



MEETING MINUTES

Date:	Tuesday, May 13, 2025 at 5:30 pm
Present:	Jennifer White (President), Mauricio Curbelo, Genevieve Weber, Colin Newell, Aiden Watson, Joan Wenman
Regrets:	Liam Hall (Vice-President), Lauren Ober (Treasurer), Councillor Karen Harper
Guests:	

ITEM	NOTES
1	Welcome <ul style="list-style-type: none">Jennifer volunteered to take minutes MOVED by Joan and Seconded by Aiden “That the agenda be approved”. CARRIED
2	Previous Meeting Minutes MOVED by Joan and Seconded by Mauricio “That the minutes of the April 8, 2025 meeting be adopted as circulated. CARRIED
3	Communications <ul style="list-style-type: none">Mailout to designated homeowners sent April 15, some homeowners have submitted updated contact info via the website form. Noted mailer didn’t specify homeowner name as requested, but noted house name.<ul style="list-style-type: none">ACTION: Mauricio to confirm distribution list provided by Saanich matches our current tracking tableOption 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 outACTION: Genevieve to provide contact for staff working on new View Royal heritage register

	<ul style="list-style-type: none"> ● Application for Gorge Canada Day picnic booth submitted, space is now reserved. <ul style="list-style-type: none"> ○ Genevieve to sit at booth, with support from other Board members at various times, Liam can provide some tables, tents ○ ACTION: Genevieve/Liam to obtain costs for producing a SHF branded table banner ● Guideline documents various homeowner support information, but is not presented clearly, is repetitive and/or conflicts other documents. Overhaul of information is required. Ideally would include links/reference to supporting documents from other agencies as well. <ul style="list-style-type: none"> ○ ACTION: Jennifer to do initial consolidation of files and share for input (likely over summer months).
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"> ○ Application for de-registration and demolition has now been submitted by applicant to Saanich. <ul style="list-style-type: none"> ■ 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. ○ SHF provided formal written feedback to Saanich Planning on March 24, 2025 on updated application ○ Saanich staff not preparing a Report to Council ● 794 Burnside Road W <ul style="list-style-type: none"> ○ Revised redevelopment application for heritage registered building received by Saanich ○ SHF provided formal written feedback to Saanich Planning on March 24, 2025 on revised application ○ Saanich staff are currently reviewing internal referrals received through circulation, which closed late April 2025. ● 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.

	<ul style="list-style-type: none"> ○ SHF provided formal written feedback to Saanich Planning on March 24, 2025 based on information provided by Saanich Planning re request for statement of significance, and state of building ○ Saanich staff emailed applicant in March 2025 - pending response, as applicant was out of country
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. ○ ACTION: Liam to connect with VCKC re options for addressing water issues - in progress ● Building Improvement Guidance <ul style="list-style-type: none"> ○ ACTION: Colin to add to homeowner Q&A on our website to address HVAC and solar panel questions ● Old photos of the Bulmer Residence (4305 Gordon Head Road) from the Frederick and Katherine Appleton Collection shared by resident. Also suggested the resident share these with Saanich Archives.
6	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● As per summary to April 30, 2025. ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$248.50 ○ Grant Account: \$72,778.23 <p>MOVED by Joan and Seconded by Jennifer "That the Treasurer's report be received for information".</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● Updated Grant Guidelines shared with Board, no additional feedback received <p>MOVED by Jennifer and Seconded by Mauricio "That the updated Grant Guidelines be approved".</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ○ ACTION: Colin to post updated grant guidelines on website ○ ACTION: Jennifer to share updated guidelines with Saanich
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) - complete <ul style="list-style-type: none"> ○ ACTION: Liam to pick up SHF sign ● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> ○ Additional wood rot found, delaying work/approach.



	<ul style="list-style-type: none"> ○ Extension to painting work requested by homeowner due to additional preparatory work/repairs required, so painting was delayed until 2025. <p>MOVED by Jennifer and Seconded by Mauricio “That the 2024 SHF grant period for 4516 West Saanich Road be extended by one year.”</p> <p style="text-align: right;">CARRIED</p>
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2025 House Grants

- Applications intake closed April 30. Four applications were received, and reviewed by the board.
- Applications were individually evaluated and approved. Jennifer abstained from voting on 3710 Craigmillar Ave due to conflict of interest, and Joan abstained from voting on 2144 Wenman Drive due to conflict of interest.
- Grant application for 4516 West Saanich Road was conditionally approved pending submission of additional information to confirm grant amounts:
 - Gutter repair project only included one quote, not two as required
 - Painting project is for remaining two sides of the building (the first two sides were approved in the 2024 grant application), however only one new quote for 2025 was provided. The second quote appears to be the same as last year.
 - ACTION: Jennifer to respond to homeowner re missing quote information/clarification
- Grant application for 1140 Tattersall Drive included multiple projects, which collectively are greater than the maximum grant available. It is not clear which project the homeowner would like the grant applied to
 - ACTION: Jennifer to respond to homeowner and clarify which project is to be associated with the grant, prior to issuing grant approval letter (confirmed to be storm windows via email prior to issuing minutes)

MOVED by Mauricio and Seconded by Aiden: “That the following 2025 Grant Applications be approved and Foundation liaisons be assigned:

Address	Activity	Lowest Quote	Grant Amount Approved: (40% of lowest quote to a maximum of 10K)	Board Liaison
3710 Craigmillar Ave	Wood Repairs (stairs)	\$6,615.00	\$2,646.00	Jennifer White

	1140 Tattersall Drive	Storm Window Replacement	\$45,986.95	\$10,000.00	Jennifer White
	2144 Wenman Drive	Exterior Painting	\$15,965.00	\$6,386.00	Aiden Watson
	4516 West Saanich Road	Exterior Painting	Pending	Pending	Liam Hall
CARRIED					
ACTION: Jennifer to draft letters to homeowners notifying them of grant awards					
9	Website <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: Mauricio/Colin to investigate how we can incorporate map into our website ACTION: Colin to start streamlining our website content - ongoing <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 Foundation for paint colours, Heritage BC resources for homeowners, etc. ACTION: Colin to add some fields to clarify intent of contact us form submission, and suggest approach for managing incoming communications 				
10	Adjournment <ul style="list-style-type: none"> The meeting adjourned at 6:35 pm. The next regular meeting of the SHF will be held on Tuesday, June 10th, 2025 at 5:30 pm. 				