

## **COMMITTEE OF THE WHOLE – FEBRUARY 7, 2005**

### **WALLACE HOUSE STEERING COMMITTEE - TERMS OF REFERENCE**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Director of Recreation & Culture recommends:

That the attached report on the Historic Wallace House be received for information.

#### **Purpose**

To provide Council with background information on the status and Terms of Reference of the Historic Wallace House Steering Committee (hereinafter referred to as the Steering Committee).

#### **Background - Analysis and Options**

Council at its meeting of October 12, 2004, requested that staff and the Wallace House Committee review the draft "Proposal of the Wallace House Task Force Steering Committee" prepared by Jan Poot and bring forward a report.(Attachment #2)

In May 2004, the Wallace House Task Force formed the Historic Wallace House Steering Committee to address organizational and program delivery structures appropriate for the adaptive re-use of the Historic Wallace House. On October 25, 2004, the Steering Committee met to review the proposal submitted by Jan Poot dated September 29, 2004 along with a draft terms of reference presented by staff based on this proposal.

The committee adopted the Historic Wallace House Terms of Reference (attachment #1) and have been meeting to develop an appropriate organizational structure, mandate, goals, objectives, policies and program/delivery system for the use of the house. Those items referring to governance, facility allocation, user fees, membership, staff support and operational costs as outlined in Jan Poot's report will continue to be reviewed as part of this process by the Steering Committee and staff.

#### **Relationship to Vaughan Vision 2007**

The Historic Wallace House Steering Committee will encourage the preservation and adaptive re-use of this significant historical structure to enhance the cultural fabric of the community. This benefits the City by supporting collaborative cultural resource management, community access to their cultural heritage and healthy community building.

This report is consistent with the priorities previously set by Council and existing staff resources are in place to work with the Historic Wallace House Steering Committee. Any further resources will require Council approval.

#### **Conclusion**

The Mandate of the Steering Committee is to preserve the Nathaniel Wallace House in Woodbridge as a structure of heritage significance and investigate its adaptive re-use as a cultural heritage resource centre for the community.

The Steering Committee will make recommendations for and establish the organizational structure, mandate, goals, objectives, policies and a program delivery system for this heritage facility.

**Attachment**

1. Terms of Reference for Historic Wallace House Steering Committee.
2. The draft "Proposal of the Wallace House Task Force Steering Committee" prepared by Jan Poot

**Report Prepared By**

Diane LaPointe-Kay,  
Director of Recreation & Culture, ext. 8117.

Respectfully submitted,

Marlon Kallideen  
Commissioner of Community Services

## Historic Wallace House Terms of Reference

### **Status**

The Historic Wallace House Steering Committee (hereinafter referred to as the Steering Committee) was established in May 2004 to determine the best adaptive re-use of the Nathaniel Wallace House as a public facility highlighting Woodbridge's cultural heritage for the benefit of the community. The Steering Committee will formally investigate and establish an appropriate organizational structure, mandate, goals, objectives, policies and program/delivery system for the use of the house. The Steering Committee is a representative committee of various community organizations, city staff, municipal and regional councillors.

### **Guiding Principles**

1. Citizens should have access to and be able to experience their community's cultural heritage.
2. Cultural heritage contributes to a sense of identity, pride of place, values and quality of life.
3. Cultural resource management needs to be considered in the context of the cultural landscape and history of the community.
4. Cultural resource management and sustainability are most effectively achieved when the public sector, private sector and the community collaborate in the process.
5. Cultural resource development contributes to the personal social, educational, environmental, and economic benefits of the community.
6. The Historic Wallace House site and integral components are artifacts and must be preserved and managed within the appropriate heritage parameters.

### **Mandate**

The Steering Committee is committed to the preservation of the Nathaniel Wallace House as a structure of heritage significance and to its adaptive re-use as a cultural heritage resource centre. The Steering Committee will make recommendations for and establish:

- the organizational structure;
- the mandate, goals and objectives;
- the program delivery system for the organization; and
- the policies (exhibition, education, collection, sponsorship, volunteer, etc) of this heritage facility.

### **Steering Committee Members**

Ken Maynard, Chair	Rotary Club of Woodbridge
Jennifer James, Vice-Chair	Community Representative
Martha Bell, Treasurer	Friends of the Village
Joyce Bockmaster	Woodbridge Garden & Horticultural Society
John MacDonald	Community Representative
Jack Maynard	Heritage Vaughan
James Maynard	Friends of the Village
Linda Mae Maxey	The Woodbridge Agricultural Society
Jan Poot	Community Representative

### **Staff Representatives**

Diane LaPointe-Kay	Director of Recreation & Culture, City of Vaughan
Kat Runnalls	Acting Manager of Cultural Services, City of Vaughan

### **Regional & City Council Representatives**

Linda Jackson	Regional Councillor, City of Vaughan
Tony Carella	Councillor, Ward 2, City of Vaughan

### **Administrative Support**

Meeting minutes will be recorded by City of Vaughan, Cultural Services Staff and circulated to the committee members and representatives.

### **Term**

The Steering Committee will remain in place until an organizational structure, mandate, goals, objectives, programs, services and policies are developed.

**Nathaniel Wallace House  
Draft  
Proposal of the Wallace House Task Force Steering Committee**

**1. THE COMMITTEE**

The Wallace House Task Force Steering Committee (the "Committee") is an informal group of individuals with strong ties to and interest in the Woodbridge Community and, in particular, the future uses of the Wallace House. These individuals are in all cases involved in at least one, and often more than one, community based not for profit organizations such as: Rotary Club; Woodbridge Garden & Horticultural Society; The Woodbridge Agricultural Society; "Friends of the Village"; Heritage Vaughan.

**2. MANDATE OF THE COMMITTEE**

Although not being formally constituted, and receiving no formal mandate from the City, the Committee did receive an informal mandate from the City to meet, review and consider proposed future uses of the Wallace House.

For this purpose members of the Committee have met on a number of occasions to discuss the history of the Village of Woodbridge and the strong role played therein by the Wallace House and to discuss all of the many possible uses that may be made of it by the community.

The Committee is of the view that there is no one "best use" for the Wallace House, but rather that it should serve as venue for as wide as possible a range of Community activities, such as:

- meetings by not for profit organizations of Woodbridge for social, cultural, educational and historical purposes
- Special Event days to celebrate Canada Day, Labour Day, Remembrance Day
- Garden Tours
- Art shows
- Heritage displays
- Tourist Information Centre
- and a host of other events and purposes

The Committee's recommendations contained in the Proposal submitted herewith have the full support of all of the members of the Task Force and other persons attending its meetings from time to time.

**3. PROPOSAL FOR USE OF WALLACE HOUSE**

The Committee realizes that it would be impossible at this stage to anticipate who the many users of the facility might be. It has merely identified a number of possible uses and users (some of which are referred to above).

The Committee believes that the best way to get the Wallace House to function to its highest and best use would be to set up a structure that is designed to bring this about. The Committee accordingly proposes the following:

- a. That the City of Vaughan incorporate a "Not for Profit" corporation to assume responsibility for the Management and Operation of the Wallace house (herein referred to as the "Wallace House Corporation").
- b. That the Purpose (or "Mission") of the Wallace House Corporation would be to make its premises available to a wide variety of not for profits groups, societies and associations in' Vaughan (but particularly in Woodbridge) for the purpose of fostering and promoting educational, cultural and social purposes generally and in particular those which serve those purposes in Vaughan.
- c. The City of Vaughan would be the sole shareholder of the Wallace House Corporation, but the Wallace House Corporation would be managed by a Board of Directors to be appointed by the City. It is proposed that the City appoint a Board that is widely representative of all cultural and social groups in Woodbridge and in particular those with a demonstrated interest in the Community and in particular, the future of the Wallace House.
- d. That not for profit organizations should at all times be given priority in use allocation, but that uses by profit based organizations be permitted provided that this would only take place where this does not conflict with the primary "not for profit" uses and users.
- e. That the Board shall be entitled to decide what, if any, charges be established by "not for profit" and "for profit" organizations.
- f. That the City pay for the structural maintenance and upkeep of the Wallace House, but provide the Board with a Budget for the operation of the Wallace House on an annual basis.
- g. It is proposed that the Wallace House Corporation have a permanent part time employee whose duties would be to set up and clean the house before and after meetings, be the custodian of the key, and supervise the security of the premises.
- h. It is proposed that for the time being no fee be imposed for the use of the premises by "not for profit" groups, but that "for profit" users be required to pay in accordance with an appropriate fee schedule (to help maintain the premises).
- i. It is also suggested that the possibility of creating a membership for the Wallace House.

The foregoing is respectively submitted this 29<sup>th</sup> day of September by the Members of the Wallace House Task Force Steering Committee.