



**AGENDA**  
**SAANICH HERITAGE FOUNDATION**  
**COMMITTEE ROOM 2**  
**TUESDAY, NOVEMBER 13, 2018 @ 5:30 P.M.**

---

Adoption of the October 9, 2018 Regular Meeting Minutes

**BUSINESS ARISING**

1. 1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE
2. 4139 LAMBRICK WAY (DODD HOUSE) – UPDATE
3. TREASURER’S REPORT – UPDATE
4. **UPDATING THE HERITAGE REGISTER – YOUNG CANADA WORKS – (May Agenda)**
  - Information from the Young Canada Works (YCW) website regarding hiring students to work in Heritage Organizations, and as an employer, who may be eligible for funding
  - Application deadline is January 15, 2019
5. **PROPOSED ONE-DAY WORKSHOP FOR A MUNICIPAL HERITAGE COMMITTEE – UPDATE**
  - Emails between M. Brown and Heritage BC regarding a proposed workshop
  - Preliminary outline of workshop from Heritage BC

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: January 8 or 15, 2019???**

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, OCTOBER 9, 2018 AT 5:30 P.M.**

**DRAFT**

Present: Brad Shuya, President; Art Joyce, Treasurer; Mark Brown; Sheila Colwill; Robert Townsend; Katherine Whitworth; and Councillor Sanders

Regrets: Ross O'Connell, Vice President; and Ken Johnson

Guests: Wayne and Mary Kelly, owners, 3905 Hobbs Street

Staff: Megan Squires, Planner; Shirley Leggett, Secretary

---

Minutes: MOVED by A. Joyce and Seconded by M. Brown: "That the Minutes of the September 11, 2018, Regular Meeting be adopted as circulated."

CARRIED

**3905 HOBBS STREET – (REGISTERED) – PROPOSED RENOVATIONS**

The Planner provided the following overview of the proposed exterior renovations for 3905 Hobbs Street:

- The property is registered and there are three applications currently in progress for this property: rezoning, subdivision and development variance permit.
- A building permit was issued in 1998 for an addition on the back of the house and for two new dormers on the second storey.
- The applicants are planning to install 3 new skylights on the second floor – exterior side southwest elevation; a dormer with new wood windows; new paint on the siding, trim windows, foundation, railings and steps; new window – front elevation (living room); 2 new windows – rear elevation (kitchen and upstairs landing; and a new door on the west side to access the basement.

Wayne and Mary Kelly, owners, 3905 Hobbs Street, were present at the meeting and Mrs. Kelly stated:

- Some areas of the registered dwelling are in their original condition, however, the rear and upper floor of the home underwent a significant renovation in 1998/99; an addition was added, the attic area was altered by adding 2 dormers and aluminium windows throughout.
- All of the aluminium windows upstairs will be replaced with wood windows and they will amend their building permit application to reflect this.
- If the subdivision application is approved, it's their intention to construct a traditional style house on the newly created lot that will complement the existing original house and have some similar stone features.
- Committee discussion noted:
- There should be adequate clearances between the existing house and the proposed new dwelling so the original house retains its own street presence and not be crowded.
- The proposed renovations would be considered as part of a future heritage designation application.
- The proposed exterior renovations are sympathetic to the original character of the dwelling when it was first built.

**MOVED by S. Colwill and Seconded by K. Whitworth: "That the Saanich Heritage Foundation supports the proposed exterior renovations to 3905 Hobbs Street as outlined in the building plans, dated August 31, 2018 and correspondence from the owners, dated September 26, 2018, and that the renovations will not impede future opportunities for heritage designation."**

**CARRIED**

\*\*\*\*\*

Mr. and Mrs. Kelly left at 5:40 p.m.

\*\*\*\*\*

#### **TREASURER'S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of September 30, 2018:

Grant Account:	\$62,725.24	GIC's: \$33,069.02
Operating Account:	\$11,618.73	
Hall House Account:	\$13,569.06	GIC's: \$28,571.08
Dodd House Account:	\$18,038.99	GIC's \$30,846.28

**MOVED by A. Joyce and Seconded by S. Colwill: "That the Statement of Receipts and Disbursements for the period ending September 30, 2018 be received for information."**

**CARRIED**

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

The President stated:

- He has another name of a contractor that he will contact about the masonry repairs on the chimney.

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

S. Colwill stated:

- Davyd McMinn Carpentry finished the maintenance work on a couple of the windows so that they are operable again. The invoice is for \$162.75 which she gave to the Secretary for payment.
- She spoke to Prestige Joinery about their quote and let them know that we will order the windows from them and have Trevor install them. Trevor is going to give a quote on the installation but it will likely be between \$1,200 and \$1,500.
- The price for the windows from Prestige is \$7,249.75; there is also \$175 for delivery. A deposit of \$3,624.88 may be required to place the order.
- She will also see about having the last piece of the window wall insulated.

**MOVED by K. Whitworth and Seconded by R. Townsend: "That up to \$4,000 be approved as a deposit to Prestige Joinery Ltd. for the window order for 4139 Lambrick Way."**

**CARRIED**

---

## **REQUEST FOR FUNDING SUPPORT FOR THE PRODUCTION OF GUIDELINES FOR THE CONSERVATION OF MODERN ARCHITECTURAL HERITAGE IN THE VICTORIA REGION**

Funding request and detailed description of the project from Professor Martin Segger, UVIC, dated September 17, 2018. The proposal envisions the preparation of a publication (print and electronic) "Heritage Conservation Guidelines for Modern Architectural Heritage in the Greater Victoria Region". It is intended as an educational and directional tool for those involved in the preservation of the region's Modern Movement infrastructure.

The projected budget for the production of the document is \$7,700 and the Victoria Civic Trust has confirmed a grant of \$4,000 in support of the project subject to the participation of other local heritage foundations. They are also asking for funding support from the Victoria Heritage Foundation, the Oak Bay Heritage Foundation, the University of Victoria and the Saanich Heritage Foundation in the amount of \$1,200.

A roundtable discussion ensued and the following was noted:

- The information in the proposed document pertinent to modern architectural heritage in Saanich could be incorporated into Saanich's Heritage Register.
- Saanich has more modernistic architecture than the City of Victoria.
- The terms of our donation could be based on using the information gathered (with Prof. Segger's permission) as a focus for updating our Register.

**MOVED by R. Townsend and Seconded by S. Colwill: "That funding support in the amount of \$1,200 from the Saanich Heritage Foundation (SHF) be approved for the production of "Guidelines for the Conservation of Modern Architectural Heritage in the Victoria Region" as outlined in the letter from Professor Martin Segger dated September 17, 2018, and that the SHF be granted free access to the intellectual property in order to update the Saanich Heritage Register."**

**CARRIED**

## **ONE DAY WORKSHOP FOR A MUNICIPAL HERITAGE COMMITTEE – HERITAGE BC – MARK BROWN**

Mark Brown stated:

- For a part of his working career, he was the Manager of Historic Places and Stewardship with the Heritage Branch of BC and he held workshops for staff and heritage committees regarding heritage conservation.
- A couple of the Foundation members have indicated that they will not be returning to the Foundation in 2019 so he thought it might be helpful to new and returning members if we held a workshop to educate the general principals of heritage conservation and possibly the more usual roles of municipal heritage committees.
- He contacted the Heritage Program Manager with Heritage BC to inquire about workshops and they can tailor a workshop to fit our needs and what areas we want to focus on.
- A full day workshop would cost \$2,000 but that can be adjusted to fit our budget.

A roundtable discussion ensued and the following was noted.

- It would be helpful to have staff from the Planning Department attend as well; handouts at the workshop would be a valuable resource.
- It would also be beneficial to Council members to better understand heritage conservation.
- A full day workshop may be too long for members. Perhaps an afternoon session on the day of one of our regularly scheduled meetings would work, that way the workshop could roll into

- the regular meeting.
- Early in 2019 would be a good timeframe to hold the workshop.

Foundation members approved in principle to hold a workshop in 2019 and Mark Brown advised that he will contact Heritage BC again to get more information. The Planner will put the idea of a workshop to the Planning Department to see if there is any interest.

## **GARDEN SUITES – POLICY AND GUIDELINES**

### Background

- Council approved the Terms of Reference for a study to explore regulatory changes to permit garden suites in Saanich. The study area is single family (RS-zoned) properties in the Sewer Service Area.
- A Garden Suite is a small detached house that is in the rear yard of a single family lot. It is accessory to the primary dwelling.
- The objectives of the Garden Suite Study is to investigate garden suites as a form of permanent rental housing; establish a foundation of information to assess potential regulatory changes and associated impacts; develop an understanding of key issues, including challenges and opportunities; assess stakeholder and community support for garden suits; identify locations within the sewer service area where it would be most appropriate to permit garden suites; and create a regulatory framework.
- Some of the key issues are: support for legalization; location; regulations for size, height, parking and owner occupation; design review; and approval process.

The Planner stated:

- The Garden Suite Study is underway with stakeholder and public engagement to explore interests and concerns and developing draft regulations.
- They haven't heard from the public sector with respect to the heritage aspect of allowing Garden Suites on a property with a heritage dwelling.
- The proposed draft guidelines are similar to those of the City of Victoria.

Councillor Sanders stated:

- In the City of Victoria Garden Suite Policy and Guidelines, it states that the City will request that all properties identified on the Heritage Register will receive Heritage Designation when a Garden Suite is introduced to a property.
- Where a property may have heritage value but has not been identified or included on the Heritage Register, the City will encourage applicants to consider heritage designation as they pursue approval of a Garden Suite. In cases where an accessory building is heritage designated, a Heritage Alteration Permit (HAP) is required.
- In cases where a new Garden Suite is located on a property where the primary structure is protected by heritage designation or is identified on the heritage register, then a HAP is not required for construction of the Garden Suite but the *Standards and Guidelines for the Conservation of Historic Places in Canada* should be considered.

Committee discussion noted:

- The design of a Garden Suite needs to be sympathetic to the character of the existing heritage dwelling and should be sited in rear yards or where it is amenable depending on lot configuration.

---

**ADJOURNMENT**

The meeting adjourned at 6:55 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, November 13, 2018 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

---

## **SAANICH HERITAGE REGISTER**

As a follow-up to previous discussions regarding updating the Saanich Heritage Register, the Secretary was asked to put it on the November agenda so that members can discuss submitting an application in January/February 2019 for a grant to Canada Works. The grant funding could be used to hire a student to do research with respect to updating the Register.



Government  
of Canada

Gouvernement  
du Canada

[Home](#) → [Culture, history and sport](#) → [Funding](#) → [Young Canada Works](#)

→ [Employers – Young Canada Works](#)

# Young Canada Works in Heritage Organizations (employers)

---

From: [Canadian Heritage](#)

Young Canada Works in Heritage Organizations is a summer job program. Eligible employers may benefit from wage subsidies and access to a pool of talented youth with innovative ideas and competitive skills.

Positions last from six to 16 weeks and students must work 30 to 40 hours per week. Students with a disability are eligible for part-time work.

## Who can apply

An employer may be eligible for funding if it is:

- an incorporated, non-profit organization in Canada with a heritage mandate such as a museum <sup>1</sup>, archives, a library, or an organization managing a heritage site/built heritage <sup>2</sup>;
- an educational or cultural institution that has distinct objectives, programs and a budget related to heritage;
- a non-profit organization under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and a budget related to heritage;
- a professional heritage service organization;
- an Indigenous regional government or governing body (band or tribal council) and/or Indigenous organization with a mandate to preserve and support Indigenous heritage (First Nations, Inuit and Métis); and
- stable and financially healthy.

An employer is **not eligible** if it is:

- a federal department, federal agency or Crown corporation;
- a provincial or territorial government department;
- for-profit; or



- a non-profit organization with a heritage mandate in support of a federal entity, that is also operationally dependent on the federal entity by virtue of its administrative and/or contractual relationship.

## How to apply

YCW (Young Canada Works) programs are implemented through various Delivery Organizations. You must apply online via the YCW (Young Canada Works) Interactive Website to the Delivery Organization most appropriate to your organization's mandate and/or project objectives. Delivery Organizations are responsible for evaluating and approving applications and for administering funded projects.

## Employer Guide

For full program eligibility, application and funding details, please consult the Employer guide 2018-2019 – Young Canada Works (also available through Delivery Organizations).

## Application deadline

The application deadline is **January 15, 2018**.

## Questions?

Contact your selected Delivery Organization if you have questions or need more information.

OR, call the Government of Canada's Youth Info Line:

- Toll free: 1-800-935-5555
- TTY (teletypewriter): 1-800-926-9105

---

## Footnotes

- 1 For the purposes of this program, a **museum** is defined as a permanent institution that collects, preserves and makes accessible to the public heritage resources, which it holds in trust for society. Eligible applicants include art galleries, cultural centres, natural history museums, historical and heritage societies, science centres, zoos, aquaria, botanical/heritage gardens, insectaria and herbaria.
  
- 2 The term **heritage site** includes monuments, architectural heritage, historic and archaeological sites or elements or structures of an archaeological nature, which are of historical, aesthetic, ethnological or anthropological value. Naturally-occurring landscapes and related nature conservation organizations are not eligible under this program. (Please consult [Environment and Climate Change Canada](#) for alternative programs, such as the [Science Horizons Youth Internship Program](#).)

## Guides and help

- [Employer guide 2018-2019 – Young Canada Works](#)
- [Frequently asked questions for employers – Young Canada Works](#)
- [Checklist for employers – Young Canada Works](#)
- [Delivery organizations – Young Canada Works](#)
- [Employer selection criteria \(summer jobs\) – Young Canada Works in Heritage Organizations](#)
- [Terms and conditions \(Summer Work Experience\) – Young Canada Works in Heritage Organizations](#)

## Related services and information

- [Young Canada Works login page](#)
- [Employers – Young Canada Works](#)
- [Young Canada Works in Both Official Languages \(employers\)](#)
- [Young Canada Works at Building Careers in Heritage \(employers\)](#)
- [Young Canada Works at Building Careers in English and French \(employers\)](#)

**Date modified:**

2017-11-29

## Shirley Leggett - Re: one day workshop for a municipal Heritage committee

---

**From:** Brad Shuya <brad@bradleyshuyaarchitect.com>  
**To:** MARK BROWN <markbrown@shaw.ca>  
**Date:** 10/15/2018 10:24 PM  
**Subject:** Re: one day workshop for a municipal Heritage committee  
**CC:** Shirley Leggett <Shirley.Leggett@saanich.ca>

---

Good Evening Mark,

I agree that a complimentary meeting between multiple Saanich stakeholders would be mutually beneficial to all parties. However, we started this whole idea off on the premise that we need to educate and nurture our own SHF Members (especially the pending new members).

Perhaps we may be getting too aggressive with the workshop plans and broadcasting to both Planning and AC&H may dilute the original intent? Maybe we need to plan for two separate workshops, one in the early part of the new year and another in the fall 2019?

Let me know your thoughts. I'll get Shirley in the loop in case we need to reach out to Planning and AC&H in the meantime (prior to the next meeting). We can discuss these plans further at our next meeting in November.

Cheers,  
Brad

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



**Bradley Shuya Architect Inc.**  
762 Ralph St.  
Victoria, B.C. V8X 3C9  
Tel: 250-727-0605 Fax: 250-727-0636  
<http://www.bradleyshuyaarchitect.com/>  
mail to: [brad@bradleyshuyaarchitect.com](mailto:brad@bradleyshuyaarchitect.com)

Please consider the environment before printing this email.



# Heritage BC



## Heritage Workshop

Tentative Date: February 12, 2019

Facilitator: Laura Saretsky

Location: To Be Determined

Fee: \$1000

Anticipated Expenses: Parking for the facilitator, if applicable

All times listed in the outline are tentative and subject to change. The District of Saanich is responsible for providing a space for the workshop, a projector, screen and any cords, and refreshments.

<b>2:00 PM</b>	Welcome, Introductions
<b>2:15 PM</b>	Heritage Basics <i>This presentation will cover the current thinking and best practices in heritage conservation, focusing on values based conservation juxtaposed with traditional conservation practices. There will be a special focus on historic landscapes. We will also cover the legal toolkit available to local governments for heritage conservation through the Local Government Act, discussing the role of commissions, community heritage registers and the process of designation.</i>
<b>3:00 PM</b>	Questions and Discussion <ul style="list-style-type: none"><li>• <i>What are the issues for heritage in Saanich?</i></li><li>• <i>What can the Committee and municipality do to address these issues?</i></li></ul>
<b>3:30 PM</b>	Break
<b>3:45 PM</b>	Writing Statements of Significance <i>Statements of Significance are an important tool for heritage conservation but can be difficult to write. We will cover the elements of an SoS, how to write a good document, and look at a variety of examples.</i>
<b>4:15 PM</b>	Questions and Discussions
<b>4:45 PM</b>	Closing Comments



February 2019 (Tuesday February 12 is the working date). Timing is not sorted out yet but likely a half day, possibly more. An important aspect will be municipal staff participation. Your suggestions look like we are on the right track. We are relatively competent with the submission to the BC Registrar of Historic Properties, but SoG's are an important issue. Local Government Act and the role of local heritage committees and the designated officer responsible for designation is also quite important. Saanich was a largely rural and agricultural municipality and therefore our heritage is more like cultural landscapes as historic or heritage structures. I feel that the overall goal is to bring all participants to a consistent level of knowledge and understanding of the common issues of "Heritage" in the municipal context. How is this as a start?

What we will need from you would be an outline of service based on the above. It is also important to voice whether we are asking for too much in a half day session. And we will need a cost estimate for the service as well as disbursements and expenses that would be claimed.

Mark Brown

Saanich Heritage Foundation and Heritage Committee, member

---

**From:** "Isaretsky" <[Isaretsky@heritagebc.ca](mailto:Isaretsky@heritagebc.ca)>  
**To:** "mailto" <[markbrown@shaw.ca](mailto:markbrown@shaw.ca)>  
**Cc:** [brad@bradleyshuyaarchitect.com](mailto:brad@bradleyshuyaarchitect.com)  
**Sent:** Monday, October 1, 2018 11:14:39 AM  
**Subject:** Re: one day workshop for a municipal Heritage committee

Hi Mark,

We do provide customizable workshops for heritage committees. These are generally tailored to what the specific committee needs or requests, so we don't have a menu as such. However, based on your short description, we could include topics such as: heritage conservation theory and best practice, the Local Government Act, the role of Municipal Heritage Committees, an overview of Saanich's heritage program and the specific role of your committee and the processes it uses. We can also cover things like Statements of Significance and how to submit to the BC Register of Historic Places, succession planning, and management planning.

Costs are dependent on the length of the workshop, and based on a sliding scale. Generally speaking a full day workshop would be \$2000, but we will work with you to get the price and content to a place where it gives you what you need without being out of your budget. I also live in Victoria, so there will be no travel costs on top of that. You would be responsible for providing a space for the workshop, a projector and screen (I can bring my laptop if necessary), and lunch for a full day workshop.

Please let me know if you have any questions or would like more information.

Best,  
Laura

Laura Saretsky | Heritage Program Manager | Heritage BC | [778-995-7243](tel:778-995-7243)

[www.heritagebc.ca](http://www.heritagebc.ca) | [Facebook: Heritage BC](https://www.facebook.com/HeritageBC) | [Twitter: @HeritageBCCanada](https://twitter.com/HeritageBCCanada)

# Heritage BC



On Sun, Sep 30, 2018 at 2:36 PM MARK BROWN <[markbrown@shaw.ca](mailto:markbrown@shaw.ca)> wrote:

Hello: I am a member of the Saanich municipal Heritage Committee. We will be losing some of our long standing members in the next year and consequently will have new members to our committee. I am wondering if you provide a service to educate such committee members



in the general principals of Heritage conservation and possibly the more usual roles of Municipal Heritage Committees. I am thinking of a one day workshop for committee members. If so do you have a menu of options for training as well as costs and general service requirements for such workshops?

My intention will be to bring the education/training workshop option to our committee in order to determine what support the members have for such training.

Mark Brown  
Victoria BC  
250 386-1863

<Saanich Workshop Outline.docx>