



**Town of Aurora
Committee of the Whole
Meeting Revised Agenda**

Date: Tuesday, November 5, 2024
Time: 7 p.m.
Location: Council Chambers, 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. Community Presentations	
*5.1 Christopher Watts, The Aurora Heritage Authority; Re: Aurora's Angels Memorial Day	1
6. Delegations	
6.1 Sandra Hallig and Cheyenne Zierler, Shared Tower Inc.; Re: Item 14.3 - PDS24-120 - Application for Radiocommunication Tower, Shared Tower Inc. , 15400 Bayview Avenue	32
6.2 Phiona Durrant, Aurora Black Community Association; Re: Request for Funding	45
(This delegation has been rescheduled to the Budget Committee meeting of November 18, 2024.)	
*6.3 Wendy James, Resident; Re: Yellow Dividing Line on Timpson Avenue	46
7. Advisory Committee Meeting Minutes	
7.1 Active Transportation and Traffic Safety Advisory Committee Meeting	48

Minutes of September 25, 2024

1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of September 25, 2024, be received for information.

7.2 Heritage Advisory Committee Meeting Minutes of October 7, 2024 53

1. That the Heritage Advisory Committee Meeting Minutes of October 7, 2024, be received for information.

7.3 Finance Advisory Committee Meeting Minutes of October 8, 2024 58

1. That the Finance Advisory Committee Meeting Minutes of October 8, 2024, be received for information.

***7.4 Environmental Advisory Committee Meeting Minutes of October 21, 2024 61**

1. That the Environmental Advisory Committee Meeting Minutes of October 21, 2024, be received for information.

8. Consent Agenda

9. Community Services Committee Agenda

9.1 CMS24-043 - High Five - Registered Municipality 65

1. That Report No. CMS24-043 be received; and
2. That Council endorse the Town of Aurora becoming a High Five Registered Municipality.

10. Corporate Services Committee Agenda

11. Finance and Information Technology Committee Agenda

11.1 FIN24-057 - 2025 to 2026 Budget and 10-Year Capital Plan 71

(Presentation to be provided by Mayor Tom Mrakas and Rachel Wainwright-van Kessel, Director, Finance)

1. That Report No. FIN24-057 be received for information.

11.2 FIN24-051 - Water Meter Replacement Program Contract 115

1. That Report No. FIN24-051 be received; and
2. That WAMCO be awarded the contract for replacement of

residential water meters for five years at a total cost of \$1,900,000 excluding taxes under the single source provisions of the Procurement By-law.

11.3	FIN24-052 - Tax Sale Process	119
	1. That Report No. FIN24-052 be received for information.	
11.4	FIN24-055 - Community Partner Reserve Management Policy	127
	1. That Report No. FIN24-055 be received; and	
	2. That the Town's Community Partner Reserve Management Policy be approved.	
12.	Administration Committee Agenda	
13.	Operational Services Committee Agenda	
13.1	OPS24-023 - Aurora Forest Study Policy Updates	138
	1. That Report No. OPS24-023 be received; and	
	2. That staff be directed to review and propose updates to the Private Tree Protection By-Law (By-law No. 5850-16) and associated compensation policies.	
14.	Planning and Development Services Committee Agenda	
14.1	PDS24-065 - New Registration By-law for Additional Residential Units in Single Family Dwelling Unit	147
	(Deferred from Committee of the Whole meeting of September 3, 2024)	
	1. That Report No. PDS24-065 be received; and	
	2. That staff bring forward the Registration By-law for Additional Residential Units (ARUs) to a future Council meeting for enactment.	
14.2	PDS24-119 - Extension of Approval to Draft Plan of Subdivision, Charleville Developments Limited, 45 Tyler Street, Lot 26 and Part Lots 24, 25 and 27, Plan 9, File Number: SUB-2015-03, Related File Number: SP-2022-03	152
	1. That Report No. PDS24-119 be received; and	
	2. That the Draft Approval to Plan of Subdivision for 45 Tyler Street, File SUB-2015-03, be extended for one year, with a	

lapsing date of December 17, 2025.

- 14.3 PDS24-120 - Application for Radiocommunication Tower, Shared Tower Inc. , 15400 Bayview Avenue, Plan 65M-3074, Block 2, Part Block 3, File Number: SP(T)-2024-01** 188
1. That Report No. PDS24-120 be received; and
 2. That Innovation, Science and Economic Development Canada (ISED) be advised that the applicant has complied with the Town's Radiocommunication and Broadcasting Antenna Systems Protocol; and
 3. That Council provide their direction regarding the installation by Shared Tower Inc. of a 40-metre (131 feet) tall, monopole design telecommunication tower at 15400 Bayview Avenue.
- 15. Member Motions**
- 15.1 Mayor Mrakas; Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding** 220
- 16. Regional Report**
- *16.1 York Regional Council Highlights of October 24, 2024** 222
1. That the York Regional Council Highlights of October 24, 2024, be received for information.
- 17. New Business**
- 18. Public Service Announcements**
- 19. Closed Session**
- 20. Adjournment**



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) *

Committee of the Whole

Council or Committee Meeting Date * 

2024-11-5



Subject *

Aurora's Angels Memorial Day

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 *

To provide a brief presentation to raise awareness of the proclaimed Aurora's Angels Memorial day on November 9th.

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

Clerk

Date you spoke with Town staff or a Council member

2024-10-28



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

Agree



Proclamation

Aurora's Angels Day

Saturday, November 9, 2024

Whereas the day is an opportunity to honour 14 fallen RCAF members with ties to Aurora who paid the ultimate sacrifice during WWI to protect Canada and its people; and

Whereas this day is an opportunity for all citizens in the town of Aurora to join in the ceremonies commemorating the service of 14 of its heroes; and

Whereas the town approved a Community Partnership Grant for honouring all 14 Aurora's Angels on individual veterans' banners; and

Whereas recent efforts by Town Council have been made to honor these 14 members in accordance with the town's Street Naming Policy; and

Whereas the week of April 1st, 2024 the Town of Aurora proclaimed RCAF Centennial Day in the Town of Aurora

Therefore be it resolved that, on behalf of the Corporation of the Town of Aurora, I, Mayor Tom Mrakas, do hereby proclaim the week of **Saturday, November 9, 2024 as Aurora's Angels Day** in the Town of Aurora.

A handwritten signature in black ink, appearing to be "Tom Mrakas".

Tom Mrakas
Mayor



Aurora's Angels Memorial Day November 9th, 2024







**Lester "Mike" B. Pearson PC, OM, CC, OBE
Prime Minister of Canada 1963-1968**



**Wing Commander Richard A. Illingworth
Mayor of Aurora 1969=1973, 1982-1985**



AURORA IN THE AIR



WALTER HARRIS	HARRY STONE
B ROSS HARTMAN	FRED H B MILKSON
HEBER HIGGS	JAMES ALBERT PROCTOR
SHIRGAN BROWN	TELFORD LITTLE
HAROLD BROWN	THOS W WATSON
RUSSELL CLIFT	WILLACE HERBANT
MAX DOYLE	AUBREY W HARRINGTON
WILFRED DOYLE	RUSSELL PARKER
ED DOUGLASS	JNO R BOUTLEDGE
JOHN FERGLISON	HARRY STEWART
LEONARD FERGLISON	ROY STOCKS
GILBERT A CRAY	VW WALKER WC
ROY HARPER	TOWNLEY WATSON
C W JONES	CHAS WOODROOF
THOS GEO HOWARD	VW CHARLES LAIN



1939 + ALTAR OF SACRIFICE + 1945

ASH, J. RANKIN	CHADWICK, ALBERT	DUGGAN, THOMAS A.	HOWARD, BURTON	MUGFORD, WILLIAM	STYLES, FREDERICK L.
BENJAMIN, ROY E.	COX, G. D.	EDWARDS, MASON A.	JOHNSON, FRANK	PAGAN, WILLIAM D.	THOMPSON, DONALD H.
BENVILLE, LAWRENCE J.	CROSSLEY, WILLIAM	FERGUSON, JAMES C.	FERGUSON, JAMES C.	PRIMEAU, JOSEPH P.	TRANMER, WILLIAM T.
BOWLER, WILLIAM	CUTLER, ERIC E.	FOLLIOTT, ERIC	KAY, HARRY L.	ROBSON, MELVIN P F	TURP, ROBERT J.
BRADBURY, JOHN	DALTON, A.B. CLIFTON	FRANK ROBERT	KING, GARY	RUMBLE, ROBERT	WADE, REGINALD
BROWN, WILLIAM D.	DAVIDSON, JOHN A.	GLEAVE, DONALD R.	KING, WILLIAM D.	RUTHERFORD, ROSS S.	WALKER, GORDON V.
BURGON, PERCY	D. W. LEEDS	HAYES, DONALD	LEBRIDE, WADSWORTH	SMEDDEN, ANDREW	WILLIAMSON, H. WARD
CHADBURN, LLOYD V.	DAWSON, CHARLES	HEATH, WILLIAM	MORNING, ORLIE	STEPHENSON, WESLEY MM	WYATT, ALAN A.
D.S.O. & BAR, CHEVALIER	DOVE, WILFRED				
LEGION OF HONOUR					
CROIX DE GUERRE					
D.F.C.					

I AM A SINGLE POPPY
 A REMINDER TO YOU ALL,
 THAT COURAGE FAITH AND HONOUR,
 WILL STAND WHERE HEROES FALL.





1939 + ALTAR OF SACRIFICE + 1945

KAY, HARRY L.

BRADBURY, JOHN

DAVIS, GEORGE

PAGAN, WILLIAM D.

CHADBURN, LLOYD V.
D.S.O. & BAR, CHEVALIER
LEGION OF HONOUR
CROIX DE GUERRE
D.F.C.

FOLLIOTT, ERIC

TURP, ROBERT J.

KING, PERRY

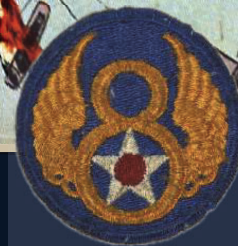
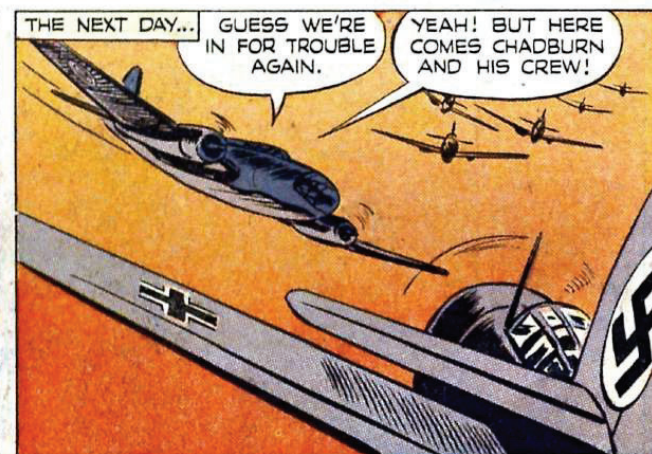
KING, WILLIAM D.

RUMBLE, ROBERT

WADE, REGINALD

HOWARD, BURTON





EIGHTH AIR FORCE USAF

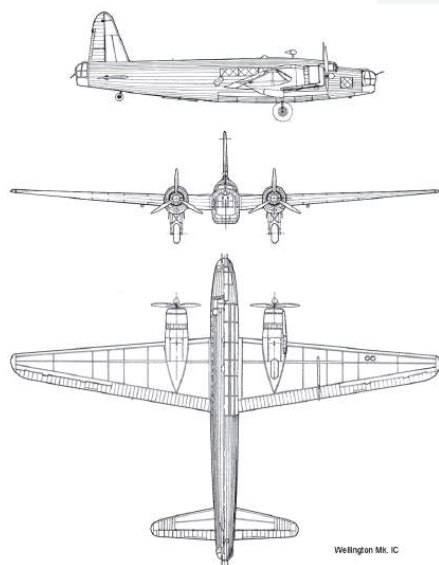


NINTH AIR FORCE USAF



**WING COMMANDER LLOYD VERNON CHADBURN
DSO & BAR, DFC, CROIX DE GUERRE WITH PALM**





JM-X
R1760

BRADBURY, JOHN LESLIE

J250

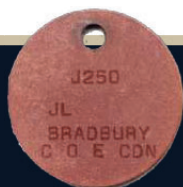
OFFICE RECORD OF SERVICE AIR

AURORA'S ANGELS

Aurora Pilot's Bravery Saved Two Crewmen's Lives, Padre Writes Wife

Aurora, June 25—Mrs. John Bradbury, of Aurora, recently received a letter from a padre of the R.C.A.F. overseas telling her the first details of the death of her husband, Pilot-Officer John Bradbury. He was killed when his plane, bearing four occupants, crashed a few miles off the coast of Scotland in April. Another occupant of the plane also was killed. The other two were rescued.

John Bradbury



PILOT OFFICER JOHN LESLIE BRADBURY



JACK COWIESON WAS EDUCATED AT AURORA

Word has been received by Mr. and Mrs. L. Cowieson, Tor-



AIR FORCE No.	R122079	SURNAME	COWIESON, JOHN HARRISON	FULL CHRISTIAN NAME
RECORD OF SERVICE				
1. POSTING INDICATE S.O.S. AND T.O.S.		2. RECLASSING-PROMOTIONS-ETC.		
DATE	UNIT AND PLACE	RANK	EFFECTIVE	
1938	17th Hq. Squadron	1st Lt	1	12/1/38
1939	17th Hq. Squadron	2nd Lt	1	12/1/39
1940	17th Hq. Squadron	1st Lt	1	12/1/40

AURORA'S ANGELS



W.O.II JOHN HARRISON COWIESON





LV-H
P9546

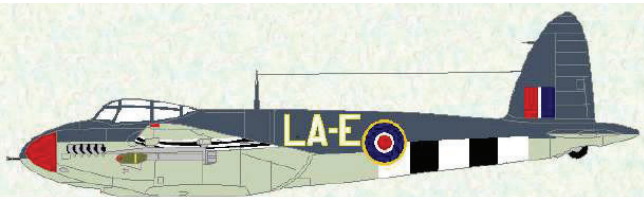
R85636 DAVIS, GEORGE ALVIN
SERIAL NUMBER FULL CHRISTIAN NAME
RECORD OF SERVICE

AURORA'S
ANGELS



SERGEANT GEORGE ALVIN DAVIS





LA-Y
HR159

SIR	NO.	NAME	DATE
FORCE	R04248	DOUGLAS, DONALD BANBURY	
		SURNAME	FULL CHRISTIAN NAMES
	J.14533	OFFICER	RECORD OF SERVICE
1. POSTINGS (INDICATE U.K. AND CAN.)		2. RECLASSIFICATIONS, ETC.	
DATE	UNIT AND PLACE	RANK	EFFECTIVE
1908	1st D. Troop	2nd Lt.	1st Nov 1908
1912	1st D. Troop	1st Lt.	12th Nov 1912
1. Military School, ...			

AURORA'S ANGELS



FLIGHT LIEUTENANT DONALD BANBURY DOUGLAS





424 HAMILTON TIGER SQD.



F.O. ERIC W. FOLLIOTT IS MISSING OVERSEAS

King, July 8—Mrs. Elizabeth Folllott of Eversley has received a telegram from Ottawa that her eldest son, F.O. Eric W. Folllott, R.C.A.F., was reported "missing June 29 in operational flight." The entire crew of seven flying No. 324 Tiger Squadron of Hamilton are missing. F.O. Folllott was the navigator, and his pilot, P.O. Gwynn Johnson of 657 Beresford Ave., and he were the only ones of the crew enlisting from Toronto. The remaining five came from western Canada.



A letter written by F.O. Folllott on June 9 stated he "had had a great view of the invasion" and, having completed his operational work, he was getting a week's rest, which he said he needed. He was in good health, the letter stated.

FO Eric Folllott And Crew, Buried In France

Word has been received by Mrs. Elizabeth Folllott, Temperanceville, that her son, FO Eric W. Folllott, 31, who was reported missing by the R.C.A.F. in June, 1944, was killed over St. Pierre, France. FO Folllott and his entire crew were lost and were buried in the French military cemetery at Beauvais, France. FO Folllott, a graduate of Aurora high school, enlisted in July, 1942, graduating from London in June, 1943. He had been overseas nearly a year. Surviving are his mother and a brother, William G. Folllott, R.C.A.F., Malton.



FLYING OFFICER ERIC WALTER FOLLIOTT



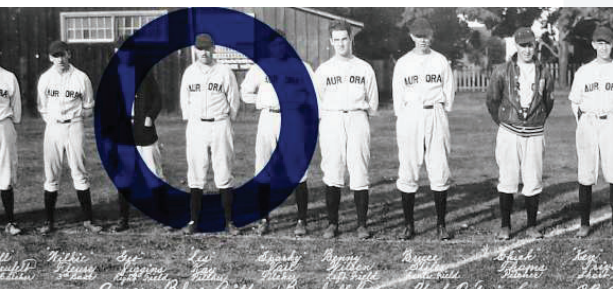


FLIGHT SERGEANT BURTON DIX HOWARD





HARRY L. KAY Schomberg, Ont.
Pass Commerce; Boxing, I, II, Vic. Champ.,
160 pounds; Varsity Staff, III; Baseball,
IV.



NA-D
KB770

FORCE NO. 0886	KAY, HARRY LESLIE	FULL CHRISTIAN NAMES
RECORD OF SERVICE		
1. POSTING ENROUTE S.O.S. OF T.O.S. TEMPORARY	UNIT AND PLACE	POSTING ENROUTE S.O.S. OF T.O.S. TEMPORARY
<i>1. The Camp Barker Field, Ontario</i> <i>2. The Camp Barker Field, Ontario</i> <i>3. The Camp Barker Field, Ontario</i>		

AURORA'S
ANGELS



THE EXAMINATION ROOM IS IN THE HEAVENS
Instructors for elementary flying schools under the Commonwealth air training plan are checked carefully by R.C.A.F. officers before they leave their training schools at Barker Field to complete their course at Trenton. Here Flying Officer H. L. Kay, R.C.A.F., LEFT, takes off with A.C.2 Jack Holden in a training plane to test him on general flying, aerobatics and blind flying. Leavens Bros. and P. & H. Aircraft operate the instructors' schools.



SQUADRON LEADER HARRY LESLIE KAY





EX-COMMANDO KILLED LEARNING TO BE PILOT

A commando army officer who served overseas and was selected for training as a fighter pilot with army co-operation air squadrons. Lieut. William David King, R.C.A.F., 25, of Riverside Trail, was instantly killed in a plane crash at Pen-tanguishene Sunday.
His Harvard trainer, out of Camp Borden, flying in a formation of



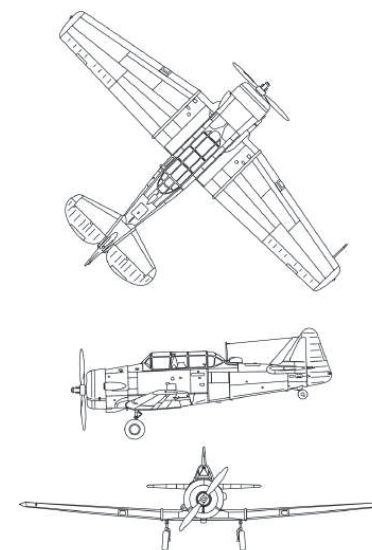
LIEUT. W. D. KING



Miss Jean May Caulfield and Lt. William David King, who has just returned from overseas, are to be married on Oct. 22 in Toronto. The bridegroom is the daughter of Mr. and Mrs. Robert Francis Caulfield, and late fiance is the son of Mrs. King and the late William Charles King of Aurora. Photo of Miss Caulfield by Violet Hemo, Aurora-Colego Street; of Lt. King by M. E. Watto, Barricade - 1948.



461064		KING		WILLIAM -		DAVID	
Lieut.		Last Name		First Name		Middle Name	
Regt. Number		By Birth		By Retention		of Birth	
P.C.D.		✓				50' 4"	
Rank		4		1		16	
British		Cdn		1		25	
23		19		1		25	



North American Harvard 4
© Canada Aviation and Space Museum / Musée de l'aviation et de l'espace du Canada



PILOT OFFICER WILLIAM DAVID KING

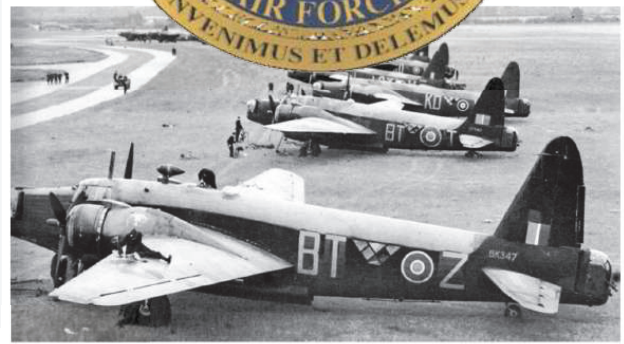




NO. R93340 KING, PERRY

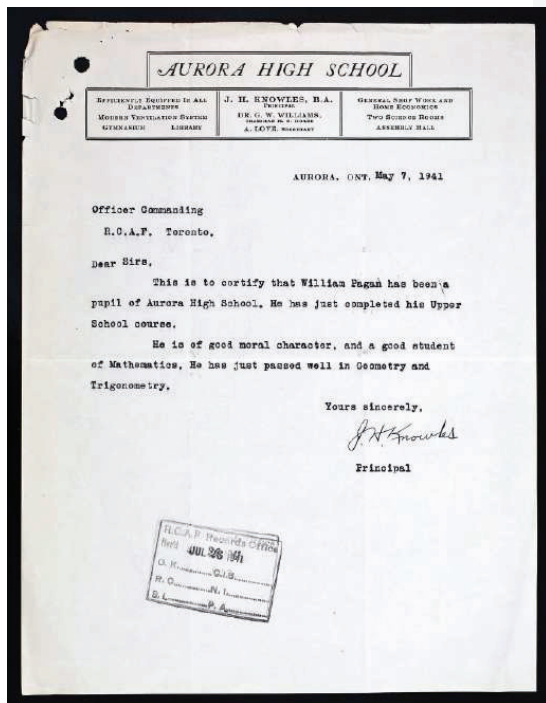
RECORD OF SERVICE

1. POSTING (INCLUDE JOB AND GRADE)		2. RECLASS NS - PROMOTIONS ETC.	
DATE	UNIT AND GRADE	P.S.N.	EFFECTIVE DATE
1941	488 Sqn RCAF	1002	1/1/41
1942	488 Sqn RCAF	1002	1/1/42
1943	488 Sqn RCAF	1002	1/1/43
1944	488 Sqn RCAF	1002	1/1/44
1945	488 Sqn RCAF	1002	1/1/45
1946	488 Sqn RCAF	1002	1/1/46
1947	488 Sqn RCAF	1002	1/1/47
1948	488 Sqn RCAF	1002	1/1/48
1949	488 Sqn RCAF	1002	1/1/49
1950	488 Sqn RCAF	1002	1/1/50
1951	488 Sqn RCAF	1002	1/1/51
1952	488 Sqn RCAF	1002	1/1/52
1953	488 Sqn RCAF	1002	1/1/53
1954	488 Sqn RCAF	1002	1/1/54
1955	488 Sqn RCAF	1002	1/1/55
1956	488 Sqn RCAF	1002	1/1/56
1957	488 Sqn RCAF	1002	1/1/57
1958	488 Sqn RCAF	1002	1/1/58
1959	488 Sqn RCAF	1002	1/1/59
1960	488 Sqn RCAF	1002	1/1/60



W.O. II PERRY KING





FLIGHT SERGEANT WILLIAM DONALD PAPAN





FLYING OFFICER ROBERT MONS RUMBLE





Royal Canadian Air Force

This is to Certify that

Flying Officer R. J. Turp

has been posthumously awarded the Operational Wings

of the Royal Canadian Air Force in recognition of

gallant service in action against the enemy.

Dated the Ninth day of July 1950

Robert Leslie
CHIEF OF THE UNIT

DN-T
EP493

AIR FORCE NO.	R05634	SURNAME	TURP, ROBERT JACK	FULL CHRISTIAN NAME	
UNIT NO.	J7235	OPERATIONAL WINGS	OPERATIONAL WINGS	RECORD OF SERVICE	
1. POSTING INDICATES S.O.S. AND TESTS		2. RECLASS'NG-PROMOTIONS-ETC.			
UNIT AND PLACE	EFF.	RANK	EFFEKTIVE		
<i>1st Squadron</i>	<i>17.11.49</i>	<i>Flt. Lt.</i>	<i>16.12.49</i>		

AURORA'S ANGELS



FLYING OFFICER ROBERT "PADDY" JACK TURP





EQ-R
LL720

780750 WADE, REGINALD HERBERT
FIELD IDENTIFICATION NUMBER

J.06403 OFFICER RECORD OF SERVICE

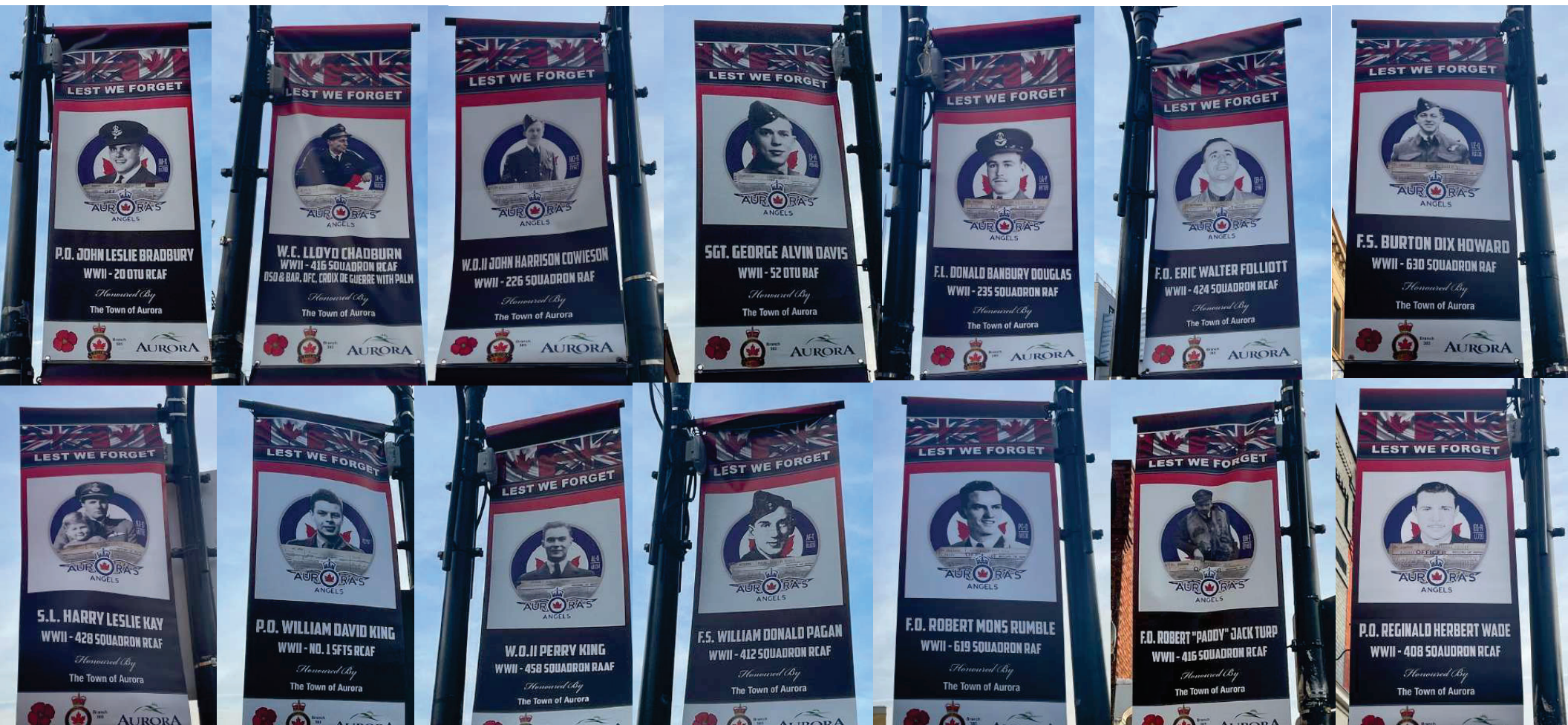
POST OR PORTING INDICATE G.O.S. AND T.O.R.	UNIT AND PLACE	Category	RECLASS NO. PROMOTIONS-ETC.	RANK	EFFECTIVE	D.E.D.
1778	1778	1778		7	11	1952
1778	1778	1778		7	11	1954
1778	1778	1778		7	11	1954

AURORA'S
ANGELS



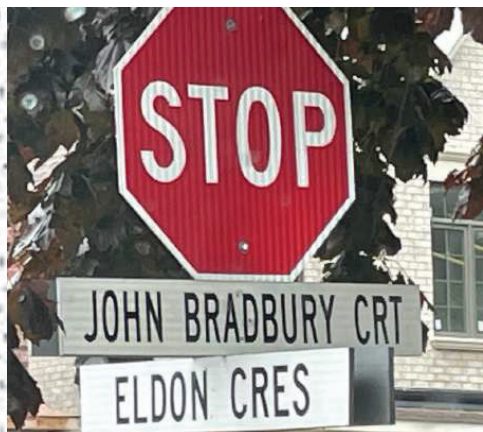
PILOT OFFICER REGINALD HERBERT WADE





VETERANS BANNERS on YONGE ST.





STREETS OF HONOUR



NO STONE LEFT ALONE®
MEMORIAL FOUNDATION

LA FONDATION COMMÉMORATIVE
AUCUNE PIERRE DANS L'OUBLI



GRAVE VISITS – ENGAGING STUDENTS



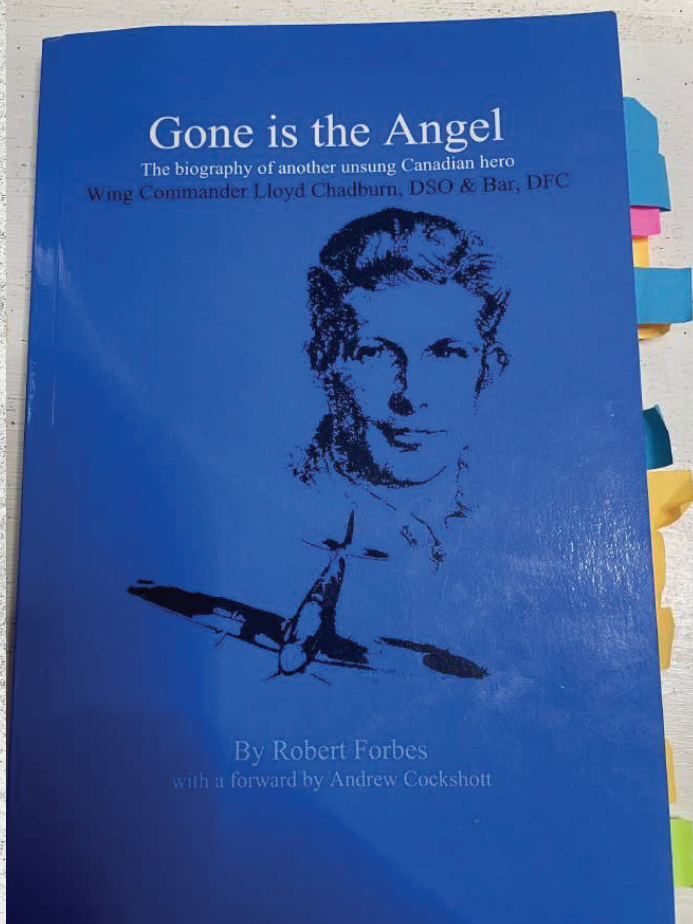


GRAVE MARKER CLEANING





CHRISTMAS CARDS FOR ACTIVE SERVICE MEMBERS



Some years later, a former cadet asked if I had an electronic version for their regimental library, I confessed I did not, but I would do a second edition and correct the errors that I knew about. I put it on the “to-do” list. And then a very few years after that, I fielded some questions about Lloyd Chadburn from Christopher Watts, who was in the middle of crafting an art installation to honour 14 of Aurora’s fallen RCAF fliers who served during World War Two.* When he was kind enough to share with me his research, I got very excited and immediately started the fresh research and re-write project.

* You can see the online installation at www.aurorasangels.ca

4



LLOYD CHADBURN’S BIOGRAPHY RE-WRITE



CLASS OF 2025 NOMINATION



Aurora's Angels Memorial Day November 9th, 2024





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) *

Committee of the Whole

Council or Committee Meeting Date * 

2024-11-5



Subject *

Proposed Telecommunications Tower - 15400 Bayview Avenue, Aurora

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

Shared Tower Inc. - Sandra Hallig & Cheyenne Zierler

Brief Summary of Issue or Purpose of Delegation *

To provide more information regarding the Proposed Telecommunications Tower located at 15400 Bayview Avenue. Shared Tower is proposing a 40-metre monopole with a flush-mounted antenna design. The proposed tower intends to strengthen the telecommunications network to better support increased demands for consumer connectivity, the advancements in the digital economy, and health and safety measures in the community. There will be a powerpoint presentation prepared.

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

Antonio Greco

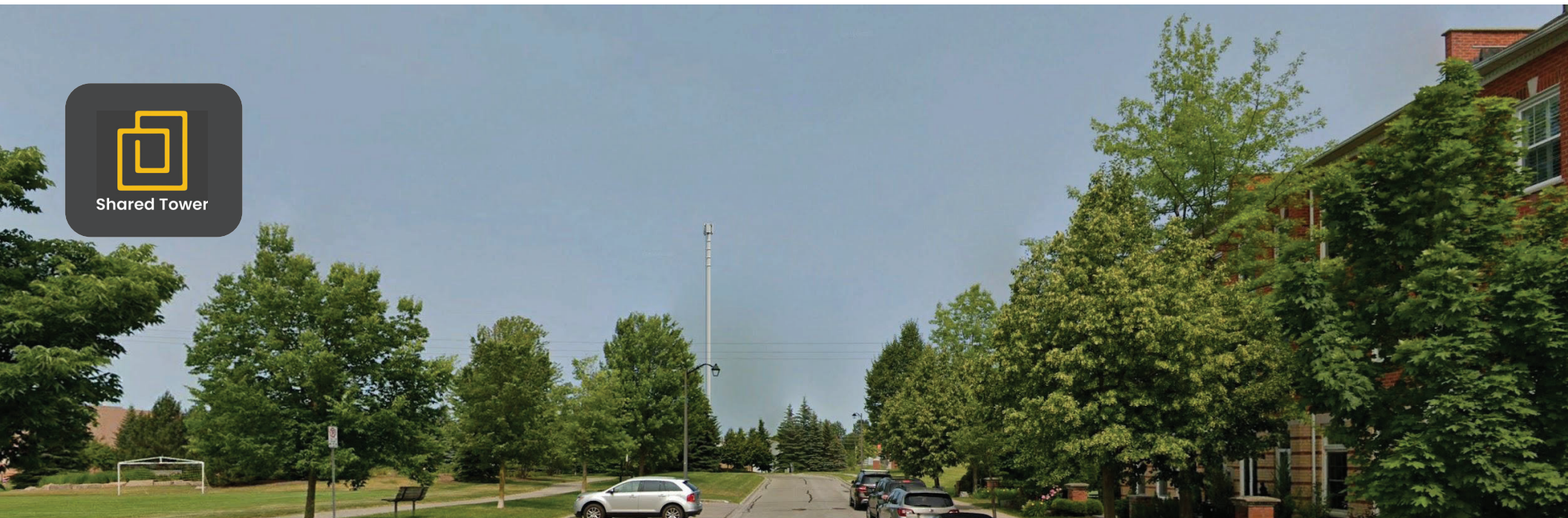
Date you spoke with Town staff or a Council member

2024-6-1



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

Agree

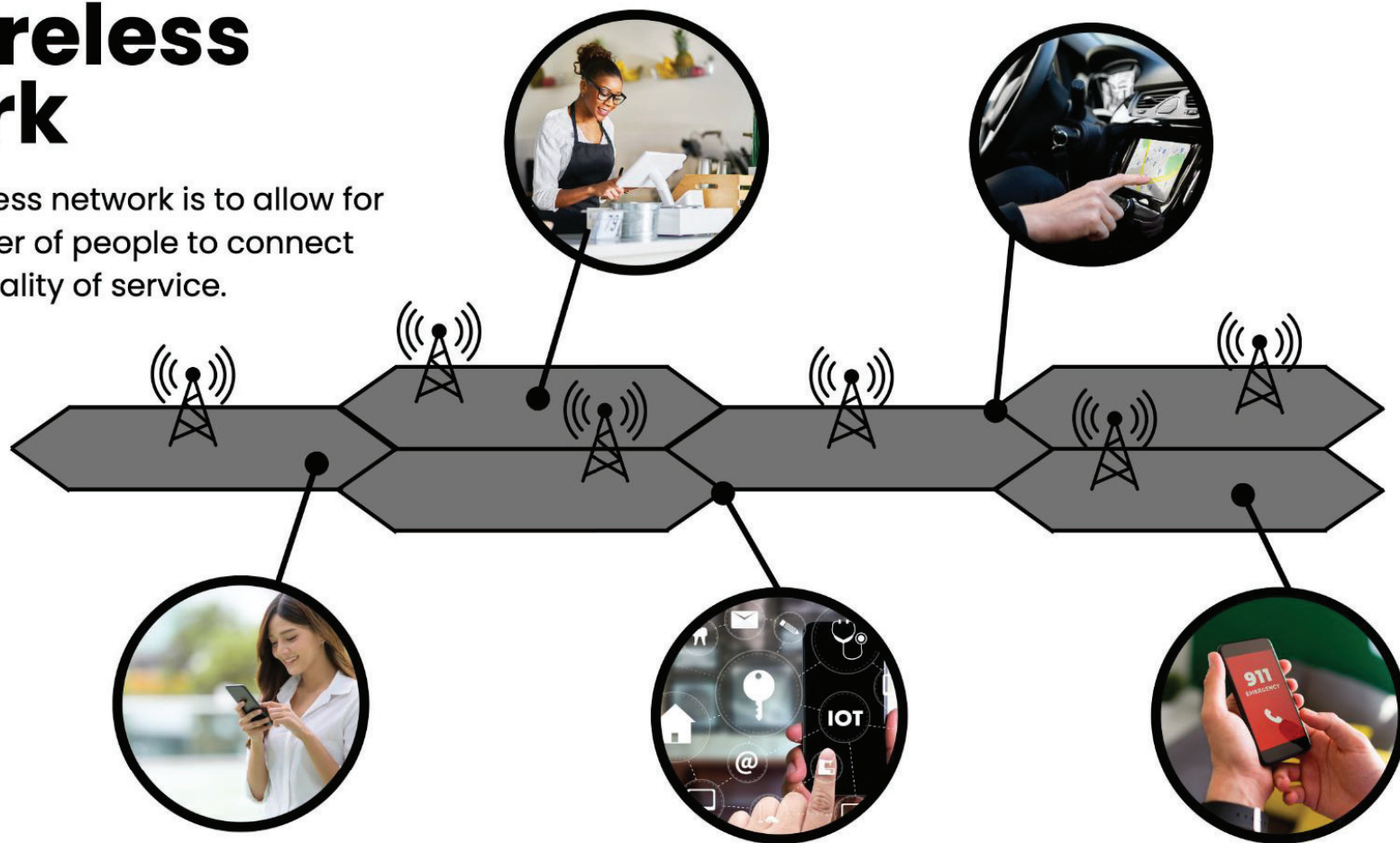


15400 Bayview Avenue, Aurora, ON

Proposed Telecommunication Tower

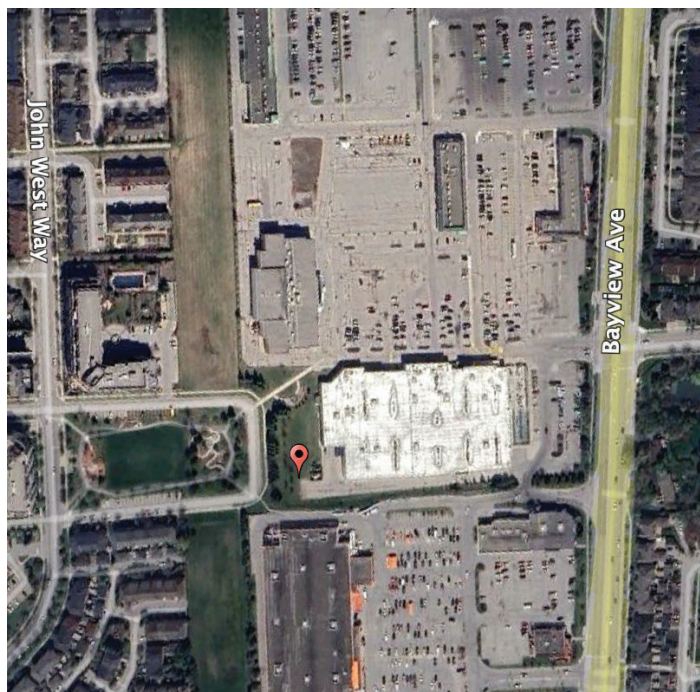
The Wireless Network

A goal for the wireless network is to allow for the greatest number of people to connect with the highest quality of service.



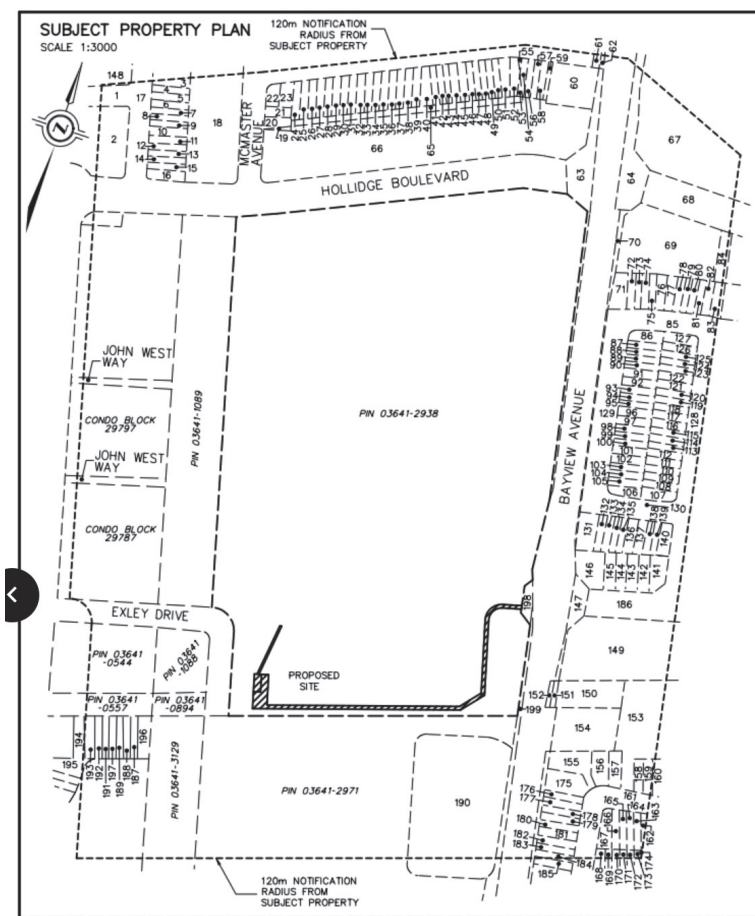
Subject Site

Shared Tower is proposing a **40 metre flush-mounted monopole style tower at 15400 Bayview Avenue.**



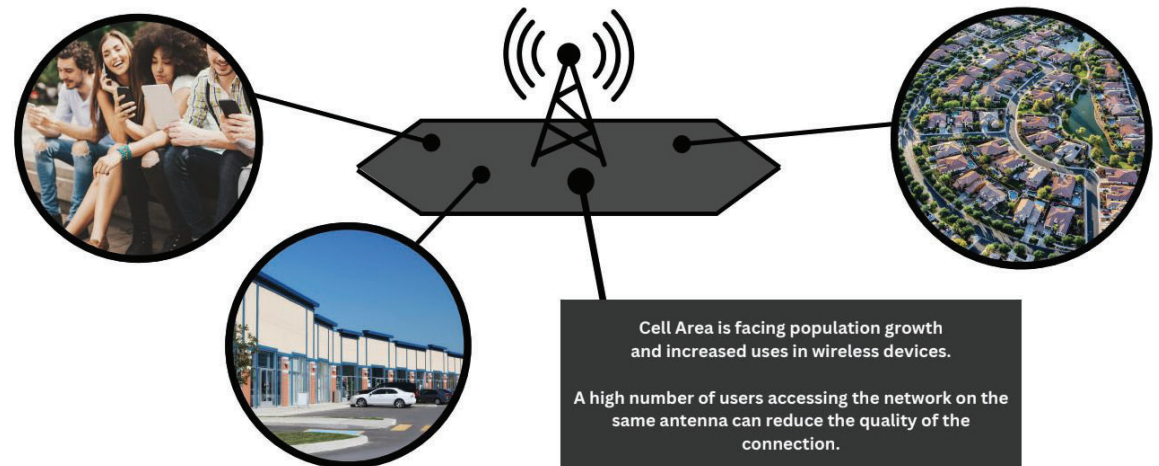
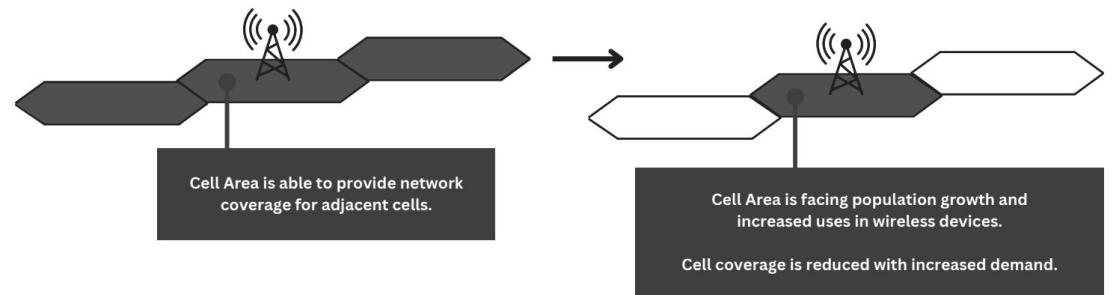
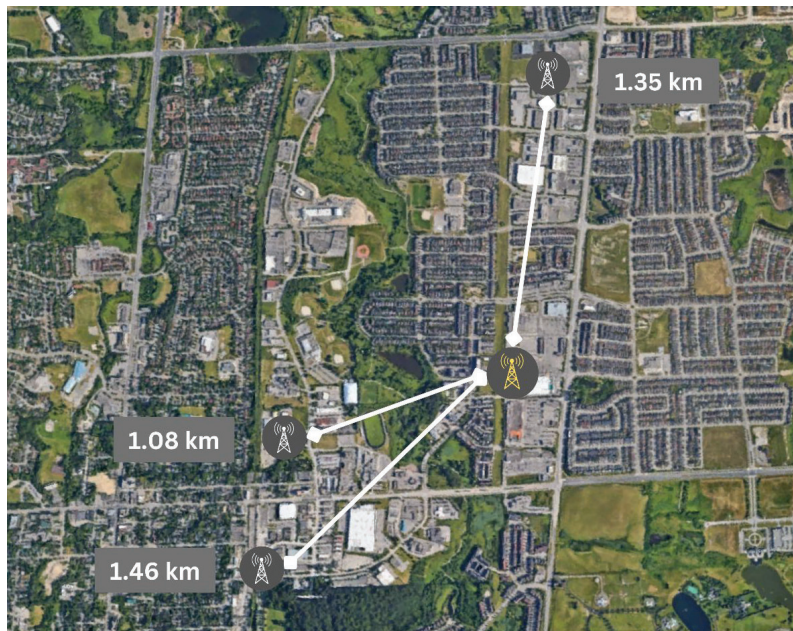
Public Consultation Statistics

- 384 Notification Packages sent out to properties within the prescribed notification radius of 120m from the Subject Site's Property Lines
- Number of Residents who reached out with questions and comments: 8
- Number of Residents who attended the Public Information Session: approx. 15



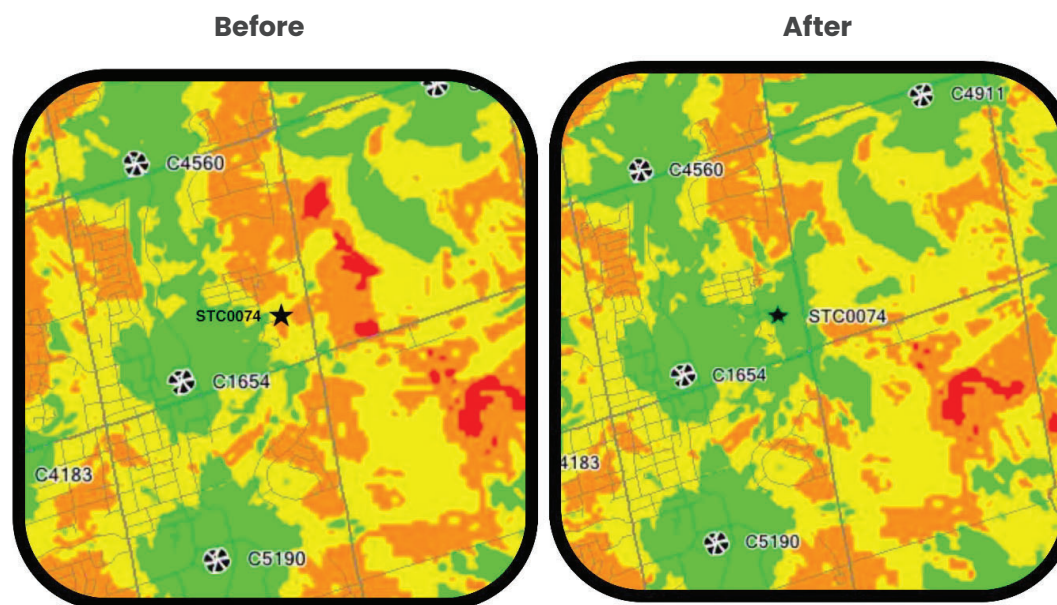
What impacts the Wireless Network - Capacity

As more of the population uses the network for school, work, and personal use, further support is required to ensure the same level of service.



Propagation Study Comparison

Study completed by YRH Montreal

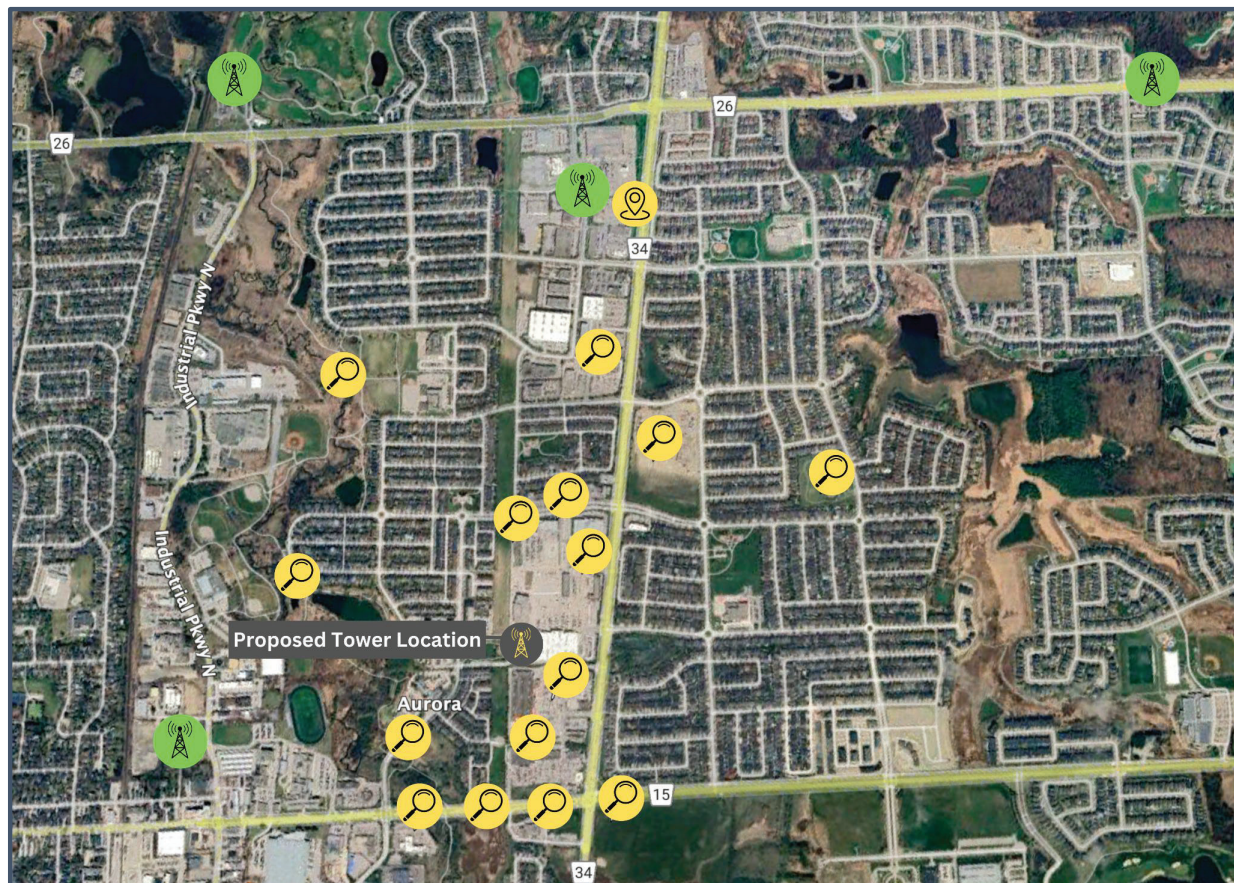


Downlink RSRP	Color	
-125 to -115 dBm		
-115 to -105 dBm		Very poor coverage - minimal voice call capabilities
-105 to -95 dBm		Poor coverage - voice call capabilities
-95 to -85 dBm		Adequate coverage - voice calls, low throughput data streaming
-85 to 0 dBm		Great coverage - voice calls, high throughput data streaming

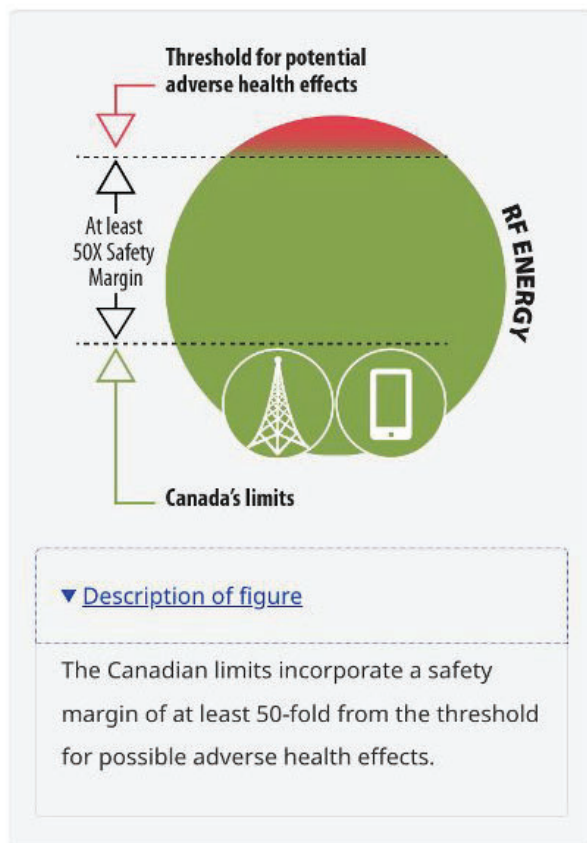
Site Selection

The siting of tower locations is dependent on a number of factors. Among the factors considered are:

- expected usage patterns of service and proximity to users
- local topography and building types
- interaction with existing and future sites
- line-of-sight requirements for high quality communications
- opportunities to use existing structures
- availability of a willing Landlord
- the industry's commitment to high service standards and customer satisfaction



Health Canada's Safety Code 6



Site compliance


Maximum RF exposure with respect to the uncontrolled environment limit

Maximum simulated exposure on this site from (O)perators : 10.8%

Maximum simulated exposure on this site from (B)roadcasters : 0%

Maximum total simulated exposure on this site O+B : 10.8%

Final result

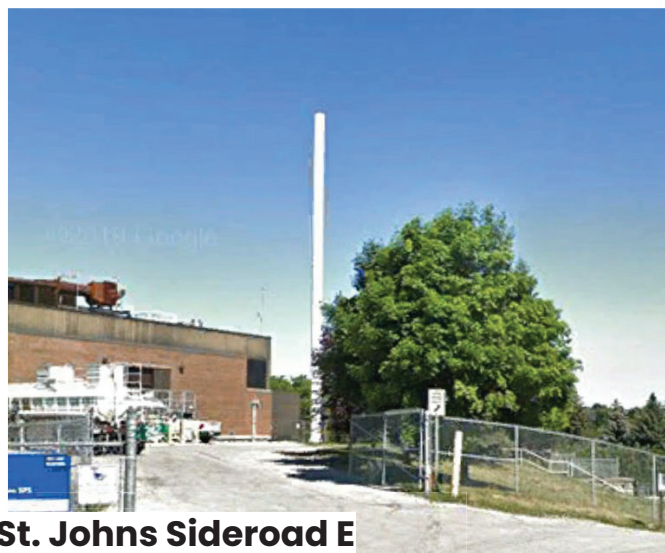
 The site is **compliant** with the maximum exposure limits established in Health Canada's Safety Code 6 for **uncontrolled environment**.

N/A The site is **compliant** with the maximum exposure limits established in Health Canada's Safety Code 6 for **controlled environment**.

RF simulation result

The analysis shows that the RF levels at 2m above the nearest buildings rooftops RF levels would not exceed 10.8% of the uncontrolled environment limit. Levels 2m above the ground would not exceed 6% of the uncontrolled environment limit. The site is therefore compliant with the uncontrolled environment limit.

STC0074 - Closeby Existing Towers



St. Johns Sideroad E



Industrial Parkway S

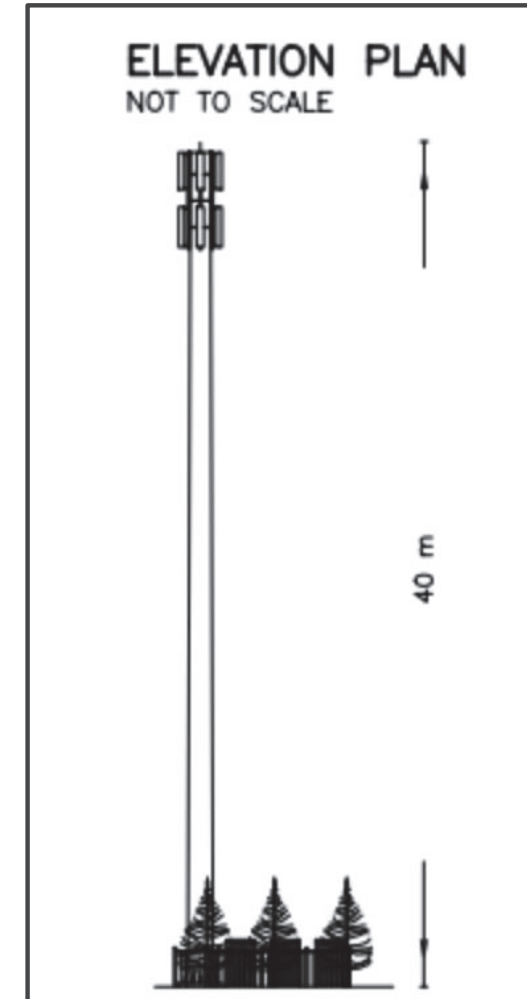


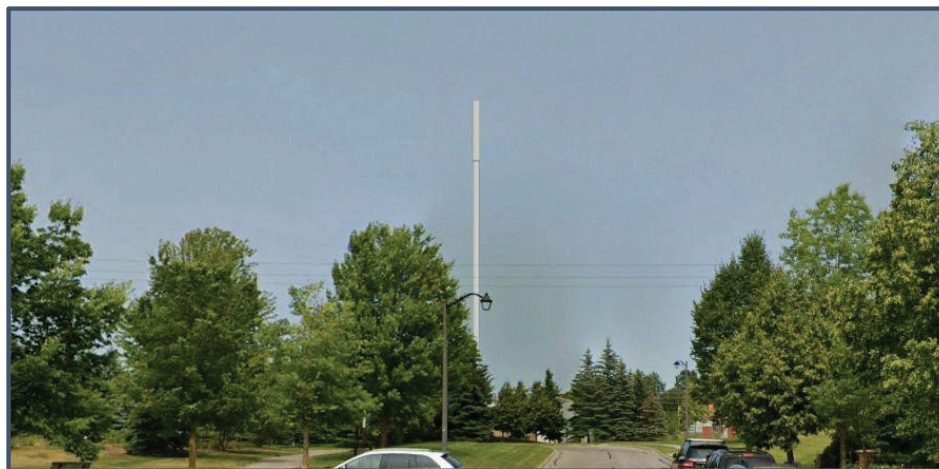
Scanlon Court

Plan

Shared Tower is proposing a **40 metre flush-mounted monopole** style tower at **15400 Bayview Avenue, Aurora.**

This tower will be built and allow for multi-carrier collocation opportunities in the area.





Questions?

I am happy to have this opportunity to speak to the Committee of the Whole and would like to open the floor for any questions.

Proponent Contact:

Sandra Hallig, Planning Coordinator

Email: shallig@sharedtower.ca

Cheyenne Zierler, Sr. Planning Manager

Email: czierler@sharedtower.ca





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) *

Committee of the Whole

Council or Committee Meeting Date * ?

2024-11-5



Subject *

Aurora Black Community Presentation

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

Phiona Durrant, Aurora Black Community Association

Brief Summary of Issue or Purpose of Delegation *

As a partner with the Town of Aurora, we are here to present our request for official funding to support and strengthen our collaborative efforts. This funding will enable us to continue delivering impactful programs and initiatives that benefit the community and align with the town's values and goals.

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

The Mayor

Date you spoke with Town staff or a Council member

2024-10-2



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

Agree



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) *

Committee of the Whole

Council or Committee Meeting Date * ?

2024-11-5



Subject *

yellow dividing line on Timpson Ave.

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

Wendy James

Brief Summary of Issue or Purpose of Delegation *

The yellow line has been marked down the middle of the road since No Parking on This side signs were put up. The signs have now been there for a long time; I can't remember when but have asked for this information. I called the town several times to redo it and have it off-center and not down the middle of the road. While Timpson Ave. was under construction this summer I called the town to ensure that the yellow would be done correctly. I was guaranteed that it would be done correctly. Needless to say it still has not been done.

Timpson Ave. has a lot of curves and thus the no parking signs were put up. I also had to 'fight' with the town for almost two years before they put up the signs.

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

Jeremy Carnovale

Date you spoke with Town staff or a Council member

2024-10-8



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

Agree



**Town of Aurora
Active Transportation and Traffic Safety Advisory Committee
Meeting Minutes**

Date: Wednesday, September 25, 2024
Time: 7:00 p.m.
Location: Council Chambers, Aurora Town Hall

Committee Members: Steve Fleck
 Owen Heritage (Vice Chair)
 Lil Kim
 Gino Martino

Members Absent: Giovanni Turla
 Klaus Wehrenberg

Other Attendees: Michael Bat, Traffic and Transportation Analyst
 Ishita Soneji, Deputy Town Clerk
 Emily Freitas, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 7:00 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.

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
 Wednesday, September 25, 2024

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3. Approval of the Agenda

Moved by Gino Martino

Seconded by Steve Fleck

That the 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 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of May 22, 2024

Moved by Steve Fleck

Seconded by Gino Martino

1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of May 22, 2024, be received for information.

]Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Traffic and Transportation Analyst; Re: Automated Speed Enforcement Pilot Program and Community Safety Zones

Staff provided the Committee with a brief overview of the memorandum regarding the Automated Speed Enforcement Pilot Program (ASE), indicating that two phases will be used to establish an implementation

plan and report back to Council with information collected from the pilot program.

The Committee provided suggestions on prioritizing the placement of speed cameras around elementary school zones and how staff should examine how revenue collected to fund active transportation in the Town. The Committee also inquired about the role of bylaw officers to enforce the pilot program and how fines will be dictated.

Staff provided clarification about the vendors that will be operating the pilot program as the program will be led by the Town. Staff further discussed the purpose of the pilot program and its role to enhance speed reduction and safety for students.

Moved by Steve Fleck

Seconded by Lil Kim

1. That the memorandum regarding Automated Speed Enforcement Pilot Program and Community Safety Zones be received; and
2. That the Active Transportation and Traffic Safety Advisory Committee comments regarding Automated Speed Enforcement Pilot Program and Community Safety Zones be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Traffic and Transportation Analyst; Re: Yield Sign Feasibility Assessment

Staff briefly summarized the Yield Sign Feasibility Assessment memorandum and the recommendation that advises against replacing existing stop signs with yield signs.

The Committee provided a suggestion on the possibility of assessing the implementation of more roundabouts where feasible and inquired about how locations are going to be evaluated to determine the need for roundabouts based on physical space and safety measures. There was a further suggestion to install potential roundabouts in existing areas for traffic calming purposes.

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
 Wednesday, September 25, 2024

4

Moved by Steve Fleck

Seconded by Lil Kim

1. That the memorandum regarding Yield Sign Feasibility assessment be received; and
2. That the Active Transportation and Traffic Safety Advisory Committee comments regarding Yield Sign Feasibility assessment 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 presented an overview of the memorandum, indicating that current citizen members must reapply for the second half of the Council term to be considered for a committee of interest. They also indicated that the application process is open as of September 19, 2024 until November 1, 2024.

The Committee inquired about the application process and reapplying for the same committee. Staff provided clarification noting that existing members would have to submit a new application on the current vacancies.

The Committee further discussed the process to inform existing members and staff noted that existing members have been notified via email regarding the recruitment process.

Moved by Gino Martino

Seconded by Steve Fleck

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

Carried

9. **New Business**

The Committee inquired on how to track the progress of the Active Transportation Master Plan initiatives and upcoming capital budget proposals including capital projects and staff provided a response.

The Committee inquired about the overflow parking lot located near Aurora GO Station, expressing concerns regarding the current pedestrian route and the distance from the station.

The Committee expressed concerns regarding traffic safety for vehicles and pedestrians at the exit from Aurora GO Station to Industrial Parkway.

10. **Adjournment**

Moved by Steve Fleck

Seconded by Lil Kim

That the meeting be adjourned at 7:55 p.m.

Carried



**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



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

Date: Tuesday, October 8, 2024
Time: 5:45 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Mayor Tom Mrakas (Chair)
Councillor Michael Thompson
Councillor Ron Weese

Other Attendees: Rachel Wainwright-van Kessel, Director, Finance
Jason Gaertner, Manager, Financial Management
Emily Freitas, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 5:45 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 Councillor Thompson
Seconded by Ron Weese

Finance Advisory Committee Meeting Minutes
Tuesday, October 8, 2024

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That the agenda as circulated by Legislative Services be approved.

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 Finance Advisory Committee Meeting Minutes of September 10, 2024

Moved by Ron Weese

Seconded by Councillor Thompson

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

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Financial Management Senior Advisor; Re: Line by Line Budget Review of Operational Services

Moved by Councillor Thompson

Seconded by Ron Weese

That the Memorandum from Financial Management Senior Advisor; Re: Line by Line Budget Review of Operational Services be deferred to a future Finance Advisory Committee meeting.

Motion to defer
Carried

Finance Advisory Committee Meeting Minutes
Tuesday, October 8, 2024

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8. New Business

None.

9. Adjournment

The meeting was adjourned at 5:47 p.m.



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

Date: Monday, October 21, 2024
Time: 7:00 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Wendy Gaertner (Vice Chair)
 Nicole Arsenault (arrived at 7:15 p.m.)
 Shun Chen
 Alain Godin
 Denis Heng
 Ken Turriff

Members Absent: Councillor Rachel Gilliland (Chair)
 Pippette Eibel
 Kristen Martens

Other Attendees: Matt Volpintesta, Manager, Parks and Fleet
 Ishita Soneji, Deputy Town Clerk
 Emily Freitas, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 7:02 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

Environmental Advisory Committee Meeting Minutes
Monday, October 21, 2024

2

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

3. Approval of the Agenda

Moved by Ken Turriff

Seconded by Alain Godin

That the 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 Environmental Advisory Committee Meeting Minutes of June 17, 2024

Moved by Ken Turriff

Seconded by Denis Heng

1. That the Environmental Advisory Committee Meeting Minutes of June 17, 2024, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

None.

8. Informational Items

8.1 Memorandum from Manager of Parks and Fleet; Re: Aurora Forest Study Recommended Policy Updates

Staff briefly provided an update on the Aurora Forest Study and highlighted updating current policies to make an immediate impact on protecting the tree canopy and urban forestry.

The Committee and staff discussed key topics including how tree canopy goals will be achieved, the study's targeted implementation date of 3-5 years and how the set targets will be achieved, the possibility of increasing the fees to cut down trees, plans to incentivize private landowners, how maintenance of the mature tree canopy can be achieved with an increase in resources, further enforcement to ensure that developers are meeting the requirements of planting trees, and support was expressed by the Committee to continue to manage emerald ash borer impact on Aurora's ash trees. It was further recommended to staff to examine non-profit organizations and their sponsorships to plant trees in support of the tree canopy.

The Committee inquired about the timeline of when the reports will be presented to Council, and staff provided an answer.

Moved by Shun Chen

Seconded by Alain Godin

1. That the memorandum regarding Aurora Forest Study Recommended Policy Updates be received; and
2. That the Environmental Advisory Committee comments regarding Aurora Forest Study Recommended Policy Updates be received and referred to staff for consideration and further action as appropriate.

Carried

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

Staff presented a brief overview the memorandum, indicating that current citizen members must reapply for the second half of the Council term to

Environmental Advisory Committee Meeting Minutes
Monday, October 21, 2024

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be considered for a committee of interest and all applications would be brought forward for Council's consideration following the application period. It was also indicated that the application process is open as of September 19, 2024 until November 1, 2024.

The Committee further inquired about Council's role in the recruitment process and if existing members' interests can apply again and staff provided clarification.

Moved by Ken Turriff

Seconded by Alain Godin

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

Carried

9. New Business

None.

10. Adjournment

Moved by Ken Turriff

Seconded by Shun Chen

That the meeting be adjourned at 8:02 p.m.

Carried



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aurora.ca

Town of Aurora
Committee of the Whole Report
No. CMS24-043

Subject: High Five – Registered Municipality

Prepared by: Lisa Warth, Manager, Recreation

Department: Community Services

Date: November 5, 2024

Recommendation

1. That Report No. CMS24-043 be received; and
2. That Council endorse the Town of Aurora becoming a High Five Registered Municipality.

Executive Summary

This report outlines the High Five program and the benefits for the Town to become a High Five registered municipality.

- High Five is a national quality standard focusing on recreation and sport programs for children ages 4 to 12 and adults 55+
- The Town's commitment includes staff training and program evaluations
- The Town may consider becoming an Accredited municipality in the future

Background

The Town of Aurora prides itself on providing quality recreation, sport and leisure programs for all ages. The complexity of managing programs is always evolving and numerous considerations need to go into developing and managing participant programs with the well being, satisfaction and safety of every participant being a top priority. The Town has always had quality standards when it comes to program planning and delivery, however the High Five program offers benefits such as training resources,

the latest research, benchmarks, credibility and more which will assist in achieving ongoing operational excellence.

Analysis

High Five is a national quality standard focusing on recreation and sport programs for children ages 4 to 12 and adults 55+

High Five is a national quality standard for recreation and sport developed by Parks and Recreation Ontario (PRO) with the support and endorsement of the Province of Ontario. High Five was launched in 1994 with training, tools and processes that have been continually refined with input from sport and recreation professionals as well as experts in healthy child development, quality assurance and quantitative and qualitative research. The High Five program is based on research and statistics.

The foundation of the High Five program is built on five principles of healthy child development and healthy aging essential for quality programs and three design guidelines. These principles come from research into what constitutes quality experiences for participants. These five principles of healthy child development and healthy aging are:

- A caring leader
- The opportunity to make friends
- The opportunity to play
- The opportunity to master skills
- The opportunity to participate

The three design guidelines that are necessary to implement the five principles are:

- Programs that are welcoming of diversity and uniqueness
- Programs that are safe
- Programs that are developmentally appropriate

The premise of High Five is that staff are trained and coached on how to incorporate these five principles and three design guidelines into program planning and delivery. Evaluations are done on a regular basis to ensure adherence to the principles.

Over 700 organizations nationally are Registered or Accredited High Five organizations.

The Town's commitment includes staff training and program evaluations

The foundation of the High Five program is the five principles of healthy child development and healthy aging and the three design principles listed above. Training on these principles equips staff with the knowledge and skills necessary to create and deliver positive program experiences within the developmental abilities of specific age groups. This can improve services and potentially reduce liabilities. This also enhances staff skills and can assist in attracting and retaining staff resources. Training can be completed online or in-person, accommodating diverse staff needs. High Five recognizes the transient nature of part time staff and recommends that 75% of all staff are trained in the principles of healthy child development and healthy aging.

Once staff have been trained on the five principles of healthy child development and healthy aging and the three design principles, and how to incorporate them into program planning and delivery, regular program evaluations must take place to ensure compliance. Training is required on how to use the evaluation tool (called a Quest 2), to ensure evaluators know how to align the evaluation tool with the program they are evaluating. Several full time and part time staff will be trained on using this tool.

There are opportunities for internal staff to become High Five trainers and several full-time staff are pursuing this option. This will provide flexibility and a cost savings to the Town, so external trainers do not always have to be secured.

An annual review of policies and procedures (called a Quest 1) is also required. This tool examines, measures and evaluates the extent to which policies and procedures support the principles of healthy child development and healthy aging. Training is also required to use this tool and several full-time staff will be trained on using this tool.

The Town may consider becoming an Accredited municipality in future

After two to three years of being a Registered High Five Municipality, the Town would have the option to move towards full Accreditation. The benefits of becoming a fully accredited organization include:

- **Elevated Quality Standards** where 85% of all recreation staff would be trained in the Principles of Healthy Child Development and more frequent program evaluations take place.
- **Enhanced Reputation** that demonstrates a commitment to excellence, increasing trust and credibility in the community.

- **Additional Resources and Support** that will assist in continuous improvement and innovation in programming.

Approximately 10% of registered High Five agencies move on to become fully accredited. Registered agencies must prove compliance, readiness, a culture of excellence and a commitment to delivering exceptional recreation and sport experiences for participants before they can move on to full accreditation.

Community Services will work with the High Five organization to further explore the readiness and benefits of becoming an Accredited Organization.

Advisory Committee Review

None

Legal Considerations

Becoming a High Five Registered Municipality improves risk management by increasing staff training and competency, and promoting safety, compliance, and high standards in children's recreation, while reducing potential liabilities and enhancing community trust.

Financial Implications

There are multiple costs associated with becoming a High Five Registered Municipality. These include training fees, training materials and the annual Registration Fee. A total of \$9000.00 is budgeted in the 2024 and 2025 operating budget for this purpose. Beyond 2025, costs will include the annual registration fee (\$1000) and fees for training staff (approximately \$3000 per year). These will continue to be managed through annual operating funds.

Communications Considerations

Registering as a High Five municipality is the first step towards Accreditation. Communications will assist in communicating internally to staff regarding training opportunities and program evaluation. If the Town pursues accreditation in the future, an external communications campaign will be developed.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

Ensuring quality standards in recreation programming, supports the Strategic Plan goal of **Supporting an exceptional quality of life for all** in its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle.

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

Becoming a High Five Registered municipality is a strategic opportunity to enhance the Town's capabilities, improve program quality and mitigate risks. High Five is a nationally recognized program that provides resources to ensure healthy child development and healthy aging and safety in Town programs. Community Services intends to be prepared to become a fully Registered Municipality early in 2025.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Robin McDougall, Director, Community Services

November 5, 2024

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Report No. CMS24-043

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. FIN24-057

Subject: 2025 to 2026 Budget and 10-Year Capital Plan

Prepared by: Jason Gaertner, Manager, Financial Management

Department: Finance

Date: November 5, 2024

Recommendation

1. That Report No. FIN24-057 be received for information.

Executive Summary

As per the multi-year budget process, Council approved the Town's 2023 operating and capital budget relating to the first year of the term. In the second year of the term, the municipality adopted a budget for the remaining three years of the Council term. The budget for the second two outlook years (2025 and 2026) must be reviewed annually and readopted as per provincial legislation.

- The operating budget includes tax increases of 3.5 and 2.9 percent for 2025 and 2026, respectively
- Water, wastewater and stormwater service proposed rates for 2025 and 2026 remain unchanged from previously endorsed rates
- This operating budget focuses on the changes to the multi-year budget
- Total capital budget authority of \$213.9 million is being requested in 2025 with \$65.3 million in planned spending for 2025
- The 10-year capital plan includes \$371.2 million of capital investments
- The Fiscal Strategy continues to inform the proposed multi-year budget
- The number of 2025 budget survey respondents were more than double that of the 2024 survey

- Council may propose amendments to the budget for consideration at the special meeting of Council on November 25

Background

The Town's Budget Principles policy outlines the multi-year budget framework for the Town of Aurora. The multi-year budgeting framework aligns with each Council term. Council reviews the first year's budget of the term and receives an accompanying forecast of the next three budgets. In the second year of the term, Council will review a three-year operating budget, including all related tax and rate impacts. Year's three and four of this budget will be reviewed again by Council.

On January 31, 2023, Council approved the first year's budget of the term. In December 2023, the remaining three years' budgets of the Council term was adopted. As per legislation, Council is required to review the previously adopted 2025 and 2026 operating budgets as shown in Table 1.

Table 1
Multi-year Key Milestones

Year	Action	Status
One	Adopt 2023 Receive 2024 to 2026	Complete
Two	Adopt 2024 to 2026	Complete
Three	Review 2025 to 2026	In Progress
Four	Review 2026	

Analysis

The operating budget includes tax increases of 3.5 and 2.9 percent for 2025 and 2026, respectively

The Town of Aurora's 2025 to 2026 Operating Budget proposes tax increases of 3.5 percent in 2025 and 2.9 percent in 2026 after assessment growth forecasted at 1.6 and 1.2 percent per year for 2025 and 2026, respectively is considered. These annual increases include a one percent annual increase to capital reserve contributions to

November 5, 2024

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Report No. FIN24-057

support the 10-year capital plan. These proposed increases align with Council's recently approved budget principles policy.

Total gross operating expenditures of \$125.9M and \$130.1M are proposed for 2025 and 2026, respectively. These planned expenditures are partially offset by non-tax revenues such as water, wastewater and stormwater rate revenue, investment income, user fees, grants, fines and penalties. All rate funded services are fully offset through rate revenues. The remainder is raised through property taxes. Table 2 presents a summary of the Town's proposed net tax levy for 2025 to 2026 versus previous years.

Table 2
Operating Budget Summary

\$000's	Net Actual Results		2024	2024	Budget	Budget
	2022	2023	Net Fcst*	Budget	2025	2026
Aurora Departments:						
Expenditures	96,865.6	112,418.7	115,576.1	101,803.2	108,232.5	112,027.7
Non-Tax Revenues	(60,761.8)	(72,484.3)	(73,791.9)	(59,145.4)	(62,888.5)	(64,510.3)
Subtotal	36,103.7	39,934.3	41,784.2	42,657.7	45,344.0	47,517.4
Central York Fire Service	12,294.1	12,722.9	13,063.9	13,063.9	13,384.5	13,748.2
Aurora Public Library	3,934.9	4,052.1	4,122.0	4,122.0	4,205.0	4,289.0
Total Budget	52,332.7	56,709.4	58,970.1	59,843.7	62,933.5	65,554.6
Assessment Growth	\$				943.5	753.3
	%				1.6%	1.2%
Tax Increase	\$				2,146.2	1,867.8
	%				3.5%	2.9%

*Net forecast as of August 31, 2024

Water, wastewater and stormwater service proposed rates for 2025 and 2026 remain unchanged from previously endorsed rates

Water, wastewater and stormwater operations are fully funded from user fees. The two key factors in the determination of these fees are the costs to deliver these services and the volumes to be billed.

Two of the most significant cost drivers of this budget are the Town's wholesale water and wastewater management fees, both of which are paid to York Region. York Region Council has approved combined rate increases of 3.3 percent for 2025 and 2026 wholesale water and wastewater rates.

November 5, 2024

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Report No. FIN24-057

The Town's previously identified infrastructure funding gap continues to subject all user rate funded services to further budgetary pressures. This funding gap is most pronounced in stormwater services.

Table 3
Proposed User Rates Effective May 1, 2025

	2024	2025 Rates		Rate Change		2026 Rates		Rate Change	
	Rates	Outlook	Proposed	\$	%	Outlook	Proposed	\$	%
Water and Wastewater (\$/m³):									
Water	2.53	2.67	2.67	0.14	5.5%	2.78	2.78	0.11	4.1%
Wastewater	3.00	3.13	3.13	0.13	4.3%	3.28	3.28	0.15	4.8%
Combined	5.53	5.80	5.80	0.27	4.9%	6.06	6.06	0.26	4.5%
Stormwater Rate (\$/month):									
Residential	14.93	16.61	16.61	1.68	11.3%	18.35	18.35	1.74	10.5%
Non-Residential	189.75	211.00	211.00	21.25	11.2%	233.16	233.16	22.16	10.5%

This operating budget focuses on the changes to the multi-year budget

This budget review focuses on any proposed changes to the multi-year budget adopted last year. The proposed budget changes include any items that were not foreseen when the 2024-26 budget was adopted. These changes are presented in detail within the 2025 to 2026 Budget. A summary of these proposed changes can be found under the Operating Budget chapter of the Budget.

Total capital budget authority of \$213.9 million is being requested in 2025 with \$65.3 million in planned spending for 2025

Capital budget authority represents the adopted capital budget commitment for a project. It is made up of four components:

- Actuals spent to the end of the last fiscal year for the life of the project
- The current year's capital forecast
- The cash flow planned in the first budget year
- The cash flow, only as needed, for future budget years where contractual commitments are needed

This means 2025 capital budget authority includes actuals to December 31, 2023, plus the 2024 forecast plus 2025 capital cash flow and capital from 2026 and beyond only as required. This budget proposes a total of \$213.9 million in capital budget authority

November 5, 2024

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Report No. FIN24-057

which is made up of \$183.0 million in previously adopted capital projects and \$30.9 million in net new capital budget authority requests. A summary of the proposed 2025 capital budget authority categorized by the traditional funding buckets of Asset Management, Growth and New and Studies and Other is presented in Table 4.

Table 4
Capital Project 2025 Budget Authority Summary

(\$000s)	Previously Approved Budget	2025 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/23	2024 Forecast	2025	2026+
Asset Management	62,360.8	85,764.9	23,404.2	11,501.4	22,943.8	45,427.5	5,892.3
Growth & New	116,544.1	122,760.2	6,216.1	76,666.1	27,833.5	18,016.6	244.0
Studies & Other	4,133.4	5,383.4	1,250.0	1,732.0	1,567.8	1,893.6	190.0
Approved Budget	183,038.3	213,908.5	30,870.2	89,899.5	52,345.1	65,337.6	6,326.3

* Includes all active project budgets, adjustments and new budget commitments

The 2025 capital budget is examined in more detail within the Capital Budget chapter of the Budget.

The 10-year capital plan includes \$371.2 million of capital investments

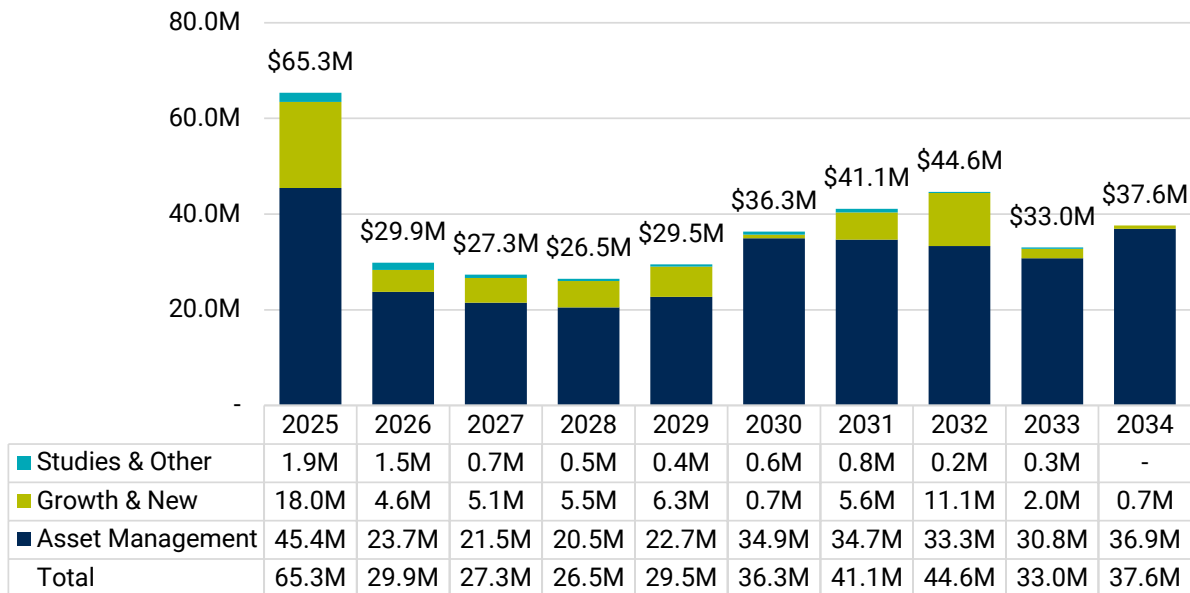
The capital budget proposes a 10-year plan totalling \$371.2 million. This 10-year capital plan continues to focus its investments on asset management with asset management projects representing 82 percent of the capital plan, growth and new 16 percent which includes the construction of Aurora Town Square and studies and other at 2 percent.

By focusing on planned capital project cash flows in the 10-year capital plan, the Town is able to better manage its cash, timing of investments and reserve needs on an annual basis.

The 2025 asset management budget is built upon the Town's newly approved Asset Management Plan. The Town's Asset Management Plan was approved in July 2024. This plan expanded upon the previously developed modernized level of service measures for all core asset categories to include all non-core asset categories. At this time, future asset management decisions will begin to be driven by these newly developed levels of service.

A summary of the Town's current 10-year capital plan is presented under Table 5. Details of this plan can be found under chapters 16 to 19 of the Budget.

Table 5
10-Year Capital Project Summary



The Fiscal Strategy continues to inform the proposed multi-year budget

The Town's Fiscal Strategy provides a long-term view of financial sustainability through the balancing of the four strategic pillars: Revenue Management (Operating Budget Chapter), Capital Planning (Capital Budget Chapter) and Reserve Management and Debt Management (Reserves and Debt Management Chapter).

This budget supports the fiscal strategy through the following:

- **Revenue management:** Striving to maintain a predictable tax levy while facing very challenging financial circumstances such as extraordinary inflationary pressures by managing budget pressures through expenditure savings and revenue adjustments, while continuing to reduce the budget reliance on supplementary taxes.
- **Capital planning:** Aligning with the asset management plan and identifying future asset management needs over the long-term through the continued modernization of the Town's asset management plan and the accompanying framework, while also planning for future growth needs over the next 10 years.
- **Reserve management:** Increasing contributions to asset management reserves through the one percent increase in the tax levy for fiscal strategy and looking ahead at reserve balances to manage the capital plan.

- **Debt management:** Identifying future debt and managing annual debt repayments over the 10-year plan, recommending policy to convert tax-funded debt repayment costs to asset management reserve contributions once the debt is fully paid off.

The number of 2025 budget survey respondents were more than double that of the 2024 survey budget

The Town's online 2025 budget survey received more than double the number of respondents than it did for the 2024 budget. A total of 316 responses were received this year, compared to 153 respondents for the year prior.

Overall, 65 percent of respondents felt the value they were receiving from their municipal tax dollars were good or fair. Table 6 presents a summary of the top 10 town service areas that respondents would like to see more of their tax dollars spent. 12 percent of respondents identified that no further fund increases to Town' services were necessary. Respondents were able to select up to 3 different service areas.

Table 6
Top 10 services where more tax dollars should be spent

Service	Number of Respondents
Park, Trails, Open Spaces	137
Community Planning (ie. Active Transportation Master Plan)	72
Town Facilities	69
Asset Management	67
Community Programs (ie. Special events, aquatic programs)	64
Road Network Operations	57
Winter Management	41
Enforcement & Licensing	39
Solid Waste Management	35
Cultural Services	29

Survey respondents were most supportive of the following proposed future modernization initiatives:

- Online account inquiry and bill payments
- Increased ability to purchase Town services online

- Online viewing of Town facility amenities
- Online facility permit request forms
- Facility rental availability

Some common themes of additional feedback received through the survey included:

- The Town needs to ensure it is maximizing the value obtained from its scarce tax levy dollars
- A greater focus should be placed on maintaining the Town's existing outdoor recreation spaces including parks, trails and all playing surfaces (soccer fields, baseball diamonds, tennis & basketball courts, etc.)
- Expansion of the Town's active transportation network including additional bike paths, trails and pathways
- Continue to increase the Town's tree canopy, and other greenery
- Make affordable housing a priority
- Enhance maintenance and expansion of Aurora dog parks
- Expand Town bylaw enforcement

The Town also received helpful feedback on potential improvements to future budget surveys. Survey feedback also highlighted opportunities for the enhancement of educational materials relating to how municipal budgets work and how municipal service responsibilities are distributed between the Town and York Region.

Council may propose amendments to the budget for consideration at the special meeting of Council on November 25

Table 7 presents a summary of the Town's key 2025 budget timelines. Of note, budget committee meetings are scheduled on November 11 and 18. Further, any proposed budget amendments are due to the Clerk by the end of day on November 21. If needed, a Special Council meeting has been scheduled on November 25 to discuss/decide upon any proposed budget amendments.

Table 7
Budget Dates and Milestones

Meeting / Milestone	Date
Mayor provides budget to members of Council	October 29, 2024
Budget overview presentation to Council	November 5, 2024
Presentations of departmental budgets	November 11, 2024
Community Partner presentations as well as remaining business from November 11	November 18, 2024
Amendments to the Mayor's proposed budget are due to the Clerk by end of day	November 21, 2024
Special Council meeting to discuss/decide on proposed budget amendments (if required)	November 25, 2024
Last day for the Mayor to veto any amendments adopted during November 25 th meeting	December 5, 2024 (latest)
Override / budget adoption	December 20, 2024 (latest)

Should Council approve any budget amendments, the mayor will have until December 5 at the latest to decide if he will veto any of these amendments. Council may override any budget amendment vetoes, by resolution, on a 2/3 vote of its members within 15 days of any veto decision.

Advisory Committee Review

Not applicable

Legal Considerations

Section 291 of the Municipal Act, 2001 provides that a municipality may prepare and adopt multi-year budgets. For the second and each subsequent year, Town Council has the opportunity to re-review the budget, make any necessary changes and re-adopt the budget for the year to which the budget applies.

Financial Implications

Residential tax bills contain three different property taxes. Taxes collected for provincial education purposes represents approximately 18 percent of a residential tax bill, while taxes for York Region are approximately 44 percent and the Town's share is the remaining 38 percent.

The Town's proposed tax increases of 3.5 and 2.9 percent for 2025 and 2026, respectively would add approximately \$10.94 and \$9.38 per year to the Town's share of the tax bill for each \$100,000 of assessment for 2025 and 2026, respectively. For an average home in Aurora assessed at \$800,000, the Town's share of the tax bill in 2024 is \$2,500. If the proposed tax increases of 3.5 and 2.9 percent are adopted, this tax bill will increase by \$87.52 to \$2,588 for 2025. The tax bill would increase by a further \$75.05 to \$2,663 in 2026.

The average quarterly residential water bill assumes the use of 54 cubic metres of water during the three-month period. The rates for water and wastewater are charged per cubic metre and then the stormwater charge is a monthly fee. So, each residential bill will include three months. The average residential bill in 2024 was \$343.41; if adopted, the rates in this budget for water, wastewater and stormwater will result in increases to the water, wastewater and stormwater average quarterly bill increasing by \$19.62 to \$363.03 in 2025 and \$19.26 to \$382.29 in 2026.

The proposed 2025 capital plan remains affordable in the short term based upon the contributions to capital reserves included within the presented operating budget which align with Council's recently adopted asset management short term financial strategy. Staff will present a longer financial strategy to Council for consideration which will commence in 2027 onwards. The affordability of the 10-year capital plan is reviewed annually as part of the Town's Fiscal Strategy.

Communications Considerations

The Regulation requires the proposed budget to be made available to the public. The proposed budget will be posted on the Town's website and communications will inform and educate the public about the budget and budget process through various channels.

Climate Change Considerations

The recommendations from this report do not directly impact greenhouse gas emissions or climate change adaptation. The Town's climate change action plan has been considered in the development of the proposed multi-year budget.

Link to Strategic Plan

Developing the annual budget supports all aspects of the Strategic Plan. Specifically, this report supports the Plan principles of Leadership in Corporate Management,

Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

None

Conclusions

The proposed 2025-26 operating budget represents the remaining two years of the term's multi-year budget. The proposed tax rate increase strives to minimize the impact on taxpayers in light of the considerable budget pressures faced by the Town such as those arising from inflation and asset management.

The Town's recommended water, wastewater and stormwater rates reflect all necessary changes at this time and strive to manage any upward pressure on water, wastewater and stormwater rates responsibly.

The presented 2025 capital budget is affordable with Council's adoption of the proposed operating budget support of the Town's capital asset sustainability.

The 2025 Budget containing all supporting material for this year's proposed budgets was provided to Council on October 29, 2024. The budget materials will also be made available on the Town's website.

Attachments

Attachment 1: Budget Presentation

Previous Reports

FIN23-012, Council Budget Principles Policy

FIN24-015, 2025 Budget Timeline and Process

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer

2025-2026 Operating Budget and 10-Year Capital Plan

Committee of the Whole

November 5, 2024



Agenda

- Budget overview
- Operating budget
- Capital budget
- Reserves and debt management
- Next steps



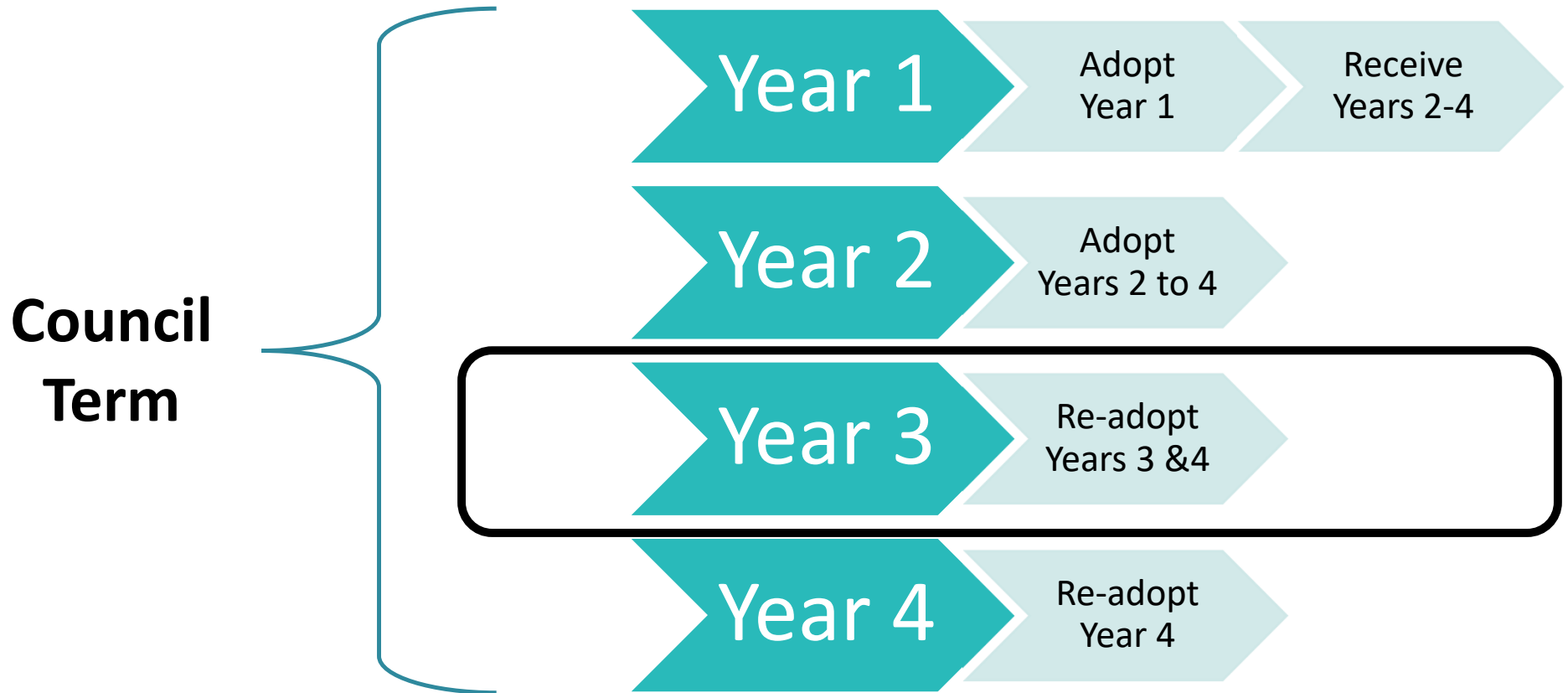
November 5, 2024

2025 - 2026 Budget

2



Multi-year budget process





Proposed budget at a glance

Operating budget:

Gross expenditures

Net levy

Tax levy increase
(operating + 1% fiscal strategy)

2025	2026
\$125.9M	\$130.1M
\$62.9M	\$65.6M
2.5% +1.0%	1.9% +1.0%

No change

Capital budget:

2025 expenditures

New: Capital budget authority

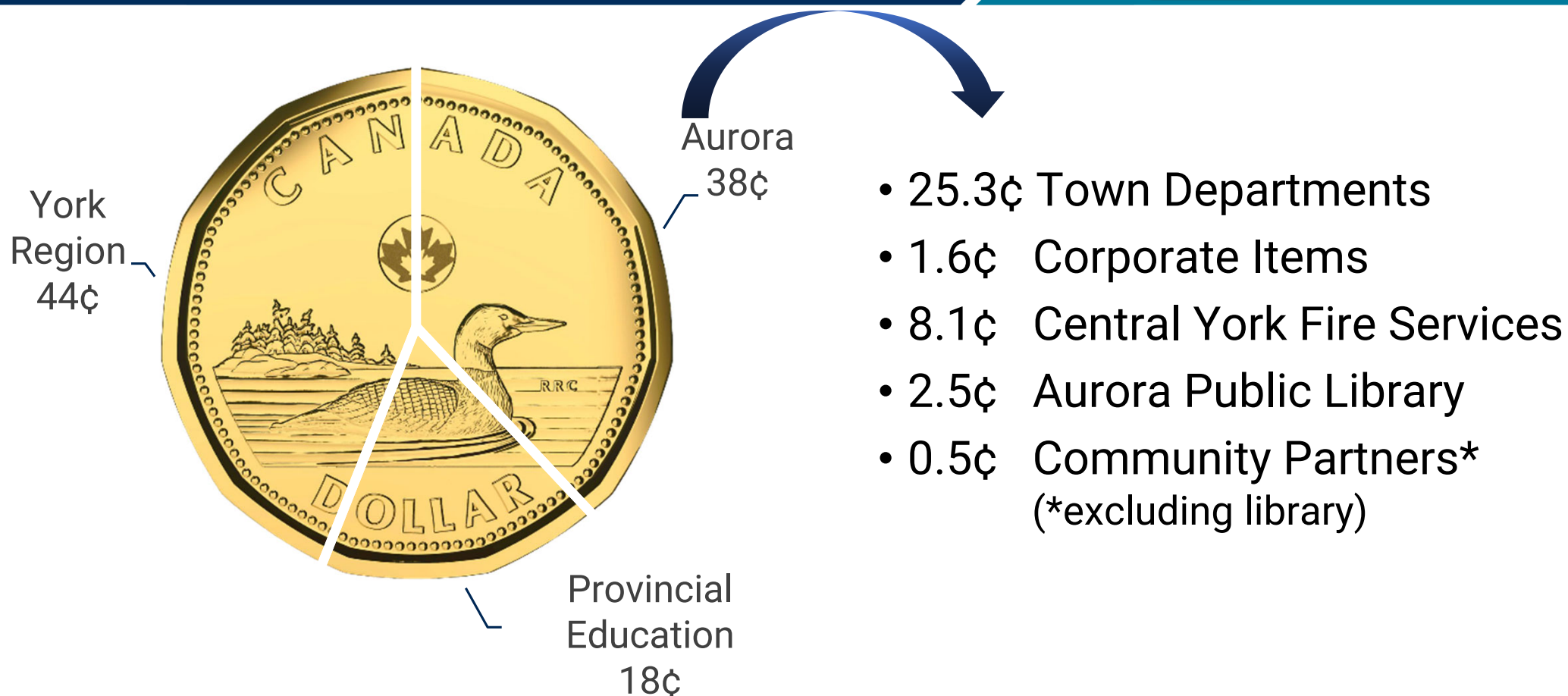
10-year capital plan

New: Debt authority

\$65.3M
\$30.9M
\$371.2M
None

Aurora's share of the tax dollar

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November 5, 2024

2025 - 2026 Budget

5

Average household impact

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Annual tax increase
Average house assessed
at \$800,000



Quarterly water bill
increase* with average
consumption of 54m³/quarter



*Includes
water,
wastewater
and
stormwater
charge

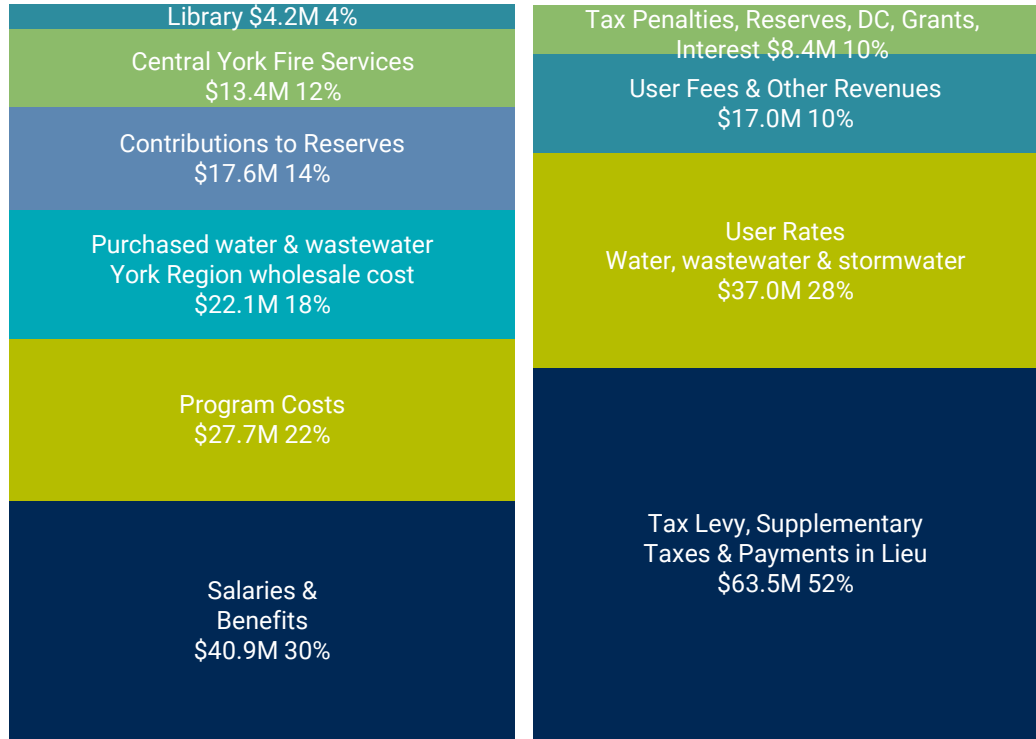
■ Operating budget



Budget is balanced

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2025 Expenditures \$125.9M



2025 Funding \$125.9M

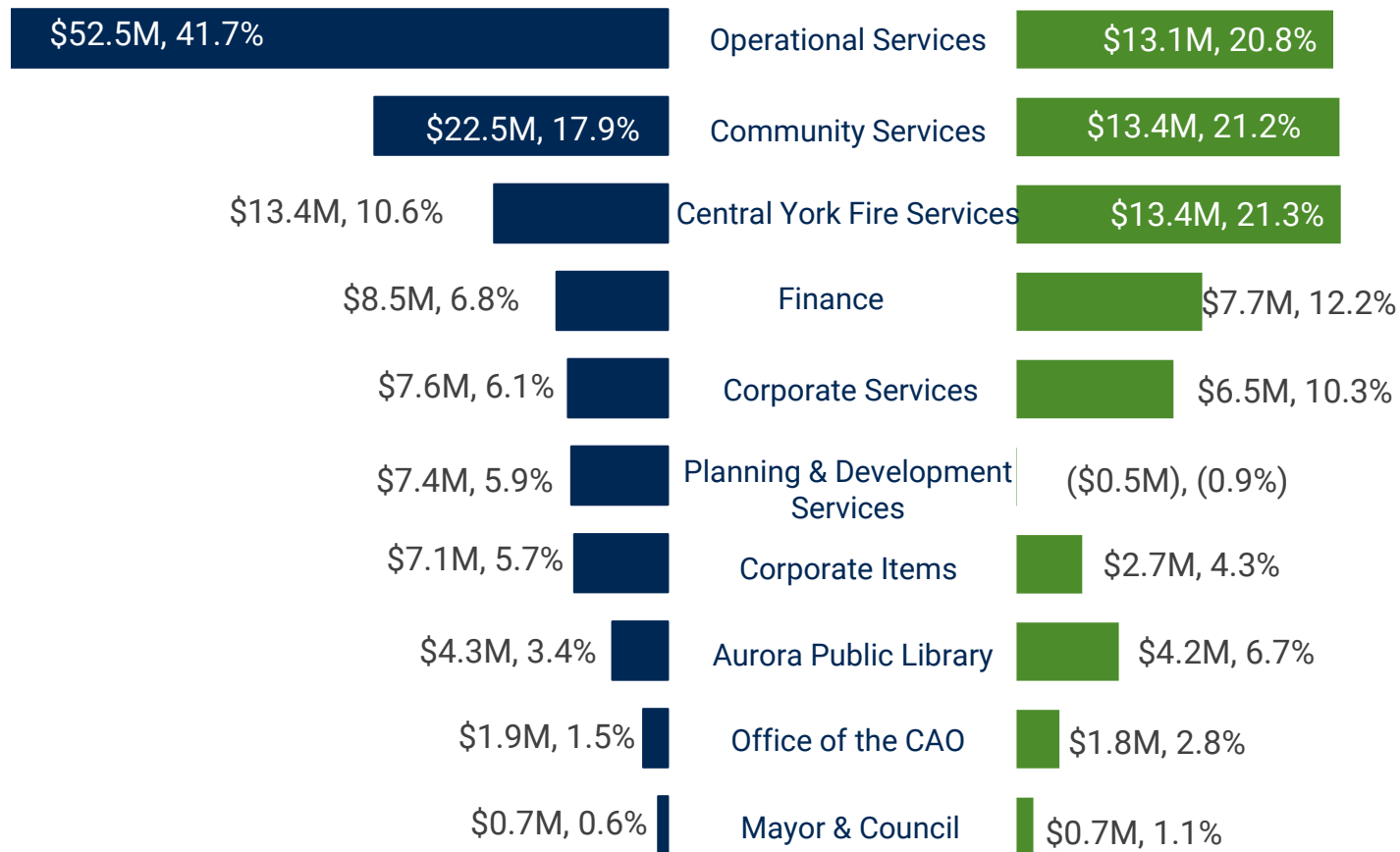


November 5, 2024

2025 - 2026 Budget

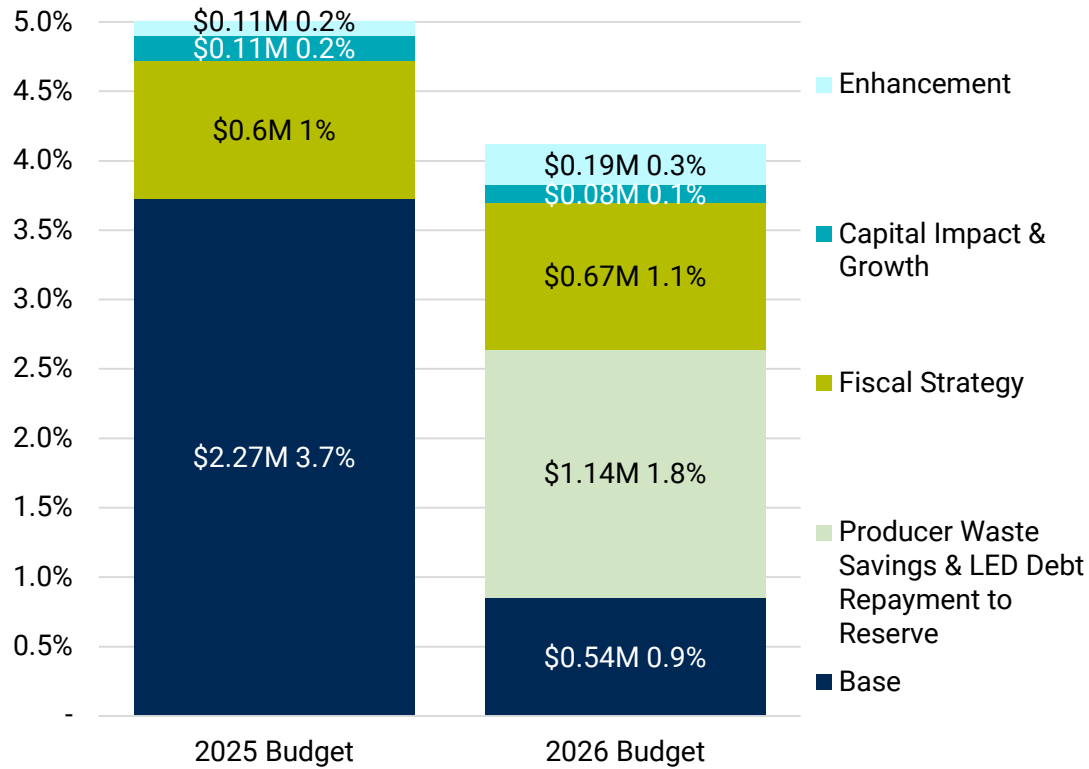


Gross spending vs.... Net budget



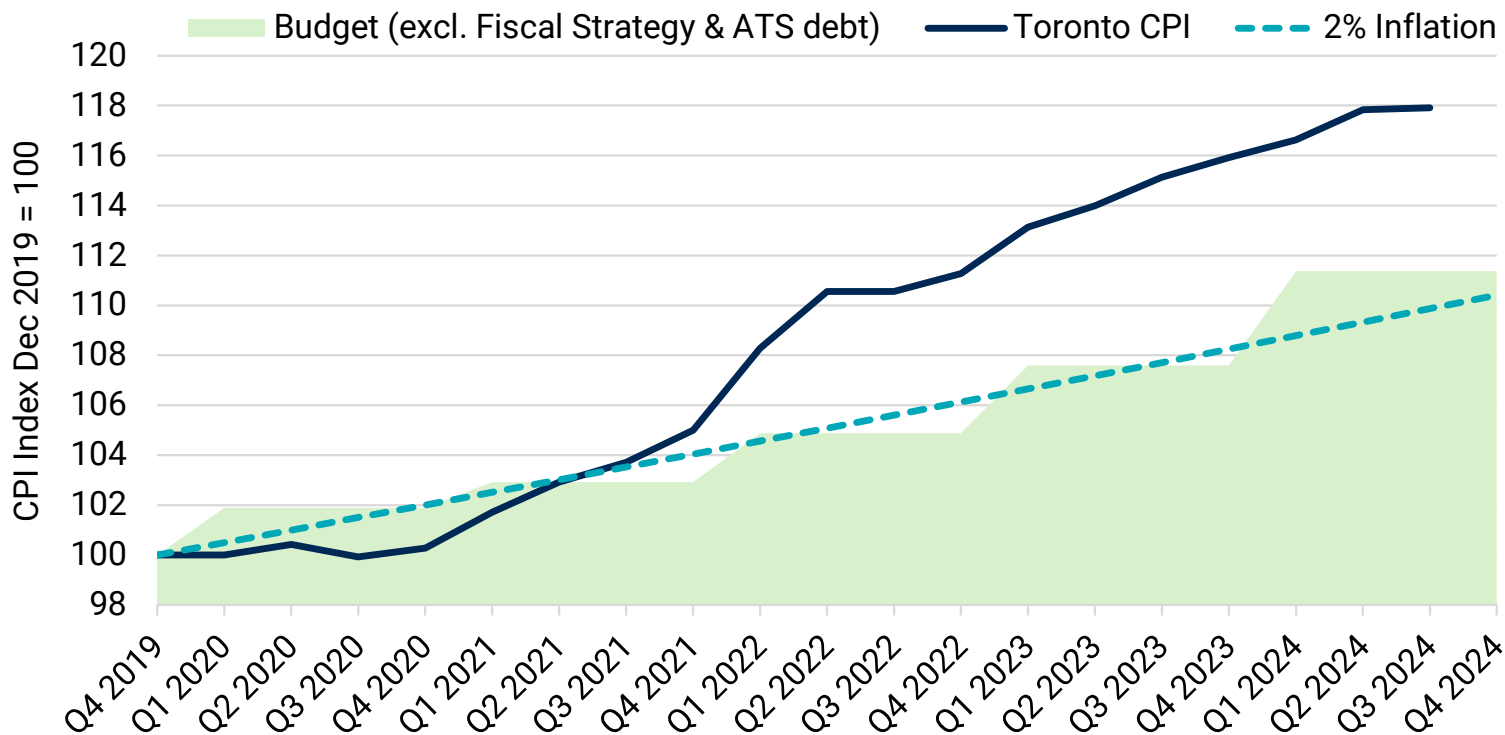
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Tax increase drivers



Note: Rounded

Inflation is trending much higher than budget increases



CPI Source: Statistics Canada. Table 18-10-0004-12 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, provincial cities



Net budget compared to outlook

\$000's	2025				2026			
	2024	2025	Net Change		2024	2025	Net Change	
	Outlook	Budget	\$	%	Outlook	Budget	\$	%
Council	693.0	703.1	10.1	1.5%	754.4	764.5	10.1	1.3%
Office of the CAO	1,671.2	1,758.2	87.0	5.2%	1,718.0	1,752.3	34.3	2.0%
Community Services	13,475.3	13,352.3	(123.0)	(0.9%)	13,936.1	13,848.4	(87.8)	(0.6%)
Corporate Services	6,639.3	6,498.9	(140.5)	(2.1%)	7,067.8	6,920.5	(147.2)	(2.1%)
Finance	7,650.5	7,655.3	4.8	0.1%	8,022.1	8,026.7	4.6	0.1%
Operational Services:								
Roads, Parks & Waste	12,778.2	13,060.5	282.4	2.2%	11,794.7	12,148.2	353.5	3.0%
Water, Wastewater & Stormwater	-	-	-	-	-	-	-	-
Planning & Development Services	(412.7)	(362.7)	50.0	12.1%	(376.8)	(377.7)	(0.9)	(0.2%)
Corporate Items	2,596.1	2,678.3	82.2	3.2%	4,327.0	4,434.4	107.4	2.5%
Departmental Total	45,091.0	45,344.0	253.0	0.6%	47,243.4	47,517.4	274.0	0.6%
Central York Fire Services	13,413.4	13,384.5	(28.9)	(0.2%)	13,798.0	13,748.2	(49.8)	(0.4%)
Aurora Public Library	4,204.6	4,205.0	0.4	0.0%	4,288.7	4,289.0	0.3	0.0%
Total	62,708.9	62,933.5	224.5	0.36%	65,330.1	65,554.6	224.5	0.34%
Assessment Growth	718.9	943.5	224.6	31.2%	753.3	753.3	-	-
Net Tax Increase	\$ 2,146.2	2,146.2	-	-	1,867.8	1,867.8	-	-
	% 3.5%	3.5%			2.9%	2.9%		

November 5, 2024

2025 - 2026 Budget

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Change to outlook

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	2025		2026	
	\$000's	%	\$000's	%
2024 Budget Outlook	62,708.9		65,330.1	
Prior Year Adjustments			224.5	0.34%
Restated Outlook	62,708.9		65,554.6	
Budget changes to outlook				
Salaries & benefits adjustments net of recoveries from reserves and user rates	98.2	0.16%	177.9	0.27%
Continuation of communications project management	101.1	0.16%	(101.1)	(0.15%)
Facilities energy savings net of materials increases	(195.0)	(0.31%)	-	
Facilities leases, rentals and advertising net of costs	80.4	0.13%	(25.2)	(0.04%)
Community programs and special events	(94.6)	(0.15%)	3.8	0.01%
Cultural Services Action Plan (2025) & Public Art maintenance (2026)	50.0	0.08%	12.5	0.02%
Sport Aurora	50.0	0.08%	-	
East Gwillimbury joining Animal Services partnership	(23.0)	(0.04%)	(44.5)	(0.07%)
Water and tax administration revenues	(39.2)	(0.06%)	(8.3)	(0.01%)
IT contract savings	(8.2)	(0.01%)	-	
Next Generation 911 Service	12.0	0.02%	-	



Change to outlook continued

	2025		2026	
	\$000's	%	\$000's	%
Fleet vehicle licenses, contract costs in roads maintenance and streetlights, offset by savings in recycling operations	105.4	0.17%	-	
Two additional routes for sidewalk winter maintenance	-		60.0	0.09%
Banners and flags	19.2	0.03%	-	
Additional crossing guards for new school	20.0	0.03%	-	
Parks ice rink liners and other minor adjustments	12.1	0.02%	-	
Reduction to 2025 planning revenue forecast	66.5	0.11%	(66.5)	(0.10%)
Photocopier savings	(74.6)	(0.12%)	(9.2)	(0.01%)
Multi-year budget contingency	(100.0)	(0.16%)	-	
Adjustment to Payments-in-Lieu of Taxes	92.0	0.15%	-	
Reduction to tax stabilization draw	105.2	0.17%	25.1	0.04%
Other minor adjustments	(24.4)	(0.04%)	25.0	0.04%
Central York Fire Services	(28.9)	(0.05%)	(49.8)	(0.08%)
Aurora Public Library	0.4	0.00%	0.3	0.00%
Budget change	224.5	0.36%	-	
2025 Budget	62,933.5		65,554.6	



Proposed staffing remains the same

FTEs	2024	2025		2026	
	Budget	Change	Total	Change	Total
Council*	1.0	-	1.0	-	1.0
Office of the CAO	9.0	-	9.0	-	9.0
Community Services	80.0	1.0	81.0	-	81.0
Corporate Services	38.0	1.0	39.0	2.0	41.0
Finance	44.0	1.0	45.0	-	45.0
Operational Services	59.0	1.0	60.0	1.0	61.0
Planning & Development Services	44.0	-	44.0	-	44.0
Departmental Total FTEs	275.0	4.0	279.0	3.0	282.0
2024 Outlook	275.0	4.0	279.0	3.0	282.0
Change to Outlook	-	-	-	-	-

* Excludes 7 elected officials

Proposed rate increases are unchanged



	2024	2025 Rates		Rate Change		2026 Rates		Rate Change		
	Rates	Outlook	Proposed	\$	%	Outlook	Proposed	\$	%	
Water and Wastewater (\$/m³):										
Water	2.53	2.67	2.67	0.14	5.5%	2.78	2.78	0.11	4.1%	
Wastewater	3.00	3.13	3.13	0.13	4.3%	3.28	3.28	0.15	4.8%	
Combined	5.53	5.80	5.80	0.27	4.9%	6.06	6.06	0.26	4.5%	
Stormwater Rate (\$/month):										
Residential	14.93	16.61	16.61	1.68	11.3%	18.35	18.35	1.74	10.5%	
Non-Residential	189.75	211.00	211.00	21.25	11.2%	233.16	233.16	22.16	10.5%	



Average residential water bill

	2024	2025 Rates		Change	2026 Rates		Change
	Rates	Outlook	Proposed	\$	Outlook	Proposed	\$
Water 54m3	\$136.62	\$144.18	\$144.18	\$7.56	\$150.12	\$150.12	\$5.94
Wastewater 54m3	\$162.00	\$169.02	\$169.02	\$7.02	\$177.12	\$177.12	\$8.10
Stormwater	\$44.79	\$49.83	\$49.83	\$5.04	\$55.05	\$55.05	\$5.22
Average Quarterly Bill	\$343.41	\$363.03	\$363.03	\$19.62	\$382.29	\$382.29	\$19.26
Average Annual Bill	\$1,373.64	\$1,452.12	\$1,452.12	\$78.48	\$1,529.16	\$1,529.16	\$77.04



Budget focus on reaffirmation



Tax and user rate increases the same as the outlook

Inflation continues to be a budget pressure

York Region will increase water rates by 3.3% annually

Includes reserve contributions to support the Asset Management Plan

Assessment growth revenue of 1.6% & 1.2%

■ Capital budget



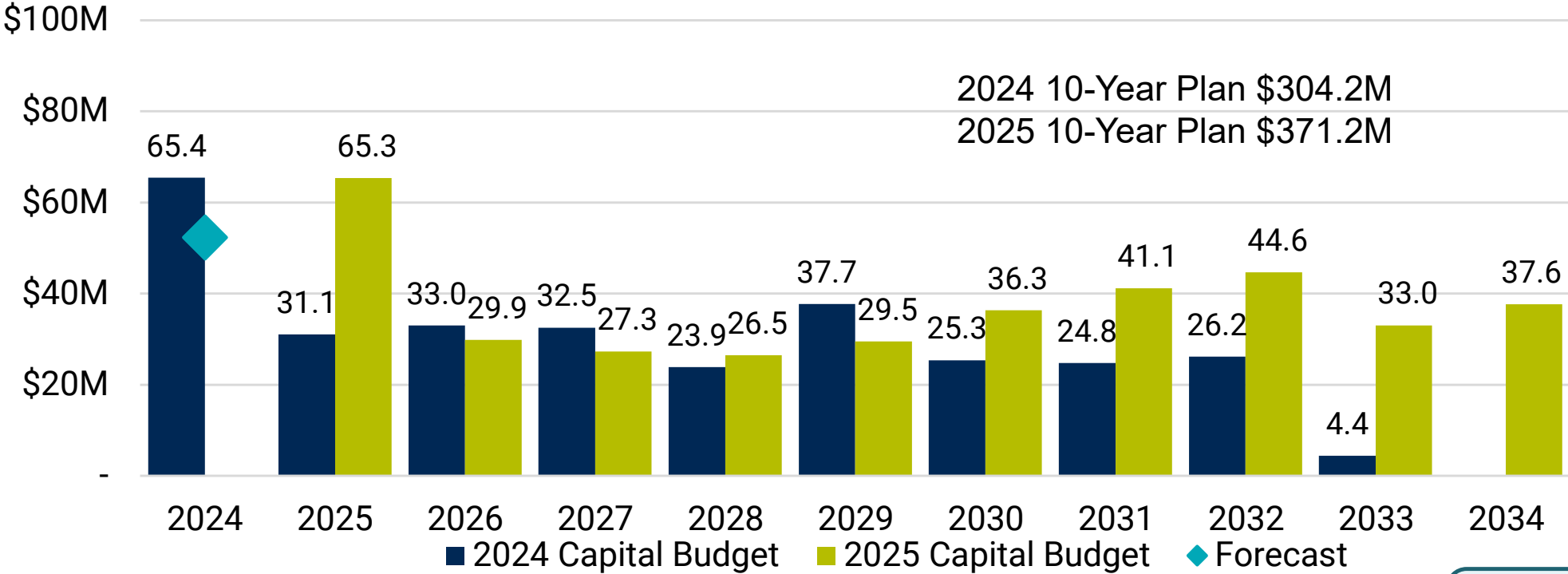
Proposed Capital Budget Authority



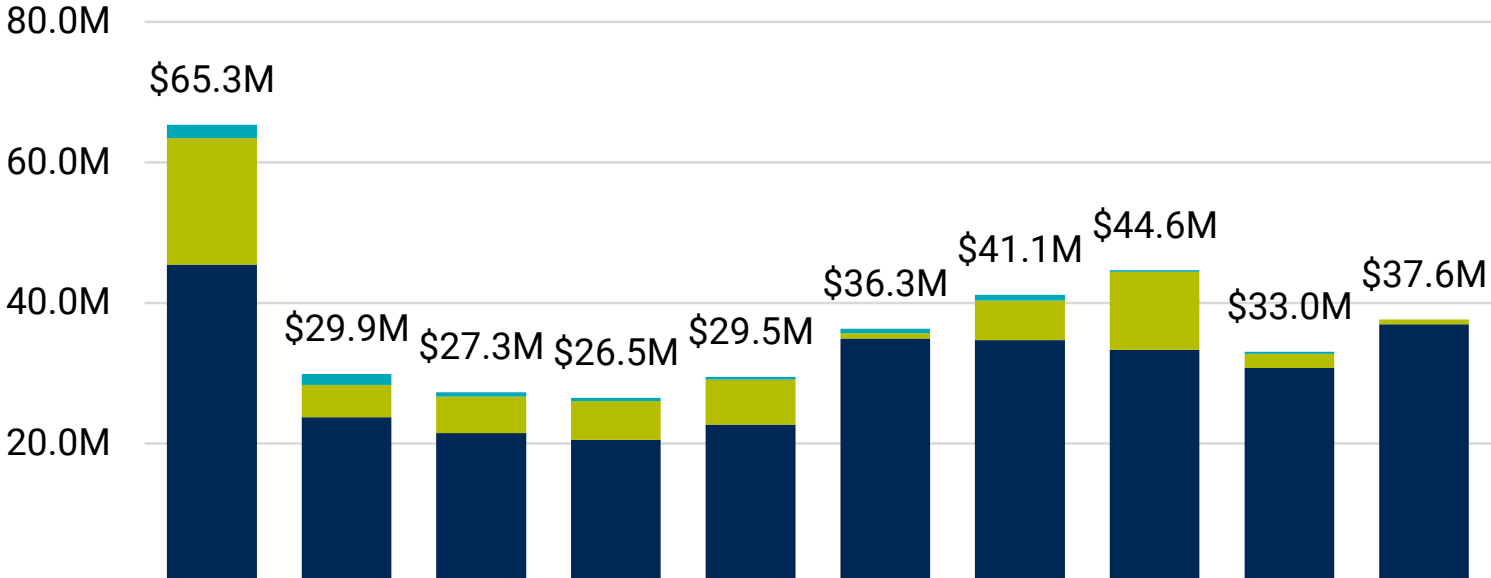
(\$000s)	Previously Approved Budget	2025 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/23	2024 Forecast	2025	2026+
Asset Management	62,360.8	85,764.9	23,404.2	11,501.4	22,943.8	45,427.5	5,892.3
Growth & New	116,544.1	122,760.2	6,216.1	76,666.1	27,833.5	18,016.6	244.0
Studies & Other	4,133.4	5,383.4	1,250.0	1,732.0	1,567.8	1,893.6	190.0
Approved Budget	183,038.3	213,908.5	30,870.2	89,899.5	52,345.1	65,337.6	6,326.3

* Includes all active project budgets, adjustments and new budget commitments

The plan is \$67M higher this year



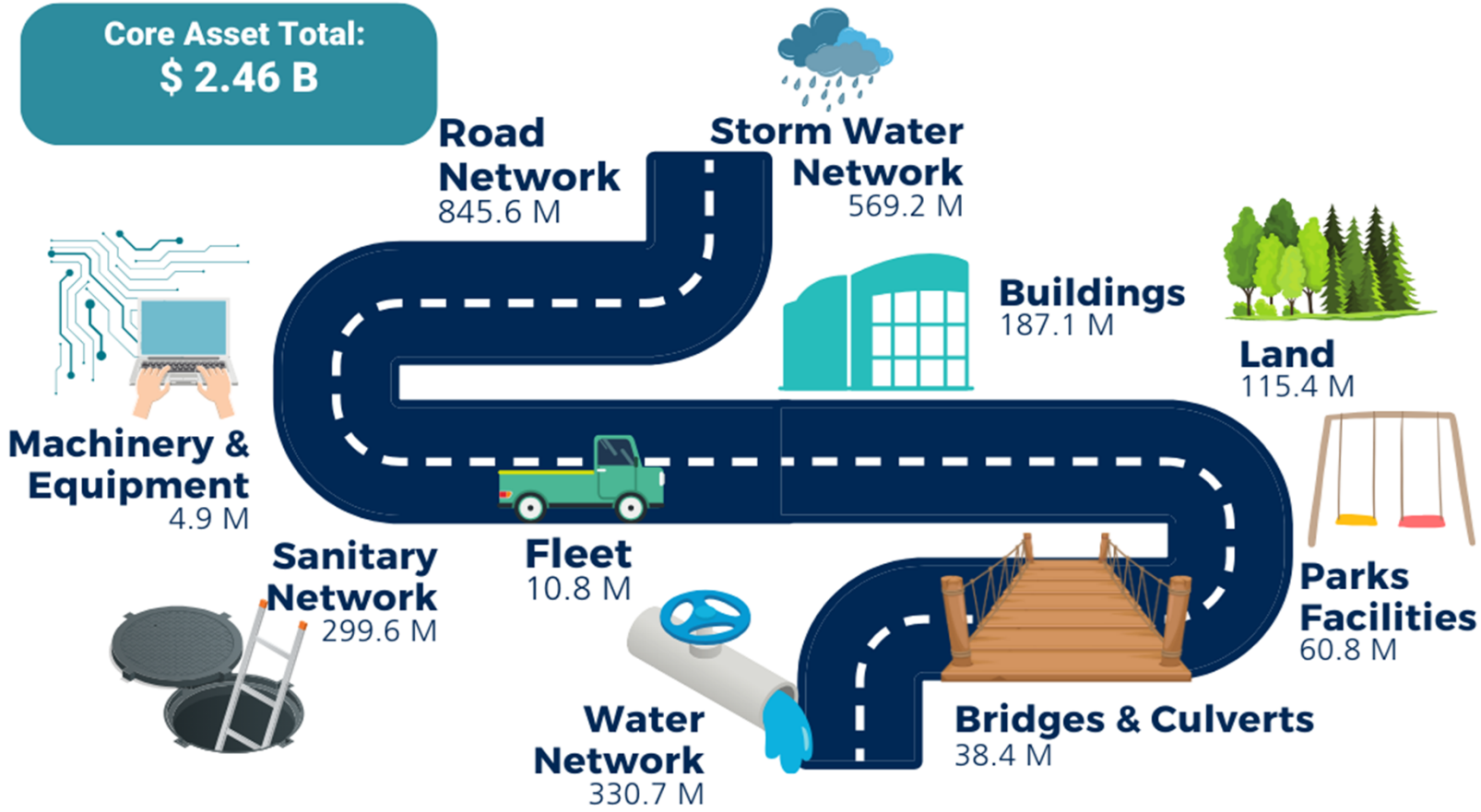
Asset management and growth make up most of the 10-year capital plan



	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
■ Studies & Other	1.9M	1.5M	0.7M	0.5M	0.4M	0.6M	0.8M	0.2M	0.3M	-
■ Growth & New	18.0M	4.6M	5.1M	5.5M	6.3M	0.7M	5.6M	11.1M	2.0M	0.7M
■ Asset Management	45.4M	23.7M	21.5M	20.5M	22.7M	34.9M	34.7M	33.3M	30.8M	36.9M
Total	65.3M	29.9M	27.3M	26.5M	29.5M	36.3M	41.1M	44.6M	33.0M	37.6M

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Core Assets Valuation

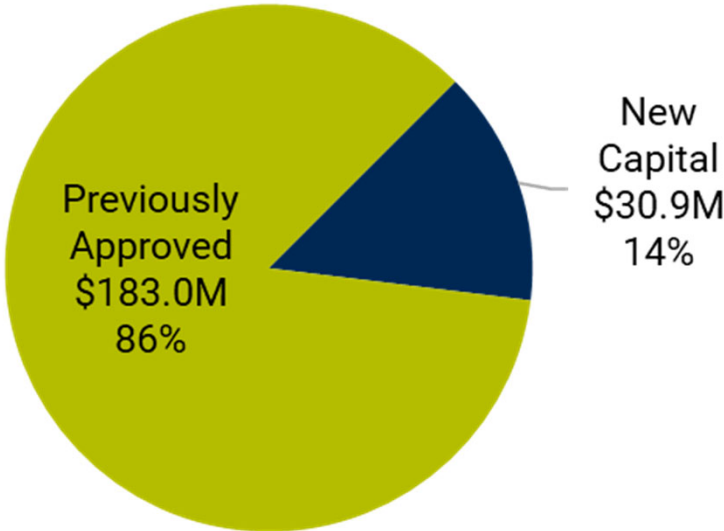


\$30.9M of new Capital Budget Authority is proposed



Larger projects with capital budget authority include:

- \$11.5M roads program
- \$2.1M parks program
- \$1.8M storm sewer program
- \$1.7M facilities program
- \$1.5M fleet program



Capital Programs for all Asset Management Projects



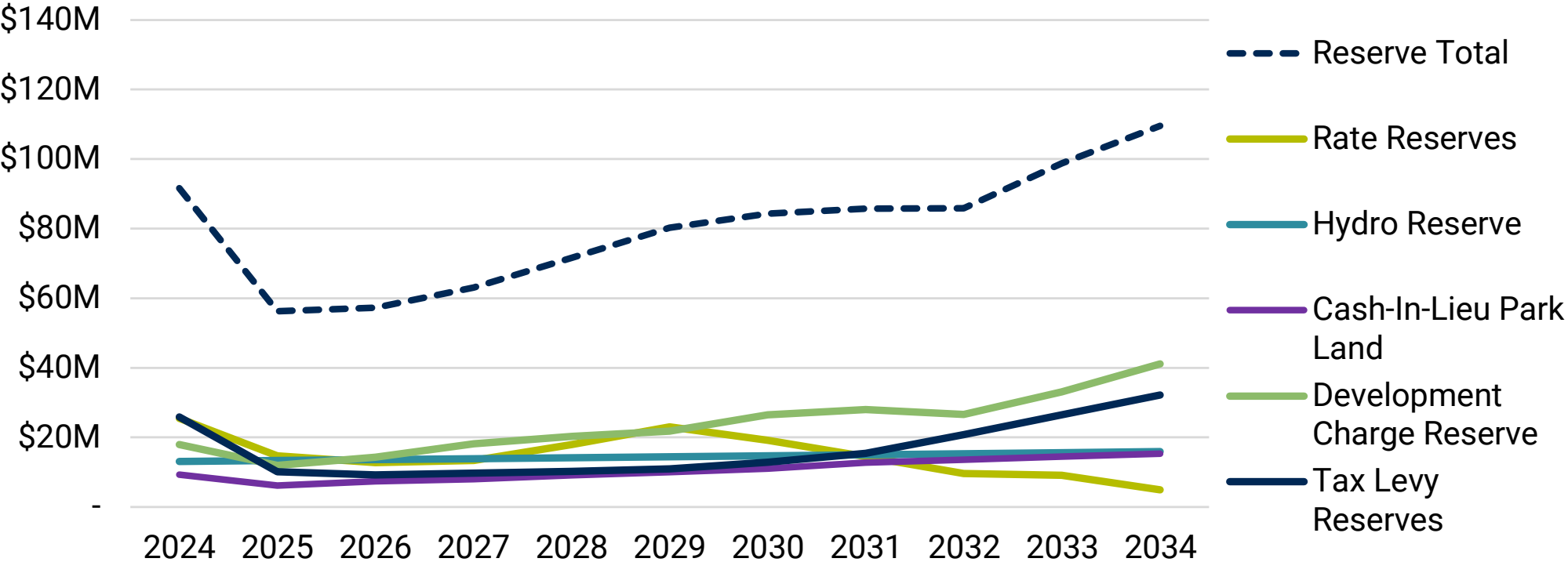
(\$000s)	Previously Approved Budget	2025 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/23	2024 Forecast	2025	2026+
Asset Management Capital Programs							
Facilities	5,387.0	7,037.0	1,650.0	1,247.9	1,279.4	4,509.7	-
Community Programs	283.4	656.4	373.0	66.9	58.5	531.0	-
Fleet	1,452.5	2,987.5	1,535.0	37.7	1,414.8	800.0	735.0
Parks	3,811.2	5,928.9	2,117.7	531.1	1,711.0	3,686.8	-
Public Works	2,102.3	3,195.0	1,092.7	134.6	622.5	2,437.8	-
Finance	8,672.8	10,622.8	1,950.0	5,988.4	1,502.9	1,731.5	1,400.0
IT Services	2,593.5	3,484.5	891.0	538.0	810.5	1,738.0	398.0
Roads	27,487.2	38,937.8	11,450.6	781.0	15,166.0	22,690.8	300.0
Storm Sewer	5,313.0	7,107.2	1,794.2	71.2	70.0	5,674.0	1,292.0
Water Wastewater	2,857.2	3,282.2	425.0	-	150.0	1,390.0	1,742.2
Approved	59,960.2	83,239.4	23,279.2	9,396.7	22,785.7	45,189.7	5,867.3

* Includes all active project budgets, adjustments and new budget commitments

■ Reserve and debt management



10-year capital reserve balances



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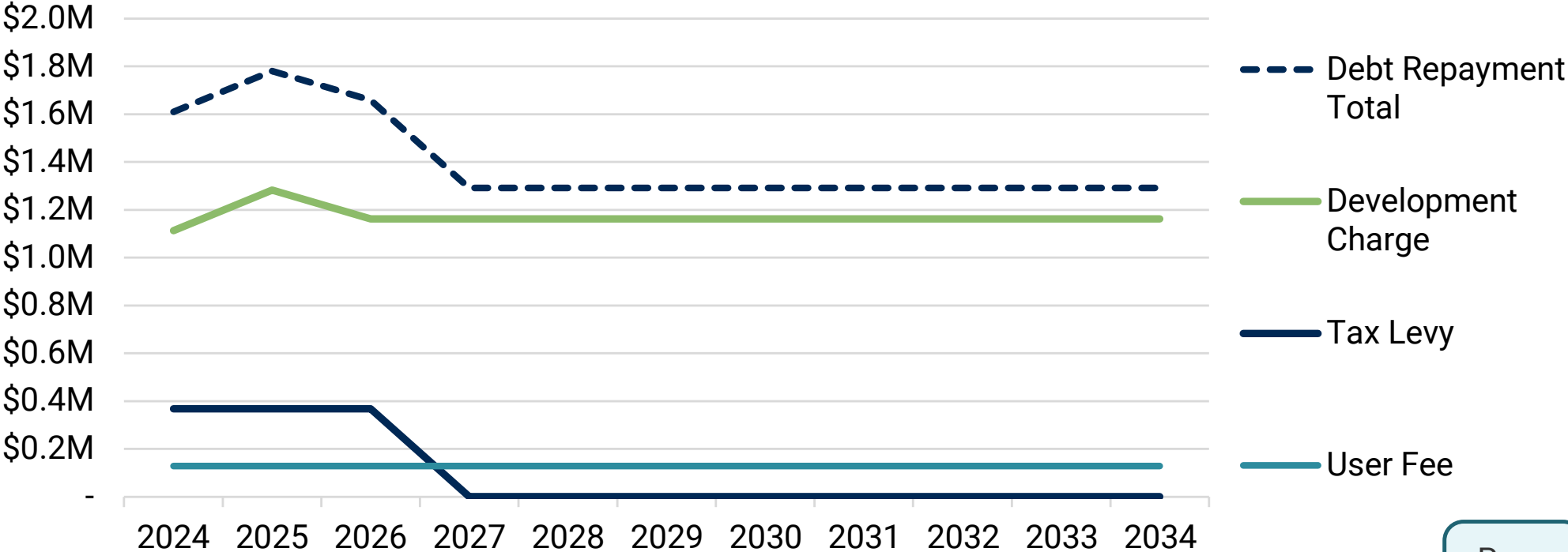
Unfunded Capital Projects

10-year capital plan, includes a new “unfunded” category for capital projects:

- Cousins Drive pedestrian underpass
- Underpass development north of St. John’s Sideroad at Yonge Street
- Promenade public parking solution
- Grade-separated crossing at Bayview/Rickard, Elderberry and at Beacon Hall

These projects are partially funded by DC’s. However, the funds for the non-DC funded portion are not available.

Debt repayment in the 10-year plan



Fiscal Strategy and the budget



Capital planning

Identifying future asset management needs over the long-term



Reserve management

Increasing reserve contributions to asset management to support service levels



Debt management

Managing the timing difference between growth revenues and capital construction



Revenue management

Managing a levy increase below inflation and mitigating budget pressures

■ Next steps



Budget timeline



November 5, 2024

2025 - 2026 Budget



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Town of Aurora
Committee of the Whole Report
No. FIN24-051

Subject: Water Meter Replacement Program Contract

Prepared by: Elizabeth Adams-Quattrociocchi, Manager, Financial Reporting & Revenue

Department: Finance

Date: November 5, 2024

Recommendation

1. That Report No. FIN24-051 be received; and
2. That WAMCO be awarded the contract for replacement of residential water meters for five years at a total cost of \$1,900,000 excluding taxes under the single source provisions of the Procurement By-law.

Executive Summary

To seek Council's approval for the Town to enter into a five-year non-standard procurement contract with WAMCO for the delivery and installation of water meter replacements for capital project AM-F-0012.

- Water meter replacements are required to ensure optimal meter performance
- The replacement of the Town's aging water meters will also allow for the possibility of significantly enhancing the level of services that can be provided to residents
- WAMCO is the designated area distributor for Sensus meters which is the only brand of water meter equipment that the Town of Aurora uses

Background

The Town is committed to the proper asset management of its inventory of water meters

The Town began replacing in-service water meters in the early 1990's. The water meter replacement program was reinforced by a study undertaken in 2014 which recommended a perpetual meter replacement program to proactively replace the

Town's meters rather than waiting for them to fail and water losses to increase and improving the average meter age within the Town. The new meters are capable of providing more accurate daily reads and far more innovative ways to receive reading data.

Analysis

Water meter replacements are required to ensure optimal meter performance

In 2014 the Town's supporting business case recommended changing out the Town's residential water meters. In a 2017 report, it was recommended that residential water meters should continue to be replaced until 2026, at which time the replacement rate could be reduced to a rate which would ensure that residential water meters are replaced every 20 years.

The replacement of the Town's aging water meters will also allow for the possibility of significantly enhancing the level of services that can be provided to residents

The Sensus meter that the Town has been installing includes technology which will enable the Town to significantly enhance the level of service provided to residents. These service enhancements include close to real-time monitoring of water consumption, alerts of abnormal water usage to both Town staff and residents, greatly enhanced analytical and reporting, and an enriched online self-service and e-commerce features to name a few. This aligns with the Town's investment in the automated water meter reading infrastructure implementation that is currently underway and expected to be completed in 2025.

WAMCO is the designated area distributor for Sensus meters which is the only brand of water meter equipment that the Town of Aurora uses

WAMCO is the designated area distributor for Sensus meters which is the only brand of water meter equipment that the Town of Aurora uses. The Town has already made a significant commitment to the installation of Sensus meters through previous meter replacements over the past 10 years. For the Town to maximize efficiencies and achieve service enhancements, the installation of Sensus will need to continue. Consequently, it is recommended that this new contract be awarded to the designated area distributor for Sensus meters being WAMCO. All of the Town's water meter are Sensus and need to remain as such to support the functionality of the automated water meter technology that is currently being implemented.

Advisory Committee Review

There is no advisory committee related to the rate program.

Legal Considerations

The Town's Procurement By-law requires that single source awards over \$250,000 be approved by Council in order for staff to proceed with the proposed procurement. An agreement will be entered into with WAMCO for the services and will be reviewed by Legal Services.

Financial Implications

This contract is in support of the Town's continued water meter replacement program. A new capital project AM-F-0012 has been included in the 2025 capital budget with a total budget authority request of \$1,900,000. The current water meter replacement project's budget authority will be fully spent at the end of 2024 and the project will be closed at this time. All water meter replacement costs are fully funded from the Water Reserve for which sufficient funding is available to fund the requested 2025 capital budget authority.

The cost per residential meter for this program is quoted at \$396 excluding taxes, for the 5/8" meter mainly used by the Town. This increase of \$36 from the 2020 agreement is due to the increase in the U.S. exchange rate and delivery costs over the years.

Communications Considerations

There are no communications considerations related to this report.

Climate Change Considerations

New water meters support the automated read and have more precise water measurement of usage which together will enable residents to better monitor their usage and get notifications of leaks which will improve water conservation. The technology attached to the water meters (MXUs) will enable the Town to read the meters without having to an individual drive to each residence for manual reads.

Link to Strategic Plan

Supports the community objective to invest in sustainable infrastructure.

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

The annual residential water meter replacement program has been ongoing for 10 years with about 11,000 of the approximate 18,000 meters having now been replaced.

The replacement of aging meters ensures that customers are billed for only the water that they consume, and that this infrastructure is of exceptional quality and supportive of technological growth. In addition, the continued replacement of the Town's water meters with the Sensus meters will enable the Town to offer significant service level enhancements to its residential users should it desire to do so.

To continue the programs, it is recommended that a five-year contract be awarded to WAMCO as a single source contract with a total amount of \$1,900,000 excluding taxes.

Attachments

None

Previous Reports

FS19-040 Water Meter Replacement Program Contract December 3, 2019

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. FIN24-052

Subject: Tax Sale Process

Prepared by: Elizabeth Adams-Quattrociocchi, Manager, Financial Reporting and Revenue

Department: Finance

Date: November 5, 2024

Recommendation

1. That Report No. FIN24-052 be received for information.

Executive Summary

As property taxes are the largest source of revenue supporting the Town's operations, this report is to provide Council information about collection processes available to the Town that are within the legislation of the Municipal Act. The Town plans to commence consistent application of the tax registration and tax sale legislation through a documented process in an effort to decrease property tax arrears balances.

- The Town actively keeps residents informed of the status of their property tax account
- The Town will continually review property tax collection processes to actively manage outstanding property tax levies
- The Town will follow a six-stage process, the final stage being a tax sale
- Staff plan to actively review property tax accounts and commence the tax sale process for qualified properties

Background

The Municipal Act, 2001, and Ontario Regulation 181/03 (the "Municipality Tax Sales Rules") govern the circumstances under which a property may be sold by the Town. The

Town may register a Tax Arrears Certificate against a title if the property taxes remain unpaid for the two years prior to January 1 of any year. This applies to both residential and non-residential classes of properties.

The Town's most recent policy titled, Property Tax Collection Procedures, was last updated January 1, 2019. Post the approval of this policy, the Town has not proceeded with the tax sale process for any of the eligible properties mainly because of the pandemic. Finance plans to update this policy to accurately reflect the steps detailed within this report.

Tax registration is a set of procedures that must be followed before a property can be advertised for tax sale. Practices demonstrated by multiple municipalities across Ontario show indications that in most cases tax registration does not result in a tax sale; instead, it results in property owners finding the means to pay tax arrears in full within one year.

Analysis

The Town actively keeps residents informed of the status of their property tax account

Property tax bills are mailed out to all residents twice a year, first through the interim bills and second through the final bills. The bills detail the current year levy and include overdue balances of any unpaid bills and applicable interest charges that resulted from the overdue balances. Instalment dates for current year bills are in February, April, July and September. After each instalment date, the Town issues Reminder Notices for all property tax accounts that have an overdue balance, the balance may consist of any combination of current year taxes, prior year taxes, interest and eligible charges transferred to the property tax account.

In 2022, Finance initiated a collection process by sending additional notices twice a year, in late spring and early fall. These notices explained that the property tax outstanding balance made the property eligible for property tax sale. In these notices the Town encouraged residents to contact the Finance department to set up payment plans in order to actively demonstrate commitment to reduce the overdue balance. This initiative was paused in 2023 during the implementation of the new financial system and is set to recommence in late fall of 2024.

The Town will continually review property tax collection processes to actively manage outstanding property tax levies

The Town reviews all accounts in arrears and sends out collection notices following the interim and final billings (spring and fall). Additional attempts will be made to contact accounts in arrears that are identified to have significant balances, residential properties with balances above \$10,000 and non-residential properties with balances above \$25,000. Arrears accounts on active payment plans will be reviewed to ensure the payments are essentially bringing down the balance of the account to a current position. If not, the Town will contact the property owner informing them they are required to increase the amount of their payments.

Properties that reach the third year of arrears will be subject to a final notice collection letter that will advise the property owner of the potential for tax proceedings. The notification will request full payment or specified payment arrangement. The Town will send this letter in the fall of each calendar year.

Properties that reach the start of fourth year of arrears will be subject to tax sale proceedings that will commence on January 1 of the fourth year. The Town will conduct a title search to identify all registered mortgages, interested parties and any outstanding liens. Notices will be sent to all identified parties, in many cases this step can result in the arrears being paid often by the mortgage company. In cases of nonpayment, a notice tax sale registration will be sent to the property owner. If the owner contacts the Town at this stage, the Town will consider allowing the owner to enter into a payment agreement limited to twenty-four months or less.

Properties ready for tax sale registration will be recommended by Finance to the executive leadership team to proceed with tax sale registration.

The Town will follow a six-stage process, the final stage being tax sale

The Town plans to engage Realtax to conduct tax sale registration and tax sale proceedings for eligible arrears property tax accounts. The following are the stages of the proceedings that will be conducted by Realtax:

Stage one will be a title search and a corporation search using the information about the property in question from the assessment roll. The title search will reveal the legal description of the property, owners, mortgage companies, liens and any other security on the property.

Stage two will initiate a tax arrears certificate that will be signed by the Treasurer and registered on title at the land registry office. Once a tax arrears certificate is registered on title, the Town can no longer accept any partial payments on the account. In order to discharge the registered lien on title, the cancellation price must be paid. Property owners are given a one-year redemption period in which they may pay the cancellation price to avoid the property from proceeding to tax sale. The tax registration ends when someone pays the cancellation price.

In stage three, a notice of registration of tax arrears, commonly referred to as a first notice, is prepared and signed by the Treasurer. In the case of multiple owners for one property, each owner will receive a signed notice. Following the sending of the first notice, the Treasurer must then sign a Treasurer's Statutory Declaration which sets out whom final notices were sent to and on what date.

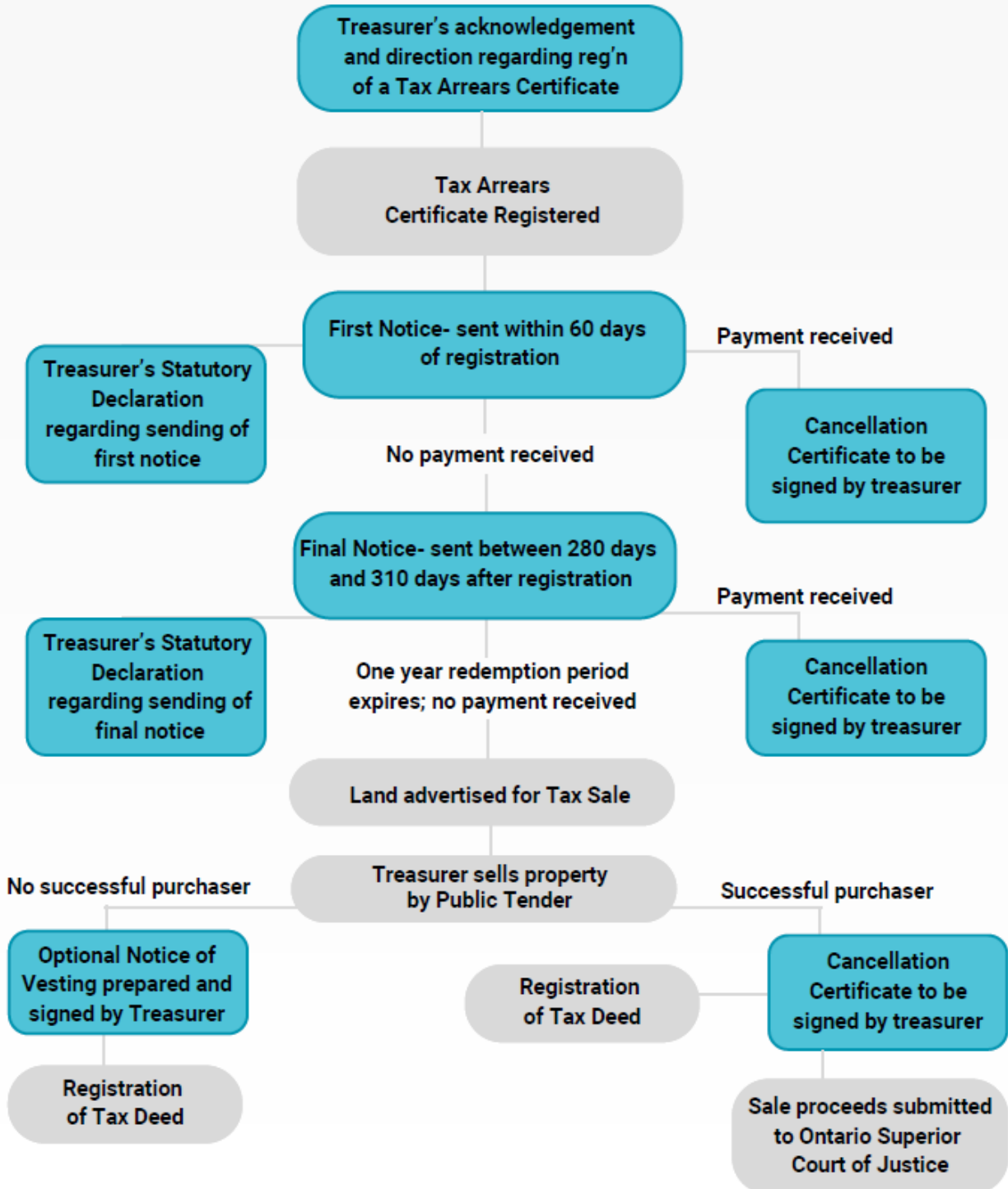
Stage four occurs between 280 and 310 days after the tax arrears certificate was registered, whereby the treasurer will sign and issue a final notice to all interested parties. Following the final notice, the treasurer must then sign a treasurer's statutory declaration that sets out to whom the final notices were sent and on what date.

In stage five, the property will be advertised for tax sale if the cancellation price is not paid within one year of the tax arrears certificate. Finance will prepare a tax sale authorization inventory which will be presented to Council recommending approval to proceed with a tax sale. Council will review and, if approved, the Town will proceed with the tax sale.

In stage six, the Treasurer will conduct the tax sale by way of public tender. Figure 1 illustrates the steps of the tax sale process in a flow chart.

FIGURE 1: TAX SALE PROCEDURE FLOW CHART

*Steps in turquoise require signature(s) from the Treasurer



Staff plan to actively review property tax accounts and commence the tax sale process for qualified properties

The tax sale process will commence in the second quarter of 2025. Preliminary collections notices to property owners will be the first stage along with engaging Realtax. Secondly, the list of qualifying properties will be developed. It is expected that if the 2025 collection activities are not successful, the Town will proceed with tax sales of properties in 2026.

Advisory Committee Review

There is no advisory committee related to the rate program.

Legal Considerations

A documented tax sale process establishes a transparent and fair process for dealing with delinquent tax accounts and increases compliance with legislated timelines. In addition, it assists the Town in managing financial risk by minimizing budget shortfalls due to tax delinquency and it encourages taxpayer compliance.

Any updates to the Property Tax Collection Procedures policy will be reviewed by key staff, the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program.

The stages mentioned in this report are consistent with the process required under the Municipality Tax Sales Rules.

Financial Implications

The Town has approximately 153 property tax accounts with arrears balances that are three years overdue amounting to a balance \$2.6 million. In addition, the Town has 135 property tax accounts with arrear balances that are two years overdue amounting to a balance of \$500,000. Tax registration and tax sale initiatives would allow the Town to improve collections increasing cash flows. Increasing cash on hand allows the Town to utilize investment opportunities and potentially increase investment income.

The Town applies a rate of 1.25 per cent to all overdue property taxes on a monthly basis, the current average monthly interest revenue is approximately \$160,000. Successful collection activities should reduce the arrear balances which would result in lower interest revenue from overdue property tax bills.

The engagement of Realtax will have no financial impact on the Town. The cost of the service is added to the applicable property tax account and will either be collected from the property owner or included in the minimum value of the tax sale.

Communications Considerations

The information in this report will be posted online for residents. Communications will work with Finance to ensure the policy and tax sale process is clear and posted online.

Climate Change Considerations

The recommendations from this report do not directly impact greenhouse gas emissions or climate change adaptation.

Link to Strategic Plan

Supports the guiding principle of leadership in corporate and financial management.

Alternative(s) to the Recommendation

1. Do not proceed with tax sale registration and tax sale proceedings.

Conclusions

Recommendation that Finance proceeds with tax registration and tax sale within the limits of the Municipality Tax Sales Rules commencing with eligible properties that have the largest arrears balance. The Town will update the applicable policy to support the process that will be actively implemented.

Attachments

None

Previous Reports

None

November 5, 2024

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Report No. FIN24-052

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. FIN24-055

Subject: Community Partner Reserve Management Policy

Prepared by: Sandeep Dhillon, Senior Advisor, Financial Management

Department: Finance

Date: November 5, 2024

Recommendation

1. That Report No. FIN24-055 be received; and
2. That the Town's Community Partner Reserve Management Policy be approved.

Executive Summary

This report highlights the significance of a Reserve Management Policy for the Town's Community Partners to maintain financial sustainability and proactive financial management. The policy outlines the financial guidelines and controls for the administration of Town's Community Partners reserves. The policy defines that through the management of Community partners reserves, Town can determine if grant recipients demonstrate the true need for Town's funds.

- The Community Partner Reserve Management Policy outlines the guidelines and controls for the creation and management of reserves
- Community Partners should set aside enough operating reserves to fund no more than 12 months of regular operations
- Audited financial statements must be provided by community partners with revenue exceeding \$250,000

Background

Currently, the Town's Community Partners manage their own reserves and provide an update to the Town on the reserve balance as part of the annual budget process.

However, a need to establish Reserve Management Policy for the Town's Community partners was identified during the 2024 Budget approval process. The policy was developed and was presented to Finance Advisory Committee as well as shared with the community partners for their respective review and feedback.

As per the feedback received from the Community Partners, the target balance for the general operating reserve should be equivalent to the cost of its operations for a period of 12 months instead of six months. Also, the definition of 'operating reserves' in the policy was updated so that it does not include 'program specific reserves' or 'specifically directed or endowed funds'.

Analysis

The Community Partner Reserve Management Policy outlines the guidelines and controls for the creation and management of reserves

The purpose of the reserve management policy is to establish financial guidelines and appropriate controls for the administration and management of reserves. This policy provides regulations and guidelines on the objectives, standards of care, reporting requirements and responsibilities for the creation and management of reserves.

The objectives of the reserves management policy are stated below:

- Classification of type of reserves maintained by a Community Partner
- Guidelines associated with the creation of reserves
- Recommended guidelines for the management of reserves such as:
 - Contributions to/withdrawal from reserves
 - Temporary interfund lending between reserves
 - Closing of reserves
 - Management of annual surplus/deficit
- Roles and responsibilities of Town staff, Community Partner and Council members
- Reporting and adherence to the guidelines of the reserve policy

Community Partners should set aside enough operating reserves to fund no more than 12 months of regular operations

Any applicable net operating budget surplus should be contributed to an operating reserve until its balance reaches the recommended target amount equivalent to the cost of the community partner's operations for a period of 12 months. The recommended

guideline for operating reserve target balance aligns with Ontario Trillium Foundation financial policies for their grant recipients.

Once the recommended reserve ceiling has been met, any excess proceeds over and above this amount should be applied against the community partner's identified operating requisition amount from the Town for the following year.

A Community Partner may request an exception to this requirement supported by sufficient detail. For example, a partner requires the reallocation of all or a portion of its excess revenue from operations in support of future unfunded asset management obligations.

Audited financial statements must be provided by community partners with revenue exceeding \$250,000

Community Partners with annual revenue exceeding \$250,000 must provide audited Financial Statements and where it is required by legislation. Community partners who are not required to provide audited statements may be subject to further reviews by Town staff. Annually, Town staff will review applicable community partner operating reserve balances to confirm if they exceed this policy's recommended target. Any identified excess amount would then be applied against the partner's approved following year operating requisition.

The financial statements must be provided by the Community Partners prior to submission and approval of upcoming budget

Advisory Committee Review

Finance Advisory Committee reviewed the draft Community Partner Reserve Policy at its June 11th, 2024, meeting.

Legal Considerations

A Community Partner Reserve Management Policy is an important element of managing risk by ensuring reserves are managed appropriately, mitigating potential financial and reputational risks. This policy has been reviewed by key staff, the Corporate Management and the Executive Leadership Teams in accordance with the Town's policy program.

Financial Implications

There are no direct financial implications from this report. However, when Community Partner's reserve balance exceeds the recommended operating reserve target only a net amount will be paid to the Community Partner. This will result in an operating budget variance and contribute to the Town's surplus for the fiscal year.

Communications Considerations

The Town will inform the public about the information contained in this report by posting it to the Town's website.

Climate Change Considerations

The recommendations from this report does not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

The Community Partner Reserve Management Policy supports all aspects of the strategic plan. Specifically, this report supports the Plan principles of Leadership in Corporate and Financial Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

The Community Partner Reserve Management Policy provides the financial framework to ensure Town can assess the financial health and need of the Community Partner grant requested annually. If Community Partners operating reserve balance have funds, which are more than 12 months of operating expenses, then the payment of the grant to the Community Partners will consider this, and only the net amount will be paid.

Attachments

Attachment 1 - Community Partner Reserve Management Policy

November 5, 2024

5 of 5

Report No. FIN24-055

Attachment 2 - Motion for the creation of Reserve Policy for Community Partners

Previous Reports

FAC Memorandum, Community Partner Reserve Management Policy, June 11, 2024

Pre-submission Review

Agenda Management Team review on October 10, 2024

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Attachment 1

Community Partner Reserve Management Policy

Contact: Senior Financial Management Advisor, Finance

Approval Authority: Council

Effective: November 26, 2024

Revised: November 26, 2027

Community Partner Reserve Management Policy

Purpose

The purpose of the Community Partner Reserve Management Policy is to establish financial guidelines and appropriate controls for the administration of Town of Aurora Community Partner reserves.

This policy provides regulations and guidelines for appropriate reserve balances that ensure financial stability, reporting requirements and for the management of any excess reserve balance of the Town's Community Partners reserves.

Scope

The scope of this policy applies to Town's Community Partners which receive a budget allocation from the Town with the exception to the Central York Fire Services and Aurora Public Library as this relationship is already governed by an existing comprehensive agreement with the Town of Aurora.

Definitions

Annual Surplus: The excess of revenues over expenses in a given year.

Community Partner: Aurora's Community Partners which are provided operating budget funding, include:

- Aurora Business Improvement Area
- Aurora Cultural Centre
- Aurora Historical Society
- Aurora Sport Hall of Fame
- Aurora Economic Development Corporation
- Sport Aurora

Reserve Funds: Funds that have been set aside for a specific future event either pursuant to a by-law of the municipality, a decision by a Community Partner board, a contractual obligation, or a requirement of provincial legislation. Reserve funds are either “discretionary” being those set aside by a Community Partner board of its own volition or “statutory” or “obligatory” requirement for a specific intent.

Operating Stabilization/Contingency Reserve: Funds set aside to pay for the temporary revenue shortfalls or unforeseen expenditures caused by significant fluctuations in the economy and provide contingency funds for a range of different contingent or unknown liabilities.

Capital Reserve Fund: Dedicated funds in support of Community Partner capital expenditure needs such as capital asset rehabilitation and replacement or for future growth needs.

Policy

Reserves play a vital role in maintaining financial sustainability for the Town’s Community Partner’s financial health. Reserves may be established in support of dedicated or specific organizational activities or used in support of broader financial needs. Reserves play a key role in the management of unexpected economic impacts to a Community Partner’s operating budget when required. Operating budget stabilization reserves are meant to pay for budget short-falls arising from unplanned reductions in planned revenues or unexpected expenses. By taking a long-term view of reserves, Community Partners are able to determine their necessary annual reserve contributions to ensure future asset management capital plan needs are met, while minimizing the annual operating impact. This policy outlines the following guidelines and appropriate controls for the administration of Community Partner reserves.

Types of Reserves

Operating Reserves

Community Partner operating stabilization/contingency reserve are funds set aside to pay for the temporary revenue shortfalls or unforeseen expenditures. Reserves of this nature provide contingency funds for a range of different contingent or unknown liabilities. As a best practice, a Community Partner should set aside enough operating reserves to fund no more than 12 months of regular operations.

Capital Reserves

Capital reserves are funds set aside to pay for the future capital needs of a Community Partner for physical assets, such as a equipment, vehicle or buildings etc.

A Community Partner should assess their unique needs and plan for both expected and unexpected replacement costs. This strategic financial stewardship brings stability and decreases stress on both Community Partners and the Town of Aurora.

A community partner's need for a capital reserve will be determined by the nature and extent of their capital asset holdings.

Program Specific Reserves

Program specific reserves or specially directed or endowed funds are established for specific planned projects, program or initiatives. If a Community Partner receives restricted funding in the form of a grant or donations for specific purposes then those funds should be set aside and retained in such restricted reserve account as required. A Community Partner should assess the unique requirements of any such grant or donation when establishing program specific reserves.

Establishing Reserves

A new reserve should only be established if it cannot be accommodated within an existing Community Partner reserve and/or all other possible alternatives have already been considered.

All Community Partner reserves need to be approved by their respective board. The Town should be notified of all additions to a Community Partner's reserve framework over the past 12 months as part of the annual budget process. The reserve notification should include the reserve name, the board's resolution to create the reserve, and include a financial plan which identifies the target funding level (if applicable), funding sources and projected disbursements (when practicable) to meet planned future obligations, and other relevant information, where applicable. In consideration of the administrative workload, a Community Partner should strive to minimize the number of reserves.

Closing Reserves

Should a Community Partner close a reserve, the Town should be notified of this decision as part of the annual budget process as well. The notification should include the name of the reserve closed, the board's resolution, the reason for closure, as well as how any remaining reserve balance was dissolved.

Inter-fund lending

Community Partner temporary inter-fund lending between reserves is permitted to temporarily finance capital expenditures or operating cash flow deficiencies to avoid external temporary borrowing costs. However, the following conditions must be met:

- Borrowing will not adversely affect the intended purpose of the reserve;

- A plan to repay the reserve within a reasonable timeframe, based on the nature of the loan and ability to repay is required;

Contributions to/withdrawals from Reserves

All contributions to and/or withdrawals from reserves shall be approved by each applicable Community Partner board. A record of all reserve transfers should be maintained by each Community Partner.

If applicable, a Community Partner should include any planned contributions to reserves as part of its annual operating budget.

Annual Surplus/Deficit

The primary funding source of an operating reserve are operating budget general surpluses. Should a Community Partner have an established operating/contingency reserve, any operating budget general surpluses should be contributed to this reserve until such point its balance reaches the recommended target balance equivalent to cost of its operations for a period of 12 months.

Once the recommended operating/contingency reserve ceiling has been met, any excess proceeds over and above this amount should be applied against the Community Partner's identified operating requisition amount from the Town for the following year at the time of payment. In an instance where there are excess proceeds to be applied towards the next year's requisition, the Town pay the net applicable balance. An exception to this would be if the Community Partner has future unfunded asset management obligations. However, a record of this board decision should be maintained.

Responsibilities

Council

Council shall:

- Receive an update of Community Partner reserve balance(s) continuity and framework decisions and offer feedback, if necessary
- Reserve the right to overrule a Community Partner board reserve creation or reserve management strategy.

Community Partner

- Overall responsibility for the management of reserves.
- Accurate reporting of reserve continuity balances and recent reserve framework change decisions to the Town of Aurora.
- Comply with the guidelines as outlined in the Community Partner Reserve Management policy for the management of reserves.

- On an annual basis will provide an updated reserve balance continuity and record of reserve framework change decision summary to the Treasurer at the Town of Aurora.

Town of Aurora, Treasurer

- On an annual basis will undertake a review of each community partner's updated reserve balance continuity and record of reserve framework change decision summary.
- Will determine if there are any excess proceeds within applicable Community Partner operating reserves to be applied toward the upcoming year's requisition.
- Provide a summary of Community Partner reserve balance continuities and record of reserve framework decisions to the Finance Advisory Committee annually.
- Ensure Community Partner overall compliance with this policy.

Monitoring and Compliance

The implementation of the Community Partner Reserve Management Policy should be monitored through:

- Annual updates to Council of each Community Partner's reserve structure; as well as annual updates on each reserve's activity over the course of the past year.
- Annual Financial Statements: A Community Partner with an annual revenue exceeding \$250,000 must provide audited Financial Statements and those where it is required by legislation. Those not required to provide audited statement may be subject to further reviews by Town staff.
- As part of Finance Advisory Committee reviews of a Community Partner's financial health, the Finance Advisory Committee (FAC) will have the opportunity to discuss in detail established board reserve strategies, and other best practices as they align with this policy and its regulations.
- Staff will monitor Community Partner compliance with this policy on an ongoing basis.

References

- [Fiscal Strategy](#)

Review Timeline

This policy will be reviewed 4 years after the initial approval date.



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Town of Aurora

Notice of Motion

Mayor's Office

Attachment 2

Re: **Development of Policy for Community Partner Reserve Funds**

To: Members of Council

From: Mayor Tom Mrakas

Date: December 5, 2023

Whereas the prudent management of financial resources is crucial for the sustained well-being of the Town and its community partners; and

Whereas the establishment of clear and transparent criteria for determining reasonable reserve amounts is essential to ensure financial stability and responsible fiscal practices; and

Whereas the effective management of reserves contributes to the overall financial health and resilience of both the Town and its community partners; and

Whereas a well-defined policy will provide guidance on the appropriate levels of reserves necessary to meet the needs and obligations of the Town's community partners; and

Whereas the development of a policy will enhance accountability and transparency in financial matters, fostering trust among stakeholders; and

Whereas it is in the best interest of the Town and its community partners to proactively manage and monitor reserve balances to avoid any potential negative financial implications;

1. Now Therefore Be It Hereby Resolved That the Treasurer be directed to report back with a proposed policy outlining the criteria for determining reasonable reserve amounts for the Town's community partners; and
2. Be It Further Resolved That the Treasurer is tasked with proposing strategies on how to effectively manage any amount in excess of the reasonable reserve balance, ensuring fiscal prudence and responsible financial governance.



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Town of Aurora

Committee of the Whole Report

No. OPS24-023

Subject: Aurora Forest Study Policy Updates

Prepared by: Matthew Volpintesta, Manager Parks and Fleet

Department: Operational Services

Date: November 5, 2024

Recommendation

1. That Report No. OPS24-023 be received; and
2. That staff be directed to review and propose updates to the Private Tree Protection By-Law (By-law No. 5850-16) and associated compensation policies.

Executive Summary

This report provides information on the recommendations in the Urban Forest Study that were endorsed in principle by Council in early 2024. It explores alignment with other policies and studies, feasibility of implementation, timelines, and future operational and capital budgetary implications where applicable.

- The Town's Urban Forest Study (2024) provided 36 recommendations and a Council recommendation to increase the Town canopy target to 40 per cent coverage by 2034.
- The Town actively manages the urban forest through several projects and programs, including invasive species management, tree planting and habitat enhancement through naturalization projects. This includes overseeing private tree protection, compensation and replacement, as well as development review.
- Staff recommend short-term and long-term policy updates to the Private Tree Protection By-Law, Tree Removal/Pruning and Compensation Policy, and boulevard tree planting and maintenance practices.
- Town staff will seek feedback and incorporate recommendations from the community and partners including conservation authorities through Engage Aurora.

- Town staff will review operational budget and staff capacity with a three-to five-year outlook, and beyond, to ensure resources are available to support implementation of the priority recommendations.

Background

The Town's Urban Forest Study (2024) provided 36 recommendations and a Council recommendation to increase the Town canopy target to 40 per cent coverage by 2034.

The 2024 Urban Forest study, prepared by the Toronto and Region Conservation Authority (TRCA), outlines 36 recommendations, categorized into three priority levels. Approved by Council on February 6, 2024, the Study includes a motion to target canopy cover by 2035 (Recommendation #2, Aurora Urban Forest Study 2024). Aurora's urban forest holds an ecological, social and financial value, with a replacement value of \$66.4 million in 2024 as identified within the 2024 Natural Capital Asset Management Plan. The 2024 update to the Urban Forest Study was the second iteration of the data collected first in 2013 which served as a baseline. To track progress, study partners committed to conducting sample-based field surveys, done over a ten-year period. Quantify current species composition, size and condition of Aurora's Forest.

To meet or exceed the 40 per cent canopy cover target proposed by 2034, staff are in alignment with each of the endorsed recommendations. Of the 36 recommendations, the following are high priority, targeted for implementation within a three-to-five-year window.

- As part of an update to the Town's Urban Forest Management Plan, the Town will review and update its urban forest policies such as landscape design standards, tree compensation policies, and addressing canopy targets, species diversity, forest health, invasive species soil conservation, and climate resilience.
- Continue to tree planting, pruning and replacement across municipal properties. Evaluate planting and maintenance budgets regularly as the Town grows and assumes responsibility for new roads, parks, and facilities.
- Maintain a diverse tree population in intensively managed urban areas. Set a long-term goal for no single species to make up more than 5 per cent, no genus more than 10 per cent and no family more than 20 per cent of the tree populations, both town-wide and in each neighbourhood.

- Utilize native and appropriate non-native, non-invasive planting stock, increasing genetic diversity of tree populations following Ontario Tree Seed Transfer Policy. Consider integrating seed zone contract requirements to ensure planting stock are selected from appropriate seed zones tolerant of the Town's soil characteristics.
- Continue to promote the proportion of large, mature trees across Aurora's Urban Forest through enforcement of the Private Tree Protection By-law and Tree Removal/Pruning Compensation Policy.
- Target removal of high priority invasive plant species at high priority sites following best practices.
- Revise the "Tree Planting and Approved Plant List" to remove both Japanese tree lilac and callery pear from the ornamental tree list due to the invasive potential of these species.
- Develop a monitoring and action strategy for invasive species, including pests and diseases, and continue taking proactive approaches to address new and emerging invasive species, such as hemlock woolly adelgid and oak wilt.
- Continue assessing forest structure, function, and distribution every 10 years through the Urban Forest Studies.
- Develop a post-tree planting management and monitoring strategy to complement the tree maintenance program to ensure tree survivorship and mitigate common stressors in the urban environment.
- Assess the Town's current recommended planting list based on the climate vulnerability of each species. Shift recommendations to native and appropriate non-native, non-invasive species that have a higher tolerance and lower vulnerability to climate change impacts.
- Begin to integrate green infrastructure into asset management planning, particularly for street trees and other municipal natural assets like woodlands and wetlands.

Analysis

The Town actively manages the urban forest through several projects and programs, including invasive species management, tree planting and habitat enhancement through naturalization projects. This includes overseeing private tree protection, compensation and replacement, as well as development review.

The Town supports the health of Aurora's urban forest through both its operating and capital budgets, along with partnerships with environmental groups and conservation authorities. Annual initiatives include planting events, naturalization projects and invasive species removal.

As part of our ongoing commitment to the natural environment, staff are continuously looking for opportunities to further naturalize existing parkland. In 2024, the Town partnered with LEAF to plant over 1,000 trees and with the Lake Simcoe Region Conservation Authority (LSRCA) for the Hamilton Park wetland project, adding another 1,000 species of trees and shrubs. Naturalizing parkland reduces mowing needs and improves ecological health. Through our partnerships with the Aurora Arboretum, Ontario Heritage Trust, Case woodlot Guardians, school groups, and our Adopt-a-Park program, the Town is actively working to educate, transform greenspaces and mitigate invasive species such as European buckthorn, phragmites, and garlic mustard. The David Tomlinson Nature Reserve is another successful example of naturalization and habitat enhancement with a focus natural ecology.

Street and park trees are maintained on a 7-year cycle, with regular pruning and replacement of dead or dying trees tracked through the Town's annual tree inventory. The same is true for trees found in parks, within trails and natural heritage systems and Town facilities. Disease, pest, and invasive mitigation impacting Town-owned trees are currently managed through the annual operating budget.

Each of these above-mentioned projects are funded through our capital and operating budgets and play an important role in reaching a 35 per cent canopy cover in Aurora. The Town also actively pursues grants and funding programs which support natural ecology restoration, plantings, and invasives removal.

Staff recommend short-term and long-term policy updates to the Private Tree Protection By-Law, Tree Removal/Pruning and Compensation Policy, and the boulevard tree planting and maintenance practices.

A key practice in which the Town ensures that the urban forest is protected, maintained and expanded, is through the Private Tree Protection By-Law, and Tree Removal/Pruning

and Compensation Policy. Highlighted as a priority recommendation within the 2024 Urban Forest Study, updating these policies is a first and significant step toward achieving our canopy cover targets.

Staff propose returning to Council with a report in 2025 outlining options and policy updates to both the Private Tree Protection By-Law and Tree Removal and Compensation policies following a best practice review of municipal policies and gathering community feedback. Staff will seek to enhance measures which will more greatly protect our urban forest, including consideration of lowering the tree removal threshold which triggers a permit and compensation, to one tree, and considerations around trunk size which require a permit and or compensation. This also would include a review of fees to remove trees and ensuring that charges align with regional and provincial municipal counterparts.

In 2025, staff will also present programming and policy updates on invasive species management, and landscaping treatments through development review. This will include revising the landscape design guidelines, which focus on tree planting best-practices, design, consideration of soil volume, watering regime, species selection, and spacing within boulevard treatment.

A revised planting list is already being implemented in consultation with TRCA, LSRCA, and LEAF as part of ongoing projects and development reviews.

Town staff will seek feedback and incorporate recommendations from the community and partners including conservation authorities through Engage Aurora.

As part of the Best Practices Review and planned 2025 report with recommended updates to the Private Tree Protection By-Law, and Tree Removal/Pruning and Compensation Policy, staff will use Engage Aurora to seek feedback from the community, development industry, and partner organizations to ensure all perspectives and expert opinions are considered.

Town staff will review operational budget and staff capacity with a three-to five-year outlook, and beyond, to ensure resources are available to support implementation of the priority recommendations.

To support the updated Private Tree Protection By-Law, and Tree Removal/Pruning and Compensation Policy, staff propose reviewing the Town's capacity to implement these changes. More specifically, this includes reviewing operational budget needs to ensure funding is keeping pace with canopy growth whilst private and public trees mature as it relates to arboriculture practices, contracted works, replacement plantings and pruning.

To facilitate this work, including maintenance of Town-owned trees, considerations should be made around enhancements to labour force, potentially seeking to input a new or modified staff position which focuses primarily on development review from both a forestry and landscape architecture lens, as well as management of Town-owned tree inventory.

Advisory Committee Review

Environmental Advisory Committee – Oct 21, 2024:

This report detailing the proposed updates and recommended action plan was met with excitement by the committee, with several questions and recommendations for the work being proposed. Discussion began surrounding the timing of the proposed update, being spring 2025. The committee made clear, the importance of ensuring the implementation of tangible performance indicators going forward, such as benchmarking total number of removal permits, and total number of trees planted through compensation. Further, discussion included a recommendation to increase permitting and compensation fees, to deter removals and to recoup costs in alignment with the natural capital asset value, as well as increasing the replacement tree ratios and reducing the minimum required DBH for tree removals. The committee made clear that of the 36 recommendations, the lesser priority targets are not lost and should be explored once the initial goals of the By-law and Policy updates are met. There were also questions around Emerald Ash Borer management, active natural enhancement projects, updates to the landscape design guidelines, plans to incentivise private landowners, and encouragement of partnerships with not-for-profit groups to participate in collaborative planting events.

Legal Considerations

Forests are valuable resources that provide environmental, economic and social benefits, and their mismanagement can lead to environmental degradation. An effective Private Tree Protection By-law will assist with ensuring compliance with legal requirements, safeguarding environmental and community health, and reducing liability related to property damage or ecological harm. As stated above, staff will bring a further report to Council with recommendations on updating the existing Private Tree Protection By-law. Once the recommendations are approved by Council, a By-law will be brought forward to Council for enactment.

Financial Implications

The Town's recently approved Natural Capital Asset Management, and 10-year capital plans provide resources in support of the Town's delivery of the Urban Forecast Study's recommendations.

The anticipated financial implications that may result from the above-noted policy reviews are difficult to estimate at this time; however, staff will speak to any resultant financial implications as each updated policy is presented to Council for its review and approval.

Communications Considerations

To inform the public, this report will be posted on the Town's website. Further, through the process to consult on proposed updates to the By-Laws and policies described throughout this report, staff will utilize the Engage Aurora website as well as social and digital channels to seek formal comment and feedback. Communications will continue to work with Parks to inform the public about Aurora's ongoing tree conservation efforts.

Climate Change Considerations

The recommendations from this report will result in the mitigation of long-term effects to Aurora's urban canopy, an important carbon sink. The result of protecting the tree canopy on community greenhouse gas emissions are not precisely measurable due to the complex nature of carbon sequestration. In addition, the recommendations from this report will increase the Town's ability to adapt to a changing climate by decreasing additional stressors to support tree health. With rising temperature trends, windstorms and storm intensity, it's more important than ever for the Town to protect and restore the Town's natural heritage, as these changes could cause increased stress on trees. Trees play an important role in mitigating the impacts of a changing climate, from air quality, stormwater management to counteracting the effects of the heat island. The report supports the goals within Aurora urban forest policies and bylaws by protecting the Town's natural heritage and will only assist in strengthening urban forest policies and cultural practices for the future. This includes supporting the Blue Dot Movement, Corporate Environmental Action Plan, Climate Change Adaption Plan, and Community Energy Plan.

Link to Strategic Plan

The second iteration of the Urban Forest Study supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

Alternative(s) to the Recommendation

1. Council to provide alternative recommendation(s).

Conclusions

To meet a 40 per cent canopy target by 2034, the recommendations within the 2023 Urban Forest Study should be strategically implemented, with appropriate resources over the next 5 to 10 years secured to ensure staff are equipped to support our forest through various recommendations and measures. As such staff are recommending an update to the Private Tree Protection By-Law, and Tree Removal/Pruning and Compensation Policy, as well as proposed updates to the boulevard tree planting and maintenance practices, which will be detailed in a future report to Council.

Attachments

None.

Previous Reports

OPS24-001, Urban Forest Study Update, February 6, 2024

PR14-035, Urban Forest Study (UFORE) – July 29, 2014

PR15-026, Urban Forest Management Plan & Policies – November 17, 2015

OPS20-013, Review of Urban Forest Study & Associated Forestry Policies – September 8, 2020

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Sara Tienkamp, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. PDS24-065

Subject: New Registration By-law for Additional Residential Units in Single Family Dwelling Unit

Prepared by: Wm. Jean, Manager – Building Division/CBO

Department: Planning and Development Services

Date: September 3, 2024

Recommendation

1. That Report No. PDS24-065 be received; and
2. That staff bring forward the Registration By-law for Additional Residential Units (ARUs) to a future Council meeting for enactment.

Executive Summary

This report provides information on the procedure to be adopted by the Planning and Development Department for the registration of Additional Dwelling Units to permit the use of additional residential units Town-wide within detached, semi-detached, or townhouse units, and within an accessory structure located on the same property. This has the effect of allowing up to three dwelling units per residential lot. The current By-law Number 5429-12, being a By-law to require the registration of Dwelling Units Containing Second Suites (the “Registration By-law”) in the Town of Aurora is to be repealed and replaced.

- The existing Registration By-law will be repealed and replaced with the proposed Registration By-law to require the registration of the two Additional Dwelling Units (ARUs) to a single-family dwelling unit to create three dwelling units on a lot.
- The proposed Registration By-law will include a section on inspection practices and issuance of Orders for non-compliance.

Background

Bill 23, the More Homes Built Faster Act, 2022, received Royal Assent on November 28, 2022. The stated intent of Bill 23 is to implement some of the actions contained in Ontario's Housing Supply Action Plan, including the building of 1.5 million new homes in the province by 2031. Amongst the legislative changes were those to the Additional Residential Unit provisions of the Planning Act, which had originally been introduced through Bill 108, the More Homes, More Choice Act, 2019. Municipalities are required to permit the use of additional residential units Town-wide within detached, semi-detached, or townhouse units, and within an accessory structure located on the same property. This had the effect of allowing up to three dwelling units per residential lot.

The Town of Aurora has permitted Second Units since 2010 subject to the applicable Zoning By-law requirements and the Registration By-law which was amended on August 14, 2012. The Town enforces the Ontario Building Code and has established registration requirements for Additional Residential Units to ensure they are safe, legal and livable.

Analysis

The existing Registration By-law will be repealed and replaced with the proposed Registration By-law to permit the registration of up to two Additional Dwelling Units (ARUs) on residential parcels to create three dwelling units on a lot.

Per Bill 23, Additional Dwelling Units (ARUs) are permitted as-of-right across Ontario, whether or not a municipality adopts an Official Plan Amendment and enacts zoning to recognize these units. As amended by Bill 23, the Planning Act overrides existing zoning bylaws to allow up to three residential units per lot as follows:

- Up to three residential units in the primary building, or
- Up to two residential units in the primary building and one in an ancillary building or structure

The Town established the ARU Registration By-law on August 14, 2012, which requires the registration of second units (Two-Unit Dwellings). The proposed Registration By-law will include the term "Additional Residential Units" (ARUs) which applies to both second and third units within a single-unit dwelling and additional units in an ancillary building. As per Planning Act, the by-law would permit the registration of one ancillary unit, such as a garden suite or a laneway home, with a self-contained residential dwelling unit within an accessory building with its own facilities and sleeping area, to be located at the rear or side yard of a detached, semi-detached, or townhouse dwelling.

The proposed Registration By-law will include a section on inspection practices and issuance of Orders for non-compliance.

The Town's proposed Registration By-law will include a section on inspections and enforcement which was not included in the current Registration By-law. As this by-law would be authorized pursuant to the Municipal Act, the inspection and enforcement practices would be the same as those utilized by the Town with respect to other by-laws authorized by the Municipal Act. It should be noted that while the inspection regulations allow for entry onto the property, it does not allow entry into the building without the owner's consent. Therefore, the enforcement capabilities of this by-law will be limited.

Also, it should be noted that the registration of ARUs is part of the building permit process for the creation of new ARUs. Registration and payment of registration of the ARU accompanies the building permit application. Therefore, it is not anticipated that enforcement for registration will occur. However, in circumstances where there is an illegal ARU and uncooperative landlords, provisions in the by-law could be used for enforcement.

Advisory Committee Review

Not Applicable

Legal Considerations

The Town's current Registration By-law needs to be amended and updated, given the legislative changes allowing for additional units, which override prohibitions in zoning or official plan provisions. The proposed Registration By-law will clarify registration requirements and the Town's enforcement powers. Generally, it will require that all additional units be properly registered with the Town. Additional units will be required to meet various applicable codes and standards to become registered, with the applicant being required to demonstrate such compliance to the Chief Building Official ("CBO"). The CBO would also have the authority to revoke registration in cases where units are found to no longer meet the applicable requirements or if the information provided is false. Any decisions of the CBO would be final, without a right to appeal.

The proposed Registration By-law would be authorized by the Municipal Act, pursuant to the authority to protect persons and property, and to pass by-laws with respect to the health, safety, and well-being of the Town's residents. The proposed Registration By-law will provide Building Inspectors, as well as Bylaw Officers, with enforcement powers.

However, it should be noted that it will not allow entry into any buildings or dwellings, unless consent is provided by an occupant, which limits the Town's enforcement capabilities.

Financial Implications

There are no direct financial implications as a result of this report.

Of note as per the current Development Charges Act, 1997, the creation of up to three additional residential units within a single-family dwelling unit, or the creation of up to two residential units within a single-family dwelling unit and one ancillary building or structure, are exempt from development charges.

Communications Considerations

Staff will update the current Secondary Suites Information Guide for regulations for ADUs for inclusion on the Building Division's webpage.

Climate Change Considerations

This report does not impact the Town's ability to adapt to a changing climate.

Link to Strategic Plan

This supports the Strategic Goal of Supporting Exceptional Quality of Life

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

On November 28, 2022, Bill 23, which allows for three residential units as of right on a residential property received royal assent.

In order to ensure ARUs in the Town are created and legalized in compliance with all regulatory requirements and in consideration of the upward trend of ARU registrations as an affordable housing option, the Building Division will continue to administer a Registration program and the Provincial compliance mandate. The current ARU by-law

needs to be updated and staff is proposing to bring forward a new by-law to address current legislation and enforcement needs.

Attachments

None

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on August 15, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. PDS24-119

Subject: Extension of Approval to Draft Plan of Subdivision
Charlieville Developments Limited
45 Tyler Street
Lot 26 and Part Lots 24, 25 and 27, Plan 9
File Number: SUB-2015-03
Related File Number: SP-2022-03

Prepared by: Katherine Gatzos, Planner

Department: Planning and Development Services

Date: November 5, 2024

Recommendation

1. That Report No. PDS24-119 be received; and
2. That the Draft Approval to Plan of Subdivision for 45 Tyler Street, File SUB-2015-03, be extended for one year, with a lapsing date of December 17, 2025.

Executive Summary

This report seeks Council's approval to extend the Draft Approval to Plan of Subdivision for Charlieville Developments Limited at 45 Tyler Street for one year, with a lapsing date of December 17, 2025, following this extension in the event that the conditions are not fulfilled, and a final plan is not registered.

Background

Application History

The subject Draft Plan of Subdivision and related Official Plan Amendment and Zoning By-law Amendment were submitted to the Town on June 15, 2015, with a Notice of Complete Application issued on October 1, 2015. The Draft Plan of Subdivision relates to

the creation of one residential block (Block A), three environmental protection blocks (Block B, C and D) and one reserve block (Block E), to facilitate the construction of 70 townhouse units (see Figure 2 – Draft Approved Plan of Subdivision).

On May 15, 2016, a Public Planning Meeting was held with respect to the subject applications. In November 2017, Charlieville Developments Limited filed appeals to the Ontario Land Tribunal (OLT) arising from the failure of the Town of Aurora Council to make decisions on the subject Draft Plan of Subdivision and related Official Plan Amendment and Zoning By-law Amendment within the prescribed legislative timelines of the Planning Act.

On December 17, 2021, the OLT approved the subject Draft Plan of Subdivision and related Official Plan Amendment and Zoning By-law Amendment. The Draft Plan of Subdivision was approved with associated Conditions of Approval (Appendix A), and the applicant continued working with staff to ensure that all conditions are addressed.

The applicant has since submitted a Site Plan application (SP-2022-03) to the Town and has been actively working with staff and external agencies to address the final technical details associated with this project. On October 31, 2023, the Town of Aurora finalized and executed a Vegetation Management Agreement and on September 26, 2024, the Lake Simcoe Region Conservation Authority (LSRCA) issued their permits for the interim earthworks.

Due to the approaching lapsing draft approval timeframe, the owner requested an extension of the Draft Plan Approval and conditions to allow for additional time to clear the conditions of approval and execute the development agreement for the proposed development. The letter (attached to this report as Schedule 'B') describes the progress the applicant has made towards satisfying the draft plan conditions to date as well as the work still requiring completion.

Location / Land Use

The subject property, municipally known as 45 Tyler Street, is located south of Wellington Street West, and west of Yonge Street (see Figure 1 – Location Map). The subject property has a lot area of 2.94 hectares (7.27 acres), with a frontage of 130.4 metres (427.8 feet) along the south side of Tyler Street.

A tributary of Tannery Creek flows north across the subject property towards Tyler Street and open space areas are located along the east and west portions of the site.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential dwellings

South: George Street Public School, residential dwellings

East: Residential dwellings

West: Residential dwellings

Policy Context

All relevant provincial planning policies were discussed in OLT Case File No. PL171423, please see this previous report for details. The following is a summary of the Regional and local planning policies discussed therein. No amendments are being made as a result of the request to extend the Draft Plan approval.

York Region Official Plan (YROP)

The subject lands are designated “Urban Area” and “Regional Greenlands System” by the YROP. Urban Areas are intended to facilitate wide range of residential, commercial, industrial and institutional uses, while the Regional Greenlands System is intended to identify, protect, and enhance natural heritage systems.

Town of Aurora Official Plan

The OLT approved Official Plan Amendment 6445-22 on December 17, 2021, to redesignate the subject property from Existing Employment-Brownfield Industrial, Private Parkland, Environmental Protection, and Stable Neighbourhoods, to Stable Neighbourhoods and Environmental Protection, to facilitate the residential development on the Draft Approved Plan of Subdivision. (see Figure 3 – Existing Official Plan Designation).

Zoning By-law 6007-17, as amended

The OLT approved Zoning By-law Amendment 6446-22 on December 17, 2021, to rezone the subject property from General Employment (E2) and Environmental Protection (EP) to Townhouse Dwelling Residential with Site Specific Exceptions (R8-541) and Environmental Protection (EP), to facilitate the residential development on the Draft Approved Plan of Subdivision. (see Figure 4 – Existing Zoning Designation).

Analysis

Planning Considerations

Section 51(33) of the Planning Act allows for a municipality to extend draft approval beyond the initial period for a time specified by the municipality.

Currently, it is the Town's standard practice to include a provision to require the Owner to satisfy all conditions within three years of the approval decision. If conditions of draft plan approval are not satisfied within the three-year timeframe, the approval is deemed to have lapsed, including the reservation of any servicing capacity allocation, unless an extension is approved by the Town before the approval lapses.

Staff are recommending that the subject Draft Approved Plan of Subdivision, issued on December 17, 2021, for Charleville Developments Limited, and set to lapse on December 17, 2024, be extended for one year with a lapsing date of December 17, 2025.

Staff consider a one-year extension to be an appropriate measure to ensure that the development can proceed in finalizing any technical review matters to clear subdivision conditions, execute a development agreement with the Town and register the subdivision. Should the applicant experience difficulties with clearing conditions with the extended timeframe, the applicant is able to request an additional extension before draft plan approval lapses.

No alterations are being requested and the proposed development continues to conform to Provincial Policies, the Region of York and Town of Aurora Official Plans and is permitted by the Zoning By-law as a result of this draft plan extension.

Department / Agency Comments

The request for draft plan extension was circulated to all internal and external agencies for review and comment. In general, all circulated agencies have no objection to the extension and have no further comments at this time. Any technical matters will be resolved prior to the execution of the development agreement.

Public Comments

Public consultation is not required with respect to the proposed extension to the Draft Approved Plan of Subdivision.

Advisory Committee Review

No committee review required.

Legal Considerations

Section 51(33) of the Planning Act, allows a municipality to extend draft approval beyond the initial period for a time specified by the municipality at any time prior to the lapsing of the draft approval timeframe and prior to the registration of a plan of subdivision. Refusal to extend a lapsing date can be appealed by an applicant.

In addition, the Conditions of Draft Plan Approval issued by the Ontario Land Tribunal (OLT) on December 17, 2021, specifies that Council may, at its sole discretion, extend the approval of the Draft Plan of Subdivision.

Financial Implications

There are no financial implications.

Communications Considerations

The Town will inform the public of the information contained in this report by posting the report on the Town's website.

Climate Change Considerations

The proposal will result in development of parcels within the urban boundary that are currently underutilized. The impact on GHG emissions is mitigated due to the subject lands' proximity to existing infrastructure and services, and compliance with Town established Green Development Standards.

Link to Strategic Plan

The draft approved plan of subdivision supports the Strategic Plan Goal of Supporting environmental stewardship and sustainability and the objectives of encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives. The goal and these objectives are supported through the plan of subdivision process by conducting detailed analysis and evaluation of natural features, as well as identifying means of securing, protecting and enhancing those features both during the development process and after the site is built.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

Staff recommend that the Draft Approved Plan of Subdivision for 45 Tyler Street (SUB-2015-03) that expires on December 17, 2024, be extended for one year to December 17, 2025. This will ensure that the previously endorsed development on the subject lands can proceed with its required technical studies and site works as it continues to advance to clearing associated draft conditions of approval and subdivision registration.

Attachments

Figure 1 – Location Map
Figure 2 – Draft Approved Plan of Subdivision
Figure 3 – Existing Official Plan Designation
Figure 4 – Existing Zoning By-law Designation
Schedule 'A' – Approved Conditions of Approval
Schedule 'B' – Extension Request Letter

Previous Reports

Public Planning Report No. PDS16-038

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



LOCATION MAP

APPLICANT: Charlieville Developments Ltd.
FILE: SUB-2015-03

 Subject Lands

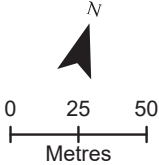
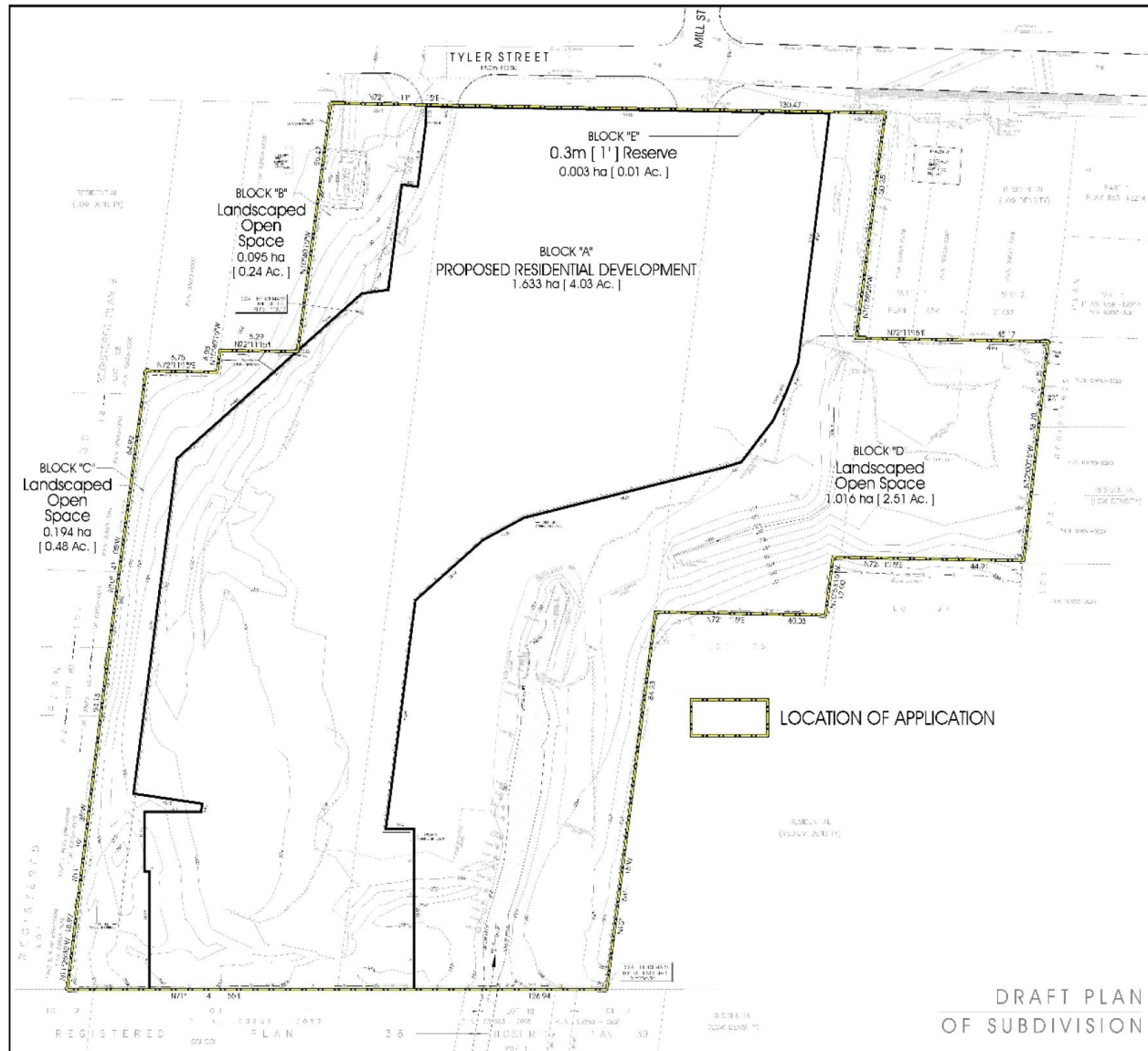


FIGURE 1

Map created for the Town of Aurora Planning & Development Services Department, 2024-09-24. Base data provided by the Town of Aurora and the Regional Municipality of York. Air photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

J:\data\data\Planning Maps\Charlieville Developments Ltd (45 Tyler Street) (SUB-2015-03)\Figure_Maps_45_Tyler_Street_SUB_2015_03.aprx, Location Map



DRAFT PLAN
OF SUBDIVISION

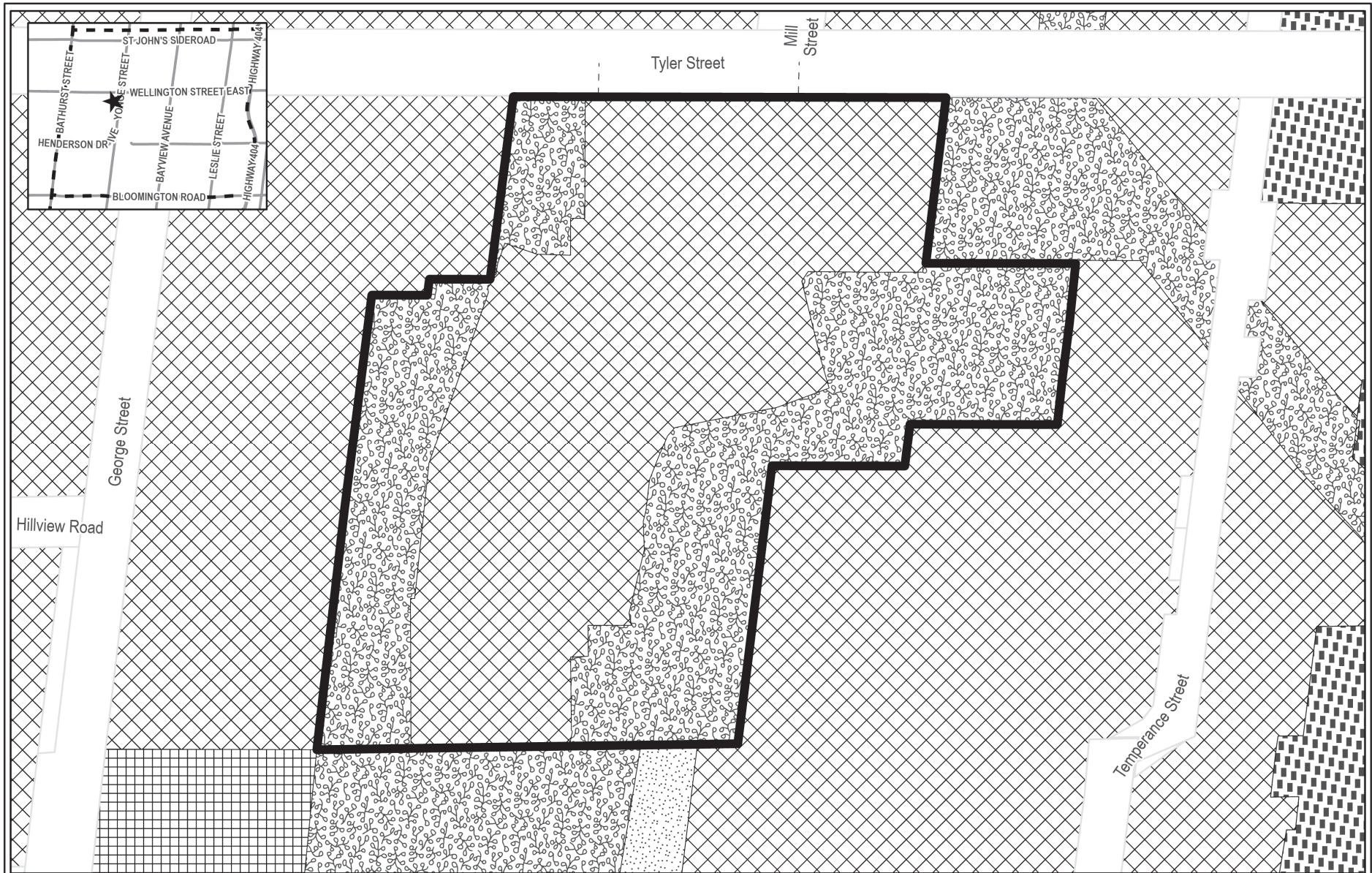
DRAFT APPROVED PLAN OF SUBDIVISION

APPLICANT: Charlieville Developments Ltd.
FILE: SUB-2015-03

FIGURE 2



Map created for the Town of Aurora Planning & Development Services Department, 2024-09-24. Base data provided by the applicant.

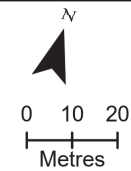


EXISTING OFFICIAL PLAN DESIGNATION

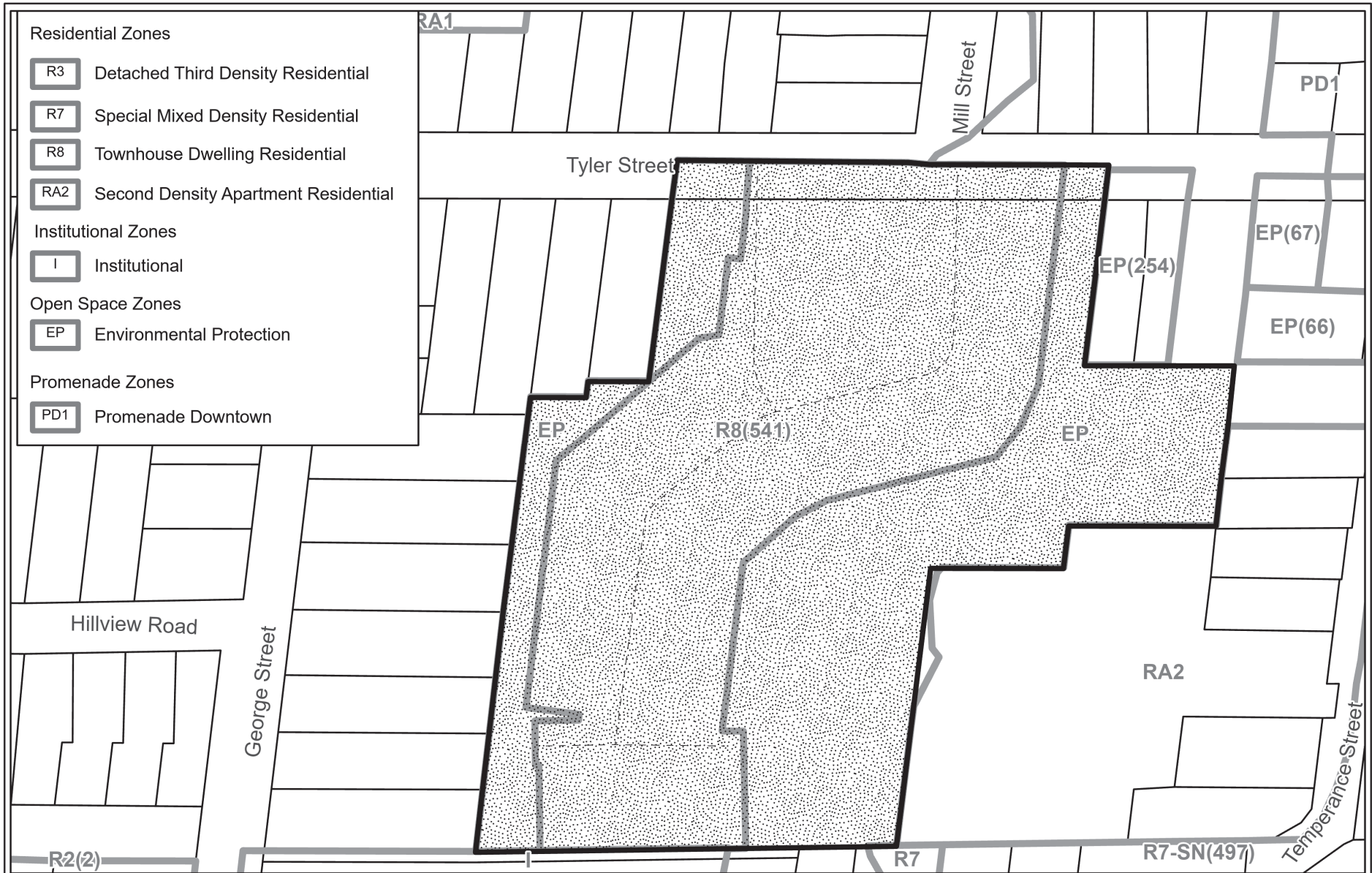
APPLICANT: Charlieville Developments Ltd.
 FILE: SUB-2015-03

FIGURE 3

-  Subject Lands
-  Community Services and Facilities
-  Public Parkland
-  Aurora Promenade and MTSA Mixed Use
-  Environmental Protection
-  Stable Neighbourhoods



Map created for the Town of Aurora Planning & Development Services Department, 2024-09-25. Base data provided by the Town of Aurora and the Regional Municipality of York. Air photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.



LOCATION MAP

APPLICANT: Charlieville Developments Ltd.
 FILE: SUB-2015-03

 Subject Lands

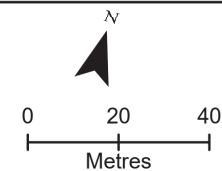


FIGURE 4

Map created for the Town of Aurora Planning & Development Services Department, 2024-09-25. Base data provided by the Town of Aurora and the Regional Municipality of York. Air photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

J:\data\data\Planning Maps\Charlieville Developments Ltd (45 Tyler Street) (SUB-2015-03)\Figure_Maps_45_Tyler_Street_SUB_2015_03.aprx, Existing Zoning

PL171423 – Schedule 4**CONDITIONS OF APPROVAL****DRAFT PLAN OF SUBDIVISION (SUB-2015-03)****CHARLIEVILLE DEVELOPMENTS LIMITED**

45 Tyler Street, legally described as Lot 26 and Part Lots 24, 25 and 27, Plan 9 (the "Lands")

DRAFT PLAN APPROVAL AND THE FOLLOWING DRAFT PLAN CONDITIONS LAPSE AT THE EXPIRATION OF THREE YEARS FROM THE DATE THAT THE DRAFT PLAN OF THE LANDS HAS BEEN APPROVED BY THE ONTARIO LAND TRIBUNAL. PROVIDED THAT DRAFT PLAN APPROVAL HAS NOT LAPSED, COUNCIL MAY, AT ITS SOLE DISCRETION, EXTEND THE APPROVAL.

THE CONDITIONS OF AURORA COUNCIL THAT SHALL BE SATISFIED BY THE OWNER OF THE LANDS (THE "OWNER") PRIOR TO THE RELEASE FOR REGISTRATION OF ANY M-PLAN OF THE LANDS (THE "PLAN"), ARE AS FOLLOWS:

Planning Division Conditions

1. The final draft plan prepared by Groundswell Urban Planners Inc. dated March 14, 2015 (revised July 7, 2020) with respect to the creation of 5 blocks on a plan of subdivision (the "Draft Plan") and associated conditions of Draft Plan approval shall be amended to the satisfaction of the Planning Division, if revisions are required to implement or integrate any recommendations resulting from studies required as a condition of Draft Plan approval. Further, minor redline revisions to the Draft Plan may also be required to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to the Draft Plan.
2. Prior to the release for registration of the M-Plan, the Owner shall submit, to the satisfaction of the Planning Division, the final draft M-Plan in the following form:
 - a) an electronic and hardcopy version of the signed white paper print approved by the Land Registry Office for registration;
 - b) one (1) original mylar;
 - c) two (2) mylar duplicates; and
 - d) three (3) white paper prints, one (1) of which contains an A.O.L.S form.
3. Prior to the execution of the Development Agreement, the Owner shall submit, to the satisfaction of the Planning Division, an electronic and hardcopy version of the signed final draft of the M-Plan and related Reference Plan(s) as approved by the Land Registry Office for registration.
4. Prior to the release for registration of the Plan, the Owner shall enter into and execute agreement(s) with The Corporation of the Town of Aurora agreeing to satisfy all conditions, legal, financial (including fees and securities) and

Name SUB-2015-03
Conditions of Draft Plan Approval

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otherwise of the Town (collectively the "Development Agreement"). The Development Agreement and related documents shall be registered on title against the Lands, as provided for in the *Planning Act*, and, if applicable, at the sole expense of the Owner.

5. A clause shall be added to the Development Agreement stating that the Owner shall obtain part lot control exemption to divide Block A on the Plan to create 70 townhouse dwelling units onto a private condominium road on the Plan and register a condominium plan to create a condominium road on Block A of the Draft Plan as provided for in the Condominium Act, 1998, S.O. 1998, c. 19, s. 9 (2), as amended, at the sole expense of the Owner (the "Condo Plan")
6. Prior to the execution of the Development Agreement, the Lands shall be:
 - a) appropriately designated in the Official Plan by an official plan by-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*"); and
 - b) appropriately zoned by a zoning by-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*"), including any terms under which the Town's Council will consider the removal of a holding "H" symbol, if applicable.
7. Prior to the execution of the Development Agreement, the Owner shall submit a Green Building and Development Report related to environmental protection, energy efficiency, solar gain, energy technologies, water conservation, green materials and waste reduction, reduction of noise pollution, indoor air quality and residential information/education package to the satisfaction of the Planning Division. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations of the report.
8. Prior to the execution of the Development Agreement, the Owner shall submit a detailed environmental impact study/natural heritage evaluation to the satisfaction of the Planning Division and Lake Simcoe Region Conservation Authority and in accordance with the *Endangered Species Act*, 2007, S.O. 2007, c.6. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations of the study/evaluation.
9. Prior to the execution of the Development Agreement, the Owner shall submit urban design guidelines (not architectural design guidelines) for the design and construction of all residential dwelling units, walkways, landscaping and all other elements on the Plan to the satisfaction of the Planning Division. A clause shall be added to the Development Agreement stating that the Owner shall

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strictly carry out or cause to be carried out any and all the recommendations of the guidelines.

10. A clause shall be added to the Development Agreement stating that the Owner shall satisfy any technical review comments provided by the Town's peer review consultants to the satisfaction of the Planning Division.
11. A clause shall be added to the Development Agreement stating that the Owner shall commemorate the Old Colis Leather Tannery, formerly situated on the Lands to the satisfaction of the Planning Division by: a) street naming; and b) obtaining and erecting at the Owner's sole expense, a heritage plaque commemorating the Lands which plaque shall incorporate materials to be salvaged from the demolished building.
12. A clause shall be added to the Development Agreement stating that the Owner shall erect and maintain signs on any vacant land within the Plan indicating the designated or proposed use of all lots and/or blocks (including temporary turning circles) on the Plan, other than those lots designated for residential purposes.
13. Prior to the release for registration of the Plan, the Owner shall satisfy any requirements in accordance with: a) the Town's Parkland/Cash-in-lieu By-law, as amended or successor thereto and applicable policies; and b) any related Parkland Agreements imposed by the Town.
14. A clause shall be added to the Development Agreement stating that prior to the Owner offering any lots or blocks on the Plan for sale, the Owner shall obtain the written approval from the Development Planning Division of the following information with respect to the location of sales trailers, display plans and other information to be used for sales and/or marketing purposes, which information and related materials are required to be kept up-to-date to reflect the most current approvals, and/or submissions related to the Plan, and/or engineering design drawings, and other such matters as may be required by the Building Division and Engineering Division:
 - a) the latest version of the approved Plan(s) or registered Plan(s), including any phasing;
 - b) the Draft Plan and adjacent lands including all sidewalks and walkways, community mail boxes, parks by type (including all recreational facilities to be provided), schools, churches, open space areas, environmental protection areas, stormwater management ponds, landscaping, entranceway features, noise attenuation measures (both internal and

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external to the dwelling unit), erosion control facilities, buffer areas, watercourses, and surrounding land uses;

- c) a copy of the approved zoning by-law for the Lands together with a copy of the executed Development Agreement (as soon as it is available); and
- d) a copy of the approved grade and utility composite plan showing the location of all community facilities (community mail boxes, bus shelter and stops, street trees, sidewalks, street light poles, hydrants, cable boxes, transformers or any other above grade facilities).

Legal Services Division Conditions

- 15. Prior to the execution of the Development Agreement, the Owner shall submit a draft Solicitor's Title Opinion for the Lands to the satisfaction of the Town Solicitor.
- 16. A clause shall be added to the Development Agreement stating that immediately following registration of the Plan, the Owner shall, at the sole cost of the Owner, free of all encumbrances and to the satisfaction of the Town Solicitor: a) grant any and all easements to the Town required for municipal purposes; b) convey any and all lands to the Town required for municipal purposes, including 0.3m reserves; and c) dedicate to the Town as public highways on the Plan, any and all streets and road widenings required for municipal purposes. The Owner shall pay associated fees upon execution of the Development Agreement in accordance with the Town's Fees and Charges By-law, as amended or successor thereto.
- 17. A clause shall be added to the Development Agreement stating that, immediately following the registration of the Plan, the Owner shall consent to the Town's registration of an inhibiting order, if required; the Development Agreement; and any ancillary agreements required by the Town, in priority of all encumbrances and at the sole cost of the Owner to the satisfaction of the Town Solicitor. The Owner shall pay associated fees upon execution of the Development Agreement in accordance with the Town's Fees and Charges By-law, as amended or successor thereto.
- 18. A clause shall be added to the Development Agreement stating that, immediately following the registration of the Plan, the Owner shall register at its sole expense, an Application to Annex Restrictive Covenants S. 118 which restricts the transfer of the lots on the Plan prior to the registration of the Condo Plan without the consent of the Town to the satisfaction of the Town Solicitor at the sole cost of the Owner. The Town's consent to the Owner's registration of the deletion of the Restrictive Covenant at the Owner's sole cost

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Conditions of Draft Plan Approval

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shall be provided by the Town immediately after the registration of the related the Condo Plan.

Engineering Division Conditions

Private Wells:

19. A clause shall be added in the Development Agreement stating that prior to the release for registration of the Plan, the Owner shall provide the Town with a survey and written report to study nearby private wells on lands external to the Plan, including information on water quality and quantity. Water sampling and analysis on external lands shall be completed at selected wells where existing water quality concerns are suspected upon obtaining legal access from external land owners. The study shall provide yearly information and the recommendations contained therein shall be carried out by the Owner for a minimum of 2 years after completion of any construction of servicing or until any noted concerns are mitigated.
20. A clause shall be added to the Development Agreement stating that the Owner shall retain a hydrogeological consultant to monitor the groundwater table and submit for the Town's approval a letter report of the findings and conclusions prior to any site alteration within the Plan, and on a yearly basis, which summarizes and identifies groundwater fluctuations, if any, and provides qualified justification for possible fluctuations including recommendations to mitigate construction impacts, if any. A further clause shall be added to the Development Agreement stating that if as a result of carrying out the monitoring and design, modifications are recommended, the Owner shall, at its own expense, provide for such modifications to the satisfaction of the Director.
21. A clause shall be added in the Development Agreement stating that the Town may require the Owner to provide confirmation that there will be no future ground source heat pump installations involving wells associated with the Plan and that all existing private wells on the Plan will be located and properly abandoned.
22. A clause shall be added to the Development Agreement stating that the Owner shall properly abandon and plug any unused wells on the Plan in accordance with the *Ontario Water Resources Act*, R.S.O.1990, c. O.40, and R.R.O. 1990, Reg. 903.

Stormwater Management:

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23. Prior to the execution of the Development Agreement, the Owner shall submit a Stormwater Management Report and a Hydrogeological Report which addresses water balance and phosphorous removal; demonstrates that the post development water balance and phosphorous removal is acceptable; and provides any recommendations required for mitigation to the satisfaction of the Town and the Lake Simcoe Region Conservation Authority. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations/mitigation measures set out in the reports.
24. Prior to the execution of the Development Agreement, the Owner shall submit a saltwater management plan. The report shall provide details and methods whereby salt and saltwater is to be mitigated from entering the groundwater and creeks to the satisfaction of the Engineering Division and in accordance with the LSRCA requirements for salt water management. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations of the report.

Roads and Municipal Services:

25. Prior to the execution of the Development Agreement, the Owner shall submit a functional servicing report with detailed engineering design drawings and reports for the layout and construction of roads and services (i.e. water, storm and sanitary) in accordance with the Town of Aurora Infrastructure and Environmental Services Design Criteria Manual (with sanitary sewers to be constructed outside of the Region of York's r.o.w.) to the satisfaction of the Engineering Division. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out any and all recommendations of the reports.
26. Prior to the execution of the Development Agreement, the Owner shall submit detailed engineering drawings which will include, but not be limited to, grading control plans (including any retaining walls and details), plan and profile drawings of all underground and above ground services, general plans (notes, above and below ground and updated to conform to current construction requirements to reduce infiltration), drainage plans, composite utility plans (to include above and non-standard below ground utilities, services, driveways and boulevard tree locations, etc. signed as approved by all related utility providers and Canada Post), stormwater management plans, detail plans, erosion and sediment control plans, construction mitigation plan, illumination (to be controlled to the sidewalk and road and being "dark sky" compliant), and signalization plans, if any, etc. to the satisfaction of the Engineering Division.

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The drawings shall include the details of related works on external lands, where applicable. Any proposed final grading shall eliminate retaining walls, unless approved otherwise by the Engineering Division, and if retaining walls are approved, and when there is the option, they shall be located on private property instead of public property. Construction details and notes, material descriptions, location and dimensions including top and bottom of wall elevations, heights and length of all retaining walls approved by the Engineering Division shall be provided in the detailed engineering plans stamped by a professional engineer registered in the Province of Ontario. Any approved retaining walls shall include drainage systems with positive outlets, shall not permit surface drainage to drain over the top of wall, unless otherwise certified by a professional engineer.

27. Prior to the execution of the Development Agreement, the Owner shall submit a capacity study of the Town's water distribution system to the Lands in order to determine that the proposed development can be adequately serviced to the satisfaction of the Town. As part of the study, should the use of a pressure reducing valve (PRV) be required, consideration should be given to individual PRV's, as well as a review and confirmation of PRV requirements following the water meters.
28. Prior to the execution of the Development Agreement, the Owner shall submit a detailed sanitary sewer capacity study including review of existing sewer conditions in order to determine that the proposed development can be adequately serviced to the satisfaction of the Engineering Division. A clause shall be added to the Development Agreement stating that the Owner shall upgrade or remediate any sewers that the study reports require remediation or upgrading.
29. Prior to the execution of the Development Agreement, the Owner shall submit plans detailing any phasing of construction and development, together with the means by which construction access to the Lands will be gained during any construction or phasing to the satisfaction of the Engineering Division. Should phasing be necessary or requested, a clause shall be added to the Development Agreement stating that the Owner shall comply with the phasing plan and make all builders aware of the phasing plan.
30. A clause shall be added to the Development Agreement stating that construction access may be limited until such time as the first occupancy of any lot or block on the Plan if determined by the Town in consultation with York Region and approved by Central York Fire Services and the Chief Building Official.

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31. At the time of second submission of detailed engineering drawings, the Town, in its sole discretion, may request the Owner to pay engineering fees to the Town in the amount of 1% of the estimated cost of all the works necessary for the construction of the servicing including all grading, drainage and infrastructure works etc., as estimated by the consultant for the project. Upon execution of the Development Agreement, the Owner shall pay any additional engineering fees to a total fee of 6% of the estimated cost of all work to the satisfaction of the Engineering Division in accordance with the Town's Fees and Charges By-Law, as amended or successor thereto.
32. A clause shall be added to the Development Agreement stating that the Owner shall submit detailed engineering drawings and be required to construct or pay for the construction of roads, bicycle lanes, curbs, gutters, sidewalks (in accordance with applicable Town policy), underground and above ground services, street lights and illumination, street signs, utilities, storm water management facilities, etc., and any and all other works necessary for the development and servicing of the Lands to the satisfaction of the Engineering Division.
33. A clause shall be added to the Development Agreement stating that the Owner shall construct and pay for the boundary water meter chambers to the satisfaction of the Engineering Division.
34. A clause shall be added to the Development Agreement stating that the Owner shall reimburse the Town for street lighting maintenance costs within the Plan based on the current level of occupancy to the satisfaction of the Engineering Division.
35. A clause shall be added to the Development Agreement stating that the Owner shall connect the sanitary servicing within the Plan to the sanitary sewer on Tyler Street and that no Development Charge Credits shall apply to the said connection.
36. Prior to the execution of the Development Agreement, the Owner shall complete an Environmental Site Assessment in accordance with the *Environmental Protection Act*, R.S.O. 1990, c. E.19, O. Reg. 153/04 and O. Reg. 511/95, all as amended, undertaken by a qualified person registered to ensure that the land is suitable for the proposed use. If in the opinion of the qualified person, the Environmental Site Assessment indicates the land may not be suitable for the proposed uses, the qualified person shall so advise the Ministry of the Environment, Conservation and Parks and the Town. Prior to the release for

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registration of the Plan, the Owner shall do further investigative studies and do all work required to make the Lands suitable for the proposed use.

37. A clause shall be added to the Development Agreement stating for any land to be conveyed to the Town including roads, storm water management facilities, open space, parks, (ravines and buffer areas/natural heritage system etc.), the Owner shall undertake an environmental audit (under *Environmental Protection Act*, regulation O. Reg. 153/04) and shall, prior to the release for registration of the Plan, obtain any further investigative studies as necessary to complete all required works to clean the said lands of soil contamination to make the lands suitable for the proposed uses.
38. A clause shall be added to the Development Agreement stating that all lots and/or blocks on the Plan to be left vacant for longer than six (6) months, and all portions of public highways that are not paved, together with all drainage swales, shall be graded, seeded and/or sodded and maintained by the Owner to the satisfaction of the Town.
39. A clause shall be added to the Development Agreement stating that the Owner shall grant easements required by the appropriate authority for public utilities, drainage purposes, turning circles, or any other services as deemed necessary. Any off site easements and works necessary to connect watermains, storm sewers and sanitary sewers to outfall trunks and storm water management facilities on external lands shall be satisfactory to and granted to the appropriate authorities. No works off site or connections to existing infrastructure may be undertaken prior to such approvals and easements being in place.
40. Prior to the execution of the Development Agreement, the Owner shall satisfy the Engineering Division that the services to be installed within, and in conjunction with the Plan will provide for sidewalks which meet the Town's standards along the frontage of the Lands onto roadways that have/will have transit services.
41. Prior to the execution of the Development Agreement, the Owner shall submit an internal and external traffic management plan including internal traffic study for review and approval by the Engineering Division. A clause shall be added to the Development Agreement stating that all road work and construction shall be completed in accordance with the approved internal traffic study, which shall include works relating to road cross-sections (in accordance with the latest development standards as approved by the Town), parking controls, bike ways, pavement markings, pedestrian crossings, sidewalks, access driveways locations, traffic signage including bicycle route signage on the collector or minor collector road in accordance with the Town's Traffic Demand

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Management Policy, and other requirements as set out in the said internal traffic study. All traffic control devices (including temporary pavement markings) as specified in the internal traffic study shall be constructed to the satisfaction of the Engineering Division prior to the occupancy of any dwelling. Regardless of any alternative design standards, the right-of-way shall be a minimum of 22 metres.

42. Prior to the execution of the Development Agreement, the Owner shall submit detailed engineering drawings to demonstrate compliance with the Town's standard configuration with respect to all road bends on the Plan to the satisfaction of the Engineering Division.
43. Prior to the execution of the Development Agreement, the Owner shall ensure that all dead end public highways and sides of municipal road allowances requiring restricted access as designated by the Engineering Division, shall be terminated in 0.3 metre reserves to prohibit access at certain locations either temporarily or permanently in the sole discretion of the Town.
44. A clause shall be added to the Development Agreement stating that the Owner shall provide sanitary sewer and storm sewer inspection testing and acceptance in accordance with the latest standards and certifications of the National Association of Sewer Service Companies. Sanitary sewer inspection testing and acceptance shall be in accordance with York Region Sanitary Inspection, Testing and Acceptance Guideline requirements dated September 2011, as amended from time to time and the requirements of the Town. Storm sewer and manhole inspection testing and acceptance shall be in accordance with the requirements and policies of the Town.
45. A clause shall be added to the Development Agreement stating that the Owner shall retain, at its sole expense, a qualified company acceptable to the Town to provide a video (CCTV) inspection of all sanitary and storm sewers and to prepare a report of the findings and conclusions. The report shall summarize and identify sewer pipe material used in accordance with the Town's and Region of York's specifications as well as any deleterious materials to be cleaned, settlements, or deflections, if any, with qualified justification provided which are stamped by a professional Engineer registered in the Province of Ontario for possible deviation from Region of York, Town and OPS standards and specifications with recommendations to mitigate construction impacts, if any. If as a result of carrying out the video (CCTV) inspection, modifications or rectifications are required, provide for, at its own expense, such modifications or rectifications as required, the Owner shall, at its sole expense and prior to the Town's final release of securities, provide for such modifications or rectifications as required through such means as agreed to by the Town until

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such CCTV inspection and rectifications, if any, are completed to the satisfaction of the Engineering Division.

46. Prior to the execution of the Development Agreement, that the Owner shall submit an overall composite utility plan showing the location (shared or otherwise) of all required utilities (on-grade, or above-grade or non-standard below grade, including on-site servicing facilities and streetscaping) to the satisfaction of the Engineering Division. The plan shall consider the requirements of those utility providers (including natural gas, hydro, and telecommunications service providers) that will conduct works within the Plan and the respective standards and specification manuals, where applicable, of the utility providers. Utilities shall not be constructed on any portion of the Lands to be either conveyed to the Town or granted to the Town for easement purposes, and where possible, shall be constructed underground within the road allowances or other appropriate easements. The Owner shall advise any telecommunications service provider intending to locate within a municipal right-of-way, of the requirement to enter into a Municipal Access Agreement with the Town, and to satisfy all conditions, financial and otherwise of the Town.

Noise Attenuation Barrier Conditions:

47. Prior to the execution of the Development Agreement, the Owner shall submit a noise attenuation study in accordance with the Ministry of Environment and Climate Control, the Region of York and Town requirements (the Town's max dba is 55dba with no acceptance of the +5dba difference). A clause shall be added to the Development Agreement stating that the Owner shall be responsible to construct, install, maintain, inspect, alter, remove and reconstruct any noise attenuation walls in accordance with the approved noise study to the satisfaction of the Engineering Division. Attenuation barriers must not be located on Town property and the Town will not accept or provide maintenance of attenuation barriers. Details of the noise attenuation barriers for outdoor living areas, location, dimensions, including top and bottom of barrier elevations, and construction details and notes shall be provided on the detailed engineering plans and approved by the Engineering Division.

Parks Division Conditions

Open Space Lands:

48. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out mitigation, rehabilitation and restoration on the open space Block(s) on the Plan in accordance with the

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recommendations of the Environmental Impact Study prepared by Beacon Environmental dated January 2019, or any subsequent addendums thereto, to the satisfaction of the Parks Division.

Vegetation Management:

49. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out and all recommendations of a vegetation management plan (the "VMP") submitted by the Owner to the satisfaction of the Parks Division, which VMP shall be prepared by a consulting landscape architect in coordination with a certified arborist or registered professional forester, or other environmental specialist, as required, and shall include, but not be limited to, the following:
- a) a detailed vegetation inventory and assessment identifying all vegetation 50mm caliper or greater for individual tree assessments and/or perimeter at canopy of woodland, groups or stands of vegetation; identifying trees and vegetation on adjacent property that may be impacted; and including inventory that identifies species, size and condition;
 - b) identification of all vegetation removals and identification of all protection measures including tree preservation zones for vegetation designated to be preserved; an at-grade impact assessment to support vegetation removals; and/or preservation measures;
 - c) a monetary vegetation appraisal in order to determine compensation planting in accordance with the Town's Tree Removal/Pruning & Compensation Policy;
 - d) provisions for compliance monitoring and protection/mitigation specifications and implementation of all arboricultural requirements for trees designated to be preserved during construction; and provisions for post construction performance monitoring and rehabilitation specifications;
 - e) the Town's minimum tree preservation standards, and for trees in close proximity to existing and proposed residential infrastructure, ensure trees designated to remain are safe, healthy, structurally sound and free of all hazard conditions, and trees in poor or declining health being removed with all Ash (*Fraxinus*) species being designated for removal due to exposure to Emerald Ash Borer;
 - f) coordination with existing homeowners for trees located on property boundaries that require removal with homeowner's approval for removals and coordination, method of removal, and replacement being obtained;
 - g) a compensation planting plan providing plantings equal to or greater than the appraised value of vegetation designated to be removed within the Plan, which compensation planting shall be completed in addition to the

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Town's minimum planting standards, and where compensation plantings cannot be provided within the Plan in the full assessed value, the Owner shall pay a fee to the Town equal to the value of the balance of compensation plantings, to the satisfaction of the Parks Division; and

50. A clause shall be added to the Development Agreement stating that prior to the commencement of any demolition, topsoil removal, grading or construction activities within the Plan, the Owner shall construct temporary Paige post and wire protection fencing for all vegetation and natural areas to be preserved, in accordance with the VMP; that the Owner shall maintain this fencing in good condition for the duration of development within the Plan; and provide signage panels on protection fencing identifying the purpose of the fencing and indicating no disturbance beyond the fence to the satisfaction of the Parks Division.
51. Prior to the execution of the Development Agreement, the Owner shall only be permitted to remove trees within the Plan upon the execution of an agreement with the Town with respect to tree removal, preservation, payment of fees, and any such other related items to the satisfaction of the Parks Division.

Fencing:

52. A clause shall be added to the Development Agreement stating that the Owner shall install onsite black vinyl chain link fencing to Town standards on the municipal side of lot lines for all lots and blocks on the Plan that are adjacent to municipal lands.

Landscaping:

53. Prior to the execution of the Development Agreement, the Owner shall submit landscape design plans and implement landscape works in accordance with the requirements of the Town's Landscape Design Guidelines for all proposed fencing, landscape structures, entry features, buffer plantings or any other landscape features required by urban and architectural design guidelines or as required by Town standards, to the satisfaction of the Parks Division. A clause shall be added to the Development Agreement stating that the Owner carry out or cause to be carried out the landscape works.
54. A clause shall be added to the Development Agreement stating that the Owner shall provide consistent and continuous minimum 300mm depth topsoil for all areas associated with tree and shrub plantings within the Plan, to the satisfaction of the Parks Division. These areas shall include all boulevard areas

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designated for street tree plantings, storm water management facilities and landscape and grading buffers.

55. A clause shall be added to the Development Agreement stating that the Owner shall perform topsoil testing in accordance with Town standards by an approved agency to determine nutrient availability for all topsoil sources to be utilized within the Plan and that the Owner shall implement fertilizers and soil amendments in accordance with topsoil test recommendations to the satisfaction of the Parks Division.
56. Upon execution of the Development Agreement, the Owner shall pay landscape fees in accordance with the Town's Fees and Charges By-law, as amended or successor thereto based on the percentage amount of estimated landscape works provided by the consulting landscape architect and approved by the Town.

Building Division Conditions

57. Prior to the execution of the Development Agreement, the Owner shall submit a schedule certified by an Ontario Land Surveyor indicating the areas and frontages of the proposed lots, blocks and/or units within the Plan, to the satisfaction of the Chief Building Official.
58. Prior to the execution of the Development Agreement, the Owner shall submit a geotechnical report for review and approval by the Town, which deals with the relative elevations of foundations and footings, the requirements for engineered fill based on existing subsurface conditions, and the requirements for road and municipal services construction, to the satisfaction of the Building Division. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations of the report.
59. Prior to the execution of the Development Agreement, the Owner shall submit reference plan(s); and engineering details, specifications and recommendations from the Owner's engineer for any retaining walls to be constructed within the Plan for which a building permit is required under the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, and O. Reg. 350/06332/12 (Building Code), (the "*Building Code Act*"), indicating therein any restrictions such as setback limits for structures, in-ground or above ground pools, trees and landscaping etc. to the satisfaction of the Building Division and Engineering Division. If any such restrictions are identified, a clause shall be added to the Development Agreement stating that the Owner shall register the Restrictive Covenants on title to the restricted lands to the satisfaction of the Building Division.

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60. A clause shall be added to the Development Agreement stating that prior to the release for registration of the Plan, the Owner shall obtain a permit under the *Building Code Act* for the decommissioning of any septic system and shall submit a consultant's certificate upon completion of the decommissioning to the satisfaction of the Town's Chief Building Official.
61. A clause shall be added to the Development Agreement stating that prior to the release for registration of the Plan, the Owner shall obtain a permit under the *Building Code Act* for the demolition of any buildings or structures prior to the demolition of said buildings or structures to the satisfaction of the Town's Chief Building Official.

Noise Impact Study:

62. Prior to the execution of the Development Agreement, the Owner shall submit a noise impact study (environmental noise analysis) prepared by a qualified noise consultant which assesses projected nuisances caused by noise or vibration (as necessary) within the Plan including any recommended mitigation measures for noise generated by the private internal road network, road traffic on external roads or by any other identified source to the satisfaction of the Town's Chief Building Official and the Region of York, if necessary. The noise impact study shall demonstrate how noise levels can be made to be acceptable in accordance with current Ministry of Environment and Energy guidelines, Provincial standards and Town and Regional policies, and address the long-term functionality and maintenance of any recommended mitigation measures, which are deemed appropriate and acceptable to the Town and the Region of York. The recommendations of the noise impact study shall address the 55dBA limit on all lots, blocks and/or units on the Plan. All attenuation measures and mitigating measures proposed for acoustical purposes shall be approved by the Engineering Division and the Region of York Transportation and Works Department. A clause shall be added to the Development Agreement stating that the Owner shall carry out or cause to be carried out the recommendations and measures of the approved noise impact study, including, but not limited to, noise, and, or, vibration control measures and warning clauses to the satisfaction of the Town, in consultation with the Region of York.

Warning Clauses:

63. A clause shall be added to the Development Agreement stating that the Owner shall include in Offer to Purchase Agreements with prospective purchasers, warning clauses, including, but not limited to the following, as required by the Town:

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- a) "Purchasers are advised that the developer is required to undertake and has borne the sole cost of the following items:
- i) street trees;
 - ii) corner lot fencing as identified on the approved engineering plans;
 - iii) rear lot fencing as identified on the approved engineering plans;
 - iv) noise attenuation fencing and berms as identified in the approved noise impact study and the approved engineering plans;
 - v) fencing (if required) along school blocks, park blocks and environmental protection block(s) as identified on the approved engineering plans; and
 - vi) entry features and fencing (if required) as identified on the approved landscape plans."
- b) "Purchasers/tenants are advised that:
- i) if sound levels are expected to exceed the noise criteria of the Municipality and the Ministry of the Environment, there may be noise warnings or noise control features associated with certain lots or blocks on the Plan required in accordance with an approved noise study;
 - ii) if retaining walls are installed on their lot or block on the Plan, restrictive covenants may be registered against the title in accordance with the terms of the Development Agreement."
- c) "Purchasers are advised that the Ministry of Conservation, Environment and Parks (MOECP) has issued a Certificate of Permitted Use respecting the subject lands related to soil and groundwater contamination identified on the subject property from former industrial land uses. And that the Owner covenants and agrees to provide purchasers copies of the MOECP issued CPU.
- d) "Purchasers are advised that all sanitary sewers, storm sewers, storm water management ponds, watermains, roadways, curbs, sidewalks, streetlights and other services situated within and servicing the condominium development are under the private ownership and responsibility of the condominium corporation and comprise part of the Common Elements and that all required actions, works, costs and expenses with respect to the use, operation, maintenance, repair, replacement and alteration of these services are the responsibility, liability and obligation of the condominium corporation and the Purchaser acknowledges that the Town shall have no responsibility, liability, or obligation whatsoever with

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respect to any other use, operation, maintenance, repair, replacement and alteration of these services.

External Agency Conditions

64. Prior to the release of the Plan for registration, the Owner shall submit clearances in writing to the Planning Division from the following external agencies with respect to the Owner's fulfillment of their related conditions of approval:

York Region Conditions

Clauses to be Included in the Town's Development Agreement

65. The Owner shall save harmless the Township of Aurora and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.
66. The Owner shall agree to implement all recommendations of the Traffic Report as approved by York Region.
67. The Owner shall agree to advise all potential purchasers of the existing and future introduction of transit services. The Owner/consultant is to contact YRT Contact Centre (tel. 1-866-668-3978) for route maps and the future plan maps.

Conditions to be Satisfied Prior to Final Approval

68. The road allowances included within the draft plan of subdivision shall be named to the satisfaction of the Town of Aurora and York Region.
69. Prior to final approval, the Owner shall provide to the Region the following documentation to confirm that water and wastewater services are available to the residential portion of the subject development and have been allocated by the Town of Aurora:
- a copy of the Council resolution confirming that the Town of Aurora has allocated servicing capacity, specifying the specific source of the capacity, to the development proposed within this draft plan of subdivision.
 - a copy of an email confirmation by Town of Aurora staff stating that the allocation to the subject development remains valid at the time of the request for regional clearance of this condition.
70. The Owner shall provide an electronic set of the final engineering drawings showing the watermains and sewers for the proposed development to

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Community Planning and Development Services and the Infrastructure Asset Management branch for record.

71. The Owner shall provide an updated Transportation Demand Management (TDM) Plan to address the following comments to the satisfaction of the Region
 - A TDM checklist that summarizes the programs and measures, estimated costs and responsibility of the applicant to implement TDM recommendations. Estimated costs for any items that are provided by the Region or the Municipality shall be identified as "TBD" (To be determined).
 - A TDM communication strategy, to assist the Region and the Town of Aurora to effectively deliver the Information Packages and pre-loaded PRESTO Cards to residents. This strategy shall also include a physical location for distribution of the Information Packages and pre-loaded PRESTO Cards. The applicant is responsible for the coordination and for providing a venue for the distribution of PRESTO cards. Each event, approximately 4 hours of staff time, can serve approximately 100 residential units. The applicant shall coordinate specific event details with York Region/York Region Transit Staff allowing a minimum of 2 months notice.
72. The Owner shall provide an executed Subdivision Agreement to the Regional Corporate Services Department, outlining all requirements of the Corporate Services Department.
73. The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable.
74. The Regional Corporate Services Department shall advise that Conditions 68 to 76 inclusive, have been satisfied.

Lake Simcoe Region and Conservation Authority Conditions

75. That this approval is applicable to the Draft Plan of Subdivision prepared by Groundswell Urban Planners Inc., (July 20, 2020) and may be subject to redline revisions based on the detailed technical plans and studies.
76. That prior to final plan approval and any major site alteration, the following shall be prepared to the satisfaction of the LSRCA and the Town of Aurora:
 - a) A detailed Stormwater Management Report in accordance with Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater

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- Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;
- b) A detailed erosion and sediment control plan;
 - c) A detailed grading and drainage plan;
 - d) A detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan;
 - e) A Detailed Geotechnical Report;
 - f) A Detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014);
 - g) A detailed planting plan and detailed restoration plan
77. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the South Georgian Bay Lake Simcoe Source Protection Plan:
- a) Detailed Hydrogeological Report / Water Balance
 - b) Compensatory Measures if required
78. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the Phosphorus Offsetting Policy:
- a) Phosphorus budget
 - b) Compensatory measures if required
79. That prior to final plan approval, the owner shall successfully apply and amend the Zoning By-Law by zoning Block D Environmental Protection (EP).
80. That the owner shall agree in the Subdivision Agreement to adequately demarcate the environmentally significant area located in Block D by means such as fencing (e.g. cedar rail, living) and signage.
81. That the owner shall agree in the Subdivision Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports as approved by the LSRCA and the Town of Aurora.
82. That the owner shall agree in the Subdivision Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town of Aurora.
83. That the owner shall agree in the Subdivision Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the

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approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.

84. That the owner shall agree in the Subdivision Agreement to grant any easements required for storm water management purposes to the Town of Aurora.
85. That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the Conservation Authorities Act.
86. That the owner shall agree in the Subdivision Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.
87. That prior to final plan approval, the owner shall obtain a permit from the LSRCA for any development within an area subject to Ontario Regulation 179/06 under the Conservation Authorities Act.
88. That prior to final approval the provisions of the Endangered Species Act shall be addressed to the satisfaction of the Ministry of the Environment Conservation and Parks.
89. The Owner shall agree in the Subdivision Agreement to indemnify and save harmless the municipality and the LSRCA from all costs, losses, damages, judgements, claims, demands, suits, actions, or complaints resulting from any increased flooding or erosion to property and people as a result of the approved storm water management scheme. The Owner shall obtain and maintain in full force and effect during the term of this agreement general liability insurance with respect to the storm water management works and system.

Central York Fire Services Conditions

90. A clause shall be added to the Subdivision Agreement to ensure that prior to and during construction, a minimum of temporary street signage must be in place to assist emergency responses and access for emergency vehicles shall be maintained at all times.
91. A clause shall be added to the Subdivision Agreement to ensure that prior to and during construction, all roads must be complete to a minimum base coat and be able to support emergency vehicles with site access acceptable to Central York Fire Services.

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92. A clause shall be added to the Subdivision Agreement to ensure that prior to and during construction, water supply for firefighting, including hydrants must be installed and operational. Private hydrants shall be installed in accordance with Town of Aurora Engineering Design Standards.
93. A clause shall be added to the Subdivision Agreement to ensure that prior to and during construction, a schedule of Firebreak lots/blocks is submitted to Central York Fire Services for approval prior to construction of buildings.
Builders/developers will not make application for building permits for designated firebreak lots/blocks without written release of firebreak designation from Central York Fire Services.
94. A clause shall be added to the Subdivision Agreement to ensure that prior to and during construction, provisions are provided for secondary access for emergency vehicles.
95. A clause shall be added to the Subdivision Agreement to ensure that upon completion of construction of buildings, approved signs shall be installed to indicate the location of the designated fire route. Signs to indicate by-law number 4574-04.T. Authorized signs shall be placed at the points of commencement and termination of the fire route, respectively, and at 23.0 metre intervals in between the said points of the commencement and termination. Where the fire route abuts the face of a building, fire route signs may be affixed to the face of the building at a minimum height of 2.0 metres, and a maximum height of 2.75 metres. Where the fire route abuts a sidewalk or landscaped area, fire route signs shall be erected on permanent posts at a minimum height of 2.0 metres, and a maximum height of 2.75 metres.

Ministry of Tourism and Sport

96. A clause shall be added to the Development Agreement stating that the Owner shall not grade or otherwise disturb the soil on the Lands prior to the Ministry of Tourism Culture and Sport confirming that all archaeological resource concerns have met licensing and resource conservation requirements.

Canada Post

97. The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
98. The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with

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any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.

99. The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
100. The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
101. The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
102. The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser/tenants that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners/tenants of any established easements granted to Canada Post.
103. The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
104. Developer is to inform Canada Post (Delivery Service Officer) of homeowner's taking occupancy a minimum of 1 year prior to first move in date.

Alectra Utilities

105. The owner/developer shall complete a subdivision application form and enter into a legal binding Offer to Connect (OTC) agreement with Alectra Utilities which outline roles and responsibilities pertaining to the design, installation, energization and servicing of the Electrical Distribution System (EDS) for the subdivision. Design and Installation of the EDS can only commence once all monies, securities, easements and executed OTC have been received by Alectra

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Utilities. The owner/developer is responsible to provide proof of the executed OTC to the municipality to have this condition met.

Ministry of Environment, Conservation and Parks

106. The owner/developer shall satisfy the requirements of the Ministry of Environment, Conservation and Parks with respect to obtaining any required Risk Assessment approvals, including implementing and registering the issued Certificate of Permitted Uses on title of the subject lands and future condominium corporation.

Clearances

107. The Town's Planning Division shall advise that Conditions 1 to 14 have been satisfied, stating briefly how each condition has been met.
108. The Town's Legal Services Division shall advise that Conditions 15 to 18 have been satisfied, stating briefly how each condition has been met.
109. The Town's Engineering Division shall advise that Conditions 19 to 47 have been satisfied, stating briefly how each condition has been met.
110. The Town's Parks Division shall advise that Conditions 48 to 56 have been satisfied, stating briefly how each condition has been met.
111. The Town's Building Division shall advise that Conditions 57 to 62 have been satisfied, stating briefly how each condition has been met.
112. York Region shall advise that Conditions 65 to 74 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
113. The Lake Simcoe Region Conservation Authority shall advise that Conditions 75 to 89 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
114. Central York Fire Services shall advise that Conditions 90 to 95 have been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.
115. The Ministry of Tourism shall advise that Condition 96 have been satisfied; the clearance letter shall include a brief statement detailing how this condition has been met.

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116. Canada Post shall advise that Conditions 97 to 104 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
117. Alectra Utilities shall advise that Condition 105 has been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.
118. The Ministry of Environment, Conservation and Parks shall advise that Condition 106 has been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.

Schedule 'B'



September 9, 2024
GS File: 14-16

Town of Aurora - Planning & Development Services
100 John West Way
Box 1000
Aurora, ON L4G 6J1

**Reference: Request for Extension of Draft Plan Approval
45 Tyler Street (Former Collis Tannery site)
OLT Case PL171423, Town File SUB-2015-03**

Attention: Mr. Lawrence Kuk, Manager of Development Services

On behalf of Charlieville Developments Limited, we are requesting an extension to the Draft Plan Approval deadline that applies to the property at 45 Tyler Street (former Collis Tannery site). The Ontario Land Tribunal (OLT) ordered on December 17, 2021:

"Draft Plan Approval and the following Draft Plan Conditions lapse at the expiration of three years from the date that the draft plan of the lands has been approved by the Ontario Land Tribunal. Provided that Draft Plan Approval has not lapsed, Council may, at its sole discretion, extend the approval".

As you are aware, the owner and their consultants have been working collaboratively with Town Staff to work through the draft plan conditions issued by the OLT, along with obtaining the permits and approvals needed to proceed with site remediation and restoration of certain portions of Tannery Creek.

On September 26, 2024 the LSRCA issued their permits for the interim earthworks; and on October 31, 2023 the Town of Aurora finalized and executed a Vegetation Management Agreement and a Pre Servicing and Earthworks Agreement. A resubmission for Site Plan Approval was resubmitted in May 2024 to address the remaining comments received from the 2nd Submission; it is anticipated that final approval can be obtained in Q4 2024.

Restoration works are currently being coordinated to begin within Tannery Creek, pursuant to permits issued by the Town of Aurora, Department of Fisheries and Oceans (DFO), and the Lake Simcoe Region Conservation Authority. This coordination is ongoing; work within the channel is expected to commence in Q4 2024.

The owner and their team continues to actively work with Town Staff and applicable agencies to address the final technical details needed for Site Plan Approval and the associated permits for site alteration.

We trust that this request is in order and in accordance with the condition issued by the OLT. The application fee of \$3,633 is attached to facilitate the processing of this request.

Sincerely,

GROUNDSWELL URBAN PLANNERS INC.

Heath Purtell-Sharp, MCIP, RPP
Senior Planner, Partner
heath@groundswellplan.com

cc: Joanne Barnett, Vice President – Charlieville Developments Limited.



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

Town of Aurora
Committee of the Whole Report
No. PDS24-120

Subject: Application for Radiocommunication Tower
Shared Tower Inc.
15400 Bayview Avenue
PLAN 65M3074 BLK 2 PT BLK 3
File Number: SP(T)-2024-01

Prepared by: Antonio Greco, Senior Planner

Department: Planning and Development Services

Date: November 5, 2024

Recommendation

1. That Report No. PDS24-120 be received; and
2. That Innovation, Science and Economic Development Canada (ISED) be advised that the applicant has complied with the Town's Radiocommunication and Broadcasting Antenna Systems Protocol; and
3. That Council provide their direction regarding the installation by Shared Tower Inc. of a 40 metre (131 feet) tall, monopole design telecommunication tower at 15400 Bayview Avenue.

Executive Summary

The purpose of this report is to inform Council that the applicant has completed the Town's Radiocommunication and Broadcasting Antenna Systems Protocol. The approval authority for telecommunication tower in Canada is Innovation, Science, and Economic Development Canada (formally known as Industry Canada).

- The proposal will help minimize the number of towers in the area by providing co-location opportunities
- The proposed telecommunications tower is placed in an area that is identified to have poor coverage

- The proposal will reduce the amount of future infrastructure of this nature in the area
- The proposed telecommunications tower has been designed to minimize visual impacts to surrounding residential properties

Background

Proposed Development

The applicant is proposing the following:

- 40 metres (131 feet) tall, monopole design telecommunication tower.
- The telecommunications tower is designed to support co-location opportunities for other carriers, as required by ISEDC.
- The telecommunications tower will improve network coverage in the surrounding area.

Application History

The initial preliminary consultation was held between the applicant and Town Planning and Development Services Staff in August 2023. The applicant submitted the Radiocommunication Tower/Antenna Facilities Application on February 22, 2024, which was deemed complete on March 20, 2024.

Location / Land Use

The subject property is located on the west side of Bayview Avenue, south of Hollidge Boulevard, east of Civic Square Gate. The site is municipally known as 15400 Bayview Avenue with an area of approximately 12.1 hectares (29.95 acres) and a frontage of approximately 299.5 metres (980.9 ft) on Bayview Avenue.

The property is currently used for retail commercial purposes, which presently includes the Canadian Tire and multiple strip plazas containing a variety of commercial retailers. The site can be accessed from Bayview Avenue and also from Hollidge Boulevard.

The proposed telecommunication tower is specifically located at the southwest corner of the subject property, in behind the Canadian Tire on the west side, as shown in Figure 1 – Location Map. The proposed tower is accessible via a private driveway located at the south side of the Canadian Tire, which provides direct access to the proposed tower

and related equipment. As such, no significant alterations to accommodate construction or future maintenance is required.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Various commercial retailers

South: Various commercial retailers

East: Bayview Avenue and residential development

West: Existing Hydro Corridor and Residential development

Policy Context

Innovation, Science, and Economic Development Canada (ISED) exempts telecommunication towers from planning policies on private lands

ISED approves licenses for radio and telecommunication companies to operate and ultimately authorizes and approves locations of telecommunication antennas and towers. Although telecommunication towers are not subject to municipal land use policies including the Town of Aurora Official Plan, Town of Aurora Zoning By-law 6000-17, or *Planning Act* regulations for Site Plan Control, ISED requires all proponents to comply with any local telecommunication protocols and consult with the local municipality.

Town of Aurora Radiocommunication and Broadcasting Antenna Systems Protocol

For all telecommunication towers over 15 metres in height, the proponents are required to provide the following:

- Site Selection Report which outlines the location of non-tower and sharing options that have been considered and why the proponent's proposal is the preferred and/or only option.
- Needs Assessment which details the coverage and capacity of existing tower / antenna facilities in the surrounding area, confirming the need for a new tower at the proposed location.
- Map/inventory of all antenna systems within the surrounding area.
- Letter of authorization from the property owner, including a property survey.

- Visual Assessment study including colour photographs with the tower structure superimposed from various directions.
- Site layout plan showing all structures and distances to lot lines and adjacent structures, landscaping (removal/proposed) and proposed vehicular access points.
- Elevation drawings showing structure from all four sides, height and size of facilities, and grading plans.
- Hold a Public Information Session and provide mail notice to all properties within 120 metres of the site.
 - The proponent must submit to the Town a record of attendees, minutes, and a formal written response to concerns or issues raised at the Public Information Session.

York Region Official Plan (YROP)

The subject lands are designated “Urban Area” within the YROP and front onto Regional Road 34 (Bayview Avenue). The subject lands are not located within the Oak Ridges Moraine Conservation Plan (ORMCP) area but within the 5 – 25 Year Zone Wellhead Protection Area Zone.

Section 6.7 of the YROP outlines that as population growth continues in York Region’s Urban Areas, additional utility infrastructure is required to support a high standard of living for residents and the function of business services.

Town of Aurora Official Plan and Zoning By-law 6000-17, as amended

The Town’s Official Plan and Zoning By-law provide for public utilities in all designations and zones, subject to approval by the appropriate Public Authority (Innovation, Science, and Economic Development Canada under the jurisdiction of the Federal government).

Planning Considerations

The proposal will help minimize the number of towers in the area by providing co-location opportunities.

The proposed tower is designed to support co-location opportunities for other carriers, as required by ISEDC. The Town’s Protocol identifies that proponent of such towers be encouraged to minimize the number of towers within the Town of Aurora. The applicant has reported that co-location was studied for all existing towers within the general area, however, there were no suitable candidates as all are at capacity. The applicant has

ensured that carriers can collocate on the proposed tower through its strategic site location. This location will allow two (2) – three (3) wireless service providers to engineer and accommodate their equipment both on the tower and on the ground within the tower compound.

In addition, the applicant has advised that the proposed telecommunications tower is required to strengthen the telecommunications network to better support increased demands for consumer connectivity, and continued advancements in the digital economy. The proposed design will help to minimize the number of towers in the area by providing co-location opportunities and has demonstrated formal co-location requests from wireless carriers. In their work with service providers, the proposed tower will be built and allow for co-location opportunities by providing sufficient space on the tower and on the ground for carrier equipment which are situated in areas beneficial for multiple Canadian carriers.

The proposed telecommunications tower and the site selection.

The subject site at 15400 Bayview Avenue was selected as the best candidate to fulfil wireless network requirements (Figure 2 & 3). The Town of Aurora's Radiocommunication & Broadcasting Antenna Systems Protocol provides applicants with a site selection criteria to consider when proposing telecommunication towers in Town. The applicant provided a justification report outlining that the chosen location meets the site selection criteria and confirmed this preference was taken into consideration when choosing a location in their site selection stage.

The site selection process was carefully considered by the applicant through their site acquisition specialists, network planners and carrier relation specialists, which ultimately resulted in a proposed site that meets the following:

- Meet carrier requirements (i.e. search areas, height requirement, tower design style)
- Placed in areas identified to have poor coverage
- Will reduce the amount of future infrastructure of this nature in the area
- Design to minimize visual impacts to surrounding buildings and land-uses

The proposed location at 15400 Bayview Ave, is the ideal site to support the poor coverage identified in the surrounding areas. The site was chosen as the best candidate to satisfy carrier requirements to alleviate existing coverage gaps in this dense area while working with existing infrastructure to support network traffic.

The proposed telecommunications tower will improve network coverage in the surrounding area.

The applicant has advised that the proposed telecommunications tower is required to improve coverage for the area surrounding the subject site, particularly for surrounding residential areas east and west of Bayview Avenue. The proposed location will improve network coverage in the area by offloading surrounding towers to increase the strength, quality, and capacity of the network.

The applicant has also investigated the need for improved network coverage in this specific area. A Propagation Study from a third party was completed to demonstrate the positive network impact of the proposed telecommunications tower. These reports analyze the current network coverage for major carriers and how the proposed telecom tower site would contribute to these existing networks.

Appendix B provides an illustration of the current network coverage and the post network coverage, with the installation of the proposed telecommunications tower. The first image to the left as shown in Appendix B, demonstrates the current network coverage, which is considered to be very poor to adequate in the area, which would allow for minimal voice call capabilities and low throughput data streaming. The image to the right in Appendix B shows the improvement in network coverage with the proposed telecom tower. The proposed telecommunications tower will enable the area to transition from having very poor to adequate coverage, to having great coverage, allowing for quality voice call capabilities, as well as high throughput data streaming uses.

Beyond servicing the areas surrounding the subject site, the proposed tower is intended to work with existing telecommunication towers and other antenna installations in supporting the network traffic in this densely populated area of Aurora. When a new telecommunication tower is implemented into the network to service a need, the surrounding towers are able to optimize their antennas to better service their direct areas.

Alternative locations explored by the applicant that did not meet the site selection criteria.

Alternative locations were investigated by the applicant during the site selection stage, but did not meet the site selection criteria listed in the Town of Aurora's Radiocommunication & Broadcasting Antenna Systems Protocol. Through the applicant's justification report, they outlined a list of the alternative locations that were investigated but did not ultimately meet the criteria. The following sites included:

- 15820 Bayview Avenue (Beer Store Plaza)
- 650 Wellington Street East
- Toyota Dealership (669 Wellington Street East)
- Hyundai Dealership (305 Wellington Street)
- Lands Southeast of Wellington St E and Bayview Ave Intersection
- 15340 Bayview Avenue
- 15370 Bayview Avenue
- 15380 Bayview Avenue
- Rooftop Alternatives
- Lands adjacent to Aurora's Joint Operations Centre
- 11 Spring Farm Road (Soon to be the location of Dr. GW Williams Secondary School)
- Mavrillac Park (234 Mavrillac Blvd)
- Lands within the Aurora Arboretum

These options were ruled out due to the lack of availability of a willing Landowner, future redevelopment plans of the property, lack of space for tower placement, lower elevations, hazardous lands such as wetlands that are protected and would pose construction and engineering barriers. Furthermore, there were many properties that were either regulated within Lake Simcoe Conservation Authority, Municipal Environmental Protected zones, and proximity to existing telecommunications infrastructure, which did not meet the wireless network objective. Modern 5G networks require towers approximately to be a maximum of 750m - 1 km apart in order to deliver the targeted service levels and data speeds. That said, the above noted options did not adequately meet the site selection criteria.

The applicant also explored the opportunity to also investigate rooftop alternatives in the area. Unfortunately, these options were also ruled out as possible alternatives. There were no rooftops of sufficient height within the search radius to adequately provide additional network coverage.

The proposed telecommunications tower has been designed to minimize visual impacts to surrounding residential properties.

Efforts to minimize visual impact were made by the applicant through the tower design selection. The proposed tower has a monopole design that is consistent with telecommunications towers in urban areas like the subject site and those located throughout the Town of Aurora. Additionally, both the monopole and flush-mounted design are considered to be a stealth design for infrastructure of this nature, minimizing

negative visual impacts, while still enabling multiple service providers to install their equipment on the tower. Optimally, a tower of this height is not built as a flush-mount monopole because the design offers less space for antennas than a monopole with a pinwheel or a lattice-style tower. However, in this case a flush-mount monopole was chosen to balance visual impact with the network need.

Furthermore, there will be no trees removed as part the tower construction and related equipment. That said, the Town's Park Division requested for sufficient landscape screening at the tower's base from public view. The applicant has demonstrated the planting of three (3) Colorado Spruce trees with a height of 2.4 m. This has been reviewed and approved by the Town's Parks Division with no further comments.

Department / Agency Comments

The proposed application was circulated to all internal and external agencies for review and comments. In general, all circulated agencies have indicated no objection with the proposal and have no further comments at this time.

The subject application conforms to the YROP as it facilitates additional telecommunication utility infrastructure to support residents and businesses within the Region. Further, the YROP provides for public utilities in all designations. York Region Development Engineering has no comments / concerns regarding the subject application.

Public Comments

As per the Town's Radiocommunication and Broadcasting Antenna Systems Protocol, a Public Information Session was held on May 15, 2024, at the Aurora Family Leisure Complex. A member of Town staff was present at the event. There was various discussion regarding the health and safety of the proposed telecommunications tower and its chosen location.

In summary, the applicant identified that health concerns regarding telecommunication towers are governed by Health Canada's guidelines identified as Safety Code 6. It is a requirement of Innovation, Science, and Economic Development Canada that all telecommunication providers comply with these guidelines for all related infrastructure at all times. The applicant has indicated that the equipment proposed in this application will comply with the Federal health guidelines.

Furthermore, given the extensive discussions received from the Community Information Meeting, the applicant retained a third-party engineering consultant specializing in radio frequency engineering to complete a Safety Code 6 report. This in-depth analysis of radiofrequency exposure with the proposed tower location is based on the most recent Safety Code 6 (2015) guidelines. As shown in Appendix C: Safety Code 6 Report, the site is compliant with the maximum exposure limits established in Health Canada's Safety Code 6 for uncontrolled environments. The Safety Code 6 report shows that the maximum exposure from the proposed tower will be almost 10 times below the Safety Code 6 limits for areas that are accessible by the public.

Seven (7) public comments were received by the proponent, and fifteen (15) residents attended the Public Information Session hosted by the applicant. The Public Consultation Summary Report provided by the applicant is attached to this report (Appendix 'A').

Advisory Committee Review

No communication required.

Legal Considerations

ISED's approval process is set out in CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems – and requires applicants to consult with municipalities and the public by requiring that applicants follow the consultation process put in place by the municipality.

The Town has a Radiocommunication and Broadcasting Antenna Systems Protocol that sets out the consultation process and other requirements. Once all of the requirements have been met and all issues have been addressed by the applicant, staff is required to bring a report to Council for approval. Since it is the ISED that approves these types of applications, Council's approval is based only upon the applicant complying with the Town's protocol. In this report, staff have confirmed that the applicant has complied with this protocol.

Financial Implications

Staff will ensure that any applicable fees and charges to this application are collected when they arise.

Communications Considerations

In accordance with the Town's Radiocommunication and Broadcasting Antenna Systems Protocol, and per Council directive, the applicant issued a Notice of Public Information Session respecting the subject application by mail to all addressed property Owners within a minimum of 120 metres (393 feet) of the subject lands. Notice of the Public Information Session signs was also posted on the subject lands by the applicant.

Climate Change Considerations

There are not direct impacts to climate change as part of this application.

Link to Strategic Plan

Investing in sustainable infrastructure: Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Strengthening the fabric of our community: Work with residents and stakeholders to manage the significant changes that will impact the community as a result of growth through residential intensification.

Alternative(s) to the Recommendation

1. N/A

Conclusions

Planning and Development Services reviewed the proposed Telecommunications Tower Site Plan application in accordance with applicable standards and seeks Council's direction regarding the Telecommunications Tower Site Plan application (SP(T)-2024-01).

Attachments

Figure 1 – Location Map

Figure 2 – Conceptual Site Plan

Figure 3 – Renderings of Tower

Figure 4 – Renderings of Tower

Appendix A – Public Consultation Summary Report

Appendix B – Network Coverage Comparison

Appendix C – Safety Code 6 Report

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



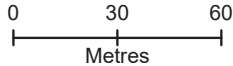
LOCATION MAP

APPLICANT: Shared Tower Inc.
ADDRESS: 15400 Bayview
FILE: SP(T)-2024-01

FIGURE 1

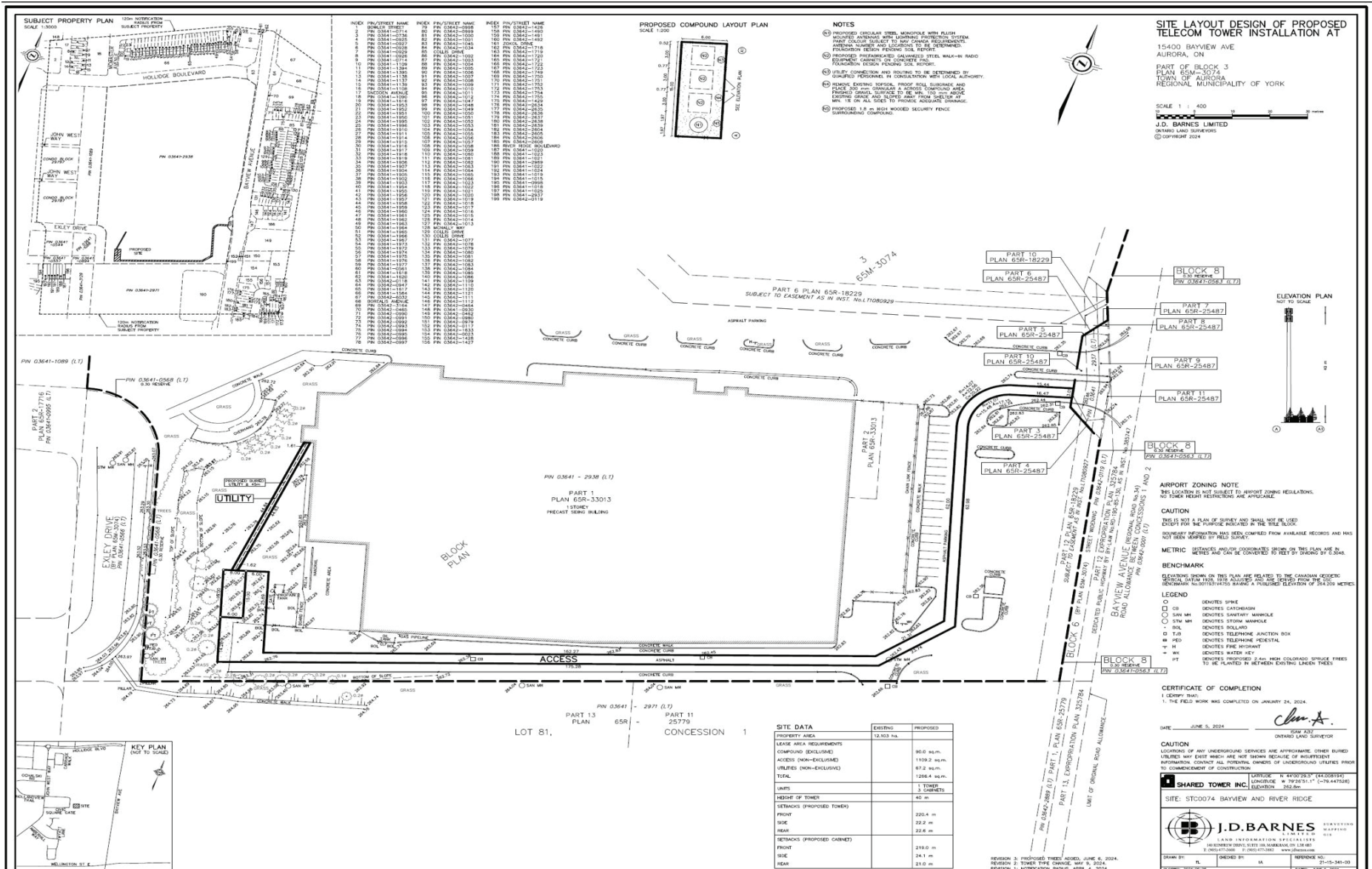


TOWER LOCATION



Map created for the Town of Aurora Planning & Development Services Department, 2024-08-14. Base data provided by the Town of Aurora and the Regional Municipality of York. Air photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

J:\data\data\Planning Maps\15400 Bayview Avenue\Planning Application Map\Planning Application Map.aprx; layout Location Map - 15400 Bayview



CONCEPTUAL SITE PLAN

APPLICANT: Shared Tower Inc.
 ADDRESS: 15400 Bayview
 FILE: SP(T)-2024-01

FIGURE 2

Map created for the Town of Aurora Planning & Development Services Department, 2024-08-14. Base data provided by the Town of Aurora and the Regional Municipality of York.



CONCEPTUAL RENDERINGS

APPLICANT: Shared Tower Inc.
ADDRESS: 15400 Bayview
FILE: SP(T)-2024-01

FIGURE 3



Map created for the Town of Aurora Planning & Development Services Department, 2024-08-14. Base data provided by the Town of Aurora and the Regional Municipality of York.



CONCEPTUAL RENDERINGS

APPLICANT: Shared Tower Inc.
ADDRESS: 15400 Bayview
FILE: SP(T)-2024-01

FIGURE 4



Map created for the Town of Aurora Planning & Development Services Department, 2024-08-14. Base data provided by the Town of Aurora and the Regional Municipality of York.



Appendix A

July 31st, 2024

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

Attention: Antonio Greco, Planner, Planning and Development Services, Town of Aurora

Re: Proposed STC0074 Telecommunications Tower

I am providing a formal request for a letter of concurrence pertaining to the above noted proposed telecommunication tower.

Proposal

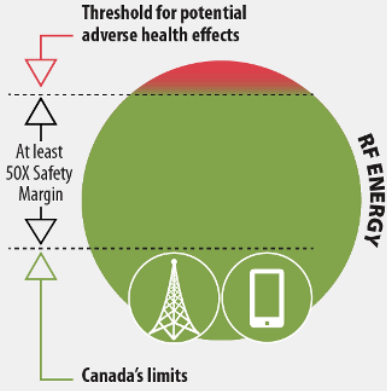
40 m telecommunications tower is proposed to be located on the property located at: 15400 Bayview Avenue, Aurora, ON (44.0081947, -79.447528)

Public Consultation Process

I confirm that a public information package was provided by mail to all recipients within the prescribed notification radius of the proposed tower, 31 days prior to the deadline for comments. In addition to this, two public notice signs were installed on-site at locations chosen by Staff 30-days before the Community Information Session. The Community Information Session was hosted on May 15th, 2024 from 6:00 PM to 7:30 PM at the Aurora Family Leisure Complex. All comments and communications between the applicant representative and the public during the Commenting period and the Community Information Session are included in this application for Staff's reference. There were a total of 384 Notification Packages mailed out as per the prescribed notification radius of 120m from the Subject Site's property boundaries. There were 8 residents who reached out to the applicant representative with questions and comments, as well as approximately 15 residents who attended the Public Information Session.

The following is a summary of the questions and comments along with the responses provided.

Items	Questions / Comments	Responses
Health and Safety	Concerns about Health and Safety	All of Shared Tower's facilities are fully compliant with safety requirements established by Innovation, Science and Economic Development (ISED) Canada (formally Industry Canada) and Health Canada and, in particular, Health Canada's Safety Code 6, which sets the limit for safe exposure to radiofrequency (RF) fields at home and at work. This limit incorporates a 50-fold safety margin below the threshold of potential adverse health effects.

Items	Questions / Comments	Responses
		<div data-bbox="889 247 1369 934" style="border: 1px solid #ccc; padding: 10px;">  <p data-bbox="930 709 1130 737">▼ Description of figure</p> <p data-bbox="930 772 1325 869">The Canadian limits incorporate a safety margin of at least 50-fold from the threshold for possible adverse health effects.</p> </div> <p data-bbox="873 989 1360 1304">All wireless telecommunications towers and equipment are required to meet the limits set out in Safety Code 6. Safety Code 6 specifies the safe limits at which wireless service providers may operate, and these limits have been set at levels approximately 50 times below the point at which any effect on human health is anticipated. Furthermore, majority of installations operate at levels significantly below the Safety Code 6 limits, even though there is a very high margin of safety built into the allowable limits themselves.</p> <p data-bbox="873 1339 1369 1713">For each tower or antenna a carrier installs, they must calculate and prove to ISED that the cumulative power density of it and any adjacent sites is within the allowable Safety Code 6 limits. Strict adherence to Safety Code 6 is a condition of ISED license for all wireless carriers in Canada. If a proposed tower site does not meet the Safety Code 6 limits, it cannot be constructed or placed into services. Shared Tower attests that the proposed tower will comply with the Safety Code 6 limits, including when taking into account the combined effects of other nearby towers and antennas.</p> <p data-bbox="873 1745 1341 1797">You can find more information on Safety Code 6 here:</p> <ul data-bbox="922 1801 1369 1885" style="list-style-type: none"> • https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safet

Items	Questions / Comments	Responses
	Concerns about the Federal Governments Health Regulations on Telecommunication Towers	<p>y-code-6-radiofrequency-exposure-guide-lines.html.</p> <ul style="list-style-type: none"> • https://ised-isde.ca/http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.phphttp://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.phpnada.ca/site/spR <p>adiofrequency Energy and Safetypectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers/radiofrequency-energy-and-safety</p> <p>Frequencies emitted from Cellphone Towers are non-ionizing on the Electromagnetic spectrum, similar to a baby monitor, wifi modem, tv, radio, etc. RF transmissions in the microwave range are non-ionizing (unlike X-rays or gamma rays) and do not have the power to break down chemical bonds between atoms or molecules, especially between cells or tissues.</p> <p>Radiocommunication and Broadcasting Antenna Systems, concerns that are not relevant and out of scope include questions whether the Radiocommunication Act, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner</p>
	Concerns about 5G Technology	<p>Health Canada continues to review the latest relevant scientific literature regarding RF energy published around the world and their limits to ensure that it provides continuous protection against any potential adverse health effects. Safety Code 6 limits consider all levels of technology such as 3G, 4G/LTE, and 5G, and will continue to do so as new technologies are introduced. All Antenna installations are obligated to always satisfy Health Canada's strict requirements, regardless of where they are located or the type of technology that is installed.</p> <p>For more information about 5G, please visit: https://www.5gcc.ca/resources/</p> <p>https://www.5gcc.ca/wp-content/uploads/2019/08/CWTA_5G-Wireless-and-RF-Safety_EN_2019.08.07.pdf</p>
Construction	Questions about when the tower will be constructed if approved	<p>This proposal is currently in the public consultation stage. As noted in ISED'S Protocol in Section 1.3, construction will commence once the public and land-use authority consultations period have been successfully completed a letter of concurrence has been granted to Shared Tower.</p>

Telecommunications Tower process	<p>Questions about how the application process proceeds with people in opposition and what residents can do to halt the project</p>	<p>Currently, our application is in the proposal stage, specifically public consultation. The purpose of this step is for the proponent (Shared Tower) to engage with the public and assist with any relevant questions, comments or concerns as per ISED guidelines.</p>
		<p>As part of the public consultation process, members of the public are invited to reach out to us, the proponent (Shared Tower), about any questions, concerns or comments they have in regard to the proposed tower.</p>
		<p>Residents within the Town's prescribed notification radius were given a notification package highlighting proposal details. In addition to this, two signs were also installed on the property, as per the Town's protocol for Telecommunication Towers. Both the notification packages and the signs mention details for the Public Information Session and who to contact if members of the public have any questions, comments, or concerns prior to the session.</p>
		<p>Federally Regulated Structures As a reminder, these structures are federally regulated and approved by ISED. Shared Tower is dedicated to abiding by the requirements laid out by this federal regulatory body. This specific site was chosen to improve the wireless service in this dense community of Aurora. The proposed tower will provide a continuous level of reliable service, encourage carriers to co-locate and share space on the tower, and increase network capacity while also supporting network traffic, especially as this area continues to grow.</p>
	<p>Have you received approval from the Federal Government and from the landowner? Do the townspeople have a say in this process?</p>	<p>As per ISED protocol, these structures are federally-regulated and we are required to follow the requirements set out by the federal government; this includes consultation with the land-use authorities, also known as the municipality, and members of the public. Additionally, our application continues to follow all the requirements listed in the Town of Aurora's Radiocommunication & Broadcasting Antenna Systems Protocol. Our application is currently in the public consultation stage. This is a time for members of the public to engage in conversation with Shared Tower (the applicant/proponent) about any comments, questions or concerns in regard to the tower proposal.</p>
		<p>We appreciate your concern, however, the property owner is aware of the proposal and has provided permission to proceed with the application. As mentioned, Shared Tower has</p>
		<p>1300 Cornwall Rd., Unit 101, Oakville ON L6J 7W5</p>

Items	Questions / Comments	Responses
	<p>How much are you paying the Land Owner?</p> <p>Questions about Public Consultation</p> <p>What is an ISED impasse?</p> <p>It should be written in Shared Tower's protocol to consult with the ward councillor prior to selecting a site</p> <p>Why did you choose this location (Aurora Family Leisure Complex) for a public meeting and not the Townhall?</p> <p>The start time of this public meeting was not good for those working during the day</p>	<p>fulfilled the requirements in consulting with the municipality in each step of our application process as per their protocol, and will continue to do so.</p> <p>This question is considered to be out-of-scope in the public consultation process and information considered to be confidential.</p> <p>As mentioned, this proposal is in the public consultation stage and continues to follow the requirements set out by the Town of Aurora's protocol. We have notified the public about our proposal, have provided a public commenting period, as well as, an invitation to our upcoming Open House as an opportunity to learn more about the proposal.</p> <p>An impasse is a rare occurrence where ISED facilitates a dispute resolute process.</p> <p>Shared Tower and all other proponents for telecommunication towers do not have individual protocols. As the proponent/applicant, we follow the protocol set before us by the Municipality, whether that be a specific protocol adopted by the Municipality or the default ISED protocol. In this case, we followed the protocol set before us in the Town of Aurora's Radiocommunications protocol. If this is a step the Town wishes proponents to follow in the future, it would be a great idea to incorporate it in their Town's protocol.</p> <p>The location was selected as it was fairly close to the Subject Site and was communicated with Town Staff prior to booking the space. In our previous experiences, Townhalls are typically not available for applicants and this was not outlined as a requirement in the Town of Aurora's protocol. We booked the space understanding this is a community gathering place.</p> <p>Our Community Information Meeting was intended to take on the format of a drop-in for residents. Residents were welcome to drop by anytime between 6:00 - 7:30 pm. The time for the meeting was confirmed with Town Staff and communicated via notification packages and signage installed on the Subject Site.</p>

Items	Questions / Comments	Responses
	There weren't enough people notified about the proposal.	<p>This application followed the public consultation requirements listed in the Town of Aurora's protocol. Public Notification included: mailing out notification packages to a prescribed notification radius of 120 m from the Subject Site's property boundaries, installation of 2 signs on the property, and hosting a Community Information Meeting.</p> <p>In our previous experiences, we have seen municipalities have their own adopted policies or the default federal ISED protocol when it comes to telecommunication tower applications. Compared to the default federal ISED protocol, the notification radius for the Town of Aurora is larger as ISED asks for properties within a radius of 3x tower height measured from the tower to be notified.</p>
Site Selection	Concerns about proposed location and the need of the tower	<p>In recent past, due to subscriber feedback and other data factors such as dropped calls or quality of calls, we have become aware of coverage deficiencies in the surrounding area. A survey of this area identified a proposed site that will achieve the necessary engineering coverage objectives for the network. The siting of tower locations is dependent on a number of factors. Among the factors considered are:</p> <ul style="list-style-type: none"> ● expected usage patterns of service and proximity to users ● local topography and building types ● interaction with existing and future sites ● line-of-sight requirements for high quality communications ● opportunities to use existing structures ● availability of a willing Landlord ● the industry's commitment to high service standards and customer satisfaction <p>The proposed location was carefully chosen as it meets carrier requirements for coverage, is sufficiently setback from sensitive land uses, and satisfies the factors listed above.</p> <p>We appreciate that your coverage has been satisfactory; however, uses of wireless technology vary from person to person. It has been demonstrated that with the enhanced uses of wireless technology, enhanced infrastructure is needed in this specific area to alleviate the existing wireless gap in service.</p>
Proximity to Adjacent Land Uses & Visual Impact	Concerns about proximity to residential	<p>While there are no required setbacks from adjacent properties for towers under the Federal Regulation of such structures, this proposed tower location is still set back from sensitive land uses. Towers are not subject to local planning controls</p>

Items	Questions / Comments	Responses
	<p>This is the most densely populated area of Aurora and these lines are too close to my house and others</p> <p>Concerns about proximity to the Park and Visual Impact</p>	<p>such as zoning bylaws and there are no required setbacks from residential areas for towers under the federal regulation of these structures.</p> <p>Existing tower locations throughout the Town of Aurora are placed in dense communities similar to this location and are contributing greatly to the wireless network. However, this is a densely populated area in Aurora where poor coverage has been identified. Though existing infrastructure seems relatively close by, it is important to consider what can impact the wireless network. Each of the nearby towers are providing coverage for dense, urban communities that contain residents, businesses, and visitors who are constantly utilizing the wireless network. The more dense an area is, the more users are on the network, therefore increasing network traffic and putting a strain on the existing infrastructure. This ultimately leads to limited access to the wireless network. The proposed tower is necessary to provide continuous service that is constant and to shoulder & support network traffic with existing infrastructure.</p> <p>To add onto this current need, this is a dense community that is expecting future growth with new residents, businesses and visitors expected to enter the area. This would further add strain on the wireless network and increase network traffic.</p> <p>The monopole tower design has been selected as the most efficient tower type to support equipment for co-location and provide optimal coverage to the area for voice and data use. This tower type is consistent with the typical structures installed in urban areas similar to the Subject Site and ensures minimal visual impact.</p> <p>We appreciate the history behind this community, as well as the concern about proximity from the tower to the park. However, this community has undergone tremendous growth over the years and will continue to grow in the future. Wireless infrastructure works together in order to provide seamless network support, which is why further infrastructure is required in the area. The wireless network continues to change with our increased reliance and enhanced uses of technology. Reliance on the wireless network goes beyond our entertainment and leisurely uses - it has grown into a necessity in our everyday lives whether it be for work, school, healthcare, everyday errands, on the road or at home. Additionally, unreliable coverage can pose a serious risk to reliable access to emergency services, including roadside</p>

Items	Questions / Comments	Responses
		<p>assistance, police, fire, and ambulance, which in turn can harm the community's health and safety. Our enhanced uses of technology demand enhanced infrastructure. In order to keep up with these demands, each carrier must ensure that they develop an established wireless network. The proposed tower is intended to provide service for these uses, support network traffic, and alleviate the wireless coverage gap that has been identified and provide service that is constant and reliable for users.</p>
Property Values	Concerns about Property Values	<p>According to ISED CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems, concerns that are not relevant in the public consultation process include the potential effects that a proposed antenna system will have on property values or municipal taxes.</p> <p>There is no documented evidence of loss of property value resulting from proximity to telecommunications facilities. Real estate values are the product of many factors such as the neighborhood, current market conditions, the year of construction, recent renovations, etc. and proximity to a tower is unlikely to be the dominant one. The reasons why people buy or don't buy houses are subjective and diverse, and it is impossible to identify one factor in that process. Under the federal regulation of tower sites, comments about property values are not part of the scope of the public consultation process.</p>
Proximity to Hydro One Lines	<p>The proposed site is in very close proximity to a row of electric power lines, have you considered what would be the combined effect of both EMF and RFE?</p> <p>Studies have not been done with the effects of 5G and Hydro lines and in this case there are both</p>	<p>We appreciate the residents' concern about proximity to the hydro corridor. However, the proposed tower is sufficiently setback by over 115 m from the closest hydro corridor structure. While there are no required setbacks for towers under the Federal Regulation of telecommunication structures, this proposed tower location is still set back from sensitive land uses, hydro corridors and residences. Towers are not subject to local planning controls such as zoning bylaws, and therefore there are no municipal setback requirements.</p> <p>The safety of tower sites is governed by Health Canada's Safety Code 6 directive. Safety Code 6 specifies the safe limits of radio frequency transmissions and all wireless operators are required as a condition of their license to comply with these limits. Safety Code 6 is based on an extensive review of the available scientific research on radio frequency and its impact on human health. The limits have been set approximately 50 times below the threshold for potential adverse</p>

Items	Questions / Comments	Responses
		<p>health effects. In many cases, the actual radio frequency transmission levels are much lower than the allowable limits, providing for an even greater margin of safety.</p> <p>For each tower or antenna a carrier installs, they must calculate and prove to ISED that the cumulative power density of it and any adjacent sites is within the allowable Safety Code 6 limits. Strict adherence to Safety Code 6 is a condition of ISED licenses for all wireless carriers in Canada. If a proposed tower site does not meet the Safety Code 6 limits, it cannot be constructed or placed into services. Shared Tower attests that the proposed tower will comply with the Safety Code 6 limits, including when taking into account the combined effects of other nearby towers and antennas.</p> <p>You can find additional information related to Safety Code 6 and emissions here: www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers/radiofrequency-energy-and-safety</p>
Closest Existing Towers to the Subject Site	Concerns about the surrounding Telecommunication Towers and why this one is needed	<p>Though existing infrastructure seems relatively close by, it is important to consider what can impact the wireless network. Each of the nearby towers are providing coverage for dense, urban communities that contain residents, businesses, and visitors who are constantly utilizing the wireless network. The more dense an area is, the more users are on the network, therefore increasing network traffic and putting a strain on the existing infrastructure. This ultimately leads to limited access to the wireless network. The proposed tower is necessary to provide continuous service that is constant and to shoulder & support network traffic with existing infrastructure.</p> <p>To add onto this current need, this is a dense community that is expecting future growth with new residents, businesses and visitors expected to enter the area. This would further add strain on the wireless network and increase network traffic. Our tower will be used by multiple wireless service providers who are seeking to improve the poor wireless service in the area. The design of modern wireless networks has to factor in the installation of enough sites to improve service and address rapidly growing demand for voice and high speed data services, while ensuring that new tower sites do not create interference with existing sites.</p>

Items	Questions / Comments	Responses
	<p>Does every dense area require 4 towers within a 1.45km to manage the needs of network usage?</p>	<p>As mentioned in my previous email, due to a high volume of users utilizing the network, this has put a strain on the existing towers, limiting reliable network access. The wireless network continues to change with our increased reliance and enhanced uses of technology. Reliance on the wireless network goes beyond our entertainment and leisurely uses - it has grown into a necessity in our everyday lives whether it be for work, school, healthcare, everyday errands, on the road or at home. Additionally, unreliable coverage can pose a serious risk to reliable access to emergency services, including roadside assistance, police, fire, and ambulance. Our enhanced uses of technology demand enhanced infrastructure. In order to keep up with these demands, each carrier must ensure that they develop an established wireless network. The proposed tower is intended to provide service for these uses, support network traffic, and alleviate the wireless coverage gap that has been identified and provide service that is constant and reliable for users.</p> <p>In addition to the information provided in my previous email, the overall goal of the wireless network is to allow for the greatest number of people to connect with the highest quality of service. Unfortunately, the wireless network is impacted by different factors, including capacity limits. A high number of users accessing the network on the same antenna installation can reduce the quality of the connection. To add onto this, enhanced uses of our technology today requires more enhanced infrastructure to keep up with the demand. In this specific case, this is a very densely populated area which weakens the service capabilities of the existing surrounding towers. The purpose of this proposal for this specific area is to improve network coverage in the area by offloading surrounding towers to increase the strength, quality, and capacity of the network, and plan for the future increase due to future development.</p> <p>The design of modern wireless networks has to factor in the installation of enough sites to improve service and address rapidly growing demand for voice and high speed data services, while ensuring that new tower sites do not create interference with existing sites.</p> <p>We appreciate your concern in regard to the surrounding existing infrastructure however, the purpose of the public consultation process is to discuss this proposed tower. Unfortunately, there</p>

Items	Questions / Comments	Responses
	<p>Why didn't the Town of Aurora request this if the need for increased connectivity is needed?</p>	<p>isn't a set standard as to how many installations are needed in each community. Every area is different as the wireless network can be impacted by various factors such as: population, density, natural and built features, topology, proximity to users, proximity to surrounding existing installations, carrier requirements, etc. An important thing to note is that wireless signal does degrade over space; meaning the further away a user is from an installation, the weaker the signal will be.</p> <p>For this proposal, there are no existing structures available in the immediate vicinity of the proposed tower to provide a co-location alternative to a new tower. As mentioned previously, our tower will be used by multiple wireless service providers who are seeking to improve the poor wireless service in the area. In providing carriers with the opportunity to place their equipment on our towers (collocate), we are reducing the amount of telecommunications infrastructure necessary in this area.</p> <p>Determining the Need Carriers are the service providers for the wireless network. Therefore, carriers are made aware of coverage deficiencies and determine the need for improved network services they provide in an area, based on subscriber feedback and other data factors such as dropped calls or quality of calls from customers. In addition increased users, developments, business, and device usage in an area requires further infrastructure in order to support the growth of the network. As mentioned earlier in this email, our application continues to follow the Radiocommunication & Broadcasting Antenna Systems Protocol established by the Town of Aurora.</p>
<p>Alternative Locations</p>	<p>Concerns about whether alternative locations have been investigated and that more could have been explored</p>	<p>As explained at the Public Open House, alternative locations were explored in this specific area that carriers are looking to provide improved coverage for. Due to various reasons such as proximity to existing infrastructure, availability of a willing landowner, line-of-sight requirements for high quality communications, and local topography and building types, these locations were disqualified from our site selection search. As noted in my previous email, the proposed location meets the carrier's requirements for coverage, while still being sufficiently setback away from sensitive land uses.</p>

Items	Questions / Comments	Responses
	<p>Why can't you place a tower in a Conservation Area?</p>	<p>In regard to the Beer Store location, it was mentioned at the Open House that this location is approximately 244 m away from an existing tower which is typically not ideal for the wireless network. When towers are placed too close to one another, it may risk issues such as coverage overlap, area(s) without improved coverage, and running into the possibility of additional infrastructure in the area in the future. Shared Tower will be in conversation with the Town in regard to the municipal land spoken about at the Open House. <i>Shared Tower was given the plans for the previous tower and can confirm it is approximately 165 m away from the existing tower.</i></p> <p>We appreciate the suggestion for this alternative location at the Toyota Dealership. However, I can confirm that this location has been explored in our site selection process and the land owner declined our proposal due to their future redevelopment plans. As mentioned at the Public Open House, one of the main factors that site selection relies on is existing infrastructure and ensuring that they are not placed in close proximity to each other.</p> <p>In regard to the Longo's Plaza to the South, the landowner was not interested. The Hyundai Car Dealership location is in close proximity to an existing tower. Shared Tower also approached the Toyota Dealership however, they declined due to future redevelopment plans.</p> <p>Other locations on the Subject Site were explored however, there was a lack of space that would pose construction and engineering issues. Additionally, stores on the Subject Site are protected by "no-build zones."</p> <p>Typically infrastructure proposed in Conservation areas is discouraged due to floodplains, wetlands, protected flora & fauna, and protected species & animals within the area.</p>
Purpose of Tower	Questions about the goal of the tower proposal	<p>The intent of the proposed tower is to strengthen the telecommunications network in order to better support increased demands for consumer connectivity and alleviate the wireless network gaps that appear due to heavy network traffic and capacity limits.</p> <p>Additionally, the intent of the proposal is to also provide multiple wireless service carriers with the opportunity for co-location. Our goal as Shared Tower is to encourage carriers to share infrastructure by remaining carrier-neutral. This means we specifically choose tower sites that work for multiple service providers, which in turn, will provide improved cellular service for more</p>

Items	Questions / Comments	Responses
		residents, businesses and visitors. This also reduces the need for additional infrastructure in the area as carriers are given space to install their equipment on our towers.
Environmental	Impacts on wildlife and birds who are part of the ecosystem, particularly in the trails and Arboretum area	<p>The tower will not have any guy wires, which will not impact any birds or wildlife. Additionally, the proposed tower location is not within regulated areas of conservation. This tower design is also consistent with infrastructure that exists in urban areas similar to the Subject Site.</p> <p>The proposed tower is a solid monopole-style structure, there are no guyed wires or turbines on the tower. Our Subject Site does not fall within regulated areas of any Conservation Authority. In the past, we have had Environmental Impact Studies completed for proposals at the request of Council. Quite often the impact is deemed low due to the nature of the proposal. However, we take all precautions deemed necessary by the Environmental Impact Study during construction.</p>

Conclusion of Public Consultation

Shared Tower Inc. feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area.

Request for Concurrence

At this time, to conclude the municipal and public consultation process, Shared Tower Inc., is respectfully requesting that the Town of Aurora issue a statement of concurrence.

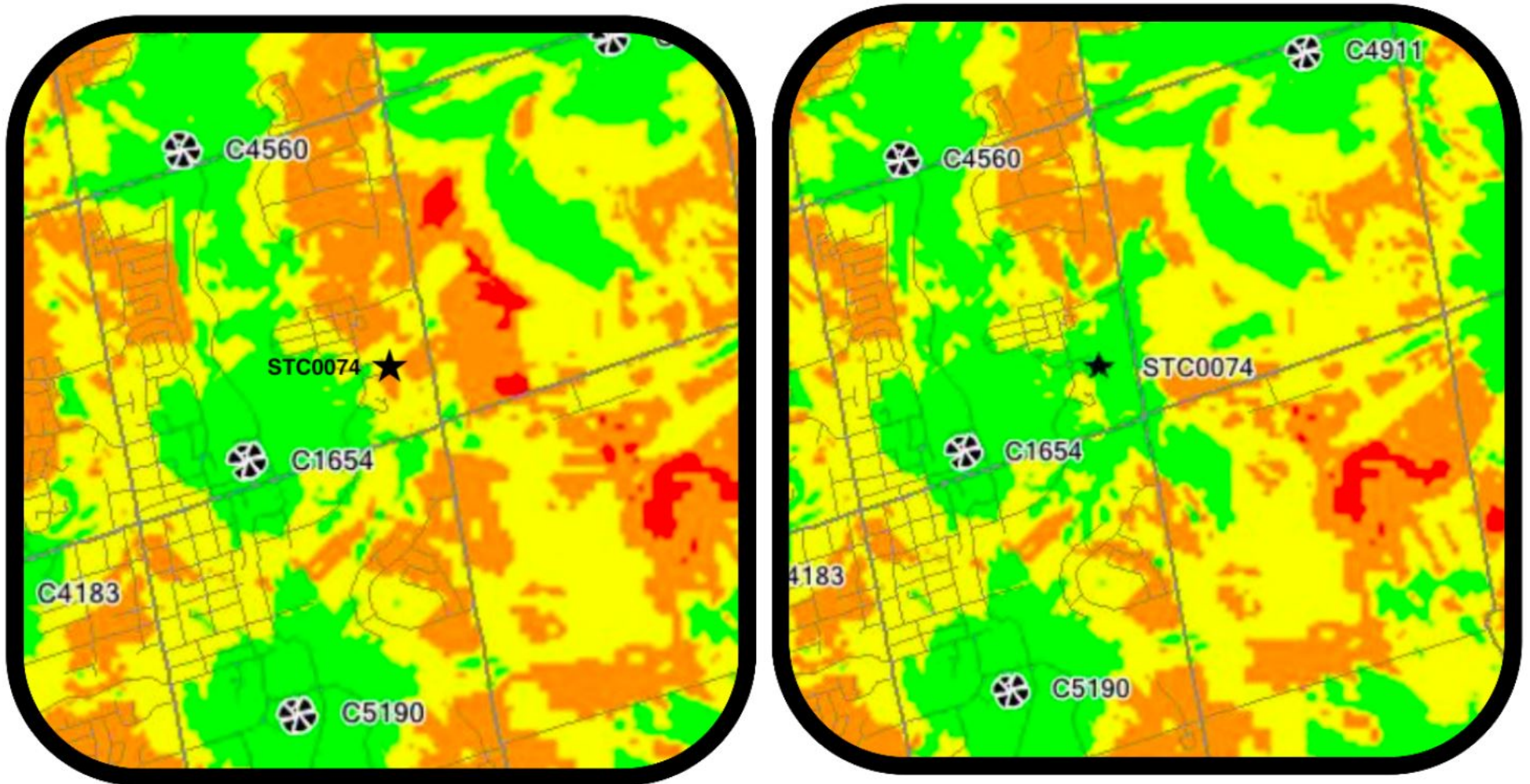
We look forward to providing enhanced wireless services to residents, businesses, and visitors to the area.

Please let me know if you require anything further at this time.

Yours truly,

Sandra Hallig
 Planning Coordinator
 Shared Tower Inc.
 shallig@sharedtower.ca

Figure 1: Comparison of Network Coverage
Propagation Study completed by YRH Montreal



Downlink RSRP	Color	
-125 to -115 dBm	Grey	Very poor coverage - minimal voice call capabilities
-115 to -105 dBm	Red	
-105 to -95 dBm	Yellow	Poor coverage - voice call capabilities
-95 to -85 dBm	Light Green	Adequate coverage - voice calls, low throughput data streaming
-85 to 0 dBm	Green	Great coverage - voice calls, high throughput data streaming

APPENDIX B

Safety Code-6 Analysis Share Tower

Radio frequency exposure for
uncontrolled and controlled environment



Shared Tower


1300 Cornwall Rd, Unit 101, Oakville, ON

[STC0074]

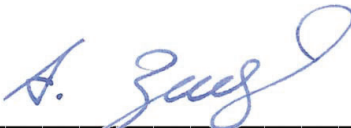
15400 Bayview Ave., Aurora, ON L4G 7J1

Lat: Long:



New site Existing site Colocations

Author 

 Yanis Medouni
 (2024-05-23)

Supervisor 

 Agnieszka Zubek, ing.
 (#OIQ : 120194 – 2024-05-29)

 Yves R. Hamel et Associés inc. 102-424 Guy, Montreal, QC Tel.514-934-3024 Fax. 514-934-2245	<p><input checked="" type="radio"/> The site is compliant (uncontrolled environment)</p> <p>N/A <input type="radio"/> The site is compliant (controlled environment)</p>	
Project: P-2023358	Safety Code-6 Analysis	2024-05-23

[STC074-13]



Site compliance

Maximum RF exposure with respect to the uncontrolled environment limit

Maximum simulated exposure on this site from (O)perators : 10.8%

Maximum simulated exposure on this site from (B)roadcasters : 0%

Maximum total simulated exposure on this site O+B : 10.8%

Final result



The site is **compliant** with the maximum exposure limits established in Health Canada's Safety Code 6 for **uncontrolled environment**.

N/A

The site is **compliant** with the maximum exposure limits established in Health Canada's Safety Code 6 for **controlled environment**.

I hereby certify that this report was completed using appropriated methods; that the information contained herein is exact to the best of our knowledge and that compliance with Safety Code 6 limits in each section of the site is as described above.

Author

Yanis Medouni
(2024-05-23)

Supervisor

Agnieszka Zubek, ing.
(#OIQ : 120194 – 2024-05-29)

YRH

102-424 Guy, Montreal, QC
Tel. 514-934-3024 Fax. 514-934-2245



Project: P-2023358

Safety Code-6 Analysis

2024-05-23




Shared Tower

[STC074-14]

RF simulation result

The analysis shows that the RF levels at 2m above the nearest buildings rooftops RF levels would not exceed 10.8% of the uncontrolled environment limit. Levels 2m above the ground would not exceed 6% of the uncontrolled environment limit. The site is therefore compliant with the uncontrolled environment limit.

 <p>102-424 Guy, Montreal, QC Tel.514-934-3024 Fax. 514-934-2245</p>		
Project: P-2023358	Safety Code-6 Analysis	2024-05-23



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

Town of Aurora

Member Motion

Mayor's Office

Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

To: Members of Council

From: Mayor Tom Mrakas

Date: November 5, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That Aurora Town Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

Request the Redistribution of the Provincial Land Transfer Tax and GST to
Municipalities for Sustainable Infrastructure Funding
November 5, 2024

2. Be It Further Resolved That Aurora Town Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.



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

Town of Aurora
Memorandum
Mayor's Office

Re: York Regional Council Highlights of October 24, 2024
To: Members of Council
From: Mayor Mrakas
Date: November 5, 2024

Recommendation

- 1. That the York Regional Council Highlights of October 24, 2024, be received for information.**

COUNCIL HIGHLIGHTS

FOR IMMEDIATE RELEASE



Tuesday, October 29, 2024

York Regional Council – Thursday, October 24, 2024

Livestreaming of the public session of Council and Committee of the Whole meetings is available on the day of the meeting from 9 a.m. until the close of the meeting. Past sessions are available at [York.ca/councilandcommittee](https://york.ca/councilandcommittee)

York Region Chairman and CEO Wayne Emmerson announces retirement

At the October 24, 2024, meeting of York Regional Council, York Region Chairman and CEO Wayne Emmerson [announced his retirement](#) from The Regional Municipality of York, effective Friday, November 29, 2024.

Chairman Emmerson's retirement follows almost four decades of public service, including 27 years as a Member of Regional Council and the last 10 years as Regional Chair.

While addressing Regional Council, Chairman Emmerson extended gratitude to his past and present Council colleagues, Regional staff, the provincial and federal governments and the many community partners who have helped shape York Region's growth and development.

The Regional Clerk will bring a report to the November 7, 2024, York Region Committee of the Whole meeting outlining the procedural process and proposed timelines for appointing Chairman Emmerson's successor.

2025 budget tabled at Regional Council

York Region's proposed [2025 to 2026 budget](#) was tabled at the Thursday, October 24, 2024 meeting of Regional Council. The budget outlines how York Region will deliver core services to residents and businesses, including policing, public health, paramedics, social and community services, roads, transit and water and wastewater services.

The proposed \$4.6 billion budget includes a \$3.36 billion operating budget and a \$1.26 billion capital budget. Operating costs cover day-to-day expenses and provide funding for rehabilitation and replacement of existing infrastructure, while capital spending covers major infrastructure requirements.

The 2025 tabled budget focuses on three priority areas: investing in safer communities, enabling growth in our communities and keeping people, goods and information moving.

The proposed 2025 budget includes a 3.55% tax levy increase which will cost the average household an additional \$103.42 but will vary depending on individual property tax assessments. A separate 1% Rapid Transit and Infrastructure Tax Levy is proposed this year and will add a further \$29.13 per average household to help fund priority infrastructure projects.

The proposed tax levy outlook for 2026 was also tabled and includes a 3.22% tax levy increase and 1% Rapid Transit / Infrastructure Levy.

Proposed 2025 capital spending of \$1.26 billion is part of a record high \$12.2 billion 10-year plan, which includes projects to meet growth needs and renewal of existing assets.

Departmental presentations will be presented to Committee of the Whole on Thursday, November 7, 2024, with anticipated budget approval on Thursday, November 28, 2024.

York Region partnering with United Way to conduct the Point-in-Time Homelessness Count

York Region is partnering with the United Way Greater Toronto to conduct the [2024 Point-in-Time Count](#) of people experiencing homelessness. This will occur between Tuesday, November 26 and Wednesday, November 27.

Over a 24-hour period, staff supporting the Point-in-Time Count will visit locations throughout the Region and engage with people who may be experiencing homelessness, asking individuals to complete a brief, voluntary survey.

Point-in-Time Counts are completed in communities across Canada and are required by the federal government under the [Reaching Home: Canada's Homelessness Strategy](#).

York Region will use data from the Point-in-Time Count to better understand the scope of homelessness and assist with service planning. A report of the results will be provided to Council in 2025.

York Region continuing actions to increase affordable and community housing supply

Regional Council received a [presentation](#) on actions the Region has taken and future options to increase affordable and community housing supply.

York Region has actioned several initiatives to increase affordable housing and community housing supply, including:

- Built two new transitional housing sites
- Added 557 community housing units since 2019
- Created a supply grant pilot to enable new units through partners
- Continued advocacy to senior levels of government for increased funding, program and policy changes

Continued approaches and actions to increase affordable and community housing supply include:

- Targeting financial incentives to directly support affordable housing development
- Coordinating and partnering with local municipalities, housing providers and non-profits
- Responding to new funding opportunities that will help increase the supply of affordable housing opportunities through Housing York Inc.
- Advocating to senior levels of government for increased and sustained funding

Affordable and community housing is a complex problem requiring significant investments from all levels of government. Recommendations for continued actions will be brought for Council consideration through future reports in 2025 and 2026.

For more information, visit york.ca/HousingAffordability

Solve the Crisis campaign aims to address homelessness, mental health and addiction

Regional Council endorsed the [Solve the Crisis Campaign](#), an advocacy campaign led by [Ontario's Big City Mayors Caucus](#).

The campaign aims to address homelessness, mental health and addictions crisis happening in communities across the province. It asks for provincial and federal governments to commit to immediate action to address the growing number of unhoused individuals, including creation of a task force and sustainable funding to ensure municipalities have the tools and resources to support individuals.

York Region will continue to work with partners and all levels of government to address issues arising from the housing crisis.

New strategy supports strong Agriculture and Agri-Food Sector

Regional Council continues to prioritize York Region's agriculture and agri-food sector with the release of the [2024 to 2027 Agriculture and Agri-Food Sector Strategy](#).

Following the success of York Region's first [Agriculture and Agri-Food Sector Strategy in 2017](#), the goals driving the 2024 to 2027 Strategy include:

- Strengthening business, entrepreneurship and innovation services
- Bolstering an already resilient and diverse value chain
- Continuing to educate and raise the profile of local agriculture and agri-food sector

Detailed actions in the 2024 to 2027 Agriculture and Agri-Food Sector Strategy will be supported by important partnerships with York Region's nine local cities and towns, the Agriculture and Agri-Food Advisory Committee and other key stakeholders.

Learn more about York Region's growing agriculture and agri-food sector at york.ca/AgriFood

Regional Council approves new large office incentive program

Regional Council [approved a new large office incentive program](#) targeting office buildings 75,000 square feet or larger and built in Regional growth centres, Major Transit Station Areas or specific local centres.

The large office incentive program includes a Development Charge (DC) deferral of up to 20 years and a potential DC discount to be implemented through the 2026 DC Bylaw. These incentives were commended for fostering long-term growth in office development by the Building Industry and Land Development Association.

Through this program, York Region continues bolstering the economy by utilizing urban growth centres accessible by transit, attracting a highly talented work force and growing the employment sector.

Visit york.ca for more information on development incentives.

Regional Council appoints members to the Administrative Penalty Tribunal

Regional Council has [appointed eight Administrative Penalty Tribunal Hearing Officers](#) to enable hearing appeals of administrative penalty orders resulting from speeding and red-light camera infractions on Regional roads.

To dispute a penalty order, a screening review request is submitted and reviewed by a screening officer. If the defendant is not satisfied with the screening decision, an online hearing review can be requested.

The role of the Hearing Officer is to conduct reviews of Screening Officer decisions, not new evidence. They can cancel, confirm or allow more time to pay the penalty order.

The Administrative Penalty Tribunal is expected to reduce backlog of traffic violation cases in the traditional court system, leading to faster and less costly resolutions.

Regional Budget awarded Distinguished Budget Award for 20th consecutive year

Regional Council received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the Region's [2024 budget](#). This marks the 20th consecutive year the Region's Budget presentation has been recognized with this award. The 2024 budget also received Special Recognition for Strategic Goals and Strategies.

Earlier this year, York Region was also awarded a special Triple Crown medallion by the GFOA in recognition of receiving all three GFOA awards for the 2022 fiscal year.

Receipt of these prestigious financial awards reflects Regional Council's ongoing commitment to meeting the highest principles of governmental budgeting and publishing high quality budget documents satisfying national guidelines.

Procedure Bylaw Updated

Regional Council approved the new [Procedure Bylaw \(Bylaw 2024-52\)](#). This updated bylaw replaces Bylaw 2018-59 and outlines how meetings of Council are conducted.

The provincially-required bylaw underwent more than 350 revisions to:

- Improve readability and structure
- Remove unnecessary and antiquated provisions
- Consolidate duplication
- Clarify current practices for deputations and timelines for correspondence
- Reduce length of the bylaw by approximately 20%

Staff compared other procedure bylaws, including those of York Region's nine local cities and towns, other Regional municipalities and the [Municipal Act, 2001](#), to ensure consistency and limit the impact of changes.

Periodically assessing the bylaw helps ensure meetings are efficient and promotes good governance.

York Region Appoints Medical Officer of Health

Chairman Emmerson [announced](#) that in September 2024, Regional Council endorsed the appointment of Dr. Fareen Karachiwalla as the permanent full-time Medical Officer of Health for York Region, pending final approval from the Ministry of Health. Dr. Karachiwalla is expected to resume this role following the completion of her maternity leave.

In the interim, Dr. Sarah Erdman will step in as Acting Medical Officer of Health, effective September 30, 2024. Since joining York Region Public Health in January 2023, Dr. Erdman has demonstrated exceptional leadership in the Infectious Diseases Control Division. Her extensive experience, including key roles at Ontario's Office of the Chief Medical Officer of Health and Ottawa Public Health during the pandemic, makes her well-suited for this temporary position.

York Region Celebrates Local Government Week

Regional Council recognized October 20 to 26, 2024, as [Local Government Week 2024](#), acknowledging the essential role municipal governments play in the daily lives of residents across all nine local cities and towns.

Local Government Week is an opportunity to raise public awareness of the [vital services](#) York Region provides, from public health and transit to infrastructure and community safety. It also highlights the dedicated work of municipal employees who ensure the smooth delivery of these services.

Council encourages residents to take part in the celebration by learning more about local government operations and exploring ways to get involved in shaping their community.

September Observances

Regional Council recognized the following observances in October 2024:

- [National Disability Employment Month](#)
 - [Small Business Week](#) – October 20 to 26, 2024
 - [Waste Reduction Week](#) – October 21 to 25, 2024
 - [National Seniors Day](#) – October 1, 2024
 - [World Mental Health Day](#) – October 10, 2024
 - [World Homeless Day](#) – October 10, 2024
 - [Thanksgiving](#) – October 14, 2024
 - [United Nations Day](#) – October 24, 2024
 - [World Cities Day](#) – October 31, 2024
-

Next meeting of York Regional Council

York Regional Council will meet on Thursday, November 28, 2024, at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket. The meeting will be streamed on york.ca/live

The Regional Municipality of York consists of nine local cities and towns and provides a variety of programs and services to over 1.25 million residents and 57,000 businesses with more than 629,000 employees. More information about York Region's key service areas is available at york.ca/RegionalServices

-30-

Media Contact: Kylie-Anne Doerner, Corporate Communications, The Regional Municipality of York
Phone: 1-877-464-9675, ext. 71232 Cell: 289-716-6035 kylie-anne.doerner@york.ca