



MEETING MINUTES

Date:	Tuesday, November 18, 2025 at 5:30 pm
Present:	Jennifer White (President), Liam Hall (Vice President), Lauren Ober (Treasurer), Councillor Karen Harper, Mauricio Curbelo, Aiden Watson, Joan Wenman, Colin Newell
Regrets:	Genevieve Weber
Guests:	Cameron Scott (Saanich Planning)

ITEM	NOTES
1	<p>Welcome</p> <p>MOVED by Mauricio and Seconded by Liam “That the agenda be approved”. CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Lauren and Seconded by Liam “That the minutes of the October 14, 2025 meeting be adopted as circulated. CARRIED</p>
3	<p>Saanich Planning Presentation</p> <ul style="list-style-type: none"> ● Cameron Scott provided an overview of the Quadra McKenzie Plan, and the current approach to looking at heritage in the development context <ul style="list-style-type: none"> ○ Utilizing a center, corridor, village approach, with a focus on land use and transportation ○ Noted that the interface of colonial heritage and indigenous heritage not clear in current planning activities ○ Is a balance of how firm to be when protecting assets vs development goals. Noted that if only registered, Council will not prevent re-developent (eg. Braefoot school) ○ Identifying new heritage resources is not a current focus of staff ○ Current incentives focus on tradeoffs to allow higher density, waive other community contributions ● Feedback from SHF provided to Mr. Scott:

	<ul style="list-style-type: none"> ○ It's not clear how heritage designation is considered in the plan, and should be added. If there are specific requirements, these need to be clearly documented. This would provide more clarity to both homeowners and developers as they need to understand why designation of heritage structures exists, why it's still relevant, and how that impacts redevelopment potential ○ It shouldn't be easier to tear down and redevelop than to subdivide and protect the existing heritage house on the lot. ○ Currently, heritage is not incorporated in a consistent manner across local plans (eg. Uptown/Douglas vs Quadra McKenzie). There also appears to be various understanding around heritage requirements by staff in different departments (eg. Parks and Engineering vs heritage requirements). This results in differing opinions from staff in response to public queries, and inconsistent application of policy. ○ Saanich should consider the option to provide funds to the Saanich Heritage Foundation instead of general community contributions when heritage protection is involved ○ Overall, the approach should be heritage AND development, not heritage OR development. ○ SHF recommends that Council make a heritage policy around community contributions and redevelopment, and that it be consistently applied across saanich.
<p>3</p>	<p>Saanich Heritage Application Tracker</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. 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 prepared a Report to Council, which does not support removal of designation. Council meeting set for December 1
<p>4</p>	<p>Communications</p> <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

	<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 in new year ● 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.
<p style="text-align: center;">5</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● As per summary to December 31, 2025. ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$4,158.33 ○ Grant Account: \$62,264.73 <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"> ● ACTION: Mauricio to submit receipts for google domain hosting ● Director insurance was successfully renewed on Nov 19th.
<p style="text-align: center;">6</p>	<p>2025 House Grants</p> <ul style="list-style-type: none"> ● 3710 Craigmillar Ave <ul style="list-style-type: none"> ○ E-transfer issued, file closed ● 1140 Tattersall Drive - Jennifer <ul style="list-style-type: none"> ○ Work complete, final site visit planned for Nov 22nd
<p style="text-align: center;">7</p>	<p>2025 House Grants (Fall intake)</p> <ul style="list-style-type: none"> ● 3251 Harriet Road - Liam <ul style="list-style-type: none"> ○ Work in progress ● 3390 Maplewood Road - Colin <ul style="list-style-type: none"> ○ Targeting late December start



	<ul style="list-style-type: none"> ● 3710 Craigmillar Ave - Jennifer <ul style="list-style-type: none"> ○ Targeting early December start ● 4353 West Saanich Road - Liam <ul style="list-style-type: none"> ○ Work planned to start in spring 2026 ● 4733 West Saanich Road - Genevieve <ul style="list-style-type: none"> ○ Work planned to start in spring 2026
8	<p>SHF Application for 2026 Board</p> <ul style="list-style-type: none"> ● Applications closed, Saanich will be issuing formal letter re appointment to Board within the next month once endorsed by Council
9	<p>Christmas Party</p> <ul style="list-style-type: none"> ● Annual christmas potluck lunch to be held December 14th at Fireside Grill ● ACTION: Jennifer to make reservation.
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, January 13, 2026 at 5:30 pm.