

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
TUESDAY, NOVEMBER 10, 2020 AT 5:30 P.M**

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

Regrets: Shawn Jackson (Resigned November 10, 2020)

Guests: None

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

Minutes: MOVED by S. Nicholson and Seconded by A. Joyce: "That the Minutes of the October 13, 2020, Regular Meeting be adopted as circulated."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE)

The President stated:

- She met with the tenant and Davey Tree Expert Co. regarding the tree overhanging the house; the tree is very healthy and will likely last another 50-100 years.
- The issue is the way the tree sways during a storm; if there is a super storm then there could be an issue with that tree and perhaps others as well.
- There is a dead Willow tree on the property and the arborist sent a quote in the amount of \$449.00 plus tax for the cost of removing it.
- The tenant indicated that there is still a leak somewhere with the irrigation system so it was turned off for the summer.

The Secretary advised that Victoria Garden Sprinklers will be doing the winterization of the irrigation system in the next couple of weeks and she will have them check for leaks in the spring when the system is turned on again.

MOVED by S. Colwill and Seconded by A. Joyce: "That the quote from Davey Tree Expert Co. in the amount of \$449.30 plus tax, for the removal of a dead Willow tree at 1248 Burnside Road West (Stranton Lodge) be approved."

CARRIED

The Secretary will contact Davey Tree Expert Co. and tell them to proceed with the tree removal.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- She got a quote from Double A Painting to repaint the exterior of Dodd House and Trevor from Arbor Renovations is going to provide a quote as well as he has been doing a lot of the exterior maintenance for the past few years.
- The window ledges will have to wait until next year to be repainted.
- Trevor will be cleaning the leaves from the gutters again this year at both Dodd and Stranton Lodge.
- Conservation/assessment plans for both Dodd House and Stranton Lodge are a good idea.
- In the 1970's Dodd House was put on a new foundation when it was moved into its present location. In 2005/2006 there were extra supports and insulation added to the attic.

The President stated:

- She has noticed some cracks in the foundation at Stranton Lodge as well as fog in the windows.

BUILDING ENVELOPE CONDITION ASSESSMENT AND CONSERVATION MANAGEMENT PLANS – DODD HOUSE AND STRANTON LODGE

The President stated:

- She contacted John Dam & Associates (JDA), and CHC – Cummer Heritage Consulting, with respect to providing quotes to prepare Condition Assessments and Conservation Management Plans for both Dodd House and Stranton Lodge.
- Both consultants provided an overview of the scope of the proposed work and the associated costs were in the range of \$4,000 to \$4,300 plus tax for both houses.
- She has worked with JDA before and is familiar with their work.

Foundation discussion noted:

- The conservation/management plan should be linked with the Statement of Significance (SOS) for each of the properties.
- The consultant should review the condition of the buildings, including the envelope, structure, and electrical and mechanical systems.
- The structural assessment should be done by a structural engineer in keeping with the heritage aspects of the building.
- The consultant should also make any recommendations that would improve the condition and preservation of the properties.
- Funding to hire a consultant to prepare the conservation management plans can come from the rental monies that are collected each month for Dodd House and Stranton Lodge. If we want to have plans prepared for the other Saanich owned heritage buildings, then we could ask Saanich to fund those.

MOVED by S. Colwill and Seconded by S. Nicholson: “That the Saanich Heritage Foundation approve the proposal from John Dam & Associates (JDA) dated October 26, 2020, to complete the Condition Assessment and Conservation Plans for Dodd House (4139 Lambrick Way) and Stranton Lodge (1248 Burnside Road West).”

CARRIED

TREASURER’S REPORT – UPDATE

The Treasurer provided the following account balances up to November 10, 2020:

Grant Account:	\$54,856.85	GIC: \$20,604.02 (due April 4, 2020)
		GIC: \$13,381.98 (due May 7, 2020)
Operating Account:	\$12,000.50	
Hall House Account:	\$10,836.88	GIC: \$24,109.37 (due June 12, 2020)
		GIC: \$ 5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$48,663.28	GIC: 21,156.83 (due Oct. 2, 2020)
		GIC: 10,338.70 (due Nov. 2, 2020)

SAANICH HERITAGE FOUNDATION – LIABILITY INSURANCE

The President stated:

- She received the quote for liability insurance for non-profit directors and officers. The insurance is through Markel Management Liability Insurance and the broker is Western Financial Group.
- The cost for \$1,000,000 liability insurance is \$450 per year and for \$2,000,000 it is \$650.
- Members agreed on the option for \$2,000,000 liability.

MOVED by S. Nicholson and Seconded by C. MacKinnon: “That the quote for liability insurance from Markel Management Liability Insurance, dated October 23, 2020 in the amount of \$650 per year, for \$2,000,000 coverage for Saanich Heritage Foundation Members be approved.”

CARRIED

HOME MAINTENANCE SCHEDULES – DODD HOUSE AND STRANTON LODGE

D. Hughes provided an overview of an Excel spreadsheet displaying home maintenance schedules that could be used for both Dodd House and Stranton Lodge and the following was noted:

- The spreadsheet is broken into quarterly, fall, and spring, and indicates various items to be checked routinely throughout the year with respect to plumbing, the interior of the building, electrical and appliances, and the exterior of the building.
- There is also a list of possible proposed future improvements such as enlarging crawlspace access, window improvements, a ceiling for the side porch at Dodd House as well as gutters.
- Some possible unbudgeted repairs could include glass breakage, plumbing issues, appliance failures, electrical failures, roof leaks, and rodent removal.

Foundation discussion noted:

- When the consultant is preparing the building envelope and condition assessments for Dodd House and Stranton Lodge, the electrical and plumbing systems should also be checked.
- If the electrical or plumbing needs to be upgraded at some point, those costs should be added to the maintenance schedules.
- It would be helpful if the maintenance schedule had a column added for cost; that way we can see how much is spent each year at both houses.

MAINTAINING SAANICH HERITAGE REGISTER – UPDATE

The President stated:

- When she first contacted Donald Luxton to see if he could provide a quote to update the Heritage Register, he suggested that we move away from the printed version of the book and make it available to the public in an online digital format.
- She contacted him again to ask him if could provide that service and he does not develop websites. She can ask John Dam and Associates (JDR) and see if that is something they can do as well as the Building Envelope Condition Assessments for Dodd House and Stranton Lodge.

Foundation discussion noted:

- It would be a good idea to also have some more books printed once the Register has been updated.

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- We could ask Council for grant funding to cover the costs of updating the Heritage Register.
 - Donald Luxton is located in Vancouver so it makes it difficult to do business with him. We could look for someone local to see if they can create a website for a digital version of the Register if we decide to go that route.
 - The Register is currently in an editable format - we can delete and add properties. An online version would need to be in a file format that could also be updated when required.
 - Let's deal with the condition assessments and conservation plans before we tackle the project to update the Register.

931 WOODHALL DRIVE – APPLICATION FOR SUBDIVISION TO CREATE THREE (3) LOTS

The Planner stated:

- Members will recall that at the May Foundation meeting, members reviewed a subdivision proposal for 931 Woodhall Drive to create three lots - one of the lots contains a house that is listed on the Saanich Heritage Register.
- Members were asked to provide advice/make recommendations to the Approving Officer on key issues such as building design that is sympathetic to the character of the heritage registered building and the proposed siting of buildings.
- The Foundation made a number of recommendations including the owners engaging a qualified heritage professional to prepare a Statement of Significance (SOS), developing design guidelines, and seeking Heritage Designation.
- The proposal has generated a lot of community interest and concerns; the latest concerns are in regards to the proposed removal of four trees to accommodate the subdivision.
- As part of the Approving Officer's review of the subdivision proposal, she also sought input from the Parks Department.
- Does the Foundation want to revisit their previous recommendations and take into consideration the protection of the Garry Oak meadow and protection of the trees?

Foundation discussion noted:

- The minutes from the May meeting indicated that the owners told us that they have a tree preservation plan in place and that the project arborist will meet with the consulting engineer and site contractor to review the tree plan prior to any site work proceeding.
- Saanich has a Significant Tree program which is administered by the Parks Department. It deals with the protection of trees. The Foundation made its recommendations based on the information that was presented at the time.
- It's up to the Approving Officer to make the decision with respect to the trees; there are rules under provincial legislation that Approving Officers have to follow.

The Planner stated that she will advise the Approving Officer that the recommendations made by the Foundation at their May 12, 2020 meeting still stand.

SOCIAL MEDIA UPDATES

The President stated:

- She is wondering how members think social media is working so far for the Foundation.
- Right now members are posting randomly – do we want to have something more structured – like a social media plan?

Foundation discussion noted:

- The posts and pictures should be about structures and there should be a story attached to the structure.

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- Jennifer Barr had lots of anecdotes about the people mentioned with each of the structures listed in the Heritage Register; some are very interesting or amusing.
 - When a picture is posted from the Archives, it should also include the number of the picture.

C. MacKinnon stated:

- If members have something they want to post, they can email her the outline of the content of the post and she will put together a schedule; one post a week is manageable.

UPDATES FROM THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE (ACH)

The next ACH meeting is November 25, 2020.

ADJOURNMENT

The meeting adjourned at 6:45 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, November 10, 2020 at 5:30 p.m.**

..... CHAIRPERSON