

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

### **Annual Report: 2016**

The City of Kelowna Heritage Grants Program (CoKHGP) completed its ninth year under the management of the Central Okanagan Heritage Society (COHS). During this period, the mandate of the program has become focused primarily on informing the public about the program, answering any inquiries about the program, as well as inquiries about heritage conservation, administering the application process and educating heritage building owners on good heritage conservation practices.

Over the past year, the City of Kelowna Heritage Grants Program has seen continued interest in the program and in Kelowna's built heritage and history. Many residents in Kelowna are interested in the conservation of their heritage and character buildings. This is reflected in the number of inquiries about the heritage grants program, about Kelowna's Heritage Register as well as appropriate interventions on a heritage building. Raising public awareness for the heritage grants program is an important part of managing the program. The success is reflected in the number of heritage building owners that have received financial assistance and advice from the City of Kelowna Heritage Grants Program on conserving their heritage properties over the past nine years.

The following summarizes the City of Kelowna Heritage Grant Program's activities for the past year.

#### **Committee Members**

The CoKHGP committee is composed of five regular members and a maximum of five alternate members as outlined below:

- a) One person from the Central Okanagan Heritage Society Board;
- b) One person from the architectural field;
- c) One person from the construction industry;
- d) Interested private citizens (with a knowledge in local history and/or heritage).

All new regular CoKHGP committee members receive an orientation prior to their attendance at their first grant committee meeting.

The following lists the names of the 2016 regular CoKHGP committee members:

**Tracey Read**, *current Chair* (Historian and Author)

**Julie Cosgrave**, *past Chair* (Freelance Writer including articles on local architecture & planning)

**Peter Chataway** (Building Designer, Heritage Advocate, Heritage House Owner)

**Ian Crichton** (Retired Carpenter and Building Contractor, Heritage House Owner)

**Dr. Shona Harrison**, *COHS Board Rep* (UBCO & OC Professor, Heritage House Owner)

**Birte Decloux**, *alternate, COHS Board Rep* (Urban Planner & Permit Contractor)

**Randi Fox**, *alternate* (Architect)

**Alasdair Smith**, *alternate* (Contractor/Carpenter with speciality in heritage buildings and materials)

**Marietta Lightbody**, *alternate* (Local Historian) **Note: Marietta passed in July 2016**

**Ben Lee**, *alternate* (Kelowna Heritage Foundation Member, Retired City Councillor) **Note: Ben passed in March 2016**

**Lorri Dauncey**, *Program Manager, non-voting* (Heritage Conservation Expert)

## Grant Summary

The City of Kelowna Heritage Grants program committee had four regular meetings to review grant applications, requests for modifications, extensions or to rescind a grant and grant completions for Kelowna Heritage Register buildings. *(Refer to: Attached CoKHGP Regular Meeting Minutes for 2016 for details on the applications)*

At the beginning of 2016, there was \$49,855.14 (\$35,000 city allotment and \$14,855.14 rollover funds) available in granting dollars. During 2016, the grant committee approved twelve (12) heritage grants for a total of \$40,390. In 2015 twelve grants were approved for a total of \$44,032, while in 2014 there was a total of \$39,488.00 for eleven (11) grants and in 2013 there was a total of \$37,787.00 for thirteen (13) grants. Looking back at the past four years of the grant program, the grant request and allotment of funds has seen a fairly consistent increase in demand.

There were no grant applications received this year that were not approved, as all the applications met the grant requirements and were considered good conservation projects.

There was one approved grant (approved in 2014) that was rescinded in 2016 at the request of the homeowner, as she was unable to complete the project due to financial and health circumstances. A total of \$360 was returned to the program in 2016 due to the rescinded grant.

A total of twelve (12) grants were brought to a committee meeting for completion in 2016. The completed grants included: five approved in 2015; seven approved in 2016. When the approved grants were completed, there was a grant savings of \$2,468. There was a total of \$41,678 paid out in grants during the year.

There was one approved grant that was brought back to the committee for consideration of modification, at the request of the homeowner. The committee did not approve the modification.

There were three requests by building owners for an extension in order to complete the project.

During 2016, the funds returned to the grant program (savings and rescinded grants) totalled \$2,828. There is a total of \$12,293.14 that was not allotted in 2016, not including bank interest or fees for 2016. This money will go back into the program for 2017 as the rollover funds. Heritage grants awarded this year ranged from \$245 to \$5,000.

### CoKHGP Grant Money Allotted in 2016:

\$14,855.14	TOTAL 2015 Rollover (grant savings/rescinded grants, Bank Interest & Rewards)	
\$35,000.00	Annual Heritage Grant Money Allotment from the City of Kelowna	
<b>+\$49,855.14</b>	<b>TOTAL GRANT MONEY TO BE ALLOCATED IN 2016</b>	
\$40,390	Total Grants Allotted in 2016	
+\$2,468	Grant Savings 2016	
+ \$360	Rescinded Grants 2016	
<b>\$12,293.14</b>	<b>2016 Rollover amount* (Bank Interest/Fees for 2016 have not been included)</b>	
<b>2016 GRANTS ALLOTTED BY MEETING</b>	\$23,904	(Mar '16)
	\$ 7,675	(June '16)
	\$5,643	(Sept. '16)
	\$3,168	(Nov. '16)

A compilation of figures on the CoKHGP approved, declined and withdrawn grant applications for 2007 (Kelowna Heritage Foundation), 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016 is provided. *(Refer to: Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2016)*

### **Summary of the Project Application to Completion Process:**

There are four CoKHGP committee meeting dates each year that are set in January. A two to three week deadline for applications and project completions are listed in the updated Heritage Grants Program Package that is available on the City of Kelowna website and the COHS website, as well as links through various community groups (i.e. Residential Associations). Owners of Kelowna Heritage Register buildings are sent a letter that tells them about the program and includes a list of the past two to three years of grant recipients and the type of projects that were funded.

The program manager receives call and email inquiries about the program throughout the year. The program manager answers various questions that the building owner may have about the program including: what is an appropriate conservation project on a heritage register building; the types of projects the program may fund; appropriate heritage colour schemes for their building; window repair vs replacement; names of heritage contractors/companies that may be able to do the work/provide a quote for work needed; meeting dates, application forms and other administration questions; etc. Potential applicants may only need a couple of phone calls, emails and/or office meetings, while others will take significantly more time. As this program has a wide range of types of projects it funds, the amount of time spent depends on the needs of the applicant and the type of project that is being undertaken.

Once the application is received, the program manager reviews it and lets the applicant know if more information is needed or items are missing. A file is set up for each application, including the Statement of Significance (SOS) on the building. The application is added to the agenda and is looked at in detail at that time. As the committee members have expertise in local history, architecture, heritage, building/construction, *Standards and Guidelines for Historic Buildings in Canada* document, as well as a familiarity of many of the heritage buildings in Kelowna, the committee is able to make an informed decision on grant applications. In a few cases, more information and research and possibly a site visit\* may be required, which may be undertaken by a committee member and/or by the program manager and is followed up with the rest of the committee. *\*Note: For example, in 2016, four committee members visited St. Andrew's Church to look at the existing paint colours. They undertook simple paint sampling of earlier colours to determine an appropriate colour scheme for this significant building.*

A Grant Application Evaluation Matrix was created by the program manager in 2015 (with input from the committee) in order to evaluate each new application to determine if a project qualifies and the strength of the application. The evaluation matrix includes the elements (depending on the type of project) that the grants committee considers for each application received. This is the second year that the evaluation form has been used for all new applications. Each form is filled out by one of the committee members and becomes part of the application file. *(Refer to: Appendix 2: Example of Completed CoKHGP Grant Application Evaluation Matrix)*

Any granting decisions are made by a motion, seconded and approval by the majority of the committee members. There are five (5) regular members and up to five (5) alternate members. At least three of five members are required to pass a motion. The manager follows up with a letter to the applicant informing them of the committee's decision. It should be noted that every meeting begins with the attending committee members declaring if they have a potential conflict of interest with any of the

applications being considered at the current meeting. If a conflict is declared, it is noted in the minutes and the committee member excuses himself/herself from the room while the application is discussed.

Once the project is completed (allowed one year and may receive an additional year for unforeseen circumstances- which also required a motion by the committee at one of the four meetings in the year), the grant recipient will submit the required materials (manager ensures everything is in order and that a committee member visits the site to ensure that the work is completed) at least two weeks prior to one of the meeting dates. Once approved, a cheque and letter is sent out to complete the project file. Sometimes there are grant savings for a project, or sometimes a grant is rescinded due to not completed within the time period or the applicant has decided they are not in the position to carry out the project at that time.

In 2016, the program manager received 53 inquiries about the City of Kelowna Heritage Grants Program and/or other heritage related questions. Twelve of these inquiries led to new grant applications in 2016. Seventeen of these inquiries were for active grants already approved including: requests to rescind, to modify, for an extension and to complete a grant. There were a number of inquiries and questions that did not culminate into a grant request at this time. Over the past nine years, a number of these initial inquiries, turned into grant applications at a later date or in some cases the building owner proceeded with the project without applying for a grant (as the work might not have qualified for a grant or the timing did not work for the owner). For example, the program manager talked to St. Michael's Cathedral volunteers about various work on the building that might qualify for a heritage grant for the past four years, including providing contact information of qualified heritage contractors for interior plaster work repairs. This work was undertaken by one of the heritage contractors recommended in the spring. A new application for exterior repairs on St Michael's was received and considered at the June meeting, which was approved at the September meeting.

In 2016, the following four meeting dates had the listed number of new applications submitted for consideration. This does not include the number of: completions; requests to modify application approval; rescinded grants. Each year varies on the number of grant applications received. The program has received between seven and nineteen new applications each year. In 2014 the program received eleven new applications. Twelve grant applications were received in 2015. This year, like last year the program received twelve new applications.

March 29 <sup>th</sup> Meeting:	7
June 21 <sup>st</sup> Meeting:	3
Sept 20 <sup>th</sup> Meeting:	1
Nov 15 <sup>th</sup> Meeting:	1

## **Grant Requests Reviewed ~ 2016**

### **New Applications Approved:**

#### **(H16-901) 1931 Abbott St, Treadgold House; Approved and Completed (\$5,000)**

A grant towards the cost of a new asphalt shingle roof for the Treadgold House located at 1931 Abbott Street was approved at the March 29<sup>th</sup> meeting. The committee approved a grant for the new roof with new sheeting in an appropriate half-tone weather-wood coloured fiberglass laminated shingle. The committee approved 50% to a maximum of \$5,000 based on the low quote of \$12,480 + GST.

**Project completion:** The project completion was reviewed at the June 21<sup>st</sup> meeting, including the required site visit by a committee member. The total project cost was \$14,445.04 including GST. The full grant of \$5,000 was paid out to the homeowner.

**(H16-902) 1922 Abbott St, Fumerton House; Approved and Completed (\$5,000)**

A grant towards the cost of a new asphalt shingle roof on the Fumerton House located at 1922 Abbott Street was approved at the March 29<sup>th</sup> meeting. The committee approved a grant for the new roof using traditional 3-tab shingles in a vintage green colour, similar to the existing roof. The committee approved 50% to a maximum of \$5,000 based on the low quote of \$11,545 + GST.

*Note: Fumerton House received a heritage grant in 2013 for new paint.*

**Project completion:** The project completion was reviewed at the September 20<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$16,788.36 (including tax). The full grant of \$5,000 was paid out to the homeowner.

**(H16-903) 862 Bernard Ave, H.C. Cooper House; Approved and Completed (\$739)**

A grant for assistance towards conservation and maintenance work on the H.C. Cooper House was approved at the March 29<sup>th</sup> meeting. Conservation work included: the repair and new paint for the front verandah stairs, handrails and the ramp decking. In 2008, the house had a Heritage Revitalization Agreement (HRA) created which led to the house's adaptive reuse as the owner's law office. The repairs are fairly minor but it is important to maintain the building. The estimated cost of the project is \$1,477 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$739.

**Project completion:** The project completion was reviewed at the November 15<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$1,550.85 including GST. The full grant of \$739 was paid out to the building owner.

**(H16-904) 3285 Reid Road, Reid House; Approved and Completed (\$245)**

A grant towards the repair and replacement of a damaged eavestrough on the Reid House located at 3285 Reid Road Street was approved at the March 29<sup>th</sup> meeting. The new eavestrough will match the rest of the house in profile (heritage style) and colour. The committee approved a grant for the new eavestrough based on 50% to a maximum of \$245 based on the low quote of \$490 + GST.

**Project completion:** The project completion was reviewed at the June 21<sup>st</sup> meeting, including the required site visit by a committee member. The total project cost was \$1,254.75. The full grant of \$245 was paid out to the homeowner.

**(H16-905) 815 Bernard Ave, Winter House; Active (\$2,475 approved)**

A grant towards the cost of a new asphalt shingle roof on the Winter House located at 815 Bernard Avenue was approved at the March 29<sup>th</sup> meeting. The committee approved a grant for the new roof in a half-tone black colour, using "asphalt shingle roofing wrapping onto fascia"- CDE, similar to the existing roof. The committee approved 50% to a maximum of \$2,475 based on the low quote of \$10,700 + GST.

*Note: The Winter House received a heritage grant in 2015 for conservation and maintenance repairs and therefore only qualified for a maximum grant of \$2,475.*

**(H16-906) 2124 Pandosy St, Cadder House; Active (\$5,495 approved)**

A grant towards the prep and painting/staining of select areas of the exterior of the municipal heritage designated Cadder House located at 2124 Pandosy Street was approved at the March 29<sup>th</sup> meeting. The areas needing new paint include: the west & south gables and two dormers; the front stairs & handrails; and the rear fire escape landings and handrails. The colours submitted for each of the areas affected, match the existing colour scheme and were chosen from the Benjamin Moore True Colour and heritage

palette. The committee approved the grant based on the high quote as it was felt that this quote included a proper amount of prep work as well as the application of two coats of paint/stain. The estimated cost of the project is \$10,990+ GST. The grant approval was for 50% to a maximum of \$5,495 based on the high quote.

*Note: Cadder House received a heritage grant in 2013 for prep and paint in the areas that were required.*

**(H16-907) 806 Bernard Ave, Hughes House; Approved and Completed (\$4,950)**

A grant for assistance for the prep and painting of the exterior of the municipal heritage designated Hughes House located at 806 Bernard Avenue was approved at the March 29<sup>th</sup> meeting. The homeowners submitted a colour scheme similar to the existing colours on the house. However, as this is a designated building, the committee recommended that the colour scheme should be chosen from the True Colour palette. The estimated cost of the project is \$9,900 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$4,950.

**Project completion:** The project completion was reviewed at the September 20<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$12,075 including taxes. The full grant of \$4,950 was paid out to the homeowners.

**(H16-908) 608-650 Sutherland Ave, St. Michael's and All Angels Cathedral; Active (\$3,163 approved)**

At the June 21<sup>st</sup> meeting, the Diocese of Kootenay applied for a grant for assistance towards the repair of three stone corbels, stone wall repair work, chimney flashing repairs and repair of the south side stone wall on St. Michael and All Angels Cathedral located at 608-650 Sutherland Ave. The committee felt that the work proposed was not appropriate for this significant heritage building and requested that new quotes be submitted. Based on the committee's recommendations, two new quotes for the four components of the conservation work were received for consideration at the September 20<sup>th</sup> meeting. The committee approved a grant based on the low quote for the conservation work. The estimated cost of the project is \$6,325 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$3,163.

**(H16-909) 4617-4619 Lakeshore Road, St. Andrew's Church; Approved and Completed (\$4,828)**

A grant towards the prep and painting of the exterior of the building and the Lych Gate, as well as for new eavestroughs and downpipes for St. Andrew's Church, located at 4617-4619 Lakeshore Road, was approved at the June 21<sup>st</sup> meeting. The Anglican Diocese of Kootenay submitted a colour scheme based on colour sampling undertaken by members of the heritage grants committee prior to the meeting. The committee felt that the high quote best reflected the amount of prep needed on this significant heritage committee building. The committee also approved new eavestroughs in a heritage profile. The total estimated cost of the project is \$10,865 + GST, based on the high and mid quotes. The grant approval was for 50% to a maximum of \$5,000.

**Project completion:** The project completion was reviewed at the November 15<sup>th</sup> meeting, including the required site visit by a committee member. The total project cost was \$11,040.75 including GST. The grant of \$4,828 was paid out to the homeowner. The grant savings of \$172 (as the steps were not painted) was returned to the program for redistribution.

**(H16-910) 1875 Richter Street, Thompson House; Approved and Completed (\$2,675)**

A grant towards the cost of a new asphalt shingle roof on the Thompson House located at 1875 Richter Street was approved at the June 21<sup>st</sup> meeting. The homeowner submitted the application and completion documents for the new roof using half-tone driftwood coloured fiberglass laminated shingles. After spending significant time and resources on the conservation of the interior of the house and prior to the exterior work starting, the roof failed forcing the homeowner to replace the roof before



applying for a grant. The new roof was checked by a roof inspector (report was submitted with the application). The committee approved 50% to a maximum of \$2,675, based on the total cost of \$8,197.41 including GST.

*Note: The Thompson House received a heritage grant for \$2,325 in 2015 for the restoration of two sets of windows and therefore only qualified for a maximum grant of \$2,675.*

**Project completion:** The project completion was reviewed at the June 21<sup>st</sup> meeting, including the required site visit by a committee member. The total project cost was \$8,197.41 including GST. The full grant of \$2,675 was paid out to the homeowner.

**(H16-911) 770 Lawrence Ave, Women's Institute Hall; Active (\$2,480 approved)**

A grant towards the prep and painting of the exterior of the Women's Institute Hall, located at 770 Lawrence Avenue, was approved at the September 20<sup>th</sup> meeting. The Kelowna Canadian Italian Club submitted a colour scheme using the Benjamin Moore True Colour palette. The committee felt that the high quote would be better as the paint was brushed and rolled instead of sprayed and repair work to the stucco was included. The estimated cost of the project is \$4,960 + GST, based on the high quote. The grant approval was for 50% to a maximum of \$2,480.

**(H16-912) 2124 Pandosy Street, Cadder House; Active (\$3,168 approved)**

A grant towards two new rock pits and drain lines in order to solve the roof water drainage problem on the municipal heritage designated Cadder House located at 2124 Pandosy Street was approved at the November 15<sup>th</sup> meeting. The committee members had been asked if this work might qualify for a heritage grant at the March 29<sup>th</sup> meeting. The committee decided it would consider an application as long as the application included a Geo-Technical Report that recommends how to best solve the water drainage issues. The applicant included an engineering report, along with two quotes for new rock pits as well as for a drywell. The committee was satisfied that either method would solve the water drainage problem, as long as the engineer either signs off on the design and/or the proper city permits are obtained for the work. The committee approved the grant for this designated heritage building. The estimated cost of the project is \$6,335 + GST, based on the low quote. The grant approval was for 50% to a maximum of \$3,168.

***New Applications Not Approved:***

There were no applications submitted for committee consideration that did not qualify and/or not approved for a heritage grant in 2016.

***Rescinded Grants:***

**(H15-811) 732 Sutherland Avenue, Coubrough House; Rescinded (\$360)**

The homeowner requested that the approved grant (November 2015) for three new wood windows to replace the three modern windows on the Coubrough House, located at 732 Sutherland Avenue, be rescinded at the November 15<sup>th</sup> meeting. The homeowner could not complete the project due to both health and financial constraints. The committee rescinded the grant for \$360, and the funds were returned into the program.

***Request for an Extension and/or Modification of Approved Grant:***

**(H15-812) 1875 Richter Ave, Thompson House; Modification of grant not approved**

The homeowner submitted a request to modify the original grant approval to increase the grant amount to include the installation of the two sets of wood windows (\$4,000 + GST) in the kitchen of the Thompson House approved at the November 2015 meeting. The homeowner had not submitted quotes for the installation of the windows with the grant application. As the project was completed prior to the modification request, the committee did not feel that it could justify modifying the grant amount after the windows were installed. The committee did not approve the request to increase the grant amount. (Not approved at the March 29<sup>th</sup> 2016 meeting)

**(H15-809) 2279 Benvoulin, McIver House; Extension until November 2017**

The building owner requested a one-year extension until November 2017 to complete the conservation work on the exterior of the McIver House. The request is because the heritage contractor has not had time to begin the project due to timing issues. As there are very few heritage contractors in the area and an increase in work of this type, the project has not begun. The committee approved the one year extension. (Approved at the September 20<sup>th</sup> meeting)

**(H14-711) 732 Sutherland Avenue, Coubrough House; Second Extension until November 2017**

The homeowner submitted a request for a second one-year extension for 17 new wood storm windows on the Coubrough House. The homeowner is requesting a second extension due to her health and financial constraints, which she feels will improve. The committee approved this final extension. (Approved at the November 15<sup>th</sup> meeting)

**(H15-810) 732 Sutherland Avenue, Coubrough House; Extension until November 2017**

The homeowner requested a one-year extension for the approved grant towards the back-addition repairs on the Coubrough House. The homeowner is requesting an extension due to her health and financial constraints, which she feels will improve in 2017. The committee approved the extension. (Approved at the November 15<sup>th</sup> meeting)

**Completed Grants:**

**(H15-812) 1875 Richter Ave, Thompson House; Completed March 2016 (\$2,325)**

The project completion for four new traditional windows (sashes, frames and storms) on the Thompson House was reviewed at the March 29<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$9,488 including GST. The maximum grant of \$2,325 was paid out to the homeowner. This completes the grant approved at the November 2015 meeting.

**(H15-802) 815 Bernard Avenue, Winter House (H15-802); Completed March 2016 (\$2,525)**

The project completion for maintenance repairs on the Winter House was reviewed at the March 29<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$5,283.39 including GST. The grant for \$2,525 was paid out to the homeowner, with a grant savings of \$1,287 that was returned to the program for redistribution. This completed the grant approved at the April 2015 meeting.

**(H15-806) 267-271 Bernard, Leckie Block Completed March 2016 (\$5,000)**

The project completion for the repaired and modified (for new double glazing) nine second-story window frames and sashes on the Leckie Block was reviewed at the March 29<sup>th</sup> meeting (including the required site visit by a committee member). The total project cost was \$15,040.20 (including tax). The grant for \$5,000 was paid out to the building owner. This completed the grant approved at the June 2015 meeting.



**(H15-807) 375-387 Bernard, Willits-Taylor Drug Store (H15-807); Completed March 2016 (\$5,000)**

The project completion for the repair and repointing of the exterior brick work and the prep and painting of the wood window frames and sashes and the cornices and trims on the Willits-Taylor Drug Store was reviewed at the March 29<sup>th</sup> meeting (including the required site visit by a committee member). The repair of one of the concrete window sills was not completed, therefore the maximum grant was not paid. The total project cost was \$9,062.01 including tax. The grant for **\$3,991** was paid out to the building owner, with a grant savings of \$1,009 that was returned to the program for redistribution. This completed the grant approved at the June 2015 meeting.

**(H16-910) 1875 Richter Street, Thompson House; Completed June 2016 (\$2,675)**

(Details in the New Application section)

**(H16-904) 3285 Reid Road, Reid House; Completed June 2016 (\$245)**

(Details in the New Application section)

**(H15-808) 2127 Pandosy St; Completed June 2016 (\$4,400)**

The project completion for the new asphalt roof on the Pandosy Street Heritage House was reviewed at the June 21<sup>st</sup> meeting (including the required site visit by a committee member). The total project cost was \$10,357.65 including GST. The maximum grant of \$4,400 was paid out to the homeowner. This completes the grant approved at the November 2015 meeting.

**(H16-901) 1931 Abbott St, Treadgold House; Completed June 21<sup>st</sup> 2016 (\$5,000)**

(Details in the New Application section)

**(H16-902) 1922 Abbott St, Fumerton House; Completed September 20<sup>th</sup> 2016 (\$5,000)**

(Details in the New Application section)

**(H16-907) 806 Bernard Ave, Hughes House; Completed September 20<sup>th</sup> 2016 (\$4,950)**

(Details in the New Application section)

**(H16-909) 4617-4619 Lakeshore Road, St. Andrew's Church; Completed November 15<sup>th</sup> 2016 (\$4,828)**

(Details in the New Application section)

**(H16-903) 862 Bernard Ave, H.C. Cooper House; Completed November 15<sup>th</sup> 2016 (\$739)**

(Details in the New Application section)

**Notes:**

**The total project cost** before taxes is the amount that grant approval is based on. Taxes are the responsibility of the building owners.

**In roofing projects**, the use of a half-tone medium colour is generally recommended by the committee as being appropriate for the building and for the Okanagan climate.

**In roofing projects**, the committee highly recommends that a roof inspector is hired to ensure that the roof is properly installed and won't fail in the near future. A minimum one year warrantee on both the materials and the labour is required in order to complete all new roof projects.

**In painting projects**, the use of the Benjamin Moore True Colours for Western Canada palette is highly recommended by the committee for an authentic heritage colour scheme.

## CoKHGP Manager Activities

The program manager had approximately 250 hours\* allotted for the grants program in 2016. This allows about 5 hours a week (based on about 48 weeks) to work on the grants program. However due to the nature of the program and the flexibility that the manager must have to administer it, there are certain times of the year that the manager is required to work 10-20 hours in a week. As well the program manager will be required to answer inquiries during her COHS office hours and sometimes even after office hours, to ensure that (potential) applicants are best looked after in a timely manner. When the program first began nine years ago, the program manager had Tuesday afternoon hours only. It was soon apparent that this did not work well for this type of program, especially as application deadlines approached. The program manager must be very flexible in her time for the success of the program. This does present challenges, especially with tracking the time of each interaction. The majority of the emails and calls are tracked by each building address. It should be noted that one general inquiry about the program may take place one year and then a couple of years later may be followed up with more serious intent to apply for a grant. The following is a rough estimate of the breakdown of the manager's time spent on tasks to administer the program.

*\*NOTE: The number of hours may vary each year. This is sometimes due to a slight increase in the manager's hourly wage.  
NOTE: Additional tasks include: recording hours worked for payroll every two weeks; purchasing supplies for program (i.e. stamps for mail-out) and refreshments for each meeting; filling out expense sheets for purchases and mileage (i.e. travel to meetings and to purchase supplies)*

<b>Set up program for year:</b>	12 - 15 hours/year
<b>Tracking and Filing:</b>	15 - 18 hours/year
<b>Reporting:</b>	45 - 48 hours/year
<b>Financials:</b>	10 - 12 hours/year
<b>Committee Members &amp; Communications:</b>	5 - 8 hours/year
<b>Program and Heritage Inquiries:</b>	30 - 35 hours/year
<b>Project Application/Completion Process:</b>	45 - 50 hours/year
<b>Committee Meetings and Follow up:</b>	75 - 80 hours/year
<b>Volunteer Appreciation, Education &amp; Awareness</b>	5 - 8 hours/year

### ***Set up program for year:***

- Set and confirm meeting dates & application/completion deadlines*
- Book city council presentation* - This includes: confirm which committee member will give presentation to council; attend and help answer questions if needed
- Annual mailout* - This includes: update mailout letter; mailout insert on past 2-3 years of grant recipients and types of projects that received grants for conservation work; getting info to city staff and picking up materials for mailout, stuffing envelopes and mailing letters; follow-up on any returned letters
- Update CoKHGP guidelines/application* – Email city staff and ensure that the updated information is posted on the city and COHS websites
- Committee Members*– Ensure that the committee has knowledgeable persons with heritage, history, construction, architecture, etc. expertise. Give orientation for any new committee members, prior to attending their first meeting. Update contact information on committee.

### ***Tracking and Filing:***

- Inquiries* (phone calls, emails, face to face) - These are noted on contact forms for each heritage register building. There are also some general inquiries each year from individuals that do not own a Kelowna

Heritage Register building. These range from inquiries on how to get their building on the Kelowna Heritage Register to what is an appropriate heritage paint scheme on their character house. Inquiries also include request for contact information for heritage building contractors, how to repair traditional windows, sources of old Kelowna brick etc.

*-Update grants on master list* - Each application is tracked and updated on a master list. Information includes: grant number, address, amount awarded, amount paid out, any savings, amount rescinded, if completed, not approved, etc. The total amounts are included from the first year of the program. This information is compiled in *Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2016* of this report.

*-Update and management of building files by address* - This includes both inquiries, active and completed grant files. The files also include the building's Statement of Significance (SOS) and may include photographs. *\*Note: The time available to track and maintain the files is minimal. Additional time is needed in order to properly maintain and update the building inquiry files.*

### **Reporting:**

*-Mid-Year Review with city planning staff* – On June 27<sup>th</sup> 2016, the program manager and the COHS executive director met with city planning staff to review the first half of the year. The program manager submitted a brief report on the program activities to date and what was planned for the rest of the year.

*-Year-End Report to City of Kelowna* – The compilation of the Year-End Report uses time allotted in 2016 and in 2017. The report is submitted to city staff for feedback at the end of the year and once the final bank statements are received in mid-January, final revisions are completed. The report is submitted to city planning staff for the last time in late January and included in the city council information package for the power point presentation in February.

*-City staff questions on program*- The amount of time spent on this varies each year.

*-Regular meetings with COHS executive director/new managing director to discuss any issues/information on program* - This includes: follow up on each meeting; any issues that may arise, financial updates- including requests for cheques when projects are completed); update of the program to COHS Board members (usually done by the executive director and/or the COHS Board representative on the CoKHGP committee).

*-Grants Program power point presentation to City Council during Heritage Week.* The program manager has continued this tradition that was begun when the first grants program began as the Kelowna Heritage Foundation. The intent of the presentation is to show city council the buildings that received a heritage grant the year previous, the amount of money awarded, to thank city council for supporting the grants program and answer any questions. The CoKHGP Year-End Report is included in the council information package before the presentation. This was added to the program's Terms of Reference for 2015. The program manager creates the power point presentation for City Council that is presented by one of the heritage grants committee members.

### **Financials:**

*-Grant money available for year* – Determine rollover money from year prior to add to annual allotment for program. This determines the total amount of funds available for distribution for the year.

*-Grant money available for each meeting* - Prior to each meeting, the manager updates the amount of money left for grants for the committee's information. This indicates how much money has been allocated and how much is left for the rest of the year.

*-Update the list of applications* – This includes the approved grant amount, the paid-out amount, grant savings and if rescinded. This is compiled at the end of the year and in January to determine the rollover money for 2017. *Note: overlap with tracking and filing section*

***Committee Members:***

The program manager is responsible for ensuring that there is a full committee. There were a couple of committee changes in 2016. Two members of the committee, Ben Lee (ninth year on committee) and Marietta Lightbody (fourth year on committee) passed during the year. Marietta Lightbody, a regular member, requested that she become an alternate member due to her health in the spring. Tracey Read agreed to switch roles with Marietta Lightbody. Tracey Read became the next committee chair when Julie Cosgrave stepped down due to time constraints. There were five regular members and three alternate members on the committee in 2016, after the passing of two of its members. The program manager will look for one or two new committee members before the first heritage grants meeting in 2017.

***Program and Heritage Inquiries:***

(Please refer to **Summary of the Project Application to Completion Process** for additional information)

***Project Application/Completion Process:***

(Please refer to **Summary of the Project Application to Completion Process** for additional information)

***The 'average' application process***

1. Contact the program manager looking for information on grant deadlines and application and types of projects that would qualify/or specifically would their project qualify for a grant. The program manager will help the applicant understand what good conservation projects would entail. For example, the manager will let the applicant know that in a paint project the following is important to consider: importance of prep through sanding and scrapping, not power washing; use of good quality paint; appropriate heritage colour scheme as in the researched True Colour palette by Benjamin Moore; etc.
2. Follow up by program manager and/or applicant re: questions specifically about the application requirements. This may include the type of photos needed, other names of contractors that do specific work (especially in conservation projects, such as traditional window repair), types and colours of materials appropriate for project (i.e. asphalt shingles for a new roof), etc. The program manager will give the new application a file number once it is received.
3. Once the application is completed, the applicant will arrange to drop it off while the program manager is in the office. Most times the program manager will have time to go through the application with the applicant to determine if everything is submitted. In many cases, additional photos are needed, quotes do not reflect the same work quoted on (i.e. need clarification by contractor), etc.
4. Follow up will be needed to ensure that the missing pieces/clarification needed is received prior to the meeting.
5. The program manager will go through all the applications prior to the meeting to double check that everything is in order and will create the agenda for the meeting based on this.

***Committee Meetings and Follow up:***

There were four Regular Meetings in 2016 (March 29<sup>th</sup>, June 21<sup>st</sup>, September 20<sup>th</sup> and November 15<sup>th</sup>) to consider grant applications and other program business. A significant amount of the manager's time was spent preparing for each meeting, attending the meeting and the follow up after each meeting.

Activities included: creating the agenda, gathering and compiling materials and applications for the meetings, ensuring a quorum, attending and recording the meeting, answering any questions that may come up about the applications, transcribing the minutes and sending to committee members, COHS ED and to the city staff, writing letters to grant applicants re: the Committee's decisions and any other follow-up required. Projects that required other actions from meetings may include: project completion

letters with cheques mailed out (this includes a cheque request to the COHS ED and two signatures); project modifications, extensions or rescinded letters mailed out.

***Committee Communications:***

The manager regularly passes on information to the grants committee on heritage events, workshops, conferences, forums, issues, etc. at the local, provincial and national level.

***Volunteer Appreciation Event:***

The manager provided refreshments/appetizers after the November 15<sup>th</sup> meeting to the committee members. This provided the committee and manager some social time, in which the manager was able to thank the grants committee for their hard work and dedication to the program.

***Education and Awareness (“Getting the Word Out”):***

There were a couple of ‘educational’ opportunities that the committee and manager were able to take advantage of. These included the following:

-*Resources*- The program manager has built a resource area for the use of the grant program (committee members and heritage building owners) and COHS. This collection of reference materials has been and will continue to be helpful in researching and recommending good conservation practice when dealing with heritage resources. *(Note 1)*

-*Heritage BC Annual Conference*, held on Granville Island, May 5 to 7, 2016 was attended by a number of Kelowna people including three committee members. *(Note 2)*

There were a number of opportunities to get out the word about the grant program in 2016. These activities included the following:

-For the ninth year, a letter about the grant program was sent out to each building owner on the heritage register. The mail out was completed in early March 2016, as the contract for the heritage grants program was completed after the city council presentation on February 15<sup>th</sup> 2016.

-Julie Cosgrave, heritage grants committee member, presented the power point presentation on the grant program to City Council on February 15<sup>th</sup> 2016, during Heritage Week *(Note 3)*, along with thanking council for their continued support for heritage grants in Kelowna, including the continued annual allotment of \$35,000 (raised in 2014). A number of committee members, the program manager and the COHS ED attended the council meeting to show their support.

-The media published a couple of articles in the local papers following the COHS ~ AGM and the City Council presentation.

-The Central Okanagan Heritage Society produces two newsletters a year (sent out to about 200 recipients). The COHS newsletter is also posted on the COHS website. Each newsletter contains an article and/or information on the City of Kelowna Heritage Grants Program and other related writeups. The 2016 the COHS Spring and Fall Newsletters included an article about the Heritage Grants Program and featured a building that recently received a heritage grant. Other related articles included writeups on Marietta Lightbody, the Thompson House and Brent’s Grist Mill. *(Refer to: Appendix 3 Excerpt from COHS Spring and Fall 2016 Newsletters)*

-The program manager, the committee, the COHS ED, and the COHS Board took every opportunity to let the public know about the grants program. Opportunities included: Heritage Week events including the City Council presentation and COHS’s Heritage Awards Ceremony Luncheon; COHS events such as the AGM and Christmas at Benvoulin.

-On the COHS website, there is a link to the City of Kelowna website, the current CoKHGP Guidelines and Application form and the Terms of Reference. There is also a page on the COHS website that has been dedicated to information about the grants program.

**Note 1:** The grant program does not have a membership in Heritage BC or with the Heritage Canada Foundation, however, the program still does receive the Heritage BC e-mails and newsletters as well as Heritage Canada newsletters through COHS' membership.

**Note 2:** The grant committee continues to take part in heritage conferences and workshops on their own time and own expense. Three of the committee members attended the Heritage BC conference on Granville Island in May. The committee continues to be very active heritage advocates in Kelowna, which is a huge benefit to the grants program.

**Note 3:** Heritage Week offers a time for citizens across Canada to give recognition and pay special tribute to the heritage of their communities. The Heritage Week celebrations continue to be very successful and the many events that take place during the week provide the community with an opportunity to witness the strong commitment of Kelowna citizens towards raising awareness of the City's heritage resources.

## **COKHGP Administrative Costs in 2016**

The Central Okanagan Heritage Society has now completed its ninth year of administering the City of Kelowna Heritage Grants Program for the City of Kelowna.

For 2016 the society received a contract for a total amount of \$8,773. (GST \$417.76) The costs allocated for the administration of the program are as follows:

• Wages for program manager including wages/holiday pay/Worksafe BC/CPP/EI	\$7199
• Wages/benefits for contract management oversight	\$ 346
• Year –end accounting allocation	\$ 120
• Monthly bookkeeping allocation	\$ 240
• Refreshments and Year-end appreciation event for volunteers	\$ 125
• Kilometers for site visits and meetings	\$ 35
• Office supplies/overhead/miscellaneous	\$ 100
• Postage	\$ 262
• Telephone and internet connection	\$ 96
• GST - 60%	\$ 250

## **Recommendations for the Program ~ 2017**

It is strongly recommended that the maximum grant in a three-year time period for each heritage register building be increased to reflect the 2017 real costs of conserving and maintaining a heritage property. The maximum grant amount has remained the same since the program's predecessor (Kelowna Heritage Foundation) was created in 1991. It is recommended that heritage register building grants be increased from \$5,000 to \$7,500 maximum and designated heritage buildings increase from \$10,000 to \$12,500 maximum. This will help both heritage building owners with a larger project as well as owners that may have a number of smaller projects in a shorter time span. *Note: This recommendation came out of the mid-year review meeting with city planning staff.*

As in the past years, it is strongly recommended that the annual allotment grant be increased until it reaches the amount recommended in the *City of Kelowna Heritage Strategy 2007, updated July 2015*. It is recommended that regular increases occur until the allotment reaches \$50,000 per year. The program began in 1991 with \$20,000, an amount that remained unchanged until 2009. The amount was increased to \$30,000 in 2010 and increased to \$35,000 in 2014. There has been a steady increase in



demand since the Heritage Grant program began. With the proposed increase in the maximum grant amount, this is likely to continue.

The third recommendation is to allow some of the program manager's time to be used to organize a program information session and/or educational component for the grants program. The information session would be geared towards heritage building owners who are thinking of applying for a grant but would like to learn how to do so. This may both help answer some of the more common application questions at the start of the year and may also encourage more people to apply for a heritage grant. The informational session might work best with both COHS and City planning staff taking part. As well, a very successful heritage workshop was planned and carried out in 2011, with funding through Heritage BC's workshop grant. In the fall of 2013, some of the grants committee members and the program manager gave a talk on maintaining heritage/character buildings, which was of interest to heritage building owners and the public. In 2017, a workshop and/or lecture series is proposed that would appeal to the heritage building owner and community in order to educate people on good conservation practices.

A final recommendation is to revise the CoKHGP Terms of Reference document to include the heritage grants committee member composition. This would increase awareness of the qualifications of committee members as well as let potential volunteers know how to apply to serve on the committee.

- a) One person from the Central Okanagan Heritage Society Board;
- b) One person from the architectural field;
- c) One person from the construction industry;
- d) Interested private citizens (with a knowledge in local history and/or heritage).

## **Conclusion**

As the manager of the City of Kelowna Heritage Grants Program, I wish to acknowledge and thank the CoKHGP committee members for their dedication and service during the past year. I would also like to thank the City of Kelowna for the ongoing financial commitment that enables heritage property owners to undertake heritage conservation projects and maintain their heritage buildings.

Respectively Submitted,

Lorri Dauncey, program manager, CoKHGP

MA (Urban Planning/ Heritage Conservation), Dip (Cultural Resource Management/ Heritage Conservation), BA (Art History)