by the owner return for a grant of \$30,000 or more. The Easement is to be registered on the title of the property, except when circumstances of the use and/ or ownership of the property suggest that the requirement may be waived by Council.
- C. In the case of an owner undertaking restoration work on a building, the owner shall enter into a Restoration Agreement with the City of Windsor which will define the scope and the work treatment to be undertaken. The owner shall obtain a minimum of two cost estimates for all restoration work to be done, based on specifications approved by the Heritage Committee. The estimates shall be evaluated by the City Administration to ensure that all work specified is covered by the bid estimate. The lowest bid shall be accepted wherever possible.

INFORMATION: Application forms and information on the Community Heritage Fund can be obtained by contacting the

Heritage Planner,
Planning Department
350 City Hall Sq W, Suite 320
Windsor, ON N9A 6S1
Phone: 519-255-6543 x6179
Fax: 519-255-6544
Email: ktang@citywindsor.ca
Website: <http://www.citywindsor.ca>

COMMUNITY HERITAGE FUND



A fund to assist owners in
the conservation of
designated heritage
properties

Windsor Heritage Committee
Heritage Matters of the
Development & Heritage
Standing Committee

Windsor's Community Heritage Fund

OBJECTIVE OF THE FUND: To encourage the conservation of the City's built heritage, the City of Windsor, assisted by the Province of Ontario (Ministry), established a Community Heritage Fund to provide financial assistance to owners wishing to conserve designated heritage properties.

ELIGIBILITY: The property must be located in the City of Windsor and designated by by-law as a heritage site pursuant to Part IV or V of the *Ontario Heritage Act*, 1974.

ELIGIBLE PROJECTS: Projects involving the restoration of original existing or documented architectural features mentioned in the Reasons for Designation in the by-law are eligible for funding.

The conservation of some features not mentioned in the Reasons for Designation, but necessary to maintain the heritage features referred to in the Reasons, may be eligible. This does not include heating, plumbing, air conditioning, etc., which are the normal responsibility of the owner.

Restoration of significant architectural features original to the property but lost over time may be considered for funding. Documentary evidence (plans, drawings and/ or photographs) must accompany the application.

The Fund might assist with payment of fees for architects and engineers, and feasibility studies related to the restoration of designated properties, when related physical work proceeds.

APPLICATION: Application forms are available electronically from the Heritage Planner in the Planning Department. Any request for funding should be discussed in advance with the Heritage Planner to determine eligibility and details of work proposed.

DETAILS OF THE APPLICATION: In filing an application for financial assistance, the applicant must complete the required form and provide, at a minimum, the following information:

- Signature of the owner and/or agent authorizing the request;
- Legal description of the subject property;
- Information on any outstanding mortgages or loans;
- Description of the work(s) including plans to-scale and drawings;
- Two cost estimates on identical work by contractors competent in the field of heritage conservation; and
- The amount of grant requested.

COMMUNITY HERITAGE FUND GUIDELINES: Council approved the following guidelines in April of 1997 (M31-97) and modified them in July 2002 (M71-02); organization names are current:

- I. All applications to access the Community Heritage Fund (CHF) to assist with restoration of a property designated under the *Ontario Heritage Act*, Part IV or Part V, are to be referred to the Heritage Planner for processing. The City Planner and the Financial Planning Department will report to the Development & Heritage Standing Committee, which will review the report and make a recommendation to City Council on funding and the scope of the restoration work to be completed, including use and materials.
- II. Only properties designated as being of architectural and/ or historic value under Part IV or Part V of the *Ontario Heritage Act* are eligible for program funding;
- III. Regarding the Fund itself, the following guidelines shall apply:
 - A.
 - i) The amount of any grant for any one designated property in any one year be appropriate to the extent of the work proposed and to the historic and/ or architectural significance of the property. As a