

**MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD VIA REMOTE MEETING
TUESDAY, SEPTEMBER 13, 2022, AT 5:30 P.M**

Present: Veronica McEllister, President; Sonia Nicholson, Vice President; and Sheila Colwill
Regrets: Art Joyce, Treasurer, Sarah Anderson; James Thomson; and Councillor Karen Harper
Guests: None
Staff: Silvia Exposito, Planner (Community Planning); and Shirley Leggett, Secretary

Minutes: **MOVED** by S. Colwill and **Seconded** by S. Nicholson: "That the Minutes of the June 14, 2022, Regular Meeting be adopted as circulated."

CARRIED

931 WOODHALL DRIVE – APPLICATION FOR HERITAGE DESIGNATION

Members may recall that in 2020 the owners of 931 Woodhall subdivided their property to create three lots in total with the existing heritage registered dwelling being retained on one of the lots. Members recommended that they engage a qualified heritage consultant to prepare a Statement of Significance (SoS) and consider heritage designation at the time of subdivision.

MOVED BY S. Colwill and Seconded by S. Nicholson: "That the Application for Heritage Designation for 931 Woodhall Drive be approved."

CARRIED

4092 TUXEDO DRIVE – APPLICATION FOR HERITAGE DESIGNATION

Member discussion noted the following:

- There needs to be additional research information to support the application.
- The owners should be encouraged to engage a qualified heritage consultant to prepare a Statement of Significance (SoS) which will aid in verifying the information in their application.
- This a good candidate to add to the Heritage Register, however, there should be an SoS to support the entry.

MOVED BY S. Nicholson and Seconded by S. Colwill: "That the Application for Heritage Designation for 4092 Tuxedo Drive be approved, pending completion of a Statement of Significance (SoS) by a qualified heritage consultant."

CARRIED

DRAFT INVOICE FOR SECRETARIAL SERVICES AND ASSOCIATED ADMINISTRATIVE COSTS – JANUARY 1, 2022 TO JUNE 30, 2022

Draft invoice in the amount of \$8,607.95 for Secretarial Services provided from January 1, 2022 to June 30, 2022 and \$141.75 for postal charges, Annual Report filing fee, and Heritage BC Annual Membership (total of \$8,749.70).

MOVED by S. Colwill and **Seconded** by S. Nicholson: "That a cheque be issued from the Operating Account in the amount of \$8,749.70 for Secretarial services and other associated administrative costs for the period of January 1, 2022 to June 30, 2022."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) - UPDATE

S. Colwill stated:

- The gardener with Tom's Lawns and Gardens is working out well.
- The window restoration work has been completed and they look beautiful. She will forward a photo to members.
- It would be a good idea to have the exterior stucco redone next year. The tenants are doing a good job filling any cracks with caulking for the time being.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Construction of the new fence is on hold until next year as Trevor from Arbor Renovations fell and is not able to work right now. He has a co-worker who may be able to take care of cleaning the gutters at both Dodd House and Stranton Lodge.
- The remediation of the insulation and ventilation in the crawlspace has been completed. An electrician installed a timer which opens and closes the vents throughout the day.
- The fireplace had its annual servicing and all four smoke alarms had their batteries changed. The batteries are supposed to last for up to five years but the same smoke alarm outside the bedroom started beeping like it did last year and with the 12-foot-high ceilings, the tenants can't reach them to change the battery themselves.
- She is going to have all the batteries changed out annually and will also check with the tenants at Stranton Lodge to make sure they are checking their smoke alarms and changing the batteries.

TREASURER'S REPORT – UPDATE

The Treasurer was absent from the meeting; however, he previously provided the following balances to September 1, 2022:

Operating Account:	\$20,697.05		
Grant Account:	\$68,616.59	GIC:	\$20,893.30 (due April 4, 2023)
		GIC:	\$13,536.25 (due May 7, 2022)
Hall House Account:	\$4,105.25	GIC:	\$24,387.30 (due June 12, 2022)
		GIC:	\$ 5,254.91 (due Nov. 1, 2022)
Dodd House Account:	\$35,858.63	GIC:	\$21,604.34 (due Oct. 4, 2022)
		GIC:	\$10,509.80 (due Nov. 1, 2022)

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

CARRIED

SOCIAL MEDIA UPDATES

The Vice President stated:

- She has posted a few posts over the summer, however, she hasn't had the time to do it systematically.
- There hasn't been any response to the ad on the Uvic summer volunteer page. Perhaps there could be something that ties in with the ad that goes out in October for new committee and board members.

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

The Vice President stated:

- The Arts, Culture and Heritage (ACH) awards were presented in August. The recipients were very appreciative, and it was a very positive event.
- The next ACH meeting is to be determined once the Municipal elections are over in October.

ADVOCACY AND OUTREACH – UPDATE

The Vice President stated:

- She attended the Uptown multi-cultural festival in July and handed out copies of the Saanich Heritage Passport which was well received.
- We should post a reminder on social media for people to hand in their completed passports to the Municipal Hall so their names can be entered into the draw for a prize.
- The Parks Department is starting to compile a list of all the artwork displayed throughout Saanich. Perhaps a public art walking tour could be created for next year.

CREATING AN APPLICATION FORM TO INITIATE REMOVAL OF A HERITAGE DESIGNATION

The Vice President stated:

- She put together an initial Frequently Asked Questions (FAQ) list that could potentially be added to the Saanich website. For example: “Can I renovate...”; “Is there any financial support available.....”; “How do I de-designate”; etc.
- We need to keep the onus on the applicant.
- Under the questions/answers that mention an application form and required supporting documentation, a bullet-point list of those documents could be added.
- Adding a timeline/timeframe may be a good idea as well so people have an idea of long these types of processes may take.

The Planner stated:

- There is a process of what planning staff can do and what they need to do.
- The onus of justifying removal of a heritage designation rests on the owner and not the Planning Department. The owners need to prove that de-designation is the logical outcome.
- An application for the purpose of a demolition permit should include things like a condition report, structural report, heritage report, how the owners plan to integrate, salvage, repurpose materials, etc.
- Once we determine what information we want on the FAQ we can update the Saanich website.

The President stated:

- She looked at other municipal websites to see if they had any forms or applications pertaining to removal of a heritage designation, but she didn't find anything.
- The draft initiated by the Vice President is good start and she will work on an updated version and send it to everyone.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **via remote meeting on Tuesday, October 11, 2022 at 5:30 p.m.**

..... CHAIRPERSON