

**Present:** Lynda Armstrong  
Laura Bisset, Vice Chair  
Margaret Clayton  
Lynn Collins, Chair  
Deanna Hollister  
Karey Anne Large (logged on at 7:23 p.m.)  
Paul Rolland  
Rick McDonnell  
Terry Standish

**Also Present:** Councillor Newman, Mayor's Designate  
Sarah Ferencz, Library Archivist  
Lori Tesolin, Supervisor, Policy and Heritage and Principal Planner  
Peter Henley, Staff Liaison, Planner II, Downtown Development  
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

**Regrets:** Mark McGowan  
Brian Winter, Honourary Member

---

Call to Order

1. Appointment of Chair and Vice Chair

- 1.1** The Committee was advised that the appointment for Chair and Vice Chair of the Heritage Whitby Advisory Committee for the January 1, 2022 to November 14, 2022 term would take place at this time.

Heather Ellis called for nominations for the position of Chair of the Heritage Whitby Advisory Committee.

Rick McDonnell nominated Lynn Collins for the position of Chair of the Heritage Whitby Advisory Committee.

Lynn Collins accepted the nomination.

There were no further nominations and the nominations were closed.

Heather Ellis called for nominations for the position of Vice Chair of the Heritage Whitby Advisory Committee.

Paul Rolland nominated Laura Bisset for the position of Vice Chair of the Heritage Whitby Advisory Committee.

Laura Bisset accepted the nomination.

There were no further nominations and the nominations were closed.

Recommendation:

Moved By Rick McDonnell

That Lynn Collins be appointed Chair of the Heritage Whitby Advisory Committee for a term ending on November 14, 2022.

**Carried**

Recommendation:

Moved By Paul Rolland

That Laura Bisset be appointed Vice Chair of the Heritage Whitby Advisory Committee for a term ending on November 14, 2022.

**Carried**

2. Disclosures of Interest

- 2.1** Lynn Collins declared a conflict of interest regarding Item 4.2, 72 Baldwin Street, (Part V) - Revised Sign Design, as North American Sign is one of her clients. Ms. Collins did not take part in the discussion or voting on this matter.

3. Approval of Previous Minutes

- 3.1** Minutes - December 14, 2021

Recommendation:

Moved By Paul Rolland

That the Heritage Whitby Advisory Committee minutes of December 14, 2021 be approved.

**Carried**

It was the consensus of the Committee to hear Item 4.2, 72 Baldwin Street, (Part V) - Revised Sign Design, at this time.

4. Presentations

**4.1** Jill Stanton, Landscape Architect, Town of Whitby  
Re: Cedar City Subdivision, Historic Cairn and Plaque

Jill Stanton provided a presentation regarding the Cedar City Subdivision Historic Cairn and Plaque. Highlights of the presentation included:

- a proposed historical cairn and plaque at the intersection of a new connecting trail to the Iroquois Trail;
- using the cairn as a gateway to the Iroquois Trail;
- incorporating stone salvaged from the original Cullen homestead;
- a bronze interpretive sign;
- topics under consideration for the interpretive sign such as the geological history of the land, First Nations history of the area, the Greenbelt Plan, and the Cullen Gardens Miniature Village;
- a review of existing signs in Cullen Park such as those pertaining to the Cullen Log Cabin, and Len Cullen Statue; and,
- examples of other plaque styles in Whitby such as the Matthew Crawforth (Thomas Park) House, and the Lynde House interpretive plaque.

Discussion ensued regarding:

- contacting Sue Green (née Cullen) for input regarding the plaque;
- whether multiple faces and plaques for each direction of the trail could be considered;
- including information on William Heber Down;
- engaging with Indigenous groups for input on commemorating Indigenous culture; and,
- creating a 'theme' for each direction (plaque) at the trail marker.

**4.2** Anthony Campoli, Sign Contractor, North American Sign  
Re: 72 Baldwin Street, (Part V) - Revised Sign Design

Having previously declared a conflict of interest, Lynn Collins did not take part in the discussion or voting on this matter. Laura Bisset assumed the Chair for this portion of the meeting.

Anthony Campoli provided a presentation regarding the revised sign design for 72 Baldwin Street. Highlights of the presentation included:

- elements of the revised sign design; and,
- changes in the setback of the sign from the sidewalk.

A brief question and answer period ensued regarding the dimensions and setback of the original sign design.

Recommendation:

Moved By Rick McDonnell

That the Heritage Whitby Advisory Committee supports the sign design and installation.

**Carried**

Lynn Collins resumed the Chair.

It was the consensus of the Committee to hear Item 4.1, Cedar City Subdivision, Historic Cairn and Plaque, at this time.

5. Delegations

**5.1** There were no delegations.

6. General Business and Reports

**6.1** There was no general business and reports.

7. Correspondence

**7.1** There was no correspondence.

8. Council Update

**8.1** Councillor Newman provided an update regarding:

- the Downtown Whitby Secondary Plan;
- a Zoning By-law Amendment Application for 1717 Brock Street South and a Portion of 1716 and 1718 Dufferin Street;

- a technical amendment to By-law # 1812-85 which designated 601 Victoria Street East (Emanuel Sleep House) as being of Cultural Heritage Value or Interest Under Part IV of the Ontario Heritage Act;
- the 2022 Budget Overview presentation at the February 7, 2022 Special Council meeting; and,
- a request regarding the opportunity to create new reserve funds such as a Diversity, Equity, and Inclusion Fund, a Climate Fund, and a Heritage Fund.

**9. Other Business**

**9.1 James Rowe House, 301 Front Street West**

Margaret Clayton requested information regarding 301 Front Street West, the James Rowe House. Ms. Clayton requested that staff provide an update regarding the assumption of ownership of the James Rowe House.

Councillor Newman stated that the Town Treasurer proposed that the budget and funding by the Town regarding the care and control of the James Rowe House be obtained through the reserve fund.

**9.2 Metrolinx Cultural Heritage Evaluation Report**

Margaret Clayton requested clarification from Town staff regarding three properties on the heritage register determined to not have cultural status in the Executive Summary Cultural Heritage Evaluation Report by Metrolinx. Ms. Clayton stated that her understanding was that properties listed on the heritage register were deemed heritage properties until a formal register was adopted by the Town.

**9.3 528 Dundas Street**

Margaret Clayton stated that a structure at the back of the house located at 528 Dundas Street may be the original 1-storey house.

**9.4 Special Events Update**

Rick McDonnell requested information regarding upcoming Town special events.

Peter Henley advised that a Special Events Strategy was being developed and feedback from staff was requested. He stated that he would provide an update to the Committee during the March 8, 2022 Heritage Whitby Advisory Committee Meeting.

**9.5 Insurance on Heritage Buildings Survey**

Rick McDonnell stated that a National Trust Survey regarding insurance on heritage buildings was being circulated. Mr. McDonnell requested that a link to the survey be circulated to Members of the Committee.

**9.6 Dates of Significance**

Councillor Newman stated that the Whitby Diversity and Inclusion Advisory Committee submitted dates of significance to Council. Councillor Newman requested that the Committee consider reviewing dates of historical significance that could be recognized by the Town.

A brief question and answer period ensued regarding clarifying the types of historical dates that would be considered.

Margaret Clayton advised that Rick McDonnell and Brian Winter created a list of historical events that could be considered by the Committee.

**10. Next Meeting**

**10.1** Tuesday - March 8, 2022, 7:00 p.m.  
Virtual Meeting

**11. Adjournment**

**11.1 Motion to Adjourn**

Recommendation:

Moved By Laura Bisset

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:05 p.m.

**Note: These minutes were approved by the Heritage Whitby Advisory Committee on March 8, 2022.**