

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, SEPTEMBER 8, 2015 AT 5:30 P.M.

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Ken Johnson; Robert Townsend; Bernard von Schulmann (5:37 pm); and Councillor Sanders, Council Liaison

Regrets: Andy Jani and Andrew Rushforth

Staff: Lee Johnson, Sustainable Energy Planner; Jane Evans, Planner; and Shirley Leggett, Secretary

Minutes: Moved by A. Joyce and Seconded by R. Townsend: "That the Minutes of the June 9, 2015 Regular Meeting be adopted as circulated."

CARRIED

MUNICIPAL HALL - PROPOSED BIKE STORAGE PROJECT

Lee Johnson, Sustainable Energy Planner, provided a PowerPoint presentation on a proposed bike storage project which included the following highlights:

- The goal of the proposed project is to improve the cycling infrastructure at the Municipal Hall by expanding the capacity of bike parking for staff and visitors, and providing sheltered parking options.
- Staff are looking at two different locations around the Municipal Hall to install additional bike parking: Option 1 located outside the main entrance from the parking lot which is already covered and would increase capacity by 6 stalls at a cost of \$4,000 to \$6,000; and Option 2 in Middleton Plaza which would increase bike capacity by 10 to 20 new covered stalls at a cost of \$10,000 to \$15,000.
- Different bike shelter designs and bike racks are being looked at, however, concerns with the 1960's heritage character of the Municipal Hall need to be considered.

A discussion ensued and Brad Shuya stated:

- He has been volunteering his time on designing a Saanich Municipal Hall Commemorative Sign to celebrate the Hall's 50th anniversary since its construction; the proposed location for the sign is at the base of the stairs where there is already some bike parking by the two mailboxes.
- A new curved concrete wall that is sympathetic to the character of the Hall and provide the backdrop for the commemorative sign to be set into a reveal in the wall is being proposed; perhaps the sign wall and additional bike parking could be combined and serve more than one purpose.
- The new wall with the commemorative sign could be pulled further out from the existing rock retaining wall to fit additional bike parking and some kind of roof could be designed to cover the structure.
- A curb access ramp could also be incorporated into the design of the structure to make it easier to lift a bike.

Committee discussion noted the following:

- Options 1 and 2 as presented, means cyclists will have to either carry their bikes up the stairs to access the bike racks or take them along the narrow paved path from the parking

lot.

- It makes sense to combine the sign wall and the bike parking; it will set the bar for how something utilitarian and commemorative can be combined and still be complimentary to the Municipal Hall.
- The proposed location of the commemorative sign/wall is visible to people coming from the parking lot so they will be able to see the sign, and it will also provide a convenient location for covered bike parking if the two projects are combined.
- Separate staff and visitor bike parking could also be considered.

MUNICIPAL HALL – PROPOSED HISTORIC INTERPRETIVE DESIGN DRAWING IN CELEBRATION OF THE 50TH ANNIVERSARY SINCE THE HALL’S CONSTRUCTION

Brad Shuya stated:

- As previously stated, the proposed location for the commemorative sign is at the base of the stairs by the mailboxes.
- A new curved reinforced concrete wall with a sand blast finish and reveals will be constructed that is sympathetic to the character of the Hall; a tree stump and garden planters will be removed.
- The existing concrete at the base of the rock retaining wall is in poor condition and will be replaced with either exposed aggregate or stamped concrete in a radial pattern.
- The design and wording on the commemorative sign is being done by the Archives Department and the Sign Department.
- If the wall for the commemorative sign and bike parking are combined, the size of the structure will be determined by how many bikes can be accommodated; the mailboxes and current bike rack will need to be relocated.

MUNICIPAL HALL – REVIEW OF POTENTIAL LIST OF CHARACTER DEFINING ELEMENTS OF THE HALL INTERIOR AND LANDSCAPING

The Planner stated:

- When the Municipal Hall was designated in 1992, the bylaw only identified the exterior of the Hall and the land; the interior was not included in the bylaw.
- Staff did a walk-through of the Hall and she has prepared a list of character defining elements for both the interior of the Municipal Hall and the landscaping that were identified; she is preparing a report outlining these elements.
- The Municipal Solicitor has suggested that the old bylaw be repealed and a new bylaw be created; she will bring the proposed draft bylaw to a future meeting for review.

Foundation members reviewed the list of elements and the following was noted:

- Councillor Sanders commented that the plan is for Council to do final reading of the proposed new bylaw at the December 1 Council meeting.
- The species of wood used in the Council Chambers and public areas need to be confirmed; the Statement of Significance prepared by Donald Luxton, states that the paneling in the Council Chamber and on the handrails and walls in the public areas are teak. It’s likely laminated fir handrails, and cedar paneling that were used in the various elements and not teak.
- A Conservation Plan for the Hall will need to address items such as health and safety, future window replacement, the wooden furniture, the plaques behind the dais in the Council Chamber.
- The original counters where the public make payments were changed to disguise the

operational elements of the office spaces.

SECRETARIAL SERVICES AND MISC. CHARGES FOR SAANICH HERITAGE FOUNDATION – JANUARY 1, 2015 TO JUNE 30, 2015

Draft invoices in the amounts of \$6,355.51 for Secretarial Services provided from June 1 to June 30, 2015 and \$88.13 for postal charges, and 79.50 for mileage.

MOVED by A. Joyce and Seconded by R. O’Connell: “That cheques be issued from the Operating Account in the amounts of \$6,355.51 for secretarial services and \$167.63 for postage and mileage costs for the period of January 1, 2015 to June 30, 2015.”

CARRIED

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

The President stated:

- He contacted a couple of electrical companies to replace the smoke alarms and he’s still waiting to hear back from them.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Trevor from Arbor Renovations removed and replaced five smoke alarms and the exterior hose bib.
- Island Pest Control had to be contacted to come out and get rid of two wasp nests.
- She purchased the smoke alarms and paid for the pest control in the amount of \$304.80 and will give the invoices to the Secretary for reimbursement.
- She had contacted the Director of Legislative Services with respect to lease agreements for Saanich owned properties and obtained a copy of the lease agreement for the Canoe and Kayak Club.
- She drafted some amendments to the Addendum to the Tenancy Agreement for Dodd House based on wording in the Canoe and Kayak lease as it pertains to the heritage aspects of the heritage designation.

Committee discussion noted:

- It might not be possible to amend the Addendum to the Tenancy Agreements for Dodd House or Stranton Lodge while the current tenants are living there; we should check the Landlord and Tenancy Act and check with the Municipal Solicitor.
- We also need to make sure that the tenants have renters insurance.

TREASURER’S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of August 19, 2015:

Grant Account:	\$50,510.88	GIC’s: \$32,416.40
Operating Account:	\$19,829.06	
Hall House Account:	\$9,059.70	GIC’s: \$22,926.70
Dodd House Account:	\$35,118.42	

In response to a query regarding the Dodd House G.I.C., the Treasurer responded that the term had expired so the \$16,562.07 was rolled into the regular account. Foundation members agreed that \$20,000 should be invested in a new one-year term G.I.C.

MOVED by A. Joyce and Seconded by K. Johnson: "That the Treasurer invest \$20,000 from the Dodd House Account into a one-year term G.I.C. on behalf of the Saanich Heritage Foundation."

CARRIED

HOUSE GRANTS PROGRAM – RESTORATION GUIDELINES – PROPOSED MAILOUT TO DESIGNATED PROPERTY OWNERS

Foundation members reviewed a draft copy of the letter that was mailed out in 2010 to heritage designated property owners regarding the House Grants Program - Restoration Guidelines and suggested a few minor wording changes. The Secretary was asked to proceed with the mail-out. It was also suggested that at some point homeowners be asked to provide their email addresses so that a list can be compiled for contacting them regarding future heritage matters.

ADJOURNMENT

The meeting adjourned at 7:50 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 13, 2015 at 5:30 p.m. in Committee Room #2.**

..... CHAIRPERSON