



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 3 – Saanich Municipal Hall**  
**Tuesday, JANUARY 14, 2014, 6:30 pm**

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Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Henry Chen, Philip Bisset-Covaneiro, Debby Harris, Fred Haynes, Alyssa Jesson, Claire Reynolds, and Kodi Gibson, Directors.

Minutes: Minutes from December 17, 2013 were adopted as circulated.

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### **TREASURER'S REPORT**

- Balance of \$42,000 in the the bank, with \$18,500 of these funds being committed to various projects or other sources.
- Approximately \$1,680 outstanding from YES!
- The final \$3,000 was given to the Horticultural Centre of the Pacific for the Mel Couvelier Pavilion; this completes the grant and the HCP has completed the necessary paperwork.
- SLF has made \$6,000 last year from underwriting various projects (eg: Little Spirits Garden, Coffee for Kids).
- The Treasurer submitted a summary of the year's activity for Little Spirits Garden, Coffee for Kids and YES!
- The C4K project put \$16,000 through the SLF books in 2012 and \$24,000 in 2013.
- Information can now be sent to the accountant to prepare the year-end statements.
- Last year, the Commission was in a negative position (-\$8,000); this year we are in a positive position with \$6,000.

Debby Harris raised concerns about CPP and UI benefits for people who worked under contract to the SLF last year (Lindsay McRae and \*\*\*) The Chair acknowledged her concerns but noted that this aspect was covered in the contract.

MOTION: Moved by Fred Haynes nd Seconded by Claire Reynolds: "The the Treasurer's report be received."

Carried.

### **GRANTS**

- The grant requests from 1000x5 (\$3,000), Music in the Park (\$8,000), LimeLight (\$1,000) and SunFest (\$3,000) were carried forward at the last meeting until after the 2014 Budget has been discussed in January.
- It is likely the grant requests will be heard in February, 2014.

### **SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)**

Fred stated he had emailed an 8 page document to members with an outline of the Parks and Trails Legacy Programme, but apparently just 1 page was received. He will ensure another

copy is emailed; he asked members to read thru the information for discussion at the next meeting.

## **WEBSITE - Alyssa**

### **2014 BRAINSTORMING & FUTURE PLANNING**

Debby led the group through the brainstorming session, reviewing the past year's projects, and determining what projects and events the SLF wanted to participate in this year. A chart outlining the decisions, including the sub-committees formed, is attached to and forms part of these minutes.

#### Points noted:

- last year, Paul spent much time working on the LSG project; this is now completed, although donations continue to be received.
- Saanich has discontinued the water bill inserts programme for anything other than municipal business; very little money was generated from this campaign and certainly not enough to cover costs, it was more to get the SLF name out there; this also frees up time.
- C4K garage sale was a lot of work for some members; understood Bob Elder is working on other fund raising events and C4K will continue to be an SLF project.
- Other on-going 3<sup>rd</sup> party projects generate some funds but require very little work on the part of the SLF members (eg: KidsFUNd, FUEL, Take Heart).
- Agreed SLF would continue to support MIP with a substantial amount, being the title sponsor, rather than support a variety of Saanich events, such as Strawberry Festival and Winterfest.
- Re MIP, likely that Rutledge park will only have one event this year; this leaves an opening for other communities to participate. There will be 4 Tuesdays in July and 5 in August.
- SLF will not support Limelight this year, but Community Services has been advised to submit application to Victoria Foundation for next year the interest from the Golden Jubilee Fund will be used (estimate \$1,200). Funding should be available every 3 years.

#### Plans for 2014:

Projects and/or events for 2014 were decided upon (noted on the table attached).

- Noted there are over 1200 charitable groups in Victoria competing for limited funds.
- The Parks & Trails Legacy Programme should finally get underway this year and hopefully report to Council by April (sub-committee formed for this project, with Fred and Phil taking the lead).
- suggested we hire another co-op student; our cost approx. \$4000; UVIC sponsorship. Debby cautioned we check if SLF is the "employer" or is it UVIC.
- Suggested we allocate \$10,000 for other grants this year; important to support projects other than Saanich events. Would be able to support at least 5 projects at a maximum of \$2000 each.
- Estimated total expenses for 2014 will be approximately \$30,000 (see info on separate sheet); assumed we will earn \$5,000 from administration costs from various projects, so we have to raise \$25,000 in through fund-raising.
- Art Auction sub-committee formed (Claire/Alyssa taking the lead); partner with Community Arts Council (Bob Williams). They will supply venue & assist with invitations; revenues to be split. Suggested planning for this event start early summer. Suggested the event be held late fall – November?

- Auto-Receipting: important to get this organized. Phil offered to look into this.
- Do we want to change our current web provider to one who specialized in charity or not for profit groups; Paul will check with Shaun at Radar Hill re our current contact specifications.
- Barb noted monthly invoices have not been received from Radar Hill for services recently although they have charged for their services in the past.
- The AGM was set for May 20, 2014.
- Paul reminded members to think about their individual future plans as it relates to SLF. He will be stepping down as President this year although he will continue as a member of SLF.
- Succession Planning: Members were asked to think about people they know who would be good additions to the Board; mentoring perhaps for future replacements?
- Would be helpful if we could recruit someone who has extensive knowledge of websites (perhaps co-op student from UVIC?), or someone with a legal background.
- Suggested members may wish participate in workshops being offered by Volunteer Victoria, such as how to run a meeting, structure a fund-raising event, etc. Workshops cost between \$50 and \$100. Members would pay their own way, but could be reimbursed with a tax receipt for the amount.

NEXT MEETING: The next meeting will be held on **TUESDAY, FEBRUARY 18, 2014** at 4:45 pm at Saanich Municipal Hall.

Adjournment: On a motion from Debby Harris, the meeting adjourned at 8:30 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary

Note: two page attachment to these minutes



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, FEBRUARY 18, 2014, 4:45 pm**

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Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Henry Chen (5:40 pm), Philip Bisset-Covaneiro, Debby Harris, Claire Reynolds, and Kodi Gibson, Directors.

Regrets: Alyssa Jesson; Fred Haynes

Minutes: Minutes from January 14, 2014 were adopted as circulated.

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## **PRESIDENT'S REPORT**

- Paul proposed a nominations committee be established.
- He will be willing to serve as Past President, but as his 8-year term limit expires in December 2014 he will no longer continue as president.
- A list of current directors, their appointment dates and term limits was circulated and a few corrections made.
- Members were asked to think about their positions and term length; Paul will be canvassing members about this prior to the AGM in April.
- Members were also asked to think of new members that can be recruited to the Foundation and replacements for themselves as their terms expire.

MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Claire Reynolds: “That Paul McKivett be appointed to Chair the Nominations Committee and provide a report to the April AGM, recommending appointments to the Table Officer positions and to the Director at Large positions, and that he be authorized to recruit other members as needed.”

CARRIED

### **Music in the Park:**

- Paul stated he attended a meeting with Saanich Recreation and Community Associations who wish to host MIP events this year.
- There are only 8 Tuesdays available this year as July 1<sup>st</sup> falls on a Tuesday. Events will be held July 8, 15, 22, 29, and August 5, 12, 19 and 26.
- We need to plan how SLF wants to “stage” its booth year, with updated signage.
- This year Strawberry Vale has requested to host an event at Hyacinth Park for the first time. That same evening there will also be an event at Braefoot Park, making a total of 9 MIP events, although the one at Hyacinth will be recognized as the “official” event.
- The Cadboro Bay Association has requested to hold an event in late June. SCAN will be working with Julie Wallace to figure this out.
- We also need to recruit volunteers to help, designate a coordinator to work with the volunteers and sponsors for each event.
- It costs about \$500 for the band and \$500 for the stage rental. As the primary sponsor, that means SLF has to come up with \$8000.
- The MIP events are continuing to grow in popularity each year, and apart from Goward House which attracts an older audience, it is mostly families and people of all ages at the other events.

- Saanich is thinking of limiting the number of booths at the events; and community associations have been told they have to provide their own booths.
- Isobel offered to work on new signage and promotional material for the SLF at the events and look into getting the SLF name printed on our tent.
- Fred has been working on the sponsor packages to raise funds for the MIP events; he was not at the meeting this evening to report. (see info on page 3 of these minutes)

### **Coffee for Kids (C4K)**

- Fund raising event scheduled for Wednesday, March 26, 2014 at Cedar Hill Golf Course. Paul will be away at that time.
- Barb has been in touch with Bob Elder re issuing of receipts at the event. Debby Harris offered to assist as well. Philip and Claire may be able to attend.
- Bob would appreciate if members could assist with silent auction items (value of at least \$100 so they will sell for at least \$50).
- Apparently some nice vacation packages have been donated.
- Tickets to the March 26 event are \$100 each, with \$80 of that being tax receiptable.

### **Cedar Hill Creek and Golf Course**

- John Smuck, President of the QCHCA, has approached Paul about setting up a fund through the SLF to assist with the restoration of Bowker Creek that flows through the golf course and King's Pond.
- Paul provided a copy of the email from John to members for information. More discussions to take place first week in March but he thinks this would be something worth considering.

### **Summer student**

- It was suggested at the last meeting that we look into hiring a UVIC student for the summer, much as we did with Alyssa and Remy.
- However, the programme with UVIC has gone through major changes and unfortunately the SLF does not qualify under the terms of the new jobs programme; it would be a lot of work and involve issuing T-4s etc., which we are not equipped to do.

### **Radar Hill – Web site**

- Paul apologized that he has not been able to follow up with Radar Hill yet regarding the website issues but will do so in the near future.

MOTION: Moved by Isobel Hoffmann and Seconded by Barb Klassen: "That the President's Report be received for information."

CARRIED

## **TREASURER'S REPORT**

- We have approximately \$40,000 in the bank, of which \$5,000 is committed.
- Final payment of \$3,000 has been made to the Horticulture Centre of the Pacific for the Covellier Pavilion.
- Donations are still being received for the Little Spirits Garden.
- Current value of the endowment fund with Victoria Foundation is \$23,088.77, of which \$628 would be available for a grant if we chose to do so. This investment was from donations of \$7,500 and \$2,500 from the SLF, which were matched by the Victoria Foundation.
- The Golden Jubilee Endowment Fund has a value of \$15,527, of which \$835 is available for granting. Noted that in 2015 we could use the interest from this fund to assist Saanich with the LimeLight event – but Saanich has to make the application

directly to the Victoria Foundation. Paul has informed Community Services accordingly. The amount would likely be close to \$1,000.

- The financial information for 2013 has been passed on to our accountant, Frank Lee, to process for CRA purposes.
- Agreed to purchase a gift certificate for \$75 for Mountain Equipment Coop for Mr. Lee to offset his services.

Paul advised he has put in a request to the Victoria Foundation that the SLF be considered when they are allocating the remaining \$2,500 amounts that were not used by other non-profit organizations. The SLF's net worth has grown considerably by taking advantage of the endowment funds offered by the Victoria Foundation.

MOTION: Moved by Barb Klassen and Seconded by Philip Bisset-Covaneiro:  
"The the Treasurer's report be received."

Carried.

## GRANTS

- The grant request from **1000 x 5** will be considered in March as Ms. Eby is unable to attend the February meeting.
- Saanich grants: Music in the Park, LimeLight, and SunFest:

MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Kodi Gibson: "That SLF support the Music in the Park events for 2014 in the amount of \$8,000 but that the other requests from Saanich Community Services not be supported this year."

Carried.

**\*\*\*Henry Chen entered the meeting at 5:40 pm**

## SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)

- Phil distributed a draft of the proposed Legacy Programme for Saanich Parks and Trails and tax effective gift planning that he has been working on with Fred.
- Different methods were listed for ways people can make donations and receive tax benefits, as well as the benefits of designating a charity as your RRSP/RRIF beneficiary or in your will.
- He hopes to add some photos to the document.
- Presentations will be made to other accountants throughout Victoria.
- Suggested we find a sponsor to cover the cost of printing the brochures – perhaps an accounting firm?
- Members were asked to review the draft and provide comments.

## MUSIC IN THE PARK SPONSORSHIP PACKAGES

- Fred was unable to attend tonight's meeting, but Paul advised that he and Julie Wallace of Saanich Community Services had meet recently with Rob Phillips, Special Events Coordinator with Saanich, regarding the SunFest Programme that Saanich hosts each year and how they coordinate sponsorships.

- We have the list of the businesses that Saanich used in 2012; Paul has eliminated some of the businesses that were not germane and forwarded this to Fred for his information as possible contacts to approach for sponsoring MIP events.
- Kodi and Fred have met to discuss the sponsorship packages and will be passing along information by email over the next few weeks.

**WEBSITE – Alyssa not present** but she advised that she has information ready to pass along to Adam to make some additions to the website.

### **DROPBOX – Tutorial from Kodi Gibson**

Kodi gave a tutorial of how Dropbox works. He set up files for SLF, which can be sorted into various categories, like a filing system. Documents can be “dropped” into the box by members, then reviewed, edited, and dropped back into the box. It is an easy way to share files, especially if the files are large.

NEXT MEETING: The next meeting will be held on **TUESDAY, March 18, 2014** at 4:45 pm at Saanich Municipal Hall.

**The AGM will be held on April 15, 2014.**

Adjournment: On a motion from Debby Harris, the meeting adjourned at 6:10 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, MARCH 18, 2014, 4:45 pm**

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Present: Debby Harris in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Alyssa Jesson, Claire Reynolds, and Kodi Gibson, Directors.

Regrets: Paul McKivett, Fred Haynes, Philip Bisset-Covaneiro, Henry Chen

Guests: Eileen Eby, and

Minutes: Minutes from February 18, 2014 were adopted as circulated.

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**PRESIDENT'S REPORT – not present**

**TREASURER'S REPORT – Barb Klassen**

- Barb reported there has been minimal activity this past month.
- Approximately \$500 was disbursed to KidsFUNd.
- As of March 18, 2014, we have almost \$40,000 in the bank although some of those funds are committed.

MOTION: Moved by Barb Klassen and Seconded by Alyssa Jesson: "That the Treasurer's report be received."

CARRIED.

- Barb noted there are several resolutions to be passed for the year-end report.
- She also needs to get the full name, address and date of birth of all members for the Charity Submission documents for 2013.

MOTION: Moved by Claire Reynolds and Seconded by Alyssa Jesson: "That the Treasurer complete the required forms and send to Frank Lee, our accountant, to complete the year end for 2013."

CARRIED

**GRANTS**

- Eileen Eby – 1000 x 5 (part of the Success by Six Programme) - \$3,000 request

Eileen Eby provided background on the 1000 x 5 Victoria Children's Book Recycling Project, and noted that she worked in early education for the Greater Victoria School District for over 20 years.

- She works with the Greater Victoria branch of 1000 x 5, but branches have recently started on the Peninsula and the West Shore.
- In the Burnside/Gorge and Tillicum areas, 33% of Grade 4 students are not reading at grade level. It has been proven that if books are introduced at a very early age, children will stay in school longer and become better educated.
- The project is funded by Success By Six, and they are funded by the United Way and partnered with the Greater Victoria School District.

- The goal of 1000 x 5 is to get books into the hands of young children who do not have books.
- She works with 16 volunteers, mostly retired teachers and administrators, who sort and clean the books donated, and gift wrap them for different age groups ready for distribution.
- The Rotary Club is also involved and has done a book drive for the past 3 years.
- The books are distributed through schools, community centres and the Mustard Seed.
- A grand total of 1,500,000 books have been distributed since 2008. Giving a \$10 value to each book, which is conservative, that is a total of \$15,000,000.
- The next steps in the programme include maintaining the number of schools and volunteers currently involved, maintaining the frequency of donations and partnerships, and increasing community awareness.
- If children enter kindergarten with an appreciation for books, they will be better educated and more likely to succeed in life.
- The cash received from grants and donations goes towards buying new books, mostly for ages 0 to 2, as second hand books from this age group are not usually in good shape. We try to stretch the dollars as much as possible approaching book sellers for discounts.
- None of the grant monies received goes towards salaries; in fact, last year she took a drop in salary.
- She does all the fund raising and Success By Six covers administrative costs.
- Last time, the SLF granted \$1,200; this year, she is asking for \$3,000.
- She thanked the Board for their time and left the meeting.

The Board discussed the request, all agreeing it is a worthwhile project and is continuing to grow each year. It was appreciated that the grant money would go towards purchasing new books and not to salaries and administrative costs. Slight concern about the cash funds available at present, as we are unsure how the fund raising will proceed for the Music in the Park project, to which the SLF has already made a commitment.

MOTION: Moved by Alyssa Jesson and Seconded by Kodi Gibson: "That the Saanich Legacy Foundation approve the \$3,000 grant to 1000 x 5, but that the funds be allocated in two disbursements of \$1,500 each, one now and another in the early fall, and further, that the SLF continue to be included as a sponsor on the 1000 x 5 brochure."

CARRIED

## **SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)**

Neither Fred nor Phil were present to elaborate on the status of this project.

## **MUSIC IN THE PARK SPONSORSHIP PACKAGES**

- A first draft of the sponsorship package was reviewed by the Board; some comments and suggestions were made. Isobel will forward the draft to Adam Flint, who will restyle the document, adding graphics and photographs.
- Noted we need to get this package out to the potential sponsors as soon as possible.

## **WEBSITE (Alyssa Jesson)**

Alyssa noted she will be sending updates to Adam to make the changes to the site. She has noticed that the Projects Page doesn't have any 2013 projects. And the summer schedule for the Music in the Park needs to be added.

NEXT MEETING: The next meeting will be held on **TUESDAY, APRIL 15, 2014** at 4:45 pm at Saanich Municipal Hall.  
**The AGM will be held on April 15, 2014 prior to the regular SLF meeting.**

Adjournment: On a motion from Kodi Gibson, the meeting adjourned at 6:10 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, April 15, 2014, 4:45 pm**

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Present: Paul McKivett, Past President, in the Chair; Fred Haynes, President, Debby Harris, Vice-President, Barb Klassen, Treasurer, Isobel Hoffmann, Recording Secretary; Kodi Gibson, and Henry Chen, Directors  
Regrets: Alyssa Jesson, Claire Reynolds  
Guests: Sue Colgate, Victoria Therapeutic Riding Association  
Minutes: Minutes from March 18, 2014 were adopted as circulated.

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### **PRESIDENT'S REPORT**

- **Victoria Foundation** has set aside \$2,500 to be matched by the SLF as part of the ongoing Smart and Caring Community Fund, established last year. A commitment has to be in place by May 31, with the financial contribution made by September 12 this year. Again, this is a first-come, first-served opportunity.
- We currently have \$20,000 invested in the Victoria Foundation and establishing an endowment fund was one of the original objectives of the Board.
- Paul asked members to think about this and the matter will be decided at the May meeting, to meet the May 31 deadline by the Victoria Foundation.
- In 2012, we had a successful fund-raising campaign through the mail which generated about \$3,500 towards our \$7,500 contribution.
- It will look good on our annual financial statement to see an endowment fund worth \$25,000.
- In addition, we have the Jubilee Endowment Fund with the Victoria Foundation in the amount of \$13,000, generating about \$900 each year for distribution to youth arts programmes. As we did not disperse any funds last year, next year there should be \$18,000+ to distribute.

### **TREASURER'S REPORT – Barb Klassen**

- Balance of \$22,000 in uncommitted funds in the chequing account.
- Total of \$38,849 in the bank.
- Still receiving money from Coffee for Kids, Little Spirits Garden and United Way.
- Recently paid grant for 1000x5 reading programme; issued funds to Coffee for Kids.

MOTION: Moved by Barb Klassen and Seconded by Debby Harris: "That the Treasurer's report be received."

CARRIED.

- Noted that funds are being held for the Cordova Bay Soccer Association; as the executive tends to change frequently, it was suggested that a letter be sent to the association reminding them they have \$720 available to them.
- Funds held for Cecilia Creek improvements (\$1,440) will be held until Saanich Parks makes a decision on the project.

## GRANTS

- Sue Colgate, Executive Director, Victoria Therapeutic Riding Association (VTRA) was present to elaborate on the request for \$1000 towards the VTRA programme.

Ms. Colgate stated:

- the organization recently went through a name change (formerly Victoria Riding Association for the Disabled) and a re-branding.
- They have provided programmes for people with disabilities since 1982 but didn't want to label them as disabled, hence the name change.
- The programme has extensive use of property on Veyaness Road, but they do not own it.
- The programme offers alternative therapy for both children and adults with certified instructors and 150 volunteers.
- Sitting on a horse as it walks mimics walking and strengthens core muscles – something people do not get if they sit in a wheelchair.
- She feels the programme boosts self-esteem – participants may not be able to play soccer or swim, but they can ride a horse.
- Participants need a doctor's referral.
- A team of 3 people are assigned per riding, and sometimes specialized equipment is used to ensure the participants are safe sitting on the horse.
- Some participants are high-functioning; others are not.
- Some have brain injuries, autism or MS.
- We currently have 10 therapy horses and have just purchased another.
- Extensive training is required; it is not easy to find suitable horses.
- The facility closes for a while during the summer to give the horses some downtime.
- Each horse costs \$600 a month to maintain. Vets provide a small discount.
- Sometimes we “lease” the horse for nine or ten months of the year and pay all costs; in the summer, the horse goes back to their owners.
- There is a two year wait list for participants.
- With more money, we definitely could expand the current programme.
- There is a fee for service of about 25% of the operating budget, but we never turn anyone away who is unable to pay.
- An open house is being planned for May 31<sup>st</sup> (not definite yet) at the Veyaness property, and SLF members are welcome to attend.
- A pledge event will be taking place on June 15 at Elk/Beaver Lake, with the Lions providing a pancake breakfast.
- They are starting a programme with the Queen Alexandra Hospital in the fall.
- More information is available on the website at [www.vtra.ca](http://www.vtra.ca)
- She hopes the Foundation will approve the grant; at this time, the programme has no secure funding.

Ms. Colgate was asked to submit some photos and information about the programme which could be included on the SLF website.

MOTION: Moved by Isobel Hoffmann and Seconded by Fred Haynes: “That the SLF approve a grant of \$1,000 to the Victoria Therapeutic Riding Association as requested.”

CARRIED

Members expressed an interest in attending the May 31<sup>st</sup> open house, noting that the \$1000 cheque could be presented in person. The secretary to contact Sue Colgate accordingly.

## **SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)**

- Copies of the final draft were circulated to members. All were impressed at the professional document.
- Next step is presenting the information to Saanich Advisory Committees (Parks and Recreation, and the Healthy Saanich Advisory).
- A meeting will be set up with Doug Henderson (Recreation Director) to review the document and provide feedback.
- After comments are received and staff reports prepared, the information can be presented to Council.
- Noted that the Alberg Family has made application to remove their property from ALR; the Gordon Head Community Association and Mt. Doug Park Association has been discussing this. The family wants to provide an amenity that will benefit the community – this parks and trails legacy programme could be a good fit.
- The intent, once the programme is approved, is to take it to CGAs and financial advisers, who can speak directly to their clients about the tax benefits of the programme.
- Over the years, the Alex Campbell family has made significant community contributions – this could be something that would interest them as well.
- Paul noted there are limitations on the municipality to encumber money to keep for future distribution.

## **MUSIC IN THE PARK SPONSORSHIP PACKAGES**

- Copies of the final draft, prepared by Adam Flint, was circulated; as always – Adam did an excellent job of displaying the information, complete with photos of past MIP events.
- A few minor changes were suggested; these comments will be passed along to Adam.
- We have a list of potential sponsors and companies who do business with Saanich on an annual basis.
- Paul suggested the list be divided up amongst members.
- We can review the websites of the potential businesses – perhaps they have grant programmes already established, to which we can apply.
- Other businesses can be approach in person.

## **WEBSITE (Alyssa Jesson)**

Alyssa not present; need to get information on the site about Music in the Park (perhaps the brochure prepared by Adam?). Also, when the information is received from the VTRA, that can be posted as well.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, APRIL 15, 2014** at 4:45 pm at Saanich Municipal Hall.

**Adjournment:** On a motion from Kodi Gibson, the meeting adjourned at 6:15 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary





**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, MAY 27 2014, 4:45 pm**

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Present: Fred Haynes, President, in the Chair; Debby Harris, Vice-President, Barb Klassen, Treasurer, Isobel Hoffmann, Recording Secretary; Philip Bisset-Covaneiro, Claire Reynolds, and Kodi Gibson, Directors  
Regrets: Paul McKivett  
Guests: Minutes: Minutes from March 18, 2014 were adopted with an amendment to the last sentence in the President's report, changing \$18,000 to \$1,800.

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Alyssa Jesson resigned from the SLF, effective immediately, due to personal issues.

**TREASURER'S REPORT – Barb Klassen**

- \$1,000 was received from Investors Group; this will be applied to the YES! Loan, leaving a balance of \$680.
- A line has been added to the monthly statement to include the current balance of the Golden Jubilee Fund (\$15,527.41) and the endowment fund with the Victoria Foundation (\$23,088.77).

MOTION: Moved by Barb Klassen and Seconded by Debby Harris: “That the Treasurer's report be received.”

CARRIED.

**GRANTS – No new grant applications**

- Agreed to have an oversized white board blank cheque made to be used at presentations – will make good photo op.
- Use removable stickers for logos, then the template can be rented to other groups.
- Phil will arrange for the cheque to be prepared and Claire will pickup.
- We can use this Saturday at the presentation to the Victoria Therapeutic Riding Association.

**SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)**

- This project started over 2 years ago and discussions have been on-going with Saanich Parks and Recreation staff.
- Many volunteer hours have been put into getting the project this far.
- Saanich now seems to be rethinking the matter, noting it could be handled internally, and has asked what value does SLF bring to the process.
- Presentations scheduled for the Healthy Saanich Committee and the Parks and Recreation Committee have been cancelled.
- A meeting is scheduled with Saanich staff and SLF executive for June 16, just prior to our next meeting.
- No rationale explanation has been given for this turn of events and agreed we should ask for reasons in writing.

- Municipal funding is hard to roll over at year end; SLF can keep funds open and accept repeat donations.
- Some donors do not want to give money directly to Saanich, and would rather donate through the SLF.
- SLF members are volunteers; there is no paid staff time involved, which there would be if Saanich were to handle it.
- We also bring the value of financial advisers to the table who can discuss issues and provide free advice on tax implications to potential donors – Saanich only has accountants. It was suggested that at the meeting with staff on June 16, this fact be the main focus.
- A taxpayer cannot get free financial advice from Saanich as the municipality would be in direct conflict.
- Fred has met with Councillors Wade, Gerrard and Murdock; mixed responses, from positive to negative.
- It seems logical for this organization to administer the programme given the resources we have and are able to access.
- Perhaps this reversal in thinking by Saanich is because it is an election year.
- Victoria Foundation runs a similar programme.
- Fred has explained to the Parks and Recreation Director that this programme is not exclusive to the SLF; if someone happened to approach Saanich directly to make a donation, that would be totally acceptable – it gives people a choice.

UPDATE AT JUNE MEETING

## **MUSIC IN THE PARK SPONSORSHIP PACKAGES**

- MIP events will be starting first week in July.
- We need to get schedule posted on website (Isobel to send to Adam) and get schedule for volunteers to attend events.
- Information to be circulated for volunteer sign up via email.
- Isobel arranging for SLF name to be inscribed on tent.
- Displays need to be prepared; help needed now that Alyssa has resigned from the Board.

Re the sponsorship packages:

- The format is being printed and should be ready to pick up within the next couple of days. 50 copies being prepared.
- Paul has the list of Saanich suppliers; Isobel will ask him to review the list and select 12 larger suppliers, or business he feels would be appropriate to approach as a sponsor.
- Debby will email the list of corporate tax payers as outlined in the Saanich Annual Report.
- We had a brainstorming session on key potential donors at the December 2013 meeting (excerpt included below)

December 2013 minutes:

*Discussion ensued: Members were enthusiastic about the suggestion of MIP sponsorship and contributed the following ideas:*

- *Major organizations who do business with Saanich may contribute, such as Megson Fitzpatrick, Tri-Eagle Developments, Morguard Investments (Uptown), banks (VanCity).*
- *Tom Lee Music or other music-based business may be interested.*

- *The Saanich Police and Fire Departments could be approached, as well as CUPE.*
- *Grocery stores – eg: Fairways, Thriftys.*
- *The Beacon Law Group was also suggested.*
- *Sponsorship of the event could be on an annual basis (3 year minimum), offering benefits to the sponsors – such as a prime seating area at Music in the Park events.*
- *Photos of an MIP event could be made for the sponsors to display – similar to when businesses sponsor sports teams. Or a framed certificate issued. It is acknowledged that no fund raising can be conducted at the parks during the MIP events.*

- Isobel noted that it is very time consuming to send letters to a large group; perhaps it would be better to focus on a few major companies, or even contact the local community associations. There could be some businesses in a particular community that are known to the Association's executive who could be approached directly.
- Fred will email the community associations and SCAN.
- Phil will prepare a “script” for SLF members when asking for a donation or sponsorship.

#### **Benefits being offered to sponsors:**

- We can use the new “blank cheque” to make presentation on stage at the MIP event
- As parking is usually limited, perhaps a space could be reserved for the sponsor (check with Saanich).
- We would need a banner with sponsors names/logos. Phil offered to take care of this.
- **Need to ensure that other “promises” noted on the brochure are followed through.**

#### **WEBSITE**

- As Alyssa has now resigned, Isobel will temporarily take over the website postings again. It looks like nothing has been done for a few months and urgent updates are required. She will review the site and pass information along to Adam.

#### **UPCOMING EVENTS**

**Victoria Therapeutic Riding Association:** Cheque presentation Saturday May 31, 2014 at Veyaness Road. Lieutenant Governor attending and possibly CHEK-TV. Fred, Barb, Claire, Phil and Kodi attending. Good photo op for the website for presentation of the cheque.

#### **Quay Classic Golf Tournament: Friday, July 18, 2014 at Olympic View**

- West Shore Chamber of Commerce has joined as a sponsor; half the funds raised will go to them, the other half to YES!, who will pass on to the SLF.
- A sponsor is being sought for the casino.
- Prices are the same as last year: \$150 pp, or \$125 pp if you sign up with a group of 4.
- \$60 if you just attending the dinner.
- Last year's event was very well received. Olympic View did a great job, especially on the food.

NEXT MEETING: The next meeting will be held on **TUESDAY, JUNE 17, 2014** at 4:45 pm at Saanich Municipal Hall.

Adjournment: On a motion from Kodi Gibson, the meeting adjourned at 6:00 pm.



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 3 – Saanich Municipal Hall**  
**Tuesday, JUNE 17, 2014, 4:45 pm**

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Present: VP Debby Harris in the Chair; Paul McKivett Recording Secretary; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Claire Reynolds, and Kodi Gibson, Directors. Fred Haynes, President joined the meeting by telephone at 5:15pm  
Sandra Pearson, Saanich Recreation.

Minutes: Minutes from May 27, 2014 were adopted as circulated.

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**PRESIDENT'S REPORT** – deferred due to President's absence

**TREASURER'S REPORT:** Verbal update, no major changes from May Report.

**GRANTS – None**

**Music In The Park – 2014:**

Paul to circulate sign up sheet. Parks to be covered are:

July 8 – Goward House – Fat Cat – Phillip & Claire

July 15 – Majestic Park – Younger Than Yesterday – Paul & Kodi

July 22 – Brydon Park – Bijoux du Bayou – Kodi & ?

July 29 – Beckwith Park – Rukus – Barb & ?

August 5 – Rutledge Park – Kumbia – Phillip & Kodi

August 12 – Rutledge Park – Shaky Ground - ?

August 19 – Braefoot Park – Kikeyambay - ?

August 19 – Hyacinth Park – Backbeat - Phillip

August 25 – Rudd Park – Tom Morrissey

Kit to include tent (delivered by Saanich Recreation with table & chairs); Brag book; shirts, zap straps, sponsorship packages, Debby will look into sign painted on tent, two people per evening. Sandra will look to update Facebook page and link to SLF.

Upcoming Events:

Annual Quay Classic Golf Tourney – Friday, July 18. Max 144 players, dinner 6pm \$60.00, 35 YES members & 40 Chamber, could use up to 8 volunteers.

**Website** – deferred until Isobel available.

**3<sup>rd</sup> Party Projects:** No updates at this time.

## **In Camera:**

### **SAANICH PARKS & TRAILS LEGACY PROGRAMME (Fred & Phil)**

Sanda Pearson left the meeting at the start of the Incamera session. Fred and Paul advised the Committee that they had met with Doug Henderson, Parks and Recreation Director. Following discussion it was agreed that Fred and Paul would attempt to meet with Mayor Leonard to discuss the idea of a joint programme involving both the SLF and Saanich Recreation.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, September 16, 2014** at 4:45 pm at Saanich Municipal Hall.

Adjournment: On motion 6:00 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Paul McKivett Recording Secretary



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, SEPTEMBER 16, 2014, 4:45 pm**

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Present: VP Debby Harris in the Chair; Paul McKivett, Past President, Barb Klassen, Treasurer; Isobel Hoffmann, Recording Secretary; Philip Bisset-Covaneiro, and Kodi Gibson, Directors.

Regrets: Fred Hayes; Claire Reynolds

Minutes: Minutes from June 17, 2014 were adopted as circulated.

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**PRESIDENT'S REPORT** – Fred Haynes is seeking a seat on Saanich Council in the 2014 Fall Elections; as such, he has taken a 2 month hiatus as President of the SLF; Debby Harris, Vice President, will assume his duties until November 15, 2014.

Debby Harris, Vice President, reported as follows:

- **Anonymous Donor:** A gentleman approached the SLF with a wish to donate his estate to the SLF, with funds to be used mostly towards enhancing the trail systems around Saanich and in part for the SLF to use to boost its awareness, in the hopes that other potential donors would follow his lead.

Mr. Haynes met with the gentleman yesterday and reported the following from his discussions:

1. The donor really liked the two SLF documents we have prepared on Leaving a Legacy - both the examples sheet, and the financial tools sheet.
2. Our focus came to bear on the options for enhancing a trail network - likely in Broadmead - his preference is for helping areas that people can enjoy in a solitary, reflective manner; ie: walking trails that are beautiful, and would be a "go to destination" something that would draw people, and provide a show piece.
3. He would like this to be an example for others to follow, and believes he has connections with others who may.
4. He would like to apply some funds to support the marketing outreach of SLF to help get the word out on these programs.
5. The total sum he is looking at is \$500,000, of which some would go towards SLF marketing.
6. He is interested in looking at some financial tools that would enable he and his wife to realize this "dream" in the very near term.
7. A requirement is that the donation would be anonymous - no mention of names.

The donor stated an interest in meeting the Board at a future meeting. This would likely be in November, after the election, when Fred can be present.

Discussion noted:

- the Board should consider setting up guidelines on how this type of donation should proceed.

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- Phil could assist with point #6, looking at financial tools to enable the donation. It is understood that the gentleman could already have a financial advisor, but Phil can help with this particular aspect of the legacy by preparing documents that could be reviewed by the donor's lawyer or financial agent.
- It should be made clear that the donor approached SLF: we did not solicit the donation.

- **Parks & Trails Legacy Programme:** Paul reported that earlier this summer he and Fred met In Camera with the Parks and Recreation Director. As suggested at the meeting, he and Fred met with Mayor Leonard in July and from the Mayor's perspective he feels there is a role for the SLF to play in the Parks and Trails Legacy Programme.

Discussion noted the following:

- next step is to set up another meeting with Parks staff – likely after the election – to let them know that we have done as they asked, the Mayor supports the SLF having a role in the project, we have a potential donor who wants to fund an expansion and enhancement of the trail network in Saanich, and how do we work together and move forward with the project.

- **Recruiting New Members to SLF:** Debby suggested that we could look to Saanich retirees as potential new members to sit on the SLF Board. They could bring a working knowledge and expertise of how things operate in Saanich. For example, a retired financial officer or parks member could be of great assistance with the Parks and Trails Legacy programme.

Paul agreed to follow up on this suggestion.

- **Saanich News:** An article about Music in the Park (MIP) in the July 25 edition of the Saanich News "*Brydon Park bayou draws a crowd*" did not credit the SLF with any participation on the event. Isobel sent an email to the Saanich News accordingly. No direct response has been received. However, there is an MIP wrap-up meeting scheduled for September 25, It is suggested that at that meeting Paul speak to Dan Palmer, editor of the Saanich News, to discuss doing an article on the SLF and the MIP series so we can have some positive press for the event.

## TREASURER'S REPORT:

The report was distributed to members and Barb elaborated on the transactions that have taken place over the summer.

- donations continue to be received for the Little Spirits Garden; she suggested the hold the funds and issue one cheque at year-end.
- Almost \$11,000 has come through SLF accounts for the Coffee for Kids programme.
- Donations for the FUEL programme and KidsFUND are also continuing.
- At this time, we have \$39,144 in the chequing account, with about \$10,000 of that being committed.
- The Golden Jubilee Arts fund is \$16,591, and next year we will have \$1,300 that can be distributed. We had earmarked this for the LimeLight Programme; Paul advised Sandra Pearson earlier this year to submit an application for the Fund in order that next year we can award a grant to the LimeLight Programme.

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- Although the disbursement of funds is a joint decision between Mr. Lam of the CRD and the SLF, in past Mr. Lam has accepted the SLF's suggestions.
- The Endowment Fund with the Victoria Foundation is \$24,028.27.

Regarding the Victoria Foundation Endowment Fund, it was noted that at the May meeting the Board approved another \$2,500 contribution to the fund, which will again be matched by the Victoria Foundation. This will raise the Fund to almost \$30,000. The interest generated by this fund is substantial. Paul had previously written to the Victoria Foundation indicating our interest and he has been advised they are holding the \$2,500 for us. Barb to contact the VF accordingly to arrange for the contribution.

It was suggested that an annual amount (\$1,000) generated from the Endowment Fund could be given to a deserving high school student for their continuing education, nominated by the school and selected from all Saanich high schools. The presentation could be made at a Music in the Park event closest to the student's school – good press all round. Perhaps this could be a music student, who could give a solo performance at MIP.

**Suggestion to be followed up for next year's MIP event; secretary to note.**

The Treasurer report on various correspondence items:

- A donation for LSG was received for just over \$300, from provincial employees, noting this was the first of a semi-annual donation.
- Leslie Howe submitted a cheque for \$1,150 that was raised during a fund raising party she held this summer for the LSG.
- The Director's Insurance invoice from **Harbord** Insurance for \$715. No increase this year. Phil suggested looking into SeaFirst Insurance in Brentwood for a quote. He has found them to be very reasonable.
- Thank you letters were also received from the North Quadra Community Association and the Royal Oak Community Association for our support of MIP.

**MOTION:** Moved by Barb Klassen and Seconded by Paul McKivett: That the Treasurer's Report dated September 15, 2014 be received.”

Carried

## GRANTS

### Gorge Tillicum Association – Request for \$2,000 for the Gorge Park Community Gardens

- A very complete grant application has been received from the Gorge Tillicum Assoc.
- The group was tentatively asked to attend this meeting to elaborate on the request, but discussion between SLF executive resulted in a proposal that with future grant applications, for new projects, the SLF Board members should have an opportunity to peruse and/or discuss the application prior to hearing a presentation from the applicant.
- This will then allow the Board to decide if the application is appropriate, meets SLF guidelines, and subsequently prepare questions for the applicants, who may be invited to attend the next meeting to make a 15 minute presentation.
- If the application is urgent and a decision has to be made by a certain date, then the Board could make allowances accordingly.

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- It was agreed to draft a policy amendment to the grants application process in this regard for review at the next meeting.
- All agreed that the Gorge Tillicum Association's proposal was well thought out and extremely well prepared.
- They are asking for \$2,000 to complete a gravel pathway for the new Community Gardens. The Association is contributing \$500.
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MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Paul McKivett: "That amended guidelines be processed for new grant applications for review at the next meeting."

CARRIED

The applicants to be invited to attend the October 21, 2014 SLF Meeting.

**Saanich Parks & Trails Legacy Programme** – see discussion above included in President's Report

### **MIP Sponsorship Update**

Phil reported:

- We have secured a \$4,000 sponsorship for next year from VictoriaHomes.com
- Brown's Social House is also interested in contributing \$200 towards each MIP event, for a total of \$1,600. They also want to be able to be a food vendor at the events. This will have to be discussed with Julie Wallace, Saanich Recreation.
- The Chamber of Commerce may also be interested in sponsorship.
- Unfortunately, we were too late off the mark this year to get sponsorships for this year. However, photos and videos were taken of the events this year and will be used for sponsorship packages for next year's programme – which will be distributed within the next month or so, recognizing that companies often decided on charitable contributions early in the business year.
- Through the assistance of Kira, a Facebook and Social Media page has been developed. Kira is preparing a full report which will be available at next month's meeting.

It was suggested that Kira come to next months meeting.

**Website** – Isobel has been in touch with Adam now and then throughout the summer for changes to the site. Claire recently participated in a hike with the Alpine Club and took photos. The SLF funded a special hiking chair to allow disabled persons to "hike" the trails. Isobel will pass these along to Adam to post. Suggested some of the recent MIP photos be posted as well.

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## Upcoming Events:

### Evening to Inspire – Friday, October 17, 2014 at the Marriot Hotel

Phill advised the event will take on a new format this year and is being planned by the people to did the Dinner En Blanc earlier this summer. Tickets will range from \$100 to \$200, depending on seat preference. The speakers will be in the centre, with sponsors and higher priced tables close, and bistro style tables around the perimeter for the lower priced tickets. Tapas will be offered instead of a full meal. Jeremy Loveday is the keynote and performer, with co-MC's Lisa Helps and Rob Michaels. Ten sponsors have been secured, and some of the sponsors plan to do events to raise funds prior to the actual event. To date, \$55,000 has been donated to Children's Hospital.

### 3<sup>rd</sup> Party Projects:

#### Coffee for Kids:

Isobel noted she is still waiting for a “story” from Bob Elder. Agreed a picture worth a thousand words rather than having a long editorial. Bob is heading to the DR this fall; Isobel will send an email asking him to take photos with the intent of posting on the website. Paul advised that the operation for the young boy did not go well.

#### LSG:

As noted earlier by the Treasurer, there are funds being held for the LSG, around \$2000. Suggested this could be presented, using the “BIG” cheque at the October 15 Remembrance Ceremony held each year for Pregnancy Loss and Awareness Day. Great photo and press opportunity. Paul to contact ROBP accordingly.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, October 21, 2014** at 4:45 pm at Saanich Municipal Hall.

Adjournment: On motion the meeting adjourned 6:00 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Paul McKivett Recording Secretary



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, OCTOBER 21, 2014, 4:45 pm**

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Present: VP Debby Harris in the Chair; Paul McKivett, Past President, Barb Klassen, Treasurer; Isobel Hoffmann, Recording Secretary; Claire Reynolds and Kodi Gibson, Directors.

Regrets: Fred Hayes; Philip Bisset-Covaneiro

Minutes: Minutes from September 16, 2014 were adopted as circulated.

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(note the Agenda order was changed to accommodate members' time schedules)

**PRESIDENT'S REPORT** – Not present

**UPCOMING EVENTS**

**Presentation of cheque to Little Spirits Garden**

Paul McKivett advised he spoke to Steven at Royal Oak Burial Park to arrange a date for the cheque presentation to the LSG for accumulated donations received over the past six months or so. It is planned to use the “big” cheque. Steven didn't want this to happen at the same time as the Day of Remembrance ceremony on October 15. He suggested some time at the beginning of November, either at the Little Spirits Garden or the Chapel, depending on weather conditions. Steven will arrange for press coverage.

**SAANICH PARKS & TRAILS LEGACY PROGRAMME – Update**

Paul McKivett advised he has spoken to Doug Henderson, Director of Recreation Services at Saanich and it was agreed to meet after the municipal elections and also when a new Parks Manager has been appointed.

Debby Harris reported that a meeting will be set up with the anonymous donor in November to discuss how he would like to proceed with his proposed donation; we should then be prepared to meet in January with staff to discuss the next steps.

**SLF MEMBERSHIP**

Paul reminded members that his 8-year term was up in December. He will be happy to stay on and help with a specific project for the Foundation.

With respect to recruiting new members, and the suggestion made previously about approaching past employees of the municipality, Paul advised that unfortunately Saanich does not maintain current emails lists for retired employees. He will continue to work on this as the suggestion to approach retirees is a good one.

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## GRANTS

At the September meeting, new procedures for hearing grant applications was proposed. No formal motion was passed on the new guidelines.

MOTION: Moved by Paul McKivett and Seconded by Kodi Gibson: "That the following procedures be followed for new grant applications to the Saanich Legacy Foundation:

1. Chair welcomes applicants as first item on the agenda.
2. Presentation from applicants - 15 minutes - no interruptions from us.
3. SLF Board members ask questions in an orderly fashion to clarify, but do not indicate whether they will vote yes or no for the grant.
4. Chair thanks applicants and lets them know we will be in touch later in the week with the result of their application.
5. Applicants leave meeting.
6. Meeting is called to order and agenda items proceed in order.
7. SLF Board discusses application and votes to support or reject application. Secretary notifies applicant of result by email within the week."

CARRIED

### **GORGE TILLICUM ASSOCIATION – GRANT REQUEST (\$2,000)**

Gabe Epstein, Gorge Tillicum Association, was present to elaborate on the Gorge Park Community Garden's (GPCG) request to assist with construction of the community gardens. A detailed outline of the project was received prior to the presentation.

Mr. Epstein stated:

- Extensive discussions and consultation have taken place with all the stakeholders – from Saanich staff and the CRD, to area residents. Community meetings and workshops have been held and lines of communication have been opened.
- Saanich's Official Community Plan identifies the need for community gardens throughout the municipality in an effort to obtain food security.
- The vision is not just for allotment gardens, but to have a multi-functional space. A place where people can just "hang out", display art, play music, etc.
- The site in question is surrounded by condominiums.
- There are over 100 people on the waiting list for the gardens.
- You don't have to grow food to be a member: You can do other things (like paint).
- Membership will be for 15 years old and up; younger than that you have to have an adult with you.
- Membership fee is \$10, plus members will pay rent on the allotment garden. This will maintain a sustainable operation.
- Membership is open to all Saanich residents and residents of other municipalities, as well as groups, institutions, agencies and businesses.
- Operating and development costs will also be covered by grants, donations, hosting events, and volunteer labour.
- Homeless people will have access to the gardens as well. Food will be grown collectively.
- A rain garden is proposed on the southeast corner of the site.
- Saanich requires that the gardens are accessible to all Saanich residents, so there will be wheelchair access. Porta-potties will be on site.

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- We hope to develop partnerships with other organizations, who perhaps may participate in educational workshops and activities.
- The GPCP is cognisant of the relationship between Gorge Park and the community gardens.
- Camosun College students have built sheds with metal roofs for our use; there will also be rain barrels on site. Some of the lumber left over from the Admirals Bridge project was used.
- An archaeological survey was conducted and nothing was found on site.
- The Community Association has helped to fund this project as well, and the GPCG has raised over \$2,000 ourselves.

In response to questions from the Board, Mr. Epstein stated:

- The site is 1,600 square metres, about ¼ acre.
- Governance of the project is tightly structured. Eight people are elected by the members to form the Garden Committee. Members of the Board of Directors of the Gorge Community Tillicum Association (GTCA) and Saanich staff will also sit on the Garden Committee. It will operate within a context defined by Saanich policies and bylaws, the agreement between the GTCA Board and Saanich, as well as the values, policies and practices of the Board itself.
- The total estimated cost of the project is \$50,000. The rain garden and gravel pathways are costly but we want it to be a quality space.
- This will not be a money making venture.
- The SLF and other donors will receive recognition for their contributions.

Mr. Epstein left the meeting.

**MOTION:** Moved by Paul McKivett and Seconded by Kodi Gibson: "That the Saanich Legacy Foundation approve the grant request from the Gorge Tillicum Community Association for \$2,000 to help with construction costs of the Gorge Park Community Gardens."

CARRIED

\*\*\*Paul McKivett left the meeting at 5:40 pm\*\*\*

## TREASURER'S REPORT:

The Treasurer reported that we currently have approximately \$39,000 in the chequing account.

- Money is still being received for the Coffee for Kids programme.
- As agreed at a previous meeting, the SLF invested another \$2,500 in its endowment fund with the Victoria Foundation. The VF again matched this amount, and we now have a total of almost \$30,000 in the fund.
- As per requests from the various groups, \$900 will be paid out to KidsFUNd, \$3,200 to the Little Spirits Garden and \$1,500 to 1000x5 reading programme.

**MOTION:** Moved by Barb Klassen and Seconded by Paul McKivett: That the Treasurer's Report dated October 20, 2014 be received."

Carried

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Debby Harris noted that she has directed her annual United Way donation to the SLF. Suggested the SLF website could remind United Way donors that their contribution can be directed to a charity or non-profit of their choice, and the SLF would welcome their donation.

**MIP Sponsorship Update – carry to next meeting**

**Website – nothing to report at this time**

**OTHER**

**Claremont School Garden Shed Programme**

The presentation from the Gorge Tillicum Community Association regarding the Gorge Park Community Gardens mentioned that sheds were being made by Camosun College for the project. The Board questioned the status of the Claremont project which the SLF supported last year, noting it would be interesting to receive an update. If community gardens are going to be built in other areas of the municipality, perhaps the school's garden shed programme could assist.

**SLF Christmas Gathering (December 16, 2014)**

Debby generously agreed to host the SLF Christmas Gathering/Meeting at her home again this year. The meeting will start at 5:00 pm, followed by a pot luck dinner after the meeting at approximately at 6:00 pm. Spouses welcome to attend. More details to follow.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, November 18, 2014** at 4:45 pm at Saanich Municipal Hall.

Adjournment: On motion the meeting adjourned 6:00 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary



**SAANICH LEGACY FOUNDATION**  
**Committee Room No. 2 – Saanich Municipal Hall**  
**Tuesday, NOVEMBER 18, 2014, 4:45 pm**

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Present: Fred Haynes in the Chair; Paul McKivett, Past President, Debby Harris, Vice-President, Barb Klassen, Treasurer; Isobel Hoffmann, Recording Secretary; Claire Reynolds and Philip Bisset-Covaneiro, Directors.

Regrets: Kodi Gibson

Minutes: Minutes from October 21, 2014 were adopted as circulated.

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**PRESIDENT'S REPORT** – No report at this time. Fred did note that we must ensure next year that an SLF director has an opportunity to speak at each of the Music in the Park events.

**TREASURER'S REPORT**

- We currently have approximately \$32,000 in the bank, \$16,591 in the Golden Jubilee Arts Fund, and \$24,028 invested with the Victoria Foundation in an endowment fund.
- Disbursements have been made to Little Spirits Garden, Success by Six, KidsFUNd, and the Gorge Tillicum Community Gardens, for a total of \$7,659.
- Music in the Park will be a little less than the \$7,000 budgeted; the release form has just been received.

Paul stated he attended the MIP debriefing session. Allocation of dates and inclusion of other community associations will be discussed in the spring. Quadra Cedar Hill Community Association will be reduced to one 'official' event (Rutledge Park). No reason why associations cannot hold events on their own, as long as they are geographically separated. Saanich cannot staff or police all the events. He has heard that Prospect Lake and Cordova Bay would like to host an event.

Agreed we would review the MIP fund raising programme in January. Philip noted a number of organizations have promised funding for next year. He will get Kira to send the information to SLF.

MOTION: Moved by Barb Klassen and Seconded by Paul McKivett: "That the Treasurer's report dated November 18, 2014 be received."

CARRIED

Barb presented a financial comparison of the SLF activities over the past 4 years, showing monies received and disbursed. 2014 is not completed. The Board thanked Barb for this valuable information, which shows that this year, to date, we have a net loss of \$16,732.

Discussion ensued regarding the rental of the Monaris machine. Phil advised he did not use this for last month's Evening to Inspire, but used "Square", which is a free app that can be downloaded to a smart phone – [www.squareup.com](http://www.squareup.com)

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He advised the processing was instant, cheques can be tracked, there is no monthly upkeep or charges and they take 2.75% per transaction.

Noted changing to Square could save \$700 monthly. Phil offered to look into this new application. Agreed we need to ensure the new app is up and running before canceling Monaris. Questioned how this would affect our "Donate Now" button on the website and whether the new app could be applied here, and if so, is it something that Adam could do for us?

**GRANTS** – no grant applications received.

### **SAANICH PARKS & TRAILS LEGACY PROGRAMME – Update**

Fred will set up a meeting with our anonymous donor to firm up some details and then hopefully we can meet in the New Year with the new Parks Manager and Doug Henderson.

Discussion noted that a meeting also needs to be arranged with Mayor Atwell in January not only to bring him up to date about the Parks and Trails Legacy Programme, but also to talk to him about the SLF in general.

### **UPCOMING EVENTS – Presentation of cheque to LSG**

Paul stated he has been unable to contact Steven at the Royal Oak Burial Park to firm up a date for the presentation of the cheque from SLF. Agreed to try again in January, as this is an event that would provide good publicity for the LSG and SLF.

**MIP Sponsorship Update** – carry to next meeting; Info coming from Kira

### **OTHER**

#### **New Members:**

- As mentioned at past meetings, suggested we approach UVIC and Camosun about recruiting students to the SLF. Check the UVIC websites re students wanting to become involved in the community or have political aspirations. The Students' Society and Alumni may have some possible recruits. Fred offered to look into this.
- Agreed that we should try to get at least 3 new members this year.
- Perhaps someone from the Gorge Tillicum Community Gardens, First Nations, Community Arts Council, and/or Community Associations. We need to reach out.
- Youth Council members could also be recruited (check with Alana Stewart).
- Fred noted he would like his son to join the Board.
- Discussion noted that if we recruited younger members, it should be to assist with a certain project or event(s), so their time with the SLF would have a beginning and an end date. They would likely get bored just sitting a regular SLF meetings.
- Francis Littman, an artist and activist was suggested as a possible member; Phil offered to approach her to attend the January meeting.

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## **WEBSITE**

Isobel noted she intends to review the current web pages and provide updates to Adam. This is a time consuming process and if members could look at the site from time to time and advise if they see anything that needs updating it would be appreciated.

Paul advised that Radar Hill are our internet hosts, and they charge us when we want to make changes to the site – other than basic content changes, which Adam does for us. For example, if we were to change from Monaris to Square, changes would need to be made to the website that Adam is unable to do. There has to be a better way.

Phil advised that most companies will charge \$5 to \$10 a month for hosting. Radar Hill does not charge a monthly fee, but we pay for each change they make. Paul offered to check with Shaw at Radar Hill and see if there is another arrangement that can be made, and if not, what would it take to change the “donate now” button from Monaris to Square.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, DECEMBER 16 2014** at 5:00 pm at Debby's house, 525 Constance Avenue.

Adjournment: On motion the meeting adjourned 5:50 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary



# SAANICH LEGACY FOUNDATION

424 Constance Avenue

Tuesday, DECEMBER 16, 2014, 5:10 pm

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Present: Debby Harris in the Chair; Paul McKivett, Past President, Barb Klassen, Treasurer; Isobel Hoffmann, Recording Secretary; Claire Reynolds, Philip Bisset-Covaneiro and Kodi Gibson, Directors.

Regrets: Fred Haynes

Minutes: Minutes from November 18, 2014 were adopted as circulated.

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**PRESIDENT'S REPORT** – President not present. Report deferred to January.

## TREASURER'S REPORT

- Current bank balance \$37,157, as well as \$16,591 in the Golden Jubilee Arts Fund and \$24,028 in the endowment fund with the Victoria Foundation.
- Pending disbursements for this month include LSG (\$3,200), Music in the Park (\$6,449), Black Press (\$316) and Canada Post for box rental (\$157), Coffee for Kids (\$3,036).
- \$5,314 was received in donations last month – including Coffee for Kids, LSG, Take Heart and general donations.

**MOTION: Moved by Barb Klassen and Seconded by Claire Reynolds: “That the Treasurer's report dated December 16, 2014 be received.”**

**CARRIED**

The Treasurer advised she had looked into the Square banking system, as discussed at the last meeting. The application can be used on a smart phone and costs less per month than the Monaris system. We currently pay \$57 a month for Monaris. There are no monthly costs with Square.

Paul stated Shawn at Radar Hill (our web provider) has been emailed information about Square and was asked to let us know what is involved in making changes to the website to accommodate Square. We still want to be able to do auto-receipting. Noted Adam can make most changes to the information posted on the web, but actual technical set-up has to be done by Radar Hill.

**MOTION: Moved by Kodi Gibson and Seconded by Claire Reynolds: “That the Treasurer make necessary arrangements with Radar Hill and Square to generate automatic tax receipts for donations and to look into changing the “donate now” button on the website from Monaris to Square.”**

**CARRIED**

**GRANTS** – no grant applications received.

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## **SAANICH PARKS & TRAILS LEGACY PROGRAMME – Update**

Fred will be meeting with our anonymous donor in January. Debby advised that interviews are being held next week to fill the Parks Manager's position at Saanich. Hopefully we can start to move forward with this project soon.

## **MIP SPONSORSHIPS – Progress Update**

Phil advised there has been a transition from Kira to Chandra. He spoke to Chandra yesterday and will have her send information on the proposed sponsors.

Agreed we need to move quickly on firming up sponsorships by February or March. Phil advised there are a number of tentative sponsors.

## **UPCOMING EVENTS – Presentation of cheque to LSG**

Paul advised he has been unable to reach Stephen at the Royal Oak Burial Park to arrange for a presentation cheque for the monies being held for the LSG. He will keep trying.

## **WEBSITE**

Isobel will review the website and send any changes required to Adam for an update. It's been a few months since changes were made.

## **LAMBRICK PARK – VICTORIA VOLLEYBALL ASSOCIATION**

Paul stated the current outdoor sand volleyball courts at the Ian Stewart Complex at the Racquet Ball Club are closing. The Victoria Volleyball Association has worked out an agreement with the Gordon Head Recreation Centre and School District 61 to add some sand volleyball courts on the school property adjacent to the baseball diamond used by the junior teams. The Gordon Head Residents' Association has provided a letter of support and will assist with fundraising for the project. Commitments for \$20,000 have been received; \$70,000 is required to complete the project. He has suggested that the SLF assist by issuing tax receipts, the same as we did for the Pearce Crescent Adventure Park project. He advised the SLF will take 10% for an administration fee. The group is pleased that we can process credit card donations online.

Debby pointed out there are grants available for this type of community project through the BC Recreation Foundation. The deadline for submissions is February, 2015.

## **PROPOSED COMMUNITY ARTS AUCTION**

Paul and Claire will meet with Bob Williams at the Community Arts Centre regarding an art auction for the prints donated last year by the family of a local artist who passed away. Originally the special event was going to be held last fall. **Paul has over 200 prints of 4 or 5 paintings.**

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### **3<sup>rd</sup> PARTY PROJECTS:**

- No updates on current projects, but Isobel advised she was approached by Caroline Duncan, the Saanich Archivist, recently about a project the Saanich Archives is considering to commemorate the centennial of WWI (in 2018) and to honour the men and women who served. Apparently over 800 people from Saanich served; about 200 of those lost their lives at war. The suggestion is to plant a forest, one tree for each life. Ms. Duncan will be coming to the February SLF meeting to make a presentation and ask for our assistance with the event, including processing donations and issuing tax receipts.

All agreed this was a very worthwhile project in which to participate.

### **New Members:**

- Good suggestions were made at the November meeting on recruiting new members. Important to follow up on these ideas.

### **ANNUAL BRAIN STORMING SESSION**

- It was agreed to hold the annual brain storming session on Saturday, January 31 from 10:30 a.m. to 12:30 p.m in order to accommodate busy schedules.

### **SLF ANNUAL REPORT**

- Isobel noted that we have prepared annual reports, but not for the past couple of years. She suggested it would be prudent to do one this year. It can be posted on the web and distributed to potential sponsors as background information. She will try to put some thoughts together; the use of photos would keep it interesting.

### **AGM**

Our last AGM was held April 15, 2014. This year's AGM tentatively set for April 21, 2015.

**NEXT MEETING:** The next meeting will be held on **TUESDAY, JANUARY 20, 2015** at 4:45 pm, Saanich Municipal Hall, 770 Vernon Avenue, Committee Room #2.

Adjournment: On motion the meeting adjourned 6:15 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann - Recording Secretary