

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

**WEDNESDAY FEBRUARY 6, 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  
Colin Waldschutz  
Councillor Donna Reardon  
Elizabeth McGahan  
Alex Pesold

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

**REGRETS:**

Jim Bezanson, Secretary/Heritage Development Officer

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**ITEM 1.0      AGENDA**

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

- 7.2 Heritage Fair*
- 7.3 Heritage Canada Summer Student Program*
- 7.4 2013 Heritage Awards*
- 7.5 Update on Heritage 2012 Grants*
- 7.6 180-182 King Street East*

***MOVED*** by Colin Waldschutz, ***SECONDED*** by Gord Hewitt, to approve the agenda as amended.

***CARRIED.***

**ITEM 2.0 MINUTES****ITEM 2.1 MINUTES OF THE JANUARY 23, 2013 MEETING**

*MOVED* by Colin Waldschutz, *SECONDED* by Patrick McCaffrey to approve the January 23, 2013 minutes as presented.

*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.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS****ITEM 5.1 A APPLICATION FOR A CONSERVATION PLAN GRANT 13-07  
IBRAHIM HASAN C/O MICHAEL RICHARD, 203 DOUGLAS AVENUE**

Heritage Analyst, Alice Fudge advised that the application is for a Heritage Conservation Plan Grant. The 2 1/2 storey wood frame residential building is located in the Douglas Avenue Heritage Conservation Area. The Conservation Plan has been completed and Mr. Hasan's architectural consultant, Michael Richard has provided the department with a copy. She recommended approval of the Conservation Plan Grant.

*MOVED* by Donna Reardon, *SECONDED* by Colin Waldschutz, to approve a Heritage Conservation Plan Grant of 50% of costs, up to \$1,000.00 for the preparation of the Conservation Plan.

*CARRIED*

**ITEM 6.0 REPORTS**

There were no reports.

**ITEM 7.0 OTHER BUSINESS****7.1 AWNING RESEARCH- STAFF INPUT**

Leona Laracey provided Board members with a hand out summarizing the considerations made to date by the subcommittee for a Board Policy regarding to exterior window treatments and other oddities. Ms. Laracey explained that it was their view that window treatments and awning applications should be handled on a case by case basis and reviewed a suggested protocol. The Board had a discussion surrounding potential changes to the guidelines.

Heritage Analyst, Alice Fudge, indicated that she would like the opportunity to research awning/window treatment guidelines that are in place in other municipalities with heritage guidelines and will report back to the Board in a months' time.

## **7.2 HERITAGE FAIR**

Acting Commissioner, Amy Poffenroth advised the Board that the Heritage Fair is scheduled for Saturday February 9<sup>th</sup>, at Market Square. She explained that due to tight timelines, she would rather not participate this year and expressed an interest to the organizers Byron Thompson and David Goss in having a presence at next year's fair. This would allow for enough time to develop a professional presentation, to which Board members agreed.

## **7.3 HERITAGE CANADA: SUMMER STUDENT PROGRAM**

Ms. Poffenroth explained that due to time constraints as well as limited staff resources, mentoring a student intern at this time would not be possible. Chair, Leona Laracey indicated that perhaps subcommittee could be developed to help with the application for next spring. Board members noted that a student intern would be helpful for cataloguing pictures, developing presentations, creating a list of properties for potential designation etc.

Patrick McCaffrey, Gordon Hewitt and Elizabeth McGahan agreed to form a subcommittee and meet in the fall to begin the application process. Staff will also formulate a list of possible projects for a student for 2014.

## **7.4 2013 HERITAGE AWARDS**

Last week a list of all the 2012 applications was circulated to Board members. Colin Waldschutz has summarized some of the projects that he thought were award worthy and emailed Board members for their input. It was agreed that following the submission of exp compliance reviews on the grant recipients, a list of potential award winners could be developed by staff and circulated to the Board via email for their consideration. This would allow for staff to ensure that the projects were completed in accordance with their Certificate of Appropriateness as well as confirm that the appropriate Building Permits were applied for.

Board members discussed the creation of a stewardship award that would acknowledge work done by an individual or company to conserve heritage buildings in the City of Saint John. The Board discussed various candidates for such an award and Patrick McCaffrey agreed to come up with the criteria and wording for the stewardship award.

Amy Poffenroth explained that in the meantime staff will discuss with the Common Clerk's office, the addition of the Heritage Awards to a Common Council meeting in February, scheduling the use of the Ludlow Room for a reception and the development of a presentation of the awards for Council etc.

## **7.5 UPDATE ON HERITAGE 2012 GRANTS**

Alice Fudge provided the Board with an update. To date 21 grant applications have been approved for their grants and the appropriate paperwork has been submitted to Finance. The approved applications account for \$35,920.16 of the grant allocation. There are 8

more properties in the final stages of review by exp and it is expected that approximately \$50,000 of the \$90,000 budget will be expensed for 2012.

Acting Commissioner Amy Poffenroth informed the Board that on August 27, 2012 Council approved the Heritage Grant Policy be established in accordance with the policy and funding levels set out in the Council report of August 3<sup>rd</sup>, 2012, with such amendments to take effect retroactively to January 1<sup>st</sup>, 2012.

Ms. Poffenroth advised the Board that the policy adopted from the August 3<sup>rd</sup>, 2012 Council report excluded grant funding of contemporary roof renovations and new infill construction. She also noted that through the third party compliance review undertaken by exp revealed that many grant submissions were incomplete, lacking details, proper receipts and in some cases, did not have the appropriate building permits. Ms. Poffenroth advised that it was noted in Appendix A of the report to Council that heritage grants will only be approved if a heritage permit (Certificate of Appropriateness) has been approved prior to work beginning and that there are no outstanding violations and/or Building Permit violations. Ms. Poffenroth explained to the Board that there were some applications that, upon review, did not have the proper permitting in place and/or did not follow the conditions outlined in the Certificate of Appropriateness. In these cases grant funding was not awarded. The Board was in agreement with staff that grant applicants must follow the conditions of their Certificate of Appropriateness as well as provide proper documentation to support their grant applications.

Amy Poffenroth advised the Board that there is a need for review of the grant program and its policies as well as a more simplified and user friendly application for heritage permits and grants.

#### **7.6 180-182 KING STREET EAST**

Amy Poffenroth advised the Board that the Building and Inspections department has been in discussion with the new owners of 180-182 King Street East, who wish to demolish an addition at the rear of the building. Ms. Poffenroth explained that the current Saint John Heritage Conservation Areas By-law does not specify the protocol for the demolition of a portion of a heritage building. She explained that the rear ell addition has been deemed to be in dangerous condition by the Building Inspector's office pursuant to the Unsanitary Premises and Dangerous Buildings & Structures By-law.

Chair Leona Laracey expressed her concerns, questioning if the addition is original to the building and if there are existing character defining elements. Ms. Laracey noted that if the addition is found to be original to the building it should be properly documented and pictures taken to ensure a record of what has previously existed, is on file. Colin Waldschutz added that should the owners intend on rebuilding they should be made aware that a Certificate of Appropriateness is required.

Amy Poffenroth assured the Board that Alice Fudge will follow up with a review of the statement of significance and documentation of any original elements of the building. This will be a condition of the owners demolition permit.

#### **ITEM 8.0 NEXT MEETING**

The next regular Board meeting will be held February 20<sup>th</sup>, 2013, at 5:30 pm.

**ITEM 9.0      ADJOURNMENT**

There being no further business, the meeting adjourned 7:24 PM

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Amy Poffenroth, P.Eng, MBA  
Acting Commissioner