

**HERITAGE DEVELOPMENT BOARD  
OF  
THE CITY OF SAINT JOHN**

**WEDNESDAY FEBRUARY 5, 2014**

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The meeting of the Heritage Development Board was held in the 10<sup>th</sup> Floor Boardroom of City Hall, commencing at 5:30 pm.

IN ATTENDANCE:                    Bob Boyce, Chair  
   Patrick McCaffrey, 1<sup>st</sup> Vice Chair  
   Councillor Donna Reardon  
   Bob McVicar  
   Gordon Hewitt  
   Scott Rinehart  
   Colin Waldschutz

Jill Good, Recording Secretary  
Alice Fudge, Heritage Analyst  
Amy Poffenroth, Deputy Commissioner

REGRETS:                            Elizabeth McGahan, 2<sup>nd</sup> Vice Chair

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**ITEM 1.0            AGENDA**

The following item was added to the agenda under Business Arising:

Item 3.2 Update: February 3, 2014 Public Hearing: 100 Watson St & 183 Duke Street West

The following item was added to the agenda under Other Business:

Item 7.1 Request for Guest to attend the next regular meeting

***MOVED** by Donna Reardon, **SECONDED** by Colin Waldschutz to approve the agenda as amended.*

***CARRIED.***

**ITEM 2.0            MINUTES**

**ITEM 2.1            MINUTES OF THE DECEMBER 11<sup>TH</sup>, 2013 MEETING**

***MOVED** by Colin Waldschutz, **SECONDED** by Gord Hewitt to approve the December 11<sup>th</sup>.  
2013 minutes as circulated.*

***CARRIED.***

**ITEM 3.0 BUSINESS ARISING****ITEM 3.1 PROVINCIAL DESIGNATION OF CATHEDRAL OF THE IMMACULATE CONCEPTION**

A letter from the Heritage Branch of the Province of New Brunswick was received, advising that the Cathedral of Immaculate Conception, 91 Waterloo Street has been designated as a Provincial Heritage Place as of January 15, 2014

*MOVED by Donna Reardon, SECONDED by Gord Hewitt to receive and file the letter.*

*CARRIED.*

**ITEM 3.2 UPDATE: FEBRUARY 3, 2014 PUBLIC HEARING-100 WATSON ST & 183 DUKE STW**

Alice Fudge provided an update to the Board that at the Council meeting of February 3, 2014, Common Council passed 1<sup>st</sup> and 2<sup>nd</sup> reading for the removal of 183 Duke Street West from the King Street West Heritage Conservation Area. Common Council denied 1<sup>st</sup> and 2<sup>nd</sup> reading for the removal of 100 Watson Street from the King Street West Heritage Conservation Area, taking into consideration the Heritage Development Board's recommendation. A third reading will be held February 17, 2014 for 183 Duke Street West.

**ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS**

Jonathan Dutra, was in attendance representing Items 5.3 & 5.8 for 117 Germain Street as the Contractor.

Keith Brideau of Historica Developments was in attendance representing Items 5.5, 5.6, & 5.7.

Ed Reardon, owner of 122-124 Prince William Street was presenting representing his application Item 5.4.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS**

The Board agreed to move ahead Mr. Dutra, Mr. Reardon & Mr. Brideau's applications to the beginning of the agenda as they were present.

**ITEM 5.3A APPLICATION FOR A HERITAGE PERMIT 2014-03  
JONATHAN DUTRA, 117 GERMAIN STREET**

Alice Fudge advised that the application is for a Certificate of Appropriateness for brick masonry repair/ repointing, and metal flashing repair on the south facing wall. She recommended approval.

**ITEM 5.3B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-03**  
**JONATHAN DUTRA, 117 GERMAIN STREET**

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***Moved*** by Donna Reardon, ***SECONDED*** by Gord Hewitt to approve the following:

***Remove*** loose and deteriorated mortar using hand tools and rotary grinders **ONLY** on middle of horizontal joints. **DO NOT USE GRINDERS ON VERTICAL JOINTS;**

***Replace*** spalled or deteriorated brick with salvaged pressed bricks of similar porosity, size and colour;

***Repoint*** existing bricks/lay salvaged bricks using lime-based mortar, consisting of:

- 1 part White Portland (type 10- grey is not acceptable);
- 2 parts hydrated lime (high calcium soaked minimum 24 hours); and
- 8 parts screened sand

(by mixing lime and sand to create roughage, or “rough stuff”, then adding White Portland just prior to use).

\*Note: Measures or precautions need to be undertaken to ensure mortar is allowed to cure a minimum of 28 days at no less than 10 degrees Celsius ambient temperature.

***Wash*** down masonry wall using Sure Klean Restoration Cleaner.

***Repair***, and/or replace as necessary, any deteriorated metal roof edge or roof/wall flashings, using material to match the gauge and profile of the original flashing;

This work to be carried out under the following conditions:

1. Joints to be raked out not to exceed original joint width (use grinder only on middle of horizontal joints only, the remove remainder with hand tools.) **DO NOT USE GRINDERS ON VERTICAL JOINTS.**
2. Do not round corner edges of bricks;
3. Carefully match colour and texture of original white lime mortar;
4. The proposed work to be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law;
5. The City of Saint John’s Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
6. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.
7. No work shall commence until a start-up meeting has been held on site with heritage staff to review procedures for removal of mortar.

Mr. Dutra explained to the Board that while they are requesting for the entire south facing wall to be repointed and repaired, the owner’s priority and focus will be on the top half as they are experiencing water leakage under the windows.

***CARRIED.***

**ITEM 5.3C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-03**  
**JONATHAN DUTRA, 117 GERMAIN STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for brick masonry repair/ repointing, and metal flashing repair on the south facing wall. The building is part of the Trinity Royal Conservation Area. The owner is applying for a Conservation Plan to be prepared for the building.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED by Donna Reardon, SECONDED by Colin Waldschutz to table the Heritage Conservation Grant for 25% up to a maximum of 5,000.00 based on project estimates, for the masonry repairs at 117 Germain Street, until the 2014 Heritage Grants program funding policies have been established.*

*CARRIED.*

**ITEM 5.8C APPLICATION FOR A HERITAGE CONSERVATION PLAN GRANT 2014-08**  
**JONATHAN DUTRA, 117 GERMAIN STREET**

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Alice Fudge advised the application is for a Heritage Conservation Plan Grant to have a Conservation Plan prepared for 117 Germain Street. The building is part of the Trinity Royal Conservation Area.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED by Colin Waldschutz, SECONDED by Gord Hewitt to table the Conservation Plan Grant for 50% up to a maximum of \$1,000.00 based on project estimates, for the outlined work at 117 Germain Street, until the 2014 Heritage Grants program funding policies have been established.*

*CARRIED.*

**Bob Boyce & Donna Reardon declared conflict of Interest for Item 5.4 and stepped out of the room. Vice Chair, Patrick McCaffrey continued the meeting.**

**ITEM 5.4A APPLICATION FOR A HERITAGE PERMIT 2014-04**  
**ED REARDON, 122-124 PRINCE WILLIAM STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for the installation of vertical metal siding at the top north wall, and bottom east wall; for an amendment to 08-132 for the installation of “modern Slate” shingles on the façade mansard roof; for an amendment to 13-56 for the installation of three new solid wood exterior doors;

She recommended:

Approval for a Heritage Permit [Certificate of Appropriateness] for the installation of “modern Slate” shingles on the façade mansard roof; and the installation of three new solid wood exterior doors.

To deny a Heritage Permit [Certificate of Appropriateness] for the installation of vertical metal siding at the top north wall, and bottom east wall;

**ITEM 5.4B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-04**  
**ED REARDON, 122-124 PRINCE WILLIAM STREET**

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**Install** new metal siding on north wall, “Americana” vertical profile, mist green color; install strapping at mortar joints on masonry wall;

**Install** new siding on east wall at ground level “Americana” vertical profile, mist green color.

*The following items have been previously approved.  
All previous CoA's are now closed - February 2014*

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*[Originally on CoA 13-56]:*

**Construct** a new, three storey, wood exit stair at the rear (east) side of the building; complete with 6x6” wood posts with decorative caps, and handrail with 2x2 wood pickets - see attached sketches;

**Install** new custom solid wood exit door and transom window at fourth floor, which includes masonry and opening modification; assure surrounding masonry is not damaged during this process; keep salvageable bricks for future repairs;

**Remove** bricks from masonry wall at third level for new opening; decorative brickwork above the new opening shall match existing windows; assure surrounding masonry is not damaged during this process; keep salvageable bricks for future repairs;

**Install** a new solid wood exit door and transom window at new third floor opening;

**Replace** an existing exterior door with a new solid wood exit door at the second level;

**Install** new 45 min fire-rated steel, double-door at grade level, which includes new opening in masonry wall; assure surrounding masonry is not damaged during this process; keep salvageable bricks for future repairs;

**Install** two new 1/1 wood windows at fourth level (rear wall), to match profile and detailing of original windows found on building;

**Install** thirteen (13) 5”x5” air vents at new penetrations in brick wall; assure surrounding masonry is not damaged during this process;

*[Originally on CoA 07-79]:*

**Install** 3 new segmental arch-topped 1/1 wood windows in the dormers on the west (front) side of the building;

*[Originally on CoA 08-132]:*

**Remove** existing asphalt shingle roofing at west-facing mansard roof;

**Inspect** substrate boards and repair, and/or replace as necessary, any damaged and /or deteriorated boards;

**Repair**, and/or replace as necessary, any damaged or deteriorated roof edge flashing to match gauge and profile of original flashings;

**Install** ice and water membrane over entire area of work;

**Install** new “Modern Slate” (synthetic slate) shingles, square profile, slate grey colour, with a 7” (180mm) exposure to the weather;

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John’s Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.

**MOVED** by Colin Waldschutz, **SECONDED** by Gord Hewitt to approve an amendment to 13-56 for the installation of three new solid wood exterior doors;

**CARRIED.**

**MOVED** by Colin Waldschutz, **SECONDED** by Gord Hewitt to approve an amendment to 08-132 for the installation of “modern Slate” shingles on the façade mansard roof;

Ed Reardon explained to the Board that he has been advised by his roofer that slate shingles would not be appropriate for the Saint John climate. He advised the Board that the proposed imitation slate is a synthetic product made from the mould of a true piece of slate, so to give the appearance of original slate, that the product is made locally and has a lifetime warranty. Alice Fudge advised the Board that the product has been used on various heritage properties such as the train station in Sussex. She explained that the Standards and Guidelines cite that *if using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.*

**CARRIED.**

**MOVED** by Bob McVicar, **SECONDED** by Colin Waldschutz to deny staff recommendation and approve the installation new metal siding at the top north wall, and bottom east wall, “Americana” vertical profile, mist green color; install strapping at mortar joints on masonry wall;

Alice Fudge advised the Board that it is not recommended in the National Standards & Guidelines to install *over-cladding a deteriorated or poorly insulated exterior wall with a new material or assembly, without considering the impact on Heritage value or the condition of the underlying materials.* In the same guideline, it is recommended to *repair an exterior wall by using a minimal intervention approach.*

Mr. Reardon explained to the Board he has been experiencing leaking through the masonry (parged) wall, even after masonry repairs were made and a new contemporary roof was installed, the leaking continued. He explained that he has been advised by his architect that the siding is the appropriate method to ensure the leak is fixed and that it will be placed over top of the existing brick. Board members discussed the installation of the siding. Mr. Reardon explained that while the siding would be installed with strapping directly into the brick, it would preserve the wall underneath.

Board members advised that of the various siding profiles, that the proposed “Americana” pattern would be considered appropriate as well as the color be “mist green” which would match the patina copper details on the building.

**CARRIED.**

**ITEM 5.4C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-04**  
**ED REARDON, 122-124 PRINCE WILLIAM STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for three new wood doors and transom windows, the installation cost of six new wood windows. The building is part of the Trinity Royal Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

**MOVED** by Bob McVicar **SECONDED** by Colin Waldschutz to table the Heritage Conservation Grant for 15% up to a maximum of 5,000.00 based on project estimates, for the outlined work at 122-124 Prince William Street, **until the 2014 Heritage Grants program funding policies have been established.**

**CARRIED.**

**Bob Boyce and Donna Reardon re-joined the meeting.**

**ITEM 5.5A APPLICATION FOR A HERITAGE PERMIT 2014-05**  
**HISTORICA DEVELOPMENTS, 89-91 PRINCESS STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for:

- A. Remove non-original brick infill for the restoration of two original arched windows on front façade;
- B. The installation of one exterior lamp on front façade;
- C. The installation of an exhaust vent on the east façade.

She recommended approval.

**ITEM 5.5B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-05**  
**HISTORICA DEVELOPMENTS, 89-91 PRINCESS STREET**

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Mr. Brideau indicated that they no longer required the exhaust vent on the east facade, and that the request could be removed from the application. He also noted that there are five exterior lamps in total proposed to be installed on the front facade of 89-91 Princess Street, an additional two more lamps for the front facade of 85-87 Princess Street will be applied for separately at a later date.

*MOVED by Donna Reardon, SECONDED by Colin Waldschutz to approve the following:*

**Remove** single wythe non-original brick infill from former storefront windows, at the ground floor level South facade;

**Install** restored wood arched windows at original storefront window openings;

**Scrub** all surfaces to be painted with TSP (tri-sodium phosphate); rinse thoroughly with clean water; allow to dry completely prior to painting (typically 3 days);

**Prime** and paint all wood components using an approved colour scheme in keeping with guidelines found in Practical Preservation Guidelines for PAINT & COLOR to be consulted with the Heritage Officer.

**Install** five exterior lamps, 6x12" black metal canister-style;

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John's Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.



**CARRIED.**

**ITEM 5.5C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-05  
HISTORICA DEVELOPMENTS, 89-91 PRINCESS STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for the restoration and reinstallation of two original arched windows and the installation costs of restored original windows located on the second and third levels. The building is part of the Princess Street Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

***MOVED*** by Colin Waldschutz, ***SECONDED*** by Donna Reardon to table the Heritage Conservation Grant for 25% up to a maximum of 5,000.00 based on project estimates, for the outlined work at 89-91 Princess Street, ***until the 2014 Heritage Grants program funding policies have been established.***

**CARRIED.**

**ITEM 5.6A APPLICATION FOR A HERITAGE PERMIT 2014-06  
HISTORICA DEVELOPMENTS, 265-271 CHARLOTTE STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for the masonry (parging) repair on the south wall, for repairs to wood windows and doors, and paint wood components. She recommended approval.

**ITEM 5.6B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-06  
HISTORICA DEVELOPMENTS, 265-271 CHARLOTTE STREET**

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***MOVED*** by Donna Reardon, ***SECONDED*** by Scott Rinehart to approve the following:

***Remove*** loose and deteriorated mortar using hand tools and rotary grinders ONLY on middle of horizontal joints. DO NOT USE GRINDERS ON VERTICAL JOINTS;

***Replace*** spalled or deteriorated brick with salvaged pressed bricks of similar porosity, size and colour;

***Repoint*** existing bricks as needed using lime-based mortar, consisting of:

- 1 part White Portland (type 10- grey is not acceptable);
- 2 parts hydrated lime (high calcium soaked minimum 24 hours); and
- 8 parts screened sand

(by mixing lime and sand to create roughage, or “rough stuff”, then adding White Portland just prior to use).

\*Note: Measures or precautions need to be undertaken to ensure mortar is allowed to cure a minimum of 28 days at no less than 10 degrees Celsius ambient temperature.

**Wash** down masonry wall using Sure Klean Restoration Cleaner.

**Repair**, and/or replace as necessary, any deteriorated metal roof edge or roof/wall flashings, using material to match the gauge and profile of the original flashing;

**Repair** the existing window sash, replacing any damaged wood components, replacing any damaged or missing glazing and reputtying/re-caulking, as necessary;

**Remove** loose and deteriorated paint from windows and window surrounds/brick moulding, using infrared heat guns or hand scrapers. DO NOT USE OPEN FLAME of propane torch (flame may wick into building with disastrous results);

**Scrub** all surfaces to be painted with TSP (tri-sodium phosphate); rinse thoroughly with clean water; allow to dry completely prior to painting (typically 3 days);

**Prime** and paint all wood components using an approved colour scheme (Black, grey, gold) in keeping with guidelines found in Practical Preservation Guidelines for PAINT & COLOR.

This work to be carried out under the following conditions:

1. Joints to be raked out not to exceed original joint width (use grinder only on middle of horizontal joints only, the remove remainder with hand tools.) DO NOT USE GRINDERS ON VERTICAL JOINTS.
2. Do not round corner edges of bricks;
3. Carefully match colour and texture of original white lime mortar;
4. The proposed work to be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law;
5. The City of Saint John's Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
6. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.
7. No work shall commence until a start-up meeting has been held on site with heritage staff to review procedures for removal of mortar.

Alice Fudge advised the Board that the paint work to the door has been completed without a permit, but that the paint scheme used is appropriate. Mr. Brideau apologized for completing the work without a permit and indicated that it was a miscommunication between himself and the contractor. Ms. Fudge advised Mr. Brideau that the work completed prior to the issuance of the appropriate permits would not be eligible for a grant.

**CARRIED.**

**ITEM 5.6C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-06**  
**HISTORICA DEVELOPMENTS, 265-271 CHARLOTTE STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for masonry repairs, wood window and door repairs. The building is part of the Trinity Royal Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED by Donna Reardon, SECONDED by Scott Rinehart to table the Heritage Conservation Grant for 15%-25% up to a maximum of 5,000.00 based on project estimates, for the outlined work at 265-271 Charlotte Street, until the 2014 Heritage Grants program funding policies have been established.*

**CARRIED.**

**ITEM 5.7C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-07**  
**HISTORICA DEVELOPMENTS, 85-87 PRINCESS STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for the installation costs of restored original windows at second and third levels (work previously approved on Certificate of Appropriateness 12-80. The building is part of the Princess Street Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED by Donna Reardon, SECONDED by Scott Rinehart to table the Heritage Conservation Grant for 25% up to a maximum of 5,000.00 based on project estimates, for the outlined work at 85-87 Princess Street, until the 2014 Heritage Grants program funding policies have been established.*

**CARRIED.**

**Bob McVicar declared conflict of interest for Items 5.1 & 5.2 and left the room.**

**ITEM 5.1A APPLICATION FOR A HERITAGE PERMIT 2014-01**  
**BOB McVICAR, 77 ORANGE STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for the installation of two new steel hand railings, painted black on the front entrance stair. She recommended approval.

**ITEM 5.1B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-01**  
**BOB MCVICAR, 77 ORANGE STREET**

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*MOVED* by Donna Reardon, *SECONDED* by Patrick McCaffrey to approve the following:

**Install** two (2) new steel railings (painted black) at the entry stairs, using base plates affixed to the stone stair tread by set-in-place stainless steel bolts.

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John's Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.

**CARRIED.**

**ITEM 5.1C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-01**  
**BOB MCVICAR, 77 ORANGE STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for the installation of two new steel hand railings, painted black on the front entrance stair. The building is part of the Orange Street Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED* by Patrick McCaffrey, *SECONDED* by Scott Rinehart to table the Heritage Conservation Grant for 15% up to a maximum of \$225.00 based on project estimates, for the outlined work at 77 Orange Street, **until the 2014 Heritage Grants program funding policies have been established.**

**CARRIED.**

**ITEM 5.2A APPLICATION FOR A HERITAGE PERMIT 2014-02**  
**BOB MCVICAR, 78 ORANGE STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for the installation of two new steel hand railings, painted black on the front entrance stair. She recommended approval.

**ITEM 5.2B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-02**  
**BOB MCVICAR, 78 ORANGE STREET**

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*MOVED* by Donna Reardon, *SECONDED* by Gord Hewitt to approve the following:

*Install* two (2) new steel railings (painted black) at the entry stairs, using base plates affixed to the stone stair tread by set-in-place stainless steel bolts.

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John's Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before February 20<sup>th</sup>, 2014.

**CARRIED.**

**ITEM 5.2C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-02**  
**BOB MCVICAR, 78 ORANGE STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for the installation of two new steel hand railings, painted black on the front entrance stair. The building is part of the Orange Street Conservation Area for which there is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED* by Donna Reardon, *SECONDED* by Scott Rinehart to table the Heritage Conservation Grant for 15% up to a maximum of \$225.00 based on project estimates, for the outlined work at 78 Orange Street, **until the 2014 Heritage Grants program funding policies have been established.**

**CARRIED.**

**ITEM 6.0      REPORTS****ITEM 6.1 REPORT TO HERITAGE DEVELOPMENT BOARD: HERITAGE GRANT REVISION**

Alice Fudge advised the Board that pursuant to the 2014 approved operating budget for the City of Saint John, Common Council approved \$90,000 to be allocated to the 2014 *Grants for Heritage Conservation Program*.

She explained that since late fall of 2013, Staff has been working with consultants, Deloitte LLP, on developing improvements to the Heritage Grant Policy as well as the application process and internal controls.

Upon review of the previous two years (2012 and 2013) grant totals, the Heritage Development Board and Heritage Staff have recognized a need for changes to the funding model.

She advised the Board that it is staff's intent to finalize these proposed policy and procedural improvements and be prepared to present the changes to the Board at the next meeting for their consideration.

*MOVED by Donna Reardon, SECONDED by Scott Rinehart to approve Heritage Staff recommendation to table any Heritage Grant applications pending the consideration of the Heritage Grants Policy Improvements report by the Board, and the adoption of the policy by Common Council.*

*CARRIED.*

**ITEM 7.0      OTHER BUSINESS****ITEM 7.1 REQUEST FOR GUEST TO ATTEND NEXT REGULAR MEETING**

Deputy Commissioner, Amy Poffenroth advised the Board that she is taking part in a Women's Leadership Program and as a mentor she would requests the permission to extend an invitation to her mentee to attend the next regular Heritage Development Board meeting on February 19<sup>th</sup>, 2014. Board members had no objections to inviting the guests to the meeting.

**ITEM 8.0      NEXT MEETING**

The next regular Board meeting will be held February 19<sup>th</sup>, 2014

**ITEM 9.0      ADJOURNMENT**

There being no further business, the meeting adjourned at 6:52 p.m.



Amy Poffenroth, P.Eng, MBA  
Deputy Commissioner,  
Growth & Community Development Services