

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, FEBRUARY 11, 2020 AT 5:30 P.M**

Present: Mark Brown, President; Art Joyce, Treasurer; Shawn Jackson; Veronica McEllister; Sonia Nicholson; Robert Townsend; and Councillor Karen Harper, Council Liaison

Regrets: Sheila Colwill

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

Guests: Mayor Haynes (left at 5:50)

Agenda: MOVED by A. Joyce and Seconded by R. Townsend: "That the agenda be approved as circulated."

CARRIED

Minutes: MOVED by R. Townsend and Seconded by A. Joyce: "That the Minutes of the January 21, 2020, Regular Meeting be adopted as amended."

CARRIED

WHEN IS A HERITAGE ALTERATION PERMIT (HAP) REQUIRED?

The Planner stated:

- She frequently gets inquiries from owners of heritage designated buildings who want to make repairs or replace something and want to know if they require a Heritage Alteration Permit.
- She would like some clarity from the Foundation on when an HAP is required so she can provide guidance to homeowners.
- Recent examples of inquiries that she has forwarded to the Foundation include the designated dwelling on Lodge Avenue. The homeowner is replacing the existing cedar shingle roof with textured asphalt shingles and wanted to know if an HAP was required. Members agreed that an HAP was not required.
- Another example is the Wilkinson Road Jail. The roofing material on the centre roof section was originally copper, but the owner wanted to replace it with a profiled metal roofing.
- The Foundation determined that if the roofing was replaced with copper then an HAP would not be required but if was replaced with a profiled metal, then it would have required an HAP.
- She currently relies on the designating Heritage Bylaw, and the Statement of Significance where one exists to help guide decision making.

A roundtable discussion ensued and the following was noted:

- Replacing a roof should be considered routine maintenance if the existing material is being replaced with another "like" material and no alterations are made to rooflines. City of Victoria does not require an HAP to replace a roof.
- Owners are entitled to undertake routine maintenance and it shouldn't cause them any hardship to do so. There is no clear definition of routine maintenance.
- The Restoration Grant Guidelines make preference to original materials such as cedar shingles, but it will consider substitutes such as quality textured asphalt shingles. In the case of gutters and downspouts, prefinished aluminium will be accepted, but not vinyl or PVC.
- The City of Victoria doesn't fund gutters or downspouts and would not require an HAP.

Mayor Haynes left the meeting at 5:50 p.m.

- Statements of Significance (SoS) are a useful tool for defining heritage elements on a designated building such as a roof. If a roof is not included in an SoS, then a HAP may not be required.
- It may be a good idea to review the current Restoration Guidelines to see if there are areas that could be more specific.
- A checklist for homeowners wanting to make repairs and/or replace something on their designated dwelling would be helpful. It could list exterior changes that may not require an HAP.

The Planner stated:

- She has been contacted by Saanich about repairs to Goward House which is a Saanich owned building that is managed by the Goward House Society.
- The existing cedar shingle roof needs to be replaced and the plan is to replace it either with cedar shingles or a composite material that looks like cedar shingles. There would be no changes to the overall roof shape or look.
- There is also one or two decommissioned chimneys that they would like to remove and it could be done during the re-roofing project. They would like to proceed with the work during the summer.
- When she has more information regarding the restoration work she will bring it back to the Foundation for discussion to determine whether an HAP is required.

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

V. McEllister stated:

- The company that did the chimney restoration work in December is going to go and see about repairing the roof line that was damaged by the scaffolding.
- She hasn't heard anything further from tenant regarding the purchase of a new washer and dryer.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill was absent so there was no report.

TREASURER'S REPORT – UPDATE

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

Grant Account:	\$42,202.74	GIC: \$20,288.68 (due April 4, 2020)
		GIC: \$13,177.17 (due May 7, 2019)
Operating Account:	\$10,335.81	
Hall House Account:	\$ 8,611.62	GIC: \$23,528.58 (due June 12, 2019)
		GIC: \$5,103.01 (due Nov. 2, 2019)
Dodd House Account:	\$39,983.60	GIC: 20,761.28 (due Oct. 2, 2019)
		GIC: 10,206.02 (due Nov. 2, 2019)

MOVED by B. Townsend and Seconded by A. Joyce: “That the Treasurer’s Report as at February 11, 2020 be received for information.”

CARRIED

PROPOSED HERITAGE WORKSHOP

Draft outline for a proposed Heritage Workshop with a tentative date of March 10, 2020 with a start time of 1:00 pm. and end time of 4:00 pm. in the Kirby Room, Saanich Police Annex. The proposed topic is Statements of Significance.

Motions are required to approve the proposed workshop and outline, and the proposed date and cost.

The President stated:

- Foundation members have discussed the idea of a workshop over the last several months at previous meetings. He believes that the workshop was approval in principal.
- He would like to move forward with it.

A roundtable discussion ensued and the following was noted:

- If the plan is to hold the workshop during work hours, then it will be difficult for new members as they would have to take time off from work to attend.
- There are still 2 new members that will be attending their first meeting in March so they haven’t had an opportunity to hear the discussion or weigh in.
- Staff may be able to attend during the day but if the time of the proposed workshop is moved to the evening then they will likely not attend. A weekend workshop is likely not an option.
- Who is the target audience?
- Heritage BC does webinars. Perhaps there is a webinar that deals with Statements of Significance. A webinar would not cost \$1,000 and could be an option.
- Perhaps further discussion should be tabled until the other new members are present and everyone has had a chance to settle in with the Foundation.
- If a workshop does go ahead, staff will work to find a suitable location, date and time.

The President stated:

- He does not want to table the issue to a future meeting. He is withdrawing his proposal to hold a workshop at this time.
- No motions are required.

HERITAGE ACTION PLAN (HAP) – UPDATE

The Planner stated:

- The Heritage Action Plan is an appendix to the Heritage Management Plan. It has been updated to 2020.
- The Action Plan lists 2 primary goals: “Protect Existing Resources” and “Strengthen Heritage Resource Inventory”. Each goal outlines a series of objectives and actions, as well as information on the lead department, and the priority, and status of each action.
- The Planning Department is the liaison to the Heritage Foundation, as well as, the Arts Culture and Heritage Committee (ACH). Planning also works with the Land Agent.
- 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.
- Currently the District has six (6) lease agreements that are managed by the Lands Agent in

Building, Bylaw, Licensing and Legal Services. The Foundation oversees the tenancy agreements for Dodd House and Stranton Lodge, and Facilities Operations oversees the lease agreement for the Municipal Hall.

- She will bring a list of heritage properties to the next meeting.

The President advised that he has been in contact with the Land Agent and a Director in the Planning Department with respect to the lease agreements.

UPCOMING ANNUAL GENERAL MEETING (AGM) – MARCH 10, 2020

The Secretary advised that in past years, the Annual General Meeting (AGM) has been held either in February or March each year following the Regular Meeting and based on a full membership as of January 1 each year. The purpose of the AGM is to receive nominations for the positions of president, vice president and treasurer, and that voting may be done by secret ballot.

After a brief discussion, members agreed that the AGM should be held in April instead of March so that all new members have had a chance to settle into their roles on the Foundation.

The Planner proposed that an orientation session may be helpful for new and returning members and will put together an overview about the work of the Heritage Foundation for the March 10th Regular Meeting.

MOVED by R. Townsend and Seconded by S. Jackson: “That the Annual General Meeting (AGM) be held on April 14, 2020 following the Regular Heritage Foundation Meeting.”

CARRIED

ADJOURNMENT

The meeting adjourned at 6:50 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, March 10, 2019 at 5:30 p.m.** in Committee Room #1.

..... CHAIRPERSON