

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, JANUARY 12, 2016 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; and Councillor Sanders, Council Liaison

Regrets: Andrew Rushforth; Jane Evans, Planner

Staff: Shirley Leggett, Secretary

Minutes: Moved by A Joyce and Seconded by K. Johnson: "That the Minutes of the November 10, 2015 and December 8, 2015 Regular Meetings be adopted as circulated."

CARRIED

INVOICES FOR SECRETARIAL SERVICES AND ADMINISTRATIVE COSTS - JULY 1 TO DECEMBER 31, 2015

Draft invoices in the amounts of \$6,157.22 for Secretarial Services provided from July 1, 2015 to December 31, 2015 and \$349.77 for postal charges, mileage, photocopying, and stationary and overhead costs.

MOVED by R. O'Connell and Seconded by S. Colwill: "That cheques be issued from the Operating Account in the amounts of \$6,157.22 and \$349.77 for secretarial services and other associated administrative costs for the period of July 1, 2015 to December 31, 2015."

CARRIED

2016 HOUSE GRANTS PROGRAM – RESTORATION GRANT APPLICATIONS (SUMMARY)

The owners of the following properties submitted 2016 Restoration Grant Applications for the following projects:

1744 Kisber Ave. – Replace gutters and downspouts
35% Grant portion based on lowest quote - \$762.56

Victoria Gutter Installation	\$2,178.75
Irwin Industries	2,814.00

1744 Kisber Ave. – Exterior Painting
35% Grant portion based on lowest quote – \$1,146.25

Top Quality Painters	\$ 3,275.00
White Knight Painting	14,482.65
Brad McDonnell Painting	7,754.65

The Secretary advised members that she had been contacted by the owners of 1744 Kisber Ave. regarding their 2015 grant application and because they did not complete the exterior painting and gutters/downspouts were applying for a 2016 grant to complete those projects.

Members agreed that the 2015 grant does not expire until May 2016 and that the owners would

need to complete the restoration work under that grant year. Members did not accept their 2016 grant application.

1525 Oak Crest Drive – Replace roof
35% Grant portion based on lowest quote – \$5,677.87

Phil Smith Roofing	\$16,222.50
Four 12 Roofing	17,556.00
Admirals Roofing	19,377.75

1525 Oak Crest Drive – Replace gutters and downspouts
35% Grant portion based on lowest quote – \$2,078.21

Acme Gutterworks	\$6,301.85
Victoria Gutters	5,937.75

1996 Ferndale Road – Replace fifteen (15) windows
35% Grant portion based on lowest quote - \$1,133.54

PNR Screens	\$3,238.70
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1996 Ferndale Road – Repair aggregate and masonry on patios and planters
35% Grant portion based on lowest quote - \$1,911.00

Luis Cardoso	\$8,662.50
Steve's Masonry	5,460.00

Foundation members did not accept the 2016 grant application for 1996 Ferndale Ave. to repair the patio/planter areas as the areas are not designated or covered under the Restoration Guidelines.

5930 Pat Bay Highway – Roof replacement (Owner to supply cedar shingles)
35% Grant portion based on lowest quote - \$5,250.00

Vintage Roofing	\$15,000.00 (quote not received yet)
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The Secretary reminded Foundation members that the owners of 5930 Pat Bay Highway had applied for a 2015 grant to replace the roof and the grant was approved based on the lowest quote using fiberglass shingles. At the December 2015 regular meeting, members agreed to increase the grant to a maximum of \$5,250.00 based on the owner supplying cedar shingles and Vintage Roofing doing the installation and carrying the warranty. The owner indicated that the installation and shingles would cost approximately \$15,000.00

762 Ralph Street – Exterior painting – trim work, windows, doors, fascia
35% Grant portion based on lowest quote - \$3,939.60

Top Coat Painting	\$11,256.00
Brad McDonnell	14,595.00

The Secretary advised that the owners of 762 Ralph Street requested an extension to their 2014 grant application to complete Phase 2 of the installation of 14 storm windows to tie in with the 2016

painting. Members agreed to extend the grant.

4281 Tyndall Ave. – Repair gutters and downspouts (Owner wants to do the work)

35% Grant portion based on lowest quote - \$134.00

Reimer's Fencing (owner/applicant) \$385.00

4281 Tyndall Ave. – Repair/seal a portion of the foundation (Owner wants to do the work)

35% Grant portion based on lowest quote - \$631.75

Reimer's Fencing (owner/applicant) \$1,805.00

Foundation members agreed that the owner of 4281 Tyndall Avenue could do the restoration work himself with the help of hired labour.

1955 Saltair Crescent – Rebuild two (2) chimneys

35% Grant portion based on lowest quote - \$2,708.00

Romax Building Services \$7,738.50

Vista Masonry 8,374.50

1955 Saltair Crescent – Perimeter drainage

35% Grant portion based on lowest quote - \$4,593.75

North Island Home Centre \$13,125.00

Rainman Drainage & Contracting 15,435.00

Members reviewed the 2016 grant applications for 1955 Saltair Crescent and based on the proposed scope of work which also includes a new deck, basement door, steps and a portion of new roofing and other related work, the grant total would exceed the \$10,000 grant limit as outlined in the Restoration Guidelines. Members also agreed that much of the proposed work is based on new construction and not restoration work to existing features.

Members agreed to accept the 2016 grant applications to rebuild the chimneys and install new perimeter drainage.

1245 Burnside Road West – Replace two (2) sets of French doors

35% Grant portion based on lowest quote - \$2,667.38

Prestige Joinery \$8,357.92

Vintage Woodworks 7,621.11

K. Johnson stated that in light of the property at 1245 Burnside Road West being recently subdivided and the dwelling getting designated, he will contact the owner with regard to viewing the dwelling and getting some photos of the exterior.

3261 Harriet Road – Replace roof (Owner wants to do the work)

35% Grant portion based on lowest quote - \$2,444.90

Sky High Roofing \$6,985.43

Ken's Roofing Supplies (materials) 4,612.57

Owner (do himself – (materials) 1,519.00

Members reviewed the 2016 grant application from the owner of 3261 Harriet Road and agreed that the owner is not permitted to replace the roof himself and that he should seek another quote from a different roofing company.

3261 Harriet Road – Exterior painting (Owner wants to do the work)
35% Grant portion based on lowest quote - \$612.00

Chic \$17,800.00

Owner – (do himself - materials) 1,748.88

Members agreed that the owner of 3261 Harriet Road could do the exterior painting himself and that he should complete the Estimate Sheet as part of his grant application.

MOVED by R. O’Connell and Seconded by S. Colwill: “That the 2016 Restoration Grant Applications be received.”

CARRIED

2016 GRANT APPLICATION TO COUNCIL – DEADLINE FEBRUARY 1, 2016

Members discussed the 2016 grant application to Council and reviewed the total amount of restoration grant work received for 2016. The amount is based on eight (8) grant applications totalling \$91,063.87 in work. The Foundation’s potential contribution based on 35% is estimated to be \$31,872.35. Administrative and secretarial costs for 2015 were approximately \$12,000.

A discussion ensued and members agreed that they would submit a grant application to Council in the amount of \$42,000 (same as 2015) to cover the cost of grant applications, administrative and secretarial charges, and continuing education/conference costs for Foundation members for 2016.

MOVED by A. Joyce and Seconded by R. O’Connell: “That a Grant Application in the amount of \$42,000 be submitted to Council to cover the cost of grant applications, administrative and secretarial charges, and continuing education/conference costs for Foundation members for 2016.”

CARRIED

The Secretary was asked to check for pictures of restoration work from previous grant applications for a Power Point presentation to accompany the Foundation’s grant application to Council.

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

In response to questions from the President, the Secretary stated:

- The existing smoke alarm was replaced and she paid the invoice.
- She hasn’t seen an invoice from Victoria Garden Sprinklers with respect to a new battery timer for the irrigation system but she will check into it.
- She arranged for Professional Ecological Services (PES) to come out and do some rodent control as per the request from the tenant.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- The tenant contacted her with respect to hearing rodents so she had Old Island Pest Control go out and inspect and set some traps; the invoice will be sent to the Secretary.
- She also noticed that the tenants had a number of wooden pallets stacked in the driveway and that a structure was being constructed. According to the tenant it's being built as a prototype for housing for the homeless and once it's completed it will be moved from the driveway.

Members had a brief discussion and agreed that storing the combustible materials in the driveway is a potential fire hazard and could pose liability issues. The property is also located in a park. They agreed that the tenants should be asked to move all the materials off the property within 30 days. S. Colwill stated that she would speak with them.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of December 31, 2015:

Grant Account:	\$35,626.38	GIC's: \$32,478.29
Operating Account:	\$13,338.16	
Hall House Account:	\$11,161.78	GIC's: \$22,926.70
Dodd House Account:	\$18,549.47	GIC's \$20,000.00

HOUSE GRANTS PROGRAM - RESTORATION GUIDELINES – PROPOSED AMENDMENT TO MAXIMUM AMOUNT OF GRANT FUNDING

Foundation members had a brief discussion on the issue of the maximum amount of grant funding a property owner can receive over a specified period of time.

According to the Victoria Heritage Foundation (VHF) guidelines, they have a clause that states *“Grant funds for any one house over a ten-year period will normally be limited to \$20,500 of VHF monies.”*

The Saanich Heritage Foundation (SHF) does not have such a clause setting a limit over a specific period of time. Its clause states *“Grants are based on a maximum of 35% of project costs to a maximum of \$10,000 per year per designated house.”*

Members agreed that the current Restoration Guidelines should be amended to include a similar clause as that of the VHF.

MOVED by B. von Schulmann and Seconded by K. Johnson: “That the Restoration Guidelines be amended to include a clause that states the following: *“Grant funds for any one house over a ten-year period will normally be limited to \$20,000 of SHF monies.”*

ADJOURNMENT

The meeting adjourned at 7:45 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, February 9, 2016 at 5:30 p.m.** with the Annual General Meeting to follow in Committee Room #2.

..... CHAIRPERSON