

HERITAGE *PORT COLBORNE*

HANDBOOK



Revised March 2009

Heritage Port Colborne Handbook

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Welcome to Heritage Port Colborne. Formerly known as Port Colborne LACAC, this committee of volunteer citizen representatives is mandated by our city council and empowered under the Ontario Heritage Act. It cannot function without adequate municipal support and input from its members.

What is Municipal Heritage Planning?

Municipal Heritage Planning is the preservation of properties that have a distinct social, cultural and/or historical value to the municipality. Municipal Heritage Planning seeks to preserve and protect these sites that are valuable to the history of the city and the citizens alike by designating them as a valuable part of the city's culture that should be maintained and protected. Such properties include, but are not limited to:

- Houses of significant meaning or style
- Commercial buildings which have unique architecture or significant meaning to the community
- Natural landscapes and the environment
- Cemeteries
- Infrastructure (such as bridges and walkways)

The planning process is a systematic procedure designed to designate and research properties using the advocacy of citizens. The planning process includes the identification of a property as a candidate for designation. Designation of such sites for protection and maintenance is based on basic traits:

1. A description of the property (what it is; ruins, structure, landscape, etc.)
2. A statement of cultural heritage (what it means to the municipality)
3. Description of attributes (what is being protected; interior, type of building, natural landscape)

A Municipal Heritage Committee follows the steps outlined by the *Ontario Heritage Act* to investigate the claims to historical status, whilst acting as the advocate body that presents the case to the elected municipal council. The Committee strives to make sure those buildings and properties are justly investigated and dealt with accordingly. The ultimate goal is to preserve the culture of the municipality so that the property or building may continue to be a meaningful landmark in the daily lives of the municipality's citizens.

What is a Municipal Heritage Committee?

A Municipal Heritage Committee is an organization of citizens and/or city officials that are interested in preserving sites and properties of significant historical value to a community. Supported by the framework of the Ontario Heritage Act, these committees can be formed in any community to serve the historical and preservationist interests of its citizens. Property owners, volunteers, community groups and local officials can create a heritage committee but it must be

approved by Municipal Council in order to have authority. “In establishing a Municipal Heritage Committee council recognizes the importance of a proactive approach to heritage conservation.”

Committees usually range in size between seven (7) and eleven (11) members to ensure the workload is dispersed evenly and the tasks are completed efficiently. These committees are often made up of people with knowledge of local heritage and local architecture, land use methods and marketing experience. This is not to say that one needs to be a professional to be on a Municipal Heritage Committee, but one must have interest to ensure that the committee is productive for the community.

What is the role of the Municipal Heritage Committee (MHC)?

The role of the MHC is primarily to provide the research and information about suggested heritage sites in the city. Each MHC serves as an advisory group for municipal actions that may directly or indirectly affect a heritage site. The MHC gives advice based on their research and knowledge of said sites to ensure that the city council acts properly.

Under Part IV of the Ontario Heritage Act council will consult with the MHC when:

- When updating the municipal register of heritage properties (for more information on the register, please refer to the *Heritage Property Evaluation: A Guide to Listing, Researching and Evaluating Cultural Heritage Property in Ontario Communities*);
- Before serving notice of intent to designate a property;
- Before amending a bylaw of designated property;
- Before repealing a bylaw, or part thereof, designating a property;
- Before considering an application from an owner of a designated property to repeal the bylaw, or part thereof, designating the property;
- On an application to alter a designated property where the alteration is likely to affect the heritage attributes (listed in the statement of heritage value or interest) as set out in the bylaw designating the property;
- Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property;
- On an application to demolish or remove any building or structure on designated property; and,
- Before passing bylaws to establish easements or covenants with owners of real property for conserving properties of cultural value or interest.

Under Part V, Council is required to consult with the MHC:

- Before passing a bylaw to define a study area for a future heritage conservation district
- Before a proposed heritage conservation district plan is passed
- Before council delegates, by bylaw, its power to grant permits for the alteration of property situated in a heritage conservation district
- On an application to demolish or remove any building or structure on property in a heritage conservation district

A significant role of the MHC is to continue to examine the municipality for possible heritage properties and have them documented on the municipal register. This is to provide an inventory of which historical landmarks are present in the community and if the designation needs to go beyond just one property and to a designated area.

Other responsibilities of the MHC include:

Identifying Cultural Heritage Properties

- The creation of inventories of properties and areas that may deserve protection now and in the future
- Using inventories to showcase the heritage value of a community

Involving the Community and Developing Partnerships

- Encouraging cooperation, partnership and consultation within the community and with other organizations

Educating and Informing the Community

- Promotion of Heritage conservation within the community
- Advising property owners about preservation and maintenance practices
- The production of materials for public use, such as newsletters, educational material about preserved properties, informational plaques and exhibits

Assessing Other Legislation Affecting Cultural Heritage Properties

- Ensuring the Ontario Heritage Act is considered within the process of other legislation, such as planning and development
- The provision of data, the creation of policy and advisory roles are all vital to the preservation of heritage properties

What is Heritage Port Colborne?

Heritage Port Colborne is a committee of city council that is responsible for advising the public and council on matters dealing with the protection of historically and architecturally significant buildings and properties in the City of Port Colborne. Committee members consist of local residents who are primarily concerned with the protection of and education with respect to the city's architectural heritage, thereby allowing the public at large to appreciate and learn about it.

In the mid 1990's following a Niagara Regional Local Architectural Conservation Advisory Committee (LACAC) visioning session, it was decided that the LACAC's needed to broaden their focus and encompass a greater holistic view of all heritage matters - cultural and natural, tangible and intangible. As a result, the Port Colborne LACAC adopted the new name of "Heritage Port Colborne" and became a steward of not only built heritage within the City of Port Colborne but all heritage matters within the community. A bylaw was enacted to grant this first committee their mandate: *"To advise the City Council and public on matters regarding historically and architecturally significant buildings and properties"*.

When and Why was Heritage Port Colborne established?

Several years after the Centennial Events of 1967, Canada had gained a new appreciation for the past. The Ontario Government in accordance with Canada's involvement in the Venice Charter of 1962 and recognition of a trend towards Heritage and Heritage Conservation that was growing within the province, subsequently passed the first Ontario Heritage Act in 1974. This new law gave municipal councils the power to create LACAC's under Part IV of the legislation.

On December 15th, 1978, public concern was expressed to Port Colborne Council on the rapidly decreasing number of historically and architecturally significant buildings and properties. To address this concern, council formed their first LACAC on August 27th, 1979. As previously mentioned, the name of LACAC was changed to recognize all heritage matters within the City of Port Colborne. The Ontario Heritage Act has also had several sections amended to reflect the changes within the Heritage Community. This amended Act is known as the *Save Our Architectural Heritage Act, 2001*.

The Ontario Heritage Act, R.S.O. 1990, states under section 28(2) that the committee shall be composed of not fewer than five members appointed by the council to advise on all matters relating to Part IV (Conservation of Buildings of Historic or Architectural Value) and Part V (Heritage Conservation Districts) of this Act. The Bylaw creating Heritage Port Colborne also states that the committee shall not have more than 10 members.

What does Heritage Port Colborne do?

The functions of Heritage Port Colborne include but are not limited to:

1. Researching the history and architecture of a particular building or property to determine whether it is worthy of designation by being historically, culturally or architecturally significant.
2. Advising council on the circumstances of a particular building(s), property(s) or area(s).
3. Acting as a liaison between the council and the owner of a building or property. (This may include consulting on matters regarding the designation process.)
4. Advising council on all other heritage matters within the municipality.
5. Acting as a liaison between the citizens of Port Colborne and citizens that wish to suggest new Heritage sites

City Council's Role

Council is the decision maker in municipal heritage matters. The Committee's role is to advise council. Council's role and involvement with the Committee is crucial to the successful implementation of heritage conservation policies and programs within our community. The council should be kept informed at all times of the committee's operations and recommendations. This can be achieved several ways: minutes of meetings, reports to council, annual reports, and council involvement in committee activities and membership on the committee.

The committee should be given a clear reporting relationship to the council, either reporting

directly to the council or a standing committee of council. The statutory powers granted to the council under the Ontario Heritage Act state that they fulfil these responsibilities:

1. To set the municipal budget to be used for heritage conservation;
2. To establish heritage conservation policies (both those that stand alone and those in the Official Plan and its amendments); and
3. To receive recommendations and consultation with the committee and have due regard for the advice given under its mandate.

It is important to remember that our committee is an agent of the municipality and not a separate corporate body. As such the committee:

1. Cannot own property or make contractual agreements in its own name;
2. Only has the authority given to it under the municipal bylaw;
3. Does not have the authority to keep a bank account. Funds that are earmarked for heritage conservation purposes are held in the municipal bank account; and
4. Cannot incur debt beyond its current budget that is approved by council.

The council has the responsibility to allocate fiscal and municipal staff resources to the committee in order to translate its mandate into action. It is the committee's responsibility to prepare an annual budget and statement of the committees activities during the past year. This report must be submitted to city council by November 30th.

The Department of Planning and Development

The Department Planning and Development (DOPD) recommends to city council upon and regulates the orderly and efficient use of land within the city pursuant to the Planning Act, R.S.O. 1990. There are two broad categories that the DOPD operates within:

1. Policy Planning (with respect to matters related to land use)
2. *Development Planning* - the review and processing of the following five types of matters:
 - A. Applications for Subdivision approval/Consent to sever;
 - B. Applications for Official Plan or Zoning Bylaw amendments/variances;
 - C. Applications for Site Plan approval;
 - D. Review of Enquiry/Licenses/Permits; and
 - E. *Urban Renewal*

Under "urban renewal" the DOPD administers various programs for the:

- redevelopment of community improvement areas;
- rehabilitation of buildings;
- matters of property standards; and
- *conservation of historical buildings*

The DOPD provides the staff resources of a Planner or Planning Technician to the committee. In

liaison with the Treasury Division, the DOPD would also administer any “Heritage Properties Tax Refund” programs that may be in place under the Provincial Government’s authority.

Port Colborne’s Official Plan

An official plan is a policy document of a local or regional council. Both the City of Port Colborne and the Region of Niagara have official plans that impact the City of Port Colborne. These plans set out the view of the municipality on how land should be used in the community. Direction for future planning and public and private initiatives, aimed at improving the existing physical conditions within the city, are addressed in the official plan. This important planning document deals specifically with the aspects of expected growth and development within the municipality. It addresses zoning issues, such as where new housing, industry, parks, shopping, hospitals, offices and other land uses will be located. In addition, what operational services (sewers, watermains, water mains, roads, schools) will be needed and when, where and in what order parts of the community will grow.

Consideration for *Heritage Conservation Districts* within the City of Port Colborne is contained within the official plan. It also has provision for an inventory of built structures, other than houses or buildings, such as the locks and channel of the old canal, bridges, railway lines, laneways etc.

Heritage Port Colborne is an important stakeholder in the creation and amendment process of the official plan for the City of Port Colborne. As such the committee may be asked for its input from time to time. The suggestions that Heritage Port Colborne makes are vitally important to the entire planning process within the City of Port Colborne.

Strategies to Protect the Value and Character of Heritage Properties

As the advisory body for heritage concerns that come before council, the committee is instrumental in assisting council with:

1. Development and/or implementation of specific municipal heritage policies and procedures;
2. Impact assessments to determine how a heritage property will be affected and how to mitigate the effects;
3. Site specific intervention and/or design guidelines;
4. Designation under Part IV of the Ontario Heritage Act; and
5. Municipal heritage easements (if a change in ownership of a designated property occurs)

Designation under Part IV of the Ontario Heritage Act

The Clerk of the municipality is responsible, under section 27 of the Act, to maintain a register of all the designated properties within the community. This register must contain the following information:

1. A legal description of the designated property;

2. The name and address of the owner; and
3. A short statement of the reason for the designation of the property.

Section 29 of the Act states that the council must consult with the committee on any matters dealing with the designation of a property under Part IV of the Heritage Act. After consulting with the committee, council must direct the clerk to serve notice of their intention to designate the property in question.

“Notice of Intention” to designate is listed under s.29(3). The notice must be served on the owner of the property, the Ontario Heritage Foundation and be published in a newspaper having general circulation within the municipality. The notice must contain an adequate description of the property, a statement of reason for the designation and a statement that any notice of objection can be served on the clerk within 30 days after the notice was published in the newspaper.

No owner of a designated property is allowed to alter the property in any way that will affect the reason for the designation as set out in s.29(6) or s.29(14) of the *Ontario Heritage Act*, unless the owner applies to the council and receives consent in writing to allow such alterations. The committee will be asked by the council to review the proposed alterations, the reasons for designation and make a recommendation to council based on these facts.

Section 34 of the *Ontario Heritage Act*, deals with the demolition of a designated building.

No owner of a Part IV designated property may demolish or remove any structure or building on the property or permit the removal or demolition unless the owner applies to the council and receives written consent.

Council must consult with the committee and consider the application within 90 days of receiving it. Council will either consent to or refuse the application and prohibit any work to demolish or remove any building or structure. Notice of their decision must be given to the owner of the property, the Ontario Heritage Foundation and be published in a newspaper of general circulation within the community.

The owner has 30 days after notice of the council decision to appeal this decision to the Conservation Review Board (C.R.B.), as outlined in Part III of the *Ontario Heritage Act*. The C.R.B. will either dismiss or grant that the permit be issued with or without conditions. The decision made by the C.R.B. is final and binding.

All types of sites and structures are eligible for designation under Part IV of the Heritage Act. These include buildings, bridges, cemeteries, battlefields, parks, gardens, laneways and any other real property and all the buildings or structures thereon.

Reasons for Designation

The Ontario Heritage Act provides recognition of the significance of a property or district and provides a limited protection to it from demolition or unsympathetic alterations. The criteria or reasons for designation are found under several sections of the Act. Section 29(4) states that the

notice of intention to designate must include a statement of the reason for the proposed designation. Sections 29(6) and 29(14) state that the reasons for designation must be registered against the designated property in the Land Registry Office. Finally, s.27(1) the “Register of Designated Properties” kept by the municipality, must include a short statement of the reasons for designating the property.

These “reasons” serve several purposes:

1. To inform the property owner and the public of the property’s significance;
2. To provide a basis upon which any person can object to, question or support the appropriateness of the designation;
3. To guide future changes which must be approved by the council in writing (including restoration, renovation, repairs or disturbing the property); and
4. To clearly identify the elements of the property cited in the “reasons to designate” which conservation and/or restorations will be directed, in order to be eligible for provincial funding assistance.

Designation doesn’t prohibit alteration to a property; it simply ensures that a process is followed with respect the heritage value that exists. A municipality cannot designate for contextual reasons alone. The context that surrounds the reasons for designation may affect them and therefore must be considered when dealing with proposed alterations.

Why should we Preserve? Why should we Designate?

The Ontario Heritage Act outlines the purpose of the Designation Process of Historical Properties as true to the following ideals. In which the process;

1. Recognizes the importance of a property to the local community;
2. Protects the property’s cultural heritage value
3. Encourages good stewardship and conservation;
4. Promotes knowledge and understanding about the property

Designation renders a certain status which can enhance the value and prestige of a property. Owners may be eligible for grants or tax relief that can enable renovations/restoration. Studies have shown that Heritage and Heritage Tourism are good for the community economically, socially and culturally. Preservation and recognition will distinguish the City of Port Colborne as a community that is concerned with its past. Such passion for the past suggests passion for the future. The sustainability of our heritage will benefit our society as whole.

Who Can Suggest a Property for Designation?

Any individual in the community may recommend a property for Historic Designation. The owner of the property, a tenant, unaffiliated citizen or group of citizens may suggest that a site be designated for preservation and will be granted unregistered title in the municipal register. Once the owner becomes aware of a Designation suggestion he must notify tenants immediately due to

possible renovation or expansion restrictions. Undertaking the process of designation will void any demolition or construction contract on the property. Aside from personal and civic attachment, suggesting the Designation of a property will add it to the Municipal Register which may grant it future protection from demolition under Section (29) of the *Ontario Heritage Act* if future research is done on the site.

The Designation Process

Heritage Port Colborne has established the following guidelines when considering designation:

1. Date of Construction

A structure has to be at least 100 years old unless it has some outstanding historical or architectural merit. (The Ministry suggests that buildings 40 years and older should be considered if their heritage value is unknown)

2. Architectural Style

The structure must have significant features that distinguish the building

3. Historical Significance

Is the structure significant in the development of Port Colborne or was it related to the occurrence of an important event or have a relationship to a significant occupant?

4. Condition/State of Repair

That no major structural alterations have occurred over time thereby altering the structures value

5. Site

That the structure is located upon its original site

6. The Willingness of the Owners to Designate:

The owners should be in agreement of designation

7. Setting

The structure contributes to a specific streetscape reminiscent of bygone days

The Ontario Heritage Toolkit (2006) states that the process of designation includes providing the following:

Description of Property

- Describes the property and identifies those aspects of the property to which the designation applies.
- Address must be included along with an outline of exactly what resource is sought to be designated (building, structure, landscapes, remains) and any boundaries.
- Description should not be longer than 2-3 sentences.

Statements of Cultural Heritage Value or Interest

- Should convey why the property should be designated.
- Explanations of cultural meanings, associations and connections the property holds for the community.
- This statement needs to reflect one of more standard designation criteria prescribed by OHA.
- Shall be no longer than 2 to 3 paragraphs.

Criteria include:

- *Design of physical value;* property is rare or unique by design, build type or materials used; has high degree of craftsmanship or high degree of technical or scientific achievement
- *Historical or Associative value;* has direct associations with a theme, event, belief, person, activity, organization or institution in the community; has potential to yield information about the community; demonstrates work or ideas of a significant architect, builder, designer or theorist in the community
- *Contextual value;* is important in defining the character of an area; is physically, functionally, visually or historically linked to its surroundings; is a landmark

Description of Heritage Attributes

- Heritage attributes should be identified and described in relation to the heritage value they contribute to.
- Only attributes that relate to the values described in the *Statement of Cultural Heritage Value of Interest* should be included.

Attributes include but are not limited to;

- Style, massing scale or composition
- Features of property related to its function or design
- Features related to a property's historical associations
- Interior spatial configuration or exterior layout
- Materials and craftsmanship
- Relationship between a property and its broader setting

The significance of a building should be judged by basic criteria of architectural merit and historical association. The buildings should illustrate broad architectural, cultural, social, political,

economic or military patterns of our history *or* be associated with events or persons that have shaped municipal history in a significant way.

Antiquity alone isn't sufficient basis for selection but may be the outlying factor if other more significant examples have disappeared.

The distinguishing characteristic of architectural type, that it is valuable for the study of a style or method of construction for that period or era *or* is a notable example of the work of a notable builder, designer or architect should be considered.

If a building forms an integral part of a section or group in a given community, the context and its contribution to the context may be of special value. Smaller structures may be just as important as the mansions of the past.

If a visitor can gain an understanding of the architecture and/or the history associated with it, from the building itself, then it has potential for illustrating history.

Both the building and site should possess integrity - knowing what is being represented and included on the site. Consideration is given to the existence of workmanship and original materials that remain. The intangible elements of feeling, association and aesthetics are also important. The basis of style, plan, materials used and how they relate to other structures of similar feature in the area should also be considered.

Insert Designation Process

Heritage Conservation Districts

Heritage Conservation Districts are found under Part V, section 40(1), 40(2) of the *Ontario Heritage Act*. After consulting with the committee, the council may designate the municipality or one or more areas as a heritage conservation district through subsection 41. (1) of the Ontario Heritage Act. After an examination is completed of the area in question, council may amend the official plan to create such a district through a bylaw designation.

Section 41(2) states that singly designated property, under Part IV of the Act, can be designated as part of a Heritage Conservation District. In addition, s.41(3) requires the Ontario Municipal Board (O.M.B.) to give its approval and s.41(5) states that the Ontario Heritage Foundation must be notified, before the municipal bylaw creating the Heritage Conservation District can take effect.

According to Part V, section 42 of the Act, creation of a Heritage Conservation District, prohibits the owners of the properties within it: to erect, demolish, alter or remove any buildings or structures without a permit issued by the council.

Insert Heritage Conservation Designation Process

The creation of Municipal Heritage Districts is rooted in enhancing public experience as well as ensuring that culture is protected during future planning initiatives. Having protected regions of the municipality that emulate history and culture are stimulating to the population. An ‘enhanced quality of life and sense of place’ are some of the main goals of such districts. According to the Ontario Heritage Toolkit, when designating these districts it is paramount to ensure that the district will reflect the municipality’s past histories and values back onto the public. By creating a space for the public to participate in, a sense of community can be built. There are many economic benefits that come with conservation. Businesses can thrive in attractive and intriguing areas that are protected and well funded. Creating such areas will enrich the social aspect of life within the municipality.

Characteristics of a Heritage Conservation District

Concentration

- A grouping of heritage buildings, sites, structures; designed landscapes, natural landscapes that are linked by aesthetic, historic and socio-cultural contexts or use

Framework of Structured Elements

- Major natural features such as topography, land form, landscapes, water courses and built forms such as paths and street patterns, landmarks, nodes or intersections, approaches or edges.

A Sense of Visual Coherence

- Building scales, masses, heights, proportions and colours that convey a distinct sense of time or place.

Distinctiveness

- Easily discernable from other neighbourhoods and surroundings

Municipal Tax Grants

Section 39 of the Ontario Heritage Act gives the municipality the power to pass a bylaw for the purpose of making grants or loans available to owners of properties designated under Part IV of the Act and section 45 of the same Act makes grants or loans available for the owners of properties that a designated under Part V as Heritage Conservation Districts. The grants or loans may be used to cover the whole or any part of the cost of alterations and restorations of the designated property. The council has the right to attach any conditions or terms that they feel are warranted. Any loan made under this bylaw will have an interest rate as determined by the council and may be collected as part of the municipal portion of realty tax paid by the owner of the property. The period of the loan cannot extend past five years and the loan and any interest charges will be levied as a lien on the land and may be registered on title at the Registry Office.

Section 39.1 of the Ontario Heritage Act, 2002 as amended, states that the Minister of Finance

shall consider providing financial assistance to owners of properties designated under Part IV of the Ontario Heritage Act, who keep the heritage aspects of their property in a good state of repair.

Sections 39 and 45 of the Ontario Heritage Act allow councils to pass bylaws that create grants to owners of buildings designated under Part IV or Part V of the Act. Several municipalities, including Cobourg, London, Kitchener and Perth, have used these powers to create “Conditional Heritage Grants” or “Tax Back Grants”. These grants are equal to the amount of the annual increase in the municipal portion of the realty tax. The grants must be used to pay for part or all of the required alterations or restorations of the designated property. Both the owner and the council sign an agreement deferring any increase in tax collected for a period no less than five years and no longer than ten years. In order to qualify for these tax back grants the property must:

1. Be listed as priority 1 on the municipality’s Inventory of Heritage Resources;
2. Be designated under the Ontario Heritage Act;
3. Be rehabilitated so that it doesn’t compromise the reasons for designation;
4. Have the amount of renovations needed be sufficient to require an increase in the assessed tax rate; and
5. Not have the grant exceed the cost of work needing to be done.

Municipal and Regional Tax Relief

In the 2001 Ontario Budget, municipalities were given the ability to establish tax relief programs for heritage property owners through Section 365.2 of the *Municipal Act*, 2001. These programs are being set up to encourage the restoration and preservation of heritage buildings. The tax relief must be set between 10 and 40 percent of the taxes levied on property. Requirements to qualify for the relief are that the building must be designated under Part IV of the Ontario Heritage Act and that an easement against the maintenance and preservation of the property shall be made between the owner and the council.

The municipality funds their portion of the relief and the province will match the percentage of tax relief for the education portion of the realty tax. Properties designated as Heritage Conservation Districts would not be eligible for relief as many structures and buildings within these areas do not qualify as being of historical or architectural value.

The City of Port Colborne passed bylaw 46/40/141/04 being a bylaw to provide for ‘Tax Refunds and Reductions in Respect of Eligible Heritage Property’. Eligible heritage properties have been participating in the program since its creation.

Inspection of Heritage Properties under the Heritage Act

Any person, who is authorized by the council in writing, has the authority to inspect any property that is designated or proposed to be designated under Part IV of the Heritage Act. Notice of designation or the notice of intention to designate must have been published prior to the inspection. The inspector must provide the owner with adequate identification and the council’s written

authorization. Inspection of any designated property or a property intended for designation may take place at any reasonable time by the authorized person. No one is allowed to obstruct the investigation, conceal or destroy anything that may be relevant to the subject of the investigation.

Guidelines in Conservation of Heritage Properties

1. Respect for Documentary Evidence
 - conservation work should be based on historic documentation (photographs, drawings and physical evidence)
2. Respect for the Original Location
 - site is integral component of the building, changing this diminishes heritage value
 - do not move buildings unless there is no other means to save them
3. Respect for Historic Material
 - repair and conserve rather than replace - except where absolutely necessary
 - minimal intervention maintains the historical content and integrity of the resource
4. Respect for Original Fabric
 - repair to return the resource to its prior condition using like materials
5. Respect for the Building's History
 - do not destroy later additions to restore solely to a single time period
 - do not restore one period at the expense of another period, try to incorporate all time periods
6. Reversibility
 - alterations should be able to be returned to original conditions
(i.e. removal of stones for a door - number stones and store away for future replacement)
7. Legibility
 - new work should be distinguishable from old work
 - new additions shouldn't blur the distinction between the time periods
8. Maintenance
 - with continuous care, future restoration won't be necessary

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APPENDIES

Appendix E
HERITAGE RESOURCE EVALUATION SHEET

LOCATION: _____

	Excellent	Very Good	Good	Fair	Poor
1. Historical Significance					
Events	10	9 8 7	6 5 4	3 2	1 0
Person	10	9 8 7	6 5 4 6 5 4	3 2	1 0
Trends	10	9 8 7		3 2	1 0
2. Architectural Value					
Design	10	9 8 7	6 5 4	3 2	1 0
Style	10	9 8 7	6 5 4	3 2	1 0
Integrity	10	9 8 7	6 5 4	3 2	1 0
Architect	10	9 8 7	6 5 4	3 2	1 0
3. Environmental Context					
Landmark	10	9 8 7	6 5 4	3 2	1 0
Streetscape	10	9 8 7	6 5 4	3 2	1 0
Site	10	9 8 7	6 5 4	3 2	1 0
Bonus	5 4 3 2 1 0				

TOTAL SCORE: _____

PRIORITY: _____

PRIORITY RATING

Points

Priority

Significance

70 - 100

P - 1
Major

40 - 69

P - 2
Some

0 - 39

P - 3
Little to None

Appendix B
“Reasons for Designation” Checklist

General and clear statement of significance

- Historical
- Architectural
- Historical and Architectural

Historical Reasons - Association with:

- well known event
- well known person or group
- first or formative aspect of an historic activity or trend
- activity or endeavour of relative antiquity
- activity of substantial duration
- activity or endeavour that affected a substantial population or geographic area

Architectural Reasons

Exterior

- building envelope - plan, scale, form, style, roof, facades
- architectural elements - windows, doors, chimneys, porches
- sympathetic alterations - later additions of significant note
- missing elements (with documentation or evidence)

Interior

- structural elements - foundation, roof structure, walls, partitions
- interior plan - scale, form, floor plan, ceiling height, staircases
- mill work - baseboards, doors, mantels
- surface treatments - original plaster and lath, decorative plaster, wainscot, wallpaper, stencils, inlays, tiles, paintings
- staircases and steps
- misc. - light fixtures, fireplaces, bell-pulls, elevators, plumbing fixtures, mechanical fixtures

Context

- views and buffer zones
- relationship to adjacent properties
- built features - out buildings, fences, gates, millponds, wells, markers
- planned landscaping - gardens, trees, paths, roadways
- natural features - ravines, streams, ponds

Appendix H
Architectural Styles
In Port Colborne