

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #1  
**TUESDAY, MAY 14, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and Councillor Ned Taylor, Council Liaison

Regrets: Veronica McEllister

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Guests: Alex McGowan, Senior Manager, Building Sciences, WSP; and Scott Gassen, Building Sciences Consultant, WSP

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Minutes: MOVED by K. Whitworth and Seconded by S. Colwill: "That the Minutes of the April 9, 2019, Regular Meeting be adopted as circulated."

CARRIED

**4216 WILKINSON ROAD – WILKINSON ROAD JAIL (DESIGNATED)**

B. Shuya stated:

- He was contacted by Alex McGowan, P. Eng. at WSP who are applying for a Building Permit for heritage restoration work on the Wilkinson Road Jail.
- Parts of their application include rebuilding the stone wall along Wilkinson Road, wood window restoration and new roofing on the centre roof.

Alex McGowan, P. Eng, WSP, provided a brief overview and the following was noted:

- Restoring the wall, windows and roof are all basically maintenance issues that need to be dealt with hopefully this fiscal year.
- The wall is out of plumb and portions of the wall are broken. They propose to dig up and dismantle a portion of the wall and put in a new footing; they will be using the same fieldstones from the wall and the same bricks from the top of the wall.
- The windows are not original and they all need to be replaced. The sashes are damaged or hanging out of their frames and they are weather damaged. They are painted with a lead paint that needs to be changed out and the sealed glass panes have failed. Vintage Woodworks will replicate the windows and they will have a low-e coating which will not alter the colour or appearance of the windows but will be more energy efficient.
- The roof of the main building consists of three (3) copper roofs with a batten seam. Weather damaged a portion of the roof and it has been temporarily patched. The roof is not visible from the road because of the crenelated parapets and towers.
- They are proposing to use a 2-ply SBS membrane and are prepared to replace the copper with copper, but they are also considering other products such as a powder coated profile metal roof or asphalt. The powder coated profile metal roof will last the longest.

Committee discussion noted:

- It is reasonable to perform maintenance and repairs on a heritage designated structure and if there are no alterations made then a Heritage Alteration Permit (HAP) is not required.
- However, this building permit application is going through the heritage process and depending on what materials are used, especially for the roof, a HAP may or may not be required.
- The wall when it was constructed, would have used a lime mortar as that was all that was

available at that time; lime mortar is still available today.

Members approved the proposed work in principle, but asked for more detailed information on the mortar to be used, as well as the bricks that will be used to rebuild the wall cap before making a final recommendation.

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Messrs. McGowan and Gasson left the meeting at 6:00 p.m.  
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**2019 HOUSE GRANTS PROGRAM – APPROVAL OF RESTORATION GRANT APPLICATIONS AND ASSIGNMENT OF FOUNDATION LIAISONS**

**MOVED by B. Shuya and Seconded by K. Whitworth: “That the following 2019 Grant Applications be approved and Foundation liaisons be assigned:**

**1955 Saltair Cres. – Rebuild two chimneys – R. O’Connell - Liaison  
35% Grant portion based on lowest quote - \$6,146.43**

Vista Masonry \$17,561.25

**3710 Craigmillar Ave. – Porch and stair replacement/restoration – S. Colwill - Liaison  
35% Grant portion based on lowest quote – \$5,791.80**

Sean Novak Carpentry 16,548.00

**3844 Holland Ave. – Replace roof – R. Townsend - Liaison  
35% Grant portion based on lowest quote – \$4,360.50**

Top Pair Roofing 13,230.00

**CARRIED**

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

B. Shuya advised there was nothing new to report.

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

S. Colwill stated:

- The windows were installed and they look beautiful.
- Trevor had a helper for the three days it took to install. They installed new framing to accommodate the new windows which were insulated and sealed. New trim was installed, caulked, and primed and the interior and exterior of the window frames were painted. The interior wall was patched, repaired and repainted where the windows were installed.
- Trevor also cleaned the gutters and replaced the downspout screens.
- He repaired and glued some of the damaged cupboards in the kitchen; installed new weather stripping on the rear door, and repaired the trellis.

**TREASURER’S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of April 30,

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2019:		
Grant Account:	\$35,235.64	GIC: \$20,288.68 (due April, 2020) GIC: \$13,020.92 (due May, 2019)
Operating Account:	\$ 2,755.45	
Hall House Account:	\$ 6,217.02	GIC: \$23,528.58 (due June, 2019) GIC: \$5,103.01 (due Nov. 2019)
Dodd House Account:	\$36,574.97	GIC: 20,761.28 (due Oct. 2019) GIC: 10,206.02 (due Nov. 2019)

The Treasurer's Report was received for information.

### **PLANNING SESSION – MARK BROWN, PRESIDENT**

The President recorded the following notes from the roundtable discussion with members of Saanich Heritage Foundation.

#### **Roles and Responsibilities of the Foundation**

*What we must do:*

- The Foundation recommends (to Council) regarding funding for conservation of Designated Heritage properties (usually buildings)
- The Foundation recommends (to Council) regarding the Designation of Heritage Properties (as well as the removal of Designations)
- The Foundation acts as property manager for two Saanich owned Heritage Properties|

*What we ought to do:*

- Within the limitations of a volunteer organization, the Foundation ought to consider the management of any other registered and Designated Heritage buildings in the Saanich owned portfolio of properties
- The Register of Heritage properties ought to be reviewed especially in consideration of Statements of Significance of Designated properties
- The Application for Funding (for repairs and conservation of Heritage buildings) form should be reviewed and (likely) revised
- The Foundation has specific function requirements for an "architectural" member and a "contractor" member; these roles and individuals should be identified

#### **Communication**

*Communication with other office and agencies of Saanich*

- The Arts, Culture and Heritage Committee do not have a representative for Heritage at this time; we need to explore solutions for this gap in communication

*Communication with other Heritage bodies*

There was no discussion of this

*Communication with public*

- It was reported that Saanich News is interested in featuring Heritage issues in the newspaper;

#### **Other**

*Training and workshops in the future*

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- The training (orientation) workshop presented by Heritage BC was viewed as a success and future technical workshops should be investigated both to enhance knowledge of Foundation members as well as possible service to Heritage property owners in Saanich
  - Review of the Register (of Heritage properties)

*This was discussed in the first section*

- Statements of Significance
- Student works program
- The Foundation should look into securing approval to hire a student subsidized by the Federal Government (Young Canada Works?) To carry out Heritage project(s) for the Foundation (review of Register etc.)

**ADJOURNMENT**

The meeting adjourned at 7:30 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, June 11, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON