

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, JANUARY 14, 2014 AT 5:30 P.M.**

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Dolores Bender-Graves; Andy Jani; Ken Johnson; Paul McKivett; Andrew Rushforth; and Councillor Derman, Council liaison (6:05 pm)

Regrets: Sheila Colwill

Staff: Jane Evans, Research Planner (Community Planning); Shirley Leggett, Secretary

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Minutes: Moved by P. McKivett and Seconded by A. Rushforth: "That the Minutes of the November 12, 2013 Regular Meeting be adopted as circulated."

CARRIED

The President welcomed the two new members to the Saanich Heritage Foundation – Dolores Bender-Graves and Andy Jani and members introduced themselves.

**2014 HOUSE GRANTS PROGRAM – RESTORATION GRANT APPLICATIONS (SUMMARY)**

The President provided an overview of the Restoration Grant Program for the benefit of the new members.

The owners of the following properties submitted Restoration Grant Applications for the following projects:

**1996 Ferndale Road – Replace eleven (11) windows**  
**35% Grant portion based on lowest quote - \$789.75**

PNR Screens	\$2,256.45
Van Isle Windows	\$2,300.00

**1996 Ferndale Road – Replace roof**  
**35% Grant portion based on lowest quote - \$11,549.65**

Parker Johnston	\$32,999.00
Square Deal Roofing	\$37,290.00

**762 Ralph Street – Storm windows (Phase 2)**  
**35% Grant portion based on lowest quote submitted to date – \$4,377.84**

Vintage Woodworks	\$12,508.14
To Be Submitted	

**1941 Ernest Ave. – Shingle siding repair/replacement**  
**35% Grant portion based on lowest quote – \$565.95**

MJ Dixon	\$1,617.00
White Knight Painting	\$1,840.00

**1941 Ernest Ave. – Exterior Painting**

**35% Grant portion based on lowest quote – \$2,246.34**

Brad McDonnell	\$12,101.25
White Knight Painting	\$15,989.00
Victorian Painting	\$ 6,418.13

**1955 Saltair Cres. – Replace gutters and downspouts**

**35% Grant portion based on lowest quote – \$772.11**

High Definition Roofing	\$2,206.05
Irwin Industries	\$2,940.00

**MOVED by R. O’Connell and Seconded by P. McKivett: “That the 2014 Restoration Grant Applications be received.”**

**CARRIED**

**2014 GRANT APPLICATION TO COUNCIL – DEADLINE FEBRUARY 1, 2014**

Members discussed the 2014 grant application to Council and reviewed the total amount of restoration grant work received for 2014. The amount is based on six (6) grant applications totalling \$58,004.77 in work. The Foundation’s potential contribution based on 35% is estimated to be \$21,246.36. Administrative and secretarial costs for 2013 were approximately \$10,000.

Members were also reminded that \$500 from each of the Dodd House Account and Stranton Lodge Account are transferred into the Operating Account the first of each month to help cover administrative and secretarial costs. In the case of the Stranton Lodge Account, there was a shortfall in the account due to restoration work being undertaken on Stranton Lodge over the summer months which resulted in funds having to be transferred into the account in order to pay the invoices.

A discussion ensued and members agreed that they would submit a grant application to Council in the amount of \$33,000 to cover the grant applications, administrative and secretarial costs, and continuing education/conference costs for Foundation members for 2014.

If the grant application to Council is approved, then members will further discuss whether or not to continue transferring funds from each of the two accounts.

**MOVED by A. Rushforth and Seconded by R. O’Connell: “That a Grant Application in the amount of \$33,000 be submitted to Council to cover the cost of grant applications, administrative and secretarial charges, and continuing education/conference costs for Foundation members for 2014.”**

**CARRIED**

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## **INVOICES FOR SECRETARIAL SERVICES AND ADMINISTRATIVE COSTS - JULY 1 TO DECEMBER 31, 2013**

Draft invoices in the amounts of \$3,756.61 for Secretarial Services provided from July 1 to December 31, 2013 and \$427 for postal charges, mileage, photocopying, and stationary and overhead costs.

**MOVED by P. McKivett and Seconded by K. Johnson: "That cheques be issued from the Operating Account in the amounts of \$3,756.61 and \$427.88 for secretarial services and other associated administrative costs for the period of July 1, 2013 to December 31, 2013."**

**CARRIED**

## **SAANICH HERITAGE FOUNDATION – TERMS OF REFERENCE**

For the benefit of the new Foundation members, the Terms of Reference were included on the agenda for their information. A discussion ensued regarding the Foundation's mandate.

Committee discussion noted:

- The Foundation receives grants from Council for heritage restoration grants, continuing education and operational purposes so it may be out of place for the Foundation to fund raise.
- It may possible for non-profit societies, such as the Heritage Foundation, to apply for future federal funding.
- The Terms of Reference for the various committee structures need to align with the objectives and policies set out in the Strategic Plan; as well, the various roles of the Heritage Foundation have to fall under the *Society Act*.

**MOVED by K. Johnson and Seconded by P. McKivett: "That it be recommended to Council that in the future when they consider the structure of the Saanich Heritage Foundation, consideration be given to amending its Terms of Reference by removing the responsibility to solicit funds, and by adding the role of advising Council on policies relating to heritage matters and heritage preservation."**

**CARRIED**

## **PLANNING DEPARTMENT'S ROLE IN SAANICH HERITAGE PROGRAM**

The Planner distributed a hand-out on the Saanich Heritage Program and the Planning Department's role for members' information. The District of Saanich maintains a heritage resource program to ensure that heritage is accessible to the next generation.

The Heritage Program includes the following resources:

- Saanich Archives; and Community Heritage Structure Register
- Heritage Foundation
- Heritage protection process
- Heritage education and awareness
- Municipal owned heritage buildings
- Arts, Culture and Heritage Advisory Committee
- Significant Trees

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The Planning Department's role within the heritage resource program includes involvement in heritage structure protection processes, and heritage education and awareness.

**3909 ST. GEORGE'S LANE – ST. GEORGE THE MARTYR ANGLICAN CHURCH (REGISTERED) – PROPOSED NARTHEX ADDITION**

3909 St. George's Lane was discussed at the November 12, 2013 meeting however, the Planner was absent for the discussion. The Planner confirmed the comments of Foundation members and the subsequent motion that was passed.

**WILKINSON ROAD JAIL (DESIGNATED) – PROPOSED ELECTRICAL UPGRADE (NEW CONCRETE BLOCK BUILDING) - UPDATE**

Members were advised that the location of the proposed new concrete building for the electrical upgrade for Wilkinson Road Jail was being relocated up the hill out of the 15 degree line of sight eliminating any potential heritage issues.

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

The President stated:

- The Parks Department was supposed to provide a report on the condition of the fir tree that is overhanging the roof, however he has not heard back from them yet; he will contact them again.

**4139 LAMBRICK WAY (DODD HOUSE)**

There was nothing to report on Dodd House.

**TREASURER'S REPORT**

The Treasurer presented the following Statement of Receipts and Disbursements for the period ending November 30, 2013:

Grant Account:	\$10,400.10	GIC's: \$32,109.10
Operating Account:	\$5,803.76	
Hall House Account:	\$520.41	GIC's: \$22,386.21
Dodd House Account:	\$6,833.32	GIC: \$16,285.22

**MOVED by K. Johnson and Seconded by R. O'Connell: "That the report prepared by the Treasurer entitled "Statement of Receipts and Disbursements for the period ending November 30, 2013" be received for information."**

**CARRIED**

**HERITAGE PROPERTIES MAINTENANCE STANDARDS BYLAW – PLANNER UPDATE**

The Planner stated:

- On December 9, 2013 Council passed this motion: *"That Council consider adopting a Heritage Properties Maintenance Standards Bylaw, subsequent to receiving a report from staff, to address heritage properties that are left to deteriorate without proper*

*maintenance.”*

- The Local Government Act, Heritage Conservation (Section 970), provides the authority for a Local Government to establish minimum maintenance standards for the maintenance of heritage buildings.

The Planner presented a review of the City of Victoria's Minimum Maintenance Bylaw and a comparison to Saanich's Bylaw No. 4050: "*A Bylaw To Establish and Enforce Minimum Standards Relating to the Repairs and Maintenance of Residential and Non-residential Property in the Municipality.*" This comparison was presented as information and a progress report towards the development of a report for Council.

In comparing the two bylaws, the difference between them appears to be that the Victoria minimum maintenance bylaw specifically refers to heritage structures and ensuring that:

- deterioration does not jeopardize original features;
- features are replicated with similar material;
- a building is secured if unoccupied for 15 or more days;
- windows are covered if unoccupied for more than 45 days; and
- failure to comply may result in an application by the City to the Supreme Court for an order of compliance.

The Victoria Minimum Maintenance Bylaw states that it supplements any general maintenance standards that may be in effect.

Committee discussion noted the following:

- It may be possible to amend Saanich's existing Minimum Maintenance Bylaw to include specifications for heritage structures.
- When was Saanich Bylaw 4050 Minimum Maintenance Bylaw and the fines within it last updated?
- The Planner will seek advice from the Legal Department on options for addressing minimum maintenance for heritage structures prior to sending a report to Council.
- Bylaws serve to outline acceptable community action for residents.
- The City of Victoria uses the Minimum Maintenance Bylaw for heritage structures mostly for commercial heritage buildings.
- Encouragement is more effective than enforcement, and bylaw enforcement is limited by Bylaw staff numbers.

## **BC ASSOCIATION OF HERITAGE PROFESSIONALS (BCAHP)**

Correspondence from the BC Association of Heritage Professionals (BCAHP) dated November 25, 2013, letting the Foundation know about their organization and its objectives.

## **ADJOURNMENT**

The meeting adjourned at 7:30 pm.

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**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **February 11, 2014 at 5:30 p.m.** in **Committee Room #2.**

..... CHAIRPERSON