

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, MARCH 10, 2020 AT 5:30 P.M**

Present: Mark Brown, President; Art Joyce, Treasurer; Sheila Colwill; David Hughes; Shawn Jackson; Catherine MacKinnon; Sonia Nicholson; and Robert Townsend

Regrets: Veronica McEllister; and Councillor Karen Harper, Council Liaison

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

Guests: None

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Welcome to new members David Hughes and Catherine MacKinnon

Agenda: MOVED by S. Colwill and Seconded by S. Jackson: "That the agenda be approved as circulated."

CARRIED

Minutes: MOVED by R. Townsend and Seconded by A. Joyce: "That the Minutes of the January 21, 2020, Regular Meeting be adopted as amended."

CARRIED

### **SAANICH HERITAGE FOUNDATION ORIENTATION**

The Planner and Secretary presented a PowerPoint Presentation to inform new members and update existing members about the Saanich Heritage Foundation and its role within the municipality.

The agenda for the presentation covered the House Grants Program; Heritage Planning; Heritage Conservation; Promotion; and Fundraising.

Highlights from the presentation are as follows:

#### House Grants Program - Secretary

- The House Grant Program has been administered by the Heritage Foundation for more than 30 years. Funding for the program is provided by Saanich Council on an annual basis.
- Between 1993 and 2019 approximately 145 heritage designated homes have had restoration work completed and about \$503,000 in grant funding has been paid out to those homeowners.

#### Heritage Planning – Planner

- The authority for heritage planning in BC is derived from Part 15 – Heritage Conservation, of the *Local Government Act*.
- Saanich's heritage policy is outlined in the Official Community Plan, 2008. Key policy direction in the Plan includes: Encourage preservation; maintain and update the Saanich Heritage Register; designate heritage sites and buildings; encourage and support public education; seek funding assistance for protection and preservation; and provide funding to owners of Heritage Designated building and sites.
- The two key documents that provide direction for heritage planning in Saanich are: Saanich Heritage Management Plan, 1999 - which outlines policy and recommendations to direct the conservation of Saanich's heritage resources; and Heritage Action Plan, 2007 – which identifies action items to implement the policies and recommendations of the Heritage Action Plan.

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- Part 16 of the *Local Government Act* empowers Council with different tools to protect heritage resources: *Division 4 – Temporary Protection* – withholding approvals (e.g. demolition permits); authorizing temporary protection orders to allow time for more careful consideration of a heritage resource; and, *Division 5 – Continuing Protection* – Heritage Revitalization Agreements, Heritage Alteration Permits, Heritage Conservation areas; and Heritage Designation.
  - Heritage Revitalization Agreements (HRA) - a formal, voluntary written agreement that is negotiated between a property owner and a local government. It outlines the duties and obligations of, and the benefits to both parties of the agreement.
  - Under an HRA, a local government can supersede local zoning regulations to provide incentives which would make it viable for the owners to conserve and preserve a property with heritage value.
  - Heritage Alteration Permit (HAP) – Proposed alterations and additions to a protected heritage building are reviewed through a permit process to determine the appropriateness of the changes in relation to the character defining elements of the building.
  - An HAP may be required if a building is protected by: designation, HRA, Heritage Conservation Area.
  - Heritage Conservation Area (HCA) – provides protection to an entire area, which demonstrates distinct heritage value and character as a whole. Saanich does not have any heritage conservation areas.
  - Heritage Designation – means a site or building with identified heritage value that is significant to the community and is protected by a Heritage Designation Bylaw. With this level of protection, Council must approve alterations that may affect the character and/or value of a heritage site or building.
  - Alterations to a heritage designated building or site require a Heritage Alteration Permit. Applications are referred to the Foundation and forwarded to Council for a decision.
  - Heritage Registered – means a site or building with identified heritage value that is significant to the community and is listed on the Saanich Heritage Register. Being registered does not impose restrictions on the use of the building or the rights of the owner to make changes. An owner can alter a registered building without a HRA.
  - Applications to rezone or subdivide a property with a registered building, or demolish a registered building are referred to the Foundation.

### Promotion

- One purpose of the Saanich Heritage Foundation (SHF) is “to promote and encourage public interest in heritage conservation”. Over the years the SHF has supported initiatives aimed at raising awareness and interest in heritage. Some examples include: BC Heritage weeks, walking tour brochures, heritage markers, Centennial heritage banners, and heritage bus tours.
- Heritage initiatives and events are often undertaken in collaboration with partners such as the Arts, Culture and Heritage Committee, Saanich Archives, and the Greater Victoria Public Library.

### Fundraising

- Another purpose of the SHF is “to raise funds to enable the Society to carry out the above purposes by soliciting and receiving money and property, both real and personal, by gift, contribution, bequest, devise or otherwise and including but not limited to the obtaining of funds from the Corporation of the District of Saanich, the Government of Canada and the Government of BC”. Currently, the SHF derives its funds from Saanich.

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

The Secretary stated:

- The tenant contacted her and V. McEllister to report that there is a crevice in the driveway that was formed from all the water run-off that should be repaired.
- There are also some broken tree branches that are blocking the path to the woods.
- V. McEllister has contacted the Parks Department and they will be taking care of it.

#### 2020 Gardening Proposal

The Secretary advised that she had received the 2020 gardening proposal from Richmond Property Group for 1248 Burnside Road West in the amount of \$2,928.98. The amount is the same as the past couple of years and covers monthly services from April to October for weed clearance and bed preparation, and spring and fall clean-up.

**MOVED by S. Jackson and Seconded by A. Joyce: “That the 2020 gardening proposal for 1248 Burnside Road West (Stranton Lodge) from Richmond Property Group in the amount of \$2,928.98 be approved.”**

**CARRIED**

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

S. Colwil stated:

- She will be doing her annual spring walk-around to see what maintenance issues need to be addressed at Dodd House.
- The window blinds in the interior of the house need to be replaced; she will get some quotes.
- She is going to get some estimates to have the exterior of the house re-painted. The window ledges may also need some work.
- She would like the tenants to carry on with the yard and garden maintenance and reimburse them \$500 in May and another \$500 in October, the same amounts they were reimbursed in 2019.

**MOVED by S. Colwill and Seconded by A. Joyce: “That the tenants at 4139 Lambrick Way (Dodd House) be reimbursed \$500 in May and \$500 in October (for a total of \$1,000) for maintaining the gardens and lawn for 2020.”**

**CARRIED**

### **TREASURER’S REPORT – UPDATE**

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

Grant Account:	\$42,203.48	GIC:	\$20,288.68 (due April 4, 2020)
		GIC:	\$13,177.17 (due May 7, 2020)
Operating Account:	\$3,049.82		
Hall House Account:	\$9,599.69	GIC:	\$23,810.92 (due June 12, 2020)
		GIC:	\$5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$40,412.37	GIC:	21,156.83 (due Oct. 2, 2020)
		GIC:	10,339.70 (due Nov. 2, 2020)

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**MOVED by A. Joyce B. and Seconded by S. Colwill: “That the Treasurer’s Report as at March 10, 2020 be received for information.”**

**CARRIED**

### **DESIGNATED HERITAGE BUILDINGS OWNED BY SAANICH**

The Planner stated:

- The District of Saanich owns ten (10) designated heritage properties. Different municipal departments manage the leases for the properties.
- The Facility Operations Department manages the lease for the Municipal Hall and assists the Parks Division with the leases for Machin House (4135 Lambrick Way) and McCrae House (1455 Ocean View Road).
- The Lands Department manages the leases for Goward House (2495 Arbutus Road), Hampton Hall (254/286 Hampton Road), Horspool House (321 Gorge Road West), and the Saanich War Memorial Health Centre (4353 West Saanich Road).
- The Saanich Heritage Foundation manages the tenancy agreements for Dodd House (4139 Lambrick Way) and Stranton Lodge (1248 Burnside Road West).
- Any major material repairs or replacements on Saanich heritage structures are to be done according to the “Standards and Guidelines for the Conservation of Historic Places in Canada”.
- There are no conservation plans for any Saanich owned heritage buildings.

### **SAANICH COMMUNITY GRANTS PROGRAM**

Correspondence from the Director of Finance dated December 31, 2019 advising that a Contribution Agreement was being developed to formalize a multi-year funding model that recognizes a specific group of long standing grant recipients that provide a service, operate a facility owned by the municipality or have another formalized arrangement on an on-going basis.

Council has committed to providing a 2020 grant to the Saanich Heritage Foundation equal to the 2019 grant of \$35,000 with funding to be provided in mid-May once the Financial Plan Bylaw has been adopted. In the meantime, the Finance and Governance Committee requested a one-page summary report on the achievement of the program goals in 2019.

The Secretary prepared and submitted a memo dated February 12, 2020 to the Director of Finance summarizing how the 2019 grant funding the Heritage Foundation received in 2019 was dispersed.

### **UPCOMING ANNUAL GENERAL MEETING (AGM) – APRIL 14, 2020**

The purpose of the AGM is to receive nominations for the positions of president, vice president and treasurer; voting may be done by secret ballot.

Members were asked to consider if they would like their names to stand as current President and Treasurer, or if they would like to nominate a member for one of the three positions. Members can let the Secretary know ahead of the April meeting.

### **ADJOURNMENT**

The meeting adjourned at 7:05 pm.

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**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, April 14, 2020 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON