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

**1. Call to Order**

**1.1. Welcome New Members & Roundtable Introductions**

**2. Disclosure of Conflict of Interest**

**3. Approval of Minutes**

**3.1 March 2, 2016** .....Page 3

**4. Presentation/Discussion Items**

**4.1 Doors Open 2016 (6:05 – 6:20 p.m.)**

Robert Gruber, Manager – Community & Cultural Development  
Robert Prochilo, Community Development Coordinator  
Michael Sawchuck, Senior Planner

**4.2 Heritage Plaque Unveiling – War Time Homes [B. Kriz] (6:20 – 6:30 p.m.)**

- Cedar Park, Cedar Street, May 20, 2016 – 4 p.m.

**4.3 40<sup>th</sup> Anniversary Visit of 8<sup>th</sup> HMS Ajax Crew [B. Kriz] (6:30 – 6:40 p.m.)**

- August 26 – 28, 2016

**4.4 Pat Bayly Statue [B. Kriz] (6:40 – 6:50 p.m.)**

**4.5 Patrick Sheehan Awards Presentation(s) [B. Kriz] (6:50 – 6:55 p.m.)**

**4.6 Durham Region Heritage Network Proposed Workshop [M. Sawchuck] (6:55 – 7:10 p.m.)**

**4.7 2016 Pickering Village CIP Grant Application Updates [M. Sawchuck] (7:10 – 7:25 p.m.)**

**5. Correspondence**

- ACORN Spring 2016 Magazine
- CHO News Spring 2016

**6. Update from Council (7:25 – 7:30 p.m.)**

**7. Standing Items**

**7.1 Work Plan (7:30 – 7:35 p.m.)** ..... Page 6

- *Addition of the DIL National Historic Event nomination to the Work Plan* [M. Sawchuck]

**7.2 Heritage Permit Updates** [M. Sawchuck] (7:35– 7:45 p.m.)

- 100 Old Kingston Road
- 90 Old Kingston Road
- 113 Old Kingston Road

**8. New/Other Business**

**8.1 Chair's Meeting** [Chair White] (7:45– 7:55 p.m.)

**9. Adjournment**

**Next Meeting Date:** *Wednesday, June 1, 2016 at 6:00 p.m., River Plate Room, Town Hall*



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

March 2, 2016

*River Plate Room, Town Hall*

*Meeting No. 3*

**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  
Patrick Doyle  
Antonella Inglesi-Grossi  
Brian Lampole  
Darrell Mader  
Stephen White

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

Regrets: Gina Collymore

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**1. Call to Order**

Vice-Chair Mader called the Meeting to order at 6:00 p.m.

**2. Disclosure of Conflict of Interest**

None

**3. Approval of Minutes**

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

That the February 3, 2016 Meeting Minutes of the Heritage Advisory Committee be approved as amended.

CARRIED

**4. Presentation/Discussion**

**4.1 JAM Festival: Saturday, June 25, 2016 – Volunteers Needed**

B. Kriz solicited participation from the Committee to assist with the 2016 Pickering Village JAM Festival event on Saturday June 25, 2016. The following individuals volunteered:

- 11 a.m. – 2 p.m. – A. Inglesi-Grossi, B. Briggs (tentatively)

- 2-5:30 p.m. – D. Mader

#### **4.2 Ontario Heritage Conference: May 12- 14, 2016 – Who's Attending?**

S. Moore reviewed details of the 2016 Ontario Heritage Conference, this year being held in Stratford & St. Marys, Ontario. She advised the Committee that three members are budgeted to attend. S. White, A. Inglesi-Grossi and D. Mader expressed interest in attending.

### **5. Correspondence**

S. Moore acknowledged the [February 3, 2016 Toronto Star article](#) about Westglen Farm that had been circulated to Members via email.

### **6. Update from Council**

Councillor Brown provided details of the upcoming Wards 3 & 4 Community Meeting being held on Wednesday, March 9, 2016 at Ajax Town Hall.

### **7. Standing Items**

#### **7.1 Work Plan**

This Item was not reviewed in detail.

#### **7.2 Heritage Permits Update**

M. Sawchuck noted the addition of a new standing item on the agenda related to heritage permits reviewed by staff that are not required to come before the Committee. He provided details of a permit granted for the residence at 10 Elizabeth Street, a property designated under Part V of the *Ontario Heritage Act*. The request was to replace a modern vinyl window on the east elevation of the southern addition and to install a sliding glass door on the west elevation of the southern addition to replace an existing window and door. The rationale for the application was that there were security concerns with the existing windows and door. The permit was approved since the work addressed a security concern and did not impact the appearance of the building from the street. The use of vinyl windows and doors was approved but the applicant was encouraged to consider traditional wood replacement for the window.

Members discussed the intent and impact of heritage policies included in the Pickering Village Heritage Conservation District Plan. M. Sawchuck noted that the intention of a Heritage Conservation District designation is to strengthen and improve heritage character, and that this is often achieved through renovations proposed by property owners. Where original materials exist, they should be repaired and restored, rather than replaced, where possible. Where modern materials exist, the Town will encourage applicants to use traditional materials, however, this will not be a requirement. The intent of the designation is not to create undue burden on heritage property owners.

## **8. New Business**

### **8.1 Architectural Styles Overview Presentation**

M. Sawchuck provided a comprehensive overview of 15 architectural styles common to heritage properties. He reviewed the intricacies of identification, provided examples of local architecture as well as descriptions and notable characteristics. At the conclusion of the presentation, Members were tested on their architectural identification skills.

## **9. Adjournment**

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

That the March 2, 2016 Meeting of the Heritage Advisory Committee be adjourned. (7:15 p.m.)  
CARRIED

PROJECT ITEM		OBJECTIVES & SUMMARY	LEAD	TIMELINE	STATUS / NOTES
1	Pickering Village JAM Festival	<ul style="list-style-type: none"> <li>• Prepare and operate display table</li> <li>• Other activities as identified</li> </ul>	Staff Liaisons Committee	June	Annual event
2	Canada Day Celebrations	<ul style="list-style-type: none"> <li>• Prepare and operate display table</li> <li>• Other activities as identified</li> </ul>	Staff Liaisons Committee	July 1	Annual event
3	Culture Days Events	<ul style="list-style-type: none"> <li>• Prepare and operate display table</li> <li>• Other activities as identified</li> </ul>	Staff Liaisons Committee	September 25 - 27	Annual event
4	Heritage Designations	<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>	Staff Liaisons Committee	As needed	Annually
5	Review of Development Applications and Heritage Permits	<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>	Staff Liaisons Planning Staff	Monthly, as needed	

6	<b>Heritage Property Inventory / Register</b>	<ul style="list-style-type: none"> <li>• Review Heritage Property Inventory; update where necessary</li> <li>• Prioritize properties for designation</li> <li>• Update Heritage Inventory Maps</li> <li>• Work towards updating Heritage Inventory to a Heritage Register</li> <li>• Develop a Communication Plan in preparation to formalizing the Heritage Register</li> </ul>	Staff Liaisons Committee	Completion Spring 2016	Monthly
7	<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>	Staff Liaisons Committee	Annual	
8	<b>New Pictorial History Book</b>	<ul style="list-style-type: none"> <li>• Review edits and provide comments</li> </ul>	Staff Liaisons Committee	Completion June 2015	
9	<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>	Staff Liaisons Committee	Completion June 2016	
10	<b>Develop Spirit Walk of Pickering Village</b>	<ul style="list-style-type: none"> <li>• Work with Recreation &amp; Culture staff to develop a spirit walk in Pickering Village / Ajax</li> </ul>	Staff Liaisons Committee	Completion September 2015	
11	<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>	Staff Liaisons Committee	Ongoing	Bi-annual (2016 & 2018)

12	<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 need to increase tax rebate from 10% (max permitted is 40% as per the Municipal Act)</li> </ul>	Staff Liaisons Committee	Monthly, as needed	Review potential rebate increase in 2016
13	<b>Heritage Legislation</b>	<ul style="list-style-type: none"> <li>Examine and provide comment on any relevant cultural heritage legislation</li> </ul>	Staff Liaisons Committee	As needed	
14	<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>	Staff Liaisons Committee	As needed	Annual
15	<b>2016 DIL 75<sup>th</sup> Anniversary Celebration</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> </ul>	Staff Liaisons Committee	Monthly, as needed	<ul style="list-style-type: none"> <li>Plan to be completed by December 2015</li> <li>Work with the Bomb Girls Committee</li> </ul>
16	<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>	Staff Liaisons Committee	Monthly, as needed	Anticipated completion date 2017
17	<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>	Staff Liaisons Committee	Monthly, as needed	
18	<b>Pickering Village Heritage Conservation District Brochure</b>	<ul style="list-style-type: none"> <li>Assist staff in creating a brochure for the Pickering Village Heritage Conservation District</li> </ul>	Staff Liaisons Committee	As needed	Spring 2016
19	<b>Torch Relay – Pan Am Games</b>	<ul style="list-style-type: none"> <li>Prepare and operate display table to promote Ajax 60<sup>th</sup> Anniversary</li> <li>Other activities as identified</li> </ul>	Staff Liaisons Committee	June 6, 2015	