



MEETING MINUTES

Date:	Tuesday, October 14, 2025 at 5:30 pm
Present:	Jennifer White (President), Liam Hall (Vice President), Lauren Ober (Treasurer), Councillor Karen Harper, Mauricio Curbelo, Genevieve Weber, Aiden Watson, Joan Wenman, Colin Newell
Regrets:	n/a
Guests:	n/a

ITEM	NOTES
1	Welcome MOVED by Jennifer and Seconded by Liam “That the agenda be approved”. CARRIED
2	Previous Meeting Minutes MOVED by Joan and Seconded by Liam “That the minutes of the September 9, 2025 meeting be adopted as circulated. CARRIED
3	Saanich Heritage Application Tracker <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. Three memorials to be installed as part of redevelopment, locations have been slightly adjusted since concept originally presented to SHF.<ul style="list-style-type: none">■ 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 now preparing a Report to Council, meeting date has not yet been set. Due to a death in the family, the application process has been delayed

	<ul style="list-style-type: none"> ● 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.
4	<p>Communications</p> <ul style="list-style-type: none"> ● BC Association of Heritage Professionals Conference <ul style="list-style-type: none"> ○ Genevieve and Liam attended the recent conference. Two key presentations of interest. ○ Presentation on climate change and emergency response implications, including case studies. Discussions around how to adapt building rules to account for temperate changes, and use of materials that are susceptible to destruction by heat. ○ Presentation from City of Vancouver on their overhaul of the heritage register. Now including recognition of heritage sites, without the associated legal protections. This would be used to recognize areas that don't meet built heritage requirements, such areas where key historical activities occurred or places that are valuable to the local community. ○ ACTION: Genevieve to provide links to presentations once received ● Letter to Saanich staff and Council issued on October 13 related to Heritage Bylaw and Tree Protection Bylaw Prioritization, in response to challenges noted at 3390 Maplewood Road ● 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 ○ Letter to Saanich staff and Council issued October 13 related to the Quadra McKenzie Plan Feedback and lack of heritage protections ○ Confirmed that Saanich Planning will attend the next meeting to provide a presentation on the plan and gain the foundation's feedback ● 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 <p>Heritage Queries</p> <ul style="list-style-type: none"> ● Questions received related to purchasing a heritage registered home and what that means, and ability to add gates on old stone walls ● Joan received a question from the Royal Oak Historical Association looking for volunteers. Noted they have a very limited scope and may benefit from

	<p>further engagement/connections with a larger reach, such as their local community association or the SHF.</p> <ul style="list-style-type: none"> ○ ACTION: Jennifer to respond <p>Website</p> <ul style="list-style-type: none"> ● Website updates required <ul style="list-style-type: none"> ○ How we can incorporate map into our website (noted that BC Gov has a new map layer integration that we may be able to incorporate into our website to show heritage designations) ○ City of Victoria has new heritage tour walking app - similar option would be ideal for Saanich ○ Need to update Declaration of Completion form for grants ○ Need to update query/contact us to distinguish between general queries and mailing lists. Also, address how information is received to make it trackable ○ ACTION: Jennifer to connect with 48North to obtain quote to make requested updates ● Some updates have been made to grant subpage to simplify actions from an external user perspective ● 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 - ongoing.
5	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● As per summary to September 30, 2025. ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$5,008.33 ○ Grant Account: \$70,912.23 <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 ● Jennifer indicated that the Director Insurance Policy will renew on Nov 19th and the rate is unchanged. An official renewal letter will be issued mid October.
6	<p>2025 House Grants</p> <ul style="list-style-type: none"> ● 3710 Craigmillar Ave - Jennifer

	<ul style="list-style-type: none"> ○ Complete, and required completion documentation was submitted and verified ○ Note Jennifer abstained from voting due to conflict of interest <p>MOVED by Liam and seconded by Lauren: “That an e-transfer in the amount of \$2,646.00 be issued from the Grant Account to the owner of 3710 Craigmillar Ave as per their approved 2024 Grant Application.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ○ ACTION: Lauren to initiate e-transfer ● 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"> ○ E-transfer issued, file closed 																				
7	<p>2025 House Grants (Fall intake)</p> <ul style="list-style-type: none"> ● Applications intake closed September 30. Five 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 Lauren and Mauricio abstained from voting on 3251 Harriet Road due to conflict of interest. <p>MOVED by Liam and Seconded by Joan: “That the following 2025 Fall Grant Applications be approved and Foundation liaisons be assigned:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Address</th> <th style="text-align: left; padding: 5px;">Activity</th> <th style="text-align: left; padding: 5px;">Lowest Quote</th> <th style="text-align: left; padding: 5px;">Grant Approved: (40% of lowest quote to a maximum of 10K)</th> <th style="text-align: left; padding: 5px;">Board Liaison</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">3251 Harriet Road</td> <td style="padding: 5px;">Basement/ Crawlspace work</td> <td style="padding: 5px;">\$14,852.86</td> <td style="padding: 5px;">\$5,941.14</td> <td style="padding: 5px;">Liam Hall</td> </tr> <tr> <td style="padding: 5px;">3390 Maplewood Road</td> <td style="padding: 5px;">Tree Removal</td> <td style="padding: 5px;">\$2,173.50</td> <td style="padding: 5px;">\$869.40</td> <td style="padding: 5px;">Colin Newell</td> </tr> <tr> <td style="padding: 5px;">3710 Craigmillar Ave</td> <td style="padding: 5px;">Wood repair (rear stairs)</td> <td style="padding: 5px;">\$8,190.00</td> <td style="padding: 5px;">\$3,276.00</td> <td style="padding: 5px;">Jennifer White</td> </tr> </tbody> </table>	Address	Activity	Lowest Quote	Grant Approved: (40% of lowest quote to a maximum of 10K)	Board Liaison	3251 Harriet Road	Basement/ Crawlspace work	\$14,852.86	\$5,941.14	Liam Hall	3390 Maplewood Road	Tree Removal	\$2,173.50	\$869.40	Colin Newell	3710 Craigmillar Ave	Wood repair (rear stairs)	\$8,190.00	\$3,276.00	Jennifer White
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4353 West Saanich Road	Roof Replacement	\$240,322.95	\$10,000.00	Liam Hall
4733 West Saanich Road	Exterior Painting & Wood Repair	\$59,820.60	\$10,000.00	Genevieve Weber

CARRIED

ACTION: Jennifer to draft letters to homeowners notifying them of grant awards

8	<p>SHF Application for 2026 Board</p> <ul style="list-style-type: none"> • Saanich has opened the intake for 2026 Board applications, applications due Oct 30th • Karen indicated that there may be an option to simply email Saanich if you are a returning board/committee member, rather than resubmit an application <ul style="list-style-type: none"> ○ ACTION: Jennifer to confirm application process with Saanich Leg services ○ ACTION: All board members wishing to return should apply by deadline
9	<p>Christmas Party</p> <ul style="list-style-type: none"> • Annual christmas potluck lunch to be held December 14th • ACTION: Joan to confirm if her house can host.
10	<p>Adjournment</p> <ul style="list-style-type: none"> • The meeting adjourned at 7:15 pm. • The next regular meeting of the SHF will be held on Tuesday, November 18, 2025 at 5:30 pm.