

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
**TUESDAY, NOVEMBER 13, 2018 AT 5:30 P.M.**

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Robert Townsend

Regrets: Mark Brown; Ken Johnson; and Katherine Whitworth

Guests: Vicki Sanders

Staff: Megan Squires, Planner; Shirley Leggett, Secretary

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Minutes: MOVED by S. Colwill and Seconded by A. Joyce: "That the Minutes of the October 9, 2018, Regular Meeting be adopted as circulated."

CARRIED

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

The President stated:

- The tenant purchased a new smaller fridge to fit into the alcove in the kitchen. It was supposed to be part of the overall kitchen renovation however, she never bought it in time.
- The old fridge was hauled away and recycled and the Secretary sent the tenant a cheque to reimburse her for the purchase.
- The irrigation company visited the property to winterize the irrigation system; the invoice will be sent to the Secretary.
- He spoke to another company that is willing to repair the spalling stucco on the chimney and have it repointed; he's waiting to get a quote but it could be \$1,000 to \$1,500.

In response to a question, the President stated:

- The chimney is for a fireplace that the tenant is not supposed to use; the flues are terra cotta.
- He is hoping to have the work completed by Christmas.

The Vice President stated:

- It might be a good idea for the chimney to be capped in order to preserve the inside of it.

The President agreed and advised that capping the chimney as well as repairing the stucco could cost up to \$2,000.

**MOVED by S. Colwill and Seconded by R. Townsend: "That up to \$2,000 be approved in principle for chimney repairs at 1248 Burnside Road West."**

CARRIED

S. Colwill advised that Trevor from Arbor Renovations is going to clean the leaves from the gutters for both Hall House and Dodd House in December.

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

S. Colwill stated:

- She confirmed the window order with Prestige Joinery and the Secretary sent them a deposit cheque.
- Trevor from Arbor Renovations is going to install the windows and he will coordinate the timing with Prestige, hopefully in April or May.

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- It will likely cost closer to \$2,500 for Trevor to install the windows as there will be additional cost for repainting and insulating the last section of the window wall.

### **TREASURER'S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of October 31, 2018:

Grant Account:	\$58,035.37	GIC's:	\$33,069.02
Operating Account:	\$11,568.98		
Hall House Account:	\$ 2,074.88	GIC's:	\$28,395.93
Dodd House Account:	\$27,589.52	GIC's	\$30,846.28

**MOVED by R. O'Connell and Seconded by A. Joyce: "That the Statement of Receipts and Disbursements for the period ending October 31, 2018 be received for information."**

**CARRIED**

### **UPDATING THE HERITAGE REGISTER – YOUNG CANADA WORKS – (May Agenda)**

At the May 8, 2018 regular meeting, the Secretary was asked to bring forward to the November agenda, the issue of updating the Heritage Register and possibly submitting an application in January 2019 to Young Canada Works (YCW) to hire a student to do research on the project.

Information from the Government of Canada website regarding Young Canada Works in Heritage Organizations (employers). The information includes who as an employer, is eligible to apply for funding, details on the summer job program, how to apply, and application deadline of January 15, 2019.

A roundtable discussion ensued and the following was noted:

- We need to consider the logistics of who is going to oversee the project; Saanich would be the employer, not the Heritage Foundation itself.
- There would need to be a payroll system set up to pay the summer student; the position would involve a leadership/mentorship role and the Foundation is not set up for that.
- There's also the issue of where the student would work from and who would oversee the project. There needs to be a project outline.
- Perhaps the Archives Department could be involved to oversee the project; that would provide a place for the student to work from and they would have access to the historical records.
- The application deadline is January 15, 2019; we are not ready to submit an application to hire a student yet – it will have to wait until 2020 when we have all the details in place.
- Perhaps the Planner can contact Archives and see if they would be interested in being involved in updating the Heritage Register and overseeing a summer student through the YCW program.

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

At the October meeting, members discussed the idea of having someone from Heritage BC hold an afternoon workshop here at the Municipal Hall on heritage conservation early in 2019 for Foundation members, interested planning staff, and members of Council.

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A roundtable discussion ensued and the following was noted:

- It was initially proposed that the workshop be held in February 2019 but that may be too soon; March may be more realistic.
- There could possibly be up to seven planning staff interested in attending.
- The proposed tentative workshop outline sounds fine: Heritage Basics, writing Statements of Significance, and time for questions and answers. The workshop would last 2 hours, 45 minutes and cost \$1,000.
- The Foundation will be having a new Council liaison and we don't know who that will be; there could also be new members on the Foundation as of January 2019.

**ADJOURNMENT**

The meeting adjourned at 6:20 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, January 15, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON