

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, SEPTEMBER 10, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Veronica McEllister; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and

Regrets: Councillor Ned Taylor, Council Liaison

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

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Minutes: MOVED by B. Shuya and Seconded by R. Townsend: "That the Minutes of the June 11, 2019, Regular Meeting be adopted as circulated."

CARRIED

**SECRETARIAL INVOICE – JANUARY 1, 2019 TO JUNE 30, 2019**

Memorandum from the Secretary of the Saanich Heritage Foundation to the Manager of Financial Services requesting that the Foundation be invoiced (care of Legislative Services) for Secretarial services and administrative costs provided from January 1, 2019 to June 30, 2019 in the amount of \$8,553.02 and \$107.50 for postal charges and mileage for a total of \$8,660.52.

**MOVED by K. Whitworth and Seconded by V. Sanders: "That a cheque be issued from the Operating Account in the amount of \$8,660.52 for Secretarial services and other associated administrative costs for the period of January 1, 2019 to June 30, 2019."**

CARRIED

**ADVISORY COMMITTEE APPOINTMENTS**

Email from Legislative Services advising that all Committee and Board appointees who have their terms expiring December 31, 2019 will be required to submit a resume and application form this year in order to apply for a committee for 2020 – reappointments will not be automatic as in past years. Ads will be posted in the Times Colonist and Saanich News in October.

B. Shuya and R. O'Connell advised that they would not be seeking re-appointment for 2020.

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

At the June 11, 2019 Foundation meeting, B. Shuya and M. Brown proposed that the Foundation endorse replacing the roof on the Jail with copper as that option would not require a Heritage Alteration Permit (HAP). There was no support from other members as they felt more information from the applicant in order to make an informed recommendation on the proposed application.

The Planner stated:

- According to Schedule "A" attached to Bylaw 4691 the façade of the building and the front grounds are designated heritage. The roof is not included in the designation so a HAP is not required.
- The applicant was notified. The owner has since decided to replace the roof with a torch-on material.
- Work has started on replacing the windows and restoring the portions of the stone wall as

required. She will be kept informed of the progress.

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

B. Shuya advised there was nothing new to report with respect to the house itself, but would like someone on the Foundation to volunteer to take over for him as property management liaison going forward in 2020 as he will not be seeking reappointment. V. McEllister volunteered and B. Shuya will contact the tenant to set up a meeting to introduce her.

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

S. Colwill stated:

- She had to contact Victoria Pest Control last week to deal with a wasp nest by the back door at Dodd House.
- The fireplace was serviced and the carbon monoxide detector was replaced with one that should last for 10 years.
- Trevor from Arbor Renovations spent half a day doing miscellaneous repair/replacement projects such as replacing the front door latch, fixing the shed door, cleaning the windows, replacing the light fixture in the bedroom with one that provides brighter illumination, replacing the doorbell.
- She would like to have the exterior of the house repainted next year and will start getting quotes; Trevor said that he could provide a quote.
- She wants to have the Laurel hedge and some tree branches pruned in the fall.
- The tenants asked if they could add some bark mulch and river rock to the garden beds and she told them they could; they did a great job.
- She has receipts for the various products totalling \$443.25 that she paid for and would like to be reimbursed.

**MOVED by B. Shuya and Seconded by K. Whitworth: “That a cheque in the amount of \$443.25 be issued to S. Colwill from the Dodd House Account.”**

**CARRIED**

V. McEllister advised that the Victoria Heritage Foundation House Grants Program requires funded paint projects to follow the specifications provided by the Master Painters and Decorator’s Association (MPDA). Members agreed it would be a good idea to review those specifications at the October meeting.

The Secretary was asked to put annual rent increases for both Stranton Lodge and Dodd House on the October agenda for review.

#### **TREASURER’S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of September 10, 2019:

Grant Account:	\$53,239.55	GIC: \$20,288.68 (due April 4, 2020)
		GIC: \$13,177.17 (due May 7, 2019)
Operating Account:	\$19,156.17	
Hall House Account:	\$ 7,977.10	GIC: \$23,528.58 (due June 12, 2019)
		GIC: \$5,103.01 (due Nov. 2, 2019)



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K. Whitworth and V. Sanders volunteered to review the Foundation's Constitution with respect to membership and make recommendations regarding a heritage advisory component.

**ADJOURNMENT**

The meeting adjourned at 7:05 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 8, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON