



MEETING MINUTES

Date:	Tuesday, October 10, 2023, 5:30 pm
Present:	Jennifer White (President), Lauren Ober (Treasurer), Sheila Colwill, Mauricio Curbelo, Councillor Karen Harper
Regrets:	Mark Anderson, Liam Hall
Guests:	N/a

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none"> ● Jennifer volunteered to take minutes <p>MOVED by Sheila and Seconded by Lauren “That the agenda be approved”. CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Sheila and Seconded by Lauren “That the minutes of the September 12, 2023 meeting be adopted and circulated. CARRIED</p>
3	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● See attached statement (to October 10, 2023) ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$3,993.12 ○ Grant Account: \$71,066.03 ○ Hall House Account: \$39,180.07 ○ Dodd House Account: \$17,609.50 <p>MOVED by Jennifer and Seconded by Sheila “That the Treasurer’s report be received for information”. CARRIED</p> <ul style="list-style-type: none"> ● Rental property GICs are redeemable. Hall House GIC that renewed in June has already been redeemed and put in account. Remaining GICs will be redeemed Nov 1, and then a cheque will be issued to Saanich for rental property balances. Will not close out accounts until end of calendar year. ● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.
4	<p>Transition of Stranton Lodge and Dodd House to Saanich</p> <ul style="list-style-type: none"> ● Saanich took over management of the two rental properties effective October 1, 2023 ● Sheila met with Janet Racz (Saanich Land Agent) on Sept 29 and provided a package of information on each property for transition. Sheila also forwarded

	<p>Trevor’s info to Janet for future maintenance work on Stranton Lodge, and flagged future costs owing to tenants for gardening services, which is due to be paid in November. Confirmed Saanich has contacted both tenants to update rental payment process. Janet also confirmed Saanich kept the hard copy files from Shirley for the two rental properties (they were not provided to SHF).</p> <ul style="list-style-type: none"> • Electric copies of the John Dam House Condition Assessment Reports were received from John Dam, and saved in the foundation records for future reference.
5	<p>2022 House Grants</p> <ul style="list-style-type: none"> • 1996 Ferndale Road (window replacement), was granted extension to end of August. <ul style="list-style-type: none"> ○ Work is complete, pending submission of receipts for reimbursement
6	<p>2023 House Grants</p> <ul style="list-style-type: none"> • 762 Ralph Street (roof ventilation and exterior paint) <ul style="list-style-type: none"> ○ Initial inspection was completed by Liam ○ Work underway, was painted to match existing side. Ventilation work still pending, with electrical required before insulation can occur.
7	<p>2024 House Grants</p> <ul style="list-style-type: none"> • 1084 Marigold <ul style="list-style-type: none"> ○ application received, set aside to process with next year’s intake. May also have option to do Fall (November intake, based on funding balances for 2023) • Mauricio updating master house inventory spreadsheet with grant information <ul style="list-style-type: none"> ○ ACTION: Jen to send link to historic grant summaries to Mauricio to compile ○ Future Action: Once grant summary complete, review status of 10 year window to see how this affects distribution of funds, and if it should be changed. • Discussion of timing for grant applications. Noted that we now have a set funding agreement with Saanich so we do not need to wait for them to provide funds prior to approving applications. Also noted challenges by homeowners with submitting applications so many months in advance: <ul style="list-style-type: none"> ○ contractors costs go up by the time the grant is approved ○ grant approval doesn’t line up with timeline for homeowners to accept quotes/provide deposits to Contractors. <p>MOVED by Jennifer and Seconded by Sheila “That the deadline for 2024 Grant Applications be moved to April 30, 2024.</p> <p style="text-align: right;">CARRIED</p>
8	<p>Plaques</p> <ul style="list-style-type: none"> • 931 Woodhall Drive (designated April 2024) - Homeowner emailed to arrange for presentation of Plaque. No response received yet. • Order placed with Achinbach Foundry for 10 new plaques.

<p>9</p>	<p>Electronic Records</p> <ul style="list-style-type: none"> ● Link to Shared file folder in Google Drive provided to Board Members via email ● Scanning of key file info/adding of info to house database master file. <ul style="list-style-type: none"> ○ ACTION: Mauricio to set up database/spreadsheet for entering designated house info from file - ongoing ○ ACTION: Jen/Liam to scan key designated house file information - ongoing
<p>10</p>	<p>Outstanding Transition Info</p> <ul style="list-style-type: none"> ● Societies Act filings were updated to reflect our new email address and director listing. ● Saanich planning is not able to provide SHF with the heritage register editable file, or SHF logo graphic files. They indicated that the heritage register is their document, and that they were currently doing minor updates to the file to reflect changes in designation status currently, after which time they would print new copies of the register. SHF has not been consulted regarding any updates. <ul style="list-style-type: none"> ○ ACTION: Karen to follow up with Sylvia (Saanich Planner) re status of register and future plans for updates and process.
<p>11</p>	<p>Social Media Update</p> <ul style="list-style-type: none"> ● Jennifer spoke with Veronica McAllister (former SHF president) who expressed interest in continuing to do social media posts on behalf of SHF. Agreed to keep this arrangement for now, while the Board focuses on creating the website and new branding for SHF. ● Jennifer now has admin access to SHF facebook and instagram postings
<p>12</p>	<p>Website and Rebranding</p> <ul style="list-style-type: none"> ● Discussion related to what info is needed on website. Website will be hosted/developed externally. Have local expertise to create, and cost is not too expensive (based on Board member experience). Before we can get quotes, need to have a rough idea of what info we want it to show. Need idea of navigation/index and key info we want it to contain prior to requesting quotes. <ul style="list-style-type: none"> ○ ACTION: Everyone to add additional thoughts/feedback on website outline/index ○ ACTION: Jen to reach out and determine requirements from North48 ● Discussion related to current logo. Board indicated desire to update it, and create versions that could be utilized for the website and social media postings. Key considerations would be colour palate, style, scope of work needed, types of files, size, etc.



	<ul style="list-style-type: none"> ● ACTION: Lauren to create draft scope document of what we would like for logo redesign, including colour plate, style, file types, etc.
13	<p>Homeowner Contact List</p> <ul style="list-style-type: none"> ● Future Action: <ul style="list-style-type: none"> ○ Create homeowner directory in master database ○ Add homeowner info submission form to new website
14	<p>Director Insurance Renewal</p> <ul style="list-style-type: none"> ● Western Financial Group policy renewal required prior to Nov 19. They have reached out to confirm terms and if we want to renew. <p>MOVED by Lauren and Seconded by Sheila “That the director insurance policy be renewed for another year.”</p> <p style="text-align: right;">CARRIED</p>
15	<p>2024 Director Application Process</p> <ul style="list-style-type: none"> ● Saanich is now accepting applications for the 2024 appointments to advisory committees, foundations and boards. Anyone wishing to remain on SHF must reapply, and should note in their application that they are currently in the Foundation. ● Due date to apply is 4:30 pm on November 10, 2023 ● See attached for further info
16	<p>Adjournment</p> <ul style="list-style-type: none"> ● The meeting adjourned at 7:00 pm.
17	<p>Next Meeting</p> <ul style="list-style-type: none"> ● The next meeting of the SHF will be held on Tuesday November 12, 2023.
18	<p>Attachments</p> <ul style="list-style-type: none"> ● Treasurer’s Statement of Accounts ● Saanich Request for Committee Appointment

SAANICH HERITAGE FOUNDATION
(Incorporated under the Society Act of B.C.)

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

	OPERATING ACCOUNT		GRANT ACCOUNT		HALL HOUSE		DODD HOUSE	
	2023	2022	2023	2022	2023	2022	2023	2022
	(to Oct 10 23)		(to Oct 10 23)		(to Oct 10 23)		(to Oct 10 23)	
RECEIPTS								
Dist. of Saanich grant	10,000.00	17,000.00	25,000.00	18,000.00				
Book sales	149.70	74.85						
Rental income					10,208.74	12,033.84	14,755.11	17,393.04
Interest on account	-	-	-	-	-	-	-	-
Interest on G.I.C.'s			482.59	130.45	687.99	103.45	630.92	188.43
	10,149.70	17,074.85	25,482.59	18,130.45	10,896.73	12,137.29	15,386.03	17,581.47
DISBURSEMENTS								
Grants paid to homeowners			10,000.00	23,319.38				
Office & Secretarial costs	17,363.78	15,571.85	-	-	-	-	-	-
Insurance fees	-	765.00						
Building Condition Reports	-	-			-	1,470.00	-	1,470.00
Maintenance expenses					2,582.41	9,465.11	35,808.85	14,172.92
	17,363.78	16,336.85	10,000.00	23,319.38	2,582.41	10,935.11	35,808.85	15,642.92
EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS	(7,214.08)	738.00	15,482.59	(5,188.93)	8,314.32	1,202.18	(20,422.82)	1,938.55
BANK & GIC'S - BEGINNING OF YEAR								
BANK BALANCE	11,207.20	10,469.20	56,066.03	61,385.41	6,478.45	5,379.72	38,872.19	37,122.07
G.I.C.'s			34,429.55	34,299.10	29,660.60	29,557.15	32,302.57	32,114.14
	11,207.20	10,469.20	90,495.58	95,684.51	36,139.05	34,936.87	71,174.76	69,236.21
BANK & GIC'S - END OF PERIOD/YEAR								
BANK BALANCES	3,993.12	11,207.20	71,066.03	56,066.03	39,180.07	6,478.45	17,609.50	38,872.19
Due April 4 24 @ 03.00% 1 year			21,206.69	20,893.30				
Due May 7 24 @ 1.25% 1 year			13,705.45	13,536.25				
Due June 12 24 @ 3.00% 1 year					-	24,387.30		
Due Nov 1 23 @ 2.750% 1 year					5,273.30	5,273.30		
Due Oct 4 23 @ 2.90% 1 year							21,755.99	21,755.99
Due Nov 1 23 @ 2.75% 1 year							10,546.58	10,546.58
	3,993.12	11,207.20	105,978.17	90,495.58	44,453.37	36,139.05	49,912.07	71,174.76

GRANTS UNPAID

1996 Ferndale	Windows	1,278.30	
2895 Colquitz - Paint	Paint	-	
762 Ralph St - Roof Ventilation		868.98	
762 Ralph St - Exterior paint north side		1,255.00	
		<u>102,575.89</u>	Net Available

v.Oct 10 23

OPERATING ACCOUNT

GRANT ACCOUNT

HALL HOUSE

DODD HOUSE

THE DISTRICT OF SAANICH

2024 MUNICIPAL APPOINTMENTS TO ADVISORY COMMITTEES / FOUNDATION / BOARD

The District of Saanich is accepting applications from residents wishing to be involved in local government by sitting as a member of an Advisory Committee, Board or Foundation. Appointments effective 2024 are made by Saanich Council and are generally for a one-year term. If you would like to serve your community, we encourage you to apply.

ADVISORY COMMITTEES:

The Council Advisory Committees listed below deal with a wide range of municipal topics. Most meet monthly except in July, August and December. The terms of reference for each committee are available online at saanich.ca/committees or by contacting the Legislative Services Division at 250-475-5501. Saanich welcomes youth aged 16 – 24 years to apply for the Youth Representative position on the Advisory Committees. Youth members are full voting committee members.

- Accessibility, Diversity, Equity and Inclusion
- Arts, Culture and Community Wellbeing
- Board of Variance (**3-year term**)
- Economic Development
- Natural Areas, Parks and Trails
- Sustainability and Climate Change
- Transportation

ADVISORY DESIGN PANEL:

The purpose of the technical Advisory Design Panel is to advise Council or the Director of Planning on the design merits of plans supporting specific public and private development applications. The commitment is a **2-year term**. The following applications are being accepted from residents of Saanich:

- Building Industry representative via the District of Saanich application process;
- Architects, via the Architectural Institute of BC (AIBC) designpanels@aibc.ca

SAANICH HERITAGE FOUNDATION: This Foundation is a registered non-profit society that promotes the preservation, maintenance and restoration of buildings, structures and land located in the Municipality of Saanich which have been designated as Municipal Heritage Sites by the Municipal Council. The terms of reference can be found at saanich.ca/committees. For more information, please contact the Saanich Heritage Foundation President via email at info@saanichheritagefoundation.ca

COMMISSIONS AND BOARDS: The District of Saanich also appoints residents to a limited number of other commissions and boards on which local representation is sought. For 2024, appointments will be made to the following organizations:

- Board of Cemetery Trustees of Greater Victoria - Royal Oak Burial Park (**3-year term**)
- Greater Victoria Library Board (**2-year term**)
- Vancouver Island Regional Correctional Centre Community Advisory Board (**1-year term**)
- Victoria Family Court and Youth Justice Committee (**1-year term**)

HOW TO APPLY: Saanich residents interested in being considered for an appointment must provide a **résumé** and complete an **Application for Appointment form**, available online at saanich.ca/committees.

APPLICATION DEADLINE: 4:30 P.M., FRIDAY, NOVEMBER 10, 2023

Submit to the Legislative Services Division, District of Saanich, 770 Vernon Avenue, Victoria, B.C., V8X 2W7, or by e-mail: council@saanich.ca.

Legislative Services Division
District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7
council@saanich.ca
250-475-5501
saanich.ca