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1. Call to Order

2. Disclosure of Conflict of Interest

3. Approval of Minutes

3.1 January 6, 2016Page 3

4. Presentation/Discussion Items

4.1 1733 Westney Road North [6:00 p.m. – 6:30 p.m.]

- **Update & Heritage Impact Assessment** (M. Sawchuck)..... *circulated separately*
- **Overview of Resident Concerns and Questions** – Lorne Boyle, Resident

4.2 DIL Kick-Off Event (Feb. 12, 2016 at St. Francis Centre) Update (B. Kriz)

4.3 40th Anniversary Visit of the 8th HMS Ajax Crew Update (B. Kriz)

4.4 Donations made to the Ajax Archives in 2015 (B. Kriz)Page 10

4.5 Pat Bayly Bust Unveiling Update (B. Kriz)

4.6 Representation of Ajax Heritage Advisory Committee by Bob Martindale on the Community Heritage Ontario Board of Directors (M. Sawchuck)

4.7 Heritage Register Evaluation (M. Sawchuck)

- **An Overview of Ontario Regulation 9/06** (M. Sawchuck).....Page 13
- Re-evaluation of Properties Deemed not to Meet OR 9/06 criteria:
 - 519 Kingston Road West (evaluated March 5/14)
 - 777 Kingston Road West (evaluated June 4/14)
 - 515 Kingston Road West (evaluated June 4/14)
 - 85 Church Street South (evaluated June 3/15)
 - 95 Christena Crescent (evaluated June 3/15)
 - 111 Christena Crescent (evaluated June 3/15)
 - 99 Christena Crescent (evaluated October 7/15)
 - 90 Old Kingston Road (evaluated October 7/15)
 - 1349 Church Street West (evaluated December 2/15)

- 644 Kingston Road East (evaluated January 6/16)
- 1348 Church Street North (evaluated January 6/16)
- 1641 Church Street North (evaluated January 6/16)
- 2133 Audley Road North (evaluated January 6/16)
- 2405 Audley Road North (evaluated January 6/16)
- 2080 Westney Road North (evaluated January 6/16)
- 312 Taunton Road West (evaluated January 6/16)

4.8 Election of the Chair & Vice-Chair for 2016 (S. Moore)

5. Correspondence

6. Update from Council

7. Standing Items

7.1 Work Plan Page 14

8. New/Other Business

9. Adjournment



DRAFT MINUTES
Heritage Advisory Committee
January 6, 2016
River Plate Room, Town Hall
Meeting No. 1

Alternative formats available upon request by contacting:
sarah.moore@ajax.ca or 905-619-2529 ext. 3347

Committee Members:	Councillor Pat Brown Bruce Balsdon Beverley Briggs Antonella Inglesi-Grossi Brian Lampole Stephen White, Chair
Staff:	Brenda Kriz, Records Manager & FOI Michael Sawchuck, Senior Planner Sarah Moore, Committee Coordinator
Guest:	Robert Gruber, Manager of Community & Cultural Development
Regrets:	Gina Collymore, Darrell Mader, Patrick Doyle

1. Call to Order

Chair White called the Meeting to order at 6:05 p.m. With consent of all Members present, election of the Chair and Vice-Chair was deferred to the February 3, 2016 Meeting.

2. Disclosure of Conflict of Interest

None

3. Approval of Minutes

Moved By: P. Brown
Seconded By: B. Lampole

That the December 2, 2015 Meeting Minutes of the Heritage Advisory Committee be approved as amended.

CARRIED

4. Presentation/Discussion

4.1 Pat Bayly Bust & Unveiling

Prior to his discussion on the Pay Bayly bust and unveiling, Robert Gruber, Manager – Community & Cultural Development, sought two representatives from the Committee to take part in the selection panel for the 2015 Volunteer Recognition Awards. Nominations are due

March 7, 2016 and commitment to the selection panel would involve one evening meeting. Those interested in taking part on behalf of the Committee were asked to let S. Moore know.

R. Gruber provided an overview of the creation of the commemorative bust of Pat Bayly, to be installed at Pay Bayly Square. The Town has received a \$50,000 Canadian Heritage Grant to assist with the project's funding. Les Drysdale, acclaimed sculptor and art instructor was awarded the project in late 2015. R. Gruber shared images of some of L. Drysdale's previous commissions, sketches and progress on the project to date. The bust will be approximately 4ft. x 3ft. and will be mounted on a 6ft. plinth. Once the modelling is complete, L. Drysdale will create a mold for the foundry to bronze.

One of the stipulations of the Canadian Heritage Grant is that the Town must temporarily display the bust until the completion of Pat Bayly Square. Display of the bust shall also include story boards and an official unveiling ceremony. He encouraged Members of the Committee to assist with the creation of story boards. The unveiling is being targeted for the end of March. Members noted that there is a Council Meeting scheduled on March 21, 2016. Councillor Brown encouraged the story of Pat Bayly to be engraved on the stone plinth. Members inquired whether Mr. Bayly had any family members to be contacted and informed of the unveiling. R. Gruber noted that he had located a niece in London, Ontario, who plans to attend with her family. It was suggested that she be presented with a copy of the book about William de Forest Pat Bayly, written by Mr. Parish, along with a copy of the new pictorial history book.

4.2 2016 Ajax Spirit Walk

R. Gruber noted that approximately 60 participants attended the 2015 Culture Days Spirit Walk through Pickering Village. Due to the success of the event, staff are looking at hosting another Spirit Walk in 2016. R. Gruber reviewed the proposed concept to include a Spirit Walk along the Waterfront Trail. Characters and locations could include the Simcoe Point Cemetery, Native and environmental history, the Heritage Tree, Sparks family and Veteran's Point. The event will once again partner with the Ajax Community Theatre.

Other characters for consideration suggested by Members could include Peak-Greenlaw, Field Family, lost sailors, Pat Bayly, Admiral Harwood and a Bomb girl.

Members expressed concern that the venues for the may not be as well-suited to the event as those visited in Pickering Village last year. Lack of lighting was also a shared observation. It was suggested that perhaps the event be held on the same day as Doors Open 2016 (October 1, 2016) in the evening, to piggy-back off of the promotion.

4.3 Heritage Register Evaluation

The Committee reviewed properties from the Heritage Inventory against the criteria set out in Ontario Regulation 9/06. M. Sawchuck introduced a new format to the heritage register property sheets, noting changes to include a larger property map, and information on the historic use category, historic use type, style, structure type, primary cladding material and number of stories. Members also proposed including information on whether the property was designated under the Ontario Heritage Act.

The Committee debated the relevance of the Heritage Property Register and whether there was value in placing properties on the Register. Some Members felt that inclusion on the Heritage Register would impose unreasonable restrictions on property owners and was unnecessary. Others stated the importance of recognizing, valuing and remembering the history and heritage of the Town for future generations, as it is part of the Committee's mandate to do so. M. Sawchuck reinforced that the Register a) will provide the Town with a formalized inventory of property assets recognized as having heritage value under the Ontario Heritage Act, and b) that should a demolition permit be submitted for any property on the Register, the Town will have 60 days to review the application, during which time Council could move to designate the property to protect it. B. Lampole emphasized the need for transparent and proactive public communication, education and awareness about the project. M Sawchuck confirmed that a broader public process involving education and open houses would be explored prior to the approval of the Heritage Register by Council.

Moved By: B. Briggs
Seconded By: B. Lampole

That review of properties 7 York Street, 23 York Street, 10 Birch Crescent and 14 Birch Crescent be deferred until completion of the comprehensive Zoning By-law Review.

CARRIED

With consent of all Members present, **709 Audley Road North** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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;
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, and ii) yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

With consent of all Members present, **656 Rossland Road East** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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; and
3. The property has contextual value because it, i) is important in defining, maintaining or supporting the character of an area.

The Committee did not find that **644 Kingston Road East** met any criteria of Ontario Regulation 9/06 s. 1 (2).

The Committee did not find that **1348 Church Street North** met any criteria of Ontario Regulation 9/06 s. 1 (2).

The Committee did not find that **1641 Church Street North** met any criteria of Ontario Regulation 9/06 s. 1 (2).

The Committee did not find that **2133 Audley Road North** met any criteria of Ontario Regulation 9/06 s. 1 (2).

The Committee did not find that **2405 Audley Road North** met any criteria of Ontario Regulation 9/06 s. 1 (2).

The Committee did not find that **2080 Westney Road North** met any criteria of Ontario Regulation 9/06 s. 1 (2).

With consent of all Members present, **2921 Westney Road North (and barns)** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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;
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; and
3. The property has contextual value because it, i) is important in defining, maintaining or supporting the character of an area.

With consent of all Members present, **2065 Westney Road North – Landscape and Barns** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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; and
3. The property has contextual value because it, i) is important in defining, maintaining or supporting the character of an area.

With consent of all Members present, **2065 Westney Road North - House** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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; and
3. The property has contextual value because it, i) is important in defining, maintaining or supporting the character of an area.

The Committee did not find that **312 Taunton Road West** met any criteria of Ontario Regulation 9/06 s. 1 (2).

With consent of all Members present, **380 Kingston Road East – 1920 House** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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.

With consent of all Members present, **380 Kingston Road East – 1935 House** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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; and
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.

With consent of all Members present, **380 Kingston Road East – 1960 House** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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.

With consent of all Members present, **380 Kingston Road East – 1970 House** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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.

With consent of all Members present, **380 Kingston Road East – Barns** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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;
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;
3. The property has contextual value because it, i) is important in defining, maintaining or supporting the character of an area, and ii) is physically, functionally, visually or historically linked to its surroundings.

With consent of all Members present, **462 Kingston Road East** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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.

With consent of all Members present, **1757 Church Street North** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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, and ii) yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

With consent of all Members present, **Rotary Park** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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;
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, and iii) is a landmark.

With consent of all Members present, **Picov Parkette** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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; and
3. The property has contextual value because it, iii) is a landmark.

With consent of all Members present, **Greenwood Conservation Area** was identified to meet the following criteria of Ontario Regulation 9/06 s. 1 (2):

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;
3. The property has contextual value because it, ii) is physically, functionally, visually or historically linked to its surroundings, and iii) is a landmark.

5. Correspondence

S. Moore encouraged Members to start thinking about whether they would be interested in attending the Ontario Heritage Conference May 12-14, 2016 in Stratford/St. Mary's, Ontario. Up to three Members will be able to attend.

6. Update from Council

Councillor Brown shared details of a forthcoming public meeting regarding review of Regional Council composition, to be held January 19, 2016 at the HMS Ajax Room, Ajax Community Centre. She provided a brief summary of the matter to date, noting that if Regional Council does not approve of reviewing the composition, the matter can be taken to the Province for ruling.

7. Standing Items

7.1 Work Plan

This Item was not reviewed in detail.

8. New Business

B. Kriz provided an update on plans for recognition of the 75th anniversary of D.I.L. She noted that an event is scheduled for February, with details still to be confirmed. Other events that will tie into the celebration will include Doors Open 2016, unveiling of the Wartime Homes designation plaque (tentatively scheduled for May 2016), and the fall Spirit Walk. Chair White proposed a screening of the 1956 Battle of the River Plate film if the Bomb Girls movie screening doesn't work out.

B. Balsdon informed the Committee that the garbage receptacles and fencing for the west portion of the courtyard property in Pickering Village have been completed.

M. Sawchuck noted that a revised Heritage Impact Assessment for the Westney House has been received. Staff are reviewing the document and an update will be provided at the February 3, 2016 Meeting.

B. Kriz inquired if any Members were interested in assisting with creation of story boards to accompany the display of the Pat Bayly bust. B. Briggs volunteered.

Members posed questions relative to sign restrictions in Pickering Village, as well as to whether the Salvation Army building was listed on the Heritage Register.

9. Adjournment

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

That the January 6, 2016 Meeting of the Heritage Advisory Committee be adjourned. (7:55 p.m.)

CARRIED

TOWN OF AJAX ARCHIVE DONATION / ACQUISITION INVENTORY

STAFF NAME: Brenda Kriz

DEPARTMENT: LIS

A list of the **2015** donations/acquisitions received by the Ajax Archives. Donation means a gift or contribution of cash, goods or services given voluntarily (free) toward an event, project, program or corporate asset, for a philanthropic act. Acquisition means those items acquired by the Archives through a Tax Receipt – Gift in Kind or purchase.

AMOUNT OF DONATION \$, TAX RECIEPT ISSUED OR PURCHASE	DESCRIPTION OF ITEM	NAME OF DONOR OR OWNER	CATELOGUE OR INVENTORY NUMBER ISSUED	RELEVANCE OF ITEM	ACKNOWLEDGEMENT OR ACQUISITION DOCUMENTED	CONTACT INFORMTION Mailing Address Telephone E-mail
Donation	- red charge bag from 25pdr; cordite bag for brass casing - Original copy of the Ajax Weekly News, November 21, 1947 (very poor condition)	Dean Owen	P025-000	Relevant to Defence Industries Limited	Deed of Gift Donation was made in person; requested letter not be sent	Dean Owen
Acquisition \$55.61 CND	Items relevant to the 75 th Anniversary of the Battle of the River Plate - Commemorative Brochure - First Day Cover - Bookmark - CD of the dedication of The Battle of the River Plate Memorial, National Memorial Arboretum April 12, 2014 - Engraved tumbler	HMS Ajax and River Plate Veterans Association	P025-000 P025-000 P025-000 P025-000 P025-000	Relevant to the HMS Ajax	None	Malcolm Collis
Donation	Copy of Ajax Directory, dated September 1959 Published by the Kinsmen Club of Ajax	Ann Hooper (her father was John van Kralingen)		Relevant to Ajax	None Was dropped off; no documentation was sent	Ann Hooper

AMOUNT OF DONATION \$, TAX RECIEPT ISSUED OR PURCHASE	DESCRIPTION OF ITEM	NAME OF DONOR OR OWNER	CATELOGUE OR INVENTORY NUMBER ISSUED	RELEVANCE OF ITEM	ACKNOWLEDGEMENT OR ACQUISITION DOCUMENTED	CONTACT INFORMTION Mailing Address Telephone E-mail
Donation	<ul style="list-style-type: none"> - Copy of the "General and Special Rule" handbook from Defence Industries Limited - Copies of Ajax Town Directory for 1972, 1973 and 1974 - Book "Ajax the War Years 1939/45" by Ken Smith - Book "The Pictorial History of Ajax 1941/1972" - Various newspaper clippings pertaining to the Town of Ajax - 2 copies of "A Brief History of the Town of Ajax, 1941 – 1991" - Copy of booklet "Bowmanville / Another Farewell to Arms" 	Mrs. Lee Jalonen	P025-000	Relevant to Defence Industries Limited and the Town of Ajax	Deed of Gift Letter of Thanks	Mrs. Lee Jalonen
Acquisition \$65.00	<ul style="list-style-type: none"> - Eleven photos; 4¾" x 3" - 6 building shots including Ajax Post Office, Admin Building at Pedestrian Gate, Canadian Imperial Bank of Commerce and Recreation Centre - 5 photos of employees - Only one photo has a date of 1944 	Michael Babier	P070-000	All related to Defence Industries Limited	No documentation provided	Michael Babier
Donation	<p>Shell fragment found on HMS Exeter after Battle of the River Plate. Shell had been fired from the Graf Spee</p> <p>Shell fragment has been mounted on a wooden pedestal with a brass plate reading: "HMS Exeter 13.12.39 Graf Spee. Approximately 3" in height and base is 3¼" in diameter</p>	Geraldine Brennan-Davidson	P025-	Relevant to 7 th HMS Ajax	No documentation provided	

AMOUNT OF DONATION \$, TAX RECIEPT ISSUED OR PURCHASE	DESCRIPTION OF ITEM	NAME OF DONOR OR OWNER	CATELOGUE OR INVENTORY NUMBER ISSUED	RELEVANCE OF ITEM	ACKNOWLEDGEMENT OR ACQUISITION DOCUMENTED	CONTACT INFORMTION Mailing Address Telephone E- mail
Donation	Coveralls – replic of coveralls worn by workers at DIL, used on the set of the TV series “Bomb Girls”	Dean Owen	P025-000	Relevant to Defence Industries Limited	Deed of Gift Donation was made in person; requested letter not be sent	Dean Owen
Acquisition Tax Receipt Issued \$950.00	Framed Canadian war poster “Making Bombs”	Steve Parish	P025-000	Relevant to Defence Industries Limited		Steve Parish

Ontario Heritage Act

ONTARIO REGULATION 9/06

CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST

Consolidation Period: From January 25, 2006 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

Criteria

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

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. O. Reg. 9/06, s. 1 (2).

Transition

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006. O. Reg. 9/06, s. 2.

HERITAGE ADVISORY COMMITTEE

2014-2018 WORK PLAN

PROJECT ITEM		OBJECTIVES & SUMMARY	LEAD	TIMELINE	STATUS / NOTES
1	Pickering Village JAM Festival	<ul style="list-style-type: none"> • Prepare and operate display table • Other activities as identified 	Staff Liaisons Committee	June	Annual event
2	Canada Day Celebrations	<ul style="list-style-type: none"> • Prepare and operate display table • Other activities as identified 	Staff Liaisons Committee	July 1	Annual event
3	Culture Days Events	<ul style="list-style-type: none"> • Prepare and operate display table • Other activities as identified 	Staff Liaisons Committee	September 25 - 27	Annual event
4	Heritage Designations	<ul style="list-style-type: none"> • Selection of sites for heritage designation (goal of one per year) • Review and approval of Heritage Designation Reports • Recommendation to Council for designation • Organize plaque unveiling and reception 	Staff Liaisons Committee	As needed	Annually
5	Review of Development Applications and Heritage Permits	<ul style="list-style-type: none"> • As presented by Planning Staff – Committee will review applications regarding designated properties, properties abutting designated properties and properties on the Heritage Inventory 	Staff Liaisons Planning Staff	Monthly, as needed	

HERITAGE ADVISORY COMMITTEE

2014-2018 WORK PLAN

6	Heritage Property Inventory / Register	<ul style="list-style-type: none"> • Review Heritage Property Inventory; update where necessary • Prioritize properties for designation • Update Heritage Inventory Maps • Work towards updating Heritage Inventory to a Heritage Register • Develop a Communication Plan in preparation to formalizing the Heritage Register 	Staff Liaisons Committee	Completion Spring 2016	Monthly
7	Ajax Town Hall Display	<ul style="list-style-type: none"> • Assist with the selection of themes for the display cases in Ajax Town Hall 	Staff Liaisons Committee	Annual	
8	New Pictorial History Book	<ul style="list-style-type: none"> • Review edits and provide comments 	Staff Liaisons Committee	Completion June 2015	
9	Revision of Pickering Village Walking tour booklet	<ul style="list-style-type: none"> • New drawings of houses • Design of new brochure • Include recent designations • Communication Plan for printing / promotion 	Staff Liaisons Committee	Completion June 2016	
10	Develop Spirit Walk of Pickering Village	<ul style="list-style-type: none"> • Work with Recreation & Culture staff to develop a spirit walk in Pickering Village / Ajax 	Staff Liaisons Committee	Completion September 2015	
11	Doors Open	<ul style="list-style-type: none"> • Assist staff with the planning and development of the Doors Open event • Committee will be actively involved with the event 	Staff Liaisons Committee	Ongoing	Bi-annual (2016 & 2018)

HERITAGE ADVISORY COMMITTEE

2014-2018 WORK PLAN

12	Heritage Property Tax Rebate Program	<ul style="list-style-type: none"> Assist staff, as required, with property inspections, education and updates Review need to increase tax rebate from 10% (max permitted is 40% as per the Municipal Act) 	Staff Liaisons Committee	Monthly, as needed	Review potential rebate increase in 2016
13	Heritage Legislation	<ul style="list-style-type: none"> Examine and provide comment on any relevant cultural heritage legislation 	Staff Liaisons Committee	As needed	
14	Patrick Sheehan Bursary Awards	<ul style="list-style-type: none"> Attend high school commencement ceremonies to present the bursary awards to the graduating students 	Staff Liaisons Committee	As needed	Annual
15	2016 DIL 75th Anniversary Celebration	<ul style="list-style-type: none"> Assist in the development of events to promote and acknowledge the 75th anniversary of DIL 	Staff Liaisons Committee	Monthly, as needed	<ul style="list-style-type: none"> Plan to be completed by December 2015 Work with the Bomb Girls Committee
16	Comprehensive Zoning By-law Review	<ul style="list-style-type: none"> As presented by Planning Staff – Committee will review the Comprehensive Zoning By-law and provide comments 	Staff Liaisons Committee	Monthly, as needed	Anticipated completion date 2017
17	Heritage Designation Brochure Update	<ul style="list-style-type: none"> Assist staff in updating the Heritage Designation Brochure for printing 	Staff Liaisons Committee	Monthly, as needed	
18	Pickering Village Heritage Conservation District Brochure	<ul style="list-style-type: none"> Assist staff in creating a brochure for the Pickering Village Heritage Conservation District 	Staff Liaisons Committee	As needed	Spring 2016
19	Torch Relay – Pan Am Games	<ul style="list-style-type: none"> Prepare and operate display table to promote Ajax 60th Anniversary Other activities as identified 	Staff Liaisons Committee	June 6, 2015	