

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM 2
TUESDAY, SEPTEMBER 13, 2016 AT 5:30 P.M.

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Ken Johnson; Andrew Rushforth; and Councillor Sanders, Council Liaison

Regrets: Kelsey Dupuis; Robert Townsend; and Bernard von Schulmann

Staff: Harley Machielse, Director of Engineering; Jane Evans, Planner, and Shirley Leggett, Secretary

Minutes: Moved by A. Joyce and Seconded by K. Johnson: "That the Minutes of the June 14, 2016 Regular Meeting be adopted."

CARRIED

MUNICIPAL HALL COUNCIL CHAMBERS – PROPOSED RENOVATIONS

The Director of Engineering presented concept plans for the proposed renovations of the Council Chambers at the December, 2015 Saanich Heritage Foundation meeting and was present at the meeting with revised plans.

The Director of Engineering stated:

- The scope of the proposed renovations to the Council Chambers has been significantly reduced and will include three (3) feet of the dais being removed to allow for more seating space. A pilot hole was done and it looks like the concrete under the dais is flat for about three feet before it slopes upward.
- The existing Council millwork will be retained with the exception of new millwork for the Mayor's desk which will be slightly different to set it apart from the Councillor's desks; there will also be new millwork for staff and the speakers' podium.
- The speakers' podium will allow for speakers to be seated instead of standing as is the set up now; this will create a more inviting space and address accessibility. Floor seating will be a similar configuration to the current pilot project.
- New carpet will be installed throughout the Council Chambers so it will all match and give the room a fresh feeling.
- Implementation of live web casting has been approved which requires upgrades to the audio and visual components. There will also be individual monitors on each of the Councillors desk tops. Two new audience TV monitors will also be added.
- The existing public monitors will be replaced with larger and better quality monitors but they will be located in the same place as they are now.
- New LED lighting is also being proposed to make it brighter in the gallery area.

A roundtable discussion ensued and the following was noted:

- If the proposed horseshoe configuration was opened up more, the public would be able to see the Mayor and Councillors better and not be looking at the backs of staff.
- If the wooden dais does not serve a purpose for equipment set up, etc., then perhaps it could be removed and the concrete underneath it exposed to create another feature in the Council Chambers. It might be possible to make the concrete into two large riser steps – this would still allow for the opportunity to present awards or take photos.
- The revised plan is more sympathetic and sensitive and retains most of the millwork.

INVOICE FOR SECRETARIAL SERVICES AND ADMINISTRATIVE COSTS – JANUARY 1 TO JUNE 30, 2016

Invoice in the amount of \$9,082.14 for Secretarial services from January 1 to June 30, 2016, \$37 for postal charges and \$79.50 for mileage (totalling \$9,198.64).

MOVED by K. Johnson and Seconded by A. Rushforth: “That a cheque in the amount of \$9,198.64 for Secretarial services and administrative costs be issued from the Operating Account.”

CARRIED

1196 CLOVELLY TERRACE (REGISTERED) – STRATA UNITS – RESPONSE TO MAIL-OUT LETTER AND INQUIRY WITH RESPECT TO HERITAGE DESIGNATION/GRANT FUNDING

In response to the mail-out, the Secretary received an email inquiry from Valerie Martel, on behalf of the Strata Council for 1196 Clovelly Terrace with respect to heritage designation and grant funding.

The Secretary advised that she had been contacted by the same person six years ago with the same questions and was wondering if any changes had been made to the provisions in the Guidelines with respect to multi-family units.

The President stated:

- He was the architect that designed the extensive two-storey addition for the dwelling; the two-storey, plus basement building is now divided into strata units.
- The original dwelling was built in the 1920's with an addition built in the 1950's; the main part of the house was split into about 4 units and the addition was divided into about 10 units; the entire structure has been extensively altered.

Committee discussion noted:

- Nothing has changed with respect to status of the Grant Program; only single family dwellings are eligible at this time for grant funding.
- The Foundation would have to approach Council to see if they wanted to expand the Guidelines to include multi-family and even commercial and institutional buildings; this would mean Council would have to approve more money for grants.
- Members agreed that at this time they do not wish to pursue expanding the Restoration Grant Program.

702 GORGE ROAD WEST (DESIGNATED) – LEAKY ROOF/EMERGENCY GRANT FUNDING

The Secretary advised that she had gotten an email from the owner of 702 Gorge Road West saying that he was going to apply for a grant in 2017 to replace the roof but in the interim it has started to leak so he is getting quotes to have it repaired. He's looking for some direction on how to proceed and also if he would be eligible for emergency funding.

Committee discussion noted:

- The owner should probably just get the roof patched for the time being and then submit a grant application to replace the roof in 2017; if he decides to proceed with the repairs then the Foundation will approve up to \$500 for emergency repairs as stated in the Guidelines.

1941 ERNEST AVENUE (DESIGNATED) – WATER ISSUES/POTENTIAL GRANT FUNDING

Email from the owner of 1941 Ernest Avenue dated August 31, 2016 advising that K. Johnson and B. Shuya had paid him a visit in the spring and that he followed up with their suggestions with respect to the leaky chimneys. In April he submitted three quotes to have the chimneys repaired and now he wants to know how to proceed.

K. Johnson stated:

- They visited the owner back in the spring and suggested that he use a garden hose and wet only the flashing around the chimneys during the dry summer season to see if the flashing was still leaking.
- They also suggested to the owner that lead flashing be used around the chimneys and not aluminium flashing because lead is malleable and lasts longer.

Committee discussion noted:

- The three quotes that were submitted are \$1900; \$7,224; and \$19,645.50. The two lower quotes are to repair the chimneys and the highest quote is to rebuild because the contractor doesn't recommend repairing them.
- The lowest quote seems too low for the scope of work that is required and the middle quote doesn't mention any flashing.

K. Johnson volunteered to speak with the owner again in order to clarify the quotes.

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

The President stated:

- The new irrigation system controller has been programmed and the system has been operating over the past couple of months.
- S. Colwill advised that Trevor from Arbor Renovations refinished the front door and suggested that the back door be refinished as well; he also cleaned the gutters and roof.

The Secretary advised that the annual rent increase took effect September 1, 2016 and was increased from \$868 per month to \$893.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- She purchased a new light fixture from McLaren Lighting for the small bedroom and had an electrician install it.
- She also had a new double-hung, glazed, opening window made by Pella Windows and Doors for the bathroom as there is no opening window in either the bathroom/laundry room or kitchen and the tenant was starting to have issues with moisture; Trevor still needs to paint the window frame.
- The smoke alarm in the kitchen was going off at night so she had the Fire Marshall come by with the Building Inspector. They gave permission to remove the smoke alarm in the kitchen and replace and install four combination smoke/carbon monoxide units.
- She paid for everything herself and has the invoices for reimbursement in the amount of \$1,752.08.
- She's also gotten a quote from Suburban Roofing in the amount of \$6,300 + taxes to replace the roof with cedar shingles.

The Secretary advised that the annual rent increase took effect September 1, 2016 and was increased from \$1,256 per month to \$1,292.

MOVED by K. Johnson and Seconded by A. Joyce: “That a cheque in the amount of \$1,752.08 be issued to Sheila Colwill from the Dodd House Account for reimbursement of expenditures.”

CARRIED

TREASURER’S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of July 31, 2016:

Grant Account:	\$51,702.17	GIC’s: \$32,546.21
Operating Account:	\$18,833.49	
Hall House Account:	\$15,658.79	GIC’s: \$23,156.60
Dodd House Account:	\$25,753.71	GIC’s \$20,000.00

MOVED by A. Rushforth and Seconded by R. O’Connell: “That the Statement of Receipts and Disbursements as presented by the Treasurer be received for information.”

CARRIED

1955 SALT AIR CRESCENT – 2016 GRANT FUNDING

A 2016 grant for 1955 Saltair Crescent to restore/rebuild two chimneys up to a maximum of \$2,708, was approved, however the owner advised that he wanted to defer that work until 2017 and redo the perimeter drainage.

The President advised at the June meeting that he’d been exchanging emails with the owner with respect to the perimeter drainage work and apparently there was some kind of miscommunication and the owner was told by Saanich that he didn’t need a permit so he went ahead and started the work. Once the issue was straightened out, the owner got the necessary plumbing permits and the work continued.

The President told the owner to submit the invoices and Declaration of Completion for consideration by the Heritage Foundation once all of the work was completed.

The owner submitted the Declaration of Completion and necessary invoices and the cost to replace the perimeter drainage totalled \$11,593.65. The owner also had the cracks in the foundation repaired in the amount of \$2,719.58.

Committee discussion noted:

- The masonry repairs to the foundation was not previously approved so the owner should not be reimbursed for that portion of the work.
- The owner was approved a grant for the chimneys in the amount of \$2,708 so that amount could go towards the perimeter drainage work.
- If a grant is approved based on 35% of the cost of the drainage work (\$11,593.65) the grant amount would be \$4,057.77. The President suggested that the amount be rounded up to \$4,060.

Foundation members approved a grant for 1955 Saltair Crescent in the amount of \$4,060.00

and recommended that the owner be advised that the masonry repairs to the foundation weren't funded because the Foundation didn't approve the work.

4320 TORQUAY DRIVE – 2015 GRANT FOR EXTERIOR PAINT

The owner contacted both the Secretary and the grant liaison member, R. O'Connell, at the end of August asking for another extension to complete the exterior painting at 4320 Torquay Drive. The contractor had initially indicated that the work would be completed by August 31, 2016 and is now saying that it will take until the end of September to finish the painting.

Members agreed that an extension is fine even if the work continues into October so long as the painting gets completed.

2017 COMMITTEE APPOINTMENTS – SAANICH HERITAGE FOUNDATION

The Secretary advised that the term of memberships on the Heritage Foundation expire December 31, 2016 and asked members if they would like to stand again in 2017.

All members present agreed to stand for re-appointment in 2017 and the Secretary advised that she will contact the three members not present at the meeting to see if they would like to be re-appointed to the Foundation in 2017.

CANADA 150 SUB-COMMITTEE OF THE ARTS, CULTURE AND HERITAGE COMMITTEE

Councillor Sanders reported that a sub-committee of the Arts, Culture and Heritage Advisory Committee was approved by Council to coordinate Canada 150 events to celebrate Canada's 150th birthday in 2017. She commented that the sub-committee is open to any ideas or suggestions they can pursue to help plan the celebrations.

CRAIGFLOWER SCHOOLHOUSE

K. Johnson reported that after more than 100 years, the Craigflower Schoolhouse is once again being used by students for school classes. A teacher at Craigflower School got approval from School District 61 for students in grades 2 to 5 to use the Schoolhouse and 15 students are currently using the space.

2016 SAANICH ARTS, CULTURE AND HERITAGE AWARDS

Councillor Sanders brought a brochure that was prepared for the 2016 Saanich Arts, Culture and Heritage Awards describing the awards program and the nomination process. Deadline for nominations is October 14, 2016.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 11, 2016 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON