

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, February 15, 2016  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

#### 1. Call to Order

This meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

#### 2. Confirmation of Minutes

4 - 11

PM Meeting - February 1, 2016

#### 3. Public in Attendance

##### 3.1 Heritage Week Presentation

12 - 21

Presentation by Claire Smith-Burns, Committee Member, Heritage Week Committee.

##### 3.2 Heritage Grants Program Presentation

22 - 102

Annual presentation by Julie Cosgrave, Committee Member, City of Kelowna Heritage Grants Program.

##### 3.3 City of Kelowna Heritage Grants Program

103 - 111

To consider executing a Grant Agreement with the Central Okanagan Heritage Society to administer and adjudicate the 2016 Heritage Grant Program on behalf of the City of Kelowna.

#### 4. Development Application Reports & Related Bylaws

##### 4.1 464 Morrison Avenue, Z15-0058 - Flying Eagle Holdings & Birkett Holdings

112 - 118

To rezone the subject parcel to allow the construction of a two (2) single-family dwelling homes.

|             |  |                  |
|-------------|--|------------------|
| <b>4.2</b>  | <b>464 Morrison Avenue, BL11202 (Z15-0058) - Flying Eagle Holdings &amp; Birkett Holdings</b>  | <b>119 - 119</b> |
|             | To give Bylaw No. 11202 first reading in order to rezone the subject parcel to allow the construction of two (2) single-family dwelling homes.                               |                  |
| <b>4.3</b>  | <b>1855 Bennett Road, 1005 Clifton Road N &amp; (E of) Paly Road, OCP14-0018 &amp; Z14-0033, Supplemental Report - Lakeside Communities Inc.</b>                             | <b>120 - 131</b> |
|             | To provide a summary of the public notification required as part of Council Policy 367 and to forward the Zone Amending Bylaw to a Public Hearing for further consideration. |                  |
| <b>4.4</b>  | <b>1855 Bennett Road, 1005 Clifton Road N &amp; (E of) Paly Road, BL11159 (OCP14-0018) - Lakeside Communities Inc.</b>   | <b>132 - 135</b> |
|             | To amend Bylaw No. 11159 at first reading to include a new Map "A1".   |                  |
| <b>4.5</b>  | <b>330 Davie Road, Z15-0062 - Jeremiah Weiler &amp; Carissa Kennedy</b>  | <b>136 - 146</b> |
|             | To rezone the subject property to facilitate development of a carriage house.  |                  |
| <b>4.6</b>  | <b>330 Davie Road, BL11203 (Z15-0062) - Jeremiah Weiler &amp; Carissa Kennedy</b>  | <b>147 - 147</b> |
|             | To give Bylaw No. 11203 first reading in order to rezone the subject property to facilitate development of a carriage house.   |                  |
| <b>4.7</b>  | <b>3697 Lakeshore Road, Z15-0066 - Pam Irene Sahlin</b>  | <b>148 - 156</b> |
|             | To rezone the subject property to allow for the development of duplex housing.   |                  |
| <b>4.8</b>  | <b>3697 Lakeshore Road, BL11201 (Z15-0066) - Pam Irene Sahlin</b>  | <b>157 - 157</b> |
|             | To give Bylaw No. 11201 first reading in order to rezone the subject property to allow for the development of duplex housing.  |                  |
| <b>4.9</b>  | <b>1981 Cross Road, Z15-0030 - Lorne P. Pearson</b>  | <b>158 - 170</b> |
|             | To waive conditions of adoption of Rezoning Bylaw No. 11134, and to forward the Bylaw for adoption.  |                  |
| <b>4.10</b> | <b>1981 Cross Road, BL11134 (Z15-0030) - Lorne Pearson</b>   | <b>171 - 171</b> |
|             | To adopt Bylaw No. 11134 in order to rezone the subject property to accommodate a twelve (12) lot subdivision.   |                  |



## **5. Non-Development Reports & Related Bylaws**

### **5.1 2 - 2323 Hunter Road, Lease Extension - Modot Ventures Inc. 172 - 178**

To obtain Council support for a six (6) month extension to the Lease between Modot Ventures Inc. and City of Kelowna for industrial storage space as required by the City's Building Services department.

### **5.2 Electric Vehicle Charging Station Installation and Eco-Pass Updates 179 - 200**

To enter into a partnership with FortisBC, on a pilot project basis, to install two electric vehicle charging stations in the Museum parking lot and to update the Eco-Pass program to encourage the purchase and use of plug-in electric vehicles.

### **5.3 Renaming McCarren, Tulameen and Providence Neighbourhood Parks and Rockview Natural Area Park 201 - 205**

To provide direction to staff in order to help establish the scope of a 2016 capital signage project currently in the planning stage

## **6. Mayor and Councillor Items**

## **7. Termination**



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, February 1, 2016  
Location: Council Chamber  
City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart\*, Ryan Donn, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben\*, Mohini Singh and Luke Stack

Staff Present City Manager, Ron Mattiussi; City Clerk, Stephen Fleming, Urban Planning Manager, Terry Barton\*; Community Planning Department Manager, Ryan Smith\*; Planner Specialist, Melanie Steppuhn\*; Suburban & Rural Planning Manager, Todd Cashin\*; Deputy City Manager, Paul Macklem\*; Cultural Services Manager, Sandra Kochan\*; Community Recreation Coordinator, Caroline Ivey\*; Community & Neighbourhood Services Manager, Louise Roberts\*; Long Range Policy Planning Manager, James Moore\*; Property Management Manager, Mike Olson\*; Council Recording Secretary, Arlene McClelland

(\* Denotes partial attendance)

### 1. Call to Order

Mayor Basran called the meeting to order at 1:32 p.m.

Mayor Basran advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

### 2. Confirmation of Minutes

Moved By Councillor Sieben/Seconded By Councillor Stack

R070/16/02/01 THAT the Minutes of the Regular Meetings of January 25, 2016 be confirmed as circulated.

Carried

### 3. Development Application Reports & Related Bylaws

#### 3.1 1750 Pier Mac Way, DP16-0008 - 0942484 BC Ltd.

Councillor Sieben declared a conflict of interest as a relative owns a business directly across the street and this development permit would have an impact on his business and departed the meeting at 1:33 p.m.

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Mayor invited the Applicant or Applicant's Representative to come forward.

Alex Polacco, Vice President Mission Group Commercial

- Commented that Tim Horton's will help attract other quality candidates.
- Advised that Tim Horton's concerns with this location was having adequate visibility from the highway.
- Advised that Tim Horton's will not proceed without Council's support.
- Displayed a PowerPoint presentation and responded to questions from Council.

There were no further comments.

Moved By Councillor Stack/Seconded By Councillor Singh

**R071/16/02/01** THAT Council authorizes the issuance of Development Permit No. DP16-0008 for Lot A, Section 14, Township 23, ODYD, Plan EPP47885, located on 1750 Pier Mac Way, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C";
4. The Landscape Performance Security deposit from the original Development Permit (DP14-0260) be utilized to ensure the works identified in DP16-0008 are provided.

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Applications in order for the permit to be issued.

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

Carried

Councillor Seiben returned to the meeting at 2:26 p.m.

### **3.2 2115 Rutland Road, 175 Old Vernon Road & 219 Old Vernon Road, A15-0013 - Bikar Johal**

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Given

**R072/16/02/01** THAT Agricultural Land Reserve Appeal No. A15-0013 for portions of Lot 1 Section 35 Township 26 ODYD Plan 4375, located at 2115 Rutland Road North; Lot 11 Section 35 Township 26 ODYD Plan 4375, located at 175 Old Vernon Road; and Lot 12 Section 35 Township 26 ODYD Plan 4375, located at 219 Old Vernon Road; as outlined in Schedule 'A', attached to the staff report dated February 1, 2016, for an exclusion of agricultural land in the Agricultural Land Reserve (ALR) pursuant to Section 30 of the Agricultural Land Commission (ALC) Act, be supported by Council;

AND THAT Council's support be subject to:



An Agrology Report which includes:

Agricultural mitigation measures, including the potential for soil salvage and its relocation to other farm properties in the ALR;  
A cost estimate and corresponding bonding for soil relocation and mitigation measures;  
and

A Final Report by an Agrologist stating that mitigation measures have been completed.

AND FURTHER THAT Council directs staff to forward the subject application to the Agricultural Land Commission for consideration.

Carried

### 3.3 665 Harmony Court, Z15-0035 - John Keith & Nicolette Keith

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Hodge

R073/16/02/01 THAT Rezoning Application No. Z15-0035 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 7, District Lot 357, Similkameen Division Yale District, Plan 27103 located at 665 Harmony Court, Kelowna, BC from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated July 10, 2015.

Carried

### 3.4 665 Harmony Court, BL11197 (Z15-0035) - John Keith & Nicolette Keith

Moved By Councillor Hodge/Seconded By Councillor Given

R074/16/02/01 THAT Bylaw No. 11197 be read a first time.

Carried

### 3.5 5008 South Ridge Drive, Z15-0064 - Emil Anderson Construction Co. Ltd. et al

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor DeHart/Seconded By Councillor Sieben

R075/16/02/01 THAT Rezoning Application No. Z15-0064 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2, DL 1688S SDYD Plan KAP68647 located at 5008 South Ridge Dr., Kelowna, BC from the C1 - Local Commercial zone to the C2 - Neighbourhood Commercial zone be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated February 1, 2016;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the registration of a restrictive covenant on title precluding the use of the property for a gas bar.

Carried

**3.6 5008 South Ridge Drive, BL11198 (Z15-0064) - Emil Anderson Construction Co. Ltd.**

Moved By Councillor Gray/Seconded By Councillor Hodge

R076/16/02/01 THAT Bylaw No. 11198 be read a first time.

Carried

**3.7 1170 Highway 33 W, Z15-0041 - Kneller Holdings Ltd.**

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Donn

R077/16/02/01 THAT Rezoning Application No. Z15-0041 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions of Parcel B (Plan B1566) of Lot 4, Section 26 & 27, Township 26, ODYD, Plan 426 Except Plans 8449, 21711, 24898, KAP58053 and KAP58054, located on 1170 Hwy 33 W, Kelowna, BC from the RU1 - Large Lot Housing zone to RM3 - Low Density Multiple Housing zone, be considered by Council;

AND THAT the Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Zone Amending Bylaw be subsequent to the outstanding conditions of approval as set out in Attachment "A" connected to the Report from Community Planning Department dated February 1<sup>st</sup> 2015;

AND THAT final adoption of the Zone Amending Bylaw be subsequent to the closure of Kneller Road;

AND THAT final adoption of the Zone Amending Bylaw be subsequent to the registration of a subdivision that creates the newly aligned Gertsmar Road extension and consolidates the subject property with closed portions of Kneller Road;

AND THAT final adoption of the Zone Amending Bylaw be subsequent to the legal description noted in the Zone Amending Bylaw be amended to only include the portions of the property south of Gertsmar Road and the Kneller Road closed portions;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Permit and Development Variance Permit for the subdivided and consolidated portion of the subject property.

Carried



### 3.8 1170 Highway 33 W, BL11199 (Z15-0041) - Kneller Holdings Ltd.

Moved By Councillor Given/Seconded By Councillor Gray

R078/16/02/01 THAT Bylaw No. 11199 be read a first time.

Carried

### 3.9 1627 Abbott Street, DP15-0309 - Accent Inns Inc.

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Councillor Dehart declared a conflict of interest as her employer is a major hotel chain and left the meeting at 3:09 p.m.

Staff:

- Responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Sieben

R079/16/02/01 THAT Council authorizes the issuance of Development Permit No. DP15-0309 for Lot 9, Block 10, DL 139, ODYD, Plan 462; Lot 4, Block 11, DL 139, ODYD Plan 462; Lot 2, Block 11, DL 139, ODYD, Plan 462; Lot 1, Block 11, DL 139, ODYD, Plan 462; and Lot 3, Block 11, DL 139, ODYD Plan 462 located at 1627 Abbott Street, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A,"
2. The exterior design and finish of the building to be constructed on the land, be in accordance with Schedule "B";

AND THAT Council's consideration of this Development Permit be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated February 15, 2016;

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Application in order for the permits to be issued;

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

Carried

Councillor DeHart returned to the meeting at 3:20 p.m.

## 4. Non-Development Reports & Related Bylaws

### 4.1 Quarterly Report Update

Staff:

- Displayed a PowerPoint presentation summarizing the quarterly report and responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Sieben

R080/16/02/01 THAT Council receives, for information, the Quarterly Report from the Deputy City Manager, dated Jan. 27, 2016.

Carried

#### 4.2 Glenn Avenue School - Structural Repairs

Mayor Basran:

- Advised that this item has been withdrawn.

#### 4.3 2016 Professional Operating Grants

Staff:

- Provided a summary of the 2016 Operating Grants and guidelines recommendations and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Singh

**R081/16/02/01** THAT Council receives, for information, the report dated February 1, 2016 from the Cultural Services Manager;

AND THAT Council approves the 2016 Professional Operating Grants as recommended in the report dated February 1, 2016 from the Cultural Services Manager, for the following organizations:

\$62,000 to the Okanagan Symphony Society;  
 \$36,000 to the Kelowna Ballet Society;  
 \$26,000 to the Okanagan Artists Alternative Association (operating as Alternator Centre for Contemporary Art); and  
 \$16,000 to the Bumbershoot Children's Theatre Society.

Carried

#### 4.4 2016 Cultural Operating and Project Grants

Staff:

- Displayed a PowerPoint Presentation outlining the cultural operating and project grants and responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Singh

**R082/16/02/01** THAT Council receives, for information, the list of 2016 recipients for cultural General Operating and Project Grants as outlined in the report from the Cultural Services Manager dated February 1, 2016;

AND THAT staff report back to Council with recommendations for disposition of \$5,000 remaining undistributed in the General Operating Program;

AND FURTHER THAT \$7,112 remaining undistributed in the Project Program be used as needed to support 2016 Organization Development Grants;

AND FURTHER THAT staff report back to Council with recommendations for disposition of any Project Program funds remaining undistributed after adjudication of the 2016 Organization Development Grants.

Carried

#### 4.5 Youth Development and Engagement Grant Program

Staff:

- Displayed a PowerPoint Presentation outlining the merits of a Youth Development and Engagement Grant and responded to questions from Council.



Moved By Councillor Sieben/Seconded By Councillor Donn

**R083/16/02/01** THAT Council receives, for information, the report from the Community & Neighbourhood Services Manager dated February 01, 2016, which outlines Youth Development and Engagement Grant Guidelines;

AND THAT Council approves the Youth Development and Engagement Grant Guidelines and directs staff to implement the Youth Development and Engagement Grant as outlined in the report dated February 01, 2016;

AND FURTHER THAT Council approves re-allocation of funding for the Mayor's Youth Forum to the Youth Development and Engagement Grant Program.

Carried

#### **4.6 Heritage Review - Steering Committee Terms of Reference**

Staff:

- Displayed a PowerPoint Presentation outlining the Heritage Committee Terms of Reference and responded to questions from Council.

Moved By Councillor Gray/Seconded By Councillor Given

**R084/16/02/01** THAT Council receives the report from the Long Range Policy Planning Manager, Policy & Planning Department, dated February 1, 2016, regarding the Heritage Council Steering Committee Terms of Reference as information;

AND THAT Council endorse the Heritage Council Steering Committee Terms of Reference, as attached to the report of the Long Range Policy Planning Manager, Policy & Planning Department, dated February 1, 2016.

Carried

#### **4.7 759 Crowley Ave - Commercial Lease to Pyramid Excavation Corporation**

Moved By Councillor Sieben/Seconded By Councillor Singh

**R085/16/02/01** THAT Council approves the City entering into a three (3) year Lease and License of Occupation Agreement, with Pyramid Excavation Corporation, for the purpose of storage and repair of road construction equipment, with the option to renew for two (2) additional one (1) year terms, in the form attached to the Report of the Property Manager, dated February 1, 2016;

AND FURTHER THAT the 2016 Financial Plan be amended to include the rental rate increase as outlined in the Report of the Property Manager dated February 1, 2016.

Carried

### **5. Mayor and Councillor Items**

Councillor Donn:

- Spoke to the great work being done by the Safe Schools Committee.

Councillor Gray:

- Spoke to her attendance at the Kelowna Fire Department Recognition Awards Ceremony.
- Spoke to the upcoming Canadian Culinary Championships; February 5 and 6<sup>th</sup>.



Councillor Hodge:

- Represented Council at a SILGA meeting last Wednesday.
- Noted the upcoming Community Sports Awards on Wednesday, February 10<sup>th</sup>.

Councillor DeHart:

- Spoke to her recent attendance at former Premier Bill Bennett's Celebration of Life.

Councilor Stack:

- Spoke to his attendance and success of UBCO's Giant Walk through the Brain Event held at the Community Theatre.

Mayor Basran:

- Reminder of the Chinese New Year's Celebration this Saturday at the Laurel Packing House.
- Reminder of Ballet Kelowna's first performance this Saturday.

## 6. Termination

This meeting was declared terminated at 4:42 p.m.

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Mayor

City Clerk

/acm

*Heritage Week 2016* FEBRUARY 15-21  
**DISTINCTIVE DESTINATIONS: EXPERIENCE HISTORIC PLACES**



## HERITAGE WEEK IN THE CENTRAL OKANAGAN

# Heritage BC

## Provincial Heritage Week Poster

# Heritage BC



HERITAGE CANADA THE NATIONAL TRUST



**HERITAGE  
WEEK**

February 15-21 2016

**DISTINCTIVE  
DESTINATIONS:  
EXPERIENCE  
HISTORIC  
PLACES**

**DISTINCTIVE** (adjective): having a special quality, style, attractiveness; notable.

**DESTINATION** (noun): the place to which a person travels or is sent.

British Columbia's Distinctive Destinations are as varied and abundant as the province. For this year's poster, Heritage BC invited British Columbians to submit images of the places they love to visit and that attract visitors from near and far.

Lower level of the interior of Mine 1, National Historic Site and ore processing building for the former Britannia Mine, now home to the Britannia Mine Museum.

Image Credit: submitted by Britannia Mine Museum, courtesy of Destination Canada

**Heritage BC**



Rutland Residents Association



# The Heritage Week Committee

**Central Okanagan Heritage Society**

**Hotel Eldorado**

**Kelowna & District Genealogical Society**

**Kelowna Museums**

**KSAN**

**Lake Country Museum & Archives**

**Okanagan Historical Society**

**Okanagan Regional Library**

**Rutland Residents Association**

**Westbank Museum & Archives**

**University of British Columbia Okanagan**



# Central Okanagan Heritage Week Poster Showing Our Events

(Thank you to Christina Neale of Kelowna Museums)

## February 17

- COHS Heritage Awards Luncheon
- BC Wine Museum Re-opening
- Evening with Andy Schwab

## February 20

- Mystery Tour to Heritage Destinations!

## February 21

- Heritage Tea at the Hotel Eldorado

## Throughout the Week

- Family History Displays of this year's Heritage Personalities at Events and at the Kelowna Library
- Westbank, Peachland & Lake Country Museums Open



### MONDAY FEBRUARY 15

**1:30pm Presentation to Kelowna City Council**

**Free**

The Heritage Week Committee will present the upcoming Heritage Week events to City Council. The City of Kelowna Heritage Grants Program Committee will make a presentation to City Council on the Heritage Buildings that received a heritage grant in 2015. All welcome!

### WEDNESDAY, FEBRUARY 17

**12:00pm The 32nd COHS Heritage Awards at The Laurel Packinghouse**

**\$25**

Celebrate the best in local heritage preservation with the Central Okanagan Heritage Society and the Kelowna Museums Society. Contact 250-861-7188, or cohs@telus.net.

**4:00pm BC Wine Museum Re-Opening Celebration**

**Donation**

The BC Wine Museum is growing fast and ripening up. Enjoy a BC vintage wine and explore antique machinery and new displays. All welcome! Visit [kelownamuseums.ca](http://kelownamuseums.ca).

**7:00pm The Past & Future of the FINTRY QUEEN with Andy Schwab**

**Free**

What's up with the floating heritage landmark moored in Sutherland Bay? Catch the presentation at the downtown branch of the Okanagan Regional Library. Visit [orl.bc.ca](http://orl.bc.ca)

### SATURDAY, FEBRUARY 20

**1:00pm to 5:00pm Mystery Bus Tour**

**\$35**

Climb aboard, and guess where you're going! Mysteries of history will be revealed as you rumble towards distinctive destinations of historical interest in the Central Okanagan. Prepare for surprises at every secret stop. Advance tickets required. Hurry...seats are limited! Contact 250-763-2417 or [cneale@kelownamuseums.ca](mailto:cneale@kelownamuseums.ca) for tickets.

### SUNDAY, FEBRUARY 21

**2:00pm Heritage Tea at the Hotel Eldorado**

**\$18**

The Hotel Eldorado is celebrating 90 years of lakeside hospitality. Meet Countess Bubna and her distinguished friends for finger sandwiches, sweets, and stories. For reservations call 1-866-608-7500. Sponsored by Argus Properties Ltd. & K.S.A.N.

Heritage Driving Tours available from Westbank Museum & Lake Country Museum. Peachland Museum will be open during Heritage Week.



To learn more about Heritage Week visit: [facebook.com/heritageweekokanagan](https://facebook.com/heritageweekokanagan)



**Eldorado Arms Hotel, c. 1920's**

Courtesy Kelowna Public Archives #10309



**Gibson House, Lake Country**

Courtesy Lake Country  
Museum & Archives





**Benvoulin (Bethel) Church, c. 1920**

Courtesy Kelowna Public Archives #8005  
18





**Allison Cabin, West Kelowna**

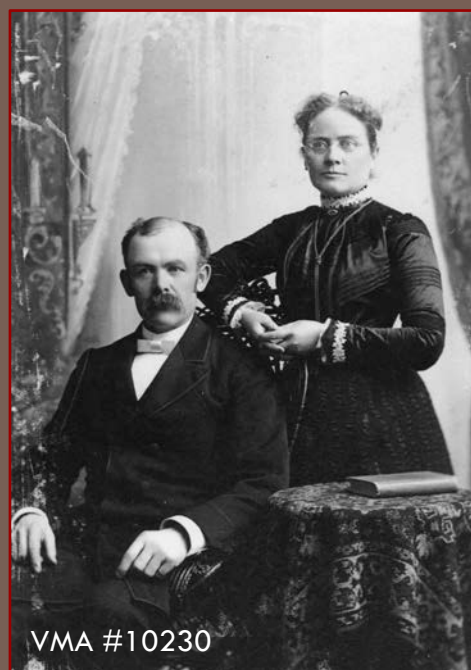


KPA#850

**View of the Laurel Packinghouse**

Courtesy Kelowna Public Archives #0850






## HERITAGE PERSONALITIES:

They Shaped our Community

# CITY OF KELOWNA HERITAGE GRANTS PROGRAM (CoKHGP)





**Over the last 30 years  
Canada has lost more than 25 percent of  
its pre-1920 historic buildings to  
demolition.**

**Financial considerations play a pivotal  
role.**

# **CENTRAL OKANAGAN HERITAGE SOCIETY** manages **CITY OF KELOWNA HERITAGE GRANTS PROGRAM**





# **THE BENEFITS COHS PROVIDES BY MANAGING THE CITY OF KELOWNA HERITAGE GRANTS PROGRAM:**

- **Expertise in administration (9<sup>th</sup> year)**
- **Grants Manager is a heritage consultant**
- **Grants Committee is comprised of a select group of heritage specialists**

- **Four Committee meetings a year**
- **Committee members keep up to date on heritage issues in Kelowna, British Columbia and Canada**
- **Answering inquiries on heritage matters**
- **Promoters for the program**



# **GETTING THE WORD OUT:**

- **Annual mail out to Heritage Register building owners**
- **City Council presentation by committee member**
- **Program information at COHS - AGM and during other COHS events throughout the year**
- **Program information shared with Kelowna Residential Associations'**
- **City of Kelowna Website and COHS Website**
- **Promoted at local events (i.e. Heritage Week, Kelowna Garden Club's Flower Show and Heritage BC Annual Conference)**
- **Program article in COHS newsletters**


# GETTING THE WORD OUT:

## Fall 2015 COHS Newsletter

- Front cover and articles on buildings on the Kelowna Heritage Register and *What is a Heritage Register.*



# GRANTS APPROVED 2007 - 2015



|  |                      |
|--|----------------------|
| <b>Total Approved Grants 2007-2015</b> | <b>\$335,135.79</b>  |
| <b>Total Grants Paid Out</b>           | <b>\$243,193.06</b>  |
| <b>Grants Still to be Paid</b>         | <b>\$ 30,537.00</b>  |
| <b>Total</b>                           | <b>\$273,730.06*</b> |

\*\$61,405.73 DIFFERENCE: due to grants rescinded & grant savings

# GRANTS 2015

|                                |                    |                      |
|--------------------------------|--------------------|----------------------|
| <b>New Grants</b>              | <b>12</b>          | <b>(\$44,032.00)</b> |
| <b>Grants Not Approved</b>     | <b>0</b>           |                      |
| <b>Completed Grants</b>        | <b>10</b>          | <b>(\$37,303.00)</b> |
| <b>Rescinded Grant Amount</b>  | <b>\$15,000.00</b> |                      |
| <b>Grant Savings</b>           | <b>\$ 2,562.00</b> |                      |
| <b>Rollover Funds for 2016</b> | <b>\$13,701.11</b> |                      |

# CoKHGP Grant Application Evaluation Matrix

**CoKHGP Grant Application Evaluation MATRIX**  
*To determine if the project qualifies for a Heritage Grant and strength of application*

|  |   |
|--|---|
| <b>Application File #:</b><br><b>Address:</b><br><b>Kelowna Heritage Register:</b> YES / NO <b>Designated:</b> YES / NO<br><b>Attach SOS</b><br><b>Conservation Plan:</b> YES / NO   | <b>Project Type:</b><br><b>Name of Building:</b><br><b>Has the project been started:</b> YES / NO / Partial<br><b>Justification:</b><br><small><i>Note: Guidelines state project must not start until approved. Exceptions may be considered.</i></small> |
| <b>Property Type:</b> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional/School <input type="checkbox"/> Religious/Church <input type="checkbox"/> Rural/Barn <input type="checkbox"/> Other _____ |   |
| <b>Number of quotes provided:</b> _____ <b>If only 1, provide justification:</b><br><b>Quote#1:</b> \$ _____ <b>Quote #2:</b> \$ _____ <b>Quote #3:</b> \$ _____<br>(\$ amount before taxes)   |   |
| <b>TOTAL Project Cost:</b> \$ _____ <b>MAXIMUM Grant Approved:</b> \$ _____ % _____<br><b>1<sup>st</sup>:</b> _____ <b>2<sup>nd</sup>:</b> _____ <b>Carried – date:</b> _____<br><small>(25% to 50% \$5,000 max or \$10,000 for designated heritage)</small>               |   |
| <b>Summary of Scope of Project:</b><br>_____<br>_____<br>_____   |   |

| Project Scope  | YES | NO | N/A | Justification/Explanation | Additional Notes |
|--|-----|----|-----|---------------------------|------------------|
| <b>Exterior Maintenance:</b><br><b>New Paint</b><br>-Prep (scrapping & sanding)<br>-NO Power Washing<br>-Material Repair<br>-Heritage Colour Scheme<br>-True Colours Palette<br>-Existing Colour Scheme<br>-High Quality Paint<br>-Impact on CDE |     |    |     |                           |                  |

# CoKHGP Grant Application Evaluation Matrix

|   |  |  |  |  |   |
|---|--|--|--|--|---|
| <b>Exterior Maintenance:</b><br>Roof<br>- Replacement/Repair<br>- Materials (original or compatible new materials)<br>- Appropriate Colour<br>- High Quality Roof Materials<br>- Impact on CDE<br>- Roof Inspection when completed (proposed)<br>- Labour & Material Warranty |  |  |  |  |   |
| <b>Conservation of Exterior Bldg Elements (i.e windows, chimney)</b><br>- Material repair (replacement only if not repairable)<br>- Impact on CDE<br>- Use of original materials<br>- Compatible new materials<br>- Level of Intervention                                     |  |  |  |  |   |
| <b>Stabilization/Foundation Repairs/Replacement</b><br>Material repair (replacement only if not repairable)<br>- Impact on CDE<br>- Use of original materials<br>- Compatible new materials<br>- Level of Intervention  |  |  |  |  |   |
| <b>Is this project part of a larger project (either at this time or in future)</b>  |  |  |  |  |   |
| <b>Does the project entail a Community Benefit</b>  |  |  |  |  |   |
| <b>Quotes submitted:</b><br>- Are quotes on similar work<br>- Are quotes similar in cost?   |  |  |  |  | <i>Note: Generally the grant is based on the low bid, unless there is a reason for basing it on a higher quote.</i> |
| <b>Does Proposed Project qualify for Grant?</b>   |  |  |  |  |   |
| <b>General Comments/Notes</b>   |  |  |  |  |   |



# Pettigrew House

## 732 DeHart Avenue \$3,840

(New Paint) Completed



Before



After

# Winter House

## 815 Bernard Avenue **\$3,812**

(Misc. Conservation Work) Active





**Okanagan Mission Hall**  
**4409 Lakeshore Road \$550**  
(Roof repairs) Completed



# Reekie House

## 429 Park Avenue \$4,250

(Prep & Paint) Completed





# Dunn House

## 2024 Pandosy Street \$5,000

(Prep & Paint) Completed



# Leckie Block

## 267-271 Bernard Avenue \$5,000

(Conservation of 9 Windows) Active

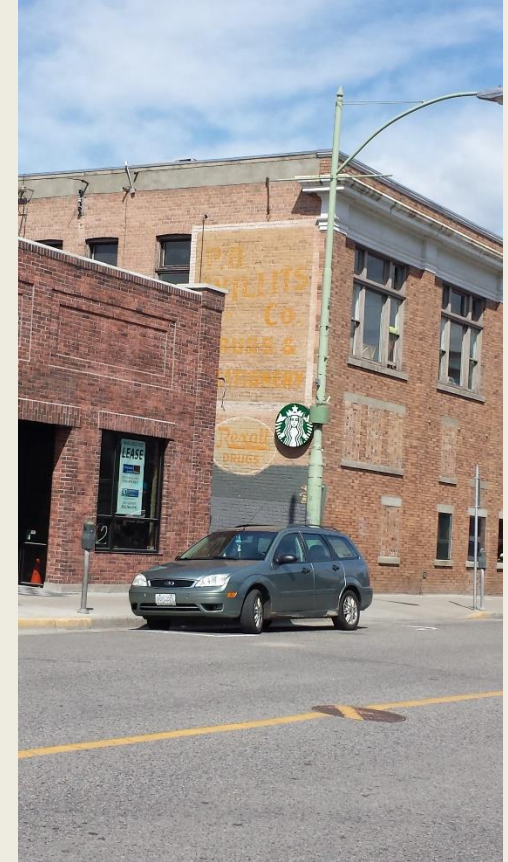




# Old Willits-Taylor Drug Store

**375-387 Bernard Avenue \$5,000**

(Conservation of brick façade, prep & paint) Active



# Thomas Forest House

**2127 Pandosy Street \$4,400**  
(New Roof) Active





# Mclver House

## 2279 Benvoulin Road \$5,000

(Exterior Conservation Work) Active



# Coubrough House

## 732 Sutherland Avenue \$1,720

(Repair Work on Back Addition) Active





# Coubrough House

## 732 Sutherland Avenue \$360

(Window Conservation) Active



# Thompson House

## 1875 Richter Street \$2,325

(Window Conservation) Active



# Recommendations:

- Continue to increase the Allotment Grant until it reaches \$50,000 as recommended in the *City of Kelowna Heritage Strategy 2007, updated July 2015*.
- Increase the Administration Amount in order to offer workshops and/or lectures to educate people on good conservation practice in Kelowna.



***Heritage has value -- social, cultural, historical, environmental, associative, aesthetic value -- not to mention economic value.***

***Financial incentive programs exist to encourage private sector investment in the preservation of historic properties. Generally, they counter demolition by giving owners the financial ability — tax breaks, grants, waivers of fees, material and labour donations, and non-monetary density bonuses—to proceed with rehabilitation projects that might not otherwise happen.***

(National Trust of Canada)





# CITY OF KELOWNA HERITAGE GRANTS PROGRAM (CoKHGP)



## **CITY of KELOWNA HERITAGE GRANTS PROGRAM**

### **Annual Report: 2015**

The City of Kelowna Heritage Grants Program (CoKHGP) completed its eighth year under the management of the Central Okanagan Heritage Society (COHS). During the eight years, the mandate of the program has become focused primarily on informing the public about the program, answering any inquiries about the program, as well as inquiries about heritage conservation, administering the application process and educating heritage building owners on good heritage conservation practices.

Over the past year, the City of Kelowna Heritage Grants Program has seen continued interest in the program and in Kelowna's built heritage and history. This is reflected in the number of inquiries about the program, Kelowna's Heritage Register and what work is appropriate for a heritage building. Raising public awareness for the heritage grants program is an important part of managing the program. The success is reflected in the number of heritage building owners that have received financial assistance and advice from the City of Kelowna Heritage Grants Program on conserving their heritage properties over the past eight years.

The following summarizes the City of Kelowna Heritage Grant Program's activities in 2015.

#### **Committee Members**

The CoKHGP committee is composed of five regular members and a maximum of five alternate members as outlined below:

- a) One person from the Central Okanagan Heritage Society Board;
- b) One person from the architectural field;
- c) One person from the construction industry;
- d) Interested private citizens.

All new regular CoKHGP committee members receive an orientation prior to their attendance at their first grant committee meeting.

The following lists the names of the 2015 regular CoKHGP committee members:

**Peter Chataway** (Building Designer, Heritage Advocate)

**Julie Cosgrave** (Freelance writer including articles on local architecture, Kelowna Heritage Foundation member)

**Marietta Lightbody** (Local Historian)

**Ian Crichton** (Retired Carpenter and Building Contractor)

**Shona Harrison**, COHS Board Representative (UBCO and OC Professor, Old Kelowna Facebook creator)

**Birte Decloux**, *alternate*, COHS Board Representative (Urban Planning & Permit Contractor)

**Randi Fox**, *alternate* (Architect)

**Tracey Read**, *alternate* (historian and author)

**Alasdair Smith**, *alternate* (Contractor/carpenter with speciality in heritage buildings and materials)

**Ben Lee**, *alternate* (Founding Kelowna Heritage Foundation member, Retired City Councillor)

**Lorri Dauncey**, *Program Manager, non-voting (Heritage Conservation Expert)*

## Grant Summary

The City of Kelowna Heritage Grants program committee had four regular meetings to review grant applications, requests for modifications, extensions or to rescind a grant and grant completions for Kelowna Heritage Register buildings. (Refer to: Attached CoKHGP Regular Meeting Minutes for 2015 for details on the applications)

At the beginning of 2015, there was \$40,171.11 (\$35,000 city allotment and \$5,171.11 rollover funds) available in granting dollars. During 2015, the grant committee approved twelve (12) heritage grants for a total of \*\$44,032.00, up from 2014's total of \$39,488.00 for eleven (11) grants and 2013's total of \$37,787.00 for thirteen (13) grants. There were no grant applications received this year that were not approved, as all the applications met the grant requirements and were considered good conservation projects. *\*Note: The committee was able to approve \$44,032 in grants even though the program began the year with \$40,171.11. This was due to funds returned to the program from previously approved grants that were rescinded in 2015 or project completions which came in less than the approved grant amount.*

There were three approved grants (one approved in 2012 and two in 2014) that were rescinded in 2015 at the request of the homeowners, as they were unable to complete the projects due to financial circumstances. A total of \$15,000 was returned to the program in 2015 due to the rescinded grants.

A total of ten (10) grants were brought to a committee meeting for completion in 2015. The completed grants included: one approved in 2013, five approved in 2014 and four approved in 2015. When approved grants were completed, there was a grant savings of \$2,562. A total of \$37,303 was paid out during the year.

There were a total of three approved grants that were brought back to the committee for consideration of modification, at the request of the homeowner. There were three requests by building owners for an extension in order to complete the project.

During 2015, the funds returned to the grant program (savings and rescinded grants) totalled \$17,562. There is a total of \$13,701.11 that was not allotted in 2015, not including bank interest or fees for 2015. This money will go back into the program for 2016 as the rollover funds. Heritage grants awarded this year ranged from \$550 to \$5,000.

### CoKHGP Grant Money Allotted in 2015:

|                     |   |
|---------------------|---|
| \$5,171.11          | TOTAL 2015 Rollover (grant savings/rescinded grants, Bank Interest & Rewards)     |
| <u>\$35,000.00</u>  | <u>Annual Heritage Grant Money Allotment from the City of Kelowna</u>             |
| <b>+\$40,171.11</b> | <b>TOTAL GRANT MONEY TO BE ALLOCATED IN 2015</b>                                  |
| \$44,032            | Total Grants Allotted in 2015   |
| +\$2,562            | Grant Savings 2015  |
| +\$15,000           | Rescinded Grants 2015   |
| <b>\$13,701.11</b>  | <b>2016 Rollover amount* (Bank Interest/Fees for 2015 have not been included)</b> |

### 2015 GRANTS ALLOTTED:

\$13,202 (April '15)  
\$14,105 (June '15)  
\$895 (Sept. '15)  
\$15,830 (Nov. '15)

A compilation of figures on the CoKHGP approved, declined and withdrawn grant applications for 2007 (Kelowna Heritage Foundation), 2008 to 2015 is provided. (*Refer to: Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2015*)

### **Summary of the Project Application to Completion Process:**

Each year there are four dates for the CoKHGP committee to meet. These are set in January. The deadline (two to three weeks prior to the meeting date) for applications and project completions are listed in the updated Heritage Grants Program Package that is available on the City of Kelowna website and the COHS website, as well as links through various community groups (i.e. Resident Associations). Owners of Kelowna Heritage Register buildings are sent a letter that lets them know about the program and includes a list of the past two to three years of grant recipients and the type of projects that were funded.

The program manager receives phone call and email inquiries about the program throughout the year. The manager answers various questions that the building owner may have about the program including: what is an appropriate conservation project on a heritage register building; the types of projects the program may fund; appropriate heritage colour schemes for their building; window repair vs replacement; names of heritage contractors/companies that may be able to provide a quote for work needed; meeting dates, application forms and other administration questions. Potential applicants may only need a couple of phone calls and/or emails, while others will take significantly more time. As this program has a wide range of projects it funds, the amount of time spent really depends on the needs of the applicant.

Once an application is received, the manager reviews it and will let the applicant know if more information is needed or items are missing. A file is set up for each application, including the Statement of Significance (SOS) on the building. The application is added to the agenda and is looked at in detail. As the committee members have expertise in history, architecture, heritage, building/construction, *Standards and Guidelines for Historic Buildings in Canada* document, as well as a familiarity with many of the heritage buildings in Kelowna, the committee is able to make an informed decision on grant applications. In some cases, additional information and/or research and possibly a site visit\* may be required, which may be undertaken by a committee member and/or by the program manager. This will be followed up with the rest of the committee. Any granting decisions are made by a motion, seconded and approval by the majority of the committee members. There are five (5) regular members and up to five (5) alternate members. At least three of five members are required to pass a motion. The manager follows up with a letter to the applicant informing them of the committee's decision.

*\*Note: For example, in 2015 the program manager along with two committee members visited the three Bernard Avenue commercial buildings to gain a better understanding of what the building owners wanted to do with their buildings. The Sutherland Store's upper windows (approved project) were looked at by the committee from the interior to see how the windows turned out.*

Once the project is complete (allowed one year and may receive an additional year for unforeseen circumstances, which also requires a motion by the committee at one of the four meetings), the grant recipient will submit the required materials (manager ensures everything is in order and that a committee member visits the site to ensure that the work is complete) at least two weeks prior to one of the meeting dates. Once approved, a cheque and letter is sent out to the owner to complete the project file. Sometimes there are grant savings for a project, or sometimes a grant is rescinded due to not being completed within the time period or the applicant has decided that they are not a position to carry out the project at the time.



In 2015, there were approximately 45 people who contacted the manager about the City of Kelowna Heritage Grants Program and/or other heritage related questions. Twelve of these inquiries led to new grant applications. Eighteen of these inquiries were for active grants already approved including: requests to rescind, to modify, for an extension or to complete a grant. There were a number of inquiries and questions that did not culminate into a grant request at this time. Over the past eight years, a number of these initial inquiries, turn into grant applications at a later date. With the various ways that the CoKHGP has been promoted to the public and specifically to Heritage Register Building Owners, continued interest in the program is evident.

In 2015, the following four meeting dates had the listed number of new applications. This does not include the number of: completions; requests to modify approved applications; or rescinded grants. Each year varies on the number of grant applications received. The program has received between seven and nineteen new applications in a year. In 2014 the program received eleven new applications. Twelve grant applications were received in 2015.

|                  |   |
|------------------|---|
| April 7 Meeting: | 4 |
| June 16 Meeting: | 3 |
| Sept 15 Meeting: | 0 |
| Nov 17 Meeting:  | 5 |

#### ***CoKHGP Grant Application Evaluation MATRIX:***

The program manager was asked to create a form to show how each project is evaluated by the committee in order to determine if a project qualifies and the strength of the application. The evaluation matrix includes the elements that the grants committee has considered for each application that has been received since the program began in 2008. The draft form was created and tested at the April and June 2015 meetings for new grant applications. The draft form was revised and has been adopted as part of the granting process (June 16, 2015 meeting) for new applications. Each form was filled out by one of the committee members on each new project application received. (*Refer to: Appendix 2: CoKHGP Grant Application Evaluation Matrix*)

### **Grant Requests Reviewed ~ 2015**

#### ***New Applications Approved:***

##### ***(H15-801) 732 DeHart Avenue, Pettigrew House; Approved and Completed (\$3,840)***

A grant towards the prep and painting of the exterior of the Pettigrew House was approved at the April 7<sup>th</sup> meeting. The homeowners submitted an appropriate heritage colour scheme using the Benjamin Moore True Colours for Western Canada palette. The estimated cost of the project was \$7,680 + GST. The grant approval was for 50% to a maximum of \$3,840 based on the mid-quote.

**Project completion:** The project completion was reviewed at the September 15<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$7,680 + GST. The full grant of \$3,840 was paid out to the homeowner.

**Note:** The Pettigrew House received a heritage grant in 2011 for new storm windows.

##### ***(H15-802) 815 Bernard Avenue, Winter House; Active (\$3,812 approved)***

A grant for conservation and maintenance work on the Winter House was approved at the April 7<sup>th</sup> meeting. Conservation work included: roof repairs, painting the window sashes & frames and the doors,

repair/replacement of the back stairs and miscellaneous repairs (i.e. new window hinge and repair cracks on door). The estimated cost of the project is \$7,625 + GST, based on the average of the low and high quotes. The grant approval was for 50% to a maximum of \$3,812.

**(H15-803) 4409 Lakeshore Road, OK Mission Hall; Approved and Completed (\$550)**

A grant towards the roof repairs, including a new fascia board, flashing and downpipe on the front entry (flat roof on the left hand side of the door) on the Ok Mission Hall located at 4409 Lakeshore Road was approved at the April 7<sup>th</sup> meeting. The repair work had already been completed in early February 2015, as this section of the roof had failed causing water damage to the interior of the entry. A building user slipped because of the leak which made it necessary to repair the roof and damage as soon as possible. Because the repairs could not wait until the April meeting, the hall is a community landmark and the owners are a non-profit with limited funds, the committee approved a grant for the repair work already completed. It should be noted that two quotes were submitted as the society was planning on submitting an application for the first grants meeting. The committee approved 50% to a maximum of \$550 based on the \$1,100 low quote for the roof repairs.

**Project completion:** The project completion was reviewed at the April 7<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$1,100 + GST. The full grant of \$550 was paid out to the Okanagan Mission Hall society.

**(H15-804) 429 Park Avenue, Reekie House; Approved and Completed (\$4,250)**

A grant towards the prep and painting of the Reekie House was approved at the April 17<sup>th</sup> meeting. The homeowner submitted a colour scheme similar to the existing colours on the house. The three quotes submitted ranged from a low of \$6,500 to a high \$16,900, depending on the amount of prep undertaken. The committee felt that the higher quote better reflected the amount of prep time needed to ensure a high quality paint job. The estimated cost of the project is \$16,500 + GST, based on the high quote. The grant approval was for 50% to a maximum of \$5,000.

**Project completion:** The project completion was reviewed at the September 15<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$8,500 + GST, less than the high quote, but higher than the low quote. The committee was satisfied by the amount of prep work undertaken by the company that painted the house. The grant of \$4,250 was paid out to the homeowner, with a savings of \$750 returned to the program.

**Note:** The Reekie House received a heritage grant in 2011 for a new asphalt shingle roof.

**(H15-805) 2024 Pandosy Street, Dunn House; Approved and Completed (\$5,000)**

A grant towards the prep and painting of the exterior of the Dunn House was approved at the June 16<sup>th</sup> meeting. The homeowners had originally contacted the project manager just after the first grants meeting in April to find out how to apply for a grant to paint their house. In the process of collecting quotes, they were only able to get one quote for \$26,750 (+ GST) as most painters would not quote on the work. They finally found a qualified painter that could only do the work in early May as he was leaving for work out of town for the summer who submitted a quote for \$11,243 (+ GST). They proceeded to have the house painted and then submitted the application and completion documents (as recommended by the manager) for the June meeting. The committee accepted the difficulties of getting a qualified painter and approved the grant because the paint job was high quality work (proper amount of prep and used high quality paint), an appropriate heritage colour scheme was chosen (Benjamin Moore True Colours for Western Canada palette), the house is very significant (radio history) and the committee felt that this is not precedent setting (work cannot be started before approval is received, exceptions may be considered on a case by case basis). The estimated cost of the project is \$11,243 + GST. The grant approval was for 50% to a maximum of \$5,000 based on the low quote.

**Project completion:** The project completion was reviewed at the June 16<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$11,243 + GST. The full grant of \$5,000 was paid out to the homeowners.

**(H15-806) 267-271 Bernard Avenue, Leckie Block; Active (\$5,000 approved)**

A grant towards the cost of the repair and the modification (for new double glazing) of the nine second-story window frames and sashes on the Leckie Block located at 267-271 Bernard Avenue was approved at the June 16<sup>th</sup> meeting. This is similar to the Dutchcad's grant application that was received and approved for the Sutherland Store (339-347 Bernard Avenue) in the fall of 2014. The major difference is that the original window sashes will be repaired and modified to hold double glazing instead of building new sashes. This is a better outcome as the original window sashes are being retained and reused. The window frames will be repaired and the window sashes will become operational once again with new ropes and the mechanism repaired/replaced as needed. The two quotes received ranged from \$14,324 to \$21,000. The grant approval was for 50% to a maximum of \$5,000 based on the low quote.

**(H15-807) 375-387 Bernard Avenue, old Willits-Taylor Drug Store; Active (\$4,105 approved originally, modified to \$5,000 approved)**

A grant towards the repair and the repointing of the exterior brick work as well as the prep and painting of the wood window frames and sashes, the cornices and the parapet on the old Willits-Taylor Drug Store building located at 375-387 Bernard Avenue was approved at the June 16<sup>th</sup> meeting. This conservation work was approved with the following stipulations including: no power washing or acid wash on the brick and mortar; protect the brick and mortar when cleaning the metal cornices and parapet if using a low pressure wash; the historic painted signage (CDE) at the back of the building must be maintained AS IS; the antique electrical fixtures and fittings on exterior should be maintained. The owners submitted an appropriate heritage colour scheme using the Benjamin Moore True Colours for Western Canada palette for the window sashes & frames and the building trims. The quotes received for the various work ranged from: \$5,410 to \$9,800 for the brick repair; \$2,800 to \$13,280 for the prep and painting. The grant approval was for 50% to a maximum of \$4,105 based on the low quote.

**Request to modify:** The building owner submitted a request to modify the grant to include the replication of one of the concrete window sills as part of the project. As the work had not started, the committee approved this modification. The grant approval was for 50% to a maximum of \$5,000 based on the new quote of \$10,285 + GST. (Approved at the September 15<sup>th</sup> meeting)

**(H15-808) 2127 Pandosy Street; Active (\$4,400 approved)**

A grant towards the cost of a new asphalt shingle roof (with new sheeting and heritage profile gutters and downspouts) for the Pandosy Street house located at 2127 Pandosy Street was approved at the November 17<sup>th</sup> meeting. The committee approved a grant for the new roof with sheeting (based on the low quote) and new gutters and downspouts (based on the higher quote) in a heritage profile. The committee approved 50% to a maximum of \$4,400 based on the \$8,800 + GST quote.

**Note:** The heritage house had an approved heritage grant in 2014 for a new asphalt shingle roof, which was rescinded in 2015, as the house was sold to new owners.

**(H15-809) 2279 Benvoulin Road, McIver House; Active (\$5,000 approved)**

A grant for conservation and maintenance work on the McIver House located at 2279 Benvoulin Road was approved at the November 17<sup>th</sup> meeting. Conservation work included: repairs and paint/stain on the verandah decking and structure, and the second story balcony (including the unique wood details); repair and paint areas such as the corner boards on the house, fascia boards, eaves & downspouts, new



storm window, etc. The estimated cost of the project is \$10,210 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$5,000.

**(H15-810) 732 Sutherland Avenue, Coubrough House; Active (\$1,720 approved)**

A grant for conservation and maintenance work on the early back addition of the Coubrough House located at 732 Sutherland Avenue was approved at the November 17<sup>th</sup> meeting. Conservation work includes: leveling the foundation, new steps and railings, new siding (replicated wood shingles and horizontal siding), new paint in the existing colour scheme. The work will be based on the *Standards and Guidelines for Historic Places in Canada*. The estimated cost of the project is \$3,440 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$1,720.

**Note:** the Coubrough House received heritage grants in 2011 and 2014 for various conservation projects including front porch repairs and new paint.

**(H15-811) 732 Sutherland Avenue, Coubrough House; Active (\$360 approved)**

A grant towards the construction and installation of three new traditional wood windows (single pane sashes, frames and storms) to replace the three modern aluminum windows in the Coubrough located at 732 Sutherland Avenue was approved at the November 17<sup>th</sup> meeting. The windows will be similar to the existing original/early windows on the house and the work will be based on the *Standards and Guidelines for Historic Places in Canada*. The committee approved a grant based on the low quote of \$3,371 + GST. However, there is only \$360 left in granting dollars for this building until 2017, as the homeowner has two approved grants that total \$4,640. The grant approval was for 50% to a maximum of \$360.

**(H15-812) 1875 Richter Street, Thompson House; Active (\$2,325 approved)**

A grant towards the construction and installation of four traditional wood windows (single pane sashes, frames and storms) to replace the two modern sliding glass windows in the kitchen of the Thompson House located at 1875 Richter Street was approved at the November 17<sup>th</sup> meeting. The committee felt that the homeowner had undertaken the proper research (including when the interior of the kitchen was opened up to reveal the original window header) and consultation with heritage experts in order to determine that two new replicated windows should replace each modern window. This was deemed to be appropriate (based on the *Standards and Guidelines for Historic Places in Canada*) for this important heritage building. The estimated cost of the project is \$4,650 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$2,325.

***New Applications Not Approved:***

There were no applications submitted for committee consideration that did not qualify for a heritage grant in 2015.

***Rescinded Grants:***

**(H12-506) 1978 McDougall Street, Jennens House; Rescinded (\$5,000)**

The homeowner requested that the 2012 approved grant towards a new asphalt roof for the Jennens House be rescinded at the April 7<sup>th</sup> meeting due to a lack of funds. The committee rescinded the grant for \$5,000, and the funds were returned into the program.

**(H14-707) 409 Park Avenue, F. W. Groves House; Rescinded (\$5,000)**

The homeowner requested that the 2014 approved grant towards a new cedar shingle roof for the Groves House be rescinded at the June 16<sup>th</sup> meeting due to a lack of funds and time to complete the project. The committee rescinded the grant for \$5,000, and the funds were returned into the program.

**(H14-708) 2127 Pandosy Street; Rescinded (\$5,000)**

The homeowners requested that the 2014 approved grant towards a new asphalt roof for the heritage house located at 2127 Pandosy Street be rescinded at the September 15<sup>th</sup> meeting because the owner sold the house before the roof was replaced. The committee rescinded the grant for \$5,000, and the funds were returned into the program.

**Note:** The new owners of the 2127 Pandosy Street heritage house submitted a grant application for a new roof at the November 17<sup>th</sup> meeting.

***Request for an Extension and/or Modification of Approved Grant:***

**(H13-608) 469 Park Avenue; Modification of grant approval**

The homeowner requested that the grant approval be modified to exclude the two attached porch roofs due to the extensive repair needed on each porch before a new roof is installed. This was determined during the installation of the new roof and a committee member visited the site during this process. The committee approved the project modification. (Approved at the April 7<sup>th</sup> 2015 meeting)

**(H14-708) 2127 Pandosy Street; Extension until June 2016**

The homeowner requested a one year extension until June 2016 to complete the new roof on the 2127 Pandosy Street heritage house. (Approved at the June 16<sup>th</sup> 2015 meeting)

**(H14-705) 1060 Cameron Avenue, McDougall House; Extension until November 2015**

The building owner requested a short extension until November 2015 to complete the conservation of the logs (a log building) near the front door and the restoration of three of the replaced windows on the McDougall House. (Approved at the June 16<sup>th</sup> 2015 meeting)

**(H15-807) 375-387 Bernard Avenue, old Willits-Taylor Drug Store; Modification of grant approval**  
(Details in the *New Application* section) (Approved at the September 16<sup>th</sup> meeting)

**(H14-711) 732 Sutherland Avenue, Coubrough House; Modification of grant approval and Extension until November 2016**

(Details in the *New Application* section) (Approved at the September 16<sup>th</sup> meeting)

***Completed Grants:***

**(H13-608) 469 Park Avenue, Buck House; Completed April 7<sup>th</sup> 2015 (\$5,000)**

The project completion for the new asphalt roof on the Buck House was reviewed at the April 7<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$16,453.50 including GST. The maximum grant of \$5,000 was paid out to the homeowner. This completes the grant approved at the March 2013 meeting.

**(H15-803) 4409 Lakeshore Road, OK Mission Hall; Completed April 7<sup>th</sup> 2015 (\$550)**  
(Details in the *New Application* section)

**(H14-704) 845 Lawrence Avenue, Ritchie House; Completed April 7<sup>th</sup> 2015 (\$4,100)**

The project completion for the prep and paint of the Ritchie House was reviewed at the April 7<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$10,815 including GST. The maximum grant of \$4,100 was paid out to the homeowner. This completes the grant approved at the April 2014 meeting.

**(H15-805) 2024 Pandosy Street, Dunn House Completed June 16<sup>th</sup> 2015 (\$5,000)**  
(Details in the *New Application* section)

**(H14-706) 757 Lawrence Avenue, Meikle House; Completed June 16<sup>th</sup> 2015 (\$1,560)**

The project completion for the conservation of the front stairs and the porch of the Meikle House was reviewed at the June 16<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$3,119.08 including GST. The grant of \$1,560 was paid out to the homeowner, with a savings of \$1,812 which was returned to the program. This completes the grant approved at the June 2014 meeting.

**(H14-711) 339-347 Bernard Avenue, old Sutherland Store; Completed June 16<sup>th</sup> 2015 (\$5,000)**

The project completion for the repaired six second-story window frames with new wood window sashes on the old Sutherland Store was reviewed at the June 16<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$12,660 + GST. The maximum grant of \$5,000 was paid out to the building owner. This completes the grant approved at the September 2014 meeting.

**(H14-701) 4464 Lakeshore Road, W. D. Walker House; Completed September 15, 2015 (\$5,000)**

The project completion for the prep and paint of the W.D. Walker House was reviewed at the September 15<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$11,193 including GST. The maximum grant of \$5,000 was paid out to the homeowner. This completes the grant approved at the April 2014 meeting.

**(H15-801) 732 DeHart Avenue, Pettigrew House; Completed September 15<sup>th</sup> 2015 (\$3,840)**  
(Details in the *New Application* section)

**(H15-804) 429 Park Avenue, Reekie House; Completed September 15<sup>th</sup> 2015 (\$4,250)**  
(Details in the *New Application* section)

**(H14-705) 1060 Cameron Avenue, McDougall House; Completed November 17<sup>th</sup> 2015 (\$3,003)**

The project completion for the conservation work for a couple sections of the log walls next to the front door and for the restoration of three of the windows on the McDougall House was reviewed at the November 27<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$6,005 + GST. The maximum grant of \$3,003 was paid out to the building owner. This completes the grant approved at the June 2014 meeting.

**Notes:**

**The total project cost before taxes is the amount that grant approval is based on. Taxes are the responsibility of the building owners.**



*In roofing projects, the use of a half-tone medium colour is generally recommended by the committee as being appropriate for the building and for the Okanagan climate.*

*In roofing projects, the committee highly recommends that a roof inspector is hired to ensure that the roof is properly installed and won't fail in the near future. A minimum one year warrantee on both the materials and the labour is required in order to complete all new roof projects.*

*In painting projects, the use of the Benjamin Moore True Colours for Western Canada palette is highly recommended by the committee for an authentic heritage colour scheme.*

## **CoKHGP Manager Activities**

The program manager had approximately 250 hours\* allotted for the heritage grants program in 2015. This allowed for approximately 5 hours a week (based on 48 weeks) for the grants program. However due to the nature of the program and the flexibility that the program manager must have to administer the program, there are certain times of the year that the manager is required to work 10-20 hours in a week. As well the manager may be required to answer inquiries during her COHS office hours and sometimes after hours, to ensure that (potential) applicants are looked after in a timely manner. When the program first began over eight years ago, the manager had Tuesday afternoon hours only. It was soon apparent that this did not work well for this type of program, especially as application deadlines approached. The manager must be very flexible in her time for the success of the program. This does present challenges, especially with tracking the time of each interaction. The majority of the emails and calls are tracked by each building address. It should be noted that one general inquiry about the program may take place one year and then a couple of years later may be followed up with a more serious intent to apply for a grant. The following is a rough estimate of the breakdown of the manager's time spent on tasks to administer the program.

*\*NOTE: The number of hours may vary each year.*

*NOTE: Additional tasks include: recording hours worked for payroll every two weeks; purchasing supplies for program (i.e. stamps for mailout) and refreshments for each meeting; filling out expense sheets for purchases and mileage (i.e. travel to meetings and to purchase supplies)*

|  |                  |
|--|------------------|
| <b>Set up program for year:</b>                          | 18-20 hours/year |
| <b>Tracking and Filing:</b>                              | 15-18 hours/year |
| <b>Reporting:</b>  | 40-45 hours/year |
| <b>Financials:</b>                                       | 10-15 hours/year |
| <b>Committee Members &amp; Communications:</b>           | 5-10 hours/year  |
| <b>Program and Heritage Inquiries:</b>                   | 25-30 hours/year |
| <b>Project Application/Completion Process:</b>           | 45-50 hours/year |
| <b>Committee Meetings and Follow up:</b>                 | 70-80 hours/year |
| <b>Volunteer Appreciation, Education &amp; Awareness</b> | 5-8 hours/year   |

### ***Set up program for year:***

*-Set and confirm meeting dates & application/completion deadlines*

*-Book city council presentation - This includes: confirm which committee member will give presentation to council; create power point presentation; attend and help answer questions from city councillors.*

*-Annual mailout - This includes: update mailout letter; mailout insert on past 2-3 years of grant recipients and types of projects that received grants for conservation work; getting information to city*

staff and picking up materials for mailout, stuffing envelopes and mailing letters; follow-up on any returned letters

*-Update CoKHGP guidelines/application* – Email to city staff and ensure that the updated information is posted on the City and COHS websites

*-Committee Members*– Ensure that the committee has knowledgeable persons with heritage, history, construction, architecture, etc. expertise. Give orientation for any new committee members, prior to attending their first meeting. Update contact information on committee.

*-In 2015, there was additional work necessary for set up with the development of new Terms of Reference and changes to the program's Guidelines and Application package.*

### ***Tracking and Filing:***

*-Inquiries* (phone calls, emails, face to face) - These are noted on contact forms for each heritage register building. There are also some general inquiries each year from individuals that do not own a Kelowna Heritage Register building. These range from inquiries on how to get their building on the Kelowna Heritage Register, to what is an appropriate heritage paint scheme on their character house. In 2015, the program manager assisted city planning staff with information on potential new additions to the Heritage Register, including feedback on the newly created Statement of Significance for the building.

*-Update grants on master list* - Each application is tracked and updated on a master list. Information includes: grant number, address, amount awarded, amount paid out, any savings, amount rescinded, if completed, not approved, etc. The total amounts are included from the first year of the program. This information is compiled in *Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2015* of this report.

*-Update and management of building files by address* - This includes both inquiries, active and completed grant files. The files also include the building's Statement of Significance (SOS) and may include photographs. *\*Note: The time available to track and maintain the files is minimal. Additional time is needed in order to maintain these files.*

### ***Reporting:***

*-Mid Year Review with city planning staff* – In June 2015, the program manager and the COHS executive director met with city planning staff to review the first half of the year. The program manager submitted a brief report on the program activities to date and what was planned for the rest of the year.

*- Draft Report, December 15, 2015-* A draft report was submitted to planning staff. This report was the basis for this report (*City of Kelowna Heritage Grants Program Year End Report*)

*-Year-End Report to City of Kelowna* – The compilation of the Year-End Report uses time allotted in 2015 and in 2016 (final report usually submitted in late January, once bank statements are received).

*-City staff questions on program-* The amount of time spent on this varies each year.

*-Regular meetings with COHS Executive Director to discuss any issues/information on program* - This includes: follow up on each meeting; any issues that may arise, financial updates- including requests for cheques when projects are completed); update of the program to COHS Board members (usually done by the executive director and/or the COHS Board representative on the CoKHGP committee).

*-Grants Program power point presentation to City Council during Heritage Week.* The manager has continued this traditional from when the grants program was called the Kelowna Heritage Foundation. The intent of the presentation is to show city council the buildings that received a heritage grant the year previous, the amount of money awarded, thank city council for supporting the grants program and answer any questions. The past three years, the manager has taken the initiative to include the CoKHGP Year-End Report for council information before the presentation. This was added to the program's Terms of Reference for 2015.

**Financials:**

-*Grant money available for year* – Determine rollover money from year prior to add to annual allotment for program. This determines the total amount of funds available for distribution for the year.

-*Grant money available for each meeting* - Prior to each meeting, the manager updates the amount of money left for grants for the committee's information. This indicates how much money has been allocated and how much is left for the rest of the year.

-*Update the list of applications* – This includes the approved grant amount, the paid out amount, grant savings and if rescinded. This is compiled at the end of the year and in January to determine the rollover money for 2016. **Note:** overlap with tracking and filing section

**Committee Members:**

The manager is responsible for ensuring that there is a full committee. There were a couple of committee changes this year. Shona Harrison, reinstated on the COHS board in February, once again served as the COHS board representative on the committee. Birte Decloux, a new COHS Board Member, joined the committee as the alternate COHS board representative. Tracey Read left the COHS Board in 2015 but stayed on the grants committee as an alternate member. There were five regular members and five alternate members on the committee in 2015.

**Program and Heritage Inquiries:**

(Please refer to **Summary of the Project Application to Completion Process** for additional information)

**Project Application/Completion Process:**

(Please refer to **Summary of the Project Application to Completion Process** for additional information)

*The 'average' application process*

1. Contact the grants manager looking for information on grant deadlines and application and types of projects that would qualify/or specifically would their project qualify for a grant. The manager will help the applicant understand what good conservation projects would entail. For example, the manager will let the applicant know that in a paint project the following is important to consider: importance of prep through sanding and scrapping, not power washing; use of good quality paint; appropriate heritage colour scheme as in the researched True Colour palette by Benjamin Moore; etc.
2. Follow up by manager and/or applicant re: questions specifically about the application requirements. This may include the type of photos needed, other names of contractors that do specific work (especially in conservation projects, such as traditional window repair), types and colours of materials appropriate for project (i.e. asphalt shingles for a new roof), etc. The manager will give the new application a file number once it is received.
3. Once the application is completed, the applicant will arrange to drop it off while the manager is in the office. Most times the manager will have time to go through the application with the applicant to determine if everything is submitted. In many cases additional photos are needed, quotes do not reflect the same work quoted on (i.e. need clarification by contractor), etc.
4. Follow up will be needed to ensure that the missing pieces/clarification needed is received prior to the meeting.
5. Manager will go through all the applications prior to the meeting to double check that everything is in order and will create the agenda for the meeting based on this.



***Committee Meetings and Follow up:***

There were four *Regular Meetings in 2015* (April 7<sup>th</sup>, June 16<sup>th</sup>, September 15<sup>th</sup> and November 17<sup>th</sup>) to consider grant applications and other program business. A significant amount of the manager's time was spent preparing for each meeting, attending the meeting and the follow up after each meeting.

Activities included: creating the agenda, gathering and compiling materials and applications for the meetings, ensuring a quorum, attending and recording the meeting, answering any questions that may come up about the applications, transcribing the minutes and sending to committee members, COHS ED and to city staff, writing letters to grant applicants re: the Committee's decisions and any other follow-up required. Projects that require other actions from meetings may include: project completion letters with cheques mailed out (this includes a cheque request to the COHS ED and two signatures); project modifications, extensions or rescinded letters mailed out.

In 2015, the program manager with the committee's input was asked to create an evaluation tool for all new heritage grant applications received. This evaluation tool is used by the committee members for each new application and has become a formal part of the meeting process. (Please refer to **CoKHGP Grant Application Evaluation MATRIX** for additional information)

***Committee Communications:***

The manager regularly passes on information to the grants committee on heritage events, workshops, forums, issues, etc. at the local, provincial and national level.

***Volunteer Appreciation Event:***

The manager provided refreshments/appetizers after the November meeting to the committee members. This allows the committee and manager some social time, in which the manager was able to thank the grants committee for their hard work and dedication to the program.

***Education and Awareness ("Getting the Word Out"):***

There were a couple of 'educational' opportunities that the committee and manager were able to take advantage of. These included the following:

-*Resources*- The program manager has built a resource area for the use of the grant program (committee members and heritage building owners) and COHS. This collection of reference materials has been and will continue to be helpful in researching and recommending good conservation practice when dealing with heritage resources. (Note 1)

-*Heritage BC Annual Conference*, held in Rossland BC on October 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, 2015 was attended by a number of Kelowna people including one of the committee members and the grants manager (at no cost to the program). (Note 2)

-*Heritage BC Webinars* - COHS hosted two webinars that CoKHGP committee members and COHS board members were invited to attend. The program manager and a couple of the committee members attended the webinars offered. All the committee members were emailed the link to the presentation afterwards for their information. The webinars were: "How to Use the Standards and Guidelines" and "BC Heritage Legislation".

There were a number of opportunities to get out the word about the grant program in 2015. These activities included the following:

-For the eighth year, a letter about the grant program was sent out to each building owner on the heritage register. The mail out was completed in early March 2015, as the contract for the heritage grants program was completed after the city council presentation on February 16<sup>th</sup> 2015.

- Peter Chataway, heritage grants committee member, gave a power point presentation (created by the program manager) on the grant program to City Council on February 16<sup>th</sup> 2015, during Heritage Week (Note 3), along with thanking council for their continued support for heritage grants in Kelowna, including the continued annual allotment of \$35,000 (raised in 2014). A number of committee members and the manager attended the council meeting to show their support.
- The media published a couple of articles in the local papers following the COHS ~ AGM and the City Council presentation.
- The Central Okanagan Heritage Society produces two newsletters a year (sent out to about 200 recipients). The COHS newsletter is also posted on the COHS website. Each newsletter contains an article and/or information on the City of Kelowna Heritage Grants Program. The 2015 COHS Fall Newsletter focussed on the Heritage Grants Program, including three articles submitted by two heritage grants committee members and the grants manager. (*Refer to: Appendix 3 Excerpt from COHS FALL 2015 Newsletter*)
- The manager, the committee, the COHS executive director, and the COHS Board take every opportunity to let the public know about the grants program. Opportunities included: Heritage Week events including the Heritage Kick off Breakfast, the City Council presentation and COHS's AGM & Heritage Awards Ceremony.
- The program manager put together a photographic display on the heritage grants program for the June 27<sup>th</sup> Guisachan Flower Show which included some of the recent heritage register houses that received funding (some before and afters), along with information on the program. The manager also was at the show for part of the time to answer any questions on the program.
- On the COHS website, there is a link to the City of Kelowna website, the current CoKHGP Guidelines and Application form and the Terms of Reference. There is also a page on the COHS website that has been dedicated to information about the grants program.

**Note 1:** The grant program does not have a membership in Heritage BC or with Heritage Canada the National Trust, however, the program still receives the e-mails and newsletters through COHS' membership.

**Note 2:** The grants committee and manager continue to take part in heritage conferences and workshops on their own time and own expense. One of the committee members and the grants manager attended the Heritage BC conference in Rossland BC in October. The committee continues to be very active heritage advocates in Kelowna, which is a huge benefit to the grants program.

**Note 3:** Heritage Week offers a time for citizens across Canada to give recognition and pay special tribute to the heritage of their communities. The Heritage Week celebrations continue to be very successful and the many events that take place during the week provide the community with an opportunity to witness the strong commitment of Kelowna citizens towards raising awareness of the City's heritage resources.

## **COKHGP Administrative Costs**

The Central Okanagan Heritage Society has now completed its eighth year of administering the City of Kelowna Heritage Grants Program.

For 2015 the society received a contract for a total amount of \$8,773. (GST \$417.76) The costs allocated for the administration of the program are as follows:

- |  |         |
|--|---------|
| • Wages for program manager including wages/holiday pay/Worksafe BC/PPP/EI | \$6,975 |
| • Wages/benefits for contract management oversight                         | \$ 383  |
| • Year –end accounting allocation  | \$ 120  |
| • Monthly bookkeeping allocation   | \$ 240  |

|   |        |
|---|--------|
| • Refreshments and Year-end appreciation event for volunteers | \$ 100 |
| • Kilometers for site visits and meetings                     | \$ 30  |
| • Office supplies/overhead/miscellaneous                      | \$ 100 |
| • Postage   | \$ 300 |
| • Telephone and internet connection                           | \$ 120 |
| • GST - 60%   | \$ 250 |

## Recommendations for the Program ~ 2016

One of the recommendation of the CoKHGP committee members, Lorri Dauncey the program manager and Janice Henry COHS executive director is to continue to increase the allotment grant until it reaches the amount recommended in the *City of Kelowna Heritage Strategy 2007, updated July 2015*. The committee recommends that the annual allotment continue to increase each year until it reaches \$50,000. The program began in 1991 with \$20,000, an amount that remained unchanged until 2009. The amount was increased to \$30,000 in 2010 and increased to \$35,000 in 2014. The last six years have shown that there is a demand for the grant money and that the program has the potential to continue to grow.

The second recommendation is to increase the administration amount, in order to allow more time for the manager to carry out an education component to the program. A very successful heritage workshop was planned and carried out in 2011, with funding through Heritage BC's workshop grant. In the fall of 2013, some of the committee members and the program manager gave a talk on maintaining heritage/character buildings, which was of interest to heritage building owners. However the committee and manager would like to offer workshops and/or lectures every second year that would appeal to the heritage building owner and community in order to educate people on good conservation practices. This would also continue the tradition of the Kelowna Heritage Foundation, who would periodically host workshops. ***\*Note: the administration funds have only been increased by \$773 (of which \$417.76 is GST) since the initial \$8,000 was received in 2008 to begin the program.***

## Conclusion

As the manager of the City of Kelowna Heritage Grants Program, I wish to acknowledge and thank the CoKHGP committee members for their dedication and service during the past year. I would also like to thank the City of Kelowna for the ongoing financial commitment that enables heritage property owners to undertake heritage conservation projects and maintain their heritage buildings.

Respectively Submitted,

Lorri Dauncey, manager, CoKHGP MA (Urban Planning/ Heritage Conservation, Dip (Cultural Resource Management/ Heritage Conservation), BA



| Grant # | Address                                   | Grant Awarded | Paid Out    | Savings    | Amount Rescinded | NOTES              |
|---------|---|---------------|-------------|------------|------------------|--------------------|
| H07-103 | 1842 Abbott Street                        | \$5,000.00    | \$5,000.00  |            |                  | Completed          |
| H07-107 | 721 Bernard Avenue                        | \$4,700.00    | \$4,700.00  |            |                  | Completed          |
| H07-104 | 2128 Leckie Place (Fleming House)         | \$10,000.00   | \$10,000.00 |            |                  | Completed          |
|         |   |               |             |            |                  |                    |
| H08-101 | 2279 Benvoulin Road (Benvoulin Church)    | \$4,100.00    | \$4,100.00  |            |                  | Completed          |
| H08-102 | Abbott & Marshall Street Brochures        | \$3,050.40    | \$3,050.40  |            |                  | Completed          |
| H08-103 | 3685 Benvoulin Road (Blacksmith's Shop)   | \$2,100.00    | \$2,100.00  |            |                  | Completed          |
| H08-104 | KSAN 100th B-day Party                    | \$1,000.00    | \$1,000.00  |            |                  | Completed          |
| H08-105 | 763 Bernard Street                        | \$5,000       | \$5,000.00  |            |                  | Completed          |
| H08-106 | 1024 Rutland Road                         | \$1,500.00    | \$1,500.00  |            |                  | Completed          |
| H08-107 | OHS Online Index for Society Reports      | \$1,500.00    | \$1,500.00  |            |                  | Completed          |
|         |   |               |             |            |                  |                    |
| H09-201 | 274 Bernard Avenue                        | \$2,772.00    | \$2,772.00  |            |                  | Completed          |
| H09-202 | 228 Lake Avenue                           | \$2,977.00    | \$2,977.00  |            |                  | Completed          |
| H09-203 | 1049 Borden Avenue                        |               |             |            |                  | Declined           |
| H09-204 | 368 Cadder Avenue                         | \$2,700.00    | \$2,289.00  | \$411.00   |                  | Completed          |
| H09-205 | 1912 Abbott Street                        | \$3,037.00    | \$3,037.00  |            |                  | Completed          |
| H09-206 | 1060 Cameron Avenue (McDougall House)     | \$5,388.00    | \$5,388.00  |            |                  | Completed          |
| H09-207 | 730 Lawson Avenue                         | \$2,363.00    | \$1,906.00  | \$457.00   |                  | Completed          |
| H09-208 | 1825 Richter Street                       | \$5,000.00    | \$5,000.00  |            |                  | Completed          |
| H09-209 | 795 Lawrence Avenue                       | \$1,153.00    | \$1,153.00  |            |                  | Completed          |
| H09-210 | 3685 Benvoulin Rd ( Caretaker's Quarters) | \$2,835.00    | \$2,835.00  |            |                  | Completed          |
| H09-211 | 4870 Chute Lake Road ( Mallum Barn)       | \$5,000.00    |             |            | \$5,000.00       | Rescinded June '11 |
| H09-212 | 228 Vimy Avenue                           | \$5,000.00    | \$5,000.00  |            |                  | Completed          |
| H09-213 | 1815 Maple Street                         | \$1,944.00    | \$1,184.00  | \$760.00   |                  | Completed          |
| H09-214 | 4464 Lakeshore Road                       | \$2,541.00    | \$2,482.00  | \$59.00    |                  | Completed          |
| H09-215 | 845 Lawrence Avenue                       | \$735.00      | \$735.00    |            |                  | Completed          |
| H09-216 | 1842 Abbott Street                        | \$2,403.00    | \$1,393.00  | \$1,010.00 |                  | Completed          |

| Grant # | Address                                   | Grant Awarded | Paid Out   | Savings    | Amount Rescinded | NOTES              |
|---------|---|---------------|------------|------------|------------------|--------------------|
| H09-217 | COHS Heritage Fall Fair                   |               |            |            |                  | Withdrawn          |
| H09-218 | 2079 Pandosy Street                       | \$3,465.00    | \$3,465.00 |            |                  | Completed          |
| H09-219 | Father Pandosy Mission 150th Celebration  | \$1,600.00    | \$1,600.00 |            |                  | Completed          |
|         |   |               |            |            |                  |                    |
| H10-301 | 757 Lawrence Avenue                       | \$1,250.00    | \$882.00   | \$368.00   |                  | Completed          |
| H10-302 | 250 Leathead Road                         | \$5,000.00    | \$5,000.00 |            |                  | Completed          |
| H10-303 | 1788 Ethel Street                         | \$2,250.00    |            |            | \$2,250.00       | Rescinded June '11 |
| H10-304 | 2124 Pandosy Street                       | \$1,800.00    |            |            | \$1,800.00       | Rescinded June '12 |
| H10-305 | 710 Sutherland Avenue                     | \$2,500.00    |            |            | \$2,500.00       | Rescinded June '12 |
| H10-306 | 2034 Pandosy Street                       | \$325.00      | \$325.00   |            |                  | Completed          |
| H10-307 | 567 Okanagan Boulevard                    | \$3,250.00    | \$2,570.00 | \$680.00   |                  | Completed          |
| H10-308 | 3685 Benvoulin Road (Father Pandosy Barn) | \$6,187.00    | \$6,187.00 |            |                  | Completed          |
| H10-309 | 4193 Gordon Drive                         | \$4,682.50    | \$4,682.50 |            |                  | Completed          |
| H10-310 | 1852 Water Street                         | \$5,000.00    |            |            | \$5,000.00       | Rescinded June 11  |
| H10-311 | 1826 Maple Street                         | \$1,000.00    | \$1,000.00 |            |                  | Completed          |
| H10-312 | 858 Lawrence Avenue                       |               |            |            |                  | Declined           |
| H10-313 | 429 Park Avenue                           | \$5,000.00    |            |            | \$5,000.00       | Rescinded Apr '11  |
|         |   |               |            |            |                  |                    |
| H11-401 | 379 Park Avenue                           |               |            |            |                  | Declined           |
| H11-402 | 2796 KLO Road                             | \$2,500.00    |            |            | \$2,500.00       | Rescinded Apr'12   |
| H11-403 | 4856 Lakeshore Road                       | \$5,000.00    | \$5,000.00 |            |                  | Completed          |
| H11-404 | 732 Dehart Avenue                         | \$2,125.00    | \$1,922.00 | \$203.00   |                  | Completed          |
| H11-405 | 2704 East Kelowna Road (Community Hall)   | \$5,000.00    | \$5,000.00 |            |                  | Completed          |
| H11-406 | 3685 Benvoulin Rd (McDougall House)       | \$3,000.00    | \$3,000.00 |            |                  | Completed          |
| H11-407 | 429 Park Avenue                           | \$4,800.00    | \$4,800.00 |            |                  | Completed          |
| H11-408 | 2083 Abbott Street                        | \$5,000.00    | \$1,984.66 | \$3,015.34 |                  | Completed          |
| H11-409 | 228 Vimy Avenue                           | \$2,182.00    | \$2,182.00 |            |                  | Completed          |
| H11-410 | 732 Sutherland Avenue                     | \$2,500.00    | \$2,472.11 | \$27.89    |                  | Completed          |

| Grant # | Address                                | Grant Awarded | Paid Out    | Savings    | Amount Rescinded | NOTES                        |
|---------|--|---------------|-------------|------------|------------------|------------------------------|
| H11-411 | 732 Sutherland Avenue                  | \$1,136.50    | \$612.00    | \$524.50   |                  | Completed June '13           |
| H11-412 | 768 Dehart Avenue                      | \$3,100.00    | \$3,100.00  |            |                  | Completed                    |
| H11-413 | 1869 Maple Street                      | \$4,500.00    | \$3,323.00  | \$1,177.00 |                  | Completed                    |
| H11-414 | 732 Sutherland Avenue                  | \$1,391.39    | \$1,391.39  |            |                  | Completed Nov '14            |
| H11-415 | 2139 Pandosy Street                    | \$3,790.00    | \$3,790.00  |            |                  | Completed                    |
| H11-416 | 1852 Water Street                      |               |             |            |                  | Declined                     |
| H11-417 | 334 Beach Avenue                       | \$1,740.00    | \$1,603.00  | \$137.00   |                  | Completed                    |
| H11-418 | 702 Bernard Avenue                     | \$0.00        | \$0.00      |            |                  | Moved to 2012- Lack of Funds |
|         |  |               |             |            |                  |                              |
| H12-501 | 702 Bernard Avenue (formerly H11-418)  | \$5,000.00    | \$5,000.00  |            |                  | Completed                    |
| H12-502 | 2796 KLO Road                          | \$3,750.00    |             |            | \$3,750          | Rescinded Apr '14            |
| H12-503 | 3685 Benvoulin Road (Christien House)  | \$1,288.00    | \$897.00    | \$391.00   |                  | Completed                    |
| H12-504 | 2779 Benvoulin Road (Benvoulin Church) | \$10,000.00   | \$10,000.00 |            |                  | Completed                    |
| H12-505 | 334 Beach Avenue                       | \$2,660.00    | \$2,660.00  |            |                  | Completed                    |
| H12-506 | 1978 McDougall Street                  | \$5,000.00    |             |            |                  | Extension to Mar '15         |
| H12-507 | 4193 Gordon Drive                      | \$5,000.00    | \$2,665.00  | \$2,335.00 |                  | Completed Nov '13            |
| H12-508 | 825 Lawrence Avenue                    | \$1,480.00    | \$1,480     |            |                  | Completed                    |
| H12-509 | 784 Elliot Avenue                      | \$3,540.00    | \$3,540.00  |            |                  | Completed                    |
| H12-510 | 796 Bernard Avenue                     | \$1,900.00    | \$1,900.00  |            |                  | Completed                    |
| H12-511 | 1922 Abbott Street                     | \$0.00        | \$0.00      |            |                  | Moved to 2013- Lack of Funds |
| H12-512 | 715 Sutherland Avenue                  | \$0.00        | \$0.00      |            |                  | Moved to 2013- Lack of Funds |
|         |  |               |             |            |                  |                              |
| H13-601 | 1922 Abbott Street (was H12-511)       | \$2,343.00    | \$1,206.00  | \$1,137.00 |                  | Completed June '13           |
| H13-602 | 715 Sutherland Avenue (was H12-512)    | \$5,000.00    | \$5,000.00  |            |                  | Completed Feb '14            |
| H13-603 | 784 Elliot Avenue                      | \$1,460.00    | \$1,460.00  |            |                  | Completed Sept '13           |
| H13-604 | 825 Lawrence Avenue                    | \$3,520.00    | \$3,520.00  |            |                  | Completed Nov '13            |
| H13-605 | 3652 Spiers Road                       | \$4,888.00    | \$4,329.00  | \$559.00   |                  | Completed June '13           |
| H13-606 | 2124 Pandosy Street                    | \$1,934.00    | \$1,369.00  | \$565.00   |                  | Completed Nov '13            |

| Grant # | Address   | Grant Awarded | Paid Out   | Savings | Amount Rescinded | NOTES                        |
|---------|---|---------------|------------|---------|------------------|------------------------------|
| H13-607 | 1449 Ethel Street   | \$1,115.00    | \$1,115.00 |         |                  | Completed Sept '13           |
| H13-608 | 469 Park Avenue   | \$5,000.00    | \$5,000.00 |         |                  | Completed April '15          |
| H13-609 | 1858 Abbott Street  | \$1,430.00    |            |         | \$1,430          | Rescinded June '13           |
| H13-610 | 368 Cadder Avenue   | \$5,000.00    | \$5,000    |         |                  | Completed Nov '13            |
| H13-611 | 721 Bernard Avenue  | \$1,447.00    | \$650      | \$797   |                  | Completed June '14           |
| H13-612 | 1922 Abbott Street  | \$663.00      | \$663      |         |                  | Completed Apr '14            |
| H13-613 | 1449 Ethel Street   | \$3,325.00    | \$3,325.00 |         |                  | Completed Nov '13            |
| H13-614 | 4464 Lakeshore Road   | \$0.00        | \$0.00     |         |                  | Moved to 2014- Lack of Funds |
|         |   |               |            |         |                  |                              |
| H14-701 | 4464 Lakeshore Road   | \$5,000.00    | \$5,000.00 |         |                  | Completed Sept '15           |
| H14-702 | 255 Lake Avenue   | \$4,325.00    | \$4,325.00 |         |                  | Completed Nov '14            |
| H14-703 | 758 Sutherland Avenue (revised from 2,088 in 2014)                                | \$3,143.00    | \$3,143.00 |         |                  | Completed Nov '14            |
| H14-704 | 845 Lawrence Avenue   | \$4,100.00    | \$4,100.00 |         |                  | Completed April '15          |
| H14-705 | 1060 Cameron Ave (McDougall House)  | \$3,003.00    | \$3,003.00 |         |                  | Completed Nov '15            |
| H14-706 | 757 Lawrence Avenue   | \$3,372.00    | \$1,560.00 | \$1,812 |                  | Completed June '15           |
| H14-707 | 409 Park Avenue   | \$5,000.00    |            |         | \$5,000          | Rescinded June '15           |
| H14-708 | 2127 Pandosy Street   | \$5,000.00    |            |         | 5,000            | Rescinded Sept '15           |
| H14-709 | 1826 Maple Street   | \$650.00      | \$650.00   |         |                  | Completed Nov '14            |
| H14-710 | 339-347 Bernard Avenue (Sutherland Store)   | \$5,000.00    | \$5,000.00 |         |                  | Completed June '15           |
| H14-711 | 732 Sutherland Avenue (revised from \$895 in 2015)                                | \$2,920.00    |            |         |                  | Extension Nov '16            |
|         |   |               |            |         |                  |                              |
| H15-801 | 732 DeHart Avenue   | \$3,840.00    | \$3,840.00 |         |                  | Completed Sept '15           |
| H15-802 | 815 Bernard Avenue  | \$3,812.00    |            |         |                  | Due, Apr '16                 |
| H15-803 | 4409 Lakeshore Road   | \$550.00      | \$550.00   |         |                  | Completed April '15          |
| H15-804 | 429 Park Avenue   | \$5,000.00    | \$4,250.00 | \$750   |                  | Completed, Sept '15          |
| H15-805 | 2024 Pandosy Street   | \$5,000.00    | \$5,000.00 |         |                  | Completed June '15           |
| H15-806 | 267-271 Bernard Avenue (Leckie Block)   | \$5,000.00    |            |         |                  | Due, June '16                |
| H15-807 | 375-387 Bernard Ave (Willits-Taylor Drug Store)<br>(revised from \$4,105 in 2015) | \$5,000.00    |            |         |                  | Due, June '16                |
| H15-808 | 2127 Pandosy Street   | \$4,400.00    |            |         |                  | Due, Nov '16                 |



| Grant #        | Address  | Grant Awarded        | Paid Out            | Savings            | Amount Rescinded   | NOTES                    |
|----------------|--|----------------------|---------------------|--------------------|--------------------|--------------------------|
| H15-809        | 2279 Benvoulin Road (McIver House)             | \$5,000.00           |                     |                    |                    | Due, Nov '16             |
| H15-810        | 732 Sutherland Avenue                          | \$1,720.00           |                     |                    |                    | Due, Nov '16             |
| H15-811        | 732 Sutherland Avenue                          | \$360.00             |                     |                    |                    | Due, Nov '16             |
| H15-812        | 1875 Richter Street                            | \$2,325.00           |                     |                    |                    | Due, Nov '16             |
|                |  |                      |                     |                    |                    |                          |
|                | <b>TOTALS</b>                                  | <b>\$335,135.79</b>  | <b>\$243,193.06</b> | <b>\$17,175.73</b> | <b>\$44,230.00</b> |                          |
|                |  |                      |                     |                    |                    |                          |
|                |  | <b>Approved 2015</b> | <b>Paid Out</b>     | <b>Savings</b>     | <b>Rescinded</b>   | <b>Grants to pay out</b> |
|                | <b>2015 Approved Grants Total:</b> \$44,032.00 | \$42,007             |                     |                    |                    | \$2,025 (revised '15)    |
| <b>Dec '15</b> | <b>Grants paid out in 2015:</b> \$37,303.00    |                      | \$37,303.00         |                    |                    |                          |
| <b>Dec '15</b> | <b>Grant savings in 2015:</b> \$2,562.00       |                      |                     | \$2,562            |                    |                          |
| <b>Dec '15</b> | <b>Grant rescinded in 2015:</b> \$15,000.00    |                      |                     |                    | \$15,000           |                          |
| <b>Dec '15</b> | <b>Grants still to pay out:</b> \$30,537.00    |                      |                     |                    |                    | \$30,537.00              |
| <b>Dec '15</b> | <b>Rollover 2015:</b> \$13,701.11 (+Interest)  |                      |                     |                    |                    |                          |

## CoKHGP Grant Application Evaluation MATRIX

*To determine if the project qualifies for a Heritage Grant and strength of application*

|  |  |
|--|--|
| <b>Application File #:</b>   | <b>Project Type:</b>   |
| <b>Address:</b>  | <b>Name of Building:</b>   |
| <b>Kelowna Heritage Register:</b> YES / NO <b>Designated:</b> YES / NO<br><b>Attach SOS</b><br><b>Conservation Plan:</b> YES / NO  | <b>Has the project been started:</b> YES / NO / Partial<br><b>Justification:</b><br><i>Note: Guidelines state project must not start until approved. Exceptions may be considered.</i> |
| <b>Property Type:</b> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional/School <input type="checkbox"/> Religious/Church <input type="checkbox"/> Rural/Barn <input type="checkbox"/> Other _____ |  |
| <b>Number of quotes provided:</b> _____ <b>If only 1, provide justification:</b><br>Quote#1: \$ _____    Quote #2: \$ _____    Quote #3: \$ _____<br>(\$ amount before taxes)  |  |
| TOTAL Project Cost: \$ _____    MAXIMUM Grant Approved: \$ _____    % _____<br>1 <sup>st</sup> : _____    2 <sup>nd</sup> : _____    Carried – date: _____<br>(25% to 50% \$5,000 max or \$10,000 for designated heritage)   |  |

**Summary of Scope of Project:**

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| Project Scope  | YES | NO | N/A | Justification/Explanation |  | Additional Notes |
|--|-----|----|-----|---------------------------|--|------------------|
| <b>Exterior Maintenance:</b><br><b>New Paint</b><br>-Prep (scrapping & sanding)<br>-NO Power Washing<br>-Material Repair<br>-Heritage Colour Scheme<br>-True Colours Palette<br>-Existing Colour Scheme<br>-High Quality Paint<br>-Impact on CDE |     |    |     |                           |  |                  |

| Project Scope   | YES | NO | N/A | Justification/Explanation |  | Additional Notes   |
|---|-----|----|-----|---------------------------|--|--|
| <b>Exterior Maintenance:</b><br><b>Roof</b><br>-Replacement/Repair<br>-Materials (original or compatible new materials)<br>-Appropriate Colour<br>-High Quality Roof Materials<br>-Impact on CDE<br>-Roof Inspection when completed (proposed)<br>-Labour & Material Warranty |     |    |     |                           |  |  |
| <b>Conservation of Exterior Bldg Elements (i.e windows, chimney)</b><br>-Material repair (replacement only if not repairable)<br>-Impact on CDE<br>- Use of original materials<br>-Compatible new materials<br>-Level of Intervention   |     |    |     |                           |  |  |
| <b>Stabilization/Foundation Repairs/Replacement</b><br><b>Material repair (replacement only if not repairable)</b><br>-Impact on CDE<br>-Use of original materials<br>-Compatible new materials<br>-Level of Intervention   |     |    |     |                           |  |  |
| <b>Is this project part of a larger project (either at this time or in future)</b>  |     |    |     |                           |  |  |
| <b>Does the project entail a Community Benefit</b>  |     |    |     |                           |  |  |
| <b>Quotes submitted:</b><br>-Are quotes on similar work<br>-Are quotes similar in cost?   |     |    |     |                           |  | <i><b>Note:</b> Generally the grant is based on the low bid, unless there is a reason for basing it on a higher quote.</i> |
| <b>Does Proposed Project qualify for Grant?</b>   |     |    |     |                           |  |  |
| <b>General Comments/Notes</b>   |     |    |     |                           |  |  |



# Heritage News

Central Okanagan Heritage Society  
FALL 2015

## IN THIS ISSUE:

- A Hundred Years of Warmth and Charm
- What is a Heritage Register?
- Confessions of a Heritage Addict
- **Brent's Grist Mill**—Next Steps
- Heritage Review Advisory Committee
- Black Mountain **Sntsk'il'nten Regional** Park
- Fundraising Concert with Julie Masi
- Heritage Awards 2016—Accepting Nominations
- COHS News in Brief
- Calendar of Events
- National Trust Top Ten Endangered Places
- Heritage News



City of Kelowna Heritage Grants Program (CoKHGP) projects that recently received a grant for conservation work:

339 Bernard Ave—Old Sutherland Store (window conservation);  
757 Lawrence Ave—Meikle House (porch and stair conservation);  
2024 Pandosy—Dunn House (new heritage colour paint scheme)



## A Hundred Years of Warmth and Charm:

### The Thompson House gets a new lease on life

Shona Harrison and her family are looking forward to a warm and cozy winter in their new old house.

"They work!" says Shona as she points out the decorative and sturdy looking hot water radiators that sit beneath the numerous windows in the historic Thompson house on Richter Street. "I just love that radiant heat."

And she just loves this house.

"I have been coveting this house since 2008," she says.

The third time is the charm, apparently. And now that the house is hers, she is hard at work restoring it from top to bottom, indoors and out.

Most recently used as a kind of boarding house, the house, built in 1910, seems as solid as a block of the granite that was used to build St. Michael's church across the street. The fir floors barely squeak and the walls don't lean. The timbers and beams in the basement look ready to stand another century.



The windows are mostly intact. Even the storms and screens.

And what windows they are. Each bay - there are six of them! - has double-hung leaded glass windows designed in an understated repeating gothic arch pattern.

The sheer number and size of the windows, fill this old house with light.

Kitchen windows however, present a challenge. Utilitarian sliding glass windows were installed at some point in the long life of the house, possibly to let in more light. Replacing them with custom windows that reference the age of the house, and also sit in approximately the right place, requires detective work. Was the lath and plaster interrupted there? Or there? Was there a pantry at some time in the past?

The kitchen renovation has been drafted to include all the modern conveniences as well as lots of heritage charm. The door between the kitchen and the dining room was carefully removed along with the wood casement and trim. This allowed for the installation of a contemporary stainless steel refrigerator and will be carefully reconstructed and reinstalled once the kitchen is complete.

The footprint of the kitchen will remain as it was, even as the space is reconfigured for modern family life.

A small powder room beneath the backstairs will once again be home to a pedestal sink. It's original to the house and Shona has sourced the trades people to repair and re-glaze it. Right now the sink sits on the living room floor among other pieces that will be retrofitted and repaired and put back together.





"I decided to do it right," she says about some of the expensive and time consuming projects she's undertaking to bring the house back to life.

A fireplace, discovered beneath a false front wall in the parlour that will become Shona's study, needs new old bricks so that it can once again be a real fireplace. Local bricks from Kelowna's early days are on the agenda of course. A fireplace insert with an art deco motif that is part of Shona's collection of heritage "finds" will fit perfectly.

Shona, a UBCO professor and dedicated COHS member, is a keen student of heritage buildings. She undertook the restoration of a house of similar vintage in Victoria and is well-acquainted with the potential for

surprises, both good and bad, in a project like her current labour of love.

"I'm having such a fun time," she says with unflagging enthusiasm. "I think I missed my calling."

A particular object of affection for her in this house, is the built-in bookcase behind the stairwell on the second floor. The glass sliding doors are likely the originals and there is art nouveau wallpaper lining the back of one side. It was love at first sight for the professor.

Like many houses of this vintage, this one has architectural detail to spare, from the window and door casements to the design of the main staircase.

Elegant, open and simple with banisters, balustrades and newel posts all in remarkably good condition, the staircase is a prime indicator that the architect and owners wanted this house to be "modern." Like the house itself, the staircase is without Victorian or Edwardian frills or flourishes and feels surprisingly contemporary.

While the front hall makes a style statement, the backstairs, designed for utilitarian purposes (probably for the maid) is narrow and enclosed.

The small room at the top of those stairs was likely the maid's. Shona has incorporated the small space to increase the size of the original bathroom. Like the kitchen below it, the bathroom will have glamour touches and lots of modern conveniences. Also, like the kitchen, its design and decor will be in keeping with the age and style of the house.

Hexagonal "penny" tiles in white with black accent tiles have been installed recently. The popular again tiles give an authentic heritage feel to the space. A claw foot tub is destined for the bathroom as well.



When the kitchen ceiling was removed, a four-inch thick concrete slab was revealed, installed no doubt, over a hundred years ago to keep the original cast iron tub from crashing through the floor boards into the kitchen below.

The house, quite literally, is made of sturdy stuff. The verandah that encircles the front of the house, though, has a certain delicacy. As does the small upper balcony. It's a harmonious house. Pleasing to the eye. And while it's been hidden by overgrown hedges and trees at the perimeter of its half-acre lot for many years, Shona has plans for a white picket fence. The house will soon be ready for its close-up. And maybe for another hundred years.

*Julie Cosgrave is a Kelowna freelance writer who writes about decor and urban design. She also is a CoKHGP committee member.*



## What is a Heritage Register?

*“A community heritage register is an **official listing of properties** identified by a local government as having heritage value or heritage character. Inclusion on a community heritage register **does not** constitute heritage designation or any other form of permanent heritage protection.”* (Heritage Conservation: A Community Guide, Heritage Branch, 1996)

In the late 1970s-1980s, many communities created heritage resource inventories in response to the development pressures on heritage buildings by unprecedented growth and the subsequent loss of many heritage buildings. Heritage Inventories attempted to include all the sites and buildings (natural and built) that were older than 50 years and deemed to have historical and/or architectural importance in a community. This was meant to be a comprehensive list, with each resource undergoing an evaluation process to determine if it was Class A (most significant) to Class D (least/not significant). **Kelowna’s Heritage Resource Inventory**, completed in 1983, included over 300 Class A, B and C buildings.

In 1994, the Local Government Act, along with community growth and public interest in the conservation and revitalization of heritage buildings and sites, allowed for the creation of local heritage registers in BC. The City of Kelowna has 210 buildings currently listed on its heritage register. Each registered property has a Statement of Significance (SOS) that summarizes its heritage value and the character defining elements (CDE). These properties can be accessed on the City of Kelowna website at: [www.kelowna.ca/iHeritage/Scripts/](http://www.kelowna.ca/iHeritage/Scripts/)

Properties listed on a heritage register may be considered to have sufficient heritage value to warrant preservation actions by the municipality in the future. Inclusion on the heritage register does not give any formal protection to a building and/or site and is NOT the same as heritage designation. The register is a way to review and monitor proposed changes to properties that have heritage value. By properties being listed on a heritage register, owners are given fair notice that the heritage status of their buildings may affect future development options for their buildings.

Inclusion on municipal heritage registers, such as in Kelowna, may also benefit from incentives. These **include: Heritage buildings listed in the Kelowna Heritage Register may be eligible for variances to the City’s Zoning and Subdivision Bylaws.** This allows the City to consider providing property owners, on a case-by-case basis, with incentives and bonuses such as increasing density, relaxing height and setback restrictions, relaxing parking restrictions, and allowing appropriate adaptive re-uses. In return for these incentives, the property owners would agree to retain and protect the listed properties. Properties that are designated heritage (municipal heritage designation bylaw) may not be altered or demolished without approval of the local city council.



Since 1991, Kelowna has had an incentive program for heritage register properties. In 2008, the Kelowna Heritage Foundation was revamped into the City of Kelowna Heritage Grants Program (COKHP). The Central Okanagan Heritage Society (COHS) manages this program for the City of Kelowna. The program was created to recognize the value of heritage in the community by providing financial support to

owners of heritage properties. The program promotes the conservation of residential, commercial, industrial and agricultural heritage. **Grants assist with a portion of the costs incurred in maintaining the building’s exterior including the foundation.** Only buildings listed on the Kelowna Heritage Register are eligible to apply for grants from the program. All granting decisions are made by a committee of community volunteers with heritage expertise.

*Lorri Dauncey, Manager City of Kelowna Heritage Grants Program*

**A community heritage register is an official listing of properties identified by a local government as having heritage value or heritage character.**

## Confessions of a Heritage Addict

*Woke up, got out of bed, dragged a comb across my head.....went downtown to buy a house, but had to check it with my spouse. Got the place, added a porch, changed the proportions, and planted a garden where the driveway used to be. Settled in, liked the place, but did not feel secure. Some other idiot could build an apartment block across the street or worse yet - next door!*



Fortunately for us, a most timely decision by the BC government in 1994, saw new legislation passed. The *Heritage Conservation Amendments Act*, enabled municipalities to establish by-laws protecting and celebrating places of historical significance as they deemed appropriate.

The lobbying soon began at Kelowna City Hall and the Abbott Street and Marshall Street Heritage Conservation areas were formed in 1998. Building design and contextual changes in these areas now needed a public review process and city council approval. Great news! Finally we were feeling more secure from rapacious land development around us. That got us wondering if our home had a story - the plain Jane, four-square, two-storey prairie-style house, with stucco siding, built in the mid 1930's. According to Bob Marriage, a resident historian, the neighbors laughed out loud during construction as "nobody built two-storey homes around here".

So....needing a new roof and paint-job we thought "let's see if the City Heritage Register aficionados are interested in our house and maybe we can get a heritage grant to help us out with the work we need to do". Upon the city doing their investigative research, conducted by Don Luxton and Associates, there indeed was a story for our old house! A.I. Dawson, the owner and builder of the house, was a fruit cannery superintendent, just when the Government of Canada passed new legislation to enhance the fruit industry. In order to ship fruit to the Canadian prairies where people were starving from the Great Depression and the dust bowl periods, refrigerated railway box cars were shuttled to the Okanagan. Agriculture and house construction were booming in Kelowna when most everyone else in the country had lost almost everything or had almost nothing!

That was the "hook" that gave our house historical significance. Not the design nor the ornamentation, but the context in Canada and the Okanagan during its construction. What an unusual and unexpected reason to gain heritage register status for our plain old two-storey house.

Consequently we got the grants, painted our house with Benjamin Moore's true colors for Western Canada and re-roofed using historically appropriate western red cedar shingles.



Now 80 years later, in the A.I. Dawson House, life is still perfect. We live in a heritage house, in a heritage neighborhood AND we can't get heritage out of our blood. It's addictive, continually providing pleasures. However, there is a negative side effect to heritage addiction. **The supply must last, so let's not lose any more heritage homes due to demolition.** After all, once the supply is gone, the withdrawal will be long and painful for the entire community.

*Respectfully submitted by co-dependents Pat Munro and Peter Chataway, 368 Cadder Avenue.  
Peter is a CoKHGP committee member.*





## CITY of KELOWNA HERITAGE GRANTS PROGRAM

Tuesday April 7, 2015

New COHS Office: #11 – 368 Industrial Avenue

@ 3:00-5:30pm

### Regular Meeting Minutes

**In Attendance:** Peter Chataway, Marietta Lightbody, Tracey Read, Alasdair Smith, Randi Fox, Ian Crichton, Birte Decloux (COHS alternate) and Lorri Dauncey (CoKHGP manager)

**Regrets:** Julie Cosgrave (chair), Shona Harrison, Ben Lee

**Recorded by:** Lorri Dauncey

**1. Call to Order:** Peter Chataway chaired the meeting for Julie Cosgrave, heritage grants committee chairperson, who was unable to attend. The grants committee welcomed Birte Decloux, who joined the heritage grants committee as the COHS Board Representative alternate for the April meeting, as Shona Harrison was unable to attend due to surgery.

**2. Review Minutes of November 18<sup>th</sup>, 2014:** Peter Chataway made the following amendment on page 4, under 6. Awareness and Education, Bob Marriage Passing: "...Peter emphasized how important it is to save the homes of these elderly Kelowna residents, as many of their stories will be lost..."

**MOVED by Tracey Read, SECONDED by Peter Chataway**

**THAT the Minutes of the CoKHGP Regular Meeting on November 18<sup>th</sup>, 2014 be adopted as amended. Motion Carried.**

### **3. Conflict of Interest:**

**Standing agenda item:** In the following current applications, committee members removed themselves from the deliberations due to the potential of a conflict of interest:

**429 Park Avenue; H15-804:** Ian Crichton submitted an application for his own house.

### **4. New Business:**

**Update on CoKHGP Grant Money Available:** The CoKHGP Manager, Lorri Dauncey, distributed the *City of Kelowna Heritage Grants Program Grant Money Available for 2015 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the four 2015 meetings. At the beginning of 2015, with the \$35,000 annual city allotment and the \$5,171.11 rollover money, a **total of \$40,171.11 was available for grant distribution.**

There were some new and on-going inquiries about the heritage grant program since the beginning of the year. There are a number of people who are considering applying for funding. The program received four new applications for consideration for the April 7, 2015 meeting. As in the past four years, the number of applications and grant requests in 2014 were very close or more than the amount of

grant money available for the year, leaving a small rollover of money for 2015. This strong continued interest in the program can be partially attributed to the annual mail-out to heritage register building owners and in general to continuing to raise public awareness of the program.

As there are a number of applications and limited funds, the committee members were reminded that residential and designated properties receive priority (as stated in the program guidelines) in the granting process, if the qualifying grants amount is larger than the total amount of money available.

**CoKHGP Grant Application Evaluation MATRIX (draft):** The program manager was asked by Lauren Sanbrooks, city planner for the program, to create a form to show how each project is evaluated by the committee in order to determine if a project qualifies and the strength of the application. The evaluation matrix includes the elements that the grants committee has considered for each application that has been received since the program began in 2008. The draft form created was filled out for each new application at this meeting to determine how well it worked and if there were elements that needed to be included. Each form was filled out by one of the committee members. The draft form is attached. (*Refer to: Attachment 2*) The form will be reviewed to determine what changes (in format and/or content) might be needed.

**732 DeHart Avenue, Pettigrew House (H15-801):** The homeowners, Jennifer and Jonny Vizcarra, applied for a grant to assist in the prep and painting of the exterior of the municipal heritage designated Pettigrew House located at 732 DeHart Avenue. The homeowners submitted a colour scheme similar to the existing colours on the house. The homeowners have submitted the following heritage colour scheme (using the Benjamin Moore True Colours for Western Canada palette): Vancouver Green (VC-20) for the siding; Edwardian Buff (VC-6) for the trims, railings and doors; Mellish Rust (VC-28) for the decorative shingles under the front gable; and Comox Sage (VC-16) for the front porch floor). The committee approved the grant based on the mid-quote as it was felt that it included a proper amount of prep work. The homeowners were reminded that power washing is not appropriate or allowed for a heritage building. This building received a heritage grant in 2011 for new storm windows. The committee approved a grant for the project.

**MOVED by Peter Chataway, SECONDED by Birte Decloux:**

**THAT the H. Pettigrew House, located at 732 DeHart Avenue, receive funding for 50% of the cost of the prep and painting of the exterior of the building in the submitted colour scheme up to a maximum of \$3,840, based on the mid-quote of \$7,680. Motion Carried.**

**815 Bernard Avenue, Winter House (H15-802):** Loanne Athans, the homeowner, applied for a grant for assistance towards roof repairs, painting the window sashes & frames and the doors, repair/replacement of the back stairs and miscellaneous repairs (i.e. new window hinge and repair cracks on door) on the Winter House located at 815 Bernard Avenue. The homeowners submitted quotes from a number of contractors which included different variations of the work needed. As there was a wide range in the quotes, the committee decided that the maximum grant would be based on an average of the total low (\$3,326) and total high (\$11,924) amounts. The committee also stipulated that the roof repairs must ensure that the rolled fascia is retained and undertaken by a reputable roofer with a minimum of a one year warrantee. The committee approved a grant for the project.

**MOVED by Randi Fox, SECONDED by Marietta Lightbody:**

**THAT the Winter House, located at 815 Bernard Avenue, receive funding for 50% of the cost of the roof repairs, paint on the window sashes & frames and the doors, repair/replacement of the back stairs and miscellaneous repairs up to a maximum of \$3,812 based on the average of the low and high quotes of \$7,625. Motion Carried.**

**4409 Lakeshore Road, OK Mission Hall (H15-803):** The Ok Mission Hall coordinator (representative for the non-profit society who owns the OK Mission Hall), Beverly Dawe, submitted an application for a grant towards the roof repairs and the new roof, including a new fascia board, flashing and downpipe on the front entry (flat roof on the left hand side of the door) on the Ok Mission Hall located at 4409 Lakeshore Road. The repair work had already been completed in early February 2015, as this section of the roof had failed causing water damage to the interior of the entry. A building user slipped because of the leak which made it necessary to repair the roof and damage as soon as possible. This was why the project was completed before it was brought to the committee in April. It should be noted that Beverly Dawe had spoken with the grants manager last fall about applying in the spring to repair the roof. There were two submitted quotes for the work. It was the intention of the Hall coordinator to apply for the work before making the repairs. Because the repairs could not wait until the April meeting, that the hall is a community landmark and that the owners are a non-profit with limited funds, the committee approved a grant for the repair work already completed.

**MOVED by Randi Fox, SECONDED by Birte Decloux**

**THAT the OK Mission Hall located at 4409 Lakeshore Road, receive funding for 50% of the cost of the roof repairs and new roof, including a new fascia board, flashing and downpipe on the front entry (flat roof on the left hand side of the door) up to a maximum of \$550, based on the low quote of \$1,100. Motion Carried.**

**429 Park Avenue, Reekie House (H15-804):** The homeowner, Ian Crichton, applied for a grant to assist in the prep and painting of the exterior of the Reekie House located at 429 Park Avenue. The homeowner submitted a colour scheme similar to the existing colours on the house. The colours chosen were not from the Benjamin Moore True Colours for Western Canada palette. The committee recommended that the homeowner use the following True Colour palette: VC-1 Oxford Ivory, VC-18 Peridot Green, VC-29 Pendrall Red. These three colours are similar to both the submitted colours and the current colour scheme on the house. The committee reiterated that the window sashes should be painted with a high gloss paint in order to better protect the sashes and maintain the heritage look of the windows. The committee recommended that the shingle siding be brush painted with two coats of paint and not sprayed in order to give better coverage. The committee approved the grant based on the high-quote as it was felt that it included a proper amount of prep work, no power washing and two coats of high quality paint that looked to be applied by a brush and not sprayed. The homeowners were reminded that power washing is not appropriate or allowed for a heritage building. This building received a heritage grant in 2011 for a new asphalt shingle roof. The committee approved a grant for the project.

**MOVED by Peter Chataway, SECONDED by Birte Decloux:**

**THAT the Reekie House, located at 429 Park Avenue, receive funding for 50% of the cost of the prep and painting of the exterior of the building in a colour scheme similar to the existing up**

to a maximum of \$5,000, based on the high quote of \$16,900 or a maximum of \$3,720 (mid quote) if the homeowner chooses to go with a company that does not do the same prep work.

**Motion Carried.**

*\*(Note: Ian Crichton removed himself from deliberations as he is the building owner.)*

**1978 McDougall Street, Jennens House (H12-506); Request to Rescind**

The homeowner, Sylvia Jennens, requested that her approved (at the April 2012 meeting) heritage grant towards assistance for the new asphalt roof for the Jennens House, located at 1978 McDougall Street be rescinded. The homeowner could not complete the project due to both time and financial constraints. The grant approved was for a maximum of \$5,000, which was returned to the program for redistribution.

**MOVED by Marietta Lightbody, SECONDED by Ian Crichton:**

**THAT the heritage grant, 50% up to a maximum of \$5,000, that was approved for the Jennens House located at 1978 McDougall Street be rescinded at the request of the homeowners.**

**Motion Carried.**

**469 Park Ave, Buck House (H13-608) Request to Modify:** The building owner, Deanna Sauer, submitted a request to modify the original grant approval to not include the two attached porch roofs due to the extensive repair needed on each porch before a new roof is installed. Both porches need new foundations and extensive material repair/replacement, which was determined during the installation of the new roof in the spring. The committee approved the modification.

**MOVED by Peter Chataway SECONDED by Ian Crichton:**

**THAT the approved grant (H13-608) for a new roof for the Buck House located at 469 Park Avenue be modified to exclude the two attached porch roofs, due to the need for extensive repairs to the two porches before a new roof can be installed.**

**Motion Carried**

**469 Park Ave, Buck House (H13-608) Project Completion:** The building owner, Deanna Sauer, has submitted the final documentation including photographs of the new asphalt roof, the receipts, the warrantee for the labour and materials and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the March Regular meeting in 2013. The total project cost was \$16,453.50 (including GST).

**MOVED by Ian Crichton SECONDED by Marietta Lightbody:**

**THAT Deanna Sauer be paid the maximum grant of \$5,000 towards the cost of the new asphalt roof on the Buck House located at 469 Park Avenue.**

**Motion Carried.**

**4409 Lakeshore Road, OK Mission Hall (H15-803): Project Completion**

The Ok Mission Hall coordinator (Ok Mission Community Hall Association), Beverly Dawe, has submitted the final documentation including photographs of the roof repairs and the new roof on the front entry, the receipts, the roof warranty on the materials and labour and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the April 7, 2015 Regular Meeting. The total project cost was \$1,155 (including GST).



**MOVED by Tracey Read SECONDED by Alasdair Smith:**

**THAT OK Mission Community Hall Association be paid the maximum grant of \$550 towards the cost of the roof repairs and the new roof on the front entry, including a new fascia board, flashing and downpipe on the Ok Mission Hall located at 4409 Lakeshore Road.**

**Motion Carried.**

**845 Lawrence Avenue, George Ritchie House (H14-704) Project Completion:**

The building owner, Gord Sandrin, has submitted the final documentation including photographs of the new paint scheme, the receipts, and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the April Regular meeting in 2014. The total project cost was \$10,815 (including GST).

**MOVED by Ian Crichton SECONDED by Birte Decloux:**

**THAT Gord Sandin be paid the maximum grant of \$4,100 towards the cost of the prep and paint on the George Ritchie House located at 845 Lawrence Avenue. Motion Carried.**

**5. Old/Other Business:**

**CoKHGP Year End Report to City Staff/City Council:** The manager sent out the 2014 Annual Report to the planning department (Lauren Sanbrooks) and included the report in the City Council package as part of the CoKHGP presentation during the Heritage Week on February 16, 2015. The CoKHGP committee was sent the report in February 2015.

**CoKHGP Application and Terms of Reference:** A review of the application form (including the program guidelines) was undertaken by planning staff in early 2015. Terms of Reference for the program were also created by planning staff at the same time. Once Council approved continuing the CoKHGP (managed by COHS) in February, these documents were approved, contract signed and the management of the program was able to move forward. The new Terms of Reference are on both the City of Kelowna and COHS websites, along with the heritage grants application form. A mid-year review of the program will take place in June 2015.

**Meeting Dates for 2015:** The following CoKHGP meeting dates were confirmed for 2015: April 7, June 16, September 15 and November 17.

**Annual Mail-out Letter to Heritage Register Building Owners (early March 2015):** Due to this year's requirement for council approval to continue with COHS managing the heritage grants program and the review and creation of the Terms of Reference, the program was delayed until late February. Once this was done, mailing labels, envelopes and copied letters were provided by the city planning department. The labels did include all of the owners' names and mailing addresses. Like in 2014, there was some confusion as all of the owners (and some buildings had many owners) were included (over 275 labels), as well as the labels did not include the name of the heritage building it was associated with. I received a few phone calls from people not sure which building(s) this letter was for. The mail-out also included a page on the last three years of heritage buildings that received a heritage grant, to encourage new applications. There was a good response to the letters, as it did provide an annual reminder of the program with the result of a number of new inquires and applications for the April meeting.

**Site Visit and follow up meeting RE: 339-347 Bernard Ave (Sutherland Store), 267-271 Bernard (Leckie Block) and 375-387 Bernard Ave (Willits-Taylor Drugstore):** Two committee members (Peter Chataway and Randi Fox) and the grants manager met with the project contractor, Al from Glenmore Millworks who did the work on the six windows and the building owners' representative at the Sutherland Store to look at how the window project turned out. Glenmore had retained the window frames (with some repairs) and custom built new double glazed window sashes for each of the six frames. The building owner rep showed the grants group the Leckie Block (wanted to replace the window sashes with new double glazed sashes similar to the Sutherland Store) and the Willits-Taylor building (wanted to eventually repair/replace the windows, do some brick repointing and repair work and paint the fascia's and trims). This meeting was followed up with the two owners of the three buildings, as well as their rep meeting with the program manager to further discuss appropriate options for the repair and maintenance of their heritage buildings. One of the items discussed was replacing the old glass with Pilkington Glazing, which is a single pane but performs like double glazing. The two committee members and the manager gave a brief summary of the site visit and the follow up meeting

**Update on 2139 Pandosy Street (H11-415):** The manager received an update from the homeowner of 2139 Pandosy Street in regards to the problems he had with the prep and paint of his house in 2011/12. The paint began to fail in areas within a couple of months of being completed (after the grant was paid out). The owner contacted the paint company who came out a couple of times over the next year or so until the company stopped returning the calls and repairing the failed areas. The homeowner sent the manager an email about the situation. By the time the April meeting was held, the company (Certa Pro) manager had finally resolved the situation to the satisfaction of the homeowner. *Note: The manager observed the failing paint a couple of months after the project was completed. This paint project is an example of the problems created by: power washing (moisture got into the wood and causing the paint to peel off and bubble) and inadequate prep work (very little scrapping and sanding before painting, therefore the paint did not properly adhere to the surface).*

**Changes to Kelowna Heritage Register:** The manager updated the committee on two changes to the Kelowna Heritage Register in March 2015. 343 Christleton Avenue, Binger Residence, was removed from the heritage register at the request of the homeowner and was supported by city staff and approved by city council. The former Joyce Hostel, 455 Park Avenue, was added to the heritage register at the request of the homeowner. The homeowner had undertaken research on the building, including historic photos that established that the building had heritage value. As the CHC is not meeting, due to the Heritage Review Advisory Committee (HRAC) reviewing heritage management in Kelowna at this time, council gave city staff the ability to recommend changes to the heritage register.

## **6. Awareness and Education:**

**Heritage Week February 16-22, 2015 (Main Street, At the Heart of the Community) Events:** During Heritage Week, there were a number of events that included the heritage grants committee. These events were briefly discussed by the committee.

These events included:

**Heritage Kick off Breakfast on Monday, Feb 16:** The annual breakfast was attended by a couple of the heritage grants committee members, including the manager. Information on the heritage grants program was included in the COHS display.

**Council Presentation on Monday, Feb 16:** Peter Chataway, heritage grants committee member, gave a power point presentation on the 2014 projects funded by the program. Peter also thanked council for their continued support of heritage in Kelowna. City councilors had an opportunity to comment or ask questions about the program. The presentation was well-attended by committee members.

**COHS AGM and Heritage Awards Presentation on Wednesday, Feb 18:** Information on the CoKHGP was included in the COHS display at the heritage society's AGM. This was to raise awareness of heritage grants in Kelowna and inform the membership of COHS's many different heritage activities in the community.

*The committee felt that these events were successful and were important initiatives to continue in the future to help raise awareness and education for the heritage grants program and heritage in general.*

**Heritage BC Webinar:** COHS signed up for the webinar on how to use *the Standards and Guidelines for the Conservation of Historic Places in Canada*, Monday, April 20 at 10am. Heritage grant committee members, COHS Board and staff were invited to attend the webinar held at the COHS office.

**Next Meeting:**                      **June 16, 2015**

**ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY  
AVAILABLE FOR 2015**

**\$5,171.11**                      **TOTAL 2015 Rollover** (grant savings/rescinded grants, Bank Interest & Rewards)

**\$35,000.00**                      **Annual Heritage Grant Money Allotment from the City of Kelowna**

**+\$40,171.11**                      **TOTAL GRANT MONEY TO BE ALLOCATED IN 2015**

## ATTACHMENT 2: CoKHGP Grant Application Evaluation MATRIX

### CoKHGP Grant Application Evaluation MATRIX

*To determine if the Project qualifies for a Heritage Grant and strength of application*

Name of Building:

Address:

Application File #:

Date:

Summary of Scope of Project:

Attach SOS

|  | YES | NO | N/A | Justification/Explanation |  | Notes |
|--|-----|----|-----|---------------------------|--|-------|
| Listed on Kelowna Heritage Register  |     |    |     |                           |  |       |
| Designated Heritage Site (protection level)  |     |    |     |                           |  |       |
| Type of Property:<br>-Residential<br>-Commercial<br>-Industrial<br>-Institutional/Schools<br>-Religious/Churches<br>-Rural/Barns   |     |    |     |                           |  |       |
| Two Quotes for similar work<br><i>*Note: if only one quote submitted, then justification needed</i>  |     |    |     |                           |  |       |
| Project not Started<br><i>Note: If work has begun/completed then case by case consideration</i>  |     |    |     |                           |  |       |
| Exterior Maintenance: New Paint<br>-Prep (scrapping & sanding, NO Power Washing)<br>-Material Repair<br>-Heritage Colour Scheme (True Colours)<br>-Existing Colour Scheme<br>-High Quality Paint<br>-Impact on CDE   |     |    |     |                           |  |       |
| Exterior Maintenance: Roof<br>-Replacement/Repair<br>-Materials (original or compatible/accepted new materials)<br>-Colour<br>-High Quality Roof Materials<br>-Impact on CDE<br>-Roof Inspection when completed (proposed)<br>-Labour & Material Warrantee |     |    |     |                           |  |       |
|  |     |    |     |                           |  |       |



|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Project Scope:<br>Conservation of Exterior Bldg Elements<br>-Material repair (replacement only if not repairable)<br>-Impact on CDE<br>-On CDE same materials<br>-Compatible new materials<br>-Level of Intervention                          |  |  |  |  |  |  |
| Project Scope:<br>Stabilization/Foundation Repairs/Replacement<br>Material repair (replacement only if not repairable)<br>-Impact on CDE<br>-On CDE same materials<br>-Compatible new materials<br>-Level of Intervention                     |  |  |  |  |  |  |
| Is this project part of a larger project (either at this time or in near future)<br>-Conservation Plan included   |  |  |  |  |  |  |
| Community Benefit of Project  |  |  |  |  |  |  |
| Quotes Submitted (before taxes)<br>#1<br>#2<br><i>Note: Are they quoting on similar work; Are the quotes similar in cost? Generally the amount awarded is based on the low bid, unless there is a reason for basing it on a higher quote.</i> |  |  |  |  |  |  |
| Does Proposed Project qualify for Grant?  |  |  |  |  |  |  |
| 25% to 50% (\$5,000 max or \$10,000 for designated heritage)  |  |  |  |  |  |  |
| Comments/Notes  |  |  |  |  |  |  |

## **CITY of KELOWNA HERITAGE GRANTS PROGRAM**

**COHS Office: #11 – 368 Industrial Avenue, Kelowna**

**Tuesday June 16, 2015**

**2:45 5:15pm**

### **Regular Meeting Minutes**

**In Attendance:** Peter Chataway, Marietta Lightbody, Tracey Read, Randi Fox, Ian Crichton, Birte Decloux (COHS alternate) and Lorri Dauncey (CoKHGP manager)

**Regrets:** Julie Cosgrave (chair), Shona Harrison, Ben Lee, Alasdair Smith

**Recorded by:** Lorri Dauncey

**1. Call to Order:** Peter Chataway chaired the meeting. The grants committee welcomed Birte Decloux, who joined the heritage grants committee as the COHS Board Representative alternate for the April and June meetings, as Shona Harrison was unable to attend due to surgery.

#### **2. Review Minutes of April 7, 2015:**

**MOVED by Ian Crichton, SECONDED by Birte Decloux**

**THAT the Minutes of the CoKHGP Regular Meeting on April 7, 2015 be adopted as circulated.  
Motion Carried.**

#### **3. Conflict of Interest:**

**Standing agenda item** No committee members had any conflict of interest with the current applications being considered at the June 16, 2015 meeting.

#### **4. New Business:**

**Update on CoKHGP Grant Money Available:** The CoKHGP Manager, Lorri Dauncey, distributed the *City of Kelowna Heritage Grants Program Grant Money Available for 2015 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the remaining three meetings in 2015. At the beginning of 2015, with the \$35,000 annual city allotment and the \$5,171.11 rollover money, a **total of \$40,171.11 was available for grant distribution**. At the April meeting \$13,202 was allotted and \$5,000 was rescinded, therefore a total of **\$31,969.11 was available for grant distribution** at the June meeting.

There were some new and on-going inquiries about the heritage grant program. There are a number of people who are considering applying for funding in 2015. The program received three new applications, one request to rescind the grant, two requests for extensions and three project completions.

#### **CoKHGP Grant Application Evaluation MATRIX (Final Draft):**

The draft Grant Application Evaluation Matrix form was revised after being tested at the April meeting. The draft form was found to cover most of the elements/criteria that are looked at for each new application, depending on the type of conservation project being undertaken. With committee input,

the program manager and one of the committee members revised the layout of the form to include any missing criteria that should be considered. The Final Draft (*Refer to: Attachment 2*) was looked at by the committee and a motion passed to accept and use the form for each new grant application that is received to determine if a project qualifies and the strength of each the application.

*(Note: there were a couple of small changes/additions made to the form at the June meeting. These changes are reflected in Attachment 2)*

**MOVED by Tracey Read, SECONDED by Marietta Lightbody:**

**THAT the CoKHGP Grant Application Evaluation MATRIX form be accepted and used for each new heritage grant application to the program. Motion Carried.**

**2024 Pandosy Street, Dunn House (H15-805):** The homeowners, Kay Kwasnycia and Cheryl McKenzie, applied for a grant to assist in the prep and painting of the exterior of the Dunn House located at 2024 Pandosy Street. The homeowners had originally contacted the project manager in late March/early April to inquiry about the heritage grants program in regards to painting their home. The manager passed on the application deadlines and forms, how to apply (i.e that work cannot begin until after the grant is approved to ensure that the project follows good conservation practice) and appropriate heritage colour schemes. The homeowners contacted the manager in late May to submit their grant application, as they felt that they had a valid reason why the work was done prior to grant approval. The manager brought the application (with a letter from the homeowners on why the work was done prior to grant approval) to the committee to decide if the project would qualify for a grant. The committee accepted the homeowners' explanation that they had a hard time getting qualified painters to quote on their home (due to the amount of prep work needed and the size of the home). They received one quote for \$26,750 (+ GST) while most painters would not quote on the work. They finally found a qualified painter that could only do the work in early May as he was leaving for work out of town for the summer who submitted a quote for \$11,243 (+ GST). The committee approved the grant also because the paint job was high quality work (proper amount of prep and used high quality paint), an appropriate heritage colour scheme was chosen, the house is very significant (radio history) and the committee felt that this is not precedent setting (work cannot be started before approval is received, exceptions may be considered on a case by case basis).

The homeowners used the following heritage colour scheme (Benjamin Moore True Colours for Western Canada palette): Oxford Ivory (VC-1) for the siding; Strathcona Gold (VC-9) for the trims, railings and doors; Gloss Black (VC-35) for the window sashes. The committee approved a grant for the project based on the low quote, which included an appropriate amount of prep work (scrapping and sanding and no power washing).

**MOVED by Randy Fox, SECONDED by Ian Crichton:**

**THAT the Dunn House, located at 2024 Pandosy Street, receive funding for 50% of the cost of the prep and painting of the exterior of the building in the submitted colour scheme up to a maximum of \$5,000, based on the low quote of \$11,243. Motion Carried.**

**267-271 Bernard Avenue, Leckie Block (H15-806):** Dutchcad BIL. Investments Ltd. applied for a grant for assistance towards the repair and the modification (for new double glazing) of the nine second-story window frames and sashes on the Leckie Block located at 267-271 Bernard Avenue. Esther Moore, the

building manager, applied for the grant for the owners of the Leckie Block. This is similar to the Dutchcad's grant application that was received and approved for the Sutherland Store (339-347 Bernard Avenue) in the fall of 2014. The major difference is that the original window sashes will be repaired and modified to hold double glazing instead of building new sashes. This is a better outcome as the original window sashes are being retained and reused. The window frames will be repaired and the window sashes will become operational once again with new ropes and the mechanism repaired/replaced as needed. The two quotes received ranged from \$14,324 to \$21,000. The committee approved a grant for the project based on the low quote.

**MOVED by Randi Fox, SECONDED by Birte Decloux:**

**THAT the Leckie Block, located at 267-271 Bernard Avenue, receive funding for 50% of the cost of the repair of the nine second-story window frames and sashes (modified for double glazing) up to a maximum of \$5,000 based on the low quote of \$14,324. Motion Carried.**

**375-387 Bernard Avenue, old Willits-Taylor Drug Store (H15-807):** Dutchcad BIL. Investments Ltd. applied for a grant for assistance towards the repair and the repointing of the exterior brick work as well as the prep and painting of the wood window frames and sashes, the cornices and the parapet on the old Willits-Taylor Drug Store building located at 375-387 Bernard Avenue. Esther Moore, the building manager, applied for the grant for the owners of the old Willits-Taylor Drug Store. The committee decided to support the grant application with a number of stipulations including: no power washing or acid wash on the brick and mortar; protect the brick and mortar when cleaning the metal cornices and parapet if using a low pressure wash; the historic painted signage (CDE) at the back of the building must be maintained AS IS; the antique electrical fixtures and fittings on exterior should be maintained. The paint colour on the trims will likely matched the existing colours but the committee felt that a Benjamin Moore True Colour scheme would be more appropriate. This will be confirmed with the Esther Moore prior to the work beginning. The quotes received for the various work ranged from: \$5,410 to \$9,800 for the brick repair; \$2,800 to 13,280 for the prep and painting. The committee approved a grant for the project based on the low quote.

**MOVED by Tracey Read, SECONDED by Ian Crichton:**

**THAT the Old Willits-Taylor Drug Store, located at 375-387 Bernard Avenue, receive funding for 50% of the cost of the repair and the repointing of the exterior brick work as well as the prep and painting of the wood window frames and sashes, the cornices and the parapet up to a maximum of \$4,105 based on the low quote of \$8,210. Motion Carried.**

**409 Park Avenue, F.W. Groves House (H14-707); Request to Rescind:** The homeowner, Vic Ehmann, requested that his approved (at the June 2014 meeting) heritage grant towards assistance for the new cedar shingle roof for the Groves House, located at 409 Park Avenue be rescinded. The homeowner could not complete the project due to both time and financial constraints. The grant approved was for a maximum of \$5,000, which was returned to the program for redistribution.



**MOVED by Ian Crichton, SECONDED by Tracey Read:**

**THAT the heritage grant, 50% up to a maximum of \$5,000, that was approved for the Groves House located at 409 Park Avenue be rescinded at the request of the homeowners.**

**Motion Carried.**

**2127 Pandosy Street (H14-708); Extension Request:** The homeowners, Charles and Rachelle Furney, requested a one year extension for the approved grant towards a new asphalt shingle roof on their house located at 2127 Pandosy Street. The extension was requested by the homeowners as the house was up for sale and they ran out of time to install the new roof. The homeowners intend to replace the roof in the summer. The committee approved a one year extension until June 2016.

**MOVED by Randi Fox, SECONDED by Birte Decloux:**

**THAT the grant for a new asphalt shingle roof, 50% up to a maximum of \$5,000, that was approved for the heritage house located at 2127 Pandosy Street received a one year extension until June 2016.**

**Motion Carried.**

**1060 Cameron Avenue, McDougall House (H14-705); Extension Request:** The Central Okanagan Heritage Society (COHS) requested an extension for the approved grant towards the conservation of the logs near the front door and the restoration of three of the replaced windows on the McDougall House located at 1060 Cameron Avenue. The extension was requested because the heritage contractor hired was unable to finish the project by the meeting due to other work commitments. The committee approved an extension until November 2015, as requested by COHS.

**MOVED by Ian Crichton, SECONDED by Tracey Read:**

**THAT the approved grant towards the log repair and the restoration of three of the windows on the McDougall House, located at 1060 Cameron Avenue, for 50% up to a maximum of \$3,003, receive an extension until November 2015.**

**Motion Carried.**

**2024 Pandosy Street, Dunn House (H15-805); Project Completion:** The homeowners, Kay Kwasnycia and Cheryl McKenzie, have submitted the final documentation including photographs of the new paint scheme, the receipts, and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the regular meeting on June 16, 2015. The total project cost was \$11,243. The maximum grant was used.

**MOVED by Ian Crichton SECONDED by Tracey Read:**

**THAT Kay Kwasnycia and Cheryl McKenzie be paid the maximum grant of \$5,000 towards the cost of the prep and paint on the Dunn House located at 2024 Pandosy Street to complete the grant process.**

**Motion Carried.**

**757 Lawrence Avenue, Meikle House (H14-706); Project Completion:** Kim Osmond and Dustin Andrei, the homeowners, have submitted the final documentation including photographs of the repaired front stairs and porch, the receipts, and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the regular meeting on June 17, 2014. The total

project cost was \$3,119.08. The grant savings for the project was \$1,812, which will be returned to the program for other projects.

**MOVED by Ian Crichton SECONDED by Birte Decloux:**

**THAT Kim Osmond and Dustin Andrei be paid the grant of \$1,560 towards the cost of the conservation of the front stairs and the porch on the Meikle House located at 757 Lawrence Avenue to complete the grant process.** **Motion Carried.**

**339-347 Bernard Avenue, old Sutherland Store (H14-711); Project Completion:** Esther Moore, for Dutchcad BIL. Investments Ltd., submitted the final documentation including photographs of the repaired six second-story window frames with new wood window sashes, the receipts, and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the regular meeting on September 16, 2014. The total project cost was \$12,660 + GST. The maximum grant was used.

**MOVED by Randi Fox SECONDED by Ian Crichton:**

**THAT Dutchcad BIL. Investments Ltd be paid the maximum grant of \$5,000 towards the cost of the conservation of the six second-story window frames and new window sashes on the old Sutherland Store located at 339-347 Bernard Avenue to complete the grant process.** **Motion Carried.**

## **5. Old/Other Business:**

**CoKHGP Mid-Year Review with City Staff:** The manager and Janice Henry, COHS executive director, have a meeting set for June 22 with Lauren Sanbrooks, the planner overseeing the grants program for the City of Kelowna. The review was to update Ms. Sanbrooks on the activities of the past six months, including how the newly created grant application evaluation matrix was working. The committee discussed items that they felt should be included in the review and/or as part of the year-end report. These items included: manager updating the building owner's financial contributions to each project that received a grant; increasing the maximum grant as costs have increased since 1991 when these limits were set; professional development and education; the need for additional grant money for commercial heritage projects (i.e. downtown, South Pandosy and Rutland) to encourage revitalization of these areas; encourage the expansion of the Heritage Register to include more commercial and mid-century buildings.

**Proposed Changes to Kelowna Heritage Register Buildings:** The committee discussed two projects (heritage register buildings) that were coming up for city council's consideration.

~McWilliam House, 2072 Abbott Street's owner has requested a demolition permit, which is not supported by planning staff or the neighbourhood (Abbott Street Conservation Area).

~Cadder House, 2124 Pandosy Street's owners have requested a new Heritage Revitalization Agreement (HRA) in which a change to the zoning would allow additional units and a commercial use. This is being supported by planning staff but not by the neighbourhood (Abbott Street Conservation Area).

**Update on the Benvoulin Heritage Church Window Conservation Project:** The manager updated the committee on the progress of the conservation work on the south window of the Benvoulin Heritage

Church. A heritage contractor was hired to remove each sash for conservation work (and replace with a temporary window). Conservation work on each sash included: repairing the mullions as needed; replacing new or cracked glazing with old reclaimed wavy glazing; new putty; new linseed oil paint in gloss black on the exterior and a cream linseed oil on the interior of the window. The conservation of the south window also includes repairs to the frame and sill. COHS hopes to continue this project for the other three windows on the church over the next couple of years.

**Heritage Review Advisory Committee (HRAC):** Janice Henry, COHS executive director, gave a quick summary to the grants committee on the HRAC process up to this point. This included: the representatives in Phase 1; the models/best practices looked at in BC and AB; ie. Heritage Council (Edmonton) and Heritage Alliance (Vancouver); Looked at the Heritage Council in more depth; Looked at Kelowna's situation to see if the Heritage Council model might solve some of these problems; Felt there was a need for better asset management (by the city) and a need for substantial community change. Phase two was to begin in the fall, with the hope to have a new model in place by the beginning of 2017.

## **6. Awareness and Education:**

**Heritage BC Webinar:** COHS signed up for the webinar on *Heritage Legislation in BC* on June 1. The heritage grant committee members, COHS Board and staff were invited to attend the webinar held at the COHS office. The manager sent out the link to the webinar to the committee members that were unable to attend. The webinar was a good summary of the planning tools available in heritage conservation at the municipal and provincial level.

**Heritage BC Conference “The Main Thing – Memories of Main Street to help Revitalize Town Centres” on October 1-2 in Rossland BC:** The manager reminded the committee about the upcoming Heritage BC conference in Rossland. The conference is usually very well attended by Kelowna's heritage community.

**Next Meeting:** **September 15, 2015**

**ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY  
AVAILABLE FOR 2015**

**\$5,171.11**                      **TOTAL 2015 Rollover** (grant savings/rescinded grants, Bank Interest & Rewards)

**\$35,000.00**                      **Annual Heritage Grant Money Allotment from the City of Kelowna**

**+\$40,171.11**                      **TOTAL GRANT MONEY TO BE ALLOCATED IN 2015**

**- \$13,202**                      **Total Grants Allotted in 2015**

**+ \$5,000**                      **Rescinded Grants 2015**

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**\$31,969.11**                      **Amount Left for Meetings**

2015 GRANTS ALLOTTED:

|                   |                          |
|-------------------|--------------------------|
| <b>\$13,202</b>   | <b>(April '15)</b>       |
| <b>\$0</b>        | <b>(June '15)</b>        |
| <b>\$0</b>        | <b>(Sept. '15)</b>       |
| <b><u>\$0</u></b> | <b><u>(Nov. '15)</u></b> |



## **CITY of KELOWNA HERITAGE GRANTS PROGRAM**

**Reid Hall in Benvoulin Heritage Park**

**Tuesday November 17, 2015**

**2:30-4:30pm**

**Followed by Volunteer Appreciation**

### **Regular Meeting Minutes**

**In Attendance:** Julie Cosgrave (chair), Peter Chataway, Marietta Lightbody, Tracey Read, Shona Harrison (COHS Rep), Ben Lee, Randi Fox, Alasdair Smith (joined at the end of the meeting) and Lorri Dauncey (CoKHGP manager)

**Regrets:** Ian Crichton, Birte Decloux (COHS Rep alternate)

**Recorded by:** Lorri Dauncey

**1. Call to Order:** Julie Cosgrave chaired the meeting.

**2. Review Minutes of September 15, 2015:**

**MOVED by Marietta Lightbody, SECONDED by Tracey Read**

**THAT the Minutes of the CoKHGP Regular Meeting on September, 2015 be adopted as circulated.**  
**Motion Carried.**

**3. Conflict of Interest: Standing agenda item**

In the following current application, a committee member removed himself from the deliberations due to the potential of a conflict of interest:

**2279 Benvoulin Road, McIver House (H15-809);** Shona Harrison (COHS Board member

**1875 Richter Street (H15-812);** Shona Harrison (homeowner)

**1060 Cameron Avenue- McDougall House (H14-705);** Shona Harrison (COHS Board member)

**4. New Business:**

**Update on CoKHGP Grant Money Available:** The CoKHGP Manager, Lorri Dauncey, distributed the *City of Kelowna Heritage Grants Program Grant Money Available for 2015 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the November 17<sup>th</sup> meeting, the last meeting in 2015. At the beginning of 2015, with the \$35,000 annual city allotment and the \$5,171.11 rollover money, a **total of \$40,171.11 was available for grant distribution**. At the April, June and September meetings \$28,202 was allotted, \$15,000 was rescinded and \$2,562 in savings, therefore a total of **\$29,531.11 was available for grant distribution** at the November meeting.

There were some new and on-going inquiries about the heritage grant program. There are a number of people who are considering applying for funding in 2016. The program received five (5) new applications, one (1) request to modify a grant (to increase the grant amount) and ask for an extension and one (1) project completion.

**2127 Pandosy Street (H15-808):** Dustin and Justine Pakosh, the homeowners, applied for a grant towards a new asphalt shingle roof (with new sheeting) and for new gutters and downspouts for the house located at 2127 Pandosy Street. The committee recommended that the existing roof be replaced with a high quality asphalt shingle roof in a medium half-tone colour, such as the submitted driftwood colour. The committee recommended the use of fiberglass-lined asphalt shingles, because they are a thicker, stronger and a better quality shingle. The committee highly recommended that a roof inspector inspect the finished roof to ensure a high quality roof and installation. The committee approved a grant for the new roof with sheeting (based on the low quote) and new gutters and downspouts (based on the higher quote) in a heritage profile.

**MOVED by Peter Chataway, SECONDED by Ben Lee:**

**THAT the house located 2127 Pandosy Street, receive funding for 50% of the cost of the new asphalt shingle roof and gutters and downspouts up to a maximum of \$4,400, based on the low roof and high gutter quotes of \$8,800 +GST.** **Motion Carried.**

**2279 Benvoulin Road, McIver House (H15-809):** The Central Okanagan Heritage Society applied for a grant to assist in the conservation and maintenance work on the exterior of the McIver House located at 2279 Benvoulin Road in Benvoulin Heritage Park. It has been about twenty years since the house was moved to the site and was restored. The work includes: repairs and paint/stain on the verandah decking and structure, and the second story balcony (including the unique wood details); repair and paint areas such as the corner boards on the house, fascia boards, eaves & downspouts, new storm window, etc. The committee approved a grant for the project based on the low bid.

**MOVED by Tracey Read, SECONDED by Julie Cosgrave:**

**THAT the McIver House, located at 2279 Benvoulin Road, receive funding for 50% of the cost of the conservation and maintenance work on the exterior of the building up to a maximum of \$5,000, based on the low quote of \$10,210 + GST.** **Motion Carried.**

\*(Note: Shona Harrison removed herself from deliberations as she is a COHS Board member.)

**1875 Richter Street, Thompson House (H15-812):** The homeowner, Shona Harrison, applied for a grant towards four traditional wood windows (single pane sashes, frames and storms) to replace the two modern sliding glass windows in the kitchen of the Thompson House located at 1875 Richter Street. The committee felt that the homeowner had undertaken the proper research (including when the interior of the kitchen was opened up to reveal the original window header) and consultation with heritage experts in order to determine that two new replicated windows should replace each modern window. This was deemed to be appropriate (based on the *Standards and Guidelines for Historic Places in Canada*) for this important heritage building, as almost all of the original windows are still intact. The exterior siding and trims around the new windows will be replicated where necessary. The new materials will be primed but may not be painted as the house will be painted in 2016. The committee approved a grant for the project.

**MOVED by Randi Fox, SECONDED by Marietta Lightbody:**

**THAT the Thompson House, located at 1875 Richter Street, receive funding for 50% of the cost of the four replicated traditional wood windows in the kitchen up to a maximum of \$2,325 based on the low quote of \$4,650 + GST.** **Motion Carried.**

\*(Note: Shona Harrison removed herself from deliberations as she is the homeowner.)

**732 Sutherland Avenue, Coubrough House, (H14-711); Request to Modify Grant & Extension:** Valerie Hallford, the homeowner, submitted a request to revise her November 18<sup>th</sup> 2014 grant approval towards new wood storm windows for the Coubrough House located at 732 Sutherland Avenue. The homeowner submitted two new quotes for storm windows. The original quote of \$1,790 (\$895 original amount approved) was well below the second quote of \$4,492 + GST for 16 storms and the new quotes for 16 and 17 storms. The homeowner also requested a one-year extension in order to complete the work, due to health problems in 2015. The committee accepted the two new quotes and the homeowners request for an extension, as the project had not yet begun. As the high quote includes 17 storms and the low quote is for 16 storms, the committee based the grant on the higher quote.

*\*Note: The homeowner has two storm windows that will be used as a template to build new storm windows for the house.*

*\*Note: As the homeowner has also submitted two new grant applications, this request to modify the approved grant was considered by the grant committee prior to the two new grants (in order of priority as indicated by the homeowner).*

**MOVED by Shona Harrison, SECONDED by Peter Chataway**

**THAT the Coubrough House, located 732 Sutherland Avenue, receive funding for 50% of the cost for the construction of seventeen new wood storm windows, up to a maximum of \$2,920 based on the high quote of \$5,845 + GST and receive an extension until November 2016.** **Motion Carried.**

**732 Sutherland Avenue, Coubrough House, (H15-810):** The homeowner, Valerie Hallford, submitted a grant application towards conservation work on the early back addition of the Coubrough House located at 732 Sutherland Avenue. This work includes: leveling the foundation, new steps and railings, new siding (replicated wood shingles and horizontal siding), new paint in the existing colour scheme. The work will be based on the *Standards and Guidelines for Historic Places in Canada*. The committee approved a grant based on the low quote (from a reputable local heritage contractor).

*Note: As the homeowner has an approved (modified) grant for \$2,920 (H14-711), the maximum grant available is \$2,080.*

**MOVED by Randi Fox, SECONDED by Peter Chataway**

**THAT the Coubrough House, located 732 Sutherland Avenue, receive funding for 50% of the cost for the conservation work on the back addition, up to a maximum of \$1,720 based on the low quote of \$3,440 + GST.** **Motion Carried.**

**732 Sutherland Avenue, Coubrough House, (H15-811):** Valerie Hallford, the owner, submitted a grant application towards the construction and installation of three new traditional wood windows (single pane sashes, frames and storms) to replace the three modern aluminum windows in the Coubrough located at 732 Sutherland Avenue. The windows will be similar to the existing original/early windows on

the house and the work will be based on the *Standards and Guidelines for Historic Places in Canada*. The committee approved a grant based on the low quote. However, there is only \$360 left in granting dollars for this building until 2017, as the homeowner has two approved grants that total \$4,640.

**MOVED by Tracey Read, SECONDED by Ben Lee**

**THAT the Coubrough House, located 732 Sutherland Avenue, receive funding for 50% of the cost for the three new traditional wood windows, up to a maximum of \$360 based on the low quote of \$3,371 + GST.** **Motion Carried.**

**1060 Cameron Avenue, McDougall House (H14-705); Project Completion:** The Central Okanagan Heritage Society's executive director, Janice Henry, submitted the final documentation including photographs of the restoration of three of the windows (with reused and replicated wood traditional windows) and the conservation work of the logs near the front door, the receipts and the Declaration of Completion form (site inspection carried out by Peter Chataway) to complete the CoKHGP grant approved at the June 17, 2014 Regular Meeting. The full grant was awarded as the total cost of the project came in on budget at \$6,005 + GST.

**MOVED by Peter Chataway SECONDED by Tracey Read:**

**THAT the Central Okanagan Heritage Society be paid the full grant amount of \$3,003 towards the cost of the log conservation work and the restoration of three of the windows on the McDougall House located at 1060 Cameron Avenue.** **Motion Carried.**

\*(Note: Shona Harrison removed herself from deliberations as she is a COHS Board member.)

## **5. Old/Other Business:**

**CoKHGP Year End Report 2015:** The *Year End Report 2015* will be submitted to City Council as part of the CoKHGP presentation set for Monday, February 15, 2016. The *Year End Report 2014* was also submitted to City Council prior to the 2015 Council presentation. A draft summary report for the Heritage Grants program will be submitted to city staff on December 15, 2015.

**2016 Meeting Dates:** The proposed meeting dates for the CoKHGP committee are: April 5, June 14, September 13 and November 15. These dates will be confirmed in early January 2016.

**Heritage Register Annual Mailout in February or Spring Heritage Building Owner Workshop:** The program manager and COHS executive director are discussing the possibility of raising awareness of the heritage grants program by holding a building owner workshop instead of the mailout in 2016.

**HRAC Process:** Janice Henry attended the end of the CoKHGP meeting and the Volunteer Appreciation that followed. Janice let the committee know that Phase II of the HRAC process is nearing completion. James Moore met with COHS to begin discussions with stakeholders on creating a Heritage Council based on an Edmonton model (Edmonton Heritage Council).

**Heritage Conservation Areas** (changes/new buildings): Did not have time to discuss.

**Update on CHC** (meeting with James Moore and Connie): Did not have time to discuss.

**City-owned heritage:** Brent's Grist Mill, St. Aidans, Cameron House, Surtees Barn and House, (city council presentation by staff, Pat McCormick in Oct): Did not have time to discuss.

## **6. Awareness and Education:**

**Heritage BC Conference in Rossland:** The conference was well-attended by Kelowna representatives and volunteers including Lorri Dauncey, CoKHGP manager, and CoKHGP committee member Peter Chataway. A number of COHS board members and volunteers attended. Janice Henry (Heritage BC past president and COHS Executive Director) and James Moore (City of Kelowna planner) gave a presentation at the Rossland conference.

**National Trust Conference (October 2015) in Calgary:** Janice Henry spoke briefly about the National Trust conference and what is going on at the national level in heritage.

**Heritage BC Conference 2016: *Placemaking: Where Arts and Heritage Collide*:** Will take place May 5-7, 2016 and will be held at Granville Island in Vancouver. The conference will be hosted by Heritage BC and Arts BC.

**Heritage BC Webinar (in spring 2016):** Did not have time to discuss.

**Next Meeting: TBC April 5, 2016**



**ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY  
AVAILABLE FOR 2015**

**\$5,171.11**                      **TOTAL 2015 Rollover** (grant savings/rescinded grants, Bank Interest & Rewards)

**\$35,000.00**                      **Annual Heritage Grant Money Allotment from the City of Kelowna**

**+\$40,171.11**                      **TOTAL GRANT MONEY TO BE ALLOCATED IN 2015**

\$28,202                      **Total Grants Allotted in 2015**

+ \$15,000                      **Rescinded Grants 2015**

+\$2,562                      **Grant Savings 2015**

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**\$29,531.11**                      Amount Left for November Meeting

|                       |                   |                          |
|-----------------------|-------------------|--------------------------|
| 2015 GRANTS ALLOTTED: | <b>\$13,202</b>   | <b>(April '15)</b>       |
|                       | <b>\$14,105</b>   | <b>(June '15)</b>        |
|                       | <b>\$895</b>      | <b>(Sept. '15)</b>       |
|                       | <b><u>\$0</u></b> | <b><u>(Nov. '15)</u></b> |

## CITY of KELOWNA HERITAGE GRANTS PROGRAM

COHS Office: #11 – 368 Industrial Avenue, Kelowna

Tuesday September 15, 2015

3:00 - 5:15pm

### Regular Meeting Minutes

**In Attendance:** Peter Chataway, Marietta Lightbody, Tracey Read, Shona Harrison (COHS), Ian Crichton, Alasdair Smith and Lorri Dauncey (CoKHGP manager)

**Regrets:** Julie Cosgrave (chair), Randi Fox, Ben Lee, Birte Decloux (COHS alternate)

**Recorded by:** Lorri Dauncey

**1. Call to Order:** Tracey Read chaired the meeting.

**2. Review Minutes of June 16, 2015:**

**MOVED by Ian Crichton, SECONDED by Marietta Lightbody**

**THAT the Minutes of the CoKHGP Regular Meeting on June 16, 2015 be adopted as amended.  
Motion Carried.**

**3. Conflict of Interest: Standing agenda item**

In the following current application, a committee member removed himself from the deliberations due to the potential of a conflict of interest:

**429 Park Ave (H15-804); COMPLETION:** Ian Crichton is the applicant and owner.

**4. New Business:**

**Update on CoKHGP Grant Money Available:** The CoKHGP Manager, Lorri Dauncey, distributed the *City of Kelowna Heritage Grants Program Grant Money Available for 2015 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the remaining two meetings in 2015. At the beginning of 2015, with the \$35,000 annual city allotment and the \$5,171.11 rollover money, a **total of \$40,171.11 was available for grant distribution**. At the April and June meetings \$27,307 was allotted, \$10,000 was rescinded and \$1,812 in savings, therefore a total of **\$24,676.11 was available for grant distribution** at the September meeting.

There were some new and on-going inquiries about the heritage grant program. There are a number of people who are considering applying for funding in 2015 and 2016. However, the program did not receive any new applications, but did receive one request to modify a grant (to increase the grant amount), one request to rescind the grant and three project completions.

**2127 Pandosy Street (H14-708); Request to Rescind:** The homeowners, Charles and Rachelle Furney, requested that their approved (at the June 2014 meeting) heritage grant towards assistance for the new asphalt shingle roof for their house, located at 2127 Pandosy Street be rescinded. The homeowners sold

their house at the end of July 2015. The grant approved was for a maximum of \$5,000, which was returned to the program for redistribution.

**MOVED by Alasdair Smith, SECONDED by Peter Chataway:**

**THAT the grant, 50% up to a maximum of \$5,000, that was approved for the heritage register house located at 2127 Pandosy Street be rescinded at the request of the homeowners.**

**Motion Carried.**

**375-387 Bernard Avenue, old Willits-Taylor Drug Store (H15-807); Request to Modify Grant:** Dutchcad BIL. Investments Ltd. (Esther Moore, building manager) submitted a request to modify the grant approved at the June 2015 meeting. The approved grant was for assistance towards the repair and the repointing of the exterior brick work as well as the prep and \*painting of the wood window frames and sashes, the cornices and the parapet on the old Willits-Taylor Drug Store building located at 375-387 Bernard Avenue. In preparing for the work to begin, the contractor (McNiven Masonry) who was hired to do the brick repair and repointing work, found that one of the concrete window sills needed to be replaced (replicated) as part of the project. As the work was just about to begin and it was just prior to the deadline for grant applications, the owner was able to obtain only one quote for \$2,075 + tax. The committee accepted the applicant's request to modify the grant to include this repair, as this work was necessary and the contractor, McNiven Masonry, is known for its quality masonry work. The committee approved a grant for the project based on the low quote.

***\*Note:** The applicant provided the following new colour scheme for the window sashes and frames using the Benjamin Moore True Colour palette: Window frames & sashes- VC-32 Craftsman Brown; cornices & trims- VC-1 Oxford Ivory.*

**MOVED by Shona Harrison, SECONDED by Peter Chataway:**

**THAT the Old Willits-Taylor Drug Store, located at 375-387 Bernard Avenue, receive funding for 50% of the cost of the repair and the repointing of the exterior brick work, replication of one concrete window sill (modification) as well as the prep and painting of the wood window frames and sashes, the cornices and the parapet up to a maximum of \$5,000 based on the low quote of \$10,285 + tax.**

**Carried.**

**Motion**

**4464 Lakeshore Road, W.D. Walker House (H14-701); Project Completion:** The homeowners, Susan and Gerry Harris, have submitted the final documentation including photographs of the new paint scheme, the receipts, and the Declaration of Completion form (site inspection carried out by Peter Chataway) to complete the CoKHGP grant approved at the regular meeting on April 1, 2014. The total project cost was \$10,660 plus tax (\$11,193 total). The maximum approved grant was used.

**MOVED by Peter Chataway SECONDED by Alasdair Smith:**

**THAT Susan and Gerry Harris be paid the maximum grant of \$5,000 towards the cost of the prep and paint on the W.D. Walker House located at 4464 Lakeshore Road to complete the grant process.**

**Motion Carried.**

**732 DeHart Avenue, Pettigrew House (H15-801); Project Completion:** Jennifer and Jonathan Vizcarra, the homeowners, have submitted the final documentation including photographs of the new heritage paint scheme, the receipts, and the Declaration of Completion form (site inspection carried out by Peter Chataway) complete the CoKHGP grant approved at the regular meeting on April 7, 2015. The total project cost was \$7,680 plus tax (\$8,064 total). The maximum approved grant was used.

**MOVED by Ian Crichton SECONDED by Shona Harrison:**

**THAT Jennifer and Jonathan Vizcarra be paid the grant of \$3,840 towards the cost of the prep and paint on the Pettigrew House located at 732 DeHart Avenue to complete the grant process.**  
**Motion Carried.**

**429 Park Avenue, Reekie House (H15-804); Project Completion:** The homeowner, Ian Crichton, submitted the final documentation including photographs of the new paint, the receipts, and the Declaration of Completion form (site inspection carried out by Peter Chataway) to complete the CoKHGP grant approved at the regular meeting on April 7, 2015. The total project cost was \$8,500 + tax (\$8,925 total). There was a grant savings of \$750 which was returned to the grant money available for the year.  
***Note:** Ian Crichton excused himself from the meeting while the rest of the committee considered the project completion materials.*

**MOVED by Shona Harrison SECONDED by Marietta Lightbody:**

**THAT Ian Crichton be paid \$4,250 towards the cost of the prep and paint on the Reekie House located at 429 Park Avenue to complete the grant process.**  
**Motion Carried.**

## **5. Old/Other Business:**

**CoKHGP Mid-Year Review with City Staff:** Lorri Dauncey, the heritage grant manager, and Janice Henry, COHS executive director, met with Lauren Sanbrooks on June 23 to update Ms. Sanbrooks on the CoKHGP activities of the past six months. A summary of these activities was discussed and a list given to Ms. Sanbrooks. (*Refer to: Attachment 2*). The committee received information about this meeting.

**Proposed Changes to Kelowna Heritage Register Buildings:** The committee was updated on the two heritage register buildings in the Abbott Street Conservation area that came up for city council's consideration in the summer.

~McWilliam House, 2072 Abbott Street's owner requested a demolition permit, which was not supported by planning staff or the neighbourhood (Abbott Street Conservation Area). **The application for a demolition permit was withdrawn by the owner of the house.**

~Cadder House, 2124 Pandosy Street's owners requested a new Heritage Revitalization Agreement (HRA) in which a change to the zoning would allow additional units and a commercial use. This was supported by planning staff but not by the neighbourhood (Abbott Street Conservation Area) or COHS. **The new HRA (to reflect the creation of two new units and to allow a commercial use) was approved by council.**

**Update on the Benvoulin Heritage Church Window Conservation Project:** The manager updated the committee on the progress of the conservation work on the south window of the Benvoulin Heritage Church. The south window conservation project was almost completed at this time.

**Heritage Review Advisory Committee (HRAC):** On August 10, Lauren Sanbrooks made a presentation to city council on the progress of the HRAC progress (phase 1), requested that the CHC (Community Heritage Committee) be re-established and for the HRAC to move to the next phase. City council approved continuing the process as well as re-establishing the CHC. The grants manager also let the committee know that Janice Henry and James Moore (city planner) would be discussing the city and the not-for-profit's role in the HRAC process at the upcoming Heritage BC conference in Rossland.

## **6. Awareness and Education:**

**Heritage BC Conference “The Main Thing – Memories of Main Street to help Revitalize Town Centres” on October 1-2 in Rossland BC:** The manager reminded the committee about the upcoming Heritage BC conference in Rossland, which is usually well attended by Kelowna's heritage community.

**Heritage Legacy Fund:** The list of this year's Heritage Legacy Fund recipients was announced through Heritage BC's emails and was also posted on their website.

**Kelowna's Culture Days, September 25-27, 2015:** COHS is participating in this year's Culture Days, with displays, art workshops and tours planned at Brent's Grist Mill and Benvoulin Heritage Church. Events are being held all over Kelowna.

**Brent's Grist Mill Clean up:** The clean-up and sorting of the loose materials for the mill was undertaken by a company for the City of Kelowna. The process was over-seen by a local heritage contractor to ensure that materials were not damaged and properly stored to enable the stabilization process to begin in 2016.

**Next Meeting & Volunteer Appreciation: November 17, 2015**



## ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY AVAILABLE FOR 2015

|                     |   |
|---------------------|---|
| \$5,171.11          | TOTAL 2015 Rollover (grant savings/rescinded grants, Bank Interest & Rewards) |
| <u>\$35,000.00</u>  | <u>Annual Heritage Grant Money Allotment from the City of Kelowna</u>         |
| <b>+\$40,171.11</b> | <b>TOTAL GRANT MONEY TO BE ALLOCATED IN 2015</b>                              |
| \$27,307            | Total Grants Allotted in 2015 to date   |
| + \$10,000          | Rescinded Grants 2015   |
| <u>+\$1,812</u>     | <u>Grant Savings 2015</u>   |
| <b>\$24,676.11</b>  | Amount Left for Meetings  |

|                       |            |                   |
|-----------------------|------------|-------------------|
| 2015 GRANTS ALLOTTED: | \$13,202   | (April '15)       |
|                       | \$14,105   | (June '15)        |
|                       | \$0        | (Sept. '15)       |
|                       | <u>\$0</u> | <u>(Nov. '15)</u> |

## ATTACHMENT 2: CITY OF KELOWNA HERITAGE GRANT PROGRAM MID-YEAR REVIEW

June 23<sup>rd</sup>, 2015 2:00 p.m.

Laker Cake Mountain Room – Kelowna City Hall

*The purpose of the meeting is to discuss any issues that may have arisen with respect to the administration of the Grants Program – year to date. As well the manager will provide an update of the activities of the program so far.*

### Administration:

- Firming up the year-to-year contract no later than December 1, 2015. Budget and staffing implications and timing for program
- Increase in administrative amount (CPI or other)

### Review of Activities: (January-June 2015)

- 2014 Annual Report (submitted to council in February 2015)
- Annual Mail Out to Heritage Register building owners

- some bldgs. have multiple owners
  - labels: without the heritage bldg. name with owner's name/address, not sure who did not receive letters (i.e. number of returned mail every year)
  - **Suggestion for January 2016:** hold a property owner's workshop on *How to Apply for a CoKHGP* (increase awareness of program, go through the process once as group, venue to share ideas, answer questions, promote good conservation practices, etc)
- City Council Presentation
  - pp presentation during Heritage Week (committee members & manager)
  - usually mentioned in the newspapers, community TV (televised), Castanet (on-line)
- Terms of Reference & Guidelines/Application Package
  - some changes/updates (and addition of ToR in 2015)
  - added to COHS Website, City of Kelowna Website (city staff)
- Committee Members and Communications
  - new member, orientation
  - updates on local, provincial and national heritage items (to keep current)
  - Heritage BC Webinars (Standards & Guidelines; BC Heritage Legislation)
- Grant Application Matrix Form
  - created draft form that was used at April Meeting
  - revised (with input by committee members) for June Meeting
  - filled out by different committee members to test form
- Tracking Grant Money
  - updating forms (money available for each meeting; grants approved from 2008- present; in process of going back to include project totals for each project- committee initiative)
  - \$24,676.11 left in granting dollars for Sept and Nov meetings (\$40,171.11 in Jan. '15)
- Tracking Inquiries
  - number of inquiries for grant program (est. 15 new)
  - old/on-going communication (est. 10)
  - potential changes to the heritage register (info received to feedback on SOS – est. 6)
- Summary of first two meetings
  - new applications for two meetings (7 applications= \$27,307 awarded year to date)
  - project completions (6)
  - modifications (1)
  - extensions (2)
  - rescinded (2)
  - not approved (0)
  - Example: 375-387 Bernard Avenue, Willits-Taylor Drug Store (H15-807)
- Awareness of Heritage Grants Program (in addition to above)
  - COHS Newsletter Article (Spring)
  - Guisachan Garden Show on June 27 (Heritage Grants info at COHS table)
- Education
  - Hold a homeowner educational workshop in the fall, every year or two (i.e. heritage colour schemes-Benjamin MooreTrue colours, maintaining original/traditional windows)

# Report to Council



**Date:** February 15, 2016  
**File:** 0710-20  
**To:** City Manager  
**From:** Laura Bentley, Planner II, Policy & Planning  
**Subject:** City of Kelowna Heritage Grants Program

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## **Recommendation:**

THAT Council authorizes the City to enter into a Grant Administration Agreement for the Heritage Grants Program with the Central Okanagan Heritage Society in the form attached to the Report from the Planner II dated February 15, 2016;

AND THAT Council authorizes the Mayor and City Clerk to execute all documents associated with this Agreement.

## **Purpose:**

To consider executing a Grant Agreement with the Central Okanagan Heritage Society to administer and adjudicate the 2016 Heritage Grant Program on behalf of the City of Kelowna.

## **Background:**

The City of Kelowna recognizes the importance of protecting the community's heritage resources. The City is also aware that the cost to maintain and restore heritage properties (both publically and under private ownership) can be significant. In recognition of these costs, the City of Kelowna Heritage Grants Program (CoKHGP) was created in 1991 to support heritage conservation efforts.

The program promotes the conservation of residential, commercial, industrial, institutional and agricultural heritage buildings by assisting owners with grants for a portion of the costs incurred in conservation work. Any property listed on the Kelowna Heritage Register is eligible for this grant program, and residential and Heritage Designated properties are given first priority. Since 2008, the CoKHGP has been administered by the Central Okanagan Heritage Society (COHS). The annual funds available for the CoKHGP is \$35,000 and the contract to administer the program is \$8,773.

COHS prepares an annual report summarizing the program activities over the past year. Staff reviewed the City of Kelowna Heritage Grants Program Annual Report 2015 and recommend

continuing the partnership with COHS to administer the CoKHGP. The knowledge and skills offered by COHS staff add value to the program administration.

The attached 2016 Grant Administration Agreement itemizes roles and responsibilities of both the COHS and the City of Kelowna to ensure the highest value is delivered back to the community with the grant funding of the CoKHGP. The term of this Agreement is for one year.

**Internal Circulation:**

Cultural Services Manager

**Existing Policy:**

*Official Community Plan - 2030*

**Objective 9.2, Policy 3 Financial Support.** Continue to support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives and other means.

*Heritage Strategy 2007, Updated July 2015*

**Policy 1.3.** Continue to develop revenue sources to assist with funding the conservation of heritage resources.

**Financial/Budgetary Considerations:**

\$8,773 for grant administration is within an existing approved budget.

**Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

L. Bentley, Planner II, Policy & Planning

Approved for inclusion:



D. Noble-Brandt, Policy & Planning Department Manager

Attachments:

Grant Administration Agreement

cc:

Cultural Services Manager

## Heritage Grants Program Administration Agreement



This Agreement dated for reference February 15, 2016, is

### BETWEEN:

**City of Kelowna**, a municipality incorporated under the Local Government Act, R.S.B.C. 1979, c. 290 and having its municipal office at 1435 Water Street, Kelowna, British Columbia V1Y 1J4

(the "City")

### AND:

**Central Okanagan Heritage Society** a registered charity, incorporated in 1982 in the Province of British Columbia, and having its offices at 11-368 Industrial Avenue, Kelowna, British Columbia, V1Y 7E8.

(the "COHS")

To adjudicate and administer the:

City of Kelowna 2016 Heritage Grants Program - \$35, 000;

The City of Kelowna (hereafter referred to as the City) will provide financial assistance to non-profit and community organizations to provide programs of benefit to the community in accordance with the City of Kelowna Official Community Plan Objective 9.2 Policy 3 – Financial Support. Continue to support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives and other means.

This Agreement will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

To ensure the successful administration of the Heritage Grants Program grants, this agreement is hereby established between the City and the Central Okanagan Heritage Society (hereafter referred to as COHS) as follows:

1. The term of this agreement will be for one year, commencing January 1, 2016 and ending December 31, 2016.
2. The mandate for COHS will drive its governance and operations for the administration of the Heritage Grants Program.

*We will build awareness of the distinct heritage of the Central Okanagan through conservation, collaboration, advocacy and education for the benefit of current and future generations.*

3. The City of Kelowna Heritage Grants Program Committee (hereafter referred to as the Committee) will evaluate requests for heritage grants from property owners with properties listed on the Kelowna Heritage Register. The program will be administered by COHS as per the City of Kelowna's guidelines (Appendix A). In particular, COHS will:
  - a) Be the primary point of contact for inquiries from grant applicants for the Heritage Grants Program.
  - b) Distribute grant application forms to eligible property owners.
  - c) After the grant application deadlines, March 8, 2016, June 7, 2016, September 6, 2016 and November 1, 2016, review submitted grant applications to determine eligibility and comprehensiveness of the application to ensure the Committee can make an informed and responsible decision. If minor gaps are identified, COHS will contact applicant to offer them an opportunity to fill in the gaps / answer questions.



- d) Evaluate requests, advise the Committee and make recommendations. COHS agrees that it will apply the criteria set out in the Terms of Reference (Appendix A) for the approval and distribution of grants.
  - e) Convene and facilitate a meeting of the Committee to review each grant application as a group and to formulate recommendations for grant awards. These meetings are scheduled for March 29, 2016, June 21, 2016, September 20, 2016 and November 15, 2016. Costs and expenses associated with the grants advisory committee meetings are to be paid by the COHS.
  - f) Ensure that comprehensive minutes are recorded by a qualified minute taker / transcriber at the Committee meeting, documenting the discussion and rationale for recommendations. Any costs associated with recording of minutes are to be paid by the COHS.
  - g) Prepare minutes from the Committee for distribution to and approval by the Committee members. Upon approval by the Committee, the minutes will be provided to the City.
  - h) Facilitate payment of grant awards to successful applicants.
  - i) Provide staff with a draft summary report containing the Committee's decisions for awarding grants, with summary information about each of the successful applicants / projects for the year. The report is due in the 4<sup>th</sup> quarter of 2016.
  - j) Write and present a year-end report to City Council containing the Committee's decisions for awarding grants, with summary information about each of the successful applicants / projects. The Council presentation is tentatively scheduled for February, 2017, during Heritage week, and will be presented by COHS.
  - k) Upon request or if concerns arise, provide the City with all the property owner's information including, but not limited to application forms, supplementary materials, and final reports on the use of grant funds.
4. COHS will write and present an annual report to City Council.
- a) The Council presentation and annual report is tentatively scheduled for February, 2017, during Heritage week, and will be presented by COHS.
  - b) The presentation will be consistent with *'Council Presentations by Community Stakeholders'*.<sup>1</sup>
  - c) The presentation and annual report will include the Committees' decisions for awarding grants with an overview of the tool used to determine the successful recipients.
  - d) The presentation and annual report will also include the summary information about each of the successful applicants / projects that were selected for 2016.
  - e) The presentation and annual report will also include the summary information about projects that were rescinded, incomplete or delayed for 2016.
  - f) The annual report will include a breakdown of the administration fees, in addition to the breakdown of the grant money.
  - g) The presentation will include a breakdown of the grant money.
5. The administration costs for COHS will include:
- a) Staffing costs related to administration of the Heritage Grants Program.
  - b) Office supplies and photocopying related to administration of the grant program
  - c) On-going file management of all inquiries to the COHS to the program.
  - d) A portion of overhead.
  - e) Volunteer recognition including refreshments for meetings.
- For the sake of clarity, administration costs do NOT include:
- f) Membership with any heritage organization such as Heritage BC or Heritage Canada.
  - g) Website costs (the application form will be hosted on the City of Kelowna's website).
  - h) A plaque recognition program.
  - i) The organization of any workshops or public education programs.

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<sup>1</sup> To be provided by City staff.

6. The City will:
  - a) Pay \$8,773 inclusive of any applicable taxes to COHS for review and administration services, and to adjudicate the 2016 Heritage Grants Program.
  - b) Advertise the City's Heritage Grants Program.
  - c) Print out the mail out letters for the Heritage Grants Program and provide the corresponding envelopes.
  - d) Provide COHS with disbursement of funds for the Heritage Grants Program, upon City Council funding approval.
7. All communication for the City of Kelowna's Heritage Grants Program will recognize that the City provides all of the funding for the program. City recognition requires that all communication be on City of Kelowna letterhead & envelopes, and all 'Thank You' letters will be forwarded to the Policy and Planning Department at the City of Kelowna. Policy and Planning can be contacted for letterhead and envelopes (250.469.8839 or lbentley@kelowna.ca).
8. Communications between the COHS and the City of Kelowna will, in most instances be between Janice Henry, Executive Director of COHS, and the Planner II in the Policy and Planning Department.
9. No COHS documentation will be attached to any mail outs regarding the program.
10. COHS will:
  - a) Deliver demonstrable public benefit;
  - b) Use sound governance and management practices;
  - c) Maintain financial sustainability;
  - d) Ensure transparency in operations and reporting; and
  - e) Commit to a public service mindset.
11. Upon request, or if concerns arise, provide the City with all the Organization's information with regard to administering the Heritage Grant Program including, but not limited to, final reports on the use of grant funds.
12. Both parties agree that it is their intention to receive, review and adjudicate applications and disburse the Heritage Grants Program and will cooperate to this end.
13. This agreement may be renewed, with amendments as needed, for future years.

IN WITNESS WHEREOF, THE City and COHS have executed this Agreement on the date first above written.

THE CORPORATE SEAL OF  
**THE CITY OF KELOWNA**  
Was hereunto affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

THE CORPORATE SEAL OF  
**THE CENTRAL OKANAGAN HERITAGE SOCIETY**  
Was affixed in the presence of:

  
\_\_\_\_\_  
Authorized Signatory

  
\_\_\_\_\_  
Authorized Signatory



### 1.0 INTRODUCTION

The Heritage Grants Program was established in 1991 and was administered by City staff with applications reviewed by a volunteer board. In 2008, the Central Okanagan Heritage Society (COHS) was awarded the contract to administer the grants program.

The intent of the program is to recognize the value of Kelowna's built heritage. Through the granting process, financial support is extended to assist with the upkeep of properties listed on the City of Kelowna's Heritage Register.

### 2.0 PURPOSE

The City of Kelowna's Heritage Grants Program promotes the conservation of residential, commercial, industrial, institutional and agricultural heritage buildings by assisting owners with grants for a portion of the costs incurred in conservation work.

### 3.0 AMOUNT OF MONEY AVAILABLE

Approximately \$35,000 in total is available for distribution annually from the City.

### 4.0 ELIGIBLE APPLICANTS

Any property listed on the Kelowna Heritage Register is eligible for this grants program. This program is limited to exterior and building foundation (stabilization) work.

The conservation work should recognize the importance of "Character-defining Elements" as documented in the Heritage Register Record for the property. This Record can be accessed at <http://www.kelowna.ca/iHeritage/Scripts/>

- Residential properties listed on the Kelowna Heritage Register and Heritage Designated properties will be given first priority in the granting program.
- Grants will not be given for work undertaken prior to a successful grant application.
- Municipal property taxes must be fully paid (if applicable).

### 5.0 2016 APPLICATION DEADLINE

Application deadlines: **March 8; June 7; Sept. 6; and Nov. 1.** Please note: there is limited funding.

Grants applied for later in the year *may* have to wait for the next funding cycle.

### 6.0 GRANTS

Buildings "Designated" heritage are eligible for grants to a maximum of \$10,000/ 3 year period.

Buildings listed on the Kelowna Heritage Register are eligible for grants to a maximum of \$5,000/ 3 year period.

**Grants for Exterior Conservation Work** including: reroofing; prep & new paint\*; window, door, siding and porch conservation, will not exceed 50% of the cost of the work to be done, to a maximum of \$5,000 (Heritage Register) or \$10,000 (Designated) per 3 year period.

*\*Heritage paint colour schemes, such as Benjamin Moore's "Historical True Colours for Western Canada" collection, are strongly recommended by this program.*

**Grants for Foundation Work** will not exceed 50% of the cost of work to be done, to a maximum of \$5,000 (Heritage Register) or \$10,000 (Designated) per 3 year period.

*Except for special circumstances, original materials are to be used. Compatible adaptation of modern materials will be considered on a case by case basis.*

### 7.0 DOCUMENTATION

#### For All Applications:

1. All applicants need to include current photographs of the heritage property, and specifically of the area where the work is to be done, in their application.
2. All applicants need to complete the attached application form.
3. At the completion of the work, the grant money will be allocated when the attached "Declaration of Project Completion" form and detailed requirements are submitted and the work is approved by the Committee.

#### Grants for Exterior Painting:

As well as the required documents for all applications (1, 2 & 3 listed above), applicants applying for a grant for exterior painting of a heritage property need to include in their application:

- Colour scheme and paint colour samples.
- Estimate for cost if work is to be done by the owner (up to 100% for materials only).
- Two estimates if work is to be done by a contractor.

#### Grants for Reroofing:

As well as the required documents for all applications (1, 2 & 3 listed above), applicants applying for a grant for reroofing of a heritage property need to include in their application:

- Proposed colour and roofing material
- Estimates for cost from two contractors
- One year guarantee for labour and materials; a written copy needs to be provided with the "Declaration of Project Completion."

#### Grants for Exterior & Foundation Work:

As well as the required documents for all applications (1, 2 & 3 listed above), applicants applying for a grant for exterior and foundation work of a heritage property need to include in their application:

- Estimates for cost from two contractors
- One year guarantee for labour and materials MAY be required; a written copy may need to be provided with the "Declaration of Project Completion." If a guarantee for labour and/or materials is needed, this will be stipulated in the grant approval letter.

### 8.0 TIMELINE & PROCEDURES

1. Once an application has been received, it will be screened by the City of Kelowna Heritage Grant Program manager (COHS) to ensure the application is complete.
2. The application will be reviewed by the City of Kelowna Heritage Grants Committee using an evaluation tool.
3. When an application is approved or declined by the Committee, the applicant will be advised in writing.
4. Prior to the commencement of work, any required municipal building permits must be applied for. A building permit is not required for exterior painting work or reroofing. A building permit may be



required for other exterior conservation work.

5. The successful applicant must have the work completed within one year of the grant being awarded. An applicant can ask for an extension in the case of unforeseen circumstances.

6. Upon the completion of the heritage building conservation project, the following is required by the committee before the grant will be paid out:

***\*Completion documentation must be received by the Application Deadline.***

- a) Photographs showing the completed project.
- b) Submission of all bills showing 'paid in full'. Costs of plans and related expenses may be included.
- c) The attached "Declaration of Project Completion" form must be submitted to the Committee.
- d) Site Inspection by Committee member or as required by the City of Kelowna.
- e) Written warranties as required for reroofing, foundation and exterior restoration work.

7. No application may, in any manner, be considered to form a contractual or other obligation on the part of the Committee.

## **9.0 PROGRAM CLAUSES**

### **9.1 CONFIDENTIALITY OF INFORMATION**

The COHS shall keep strictly confidential all information which in any way reveals the City's confidential business, financial or investment details, programs, strategies or plans, learned through the term of the Agreement. Information pertaining to the City obtained by the COHS as a result of participation in this Agreement is confidential and must not be disclosed without written authorization from the City.

### **9.2 CONFLICT OF INTEREST**

As per the Central Okanagan Heritage Society Policy Statement.

### **9.3 OWNERSHIP OF DOCUMENTS AND FREEDOM OF INFORMATION**

All documents, submitted to the City become the property of the City. They will be received by the City and are subject to the provisions of the Freedom of Information and Protection of Privacy Act. For additional information, please go to:

[http://www.cio.gov.bc.ca/cio/priv\\_leg/foippa/contracting/ppsindex.page](http://www.cio.gov.bc.ca/cio/priv_leg/foippa/contracting/ppsindex.page)

### **9.4 COHS PERFORMANCE RECORD**

The City conducts a mid-point check-in and a year-end Performance Record for COHS which are part of the contract administration.

The Application form, Terms of Reference for the Heritage Grants Program, and other grant-related documents may be obtained online at [www.okheritagesociety.com](http://www.okheritagesociety.com) or contact Lorri Dauncey, Central Okanagan Heritage Society at 250-861-7188 or [ldauncey.cohs@telus.net](mailto:ldauncey.cohs@telus.net)

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**CITY OF KELOWNA**  
**MEMORANDUM**

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**Date:** December 8, 2015  
**File No.:** Z15-0058

**To:** Community Planning (RR)

**From:** Development Engineering Manager

**Subject:** 464 Morrison Ave

RU1 to RU6

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The Development Engineering Department has the following comments and requirements associated with this rezoning application. The road and utility upgrading requirements outlined in this report will be a requirement of this development. The Development Engineering Technologist for this project is Sergio Sartori

**1. Domestic Water and Fire Protection**

This property is currently serviced with a 13mm-diameter copper water service. Two 19mm water services are required to meet current by-law requirements. New 19mm services can be provided by the City at the owner's cost. The applicant will be required to sign a Third Party Work Order for the cost of the water service upgrades. For estimate inquiry's please contact Sergio Sartori, by email [ssartori@kelowna.ca](mailto:ssartori@kelowna.ca) or phone, 250-469-8589.

**2. Sanitary Sewer**

Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. An inspection chamber (IC) complete with brooks box should be installed on the service at the owner's cost. Service upgrades can be provided by the City at the applicant's cost. The applicant will be required to sign a Third Party Work Order for the cost of the service upgrade. For estimate inquiry's please contact Sergio Sartori, by email [ssartori@kelowna.ca](mailto:ssartori@kelowna.ca) or phone, 250-469-8589.

**3. Road Improvements**

- (a) Morrison Ave must be upgraded to an urban standard along the full frontage of this proposed development, including curb and gutter, sidewalk, drainage system including catch basins, manholes and pavement removal and replacement, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. A one-time cash payment in lieu of construction must be collected from the applicant for future construction by the City. The cash-in-lieu amount is determined to be **\$8,752.00** not including utility service cost
- b) Only the service upgrades must be completed at this time. The City wishes to defer the upgrades to Morrison Ave fronting this development. Therefore, cash-in-lieu of immediate construction is required and the City will initiate the work later, on its own construction schedule.

Morrison Ave

| Item            | Cost              |
|-----------------|-------------------|
| Drainage        | \$ 469.00         |
| Curb &Gutter    | \$2,134.00        |
| Sidewalk        | \$2,668.00        |
| Street Lighting | \$ 720.00         |
| Road Fillet     | \$1,961.00        |
| Landscape Blvd  | \$ 800.00         |
| <b>Total</b>    | <b>\$8,752.00</b> |

**4. Development Permit and Site Related Issues**

Direct the roof drains into on-site splash pads.

Access permitted from the lane only.

**5. Electric Power and Telecommunication Services**

It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.

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Steve Muenz, P. Eng.  
Development Engineering Manager

SS

# REPORT TO COUNCIL



**Date:** February 15, 2016

**RIM No.** 1250-04

**To:** City Manager

**From:** Community Planning Department (RR)

**Application:** Z15-0058      **Owner:** Flying Eagle Holdings  
Birkett Holdings

**Address:** 464 Morrison Avenue      **Applicant:** Shane Styles

**Subject:** Zoning Bylaw Amendment

**Existing OCP Designation:** S2RES - Single / Two Unit Residential

**Existing Zone:** RU1 - Large Lot Residential

**Proposed Zone:** RU6 - Two Dwelling Housing

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## 1.0 Recommendation

THAT Rezoning Application No. Z15-0058 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 6, District Lot 14, ODYD Plan 3398, located on 464 Morrison Avenue, Kelowna, BC from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone be, considered by Council;

AND THAT the Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND FURTHER THAT final adoption of the zone amending bylaw be considered subsequent to the requirements of the Development Engineering Branch being completed to their satisfaction;

## 2.0 Purpose

To rezone the subject parcel from RU1 - Large Lot Housing to RU6 - Two Dwelling Housing to allow the construction of two single dwelling homes.

## 3.0 Community Planning

Urban Planning supports the proposed application as the proposed RU6 zoning is consistent with the Official Community Plan future land use designation. The proposed rezoning would allow construction of two dwellings on the subject property and would be the first of its kind on the subject property block. As such, it is important that any future development on the subject property is cohesive with the surrounding neighbourhood form and character. This includes setbacks, massing, height, architectural style and landscape.

## 4.0 Proposal

### 4.1 Project Description

The applicant is applying to rezone the property to construct two dwellings on the property. The applicant has also applied for a Development Permit and Development Variance Permit, which will be considered by this Council at a later date, subject to the adoption of the Zoning Bylaw. Specifically, the applicant has requested a variance to the internal setback between the two buildings.

Council support for the bylaw amendment does not imply endorsement of the variance request, which will be subject to a separate approval process.



**Figure 1 Conceptual Drawing, Not Approved, Variances Subject to Council Approval**

### 4.2 Site Context

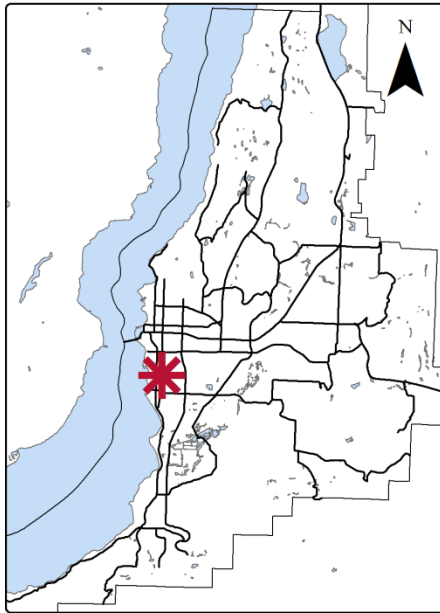
The subject property is located in the South Pandosy - KLO sector on the north side of Morrison Ave, between Abbott and Pandosy Street. Neighbouring the site are single family dwellings on the north side of Morrison Avenue, and two dwelling housing along the south side. The subject property is designated S2RES - Single / Two Unit Residential and is within the Permanent Growth Boundary.

Adjacent land uses are as follows:

| Orientation | Zoning                     | Land Use                               |
|-------------|----------------------------|--|
| North       | RU1 - Large Lot Housing    | Single Family Dwelling                 |
| East        | RU1 - Large Lot Housing    | Single Family Dwelling                 |
| South       | RU6 - Two Dwelling Housing | Two Family Dwelling                    |
| West        | RU1 - Large Lot Housing    | Single Family Dwelling and Home Office |



Subject Property Map:



CONTEXT



NEIGHBOURING ZONING



SUBJECT PROPERTY

### 4.3 Zoning Analysis Table

| Zoning Analysis Table                                    |                       |                    |
|--|-----------------------|--------------------|
| CRITERIA   | RU6 ZONE REQUIREMENTS | PROPOSAL           |
| Existing Lot/Subdivision Regulations                     |                       |                    |
| Minimum Lot Area   | 700m <sup>2</sup>     | 1030m <sup>2</sup> |
| Minimum Lot Width  | 18m                   | 21m                |
| Minimum Lot Depth  | 30m                   | 48m                |
| Development Regulations                                  |                       |                    |
| Maximum Site Coverage (buildings)                        | 40 %                  | 38.4 %             |
| Maximum Site Coverage (buildings, driveways and parking) | 46.6 %                | 50%                |
| Maximum Height   | 9.5 m                 | 7.5 m              |
| Minimum Front Yard                                       | 4.5 m                 | 4.65 m             |
| Minimum Side Yard (east)                                 | 2.0 m                 | 2.0 m              |
| Minimum Side Yard (west)                                 | 2.0 m                 | 2.0 m              |
| Minimum Rear Yard  | 1.5 m                 | 1.5 m              |
| Distance Between Buildings                               | 4.5 m                 | 1.8 m (variance)   |

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Compact Urban Form.**<sup>1</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

#### 5.2 Consultation Policy 367

Per City of Kelowna Policy 367, the applicant has given notice to neighbours within a 50 m radius of the proposed development.

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

Development Cost Charges are required to be paid prior to issuance of any Building Permits. Operable bedroom windows required as per the 2012 edition of the BC Building Code (BCBC 12). There may be special concerns between the main dwelling and the proposed carriage house, but can be reviewed at time of building permit application. Full plan check for Building Code related issues will be done at time of Building Permit applications.

### 6.2 Development Engineering Department

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

See attached memorandum dated October December 8, 2015.

### 6.3 Fire Department

Ensure proper access from the front of the houses is provided from Morrison Ave - Fire Department access from the lane is not permitted. Ensure houses are addressed off of Morrison Ave. Should a gate fence be built, access to the house at the north side of the property will be compromised in an emergency.

### 7.0 Application Chronology

Date of Application Received: October 15, 2015  
Date Public Consultation Completed: January 7, 2016

**Report prepared by:**

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Ryan Roycroft, Planner

**Reviewed by:**

☐

Terry Barton, Urban Planning Manager

**Approved for Inclusion:**

☐

Ryan Smith, Community Planning Department Manager

### **Attachments:**

Summary of Technical Comments

**CITY OF KELOWNA**  
**BYLAW NO. 11202**  
**Z15-0058 - Flying Eagle Holdings Ltd., Inc. No. 319324 &**  
**Birkett Holdings Ltd., Inc. No. 688338**  
**464 Morrison Avenue**

---

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 6, District Lot 14, ODYD, Plan 3398 located on Morrison Avenue, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# REPORT TO COUNCIL



**Date:** February 15, 2016

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (DB)

**Application:** OCP14-0018 / Z14-0033      **Owner:** Lakeside Communities Inc.  
Inc. No. A57531

**Address:** 1855 Bennett Rd  
1005 Clifton Rd N      **Applicant:** MMM Group Ltd.  
(E OF) Paly Rd

**Subject:** Z14-0033 / OCP14-0018 - Supplemental Report

**Existing OCP Designation:** Single / Two Unit Residential, Major Park & Open Space, Future Urban Reserve

**Proposed OCP Designation:** Single / Two Unit Residential, Major Park & Open Space, Future Urban Reserve

**Existing Zone:** A1 - Agriculture 1, P4 - Utilities

**Proposed Zone:** RU1H - Large Lot Housing Hillside, P3 - Parks and Open Spaces

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## 1.0 Recommendation

THAT Council receives, for information, the Report from the Community Planning Department dated February 15, 2016 with respect to Rezoning Application No. Z14-0033 and Official Community Plan Amendment Application No. OCP14-0018 for the properties located at 1855 Bennett Road, 1005 Clifton Road N, and (East of) Paly Road;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the purpose of Council Policy No. 367, as outlined in the Report from the Community Planning Department dated February 15, 2016;

AND THAT Bylaw No. 11160 be forwarded for amendment consideration;

AND FURTHER THAT Official Community Plan Amending Bylaw and the Zone Amending bylaw be forwarded to a Public Hearing for further consideration.



## **2.0 Purpose**

To provide a summary of the public notification required as part of Council Policy 367 and to forward the Zone Amending Bylaw to a Public Hearing for further consideration.

## **3.0 Community Planning**

### **3.1 Background**

On October 19, 2015, initial consideration was granted by Council to amend the Official Community Plan Future Land Use Designation (OCP14-0018) and to rezone portions of the subject properties (Z14-0033) in order to accommodate the development of a single family subdivision.

One of Council's requirements was that the applicant is to hold a public information session in accordance with Council Policy #367 following Council's consideration of the road safety improvement options (Requirement of Council Resolution R591/14/0811) prior to a public hearing. This requirement has now been fulfilled by the applicant and the public notification and consultation is complete.

The applicant mailed out approximately 650 notifications explaining the proposal and inviting residents to participate at a Public Information Session which was held on December 2<sup>nd</sup>, 2015. The public information session was also advertised in the local newspaper. The information session was held at the Jewish Community Association (located at 102 Snowsell St N, Kelowna, BC) between the hours 3:30-7:30 and the developer, consultants, and City Staff were all in attendance (See Schedule A).

Through the public information process, a mapping error was discovered on the proposed Official Community Plan Future Land Use map. The error was at the north west portion of the subject property. There was an arrow pointing at the existing park lot suggesting that the Future Land Use would be changed from Major Park and Open space (PARK) to Single/Two unit Residential Hillside (S2RES). This arrow has now been removed (See Amended Map A1 - OCP Amendment).

## **4.0 Application Chronology**

- October 14, 2010 - North Clifton Area Structure Plan application
- July 11, 2011 - Council authorizes the preparation of the Area Structure Plan
- June 23, 2014 - Initial consideration of the North Clifton Area Structure Plan
- July 15, 2014 - Council Adopts North Clifton Area Structure Plan
- October 19, 2015 - Initial Consideration of OCP and Zoning amendment
- November 10, 2015 - Public Notification Mailouts Distributed
- December 2, 2015 - Public Information Session Held

**Report prepared by:**

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Damien Burggraeve, Land Use Planner

**Reviewed by:**

☐

Todd Cashin, Suburban and Rural Planning Manager

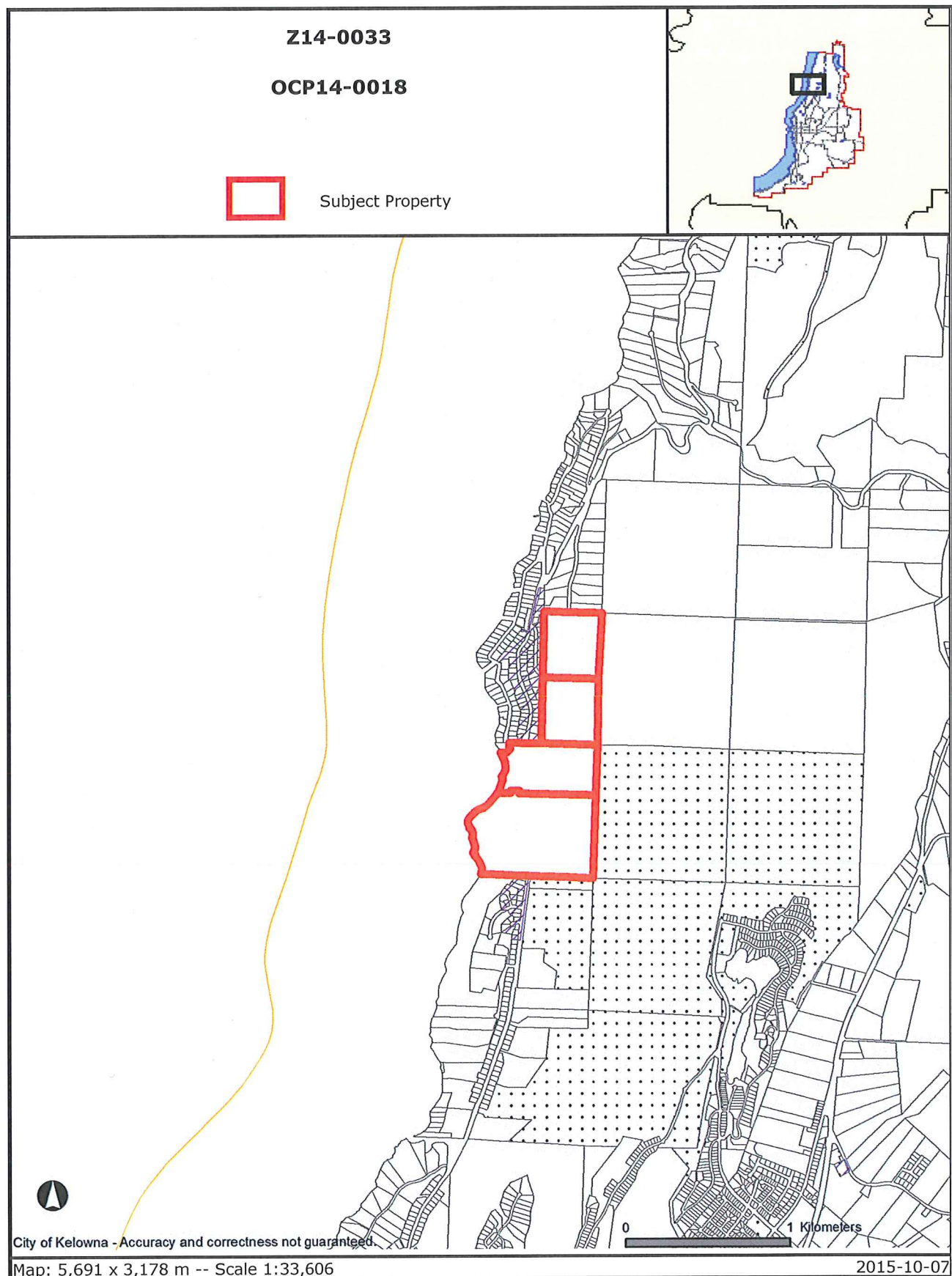
**Approved for Inclusion:**

☐

Ryan Smith, Community Planning Department Manager

**Attachments:**

- Schedule A - Public Consultation Package
- Schedule B - Original Map A1 - OCP Amendment
- Schedule C - Amended Map A1 - OCP Amendment



*Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.*

November 10, 2015

|                                     |
|-------------------------------------|
| <b>SCHEDULE</b> <u>A</u>            |
| This forms part of development      |
| Permit # <u>214-0033/ocp14-0018</u> |

Dear Resident and / or Landowner,

**Re. North Clifton Lands Official Community Plan and Zoning Bylaw Map Amendments**

Lakeside Communities Inc. (Melcor Developments Ltd.) has made application to the City of Kelowna to amend the Official Community Plan Future Land Use map and Zoning Bylaw map for the area commonly known as the 'North Clifton Area Structure Plan (ASP) lands. The proposal is to:

1. Amend City of Kelowna Official Community Plan Map 4.1 from FUR – Future Urban Reserve to PARK - Major Park/Open Space, PARK - Major Park/Open Space to FUR – Future Urban Reserve, PARK - Major Park/Open Space to S2RESH – Single / Two Unit Residential Hillside and S2RES – Single / Two Unit Residential to PARK - Major Park/Open Space designations, as shown within the enclosed figure; and
2. Amend the City of Kelowna Zoning Bylaw Map from from the A1 – Agriculture 1 to RU1H – Large Lot Housing Hillside and to P3 – Parks and Open Space as shown within the enclosed figure.

The purpose of the proposed amendments is to facilitate future residential development, as originally identified within the North Clifton Area Structure Plan (endorsed by City Council in Spring 2014).

**North Clifton ASP Lands**

The OCP and Zoning Bylaw application encompasses the 'North Clifton Area Structure Plan' lands, which encompasses four parcels, totaling +/- 197.44 acres (+/- 79.90 hectares).

| Legal Address                                    | Civic Address                     |
|--|-----------------------------------|
| Lot 1, Plan 65503, Section 17, Township 23, ODYD | 1855 Bennett Road, Kelowna, BC    |
| Lot 2, Plan 65503, Section 17, Township 23, ODYD | 1005 Clifton Road N., Kelowna, BC |
| S½ NE¼, Section 17, Township 23, ODYD            | E of Paly Road, Kelowna, BC       |
| N½ NE¼, Section 17, Township 23, ODYD            | E of Paly Road, Kelowna, BC       |



**Public Information Session**

Melcor Developments Ltd. will be hosting a Public Information Session offering information about the proposed OCP and Zoning Bylaw amendments. Information pertaining to off-site servicing (Clifton Rd. N. and parks and open space within the Area Structure Plan will also be available. Representatives from Melcor Developments Ltd., MMM Group Ltd., and the City of Kelowna will be available to answer any questions and accept feedback from area residents and landowners. Area residents and landowners may attend the Open House between 3:30pm and 7:30pm on December 2, 2015 at the **Okanagan Jewish Community Association**, 102 Snowsell Street N., Kelowna, BC.

For more information or to provide comments or feedback regarding this proposal, contacts for the corresponding representative are as follows:

**MMM Group Ltd.**

Davin A. Shillong

E: ShillongD@mmm.ca

**Melcor Developments Ltd.**

Andrew Bruce

E: ABruce@melcor.ca

**City of Kelowna**

Damien Burggraeve

E: DBurggraeve@kelowna.ca










From Single/Two Unit Residential (S2RES) to Single/Two Unit Residential Hillside (S2RESH)

From Single/Two Unit Residential (S2RES) to Single/Two Unit Residential Hillside (S2RESH)

From Single/Two Unit Residential (S2RES) to Single/Two Unit Residential Hillside (S2RESH)

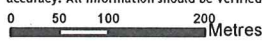
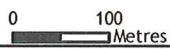
# MAP "A2" OCP AMENDMENT OCP14-0018

 Data Sample: S2RES to S2RESH

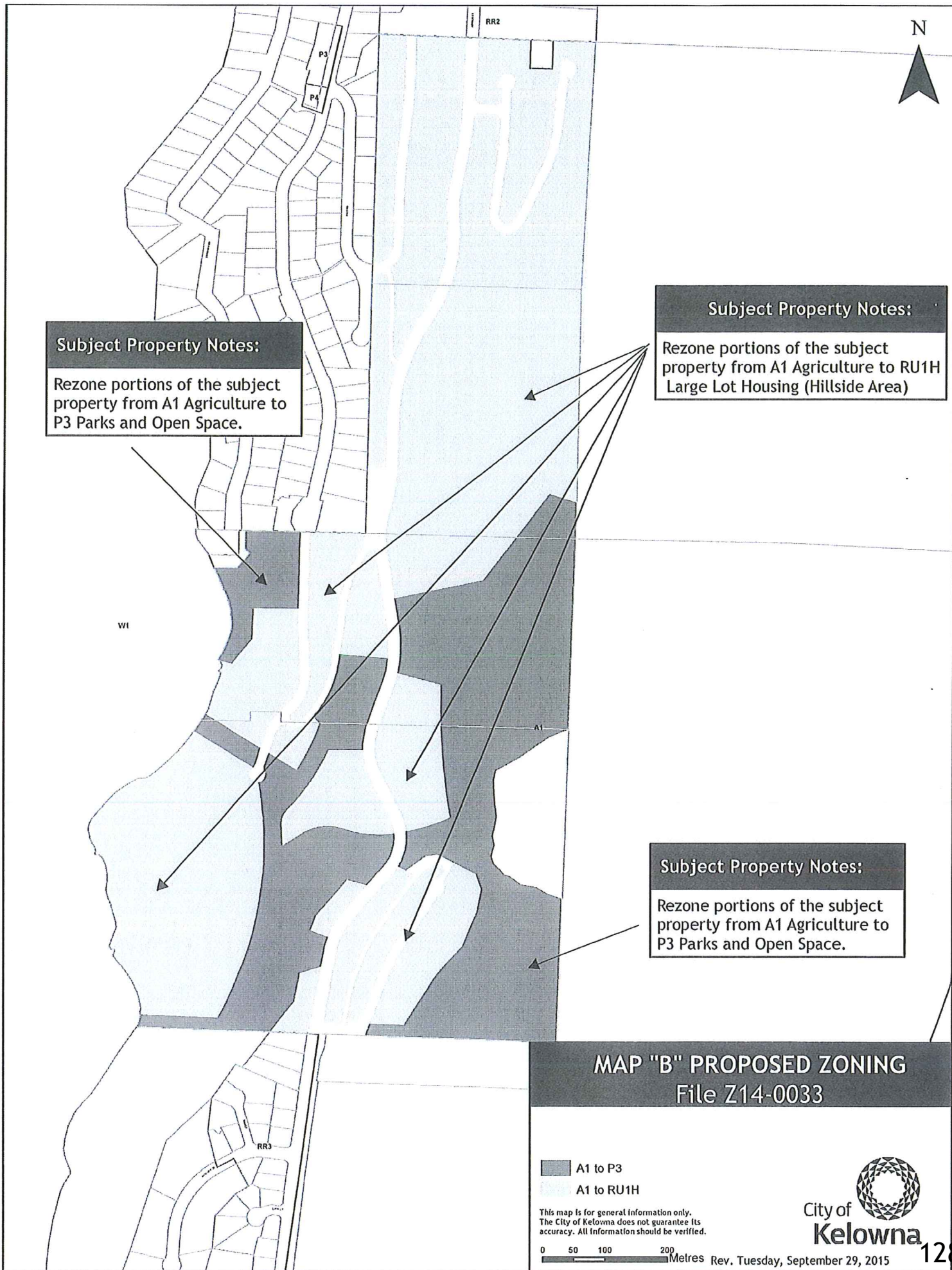
This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.



Rev. Thursday, October 08, 2015







# Notice Of Public Information Session

## NORTH CLIFTON OCP AND ZONING AMENDMENT

**Date:** Wednesday, December 2nd, 2015

**Time:** 3:30pm - 7:30pm

**Location:** Okanagan Jewish Community Centre  
(102 Snowsell Street North, Kelowna, BC)

The purpose of the Public Information Session is to provide information to the public on the following:

1) Official Community Plan Amendment

- 'Future Urban Reserve' to 'Major Park/Open Space'
- 'Major Park/Open Space' to 'Future Urban Reserve'
- 'Major Park/Open Space' to 'Single/Two Unit Residential Hillside'
- 'Single/Two Unit Residential' to 'Major/Park Open Space'

2) Zoning Bylaw Amendment

- 'Agriculture 1' to 'Large Lot Housing Hillside' and 'Parks and Open Space'

Interested members of the public are invited to drop in between 3:30pm-7:30pm to learn more about the proposed amendments and provide comments and feedback. The developer and managing consultant will be present to answer questions.

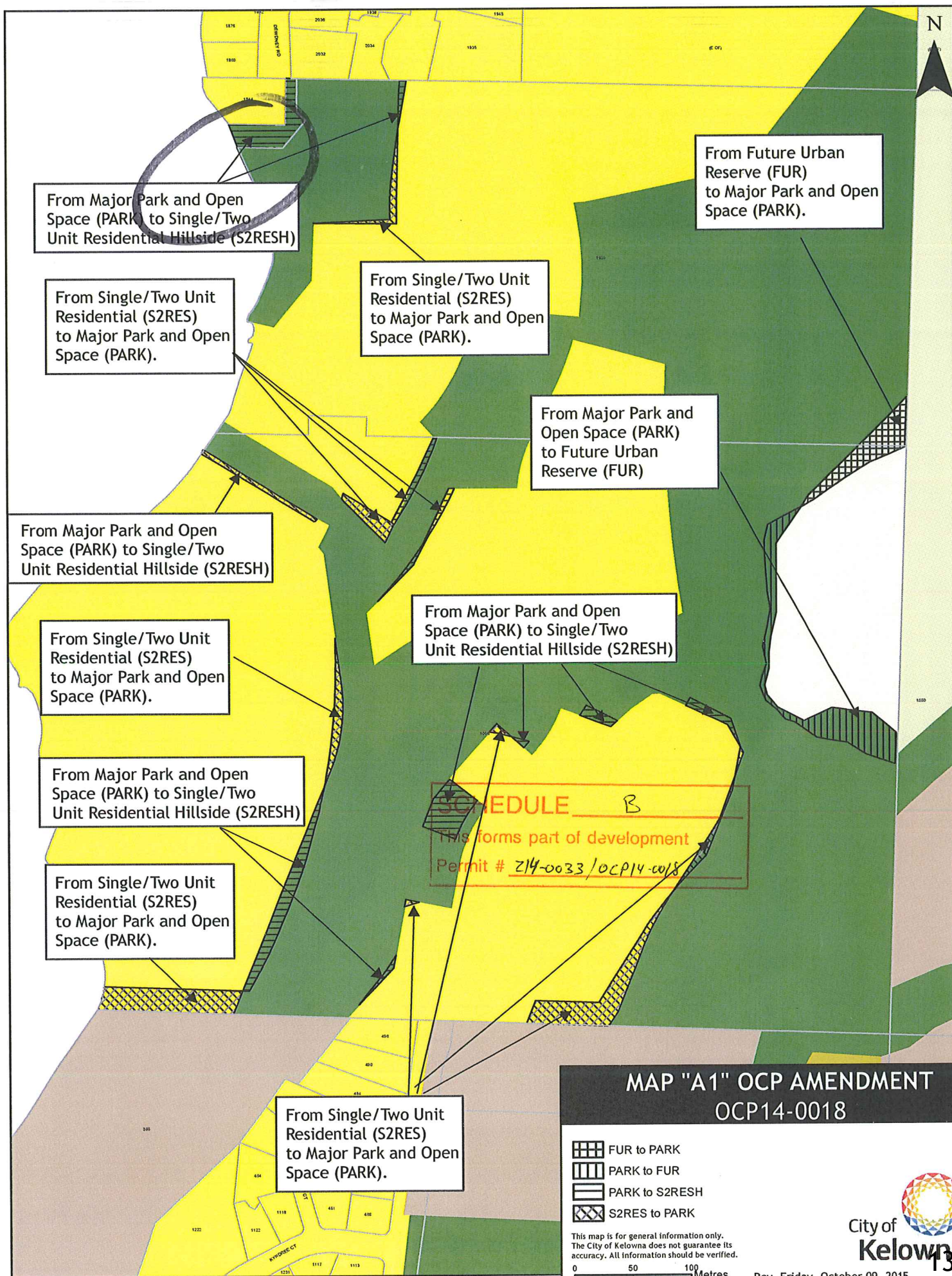
### For more information, please contact:

Davin A. Shillong, MMM Group Ltd.  
P: 250-869-1334

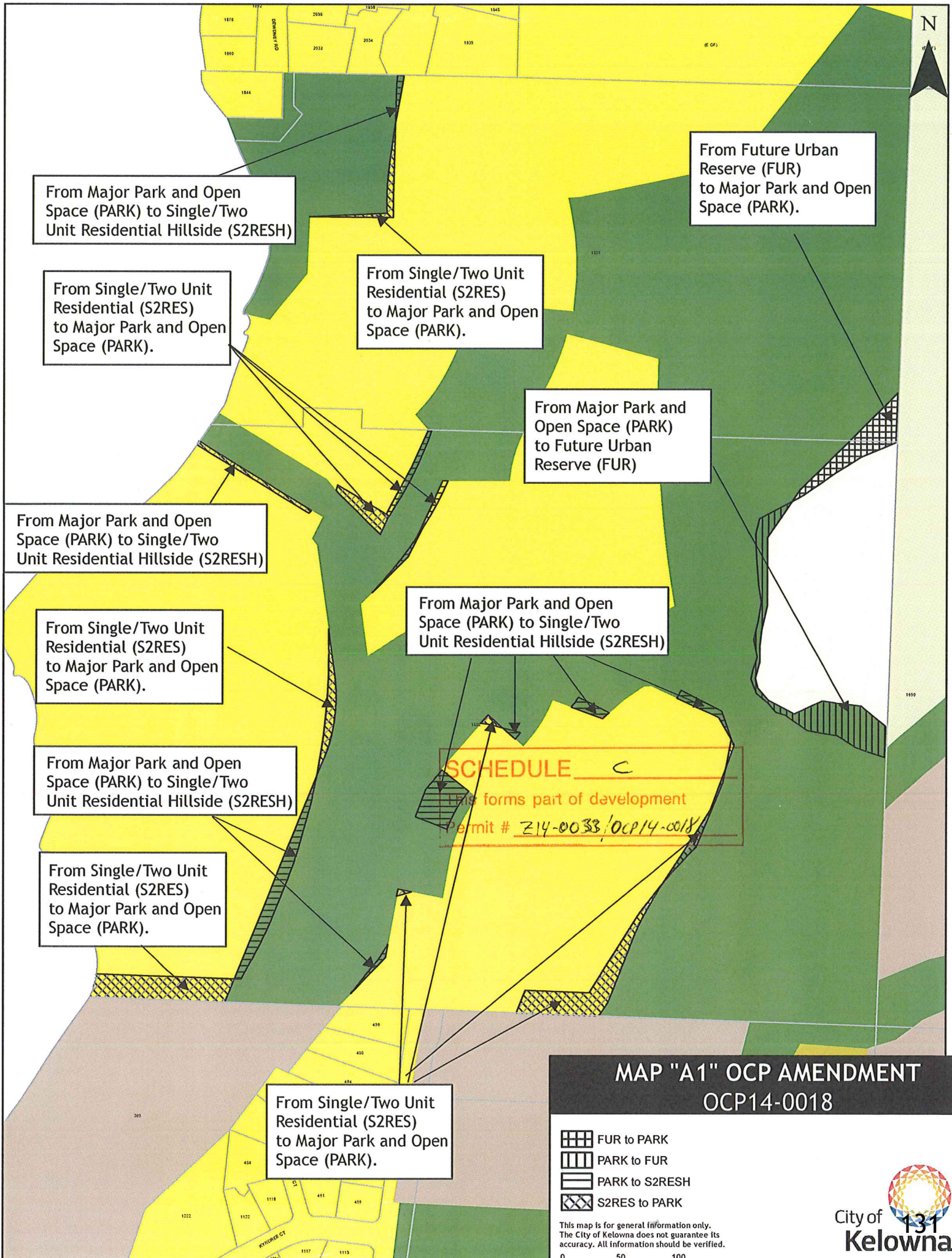
Andrew Bruce, Melcor Developments Ltd.  
P: 250-717-8390











# CITY OF KELOWNA

## BYLAW NO. 11159

### **Official Community Plan Amendment No. OCP14-0018 Lakeside Communities Inc., Inc. No.A57531 1855 Bennett Road, 1005 Clifton Road N, and (E OF) Paly Road**

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A bylaw to amend the "*Kelowna 2030* - Official Community Plan Bylaw No. 10500".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "*Kelowna 2030* - Official Community Plan Bylaw No. 10500" be amended by changing the Generalized Future Land Use designation of portions of Lot 1, Section 17, Township 23, ODYD, Plan KAP65503 located at Bennett Road, Kelowna, BC and portions of Lot 2, Section 17, Township 23, ODYD, Plan KAP65503 located at Clifton Road, Kelowna, BC from the FUR - Future Urban Reserve designation to the PARK - Major Park/Open Space designation, the PARK - Major Park/Open Space designation to the FUR - Future Urban Reserve designation, the PARK - Major Park/Open Space designation to the S2RESH - Single / Two Unit Residential - Hillside designation and the S2RES - Single / Two Unit Residential to the PARK - Major Park/Open Space designation as per Map "A1" attached to and forming part of this bylaw;
2. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "*Kelowna 2030* - Official Community Plan Bylaw No. 10500" be amended by changing the Generalized Future Land Use designation of portions of Lot 1, Section 17, Township 23, ODYD, Plan KAP65503 located Bennett Road, Kelowna, BC, portions of Lot 2, Section 17, Township 23, ODYD, Plan KAP65503 located at Clifton Road, Kelowna, BC, portions of the Fractional South  $\frac{1}{2}$  of East  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 17, Township 23, ODYD located at Paly Road, Kelowna, BC and portions of the North  $\frac{1}{2}$  of the Fractional East  $\frac{1}{2}$  of the fractional North West  $\frac{1}{4}$  of Section 17, Township 23, ODYD from the S2RES - Single / Two Unit Residential designation to the S2RESH - Single / Two Unit Residential - Hillside designation as per Map "A2" attached to and forming part of this bylaw.
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 19<sup>th</sup> day of October, 2015.

Amended and re-read at first reading by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

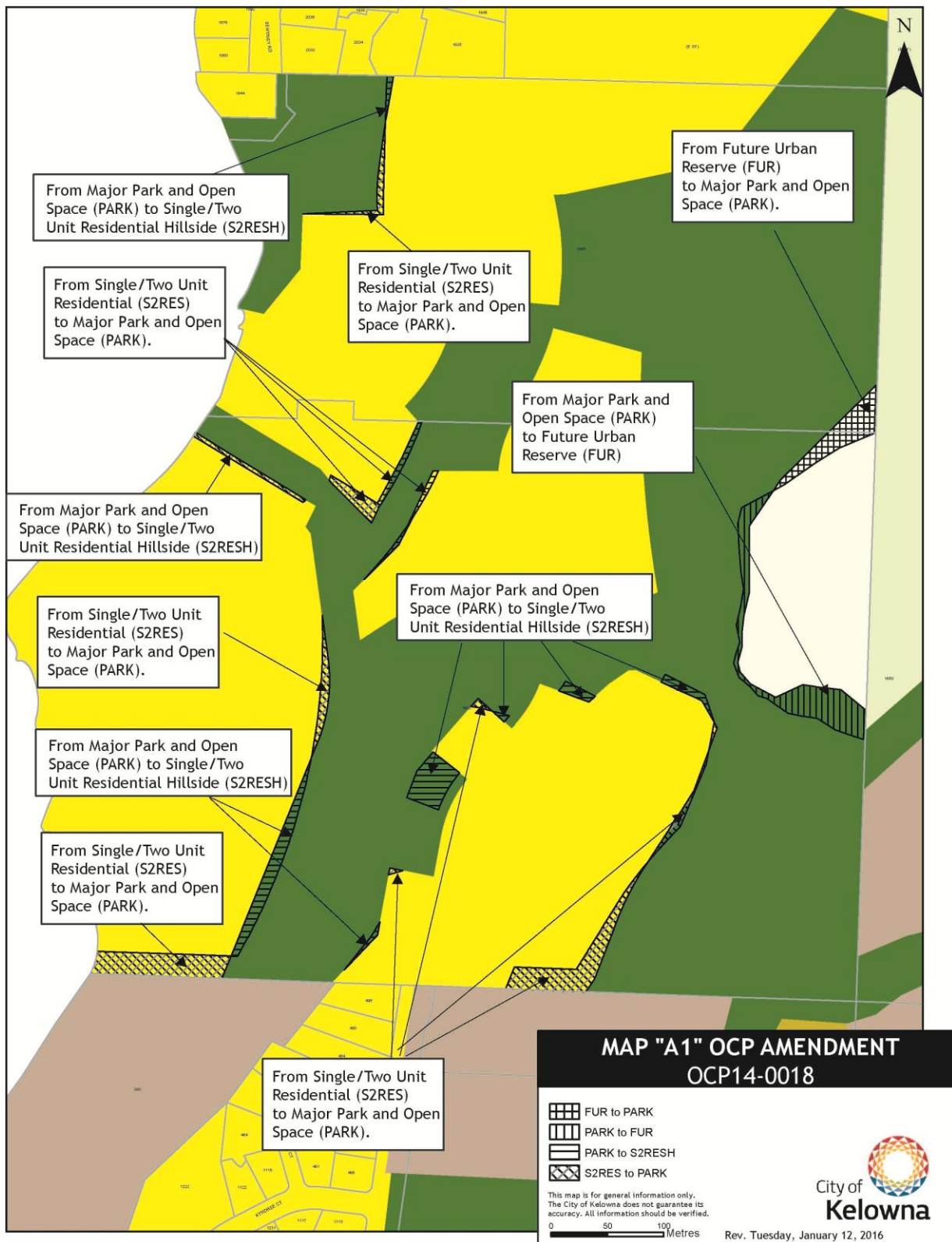
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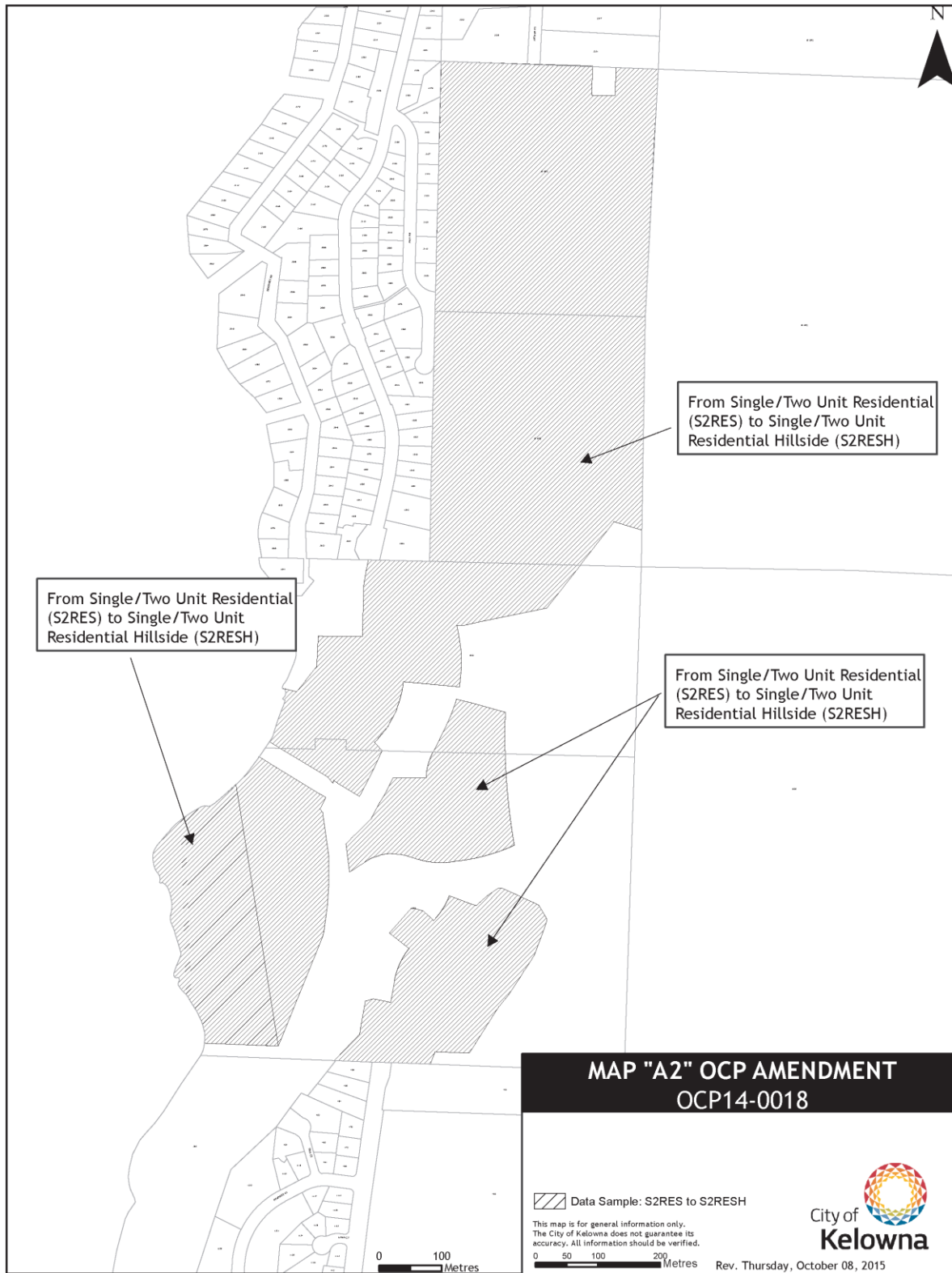
Mayor

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City Clerk









# REPORT TO COUNCIL



**Date:** February 15, 2016

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (TB)

**Application:** Z15-0062      **Owner:** Jeremiah Weiler & Carissa Kennedy

**Address:** 330 Davie Rd      **Applicant:** Jeremiah Weiler & Carissa Kennedy

**Subject:** Zoning Amendment

**Existing OCP Designation:** MRL - Multiple Residential Low Density

**Existing Zone:** RU1 - Large Lot Housing

**Proposed Zone:** RU1c - Large Lot Housing with Carriage House

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## 1.0 Recommendation

THAT Rezoning Application No. Z15-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A Section 22 Township 26 ODYD Plan 31836, located at 330 Davie Rd, Kelowna, BC from RU1 - Large Lot Housing zone to RU1c - Large Lot Housing with Carriage House zone, be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval set out in Attachment "A" - City of Kelowna Memorandum dated January 28, 2016.

## 2.0 Purpose

To rezone the subject property to facilitate development of a carriage house.

## 3.0 Community Planning

Community Planning Staff supports the proposed rezoning application to allow for the development of a carriage house on the subject property. The S2RES - Single / Two Unit Residential OCP Land Use Designation permits the proposed RU1c - Large Lot Housing with Carriage House zone. Currently the adjacent parcels contain a mix of single family and multi-family residential dwellings. The proposed carriage house use is consistent with the OCP policy for Sensitive Infill and Compact Urban Form.

Council Policy No. 367 with respect to public consultation was undertaken by the applicant. All adjacent neighbours within a 50m radius were provided with a circulation package in regards to the development. Staff have received one comment of non-support and one neutral telephone inquiry.

#### 4.0 Proposal

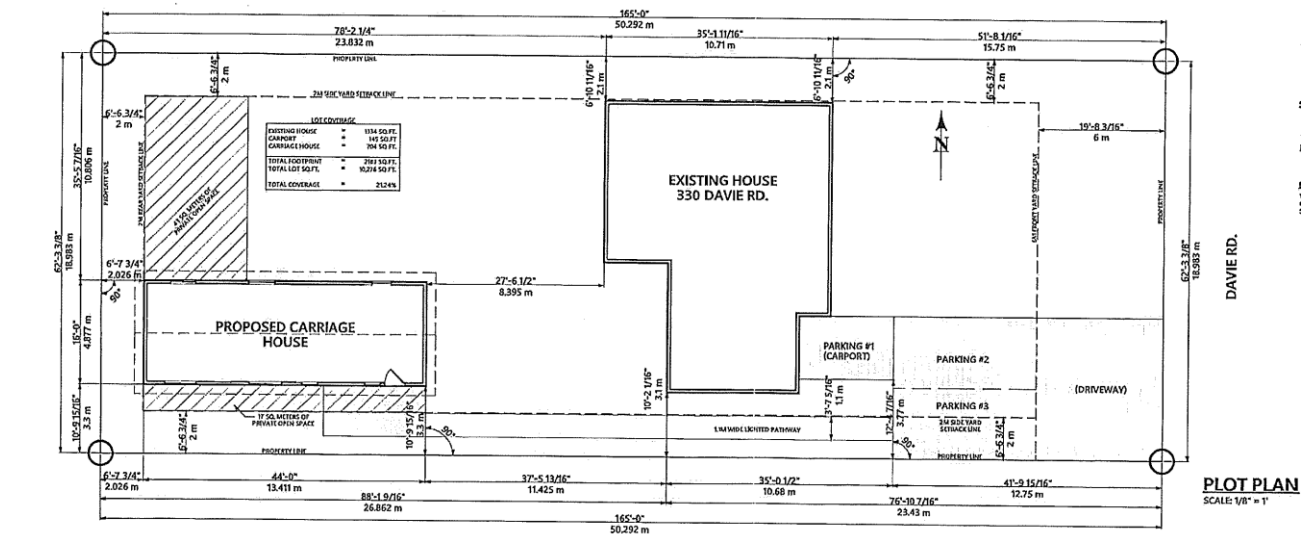
##### 4.1 Background

The existing 1 ½ storey single detached dwelling was constructed in the early 1960's, with a carport and living room addition completed in 1994. An exterior entrance door was added to the basement in 2009. An existing workshop/shed will be demolished prior to construction of a carriage house.

##### 4.2 Project Description

The subject parcel is located within the Permanent Growth Boundary on the west side of Davie Road, south of Hwy 33 E in the Rutland neighbourhood. In conjunction with the Rezoning application, the applicant submitted a Direct Development Permit application for the form and character of the proposed carriage house. Should Council choose to support the rezoning request, Staff will continue to work with the applicant to issue the Development Permit in accordance with the Intensive Residential - Carriage House / Two Dwelling Housing guidelines.

The proposal is for a single story carriage house with required private outdoor space in the form of a patio and green space, and 3 parking stalls at the front of the property.



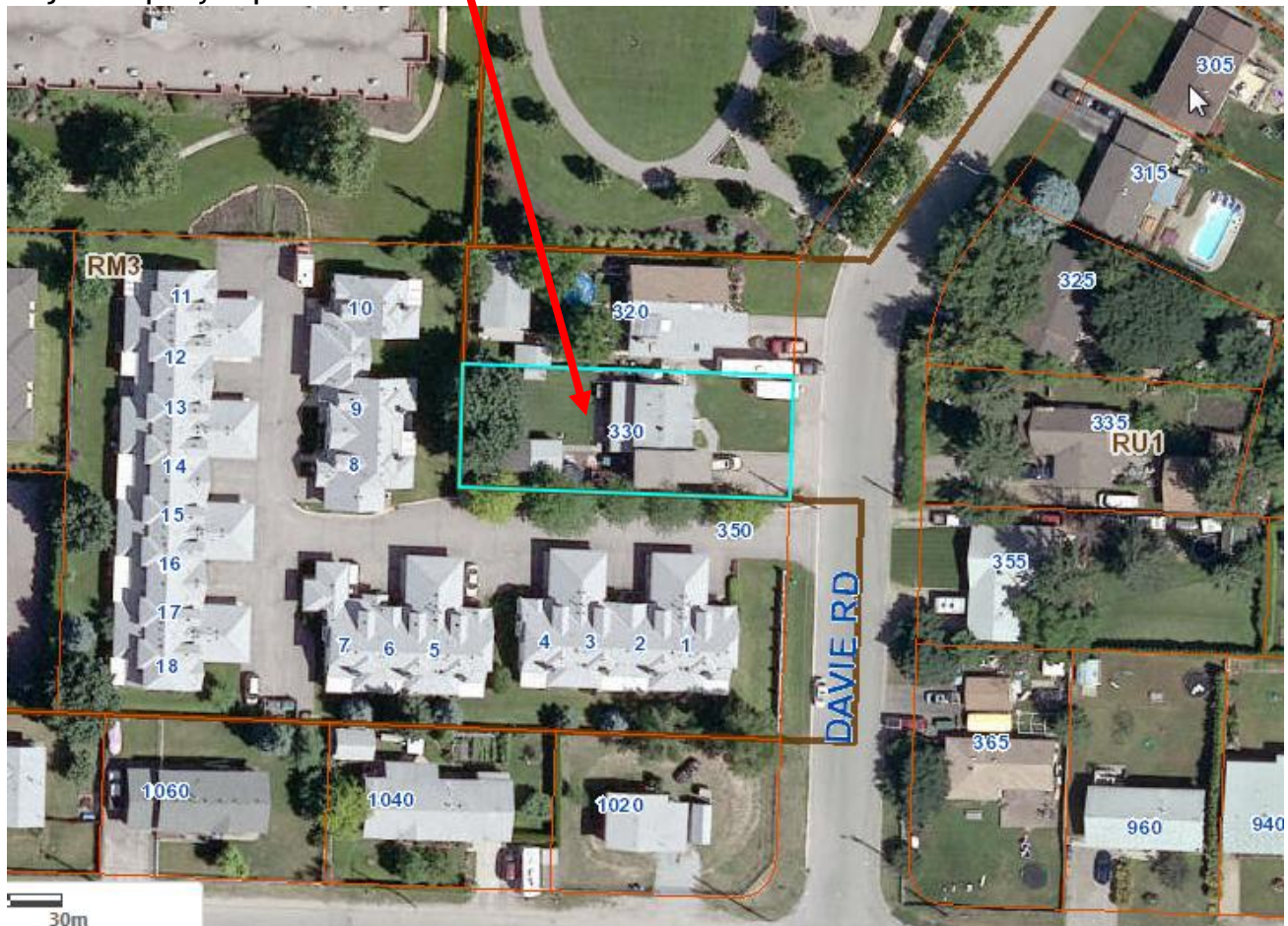
#### 4.3 Site Context

The subject property is located on the West side of Davie Rd, with easy access to Hwy 33 E. There is a public park two lots to the north, and it is bordered on the south and west by a multi-family townhome complex.

Adjacent land uses are as follows:

| Orientation | Zoning                             | Land Use    |
|-------------|------------------------------------|-------------|
| North       | RU1 - Large Lot Housing            | Residential |
| East        | RU1 - Large Lot Housing            | Residential |
| South       | RM3 - Low Density Multiple Housing | Residential |
| West        | RM3 - Low Density Multiple Housing | Residential |

Subject Property Map 330 Davie Rd:



## 4.4 Zoning Analysis Table

| Zoning Analysis Table   |                        |                         |
|---|------------------------|-------------------------|
| CRITERIA  | RU1c ZONE REQUIREMENTS | PROPOSAL                |
| Existing Lot/Subdivision Regulations  |                        |                         |
| Min. Lot Area   | 550 m <sup>2</sup>     | 971 m <sup>2</sup>      |
| Min. Lot Width  | 16.5 m                 | 18.98 m                 |
| Min. Lot Depth  | 30 m                   | 50.29 m                 |
| Development Regulations   |                        |                         |
| Site Coverage   | 40%                    | 21.2%                   |
| Site Coverage: accessory buildings or structures and carriage house (one storey)    | 20%                    | 5.9%                    |
| Floor area of carriage house (footprint)  | 100 m <sup>2</sup>     | 56.1 m <sup>2</sup>     |
| Max. area of carriage house (total building area)                                   | 130 m <sup>2</sup>     | 56.1 m <sup>2</sup>     |
| Max. net floor area of carriage house to total net floor area of principal building | 75%                    | 42%                     |
| Setback from Principal Dwelling   | 3.0 m                  | 8.4 m                   |
| Carriage House Regulations  |                        |                         |
| Max. Height   | 4.8 m                  | 3.8 m                   |
| Min. Side Yard (north)  | 2.0 m                  | 10.8 m                  |
| Min. Side Yard (south)  | 2.0 m                  | 3.3 m                   |
| Min. Rear Yard (without a lane)   | 2.0 m                  | 2.0 m                   |
| Height (carriage house shall not be higher than existing primary dwelling unit)     | 1 1/2 storey ex. House | 1 storey Carriage House |
| Other Regulations   |                        |                         |
| Min. Parking Requirements   | 3 stalls               | 3 stalls                |
| Min. Private Open Space   | 30 m <sup>2</sup>      | + 30 m <sup>2</sup>     |

## 5.0 Current Development Policies

## 5.1 Kelowna Official Community Plan (OCP)

## Development Process

**Compact Urban Form.**<sup>1</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

**Sensitive Infill.**<sup>2</sup> Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

## 5.2 Technical Comments

### 5.3 Building & Permitting Department

- Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

### 5.4 Development Engineering Department

- See Schedule "A" City of Kelowna Memorandum dated January 28, 2015.

### 5.5 Fire Department

- Requirements of section 9.10.19 Smoke Alarms and Carbon Monoxide alarms of the BCBC 2012 are to be met.
- All units shall have a posted address on Davie Rd. for emergency response
- Should a gate or fence be installed between main house and carriage house the gate is to open without special knowledge (locking device and have a clear width of 1100mm.
- Do not release BP until all life safety concerns are completed.

### 5.6 Fortis BC Electric

- There are primary distribution facilities along Davie Rd. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.
- Otherwise, FortisBC Inc. (Electric) has no concerns with this circulation.
- In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

### 5.7 Irrigation District

- See Schedule "B": Rutland Water Works District Letter dated December 17, 2015

### 5.8 Ministry of Transportation

- Preliminary Approval is granted for the rezoning for one year pursuant to Section 52(3)(a) of the Transportation Act.

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<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).



## 6.0 Application Chronology

Date of Application Received: July 3, 2015  
Date Public Consultation Completed: January 21, 2016

Report prepared by:

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Trisa Brandt, Planner I

Reviewed by: ☐ Terry Barton, Urban Planning Manager

Approved for Inclusion: ☐ Ryan Smith, Community Planning Department Manager

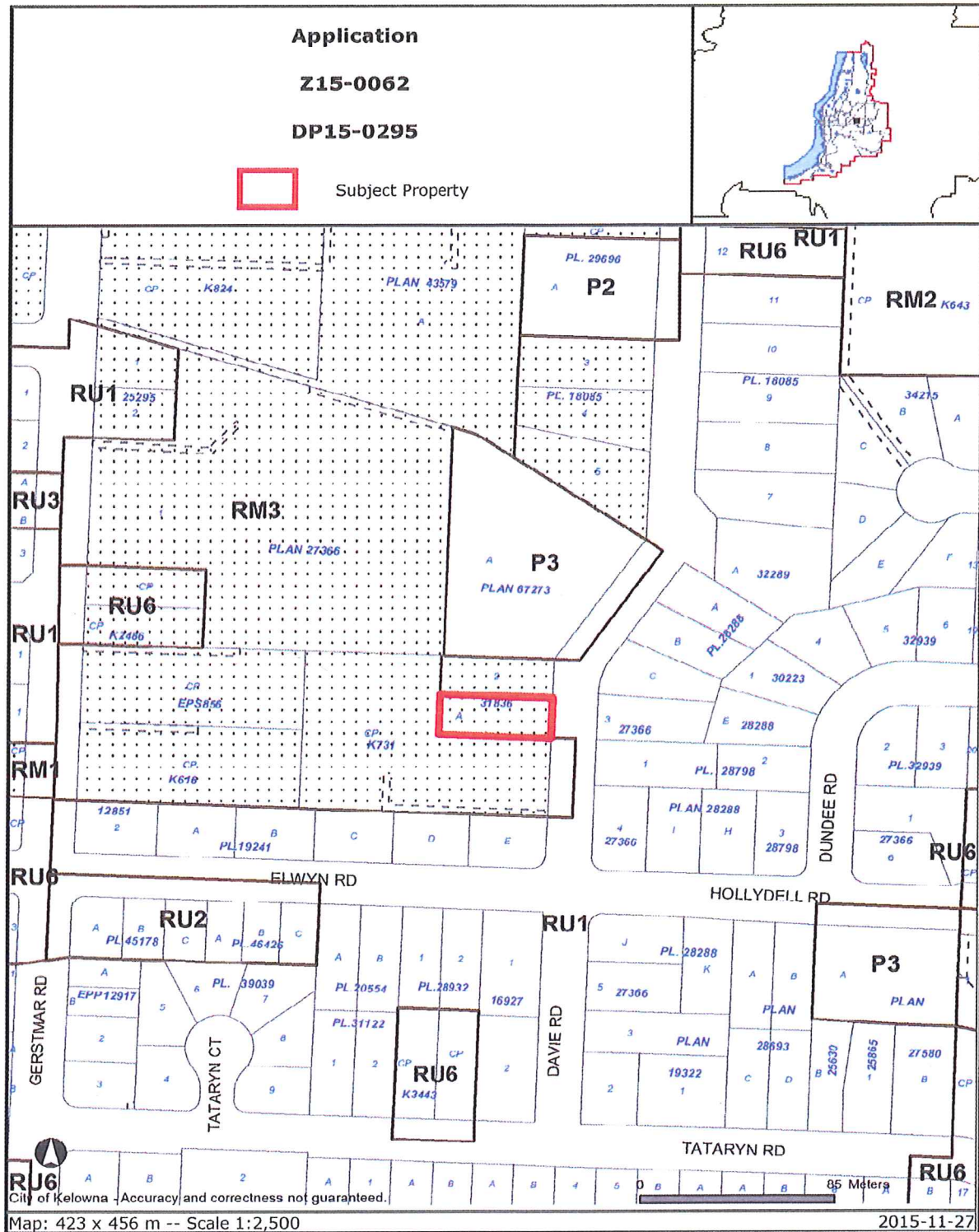
### Attachments:

Subject Property Map

Schedule "A": City of Kelowna Memorandum dated January 28, 2016

Schedule "B": Rutland Water Works District Letter dated December 17, 2015

Conceptual Site Plan and Drawings



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.

---

**CITY OF KELOWNA**  
**MEMORANDUM**

---

**Date:** January 28, 2016  
**File No.:** Z15-0062  
**To:** Land Use Management Department (TB)  
**From:** Development Engineering Manager  
**Subject:** 330 Davie Rd      Lot A    Plan 31836      Carriage House      RU1C

---

Development Engineering has the following requirements associated with this application.

**1.    Domestic Water**

This property is located within the Rutland Water District (RWD) service area. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision, Development & Servicing Bylaw. The developer is responsible, if necessary, to arrange with RWD staff for any service improvements and the decommissioning of existing services.

**2.    Sanitary Sewer**

Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. No service upgrades are required for this application.

**3.    Electric Power and Telecommunication Services**

It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's co

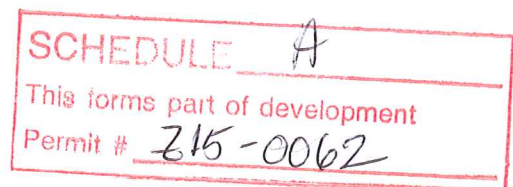
**4.    Development Permit and Site Related Issues**

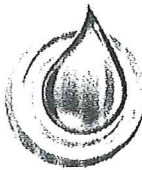
Direct the roof drains into on-site rock pits.

---

Steve Muenz, P. Eng.  
Development Engineering Manager

jo





**Rutland**  
WATERWORKS DISTRICT

106 – 200 Dougall Road North  
Kelowna, BC V1X 3K5  
www.rutlandwaterworks.com

p: (250) 765-5218  
f: (250) 765-7765  
e: info@rutlandwaterworks.com

December 17, 2015

Jeremiah Weiler  
330 Davie Rd  
Kelowna BC V1X 3Y8

**RE: Lot A, Plan 31836 – 330 Davie Rd File # Z150062 / DP 15-0295, RWD File 15/19**

In response to City of Kelowna request for comment, the following is a summary of Rutland Waterworks District requirements:

1. Capital Expenditure Charges for one multi-family unit (Carriage House) \$2,200.00

**Total Fees Payable** \$2,200.00

Water service for the carriage house is to be extended from the existing single family dwelling (through the primary residence water meter). Our records indicate that this meter is an older style and Rutland Waterworks will require it to be updated as part of this development. There is no additional fee to you for the upgraded meter; however, should there be any plumbing changes required the applicant is responsible for those costs.

Please contact our office at Building Permit stage for more information.

Upon receipt of these fees a water certificate will be issued.

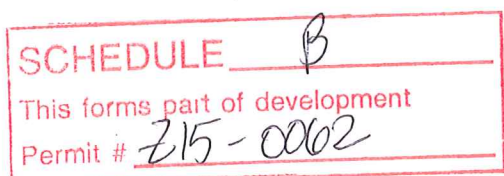
Should you have any questions or require further information, please contact the undersigned.

Sincerely,

  
Pete Preston  
General Manager

c. City of Kelowna (Planning Department)

intermittentdevelopment330 Davie Rd Dev Res File 15\_19





# CODES AND STANDARDS

All workmanship is to be of a standard equal in all respects to good building practice.

All the time of preparation, this plan was drawn in accordance with the current edition of the B.C. Building Code. It is the responsibility of the owner to ensure that changes made to the code are complied with and all amendments are incorporated in the construction of this plan. All work shall conform to local building codes and bylaws which may take precedence.

Prior to proceeding with construction, the owner/contractor must verify all information, dimensions and specifications of this plan. Written dimensions always take precedence over scale measurements.

Any variance from structural drawings or from conditions as shown are assumed to be the responsibility of the owner/contractor and such variance shall be their sole responsibility.

# CONCRETE & FOOTINGS

All concrete to have a minimum compressive strength of 2500 PSI (20 MPa) at 28 days.

Concrete footings must be placed on undisturbed or compacted soil to an elevation below frost penetration. Footings shown on these drawings have been designed for soil bearing capacity of 2500 PSI. If a lower bearing capacity is encountered, it is the responsibility of the owner/contractor to have the footings redesigned by a qualified person to suit existing conditions.

All foundation walls 24" (600 mm) and higher shall have one horizontal 10 mm reinforcing bar 3" (75 mm) from the top. Corner reinforcing is to be beyond minimum 18" (450 mm).

All footings are to have two 1" reinforcing bars. The reinforcing bars are to be spaced such that one bar is 3" (75 mm) from the side and bottom of the footing on both sides of the footing.

Grades shown on elevations are estimated. Adjust on site as required. Finishing walls other than the foundation walls of the residence are beyond the scope of these drawings unless otherwise noted.

# INSULATION / VENTILATION

Minimum R18 ratings from the BCBC R-26.2.6 for Zone 5 with out heat recovery ventilator.

Ceiling below attic - R 49.23 / R 2.67  
Cathedral ceilings and flat roofs - R 24.52 / R 2.47  
Interior walls - R 17.49 / R 2.10  
Floor above or below ground - R 25.27 / R 2.47  
Foundation walls - R 16.50 / R 2.28  
Unheated floors above finished - R 11.13 / R 2.10  
Heated floors above finished - R 13.17 / R 2.32  
Slab on grade with an integral footing - R 11.13 / R 2.10

Ceiling insulation may be knee wall type or built type.

Walls and ceilings between residence and attached garage shall be insulated.

Insulation requirements may vary with heating systems and with local conditions.

All roof spaces shall be ventilated with soffit, roof or gable vents or a combination of these, equally distributed between the top of the roof space and soffit.

# ABOVE GRADE MASONRY

All above grade masonry is to conform to the BC Building Code.

If brick veneer is to be installed, exterior facing shall be installed up to 8" (200 mm) behind the building left and below the bottom course with vertical joints staggered. Veneer holes 2" (50 mm) max.

# CARPENTRY

Framing lumber shall be number one (1) or better species unless otherwise specified on the plan. All beams and joists shown on the drawings to be treated & conform to those manufacturer and contractor. Any beam or joist shown provided by these manufacturer take a precedence.

Joists are to be double under parallel partition.

Joists shall be placed to accommodate plumbing in the event of a discrepancy please contact flow supplier before any alterations or such are made.

Wood in contact with concrete shall be disengaged with 4x4x8, left as a sill plate gasket and pressure treated with a water-borne preservative or other approved method on exterior walls.

Interior framing to be 4" (100 mm) clear of back and sides of studs and 2" (50 mm) clear of back channels. Frame exterior walls 1" (25 mm) clear from exterior cladding.

Plum are to be anchored to concrete with 1/2" anchor bolts, maximum 6 ft. at or other approved method.

Flush framed wood members shall be anchored with 200 lb. j-bolts hangers unless otherwise specified.

# MISCELLANEOUS

Caulk every and around all exterior openings using non-hardening caulking compound.

Flash over all exterior walls.

Flash over all exterior openings.

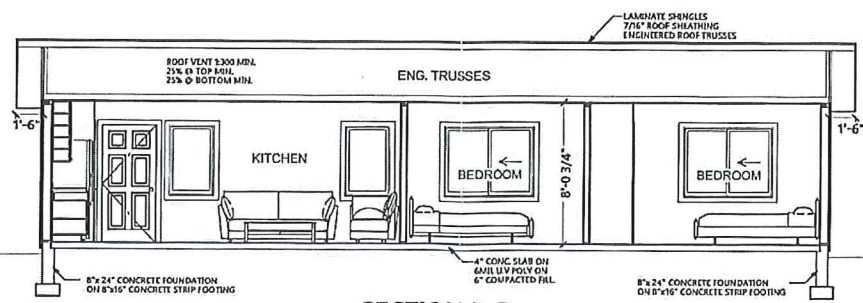
All siding or sheathing to be a minimum of 8" (200 mm) above finished grade.

All balcony railings to be 36" (910 mm) in height. Minimum spacing between vertical members is 4" (100 mm). Minimum distance between horizontal rails to be 37" (930 mm). Top rail to be within outward load of 40 lbs. per linear foot.

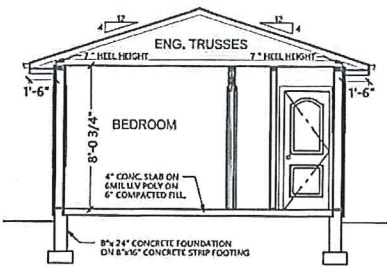
Cost and design down shall have at least one end and shall with minimum depth of 24" unless otherwise stated. Green paint shall have 3 applicable values wherever possible. Brown closets shall have on shell.

# ERRORS AND OMISSIONS

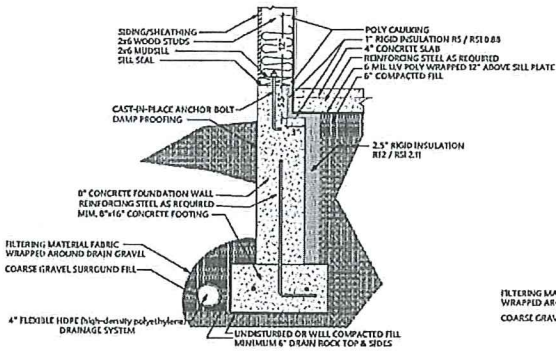
"RISTRY HOME DESIGN INC." MAKES EVERY EFFORT TO PROVIDE COMPLETE AND ACCURATE HOME PLANS. HOWEVER, WE ASSUME NO LIABILITY FOR ANY ERRORS OR OMISSIONS WHICH MAY AFFECT CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE BUYER TO CHECK AND VERIFY ALL DIMENSIONS AND DETAILS BEFORE PROCEEDING WITH CONSTRUCTION. SHOULD ANY DISCREPANCIES BE FOUND ON THESE PLANS PLEASE ADVISE "RISTRY HOME DESIGN INC." AT YOUR EARLIEST CONVENIENCE. BY GOING SO WE WILL BE ABLE TO MAKE CORRECTIONS TO THE DRAWINGS AND REPLACE ANY PLANS PURCHASED IF NECESSARY. IN THIS WAY WE CAN BETTER SERVE YOU AND PREVENT ERRORS FROM RECURRING.



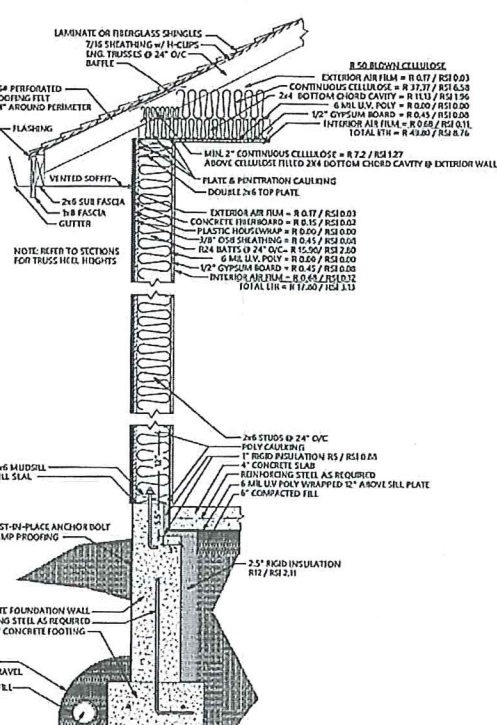
SECTION B-B



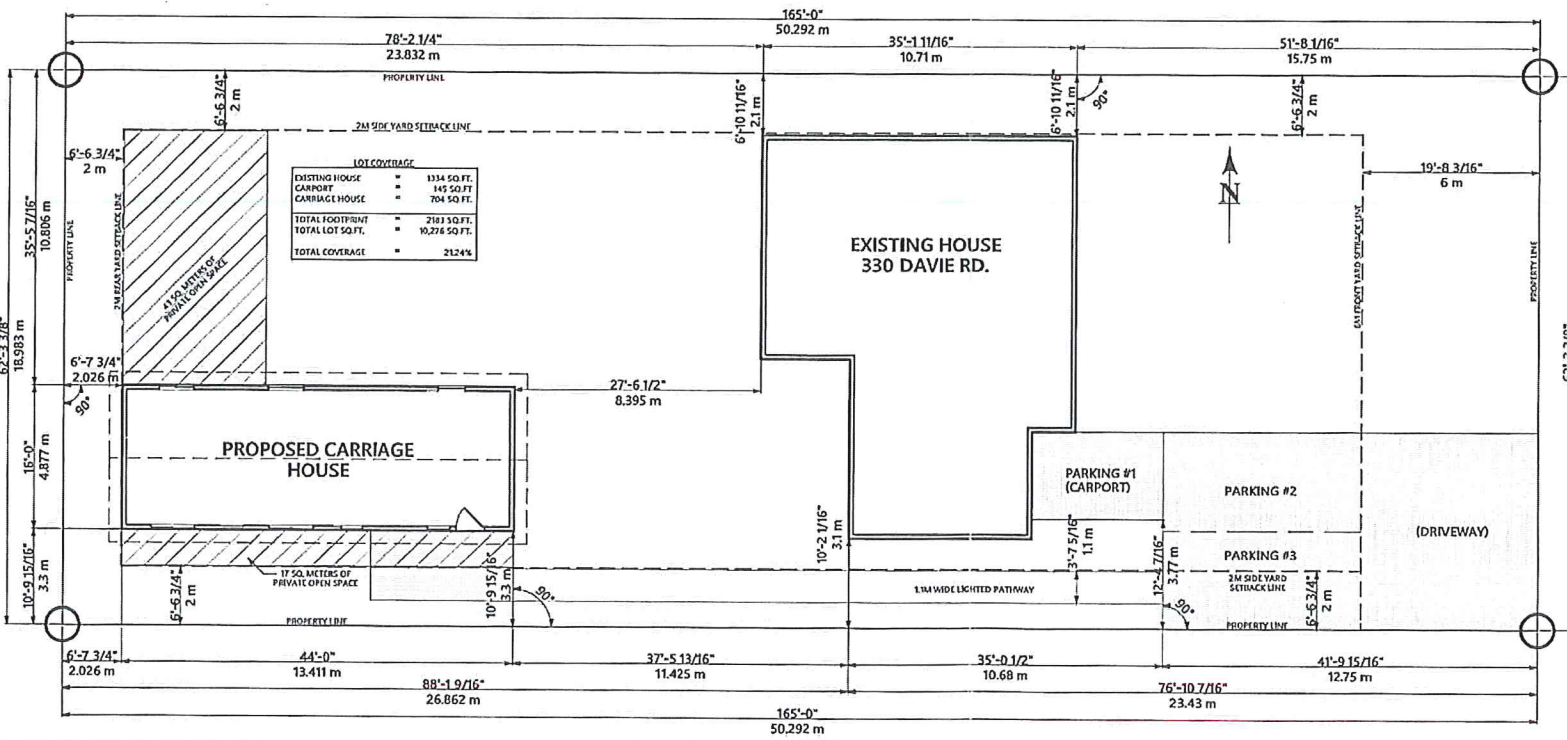
SECTION A-A



FOUNDATION FROST WALL: 24" (MIN)  
SCALE: 1" = 1'-0"



TYPICAL WALL SECTION



PLOT PLAN  
SCALE: 1/8" = 1'

# SPECIFICATIONS

- |   |                       |
|---|-----------------------|
| <b>ROOF CONSTRUCTION</b>                | <b>EXTERIOR WALLS</b> |
| FIBERGLASS SHINGLES                     | 1/2\"                 |
| 7/16\"                                  | 3/8\"                 |
| ENGINEERED ROOF TRUSSES                 | 2x6 STUDS 24\"        |
| R-48 BLOWN CELLULOSE                    | R-24 BATT INSULATION  |
| 6 MIL UV POLY                           | 8 MIL UV POLY         |
| 1/2\"                                   | 1/2\"                 |
| <b>SOFFIT &amp; FASCIA</b>              | <b>CONCRETE SLAB</b>  |
| 5\"                                     | 4\"                   |
| 2x4 SUR FASCIA                          | 6 MIL UV POLY         |
| DO FASCIA                               | 6\"                   |
| VENTED ALUMINUM SOFFIT                  | <b>DRAINAGE TILE</b>  |
| <b>FOUNDATION</b>                       | PERFORATED FELT       |
| 8\"                                     | MINIMUM 6\"           |
| DOUBLY REBAR                            | 4\"                   |
| 8\"                                     |                       |
| <b>DOORS &amp; WINDOWS</b>              |                       |
| WINDOWS & DOORS MIN. U VALUE OF 1.0     |                       |
| GARAGE DOOR MIN. R VALUE OF 6.3         |                       |
| STYROFOAM BACKER ROD AND CAULKING SEALS |                       |



Ristry Home Design  
design@ristryhomedesign.com  
PH: 250-459-1641

ISSUED PLANS:

NO.1 PERMIT DRAWINGS

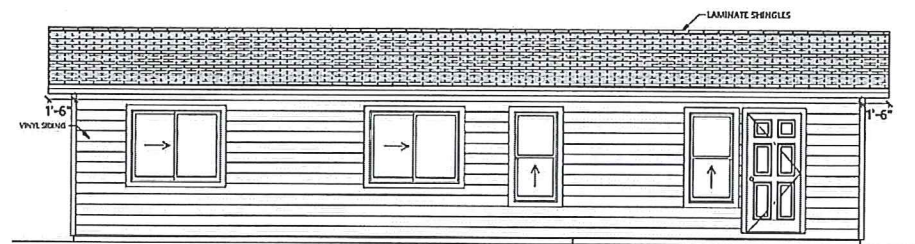
PROJECT TITLE:  
330 DAVIE RD.

DATE:  
11/10/2015

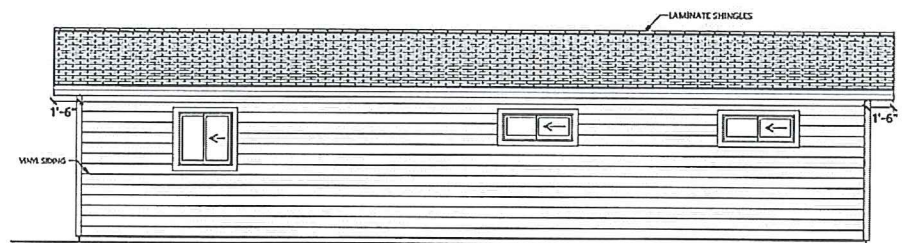
SCALE:  
1/4" = 1'

SHEET:  
2/2

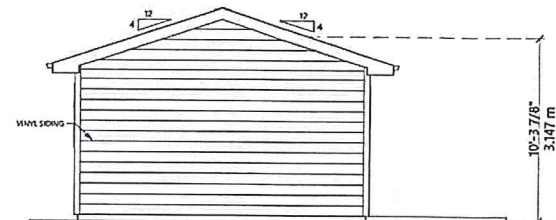




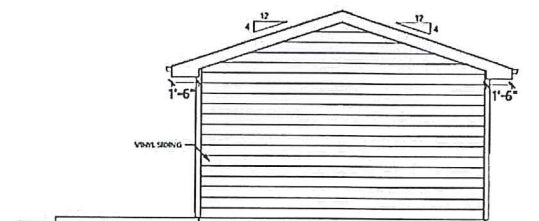
**NORTH ELEVATION**



**SOUTH ELEVATION**

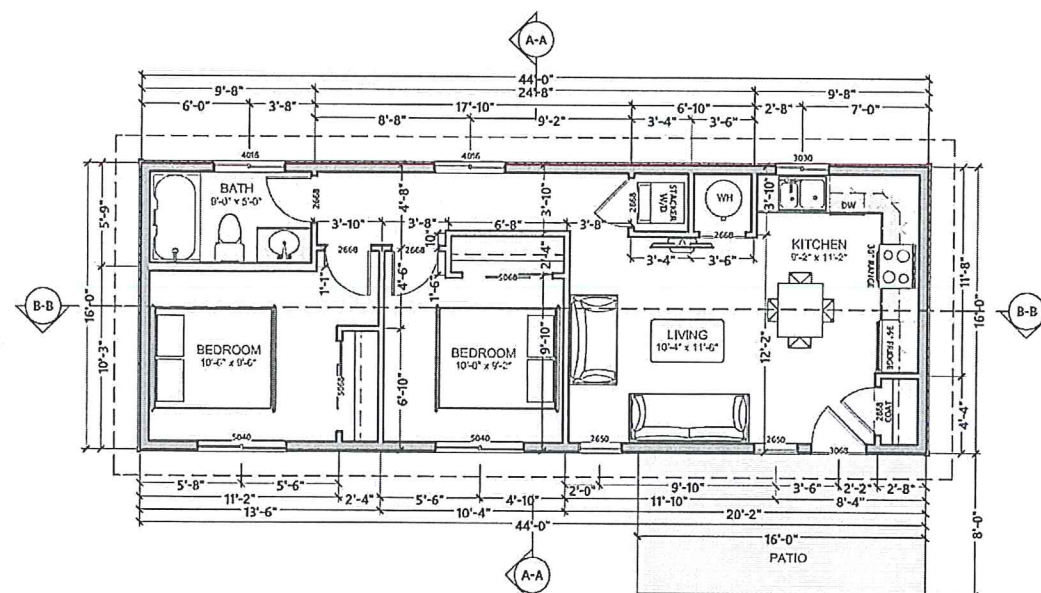


**EAST ELEVATION**



**WEST ELEVATION**

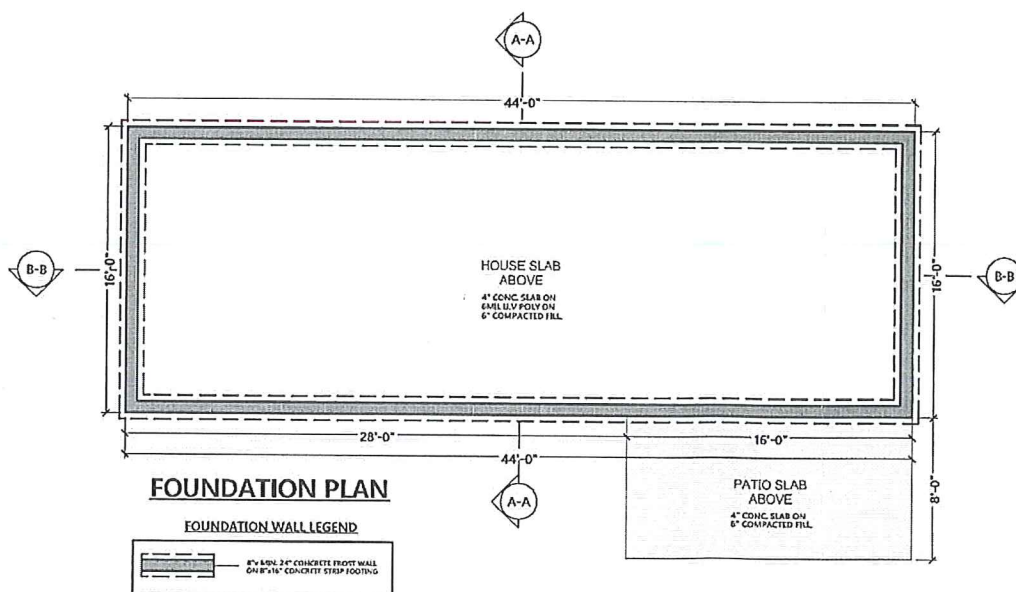
- STANDARD NOTES**
1. ALL WORK SHALL CONFORM TO THE CURRENT BUILDING CODES ADOPTED BY AUTHORITIES HAVING JURISDICTION OR LOCAL BUILDING CODES AND BYLAWS WHICH MAY TAKE PRECEDENCE.
  2. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DRAWINGS.
  3. "R-TISTRY DRAFTING INC." SHALL NOT BE RESPONSIBLE FOR ANY VARIANCES FROM THE STRUCTURAL DRAWINGS AND SPECIFICATIONS, OR ADJUSTMENT REQUIRED RESULTING FROM CONDITIONS ENCOUNTERED AT THE JOB SITE AND IS THE SOLE RESPONSIBILITY OF THE OWNER/BUILDER.
  4. CONSTRUCTION LOADS ON THE STRUCTURE CAUSED BY INTERIM STORAGE OF MATERIALS OR USE OF EQUIPMENT, SHALL NOT BE ALLOWED TO EXCEED THE DESIGN LOADINGS.
  5. ALL WINDOW AND DOOR SEES AND OPERATION ARE TO BE CONFIRMED BY OWNER/BUILDER WITH THE MANUFACTURER.



**INTERIOR WALL LEGEND**

|  |                   |
|--|-------------------|
|  | 2x6 STUDS 16" O/C |
|  | 2x4 STUDS 16" O/C |

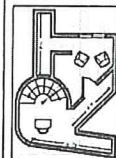
**MAIN FLOOR**  
AREA: 704 SQ.FT.  
NOTE: WINDOW LINTELS @ 6" B"



**FOUNDATION PLAN**

**FOUNDATION WALL LEGEND**

|  |  |
|--|--|
|  | 8" BARS 2" CONC. FOOT WALL ON 6" BARS 12" CONC. STEP FOOTING |
|--|--|



**R-tistry Home Design**  
design@rtistryhomedesign.com  
PH: 250-469-1641

**ISSUED PLANS:**

|       |                 |            |
|-------|-----------------|------------|
| NO. 1 | PERMIT DRAWINGS | 1801-30-15 |
|-------|-----------------|------------|

**PROJECT TITLE:**  
330 DAVIE RD.

**DATE:**  
11/10/2015

**SCALE:**  
1/4" = 1'

**SHEET:**  
1/2

**CITY OF KELOWNA**  
**BYLAW NO. 11203**  
**Z15-0062 - Carissa Kennedy & Jeremiah Weiler**  
**330 Davie Road**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot A, Section 22, Township 26, ODYD, Plan 31836 located on Davie Road, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Approved under the Transportation Act

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(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# REPORT TO COUNCIL



**Date:** February 15, 2016  
**RIM No.** 1250-30  
**To:** City Manager  
**From:** Community Planning Department (TB)  
**Application:** Z15-0066 **Owner:** Pam Irene Sahlin  
**Address:** Lakeshore Rd 3697 **Applicant:** Thomson Dwellings Inc.  
**Subject:** Rezoning Application  
**Existing OCP Designation:** S2RES - Single/Two Unit Residential  
**Existing Zone:** RU1 - Large Lot Housing  
**Proposed Zone:** RU6 - Two Dwelling Housing

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## 1.0 Recommendation

THAT Rezoning Application No. Z15-0066 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 24, Block 4, District Lot 134, ODYD, Plan 515 except Plan KAP91276, located at 3697 Lakeshore Road, Kelowna, BC from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated February 15, 2016;

## 2.0 Purpose

To rezone the subject property to allow for the development of duplex housing.

## 3.0 Community Planning

Community Planning supports the proposal to rezone the subject property. The rezoning of this property from RU1 to RU6 would allow it to be developed for duplex housing. This is consistent with the Official Community Plan (OCP) Future Land Use Designation and the OCP policy of creating a compact urban form. As part of the rezoning, the City of Kelowna would receive a 5.0 m road dedication on Lakeshore Road, a 5.0 m road reserve on Lakeshore Road, and a 3.0 m road reserve along Barrerra Road for future use.

In fulfillment of Council Policy No. 367 respecting public consultation, the applicant undertook neighbour consultation by individually contacting the neighbours. To date, staff has not received any feedback.

#### 4.0 Proposal

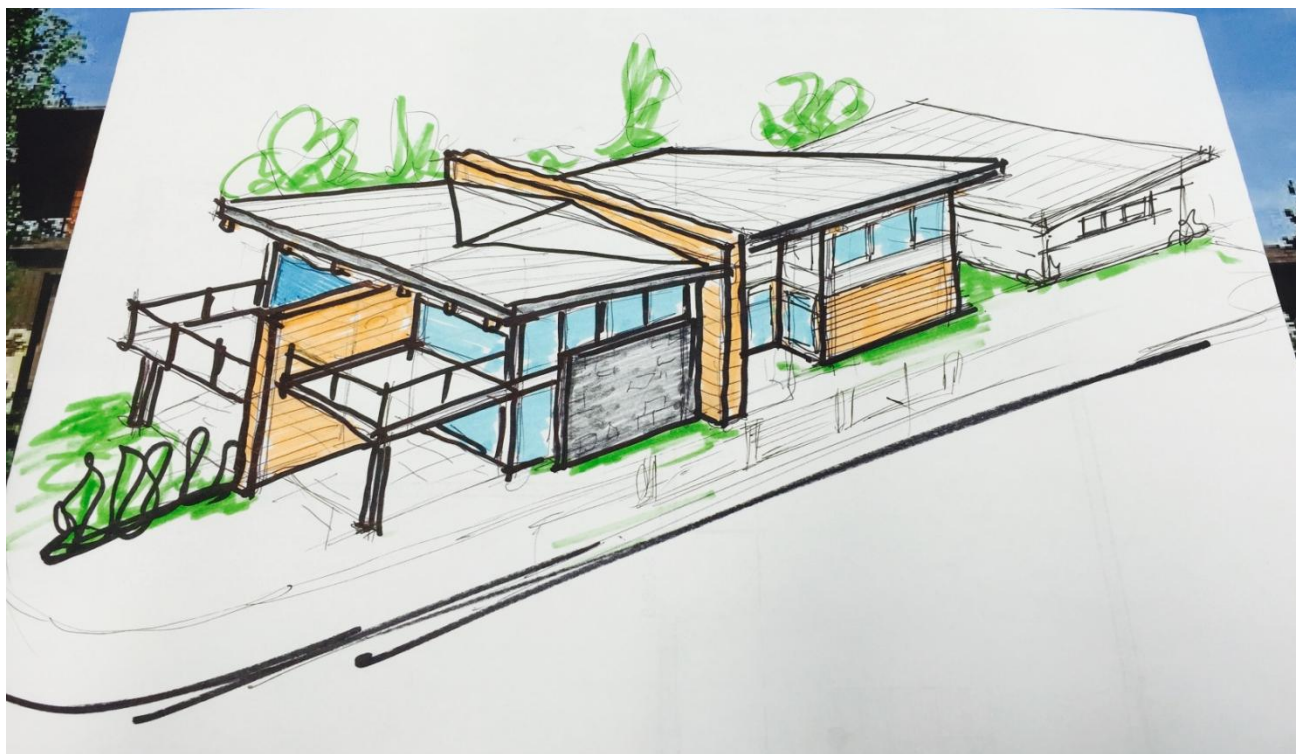
##### 4.1 Background

The single family dwelling was built in 1965 and will be demolished to facilitate the proposed duplex.

##### 4.2 Project Description

The subject property is 990 m<sup>2</sup> and requires no variances for the proposed duplex. The road dedication and road reserves on this property would allow for future widening of Lakeshore and Barrera Roads. Access to the proposed development would be from the lane on the east side of the property. Parking is provided in rear-oriented garages, and private open space is accommodated with front decks. The proposed duplex will require a direct (non-council) development permit.

Conceptual Rendering:





#### 4.3 Site Context

The subject property is located on the north-east corner of Lakeshore Road and Barrera Road. The neighborhood is a mix of RU1, RU2, and RM2 zones. Two recreation corridors border this property, and Rotary Beach Park is across Lakeshore Road on the west.

Adjacent land uses are as follows:

| Orientation | Zoning                        | Land Use          |
|-------------|-------------------------------|-------------------|
| North       | RU1 - Large Lot Housing       | Residential       |
| East        | RU2 - Medium Lot Housing      | Residential       |
| South       | RM2 - Low Density Row Housing | Residential       |
| West        | P3 - Parks and Open Space     | Rotary Beach Park |

Subject Property Map:



#### 4.4 Zoning Analysis Table

| Zoning Analysis Table                |                       |                       |
|--------------------------------------|-----------------------|-----------------------|
| CRITERIA                             | RU6 ZONE REQUIREMENTS | PROPOSAL              |
| Existing Lot/Subdivision Regulations |                       |                       |
| Minimum Lot Area                     | 550 m <sup>2</sup>    | 990.35 m <sup>2</sup> |



|  |                   |                              |
|--|-------------------|------------------------------|
| Minimum Lot Width  | 20 m              | 20.12 m                      |
| Minimum Lot Depth  | 30 m              | 46.59 m (to road dedication) |
| <b>Development Regulations</b>                           |                   |                              |
| Maximum Site Coverage (buildings)                        | 40%               | 39.96%                       |
| Maximum Site Coverage (buildings, driveways and parking) | 50%               | 41.86%                       |
| Minimum Front Yard                                       | 4.5 m             | 4.5 m                        |
| Minimum Side Yard (south)                                | 4.5 m             | 4.5 m                        |
| Minimum Side Yard (north)                                | 2.3 m             | 2.3 m                        |
| Minimum Rear Yard to Garages                             | 1.5 m             | 1.5 m                        |
| Minimum Private Outdoor Space                            | 60 m <sup>2</sup> | +60 m <sup>2</sup>           |
| Minimum Parking Requirements                             | 4 stalls          | 4 stalls                     |

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Compact Urban Form.**<sup>1</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

## 6.0 Technical Comments

### 6.1 Development Engineering Department

- See attached Schedule "A" dated January 14, 2016.

### 6.2 FortisBC Inc - Electric

- There are primary distribution facilities along Lakeshore Road. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.
- Otherwise, FortisBC Inc. (Electric) has no concerns with this circulation.

### 6.3 Real Estate and Building Services Manager

- Ensure Lakeshore Rd dedication/reserve is adequate (30m cross-section).

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

## 7.0 Application Chronology

Date of Application Received: December 14, 2015  
Date Public Consultation Completed: January 29, 2015

Report prepared by:

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Trisa Brandt, Planner I

Reviewed by: ☐ Terry Barton, Urban Planning Manager

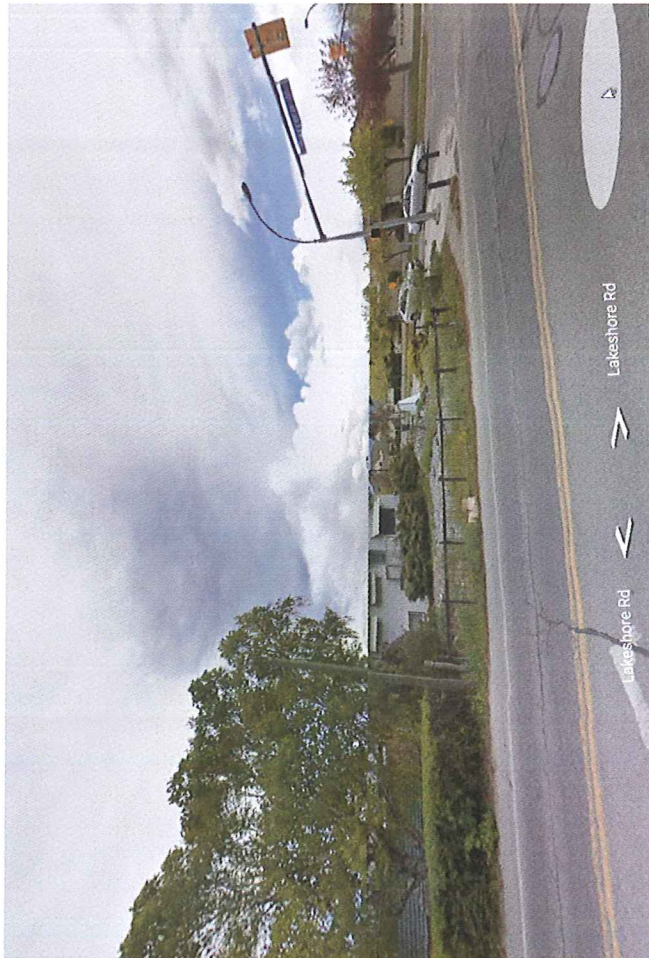
Approved for Inclusion: ☐ Ryan Smith, Community Planning Department Manager

### Attachments:

Site Plan

Context/Site Photos

Schedule "A": Development Engineering Memorandum dated January 14, 2016.





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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** January 14, 2016  
**File No.:** Z15-0066

**To:** Community Planning (TB)

**From:** Development Engineering Manager(SM)

**Subject:** 3697 Lakeshore Road

RU1 to RU6

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The Development Engineering Department has the following comments and requirements associated with this rezoning application. The road and utility upgrading requirements outlined in this report will be a requirement of this development. The Development Engineering Technologist for this project is Sergio Sartori

**1. Domestic Water and Fire Protection**

This property is currently serviced with a 19mm-diameter copper water service. Two 19mm water services are required to meet current by-law requirements. An additional 19mm service and adjustments to the existing service can be provided by the City at the owner's cost. The applicant will be required to sign a Third Party Work Order for the cost of the water service upgrades. For estimate inquiry's please contact Sergio Sartori, by email ssartori@kelowna.ca or phone, 250-469-8589.

The developer must obtain the necessary permits and have all existing utility services disconnected prior to removing or demolishing the existing structures. The City of Kelowna water meter contractor must salvage existing water meters, prior to building demolition. If water meters are not salvaged, the developer will be invoiced for the meters.

**2. Sanitary Sewer**

Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. An inspection chamber (IC) complete with brooks box should be installed on the service at the owner's cost. Service upgrades can be provided by the City at the applicant's cost. The applicant will be required to sign a Third Party Work Order for the cost of the service upgrade. For estimate inquiry's please contact Sergio Sartori, by email ssartori@kelowna.ca or phone, 250-469-8589.

**3. Road Improvements**

- (a) Lakeshore Road must be upgraded to an urban standard along the full frontage of this proposed development, including curb and gutter, sidewalk, drainage system including catch basins, manholes and pavement removal and replacement, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. A one-time cash payment in lieu of construction must be collected from the applicant for future construction by the City. The cash-in-lieu amount is determined to be **\$9,070.00** not including utility service cost.

|                                |                 |
|--------------------------------|-----------------|
| <b>SCHEDULE</b>                | <b>A</b>        |
| This forms part of development |                 |
| Permit #                       | <b>Z15-0066</b> |

**7. Bonding and Levy Summary****(a) Levies**

1. Lakeshore Rd frontage improvements **\$9,070.00**

**(b) Bonding**

1. Barrera Rd modification & landscaping To be determined  
2. Service upgrades To be determined

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Steve Muenz, P. Eng.  
Development Engineering Manager  
SS





|                              |        |          |
|------------------------------|--------|----------|
| GARAGES ONLY:                | 9.09%  | 14% MAX. |
| BUILDINGS + DECKS:           | 39.96% | 40% MAX. |
| BUILDINGS, DECKS & DRIVEWAY: | 41.86% | 50% MAX. |

**CITY OF KELOWNA**  
**BYLAW NO. 11201**  
**Z15-0066 - Pam Sahlin**  
**3697 Lakeshore Road**

---

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 24, Block 4, District Lot 134, ODYD, Plan 515 Except Plan KAP91276 located on Lakeshore Road, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# REPORT TO COUNCIL



**Date:** February 15, 2016

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (TY)

**Application:** Z15-0030

**Owner:** Lorne P. Pearson

**Address:** 1981 Cross Road

**Applicant:** Aplin Martin Consultants Ltd

**Subject:** Rezoning Bylaw

**Existing OCP Designation:** S2RES - Single/Two Unit Residential

**Existing Zone:** A1 - Agriculture 1

**Proposed Zone:** RU2 - Medium Lot Housing

---

## 1.0 Recommendation

THAT Council waives the requirement for conditions of adoption as outlined in Schedule (A) attached to the report from the Community Planning Department dated September 14, 2015 to be considered in conjunction with Final Adoption of Rezoning Bylaw No. 11134;

AND THAT Council waives the requirement for conditions of adoption of Council's consideration of a Development Permit and Development Variance Permit be considered in conjunction with Final Adoption of Rezoning Bylaw No. 11134;

AND FURTHER THAT Final Adoption of Rezoning Bylaw No. 11134 be considered by Council.

## 2.0 Purpose

To waive conditions of adoption of Rezoning Bylaw No. 11134, and to forward the Bylaw for adoption.

## 3.0 Community Planning

### Conditions of Rezoning

Staff are recommending the conditions of rezoning regarding Schedule A (Development Servicing Requirements), Development Permit and Development Variance Permit be waived due to the requirements outlined in this schedule A and applications relevant to subdivision of the subject property into twelve lots. The applicant remains responsible for all items outlined in this schedule A. All conditions outlined will be postponed until the time of subdivision into the twelve lots. At this time, rezoning of the property does not create any new lots therefore, the servicing and variance requirements are not necessary.

The applicant will be required to receive Council's approval for the Development Permit and Development Variance Permit prior to issuance of Final Subdivision into twelve lots.

All other requirements outlined have been met. This includes Glenmore-Ellison Improvement District conditions and the issuance of a Preliminary Layout Review Letter by the Approving Officer.

**Report prepared by:**

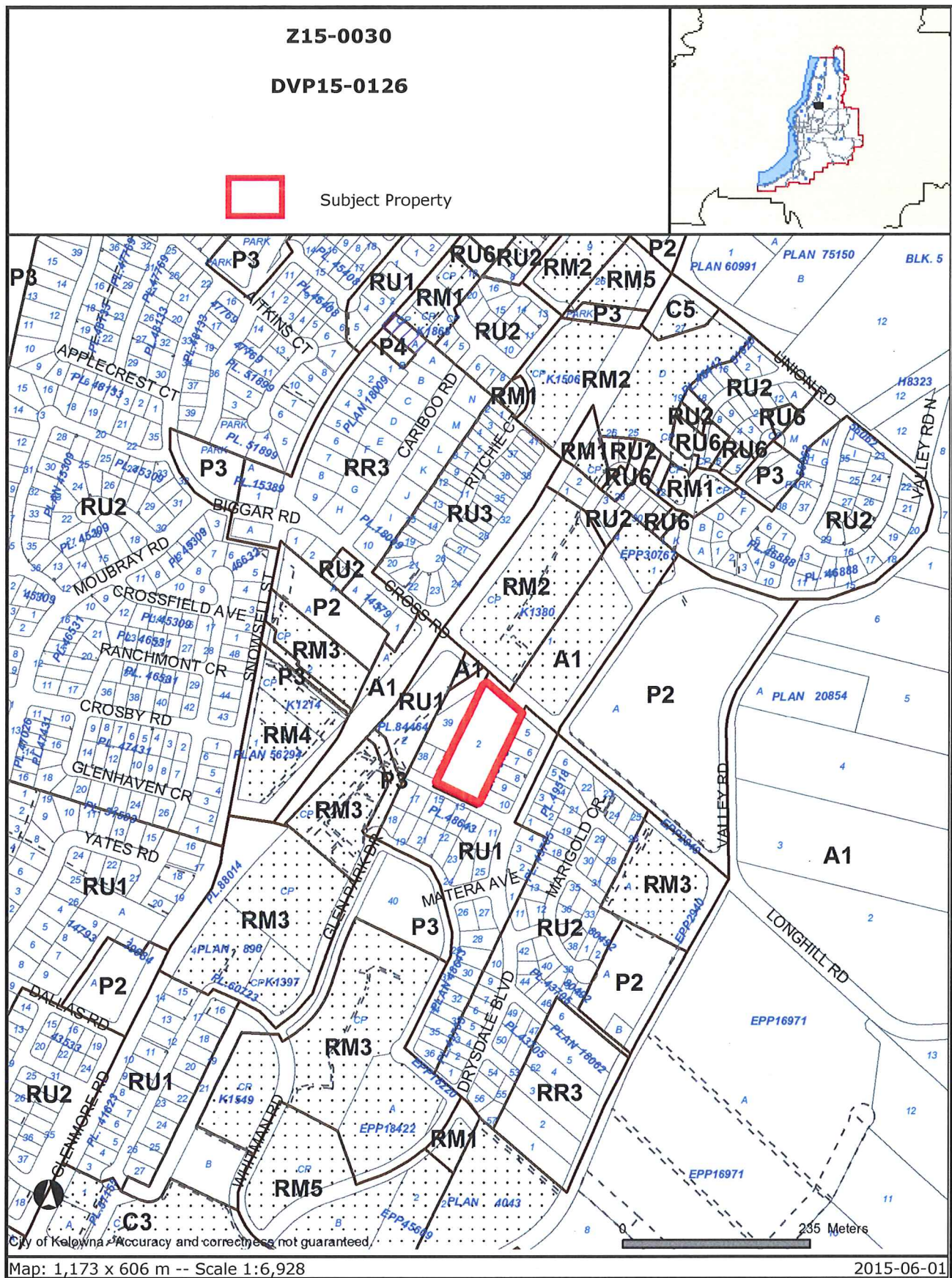
\_\_\_\_\_  
Tracey Yuzik, Planner

**Approved for Inclusion:**



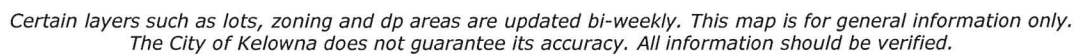
Todd Cashin, Suburban and Rural Planning Manager





Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.







CITY OF KELOWNA  
MEMORANDUM

**Date:** July 8, 2015  
**File No.:** Z15-0030  
**To:** Community Planning Department (TY)  
**From:** Development Engineering Manager  
**Subject:** 1981 Cross Rd Hemmerling Ct Plan 10134 Lot 2. Sec 4 TP 23 ODYD

Development Engineering has the following comments and requirements associated with this application to rezone from A-1 to RU2  
The road and utility upgrading requirements outlined in this report will be a requirement of this application.

The Development Engineering Technologist for this project is John Filipenko. AScT

**.1) General**

- a) The postal authorities must be contacted to determine whether or not a "community mailbox" will be utilized, and if so, its location should be determined and the proposed location shown on the construction plans. Please contact the Canadian Post Corporation, Delivery Services, P.O. Box 2110, Vancouver, B.C. V6B 4Z3 (604) 662-1381 in this regard.

**.2) Geotechnical Report**

- b) Prior to initial consideration, provide a Geotechnical report prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the following:
- (i) Confirm that each development node (neighbourhood) is suitable for the proposed land use.
  - (ii) Identify lands that should not be developed such as environmentally sensitive or hazardous conditions areas.
  - (iii) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
  - (iv) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
  - (v) Any special requirements for construction of roads, utilities and building structures.

- (vi) Suitability of on-site disposal of storm water, including effects upon adjoining lands.
- (vii) Identify slopes greater than 30%.
- (viii) Recommendations for items that should be included in a Restrictive Covenant.
- (ix) Any special requirements that the proposed subdivision should undertake so that it will not impact adjacent properties.

**.3) Water**

- a) The property is located within the Glenmore Ellison Irrigation District (GEID) service area. The developer is required to make satisfactory arrangements with the GEID for these items. All charges for service connection and upgrading costs are to be paid directly to the GEID.
- b) Provide an adequately sized domestic water and fire protection system. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision, Development & Servicing Bylaw. Provide water calculations for this development to confirm this. Ensure every building site is located at an elevation that ensures water pressure is within the bylaw pressure limits. Note: Private pumps are not acceptable for addressing marginal pressure.

**.4) Sanitary Sewer**

- a) Provide an adequately sized sanitary sewer system.
- b) Provide sanitary routing design complete with calculations ensuring the downstream infrastructure is capable of supporting this rezoning

**.5) Drainage**

- a) Provide an adequately sized drainage system. The Subdivision, Development and Servicing Bylaw require that each lot be provided with an individual connection.
- b) Provide the following drawings:
  - i) A detailed Lot Grading Plan (indicate on the Lot Grading Plan any areas that have greater than 1.0 m of fill);
  - ii) A detailed Stormwater Management Plan for this rezoning; and,
  - iii) An Erosion and Sediment Control Plan.
- c) Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.



**.6) Roads**

- a) The Cross Road frontage is urbanized. Removal of the existing driveway and curb letdown is required. Construction will require curb, gutter, sidewalk removal and reconstruction. Boulevard treatment shall match the existing materials and stamped pattern. Also included is the relocation and / or removal of the existing utilities (poles) as may be required.
- b) Hemmerling Court fronting this development is to be constructed to a SS-R4 Standard including fillet pavement, a rollover concrete curb and gutter, monolithic sidewalk, storm drainage system including manholes and catchbasins.
- c) Road A is to be constructed to a Local – Class 2 standard (SS-R4) complete with concrete sidewalk. Provide a coseptual design for the extension of Road A beyond this development
- d) The proposed lot layout will be further reviewed at the PLR stage.
- e) Provide traffic control and street name signs where required. The City will install all signs and traffic control devices at the developer's expense.

**.7) Power and Telecommunication Services and Street Lights**

- a) All proposed distribution and service connections are to be installed underground. Existing distribution and service connections, on that portion of a road immediately adjacent to the site, are to be relocated and installed underground
- b) Street lights must be installed on all roads.
- c) Make servicing applications to the respective Power and Telecommunication utility companies. The utility companies are required to obtain the City's approval before commencing construction.

**.8) Design and Construction**

- a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Development Engineering Branch. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

**.9) Servicing Agreements for Works and Services**

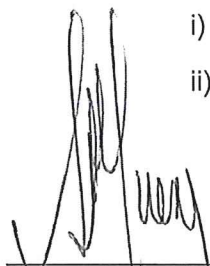
- a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be named on the insurance policy as an additional insured.

**.10) Other Engineering Comments**

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- b) Dedicate 2.72m road widening along the full frontage of Cross Road.
- c) Dedicate 2.66m road widening along the full frontage of Hemmerling Court.
- d) In order to promote pedestrian connectivity in this neighbourhood between proposed Proposed Road A and the existing concrete sidewalk on Cross Road, construction of a 3 metre wide asphalt pathway between lots 9 and 10 is requested. To delineate both sides of the pedestrian pathway a 1.2m high black vinyl coated chain link fence to City of Kelowna standards should be installed by the developer 15 cm inside both private property lines.
- e) Provide a sidewalk connection on Hemmerling Court by extending the existing sidewalk on Drysdale Boulevard to the new sidewalk fronting this development.

**.11) Charges and Fees**

- a) Development Cost Charges (DCC's) are payable
- b) Fees per the "Development Application Fees Bylaw" include:
  - i) Street/Traffic Sign Fees: at cost if required (to be determined after design).
  - ii) Engineering and Inspection Fee: 3% of construction value (plus GST).



---

Steve Muenz, P.Eng.  
Development Engineering Manager  
JF



Phone: 250-763-6506

**Glenmore-Ellison Improvement District**  
445 Glenmore Road  
Kelowna, BC V1V 1Z6

Email: glenmore.ellison@shaw.ca  
Website: www.glenmoreellison.com

Fax: 250-763-5688

**SCHEDULE B**  
This forms part of development  
# Z15-0030

OUR FILE No.: 0127  
CITY OF KELOWNA FILE No.: DVP15-0126 / Z15-0030  
FOLIO: 217-03285.000

July 13, 2015

City of Kelowna  
Development Services  
1435 Water Street  
Kelowna, B.C. V1Y 1J4

Attention: Damien Burggraeve (via email to: [dburggraeve@kelowna.ca](mailto:dburggraeve@kelowna.ca))

**Re: Conditions of water service for proposed subdivision (12 lots) located at 1981 Cross Rd., Lot 2, Section 4, Plan 10134, City of Kelowna**

In response to the above referenced application, the following information is required for water service prior to Subdivision Approval.

1. All water supplies are subject to Glenmore-Ellison Improvement District (GEID) Water bylaws, rules and regulations, and the City of Kelowna Bylaw #7900. Copies of all GEID bylaws are available at the GEID office and on the GEID website at [www.glenmoreellison.com](http://www.glenmoreellison.com).
2. There is an existing 6-inch water service available on the Hemmerling Road Frontage. The applicant may connect to the 6-inch watermain on Hemmerling Court and install a new adequately sized watermain on the proposed Road A through the development. If this service is not utilized for this development, the service must be physically removed and replaced with a C900 spool piece complete with C900 double bell couplers.

Two existing services on the Cross Road Frontage must be deactivated by turning off the corporation stops and cut off. The applicant's engineer is to complete inspections during construction in accordance with GEID's inspection policy.

3. The Kelowna Fire Department shall review the existing and proposed fire hydrant spacing. The applicant must acquire written confirmation from the Fire Department confirming the existing and proposed hydrant spacing has been approved. It is the applicant's responsibility to ensure the hydrant spacing is approved by the City of Kelowna.
4. Prior to water service approval, a servicing feasibility study is required to be completed by GEID's Engineer to determine if a waterworks upgrade is required and/or if the development can be serviced from the GEID waterworks system. The cost for this study will be the actual costs of the engineering services plus disbursements and administration.



The cost of the feasibility study is estimated at \$900.00, and a deposit of this amount is required. Following payment of this amount, please allow approximately 3-4 weeks for the study to be completed. The final amount invoiced to the applicant will be the actual cost of the work, plus disbursements at a charge rate of \$110.00 per hour.

5. All metallic joints and fittings shall be protected by Denso paste and tape and/or protected by sacrificial anodes, as determined by a corrosion specialist. The applicant must complete a soil resistivity study to confirm if a higher or alternative level of corrosion control is required.
6. The GEID Waterworks Crew shall witness and inspect all connections from the existing water main fronting the site. The operation of any utility valves or curb stops must be performed by the GEID Waterworks Crew unless authorized in writing by the GEID. Current bylaw rates apply. Please notify GEID Staff at least two weeks prior to the preferred connection date to schedule GEID crews to witness the inspection.
7. The applicant will be required to engage a professional engineer to design the required works and services. The applicant must submit engineering plans for all servicing within and to the proposed development prior to construction of any water works.
8. The applicant's engineer should consult with GEID Staff prior to commencement of detailed engineering design. Construction on any waterworks portion of the project shall not commence unless authorized by the GEID. The engineer shall provide a construction schedule and notification of start of construction 48 hours before construction begins on the waterworks portion of the project. All waterworks construction shall proceed in compliance with GEID standard inspection policy.
9. The applicants must submit detailed engineering drawings to the Public Health Engineer of the Interior Health Authority (IH). An IH Waterworks Construction Permit shall be submitted to the GEID prior to construction of any water system. No construction shall commence until the GEID and the IH have accepted the engineering drawings.

### **Project Fees**

The applicants engineer shall submit an estimate of the construction costs of the waterworks to be used for calculation of fees owing. The estimate shall include an additional 10% for engineering and inspection services during construction. If the submitted project cost estimate is lower than expected, the GEID is not bound to accept the estimate. In this case, a revised cost estimate will be issued by the GEID and forwarded to the applicant's engineer. As part of the cost estimate submission, the applicant's engineer shall identify and propose for GEID review, the proportion of costs of providing water facilities that can be considered excess or extended service pursuant to section 747.2 of the *Local Government Act*.

The following application, review and inspection fees are required prior to construction approval.

| Fee Description                | Rate   | Payable Prior to...                                      | Total            |
|--------------------------------|--|--|------------------|
| Development Application Fee    | \$150 per subdivision  | Application Review                                       | \$150.00 (paid)  |
| Engineering and Inspection Fee | 3% of the estimated construction cost of water portion of project. | Issuance of Water Letter <u>or</u> Commencement of Works | To Be Determined |



The following **Performance Bond** payment is required prior to GEID approval to construct waterworks on public land or to subdivide. The Performance Bond shall be in the form of an automatically renewable, irrevocable, standby letter of credit written in favor of the GEID. Upon Substantial Completion of the works to the satisfaction of the GEID, registration of all water required SRW's and assumption of the works by GEID, the applicant may apply to have the Performance Bond replaced with a Maintenance Bond. The one-year Maintenance Bond period will not commence until all works have been approved and connected to the GEID community water system and GEID has assumed ownership.

The **Maintenance Bond** will be held for a minimum period of one year, and will only be released following satisfactory final inspection and submission of signed and stamped as-built drawings, digital as-built drawings in a format acceptable to GEID, and completion of all water works in accordance with GEID standards, including satisfactory inspection by GEID and amendment of all deficiencies and submission of all other documentation as required by the GEID.

In the event that works are not completed to the satisfaction of GEID, the works may not be accepted and an extended maintenance bonding period may be required following any re-construction or repairs.

The Capital Expenditure Charge for all proposed single family lots must be paid in full prior to Subdividing. All Capital Expenditure Charges will be assessed in accordance with the GEID Bylaw that governs at the time of payment.

Payment of the Capital Expenditure Charges will not be accepted until all other subdivision requirements have been fulfilled and the City of Kelowna Approving Officer is prepared to issue final subdivision approval.

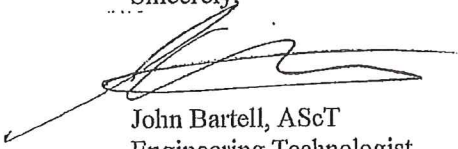
| Fee Description                         | Rate   | Payable Prior to...   | Total                   |
|---|--|---|-------------------------|
| Performance Bond                        | 125% of estimated construction cost of the water system works (for proposed waterworks located on public land) (capital costs shall include 10% engineering and 15% contingency).                    | Working on GEID property, working on public road, or Issuance of Water Letter | <b>To Be Determined</b> |
| Maintenance Bond                        | 50% of estimated construction cost of the water system works (for proposed waterworks located on public land) (capital costs shall include 10% engineering).   | Return of Performance Bond  | <b>To Be Determined</b> |
| Capital Expenditure Charge              | Rate per single family lot as per current GEID Capital Expenditure Charge Bylaw in effect at the time of subdivision. Current Rate \$5,300.00 per lot (12 lots proposed).                            | Subdivision Approval or issuance of GEID Water Letter                         | <b>\$63,600.00</b>      |
| New account set-up                      | \$20.00 for each newly developed unit to be registered in the Land Titles Office (12 units proposed).  | Subdivision Approval or issuance of GEID Water Letter                         | <b>\$240.00</b>         |
| Connection-Disconnection Inspection Fee | \$500.00 per inspection of a water service connection sized greater than 50mm. \$100.00 per inspection for services sized 50mm or less (2 disconnections required). (\$500.00 + \$100.00 + \$100.00) | Inspection or issuance of Water Letter.                                       | <b>\$700.00</b>         |

Further details regarding GEID Fees, conditions and development policies are available at the GEID office.

This review is valid for **ONE (1) YEAR** from the date of this letter provided that there are no changes in legislation, regulations, or bylaws in which case alterations to this review may be required to comply with the new legislation, regulations, or bylaws. It is now the applicant's responsibility to fulfill the conditions of this review.

If you have any questions regarding the above fees and conditions, please feel free to contact our office at 250-763-6506. Please reference our file number on all correspondence.

Sincerely,



John Bartell, AScT  
Engineering Technologist

sv/jb

cc: Applicant: Aplin & Martin Consultants Ltd. Attn: Cory Barker (via email: [cbarker@aplinmartin.com](mailto:cbarker@aplinmartin.com)) on behalf of  
Sean Khurana  
Owner: Lorne Pearson, 1981 Cross Road, Kelowna, B.C. V1V 2B4

Attach: GEID Inspection Requirements and Construction Standards



**CITY OF KELOWNA**  
**BYLAW NO. 11134**  
**Z15-0030 - Lorne Pearson**  
**1981 Cross Road**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 2, Section 4, Township 23, ODYD, Plan 10134, Except Plan H8323 located on Cross Road, Kelowna, B.C., from the A1 - Agriculture 1 zone to the RU2 - Medium Lot Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 14<sup>th</sup> day of September, 2015.

Considered at a Public Hearing on the 29<sup>th</sup> of September, 2015.

Read a second and third time by the Municipal Council this 29<sup>th</sup> of September, 2015.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



# Report to Council



**Date:** February 15, 2016

**File:** 1140-40

**To:** City Manager

**From:** M. Olson, Manager, Property Management

**Subject:** Lease Extension - City of Kelowna from Modot Ventures Inc. -#2 2323 Hunter Road

Report Prepared by: T. Abrahamson, Property Officer

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## **Recommendation:**

THAT Council approves the amendment to the Lease dated March 27, 2015, between the City of Kelowna and Modot Ventures Inc. for an extension of six (6) months to the City's lease of industrial storage space as set out in the attached Report of the Property Manager, dated February 15, 2016;

AND THAT the Mayor and City Clerk be authorized to execute all documents necessary to complete the transaction;

AND FURTHER THAT all costs associated with the Lease Amendment in 2017 be charged to the Building Services operating budget.

## **Purpose:**

To obtain Council support for a six (6) month extension to the Lease between Modot Ventures Inc. and City of Kelowna for industrial storage space as required by the City's Building Services department.

## **Background:**

The City entered into a one (1) year lease in March 2015, with a further one (1) year renewal option, with Modot Ventures Inc. on behalf of Building Services for industrial storage space. The renewal option was exercised in January 2016, with the lease set to expire on March 31, 2017.

Building Services expected to require the additional storage capacity for two years, then relocate to the City-owned Windsor Road facility which will be vacant in March, 2017.

**Financial/Budgetary Considerations:**

Modot Ventures Inc. has agreed to a six (6) month extension of the current lease under the same terms and conditions, including rent and estimated triple net costs, as listed in the table below:

| #2 -2323 HUNTER ROAD       |               |                 |                   |                 |
|----------------------------|---------------|-----------------|-------------------|-----------------|
|                            |               | Renewal<br>2016 | Extension<br>2017 | Total           |
| Area                       | 1,455 sf      |                 |                   |                 |
| Lease Rate                 | \$8.00/sf     |                 |                   |                 |
| Annual Rate                |               | \$11,640        | \$5,820           | \$5,820         |
| Est. Triple Net            | +/- \$3.50/sf | \$5,093         | \$2,546           | \$2,546         |
| <b>Total Cost (6 mos.)</b> |               |                 |                   | <b>\$8,366*</b> |
| <i>*Taxes not included</i> |               |                 |                   |                 |

Funding costs for the 6 month extension will be available in the Building Services Department 2017 operating budget.

**Internal Circulation:**

Manager, Building Services  
Director, Financial Services  
Manager, Parks & Building Planning  
Manager, Risk & Safety  
Senior Project Manager, Infrastructure

**Considerations not applicable to this report:**

Legal/Statutory Authority:  
Legal/Statutory Procedural Requirements:  
Existing Policy:  
Personnel Implications:  
External Agency/Public Comments:  
Communications Comments:  
Alternate Recommendation:

Submitted by: M. Olson, Manager, Property Management

Approved for inclusion: D. Edstrom, Director, Real Estate

Attachments: 1. Schedule A - Lease Extension Agreement  
2. Schedule B - PowerPoint Presentation

cc: M. Johansen, Manager, Building Services  
G. Davidson, Director, Financial Services  
R. Parlane, Manager, Parks & Building Planning  
L. Kayfish, Manager, Risk & Safety  
P. Irani, Manager, Senior Project Manager, Infrastructure

**AMENDMENT (2a)**

**To The Commercial Lease Agreement (*Dated March 27<sup>th</sup>, 2015*), and  
The 12 Month Extension (*Dated Jan. 6<sup>th</sup>, 2016*)  
Between Modot Ventures Inc. (The Lessor), and  
The City of Kelowna (The Lessee)**

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The parties hereby mutually agree to extend this commercial lease for a further six (6) month term, further extending the current lease and its extension to Sept. 30<sup>th</sup>, 2017.

All terms and conditions found within the original commercial lease agreement, and the twelve (12) month extension document (Lease Renewal) previously agreed to, will remain in full force and effect until Sept. 30<sup>th</sup>, 2017. As such, there will be no additional charges, or escalation of the rates to be paid, as stated in both the original lease, and the twelve (12) month extension. To its end, as of midnight on Sept. 30<sup>th</sup>, 2017, the lease in its totality will be considered terminated by both parties.

If at any time, a further extension past Sept. 30<sup>th</sup>, 2017 is requested by the Lessee, the Lessor reserves the right to either a.) Accept, b.) Refuse, or c.) Change, the terms and conditions of the lease, prior to the acceptance of any further extension request.

This amendment is open for acceptance until February 29<sup>th</sup>, 2016.

Signed and accepted by the agents and/or authorized signors of both parties.

**This 27<sup>th</sup> day of January, 2016 by:  
MODOT VENTURES INC (The Lessor).**



X \_\_\_\_\_  
Name: Denis G. Hostland, A.A.Sc.  
Title: President

**This \_\_\_\_ day of \_\_\_\_\_, 2016 by:  
The CITY OF KELOWNA (The Lessee).**

X \_\_\_\_\_  
Name:  
Title:

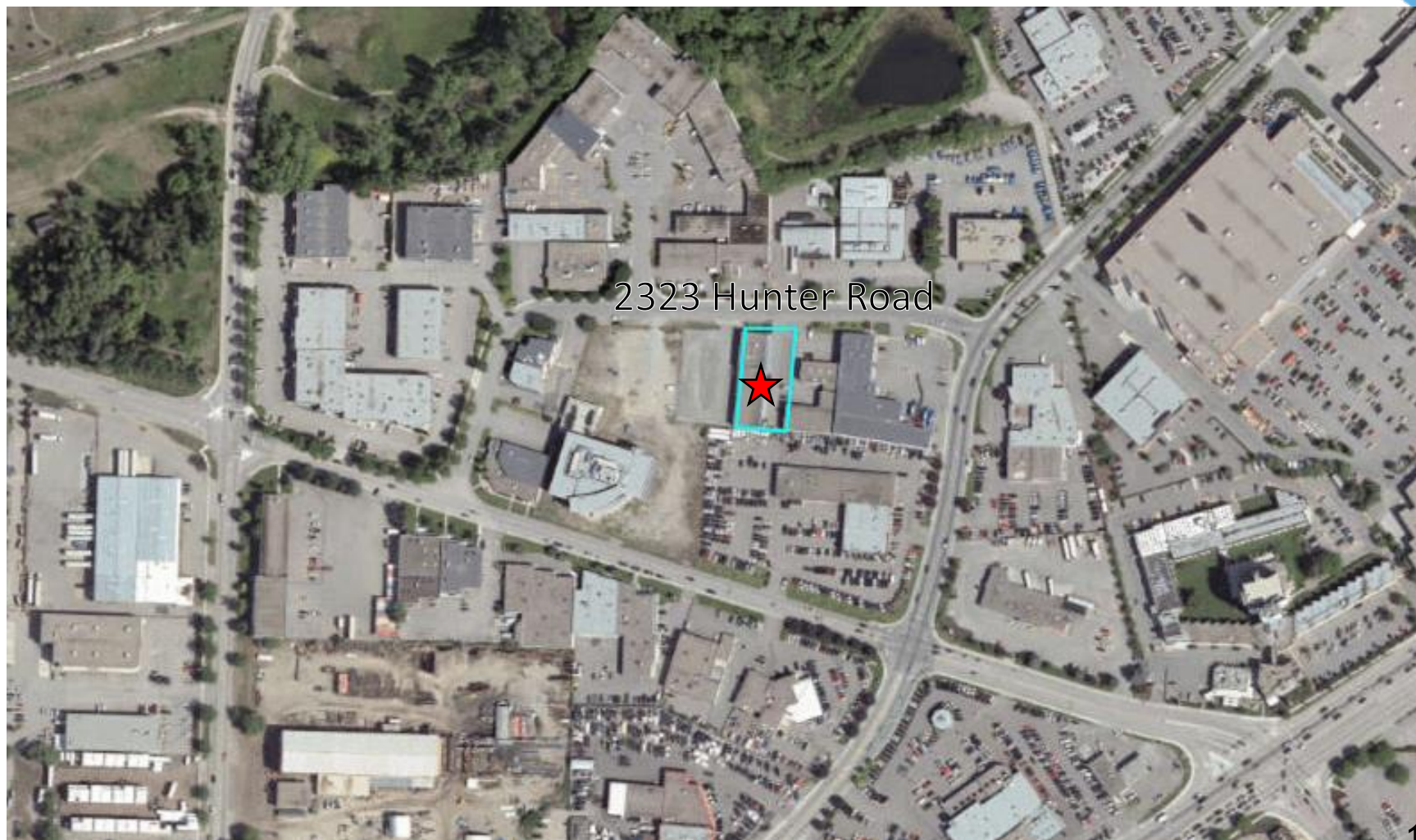
# BUILDING LEASE AGREEMENT

Modot Ventures - #2 - 2323 Hunter Road





# LOCATION



## LEASE DETAILS

- ▶ Required for additional storage space for Building Services
- ▶ Original Expiry - March 31, 2017

## LEASE DETAILS

| #2 -2323 HUNTER ROAD |               |                 |                      |          |
|----------------------|---------------|-----------------|----------------------|----------|
|                      |               | Renewal<br>2016 | 6m Extension<br>2017 | Total    |
| Area                 | 1,455 sf      |                 |                      |          |
| Lease Rate           | \$8.00/sf     |                 |                      |          |
| Annual Rate          |               | \$11,640        | \$5,820              | \$5,820  |
| Est. Triple Net      | +/- \$3.50/sf | \$5,093         | \$2,546              | \$2,546  |
| Total Cost (6 mos.)  |               |                 |                      | \$8,366* |
| Further Renewals     |               |                 |                      | None     |

# Report to Council



**Date:** February 15, 2016  
**File:** 1862-01  
**To:** City Manager  
**From:** D. Duncan, Manager, Parking Services  
**Subject:** Electric Vehicle Charging Station Installation and Eco-Pass Updates  
Report Prepared by: A. Rolston, Parking Operations Coordinator

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## **Recommendation:**

THAT Council authorizes staff to enter into a project partnership with FortisBC, for the supply and install of two electric vehicle charging stations, as outlined in the report from the Manager, Parking Services, dated February 15, 2016;

AND THAT Council directs staff to amend the Eco-pass program to provide permits only to plug-in electric vehicles for their first year of service, valid for use up to a maximum of 2 hours per day of no-charge on-street parking, as outlined in the report from the Manager, Parking Services, dated February 15, 2016;

AND THAT Council approves, effective March 1, 2016, new Council Policy 375 - "Eco Pass Permit" as attached to the report from the Manager, Parking Services, dated February 15, 2016.

AND FURTHER THAT the Manager, Parking Services be authorized to execute all documents necessary to complete the transactions.

## **Purpose:**

To enter into a partnership with FortisBC, on a pilot project basis, to install two electric vehicle charging stations in the Museum parking lot and to update the Eco-Pass program to encourage the purchase and use of plug-in electric vehicles.

## **Background:**

### Electric Vehicle (EV) Charging Stations

Electric vehicles are an emerging sector in the auto industry. By installing EV charging infrastructure, the City has an opportunity to contribute to the adoption of electric vehicles as a preferred mode of transportation, thereby taking steps towards the Official Community



Plan goal to reduce community greenhouse gas emissions by 33% from 2007 levels by 2020. Kelowna is home to a number of electric vehicle charging stations that have been installed at local wineries, educational institutions, health care facilities and hotels. In the summer of 2015, Staff helped to facilitate the installation of eight Tesla supercharging stations at the Best Western Hotel that will open to the public in early 2016.

In May of 2015, Staff was approached by FortisBC with a potential partnership opportunity to supply and install two charging stations in a high traffic/visible location in the downtown area. One charging station would be dedicated to an OGO Car share electric vehicle and the other will be available to the public.

**GE  
WattStation  
Single Port**



The proposed location for installation is in the Museum Parking Lot which provided three distinct benefits over other potential locations:

- 1) The Museum Parking Lot is currently used for hourly public pay parking and would provide an off-street charging station that is not time restricted, allowing for ample charging time.
- 2) This location is in close proximity to the following current and potential user groups:
  - City staff based at City Hall and the new Memorial Parkade (Staff have the ability to use OGO car share cars as an alternative to fleet pool vehicles for City business).
  - Transit users arriving at/departing from the nearby Queensway Transit Exchange.
  - Innovation Center and Interior Health staff.
- 3) FortisBC has existing underground infrastructure that can be easily upgraded to accommodate the charging stations in the most cost effective manner.

FortisBC will contribute approximately \$35,000 toward the supply and installation of two electric vehicle charging stations, including electrical infrastructure and on-site signage for a term of 5 years. The City would be responsible for electrical costs associated with charging vehicles, expenses incurred to maintain the charging stations (costs identified below), off-site wayfinding signage and any pavement markings required. As part of the agreement, the metering equipment feeding the stations would be City/FortisBC co-branded.

This pilot project would allow the City to obtain valuable data to assess the actual cost and demand for electric vehicle charging stations before considering additional installations through a broader program. Some other information staff plans to gather during the pilot is:

- Charging station procurement and installation costs, options and challenges.
- Criteria for selection of appropriate locations for charging stations.
- Operational and maintenance considerations, costs and requirements.
- Regulation and enforcement issues surrounding designated electric vehicle stalls, stations and electric vehicle parking.
- Way finding and regulatory signage and pavement marking requirements.
- Determine usage and revenue levels required to achieve cost recovery.

Staff will continue to refine the City's approach to electric vehicles, both on City owned property and within new developments as we move forward with a goal of developing a more comprehensive strategy.

Within the Library Parkade expansion and Memorial Parkade projects, currently under construction, several stalls in each facility will have electrical conduit installed that will allow for the future addition of EV charging stations, if and when demand warrants.

#### Existing Eco-Pass Program

The Eco-Pass program was introduced in 2005 to reward owners of fuel efficient, environmentally friendly vehicles by offering no-charge parking at on-street pay parking locations throughout 2005 and 2006. This program was extended in 2007 and 2008 and again reviewed as part of larger council reports in 2010 and 2011. All other parking restrictions, including maximum time limits remain applicable (i.e. two-hour parking) to ensure adequate turnover is maintained and to prevent Eco-Passes from being used for long-term parking.

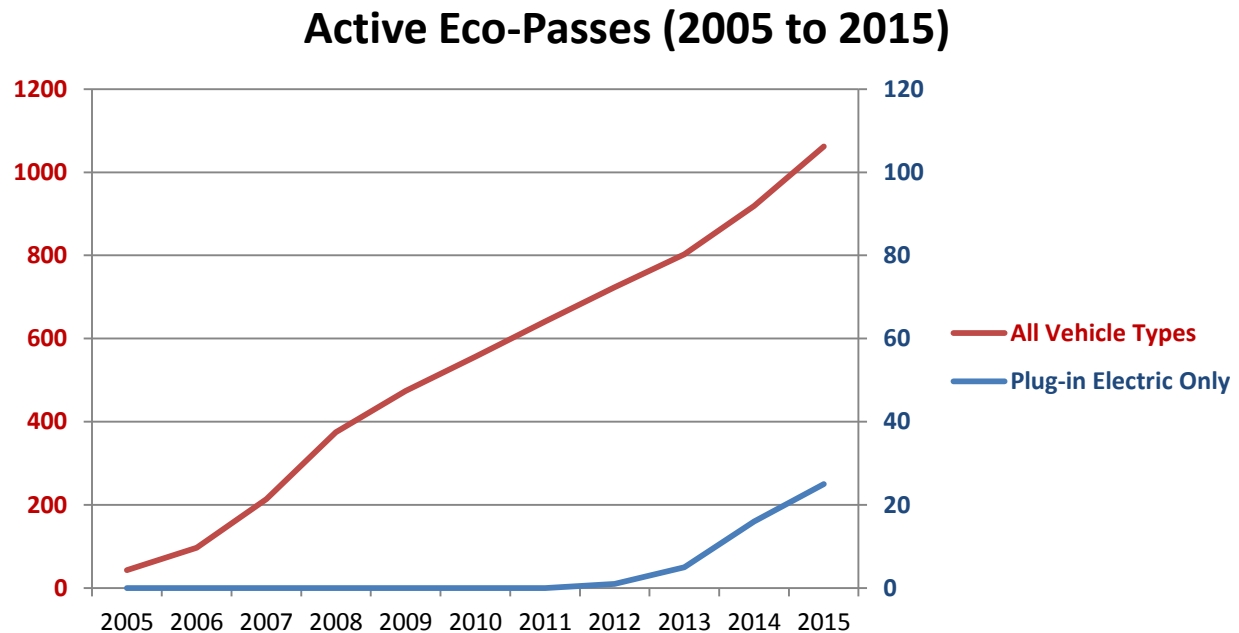
When the program began in 2005, there were seven hybrid models available in North America that would qualify; today there are more than 35 hybrid models and 39 plug-in electric models that qualify for an Eco-Pass. Current eligibility requirements for the Eco-Pass program state that all hybrid vehicles qualify, regardless of fuel economy (e.g. GMC Sierra Hybrid with published (city) fuel economy of 11.5 L/100km), which goes against the intent of the program. By comparison, non-hybrid vehicles must have a maximum fuel economy (consumption) less than 5.9 L/100km (city) to qualify. Participation in the Eco-Pass program has grown from 43 active permits in the first year to 1062 permits in 2015. If every active permit holder used their Eco-Pass once per week for two hours, lost parking revenue to the City could be more than \$138,000 annually.

A Report to Council in 2011 on Neighborhood Zero Emission Vehicles & Conventional Electric Cars suggested hybrid vehicles had successfully achieved market penetration and that their eligibility for the Eco-Pass program could be reconsidered.

#### Updates to Eco-Pass Program

This is the first review of the Eco-Pass program since the 2011 report and hybrid vehicles are now commonplace. Staff believe the incentive to promote fuel efficient vehicles has been successful and that an incentive for plug-in electric vehicles should be the new qualification standard as we move forward. New Eco-Pass permits would be valid for up to two hours per day of no-charge on-street parking for a period of one year after which the vehicle would pay

regular parking rates. Updates to the program would remove hybrid electric and fuel efficient gas/diesel powered vehicles from those eligible for an Eco-Pass in favour of plug-in electric type vehicles.



If changes to the Eco-Pass program are approved, any older permits currently in circulation that do not show an expiry date would be deemed to expire on December 31, 2016. Newer permits with an expiry date indicated would remain valid until the date shown.

**Internal Circulation:**

Acting Divisional Director, Corporate and Protective Services  
Long Range Policy & Planning Manager  
Transportation & Mobility Manager  
Community Planning Department Manager  
Sustainability Coordinator  
Fleet Services Manager  
Communications Manager  
Risk & Claims Analyst  
Engineering Technical Support Coordinator  
Legislative Coordinator

**Legal/Statutory Authority:**

B.C. Motor Vehicle Act; Section 124  
City of Kelowna Traffic Bylaw No. 8120

**Existing Policy:**

- Kelowna's Official Community Plan identifies a goal of reducing the community greenhouse gas emissions by 33% from 2007 levels by 2020.
- Community Climate Action Plan.

**Financial/Budgetary Considerations:**

Estimated electricity costs would range from approximately \$750 per stall to \$4,500 per stall annually depending on the number of hours of charging time with annual maintenance estimated at \$1,000. There is an estimated cost of \$1500 for pavement markings and signage. Initial and ongoing operating expenses are expected to be offset by parking revenues and would be funded from the Parking Services operating budget.

An increase to on-street parking revenues related to changes in Eco-Pass permit eligibility is also expected.

**Communications Comments:**

News release would be issued to notify the public of the location of the new EV charging stations once they are operable and changes to the Eco-Pass program. For approximately 1-2 years, staff have advised anyone receiving an Eco-Pass that the program is under review and that they may not be eligible in the future.

**Considerations not applicable to this report:**

Personnel Implications  
External Agency/Public Comments  
Alternate Recommendation

Submitted by: D. Duncan, Manager, Parking Services

Approved for inclusion: D. Edstrom, Director, Real Estate

Attachments: 1. Schedule A - New Council Policy 375 - "Eco-Pass Permit"  
2. PowerPoint

cc: S. Fleming, Acting Divisional Director, Corporate and Protective Services  
J. Moore, Long Range Policy & Planning Manager  
M. Hasan, Transportation & Mobility Manager  
R. Smith, Community Planning Department Manager  
A. Soros, Fleet Services Manager  
J. Foster, Communications Manager  
F. Wollin, Traffic Operations Supervisor  
T. Guidi, Sustainability Coordinator  
J. Hemmett, Risk & Claims Analyst  
K. Hanson, Engineering Technical Support Coordinator  
K. Kay, Communications Advisor





City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

ECO-PASS Parking Permit  
ESTABLISHED: MARCH 1, 2016

Contact Department: Real Estate (Parking Services)

## Guiding Principle

A clean healthy environment through the reduction of greenhouse gas emissions.

## Purpose

To reward new owners of qualifying vehicles with an Eco-Pass Parking Permit for use in the City of Kelowna.

## Application

The policy applies only to vehicles:

- classified and defined as Battery Electric Vehicle (BEV) or Plug-in Hybrid Electric Vehicle (PHEV) by the Canadian Automobile Association (CAA)  
<http://electricvehicles.caa.ca/electric-vehicles-available-in-canada/> ; and
- registered to an address located within the Regional District of the Central Okanagan.

*Note: Hybrid Electric Vehicle (HEV's) are not eligible for an Eco-Pass Parking Permit*

## Policy Statements

1. Effective March 01, 2016, the *Eco-Pass Permit* will offer up to two hours of no charge parking at on-street pay parking locations in the City of Kelowna for a period of one year.
2. *Eco-Pass Parking Permits* issued prior to March 01, 2016 will expire as of December 31, 2016 or on the date shown on the permit.
3. *Eco-Pass Parking Permits* are not eligible for renewal.
4. Lost or stolen *Eco-Pass Parking Permits* will be replaced at no charge, and will be valid only for the balance of the year remaining from the original permit.
5. A vehicle displaying an *Eco-Pass Parking Permit* is subject to all regulations contained in the City of Kelowna *Traffic Bylaw No. 8120* and is exempt only from making payment for the first two hours of on-street pay parking.
6. *Eco-Pass Parking Permits* are for the exclusive use of the registered owner, vehicle/plate number the permit is assigned to and are not transferrable.
7. Permits may not be altered or tampered with in any manner.
8. The *Eco-Pass Parking Permit* is a placard that must be displayed from the rear view mirror; incorrectly displayed permits are considered invalid.

9. Any misuse of an *Eco-Pass Parking Permit* will be treated as if no permit was in use and subject to immediate:
  - a. issuance of a parking ticket and/or towed based on parking regulations;
  - b. revocation of the permit; and
  - c. denied future issuance of an *Eco-Pass Parking Permit*.
10. Grounds for immediate revocation of the *Eco-Pass Parking Permits* include:
  - a. The sale, trade, rental, give away or disposal of a permit contrary to this policy, or
  - b. using/allowing use in any vehicle other than the vehicle authorized by the permit.

### **Amendments**

# ELECTRIC VEHICLES

Charging Station Pilot and Eco-Pass Permit Program Updates



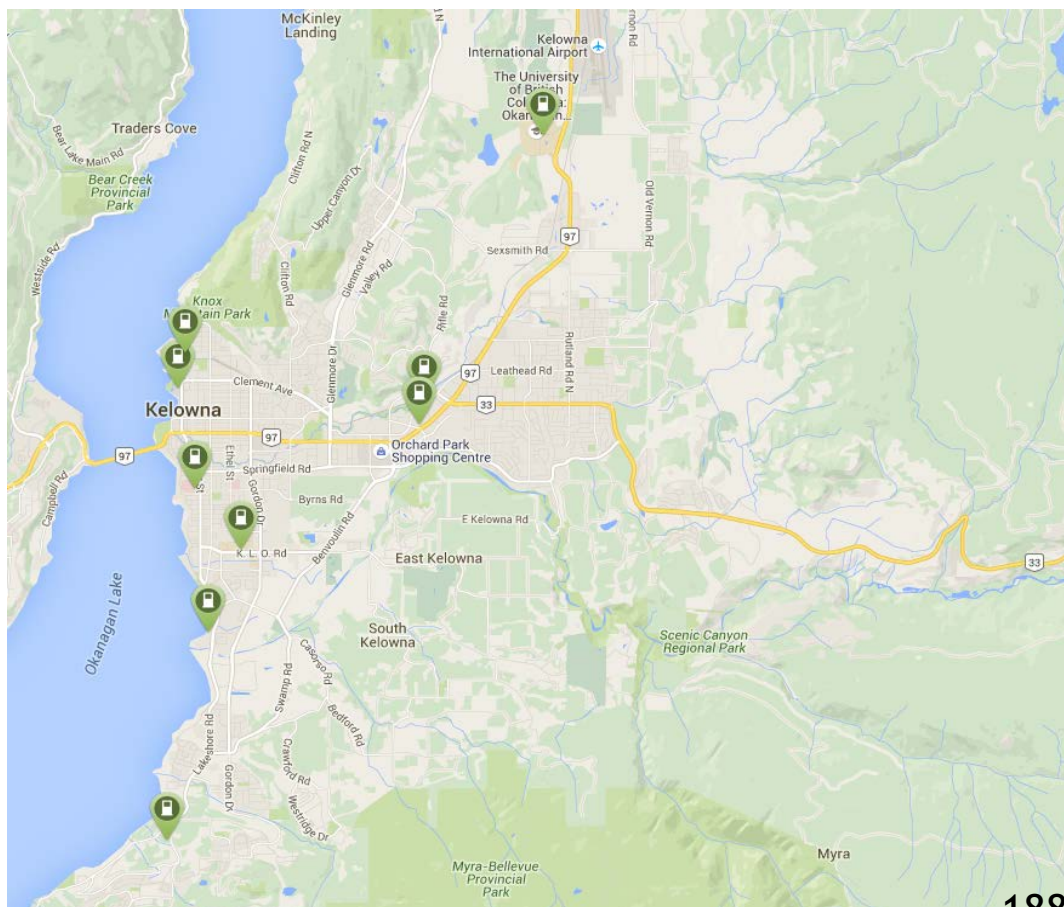
## BACKGROUND

- ▶ Electric vehicles emerging sector in auto industry
- ▶ OCP and Community Climate Action Plan aims to reduce greenhouse gas emissions by 33% from 2007 levels by 2020
- ▶ Opportunity to support EV adoption as preferred mode of transportation



# EXISTING EV CHARGING STATIONS

- ▶ Wineries
- ▶ Educational Institutions
- ▶ KGH
- ▶ Car Dealerships
- ▶ Hotels



## FORTISBC PARTNERSHIP

- ▶ City provides:
  - ▶ prominent location in downtown core
  - ▶ Minor equipment maintenance
- ▶ FortisBC provides:
  - ▶ Design expertise
  - ▶ Existing underground infrastructure
  - ▶ Charging Stations and installation works

## CONCEPTUAL VIEW FROM ELLIS STREET

- ▶ Meter pedestal co-branded with FortisBC and City logos
- ▶ New signage and asphalt markings identifies stalls for electric and OGO car share vehicles only



## GE WATT STATION

- ▶ Preferred charging station equipment chosen by FortisBC and the City
- ▶ Key Features
  - ▶ Retractable cord
  - ▶ Level 2 charging station
    - ▶ approximate charge time of 2 to 4 hours
  - ▶ Tracks usage/performance for assessment





## ECO-PASS PERMIT PROGRAM

- ▶ Established in 2005 to reward owners of hybrid and fuel efficient vehicles
- ▶ Initially 7 specific models qualified
- ▶ Today, over 35 hybrid models and 39 plug-in electric models qualify
- ▶ Over 1000 active Eco-Passes issued

## EXISTING ECO-PASS PERMIT PROGRAM

- ▶ Any hybrid or electric vehicle and all gas/diesel powered vehicles with a city fuel consumption rating less than 5.9 l/100km qualify
- ▶ Permits can be renewed
- ▶ Eco-Pass allows no charge on-street parking up to the posted time limit

## PROPOSED CHANGES

- ▶ New qualification standards - only plug in electric vehicles qualify
- ▶ Eco-Pass permit would be valid for one year and cannot be renewed
- ▶ Permits issued only for vehicles registered within RDCO

## NEW QUALIFICATION STANDARDS

- ▶ In support of reducing GHG emissions, new qualification standards are proposed:
  - ▶ Vehicles would be either:
    - ▶ Battery Electric
    - ▶ Plug-in Hybrid Electric Vehicle



## COUNCIL POLICY SUMMARY

- ▶ Policy outlines how staff will administer the program and determine which vehicles are
  - ▶ Existing Eco-Pass permits would no longer be renewed indefinitely
  - ▶ Eco-Pass permits would be issued only to vehicles registered in the RDCO
  - ▶ Only qualifying vehicles would be issued a permit

## NEXT STEPS

- ▶ Communications
  - ▶ News release
    - ▶ indicating location of EV charging stations
    - ▶ advise changes to Eco-Pass program
- ▶ Finalize partnership with FortisBC and move forward with installation
- ▶ Changes to the Eco-Pass program take effect on March 1, 2016

## STAY INFORMED

- ▶ Visit [kelowna.ca/parking](http://kelowna.ca/parking) and sign up for e-Subscribe to stay informed and receive updates.

# QUESTIONS?

## PLUG-IN HYBRID ELECTRIC VS. HYBRID

| Make / Model           | Year | L / 100 km | CO <sub>2</sub> Emissions (g/km) | Make / Model | Year | L / 100 km | CO <sub>2</sub> Emissions (g/km) |
|------------------------|------|------------|----------------------------------|--------------|------|------------|----------------------------------|
| Chevrolet Volt         | 2016 | 2.2        | 32                               | Toyota Prius | 2016 | 4.4        | 104                              |
| Ford C-Max Energi      | 2016 | 2.0        | 80                               | Ford C-Max   | 2016 | 5.6        | 140                              |
| Ford Fusion Energi     | 2016 | 2.0        | 80                               | Toyota Camry | 2016 | 5.5        | 134                              |
| BMW i3 REX             | 2016 | 2.0        | 22                               | Ford Fusion  | 2016 | 5.4        | 130                              |
| Hyundai Sonata Plug-in | 2016 | 2.4        | 63                               | Lexus CT200h | 2016 | 5.5        | 132                              |



# BATTERY ELECTRIC VEHICLES

| Make/ Model         | Year | L <sub>e</sub> / 100 km* | CO <sub>2</sub> Emissions (g/km) |
|---------------------|------|--------------------------|----------------------------------|
| BMW i3              | 2016 | 1.7                      | 0                                |
| Chevrolet Spark EV  | 2016 | 1.8                      | 0                                |
| Ford Focus Electric | 2016 | 2.1                      | 0                                |
| Nissan Leaf         | 2016 | 1.9                      | 0                                |
| Tesla Model S       | 2016 | 2.5                      | 0                                |

\* L<sub>e</sub> is gasoline litre equivalent. One litre of gasoline contains the energy equivalent to 8.9 kWh electricity

# Report to Council



**Date:** February 9, 2016

**File:** 1840-10

**To:** City Manager

**From:** B. Davidson, Parks Planner, Infrastructure Planning

**Subject:** Renaming McCarren, Tulameen and Providence Neighbourhood Parks and Rockview Natural Area Park

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## **Recommendation:**

THAT Council receives, for information, the report from the Parks Planner dated February 9, 2016, regarding renaming McCarren, Tulameen, Providence and Mountainside Neighbourhood Parks and Rockview Natural Area Park.

AND THAT Council direct staff to consolidate McCarren, Tulameen and Providence neighbourhood parks to become one neighbourhood park named 'Providence Park'.

AND FURTHER THAT Council direct staff to consolidate Mountainside neighbourhood park and Rockview natural area park to become one natural area park named 'Mountainside Park'.

## **Purpose:**

To provide direction to staff in order to help establish the scope of a 2016 capital signage project currently in the planning stage

## **Background:**

Council has approved funding within the 2016 provisional capital budget for Park Entrance Signage. Staff have identified that parks with no existing entry signs be the priority for consideration including several parks that are immediately adjacent to each other in the Kettle Valley Neighbourhood.

## **Proposed Providence Park**

McCarren Park, Providence Park and Tulameen Park are three existing parks aligned on an axis that read as one park (see Attachment A - Location Plan, and Attachment B - Overview Photo). All three developed parks have been assigned the neighbourhood park classification. In an effort to help reduce confusion and in order to limit the number of entry signs required, staff recommend consolidating these three parks to have one name.

These parks form a central spine through the Kettle Valley neighbourhood and two of the three parks have frontage on Providence Avenue, therefore it is recommended that the new official park name become Providence Park.

### **Proposed Mountainside Park**

Further to this, Mountainside Park and Rockview Park read as one contiguous natural area park. These two parks are separated from McCarren Park, Providence Park and Tulameen Park by both Chute Lake Road, which is a two lane divided arterial, and a parallel frontage road. The prominent feature of the Mountainside / Rockview Park site is a significant bedrock outcropping that provides panoramic views of Okanagan Lake. With the exception of the Chute Lake Road frontage, both of these parks are undeveloped.

### **Internal Circulation:**

Civic Operations Divisional Director  
Infrastructure Divisional Director  
Infrastructure Planning Department Manager  
Infrastructure Planning Parks and Buildings Planning Manager  
Infrastructure Delivery Senior Project Manager  
Park Services Manager  
Community Engagement Consultant

### **Existing Policy:**

Policy 251, the Park Naming Policy, states that parks shall be given names that follow the adjacent street names, and where the adjacent street has already been used to name a park or if the park is higher profile in nature then a name will be chosen to describe the neighbourhood for neighbourhood parks or the name of the community.

### **Communications Comments:**

A public notice was placed in the local paper under the "City in Action" banner and interested residents were invited to comment. No comments have been received to date.

Staff notified the developer, the Village of Kettle Valley President and General Manager of Land Development, and no objections were received.

### **Considerations not applicable to this report:**

Financial / Budgetary Considerations:  
Legal/Statutory Authority:  
Legal/Statutory Procedural Requirements:  
Personnel Implications:  
External Agency/Public Comments:  
Alternate Recommendation:

Submitted by:

B. Davidson, Parks Planner, Infrastructure Planning

**Approved for inclusion:**

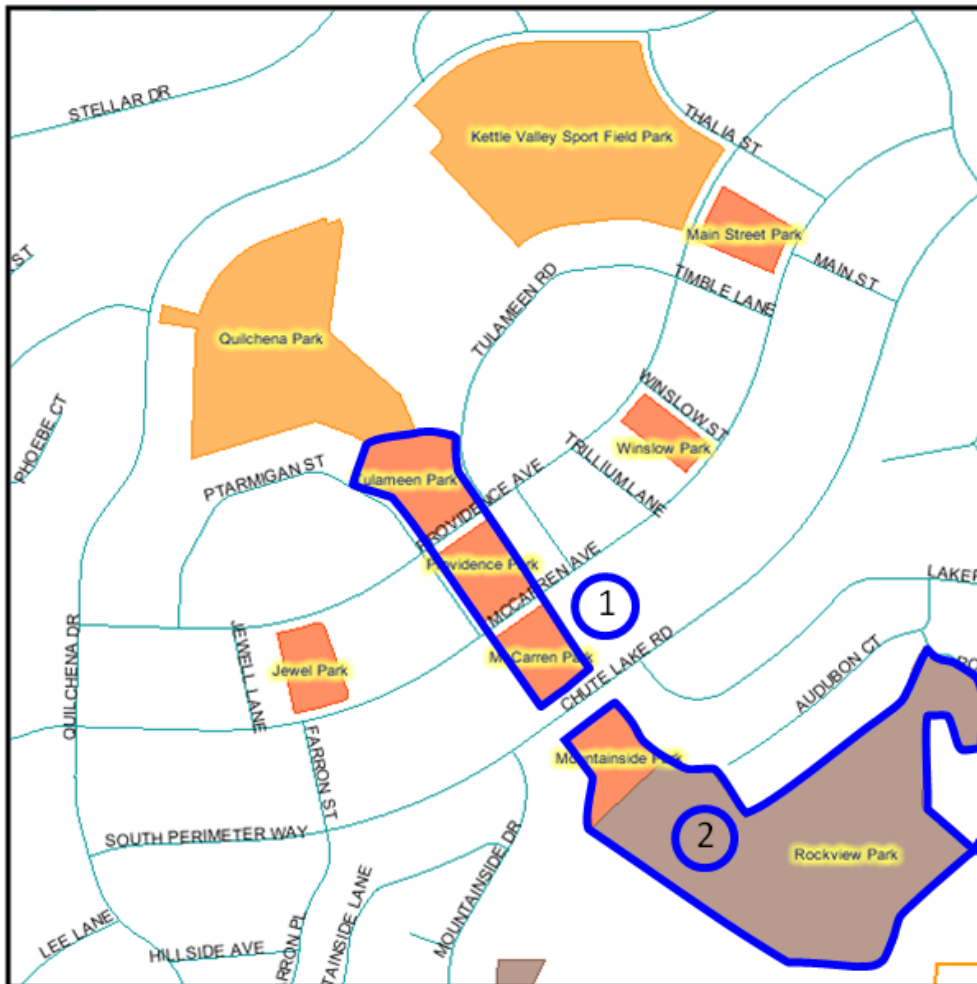


A. Newcombe, Infrastructure Divisional Director

Encl. Attachment A: Location Plan  
Attachment B: Overview Photograph

cc: Civic Operations Divisional Director  
Infrastructure Divisional Director  
Infrastructure Planning Department Manager  
Infrastructure Planning Parks and Buildings Planning Manager  
Infrastructure Delivery Senior Project Manager  
Park Services Manager  
Community Engagement Consultant

## Attachment A: Location Plan



- 1 Proposed Providence Park
- 2 Proposed Mountainside Park

Attachment A: Kettle Valley Park System - Location Plan  
January 8, 2016



## An aerial photograph of a suburban area in Kettle Valley. The map shows a dense residential development with many houses and winding streets. Several parks are labeled in yellow text: Kettle Valley Sport Field Park (top center), Main Street Park (top right), Gulchena Park (middle left), Winslow Park (middle right), Tulameen Park (center), P. J. O'Rourke Park (center), Jewel Park (bottom left), In. Carren Park (bottom center), Mountain Side Park (bottom right), and Rockview Park (bottom right). A thick blue line is drawn across the map, starting from the left, curving around the center, and extending towards the bottom right, possibly indicating a specific boundary or route.

Attachment B: Kettle Valley Park System – Overview Photographs  
January 8, 2016