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[accessibility@ajax.ca](mailto:accessibility@ajax.ca) or 905-619-2529 ext. 3347

## 1. Call to Order

## 2. Disclosure of Conflict of Interest

## 3. Approval of Minutes

**3.1 June 1, 2016** .....Page 3

## 4. Presentation/Discussion Items

**4.1 Doric Masonic Lodge Renovation (15 minutes)**  
Ryan Cole, Capital Projects Technologist, Operations

**4.2 Amendment to Mandate of Ajax Archives [B. Kriz] (10 minutes)**.....Page 7

**4.3 Expansion of Heritage Register: Strategies & Process [M. Sawchuck] (10 minutes)**.Page 12

**4.4 Synopsis of HMS Ajax 40th Anniversary Events & Archives Additions [B. Kriz] (10 minutes)**

**4.5 Heritage Conservation District Signage [M. Sawchuck] (10 minutes)**

**4.6 Town of Ajax Website Updates [B. Kriz] (5 minutes)**

## 5. Correspondence (5 minutes)

**5.1 Committee Round-up Event**..... Page 22

**5.2 2016 Patrick Sheehan Award Recipient Thank-yous**..... Page 23

## 6. Update from Council (5 minutes)

## 7. Standing Items

**7.1 Work Plan Review & Subcommittee Sign-up [S. Moore] (10 minutes)**..... Page 25

**7.2 Heritage Permit Updates [M. Sawchuck] (5 minutes)**

- 90 Old Kingston Road

**8. Other Business (10 minutes)**

**8.1 Upcoming Dates & Events**

- Patrick Sheehan Award Presentation – Ajax High School [B. Kriz]
- Culture Days – Spirit Walk
- Doors Open
- Heritage Workshops [M. Sawchuck]
- Diversity Conference [S. Moore]

**9. Adjournment**

**Next Meeting Date:** *Wednesday, October 5, 2016 at 6:00 p.m., River Plate Room, Town Hall*



**DRAFT MINUTES**  
**Heritage Advisory Committee**

June 1, 2016

*River Plate Room, Town Hall*

*Meeting No. 5*

**Alternative formats available upon request by contacting:**  
[sarah.moore@ajax.ca](mailto:sarah.moore@ajax.ca) or 905-619-2529 ext. 3347

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Committee Members: Councillor Pat Brown  
Bruce Balsdon  
Beverley Briggs  
Gina Collymore  
Camille Graham  
Paul Hébert  
Antonella Inglesi-Grossi  
Darrell Mader  
Stephen White

Regrets: Patrick Doyle

Staff: Brenda Kriz, Records Manager & FOI  
Michael Sawchuck, Senior Planner  
Sarah Moore, Committee Coordinator

Guest: Dan Joseph, Property owner of 511 Kingston Road West  
Alexander Harras, Manager of Legislative Services, Deputy Clerk

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**1. Call to Order**

Chair White called the Meeting to order at 6:00 p.m.

**2. Disclosure of Conflict of Interest**

None

**3. Approval of Minutes**

Moved By: P. Brown  
Seconded By: A. Inglesi-Grossi

That the May 4, 2016 Meeting Minutes of the Heritage Advisory Committee be approved.

CARRIED

**4. Presentation/Discussion**

**4.1 511 Kingston Road West**

Dan Joseph, property owner of 511 Kingston Road West, addressed the Committee to request removal of his property from the Heritage Register. He believes the property should be

removed in order for it to be developed without encumbrance by a future owner. He highlighted details of deterioration and noted leaking in the basement. He circulated photos.

Members posed questions relative to the condition of the building and to Mr. Joseph's plans for the property should it be removed from the Register. M. Sawchuck reviewed the Committee's evaluation of the property under the *Ontario Heritage Act* criteria. He provided an overview of the intent of the proposed Heritage Register to act as a tool to inventory heritage properties. He noted that placement of a property on the register does not infringe the property owner's rights in any way, other than providing the Town with 60 days to review any demolition permits rather than the standard of 10 days. He encouraged the Committee to make its decision based on the heritage value of the property.

D. Joseph inquired whether there is an appeal process to the Committee's decision. S. Moore reaffirmed that the Committee's role is to advise Council and that Council would have the final say on the matter. M. Sawchuck agreed to forward copies of the Heritage Register pages as well as the Committee's recommendation in writing to Mr. Joseph.

#### **4.2 Update on War Time Homes Plaque Unveiling**

M. Sawchuck shared photos and a summary of the May 20, 2016 plaque unveiling event. The event was attended by over 60 people and included information displays and refreshments. Chair White emceed the event and introduced speakers including Mayor Parish, Joe Dickson and Dev Ramkallie (for MP Mark Holland).

#### **4.3 Update on Memorial Wall at Veterans Point**

B. Kriz provided members with an update on the installation of a memorial wall at Veteran's Point. She circulated elevations and photos and displayed mock-ups of the plaques. The unveiling of the memorial will be held at 2 p.m. on Friday August 26, 2016, and a military flyover has been approved. Reminder details of additional anniversary events will be circulated to Members via email over the summer months.

#### **4.4 Ontario Heritage Conference Overview**

P. Hébert and Chair White shared a summary of the sessions they attended at the 2016 Ontario Heritage Conference in Stratford & St. Mary's relative to:

- Aboriginal Rights during excavation and preservation
- Heritage home designation in rural areas
- Women who took jobs from men during the war
- Post-war building design panel
- Heritage Bridge restoration

The 2017 Ontario Heritage Conference will be held in Ottawa, Ontario on June 7, 2017.

#### **4.5 Discussion of Item 4.1**

M. Sawchuck reviewed the Committee previous evaluation of 511 Kingston Road West using Regulation 9/06 and provided further information on the building's architecture. The property is representative of a wave of redevelopment in the Kingston Road area during the early –

mid 20<sup>th</sup> century. The house is of the Arts and Crafts style, with red-black brick, cedar shingles in the gables and an asymmetrical frontispiece entrance. It was clarified that having a property listed on the Heritage Register does not prevent it from being redeveloped. M. Sawchuck noted that the Town had been contacted regarding the potential land assembly and development of four parcels of land along Kingston Road West. He noted that Mr. Joseph was informed that if the property were to remain on the Register, he would be eligible for a Façade Improvement Grant under the Pickering Village Community Improvement Program.

Moved By: B. Briggs  
Seconded By: A. Inglesi

That the Town of Ajax Heritage Advisory Committee uphold its decision to include 511 Kingston Road West as a property on the proposed Heritage Register.

CARRIED

Members posed questions relative to the appeal process and the context wherein a property could be removed from the Register. M. Sawchuck noted that removal from the register could be supported if a property's heritage attributes were removed or in a state of serious disrepair or if the reasons for inclusion on the register could be proven to be inaccurate (e.g. if a property was included for its rarity but it was found that there were several similar properties in the Town). A. Harras noted that any appeal would be heard by Members of Council.

## **5. Correspondence**

Several resource documents, newsletters and magazines were noted to be on display and available for the Committee's interest.

## **6. Update from Council**

Councillor Brown provided details of a June 13, 2016 open house meeting in Council Chambers regarding the new waterfront policies.

## **7. Standing Items**

### **7.1 Work Plan**

This item was not discussed in detail.

### **7.2 Heritage Permits Update**

None.

## **8. New/Other Business**

Updates

M. Sawchuck informed the Committee that staff continue to work with the owner of the Westglen Property to modify details of the proposed Draft Subdivision plan. Further details will be presented to the Committee at a later date.

M. Sawchuck noted that a staff report regarding National Historical Event Designation of D.I.L. will be included on the June 13, 2016 General Government Committee agenda.

M. Sawchuck noted that the education plaques reviewed by the committee to be installed at Workmen's Circle are ready for printing. Mock-ups were available for viewing. He noted that the Town has received a demolition permit for the site and will be visiting the site prior to take photos.

## **9. Adjournment**

Moved By: A. Inglesi-Grossi  
Seconded By: P. Brown

That the June 1, 2016 Meeting of the Heritage Advisory Committee be adjourned. (7:40 p.m.)  
CARRIED

## **TOWN OF AJAX REPORT**



**REPORT TO:** General Government Committee

**SUBMITTED BY:** Martin de Rond, Director of Legislative and Information Services/Town Clerk

**PREPARED BY:** Brenda Kriz, Records and FOI Co-ordinator

**SUBJECT:** Amendment to Mandate of the Ajax Archives

**WARD(S):** N/A

**DATE OF MEETING:** September 12, 2016

**REFERENCE:** By-law 18-2010

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### **RECOMMENDATION:**

**That By-law 18-2010, being a by-law to establish the Ajax Archives, be repealed in its entirety and the attached revised by-law be recommended to Council.**

### **BACKGROUND:**

While the Town of Ajax is a relatively young municipality, it has an unusual and unique history. It is fortunate that so many have taken steps to preserve and document the evolution of this farming area into the thriving Town that it has become. Few municipalities have the opportunity to record and document the growth of their respective communities; however, with Ajax being so young and still having access to several of the “founding fathers”, the Town has been presented with a truly exceptional situation.

Town Council established the Ajax Archives in 2010 to manage and preserve the unique and extensive history of the municipality. The collection includes hundreds of artifacts, including original shells made in the Defence Industries Limited (DIL) plant, models of the H.M.S. Ajax, and items made from the teak of the 7<sup>th</sup> H.M.S. Ajax.

There are over 3,000 photos, which date back to the mid 1800's, documenting the growth and development of the Town. Documents in the collection include the entire collection of the DIL publication “The Commando”, as well as all original minutes and by-laws of Council for the Village of Pickering, the Improvement District of Ajax and the Town of Ajax. The oldest original document in the archives is the Declaration of Incorporation of the Pickering Fire Company, dated October 31, 1891.

## **DISCUSSION:**

The Archives Advisor of the Archives Association of Ontario (AAO) visited the Ajax Archives in 2007 and 2011 for the purpose of assessing the condition of the collection and the storage area. Several recommendations with respect to best practices relating to moving forward with an archive project have been implemented.

The first recommendation was to create a mandate and collection policy for the archives (as established in By-law 18-2010). The mandate of the Ajax Archives is to ensure that only items which relate to the history, development and growth of the Town are accepted and preserved.

The mandate, as outlined in By-law 18-2010, did not specifically address the acquisition of items as they may relate to the HMS Ajax, HMS Exeter or HMS Achilles, or the crew of those ships.

A close relationship has been maintained with the HMS Ajax and Veterans Association, and with several milestone events over the past decade, there has been several opportunities to receive visitors from abroad associated with the ships, either the veterans themselves or family of the veterans. Many of the visitors have donated, or offered to donate, items to the Ajax Archives.

With finite space in the Ajax Archives, it is important that only items that fall within the mandate be accepted or acquired. Therefore, it was determined that the mandate of the archives be amended to clarify the collection of items as they pertain to HMS Ajax during WWII, HMS Exeter and HMS Achilles in relation to the Battle of the River Plate and the 8<sup>th</sup> HMS Ajax in respect to its visit of 1976.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications arising as a result of the proposed changes to the mandate of the archives. The Ajax Archives is not intended to serve as a revenue generating service; however, a fee schedule is included in order to provide compensation to the Town for search requests and reproduction of archival documents to requesters.

## **COMMUNICATION ISSUES:**

Information programs are developed and carried out to increase public awareness and appreciation of the history of the Town of Ajax. Progress has been made on this endeavor with the display cases in Town Hall which allow for the prominent display of historic information and artifacts. All information about the archives mandate posted on the Town's website and elsewhere will be updated to reflect the proposed changes. Staff continue to work with Communications staff to develop and publish appropriate messaging about the archives.

## **CONCLUSION:**

The history of the community that has become the Town of Ajax is as unique as it is diverse. The photos, artifacts and records which document the inception, growth and development of the municipality are a legacy to future generations.

The acquisition by the Ajax Archives of items as they may pertain to HMS Ajax, HMS Exeter and HMS Achilles, the Battle of the River Plate and the historic visit of the 8<sup>th</sup> HMS Ajax in 1976 are important in preserving the unique history of the naming of the Town and the significance these



ships, and the men who served on them, had on our history.

**ATTACHMENTS:**

ATT-1: Revised Town of Ajax Archives By-law

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Brenda Kriz, Records Manager/FOI Co-ordinator

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Martin de Rond, Director of Legislative and Information Services/Town Clerk

# **THE CORPORATION OF THE TOWN OF AJAX**

## **BY-LAW NUMBER \*\*-2016**

A By-law to authorize and establish the policies and procedures of the Ajax Archives.

WHEREAS the origin and history of the area now known as the Town of Ajax is a unique and treasured asset; and

WHEREAS much effort has been made to collect and preserve the history of Ajax to recognize the effort to build this community and for the benefit of future generations; and

WHEREAS the past efforts of the now defunct Ajax Historical Board and Ajax Local Architectural Conservancy Advisory Committee have been assumed by a co-operative management of the Town of Ajax and its Heritage Advisory Committee; and

WHEREAS the formal creation, recognition and mandate of an Ajax Archives is required;

NOW THEREFORE the Council of the Corporation of the Town of Ajax enacts as follows:

That the Ajax Archives will:

1. Collect and preserve archival materials which illustrate or document the growth and development of the Town of Ajax, both before and after incorporation, or which pertain in whole or in part to activities or development within the geographic boundaries of the Town of Ajax;
2. Documents or records having a bearing upon the political or social history of the Town of Ajax and upon its agricultural, industrial, commercial or financial development;
3. Archival materials pertaining to the heritage of the Town of Ajax, which would include early settlers, architectural history and designated properties;
4. Archival materials pertaining to the HMS Ajax, members of the crew who served during WWII and its association with the Town of Ajax;
5. Documents and materials pertaining to the crew of HMS Ajax who served during 1976 and marched on the Town of Ajax;
6. Documents and materials relating to the members of the crew who served on HMS Exeter and HMS Achilles during the Battle of the River Plate (1939);
7. Arrange and describe these materials according to archival principles and make them accessible to the general public on a regular basis, unless access is restricted by legal requirements or written agreements with the donor;
8. Provide adequate and appropriate conditions for the storage, protection, and preservation of archival material;
9. Provide regular reference services to individuals, organizations, the municipal government or other groups interested in the activities and holdings of the Archives;
10. Provide educational and outreach programs whenever possible to increase public awareness and appreciations of Ajax's history and development.
11. Ensure that material acquired by the Ajax Archives become the permanent property of the Archives and, therefore, the municipality, until such time as it is deemed to be no longer relevant to the Archives, in which case the material may be deaccessioned. Deaccessioning will not take place without written approval of the Records and FOI Co-ordinator and the Heritage Advisory Committee. All information pertaining to the deaccessioning and disposition of material will be retained in the Archives' records.
12. Retain the right to reproduce materials by mechanical, electronic, or photographic means for security, conservation or research purposes.

13. Will accept historical material of any medium, including: textual records, photographs and other visual records; maps, plans, and architectural records; and sound recordings and oral history tapes. The Archives will only accept books, printed materials, artifacts and electronically stored data at the discretion of the Records and FOI Co-ordinator.
14. Retains the right to charge for any reproduction or other research service. A schedule of fees will be made available to the general public on a regular basis.
15. Only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.
16. Loan materials from the Archives to other institutions or organizations only under the following circumstances:
  - i) Written authorization is obtained from the Heritage Advisory Committee and/or responsible Department;
  - ii) The Records and FOI Co-ordinator provides written permission for the loan;
  - iii) The borrower ensures adequate care and handling of the material on loan.
  - iv) If at any time it is determined that the material on loan is not being cared for adequately, the Records and FOI Co-ordinator may cancel the loan and request the immediate return of the material.
17. Ensure no person is prevented from using archival material unless it is determined that the materials will be physically abused in a libelous or illegal manner.
18. That By-law 18-2010 is hereby repealed.

READ a first and second time this  
Nineteenth day of September, 2016.

READ a third time and finally passed  
this Nineteenth day of September,  
2016.

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Mayor

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D-Clerk

## **TOWN OF AJAX REPORT**



**REPORT TO:** Heritage Advisory Committee

**SUBMITTED/  
PREPARED BY:** Mike Sawchuck, BES, MA, CAHP  
Senior Planner / Staff Liaison to the Heritage Advisory Committee

**SUBJECT:** **Expansion of Heritage Register to Include Non-Designated Heritage Properties: Strategies and Process**

**WARD(S):** All

**DATE OF MEETING:** September 7, 2016

**REFERENCE:** Community Action Plan – Strong Sense of Community  
Heritage Advisory Committee 2014-2018 Work Plan

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### **RECOMMENDATION:**

**That the Heritage Advisory Committee endorse the proposed strategies and process, including the recommended consultation approach, for expanding the Town's Heritage Register to include non-designated heritage properties.**

### **BACKGROUND:**

Section 27 of the *Ontario Heritage Act (OHA)* requires that the clerk of every municipality keep a current, publicly accessible listing of properties of cultural heritage value or interest. This listing, typically called a "heritage register," is an important tool for ensuring conservation and raising awareness of local heritage properties. The heritage register must include all properties in the municipality that are designated under Part IV (individual designation) and Part V (district designation) of the *OHA*.

In the Town of Ajax, the heritage register currently takes the form of an "Inventory of Designated Cultural Heritage Resources" and is included as Appendix 'A' in the Town's Official Plan. There are currently 30 entries on the Heritage Register: 29 for properties individually designated under Part IV of the *OHA* and one entry for the Town's heritage conservation district, Pickering Village, designated under Part V of the *OHA*.

In 2005, the *OHA* was amended to allow municipalities to include properties on their heritage registers that have not been designated under the *OHA*. This process is commonly known as "listing," and properties added to the heritage register for this purpose are generally referred to as "listed" properties. Listing is a means to formally identify properties that may have cultural heritage value or interest to a community. It also provides a measure of interim protection from demolition for these non-designated heritage properties, as described below.

Under Ontario's *Building Code Act*, municipalities have 10 days to review demolition permit applications for single-unit residential properties and 20 days for large buildings. This timeframe does not provide sufficient time for municipalities to accurately assess heritage value in situations where a demolition permit application has been received. To address this issue, amendments

were made to the *OHA* in June 2006. Owners of listed heritage properties must now give the council of a municipality at least 60 days' notice of their intention to demolish or remove a building or structure on a listed property. This provides the municipality with the time necessary to conduct research to determine whether the property is deserving of designation under the *OHA*.

This 60-day delay for demolition permits is the only direct means of protection provided through the *OHA* for listed properties. However, an equally important, yet indirect, benefit of listing a property is that it formalizes its status as a "heritage resource." Accordingly, any property subject to listing on a heritage register is subject to heritage policies, such as those in the Provincial Policy Statement and the Town's Official Plan.

While Ajax has a strong track record of identifying and designating heritage properties under the *OHA*, the vast majority of its heritage properties are not designated, and therefore, remain unprotected. These properties, some of which are amongst the most significant in the Town, stand unprotected from demolition (See examples of unprotected properties in Figures 1-4).

The need to identify these unprotected heritage properties has been recognized by Town staff and the Heritage Advisory Committee for several decades. In the 1990s, the Town's Heritage Advisory Committee (then called the Local Architectural Conservation Advisory Committee – or, LACAC), began assembling a listing of unprotected heritage properties for the purpose of identification and tracking. As new properties were discovered, they too were added to the list. A recent version of this inventory identified more than 250 heritage resources. However, approximately one-third of these resources (85 in total) have been demolished over the last quarter century. Since many of these resources were rural farmsteads that contained several buildings or structures, the actual number of heritage buildings lost over this timeframe is likely closer to 200. This statistic demonstrates the need for greater protection from demolition. While a heritage register does not prevent demolition, it provides an opportunity for a more thorough consideration of whether a property should be conserved.



**Project:**  
Heritage Register Expansion

**Location:**  
541 Bayly Street East

**Figure 1**

Circa 1885 Georgian-style brick  
residence not on the Heritage  
Register

Town of Ajax  
Planning &  
Development  
Services



**Project:**  
Heritage Register Expansion

**Location:**  
2597 Salem Road North

**Figure 2**

Circa 1850 Georgian/Gothic-  
style stone residence not on the  
Heritage Register

Town of Ajax  
Planning &  
Development  
Services







**Project:**  
Heritage Register Expansion

**Location:**  
66 Church Street South

**Figure 3**

Circa 1890 Italianate-style brick  
residence not on the Heritage  
Register

**Town of Ajax  
Planning &  
Development  
Services**



**Project:**  
Heritage Register Expansion

**Location:**  
Notion Road / Hwy 401

**Figure 4**

Circa 1877 Cemetery (St. Francis  
de Sales) not on the Heritage  
Register

**Town of Ajax  
Planning &  
Development  
Services**



## DISCUSSION:

There are many variables to consider in developing a strategy and process for expansion of the heritage register to include non-designated heritage properties. These include how to determine which properties should be listed, whether the addition of properties should require owner consent, the timing of owner notification, the process for adding and removing properties, the role of public consultation and a general timeline for implementation. Each of these items is considered separately below.

### Determining which properties should be listed on the heritage register

For the last four years, the HAC has been evaluating non-designated heritage properties to determine if they are deserving of inclusion on the Town's heritage register. At each meeting, between five and ten properties were brought forward from the Town's informal inventory of unprotected buildings for review by the HAC. Each property was evaluated by the HAC using the criteria of Ontario Regulation 9/06 (Reg. 9/06), titled *Criteria for determining cultural heritage value or interest*, a regulation prescribed under the *OHA*. The criteria are as follows:

- 1) The property has design value or physical value because it,
  - i) is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - ii) displays a high degree of craftsmanship or artistic merit, or
  - iii) demonstrates a high degree of technical or scientific achievement.
- 2) The property has historical value or associative value because it,
  - i) has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - ii) yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - iii) demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
- 3) The property has contextual value because it,
  - i) is important in defining, maintaining or supporting the character of an area,
  - ii) is physically, functionally, visually or historically linked to its surroundings, or
  - iii) is a landmark.

Although properties must meet one or more criteria to be designated under the *OHA*, there is nothing in the *OHA* that requires these criteria to be used for listing properties on the heritage register. The decision to utilize these criteria was made by staff and HAC members to ensure an objective analysis and consistent process for listing properties on the heritage register. To date, a total of 161 heritage properties/resources have been reviewed, with the HAC recommending the addition of 140 of them to the heritage register. The HAC determined that 21 resources did not merit inclusion on the heritage register at this time – 16 that did not meet the criteria of Reg. 9/06 and five for which there was insufficient information to make a decision.

Despite the evaluation completed by the HAC, a review by staff will be required to refine the list of properties moving forward for inclusion on the heritage register. This review will ensure the consistent application of Reg. 9/06 criteria, consolidate listings for separate heritage resources that exist on a single property, and remove listings for heritage resources that are located on properties already designated under Part IV of the *OHA*. As a result, the total number of listings to be considered for the heritage register will be less than the 140 referenced above. Following this staff review, the final resulting list will be presented to the HAC for endorsement prior to being forwarded to council for a formal decision.



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Requiring owner consent for properties added to the heritage register

All municipalities contemplating the addition of listed properties to their heritage registers must determine whether to require owner consent. While many municipalities have made owner consent a prerequisite for inclusion on the heritage register, this practice is neither required nor recommended. The reasons for this are fourfold.

First, owner's consent is not required to designate a property under the *OHA*. As discussed in *Designating Heritage Properties: A Guide to Municipal Designation of Individual Properties Under the Ontario Heritage Act* (a document produced by the Province of Ontario in 2006), an Ontario Divisional Court decision in November 2003 held that "requiring the owner's consent before considering the designation of a property was not consistent with the intent of the *Ontario Heritage Act*." This court decision suggested that a municipal council must consider a request for designation regardless of whether it is supported by the property owner. Since designation, a substantial power of the *OHA*, does not require owner consent, it is recommended that owner consent not be required for listing a property.

Secondly, a municipality that requires owner's consent prior to listing on the heritage register is in conflict with its requirements under documents such as the Provincial Policy Statement (PPS) or its own Official Plan (OP). Section 2.6.1 of the 2014 PPS states that "Significant built heritage resources and significant cultural heritage landscapes shall be conserved." Similarly, Sections 2.6.1 a) and c) of the Town's OP state goals to "identify, protect, restore and conserve cultural heritage resources of cultural heritage value or interest," and "control the demolition, deconstruction, deterioration and inappropriate alteration of cultural heritage resources." If a property has been evaluated by the HAC to be of cultural heritage value and it is not added to the heritage register simply because a property owner has not consented, the Town is not conforming to these policies.

Thirdly, the informal inventory of unprotected heritage properties assembled in the 1990s, which has already influenced land use decisions for nearly a quarter of a century, did not require owner consent as properties were identified. While the addition of properties from this inventory onto the heritage register does convey some additional protection from demolition, its value in the land use planning process remains similar to that of the de facto inventory of the past.

Lastly, decisions regarding whether a property be included on the heritage register should be based on material evidence surrounding historical, architectural and/or contextual significance. They should not be based on whether an owner provides consent. Despite the work done by staff and the HAC to educate the public about the myths of heritage conservation, there is still a substantial amount of misinformation in the public realm that may prevent property owners from agreeing to have their property included on a register of heritage properties. If there is material evidence supporting the cultural heritage value or interest of a property, its listing on the heritage register can be justified.

For the reasons mentioned above, it is recommended that owner notification not be required for the listing of a property on the heritage register.

Timing of owner notification

A municipality is not required to consult with a property owner or the public to list properties on the heritage register. Despite this, the Province of Ontario recommends notifying property owners of a planned addition to the register and encourages open dialogue as part of a transparent planning process. While many municipalities notify property owners prior to a council decision, other municipalities have chosen to inform property owners only after their

properties have been approved by council for inclusion on the heritage register. There are advantages and drawbacks to both of these systems.

Notifying property owners prior to a council decision demonstrates good public consultation by allowing for communication with and engagement of the public prior to any decisions. However, many municipalities that have provided early notification have had their heritage register projects negatively impacted by public opposition. Past efforts to establish an expanded heritage register in a nearby municipality were disrupted when heritage property owners were given the option of withdrawing their properties from the register prior to a council decision. Nearly all of the contacted property owners (hundreds in total) opted out of listing on the register, making it impractical to move forward with the project.

Other municipalities have decided to notify property owners only after council endorsement of properties to be added to the register. While this can result in a more direct route to the creation of an expanded heritage register, bypassing consultation with potentially affected property owners does not constitute good public consultation.

It is recommended that the Town of Ajax blend these two approaches by providing advance notice to impacted property owners, but that no means of appeal or opposition be considered until after council adoption of the heritage register. Such a process would maintain clear lines of communication with the public but would also limit bulk requests for removal prior to council consideration. In order for this to be effective, however, there needs to be a regimented process in place for requests for removal from the heritage register following council adoption. The process for requesting removal from the heritage register is discussed in the next section of this report.

#### Process for adding and removing properties

Council's approval, normally given by resolution, is required to list or remove a non-designated heritage property from the register. In a municipality where a heritage committee exists, Council must consult with its committee prior to making a decision.

For a property to be listed on the heritage register, the only information required is a description sufficient to identify the property without the chance of confusion, such as the property's municipal address. Although detailed research and evaluation of the property is not required, a brief rationale should be provided to explain why it may be important to the community. In Ajax, staff are currently creating detailed summary sheets for all properties to be listed on the heritage register. These sheets include a listing of general property information (address, name, year built, historic use, architectural style, etc.), a description of heritage value (separated into design/physical value, historic/associative value and contextual value), property photographs, a property map and a checklist of Reg. 9/06 criteria for determining cultural heritage value and interest (see Figure 5).

## 462 Kingston Road East



**Name:** N/A  
**Year Built:** Unknown  
**Historic Use Category:** Residence  
**Historic Use Type:** Single Dwelling  
**Style:** Edwardian  
**Structure Type:** Wood – Light Frame  
**Cladding:** Brick  
**Heritage Status:** Listed

### **Design Value/Physical Value:**

- 2 storeys, rectangular in plan with a slight projection on the east end of the south façade accentuated by a cross hip roof
- The massing and fenestration is quite unique despite being fairly plain, and allows for two primary façades on the south and west sides
- The house is clad in red brick in stretcher bond and contains a random-coursed, dressed fieldstone foundation and main entrance porch
- The windows vary in light arrangement but most contain a segmental arch opening with brick voussoir (some stained glass windows remain)

### **Historical/Associative Value:**

- The property is associated with the Picov Family, widely renowned as pioneers of Quarter Horse racing in Ontario

### **Contextual Value:**

- The house is situated in the southwest corner of a 27.24-hectare lot that also contains the Ajax Downs race track and casino facility
- The house is surrounded by mature trees and its west elevation fronts onto a large stormwater management pond



View of south facade facing north (2015)



View of west (porch) and north elevations (2015)

## 462 Kingston Road East



### **Ontario Regulation 9/06 Criteria**

### **Hit?**

- |   |   |
|---|---|
| 1. The property has design value or physical value because it,  |   |
| i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,                      | ✓ |
| ii. displays a high degree of craftsmanship or artistic merit, or   |   |
| iii. demonstrates a high degree of technical or scientific achievement.   |   |
| 2. The property has historical value or associative value because it,   |   |
| i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community, | ✓ |
| ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or                 |   |
| iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community. |   |
| 3. The property has contextual value because it,  |   |
| i. is important in defining, maintaining or supporting the character of an area,  |   |
| ii. is physically, functionally, visually or historically linked to its surroundings, or  |   |
| iii. is a landmark.   |   |



**Project:**  
Heritage Register Expansion

**Location:**  
N/A

**Figure 5**

**Sample Heritage Register  
information sheet (two pages)  
for 462 Kingston Road West**

**Town of Ajax  
Planning &  
Development  
Services**



Once the strategies and process for the expansion of the heritage register have been endorsed and a staff and HAC review of the prospective properties has been completed, the final list of properties to be added to the heritage register will be forwarded to General Government Committee (GGC) for endorsement prior to consideration at council. If there are particular properties for which council is not supportive of listing on the heritage register, those properties can be referenced by address and specifically excluded from the list of those to be added. If new heritage properties are discovered in the future, they will be brought forward and considered individually by HAC, GGC and council.

The process for removing a property from the heritage register must be clearly established to ensure consistency in application and to confirm that subject properties are actually deserving of removal. With regard to process, requestors will be required to complete a two-page application form (similar to a heritage permit application) that outlines property information and provides reasons for the request. This application will have to be signed in front of a Commissioner of Oaths to authenticate submission details and must include any relevant supporting materials such as photographs and reports. Once the application is deemed complete, it will be forwarded to HAC for a recommendation. Applicants will be encouraged to provide a presentation to HAC to make a case for their requests. Once recommendations are available from the HAC they will be forwarded to a Community Affairs and Planning (CAP) meeting for a public endorsement and then to council for a final decision.

To prevent the removal of properties that may have heritage value or interest, a clear set of eligibility guidelines must be developed. It is recommended that properties only be considered for removal from the heritage register in scenarios where:

- 1) A requestor disputes that the property meets any of the criteria for determining cultural heritage value or interest prescribed under Reg. 9/06; and/or
- 2) A requestor initiates a “housekeeping” request for a property where buildings and/or structures of potential heritage value have already been lawfully demolished or removed.

Where a request is submitted under Scenario #1 above, the Town may request the completion of a Cultural Heritage Evaluation Report (CHER) completed by a qualified heritage consultant to substantiate any claims made by the applicant.

It is important that applications for removal based solely on a property's condition not be considered by council, as the eligibility of such applications could encourage the neglect of heritage buildings for the purpose of removal from the register. It is also important to recognize that an application for removal from the heritage register is not the same as an application for demolition. The demolition of a listed heritage property would be addressed through the completion of a separate application form and would be processed according to established protocols for the application for a demolition permit. A listed property owner who is applying for a demolition permit does not have to simultaneously apply to be removed from the heritage register. Removal from the heritage register will be triggered through an internal municipal process following the approval of a demolition permit.

#### Public consultation process

It is proposed that three public information sessions be conducted prior to any council decision on the inclusion of non-designated heritage properties on the heritage register. Each session will be organized to capture a distinct geographical subset of heritage property owners, with the first session directed to property owners in Pickering Village, the second session directed to property owners within the urban area boundary but outside of Pickering Village, and the third session directed to property owners within the rural area boundary / Greenbelt area.

All potentially impacted property owners will be invited by mail to participate in these sessions. Interested members of the public will also be welcome to attend. Notification of the public information sessions will be printed in the Ajax News Advertiser and advertised on the Town's website.

### Timeline

The following is a proposed schedule for the implementation of the heritage register expansion:

- **September 7, 2016:** Presentation of proposed strategies and process to HAC for recommendation to GGC
- **October 11, 2016 or November 14, 2016:** Presentation of proposed strategies and process to GGC for endorsement of council
- **October 12 – December 30, 2016:** Staff review and final preparation of property information sheets for properties proposed for addition to the heritage register
- **January 2 – January 20, 2017:** Creation of new application forms and processes for requests relating to the heritage register (i.e. Application for the Addition of a Non-Designated Property to the Heritage Register, Application of the Removal of a Non-Designated Property from the Heritage Register, and Notification of Intention to Demolish or Remove a Building or Structure from a Non-Designated Property on the Heritage Register)
- **January 4, 2017:** Final review of properties proposed for addition to the heritage register by the HAC
- **January 18, 2017:** Mailing of invitations to affected heritage property owners for Public Information Sessions
- **February 22, 2017:** Advertisement for Public Information Sessions in the Ajax News Advertiser
- **March 8, 2017:** Public Information Session #1 – Pickering Village
- **March 15, 2017:** Public Information Session #2 – Urban Area (minus Pickering Village)
- **March 22, 2017:** Public Information Session #3 – Rural Area / Greenbelt
- **April 10, 2017:** Presentation of non-designated properties proposed for addition to the heritage register to GGC for endorsement
- **April 18, 2017:** Council decision on additions to the heritage register
- **April 19, 2017:** Request to Town of Ajax Information Technology department to update Geographic Information System (GIS) to identify properties listed on the heritage register
- **April 11, 2017 onwards:** Consideration of individual requests for addition/removal of non-designated properties to/from the heritage register

### **CONCLUSION:**

The expansion of the heritage register to include non-designated heritage properties is necessary for ensuring that the Town of Ajax is suitably positioned to conserve local heritage resources. Staff recommend that the Heritage Advisory Committee endorse the above strategies and process, as presented, to initiate the expansion process.

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Mike Sawchuck, BES, MA, CAHP  
Senior Planner / Staff Liaison to the Heritage  
Advisory Committee



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# WANTED

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## YER ATTENDANCE AT THE 2016 ADVISORY COMMITTEE ROUNDUP!

Thursday, October 27, 2016 - 6:30pm 'til sunset (8:30pm)  
The Council Chambers Corral, 65 Harwood Ave. S.

SO SADDLE UP & MOSEY ON OVER FOR AN  
EVENING OF **COLLABORATIN'** & **CELEBRATIN'**  
WITH THE **BEST VOLUNTEERS IN THE EAST!**

Y'all better tell Momma Moore yer comin' before October 14,  
so she can prep the vittles!

*HATS, SPURS & BANDANAS ARE ENCOURAGED!*





PAPYRUS



Dear Mr. White,

29/06/16

I want to extend my sincere thanks for granting me the Heritage Advisory Committee Award, it was an extremely generous gift! I have a deep love for history, and receiving this award was an honour.

Thank you,

Bethany Roberts

Ms. Kriz,  
Thank you so much for honoring me  
with the Patrick F. Sheehan History  
Award. The money you donated or  
provided will go to good use in my  
education fund for University in the  
fall. The passion and love that I have  
for history will be with me during  
my post secondary adventures.  
Thank you again.

Juliette





PROJECT ITEM		OBJECTIVES & SUMMARY	LEAD	TIMELINE	STATUS / NOTES
1.	<b>Pickering Village JAM Festival</b>	<ul style="list-style-type: none"> <li>• Prepare and operate display table</li> <li>• Other activities as identified</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	June	Annual event
2.	<b>Culture Days Events</b>	<ul style="list-style-type: none"> <li>• Prepare and operate display table</li> <li>• Other activities as identified</li> <li>• Prepare and develop themed “Spirit Walk” as required</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	September	Annual event
3.	<b>Heritage Designations</b>	<ul style="list-style-type: none"> <li>• Selection of sites for heritage designation (goal of one per year)</li> <li>• Review and approval of Heritage Designation Reports</li> <li>• Recommendation to Council for designation</li> <li>• Organize plaque unveiling and reception</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Heritage Designation Sub-Committee</li> </ul>	As needed	Annually
4.	<b>Review of Development Applications and Heritage Permits</b>	<ul style="list-style-type: none"> <li>• As presented by Planning Staff – Committee will review applications regarding designated properties, properties abutting designated properties and properties on the Heritage Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Planning Staff</li> </ul>	Monthly, as needed	
5.	<b>Heritage Property Register</b>	<ul style="list-style-type: none"> <li>• Review and endorsement of proposed strategies and process for expansion of</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	Completion: Spring 2017 / Additions & Removals	Monthly

		<ul style="list-style-type: none"> <li>the heritage register</li> <li>• Final review of property profiles</li> <li>• Participation in Public Information Sessions</li> <li>• Recommendations on additions to/removals from the heritage register</li> </ul>		Review: Ongoing	
6.	<b>Ajax Town Hall Display</b>	<ul style="list-style-type: none"> <li>• Assist with the selection of themes for the display cases in Ajax Town Hall</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	Annual	
7.	<b>Revision of Pickering Village Walking tour booklet</b>	<ul style="list-style-type: none"> <li>• New drawings of houses</li> <li>• Design of new brochure</li> <li>• Include recent designations</li> <li>• Communication Plan for printing / promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Walking Tour Brochure Sub-Committee</li> </ul>	Completion June 2018	
8.	<b>Doors Open</b>	<ul style="list-style-type: none"> <li>• Assist staff with the planning and development of the Doors Open event</li> <li>• Committee will be actively involved with the event</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	Ongoing	Biennial (2016 & 2018)
9.	<b>Heritage Property Tax Rebate Program</b>	<ul style="list-style-type: none"> <li>• Assist staff, as required, with property inspections, education and updates</li> <li>• Review potential increase of tax rebate from 10% (max permitted is 40% as per the Municipal Act)</li> <li>• Compare benefits of tax rebate program to heritage grant program for designated properties</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	Monthly, as needed	
10.	<b>Heritage Legislation</b>	<ul style="list-style-type: none"> <li>• Examine and provide comment on any relevant cultural heritage legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Liaisons</li> <li>• Committee</li> </ul>	As needed	

11.	<b>Patrick Sheehan Bursary Awards</b>	<ul style="list-style-type: none"> <li>Attend high school commencement ceremonies to present the bursary awards to the graduating students</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Committee</li> </ul>	As needed	Annual
12.	<b>Major Anniversaries &amp; Celebrations</b>	<ul style="list-style-type: none"> <li>Assist in the development of events to promote and acknowledge the 75<sup>th</sup> anniversary of DIL</li> <li>Prepare submission to Federal Government to have the Munition Operations at DIL designated a National Historic Event</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Committee</li> </ul>	Monthly, as needed	- Application submitted by End of 2016
13.	<b>Comprehensive Zoning By-law Review</b>	<ul style="list-style-type: none"> <li>As presented by Planning Staff – Committee will review the Comprehensive Zoning By-law and provide comments</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Committee</li> </ul>	Monthly, as needed	Anticipated completion date 2017
14.	<b>Heritage Designation Brochure Update</b>	<ul style="list-style-type: none"> <li>Assist staff in updating the Heritage Designation Brochure for printing</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Heritage Designation Sub-Committee</li> </ul>	Monthly, as needed	Completed for Heritage Week 2017
15.	<b>Heritage Week</b>	<ul style="list-style-type: none"> <li>Organize a display and/or event in celebration of Heritage Week</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Heritage Week Sub-Committee</li> </ul>	Monthly, as needed	Heritage Week is celebrated each year beginning on the third Monday of February
16.	<b>Special Presentations / Guest Speakers</b>	<ul style="list-style-type: none"> <li>Organize and schedule a series of guest speakers for HAC meetings (3-4 per year)</li> <li>Work with other HACs in Durham Region to organize and schedule special events</li> </ul>	<ul style="list-style-type: none"> <li>Staff Liaisons</li> <li>Special Presentations Sub-Committee</li> </ul>	Monthly, as needed	

**Updated:** August 31, 2016