



MEETING MINUTES

Date:	Tuesday, September 9, 2025 at 5:30 pm
Present:	Jennifer White (President), Lauren Ober (Treasurer), Councillor Karen Harper, Mauricio Curbelo, Genevieve Weber, Aiden Watson, Joan Wenman, Liam Hall, Colin Newell
Regrets:	n/a
Guests:	Victor Crapnell, Joanne McGachie

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none"> Jennifer volunteered to take minutes <p>MOVED by Joan and Seconded by Aiden “That the agenda be approved”. CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Lauren and Seconded by Genevieve “That the minutes of the June 10, 2025 meeting be adopted as circulated. CARRIED</p>
3	<p>3390 Maplewood Road</p> <ul style="list-style-type: none"> Presentation of tree removal issues by homeowners Victor and Joanne They own a designated heritage home. It is one of fifteen post-WW1 worker homes built, of which approximately 2 are still standing in Saanich. Have issue with a large garry oak tree located 3’ from the edge of their house. Over time, the tree has grown quite large, and is now causing an upheaval of soil adjacent to the house. This in turn has resulted in cracks to the foundation and cracks on walls in various interior rooms adjacent to the tree.. The homeowner has obtained a letter from a contractor advising that removal of the oak tree will be necessary to proceed with the structural work on the property (to fix the damage caused by the tree).The homeowners contacted Saanich for a tree removal permit, however were notified that there is

insufficient evident to permit removal of the tree as it is healthy, and a permit under Section 19.b of the Tree Protection Bylaw No. 9272 was denied

- Saanich staff indicated that the homeowner could apply under Section 19.c of the act, however this requires the homeowner to hand expose the foundation wall and demonstrate roots are impacting the foundation, and then have Saanich arbourist review the excavation before agreeing to issue a permit. However, the issue is not so much the tree roots, but the effect of the tree on the foundation. The Saanich staff responsible for this bylaw are not geotechnical engineers, and the outcome is not certain.
- Alternatively, Saanich staff indicated that if they apply for a building permit to repair the foundation wall, they would likely receive permission for its removal under Section 19.h as part of the building permit process. However removal in this process is significantly more costly, requires other tree protection requirements, arborists reports, tree management plans, as well as the development of required building permit application information (site plans, etc.).
- SHF Discussion
 - It is noted that there are many other garry oak trees on the property, and the homeowner has no plans to remove them as they do not appear to have any impacts on the house.
 - It is also noted that Saanich would not allow a tree to be planted this close to a dwelling under current development bylaws. If a redevelopment permit were applied for, they would require removal of the tree as it is too close to the building envelope.
 - The Saanich process outlined above does not support the average homeowner trying to maintain their dwelling. Rather, it appears the tree protection bylaws are designed for developovers, and full site redevelopments. It seems unrealistic to make the homeowner go through multiple steps to remove one tree, simply to avoid having to pay the higher cost/longer duration building development process where the outcome is guaranteed to result in removal of the tree.
 - In addition, there appears to be no consideration for the effect this tree is having on a designated heritage house. The inspection process outlined by Saanich staff is not part of the bylaw, and could be removed/modified at staff discretion, particularly in the case of impacts on a designated heritage structure
 - If the tree is not removed, there will continue to be negative effects on the building as the tree continues to grow. While the homeowner could apply for heritage grant to help cover the cost of the repairs, it is not a permanent solution to this issue..

	<ul style="list-style-type: none"> ● SHF recommended the homeowner obtain an opinion in writing from a registered arborist to support their position ● ACTION: SHF to draft a letter to Saanich staff and Council supporting removal of this tree to prevent further impacts to the designated heritage building, and request that the tree bylaw be amended in respect to heritage buildings (which are also protected by bylaw). Mauricio to draft key points and circulate for review/feedback/edits. Jennifer to finalize and issue.
4	<p>Communications</p> <ul style="list-style-type: none"> ● Gorge Canada Day picnic booth <ul style="list-style-type: none"> ○ Was a great success, with approximately 15,000 people at the event, including some Saanich councillors ○ One heritage registry book was sold. In addition, the walking tour brochures were very well received. ● 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 ● Provincial Heritage Conservation Act Transformation Project <ul style="list-style-type: none"> ○ Genevieve indicated that the Province is currently holding engagement sessions. It is focussed on archaeology/alignment with DRIPA, but may also have an impact on the Heritage Branch activities. All board members are encouraged to add their own feedback ○ The online survey is open until October 1: Heritage Conservation Act Survey ○ Additional information can be found here: Home - Heritage Conservation Act Transformation Project ○ Concerns for consideration: <ul style="list-style-type: none"> ■ Compliance and enforcement - what are the mechanisms available to protect heritage in BC? ■ 1846 - currently the HCA divides heritage into pre-contact and post-contact which is problematic. Pre-1846 is automatically protected, post is not, which means a couple things: Firstly, that Indigenous heritage post-1846 is not treated equally to earlier heritage, and non-Indigenous post-1846 heritage is not afforded the same protections or considerations. Significant heritage sites, particularly those connected to non-European settler communities, are lost in the development process due to lack of protection. (and for other reasons) ■ Duty to report - although a duty to report ALL heritage is not desired (for example, reports of people's great-grandparents' shed crumbling in the woods behind their property), a duty to

	<p>report significant heritage finds would help those involved in heritage protection to be more involved. For example, when development occurs (development is not the only concern, but is a common situation in which stronger legislation could help heritage).</p> <ul style="list-style-type: none"> ■ Intangible cultural heritage - ICH is not given enough weight, particularly non-Indigenous ICH. ICH is regularly brought up as a critical missing piece in BC legislation. The argument is that Indigenous communities can protect ICH through an HCA Section 4 agreement, but this argument does not recognize that many First Nations do not have the capacity to develop and implement a section 4 agreement, and it does not address non-Indigenous ICH. <ul style="list-style-type: none"> ● Quadra -Mackenzie Plan <ul style="list-style-type: none"> ○ Saanich has re-engaged the community, with info available here: Quadra McKenzie Plan District of Saanich ○ Note there is insufficient protection for heritage in general, and heritage is minimized in the proposed plan. There are only a few heritage houses left in this area, so what does development in those areas mean for them? ○ It also is not clear for developers what a heritage designation means. Incentives are mentioned, but not clear what these are, or their effect. ○ Recent de-registrations have noted council requirements for the developer to include memorializations, but the exact requirements are not clear, and there does not seem to be a policy around this ○ ACTION: Mauricio to draft letter re these concerns, and share with Board for review. Jennfier to finalize and issue.
5	<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

	<ul style="list-style-type: none"> ○ Saanich staff now preparing a Report to Council, meeting date has not yet been set ● 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 ○ On June 23, 2025, Council approved Development Permit DPR01074 to relocate the existing house on the property and construct an addition under existing C-1 (Local Commercial) zoning ● 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, and no further engagement has occurred. Saanich now planning to close the file ● 3830 Hobbs Street <ul style="list-style-type: none"> ○ Application for de-registration has been received by Saanich Planning on December 11, 2024. ○ SHF provided formal written feedback to Saanich Planning on March 24, 2025 supporting the de-registration based on information provided by Saanich Planning re request for statement of significance, and state of building ○ Report to Council was received on July 14, 2025 and Council approved application to de-register the residence ● 3851 Cedar Hill X Road <ul style="list-style-type: none"> ○ Application to De-Register the building located at 3861 Cedar Hill was considered by Council on September 8, 2025. There endured a healthy debate but de-registration was approved by Council. Saanich Planning noted that this is a non-market housing application, and as such was subject to the rapid deployment processing structure.
6	<p>Heritage Queries</p> <ul style="list-style-type: none"> ● One person has reached out regarding volunteer opportunities with SHF. Board indicated that additional support is welcome and Jennifer will follow up with the individual re timing/interests.
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● As per summary to August 31, 2025. ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$5,008.33



	<ul style="list-style-type: none"> ○ Grant Account: \$90,614.23 ● Annual funds from Saanich were received, and income from one book sale was recorded <p>MOVED by Joan and Seconded by Genevieve “That the Treasurer’s report be received for information”.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● ACTION: Mauricio to submit receipts for google domain hosting
8	<p>2024 House Grants</p> <ul style="list-style-type: none"> ● 702 Gorge Road West (exterior painting) - Mauricio <ul style="list-style-type: none"> ○ Complete, and required completion documentation was submitted and verified ○ Due to summer break, a motion was made via email on July 15: <p>MOVED by Jennifer and seconded by Mauricio: “That an e-transfer in the amount of \$5,775.00 be issued from the Grant Account to the owner of 702 Gorge Road West as per their approved 2024 Grant Application.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ○ Grant was deposited by the homeowner on July 29, 2025 ● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> ○ Work is now complete, and required documentation submitted and verified. Grant to be paid out in conjunction with 2025 grant amount (see next section for motion)
9	<p>2025 House Grants</p> <ul style="list-style-type: none"> ● 2144 Wenman Drive - Aiden <ul style="list-style-type: none"> ○ Complete, and required completion documentation was submitted and verified ○ Due to summer break, a motion was made via email on July 15 (note motion was not circulated to Joan): <p>MOVED by Jennifer and seconded by Mauricio: “That an cheque/e-transfer in the amount of \$6,386.00 be issued from the Grant Account to the owner of 2144 Wenman Drive as per their approved 2025 Grant Application.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ○ Grant was deposited by the homeowner on July 29, 2025 ● 3710 Craigmillar Ave - Jennifer <ul style="list-style-type: none"> ○ Work started in early September, and sign has been placed in yard ● 1140 Tattersall Drive - Jennifer <ul style="list-style-type: none"> ○ Work ongoing, and sign placed in yard ● 4516 West Saanich Road - Liam <ul style="list-style-type: none"> ○ Work is now complete, and required documentation submitted and verified <p>MOVED by Liam and seconded by Mauricio: “That an e-transfer in the amount</p>



	<p>of \$19,700.50 be issued from the Grant Account to the owner of 4516 West Saanich Road as per their approved 2024 and 2025 Grant Applications.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none">● ACTION: Lauren to issue e-transfer
10	<p>2025 House Grants (Fall intake)</p> <ul style="list-style-type: none">● A motion was made on July 15 via email, based on community interest in further funding opportunities this year, and based on sufficient funds available in the grant account. <p>MOVED by Jennifer and seconded by Mauricio: “That the Saanich Heritage Foundation hold a fall intake for the heritage grants program, with a closing date of September 30, 2025.</p> <p style="text-align: right;">CARRIED</p>
11	<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: Mauricio/Colin to investigate how we can incorporate map into our website● 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) - ongoing.
12	<p>Adjournment</p> <ul style="list-style-type: none">● The meeting adjourned at 7:05 pm.● The next regular meeting of the SHF will be held on Tuesday, October 14th, 2025 at 5:30 pm.