

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
TUESDAY, JANUARY 12, 2021 AT 5:30 P.M**

Present: Veronica McEllister, President; Sonia Nicholson, Vice President; Art Joyce, Treasurer; Sarah Anderson; Charlotte Clar; Sheila Colwill; David Hughes; Catherine MacKinnon; James Thomson; and Councillor Karen Harper, Council Liaison

Regrets: None

Guests: None

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

Welcome to new members Sarah Anderson, Charlotte Clar and James Thomson

Minutes: MOVED by C. MacKinnon and Seconded by S. Colwill: "That the Minutes of the November 10, 2020, Regular Meeting be adopted as circulated."

CARRIED

SAANICH HERITAGE FOUNDATION ORIENTATION

The Planner and Secretary presented a PowerPoint Presentation to inform new members and update existing members about the Saanich Heritage Foundation and its role within the municipality.

The agenda for the presentation covered the House Grants Program; Heritage Planning; Heritage Conservation; Promotion; and Fundraising.

Highlights from the presentation are as follows:

House Grants Program - Secretary

- The House Grant Program has been administered by the Heritage Foundation for more than 30 years. Funding for the program is provided by Saanich Council on an annual basis.
- Between 1993 and 2019 approximately 145 heritage designated homes have had restoration work completed and about \$503,000 in grant funding has been paid out to those homeowners.

Promotion

- One purpose of the Saanich Heritage Foundation (SHF) is "to promote and encourage public interest in heritage conservation". Over the years the SHF has supported initiatives aimed at raising awareness and interest in heritage. Some examples include: BC Heritage weeks, walking tour brochures, heritage markers, Centennial heritage banners, and heritage bus tours.
- Heritage initiatives and events are often undertaken in collaboration with partners such as the Arts, Culture and Heritage Committee, Saanich Archives, and the Greater Victoria Public Library.
- Homeowners display signage on their property acknowledging their grant funding through the Heritage Foundation and District of Saanich while restoration work is underway.

Fundraising

- Another purpose of the SHF is "to raise funds to enable the Society to carry out the above purposes by soliciting and receiving money and property, both real and personal, by gift,

contribution, bequest, devise or otherwise and including but not limited to the obtaining of funds from the Corporation of the District of Saanich, the Government of Canada and the Government of BC". Currently, the SHF derives its funds from Saanich.

- Sale of the Saanich Heritage Register Book through various book stores throughout Victoria and at the Municipal Hall.

Heritage Planning – Planner

- Heritage planning in BC is authorized by Part 15 – Heritage Conservation, of the *Local Government Act*.
- Sustainable Saanich Official Community Plan, 2008 articulates the following policy direction: monitor and encourage resources; maintain, update and expand the Saanich Heritage Register; consider incentives for preservation and designation of private heritage buildings; support recording Saanich's oral history; support the management and recognition of archaeological resources; encourage and support public education of heritage resources and protection; seek funding assistance for protection and preservation of heritage resources; and provide funding to owners of Heritage Designated building and sites.
- The 12 Local Area Plans also provide policy direction for heritage buildings and sites.
- Specific policy direction for heritage planning in Saanich is outlined in two key documents: Saanich Heritage Management Plan, 1999 - which outlines policy and recommendations to direct the conservation of Saanich's heritage resources; and the Heritage Action Plan, 2007 – which identifies action items to implement the policies and recommendations of the Heritage Action Plan.
- Part 15 of the *Local Government Act* empowers Council with different options to protect heritage resources: *Division 4 – Temporary Protection* – withholding approvals (e.g. demolition permits); authorizing temporary protection orders to allow time for more careful consideration of a heritage resource; and, *Division 5 – Continuing Protection* – Heritage Revitalization Agreements, Heritage Alteration Permits, Heritage Conservation areas; and Heritage Designation.
- Heritage Registered – means a site or building with identified heritage value that is significant to the community and is listed on the Saanich Heritage Register. Being registered does not impose restrictions on the use of the building or the rights of the owner to make changes. An owner can alter a registered building without a HRA.
- Heritage Designation – means a site or building with identified heritage value that is significant to the community and is protected by a Heritage Designation Bylaw. With this level of protection, Council must approve alterations that may affect the character and/or value of a heritage site or building.
- Alterations to a heritage designated building or site require a Heritage Alteration Permit. Applications are referred to the Foundation and forwarded to Council for a decision.
- Applications to rezone or subdivide a property with a registered building, or demolish a registered building are referred to the Foundation.
- Heritage Revitalization Agreements (HRA) - a formal, voluntary written agreement that is negotiated between a property owner and a local government. It outlines the duties and obligations of, and the benefits to both parties of the agreement.
- Under an HRA, a local government can supersede local zoning regulations to provide incentives which would make it viable for the owners to conserve and preserve a property with heritage value. Saanich examples include 998 Gorge Road (Brookman's Groceries and Flowers – rezoning and DP; 4525 West Saanich Rd. (Royal Oak Elementary School) – rezoning and DP.
- Heritage Alteration Permit (HAP) – Proposed alterations and additions to a protected heritage building are reviewed through a permit process to determine the appropriateness of the changes in relation to the character defining elements of the building.

- A HAP may be required if a building is protected by: designation, HRA, Heritage Conservation Area. Saanich examples include: (1824 Leabrook Place) – BP to raise the house and complete alterations to exterior; (770 Vernon Ave) – BP to renovate Council Chambers.
- Heritage Conservation Area (HCA) – provides protection to an entire area, which demonstrates distinct heritage value and character as a whole. Saanich does not have any heritage conservation areas. Victoria currently has 13 HCA's.
- Statement of Significance (SOS) – the document includes 3 parts: Description of the historic place; identification of heritage values; and listing of character-defining elements.
- Condition of Assessment – evaluates and documents the current condition of a historic place.
- Conservation Plan – based on the SOS and Condition Assessment, this plan outlines the conservation work for a historic place, identifying priorities and recommended treatment methods. The conservation plan should be consistent with the best practices laid out in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

2021 HOUSE GRANTS PROGRAM – RESTORATION GRANT SUMMARY AND APPLICATIONS

The owners of the following properties submitted 2021 Restoration Grant Applications for the following projects:

3710 Craigmillar Ave – Shingle repair/replacement; repair porch floor; repairs to existing basement entry door; and partial exterior painting

35% Grant portion based on lowest quote – Carpentry - \$5,066.72; Painting \$2,364.86

Heritage Green Carpentry	\$19,792.60
Sean Novak Carpentry	14,476.35
Double A Painting	16,516.50
Beauchemin Painting	6,756.75
Pacific View Painting	10,000.00

3956 Stan Wright Lane – Replacement of 11 window sash with thermal wood sash and rot repair as required

35% Grant portion based on lowest quote – \$3,497.10

Vintage Woodworks	\$13,731.75
Prestige Joinery	9,991.73

It was noted on the grant application for Stan Wright Lane that the owners wish to use Vintage Woodworks for their restoration project as they used them for their 2020 grant.

1941 Ernest Avenue – Repair two chimneys

35% Grant portion based on lowest quote - \$2,578.98

CBS Masonry	\$8,064.00
Lennox Masonry	7,368.52

MOVED by S. Colwill and Seconded by A. Joyce: “That the 2021 Restoration Grant Applications be received.”

CARRIED

3710 CRAIGMILLAR AVENUE – (DESIGNATED) - EXTERIOR CHANGE: PROPOSED ADDITION OF NEW EXTERIOR BASEMENT DOOR

The owners of 3710 Craigmillar Avenue are proposing to install an additional exterior door to the north side of the basement of their house. The new door will have a window in it to add more light into the basement. They propose to replicate the door and framing trim to match the back door.

The Planner stated:

- The owners are proposing to cut through the building envelope so they will require a Building Permit. She is looking into whether or not a Heritage Alteration Permit (HAP) will also be required.

Foundation discussion noted:

- If it's not changing the character defining elements of the exterior or damaging the structure of the house then it shouldn't require a HAP.
- The proposed new door will match the other exterior door on the back of the house.

SAANICH COMMUNITY GRANTS PROGRAM – GRANT REQUEST TO COUNCIL

The Secretary stated that in 2020 there was correspondence from the Director of Finance advising that a Contribution Agreement was being developed to formalize a multi-year funding model that recognizes a specific group of long standing grant recipients that provide a service, operate a facility owned by the municipality or have another formalized arrangement on an on-going basis.

Until the Contribution Agreement was completed, Council provided a 2020 grant to the Saanich Heritage Foundation equal to the 2019 grant of \$35,000.

To date, she has not been contacted by the Finance Department with respect to the budget process for 2021.

MOVED by A. Joyce and Seconded by S. Colwill: That the Foundation submit a Saanich Community Grant request to Council in the amount of \$35,000 (as in 2019 and 2020)."

CARRIED

DRAFT SECRETARIAL INVOICE – JULY 1, 2020 TO DECEMBER 31, 2020

Draft invoices in the amounts of \$7,936.11 for Secretarial Services provided from July 1, 2020 to December 31, 2020 and \$117.80 for stationary, overhead costs, photocopying and postage (totalling \$8,053.91).

MOVED by S. Colwill and Seconded by S. Nicholson: "That a cheque be issued from the Operating Account in the amount of \$8,053.91 for Secretarial services and other associated administrative costs for the period of July 1, 2020 to December 31, 2020."

CARRIED

355 GORGE ROAD WEST (DESIGNATED) - VICTORIA CANOE AND KAYAK CLUB – PROPOSED DOCK EXPANSION

The Planner stated:

- The Hamilton Residence at 355 Gorge Road West is one of ten (10) Saanich owned heritage properties that are managed by Saanich. It is a valued part of maritime recreational history in Victoria.
- According to the Saanich Heritage Register, the house and its relationship to the Gorge Waterway have provided the ideal location for a succession of boating-related businesses and organizations since its construction in 1923.
- Presently the property is leased by the Victoria Canoe and Kayak Club with the lease being managed by the Lands Department and Parks Department.
- The Canoe and Kayak Club is proposing a dock expansion in order to accommodate larger voyager canoes.
- The Parks Department notified the Saanich Heritage Foundation of the proposed changes.

1248 BURNSIDE ROAD WEST (STRANTON LODGE)

The President stated:

- The Building Envelope Condition Assessment and Heritage Conservation Plan for both Stranton Lodge and Dodd House are being undertaken by Heritage Consultant, John Dam & Associates. She hopes to get an initial report by the end of January.
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4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- The gutters were cleaned on both Dodd House and Stranton Lodge.
- She is still waiting to get the quote from Trevor with Arbor Renovations to repaint the exterior of Dodd House. He has been spot painting the last couple of years but it's time for the exterior to be totally repainted.
- She usually meets with the tenant in April or June to go over any deficiencies; some of the kitchen cabinet doors are giving her trouble – Trevor may have to take a look at them.
- The hot water tank was replaced in 2004 and it may be soon time to replace it again – she will check the date on the tank.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following account balances up to December 31, 2020:

Operating Account:	\$11,300.50		
Grant Account:	\$54,856.85	GIC:	\$20,604.02 (due April 4, 2021)
		GIC:	\$13,381.98 (due May 7, 2021)
Hall House Account:	\$10,904.76	GIC:	\$24,109.37 (due June 12, 2020)
		GIC:	\$ 5,233.97 (due June 12, 2021)
Dodd House Account:	\$48,537.09	GIC:	21,464.44 (due Nov.1, 2020)
		GIC:	10,467.93 (due Oct. 3, 2021)

MOVED by A. Joyce and Seconded by S. Nicholson: "That the Treasurer's report be received for information."

CARRIED

SOCIAL MEDIA UPDATES

C. MacKinnon stated:

- She prepared a social media strategy plan and calendar which outlines the SHF mission and its target audience.
- She will post original content on Facebook and Instagram the first and second Monday of each month (minimum 2 times a month); and post shareable content as it is available or sent to the social media manager (herself). The current goal is to create a Linked-In page.
- She will check for message clarity and uniformity across media platforms; hashtags will be used to copy and paste into caption; and social ID will be added to all branding including email and print media.

Foundation discussion noted:

- It would be a good idea to promote the heritage walking tours given that more and more people are walking with the current Covid-19 restrictions.

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

The Vice president advised that the next ACH meeting is January 19, 2021; Councillor Chambers is the new Chair.

ADJOURNMENT

The meeting adjourned at 6:50 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, February 9, 2021 at 5:30 p.m.**

..... CHAIRPERSON