

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
TUESDAY, OCTOBER 13, 2020 AT 5:30 P.M**

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

Regrets: Sheila Colwill; Shawn Jackson

Guests: None

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

Minutes: MOVED by A. Joyce and Seconded by S. Nicholson: "That the Minutes of the September 8, 2020, Regular Meeting be adopted as circulated."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE)

The President stated:

- The Parks Department was contacted by the tenant to check on some trees that are overhanging the house; she will contact the tenant and see if it's been dealt with.
- It's too late in the year to repaint the window sills on the house so it will have to wait until next year.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

The President stated:

- S. Colwill sent her an email with a quote for exterior painting for Dodd House which she will forward to the Secretary.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following account balances up to October 13, 2020:

Grant Account:	\$54,856.85	GIC:	\$20,604.02 (due April 4, 2020)
		GIC:	\$13,381.98 (due May 7, 2020)
Operating Account:	\$12,000.50		
Hall House Account:	\$10,267.31	GIC:	\$24,109.37 (due June 12, 2020)
		GIC:	\$ 5,169.35 (due Nov. 1, 2020)
Dodd House Account:	\$47,235.28	GIC:	21,156.83 (due Oct. 2, 2020)
		GIC:	10,338.70 (due Nov. 2, 2020)

SAANICH HERITAGE FOUNDATION – LIABILITY INSURANCE

The President stated:

- The application form from Intact Insurance for non-profit directors and officers and liability insurance was filled out and submitted but they still require more information before they can provide a quote for coverage.
- She is hoping that by the November meeting she will have a quote.

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- Members agreed that having general and director's liability insurance would be good to have.

RESTORATION GRANT REQUIREMENTS - POSTING SIGNAGE

The Secretary stated:

- At the September meeting, a motion was passed to update the SHF House Grants Program – Restoration Guidelines to include wording similar to the Victoria Heritage Foundation's Grant Program making it a requirement for homeowners to display signage acknowledging their grant funding from the SHF starting for the 2021 grant year.
- The Grant Application Form, Declaration of Project Completion Form, and sections pertaining to the Commencement of Work, and Completion of Work were amended to include the appropriate wording and the revised Guidelines were posted on the Saanich website.

IMPLEMENTATION OF THE HERITAGE ACTION PLAN – UPDATED 2020

Goal 1: Protect Existing Resources - Objective B (1) – Maintain Saanich Community Register

The President stated:

- She contacted Donald Luxton regarding a quote to update the Saanich Heritage Register. His suggestion was that we should consider moving away from the current printed book version and make it available in an online digital format.
- It would be easier to keep it up to date and maintain the web pages.

Foundation discussion noted:

- Instead of providing us with an updated book, Donald Luxton would provide us with a website and then it would be up to us to maintain it or hire someone to maintain it for us.
- We would have to consider whether we want to create our own distinct identity completely separate from the Saanich website or if we want a link on the Saanich website that takes the public to the Foundation's website.
- Saanich Archives is on the Saanich website but there is a separate Canadian company that hosts a link that takes you to the archives database.
- Donald Luxton is located in Vancouver – it would be a good idea to contact local companies to discuss options and quotes.
- The IT Department may be able to provide some information on how it would work linking the Saanich website to an outside heritage website.

The President stated that she will contact Donald Luxton again to see about setting up a meeting to discuss options with herself and the Vice President.

Objective E (5) - Develop Conservation Plans and Annual Maintenance Programs

The Planner stated:

- There are ten (10) municipally owned heritage properties that are managed by the Lands Department, the Parks and Recreation Department, the Saanich Heritage Foundation and Municipal Facility Operations.
- The Lands Department manages the lease agreements for Goward House, Hampton Hall; Horspool House; Hamilton House; McCrae House, and the Saanich War memorial Health Centre. The Foundation manages Stranton Lodge and Dodd House; the Municipal Facility Operations manages the Municipal Hall; and Parks and Recreation manages Machin

House.

- None of these properties have conservation or maintenance plans. Members should consider if they would want 10 separate conservation plans or 1 plan that covers all 10 properties.

Foundation discussion noted:

- The objective of a conservation plan is to ensure that properties are being maintained.
- For registered or designated buildings that have been deconstructed or demolished, documentation is a requirement for Archives records. Records of major renovations may not be documented.
- It may be a good idea to start with developing conservation plans and maintenance plans for Dodd House and Hall House.

The President stated that she will look into contacting heritage consultants to get quotes for Dodd House and Stranton Lodge.

Objective E (2) – Prepare a Heritage Procedures Bylaw

The Planner stated:

- The previous Planner completed a draft Heritage Procedures Bylaw.
- She will contact the Manager of Community Planning to find out if there are resources to move the Heritage Procedures Bylaw forward and what the next steps would be.

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

The Vice President provided the following update to the ACH:

- The first meeting of the ACH since Covid-19 was held in September. There were 3 people in attendance with the other members participating electronically.
- She advised ACH members that the Saanich Heritage Foundation meetings had resumed via electronic/virtual participation.
- Recent outreach efforts by the SHF include the creation of social media accounts and a new logo.
- Outreach efforts aim to inform residents about grants and funding that are available as well as to encourage new Heritage designations.

ACH members had many questions with respect to the social media efforts and expressed interest in having their own social media platform.

ADJOURNMENT

The meeting adjourned at 6:30 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, November 10, 2020 at 5:30 p.m.**

..... CHAIRPERSON