

Report to Council



Date: February 25, 2019
File: 0710-20
To: City Manager
From: Christine McWillis, Cultural Services Manager
Subject: 2019 Heritage Grants Program Agreement

Recommendation:

THAT Council authorizes the City to enter into a Grant Administration Agreement for the Heritage Grants Program with the Central Okanagan Heritage Society in the form attached to the Report from the Cultural Services Manager dated February 25, 2019;

AND THAT Council authorizes the Mayor and City Clerk to execute all documents associated with this Agreement.

Purpose:

To consider executing a Grant Administration Agreement with the Central Okanagan Heritage Society to administer and adjudicate the Heritage Grants Program on behalf of the City of Kelowna.

Background:

The City of Kelowna recognizes the importance of protecting the community's heritage resources. The City is also aware that the cost to maintain and restore heritage properties (both publicly and under private ownership) can be significant. In recognition of these costs, the City of Kelowna Heritage Grants Program (CoKHGP) was created in 1991 to support heritage conservation efforts.

The program promotes the conservation of residential, commercial, industrial, institutional and agricultural heritage buildings by assisting owners with grants for a portion of the costs incurred in conservation work. Any property listed on the Kelowna Heritage Register is eligible for this grant program. Heritage Designated properties are given priority followed by residential homes on the Heritage Register.

Since 2008, the CoKHGP has been administered by the Central Okanagan Heritage Society (COHS). The annual funds available for the CoKHGP is \$35,000. The maximum grant per property is \$7,500 for

properties on the Heritage Register (per three year period) and \$12,500 for Heritage Designated properties (per three year period), to be allocated to a maximum of 50% of the project cost (exclusive of all taxes). The contract to administer the program is \$9,500.

COHS prepares an annual report summarizing the program activities over the past year. Staff reviewed the 2018 City of Kelowna Heritage Grants Program Annual Report and recommend continuing the partnership with COHS to administer the CoKHGP. The knowledge and skills offered by COHS staff add value to the program administration.

In addition to working closely with COHS through 2018 on this program, the Cultural Services Manager attended all CoKHGP Committee Meetings and the annual information session to ensure the process was consistent with other grant administration practices utilized in other City programs.

The attached 2019-2020 Grant Administration Agreement itemizes roles and responsibilities of both the COHS and the City of Kelowna to ensure the highest value is delivered back to the community with the grant funding of the CoKHGP.

The term of this Agreement is for two years with the possibility of two additional one year extensions. Moving to a multi-year agreement has been a recommendation of the COHS for the last several years which is supported by staff. This allows COHS to plan for the staff requirements of program over a multi-year period, get information out to the public early in the new year, host an information session with ample time for property owners to prepare their application prior to the first intake.

Existing Policy:

Official Community Plan – 2030

Objective 9.2, Policy 3 Financial Support. Continue to support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives and other means.

Heritage Strategy 2007, Updated July 2015

Policy 1.3. Continue to develop revenue sources to assist with funding the conservation of heritage resources.

Financial/Budgetary Considerations:

\$35,000 plus \$9,500 for grant administration (within an existing approved budget).

Considerations not applicable to this report:

Internal Circulation

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Personnel Implications

External Agency/Public Comments

Communications Comments
Alternate Recommendation

Submitted by: C. McWillis, Cultural Services Manager

Approved for inclusion: J. Gabriel, Divisional Director Active Living & Culture

Attachments:

Heritage Grants Program Administration Agreement (2019/2020

Heritage Grants Program Terms of Reference (Updated February 2019)

cc:

Carson Chan, Payroll & Internal Controls

James Moore, Long Range Policy Planning Manager

Lauren Sanbrooks, Planner II

Amanda Lamberti, Communications Coordinator