

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>
+\$40,171.11	TOTAL GRANT MONEY TO BE ALLOCATED IN 2015
\$44,032	Total Grants Allotted in 2015
+\$2,562	Grant Savings 2015
+\$15,000	Rescinded Grants 2015
\$13,701.11	2016 Rollover amount* (Bank Interest/Fees for 2015 have not been included)

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 7th 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 15th 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 7th 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 7th 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 7th 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 17th 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 15th 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 16th 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 16th 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 16th 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 16th 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 15th 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 17th 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 17th 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 17th 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 17th 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 17th 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 7th 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 16th 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 15th 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 17th 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 7th 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 16th 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 16th 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 16th 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 16th meeting)

Completed Grants:

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

The project completion for the new asphalt roof on the Buck House was reviewed at the April 7th 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 7th 2015 (\$550)
(Details in the *New Application* section)

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

The project completion for the prep and paint of the Ritchie House was reviewed at the April 7th 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 16th 2015 (\$5,000)
(Details in the *New Application* section)

(H14-706) 757 Lawrence Avenue, Meikle House; Completed June 16th 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 16th 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 16th 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 16th 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 15th 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 15th 2015 (\$3,840)
(Details in the *New Application* section)

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

(H14-705) 1060 Cameron Avenue, McDougall House; Completed November 17th 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 27th 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)

Set up program for year:	18-20 hours/year
Tracking and Filing:	15-18 hours/year
Reporting:	40-45 hours/year
Financials:	10-15 hours/year
Committee Members & Communications:	5-10 hours/year
Program and Heritage Inquiries:	25-30 hours/year
Project Application/Completion Process:	45-50 hours/year
Committee Meetings and Follow up:	70-80 hours/year
Volunteer Appreciation, Education & Awareness	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 7th, June 16th, September 15th and November 17th) 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 1st, 2nd and 3rd, 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 16th 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 16th 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 27th 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