

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
FOLLOWING THE ANNUAL GENERAL MEETING
TUESDAY, JUNE 9, 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; Robert Townsend; and Councillor Karen Harper, Council Liaison

Regrets: None

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

Minutes: MOVED by S. Colwill and Seconded by S. Jackson: "That the Minutes of the March 10, 2020, and May 12, 2020 Regular Meetings be adopted as circulated."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

The President stated:

- The tenant contacted her and the Secretary to advise that has purchased the new washer and dryer that members previously approved and has sent the invoices in for reimbursement. She will also send the warranty to the Secretary for the files.
- She will also speak with the tenant regarding her concerns with respect to Richmond Property Group who oversees the landscaping/yard maintenance.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwil stated:

- She did her annual spring walk-around to see what maintenance issues need to be addressed at Dodd House.
- The window blinds need to be replaced and she has gotten a quote from Budget Blinds in the amount of \$2,556.75. If we go ahead, Budget Blinds requires a deposit of 75 percent (\$1,917.56) to proceed with the order.
- Trevor from Arbor Renovations is going to clean the gutters on Dodd House and Hall House and also do some de-mossing on the north side of the roof at Dodd House.
- She is going to get estimates to have the exterior of the house re-painted next year. The window ledges may also need some work.

Committee discussion noted the following:

- The current window blinds were replaced about 18 years ago.
- Given that Dodd House is located in a park, the new blinds should be of a good quality that will block out the lighting from the park and last for many years.
- Perhaps the Tenancy Agreement should be revised to reflect that the new blinds are included and if they are damaged, then it will come out of the tenant's damage deposit.
- The President and S. Colwill will review the Tenancy Agreements for both Dodd House and Stranton Lodge.

MOVED by S. Nicholson and Seconded by S. Jackson: "That the quote from Budget Blinds in the amount of \$2,556.75 to replace the window blinds at 4139 Lambrick Way be approved and that a deposit cheque in the amount of \$1,917.56 be issued from the Dodd House Account."

CARRIED

TREASURER'S REPORT – UPDATE

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

Grant Account:	\$77,203.97	GIC:	\$20,604.02 (due April 4, 2020)
		GIC:	\$13,381.98 (due May 7, 2020)
Operating Account:	\$3,049.83		
Hall House Account:	\$11,726.87	GIC:	\$23,810.92 (due June 12, 2020)
		GIC:	\$5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$44,686.84	GIC:	21,156.83 (due Oct. 2, 2020)
		GIC:	10,338.70 (due Nov. 2, 2020)

The Secretary advised that the Foundation had received their grant cheque from Council in the amount of \$35,000 and that she would transfer \$17,000 over to the Operating Account (same as last year) to cover secretarial and administrative costs for 2020.

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

CARRIED

RESTORATION GRANT PROGRAM – PROPOSED SIGNAGE FOR DISPLAY BY HOMEOWNERS WHO RECEIVE GRANT FUNDING FROM THE SAANICH HERITAGE FOUNDATION

The President distributed a picture of a proposed sign for homeowners of heritage designated properties who receive grant funding from the Saanich Heritage Foundation, to display in their yards while the restoration work is being done on the exterior of their houses. Victoria Heritage Foundation (VHF) also has signs for homeowners to display.

Committee discussion noted:

- It was suggested that the signs be constructed from foam core board and be 2' by 3' in size for display in gardens or lawns.
- Island Blue could make the signs. There are only two grant applicants this year so we could just get 2 signs made for now.
- It was also suggested that 8" by 10" laminated signs could be made for Foundation members to display in the windows of their homes to help raise community awareness, however, it was pointed out that not all members live in a house so they wouldn't be visible.
- It was noted that in the past, members have had business cards that they could hand out when they visit a heritage property.

SOCIAL MEDIA PRESENCE FOR SAANICH HERITAGE FOUNDATION

The President stated:

- The Saanich Heritage Foundation does not have its own website and it may be time for the Foundation to develop its own social media presence like an Instagram page or a Facebook page or other social platforms that already exist.
- Perhaps the Foundation could combine archival photos of heritage properties with current pictures of the same property (with the owners and Archives permission) and they could be

posted on social media.

- The Planner suggested that the Secretary contact the Communications Manager for Saanich and give them a heads up on the Foundation starting their own social media platform. C. MacKinnon offered to liaise with them.
- It was suggested that the Foundation pick a specific media platform and start with that before launching on several platforms.

RESTORATION GRANT PROGRAM – 1960 ERNEST AVENUE – REBUILD/REPAIR FRONT STAIRS AND SUPPORTING WALLS

The Secretary stated:

- She was contacted by the owner of 1960 Ernest Avenue regarding her grant application and approval to repair/rebuild the front stairs and supporting walls.
- The contractor who provided the lowest quote (DBL Carpentry Inc.) cannot start the work for a few months and she is concerned about the safety of the stairs.
- She would like to use the contractor with the second lowest quote. When she contacted him he came out again and did another site visit and inspected the rear stairs as well which also need some repairs. The contractor lowered his initial quote by \$3,000 based on doing both the front and rear stairs and supporting walls.
- The grant amount that was initially approved by the Foundation was up to a maximum of \$3,840 based on the lowest quote for the front stairs. The revised grant amount will be \$5,347.12 for both the front and rear stairs and supporting walls.

MOVED BY S. Colwill and Seconded by S. Jackson: “That the Foundation approve the revised maximum grant amount in the amount of \$5,347.12 based on 35% of the estimate from Cleanline Construction to repair/rebuild both the front and rear stairs and supporting walls at 1960 Ernest Avenue.”

CARRIED

ADJOURNMENT

The meeting adjourned at 6:45 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, September 8, 2020 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON