



**Town of Aurora
Heritage Advisory Committee
Meeting Revised Agenda**

Date: Monday, December 9, 2024
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Meetings are available to the public in person and via live stream on the [Town's YouTube channel](#). To participate, please visit aurora.ca/participation.

	Pages
1. Call to Order	
Note: Added items are marked with an asterisk (*).	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
5. Receipt of the Minutes	
5.1 Heritage Advisory Committee Meeting Minutes of October 7, 2024	1
1. That the Heritage Advisory Committee Meeting Minutes of October 7, 2024, be received for information.	
6. Delegations	
*6.1 Christopher Watts, The Aurora Heritage Authority; Re: The Town of Aurora's Architectural Salvage Program	6
7. Matters for Consideration	
7.1 Memorandum from Manager, Policy Planning and Heritage; Re: Draft Heritage Awards Program Guide	33
1. That the memorandum regarding Draft Heritage Awards Program Guide be received; and	
2. That the Heritage Advisory Committee comments regarding Draft Heritage Awards Program Guide be received and referred	

to staff for consideration and further action as appropriate.

7.2 Memorandum from Manager, Policy Planning and Heritage; Re: Draft Heritage Grant Program

40

1. That the memorandum regarding Draft Heritage Grant Program be received; and
2. That the Heritage Advisory Committee comments regarding Draft Heritage Grant Program be received and referred to staff for consideration and further action as appropriate.

8. Informational Items

9. New Business

10. Adjournment



**Town of Aurora
Heritage Advisory Committee
Meeting Minutes**

Date: Monday, October 7, 2024
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Bob McRoberts, Honourary Member (Vice Chair)
Cynthia Bettio
David Heard
Rocco Morsillo

Members Absent: Kevin Hughes
John Green, Aurora Historical Society Representative

Other Attendees: Ishita Soneji, Deputy Town Clerk
Adam Robb, Manager, Policy Planning and Heritage
Linda Bottos, Council/Committee Coordinator

1. Call to Order

The Vice Chair called the meeting to order at 6:58 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda**Moved by** Cynthia Bettio**Seconded by** Rocco Morsillo

That the revised agenda as circulated by Legislative Services be approved.

Carried**4. Declarations of Pecuniary Interest and General Nature Thereof**There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.**5. Receipt of the Minutes****5.1 Heritage Advisory Committee Meeting Minutes of June 10, 2024****Moved by** Rocco Morsillo**Seconded by** Cynthia Bettio

1. That the Heritage Advisory Committee Meeting Minutes of June 10, 2024, be received for information.

Carried**6. Delegations****6.1 Christopher Watts, The Aurora Heritage Authority; Re: Town of Aurora Heritage Awards**

Christopher Watts provided a presentation in support of reinstating Aurora's Heritage Awards program. They further expressed questions on the history and status of the Heritage Awards program, the Town's Architectural Salvage Program, and the Heritage Advisory Committee's Pending List.

Moved by David Heard**Seconded by** Cynthia Bettio

That the comments of the delegation be received for information.

Carried

7. Matters for Consideration

7.1 Memorandum from Manager, Policy Planning and Heritage; Re: Heritage Permit Application - 77 Wellington Street East

Staff provided an overview of the memorandum and proposal for a minor rear addition to accommodate additional space in support of the existing daycare use, noting the rear addition qualifies for delegated approval due to the generally minor nature of the proposed work. The Committee expressed no opposition to the proposal and inquired about the requirement for use of non-combustible siding material. Staff confirmed that the intent is to aesthetically match the existing siding. The Committee had no further concerns with this or proceeding with delegated approval.

Moved by Rocco Morsillo

Seconded by David Heard

1. That the memorandum regarding Heritage Permit Application - 77 Wellington Street East be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Permit Application - 77 Wellington Street East be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Policy Planning and Heritage; Re: Hillary House Considerations

Staff provided an overview of the memorandum and request from the Aurora Historical Society to collaborate with the Town and explore options toward ensuring the long-term sustainability of the Hillary House National Historic Site. Staff noted that input is being sought from the Heritage Advisory Committee along with feedback from the public, which will be summarized in a report back to Council.

The Committee provided feedback including: (1) Hillary House should be owned and managed by the Town; the Aurora Historical Society as a volunteer board should not be responsible to manage the property; (2) continue to use property as a museum and community space for events, tours, banquets, etc.; (3) property is underutilized and should be enhanced

through connectivity to Fleury Park, the trails system, Aurora Community Centre, the downtown core, and the rehabilitation of the waterworks yard; (4) promote the landscaping and natural elements of the property; (5) promote heritage tourism through marketing and increasing awareness of Hillary House to the public, business sector, and school groups; and (6) pursue federal grants.

Moved by Cynthia Bettio

Seconded by Rocco Morsillo

1. That the memorandum regarding Hillary House Considerations be received; and
2. That the Heritage Advisory Committee comments regarding Hillary House Considerations be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

8.1 Memorandum from Deputy Town Clerk; Re: 2025-2026 Citizen Member Recruitment for Advisory Committees

Staff provided an overview of the memorandum, highlighting that current citizen members must reapply for the second half of the 2022-2026 Council term to be considered for this committee or any other committee of interest. Staff confirmed that all applications would be brought forward for Council's consideration once the application period has ended.

Moved by David Heard

Seconded by Cynthia Bettio

1. That the memorandum regarding 2025-2026 Citizen Member Recruitment for Advisory Committees be received for information.

Carried

9. New Business

Staff provided an update on the screening of the Pet Cemetery documentary, being held during the time of this meeting in the Performance Hall at Aurora

Town Square, and advised that Cultural Services staff have offered to host a private screening for the Heritage Advisory Committee (HAC) members immediately prior to the December 9, 2024 HAC meeting at Town Hall. The Committee expressed their preference for a viewing at Aurora Town Square and staff agreed to liaise with Cultural Services staff and propose an alternate night in the Performance Hall.

The Committee offered suggestions regarding the timing and theme of the next Doors Open Aurora event, noting that previously there was greater participation of sites and visitors in August than in October. Staff clarified that the Ontario Heritage Trust's Doors Open Ontario program determines the provincewide theme each year and that a separate organizing committee, which can include Committee members along with a range of community partners, is required to coordinate the event.

10. **Adjournment**

Moved by Cynthia Bettio

Seconded by Rocco Morsillo

That the meeting be adjourned at 8:44 p.m.

Carried



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Delegation Request

This request and any written submissions or background information for consideration by either Council or Committees of Council is being submitted to Legislative Services.

Council or Committee (Choose One) *

Heritage Advisory Committee

Council or Committee Meeting Date * ?

2024-12-9



Subject *

The Town of Aurora's Architectural Salvage Program

Full Name of Spokesperson and Name of Group or Person(s) being Represented (if applicable) *

Christopher Watts, The Aurora Heritage Authority

Brief Summary of Issue or Purpose of Delegation *

The town's Architectural Salvage program, referenced as an active program in the town's 2024 official plan is conspicuously absent from outwards communication on the town's website.

There is lack of proper documentation and reports regarding the programs' status and efforts since its founding nearly 20 years ago.

Attempts to gain insights into metrics of the programs have been met with instructions to file F.O.I. requests which fails to align with the town's accountability and transparency bylaw 5690-15, and the Open Data practices outlined in the town's 2021 Service Delivery Review report.

This delegation encourages the Heritage Advisory Committee to recognize and re-establish its role as outlined in the program. To also seek clarity from staff with regards to what exactly has been accomplished over its run.

Given that the frequent turnover of Heritage Planning Managers has resulted in discontinuity in passing institutional knowledge, coupled with the fact that no report has been made back to committee, council or community since changes were made to the program in 2017 an audit of the program is long overdue and should be requested.

Have you been in contact with a Town staff or Council member regarding your matter of interest? *

Yes

No

Full name of the Town staff or Council member with whom you spoke

Adam Robb

Date you spoke with Town staff or a Council member

2024-11-15 

I acknowledge that the Procedure By-law permits five (5) minutes for Delegations. *

Agree



TOWN OF AURORA'S ARCHITECTURAL SALVAGE PROGRAM and its many failures (2005-2024)

Delegation to the Heritage Advisory Committee
December 9th, 2024



November 14th 2011

Delegation to H.A.C. asking questions



RUMMAGING THROUGH AURORA'S ARCHITECTURAL SALVAGE PROGRAM

A presentation to the Heritage Advisory Committee of Aurora by Christopher Watts
Nov 14th 2011

In New York City from 1980 to 2000, the Landmarks Preservation Commission ran an architectural salvage program amassing a mother lode of random items collected from the city's demolished buildings, storing them in a South Williamsburg warehouse at 337 Berry St. in Brooklyn where these items were sold to the public.

The program ended in 2000 because of low sales and staffing and budget constraints.

The collection went to auction last month where it was sold in 30 lots and proceeds from the sale went to the City's general fund

Is the AASP set up to fail in a similar fashion?

Citizens simply want to know if artifacts were gathered for a purpose, what is it? Who is going to realize it? Is the strategy one that is sustainable? And where are the recourses to see it through?

"Without dedication to a program to identify, salvage and re-use heritage materials, these historical, cultural and architectural connections to Aurora's past can easily be lost forever".

Expect Better. Demand Better. Be Better.

Robb, Adam

Tuesday, Nov 19 at 10:11 AM



> To: chris@curategreatness.com

Hi Chris,

The program ended before my time with the Town, and from the records I have been able to dig up and conversations I have had with Marco, the program was underutilized and very resource and space intensive.

The program ended in 2017 largely for those reasons. There was very minimal uptick in the program apparently, and the inventory at that time was also apparently mostly non-significant pieces including pieces that had no architectural or heritage value at all. Any pieces of value were given to the museum in 2017, but again I do not get the impression that there were very many.

The program has not been run since 2017 nor have I been involved in it in any capacity, but my assumption is that those pieces in 2017 and earlier would have largely come from listed properties that may have been demolished due to a lack of heritage value to begin with – the pieces salvaged were not significant architecturally (generic doors for example), otherwise if there were significant architectural elements present, I would say that property should have been designated and not demolished at all. Designated properties are not typically supported for demolition, and I am unaware of any sound designated buildings being demolished since 2017.

April 2019

97 Wellington Street East

Identified items : stained glass window and woodwork



Town of Aurora Heritage Advisory Committee Meeting Minutes

Date:	Monday, April 1, 2019
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Neil Asselin (Chair), Bob McRoberts (Vice Chair), John Green, Matthew Kinsella, Jeff Lanthier, Hoda Soliman, and Councillor Sandra Humfryes
Members Absent:	None
Other Attendees:	Mayor Tom Mrakas (ex-officio), Adam Robb, Planner, and Ishita Soneji, Council/Committee Coordinator

Heritage Advisory Committee Meeting Minutes
Monday, April 1, 2019

Page 3 of 5

**Moved by Councillor Humfryes
Seconded by Bob McRoberts**

That the presentation be received for information.

Carried

The Committee and staff discussed about the possibilities of incorporating the existing building into the proposed designs, and staff noted that salvaging the north stained glass window and woodwork from the main interior staircase would be required as per the recommendation, and that any future alterations would be subject to the Design Review Panel approval and review.

**Moved by Councillor Humfryes
Seconded by Matthew Kinsella**

1. That Report No. HAC19-001 be received; and
2. That the comments from the Heritage Advisory Committee regarding the following recommendations be incorporated into a report to General Committee:
 - (a) That the property located at 97 Wellington Street East be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest;
 - (b) That in the event of a demolition application, the north elevation stained glass window and all woodwork from the main interior staircase from the ground to the upper floors be salvaged in accordance with the Town of Aurora's Architectural Salvage Program Guide and re-used in any potential development on site; and



January 2024



TOWN OF AURORA OFFICIAL PLAN



Vision

it is envisioned that Aurora will
continue to value its historic charm


necessary as determined by Council, thorough archival documentation of the heritage resources is required to be undertaken by the proponent, at no cost to the Town. The information shall be made available to the Town for archival purposes.

- p) In the event that demolition, salvage, dismantling or relocation of a built heritage resource or **cultural heritage landscape** is found to be necessary as determined by Council, salvageable heritage material shall be preserved, acquired or donated to the Town in accordance with the Town's Architectural Salvage Program Guide.
- q) The above-noted archival documentation must be prepared by a qualified person and include at least the following as appropriate, or additional matters as specified by the Town:
 - i. Architectural measured drawings;
 - ii. Land use history; and
 - iii. Photographs, maps and other available material about the cultural heritage resource in its surrounding context.
- r) Minimum standards for the maintenance of the heritage attributes of designated heritage properties shall be established and enforced.
- s) Every endeavor shall be made to facilitate the maintenance and conservation of designated heritage properties including making available grants, loans and other incentives as provided for under the Ontario Heritage Act, the Heritage Property Tax Relief Program under the Municipal Act and municipal sources.
- t) The Town may modify its property standards and by-laws as appropriate to meet the needs of preserving heritage structures.
- u) Guidelines for Securing Vacant and Neglected Heritage Buildings shall

Cambridge - 2023

Aurora included in study to form Terms of Reference for Salvage Plan

Appendix A



MEMO

TO: Joan Jylanne, Manager of Policy Planning, Planning Services, Community Development, City of Cambridge

FROM: Lindsay Benjamin, MAES, MCIP, RPP, CAHP, Senior Cultural Heritage Specialist; Michael Teal, MES, Archaeology Team Lead

SUBJECT: City of Cambridge Cultural Heritage Impact Assessment Terms of Reference, Conservation Plan Terms of Reference, and Documentation and Salvage Plan Terms of Reference Memo

DATE: June 29, 2023

BACKGROUND

WSP Canada Inc. (WSP) was retained by the City of Cambridge (the "City") to assist with updating the City's existing *Detailed Guidelines for the Preparation of Cultural Heritage Impact Assessments Under Policy 4.10 of the City of Cambridge Official Plan (Council adopted May 7, 2012 with Regional Approval on November 21, 2012)*, as well as preparing new Terms of Reference for Conservation Plans (CP) and Documentation and Salvage Plans. This work is being undertaken as a result of a City initiative to streamline the development approvals process, which includes updating Terms of References (ToR) for various studies.

This memo will outline the methodology undertaken to complete the updated Cultural Heritage Impact Assessment (CHIA) ToR and new CP and Documentation and Salvage Plan ToRs, notably consisting of a gap analysis for the CHIA ToR. ToRs for five municipalities were reviewed to assist with identifying portions of the City's guidance document that could be improved as well as best practices in the preparation of the CP and Documentation and Salvage Plan ToRs. New policy recommendations and a rationale for a recommended approach to updating and preparing the ToRs will also be detailed in this memo. The updated CHIA ToR and new CP and Documentation and Salvage Plan ToRs are appended to this memo as Attachment 1.

METHODOLOGY

CHIA Terms of Reference Gap Analysis

To aid in the preparation of an updated CHIA ToR for the City of Cambridge, similar municipal documents were reviewed to identify content gaps, areas requiring update or opportunities for improvement. CHIA ToRs were reviewed for the following five municipalities:

- City of Waterloo
- City of Kitchener
- City of Toronto
- City of Hamilton
- **Town of Aurora**

CHIA ToR Content	City of Cambridge	City of Waterloo	City of Kitchener	City of Toronto	City of Hamilton	Town of Aurora
- Statement of Cultural Heritage Value or Interest		✓	✓	✓	✓	✓
- Summary of integrity and condition				✓		✓
- Description of proposed development/alteration	✓	✓	✓	✓	✓	✓
- Impact Assessment	✓	✓	✓	✓	✓	✓
- Consideration of alternatives	✓	✓	✓	✓	✓	✓
- Mitigation and conservation methods	✓	✓	✓	✓	✓	✓
- Implementation and monitoring plan		✓				✓
- Summary statement and conservation recommendations	✓	✓	✓	✓	✓	
- Conservation recommendations for regionally significant properties		✓				
- Listing/designation recommendation			✓			
- List of cited material					✓	
Links/resources						✓
Review/approval process	✓	✓	✓	minimal	✓	
Includes Conservation Plan guidance						✓
Includes documentation and/or salvage guidance		minimal				

Kitchener - 2020

References 2016 Architectural Salvage Program Guide

Town of Aurora

2016 Architectural Salvage Program Guide. Accessed online at: www.aurora.ca/TownHall/Documents/Heritage%20Advisory%20Committee/Architectural%20Salvage%20Program%20Guide.pdf.

11.2.1 Salvage of Components (Option 1 Impact 1)

This option allows for the retention of components of a building for reuse prior to its demolition. The selective removal of identified architectural or landscape elements preserves portions or features of buildings and structures that possess historical, architectural or cultural value and can divert them from becoming landfill material (Town of Aurora 2016). This mitigation option is not the strongest option from a heritage perspective; however a removal and reuse program would allow for the conservation of key components of a structure. Given that the building is constructed of concrete, there are no materials that can be salvaged for reuse in other buildings. However, portions of the 10 inch thick walls could be selectively removed for interpretive elements or for interpretation in one of the local museums. Other elements that could potentially be salvaged for interpretation include any mechanical equipment (i.e., air filter) and the communication towers. This strategy fulfills the City of Kitchener's OP policy 12.C.1.32 which requires that "where a cultural heritage resource is proposed to be demolished, the City may require all or any part of the demolished cultural heritage resource to be given to the City for re-use, archival, display or commemorative purposes, at no cost to the City". This mitigation measure should be implemented through a Commemoration and Interpretation Plan as well as discussions with the Ken Seiling Waterloo Region Museum.

The Commemoration and Interpretation Plan would outline the salvage plans, as well as it may include any plans to interpret portions of the bunker i.e. the knee wall (see Section 11.2.1 below), or symbolic conservation methods (see Section 11.2.2 below), through techniques such as plaques. A sign(s) placed close to the site of the bunker or along the nearby trail, accessible to passing residents and visitors, would serve to convey information about the property's past. Some suggested themes for the signage include, but are not limited to: Emergency Government Facilities across Canada, Civil Emergency Planning in Canada, Municipal Emergency Government Headquarters (MEGHQ), County of Waterloo emergency planning, history of the subject bunker including floor plans and historic photos. Another suggestion is to mount an interpretive rendition of the bunker as it stood on a clear plexiglass panel, allowing the viewer to look through the plexiglass and see the outline of the bunker structure against the post-demolished landscape (see Figure 23 for a commemorative example). This signage would complement and further explain the commemorative knee wall and/or floor plan.

Plaques or other interpretive displays may be made of materials salvaged from the bunker (i.e., pieces of the 10 inch walls). Examples of incorporating materials into interpretive displays can be seen elsewhere including as part of the Region of Waterloo's Historic Plaque Program. Through this program, salvaged materials from historic structures have been incorporated into plaque bases to provide a physical tie to the historic area or resource being commemorated. Yellow bricks salvaged from a prominent home in the former settlement of German Mills were used to construct the base for a historic plaque that celebrated the area's significance. Another plaque prepared for the Huron Road Bridge as part of the Region's Heritage Bridges Recognition Program incorporated a piece of the steel I-beam removed from the uniquely constructed bridge before it was reconstructed.

A Commemoration and Interpretation Plan would explore these options and recommend signage locations, the design of graphics and text, as well as how the commemoration should be displayed. The development of a Heritage Interpretation Plan or Strategy should be finalized prior to demolition activities commencing in order to carry out any potentially recommended actions (i.e., salvage, further documentation) ahead of demolition. Installation of the interpretive elements may follow demolition as part of the site redevelopment.

11.2.1 Retain a Portion of the Wall (Option 1 - Impact 1)

December 2017

New Architectural Salvage Program Guide & Form released



TOWN OF AURORA

ARCHITECTURAL SALVAGE PROGRAM GUIDE

PLANNING AND DEVELOPMENT SERVICES
Development Planning Division
Heritage Planning Section
Phone: 905-727-3123 ext. 4226
Fax: 905-726-4736
Email: planning@aurora.ca

Town of Aurora
100 John West Way,
Box 1000, Aurora, ON L4G 6J1
www.aurora.ca

December, 2017



TOWN OF AURORA

**ARCHITECTURAL SALVAGE PROGRAM
APPLICATION FORM**

PLANNING AND DEVELOPMENT SERVICES
Development Planning Division
Heritage Planning Section
Phone: 905-727-3123 ext. 4226
Fax: 905-726-4736
Email: planning@aurora.ca

Town of Aurora
100 John West Way,
Box 1000, Aurora, ON L4G 6J1
www.aurora.ca

December, 2017

2017

**Council delegated authority to staff
to operate, not shutter the program**

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
9	Approve the application for, and order the creation of, interpretive wood plaques for heritage properties as part of the Heritage Advisory Committee education initiative and execute related Agreements	Department Head	None
10	Review, approve or reject applications for accepting and distributing salvage material as part of the Architectural Salvage Program	Department Head, or as further delegated by the Department Head	<p>Where an application adheres to the Program Guidelines set out in the Guide to the Architectural Salvage Program and no fees are involved as part of the transfer of the salvage material.</p> <p>The exercise of power to be conducted in accordance with the Guideline to the Architectural Salvage Program.</p> <p>All approvals or refusals must be reported to the Heritage Advisory Committee.</p>
11	Negotiate and execute Heritage Easement Agreements	Department Head, or as further delegated by the Department Head	Applies to properties designated as a heritage property pursuant to Part IV of the Ontario Heritage Act or to properties located within a



BUT DID YOU
DOCUMENT IT?

1.) Salvage items for re-use on site

Bricks, stained glass etc.

2.) Salvage items for re-use off site

a.) items to offer back to community

Doors, windows etc.

b.) items for Museum use

Large ornate doors, store counters, ticket booth

1.) Salvage items for re-use on site

Bricks, stained glass etc.

April 2019

97 Wellington Street East

Identified items : stained glass window and woodwork



Town of Aurora Heritage Advisory Committee Meeting Minutes

Date:	Monday, April 1, 2019
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Neil Asselin (Chair), Bob McRoberts (Vice Chair), John Green, Matthew Kinsella, Jeff Lanthier, Hoda Soliman, and Councillor Sandra Humfryes
Members Absent:	None
Other Attendees:	Mayor Tom Mrakas (ex-officio), Adam Robb, Planner, and Ishita Soneji, Council/Committee Coordinator

Heritage Advisory Committee Meeting Minutes
Monday, April 1, 2019

Page 3 of 5

**Moved by Councillor Humfryes
Seconded by Bob McRoberts**

That the presentation be received for information.

Carried

The Committee and staff discussed about the possibilities of incorporating the existing building into the proposed designs, and staff noted that salvaging the north stained glass window and woodwork from the main interior staircase would be required as per the recommendation, and that any future alterations would be subject to the Design Review Panel approval and review.

**Moved by Councillor Humfryes
Seconded by Matthew Kinsella**

1. That Report No. HAC19-001 be received; and
2. That the comments from the Heritage Advisory Committee regarding the following recommendations be incorporated into a report to General Committee:
 - (a) That the property located at 97 Wellington Street East be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest;
 - (b) That in the event of a demolition application, the north elevation stained glass window and all woodwork from the main interior staircase from the ground to the upper floors be salvaged in accordance with the Town of Aurora's Architectural Salvage Program Guide and re-used in any potential development on site; and

2012

George Browning House Items salvaged and stored



THAT the recommendation for Item 5 – HAC11-025 – Demolition Application for Heritage Structure regarding the George Browning House be amended to read “...THAT the Heritage Advisory Committee recommend to Council to **consent to the demolition application with the understanding that the applicant will salvage any and all items that can be used from the building in the new one and that a display be set up in the lobby along with relevant historical information on George Browning and the house.**” This recommendation was adopted by Council on February 28, 2012.

Stefano Bucciol, an owner of the subject property, has confirmed that materials were salvaged from the building prior to demolition in accordance with the motion of Council on February 28, 2012. **Mr. Bucciol has confirmed that these materials are currently stored at a warehouse facility off-site** and that the materials are still available for use in the lobby of a new building.

Mr. Bucciol has confirmed that the Town of Aurora will be notified should these materials no longer be intended for re-use on-site by the current property owners.

So the items salvaged from the George Browning House will be made available to the town when a transfer of sale happens.

Great, and where exactly does the town plan to put them exactly?

2011

Isaac Petch Farm House

Identified items :
brick



2.) Salvage items for re-use off site

a.) items to offer back to community

Doors, windows etc.

June 2017

H.A.C. recommended staff divest of program's inventory

Heritage Advisory Committee Meeting Agenda
Monday, June 12, 2017

Page 3 of 3

3. Memorandum from Planner

Re: Additional Information – Architectural Salvage Program

Recommended:

1. That the memorandum regarding Additional Information – Architectural Salvage Program be received; and
2. That the Heritage Advisory Committee recommend to Council:
 - (a) That staff make items from the Architectural Salvage Program available to the public in July 2017; and
 - (b) That a notice with respect to the event be published in the local newspapers and the Town of Aurora website.



BUT DID YOU
DOCUMENT IT?

2013

Staff reports to H.A.C.



TOWN OF AURORA
HERITAGE ADVISORY COMMITTEE REPORT No. HAC13-034

SUBJECT: *Architectural Salvage Program*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *December 9, 2013*

RECOMMENDATIONS

THAT report HAC13-034 be received;

THAT the Heritage Advisory Committee review the options for the Aurora Architectural Salvage Program provided in this report and provide feedback to staff; and

THAT the Heritage Advisory Committee direct staff to provide revised program guidelines to the Heritage Advisory Committee in the future.

PURPOSE OF THE REPORT

The purpose of this report is to provide the Heritage Advisory Committee with options in regards to a revised Architectural Salvage Program.

BACKGROUND

Review of 2005 Architectural Salvage Program

The Architectural Salvage Program was initiated in 2005. The program description which was drafted at this time is found in Attachment 1. Subsequent to this, program guidelines were established and can be found in Attachment 2. This document states that the Program objectives were to:

- Develop a process for salvaging heritage building materials from properties proposed for demolition
- Consider options for encouraging property owners to donate salvageable materials to the Town of Aurora and to discourage them from disposing of the materials from local landfills.
- Develop a program for the re-use of heritage building materials in the possession of the Town of Aurora
- Ensure the salvaged heritage building materials are distributed in a fair and consistent manner.

2013 Inventories reported out

Extremely faint table containing inventory details such as Item#, Quantity, Description, and Location.

Architectural Salvage Program List of Items

Group	Object	Quantity
Architectural	Banister and Newel Post	3
	Banister/Railing	2
	Bargeboard	2
	Baseboard	12
	Bracket	5
	Cedar Shakes	5
	Chair Rail	1
	Lintel (decorative)	2
	Door	38
	Door Frame	9
	Door Frame + Trim	5
	Door Trim	3
	Hand Rail	1
	Lintel Block	1
	Newel Post + Railing	1
	Newel Posts	2
	Operational Shutters	2
	Spindles	60
	Timbers	3
	Flooring (tongue and groove)	30
	Timber Beams	50
	Transom	1
	Unknown/Unidentifiable	3
	Trim and Board (various)	23
Window	32	
Window Casement + Window	1	
Window Frame	1	
Total Architectural:		298
Interior/Furnishing	Bed Posts	2
	Shelf	2
	Cupboard Doors	2
	Mantle	7
	Total Interior/Furnishing:	
TOTAL:		311

2014
45 Tyler

Heritage Advisory Committee Meeting Minutes
Monday, September 8, 2014

Page 3 of 6

- (b) **Brad Rogers, Groundswell Urban Planners, representing Charlieville Developments Limited**
Re: Item 3 – HAC14-026 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest; and Notice of Demolition of a Structure on a Listed Heritage Property, 45 Tyler Street (Charlieville Developments Limited)

Mr. Rogers introduced other associates working on this project and indicated that the goal of the project is to build townhouses. He advised that the property requires extensive, environmental clean-up and demolition of the building. Mr. Rogers invited Heritage Advisory Committee members to tour the building and site, and he offered any relics that could be salvaged to the Town. Mr. Rogers' associates advised on environmental aspects, contaminants, risk assessments, and that they would work with the Town regarding commemorating the property's link to the past.

Moved by Councillor Humfries

Seconded by John McIntyre

THAT the comments of the delegation be received for information.

CARRIED

Heritage Advisory Committee Meeting Agenda
Monday, July 14, 2014

Page 2 of 4

MATTERS FOR CONSIDERATION

1. **HAC14-018 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest 95 Wellington Street East** *pg. 11*

RECOMMENDED:

THAT report HAC14-018 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the property located at 95 Wellington Street East be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest as it was determined not to be of significant cultural heritage value as per the Evaluation Working Group Report; and

THAT the owners of the subject property hold a site visit with members of the Heritage Advisory Committee to determine the potential availability of items as part of the Aurora Architectural Salvage Program.

2014
95 Wellington

2.) Salvage items for re-use off site

b.) items for Museum use

Large ornate doors, store counters, ticket booth

September 12th 2011

Report to H.A.C. offering glimpses of salvage



Decorative roof bracket from Railroad Hotel (Wellington and Berczy streets). Collection also includes banister and spindles and decorative ironwork from the hotel.



Ticket window from Aurora railway station, 1900. (Removed during renovations by GO Transit.)

Architectural Fragments from Aurora's Past, stored at the old Library, Victoria Street

A report to the Town of Aurora Heritage Advisory Committee by John McIntyre, September 12, 2011



Decorative brackets from Doan Hall, mantelpiece and floorboards from *Gairlands* (Hartman House), part of stairway from Simpson house.



Front doors from *Inglehurst* (the Fleury House), formerly used in entrance to main gallery of Aurora Museum, window sash and surround with restored painted graining from *Gairlands*, window sash from Trinity Anglican rectory.



BUT DID YOU
DOCUMENT IT?



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Memorandum

Planning and Development Services

Re: Draft Heritage Awards Program Guide

To: Heritage Advisory Committee

From: Adam Robb, MPL, MCIP, RPP, CAHP, PLE
Manager, Policy Planning and Heritage

Date: December 9, 2024

Recommendation

1. That the memorandum regarding Draft Heritage Awards Program Guide be received; and
2. That the Heritage Advisory Committee comments regarding Draft Heritage Awards Program Guide be received and referred to staff for consideration and further action as appropriate.

Background

Previously, the Town recognized heritage conservation projects and achievements through biennial awards. A new draft Heritage Awards Program Guide has been prepared to provide direction on the re-activation of the awards program moving forward.

Analysis

The draft Heritage Awards Program Guide outlines three award categories as well as several sub-groupings

The draft Heritage Awards Program Guide has been developed around a focus on three primary award categories:

- 1) Residential Buildings
- 2) Commercial and Institutional Buildings
- 3) Heritage Awareness and Achievement

The Residential Buildings and Commercial and Institutional Buildings categories are intended to apply to projects involving designated heritage buildings themselves. Under each of these categories, there are 4 sub-grouping award segments, being Preservation, Restoration, Adaptive Re-use, and Sensitive Additions.

The Heritage Awareness and Achievement category is not necessarily intended for works and projects to heritage buildings themselves, but rather is intended to recognize individuals, businesses, groups, or organizations that promote heritage and conservation through advocacy, education, arts, or volunteer efforts. This category is also intended to recognize those who have made exceptional or long-lasting contributions to heritage conservation within Aurora.

A table displaying the award categories and sub-groupings is provided in the attached Program Guide document and also available for reference below:

Award Categories			
	Buildings		Individuals, Businesses, Groups and Organizations
	1) Residential	2) Commercial and Institutional	3) Heritage Awareness and Achievement
Award Groupings	Preservation Award	Preservation Award	Outstanding Heritage Achievement Award
	Restoration Award	Restoration Award	
	Adaptive Re-use Award	Adaptive Re-use Award	
	Sensitive Addition Award	Sensitive Addition Award	

The Heritage Advisory Committee will be responsible for reviewing and selecting award winners, with selections to then be confirmed by Council. The Heritage Awards will be selected based on each of the application categories and sub-groupings that are received, and not all award categories/sub-groupings may necessarily be awarded each cycle, depending on the total number of applications that are received.

Regarding the nomination process, it is anticipated that nominations will be received by staff on an ongoing basis, with a nomination deadline by the end of Q3 of the respective biennial year. This allows time for the review of nominations and award selections by the Heritage Advisory Committee and Council, in advance of anticipated award presentation during or around national “Heritage Week” which occurs the third week of February.

For the Residential and Commercial and Institutional Buildings categories, work must have been completed in the past two years and self nominations are acceptable. For the Heritage Awareness and Achievement category, individuals or organizations must reside or be operating in Aurora, and nominations must be made by someone other than the nominee.

A complete overview of the draft program is provided in the corresponding attachment. Comments from the Heritage Advisory Committee are encouraged at this time prior to the draft Program Guide being presented to Council for endorsement. It is expected that upon final endorsement, the Awards Program will open and be running for the 2025 year, with award presentations in 2026.

Attachments

1. Attachment 1 – Draft Heritage Awards Program Guide



Heritage Awards

Attachment 1

Program Guide

Introduction

The Heritage Awards Program recognizes and celebrates the achievements of property owners, individuals, businesses, groups and organizations that have made significant contributions to heritage conservation in Aurora. The application intake and granting of awards will occur every two years and award winners are selected by the Town of Aurora Heritage Advisory Committee and Council.

Award Categories

There are three categories available for the Heritage Awards. The first two categories, **Residential Buildings** and **Commercial and Institutional Buildings**, are specifically applicable to projects involving designated heritage buildings while **Heritage Awareness and Achievement** is available for individuals, businesses, groups or organizations.

Awards for the **Residential Buildings** and **Commercial and Institutional Buildings** categories will be based on any of the following four sub-groupings.

- **Preservation:** Work done to protect or maintain existing form, integrity, materials, or designated heritage features of a building.
- **Restoration:** Work done to accurately recover, reveal, or represent a heritage structure or feature as it appeared in the past.
- **Adaptive Re-use:** Work done to integrate a heritage building into a development or introduce a new use while maintaining its designated heritage features.
- **Sensitive Addition:** Work done to appropriately incorporate structural additions or sympathetic architectural elements to a building while respecting all existing designated heritage features.

Nominated buildings/projects must satisfy and meet the definitions of at least one of the above award sub-groupings. The Heritage Advisory Committee and Council reserve the right to select award recipients based on their applicability within each/any sub-grouping. Generally, a maximum of one award winner can be selected for each grouping, for each of the **Residential Buildings** and **Commercial and Institutional Buildings** categories. It is encouraged that award winners for each sub-grouping are unique projects, however, at the discretion of the Heritage Advisory Committee and Council a single project may be eligible to receive multiple awards.

DRAFT



Heritage Awards

Program Guide

The **Heritage Awareness and Achievement** category is open to individuals, businesses, groups, or organizations that promote heritage and conservation through advocacy, education, arts, or volunteer efforts. This category is also intended to recognize those who have made exceptional or long-lasting contributions to heritage conservation within Aurora. These awards may not necessarily be tied to specific built-heritage projects or work, but can instead be based on promotional campaigns, education, awareness, and outreach efforts at large within the community.

A summary of the Award Categories and sub-groupings are as follows:

Award Categories			
	Buildings		Individuals, Businesses, Groups and Organizations
	1) Residential	2) Commercial and Institutional	3) Heritage Awareness and Achievement
Award Groupings	Preservation Award	Preservation Award	Outstanding Heritage Achievement Award
	Restoration Award	Restoration Award	
	Adaptive Re-use Award	Adaptive Re-use Award	
	Sensitive Addition Award	Sensitive Addition Award	

It is expected that in certain award period cycles, nominations may not be received for all sub-groupings. The Heritage Awards will still be selected based on each of the application categories and sub-groupings that are received, and not all award categories/sub-groupings may be awarded each cycle. The Heritage Advisory Committee and Council ultimately retain full authority over the award selection process.

Nomination Criteria

It is anticipated that nominations will be received on an ongoing basis, with a nomination deadline by the end of Q3 of the respective biennial year. This allows time for the review of nominations and award selections by the Heritage Advisory Committee and Council, in advance of anticipated award presentation during or around national "Heritage Week" which occurs the third week of February.

DRAFT



Heritage Awards

Program Guide

The nomination criteria for each category is as follows:

1) Residential Buildings and Commercial and Institutional Buildings Category:

Buildings nominated in either the **Residential** or **Commercial and Institutional** category must meet the following requirements:

- Properties must be designated individually under Part IV or as part of a district under Part V of the *Ontario Heritage Act*;
- Properties must be located in the Town of Aurora; and
- Work must have been completed in the past 2 years.
- Self-nominations are acceptable

2) Heritage Awareness and Achievement

Individuals, businesses, groups, or organizations nominated in the **Heritage Awareness and Achievement** category must meet the following requirements:

- Be operating in the Town of Aurora; and/or
- Be located or residing in the Town of Aurora
- Nominations must be made by someone other than the nominee

In addition to the above requirements, nominees must meet **one** of the following requirements:

- Demonstrate commitment to heritage conservation in the Town of Aurora through their work;
- Support the revitalization of the community through strengthening of local heritage through their work; or,
- Increase awareness of local history and heritage through their work.

Submission and Deadline Information

All nominations must be submitted with a complete nomination form by the set deadline date. The completed nomination form can be submitted by one of the following methods:

- Emailed to planning@aurora.ca
- Dropped off in person the Planning and Development Office at Town Hall

DRAFT



Heritage Awards

Program Guide

Appendix 1 – Summary of the Heritage Awards Process

Step One – Town Staff Screen Nominations

All submitted nominations for the Heritage Awards will be first screened by staff within the Policy Planning and Heritage Division for completeness and eligibility.

Step Two – Heritage Advisory Committee Review and Recommendations

The nominations satisfying the nomination criteria with a complete application will then be brought to the Heritage Advisory Committee for their review. The Heritage Advisory Committee members will review the nominations and select the recommended works/projects and individual/organization for recognition.

Step Three – Council Receipt and Confirmation of Selection

The recommended award winners will be brought to Council for final selection confirmation.

Step Four – The Heritage Advisory Committee and Council award the Heritage Awards

Once the final award winners are selected, a presentation of the Heritage Awards will take place. Selected nominees will be notified of the date for the presentation of the Heritage Awards.

DRAFT



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Memorandum

Planning and Development Services

Re: Draft Heritage Grant Program

To: Heritage Advisory Committee

From: Adam Robb, MPL, MCIP, RPP, CAHP, PLE
Manager, Policy Planning and Heritage

Date: December 9, 2024

Recommendation

1. That the memorandum regarding Draft Heritage Grant Program be received; and
2. That the Heritage Advisory Committee comments regarding Draft Heritage Grant Program be received and referred to staff for consideration and further action as appropriate.

Background

In May 2024, Council passed a motion to establish a Heritage Grant Program. On June 10, 2024, a memorandum was presented to the Heritage Advisory Committee seeking feedback on the development of the Grant Program. The draft Heritage Grant Program is now being presented to the Heritage Advisory Committee for additional comment prior to proceeding to Council for adoption.

Analysis

The draft Heritage Grant Program has been developed incorporating feedback received from the Heritage Advisory Committee

Upon initial consultation with the Heritage Advisory Committee, comments were provided regarding the need to prioritize façade improvements, acknowledge and provide grant opportunities for commercial properties including graffiti removals that do not necessarily require a heritage permit, to start gradual with the program but allow for expansion in the future, to provide categorization of eligible works, and to seek partnership opportunities with local hardware providers as the program rolls out. The

draft Heritage Grant Program as presented in the attached largely incorporates these comments, with primary elements of the Program including:

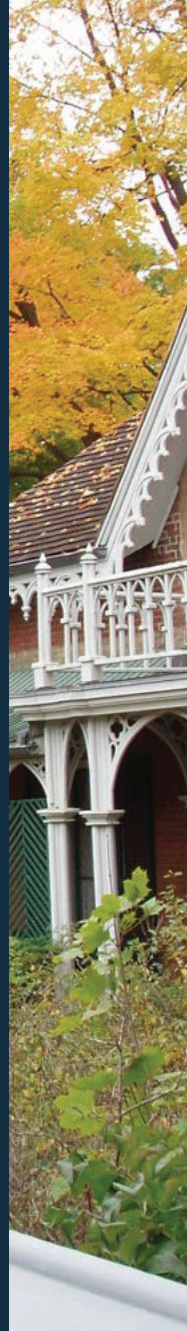
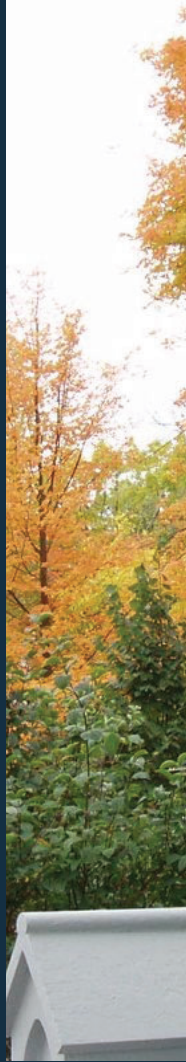
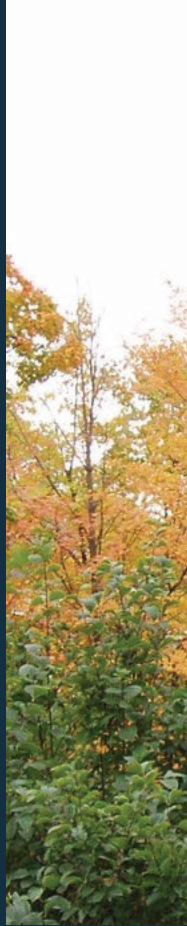
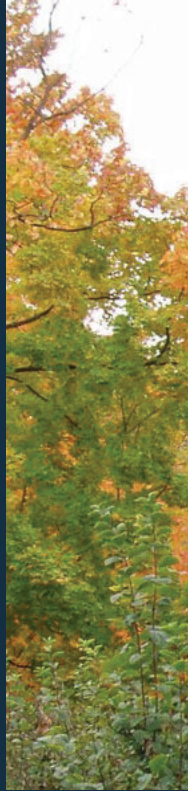
- That the grant program is only available to designated heritage properties.
- The development of clear eligibility requirements based on minor, moderate, and major works with corresponding grant values of \$1,000, \$5,000 and \$10,000 dollars with a yearly cap of \$30,000 for the Program overall, which can be expanded as needed in the future. Applicants will also be required to provide multiple cost estimates as part of the application, and if estimates are less than the eligibility categories, the lesser value is used.
- Clear distinction that the awarding of any grant funding is strictly at the discretion of Council through recommendations made by the Heritage Advisory Committee. Just because the funding categories and overall cap are set above does not mean that it all needs to be spent in any given year.
- Recognition that the majority of works will require an accompanying heritage permit and approval. Exceptions are noted for certain minor works like graffiti removal, which may not necessitate a heritage permit.
- The requirements for a thorough review, approval, and inspection process prior to funding being provided. It is anticipated that staff and members of the Heritage Advisory Committee will be involved in the final inspection process.
- Recognizing that applicant eligibility is based on a property only being eligible for the grant once every 5 years. In exceptional circumstances the Heritage Advisory Committee and Council are authorized to make exceptions. Grant funding is to be allocated on a first-come first-serve basis.

Partnerships with local hardware suppliers and vendors are also continuing to be explored. It is anticipated that these opportunities will continue to be explored on an ongoing basis as the Grant Program is rolled out, providing an opportunity for the Town to connect applicants with partnered hardware providers directly.

The attached Heritage Grant Program still remains draft and is subject to any further comment and refinement prior to proceeding to Council for final adoption in 2025.

Attachments

1. Attachment 1 – Draft Heritage Grant Program



Town of Aurora

Heritage Grant Program

2025

DRAFT



Table of Contents

About the Grant 2
Grant Details 3
Eligible Projects 4
Ineligible Projects 4
Funding Structure 5
Eligible Applicants 7
Application Process and Information 8
Special Cases 10
Additional Conditions for Grant Approval 10



About the Heritage Grant Program

The Heritage Grant Program offers financial support to designated heritage property owners for the conservation or restoration of their property.

Designated properties include those designated individually under Part IV or as part of a district under Part V of the *Ontario Heritage Act*. You can check the status of your property by consulting the Town's Heritage Register, available [here](#).

The Heritage Grant Program incentivizes designated heritage property owners to sustain and protect Aurora's cultural heritage assets for the long-term. By offering assistance for conservation works for heritage properties across the Town, the Heritage Grant Program ensures that individual efforts in preserving our shared heritage are recognized and supported.





Grant Details

The grant will be awarded to eligible projects that restore and enhance the heritage features and characteristics of an eligible property.

To qualify for the Heritage Grant Program, properties must be:

- Located within the boundaries of the Town of Aurora
- Designated under Part IV (individually) of the *Ontario Heritage Act*, **or**
- Designated under Part V (Heritage Conservation District) of the *Ontario Heritage Act*

Typically, grant applications will be considered concurrently to a **Heritage Permit Application** for physical work being done to a heritage property. Staff will also assist applications in determining eligibility through the application process.

A Heritage Grant Application that is applied for concurrently with a Heritage Permit Application will require the approval of the Heritage Permit Application and work is to be done and inspected to ensure alignment with the approved drawings and appropriate craftsmanship.

The Heritage Permit process ensures that proposed work is appropriate for heritage conservation, meaning that the reasons for which the property was designated are not diminished, and its integrity is upheld.



Eligible Projects

Work that is Eligible for a Grant includes but is not necessarily limited to:

- Work that enhances the façade of the heritage property, which is a main priority of this program;
- Work that restores documented heritage attributes that have been lost;
- Work that preserves, restores, re-uses/ salvages or enhances specific heritage/ architectural attributes;
- Work necessary to restore structural soundness, as appropriate;
- Brick restoration and masonry upkeep;
- Original window or door repair;
- The preparation of technical studies, including but not limited to heritage impact assessments, conservation plans or historical and photo documentation
- Special cases as determined by staff, the Heritage Advisory Committee, and Council, such as the removal of graffiti. In these specific cases a Heritage Permit Application may not be required.

Ineligible Projects

Ineligible projects that are not covered by the Heritage Grant Program include:

- Routine building maintenance
- Non-heritage building work, such as the replacement of shingles or lighting
- Interior work (unless interior elements are specifically defined as heritage attributes in the property designation by-law)
- New windows that replace repairable original windows
- Landscaping and related maintenance (unless landscape features are defined as heritage attributes in the property by-law).

Staff and the Town's Heritage Advisory Committee will review all applications, and priority is intended to be given to works that involve façade improvements and contribute positively to the public realm. Council retains ultimate authority on the eligibility of works and the approval of any grant funding.



Grant Funding Structure

The level of funding awarded to a project is determined at the sole discretion of Council, after review and recommendation by staff and the Heritage Advisory Committee.

As detailed under the **“Application Process”** section, all applications and works are required to provide at **least two quotes** for review and obtain successful Heritage Permit Application approval where required.

Approved applications undertaking works **below the grant amount** will see **the full costs of the project covered**, and the remaining difference will be retained back to the grant funding pool. If the project costs exceed the grant level amount, the applicant will receive the full grant amount and be responsible for covering the remaining difference between project costs and grant amount.





Grants are to be provided once the project is completed and done to a standard deemed sufficient by Town staff and the Heritage Advisory Committee. Upon completion of the work, staff and the Heritage Advisory Committee will inspect as required. Work done in a poor or defective manner or contrary to the conditions of a heritage permit and grant approval will not be funded.

Currently, the Heritage Grant Program has the following funding categories. The appropriate category will be determined as part of the review process of the grant application. There is a **yearly overall cap of grant funding available set at \$30,000.**

01

Major Works

Up to \$10,000

Comprehensive façade restorations and enhancements.

Structural improvements.

Comprehensive repairs of significant major original architectural elements such as masonry or porches.

02

Moderate Works

Up to \$5,000

Repair of original windows or doors.

Reconstruction of lost architectural features.

Repair of other individual architectural elements, such as trim.

03

Minor Works

Up to \$1,000

Graffiti removal.

Technical studies or historic documentation.

Upkeep of heritage-specific features, at the discretion of the review process.



Eligible Applicants

The owner or the lessee of a designated heritage property may apply for the grant.

In the case that the applicant is the leasing tenant, they must provide documentation of the property owner's consent to the proposed work. The documentation may be a written document of the property owner's agreement to the proposed work or an agreement within the lease indicating that the tenant has the authority to undertake repairs and or renovations.

Grant funding will not be provided for any property owner that is in arrears or default on any municipal taxes and the existing use of the property must be in accordance with applicable Zoning By-law regulations and other relevant planning controls.

Funding for eligible applications will be awarded on a **first-come-first-served basis**, and the Town in their sole discretion reserves the right to set a cap on the number of grants awarded, and which applications are prioritized.

Property owners of multiple properties are eligible to apply for **only one grant each year**. Individual properties may only receive **one grant every five years**. In exceptional circumstances, Council, in consultation with the Heritage Advisory Committee, can choose to award additional grant opportunities.



Application Process and Information

Individuals seeking to apply for the Heritage Grant Program are encouraged to consult with Planning staff early in the process.

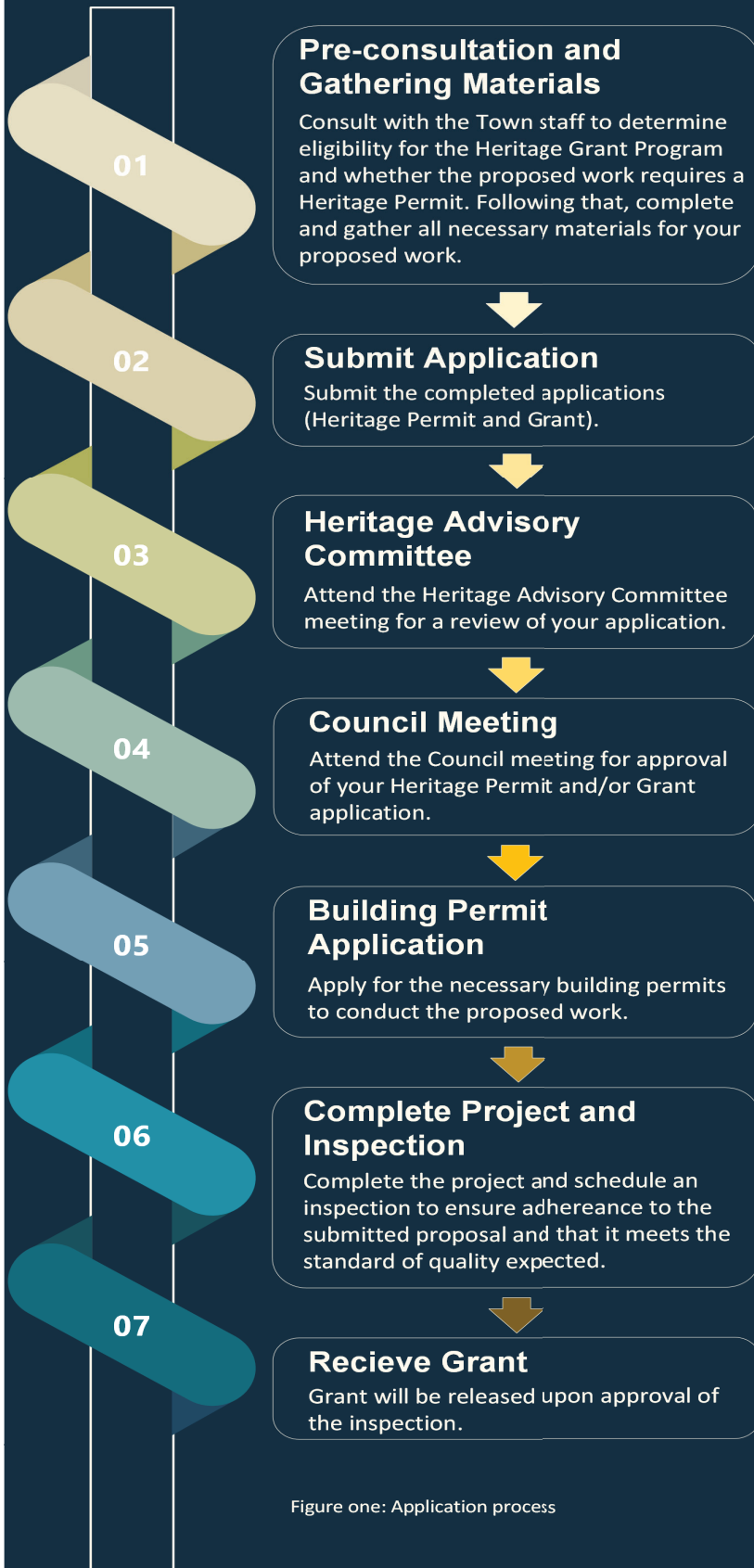
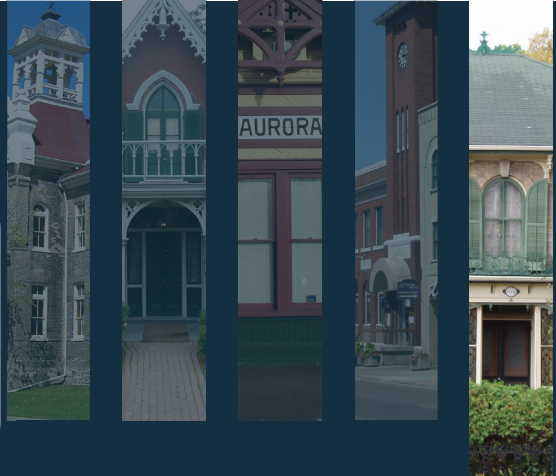
Pre-consultation is available to anyone who wants to discuss the proposed work before submitting a Heritage Permit Application Form and/or a Heritage Grant Program Application Form. The pre-consultation will help determine eligibility, avoid delays, and determine if a Heritage Permit is necessary.

The application for the Heritage Grant Program is typically received in tandem with the Heritage Permit Application to alter a designated property. To be considered for the Heritage Grant Program, the applicant **must submit at least two cost estimates** along with a completed Heritage Grant Program application form (see attached).

Throughout the Heritage Permit review process, Town staff, the Heritage Advisory Committee, and Council will carefully consider the applicability and eligibility of the Heritage Grant Program opportunity, with a priority being given to works that improve façades and elements visible from the public realm. Ultimate approval authority remains with the Town.

The Heritage Grant Program is not applicable to retroactive projects.

APPLICATION PROCESS FLOWCHART



Pre-consultation and Gathering Materials

Consult with the Town staff to determine eligibility for the Heritage Grant Program and whether the proposed work requires a Heritage Permit. Following that, complete and gather all necessary materials for your proposed work.



Submit Application

Submit the completed applications (Heritage Permit and Grant).



Heritage Advisory Committee

Attend the Heritage Advisory Committee meeting for a review of your application.



Council Meeting

Attend the Council meeting for approval of your Heritage Permit and/or Grant application.



Building Permit Application

Apply for the necessary building permits to conduct the proposed work.



Complete Project and Inspection

Complete the project and schedule an inspection to ensure adherence to the submitted proposal and that it meets the standard of quality expected.



Recieve Grant

Grant will be released upon approval of the inspection.

The requirements of a Heritage Permit Application to be reviewed alongside the Heritage Grant Application may include:

- Site Plans;
- Drawing/Sketches;
- Elevations;
- Architectural or Engineering Plans;
- Heritage Impact Assessment; and
- Photographs (Historic and/or Recent).

In addition to the Heritage Permit application materials, the Heritage Grant Program requires the following:

- At least two (2) cost estimates for the proposed work are to be provided by independent professional/licensed contractors other than the owner.

Figure one: Application process



Additional Conditions for Approval

In addition to meeting the eligibility requirements, grant approval also rests on the following conditions:

- A Heritage Permit being applied for as required and approved.
- All required planning and building code approvals being granted as required.
- The work commences after applying for the grant and receiving approval from Council as well as approval for any related building permits or planning approvals. All work will be subject to final inspection by staff and the Heritage Advisory Committee as required, prior to receiving any grant funding.

The improvements must comply with the estimates provided at the time of the application. Town staff may visit and inspect the site to ensure the work has been completed in conformity with the grant approval conditions and provided drawings.

Special Cases

In the case of the proposed project not requiring a Heritage Permit, applicants may still be eligible to apply for the Heritage Grant Program. Examples include minor works or the removal of graffiti. Applicants are encouraged to pre-consult with staff to review the proposed work and required application process. Even without a Heritage Permit Application, approval of grant funding still requires the review and approval of the Heritage Advisory Committee and Council.



DRAFT

Heritage Grant Program 2025

Mayor Tom Mrakas

Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim

The Town of Aurora Heritage Advisory Committee: Bob McRoberts, John Green,
David Heard, Cynthia Bettio, Kevin Hughes, Rocco Morsillo

Prepared by the Town of Aurora Planning and Development Services Department:
Marco Ramunno, MCIP, RPP, Director of Planning and Development Services
Adam Robb, MCIP, RPP, CAHP, Manager of Policy Planning and Heritage
Dania Asahi Ogie, Planner, Policy