

CITY of KELOWNA HERITAGE GRANTS PROGRAM

COHS Office: #11 – 368 Industrial Avenue, Kelowna

Tuesday June 16, 2015

2:45 5:15pm

Regular Meeting Minutes

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

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

Recorded by: Lorri Dauncey

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

2. Review Minutes of April 7, 2015:

MOVED by Ian Crichton, SECONDED by Birte Decloux

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

3. Conflict of Interest:

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

4. New Business:

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 At the April meeting \$13,202 was allotted and \$5,000 was rescinded, therefore a total of **\$31,969.11 was available for grant distribution** at the June meeting.

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

CoKHGP Grant Application Evaluation MATRIX (Final Draft):

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

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

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

MOVED by Tracey Read, SECONDED by Marietta Lightbody:

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

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

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

MOVED by Randy Fox, SECONDED by Ian Crichton:

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

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

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

MOVED by Randi Fox, SECONDED by Birte Decloux:

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

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

MOVED by Tracey Read, SECONDED by Ian Crichton:

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

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

MOVED by Ian Crichton, SECONDED by Tracey Read:

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

Motion Carried.

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

MOVED by Randi Fox, SECONDED by Birte Decloux:

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

Motion Carried.

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

MOVED by Ian Crichton, SECONDED by Tracey Read:

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

Motion Carried.

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

MOVED by Ian Crichton SECONDED by Tracey Read:

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

Motion Carried.

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

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

MOVED by Ian Crichton SECONDED by Birte Decloux:

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

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

MOVED by Randi Fox SECONDED by Ian Crichton:

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

5. Old/Other Business:

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

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

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

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

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

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

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

6. Awareness and Education:

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

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

Next Meeting: **September 15, 2015**

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

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

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

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

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

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

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

2015 GRANTS ALLOTTED:

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