

**MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD VIA REMOTE MEETING  
TUESDAY, NOVEMBER 9, 2021 AT 5:30 P.M**

Present: Veronica McEllister, President; Sonia Nicholson, Vice President; Art Joyce, Treasurer; Sarah Anderson; Charlotte Clar; Sheila Colwill; James Thomson; and Councillor Karen Harper

Regrets: None

Guests: None

Staff: Shane Laye, Manager, Municipal Facilities Division; Silvia Exposito, Planner (Community Planning); and Shirley Leggett, Secretary

---

Minutes: MOVED by S. Anderson and Seconded by S. Colwill: "That the Minutes of the October 12, 2021, Regular Meeting be adopted as circulated."

CARRIED

**MUNICIPAL HALL – PROPOSED ENHANCEMENTS TO SECURITY MEASURES THROUGHOUT THE HALL (MANAGER, MUNICIPAL FACILITIES DIVISION)**

The Manager of Municipal Facilities was in attendance at the meeting and gave a verbal overview of the proposed plans to address the security measures throughout the Municipal Hall.

The following was noted:

- There have been a growing number of incidents at the Municipal Hall prompting a heightened awareness of the safety of staff and visitors at the Hall, as well as the safe keeping of information and documents pertaining to Municipal business.
- A risk assessment was undertaken by a third-party consultant and a number of recommendations were made including installing physical barriers on all three floors of the Hall to delineate the public areas from the staff-only areas.
- The proposed enhancements have taken into consideration the preservation of heritage elements of the building, current building codes, and improvements to accessibility.
- There is a heritage wardrobe located on the west side of the third floor staff-only entrance that impacts the proposed new barrier, however, the proposed design will work around the wardrobe.
- On the second floor they are proposing to create a removable barrier around two sides of the stairwell by clamping four-foot high tempered glass panels that won't penetrate the wood railings and still maintain sight lines.
- Glass barriers are proposed for the services counters in the Planning and Inspection Departments. On the main floor by Human Resources and Corporate Services, a door is proposed.
- There is a finalized plan of the proposed enhancements; staff are still working through the finishing details.

\*\*\*\*\*

The Manager, Municipal Facilities Division left the meeting at 5:50 p.m.

\*\*\*\*\*

---

## **CADBORO BAY LOCAL AREA PLAN UPDATE AND DRAFT PLAN – PLANNER**

The Heritage Planner, Community Planning, Silvia Exposito introduced herself and the following was noted:

- She will be the Foundation's new Heritage Planner and is taking over the role from the previous Planner, Megan Squires.
- She has worked for Saanich for the past 18 years and during that time has worked on many local area plans and action plans for various areas throughout Saanich.
- An updated Cadboro Bay Local Area Plan will provide a renewed course to guide future growth and change in the Cadboro Bay local area over the next 20-30 year horizon.
- Key Plan Directions include: retain and enhance the unique character of the Village core as the heart of the community; diversify transportation links and be more welcoming to pedestrians and cyclists; plan for sea level rise and climate change impacts; provide more housing forms in the Village neighbourhood suitable for all ages and stages of life; enhance Gyro Park as an integral part of the community heart and place of natural beauty; recognize local First Nations culture and history; green the Village and surrounding streets; ensure new buildings and public spaces are in harmony with the Village scale and character; and enhance Sinclair Road as a safe and enjoyable walking and cycling route. There are many heritage areas in Cadboro Bay with lots of stories and architecture.
- There are a number of in-person Open Houses planned starting November 13, 2021 and she encourages everyone to attend.
- A formal presentation on the Plan will be presented to Council over the next month.

## **CONSERVATION PLANS FOR DODD HOUSE AND STRANTON LODGE (UPDATE)**

The President stated that she had sent the Conservation Plans for Dodd House and Stranton Lodge that were prepared by the Heritage Consultant to the previous Planner for her review but has not had a response. She will contact her and get a status report so the Conservation Plans can be finalized.

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

The President stated:

- She is still in the process of getting quotes for window replacement in 2022.
- Trevor from Arbor Renovations will take care of the cleaning the gutters once the leaves are done.

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

S. Colwill stated:

- Trevor from Arbor Renovations will clean the gutters in December once the leaves have all fallen.
- She did a final inspection of the yard and gardens so the Secretary can go ahead and send the tenants the second and final installment payment in the amount of \$600 for garden and lawn maintenance.

## **TREASURER'S REPORT – UPDATE**

The Treasurer provided the following balances as of November 1, 2021:

Operating Account:      \$11,234.21

---

Grant Account:	\$61,385.41	GIC: \$20,810.06 (due April 4, 2022)
		GIC: \$13,489.04 (due May 7, 2022)
Hall House Account:	\$4,895.72	GIC: \$24,302.24 (due June 12, 2022)
		GIC: \$ 5,254.91 (due Nov. 1, 2021)
Dodd House Account:	\$36,672.07	GIC: \$21,604.34 (due Oct. 4, 2022)
		GIC: \$10,467.93 (due Nov.1, 2021)

**MOVED by A. Joyce and Seconded by S. Colwill: "That the Treasurer's report be received for information."**

**CARRIED**

### **SOCIAL MEDIA UPDATES**

C. Clar stated:

- She will be highlighting some veterans for Remembrance Day.

### **ADVOCACY AND OUTREACH – UPDATE**

The Vice President stated:

- She contacted Saanich News to discuss the idea of publishing heritage articles in their newspaper but she hasn't heard back from them yet.

Members suggested that perhaps a short story or blurb could be posted on our Facebook page or we could do a series highlighting specific buildings. The articles could be regional and not just focussed on Saanich heritage.

The President noted that she will be attending the Victoria Heritage Meeting so she will inquire if they have a media contact.

It was also suggested that the community news organization called Capital Daily which produces a newsletter spotlighting news happening in the region, might be a good resource to contact as well. The Vice President stated she will look into it.

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

The Vice President and liaison to the ACH stated:

- The ACH passed a motion recommending that Council receive the draft Heritage Colouring Book for information and direct staff to publish the book on the SHF page of the Saanich website and social media.
- The next ACH meeting is November 24, 2021.

### **DIRECTORS AND OFFICERS LIABILITY INSURANCE POLICY – RENEWAL FOR 2022**

The President advised that the Directors and Officers Liability Insurance Policy expires on November 19, 2021 and that it should be renewed. Members agreed that the Schedule of Directors and Officers should be amended to reflect those members who have resigned from the Foundation since the policy came into effect in 2020.

The Secretary was directed to amend the necessary paperwork and send payment once the invoice has been received from Western Financial Group.

---

**3910 CEDAR HILL ROAD – CEDAR HILL MIDDLE SCHOOL SITE – REGISTERED-  
(ORIGINALLY NAMED MOUNT DOUGLAS SENIOR SECONDARY) – CONSTRUCTED IN  
1931**

The Vice President stated:

- There was a news article back in July talking about plans to tear down the existing Cedar Hill School and construct a new school in its place, with completion in 2025.
- Information sessions on the proposal are currently being held through the School District 61 website.
- The Foundation should provide input on the proposal while the consultation process is still ongoing.

S. Anderson was able to provide the following notes after attending a portion of an information meeting being held:

- The architects confirmed that, assuming that once all the necessary permits have been approved, and once the new building is built, the existing building will be completely demolished and that space will then eventually become sports fields and parking.
- There are some significant trees on the site and any concerns regarding their future status will be addressed.
- They are still in the consultation stages and do not have any draft building plans to provide to the public at this time.

**ADJOURNMENT**

The meeting adjourned at 6:45 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **via remote meeting on Tuesday, January 11, 2022 at 5:30 p.m.**

..... CHAIRPERSON