

Assessment of Tod House, Oak Bay, BC



Figure 1 - House and garden of Tod House. October 2019. Heritageworks.

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Figure 2 - The rear of Tod House in 1934. Note the tarpaper roofing laid over shakes. RBC Museum and Archive.

Executive Summary

At the request of District of Oak Bay, Heritageworks undertook a condition assessment and measured survey of the municipally designated historic site of Tod House at 2564 Heron Street, Oak Bay, during October and November of 2019. The purpose of this work was to establish a 'base-line' record of the building and its deficiencies to inform decision-making related to conservation of the property. The assessment included:

- Understanding and recording the current conditions of the house and grounds (currently occupied under a residential tenancy agreement between a private tenant and the District of Oak Bay).
- Providing a review and summary of the history of management and use of this important building.
- Making prioritised recommendations for the repair of the house along with projections of the associated costs.
- Creating a set of documents that can be used to support grant applications related to future conservation.

Our assessment concluded that Tod House is in *fair overall condition*, reflecting a prolonged (and ongoing) period of deterioration related to poor/inadequate maintenance. Our review of historic documents, many of which are available in the Oak Bay Archives, determined that significant effort and attention has been devoted to the study and management of this historic site during the past 45 years, including some high-quality management planning that remains relevant today.

It is our opinion that the top priorities for this site should be as follows:

1. Complete deferred maintenance tasks.
2. Designate the site a Provincial Heritage Property.
3. Create a Conservation Plan for the site.
4. Repair the structure in a prioritized way.
5. Facilitate public access.



Figure 3 - Tod House circa 1953. Note the split shake roof and rear porch. NB this photo is misidentified in the RBC Archives as an image from 1934.

Site Description

Tod house is one of the most significant surviving structures of early British Columbia and represents one of only a handful of such sites. The house provides us with a rare window into the earliest days of colonial life on Vancouver Island. By association with its builder, John Tod, the house is widely celebrated as a material reflection of early colonial farm life, of early relations with Indigenous communities, and 19th C spiritualism.

The house was built in three sections that reflect the transition from pioneer homestead to the permanent residence of a prominent community figure. Tod's farm was part of the first subdivision of Hudson's Bay Company land in Oak Bay. It was surveyed by J. D. Pemberton and sold with the approval of Sir James Douglas at a time when HBC was divesting itself of property following the decline of the Vancouver Island fur trade.

Since 1974 when the property was formally designated as a heritage site by the District of Oak Bay, the management and care of the historic place has been given a huge amount of attention and effort by successive generations of municipal staff and councillors, heritage consultants and planners, local volunteers and dedicated residents of Oak Bay. However, sometime between 2007 when the current residential tenancy agreement was created, and 2008 when the property was divested from the Province to the municipality of Oak Bay, the property entered a period of decline because of poor maintenance. This continues today.

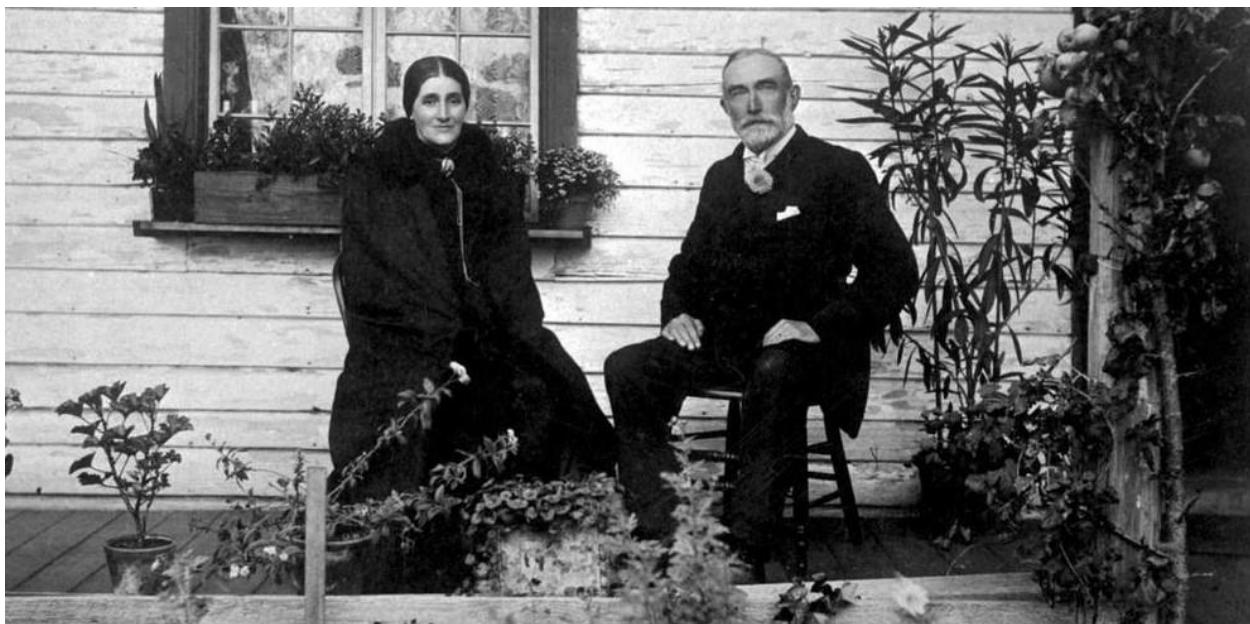


Figure 4 – Detail from Mr. and Mrs. Frederick Pauline on the porch at the Tod house; J.K. Nesbitt collection. RBCMA A-08839

Assessment Methodology

Our condition assessment and measured survey of Tod House incorporated a range of investigative methods focussed on recording “as-existing” condition and construction. These included on-site survey using laser scanning technology, photographic survey, and construction analysis including the temporary removal of wall and a ceiling finishes to expose the underlying fabric. The main structure of the assessment was based on:

- **Visual Inspection** - Overview investigation of building geometry for each structure. This includes condition assessment of structural timbers.
- **Photographic and Measured Survey** – A photographic record was made for all parts of Tod House. This included typical architectural details, materials, painted surfaces and structural components such as foundations etc. No existing drawings were available at the time of survey so a measured survey of ‘as existing’ conditions was made in each case. This survey data was used to support the creation of standard architectural drawings and 3D models used for structural analysis.
- **Photogrammetry** – Digital photogrammetry was used to record building geometry and the creation of rendered 3D models of exterior elevations.
- **Moisture Content Profiling** – Readings of wood moisture content were taken at wall and post bases in the basement and in parts of the roof framing.
- **Resistography** - Readings of relative resistance (Microbore) were used to assess structural integrity of certain timbers especially those near ground level. Resistography is an objective measurement of wood resistance, which is a key indicator of wood strength.
- **Stratigraphic Analysis** – Stratigraphic analysis involved recording of construction assemblies using the archaeological principle of stratigraphy to understand the “layering”, construction history and chronological development of the building.
- **Toxicity Analysis** – Samples of exterior and interior paints were gathered for testing for lead. No asbestos bearing materials were observed during the survey.



Figure 5 - Wet and rotting sill plates of the original timber structure are revealed during the removal of exterior siding and wall cladding below W6 in the oldest part of the building.

Construction

Tod House is a simple, domestic, wood frame construction that is predominantly made from locally-available materials (e.g., hewn and sawn Douglas fir timbers, sawn Douglas fir lumber, hand-split Western red cedar shingles, earth and fieldstone) with some imported material (e.g., hand-made 'London Stock' bricks), all of which are organized in assemblies that reflect European craft traditions of the period (e.g., timber frame with rubble infill panels, fieldstone chimneys and a limewashed exterior). The house is very similar in its construction to farm/croft buildings of northern England and southern Scotland.

Significant parts of the original construction survive intact (e.g., heavy timber framing, original material assemblies and finishes). For this reason, Tod House is one of a small number of intact survivals related to the earliest days of colonial construction in Victoria, including Craigflower Manor, Helmcken House, and Ross Bay Villa. These are provincially significant buildings that should be considered in both their individual contexts, and as they relate to a collection of buildings within the broader context of early Victoria.

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Chronology

In his 1990 survey Stuart Stark confirmed the house was built in three main phases corresponding to the 1850s, and 1890s. Significant alterations took place during the following century, including the construction of a cellar with wood/coal storage, and the addition of a new kitchen and porch extension in 1948. Other less significant alterations include the insertion of pastiche arched ceilings, a modern bathroom and a substantial corner hearth and fireplace in the 1860's section; the introduction of a dropped ceiling in the original 1850's section; removal/replacement of some original interior finishes (e.g., stone hearth in kitchen); the extensive use of concrete for walkways, patios and porches throughout the exterior.

Our assessment and analysis confirms the oldest part of the building (currently the kitchen) and the second phase of construction (the front range which faces Heron Street) were built in quick succession as their construction methods reflect technologies and framing techniques that were only in use for a very short period of time in Victoria (e.g., traditionally-joined, hewn timbers). There is evidence to suggest this second phase was originally constructed as a single grand room that was later divided in two. The earliest part of the house is plastered on cleft laths, while the rest of the house is plastered on sawn laths. Stark observes in his 1992 report, that sawn laths were available in Victoria as early as 1860, providing useful context for dating the second and third phases of construction. Whatever the case, the second phase appears to have been constructed as a 'stand-alone', weathertight building, the roof being attached to the original after completion (rather than during construction). There is evidence of this in the attic space where a small section of phase two roofing is now encapsulated within the attic of phase one. The extension to the original gable that encloses this area was built shortly after the completion of Phase 2 and before the shakes had a chance to weather.

We also know the range built to the west of the kitchen (now incorporating a living room and bedroom with attic space above), was made during or before the 1890s because it appears in a photograph taken during that decade, Figure 6. The image shows a well-established garden, and exterior house finishes that are weathered from several years of service. It is not hard to imagine this section of the house could date from the period of Tod's occupancy (i.e., before 1882).

NB: Some parts of each phase of construction contain hewn Douglas-fir timbers with intact bark and sapwood, making them ideal candidates for dendrochronology. In this way the various phases of construction could be accurately determined.

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Figure 6 - Three generations of the Pauline family at Tod house in the 1890s. Note the wood posts and capitals, wood porch and steps, and plain transom light above the entrance door. J.K. Nesbitt collection. RBCM A-08840

The following chronology represents our review of materials held in the Oak Bay Archives and the Royal BC Museum and Archives:

1849 During a leave of absence from Thompson's River Post (Kamloops), Tod moved to Fort Nisqually on Puget Sound. During this same year he visited Fort Victoria and selected 100 acres of land at Oak Bay.

1850-52 Tod was officially on furlough from Hudson's Bay Company. In August of 1851 he was nominated to the Legislative Council of Vancouver Island. Tod retired from HBC on 1st June 1852.

1850 Tod living on site, probable construction of first part (Section 1) of the building. Correspondence refers to Tod's intention of building house 20ft x 40ft in plan, and the suspension of construction owing to a dispute over the land title.

1851-2 Probable date for additional construction (Section 2) of the house.

1882 Death of John Tod. House remains in private ownership.

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Pre-1890's Section 3 added to Tod House. Photographs from the 1890s show this part of the house in place with a well-established garden surrounding it and weathered exterior finishes, suggestive of an earlier construction, perhaps concurrent to Tod's occupancy.

1905 Posthumous publication of John Tod's "Career of a Scotch Boy". Interviews with Tod by G. Sproat and G. Wilson-Brown which took place at Tod House during 1881-82.

1913 Sewer connection; November 1916 plumbing permit issued by Oak Bay.

1936 Another plumbing permit issued.

1942 March 28, Air Raid shelter for W. Clark at cost of \$24.

1948 Article in the *Beaver* magazine, reports Col. and Mrs. Evans, "moved in and beginning to remodel both house and garden"

1962 Col. Evans gave Tod House to the Canadian Historical Association on the condition that Mrs. Evans be allowed to use the house for her lifetime. Within two years the Association had realised that it was not positioned to care for the house and was encouraging the provincial govt or the National Historic Sites and Monuments Board to take over Tod House.

By 1968 the Association gave the house back to Mrs. Evans. (from notes dated Feb 1, 1969 of the Canadian Historical Association).

1964 The first enquiry into National designation. This likely corresponds to when the Canadian Historical Association were pursuing avenues as to how to deal with their bequest. August 1964 Peter Stokes report from HSMB –reissued in 1968. The application was reviewed by the Board and deemed Not of National Historical Significance.

1971 Article in the Oak Bay News identifies house in the position of a "disgruntled" owner, Massie. At one point in 1974 Mr. Massie applies to demolish the house.

1974 The site is municipally designated on June 28, 1974.

1975 Tod House was bought for \$65,000 from a private owner and passed into co-ownership by the town and Province. The two parties have agreed to lease it as a private residence and split the profits evenly.

1975 Review of the building by H. Elsdon, OB Building Inspector

1976 Re-roofing with split shakes. Gutters removed under permit July 23.

1977 Heating and electrical work.

1978 Plumbing. Water service. Replacement of water piping under permit Dec 5.

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1978 New clean out at north side.

1981 New 4" PVC SD lateral south side of house.

1987 exterior painted in May.

1989 Archaeological investigation at Tod House as part of a set of investigations at Tod, Carr, Helmcken, Point Ellice and Craigflower. At Tod House it was a minor investigation- shovel tests were carried out.

1990 Fence painted in May.

1992 Historic Site Investigation report by Stuart Stark, summer 1991.

1997 *Oak Bay News* article 13 August, "Sell it, Keep it, Open it?". The article mentions the property is currently rented at \$500 a month to a couple called the Loneys. August of 1997 also sees the collection of many letters from neighbours opposing opening Tod House to the public. Increased traffic, disruption to neighbourhood and parking are amongst their concerns.

1998 Major repairs are made, "to kitchen, floor, bathroom wall, bathroom floor, hallway wall, electrical fixtures, sealing up of the fireplace, broken windows repaired, living room painted, master bedroom painted, window sills painted, doors, new kitchen lino, bathroom lino, and new carpet in the small bedroom." Looking for new tenant. Oct 1, 1998 fireplace/chimney inspection takes place and the basic fire safety requirements are not met (presumably the sealing up of the fireplace is the response to this inspection).

1999 *Oak Bay News* article April 28 "Tod House Again a Point of Contention". In this article Robert Belyk, a biographer of John Tod, agitates because the house is not open to the public. John Adams, regional manager of the Ministry of Culture is quoted as saying there had been little interest in the building when experiments were made in the 1990s with having the house open to the public.

2000 Roof inspection in November (roof is OK).

2001 Current tenant vacates in April 2001 and plans are made to perform maintenance in May. Advertising in June for a new tenant. Within the advertisement is the notice that, "As the residence is protected by Heritage Designation, tenant may not undertake any alterations, modifications, repairs or changes to the premises or property. Lease term at least 12 months"

2002 *Oak Bay News* article 10 March about the issues surrounding devolution.

2003 Pam Copley helped prepare a 10-page report on the status of Tod House covering the history, status and recommendations for future use, such as leasing it to a non-profit. On 9 January, the Oak Bay Heritage Commission makes a site visit with Doug Bury to look at bathroom repairs.

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2003 L. Hilton, Municipal Clerk of Oak Bay, considered a letter (dated 28 October) from Parks Canada to reapply for national site designation; council authorised OBHC to prepare the application.

2004 OBHC meeting dated 2 September. Doug Bury discussed storm windows for Tod House which were approved.

2004 Stuart Stark performed an inspection (23 October). His inspection highlights problems with the front porch (filled with derelict chairs), identifies a new light fixture inside (?), painted fireplace brick, carpet has been glued to the original fir floor, stripped woodwork, storm windows, students renting the house. Letter dated 25 October from Jean Sparks to Russ suggests that S. Stark's work should be used to initiate discussion with Mayor and Administrator to possibly review tenancy. And asks if the Tod House Management Board should be reconvened.

2005 Site inspection in May by Don Reksten, Loranne Hilton, Doug Bury and Marnie (last name?). Inspection notes, "In spite of not abiding by the terms of the agreement signed in 2002, the lease has been renewed". And raises questions about how the rental agreement was renewed without referral to the OBHC after they expressed concerns about the tenant and the issues noted in Stark's inspection "When he filmed Tod House last fall". On the 13th of January 2005, the Tod House management steering committee was struck (members listed as D. Reksten, D. Bayne and J. Lemery). In an *Oak Bay News* article dated March 1, 2006 Pam Copley quoted as saying it should be, "resurrected to deal with the property".

2006 *Oak Bay News* article dated March 1, says that the future of Tod House remains "unclear". And that, "4-years after government announced plans to devolve ownership it had not progressed much beyond negotiation". Other notes found in OB Archive seem to indicate the issue was moving slowly through various government departments and then in June 2008 Tod House was devolved to Oak Bay but apparently no one was notified.

On the 14th of March 2006 Don Reksten, Loranne Hilton and Nigel Beattie toured Tod House and found the "basement in serious need of repairs" and recommended to Council that a structural engineer go through the building and provide a report".

2007 In June the Rotary Club moved the Cairn given in 1978 (by the club?) to the boulevard location. In August of the same year new tenants (Mr. and Mrs. Charles) are chosen and assume tenancy on Oct 1.

2008 Free Crown Grant transfer of the Province's half of Tod House to District of Oak Bay completed June 6 (OIC 356, Ministry of Agriculture and Lands).

2009 January 8 OBHC meeting minutes: "Councillor Ney explained that rather than take on a management role for the property, the Committee wishes to work towards providing a planning framework for the future of the property." It was the consensus of Council that the proposal by the Committee to develop a planning framework for Council's consideration was desirable. A subcommittee of OBHC was formed to study this plan.

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Email correspondence from Don Reksten on behalf of OBHC Todd House Subcommittee, seeks funding from the BC Heritage Branch Conservation and Feasibility Planning Program. The funds to be used for assessing the current condition, preparing a maintenance program, reviewing code-compliance, and preparing a site management plan. Also asks whether the funds in the Tod House account (from the rents collected) might be used toward this purpose (email dated August 16, 2009). Email was sent to Loranne Hilton, Municipal Clerk of Oak Bay.

Loranne Hilton's reply April 21, 2009 reports balance of account is \$ 173,001 dollars and is for capital purposes so not appropriate to fund a study. But that Oak Bay Council might consider putting some revenue for "Oak Bay's share of the cost" of a study into the program.

Email from Pam Copley (regional Heritage Planner) to Don Reksten dated April 23, 2009. Says "we have no funding to offer at this point" but hopes to later, and suggests that this is kept in the future as a goal but meanwhile there is government money for "adding register records to the Community Heritage Register and she recommends to Jean Sparks that they apply for that.

Further emails of April 27 between Pam Copley and Don Reksten. P.C suggests that they might want to engage Sandi Piercy "using Foundation funds to help with the application" as she has prepared several grant applications. And says that they "really want a conservation plan to be the end product".

In August 2009 Don Reksten presented subcommittee report asking Oak Bay Council to spend some cash to fund assessment of structural condition etc.

Recommendations/Conclusions of the report submitted by Pam Copley, Community Heritage Commission, Member of the Tod House Subcommittee dated May 12, 2003 are quoted below:

"The general consensus of the Subcommittee is to recommend that Council seriously consider the third party and public management options presented on page 3, and only latterly the private ownership option. Council's decision will ultimately hinge on the outcome of negotiations with the Province, which is still uncertain. It is hoped that the information and recommendations in this report will assist Council at the bargaining table and in the final analysis to make an informed decision regarding Tod House which will benefit the community.

There are several compelling reasons, in addition to those already discussed, why the Subcommittee feels strongly about this course of action.

- *A belief that Tod House could, with creative use of volunteers and dollars, and the involvement of the business community in the promotion of heritage and cultural tourism, become a valuable community resource Oak Bay could be proud of.*
- *An awareness that the current situation of unrestricted rental of the house is not a suitable arrangement for the long term from a conservation standpoint.*

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- *Unsolicited interest has already been demonstrated by at least two community sources in acquiring access to the site: one for use as an artists/artisan resource centre/ meeting place, the other as a family heritage learning and research centre. If the Municipality, using OBCHC as the vehicle, were to actively solicit proposals for expressions of interest, it is likely many additional interesting and creative ideas would come forth.*
- *A sense that selling off the site without strong justification could prove extremely unpopular in the community and be seen as being short-sighted and undermining our heritage resources;*
 - *Although revenue generation is a perennial concern, there is greater potential now than ever before for support from the OBHF if their planned fundraising efforts and initiatives develop successfully. Development of the National Historic Places Initiative should also be closely monitored and assessed for its potential as a funding partner, as should the availability of funds through the newly established \$5 million provincial heritage endowment fund.*
 - *Information revealed through investigation by and in the subsequent report from Stuart Stark in 1992, and supported by the newly-developed Statement of Significance, presents a strong case for renewing pursuit of national heritage status for Tod House through application to the Historic Sites and Monuments Board of Canada. It would be advantageous to seek support from M.P. David Anderson;*
 - *The official opening of a Tod House resource centre could be scheduled to take place as part of Oak Bay's centennial year celebrations in 2006.*

At this time, the Province is still fully engaged in the process of devolving management for its operating heritage sites and has not yet turned its attention to Tod House. As stated earlier, it seems likely that Tod House will be dealt with in the next six to eight months. It is hoped that the information gathered and recommendations contained in our report will serve to assist Council in making the best possible decision for the future of this important community heritage resource.”

Condition

Our assessment of Tod House confirms the material significance of the house: historic building fabric remains largely unchanged since the last major study of the house was undertaken by Stuart Stark in the early 1990s (Stark 1992) and reviewed by the same in 2004.

The house is generally in *fair* condition and has benefitted from continual occupation since its original construction in the 1850s (indeed, this is one of the character-defining aspects of the historic site). Even so, it is apparent that maintaining regular and high-quality maintenance has been an ongoing challenge. For example, the house urgently requires repairs in specific areas including the roof, the rainwater goods, and the interface between exterior pavements and wooden parts of the building. Each of these deficiencies represents a risk of loss to important historic fabric (water ingress being the principal agent of decay throughout the building’s history).

More generally, the residential tenancy is negatively impacting the condition of the house. While some ‘wear and tear’ on internal and external finishes and surfaces is inevitable with occupancy,

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the property is not being maintained to an appropriate standard for a historic place. Fortunately, most of the interior finishes and operational surfaces are modern, as are the mechanical and electrical services/systems, and collectively this helps to buffer many of the more significant historic parts of the house which remain concealed and intact beneath these modern surfaces. However, this is no longer providing sufficient protection, as water is currently leaking into the interior of the building at several locations.

The foundations are generally in good condition. Much of the substructure (visible in the basement area) is modern, and while the house may have originally had a small cold storage area (e.g., root cellar), the current layout was likely made to accommodate a modern furnace and solid fuel storage. Unfortunately, the modern substructure includes concrete patios and porches that are harming the building. For example, there are some places where modern concrete foundations have been poured around historic timbers and these will now be rotten as a result.

In considering the following repair priorities and associated repair estimates, we assume the residential tenancy will be concluded and the house will be made vacant/empty to facilitate the necessary conservation work. Of critical importance to the successful implementation of these repairs is the thoughtful recording and dismantling of modern surfaces which currently conceal underlying historic building fabric. This work must be led by an experienced building conservation team because it will provide key information about historic materials and material assemblies that will be used to inform the detailed specifications of repairs (an allowance for the costs of this supervision is included in the recommended budget).

The repairs described in this report should be performed in a specific order to achieve the best overall result. For example, removing the modern finishes and revealing/understanding the full extent of the historic finishes that lie beneath them, should be done in time to inform the specifications for the final finishes. As another example, repairing the roof should not be done before repairing the rafter tails and top plates of the structure (i.e., these repairs must be coordinated for best result).

It must be emphasized that much of the original historic material at Tod House still exists *in its original condition*. This is extremely rare. When the house was previously put forward for heritage designation, the construction and extent of surviving historic fabric was poorly understood. At the time of devolution to MOB however, the Province believed it should be designated and was about to do so. Tod House is valued as an extraordinary survival of early pioneer building technology, craft and materiality (so early it is only really recognizable in the European context). It is one of only three or four such examples remaining on Vancouver Island, and should be regarded as being on par with Helmcken House at the Royal BC Museum for example. Tod House is also valued for its relationships to the history of HBC and the early development of Victoria and Oak Bay. We also value the historic place for its associations with John Tod, an important and intriguing figure. Designation under the Provincial Heritage Conservation Act is entirely appropriate as this is the highest form of protection currently available.

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Regarding Occupancy

The repairs outlined in Category 1 below, can be implemented while the house remains occupied. Similarly, the keyhole type investigations necessary to inform the Conservation Plan can also be made during occupancy. While these tasks will almost certainly result in some disturbance/inconvenience for the tenants, the work can be performed in such a way as to minimise this, using mitigation measures such as good dust protection and etc. The costs of this mitigation are included in the budget for Category 1 repairs.

It is not practical for the building to remain occupied during the conservation works outlined in Category 2 repairs below. It will be necessary to interrupt electrical and mechanical systems in order to perform the work and the associated disturbance will be too great. More importantly, the work will involve some risks associated with hazard-mitigation, demolition and construction that are simply incompatible with tenancy. Therefore, the budget for Category 2 repairs assumes the house will be vacant at the time the work is performed.

Repair Priorities

For the purpose of our outline budgets we have determined three categories of repairs as follows:

Category 1 Repairs – Emergency Works

These repairs consist of maintenance tasks that should have been completed but were not, and any new repairs to the building that have become necessary as a direct result of deferred maintenance. For example, maintaining operational gutters and downspouts is a simple maintenance task that if left unattended will result in damage/decay to adjacent exterior siding and trims. Or for example, when exterior paint work is not maintained (e.g., periodically touched up), wood windows will rot. Repairs in this category also include the periodic inspection and replacement of materials such as roofing that are known to have a limited service life.

The creation of a Conservation Plan (CP) for Tod House is important for determining the policies that will enable other desirable conservation work on the site. For this reason, we have included the CP development costs in the budget for Category 1 Repairs.

Executing all Category 1 Repairs should be regarded as the minimum intervention necessary to stabilize the historic building and arrest its deterioration/decay. These repairs are identified on the attached record of condition drawings. Care must be taken during the implementation of Category 1 Repairs, not to impede the subsequent implementation of repairs contemplated in Category 2. All costs associated with the delivery of Category 1 Repairs are included in the attached budget (a Class C Estimate).

Category 2 Repairs –Conservation Works

These repairs consist of repairs consistent with good conservation practice, that will improve the overall preservation and interpretation of the historic place. For example, the removal of modern finishes to reveal and conserve the historic finishes that are concealed beneath them. Or, for example, the removal

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of modern features that confuse or detract from the interpretation of significant and valued elements of the historic place.

Category 2 Repairs can only be executed once the guiding conservation policies contained in the Conservation Plan are established. However, there are many ‘non-essential’ repairs that can be reasonable anticipated to fall within this category. For example, the repair of historic plaster finishes are likely to be required regardless of whether the house is Preserved, Restored or Rehabilitated, and the likely costs of these repairs can be reasonably anticipated. These costs are included in the attached budget (a Class B Estimate).

The budget for implementation of Category 2 Repairs includes a modest allowance for the mitigation of hazardous/toxic materials. During our investigation we spot-tested historic paint at some of the old window sashes and unsurprisingly, some of these samples produced positive results for lead. In the context of the proposed scope of work, it is likely the drywall jointing compound used in the modern interior finishes will be found to contain some asbestos, and these will need to be removed in accordance with WorkSafe BC guidelines.

Category 3 Repairs –Ongoing Maintenance

Regular ongoing maintenance tasks should be undertaken at Tod House once the conservation work is completed. A detailed maintenance schedule should be prepared during the conservation work (Category 2 Repairs). The specific details of this plan, and the appropriate budget for its delivery, will be depend on the following:

- The use/occupation of the building going forward.
- The extent to which the repairs identified in this report are implemented.
- Who is performing the maintenance (i.e., Contractors or MOB’s own forces).

That said, an accurate scope and budget for annual maintenance is completely achievable. Some owners (e.g., CVRD) set aside / accrue an amount each year for predictable but infrequent, high-cost items such as exterior painting or roofing. Other owners budget for these costs on an ‘as-and-when’ basis. The problem with the latter, is that it is very tempting to defer maintenance until it becomes urgent, and this is always more expensive. This reflects the current situation with Tod House.

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Schedule of Repairs

Category 1 Repairs, Emergency Works	1.1	Replace Roofing <ul style="list-style-type: none"> • Strip all exterior roofs to reveal/inspect the condition of underlying sarking boards. • Do not remove any of the historic shakes visible within the attic. • Repair the minimum amount of sarking necessary using materials that exactly match the historic fabric. • Install new split cedar shakes to match the original roofing and exposure to the weather as existing in the attic above the Kitchen/Hall. Fire retardant should be considered but wood preservatives should not be used. • Install new metal flashings throughout. Look for evidence of original flashings to determine the correct type. • In areas of complex roof intersections (e.g., interior valleys) make such improvements to the flashings as necessary to improve the performance of the roof. Do not impede the breathability of the roof by inserting impermeable ‘peel and stick’ type membranes. • Remove and dispose of all waste. 	High
	1.2	Repoint Chimneys <ul style="list-style-type: none"> • Systematically inspect and repoint each of the chimneys with mortar that exactly matches the original. Replace any modern, cementitious mortars/repairs that are encountered, with compatible material. • Remove all vegetation. • Repair all cracks with mortar. • Cap the chimneys with mortar to protect them. • Install new metal flashings in reglets as necessary to enable roofing repairs. • Replace and reinforce any dislocated bricks. • Do not seal the bricks. 	High
	1.3	Repaint Exterior <ul style="list-style-type: none"> • Prepare (by hand) all exterior surfaces for painting in accordance with original color scheme. • Perform carpentry repairs as necessary at 	High

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		<p>windows, siding and trims.</p> <ul style="list-style-type: none"> • Paint all exterior surfaces with KEIM mineral paints. • Limewash exposed stone chimney using materials that match original. 	
1.4	Reinstate Rainwater/Down-water Goods	<ul style="list-style-type: none"> • Ensure all gutters, downspouts and rainwater leaders are free of debris and flowing freely. • Check all gutter slopes. 	High
1.5	Repair Exterior Porches & Patios	<ul style="list-style-type: none"> • Remove concrete patio north elevation (outside kitchen). • Install new drainage and waterproofing. • Re-grade to fall away from house, and lay patio area with porous landscaping pavers. 	High
1.6	Repair/Replace Fencing	<ul style="list-style-type: none"> • Systematically inspect and repair all parts of the perimeter fence (including the gates). • Match the existing configuration and design. • Repaint the fence with white paint. 	Med
1.7	Improve Landscaping	<ul style="list-style-type: none"> • Permanently remove all material/debris stored against the house. This will improve the durability and longevity of exterior siding and finishes. • Cut back all vegetation from eaves, roofs, and gutters. This will improve drainage and prevent gutters from overflowing. 	Med

HERITAGEWORKS

Proposed Conservation Strategy

The development of a Conservation Plan (CP) should be regarded as fundamental to the successful conservation of Tod House. It is in this document that community values will be articulated and contextualised by the practical concerns of the Owner. The CP should include such policies as necessary to guide the decision-makers and specifiers who will be responsible for managing changes to the historic site over time. The CP will also serve as a single reference document to summarize the work of many people in one place and chart a way forward. To say this a different way, an effective CP should perform a function like an OCP; it should resolve second-guessing and recurring debate about how to manage the site. The cost of the CP (approximately \$14k) is included in the Category 1 Repair Estimate.

In addition to the CP, the Owner will benefit from the development of a brief business case for the site to outline the likely costs and revenue opportunities associated with managing the historic place. Revenues such as rental income, may be used to offset the costs of future maintenance.

Our recommended approach to the practical conservation of Tod House is outlined in the notes contained on Heritageworks Drawing No's A0.2 and A0.3. These include references to the applicable standards and guidelines, as well as providing general specifications for contractors. We recommend these notes are included in tender documents.

Living and working at Tod House should be regarded as a privilege. Only experienced (i.e., pre-qualified) contractors should be engaged to perform the conservation work. Specialist skills are required to perform many of the tasks involved. Contractors should be prequalified to ensure:

- Evidence of previous, successful heritage conservation projects.
- Familiarity with conservation best practice including traditional materials and tools/techniques necessary to work with them.
- Demonstration of an understanding of the Standards and Guidelines for the Conservation of Historic Places in Canada, and how these relate to their specific scopes of work.
- Appropriate references.

HERITAGEWORKS

Recommended Budgets for Planning Purposes

Ref	Description	Priority	Budget
1	Category 1 Repairs – Emergency Works (Class C Estimate)	High	\$304,551
2	Category 2 Repairs – Conservation Works (Class B Estimate)	Med	\$400-420,000

NB: Budgets exclude GST.

Cost Estimate for Category 1 Repairs

Summary:	Budget:	% of Total:
Shop Fabrication, Off Site	\$ 9,853	3.2%
Design & Tender	\$ 22,315	7.3%
Supervision & Project Admin	\$ 16,026	5.3%
COC Insurance	\$ 1,416	0.5%
Materials	\$ 20,965	6.9%
Drayage / Shipping	\$ 920	0.3%
Site Labour	\$ 102,515	33.7%
Sub-Contractors	\$ 69,690	22.9%
Rental Equipment	\$ 14,605	4.8%
Disposals	\$ 575	0.2%
Contingency	\$ 45,672	15.0%
Total:	\$ 304,551	100.0%

NB: Estimate excludes GST and assumes single site mobilization.

These costs are sufficient to deliver Repair No's 1.1 - 1.7 inclusive as shown in Heritageworks Drawing No's A0.0 and A4.9 inclusive, February 2020.

NB: There are economies of scale involved in delivering the repairs concurrently. The current budget assumes scope items will be delivered concurrently for best overall value. The cost of individual repairs, if performed separately, will be significantly higher than the aggregate amount shown. In our experience, this is especially true with heritage projects where several consultants may be involved in guiding the work in the context of best conservation practice and the fullness of the *Standards and Guidelines for the Conservation of Historic Places in Canada*.