

Heritage Sub Committee Meeting Agenda

Date: Monday, September 16, 2024
Time: 6:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Pages

1. Call to Order
2. Adoption of the Agenda
3. Disclosures of Interest
4. Approval of Minutes
 - 4.1 August 19, 2024, Heritage Subcommittee Meeting Minutes 1
5. Staff Updates
 - 5.1 Upcoming Alternative Notice Policy for Ontario Heritage Act Matters
 - 5.2 Tennessee Gates Restoration Project Update
6. Order of Business
 - 6.1 2024-2026 Heritage Registry Review Project Workplan 4
7. New Business
8. Adjournment

Members Present: Luke Brazeau, Chair
Gary Hoyle, Committee Member
Bonnie Schneider, Committee Member
Cheryl MacMillan, Committee Member
Jeff Piniak, Committee Member

Staff Present: Diana Vasu, Planner
Michelle Vosburgh, Archivist

1. Call Meeting to Order

The Chair called the meeting to order at approximately 5:58 p.m.

2. Adoption of Agenda

That the Heritage Advisory Subcommittee agenda dated August 19, 2024, be adopted, as presented.

Mover: Cheryl MacMillan
Seconder: Bonnie Schneider

Carried

3. Disclosures of Interest

No disclosures of interest were declared.

4. Staff Updates

4.1. Update on Heritage Designation Project

The Planner stated that Bill 200 received Royal Assent on June 6, 2024, which provided municipalities with an additional 2 years to designate any registered properties featured on their Heritage Registry.

The Chair asked what the Heritage Subcommittee's next steps are in the Heritage Registry review project.

The Planner noted that the next step is preparing statements of significance which highlight the features that should be designated for each property.

Member Hoyle asked whether other properties can be considered.

The Chair highlighted that the features that the Subcommittee feels should be

designated for each recommended property had been reviewed.

That the heritage committee chair meet with the chief planner and planner to assess and update the record of the current project

Mover: Member G. Hoyle

Seconder: Member B. Schneider

Carried

5. Order of Business

5.1. Steele Street School Update

The Planner recounted conversations by Planning staff with the School Board of Steele Street Public School (214 Steele Street) regarding the current construction to add an elevator.

Member MacMillan noted that the construction had demolished certain potential heritage features, but that others remain.

Members Hoyle and MacMillan are still in favour of designating the property.

The Chair asked whether the Subcommittee should consider recommending designation for DeWitt Carter Public School.

The Archivist asked whether the Subcommittee would like a background report prepared for DeWitt Carter Public School.

Member Schneider noted that DeWitt Carter Public School is ranked an 8.

The Archivist stated that they usually only prepare reports for properties ranked 10, but an informal report can be prepared.

5.2. 44 King Street Listed Property Update

The Planner provided an update regarding a conversation with the owner of 44 King Street regarding the potential of designating the property.

6. New Business

The Chair requested an update on the timeline for the completion of the Tennessee Gates restoration project.

Member Hoyle asked the Archivist whether the background reports that have been prepared for the Heritage Registry review project can be provided to the public during walking tours.

The Archivist restated that walking tour updates can be discussed at the following Museum Board meeting, noting that the reports may be included in winter programming.

Member Hoyle asked whether the building permit review process includes a heritage review, which the Planner confirmed.

The Archivist noted that the old INCO recreation hall is up for sale, then asked whether the Subcommittee would like a background report on the property.

The Subcommittee confirmed that they would like a background report on the old INCO recreation hall.

7. Adjournment

That, there being no further business, the meeting be adjourned at 7:00 pm.

Mover: Gary Hoyle

Secunder: Luke Brazeau

Carried



To: Port Colborne Heritage Subcommittee

From: Diana Vasu, Planner

Cc: Denise Landry, Chief Planner

Re: 2024-2026 Heritage Registry Review Project Workplan

Bill 200, which received Royal Assent on June 6, 2024, provides municipalities with an additional 2 years to designate any registered properties featured on their Heritage Registry. The work that has already been done on the Heritage Registry Review Project includes the property ranking system, the preparation of background reports, the Subcommittee’s motions, and discussions with property owners.

Staff propose to prioritize the properties that both the owner and the Heritage Subcommittee would like designated. This proposed workplan aims to begin the designation process for the properties that the Subcommittee has voted to designate, and the current owners have indicated they would like to designate their property.

Properties to Designate	Reason for Priority	Start
599 King Street	Ranked 8, owner and Subcommittee want to designate	Q1 2025
5446 Sherkston Road/ 825 Pleasant Beach Road	Ranked 8, owner and Subcommittee want to designate	Q1 2025
115 Kent Street	Ranked 7, owner and Subcommittee want to designate	Q2 2025
172 King Street	Ranked 6, owner and Subcommittee want to designate	Q2 2025
143 King Street	Ranked 6, owner and Subcommittee want to designate	Q3 2025
83 Tennessee Avenue	Ranked 6, owner and Subcommittee want to designate	Q3 2025
736 Pinecrest	Ranked 6, owner and Subcommittee want to designate	Q4 2025

From now until Q1 2025, staff intend on preparing an alternate notice for heritage designation policy for Council approval. The *Ontario Heritage Act* provides that notice is to be published in a newspaper, but an alternate notice policy can be established to allow staff to use digital means of notice, such as the City’s website or social media channels.

Staff will continue to encourage eligible property owners to consider designation throughout 2025; a new workplan can be prepared to plan for 2026 near the end of 2025.

The following table has been prepared to demonstrate the process of designating a heritage property from start to finish. Staff note that the *Ontario Heritage Act* requires a Designation By-law to be approved within 120 days of issuing a Notice of Intention to Designate. Staff estimate that each property will take about 4.5 months to designate each property, assuming there are no objections or appeals.

Step in Process	Subcommittee Approval
1. Prepare Designation Documents Time to Complete: TBD	
Prepare statements of significance	The statement of significance for every property
Send statements of significance and background reports to owners, then confirm owner's interest in designation	
Prepare draft Designation By-law	The template for the Designation By-laws
2. Report to Council to Recommend Designating a Property Time to Complete: 1 month	
Prepare recommendation report for Council	
Present recommendation report to Council for approval to continue designation process	
3. Prepare + Circulate Notice of Intention to Designate Time to Complete: 1 month	
Prepare Notice of Intention to Designate	The template for the Notices of Intention to Designate
Publish Notice of Intention to Designate in newspaper	
Serve owner with the Notice of Intention to Designate (30-day objection period)	
4. Approval of Designation By-law Time to Complete: 2 months	
Prepare Council report for approval of By-law to Designate	
Present By-law to Designate to Council for approval	
Send approved Designation By-law to the owner (30-day appeal period)	
5. Prepare + Circulate Notice of Passing Time to Complete: 15 days	
Prepare Notice of Passing	The template for the Notices of Passing
Publish Notice of Passing in newspaper	
6. Register Designation By-law on Title Time to Complete: TBD	
Register the By-law on title	
Update the municipal register	
Send the Designation By-law to Heritage Trust Registrar	