



**AGENDA**  
**SAANICH HERITAGE FOUNDATION**  
**COMMITTEE ROOM #2**  
**TUESDAY, JUNE 11, 2019 @ 5:30 P.M.**

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Adoption of the May 14, 2019 Regular Meeting Minutes

**NEW BUSINESS**

1. **423 BOLESKINE ROAD (REGISTERED - CRAWTHER RESIDENCE) – APPLICATION FOR A BUILDING PERMIT TO REPAIR WORK DONE WITHOUT A PERMIT**
  - Location Map
  - Saanich Heritage Register Excerpt
  - Building Permit Plans

**BUSINESS ARISING**

2. **4216 WILKINSON ROAD – COLQUITZ GAOL AND BARN / WILKINSON ROAD JAIL (DESIGNATED) – APPLICATION FOR A HERITAGE ALTERATION PERMIT FOR ROOF REPAIRS**
  - Location Map
  - Saanich Heritage Register Excerpt
  - Statement of Significance for the Wilkinson Road Jail
  - Proposed Repairs to the Roof at the Jail
1. **1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**
2. **4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**
3. **TREASURER'S REPORT – UPDATE**

To ensure there is a quorum, please contact Shirley at 475-1775, extension 3513 or email at [shirley.leggett@saanich.ca](mailto:shirley.leggett@saanich.ca) if you cannot attend the meeting.

☪ ☪ Adjournment ☪ ☪

**Next Regular Meeting: September 10, 2019 at 5:30 in Committee Room #2**

**MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #1  
TUESDAY, MAY 14, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and Councillor Ned Taylor, Council Liaison

Regrets: Veronica McEllister

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Guests: Alex McGowan, Senior Manager, Building Sciences, WSP; and Scott Gassen, Building Sciences Consultant, WSP

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Minutes: MOVED by K. Whitworth and Seconded by S. Colwill: "That the Minutes of the April 9, 2019, Regular Meeting be adopted as circulated."

CARRIED

**4216 WILKINSON ROAD – WILKINSON ROAD JAIL (DESIGNATED)**

B. Shuya stated:

- He was contacted by Alex McGowan, P. Eng. at WSP who are applying for a Building Permit for heritage restoration work on the Wilkinson Road Jail.
- Parts of their application include rebuilding the stone wall along Wilkinson Road, wood window restoration and new roofing on the centre roof.

Alex McGowan, P. Eng, WSP, provided a brief overview and the following was noted:

- Restoring the wall, windows and roof are all basically maintenance issues that need to be dealt with hopefully this fiscal year.
- The wall is out of plumb and portions of the wall are broken. They propose to dig up and dismantle a portion of the wall and put in a new footing; they will be using the same fieldstones from the wall and the same bricks from the top of the wall.
- The windows are not original and they all need to be replaced. The sashes are damaged or hanging out of their frames and they are weather damaged. They are painted with a lead paint that needs to be changed out and the sealed glass panes have failed. Vintage Woodworks will replicate the windows and they will have a low-e coating which will not alter the colour or appearance of the windows but will be more energy efficient.
- The roof of the main building consists of three (3) copper roofs with a batten seam. Weather damaged a portion of the roof and it has been temporarily patched. The roof is not visible from the road because of the crenelated parapets and towers.
- They are proposing to use a 2-ply SBS membrane and are prepared to replace the copper with copper, but they are also considering other products such as a powder coated profile metal roof or asphalt. The powder coated profile metal roof will last the longest.

Committee discussion noted:

- It is reasonable to perform maintenance and repairs on a heritage designated structure and if there are no alterations made then a Heritage Alteration Permit (HAP) is not required.
- However, this building permit application is going through the heritage process and depending on what materials are used, especially for the roof, a HAP may or may not be required.
- The wall when it was constructed, would have used a lime mortar as that was all that was

available at that time; lime mortar is still available today.

Members approved the proposed work in principle, but asked for more detailed information on the mortar to be used, as well as the bricks that will be used to rebuilt the wall cap before making a final recommendation.

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Messrs. McGowan and Gasson left the meeting at 6:00 p.m.

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**2019 HOUSE GRANTS PROGRAM – APPROVAL OF RESTORATION GRANT APPLICATIONS AND ASSIGNMENT OF FOUNDATION LIAISONS**

**MOVED by B. Shuya and Seconded by K. Whitworth: “That the following 2019 Grant Applications be approved and Foundation liaisons be assigned:**

**1955 Saltair Cres. – Rebuild two chimneys – R. O’Connell - Liaison**

**35% Grant portion based on lowest quote – \$6,146.43**

Vista Masonry \$17,561.25

**3710 Craigmillar Ave. – Porch and stair replacement/restoration – S. Colwill - Liaison**

**35% Grant portion based on lowest quote – \$5,791.80**

Sean Novak Carpentry 16,548.00

**3844 Holland Ave. – Replace roof – R. Townsend - Liaison**

**35% Grant portion based on lowest quote – \$4,360.50**

Top Pair Roofing 13,230.00

**CARRIED**

**1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

B. Shuya advised there was nothing new to report.

**4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

S. Colwill stated:

- The windows were installed and they look beautiful.
- Trevor had a helper for the three days it took to install. They installed new framing to accommodate the new windows which were insulated and sealed. New trim was installed, caulked, and primed and the interior and exterior of the window frames were painted. The interior wall was patched, repaired and repainted where the windows were installed.
- Trevor also cleaned the gutters and replaced the downspout screens.
- He repaired and glued some of the damaged cupboards in the kitchen; installed new weather stripping on the rear door, and repaired the trellis.

**TREASURER’S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of April 30,

2019:

Grant Account:	\$35,235.64	GIC:	\$20,288.68 (due April, 2020)
		GIC:	\$13,020.92 (due May, 2019)
Operating Account:	\$ 2,755.45		
Hall House Account:	\$ 6,217.02	GIC:	\$23,528.58 (due June, 2019)
		GIC:	\$5,103.01 (due Nov. 2019)
Dodd House Account:	\$36,574.97	GIC:	20,761.28 (due Oct. 2019)
		GIC:	10,206.02 (due Nov. 2019)

The Treasurer's Report was received for information.

### **PLANNING SESSION – MARK BROWN, PRESIDENT**

The President recorded the following notes from the roundtable discussion with members of Saanich Heritage Foundation.

#### **Roles and Responsibilities of the Foundation**

*What we must do:*

- The Foundation recommends (to Council) regarding funding for conservation of Designated Heritage properties (usually buildings)
- The Foundation recommends (to Council) regarding the Designation of Heritage Properties (as well as the removal of Designations)
- The Foundation acts as property manager for two Saanich owned Heritage Properties|

*What we ought to do:*

- Within the limitations of a volunteer organization, the Foundation ought to consider the management of any other registered and Designated Heritage buildings in the Saanich owned portfolio of properties
- The Register of Heritage properties ought to be reviewed especially in consideration of Statements of Significance of Designated properties
- The Application for Funding (for repairs and conservation of Heritage buildings) form should be reviewed and (likely) revised
- The Foundation has specific function requirements for an "architectural" member and a "contractor" member; these roles and individuals should be identified

#### **Communication**

*Communication with other office and agencies of Saanich*

- The Arts, Culture and Heritage Committee do not have a representative for Heritage at this time; we need to explore solutions for this gap in communication

*Communication with other Heritage bodies*

There was no discussion of this

*Communication with public*

- It was reported that Saanich News is interested in featuring Heritage issues in the newspaper;

#### **Other**

*Training and workshops in the future*

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- The training (orientation) workshop presented by Heritage BC was viewed as a success and future technical workshops should be investigated both to enhance knowledge of Foundation members as well as possible service to Heritage property owners in Saanich
  - Review of the Register (of Heritage properties)

*This was discussed in the first section*

- Statements of Significance
- Student works program
- The Foundation should look into securing approval to hire a student subsidized by the Federal Government (Young Canada Works?) To carry out Heritage project(s) for the Foundation (review of Register etc.)

**ADJOURNMENT**

The meeting adjourned at 7:30 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, June 11, 2019 at 5:30 p.m.** in Committee Room #2.

DRAFT

..... CHAIRPERSON

**Overview of 423 Boleskine Rd (Crawther Residence)  
June 2019**

**Legal Address:** Lot 1 & 2 Section 7 Victoria District Plan 529 Parcel C, (DD 149336I).

**Proposed:** Application for a Building Permit to repair work done without a permit

**Heritage Status:** Saanich Heritage Register

**Current Zoning:** RS 6 – Residential Dwelling Zone

**Minimum Lot Size:** 560 m<sup>2</sup>

**Actual Lot Size:** 509 m<sup>2</sup>

**Owners:** Christopher Forrest-Wong

**Applicant:** Andrew Penner

**Application received:** May 30, 2019

**Notes:**

- The owner is apply for a Building Permit to renovate his house, which is listed on the Saanich Heritage Register. He completed a number of renovations without a permit and is now applying to re-renovate the house to restore it to its original form. He is proposing to remove a set of exterior stairs and a door that provides access into the attic.
- The owner installed three new skylights on the west-facing roof, which is intending to keep.

**Attachments:**

- Location map
- Saanich Heritage Register excerpt
- Building Permit Plans



North view of the house at 423 Boleskine Rd



Northwest view of the house – three new skylights on the west-facing roof



View of the east elevation




View of the south elevation with the staircase and door to be removed





District of Saanich Map

1: 800



Date Produced:  
5/31/2019 3:33:51 PM

This map is for general informational purposes and should not be considered authoritative for any purpose. Accuracy, currency and precision are not guaranteed.

AVE

3400

488

476

464

452

BOLESKINE RD

455

435

433

WINTER AVE

3436

430

422

410

400

BOLESKINE RD

Subject Property

423

415

3384

409

401

3355

HARRIET RD

3330

3316

3300

HARRIET RD



## RESIDENCE

### 415 Boleskine Road

Reverend Frederick Tapscott, Owner; 1914

to Victoria in 1905, with his wife Minna Maria (1874-1964), to assume a pastoral position at Calvary Baptist Church in Victoria. Tapscott later worked in several of the local Baptist parishes, and retired in 1912 from the Tabernacle Baptist Church. The Tapscotts lived at 3342 Whittier Avenue, which was moved to Pender Island in 2003 and is now the Nosey Point Inn. As a source of income, Tapscott bought a number of lots in the Tillicum area and built rental houses such as this one. Owing to financial problems in the early 1920s, he lost the properties.

This one-storey, front-gabled cottage has double-bevelled siding on the main level and lapped wooden siding at the foundation level. The windows of the main rooms are wooden-sash casements with transoms above. The front entry porch is supported by two square columns. The working-class houses at 415 and 423 Boleskine Road are part of a small neighbourhood cluster which includes Tolmie School and houses on the north side of the road, which are in the Saanich Core neighbourhood.

**R**everend Frederick T. Tapscott (1857-1942) born in Port Hope, Ontario, received his B.A. from the University of Toronto in 1884 and his M.A. from McMaster University in 1897. He came from Sault Ste. Marie



## CROWTHER RESIDENCE

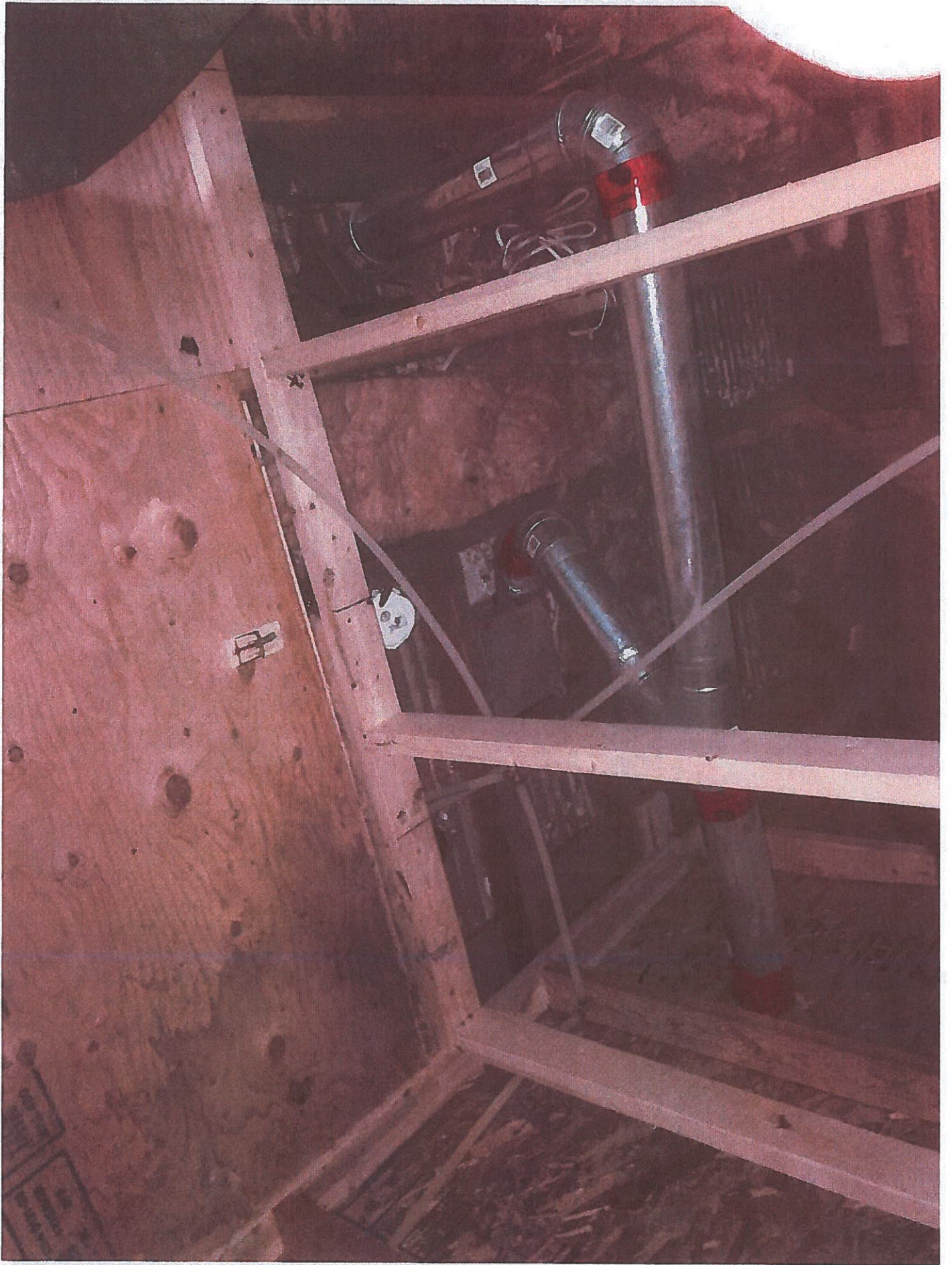
### 423 Boleskine Road

George & Mary Crowther, Owners; 1911

Thomas, Ontario, and came to Victoria as a young girl in 1881. She retained the property until her death in 1956.

This bungalow is a vernacular type common during the Edwardian era and frequently found in the Greater Victoria area. There are several similar bungalows on Harriet Road, in an area where commercial development threatens to engulf the neighbourhood. This well-cared-for example has a bellcast hipped roof and its original colour scheme of brown-stained cedar shingles and cream trim (watertable, frieze and soffits, window sash and door surrounds, porch columns and top of the balustrade). The panelled wooden front door retains its original stained and varnished finish. There are two corbelled brick chimneys and a hipped front dormer which allows light into the attic space.

**B**orn in Victoria, the first owner of the house, George Thomas Crowther (1872-1920) worked as a paperhanger and painter. He married Mary Elizabeth Cotell (1876-1956) in 1903. She was born in St.









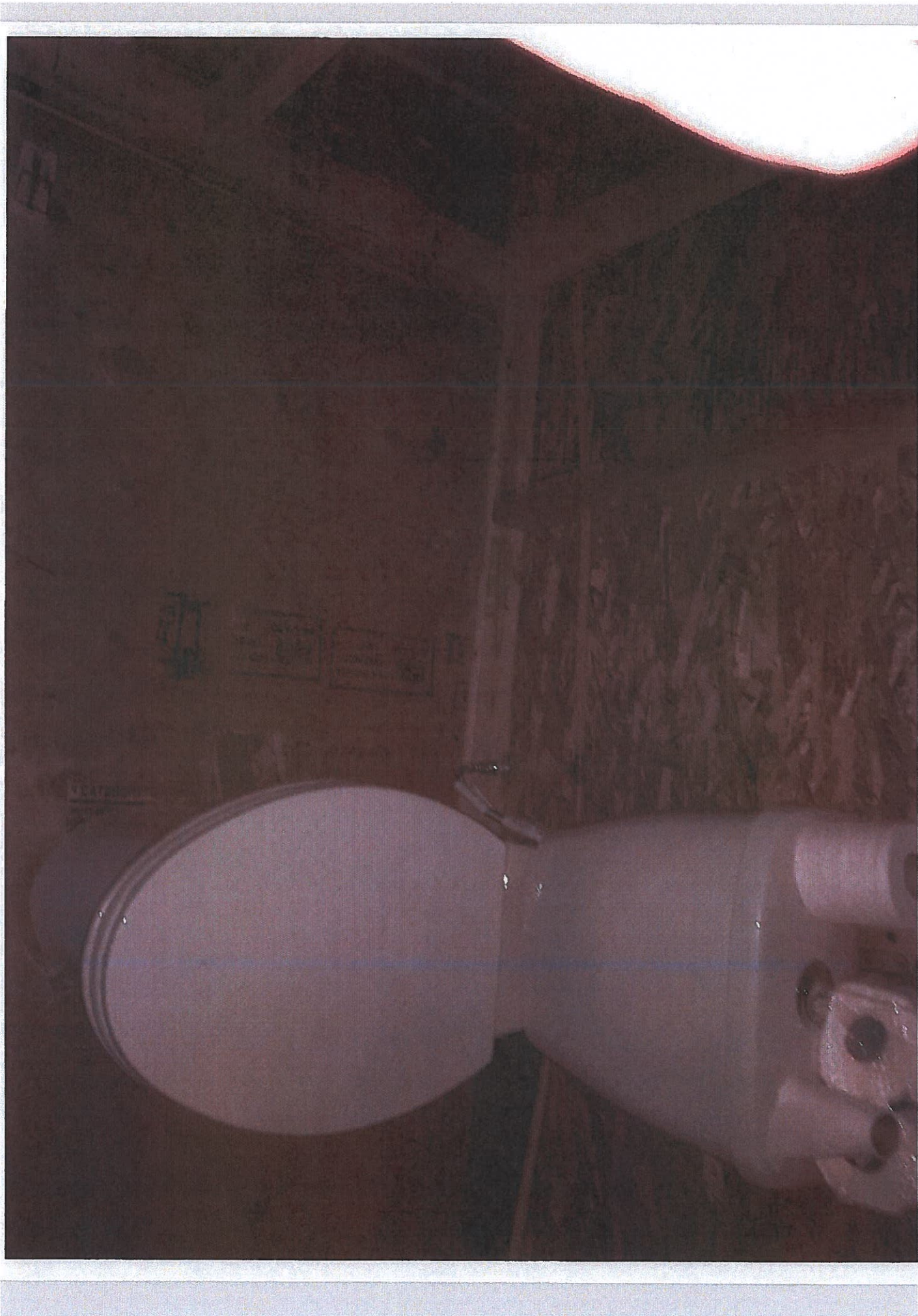












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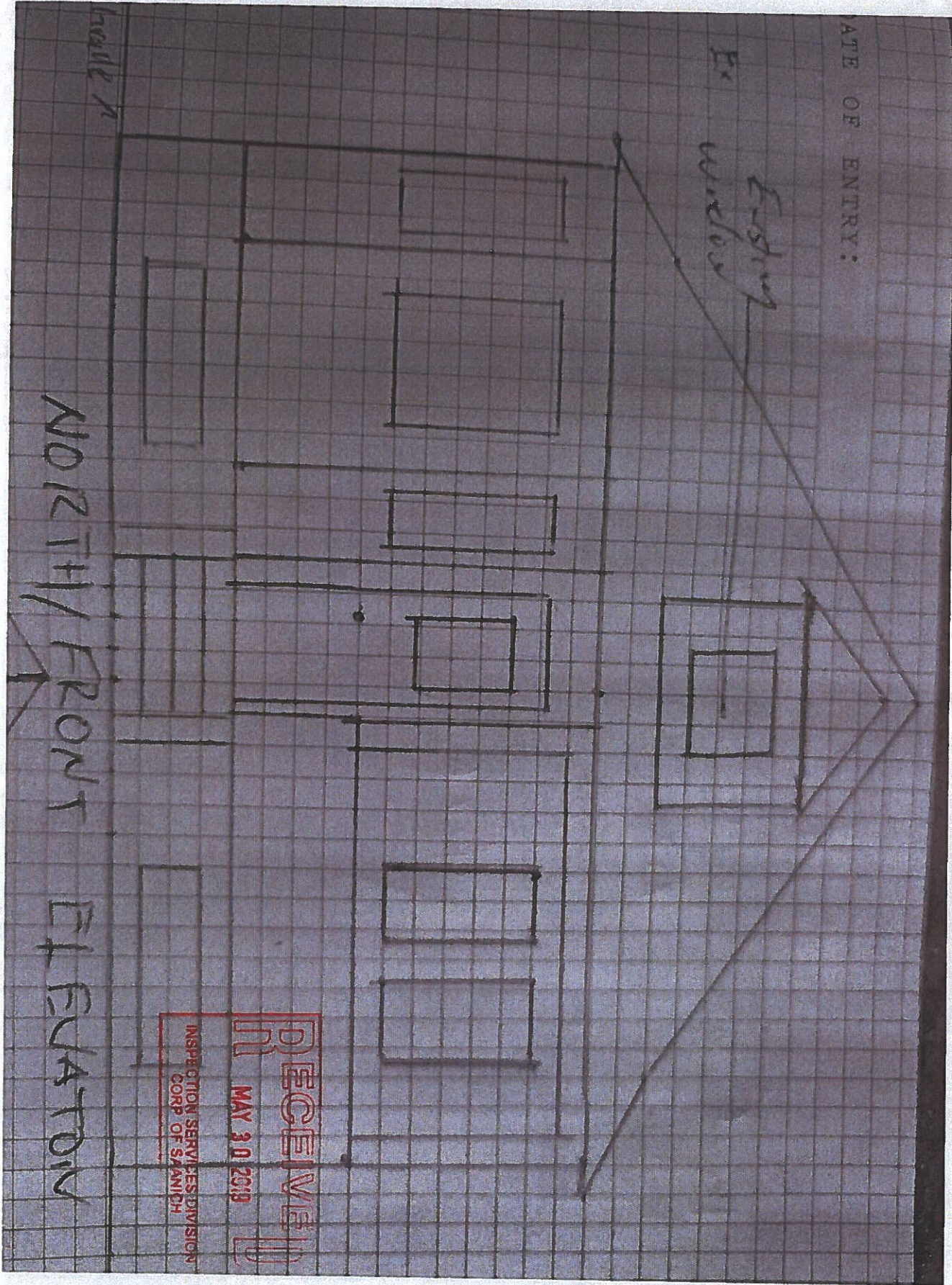
Ex windows  
Easting

Hand N

NORTH / FRONT

ELEVATION

RECEIVED  
 MAY 30 2019  
 INSPECTION SERVICES DIVISION  
 CORP OF SARNICH



DATE OF ENTRY:

RIGHT / WEST ELEVATION

FRONT CORNER

WALL CORNER

sky light

sky light

sky light

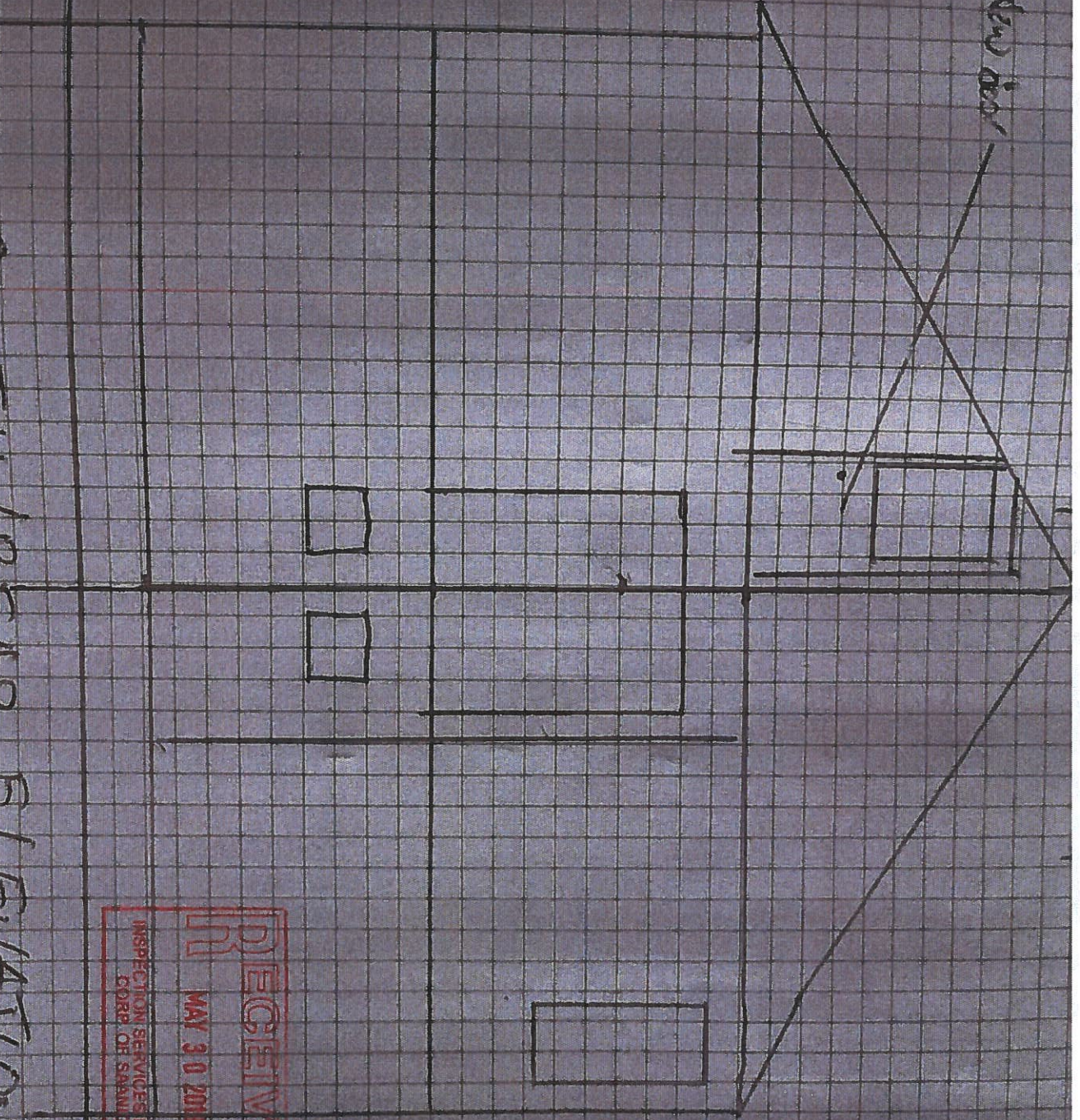
WALL CORNER

**RECEIVED**  
 MAY 30 2019  
 INSPECTION SERVICES DIVISION  
 CORP. OF SAN JUAN

SOUTH / REAR ELEVATION

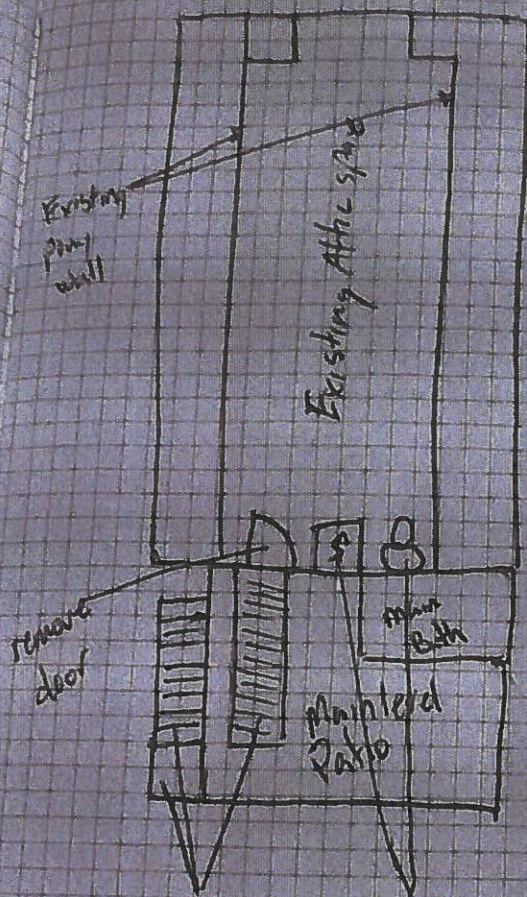
Water Grade

New door



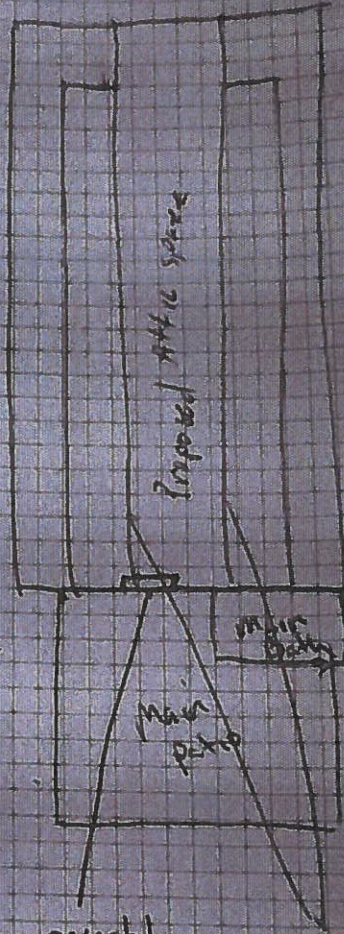
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MAY 30 2010  
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CORP. OR SAMPLE IN

DATE OF ENTRY:



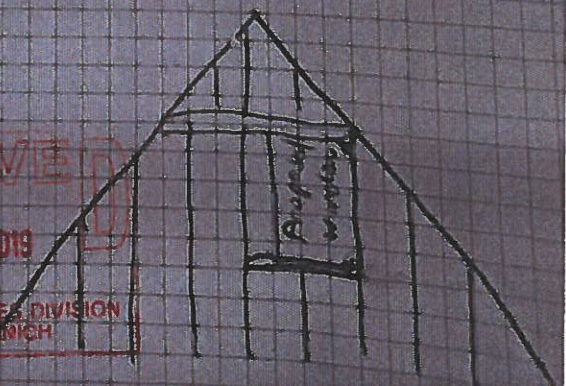
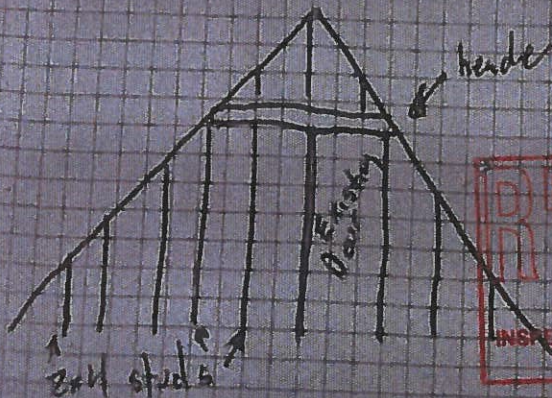
remove studs + Landray

remove toilet + shower pan



revert to window

Add engineered form walls



RECEIVED  
 MAY 30 2019  
 INSPECTION SERVICES DIVISION  
 CORP OF SALEM, OH

**GENERAL NOTES**

**GENERAL**

ALL WORK TO CONFORM TO PART 9 OF THE BRITISH COLUMBIA BUILDING CODE (BCBC) 2018 AS A MINIMUM. THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING ALL DIMENSIONS ON SITE. FABRICATION OR ORDERING OF MATERIALS SHALL NOT BE DONE FROM DIMENSIONING OFF OF PLANS. ON SITE SAFETY RELATED TO HAZARDOUS MATERIALS, MOLD, ELECTRICAL SHOCKS, OR FALLING DEBRIS IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

**CODES**

THE STRUCTURAL DESIGN INDICATED ON THE ATTACHED DRAWINGS HAS BEEN DESIGNED IN SUBSTANTIAL ACCORDANCE WITH THE FOLLOWING CODES:  
BRITISH COLUMBIA BUILDING CODE 2018 (BCRC 2018)  
CSA 086-14

**LOADS**

THE MODIFICATION TO THIS STRUCTURE HAS BEEN DESIGNED FOR THE FOLLOWING LOADS:  
ROOF DL = 15 psf, SS = 43.8 psf, SR = 6.3 psf

**WOOD FRAMING**

ALL WOOD FRAMING SHALL CONFORM TO BCBC 2018 PART 9 AS A MINIMUM. ALL SAWN LUMBER STUDS SHALL BE S.P.F. NO.2 GRADE U.N.O. ALL SAWN LUMBER JOISTS SHALL BE S.P.F. NO.2 OR BETTER U.N.O. ALL CONNECTING HARDWARE SHALL BE SIMPSON STRONG TIE AND ALL JOIST AND BEAM HANGERS SHALL BE CAPABLE OF ACHIEVING 100 PERCENT OF DESIGN CAPACITY. ALL WALL HEADERS TO BE 2-PLY 2x10 U.N.O. PROVIDE MIN. 1-PLY CHIPPLE AND ONE FULL STUD EA. END, TYPICAL.

**RENOVATION**

THE CONTRACTOR IS RESPONSIBLE FOR ANY TEMPORARY SHORING OR SCAFFOLDING REQUIRED FOR THE RENOVATION PROJECT.

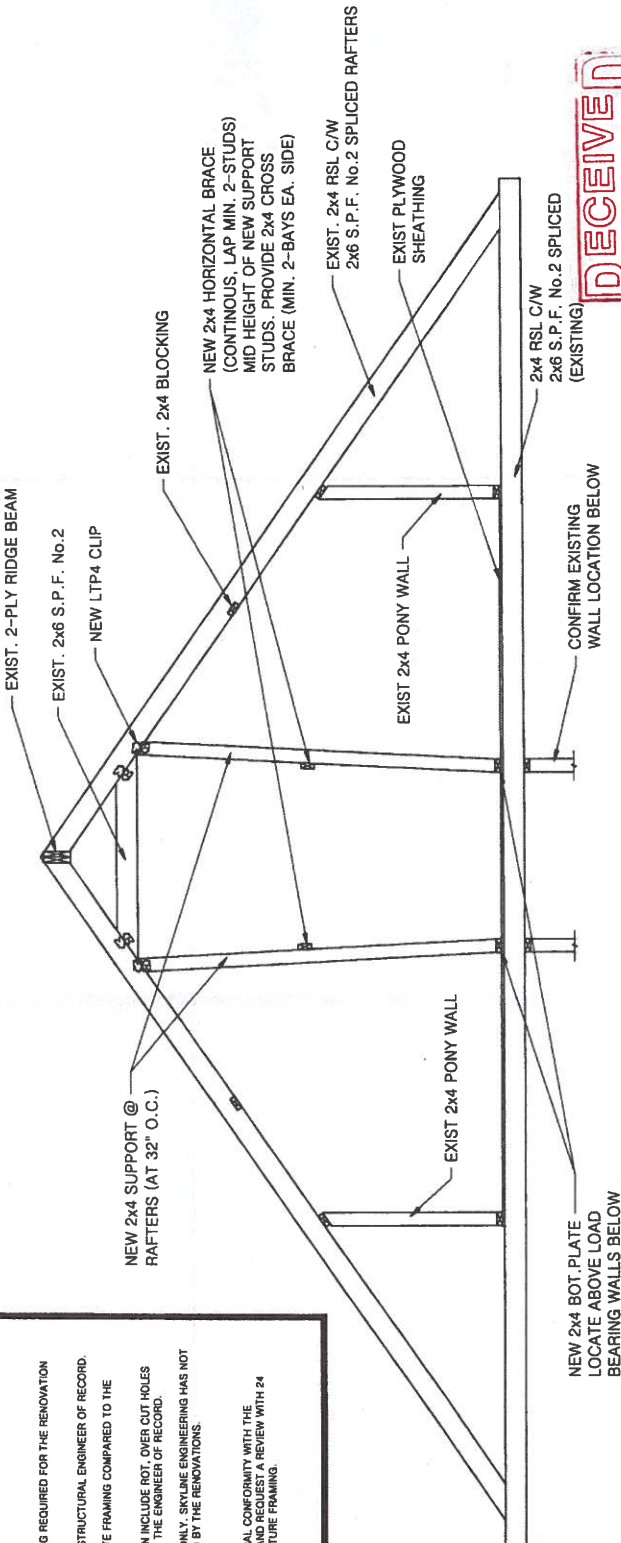
DO NOT REMOVE ANY LOAD BEARING ELEMENTS WITHOUT PRIOR CONSENT OF THE STRUCTURAL ENGINEER OF RECORD. INFORM THE ENGINEER OF RECORD OF ANY DISCREPANCIES FOUND WITH THE ONSITE FRAMING COMPARED TO THE EXISTING AND RENOVATION STRUCTURAL DRAWINGS IMMEDIATELY.

REPORT ANY AREAS OF CONCERN WHEN FRAMING IS EXPOSED. AREAS OF CONCERN INCLUDE ROT, OVER CUT HOLES THROUGH STUDS AND BEAMS, MISSING BLOCKING OR MISSING BUILT-UP POSTS TO THE ENGINEER OF RECORD.

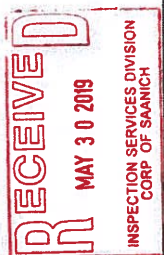
EXISTING FRAMING SHOWN ON THE STRUCTURAL DRAWINGS IS FOR INFORMATION ONLY. SKYLINE ENGINEERING HAS NOT REVIEWED EXISTING FRAMING FOR ADEQUACY EXCEPT, WHERE DIRECTLY AFFECTED BY THE RENOVATIONS.

**FIELD REVIEW**

SKYLINE ENGINEERING REQUIRES PERIODIC FIELD REVIEW OF THE WORK FOR GENERAL CONFORMITY WITH THE STRUCTURAL DRAWINGS. THE CONTRACTOR SHALL NOTIFY SKYLINE ENGINEERING AND REQUEST A REVIEW WITH 24 HOURS ADVANCE NOTICE PRIOR TO PLACING CONCRETE OR ENCLOSING THE STRUCTURE FRAMING.



**1 SECTION**  
SSK01  
SCALE = 3/8" = 1'-0"



<b>SKYLINE ENGINEERING</b>		380-4243 Glenford Avenue Victoria, BC V8Z 4B9	
PROJECT NAME:	423 BOLESKINE ROAD	DRAWING NO.:	SSK-01
SHEET TITLE:	ROOF FRAMING REPAIR	PROJECT NO.:	
DATE:		DRAWN:	
SCALE:		CHECKED:	