



## MEETING MINUTES

<b>Date:</b>	Tuesday, January 14, 2025 at 5:30 pm
<b>Present:</b>	Jennifer White (President), Liam Hall (Vice-President), Lauren Ober (Treasurer), Mauricio Curbelo, Councillor Karen Harper, Colin Newell, Aiden Watson
<b>Regrets:</b>	Genevieve Weber, Joan Wenman
<b>Guests:</b>	Saanich Planning: Alanna McDonagh Med Grill Applicant: Alexander Papaloukas, John Papaloukas DAU Studio: Erica Sangster OSC Consultants: Deane Strongitharm Herold Engineering: Lee Rowley, Jim Baker, Graham Bessant CBRE: Alexis Croft

ITEM	NOTES
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>● Introduction of new Board Members: Joan Wenman, Aiden Watson, Colin Newell</li> <li>● Introduction of Guests</li> <li>● Jennifer volunteered to take minutes</li> </ul> <p><b>MOVED by Mauricio 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 Liam and Seconded by Lauren “That the minutes of the November 12, 2024 meeting be adopted as circulated.</b> <b>CARRIED</b></p>
3	<p><b>Wilkinson Road Horse Barn</b></p> <ul style="list-style-type: none"> <li>● Presentation by Graham Bessant on proposed renovations to the former horse barn, located on the Wilkinson Road Jail property</li> <li>● Currently used as a gym for staff, and is not accessible to the public/inmates</li> <li>● Proposed alterations include: <ul style="list-style-type: none"> <li>○ Adding perimeter drainage</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Replacing the corrugated metal roof</li> <li>○ Repainting trim</li> <li>○ Limewash/stucco repair on walls, doorways</li> <li>○ Replacement and restoration of existing wood windows, removal of vinyl windows</li> <li>○ Replacement of interior stairway to current code</li> <li>○ Insulating roof, including removal and reinstallation of cupola at a slightly higher elevation</li> <li>● Goal is to incorporate SHF feedback into planning activities, in advance of project approval. Noted a Saanich Building permit will be required.</li> <li>● The SHF supports the proposed changes, and notes that the alterations are in keeping with the character of the building. In addition, continued regular use of heritage structures is critical to ensure their longevity, which this proposal allows.</li> </ul>
<p><b>4</b></p>	<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>○ Presentation/update by Deane Strongitharm and Erica Sangster.</li> <li>○ Due to changes in Saanich permit requirements (building setbacks, bike lanes, tree protection), there is no viable way to build on property and maintain the original designated structure. None of the alternative approaches proposed have been supported by Saanich.</li> <li>○ The plan currently is to submit a de-registration application to Saanich, and have the building demolished and a memorial installed on the site</li> <li>○ SHF does not generally support removal of designated buildings, but acknowledges that this specific building is currently not in good condition, and only 2 original walls remain. The SHF also recognizes that the applicants have tried to save the building, only to be caught in the conflicting departmental priorities within Saanich. There is no clear guidance for developers that shows the value of heritage vs trees vs active transportation vs Official Community Plan, for example.</li> <li>○ Reluctantly, the SHF will accept the applicant's planned proposal for memorialization. An official response will be provided once Saanich Planning formally receives the updated development documentation.</li> <li>○ The SHF acknowledges the applicant's proposal for three memorials at the locations proposed: <ul style="list-style-type: none"> <li>■ A memorial for the building, located adjacent to front main entrance on West Saanich Road. Memorial to use salvage material from the building (stones, etc). Consideration should also be given to including some history of the building in the lobby of the new development (such as photographs, salvaged materials, etc.)</li> </ul> </li> </ul> </li> </ul>



**SAANICH HERITAGE**  
FOUNDATION

	<ul style="list-style-type: none"><li>■ At the corner of Viewmont and West Saanich Road</li><li>■ Off Shawnee Road</li><li>○ The other two memorials should present the heritage of the area: farming/early development. and First Nations use of the land/surrounding area</li><li>● <b>2254 Arbutus Road</b><ul style="list-style-type: none"><li>○ Heritage Designation Bylaw (2254 Arbutus Road), 2024, No. 10011”, adopted by Council on September 9, 2024.<ul style="list-style-type: none"><li>■ ACTION: Saanich Planning (Alanna) to provide homeowner contact info</li></ul></li></ul></li><li>● <b>3251 Harriet Road</b><ul style="list-style-type: none"><li>○ Plaque provided to homeowner, has now been installed on house</li></ul></li><li>● <b>3601 Craigmillar Ave</b><ul style="list-style-type: none"><li>○ Designation application submitted to Saanich on Oct 1, 2024. Includes both interior and exterior features</li><li>○ Saanich Planning indicated that the application has since been put on hold</li></ul></li><li>● <b>3830 Hobbs Street</b><ul style="list-style-type: none"><li>○ Application for deregistration has been received by Saanich Planning. Will be reviewed and provided to SHF for feedback at a future date</li></ul></li></ul>
5	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"><li>● As per summary to December 31, 2024.</li><li>● Current balances for the accounts are as follows:<ul style="list-style-type: none"><li>○ Operating Account: \$325.00</li><li>○ Grant Account: \$82,779.73</li></ul></li></ul> <p><b>MOVED by Colin 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>● ACTION: Jen and Lauren to go to bank in person to close Dodd/Hall house accounts</li><li>● ACTION: Liam to be added to signing authority list. Lauren to coordinate.</li><li>● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.</li></ul>
6	<p><b>2024 House Grants</b></p> <ul style="list-style-type: none"><li>● 702 Gorge Road West (exterior painting) - Mauricio<ul style="list-style-type: none"><li>○ Work continues, and sign is up</li></ul></li><li>● 1650 Earlston Ave (roof replacement) - Liam<ul style="list-style-type: none"><li>○ Work initiated in 2024, currently paused and will resume in the spring.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>● 4516 West Saanich Road (exterior painting) - Liam <ul style="list-style-type: none"> <li>○ Additional wood rot found, delaying work/approach.</li> <li>○ 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</li> </ul> </li> </ul>
<b>7</b>	<p><b>Website</b></p> <ul style="list-style-type: none"> <li>● 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"> <li>○ ACTION: Genevieve to share link to BC Gov map page, and investigate feasibility of using/linking from our website</li> </ul> </li> <li>● 48 North annual maintenance package <ul style="list-style-type: none"> <li>○ Invoice has been paid</li> </ul> </li> <li>● ACTION: new board members to provide headshot and 2-3 sentence bio</li> </ul>
<b>8</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● mailout to designated homeowners in early March to flag grant deadline <ul style="list-style-type: none"> <li>○ ACTION: Jennifer to contact Saanich to determine layout requirements</li> </ul> </li> <li>● Future Activities (for tracking) <ul style="list-style-type: none"> <li>○ build up membership list by promoting online via website/social media</li> <li>○ email/newsletters/websites of community associations</li> <li>○ infosheet for realtors - flag to SHF when designated house is for sale, connect new homeowner to SHF</li> </ul> </li> <li>● Discussion of possible conservation area in Saanich, so that buildings can be removed and transported to this area rather than demolition. Early example was Dodd House being moved to Lambrick Park. Could also apply to housing developments.</li> </ul>
<b>9</b>	<p><b>Bylaw Discussion (carried over from last month)</b></p> <ul style="list-style-type: none"> <li>● Bylaws update to reflect changes in Society Act bylaw template (to ensure alignment) <ul style="list-style-type: none"> <li>○ Suggest a hybrid approach, and compare with other jurisdictions who have heritage foundations. Also will likely need legal review.</li> <li>○ ACTION: Genevieve can connect with Victoria Heritage Foundation contact on how they approach their bylaws.</li> </ul> </li> </ul>
<b>10</b>	<p><b>2025 AGM</b></p> <ul style="list-style-type: none"> <li>● Will be held immediately after the Feb 11 regular board meeting</li> <li>● Positions to be elected include President, Vice-President and Treasurer.</li> <li>● To nominate yourself or another board member, please contact Jennifer. You can also nominate a board member at the beginning of the AGM.</li> </ul>

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**11**

**Adjournment**

- The meeting adjourned at 7:30 pm.
- The next regular meeting of the SHF will be held on Tuesday, February 11th, 2024 at 5:30 pm, immediately followed by the AGM..