



Attendees: Councillor Johnson
 Theresa Abernethy
 Shirley Curran
 Karen Emmink
 Richard Fleming
 Shawna Foxtan
 Pamela Fuselli
 Jim Simpson
 Gordon Zimmerman

Also Present: D. Bentley, City Clerk
 L. Roberts, Committee Coordinator

Item / Ref #	Details & Discussion & Conclusion <i>(summary of discussion)</i>	Action Items / Status <i>(include deadline as appropriate)</i>
1.	<p>Welcome and Introductions</p> <p>Councillor Johnson welcomed everyone and introductions were made. He noted that Council had wanted more diversity on the committee this year and stated he felt we will now have that with our new member Richard Fleming, who brings with him an urban element.</p>	
2.	<p>Terms of Reference</p> <p>Councillor Johnson turned the meeting over to Debi Bentley. Debi explained the terms of reference, explaining we would go through this tonight and receive comments, and approve it at the next scheduled meeting.</p> <p>Debi noted that she is working on having a Provincial representative come out to a future meeting.</p>	

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	<p>Debi also explained the mandate of the Committee through the handout. She went over some of the main points of the draft terms of reference:</p> <ul style="list-style-type: none"> • All minutes must be published • We are under strict rules as per the <i>Municipal Act</i> • Agendas will be on the website one week prior to the meeting • Minutes will be marked as “unapproved” and on the website within a week <p>Pamela noted that she would like the Committee to have the opportunity to meet with Council outside of a regular Council meeting to provide more opportunity for debate, rather than being limited to 10 minutes.</p> <p>Discussion ensued on this matter. Some suggestions made:</p> <ul style="list-style-type: none"> • Invite Council to attend a Heritage Pickering Advisory Committee meeting • Councillor Johnson felt we should invite Council as a whole to our meeting • Meet with Council on a Monday evening prior to the regular meeting • It was suggested using a 5th Monday for a meeting date and combining this with the Mayor’s Town Hall Forum. Holding a meeting on a Monday would enable the majority of Councillors to be available to attend. It was noted the difficulty in scheduling around the Councillor’s schedules, as many of them attend numerous meetings throughout the week. • Member felt that inviting members to a scheduled Heritage meeting would be the best <p>Debi explained the new meeting schedules as well as the delegation process.</p> <p>The new Council schedule to be emailed to all members</p> <p>Debi will let Council know about the request for an increase in the number of Committee Members in a report at the end of the two years. Any changes can be addressed at that time.</p>	<p>Linda to send</p>

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	<p>It was noted that a Chair is to be elected for a one year term, but this term could continue with the consent of the membership for each year after.</p> <p>Jim questioned the rules for the public to attend meetings. Debi explained there is no need for the public to request a delegation, although the Committee could certainly decide to do this if need be. Debi suggested using the agenda as a means to control the public attending and speaking on matters.</p> <p>Gordon Zimmerman questioned whether the Committee could go directly to staff on certain matters in between the Committee meetings. Debi confirmed that this was acceptable, but should be directed through herself or the Deputy Clerk as the designated staff resource.</p> <p>Pamela questioned the funding for plaques, which Debi confirmed comes out of this budget.</p> <p>Discussion ensued on purchasing policies, sourcing and obtaining quotes. Pamela indicated that previously there had been no guidance on procedures, and Jim requested that we be informed with respect to these procedures.</p> <p>It was requested that any changes or recommendations on the terms of reference be emailed to Linda Roberts, prior to the next meeting date.</p> <p>Pamela requested clarification on the wording of conservation of property in the terms of reference</p>	<p>Debi to confirm wording in legislation</p>
3.	Workplan	
	<p>Debi indicated the Clerk's Division had comprised a binder of heritage properties, and indicated they are still in the process of compiling everything. She suggested we compile ideas this evening and asked what we would like to see accomplished. The following suggestions were made:</p> <ul style="list-style-type: none"> • Completion of Tullis and Evergreen Cottage designations • 2 designations for Glen House and Wilson House require plaques • extension of Whitevale Heritage designation • individual designations as opposed to the community as a whole need to be pursued 	

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	<ul style="list-style-type: none"> • Inventory – should be a major priority to get this on a database • Software for database was discussed. It should be accessible to the public. Possible links from City’s website to Heritage were discussed. • Whitevale Heritage Conservation guideline documents need to be reviewed. Guidelines are indicated, but there is no procedure in place to allow for enforcement or to actually follow these guidelines. • Education – through Heritage Pickering brochure – need to have display material available • The Key Stakeholders Meeting for the City of Pickering Cultural Strategic Plan is looking for a heritage representative to sit on their committee. Pamela has indicated that she has been asked to do this. • Develop an education package for people interested in purchasing or those already living in heritage homes. Keep it simple, just information to advise people what can and cannot be done • Plaques for designated houses in Whitevale district. Recognize each home as opposed to the community as a whole, but the cost may be too extensive. • Partnership with community – not the City’s responsibility – Thornhill was used as a good example. Possibly look into this for next year. • Inventory of the Seaton lands – is Province taking on City’s role? To check with Neil Carroll • Gordon questioned whether the City would have a staff member in a heritage position. Debi explained this is still under review, but noted we do have the Chief Building Inspector to assist as required. • Resource library for heritage owners – data base of information, i.e. upkeep of houses, repair work, termites, who to call, etc. would be beneficial to pursue. • Dunbarton – the importance of designating Dunbarton as a heritage community was considered 	
4.	Correspondence	
4.1	<p>Email from Susana Romero Debi referred to the hand out regarding 1685 Taunton Road;</p> <ul style="list-style-type: none"> • Cultural Heritage Evaluations conducted on site – to be reviewed • Potential cultural heritage interested – cannot determine at this time 	

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<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<ul style="list-style-type: none"> • Not identified as a Cultural Heritage property • Will it affect the heritage potential or value – no • Is there a property of identified heritage and/or archaeological interest within 500 metres – potentially yes • Is this a heritage support property <p>Ministry of Municipal Affairs and Housing – received for information</p> <p>Heritage Conservation - Budget for one member to attend Consensus was to send Gordon Zimmerman Membership Renewal – yes</p> <p>Email from Doris Chee regarding attendance at the April meeting of the Project Management Committee of the Seaton Trail Management Plan.</p> <p>Additional correspondence received regarding the Tapestry Event. We could take brochures, possibly put something together</p> <p>Royal Canadian Legion – Easter Parade – possibly look at this for next year.</p>	<p>Pamela to respond</p> <p>Pamela to attend</p>
5.0	Heritage Permit Application & Designations	
6.0	<p>Debi updated the Committee on 2390 Rosebank Road. She advised that this will be on the next agenda, as the applicants will be attending the next Heritage Pickering meeting. They were sending some revised drawings to Tim Moore for his review.</p> <p>Debi noted that Tullis Cottage and Barclay House were both designated in 2004. Research by the Clerk's Department indicated that the by-laws had been passed but no further registration of the by-laws took place. It was also noted that we were working with the City Solicitor to formalize procedures.</p>	
6.0	Other Business	
<p>6.1</p> <p>6.2</p>	<p>Pamela questioned whether we have a notification process in place for mailouts. Debi suggested we could follow the same procedure currently in place for our zoning mailouts, based on the heritage permit application.</p> <p>Requesting permission from the Province to waive the fees at the Land Registry Office. This request is done on a yearly basis.</p>	

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6.3	Whitevale Spring Festival – Jim requested participation to have a booth/display at the Community Centre to promote Pickering’s heritage. Event to take place May 26 th . Concensus was to participate.	
6.4	Discussion on blocking of hotmail emails. Pamela offered to monitor the Heritage hotmail account for six months and forward accordingly. It was agreed the new e mail would be heritagepickering@pickering	
	It was agreed that any emails should be directed to Linda Roberts, Committee Coordinator	
7.0	Next Meeting	
	Tuesday, April 17, 2007 at 7:00 pm. To be finalized: 2007 Terms of Reference 2007 Workplan	

Meeting Adjourned: 8:50 pm

Copy: Mayor Ryan
Members of Council
Chief Administrative Officer