



MEETING MINUTES

Date:	Tuesday, November 12, 2024 at 5:30 pm
Present:	Jennifer White (President), Liam Hall (Vice-President), Lauren Ober (Treasurer), Mauricio Curbelo, Dan Sharp, Genevieve Weber, Councillor Karen Harper, Kimberly Van Nieuvenhuysen
Regrets:	Charlotte Clar
Guests:	n/a

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none"> ● Jennifer volunteered to take minutes <p>MOVED by Lauren and Seconded by Genevieve “That the agenda be approved”.</p> <p style="text-align: right;">CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Liam and Seconded by Genevieve “That the minutes of the October 8, 2024 meeting be adopted as circulated.</p> <p style="text-align: right;">CARRIED</p>
3	<p>Heritage Tracker Status Updates</p> <ul style="list-style-type: none"> ● 4512 West Saanich Road (original Municipal Hall/Med Grill) <ul style="list-style-type: none"> ○ Developer/owner to provide update a future meeting in fall ● 2254 Arbutus Road <ul style="list-style-type: none"> ○ Heritage Designation Bylaw (2254 Arbutus Road), 2024, No. 10011”, adopted by Council on September 9, 2024. <ul style="list-style-type: none"> ■ Actions: Karen to obtain homeowner contact info from Saanich such that we can provide the plaque ● 3251 Harriet Road <ul style="list-style-type: none"> ○ Heritage Designation Bylaw (3251 Harriet Road), 2024, No. 10060”, adopted by Council on October 7, 2024. <ul style="list-style-type: none"> ■ Actions: Plaque to provided at Christmas gathering

	<ul style="list-style-type: none"> ● 3601 Craigmillar Ave <ul style="list-style-type: none"> ○ Designation application submitted to Saanich on Oct 1, 2024. Includes both interior and exterior features. An updated Statement of Significance is pending.
<p style="text-align: center;">4</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● As per summary to November 12, 2024. ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$5,145.75 ○ Grant Account: \$83,529.73 ● Director insurance renewal is due in November 19th. No change in cost this year.. ● HeritageBC renewal upcoming. <p>MOVED by Liam and Seconded by Genevieve “That the Treasurer’s report be received for information”.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● ACTION: Jen and Lauren to go to bank in person to close Dodd/Hall house accounts ● ACTION: Liam to be added to signing authority list. Lauren to coordinate. ● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.
<p style="text-align: center;">5</p>	<p>2024 House Grants</p> <ul style="list-style-type: none"> ● 702 Gorge Road West (exterior painting - Mauricio) <ul style="list-style-type: none"> ○ Work continues, and sign is up ● 1650 Earlston Ave (roof replacement) - Liam <ul style="list-style-type: none"> ○ Work began, is now paused and will resume in the spring. ● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> ○ Additional wood rot found, delaying work/approach. ○ ACTION: Liam/Mauricio to follow-up with homeowner to discuss options. Flag how to address changes in scope - paint vs wood repair, less painted area to maximize grant received
<p style="text-align: center;">6</p>	<p>Website Creation/Graphics</p> <ul style="list-style-type: none"> ● Our new website is now live: www.saanichheritagefoundation.ca ● Noted that BC Gov has a new map layer integration that we may be able to incorporate into our website to show heritage designations <ul style="list-style-type: none"> ○ ACTION: Genevieve to share link to BC Gov map page, and investigate feasibility of using ● Discussion on how to access website for edits, maintain links, consistency over years, etc.

	<ul style="list-style-type: none"> ● 48 North has an annual maintenance package, based cost of \$600 plus \$50/widgets, plus tax. <p>MOVED by Jennifer and Seconded by Liam “That payment to 48North be authorized for up to \$1200 annually to provide hosting and maintenance services for the SHF website.”</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● Action: Liam to provide 48North approval to proceed
7	<p>Social Media/Public Engagement</p> <ul style="list-style-type: none"> ● Now that the website is up and running, the need for a communication plan was identified. In particular, the ability to connect with designated house homeowners. ● Key Activities to start: <ul style="list-style-type: none"> ○ build up membership list by promoting online via website/social media ○ mailout to designated homeowners ○ email/newsletters/websites of community associations ○ saanich mailout to designated homeowners. Need to know format required, then design, how long they need on their end. Timing for mailout - likely February/early march to flag grant funding deadline ○ infosheet for realtors - flag to SHF when designated house is for sale, connect new homeowner to SHF
8	<p>Bylaw Discussion</p> <ul style="list-style-type: none"> ● Bylaws update to reflect changes in Society Act bylaw template (to ensure alignment) <ul style="list-style-type: none"> ○ Suggest a hybrid approach, and compare with other jurisdictions who have heritage foundations. Also will likely need legal review. ○ Genevieve can connect with Victoria Heritage Foundation contact on how they approach their bylaws.
9	<p>2025 Board Applications</p> <ul style="list-style-type: none"> ● Applications closed Oct 25th, 4:30 pm. Anticipating notices for 2025 will be issued at end of Nov/early Dec.
10	<p>Christmas Party and 2025 Meeting Schedule</p> <ul style="list-style-type: none"> ● Christmas Party to be held Dec 15th, calendar invite was sent out
11	<p>Adjournment</p> <ul style="list-style-type: none"> ● The meeting adjourned at 7:30 pm. ● The next regular meeting of the SHF will be held on Tuesday, January 14th, 2024 at 5:30 pm.