The Corporation of the Township of Centre Wellington

By-law 2026-16

A By-law to establish a Community Heritage Grant Program
in the Township of Centre Wellington

Whereas the Council for The Corporation of the Township of Centre Wellington (the "**Township**") deems it desirable to adopt a Community Heritage Grant Program pursuant to sections 39 and 45 of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended (the "**OHA**") to make grants available to owners of property designated under Parts IV or V of the OHA for the purpose of paying for the whole or any part of the cost of alteration of such property on such terms and conditions as Council may prescribe;

And Whereas section 23.1 of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended ("**Municipal Act, 2001**") provides that a municipality to delegate its powers and duties under the Municipal Act, *2001* or any other act, to a person or body, subject to certain restrictions;

And Whereas subsection 227(a) of the Municipal Act, 2001 provides that it is the role of the officers and employees of a municipality to implement Council's decisions and establish administrative practices and procedures to implement those decisions;

And Whereas the Council for the Township desires to create a Community Heritage Grant Program whereby property owners can obtain grants to assist with offsetting the costs associated with the care and maintenance of properties designated under Parts IV or V of the OHA;

Now Therefore the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:

Short Title

1. This By-law may be referred to as the "Community Heritage Grant Program By-law".

Definitions

2. In this By-law, unless otherwise specified in this By-law:

"Council" means the Council of the Township;

"Eligible Heritage Property" means a property in the Township which:

(a) has been designated pursuant to Parts IV or V of the OHA;

(b) is free from any property tax arrears;

(c) is not subject to any federal, provincial or municipal orders; and,

(d) is in compliance with all federal and provincial statues and regulations as well as all municipal By-laws.

"**Estimated Project Cost**" means the total estimated cost of altering an Eligible Heritage Property in accordance with the OHA, exclusive of HST;

"**Heritage Attribute(s)**" means, in relation to real property, and to the buildings and structures on the real property, the attribute(s) of the property, buildings and structures that contribute to their cultural heritage value or interest, which may be set out in the applicable heritage designation By-law;

"**Grant**" means the matching grant approved pursuant to sections 21 and 22 of this By-law, but which shall not exceed fifty percent (50%) of the actual cost, exclusive of HST, incurred by the Property Owners, and are categorized by:

"Level 1" shall mean a grant that is intended for primarily smaller-scale residential or commercial type properties or projects.

"Level 2" shall mean a grant that is primarily intended for larger-scale buildings or properties, such as institutional, former institutional, commercial, industrial, mixed-use or multi-residential buildings, at the discretion of the Managing Director of Planning and Development.

"Managing Director" means Managing Director of Planning and Development for the Township, or his or her delegate;

"Municipal Act, 2001" means the Municipal Act, 2001, S.O. 2001 c. 25, as amended;

"OHA" means the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended;

"**Property Owners"** means the registered owner(s) of an Eligible Heritage Property; and,

"Township" means The Corporation of the Township of Centre Wellington.

Community Heritage Grant Program

3. A Community Heritage Grant Program is hereby established in the Township pursuant sections 39 and 45 of the OHA (the "**Program**").

4. The purpose of the Program is to provide matching grants to Property Owners in order to assist them in conserving the Township's cultural heritage resources through financial support.

5. The Program shall only apply to Eligible Heritage Properties which are being altered in accordance with to the OHA.

6. Property Owners that are seeking to alter an Eligible Heritage Property in accordance with the OHA may apply for a matching grant from the Township, but the matching grant being sought shall not exceed fifty percent (50%) of the Estimated Project Cost. In no circumstance shall the actual matching grant provided under the Program exceed $10,000.00 for Level 1 grants or $20,000.00 for Level 2 grants regardless of the Estimated Project Cost. Only one Level 2 grant would be authorized per year, subject to available funding.

7. Donated labour or materials shall not form part of the Estimated Project Cost.

8. Property Owners may only apply for matching grants under the Program for proposed, future alterations to an Eligible Heritage Property, not alterations which have already been conducted to an Eligible Heritage Property.

9. Any matching grants under the Program are subject to the Township's budget and funding availability.

10. The Program shall continue at the discretion of Council and may be terminated at any time, without prior notice, by the passage of a duly enacted By-law by Council.

Administration

11. The Program and this By-law shall be administered by the Managing Director.

12. The Managing Director may prescribe any forms required to implement the Program and this By-law and may amend such forms from time to time, as deemed necessary by the Managing Director.

13. The Managing Director is hereby authorized to undertake all acts necessary to carry out the authority vested in the Managing Director under this By-law, including affixing his or her signature to documents.

14. The powers delegated to the Managing Director include the authority to establish a date or dates by which applications must be made in a calendar year as well as the authority to grant extensions to any timelines provided in this By-law.

15. Council hereby delegates the power to disburse matching grants to successful applicants to the Managing Director, provided the applicable requirements of this By-law have been met.

Pre-Consultation Process

16. Property Owners that are considering applying to the Program for a matching grant to help fund the alteration of an Eligible Heritage Property are encouraged to consult with the Township as early as possible in order to determine eligibility, application requirements, and to avoid unnecessary delays in processing.

The Grant Application

17. Property Owners that are seeking to alter an Eligible Heritage Property may apply to the Program for a matching grant by submitting an application to the Managing Director, on or before a date specified by the Managing Director, using the form prescribed by the Managing Director, which shall provide, at a minimum, the following:

    a. confirmation that the property for which a matching grant is being applied is, in fact, an Eligible Heritage Property;

    b. a detailed description of the proposed alteration to the Eligible Heritage Property, including any relevant plans, specifications, drawings or photos, as well as any materials and methods to be used;

    c. the length of time the proposed alteration to the Eligible Heritage Property will take, as the proposed alteration should be completed within the calendar year in which the Grant Application was approved;

    d. whether, or in what way, the proposed alteration to the Eligible Heritage Property will impact the relevant Heritage Attributes;

    e. whether the proposed alteration to the Eligible Heritage Property is urgently required to ensure a building's structural stability;

    f. confirmation that the proposed alteration to the Eligible Heritage Property has all the necessary approvals required by the OHA;

    g. whether the proposed alteration is receiving funding or financial incentives in some other way, such as from another program or source;

    h. the Estimated Project Cost, which shall be supported by a minimum of two (2) written estimates;

    i. written permissions for any Township staff to inspect the Eligible Heritage Property at any reasonable time;

    j. the relevant fees pursuant to the Township's Fees and Charges By-law; and,

    k. any other information or material as may be deemed necessary by the Managing Director (collectively, the "**Grant Application**").

18. If a Grant Application does not meet the requirements outlined in section 17 of this By-law, the Managing Director shall notify the Property Owners in writing of same and shall advise the Property Owners that the Grant Application will not be processed until the requirements of section 17 of this By-law have been met.

Circulation of the Grant Application

19. If a Grant Application meets the requirements outlined in section 17 of this By-law, the Managing Director may circulate the Grant Application to anyone whom the Managing Director deems appropriate in order to obtain information and advice as to whether the Grant Application should be approved or rejected.

20. Following any circulation of the Grant Application undertaken in accordance with section 19 of this By-law, the Managing Director may require further information from the Property Owners in relation to the Grant Application, which shall be provided prior to the Managing Director making a decision in relation to the Grant Application.

The Decision

21. After receiving and considering the advice and information received pursuant to sections 19 and 20 of this By-law, the Managing Director may:

    a. approve the Grant Application, subject to the provisions of this By-law;

    b. approve the Grant Application, subject to the provisions of this By-law as well as additional conditions not provided for in this By-law, as required by the Managing Director; or,

    c. reject the Grant Application.

22. If the Managing Director approves the Grant Application in accordance with section 21 of this By-law, the amount of the matching grant approved by the Managing Director shall not exceed $10,000.00 for Level 1 grants or $20,000.00 for Level 2 grants and may:

    a. equal fifty percent (50%) of the Estimated Project Cost; or,

    b. equal less than fifty percent (50%) of the Estimated Project Cost.

Provision of the Grant

23. The Township shall provide a Grant to the Property Owners in accordance with the Managing Director's decision made pursuant to sections 21 and 22 of this By-law, once the following conditions have been met:

    a. the Grant Application has been approved and all applicable conditions have been satisfied;

    b. the proposed alterations to the Eligible Heritage Property have been completed;

    c. the completed alterations to the Eligible Heritage Property have been inspected and approved by the Township;

    d. evidence of the actual costs of the alteration to the Eligible Heritage Property have been provided to the Managing Director; and,

    e. the Estimated Project Cost has been reconciled with the actual costs incurred by the Property Owners so that any Grant provided to the Property Owners does not exceed fifty percent (50%) of the actual cost incurred by the Property Owners.

24. Only one Grant shall be given to an Eligible Heritage Property in a given calendar year.

Grounds to Reject a Grant Application

25. A Grant Application may be rejected by the Managing Director if:

    a. the Grant Application relates to any of the following:

        i. proposed alterations of a non-historic nature, such as the introduction of new features, such as new windows, or new additions, that are not historic to the Eligible Heritage Property;

        ii. proposed alterations that propose to remove, or do not positively impact, the Heritage Attributes of the Eligible Heritage Property;

        iii. routine maintenance of the Eligible Heritage Property, such as minor repairs, painting projects (except where exterior elements are pained in documented historic colours) or the repair/replacement of non-original siding, roofing, gutters or downspouts;

        iv. landscaping;

        v. interior elements, sheds or outbuildings unless they are Heritage Attributes of an Eligible Heritage Property; or,

        vi. proposed alterations to an Eligible Heritage Property that include the usage of synthetic materials such as plastic, vinyl or aluminum;

    b. the information contained in the Grant Application is false or misleading;

    c. the proposed alteration to the Eligible Heritage Property, as contemplated in a Grant Application, has already been commenced or completed;

    d. the alteration to the Eligible Heritage Property, as contemplated in a Grant Application, cannot be done in conformity with the OHA;

    e. the alteration to the Eligible Heritage Property, as contemplated in a Grant Application, would not be completed within the calendar year in which the Grant Application was approved;

    f. the Township does not have the required funds available to provide a Grant; and/or,

g. for any other reason, as determined by the Managing Director.

Revocation of Approval

26. The Managing Director may immediately revoke their approval of a Grant Application, pursuant to section 21 of this By-law, if:

    a. the Grant Application contained false or misleading information;

    b. any condition of the Grant Application is not being, or has not been, complied with;

    c. the proposed alterations to the Eligible Heritage Property have not been completed within the calendar year in which the Grant Application was approved; and/or

    d. the proposed alterations to the Eligible Heritage Property are not being done, or have not been done, in accordance with the OHA.

27. If a Grant Application is revoked pursuant to section 26 of this By-law, the Property Owners shall reimburse the Township for the cost of any Grant that may have been provided to the Property Owners prior to the Grant Application's revocation.

Severability

28. If any provision or requirement of this By-law, or the application thereof to any person, shall, to any extent, be held to be invalid or unenforceable, the remainder of this by law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be affected thereby and each provision and requirement of this By-law shall be separately valid and enforceable to the fullest extent permitted by law.

Coming Into Force

29. By-law 2024-01 and all By-laws related thereto are hereby repealed on February 23, 2026

30. This By-law shall come into force and effect on February 23, 2026

Read a first, second and third time and finally passed this 23rd day of February, 2026.

K O'Kane

Mayor – Shawn Watters

Clerk – Kerri O'Kane