



MEETING MINUTES

Date:	Tuesday, March 11, 2025 at 5:30 pm
Present:	Jennifer White (President), Liam Hall (Vice-President), Mauricio Curbelo, Colin Newell, Aiden Watson, Joan Wenman, Councillor Karen HarperLauren
Regrets:	Genevieve Weber, Lauren Ober (Treasurer)
Guests:	Alanna McDonagh (Saanich Planning), Dean Strongitharn, George Papaloukas, Loukas Papaloukas, Matt Bourque

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none">• Jennifer volunteered to take minutes <p>MOVED by Liam and Seconded by Jennifer “That the agenda be approved”. CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Liam and Seconded by Jennifer “That the minutes of the February 11, 2025 meeting be adopted as circulated. CARRIED</p>
3	<p>Communications</p> <ul style="list-style-type: none">• mailout to designated homeowners in early March to flag grant deadline<ul style="list-style-type: none">○ Saanich confirmed they can mail out on our behalf. File must be 8.5x11, such that it can be autostuffed into an envelope. Thursday/Friday would be the best day to mail out.○ Saanich can also share a list of designated house addresses, but not homeowner names due to privacy issues.○ Draft mailer reviewed, minor edits/feedback required. Need to include email address in footer.○ ACTION: Lauren to update mailer, and provide as a PDF. Jennifer to provide to Saanich for printing/mailing. Aim to issue within 2 weeks.

	<ul style="list-style-type: none"> ● 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"> ○ ACTION: Liam to obtain contact info from Gavin, Jennifer to reach out
4	<p>Heritage Tracker Status Updates</p> <ul style="list-style-type: none"> ● 4512 West Saanich Road (original Municipal Hall/Med Grill) <ul style="list-style-type: none"> ○ Guest presentation on current status for redevelopment and memorialization for designated heritage building <ul style="list-style-type: none"> ■ Application for de-registration and demolition has now been submitted by applicant to Saanich. ■ Three memorials to be installed as part of redevelopment, locations have been slightly adjusted since concept originally presented to SHF. ■ Size of memorials and layout/design has not yet been confirmed. Design will be provided to SHF for comment once drafted. ○ Saanich Planning noted applicant will first apply for de-designation, then if approved by Council, would then apply for a development permit (demolition). ○ SHF does not in principle support de-designation, however acknowledge the choice ultimately up to Saanich Council. ○ SHF suggested memorial designs should incorporate history/photos of municipal building to be demolished and tell story of neighbourhood. Also suggested a covenant be secured as part of the development requirements to ensure memorials are maintained in perpetuity, and in good condition to ensure future management is prioritized by the resulting Strata. ○ ACTION: SHF to provide formal feedback to Saanich Planning on updated application. Mauricio to draft letter and share for review ● 794 Burnside Road W <ul style="list-style-type: none"> ○ Guest presentation of revised redevelopment application for heritage registered building <ul style="list-style-type: none"> ■ Revised development application submitted to Saanich is noticeably different from what was previously shared with SHF by applicant in pre-planning stage. ■ Layout has changed, extension design has been revised, new materials proposed for exterior. ○ SHF noted that applicant should colour match aluminium trim to siding for a more streamlined look and retain/restore period features

	<p>were possible. Also suggested paint colours should be based on local historical colour palette (Sherwin Williams).</p> <ul style="list-style-type: none"> ○ ACTION: SHF to provide formal feedback to Saanich Planning. Mauricio to draft letter and share for review. <ul style="list-style-type: none"> ● 2254 Arbutus Road <ul style="list-style-type: none"> ○ Heritage Designation Bylaw (2254 Arbutus Road), 2024, No. 10011”, adopted by Council on September 9, 2024. ○ Plaque has been provided to homeowner representative, and will be installed on the residence ● 3601 Craigmillar Ave <ul style="list-style-type: none"> ○ Designation application submitted to Saanich on Sept 26, 2024. Includes both interior and exterior features ○ Saanich Planning indicated that the application has since been put on hold by the applicant - no change ● 3830 Hobbs Street <ul style="list-style-type: none"> ○ Application for de-registration has been received by Saanich Planning on December 11, 2024. Will be reviewed and provided to SHF for feedback at a future date as waiting on additional information (statement of significance) from applicant ○ Discussion noted that requirement for the homeowner to provide a statement of significance does not seem relevant in this situation. Saanich staff should be able to assess this building, and not require an external consultant (at additional cost to the homeowner) to validate its state. As noted in previous meetings, this house has been heavily modified over numerous decades, there are very few historical features remaining on this house, and the majority of its significance is related to a former homeowner. . <ul style="list-style-type: none"> ■ ACTION: SHF to provide feedback to Saanich Planning. Mauricio to draft letter and share for review
5	<p>Heritage Queries</p> <ul style="list-style-type: none"> ● VCKC - 355 Gorge Road West <ul style="list-style-type: none"> ○ roof/gutter issues flagged via email. <ul style="list-style-type: none"> ■ ACTION: Liam to connect with VCKC re options for addressing water issues ● Duke Street Mansion <ul style="list-style-type: none"> ○ Request received to confirm if multi-family residential properties could be eligible for homeowner grants, as this designated house was recently purchased by an individual but contains suits. ○ Discussion points:

- Goal of SHF is to preserve/support heritage dwellings and ensure their continued use/relevance in the community.
- Similar requests have been received from not for profit societies that operated in heritage designated houses.
- Priority is to help homeowners, but also noted increased prevalence of heritage designated homes with suites. Current guidelines would make these homes ineligible for grants.
- Was agreed by Board that updates to guidelines could be made to reflect tiered approach to assessing eligibility 1) single family homes 2) multi-family homes (not owned by a corporation/business), and 3) non-profit foundations, subject to funding availability.
- **MOVED by Jennifer and seconded by Liam: “That the grant eligibility guidelines be amended to allow for consideration of multifamily residences and non-profit owned residences applications after single family residences applications, subject to funding availability.”**

CARRIED
- ACTION: Jennifer to circulate updated policy for review/feedback
- ACTION: Jennifer to confirm back to Duke Street Mansion homeowner re eligibility requirements
- Otter Point history
 - Information received from a Saanich resident related to work done around Otter Point heritage, which was subsequently appended to the Official Community Plan. Circulated to the Board for awareness, in particular their interactive map of historical sites.
<https://sookeregionmuseum.ca/otter-point-history/>
- Building Improvement Guidance
 - Queries have been received around installation of solar panels and HVAC units on designated buildings.
 - SHF supports these enhancements to designated homes as they improve the livability/longevity of the house, and lower maintenance costs for homeowners. The SHF suggests that installations should be placed where they won't visibility detract from the heritage features of the house, particularly when viewed from the street, and should be designed to limit permanent alterations to the building envelope/details.
 - ACTION: Colin to add to homeowner Q&A on our website to address HVAC and solar panel questions

6	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● As per summary to January 31, 2025 (no change this month). ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$325.00 ○ Grant Account: \$82,779.73
7	<p>2024 House Grants</p> <ul style="list-style-type: none"> ● 702 Gorge Road West (exterior painting) - Mauricio <ul style="list-style-type: none"> ○ 85% of work is complete, will resume in spring ● 1650 Earlston Ave (roof replacement) - Liam <ul style="list-style-type: none"> ○ Work is now complete. Paperwork has been submitted, including receipts, photographs, and declaration of completion. ○ MOVED by Liam and seconded by Jennifer: "That an e-transfer in the amount of \$10,000 be issued from the Grant Account to the owner of 1650 Earlston Ave as per their approved 2024 Grant Application." <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ○ ACTION: Liam to pick up SHF sign ○ ACTION: Lauren to initiate e-transfer ● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> ○ Additional wood rot found, delaying work/approach. ○ Liam & Mauricio met with homeowner to review issues noted. Suggested an extension to painting work would be reasonable. There is also the option to have homeowner apply in 2025 for a new grant to cover the cost of wood repairs. Homeowner indicated they would apply for an extension and submit a new grant application at the same time. ● For 2025 Grants, deadline is April 30th.
8	<p>Website</p> <ul style="list-style-type: none"> ● 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"> ○ ACTION: Genevieve to share link to BC Gov map page, and investigate feasibility of using/linking from our website ● ACTION: new board members to provide headshot and 2-3 sentence bio to Liam for updating on our website ● ACTION: Colin to start streamlining our website content. <ul style="list-style-type: none"> ○ 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

	<p>Foundation for paint colours, Heritage BC resources for homeowners, etc.</p> <ul style="list-style-type: none">● Discussion around contact us intake form, as it appears in multiple areas on the site. Is not always clear in response received what the net purpose is - add homeowner to general contact list? query? is a designated/registered homeowner?<ul style="list-style-type: none">○ ACTION: Colin to add some fields to clarify intent of submission, and suggest approach for managing incoming communications
9	<p>Adjournment</p> <ul style="list-style-type: none">● The meeting adjourned at 7:35 pm.● The next regular meeting of the SHF will be held on Tuesday, April 8th, 2025 at 5:30 pm.