

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
TUESDAY, SEPTEMBER 8, 2020 AT 5:30 P.M**

Present: Veronica McEllister, President; Sonia Nicholson, Vice President; Art Joyce, Treasurer; Sheila Colwill; David Hughes; Shawn Jackson; Catherine MacKinnon; and Councillor Karen Harper, Council Liaison

Regrets: None

Guests: None

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

Agenda: Addition of 3466 Bethune Avenue

INVOICE FOR SECRETARIAL SERVICES FOR HERITAGE FOUNDATION – JANUARY 1, 2020 TO June 30, 2020

Memorandum from the Secretary of the Saanich Heritage Foundation to the Manager of Financial Services dated September 7, 2020 requesting that the Foundation be invoiced (care of Legislative Services) for Secretarial services and administrative costs provided from January 1, 2020 to June 30, 2020 in the amount of \$7,852.13; and \$147.90 for postal charges, mileage, and filing fees, for a total of \$8,000.03.

MOVED by S. Colwill and Seconded by S. Jackson: “That a cheque be issued from the Operating Account in the amount of \$8,000.03 for Secretarial services and other associated administrative costs for the period of January 1, 2020 to June 30, 2020.”

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE)

The President stated:

- The tenant contacted her and the Parks Department regarding some trees that are overhanging the house; Parks is going to check into it.
- Trevor from Arbor Renovations was out and re-painted the chimney so that the paint was a closer colour match to the rest of the house.
- The window ledges are going to need repainting soon.
- When the contractor was out several months ago fixing the chimney and the roof ridge line, he left behind some garbage and debris. The tenant asked Trevor to haul it away.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Pacific Fireplaces serviced the propane fireplace and checked the propane tank and CO2 monitor.
- The tenants are very happy with the new window blinds.
- The tenants have been using a lawnmower on loan to them to mow the lawns and they are going to have to return it to the owner.
- They are willing to purchase a lawnmower so they can continue with the lawn and garden maintenance they have been doing for the past couple of years.
- The Foundation has been reimbursing the tenants one instalment of \$500 in the spring and another \$500 in the fall to maintain the grass and gardens for a total of 1,000. She would

like to increase each instalment by \$100.

- In previous years when Richmond Property Group Ltd. (same company that does Stranton Lodge) had the gardening contract, the Foundation was paying about \$2,800 for the season.

MOVED by A. Joyce and Seconded by S. Colwill: "That the tenants at 4139 Lambrick Way (Dodd House) be reimbursed an additional \$100 (for a total of \$600) in May and in October (totaling \$1,200) for maintaining the gardens and lawns for 2020."

**CARRIED
with S. Jackson abstaining from voting.**

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements for the year ended December 31, 2020 and up to September 1, 2020:

Grant Account:	\$60,203.97	GIC: \$20,604.02 (due April 4, 2020)
		GIC: \$13,381.98 (due May 7, 2020)
Operating Account:	\$20,049.83	
Hall House Account:	\$10,388.17	GIC: \$24,109.37 (due June 12, 2020)
		GIC: \$ 5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$44,510.53	GIC: 21,156.83 (due Oct. 2, 2020)
		GIC: 10,338.70 (due Nov. 2, 2020)

MOVED by A. Joyce and Seconded by S. Jackson: "That the Treasurer's Report as at September 1, 2020 be received for information."

CARRIED

SAANICH HERITAGE FOUNDATION – LIABILITY INSURANCE

Correspondence from the Manager, Legislative Services, dated April 21, 2020 confirming that Saanich's program of indemnification and insurance does not provide coverage for the Saanich Heritage Foundation (SHF) or any of its directors. According to the *Local Government Act*, Saanich does not have authority to bring the SHF or its directors within the scope of Saanich's indemnification bylaw, and that it is the responsibility of the SHF to secure whatever insurance coverage it deems prudent for itself, its directors, and any other of its personnel who may be at risk.

Information from the Victoria Heritage Foundation (VHF) dated April 22, 2020 advising that the VHF has commercial general liability insurance, and Directors and Officers liability insurance.

S. Colwill stated:

- She has the name of the insurance company that the VHF has their insurance with and there is a link to a form with a number of questions that has to be filled out in order to get an initial quote for insurance; she will send the link to the President.
- In the SHF Restoration Guidelines, there is a waiver in the Application Form stating that an owner will not involve the SHF in any action arising from work on their heritage building.

Members agreed that getting general liability insurance and director's liability insurance is a good first step.

AUTHORITY OF HERITAGE FOUNDATIONS

The President stated:

- Members will recall that at the May meeting they considered the subdivision application for 931 Woodhall Drive and made a number of recommendations.
- Over the summer, the Foundation received some correspondence from a few of the neighbours as well as the North Quadra Community Association (NQCA) expressing concerns with the proposal and with the motion that the Foundation passed; the Planner responded to the NQCA.

Foundation discussion noted:

- The Foundation is just one small part of the overall discussion when it comes to considering development proposals and their recommendations are based on the information that is presented to them at the time.
- It's important that the Foundation stick to their mandate and their role to provide recommendations to Council; neighbourhood consultations would not be appropriate.
- Going forward, it may be a good idea for the Foundation to have a designated spokesperson to respond to any media or public inquiries. It would make sense for the president or vice president to take on that role.

MOVED BY S. COLWILL AND SECONDED BY S. JACKSON: "That the President (Chairperson) be the designated media/public spokesperson for the Saanich Heritage Foundation with the Vice President as backup."

CARRIED

IMPLEMENTATION OF THE HERITAGE ACTION PLAN – UPDATED 2020

The Planner stated:

- The Heritage Action Plan is an appendix to the Heritage Management Plan. It has been updated to 2020.
- The Action Plan is in a table format and shows the status of the actions listed in the document.
- The Actions have been prioritized in the Action Plan but Council has not provided any resources or directed staff to proceed with any of them. If the Foundation wants to tackle any of the actions (such as updating the Heritage Register), then they could make a motion to Council asking for staff resources and direction for funding.

Foundation discussion noted:

- The Saanich Heritage Register 2007 was a collaboration between Donald Luxton Associates Inc. and Jennifer Nell Barr, JNB Heritage Consulting.
- Since 2007, there have been some new designations and some de-designations that have not been added or deleted in the Register.
- Financial assistance for the project was provided by the Government of BC through the Heritage Planning Program and from the District of Saanich.
- If the Foundation wants to move forward with updating the Register, it makes sense to contact Donald Luxton to see what it would cost.

S. Colwill stated:

- She and Jennifer Barr drove all around Saanich and Jennifer took pictures of hundreds of houses and then narrowed down the list to go into the Register. At that time, it wasn't

necessary to ask permission from the homeowner to add their house to the Register, but now it's a requirement.

The President stated that she will contact Donald Luxton to see about getting a quote to update the Register.

The Planner stated:

- There are four projects listed in the Action Plan with the lead being the Planning Department and the Heritage Foundation. The Heritage Register is just one of those projects.
- One of the other projects listed that members may want to consider, is to develop conservation plans and annual maintenance programs for all municipal owned heritage sites and buildings.

The President asked that members review the Action Plan for further discussion at the October meeting.

SAANICH HERITAGE FOUNDATION FACEBOOK AND INSTAGRAM PAGE

Foundation discussion noted:

- C. MacKinnon is the Foundation's social media contact and if members want to post something or share content of someone else's posts, members can send her a link for the page that they would like to tag.
- The photos and information in the Saanich Archives and on the Historic Places website is already public information, so we could pull information from there to share on the Foundation's Facebook or Instagram. The Planning Department also has photos.
- We could give information through our social media platforms on how to do restoration and preservation projects.
- We could also showcase the gardens at Stranton Lodge and post photos from the Saanich Archives and give credit to the Archives along with the photo number.

RESTORATION GRANT REQUIREMENTS - POSTING SIGNAGE

The President stated:

- One of the conditions of the Victoria Heritage Foundation's (VHF) Grant Program is that homeowners are required to display signage on their property acknowledging their grant funding from the VHF, and that at least one photo be taken showing the sign once the project is completed and they receive their funding.
- She had two signs made up and the grant applicant for Stan Wright Lane sent a photo displaying one of the signs while the restoration work on the windows was being done.
- She would like the SHF to add that same requirement to their grant program and make the necessary amendments to the Restoration Guidelines in time for the 2021 Grant year.
- She checked into the signage requirements, and signs are permitted to be 18 inches by 24 inches (the same as realtor signs).

MOVED by V. McEllister and Seconded by S. Colwill: "That the House Grants Program - Restoration Guidelines be amended where necessary to include the signage requirements for the 2021 Grant Program."

CARRIED

3466 BETHUNE AVENUE – (REGISTERED) – GRANT FUNDING

The Secretary stated:

- She received a phone call and a follow up email from the owner of 3466 Bethune Avenue who is a member of Council regarding a rat issue that she has been dealing with since 1994.
- The house is currently rented and the tenants have reported that the situation is getting worse.
- The house sits on a dirt foundation and she would like to dig a basement, raise up the house, create a basement suite, and replace the heating system.
- In order to afford to undertake the restoration work, she needs the revenue that the suite will generate, and would also like to know what grant funding is available.

Foundation discussion noted:

- According to the Restoration Guidelines, the SHF funds new foundations or seismic upgrades but with only minimal change to the original floor level and exterior grades.
- They will not fund a foundation that is either being raised or dug deeper into the ground.
- It is important for Foundation members to be cautious and approve only what is permitted in the Guidelines, given the ownership of the property.
- The house is an example of a California Bungalow and it should remain that way with a minimal amount of interference.
- Given the fact that the house is registered, the owner would have to apply for heritage designation in order to qualify for grant funding for any eligible restoration work.

The Secretary was asked to send the homeowner a link to the Restoration Guidelines for her information, so she has a better understanding of what restoration work the Foundation will fund for heritage registered dwellings.

ADJOURNMENT

The meeting adjourned at 7:00 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 13, 2020 at 5:30 p.m.**

..... CHAIRPERSON