

Report to Council



Date: November 9, 2020
File: 0710-20
To: Council
From: City Manager
Subject: 2021-2022 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 Department dated November 9, 2020;

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

Purpose:

To outline the terms of the 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 to apply 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 for COHS to administer the program is \$9,500.

COHS prepares a mid-term and annual report summarizing the program activities over the past year. Staff reviewed the 2020 City of Kelowna Heritage Grants Program Mid-term Report and 2019 City of Kelowna Heritage Grants Program Annual Report and recommend continuing the administrative agreement with COHS to administer the CoKHGP. The knowledge and skills offered by COHS staff add value to the program administration.

The Cultural Services Manager remains in constant communication with the Program Manager and receives all correspondence regarding the CoKHGP Committee Meetings. In addition, City staff attend the annual information session to answer resident inquiries as required. By working closely with COHS, we are able to ensure the process is consistent with other grant administration practices utilized in other City programs.

The attached 2021-2022 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. There are no fundamental changes to the prior agreement.

The term of this Agreement is for two years, with options to renew. A multi-year agreement allows COHS to plan for the staff requirements of the program, 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.

Conclusion

The Grant Administration Agreement with COHS ensures that those who understand heritage the best are directly involved in the distribution of City of Kelowna Heritage Grant funding. This agreement and working relationship with COHS has been successful in the past and is expected to continue to provide exemplary services to our community.

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 (2021-2022
Heritage Grants Program Terms of Reference (Updated October 2020)

cc:

Carson Chan, Payroll & Internal Controls
James Moore, Long Range Policy Planning Manager
Lisa Reuther, Communications Advisor