

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, MAY 13, 2014 AT 5:30 P.M.**

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Andy Jani; Ken Johnson; Paul McKivett; and Councillor Derman, Council liaison (6:10pm)

Regrets: Andrew Rushforth

Staff: Shirley Leggett, Secretary

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Minutes: Moved by S. Colwill and Seconded by K. Johnson: "That the Minutes of the April 8, 2014 Regular Meeting be adopted as circulated."

CARRIED

**2014 GRANT APPROVAL FROM COUNCIL IN THE AMOUNT OF \$33,000**

Letter from the Director of Finance dated April 30, 2014 confirming that the Heritage Foundation's Community Service Operating Grant in the amount of \$33,000 was approved.

**2014 HOUSE RESTORATION GRANTS PROGRAM – APPROVAL OF GRANTS AND ASSIGNMENT OF INSPECTORS**

**MOVED by P. McKivett and Seconded by K. Johnson: "That the following 2014 grants be approved and the grant portion be based on 35% of the lowest quote."**

**1996 Ferndale Road – Window and Roof Replacement – B. Shuya inspector**

PNR Screens (windows)	\$2,256.45 – 35% Grant portion	<b>\$789.75</b>
Parker Johnston (roof)	\$32,999.00 – 35% Grant portion	<b>\$11,549.65</b>

**The grant for 1996 Ferndale Road will be \$10,000 which is the maximum amount per year, per designated dwelling, allowed under the current House Grants Program Restoration Guidelines.**

**762 Ralph Street – Storm Windows (Phase 2) – K. Johnson inspector**

Prestige Woodwork	\$11,680.84	<b>\$4,088.29</b>
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**1941 Ernest Ave. – Shingle Siding Repair/Replacement and Exterior Painting – S. Colwill inspector**

MJ Dixon (siding)	\$1,617.00 - 35% Grant portion	<b>\$565.95</b>
Victorian Painting (exterior painting)	\$6,418.13 – 35% Grant portion	<b>\$2,246.34</b>

**The total grant amount for both projects for 1941 Ernest Avenue will be \$2,812.29.**

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**1955 Saltair Crescent – New Gutters and Downspouts – R. O’Connell Inspector**

High Definition Roofing                      \$2,206.05 - 35% Grant portion                      **\$772.11**

**CARRIED**

The Secretary advised that she would notify the grant applicants and let them know their grants were approved.

After a brief discussion with respect to the Restoration Guidelines and the \$10,000 limit per grant, per year, Committee members agreed to form a sub-committee comprised of P. McKivett, K. Johnson and B. Shuya to review the issue of possibly increasing the maximum amount.

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

Tree Pruning – Tree Risk Assessment

The Parks Department prepared a Tree Risk Assessment report for the four (4) Douglas fir trees that are situated close to the heritage dwelling. The trees are listed as being in good condition with re-assessment in five (5) years.

The President stated:

- He contacted Bartlett Tree Services regarding an independent basic visual tree risk assessment and the cost is \$150 plus tax.

**MOVED by P. McKivett and Seconded by A. Joyce: “That Bartlett Tree Services be hired to undertake a tree risk assessment at 1248 Burnside Road West.”**

**CARRIED**

Five-Year Maintenance Budget Plan (2014 to 2018)

Members reviewed the Five-Year Maintenance Budget Plan (2014 to 2018) that K. Johnson prepared for Stranton Lodge and made the following comments/changes:

- Bi-annual cleaning of gutters and downspouts - \$400
- Roof de-mossing - every 5 years - \$500 – (2014 – get quote)
- Inspect glass annually – Board member
- Inspect plumbing – every 2 years - \$200
- Inspect electrical (and smoke detectors) – every 2 years - \$200
- Inspect attic and crawlspace – Board member
- Check exterior lighting – annually – Board member
- Pest/insect control – bi-annually - \$400 total
- Garden/lawn maintenance – annually - \$2,789
- Inspect driveway and access – annually – Board member
- Check perimeter drainage – every 5 years

Sustainability Maintenance

- Repaint house – done in 1999 – needs to be inspected
- Re-roof house – done in 2010
- Storm windows – done in 2008

Members discussed alternative ways to heat Stranton Lodge and applying for available government grants. The Secretary was asked to get the energy audits that were performed on both Stranton Lodge and Dodd House for members to review. B. Shuya advised that he will ask the tenant at Stranton Lodge to provide viewer status of her hydro account for the past 3 months.

**MOVED by A. Joyce and Seconded by P. McKivett: "That an annual maintenance budget of \$4,000 +- for Stanton Lodge be approved."**

**CARRIED**

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

##### Five-Year Maintenance Budget Plan (2014 to 2018)

Members reviewed the Five-Year Maintenance Budget Plan (2014 to 2018) that K. Johnson prepared for Dodd House and made the following comments/changes:

- Bi-annual cleaning of gutters and downspouts - \$400
- Roof de-mossing - every 5 years - \$500 – (done in 2013)
- Inspect glass annually – Board member
- Inspect plumbing – every 2 years - \$200
- Inspect electrical (and smoke detectors) – every 2 years - \$200
- Inspect attic and crawlspace – Board member
- Check exterior lighting – annually – Board member
- Pest/insect control – (tenant will call if needed) - \$400 total
- Garden/lawn maintenance – annually - \$2,266
- Inspect driveway and access – annually – Board member
- Check perimeter drainage – every 5 years

##### Sustainability Maintenance

- Repaint house – done in 1999 – needs to be inspected
- Re-roof house – done in 1996 (looks stable for a few more years)
- Storm windows – done recently

S. Colwill stated:

- She would like to have the wood roof on the kitchen lean-to replaced with a fibreglass laminate as the pitch on the roof is too low; she'll get some quotes.
- Abor Renovations has done inspections of the attic and crawlspace as part of the repairs/renovation work that has been done in the past.
- The house will probably need to be re-painted in about 2+ years; some of the window ledges were restored/replaced/repainted last summer.
- There are no opening windows in either the kitchen or bathroom; she would like to have that changed out at some point.

K. Johnson will provide names of electrical and plumbing inspectors for both Dodd House and Stranton Lodge.

**MOVED by A. Joyce and Seconded by R. O'Connell: "That an annual maintenance budget of \$3,500 +- for Dodd House be approved."**

**CARRIED**

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**TREASURER'S REPORT**

The Treasurer provided the following Statement of Receipts and Disbursements for the period ending March 31, 2014:

Grant Account:	\$9,456.35	GIC's: \$32,169.84
Operating Account:	\$5,224.32	
Hall House Account:	\$1,612.46	GIC's: \$22,386.21
Dodd House Account:	\$9,474.02	GIC: \$16,285.22

**MOVED by K. Johnson and Seconded by S. Colwill: "That the Statement of Receipts and Disbursements for the period ending March 31, 2014 be received for information."**

**CARRIED**

**FOR INFORMATION**

K. Johnson advised that 452 Boleskine Road received an Award of Merit at the 2014 Annual Hallmark Awards ceremony.

**ADJOURNMENT**

The meeting adjourned at 6:40 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **June 10, 2014 at 5:30 p.m.** in **Committee Room #2.**

..... CHAIRPERSON