

**APPLICATION FORM AND  
IMPLEMENTATION PACKAGE  
FOR THE**



**Municipality of Brockton  
HERITAGE FUND PROGRAM**

**THE CORPORATION OF THE MUNICIPALITY OF BROCKTON**  
**BY-LAW #2010-40**

**BEING A BY-LAW TO REVISE THE IMPLEMENTATION PACKAGE FOR THE  
MUNICIPALITY OF BROCKTON HERITAGE TRUST FUND PROGRAM WITHIN  
THE CORPORATION OF THE MUNICIPALITY OF BROCKTON**

**WHEREAS** by By-Law #84-53 the Former Town of Walkerton entered into an agreement with the Province of Ontario to establish a Community Heritage Trust Fund; and

**WHEREAS** by By-Law 88-50 the Council of the Former Town of Walkerton did revise the implementation policies for the Administration of the Heritage Fund Agreement established by By-Law #85-43; and

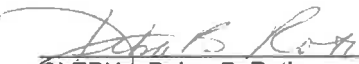
**WHEREAS** it is desirous that the Implementation Package approved by By-Law #2007-54 be revised;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Brockton **ENACTS AS FOLLOWS:**

1. That the attached Implementation Package for the Brockton Heritage Trust Fund be identified as Schedule "A" to this by-law and shall form an integral part thereof.
2. That the attached Brockton Heritage Fund Program Application package be identified as Schedule "B" to this by-law and shall form an integral part thereof.
3. That the Mayor and Clerk be authorized on behalf of the Corporation to sign and seal the Implementation Package for the Brockton Heritage Trust Fund.
4. That By-Law #2007-54 is hereby repealed.

THAT THIS BY LAW BE ENACTED, SIGNED AND SEALED, THIS 28TH DAY OF JUNE, 2010.

  
\_\_\_\_\_  
MAYOR – Charlie Bagnato

  
\_\_\_\_\_  
CLERK – Debra B. Roth



## **SCHEDULE "A" TO BY-LAW #2010-40 BROCKTON HERITAGE FUND PROGRAM**

### **1. INTRODUCTION**

**The Brockton Heritage Fund Program** functions under The Brockton Heritage Committee, a committee of the Municipality of Brockton, for the rehabilitation, restoration, conservation and improvement of designated buildings and properties. The Fund is administered by the Brockton Heritage Committee with final approval by the Council of the Municipality of Brockton.

Eligible properties must be designated under section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18 (as amended).

### **2. OBJECTIVES**

The Brockton Heritage Fund Program was established to encourage conservation and to promote the conservation and stabilization of properties and areas of architectural and historical value within the Municipality of Brockton. In 2007, the administration of the Brockton Heritage Fund fell under the jurisdiction of the Brockton Heritage Committee.

The revolving nature of the fund is intended to finance activities which both fulfill the mandate of the fund and also return money to the fund for further related activities.

### **3. FORM OF FINANCIAL ASSISTANCE**

Financial assistance may be in the form of grants, loans and loan guarantees to: (1) owners of designated properties for restoration projects, (2) purchasers of designated properties under the Ontario Heritage Act. Loans under The Brockton Heritage Fund Program are available only for designated Heritage Properties/Buildings.

#### **3.1 LOANS**

Brockton Heritage Committee (BHC) and Brockton Council may approve loans to cover a restoration project, or purchase of a designated property. Generally, the loans granted will be up to a maximum of \$10,000; however, the maximum amount may be increased at the discretion of Brockton Heritage Committee (BHC)

### **3.2 GRANTS and LOANS**

Under special circumstances, a grant may be authorized without a loan to a maximum of \$5,000.00.

Notwithstanding that Financial Assistance may be in the form of grants, the maximum grant which may be made from the Brockton Heritage Fund shall not exceed 10% of the total loan and where a loan is applied for, no grant shall be payable without loan application and approval. No Grant monies may be accessed unless the approved project is undertaken.

The approved Grant/Loan must be signed by the applicant within 30 days from the approval date failing which the Grant/Loan shall be null and void and the approved funds will revert back to the Brockton Heritage Fund

If the project is not undertaken within 12 months of Municipal approval the application will be considered abandoned and the property owner will need to re-apply.

**Under special circumstances, on a case by case basis, a grant may be authorized without a loan to a maximum of \$5,000.00.**

### **4.0 PROGRAM ADMINISTRATION**

#### **4.1 APPLICATION PROCESS**

The property owner or property purchaser shall submit an application for a loan/grant to the Municipality of Brockton. Application forms are available from the Municipal Office.

**All applications for funding must be approved by the Municipality of Brockton before any work may proceed.**

Where necessary, the municipality may request plans, specifications, drawings, historic photographs and present day photographs.

Project proposals will be referred to Brockton Heritage Committee (BHC).

In conjunction with municipal staff, Brockton Heritage Committee (BHC) will prepare comments and provide Brockton Council with reasons for accepting or rejecting the project proposal.

Short-term, routine maintenance is not eligible.

### **5.1.2. Exterior**

a) The conservation of significant architectural features are as follows:

This might include the conservation or restoration of:

- doors
- windows
- verandahs
- chimneys
- bargeboard or other decorative trim
- any other feature important to the overall composition of the structure as specified in the reasons for designation
- fences and outbuildings if specifically referred to in the reasons for designation.
- The conservation or renewal of original siding and roofing materials.

These might include repair and replacement where necessary of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.). It also includes removal of a modern replacement with the original material (where original material can be documented).

b) It does not include:

- work on modern additions
- sheds or outbuildings not specifically referred to in the reasons for designation
- modern doors and windows unless replicas of the original
- new storm or screen doors and windows
- chimney repairs other than restoration of a significant chimney
- repair of eavetrough unless its nature is such that it is significant to the heritage of the structure
- repairs or renewal of modern materials
- This includes minor repairs (such as repairing a broken step or a broken window), painting (other than as specified in section 5.1.3), repair of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc.)

Eligible interior features, if specified in the reasons for designation, including woodwork, plaster work, wall or ceiling murals, etc.

New services (electrical, plumbing, heating) and insulation are not eligible.

## **5.2 PROPERTIES DESIGNATED UNDER PART V, ONTARIO HERITAGE ACT**

Any improvements to the property as specified in a Heritage Conservation District Plan

In the case of properties identified in a plan as being of specific heritage value, the definition of an eligible project for a property designated under Part V may apply.

For other properties within a district, an eligible project is defined as any work in accordance with the design guidelines for the property as specified in the Heritage Conservation District Plan.

Short-term maintenance is not eligible.

## **6.0 FINAL APPROVAL**

Notwithstanding the policy statements and guidelines contained in this package, final approval of all applications shall be at the total discretion of the Council of the Municipality of Brockton or its designated agent and is not appealable.

# THE BROCKTON HERITAGE FUND PROGRAM

## **The Fund:**

**The Brockton Heritage Fund was established by the Former Town of Walkerton in agreement with the Ontario Ministry of Culture and Communications for the purpose of providing monies for the preservation and improvement of Heritage Designated Properties.**

**The Fund is administered by the Brockton Heritage Committee with final approval by the Council of the Municipality of Brockton.**

The Fund is administered by the Municipality and may be used to:

- i. Lend money for the purchase and/or conservation of designated heritage properties;
- ii. Guarantee loans for the purchase and/or conservation of designated heritage properties; and
- iii. Award grants to owners of designated heritage properties for the conservation of those properties.

## **FURTHER INFORMATION:**

If you are interested in obtaining more information about the Brockton Heritage Fund Program or making an application, please contact:

Fiona Hamilton, Clerk  
Municipality of Brockton  
100 Scott Street  
P.O. Box 68  
Walkerton, ON N0G 2V0  
Telephone: (519) 881-2223 Ext. 124  
Email: [fhamilton@brockton.ca](mailto:fhamilton@brockton.ca)

Amortization period: \_\_\_\_\_

#### 4. Designation of the Property

(a) By-Law No. 2013 - 056

(b) Date of By-Law Designating Property: day 17 month June year 2013

**5. Provide a description of the project and cost breakdown. Include details such as materials to be used, sizes, mortar mixes, etc. Enclose all drawings, photos and/or other material necessary for a complete understanding of the proposed work (use additional sheets as required). Please include copies of any available historic photographs and building plans/specifications.**

**Description:**

**:Cost**

Install Hy-Grade Steel Roofing to the :  
north and east sides of the church, :  
to match work done previously on the :  
south side. This will prevent water :  
from leaking into the building and :  
damaging the interior. :\$ 26,897.11

**6. If applicable, list other sources and amounts of funding for project.**

\_\_\_\_\_: \_\_\_\_\_  
\_\_\_\_\_: \_\_\_\_\_  
\_\_\_\_\_: \_\_\_\_\_  
\_\_\_\_\_: \_\_\_\_\_

**7. Total capital budget for project:**

Acquisition: \_\_\_\_\_ :\$ \_\_\_\_\_

Construction: \_\_\_\_\_ :\$ \_\_\_\_\_

Total Please see attached estimate. :\$ 26,897.11

**8. Proposed dates of project commencement/completion:**

Commencement: day 01 month 09 year 2019

Completion: day 07 month 09 year 2019

**I certify that to the best of my knowledge the information provided in this application for a Heritage Fund Designated Property Loan is accurate and complete.**



**Project Evaluation/Comments:**This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.