PARKWAY APARTMENTS

1050 PANDORA AVENUE, VICTORIA, BC

CONSERVATION PLAN

JULY 2019

DONALD LUXTON
AND ASSOCIATES INC

TABLE OF CONTENTS

Above: Wellburn's Market's Pandora Avenue and Cook Street façades, 1960, City of Victoria Archives M01462

1.0 INTRODUCTION

HISTORIC NAME: Parkway Apartments
CIVIC ADDRESS: 1050 Pandora Avenue, BC
ORIGINAL OWNER: David R. Ker
ARCHITECT: William Ridgway-Wilson
DATE OF CONSTRUCTION: 1911

Parkway Apartments, located at 1050 Pandora Avenue in Victoria's North Park neighbourhood, is a two-storey masonry building with commercial space on the ground floor and apartments on the second floor. The Edwardian-era building is characterised by its: glazed white brick exterior; full-height commercial storefronts on the ground floor separated by brick pilasters that extend to the parapet level; substantial storefront and roof level metal cornices; chamfered entry on the ground floor; and regular arrangement of second floor fenestration including single and double assembly hung wood windows and projecting oriole windows.

The building was constructed in 1911 for David R. Ker and is reflective of the nature of Edwardian-era development in the city. Constructed during the economic boom that preceded the First World War, Parkway Apartments represents the north and eastward push of Victoria's commercial core. The building's combination of residential and commercial spaces reflected the growing need for housing in the city as well as the commercial vitality of Pandora Avenue, a major thoroughfare in the city.

An overall redevelopment scheme for this property has been prepared by Michael Green Architecture. The nature of the redevelopment of the site involves integrating retained portions of the historic resource within the new construction.

The major proposed interventions of the overall project to the Parkway Apartments building include:

- Intent to retain up to 50% of the original two-storey L-shaped building including: the historic façades of Pandora Avenue, Cook Street, section of the north façade back to the external face of the new six storey volume, return of west façade; structure (columns, beams, joists) of the existing two-storey building from the retained façades to the new six storey volume; salvage, where possible, for reuse in public areas interior wood finishes of second floor.
- Preservation of character-defining elements of retained façades and completion of in-kind repairs, where required. Rehabilitation of storefront. Overall rehabilitation project with restoration of missing character-defining elements.
- Rehabilitation the site through the construction of a new structure behind the retained elements that extends north beyond the heritage resource's current footprint to the adjacent.

This Conservation Plan is based on Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada* (2010). It outlines the preservation, restoration, and rehabilitation that will occur as part of the proposed overall site redevelopment.

2.0 HISTORIC CONTEXT

Parkway Apartments at 1050 Pandora Avenue represents the Edwardian era history of the North Park neighbourhood of Victoria. The building is a tangible reminder of the booming economy of the early twentieth century, which saw the construction of some of Victoria's most prominent buildings. The block's original design consisted of a ground floor with multiple storefronts and upper floor broken into residential suits. The mixed-use design of Parkway Apartments is reflective of the period's increased need for commercial and residential spaces and illustrates the growing presence of locally-based amenities in residential neighbourhoods. The block's architecture and materiality evoke feelings of prosperity and potential reflective of the city's economic position prior to the First World War.

2.1 NORTH PARK NEIGHBOURHOOD HISTORY

North Park is one of Victoria's oldest residential neighbourhoods, and maintains its historical character of a diverse mixed-use community, bounded by Bay Street, Blanshard Street, Cook Street and Pandora Street. This is Victoria's second smallest neighbourhood, after Harris Green, at one square kilometre, or about eighteen blocks. It is primarily a residential community, grounded by businesses, recreational facilities, and religious landmarks.

The southern portion of the neighbourhood, including the area around Parkway Apartments, developed early and eventually became the business core of North Park. The lot subdivisions of the area were created as part of the Hudson's Bay Company's early town plans and were not initially intended to be used for residential development. However, the close proximity to downtown Victoria contributed to further subdivision and the early residential growth of North Park. The neighbourhood was fairly developed by the 1880s and the 1890 arrival of the electric streetcar line further accelerated growth.

Above: 1050 Pandora Avenue, note 'Groceries' sign to the left of Canadian Imperial Bank of Commerce signs, as well as the streetcar lines overhead, circa 1914, Royal BC Museum D-09079

Above: Harris Green with 1050 Pandora Avenue on the left mid-photo, circa 1925, City of Victoria Archives (CVA) M00854

The turn of the twentieth century brought additional waves of prosperity to Victoria, as part of an overall economic expansion through the Edwardian era. It was during this time the Parkway Apartments building was constructed on Pandora Avenue. Some of Victoria's oldest and most beloved apartment blocks, including the Parkway, were constructed in North Park during the early 1910s.

Owing to its location near the city core of Victoria, North Park was one of the first suburban neighbourhoods where wealthy Chinese businessmen and their families settled, after leaving Chinatown before the First World War. The neighbourhood continued to add density through the early twentieth century, as new houses were constructed, larger homes were converted into multiple dwelling units, and additional businesses moved to the area. Growth increased dramatically during the postwar era, as multi-family residential buildings were constructed throughout North Park. The neighbourhood continues to be a popular community within Victoria today.

2.2 HISTORY OF LONG-STANDING TENANT: WELLBURN'S MARKET

The Parkway Apartments building was constructed in 1911 as shops and an apartment complex for businessman David R. Ker, a resident of Rockland. One of the very first occupants was a dry goods merchant, George Alfred Richardson, who also resided in Rockland. The upper floor residential space was originally named Parkway Apartments. Eight tenants were listed there in 1917 and there were eleven in 1921.

Matthew Wellburn was a grocer for his entire working life; he helped in the family grocery store and attended church at St. John the Devine until just three months before his death. Wellburn was quoted as saying that he came to Vancouver Island for a visit in 1910 "and never got over it." In 1911, he returned to England to bring his wife Geraldine and five children to Victoria. Their first home was on Grant Street and the children attended the new Victoria High School. Matthew first worked for another grocer, but around 1912 he set up his own shop at the corner of Camosun Street and Pandora

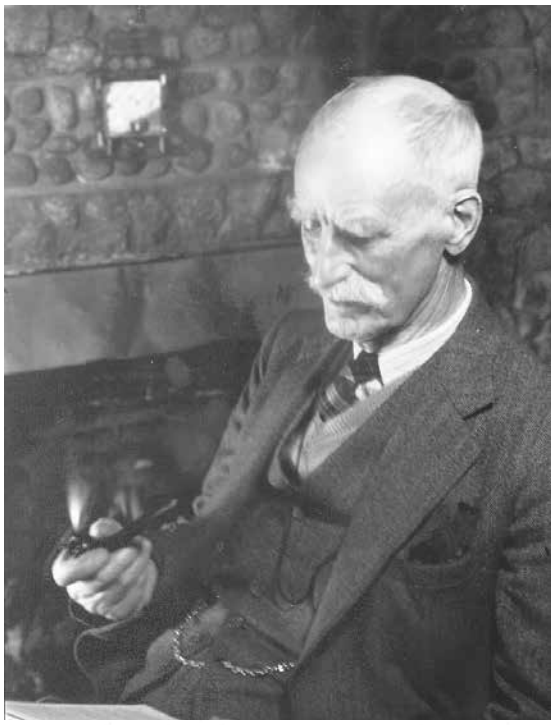
Above: Wellburn's Market before it had taken over nearly the entire ground floor, 1960, CVA M01462

Avenue (the building remains standing). Two years later, he moved the shop into the building at 1050 Pandora Avenue, where two previous grocers had failed. Originally named Wellburn's Cash Grocery Store, the shop grew steadily, taking over a bakery, a bank, a pharmacy and other businesses until it finally became a supermarket. It was managed by Matthew's son George by the end of the 1960s. Several of the Wellburn children were amongst Victoria's top swimmers in the 1920s, most notably son Tom, who established a new Canadian record racing against Johnny Weismuller at the newly opened Crystal Garden pool in 1925. Eldest Wellburn son Gerry went on to establish the BC Forest Museum north of Duncan in 1965. Matthew Wellburn passed away in 1969 at age 98. Wellburn's Market, as well as the upper storey rental apartments, continues to operate well into the second decade of the twenty-first century.

2.3 ORIGINAL ARCHITECT: WILLIAM RIDGWAY-WILSON

Colonel Ridgway-Wilson was a prolific and surprisingly versatile architect. He designed many impressive residences still standing today, and was also responsible for numerous commercial buildings and for several grand military and institutional landmarks. Wilson was born in Hong Gow, China on July 24, 1862, and his family moved to England soon after. He began serving articles in the office of Bromiton Cheers, a Liverpool architect, as early as age thirteen, and later moved to London to work as assistant in the offices of architects, Searles & Hayes, and also with the "legendarily fat" Sir Horace Jones (1819-1887), London City Architect. During his time in London he passed examinations at the South Kensington Science and Art school, which allowed him to lecture on building construction, and to pursue studies at the Royal Academy.

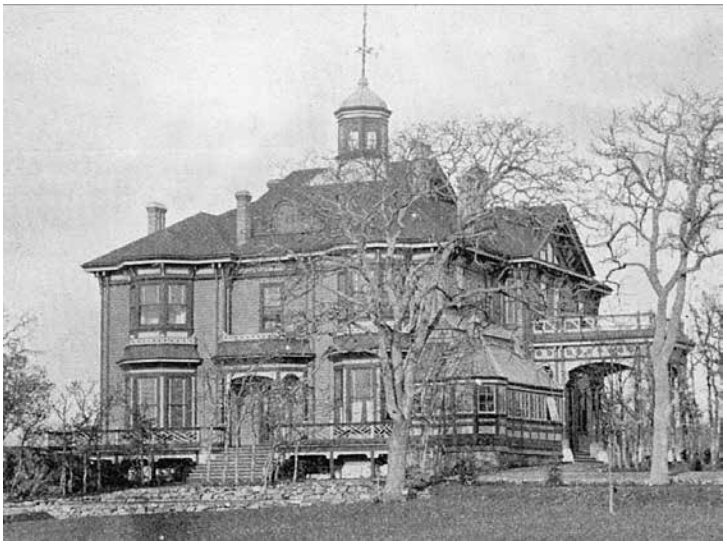
At the end of 1887, Wilson arrived in Victoria and set up his practice. In May 1888, he entered into a



W Ridgway Wilson

short-lived but productive partnership with the experienced and well-travelled frontier architect, Elmer H. Fisher, and they completed buildings in Victoria and Vancouver between 1888-89 before Fisher left for Seattle. In 1889, Wilson was hired by John Mahrer to design the Nanaimo Opera House, a three-storey, brick-faced Italianate structure that seated up to 600 persons. The same year he designed the Queen Anne-style residence for banker Alexander A. Green, named Gyppeswyk, the Saxon name for Green's birthplace, Ipswich. Gyppeswyk survives today as part of the Victoria Art Gallery. In 1890-91, Wilson had a short-lived partnership with T.C. Sorby, and they provided the designs for the Begbie Block in New Westminster, 1890-91, and a commercial block for the five daughters of Sir James Douglas, which became known as the Five Sisters Block.

In 1889, Wilson had married Flora Alexandra Jenns, daughter of Reverend Jenns of St. John the Divine Church. This was the old iron church that was replaced by the present Hudson's Bay Company (HBC) department store. When the church sold their property to the HBC, Wilson designed a new Gothic Revival St. John the Divine in 1912, of dark brick with contrasting light stonework. His funeral would be held in this church forty- five years later.
From 1892, Wilson operated as a sole practitioner, and his career took off with numerous grand houses, commercial blocks, and large institutional projects to his credit. His early institutional projects included Victoria's South Park School, 1894, inspired by the contemporary school architecture of London. The passage of the revised Public Schools Act in 1891 transferred control of educational funds to local school boards, and rapid population growth put a great deal of pressure the boards, to provide more classroom space. On May 11, 1893 the Victoria School Board announced a competition, open to Victoria architects, to design two graded elementary schools, in the North and South Wards. The rules specified brick construction, with stone foundations and slate roofs, with each school containing eight classrooms. A total of twelve entries were received, and the Board, unable to make a decision, asked Vancouver architect, R. Mackay Fripp, to act



Right: Gyppeswyk, now part of the Art Gallery of Greater Victoria

as judge. Fripp awarded the highest honours to Messrs. Soule & Day's entry, which was assigned to the North Ward site. The rest of the entries were considered "fairly level in merit," and S.M. Goddard was awarded a qualified second place, and Wilson placed third. The School Board, however, preferred Wilson's interior layout, and chose his design for the other school, which survives today as South Park School. Wilson also under- took the isolation hospital at Royal Jubilee, 1893, and alterations and additions to the Provincial Asylum in New Westminster in 1897-98. Victoria West School, 1907-08, and additions to Lampson Street School, Esquimalt, 1913, followed later in Wilson's career.

Commercial projects of interest included his Italianate designs for Chinese clients in Victoria's "Chinatown," such as the Loo Tai Cho Building, 1893. Wilson, in addition to being the architect for the B.C. Land & Investment Agency from 1894 on, designed many buildings like the two-storey Porter Block, 1897, and Mahon Block, 1907, in Victoria. The W. & J. Wilson Building, 1912, is a remarkable exercise in restrained Classicism, with two ornate pilasters serving as bookends to a wall of glass display windows, the entire structure capped by a simple cornice. Examples of his diverse residential work in Victoria include: Schuhuum, a large Tudor residence, built for Hewitt Bostock, 1894; the Charles Spratt Residence on the Gorge, 1894, later the home of Premier McBride who named it Glenelg; a two-storey brick house for Dr. Charles F. Newcombe on Dallas Road, 1907-08; a grand turreted house on Rockland Avenue for Dr. Jones, 1908; and Lotbinière, also for Charles Spratt, on Lotbinière Avenue, 1909. In 1899, Wilson built his own Arts and Crafts-influenced home on the Gorge, with distinctive jerkin-headed roofs and elaborate coursed shingle siding.

Wilson joined the militia in 1899, and two of his last major commissions were related to his military contacts. He provided plans for both the Victoria Drill Hall, now the Bay Street Armoury, Victoria, 1913-15, and the Colquitz Jail, on Wilkinson Road in Saanich, 1914. These two large structures maintain the Victorian aesthetic prevalent through Wilson's career, their crenellated tops and towers giving a picturesque Gothic interpretation to these institutions of discipline. Wilson achieved the rank of Colonel, and during the First World War was in charge of the internment of enemy aliens on the west coast. At first, the aliens were kept in the Saanich prison that Wilson himself designed, and later they were moved to an Internment Camp in Vernon, of which Wilson became the commander.

After the outbreak of war in 1914, Wilson went into partnership with Alexander Robert Hennell, an association that lasted until 1918. Hennell carried on the architectural business while Wilson went into the army full-time. By the 1920s Wilson was approaching retirement age and took on smaller projects, although he did not officially retire until 1940.

Ridgway and Flora had five children: Basil, Guy, Percy, Hebden, and Daisy. His grandchildren, who all called him "Pop," were expected to stand when he entered the room. They remember his military bearing and declare that he marched everywhere, never merely walked. He had a bad habit of jay-walking, as he believed it his right to step off the curb wherever and whenever it suited him. Asked to give away his granddaughter Barbara, at her wedding, he was willing but declared, "I have to get to a cricket match that day." She arranged a morning service and wedding breakfast to accommodate his plans, and afterwards the groom drove him to the match which he was attending not as a player, but merely as a devoted spectator.

Despite these stiff characteristics of an English-born military officer, the present writer remembers his friendly piercing eyes and his smart, straight bearing. In 1927, the Wilsons moved in with their son Basil; Flora died in 1939. Wilson continued to be seen daily climbing the stairs from the fifth floor of the Royal Trust (Union) Building to the roof- top quarters of the British Empire Club of which he was a member. He died on February 21, 1957 at the age of ninety- four, and was interred in the family plot in Colwood Burial Park.

3.0 STATEMENT OF SIGNIFICANCE

Address: 1050 Pandora Avenue, Victoria, British Columbia
Name: Parkway Apartments
Original Owner: David R. Ker
Original Architect: William Ridgway-Wilson
Construction Date: 1911

Description of the Historic Place
The Parkway Apartments building is a two-storey commercial building situated on the north side of Pandora Avenue in the North Park neighbourhood of Victoria. The historic building is distinguishable by its chamfered corner, prominent cornices, glazed brick, and alternating bays along the second storey.

Heritage Value of Historic Place
Parkway Apartments is significant for its association with the Edwardian-era development of Victoria and its long-standing grocery store tenancy on the ground floor. The building is valued additionally for its commercial architectural style, as designed by William Ridgway-Wilson.

Constructed during the upswing of the pre-First World War real estate boom, Parkway Apartments is valued as part of the surge of development that characterized Victoria's gateway economy during the Edwardian-era period. Built 1911, the building has been used continuously for commercial purposes on the ground floor, with residential space on the upper floor. Originally constructed for Rockland resident David R. Ker, this two-storey structure represents the north and eastward expansion of Victoria's commercial core. The variety of commercial uses attest to the adaptability of this structure and the commercial vitality of Pandora Avenue, one of the major thoroughfares to the eastern part of the City and the adjacent municipality of Oak Bay.

The building is additionally significant for its vernacular Edwardian era architecture as designed by William Ridgway-Wilson. Ridgway-Wilson designed many architecturally important projects that continue to define the character of Victoria, such as Gyppeswyk, now part of the Art Gallery of Greater Victoria (1889), St. John the Divine Anglican Church (1912), and the Victoria Drill Hall (now the Bay Street Armoury, 1913-15).

Character-Defining Elements
The key elements that define the heritage character of Parkway Apartments include, but are not limited to its:

- location on north side of Pandora Avenue at Cook Street in the North Park neighbourhood of Victoria;
- siting on the property lines, with no setbacks;
- mixed commercial and residential use;
- commercial form, scale and massing as expressed by its two-storey height, L-shaped plan, low-slope shed roof, full retail storefront on ground level of Pandora Avenue and Cook Street façades;
- masonry construction of red brick with grey mortar laid in common bond; face brick of white glazed brick laid in running bond with white mortar on the façades of Pandora Avenue and Cook Street; parging on the base of brick pilasters and at storefront transom level on the street façades; concrete lintels; internal red brick chimney;
- Edwardian-era architectural features including its: commercial and residential design with full-height storefront on the ground floor; brick pilasters extending from grade to parapet delineating storefront bays; decorative pressed metal cornices at the storefront and roof levels; regular arrangement of fenestration on the upper floor; flat parapet punctuated by raised portions which align with brick pilasters on Cook Street and Pandora Avenue façades; and
- original fenestration including: multi-light wood storefront transoms spanning each storefront bay of Pandora Avenue and Cook Street façades; single assembly hung wood frame and sash windows with parged brick sills on rear façade; single and double assembly hung wooden-sash windows, oriole windows with wood frame and sash hung windows on either side of a fixed multi-light wood frame and sash windows on the second storey of Pandora Avenue and Cook Street façades; half-moon leaded glass window with wood frame on Cook Street façade; three panel wood doors with wood transom windows on rear façade.

4.0 CONSERVATION GUIDELINES

4.1 STANDARDS AND GUIDELINES

Parkway Apartments is a registered property included on the City of Victoria's Register of Heritage Properties and is a significant historical resource in the City of Victoria and its North Park neighbourhood. Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada* (2010) is the source used to assess the appropriate level of conservation and intervention to heritage resources. Under the *Standards & Guidelines*, the work proposed for Parkway Apartments will include aspects of preservation, rehabilitation, and restoration.

> ***Preservation:*** *the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.*
>
> ***Restoration:*** *the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.*
>
> ***Rehabilitation:*** *the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or additions, while protecting its heritage value.*

Interventions to Parkway Apartments should be carried out based upon thee Standards outlined in the *Standards & Guidelines*, which are conservation principles of best practice. The following ***General Standards*** should be followed when carrying out any work to an historic property.

STANDARDS

Standards relating to all Conservation Projects

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place, which over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing the materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable upon close inspection. Document any intervention for future reference.

Additional Standards relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and

where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

4.2 CONSERVATION REFERENCES

The following conservation resources should be referred to when considering any interventions to the Parkway Apartments building:

Standards and Guidelines for the Conservation of Historic Places in Canada, Parks Canada, 2010.
http://www.historicplaces.ca/en/pages/standards-normes/document.aspx

National Park Service, Technical Preservation Services. Preservation Briefs:

Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm

Preservation Brief 3: Improving Energy Efficiency in Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm

Preservation Brief 4: Roofing for Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm

Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm

Preservation Brief 9: The Repair of Historic Wooden Windows.
http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork.
http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm

Preservation Brief 11: Rehabilitating Historic Storefronts.
http://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm

Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns.
http://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm

Preservation Brief 16: The Use of Substitute Materials on Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm

Preservation Brief 17: Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.
http://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm

Preservation Brief 32: Making Historic Properties Accessible.
http://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm

Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass.
http://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm

Preservation Brief 35: Understanding Old Buildings: The Process of Architectural Investigation.
http://www.nps.gov/tps/how-to-preserve/briefs/35-architectural-investigation.htm

Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing.
http://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm

Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/39-control-unwanted-moisture.htm

Preservation Brief 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront.
http://www.nps.gov/tps/how-to-preserve/briefs/41-seismic-retrofit.htm

Preservation Brief 44: The Use of Awnings on Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/44-awnings.htm

Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.
http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm

4.3 GENERAL CONSERVATION STRATEGY

The primary intent is to preserve components of the existing structure while undertaking a rehabilitation that will upgrade its structure and services to increase its functionality for use. As part of the scope of work, intact character-defining elements will be preserved, damage or missing elements will be repaired in-kind using existing examples, historic precedents, and archival documents as guides in their rehabilitation. An overall redevelopment scheme for the site has been prepared by Michael Green Architecture, and includes the heritage resource situated at 1050 Pandora Avenue as well as the parking lot to the north of the building.

The major proposed interventions of the overall project include the:

- Intent to retain up to 50% of the original two-storey L-shaped building including: the historic façades of Pandora Avenue, Cook Street, section of the north façade back to the external face of the new six storey volume, return of west façade; structure (columns, beams, joists) of the existing two-storey building from the retained façades to the new six storey volume; salvage, where possible, for reuse in public areas interior wood finishes of second floor.
- Preservation of character-defining elements of retained façades and completion of in-kind repairs, where required. Rehabilitation of storefront. Overall rehabilitation project with restoration of missing character-defining elements.
- Rehabilitation the site through the construction of a new structure behind the retained elements that extends north beyond the heritage resource's current footprint to the adjacent.

Due to the proposed addition to the historic building, all new visible construction will be considered a modern addition to the historic structure. *Standards & Guidelines* list recommendations for new additions to historic places. The proposed design scheme should follow these principles:

- Design a rehabilitation of the exterior of the existing buildings that will be sympathetic to heritage character-defining elements.
- Design additions in a manner that draws a clear distinction between what is historic and what is new.
- Design for the new work should be contemporary, but should be compatible in terms of mass, materials, relationship of solids to voids, and colour, yet be distinguishable from the historic place.
- The new additions should be physically and visually compatible with, subordinate to and distinguishable from the preserved historic façades.

Additions or new construction should be visually compatible with, yet distinguishable from, the historic place. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast, thus complementing the historic place in a manner that respects its heritage value.

4.4 SUSTAINABILITY STRATEGY

Heritage conservation and sustainable development can go hand in hand in hand with the mutual effort of all stakeholders. In a practical context, the conservation and re-use of historic and existing structures contributes to environmental sustainability by reducing solid waste disposal, saving embodied energy, and conserving historic materials that are often less consumptive of energy than many new replacement materials.

In 2016, the Federal Provincial Territorial Ministers of Culture & Heritage in Canada (FPTMCHC) published a document entitled, *Building Resilience: Practical Guidelines for the Retrofit and Rehabilitation of Buildings in Canada* that is "intended to establish a common pan-Canadian 'how-to' approach for practitioners, professionals, building owners, and operators alike."

The following is an excerpt from the introduction of the document:

> *[**Building Resilience**] is intended to serve as a "sustainable building toolkit" that will enhance understanding of the environmental benefits of heritage conservation and of the strong interrelationship between natural and built heritage conservation. Intended as a useful set of best practices, the guidelines in **Building Resilience** can be applied to existing and traditionally constructed buildings as well as formally recognized heritage places.*
>
> *These guidelines are primarily aimed at assisting designers, owners, and builders in providing existing buildings with increased levels of sustainability while protecting character-defining elements and, thus, their heritage value. The guidelines are also intended for a broader audience of architects, building developers, owners, custodians and managers, contractors, crafts and trades people, energy advisers and sustainability specialists, engineers, heritage professionals, and officials responsible for built heritage and the existing built environment at all jurisdictional levels.*
>
> ***Building Resilience** is not meant to provide case-specific advice. It is intended to provide guidance with some measure of flexibility, acknowledging the difficulty of evaluating the impact of every scenario and the realities of projects where buildings may contain inherently sustainable elements but limited or no heritage value. All interventions must be evaluated based on their unique context, on a case-by-case basis, by experts*

equipped with the necessary knowledge and experience to ensure a balanced consideration of heritage value and sustainable rehabilitation measures.

***Building Resilience** can be read as a stand-alone document, but it may also further illustrate and build on the sustainability considerations in the Standards and Guidelines for the Conservation of Historic Places in Canada.*

4.5 ALTERNATE COMPLIANCE

Parkway Apartments is a registered heritage building listed on the City of Victoria's Register of Heritage Properties. Parkway Apartments is eligible for designation and therefore may be eligible for heritage variances that will enable a higher degree of heritage conservation and retention of original material, including considerations available under the following municipal legislation.

4.5.1 BRITISH COLUMBIA BUILDING CODE

Building Code upgrading ensures life safety and long-term protection for historic resources. It is important to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements do not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of equivalencies have been developed and adopted in the British Columbia Building Code that enable more sensitive and appropriate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements. Table A-1.1.1.1., found in Appendix A of the Code, outlines the "Alternative Compliance Methods for Heritage Buildings."

Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to the equivalencies offered under the current Code, the City can also accept the report of a Building Code Engineer as to acceptable levels of code performance.

4.5.2 ENERGY EFFICIENCY ACT

The provincial Energy Efficiency Act (Energy Efficiency Standards Regulation) was amended in 2009 to exempt buildings protected through heritage designation or listed on a community heritage register from compliance with the regulations. Energy Efficiency standards therefore do not apply to windows, glazing products, door slabs or products installed in heritage buildings. This means that exemptions can be allowed to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

These provisions do not preclude that heritage buildings must be made more energy efficient, but they do allow a more sensitive approach of alternate compliance to individual situations and a higher degree of retained integrity. Increased energy performance can be provided through non-intrusive methods of alternate compliance, such as improved insulation and mechanical systems. Please refer to the *Standards & Guidelines for the Conservation of Historic Places in Canada* for further detail about "Energy Efficiency Considerations."

4.6 SITE PROTECTION & STABILIZATION (FOR SHORT PERIOD OF TIME)

It is the responsibility of the owner to ensure the heritage resource is protected from damage at all times. At any time that the building is left vacant, it should be secured against unauthorized access or damage through the use of appropriate fencing and security measures.

Additional measures to be taken include:

- Are smoke and fire detectors in working order?
- Are wall openings boarded up and exterior doors securely fastened once the building is

vacant?
- Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, poisons, and paints and canned goods that could freeze and burst?

The retained elements of the building should be protected from movement and other damage at all times during demolition, excavation and construction work. Install monitoring devices to document and assess cracks and possible settlement of the masonry façade.

Parkway Apartments is currently occupied by multiple commercial businesses on the ground floor. The upper floor consists of multiple apartments, which at the time of the site visit appear to all be occupied by tenants. If during the course of the project the building is vacated by its tenants, the structure should be made safe and closed up to protect it from the weather, unauthorized access, and vandalism.

The following checklist will ensure that work items for the protection during the temporary mothballing of the historic structure are not inadvertently omitted and the listed heritage resource secured:

Moisture
- ☐ Is the roof watertight?
- ☐ Is exterior cladding in good condition to keep water out?
- ☐ Is the site of the temporary location properly graded for water run-off?

Ventilation
- ☐ Have steps been taken to ensure proper ventilation of the building?
- ☐ Have interior doors been left open for ventilation purposes?
- ☐ Has the secured building been checked within the last 3 months for interior dampness or excessive humidity?

Pests
- ☐ Have nests/pests been removed from the building's interior and eaves?
- ☐ Are adequate screens in place to guard against pests?
- ☐ Has the building been inspected and treated for termites, carpenter ants, rodents, *etc*.?

Security
- ☐ Are smoke and fire detectors in working order?
- ☐ Are wall openings boarded up and exterior doors securely fastened?
- ☐ Are plans in place to monitor the building on a regular basis?
- ☐ Are the keys to the building in a secure but accessible location?
- ☐ Are the grounds being kept from becoming overgrown?
- ☐ Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, poisons, and paints and canned goods that could freeze and burst?
- ☐ Is the site securely fenced and regularly patrolled?
- ☐ Is the building signed identifying it as a protected heritage building with a phone number for citizens to call with questions or concerns or report vandals?

The aforementioned items will assist in protecting the listed heritage resource that is currently unoccupied during the planning process until actual site work commences.

5.0 CONSERVATION RECOMMENDATIONS

Above: Parkway Apartments (within blue box) and adjacent streets in Victoria.

Above: For reference clarification "street" façades are those noted in blue arrows and "non-street" façades are those in white arrow.

A condition review of the Parkway Apartments was carried out during a site visit in July 2018. The condition assessment was limited to a visual review of the condition of the exterior of the building. The interior of the building was not assessed and no intrusive or destructive testing was carried out as part of the condition assessment. The recommendations for the conservation of the historic resource are based on the site review and available archival documents that provide valuable information about the original design and construction of the historic building. Further investigation may be required to determined the structural integrity of the original materials, in addition to retrieval of samples (*e.g.* additional paint samples from inaccessible areas) from the exterior of the building for further review.

The following describes the materials, their condition and recommended conservation strategy for Parkway Apartments based on Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada*.

5.1 SITE

The historic Parkway Apartments is situated in its original location at the northwest corner of the intersection of Pandora Avenue and Cook Street in Victoria's North Park neighbourhood. The building sits on a large lot, built to the property line with the primary (street) façades orientated to Pandora Avenue and Cook Street. To the north of the extant heritage resource is a large lot currently being used for parking. A small park, Franklin Green, is located northwest of the building and a residential development meets the west façade of Parkway Apartments. The rear of the building possesses later one-storey additions.

The intended redevelopment plan for the site is for the façades of Pandora Avenue and Cook Street, the north façade to the external face of the proposed new six-storey volume, portion of the west façade, as well as portion of the existing structure to be retained. The redevelopment of the site encompasses the construction of new volume behind and connected to the retained elements. The new construction will also encompass the lot to the north of the extant building currently being used for parking.

Conservation Strategy: Preservation and Rehabilitation

- Preserve the original setting of the building. All rehabilitation work should occur within the property lines.
- Retain the main frontages of Pandora Avenue and Cook Street. Preserve as well as the north façade, portion of west façade, and portion of the two-storey structure. New construction to be constructed in a manner that is "physically and visually compatible with, subordinate to, and distinguishable from the historic place" as recommended in **Standard 11**.

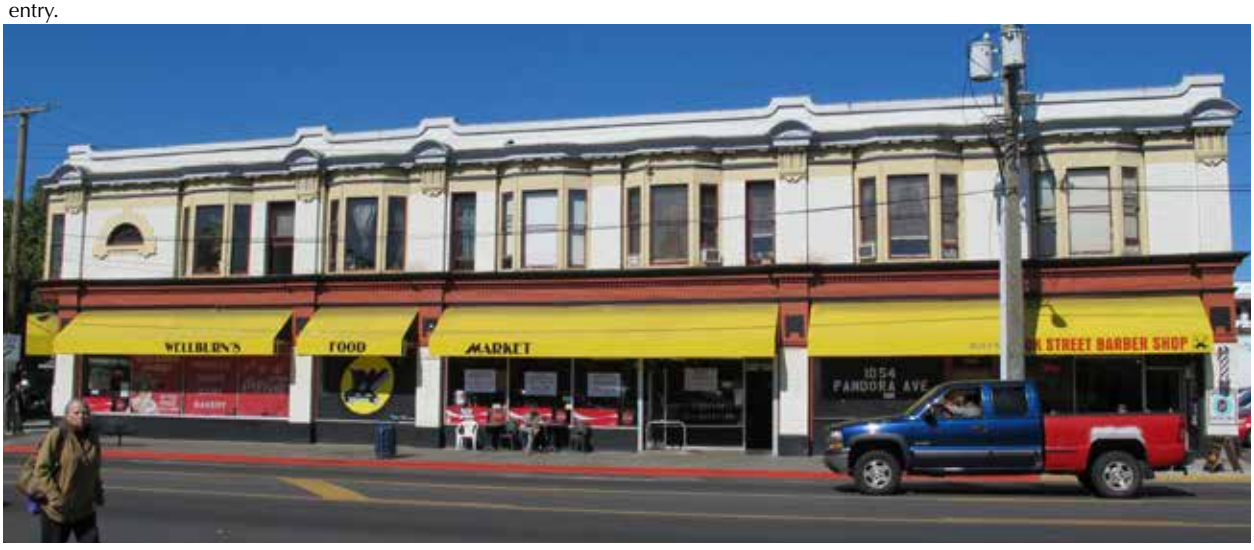
Top: Insurance Plan of Victoria, British Columbia 1903, revised 1909, showing northwest corner of Pandora Avenue and Cook Street.

Bottom: Insurance Plan of Victoria, British Columbia Volume 1, 1911 revised 1913 showing northwest corner of Pandora Avenue and Cook Street with Parkway Apartments constructed.

5.2 FORM, SCALE, & MASSING

Parkway Apartments is a two-storey masonry building reflective of the commercial/residential buildings constructed during Victoria's pre-First World War boom period. The two-storey portion of the building possesses a L-shaped plan with its "street" façades fronting Pandora Avenue and Cook Street. Single storey additions are present on the rear (north) façade of the building. The building's form, scale, and massing of: L-shaped plan; two-storey height; with parapet are character-defining elements which should be preserved. Parkway Apartments' original form, scale, and massing are largely intact; however, there have been alterations made to the rear of the building through multiple one-storey additions.

The current understanding of the redevelopment of the site is for the façades of Pandora Avenue and Cook Street, portion of west façade, and the north façade to the external face of the proposed new six



Above and Below: Street façades of Pandora Avenue (above) and Cook Street (below). The building is characterised by its two-storey height, masonry construction, storefront bays, second floor fenestration patterning, storefront and rooftop cornices, parapet, chamfered entry.

Above: "Non-street" (north) façade of Parkway Apartments showing later added additions to the rear of the building and parking lot located adjacent and to the north of the building.

Above: "Non-street" west façade and adjacent residential development.

storey volume, as well as portion of the existing two-storey structure are to be preserved. Any new construction above the original two-storey height of the building should be sensitive to the historic scale and massing of the building as well as sympathetic to its materiality. This may included such approaches as stepping back the new construction from the historic façades, utilizing materials that are sympathetic to but do not detract from the historic appearance of the retained elements.

Conservation Strategy: Preservation and Rehabilitation

- The form and scale of the Pandora Avenue Cook Street, portion of west façade, and the north façade to the external face of the proposed new six storey volume will be retained. Portion of the existing two-storey structure parallel to Cook Street extending back to the external face new six-storey volume shall also be retained.
- All modern additions should be sensitive to the scale and massing of the retained façades of the building, and should read as contemporary additions.

5.3 FOUNDATIONS

The building's foundation was not accessed for review. Based on the current understanding of the redevelopment of the site and the retention of the street façades, portion of the west and north façades, as well as portion of the structure back to the external face of the new volume, it is assumed as part of this work, the existing foundation will be preserved to achieve this level of retention. Careful attention should be taken during stabilization, demolition, repair, and new construction to ensure the exterior masonry walls above grade and retained structure are not damaged during any phase of the project. Care should also be taken to ensure that the decorative elements of the "street" façades such as the cornices and fenestration are not damaged during the course of the project.

Conservation Strategy: Preservation and Rehabilitation

- Existing foundations should be preserved, if possible.
- Foundations should be reviewed by a Structural Engineer. Once condition is assessed, conservation recommendations can be finalized.
- To ensure the prolonged preservation of the all foundations, all landscaping should be separated from the foundations at grade by a course of gravel or decorative stones, which help prevent splash back and assist drainage. New vegetation may assist in concealing the newly exposed foundations, if desired.

5.4 EXTERIOR MASONRY WALLS

5.4.1 "STREET" FAÇADES - PANDORA AVENUE (SOUTH) AND COOK STREET (EAST)

Parkway Apartments features façades load-bearing brick walls. The façades of Pandora Avenue and Cook Street are faced with a wythe of glazed white brick with white mortar laid in running bond. This brick is present on the pilasters separating the storefront bays, the second floor, and the parapet. Materials and finishes of higher value were often placed on street façades to project a sense of status and prosperity. When the building was completed, the white brick contrasted the finish of the fenestration, storefronts, and cornices, as shown in historic photographs. The glazed brick contributes significantly to the character of Parkway Apartments and is to be preserved.

Visual inspection of the brick from the ground was conducted. Overall, the glazed brick of the Pandora Avenue and Cook Street façades is in good condition. Deterioration that is present appears in the form of chips to the glazing (typically at the arises of bricks and outside corners of the building), mortar loss, localized areas of staining of mortar, organic deposits in some areas, and over painting on to the brick. Redundant fixtures and anchors are also present on both "street" façades which should be removed and any resulting holes repaired.
Alterations to the "street" façades include the

Above: Typical brick damage of chips and paint on brick face from painting adjacent wood elements, present on both "street" façades.

Left: Exterior of "street" façades with brick laid in running bond with white mortar. Brick present on pilasters separating storefront bays, second floor walls, and parapet. Overall in good condition with local areas of deterioration.

Below Left and Right: Existing brick of "street" façades showing mortar joints

Above: Later installed scupper above roof cornice on Cook Street façade. Weather proofing material applied onto the face of the parapet.

addition of a thru-wall scupper installed above the rooftop cornice on the Cook Street façade. The waterproofing of the scupper has been spread onto the adjacent glazed brick. Consideration should be given to ensure the roof drains in a manner that permits the deletion of this later added scupper. Additional alterations include: the base of the glazed brick pilasters being parged; increase height and parging of the original glazed brick storefront bulkhead; removal of the pairs of cylindrical 'chimney-like' elements algin with the pilasters at the parapet level.

Conservation Strategy: Preservation

- Overall, preserve the brick of retained façades and replace in-kind brickwork that is too deteriorated to retain.
- Undertake complete condition survey of all brick surfaces.
- Retain sound exterior masonry and deteriorated exterior masonry that can be repaired.
- All masonry cleaning, repair, and repointing specifications to be reviewed by Heritage Consultant.
- All redundant metal inserts/anchors should be removed and, where possible, services mounted on the exterior walls removed or reconfigured.
- Any holes in the brick should be filled, if possible, or replace damaged brick with new to match existing.
- Overall cleaning of the brick façades should be carried out. Do not use any abrasive methods that may damage the fireskin surfaces. Use a soft natural bristle brush and mild water rinse. Only approved chemical restoration cleaners may be used. Sandblasting or any other abrasive cleaning method of any kind is not permitted.
- Determine whether or not it is feasible to remove paint present on glazed brick and on retained portions of north and west façades without damaging underlying material. Undertake testing of paint removal in an inconspicuous area using only approved restoration products. If paint removal is determined to be feasible, prepare removal specification. If not, leave paint *in situ* and ensure brick is adequately protected during any future painting of adjacent assemblies.
- Repoint brickwork by raking out loose mortar material to a uniform depth. Take care that the arises of the brick are not damaged. Work should only be undertaken by skilled masons. Do not use power tools to cut or grind joints. Repoint mortar joints with new mortar that matches existing in consistency, composition, strength, colour and pointing profile; note the finely tooled profile of the original mortar joints.

5.4.2 "NON-STREET" (NORTH AND WEST) FAÇADES

The "non-street" façades consist of red brick with cream coloured mortar laid in common bond. Overall, the brick is in fair condition with localized areas of deterioration. Portions of the brick walls have been painted. The paint prevents the examination and assessment of the underlying brick. Paint can also trap moisture behind the surface in the brick causing it to deteriorate. The paint may also contain lead and necessary precautions must be taken in dealing with such hazardous materials.

The brick on the "non-street" façades also possesses localized areas of significant staining and organic deposits. These areas of deterioration are especially

Above: Painted brick of the north façade. Paint is a later intervention and limits assessment of underlying brick. Surface damage to some brick and mortar loss present in areas at base of wall at approximate height of car mufflers and bumpers.

Above: Typical example of mortar loss and unpatched past penetrations in brick wall on "non-street" façade.

Above: Mortar loss, distortion of brick, and staining on rear of building likely caused by overflowing gutters and undersized downspout.

Above: Typical deterioration of masonry on rear of building including staining, cracked bricks, mortar loss, efflourescence and past unsympathetic repairs.

evident on the brick below second floor window sills and below the roof's gutter. The latter is likely the result of leaking or poorly maintained gutters that have permitted moisture to saturate the brick at the gutter. Mortar loss, past unsympathetic repointing, cracked bricks, eroded bricks, stepped cracks, roofing tar spills, and holes from past penetrations are evident at multiple locations on the "non-public" façades of the building.

The anticipated redevelopment scheme for the site includes the retention of the two street façades. A portion of the north and west façades will also be retained as well as portion of the structure back to the new volume. The remainder of the building demolished. There is the opportunity to salvage the materials from the demolished portions of the building to divert them from the landfill.

Conservation Strategy: Preservation and Rehabilitation

- Document portions of building to be demolished prior to work commencing, including areas covered by later additions.
- For those portions of the "non-street" façades' masonry walls being demolished, brick could be considered for salvage.
- Refer to 5.4.1 Conservation Strategy for portions of brick walls on "non-street" façades being retained.

5.5 ARCHITECTURAL METALWORK

Parkway Apartments features a number of architectural metalwork details on its Pandora Avenue and Cook Street façades. These include elements such as the projecting storefront cornice with dentils, prominent roof level cornice with groupings of square modillions, and oriole window surround on the second floor.

Overall the storefront cornice is in fair condition with the visual inspection from ground level identifying areas of deterioration of varying degrees. The storefront cornice appears to be well anchored to the building with no gaps from the face of the building noted. The nature of the anchoring and its adequacy was not determined, and requires further investigation. A number of dentils of the storefront

Above: Profile of storefront and roof level cornices that are present on Pandora Avenue and Cook Street façades.

cornice are damaged on both the Pandora Avenue and Cook Street sides of the building. The roof level cornice, located above the second floor windows of the Pandora Avenue and Cook Street façades, is more substantial and ornate in design than the storefront cornice. Metalwork components of the oriole windows on the second floor include metalwork detailing as part of the window surround as well as the top of the brick pilasters. This metalwork is in fair condition with localize damage and paint failure.

The exterior surface of both cornices is uneven indicative of multiple layers of paint. There are localized areas of paint failure present on the cornices. The drip edge of the cap flashing is bent and lifted in areas, which provides a means for moisture and pests to access the space behind the cornice. There is also localized corrosion, some extensive in areas, on the underside of the cornice, dentils, and modillions. The top surface of the cornices was not viewed; therefore, it is unknown the condition of the top of the cornices nor the extent and/or condition of any flashings. Further investigation is necessary to determine the structural integrity of the metalwork, anchoring, and condition and detail of flashings to determine extent of repairs, or if larger replacement is necessary.

The placement, design, and materials of the architectural metalwork of the Pandora Avenue and Cook Street façades are original and character-defining, and should be preserved. Any deteriorated components are to be repaired in-kind with localized repairs. Component too deteriorated to be retained are to be replaced. Work is to be carried out in a manner that maintains the original dimensions, design, materials, and finish.

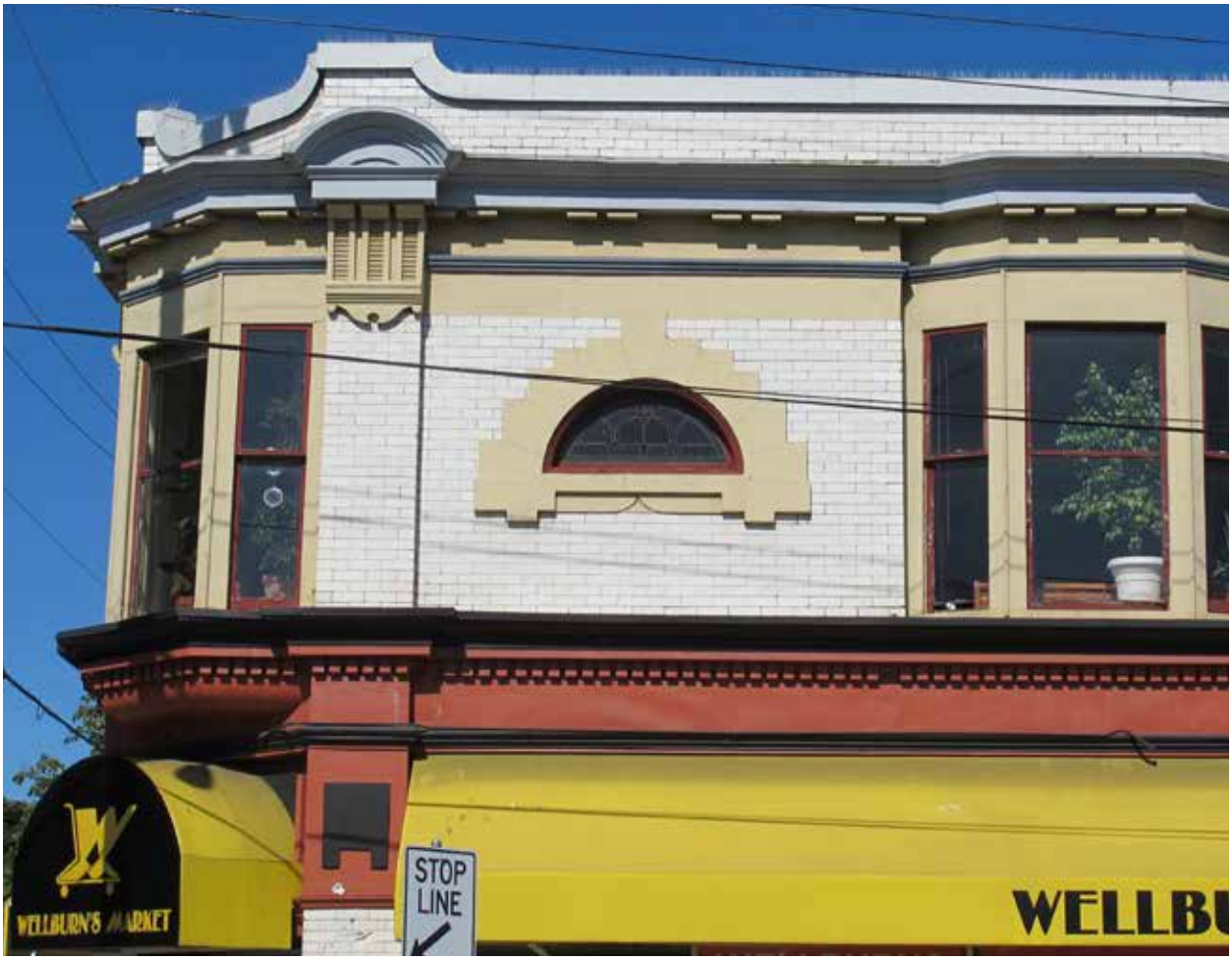
Conservation Strategy: Preservation and Rehabilitation

- Evaluate the overall condition of both cornices and window surrounds to determine whether more than protection, maintenance and limited repair or replacement in-kind is required.
- The current attachment/anchoring of all metalwork should be inspected and evaluated

to determine condition and adequacy of existing anchors and if additional anchors are required.

- If required, repair and stabilize deteriorated architectural metal elements by structural reinforcement or correction of unsafe conditions. Repairs should be physically and visually compatible.
- Remove corrosion that may be discovered upon closer inspection, patch and repair, caulk joints as required.

Right: Heavily corroded under side of roof level cornice and corrosion of modillions. Typical paint failure also shown.



Above: Architectural metalwork of the storefront cornice, brick piers, oriole windows, roof level cornice and parapet cap.

Above: Metal work of oriole windows, roof level cornice, top of brick pilasters, and parapet cap flashing. Paint failure evident and corrosion of drip edge on cap of cornice evident. Gap between parapet cap flashing and wall face noted. Bird spikes on parapet later addition.

- If in depth evaluation of the cornices determines they are too deteriorated to repair, remove and replace those deteriorated elements, or the section of cornice with new that matches the historic in original dimensions, design, materials, and finish.
- The visual appearance of the cornices should not be altered through its repair and should match the historic appearance.
- The sheet metal work will be cleaned and prepared for repainting. Apply appropriate primer for galvanized surfaces. Paint in historically appropriate colour, based on colour schedule prepared by Heritage Consultant.

5.5.1 PARAPET CAP FLASHING

The parapet cap flashing on the "street" façades of Pandora Avenue and Cook Street mirror the unique design of the brick parapet. The parapet is flat with the exception of raised sections of approximately 3 courses of white glazed brick, that align with the brick pilasters. The parapet is capped with a metal cap flashing. Based on historical photos available, the extent of the current cap flashing reflects what was there when the building was completed. The cap flashing when viewed from the ground appears to be in good condition; however, some of the seams have lifted. Alterations to the cap flashing have occurred in the form of bird spikes being installed and the removal of paired chimney flues that were once position at the raised portions of the parapet. These may have been removed when the bird spikes were installed.

Conservation Strategy: Rehabilitation and Restoration

- Evaluate the overall condition of the parapet cap flashing to determine whether more than

Above and Below: Pairs of cylindrical 'chimney' elements that were once present on top of each raised section of the parapet along the Pandora Avenue and Cook Street façades. These were removed post-1960, perhaps at the time the cap flashing was replaced and/or bird spikes installed.

protection, maintenance and limited repair or replacement in kind is required.
- Remove corrosion that may be discovered upon close inspection, patch and repair, caulk joints as required and apply appropriate primer for galvanized surface.
- Repair or replace deteriorated flashing, as required. Repairs should be physically and visually compatible.
- Restoration of missing chimney elements that were associated with the pairs of conical element on raised portions of parapet.
- If new flashings are installed, ensure that the colour is compatible with the overall colour scheme of the historic resource.
- Consider alternative pest (bird) deterrent option that is less visible on the "public" façades.

5.6 FENESTRATION

Windows, doors and storefronts are among the most conspicuous feature of any building. In addition to their function — providing light, views, fresh air and access to the building — their arrangement and design is fundamental to the building's appearance and heritage value. Each element of fenestration is, in itself, a complex assembly whose function and operation must be considered as part of its conservation.
– Standards and Guidelines for the Conservation of Historic Places in Canada.

5.6.1 WINDOWS AND TRIM

5.6.1.1 Pandora Avenue (south) and Cook Street (east) Façades

Parkway Apartments' original window assemblies on the "street" façades are largely intact with their configuration and some original materials maintained from the time of the building's construction. The fenestration of the ground floor is addressed in 5.6.2 and 5.6.3. Presently, the second floor windows of the Pandora Avenue and

Above Left: Typical second floor wood sash and frame hung window. Typical example of condition of wooden elements and finish of windows on upper floor.

Above Right: Oriole window with wood sash and frame hung windows on either side of a fixed wood sash and frame window. Metal window surround present on all oriole windows. Shown condition of wood and metal typical of all oriole windows.

Left: Half-moon wood frame and sash window with leaded glass panel and decorative window surround. Leaded glass panel with rough rolled coloured glass in good condition no missing or broken glass noted. Painted finish on wood elements deteriorate. Cracks in window surround noted.

Cook Street façades are characterised by single and double assembly 1-over-1 hung wooden-sash windows, oriole bay windows with 1-over-1 wooden-sash windows on either side of a fixed multi-light wood window, and a single half-moon fixed wooden-sash window with leaded glass on the Cook Street façade. The hung windows are in fair to poor condition. The upper and lower sashes exhibit weathering, putty loss, and significant paint failure. Some of the sashes have been replaced as well as the operation of some windows (hung to fixed) has been changed. The frames also exhibit significant paint loss and localized weathering and deterioration particularly to the lower extent of the side jambs and sill. Single pane glazing is present on the second floor windows on the "public" façades some of which appear to be original.

The half-moon leaded glass window located on the second floor of the Cook Street façade is original and in good condition. The leaded glass panel includes smooth and rough rolled glass in a floral motif. The frame and sash of the window is weathered and possess paint failure. The window surround mirrors the shape of the window opening and exaggerates the appearance of the window. The surround has been painted, and from street level appears to be in fair condition. There are cracks present in three of the pieces of the surround; however, the extent or nature of these cracks could not be assessed from the street level.

5.6.1.2 "Non-Street" (rear) Façades

The windows on the "non-street" façades retain the majority of their original configuration, sills, lintels, frames, sashes, and brick moulds. These windows are single assembly 1-over-1 wood hung windows. The sills are parged brick and lintels are concrete, with some lintels spanning more than one window opening. Later additions to the rear of the building obscure the original window assemblies of portions of the first floor.

Based on a visual inspection from the ground the lower sections of the stiles, bottom rail of the lower

Above: 1-over-1 hung wood sash and frame windows on rear of building. Most windows appear to still have an operable lower-sash, unknown if upper-sash can be lowered. Concrete lintels span one to two window openings. Deterioration evident on sills lower jambs, bottom rail. Localized areas of paint failure present. Staining on and around brick sills.

Above: Parge brick sill of rear façade window showing deteriorated parging.

Below: Window on ground floor of rear façade with missing glass and loose upper sash.

sashes, and sills show signs of deterioration. This deterioration is most evident on the second floor windows. Some glazing has been replaced. Those first floor windows that are visible posses either broken or missing glass with wood installed in its absence. The painted finish of all windows has deteriorated.

The concrete lintels are original and in fair condition. The lintels, while possessing surface staining, do not show any significant cracks or failures. The parged sills have localized deterioration in the form of stains, cracks, chips and/or missing pieces of parging. The sills have been painted and the paint is failing on some of the sills.

Based on the proposed redevelopment of the site, the street façades, portion of the west and north façades, as well as portion of the structure parallel back to the external face of the new volume with the remainder of the building being demolished. Intact original window assemblies of the retained façades are to be preserved, if possible and repaired in-kind as required. The intact fenestration on those façades that are to be demolished could be salvaged for reuse.

Conservation Strategy: Preservation and Rehabilitation

- Inspect for condition and complete detailed inventory to determine extent of intact original assemblies and the extent of repair or replacement of windows on retained façades that is required.
- Keep intact original existing windows on retained façades; repair as required; install replacement matching sashes where sashes are missing, previously replaced, and/or beyond repair.
- Preserve and repair intact original assemblies as required, using in-kind repair techniques, where feasible.
- Overhaul, tighten/reinforce joints. Repair frame, trim and counterbalances.
- Preserve and repair leaded glass window. Assess condition of cames and repair in-kind if cames have weakened. Retain coloured glass. If glass is broken, replace with glass matching

colour and finish of original glass.
- Each window should be made weather tight by re-puttying and weather-stripping as necessary.
- Replace broken and damaged glass. Where broken glass exists in historic wood-sash windows, the exterior putty should be carefully chipped off with a chisel and the glazier's points should be removed. The wood where the new glass will be rested on should be scraped and cleaned well, and prepared to receive new putty. New glass should be cut slightly smaller than the opening to allow for expansion and irregularities in the opening, to ensure the glazing does not crack due to natural forces. Window repairs should be undertaken by a contractor skilled in heritage window restoration.
- Prime and repaint as required in appropriate colour, based on colour schedule devised by Heritage Consultant.

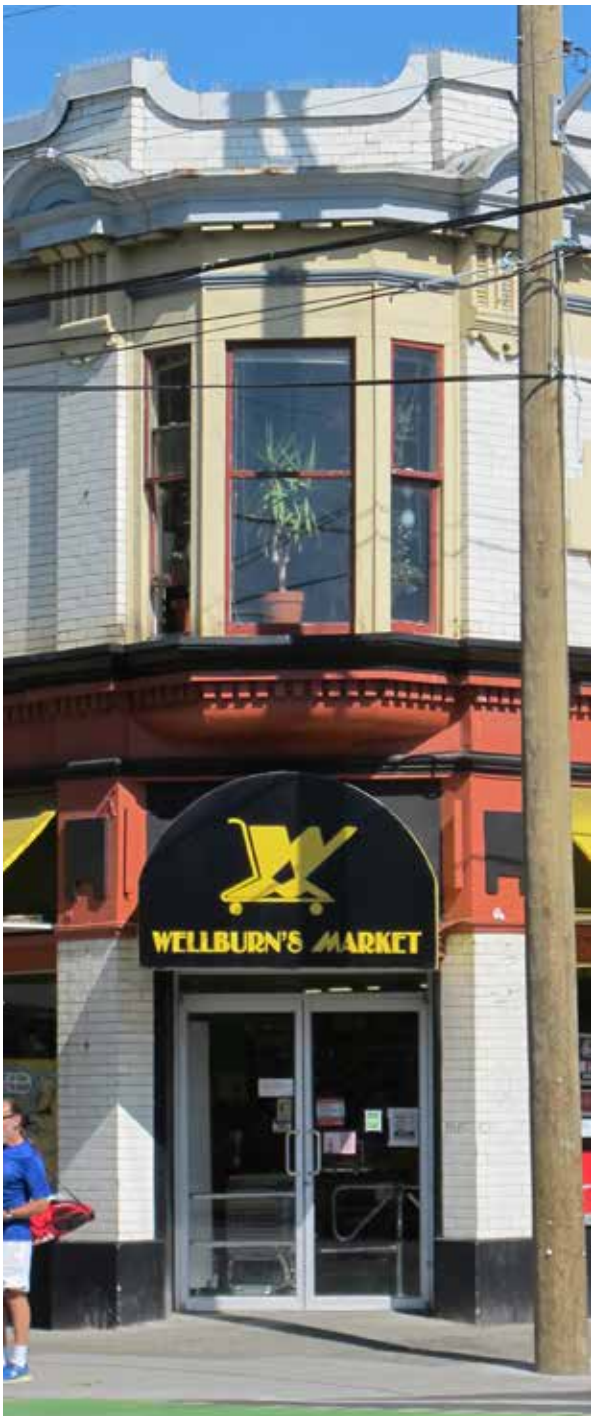
5.6.2 DOORS AND TRIM

Parkway Apartments retains a number of its original exterior door openings, as well as possible original exterior wood doors. On the south (Pandora Avenue) façade the door opening providing access to the second floor is in its original location. The original door configuration of a single man-door with transom is maintained; however, the existing aluminum door and transom are replacements. A wood door in a commercial unit on Cook Street matches what is shown on the original architectural drawings, however, its original recessed placement has been changed. All other doors on the ground floor of the Pandora Avenue and Cook Street façades have been replaced with modern assemblies.

The rear façade of the building retains original wood doors; one door on the first floor and another door on the second floor of the west wall of the rear façade. The second floor door retains its original three-panel solid wood door with wood frame and single-light wooden-sash transom. Additionally, the ground floor door retains what appears to be original hardware. Both doors appear to be in fair condition. Deterioration that is present is predominantly

Above: Original door opening on Pandora Avenue façade providing access to second floor. Floor in entry retains penny-tiles mosaic. Door assembly has been replaced with modern materials.

Below: Wood door, frame, and transom on rear façade ground floor intact. Transom glass removed and/or boarded over. Brass hardware of door intact. Lower extent of door and sill shows signs of deterioration.



Above: Chamfered entry on ground floor with double doors and transom (hidden by awning). Historic assembly has been replaced with aluminum assembly, including transom.

located at the bottom rail of the doors and lower portions of side jambs. The glass in the ground floor door's transom has been replaced; however, the second floor transom glass is intact. Later added additions to the rear of the building hide any other intact original door assemblies that may be present.

Based on the redevelopment of the site the two street façades are to be retained, as well as portions of the west and north façades. The existing structure will also be retained extending back to the new six-storey volume. The site will be rehabilitated with a new volume constructed behind and connected to the retained elements. Intact door openings and any original doors of Pandora Avenue and Cook Street should be retained and the door assemblies restored to match original doors. Past unsympathetic door assemblies that have been installed on the retained façades should be restored with wood door assemblies to match the original doors of Parkway Apartments. Reference historic photographs and original architectural drawings (Appendix B) to match design and materials of new wood doors.

Conservation Strategy: Preservation, Rehabilitation, and Restoration

- Retain intact original door openings of retained in their original locations, if possible and if compatible with rehabilitation of the interior. Preserve and repair original door assemblies (frame, trim, door, transom, *etc.*), where present on retained façades if possible.
- Rehabilitate original entryways to the ground floor of the building.
- New door assemblies should be restored to match originals door assemblies as evident in original architectural drawings.
- Prime and repaint, as required, in appropriate colour, based on colour schedule devised by Heritage Consultant.

5.6.3 STOREFRONTS

When first built, the ground floor of the Pandora Avenue and Cook Street façades possessed multiple commercial storefronts. Based on historic images and archival drawings, the original storefront design consisted of a low bulkhead of white glazed brick with nearly full-height storefront windows, recessed entries, and multi-light wooden transom with reed glass that extended the width of each storefront bay. Each storefront bay, separated by brick pilasters, possessed either one or two commercial units. The exception was the narrow structural bay on the Cook Street façade which originally was a glazed brick wall with a single door with transom and oval window with decorative surround; which was all removed post-1960.

Post-1960, the storefronts began to evolve through the amalgamation of nearly all individual commercial

Above: Ground floor storefronts of Cook Street with original storefront design and assemblies altered and/or removed.

Previous Page Top: Pandora Avenue façade circa 1914, showing original design and assemblies of storefronts.

Previous Page Bottom: Current Pandora Avenue façade with altered storefronts with later added awnings.

units, this is reflected through the removal of individual store entries and the installation of new storefront assemblies. The alterations also included increasing the height of the bulkhead with the original brick face being parged over or removed completely. Further changes included boarding over and/or altering or removing some of the original multi-light wood transoms. These changes limit the determination of extent of intact transoms; however, the western most transom on the Pandora Avenue façade is intact behind later installed boarding. Two storefronts on Cook Street, the northern most storefront bay, allude to the original design of the storefront; however, they too have been altered, but not to the same degree as the others.

The location and configuration of the chamfered corner entry remains intact; however, the transom and double doors have been replaced with aluminum assemblies. New awnings have also been added on both street façades. Further investigation is required to determine the extent of original materials that remain obscured by later interventions.

Above: Brick chimney with concrete cap. With proposed demolition of building, chimney brick could be salvaged for reuse.

The original design of the ground floor of Pandora Avenue and Cook Street façades of multi-unit storefronts with full-height storefront windows, wide multi-light transoms, and recessed entries is indicative of commercial building of the Edwardian period. Those intact storefront assemblies on both "street" façades are to be retained and repaired in-kind. Past unsympathetic changes to the storefronts and its assemblies should be corrected. The storefronts should be rehabilitated to wood assemblies, and their design reflect the original aesthetic and historic precedent of the building. Available archival images and original architectural drawings to be used as reference.

Conservation Strategy: Preservation and Rehabilitation

- Preserve intact original storefront elements such as wood transoms with reed glass glazing, multiple storefront bays on street façades separated by brick pilasters, chamfered corner entry. Repair in-kind those elements too deteriorated to retain.
- Rehabilitate storefront. Rehabilitation to include bulkhead below glazing, storefront glazing, doors, and transoms. Reference the original design as noted in archival images. Restoration of entries and doors to match originals. The design of the storefronts should reflect original in design and materials.
- Prime and repaint, as required, in appropriate colour, based on colour schedule devised by Heritage Consultant.

5.7 ROOF & CHIMNEY

The existing roof was not accessed. It is presumed that the roof is a low-pitch sloped roof. Gutter and downspouts are present on the building. The downspouts are undersized for the size of the roof. A thru-wall scupper has been installed above the metal cornice on the Cook Street façade. A tall square red brick internal chimney with concrete cap is present and in good condition. The chimney does not appear to be leaning or significantly deteriorated. There is evidence of past repairs and repointing.

The proposed redevelopment of the site includes the retention of the two street façades, as well as a portion of the north façade and portion of the structure that is parallel to Cook Street with the latter two retained back to the external face of the new volume. The structure and roof the retained two-storey portion of the building will be rehabilitated. The brick chimney will be removed. The brick from the chimney could be salvaged for reuse, thus diverting materials from the landfill.

Conservation Strategy: Rehabilitation

- The roof will be rehabilitated to permit the construction of a new six-storey volume.
- The roof parapet is to be preserved and repaired in-kind, as required. All new construction should occur behind the retained parapet and set back from it to preserve the façades original scale and ensure new construction aligns with **Standard 11**.
- The chimney will be demolished as part of the redevelopment of the site. The brick could be salvaged, thus diverting it from the landfill.

5.8 SIGNAGE

Commercial signs are an integral feature of historic commercial buildings. Different types of signs were fabricated in traditional materials with painted or three-dimensional letters, including fascia signs, projecting signs and painted window signs. Signs often reflect the ethnic history of a neighborhood and its character, as well as the social and business activities carried within it, and it is important to preserve or commemorate these markers of the building's social and economic history.

When considering new signs on a heritage building, the design should be in accordance with the Parks Canada *Standards & Guidelines for the Conservation of Historic Places in Canada*, which states that "new signage should be compatible with the building in terms of size, scale, material, style and colour. In addition, new signs should not obscure, damage or destroy character-defining elements of the building."

Conservation Strategy:

- New signs can be inspired by historical signs on the building, signs from an earlier era or contemporary materials that are sympathetic to the building.
- Sign fixings or hangers should be carefully attached to the building in the least intrusive manner possible. On masonry walls, consider attaching into mortar rather than brick or stone.
- Signs were historically illuminated with front lighting.
- Future tenant and building signage will need to conform to current City of Victoria sign bylaws.

5.9 PRELIMINARY EXTERIOR COLOUR SCHEDULE

Part of the conservation process is to finish the building in historically appropriate paint colours. A restoration colour scheme will be developed in conjunction with the project architect.

Historic precedents and archival images illustrate the areas where paint was applied when the building was first constructed. A preliminary colour scheme has been established based on samples and collected from some of the intact exterior elements. Not all intact painted elements could be safely accessed for the collection of samples. Additional testing will be required to fully develop the building's original paint palette. Those paint samples collected were assessed by microscopic analysis to reveal the original colour scheme of the structure.

Paint draw downs are to be provided and sample application of the identified paint palette on the building to be viewed in natural light should be carried out prior to final paint application.

Conservation Strategy: Restoration

- Restore the historic finish, hue, and placement of applied colour. Complete all repairs, replacements and remove all dirt before preparing, priming and painting. All surfaces to be painted are to be dry prior to painting. Scrape and sand painted surfaces only as needed to reach a sound base. Do not strip all previous paint except to repair base-material decay.
- Any substitutions or matching of custom colours shall be reviewed by the Heritage Consultant.

Location	Code	Finish	
Storefront Display Window	Gloss Black VC-35	Gloss	
Second floor window sashes, rear windows, door trim	Gloss Black	Gloss	
Sheet Metal in window bays	Vancouver Green VC-20	Matte	
Dentil Courses and Cornices	Dunbar Buff VC-5	Matte	
Pilaster - if painted	Dunbar Buff VC-5	Matte	
Pilaster - if unpainted, match to	Haddington Grey VC-15	N/A	

Note - Paint referenced is Benjamin Moore Historical Vancouver True Colours

5.10 INTERIOR

> *"Interior features can include elements such as interior walls, floors and ceilings, mouldings, staircases, fireplace mantels, faucets, sinks, built-in cabinets, light fixtures, hardware, radiators, mail chutes, telephone booths and elevators. Because their heritage value resides not only in their physical characteristics, but also in their location in the historic building, it is important to protect them from removal. This is particularly true of doors, banisters, church pews, fireplace mantels, sinks and light fixtures, which are often replaced instead of being upgraded. Reuse in their original location not only protects their heritage value, but is also a more sustainable approach to conserving these artefacts." Standards & Guidelines for the Conservation of Historic Places in Canada*

Building Code upgrading is one of the most important aspects of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. However, the interior features of an historic property are often heavily damaged in the process. The British Columbia Building Code offers equivalencies and exemptions to heritage buildings, which enable a higher degree of heritage conservation and retention of original material. The following guidelines pertaining to Health, Safety and Security Considerations from the *Standards & Guidelines* should be followed when faced with the conservation of interior character-defining elements:

- Upgrade interior features to meet health, safety and security requirements, in a manner that preserves the existing feature and minimizes impact on its heritage value.
- Work with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.
- Explore all options for modifications to existing interior features to meet functional requirements prior to considering removal or replacement.
- Remove or encapsulate hazardous materials, such as friable asbestos insulation, using the least-invasive abatement methods possible, and only after thorough testing has been conducted.
- Install sensitively designed fire-suppression systems that retain character-defining elements and respect heritage value.

5.10.1 GENERAL

The ground floor interior of Parkway Apartments has been significantly altered from its original design as its use and tenants have evolved over time. These alterations have not only impacted the layout and number of units, but also the original finishes. The upper floor, which contains multiple residential suites, was accessed to assess the extent of intact original elements. In comparison with the ground floor, the upper floor possesses a higher degree of integrity of intact original elements. No intrusive testing or demolition was undertaken as part of the interior evaluation.

When the block was first completed, the ground floor possessed 11 commercial units. As the needs of the commercial tenants changed, commercial units which were once separated were combined. When Matthew Wellburn moved his grocery into the building at 1050 Pandora Avenue in 1914, he took over where two previous grocers had failed. Originally named Wellburn's Cash Grocery Store, the shop grew steadily, taking over a bakery, a bank, a pharmacy and other businesses until it finally became a supermarket. Through this expansion, a significant portion of the original floor plan of the ground floor and its materials were altered. These alterations, also resulted in extensive modifications to the storefronts of Pandora Avenue and Cook Street.

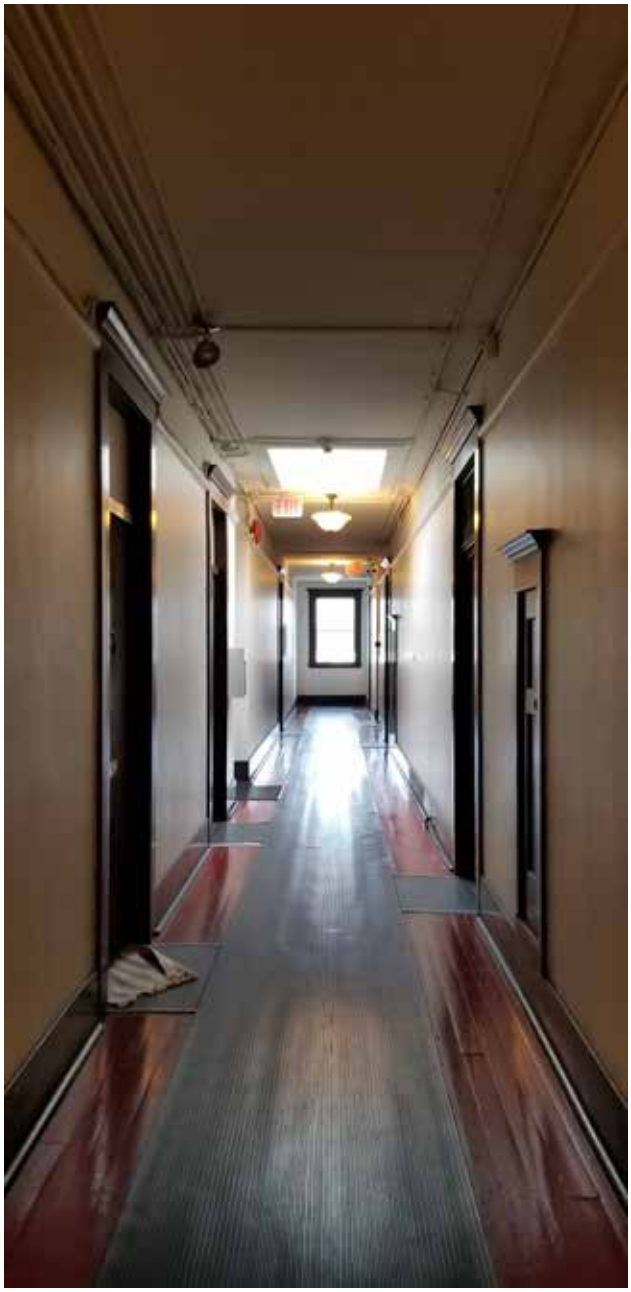
The upper floor's roughly L-shaped central hallway with suites on both sides is intact. The hallway retains its wood floors, picture rail and baseboard trim, paneled wood doors with single light transom and casings with crown moulding. The interior of the suite accessed was intact and characterised

by wood trim and casings, wood floors, wood wainscotting with narrow wood picture shelf, wood fireplace mantel with tile and cast iron insert, and exposed wood beams on the ceiling.

The proposed redevelopment of the site includes the retention of a portion of the north façade and the façades of Pandora Avenue and Cook Street as well as the structure of the building behind these facades to the new six storey volume. As part of the overall rehabilitation of the site, it is recommended retention of intact original interior wood finishes of second floor, where possible. Further investigation is required to confirm the extent and exact finishes to be retained.

Conservation Strategy: Investigation, Documentation, Salvage, Rehabilitation

- Investigate finishes to determine what can to be salvaged. Document and inventory materials to be retained and salvaged.
- Securely store salvaged materials in environment which will not facilitate their damage or deterioration.
- Consider the reuse of salvaged materials on site in public areas such as hallways or lobbies, where possible.



Above: Second floor hallway with intact wood floors, wood doors with transoms, wood trim including casings, baseboards, and picture rail. Rubber runner has been installed.

Left: Three panel wood door with single light operable wood transom and wood casings and crown moulding at suite entry.

Above Left: Suite interior showing intact wood finishes including floor, trim work, wainscotting, and exposed beams.

Above Right: Intact wood fireplace mantle with tile and cast iron insert.

6.0 MAINTENANCE PLAN

6.1 MAINTENANCE GUIDELINES

A maintenance schedule should be formulated that adheres to the *Standards & Guidelines for the Conservation of Historic Places in Canada*. As defined by the *Standards & Guidelines*, maintenance is defined as:

> *Routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.*

The assumption that newly renovated buildings become immune to deterioration and require less maintenance is a falsehood. Rather, newly renovated buildings require heightened vigilance to spot errors in construction where previous problems had not occurred, and where deterioration may gain a foothold.

Routine maintenance keeps water out of the building, which is the single most damaging element to a heritage building. Maintenance also prevents damage by sun, wind, snow, frost and all weather; prevents damage by insects and vermin; and aids in protecting all parts of the building against deterioration. The effort and expense expended on an aggressive maintenance will not only lead to a higher degree of preservation, but also over time potentially save large amount of money otherwise required for later repairs.

6.2 PERMITTING

Repair activities, such as simple in-kind repair of materials, or repainting in the same colour, should be exempt from requiring city permits. Other more intensive activities will require the issuance of a Heritage Alteration Permit.

6.3 ROUTINE, CYCLICAL AND NON-DESTRUCTIVE CLEANING

Following the *Standards & Guidelines for the Conservation of Historic Places in Canada*, be mindful of the principle that recommends "using the gentlest means possible". Any cleaning procedures should be undertaken on a routine basis and should be undertaken with non-destructive methods. Cleaning should be limited to the exterior material such as concrete and stucco wall surfaces and wood elements such as storefront frames. All of these elements are usually easily cleaned, simply with a soft, natural bristle brush, without water, to remove dirt and other material. If a more intensive cleaning is required, this can be accomplished with warm water, mild detergent and a soft bristle brush. High-pressure washing, sandblasting or other abrasive cleaning should not be undertaken under any circumstances.

6.4 REPAIRS AND REPLACEMENT OF DETERIORATED MATERIALS

Interventions such as repairs and replacements must conform to the *Standards & Guidelines for the Conservation of Historic Places in Canada*. The building's character-defining elements – characteristics of the building that contribute to its heritage value (and identified in the Statement of Significance) such as materials, form, configuration, etc. - must be conserved, referencing the following principles to guide interventions:

- An approach of minimal intervention must be adopted - where intervention is carried out it will be by the least intrusive and most gentle means possible.
- Repair rather than replace character-defining elements.
- Repair character-defining elements using recognized conservation methods.
- Replace 'in kind' extensively deteriorated or missing parts of character-defining elements.
- Make interventions physically and visually compatible with the historic place.

6.5 INSPECTIONS

Inspections are a key element in the maintenance plan, and should be carried out by a qualified person or firm, preferably with experience in the assessment of heritage buildings. These inspections should be conducted on a regular and timely schedule. The inspection should address all aspects of the building including exterior, interior and site conditions. It makes good sense to inspect a building in wet weather, as well as in dry, in order to see how water runs off – or through – a building. From this inspection, an inspection report should be compiled that will include notes, sketches and observations. It is helpful for the inspector to have copies of the building's elevation drawings on which to mark areas of concern such as cracks, staining and rot. These observations can then be included in the report. The report need not be overly complicated or formal, but must be thorough, clear and concise. Issues of concern, taken from the report should then be entered in a log book so that corrective action can be documented and tracked. Major issues of concern should be extracted from the report by the property manager.

An appropriate schedule for regular, periodic inspections would be twice a year, preferably during spring and fall. The spring inspection should be more rigorous since in spring moisture-related deterioration is most visible, and because needed work, such as painting, can be completed during the good weather in summer. The fall inspection should focus on seasonal issues such as weather-sealants, mechanical (heating) systems and drainage issues. Comprehensive inspections should occur at five-year periods, comparing records from previous inspections and the original work, particularly in monitoring structural movement and durability of utilities. Inspections should also occur after major storms.

6.6 INFORMATION FILE

The building should have its own information file where an inspection report can be filed. This file should also contain the log book that itemizes problems and corrective action. Additionally, this file should contain building plans, building permits, heritage reports, photographs and other relevant documentation so that a complete understanding of the building and its evolution is readily available, which will aid in determining appropriate interventions when needed.

The file should also contain a list outlining the finishes and materials used, and information detailing where they are available (store, supplier). The building owner should keep on hand a stock of spare materials for minor repairs.

6.6.1 LOG BOOK

The maintenance log book is an important maintenance tool that should be kept to record all maintenance activities, recurring problems and building observations and will assist in the overall maintenance planning of the building. Routine maintenance work should be noted in the maintenance log to keep track of past and plan future activities. All items noted on the maintenance log should indicate the date, problem, type of repair, location and all other observations and information pertaining to each specific maintenance activity.

Each log should include the full list of recommended maintenance and inspection areas noted in this Maintenance Plan, to ensure a record of all activities is maintained. A full record of these activities will help in planning future repairs and provide valuable building information for all parties involved in the overall maintenance and operation of the building, and will provide essential information for long term programming and determining of future budgets. It will also serve as a reminded to amend the maintenance and inspection activities should new issues be discovered or previous recommendations prove inaccurate.

The log book will also indicate unexpectedly repeated repairs, which may help in solving more serious problems that may arise in the historic building. The log book is a living document that will

require constant adding to, and should be kept in the information file along with other documentation noted in section ***6.6 Information File***.

6.7 EXTERIOR MAINTENANCE

Water, in all its forms and sources (rain, snow, frost, rising ground water, leaking pipes, back-splash, etc.) is the single most damaging element to historic buildings.

The most common place for water to enter a building is through the roof. Keeping roofs repaired or renewed is the most cost-effective maintenance option. Evidence of a small interior leak should be viewed as a warning for a much larger and worrisome water damage problem elsewhere and should be fixed immediately.

6.7.1 INSPECTION CHECKLIST

The following high-level checklist considers a wide range of potential problems specific to Parkway Apartments, such as water/moisture penetration, material deterioration and structural deterioration. This does not include interior inspections.

EXTERIOR INSPECTION

Site Inspection:
- ☐ Is the lot well drained? Is there pooling of water?
- ☐ Does water drain away from foundation?

Foundation
- ☐ Does foundation need repair?
- ☐ Paint peeling? Cracking?
- ☐ Moisture: Is rising damp present?
- ☐ Is there back splashing from ground to structure?
- ☐ Is any moisture problem general or local?
- ☐ Is spalling from freezing present? (Flakes or powder?)
- ☐ Is efflorescence present?
- ☐ Is spalling from sub-fluorescence present?
- ☐ Is damp proof course present?
- ☐ Are there shrinkage cracks in the foundation?
- ☐ Are there movement cracks in the foundation?
- ☐ Is crack monitoring required?
- ☐ Is uneven foundation settlement evident?

Masonry
- ☐ Are moisture problems present? (Rising damp, rain penetration, condensation, water run-off from roof, sills, or ledges?)
- ☐ Is spalling from freezing present? Location?
- ☐ Is efflorescence present? Location?
- ☐ Is spalling from sub-florescence present? Location?
- ☐ Need for pointing repair? Condition of existing pointing and re-pointing?
- ☐ Is bedding mortar sound?
- ☐ Are weep holes present and open?
- ☐ Are there cracks due to shrinking and expansion?
- ☐ Are there cracks due to structural movement?
- ☐ Are there unexplained cracks?
- ☐ Do cracks require continued monitoring?
- ☐ Are there signs of steel or iron corrosion?
- ☐ Are there stains present? Rust, copper, organic, paints, oils / tars? Cause?
- ☐ Does the surface need cleaning?

Wood Elements
- ☐ Are there moisture problems present? (Rising damp, rain penetration, condensation moisture from plants, water run-off from roof, sills, or ledges?)
- ☐ Is wood in direct contact with the ground?
- ☐ Is there insect attack present? Where and probable source?
- ☐ Is there fungal attack present? Where and probable source?
- ☐ Are there any other forms of biological attack? (Moss, birds, etc.) Where and probable source?
- ☐ Is any wood surface damaged from UV radiation? (bleached surface, loose surface fibres)
- ☐ Is any wood warped, cupped or twisted?
- ☐ Is any wood split? Are there loose knots?
- ☐ Are nails pulling loose or rusted?
- ☐ Is there any staining of wood elements? Source?

Condition of Exterior Painted Materials
- ☐ Paint shows: blistering, sagging or wrinkling, alligatoring, peeling. Cause?
- ☐ Paint has the following stains: rust, bleeding knots, mildew, etc. Cause?
- ☐ Paint cleanliness, especially at air vents?

Windows
- ☐ Is there glass cracked or missing?
- ☐ Are the seals of double glazed units effective?
- ☐ If the glazing is puttied has it gone brittle and cracked? Fallen out? Painted to shed water?
- ☐ If the glass is secured by beading, are the beads in good condition?
- ☐ Is there condensation or water damage to the paint?
- ☐ Are the sashes easy to operate? If hinged, do they swing freely?
- ☐ Is the frame free from distortion?
- ☐ Do sills show weathering or deterioration?
- ☐ Are drip mouldings/flashing above the windows properly shedding water?
- ☐ Is the caulking between the frame and the cladding in good condition?

Doors
- ☐ Do the doors create a good seal when closed?
- ☐ Are the hinges sprung? In need of lubrication?
- ☐ Do locks and latches work freely?
- ☐ If glazed, is the glass in good condition? Does the putty need repair?
- ☐ Are door frames wicking up water? Where? Why?
- ☐ Are door frames caulked at the cladding? Is the caulking in good condition?
- ☐ What is the condition of the sill?

Gutters and Downspouts
- ☐ Are downspouts leaking? Clogged? Are there holes or corrosion? (Water against structure)
- ☐ Are downspouts complete without any missing sections? Are they properly connected?
- ☐ Is the water being effectively carried away from the downspout by a drainage system?
- ☐ Do downspouts drain completely away?

Roof
- ☐ Are there water blockage points?
- ☐ Is the leading edge of the roof wet?
- ☐ Is there evidence of biological attack? (Fungus, moss, birds, insects)
- ☐ Are shingles and/or roofing material wind damaged or severely weathered? Are they cupped or split or lifting?
- ☐ Are the nails sound? Are there loose or missing shingles?
- ☐ Are flashings well seated?
- ☐ Are metal joints and seams sound?
- ☐ If there is a lightening protection system are the cables properly connected and grounded?
- ☐ Does the soffit show any signs of water damage? Insect or bird infestation?
- ☐ Is there rubbish buildup on the roof?
- ☐ Are there blisters or slits in the membrane?
- ☐ Are the drain pipes plugged or standing proud?
- ☐ Is water ponding present?

INTERIOR INSPECTION

Basement
- ☐ Are there signs of moisture damage to the walls? Is masonry cracked, discoloured, spalling?
- ☐ Is wood cracked, peeling rotting? Does it appear wet when surroundings are dry?
- ☐ Are there signs of past flooding, or leaks from the floor above? Is the floor damp?
- ☐ Are walls even or buckling or cracked? Is the floor cracked or heaved?
- ☐ Are there signs of insect or rodent infestation?

Concealed spaces
- ☐ Is light visible through walls, to the outsider or to another space?
- ☐ Are the ventilators for windowless spaces clear and functional?
- ☐ Do pipes or exhausts that pass through concealed spaces leak?
- ☐ Are wooden elements soft, damp, cracked? Is metal material rusted, paint peeling or off altogether?
- ☐ Infestations - are there signs of birds, bats, insects, rodents, past or present?

6.7.2 MAINTENANCE PROGRAMME

INSPECTION CYCLE:

Daily
- Observations noted during cleaning (cracks; damp, dripping pipes; malfunctioning hardware; etc.) to be noted in log book or building file.

Semi-annually
- Semi-annual inspection and report with special focus on seasonal issues.
- Thorough cleaning of drainage system to cope with winter rains and summer storms
- Check condition of weather sealants (Fall).
- Clean the exterior using a soft bristle broom/ brush.

Annually (Spring)
- Inspect concrete for cracks, deterioration.
- Inspect metal elements, especially in areas that may trap water.
- Inspect windows for paint and glazing compound failure, corrosion and wood decay and proper operation.
- Complete annual inspection and report.
- Clean out of all perimeter drains and rainwater systems.
- Touch up worn paint on the building's exterior.
- Check for plant, insect or animal infestation.
- Routine cleaning, as required.

Five-Year Cycle
- A full inspection report should be undertaken every five years comparing records from previous inspections and the original work, particularly monitoring structural movement and durability of utilities.
- Repaint windows every five to fifteen years.

Ten-Year Cycle
- Check condition of roof every ten years after last replacement.

Twenty-Year Cycle
- Confirm condition of roof and estimate effective lifespan. Replace when required.

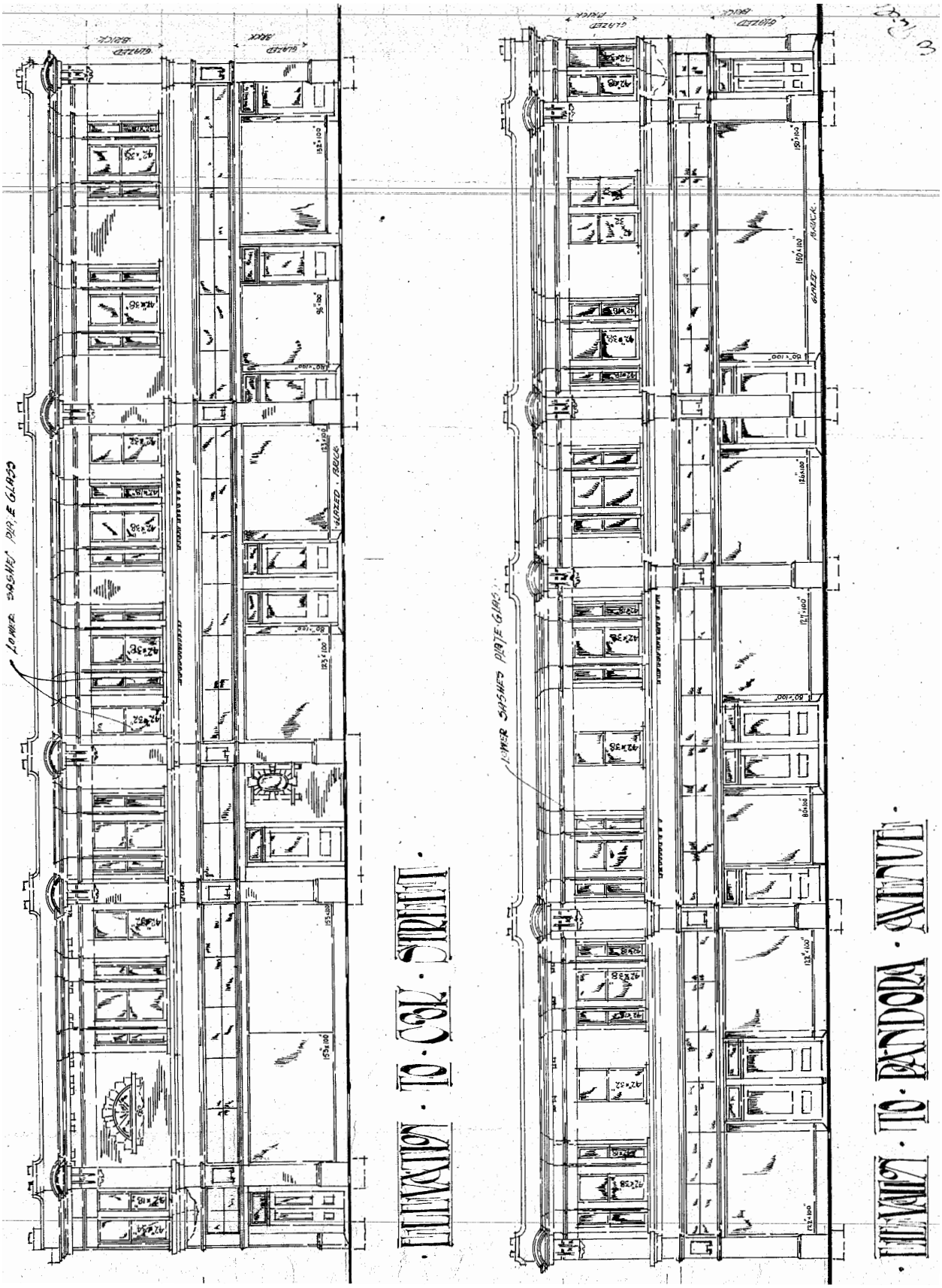
Major Maintenance Work (as required)
- Thorough repainting, downspout and drain replacement, replacement of deteriorated building materials, etc.

APPENDIX A: RESEARCH SUMMARY

CIVIC ADDRESS: 1050 Pandora Avenue, Victoria, British Columbia
NAME: Parkway Apartments
CONSTRUCTION DATE: 1911
ARCHITECT: William Ridgway-Wilson

RESEARCH SOURCES:
- Building the West: The Early Architects of British Columbia
- This Old House: Victoria's Heritage Neighbourhoods

APPENDIX B: ARCHIVAL DRAWING



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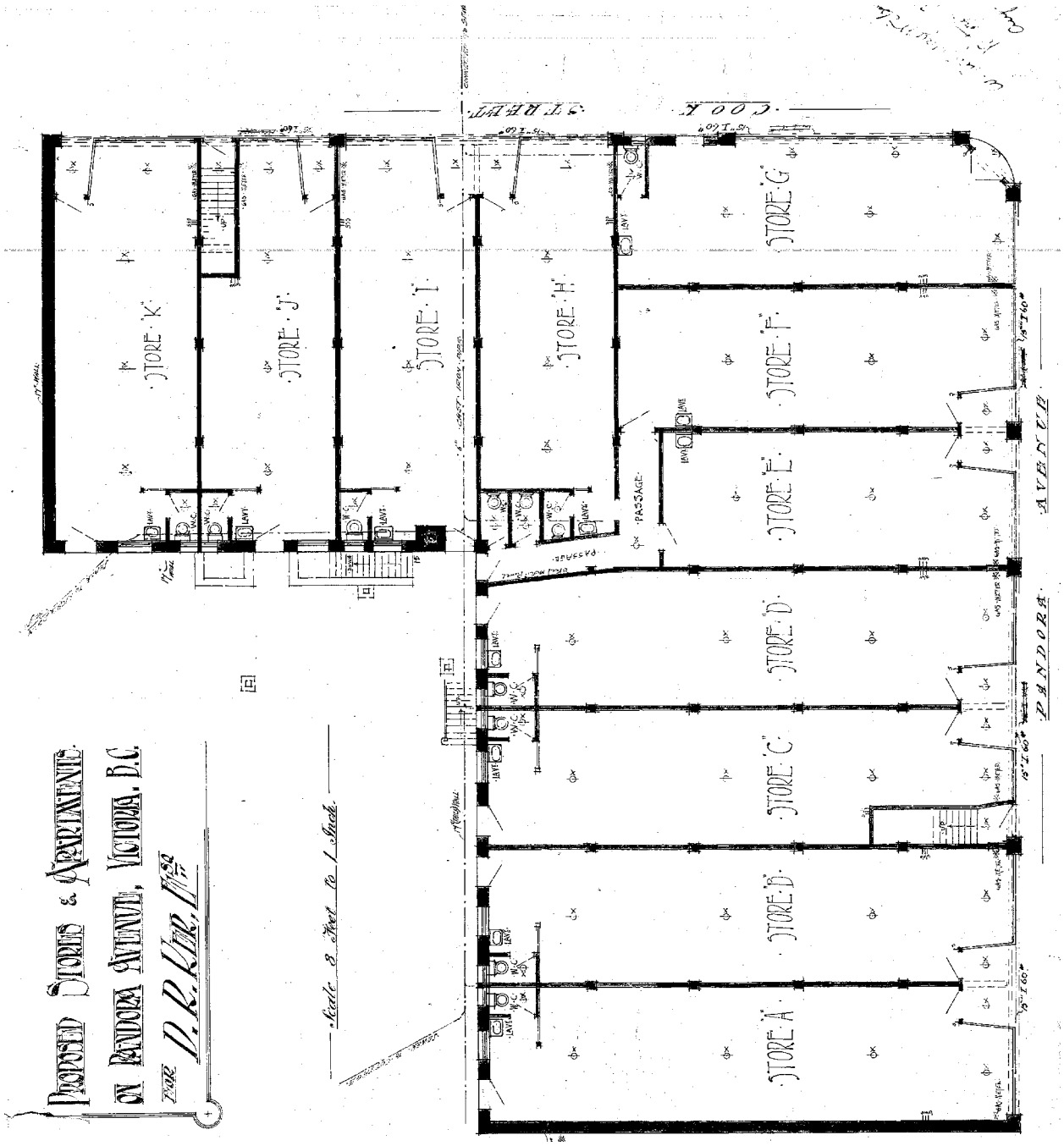

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