



District of West Vancouver

Heritage Designation Bylaw No. 5459, 2026

Effective Date:

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District of West Vancouver

Heritage Designation Bylaw No. 5459, 2026

A bylaw to designate 1768 Argyle Avenue as protected heritage property.

WHEREAS the Council of The Corporation of the District of West Vancouver considers that the Navy Jack House located at 1768 Argyle Avenue has heritage value and heritage character, and that the designation of the property is desirable for its conservation; and

WHEREAS the Property is owned by the District of West Vancouver.

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

1.1 This bylaw may be cited as Heritage Designation Bylaw No. 5459, 2026.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Definitions

3.1 In this bylaw:

“Character-Defining Elements” means the elements that define the heritage value of the Navy Jack House, as identified in section 3 of the Heritage Conservation Plan.

“Heritage Conservation Plan” means the document having that name prepared by Donald Luxton and Associates Inc., and dated July 2024, a copy of which is attached to this Bylaw as Schedule A.

“Normal Repair” means the replacement of elements of the structure or finishing materials of a building with components that are equivalent to those being replaced in material composition, dimensions and quality, except where the element being replaced is not original to the building in which case a Heritage Alteration Permit is required.

“Property” means that parcel of land in West Vancouver, British Columbia, having a civic addresses of 1768 Argyle Avenue and a legal description of LOT A BLOCK U DISTRICT LOT 775 PLAN 16965 and Parcel Identifier: 007-336-055.

Part 4 Heritage Designation

- 4.1 The property is designated as protected heritage property under section 611 of the Local Government Act.
- 4.2 The designation applies to the following:
 - 4.2.1 All aspects of the exterior of the Navy Jack House including without limitation the exterior aspects that are specifically listed as Character Defining Elements as identified in the Heritage Conservation Plan attached as Schedule A to this bylaw.
 - 4.2.2 Interior elements of the Heritage Building that are specifically referenced in the Heritage Conservation Plan, including original floor boards from circa 1872 and upper floor footprint built in the 1909 period of its history.
- 4.3 For clarity, the following are not heritage features and are excluded from this designation:
 - a. The building addition and patios that extend onto the adjacent property at 1770 Argyle Avenue (LOT B 18TH STREET PARK BLOCK U DISTRICT LOT 775 PLAN 17003 and Parcel Identifier 007-327-650).

Part 5 Heritage Alteration Permit

- 5.1 All alterations to the elements and features of the Property referred to in section 4.2 require a Heritage Alteration Permit, except:
 - 5.1.1 Normal repair and maintenance of the Navy Jack House carried out in accordance with Heritage Maintenance Bylaw No. 4187, 1999.

- 5.1.2 Minor alterations that, in the opinion of the Director of Planning, Development, and Environment Services, are in keeping with the character of the Property, as determined by the Director of Planning, Development and Environment Services in their sole discretion.

Part 6 Delegation

- 6.1 The Council delegates to the Director of Planning, Development and Environment Services the authority to issue heritage alteration permits to authorize alterations not otherwise permitted by this bylaw or by Heritage Maintenance Bylaw No. 4187, 1999, provided that the alterations are in the opinion of the Director appropriate to the general period and style of the Navy Jack House and the Property, and do not remove, replace or substantially alter its intact or repairable character defining elements, as identified in the Heritage Conservation Plan attached as Schedule A to this bylaw.

Part 7 Offence and Penalty

- 7.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 7.2 Every person who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

Schedules

Schedule A – “Heritage Conservation Plan” (1768 Argyle Avenue) prepared by Donald Luxton and Associates Inc., and dated July 2024

READ A FIRST TIME on May 11, 2026

PUBLICATION OF NOTICE OF PUBLIC HEARING on May 27 and June 3, 2026

PUBLIC HEARING HELD on June 9, 2026

READ A SECOND TIME on June 9, 2026

READ A THIRD TIME on June 9, 2026

ADOPTED by the Council on [Date].

REGISTRATION OF THE BYLAW IN THE LAND TITLE OFFICE (BC Land Title and Survey Authority) on [Date]

Mayor

Corporate Officer

Schedule A – Heritage Conservation Plan



NAVY JACK HOUSE

1768 ARGYLE AVENUE, WEST VANCOUVER, BC

HERITAGE CONSERVATION PLAN

MARCH 2024 (REVISED JULY 2024)

DONALD LUXTON 
AND ASSOCIATES INC



North Elevation facing Argyle Avenue. West Vancouver Archives 028.13.118.03.png

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NAVY JACK HOUSE
1768 ARGYLE AVENUE, WEST VANCOUVER, BC

1 - INTRODUCTION

The Navy Jack Thomas House is a significant heritage asset located at 1768 Argyle Avenue in the District of West Vancouver, valued for being one of the oldest surviving buildings in the Lower Mainland. Despite its early relocation, the house retains its historic character as a modest wood-frame residence set near the water, a relationship that is typical to early settlements that demonstrates the importance of access to the waterfront.

A development proposal that includes the conservation of the Navy Jack House is being coordinated by Architectural Collective and its developer, Carrera Management Corporation. The proposed strategy is to preserve the historic structure and complete an overall rehabilitation of the site to allow for the construction of an addition that will increase its functionality for commercial, retail and mixed uses. As part of the scope of work, character-defining elements of the historic house will be preserved, while missing or deteriorated elements will be restored.

The major proposed interventions of the overall project to the historic structure are to:

- Retention of the Navy Jack House in its original location or if relocated, maintain its current grade and orientation as a key part of the redevelopment;
- Preserve and restore all surviving identified original interior elements on the main and upper levels as part of the overall rehabilitation of the Navy Jack House;
- Preservation and restoration of all surviving exterior original elements on all historic facades of the Navy Jack House;

- Rehabilitate the existing interior layout of the Navy Jack for commercial, and other multi-purpose uses as per redevelopment goals; and
- Provide an addition and the like for the general public adjacent to the Navy Jack House

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

2 - HISTORIC CONTEXT

As a young man, John Thomas sailed for western North America and arrived in the Colony of British Columbia in about 1859, during the Cariboo gold rush. According to his daughter Christine, in conversation with Capt. C.W. Cates in 1938, he had worked in many locations before arriving in Burrard Inlet in 1866. Activity on Burrard Inlet had begun in 1863 with the building of the Pioneer Sawmill on the north shore. By 1866 a corduroy wagon road had been cut through to New Westminster from New Brighton and Hastings Mill was under construction. John Thomas arrived and began a ferry service on the inlet in the spring of 1866 using a five ton sloop to carry passengers and freight between Moodyville, Hastings and the Westminster trail at New Brighton. Thomas operated this ferry service until Capt. Van Bramer arrived with his small steamer Sea Foam to begin a scheduled service in 1868 that connected with the new daily stagecoach over Douglas Road that started in October 1866.

Navy Jack Thomas seems to have had an affinity for the transportation business. Undaunted when the Sea Foam displaced his ferry operation he began hauling clean river-washed gravel from the mouth of the Capilano River to construction

sites around the Inlet. This enterprise appears to have continued for over twenty years. His base of operation in West Vancouver appears to have been in the only secure anchorage near the Capilano, in Swy-Wee Lagoon. This Lagoon also saw the arrival of the second industry when Sewell Moody set up a logging camp just west of the entrance in 1870.

The Navy Jack House appears to have been built as early as circa 1872, likely by James Blake and acquired by Navy Jack shortly after. It was built using the finest materials available, old growth fir and cedar, with distinctive drop siding and a full width front verandah with lathe-turned columns and scroll cut brackets. The interior in the V-jointed panelling popular at the time.

In the early 1870s, Thomas married Row-i-a [other records give her name as Slawia and she was baptized just before her death in 1888 as Magdeleine], daughter of Quil-eet-rock, granddaughter of old Chief Ki-ep-i-lano. Slawias' elder sister was the wife of Joseph Silvey Simmons who operated the first store on Burrard Inlet. Navy Jack died in the Royal Cariboo Hospital in Barkerville on November 14, 1897. The home and property remained in legal limbo until sold in a foreclosure proceeding for a small mortgage he obtained before going north. The Thomas family lived there until his death, when the property was acquired as settlement of a loan. The house remained vacant until 1905 when it was acquired by John Lawson. Lawson moved the house a short distance west and closer to the water, adding two chimneys and a gable on the front. Lawson sold the house to Mr. Hookham in 1928, who remodelled it further. Although altered many times, the building has retained significant amounts of its original construction materials. This house that was built when the land was first pre-empted by colonial immigrants, and represents a very significant legacy of the colourful history of this land where two cultures met, the original indigenous inhabitants and the early colonial settlers.



Hollyburn Waterfront Panorama, 1912(ca.) [WVA 140.WVA.RAH]

3 - STATEMENT OF SIGNIFICANCE

DATED MAY 2008

HISTORIC NAME: Navy Jack House
CIVIC ADDRESS: 1768 Argyle Avenue West Vancouver, BC
DATE OF CONSTRUCTION: 1873-1874

Description of the Historic Place

The historic place is the Navy Jack Thomas House and its grounds, located at 1768 Argyle Avenue, facing English Bay and adjacent to John Lawson Park. Built around 1873-74, the house was moved slightly west and south of its original site in about 1921 to allow for the opening of Argyle Avenue. It is owned by the District of West Vancouver, with life tenancy to the current occupants.

Heritage Value of the Historic Place

The Navy Jack Thomas House has built value for its age, architectural qualities, and landscape setting; and historical value for its associations with numerous themes in West Vancouver's history, including the earliest white settlement and the role of the Squamish people.

The historic place is believed to be the longest continually occupied house in the Lower Mainland of BC. It was built ca. 1873-74 by 'Navy Jack' (John) Thomas, a Welsh deserter from the Royal Navy. The house has been considerably changed over the years, but basic gabled form and early materials remain and many changes are easily identified. The continuing history of change to the house has value and merit commemoration.

Navy Jack married Rowia, a Squamish Nation woman, in the early 1870s. They raised their four children, Sampson, Christine, Mary, and Emma, in this house. Christine married Chief Henry Jack. Their daughter Amy married Chief Dan George, the renowned community leader and actor. The histories of mixed-race families like the Thomases are important in many ways. Marriage between First Nations women and European settlers were common at the time and tell us much about life in early BC; how native and non-native people adjusted, in very personal ways, to colonization; and how race affected lives. It asks us to re-think who the 'pioneers' were (i.e. Rowia as a pioneer), and to look at the history of West Vancouver and the Coast Salish as being about shared family histories.

Navy Jack was important to the development of West Vancouver. He operated an on-demand ferry service. He also made a direct contribution to the construction of the built environment of the region by supplying clean gravel from the mouth of the Capilano River. The term 'Navy Jack' continues to be used by the Vancouver building trades today to describe clean, high quality gravel. (Men who laboured at excavations were called 'Navvies'.)

The setting on the water and the surrounding landscape also have heritage value. The former reminds us of the importance of water access in early settlement. The landscape includes a remnant of the Swy-Wee lagoon to the east, now a duck pond, which Navy Jack used to berth the sloop he transported gravel in. The Thomases maintained a garden and orchard. When visited in 1931, cherry and walnut trees were growing there.

The subsequent history of the property also has value. John Lawson, another 'pioneer', bought the property in 1907 (it had been sold by Thomas' estate in 1905 to another contributor to local development, J.C. Keith). Lawson lived there until 1928. Lawson and his family made a significant contribution to West Vancouver. Known as the 'father' of West Vancouver, John Lawson was the first postmaster, second reeve, and founder of the scheduled West Vancouver ferry service. He donated land for first municipal hall. Lawson planted a holly near the house and named the place 'Hollyburn'. (Holly for the tree, burn for the Creek. The hollies do not survive.) He added a small peaked dormer on the front and two brick chimneys. He is remembered at adjacent John Lawson Park.

Subsequent owners and occupants have also played a role in the growth of the West Vancouver community. The property was owned by Emma Macfarlane and then by the Hookham family. The latter were there by 1928 (likely renting from Macfarlane, they obtained title in 1943). Leonard Hookham was a cabinetmaker. The role of the Hookhams in the community has not been established; they lived in this house for 43 years. The Hookhams sold the property in 1971 to Lloyd Williams. The Williams family has a long history in the Vancouver-area. Lloyd's uncle, Alfred, lived in West Vancouver in 1891 and was rescued from drowning at the mouth of the Capilano by Navy Jack's son. The District now owns the house and the Williams have a life tenancy.

Character-Defining Elements

- The character-defining elements of the Navy Jack Thomas House include:
- Features that represent the original 19th-century house, including the gable roof, with the ridge parallel to the water
 - Construction materials and methods from the original house, including clear old-growth fir and cedar, sheathing and sub-floors a full 1 inch thick and 12 inches wide, floors of edge-grain fir, the exterior finished in moulded cedar siding, and the interior finished in V-jointed panelling.
 - Features that represent the changes made early in the 20th century, including the extended dormer facing the water, the second gable on the west side, and the chimneys
 - Features that represent the changes made late in the 20th century, including the vertical cedar siding, the carport, and the deck
 - Discernable changes to the building, allowing one to read the evidence of the many different building phases; this is particularly visible in the basement
 - Long-standing use as a residence
 - Site in Ambleside, facing the water



1908(ca.) Lawson family [WVA 237.WVA.LAW]



1908. Wedding of Alexander Smith and Anni E. Fern [WVA 97.WVA.LAW]

4 - CONSERVATION GUIDELINES

4.1 GENERAL CONSERVATION STRATEGY

The primary intent is to preserve the existing historic structure, while undertaking a rehabilitation that will upgrade its structure and services to increase its functionality commercial and multi-purposes uses. As part of the scope of work, character-defining elements will be preserved, while missing or deteriorated elements will be restored.

Proposed Redevelopment Scheme

An overall redevelopment scheme has been prepared by the Architectural Collective and its developer, Carrera Management Corporation, and its proposed interventions to the Navy Jack House include:

- Retention of the Navy Jack House in its original location or if relocated, maintain its current grade and orientation as a key part of the redevelopment;
- Preserve and restore all surviving identified original interior elements on the main and upper levels as part of the overall rehabilitation of the Navy Jack House;
- Preservation and restoration of all surviving exterior original elements on all historic facades of the Navy Jack House, if possible;
- Rehabilitate the existing interior layout of the Navy Jack for commercial, and other multi-purpose uses as per redevelopment goals; and
- Provide a new addition adjacent to the Navy Jack House that is physically and visually compatible with, subordinate to and distinguishable from the historic place.

Interventions to the Navy Jack House should be based upon the Standards outlined in the *Standards & Guidelines*, which are conservation principles of best practice. The following document should be referenced when carrying out any work to an historic property:

- [Standards and Guidelines for the Conservation of Historic Places in Canada](#), Parks Canada, 2010.
- [Technical Preservation Services: Preservation Briefs](#), National Park Service
- [Building Resilience - Practical Guidelines for the Sustainable Rehabilitation of Existing Buildings in Canada](#), MTBA & Associates Inc., 2016.

New Addition to the Historic Structure

Due to the proposed interventions to the historic building, all new visible construction will be considered a modern addition to the historic structure. The *Standards & Guidelines* list recommendations for new additions to historic places.

The proposed design scheme should follow these principles:

- Designing a new addition in a manner that draws a clear distinction between what is historic and what is new.

- Design for the new work may be contemporary or may reference design motifs from the historic place. In either case, it 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 façade.

An addition should be subordinate to the historic place. This is best understood to mean that the addition must not detract from the historic place or impair its heritage value. Subordination is not a question of size; a small, ill-conceived addition could adversely affect an historic place more than a large, well-designed addition.

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.

Relocation of the Historic Structure

The following *Relocation Guidelines* should be implemented for the relocation of the Navy Jack House. The historic structure will be stabilized and professionally moved to the new prepared foundation, within the boundaries of the site, in a single move. A detailed Relocation Plan will be prepared by a Registered Professional.

- A relocation plan should be prepared prior to relocation that ensures that the least destructive method of relocation will be used.
- Alterations to the historic structure proposed to further the relocation process should be evaluated in accordance with the Conservation Plan and reviewed by the Heritage Consultant. This can involve removal of later additions that are not enhancing the heritage value and historic appearance of the historic building.
- Only an experienced and qualified contractor shall undertake the physical relocation of the historic structure.
- Preserve historic fabric of the exterior elevations including original old-growth fir and cedar, sheathing and sub-floors 1-inch thick and 12-inches wide, edge-grain fir floors, moulded cedar siding, and V-jointed paneling, extended dormer facing the water, the second gable on the west elevation, and later added features like the vertical cedar siding, the carport, and the deck.
- Preserve the original two brick chimneys projecting vent in situ and relocate with the main structure if possible. Alternatively reconstruct chimneys with salvaged bricks to match historic appearance, if unable to relocate with the historic building due to structural reasons.
- Appropriate foundation materials shall be used at the new site, which can include reinforced concrete foundations and floor slab. The final relative location to grade should match the original as closely as possible, taking into account applicable codes.
- Provide utility installations for electricity, communication and other service connections underground if possible. All installations located above ground should be incorporated harmoniously into the design concept for the relocated structure.

4.2 STANDARDS & GUIDELINES

The Navy Jack House is a significant historical resource in the City of West Vancouver. The Parks Canada's *Standards & Guidelines for the Conservation of Historic Places in Canada* is the source used to assess the appropriate level of conservation and intervention. Under the *Standards & Guidelines*, the work proposed for the Navy Jack House includes 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.

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.

4.3 TECHNICAL PRESERVATION BRIEFS

The following additional conservation resources may also be referred to, as necessary: **National Park Service**, **Technical Preservation Services**, **Preservation Briefs**:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings.*
- Preservation Brief 4: Roofing for Historic Buildings.*
- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings.*
- Preservation Brief 10: Exterior Paint Problems on Historic Woodwork.*
- Preservation Brief 16: The Use of Substitute Materials on Historic Buildings.*
- Preservation Brief 17: Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.*
- Preservation Brief 19: The Repair and Replacement of Historic Wood Shingle Roofs.*
- Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.*
- Preservation Brief 32: Making Historic Properties Accessible.*
- Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.*
- Preservation Brief 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront.*
- Preservation Brief 43: The Preparation and Use of Historic Structure Reports.*
- Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.*

4.4 SUSTAINABILITY STRATEGY

Heritage conservation and sustainable development can go 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



Four Pillars of Sustainability [CityPlan 2030 - City of Norwood]

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

The Navy Jack House 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.

4.5.2 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

It is the responsibility of the owner to ensure the heritage resource is protected from damage at all times. At any time that the house is left vacant, it should be secured against intrusion and vandalism through the use of appropriate fencing and security measures. This is especially important if the building is missing windows or doors or is left elevated for any period of time. Security measure may include mothballing the historic property and/or hiring a security guard for the duration of the work. Generally, once a heritage property is no longer undergoing rehabilitation work and is under occupancy of its owners, lockable doors and lower level windows and continued monitoring by the owners should be adequate protection. A comprehensive site protection plan should be developed in discussion between owner, contractor and/or architect. Plan may be reviewed by Heritage Consultant, is desired.

The Navy Jack House is currently vacant and the structure should be temporarily closed up to protect it from the weather and to prohibit unauthorized access.

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.

NAVY JACK HOUSE
1768 ARGYLE AVENUE, WEST VANCOUVER, BC

5 - PRELIMINARY CONDITION ASSESSMENT & OUTLINE CONSERVATION RECOMMENDATIONS

A condition review of the Navy Jack House was carried out during a site visit in April 2020 with a follow-up visit in May of 2021. In addition to the visual review of the exterior of the building, paint samples were taken from exterior building materials and examined. The recommendations for the preservation and rehabilitation of the historic structure are based on the site review and

archival documents that provide valuable information about the original appearance of the historic building.

The following chapter describes the materials, physical condition and recommended conservation strategy for the Navy Jack House based on Parks Canada *Standards & Guidelines for the Conservation of Historic Places in Canada*.



NAVY JACK HOUSE
1768 ARGYLE AVENUE

■ SURVIVING PLANK CEILING



NAVY JACK HOUSE
1768 ARGYLE AVENUE

■ PARTIALLY INTACT FRAMING
■ INTACT FRAMING & SIDING

GROUND FLOOR REFLECTED CEILING PLAN
NAVY JACK HOUSE
1768 ARGYLE AVENUE

■ INTACT ROOF FRAMING, NAILING STRIPS AND SHINGLES

DONALD LUXTON AND ASSOCIATES INC.
HERITAGE & CULTURAL RESOURCE MANAGEMENT

WEST ELEVATION

NAVY JACK HOUSE
1768 ARGYLE AVENUE

■ PARTIALLY INTACT FRAMING
■ INTACT FRAMING & SIDING



SOUTH ELEVATION



DONALD LUXTON AND ASSOCIATES INC.
HERITAGE & CULTURAL RESOURCE MANAGEMENT

EAST ELEVATION

DONALD LUXTON AND ASSOCIATES INC.
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HERITAGE & CULTURAL RESOURCE MANAGEMENT

Visual investigations were undertaken throughout 2020 - 2021 to uncover the later-added improvements to the Navy Jack House since its original construction in 1872. The colour coded elevations and plan shows the 1872 footprint on the plan and what original cladding, roofing and other elements that's survived since and after it was expanded to have a curved metal tin roof with wooden battens verandah under an upper gable addition on the attic level.

TABLE 5A - PRELIMINARY CONDITION ASSESSMENT & OUTLINE CONSERVATION RECOMMENDATIONS

	EXISTING ELEMENTS (CDE = CHARACTER DEFINING ELEMENT)	PRELIMINARY CONDITION ASSESSMENT	CONSERVATION TREATMENT	CONSERVATION RECOMMENDATION
5.1	<p>SITE (CDE)</p> <ul style="list-style-type: none"> Location facing Burrard Inlet and adjacent to Lawson Creek to the east and Argyle Avenue to the north. Site in Ambleside, facing the water. Existing natural grade with a collection of indigenous native plants in the area. 	<p>INTACT (GOOD)</p> <ul style="list-style-type: none"> Relocated from its original location slightly west and south circa 1921 to its present spot to allow for the opening of Argyle Avenue. Redevelopment includes creek restoration of the site which may impact the existing grade of the heritage building. All retained elements should be protected from damage or destruction at all times. 	<p>Restoration and Rehabilitation</p>	<ol style="list-style-type: none"> The existing building shall be retained in its current poured concrete foundation to meet redevelopment goals. Retain the main frontage facing the Burrard Inlet. Any drainage issues should be addressed through the provision of adequate site drainage measures in coordination with a landscape architect and contractor. Existing structure to address current flood control studies prepared by the Coastal Engineer. Proposed design is a new infill structure attached to the existing west side of the heritage building integrating it into the new redevelopment.
	<ul style="list-style-type: none"> Based on the findings, the heritage conservation assessment prepared by Donald Luxton & Associates in 2021, catalogued surviving exterior and interior character-defining elements found beneath the current building configuration. An appropriate intervention was proposed which allowed a high degree of restoration and rehabilitation while meeting the redevelopment's goals. 	<p>INTACT (GOOD)</p> <ul style="list-style-type: none"> Numerous renovation of the Navy Jack House have altered the original footprint of the building to meet successive homeowner space requirements resulting in covering up of the different phases the house has undergone since it was built. Intact and surviving elements exists on the exterior and interior that's survived and appear in good condition despite its alterations. 	<p>Restoration and Rehabilitation</p>	<ol style="list-style-type: none"> Based on the redevelopment goals, a shift from residential to commercial use, as a means to highlight the significance of the Navy Jack House, while restoring its later-added original verandah facing Burrard Inlet is proposed. Build a new modern addition to the west side of the existing heritage structure away from the existing river that courses through the historic property, conforming with Park Canada's <i>Standard and Guidelines for the Conservation of Historic Places in Canada</i>.
5.2	<p>OVERALL FORM, SCALE & MASSING (CDE)</p> <ul style="list-style-type: none"> Single -storey height with side-gable roof structure; saltbox rear extension to the north, with a secondary lower pitched roof; and a full-width front verandah to the south, with hipped-roof canopy. Two interior chimney stacks were added on each end of the principal side-gabled roof, as well as a front-gabled dormer facing south. 	<p>INTACT (DISTURBED)</p> <ul style="list-style-type: none"> Original circa 1872 structural balloon framing, intact in the second-floor gables and partially intact on the Main Floor. Main and Second Floor beams and joists intact. Partially intact second floor front roof structure and nailing strips Main Level plank flooring has not been exposed and other floor boards may exist under visible later materials. 	<p>Restoration and Rehabilitation</p>	<ol style="list-style-type: none"> Restore the circa 1872 overall form, scale and massing of the original Navy Jack House while maintaining the front gable over the secondary lower pitched hipped-roof canopy over the full width front verandah to the south. Restore balustrade to the original height typical of the era in which it was built. Match original configuration as per available archival images. Proposed redevelopment entails the construction of a restaurant on the west side of the heritage structure. Additionally, the heritage structure will be raised to accommodate flood control issues. Introduction of First Nation Artwork on the rear elevation facing Argyle Street. Careful articulation of the new addition as it "sits" adjacent to the heritage structure has been proposed by opening up the west elevation's Main Level to accommodate enclosed dining areas adjacent to an open-style kitchen within the Navy Jack heritage building surrounded by a roofed patio on both the old and new sections of the redevelopment with upper and lower level patios including retractable walls and temporary canopies in the new wing. The proposed new addition should be, "physically and visually compatible with, subordinate to and distinguishable", from the Navy Jack House.
5.3	<p>FOUNDATIONS</p> <ul style="list-style-type: none"> Poured in-place concrete foundation at relocated 1909 location. 	<p>INTACT (GOOD)</p> <ul style="list-style-type: none"> Redevelopment of the property will entail flood control mitigation. Retain and reuse existing concrete foundation as per proposed architectural plans. 	<p>Retain and Reuse</p>	<ol style="list-style-type: none"> Investigate the existing condition of the concrete foundation and if necessary repair and reinforce as per structural assessment. Reuse existing concrete foundations as per prescribed location by the architect and approved by the District of West Vancouver Building Division.

	EXISTING ELEMENTS (CDE = CHARACTER DEFINING ELEMENT)	PRELIMINARY CONDITION ASSESSMENT	CONSERVATION TREATMENT	CONSERVATION RECOMMENDATION
5.4	EXTERIOR WOOD-FRAME WALLS (CDE) <ul style="list-style-type: none"> Restore to 1909 appearance as documented in archival images. Burrard Inlet facing facade includes later added verandah that has been demolished to accommodate the living and dining extension. All extant original exterior siding to be retained and preserved. 	DISTURBED (POOR) Previous investigations have uncovered the following: <ul style="list-style-type: none"> Uncovered original materials were visible during the last investigation. Chimney related fire damaged extant exterior cladding were visible and have been in use since it was installed. Though heavily altered with shed roof and dormer additions, the original exterior framing survives. Uncovered extant narrow profile drop siding visible on the second floor gables 	Preservation and Restoration and Rehabilitation	15. All salvaged siding extant to the circa 1872 period that has been nailed to the walls in the basement are to be preserved and not discarded. 16. Preserve the existing exterior wall assemblies on the upper level of the building and rebuild the exterior walls on the main level to meet current building codes. 17. Use the upper level floor framing as a demarcation to cut and dismantle the lower half of the exterior wall assembly. When rebuilding the new exterior lower frame, ensure alignment of the existing exterior cladding on the upper and main levels. 18. New architectural drawings to provide detailed sections of material connections with the alignment and repositioning of the lower half of the frame to accommodate rainscreen and building envelope requirements while achieving a continuous unbroken exterior facade for both floors. Provide mock-up for Architect and Heritage Consultant to review prior to implementation. 19. Where original siding is lacking for reinstallation, replicate using the same material in size, form and shape. Use existing as a template for the replication.
5.5	BALLOON FRAMING CONSTRUCTION <ul style="list-style-type: none"> Originally built utilizing this construction method. 	DISTURBED (POOR) <ul style="list-style-type: none"> Later additions to the attic level has affected the integrity of the balloon frame. Assessment by others to rainscreen the main floor up to the underside of the attic level will require removal of the lower half of the balloon frame. This will be done upgrade the Main Floor to current codes and its integration to the new restaurant. 	Preservation and Rehabilitation	20. New rainscreen per current codes will be applied to the lower section of the extant balloon frame. 21. Removal of the lower section and replacement with new framing studs set back to accommodate rainscreen assemblies shall be completed as per code requirements. 22. Replicated drop wood siding to be aligned with the upper extant circa 1872 wood siding as to continue the finish as per original construction.
5.6	FENESTRATION (CDE) <ul style="list-style-type: none"> All windows and doors to be replicas based on photographic evidence 	DISTURBED (POOR) <ul style="list-style-type: none"> No existing window frames or assemblies have survived but the openings are evident on the second floor which may be used to determine extant measurements Archival images show double-hung configuration which may be referenced in its rehabilitation 	Restoration and Rehabilitation	23. Utilize all surviving original window framed openings during the restoration of all windows and doors associated with the 1909 period. 24. Using archival information, replicate all window assemblies to be a mix of double-hung configurations on the upper floor. 25. Take note that the main entry door's fixed original divided light pattern. Replicate using archival photographs as a guide.
5.7	ROOF (CDE) <ul style="list-style-type: none"> Verandah Tin Metal Roof complete with gutters and downspouts Cedar roofing circa 1872 	DISTURBED (POOR) <ul style="list-style-type: none"> The original roof is partially intact and has been covered by a later added roof structure Cedar shingles approximately 16" long and variable width, laid 5" to the weather with small round, flat headed nails Visible planking that form the exterior soffits on the east and west sides of the house have survived Substantial section of the roof framing remains in place on the south side of the second floor with nailing strips and cedar shingle cladding 	Preservation and Restoration	26. The 1909 roofline can be restored as enough physical documentation uncovered during past investigations reveal intact roof elements to do so. 27. Restore cedar shingles with red staining, as per findings from a recent 2021 investigation have revealed.

NAVY JACK HOUSE
1768 ARGYLE AVENUE, WEST VANCOUVER, BC


	EXISTING ELEMENTS (CDE = CHARACTER DEFINING ELEMENT)	PRELIMINARY CONDITION ASSESSMENT	CONSERVATION TREATMENT	CONSERVATION RECOMMENDATION
5.8	CHIMNEYS <ul style="list-style-type: none"> Two later added chimneys circa 1909 	DISTURBED (DEMOLISHED) <ul style="list-style-type: none"> West chimney appears to be intact. East chimney has been removed. 	Restoration	28. Using archival images, reconstruct both east and west chimneys limited to above the roofline, which were added on in the 1909 period when the property was acquired by the Lawson family and instituted additions.
5.9	INTERIOR ELEMENTS <ul style="list-style-type: none"> Original floor boards form circa 1872 East and west original wood drop sidings to the circa 1872 building to be preserved. During construction, all extant materials to be set carefully aside for reuse where possible. 	DISTURBED (POOR) <p>GROUND FLOOR</p> <ul style="list-style-type: none"> Currently covered by later material Review of exposed plank ceiling runs most of the original ground floor Original demising wall is clearly indicated where paint has not been applied to the planks. This indicated a central hallway of about 6-1/2" wide, two rooms at the front and bedrooms behind. Existence of wallpaper remnants indicate that there were originally used as bedrooms. <p>UPPER FLOOR</p> <ul style="list-style-type: none"> Exposed stained and varnished fir floors on top of 5-1/2" tongue and groove planking Restoration of the original roofline will reduce usable square footage <p>REAR ADDITION</p> <ul style="list-style-type: none"> Remnants remain in the basement of early foundation walls when the house was raised, including exterior shingling not original to the circa 1872 building. 	Restoration and Rehabilitation	29. Retain upper floor footprint built in the 1909 period of its history. 30. Existing original house should be fully documented through as-built drawings, to document the existing dimensions and materials and provide a base for future restoration drawings. 31. The house shall be retained in its current location and should be protected from any further intervention or deterioration. Review by a structural engineer will reveal if the current concrete foundation will require structural stabilization. At that time, there may be opportunities to remove additional later interventions. 32. The redevelopment of the Navy Jack House is a project of Carrerra Management Corporation and The Architectural Collective who prepared the architectural concepts. The design intent is to rehabilitate the current space from a residential use into a commercial kitchen and dining space. The proposal shall retain the existing floor joists and extant wood flooring of the main level, in its current form with structural reinforcements from the underside and a new material topping over the wood floor that will serve to protect and preserve the original material. No work is proposed for the attic level and will be sealed up. 33. The conservation of the heritage value of the house should be an overriding consideration. This program should recognize the extreme fragility of the original components, and the potential impacts of any building code upgrading that would be required to ensure reuse of the building. Notably, the second floor elements are generally intact or restorable, while the ground floor has been almost completely rebuilt except for the plank ceiling. This will provide an opportunity for a rehabilitated ground floor that provides an appropriate use, while the second floor which would be incredibly difficult to upgrade without losing all the extant original material shall be excluded from the proposed rehabilitation of the building. The structural remnants of the rear addition possess only minor heritage value, and shall be considered as a location for future expansion. No plans have been proposed for the basement and will be excluded from the redevelopment at this time.
5.10	EXTERIOR COLOUR SCHEDULE	DISTURBED (POOR) <ul style="list-style-type: none"> Evidence of original paint form circa 1872 might exist within the wood horizontal sidings in the basement. Further paint analysis to determine its history shall be done at a later time. 	Rehabilitation	34. Reinstatement historical colour scheme for exterior painted finishes, refer to Table 5.11.1 . 35. Prior to final paint application, samples of these colours should be placed on the building to be viewed in natural light.
5.11	INTERPRETIVE MARKERS	INTACT (GOOD) <ul style="list-style-type: none"> Redevelopment of the property will entail updating existing interpretive markers. Current location are situated on the walking path by the shoreline. 	New	36. Refurbished interpretive markers lining the seashore and pathway on both the west and east sides of the property could be articulated. A new write-up could provide fresh information to the existing write-up.

NAVY JACK HOUSE
1768 ARGYLE AVENUE, WEST VANCOUVER, BC



Simon Fraser Elementary School Annex, 1930 [CVA 99-3785]

TABLE 511.1 - HISTORICAL COLOUR SCHEME: NAVY JACK HOUSE, 1768 ARGYLE AVENUE, WEST VANCOUVER BC

	ELEMENT	COLOUR	CODE*	SAMPLE	FINISH
A	Horizontal Drop Wood Siding	Rookwood Blue Green	SW 2811		Flat
B	Window and Door surround casings, sills	Roycroft Bottle Green	SW 2847		High Gloss
C	Lathe-turned Posts on verandah	Roycroft Bottle Green	SW 2847		High Gloss
D	Decorative Wood Brackets	Rookwood Blue Green	SW 2811		Semi Gloss
E	Facias, Bargeboards	Roycroft Bottle Green	SW 2847		Semi Gloss
F	Wood ballustrades	Roycroft Bottle Green	SW 2847		Semi Gloss
G	Porch Flooring	Roycroft Pewter	SW 2848		Flat
H	Exposed roof raftertails and tongue-and-groove soffits	Rookwood Blue Green	SW 2811		Semi Gloss
I	Exterior wood window sashes	Rookwood Dark Red	SW 2081		High Gloss
J	Exterior wood door	Stained & Varnished Mid - Brown Colour	TBD		Semi Gloss
K	Curved tin roof cladding with nailed down wood battens over	Rookwood Dark Red Paint over Galvanized Primer	SW 2801		Semi Gloss
L	Cedar Shingle Roof	BM Arborcoat Exterior Stain Semi-Transparent	K63820		Stained

*SW - Paint colours matched from Sherwin William's *Heritage Colours Authentic Exterior Colours for American Buildings 1820 / 1920*

6 - MAINTENANCE PLAN

A Maintenance Plan should be adopted by the property owner, who is responsible for the long-term protection of the heritage features of the Navy Jack House. The Maintenance Plan should include provisions for:

- Copies of the Maintenance Plan and this Conservation Report to be incorporated into the terms of reference for the management and maintenance contract for the building;
- Cyclical maintenance procedures to be adopted as outlined below;
- Record drawings and photos of the building to be kept by the management / maintenance contractor; and
- Records of all maintenance procedures to be kept by the owner.

A thorough maintenance plan will ensure the integrity of the Navy Jack House is preserved. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building will be protected. Proper maintenance is the most cost effective method of extending the life of a building, and preserving its character-defining elements. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

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 window 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 reminder 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 checklist considers a wide range of potential problems specific to the Navy Jack House, 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 pointing 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 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?
- Do foundation openings (doors and windows) show: rust; rot; insect attack; paint failure; soil build-up;
- Deflection of lintels?

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 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?

Porches:

- Are steps safe? Handrails secure?
- Do any support columns show rot at their bases?
- Attachment – are porches, steps, etc. securely connected to the building?

Windows

- Is there glass cracked or missing?
- 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/flushing 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 & 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 there evidence of biological attack? (Fungus, moss, birds, insects)
- Are wood shingles 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?
- Does the soffit show any signs of water damage? Insect or bird infestation?
- Is there rubbish buildup on the roof?

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: REFERENCE PHOTOS



Existing West Elevation. November 2020



Existing East Elevation. November 2020



Existing South Elevation. November 2020



Existing North Elevation. January 2017

APPENDIX A: REFERENCE PHOTOS



Second Floor Framing, West Side, 2021.



Backside of exterior cladding.



Siding behind later construction, Ground Floor East Side



Evidence of chimney fire in the East Gables.

APPENDIX A: REFERENCE PHOTOS



None of the window frames or assemblies have survived, but the window openings are clearly evident on the second floor and provide measurements for how the windows can be restored. Original double-hung configuration as per archival photos.



Although the roof framing has been cut out in several locations, virtually all of the planking that formed the exterior soffits were left in place, and can be traced on the east and west sides of the house.



Siding behind later construction, Ground Floor East Side



Evidence of chimney fire in the East Gables.

APPENDIX A: REFERENCE PHOTOS



Cut-through roof structure showing original nailing strips.



Basement Level wood sidings repurposed as cladding



Underside of intact cedar shingle roofing



Living Room Sawn Lumber repurposed by homeowners

APPENDIX A: RESEARCH SUMMARY

- TO BE ADDED

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