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

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)

Dodd House Account: \$34,511.87 GIC: 20,761.28 (due Oct. 2, 2019) GIC: 10,206.02 (due Nov. 2, 2019)

MOVED by S. Colwill and Seconded by B. Shuya: "That the Treasurer's Report as of September 10, 2019 be received for information."

CARRIED

MEETING WITH SAANICH LANDS AGENT, RE: MANAGEMENT OF SAANICH OWNED HERITAGE PROPERTIES

The President stated:

- He and V. Sanders met with the new Lands Agent over the summer. She has only been with Saanich a few months and is still learning about the Heritage Foundation and what they do.
- The conversation mainly revolved around the conservation and preservation of Saanich owned heritage properties and she noted that she would get more information on how they are handled. He will contact her again later in the year.

It was suggested that perhaps there should be consultation process with the lead staff member who deals with the maintenance on the other Saanich owned properties.

HERITAGE DESIGNATION BYLAW, 2019 (1555 ASH ROAD), NO. 9550

The Heritage Designation Bylaw for 1555 Ash Road was given final reading and adopted by Council on August 12, 2019.

The Planner stated:

- A Statement of Significance (SOS) was prepared by Helen Edwards of the Hallmark Society for 1555 Ash Road and it is on file.
- The Planning Department is starting to request SOS's with new heritage applications as they are a useful planning tool.

2020 HERITAGE BC WORKSHOP - FOCUS COULD BE ON STATEMENTS OF SIGNIFICANCE (SOS)

The President queried Foundation members as to whether they would be interested in holding another heritage workshop sometime in 2020 similar to the one that was facilitated by Heritage BC in April. The focus could be on Statements of Significance or other topics that may be of interest to members. B. Shuya volunteered to contact Laura Saretsky from Heritage BC and see what other heritage workshops she has facilitated.

COMMITTEE VOLUNTEERS TO SPEARHEAD INITIATIVES SUCH AS A YOUNG CANADA WORKS FUNDING APPLICATION, THE HERITAGE ALTERATION PROCESS, THE HERITAGE ACTION PLAN

Members discussed the logistics of submitting an application prior to the deadline in January 2020 to the Young Canada Works program in order to hire a student to help update the Heritage Register. The Foundation could act as the sponsor but details such as who would be the employer and who would do the procurement, who would oversee the project and where would the student work from were raised along with other logistics.

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