



# The Town of Niagara-On-The-Lake

Telephone (905) 468-3266  
Facsimile (905) 468-2959

1593 Four Mike Creek  
Road  
P.O. Box 190  
Virgil, Ontario  
L0S 1T0

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**Report: MHC-19-043**

**Committee Date: October 08, 2019**

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**Report To: Municipal Heritage Committee**  
**Subject: 18 Prideaux Street**  
**Heritage Restoration & Improvement Grant and Heritage Permit**  
**Construct Wood Shutters, Windows, Storm Windows and Screens**

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## 1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 the Heritage Restoration & Improvement Grant ("Heritage Grant") and the Heritage Permit Applications to construct nine (9) wood louvred shutters, two (2) wood six-over-six sash windows, two (2) wood storm windows and two (2) wood screens, as per the quote and specifications provided by Drew Chapman Carpentry at \$21,357.00, with the Town and Niagara Region each providing \$5,000 in grant funding (Regional funding subject to availability) be approved for 18 Prideaux Street, subject to the following conditions:
  - a) all requirements of the Heritage Grant program implementing By-law 3989-05, as amended, be fulfilled;
  - b) the applicant enter into a Heritage Grant Agreement with the Town prior to release of grant money, for the approved Heritage Grant at 18 Prideaux Street; and
  - c) the Director of Community and Development Services reserves the right to reduce the amount of grant funding released if the final invoice for the project is less than the approved amount in condition 1.1.
- 1.2 that condition 1.1 of this report be cleared to the satisfaction of the Director of Community and Development Services.

## 2. PURPOSE / PROPOSAL

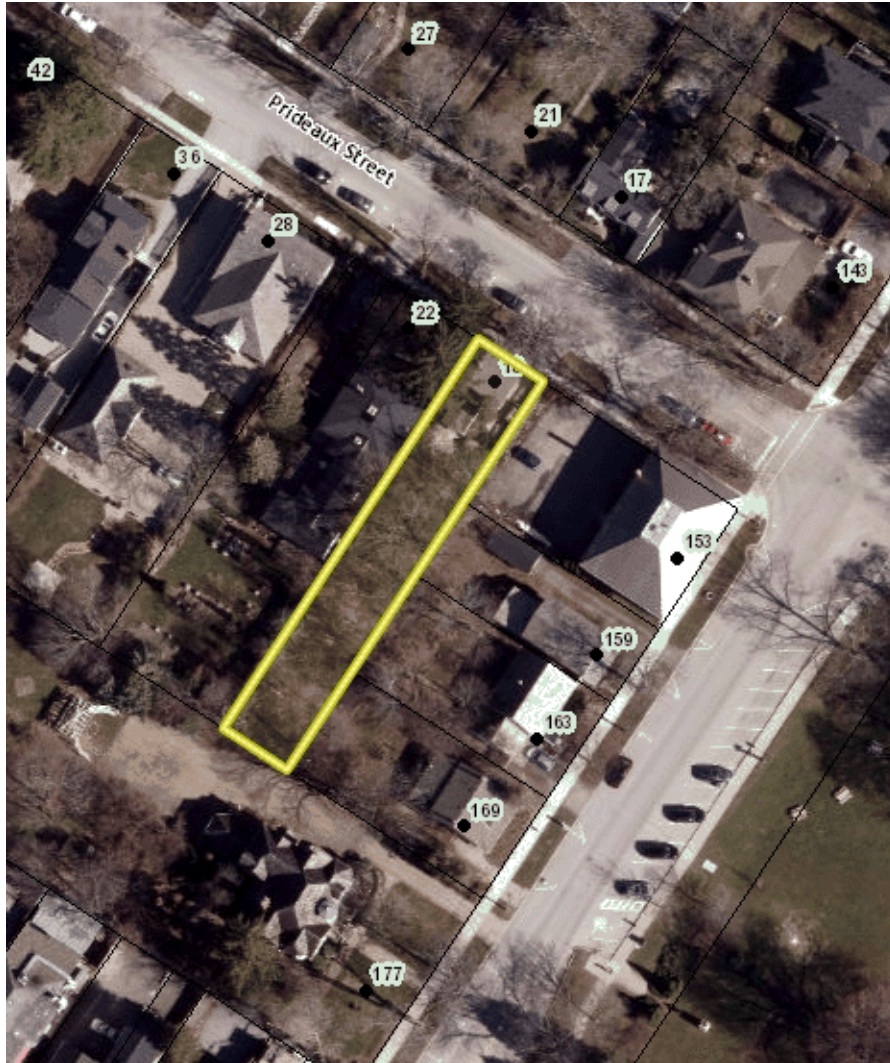
The purpose of this report is to provide a recommendation to Council concerning the Heritage Grant and Heritage Permit Applications (attached as **Appendix A**) to

construct nine (9) wood louvred shutters, two (2) wood six-over-six sash windows, two (2) wood storm windows and two (2) wood screens with respect to the policies of the Queen-Picton Heritage Conservation District Plan.

### 3. BACKGROUND

#### 3.1 Site Description

The subject property, known municipally as 18 Prideaux Street, is located on the south side of Prideaux Street just west of King Street in the Old Town urban area (see **Figure 1**).



**Figure 1 - Location of subject property**

The dwelling has been referred to as the McKee-Dodson house in Peter Stokes book *Old Niagara on the Lake*. Stokes states that the frame dwelling "reflects many of the local characteristics in its position and the elements of its design" (see **Figure 2**) The dwelling has the gable oriented to the street with a side entrance and porch.



**Figure 2 - Dwelling on subject property**

#### **4. DISCUSSION / ANALYSIS**

##### 4.1 Ontario Heritage Act, R.S.O. 1990, c. O.18

The subject property is located in the residential area of the Queen-Picton Heritage Conservation District (the "District") which is designated under Part V of the *Ontario Heritage Act* (OHA). As such, a Council approved Heritage Permit is required for alterations as stated in section 42 of the OHA:

*Erection, demolition, etc.*

*42(1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:*

- 1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.*
  - 2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure.*
- 2005, c. 6, s. 32 (1).*

No alterations can take place on the property until Council approval and a Heritage Permit has been obtained by the applicant. It is the applicant's responsibility to obtain all necessary planning and building approvals.

##### 4.2 Queen-Picton Heritage Conservation District Plan, 1986

The subject property is identified as a category 'A' building, being the most

significant building type in the Queen-Picton Heritage Conservation District. The Queen-Picton Heritage Conservation District (herein referred to as the "District Plan") makes it clear that category 'A' buildings are meant to be conserved in original form with minimal further changes and provides the following description and policies for category 'A' buildings:

*The historic and/or architectural qualities of the 'A' building stock in the Queen-Picton residential district are considered a valuable and integral part of the heritage conservation district. Indeed this building stock is the foundation of the district plan, and is of value in its own right and as it contributes to the streetscape composition as a whole. The intent is to conserve the 'A' building stock in its original form with a minimum of further changes, but in accordance with the following criteria:*

*Colours - Original colours shall be used in conservation. Where lost, colours used through paint and materials shall be historically accurate colours of quiet, subtle, natural shades.*

*Materials - Original building fabric should be conserved. Where renewed, materials appropriate and typical of the heritage district shall be used with an emphasis on natural fabric such as brick, stone and wood as opposed to metals and plastics.*

The applicant is proposing to build new wood shutters to be painted black. The existing shutters on the building are not original, and in fact, are rather heavy in style. The proposed shutters would be louvred which is a common style in the District. The new wood windows, storms and screens would be painted white to match the existing windows on the building. In all respects, the materials and colours are appropriate and compatible within the District.

4.3 Standards and Guidelines for the Conservation of Historic Places in Canada, 2010 The primary purpose of the Standards and Guidelines for the Conservation of Historic Places in Canada (the "Standards and Guidelines") is to provide sound, practical guidance to achieve good conservation practice. This document establishes a consistent, pan-Canadian set of conservation principles and guidelines.

Standard 8 of the Standards and Guidelines provides as follows:

*Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.*

Section 4.3.5 of the Standards and Guidelines provides direction when windows are identified as character-defining elements of an historic place:

The following are recommended:

*Designing and constructing a new window, door or storefront when it is completely missing, with a new design that is compatible with the style, era and character of the historic place, or a replica based on documentary evidence.*

*Removing or altering non character-defining windows, doors or storefronts, or their associated functional or decorative elements, from a period other than the restoration period.*

The proposed new wood windows would replace two vinyl windows at the rear of the building. The new wood windows will replicate the existing wood windows at the front of the building which appear to be early, if not original to the house. The proposed storm windows and screens assist in creating a more functional dwelling. The proposed shutter dogs are plate mounted soldier style as shown in **Appendix C**.

#### 4.4 Heritage Grant Program

Town Council has approved \$35,000 for the grant program in 2019.

Applications for the Heritage Grant program are assessed against the program criteria (described in **Appendix B**). This system is utilized to ensure that grant funding is best distributed to projects in need and to as many properties as possible. Conservation of original and early materials is considered to be a best practice in conservation. Conservation of functional attributes are given preference over attributes that are strictly aesthetic. The same applies for projects that propose to replicate lost or damaged heritage attributes. Although a criteria-based system is used, all projects related to the conservation and maintenance of heritage properties are important and the stewardship role of heritage property owners is integral in the maintenance of our cultural heritage resources.

The project is eligible for funding as a removal of modern materials and replacement with documented originals, and works required to maintain or preserve significant architectural features. All shutters, windows, storms and screens will be functional. The shutters, storms and screens will contribute to the on-going preservation of all wood windows on the dwelling.

Residential properties are eligible for 50% of project costs up to a maximum of \$10,000. Two quotes were provided in support of the application. The lowest of the two quotes was provided by Drew Chapman Carpentry at \$21,357.00. The following chart provides a breakdown of the proposed funding:

Total project cost	\$21,357.00
50% of eligible project costs (or maximum allowable funding)	\$10,000.00
Cost to Niagara Region	\$5,000.00



(subject to availability only)	
<i>Cost to Town of Niagara-on-the-Lake</i>	\$5,000.00

## 5. STRATEGIC PLAN

Not applicable.

## 6. OPTIONS

Not applicable.

## 7. FINANCIAL IMPLICATIONS

A \$200 application fee for residential properties has been submitted for the processing of the Heritage Restoration and Improvement Grant application. There is no fee for a Heritage Permit application and any staff review and administrative costs are borne by the Town.

The Town and the Niagara Region share the costs of approved grants on a 50/50 basis. However, the portion provided by the Niagara Region is subject to funding availability and is not guaranteed, only the Town's portion is guaranteed subject to fulfillment of program requirements.

If the final invoice for the specified project is greater than the amount of funding originally approved with the cost estimate the applicant will not receive more funding. This measure is to ensure that the number of pre-approved projects does not exceed the amount of funding available. If the final invoice for the specified project is less than the original amount of funding approved, the applicant will only receive 50% of the final cost which leaves funding available for other heritage property owners.

## 8. COMMUNICATIONS

The recommendations of the Municipal Heritage Committee will go to Council for final approval. Sections 33 and 42 of the *Ontario Heritage Act* set out that, within 90 days after the notice of receipt is served on the applicant, the council may give the applicant:

- (a) the permit applied for;*
- (b) notice that the council is refusing the application for the permit; or*
- (c) the permit applied for, with terms and conditions attached.*

The OHA should be consulted in regard to process and for further information.

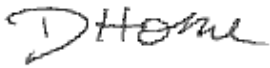
If the application for a Heritage Restoration & Improvement Grant is approved by Council, the applicant would be required to enter into a Grant Agreement with the Town. Grant money will be released only after Staff have conducted a site visit to photo document and ensure the project has been completed as per the approved specifications and after the final invoice is provided to Staff. If the work has not been

conducted as specified the grant money will not be released. If alterations have been undertaken that damage the cultural heritage value of the property the grant money will not be released.

## **9. CONCLUSION**

Applications have been submitted for a Heritage Restoration and Improvement Grant and Heritage Permit to construct construct nine (9) wood louvred shutters, two (2) wood six-over-six sash windows, two (2) wood storm windows and two (2) wood screens at 18 Prideaux Street. The application meets the policies of the District Plan and best practices in heritage conservation and is therefore recommended for approval subject to the above conditions.

**Respectfully submitted,**



**Denise Horne, MA, Diploma Heritage Conservation  
Planner II**



**Mark Iamarino, MCIP, RPP  
Senior Planner**

### **ATTACHMENTS**



Appendix A.pdf Appendix B.pdf Appendix C.pdf



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**APPLICATION FORM  
HERITAGE RESTORATION AND IMPROVEMENT GRANT PROGRAM for  
PROPERTIES DESIGNATED UNDER PART IV of THE ONTARIO  
HERITAGE ACT**

**A. General Information and Instructions**

1. Before filling out this application form, please read the attached Program Guide and arrange for a pre-application meeting with staff. The Program Guide describes the purpose and basic terms and conditions of the **Heritage Restoration and Improvement Grant Program**.
2. If you are an agent acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section F below.
3. If you find that there is insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Attach a minimum of two (2) bona fide price estimates or quotes from independent contractors for the proposed work that is eligible for the grant. It may be necessary to ask your contractor to separate these costs from other costs for improvements that are not eligible for the grant. Please ensure that the quotes contain the contractor's name, address, phone number and a contact person.
5. Please attach a professional design study (including drawings), if required. Also provide a photograph(s) of the building/property, including photographs of the heritage features to be restored/repared.
6. **There is a \$200.00 application fee for residential properties and a \$400.00 application fee for commercial properties.** This fee is non-refundable for applications that are approved for grant funding. A partial refund of 50% of the applications fee will be given for applications that are not approved.
7. Please print or type the information requested on the application form.
8. You must deliver your application in person to the Heritage Advisor, Community & Development Services Department, Town of Niagara-on-the-Lake Municipal Office, 1593 Four Mile Creek Road, Virgil, Ontario.

**ANY QUESTIONS?**  
Please contact Denise Horne,  
Heritage Advisor  
Community & Development Services  
Tel: 905-468-3266  
Email: [dhorne@notl.org](mailto:dhorne@notl.org)





Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Application No. \_\_\_\_\_

(For Office Use Only)

**B. Applicant/Agent Information – Please Print**

Date: August 21/19

Name of Property Owner: Sindy & Drew Chapman

Mailing Address of Property Owner:

18 1717 York Rd, RR#1

Street Address

Niagara-on-the-Lake L0S 1J0

City/Town

Postal Code

Telephone No: 905 321-8545 Fax No: \_\_\_\_\_

Email: Sindy.chapman@hotmail.com

**Agent Information (if applicable)**

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City/Town

Postal Code

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

[illegible]

**Proposed Exterior Restoration/Repair Eligible for Matching Grant**

- To build 9 pair fixed louvre shutters
- To fit with 1 period hinges + shutter dogs, primer + paint.
- To build 6/6 sash + glass with period 8x10 glass, fit, install + paint.
- To build, fit, install + paint 2 storm windows per same.
- To build, fit + install screens + paint

**Proposed Interior/Exterior Improvements not eligible for Matching Grant**


**ii) Cost Summary** (please attach two detailed cost estimates for work to be performed)

- |    |                                     |                                |
|----|-------------------------------------|--------------------------------|
| a. | Eligible Interior Work              | \$ _____                       |
| b. | Eligible Exterior Work              | \$ <u>21,357.<sup>00</sup></u> |
| c. | Heritage Design Study (if required) | \$ _____                       |
| d. | <b>TOTAL ELIGIBLE COSTS</b>         | \$ <u>20,000</u>               |
| e. | Other Work (not eligible)           | \$ _____                       |
| f. | Total Construction Costs            | \$ _____                       |

**iii) Amount of Grant Applied For:** (50% cost of item "d" above) \$ 10,000  
(See Program Guide for maximum amount of grant and maximum portions allowable for heritage design study)

**iv) Construction Schedule** (Construction of all works must be completed within one (1) year of construction start date)

Approximate Start Date of Construction: May, 2020

Approximate End Date of Construction: August 2020  
December

### **E. Financing of Project**

Have you applied for or will you be obtaining any other sources of government funding? (includes federal, provincial etc.)

Yes ☐

No ☒

If yes, please list other sources and amounts of government funding.

Program \_\_\_\_\_ \$ \_\_\_\_\_

Program \_\_\_\_\_ \$ \_\_\_\_\_

### **F. OWNER AUTHORIZATION**

I, \_\_\_\_\_ am the owner of the

land that is subject of this application, and I hereby authorize my agent/solicitor

\_\_\_\_\_ to make this application  
and to act on my behalf in regard to this application.

Dated at the \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
Month

\_\_\_\_\_  
Year

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

## G. SWORN DECLARATION

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I/WE HEREBY AGREE to enter into a grant agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and agrees that the Town of Niagara-on-the-Lake reserves the right to verify any information contained herein by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT permission to the Town of Niagara-on-the-Lake or its agents, to inspect my/our property that is subject of this application.

I/WE HEREBY AGREE that the grant may be reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the Town of Niagara-on-the-Lake in its sole discretion, subject to the terms and conditions specified in the Program. All grants/loans will be calculated and awarded at the sole discretion of the Town of Niagara-on-the-Lake. Notwithstanding any representation by or on behalf of the Town of Niagara-on-the-Lake, or any statement contain in the program, no right to any grant arises until it has been duly authorized and paid. The Town of Niagara-on-the-Lake is not responsible for any costs incurred by the Owner/Applicant inn any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated at the \_\_\_\_\_, this 23<sup>rd</sup> of August  
Town of Niagara-on-the-Lake Day Month  
2019  
Year

Drew Chapman  
Name of Owner or Authorized Agent Signature of Owner or Authorized Agent

# *Drew Chapman Carpentry*

*A Division of 716988 Ontario limited*

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August 21<sup>st</sup>, 2019

## QUOTATION

Mr. & Mrs. Drew Chapman  
18 Prideaux Street  
Niagara-On-the-Lake  
Ontario L0S 1J0

To build 9 pair of fixed louvre shutters.

To fit with period hinges and shutter dogs, prime and paint.

To build 2 sets of 6/6 sash and glaze with period 8x10 glass, fit install and paint, *second floor rear*

To build, fit, install and paint 2 storm windows for same.

To build, fit and install 6 screens and paint.

Subtotal: \$18,900.00

HST: 2,457.00

Total: \$21,357.00

*RR 1, 1717 York Road, Niagara-On-The-Lake, Ontario L0S 1J0 (905) 262-6105*





65 Shaw Street, Welland, Ontario, L3B 5W9

Bus: 905-735-5001 Fax: 905-735-4123

August 20, 2019

Sindy Chapman

Phone: 905-321-8545

E-Mail: [sindychapman@hotmail.com](mailto:sindychapman@hotmail.com)

### TO SUPPLY ONLY:

**Product:** Pine Closed Louvre Shutters  
**Finish:** Prime Painted

**9** Pair – Shutters 16" x 61" x 1 1/8"

Cost	\$6,600.00
HST (13%)	\$858.00
<b>Total</b>	<b>\$7,458.00</b>

**Lead Time:** 4 - 6 weeks from order date.

**Deposit:** \$3,300.00 at time of order.

**Payment Terms:** Where further work is required to fulfill the contract, then unless otherwise specified, the owner may withhold payment of a maximum of 10% of remaining balance to cover such further work. Once that further work has been completed, that amount is due and payable to the Contractor. Notwithstanding any withholding, the Owner is responsible for paying the Crowland Sash & Frame Ltd the full amount of the work lien holdback when due, in accordance with provincial lien legislation. **A 3% surcharge will apply to all credit card transactions.**

**INITIAL:** \_\_\_\_\_

### ACCEPTANCE

Per the terms, you are hereby authorized to furnish all materials to complete the work mentioned in said quotation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Any alteration or deviation from the afore mentioned quotation involving extra cost of materials and/or labour will only be executed upon orders for same and will become an extra charge over the sum mentioned in this quotation. All agreements must be made in writing. This quotation is made based on current material costs. **A delay in acceptance of more than 30 days will require a review of quotation and rescheduling of date before the agreement becomes binding.**



65 Shaw Street, Welland, Ontario, L3B 5W9  
Bus: 905-735-5001 Fax: 905-735-4123

August 20, 2019

Sindy Chapman

Phone: 905-321-8545

E-Mail: [sindychapman@hotmail.com](mailto:sindychapman@hotmail.com)

### TO SUPPLY ONLY:

**Product:** Pine Sash  
**Glazing:** Single Pane – To putty  
**Finish:** Prime Painted

2 Pair – Sash Approx. 28" x 46" x 1 3/8" – Six (3 x 2) / Six (3 x 2) Light

Cost	\$1,200.00
HST (13%)	\$156.00
<b>Total</b>	<b>\$1,356.00</b>

**Lead Time:** 4 - 6 weeks from order date.

**Deposit:** \$600.00 at time of order.

**Payment Terms:** Where further work is required to fulfill the contract, then unless otherwise specified, the owner may withhold payment of a maximum of 10% of remaining balance to cover such further work. Once that further work has been completed, that amount is due and payable to the Contractor. Notwithstanding any withholding, the Owner is responsible for paying the Crowland Sash & Frame Ltd the full amount of the work lien holdback when due, in accordance with provincial lien legislation. **A 3% surcharge will apply to all credit card transactions.**

**INITIAL:** \_\_\_\_\_

### **ACCEPTANCE**

Per the terms, you are hereby authorized to furnish all materials to complete the work mentioned in said quotation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Any alteration or deviation from the afore mentioned quotation involving extra cost of materials and/or labour will only be executed upon orders for same and will become an extra charge over the sum mentioned in this quotation. All agreements must be made in writing. This quotation is made based on current material costs. **A delay in acceptance of more than 30 days will require a review of quotation and rescheduling of date before the agreement becomes binding.**

182rideau



65 Shaw Street, Welland, Ontario, L3B 5W9  
Bus: 905-735-5001 Fax: 905-735-4123

August 26, 2019

Sindy Chapman

Phone: 905-321-8545

E-Mail: [sindychapman@hotmail.com](mailto:sindychapman@hotmail.com)

**ADDITIONAL PRICING:  
TO FIT & INSTALL ONLY:**

**Product:** 2 sets of 6 over 6 sash into existing frames.  
2 storm windows  
9 pair of closed Louvre shutters  
6 screens  
**Finish:** Paint all black

**Cost:** \$ 9,500.00  
**HST (13%):** \$ 1,235.00  
**Total:** \$10,735.00

**Lead Time:** 4-6 weeks from order date.

**Deposit:** \$5,000.00 at time of order.

**Payment Terms:** Where further work is required to fulfill the contract, then unless otherwise specified, the owner may withhold payment of a maximum of 10% of remaining balance to cover such further work. Once that further work has been completed, that amount is due and payable to the Contractor. Notwithstanding any withholding, the Owner is responsible for paying the Crowland Sash & Frame Ltd the full amount of the work lien holdback when due, in accordance with provincial lien legislation. **A 3% surcharge will apply to all credit card transactions.**

**INITIAL:** \_\_\_\_\_

**ACCEPTANCE**

Per the terms, you are hereby authorized to furnish all materials to complete the work mentioned in said quotation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Any alteration or deviation from the afore mentioned quotation involving extra cost of materials and/or labour will only be executed upon orders for same and will become an extra charge over the sum mentioned in this quotation. All agreements must be made in writing. This quotation is made based on current material costs. **A delay in acceptance of more than 30 days will require a review of quotation and rescheduling of date before the agreement becomes binding.**

Appendix B

Heritage Grant Program Criteria 2016

	Criteria	Previous Grant	# Grants last in 5 years	Cultural Heritage Value	Scope of Project	Condition of Feature	Restores Original or Early Feature	Replicates Original Features/ Painting	Compatibility with District Plan / Best Practices	Historic Materials, finishes	Total	Total Project Cost	50% of Eligible Cost or max permitted	Region Share	Town Share
Property Address															
20 Platoff Street		2018	**	***	***	**	***		***	***	19	\$ 16,102.50	\$ 8,051.25	\$ 4,025.63	\$4,025.63
392 Mississagua Street		2016	**	***	***	*		**	***	***	17	\$ 7,627.50	\$ 3,813.75	\$ 1,906.88	\$1,906.88
16 Queen Street		2017	**	***	**	**		**	***	***	17	\$ 18,260.80	\$ 9,130.40	\$ 4,565.20	\$4,565.20
15284 Niagara River Parkway		2011	***	***	***	***		**	***	***	20	\$26,493.49	10,000.00	5,000.00	\$5,000.00
135 Johnson Street		2018	**	***	***	**		**	***	***	18	\$13,645.88	6,822.94	3,411.47	\$3,411.47
18 Prideaux Street		Never	***	***	***	*		**	***	***	18	\$21,357.00	10,000.00	5,000.00	\$5,000.00
285 Simcoe Street		Never	***	***	***	*		*	***	***	17	\$7,910.00	3,955.00	1,977.50	\$1,977.50
58 Johnson Street		2016	**	***	***	*		*	***	***	16	\$18,871.00	9,435.50	4,717.75	\$4,717.75
159 King Street		2015	**	**	***	*		*	***	***	15	\$21,018.00	8,791.16	4,395.58	\$4,395.58
			0 *** 1-2 ** 3-5 *	A *** B **		Severe Risk *** Medium Risk ** Little Risk *		Max. of 2 stars				\$151,286.17	\$ 70,000.00	\$35,000.00	\$35,000.00

\$70,000.00

Criteria	\$0.00
1. The last time a grant was provided for the property.	
2. Overall cultural heritage value of the property as determined by the Town’s classification for assessing cultural heritage value or interest.	
3. Scope of proposed work is clear and logical.	
4. Condition of the heritage feature to be restored where risk of loss due to deterioration or acts of God will be considered the project most in need.	
5. Proposed work serves to restore original or early materials of existing architectural heritage attributes and/or other character defining elements.	
6. Project serves to help replicate lost or damaged architectural heritage attributes and/or other character-defining elements that were once part of the building fabric or property. Existing heritage attributes cannot be compromised in the process and must be justified using appropriate research and documentation methods. Functional heritage attributes will be given preference over projects that contribute to the aesthetics of identified attributes.	
7. Proposed works are compatible with Heritage Conservation District Plan and best practices in Heritage Conservation as per the Standards and Guidelines for the Conservation of Historic Places in Canada.	
8. The proposed work makes use of historically appropriate materials and finishes.	
9. If the applicant has been in contravention of the <b>Ontario Heritage Act or has completed work without a heritage permit</b> within the last 3 years all points will be lost in the table.	