



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

Date: Monday, February 9, 2026

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 December 8, 2025	1
	1. That the Heritage Advisory Committee meeting minutes of December 8, 2025, be received for information.	
6.	Delegations	
6.1	David Heard, Resident; Re: Heritage Fund Request	5
7.	Matters for Consideration	
7.1	Memorandum from Manager, Parks and Fleet; Re: The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance	6
	1. That the memorandum regarding The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance be received; and	
	2. That the Heritage Advisory Committee comments regarding The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance be received and referred	

to staff for consideration and further action as appropriate.

7.2	Memorandum from Manager, Policy Planning and Heritage; Re: Heritage Permit Application HPA-2026-01 - 15375 Yonge Street	13
	<ol style="list-style-type: none">1. That the memorandum regarding Heritage Permit Application HPA-2026-01 - 15375 Yonge Street be received; and2. That the Heritage Advisory Committee comments regarding Heritage Permit Application HPA-2026-01 - 15375 Yonge Street be received and referred to staff for consideration and further action as appropriate.	
7.3	Memorandum from Manager, Policy Planning and Heritage; Re: Plaque Wording - 10-12 Spruce Street	20
	<ol style="list-style-type: none">1. That the memorandum regarding Plaque Wording - 10-12 Spruce Street be received; and2. That the Heritage Advisory Committee comments regarding Plaque Wording - 10-12 Spruce Street 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, December 8, 2025

Time: 7 p.m.

Location: Holland Room, Aurora Town Hall

Committee Members: John Green, Aurora Historical Society Representative (Vice Chair)
Linda Durlinger
Bob McRoberts, Honourary Member
Rocco Morsillo
Chris Polzinelli*

Members Absent: Councillor Wendy Gaertner (Chair)
Cynthia Bettio

Other Attendees: Councillor Ron Weese
Adam Robb, Manager, Policy Planning and Heritage
Linda Bottos, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Vice Chair called the meeting to order at 7:10 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

Heritage Advisory Committee Meeting Minutes

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Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda**Moved by** Linda Duringer**Seconded by** Bob McRoberts

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 October 6, 2025****Moved by** Rocco Morsillo**Seconded by** Linda Duringer

1. That the Heritage Advisory Committee meeting minutes of October 6, 2025, be received for information.

Carried**6. Delegations****6.1 Christopher Watts, The Aurora Heritage Authority; Re: The Town of Aurora's Sesquicentennial Plaques**

Christopher Watts presented background on the Town's commemorative sesquicentennial plaque program implemented in 2017 and requested that details of the program and heritage properties that received the Canada 150 plaque be made available to the public.

Moved by Bob McRoberts**Seconded by** Rocco Morsillo

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That the comments of the delegation be received for information.

Carried

7. Matters for Consideration

7.1 Memorandum from Manager of Policy Planning and Heritage; Re: Heritage Grant Application HGP-2025-01 - 220 Old Yonge Street

Staff provided an overview of the memorandum and grant application for the repair of significant heritage attributes at the subject property designated as the "Parteger House," also known as the "Bunker House."

The Committee made various inquiries and staff provided clarification on the two contractor quotes, the impact of a mid-project property ownership change, and the annual grant funding cap balance.

The Committee expressed support for the grant application and its categorization as "major" work eligible for funding of up to \$10,000.

Moved by Bob McRoberts

Seconded by Linda Duringer

1. That the memorandum regarding Heritage Grant Application HGP-2025-01 - 220 Old Yonge Street be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Grant Application HGP-2025-01 - 220 Old Yonge Street be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager of Policy Planning and Heritage; Re: Heritage Grant Application HGP-2025-02 - 57 Fleury Street

Staff provided an overview of the memorandum and grant application for the maintenance of heritage attributes at the subject property designated as part of the Northeast Old Aurora Heritage Conservation District.

The Committee inquired about the distinction between minor vs. moderate works and staff provided clarification on the scale of work involved and significance of the heritage attributes. The Committee further inquired about the potential to allow unused portions of the annual grant funding cap to be carried over to subsequent years, and staff confirmed this would

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be included in a report to Council for consideration. The Committee and staff discussed the Heritage Grant Program criteria in the context of being more impact-based while appreciating the uniqueness of any application.

The Committee expressed support for the grant application and its categorization as "moderate" work eligible for funding of up to \$5,000.

Moved by Bob McRoberts

Seconded by Linda Duringer

1. That the memorandum regarding Heritage Grant Application HGP-2025-02 - 57 Fleury Street be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Grant Application HGP-2025-02 - 57 Fleury Street be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

With reference to the earlier delegation, the Committee inquired about the status of the Town's commemorative sesquicentennial plaques dating back to the Canada 150 celebrations in 2017. Staff indicated they did not have information on the plaques but would continue to investigate the matter.

10. Adjournment

Moved by Chris Polzinelli

Seconded by Bob McRoberts

That the meeting be adjourned at 7:54 p.m.

Carried

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 * 

2026-2-9



Subject *

Heritage Fund request

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

David Heard

Brief Summary of Issue or Purpose of Delegation *

As a curator and historian I have for many years enhanced Town events and community with my extensive historic vinyl collection.

I am seeking support to build on this momentum including our 175th anniversary of the arrival of the train. Thousands of hours and dollars have been invested by myself with huge rewards for community partners. I am seeking partnership with the Town & H.A.C. via funding from the Heritage Fund.

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 / Phil Rose/ CAO etc

Date you spoke with Town staff or a Council member

2026-1-12



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

Agree

I acknowledge that I understand and accept the delegate conduct expectations as outlined in Section 32(b) of the Procedure By-law 6228-19, as amended (link below) *

Agree

[Click to view Procedure By-law 6228-19, as amended.](#)



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

Town of Aurora
Memorandum
Operational Services

Re: The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance

To: Heritage Advisory Committee

From: Matthew Volpintesta, Manager of Parks and Fleet

Date: February 9, 2026

Recommendation

1. That the memorandum regarding The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance be received; and
2. That the Heritage Advisory Committee comments regarding The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance be received and referred to staff for consideration and further action as appropriate.

Background

The following motion was carried by Council on September 23, 2025:

Whereas Aurora is home to a handful of trees believed to be senescent or centenarian in nature, representing important natural, cultural and historical significance; and

Whereas these trees serve as a living testament and hold future cultivar legacies to Aurora's ecological heritage and is valued by residents and visitors alike; and

Whereas the preservation of significant natural features aligns with the Town's ongoing commitment to environmental stewardship, public education, and the protection of its natural assets;

1. Now Therefore Be It Hereby Resolved That staff be directed to identify these trees, assess the health, species, and estimated age of these trees in collaboration with certified arborists and local environmental groups; and

The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance

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2. Be It Further Resolved That staff report back with recommendations on measures to ensure the long-term protection and maintenance of these trees, including hazard risk assessments, long-term health plans with yearly evaluations and other necessary practices to extend longevity; and
3. Be It Further Resolved That the report should also include commemorative recognition elements such as an interactive plaque at the site highlighting its ecological, cultural, and natural significance to the community; a neighbourhood ribbon cutting event to foster community pride; and collaborative tours or map-based integration with the arboretum; and
4. Be It Further Resolved That staff consult with the Town's Museum and Archives, Heritage and Environmental Advisory Committees, if applicable, for input on the design and wording of the commemorative plaque; and
5. Be It Further Resolved That staff develop an afterlife life plan should the tree perish such as architectural art; repurposing of wood; and cultivating seeds and cuttings to expand its genus strain; and
6. Be It Further Resolved That any costs associated with the plaque, assessment, and preservation measures be considered as part of the next applicable operating or capital budget or funded through available grants or sponsorship opportunities.

In response to the above referenced motion, staff have conducted a best practice review and prepared a working draft of an End-of-Life Tree Management Guide (the draft Guide) attached as an appendix. Through this report, staff provide details of considerations made in working toward a go-forward approach for strategizing efforts to protect, celebrate and extend the life of Aurora's heritage trees.

The draft Guide provides a structured framework to manage heritage and mature trees approaching the end of their lifecycle. The draft Guide was formulated through a review of tree policies from municipalities across Canada, including provincial and municipal legislation, best practices from urban forestry organizations and innovative programs such as TreeCycle Canada. Some examples on municipalities reviewed include Middlesex Centre (Ontario), Burnaby (British Columbia), LaSalle (Ontario), and Whitehorse (Yukon Territories), which embed end-of-life considerations within broader tree management policies.

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Furthermore, building on policies from Ontario's Forestry Act, *Ontario Heritage Act*, and *Municipal Act* combined with best practices from urban forestry organizations such as Tree Canada, who developed an Urban Forestry Guide that emphasize lifecycle management, risk assessment and sustainable disposal, key components reveal themselves as core functions of a successful management guide.

Several key components around assessment, preservation, and commemoration form a comprehensive End-of-Life Guide.

The following details the key components proposed within the draft Guide:

Assessment and Decision Framework, and Registry of Trees

The first step is to establish criterion including what characterizes a tree as having cultural or natural heritage significance, being; age of tree; species; geographical location; or other historical occurrences. Once a criterion is set, the tree should be thoroughly documented, including photographs, measurement, and record of historical significance for archives.

As part of this assessment, risk assessment should confirm structural decline and assess health under existing tree inventory categorization. There is also a public engagement component, which would seek input, including notifying public community and stakeholders; consider commemorative options.

Tree Protection or Preservation Strategies

Dependent on risk assessment, this can involve species and lineage preservation strategies (seed bank, nursery reproduction). Further, additional strategies include heavy pruning focusing on structural integrity, vertical mulching and deep root fertilization and watering regime.

Disposal and Repurposing

Recycling and re-use are excellent options should failure/removal occur. This includes urban lumber programs, and partnerships with local sawmills or artisans to turn logs into park furniture, tables, public art installations.

A cited example is TreeCycle Canada who partner with municipalities to turn urban wood (biomass energy) into clean energy or wood products.

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February 9, 2026

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Commemorative Practices

Commemorative practices may involve a myriad of options which include memorial plaques in place of heritage displays, archival and repurposed wood through options detailed above such as public art.

Replacement and Ecological Continuity

Plant native or climate-resilient species near the original site or genetic duplicates through preservation methods detailed above such as nursery reproduction. This is also a potential consideration as a commemorative practice. It is also recommended to exceed tree replacement policies and By-law (example: multiple young trees for one large heritage tree).

Policy and Program integration

This focuses on including end-of-life options in Tree Protection By-Laws and Urban Forestry Master Plans. Further, there are options to integrate practices into other programs and municipal strategic goals, such as canopy cover targets.

Communication and Education

Communication and Education play a pivotal role in the process from the outset through the course of the Management Guide. At the outset, engagement and education help formulate a list and criterion for designation as having significant. Through the Management Plan for a particular tree, engagement and communication allow for promotion of the tree, in celebrating any commemorative practice or enlightening public on the process to protect or repurpose a tree.

Funding

Funding is a key component to this work and a consideration when applying this Guide to Town trees. Considerations around archiving, and tree protection/preservation are likely the most significant when accounting for budget needs, as would repurposing. Communication and education also may impact a need for funding, should materials be produced. There is a possibility of revenue generation which may contribute to funding the end-of-life program, through sale of repurposed materials.

The Protection and Commemoration of Aurora's Oldest Trees that Hold Natural and Cultural Significance

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Next Steps

Staff will consolidate feedback from the presentation of this report and the draft Guide to the Town's Advisory Committees, including the Environmental Advisory Committee (EAC), Parks and Recreation Advisory Committee (PRAC) and Heritage Advisory Committee (HAC) early in 2026. Once received, staff will report to Council with a go-forward approach and complete Management Guide, including assessment and listing criteria, and funding strategy to begin this process.

It should be noted, once a final guide is presented, staff will incorporate any endorsed practices or procedures into the Town's associated Tree By-laws which are planned to be updated in 2027, such as the Tree Protection By-law.

Attached for comment is an initial draft of the End-of-Life Tree Management Guide for any initial comment or consideration.

Attachments

Attachment 1: Draft End-of-Life Tree Management Guide (v.1)

Town of Aurora End-of-Life Tree Management Guide – DRAFT v1**1. a) Registry of Heritage Trees**

- **List:** Establish criterion and list of municipal owned heritage tree registry in Aurora
- **Documentation:** Photograph, measure, and record historical significance for archives.

b) Assessment and Decision Framework

- **Risk Assessment:** Confirm structural decline, assess health under existing tree inventory categorization.
- **Public Engagement:** Notify community and stakeholders; consider commemorative options.

2. Tree protection or preservation strategies (dependant on Risk Assessment)

- **Species and lineage preservation strategies (seed bank, nursery reproduction)**
- **Heavy pruning focusing on structural integrity**
- **Vertical mulching/deep root fertilizing**
- **Watering regime**

3. Disposal and Repurposing Options**Recycling and Reuse**

- **Urban Lumber Programs:** Partner with local sawmills or artisans to turn logs into:
 - Benches, picnic tables, or park furniture.
 - Sculptures or art installations for public spaces.

Example: TreeCycle Canada: Converts urban wood into clean energy or wood products.

- **Community Projects:** Donate wood to schools or makerspaces for educational use

Biomass and Energy:

- Chipping for mulch or compost.
- Biomass energy generation through municipal or private facilities.

4. Commemorative Practices

- **Plaques and Memorials:**
 - Install plaques at the original site or on replacement trees.
 - Include QR codes linking to digital archives or tree history.
- **Heritage Displays:**
 - Use sections of trunk for interpretive signage in parks or museums.
- **Public Art:**
 - Commission local artists to create sculptures from salvaged wood.

5. Replacement and Ecological Continuity

- Plant native or climate-resilient species near the original site.
- Follow or exceed tree replacement policies and Bylaw (e.g., multiple young trees for one large heritage tree).

6. Policy and Program Integration

- Integrate End-of-Life Management guide into associated Town programs and policies/

7. Communication and Education

- Host farewell ceremonies or community planting events.
- Share stories via municipal websites and social media to highlight sustainability and heritage value

8. Funding Models

- **Revenue:** potential with sale of commemorative items, or possible sale of nursery pots of direct lineage



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Town of Aurora
Memorandum
Planning and Development Services

Re: Heritage Permit Application HPA-2026-01 – 15375 Yonge Street

To: Heritage Advisory Committee

From: Adam Robb, Manager, Policy Planning and Heritage

Date: February 9, 2026

Recommendation

1. That the memorandum regarding Heritage Permit Application HPA-2026-01 – 15375 Yonge Street be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Permit Application HPA-2026-01 – 15375 Yonge Street be received and referred to staff for consideration and further action as appropriate.

Background

15375 Yonge Street is a Part V designated property located within the Town's Northeast Old Aurora Heritage Conservation District. The house was constructed circa 1885 and is considered an L-shaped vernacular building. The property is historically associated with William Graham, a military veteran who also owned land in south Aurora that eventually became donated to establish the Cenotaph and War Memorial.

Analysis

The owner is proposing to open a single-physician healthcare office at the property. The property is recognized as part of the Aurora Promenade due to its location fronting Yonge Street, and a mix of uses are encouraged. The majority of the proposed work to the property would involve interior alterations as part of the change of use and not necessitate a heritage permit. However, minor alterations are also proposed to the exterior, which include:

- New roofing and shingle replacement, including any necessary plywood repairs where sagging is present

Heritage Permit Application HPA-2026-01 – 15375 Yonge Street

February 9, 2026

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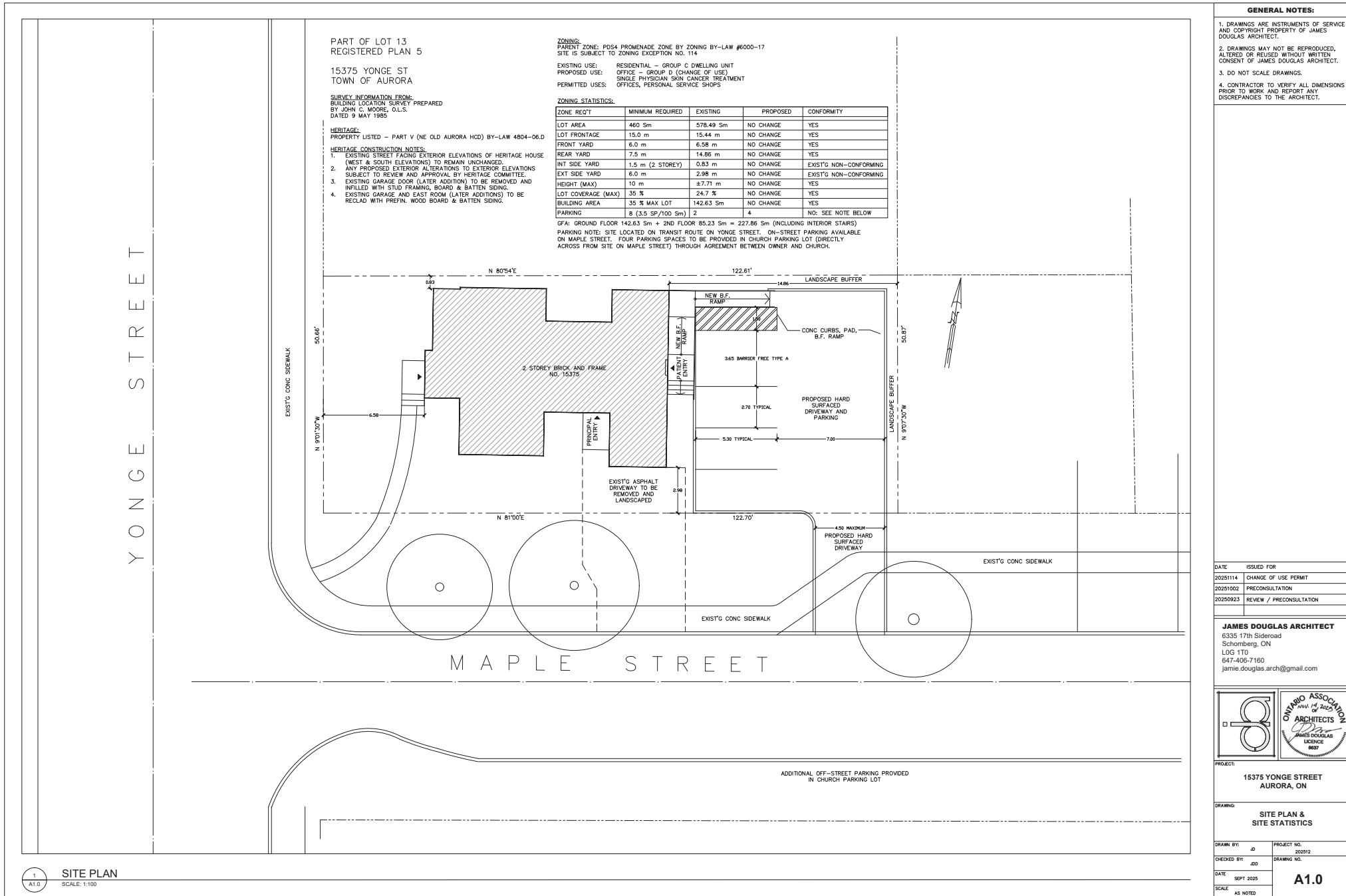
- New signage for the healthcare office
- Repainting of the existing painted façade to a classical cream colour (Benjamin Moore OC-45)
- Repair/replacement of old and rotting wood at the rear addition to uniformly be board and batten style
- Alterations to rear non-heritage windows

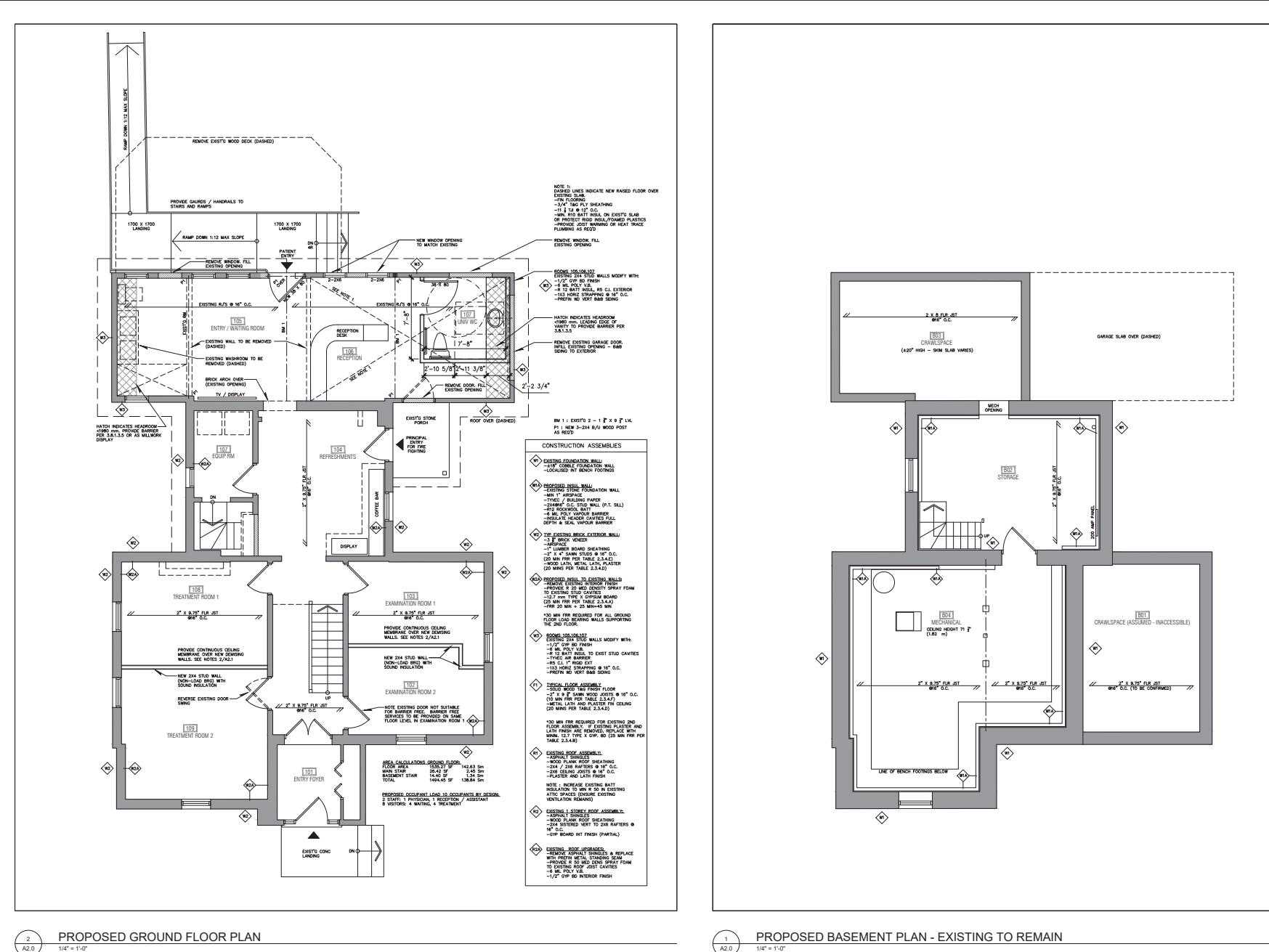
The application is being presented to the Heritage Advisory Committee for review and input prior to proceeding to delegated approval for the heritage works. The owner will still be required to submit for a required building permit and change of use permit with detailed review of building technical matters to also occur.

Attachments

Attachment 1 - Site Plan and Drawings

Attachment 1





1. DRAWINGS ARE INSTRUMENTS OF SERVICE AND COPYRIGHT PROPERTY OF JAMES DOUGLAS ARCHITECT.

2. DRAWINGS MAY NOT BE REPRODUCED, ALTERED OR REUSED WITHOUT WRITTEN CONSENT OF JAMES DOUGLAS ARCHITECT.

3. DO NOT SCALE DRAWINGS.

4. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO WORK AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.

KEY PLAN

DATE	ISSUED FOR
20251114	CHANGE OF USE PERMIT
20251104	MECHANICAL COORDINATION
20251002	ISSUED FOR PRECONSULTATION
20250923	ISSUED FOR PRECONSULTATION

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6335 17th Sideroad
Schomberg, ON
L0G 1T0
647-406-7160
jamie.douglas.arch@gmail.com



PROJECT:
15375 YONGE STREET
AURORA, ONTARIO

DRAWING:
PROPOSED BASEMENT PLAN AND GROUND FLOOR PLAN

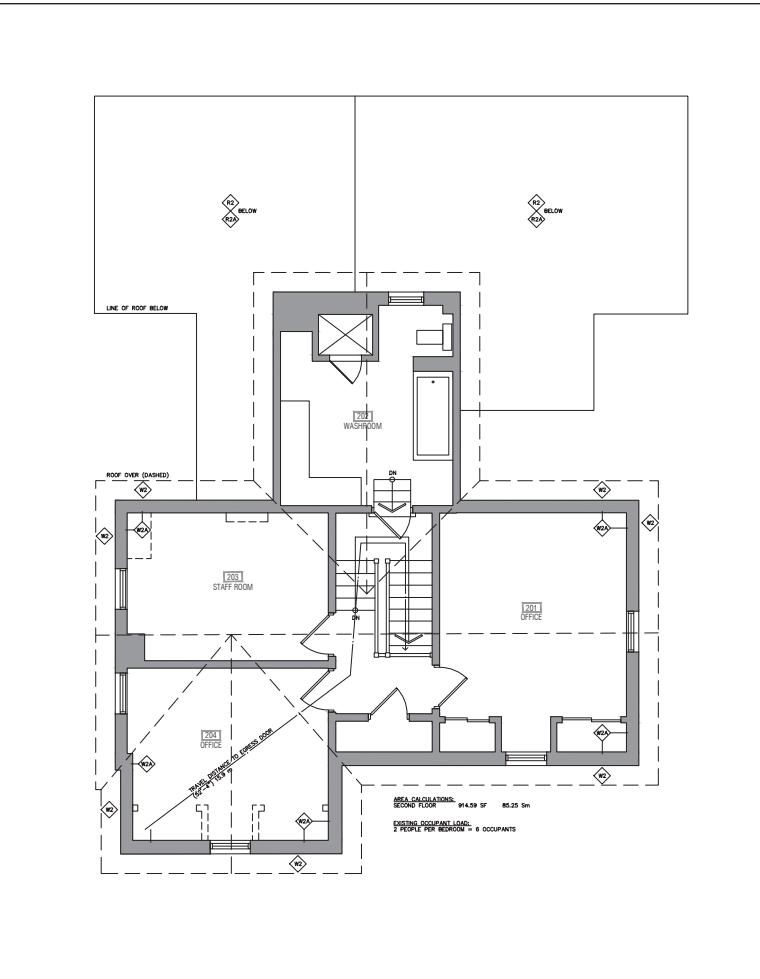
DRAWN BY	JD	PROJECT NO.	202212
CHECKED BY	JD	DRAWING NO.	
DATE		SCALE	AS NOTED

A.2.0

GENERAL NOTES:

1. DRAWINGS ARE INSTRUMENTS OF SERVICE AND COPYRIGHT PROPERTY OF JAMES DOUGLAS ARCHITECT.
2. DRAWINGS MAY NOT BE REPRODUCED, ALTERED OR REUSED WITHOUT WRITTEN CONSENT OF JAMES DOUGLAS ARCHITECT.
3. DO NOT SCALE DRAWINGS.
4. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO WORK AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.

KEY PLAN



DATE	ISSUED FOR
20251114	CHANGE OF USE PERMIT
20251104	MECHANICAL COORDINATION
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PROJECT: 15375 YONGE STREET

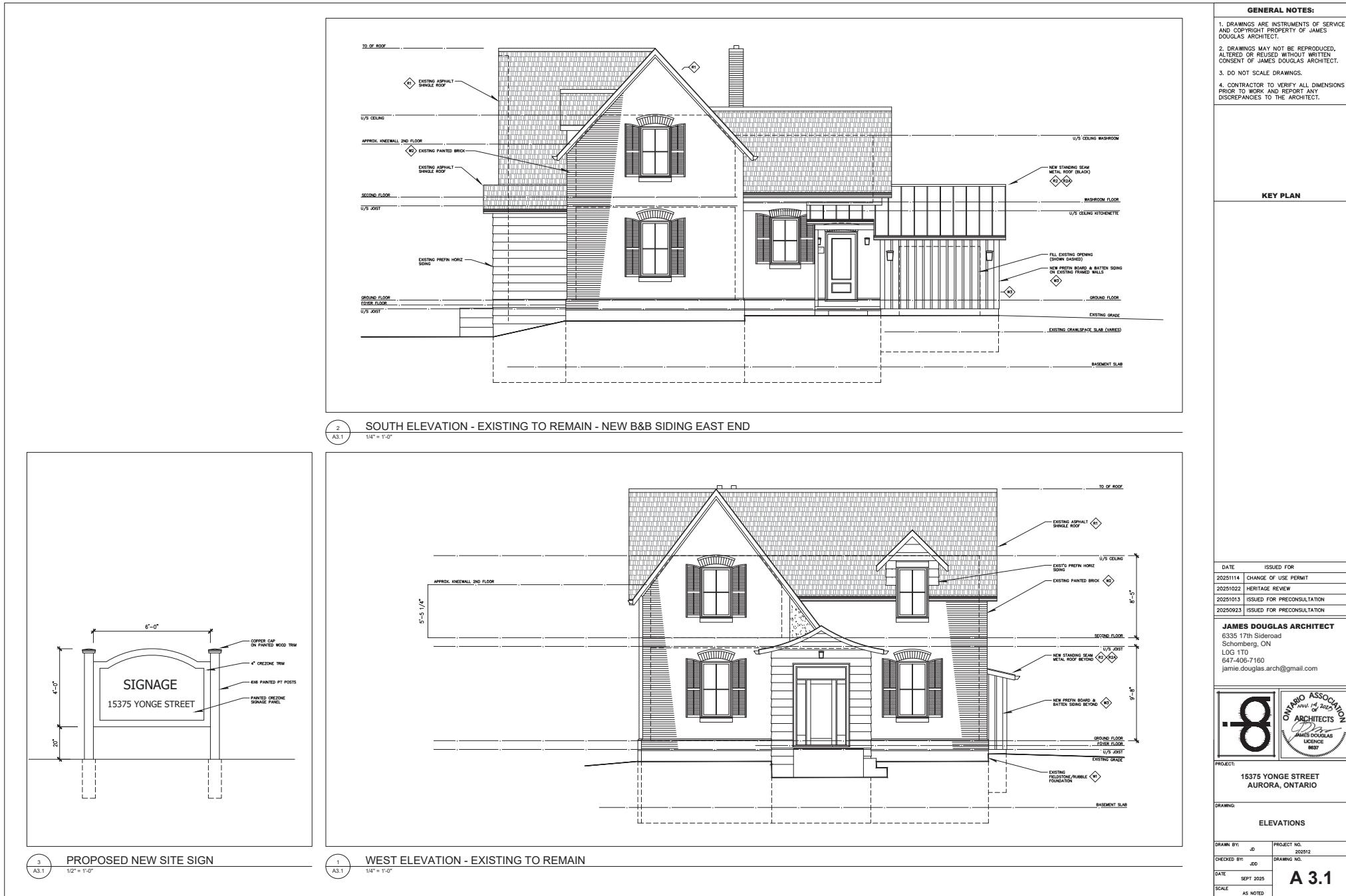
DRAWING:
**PROPOSED SECOND FLOOR PLAN
& CHANGE OF USE NOTES**

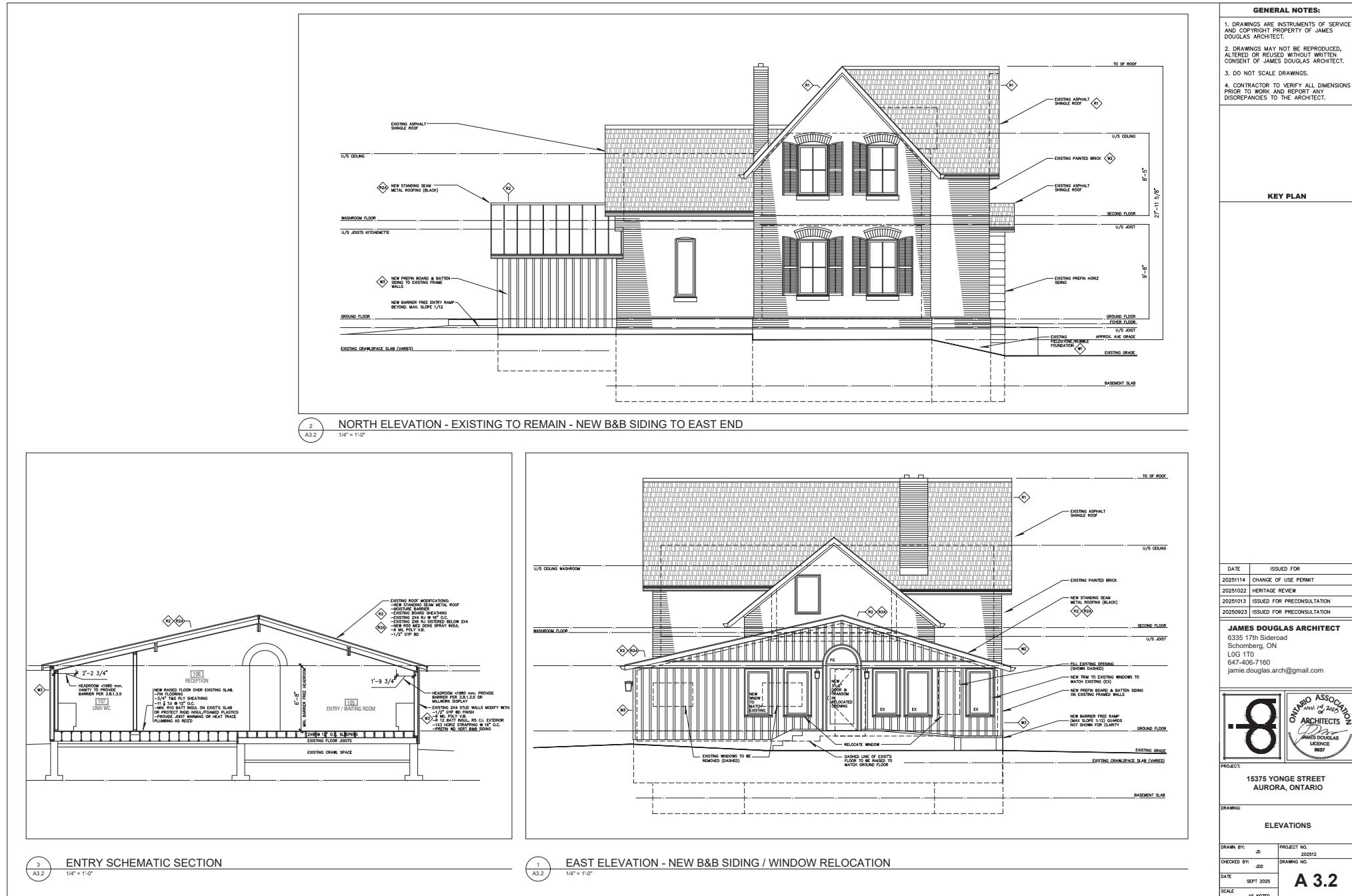
DRAWN BY: JD	PROJECT NO. 202512
CHECKED BY: JD	DRAWING NO. A 2.1
DATE SEPT 2025	
SCALE AS NOTED	

3 CONSTRUCTION ASSEMBLIES
A2.1 N.T.S.

2
A2.1 CHANGE OF USE NOTES
N.T.S.

1
A2.1 PROPOSED SECOND FLOOR PLAN
1/4" = 1'-0"







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aurora.ca

Town of Aurora
Memorandum
Planning and Development Services

Re: Plaque Wording – 10-12 Spruce Street

To: Heritage Advisory Committee

From: Adam Robb, Manager, Policy Planning and Heritage

Date: February 9, 2026

Recommendation

1. That the memorandum regarding Plaque Wording – 10-12 Spruce Street be received; and
2. That the Heritage Advisory Committee comments regarding Plaque Wording – 10-12 Spruce Street be received and referred to staff for consideration and further action as appropriate.

Background

Heritage Permit HPA-2025-03 for 10-12 Spruce Street was approved by Council in 2025 with a condition that a commemorative heritage plaque be installed by the owner. The draft wording of the plaque is being presented to the Heritage Advisory Committee for review.

Analysis

The proposed plaque wording for 10-12 Spruce Street is as follows:

On this site once stood the home of the Watson family, who moved to the property circa 1910. Wilmot Watson was the founder and dairyman of Elm Leaf Dairy and Watson's Dairy, which also operated on this site. The dairy business history on this site would continue as the dairy buildings were leased to Cousins Dairy (1928), and then acquired by Markle's Dairy (1930), before eventually becoming owned by the Aurora Dairy (1934). The Aurora Dairy was operated by Charles E. Sparks, his wife Annie, and their son Charles Lyle Sparks. In 1938, the Sparks also purchased a property at the northeast corner

Plaque Wording – 10-12 Spruce Street
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of Yonge and Centre Streets, building the new Aurora Dairy commercial building there. Mr. Charles E. Sparks further served as the Reeve of the Town of Aurora from 1941 to 1947.

The plaque wording remains draft and can be reviewed and refined by the Heritage Advisory Committee as required.

The final grading and landscaping of the property is still to occur, upon which the plaque would be installed thereafter. The plaque is anticipated to be cast iron and can potentially be mounted on a landscape stone visible from the sidewalk. Staff are looking to finalize the plaque wording to prepare for installation shortly after final grading and landscaping are completed on the property.

Attachments

None