

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #1
TUESDAY, JANUARY 9, 2018 AT 5:30 P.M.

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Mark Brown; Sheila Colwill; Ken Johnson; Alvin Lau; Robert Townsend; Katherine Whitworth; and Councillor Sanders

Staff: Stacy McGhee, Program Manager, Strategic Facilities Planning and Shirley Leggett, Secretary

Minutes: MOVED by A. Joyce and Seconded by B. Townsend: "That the Minutes of the November 14, 2017 Regular Meeting be adopted as circulated."

CARRIED

New members Mark Brown and Katherine Whitworth were introduced and welcomed to the Foundation.

**DISTRICT OF SAANICH DRAFT STRATEGIC FACILITIES MASTER PLAN –
PRESENTATION FROM THE PROGRAM MANAGER, STRATEGIC FACILITIES PLANNING**

The Program Manager of Strategic Facilities Planning, was present at the meeting to provide a brief overview of the Saanich Draft Strategic Facilities Master Plan with an emphasis of the process specific to future considered work on the Municipal Hall as it's a heritage designated building and the following was noted:

- In recent years the District has identified the need for a more comprehensive and long term strategy to co-ordinate and manage its facilities.
- The draft Master Plan provides a template for capital investment for the next 20 years focuses.
- Three facilities have been identified as needing more than scheduled and preventable practices: the Parks and Public Works Yard, Fire Hall 2, and the Police Department; Parks and Public Works is the highest priority.
- Currently the Municipal Hall requires physical improvements in three key area: IT upgrades, mechanical and electrical upgrades and building envelope.
- A consultants' report from 2016 concludes that the Municipal Hall will undergo capacity pressures over the next 20 years to a modest 19% area increase.
- Architectural layout options could address the present critical need for additional meeting space and a rationalized layout offering the public one-location, one-floor access to all municipal services; improved accessibility and an increase in the capacity of Council Chambers could also be considered.
- The Municipal Annex is one of the oldest buildings on the Vernon campus and although maintenance has kept the building functioning well through various uses and services over the past 56 years, the structure is one of the more concerning the District's portfolio.
- Seismic capacity is a low 9% and though the seismic remediation plan for the Municipal Hall primarily proposes thickening of the stair and elevator cores and select walls without negative impact to functionality or appearance, the remediation, building layout impacts and cost proposed for the Annex are significant.
- Continuing capital investment is not recommended, given the age of the building, deficiencies in the current layout and suitability as a workplace, as well as the required whole-building upgrades for envelope and mechanical and electrical systems.

Foundation members asked the Program Manager questions with respect to the Municipal Hall and what the plans were for future growth and the following comments from members were noted:

- It is important that there be a conservation plan that addresses the preservation of both the exterior and interior of the Municipal Hall.
- The exterior and some elements of the interior as well as the landscaping have been designated heritage. The J.C. Scott report pertaining to the Municipal Hall is considered the guide for maintaining the integrity of the interior.

Members were asked to send any additional comments they had with regard to the Strategic Plan to the Secretary to forward to the Program Manager of Strategic Facilities Planning.

2018 HOUSE GRANTS PROGRAM – RESTORATION GRANT APPLICATIONS (SUMMARY)

The owners of the following properties submitted 2018 Restoration Grant Applications for the following projects:

1955 Saltair Cres. – Exterior paint
35% Grant portion based on lowest quote - \$4,691.13

Oak Bay Painters	\$18,165.00
Brad McDonnell Painting	13,403.25
Zen Painting Inc.	19,993.05

Members suggested that the applicant compare the prep work associated with the Brad McDonnell Painting quote to the other two quotes to make sure that it is comparable given that it is significantly lower.

3710 Craigmillar Ave. – Replace/repair exterior shingle siding
35% Grant portion based on lowest quote – \$5,586.00

Sean Nowak Carpentry	\$20,291.25
Brokop Roofing	15,960.00

1040 Burnside Road West – Repair foundation
35% Grant portion based on lowest quote – \$9,371.25

Built-Rite Construction	\$49,245.00
True Level Concrete	26,775.00

Councillor Sanders left the meeting prior to the discussion of 3956 Stan Wright Lane as she is the owner of the property.

3956 Stan Wright Lane – Replace roof (designation pending)
35% Grant portion based on lowest quote - \$7,218.89

Square Deal Roofing	\$20,625.41
Brokop Roofing	24,675.00
Victoria Roofing	TBA

Members agreed in principle to include the Restoration Grant Application for 3965 Stan Wright Lane in the 2018 grant deliberations pending formal heritage designation of the property.

Councillor Sanders returned to the meeting

1744 Kisber Ave. – Footing and foundation repairs
35% Grant portion based on lowest quote - \$10,000 Maximum

Romax Stonemason \$30,000 – 40,000
Other quotes to follow

The Secretary advised that she had been contacted by the owners of 1744 Kisber Ave on January 2, 2018 advising that they had discovered a large leak in the right front basement of their house the day before and that it appeared to be a defective perimeter drain which may need to be replaced and that one corner of the house may need the footing underpinned.

They advised that they were getting quotes and asked for an extension in submitting a grant application. The Secretary contacted the President and it was agreed that an emergency grant could be considered. The owners subsequently submitted grant applications for perimeter drains and footing and foundation repairs.

The President stated:

- He visited the property and it appears that a previous owner excavated the basement suite floor level below the original house foundation level.
- To resolve the water situation the owners should consider a new concrete foundation wall and footing to underpin the old stone foundation and bring the new footings below the floor level of the existing basement.
- This will allow the owners to lower the new perimeter drains to be located below the basement floor level.
- They will likely need a structural engineer to assess the site and prepare a design drawing for a new concrete foundation wall system and to base contractor pricing on.

Members agreed to add the Restoration Grant application for 1744 Kisber Avenue in the 2018 grant deliberations.

MOVED by R. O’Connell and Seconded by A. Joyce: “That the 2018 Restoration Grant Applications be received.”

CARRIED

**INVOICES FOR SECRETARIAL SERVICES AND ADMINIISTRATIVE COSTS - JULY 1 TO
DECEMBER 31, 2017**

Draft invoices in the amounts of \$5,631.72 for Secretarial Services provided from July 1, 2017 to December 31, 2017 and \$388.90 for postal charges, mileage, photocopying, and stationary and overhead costs (totalling \$6,020.62).

MOVED by S. Colwill and Seconded by M. Brown: “That a cheque be issued from the Operating Account in the amount of \$6,020.62 for Secretarial services and other associated administrative costs for the period of July 1, 2017 to December 31, 2017.”

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

At the November meeting, Donna Riddell, Artistry Design Group Ltd. was in attendance to and presented two Design Options for the kitchen sink wall at Stranton Lodge. Members liked some of the features from both options so the designer developed the following Option 3:

- White painted lacquered flat panel door style in square Shaker or Ogee in edge profile (complements the vintage doors in the house)
- Custom 38” high upper cabinets; standard crown moulding scribed to ceiling; laminate interior with soft-close drawers; country style cup nickel hardware
- Laminate countertop in standard finish, with an eased-square front edge
- Top mounted drop-in sink with faucet on deck of sink
- Country style faucet such as Moen, Delta or similar brand with pull-out spray
- Furniture style feet at toe kick in sick area
- Tiled back and side splashes in subway style design as in cottage’s bathroom

Committee members agreed that roughed-in plumbing and electrical for a dishwasher should be included.

MOVED by K. Johnson and Seconded by A. Lau: “That Design Option 3 for the kitchen sink wall as presented by Artistry Design Group Ltd. for 1248 Burnside Road West (Stranton Lodge) be approved.”

CARRIED

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Trevor from Arbor Renovations did a condition assessment of the chimney at Stranton Lodge and took some pictures; he also took a picture of the condition of the east side gutter.
- The chimney is starting to spall (the stucco is starting to fall away in places) and we should decide how to deal with it.
- It could mean that all of the stucco is loose and it may need to be removed and then replaced and repointed.

A roundtable discussion ensued and it was agreed that S. Colwill will ask Trevor to provide a price for materials and labor to restore the chimney.

TREASURER’S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of Dec. 31, 2017:

Grant Account:	\$36,155.96	GIC’s: \$32,819.85
Operating Account:	\$ 9,715.98	
Hall House Account:	\$15,872.90	GIC’s: \$28,395.93
Dodd House Account:	\$19,440.84	GIC’s \$30,508.37

ADJOURNMENT

The meeting adjourned at 7:20 pm.

NEXT MEETING

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

..... CHAIRPERSON