



Heritage Whitby Advisory Committee Agenda

Tuesday, April 14, 2026, 7:00 p.m.

Hybrid Meeting

Whitby Town Hall

This Advisory Committee meeting will be held in a hybrid meeting format. Members of the public may attend this meeting virtually or in-person. Those wishing to attend the meeting virtually are required to email clerk@whitby.ca by 8:00 a.m. on the day of the meeting in order to obtain the virtual meeting link.

Should you wish to provide comments regarding a matter being considered below, please submit written correspondence and/or a Delegation Request Form.

- **To submit written correspondence**, please email your correspondence to the Office of the Town Clerk at clerk@whitby.ca by noon on the day of the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.
- **To speak during the Advisory Committee meeting either in-person or virtually**, please submit a [Delegation Request Form](#) online to the Office of the Town Clerk by 8:00 a.m. on the day of the meeting. Should you be unable to access a computer, please call 905.430.4300 to speak with a Staff Member.

A Revised Agenda may be published on a later date. Late items added or a change to an item will appear with an asterisk beside them.

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1. **Call to Order**
 2. **Declarations of Conflict of Interest**
 3. **Approval of Previous Minutes**
Recommendation:
That the Heritage Whitby Advisory Committee minutes of March 10, 2026 be approved.
 4. **Presentations**
 - 4.1 Ben Daub, Heritage Planner, LHC Heritage Planning and Archaeology
Re: Cultural Heritage Evaluation Reports (CHERs) - Municipal Heritage Register Review
 5. **Delegations**
 6. **General Business and Reports**

6.1 Staff Update

7. Council Update

8. Other Business

9. Next Meeting

Tuesday, May 12, 2026 - 7:00 p.m.

10. Adjournment

Recommendation:

That the meeting adjourn.



Heritage Whitby Advisory Committee Minutes

March 10, 2026, 7:00 p.m.
Hybrid Meeting
Whitby Town Hall

Present: Margaret Clayton
Deanna Hollister
Lisa Johnson
Richard Klingler
Rick McDonnell
Don Mitchell
Paul Rolland, Vice-Chair
Vincent Santamaura, Chair
Terry Standish

Regrets: Brian Winter, Honourary Member

Also Present: Councillor Mulcahy, Mayor's Designate
Edward Belsey, Senior Manager, Policy and Heritage Planning
David Johnson, Staff Liaison, Planner II, Heritage
Heather Ellis, Council and Committee Coordinator (Recording Secretary)

1. Call to Order

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Approval of Previous Minutes

Recommendation:

Moved by Paul Rolland

That the Heritage Whitby Advisory Committee minutes of February 10, 2026 be approved.

Carried

4. Delegations

There were no delegations.

5. General Business and Reports

5.1 Heritage Whitby Advisory Committee Annual Report

David Johnson provided details of the Heritage Whitby Advisory Committee Annual Report which included:

- the number of Heritage Permits received and approved;
- heritage designations completed in 2025;
- a summary of presentations provided to the Committee;
- key accomplishments, including updates on the Pump House and James Rowe House;
- cultural heritage promotion and participation in Town events; and,
- ongoing heritage projects and planned initiatives for 2026.

A question and answer period ensued regarding:

- including a year-over-year comparison of Heritage Permit applications and approvals;
- whether interior alterations were made to the Pump House to support its new use;
- adding a photograph of the James Rowe House to the annual report; and,
- including information about mentoring a summer student in the annual report.

6. Council Update

Councillor Mulcahy provided an update regarding:

- Whitby Council's approval of Town-initiated Official Plan Reviews;
- Whitby Council's approval of a motion requesting the Province and Integrity Commissioner to implement disclosure requirements for third-

party consultants and strategic advisors engaged by Members of Council outside election periods;

- ongoing construction of the Fieldgate Sports Complex;
- recognition by Festivals & Events Ontario of the Home Sweet Home Festival as the 2025 Best New Festival or Event;
- Whitby Council's direction to Staff to report back on a Hotel and Conference/Convention Centre Attraction Program;
- Whitby 55+ Recreation Centre celebrating its 50th anniversary; and,
- the Snow Angels program which acknowledges residents who assist neighbours with snow removal.

7. Other Business

7.1 Heritage District Public Awareness

Rick McDonnell inquired about how properties were identified as requiring a Heritage Permit prior to any work being undertaken.

David Johnson outlined the Town's internal processes used to flag designated heritage properties and ensure permit requirements were applied to proposed changes.

Discussion ensued regarding:

- types of applications that trigger the need for Heritage Permits;
- procedures related to Demolition Permit applications;
- options to enhance public awareness of heritage districts, including providing notice packages during property ownership changes;
- best practices from other municipalities to improve heritage district awareness; and,
- the potential installation of heritage district signage at key entry points to Heritage Conservation Districts.

8. Next Meeting

Tuesday, April 14, 2026 - 7:00 p.m.

9. Adjournment

Recommendation:

Moved by Lisa Johnson

That the meeting adjourn.

Carried

The meeting adjourned at 7:45 p.m.