



**AGENDA**  
**SAANICH HERITAGE FOUNDATION**  
**COMMITTEE ROOM #2**  
**TUESDAY, September 12, 2017 @ 5:30 P.M.**

Adoption of June 13, 2017 Regular Meeting Minutes

**NEW BUSINESS**

**1. SHELBOURNE MEMORIAL AVENUE (2017) PROJECT**

- Ray Travers, Chair of the Memorial Avenue Committee (MAC), will be present at the meeting to give a presentation on the Draft Action Plan (June 11, 2017) and the opportunity for heritage preservation (Action Plan attached)

**2. COUNCIL CHAMBERS REFRESH – MANAGER, FACILITIES OPERATIONS**

The Manager of Facilities Operations will be present at the meeting to provide verbal presentations on the following:

- Replacing the carpeting in the Council Chambers
- New “accessible” sidewalks on Municipal Hall grounds

**3. SECRETARIAL INVOICE – JANUARY 1, 2017 TO JUNE 30, 2017**

**BUSINESS ARISING**

**4. 1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

- Annual rent increase to take effect Oct. 1

**5. 4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

- Annual rent increase to take effect Oct. 1

**6. TREASURER’S REPORT – UPDATE**

**FOR INFORMATION**

**7. GLENDENNING ROAD – APPLICATION FOR HERITAGE ROAD DESIGNATION**

**8. THE NEW SOCIETIES ACT – CERTIFIED COPY OF THE TRANSITION APPLICATION**

- Constitution and Bylaws of the Saanich Heritage Foundation

**9. HERITAGE LEGACY FUND – GRANT APPLICATION TO UPDATE THE HERITAGE REGISTER**

- Copy of email advising the application was not approved

To ensure there is a quorum, please contact Shirley at 475-1775, extension 3513  
or email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca) if you cannot attend the meeting.

☪ ☪ Adjournment ☪ ☪

Next Regular Meeting: October 10, 2017

MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
TUESDAY, JUNE 13, 2017 AT 5:30 P.M.

DRAFT

Present: Brad Shuya, President; Ross O'Connell, Vice President; Sheila Colwill; Ken Johnson; Alvin Lau; Robert Townsend; and Councillor Sanders

Regrets: Art Joyce, Treasurer; Kelsey Dupuis; and Andrew Rushforth

Staff: Shirley Leggett, Secretary

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Minutes: Moved by S. Colwill and Seconded by R. Townsend: "That the Minutes of the May 9, 2017 Regular Meeting be adopted as circulated and the Minutes of the Special May 23, 2017 Meeting be adopted as amended."

CARRIED

**3261 HARRIET ROAD – (DESIGNATED) – REQUEST FROM OWNER TO REMOVE FROM THE SAANICH HERITAGE REGISTER**

Letter from the owner dated May 17, 2017 requesting that his dwelling at 3261 Harriet Road be removed from the Heritage Register so that he can work on it as it's his hobby. A similar letter was also addressed to the Mayor and Council.

A roundtable discussion ensued and the following was noted:

- This dwelling isn't a pure form of architecture, the owner has added roof embellishments and a stone façade that don't reflect the original California style of the dwelling.
- The owner seems to have his own idea of what constitutes heritage. He is the one who requested that it be put on the Heritage Register and now he just wants to change his mind.
- The dwelling was designated about two (2) years ago at the owner's request.
- He received a grant two years ago for a few hundred dollars when he had new handrails installed on the front porch stairs.
- If we decide to support removing the dwelling from the Heritage Register, then the owner should have to pay back the grant money he received.
- If's it removed from the Heritage Register, it's setting a precedent for other homeowners. It shouldn't be removed just because the owner says he wants to work on it because it's his hobby.
- The owner can still do whatever he wants inside the house as long as he has the necessary permits, however, work on the outside has to follow the guidelines.
- Perhaps we should send the owner a letter asking him to consider his request.

**MOVED by S. Colwill and Seconded by R. Townsend: "That the request from the owner of 3261 Harriet Road to have his dwelling removed from the Heritage Register not be supported."**

CARRIED

S. Colwill volunteered to draft a letter to the owner of 3261 Harriet Road asking him to reconsider his request to de-designate his house.

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Councillor Sanders left the meeting at 5:55 p.m.

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## **1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

### Annual Rent Increase

The last rent increase was September 1, 2016. According to the BC Residential Tenancies Branch, the annual rent can be increased October 1, 2017 in the amount of \$33.04 (3.7%) bringing the current monthly rent of \$893 to \$926.

**MOVED by S. Colwill and Seconded by A. Lau: “That the rent for 1248 Burnside Road West be increased from \$893 per month to \$926 per month effective October 1, 2017.”**

**CARRIED**

The Secretary will prepare the necessary paperwork and send it by registered mail.

The President advised that he still has to contact the irrigation company to come out and see about finding and repairing the leak so it can be operational.

## **4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

### Annual Rent Increase

The last rent increase was September 1, 2016. According to the BC Residential Tenancies Branch, the annual rent can be increased October 1, 2017 in the amount of \$47.80 (3.7%) bringing the current monthly rent of \$1,292 to \$1,339.

**MOVED by S. Colwill and Seconded by A. Lau: “That the rent for 4139 Lambrick Way Burnside be increased from \$1,292 per month to \$1,339 per month effective October 1, 2017.”**

**CARRIED**

The Secretary will prepare the necessary paperwork and send it by registered mail.

S. Colwill stated:

- The tenants are doing a good job on the yard/garden maintenance; the first instalment of \$400 was sent to them at the end of May.
- Trevor from Arbor Renovations power washed the exterior of the house and fence; the fence was primed and repainted on both sides and some of the pickets were replaced. We will need to get some more pickets to have on hand.
- Suburban Roofing replaced the roof and did a great job.

## **TREASURER’S REPORT – UPDATE**

The Treasurer was not present at the meeting but provided the following Statement of Receipts and Disbursements as of June 1, 2017 to the Secretary:

Grant Account:	\$55,456.20	GIC’s: \$32,819.85
Operating Account:	\$18,844.87	
Hall House Account:	\$16,149.86	GIC’s: \$28,156.60
Dodd House Account:	\$13,987.38	GIC’s \$30,210.58

The Secretary advised that the SHF had received their 2017 grant cheque from Council in the amount of \$47,000 and that she had deposited it into the Grant Account and transferred \$17,000 to the Operating Account as directed by the Treasurer for operating costs and secretarial costs for 2017.

**MOVED by R. Townsend and Seconded by S. Colwill: "That the Statement of Receipts and Disbursements as provided by the Treasurer be received for information."**

**CARRIED**

**COUNCIL CHAMBER RENOVATION**

Memorandum from the Legislative Manager dated May 18, 2017 confirming that Council at their meeting on May 15, 2017, approved and issued Heritage Alteration Permit HER00043 further to the proposed alteration of the Council Chamber dais.

Other renovations to the Council Chamber include replacing the existing carpeting, new millwork for the Mayor's desk, two staff desks, and the podium desks, and a new raised platform for the webcasting operator.

**1960 ERNEST AVENUE – FRONT PORCH**

The Secretary advised that she had been contacted by the owner of 1960 Ernest Avenue concerned about some of the boards on her front porch that were getting spongy when you step on them and wanted to know if she could go ahead and have them repaired.

The Restoration Guidelines have a provision for \$500 for emergency funding and her request could be considered a safety issue.

**MOVED by S. Colwill and Seconded by R. Townsend: "That a \$500 Emergency Grant be approved for 1960 Ernest Avenue in order to repair the wood rot on areas of the front porch."**

**CARRIED**

**ADJOURNMENT**

The meeting adjourned at 6:40 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, September 12, 2017 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

**Subject: MAC Meeting Request, September 2017**  
**Date:** June 30, 2017 at 10:14:18 AM PDT  
**To:** Saanich Heritage Foundation <[Shirley.Leggett@saanich.ca](mailto:Shirley.Leggett@saanich.ca)>

Saanich Heritage Foundation  
Saanich, BC

Attn : Shirley Leggett, Secretary

As Chair, of the citizen's ( Shelbourne) Memorial Avenue Committee (MAC) I am requesting a meeting with the Saanich Heritage Committee, preferably in September 2017.

Our purpose at this meeting, is for the MAC to inform the Saanich Heritage Foundation about our Draft Plan ( June 11) and the opportunity for heritage conservation.

The MAC will present our Draft Action Plan (June 11), to the Saanich Arts, Culture and Heritage Committee on September 21, 2017.

The Shelbourne Memorial Trees (planted in 1921 etc) from Mt Doug to Torquay in Saanich and from Hillside to Bay Street in Victoria are a significant part of our Post World War One cultural landscape. These trees are being commemorated 2014 - 2018 during the 100 th Anniversary of World War One.

The MAC Draft Action Plan is attached. See the Objectives and the Actions on Page 5.

I look forward to your reply,

Thanks,

Ray Travers, Chair,  
MemorialAvenue Committee  
[250-477-8479](tel:250-477-8479)

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**Draft Action Plan**

**Shelbourne, “Street of Unfinished Dreams”**

**Memorial Avenue Committee  
Ray Travers Chair, Mary Jane Shaw,  
Bart Armstrong, Alan Macleod**

**June 11, 2017**

**FOREWORD**

This draft Action Plan is being circulated to organizations and interested individuals who reside along Shelbourne Street for discussion and input prior to presentation to the Saanich Arts, Culture and Heritage Committee, in the fall of 2017. Then this plan will be presented to Saanich Council to request approval.

This Action Plan is a work in progress. The Shelbourne Memorial Trees in both Saanich and the City of Victoria are a significant part of our cultural landscape. This plan, and its supporting documents, will inform citizens on the broad community support which led up to the establishment of the Memorial Avenues trees post World War One. It will also be a reminder of our continuing responsibility to provide a high standard of care of these trees for centuries into the future, as a reminder of the service and sacrifice of our local soldiers and nurses who did not return home.

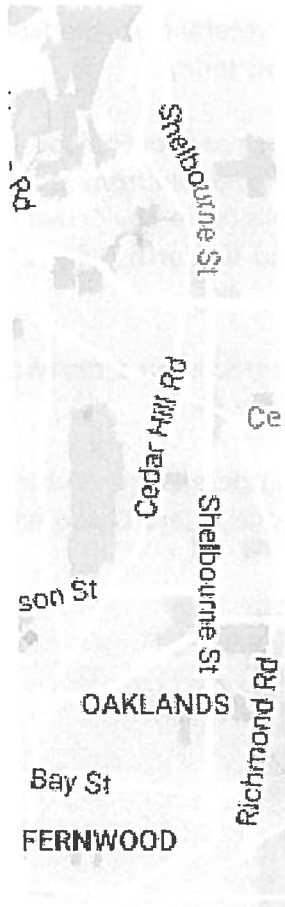
Should you wish a presentation to your organization, contact Ray Travers, Chair Memorial Avenue Committee [rtravers@islandnet.com](mailto:rtravers@islandnet.com)

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## 1 Introduction

Shelbourne is the “street of unfinished dreams”. In this Action Plan, the Memorial Avenue Committee (MAC) is requesting your support to substantially complete the street of unfinished dreams.

*“ British Columbia owes, not only to her soldier dead, but to posterity, some monument which will adequately commemorate the heroic sacrifices of the South African War, and the Great European War. The British Columbia Memorial Avenue, the first tree of which will be planted on October 2, is planned with a realization of this debt.*

*The long double line of trees itself, as it sweeps through the valley will have a beauty and a grace. ... The Union of BC Municipalities in Convention has endorsed the plan for this British Columbia Memorial to be constructed in the Capital City of the Province.” (Background, October 2, 1921 Dedication Programme)*

At the original dedication of the Memorial Trees on October 2, 1921, Lieutenant Governor Walter Nichol, Premier John Oliver and over 5,000 citizens from Victoria and Saanich were in attendance.

Source: Google Maps

This Action Plan identifies the gap which exists in 2017 between the initial intent for a Memorial Avenue post World War One, and, inasmuch as possible, strives to complete the dream of Shelbourne as a Memorial Avenue.

## 2. Memorial Avenue History

### 2.1 A street, a park, memorial trees, monuments and plaques

In 1916 Shelbourne Street was built by Saanich to provide a major north south thoroughfare from Mount Douglas Park to Victoria - which Saanich Reeve and Council and Mayor of Victoria officially opened on November 18, 1916. About the same time discussions began for planting of memorial trees on both sides to honour the fallen BC soldiers in the First World War. Each tree was to be circled by wrought iron fences with commemorative plaques, with one tree for every BC soldier lost. The organizers wanted to name this street Memorial Avenue.

On July 19, 1919 Gore Memorial Peace Park was dedicated and a monument erected. Remembrance Day services were conducted at this location until about 1960. About



1970 this monument was moved, with the agreement of the veterans, to the front lawn of Saanich Municipal Hall on Vernon Street, where it remains today.

Near the end of World War One Saanich considered changing the name of Shelbourne to Memorial Avenue. The memorial trees planted at this time extended from Mount Douglas Park to Cedar Hill Cross Road in Saanich and from Hillside to Bay Street in Victoria. The portion of Shelbourne from Cedar Hill Cross Road to North Dairy was never planted.

In 1961, at Gore Memorial Peace Park a small monument was erected in a renewed plan to complete the planting of London Plane Trees on Shelbourne.

In 1976 the Municipality of Saanich, the Heritage Tree Committee and the Victoria Horticultural Society established a small monument with a plaque where Elnido and San Juan meet Shelbourne.



Shelbourne Memorial Tree Planting Monument, Source: Saanich Planning

With the increased urban development in East Saanich during the 1960's, the memorial trees from Cedar Hill Cross Road to Torquay were cut down so Shelbourne could be widened from two to four lanes. Shelbourne thus became the "street of unfinished dreams". For additional information, see the Appendices.

- Appendix I Roads of Remembrance in Canada
- Appendix II Dedication of Memorial Avenue October 2, 1921
- Appendix III Community Support 1916 through 2017

### **3. OBJECTIVES**

- 3.1 New Planting of London Plane Trees from Pear Street to North Dairy approved with street widening, Shelbourne Valley Action Plan;
- 3.2 Evaluation, improvement and possible future placement of existing stone memorials;
- 3.3 Support 2017 Saanich Parks Improvement of Gore Memorial Peace Park;
- 3.4 Introducing interpretive commemorative panels in people-friendly locations;
- 3.5 Restoration/modification to name of Shelbourne Street to include "Memorial Avenue"
- 3.6 Reaffirm Shelbourne Memorial Avenue Trees on November 11, 2018, the 100th Anniversary of the end of World War One.

### **4. Community Benefits**

#### **4.1 Increased attractions for local, out-of-town and tourist visitors**

The Memorial trees are an inherent part of the cultural landscape of Greater Victoria, and would be an historical attraction, as they are in other parts of the world. The planned development of Shelbourne Valley with people-friendly centers, and a Village containing hubs of community activities will rival other areas of Greater Victoria, and will also establish Saanich as a unique part of the city, with its unique history, remembering especially the years 1914 to 1918. Visible attractions will include signage, greenery and tree canopies, with creative historical references.

#### **4.2 Increased property values**

As envisioned in the Shelbourne Valley Action Plan, this Saanich Street will re-establish itself as a prime real estate area, with accessible amenities for all ages and abilities. The proposed urban forest canopy of newly planted London Plane trees on south Shelbourne will provide an impressive line of long-lived low maintenance trees.

#### **4.3 Increased public awareness of the historical significance of Shelbourne as a Road of Remembrance**

The community of Saanich has much to be proud in our short history. Attractions will include signs, artwork, plaques, commemorative parks and interpretive displays of our Memorial Avenue. This will provide not only a learning experience for ourselves but also a chance to interact with those who visit our World War One, Road of Remembrance.

### **5. ACTIONS**

- 5.1 Obtain letters of support from Saanich Community Associations, Shopping Centres, including Oaklands and North Jubilee Neighbourhood Associations, in City of Victoria;

- 5.2 Obtain letter of support from Victoria Tourism, and other organizations and businesses along Shelbourne;
- 5.3 Request Saanich Arts Culture and Heritage Committee to endorse Action Plan;
- 5.4 Suggest content and confirm location of interpretive signs/panels;
- 5.5 Support Saanich Parks, Gore Memorial Peace Park restoration;
- 5.6 Obtain agreement with Saanich Planning re London Plane Trees Pear Street to North Dairy (both sides)
- 5.7 Present Action Plan to Saanich Council for approval and implementation
- 5.8 Monitor implementation

#### **Appendix I Roads of Remembrance in Canada**

In November 1918, Canadians turned their attention from waging a war in Europe to commemorating the many who did not return. While many communities erected stone cenotaphs and bronze statues, another movement emerged - Roads of Remembrance.

Characteristically, these were linear tree-lined roads, (known in Canada as Memorial Avenues) located in suburban locations. The trees were typically a single species, and regularly spaced. These trees would, ideally, grow tall and stately to create a canopy from both sides, imparting a sacred sense of deep dignity, honor and respect for those killed in battle. By assigning a particular tree to a specific fallen soldier, by a small plaque, an additional depth of symbolism was incorporated. In this way a tree-lined avenue was both a personal and a community memorial.

In Britain, the Office of the King's Highway issued a pamphlet "Roads of Remembrance as War Memorials". The two objectives were to transform "*suitable existing highways to the dignity of Roads of Remembrance, adorned with trees,*" and to organize "*the building of highways of exceptional dignity and beauty, with open spaces at intervals, as special memorials of the Great War.*" The Roads of Remembrance movement came to Canada through the efforts of Mrs. M.H. Morrison of Devonshire, and the International Congress of Women. Major Arthur Haggard, founder of Britain's Veterans' Association in 1915 and a member of their Roads of Remembrance Committee, persuaded his sister, the Baroness d'Anethan, of Victoria BC to get involved



Photo: Eleanora Mary, Baroness d'Anethan (nee Haggard). Source: Bassano Ltd.

The *Colonist*, in October 1918, noted that the Imperial Order Daughters of the Empire and other patriotic organizations suggested that a Road of Remembrance in Victoria might be adopted. Less than three weeks later a boulevard of memorial trees was proposed. Other civic and philanthropic groups, that gave their support were the Women's Canadian Club, British Empire Service League, Victoria Chamber of Commerce, Good Roads Associations, Great War Veterans Association, and the Rotary and Kiwanis Clubs. Treed memorial avenues were also established in Britain, Australia and the United States. The *Canadian Municipal Journal* in 1922 exclaimed: "*Future generations of Canadians will be reminded of the part that Canada played in the world's fight for democracy... not in ornate stone but in nature's noblest gift to her people—the gift of trees such as no other country has.*"

#### **Appendix II Dedication Memorial Avenue October 2, 1921, North Shelbourne**

On October 2 1921 Memorial Avenue was dedicated with Lieutenant Governor Walter Nichol, Premier John Oliver and over 5,000 people in attendance. This event commemorated the sacrifices of British Columbians in both the South African War 1899-1902, and World War One 1914-1918.

Roads of Remembrance are founded on two symbol-laden images. The first was the tree-lined country avenues of France, a far-off reminder of the long straight tree-lined roads down which young men marched in their rendezvous with death.



Nova Scotia Highlanders. Canadian 85th Battalion, Source: WFA Library and Archives

The second symbol was trees as a living memorial - representing the victory of life over death. In North America, memorial trees thus became living symbols of a family's sacrifices made in France and Belgium.

These roads were also a nearby location where mothers, widows and fiancés could grieve their war losses on Remembrance Day.

The Union of BC Municipalities at a Convention endorsed this plan as a British Columbia Memorial, in the Capital City of the Province (1921).

Initially the planting was a combination of long-lived London Plane trees and short lived Mountain Ash, 30 feet (9.1 m.) apart on both sides. As time passed and the trees grew the Mountain Ash was removed. The London Plane was a good choice for these trees. In England they live up to 300 years, and are resistant to injury and air pollution.

One tree was to be planted for every BC soldier killed in battle. However, this goal was not achieved, as over 6,000 BC soldiers were lost and there was space for only 800 trees. Over time most BC communities developed their own war memorials and this street became a memorial for southern Vancouver Island.

In 1922 London Plane trees, where Elnido and Juan meet Shelbourne, a monument was erected to commemorate plantings by General *Sir Arthur Currie*, September 21, 1922, Lord *Byng of Vimy*, August 24, 1922 and *Joseph J. Cesare Joffre of France*, on March 29, 1922.

### **Appendix III Community Support for Memorial Avenue 1916 through 2017**

- 1915 Major Arthur Haggard (and Mrs. M.H. Morrison) the founder of Britain's Veterans' Association sent information on the Roads of Remembrance to the Baroness d'Anethan (nee Eleanora Mary Haggard) resident of Victoria.
  
- October 1918, Road of Remembrance project in Victoria supported by Women's Canadian Club, Imperial Order Daughters of the Empire, Great War Veterans Association, British Empire Service League, Rotary and Kiwanis Clubs, Victoria Chamber of Commerce, and the Good Roads Association.
  
- July 19, 1919 Gore Memorial Park dedicated, organized mainly by Mr A.E. Horner, Kisber Avenue.
  
- May 9, 1921, Victoria Chamber of Commerce established Memorial Avenue Committee, Chaired by R.P. Clark, with members George MacGregor (Reeve, Saanich 1914-1916), J.W. Spencer and Dr. F.T. Stanier.
  
- October 2, 1921 five thousand citizens attended dedication of Memorial Trees led by Lieutenant-Governor Walter Nichol and Premier John Oliver.
  - (a) City of Victoria donated trees from its nurseries.
  - (b) Oak Bay looked after the watering of these trees.
  - (c) Trees planted by members of Chamber of Commerce, Rotary Club, Kiwanis Club, St Michaels University School, George Willerton and family.
  
- \* November 8, 1922. City of Victoria Council instructed Engineer F.M. Preston to plant Memorial Trees from Bay Street to City limits.
  
- October 1923, A Victoria Chamber of Commerce delegation A.D. Crease (Victoria Lawyer) and A.E. Todd (Victoria Mayor 1917-1919) urged Saanich Council to complete the planting.
  
- April 1, 1960 District of Central Saanich, Municipal Council District "... unanimously approved the renaming of Shelbourne Street to Memorial Avenue."
  
- November 11, 1961 rededication service at Gore Memorial Peace Park. Rev. Archbishop H.E. Sexton, A.E. Horner long time citizen advocate, and Saanich Reeve 1958 – 61, G.L. Chatterton MP in attendance.

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- 1976 Municipality of Saanich, Heritage Tree Committee and Victoria Horticultural Society established new monument, where Elnido and San Juan meet Shelbourne, commemorating 1922 visits of World One Generals Currie, Byng and Joffre.

- April 22, 2010 Gordon Head Middle School students, in cooperation with Saanich replanted five London Plane trees missing on North Shelbourne.

This list will be updated when Letters of Support are received.



## Memo

To: Paul Arslan, Manager of Financial Services  
From: Shirley Leggett, Secretary, Saanich Heritage Foundation  
Date: September 13, 2017  
File: 1180-20 - SHF  
Subject: **SECRETARIAL SERVICES FOR SAANICH HERITAGE  
FOUNDATION – JAN. 1, 2017 TO JUNE 30, 2017**

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Please invoice the Saanich Heritage Foundation (care of Legislative Services) for Secretarial services provided from January 1, 2017 to June 30, 2017, in the amount of \$8,963.16

Also, bill the Foundation separately for \$17.00 for postal charges and \$100.70 for mileage (for a total of \$117.70).

Please credit to account number 2080.3772.

Thank you.

Shirley Leggett  
Secretary, Saanich Heritage Foundation

/s/  
Attachments





The Corporation of the District of Saanich | Legislative Services | Legislative

**JANUARY 1, 2017 TO JUNE 30, 2017 INVOICING TO  
SAANICH HERITAGE FOUNDATION FOR OFFICE WORK, BANKING,  
MEETING ATTENDANCE AND AGENDA/MINUTE PREPARATION**

January	40.0 hours at \$39.66	\$1,586.40
February	19.5 hours at \$39.66	\$773.37
March	42.0 hours at \$39.66	\$1,665.72
April	35.0 hours at \$39.66	\$1,388.10
May	44.5 hours at \$39.66	\$1,764.87
June	45.0 hours at \$39.66	<u>\$1,784.70</u>
<b>TOTAL</b>	<b>226.0 hours at \$39.66</b>	<b><u>\$8,963.16</u></b>



The Corporation of the District of Saanich | Legislative Services | Legislative

**JANUARY 1, 2017 TO JUNE 30, 2017 POSTAGE INVOICING  
FOR SAANICH HERITAGE FOUNDATION**

January	Agenda emailed	
February	Agenda emailed	
March	Agenda emailed	
April	Agenda emailed	
May	Agenda emailed	
June	Agenda emailed	
Misc. postage for invoices, etc.	20 x .85	<u>17.00</u>
	<b>TOTAL</b>	<b><u>\$37.00</u></b>



2130-40

**Clerksec - Heritage Road application**

**From:** "Barry & Dawn Loucks" <medware@island.net>  
**To:** <ClerkSec@saanich.ca>  
**Date:** 06/29/2017 2:30 PM  
**Subject:** Heritage Road application  
**Attachments:** GlendenningHeritage(2).doc

POST TO	General	POSTED
COPY TO	SH/SHF(BS/SL)/HM/PT	
INFORMATION	<input checked="" type="checkbox"/>	
REPLY TO WRITER	<input type="checkbox"/>	
COPY RESPONSE TO LEGISLATIVE DIVISION		
REPORT	<input type="checkbox"/>	
FOR		
ACKNOWLEDGED	BIM	

Dear madam/sir

I have attached an application to apply for heritage road designation for Glendenning Road. I spoke with Donna Dupas who mentioned you would forward this to council members as well as to specific departments and to the Saanich Heritage Foundation Committee.

The attachment is quite a large file due to embedded pictures and because of its size it is not accepted by all systems. I will send a follow up email asking that you let me know if you received the attachment.

Thank you very much for your help.

Barry Loucks  
250-477-8539

**RECEIVED**  
 JUN 29 2017  
 LEGISLATIVE DIVISION  
 DISTRICT OF SAANICH

POST TO		POSTED
COPY TO		
INFORMATION	<input type="checkbox"/>	
REPLY TO WRITER	<input type="checkbox"/>	
COPY RESPONSE TO LEGISLATIVE DIVISION		
REPORT	<input type="checkbox"/>	
FOR		
ACKNOWLEDGED		

# HERITAGE ROAD DESIGNATION APPLICATION GLENDENNING ROAD, SAANICH

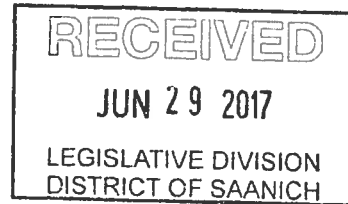
## Forward

This is an application submitted by the majority of Glendenning residents to request heritage road designation for the Glendenning Road right-of-way. The purpose of this submission is to protect Glendenning Road, its ambiance, its trees, its trail, and its history for present and future generations to enjoy.

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### Sections:

1. The Glendinning family and Glendinning Farm
2. Glendinning versus Glendenning
3. Local Roads
4. Heritage Road designation
5. Neighbourhood support
6. Community support
7. Anticipated Costs
8. Heritage Road governance
9. Bibliography
10. Appendix A – Glendenning tree map and inventory
11. Appendix B – Glendenning Road scenes
12. Appendix C – Community Support Correspondence



### 1. The Glendinning family and Glendinning Farm

In 1865 Adam Glendinning (correct spelling) travelled by steamship from Dumfries Scotland to Canada. Ten years later, after spending time in Ontario and Nevada, he decided to settle in British Columbia and bought over 700 acres of farmland on the west side of Mount Douglas. At that time Mount Douglas was known as Cedar Hill<sup>1</sup>. Prior to colonization it was known as P’KOLS and was in the territory of the WSÁNEĆ people<sup>9</sup>. It “was a culturally significant gathering and meeting place”.

In 1876, Adam married Julia Rutland. She had been visiting from England. They had four children, all of whom were born in their home on Glendinning Farm. The children were Rutland, Margaret, Florence and Julia. Julia was the youngest of the children and articles are available which were written both about and by her describing life on the Glendinning Farm.<sup>1,2,4,5</sup>

The farm had been originally purchased by George Blenkinsop in 1857. The local valley, road<sup>1</sup> and lake are now all named after George Blenkinsop. Adam Glendinning purchased the farm from the estate of E. H. Jackson who had purchased it from George Blenkinsop. It consisted of land comprising Sections 7 and 51<sup>10</sup> which stretch from today’s Mt. Douglas Cross Rd almost to Royal Oak Drive and Cordova Bay Road (see Figure 1). The western farm boundary ran through

the middle of Lost Lake (now called Blenkinsop Lake) and the Eastern boundary went to the base of Mt. Douglas and Glendenning Road. The Canadian national Railway track leading to Pat Bay was partly on Glendenning property<sup>1</sup>. The farm was originally called Brentwood but the name was changed to Glendenning Farm to avoid confusion with a small community located on Todd inlet<sup>1</sup>.

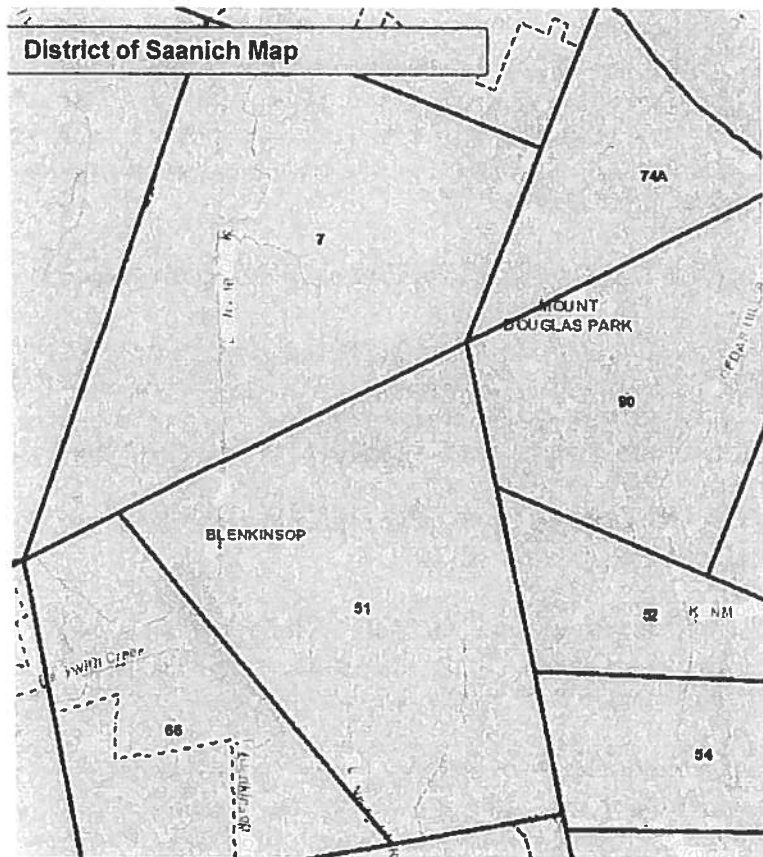


Figure 1 – Glendenning farm - sections 51 and 7

The Glendenning farmhouse was long and rambling. It had a large orchard to the East. To the West was Lost Lake. The lake was much larger at that time and “trout abounded”<sup>1</sup>. The Glendenning family kept a boat on the lake and often went rowing on Sunday afternoons.

*“The Glendenning Farm prospered. The impression of comfort, cheerfulness and hospitality attracted many people to the place, either on business or just for a friendly call. There always were several members out on the steps to make them welcome.”<sup>1</sup>*

One report describes the Christmas hospitality as:

*"There were never such Christmases outside of a Dickens' novel as those of the Glendinning Farm. It was the usual thing for more than 20 people to sit down to a table laden with all sorts of delicious food. There was much talking and laughing and good-natured teasing; and it was a merry occasion when the unwary were caught beneath the sprig of mistletoe craftily hidden."*<sup>1</sup>

In the early days the children were given their school lessons at home by their mother. When she passed away from influenza in 1892<sup>1</sup> the youngest child, also named Julia, was only 10 years old<sup>2</sup>. Governesses were hired for a while but later the children walked in all weather 3 miles each way to the original Cedar Hill School which was built in the 1860s.<sup>1</sup> As there was no Mount Douglas Cross Road at that time, the children followed a footpath for about a mile to Cedar Hill Road<sup>2</sup> and then on to school from there. Upon graduation, Adam gave the three daughters a horse and buggy of their own. At that time it was quite a novelty for young people to have their own transportation which resulted in admiration from their friends.<sup>2</sup>

Bear and an elk were seen on the property. There is one story of Rutland helping to scare off a bear in order to protect his sisters:

*"A few days ago three of Mr. Glendenning's children, a boy and two girls, all of tender age, were playing in a field not far from the house, when a young black bear sprang out of a thick copse and made for them. The little girls screamed in affright; but the little boy, who is aged about six years, gathered the youngest girl, aged about four, in his arms and facing the bear began to walk backwards towards the house. The cries of the children by this time had attracted the farm hands, one of whom shot the brute before it could do any harm."*<sup>3</sup>

The Glendinning Farm obtained water from a spring which was gravity fed to the house and to troughs in the barnyard to service the livestock. Apparently the milk in the dairy was the first in the district to be cooled by running water. In an 1885 Daily Colonist article<sup>3</sup> it was written:

*"Among the essentials to successful dairying is a constant supply of pure water. This Mr. Glendenning has obtained by conducting water from a spring, which gushes from the side of Mount Douglas in a never ceasing flow, through pipes to his farm, every part of which is now brought under its beneficial influence. The good effects on the live stock by the introduction of this water has been almost magical, and the milk is of the richest and healthiest, and is delivered in town to customers."*

The farm raised cattle, hogs and chickens and had over 100 acres planted in grain. A ton of butter was churned each year. During the clearing of land more than 100 cords of wood were supplied annually to city hospitals and schools.<sup>1</sup>

*"On the farm was the first fanning mill in the district, used for cleaning grain. At first the other farmers in the district laughed at Glendinning for buying such a contraption. But it wasn't long before they were borrowing it for their own use."*<sup>1</sup>

The Glendinning children and their friends enjoyed *"parties, picnics and horseback riding*

*around the family home and shared with young folk of the McCrae family in the Cedar Hill district, the J.H. Todd family in Victoria and the Haggens and McDonalds out in Saanich.*"<sup>2</sup>

One of the family friends wrote:

*"From about 1910, or earlier, my family was often invited to spend holidays at the farm. With the ancient woods to explore, a mountain (Mount Douglas) to climb, fingerling to catch in the brook, and butterflies to chase in the fields, we children hadn't a care in the world. We particularly enjoyed sliding down the hay in the barns and jumping on the haystacks in the fields – and it never seemed to annoy anyone."*

*"We roamed over the fields, picked the fruit in the old orchard, examined the machinery, and were allowed to help with some of the chores such as feeding the stock, collecting the eggs, turning the separator and working the butter-pressing machine. There was never a better way for children to spend holidays".*<sup>1</sup>

During an illness when 30 years of age, Julia Glendinning was attended to by Dr. J.D. Helmcken (known as "Dr. Jim"). He encouraged her to cheer up and predicted that she would live at least to age 65 which was considered a "ripe old age" at that time.<sup>2</sup> Julia actually survived to age 85.

Rutland took over management of the farm upon his father's retirement and apparently was very successful. One year he had a huge abundance of straw which he feared would need to be burned for the lack of a market. Julia encouraged him to store it over the winter and fortuitously the next spring there developed a large demand for the straw as the first strawberry growers of Gordon Head needed all they could get<sup>5</sup>.

In 1916 there was a heavy accumulation of snow during which the drifts were over 6 feet tall. Horses hitched to sleighs were able to drive across fields right over fences. The farm was isolated for more than two weeks but it was well provisioned which permitted the Glendinnings to help neighbours by providing them with animal feed. It was particularly difficult for the dairy farmers as they needed to dig their way through the snow to reach town. After leaving their farms in the morning they would not reach town until the evening and would then delay their return until the next day<sup>5</sup>. This is the worst snow storm in Julia's memory but she recalls her father telling of another storm in which 3 feet of snow fell in one night.

Rutland died of influenza in 1919 and his father died the following year. Management of the farm was then assumed by Margaret's husband, Keyworth Harrop. He continued this for 20 years and was often called upon to judge sheep, grain and cattle at various fairs in Saanich and other BC locations<sup>5</sup>.

Florence died in 1941 and four days later Keyworth died. This left just Margaret and Julia. Julia assumed management of the farm at this point as Margaret was ailing and died the following year. Julia was then the sole survivor of the once large Glendinning family. She sold the dairy farm (40 acres) and seeded the remaining acreage to hay and later rented out stock pasture. At various times, parts of the farm were sold to such families as the Simmons and Mercers.



In 1949, Julia sold her large house to Charles Muttleberry but she continued to live in a small house on 1.5 acres of the original farm at 4299 Blenkinsop Road.

*"Hospitality still rules this house, which is all that is left of the Glendinning Farm. If Miss Glendinning is not always able to be on the steps to greet her visitors, she waits for them in her pleasant living room. In this room, ..... as at the Glendinning Farm since 1875 – a note of comfort and cheerfulness."*<sup>5</sup>

Julia lived in this home until her death in 1966.

## **2. Glendinning versus Glendenning**

Recording in the 1800s and early 1900s was often done by hand and it was not unusual to have a letter altered during transcription. The family name was "Glendinning" but it was often recorded as Glendenning.

1885 - A May 14, 1885 Daily Colonist article<sup>3</sup> records the family name as "Glendenning"

1888 - An 1888 War Department map has the farm marked as "Glendenning"<sup>6</sup>

1925 - The 1925 Fire Insurance Plans<sup>6</sup> have the road labelled as "Glendinning"

1926 - Saanich bylaw #365 (1926)<sup>7</sup> refers to the road as "Glendenning" and it has likely been thus named ever since.

## **3. Local Roads**

Cedar Hill Rd used to be the only road in the direction of the Glendinning Farm. The Glendinning Farm was approximately a mile from a main road and it was 6 miles through dense bush to Victoria<sup>1</sup>.

Mount Douglas Cross Rd was once known as Glendinning Road End.<sup>4</sup>

*"The country began to open up about 1900, when Blenkinsop Road was put through and Shelbourne followed some time later"*<sup>4</sup>

## **4. Heritage Road designation**

The residents of Glendenning Road are applying for heritage designation for the right-of-way of Glendenning Road.

About 10 years ago a long term Glendenning resident, Margie McLellan (who is now deceased), first proposed that we apply for heritage road status with the aim to protect the ambience of Glendenning Road for future generations. This idea was discussed at that time but not acted upon.

In 2015 the idea of heritage designation was revived by Glendenning residents following the presentation of a delegation report<sup>8</sup> to Saanich Council. This report proposed vast changes for the road including widening to standard width, curbing, making Glendenning a through road to Winchester and purchasing private property to be transformed into parking lots. Several of the over 200 trees on the road right-of-way would need to be removed to achieve the report's recommendations.

This kindled a strong desire in the neighbours to preserve the road, its trees, its ambience and its history. A neighbourhood meeting was held on November 7, 2015 at which 19 residents were present representing 12 properties. The following resolution was unanimously passed:

*"We support Glendenning Rd. receiving a designation such as Heritage Road or becoming part of the Significant Tree Program in order to protect it."*

The Local Government Act states that a property may be protected under the heritage conservation section if the property has heritage value or heritage character. We feel that Glendenning Road has both heritage value and heritage character.

The Local Government Act also states that heritage designation can apply to landscape features.

Glendenning Road is named after the Glendinning family and their farm was previously owned by George Blenkinsop. The farm was over 700 acres and included what today is Glendenning Road.

The Glendinning family was representative of early Saanich settlers. As outlined in Section 1 they were welcoming of others, helped their neighbours and worked their land producing a variety of farm products. Theirs was a way of life from which Saanich had its origins.

Historically, the Glendinning Farm was the first in the district to have a fanning mill and to cool milk with running water. The farm's Western border through Lost Lake also illustrates an early policy for which Saanich was notable. This policy ensured that *"no single owner ever had complete control over all of a water source"*<sup>10</sup>.

Glendenning Road is cherished by its residents and by those who use it because of its ambience, a gently winding "country lane", which has a relaxing rural appearance and provides an attractive welcome for visitors to Mount Douglas Park. In the past, Glendenning Road has been described as the nicest entrance to the park.<sup>11</sup>

All of the West side of Glendenning is in the Agriculture Land Reserve and part of the North end of the roadway is in the Environmental Development Permit Area. Both sides of the road are outside of the Urban Containment Boundary. Glendenning is an example of "edge planning" where agricultural land is separated from dense residential land by an area of buffering.

Glendenning is a popular route for pedestrians and it is heavily used as a commuter and recreational bicycle route as it connects the Lochside and San Juan trails as part of the Centennial trail.

Glendenning residents are grateful to present and past Saanich councils for protecting Glendenning from urbanization. In the past, council members have commented on the desirability of retaining Glendenning's ambience as an attractive entrance to Mount Douglas Park. Former councilor Carol Pickup once said at a council meeting that when Glendenning was constructed "Saanich got it right". Former councilor Vic Derman often mentioned how much he enjoyed Glendenning Road and experienced a sense of relaxation as he turned his bicycle onto the road on his way to visit relatives in Gordon Head. At the November 28, 2016 council meeting, while referring to Glendenning Road, councilor Vicki Saunders remarked that "some places are special".

The Glendenning right-of-way has a large number of mature trees which, on aerial photographs, makes Glendenning Road appear to be an extension of Mount Douglas Park. Jack McLellan, who is a long term Glendenning resident and a forester by training, undertook a mapping and inventory of all of the trees in the Glendenning right-of-way in 2005. This mapping shows there are more than 200 mature trees, over 90 are Garry Oak. (See Appendix A)

The 2013 Fall issue<sup>12</sup> of "Our BackYard" comments:

*"Other Garry Oak woodlands extend through several properties, as in the neighbourhoods of Glendenning Road, ... .. In these areas, ecosystem restoration requires the concerted effort of affected landowners. The prize could be a neighbourhood in a near natural Garry Oak woodland, an ecosystem found in Canada only on the West Coast and the islands of BC. In Saanich, many could rightfully say that they have an endangered (red-listed) ecosystem in their backyard."*

Through these trees winds a trail which is delightful to walk and connects with the Glendenning trail in Mount Douglas Park. It has long been used as both a pedestrian and an equestrian trail and it follows its own winding course. It feels as if it is an extension of the Mount Douglas Park trail system.

Glendenning Road is frequently visited by owls. Barred, Great Horned and Saw-whet owls have been observed. Tree frogs are plentiful and create an impressive chorus during spring evenings. At least one otter has been sighted and those who lived in the area in the 1970s recall seeing wild pheasants.

While walking along the trail one is likely to hear domestic farm animals such as chickens, ducks, geese, goats and a horse.

The Glendenning Organic Farm is located on Glendenning Road. This farm is a good local source of eggs, fruits, vegetables, flowers and berries. This property was once owned by previous Saanich councilor Hal Knight and his wife, Lorna. Hal was responsible for introducing the recycling program in Saanich.

The gradual, winding, and narrow course of Glendenning Road along with its borders of many mature native trees through which passes a combined pedestrian and equestrian trail seems to take one back in time a century. This, along with the rich history of the Glendenning family and its farm (on which land Glendenning Road is situated) makes the residents feel that Glendenning Road would make an excellent choice for heritage road designation. Heritage remembers the past but it also protects the past for the future. The majority of Glendenning residents would like to protect Glendenning Road, its ambiance, its trees, its trail, and its history for present and future generations to enjoy. "Some places are special".

## **5. Neighbourhood support**

There are 20 properties with addresses on Glendenning Road.

Of the 20 properties, the owner(s) of 13 are in favour of heritage road designation, the owner(s) of 2 are opposed, the owner(s) of 2 are undecided, the owner(s) of 1 is neutral, and the owner(s) of 2 did not respond.

At a neighbourhood meeting on November 8, 2015, 19 residents from 12 properties unanimously supported Glendenning becoming a heritage road.

In late 2016 and early 2017 communication was sent to each owner to gauge the continued support for seeking heritage road designation.

In May of 2017 a petition was circulated to the owners who had previously indicated their support for heritage road designation (one of the owners was not approached with the petition because of illness). The petition statement was:

*"The undersigned are in favour of the Glendenning Road right of way receiving Heritage Road designation"*

The petition was signed by 18 people representing 12 properties.

The two owners who did not respond do not reside on Glendenning Road.

If we consider just the owners who expressed an opinion either in favour or opposed to heritage road designation, the owners of 13 properties are in favour (86.7%) and the owners of 2 properties are opposed (13.3%).

## **6. Community support**

The following community groups have given their support to Glendenning Rd. receiving heritage designation.

Blenkinsop Valley Community Association

Gordon Head Residents' Association  
Friends of Mt. Douglas Park Society  
Greater Victoria Cycling Coalition

Copies of the letters from these groups are included in Appendix C.

## **7. Anticipated Costs**

The Glendenning residents are not seeking the expenditure of any funds in relation to this application. It is anticipated there may be some municipal administrative costs to hold meetings and update Local Area Plans should this application be accepted.

## **8. Heritage Road governance**

The Local Government Act indicates that heritage designation can apply to landscape features and can apply if there is heritage value or heritage character. The Glendenning residents feel that Glendenning Road satisfies these descriptions.

The Local Government Act (Section 611 (1)) states that:

*“A local government may, by bylaw, on terms and conditions it considers appropriate, designate real property in whole or in part as protected under this section if the local government considers that*

*(a) the property has heritage value or heritage character”*

....

It also states (Section 611 (2)):

*“A heritage designation bylaw may do one or more of the following:*

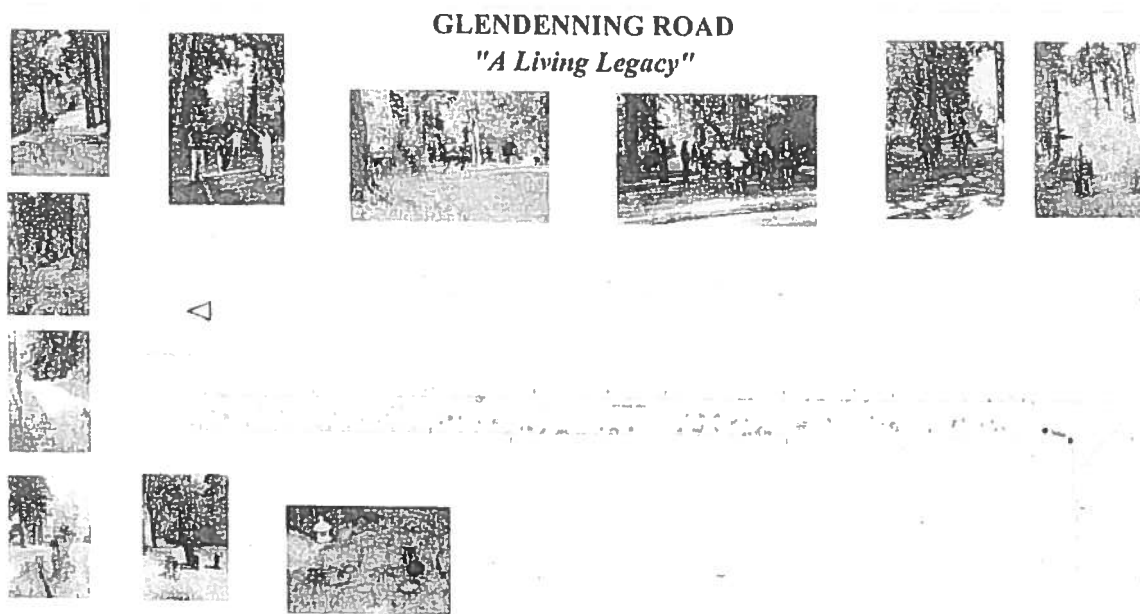
.....

*(d) apply to landscape features identified in the bylaw;”*

## **9. Bibliography**

1. Daily Colonist, April 23, 1961, re Miss Julia Glendinning, Saanich Archives
2. Times, June 28, 1965, "Between Ourselves", Elizabeth Forbes, Saanich Archives
3. Daily Colonist, May 14, 1885, "Brentwood Farm and Dairy", Saanich Archives
4. Daily Colonist, August 28, 1960, "Fort Palisades from Cedar Hill", Julia Glendinning, Saanich Archives
5. "There were Bears At Cedar Hill", J.E.M. Porter, publication and date unknown, Saanich Archives
6. Saanich Archives documents
7. Saanich Gazetteer
8. Saanich Council Agenda package, October 26, 2015, p. 52
9. "A History of PKOLS (Mount Douglas)", CRD website, Liam Hilderbrand
10. Early Land Ownership in Saanich, Lorne Hammond, 1985
11. Saanich Council minutes, November 28, 2016, D. Wick
12. Our Back Yard, vol 13, issue 3, Fall 2013, Environmentally Significant Areas mapping Project, Moraia Grau

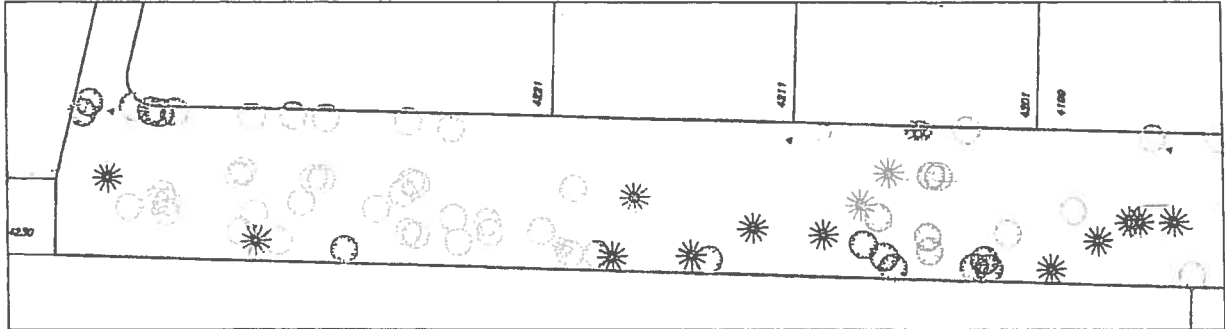
10. Appendix A – Glendenning tree map and inventory (Jack McLellan, 2005). Addresses in brackets.



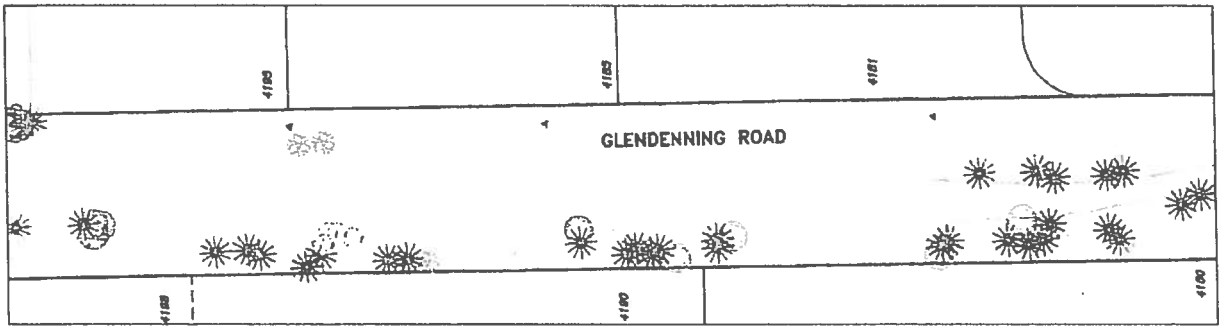
LEGEND – TREE TYPE

- ⊛ GRAND FIR
- ⊛ GRAND FIR DEAD
- GARRY OAK
- ✳ DOUGLAS FIR
- HAWTHORNE
- ⊛ CHERRY
- ⊛ CEDAR

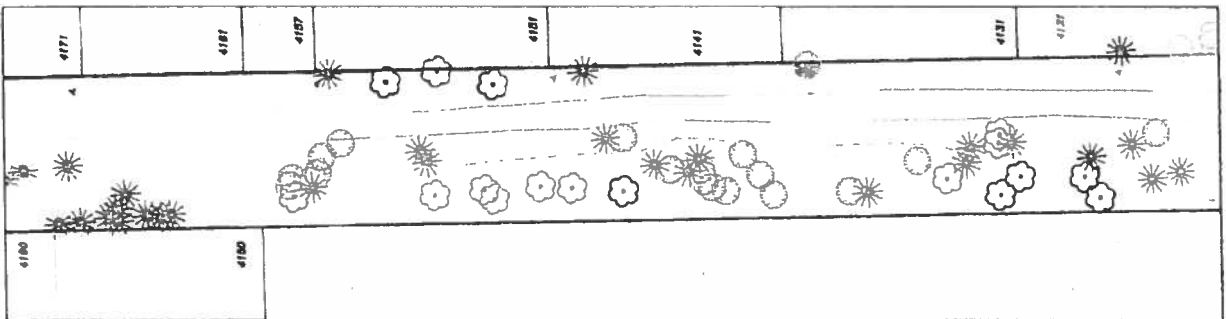
**Tree map from North to South (4230 – 4199)**



**Tree map from North to South (4195 – 4160)**

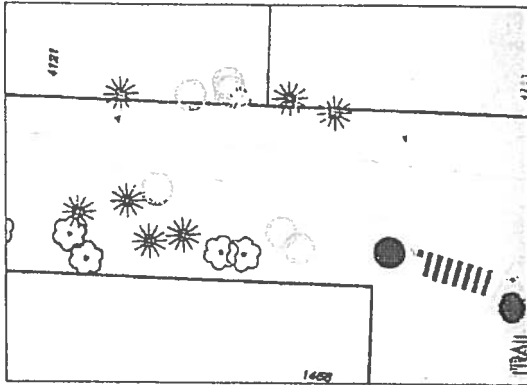


**Tree map from North to South (4171 – 4121)**





**Tree map from North to South (4121 - 4111)**



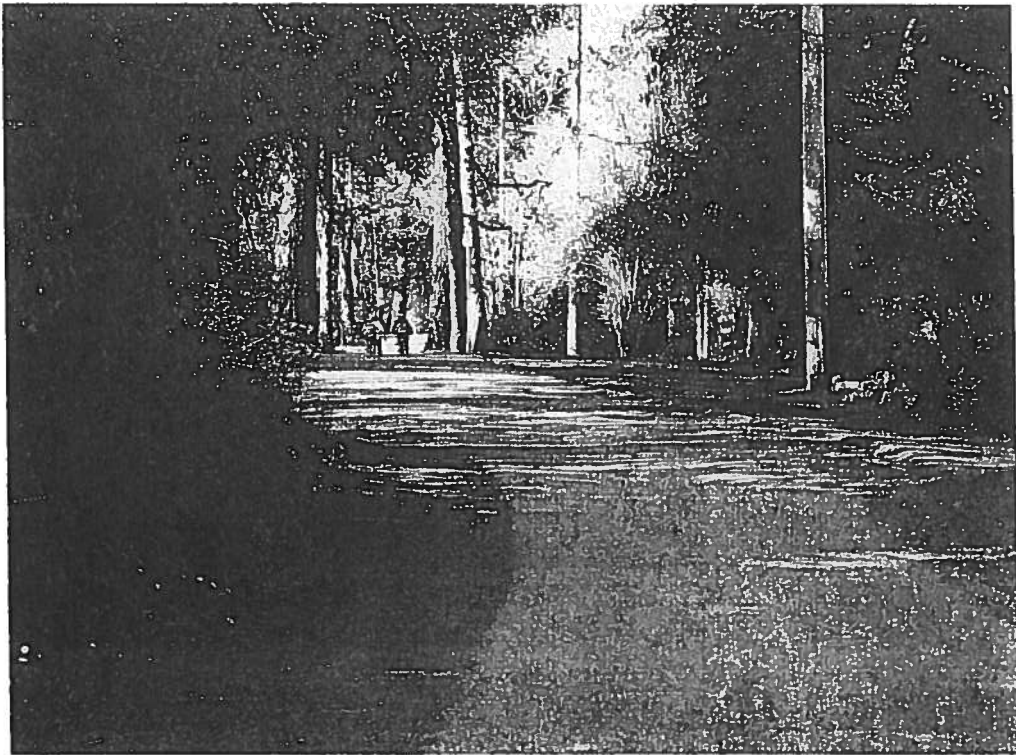
**Tree Inventory:**

INVENTORY SUMMARY BY TREE SPECIES								
TREE SPECIES	DIAMETER RANGE (Centimeters)							
	10 - 15	16 - 35	16 - 35 (Dead)	36 - 65	36 - 65 (Dead)	66 - 95	95+	TOTAL
GARRY OAK	13	44		35				93
DOUGLAS FIR		17		2		25	8	77
GRAND FIR		2		5	5			17
HAWTHORNE		4						5
WILLOW								1
CHERRY	3	2						6
CEDAR		3						4
TOTAL	17	73	1	74	5	25	8	203

**11. Appendix B – Glendenning Road scenes:**







Appendix C – Community Support Correspondence

**BLENKINSOP VALLEY**  
COMMUNITY ASSOCIATION

May 24, 2017

Mayor and Council  
Saarich Municipality  
770 Vernon Ave  
Victoria BC V8X 2W7

Re: Heritage Road designation for Glendenning Road

Dear council members

The directors of the Blenkinsop Valley Community Association (BVCA) are supportive of granting Heritage Road designation to Glendenning Road.

The character of Glendenning Road with its narrow, winding, tree lined route and adjacent trail deserves protection in our view. It is the only place name acknowledging the Glendinning family and the Glendinning Farm. The latter was over 700 acres and occupied a large portion of the Blenkinsop Valley. Eight of the ten BVCA directors live on land which was once part of the Glendinning Farm. The Glendinning family lived in the Blenkinsop Valley for over 90 years. Their farm was previously owned by George Blenkinsop.

Glendenning Road has a significant population of mature trees including many Garry Oaks. It also serves as a major cycling route as it is part of the Centennial Trail system connecting Lochside trail and Gordon Head. It provides a beautiful approach to Mt. Douglas Park.

For the above reasons, the BVCA directors are supportive of this proposal.

Yours truly,



Mark Collins, President  
BVCA

---

PO Box 30063, 3943C Quadra Street, Victoria, BC V8X 1J0  
website: [www.bvcaneews.com](http://www.bvcaneews.com) email: [info@bvcaneews.com](mailto:info@bvcaneews.com)



Gordon Head Residents' Associat  
c/o Goward Hou  
2495 Arbutus Rc  
Victoria, BC V8N 1

[www.gordonhead.ca](http://www.gordonhead.ca)

June 26, 2017

District of Saanich  
770 Vernon Avenue  
Victoria, BC V8X 2W7

Dear Mayor and Council,

The Gordon Head Residents Association (GHRA) board received a presentation on June 8<sup>th</sup>, 2017 by Earl Hanna and Ed Polinsky, Earl and Ed represent a group of Glendenning Road residents that are eager to protect the heritage value and special character of their residential road. From their presentation, the GHRA understands that a significant proportion of Glendenning residents aim to have the Glendenning Road Right of Way designated as a Heritage road, possibly under provisions in the BC Community Charter. To our understanding from the presentation, the proposed Heritage designation for Glendenning Road would be the first time a road in Saanich is afforded special protection in a formal manner. The GHRA board supports the proposed Heritage designation for Glendenning Road, given its historical significance and its special aesthetic character.

The GHRA respectfully urges Mayor and Council to support Heritage designation for Glendenning Road. In addition, we feel the residents of the Glendenning neighbourhood should be commended for their efforts in preserving the character and quality of this Saanich gem.

Sincerely,

Chris V. Skelton, President.  
Gordon Head Resident's Association



June 24, 2017

To: Saanich Council

Re: Glendenning Road Heritage Designation

As a Society policy, the Friends of Mount Douglas Park support an urban to natural park setting transition zone on all road approaches to the Park. Examples are the "Mount Douglas Park Way", the Cordova Bay Road protected tree canopy, and the removal of poles and wires along Ash allowing restoration of the tree canopy. We extend this support to Glendenning Road through the following statements:

We support the designation of heritage road to protect Glendenning Road, its ambiance, its trees, its trail and its history for present and future generations.

We have an enduring interest in maintaining an easy access to the park from the south side. The Glendenning road and trail has provided that access for decades, in fact, the road right of way serves as an extension to the Park both visually and functionally

Glendenning Road is an example of a road done right! It deserves heritage designation.

On Behalf of the Friends of Mount Douglas Park Society,  
Darrell Wick  
President

Mayor and Council,

We support the recent initiative to classify Glendenning Rd with a Heritage Designation.

Glendenning Rd serves as an important cycling commuter and recreational route between San Juan and Lochside Trails. The combination of the Blenkinsop connector, Mount Douglas X multiuse trail, Glendenning Rd and the pedestrian/cycling connector to Winchester serves All Ages and Abilities cycling connection between the Gordon Head community and Lochside. Maintaining low traffic volumes on Glendenning will ensure this route remains safe and comfortable for all users. In addition, the Glendenning Road ambiance and its rural character is a highlight of this route and we strongly support its preservation.

Sincerely,

Edward Pullman  
President  
Greater Victoria Cycling Coalition

**Contributors to this application:**

Ed Polinsky  
Earl Hannan  
Jack McLellan  
Barry Loucks





**BC Registries  
and Online Services**

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**This package contains:**

Certified copy of the Transition Application



CERTIFIED COPY  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

CAROL PREST

## TRANSITION APPLICATION

BC Society • Societies Act

NAME OF SOCIETY: **SAANICH HERITAGE FOUNDATION**

Incorporation Number: S0019817  
Business Number: 85482 1014 BC0001  
Filed Date and Time: August 16, 2017 10:48 AM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

<b>Delivery Address:</b> 770 VERNON AVE., VICTORIA BC V8X 2W7	<b>Mailing Address:</b> 770 VERNON AVE., VICTORIA BC V8X 2W7
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## TRANSITION APPLICATION

BC Society • Societies Act

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VICTORIA BC V8P 1V7



## TRANSITION APPLICATION

BC Society • Societies Act

### CONSTITUTION

#### NAME OF SOCIETY

SAANICH HERITAGE FOUNDATION

#### SOCIETY'S PURPOSES

2. a) To promote the preservation, maintenance and restoration of buildings, structures and land located in the Municipality of Saanich which have been designated as a Municipal Heritage Site by the Municipal Council of the Municipality pursuant to the Heritage Conservation Act, 1979, R.S.B.C. c.165.
- b) To provide grants to owners of heritage buildings, structures or land for the purpose of assisting in the preservation, maintenance or restoration of the property.
- c) To promote and encourage public interest in heritage conservation in the Municipality of Saanich.
- d) To raise funds to enable the Society to carry out the above purposes by soliciting and receiving money and property, both real and personal, by gift, contribution, bequest, devise or otherwise and including but not limited to the obtaining of funds from The Corporation of the District of Saanich, the Government of Canada and the Government of British Columbia.
- e) Review the changes to the Saanich Community Heritage Register and Saanich Heritage Management Plan; and
- f) Review and make recommendations to Council on heritage designation requests and requests for changes in heritage buildings.



## TRANSITION APPLICATION

BC Society • Societies Act

### SOCIETY'S BYLAWS

Our society amended its bylaws on transition.

Special Resolution Date: October 8, 2013

**NOTE: The complete Bylaws, as uploaded, appear at the end of this report.**

### CERTIFICATION

I, Shirley Leggett, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

**NOTE: The complete Bylaws, as uploaded, continue on the next page**

## Schedule B Bylaws (*Society Act 1996*)

### Bylaws of the Saanich Heritage Foundation

#### Part 1 – Interpretation

1 (1) In these bylaws, unless the context otherwise requires:

"**directors**" means the directors of the society for the time being;

"**Society Act**" means the *Society Act* of British Columbia from time to time in force and all amendments to it;

"**registered address**" of a member means the member's address as recorded in the register of members.

(2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.

2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

#### Part 2 – Membership

3 The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

4 A person may apply to the directors for membership in the society and on acceptance by the directors is a member.

5 Every member must uphold the constitution and comply with these bylaws.

6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.

7 A person ceases to be a member of the society

(a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,

(b) on his or her death or, in the case of a corporation, on dissolution,

(c) on being expelled, or

(d) on having been a member not in good standing for 12 consecutive months.

- 8 (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 – Meetings of Members**

- 10 General meetings of the society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
- 11 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12 The directors may, when they think fit, convene an extraordinary general meeting.
- 13 (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 14 The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **Part 4 – Proceedings at General Meetings**

- 15 Special business is
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and

- (b) all business conducted at an annual general meeting, except the following:
  - (i) the adoption of rules of order;
  - (ii) the consideration of the financial statements;
  - (iii) the report of the directors;
  - (iv) the report of the auditor, if any;
  - (v) the election of directors;
  - (vi) the appointment of the auditor, if required;
  - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
  - (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - (3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
- 17 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 18 Subject to bylaw 19, the president of the society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.



- 19 If at a general meeting
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair,
- the members present must choose one of their number to be the chair.
- 20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
- 22 (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.
- (3) Voting by proxy is not permitted.
- 23 A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

**Part 5 – Directors and Officers**

- 24 (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
- (a) all laws affecting the society,
  - (b) these bylaws, and
  - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- (2) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25 (1) The president, vice president, treasurer and six (6) other persons shall be the directors of the society.
- (2) There shall be nine (9) directors of the Society each of whom shall be appointed by the Council of the Corporation of the District of Saanich after consultation with the Arts, Culture and Heritage Advisory Committee. To the extent it is practical, the directors appointed by the Council shall include:
- a) One person from the architectural field;
  - b) One member of the Arts, Culture and Heritage Advisory Committee;
  - c) One person from the construction industry;
  - d) Six (6) private citizens who have an interest in the heritage of Saanich; and
  - e) One Council representative may be appointed as a non-voting liaison.
- 26 (1) The directors shall be appointed for an annual term to be determined by the Saanich Municipal Council.
- 27 Deleted.
- 28 (1) If a director resigns his or her office or otherwise ceases to hold office, the Saanich Municipal Council shall appoint a person to take the place of the former director.
- (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.

- 29 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- 30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

**Part 6 – Proceedings of Directors**

- 31 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 32 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 34 The members of a committee may meet and adjourn as they think proper.
- 35 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice

of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

- 36 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of directors is not required to be sent to that director, and
  - (b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
- 39 A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

#### **Part 7 – Duties of Officers**

- 40 (1) The president presides at all meetings of the society and of the directors.
- (2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
- 41 The vice president must carry out the duties of the president during the president's absence.
- 42 The secretary must do the following:
- (a) conduct the correspondence of the society;
  - (b) issue notices of meetings of the society and directors;
  - (c) keep minutes of all meetings of the society and directors;
  - (d) have custody of all records and documents of the society except those required to be kept by the treasurer;

- (e) have custody of the common seal of the society;
- (f) maintain the register of members.

43 The treasurer must

- (a) keep the financial records, including books of account, necessary to comply with the *Society Act*, and
- (b) render financial statements to the directors, members and others when required.

44 (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

(2) Deleted.

45 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

#### **Part 8 – Seal**

46 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

47 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 9 – Borrowing**

48 In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.

49 A debenture must not be issued without the authorization of a special resolution.

50 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

#### **Part 10 – Auditor**

51 This Part applies only if the society is required or has resolved to have an auditor.

- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.
- 55 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 56 A director or employee of the society must not be its auditor.
- 57 The auditor may attend general meetings.

**Part 11 – Notices to Members**

- 58 A notice may be given to a member, either personally or by mail to the member at the member's registered address.
- 59 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 60 (1) Notice of a general meeting must be given to
  - (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

**Part 12 – Bylaws**

- 61 On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.
- 62 These bylaws must not be altered or added to except by special resolution.
- 63. The operations of the Society are to be chiefly carried on in the District of Saanich, in the Province of British Columbia. **This provision was previously unalterable.**
- 64. In the event of winding up or dissolution of the Society, any funds of the Society remaining after the satisfaction of its debts and liabilities, shall be

given or transferred to such organizations concerned with social problems or organizations promoting the same object as this Society at the time of winding up or dissolution and if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect. **This provision was previously unalterable.**

65. No member of the Society shall derive any pecuniary benefit from membership in the Society by way of profits, dividends or capital distribution or in any other way, but this shall not apply to any member insofar as he may serve as an employee of the Society who shall be entitled, notwithstanding his membership, to receive reasonable remuneration for such services as he may perform. **This provision was previously unalterable.**



BC Registries  
and Online Services

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**This package contains:**

- Certified copy of the Constitution
- Certified copy of the Bylaws
- Certified copy of the Statement of Directors and Registered Office





## CONSTITUTION

BC Society • Societies Act

CERTIFIED COPY  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

CAROL PREST

NAME OF SOCIETY: **SAANICH HERITAGE FOUNDATION**

Incorporation Number: S0019817  
Business Number: 85482 1014 BC0001  
Filed Date and Time: August 16, 2017 10:48 AM Pacific Time

The name of the Society is SAANICH HERITAGE FOUNDATION

The purposes of the Society are:

2. a) To promote the preservation, maintenance and restoration of buildings, structures and land located in the Municipality of Saanich which have been designated as a Municipal Heritage Site by the Municipal Council of the Municipality pursuant to the Heritage Conservation Act, 1979, R.S.B.C. c.165.
- b) To provide grants to owners of heritage buildings, structures or land for the purpose of assisting in the preservation, maintenance or restoration of the property.
- c) To promote and encourage public interest in heritage conservation in the Municipality of Saanich.
- d) To raise funds to enable the Society to carry out the above purposes by soliciting and receiving money and property, both real and personal, by gift, contribution, bequest, devise or otherwise and including but not limited to the obtaining of funds from The Corporation of the District of Saanich, the Government of Canada and the Government of British Columbia.
- e) Review the changes to the Saanich Community Heritage Register and Saanich Heritage Management Plan; and
- f) Review and make recommendations to Council on heritage designation requests and requests for changes in heritage buildings.

## Schedule B Bylaws (*Society Act* 1996)

CERTIFIED COPY  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

  
CAROL PREST

Bylaws of the Saanich Heritage Foundation

### Part 1 – Interpretation

- 1 (1) In these bylaws, unless the context otherwise requires:
  - "**directors**" means the directors of the society for the time being;
  - "**Society Act**" means the *Society Act* of British Columbia from time to time in force and all amendments to it;
  - "**registered address**" of a member means the member's address as recorded in the register of members.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
- 2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

### Part 2 – Membership

- 3 The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 4 A person may apply to the directors for membership in the society and on acceptance by the directors is a member.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 7 A person ceases to be a member of the society
  - (a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on his or her death or, in the case of a corporation, on dissolution,
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.

- 8 (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 – Meetings of Members**

- 10 General meetings of the society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
- 11 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12 The directors may, when they think fit, convene an extraordinary general meeting.
- 13 (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 14 The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **Part 4 – Proceedings at General Meetings**

- 15 Special business is
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and

- (b) all business conducted at an annual general meeting, except the following:
  - (i) the adoption of rules of order;
  - (ii) the consideration of the financial statements;
  - (iii) the report of the directors;
  - (iv) the report of the auditor, if any;
  - (v) the election of directors;
  - (vi) the appointment of the auditor, if required;
  - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
  - (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - (3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
- 17 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 18 Subject to bylaw 19, the president of the society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.

- 19 If at a general meeting
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair,
- the members present must choose one of their number to be the chair.
- 20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
  - (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
- 22 (1) A member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.
  - (3) Voting by proxy is not permitted.
- 23 A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

## **Part 5 – Directors and Officers**

24 (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to

(a) all laws affecting the society,

(b) these bylaws, and

(c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.

(2) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.

25 (1) The president, vice president, treasurer and six (6) other persons shall be the directors of the society.

(2) There shall be nine (9) directors of the Society each of whom shall be appointed by the Council of the Corporation of the District of Saanich after consultation with the Arts, Culture and Heritage Advisory Committee. To the extent it is practical, the directors appointed by the Council shall include:

a) One person from the architectural field;

b) One member of the Arts, Culture and Heritage Advisory Committee;

c) One person from the construction industry;

d) Six (6) private citizens who have an interest in the heritage of Saanich; and

e) One Council representative may be appointed as a non-voting liaison.

26 (1) The directors shall be appointed for an annual term to be determined by the Saanich Municipal Council.

27 Deleted.

28 (1) If a director resigns his or her office or otherwise ceases to hold office, the Saanich Municipal Council shall appoint a person to take the place of the former director.

(2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.

## **Schedule B Bylaws (Society Act 1996)**

- 29 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- 30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

## **Part 6 – Proceedings of Directors**

- 31 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 32 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 34 The members of a committee may meet and adjourn as they think proper.
- 35 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice

of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

- 36 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of directors is not required to be sent to that director, and
  - (b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
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#### **Part 7 – Duties of Officers**

- 40 (1) The president presides at all meetings of the society and of the directors.
- (2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
- 41 The vice president must carry out the duties of the president during the president's absence.
- 42 The secretary must do the following:
- (a) conduct the correspondence of the society;
  - (b) issue notices of meetings of the society and directors;
  - (c) keep minutes of all meetings of the society and directors;
  - (d) have custody of all records and documents of the society except those required to be kept by the treasurer;



- (e) have custody of the common seal of the society;
- (f) maintain the register of members.

43 The treasurer must

- (a) keep the financial records, including books of account, necessary to comply with the *Society Act*, and
- (b) render financial statements to the directors, members and others when required.

44 (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

(2) Deleted.

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#### **Part 8 – Seal**

46 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

47 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 9 – Borrowing**

48 In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.

49 A debenture must not be issued without the authorization of a special resolution.

50 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

#### **Part 10 – Auditor**

51 This Part applies only if the society is required or has resolved to have an auditor.

- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.
- 55 An auditor must be promptly informed in writing of the auditor's appointment or removal.
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- (a) every member shown on the register of members on the day notice is given, and
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64. In the event of winding up or dissolution of the Society, any funds of the Society remaining after the satisfaction of its debts and liabilities, shall be

### **Schedule B Bylaws (Society Act 1996)**

given or transferred to such organizations concerned with social problems or organizations promoting the same object as this Society at the time of winding up or dissolution and if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect. **This provision was previously unalterable.**

65. No member of the Society shall derive any pecuniary benefit from membership in the Society by way of profits, dividends or capital distribution or in any other way, but this shall not apply to any member insofar as he may serve as an employee of the Society who shall be entitled, notwithstanding his membership, to receive reasonable remuneration for such services as he may perform. **This provision was previously unalterable.**



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CAROL PREST

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **SAANICH HERITAGE FOUNDATION**

Incorporation Number: S0019817  
Business Number: 85482 1014 BC0001  
Filed Date and Time: August 16, 2017 10:48 AM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

<b>Delivery Address:</b> 770 VERNON AVE., VICTORIA BC V8X 2W7	<b>Mailing Address:</b> 770 VERNON AVE., VICTORIA BC V8X 2W7
---	--

### DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**  
COLWILL, SHEILA

**Delivery Address:**  
1911 WOODLEY RD  
VICTORIA BC V8P 1K4

**Last Name, First Name Middle Name:**  
DUPUIS, KELSEY

**Delivery Address:**  
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VICTORIA BC V8P 2A7

**Last Name, First Name Middle Name:**  
JOHNSON, KEN

**Delivery Address:**  
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VICTORIA BC V8X 4C1

**Last Name, First Name Middle Name:**  
JOYCE, ART

**Delivery Address:**  
1675 SHERIDAN AVE  
VICTORIA BC V8P 3B4



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**Last Name, First Name Middle Name:**

LAU, ALVIN

**Delivery Address:**

463 WALTER AVE  
VICTORIA BC V9A 2E6

**Last Name, First Name Middle Name:**

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**Last Name, First Name Middle Name:**

RUSHFORTH, ANDREW

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**Last Name, First Name Middle Name:**

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**Last Name, First Name Middle Name:**

TOWNSEND, ROBERT

**Delivery Address:**

1151 CLOVELLY TERR  
VICTORIA BC V8P 1V7

## Shirley Leggett - Re: HLF Funding Announcement

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**From:** Brad Shuya <brad@bradleyshuyaarchitect.com>  
**To:** Laura Saretsky <lsaretsky@heritagebc.ca>  
**Date:** 8/23/2017 4:55 PM  
**Subject:** Re: HLF Funding Announcement  
**CC:** Shirley Leggett <Shirley.Leggett@saanich.ca>

---

Thanks Laura,

Glad to hear there was so much interest in the program and many applications.

I will let the SHF know the results at our next meeting in Sept.

Regards,  
Brad

**Bradley W. Shuya**  
**Architect AIBC, MRAIC, Assoc. AIA**  
M. Arch., B. Arch. | *President - Project Architect*



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On 2017-08-23, at 12:23 PM, Laura Saretsky wrote:

Hi Brad,

Thank you for applying to the Heritage Legacy Fund on behalf of the Saanich Heritage Foundation for financial assistance to support the Saanich Heritage Register 2017 project.

Your application was fully reviewed by the Heritage Legacy Fund jury taking into account the merits of your proposal, the program's qualifying guidelines, and the competing demands for limited funds.

This year the total requested amount was more than three times the amount of available funds. There were numerous eligible and deserving applications submitted and not all could be funded. Unfortunately, after careful consideration the jury was unable to recommend financial assistance for your application.

We wish you success in moving forward with your project, and encourage you to sign up for our email updates to keep informed of Heritage BC events and activities, including future Heritage Legacy Fund opportunities.

Best,  
Laura

Laura Saretsky, MA  
Heritage Program Manager  
Heritage BC  
778-995-7243

<image001.png>

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