

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, OCTOBER 8, 2019 AT 5:30 P.M**

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

Regrets: Brad Shuya; Robert Townsend; and Councillor Ned Taylor, Council Liaison

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

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Minutes: MOVED by A. Joyce and Seconded by R. O'Connell: "That the Minutes of the September 10, 2019, Regular Meeting be adopted as circulated."

CARRIED

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

V. McEllister provided the following update as she will be taking over for B. Shuya as property liaison for 1248 Burnside Road West, when he leaves at the end of the year:

- She met with the President on site to meet the tenant and to get a look at the house and property.
- The President had contacted West Coast Chimney and Masonry Ltd. to provide an estimate on some stucco chimney work that is needed and the quote was sent to the Secretary.
- The Secretary gave her a copy of a paid invoice from the same company that did some stucco/chimney repairs in November 2018 and it was lower than this latest quote.
- It looks like there is a hole in the concrete at the top of the chimney; she'll speak with the President to clarify that this latest quote is for repairs that are different from last years' work.
- She noted that there are a few cracks in the foundation and that the back door needs to be replaced.
- There are some trees near the power lines that should be removed/pruned.
- The exterior of the dwelling should be re-painted in the next year or two.

The Secretary noted that she had been contacted by B. Shuya's office saying that they had received an invoice from the tenant for a fridge that she just purchased for Stranton Lodge and that they would forward it to the Foundation.

The Secretary informed members that the tenant had purchased a new fridge in the summer of 2018 as part of the kitchen renovation and that she had been already been reimbursed for it.

V. McEllister will speak with B. Shuya to get clarification.

Committee discussion noted the following:

- The Parks Department should be contacted to see if they will deal with the trees and if not, then a tree company should be contacted.
- The Parks Department also needs to be contacted to see about the necessary permits before any work is done.

**Annual Rent Increase – Stranton Lodge**

The Secretary advised that the last rent increase was October 1, 2018 and that it can be raised again February 1, 2020 providing the tenant is given three full rental months' notice. The

allowable increase is \$25.04 according to the Residential Tenancy Branch.

#### Annual Rent Increase – Dodd House

The Secretary advised that the last rent increase was October 1, 2018 and that it can be raised again February 1, 2020 providing the tenant is given three full rental months' notice. The allowable increase is \$36.19 according to the Residential Tenancy Branch.

**MOVED by K. Whitworth and Seconded by A. Joyce: "That the monthly rents for both Stranton Lodge and Dodd House be increased by the allowable amounts effective February 1, 2020 and that the tenants be given three full rental months' notice."**

**CARRIED**

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

S. Colwill stated:

- Trevor from Arbor Renovations had to come back and look at the smoke alarms as they were beeping. Even though they are wired in, they have two AA emergency back-up batteries that had to be replaced.
- He also repaired the entrance screen door.
- Pacific Fireplaces serviced the fireplace.

#### **TREASURER'S REPORT – UPDATE**

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

Grant Account:	\$53,240.64	GIC: \$20,288.68 (due April 4, 2020)
		GIC: \$13,177.17 (due May 7, 2019)
Operating Account:	\$10,369.45	
Hall House Account:	\$ 8,521.74	GIC: \$23,528.58 (due June 12, 2019)
		GIC: \$5,103.01 (due Nov. 2, 2019)
Dodd House Account:	\$34,989.37	GIC: 20,761.28 (due Oct. 2, 2019)
		GIC: 10,206.02 (due Nov. 2, 2019)

**MOVED by A. Joyce and Seconded by S. Colwill: "That the Treasurer's Report as of October 8, 2019 be received for information."**

**CARRIED**

#### **VICTORIA HERITAGE FOUNDATION (VHF) GRANTS PROGRAM – EXCERPT FROM THE GUIDELINES AND CONDITIONS RE PAINTING**

At the September meeting, 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).

V. McEllister stated:

- The VHF has a paint inspector that meets with the applicant and their contractor to go over what is expected with respect to the paint requirements. She can invite him to a SHF

meeting and he can explain what is expected as part of their grant process.

Committee discussion noted:

- The VHF paint requirements are a lot more detailed and stringent than the requirements in the SHF Guidelines.
- Hiring a professional inspector to inspect funded paint projects to ensure that the specifications are followed could be costly to homeowners, and it will likely make it more difficult to get paint quotes if contractors know they have to follow the MPDA specifications and inspections.
- We could incorporate all or just some parts of the VHF paint requirements into our own Guidelines and if we do so, it would make sense to start with the nine Saanich owned buildings.
- It's too late to change our Guidelines now as the deadline for all restoration applications is December 31, 2019.
- Perhaps there could be a sub-committee in 2020 to review our Guidelines and see how extensive we want to make changes to our paint requirements or other requirements for that matter.

#### **DRAFT UPTOWN-DOUGLAS CORRIDOR (UDC) PLAN – PUBLIC INPUT**

The Planner provided the following overview of the UDC Draft Plan:

- Based on community input, a Draft Plan has been developed to guide change in the Uptown-Douglas Corridor (UDC) over the next 30 years. The Plan is in its fifth phase (of 6) Refine and Review.
- The Plan seeks to create a complete community and shared place for all Saanich residents and provide a roadmap to create such a place that has abundant housing and employment opportunities, high quality public spaces and a balanced mobility network.
- The UDC area included two major regional transportation corridors: Douglas Street, linking the region's urban core to the western communities via the Trans-Canada Highway and Blanshard Street, providing connections to the Greater Victoria International Airport and the BC Ferries Terminals via the Pat Bay Highway. The Galloping Goose and Lochside Trails are also key transportation corridors and landmarks.
- There are 8 key directions that highlight fundamental changes that are central to achieving the Plan's Vision and will be delivered through the policies of the Draft Plan: put pedestrians first; create a landmark, multi-modal transit hub; lead growth with residential; conserve light industrial; accelerate rapid transit along Douglas Street; create a network of active and engaging public places; transform Oak Street into a neighbourhood street; and convert grey to green.
- An important part of the identity of the community is its natural and built heritage.
- The UDC area contains a number of heritage registered or designated buildings, with most in close proximity to Boleskine Avenue and Harriet Road.
- Section 10, Social and Well-Being, includes direction on the preservation and revitalization of heritage resources.
- Staff offered 4 pop-up events, 3 open houses, a large landowner meeting and prepared a survey to gauge the level of public interest and support. The survey closes on October 11<sup>th</sup>.

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## RECOMMENDATIONS TO SAANICH HERITAGE FOUNDATION REGARDING BYLAW CHANGES WITH RESPECT TO MEMBERSHIP

V. Sanders stated:

- At the September SHF meeting she and K. Whitworth were charged with reviewing the SHF Bylaws with respect to membership.
- She contacted Brent Reems, Saanich Director of Building, Bylaw, Licensing and Legal Services.
- In order to address the issue regarding appointments to the SHF, the bylaws would need to be amended.
- She and K. Whitworth are recommending the following suggestions:

### **Part 5 - Directors and Officers - Clause 25(2) - Currently it reads:**

“There shall be nine (9) directors of the Society each of whom shall be appointed by the Council of the Corporation of the District of Saanich after consultation with the Arts, Culture and Heritage Advisory Committee”.

**Suggested Change:** “*There shall be nine (9) directors of the Society. Eight (8) directors will be appointed by the Council of the Corporation of the District of Saanich. One (1) director representing the Arts, Culture and Heritage Advisory shall be appointed by the ACH Committee.*”

### **Clause 26 (1) – Currently it reads:**

“The directors shall be appointed for an annual term to be determined by the Saanich Municipal Council.

### **Suggested addition “A”**

“*The maximum number of two (2) only new directors may be appointed by the Saanich Municipal Council in a calendar year.*”

### **Suggested change “B”**

1. “*The directors shall be appointed for a four (4) year term by the Saanich Municipal Council;*
2. *A director may serve no more than eight (8) consecutive years; and*
3. *A director can apply for re-appointment following a one (1) year break in service.*”

## **Part 4 – Proceedings at General Meetings**

15 **Special Business is:**

(b) All business conducted at an annual general meeting, except the following:

(v) – The election of directors. **Suggested change:** “*Nominations will be taken from the floor for the positions of President, Vice President, and Treasurer.*”

The President stated that he had a conversation with Councillor Ned Taylor regarding the membership issue and told him that succession planning needed to be addressed as two of the Foundation’s long-time members are leaving at the end of 2019 and will not be seeking re-

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appointment. The President suggested that members provide feedback to V. Sanders and K. Whitworth on their suggestions regarding membership.

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

The President went ahead and contacted Laura Saretsky from Heritage BC and she can facilitate another workshop in 2020. He would like the focus to be on Statements of Significance (SOS) and cultural landscapes.

**ADJOURNMENT**

The meeting adjourned at 7:30 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, November 12, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON