



**Town of Aurora
Heritage Advisory Committee
Meeting 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	
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	
7. Matters for Consideration	
7.1 Memorandum from Manager, Policy Planning and Heritage; Re: Draft Heritage Awards Program Guide	6
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	13

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



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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.

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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.

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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

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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.

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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:

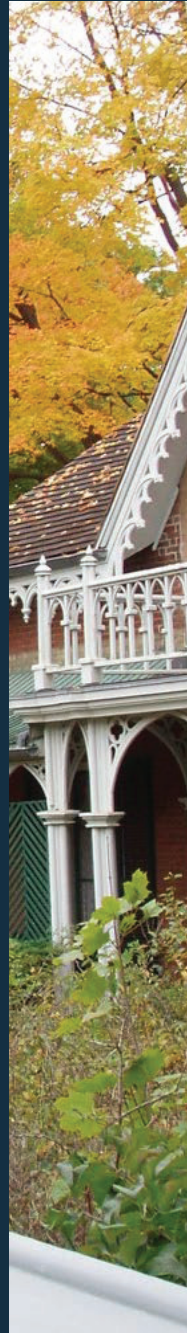
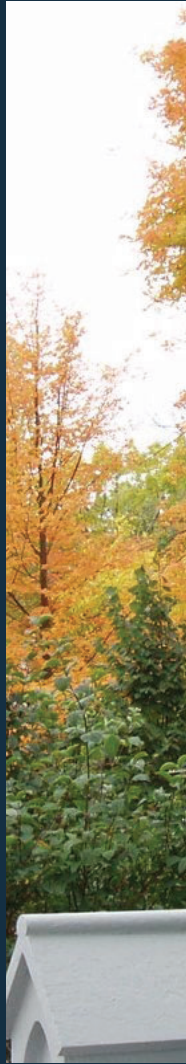
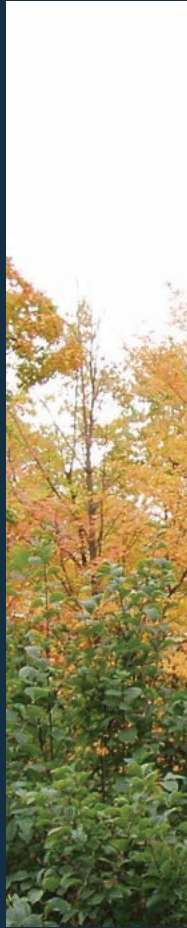
- That the grant program is only available to designated heritage properties.
- The development of clear eligibility requirements based on minor, moderate, and major works with corresponding grant values of \$1,000, \$5,000 and \$10,000 dollars with a yearly cap of \$30,000 for the Program overall, which 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

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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.

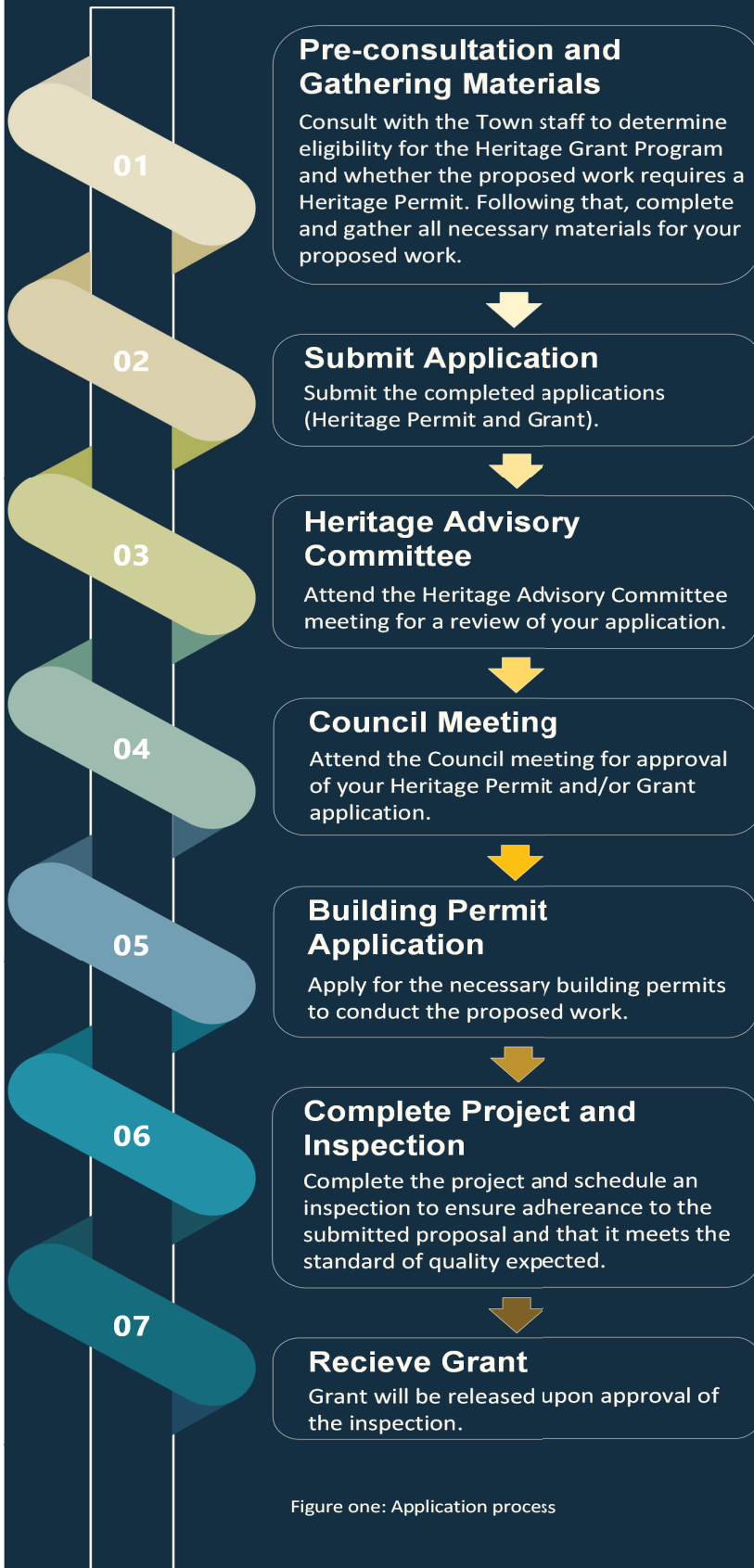
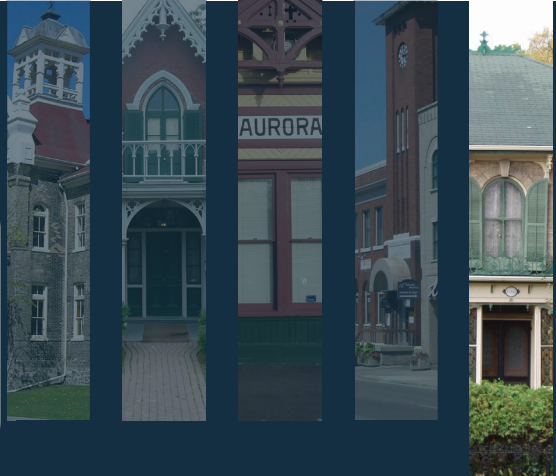
Pre-consultation is available to anyone who wants to discuss the proposed work before submitting a Heritage Permit Application Form and/or a Heritage Grant Program Application Form. The pre-consultation will help determine eligibility, avoid delays, and determine if a Heritage Permit is necessary.

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



01 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.

02 Submit Application
 Submit the completed applications (Heritage Permit and Grant).

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

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

05 Building Permit Application
 Apply for the necessary building permits to conduct the proposed work.

06 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.

07 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.



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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