

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, APRIL 14, 2015 AT 5:30 P.M.

Present: Brad Shuya, President; Ross O'Connell, Vice President; Sheila Colwill; Ken Johnson; Andrew Rushforth; Robert Townsend; Bernard von Schulmann (6:15 pm); and Councillor Sanders, Council Liaison

Regrets: Andy Jani; and Art Joyce Treasurer

Staff: Jane Evans, Planner; and Shirley Leggett, Secretary,

Minutes: Moved by K. Johnson and Seconded by R. O'Connell: "That the Minutes of the February 10, 2015 Regular Meeting be adopted as circulated."

CARRIED

4516 WEST SAANICH ROAD (DESIGNATED) - ROYAL OAK COMMUNITY HALL – PROPOSED WINDOW REPLACEMENT

The Planner stated:

- She had a phone call from Donna Jack of the Royal Oak Women's Institute who are the owners of the heritage designated building at 4516 West Saanich Road.
- Ms. Jack wanted to discuss the possibility of replacing the windows in the Community Hall and was wondering if a site visit could be arranged with the Planner and possibly some members of the Heritage Foundation; Ken Johnson and herself met with Ms. Jack.
- A representative from Vintage Woodworks had been there prior to their meeting to measure windows and prepare an estimate for window repair, replacement and some storms.
- Their heating costs have increased and they are not sure if there is any insulation in the attic so they are hoping to install some new glazed windows and screens.

Committee discussion noted:

- The proposed new windows and screens will need to be constructed with wood frames because it is a designated building.
- Perhaps it could be suggested to them that they contact City Green and arrange for an energy audit to see what the deficiencies are.
- The building is very well used by numerous user groups and organizations but because the building was not built as a single family or duplex residence it is not eligible for grant funding from the Heritage Foundation, however, they are still interested in working with Foundation.
- It was suggested that windows should be repaired if possible as wood have a higher quality of character and wood windows with storms can provide equal R value for comfort as new vinyl windows and wood windows can be repaired in the future.
- It was also suggested that the Women's Institute contact a contractor who does energy audits in order to investigate where the most effective improvement would be for comfort and energy conservation.
- If there is no existing insulation in the attic or walls then installation of insulation may provide the best improvement for keeping the cold out.

Councillor Sanders suggested that they may be eligible for a Community Sustainability Grant from Saanich so they should contact Mark Boysen who is the Sustainability Coordinator.

4423 TYNDALL AVENUE (DESIGNATED) – VANTREIGHT RESIDENCE – UPDATE

The Planner stated:

- She had a phone call from the new owner of 4423 Tyndall Avenue which is designated and originally a Vantreight family home.
- The new owner discovered that the perimeter drainage work that was completed by the previous owner in 2010 was not done properly and there is no plumbing permit for the work registered with Saanich, however, they received grant funding.
- The new owner is not expecting anything from the Foundation except a sympathetic ear and some advice.

The Secretary noted that she had put the item on the agenda for members to discuss and to see if they felt the Restoration Guidelines and Declaration of Completion should be amended to include some kind of wording that would show proof that proper permits had been obtained by the applicant before they receive their grant funding.

Committee discussion noted:

- Before applicants undertake any work they should vet their projects through the building department to see if what they are undertaking requires a permit.
- The grant application form has a check box for owners to confirm that all necessary authorizations and permits will be obtained before work commences, but there is nothing on the Declaration of Completion that requires owners to show proof of such permits.
- We should check with the Municipal Solicitor to see if we can include a disclaimer on the Declaration of Completion.
- If the owner calls again she is welcome to request to speak to a Foundation member. At this time the Foundation does not have her contact number.

1248 BURNSIDE ROAD WEST (STRANTON LODGE/HALL HOUSE) – UPDATE

The President stated:

- The lawn was recently reseeded and the tenant has been asked to do some watering on the lower levels because the hose bibs have been shut off on some zones of the irrigation system because of a leak.
- The tenant has asked when the irrigation system will be up and running again as it's been a few years now since it was shut down and she has to do the watering manually. However, she doesn't want the system turned back on until the leak has been fixed or Saanich Parks waives the water bill for the park watering.
- He will contact the company that installed the irrigation system and get them to come out and dig up the system to locate the leak; \$1,000 should be enough to cover the work.

K. Johnson stated that he had been over at the property and did not think the exterior of the house needed to be repainted yet and that it could probably wait for another couple of years, but the front door may need to be refinished.

S. Colwill stated that she will ask Trevor Heron from Arbor Renovations to clean the exterior of the house and refinish the front door.

Five-Year Maintenance Budget Plan (2014 to 2018)

- Bi-annual cleaning of gutters and downspouts – S. Colwill will contact Arbor Renovations
- Roof de-mossing – every 5 years - S. Colwill will contact Arbor Renovations
- Inspect electrical (hard-wired smoke detectors need to be replaced every 10 years) - Brad to contact electrical company to replace smoke alarms - \$500

MOVED by A. Rushforth and Seconded by S. Colwill: “That up to \$1000 be approved for repairs to the irrigation system and \$500 for new smoke alarms at 1248 Burnside Road West (Stranton Lodge/Hall House), with the expenditures to come from the Hall House account.”

CARRIED

Rent Increase

The Secretary advised that the last rent increase for 1248 Burnside Road West was August 1, 2014.

Members discussed and agreed to raise the annual rent from \$847 to \$868 per month.

MOVED by K. Johnson and Seconded by A. Rushforth: “That the monthly rent for 1248 Burnside Road West (Stranton Lodge) be increased from \$847 per month to \$868 per month.”

CARRIED

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- A new dishwasher and hot water tank were installed with Ken Johnson overseeing the work.
- The tenant has a six-year old son and she was wondering if they could keep a trampoline (with no safety sides) on the side of the house; she said she would poll the Foundation to check.
- The tenant has a small garden at the rear of the house and she has told her she cannot have any vines on the fence as it will interfere with painting it.
- She has gotten some quotes to replace the kitchen lean-to roof with shingles and High Definition Roofing can do the job with 30-year algae blocking shingles for \$2852 although there may be a slight increase as the quote was from several months ago.
- Some of the window latches may need to be repaired and she will ask Trevor from Arbor Renovations.

MOVED by B. Shuya and Seconded by K. Johnson: “That the kitchen lean-to roof be replaced by High Definition Roofing as per the estimate of \$2852 plus an additional ten percent (10%) for cost increase, at 4139 Lambrick Way (Dodd House), with the expenditure to come from the Dodd House account.”

CARRIED

Five-Year Maintenance Budget Plan (2014 to 2018)

- Bi-annual cleaning of gutters and downspouts – S. Colwill will contact Arbor Renovations
- Roof de-mossing – every 5 years - S. Colwill will contact Arbor Renovations

Rent Increase

The Secretary advised that the last rent increase for 4139 Lambrick Way was August 1, 2014.

Members discussed and agreed to raise the annual rent from \$1226 to \$1256 per month.

MOVED by K. Johnson and Seconded by A. Rushforth: "That the monthly rent for 4139 Lambrick Way (Dodd House) be increased from \$1226 per month to \$1256 per month."

CARRIED

TREASURER'S REPORT – UPDATE

The Treasurer was not present at the meeting but he had previously provided the following Statement of Receipts and Disbursements for the period ending December 31, 2015:

Grant Account:	\$24,535.69	GIC's: \$32,367.02
Operating Account:	\$8,227.21	
Hall House Account:	\$6,607.03	GIC's: \$22,654.84
Dodd House Account:	\$18,080.19	GIC: \$16,285.22

K. Johnson stated:

- There is more than \$56,000 accrued in the Grant Account GIC that would cover the cost of the grants this year; he would like to see the Foundation start to approve the yearly grant applications earlier than late May every year so that the homeowners can get started with their projects sooner.

Councillor Sanders advised that the next Financial Plan Meeting is April 21, 2015.

MOVED by K. Johnson and Seconded by S. Colwill: "That the Secretary send approval letters to the 2015 grant applicants."

CARRIED

ANNUAL HALLMARK AWARDS CEREMONY – MAY 5, 2015

The Annual Hallmark Awards Ceremony is May, 5, 2015 at St. Ann's Academy Auditorium at 7:00 pm. The event is free and all are welcome; light refreshments will be served following the Awards presentations.

This year 321 Gorge Road West (Saanich owned); 3261 Harriet Road; and 1245 Burnside Road West will be receiving heritage plaques in recognition of their properties being designated in 2014.

The Secretary will advise the homeowners of the event.

HOUSE GRANT PROGRAM – RESTORATION GUIDELINES (Previously updated in 2010)

The Secretary advised that she had been contacted by the owners of 1744 Kisber Avenue and 3261 Harriet Road (both heritage designated properties) with respect to installing handrails on their front stairs. Kisber Avenue was renewing their home insurance and were told that they

were a requirement for safety purposes.

Committee discussion noted:

- The insurance company is correct about no handrails being a safety concern; it is also a Building Code issue, although Heritage Designated buildings have exemption status in the Code.
- Handrails could be added in a sympathetic manner such as those that we had installed at Hall House a few years ago; they don't have to be wrought iron like at Hall House and could be a nice wood handrail and installed with relatively minor costs.
- If it's a case of the insurance provider insisting on immediate action such as with the Kisber homeowners, the Foundation could consider it on an emergency basis once they have provided details on design and cost.
- The Restoration Guidelines should be updated and have a section added pertaining to funding for handrails; B. Shuya and K. Johnson will draft a description of what's expected with respect to handrails.

K. Johnson volunteered to meet with the owners of 3261 Harriet Road to discuss what they have in mind for a handrail on the front stairs.

RECENT PUBLIC INQUIRIES - PLANNER UPDATE

The Planner stated:

- She has received a few phone calls from realtors asking about specific properties that are heritage registered and what that entails; they also want to know about constraints and the process for having a property removed from the Register.
- Staff are working on a Heritage Procedures Bylaw that may provide staff with a procedure to follow when an owner requests removal of a building from the register. Currently staff and Council have no authority to delay removal or to require a building inspection to verify the condition of the building.

50TH ANNIVERSARY OF THE SAANICH MUNICIPAL HALL (DESIGNATED)

Councillor Sanders, Chair, Arts, Culture and Heritage Advisory Committee (ACH) stated:

- The Municipal Hall is celebrating its 50th Anniversary this year and a number of celebrations are planned.
- The ACH is going to apply for a Heritage BC Grant to have a double-sided sign commissioned (similar to the heritage sign at Dodd House) and have it installed in a suitable location outside the Municipal Hall.
- Several events are being considered such as a ribbon cutting in September followed by a tour of the gardens (which are proposed for heritage designation).
- In December there could be a tour of the interior of the Municipal Hall with cake, in conjunction with the Christmas light up and choirs booked in the Council Chambers.

ADJOURNMENT

The meeting adjourned at 7:55 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, May 12, 2015 at 5:30 p.m. in Committee Room #2.**

..... CHAIRPERSON