

# **CITY of KELOWNA HERITAGE GRANTS PROGRAM**

**Reid Hall in Benvoulin Heritage Park**

**Tuesday November 17, 2015**

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

**Followed by Volunteer Appreciation**

## **Regular Meeting Minutes**

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

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

**Recorded by:** Lorri Dauncey

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

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

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

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

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

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

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

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

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

**4. New Business:**

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 At the April, June and September meetings \$28,202 was allotted, \$15,000 was rescinded and \$2,562 in savings, therefore a total of **\$29,531.11 was available for grant distribution** at the November meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2015 GRANTS ALLOTTED:

<b>\$13,202</b>	<b>(April '15)</b>
<b>\$14,105</b>	<b>(June '15)</b>
<b>\$895</b>	<b>(Sept. '15)</b>
<b><u>\$0</u></b>	<b><u>(Nov. '15)</u></b>