



**SAINT JOHN  
HERITAGE  
DEVELOPMENT  
BOARD**

## **AGENDA**

**MARCH 6<sup>TH</sup>, 2013**

**CONSEIL  
D'AMÉNAGEMENT  
DU PATRIMOINE  
DE SAINT JOHN**

## **ORDRE DU JOUR**

**LE 6 MARS, 2013**



**The City of Saint John  
Heritage Development Board**

**AGENDA**

**Wednesday March 6<sup>th</sup>, 2013  
Le 6 mars, 2013**

**5:30 P.M. - 10<sup>th</sup> floor Board Room  
à 5 h 30 dans la salle de conférence, au 10<sup>e</sup> étage**

- 1.0 Approval of Agenda/Adoption de l'ordre du jour
- 2.0 Approval of Minutes/Approbation du procès-verbal de la dernière réunion
  - 2.1 February 20<sup>th</sup>, 2013 Meeting Minutes
- 3.0 Business Arising/Revue de la dernière réunion
  - 3.1 Land Gazette
  - 3.2 78 Prince William Street
- 4.0 Introduction of Applicants/Guests/Présentation des requérants et des invités
- 5.0 Applications for Certificates of Appropriateness and Grants/  
Demandes relatives à des certificats de pertinence de à des subventions
  - 5.1 Lynn Logan & Roland Pinet, 134 Sydney Street 13-02
    - a) Application for Certificate of Appropriateness
    - b) Draft Certificate of Appropriateness
  - 5.2 Carl Killen, 159-161 Orange Street 13-08
    - a) Application for Certificate of Appropriateness
    - b) Draft Certificate of Appropriateness
    - c) Application for Conservation Development Grant
- 6.0 Reports/ Rapports
  - 6.1 2012 Heritage Grants: Report regarding approval of revised grants
  - 6.2 Heritage Grant Program: Clarification & Recommendation
- 7.0 Other Business/Autre affaires



## 7.1 2013 Heritage Awards

8.0 Next Meeting/Prochaine reunion

9.0 Adjournment/Clôture de la réunion



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

**WEDNESDAY FEBRUARY 20, 2013**

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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:

Leona Laracey, Chair  
Gordon Hewitt, 1<sup>st</sup> Vice Chair  
Patrick McCaffrey, 2<sup>nd</sup> Vice Chair  
Elizabeth McGahan  
Alex Pesold

Amy Poffenroth, Acting Commissioner  
Alice Fudge, Heritage Analyst  
Jill Flecknell, Recording Secretary

REGRETS:

Jim Bezanson, Secretary/Heritage Development Officer  
Colin Waldschutz  
Councillor Donna Reardon

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**ITEM 1.0      AGENDA**

*The following item was added for discussion under Other Business:*

*7.4 Update on Heritage 2012 Grants  
7.5 Nominating Committee  
7.6 Heritage Fair*

***MOVED*** by Elizabeth McGahan, ***SECONDED*** by Patrick McCaffrey, to approve the agenda as amended.

***CARRIED.***

**ITEM 2.0      MINUTES**

**ITEM 2.1      MINUTES OF THE FEBRUARY 6, 2013 MEETING**

Leona Laracey highlighted some typographical errors for correction.

*MOVED by Patrick McCaffrey, SECONDED by Gord Hewitt to approve the February 6, 2013 minutes as amended.*

**CARRIED.**

**ITEM 3.0 BUSINESS ARISING**

There was no business arising.

**ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS**

Heather Urquhart and Richard Gradon were present as members of the public.

Frank Magee of 115 Orange Street and his lawyer Michael Gillis were present concerning 111 Orange Street.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS**

There were no applications.

**ITEM 6.0 REPORTS**

There were no reports.

**ITEM 7.0 OTHER BUSINESS**

The Board agreed to review *item 7.2 111 Orange Street* first as Mr. MaGee & Mr. Gillis were present for the application.

**7.2 111 ORANGE STREET**

Heritage Analyst Alice Fudge introduced the property at 111 Orange Street as a wood frame single-family residence. Technical Services Engineer Pamela Bentley provided a memo to the Board explaining that 111 Orange Street is currently vacant and is being monitored under that vacant building program. Ms. Bentley added that the property is periodically inspected to ensure that the building is secure. Amy Poffenroth explained that the vacant and dangerous building program has developed a matrix system which determines the level of priority based on a set of objective criteria. A formal notice to comply is issued to a property owner requiring repair or demolition. This notice is issued to high priority cases.

Frank Magee, owner of 115 Orange Street was present with his lawyer Mike Gillis and had submitted a letter expressing his interest in purchasing the property at 111 Orange Street, which he would demolish and use the land as a green space. The Board held a lengthy discussion and Mr. Magee explained that he is in negotiations with the current owners regarding the acquisition of the property, on the condition that it can be demolished under the Heritage Conservation Areas By-law. Chair Leona Laracey, advised Mr. Magee of sections 10 & 11 of the By-Law entitled *Demolition, Removal or Relocation* and *Terms and Conditions for Certificates for Demolition*. Board members explained that one of the conditions for the demolition of a heritage building is that it be

listed on MLS for a period of 6 months prior to demolition, this provides for the potential of a purchaser coming forward and ideally renovating and restoring the property.

#### **7.1 180-182 KING STREET EAST**

Alice Fudge advised the Board that she had met with Technical Services Engineer, Pamela Bentley and reviewed the ell at the rear of 180-182 King Street East. It was determined that the ell was original to the building. Amy Poffenroth reviewed with the Board the demolition permit process and Ms. Fudge indicated that she would photo document the ell to capture any character defining elements. Board members expressed concerns that after the demolition of the ell, the building would need to be finished, recladded and painted which would require the owner to apply for a Certificate of Appropriateness. Ms. Poffenroth advised that Heritage Analyst, Alice Fudge could make contact with the owner to advise that a Certificate of Appropriateness would be required for repairs to the exposed wall.

The Board held a brief discussion concerning PlanSJ, Ms. Poffenroth advised that there would be an open house for the Zoning By-law review in the spring and encouraged the Board to provide their input.

*MOVED by Elizabeth McGahan, SECONDED by Gord Hewitt to draft a letter to the Growth and Development Services department re: PlanSJ/Zoning By-law, outlining concerns of the Heritage Development Board with regard to applications for demolition.*

**CARRIED.**

#### **7.3 2013 HERITAGE AWARDS**

Amy Poffenroth advised the Board that the 2013 Heritage Awards ceremony has been rescheduled to March 11<sup>th</sup> due to a conflict with the Common Council Agenda for the previously proposed date of February 25<sup>th</sup>. Alice Fudge provided the Board with a short presentation of the proposed grant recipients. The Board discussed each of the choices, provided feedback to staff and requested the staff report back their findings.

#### **7.4 UPDATE ON HERITAGE 2012 GRANTS**

Alice Fudge updated the Board that a total of \$51,466.56 of the \$90,000 grant budget has been allocated for 2012. Ms. Fudge explained that these cheques would be prepared and released in the mail shortly.

#### **7.5 NOMINATING COMMITTEE**

Amy Poffenroth advised the Board that the Nominating Committee would be meeting Thursday February 21<sup>st</sup>, 2013 and it was her understanding that the vacancies of the Heritage Development Board may be filled at that meeting.

#### **7.6 HERITAGE FAIR**

Chair Leona Laracey, advised the Board that had been cancelled due to inclement weather on Saturday February 9th, 2013 had been rescheduled to Saturday March 23rd, 2013. Amy Poffenroth explained that she would like to have the chance to review the

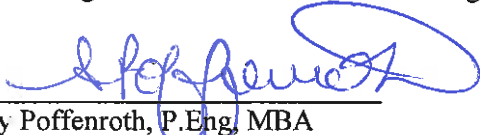
potential for attending the fair, but due to the 2013 Heritage Awards Ceremony being rescheduled for a date in March the resourcing may not be available.

**ITEM 8.0      NEXT MEETING**

The next regular Board meeting will be held March 6<sup>th</sup>, 2013, at 5:30 pm.

**ITEM 9.0      ADJOURNMENT**

There being no further business, the meeting adjourned 7:11 PM



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Amy Poffenroth, P.Eng, MBA  
Acting Commissioner



The City of Saint John

**APPLICATION FOR A HERITAGE PERMIT  
[CERTIFICATE OF APPROPRIATENESS]  
2013-02**

**LYNN LOGAN AND ROLAND PINET  
134 SYDNEY STREET  
(PID 00005371)**

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Date: March 1, 2013  
To: Heritage Development Board  
From: Growth and Development Services

Prepared by: Alice C. Fudge  
Heritage Analyst

Approved by: Amy Poffenroth, P.Eng, MBA  
Acting Commissioner

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**SUBJECT**

Application for a Heritage Permit [Certificate for Appropriateness] for a previously constructed wood fire escape following Practical Conservation Guidelines for Stairs, Decks & Fire Escapes.

**BACKGROUND**

A fire escape was constructed in 2012 to meet Minimum Property Standards By-Law requirements. This work was completed without a permit or stamped drawings. It also lacked Heritage approval. On January 9<sup>th</sup> 2013, an application for a CofA was tabled because the Board indicated that the application was incomplete and requested the following additional information:

- the design of ornamental caps, balusters, and posts;
- the details on the method of securing the structure to the building;
- the materials used to secure the fire escape to the property.



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- the location of the structure on the building;

The applicant has followed up with staff since the January 9<sup>th</sup> 2013 meeting. In the spring, the applicant intends to add decorative detail to the fire escape including: post caps, top hand rail, as well as chamfered edges on the 6x6" posts as per the attached drawing. They have provided a site plan drawing indicating the location of the fire escape on the building as well as a written outline with the location and material of the lag bolts. They intend to replace the existing 6" and 8" Galvanized lag bolts with stainless steel bolts in the spring of this year, to be reviewed and approved by Buildings & Inspection Services.

### **ANALYSIS**

The proposed work meets the intent of the Standards for Conservation of Existing Buildings, as expressed in the Practical Preservation Guidelines for *Stairs, Decks & Fire Escapes*.

Structural issues including the location and material of the lag bolts are being reviewed by Buildings & Inspection Services as part of the application process for the appropriate Building Permit.

### **RECCOMENDATION**

Approve a Heritage Permit [Certificate of Appropriateness] for a previously constructed wood fire escape in keeping with Heritage Detailing and Materials.

# Certificate of Appropriateness

City of Saint John

No. 13-02



**Saint John Heritage Development Board**  
Growth and Development Services  
10<sup>th</sup> Floor, City Hall  
Saint John, NB  
E2L 4L1

This Certificate of Appropriateness is issued by authority of the Municipal Heritage Preservation Act and the Saint John Areas Preservation By-Law to carry out the following work:

## HERITAGE PLANNING

Growth & Development  
Services

**LYNN LOGAN AND ROLAND PINET**  
**134 SYDNEY STREET**

***Install*** a new 3-level wood fire escape, at East side of building. Include capped 6 x 6 (150 x 150 mm) posts with ¾" chamfered edges, 2 x 2 (40 x 50 mm) railing balusters and 2x4" hand rail, in keeping with *Stairs, Decks & Fire Escapes* (see attached plans).

This work to be carried out under the following conditions:

1. The proposed work to be carried out using traditional detailing and materials as required under Section 9(1)(k) of the Saint John Preservation Areas By-law;
2. The Buildings & Inspections Services Department be contacted for necessary permits, and
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before March 21, 2013.

\_\_\_\_\_  
Heritage Officer

\_\_\_\_\_  
Date

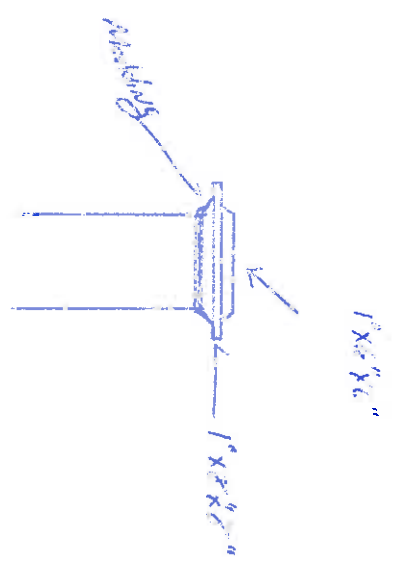
SYDNEY STREET



134 Sydney Building

ALLEN

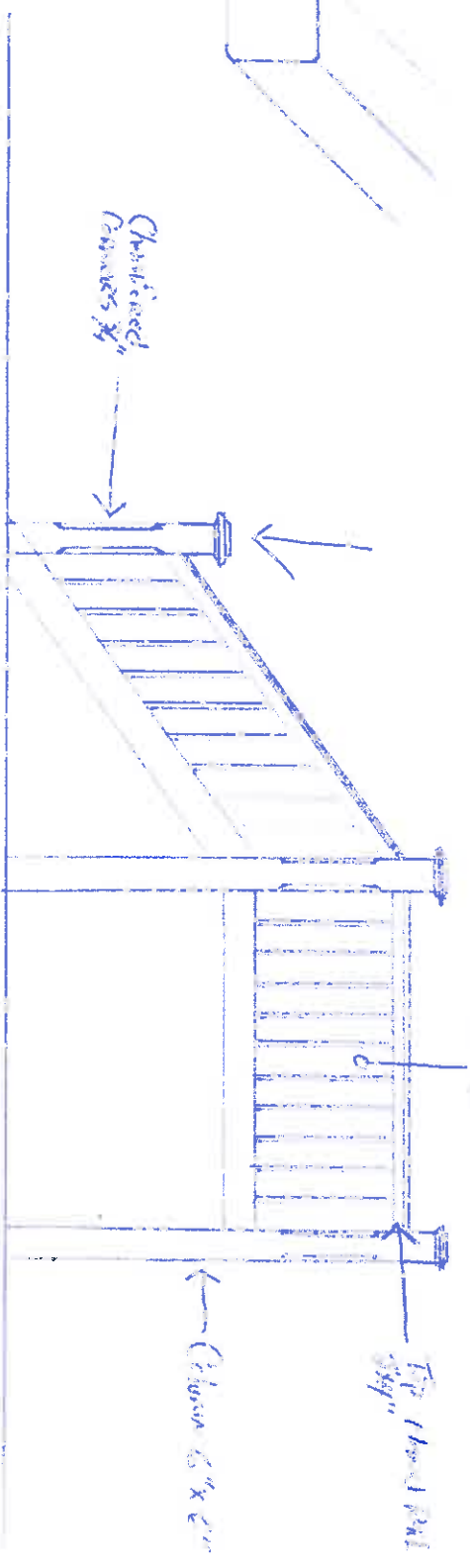
Fire Exit



Spades are 1 1/2 x 1 1/2\"/>



Decorated  
Railers X

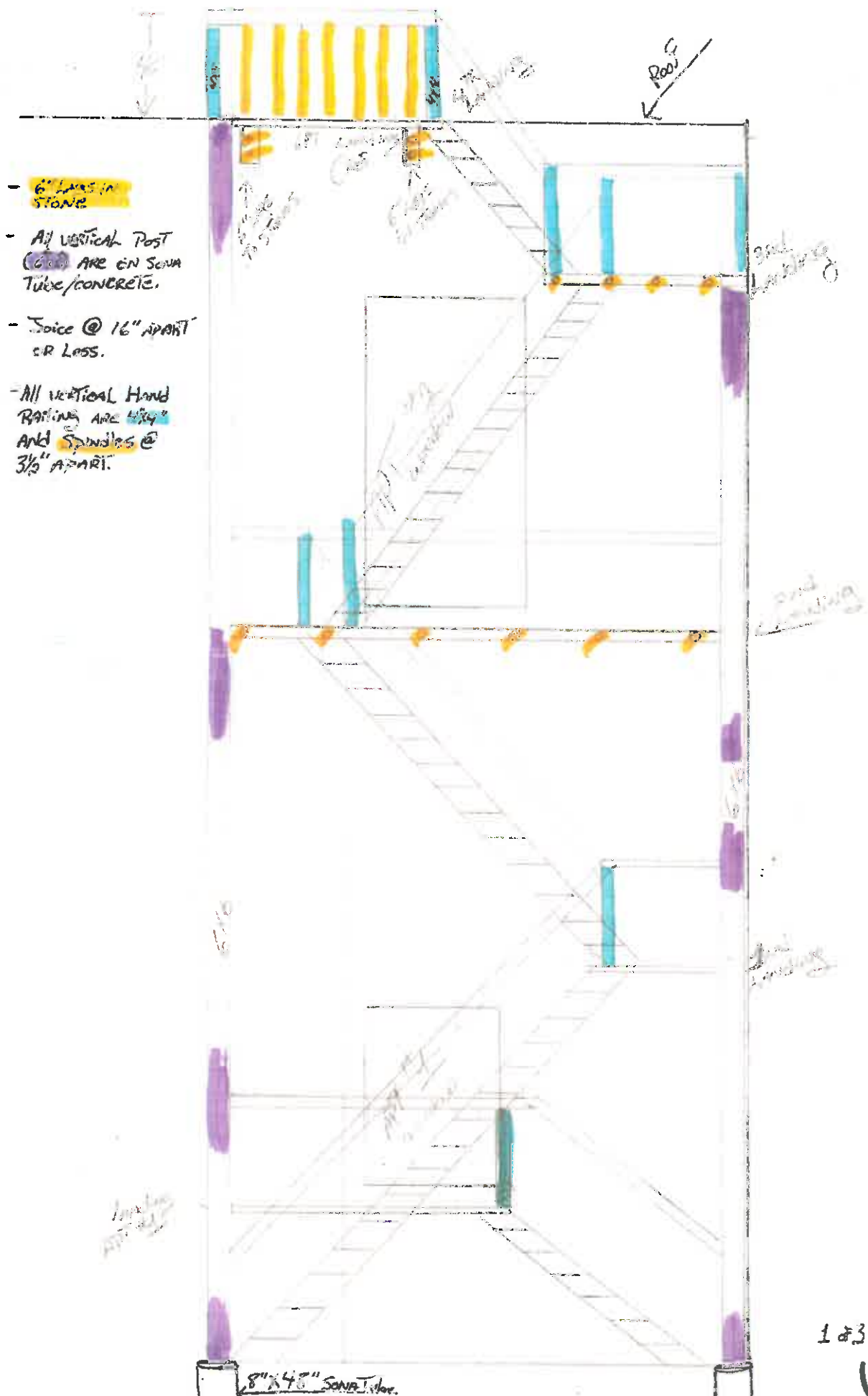


Spacing 3/8\"/>

Top Board Rail

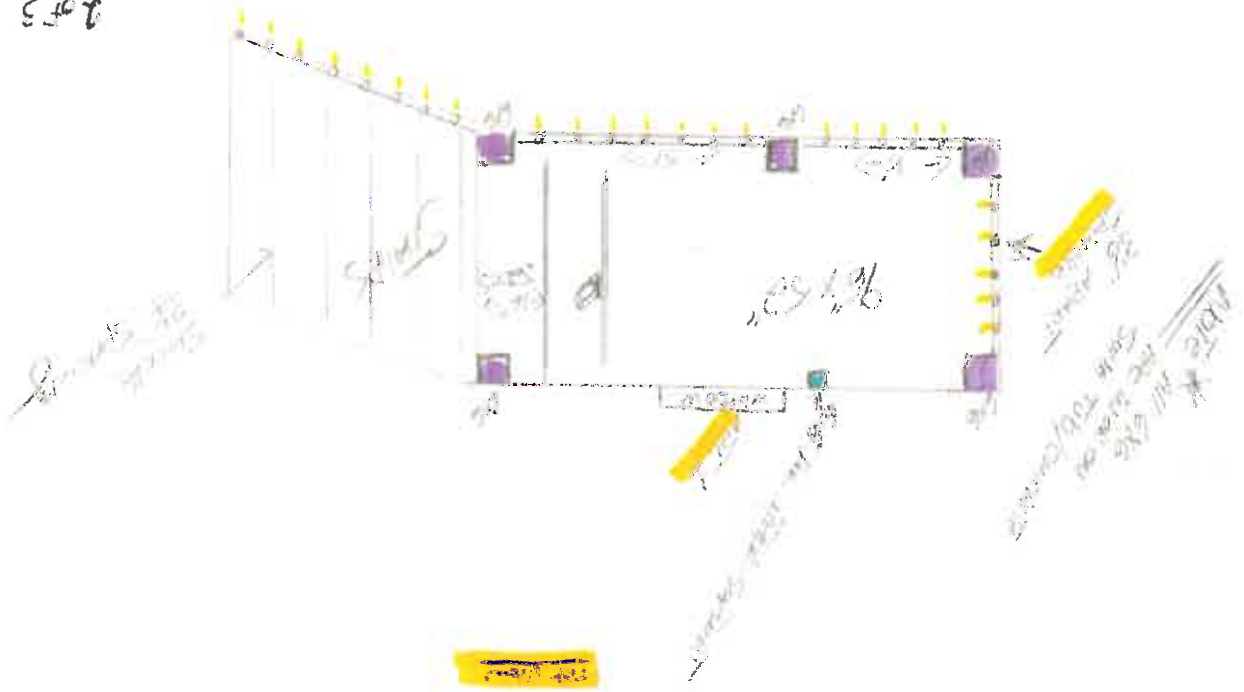
Chase 6\"/>

15.5



- 6" LARS IN STONE
- All VERTICAL Post (6" dia) ARE IN SONA Tube/CONCRETE.
- Joice @ 16" APART OR LESS.
- All VERTICAL HAND RAILING ARE 1 1/2" AND SPINDLES @ 3 1/2" APART.

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1st Sunday

TOP LEVEL



The City of Saint John

**APPLICATION FOR A HERITAGE PERMIT  
[CERTIFICATE OF APPROPRIATENESS]  
2013-08**

**CARL KILLEN  
159-161 ORANGE STREET  
(PID 00011635)**

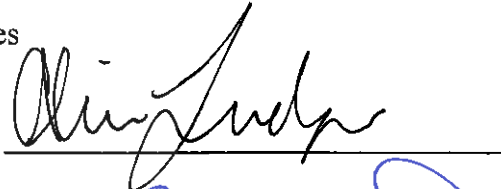
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Date: March 1, 2013

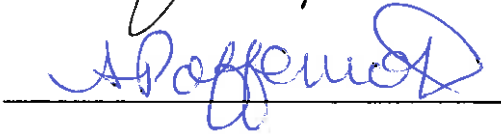
To: Heritage Development Board

From: Growth and Development Services

Prepared by: Alice C. Fudge  
Heritage Analyst



Approved by: Amy Poffenroth, P.Eng, MBA  
Acting Commissioner



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**SUBJECT**

Application for a Heritage Permit [Certificate for Appropriateness] to remove existing and install new wood clap boards and paint exterior of entire building, including window components and trim, using the approved Heritage color scheme.

**BACKGROUND**

A Conservation Plan (2002) has been prepared for this two storey, wood frame, multi-unit residential building located in the Orange Street Heritage Conservation Area. It was built in 1924 in the Italianate building style, and was designated a Local Historic Place as the Frederick W. Lobb Residence.



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## **ANALYSIS**

This is a Rehabilitation project; standards (I) through (XII) of Section 8 of *Saint John Heritage Conservation Areas By-law* apply. The existing siding, which is a mix of wood clap boards and shingles, is deteriorating. Re-cladding the exterior is recommended for the conservation of the building.

The West wall of the building faces a neighboring residential building, divided by a small driveway. After consulting Buildings & Inspection Services, it was decided a non-combustible cladding material is necessary to meet the National Building Code of Canada, section 9.10.14.5, due to its proximity to the neighboring building. A cement board product for siding is recommended for the West side of the house.

New siding and existing window trim shall be primed and painted using a three-colour scheme in keeping with typical details *PAINT & COLOUR* as previously approved by the Heritage staff on CoA 02-30. Staff will work with owner to match new paint (from the Historical Colours Collection) with previously approved scheme.

## **RECCOMENDATION**

Approve a Heritage Permit [Certificate of Appropriateness] to replace siding with new clap boards (wood and cement board) and paint with approved Heritage colors.



## Supplementary Information for Consideration of a Heritage Rehabilitation Grant

**Date:** March 1, 2013  
**To:** Heritage Development Board  
**From:** Alice Fudge, Heritage Analyst

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**Application Number:** 13-08  
**Name:** Carl Killen  
**Mailing Address:** 161 Orange Street, Saint John, NB  
**Postal Code:** E2L 2W3

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**Description of Work:** to remove existing/ install new wooden clapboards to the building and cement board on the west façade and paint in a previously approved heritage paint color.

**Project Estimate:** \$20,000.00 plus HST

**Heritage Area:** Orange Street Conservation Area

**Conservation Plan:**  Yes  No

**Grant Type:** Conservation Development Grant

**Applicable Funding Ratio:** 15%

**Eligible Grant Funding Amount:** \$3,000

### Example of Motion:

Approve a Heritage Conservation Development Grant for 15% for installation of new wooden clapboards and cement board on the west façade and painting up to a maximum of \$3,000.00.



# Certificate of Appropriateness

City of Saint John

No. 13-08



Saint John Heritage Development Board  
Growth and Development Services  
10<sup>th</sup> Floor, City Hall  
Saint John, NB  
E2L 4L1

## HERITAGE PLANNING

Growth & Development  
Services

This Certificate of Appropriateness is issued by authority of the Municipal Heritage Preservation Act and the Saint John Areas Preservation By-Law to carry out the following work:

**CARL KILLEN  
159-161 ORANGE STREET  
(PID 00011635)**

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

***Remove*** existing wood siding from all sides of the building;

***Install*** pine clapboard siding to North, East, and South facades, complete with corner boards, plinth boards and fascia boards;

***Install*** cement board siding complete with corner boards, on the West façade;

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

***Prime*** and paint all wood components using the existing approved colour scheme in keeping with guidelines found in Practical Conservation Guidelines for *Paint & Colour*.

This work to be carried out under the following conditions:

1. The proposed work to be carried out using traditional detailing and materials as required under Section 9(1)(k) of the Saint John Preservation Areas By-law;
2. The Buildings & Inspections Services Department be contacted for necessary permits, and
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before March 21, 2013.

\_\_\_\_\_  
Heritage Officer

\_\_\_\_\_  
Date

DRAFT



The City of Saint John

6.1

## 2012 HERITAGE GRANTS

### REPORT REGARDING APPROVAL OF REVISED GRANTS

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Date: February 26, 2013  
To: Heritage Development Board  
From: Planning and Development  
Prepared by: Alice Fudge, Heritage Analyst

Approved by: Amy Poffenroth, PEng MBA  
Acting Commissioner

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### SUBJECT

Recommendation to approve the remaining 2012 Heritage Grants in accordance with the 2012 Heritage Grant Program adopted by Common Council on August 27, 2012 with unused grant funding allocations (for tabled grant applications on the waiting list).

### BACKGROUND

Pursuant to the 2012 approved operating budget for the City of Saint John, and consideration of fees for Heritage Permit applications, Common Council approved \$90,000 to be allocated to the 2012 Heritage Grant Program.

On August 27, 2012 Common Council amended the maximum amounts available through the Heritage Grants program to reflect the reduced Grant Program amount available. The grants were amended as follows:

1. The maximum funding for preparation of a Conservation Plan by a design professional is **\$1,000** at a funding ratio **50%**;



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2. The maximum Conservation Development Grant in accordance with a Conservation Plan is **\$5,000** at a funding ratio of **15%** to **25%** (25% for structural or masonry repairs or repairs to original doors and windows); and
3. The maximum Heritage Maintenance Grant is **\$500** at a ratio of **15%**.

The Heritage Development Board had tabled the approval and allocation of Heritage Grants throughout much of 2012 pending these decisions from Common Council.

### **ANALYSIS**

On September 19<sup>th</sup>, 2012 the Heritage Development Board made a ‘blanket motion’ to approve previously tabled grants totalling \$91,760.00 under the assumption that all of those grant applicants would meet the November 30<sup>th</sup>, 2012 submission deadline and comply with the conditions outlined on the Certificate of Appropriateness’.

Any unused allocations would then be made available to those grant applicants remaining on the “waiting list” that had submitted on time, complied with the conditions and would be awarded in a priority sequence based on date of approval. Due to a decrease in the number of submissions and changes made to the grant funding ratio, there is 2012 grant funding available to applications on the waiting list; the attached table outlines the remaining applications that have made successful submissions. These “waiting list” grant applications were never lifted from the table. In order to proceed with payment, it is necessary for the Heritage Development Board to lift the applications from the table in a blanket motion.

Staff has prepared the attached list detailing those applications proposed to receive unused grant allocations, the type of Heritage Grant and the maximum amount of funding available for each project in the 2012 budget.

### **RECOMMENDATION**

That the Heritage Development Board approve the previously tabled Grants in a ‘blanket motion’ as follows, so that payment may be released.

- a) Eric & Michelle Falkjar, 160 Sydney Street [Heritage Conservation Grant 12-26A] for up to \$500.00
- b) Eric & Michelle Falkjar, 160 Sydney Street [Heritage Conservation Grant 12-26B] for up to \$1,000.00
- c) Jim Bezanson, 191 Princess Street [Heritage Conservation Grant 12-31] for up to \$5,000.00
- d) Carolyn Lawton, 266 Lancaster Ave [Heritage Conservation Grant 12-41A] for up to \$5,000.00

- e) Revolution Strategy, 86 Prince William Street [Heritage Maintenance Grant 12-39] for up to \$500.00
- f) Bill & Nancy Thorne, 266 Prince William Street [Heritage Maintenance Grant 12-55] for up to \$500.00
- g) George Vlamakis, 188 Princess Street [Heritage Maintenance Grant 12-56] for up to \$500.00
- h) Historica Court/Keith Brideau, 55 Canterbury Street [Heritage Conservation Grant 12-60] for up to \$2,000.00
- i) Jim Bezanson, 66 Sydney Street [Heritage Conservation Grant 12-16 renewal of 11-28A & 11-28B] for up to \$5,000.00
- j) Jim Bezanson, 114 Wentworth Street [Heritage Conservation Grant 12-32 renewal of 11-58] for up to \$5,000.00
- k) Jim Bezanson, 116 Wentworth Street [Heritage Conservation Grant 12-33 renewal of 10-48] for up to \$5,000.00
- l) Greg Cook & Leslie Jeffrey, 156 Sydney Street [Heritage Conservation Grant 12-43] for up to \$5,000.00

6.2



The City of Saint John

## HERITAGE GRANT PROGRAM- CLARIFICATION & RECOMMENDATION

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Date: March 4, 2013  
To: Heritage Development Board  
From: Amy Poffenroth, Acting Commissioner

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### SUBJECT

Recommend that the Heritage Development Board clarify that Heritage grants be approved based on a property PID number.

### BACKGROUND

On August 27, 2012, Common Council passed the following resolution:

1. That the Heritage Grants Policy incorporates the following revisions to the Heritage Grants program:
  - a. The maximum funding for preparation of a Conservation Plan by a design professional be set at \$1,000 at a funding ratio of 50%;
  - b. The maximum Conservation Development Grant be set at \$5,000 at a funding ratio of 15% to 25% with 25% being reserved for masonry/structure repairs and repairs to original windows/doors for projects that have a Conservation Plan in place;
  - c. That the maximum Heritage Maintenance Grant be set at \$500 at a funding ratio of 15%.
2. Common Council adopt the amended Heritage Grants Policy as set out in Appendix A to correspondence from the City Manager to Common Council, dated the 3rd day of August, 2012, with such amendments to take effect retroactively on January 1st, 2012.

For the Board's reference, Appendix A that is referred to in the Council resolution is attached.



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## HERITAGE GRANT PROGRAM- CLARIFICATION & RECOMMENDATION

### ANALYSIS

During the 2012 Grant approval review process, many potential areas for improvement were noted and hopefully will be addressed this year, resources permitting. However, one issue came up that requires clarification by the Heritage Development Board prior to staff proceeding with more grant approval recommendations for 2013.

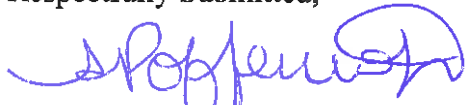
It is Staff's understanding of administering the grant program that the maximum grant approved in any given year is based on a per property basis. In New Brunswick, a property is identified by Property Identification Number, or PID. In highly dense areas of the City, particularly in the City's designated Heritage Areas, it is very common for a property (identified by PID) to have multiple civic addresses. There are many examples of properties in the City where there is one building on the PID, with multiple civic address, and multiple doorways into the building. One doorway may even be on a different street, in the situation of a corner lot.

For clarification of administering the Heritage Grant Program, Staff recommends that the Board clarify that approval of the grant is based on a property identified by a PID number, not by a civic address. For example, if there was a property at 100-102 "Smith Street" on one PID number 123456 and the owner was repointing brick on all sides of the buildings with an estimate of \$50,000 (pursuant to a Conservation Plan), then the grant application would be pursuant to 1.(b) above – 25% for masonry repairs up to a maximum of \$5,000. The approved grant would not be a maximum of \$5,000 for 100 Smith Street and \$5,000 for 102 Smith Street for a total of \$10,000 for the property identified by one PID.

### RECOMMENDATION

Staff recommends that the Heritage Development Board clarify that Heritage grants be approved based on a property PID number.

Respectfully Submitted,



Amy Poffenroth, PEng MBA

Acting Commissioner

Growth and Development Services Department