

**City of Port Colborne Heritage
Committee Meeting Minutes**

Date: Monday, July 31, 2023
Time: 6:00 pm
Location: City Hall Committee Room 3, 66
Charlotte Street. Port Colborne ON

Members Present: Gary Hoyle
John Maloney
Bonnie Schneider
Luke Brazeau
Cheryl MacMillan

Staff Present: Chris Roome, Planner
Michelle Vosburgh, Archivist

1. Call to Order

2. Election of a Vice Chair

Member Schneider nominated Member Hoyle as Vice Chair.
Seconded by the Chair.

Carried: 4-0

3. Disclosures of Interest

Nil.

4. New Business

1) PoCo Beautiful Presentation

The presenters were not present for the presentation.

The Chair provided a brief overview of the Poco Beautiful Presentation.

The Chair proposed that the presentation be postponed as the speaker was not present.

Member Beauregard proposed that the presentation be given to the Board, rather than the Heritage Sub-committee.

Member Schneider added that the committee is too new and does not have the time to invest in this project.

Ms. Vosburgh questioned if this project would be a Niagara-wide project.

No answers were provided as the speaker was not present.

Member Beauregard proposed that initial feedback should be provided ahead of time so that answers can be provided when the presentation is given.

5. Staff Updates

1) Heritage Flyer Update

Member Maloney arrived at 6:15.

The Chair noted that the flyer could be clearer at the bottom.

Member MacMillan requested that the information be accessible, in the vent that a resident cannot attend the meeting.

Member Beauregard mentioned that the meeting could be livestreamed.

Member Beauregard inquired about the possibility of adding an info graphic and requested to change the contact information to say 'Planner'.

Member Maloney proposed to give the Chair delegated authority to make the final decision on the flyer.

Seconded by Member Hoyle.

Carried: 5-0.

Ms. Vosburgh recommended adding a deadline to request information.

Member Beauregard recommended that the flyer should be sent out twice.

The Chair motioned to mail out to flyers with deadlines of September 15th, with a second letter being sent out on September 15th with a deadline of October 13th.

Seconded by Member Schneider.

Carried: 5-0

6. Minutes

The Chair summarized the minutes from the June Committee Meeting.

Motion: Member Hoyle

Seconded: The Chair

Carried 5-0

7. Adjournment

The meeting was adjourned at approximately 7:00pm.



PORT COLBORNE

Heritage Advisory Subcommittee

-Meeting Minutes-

Monday, December 18th, 2023

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

Staff Present: Chris Roome, Planner
Michelle Vosburgh, Archivist
Anna Carlsen, Archives Assistant

1. **Call Meeting to Order**

The Chair called the meeting to order at approximately 6:00 pm.

2. **Disclosures of Interest**

Nil.

3. **Adoption of Agenda**

Nil.

4. **New Business**

4.1 **83 Tennessee Avenue**

The Committee discussed the property to determine if it was eligible for a heritage designation.

Member Schneider stated that too much of the building has been altered to be considered for development.

The archivist added that the side of the dwelling facing the water has had fewer alterations.

The Chair asked if the owners had requested a designation.

The Planner responded that the property owners inquired to Staff about researching the property and would like to pursue a designation if possible.

The Committee voted to recommend pursuing a heritage designation for 83 Tennessee Avenue based on the historical value, as it has direct associations with an organization that is significant to the community and contributes to an understanding of the community. Additionally, the subject lands have contextual value as they define, maintain, and support the character of the area and is historically linked to its surroundings.

Motion: Luke Brazeau
Carried: 4-0

Seconded: Gary Hoyle

4.2 115 Kent Street

The Committee discussed the property to determine if it was eligible for designation.

Member MacMillan stated that there is much history with the owners of the house.

Member Schneider added that there are many features that appear to be original.

The Committee voted to recommend pursuing a heritage designation for 115 Kent Street based on physical value of the existing front door and windows and the high degree of craftsmanship displayed. Additionally the property has historical value as it is associated multiple individuals who are significant to the community and the property is important in defining the character of the area.

Motion: Luke Brazeau
Carried: 4-0

Seconded: Cheryl MacMillan

5. Supplemental Information

Nil.

6. Staff Updates

The Planner provided the 2024 meeting dates to the Committee.

7. Approval of Minutes

That the minutes from the November 20, 2023, Heritage Advisory Subcommittee meeting be approved.

Motion: Gary Hoyle

Seconded: Bonnie Schneider

Carried: 4-0

8. Adjournment

There being no further business, the meeting was adjourned at approximately 6:50 pm.



Heritage Advisory Subcommittee -Meeting Minutes- March 18, 2024

Members Present:

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

Staff Present:

Denise Landry, Chief Planner
Anna Carlsen, Assistant Archivist
Michelle Vosburgh, Archivist
Chris Viccica, Design Technologist

1. Call Meeting to Order

The Chair called the meeting to order at approximately 6:00 pm.

2. Adoption of Agenda

Motion: Cheryl MacMillan Seconded: Bonnie Schneider

3. Disclosures of Interest

There were no disclosures of interest were declared.

4. New Business

4.1. 5446 Sherkston Road and 825 Pleasant Beach Road Report

The Committee discussed the property to determine if it was eligible for a heritage designation.

The Committee voted to recommend pursuing a heritage designation for 5446

4.4. Tennessee Gates Project Bid and Scope of Work

A description of the bids and specifications for the Tennessee Gates Restoration Project were presented to the committee. It is noted that the Firelane 2 gates are included in this document but are not included within the scope of this project.

The Committee voted to recommend to council to proceed with tendering of Tennessee Gates projects as presented.

Motion: Gary Hoyle

Seconded: Cheryl MacMillan

Carried: 5-0

5. Approval of Minutes

The minutes from the January 22nd, 2024 be amended to add the Heritage Committee's motion to investigate the work being done at 293 King Street.

Motion: Luke Brazeau Seconded: Cheryl MacMillan

Carried: 5-0

The minutes from the January 22nd, 2024 meeting be received as amended.

Motion: Gary Hoyle Seconded: Bonnie Schneider

Carried: 5-0

The minutes from the February 12th, 2024 be received as amended.

Motion: Cheryl MacMillan Seconded: Gary Hoyle

Carried: 5-0

6. Staff Updates

Councillor Beauregard sent an update to the committee to let them know a property standards by-law was passed at council to ensure property owners maintain their properties through municipal enforcement. The Chief Planner will share a copy of the by-law to the committee.

The committee sent a request to staff to investigate the designation of 1533 Firelane 2 and to put it on the agenda in the future following the designation project.

The Chief Planner updated the committee on the status of the heritage designation project. Recommendations from the committee will be brought to council in the coming months within Staff Reports with the committee being notified when each application is brought forward.

The archivist updated the committee that all properties ranked 10 have been completed beside the 2703 Chippawa Road property as it is already designated.

The Chief Planner recommended that the committee speak to Council for next steps following the designation of the homes in which people desire designation being presented to Council.

7. Other Business

The Chair informed the committee that he sent an email to the Planner to update the website regarding committee members.

8. Adjournment

There being no further business, the meeting was adjourned at approximately 7:12 pm.

Motion: Gary Hoyle
Carried: 5-0

Seconded: Luke Brazeau

Members Present:

Gary Hoyle, Committee Member (Deputy Chair)
Bonnie Schneider, Committee Member
Cheryl MacMillan, Committee Member
Jeff Piniak, Committee Member

Staff Present:

Diana Vasu, Planner
Michelle Vosburgh, Archivist
Anna Carlsen, Archives Assistant
Craig Larmour, Planning Consultant
Gary Long, Director of Development and Government Relations

1. Call Meeting to Order

The Chair called the meeting to order at approximately 3:33 p.m.

2. Adoption of Agenda

That the Heritage Advisory Subcommittee agenda dated October 15, 2024, be adopted, as presented.

Mover: Cheryl MacMillan
Seconder: Bonnie Schneider

Carried

3. Disclosures of Interest

Member Schneider declared a conflict of interest on item 6.2.3. (2148 Third Concession Road) as this property was her childhood home.

4. Approval of Minutes

4.1. May 13, 2024, Heritage Subcommittee Meeting Minutes

That the Heritage Advisory Subcommittee minutes dated May 13, 2024, be adopted, as amended.

Mover: Cheryl MacMillan
Seconder: Jeff Piniak

Carried

4.2. August 19, 2024, Heritage Subcommittee Meeting Minutes

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

Mover: Cheryl MacMillan
Secunder: Jeff Piniak

Carried

5. Staff Updates

5.1. Project Tennessee Gates Restoration Project Update

The Planner provided an update from the Public Works team leading the Tennessee Gates restoration project that the work is moving forward as expected.

6. Order of Business

6.1. 2024-2026 Heritage Registry Review Project Workplan

The Planner presented a proposed timeline for designating the properties identified by the Heritage Subcommittee, which would be facilitated by a policy to allow notice of heritage designations to be provided on the City's website.

Member Schneider expressed concern regarding the potential for senior citizens to miss a proposed heritage designation due to challenges with technology, then recommended that Planning staff consider this matter by discussing with the Seniors Advisory Committee.

6.2. Requests to Demolish Listed Heritage Properties

6.2.1. 725 King Street

That 725 King Street be removed from the Heritage Register.

Mover: Cheryl MacMillan
Secunder: Jeff Piniak

Carried

6.2.2. 202 Main Street West

That 202 Main Street West be removed from the Heritage Register.

Mover: Bonnie Schneider
Secunder: Gary Hoyle

Carried

6.2.2. 2148 Third Concession Road

That 2148 Third Concession Road remain on the Heritage Register until a Cultural Heritage Evaluation Report (CHER) is presented to the Heritage Subcommittee

Mover: Cheryl MacMillan
Secunder: Jeff Piniak

Carried

7. New Business

The Archives Assistant stated that she was unable to find the original architect of the Dewitt Carter school but did find some additional architectural information.

8. Adjournment

There being no further business, the meeting adjourned at 4:45 pm.

Heritage Sub Committee Meeting

Date: Monday, January 20, 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
Micheal Healy (from Museum Board)

Staff Present: Stephanie Powell Baswick, Director of Museum and Culture
Steve Shypowskyj, Director of Public Works
Diana Vasu, Planner
Michelle Vosburgh, Archivist
Laura Blain, Project Manager – Facilities

1. Call to Order

The Chair called the meeting to order at 6:01 p.m.

2. Adoption of the Agenda

Moved By Gary Hoyle

Seconded By Cheryl MacMillan

That the Heritage Subcommittee agenda dated January 20, 2025, be adopted as amended.

Carried

3. Disclosures of Interest

4. Approval of Minutes

4.1 October 15, 2024, Meeting Minutes

Moved By Bonnie Schneider
Seconded By Cheryl MacMillan

That the minutes of the October 15, 2024, Heritage Subcommittee meeting be approved as presented.

Carried

5. Staff Updates

5.1 Progress on Heritage Policies

The Planner advised that an Alternative Notice Policy for designating heritage properties is forthcoming, with the advice of the Committee included, then advised that the Finance Department confirmed there is no budget available for heritage designations. The Planner noted that notice of the forthcoming policy can be placed in the print newspaper to inform residents of the upcoming change of notification methods, and requested additional feedback regarding the best ways to ensure appropriate public engagement in the Alternative Notice Policy.

Member MacMillan suggested posting required notices on the City's social media channels.

The Director of Public Works suggested notice of the Alternative Notice Policy could be included with tax/water bills.

The Director of Museum and Culture suggested preparing a 2025 tactical plan could assist in requesting additional funding from Council to support designating heritage properties using print newspapers, if required.

5.2 2024 Meeting Summary

The Heritage Subcommittee requested that a 2025 meeting schedule be prepared, then noted the next meeting would be on February 24, 2025, at 6:00 p.m. at the L. R. Wilson Heritage Research Archives (286 King Street, Port Colborne).

5.3 Process for Heritage Property Designation and Heritage Conservation District Establishment

Member MacMillan suggested that, if the City were to consider establishing a Heritage Conservation District on West Street, the property owners should be polled before beginning the process to confirm their support.

Member Schneider suggested that, if the City were to consider establishing a Heritage Conservation District on West Street, this project should wait until after 2027 to allow the heritage designation project to be completed first.

6. Order of Business

6.1 Updated Heritage Register

The Planner presented an updated Heritage Register to the Heritage Subcommittee, noting that no information on the previous Register was removed, just reformatted for clarity. The Planner then requested assistance in identifying any data entry errors which may have arisen over the years.

The Archivist and the Archives Assistant offered their support in finding any data entry errors.

6.1.1 Listed and Ranked Heritage Properties

6.1.2 Designated Heritage Properties

6.1.3 Clarification of Data on Listed Properties

6.2 Humberstone Township Hall - Proposed Redevelopment

The Director of Public Works and Laura Blain, the Project Manager - Facilities, provided a presentation on the proposed redevelopment of 76 Main Street West, the old Humberstone Township Hall, into a childcare facility.

The Archivist provided a brief overview of the history of the property.

The Heritage Subcommittee emphasized their desire to protect the heritage features of the property, but noted their preliminary support of the proposal, subject to the redesign protecting the heritage features.

7. New Business

7.1 Firelane 2 Pillars

The Heritage Subcommittee requested further information on when Public Works would be addressing the deterioration of the pillars at the easternmost point of Firelane 2.

The Director of Public Works confirmed that a site visit would be scheduled with the new Fire Chief, and that an update on the status of the

pillars would be provided at the next meeting of the Heritage Subcommittee.

7.2 Tennessee Gates Update

The Director of Public Works confirmed that the Tennessee Gates project was completed.

8. Adjournment

The Chair adjourned the meeting at approximately 7:25 p.m.

Chair

Staff Liaison

Heritage Sub Committee Meeting

Date: Monday, February 24, 2025
Time: 6:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: Cheryl MacMillan, Member
Eric Beauregard, Councillor
Jeffrey Piniak, Member
Joseph (Luke) Brazeau, Member
Bonnie Schneider, Member
Micheal Hili, Museum Board Member

Staff Present: Stephanie Powell Baswick, Director of Museum and Culture
Diana Vasu, Planner
Michelle Vosburgh, Archivist
Anna Carlsen, Archives Assistant

1. Call to Order

The Chair called the meeting to order at 5:57 p.m.

2. Adoption of the Agenda

Moved By Cheryl MacMillan

Seconded By Bonnie Schneider

That the Heritage Subcommittee agenda dated February 24, 2025, be approved as presented.

Carried

3. Disclosures of Interest

4. Approval of Minutes

4.1 January 20, 2025, Heritage Subcommittee Meeting Minutes

Moved By Jeffrey Piniak
Seconded By Micheal Hill

That the January 20, 2025, Heritage Subcommittee meeting minutes be approved as presented.

Carried

5. Staff Updates

5.1 Heritage Week (February 17-23, 2025)

The staff present highlighted the resources prepared for Heritage Week.

The members present discussed their experience engaging with the Heritage Week resources.

5.2 Firelane 2 Pillars

The Planner summarized the Deputy Fire Chief's opinion that while fire trucks can currently fit through the pillars at the intersection of Firelane 2 and Pinecrest Road, there is a tree growing into one of the pillars that will start to be a concern over time. In response, the Road and Park Operations Manager confirmed the repair of the pillars will be submitted as part of the 2026 budget process.

Councillor Beauregard noted that a report was prepared that outlined the repairs needed for the pillars.

The Chair added that there were concerns regarding fire trucks getting onto Firelane 2 because of the pillars, and that the matter was voted on by Council.

The Archivist stated that the report was from 2022 and recommended relocating the pillars for fire access.

The Committee requested a copy of the report.

The Chair asked what the Committee's next steps are to work towards protecting the pillars.

The Planner stated that the Committee can pass a motion to make a recommendation to Council.

The Chair asked if the pillars at Firelane 1 and 2 should be dealt with at the same time.

Councillor Beauregard suggested that a motion passed by the Committee could recommend staff investigate the Firelane 1 and 2 gates and bring a report to Council.

Moved By Cheryl MacMillan

Seconded By Micheal Hili

That the Heritage Subcommittee recommend that Council direct staff to investigate the ownership of the Firelane 1 and 2 gates and present the next steps forward for investigating and fixing the gates to ensure their preservation and restoration, as per the engineer's report in 2022.

Carried

6. Order of Business

6.1 Former INCO Recreation Hall Heritage Research Report

The Archivist stated that, at the last meeting of the Heritage Subcommittee, there were discussions about the potential sale of 189 Davis Street, which led to the consideration of whether the property has historical significance. The Archivist opined that the property has great cultural and architectural significance and is an important heritage asset.

Moved By Micheal Hili

Seconded By Cheryl MacMillan

That the Heritage Advisory Committee recommend to Council that 189 Davis Street be designated under the Ontario Heritage Act.

Carried

6.2 Draft Alternative Notice Policy

The Planner presented a draft Alternative Notice Policy to allow Planning staff to use the City's website as the official form of notification of potential heritage designations, rather than the print newspaper that the *Ontario Heritage Act* currently requires. The Planner requested the Committee's feedback on the draft policy.

The Committee decided their preference was for the Alternative Notice Policy to be referred to the Museum Board and remain as an internal procedure; accordingly, the Committee highlighted their support of print

newspaper remaining the primary form of notification of potential heritage designations.

6.3 Draft 2025 Heritage Tactical Plan

The Planner presented the draft Tactical Plan and requested the Committee's feedback.

The Chair stated that the Alternative Notice Policy (Goal no. 1 in the draft Tactical Plan) should be removed as one of the goals.

Councillor Beauregard requested that Goal no. 3 (Continue Reviewing Heritage Register) become Goal no. 1, then added that Council believes cleaning up the Heritage Register should be the main goal of the Heritage Committee.

The Archivist stated that the Committee's priorities have had to shift because of the changes to the *Ontario Heritage Act*.

Councillor Beauregard suggested that Goal no. 2 (Designate Key Heritage Properties) should become Goal no. 1, then requested that "Heritage Properties" be changed to "Heritage Properties, Structures, and Buildings."

The Archivist suggested that the Committee could consider adding plaquing heritage properties as a new goal, adding that the properties that receive plaques do not need to be designated heritage properties, nor do the plaques need to be complicated (i.e. plaques could be as simple as the estimated/known year of construction and the name of the house).

The Chair agreed with the Archivist, noting that the "Who is Responsible?" portion should be "Planning staff," and the "Timeline" should align with the 2026 budget process.

7. New Business

7.1 Statements of Significance

The Chair requested that Planning staff prepare and present the statements of significance for the properties the Committee has voted to recommend for designation, and that the owner of the property is interested in designating, at the March Heritage meeting.

8. Adjournment

The Chair adjourned the meeting at 7:35 p.m.

Chair

Staff Liaison