

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

LACAC Heritage Whitby Members Present:

Bob Ashby  
Margaret Clayton, Chair  
John Ecker  
Rita Edgell  
Larry Jeffreys  
Jean Pierre Leguerrier  
Rick McDonnell  
Pam McPherson  
Councillor Sue Pitchforth  
Brian Winter

Also Present:

Maria McDonnell, Manager Downtown Development  
Christy Chrus, Secretary/Treasurer

Regrets:

Steve Gusterson  
Thomas Marshall-Nicol

**1. New Member & Staff Introductions / Resignation of Member**

M. Clayton noted that there is a new member, Jean Pierre, (J.P.) Leguerrier and welcomed him to the Committee. Margaret asked everyone to introduce themselves and informed the Committee that Daniel Ling has formally resigned from the Committee.

C. Chrus noted that the Clerks Department will need to advertise for this position in the coming weeks.

Note: After the meeting, the point was raised that the Committee already has 11 members and the Clerk will not need to seek a replacement for D. Ling's position.

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

**2. Nomination of Chair / Vice Chair**

C. Chrus informed the Committee that a Chair and Vice Chair will need to be selected for 2009.

Nominations were held.

B. Ashby nominated M. Clayton for the role of Chair. M. Clayton accepted the nomination. No other members stood for the position of Chair so M. Clayton was acclaimed as Chair.

Moved by: B. Ashby  
Seconded by: P. McPherson

“That Margaret Clayton acts as Chair of the Local Architectural Conservation Advisory Committee Heritage Whitby for 2009.”

**CARRIED**

The Committee decided to defer the nominations for Vice Chair until all Committee members were present.

Moved by: B. Ashby  
Seconded by: R. McDonnell

“That the role of Vice Chair be deferred until the next meeting of the Local Architectural Conservation Advisory Committee Heritage Whitby.”

**CARRIED**

**3. Declaration of Interest**

No members declared a conflict of interest for any items on the agenda.

**Minutes of the Local Architectural Conservation Advisory Committee Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of 7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

**4. Adoption of Minutes**

The Minutes of the November 18<sup>th</sup> Local Architectural Conservation Advisory Committee Heritage Whitby Meeting were distributed and reviewed.

B. Ashby noted that he was not at the last meeting and his name should be listed under Absent. Other Committee members absent from the November 18<sup>th</sup>, 2008 meeting include: Larry Jeffreys, Councillor Sue Pitchforth, Thomas Marshall-Nicol, and Steve Gusterson.

**Camp X**

B. Ashby noted that there are two conflicting terms being used in the title and the underlying statement. He wanted clarification if Camp X is a National Historic Site or Event?

M. Clayton noted that LACAC Heritage Whitby is seeking designation of Camp X through Parks Canada's National Historic Sites of Canada, as a significant event that occurred on and surrounding Intrepid Park.

C. Chrus will make the necessary changes to this section.

**4 Cassels Road West**

B. Ashby noted that the first paragraph should read as follows (changes highlighted in bold):

“John Taylor noted that the owner of 4 Cassels Road has requested that two windows on the east side of the structure be removed, and that the existing building be re-clad with a material **to match existing profiles.**”

Moved by: J. Ecker  
Seconded by: B. Ashby

**Minutes of the Local Architectural Conservation Advisory Committee Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of 7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

“That the Minutes of the November 18<sup>th</sup> meeting of the Town of Whitby Local Architectural Conservation Advisory Committee Heritage Whitby be adopted as amended.”

**CARRIED**

**5. Sub-Committee Update**

**a. Special Events**

**Doors Open Whitby 2009 (May 2<sup>nd</sup>)**

M. Clayton noted that the application form has been submitted to Doors Open Ontario and the Committee is working on establishing and confirming sites. There are a total of 11 confirmed sites to date including such places as Trafalgar Castle School, Ezra Anne's Bed and Breakfast, Station Gallery, Centennial Building, Whitby Museum and more.

M. Clayton noted that we need a minimum of 12 sites for the day of the event. The Doors Open Committee has contacted a number of other sites and are waiting to hear back. M. Clayton stated that C. Chrus, J. Taylor, M. McDonnell and herself will be meeting with a representative from Trafalgar Castle School in the coming weeks.

R. McDonnell suggested to ask the school if they could open up the chapel portion of the building to the public.

M. Clayton will bring this idea forward when they meet with the school representative.

B. Ashby noted that the two Copper Beach Trees located in front of the school are very rare in Whitby and could be highlighted as part of the tour.

R. McDonnell suggested that the university student who won an

**Minutes of the Local Architectural Conservation Advisory Committee Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of 7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

award on her paper about Trafalgar Castle School be contacted to see if she would be able to conduct tours of the building as part of the Doors Open Whitby event.

**Brooklin Spring Fair (June 4<sup>th</sup> to 7<sup>th</sup>)**

B. Winter noted that it is the 100<sup>th</sup> anniversary of the Brooklin United Church which is close to the site of the fair.

Councillor Pitchforth wondered if the committee could have a display about the history of the Spring Fair.

M. Clayton added that they could focus on the first 20 years of the fair and show some of the prize winners and some history of the families in the area.

J. Ecker noted that they could do a news release about the Brooklin Spring Fair and ask the public for information to use for a display. The information could also be documented at the Whitby Archives.

M. Clayton stated that this would be a good project for the summer student to work on.

**County Town Carnival (June 27<sup>th</sup>)**

M. Clayton recommended a display about Trafalgar Castle School for the carnival.

C. Chrus will check with Community and Marketing Services on whether or not the Carnival has already established a theme for this year.

Note: The first meeting of the County Town Carnival Committee will be held on February 19<sup>th</sup>.

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

Harbour Days (July 24<sup>th</sup> - 25<sup>th</sup>)

There was no information to report.

Harvest Festival (September 12<sup>th</sup>)

Councillor Pitchforth noted that the Harvest Festival is having its 10<sup>th</sup> anniversary this year and the event will run into the evening hours with the possibility of a street dance or dinner. They will be doing something special to help celebrate the day.

Heritage Day (September 19<sup>th</sup>)

There was no information to report.

**b. Communications / Public Awareness**

LACAC Link Spring 2009 Issue

M. Clayton stated that the newsletter could include information on the Serbian Church (formerly St. Andrew's), Trafalgar Castle School, and Myrtle Church, as they will all be celebrating their anniversaries this year.

S. Pitchforth suggested that the Committee discuss the saving of Crawforth House.

M. Clayton added that Ringwood could also be included.

**c. Designation**

4 Cassels Road West

C. Chrus noted that R. McDonnell and B. Ashby met with the owner, Kevin Spohn of 4 Cassels Road West, and made some recommendations. An online vote was conducted in December 2008 and the following resolution was passed by the Committee:

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

Moved by: J. Ecker  
Seconded by: B. Ashby

- “1) LACAC Heritage Whitby allow the existing windows on the East side of the building be removed and closed in;
- 2) LACAC Heritage Whitby allow the exterior East side be covered with a wood siding. It should be placed over the existing stucco finish. The existing stucco will serve as an extra weather protector since it is in good condition; and
- 3) LACAC Heritage Whitby allow the wood siding on the building to be replaced with a wood siding of similar profile, dimensions and colour to the existing siding. The painted version of the siding sample given to LACAC Heritage Whitby is acceptable.”

**CARRIED**

R. McDonnell noted that he was by the property the other day and work has commenced on the building.

**Camp X**

M. Clayton informed the Committee that the report went to the Planning and Development Committee on November 24th and was approved by Council.

Recommendations from report include:

- 1) That the Planning Report be received as information;
- 2) That the Planning Department report back to the Planning and Development Committee at such time as the report to proceed with the recognition process for Camp X as a National Historical Site under the Historic Sites and Monuments Board of Canada has been completed.

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

M. Clayton noted that she will be drafting a letter of support to be included in the application form for Camp X. The letter will be circulated to the following people: Whitby Mayor and Council, Oshawa Mayor and Council, Roger Anderson & Regional Council, Whitby's MP (Jim Flaherty), Whitby's MPP (Christine Elliot), Oshawa's MP, Oshawa's MPP, Camp X Historical Society, Lynn Philip Hodgson, Judy Longfield, Legion's of Brooklin, Whitby, Oshawa and William Stevenson Branches.

R. Edgell noted that a letter from Evelyn Davis, a veteran of Camp X, would be a nice addition to the application. She added that you can find her contact information from the Camp X Society.

R. McDonnell noted that in the letter of support, it should clarify that the historical plaque will be posted at Intrepid Park in Whitby.

M. Clayton stated that she would like to get the letters out at the end of January with the application being submitted in mid-March.

Councillor Pitchforth noted that it may also be good to have a letter come from B. Winter as the Town's Archivist.

C. Chrus added that the final application will need to be presented to the Planning and Development Committee for the March 16th meeting.

**Architectural Reports**

B. Winter mentioned that staff should look into the status of the following two properties:

- McMillan Block, 121 Brock Street North
- Thomas Gallagher House, 319 Dunlop Street West

He added that the historical report has been completed but an architectural report is still required.

C. Chrus will confirm the details with J. Taylor.

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

**d. Demolition**

Northeast corner of Brock Street and Rossland Road East

B. Winter informed the Committee that this building is the Pollock House which was custom built in 1943 for the Pollock family of apple farmers. The original owners were Ukrainian and the house stayed in the family for 25 years, but he is not sure who the owners are today.

C. Chrus noted that applications for a Zoning By-law Amendment and Official Plan Amendment have been submitted. The application is to permit the development of a medium and high density development comprised of 56 street townhouse units, 26 condominium townhouse units, and 719 condominium apartment and townhouse units within 5 high rise buildings ranging in height from 5 storeys to 15 storeys. This will be going to the Planning and Development Committee on January 26th.

B. Ashby asked if some of the Committee members could take a site visit to see the house.

M. McDonnell noted that we will have to seek permission from the owners of the property.

C. Chrus noted that LACAC Heritage Whitby has opportunity to comment on the application. C. Chrus will call and inquire if a site visit is possible.

M. Clayton will attend the public meeting on January 26th and raise some concerns about what is happening to the house. She will propose a list of questions to bring up at the public meeting.

8205 Baldwin Street

C. Chrus noted that the Town received a demolition permit for the house and barn located at 8205 Baldwin Street (just north of Brawley Road). The buildings are listed as significant on the

**Minutes of the Local Architectural Conservation Advisory Committee Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of 7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

Town's inventory, with an approximate year built of 1875. C. Chrus added that she has signed off on the demolition permit. There was concern amongst the Committee members that these buildings may have significance due to the year they were built.

B. Ashby questioned when these buildings were added to the significant list. He added that the Committee should go out and take a look at this site and take some photographs. Note: L. Jeffreys took photographs of the buildings after the meeting and emailed them to the Committee members for review.

R. McDonnell stated that LACAC Heritage Whitby should be able to provide comment on the demolition permit.

The following resolution was passed by the Committee.

“That Town of Whitby staff solicits input from LACAC Heritage Whitby on receipt of and prior to approval of any development applications, demolition permits, and changes to buildings on properties listed on the designation or significant list or properties of interest in the Town of Whitby.”

Moved by: J. Ecker  
Seconded by: R. McDonnell

**CARRIED**

The Committee also passed another resolution as follows:

“LACAC Heritage Whitby became aware of the demolition permit for 8205 Baldwin Street for the house and the barn at their January 13th 2009 meeting and was concerned about the significance of the building. LACAC Heritage Whitby would like an opportunity to discuss this demolition permit application further with the developer prior to demolishing the buildings.”

Moved by: R. Edgell

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

Seconded by: P. McPherson

**CARRIED**

Councillor Pitchforth asked if LACAC Heritage Whitby can meet with the developer to discuss their proposal.

The Committee members also discussed the idea of updating and reviewing the heritage inventory.

“A sub-committee of LACAC Heritage Whitby be formed in April to review and update the Heritage Inventory on an annual basis with staff and members of LACAC Heritage Whitby and the sub-committee report back at the November meeting.”

Moved by: R. McDonnell

Seconded by: J. Ecker

**CARRIED**

**6. Other Business**

**a. Ringwood**

M. Clayton informed the Committee that J. Taylor met with owners of the property in December. She noted that Staff was encouraging them to save the northwest facades of the home fronting Victoria Street and Hopkins Street. The owners seemed positive to this idea and will come back to the Town with another proposal.

**b. Whitby Pumphouse**

C. Chrus informed the Committee that she contacted the Town's Public Works Department asking if the structural report has been completed for the Whitby Pumphouse. G. Hardy, the Manager of Engineering Services, noted that they will be bringing forward a report in the spring regarding the pumphouse. C. Chrus asked for

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

LACAC Heritage Whitby to be kept up to date with this report.

**c. Crawforth House**

M. Clayton noted that the south and east facades are to be preserved and incorporated into any future designs for this site.

C. Chrus stated that they will need to set up a separate meeting with the developer to go over potential plans for building.

**d. 120 Walnut Street West – Daycare proposal**

C. Chrus presented a draft proposal to the Committee on a proposed daycare for 120 Walnut Street West. The building is not listed on the Town's heritage inventory but was built in 1852. The house to the north, 407 Bryon Street North is designated, and the three houses to the south along Bryon Street are on the significant list. C. Chrus noted that this proposal is to keep the existing building and add an addition to the north that would be similar in design. Public Works would be performing a road widening which will result in a site triangle along Walnut Street bringing the house to the street line.

**e. LACAC Heritage Whitby Website Upgrade**

This item was deferred to the February meeting.

**f. LACAC By-law No. 2683-89 Review and Update**

This item was deferred to the February meeting.

**g. Brooklin Tea House Display Board – 61 Baldwin Street**

This item was deferred to the February meeting.

**h. Brooklin Heritage Conservation District (HCD) Plan**

R. McDonnell noted that at the Volunteer Recognition night in

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

December, he had a discussion with an owner of a property in the Heritage Conservation District and the owner was concerned that there was little communication sent to the residents and property owners located within the HCD Plan boundaries.

B. Ashby stated that owners within the district need information on the type of changes they can and cannot make.

M. McDonnell informed the Committee that the Downtown section have met with the consultant of the study, Carl Bray, and are working on a number of items with regard to the HCD Plan. Since the by-law has been passed, the Heritage Conservation District has been registered on Title for each property. In addition, the Town's internal network has been updated to flag all properties within and adjacent to the Heritage Conservation District. M. McDonnell stated that in the coming months, staff will be working on a heritage application form as well as a staff training session for Planning, Building, and Engineering staff members.

M. Clayton noted that a copy of the Guidelines should be distributed to each of the property owners.

R. McDonnell added that a public meeting could be held to further inform property owners of their rights to change features within the District.

Councillor Pitchforth stated that she would like to see signs up, decals on the windows and would like to work with the Brooklin Downtown Development Steering Committee on further promoting this area.

J. Ecker stated that there could be a potential branding opportunity for the area.

M. McDonnell added that she will be doing a write up article for the downtown magazine and this will be one the featured items for the next edition.

**Minutes of the Local Architectural Conservation Advisory Committee Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of 7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

**i. 300 St John's Street**

R. McDonnell informed the Committee that the owner has a sunroom on the east side of the home and asked him about preservation of the windows. R. McDonnell provided some advice and wanted to report that the original windows have been saved.

**j. 400 King Street**

C. Chrus noted that the building plans have been submitted for this property.

**7. Correspondence**

**a. DWDC Historical Plaque Proposal**

This item was deferred to the February meeting.

**b. 2009 Meeting Schedule**

C. Chrus handed out the 2009 meeting schedule and asked if any members know in advance that they will be away, to please notify her.

**c. 2009 Members List**

C. Chrus handed out the 2009 members list and asked everyone to check their contact information and to let her know if there were any changes.

**8. Next Meeting**

The next meeting of the Local Architectural Conservation Advisory Committee Heritage Whitby will be held on February 10<sup>th</sup>, 2009 in Committee Room #1 at 7:00 p.m.

**Minutes of the Local Architectural Conservation Advisory Committee  
Heritage Whitby held on Tuesday, January 13<sup>TH</sup>, 2009, at the hour of  
7:00 p.m. in Committee Room #1 of the Whitby Municipal Building.**

---

**9. Adjournment**

Moved by: R. McDonnell  
Seconded by: R. Edgell

“That this Meeting of the Town of Whitby Local Architectural  
Conservation Advisory Committee Heritage Whitby be  
adjourned”.

**CARRIED**