



Built Experts Heritage Panel Agenda

April 21, 2021

12:00 p.m.

Virtual

Pages

1. CALL TO ORDER

1.1. Selection of Chair

2. PRESENTATIONS/DELEGATIONS

3. APPROVAL OF THE AGENDA

4. ADOPTION OF THE MINUTES

4.1. Adoption of Minutes - December 9, 2020

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5. BUSINESS ARISING FROM THE MINUTES

5.1. Draft Heritage By-Law- BHEP

7

6. NEW BUSINESS

6.1. 2021 Heritage Financial Incentives Program

Verbal Discussion - Background information on the St. John's Heritage Grants

7. ADJOURNMENT



Minutes of Built Heritage Experts Panel

December 9, 2020

12:00 p.m.

Virtual

Present: Dawn Boutilier, Planner
Rachel Fitkowski, Landscape Architect
John Hancock, Architecture
Katherine Hann, Historian/Archival Expert/ Historic Preservation
Nicholas Lynch, Other Category

Regrets: Mitchell O'Reilly, Contractor
Michelle Sullivan, Other Category

Staff: Ken O'Brien, Chief Municipal Planner
Ann Marie Cashin, Heritage and Urban Planner
Rob Schamper, Technical Advisor
Maureen Harvey, Legislative Assistant

1. CALL TO ORDER

Ken O'Brien called the meeting to order and welcomed new and current panel members. It was acknowledged that we need to select a chair and members were asked to give consideration to this position. Also, recognizing the privacy of panel members' email addresses, all members agreed to share their addresses with one another to avoid having to blind copy everyone with emails, agendas and attachments.

2. PRESENTATIONS/DELEGATIONS

2.1 Orientation for New and Returning Members

Presentation by City staff. Attached for your reference is the BHEP TOR.

Ken O'Brien, Chief Municipal Planner and Ann-Marie Cashin, Heritage Planner, conducted an orientation presentation, a copy of which is

appended to this agenda. The presentation focussed on the purpose of the Panel, process for consideration of agenda items, identification of spokespersons, and a brief review of the terms of reference.

3. APPROVAL OF THE AGENDA

Recommendation

Moved By Dawn Boutilier

Seconded By John Hancock

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - September 30, 2020

Recommendation

Moved By Dawn Boutilier

Seconded By Rachel Fitkowski

That the minutes of the September 30, 2020 meeting be adopted as presented.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

6. NEW BUSINESS

6.1 MUN Campus Master Plan

Verbal discussion.

The Panel was informed that the City Clerk's office was requested to circulate an email regarding the MUN Campus Master Plan to all advisory committees/experts panels to discuss whether feedback was warranted and/or if members wished to attend some of the upcoming engagement sessions.

Essentially, the online engagement platform is for the St. John's and Signal Hill campuses and to seek ideas from the Indigenous community. Members were advised that site registration is required to submit feedback.

Discussion took place with the following points noteworthy:

- while there are currently no MUN buildings that have received heritage designation, there are some that are of interest to the city.
- buildings on MUN campus belong to the Province
- given the age of the structures and the likelihood of upcoming renovations/repurposing, it is a good time for a discussion to take place with MUN in the interest of heritage, before changes are implemented. It was also noted that MUN (being owned by the Province) does not require submission of development or building applications and does not require consultation with the City.
- it may now be appropriate to introduce a greater presence of heritage culture at MUN. It is not just about the structures, but the legacy ought to be introduced and taught at MUN.

Discussion concluded that individual members who are interested, ought to register to submit feedback. As for collective feedback from the Panel, this would be a City decision for which interest will be sought.

6.2 3 Park Place – Text Amendment Application

The Panel was informed the City has received an application to develop a Dwelling Unit in a Carriage House (a historic residential accessory building) at the rear of 3 Park Place along Rennie's Mill Road near Bannerman Park. A text amendment to the St. John's Development Regulations is required in order to consider this development. Council has directive to advertise the proposed amendment for public comments and has referred the application to the Built Heritage Experts Panel.

The subject property is located in Heritage Area 1, is in the Residential Low Density District of the St. John's Municipal Plan and is zoned Residential Low Density (R1). This property is designated by Council as a Heritage Building and is a rare instance where the designation includes the entire property, not just the footprint of the main building. Therefore, both the house and the Carriage House are designated as Heritage Buildings

In the Statement of Significance (attached), the character-defining elements of the Carriage House include those original features that reflect upper-class outbuilding architecture for that period, including a mansard

roof with dormers, original window and door openings, large garage doors originally intended for a horse carriage, and location at the rear of the property.

This is a significant change to consider a dwelling unit in an outbuilding on a residential property, and such an application has always been rejected, so some background is important. We have received one similar application in recent years (it did not proceed). The reason this is being considered now is to allow the economic use of a heritage property, with the aim of ensuring that it remains standing rather than being torn down and lost at some time in the future. This is in line with why a heritage designation can enable other uses beyond what is typically allowed in a zone.

The proposed amendment is written specifically for Heritage Use, which applies only to a designated Heritage Building. Therefore, it does not set a precedent for other property owners to allow them to develop a residential dwelling unit in a backyard shed, garage or other outbuilding.

Background on Previous Applications

In 2002, the property owners at the time applied for a permit to do interior and exterior renovations on the Carriage House. When the City inspected the renovations, we found that the contractor had installed living quarters (washroom, bedroom and kitchen) in violation of the St. John's Development Regulations. The owner was ordered to remove the bedroom and kitchen and did so.

An application followed soon after to add a living unit in the Carriage House. Residential units are not permitted in accessory buildings, so the application was rejected. The owner at the time appealed the decision; the St. John's Local Board of Appeal denied the appeal.

Current Application

The current owner is different from the previous owner. The current application requests a text amendment to the Development Regulations to allow a Dwelling Unit in the Carriage House. As the Carriage House is designated by Council as a Heritage Building, a Heritage Use could be considered.

HERITAGE USE means any Use of a designated heritage building which is, in Council's opinion, compatible with the adjoining Uses.

The St. John's Regional Fire Department expressed no concerns

regarding access for firefighting. However, the SJRFD did note that the developer will need to contact the City's Inspection Services Division to ensure that the National Building Code is followed for renovations. Should Council agree to adopt the amendment to enable such an application, the owner would apply for a renovation permit later.

The application was reviewed by the City's Development and Engineering staff. Engineering staff specified how the building would need to be serviced to accommodate two residential buildings on the one lot, but there were no concerns with the proposed use.

Draft Amendment

The draft text amendment is attached for reference. The idea of allowing more than one residential building on a lot by converting a Carriage House into a dwelling unit is a new concept for St. John's, though similar developments are allowed in other Canadian cities. The amendment would limit the conversion to designated Heritage Buildings only. Currently, there are four (4) heritage-designated Carriage Houses in the city: Sunnyside Coach House at 70 Circular Road, Angel House at 164 Hamilton Avenue, the Squires Barn and Carriage House at 315-317 Mount Scio Road, and 3 Park Place.

The proposed amendment:

- will not allow a dwelling unit to be developed within an accessory building unless it is designated as a Heritage Building and approved by Council;
- will not allow the property owner of a Heritage Building to apply for a new accessory building for the purpose of adding a residential unit;
- will limit the number of units in a designated Carriage House to 1 Dwelling Unit; and
- could allow someone who owns a non-designated historic Carriage House to apply for designation in order for Council to consider a residential unit in the Carriage House.

To make this clear in the Development Regulations, three changes are required:

1. Add a definition for Carriage House.
2. Exclude Carriage House from the definition of an Accessory Building.
3. Add conditions for a Heritage Use (Carriage House) to Section 7 "Special Developments".

The Panel was informed the attached amendment is in draft form. Edits can be made to the amendment following public consultation and before Council votes on whether to adopt it.

Discussion took place with the following points noteworthy:

- consideration of the impact given the area in question is a National Historic Site. i.e. whether it would be more appropriate to deal with the application under the national designation.
- heritage designations are silent on the internal elements of a structure.
- while the Panel's support of the application at this stage can be given, there will be other opportunities for public feedback when the amendment goes to a public meeting.

Recommendation

Moved By Rachel Fitkowski

Seconded By Dawn Boutilier

That the Built Heritage Experts Panel support the proposed text amendment for development at 3 Park Place i.e.

1. Add a definition for Carriage House.
2. Exclude Carriage House from the definition of an Accessory Building.
3. Add conditions for a Heritage Use (Carriage House) to Section 7 "Special Developments".

CARRIED UNANIMOUSLY

6.3 Schedule for Upcoming Meetings

It was agreed that for logistical reasons relating to minutes and reports, that meetings would be held on the same day as Council meets in Committee of the Whole. The first meeting for 2021 will be held January 13, 2021.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 1:36 pm.

GLENN BARNES, CHAIR

DECISION/DIRECTION NOTE

Title: Draft Heritage By-Law- BHEP

Date Prepared: April 13, 2021

Report To: Built Heritage Experts Panel

Councillor and Role: Maggie Burton, Built Heritage Experts Panel

Ward: N/A

Decision/Direction Required:

To provide staff with feedback on the Draft Heritage By-Law. Feedback from the Built Heritage Experts Panel will be included in the overall feedback brought back to Council following public review.

Discussion – Background and Current Status:

As background, the City adopted its first Heritage By-Law in 1977, followed by its first St. John's Municipal Plan in 1985 and first St. John's Development Regulations in 1985. The Development Regulations incorporated many of the heritage provisions of the By-Law. Thus, by the 1990s, it was felt that the By-Law was no longer needed, and it was eventually repealed.

During the Envision St. John's review of the Municipal Plan and Development Regulations, staff recognized that a Heritage By-Law would provide better protection of built heritage. A by-law derives its authority from the City of St. John's Act, which has specific provisions for built heritage, whereas the Urban and Rural Planning Act is silent on built heritage. The City Act provides a more secure foundation for heritage protection.

The NL Department of Environment, Climate Change and Municipalities recently gave a provincial release for the draft Envision St. John's Plan and Regulations. Once some revisions are made, Envision will be brought to Council to consider adoption and referral to a commissioner's public hearing. The approval of the Heritage By-Law will be coordinated with approval of Envision St. John's to avoid any gap in heritage regulations.

The draft Heritage By-Law is now available for public review. Staff previously presented to Council on the draft By-Law and comments from that meeting have been incorporated into the attached version. Below is a summary of the changes from the heritage standards in the current St. John's Development Regulations that have been incorporated into the Heritage By-Law, plus proposed next steps.

Heritage Advisory Committee/Built Heritage Experts Panel

Heritage Advisory Committee (HAC) is the term used in the City of St. John's Act, and this must be used in the Heritage By-Law. We can still refer to the HAC as the Built Heritage

ST. JOHN'S

Experts Panel (BHEP). The terms of reference for the BHEP will form Schedule A of the Heritage By-Law.

Heritage Areas

Heritage Areas 1 and 2 remain the same under the new Heritage Area map. Heritage Area 3 is mostly the same except for the Battery area. Staff recommend a new Heritage Area 4 with design standards unique to the Battery neighbourhood. For example, in existing Heritage Areas, windows at the rear of a house are not regulated unless they face a public street. For Heritage Area 4, windows that face St. John's harbour (even at the rear of a house) will be regulated, given the importance of maintaining traditional building forms facing the harbour.

Heritage Reports

A Heritage Report is a new requirement for applications to demolish a Heritage Building, applications to change or revoke the designation of a Heritage Building, and any other application as recommended by the appropriate staff member (termed an "Inspector" in the By-Law). A Heritage Report addresses the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape. The report informs Council and the public on heritage impacts before Council makes a decision on an application. Heritage Reports will be similar to Land Use Assessment Reports (LUARs); Council will set terms of reference, the applicant will pay for the report by a suitably qualified consultant, and the report will be made public. Sample terms of reference from Waterloo, Ontario, are attached.

Heritage Design Standards

The Heritage Design Standards in the new Heritage By-Law expand on the standards in the current Development Regulations, with additions and clarifications. These include:

- Adding a column for designated Heritage Buildings. These can be located anywhere in the city, including a few that are outside any Heritage Area. Under the current regulations, there are no specific standards for Heritage Buildings.
- For residential buildings, the proposed standards include criteria for dormer windows, metal roofs, solar panels, green roofs (that is, roofs that have landscaping and plantings), heat pumps, and accessory buildings. We recommend allowing roof decks in Heritage Area 1 under certain conditions. We propose requiring that iron fences be maintained for Heritage Buildings and in Heritage Area 1; many fences have been lost over time. Iron fences qualify under the City's Heritage Financial Incentives Program.
- The current standards do not deal with residential garages, and therefore every application with a garage had to be referred to the BHEP and Council for direction. The proposed standards allow consideration for the addition of a garage to an existing building, or for a new development to include a residential garage.
- The standards for non-residential buildings are proposed to include the same design elements which now apply only to residential buildings. These include window styles, rooflines, door styles, and so on. Non-residential building standards now also include proposed standards for building facades, recessed entries, outdoor service area fencing (such as fences for outdoor eating areas), and banking machines.
- The design standards include a proposed new section for additions to existing buildings and for new developments (residential and non-residential). The current standards give no guidance for a designer. With the proposed standards, new developments will be

required to blend with the existing neighbourhood and surrounding buildings. This allows the use of modern elements so long as they reflect the surroundings. For taller buildings, the area from the ground to 18 metres (approximately 4 storeys) high, the base or podium of the building, is most visible at street level. There will be flexibility to relax the standards above 18 metres, where the building will be required to step back. This keeps a traditional streetscape while allowing modern designs above the 4th storey. The wording used in the section is similar to Parks Canada's Standards & Guidelines for the Conservation of Historic Places in Canada. Photos are attached for reference, showing examples of how modern additions and new developments can complement older buildings while maintaining the character of a heritage area.

- Council will maintain the ability to exempt the owner of a new building from the Heritage Design Standards.
- Under the current regulations, Council in its discretion may require public notice and/or a public meeting for any application. While this will remain the same under the Envision Development Regulations, staff recommend mandatory public consultation for certain applications involving Heritage Buildings or Heritage Areas. These include:
 - an application to demolish a Heritage Building;
 - an application to amend or revoke the designation of a Heritage Building;
 - an amendment of an existing Heritage Area;
 - the designation of a new Heritage Area; and
 - any other matter where Council so directs.
- Public consultation on heritage applications would be carried out using the procedures of the Development Regulations (public notice, newspaper ads, mailed notices, City website, independent facilitator).

Draft Heritage By-Law - Public Consultation

Staff have prepared an Engage St. John's page (<https://www.engagestjohns.ca/heritage-bylaw>) which contains Frequently Asked Questions (FAQs) as well as relevant maps and documents. It will show the stages in the By-Law adoption process and where we are in it.

There will be two virtual public sessions on the draft Heritage By-Law on Wednesday, April 28th at 7pm and Thursday, April 29 at 1pm. Members of the BHEP are welcome to attend, but attendance is not required. Having them at the end of the month allows time for residents, property owners and organizations to review the matter prior to attending the public sessions. Staff are also setting a meeting for owners of designated Heritage Buildings who may have questions. Along with the public information sessions, staff have contacted the Newfoundland and Labrador Historic Trust, Heritage NL, the NL Association of Architects, the Canadian Home Builders' Association NL, Downtown St. Johns and the George Street Association to discuss their specific questions or concerns. Any proposed changes to the By-Law will be brought back to Council for consideration.

Housekeeping Items

There are a few housekeeping items left to do. These include updating the Heritage Buildings list to include Parcel ID numbers, finalizing the design of the maps, and formatting the Heritage Design Standards table.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Residents and property owners of Heritage Buildings or properties in the Heritage Areas, Heritage NL, the NL Historic Trust, Parks Canada, and residents and business owners of St. John's.
3. Alignment with Strategic Directions/Adopted Plans:
St. John's Strategic Plan - A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Adoption of a Heritage By-Law will derive its authority from the City of St. John's Act, which has specific provisions for built heritage.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Draft Heritage By-Law engagement includes the creation of an Engage St. John's page, public information sessions, meetings with Heritage Building owners, and relevant organizations.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

Recommendation:

That the Built Heritage Experts Panel review the draft Heritage By-Law and make a recommendation to staff on this matter. Staff will include the recommendation in the overall comments that are brought back to Council following public review.

Prepared by: Ann-Marie Cashin, MCIP, Planner III – Urban Design & Heritage

Approved by: Ken O'Brien, MCIP, Chief Municipal Planner

Report Approval Details

Document Title:	Draft Heritage By-Law - BHEP.docx
Attachments:	- Draft Heritage By-Law with Schedules ABCD and Appendices - March 18, 2021.pdf - Additional Information.pdf
Final Approval Date:	Apr 14, 2021

This report and all of its attachments were approved and signed as outlined below:

Ken O'Brien - Apr 13, 2021 - 5:24 PM

Jason Sinyard - Apr 14, 2021 - 6:37 PM

BY-LAW NO.

AMENDMENT NO.

HERITAGE BY-LAW

PASSED BY COUNCIL ON

Pursuant to the powers vested in it under the City of St. John's Act, RSNL 1990 c.C-17, as amended, and all other powers enabling it, the City of St. John's enacts the following By-Law relating to heritage.

BY-LAW

1. This By-Law may be cited as the "St. John's Heritage By-Law".
2. In this By-Law:
 - (a) "Building" shall have the same meaning as in the City of St. John's Act;
 - (b) "Heritage Area" means an area that Council has designated as a Heritage Area;
 - (c) "Heritage Building" means a building that Council has designated, in whole or in part, as a Heritage Building;
 - (d) "Heritage Design Standards" means the design standards adopted by Council;
 - (e) "Inspector" means any person authorized by Council to administer and enforce this By-Law; and
 - (f) "Owner" shall have the same meaning as in the City of St. John's Act.
- 3(1). Council may establish a Heritage Advisory Committee to advise Council in respect of heritage matters referred to it by Council and/or the Inspector.
- (2). The composition of and procedures governing the Heritage Advisory Committee are set out in Schedule "A" to this By-Law.

HERITAGE AREAS AND HERITAGE BUILDINGS

- 4(1). Council confirms the designation of :
 - (a) Heritage Areas 1, 2 and 3 as described in Schedule "B" to this By-Law; and

- (b) Heritage Buildings listed in Schedule "C" to this By-Law.
- (2) Council designates Heritage Area 4 as described in Schedule "B" to this By-Law.
- 5(1). Council may designate an area as a Heritage Area and may amend or revoke the designation of a Heritage Area.
- (2) Council may designate a building as a Heritage Building and may amend or revoke the designation of a Heritage Building.

APPLICATIONS MADE UNDER OTHER BY-LAWS OR REGULATIONS

- 6. Where an application is made under another by-law or the Development Regulations respecting a Heritage Building, a building in the Heritage Area, or the demolition of a building, the application shall be forwarded to the Inspector who may:
 - (a) request the applicant provide such additional information as the Inspector deems appropriate; and/or
 - (b) refer the application to the Heritage Advisory Committee
- 7. The Inspector may impose such conditions as may be necessary to fulfill the requirements of this By-Law on any permit, approval-in-principle, or approval granted in respect of a Heritage Building, a building in a Heritage Area, or the demolition of a building.

HERITAGE REPORTS

- 8(1). A Heritage Report, and any supporting studies or plans, shall be prepared at the expense of the applicant.
- (2). Council shall require a Heritage Report for:
 - (a) an application to demolish a Heritage Building;
 - (b) an application to amend or revoke the designation of a Heritage Building; or
 - (c) any other application in respect of which the Inspector has recommended that a Heritage Report be prepared.
- (3). Notwithstanding subsection (2), where in the opinion of Council it is appropriate to do so, Council may accept a staff report in lieu of the Heritage Report.

- (4). The terms of reference for a Heritage Report shall be approved by Council and shall form part of the Report itself.
- (5). A Heritage Report shall address at a minimum the anticipated impacts that the proposed work may have on the heritage value of a building, neighbourhood or streetscape.

HERITAGE DESIGN STANDARDS

- 9. The Heritage Design Standards are described in Schedule "D" to this By-Law.
- 10(1). The owner of a Heritage Building shall comply with the Heritage Design Standards for Heritage Buildings.
- (2). The owner of a building, other than a Heritage Building, in a Heritage Area shall comply with the Heritage Design Standards for that Heritage Area.
- (3). Notwithstanding subsection (2), Council may exempt the owner of a newly constructed building from the Heritage Design Standards.

PUBLIC CONSULTATION

- 11(1). The following shall, unless Council directs otherwise, require public consultation:
 - (a) an application to demolish a Heritage Building;
 - (b) an application to amend or revoke the designation of a Heritage Building;
 - (c) an amendment of a Heritage Area;
 - (d) the designation of a new Heritage Area; and
 - (e) any other matter where Council so directs.
- (2). Public consultation shall be carried out in accordance with the provisions of the Development Regulations.

PENALTY

- 12. Any person who contravenes the provisions of this By-Law shall be guilty of an offence and liable upon summary conviction to a penalty as provided for in Section 403 of the City of St. John's Act.

1. GENERAL INFORMATION

Experts panel name:	Built Heritage Experts Panel
Reporting to:	Committee of the Whole
Date of formation - expiration date:	February 22, 2016
Meeting frequency:	Monthly or as required in accordance with the agenda items
Staff lead:	Chief Municipal Planner and Planner III – Urban Design and Heritage
Other staff liaison:	Technical Advisor Director of Planning and Development Others as required as per Section 4.2.1

2. PURPOSE

The Built Heritage Experts Panel provides expertise, opinion and perspective about built heritage, its protection and designation in the City of St. John's.

The Built Heritage Experts Panel will consider applications, proposals, reports and related items referred to it by staff or Council.

It will make recommendations to Council, via the Committee of the Whole, on heritage matters including the development and implementation of heritage policies, by-laws, strategies and programs applicable to the City.

Specifically the panel will:

- Develop recommendations on built heritage designations.
- Provide expert opinions on built heritage applications referred to it by city staff, Committee of the Whole or Council.
- Recommend best practices on built heritage and urban design.
- Review heritage issues, including issues under the City of St. John's Act and/or the Historic Resources Act of Newfoundland and Labrador that may be referred to it by Council.
- Identify for designation any area, building, structure or land as heritage.

Built Heritage Experts Panel recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The Built Heritage Experts Panel will prepare recommendations to the Committee of the Whole. The purpose of the Built Heritage Experts Panel is relation to specific City policies, plans, and strategies is as follows:

Built Heritage Experts Panel Relationship to Strategic Plan:

- Neighbourhoods build our city – maintain and position downtown as a distinct neighbourhood, develop

parks and places for people.

- Responsive and Progressive – create a culture of engagement, identify and deliver on projects, strategies and programs.
- A Culture of Cooperation – create effective City-Community collaborations

Applicable Legislation/City Bylaws:

- City of St. John's Act, Section 355
- Any applicable City of St. John's by-laws current or future

Other City Plans, Guides or Strategies:

- St. John's Heritage Areas, Heritage Buildings and Public Views Study, 2003
- Downtown St. John's for Economic Development Heritage and Preservation, 2001
- Envision draft Municipal Plan (with specific reference to items involving – heritage, built heritage), 2014
- Parks and Open Spaces Master Plan, 2014
- City of St. John's list of designated Heritage Buildings (latest version)

Other Distinct Deliverables and Considerations:

- The Panel will be consulted on any city public engagement processes where getting the perspective of heritage experts is identified in a plan.
- The Panel will support the development and ongoing review of a built heritage designation inventory.
- The Panel will identify programming to support the goals of the Built Heritage Experts Panel's work.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Built Heritage Experts Panel will be comprised of no more than 7 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

Built Heritage Experts Panel will be chaired by a public expert. The Chair will be selected by Council upon recommendation of staff drawing from the Panel's membership. Additional selection criteria for Chair may be applied for experts panels.

The public member chairing a committee will have responsibility for ensuring the committee carries out its work

as per the terms of reference.

Public Members

The Committee will be comprised of no more than 7 residents serving as public members. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's. Public members must have certification, accreditation, affiliation and/or demonstrated expertise and experience in matters of built heritage and/or cultural landscape.

The Panel will include at least one representative from each of the following categories:

- Architect
- Contractor
- Planner, MCIP
- Historian/Archival Expert/Historic Preservationist category
- Landscape Architect
- Other – Demonstrated Relevant Experience

Subcommittees: When deemed necessary, the experts panel may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one panel member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the panel on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

A Lead Staff will be appointed to the Built Heritage Experts Panel by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

City Clerk

The City Clerk will provide legislative and governance support to the experts' panel.

Council

The spokesperson is Councillor Maggie Burton

3.2 LENGTH OF TERM

Public Member Experts

Unless otherwise indicated, the Built Heritage Panel term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of four years. In some cases members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

Additional Considerations:

- Public members may not serve on more than one experts' panel at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy) the partial term (i.e. less than two years) shall not count towards the maximum

length of service or number of terms on the Committee for the appointee.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the experts panel would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal Experts Panel, roles include:

- Advising and making recommendations to the Committee of the Whole in a manner that will support City policy matters relevant to the panel's defined purpose.
- Providing expertise specific to the mandate of the panel.
- Working within given resources.
- Consider working with other committees and/or working groups i.e. Downtown Advisory Committee and Arts and Culture Advisory Committee
- Explore opportunities to add value to parks, open spaces, etc. as heritage and design go beyond buildings.

Shared Member Responsibilities

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Experts Panel members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

Attendance and Participation

Active participation in meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the City Clerk.

Members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Quorum – a quorum for meetings is considered to be 50% + 1 members in attendance.

Voting

City Staff are ex-officio and therefore non-voting.

4.2 MEMBER ROLES AND RESPONSIBILITIES**4.2.1 City Staff****Lead Staff**

- To act as a liaison between the Built Heritage Experts Panel and the Committee of the Whole on issues relevant to Panel's work.
- Lead staff will attend the Committee of the Whole when reports of the Built Heritage Experts Panel are included in the agenda.
- Ensure the panel is informed about City policy, procedure and available resources in reference to specific agenda items, and provide procedural and/or technical advice to assist the panel where appropriate.
- Request additional staff support/attendance at meetings as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the experts panel into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Other Staff Liaison

- The work of Other Staff Liaisons intersects the purpose of the Experts Panel and therefore they may be required to participate.

City Clerk

- To be responsible for legislative functions related to experts panel's operation, establishment, review, and term amendments. This includes leading or supporting day-to-day panel activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of experts panel agendas and meeting reports
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff oversee panel selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

4.2.2 Public Members**Chair**

- The presiding officer of the Built Heritage Experts Panel will be referred to as "Chair." An experts panel member shall not serve as a Chair for more than three consecutive years except in extenuating circumstances (see Term Limits).
- Uphold experts panel processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the experts panel.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).

- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling panel requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.
- Review experts panel terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Public Members

Public members are expected to provide advice to support City decision making; applying, knowledge and experience related to the mandate of the Panel in carrying out functions commensurate with its defined purpose. Roles to include: active participation in meetings; representing professional designation to which they belong in the community and engaging with residents and experts when appropriate.

4.2.3 Council

The Built Heritage Experts Panel reports to the Committee of the Whole.

In cases where an item on the agenda of the Built Heritage Experts Panel (as detailed in a given meeting agenda) would benefit from having the Chair or other Council representative of the Committee of the Whole in attendance, it will be the responsibility of the Panel Chair and/or Lead Staff to inform the Committee of the Whole chair.

4.3 REPORTING

The Built Heritage Experts Panel shall report through the Committee of the Whole.

Standardized Reporting Process:

- The Built Heritage Experts Panel Lead Staff, Chair and City Clerk will work to complete a report for referral to the Committee of the Whole.
- Following reporting to the Committee of the Whole, the report will be posted to the City of St. John's website.
- Public expert representatives will be encouraged to report to (i.e. maintain open communication with) their respective affiliated professional organizations regarding the Panel's work.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

Recruitment practices will be consistent for all experts panels. When new members are required a "Notice of Vacancy" will be prepared by the City Clerk and distributed through City communication channels by the Office of Strategy and Engagement. Additional communications opportunities may be identified by relevant departments/panel members. This document will include general information regarding panel purpose, the terms of reference and a link to the Application Form.

A vacancy on a panel occurs when a member resigns, vacates a position, or when their resignation is requested by the Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the

date the Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Application Form which may be downloaded from the City website, or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically, via mail, by phone, or in person to the attention of the City Clerk's Office.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to City of St. John's Built Heritage Experts Panel will follow Section 3. Membership and Composition.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in panel selection. While all who meet the Eligibility Requirements outlined are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an expert panel's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City experts' panel will be notified by email. A handbook and other relevant information will also be provided to successful applicants.

6 PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time, on subject areas of mutual interest.

In accordance with the City of St. John's [Engage! Policy](#), the role of the Experts Panel in the spectrum of engagement will fall within the realm of "consultation." As such, City of St. John's experts panels will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Experts' panels are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7 OTHER GOVERNANCE

7.1 REVIEW OF TERMS

Taking into account recommendations from the Panel Chair, Committee of the Whole Chair, the City Clerk and Lead Staff, the Panel will, at the first meeting of each year, review Built Heritage Experts Panel Terms of Reference documents. The purpose of this review will be to ensure that the operations and function of each panel are still aligned with its defined purpose. A review template will be used to maintain consistency. Through this review process, amendments to the Terms of Reference will be proposed and recommended to the Committee of the Whole.

7.2 MEETING AND SCHEDULES

Built Heritage Experts Panel will meet monthly or as agenda items are determined. The exact frequency of the Built Heritage Experts Panel meetings will be determined by the Chair, Lead Staff, and City Clerk.

Unless otherwise specified (generally one week prior to a meeting) Built Heritage Experts Panel meetings shall be held at City Hall and shall be closed to the public.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY**Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the panel's activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a panel member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the panel member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the panel agenda or discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Panel.

Confidentiality:

All Panel members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Built Heritage Experts Panel.

Staff Liaison Name:

Signature:_____

Date:_____

Chair Name:

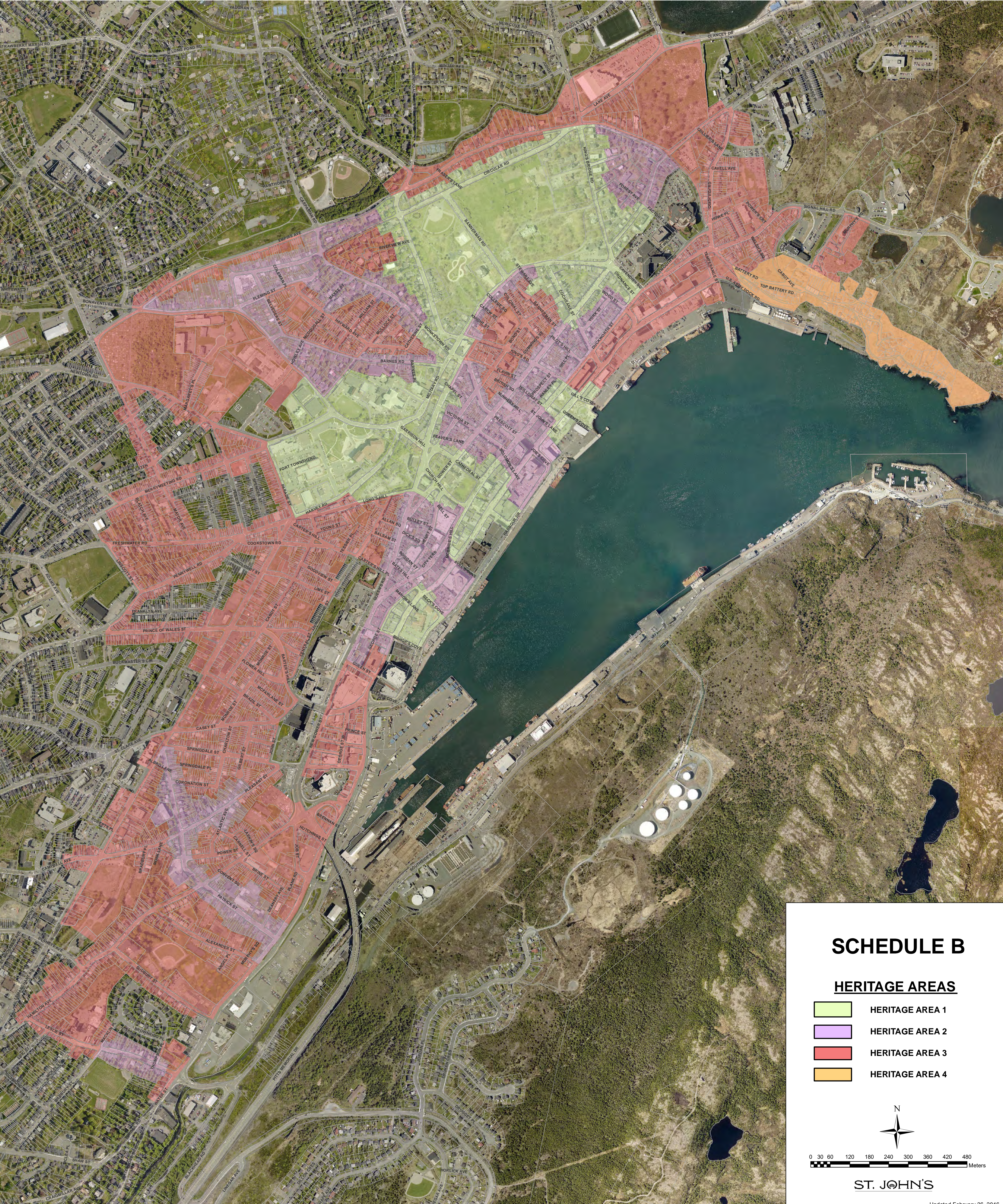
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Date:_____

City Clerk Name:




Signature:_____

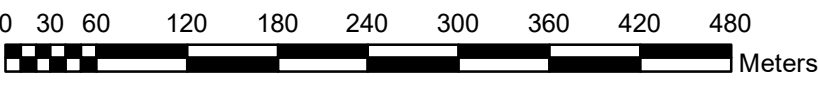
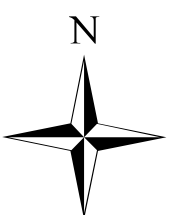
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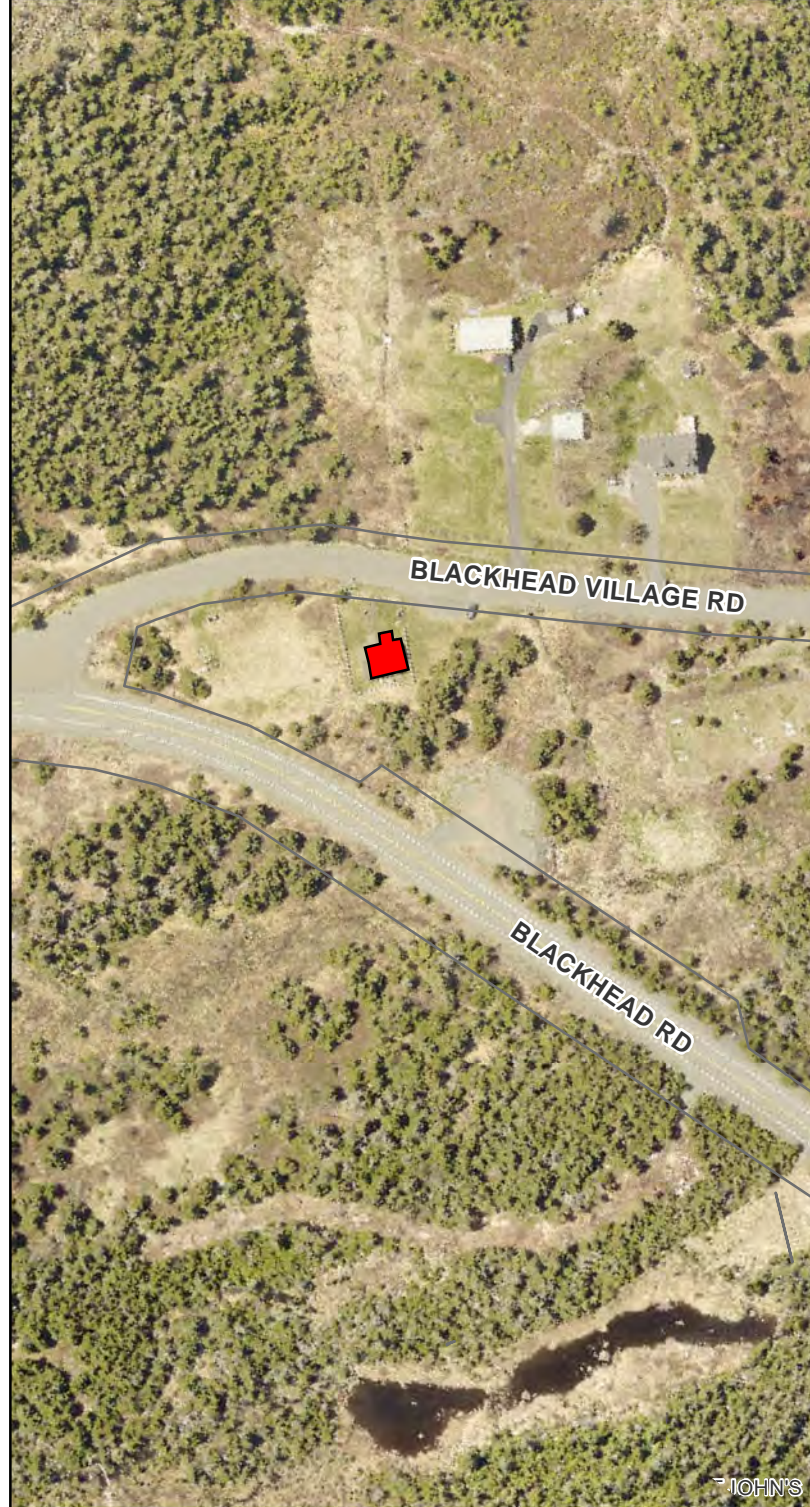
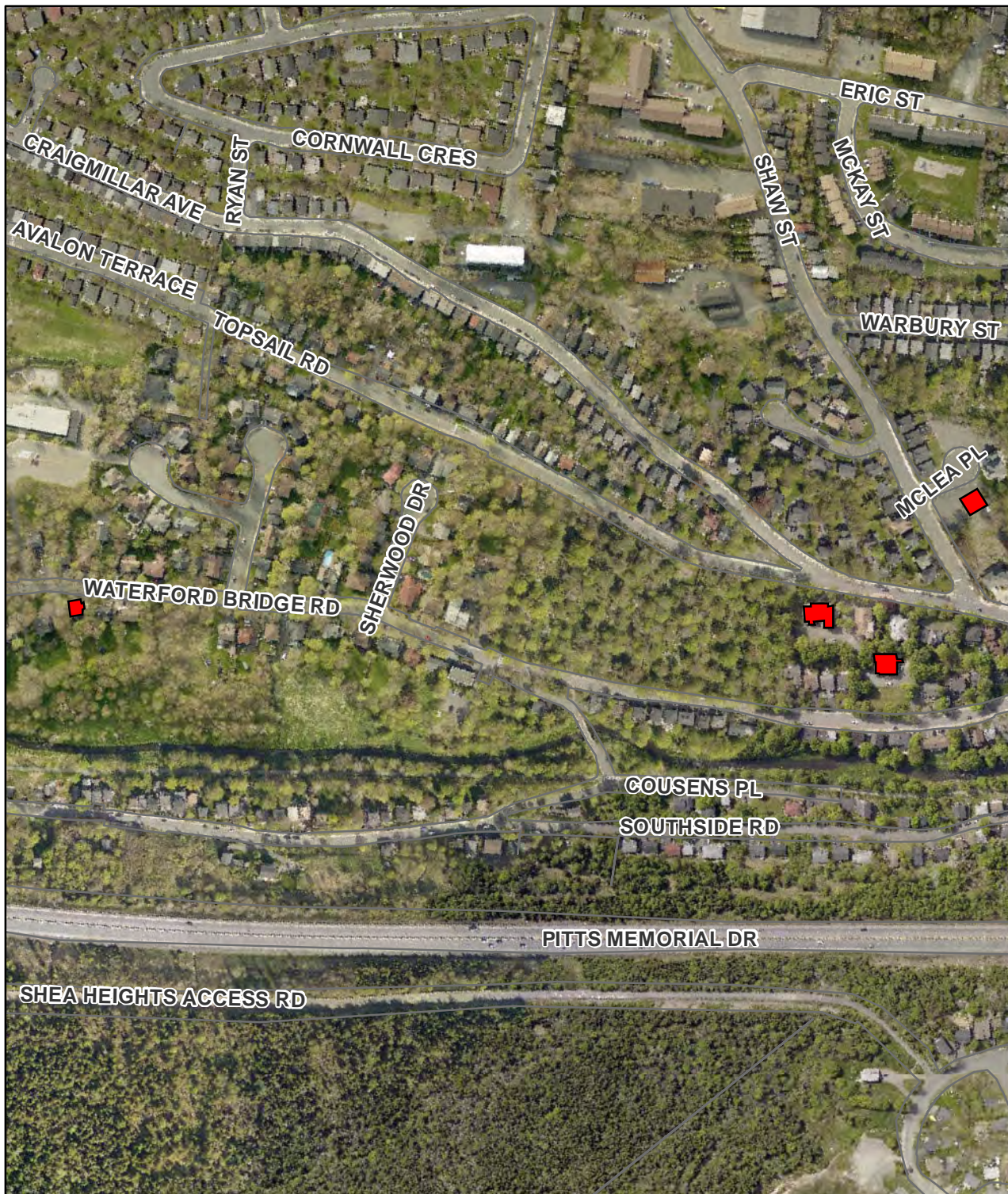
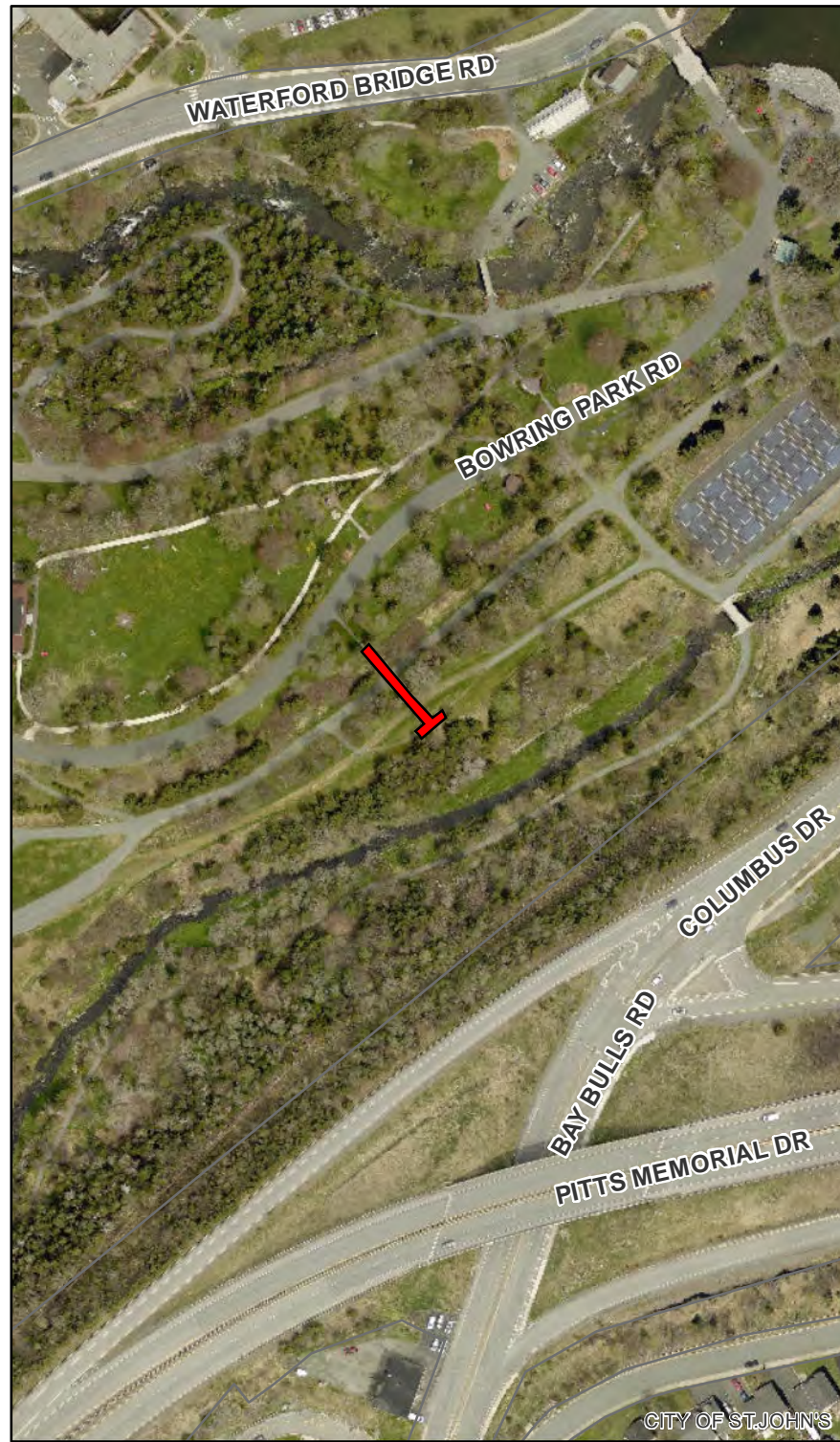
SCHEDULE B

HERITAGE AREAS

-  HERITAGE AREA 1
-  HERITAGE AREA 2
-  HERITAGE AREA 3
-  HERITAGE AREA 4



ST. JOHN'S



SCHEDULE C

HERITAGE BUILDING LOCATIONS

HERITAGE BUILDING

0 25 50 100 150 200 250 300 350 400 Meters

ST. JOHN'S

Updated February 26, 2016

Schedule D
Heritage Design Standards

1. In matters of life safety, these Heritage Design Standards may be deviated in the opinion of the Inspector.

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
CLADDING/SIDING					
Cladding/Siding Materials	<p>Original cladding/siding to be maintained.</p> <p>Where replacement is required, modern cladding/siding materials are permitted provided the appearance replicates the building's period/architectural style. However, vinyl siding, metal siding, vertical boards, board and batten siding and cove siding are not permitted.</p> <p>For additions, the cladding/siding materials shall be consistent with the original building, unless otherwise approved by Council.</p>	<p>Cladding/siding shall be compatible with the period/architectural style of the streetscape.</p> <p>Materials used for the front façade shall be carried around the building where side or rear facades are exposed to the public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p> <p>Modern cladding/siding materials are permitted provided the appearance replicates the building's period/architectural style. However, vinyl siding and cove style siding are not permitted on any facade. For additions, the cladding/siding materials shall be compatible with the original building.</p> <p>(cont'd...)</p>	<p>Cladding/siding shall be compatible with the period/architectural style of the streetscape.</p> <p>Modern cladding/siding materials, such as vinyl siding, are permitted provided the appearance replicates the building's period/architectural style. Vertical siding and cove style siding are not permitted.</p> <p>For additions, the cladding/siding materials shall be compatible with the original building.</p> <p>Note: Vinyl siding shall be of the straight traditional style designed to replicate wood clapboard with a narrow exposure.</p>	Same as Heritage Area 2	Same as Heritage Area 1, except vinyl siding is permitted.

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
		Note: Wood clapboard/siding shall be of the straight traditional style with a 10cm (four inch) exposure.			
Trim Style (including decoration and moulding)	Original trims to be maintained. Trims shall be compatible with the building's architecture style.	<p>Trims shall be compatible with the period/architectural style of the streetscape.</p> <p>Existing trims to be maintained for a façade facing a public street and/or publicly maintained space.</p> <p>New developments may require the addition of decorative trims as determined by the Inspector.</p> <p>Note: Corner boards shall have a 15cm (six inch) wide trim.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
WINDOWS					
Window Style	<p>Original style, size and shape of windows to be retained, unless otherwise approved by Council.</p> <p>For any façade facing a public street and/or publicly maintained space, the style and configuration of the windows shall be in keeping with the building's architectural style.</p>	<p>For any façade facing a public street and/or publicly maintained space, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building's architectural style.</p> <p>Note: Windows are to be single hung or double hung, unless otherwise approved by the Inspector. The width of windows to be approximately half the height, unless otherwise approved by the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	<p>For any façade facing a public street, publicly maintained space and/or harbour, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building's architectural style</p> <p>Note: Windows are to be single hung or double hung, unless otherwise approved by the Inspector. The width of windows to be approximately half the height, unless otherwise approved by the Inspector</p> <p>Picture windows may also be acceptable.</p>

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Replacements	<p>All window replacements shall be restored/returned in keeping with the window style and window configuration of the building's architectural style.</p> <p>Where appropriate, in the opinion of Council, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	<p>Where more than one window on a façade facing a public street and/or publicly maintained space are being replaced within a period of 24 consecutive months, all windows on such façade shall be restored/returned in keeping with the window style and window configuration of the building's architectural style.</p> <p>Note: Where appropriate, in the opinion of the Inspector, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Bay Windows	Existing bay windows to be maintained.	<p>Original bay windows to be maintained.</p> <p>New bay windows may be added where, in the opinion of the Inspector, they are compatible with period/architectural style of the streetscape.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Specialty Windows	<p>Existing specialty windows to be maintained.</p> <p>Specialty windows may be added where, in the opinion of Council, they are compatible with the building's architectural style.</p>	<p>Existing specialty windows to be maintained, unless otherwise approved by the Inspector.</p> <p>Specialty windows may be added where, in the opinion of the Inspector, they are compatible with period/architectural style of the streetscape.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Window trims (including decoration and moulding)	<p>Window trims shall be compatible with the building's architectural style. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by Council.</p> <p>Note: The width and style of window trims shall be consistent throughout the building's facades, unless otherwise approved by Council.</p>	<p>Period/architectural style of the building to be maintained. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by the Inspector.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	<p>Period/architectural style of the building to be maintained.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	Same as Heritage Area 2	Same as Heritage Area 2

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Materials (including trim)	Modern window materials may be permitted provided, in the opinion of Council, the appearance replicates the building's period/architectural style.	Modern window materials are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.	Modern window materials are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.	Same as Heritage Area 2	Same as Heritage Area 2
Dormers	Original dormer shape, size and proportion to be maintained.	Original dormer shape, size and proportion to be maintained, unless otherwise approved by the Inspector. Dormers shall be placed in a visually balanced arrangement with respect to the width of the roof and the arrangement of the windows and door openings in the façade, unless otherwise approved by the Inspector.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
DOORS AND GARAGE DOORS					
Doors	Door styles shall be compatible with the building's architectural style.	Door styles shall be compatible with the period/architectural style of the streetscape. Wooden or full view (glass) storm doors are permitted.	Door styles shall be compatible with the period/architectural style of the streetscape. Storm doors are permitted.	Same as Heritage Area 2	Same as Heritage Area 2

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Garages, Carports and Garage Doors	<p>Original style to be maintained.</p> <p>New garages, where none existed before, may be added where, in the opinion of Council, they are compatible with the building's architectural style. New garages should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space. Where possible, the garage should be recessed from the building line.</p>	<p>Original style to be maintained.</p> <p>The addition of a garage or carport to an existing building may be permitted.</p> <p>New developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style.</p> <p>Note: Garage doors should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space. Where possible, the garage should be recessed from the building line.</p>	<p>Period/architectural style of the streetscape to be maintained.</p> <p>The addition of a garage or carport to an existing building may be permitted.</p> <p>New developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style.</p> <p>Note: Garage doors should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space. Where possible, the garage should be recessed from the building line.</p>	Same as Heritage Area 2	Same as Heritage Area 2
Door and Garage Door Trims (including decoration and moulding)	<p>Original door and garage door trims to be maintained. Trims shall be compatible with the building's architectural style.</p>	<p>Door and garage door trims shall be compatible with the building's architectural style.</p>	<p>Door and garage door trims shall be compatible with the building's architectural style.</p>	Same as Heritage Area 2	Same as Heritage Area 2

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Door and Garage Door Materials (including trim)	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Same as Heritage Area 2	Same as Heritage Area 2
ROOFS					
Roof Line	<p>The roof line shall be compatible with the building's architectural style.</p> <p>Notwithstanding, additions may incorporate a flat roof design where, in the opinion of Council, the roof does not detract from the character defining elements of the building.</p>	<p>The roof line shall be compatible with the building's architectural style.</p> <p>Notwithstanding, additions may incorporate a flat roof design where, in the opinion of the Inspector, the roof does not detract from the architecture of the building.</p>	<p>Period/architectural style of building to be maintained. Otherwise, roof line may be constructed in a style that is, in the opinion of the Inspector, compatible with the period/architectural style of the streetscape.</p> <p>Notwithstanding, additions may incorporate a flat roof design provided the roof does not detract from the architecture of the building.</p>	Same as Heritage Area 2	Flat roofs and low-slope gable are encouraged. Mansard and steep gable roofs are not permitted.
Roofing Materials	Modern roofing materials are permitted provided the appearance replicates the building's architectural style. However, metal roofing materials are not permitted.	Modern roofing materials, including shingle-style metal roofing materials, are permitted provided the appearance replicates the building's period/architectural style.	Modern roofing materials, including shingle-style metal roofing materials, are permitted.	Same as Heritage Area 2	Same as Heritage Area 2

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Solar Panels and Green Roofs	Solar panels and/or green roofs are not permitted on facades visible from a public street and/or publicly maintained space.	Solar panels and/or green roofs are not permitted on facades visible from a public street.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
FENCES, RAILINGS, RETAINING WALLS, DECKS AND BALCONIES					
Fence, Railing, Retaining Wall, Deck and Balcony Materials	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural style.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street and/or publicly maintained space is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural style.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Fences and Railings	<p>Original style of structure to be maintained. Iron fences and railings to be maintained.</p> <p>New fences and railings shall be compatible with the building's architectural style.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	<p>Original style of structure to be maintained. Iron fences and railings to be maintained.</p> <p>New fences and railings shall be compatible with the period/architectural style of the streetscape.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	<p>Fences and railings shall be compatible with the period/architectural style of the streetscape.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	Same as Heritage Area 2	Same as Heritage Area 2
Retaining Walls and Decorative Walls	<p>Retaining walls shall be compatible with the building's architectural style.</p> <p>Decorative walls shall be a design acceptable to Council.</p>	<p>Retaining walls shall be compatible with the period/architectural style of the streetscape.</p> <p>Decorative walls shall be a design acceptable to the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Decks and Balconies	<p>Decks and balconies shall not be permitted on a façade facing a public street unless it's an original feature of the building. In this case, original style and design to be maintained.</p> <p>Decks and balconies on other facades visible from a public street may be permitted where, in the opinion of Council, the design is compatible with the building's architectural style and does not detract from the character defining elements of the building.</p>	<p>Decks and balconies shall not be permitted on a façade facing a public street unless it is an original feature of the building. In this case, original style and design to be maintained.</p> <p>Decks and balconies on other facades visible from a public street may be permitted where, in the opinion of the Inspector, the design is compatible with the period/architectural style of the streetscape.</p>	<p>Decks and balconies may be permitted on any façade where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.</p>	Same as Heritage Area 2	Same as Heritage Area 2

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Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Roof Decks	Roof decks shall not be permitted unless an original feature of the building.	Roof decks may be permitted provided the deck structure, or any part thereof, does not extend above the roof line of the building; does not obscure any architectural details of the building; and is not on a façade facing a public street. However, roof decks facing a flanking street may be permitted at the discretion of Inspector.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
OTHER					
Heat Pump	Heat pumps shall be placed in the side or rear yard where possible. Heat pumps that are visible from a public street shall be screened. Screening may include landscaping.	Heat pumps that are visible from a public street shall be screened. Screening may include landscaping.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Accessory Buildings	Accessory buildings located on the same property as a Designated Heritage Building shall be, in the opinion of the Inspector, compatible with the architectural style of the main building.	Accessory buildings shall be, in the opinion of the Inspector, compatible with the architectural style of the main building.	N/A	N/A	Same as Heritage Area 1

Schedule D
Heritage Design Standards

RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Accessory Building Materials	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	N/A	N/A	Same as Heritage Area 1
Out of Character Buildings	N/A	Renovations to existing out of character buildings which do not follow the Heritage Design Standards may be approved at the discretion of the Inspector.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
BUILDING FACADES					
Building Façades	<p>Renovations to the building's façade shall be compatible with the building's architectural style.</p> <p>Note: Typical 19th century storefronts include centrally located recessed doors with display windows on either side.</p>	Building's façades shall be, in the opinion of the Inspector, compatible with the period/architectural style of the streetscape unless the building's architectural style is determined by the Inspector to be unique.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Recessed Entries	Recessed entries shall be retained. Recessed entries may be added where they are in keeping with the building's architectural style.	Recessed entries shall be retained. Where possible, recessed entries shall be incorporated into renovations where a they are in keeping with the period/architectural style of the streetscape.	Same as Heritage Area 1	Same as Heritage Are 1	Same as Heritage Area 1
Canopies/ Awnings	Fabric canopies/awnings may be permitted where, in the opinion of Council, the design, construction and materials used are compatible with the building's architectural style. Awnings shall match the width of the storefront or window opening and avoid obscuring details of the building. However, waterfall style canopies/awnings are not permitted.	Fabric canopies/awnings may be permitted where, in the opinion of the Inspector, the design, construction and materials used are compatible with the period/architectural style of the streetscape. However, waterfall style canopies/awnings are not permitted.	Same as Heritage Area 1	Same as Heritage Area 1	Canopies/awnings are not permitted

Schedule D
Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
CLADDING/SIDING					
Building and Cladding/Siding Materials	Building and cladding/siding materials shall be consistent with the existing or historic materials of the building.	<p>Original materials of the building to be maintained.</p> <p>Materials used for the front façade shall be carried around the building where side or rear facades are exposed to the public street and/or publicly maintained space, unless otherwise approved by the Inspector</p> <p>Where replacement is required, modern materials may be permitted, where, in the opinion of the Inspector, the appearance replicates the building's period/architectural style. However, veneer man-made products and similar products are not permitted.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Building Trim Style (including decoration and moulding)	Original trims to be maintained. Trims shall be compatible with the building's architecture style.	<p>Building trims shall be compatible with the period/architectural style of the streetscape. Existing trims to be maintained for a façade facing a public street and/or publicly maintained space.</p> <p>New developments may require the addition of decorative trims as determined by the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
WINDOWS					
Windows Style	The style and configuration of the windows shall be in keeping with the building's architectural style.	For any façade facing public street and/or publicly maintained space, the style and configuration of the windows shall be compatible with the period/architectural style of the streetscape and in keeping with the building's architectural style.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

Schedule D
Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Replacements	<p>All window replacements shall be restored/returned in keeping with the window style and window configuration of the building's architectural style.</p> <p>Where appropriate, in the opinion of Council, additional facades, or parts thereof, may be required to comply with the foregoing.</p> <p>Where appropriate, in the opinion of Council, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	<p>Where more than one window on a façade facing a public street and/or publicly maintained space are being replaced within a period of 24 consecutive months, all windows on such façade shall be restored/returned in keeping with the window style and window configuration of the building's architectural style.</p> <p>Note: Where appropriate, in the opinion of the Inspector, additional facades, or parts thereof, may be required to comply with the foregoing.</p> <p>Note: Where appropriate, in the opinion of the Inspector, additional facades, or parts thereof, may be required to comply with the foregoing.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Specialty Windows	<p>Existing specialty windows to be maintained.</p> <p>Specialty windows may be added where, in the opinion of Council, they are compatible with the building's architectural style.</p>	<p>Existing speciality windows to be maintained, unless otherwise approved by the Inspector.</p> <p>Specialty windows may be added where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Window Trims (including decoration and moulding)	<p>Window trims shall be compatible with the building's architectural style. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by Council.</p> <p>Note: The width and style of window trims shall be consistent throughout the building's facades, unless otherwise approved by Council.</p>	<p>Period/architectural style of the building to be maintained. Materials may include wood, stone, brick, the building's original material, or materials otherwise approved by the Inspector.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	<p>Period/architectural style of the building to be maintained.</p> <p>Note: The width and style of window trims shall be consistent throughout any building's façade visible from a public street and/or publicly maintained space, unless otherwise approved by the Inspector.</p>	Same as Heritage Area 2	Same as Heritage Area 2

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Window Materials	Modern window materials may be permitted provided, in the opinion of Council, the appearance replicates the building's period/architectural style.	Modern windows materials are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.	Modern windows materials are permitted provided, in the opinion of the Inspector, the appearance replicates the building's period/architectural style.	Same as Heritage Area 2	Same as Heritage Area 2
Dormers	Original dormer shape, size and proportion to be maintained.	Original dormer shape, size and proportion to be maintained, unless otherwise approved by the Inspector. Dormers shall be placed in a visually balanced arrangement with respect to the width of the roof and the arrangement of the windows and door opening in the façade, unless otherwise approved by the Inspector.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
DOORS AND GARAGE DOORS					
Doors	Door styles shall be compatible with the building's architectural style.	Door styles shall be compatible with the period/architectural style of the streetscape.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Garages, Carports and Garage Doors	<p>Original style to be maintained.</p> <p>New garages may be added where, in the opinion of Council, they are compatible with the building's architectural style. New garages should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space. Where possible, the garage should be recessed from the building line.</p>	<p>Original style to be maintained.</p> <p>The addition of a garage or carport to an existing building may be permitted.</p> <p>New developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style.</p> <p>Note: Garage doors should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space.</p>	<p>Period/architectural style of streetscape to be maintained.</p> <p>The addition of a garage or carport to an existing building may be permitted.</p> <p>New developments may include a garage where, in the opinion of the Inspector, they are compatible with the building's architectural style.</p> <p>Note: Garage doors should not be the prominent feature on the building's façade facing a public street and/or publicly maintained space.</p>	Same as Heritage Area 2	Same as Heritage Area 2

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Door and Garage Door Trims (including decoration and moulding)	Original door and garage door trims to be maintained. Trims shall be compatible with the building's architectural style.	Door and garage door trims shall be compatible with the building's architectural style.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Door and Garage Door Materials (including trim)	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Modern materials are permitted provided the appearance replicates the building's period/architectural style.	Same as Heritage Area 2	Same as Heritage Area 2
ROOFS					
Roof Line	<p>The roof line shall be compatible with the building's architectural style.</p> <p>Notwithstanding, additions may incorporate a flat roof design where, in the opinion of Council, the roof does not detract from the character defining elements of the building.</p>	<p>The roof line shall be compatible with the building's architectural style.</p> <p>Notwithstanding, additions may incorporate a flat roof design where, in the opinion of the Inspector, the roof does not detract from the architecture of the building.</p>	<p>Period/architectural style of building to be maintained. Otherwise, roof line may be constructed in a style that is, in the opinion of the Inspector, compatible with the period/architectural style of the streetscape.</p> <p>Notwithstanding, additions may incorporate a flat roof design provided the roof does not detract from the architecture of the building.</p>	Same as Heritage Area 2	Flat roofs and low-slope gable are encouraged. Mansard and steep gable roofs are not permitted.

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Roofing Materials	Modern roofing materials are permitted provided the appearance replicates the building's period/architectural style. However, metal roofing materials are not permitted.	Modern roofing materials, including metal roofing materials, are permitted provided the appearance replicates the building's period/architectural style.	Modern roofing materials are permitted. Metal roofing materials must replicate the existing roofing material.	Same as Heritage Area 2	Same as Heritage Area 2
Solar Panels and Green Roofs	Solar panels and/or green roofs are not permitted on facades visible from a public street and/or publicly maintained space.	Solar panels and/or green roofs are not permitted on facades visible from a public street.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
FENCES, RAILINGS, RETAINING WALLS, DECKS AND BALCONIES					
Fence, Railing, Retaining Wall, Deck and Balcony Materials	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural style.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street and/or publicly maintained space is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	<p>Modern materials are permitted provided the appearance replicates the building's period/architectural style.</p> <p>Note: Unfinished pressure treated wood at front of the building or visible from a public street is not permitted. Painted or solid-colour stained pressure treated wood is permitted.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Fences and Railings	<p>Original style of structure to be maintained. Iron fences and railings to be maintained.</p> <p>New fences and railings shall be compatible with the building's architectural style.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	<p>Original style of structure to be maintained. Iron fences and railings to be maintained.</p> <p>New fences and railings shall be compatible with the period/architectural style of the streetscape.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	<p>Fences and railings shall be compatible with the period/architectural style of the streetscape.</p> <p>Note: Exterior handrails and guards vertical members shall be installed between the top and bottom rail. Face nailed balustrades typical of new construction are not permitted.</p>	Same as Heritage Area 2	Same as Heritage Area 2
Outdoor Service Area Fencing	Outdoor service area fencing shall be, in the opinion of the Inspector, compatible with the building's architectural style.	Outdoor service area fencing shall be compatible with the period/architectural style of the streetscape.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Retaining Walls and Decorative Walls	<p>Retaining walls shall be compatible with the building's architectural style.</p> <p>Decorative walls shall be a design acceptable to Council.</p>	<p>Retaining walls shall be compatible with the period/architectural style of the streetscape.</p> <p>Decorative walls shall be a design acceptable to the Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Decks and Balconies	<p>Decks and balconies shall not be permitted on a façade facing a public street unless it's an original feature of the building. In this case, original style and design to be maintained.</p> <p>Decks and balconies on other facades visible from a public street may be permitted where, in the opinion of Council, the design is compatible with the building's architectural style and does not detract from the character defining elements of the building.</p>	<p>Decks and balconies shall not be permitted on a façade facing a public street unless it is an original feature of the building. In this case, original style and design to be maintained.</p> <p>Decks and balconies on other facades visible from a public street may be permitted where, in the opinion of the Inspector, the design is compatible with the period/architectural style of the streetscape.</p>	<p>Decks and balconies may be permitted on any façade where, in the opinion of the Inspector, they are compatible with the period/architectural style of the streetscape.</p>	Same as Heritage Area 2	Same as Heritage Area 2
Roof Decks	<p>Roof decks shall not be permitted unless an original feature of the building.</p>	<p>Roof decks may be permitted provided the deck structure, or any part thereof, does not extend above the roof line of the building; does not obscure any architectural details; and is not visible from a public street. However, roof decks facing a flanking street may be permitted at the discretion of Inspector.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

NON-RESIDENTIAL BUILDINGS					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
OTHER					
Automated Teller Machine (ATM)	ATMs may be permitted on the façade of a Designated Heritage Building, where, in the opinion of Council, it does not obscure any architectural details or any character defining elements of the building.	ATMs are permitted on the façade of a building.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Heat Pump	Heat pumps shall be placed in the side or rear yard where possible. Heat pumps that are visible from a public street shall be screened. Screening may include landscaping.	Heat pumps that are visible from a public street shall be screened. Screening may include landscaping.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
Out of Character Buildings	N/A	Renovations to existing out of character buildings which do not follow the Heritage Design Standards may be approved at the discretion of the Inspector.	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

ADDITIONS TO EXISTING BUILDINGS AND NEW DEVELOPMENTS (RESIDENTIAL AND NON-RESIDENTIAL)					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
Additions to Existing Buildings	<p>Additions shall be the same architectural style, or similar and compatible with the building's architectural style.</p> <p>Modern façade designs may be approved by Council provided the addition is physically and visually compatible with, subordinate to and distinguishable from the designated building; enhances the visual prominence of the designated building; and does not detract from the character defining elements of the designated building.</p>	<p>Additions must be compatible with the period/architectural style of the streetscape in their design, massing and location without adversely affecting the character defining elements of the existing building.</p> <p>Additions shall respect the rhythm and orientation of façade openings/fenestrations along the same elevation.</p> <p>Additions shall meet the Heritage Area Design Standards above. Notwithstanding, Modern façade designs may be approved by Council provided the addition is physically and visually compatible with, subordinate to and distinguishable from the designated building; enhances the visual prominence of the designated building; and does not detract from the character defining elements of the designated building.</p>	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1
New Buildings on the Same Lot as a Designated Heritage Building	New buildings on the same lot as a Designated Heritage Building shall be designed in a manner that respects the designated site.	N/A	N/A	N/A	N/A
New Buildings in a Heritage Area	N/A	<ol style="list-style-type: none"> Buildings must be designed with a traditional form and maintain elements of façade design as described in the Heritage Area Design Standards above. Façade design shall respond to the development pattern of the historic street and the design of adjacent buildings. Generally, new buildings shall have roof 	Same as Heritage Area 1	Same as Heritage Area 1	Same as Heritage Area 1

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Heritage Design Standards

ADDITIONS TO EXISTING BUILDINGS AND NEW DEVELOPMENTS (RESIDENTIAL AND NON-RESIDENTIAL)					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
		<p>lines, eave lines, window lines and cornice lines in common with adjacent buildings in order to establish a visual continuity along the streetscape. Facades shall incorporate the rhythm of the street with respect to fenestration.</p> <p>3. Long, unbroken facades to be avoided. Facades adjacent to a street shall include windows, entrance doors, balconies (where acceptable) or varied setbacks to achieve this.</p> <p>4. Traditional materials to be used. Modern materials may be permitted where, in the opinion of the Inspector, the materials replicate the period/architectural style of the streetscape.</p> <p>5. Buildings to be oriented at right angles to the street.</p> <p>6. Where recessed entries typical of commercial properties exist along the street, new developments shall incorporate recessed entries.</p> <p>7. Mixed-use buildings shall create a visual distinction between the pedestrian storefront realm along the street and any upper storey residential units.</p>			

Schedule D
Heritage Design Standards

ADDITIONS TO EXISTING BUILDINGS AND NEW DEVELOPMENTS (RESIDENTIAL AND NON-RESIDENTIAL)					
	Designated Heritage Building	Heritage Area 1	Heritage Area 2	Heritage Area 3	Heritage Area 4 (Battery)
		<p>8. For buildings that exceed 18 metres in height, portions of the building above 18 metres shall have a greater freedom of material choice and design expression</p> <p>9. On sites where buildings previously existed, there may be opportunities to replicate the former building. This may be possible if there is documentary evidence of the development, such as photographs, maps, surveys, and historic design and construction drawings. This may be possible by interested parties but will not be required by the City.</p>			

Note: To be updated to remove reference to St. John's Development Regulations and add Parcel IDs to each property.



City of St. John's HERITAGE BUILDINGS

Updated December 2020

This is an appendix to the St. John's Development Regulations but does not form part of them.

The following buildings have been designated as Heritage Buildings by the St. John's Municipal Council. They are listed in alphabetical order by street name.

Number	Name (if any) or Type of Building	Address	Date of Designation
1.	Cramm House	3 Barnes Road	2008-01-11
2.	House (semi-detached)	8 Barnes Road	1986-09-24
3.	House (semi-detached)	10 Barnes Road	1986-09-24
4.	Mallard Cottage	2 Barrows Road, Quidi Vidi Village	2006-04-25
5.	Murray Premises	5 Beck's Cove (Harbour Drive and Water Street)	1989-07-21
6.	St. Joseph's Chapel - Blackhead Church	8 Blackhead Village Road	1994-08-22
7.	The Observatory (house)	1 Bonaventure Avenue	1994-12-05
8.	Raheen	50 Bonaventure Avenue	2020-11-13
9.	Bishop Feild College	46 Bond Street	1989-07-21
10.	Cantilever (Ove Arup) Pedestrian Bridge	100 Bowring Park Road	2020-05-15
11.	House	172 Campbell Avenue	2020-10-09
12.	Masonic Temple	6 Cathedral Street	1989-07-21
13.	Cathedral Clergy House	9 Cathedral Street	1989-07-21
14.	Anglican Cathedral of St. John the Baptist	16 Church Hill	1989-07-21
15.	Cathedral Rectory	22 Church Hill	1989-07-21
16.	House	24 Circular Road	2001-07-23
17.	Bartra (house)	28 Circular Road	1987-04-15
18.	House (semi-detached)	34 Circular Road	1999-02-08

ST. JOHN'S

Number	Name (if any) or Type of Building	Address	Date of Designation
19.	House (semi-detached)	36 Circular Road	1999-02-08
20.	Bannerman House	54 Circular Road	1991-01-27
21.	House	56 Circular Road	2017-01-27
22.	House	58 Circular Road	2018-09-14
23.	Sunnyside Gatehouse	60 Circular Road	2006-04-25
24.	Sunnyside House and Coachhouse	70 Circular Road	2006-04-25
25.	Canada House	74 Circular Road	1981-10-24
26.	House (Elliott and Elliott Ltd.)	28 Cochrane Street	2004-05-17
27.	Cochrane Street United Church	81 Cochrane Street	1989-07-21
28.	Emmanuel House	83 Cochrane Street	1989-07-21
29.	St. Patrick's Convent	15 Convent Square	1989-07-21
30.	Devon Row (row house)	1 Devon Row (Duckworth St)	1989-07-21
31.	Devon Row (row house)	2 Devon Row (Duckworth St)	1989-07-21
32.	Devon Row (row house)	3 Devon Row (Duckworth St)	1989-07-21
33.	Devon Row (row house)	4 Devon Row (Duckworth St)	1989-07-21
34.	Devon House	59 Duckworth Street	2005-02-14
35.	Tobin Building -Pollyanna Art Gallery (former Hutton's Music Store)	214 Duckworth Street	2006-04-25
36.	Aylward, Chislett & Whitten, law offices	261 Duckworth Street	1989-07-21
37.	Compu College (former <i>Evening Telegram</i> building)	271-275 Duckworth Street	1989-07-21
38.	Anna Templeton Centre (former Bank of British North America)	278 Duckworth Street	1989-07-21
39.	Newfoundland Museum building	285 Duckworth Street	1989-07-21
40.	Court of Appeal (former Union Bank)	287 Duckworth Street	1989-07-21
41.	St. John's Court House - Supreme Court of Newfoundland and Labrador	309 Duckworth Street and 192 Water Street (dual civic address)	1989-07-21
42.	House (architect William Howe Greene, 1865-1937)	333 Duckworth Street	1989-07-21
43.	The Majestic Theatre - Merlin's Night Club	390 Duckworth Street	1989-07-21

Number	Name (if any) or Type of Building	Address	Date of Designation
44.	The Imperial condominiums (former Imperial Tobacco Factory)	22 Flavin Street	1989-07-21
45.	Devon Place	3 Forest Road	2017-08-18
46.	Devon Place	3A Forest Road	2017-08-18
47.	Monroe House	8 Forest Road	2006-07-11
48.	House	50 Forest Road	2004-05-17
49.	Howard House	7 Garrison Hill	2005-02-14
50.	George Street United Church	130 George Street West	1989-07-21
51.	Bonne Esperance (semi-detached)	18 Gower Street	2006-04-25
52.	Bonne Esperance (semi-detached)	20 Gower Street	2006-04-25
53.	Bonne Esperance (semi-detached)	22 Gower Street	2006-04-25
54.	Angel House	146 Hamilton Avenue	2006-06-27
55.	CEI Club (former United Church Children's Home)	181 Hamilton Avenue	1989-07-21
56.	Julia Baird House	27 Henry Street	2017-08-18
57.	House	29 Henry Street	2017-08-18
58.	House	6 Howley Avenue	1987-09-02
59.	The Stone House (Law Firm)	8 Kenna's Hill	1985-04-10
60.	Retreat Cottage (house)	14 Kenna's Hill	1993-03-29
61.	Old General Hospital - Military Hospital (condominiums)	20 & 22 King Edward Place (formerly 100 Forest Road)	1998-01-26
62.	Old General Hospital - Queen Victoria Wing (attached to the Military Hospital)	24, 26, 28 & 30 King Edward Place (formerly 100 Forest Road)	1998-01-26
63.	Sutherland Place (houses; also called the Pitt's Building)	4-20 King's Bridge Road	1982-08-18
64.	Everton House	23 King's Bridge Road	2018-03-09
65.	House	31 King's Bridge Road	1985-11-05
66.	House	33 King's Bridge Road	1985-11-14
67.	House	35 King's Bridge Road	1987-03-11
68.	Kinkora House	36 King's Bridge Road	1995-08-07
69.	House	16 Leslie Street	2017-01-27

Number	Name (if any) or Type of Building	Address	Date of Designation
70.	Spring Lodge	23 Leslie Street	2017-01-27
71.	St. Michael's Convent, Belvedere Property	53 Margaret's Place (formerly 57 Margaret's Place)	2001-09-21
72.	Mount St. Francis Monastery	4 Merrymeeting Road	2000-04-17
73.	St. Thomas' Church - Old Garrison Church (excluding Canon Wood Hall)	8 Military Road	2005-05-30
74.	Prescott Inn	21 Military Road (Elizabeth Avenue)	1986-06-11
75.	House	85 Military Road	2018-01-26
76.	House	112 Military Road	1991-05-06
77.	House	124 Military Road	2015-03-30
78.	Presentation Convent	180 Military Road	2004-05-17
79.	Basilica of St. John the Baptist	200 Military Road	2005-02-14
80.	Basilica of St. John the Baptist Arch	200 Military Road	2006-07-24
81.	House	7 Monkstown Road	2002-09-23
82.	Peppercorn House (one of a row)	25 Monkstown Road	2003-07-02
83.	House	36 Monkstown Road	2017-01-27
84.	Harris Cottage	43 Monkstown Road	2004-05-17
85.	Monkstown Manor -Within the MUN Botanical Gardens	51 Monkstown Road	1996-04-15
86.	Squires barn and carriage house	315-317 Mount Scio Road	2004-11-29
87.	Rose Cottage	108 New Cove Road	2017-01-27
88.	Bryn Mawr	154 New Cove Road	2016-06-17
89.	McCoubrey Manor	6-8 Ordnance Street	1997-06-24
90.	Thimble Cottage	150 Oxen Pond Road	2004-04-05
91.	House	3 Park Place (Rennie's Mill Road)	2005-05-30
92.	House	4 Park Place (Rennie's Mill Road)	1986-09-24
93.	The Deanery (house)	6 Patrick Street	1989-07-21
94.	St. Patrick's Roman Catholic Church	40 Patrick Street	1989-07-21
95.	Lakecrest Independent School (former St. Patrick's Girls' School)	58 Patrick Street	1989-07-21

Number	Name (if any) or Type of Building	Address	Date of Designation
96.	Wesley United Church	101 Patrick Street	1989-07-21
97.	Building	7 Plank Road	1995-01-30
98.	Martin McNamara House	15 Plank Road	1995-01-30
99.	House	90 Pleasant Street	2017-08-18
100.	House	15 Portugal Cove Road	1991-04-01
101.	Anderson House	42 Power's Court	2017-01-27
102.	Row house	74 Prescott Street	1987-11-10
103.	Row house	76 Prescott Street	1987-11-10
104.	Row house	78 Prescott Street	1987-11-10
105.	Cornerstone Theatre (former convent, school, and church)	16 Queen Street (at George Street)	1989-07-21
106.	House	30 Queen's Road	2002-03-11
107.	House (semi-detached with 34 Queen's Road (not designated))	32 Queen's Road	2004-06-07
108.	House	34 Queen's Road	2017-01-27
109.	Chapel Hill Apartments (former Congregational Church and Seventh-Day Adventist Church)	39 Queen's Road	1981-04-15
110.	Benevolent Irish Society Building (original St. Patrick's Hall School and O'Donel Memorial Hall)	58 Queen's Road (formerly 48 Queen's Road)	1987-07-08
111.	Cathedral Parish Hall (Synod Hall)	68 Queen's Road (formerly 56-64 Queen's Road & 189-193 Military Road)	1989-07-21
112.	St. Andrew's Presbyterian Church - The Kirk	76 Queen's Road	1989-07-21
113.	House (former Christ Church)	86 Quidi Vidi Village Road	2006-04-25
114.	"The House"	21 Rennie's Mill Road	2004-11-29
115.	House	40 Rennie's Mill Road	2017-01-27
116.	House	42 Rennie's Mill Road	2003-12-08
117.	Kelvin House	49 Rennie's Mill Road	2006-04-25
118.	Lord Edward Patrick Morris House	55 Rennie's Mill Road	2016-06-10
119.	Winterholme (house)	79 Rennie's Mill Road	1987-06-05

Number	Name (if any) or Type of Building	Address	Date of Designation
120.	House	8 Riverview Avenue	2017-01-27
121.	House	68 St. Clare Avenue	2017-08-18
122.	The New House (semi-detached)	335 Southside Road	2004-11-29
123.	The New House (semi-detached)	337 Southside Road	2004-11-29
124.	House	355 Southside Road	2017-08-18
125.	Newman Building	1 Springdale Street	1989-07-21
126.	The Four Sisters (row house)	31 Temperance Street	1989-07-21
127.	The Four Sisters (row house)	33 Temperance Street	1989-07-21
128.	The Four Sisters (row house)	35 Temperance Street	1989-07-21
129.	The Four Sisters (row house)	37 Temperance Street	1989-07-21
130.	Leaside Manor	39 Topsail Road	1996-02-19
131.	LSPU (Longshoremen's Protective Union) Hall	1 Victoria Street	1989-07-21
132.	House	27 Victoria Street	1988-01-20
133.	King George V Institute	93 Water Street	1989-07-21
134.	Javelin House (former Brother T.I. Murphy Centre)	95 Water Street	1989-07-21
135.	Breakwater Books (former S.O. Steele store)	100 Water Street	2012-10-26
136.	Delgado Building	169 Water Street	1989-07-21
137.	The London Building	177-179 Water Street	1989-07-21
138.	Newfoundland and Labrador Credit Union building	187 Water Street	1989-07-21
139.	Building - Byrons	191 Water Street	1989-07-21
140.	Building – Franklin Hotel (former Parker and Monroe shoe store)	193 Water Street	1989-07-21
141.	Commercial Chambers Building	199 Water Street	1989-07-21
142.	Building – Nautical Nellie’s	201 Water Street	1989-07-21
143.	Building – The Taj Mahal	203 Water Street	1989-07-21
144.	HSBC Bank (former Bank of Commerce building)	205 Water Street	1989-07-21
145.	Royal Bank	226 Water Street	1989-07-21

Number	Name (if any) or Type of Building	Address	Date of Designation
146.	Grace Building - Model Shop	283-285 Water Street	2003-06-16
147.	Yellowbelly Corner – Yellowbelly Restaurant	288 & 290 Water Street	1989-07-21
148.	Yellowbelly Corner – Canary Cycles	292 & 294 Water Street	1989-07-21
149.	Yellowbelly Corner – Celtic Hearth	300 Water Street	1989-07-21
150.	O'Dwyer Block – O'Dwyer Manor/The Golden Tulip/Aveda Sound	301 Water Street	1989-07-21 2005-06-15
151.	O'Dwyer Block (Thompson Building) Down Home Shoppe & Gallery	305 Water Street	1989-07-21 2005-06-15
152.	O'Dwyer Block – Heritage Shop	309 Water Street	1989-07-21 2005-06-15
153.	Byrne Building	362-366 Water Street	1989-07-21
154.	Newman Wine Vaults	436 Water Street	2006-04-25
155.	Apothecary Hall	488 Water Street	1988-02-
156.	Railway Coastal Museum (former Newfoundland Railway Station)	495 Water Street	1989-07-21 1996-11-25
157.	Compton House	26 Waterford Bridge Road	1988-09-
158.	Summerlea	119 Waterford Bridge Road	2019-10-04

Note: the numbers in the first column are for ease of reference only; they are not unique identifiers.

**Examples of modern additions that blend with
existing heritage structures**



New addition uses similar materials to the existing building



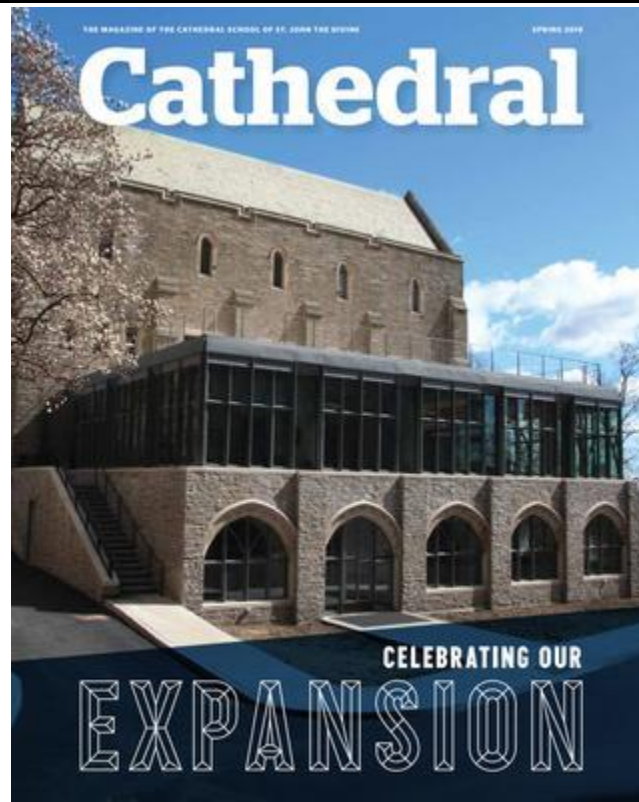
Buildings with large portions glass can be included if appropriately designed.



Extensions at the rear of a building can have more flexibility.



Great local examples of blending modern with heritage.



Renderings often vary from the actual building, but this Cathedral used similar materials to the existing building and incorporated modern glass.



This example from Charlottetown shows how the podium is maintained but a stepback and larger vertical expansion that does not meet heritage standards is permitted.



An example of how the modern expansion mimics the heritage structure but uses modern materials.

Note: Sample of what could be include in a Heritage Report Terms of Reference.
Actual City of St. John's Heritage Reports will vary.



Heritage Impact Assessment Terms of Reference

A Heritage Impact Assessment (HIA) evaluates the impact of a proposed development, building alteration or site alteration on a built heritage resource(s) or a cultural heritage landscape(s) and recommends mitigative measures or alternative development approaches to conserve the heritage attributes of that resource/landscape. HIAs are an important planning tool to ensure that the heritage values, attributes and integrity of cultural heritage resources are considered in the land development process.

Policy Context

Municipalities are enabled by the Provincial Policy Statement (PPS; 2014) under the Ontario Planning Act (R.S.O. 1990) to use HIAs in the planning process. Section 2.6.1 of the Provincial Policy Statement states that “significant built heritage resources and significant cultural heritage landscapes shall be conserved” and the mechanism defined for conservation include the implementation of recommendations, mitigative measures and alternative development approaches set out in a Conservation Plan, Archaeological Assessment, and/or Heritage Impact Assessment.

The City of Waterloo Official Plan (s. 4.7.3 (1)) requires a Heritage Impact Assessment for all development applications, or site alteration permit applications that: (1) include or are adjacent to a designated property, or (2) include a non-designated property listed on the Municipal Heritage Register. Adjacency is defined in the Plan as “contiguous to” a designated heritage property. The City’s Official Plan permits an HIA to be scoped or waived by the City or Region.

When is a Heritage Impact Assessment required?

A Heritage Impact Assessment is required for certain applications involving the following types of properties:

- Property designated under Part IV the Ontario Heritage Act (individual designation)
- Property designated under Part V of the Ontario Heritage Act (located within a Heritage Conservation District)
- Property that is adjacent (contiguous) to individually designated properties or a Heritage Conservation District
- Property that is listed on the Municipal Heritage Register as a non-designated property of cultural heritage value or interest

The types of applications that may trigger the need for an HIA for the above properties include (but are not limited to) the following:

- Site Plan Control
- Zoning By-law Amendment
- Official Plan Amendment
- Draft Plan (Subdivision and Condominium)
- Consent or Minor Variance application under s. 45 of the Planning Act
- Site Alteration

At staff's discretion, an HIA may be scoped to reflect anticipated impacts on a heritage resource, or waived if there is sufficient information to suggest there will be no impacts on a heritage resource (e.g. erection of a temporary structure).

Notification

An HIA is most effective when it is conducted early in the development application process and should form part of a complete application. The findings, conclusions and recommendations of the HIA should be reflected in the final development concept advanced to the City. City of Waterloo staff will inform property owners and/or their representative of the need for an HIA. Anyone considering development, building or site alterations are encouraged to contact Michelle Lee, Heritage Planner, early in their project planning process to determine if an HIA is required and will be provided a copy of this HIA Terms of Reference.

Qualified Heritage Conservation Professional

An HIA must be prepared by a qualified heritage conservation professional, such as a heritage planner, heritage architect and/or heritage landscape architect, with demonstrated knowledge of accepted heritage conservation standards, and experience with historical research and identification/evaluation of cultural heritage value. The professional should be registered with the Canadian Association of Heritage Professionals and in good standing. The qualifications and background of the professional completing the HIA must be included in the report.

Principles

Content and recommendations of the HIA should be based on accepted conservation principles and guidelines, including those outlined in:

- Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*
- Ontario Ministry of Culture, Tourism and Sport's *Eight Guiding Principles in the Conservation of Historic Properties*
- *The Ontario Heritage Tool Kit*

Minimum Content Requirements

The HIA will include, but is not limited to the information below. City staff may scope or expand the HIA, in consultation with the applicant, to develop a modified terms of reference specific to the needs of the project.

1. Background Information

- Present owner contact information for the lands and buildings proposed for development and/or site alteration
- Name, qualifications and background of the qualified heritage conservation professional completing the HIA

2. Historical research, analysis and evaluation of built heritage resource/cultural heritage landscape

- A location plan indicating the subject property (map and aerial photo)
- A site plan showing lot dimensions and the location/setbacks of all existing buildings, drawn at an appropriate scale to demonstrate the context of the buildings and site details
- A written and visual description of the site identifying significant features, buildings, landscapes and vistas
- A chronological history of the subject property's development, including original construction dates, additions and alterations
- A chain of title, listing successive owners of the property and associated dates
- Relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, city directories, etc.

3. Identification of the significant heritage attributes of the built heritage resource/cultural heritage landscape

- Comprehensive written research and analysis and graphical information related to the cultural heritage value or interest (physical or design, historical or associative, and contextual – see Regulation 9/06 of the Ontario Heritage Act) of the site, to include attributes that are already recognized and any that are newly identified through this analysis. Significant heritage attributes may include any significant features, characteristics, context, and appearance of buildings, landscapes or vistas
- Identification of any heritage recognition of the property and/or buildings/structures thereon, including descriptions of significant features or values as available

Heritage recognitions could include:

- Designation under Part IV and Part V of the Ontario Heritage Act
- Listing as a non-designated property on the Municipal Heritage Register
- A heritage easement agreement with the City or Ontario Heritage Trust

- Inclusion in Parks Canada National Historic Sites of Canada
- Inclusion on any Provincial or Federal heritage registries
- Current digital images documenting all building elevations and identified heritage attributes
- Recommendation as to whether the subject property and/or buildings/structures thereon, if not already recognized, meets the criteria under Ontario Regulation 9/06 for listing or designation under the Ontario Heritage Act. If no, the rationale as to why the criteria for designation or listing are not met

4. Description of the proposed development or site alteration

- A written description of the proposed development or site alteration, detailing the rationale and purpose of the development or works, a graphical layout, and how the development fits with municipal planning objectives set forth in the City's Official Plan

5. Assessment of development or site alteration impacts

- An assessment identifying both (a) direct and or indirect positive effects, and (b) adverse impacts resulting from the proposed development relative to the heritage value(s) of the built heritage resource(s) or cultural heritage landscape(s)

Positive impacts may include, but are not limited to:

- Restoration of building, including replacement of missing attributes
- Restoration of a historic streetscape or enhancement of the quality of the place
- Adaptive re-use of a built heritage resource to ensure its ongoing viability
- Access to new sources of funds to allow for the ongoing protection and restoration of the heritage resource

Adverse impacts may include, but are not limited to (refer to *Ontario Heritage Toolkit*, Ministry of Tourism, Culture and Sport):

- Destruction of any, or part of any, significant heritage attributes
- Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance of the heritage resource
- Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or plantings, such as a garden
- Isolation of a heritage attribute from its surrounding environment, context or a significant relationship
- Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features
- A change in land use that affects the property's heritage value
- Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a heritage resource

6. Consideration of alternatives, mitigation and conservation methods

- Methods to prevent and minimize adverse impacts on a heritage resource(s), including, but not limited to:
 - Alternative development approaches/designs that result in compatible development and limit adverse impacts
 - Isolating new development/works from significant cultural heritage resources to conserve heritage attributes including, but not limited to, their settings and identified views and vistas
 - Limiting height and density or locating higher/denser components of a development in a manner that respects the existing heritage resources or the heritage conservation district
 - Including reversible interventions to heritage resources
 - Relocation of a heritage resource, to be employed only as a last resort, if conservation cannot be achieved by any other means

7. Schedule and reporting structure for implementation and monitoring

- A schedule and reporting structure for implementing the recommended conservation/mitigative/avoidance measures, and monitoring the heritage resource as the development or site alteration is undertaken

8. A summary statement and conservation recommendations

- The summary statement should provide a full description of:
 - The significance and heritage attributes of the built heritage resource/cultural heritage landscape
 - The identification of any impacts the proposed development/works will have on the heritage attributes of the resource/landscape
 - An explanation of recommended conservation or mitigative measures, and alternative development/site alteration approaches
 - Clarification as to why specific conservation or mitigative measures, or alternative development/site alteration approaches are not appropriate
 - For development proposals that could result in the demolition of a designated or listed property, an HIA must also require documentation of the heritage resource for archival purposes, including at minimum land use history, photographs, and dimensioned drawings

9. Conservation recommendations for properties of regional significance (ROP, 3.G.18, 3.G.19)

- For properties identified by the Region to be of regional significance, conservation recommendations must, wherever feasible, aim to conserve heritage resources intact by:

- recognizing and incorporating heritage resources and their surrounding context into the proposed development in a manner that does not compromise or destroy the heritage resource
- protecting and stabilizing built heritage resources that may be underutilized, derelict, or vacant
- designing development to be physically and visually compatible with, and distinguishable from, the heritage resource
- Where it is not feasible to conserve a heritage resource intact, the conservation recommendations shall:
 - promote the reuse or adaptive reuse of the heritage resource, building, or building elements to preserve the resource and the work of past artisans
 - require the owner/applicant to provide dimensioned drawings, a land use history, photographs and other required documentation of the heritage resource in its surrounding context

SAMPLE

Review Process

- 1. Notice** Staff will notify the property owner(s) and/or their representative in writing that an HIA is required. The HIA Terms of Reference will be included with the notice.
- 2. Draft Submission** One electronic copy and one hard copy of the draft HIA will be submitted to City staff for review. The report will be clearly marked as a draft.
- 3. Completeness** The draft HIA will be assessed by staff for completeness. Staff will provide the author of the HIA with clear instructions regarding any additional information or analysis required before the HIA is considered complete.
- 4. Review** Complete HIAs will be reviewed by City staff and circulated to the Municipal Heritage Committee for review and comment. To be accepted, the HIAs must demonstrate, to the satisfaction of the Director of Growth Management, that significant impacts have been evaluated and mitigated. For properties of Regional significance, the HIA will be circulated to the Region for review. City staff may request to meet with the owner/applicant to discuss the HIA and its recommendations.
- 5. Peer Review** In certain cases, the City may seek a peer review of the HIA by a qualified heritage conservation professional. The peer review will be carried out by a consultant retained by the City at the expense of the applicant.
- 6. Acceptance** Authors of complete HIAs carried out to the satisfaction of the Director of Growth Management will be provided with comments in writing along with a notification of acceptance or rejection of the HIA.
- 7. Final Submission** 3 copies of an accepted HIA will accompany the final application made under the Planning Act or Heritage Act and will be considered as part of the complete application. The HIA's recommendations may be secured through development-related legal agreements and regulations at the discretion of the City or authority having jurisdiction.