

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

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

**Tuesday September 15, 2015**

**3:00 - 5:15pm**

### **Regular Meeting Minutes**

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

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

**Recorded by:** Lorri Dauncey

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

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

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

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

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

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

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

**4. New Business:**

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 At the April and June meetings \$27,307 was allotted, \$10,000 was rescinded and \$1,812 in savings, therefore a total of **\$24,676.11 was available for grant distribution** at the September meeting.

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

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heritage grant towards assistance for the new asphalt shingle roof for their house, located at 2127 Pandosy Street be rescinded.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

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

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

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

**Motion Carried.**

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

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

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

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

**Carried.**

**Motion**

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

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

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

**Motion Carried.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Laker Cake Mountain Room – Kelowna City Hall

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

### Administration:

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

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

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

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