



City of St. Catharines

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**PORT DALHOUSIE HERITAGE DISTRICT ADVISORY COMMITTEE
MINUTES**

Meeting of Thursday, January 31, 2013

PRESENT: John Bacher
David Bergen
Peter Connolly
Carlos Garcia
David Roberts
Norman Rockwell
Jim Rowbottom
Bob Sennett
Holly Washuta
David Webb

COUNCIL: Councillor Len Stack
Councillor Bruce Williamson

STAFF: Sandra Burrows, Planning and Development Services
Sara Epp, Planning and Development Services
Bonnie Nistico-Dunk, City Clerk, Corporate Support and Services
Jim Riddell, Planning and Development Services
Britney Williamson, Planning and Development Services

REGRETS: David Roberts

ABSENT: Anita Hofmann-Caslin

1. CALL TO ORDER

David Webb took the chair and called the meeting to order in Committee Room 1 at 5:00 p.m.

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 Meeting of PDHDAC, December 20, 2012

Further to Item 3(a) of the December 20, 2012 minutes, David Webb noted some municipalities commission historical studies; prices average approximately \$500 per day.

Moved by: Councillor Bruce Williamson
Seconded by: Peter Connolly

“That the PDHDAC ratify and adopt the minutes of the PDHDAC meeting held Thursday, December 20, 2012, copies having been previously distributed.”

CARRIED

3. DELEGATIONS

3.1 Bonnie Nistico-Dunk, City Clerk;

RE: Policy and Procedural Training for Committees of Council

Bonnie Nistico-Dunk, City Clerk, introduced herself to the PDHDAC. Bonnie has been working on an Advisory, Boards and Commissions (ABC) handbook for all committees of Council over the last several months and will provide the handbook to the PDHDAC when it is finalized. Bonnie made a short presentation, touching on accountability and transparency (Bill 130 – January 1, 2008), conflict of interest and other items that are included in the handbook. Under the Ontario Heritage Act, the PDHDAC's responsibility is to advise Council on heritage matters. This role, along with the Committee's procedural terms, should be outlined and adopted by in a by-law.

Bonnie then opened the floor to the Committee. Councillor Williamson inquired about meetings outside of the regular PDHDAC meetings; for example, meetings between only a select number of members or exclusive discussions over email. Bonnie reinforced that a procedural by-law should be adopted to address these matters, including a code of conduct for members. Currently, by default, the PDHDAC should be operating in accordance with Council's Procedural By-law and Code of Conduct, copies of which were provided to the Committee at the December meeting. David Webb noted that upon receipt and review of the handbook, the PDHDAC may want to request another session with Bonnie. David also noted the importance of clarifying members' individual opinions versus the opinion of the PDHDAC as a whole. Bonnie noted that the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requires that personal information associated with applications be kept confidential, and members should not be discussing this information outside of committee meetings.

It was then,

Moved by: John Bacher
Seconded by: Carlos Garcia

“That the PDHDAC receive the presentation from Bonnie Nistico-Dunk, City Clerk, for information purposes.”

CARRIED

4. BUSINESS

N/A

5. NEW/OTHER BUSINESS

5.1 42 Ann Street

File Number: 10.64.144 D4

Staff provided an update on the demolition of the dwelling at 42 Ann Street. The City Solicitor has advised Staff that the PDHDAC is only required to evaluate a heritage permit for the proposed new dwelling. A heritage permit for the demolition, which has already occurred, cannot be considered retroactively.

It was then,

Moved by: Carlos Garcia
Seconded by: Norman Rockwell

“That the PDHDAC hold a special meeting to consider the heritage application to construct a new dwelling at 42 Ann Street on Thursday February 7, 2013 at 4 p.m.”

CARRIED

Britney Williamson will confirm the location of the meeting as soon as possible.

6. INFORMATION/CORRESPONDENCE

N/A

7. ADJOURNMENT

There being no further items of business, the meeting adjourned at 6:30 p.m.

The next regular meeting is scheduled for Thursday, February 28, 2013.

Committee members should advise Britney Williamson at 905-688-5601 (Extension 1704) or brwilliamson@stcatharines.ca if they are unable to attend the meeting or did not receive the item(s) noted in the agenda.

Minutes prepared by:
Sara Epp
Student Planner
Planning Services