



MEETING MINUTES

Date:	Tuesday, January 13, 2026 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, Kerri Mitchell, Ryan Butler
Regrets:	Genevieve Weber, Dasha Russell
Guests:	n/a

ITEM	NOTES
1	<p>Welcome</p> <p>Introduction of new Board Members for 2026 - Kerri Mitchell, Ryan Butler, Dasha Russell, and overview of SHF provided.</p> <p>MOVED by Lauren and Seconded by Liam “That the agenda be approved”. CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Lauren and Seconded by Colin “That the minutes of the November 18, 2025 meeting be adopted as circulated. CARRIED</p>
3	<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

	<ul style="list-style-type: none"> ○ Saanich staff prepared a Report to Council, which does not support removal of designation. ○ At Council meeting December 1, 2025, de-designation was not supported by Council, and motion to remove designation was denied. Development will not proceed as proposed.
<p style="text-align: center;">4</p>	<p>Communications (carry over to next month planning session)</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, along with board member updates
<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: \$3096.23 ○ Grant Account: \$68,264.73 <p>MOVED by Joan and Seconded by Colin “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
<p style="text-align: center;">6</p>	<p>2025 House Grants (Spring intake)</p> <ul style="list-style-type: none"> ● 1140 Tattersall Drive - Jennifer <ul style="list-style-type: none"> ○ Complete, and required completion documentation was submitted and verified <p>MOVED by Jennifer and seconded by Colin: “That an e-transfer in the amount of \$10,000.00 be issued from the Grant Account to the owner of 1140 Tattersall Drive as per their approved 2025 Grant Application.</p>

	CARRIED
7	<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"> ○ Complete, and required completion documentation was submitted and verified <p>MOVED by Colin and seconded by Jennifer: “That a cheque in the amount of \$869.40 be issued from the Grant Account to the owner of 3390 Maplewood Road as per their approved 2025 Grant Application.</p> <p style="text-align: right;">CARRIED</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 Lauren and seconded by Mauricio: “That an e-transfer in the amount of \$3,276.00 be issued from the Grant Account to the owner of 3710 Craigmillar Ave as per their approved 2025 Grant Application.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● 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>AGM</p> <ul style="list-style-type: none"> ● 2026 AGM to be held immediately following the February 10 regular Board meeting.
10	<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, February 10, 2026 at 5:30 pm.