

CITY of KELOWNA HERITAGE GRANTS PROGRAM

Tuesday November 15, 2016
Reid Hall, 2279 Benvoulin Road, Kelowna
@ 3:10-4:30pm
Followed by Volunteer Appreciation

Regular Meeting Minutes

In Attendance: Tracey Read (acting chair), Julie Cosgrave, Peter Chataway, Ian Crichton, Randi Fox, Alasdair Smith, Shona Harrison (arrived late) and Lorri Dauncey (CoKHGP manager)

Regrets: Birte Decloux

Recorded by: Lorri Dauncey

1. Call to Order: Tracey Read chaired the meeting

2. Review Minutes of September 20, 2016: A few minor changes were recommended by committee members.

MOVED by Julie Cosgrave, SECONDED by Ian Crichton

THAT the Minutes of the CoKHGP Regular Meeting on September 20, 2016 be adopted as amended. **Motion Carried.**

3. Conflict of Interest: Standing agenda item: In the following current applications, committee members removed themselves from the deliberations due to the potential of a conflict of interest:

4617-4619 Lakeshore Road, St. Andrews Church (H16-909): Alasdair Smith completed repair work on the church that was not part of the grant approved for new paint and eavestroughs.

732 Sutherland Avenue, Coubrough House (H14-711; H15-810; H15-811): Alasdair Smith submitted a quote for one of the conservation projects that received a grant for the house.

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 2016 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the November 15th 2016 meeting. At the beginning of 2016, there was \$49,855.14 available for grant distribution. With \$37,222 allotted + \$2,296 in grant savings at the three meetings, there was **\$14,929.14 left for the November meeting.**

There were a couple new and on-going inquiries about the heritage grant program and about heritage buildings in general since the last meeting. There are a number of people who are considering applying for funding for 2017. The program received one (1) new application, two (2) project completions, two (2) requests for an extension and one (1) request to rescind the grant for consideration for the November 15, 2016 meeting.

As there are a number of applications and limited funds, the committee members were reminded that residential and designated properties receive priority (as stated in the program guidelines) in the granting process, if the qualifying grants amount is larger than the total amount of money available.

2124 Pandosy Street, Cadder House (H16-912): Marie McAlpine, the building's strata president, applied for a grant for assistance towards two new rock pits and drain lines in order to solve the roof water drainage problem for Cadder House located at 2124 Pandosy Street. The committee members had been asked if this work might qualify for a heritage grant at the March 29th, 2016 meeting. The minutes included the following comment: *"This is not something usually funded by the program, but as this affects the foundation, the committee decided that they would consider an application as long as it includes a **Geo-Technical Report** that recommends that this new system will 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.

MOVED by Randi Fox, SECONDED by Peter Chataway

THAT Cadder House located at 2124 Pandosy Street, receive funding for 50% of the two new rock pits and drain lines from the existing downspouts in order to solve the roof water drainage problem up to a maximum total of \$3,168 based on the low quote of \$6,335 + GST.
Motion Carried

4617-4619 Lakeshore Road, St. Andrews Church (H16-909) Project Completion: The Anglican Diocese of Kootenay, who owns St. Andrew's Church, submitted the final documentation including photographs of the church and lych gate with the new paint and eavestroughs, receipts and the Declaration of Completion form (site inspection carried out by Randi Fox) to complete the CoKHGP grant approved at June 21st 2016 Regular meeting. The full grant was not paid out, as the steps were not painted as repairs were still required. The total project cost was \$11,040.75 including GST.

MOVED by Peter Chataway SECONDED by Julie Cosgrave:

THAT the Anglican Diocese of Kootenay be paid the grant of \$4,828 towards the cost of the new paint and eavestroughs on St. Andrews Church located at 4617-4619 Lakeshore Road.
Motion Carried

Note: Alasdair Smith removed himself from deliberations as he undertook repair work on the building

862 Bernard Avenue, (H16-903) Project Completion: The building owner, William Clarke, submitted the final documentation including photographs of the repaired and painted front verandah stairs, handrails and a couple of areas of the ramp decking, receipts and the Declaration of Completion form (site inspection carried out by Randi Fox) to complete the CoKHGP grant approved at March 29th 2016 Regular meeting. The total project cost was \$1,550.85 including GST.

MOVED by Julie Cosgrave SECONDED by Ian Crichton:

THAT William Clarke be paid the grant of \$739 towards the cost of the repairs and new paint on the front verandah stairs, handrails and ramp decking on the H.C. Cooper House located at 862 Bernard Avenue.
Motion Carried

732 Sutherland Avenue (H14-711) Request for 2nd Extension: Valerie Hallford, the homeowner, submitted a request for a second one-year extension for the approved grant for \$2,920 towards 17 new wood storm windows on the Coubrough House located at 732 Sutherland Avenue. 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, with the new completion deadline by November 2017.

MOVED by Julie Cosgrave SECONDED by Ian Crichton:

THAT Val Hallford receive a second and final extension for the grant completion for the new storm windows on the Coubrough House located at 732 Sutherland Avenue.

Motion Carried

Note: Alasdair Smith removed himself from deliberations as he submitted a quote

732 Sutherland Avenue (H15-810) Request for Extension: Val Hallford, the homeowner, submitted a request for a one-year extension for the approved grant for \$1,720 towards the back-addition repairs on the Coubrough House located at 732 Sutherland Avenue. 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, with the new completion deadline by November 2017.

MOVED by Randi Fox SECONDED by Ian Crichton:

THAT Val Hallford receive an extension for the grant completion for the back-addition repairs on the Coubrough House located at 732 Sutherland Avenue.

Motion Carried

Note: Alasdair Smith removed himself from deliberations as he submitted a quote for work on the building

732 Sutherland Avenue (H15-811) Request to Rescind: The homeowner, Val Hallford, requested that her approved (at the November 17, 2015 meeting) heritage grant towards assistance for three new wood windows to replace the three modern windows on the Coubrough House, located at 732 Sutherland Avenue be rescinded. The homeowner could not complete the project due to both health and financial constraints. The grant approved was for a maximum of \$360, which was returned to the program for redistribution.

MOVED by Julie Cosgrave, SECONDED by Randi Fox:

THAT the heritage grant, 50% up to a maximum of \$360, that was approved for the Coubrough House located at 732 Sutherland Avenue be rescinded at the request of the homeowner.

Motion Carried.

Note: Alasdair Smith removed himself from deliberations as he submitted a quote for work on the building

5. Old/Other Business:

CoKHGP Annual Report for 2016: The manager let the grants committee know that a final draft of the 2016 CoKHGP Annual Report would be completed by the end of the year and would be submitted to the Kelowna planning staff. With feedback from planning staff, as well as the final financial numbers (from the year end bank statements), the report would be finalized in January. The final report will be distributed to City Council as information/part of the council package for the grants program's City Council presentation in February 2017.

Planning for 2017: The tentative meeting dates for 2017 are: April 4, June 20, Sept 19 and Nov 14. The annual mailout will take place after the program receives funding approval for 2017 from City Council. As in past years, the annual CoKHGP presentation to City Council will take place at the start of Heritage Week.

Presentation to City Council in February 2017: A grants program committee member will make the annual presentation to City Council during Heritage Week. Shona Harrison, the committee's board representative, has volunteered to give the presentation. This will be confirmed once the date is set and she can confirm her availability. ****NOTE: The presentation is booked for Monday, February 6th 2017. This is the week prior to BC's Heritage Week (February 13-19), however Monday, February 13th is BC Family Day.***

Heritage Advisory Committee -HAC- Update: The program manager, who is a member of HAC, gave a summary of the new committee's role in making recommendations (of support or non-support) to City Council on heritage building projects. The focus of the committee is development in the Heritage Conservation area, changes to Heritage Register buildings, Heritage Revitalization Agreements and the Heritage Register.

Benvoulin Heritage Church Window Conservation Project UPDATE: The program manager updated the committee on the progress of the conservation of the three Benvoulin Heritage Church windows, which was almost completed. The south window underwent conservation work in 2015. A qualified heritage contractor was hired to complete the work. The project was funded by COF, OHS, Colin & Lois Foundation and COHS fundraisers.

Brent's Grist Mill Stabilization UPDATE: The program manager updated the committee on the completion of the stabilization of the Brent's Grist Mill building which began in March and was completed in August 2016. A heritage contractor, heritage consultant, project manager and engineer were hired by the City of Kelowna to complete the stabilization work. The project was the first step in the conservation of these significant city-owned heritage resources located in Brent's Homestead and Grist Mill Park.

Awareness and Education:

There were a number of awareness and education items to discuss and follow up at the November meeting. The committee felt that these types of initiatives are important to help raise awareness and education for the heritage grants committee, the program and heritage in general.

COHS Heritage Awards Nominations: The heritage grants committee members were invited to submit nominations for the COHS annual heritage awards. The COHS heritage awards will be presented during Heritage Week, at a luncheon on Wednesday, February 15, 2017.

Heritage BC Webinar: The webinar, Heritage Conservation Areas in BC, will be presented on Friday, Dec 2. The committee was invited to take part.

Heritage Week (February 13-19, 2017): The Heritage Week theme this year is **My Canada**. A committee was once again formed with representatives from the local arts, culture and heritage groups in Kelowna. A number of events are being planned. The manager will email the committee the schedule of events, once confirmed.

Next Meeting: April 4, 2017 TBC

ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY AVAILABLE FOR 2016

\$14,855.14	TOTAL 2016 Rollover (grant savings/rescinded grants, Bank Interest & Rewards)
\$35,000.00	Annual Heritage Grant Money Allotment from the City of Kelowna
+\$49,855.14	TOTAL GRANT MONEY TO BE ALLOCATED IN 2016
+\$2,296	Grant Savings 2016
+ \$0	Rescinded Grants 2016
\$37,222	Total Grants Allotted in 2016
\$14,929.14	TOTAL GRANT MONEY LEFT TO BE ALLOCATED IN 2016