

Media Release: Friday, October 22, 2021, 4:30 p.m.

## **Waterloo Regional Heritage Foundation**

### **Agenda**

Tuesday, October 26, 2021

5:30 p.m.

This meeting will be held electronically

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#### **1. Declarations of Conflict of Interest**

#### **2. Delegations**

#### **3. [Accounts and Grant Summary](#)**

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#### **4. Approval of Minutes – [September 28, 2021](#)**

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#### **5. 2021-2022 Committees**

##### **5.1 Allocations and Finance Committee**

##### **5.2 Heritage Advisory and Communications Committee**

###### **a) [Roles and Responsibilities](#)**

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###### **b) Nomination of a new Committee Chair**

#### **6. Other Business**

##### **a) [Policy Proposal](#)**

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##### **b) Foundation Secretary Update (J. Rudy)**

#### **7. Next Meeting – November 23, 2021**

#### **8. Adjourn**



**WATERLOO REGIONAL HERITAGE FOUNDATION**  
**October 2021 Disbursements**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Sep 28	Kitchener Citizen	Advertising	295.10
			<u>\$295.10</u>

**WATERLOO REGIONAL HERITAGE FOUNDATION**  
**Net Funding Position**

Balance in Operating Account -October 21, 2021	449,882.58
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**DEDUCT:**

Outstanding 2020 Grant Commitments	(125,000.00)
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Outstanding 2021 Grant Commitments	<u>(175,629.00)</u>
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<b>Net Funding Position at October 21, 2021</b>	<b><u>149,253.58</u></b>
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**Waterloo Regional Heritage Foundation**  
**2021 Grant Summary Statement**  
**October**

2021 Grant Budget	\$293,000
Grants Approved	<u>(177,629)</u>
Sub-Total Grant Balance	115,371
Unused previously approved Grants	<u>5,780</u>
Remaining Grant Budget	<u>\$121,151</u>
 Grant Applications in Progress	 \$10,000



## Waterloo Regional Heritage Foundation

<b>2021 Grant Budget</b>	<b>\$293,000</b>
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### Grants Approved and Paid

Date Paid	Grants Paid in 2021	
Jun 30 2021	Frances L. Stewart/Gail Pool - 110 Water St	(\$2,000)

### Grants Committed (Approved and Not Paid)

Date Approved	Date of Expiry	Outstanding Approved Commitments	
February 23 2021	February 23 2022	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	(3,390)
March 23 2021	March 23 2022	Kitchener Public Library - Oral History	(13,740)
May 25 2021	May 25 2022	Meg Crawford - 23 Roland Street	(35,000)
May 25 2021	May 25 2022	Omar Kaake - Project Grant: 35-37 and 39 Main St., Cambridge	(100,000)
May 25 2021	May 25 2022	Paul Langan - One Publication	(1,000)
Jun 22 2021	Jun 22 2021	Alison Lafrance - Project Grant (windows) 883 Doon Village Road - <b>declined \$1,113.87 grant June 24, 2021</b>	
July 27 2021	July 27 2022	Steckle Heritage Farm - Steel roof restoration	(10,405)
Sep 28 2021	Sep 28 2022	71 Heins Ave, Kitchener - Project Grant: Front window replacement	(4,975)
Sep 28 2021	Sep 28 2022	Rene Foster and Bruce Eby - Project Grant: Waterloo County 1861 Tremaine Map Restoration	(7,119)

<b>Sub-Total Grants Paid and Committed</b>	<b>(\$177,629)</b>
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<b>Remaining Grant Budget</b>	<b>\$115,371</b>
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### Grant Applications in Progress

April 27 2021	The Museum: The Mel Brown Project	10,000
		<u>\$10,000</u>



### Grants that have been Accrued into 2021 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
June 25 2019	October 25, 2021	Tom Beechey - Property Grant: 91 Cooper St - <b>Funding not approved</b>	<b>\$5,000</b>
June 23 2020	June 23 2021	The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling) - <b>Paid \$6,000 of the \$6,780 grant</b>	<b>780</b>
September 22 2020	December 31 2021	Central Presbyterian Church - Project Grant: Slate Roof Replacement	100,000
September 22 2020	March 28 2022	Marion Roes - Publication Grant: Death as Life's Work	25,000
November 24 2020	November 24 2021	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	Paid
			<u><b>\$130,780</b></u>



**WATERLOO REGIONAL HERITAGE FOUNDATION  
2021 BUDGET**

	2021 Budget	Committed/ Actuals as of Oct 21 2021	Actual vs Budget Variance
<b><u>FUNDING SOURCES:</u></b>			
Accumulated Net Revenue(Opening)	\$219,484	\$219,365	\$119
Regional Grant	106,210	106,210	-
Interest Income	3,500	2,279	1,221
Other			
<b>Total Funding:</b>	<b>\$329,194</b>	<b>\$327,854</b>	<b>\$1,340</b>
<b><u>EXPENDITURES:</u></b>			
Foundation Projects			
Special Events	4,000.00	-	\$4,000
Heritage Scholarship	6,000	-	6,000
Research Award	1,000	-	1,000
WHS - Annual Volume	5,000	-	5,000
Architectural Studies	1,000	-	1,000
Community Outreach	5,000	-	5,000
Award of Excellence	1,250	-	1,250
Funding Recognition Plaques	2,000		2,000
Sub Total Foundation Projects	\$25,250	\$0	\$25,250
Prior Years Grant Approvals Accrued		(130,780.00)	130,780
2021 Grant Approvals / Commitments	293,000	177,629	115,371
Sub Total Grant Approvals/Commitments	\$293,000	\$46,849	\$246,151
Administration			
Foundation Meetings	\$200	\$0	\$200
Printing & Supplies	100	-	100
Postage/Courier	200	-	200
Advertising	4,000	1,967	2,033
Insurance	2,100	2,090	10
Workshops / Travel	500	-	500
Memberships	150	-	150
Miscellaneous	3,200	2,442	758
Sub Total Administration	\$10,450	\$6,499	\$3,951
<b>Total Expenditures:</b>	<b>\$328,700</b>	<b>\$53,348</b>	<b>\$275,352</b>
<b>ACCUMULATED NET REVENUE (Closing)</b>	<b>\$494</b>	<b>\$274,506</b>	<b>(\$274,012)</b>





## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, September 28, 2021

5:31 p.m.

#### **This meeting was held electronically**

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Present were: Chair J. Glass, E. Clarke\*, P. Elsworthy, D. Emberly, V. Hicks, J. Holland, M. Lee, V. Mance, B. Martin and K. Redman\*

Members absent: J. Clinckett, L. Haggerty

#### **Declarations of Conflict of Interest**

None declared.

#### **Accounts and Grant Summary**

Connie Bogusat, Financial Analyst presented the Accounts and Grant Summary and provided a detailed explanation on funding allocations.

\*E. Clarke arrived at 5:36 p.m.

\*K. Redman arrived at 5:38 p.m.

#### **Approval of Minutes**

Moved by V. Hicks

Seconded by D. Emberly

That the minutes of the Waterloo Regional Heritage Foundation meeting held on June 22, 2021, be approved.

Carried

#### **2021-2022 Committees**

a) Allocations and Finance Committee

Document Number: 3831756



J. Glass noted that B. Martin was appointed as Chair and M. Lee as Vice Chair of the Allocations and Finance Committee.

B. Martin assumed the role of Chair.

i. Grant Extension Request: Central Presbyterian Church

D. Emberly noted concerns on the scope of work being done, in particular the sheet metal being added on top of the stone walls and stated that the grant is solely for the slate roof installation.

The Foundation discussed the parameters of the extension and noted that once invoices are submitted, payment would only apply to the slate roof.

D. Emberly noted support of the extension and asked that a scope of work be requested within the recommendation.

Moved by P. Elsworthy

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve the request for extension to Central Presbyterian Church for the slate roof replacement until December 31, 2021;

And the Foundation requests an update from Central Presbyterian Church on the scope of work being completed.

Carried

ii. Property Grant Application: 71 Heins Avenue, Kitchener

J. Glass provided an overview of the application and noted the additional information that was received, and moved that a grant of \$4,975 be approved.

The Foundation discussed the components of the window replacement and noted the development of the new policy would clear up the repair, restoration and replacement discussions for future applications.

Moved by J. Glass

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation approves a grant to Mike Finnerty for the window replacement at 71 Heins Avenue, Kitchener in the amount of 50% of the project cost not including HST to a maximum of \$4,975;



And the restoration is completed before September 28, 2022, a one-year period from the date of the approved grant;

And that a suitable acknowledgement of the Foundation's contribution is made with the display of a lawn sign upon the property;

And further that a statement of account with copies of supporting paid invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried; P. Elsworthy abstained

iii. Grant Extension Request: Marion Roes

B. Martin provided an overview of the second extension request and the Foundation agreed to a six month extension to provide the applicant with a longer time frame than originally requested.

Moved by P. Elsworthy

Seconded D. Emberly

That the Waterloo Regional Heritage Foundation approve the request for extension to Marion Roes for her publication grant: Death a Life's Work for a period of six months (March 28, 2022).

Carried

iv. Property Grant Payment Update: 91 Cooper Street, Cambridge

D. Emberly provided a history of the application. It was noted the completed project was done in asphalt and not the cedar shingles, as originally stipulated and moved that the payment not be issued due it not being done in accordance with the original motion.

Moved by D. Emberly

Seconded by M. Lee

That the Waterloo Regional Heritage Foundation deny the final funding for the grant approval for Tom Beechey for the cedar shingle roof replacement on 91 Cooper Street, Cambridge, due to the use of asphalt shingles opposed to cedar shingles, as originally granted.

Carried

v. Project Grant: Waterloo County 1861 Map Restoration



J. Holland provided an overview of the application and put forward a motion to approve a grant of \$6,300 with an added recommendation in regards to the final location and design of the display case.

Moved by J. Holland

Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation approves a grant to Rene Eby for the conservation treatment of a Tremaine Map in the amount of \$6,300 plus HST;

And that the conservation treatment is completed before September 28, 2022, a one-year period from the date of the approved grant;

And with the understanding that upon completion of the conservation treatment, the map is donated as a permanent acquisition to the Archives of Conrad Grebel College, for the purposes of long-term conservation, public access and education;

And that a suitable acknowledgement of the Foundation's contribution is made with the installation of a plaque at the Foundation's expense on or near the map's display case, visible to the public, at a location to be decided by the Foundation, the applicants and the Archives;

And further that a statement of accounts with copies of supporting paid invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Further, the Foundation recommends that the applicant and the Archives work with (or consults) the chosen conservation supplier on the final location and design of the display case to minimize damaging impacts of light, UV and relative humidity fluctuations (for example, through incorporation of UV filters, coverings, and/or RH buffers.)

Carried

J. Glass resumed role of the Chair.

b) Heritage Advisory and Communications Committee

J. Glass noted that the Committee would meet to discuss award presentations and select a chair.

### **Other Business**

a) Tickets for Premier Film Presentation of DICKSON & BRUCE - 7pm at the Princess Twin Cinema on Thursday, November 18th, 2021



J. Glass noted that two tickets are available to Foundation members and anyone interested could send him an email.

b) Policy Updates

V. Hicks provided a draft copy of the new policy being developed and requested that any comments be sent to her. It was noted that the policy in discussion is currently focused on property grants and that further work needs to be done in regards to project and publication policies.

**Next Meeting – October 26, 2021**

**Adjourn**

Moved by D. Emberly

Seconded by M. Lee

That the meeting adjourn at 6:40 p.m.

Carried

**Foundation Chair, J. Glass**

**Foundation Secretary, J. Rudy**



## Mandate of The Heritage Advisory and Communications Committee

### Specific Committee Responsibilities

1. Advise the WRHF Board of key heritage issues to which the Foundation should be directing its attention,
2. Develop a plan for optimum use of the Foundation's artifacts,
3. Seek out, receive and consider nominations for the Foundation's annual
  - Annual Awards of Excellence
  - The Sally Thorsen Award
  - Jean Steckle Award of Heritage Education
  - Heritage research scholarship, andMake recommendations to the Board prior to the Annual General Meeting.
4. Develop standards and recommendations for other heritage awards by the Foundation,
5. Lend advice on heritage issues, when requested, to organizations and individuals within the region of Waterloo,
6. Provide speakers to fulfill speaking engagements identified by the Communications committee,
7. Support the activities of the other Foundation committees (i.e Heritage Showcase),
8. Develop a plan of action related to recognition plaques for awards of excellence and partial funding projects, and
9. Fulfill other duties identified by the Board.



Communication:

Specific Committee Responsibilities

1. Arrange Foundation's participation in Doors Open and attend the event.
2. Attend events to promote the Foundation (i.e. Heritage Wilmot Fair)
3. Create promotional material for the Foundation.
4. Update the Foundation's social media (Facebook and website).
5. Plan the Foundations Annual General Meeting
6. Fulfill other duties identified by the Board.



# **Region of Waterloo Heritage Foundation**

## **Guidelines for the RWHF Grant Program**

**2020 to 2022**



# WRHF Grant Program Guidelines

## 1.0 Purpose of the Program

The purpose of the WRHF Grant Program is to offer financial assistance on a cost sharing basis to owners of properties of cultural heritage significance towards the conservation and restoration of property's heritage attributes.

## 2.0 Definitions

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

**'Applicant'** means the owner of the property applying for a grant, or their agent, if such agent is authorized in writing by the owner to act as agent for making the application;

**'Eligible Heritage Property'** means real property, including all buildings and structures thereon, located in the Region of Waterloo, that has either been designated under Part IV of the Act or is within a heritage conservation district designated under Part V of the Act and which has been identified in a Heritage Conservation District Plan as being of cultural heritage value or interest;

*Note: If the WRHF would like to expand those who could apply, we could consider amending the definition of an eligible heritage property.*

**'Eligible Conservation Work'** means that which is described in section 5.1 of this document;

**'Eligible Property'** means that which is described in section 3.0 of this document;

**'Guidelines'** means the City's Designated Heritage Property Grant Program Guidelines, as may be amended from time to time;

**'Heritage Attributes'** means the principal features, characteristics, context and appearance that contribute to the cultural heritage significance of an eligible property. This includes those significant cultural heritage attributes which may have been previously identified by City or Regional staff or contained in a Heritage Conservation District Plan or Designation By-law. This definition may also include elements of a feature or structure which are internal and are important to its function or structural stability.

**'WRHF'** means the Waterloo Region Heritage Foundation;

**'Conservation'** means [insert]



### 3.0 Eligibility

#### 3.1 Eligibility Requirements

- Only **Eligible Heritage Properties**, as defined herein, are eligible for this program.
- The **Eligible Heritage Property** must not be in arrears or default of any municipal taxes, local improvements charges or any other monies owed to the Region of Waterloo or municipalities thereof (fees or penalties).
- The **Eligible Heritage Property** must not be the subject of a contravention, work order or outstanding municipal requirements, unless the consent is obtained. A contravention includes offences under a municipal by-law, Act or regulation for which enforcement proceedings have been commenced, but not necessarily finalized, that relates specifically to the building or land for which a grant is sought or given.
- Existing use of property must be in conformity with applicable zoning by-law regulations and other relevant planning controls.
- Projects undertaken between the deadline for applications of the previous year and the current year deadline will be considered eligible for grant assistance, provided that all other eligibility requirements of the program are met.

#### 3.2 Eligible Applicants

Owners and tenants of an **Eligible Heritage Property** may apply for assistance. Tenants are required to provide documentation of the property owner's consent to the improvements. Written consent may be either in the form of a lease indicating the lessee's authority for property renovation and repair, or written documentation of the property owner's agreement to the proposed alterations.

Heritage resources owned by any level of government are not eligible except in the following cases:

- (a) where the property is under long term lease to an individual and the tenant or lessee is the applicant; or
- (b) where a non-profit community group has assumed, by long-term lease or legal agreement, responsibility for the building and the non-profit community group is the applicant.

#### 3.3 Commercial Façade Improvements

Commercial façade projects (front elevation) for properties in commercial use in heritage conservation districts are ineligible as there is a separate financial assistance program for this type of project.



## 4.0 Grant Information

### 4.1 Amount of Grant Assistance

The amount of a grant is [to be added and revised].

### 4.2 Frequency of Grant

Subject to approval, an **Eligible Heritage Property** may receive one grant per calendar year. If a grant is provided, the work must be completed and inspected before another grant application may be submitted to the **WRHF** for consideration.

First-time applicants will get priority each year and repeat applicants will be considered only if the annual cap is not reached by first-time applicants.

### 4.3 Completion of Work

Grant commitments are valid for one (1) year and expire if the work is not completed within that time period. This timeframe may be extended at the discretion of the **WRHF**.



## 5.0 Eligible Projects

### 5.1 Eligible Conservation Work

For the proposed work to be eligible for a grant, it must be **Eligible Conservation Work**, which means the following:

- (a) any conservation work which directly and appropriately conserves, preserves, restores or enhances **Heritage Attributes** and does not detract from or diminish the cultural heritage value of the property, including the following:
  - (i) restoration, preservation or rehabilitation of existing exterior architectural elements or features which are significant (i.e. repair of deteriorated original elements such as doors and windows, siding and roofing materials, architectural trims, verandas, historic chimneys, fences and other significant features; repointing and cleaning of masonry only if the materials and methods will not cause harm to the historic masonry);
  - (ii) re-construction of significant exterior architectural elements or features which still exist, but are beyond conservation or repair (this would include accurate reconstructions of original features using materials, sizes and configurations which match the original);
  - (iii) restoration or re-introduction of significant exterior architectural elements or features which have been lost, but for which the appearance can be clearly determined from archival or documentary sources, or physical evidence that supports the existence of the missing feature (i.e. removal of modern material such as vinyl and aluminum siding and replacement with original material).
  - (iv) introduction or repair of protective elements to protect original features (i.e. wooden storm windows).
- (b) any work necessary to restore the building to structural soundness including the correction of serious structural faults which threaten the building's survival (i.e. introduction of supporting beam, alterations to correct a failing foundation), but not routine maintenance;
- (c) the WRHF may also consider exterior painting costs, in cases which it conserves or enhances the features of the property. This includes the use of documented original colours. After the initial grant, it is expected that paint maintenance will be the owner's responsibility. This would not preclude the property owner from submitting a future grant application for other eligible works.



- (e) replacement cedar shingle roofs, subject to the roof being installed on a batten system to provide proper ventilation and to prolong the lifespan of the roof, and subject to section 3.4.
- (f) other alterations which the **WRHF**, in his or her sole discretion, determines are important to the cultural heritage significance of the property.

Where an **Eligible Heritage Property** includes non-heritage additions or elements, or the proposed work involves new additions, only the **Heritage Attributes** of the property will be subject to grant assistance.

The final determination of what constitutes **Eligible Conservation Work** is at the discretion of the **WRHF**, in consultation with reference to the Guidelines, and the final decision is made by the Council of the City of Markham.

## **5.2 Ineligible Work/Projects**

Ineligible work includes, but is not limited to, the following:

- (a) Interior work, unless related to structural issues;
- (b) Short term, routine maintenance;
- (c) Work on modern additions or work to accommodate modern renovations to a building of cultural heritage value;
- (d) Landscaping;
- (e) Paving;
- (f) Lighting unless repair or restoration of a Heritage Attribute;
- (g) Signs and commemorative plaques;
- (h) Eaves-trough, unless considered significant architectural features of the building such as those with decorative elements or those made from long-lasting materials such as copper and lead;
- (i) Mechanical systems and insulation;
- (j) Skylights;
- (k) Poor or defective work;
- (l) Non-permanent fixtures;
- (m) Commercial façade projects (front elevation) in heritage conservation districts; and
- (n) Projects in Markham Heritage Estates subdivision unless the building or structure has been on the lot for at least 20 years.

## **5.3 Eligible Costs**

Eligible costs shall be the cost of materials, equipment and contracted labour to complete eligible conservation, restoration or preservation work, documented by invoices to the satisfaction of the **WRHF**. Labour provided by the applicant or tenant of the building will not be an eligible cost. Administrative, planning, and project management costs are not considered eligible.



Other reimbursable expenses include professional architectural/ engineering/ design fees, at the discretion of the **WRHF**.

#### **5.4 Approval Considerations**

The following considerations will apply when reviewing all applications for grant assistance:

- a) Preference will be given to applications where the integrity of the **Eligible Heritage Property** may be threatened if the proposed conservation work is not undertaken;
- b) Preference will be given to applications proposing work visible to the general public and therefore has a level of public benefit;
- c) The project should generally comply with acknowledged heritage conservation principles, policies and guidelines including, but not limited to, a Heritage Conservation District Plan, Secondary Plan, Conservation Plan, Heritage Easement, and the Standards and Guidelines for the Conservation of Historic Places in Canada;
- d) The scope of the work is clear, logical and demonstrates the maximum retention of the historic fabric and **Heritage Attributes**;
- e) The grant program should not reward poor stewardship.



## 6.0 Application Details

### 6.1 Application Deadline

Grants are to be awarded on an annual cycle following a request for applications within a deadline established by the **WRHF**.

### 6.2 Application Requirements

#### 1. Application Form

The **Applicant** is required to complete an application form available from the WRHF website or Region of Waterloo Administrative staff. The **Applicant** is encouraged to engage a professional (architect, engineer or designer) to assist with decisions on alterations and provide the necessary drawings.

#### 2. Information to Accompany Application

The application must include all the details necessary for a full understanding of the proposed work, and may include:

- a) Prepared drawings of the proposed work, including any specific details as may be required by the **WRHF**. Depending on the nature of the work, these may be required to be prepared by a professional, such as architect or engineer.
- b) Copies of the Heritage Designation By-law, easement, or letters from the Municipality which confirms the heritage status of the property.
- c) Letters of Recommendation from the Municipality or any Heritage Organizations, where possible.
- d) Samples of proposed materials or colours, and any product information.
- e) Cost estimates required by clause 4.1 hereof.

### 6.3 Application Process

The **WRHF** Grant Program will be administered by the **WRHF** and associated Administrative Personnel of the Region of Waterloo.

#### ***Step 1. Determine if you are eligible (pre-application consultation)***

Prior to submitting a formal application for financial assistance, it is recommended that the following steps be undertaken:

- a) Determine if the property is eligible to receive funding. Contact the Administrative Secretary of the Waterloo Region Heritage Foundation. Work may also be discussed by designated members of the **WRHF** to provide additional guidance.
- b) Discuss any proposal with the Building Department and/or Planning Department of the appropriate Municipality to ensure any zoning or other building regulations are obtained.
- c) Secure a grant application form from the WRHF website and complete and return it with the necessary documentation.



This pre-application consultation stage should help to avoid ineligible proposals.

**Step 2. Submit your application**

Submit a completed application with all required materials.

**Step 3. Staff Review**

The application will be reviewed by City Staff to ensure that it meets all the eligibility requirements, including confirmation that no municipal requirements are outstanding.

**Step 4. Grant Review Committee**

The review of all grant applications will be undertaken by the **WRHF**. All applications will be forwarded to the WRHF Grant Sub-Committee first for its consideration and recommendation. Final approvals are voted on by the members of the **WRHF**.

If an application is unsuccessful, a letter will be sent confirming that a grant will not be issued. The reasons for which the grant was not approved will be provided in this letter.

**Step 7. Undertaking the Improvements**

Nothing contained in the grant application procedures or approval relieves the applicant from obtaining all necessary municipal planning and building department approvals. All work must be carried out in accordance with the requirements of the Ontario Building Code and municipal by-laws.

The applicant is required to obtain the consent of the appropriate **Municipality** for any changes to the project which are proposed during the course of the work.

**Step 8. Issuing the Grant**

Before a grant will be paid by the City, the following must occur:

- (a) the **Eligible Conservation Work** must be completed within one (1) year from the date of approval of the grant.

In exceptional cases, the timeframe for project completion may be extended. In such cases, a written request, stating the reasons for required for the extension, must be submitted by the applicant for review and approval at the discretion of the **WRHF**;

- (b) The **Eligible Conservation Work** must be completely paid for by the owner with documentation to verify such payment (i.e. copies of paid invoices), and the work completed to the satisfaction of the **WRHF**;
- (c) the **WRHF** must be in receipt of all required documentation as identified in the **Guidelines** (i.e. paid invoices), and any other documentation reasonably required by the **WRHF**;



- (d) the completed **Eligible Conservation Work** must reflect the **Eligible Conservation Work** that was approved by the **WRHF**. The **WRHF** may request site visits to inspect the work, or photographs thereof.
- (e) The **WRHF** reserves the right to withhold the payment of all or a portion of the grant if the work has not been substantially completed in accordance with the approved plans and specifications, or payment documentation, such as invoices, are incomplete, unclear or have not been submitted.



## 7.0 General Information

[insert]

**For further Information, please contact:**

[Administrative Contact Information]

[Information of the Chair and Vice Chair]

*Acknowledgment: This document has been drafted with the assistance of the Heritage Planning Division of the City of Markham.*