



Saanich Heritage Foundation

**AGENDA  
SAANICH HERITAGE FOUNDATION  
VIA REMOTE MEETING  
TUESDAY, OCTOBER 13, 2020 @ 5:30 P.M.**

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Adoption of the September 8, 2020 Meeting Minutes

**NEW BUSINESS**

1. 1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE
2. 4139 LAMBRICK WAY (DODD HOUSE) – UPDATE
3. TREASURER'S REPORT – UPDATE
4. SAANICH HERITAGE FOUNDATION – LIABILITY INSURANCE - UPDATE
5. IMPLEMENTATION OF THE HERITAGE ACTION PLAN – CARRIED FORWARD FROM SEPT. MEETING
  - Further discussion/consideration of the objectives in the Heritage Action Plan for the SHF to undertake
  - Updates to the Heritage Register – Update from President

**UPDATES FROM THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE (ACH)**

- Update from the September 23, 2020 meeting

To ensure there is a quorum, please contact Shirley at (250) 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: November 10, 2020 at 5:30

**MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD VIA REMOTE MEETING  
TUESDAY, SEPTEMBER 8, 2020 AT 5:30 P.M**

Present: Veronica McEllister, President; Sonia Nicholson, Vice President; Art Joyce, Treasurer; Sheila Colwill; David Hughes; Shawn Jackson; Catherine MacKinnon; and Councillor Karen Harper, Council Liaison

Regrets: None

Guests: None

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

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Agenda: Addition of 3466 Bethune Avenue

**INVOICE FOR SECRETARIAL SERVICES FOR HERITAGE FOUNDATION – JANUARY 1, 2020 TO June 30, 2020**

Memorandum from the Secretary of the Saanich Heritage Foundation to the Manager of Financial Services dated September 7, 2020 requesting that the Foundation be invoiced (care of Legislative Services) for Secretarial services and administrative costs provided from January 1, 2020 to June 30, 2020 in the amount of \$7,852.13; and \$147.90 for postal charges, mileage, and filing fees, for a total of \$8,000.03.

**MOVED by S. Colwill and Seconded by S. Jackson: “That a cheque be issued from the Operating Account in the amount of \$8,000.03 for Secretarial services and other associated administrative costs for the period of January 1, 2020 to June 30, 2020.”**

**CARRIED**

**1248 BURNSIDE ROAD WEST (STRANTON LODGE)**

The President stated:

- The tenant contacted her and the Parks Department regarding some trees that are overhanging the house; Parks is going to check into it.
- Trevor from Arbor Renovations was out and re-painted the chimney so that the paint was a closer colour match to the rest of the house.
- The window ledges are going to need repainting soon.
- When the contractor was out several months ago fixing the chimney and the roof ridge line, he left behind some garbage and debris. The tenant asked Trevor to haul it away.

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

S. Colwill stated:

- Pacific Fireplaces serviced the propane fireplace and checked the propane tank and CO2 monitor.
- The tenants are very happy with the new window blinds.
- The tenants have been using a lawnmower on loan to them to mow the lawns and they are going to have to return it to the owner.
- They are willing to purchase a lawnmower so they can continue with the lawn and garden maintenance they have been doing for the past couple of years.
- The Foundation has been reimbursing the tenants one instalment of \$500 in the spring and another \$500 in the fall to maintain the grass and gardens for a total of 1,000. She would

like to increase each instalment by \$100.

- In previous years when Richmond Property Group Ltd. (same company that does Stranton Lodge) had the gardening contract, the Foundation was paying about \$2,800 for the season.

**MOVED by A. Joyce and Seconded by S. Colwill: "That the tenants at 4139 Lambrick Way (Dodd House) be reimbursed an additional \$100 (for a total of \$600) in May and in October (totaling \$1,200) for maintaining the gardens and lawns for 2020."**

**CARRIED**  
with S. Jackson abstaining from voting.

### **TREASURER'S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements for the year ended December 31, 2020 and up to September 1, 2020:

Grant Account:	\$60,203.97	GIC:	\$20,604.02 (due April 4, 2020)
		GIC:	\$13,381.98 (due May 7, 2020)
Operating Account:	\$20,049.83		
Hall House Account:	\$10,388.17	GIC:	\$24,109.37 (due June 12, 2020)
		GIC:	\$ 5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$44,510.53	GIC:	21,156.83 (due Oct. 2, 2020)
		GIC:	10,338.70 (due Nov. 2, 2020)

**MOVED by A. Joyce and Seconded by S. Jackson: "That the Treasurer's Report as at September 1, 2020 be received for information."**

**CARRIED**

### **SAANICH HERITAGE FOUNDATION – LIABILITY INSURANCE**

Correspondence from the Manager, Legislative Services, dated April 21, 2020 confirming that Saanich's program of indemnification and insurance does not provide coverage for the Saanich Heritage Foundation (SHF) or any of its directors. According to the *Local Government Act*, Saanich does not have authority to bring the SHF or its directors within the scope of Saanich's indemnification bylaw, and that it is the responsibility of the SHF to secure whatever insurance coverage it deems prudent for itself, its directors, and any other of its personnel who may be at risk.

Information from the Victoria Heritage Foundation (VHF) dated April 22, 2020 advising that the VHF has commercial general liability insurance, and Directors and Officers liability insurance.

S. Colwill stated:

- She has the name of the insurance company that the VHF has their insurance with and there is a link to a form with a number of questions that has to be filled out in order to get an initial quote for insurance; she will send the link to the President.
- In the SHF Restoration Guidelines, there is a waiver in the Application Form stating that an owner will not involve the SHF in any action arising from work on their heritage building.

Members agreed that getting general liability insurance and director's liability insurance is a good first step.

## **AUTHORITY OF HERITAGE FOUNDATIONS**

The President stated:

- Members will recall that at the May meeting they considered the subdivision application for 931 Woodhall Drive and made a number of recommendations.
- Over the summer, the Foundation received some correspondence from a few of the neighbours as well as the North Quadra Community Association (NQCA) expressing concerns with the proposal and with the motion that the Foundation passed; the Planner responded to the NQCA.

Foundation discussion noted:

- The Foundation is just one small part of the overall discussion when it comes to considering development proposals and their recommendations are based on the information that is presented to them at the time.
- It's important that the Foundation stick to their mandate and their role to provide recommendations to Council; neighbourhood consultations would not be appropriate.
- Going forward, it may be a good idea for the Foundation to have a designated spokesperson to respond to any media or public inquiries. It would make sense for the president or vice president to take on that role.

**MOVED BY S. COLWILL AND SECONDED BY S. JACKSON: "That the President (Chairperson) be the designated media/public spokesperson for the Saanich Heritage Foundation with the Vice President as backup."**

**CARRIED**

## **IMPLEMENTATION OF THE HERITAGE ACTION PLAN – UPDATED 2020**

The Planner stated:

- The Heritage Action Plan is an appendix to the Heritage Management Plan. It has been updated to 2020.
- The Action Plan is in a table format and shows the status of the actions listed in the document.
- The Actions have been prioritized in the Action Plan but Council has not provided any resources or directed staff to proceed with any of them. If the Foundation wants to tackle any of the actions (such as updating the Heritage Register), then they could make a motion to Council asking for staff resources and direction for funding.

Foundation discussion noted:

- The Saanich Heritage Register 2007 was a collaboration between Donald Luxton Associates Inc. and Jennifer Nell Barr, JNB Heritage Consulting.
- Since 2007, there have been some new designations and some de-designations that have not been added or deleted in the Register.
- Financial assistance for the project was provided by the Government of BC through the Heritage Planning Program and from the District of Saanich.
- If the Foundation wants to move forward with updating the Register, it makes sense to contact Donald Luxton to see what it would cost.

S. Colwill stated:

- She and Jennifer Barr drove all around Saanich and Jennifer took pictures of hundreds of houses and then narrowed down the list to go into the Register. At that time, it wasn't

necessary to ask permission from the homeowner to add their house to the Register, but now it's a requirement.

The President stated that she will contact Donald Luxton to see about getting a quote to update the Register.

The Planner stated:

- There are four projects listed in the Action Plan with the lead being the Planning Department and the Heritage Foundation. The Heritage Register is just one of those projects.
- One of the other projects listed that members may want to consider, is to develop conservation plans and annual maintenance programs for all municipal owned heritage sites and buildings.

The President asked that members review the Action Plan for further discussion at the October meeting.

### **SAANICH HERITAGE FOUNDATION FACEBOOK AND INSTAGRAM PAGE**

Foundation discussion noted:

- C. MacKinnon is the Foundation's social media contact and if members want to post something or share content of someone else's posts, members can send her a link for the page that they would like to tag.
- The photos and information in the Saanich Archives and on the Historic Places website is already public information, so we could pull information from there to share on the Foundation's Facebook or Instagram. The Planning Department also has photos.
- We could give information through our social media platforms on how to do restoration and preservation projects.
- We could also showcase the gardens at Stranton Lodge and post photos from the Saanich Archives and give credit to the Archives along with the photo number.

### **RESTORATION GRANT REQUIREMENTS - POSTING SIGNAGE**

The President stated:

- One of the conditions of the Victoria Heritage Foundation's (VHF) Grant Program is that homeowners are required to display signage on their property acknowledging their grant funding from the VHF, and that at least one photo be taken showing the sign once the project is completed and they receive their funding.
- She had two signs made up and the grant applicant for Stan Wright Lane sent a photo displaying one of the signs while the restoration work on the windows was being done.
- She would like the SHF to add that same requirement to their grant program and make the necessary amendments to the Restoration Guidelines in time for the 2021 Grant year.
- She checked into the signage requirements, and signs are permitted to be 18 inches by 24 inches (the same as realtor signs).

**MOVED by V. McEllister and Seconded by S. Colwill: "That the House Grants Program - Restoration Guidelines be amended where necessary to include the signage requirements for the 2021 Grant Program."**

**CARRIED**

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**3466 BETHUNE AVENUE – (REGISTERED) – GRANT FUNDING**

The Secretary stated:

- She received a phone call and a follow up email from the owner of 3466 Bethune Avenue who is a member of Council regarding a rat issue that she has been dealing with since 1994.
- The house is currently rented and the tenants have reported that the situation is getting worse.
- The house sits on a dirt foundation and she would like to dig a basement, raise up the house, create a basement suite, and replace the heating system.
- In order to afford to undertake the restoration work, she needs the revenue that the suite will generate, and would also like to know what grant funding is available.

Foundation discussion noted:

- According to the Restoration Guidelines, the SHF funds new foundations or seismic upgrades but with only minimal change to the original floor level and exterior grades.
- They will not fund a foundation that is either being raised or dug deeper into the ground.
- It is important for Foundation members to be cautious and approve only what is permitted in the Guidelines, given the ownership of the property.
- The house is an example of a California Bungalow and it should remain that way with a minimal amount of interference.
- Given the fact that the house is registered, the owner would have to apply for heritage designation in order to qualify for grant funding for any eligible restoration work.

The Secretary was asked to send the homeowner a link to the Restoration Guidelines for her information, so she has a better understanding of what restoration work the Foundation will fund for heritage registered dwellings.

**ADJOURNMENT**

The meeting adjourned at 7:00 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 13, 2020 at 5:30 p.m.**

..... CHAIRPERSON

# HERITAGE ACTION PLAN – UPDATED 2020

## Goal 1: Protect Existing Resources

Objectives	Action	Lead	Priority	Status	Notes
A. Accession <sup>(1)</sup> Archive materials	1. Reduce backlog of un-accessioned material	Archives	High	Completed	
	2. Automate and digitize the archival collections using the newly developed database program	Archives	Medium	Ongoing	6,500 photographs digitized (to Dec 2013)
	3. Formulate a disaster plan within the overall framework of the Corporate Master Emergency Plan.	Archives	High	Completed	
B. Maintain Saanich Community Heritage Register and designate appropriate municipal owned registered sites.	1. Improve tracking system of changes to the Community Heritage Register	Planning	High	Ongoing	Updates to register as staff time allows. Register is now in a digital format that may be edited easily.
	2. Designate all appropriate municipal owned heritage structures. (SHMP 4.4)	Planning/SHF	Medium	Completed	Nine Municipal heritage buildings are designated by a heritage designation bylaw.
C. Encourage designation of privately owned heritage buildings.	1. Send a letter to all owners of Registered Heritage Buildings in Saanich announcing the completion of the Community Heritage Register update in 2007 and include information on the benefits of Heritage Building Designation.	Planning / SHF	High	Completed	Saanich Heritage Foundation working to send out information to registered heritage home owners as well.
	1. Prepare Terms of Reference for a Feasibility Study to determine possible options for Museum and/or Archives space with options for collecting and displaying artifacts related to Saanich heritage.	Planning	High	Completed	Archives moved to new space at Centennial Library in 2007
D. Investigate feasibility of an enhanced Municipal Archive space and a museum.	2. Develop a policy to encourage use of salvage material in appropriate developments.	Planning	Low	Not started	Currently Saanich requests that owners salvage or allow others to salvage material in a demolition situation Include in Procedures Policy / Bylaw

Objectives	Action	Responsibility	Priority	Status	Notes
<p>E. Provide Clear Direction for Protection &amp; Management of Heritage Resources</p>	1. Develop a mandate and acquisition policy for the District of Saanich Archives.	Archives	Medium	Completed	
	2. Prepare a Heritage Preservation Procedures Bylaw in accordance with Section 590 of the Local Government Act. (SHMP 4.1.2)	Planning	Medium	Ongoing	Draft report underway recommending Heritage Procedures Bylaw
	3. Prepare a Minimum Maintenance and Anti-Neglect Bylaw for Heritage Sites according to Section 616 of the Local Government Act (SHMP 4.1.2).	Planning	Medium	Not started	Council motion is required to address minimum property maintenance for heritage buildings.
	4. Update Saanich Heritage Programs Guide, October 2003.	Planning	High	Completed	
	5. Develop conservation plans & annual maintenance programs for all municipal owned heritage sites and buildings. (SHMP 4.4)	Planning / SHF	Medium	Not started	Council motion on Jan 26, 2015 -- part of 322 Gorge Rd designation
	6. Review current use agreements and investigate opportunities for future use of Municipal owned heritage buildings	Planning	Medium	On-going	Lease agreements reviewed by Land Department in 2011
	7. Document major renovation of Saanich heritage buildings	Planning / SHF / Lands	High	On-going	Restoration of Dodd House was documented.
	8. Investigate the Provincial Government's Community Heritage Planning Program funding opportunities for Conservation and Feasibility Planning	Planning	Medium	On-going	In the past few years funding by the province has been limited. Mostly building restoration and values based community funding.
	9. During Official Community Plan reviews include analysis of the benefits of incorporating Saanich heritage resources.	Planning	High	On-going	OCP update completed in 2008. LAP updates include an examination of heritage resources
	10. Review the potential of incorporating incentives for the protection of heritage resources within the Official Community Plan.	Planning	High	On-going	OCP update completed in 2008. House restoration grant continues to be supported. No new incentives.



## Goal 2: Strengthen Heritage Resource Inventory

Objectives	Action	Responsibility	Priority	Status	Notes
A. Inventory natural and cultural heritage resources.	1. Identify and inventory resources such as natural features (e.g. bogs), areas of key historic land use, agricultural landscapes and activities, key historic road systems, significant vegetation, view corridors and vistas, and public and sacred spaces (SHMP 4.6 & 4.8).	Planning / ACH	Medium	Draft completed	
	2. Review the options presented in Section 5.0 West Saanich Road Case Study of the 1999 Saanich Heritage Management Plan.	Planning	Medium	Not started	
B. Review policy for archaeological resource identification and protection	1. Work with Indigenous groups, Saanich Parks, and the Provincial Government (Archaeological Branch) to investigate appropriate recognition for archaeological sites and Native historic sites that may be identified in the future.	Planning	Low	Not started	Currently the Province monitors archaeological requirements through the Heritage Conservation Act
C. Record and inventory available Saanich oral history	1. Establish an oral history program that captures important aspects of Saanich history.	Archives	Medium	Ongoing	38 interviews recorded since 2007
D. Review and update inventory of burial sites and grounds	1. Work with local cemetery organizations, Provincial Government, and First Nations people to inventory (if acceptable) marked and un-marked burial sites within Saanich.(SHMP 4.7)	Planning	Low	Ongoing	Known cemeteries are identified in Cultural Resources Inventory 2013.
	2. Develop recommendations for Saanich cemetery conservation. SHMP 4.7)	Consultant	Low	Not started	
	1. Identify and inventory local community or commercial gardens that may be considered as having a heritage value.	Planning / ACH	Low	Ongoing	To be added in the Cultural Resource Inventory
E. Inventory heritage gardens and landscapes	2. Investigate the opportunity to create a heritage planting area in an appropriate location on municipal owned property.	Parks & Recreation Department	Medium	Not started	
	1. Where necessary and feasible, explore the potential to assist other organizations that are having difficulty maintaining their Saanich heritage	Planning	Low	Not started	
F. Consider assisting in the protection of community heritage inventories at risk.					

	inventories.				
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Goal 3: Promote Heritage Awareness						
Objectives	Action	Responsibility	Priority	Status	Notes	
A. Develop cultural tourism programs	1. Organize a 'community mapping' project involving Saanich residents in identifying the natural and cultural heritage resources of Saanich.	Planning / Recreation	High	Complete	Community Mapping project completed 2011	
	2. Develop self-guided heritage walking / cycling / driving tours.	Planning / ACH	Medium	Ongoing	2006 Gorge area 2010 Gordon Head 2013 Prospect Lake 2013 Quadra / Tattersall	
	3. Investigate funding opportunities provided through Community Heritage Context Planning program with the Heritage Branch of the Provincial Government.	Planning	Medium	No longer available		
	4. Investigate heritage promotional opportunities in the community and region including pamphlet and program distribution through the Chamber of Commerce, local Visitor Centre, transportation, and travel organizations.	Planning / ACH	Low	Ongoing	Walking tours distributed at Victoria Tourism Visitor Centre	
B. Provide Interpretation on site.	1. Develop a plan for future on site interpretation throughout the community, including a heritage signage program, to educate the public of the heritage significance of natural and cultural resources.	Planning/Parks	Medium	Ongoing	Heritage signage installed in Lambrick Park, Layritz Park, Doris Page Park, Centennial Trails, Glencoe Cove – Kwatssech Park, Bruce Hutishon Park/Rogers Farm, Mt Doug Park at Blenkinsop parking, Gorge Waterway Park	
	2. Schedule Heritage display panels to reach the community throughout the year.	Planning	Medium	Not started		
	3. Expand existing Centennial Heritage Display Panels collection.	Planning	Medium	On Hold	Postponed pending further funding	
C. Encourage Heritage Resource Advocacy.	1. Organize a heritage lecture series for the interest and education of Council, staff and the general public.	Planning / ACH	Low	Ongoing	Lectures were given in 2011 - Energy efficiency and the heritage home seminar, 2010 – Gordon Head history, 2009 – Your old house workshop 2008 – Gorge-Tillcum history,	

Objectives	Action	Responsibility	Priority	Status	Notes
	2. Promote the benefits of heritage building preservation by enhancing the involvement of engineering, building, parks and planning staff directly in the review of proposed alterations to heritage buildings. (SHMP 4.1.2)	Planning	Medium	Not started	
	1. Contact the local schools to offer support to students researching Saanich heritage and preparing displays for the Hallmark Society Annual Heritage Fair	Planning / ACH	Medium	Ongoing	Provided Social Studies teacher at South Island Distance Education with oral histories, maps, and heritage register information to learn about local history and research
D. Encourage heritage awareness at local schools.	2. Communicate with local schools to promote awareness of Saanich heritage resources that are available to local school children including: archival material, heritage display panels, Community Heritage Register, and internet GIS mapping.	Planning / ACH	Medium	Ongoing	Archives – School lending kit developed 2013.
	1. Investigate opportunities for workshops, forums, courses, and/or presentations promoting cultural awareness.	Parks / Recreation	Medium		Refer to Parks, Recreation & Culture Master Plan
	2. Investigate the opportunity of including a Saanich heritage event at a Saanich heritage site during Community Arts Week.	Parks / Recreation	Medium		Refer to Parks, Recreation & Culture Master Plan
	3. Promote resources and events, such as the walking and cycling heritage site tours, through Saanich Recreation guides.	Parks / Recreation	Medium	Ongoing	Walking tours / guides to be made available at the rec centres
E. Coordinate programs and presentation for heritage education and awareness.	4. Investigate the potential of connecting with other neighbouring municipalities and heritage organizations to create regional events or linked events and to co-ordinate promotional material.	Planning	Low	On hold	Connected with BC Heritage Branch on energy efficiency seminar in 2011 Connected with Victoria Heritage Foundation for workshop in 2009
	5. Record Saanich heritage presentations in video and print format for release to schools and the media.	Planning	Low		
F. Coordinate yearly BC Heritage Week programs (usually held during the	1. Create a poster promoting heritage awareness 2. Create an annual heritage program to be	Planning	Medium	On hold	Saanich Heritage banner created in 2010. Programs are developed yearly by

2007 – Saanich now & then

Objectives	Action	Responsibility	Priority	Status	Notes
third week in February)	implemented during BC Heritage				Archives & Planning
G. Create a comprehensive Heritage web page on the District of Saanich web site.	3. Organize and promote heritage tours or a Saanich Heritage 'Open Door Day' to be held to highlight existing heritage resources	Planning / ACH	Low	Not started	
	1. Provide access to heritage and archival resources through the Saanich web site.	Archives / IT Department	Medium	Ongoing	Saanich Archives website completed - provides online access to 6,500 images
	2. Provide a list, descriptions and pictures of heritage plants and gardens in Saanich	Planning / ACH	Low		
	3. Create a Virtual Museum of all the District of Saanich Heritage resources.	Archives / IT Department	Medium	Ongoing	The heritage register, photos of local monuments and sites are provided online.
	4. Provide the heritage self-guided tours on the web site.	Planning / ACH	Low	Ongoing	5 tours developed as of March 2014: Gorge/Tillam area, Gordon Head (Tyndall/Torquay), Prospect Lake, Quadra/Tattersall self-guided walking tours completed and ongoing
H. Increase awareness of Saanich Archives	5. Provide links to all available archival information and historic resource inventories of other heritage organizations in Saanich.	Planning / IT Department	Low	Ongoing	The Saanich Heritage website provides links and is updated as staff time allows.
	1. Network with other archival institutions.	Archives	High	Ongoing	Membership of AABC & ACA, ongoing participation in local & regional conferences, workshops, and committees
	2. Exchange brochures and links with other archival institutions	Archives	High	Completed	
	3. Work closely with the Archives Association of BC.	Archives	High	Ongoing	
	4. Distribute Saanich Municipal Archives information pamphlet to schools, libraries, and other organizations interested in heritage research.	Archives	Low	Ongoing	



Saanich Heritage Foundation

# Saanich Heritage Foundation

Sept. 2020  
website.

## HOUSE GRANTS PROGRAM APPLICATION FORM

This application form and all supporting documents must be received by the Saanich Heritage Foundation (SHF) no later than **December 31<sup>st</sup>** to be considered for a grant.

<b>DESIGNATED PROPERTY:</b>		<b>DATE:</b>
<b>Address:</b>		<b>Postal Code:</b>
<b>OWNER(S):</b>		
<b>Name 1:</b>		<b>Name 2:</b>
<b>Address of Owners (if different):</b>		
<b>City:</b>	<b>Prov/State:</b>	<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Email:</b>
<b>AUTHORIZED AGENT (if applicable):</b>		
<b>Name:</b>		
<b>Address:</b>		<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Email:</b>

### DETAILS OF PROPOSED WORK:

**PLEASE NOTE: DOING THIS TAKES MUCH LONGER THAN YOU THINK. START EARLY AS BUSY CONTRACTORS CAN TAKE MONTHS TO PROVIDE ESTIMATES.**

- Confirm that house is designated.
- Confirm the eligibility of your project.
- If more than two (2) projects, list them individually on a separate sheet of paper.
- Enclose at least **two (2)** estimates for each project.
- Enclose photos of all proposed work and all four (4) side of the house if not on file.
- If requesting paint, enclose color scheme and paint chips (See Guidelines).
- Add the HST into the estimate if you want to be paid for it.

PROJECT NO. 1		
<b>Estimated start date:</b>		<b>Estimated completion date:</b>
<b>Contractors:</b>		<b>Estimates: (GST and PST)</b>
1		
2		
3		

PROJECT NO. 2	
Estimated start date:	Estimated completion date:
<b>Contractors:</b>	<b>Estimates: (include GST and PST)</b>
1	\$
2	\$
3	\$
CONSULTANT OR SPECIALIST (if applicable)	
<b>Name:</b>	<b>Company:</b>
<b>Address:</b>	<b>Postal Code:</b>
<b>Phone:</b>	
<b>Project:</b>	\$
<b>TOTAL VALUE OF PROJECT(S):</b>	\$

As the owner(s) or authorized agent for the above named property, I/we hereby agree that:

Check to confirm

- I/we have read, understood and will comply with the current **Application Requirements**.
- I/we have read, understood and will adhere to the applicable SHF *Rehabilitation Do's and Don'ts*.
- Taxes on the above property are not in arrears and the property is covered by current comprehensive home and fire insurance.
- I/we are not involved in any ongoing or pending zoning or bylaw enforcement disputes with the Municipality of Saanich.
- All necessary authorizations and permits of the Municipality of Saanich will be obtained before work commences.
- I/we shall not commence work without a written letter of approval from the Saanich Heritage Foundation (SHF) acknowledging that to do so will jeopardize the awarding of the grant.
- I/we shall not involve the SHF in any action between myself/ourselves and any contractors, estimators, employees, workers or agents, rising from the work on the heritage building.
- Photographs and documents submitted to the SHF may be used for educational purposes and for fundraising.
- I/we will contact the SHF to pick up a SHF sign when work is to commence and display on the property while work is underway or for 10 days whichever is greater.
- The project(s) will be commenced in the year of application.

\*\*\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED\*\*\*\*\*

Signature of Owner(s) \_\_\_\_\_

Signature of Authorized Agent (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

The information on this form is collected under the authority of the Heritage Conservation Act. The information provided will be used to assess the criteria for restoring the exterior of a heritage building. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, 770 Vernon Avenue, Victoria, BC, V8X 2W7, Telephone (250) 475-1775.

**Saanich Heritage Foundation, c/o Saanich Municipal Hall,  
770 Vernon Avenue, Victoria BC V8X 2W7**

**Phone (250) 475-1775 Extension 3513; Fax (250) 475-5440 <http://www.saanich.ca/EN/main/parks-recreation-culture/heritage/your-heritage-building/house-grants-program.html>**



Saanich Heritage Foundation

# DECLARATION OF PROJECT COMPLETION FORM

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Name) (Address)

Hereby declare that the following work relating to my Application for a Grant to the Saanich Heritage Foundation, dated \_\_\_\_\_, has now been completed.

I, \_\_\_\_\_, SHF Grant Committee member assigned to this project, hereby  
(Name)

declare that the requirements of the Grant Application process have been satisfactorily complied with,

and a final site review was completed on \_\_\_\_\_.  
(Date)

<b>DETAILS OF WORK COMPLETED (POINT FORM)</b>

(continue on back if necessary)

### MUST ACCOMPANY FORM:

- **COPIES** of any permits required for all work and copies of a final inspection by the Saanich inspector;
- **INVOICES** marked paid **PLUS SHOW RECEIPTS ADDED TO VERIFY PROJECT TOTAL COST**; and
- **PHOTOGRAPHS** of completed project
- **The SHF sign (\$25 charge if not returned)**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed by original Applicant:

\_\_\_\_\_

The information on this form is collected under the authority of the Heritage Conservation Act. The information provided will be used to assess the criteria for restoring the exterior of a heritage building. If you have any questions about the collection and use of this information, please contact the Municipal Clerk, 770 Vernon Avenue, Victoria, BC V8X 2W7, Telephone (250) 475-1775.

## GRANT APPLICATION REVIEW PROCESS

- During January and February all completed applications and the accompanying documentation are carefully reviewed by the SHF House Grants Committee.
- The SHF will assign one of its members to act as a volunteer to review the proposed project as well as to consult with the owners or acting agent during the process. A review of the work will also occur upon completion of the project.
- Final approval is usually given to grant applications in May, after SHF receives confirmation of its funding from the Municipality of Saanich. You will be notified in writing if a grant application for your project has been approved or declined.
- **Please note:** Once projects are approved, unauthorized changes are neither accepted nor funded.
- Any questions with respect to the status of your application should be directed to our Secretary, Shirley Leggett, at 250-475-1775 extension 3513 or email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca).

## COMMENCEMENT OF WORK

- No work should commence before being **notified in writing** that your grant has been approved. If you wish to proceed ahead of such approval, it must be after the SHF has reviewed and discussed the proposed project along with your volunteer committee member. **If you proceed with the work it is at your own risk, as the grant may not be funded.**
- Unless special dispensation is given to delay work, it should commence as soon as possible or the grant offer may be withdrawn.
- **Contact SHF to pick up a SHF sign when work is about to commence. The SHF sign acknowledging the grant must be prominently displayed while work is underway or for 10 days, whichever is greater.**
- A site review must be done before and upon completion of all work. Preparations and repairs must be reviewed by the SHF Grant Committee member **prior** to painting or further work that might cover it. Contact numbers for the Grant Committee members will be provided.
- Owners are responsible to keep the assigned House Grant Committee member informed of the work process to ensure ongoing review. **If you fail to do so, funding may be refused.**
- **Please note: Do not confuse SHF Grant Committee members with Saanich Municipal Building Inspectors.**

## BUILDING PERMITS

The Municipality of Saanich requires a building permit for most construction, alterations, additions, deconstruction or demolition. For more information on building permits, call the Permits Division at Saanich Municipal Hall at (250) 475-1775, extension 5457.

Any exterior change to a designated heritage or Heritage Covenant structure requires review by the Saanich Heritage Foundation and approval by Municipal Council. Please contact the Saanich Planning Department for further information. If it is determined that you will require a permit you will also be required to arrange for an inspection by a Saanich Building Inspector.

## WHAT TO DO UPON COMPLETION OF WORK

Upon completion of an approved project, the SHF must receive the following before the grant funds can be released:

- The SHF House Grants Committee members' final report indicating work is completed according to the SHF standards.
- Evidence of full payment to contractor. All receipts to be marked **PAID**, signed and dated by the contractor. **(Cancelled cheques and/or unpaid invoices are not acceptable).**
- A list totaling the receipts.



- Photographs taken during progress and after completion of the project. (See **Photographs Guidelines**). **At least one photograph of the SHF sign on the property must be included.**
- The completed **Declaration of Project Completion Form**.
- **Return the SHF sign (\$25 charge if not returned).**

## **GRANT PAYMENT**

No grant payments can be made until the Saanich Heritage Foundation has received its annual funds from the Municipality. Once the funds are in place, and the work has been completed to the satisfaction of the SHF, then payment of the grant will be made.

## **HOW TO FOLLOW THE RESTORATION GUIDELINES**

Refer to the **Restoration Guidelines (Do's and Don'ts)** for more details concerning roofs, gutters, chimneys, masonry, foundations, storm or perimeter drains, woodwork and trim, windows, doors and paint, but these are some general rules:

- Any necessary upgrading to foundation or basic structure should be done first (obtain the advice of an architect or engineer if uncertain)
- Repair of old work and materials is preferable to replacement with new work
- New work should replicate old work exactly. If old work is missing, its replacement should be based on historic and photographic research into the same or similar buildings
- Ongoing maintenance, which minimizes the need for extensive repairs, is encouraged

Additional information can also be found on the Heritage Society of British Columbia's website at <http://www.heritagebc.ca>