



MEETING MINUTES

Date:	Tuesday, September 12, 2023, 5:30 pm
Present:	Jennifer White (President), Lauren Ober (Treasurer), Sheila Colwill, Mauricio Curbelo, Liam Hall, Councillor Karen Harper
Regrets:	Ralph Mills, Mark Anderson
Guests:	Glenys Verhulst, Sustainability Specialist, Saanich

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none"> ● Jennifer volunteered to take minutes ● Vicki Saunders and Sarah Anderson resigned from the Board since the last meeting. Jennifer (former Vice President) has assumed the position of president/chair for remainder of term. ● Introduction of guest Glenys Verhulst <p>MOVED by Sheila and Seconded by Lauren “That the Agenda be approved”. <b style="text-align: right;">CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Lauren and Seconded by Sheila “That the minutes of the July 11, 2023 meeting be adopted and circulated. <b style="text-align: right;">CARRIED</p>
3	<p>Municipal Hall Plaza bike Parking</p> <ul style="list-style-type: none"> ● Glenys Verhulst presented the proposed plan to increase bike parking at Saanich Municipal Hall (a Designated building). Noted existing bike parking was getting full, and this proposal helps to address that.. ● SHF board members noted this proposal does not affect the view or aesthetic of building. ● Feedback was requested regarding paint finish. Preference is for matte (vs glossy) as matte finish is less visible, and ties into existing railings. <p>MOVED by Jennifer and Seconded by Mauricio “That the concept as presented for updated bike parking at Saanich Municipal Hall be supported”. <b style="text-align: right;">CARRIED</p>
4	<p>Celebration - Heritage BC Award to Liam - see attached</p>
5	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● See attached statement (to September 8, 2023) ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$3,934.77

	<ul style="list-style-type: none"> ○ Grant Account: \$71,066.03 ○ Hall House Account: \$13,081.90 ○ Dodd House Account: \$16,340.04 <p>MOVED by Jennifer and Seconded by Liam “That the Treasurer’s report be received for information”.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● Bank Accounts were set up as the correct type, and no changes to account numbers occurred. Signing authority has been transitioned successfully, and outstanding invoices have been paid. Online banking is now usable, and dual-signing of e-transfers can be done. <ul style="list-style-type: none"> ○ ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.
6	<p>1248 Burnside Road West (Stranton Lodge) Update</p> <ul style="list-style-type: none"> ● Tenants notified of change in management. ● Trevor was lined up to do October gutter clean, but has been notified that Saanich will now be responsible for approving this work. ● One outstanding job remaining for end gable repair, likely to be done by Saanich post-transition.
7	<p>4136 Lambrick Way (Dodd House) Update</p> <ul style="list-style-type: none"> ● Tenants have been notified of change in management ● Fence staining completed ● Service of propane fireplace complete ● Electrician came Monday as alarm went off. Electrician coming again Friday to check alarms, and change batteries. Te ● Sheila has received invoices from contractors for payment, which were provided to Lauren
8	<p>Transition of Stranton Lodge and Dodd House to Saanich</p> <ul style="list-style-type: none"> ● Saanich provided the SHF notice on August 4, 2023 that it intends to take back management of the two rental properties effective October 1, 2023 (see attached letter) ● It’s noted that no hard copy files related to the two properties were provided to SHF as part of the transition from Shirley. Existing information is limited to what Sheila has currently, and a few electronic reports. SHF will provide a package of info regarding status/future management actions/ considerations/ financial transfer plan (rent, GICs). Sheila also has some keys. ● SHF will also highlight that tenants have been very good, and recommend Saanich keep them on.

	<ul style="list-style-type: none"> ● Municipal owned heritage houses should be good examples of heritage conservation, and SHF will still follow up with Saanich periodically to ensure standards are maintained. ● Sheila also noted that there may be funding for heritage work maintenance that municipalities could apply for to support future work on the two properties ● Rent on a go forward basis will cover repairs if set aside and managed. Noted that money accumulated is due to SHF management, and should be used to cover our management costs/time. <ul style="list-style-type: none"> ○ ACTION: Jennifer and Sheila will meet with the Saanich to provide the available information prior to Oct 1, 2023. ○ ACTION: Lauren to reach out to the Saanich Finance officer as per the letter ○ ACTION: Liam to reach out to John Dam to obtain electronic copies of the final reports for work done on behalf of SHF for the two properties.
9	<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"> ○ Sheila reached out to get status update, has not heard back yet
10	<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"> ○ work underway, and initial inspection was completed by Liam ○ House is painted to match existing side. Ventilation work still pending, with electrical likely over next month, then insulation will occur.
11	<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. ● Discussion of 10 years grant limit. Not clear on requirements, when it applies, and if we want to keep it. Should be revisited prior to 2024 intake. Goal is to max out funding to provide the most value to homeowners. Noted construction costs have also gone up. To be discussed further at next meeting. ● We did not receive a master spreadsheet of grants received, so not clear who has received grants in past, and how that affects the 10 year window. Some info in hard copy files received from Shirly, but not known inf complete/accurate (mostly handwritten notes) <ul style="list-style-type: none"> ○ ACTION: Jen to provide hard copies of Shirley’s notes to Mauricio to compile historic grants issued
12	<p>Plaques</p> <ul style="list-style-type: none"> ● 1555 Ash Road (designated 2019). Plaque was dropped off at homeowner house in August 2023 by Jennifer ● 3905 Hobbs Street (designated 2020). Plaque was dropped off at homeowner’s place of work by Jennifer in early September

	<ul style="list-style-type: none"> ● 931 Woodhall Drive (designated April 2024) - pending contact with homeowner to arrange for presentation of Plaque. ● We currently have one used plaque and one new plaque (to be provided to 931 Woodhall Drive) in inventory. We will need more plaques soon, as at least one building (original Saanich Municipal Hall) is in the process of applying for designation as part of a redevelopment proposal). ● Jennifer reached out to Achinback Foundry (Jim) who confirmed they still have the pattern for the plaques. They currently cost \$220 each, or they can refurbish a plaque (provided it is in decent condition) for \$50. <p>MOVED by Sheila and Seconded by Liam “That SHF order 10 new heritage plaques from Achinback Foundry, and have Achinback Foundry refurbish the one existing used heritage plaque as per the quotes provided”.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● ACTION: Karen to obtain contact info of Woodhall Drive homeowner ● ACTION: Jennifer to order new plaques, and provide used plaque for refurbishment.
<p>13</p>	<p>Transition to Electronic Records</p> <ul style="list-style-type: none"> ● Mauricio has registered a new domain name (saanichheritagefoundation.ca) and set up a landing page. It currently directs to Saanich’s SHF pages. ● We have a new info@saanichheritagefoundation.ca email address, and all contact info is being updated to reflect this. Jennifer is currently monitoring the new email address. ● Cloud storage (google drive) has also been created for all our electronic records. A link to the folder location was provided to all Board members. ● Invoicing for the domain occurs monthly, and must be billed to a credit card. Mauricio will submit receipts quarterly for reimbursement.
<p>14</p>	<p>Scanning Files from Saanich</p> <ul style="list-style-type: none"> ● 12 boxes of information, and one flash drive has now been picked up from Saanich ● Files have been sorted, and uploaded to Google Drive. <ul style="list-style-type: none"> ○ ACTION: Jennifer to update google drive structure to allow for one folder for sharing, so no need to log in each time. ● There are four boxes of property records related to House Grants, of which two have been passed to Liam for scanning. ● Discussion related to what files should be scanned, kept. Noted that scanning takes a long time and some of the older paper is fragile. Preference is to take information we need and enter into database for tracking/records. For designated houses files, they should be offered to Saanich Archives, rather than destroyed (photos, work histories, application info, etc.).

	<ul style="list-style-type: none"> ○ ACTION: Mauricio to set up database/spreadsheet for entering designated house info from files
15	<p>Outstanding Transition Info</p> <ul style="list-style-type: none"> ● Need copies of designation bylaws, native files for grant work signs, colouring book, heritage register, graphics (logos) <ul style="list-style-type: none"> ○ ACTION: Jennifer to track down native heritage register file, and all graphics files from Saanich. ● Discussion regarding grant work sign, and possibility to redesign it. Liam has contact if needed. (added to future discussion list) ● Societies Act access was just received, and we now have the ability to log in and update our director list (note there is a fee for this) and contact info. <ul style="list-style-type: none"> ○ ACTION: Jennifer to update the Society Act Online filing system with our current status.
16	<p>SHF Summary Files</p> <ul style="list-style-type: none"> ● SHF An Overview file is available in the cloud storage. It contains every bit of information about the foundation that has currently known. ● Year at a Glance - provides a month by month breakdown of key activities needed, and at what Board meeting items should be brought forward to if a motion will be needed. File updated based on feedback from Sheila.
17	<p>Social Media Update</p> <ul style="list-style-type: none"> ● Former president is continuing to do postings on Facebook and Instagram ● Jennifer connected Ralph and Mark with the former president to begin the transition process ● No update as both Ralph and Mark were absent expressed interest in taking over this role <ul style="list-style-type: none"> ○ ACTION: Jennifer to follow up with Ralph and Mark (and Veronica) re current status of social media transition
18	<p>Website & LinkedIn Page</p> <ul style="list-style-type: none"> ● A new LinkedIn page has been set up for the foundation. Board members are encouraged to add it to their profile under volunteer section. Will also allow us to connect with current/past board members more easily. ● 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: Jennifer to set up shared document for everyone to add their input for a website index/directory/outline prior to next meeting.

19	<p>Heritage Register / Sales</p> <ul style="list-style-type: none"> ● Cheque received from Munro’s books and provided to treasurer. ● We have 6 books in inventory, not known what bookstores currently have for stock. ● No plan to print additional copies at this time as book is out of date. Option to transition to electronic map instead (added to future discussion list).
20	<p>Homeowner Contact List</p> <ul style="list-style-type: none"> ● Do not have current contacts for designed house homeowners. ● Mail out occurred in past, but info was not in transition files. ● Option to have Saanich send to homeowners, if we provide the material to them. Would be good to do once website is up, as option to have them update directly via online form.
21	<p>2024 Director Application Process</p> <ul style="list-style-type: none"> ● Anticipated to occur in October/November sometime. ● Should members wish to re-apply, should note in application that they are an existing board member. <ul style="list-style-type: none"> ○ ACTION: Karen to monitor Saanich committee/board intake process for 2024 and flag to Board members when open.
22	<p>Upcoming Meeting Schedule</p> <ul style="list-style-type: none"> ● Confirmed we have existing bookings for SHF monthly meetings at Saanich Municipal Hall in the community #2 boardroom until Nov 2023. There was no availability in December 2023. ● New bookings were made for all of 2024, same time and place.
23	<p>Adjournment</p> <ul style="list-style-type: none"> ● The meeting adjourned at 7:30 pm.
24	<p>Next Meeting</p> <ul style="list-style-type: none"> ● The next meeting of the SHF will be held on Tuesday October 12, 2023.
	<p>Attachments</p> <ul style="list-style-type: none"> ● Saanich Bike Parking Proposal ● Heritage BC Award excerpt ● Treasurer’s Statement of Accounts ● Letter to SHF re transition of rental properties, dated August 3, 2023 ● Year at a glance table

Municipal Hall: Public and Staff Bike Parking Expansion

1.0 Background

1.1 Saanich Municipal Hall Current Bike Parking Facilities

The Municipal Hall currently provides 24 Class II bike parking spots (Images 1-3). In addition, bike parking is available at the Annex, the Public Safety Building, and the bike kitchen at the entrance to the parking lot from the Lochside Trail near Darwin Ave. Definitions for Class I and Class II bike parking are taken from the Zoning Bylaw and are as follows:

Bicycle Facility- Class I - means a secure weather protected bicycle parking facility used to accommodate long-term parking, such as for residents or employees, usually within a room or covered, fenced area.

Bicycle Facility - Class II - means a short-term visitor bicycle parking facility which may offer some security and be partially protected from the weather. This is often a rack at a building entrance.

Image 1: Staff kitchen Entrance Bike Parking (10 spots covered from rain)



The staff kitchen entrance bike parking benefits from being in a high traffic area with lots of eyes on the bikes during regular working hours (Images 1-2).

Image 2: 2018 staff kitchen entrance parking expansion (8 spots not covered from rain)



The visitor bicycle parking area (Image 3) is in a less busy area for pedestrian traffic and more hidden from view. The coat hanger rack style can accommodate more bicycles if not installed next to a wall. In its current location, the coat hanger rack style can accommodate up to 6 bicycles. However the spacing it provides does not meet our best practices for bike parking and does not accommodate larger cargo bikes or larger e-bikes.

Image 3: Visitor parking – approximately 6 spots, not covered from rain



1.2 Saanich Zoning Bylaw Requirements

Table 1 indicates the zoning bylaw requirements for bike parking at the Municipal Hall based upon a 2021 inventory of bicycle parking conducted by the Saanich Transportation Development Division and Office (all) use:

- One per 250 m² GFA for the first 5000 m² and one per 500 m² GFA for any additional area.
- Class I - 50% Class II - 50%
- Class II – 50%

Table 1: Zoning requirements for bicycle parking at the Municipal Hall

Facility	Zoning Bylaw Use	Surface Area (ft ²)	Surface Area (m ²)	Bicycle Spaces Req. (Min. 6)	Required No. of Spaces
Municipal Hall	Commercial/ Office	41,856	3,889	One per 250 m ² GFA for the first 5000 m ² and one per 500 m ² GFA for any additional area	16 (8 Class I, 8 Class II)

No Class I parking is available and no electric bike charging access is available at the bike racks currently. Staff may take their e-bike batteries indoors to charge at their desks.

1.3 Need for additional bike parking facilities

There has been increasing demand for staff bike parking in terms of volume, design and security in recent years in order to accommodate larger cargo bikes, larger bike accessories and electric bikes. Staff bike parking at the Municipal Hall kitchen and Annex is heavily used and often full or close to full. While there is low use of the visitor parking bike rack, visitor bikes are seen brought up to the municipal plaza and locked to the railing surrounding the plaza. This may be due to the poor quality and location of the existing visitor bike parking and perception of lack of security. The proposed bike parking expansion would be located in an area that would be convenient for the public and staff to use.

Expansion of bicycle parking aligns with the following District directions:

- Saanich Official Community Plan
 - 4.2.9 Mobility section encourages bicycle parking at all building types
- Saanich Strategic Plan
 - Active transportation networks help our residents commute and connect
- Saanich Active Transportation Plan
 - Targets are to double active transportation modes by 2036
 - Strategies including providing more bicycle parking and other end of trip facilities
 - Action 2B.2: ensure high quality bicycle parking and end-of-trip facilities are provided at all Saanich owned and operated facilities and all developed parks
- Saanich Climate Plan
 - Targets include doubling active transportation trips by 2030
 - Action 1.1 is accelerating the implementation of the Active Transportation Plan

1.4 Bike Parking Best Practices

Saanich Transportation division recommends using the City of Victoria's standards for bike parking layout from the [Victoria Bicycle Parking Strategy](#). Class II bike parking best practices include:

- Situate bike parking in high visibility and/or foot traffic areas to deter theft attempts
- Situate bike parking in areas close to entrances to buildings for convenience
- Ease of access for cyclists while not unnecessarily restricting pedestrian movement
- Protected from vehicle traffic
- When possible, provide cover from rain
- Allow space for convenient maneuverability of bicycles into and out of rack area, including:
 - 36 inches width between bike racks
 - 30 inches length between the front of the rack and any objects such as a wall
 - Sufficient space for the length of a typical bicycle (70 inches) plus room to maneuver in and out of the space
- Bike rack style:
 - Avoid racks that can bend wheels
 - Provide at least two points of contact for the frame to enable frame and wheels to be locked with standard lock styles and to avoid bikes tipping over while parked
 - Avoid decorative flourishes that prevent ease of use of U-Locks
 - Choose racks that accommodate multiple styles of bicycles, including those with large baskets and/or cargo bikes.
 - Saanich typically installs hoop rack/inverted "u" style racks

- Firmly secured to the ground or a building

1.5 Related initiatives

1.5.1 Traffic Calming

Transportation Development is undertaking safety improvements to the Municipal Hall campus parking lot including speed cushions, speed reduction signs, and painted sharrows to reduce risks of collisions between vehicle drivers and people walking and on bikes or other micro mobility devices. Planning is underway currently and will be implemented in late 2023.

1.5.2 Pool Fleet E-bike Expansion

The Sustainability Division will be expanding the pool fleet e-bike program to the Municipal Hall (the pool fleet e-bike program is currently available at the 3500 Blanshard Engineering building and the 1040 McKenzie Ave Operations Centre). That project is outside the scope of this public bike rack expansion project.

2.0 Municipal Hall Class II Public Bike Parking Expansion

To deal with the existing high demand for quality bike parking and to prepare for anticipated increases in mode shift to active transportation as outlined in the Saanich Climate Plan and the Saanich Active Transportation Plan, Class II bike parking is being proposed on the Municipal Hall Plaza that will serve both staff and visitors (Images 5 and 6).

Image 5: Proposed bike parking area on Plaza - orthophoto

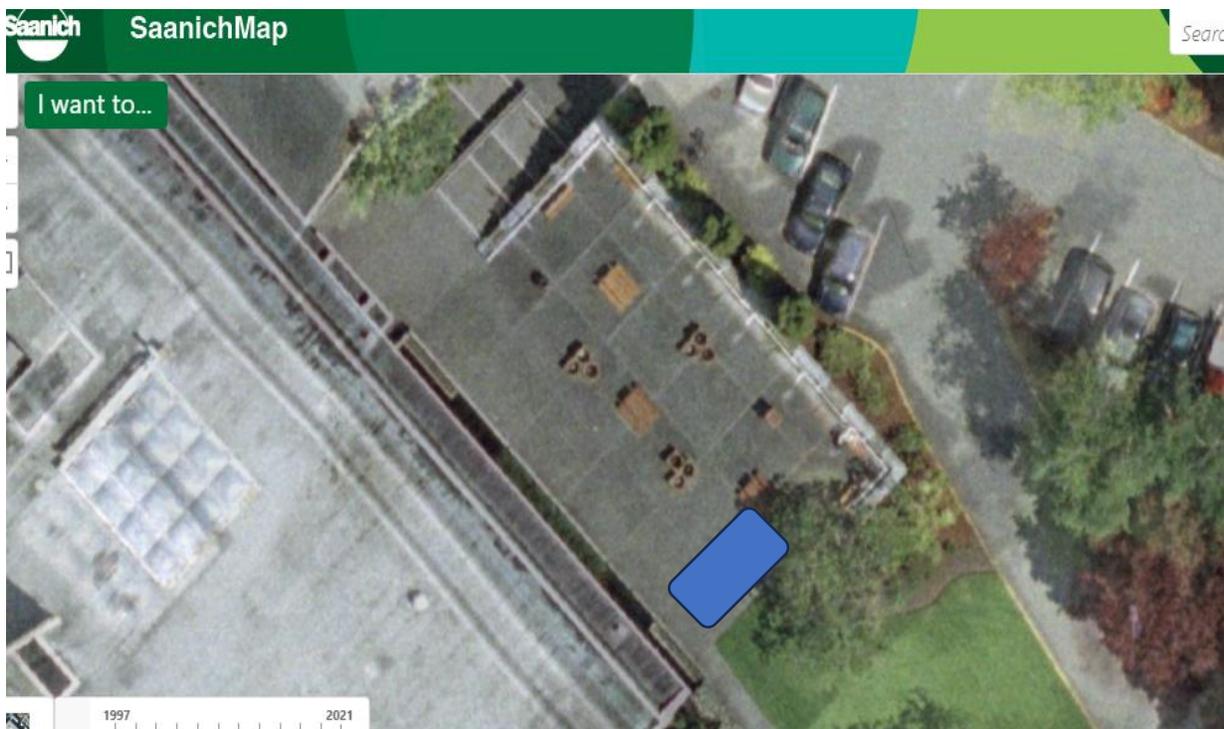
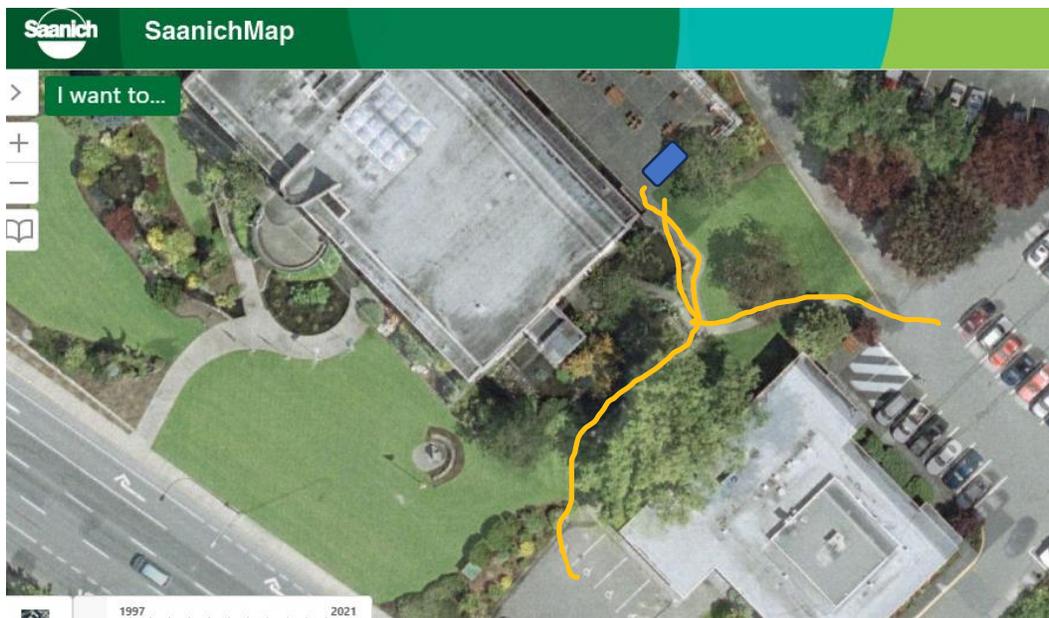


Image 6: Proposed bike parking location at the Municipal Hall Plaza – ground level photo

This location is on the southeast corner of the Municipal Hall Plaza nearest to the level accessibility entrance. No benches, picnic tables, or planters would need to be moved, and no garden permeable areas would need to be paved.

2.1 Proposed access routes

The area is accessible by bicycle using two sidewalks as shown in Image 7 below and would be close enough to the staff entrance to be convenient to use as staff overflow. The level access for people with physical disabilities would still be clear for use. It is currently used by people on bikes to access the staff parking, and significant changes in volume of traffic at any one time are not anticipated. Should conflicts arise between pedestrian and cyclist/micromobility usage of this area, signage requesting cyclists to dismount on the sidewalk can be considered.

Image 7: Access to the proposed bike parking location on the Municipal Hall Plaza

2.2 Proposed rack style

The Plaza is a prominent location on the municipal campus and is an important location for ceremonies and events. It is also a designated Heritage location, and therefore the bike rack style must be sensitive to the existing design. The Plaza is bordered by a painted black cylindrical metal railing, as shown in Images 8 and 9.

Image 8: Existing railing on the Municipal Hall Plaza



Image 9: Existing railing on the Municipal Hall Plaza



A matching black powder coat metal cylindrical hoop rack would complement the existing railing while also meeting best practices for bike parking. Our existing supplier of bike racks through the Provincial Corporate Supply Agreement (CSA) ([Dero Bike Racks - Habitat Systems \(habitat-systems.com\)](https://www.habitat-systems.com)) can provide these bicycle racks in either glossy or matt black powder coat. Each rack can accommodate up to two bicycles, and are 24" side and 35" high (Images 10 and 11).

Image 10: Proposed rack style: Hoop Rack by Dero



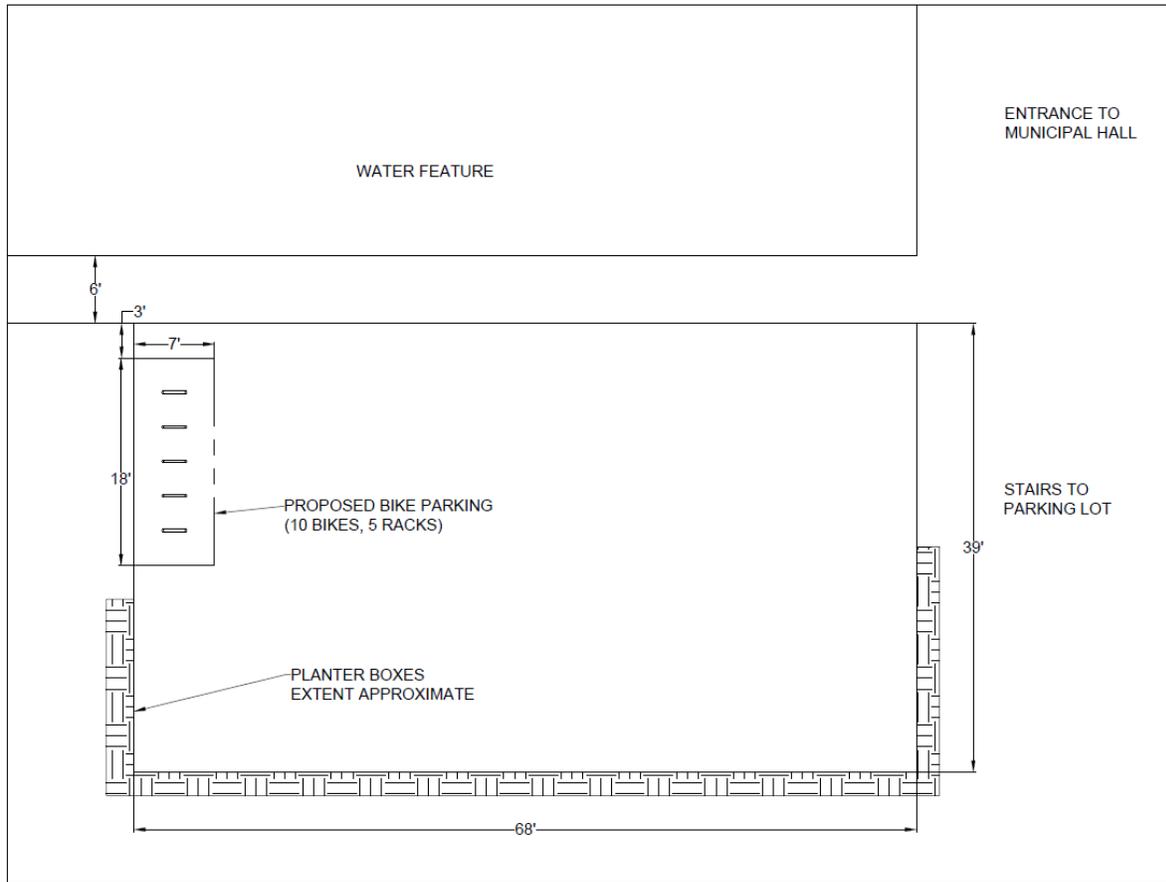
Image 11: Dero Hoop racks with bicycles (Photo from HomeDepot online store)



2.3 Proposed layout

A proposed layout for 5 additional Class II bike racks providing parking for an additional 10 staff or public use, spaced 36" apart is shown in Figure 2. This layout leaves an extra buffer space beside the accessibility sidewalk.

Figure 2: Proposed Municipal Hall Plaza Bike Parking Layout



2.4 Installation

Dero racks can be mounted to an existing concrete pad and installation at the Municipal Hall Plaza would be undertaken in house by facility operations staff. The plaza surface would be drilled for each rack. Racks can be delivered within 2-3 weeks after an order is placed. Installation labour times depend on Facility Operations task prioritization but can likely be accommodated soon after rack delivery.

Honour

Tod House



Stephen Lawrence, Project Manager, Thujacraft Ltd.

Gordon Macdonald and Ben Gourley, Owners, Heritageworks Ltd.

Gavin Chamberlain and Liam Hall, Owners, Heritage Masonry Ltd

Signe Bagh, District of Oak Bay

Karen Hunter, Project Manager, Colliers Project Leaders

The goal for the Tod House was to repair and conserve the exterior features and materials of the house, to ensure weather protection for the building fabric and address a growing number of weathering related issues that threatened the building. The roofing, gutters, chimneys, siding, paint, flashings, patios, wall to grade transitions, drainage and fencing were all addressed. The building is now fully protected from weather and will remain so for many years to come with normal maintenance.

In the course of the work, the team learned that the 1860 wing of the house is constructed of traditional heavy timber framing, using hewn Douglas fir timbers and mortise and tenon joinery. This construction method was known to exist on the earlier 1850 wing but its existence on the 1860 wing was new information. Tod house is one of very few examples of this construction method in British Columbia.

The Tod house is an example that should be looked to for Heritage conservation done right, with impressively minimal intervention.

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 <i>(to Sept 8 23)</i>	2022	2023 <i>(to Sept 8 23)</i>	2022	2023 <i>(to Sept 8 23)</i>	2022	2023 <i>(to Sept 8 23)</i>	2022
RECEIPTS								
Dist. of Saanich grant	10,000.00	17,000.00	25,000.00	18,000.00				
Book sales	74.85	74.85						
Rental income					9,185.86	12,033.84	13,276.70	17,393.04
Interest on account	-	-	-	-	-	-	-	-
Interest on G.I.C.'s			482.59	130.45	451.17	103.45	-	188.43
	10,074.85	17,074.85	25,482.59	18,130.45	9,637.03	12,137.29	13,276.70	17,581.47
DISBURSEMENTS								
Grants paid to homeowners			10,000.00	23,319.38				
Office & Secretarial costs	17,347.28	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
	17,347.28	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	(7,272.43)	738.00	15,482.59	(5,188.93)	7,054.62	1,202.18	(22,532.15)	1,938.55
BANK & GIC'S - BEGINING 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	3,934.77	11,207.20	71,066.03	56,066.03	13,081.90	6,478.45	16,340.04	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					24,838.47	24,387.30		
Due Nov 1 23 @ 2.75% 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
	3,934.77	11,207.20	105,978.17	90,495.58	43,193.67	36,139.05	48,642.61	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.Sept 12 23

OPERATING ACCOUNT

GRANT ACCOUNT

HALL HOUSE

DODD HOUSE

District of Saanich
Lands Division
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-5455
f. 250-475-5444
www.saanich.ca



August 4, 2023

Via Email: info@saanichheritagefoundation.ca

Saanich Heritage Foundation
Victoria, BC

Attention: Board of Directors

Dear Sir/Madam:

Re: 4139 Lambrick Way and 1248 Burnside Road (the "Properties")

Further to our July 28, 2023 meeting with Sheila Colwill, we confirm the District of Saanich will be commencing property management of the Properties on October 1, 2023 (the "Commencement Date").

This will confirm that as of Commencement Date, the Saanich Heritage Foundation will no longer be responsible for the collection of rent or any other responsibilities relating to the Properties and tenancy agreements. We kindly request you notify respective tenants of this change as we will be sending them an introduction letter upon transfer of the Properties. We would also ask that you provide the undersigned with all records, documents, agreements, supplies and keys relating to the Properties on or before the Commencement Date. Paul Arslan, Director of Finance, can be contacted at paul.arslan@saanich.ca to transition the Properties' funds currently held by you to the District of Saanich.

Lastly, we would like to thank you for all of your work and dedication to the Properties. In our meeting with Sheila, it was evident that both your organization and the tenants have a sound relationship with one another and that the Properties were well cared for. As always, we will continue to work with the Saanich Heritage Foundation on any matters relating to the heritage designation of the Properties where required.

Please feel free to contact me if you have any questions or need assistance with this process.

Sincerely,

Janet Racz
Land Agent
Real Estate Services Division
District of Saanich
770 Vernon Ave.
Victoria, B.C. V8X 2W7
t. 250-475-5494 ext.3557
c: 250-216-4375
e. janet.racz@saanich.ca

cc. Paul Arslan, Director of Finance
cc. Angila Bains, Director of Legislative and Protective Services
cc. Karen Harper, Saanich Councillor