



## MEETING MINUTES

<b>Date:</b>	Tuesday, February 11, 2025 at 5:30 pm
<b>Present:</b>	Jennifer White (President), Liam Hall (Vice-President), Lauren Ober (Treasurer), Mauricio Curbelo, C Colin Newell, Aiden Watson, Joan Wenman
<b>Regrets:</b>	Genevieve Weber, Councillor Karen Harper
<b>Guests:</b>	n/a

ITEM	NOTES
1	<b>Welcome</b> <ul style="list-style-type: none"><li>• Jennifer volunteered to take minutes</li></ul> <b>MOVED by Mauricio and Seconded by Lauren “That the agenda be approved”.</b> <b>CARRIED</b>
2	<b>Previous Meeting Minutes</b> <b>MOVED by Liam and Seconded by Aiden “That the minutes of the January 14, 2025 meeting be adopted as circulated.</b> <b>CARRIED</b>
3	<b>Communications</b> <ul style="list-style-type: none"><li>• mailout to designated homeowners in early March to flag grant deadline<ul style="list-style-type: none"><li>○ ACTION: Liam to follow up with Saanich to determine layout requirements</li><li>○ Mailout should contain two calls for action:<ul style="list-style-type: none"><li>▪ go to our website, update your contact info</li><li>▪ apply for grants by April 30th deadline</li></ul></li><li>○ ACTION: Lauren to draft mailout for approval at next meeting</li></ul></li><li>• Future Activities (for tracking)<ul style="list-style-type: none"><li>○ build up membership list by promoting online via website/social media</li><li>○ email/newsletters/websites of community associations</li><li>○ infosheet for realtors - flag to SHF when designated house is for sale, connect new homeowner to SHF</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>Option to have a group meeting with Victoria, Oak Bay, Esquimalt Heritage Foundations, etc. to see what issues are being encountered, commonalities re preservation, approach for outreach <ul style="list-style-type: none"> <li>ACTION: Liam to obtain contact info from Gavin, Jennifer to reach out</li> </ul> </li> </ul>
4	<p><b>Heritage Queries</b></p> <ul style="list-style-type: none"> <li>VCKC - 355 Gorge Road West <ul style="list-style-type: none"> <li>roof/gutter issues flagged via email. Not sure how to address while maintaining the integrity of heritage features of the building.</li> <li>Discussed whether VCKC or Saanich (Landlord) is responsible for addressing. Also noted a gutter company could likely provide clear direction on how to address water concerns</li> <li>ACTION: Liam to connect with VCKC re options for addressing water issues</li> </ul> </li> <li>4201 Quadra <ul style="list-style-type: none"> <li>Redevelopment concerns raised in response to Saanich's draft plan for Mackenzie/Quadra corridor. Proposed zoning changes encourage higher density redevelopment in location of heritage designated house at Beckwith Hub.</li> <li>Have seen an uptick in responses in social media postings, and in emails received.</li> <li>Noted that regardless of zoning changes, a development permit and Heritage Alteration Permit would still be required. However it is not clear what Saanich's policy is for heritage designation vs development.</li> <li>ACTION: Mauricio to draft SHF policy/guideline for how we approach requests for redevelopment of heritage designated structures.</li> </ul> </li> <li>Heritage Week Feb 17-23 <ul style="list-style-type: none"> <li>Upcoming activities by Saanich Archives and Saanich flagged to Veronica for sharing via our social media accounts</li> </ul> </li> </ul>
5	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>As per summary to January 31, 2025.</li> <li>Current balances for the accounts are as follows: <ul style="list-style-type: none"> <li>Operating Account: \$325.00</li> <li>Grant Account: \$82,779.73</li> </ul> </li> </ul> <p><b>MOVED by Jennifer and Seconded by Liam "That the Treasurer's report be received for information".</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <ul style="list-style-type: none"> <li>ACTION: Jen and Lauren to go to bank in person to close Dodd/Hall house accounts</li> </ul>

	<ul style="list-style-type: none"> <li>● ACTION: Liam to be added to signing authority list. Lauren to coordinate.</li> <li>● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.</li> </ul>
6	<p><b>Heritage Tracker Status Updates</b></p> <ul style="list-style-type: none"> <li>● <b>4512 West Saanich Road (original Municipal Hall/Med Grill)</b> <ul style="list-style-type: none"> <li>○ Application for de-registration and demolition to be submitted by applicant. Three memorials to be installed as part of redevelopment</li> <li>○ SHF will respond once application feedback received from Saanich Planning</li> </ul> </li> <li>● <b>2254 Arbutus Road</b> <ul style="list-style-type: none"> <li>○ Heritage Designation Bylaw (2254 Arbutus Road), 2024, No. 10011”, adopted by Council on September 9, 2024.</li> <li>○ Saanich Planning has provided homeowner contact info <ul style="list-style-type: none"> <li>■ ACTION: Jennifer to contact homeowner re plaque</li> </ul> </li> </ul> </li> <li>● <b>3601 Craigmillar Ave</b> <ul style="list-style-type: none"> <li>○ Designation application submitted to Saanich on Oct 1, 2024. Includes both interior and exterior features</li> <li>○ Saanich Planning indicated that the application has since been put on hold</li> </ul> </li> <li>● <b>3830 Hobbs Street</b> <ul style="list-style-type: none"> <li>○ Application for deregistration has been received by Saanich Planning. Will be reviewed and provided to SHF for feedback at a future date</li> </ul> </li> <li>● <b>794 Burnside Road W</b> <ul style="list-style-type: none"> <li>○ Development application submitted to Saanich appears noticeably different from what was previously shared with SHF by applicant.</li> <li>○ Saanich planning will review and provide to SHF for feedback</li> </ul> </li> </ul>
7	<p><b>2024 House Grants</b></p> <ul style="list-style-type: none"> <li>● 702 Gorge Road West (exterior painting) - Mauricio <ul style="list-style-type: none"> <li>○ 85% of work is complete, will resume in spring</li> </ul> </li> <li>● 1650 Earlston Ave (roof replacement) - Liam <ul style="list-style-type: none"> <li>○ Work initiated in 2024, currently paused and will resume in the spring.</li> </ul> </li> <li>● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> <li>○ Additional wood rot found, delaying work/approach.</li> <li>○ ACTION: Liam/Mauricio to follow-up with homeowner to discuss options. Flag how to address changes in scope - paint vs wood repair, less painted area to maximize grant received</li> </ul> </li> <li>● For 2025 Grants, deadline is April 30th. Option to set up grant working group to investigate additional grant cycles (currently we have a second intake planned for September if outstanding grant monies available), increasing</li> </ul>

	amount of annual grant, increasing cap/10 year period. To be investigated at next meeting further
<b>8</b>	<b>Website</b> <ul style="list-style-type: none"> <li>Noted that BC Gov has a new map layer integration that we may be able to incorporate into our website to show heritage designations <ul style="list-style-type: none"> <li>ACTION: Genevieve to share link to BC Gov map page, and investigate feasibility of using/linking from our website</li> </ul> </li> <li>ACTION: new board members to provide headshot and 2-3 sentence bio to Liam for updating on our website</li> <li>ACTION: Jen to provide Colin with admin status, Colin to start streamlining our website content. <ul style="list-style-type: none"> <li>Key areas are how to find out about grants, where to go to find more about the history of your house (links to other helpful places, like Saanich Archives), other useful information, like Vancouver Heritage Foundation for paint colours, Heritage BC resources for homeowners, etc.</li> </ul> </li> </ul>
<b>9</b>	<b>2025 AGM</b> <ul style="list-style-type: none"> <li>Will be held immediately after this regular board meeting</li> <li>Positions to be elected include President, Vice-President and Treasurer.</li> </ul>
<b>10</b>	<b>Adjournment</b> <ul style="list-style-type: none"> <li>The meeting adjourned at 7:00 pm.</li> <li>The next regular meeting of the SHF will be held on Tuesday, March 11th, 2025 at 5:30 pm.</li> </ul>