

Heritage Sub Committee Meeting Agenda

Date: Monday, June 16, 2025
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 May 12, 2025, Heritage Subcommittee Meeting Minutes 1
5. Staff Updates
 - 5.1 Humberstone Hall Childcare Centre Update
 - 5.2 Heritage Designation Project Status
6. Order of Business
 - 6.1 Heritage Permit Application - 293 King Street (Shickluna Garage) 5
7. Other Business
 - 7.1 Dairy Queen - 73 Main Street East
8. Adjournment

Heritage Sub Committee Meeting

Date: Monday, May 12, 2025
Time: 6:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: Cheryl MacMillan
Jeffrey Piniak
Gary Hoyle
Joseph (Luke) Brazeau
Bonnie Schneider
Michael Hili (Museum Board)

Staff Present: Diana Vasu, Planner
Anna Carlsen, Archives Assistant

1. Call to Order

The Chair called the meeting to order at 6:00 p.m.

2. Adoption of the Agenda

Moved By Cheryl MacMillan

Seconded By Jeffrey Piniak

That the Heritage Subcommittee agenda dated May 12, 2025, be approved as presented.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of Minutes

4.1 March 17, 2025, Heritage Subcommittee Meeting

Moved By Gary Hoyle

Seconded By Michael Hili

That the March 17, 2025, Heritage Subcommittee meeting minutes be approved, as presented.

Carried

5. Staff Updates

5.1 Recommendations and Minutes from the Heritage Subcommittee

The Planner informed the Heritage Subcommittee that Council approved the recommendations of [Report 2025-75 - Recommendations and Minutes from the Heritage Subcommittee](#) at the [April 8, 2025](#), Council meeting.

Member MacMillan asked if the Heritage Subcommittee should shift their focus to preparing plaques for important heritage properties now.

The Planner suggested efforts to provide plaques to heritage properties should wait until after January 1, 2027, to allow enough time to designate listed heritage properties before they are removed from the Heritage Register.

Moved By Cheryl MacMillan

Seconded By Gary Hoyle

That item 5.1 be received for information.

Carried

5.2 Humberstone Hall Childcare Centre Update

The Planner informed the Heritage Subcommittee that Council approved the recommendations of [Report 2025-78: Community Engagement on Licensed Childcare in Port Colborne - Update](#) at the [April 8, 2025](#), Council meeting, then noted that the staff members working on this project aim to issue the Request for Proposals the day following the May 12, 2025, Heritage Subcommittee meeting.

Moved By Jeffrey Piniak

Seconded By Gary Hoyle

That item 5.2 be received for information.

Carried

6. Order of Business

6.1 New Proposed Amendments to the Ontario Heritage Act, Schedule 7 of the Protect Ontario by Unleashing our Economy Act, 2025

The Planner highlighted the proposed changes to the *Ontario Heritage Act*, and encouraged Members to submit any comments they may have on the proposal before the May 17, 2025, deadline.

The Members shared their thoughts on the proposed amendments.

Moved By Michael Hili

Seconded By Jeffrey Piniak

That item 6.1 be received for information.

Carried

6.2 Heritage Designation Project Status

The Planner recounted a recent conversation with a Heritage Planner, who informed that properties should have a Cultural Heritage Evaluation Report (CHER) prepared before the designation process is formally initiated. CHERs are now being prepared by Planning staff, then will be reviewed by a Heritage Planner, to ensure compliance with the requirements for designating properties under the *Ontario Heritage Act*.

Moved By Cheryl MacMillan

Seconded By Bonnie Schneider

That item 6.2 be received for information.

Carried

6.3 Talwood Manor - 303 Fielden Avenue

The Planner informed of a recent conversation with the owner of 303 Fielden Avenue, wherein the property owner stated they are interested in designation eventually but they still have some reservations at this time. The Planner further informed the owner that the property is not currently on the Heritage Register so designation can be pursued after January 1, 2027 (when other listed properties will be removed from the Heritage Register and will not be able to be added back onto the Register for 5 years afterwards). The property owner stated they may revisit designation after 2027.

The Archives Assistant noted that it was her understanding that a previous Heritage Committee considered designating the property but decided against it.

Member Schneider asked if a research report had already been prepared on 303 Fielden Avenue.

The Archives Assistant stated she would ask the Archivist about this upon her return.

The Chair asked if the Archivist would be able to provide an update at the next Heritage meeting.

The Archives Assistant stated she would also ask the Archivist about this upon her return.

Moved By Gary Hoyle

Seconded By Cheryl MacMillan

That item 6.3 be received for information.

Carried

7. New Business

7.1 Tennessee Gates Restoration

The Chair highlighted that the Tennessee Gates restoration project has reached the final landscaping stage.

7.2 Heritage Subcommittee Composition

Member Schneider asked whether there are any updates on the composition of the Heritage Subcommittee.

The Planner responded that there are no changes proposed to the composition of the Heritage Subcommittee at this time.

8. Adjournment

The Chair adjourned the meeting at approximately 6:53 p.m.

Chair

Staff Liaison

Subject: Heritage Permit Application Recommendation Report - 293 King Street (Shickluna Garage)

To: Heritage Sub-Committee

From: Development and Government Relations Department

Report Number: 2025-86

Meeting Date: June 16, 2025

Recommendation:

That Development and Government Relations Department Report 2025-86 be received for Review and Discussion.

Purpose:

The purpose of this report is to provide information on the Heritage Permit Application for the proposed renovation to restore 293 King Street, a designated heritage property.

Background:

A Heritage Permit Application was received on June 9, 2025, which proposes to restore 293 King Street as detailed in Appendix A. The application was reviewed and supported by the Heritage Committee on June 16, 2025.

293 King Street is designated under Part IV of the *Ontario Heritage Act* (OHA). Section 33 of the OHA requires Council to approve of any alterations proposed to a designated heritage property.

Discussion:

This application for a Heritage Permit has been presented to Council for a decision. Once a decision has been made, notice of the decision will be issued in accordance with the OHA, which will be followed by a 30-day appeal period. The decision of Council is final if no appeal is received.

The application for a Heritage Permit has been reviewed with consideration of City policies such as the City of Port Colborne Official Plan (OP). Section 7 of the OP permits the alteration of a protected heritage property where the heritage attributes of the property will be conserved. In consultation with M.R. Letourneau and Associates (heritage consultant), the proposed alterations shown in Appendix B have been determined to conserve the protected heritage features of the property.

Internal Consultations:

Planning staff reviewed the Heritage Permit Application with Economic Development staff, as this Heritage Permit has been required as part of an application for Community Improvement Plan (CIP) funding, which was conditionally approved, subject to the applicants receiving this Heritage Permit.

Financial Implications:

Approval of this Heritage Permit would satisfy the conditions of the above mentioned CIP application, which will mean the applicant will be eligible to receive up to \$25,000 in CIP funding after the project is complete.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Increased Housing Options
-

Conclusion:

The Heritage Permit Application for the restoration of 293 King Street has been recommended for approval to facilitate the restoration of the property, as the proposed alteration conforms to established best practices for heritage conservation and is consistent with the Official Plan.

Appendices:

- a. Heritage Permit Application

b. Proposed Alterations to 293 King Street

Respectfully submitted,

Diana Vasu
Planner
905-228-8120
diana.vasu@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.



PORT COLBORNE
DEVELOPMENT AND GOVERNMENT
RELATIONS DEPARTMENT

**HERITAGE PERMIT
APPLICATION**
THE CITY OF PORT COLBORNE

For Office Use Only

Date Received: June 4, 2025

Date of Completion: _____

Application Complete: ☐ Yes ☐ No

SUBMISSION OF APPLICATION

Completed applications can be sent to:

City of Port Colborne
City Hall
c/o Diana Vasu, Planner
66 Charlotte Street
Port Colborne, Ontario L3K 3C8

Telephone: 905-228-8120
Fax: 905-835-2939
Email: diana.vasu@portcolborne.ca

PROCESS FOR SUBMISSION

Heritage Permit Applications Part IV and Part V Designated Heritage Properties

Applicants **must** consult with City of Port Colborne Planning staff prior to submitting a Heritage Permit Application.

The process for submission of a complete Heritage Permit Application is below:

1. Meet with Planning staff prior to submitting a Heritage Permit Application. The purpose of this meeting is for the applicant to provide an overview of the application and for Planning staff to identify any required plans and information for a complete application.
2. Submit a complete Heritage Permit Application, signed by the property owner(s) in both digital and hard copy format, including all required supporting information as identified in the meeting with Planning staff, to the satisfaction of Planning staff.

Heritage Permit Applications are to be filed with the City of Port Colborne, to the attention of Planning staff.

Applications will not be processed until they are complete.

For further information and to arrange for a meeting with Planning staff, please contact City of Port Colborne Planning staff.

SECTION 1: CONTACT INFORMATION

1.1 Registered Owner (s):	
Name: 642253 Ontario Inc.	
Mailing Address: 100 Oxford BLVD	
City: Port Colborne	Province: Ontario
Postal Code: L3K 5Y3	Email: ralph.rotella@gmail.com
Phone Number 905 328 6657	Alternate Phone Number:

1.2 Owner's Authorized AGENT (if applicable)	
Name: Marco Armenti	
Mailing Address: 3288 Montrose Rd	
City: Welland	Province: Ontario
Postal Code: L3B 5N7	Email: marment@hotmail.com
Phone Number: 905 328 1446	Alternate Phone Number:

1.3 Date of submission (yyyy/mm/dd):
2025/06/04

SECTION 2: LOCATION OF SUBJECT LAND

Municipal Address 293 King Street	Assessment Roll Number 2711 010 022 15900
Legal Description LOT 3 PT Lot 2 NP 863	

SECTION 3: PROPOSED ALTERATIONS

3.1 Specify all proposed alterations to the property and structures on the property. Attach additional pages as necessary:
Replacement of windows & doors on front of building.
Replacement of Garage door on front of building.
New soffits, fascia & eaves trough.
New electrical lighting under canopy
Replace roofing tiles on canopy
Painting the facade on sides.

3.2 Explain the reasons for the proposed alteration:

To restore the Building to a presentable state

3.3 Explain the potential impacts to the heritage attributes of the property:

Restore attributes of original while maintaining building integrity

3.4 Are any alterations proposed to trees or landscaping? If so, please explain.

No

SECTION 4: HERITAGE ATTRIBUTES TO BE IMPACTED

Heritage Attribute	Existing Material	Proposed Materials and Colours
Exterior Treatment	Stucco / Masonry	Same.
Roof	Metal tile	Metal tile, Blue
Trim	Wood fascia	Aluminum / Metal White
Doors	Commercial steel	Aluminum Commercial
Windows	"	"
Porch/Verandah	N/A	
Fencing	N/A	
Interior Features	N/A	
Other		

SECTION 5: OTHER REQUIRED PERMITS/APPLICATIONS

Indicate which, if any, additional applications are required:

☐ Building Permit(s):

☐ Planning Application(s):

☐ Other (specify):

Has the application been submitted?

☐ Yes ☐ No

Has the application been submitted?

☐ Yes ☐ No

Has the application been submitted?

☐ Yes ☐ No

If yes to any of the above, provide the applicable file number(s):

SECTION 6: ADDITIONAL REQUIRED INFORMATION

Additional information required for a complete Heritage Permit Application

The following information is required with a Heritage Permit Application. Additional submission requirements will be identified by staff. Please indicate whether the required information has been submitted by checking off the applicable information below:

- ☒ Site plan or sketch that illustrates the location of the proposed alteration
- ☒ Photographs, taken within 60 days of the date this application is submitted, that depict the existing buildings, structures and heritage attributes that are affected by the application and their condition and context
- ☒ Drawings and written specifications of the proposed alteration, such as proposed materials, paint colours, and specifications for materials
- ☐ Cultural Heritage Evaluation Report / Heritage Impact Assessment
- ☐ Conservation Plan / Temporary Protection Plan
- ☐ Arborist Report / Tree Inventory
- ☐ Landscape Plans
- ☐ Other (specify):

SECTION 7: OWNER DECLARATION AND AUTHORIZATION

I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval.

Failure to reveal these changes to Planning staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I/We the Owner(s) of the subject property, and the applicant(s) of this subject application, by signing this application agree to allow City of Port Colborne Planning Staff, Members of the Port Colborne Heritage Committee, and Port Colborne City Council Members the right to enter onto my property, as necessary, to view & photograph the property for the proposal. Failure to allow access onto the property may result in the application being considered incomplete.

The applicant acknowledges that the City of Port Colborne considers the application forms and all supporting materials including studies, drawings and photos, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the City of Port Colborne and Region of Niagara to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.

I understand that, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected in this application will become part of a public record, and that any questions regarding this collection should be directed to the City Clerk at 66 Charlotte Street, Port Colborne, Ontario L3K 3C8.

I, Marco Armenti,
of the Town of Fort Erie of _____, in the
Region of Niagara of _____
solemnly declare that all the information required under section 6 (1) of Ontario Regulation 385/21 that I have provided is accurate. I make this sworn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

X

Signature of Applicant

X

Date

Sworn (or declared) before me at:

The City of Port Colborne, in the
Region of Niagara, this
4th day of June, 2025.

Commissioner of Oaths, etc. Signature:

Commissioner of Oaths, etc. Stamp:

Diana Vasu, a Commissioner, etc.,
Province of Ontario, for the Corporation
of the City of Port Colborne.
Expires July 3, 2026.

The applicant is the:



Owner of the Property



Authorized Agent

If the applicant is not the owner of the land that is subject to this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: If the registered owner is a corporation, in addition to the signatures of the authorized signing officers, the corporate seal must be affixed. Where the Owner is without a spouse, common-law or legally married, the Owner is required to sign only once. Where the spouse of the Owner is not an owner, the spouse is required to sign. Spouse shall include a common-law spouse as defined within the *Family Law Reform Act*.

By signing below, the Property Owner(s) confirm their ownership of the land subject to this Heritage Permit Application and duly authorize the Authorized Agent(s) to act as their agent for the purposes of submitting this Heritage Permit Application.

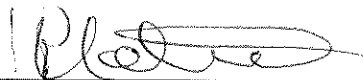
Property Owner(s) Name(s):

Ralph Rotella

Authorized Agent(s) Name(s):

Marco Arment

X



Signature of Owner

X

June 09-25

Date

X

Signature of Owner

X

Date



293 King Street Facade Renovation

Scale $\frac{3}{8}" = 1'$

Scope of work to eventually be completed at heritage property 293 king st :

- Remove old window and door frames from existing openings, clean up and repair rotten wood from openings.
- Install new Commercial insulated aluminum windows and Doors in the existing openings.
- Repair the wall facade as needed and do all stucco work and make good all finishes.
- Remove the existing rotten garage door from facade of building and replace with new insulated door
- repair the existing stucco around the garage door, cap the garage door frame, and patch existing stucco as needed
- Repair the existing stucco on the north and south sides of the building and paint the north and south sides of the building to clean up and refresh the front facade of the building.
- Repair the concrete sills at the door openings where needed.
- Remove current roofing material from the roof and replace with new steel tile roofing approved by council
- install new electrical pot lighting under the canopy.
- install new metal soffits, fascia, and eavestrough
- grade the property, compact and place asphalt parking lot
- replace garage door on the north side of the building