

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER  
HERITAGE REVITALIZATION AGREEMENT (323 Regina Street)  
BYLAW NO. 8304, 2022**

**A Bylaw to enter into a Heritage Revitalization Agreement under  
Section 610 of the *Local Government Act***

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WHEREAS the City of New Westminster and the owners of the property located at 323 Regina Street in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

**Citation**

1. This Bylaw may be cited as “Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8304, 2022”.

**Heritage Revitalization Agreement**

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owners of the property located at 323 Regina Street legally described as PID: 013-593-285; LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620.
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this 10th day of January, 2022.

READ A SECOND TIME this 10th day of January, 2022.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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MAYOR JONATHAN X. COTE

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JACQUE KILLAWEE, CITY CLERK

**SCHEDULE "A"**

**HERITAGE REVITALIZATION AGREEMENT (323 Regina Street)**

THIS AGREEMENT dated for reference the 1<sup>st</sup> day of December, 2021 is

BETWEEN:

**GARY JOHN HOLISKO and ROSANNE MARIE HOOD,**  
323 Regina Street, New Westminster, BC  
V3L 1S8

(together, the "Owners")

AND:

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER,** City Hall, 511 Royal  
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owners are the registered owners in fee simple of the land and all improvements located at 323 Regina Street, New Westminster, British Columbia, legally described as PID: 013-593-285; LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620 (the "Land");
- B. There is one principal building situated on the Land, known as the Edgar House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labelled as "323 Regina Street";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owners intend to construct a two storey infill house on the lands, measuring approximately 132 square meters in size (the "Infill House") on that portion of the Land labelled on the Site Plan as "471 Fourth Street Coach House";
- F. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- G. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

### **Conservation of Heritage Building**

1. Upon execution of this Agreement, the Owner shall promptly commence the Work in accordance with the Heritage Conservation Plan prepared by Katie Cummer, PhD CAHP, of Cummer Heritage Consulting dated July 24, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by Nancy G Dheilley, dated AUG 6, 2021, NOV 8, 2021, and NOV 17, 2021, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2<sup>nd</sup> edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.
7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the British Columbian Association of Heritage Professionals with

specialization in Building or Planning (the “Registered Professional”) to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

### **Role of Registered Professional**

8. The Registered Professional shall:
  - (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
  - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
  - (c) provide regular reports to the City’s Climate Action, Planning and Development Department, on the progress of the Work;
  - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
  - (e) notify the City within one business day if the Registered Professional’s engagement by the Owner is terminated for any reason.

### **Heritage Designation**

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.
11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.



### **Damage to or Destruction of Heritage Building**

12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2, the Approved Plans in Appendix 5, and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

### **Construction of the Infill House**

15. The Owners shall construct the Infill House in strict accordance with the Site Plan and the Approved Plans prepared by Nancy G Dheilly, dated NOV 8, 2021 and NOV 17, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the Infill house, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, and tree permit.
17. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Infill House, and obtain any amended permits that may be required for such changes to the Infill House, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Infill House if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the Infill House shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

### **Timing and Phasing**

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.

21. The Owner shall not construct the Infill House on the Land until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Climate Action, Planning and Development, has provided the Certification of Compliance described in section 8(d) above.
22. The City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a building permit or heritage alteration permit applied for in respect of the Infill House if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Climate Action, Planning and Development.
23. The Owner shall complete all actions required for the completion of the Infill House, as set out in Approved Plans in Appendix 5, within five years following the date of adoption of the Bylaw authorizing this Agreement.

#### **No Subdivision**

24. The Owners shall not subdivide the Lands or the buildings located on the Lands by any method, including by way of a building strata plan under the provisions of the Strata Property Act (British Columbia), or any successor legislation dealing with the creation of separate titles to buildings or portions of a building.

#### **Inspection**

25. Upon request by the City, the Owners shall advise or cause the Registered Professional to advise, the City's Climate Action, Planning and Development Department, of the status of the Work.
26. Without limiting the City's power of inspection conferred by statute and in addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.
27. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the Infill House if the Owner has not completed the Work with respect to the Heritage Building or construction of the Infill House to the satisfaction of the City's Director of Climate Action, Planning and Development.

#### **Conformity with City Bylaws**

28. The City of New Westminster Zoning Bylaw No. 6680, 2001, is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.

29. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or Infill house, must comply with all applicable bylaws of the City.

### **No Application to Building Interiors**

30. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and Infill House apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, stairs, windows and architectural ornamentation.

### **Enforcement of Agreement**

31. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
32. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
33. The Owner acknowledges that, if the Owner alters the Land, the Heritage Building or the Infill House in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
- (a) an order that the Owner restore the Land or the Heritage Building or the Infill House, or all, to their condition before the contravention;
  - (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the Infill House;
  - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
  - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
34. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.

35. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms and conditions of this Agreement have been contravened.
36. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
- (a) seeking an order for specific performance of the Agreement;
  - (b) any other means specified in this Agreement; or
  - (c) any means specified in the *Community Charter* or the *Local Government Act*,
- and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

### **Statutory Authority Retained**

37. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

### **Indemnity**

38. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.
39. In no case shall the City be liable or responsible in any way for:
- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
  - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or

require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

#### **No Waiver**

40. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

#### **Interpretation**

41. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

#### **Headings**

42. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

#### **Appendices**

43. All appendices to this Agreement are incorporated into and form part of this Agreement.

#### **Number and Gender**

44. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

#### **Joint and Several**

45. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia)) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

#### **Successors Bound**

46. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date written above.

Signed, Sealed and Delivered in the  
presence of:

)  
)  
)  
)  
)

\_\_\_\_\_  
Name

\_\_\_\_\_  
**GARY JOHN HOLISKO**

\_\_\_\_\_  
Address

\_\_\_\_\_  
**ROSANNE MARIE HOOD**

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
**ROSANNE MARIE HOOD**

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER**

by its authorized signatories:

\_\_\_\_\_  
Mayor Jonathan X. Cote

\_\_\_\_\_  
Jacqueline Killawee, City Clerk

## **APPENDIX 1**

### **SITE PLAN**



PROJECT TITLE.  
**HERITAGE RESTORATION  
AGREEMENT,**  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.

## SITE PLAN

DRAWN BY.  
NANCY G DHEILLY

DATE.	REVISED.
NOVEMBER 2020	NOV 17, 2021

DRAWING NO.

## A-1.0



**APPENDIX 2**  
**CONSERVATION PLAN**

## Heritage Conservation Plan

Edgar House, 323 Regina Street, New Westminster, BC

July 24, 2021



Fig. 1: View of the front of Edgar House at 323 Regina Street, New Westminster, BC, 2020, as visible from the corner of Regina Street and Fourth Street. (Source: Holisko)

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## 528.0 Introduction

The subject house, Edgar House, is a Storybook style, one and a half storey, stuccoed, wood-frame construction with concrete foundation located at 323 Regina Street in New Westminster (Fig. 2). It is located in the northwest corner of the Queen's Park neighbourhood in New Westminster.



Fig. 2: Map of the area surrounding 323 Regina Street, outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2020)

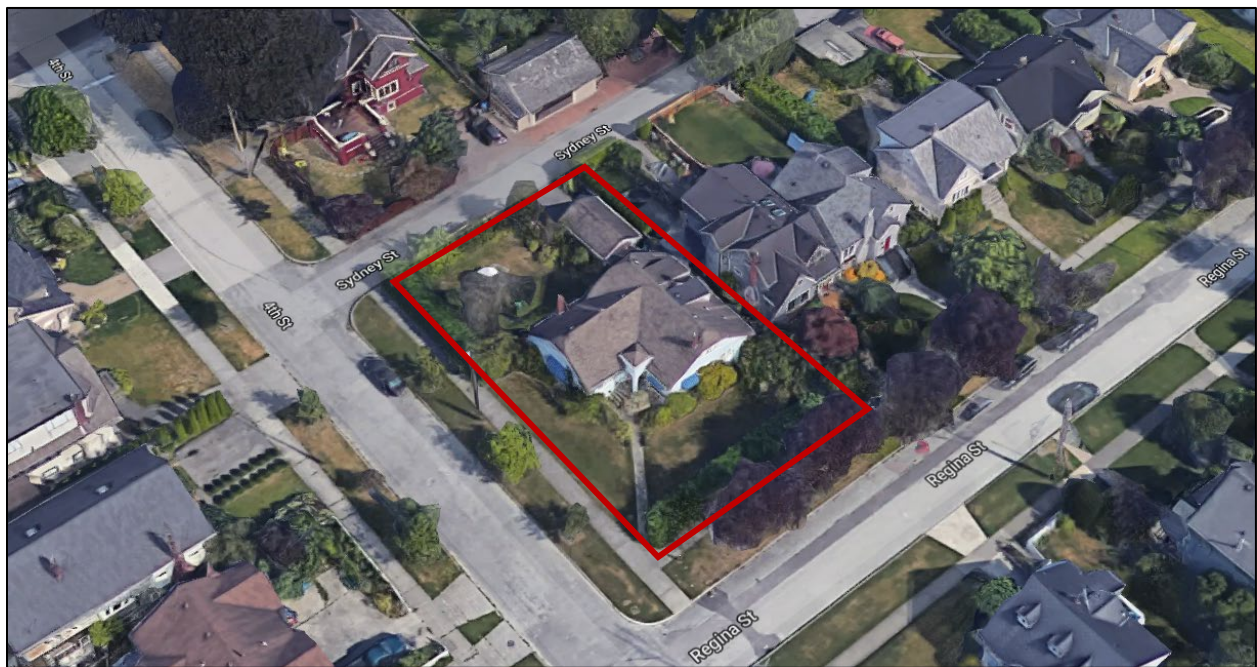
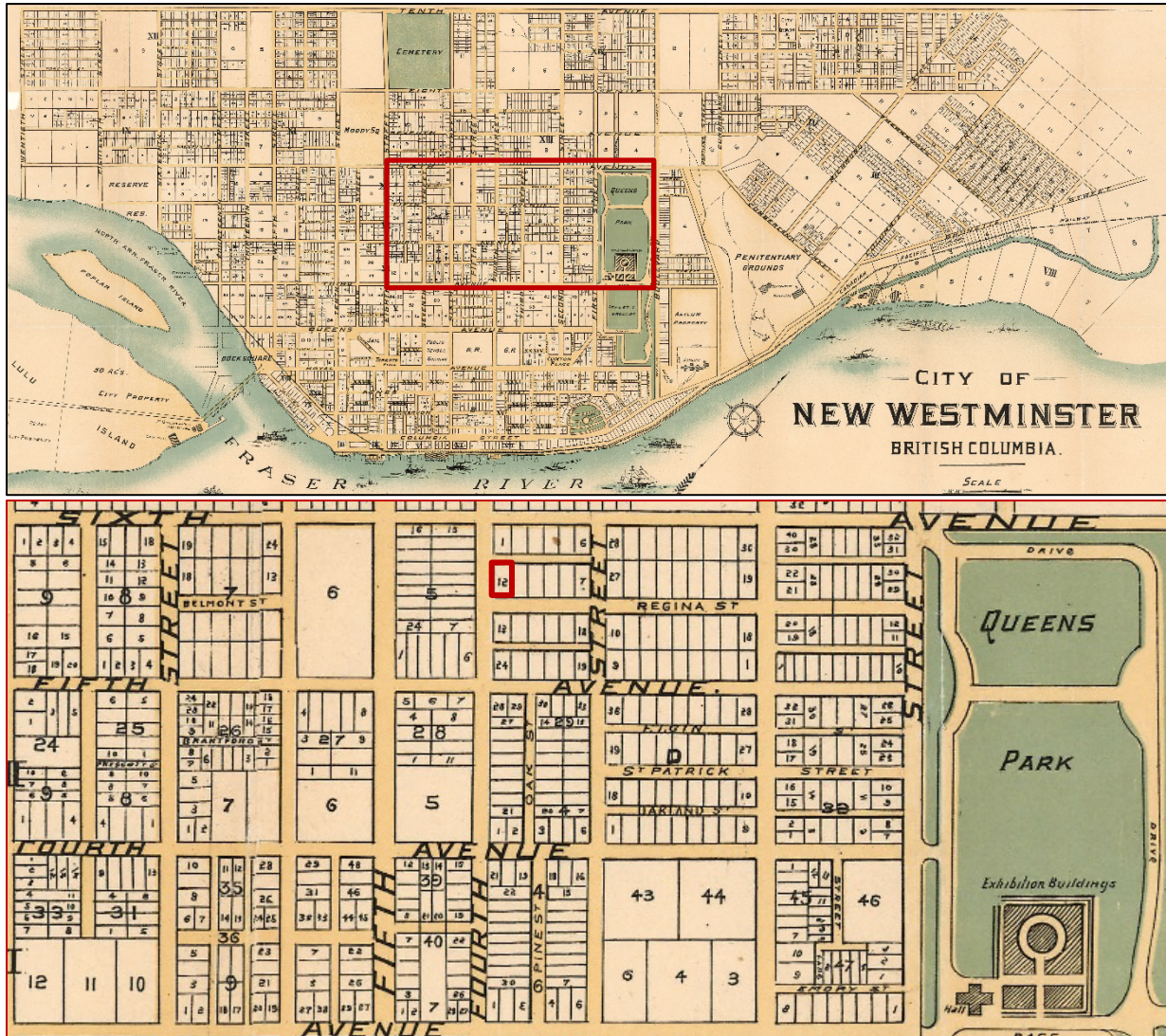


Fig. 3: Aerial view of 323 Regina Street, outlined in red. (Source: Google, 2019)



## 2.0 Historic Context

In 1859, the British Royal Engineers surveyed the area to become known as New Westminster, which at the time was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river. The head engineer, Colonel Richard Moody, envisioned a formally planned “Garden City” with prominent public parks and elegant wide avenues (Wolf 2005, pp. 18-20). These well-landscaped parks and avenues are clearly visible in the 1928 aerial photograph of the area (Fig. 7 below).



Figs. 4a and 4b: Fig. 4a (above) shows the wider context of the City of New Westminster, 1892. Note the grid pattern of the streets and avenue. In Fig. 4a (above), the neighbourhood of 323 Regina Street is outlined in red. Its lot is outlined in bold red in Fig. 4b (below). (Source: City of Vancouver Archives, AM1594-MAP 617)

“The Royal Engineers marked out the area now known as Queen’s Park including road allowances for wide streets and landscaped boulevards, land reserves, and squares in 1859. The next year the Royal Engineers surveyed 75.5 acres for what became Queen’s Park itself. The area very soon began to attract merchants and entrepreneurs seeking a prestigious location away from the noise and pollution of the downtown and river front.” (DCD *et al.* 2009, p. 41). Shortly thereafter, New Westminster experienced two major building



booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). At the beginning of the 20<sup>th</sup> century, Queen's Park "was filled up as an elite residential neighbourhood. In 1906 Queen's Park acquired paved street and concrete sidewalks, in 1912 a sewer system, and a year later street curbs, making it the first fully serviced neighbourhood in New Westminster" (DCD *et al.* 2009, p. 42).

The subject property at 323 Regina Street is located in the northwest quadrant of this "elite residential neighbourhood" known as Queen's Park. Interestingly, it was a relatively later development in the neighbourhood, being built in 1928, compared to the numerous Edwardian era constructions, distinctly visible in a 1913 Fire Insurance Map (Figs. 5a and 5b). It is worth comparing this to a 1957 Fire Insurance Map (Fig. 6), which shows a few additional developments built during the interim decades, including the captioned study site, which is visible in a 1928 aerial photograph of the area, showing the property being developed (Fig. 7). A newspaper advert from the same year, illustrates and promotes the house and its numerous qualities (Fig. 8).

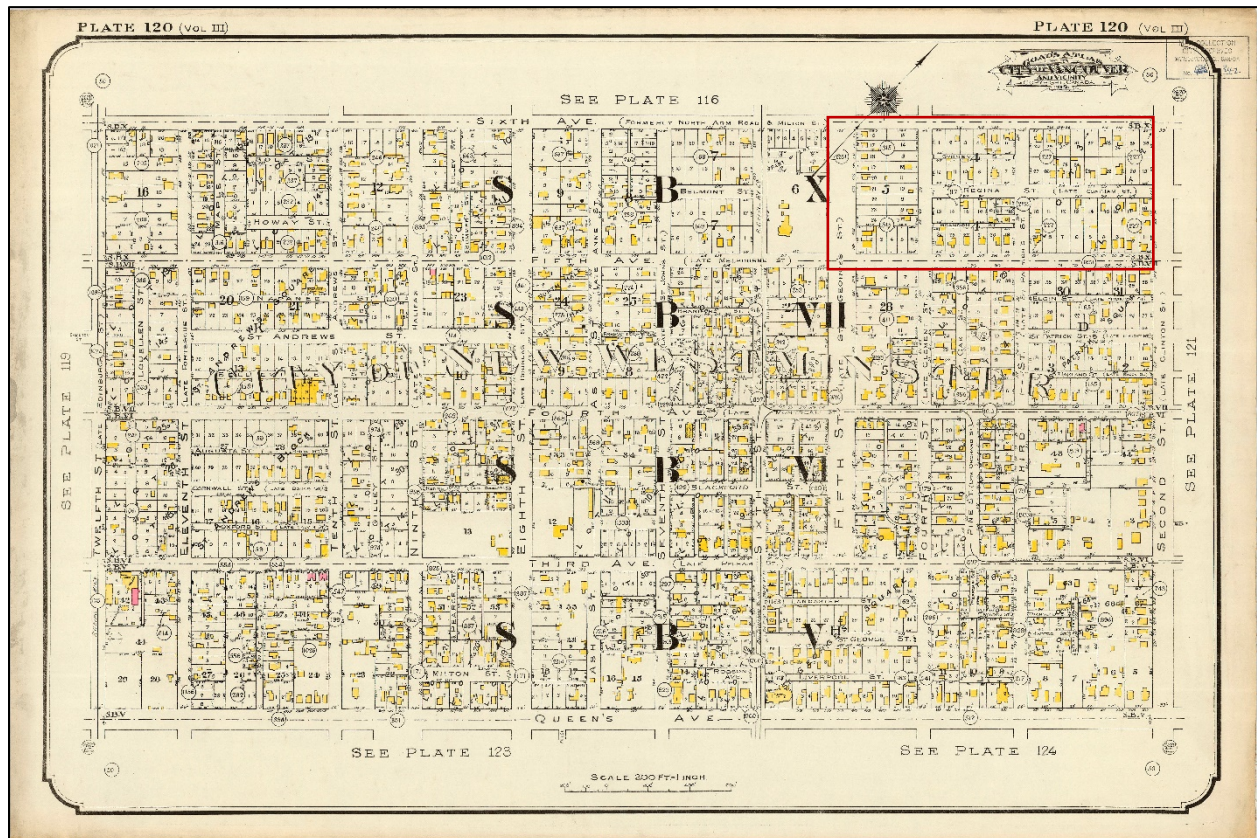


Fig. 5a: Fire Insurance Map of New Westminster, 1913. The neighbourhood of 323 Regina Street is outlined in red. The property is outlined in bolded red in Fig. 5b (below). (Source: City of Vancouver Archives, 1972-472.07, Plate 120)



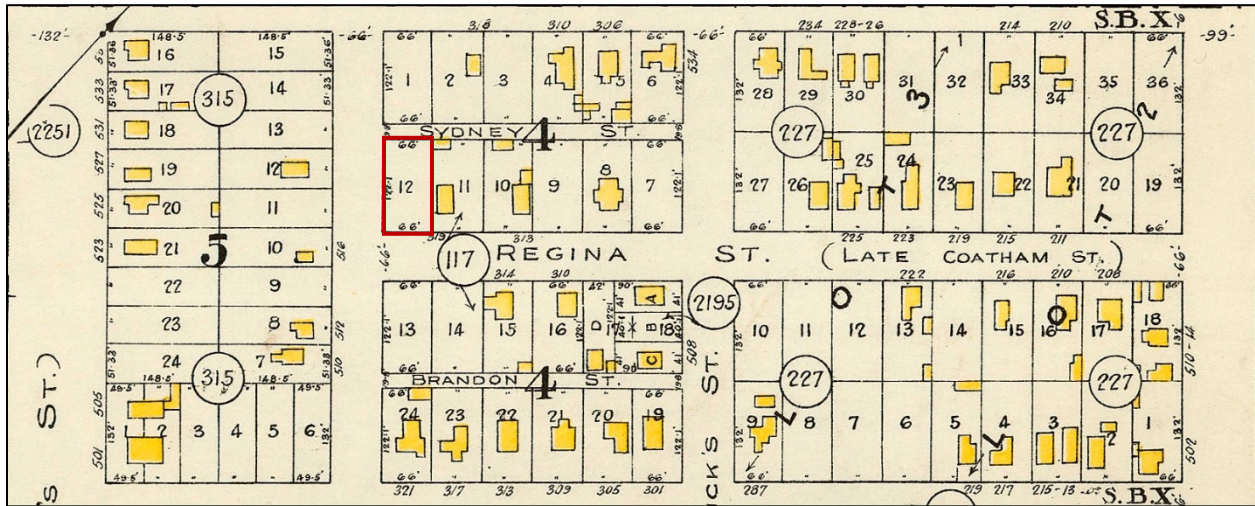


Fig. 5b: Excerpt of Fire Insurance Map of New Westminster, 1913. The empty lot of 323 Regina Street is outlined in red. (Source: City of Vancouver Archives, 1972-472.07, Plate 120)

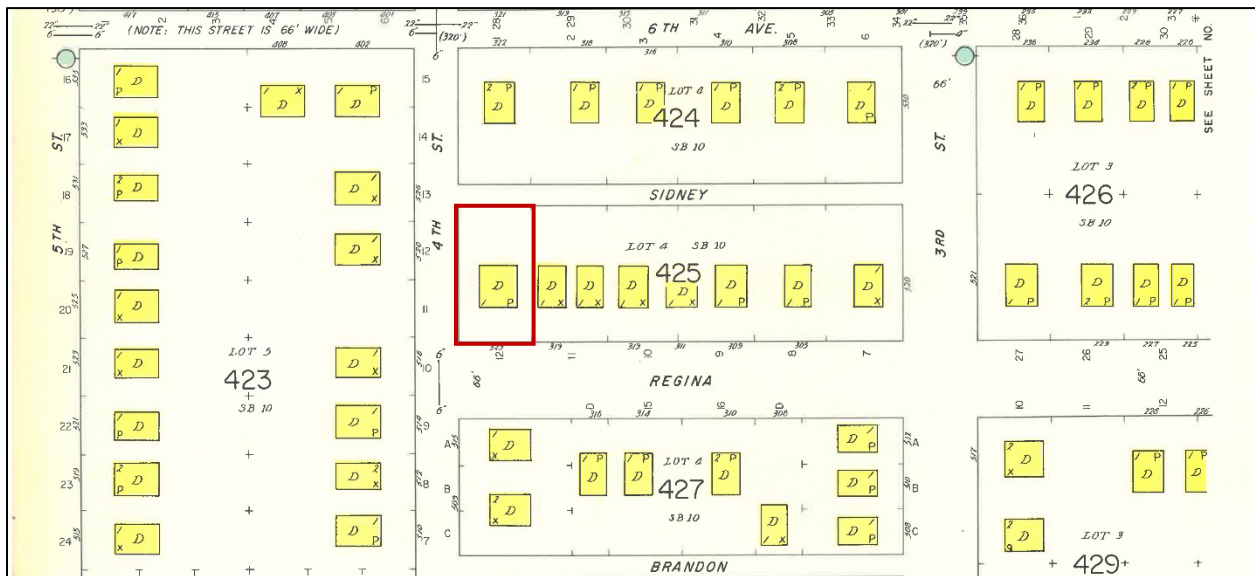



Fig. 6: Fire Insurance Map of New Westminster, 1957. The developed lot of 323 Regina Street is outlined in red. (Source: City of New Westminster Archives 1957, sheet 42)



Fig. 7: Section from a Royal Canadian Air Force aerial photograph of New Westminster, 1928. Note that 323 Regina Street has been cleared for development, however, no structure is yet built on the lot. (Source: Library & Archives Canada, AA287\_058)

## PRESENTS ATTRACTIVE APPEARANCE



Embodying many of the latest modern features and ideas, with both the interior and exterior very attractively designed, and exceptionally well built throughout, the spacious new residence of E. A. Edgar, local manager of the Tip Top Tailors, at the corner of Fourth and Regina streets, is a splendid addition to the large list of imposing new homes which have been built in New Westminster. The dwelling is of the semi-bungalow type and was built to plans prepared by Mr. Edgar and K. R. Matheson, the contractor.

A striking feature of the dwelling is the use of arches and graceful curves to replace the usual sharp angles, which adds greatly to its attractiveness. The curve effect is not only carried out in the interior but also on the outside walls and on the roof, which has a rounded edge.

Rooms on the ground floor include a living room, dining room, kitchen with breakfast room attached, bedroom, den, a large hall and a bathroom, and on the second floor there are two large bedrooms and a sleeping porch besides a second washroom. Hardwood floors are laid in all rooms on the main floor, except the kitchen and the bedroom in which 3-inch edge grain fir has been used.

At one end of the living room, which is 18 feet wide and 22 feet long, a beautiful large fireplace, with bookcases fitted with leaded glass doors on each side, has been built. A gas fireplace is located in the other. A feature of the dining room is an arched alcove at one end to accommodate a buffet.

With the exception of the dining room which has an elaborate drop fixture, all rooms are lighted by wall fixtures and an attractive effect has been obtained. Between the rooms on the ground floor, French doors with leaded plate glass have been placed and each door is fitted with cut glass knobs.

The kitchen is replete with built-in fixtures and a built-in sink with tile drain boards. Above the stove a vent has been placed to draw off the odors of cooking and ventilate the room. The bathroom is equipped with a built-in tub and other fixtures.

Besides the two bedrooms on the second floor, there is a moth-proof clothes closet, lined throughout with cedar. There is also a laundry chute which leads direct to the basement and has an opening in the kitchen.

Another feature worthy of mention is the artistic decorative scheme which has been carried out. The walls of the living and dining rooms and den are tinted, with a pencil effect, while the kitchen has been enamelled in gray and blue throughout, to match the sink. The three large bedrooms are finished in distinctive tones.

A beautiful effect has also been obtained in the exterior finish. The walls are of cream California stucco, with the arched windows and doors trimmed in black and white. On the roof cream and red colored material has been laid, the cream to match the walls and red the concrete walk of that color laid on the grounds.

There is a full sized cement basement in which a hot water furnace is located. Attached to the house is a fireproof garage, which will also be finished in stucco to match the main building.

Besides K. R. Matheson, other contractors engaged on the dwelling included Hugh Gifford, who installed the plumbing and furnace; Archie Cowie who built the fireplaces and the chimneys; V. Cooper and Sons, who did the plastering and stucco work and E. Hagen, the interior and exterior decorating.

Fig. 8: Newspaper article on 323 Regina Street. (Source: The British Columbian, October 8, 1928, p. 7)

From the above newspaper clipping, the elements of particular note include (transcribed here for ease of reading):

- "The spacious new residence of E. A. Edgar, local manager of the Tip Top Tailors, at the corner of Fourth and Regina streets, is a splendid addition to the large list of imposing new homes which have been built in New Westminster."
- "The dwelling is of the semi-bungalow type and was built to plans prepared by Mr. Edgar and K.R. Matheson, the contractor."
- "A striking feature of the dwelling is the use of arches and graceful curves to replace the usual sharp angles, which adds greatly to its attractiveness. The curve effect is not only carried out in the interior, but also on the outside walls and on the roof, which has a rounded edge."



- "A beautiful affect has also been obtained in the exterior finish. The walls are of cream California stucco with the arched windows and doors trimmed in black and white. On the roof cream and red colored material has been laid, the cream to match the walls and red the concrete walk of that color laid on the grounds."
- "Attached to the house is a fireproof garage, which will also be finished in stucco to match the main building."
- "Besides K.R. Matheson, other contractors engaged on the dwelling included Hugh Gifford, who installed the plumbing and furnace; Archie Cowie who built the fireplaces and the chimneys; V. Cooper and Sons who did the plastering and stucco work and E. Hagen, the interior and exterior decorating."

The design of this house has elements of the English Storybook tradition, however, it most closely resembles the French Storybook style, which are typically "small and whimsical...with hipped or side-gabled roofs and a projecting living room wing (under an L-shaped roof, in some cases), with a turret tucked into the L and forming a shelter over the front door... Windows may have arched tops, and an arched, quoined opening in the turret may frame the front door. Their cladding is coloured stucco. Roof edges may be rolled as in the English Storybook Style" (VHF). This style, along with the English Storybook style, "emerged in North America after WWI. Soldiers returning from European battlefields brought with them a familiarity with architectural styles. Among these were French farmhouses and castles. Builders translated elements of these traditional buildings into practical cottages. After a period of upheaval, the value of the picturesque and the traditional increased following the war. This contributed to the development of the French Storybook style, with its quaint tower and European flair" (*ibid.*). Its catslide and jerkinhead roof connects to the English Storybook style as well (VHF).

323 Regina Street was recognized in the 1980s as having heritage significance and added to the City of New Westminster's Heritage Resource Inventory, being photographed and described as follows (Fig. 9). These elements have persisted and directly influence the site's Statement of Significance, outlined in the following section.

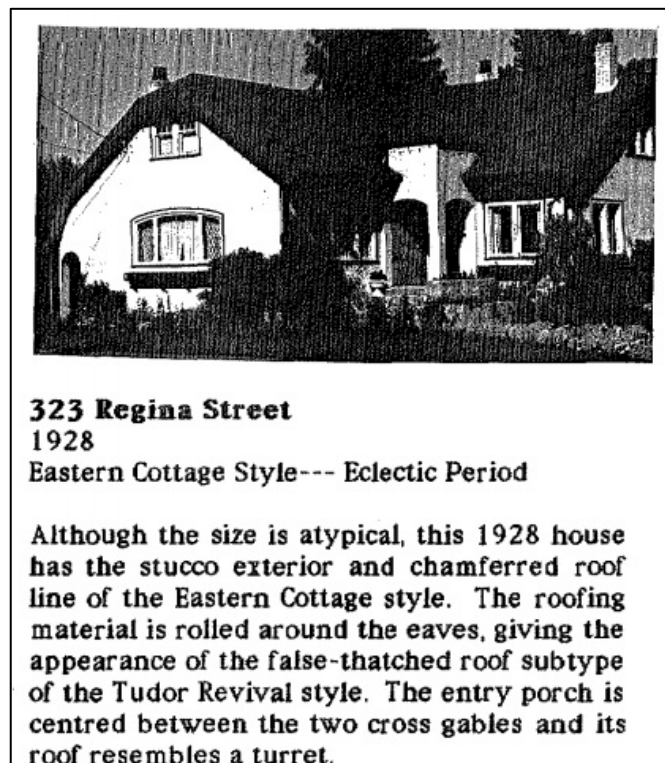


Fig. 9: Heritage inventory photograph and description of 323 Regina Street. (Source: Sleath 1989, p. 177)

### 3.0 Statement of Significance

The following is the Statement of Significance of Edgar House at 323 Regina Street.

#### 3.1 Description of Historic Place

This historic place, Edgar House, is a Storybook style Cottage with a jerkinhead roof. It is a one and a half storey, stuccoed, wood-frame construction with concrete foundation. The entry porch is centred between its two cross gables and the roof over the entrance resembles a turret. The house sits on a prominent corner lot, stretching the length of 4<sup>th</sup> street from Regina Street to Sydney Street in the Queen's Park neighbourhood.

#### 3.2 Heritage Value of Historic Place

Edgar House at 323 Regina Street has heritage value for its aesthetic and historic significance. Aesthetically, this house is an eye-catching, intact example of a Storybook style dwelling, with elements from both the French and English traditions. Its connection to the French Storybook style is seen in its various characteristic features, including: its L-shape and centred turret over its arched front entryway. Its connection to the English Storybook style is seen in elements such as its jerkinhead roof, as well as its low, sloping roof (its catslide) on its western corner. Shared elements of both Storybook styles include its rolled roofline giving it a false-thatched roof appearance, its stucco cladding, its asymmetrical design and its arched windows and doors. It was showcased in a 1928 newspaper article as a unique and attractive structure; a fact that still holds true today. Its uniqueness in the landscape contributes to this place's significance.

This house also has historic significance being among a rare stock of interwar period developments in the Queen's Park neighbourhood, being just shy of the decline that came with the Great Depression a year after its construction. It was built in 1928 with the help and input of various contractors and craftsman, named in the aforementioned article about the property. These individuals included the well-known and well-respected builder K.R. Matheson, as well as Hugh Gifford (for the plumbing and furnace), Archie Cowie (for its fireplaces and chimneys), V. Cooper and Sons (for the plastering and stucco work) and E. Hagen, (for the interior and exterior decorating). This house's namesake, Elmer Edgar, is also representative of the middle-class individuals working in New Westminster for the community, as he was the Manager of the local Tip Top Tailor's New Westminster branch. Tip Top Tailors is a Canadian company, founded in Toronto, that has been around since 1909.

#### 3.3 Character Defining Elements

Key elements that define the heritage character of Edgar House at 323 Regina Street include:

- Its location in the Queen's Park neighbourhood.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its jerkinhead roof and rolled shingles, imitating thatching, as well as its flared catslide on the western corner of its roof, connecting to the English Storybook style.
- Its French Storybook style elements as represented by its asymmetry and its L-shaped massing with a turret tucked in the 'L' forming a shelter over the front door.
- Its arched windows, doorways and doors.
- Its numerous wood windows featured on all sides of the house, in various sizes and configurations (some double-hung, some divided-light, some quarreled with diamond patterned panes, etc.)
- Its stuccoed exterior.

## 4.0 Research Findings

Neighbourhood: Queen's Park

Address & Postal Code: 323 Regina Street, V3L 1S8

Folio & PID: 08514000 & 013-593-285

Legal Description: Lot 12; Suburban Block 10 of Lot 4; New West District; Plan NWP2620

Zoning: Single Detached/RS-4

Builder & Date of completion: K.R. Matheson in 1928

Original Owner & Water Connection Connector and Year: Elmer A. Edgar & E.A. Edgar on July 14, 1928

The following tables are a consolidated summary of the residents of 323 Regina Street, as determined from the available city directories for New Westminster, as well as a list of the construction dates of the surrounding properties, illustrating the range of ages to this section of the street (visualized in Fig. 10).

Table 1: Consolidated list of the occupants of 323 Regina Street from the available city directories (Source: Vancouver Public Library, 1928 to 1955; and New Westminster Archives, 1970, 1979, 1985, 1991, 1992, 1998)

Year(s)	Name(s)	Occupation (if listed)
1928 – 1945	Elmer A. Edgar (Elverie B.)	Branch Manager, Tip Top Tailor
1946 – 1955	R. Gordon Quennell (Marion L.)	Retired
1970	Elliot E Nelles	Not listed
1979	Joyce M. Hall/Kath Hall	Not listed
1985 – 1998	R. T. Hall	Not listed

Table 2: Consolidated list of the construction dates for the properties surrounding 323 Regina Street, New Westminster, BC. (Source: BC Assessment)

Address	Year Built	Configuration
512 Third Street	1907	3 bedrooms, 2 baths
520 Third Street	1941	5 bedrooms, 3 baths
305 Regina Street	1910	3 bedrooms, 3 baths
308 Regina Street	1911	5 bedrooms, 3 baths
309 Regina Street	1936	2 bedrooms, 1 bath
310 Regina Street	1909	5 bedrooms, 2 baths
311 Regina Street	1939	2 bedrooms, 1 bath
313 Regina Street	1939	4 bedrooms, 2 baths
314 Regina Street	2000	4 bedrooms, 5 baths
316 Regina Street	1998	4 bedrooms, 3 baths
317 Regina Street	1936	4 bedrooms, 2 baths
319 Regina Street	1893	4 bedrooms, 3 baths
<b>323 Regina Street</b>	<b>1928</b>	<b>4 bedrooms, 2 baths</b>
514 Fourth Street	1926	4 bedrooms, 2 baths
515 Fourth Street	1940	3 bedrooms, 2 baths
516 Fourth Street	1911	4 bedrooms, 3 baths
518 Fourth Street	1973	3 bedrooms, 3 baths
520 Fourth Street	1912	5 bedrooms, 3 baths
526 Fourth Street	1913	5 bedrooms, 3 baths
528 Fourth Street	2012	3 bedrooms, 4 baths
402 Sixth Avenue	1915	4 bedrooms, 3 baths
322 Sixth Avenue	1921	6 bedrooms, 4 baths
318 Sixth Avenue	1912	4 bedrooms, 3 baths
316 Sixth Avenue	1924	3 bedrooms, 2 baths
310 Sixth Avenue	1908	4 bedrooms, 1 bath
306 Sixth Avenue	1911	2 bedrooms, 3 baths



Fig. 10: Map of the area surrounding 323 Regina Street, outlined in blue, with the construction years listed for the buildings in the immediate vicinity of the study site. Note the range of years. (Source: BC Assessment)

In summary, there are 26 houses along this section of Regina Street, 4<sup>th</sup> Street and Sixth Avenue. As a point of reference for understanding the surrounding neighbourhood and streetscape, their time periods breakdown as follows:

- 4% were built in the 1890s (1 out of 26)
- 12% were built in the 1900s (3 out of 26);
- 31% from the 1910s (8 out of 26);
- 15% from the 1920s (4 out of 26);
- 15% from the 1930s (4 out of 26);
- 8% from the 1940s (2 out of 26);
- None from the 1950s nor the 1960s;
- 4% from the 1970s (1 out of 26);
- None from the 1980s;
- 4% from the 1990s (1 out of 26); and
- 8% from the 21<sup>st</sup> century (2 out of 26).

#### 4.1 Researcher's Note

In researching the captioned study site, Edgar House, it has been interesting and surprising to note that it is not included in the Queen's Park Heritage Conservation Area (HCA). On account of its heritage value – specifically, its aesthetic value as a somewhat rare and intact example of the whimsical Storybook style and its historical significance as an interwar pre-Great Depression development built by well-known tradesmen for a prominent Queen's Park family (in fact, already recognized in the HCA with their property at 415 Third Street (NWA 2004)) – it is unclear why this Edgar property at 323 Regina Street was omitted from the HCA. This seemed an important aspect to note amongst the site's research findings.

## 5.0 Archival Photographs

Unfortunately, no other historical photographs of the property were available beyond the 1928 newspaper article (Fig. 11) and the accompanying photograph of the 1989 heritage inventory description (Fig. 12). It is interesting to note the few changes to the property, such as the addition of a window box on the front window, which was apparently done shortly after the house was built in 1928 by a local ironworker. Other changes of note are the switch of the front entry staircase from being double-sided to single-sided and the addition of a chimney on the southeast corner, which has since been removed.



Fig. 11: Historical photograph of 323 Regina Street, 1928, extracted from the newspaper article on the property. (Source: The British Columbian, October 8, 1928, p. 7)



Fig. 12: Historical photograph of 323 Regina Street, 1989, taken from Volume 2 of the Heritage Resource Inventory. Note the largely similar look and condition of the property, with only minor changes, such as the addition of a window box on the front window, the change of the front entry staircase from being double-sided to being single-sided and the addition of another chimney, which has since been removed (please see the red arrows pinpointing these changed areas). (Source: Sleath 1989, p. 177)



## 6.0 Current Photographs



Fig. 13: Southern corner view of Edgar House at 323 Regina Street, 2020. (Source: Holisko)



Fig. 14: Eastern corner view of Edgar House at 323 Regina Street, 2020. (Source: Holisko)





Fig. 15: Northeastern side of Edgar House at 323 Regina Street, BC, 2020. (Source: Holisko)



Fig. 16: Northwestern side of Edgar House at 323 Regina Street, 2020. (Source: Holisko)



## 7.0 Conservation Objectives

Edgar House at 323 Regina Street will be preserved as part of a Heritage Revitalization Agreement in order to build a laneway house on their large lot and stratify their property. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of this historic place.

A number of changes and some restoration work has already taken place to this historic place. For a comparison view of the work already completed, please refer to Figs. 17a and 17b below, from 2019 and 2020 respectively.



Figs. 17a and 17b: Comparative views of Edgar House at 323 Regina Street, 2019 (top) and 2020 (bottom), illustrating the various work done on site, listed in full on the following page. (Sources: Vallee (top) and Holisko)



For record purposes, work done is catalogued and summarized here, based on the information provided by the current owners:

- A similarly pitched jerkinhead roof was put over the deck on the northern side of the property, without the rolling eaves featured on the heritage building, presumably to follow Standard 11 of the Canadian *Standards and Guidelines*, to ensure its distinguishability as a new addition.
- The character-defining catslide on the western corner was repaired and restored, while being better revealed in moving the fence and installing a privacy gate.
- A small mudroom was added to the northern corner of the property, re-purposing one of the original windows that had to be removed from the kitchen.
- A deck and patio were added on the eastern corner of the property, along with a wrought iron fence, in a similar look to the window box ironwork that was added to the house shortly after it was built.
- An additional window box was also added to the south face of the property to match the one from the front.
- A set of windows from the south face of the house were re-purposed on site and replaced by wooden French doors, providing an egress point and access to the newly added south side deck and patio.
- One original window was badly water damaged and unsalvageable.
- The two small dormers along the northeastern, back side of the roof were combined into one longer one.
- Vinyl windows were installed in the two bathrooms and laundry room, along the northeastern, back side of the house with low visibility from the street. This is deemed an acceptable change on account of the minimal visual impact to the streetscape, since they are not visible from the street.
- The upper floor wood windows, facing Regina Street and Sydney Lane were replaced in-kind, with replica wood windows. The windows facing Fourth Street were not replaced and are still original.
- Areas of the stucco wall were also damaged and needed extensive patching, particularly around the front entrance and the side facing Fourth Street.
- The perimeter drain was replaced and at that time (as visible in the comparative photographs) a lot of landscaping was removed from the site, both from surrounding the house as well as from the corner portion of the hedge along Regina Street. This was to allow a clearer view of the house's front entrance, making it more accessible and visible, since the front entry largely faces Fourth Street, despite its address technically being Regina Street. The hedge was only partially removed to maintain some privacy for the new side patio on the eastern corner of the property.
- At this time, all of the drainage gutters and downspouts were replaced.
- The later-addition chimney located on the south corner of the house was removed.
- The later-addition blue awnings over the various windows were also removed.
- The house's original colour scheme (based on the 1928 newspaper article on the property) was restored.

**Preservation, Restoration and Rehabilitation** were and are the conservation objectives for the building. As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2<sup>nd</sup> edition):

*Preservation:* The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an 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 an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

(Canada's Historic Places 2010, p. 255)

The conservation of Edgar House is focused on the preservation of the heritage house, including its various characteristic elements; restoration of its historical paint scheme; and rehabilitation of the front door and chimney. The following table summarizes the specific elements of Edgar House to be preserved, restored and rehabilitated (Table 3).

Table 3: Consolidated lists of the elements of Edgar House that are to be preserved, restored and rehabilitated. Note some have already been achieved

Preserved	Restored	Rehabilitated
Overall structure, including its form, scale and massing	Overall paint scheme	Front door
Rooflines		Chimney mortar
Stucco cladding		
All remaining original wood windows		

## 8.0 Building Description

Edgar House is a Storybook style Cottage, with elements from both the French and English traditions. It is a one and a half storey, stuccoed, wood-frame construction with concrete foundation. It is an L-shaped structure with a jerkinhead roof and rolled shingles, giving it a false-thatched look, as well as a flared catslide on its western corner roof. It has an elongated dormer on the northeast side of its roof (previously two dormers that have been combined). The entry porch is centred between its two cross gables and the roof over the arched entrance resembles a turret. It has numerous arched windows, doorways and doors as well as a range of wood windows on all sides of the house, in various sizes and configurations (some double-hung, some divided-light, some quarreled with diamond patterned panes, etc.). The site features a garage off of the north corner of the house in a similar look and style to the main property. The house sits on a prominent corner lot, stretching the length of 4<sup>th</sup> street from Regina Street to Sydney Street in the Queen's Park neighbourhood. It is one of the few 1920s houses remaining in the Queen's Park neighbourhood.

## 9.0 Condition Assessment

Overall, the exterior of Edgar House at 323 Regina Street appears to be in good to very good condition, based on the available exterior photographs. As outlined below there are just a few areas in need of minor attention.

### 9.1 Structure and Foundations

Overall, the condition of the walls and building envelope of Edgar House, from roof to foundation, appears to be good and having aged well. In particular, there are no major cracks visible in either the stuccoed walls or foundation. One small area of concern is the stone front steps that appear they could benefit from some minor cleaning and maintenance (Fig. 18) such as to remove moss/algae growth.



Fig. 18: Front stone steps and planter of Edgar House at 323 Regina Street, 2020, illustrating the minor maintenance concerns, such as moss growth and other plants growing between the stone slabs. (Source: Holisko)

## 9.2 Wood Elements

The visible, exterior wood elements, such as the doors, door frames, roof fascia and windows are, for the most part, in good condition. Any signs of deterioration are largely cosmetic, as illustrated and discussed further in the relevant sections below. Please note an internal inspection was not conducted to inspect the internal timber elements.

## 9.3 Roofing and Waterworks

The roof is in very good condition, overall (Figs. 19 and 20). It is difficult to determine the condition of the waterworks system from photographs, however, it is understood that these were recently replaced (with rounded aluminium ones to resemble the older more traditional style) and should therefore be in good working order. They should be checked regularly to ensure their continued efficient functioning.



Fig. 19: Front view of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its roof. (Source: Holisko)



Fig. 20: Back view of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its roof. (Source: Holisko)

#### 9.4 Chimney

There is a chimney on the house, along its northwestern side (see Fig. 20 above), and it seems to be in largely good condition, with an intact chimney cap (Fig. 21a). It is worth noting that there are some signs of deterioration and loss of mortar, particularly in the areas that appear dark between the bricks (along the left side of Fig. 21b). The top of the chimney also appears that it could benefit from some cleaning and maintenance.



Figs. 21a and 21b: Fig. 21a (left) shows a detail shot of the Edgar House chimney, highlighting its largely good condition. Fig. 21b (right) shows a closer view of the chimney stack, showing some signs of deteriorating mortar and areas in need of cleaning (pinpointed by red arrows). (Sources: Holisko)

## 9.5 Windows and Doors

Some of the windows of the house have been replaced (or repurposed on site), although many are still original and, considering the age of the building, these intact windows and doors are in good to very good condition (as visible in Figs. 13 and 14 above and Fig. 22 below).



Fig. 22: The back deck of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its original windows, with diamond patterned panes. (Source: Holisko)

Otherwise, the only other condition concern with regards to the windows and doors is with the front door, with its faded and splotchy staining (Fig. 23). It is hoped that this is simply a cosmetic concern that can be rectified by sanding and re-staining, although it should be inspected for any signs of rotting prior to any work being done on it.

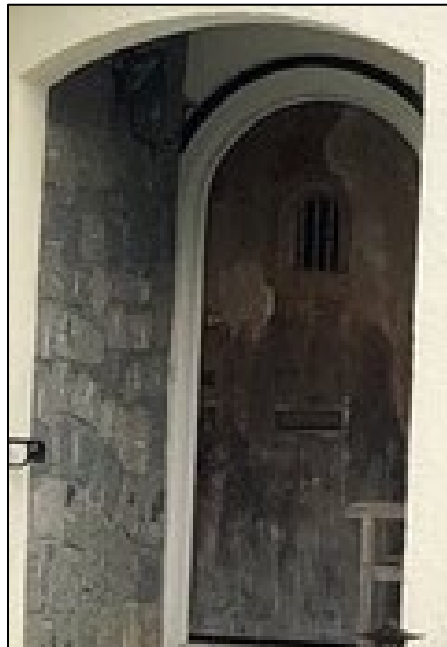


Fig. 23: Detail view of the front door of Edgar House at 323 Regina Street, 2020, illustrating its faded and splotchy staining. (Source: Holisko)

## 9.6 Cladding and Trimwork

As mentioned above, the stucco exterior appears to be in good condition, with no major issues identified, having been recently patched and restored. As for the trimwork, as discussed in the relevant sections above, these are also in very good shape.

## 9.7 Finishes

The finishes of the house are in good condition, having just recently been repainted to the historical colour scheme outlined in the 1928 newspaper article on the property and catalogued in section 10.7 below.

## 9.8 Landscaping

The landscaping on site is good, overall, with minimal landscaping growth near the structure and many plantings in pots, which helps to minimize the impact of roots on the building.

Despite these minor issues and concerns stated above, the overall condition of the property is good to very good. The owners should be commended for taking such good care of their property.

## 10.0 Recommended Conservation Procedures

### 10.1 Structure and Foundations – **Preservation**

- The main one and a half storey structure will be **preserved**.

### 10.2 Wood Elements – **Preservation**

- As addressed in greater detail in the relevant sections below, the wood elements will be **preserved**.

### 10.3 Roofing and Waterworks – **Preservation**

- The roofing and waterworks should be **preserved**, and regularly monitored and maintained to ensure their ongoing good condition.

### 10.4 Chimney – **Preservation** and **Rehabilitation**

- The chimney should be **preserved**, and **rehabilitated**, as needed. This should include regular monitoring and repointing by certified professionals, to avoid it needing to be rebuilt entirely down the road.
- Although certainly not recommended, if, overtime, it does degrade to the point of needing rebuilding, it should be dismantled to the roofline, the bricks should be cleaned and then re-used to rebuild the chimney with its original bricks, as much as possible.

### 10.5 Windows and Doors – **Preservation** and **Rehabilitation**

- The arched front door should be carefully **rehabilitated** (sanded down and re-stained) and **preserved**.
- All remaining original wood windows should be **preserved**.



- If there are concerns with regards to the performance of the original windows, an immediate measure to allow for better protection of them (while address heating and sound issues), is to install exterior wood storm windows on them. This would be the best conservation approach for their long-term preservation, if so desired, however, this is not a requirement.
- If this route is taken, the proposed storm windows should be traditional wood storm windows: Single pane, single light and of similar sash dimension to the window sash itself, to minimise the visual impact on the building and to allow the windows to continue to be visible on the exterior. They should be painted the same colour as the current. Dimensions should be the same as the window sash as per the proposed, historically appropriate colour scheme already used (and captured below). This is a reversible measure that would immediately benefit the building, providing greater protection to the house and improving its performance in relation to temperature control, energy efficiency and also from a noise perspective.

#### 10.6 Cladding and Trimwork – **Preservation**

- The stucco should be **preserved**.
- The trims should be **preserved**, being monitored and maintained overtime, as needed.

#### 10.7 Finishes – **Preservation**

- The current finish is based on the 1928 newspaper article on the house that describes its colour scheme as follows: “The walls are of cream California stucco with the arched windows and doors trimmed in black and white” (The British Columbian, October 8, 1928, p. 7). The selected colours were VC-1 Oxford Ivory for the body (from the Historical True Colours Palette; VHF 2012); Aura Low Lustre 634 for the white trim; and Regal Soft Gloss K403-80 for the black trim.
- This colour scheme should be **preserved** and maintained.
- For any eventual re-painting, follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

#### 10.8 Landscaping

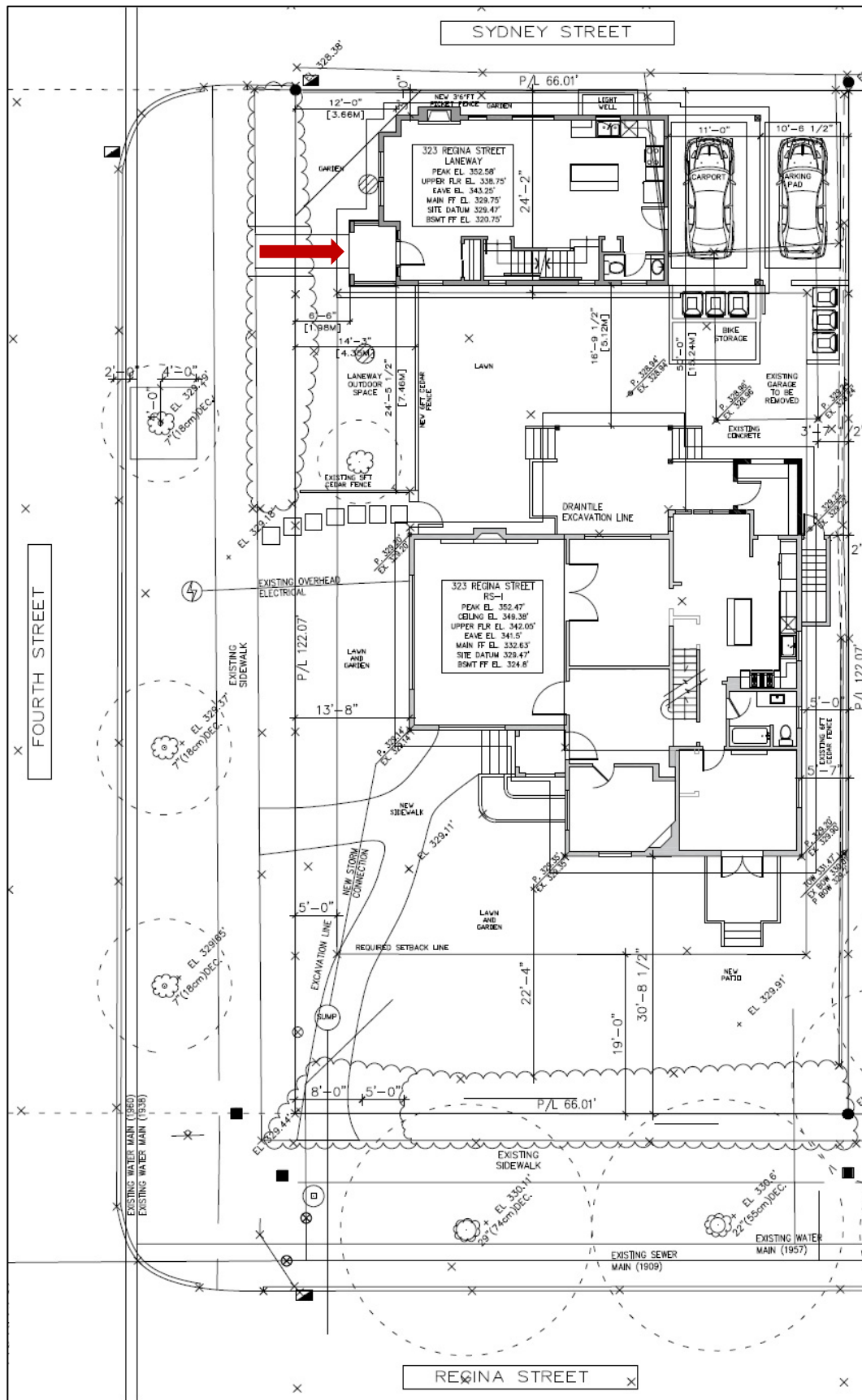
- Any additional landscaping being put in should have a minimum 2-ft clearance between the vegetation and the building face. This is preferable to ensure there is sufficient space from the structure and to remove any threat to the foundation or the building’s finishes over time.

### 11.0 Proposed Alterations and Future Changes

#### 11.1 Proposed Alterations

The major proposed alterations to the property are:

- 1) Building a laneway house on the property (Figs. 24 and 25); and
- 2) Stratifying the property.





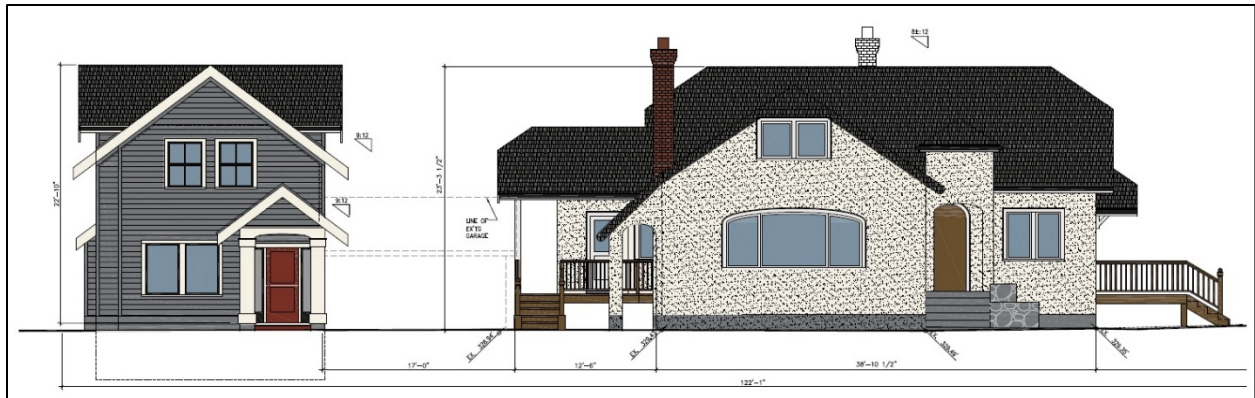


Fig. 25: Elevation from Fourth Street of Edgar House (on the right) and its proposed laneway house (on the left), 2021. (Source: Dheilly)

The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions, in particular its large lot size. These proposed changes do not affect the Heritage Values and Character Defining Elements of the building.

## 11.2 Future Changes

Any future changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above).

## 12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2<sup>nd</sup> Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

### 12.1 Maintenance Checklist

#### a. Site

- Ensure site runoff drainage is directed away from the building.
- Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas, if possible.
- Do not permit vegetation (such as vines) to attach to the building.

b. Foundation

- Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
- If encountered, seek advice from a professional Engineer, immediately.
- Ensure perimeter drainage piping is functional.
- Arrange a professional drainage inspection every three to five years.

c. Wood Elements

- Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
- Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.
- Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:
  - Wood in contact with ground or plantings;
  - Excessive cupping, loose knots, cracks or splits;
  - Open wood-to-wood joints or loose/missing fasteners;
  - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
  - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
  - Signs of water ingress (such as rot, staining or mould).
- Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
  - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
  - Excessive fading of colours, especially dark tones.
- Note all repainting should be as per the recommended historic colours in section 10.7 above.

d. Windows and Doors

- Replace cracked or broken glass as it occurs.
- Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
- Check condition and operation of hardware for rust or breakage. Lubricate annually.
- Inspect weather stripping for excessive wear and integrity.

e. Roofing and Rainwater Works

- Inspect roof condition every five years, in particular looking for:
  - Loose, split or missing shingles, especially at edges, ridges and hips;
  - Excessive moss growth and/or accumulation of debris from adjacent trees; and
  - Flashings functioning properly to shed water down slope, especially at the chimneys.
- Remove roof debris and moss with gentle sweeping and low-pressure hose.
- Plan for roof replacement at around 18 to 22 years.
- Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.

- Ensure gutter hangers and rainwater system elements are intact and secure.
- Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.

f. General Cleaning

- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
- Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
- Windows, doors and rainwater works should be cleaned annually.
- When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
- Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

### 13.0 References

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### APPENDIX 3

#### CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: \_\_\_\_\_

**City of New Westminster**

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 323 Regina Street

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

\_\_\_\_\_  
Registered Professional's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Signature or Seal

## APPENDIX 4

### CERTIFICATION OF REGISTERED PROFESSIONAL

Date: \_\_\_\_\_

**City of New Westminster**

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 323 Regina Street

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated \_\_\_\_\_ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

\_\_\_\_\_  
Registered Professional's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

Signature or Seal

## **APPENDIX 5**

### **APPROVED PLANS**



PROJECT DATA – 323 REGINA STREET

EXT’G LEGAL DESCRIPTION:	LOT 12 OF LOT 4, SB 10, NWD, PLAN 2620	
CIVIC ADDRESS:	323 REGINA STREET, NEW WESTMINSTER, B.C.	
CURRENT ZONING/ USE:	RS–4 RESIDENTIAL DISTRICT	
	PERMITTED	EXISTING
SITE AREA:	6000 SF MIN.	66.0x122.07=8,056.62 SF
MEAN BLDG. HEIGHT (DATUM: EL: 329.47’)	25.0 FT	17.5 FT
MAXIMUM HEIGHT:	35.0 FT	23.0 FT
SITE COVERAGE:	35% (2,819.8 SF)	20.4% (1,643.4 SF)
SETBACKS OF BUILDING:		
FRONT:	19.0 FT	30.71 FT
REAR:	24.41 FT	44.0 FT
SIDE YARDS:	5.0 FT	W 13.7 FT/E 2.1 FT
FRONT PORCH ENCROACHMENT:	4.0 FT	0.0 FT
BUILDING AREAS:		
UPPER FLOOR AREA:	– SF	1,114.9 SF
MAIN FLOOR AREA:	– SF	1,643.4 SF
BSMT FLOOR AREA:	– SF	684.3 SF
TOTAL FLOOR AREA:	4028.31 SF	3,442.6 SF
FLOOR SPACE RATIO:	0.7	0.43
ATTACHED ACCESSORY:		
SIDE ENTRANCE PORCH:	– SF	33.0 SF
BACK PORCH/DECK:	– SF	219.4 SF
FRONT DECK:	– SF	72 SF
TOTAL FLOOR AREA:	805.6 SF (10%)	324.43 SF (4%)

PROJECT DATA – 571 FOURTH ST INFILL HOUSE

EXT’G LEGAL DESCRIPTION:	LOT 12 OF LOT 4, SB 10, NWD, PLAN 2620	
CIVIC ADDRESS:	571 FOURTH STREET, NEW WESTMINSTER, B.C.	
CURRENT ZONING/ USE:	RS–4 RESIDENTIAL DISTRICT	
ENERGY USAGE:	STEP CODE 3	
	PERMITTED/REQUIRED	PROPOSED
SITE AREA:	6000 SF MIN.	66.0x122.07=8,056.62 SF
MAXIMUM HEIGHT:	23.0 FT	22.5 FT
SITE COVERAGE:	10% (805.6 SF)	8% (642 SF)
SETBACKS OF BUILDING:		
LANE:	3.0 FT	3.0 FT
BETWEEN HOUSES:	16.0 FT	17.0 FT
SIDE YARDS:	6.0 FT	W 11.9 FT/E 23.5 FT
BUILDING AREAS:		
UPPER FLOOR AREA:	– SF	440.0 SF
MAIN FLOOR AREA:	– SF	610.0 SF
BSMT FLOOR AREA:	– SF	370 SF
TOTAL FLOOR AREA:	958 SF	1,420.0 SF
FLOOR SPACE RATIO:	0.12	0.18 *
ATTACHED ACCESSORY:		
FRONT PORCH:	32.0 SF	32.0 SF
CARPORT:	226 SF	222.8 SF
BIKE STORAGE:	32.0 SF	32.0 SF

OVERALL SITE PROJECT DATA

SITE AREA:	66.0 x 122.07 = 8056.62 SF
PROPOSED SITE COVERAGE:	2285.4 SF (28.4%)
PROPOSED TOTAL FSR:	0.60 (4862.6 SF)
PROPOSED EXCLUDING BSMT FSR:	0.47 (3808.3 SF)
PROPOSED PARKING:	2 SPACES PROVIDED



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PROJECT TITLE.  
**HERITAGE RESTORATION  
AGREEMENT,  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.**

DRAWING TITLE.

SITE DATA

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly.  
Note: For all structural information refer to structural drawings.

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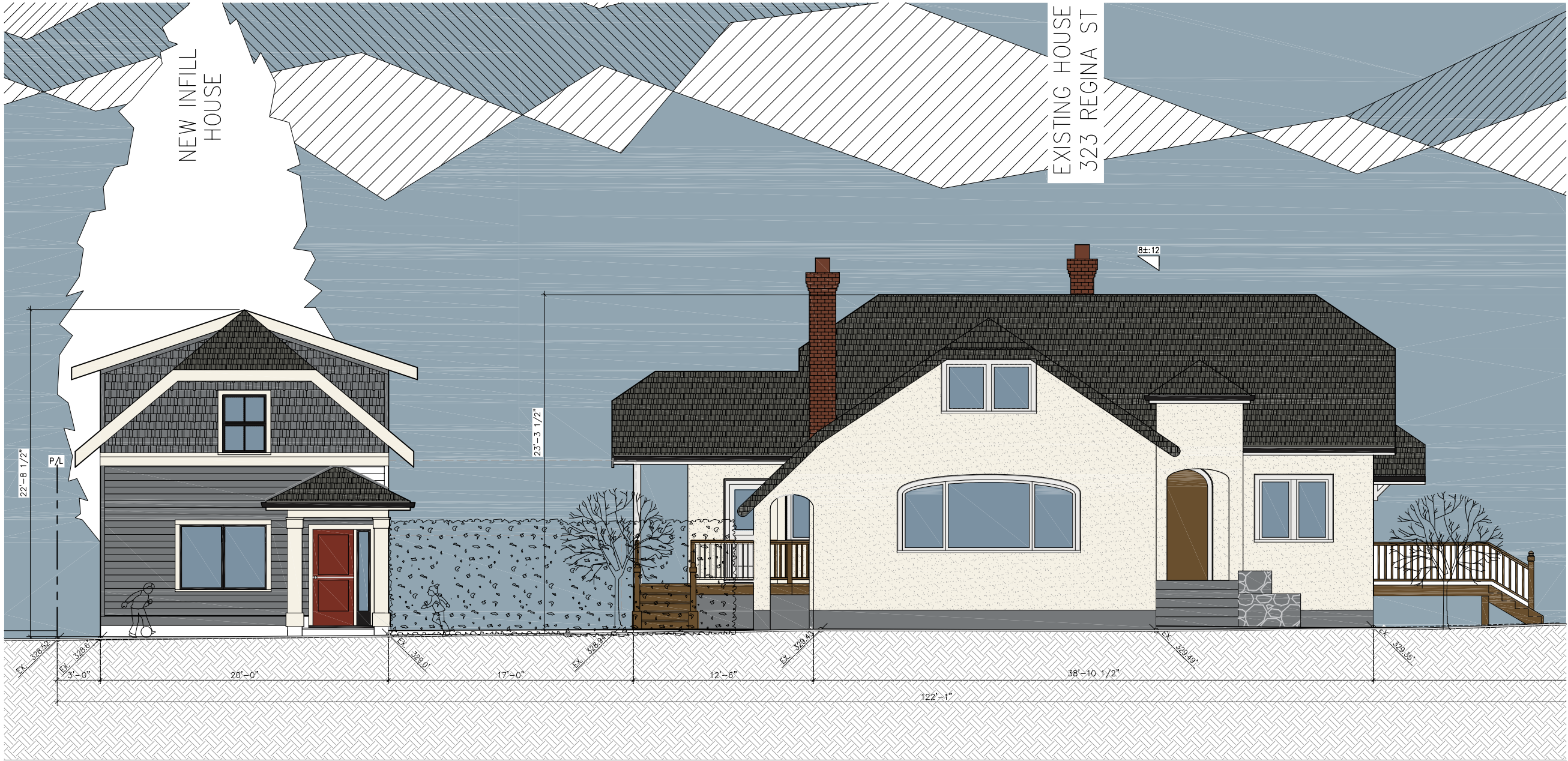
CAD FILE NAME.  
19-254

DATE.	REVISED.
NOVEMBER 2020	AUG 6, 2021

SCALE.  
NTS

DRAWING NO.

**A-0.1**



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PROJECT TITLE.  
**INFILL HOUSE,  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.**

DRAWING TITLE.  
**4TH STREET  
ELEVATION**

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CAD FILE NAME.  
19-254

DATE. REVISED.  
NOVEMBER 2020 NOV 8, 2021

SCALE.  
1/8"=1'0"

DRAWING NO.

**A-0.2**



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PROJECT TITLE.

**HERITAGE HOUSE,  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**4TH ST (WEST)  
ELEVATION**

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Note: For all structural information refer to structural drawings.

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CAD FILE NAME.  
19-254

DATE. REVISED.  
NOVEMBER 2020 AUG 6, 2021

SCALE.  
3/16"=1'0"

DRAWING NO.

**A-1.5**



**1** 4TH ST (WEST) ELEVATION  
— SCALE: 3/16" = 1'-0"

# MATERIALS KEY

- A ASPHALT ROOF SHINGLES  
IKO HARVARD SLATE
- B RESTORED WOOD FRAME WINDOWS GLOSS BLACK
- C RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS  
AURA LOW LUSTRE 634-1 WHITE
- D RESTORED STUCCO VC-1 OXFORD IVORY
- E EXISTING GRANITE
- F GUTTER AND DOWNSPOUTS BLACK
- G NEW WOOD FRAME WINDOWS GLOSS BLACK
- H NEW ROOF AND WINDOW TRIMS & PORCH DETAILS  
AURA LOW LUSTRE 634-1 WHITE
- I NATURAL CEDAR
- J NEW WHITE VINYL WINDOWS
- SEE WINDOW SCHEDULE ON A-1.9



1 REGINA (SOUTH) ELEVATION  
— SCALE: 3/16" = 1'-0"



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PROJECT TITLE.

**HERITAGE HOUSE,  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**REGINA (SOUTH)  
ELEVATION**

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SCALE.  
3/16"=1'0"

DRAWING NO.

**A-1.6**





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PROJECT TITLE.  
**HERITAGE HOUSE,**  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.

DRAWING TITLE.  
**NORTH  
ELEVATION**

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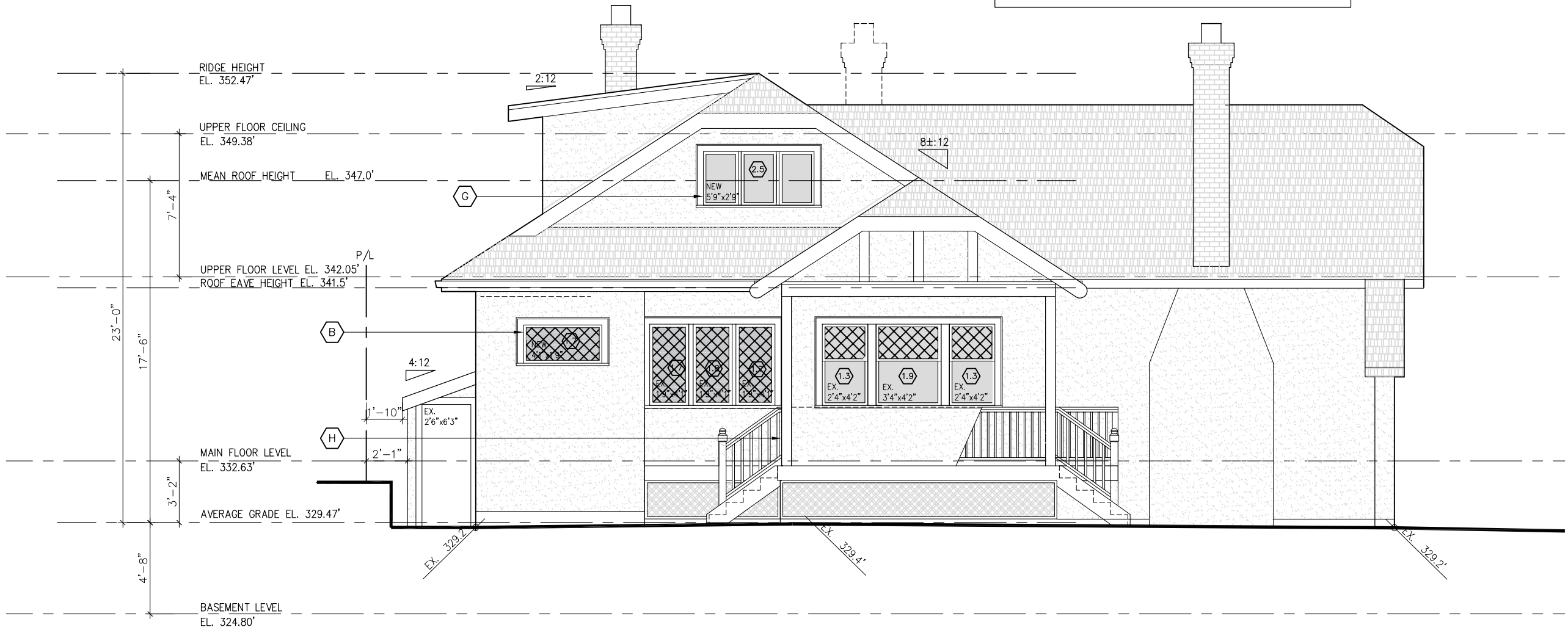
SCALE.  
3/16"=1'0"

DRAWING NO.

**A-1.7**

## MATERIALS KEY

- A ASPHALT ROOF SHINGLES  
IKO HARVARD SLATE
- B RESTORED WOOD FRAME WINDOWS GLOSS BLACK
- C RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS  
AURA LOW LUSTRE 634-1 WHITE
- D RESTORED STUCCO VC-1 OXFORD IVORY
- E EXISTING GRANITE
- F GUTTER AND DOWNSPOUTS BLACK
- G NEW WOOD FRAME WINDOWS GLOSS BLACK
- H NEW ROOF AND WINDOW TRIMS & PORCH DETAILS  
AURA LOW LUSTRE 634-1 WHITE
- I NATURAL CEDAR
- J NEW WHITE VINYL WINDOWS
- SEE WINDOW SCHEDULE ON A-1.9



1 NORTH ELEVATION  
— SCALE: 3/16" = 1'-0"



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PROJECT TITLE.  
**HERITAGE HOUSE,**  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.

DRAWING TITLE.  
**EAST  
ELEVATION**

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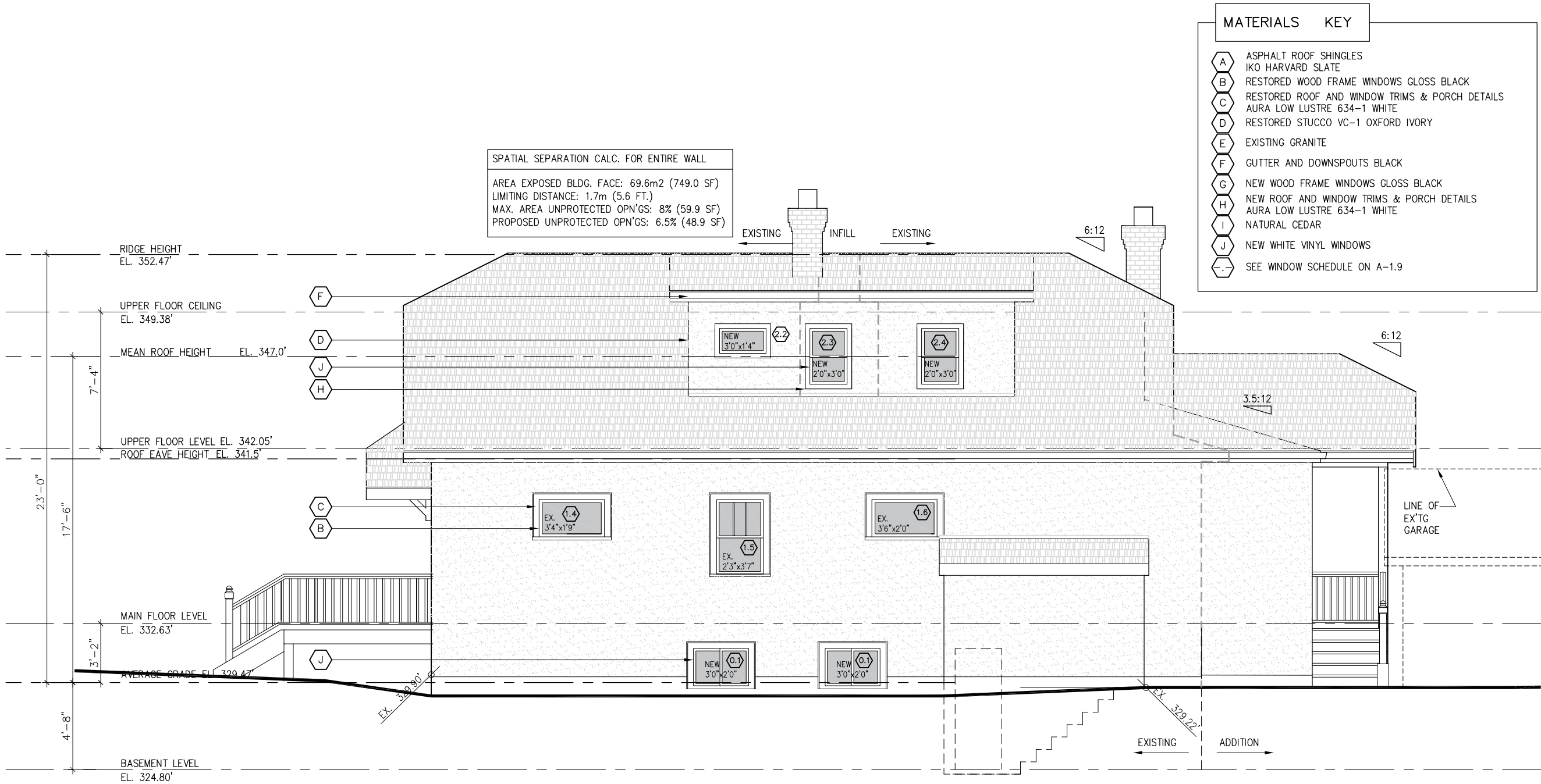
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DATE. REVISED.  
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SCALE.  
3/16"=1'0"

DRAWING NO.

**A-1.8**



**1** EAST ELEVATION  
— SCALE: 3/16" = 1'-0"



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PROJECT TITLE.

HERITAGE HOUSE,  
323 REGINA ST.,  
NEW WESTMINSTER, B.C.

DRAWING TITLE.

WINDOW  
SCHEDULE

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SCALE.  
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DRAWING NO.

A-1.9

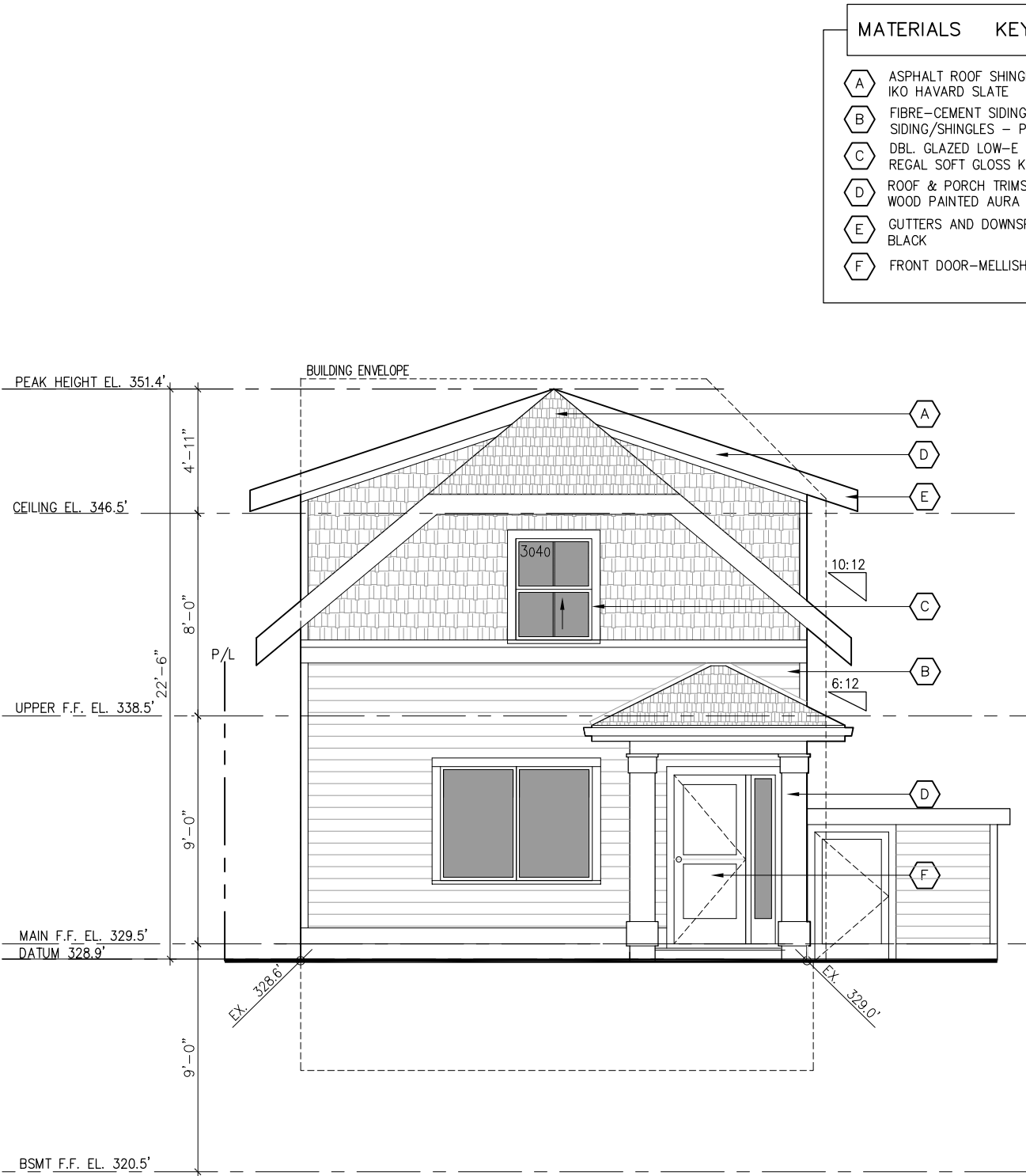
WINDOW SCHEDULE				
MARK	LOCATION	SIZE	DESCRIPTION	REMARKS
0.1	BASEMENT	3'-0"X2'-0"	SLIDING	NEW, VINYL
1.0	LIVING ROOM	10'-0"X4'-2"	FIXED	EX, WOODEN ARCHED WINDOW, W/LEADED GLASS SIDE PANELS AND CENTRAL PICTURE PANEL
1.1	LIVING ROOM	7'-3"X4'-2"	CASEMENT, FIXED, FIXED	EX, WOODEN ARCHED WINDOW, W/LEADED GLASS SIDE PANELS AND CENTRAL PICTURE PANEL
1.2	DEN	2'-4"X4'-2"	FIXED	EXISTING, WOODEN WITH LEADED GLASS
1.3	DEN, DINING ROOM	2'-4"X4'-2"	DOUBLE HUNG	EXISTING, WOODEN-LEADED GLASS UPPER PANEL (REUSE BDRM WINDOW FOR DEN)
1.4	BEDROOM	3'-4"X1'-9"	AWNING	EXISTING WOODEN WINDOW
1.5	BATHROOM	2'-3"X3'-7"	DOUBLE HUNG	EXISTING WOODEN, WITH OBSCURE GLASS IN LOWER PANEL, UPPER TRUE DIVIDED LITE.
1.6	KITCHEN	3'-6"X2'-0"	FIXED-STAINED GLASS	EXISTING WOODEN WINDOW WITH STAINED GLASS
1.7	MUDROOM, NOOK	1'-9"X4'-0"	FIXED-LEADED GLASS	EXISTING WOODEN WINDOW (REUSE NOOK WINDOW FOR MUDROOM)
1.8	NOOK	1'-9"X4'-0"	CASEMENT-LEADED GLASS	EXISTING WOODEN WINDOW
1.9	DINING ROOM	3'-4"X4'-2"	DOUBLE HUNG	EXISTING, WOODEN-LEADED GLASS UPPER PANEL
2.0	BEDROOM	2'-4"X3'-2"	DOUBLE HUNG	EXISTING, WOODEN-UPPER PANEL W/TRUE DIVIDED LITES
2.1	BEDROOM	2'-0"X4'-2"	DOUBLE HUNG	NEW, WOODEN-UPPER PANEL W/ TRUE DIVIDED LITES
2.2	BATH	3'-0"X1'-4"	AWNING	NEW, VINYL
2.3	BATH	2'-0"X3'-0"	SINGLE HUNG	NEW, VINYL, LOWER PANEL OBSCURE GLASS
2.4	LAUNDRY	2'-0"X3'-0"	SINGLE HUNG	NEW, VINYL
2.5	BEDROOM	5'-9"X2'-9"	CASEMENT, FIXED, CASEMENT	NEW, WOODEN

1

WINDOW SCHEDULE

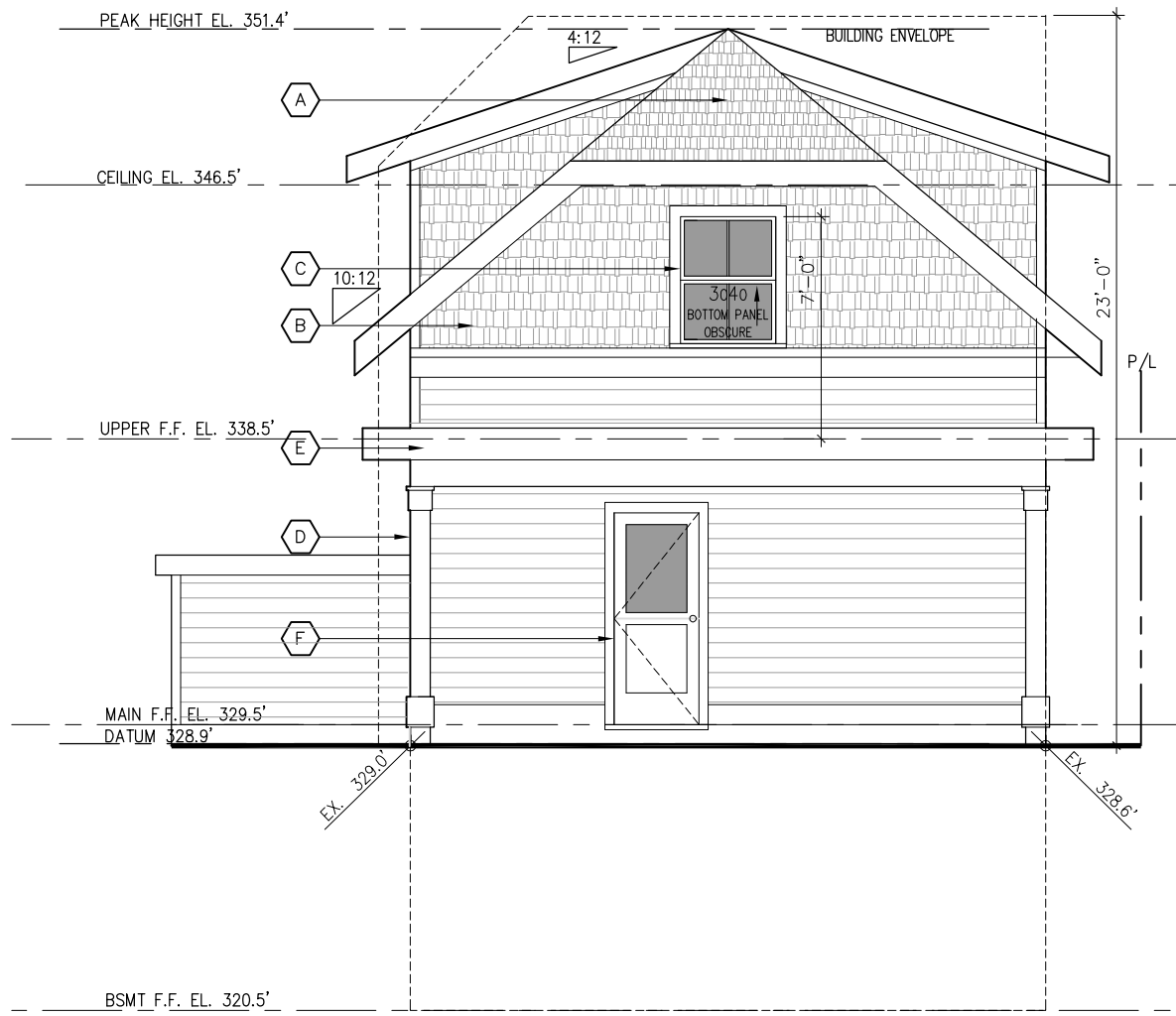
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SCALE: NTS



MATERIALS KEY

- A ASPHALT ROOF SHINGLES  
IKO HAVARD SLATE
- B FIBRE-CEMENT SIDING W/5 1/2" EXPOSURE HARDI  
SIDING/SHINGLES - POINT GREY (BM VC-24)
- C DBL. GLAZED LOW-E WOOD WINDOWS  
REGAL SOFT GLOSS K404-80 BLACK
- D ROOF & PORCH TRIMS & GUARDRAILS  
WOOD PAINTED AURA LOW LUSTRE 634-1 WHITE
- E GUTTERS AND DOWNSPOUTS  
BLACK
- F FRONT DOOR-MELLISH RUST (BM VC-28)



1 WEST ELEVATION  
SCALE: 3/16" = 1'-0"

2 EAST ELEVATION  
SCALE: 3/16" = 1'-0"



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PROJECT TITLE.

**INFILL HOUSE,**  
**571 FOURTH ST,**  
**NEW WESTMINSTER, B.C.**

DRAWING TITLE.  
**WEST AND EAST**  
**ELEVATIONS**

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Note: For all structural information refer to structural drawings.

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**NANCY G DHEILLY**

CAD FILE NAME.  
19-254

DATE. REVISED.  
NOVEMBER 2020 NOV 8, 2021

SCALE.  
3/16"=1'0"

DRAWING NO.

**A-2.5**





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PROJECT TITLE.

**INFILL HOUSE,**  
**571 FOURTH ST,**  
**NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**NORTH**  
**ELEVATION**

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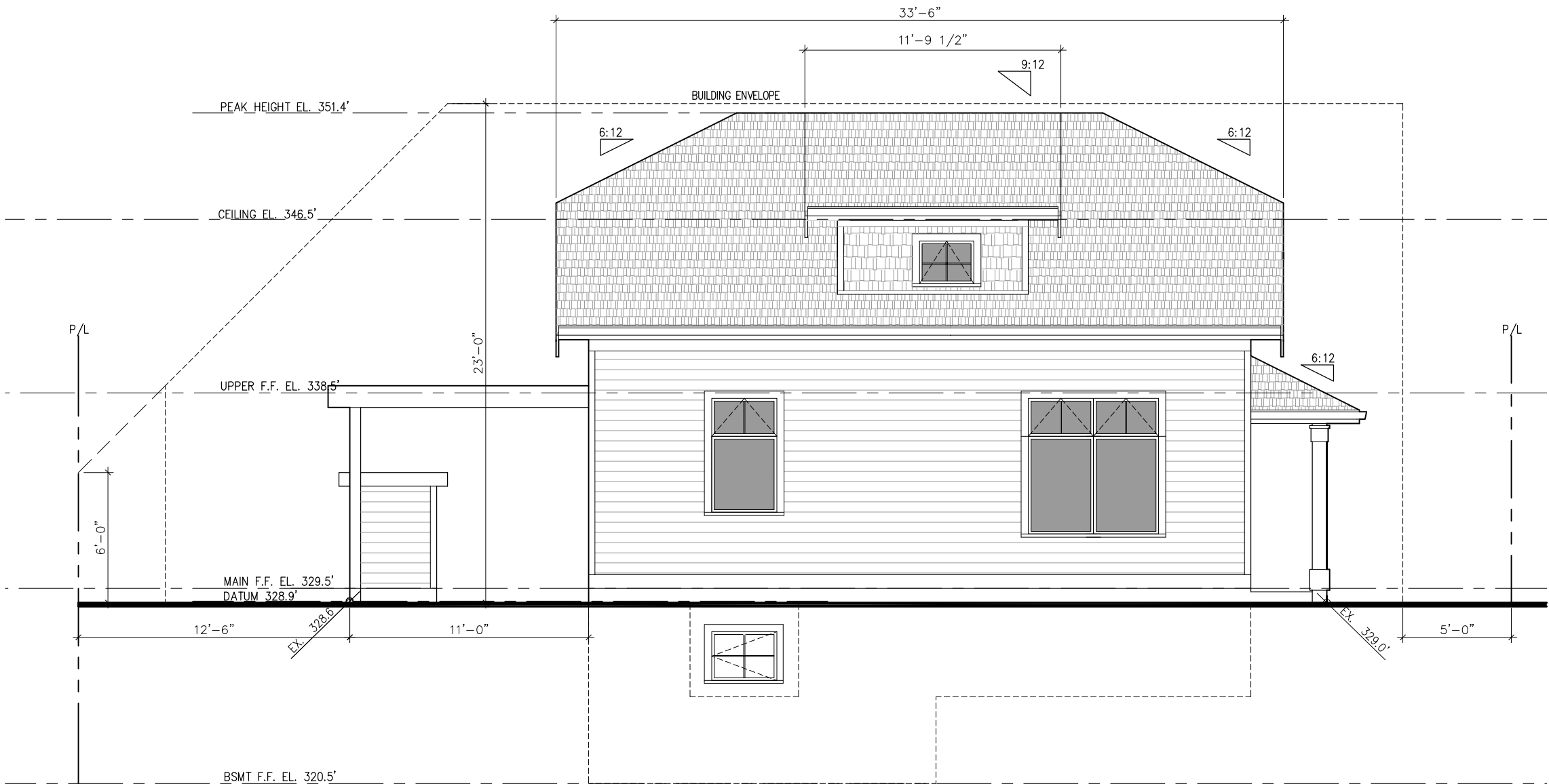
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19-254

DATE.                      REVISED.  
NOVEMBER 2020    NOV 8, 2021

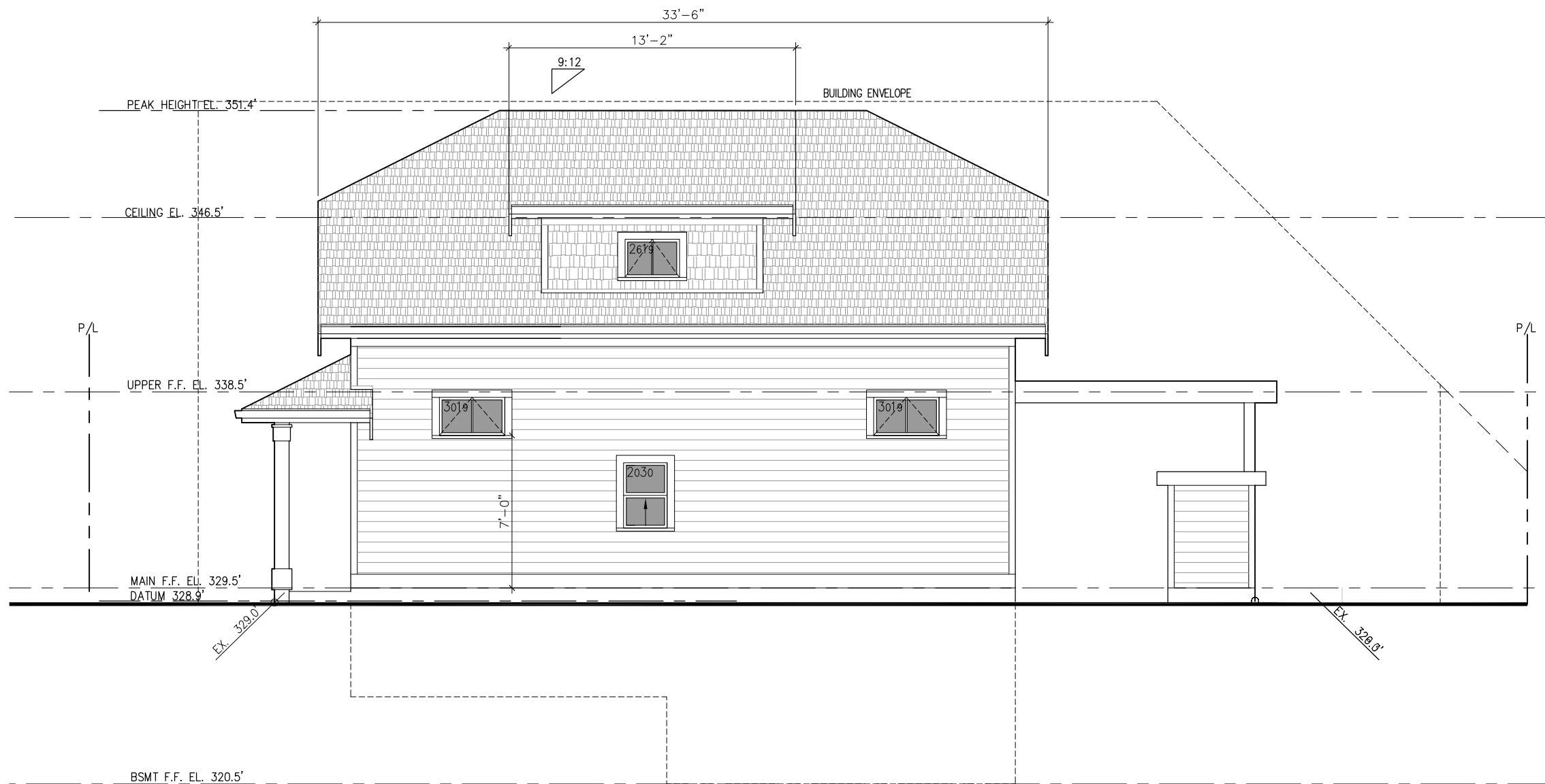
SCALE.  
3/16"=1'0"

DRAWING NO.

**A-2.6**



**1** NORTH ELEVATION  
— SCALE: 3/16" = 1'-0"



1 SOUTH ELEVATION  
— SCALE: 3/16" = 1'-0"



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NEW WESTMINSTER, B.C., V3L 3M7  
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PROJECT TITLE.

**INFILL HOUSE,**  
**571 FOURTH ST,**  
**NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**SOUTH**  
**ELEVATION**

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CAD FILE NAME.  
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DATE. REVISED.  
NOVEMBER 2020 NOV 8, 2021

SCALE.  
3/16"=1'0"

DRAWING NO.

**A-2.7**

## APPENDIX 6

### VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	<b>Single Detached Dwelling District (RS-4) Requirement/Allowance</b>	<b>Heritage Building (323 Regina Street)</b>	<b>Infill Building (471 Fourth Street)</b>
<b>Maximum Detached Accessory Dwelling Floor Space Ratio*</b>	0.1	--	0.18
<b>Minimum Left Side Setback (north)</b>	1.5 metres (5 feet)	--	0.9 metres (3 feet)
<b>Minimum Right Side Setback (east)</b>	1.5 metres (5 feet)	0.6 metres (2.1 feet)	--

*\* Should Step Code 3, 4 or 5 of the Energy Step Code be met, the maximum space ratio can be increased as outlined in Section 310.11.1 of Zoning Bylaw No. 6680, 2001*