



## MEETING MINUTES

<b>Date:</b>	Tuesday, March 12, 2024, 5:30 pm
<b>Present:</b>	Jennifer White (President), Liam Hall (Vice-President), Lauren Ober (Treasurer), Mauricio Curbelo,, Dan Sharp, Councillor Karen Harper
<b>Regrets:</b>	Charlotte Clar, KimberlyVan Nieuvenhuyse , Genevieve Weber
<b>Guests:</b>	

ITEM	NOTES
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>● Jennifer volunteered to take minutes</li> </ul> <p><b>MOVED by Jennifer and Seconded by Lauren “That the agenda be approved”.</b> <b>CARRIED</b></p>
2	<p><b>Previous Meeting Minutes</b></p> <p><b>MOVED by Jennifer and Seconded Dan by “That the minutes of the February 13, 2024 meeting be adopted as circulated.</b> <b>CARRIED</b></p>
3	<p><b>Heritage Tracker Status Updates</b></p> <ul style="list-style-type: none"> <li>● <b>4512 West Saanich Road (original Municipal Hall/Med Grill)</b> <ul style="list-style-type: none"> <li>○ Concerns were raised that heritage is the only area compromising for this redevelopment. Where is the balanced approach where everyone gives up something, or relaxes a requirement slightly? Or is heritage targeted as its perceived as the least political in the public view.</li> <li>○ No new updates received from Saanich Planning.</li> </ul> </li> <li>● <b>203 Goward Road</b> <ul style="list-style-type: none"> <li>○ Application for heritage registration was received by Saanich Planning Department on September 5, 2023. SHF Board reviewed the provided information during the November 14, 2023 meeting, and “supports the application for heritage registration at 203 Goward Road, and recommends Saanich Council approve the application.”</li> <li>○ Interior and exterior photos taken by Sheila Colwill in November 2023 were forwarded to Saanich planning for information/awareness.</li> <li>○ Notified by Saanich Planning on March 12, 2024 that the registration application has been withdrawn. House is now for sale.</li> <li>○ Discussion on option to inform new owners of desire to designate house, after purchase is complete.</li> </ul> </li> <li>● <b>794 Burnside Road West</b> <ul style="list-style-type: none"> <li>○ Pending submission of redevelopment application to Saanich</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <b>2254 Arbutus Road</b> <ul style="list-style-type: none"> <li>○ Application for heritage designation forwarded to SHF for review by Saanich Planning on January 31, 2024. SHF Board supports the heritage designation of the main property as submitted, and response was provided via letter dated March 1, 2024. SHF also recommended that the homeowner also include designation of the remaining two buildings mentioned in the Statement of Significance as part of the designation application.</li> <li>○ Property owner seems open to designation of all properties.</li> <li>○ Silvia is away on medical leave, so coordination on this file is now with Alana McDonagh &lt;<a href="mailto:Alanna.McDonagh@saanich.ca">Alanna.McDonagh@saanich.ca</a>&gt; in Saanich Planning</li> </ul> </li> </ul>
4	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>● See attached statement (to March 12, 2024)</li> <li>● Current balances for the accounts are as follows: <ul style="list-style-type: none"> <li>○ Operating Account: \$6,523.87</li> <li>○ Grant Account: \$58,529.73</li> </ul> </li> </ul> <p><b>MOVED by Jennifer and Seconded by Liam “That the Treasurer’s report be received for information”.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <ul style="list-style-type: none"> <li>● Discussion of GIC that renews in April. Consensus is to renew again, and keep it renewable at any time (not lock in).</li> <li>● <b>ACTION: Mauricio to compile google domain costs for reimbursement</b></li> <li>● <b>ACTION: Liam to be added to signing authority list. Lauren to coordinate.</b></li> <li>● <b>ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.</b></li> </ul>
5	<p><b>2023 House Grants</b></p> <ul style="list-style-type: none"> <li>● 762 Ralph Street (roof ventilation and exterior paint) <ul style="list-style-type: none"> <li>○ Exterior paint work complete and grant funds issued</li> <li>○ Ventilation work still pending, with electrical required before insulation can occur. Six month extension to completion date granted to account for remaining work to be completed.</li> </ul> </li> </ul>
6	<p><b>2024 House Grants</b></p> <ul style="list-style-type: none"> <li>● Applications due by April 30</li> <li>● Application received from: <ul style="list-style-type: none"> <li>○ 1084 Marigold</li> <li>○ 1650 Earlston Ave</li> </ul> </li> <li>● <b>ACTION: Mauricio updating master house inventory spreadsheet with grant information - ongoing</b></li> </ul>

	<ul style="list-style-type: none"> <li>● Discussion around Mauricio email/grant summary info, and potential for future intakes every few months. Also how to prioritize how we pick which houses get what, what changes need to be made to process. To be discussed further once this years grants are awarded</li> </ul>
7	<p><b>Website/Logo Creation</b></p> <ul style="list-style-type: none"> <li>● Members reviewed the three logo options prepared by 48 North. Information/preferences sent via email by absent members was also shared.             <ul style="list-style-type: none"> <li>○ Members prefer Logos 2 and 3. Out of those options, felt Logo 3 was too fussy/busy, especially at smaller scale. Logo 2 could be interpreted either as a tree or as stained glass, felt this tied into foundation purpose more clearly.</li> <li>○ Wording options A-D                 <ul style="list-style-type: none"> <li>■ Option A had too much focus on the word ‘Saanich’, felt this would cause the SHF to be deemed a part of Saanich (district), rather than a distinct entity.</li> <li>■ Option D was deemed to be too close to Vancouver Heritage foundation lettering, desire was to be more unique/distinct</li> <li>■ Option B - ‘saanich heritage’ is standalone without the word ‘foundation’, Use of two fonts and two colour gives/unlocks more options for website usage</li> <li>■ Option C is same font as B, but with all words the same size, and one font colour.</li> <li>■ Members liked the older serif look in b and c the best.. Compared to option C, option B is preference</li> </ul> </li> <li>○ Colours choices (top left/right, bottom left/right)                 <ul style="list-style-type: none"> <li>■ Bottom right brown tones were not liked</li> <li>■ Top right grey scheme was nice, but members flet the greens on the top/bottom left were better. The greens tie nicely into Saanich’s use of green, but in a slightly different shade. Also tie into tree aspect of logo</li> <li>■ Top left has more contrast between shades than bottom left, and is preferred</li> </ul> </li> </ul> </li> </ul> <p><b>MOVED by Lauren and seconded by Liam “That the 48North proceed with Logo 2, option B, top left colour.”</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <ul style="list-style-type: none"> <li>● <b>ACTION: Liam to report back to 48North regarding logo selection, and to initiate next steps</b></li> <li>● Website content discussion.             <ul style="list-style-type: none"> <li>○ Content and pictures needed so that 48North can create first mockup of site.</li> <li>○ Priority is to start with homepage, Heritage grant page, and homeowner contact info form</li> <li>○ Should add Land Acknowledgement to home page:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ <b>ACTION: Genevieve to propose text for a land acknowledgement</b></li> <li>○ Would like some photos of local content, such as local heritage houses (current, in colour), heritage features like walls, stained glass windows, gates, doors, masonry, etc. <ul style="list-style-type: none"> <li>■ <b>ACTION: All to take 3-4 photos of these items in their neighbourhood and upload to folder by next weekend: <a href="https://drive.google.com/drive/folders/1kGzkNNNzixj9WoJzZrRYBCpOrQB1pBna?usp=drive_link">https://drive.google.com/drive/folders/1kGzkNNNzixj9WoJzZrRYBCpOrQB1pBna?usp=drive_link</a></b></li> <li>■ <b>ACTION: Dan to take photo of heritage house on Agate lane</b></li> </ul> </li> <li>○ <b>ACTION: Mauricio/Lauren to review SHF 101 file for grant page content</b></li> <li>○ <b>ACTION: Charlotte to create some content for Discover Heritage and Indigenous Heritage</b></li> <li>○ <b>ACTION: Mauricio to send designated house list to Dan (for sharing with Co-op Student).</b></li> <li>○ Discussion on having before/after section: <ul style="list-style-type: none"> <li>■ <b>ACTION: Jen to email Sheila re obtaining old and new photo of her house, look in files for other house photos</b></li> </ul> </li> </ul>
8	<p><b>Social Media Update</b></p> <ul style="list-style-type: none"> <li>● Postings have predominantly been to flag registered and designated houses in Saanich</li> <li>● Will need to do posting once new website is up and running, and to flag upcoming grant deadline</li> <li>● Future Mailer should link to new website. indicate where to submit grant, where to contact us for more info.</li> </ul>
9	<p><b>Electronic Records</b></p> <ul style="list-style-type: none"> <li>● Scanning of key file info/adding of info to house database master file. <ul style="list-style-type: none"> <li>○ <b>ACTION: Mauricio to set up database/spreadsheet for entering designated house info from file - ongoing</b></li> <li>○ <b>ACTION: Jen/Liam to scan key designated house file information - ongoing. Liam getting some support</b></li> </ul> </li> </ul>
10	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>● The meeting adjourned at 7:30 pm.</li> </ul>
11	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>● The next regular meeting of the SHF will be held on Tuesday April 9, 2024 at 5:30 pm.</li> </ul>
12	<p><b>Attachments</b></p> <ul style="list-style-type: none"> <li>● n/a</li> </ul>