



Memorandum

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	