



TOWN OF AURORA

ARCHITECTURAL SALVAGE PROGRAM GUIDE

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1. INTRODUCTION

1.1 The Architectural Salvage Program

The Program enables the salvaging and re-use of architectural materials of significant cultural heritage value. The Program facilitates the appropriate re-use and conservation of materials at the discretion of the Heritage Advisory Committee in a manner that is sustainable, operational, accessible to the general public, and consistent.

1.2 Purpose

The purpose of the Program is to encourage the adaptive re-use of architectural materials of significant cultural heritage value. These materials and architectural elements are managed by the Heritage Advisory Committee in order to facilitate the adaptive re-use and conservation of heritage materials instead of being deposited as landfill material.

As circumstances arise where it is not possible to conserve a heritage resource, the Program outlines clear and objective guidelines for mitigating these situations.

The purpose of salvaging heritage building materials is to preserve portions or features of buildings or structures which have significant historical, architectural, or cultural value and divert them from becoming landfill material. Please note that the Program is a last resort *only* after the following options have been considered by the Town and the property owner:

- a) Retention of the entire or part of the heritage resource on the original site; and
- b) Relocation of the entire or part of the heritage resource to a different site.

2.3 Objectives

The underlying objectives of the Program are:

- 1) To develop a process for acquiring salvaged heritage materials from properties proposed for demolition;
- 2) To consider options for encouraging property Owners to donate salvageable materials to the Town when feasible and to discourage them from disposing of significant materials in local landfills;
- 3) To develop guidelines and criteria in managing the receiving and distribution of materials; and

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- 4) To ensure the salvaged materials are received and distributed in a manner which is operational, sustainable, available to the general public, and consistent in consultation with the Heritage Advisory Committee.

2. HERITAGE POLICIES

2.1 Provincial Policy Statement, 2014

The *Provincial Policy Statement, 2014* sets the policy foundation for regulating the development and use of land. It also assists the Town in conserving heritage resources in Section 2.6.1 which states that:

“2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.”

2.2 Ontario Heritage Act, R.S.O. 1990, c. O.18

The *Ontario Heritage Act* provides Municipalities with policies related to the conservation of significant heritage resources in Ontario. This includes (but is not limited to) policies related to the roles and responsibilities of Municipal Heritage Committees, the designation of built heritage resources, and archaeological sites.

2.3 Town of Aurora Official Plan, September 2010

The Town of Aurora Official Plan supports the conservation of significant heritage resources. Section 13.0 of the Official Plan states that:

“Preserving heritage enhances the diversity, beauty and richness of the natural and built environments. Rapid social and economic change tends to cause human stress. The presence of heritage helps to sustain a sense of perspective and identity.”

3. PROGRAM CRITERIA

3.1 Introduction

The purpose of establishing program criteria is to fulfill the fourth objective of the Program, that being to ensure salvaged materials are received and distributed in a

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manner which is operational, sustainable, available to the general public, and consistent in consultation with the Heritage Advisory Committee.

3.2 The Role of the Heritage Advisory Committee

The role of the Heritage Advisory Committee in managing the Program is to review Applications to either donate or receive materials as necessary, and to provide recommendation to Council regarding the following:

- a) Determining the intended use of all items in the Program (including, but not limited to, donation, sale, and permanent conservation);
- b) Approving, refusing, or approving submitted Applications with conditions;
- c) Reviewing Applications for information purposes if they have been processed by Heritage Planning, the next available Committee meeting;
- d) Providing recommendations to Council regarding the on-going maintenance of the Program; and
- e) Determining a price for materials which are intended for sale.

3.3 Criteria for Accepting Salvaged Materials

In order to donate significant cultural heritage materials to the Program, one must apply and obtain approval from the appropriate approval authority, being either the Heritage Advisory Committee or Heritage Planning using the Architectural Salvage Program Application Form **or** receive approval from the Heritage Advisory Committee in conjunction with other applications related to the management of significant cultural heritage resources, including, but not limited to, Applications to demolish properties included in the Aurora Register of Properties of Cultural Heritage Value or Interest. Approval must be obtained in order to demonstrate that the materials meet the Program criteria. All recommendations made by the Heritage Advisory Committee must be endorsed by Council. All applications processed by Heritage Planning will be forwarded to the Heritage Advisory Committee for their information at the next available meeting.

In the case that the Heritage Advisory Committee provides recommendation to Council on matters relating to Heritage Permits and requests to demolish heritage properties, the Heritage Advisory Committee may require documentation of the building's exterior and interior. The property owner may be requested to salvage architectural elements of the heritage building and donate it to the Town at no cost to the Town.

Materials accepted into the Program must have significant physical attributes associated with a cultural heritage resource and be architectural in nature. Small artifacts and other

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materials which are not considered part of a building are not considered part of the Program.

Materials which are considered significant must meet at least one (1) of the following criteria:

- a) Are associated with properties included in the Aurora Register of Properties of Cultural Heritage Value or Interest (being either designated or “listed” properties);
- b) Are associated with properties which have been determined to be of cultural heritage value or interest using the Aurora Evaluation of Heritage Resources (by the Evaluation Working Group) or in a Heritage Impact Assessment (or comparable study);
- c) Materials have design or physical value and are considered to be significant due to rarity, quality, craftsmanship, or representative of a historic architectural style; and
- d) Materials are suitable for re-use in other buildings or projects.

Material must not be irreparably damaged or infested. They must also be extracted in a manner that continues to ensure that the materials are not irreparably damaged.

Suitable elements for inclusion in the program include (but are not limited to):

- Window sashes and panes;
- Doors, interior and exterior;
- Interior trim and wainscoting, baseboards, casings, corner base blocks, brackets, columns, crown, chair & picture rails;
- Timber framing and beams;
- Wooden exterior cladding – vertical and horizontal planks, logs;
- Floorboards;
- Exterior trim, columns, posts, finials, barge boards, corbels, eaves, brackets, dentil moldings & gingerbread;
- Hardware;
- Fireplaces/mantles;
- Fences and gates;
- Shutters;
- Light fixtures;
- Historic brick, slate, marble, granite;

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- Signage;
- Railings, balusters, spindles, columns, posts; and
- Tin ceiling tiles.

The cost of dismantling, transporting, and storing the material should not be prohibitive to the Town or the property owner.

At all times, materials will only be accepted into the Program if staff can confirm that adequate storage space provided by the Town is available.

3.4 Criteria for Distributing Salvaged Materials

In order to receive materials from the Program, one must apply using the Architectural Salvage Program Application Form *or* receive approval by way of a Heritage Permit Application or similar Application under review by the Heritage Advisory Committee and endorsed by Council. Applicants are required to demonstrate that the materials will be incorporated into a suitable heritage re-use project and to provide plans for the project in the Application.

The following process will be used to distribute all salvaged materials in the Program:

- a) Those who wish to inquire about materials available to members of the general public in the Program may contact Heritage Planning regarding a specific project. Heritage Planning will review the catalogue on behalf of the Applicant and recommend materials to the potential Applicant which may be a best fit for the project in terms of size, dimensions, conditions, etc. If the potential Applicant finds that these materials may work for the proposed project, they may apply to receive the materials. The catalogue number(s) of the materials will be noted in their Application. A site visit may be required in order to confirm that the material is appropriate for the particular project. All site visits are supervised by Town staff.
- b) A brief Application form shall be filled out by the Owner of the property for which the salvaged materials will be used for. Application forms are available from the Town of Aurora Planning and Development Services department and the Town website.
- c) Applicants are required to describe the re-use project, its location, and how the salvaged materials will be used, altered or restored. Plans, drawings and photographs outlining the project are encouraged to be provided with the Application.
- d) Owners of designated properties (under Part IV and Part V of the *Ontario Heritage Act*) who will be using the salvaged material on their designated property to be incorporated as part of a heritage building will be exempt from all fees.

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- e) Applicants who are not Owners of a designated property are welcome to apply, but may be required to pay for their requested materials. Prices for items will be set at the discretion of the Heritage Advisory Committee as each Application comes forward.
- f) All funds received from the Architectural Salvage Program will be directed back to the Heritage Advisory Committee to be used in a manner that is approved by Council.
- g) Heritage Planning will provide guidance to potential Applicants to ensure that their Applications are complete and present all required information.
- h) Complete Applications shall be submitted to Heritage Planning. These Applications are either reviewed, or submitted for consideration by the Heritage Advisory Committee at the next available meeting. The criteria for evaluating Applications are as follows:
 - i) Priority will be given to owners of designated property (under Part IV and Part V of the *Ontario Heritage Act*) who will use the salvaged material with the highest regard for heritage conservation best practices on the designated property;
 - ii) The materials will be used in a context or manner which enhances or complements its heritage value;
 - iii) The salvaged heritage materials must remain in the Town of Aurora.
- i) Applicants will be notified of the status of their Application by mail subsequent to a decision by Council after consultation with the Heritage Advisory Committee. Applications which are approved by, Heritage Planning do not require Council approval.

However, the Application will be forwarded to the Committee at the next available meeting for their information. Applicants receiving approval from the Heritage Advisory Committee or Heritage Planning will be required to sign an agreement with the Town which outlines the recipient's responsibilities and obligations. Once the agreement has been signed, the Applicant may arrange to pick up the specified building materials and pay for the materials if a price has been set by the Heritage Advisory Committee.

- i) The Heritage Advisory Committee reserves the right to identify certain materials of the Program for intended uses including (but not limited to) being donated to a museum, charity (or similar establishment) for re-use or permanent conservation.

4. PROGRAM MAINTENANCE

4.1 Storage of Material

All materials should be adequately stored and held in trust by the Town. Any materials which are currently stored off-site should be incorporated into a Town storage facility when space is available. **At all times, materials will be accepted into the Program only if staff can confirm that safe and adequate storage space provided by the Town is available.**

4.2 Transportation of Materials

All materials being donated to the Program must be safely delivered to the storage facility at no cost or liability to the Town.

4.3 Catalogue of Materials

Materials currently part of the Program and stored in a Town facility are tagged with a catalogue number. This catalogue number corresponds to a thorough description noting key information including the object, material, dimensions, condition, and extraction location (if known). A photograph of each item will be kept on file for reference. The catalogue listing all material will be managed by the Heritage Advisory Committee and maintained by Town staff.

4.4 Catalogue Data Maintenance

All new materials accepted into the Program will be tagged and catalogued by Town staff. When items are removed from the catalogue, it will be updated.

4.5 Community Outreach

In order to advertise the Program, the Heritage Advisory Committee will consider advertising the program with appropriate platforms, such as the Annual Doors Open Aurora Event, uploading information on the Town's website, and creating informative pamphlets.

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5. DEFINITIONS

In this Guide, the following words have the following meanings:

- a) “Conservation” means all actions or processes that are aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend its physical life. This may involve Preservation, Rehabilitation, Restoration, or a combination of these actions or processes;
- b) “Council” means the Council of the Town;
- c) “Demolish” or “demolition” means to completely or partially remove or destroy part of physical property permanently;
- d) “Guide” means the Guide to the Architectural Salvage Program;
- e) “Heritage Advisory Committee” means the Heritage Advisory Committee of the Town;
- f) “Mitigation” or “Mitigating” means to lessen an identified impact or force;
- g) “*Ontario Heritage Act*” means the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended;
- h) “Preservation” means the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place, or of an individual component, while protecting its heritage value;
- i) “Program” means the Aurora Architectural Salvage Program for the Town of Aurora;
- j) “Heritage Planning” means Heritage Planning for the Town or his/her designate or successor;
- k) “Rehabilitation” means the action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value;
- l) “Restoration” means the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value;

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- m) “Re-use” means to recycle or convert to re-usable material with an objective purpose;
- n) “Salvage” or “Salvaged” or “Salvaging” means to save from destruction/demolition for future use;
- o) “Significant” means having identified importance or meaning as described in this Guide; and
- p) “Town” means The Corporation of the Town of Aurora.