

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, JUNE 9, 2015 AT 5:30 P.M.

Present: Brad Shuya, President; Art Joyce, Treasurer; Ken Johnson; Robert Townsend; and Bernard von Schulmann

Regrets: Ross O'Connell, Vice President; Sheila Colwill; Andy Jani; Andrew Rushforth and Councillor Sanders, Council Liaison

Staff: Jane Evans, Planner; and Shirley Leggett, Secretary

Minutes: Moved by K. Johnson and Seconded by A. Joyce: "That the Minutes of the May 12, 2015 Regular Meeting be adopted as amended."

CARRIED

1542 MT. DOUGLAS CROSS ROAD (REGISTERED) – PROPOSED DEMOLITION

The Planner stated:

- The Planning Department has received an application for demolition for 1542 Mt. Douglas Cross Road which is a registered dwelling on the Saanich Heritage Register.
- The current owner has given the applicant permission to proceed with the demolition application and they are also inquiring about a possible subdivision of the subject property to create one additional lot; rezoning of the property will be required.
- Mann Engineering inspected the registered dwelling and she is requesting a site visit by Foundation members; a report to Council will follow.
- According to the inspection report by the structural engineer, there are a number of structural deficiencies associated with the dwelling and it is their opinion that the dwelling is not structurally competent.
- Some of the deficiencies include roof rafters that have no collar ties and that are 30 inches apart and 30 feet long; the upper floors are dropping vertically and the beams are undersized.

Committee discussion noted:

- Prior to considering approving a demolition permit, the Foundation would like to see a development plan and rezoning application.
- In the future, instead of hiring a structural engineer to inspect a subject dwelling, it would be better for a heritage architect to inspect it.
- The deficiencies that are noted in the engineers report are issues that could be addressed and fixed by the applicant or owner.
- The heritage dwelling could be restored and saved, and with some creative concepts and variances, the applicants could still achieve an additional lot.
- Members will do a site visit of the subject property, but at this time they do not support a demolition permit.

2015 PROPERTY TAX EXEMPTIONS – 4139 LAMBRICK WAY (DODD HOUSE) AND 1248 BURNSIDE ROAD WEST (STRANTON LODGE)

Letter and application form from the Manager of Revenue Services with respect to Permissive

Tax Exemptions for Dodd House and Stranton Lodge for 2016 and beyond.

The Secretary stated:

- The application process has changed, and in order to apply for tax exemptions, the standard form letter the Foundation has submitted over the years is no longer valid.
- Application packages must now be submitted by July 31. Along with the application form itself, a number of supporting documents are also required.

A brief discussion ensued with respect to the fact that both properties are owned by Saanich and the Foundation just manages them for Saanich. K. Johnson offered to contact the Manager of Revenue Services and explain the situation, and see if all of the requested documents are necessary.

1248 BURNSIDE ROAD WEST (STRANTON LODGE/HALL HOUSE) – UPDATE

The President stated:

- Victoria Garden Sprinkler Co. Ltd. who installed the irrigation system at Stranton Lodge was going by yesterday to get the system up and running and check for leaks but he hasn't heard back from them yet; they were supposed to correct any issues they found.
- He still needs to contact an electrical company to replace the smoke alarms.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill was not present at the meeting but the Secretary received an email from her with the following outline of work completed at both Dodd House and Stranton Lodge:

Dodd House:

- High Definition Roofing finished replacing the kitchen lean-to roof; the invoice was for \$2,485.35.

Arbor Renovations took care of a number of maintenance issues which include:

- Replaced an outside tap that was leaking and two fence pickets; checked the attic and found no obvious problems;
- Replaced the light bulbs in the crawl space and found no obvious problems;
- Sprayed CLR mould spray to worst areas of fence and house; spray cleaned house and fence; and
- Cleaned the gutters and garden shed roof of leaves.

S. Colwill purchased the CLR, light bulbs and new tap cartridge in the amount of \$29.94 and will submit the invoice to the Secretary

Stranton Lodge:

- Arbor Renovations cleaned the gutters and cleaned and de-mossed the roof; they will set up a time with the tenant to re-finish the front door.

S. Colwill also contacted the Director of Legislative Services with respect to lease agreements of Saanich owned properties. She got a copy of the lease agreement for the Canoe and Kayak Club and while the entirety of the document will be of interest to Foundation members, there are two sections that directly address the heritage designation.

The Secretary was asked to place the issue of lease agreements on the September agenda.

TREASURER'S REPORT – UPDATE

The Treasurer stated that the previous Statement of Receipts and Disbursements as of May 12, 2015 was unchanged with the exception of some accumulated interest:

Grant Account:	\$24,536.73	GIC's: \$32,373.05
Operating Account:	\$8,227.38	
Hall House Account:	\$9,148.19	GIC's: \$22,654.84
Dodd House Account:	\$20,562.67	GIC: \$16,562.07

3261 HARRIET ROAD (DESIGNATED) – HANDRAILS ON FRONT STAIRS – DECLARATION OF COMPLETION

The Secretary stated:

- The owners of 3261 Harriet Road submitted a Declaration of Completion (unsigned by the Foundation liaison member); a quote from V.I. Steel Inc. in the amount of \$1,408 and an invoice from Dan Hilton in the amount of \$1,100 for two wrought iron railings that were supplied and installed on the front stairs.

K. Johnson stated:

- When he met with the owners of 3261 Harriet Road to discuss what they had in mind for a handrail on the front stairs he told them to submit the necessary paperwork to the Foundation for their consideration of possible grant funding.
- The work was completed before the paperwork was submitted to the Foundation. He did a site visit to inspect the railings and they meet code; no heritage fabric of the dwelling was impacted by the installation.

Committee discussion noted:

- They will grant the applicant some leeway in not following the Restoration Guidelines this time only because the property is newly designated and the applicants have not been involved in the grant process before; future applications may not be approved if the Guidelines are not followed.
- The Secretary will send a letter to the applicant advising of this along with a grant cheque in the amount 35% of the total work (\$385).

MOVED by K. Johnson and Seconded by R. Townsend: "That a grant in the amount of \$385 be approved for 3261 Harriet Road for the installation of wrought iron handrails on the front stairs."

CARRIED

K. Johnson offered to draft a letter to the applicants to be sent with the grant cheque.

MISCELLANEOUS

WALKING TOURS – K. JOHNSON

K. Johnson stated:

- Saanich has produced brochures for four (4) different walking tours throughout the Municipality of Saanich.

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- On behalf of Saanich and the Hallmark Society, he would like to purchase hinged, waterproof brochure holders and is hoping that the Foundation would be interested in funding them.
 - A case of fifteen (15) brochure holders sells for \$267 (\$17.80 each) plus tax.
 - The Hallmark Society will install the brochure holders in key locations and fill them.

MOVED by R. Townsend and Seconded by B. von Schulmann: "That the Heritage Foundation provide funding up to \$300 to purchase fifteen (15) hinged, waterproof brochure holders."

CARRIED

SETTING GOALS WORKSHOP – B. VON SCHULMANN

B. von Schulmann stated:

- He previously spoke with B. Shuya with respect to an idea of his, to hold a workshop sometime during the summer, for Foundation members to brainstorm setting goals for the Foundation for the next five years, and a secession plan for members.

A brief discussion ensued and members asked B. von Schulmann to send an email to Foundation members with an outline of an agenda and possible dates. It was also suggested that perhaps the workshop could be held at the Craigflower School House.

The meeting adjourned at 7:15 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, September 8, 2015 at 5:30 p.m. in Committee Room #2.**

..... CHAIRPERSON