



**AGENDA**  
**SAANICH HERITAGE FOUNDATION**  
**COMMITTEE ROOM #2**  
**TUESDAY, JANUARY 9, 2018 @ 5:30 P.M.**

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Adoption of the November 14, 2017 Regular Meeting Minutes

**NEW BUSINESS**

- 1. DISTRICT OF SAANICH DRAFT STRATEGIC FACILITIES MASTER PLAN – PRESENTATION FROM THE PROGRAM MANAGER, STRATEGIC FACILITIES PLANNING**
  - Overview of the process specific to future considered work on the Municipal Hall with feedback from members
- 2. 2018 HOUSE GRANTS PROGRAM - RESTORATION GRANT SUMMARY AND APPLICATIONS (ATTACHED SEPARATELY):**
  - i. 1955 Saltair Cres. – exterior paint
  - ii. 3710 Craigmillar Ave. – replace/repair exterior shingle siding
  - iii. 1040 Burnside Rd. W. – repair foundation (**revised 2017 grant application**)
  - iv. 3956 Stan Wright Lane – replace roof (**not designated yet**)
- 3. SECRETARIAL INVOICE – JULY 1, 2017 TO DECEMBER 31/17**
  - Invoice in the amount of \$5,631.72 for Secretarial services and \$388.90 for mileage, postage, stationary and overhead costs for the period of July 1, 2017 to December 31, 2017

**BUSINESS ARISING**

- 4. 1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**
  - Artistry Design – Option 3 - final working drawings for kitchen reno
  - Copy of paid invoice in the amount of \$1,378.12
- 5. 4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**
- 6. TREASURER’S REPORT – UPDATE**

**FOR INFORMATION**

- 7. 1744 KISBER AVENUE – LEAK IN BASEMENT COMING FROM PERIMETER DRAINS**
  - Possible emergency grant – owner discovered water in basement Jan. 2 - getting estimates
- 8. HERITAGE WEEK – FEBRUARY 19 TO 25, 2018 – HERITAGE STANDS THE TEST OF TIME**

To ensure there is a quorum, please contact Shirley at 475-1775, extension 3513 or email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca) if you cannot attend the meeting.

☪ ☪ Adjournment ☪ ☪

Next Regular Meeting: February 13, 2018

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #1  
**TUESDAY, NOVEMBER 14, 2017 AT 5:30 P.M.**

**DRAFT**

Present: Brad Shuya, President; Art Joyce, Treasurer; Ken Johnson; Alvin Lau; Robert Townsend

Regrets: Ross O'Connell, Vice President; Sheila Colwill; Kelsey Dupuis; Andrew Rushforth; and Councillor Sanders

Guests: Donna Riddell, Artistry Design Group Ltd. Re: Stanton Lodge

Staff: Shirley Leggett, Secretary

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Minutes: That the Minutes of the September 12, 2017 and Oct. 17, 2017 Regular Meetings be adopted as circulated."

CARRIED

**1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

The President stated:

- The tenant contacted him on October 30<sup>th</sup> because the hot water tap in the kitchen was leaking a steady drizzle down the tile backsplash where the base of the fitting goes into the wall and she had to shut the hot water valve off on the hot water heater in order to stop it from leaking. Apparently it has been leaking for about a year.
- He contacted Archie Johnstone Plumbing and Heating (they replaced the hot water tank in October).
- The old faucet had a rotted out/old nipple on the hot supply line which has caused quite a bit of damage over time on the counter top; there is also some black rot.
- The plumber tried to cut out the section of the tile to get a better grip on the nipple coming out of the wall but it was completely rusted and broke off.
- The plumber told the tenant that he couldn't work on it anymore until a hazardous materials investigation was carried out. He capped off the water to the kitchen and entirely removed the faucets and taps. He also told the tenant that the kitchen tap water would not have been fit to consume given the rusted out pipe fitting.
- He contacted Island EHS to carry out a limited non-destructive hazardous materials investigation which was carried out prior to repair of the plumbing leak. No asbestos was found around or under the sink. Mould was found under the sink. Lead containing paint are present on the interior and surfaces of the building.

At the October meeting, the President stated that he would contact a designer to come and take a look at the kitchen and come up with design options and proposed costs. Members agreed that up to \$2,500 could be allocated for the designer to develop a proposal with project costs.

Donna Riddell, Artistry Design Group Ltd. was in attendance to present two Design Options for the kitchen sink wall. Highlights of the presentation include the following:

- The benefits of updating the kitchen sink wall include the removal of existing mould and rotted pipes and enhanced storage and countertop space.
- The cabinets would be installed to code with the distance of the underside of the upper cabinets 18" from the countertop (presently there is only 8"). There would be proper sink shut-offs valves to lessen the chance of flooding should a pipe break.
- The existing countertop is 1" lower than standard height and 3" narrower; new countertop will be a standard height and depth; recycle bins are a convenience.

- The tenant has a portable dishwasher that she moves over to the sink to hook up to the faucet. A dishwasher could be installed or just plumbed in to the right of the sink.

Design Option 1

- Standard 30" high laminate flat slab door style upper cabinets with soft close drawers; nickel knobs and D-pull hardware; standard crown moulding
- Standard matte finish laminate countertops with stainless steel drop-in double sink
- Country style chrome faucet such as Moen, Delta or similar brand; tiled backsplash in subway pattern similar to the bathroom
- Two recycle bins left of the sink
- Ballpark pricing to supply and install the above noted is approximately \$9,000 plus GST

Design Option 2

- White painted lacquered flat panel door style in square Shaker or Ogee in edge profile (complements the vintage doors in the house)
- Custom 38" high upper cabinets; standard crown moulding scribed to ceiling; laminate interiors with soft close drawers; country style nickel cup hardware
- Quartz, granite or Corian countertops with eased square front edge profile; no backsplash
- Farmhouse-style fireclay sink (Franke brand or similar) or stainless steel under-mount sink
- Country-style Moen, Delta or similar brand faucet with pull-out spray; tiled backsplash in subway pattern
- Two recycle bins left of sink
- Ballpark pricing to supply and install the above noted is approximately \$12,000 plus GST
- ❖ Ballpark figure of 18 to 25 days to carry-out the restoration work (could be longer depending on what structural work needs to be done) with a ballpark price of \$3,000 to \$5,300; actual estimates and quotes from trades and suppliers are required.
- ❖ Costs of materials for possible wall reconstruction, insulation, drywall, mud, paint electrical or plumbing fixtures not included. Work required by HAZMAT not included.
- ❖ Elements of Option 1 and 2 can be combined to create a new option

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Ms. Riddell left the meeting at 6:35 p.m.

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A roundtable discussion took place and the following was noted:

- The cost of the proposed renovation could likely cost about \$20,000 when the consultant's fees and building permit fees are added in.
- These are just ballpark figures – we need to get actual quotes for the cabinets, faucets and countertops.
- Laminate countertops would be fine – no need to incur the extra cost for quartz or granite; a subway tile backsplash would be similar to what's in the bathroom.
- The porcelain drop-in sink as shown was nice as it suits the old style kitchen but we need to need to get a price. Could look at other options with a drop-in stainless steel sink.
- Option 2 with the 38" high upper cabinets would provide more storage space; flat panel design with cup pull hardware.
- Rough in the plumbing for a dishwasher at some point is a good idea; if a dishwasher is installed now, the tenant could get rid of the portable and there would be more room in the kitchen.

- Recycle bins take up cabinet space so not a good idea in a kitchen this small.

**4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

S. Colwill advised the Secretary via email that:

- The final payment of \$400 can be sent to the tenant for garden/lawn maintenance; the property is being kept tidy.
- Trevor from Arbor Renovations will be cleaning the gutters for both Dodd House and Hall House in the next couple of weeks.

**TREASURER’S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of November 11, 2017:

Grant Account:	\$36,154.45	GIC's: \$32,819.85
Operating Account:	\$ 9,715.82	
Hall House Account:	\$16,939.35	GIC's: \$28,353.43
Dodd House Account:	\$18,012.88	GIC's \$30,423.37

**ADJOURNMENT**

The meeting adjourned at 6:50 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, January 9, 2018 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

**Shirley Leggett - District of Saanich Draft Strategic Facilities Master Plan; opportunity to present to Heritage Foundation committee?**

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**From:** Stacy McGhee  
**To:** shirley.leggett@saanich.ca  
**Date:** 11/8/2017 1:15 PM  
**Subject:** District of Saanich Draft Strategic Facilities Master Plan; opportunity to present to Heritage Foundation committee?  
**CC:** Harley Machielse; Jane Evans  
**Attachments:** Stacy McGhee.vcf

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Dear Ms. Leggett,

District of Saanich staff have been preparing a Strategic Facilities Master Plan over the past several months. Currently, the draft document is scheduled to be presented and discussed at the next Committee of the Whole on Monday, November 20th. Shortly after that, engagement opportunities will be scheduled to assist the public in understanding the scope and implications of the plan.

Information on the Strategic Facilities Master plan program can be currently found at the following address. Take note that the draft plan document will be placed on the site after the Council presentation. Also, as part of website posted agendas for upcoming meetings, the document will be made available to the public by November 17.

<http://www.saanich.ca/EN/main/local-government/departments/engineering-department/strategic-facilities-master-plan.html>

I understand through Jane Evans that the committee is next scheduled to meet on November 14 and generally meets the second Tuesday of the month. Given the timing of the document issuing as well as the Christmas season, if presenting to your committee in January (appears to be the 9th) would be feasible? I would be very pleased to have the opportunity to present the plan and to take questions with your members.

Please let me know if your committee would be interested in my request.

I look forward to hearing from you.

Kind regards,

Stacy McGhee

Stacy McGhee, Architect AIBC, LEED AP  
Program Manager  
Strategic Facilities Planning  
District of Saanich  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. [250-475-5464](tel:250-475-5464)  
c. [250-213-3832](tel:250-213-3832)  
e. [stacy.mcghee@saanich.ca](mailto:stacy.mcghee@saanich.ca)  
[www.saanich.ca](http://www.saanich.ca)

**DRAFT**



LEGISLATIVE SERVICES

## Memo

File: 1180-20 SHF

**To:** Paul Arslan, Senior Manager, Financial Services  
**From:** Shirley Leggett, Secretary, Saanich Heritage Foundation  
**Date:** January , 2018  
**Subject:** Secretarial Services for Saanich Heritage Foundation – July 1, 2017 to December 31, 2017

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Please invoice the Saanich Heritage Foundation (care of Legislative Services) for secretarial services provided from July 1, 2017 to December 31, 2017, in the amount of \$5,631.72

Also, please bill the Foundation separately for 46.50 for postal charges, \$42.40 for mileage, and \$300.00 for stationary, overhead costs, and photocopying (totalling \$388.90).

Please charge to account number 2080.3772.

Thank you.

Shirley Leggett, Secretary  
Saanich Heritage Foundation

/sl

**DRAFT**

**JULY 1, 2017 TO DECEMBER 31, 2017 INVOICING TO  
SAANICH HERITAGE FOUNDATION FOR OFFICE WORK, BANKING,  
MEETING ATTENDANCE AND AGENDA/MINUTE PREPARATION**

July	16.0 hours at \$39.66	\$634.56
August	20.5 hours at \$39.66	\$813.03
September	41.0 hours at \$39.66	\$1,626.06
October	33.5 hours at \$39.66	\$1,328.61
November	33.0 hours at \$39.66	\$1,308.78
December	14.0 hours at \$39.66	\$555.24
<b>TOTAL</b>	<b>142 hours at \$39.66</b>	<b><u>\$5,631.72</u></b>

**POSTAGE**

July	2 registered letters (re: rent increase)	\$21.00
August	No agenda	
September	Agenda emailed	
October	Agenda emailed	
November	Agenda emailed	
December	No meeting	
Misc. postage for invoices, etc.	30 x .85	<u>\$25.50</u>
<b>TOTAL</b>		<b><u>\$46.50</u></b>

**PHOTOCOPYING, STATIONERY, OVERHEAD COSTS FOR**

Stationery/Overhead costs	\$200.00	
Photocopying costs	\$100.00	
<b>TOTAL</b>		<b><u>\$300.00</u></b>

**From:** <info@artistrydesign.com>  
**To:** Brad Shuya <brad@bradleyshuyaarchitect.com>  
**CC:** shirley Leggett <Shirley.Leggett@saanich.ca>  
**Date:** 12/5/2017 12:03 PM  
**Subject:** 1248 W. Burnside Rd - FINAL working drawings dated 12/05/17  
**Attachments:** 1248 West Burnside\_Option #3 FLOOR PLAN\_Dec 05:17.pdf; Part.002; 1248 West Burnside\_Option #3\_Dec 05:17\_Elevation .pdf

Hi Brad,

Attached please find the final working drawings for 1248 W. Burnside Rd. I was able to confirm the measurements onsite and have adjusted the drawings accordingly. These drawings are ready for quoting and the former draft drawings are not to be used. Please do not hesitate to contact me if you have any questions or concerns. I look forward to hearing from you early in the new year.

Wishing you and yours the best of the season!

Please confirm receipt.

Best Regards,  
Donna

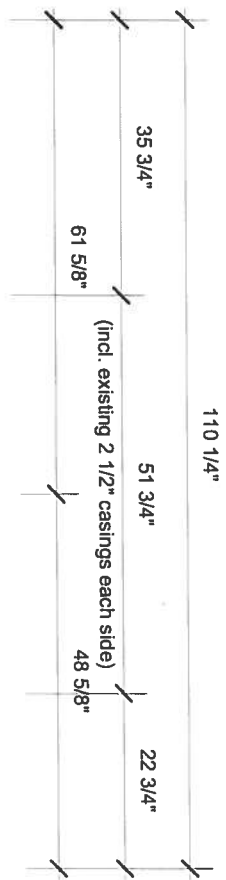
Artistry Design Group Ltd  
250.360.2604



Kitchen Sink Alcove  
 1248 W. Burnside Rd  
 Victoria, BC

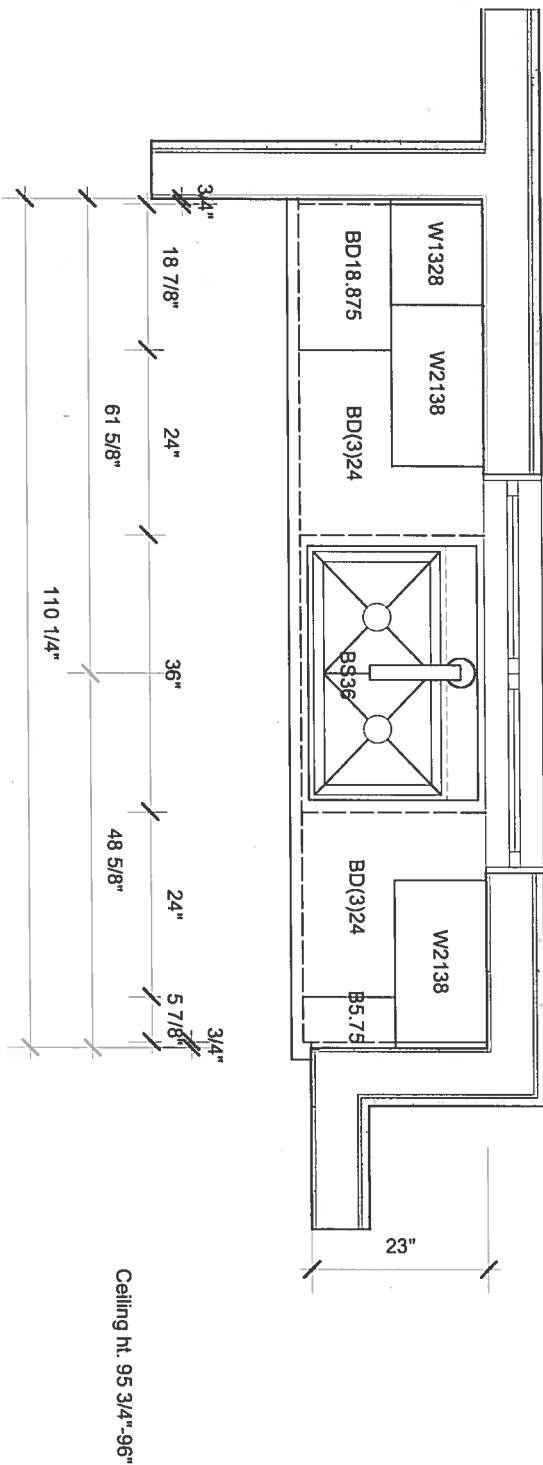
KITCHEN FLOOR PLAN - Option #3

12/05/17



SCALE: 1/2"=1'0"

Please see Elevation Drawing  
 Final on-site measurements required before  
 ordering materials

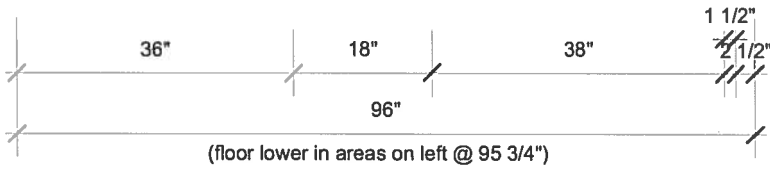
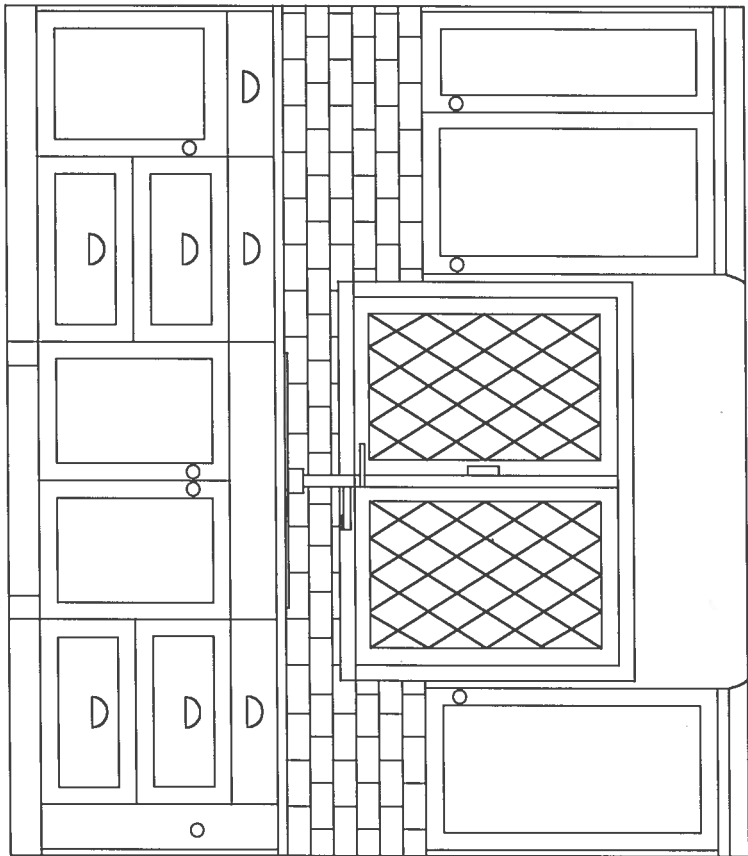
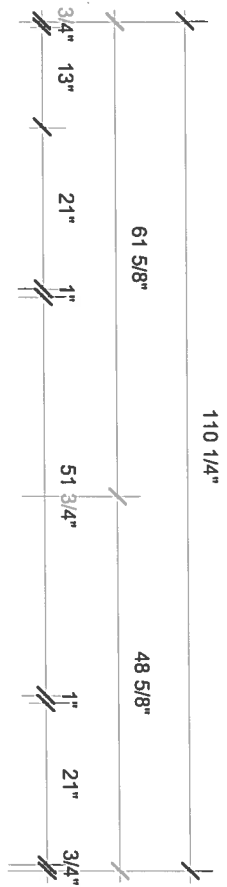


SPECIFICATIONS:

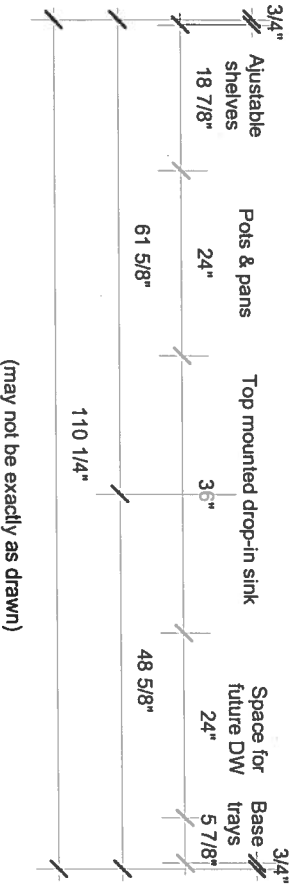
- White painted lacquered flat panel (MDF) door style in square Shaker or Ogee inside-edge profile (complements vintage doors in home and enhances its cottage style). Note: Opt. wood cabinet doors instead of lacquered may be in same price range, however edge grain fir to complement the existing fir flooring would cost more.
- Upper cabinets at approx. 38" high (custom), height depends on size of standard crown moulding (1 1/2" scribe is incl.)
- Laminate interiors w/ soft-close drawers
- Country-style cup nickel hardware
- Laminate countertop in standard finish, with an eased-square front edge (opt. for a low tile landing to accept tiled backsplash)
- Top-mounted drop-in sink with faucet on deck of sink, opt. porcelain or stainless steel double size sink
- Country-style faucet in Moen, Delta or similar brand, opt. single-lever faucet with pull-out spray or 8" center faucet and spray on the side
- Furniture-style feet at toe kick in sink area
- Tiled back and side splashes in subway-style design as seen in cottage's bathroom

Option #3 ELEVATION

12/05/17



(floor lower in areas on left @ 95 3/4")



(may not be exactly as drawn)

SCALE: 1/2"=1'0"



## INVOICE

November 30, 2017

Saanich Heritage Foundation (SHF)  
c/o Bradley Shuya Architect Inc  
762 Ralph St  
Victoria, BC V8X 3C9

Invoice #1341-a  
GST #869316927

Re: 1248 West Burnside Road, Victoria, BC

- site review of existing kitchen condition
- onsite measure of sink wall structures
- research and development to meet client needs
- Powerpoint presentation to SHF on 11/14/17 of design concepts Option #1 and Option #2, with ballpark costing for each, to replace existing countertop, sink, faucet, cabinetry, tile, etc. affected by water damage and assumed mould
- presentation included photos of existing conditions of sink area taken onsite and images of possibilities for kitchen sink/faucet/countertop/cabinet replacement
- presentation of scaled Preliminary Working Drawings and Elevations with specifications and nomenclature
- development and presentation of an Estimated Schedule
- Option #3 scaled preliminary working drawings provided that combine certain elements of former two options and note specifications and nomenclature

Note: A check of onsite measurements to be provided on own time. Then final drawings will be forwarded, which will be ready for quoting.

10.5 hrs @ \$125/hr

Subtotal	\$1312.50
GST	<u>65.62</u>
Total	\$1378.12

With Thanks,

Donna Riddell

Artistry Design Group Ltd  
Tel: (250) 360-2604  
Fax: (250) 361-4611  
E: info@artistrydesign.com