

## **CITY of KELOWNA HERITAGE GRANTS PROGRAM: 2017 Annual Report**

**Submitted: January 2018**

The City of Kelowna Heritage Grants Program (CoKHGP) completed its tenth year under the management of the Central Okanagan Heritage Society (COHS). The CoKHGP is an arm's length committee and is not directly managed by the COHS Board. During this period, 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 general heritage conservation questions, 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. Many residents in Kelowna are interested in the conservation of their heritage and character buildings. This is reflected in the number of inquiries about the heritage grants program, about Kelowna's Heritage Register as well as appropriate interventions on 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 ten years.

The following summarizes the City of Kelowna Heritage Grant Program's activities for the past year.

### **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 (with a knowledge in local history and/or heritage).

All new regular CoKHGP committee members receive an orientation prior to their attendance at their first grant committee meeting. The committee members are encouraged to attend Heritage BC webinars and COHS educational talks on heritage conservation topics each year.

The following lists the names of the 2017 regular CoKHGP committee members:

**Tracey Read**, *current Chair* (Historian and Author)

**Julie Cosgrave** (Freelance Writer including articles on local architecture & planning)

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

**Ian Crichton** (Retired Carpenter and Building Contractor, Heritage House Owner)

**Cheryl Spelliscy**, *COHS Board Rep* (COHS Vice-president, Interior Health Manager, Heritage House Owner)

**Dr. Shona Harrison**, *alternate* (UBCO & OC Professor, Heritage House Owner)

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

**Bob Hayes**, *alternate* (Historian, retired Teacher)

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

**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. In 2017, the grant maximum was raised from \$5,000 to \$7,500 for heritage register buildings and from \$10,000 to \$12,500 for designated heritage buildings in a three-year time period. The raise in the maximum amounts came out of discussion with city planning staff and the program manager in 2016 in order to better reflect the increased costs for conservation and maintenance work on heritage buildings.

The table below outlines the number and dollar amount of grants approved, the annual allotment from the City Of Kelowna, carry forward amounts from the previous year, grant savings for portions unused, rescinded grants back to the program and the dollar amount of the funds available. Looking back at the past five years of the grant program, allotment of funds has seen a fairly consistent increase in demand. It should be noted that with the recent increase in the maximum grant amount for each building, it is likely that increased funding will be needed.

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Grants Approved #	9	12	12	11	13
City Allotment	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
Rollover Funds (including bank interest & fees)	12,631.87	14,855.14	5,171.11	4,670.27	2,469.20
Total Funds Available at Start of Year	47,631.87	49,855.14	40,171.11	39,670.27	32,469.20
Grant Savings in Year	2,426.00	2,468.00	2,562.00	797.00	8,135.84
Rescinded Grants in Year	2,920.00	360.00	15,000.00	3,750.00	1,430.00
Total Funds Available (including savings & rescinded)	52,977.87	52,683.14	57,733.11	44,217.27	42,035.04
<b>Amount Allotted</b>	<b>\$51,389.00</b>	<b>\$40,390.00</b>	<b>\$44,032.00</b>	<b>\$39,488.00</b>	<b>\$37,787.00</b>

The summary of the new applications and on-going approved grants that were considered at the four meetings in 2017 is in the table below. The summary includes: the number of applications that were and were not approved, the number of rescinded grants, modified grants, and grant extensions, the number of grant completions, the total amount paid out, as well as the owner's contributions and the total cost for the projects.

Grants Approved	Grants Not Approved	Grants Rescinded	Grants Modified	Grants Extension	Grants Completed*	Total Paid Grants Completed	Total Owners' Contributions	Total Project Costs
9	0	1	0	4	8	\$30,027.00	\$42,866.97	\$72,893.97

*\*Note: The completed grants included four approved in 2016 and four approved in 2017.*

At the end of 2017, there was a total of \$1,588.87 that was not allotted. With bank interest, rewards, membership shares, and fees for 2017, the grand total left is \$1,807.20. This money will go back into the program for 2018 as the rollover funds.

A compilation of figures on the CoKHGP approved, declined and withdrawn grant applications for 2007 (Kelowna Heritage Foundation), 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017 is provided. (Refer to: Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2017)

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

There are four CoKHGP committee meeting dates each year that are set in January. A two to three-week deadline 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. Residential Associations). Owners of Kelowna Heritage Register buildings are sent a letter that reminds them 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 call and email inquiries about the program and related heritage questions throughout the year. The program 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 the building;
- Window repair vs replacement;
- Names of heritage contractors/companies that may be able to do the work/provide a quote for work needed;
- What are the meeting dates and application forms;
- How to add their house to the Heritage Register and other administration questions

Potential applicants may only need a couple of phone calls, emails and/or office meetings, while others will take significantly more time. As this program has a wide range of types of projects it funds, the amount of time spent depends on the needs of the applicant and the type of project that is being undertaken.

Once the application is received, the program manager reviews it and lets 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 at that time. As the committee members have expertise in local history, architecture, heritage, building/construction, *Standards and Guidelines for Historic Buildings in Canada* document, as well as a familiarity of many of the heritage buildings in Kelowna, the committee is able to make an informed decision on grant applications. In a few cases, more information and research and possibly a site visit may be required, which may be undertaken by a committee member and/or by the program manager and is followed up with the rest of the committee.

A Grant Application Evaluation Matrix was created by the program manager in 2015 (with input from the committee) in order to evaluate each new application to determine if a project qualifies and the strength of the application. The evaluation matrix includes the elements (depending on the type of project) that the grants committee considers for each application received. This is the third year that the evaluation form has been used for all new applications. Each form is filled out by one of the committee members and becomes part of the application file. (*Refer to: Appendix 2: Example of Completed 2017 CoKHGP Grant Application Evaluation Matrix*)

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. It should be noted that every meeting begins with the attending committee members declaring if they have a potential conflict of interest with any of the applications being considered at the current meeting. If a conflict is declared, it is noted in the minutes and the committee member excuses himself/herself from the room while the application is discussed.

Once the project is completed (given one year and may receive an additional year or in extreme cases a second extension for unforeseen circumstances- which also requires a motion by the committee at one of the four meetings in the year), 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 completed) at least two weeks prior to one of the meeting dates. Once approved, a cheque and letter is sent out to complete the project file. Sometimes there are grant savings for a project. In some cases, a grant is rescinded at the approved applicant's request as he/she is no longer in a position to carry out the project due usually due to personal circumstances such as financial or health constraints. Rarely is a project rescinded without the homeowner's request. In most cases an extension will be granted to allow the project to be completed.

In 2017, the program manager received 51 inquiries about the City of Kelowna Heritage Grants Program and/or other heritage related questions. Nine of these inquiries led to new grant applications in 2017. Twelve of these inquiries were for active grants already approved including: requests to rescind, for an extension and 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 ten years, a number of these initial inquiries, turned into grant applications at a later date or in some cases the building owner proceeded with the project without applying for a grant (as the work might not have qualified for a grant or the timing did not work for the owner). For example, the program manager talked to the house owner of the Annie Stirling House (2178 Pandosy Street) a number of times in early 2016. The owner, submitted an application for a heritage grant in June 2017, a year after the initial discussions.

In 2017, the following four meeting dates had the listed number of new applications submitted for consideration. This does not include the number of: completions; requests to modify application approval; rescinded grants. This year the program received nine new applications.

April 4 <sup>th</sup> Meeting:	5
June 20 <sup>th</sup> Meeting:	2
Sept 19 <sup>th</sup> Meeting:	1
Nov 14 <sup>th</sup> Meeting:	1

### **Grant Requests Reviewed ~ 2017**

*(Refer to: Attached CoKHGP Regular Meeting Minutes for 2017 for details on the applications)*

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

##### **(H17-1001) 1449 Ethel St, Billy Lloyd-Jones House; Active (\$5,668 approved)**

A grant towards the cost of a new asphalt shingle roof, excluding the upper section on the Billy Lloyd-Jones House located at 1449 Ethel was approved at the April 4<sup>th</sup> meeting. The committee approved a grant for the new roof using IKO Cambridge fiberglass laminated shingles in Harvard Slate colour. Only the lower section was applied for at this time because the roof is very large and costly, the upper section is in better condition and is not visible from the street. The committee approved 50% to a maximum of \$5,668 based on the low quote of \$11,336 + GST.

##### **(H17-1002) 710 Sutherland Avenue, N.D. McTavish House; Active (\$7,500 approved)**

A grant towards the prep and painting of the exterior of the N.D. McTavish House located at 710 Sutherland Avenue was approved at the April 4<sup>th</sup> meeting. The committee approved the new heritage colour scheme using the Benjamin Moore True Colour palette. The committee approved 50% to a maximum of \$7,500 based on the high quote of \$16,000 + GST, as this quote included the cost of a better quality of paint as well as the proper level of prep work on a heritage building.

##### **(H17-1003) 409 Park Avenue, F.W. Groves House; Active (\$7,500 approved)**

A grant for assistance towards a new laminated asphalt shingle roof to replace the cedar shingles for the Groves House located at 409 Park Avenue was approved at the April 4<sup>th</sup> meeting. The homeowner hired a roof inspection company to oversee the project in order to ensure a high-quality roof and installation. The committee approved 50% to a maximum of \$7,500 based on the low quote of \$19,200 + GST.

##### **(H17-1004) 1869 Maple Street, MacLean House; Approved and Completed (\$2,346)**

A grant for conservation work on the front entrance sidelights and transom windows, as well as for a new character wood door, replacing the modern metal door on the MacLean House located at 1869 Maple Street was conditionally approved at the April 4<sup>th</sup> meeting. The conditions for approval were based on an assessment of modification of the windows for double-glazing by a heritage contractor, as well as for an appropriate character door for the heritage style of the house. The conditions for approval were met and a motion was made and carried by the committee on May 16, 2017. The committee approved a grant for the conservation work based on 50% to a maximum of \$2,429 based on the quote of \$4,858 + GST.

**Project completion:** The project completion was reviewed at the November 14<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$4,900.62 including tax. The grant of \$2,346 was paid out to the homeowner and the grant savings of \$83 was returned to the programs for redistribution.

**(H17-1005) 545 Burne Ave, J.B. Whitehead House; Approved and Completed (\$7,250)**

A grant towards the prep and painting of the exterior of the Whitehead House located at 545 Burne Avenue was approved at the April 4<sup>th</sup> meeting. The homeowners although maintaining the current colour scheme on the house, were able to match a couple of the current colours to the Benjamin Moore True Colours palette. The committee approved 50% to a maximum of \$7,500 based on the quote of \$19,450 + GST.

**Project completion:** The project completion was reviewed at the September 19<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$15,225, including tax. The grant of \$7,250 was paid out to the homeowner, with a savings of \$250 that was returned to the program for redistribution.

**(H17-1006) 2178 Pandosy Street, Annie Stirling House; Approved and Completed (\$7,500)**

A grant for assistance towards a new laminated asphalt shingle roof for the Annie Stirling House located at 2178 Pandosy Street was approved at the June 20<sup>th</sup> meeting. The asphalt shingles replaced the cedar shingle roof. The homeowners chose a fiberglass shingle in a mid-tone, half-tone colour. The committee approved 50% to a maximum of \$7,500 based on the mid- quote of \$18,060 + GST.

**Project completion:** The project completion was reviewed at the November 14<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$19,635 including GST. The full grant of \$7,500 was paid out to the building owner.

**(H17-1007) 1912 Abbott Street, Cookson House; Active (\$4,938 approved)**

A grant for assistance for the prep and painting of the exterior of the Cookson House located at 1912 Abbott Street was approved at the June 20<sup>th</sup> meeting. The homeowners submitted a colour scheme similar to the existing colours on the house, based on the Benjamin Moore True Colour palette. The committee approved 50% to a maximum of \$4,938 based on the low quote of \$9,875 + GST.

**(H17-1008) 1449 Ethel Street, Billy Lloyd-Jones House; Approved and Completed (\$1,406)**

At the September 19<sup>th</sup> meeting, the homeowners applied for a grant for assistance towards the repair of upper section of the chimney on the Billy Lloyd-Jones House at 1449 Ethel Street. The upper row of bricks, in poor condition, are supporting the heavy cement chimney cap. The estimated cost of the project is \$2,812 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$1,406. *Note: The Billy Lloyd-Jones House has an active approved grant (H17-1001) for \$5,668 towards the new roof. This left a maximum of \$1,832 in granting dollars for this building until 2020*

**Project completion:** The project completion was reviewed at the November 14<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$2,952 including GST. The full grant of \$1,406 was paid out to the building owner.

**(H17-1009) 1580 Water Street, Courier Building; Active (\$6,948 approved)**

A grant towards the cost of a new flat-roof system on the Courier Building located at 1580 Water Street was approved at the November 14<sup>th</sup> meeting. The committee approved a grant to replace the current tar and gravel roof with the new flat roof system that will be inspected by a certified BC roof inspector to ensure that it is properly installed. The committee approved the grant for 50% of the project including the cost of the roof inspector to a maximum of \$6,948 based on the low quote of \$13,895 + GST.

***New Applications Not Approved:***

There were no applications submitted for committee consideration that did not qualify and/or not approved for a heritage grant in 2017.

**Rescinded Grants:****(H14-711) 732 Sutherland Avenue, Coubrough House; Rescinded (\$2,920)**

The homeowner requested that the approved grant (November 2014) towards 17 new wood storm windows on the Coubrough House, located at 732 Sutherland Avenue, be rescinded at the November 14<sup>th</sup> meeting. The homeowner could not complete the project due to both health and financial constraints. The committee rescinded the grant for \$2,920, and the funds were returned into the program for redistribution.

**Request for an Extension and/or Modification of Approved Grant:****(H16-906) 2124 Pandosy Street, Cadder House; Extension until March 2018**

The strata president on behalf of the building owners submitted a request for a one-year extension for the prep and painting/staining of the west and south gables and two dormers, the front stairs and handrails and the rear fire escape landings and handrails on the Cadder House. The extension was requested partly because of the roof drainage project that took precedence with time and finances. The committee approved the one-year extension. (Approved at the April 4<sup>th</sup> meeting)

**Note: the owners were able to complete the project in 2017. See completions.**

**(H16-908) 608-650 Sutherland Avenue, St. Michael and All Angels Cathedral; Extension until September 2018**

The Diocese of Kootenay's Archbishop submitted a request for a one-year extension for the repair of three stone corbels, a section in the northwest wall and a chimney as well as the repair of the south stone wall on St. Michael's Cathedral located on Sutherland Avenue. The extension was requested as the furnaces in the building needed to be replaced before undertaking this conservation project. The committee approved the one-year extension. (Approved at the September 19<sup>th</sup> meeting)

**(H15-809) 2279 Benvoulin, McIver House; Second Extension until June 2018**

COHS, the building owner, requested a seven-month extension until June 2018 to complete the conservation work on the exterior of the McIver House. The request is because the heritage contractor that was hired has had limited time to work on the project as has been working up north and is only in Kelowna for a short time once a month. As there are very few heritage contractors in the area and this is specialized work, the project is taking much longer than anticipated. The committee approved the extension until June 2018. (Approved at the November 14<sup>th</sup> meeting) **Note: Cheryl Spelliscy removed herself from deliberations as she is the board representative for the CoKHGP committee.**

**(H15-810) 732 Sutherland Avenue, Coubrough House; Second Extension until June 2018**

The homeowner requested a seven-month extension until June 2018 for the approved grant towards the back-addition repairs on the Coubrough House. The homeowner is requesting an extension due to her health and the difficulty in finding a contractor to take on the fairly small project. The committee approved the extension. (Approved at the November 14<sup>th</sup> meeting)

**Completed Grants:****(H16-905) 815 Bernard Avenue, Winter House; Completed April 2017 (\$2,475)**

The project completion towards the new asphalt shingle roof on the Winter House was reviewed at the April 4<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$11,235 including GST. The maximum grant for \$2,475 was paid out to the homeowner. This completed the grant approved at the April 2015 meeting. **Note: The Winter House received a heritage grant in 2015 for conservation and maintenance repairs and therefore only qualified for a maximum grant of \$2,475.**



**(H16-912) 2124 Pandosy Street, Cadder House; Completed April 2017 (\$3,168)**

The project completion for two new rock pits and drain lines in order to solve the roof water drainage problem on the municipal heritage designated Cadder House located at 2124 Pandosy Street was reviewed at the April 4<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$6,551.75 including GST. The maximum grant of \$3,168 was paid out to the homeowners. This completes the grant approved at the November 2016 meeting.

**(H16-911) 770 Lawrence Ave, Women's Institute Hall; Completed September 2017 (\$2,480)**

The project completion towards the prep and painting of the exterior of the Women's Institute Hall, located at 770 Lawrence Avenue, was reviewed at the September 19<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$5,520 including GST. The maximum grant of \$2,480 was paid out to the Kelowna Canadian Italian Club, the building owner. This completes the grant approved at the September 2016 meeting.

**(H16-906) 2124 Pandosy Street, Cadder House; Completed September 2017 (\$3,402)**

The project completion for the prep and painting/staining of the west and south gables and two dormers, the front stairs and handrails and the rear fire escape landings and handrails on the Cadder House located at 2124 Pandosy Street was reviewed at the September 19<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$7,144 including GST. The grant of \$3,402 was paid out to the building Strata. There was a significant savings of \$2,093, which was returned to the program for redistribution. This completes the grant approved at the March 2016 meeting.

**(H17-1005) 545 Burne Ave, J.B. Whitehead House; Completed September 19<sup>th</sup> 2017 (\$7,250)**  
(Details in the New Application section)

**(H17-1004) 1869 Maple Street, MacLean House; Completed November 14<sup>th</sup> 2017 (\$2,346)**  
(Details in the New Application section)

**(H17-1006) 2178 Pandosy Street, Annie Stirling House; Completed November 14<sup>th</sup> 2017 (\$7,500)**  
(Details in the New Application section)

**(H17-1008) 1449 Ethel Street, Billy Lloyd- Jones House; Completed November 14<sup>th</sup> 2017 (\$1,406)**  
(Details in the New Application section)

**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 warranty 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 270 hours allotted for the grants program in 2017. The program manager worked closer to 280 hours this year. This allows about 5.5 hours a week (based on about 48 weeks) to work on the grants program. However due to the nature of the program and the flexibility that the manager must have to administer it, there are certain times of the year that the manager is required to work 10-20 hours in a week. As well the program manager will be required to answer inquiries during her COHS office hours and sometimes even after office hours, to ensure that (potential) applicants are best looked after in a timely manner. When the program first began ten years ago, the program 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 program 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 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. This is sometimes due to a slight increase in the manager's hourly wage.

**NOTE:** Additional tasks include: recording hours worked for payroll every two weeks; purchasing supplies for program (i.e. stamps for mail-out) 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>	12 - 15 hours/year
<b>Tracking and Filing:</b>	15 - 18 hours/year
<b>Reporting:</b>	47 - 49 hours/year
<b>Financials:</b>	10 - 12 hours/year
<b>Committee Members &amp; Communications:</b>	5 - 8 hours/year
<b>Program and Heritage Inquiries:</b>	32 - 35 hours/year
<b>Project Application/Completion Process:</b>	45 - 50 hours/year
<b>Committee Meetings and Follow up:</b>	75 - 80 hours/year
<b>Program Information Session (New)</b>	9-10 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; attend and help answer questions if needed

*-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 info 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 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.

***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. Inquiries also include request for contact information for heritage building contractors, how to repair traditional windows, sources of old Kelowna brick etc.

*-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 2007-2016* 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 properly maintain and update the building inquiry files.*

***Reporting:***

*-Mid-Year Review with city planning staff* – On June 27<sup>th</sup> 2017, the program manager and the COHS managing 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.

*-Year-End Report to City of Kelowna* – The compilation of the Year-End Report uses time allotted in 2017 and in 2018. The report is submitted to city staff for feedback at the end of the year and once the final bank statements are received in mid-January, final revisions are completed. The report is submitted to city planning staff for the last time in late January and included in the city council information package for the power point presentation in February.

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

*-Regular meetings with COHS managing 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 program manager and/or the COHS Board representative on the CoKHGP committee).

*-Grants Program power point presentation to City Council during Heritage Week.* The program manager has continued this tradition that was begun when the first grants program began as 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, to thank city council for supporting the grants program and answer any questions. The CoKHGP Year-End Report is included in the council information package before the presentation. This was added to the program's Terms of Reference in 2015. The program manager creates the power point presentation for City Council that is presented by one of the heritage grants committee members.

***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 2018. *Note: overlap with tracking and filing section*

#### ***Committee Members:***

The program manager is responsible for ensuring that there is a full committee. There were a couple of committee changes in 2017. Bob Hayes became an alternate member on the committee with historical expertise. The second new committee member was Cheryl Spelliscy who came on as the alternate COHS representative. In the summer, Cheryl became the regular COHS representative, when Shona Harrison left the COHS board due to personal commitments. Shona stayed on as an alternate member on the grants committee. Tracey Read continued as the committee chair for the year. There were five regular members and four alternate members on the committee in 2017.

#### ***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 program 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 program 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 program 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 program 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 program manager is in the office. Most times the program 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. The program 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 2017 (April 4<sup>th</sup>, June 20<sup>th</sup>, September 19<sup>th</sup> and November 14<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

managing director and to the city staff, writing letters to grant applicants re: Committee's decisions and any other follow-up required. Projects that required other actions from meetings may include: project completion letters with cheques mailed out (this includes a cheque request to the COHS managing director and two signatures); project modifications, extensions or rescinded letters mailed out.

***Program Information Session (New):***

This was the first year that a CoKHGP Information Session was held as a way to let heritage building owners know about the program and ask questions in a group setting. This was one of the recommendations made by the program manager in 2016. Lauren Sanbrooks, the planning liaison for the program, joined the program manager in making a presentation on March 9<sup>th</sup>, 2017. The session was fairly well-attended with attendees including: owners of heritage register buildings, owners of character homes that were interested in having their homes added to the register and people with an interest in heritage.

***Committee Communications:***

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

***Volunteer Appreciation Event:***

The manager provided refreshments/appetizers after the November 14<sup>th</sup> meeting to the committee members. This provided 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 Victoria, BC on May 4 to 6, 2017 was attended by a number of Kelowna people including the program manager. (Note 2)

-*Heritage BC Webinars & heritage talks*- There were a number of webinars and talks offered through COHS in 2017. The Heritage BC Webinars included: *The Economic Impact of Heritage: Making Data Relevant* (May 26<sup>th</sup>) and *Heritage Property Management Plan: A Process Webinar* (October 13<sup>th</sup>). These were attended by a couple of committee members and the program manager. There were two heritage talks (as well as the CoKHGP Information Session) offered by COHS. These included: *Colour Matters II* (June 22<sup>nd</sup>) co-presented by the program manager and Benjamin Moore and *Heritage Conservation Areas in BC* (November 16<sup>th</sup>) with a presentation by city planning manager Danielle Noble-Brandt and a viewing of the Heritage BC webinar of the same title. These talks were well-attended by committee members as well as by heritage building owners. **(NOTE: the program manager did not use program hours from this program for the Webinars or these two talks)**

There were a number of opportunities to get out the word about the grant program in 2017. These activities included the following:

-For the tenth year, a letter about the grant program was sent out to each building owner on the heritage register. The mail out was completed at the end of February 2017, as the contract for the heritage grants program was completed after the city council presentation on February 6<sup>th</sup> 2017.

-Shona Harrison, COHS representative committee member, presented the power point presentation on the grant program to City Council on February 6<sup>th</sup>, 2017, the week prior to 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, the program manager and the COHS managing director 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 and other related writeups. The 2017 COHS Spring and Fall Newsletters included an article about the Heritage Grants Program and featured a building that recently received a heritage grant. Other related articles included writeups on Gordon Hartley who was remembered in the Fall 2017 COHS Newsletter for his heritage work, including his time as a heritage grants committee member.

-The program manager, the committee, the COHS ED, and the COHS Board took every opportunity to let the public know about the grants program. Opportunities included: Heritage Week events including the City Council presentation and COHS's Heritage Awards Ceremony Luncheon; COHS events such as the AGM and Christmas at Benvoulin.

-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 the Heritage Canada Foundation, however, the program still does receive the Heritage BC e-mails and newsletters as well as Heritage Canada newsletters through COHS' membership.

**Note 2:** The grant committee continues to take part in heritage conferences and workshops on their own time and own expense. The program manager, along with COHS managing director and a board member attended the Heritage BC conference in Victoria in May. 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 in 2017

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

For 2017 the society received a contract for a total amount of \$9,500 (GST \$452.38), an increase of \$727 from last year's amount of \$8,773 (GST \$417.76). This was the first increase in the administration fee received by COHS, excluding the addition of GST, in ten years.

The costs allocated for the administration of the program are as follows:

• Wages for program manager including wages/holiday pay/Worksafe BC/CPP/EI	\$7,816
• Wages/benefits for contract management oversight	\$ 394
• Year –end accounting allocation	\$ 120
• Monthly bookkeeping allocation	\$ 240
• Refreshments and Year-end appreciation event for volunteers	\$ 125
• Kilometers for site visits and meetings	\$ 40
• Office supplies/overhead/miscellaneous	\$ 110
• Postage	\$ 288
• Telephone and internet connection	\$ 96
• GST - 60%	\$ 271

## Recommendations for the Program and Updates ~ 2018

As in the past years, it is strongly recommended that the annual allotment grant be increased until it reaches the amount recommended in the *City of Kelowna Heritage Strategy 2007, updated July 2015*. It is recommended that regular increases occur until the allotment reaches \$50,000 per year. 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. There has been a steady increase in demand since the Heritage Grant program began. With the increase in the maximum grant amount in 2017, this is likely to continue.

The second recommendation is to again allow some of the program manager's time to be used to organize a program information session for the grants program. Like in 2017, the information session would be geared towards heritage building owners who are thinking of applying for a grant but would like to learn how to do so. This may both help answer some of the more common application questions at the start of the year and may also encourage more people to apply for a heritage grant. The session worked very well with both the program manager and the City planning staff liaison as co-presenters.

It is recommended that the CoKHGP Terms of Reference document be revised to include the heritage grants committee member composition. This would increase awareness of the qualifications of committee members as well as let potential volunteers know how to apply to serve on the committee.

- 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 (with a knowledge in local history and/or heritage).

It is recommended that the heritage grants guidelines and application include the requirement to have a certified roof inspection after a new roof is installed in order to ensure a high level of workmanship.

It is recommended that the heritage grants guidelines and application also include the requirement to use the Benjamin Moore True Colour heritage palette in order to qualify for 50% up to a maximum of \$7,500 for prep and paint projects.

A final recommendation is to confirm the management of the program before the start of the new year (i.e. by early December), in order to plan for the next year and set up the program in early January instead of at the end of February. It is also strongly recommended that a two to three-year contract be implemented to allow COHS to plan for the upcoming year(s).

As an update, in 2017, three previous recommendations to the program were achieved. The maximum grant in a three-year time period for each heritage register building was increased to better reflect the 2017 real costs of conserving and maintaining a heritage property. The administration fee to run the program was increased in 2017. This was the first increase in the administration fee received by COHS, excluding the addition of GST, in ten years. A successful Heritage Grant Information Session was held in March for the program. The session was co-presented by the program manager and the city planning staff liaison.

## 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, program manager, CoKHGP

MA (Planning/ Heritage Conservation), Dip (Cultural Resource Management/ Heritage Conservation), BA (Art History)