



HERITAGE ACTION PLAN

2007

THE DISTRICT OF SAANICH

THE HERITAGE ACTION PLAN IS INCORPORATED AS
APPENDIX G OF THE HERITAGE MANAGEMENT PLAN, 1999.

The Municipal Council of the District of Saanich endorsed the
Heritage Action Plan and amended the Heritage Management Plan
to include the Action Plan as
Appendix G on the 12th day of February 2007.



Introduction

Community heritage resources are the physical elements that make each community what it is. They are the tangible embodiments of intangible historical, cultural, aesthetic and social values.

"Heritage Planning-A Guide for Local Government" , Province of B.C., 1992

Saanich is a place where rural and urban life meets; a place with a balance between nature conservation and human habitation. These values are evident in Saanich’s heritage resources. Saanich would be a much different place to live in without the preservation of our neighbourhood heritage homes or the rural roads with vistas and views of the country side and agricultural life.

The District of Saanich’s Vision for 2025 includes a statement that a *Healthy Community* is one where “social values and the economy are enhanced by the preservation of heritage and the promotion of arts and cultural elements.” ⁽¹⁾



⁽¹⁾ Saanich Strategic Plan 2006-2010.

A strong healthy community is a group of people with a common identity and a sense of place. Saanich is a community known for how we care about and respect the land, its natural features, and the people who lived here before us. Our historic records, human interest stories, buildings and natural areas are important reminders as to why and how this land was developed. These heritage resources are testament to the values of Saanich residents past and present and are the building blocks of Saanich identity and sense of place.

Heritage resources are non-renewable resources that include both natural and man-made physical features, artifacts, and cultural elements associated with human activity. Archival material, historic buildings, cultural heritage landscapes and sacred spaces, natural heritage features (trees, lakes, bogs), artifacts, archaeological resources, and interpretive programs are important aspects of Saanich’s heritage resources. These tangible objects and programs reflect the intangible aesthetic and social values of a community.



The District of Saanich needs to continue to ensure the available records, buildings, artifacts, and natural features that embody Saanich values and pride are protected and promoted in an effort to maintain and enhance the quality of life and identity of our community.

Conservation of heritage resources also play an important role in creating a *sustainable environment* which is another focus of Saanich's Strategic Plan. Heritage buildings can be recycled for reuse or adaptive reuse. It is prudent to reuse existing resources rather than filling the landfill, and increasing the demand and energy of producing and shipping new building materials.



Peer's Creek in the Wilkinson Valley

Purpose of the Heritage Action Plan

The Saanich Heritage Management Plan, endorsed by Council in 1999, provides the policies and procedures that direct the future management of our heritage resources. The Heritage Action Plan aims to provide specific and attainable action items to implement and fulfill the recommendations and policies of the Management Plan and to support the vision presented in the Saanich Strategic Plan, 2006-2010.



*Saanich Municipal Hall 1906
Saanich Archives*



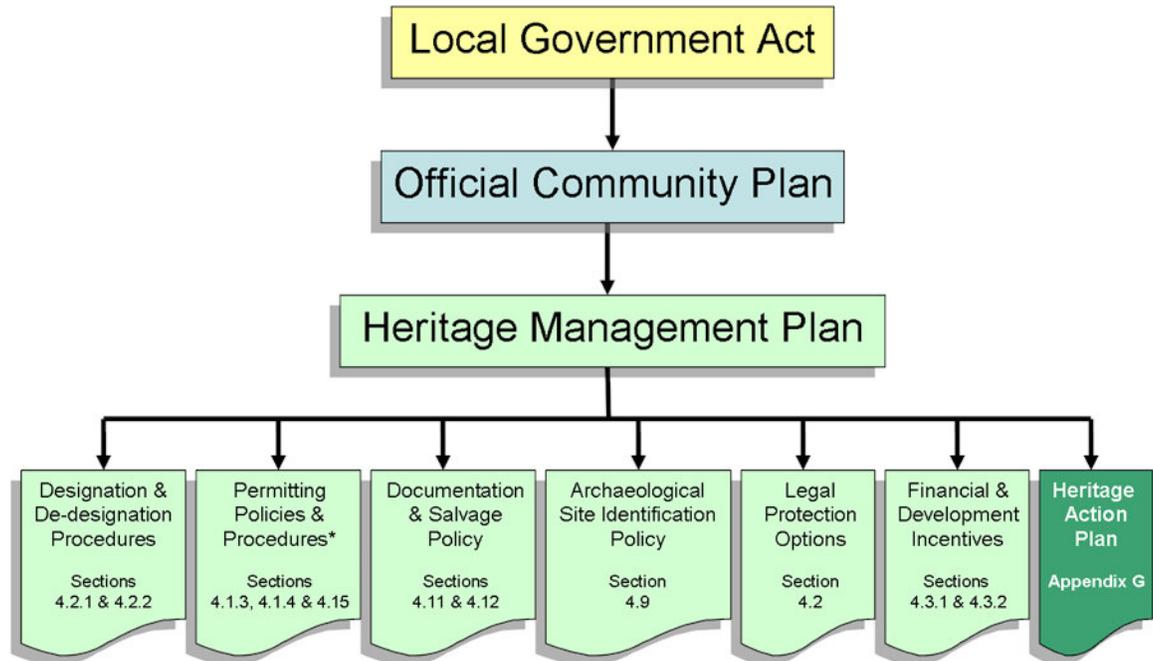
Saanich Municipal Hall - 1965 to present

Planning Process



The development of the Heritage Action Plan began with a brainstorming session with the Arts, Culture and Heritage Advisory Committee in April 2006. In addition, input was sought from the Planning and Transportation Advisory Committee, the Heritage Foundation, the Saanich Community Association Network and Saanich Municipal staff. A public open house was also held January 9, 2007, in order to gather input from the general public.

Information compiled from the committees, residents, and staff, together with reviews of work done in other communities and a review of the Saanich Heritage Management Plan, forms the basis of the Saanich Heritage Action Plan. The Action Plan will become an addendum to the Management Plan.



* Procedures for alteration, demolition, relocation, zoning, development permit, development variance permit & subdivision applications

Heritage Planning Framework

Provincial Legislation:

The Local Government Act

The Local Government Act provides the tools and powers that enable local Municipalities to establish heritage site conservation incentives and identifies legislative protection that can be adopted by a municipality. The District of Saanich utilizes many of the heritage conservation tools available to a municipality through the Local Government Act, including:

- Adoption of Heritage designation bylaws to give a form of protection to real property;
- Requiring Heritage Alteration Permits issued by Council for designated heritage properties;
- Ordering temporary protection; or
- Entering into a heritage revitalization agreements



Wilkinson Gate

Municipal Planning Tools

Official Community Plan

Saanich continues to work towards implementation of policy directives for the management and preservation of heritage resources that are outlined in the Official Community Plan. On going programs that address these policies include:

- Community Heritage Register updates (Policy 13.1);
- Saanich Heritage Management Plan policies direct the current management of heritage resources (Policy 13.2);
- Saanich Heritage Foundation funding assistance for heritage structure preservation (Policy 13.4);
- Archaeological Sites Advisory Branch of BC is notified at the discovery of a potential archaeological site as mandated through the **BC Heritage Conservation Act** (1996) (Policy 13.5); and
- Municipal owned heritage sites are managed by the Heritage Foundation (Policy 13.7).

Local Area Plans also address general directives for the preservation of heritage properties.



*Farm machinery at Tod Farm
Saanich Archives*



*Mr. W.W. Gibson flew the first Canadian built aircraft at what is now Lansdowne Middle School playing fields, c. 1908
Saanich Archives*



*View down Sinclair's Hill to Cadboro Bay, early 1900's
Saanich Archives*

Saanich Heritage Management Plan

The Saanich Heritage Management Plan, endorsed by Council in 1999, outlines the basis for decision making and direction for the future management of heritage sites in Saanich. Although the focus of the Management Plan is on Heritage Sites the Plan also identifies the importance of Saanich Archives and significant and protected trees. Policies identified in the Saanich Heritage Management Plan are currently used as a guide for the preservation and management of heritage structures during the Designation, Building, Zoning, Subdivision, and Development Permit processes.



Saanich Committees:

Heritage resource conservation efforts in the District of Saanich have been ongoing since the early 1970's with the formation of the Heritage Advisory Committee. This committee was responsible for the inventory of heritage buildings and structures and establishment of the Municipal Archives and the Saanich Heritage Foundation.

In 2006 the Saanich Heritage and Archival Advisory Committee was reformulated by Council to provide better service to the community and to better align the committees with the Corporate Strategic Plan. The responsibilities and duties of the old committee were split between the new Arts, Culture and Heritage Advisory Committee and the Saanich Heritage Foundation.

The Arts, Culture and Heritage Committee

The Arts, Culture and Heritage Advisory Committee (ACHA) is a body of municipally appointed citizens and one Council member that advises Council and makes recommendations regarding arts, culture and heritage issues. In particular, the ACHA Committee

works to promote heritage awareness. Heritage awareness projects that the ACHA Committee is involved with include: the creation of the centennial and heritage display panels; Saanich Arts Week; and the annual Heritage Tour and Tea event.

The Saanich Heritage Foundation

The Saanich Heritage Foundation is a non-profit society that was formed in 1984 for the purpose of promoting preservation of heritage buildings and for administering heritage building restoration. The heritage restoration grant program is sponsored by the District of Saanich.

As part of its mandate, Saanich Heritage Foundation has prepared Heritage Buildings Improvements and Restoration Guidelines to assist applicants. The Foundation, through the grant program, has approved grants for the preservation and maintenance of at least 43 designated heritage structures.





As of 2006, the Heritage Foundation also reviews applications for development proposals that affect designated or registered heritage buildings. These proposals include rezonings, development permits, building permits, and demolition permits. The Heritage Foundation refers to the Federal Government's *Standards and Guidelines for the Conservation of Historic Places in Canada* when assessing proposed changes to heritage designated and registered buildings. Heritage Foundation recommendations are forwarded to Council, and form part of the background information that Council reviews when making its decision on such development proposals.

Dodd House on Lambrick Way and the Stranton Lodge (Hall House) on Burnside Road West, are two Municipally owned heritage registered sites, managed and maintained by the Saanich Heritage Foundation. Recently the Saanich Heritage Foundation oversaw the restoration of Dodd House. Installation of shutters and restoration of a stone bench at Stranton Lodge were also completed under the direction of the Heritage Foundation.

The Foundation also supported the Land Conservancy in the maintenance of Craigflower School in Saanich.



*Craigflower Schoolhouse
2005 - Craigflower 150th Anniversary
The Land Conservancy*



*Stranton Lodge
Community Heritage Register*

Heritage Resources

Saanich Archives:



The Saanich Archives contains records, prints, newspaper articles, maps, photos, and historic documents that are preserved and made available to members of the public, municipal staff, and committee members for research relating to administrative, geographical, political, economic, social and natural history of the District of Saanich. The core work of the Saanich Archives includes:

- Acquisition of materials related to Saanich;
- Accession of materials ⁽³⁾,
- Arrangement, description, and preservation of materials according to rules established by professional archives associations; and
- Providing access to the material for the public and other institutions.

There are over 12,000 images in the Saanich Archives. Material donations to the Archives have been collected over the past 25 years. Most of these records are available for the public to study. A significant amount of the material has yet to be cataloged. The Archives Collection is managed based on an informal mandate and acquisition policy.

Both the Saanich Police Department and the Saanich Fire Department hold and protect their own archives and artifacts.



*Saanich's first fire truck
Saanich Archives*



*Grower's Wine Company Limited
Building and Staff, 1927
Saanich Archives*



Saanich Archives

⁽³⁾ Accession means the formal process for taking possession of material acquired through donation, purchase or transfer.



Saanich Community Heritage Register:

Saanich has and continues to implement projects that are successful in advancing heritage awareness. In 1997 the official listing of heritage structures, *Saanich Heritage Structures – an Inventory, 1991*, was adopted by resolution of Council under the Local Government Act s. 954 as the Community Heritage Register. The register is an official listing of buildings, structures and sites identified by Council as having heritage value or character. The register identifies those structures where heritage merit should play an important part in the decisions about the future of the structure.

The Municipality currently owns ten buildings on the heritage register. To date approximately 78 of the 296 buildings on the Community Heritage Register are further protected through Heritage Designation bylaws. Any alteration to a Designated Heritage property requires a Heritage Alteration Permit issued by Council.

A review and update of the Saanich Community Heritage Register was recently conducted by a consultant. The review updates the heritage context

statements and photographs, and recommends the addition of 56 new properties to the register by resolution of Council. The number of structures listed on the register may also change based on new parcels being identified as worthy of registration or Council's approval for the removal of a site from the register.

Information Technology:

In August 2006 a Heritage Sites layer was added to Saanich's GIS Online Mapping System. This resource is available on the Saanich website. This layer shows locations and heritage status of all sites listed in the Saanich Community Heritage Register. There are plans to add photos and building descriptions for each site.



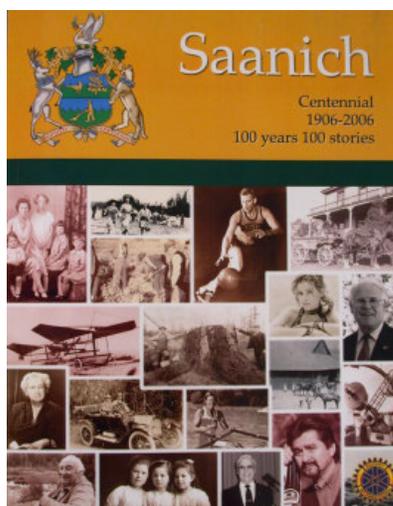
Telegraph Bay Road



Centennial Year Projects:

Projects accomplished during the Centennial Year, 2006, include:

- the Saanich Centennial book titled *Saanich Centennial 1906-2006 100 Years 100 Stories*, published early 2006, a joint project between Saanich Rotary and the District of Saanich;
- 15 portable **heritage display panels** available for display in the community; and
- a *History of the Saanich Police* video available on the Saanich Police web site.



Saanich Heritage Health and Education Display

Heritage Action Plan



*Mt. Tolmie Post Office, Cedar Hill Road, 1904
Saanich Archives*



*An Outing to the Butchart Gardens
Saanich Archives*



*Building of Shelbourne Street through Tod farm c.1915
Saanich Archives*

The following plan provides goals, objectives and identifies action items towards attaining the objectives of the Heritage Management Plan. A lead department or consultant is identified to be responsible for the project and enlist the appropriate expertise from other District of Saanich departments, external agencies, Saanich committees, and the public as required. The priority section of the Plan provides an indication of how this sizeable workplan will be approached in terms of timing. During the annual budget / workplan process action items identified as high priority will be brought forward for consideration. Some initiatives may require active participation of advisory committees, or additional resources and consultant services that would necessitate approval by Council.

Heritage Action Plan goals:

- 1. Protect Existing Resources,*
- 2. Strengthen the Heritage Resource Inventory, and*
- 3. Promote Awareness of Saanich Heritage.*

HERITAGE ACTION PLAN			
Goal 1: Protect Existing Resources			
Objectives	Action	Responsibility	Priority
A. Accession ⁽¹⁾ Archive materials	1. Reduce backlog of un-accessioned material.	Archives	High
	2. Automate and digitize the archival collections using the newly developed database program.	Archives	Medium
	3. Formulate a disaster plan within the overall framework of the Corporate Master Emergency Plan.	Archives	High
B. Maintain Saanich Community Heritage Register and designate appropriate municipal owned registered sites.	1. Improve tracking system of changes to the Community Heritage Register.	Planning	High
	2. Designate all appropriate municipal owned heritage structures. (SHMP 4.4)	Planning & Heritage Foundation	Medium
C. Encourage designation of privately owned heritage buildings.	1. Send a letter to all owners of Registered Heritage Buildings in Saanich announcing the completion of the Community Heritage Register update, 2007, and include information on the benefits of Heritage Building Designation.	Planning & Heritage Foundation	High
D. Investigate feasibility of an enhanced Municipal Archive space and a museum.	1. Prepare Terms of Reference for a Feasibility Study to determine possible options for Museum and / or Archives space with options for collecting and displaying artifacts related to Saanich heritage.	Planning	High
	2. Develop a policy to encourage use of salvage material in appropriate developments.	Planning	Low
E. Provide Clear Direction for Protection & Management of Heritage Resources	1. Develop a mandate and acquisition policy for the District of Saanich Archives.	Archives	Medium
	2. Prepare a Heritage Preservation Procedures Bylaw in accordance with Section 950 of the Local Government Act. SHMP 4.1.2)	Planning	Medium
	3. Prepare a Minimum Maintenance and Anti-Neglect Bylaw for Heritage Sites according to Section 970 of the Local Government Act.(SHMP 4.1.2).	Planning	Medium
	4. Update Saanich Heritage Programs Guide, October 2003.	Planning	High
	5. Develop conservation plans & annual maintenance programs for all municipal owned heritage sites and buildings. (SHMP 4.4)	Planning & Heritage Foundation	Medium
	6. Review current use agreements and investigate opportunities for future use of Municipal owned heritage buildings.	Planning	Medium
	7. Document major renovation of Saanich heritage buildings.	Planning & Heritage Foundation	High
	8. Investigate the Provincial Government's Community Heritage Planning Program funding opportunities for Conservation and Feasibility Planning.	Planning	Medium
	9. During Official Community Plan reviews include analysis of the benefits of incorporating Saanich heritage resources.	Planning	High
	10. Review the potential of incorporating incentives for the protection of heritage resources within the Official Community Plan.	Planning	High
<p>⁽¹⁾Accession means the formal taking of possession of material acquired through donation or purchase. SHMP means Saanich Heritage Management Plan</p>			

Goal 2: Strengthen Heritage Resource Inventory

Objectives	Action	Responsibility	Priority
A. Inventory natural and cultural heritage resources.	1. Identify and inventory resources such as natural features (e.g. bogs), areas of key historic land use, agricultural landscapes and activities, key historic road systems, significant vegetation, view corridors and vistas, and public and sacred spaces (SHMP 4.6 & 4.8).	Planning / Arts, Culture & Heritage Advisory Committee	Medium
	2. Review the options presented in Section 5.0 West Saanich Road Case Study of the 1999 Saanich Heritage Management Plan.	Planning	Medium
B. Review policy for archaeological resource identification and protection.	1. Work with First Nations, Saanich Parks, and the Provincial Government (Archaeological Branch) to investigate appropriate recognition for archaeological sites and Native historic sites that may be identified in the future.	Planning	Low
C. Record and inventory available Saanich oral history	1. Establish an oral history program that captures important aspects of Saanich history.	Archives	Medium
D. Review and update inventory of burial sites and grounds.	1. Work with local cemetery organizations, Provincial Government, and First Nations people to inventory (if acceptable) marked and un-marked burial sites within Saanich.(SHMP 4.7)	Planning	Low
	2. Develop recommendations for Saanich cemetery conservation. SHMP 4.7)	Consultant	Low
E. Inventory heritage gardens and landscapes.	1. Identify and inventory local community or commercial gardens that may be considered as having a heritage value.	Planning / Arts, Culture & Heritage Advisory Committee	Low
	2. Investigate the opportunity to create a heritage planting area in an appropriate location on municipal owned property.	Parks / Recreation Department	Medium
F. Consider assisting in the protection of community heritage inventories at risk.	1. Where necessary and feasible, explore the potential to assist other organizations that are having difficulty maintaining their Saanich heritage inventories.	Planning	Low

Goal 3: Promote Heritage Awareness

Objectives	Action	Responsibility	Priority
A. Develop cultural tourism programs	1. Organize a 'community mapping' project involving Saanich residents in identifying the natural and cultural heritage resources of Saanich.	Planning / Recreation	High
	2. Develop self-guided heritage walking / cycling / driving tours.	Planning / Arts, Culture & Heritage Advisory Committee	Medium
	3. Investigate funding opportunities provided through Community Heritage Context Planning program with the Heritage Branch of the Provincial Government.	Planning	Medium
	4. Investigate heritage promotional opportunities in the community and region including pamphlet and program distribution through the Chamber of Commerce, local Visitor Centre, transportation, and travel organizations.	Planning / Arts, Culture & Heritage Advisory Committee	Low
B. Provide Interpretation on site.	1. Develop a plan for future on site interpretation throughout the community, including a heritage signage program, to educate the public of the heritage significance of natural and cultural resources.	Planning/Parks	Medium
	2. Schedule Heritage display panels to reach the community throughout the year.	Planning	Medium
	3. Expand existing Centennial Heritage Display Panels collection.	Planning	Medium
C. Encourage Heritage Resource Advocacy.	1. Organize a heritage lecture series for the interest and education of Council, staff and the general public.	Planning / Arts, Culture & Heritage Advisory Committee	Low
	2. Promote the benefits of heritage building preservation by enhancing the involvement of engineering, building, parks and planning staff directly in the review of proposed alterations to heritage buildings. (SHMP 4.1.2)	Planning	Medium

Goal 3: Promote Heritage Awareness

Objectives	Action	Responsibility	Priority
D. Encourage heritage awareness at local schools.	1. Contact the local schools to offer support to students researching Saanich heritage and preparing displays for the Hallmark Society Annual Heritage Fair.	Planning / Arts, Culture & Heritage Committee	Medium
	2. Communicate with local schools to promote awareness of Saanich heritage resources that are available to local school children including: archival material, heritage display panels, Community Heritage Register, and internet GIS mapping.	Planning / Arts, Culture & Heritage Committee	Medium
E. Coordinate programs and presentation for heritage education and awareness.	1. Investigate opportunities for workshops, courses, and/or presentations promoting cultural awareness.	Parks / Recreation	Medium
	2. Investigate the opportunity of including a Saanich heritage event at a Saanich heritage site during Community Arts Week.	Parks / Recreation	Medium
	3. Promote resources and events, such as the walking and cycling heritage site tours, through Saanich Recreation guides.	Parks / Recreation	Medium
	4. Investigate the potential of connecting with other neighbouring municipalities and heritage organizations to create regional events or linked events and to co-ordinate promotional material.	Planning	Low
	5. Record Saanich heritage presentations in video and print format for release to schools and the media.	Planning	Low
F. Coordinate yearly BC Heritage Week programs (usually held during the third week in February).	1. Create a poster promoting heritage awareness.	Archives	High
	2. Create an annual heritage program to be implemented during BC Heritage Week in the future.	Planning	Medium
	3. Organize and promote heritage tours or a Saanich Heritage Open Door Day to be held to highlight existing heritage resources.	Planning / Arts, Culture & Heritage Committee	Low
G. Create a comprehensive Heritage web page on the District of Saanich web site.	1. Provide access to heritage and archival resources through the Saanich web site.	Planning / Information Technology Department	Medium
	2. Provide a list, descriptions and pictures of heritage plants and gardens in Saanich	Planning / Arts, Culture & Heritage Committee	Low
	3. Create a Virtual Museum of all the District of Saanich Heritage resources.	Planning / Information Technology Department	Medium
	4. Provide the proposed heritage self-guided tours on the web site.	Planning / Arts, Culture & Heritage Committee	Low
	5. Provide links to all available archival information and historic resource inventories of other heritage organizations in Saanich.	Planning / Information Technology Department	Low
H. Increase awareness of Saanich Archives.	1. Network with other archival institutions.	Archives	High
	2. Exchange brochures and links with other archival institutions	Archives	High
	3. Work closely with the Archives Association of BC.	Archives	High
	4. Distribute Saanich Municipal Archives information pamphlet to schools, libraries, and other organizations interested in heritage research.	Archives	Low