



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

Date: Tuesday, April 8, 2025
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.

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| 1. Call to Order | |
| 2. Land Acknowledgement | |
| 3. Approval of the Agenda | |
| 4. Declarations of Pecuniary Interest and General Nature Thereof | |
| 5. Community Presentations | |
| 5.1 Christa Sharp, Manager, Restoration, Lake Simcoe Region Conservation Authority (LSRCA); Re: LSRCA Restoration Projects in the Town of Aurora | 1 |
| 6. Delegations | |
| 7. Advisory Committee Meeting Minutes | |
| 7.1 Parks and Recreation Advisory Committee Meeting Minutes of March 20, 2025 | 2 |
| 1. That the Parks and Recreation Advisory Committee Meeting Minutes of March 20, 2025, be received for information. | |
| 8. Consent Agenda | |
| 9. Community Services Committee Agenda | |
| 9.1 CMS25-008 - War Memorial 100th Anniversary - Budget and Work Plan | 6 |
| 1. That Report No. CMS25-008 be received; and | |
| 2. That Council approve the updated project scope and budget for | |

the Aurora War Memorial 100th Anniversary; and

3. That a new capital project with budget authority of \$214,400 be approved.

10. Corporate Services Committee Agenda

10.1 CS25-006 - 2026 Municipal Election - Methods of Voting 13

1. That Report No. CS25-006 be received; and
2. That the hybrid voting method, consisting of internet voting and traditional paper ballot counted by optical scan voting tabulators, be used for the 2026 municipal election; and
3. That a by-law to approve alternative forms of voting be brought forward for enactment.

11. Finance and Information Technology Committee Agenda

11.1 FIN25-020 - 2025 Technology Strategic Plan Update 19

1. That Report No. FIN25-020 be received for information.

11.2 FIN25-022 - 2026 Budget Timeline and Process 43

1. That Report No. FIN25-022 be received; and
2. That the proposed budget timeline as detailed in Table 1 be approved.

11.3 FIN25-024 - Regional Rental Housing Incentive Program Participation - 120 Metcalfe Street and 26-38 Berczy Street Follow-up 49

1. That Report No. FIN25-024 be received; and
2. That Council approve an up to 20-year interest free deferral with annual repayments starting at the end of the first year to meet the requirements of York Region's rental buildings incentive program for the 101-103 Mosley Street and 120 Metcalfe Street and 26-38 Berczy Street developments enabling the developer to access York Region's program offerings.

12. Administration Committee Agenda

13. Operational Services Committee Agenda

14. Planning and Development Services Committee Agenda

| | | |
|-------------|--|------------|
| 14.1 | PDS25-039 - Adoption of the Heritage Grant Program | 56 |
| | <ol style="list-style-type: none"> 1. That Report No. PDS25-039 be received; and 2. That Council adopt the Heritage Grant Program as attached to this report. | |
| 14.2 | PDS25-038 - Application for Official Plan Amendment and Zoning By-law Amendment, 1000265154 Ontario Inc., 180 Wellington Street East, Part Lot 106, Plan 246, Parts 1, 2 and 3, Plan 65R 39371, File Number: OPA-2024-02; ZBA-2024-02 | 78 |
| | <ol style="list-style-type: none"> 1. That Report No. PDS25-038 be received; and 2. That Official Plan Amendment application OPA-2024-02 be approved to amend the Site Specific Policy Area Fifty-Eight (58) to a new Site Specific Policy Area Sixty-Eight (68), as outlined in Appendix 'A'; and 3. That Zoning By-law Amendment application ZBA-2024-02 be approved to amend the "Second Density Apartment Residential (RA2) Exception Zone (537)" to a new "Second Density Apartment Residential (RA2-566(H)) Exception Zone with a Holding Symbol, as outlined in Appendix 'B'; and 4. That the implementing by-laws for the Official Plan and Zoning By-law Amendments be brought forward to a future Council meeting for enactment. | |
| 14.3 | PDS25-037 - Application for Draft Plan of Condominium, 2352107 Ontario Inc., 175 Melvin Robson Avenue, Blocks 5 and 6 on Plan 65M-4790, File Number: CDM-2024-02, Related File Numbers: ZBA-2015-05, SUB-2015-02, SP-2020-08, and MV-2022-45 | 118 |
| | <ol style="list-style-type: none"> 1. That Report No. PDS25-037 be received; and 2. That the Draft Plan of Condominium File No. CDM-2024-02 to establish a standard condominium consisting of a total of 24 industrial units be approved, subject to the conditions attached hereto as Appendix 'A' of this report. | |
| 15. | Member Motions | |
| 15.1 | Councillor Gallo; Re: Amendment to the Procedure Bylaw | 135 |
| 15.2 | Councillor Gallo; Re: Release of Closed Session Reports Related to the Purchase of 15157, 15165, 15171 Yonge Street | 137 |

16. Regional Report
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 * 

2025-4-8



Subject *

Lake Simcoe Region Conservation Authority - Restoration Projects in the Town of Aurora

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

Christa Sharp, Manager, Restoration, Lake Simcoe Region Conservation Authority (LSRCA)

Brief Summary of Issue or Purpose of Delegation *

At their January 24, 2025 meeting, the LSRCA Board of Directors received a presentation on the LSRCA's 2024 Restoration Accomplishments. Following the meeting, Councillor Thompson requested that the Devlin Place Restoration Project, along with other restoration projects in the Town of Aurora, be presented to Council.

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

Councillor Thompson

Date you spoke with Town staff or a Council member

2025-1-24



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

Agree



**Town of Aurora
Parks and Recreation Advisory Committee
Meeting Minutes**

Date: Thursday, March 20, 2025
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Michael Thompson (Chair)
Bo Brkic
Lindsay Carvalho
Michelle Dakin (Vice Chair)
Jessie Fraser*
Steve Hall
Shannon Ippolito
Sean Noble*

Members Absent: Irene Clement

Other Attendees: Nichole Campsall, Cultural Development Coordinator*
Matthew Volpintesta, Manager, Parks and Fleet Divisions
Lisa Warth, Manager, Recreation
Linda Bottos, Council/Committee Coordinator
Julia Shipcott, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 7 p.m.

1.1 Appointment of Committee Vice Chair

Moved by Lindsay Carvalho

Seconded by Steve Hall

1. That Michelle Dakin be appointed as Vice Chair of the Parks and Recreation Advisory Committee for a two-year term (2025-2026).

Carried

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 Michelle Dakin

Seconded by Shannon Ippolito

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 Parks and Recreation Advisory Committee Meeting Minutes of November 21, 2024**

Moved by Bo Brkic

Seconded by Shannon Ippolito

1. That the Parks and Recreation Advisory Committee Meeting Minutes of November 21, 2024, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Manager, Cultural Services; Re: Public Art Strategy Update

Staff provided an overview of the memorandum and noted the existing public art installations in Aurora. The Committee inquired about the potential for private funding in relation to the Major Private Developments site category, and suggested that greater detail on the development of the Public Art Strategy and its implementation work plan be provided to the Committee for further consideration and input.

Moved by Lindsay Carvalho

Seconded by Michelle Dakin

1. That the memorandum regarding the Public Art Strategy Update be received; and
2. That the Parks and Recreation Advisory Committee comments regarding the Public Art Strategy Update be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Parks and Fleet; Re: 2025 Park Project Updates

Staff gave an overview of the memorandum and provided additional information on Fleury Park regarding the proposed priorities, based on community feedback, and funding that would be required to include a splash pad, playground accessibility features, and a new trail loop. The Committee expressed support for an accessible playground and inquired about the potential for external funding. The Committee further suggested that the proposed capital projects for 2026 be brought forward for the Committee's consideration and input prior to the budget process.

Moved by Bo Brkic

Seconded by Shannon Ippolito

1. That the memorandum regarding 2025 Park Project Updates be received; and

Parks and Recreation Advisory Committee Meeting Minutes
March 20, 2025

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2. That the Parks and Recreation Advisory Committee comments regarding 2025 Park Project Updates be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee inquired about follow-up information on the Sport Plan Refresh and previous field user group statistics, and staff agreed to provide updates at a future Committee meeting.

Staff encouraged all to attend the grand opening of the new gymnasium addition at the Stronach Aurora Recreation Complex on Saturday, April 5, 2025, from 10 a.m. to 5 p.m., including a ribbon cutting and many free activities, noting that details are available at aurora.ca/SARCGym and permitting is being finalized.

10. Adjournment

Moved by Lindsay Carvalho

Seconded by Bo Brkic

That the meeting be adjourned at 7:26 p.m.

Carried



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
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Town of Aurora
Committee of the Whole Report
No. CMS25-008

Subject: War Memorial 100th Anniversary – Budget and Work Plan

Prepared by: Michelle Johnson, Collections and Exhibitions Coordinator

Department: Community Services

Date: April 8, 2025

Recommendation

1. That Report No. CMS25-008 be received; and
2. That Council approve the updated project scope and budget for the Aurora War Memorial 100th Anniversary; and
3. That a new capital project with budget authority of \$214,400 be approved.

Executive Summary

In October 2025, the 100th anniversary of the Aurora War Memorial will take place. To mark this important occasion, staff are implementing a collaborative plan of action with multiple project partners. Through this report, staff are seeking Council's approval of the revised project scope and the creation of a new capital project with \$214,400 in budget authority.

- Implementation of the collaborative plan of action to commemorate the 100th anniversary of the Aurora War Memorial has commenced.
- Site work and enhancements to Aurora War Memorial Peace Park are scheduled to be completed ahead of the 100th anniversary celebrations.
- Programming to mark the 100th anniversary is in development and includes a series of exhibitions, a street banner campaign, and a commemorative ceremony.

- A permanent memorial dedicated to Indigenous Soldiers will be added to Aurora War Memorial Peace Park.
- The budget presented in May 2024 has been updated from \$144,000 to \$214,400 to reflect the revised costs.

Background

Implementation of the collaborative plan of action to commemorate the 100th anniversary of the Aurora War Memorial has commenced.

In May 2024, Council approved the proposed collaborative plan of action to commemorate the 100th anniversary of the Aurora War Memorial. At that time, staff committed to reporting back with a project update and revised budget considerations.

Following Council approval, staff have continued to meet regularly with the Aurora Legion, King Township, and the Town of Stouffville to further develop and advance the project. All partners, including the Aurora Legion, support the recommendations made by staff in this report.

Analysis

Site work and enhancements to Aurora War Memorial Peace Park are scheduled to be completed ahead of the 100th anniversary celebrations.

In collaboration with the Parks Division, site work and enhancements will be completed at Aurora War Memorial Peace Park. These include hardscaping, addition of permanent seating, Memorial restoration, electrical upgrades, additional lighting, and replacement of wreath standards.

This work is being completed under Heritage Permit Application HPA-2025-02, which was supported by the Heritage Advisory Committee and approved by Council. A funding request in the amount of \$23,650 has been submitted to Veteran Affairs Canada to assist with the restoration and enhancements.

Programming to mark the 100th anniversary is in development and includes a series of exhibitions, a street banner campaign, and a commemorative ceremony.

Staff are meeting regularly with project partners from the Town of Stouffville, King Township, and the Aurora Legion to develop programming to mark the 100th

anniversary. Costs for the exhibitions, commemorative ceremony and street banners total \$53,500 and are being shared equally between Aurora, King, and Stouffville.

A series of outdoor, virtual, and travelling exhibitions will explore how the three municipalities came together to memorialize those who made the ultimate sacrifice during the First World War. Enhancements for the travelling and virtual exhibition have been identified and a funding request totaling \$57,400 has been submitted to Canada Heritage and Digital Museums Canada. This amount covers all the enhancements, as well as some components of the base exhibition scope. Enhancements include, but are not limited to, translation, editing, exhibition infrastructure (banners, display cases, interactives), and promotional materials. If grant funding is not secured, the exhibitions will move forward as originally envisioned and the project approved budget will be reduced accordingly.

In September and October 2025, the streets of Aurora, King and Stouffville will be adorned with street banners that feature individual soldiers whose names are included on the Memorial. The banners will also include images of the Aurora War Memorial throughout the past century. After the project, the soldier banners connected to Aurora will be given to the Aurora Legion for their use.

A special ceremony will take place to commemorate the 100th anniversary of the Aurora War Memorial on Friday, October 3. The Aurora Legion will lead this ceremony, and it will include a re-dedication of the restored monument, speakers, and a selection of traditional music and readings.

A permanent memorial dedicated to Indigenous Soldiers will be added to Aurora War Memorial Peace Park.

Missing from Aurora War Memorial Peace Park is a memorial dedicated to Indigenous community members who served and sacrificed. The creation of this memorial was previously approved within this project scope.

A call out for Indigenous Artists to design the Memorial will be issued during the summer of 2025, the successful artist will be announced in the fall, and the Memorial will be completed in 2026. The estimated cost for this component has increased from \$25,000 to \$50,000 to ensure sufficient budget for materials, production, and associated design and artist fees. A funding request of \$25,000 will be submitted to Veteran Affairs Canada during the next intake to potentially cover 50 per cent of the cost.

The budget presented in May 2024 has been updated from \$144,000 to \$214,400 to reflect the revised costs.

The project budget presented in the original report has been verified and adjusted to reflect updated costs and project scope. A summary of this project's current proposed budget and its funding sources can be found under Table 1.

Table 2 below summarizes the scope of the project if we are able to secure grant funding and expand the scope.

Some key drivers of the budget increase from \$144,000 to \$169,000 include the cost increase for the Indigenous Soldiers Memorial.

Table 1: Aurora War Memorial 100th Anniversary Budget without Grant Funding

| Project | Cost | Funding Sources | | |
|----------------------------------|------------------|------------------|-----------------|-----------------|
| | | Aurora | King | Stouffville |
| Site Work and Enhancements | \$53,500 | \$53,500 | | |
| Exhibitions (original scope) | \$38,000 | \$12,667 | \$12,667 | \$12,666 |
| Commemorative Ceremony | \$3,000 | \$1,000 | \$1,000 | \$1,000 |
| Street Banners | \$12,500 | \$4,167 | \$4,166 | \$4,167 |
| Contract Staff | \$12,000 | \$12,000 | | |
| New Indigenous Soldiers Memorial | \$50,000 | \$50,000 | | |
| Total | \$169,000 | \$133,334 | \$17,833 | \$17,833 |

In an effort to reduce the cost pressures of this event to the Town, and enhance some project components, staff have submitted multiple grant requests. A summary of the impact of grant requests to the budget can be found under Table 2. In the scenario that all grant applications are successful, the total project budget would increase from \$169,000 to \$214,400, to allow for grant funded exhibition enhancements.

Table 2 Aurora War Memorial 100th Anniversary Budget with Grant Funding

| Project | Cost | Funding Sources | | | |
|---|------------------|-----------------|-----------------|-----------------|------------------|
| | | Aurora | King | Stouffville | Grants |
| Site Work and Enhancements | \$53,500 | \$29,850 | | | \$23,650 |
| Exhibitions (original scope) | \$38,000 | \$8,666 | \$8,667 | \$8,667 | \$12,000 |
| Exhibitions (enhancements funded by Grants) | \$45,400 | | | | \$45,400 |
| Commemorative Ceremony | \$3,000 | \$1,000 | \$1000 | \$1000 | |
| Street Banners | \$12,500 | \$4,166 | \$4,167 | \$4,167 | |
| Contract Staff | \$12,000 | \$12,000 | | | |
| New Indigenous Soldiers Memorial | \$50,000 | \$25,000 | | | \$25,000 |
| Total | \$214,400 | \$80,682 | \$13,834 | \$13,834 | \$106,050 |

Advisory Committee Review

The alterations and restoration work required for the Aurora War Memorial have been detailed in a Heritage Permit Application HPA-2025-02. The Heritage Advisory Committee commented in support of the application at the February 3, 2025, meeting. The application was approved by Council on March 25, 2025.

Legal Considerations

None.

Financial Implications

It is recommended that Council approve the creation of a new capital project with \$214,400 in budget authority. The project will be funded from the remaining balance of the War Memorial reserve of \$4,300, a Growth & New reserve contribution of \$129,100, confirmed municipal partner contributions of \$35,600, and grant funding of \$45,400.

A portion of the project, related to exhibitions, will only proceed if the grant is successful. The Town is also perusing additional grants in support of this project. If those grants are also successful, the funding of the project will be updated to replace funding from the growth and new reserve with the grant funds.

Communications Considerations

Corporate Communications, in collaboration with Cultural Services staff, will develop and implement a communications plan to inform the community about the action plan items, leading up to the 100th anniversary of the Aurora War Memorial.

Climate Change Considerations

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

Link to Strategic Plan

The Aurora War Memorial 100th Anniversary supports the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Invest in sustainable infrastructure
- Celebrating and promoting our culture
- Strengthening the fabric of our community

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

This report provides an update on the implementation of the collaborative plan of action and project scope. It also details revised budget considerations as well as confirmed and potential funding sources. Staff are seeking Council's approval of the revised project scope and the creation of a new capital project with \$314,400 in budget authority.

Attachments

None

Previous Reports

CMS24-015, Aurora War Memorial 100th Anniversary, May 7, 2024

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer



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

Town of Aurora

Committee of the Whole Report

No. CS25-006

Subject: 2026 Municipal Election – Methods of Voting

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: April 8, 2025

Recommendation

1. That Report No. CS25-006 be received; and
2. That the hybrid voting method, consisting of internet voting and traditional paper ballot counted by optical scan voting tabulators, be used for the 2026 municipal election; and,
3. That a bylaw to approve alternative forms of voting be brought forward for enactment

Executive Summary

This report provides preliminary information regarding the 2026 Municipal and School Board Election while also recommending that the hybrid model of internet voting in conjunction with a traditional paper ballot counted by vote tabulator be the chosen voting methods.

- The principles of the Municipal Elections Act guide the administration of the election as well as the recommendations provided to Council
- Voting using a paper ballot, counted by a vote tabulator, remains a popular method of voting for electors in Aurora
- The Digital Governance Standards Institute (DGSi) has created standards for internet voting which will be in place for the 2026 Municipal and School Board Election

- Should internet voting be adopted, staff are proposing a similar model as 2018 and 2022 with internet voting deployed in the advanced period and only a paper ballot available on election day
- Staff expect the election to cost between \$350,000 - \$400,000

Background

The next Ontario Municipal and School Board Election will be held on Monday, October 26, 2026. The *Municipal Elections Act, 1996* (the "MEA") outlines the responsibilities of Council in preparing for an election, one of which is to approve the use of alternative voting methods by bylaw. Council is required to authorize, should they so desire, the use of alternative voting methods, such as by internet, mail or telephone, that do not require electors to attend at a voting place in order to vote. Although the MEA states that such a bylaw must be passed by May 1 in the year of a regular election, staff require significantly more lead time than provided by the MEA to ensure procurement of necessary systems and fulsome planning.

Analysis

The principles of the Municipal Elections Act guide the administration of the election as well as the recommendations provided to Council

It is the role of the Clerk to ensure that policies and procedures that are necessary to conduct an election in a manner that reflects the principles of the MEA and its Regulations are in place. These principles are generally recognized as being that:

- a) the secrecy and confidentiality of the voting process is paramount
- b) the election shall be fair and non-biased
- c) the election shall be accessible to the voters
- d) the integrity of the voting process shall be maintained throughout the election
- e) there is to be certainty that the results of the election reflect the votes cast
- f) voters and candidates shall be treated fairly and consistently
- g) the proper majority vote governs by ensuring that valid votes are counted
- h) invalid votes are rejected so far as reasonably possible

The recommendations and information provided within this report are consistent with the principles of the MEA.

Voting using a paper ballot, counted by a vote tabulator, remains a popular method of voting for electors in Aurora

During the 2018 election, 33.8 per cent of the total votes were cast using internet voting and all others using a traditional paper ballot counted by tabulator. The percentage of votes cast using internet voting in 2022 increased to 39.4 per cent.

As internet voting becomes more prevalent and trusted in Ontario municipal elections, it is expected that the percentage of votes cast using internet voting would rise. However, the percentage has not risen to a point where staff feel comfortable recommending an election comprised of only internet voting.

The Digital Governance Standards Institute (DGSi) has created standards for internet voting which will be in place for the 2026 Municipal and School Board Election

Collaborating with experts, DGSi published [these standards in December 2024](#). The standards cover technical design, security, voter identity, verification, access, secrecy, ballot design, network capacity, election management, accessibility, roles of candidates, and transparency.

In previous municipal and school board elections, municipalities were left to create their own vendor standards for the implementation of internet voting. A collaborative approach was used, with municipalities working together to ensure similar, defensible standards were in place for municipalities using internet voting. The creation of the new standards by DGSi codify much of what has already been in place and ensures standardization across the many vendors now offering the service.

These new standards, accompanied with safety and security measures the Town puts in place through its policy and procedure documents, ensure that internet voting is a safe, secure way to cast a vote in 2026.

Should internet voting be adopted, staff are proposing a similar model as 2018 and 2022 with internet voting deployed in the advanced period and only a paper ballot available on election day

During the previous two elections, staff have successfully implemented the model of internet voting available for approximately ten days prior to election day (including paper ballot option on select nights at the Seniors' Centre) and only a paper ballot available at an elector's local polling station on election day.

For internet and paper ballot voting to be available simultaneously, a 'live' voters list must be used to prevent someone from voting multiple times (ex, in their car and then

walking into a polling station and voting again). A live voters list is connected to the internet in real time ensuring that as soon as an elector receives a ballot, whether online or at a polling centre, they are crossed off the list and counted as having voted. During the advanced voting period, staff are able to manage the live voters list without issue as the only voting location open is the Seniors Centre, which includes Town internet services.

Expanding internet voting to election day comes with significant logistical and security concerns. Staff would not recommend using internet voting on election day at this time. Historically, the Town has operated approximately 20 voting locations on election day, many of which are school gyms where internet services are not readily available. Assuming staff could overcome the logical challenge of outfitting these facilities with secure internet services, further concerns regarding the overall security of the election arise with these additional connections to the internet. Internet outages at any location would completely halt voting until restored and significant outages could result in the extension of voting past 8:00 p.m. at locations where problems are experienced.

Staff expect the election to cost between \$350,000 - \$400,000

The total cost of the 2022 election was \$310,000. Staff expect the 2026 election costs to rise as there is less certainty regarding the vendors that will be in place for this coming election.

During the previous two elections, the Town has used Dominion Voting Services (DVS) for both internet and tabulator voting. DVS no longer offers internet voting, and the Town is currently engaged with other York and Durham Region municipalities to jointly procure an internet voting vendor. Participating in this joint initiative should help the Town procure an experienced vendor in the most cost-effective way possible. After the procurement is complete, staff will ensure a tabulator vendor, able to integrate with the internet voting system, is acquired.

Advisory Committee Review

None

Legal Considerations

Subsection 42(1) of the MEA requires Council to pass a bylaw to authorize the use of an alternative voting method other than attending at a voting place and the use of voting and vote-counting equipment such as voting machines, voting recorders or optical

scanning vote tabulators. The by-law must be passed on or before May 1 of the year of a regular election in order for it to apply to the election.

Financial Implications

Staff estimate that the 2026 election will cost between \$350,000 to \$400,000. There are presently sufficient funds within the Town's election reserve to fund this need which has a current balance of \$493,800.

Communications Considerations

Communications will support the promotion of the municipal election through a comprehensive outreach strategy, including website updates, social media campaigns, e-newsletters, and traditional media releases. Efforts will focus on increasing voter awareness, highlighting key dates and voting options, and ensuring accessible and engaging information is available to the community.

Climate Change Considerations

The use of a paper ballot, when safe and secure electronic options are available, could be seen as harmful to the environment. In 2022, 6,820 votes were cast using a paper ballot. To be prepared for an election using paper ballots, staff order approximately 25,000 – 30,000 ballots meaning the vast majority are recycled after the election has concluded.

Link to Strategic Plan

The adoption of a hybrid method of voting supports the Town of Aurora being an innovative community. A hallmark of innovation is developing new techniques for traditional processes, and the implementation of internet voting fits this description.

Alternative(s) to the Recommendation

1. Council could remove the paper ballot option leaving an internet voting only election.
2. Council could direct that an alternative voting methods bylaw not be adopted, which would mean the 2026 voting method would be traditional paper ballot that is hand counted.

Conclusions

This report suggests that the Town of Aurora will be best served continuing with the recent practice of adopting hybrid voting, consisting of internet voting and a traditional paper ballot counted by vote tabulator, for the 2026 Municipal and School Board Elections.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer



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

Town of Aurora
Committee of the Whole Report
No. FIN25-020

Subject: 2025 Technology Strategic Plan Update

Prepared by: Michael Mulvenna, Manager, Information Technology

Department: Finance

Date: April 8, 2025

Recommendation

1. That Report No. FIN25-020 be received for information.

Executive Summary

The Technology Strategic Plan recommended several actions which support modernizing and evolving the role of IT at the Town. This final report for the 2019 Technology Strategic Plan will illustrate how the Town's IT division has adopted and actioned the five core areas.

- The Town is now providing more in-house custom-built applications that automate previously manual processes and online services for residents
- The Town is making progress on implementing new software applications in 2025
- Modernizing the existing IT infrastructure to ensure that all hardware is refreshed per life cycle requirements and always in a good supportable state
- Continuous improvement of cybersecurity initiatives and cybersecurity awareness training
- IT has developed and is tracking metrics using the Objective and Key Result (OKR) methodology
- The Town is well positioned for the next iteration of the Technology Strategic Plan

Background

Council adopted the Technology Strategic Plan in November 2019

In November 2019, Council adopted the Technology Strategic Plan. The Strategic Plan is a comprehensive document that identifies the need for transformational change for the Town. The plan provided recommendations which focused on five core areas:

1. Offering great, digital services for customers that allow them to interact with the Town using their laptop, desktop, tablet or smartphone
2. Digitizing and simplifying the Town's business processes to support process efficiency and underpin digital customer service
3. Providing mobile tools for the Town's mobile workforce
4. Providing staff with a modern workplace environment – modern and secure tools that help teams collaborate and be productive
5. Becoming a data-driven organization – an organization that uses data from its digitized processes to analyze and optimize efficiency and cost-effectiveness

One of the key recommendations in the original plan was a new organizational structure for IT that centralized the services in the Information Technology Services division which was at the time in the Corporate Services department.

The five-year plan included three distinct phases:

1. **New IT:** First, before anything else can be achieved, the Town must reset the technology management model and establish a more collaborative environment. A centralized IT organization has been established which has enabled all technology resources to contribute to a successful implementation of the Strategic Plan.
2. **Process Digitization and Mobilization:** Next, the Town must focus on digitization of its core business processes (HR, Planning, Permitting, Asset and Work Management, Finance) taking the opportunity to streamline and simplify aging paper-based processes. This phase will run from 2020 – 2024.
3. **Optimization through Data and Digital Services:** Then, building upon the digitization of processes, the Town can focus on offering new digital services and using the data from process digitization to become a data-driven organization. This phase will run from 2022 – 2024.

Analysis

The Town is now providing more in-house custom-built applications that automate previously manual processes and online services for residents

Many of the Town's manual processes have now been digitized which provide staff with higher efficiency. These include:

- Tracking windrow clearing service
- Recreation shift scheduling tool
- Emergency Operations contact list update
- Health & safety inspection form
- Automated email metrics for recreation
- Automated bylaws report for OKR update
- Automated sync of York Region Datashare to our GIS network
- Emergency after hours forms from email inbox to network
- Automated road occupancy format-GIS integration (CityView to ArcGIS Online)
- Hydrant inspections application
- Automation of CCTV video map and data
- Automation of Cityview case reports for bylaws
- Automation of sewer video files for Engineering
- Emergency locates - Ontario One Call Buffer
- Automated Cityview reports (building permits, construction value locations)
- Automated fee update process in Cityview

Several new online services for residents were also implemented in the past year:

- Where's My Plow enhancements
- Coyote/fox tracking and mapping app
- Road occupancy permit

The Town is making progress on implementing new software applications in 2025

The Town is also beginning a transformational project to replace the current customer relationship management (CRM) system with brand new cloud-based technology. This is a new corporate-wide system that manages relationships with residents and local businesses. This system will enhance interactions with residents, help plan and track all resident complaints and inquiries, and ensure they are actioned in a reasonable timeframe.

The Town will also be embarking on a project to install a new Computerized Maintenance Management System. The new CMMS will provide a Town-wide system for maintenance of Town assets. It will provide resource and labour management, work order management, preventative maintenance, materials and inventory management, and reporting analysis and auditing.

The Town is upgrading the existing land registry system (CityView) to the newest version of the software called CityView Workspace. Workspace will provide a user-friendly web based front end to the CityView system. This will provide easier to follow workflows for staff that will enhance productivity.

A new Learning Management System module will be implemented within ADP. This will provide the creation, delivery, management, and tracking of educational courses, training programs, or learning and development programs for all staff.

Modernizing the existing IT infrastructure to ensure that all hardware is refreshed per life cycle requirements and always in a good supportable state

IT infrastructure should provide fast speeds, active redundancy and resiliency, and leverage newer, faster, or better technology. Since the approval of the Technology Strategic Plan, many initiatives have been actioned to improve the Town's IT infrastructure.

The Town is moving certain applications and data to a cloud infrastructure where it makes sense to do so. This provides resiliency of the data should a major event such as a fire affect our on-premise data centres and an easier way for staff to access their applications if they are working remotely.

The IT team implemented new network infrastructure for Aurora Town Square (ATS) and brought together the separate Town of Aurora and Aurora Public Library Wi-Fi networks into one seamless network for all visitors to ATS.

The Town plans to implement a secondary internet connection from a different vendor to ensure this key connectivity is always available. This will also provide load balancing for internet traffic, ensure adequate capacity to access a growing number of cloud-based applications and protect the Town should one internet provider's service be interrupted.

IT completed upgrades to the on-premise data centres to ensure that computing resources are readily available for all applications and data. The existing ethernet

network in Town Hall has also been refreshed to provide stability and faster connection speeds.

The IT Service Desk is now better able to support all devices (including laptops, desktops, mobile phones, and tablets) no matter if they are on or off the network using a new software tool. This tool will provide the technicians the ability to remotely push software updates or full application installs to all staff devices. This tool will be instrumental to the roll out of Windows 11 later this year as Windows 10 will no longer be supported as of October.

IT is also working on the replacement of their service ticketing system. A new solution will provide better functionality for the service desk technicians and more tools to be able to provide better service to Town staff.

Continuous improvement of cybersecurity initiatives and cybersecurity awareness training

About two years ago, the Town had engaged with a cybersecurity vendor to do a full analysis of cybersecurity infrastructure by benchmarking existing systems and processes against several well-established global benchmarks. The output of this to provide a roadmap to a broader overall cybersecurity infrastructure.

Over the past year, the Town has added several new technologies and enhanced existing systems and processes to achieve our goals and strengthen the overall cybersecurity footprint.

The Town has provided cybersecurity awareness training for all staff on an annual basis. This year the training will be focused on phishing – how to spot this and how to avoid. IT also conducts staff-focused phishing campaigns throughout the year to keep staff aware and to educate how to mitigate any future attempts.

The IT team will also be engaging with a cybersecurity vendor this year to develop a full Ransomware Mitigation and Recovery Plan.

IT has developed and is tracking metrics using the Objective and Key Result (OKR) methodology

Many metrics have been developed and are being tracked using the Town wide OKR methodology. Specifically, the IT team is tracking these metrics:

- Provide uninterrupted IT network service to staff

- Uptime goal of 99.99%
- Increase the network capacity across town
 - Tracking Network Capacity Improvement Project at Town Hall
 - Improve Wi-Fi connectivity across town
- Continuous improvement and adaptation of cyber security technology
 - Track the number of alerts
 - Track the number of threats blocked
 - Track the number of phishing emails blocked
 - Tracking to ensure security patches are implemented
- Ensure IT policy development and enhance corporate governance and reporting
 - Track the number of IT Policies that have been created or updated
 - Technology Strategic Plan
- Ensure that the technology in the council chambers is functioning properly
 - Monitor the number of technological incidents in council chambers
- Provide prompt and reliable customer service to all town staff
 - Track the number of "Trackit" tickets opened
 - Track the number of "Trackit" tickets closed
 - Annual IT customer satisfaction survey overall level
- Monitor IT capital project performance
 - Achieve 75% spend on capital projects planned spending in 2024
- Provide new/updated software applications to fulfill business needs of the Town or new/updated digital services to residents
 - Track the number of in-house custom-built applications
 - Track the number of new/updated online services for residents

The Town is well positioned for the next iteration of the Technology Strategic Plan

The 2025 Capital Budget includes a project for the next iteration of the Technology Strategic Plan. The next plan will be able to re-evaluate the next steps for leveraging technology at the Town and address the changing technology landscape including more innovative business processes and strategies for leveraging artificial intelligence now that a stronger foundation has been established. The development of the plan will take place in 2025 and it will address the strategic objectives for the next five years.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

There are no financial impacts resulting from this report. Projects to support the implementation of the actions in the Technology Strategic Plan are included in the budget as part of the 10-year capital plan.

Communications Considerations

To inform the public, this report will be posted on the Town's website.

Climate Change Considerations

This report does not have an impact on climate change. Many of the actions which have been completed resulted in more automated processes resulting in the reduction of paper-based processes.

Link to Strategic Plan

The Technology Strategic Plan supports the Strategic Plan guiding principle of **progressive corporate excellence, innovation and continuous improvement**. The implementation of the recommendations also supports the **Community** pillar through **promoting adaptable and flexible services to respond to demographic shifts** as more residents expect quality online experiences with the Town.

Alternative(s) to the Recommendation

Council provide direction

Conclusions

Many of the Technology Strategic Plan's recommendations have been completed or are in progress. The technology landscape at the Town has evolved greatly over the past five years with the move to cloud-based solutions, automation of business processes and providing more web-based access to residents. The next iteration of plan scheduled for this year will continue to move the Town forward to optimize the use of technology.

Attachments

Attachment 1 – Technology Strategic Plan Status Summary

Previous Reports

CS19-035 Technology Strategic Plan, November 2019

CS21-015 Corporate Technology Strategic Plan Update, February 16, 2021

FIN24-016 Technology Strategic Plan Update, April 2, 2024

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1 - Technology Strategic Plan Status Summary

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|------------|-------|--|-----------------|--|---------------------|--|
| Governance | 1 | Set up dedicated time with ELT for quarterly ELT IT briefings | Not started | Quarterly briefings should be scheduled with ELT for the IT team to provide an update on Strategy progress | Complete - modified | Meetings are ad hoc in nature and occur when necessary |
| Governance | 1 | ITGG (Information Technology Governance Group) | Not started | Set up new ITGC with members selected, terms of reference created, meetings scheduled and operational | Complete | ITGC was created in 2022 and meets bi-monthly |
| Governance | 1 | IT sign-off on all items related to technology going forward to ELT or Council | Not started | Establish IT review and sign-off on any technology recommendations going forward from business units to ELT or Council | Complete - modified | The Procurement Services division connects with IT for all technology purchases |
| Governance | 1 | IT Strategy – IT Annual Report | Not started | An annual report (starting in 2020) for ELT and Council to be provided by IT Manager, Director of Corporate Services and CAO to report on IT Strategy implementation progress and success measures identified for the strategy | Complete | Previous report includes CS21-015, FIN24-016, and FIN25-020 |
| Governance | 1 | Review and agree technology intake process | In progress | Work with ITGG to agree technology (web, technology, business solution, GIS) project intake process to align with recommended approach and with multi-year business planning process | Complete | IT has developed a regular process for meeting with all business units for technology projects |
| Governance | 1 | Finance and HRIS Steering Committee | Not started | Establish a joint working team to oversee planned HR / Finance projects and the important integration between both and the planned evolution of solutions | Complete | During the implementation of the payroll portion of HRIS this structure was used. |
| Governance | 1 | CityView Steering Committee | Not started | Establish a joint working team, initially with Building, Planning, Engineering and IT Division staff to coordinate the CityView workplan and priorities | Complete - modified | It was determined this steering committee was not needed. The project team included representation from all areas affected, plus IT and Finance. |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|------------|-------|--|-----------------|---|---------------------|--|
| Governance | 1 | Information and Data Management Steering Committee | Not started | Establish a joint working team, with Clerks, IT staff and business unit representatives to coordinate the Information and Data programs, with an initial focus on the ECM workplan and priorities | Complete - modified | This committee's functionality is being addressed by a combination of the bi-annual divisional meetings and the ITGC |
| Governance | 1 | Asset/Work Management Steering Committee | Not started | Establish a joint working team, with PW, Parks, Engineering and AM and IT to coordinate the review and expansion of the asset and work management systems | Complete - modified | The Corporate Asset Management Committee will be used as oversight. |
| Governance | 1 | GIS Steering Committee | Not started | Establish a joint working team to coordinate the GIS work plan | Complete - modified | This committee's functionality is being addressed by a combination of the bi-annual divisional meetings and the ITGC |
| Governance | 1 | Web and Digital Steering Committee | Not started | Establish a joint working team to coordinate the Web and Digital work plan | Complete - modified | This committee's functionality is being addressed by a combination of the bi-annual divisional meetings and the ITGC |
| Governance | 1 | Technology Standards Team | Not started | Establish a team (likely staffed by IT supervisors and experts from within IT) to set / establish standards that are recommended forward to ITGG for endorsement. | In progress | Have set standards for end user equipment. |
| Governance | 1 | Policy Framework | Not started | Review with ITGC the proposed policy framework and bring forward individual policies for approval and implementation | Complete | The policy framework has been established and is being followed |
| Governance | 1 | Acceptable Use of Technology Policy | Not started | Revise Acceptable Use policy, get approval and implement | Complete | An updated policy was created, reviewed, approved, and put into practice |
| Governance | 1 | Information Security Policy | Not started | Create updated Information Security Policy, get approval, and implement | In progress | This policy will be developed, reviewed, approved, and put into practice |
| Governance | 1 | IT Governance Policy | Not started | A policy stating how technology decisions, standards are taken | In progress | This policy will be developed, reviewed, approved, and put into practice |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|--------------|-------|---|-----------------|---|---------------------|---|
| Governance | 1 | Mobility Policy | Not started | Create after strategy is complete | Complete | An updated policy was created, reviewed, approved, and put into practice |
| Governance | 1 | Cloud Computing Policy | Not started | Create after assessment is complete | In progress | This policy will be developed, reviewed, approved, and put into practice |
| Governance | 1 | Privacy Policy | Not started | Could be included in InfoSec Policy but should be separate | In progress | This policy will be developed, reviewed, approved, and put into practice |
| Governance | 1 | Backups/Restores Policy | Not started | Ensure policy and procedures are documented | Complete - modified | We have a written procedure for this. Need to convert to a policy |
| Governance | 1 | Disaster Recovery Policy | Not started | Create after strategy is complete | In progress | Working with PMO division to develop |
| Governance | 1 | Information Security Strategy | Not started | Recommended by PGC and an independent security consultant | Complete | A full cybersecurity assessment of our entire cyber infrastructure was conducted by a third-party cybersecurity company. A strategy and roadmap were developed. |
| Organization | 1 | Communicate IT Strategy to the corporation | Not started | IT Manager to work with Communications Division to develop a communications plan for the Technology Strategy | Complete | All stakeholders have been presented with our technology strategy |
| Organization | 1 | IT Division – Staff Change Management Support Plan | Not started | Develop a Change Management Plan to assist in communicating to the organization and to staff impacted the planned organizational changes and supporting all through the changes | Complete | A written change management plan was created, reviewed, and approved. IT follows this plan every time a change is introduced into the production environment |
| Organization | 1 | Implement recommended organizational changes to IT Division | Not started | Implement recommended organizational changes with existing staff | Complete | Organizational changes recommended have been implemented |
| Organization | 1 | Create and hire 2 new supervisor positions ◆ | Not started | Create a supervisory role for each of the 3 proposed teams by leveraging the existing supervisory position and hiring 2 new supervisors' positions | Complete | Positions in place |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|--------------|-------|--|-----------------|--|---------------------|--|
| Organization | 1 | Move existing positions into IT | Not started | Existing roles moved into the IT Division from existing teams (GIS, WAM) – to be part of the Business Solutions team. Dependent upon the hiring of the Business Solutions supervisor | Complete | Part of initial organizational change in 2020 |
| Organization | 1 | Change management support / IT Division team building | Not started | External support to help facilitate team building within IT | On hold | Due to the pandemic this was put on hold as it would have been required shortly after the rollout of the strategic plan. |
| Organization | 1 | IT Team Building | Not started | Work on developing a strong team mindset, ethos, and approach within the new IT team | Complete | Regular meetings are held with the entire team to ensure a cohesive focus |
| Organization | 1 | Hire Solutions Analyst | Not started | As per proposed strategy – to build out the solutions capabilities of the team | Complete | The first solutions analyst has been hired |
| Organization | 1 | Hire Solutions Analyst | Not started | As per proposed strategy – to build out the solutions capabilities of the team | Complete | The second solutions analyst has been hired |
| Organization | 1 | Implement Managed Security Services | Not started | Transition security responsibilities to Supervisor of Infrastructure and Service Desk and secure services of a Security Managed Services provider | Complete - modified | The Town has opted for a hybrid approach to cybersecurity. This includes consultant services and the conversion of a GIS/Business Solutions Analyst to a Cybersecurity Analyst |
| Organization | 2 | Hire Solutions Analyst or Business Analyst (role TBD depending upon requirements agreed at the time) | Not started | As per proposed strategy – to build out the solutions capabilities of the team | On hold | The need for the third solutions analyst is on hold as the team is currently able to manage with the existing complement. |
| Organization | 2 | Capital funding for Contract Project Resources | Not started | Ensure that the practice of budgeting for required resourcing is built into capital project requests. Establish with HR the ability to contract in staff on 1 year or longer basis to support project delivery | Complete | Projects that require third party professional services are always budgeted for in the capital project |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|---------------------|-------|----------------------------------|-----------------|---|---------------------|--|
| Organization | 1 | Vendor of Record / Roster | Not started | For core services in which the Town will use external service providers to assist in delivery of programs (security, GIS, business solutions). It is suggested that the Town establish vendor of record or roster models (procurement vehicles) to support out-tasking work as required | Complete | This is an ongoing process. The Town does leverage VOR arrangements when required |
| Organization | 1 | Introduce Co-op / Intern Program | Not started | Develop a co-op and summer intern program to add capacity to the IT Division and to bring in digital native team members with energy | Complete | The IT team is looking to hire our third co-op student for this summer (2024) |
| Organization | 1 | Digital Savvy Network | Not started | Establish a group (through identification and by actively seeking volunteers) to participate in a Digital Savvy group to advise and provide input on the modernization of IT services and solutions. | On hold | This committee's functionality will be addressed through the ITGC. Delayed due to pandemic. |
| Organization | 1 | Digital Education Program | Not started | Digital education program for leadership team to increase level of digital awareness and readiness for change | In progress | Will be rolled out to both ELT and CMT teams |
| IT Project Services | 1 | Agile Working and Project Teams | Not started | Adopt Agile (MVP, iterative, sprints, scrum) approach to projects and solutions work where suitable – requires training and education for teams around Agile methodologies | Complete | IT uses Agile project methodologies where it makes sense for the project |
| IT Project Services | 1 | IT Service Reviews | Not started | A regular (bi-monthly) review process with each Director and business unit leads led by the IT Manager to review work plans, IT service performance, issues and opportunities | Complete - modified | The review process with each department/division is bi-annual |
| IT Project Services | 1 | IT service management tools | Not started | Determine plan for use / expansion of existing TrackIt! tool and expansion | Complete | Short term plans for TrackIT have been completed (upgrade) . The Town has chosen HALO for its new ITSM solution. |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-----------------------|-------|--|-----------------|---|-------------------|---|
| IT Project Services | 1 | Incident and problem management processes | Not started | Formalize incident and problem management handling processes; digitize into TrackIt! | Complete | Process has been formalized and is a part of the TrackIT system |
| IT Project Services | 1 | Change management processes | Not started | Implement a formalized change management process; digitize into TrackIt! | Complete | |
| IT Project Services | 1 | IT asset management | Not started | Standardize on the tool / tracking of all IT assets in TrackIt! | Complete | All IT assets are tracked in TrackIT |
| IT Project Services | 1 | Knowledge management | Not started | Build and share a common knowledgebase with users | In Progress | This will be part of the scope for the new TrackIT replacement |
| IT Business Solutions | 2 | Electronic Plans Review - Markup | Not started | Implement a consistent tool for handling markup of digital drawings to be adopted corporate wide. Project led by Building as a primary user, but to involve key stakeholders, including Engineering, Planning, Fire, etc. | Complete | Markup software Bluebeam Revu was implemented for all staff that evaluate drawings |
| IT Business Solutions | 2 | Electronic Plans Review - Markup | Not started | Includes ability for applicants to submit digital plans electronically using the CityView portal | Complete | Digital plans can be submitted via the CityView portal |
| IT Business Solutions | 2 | CityView Upgrade * | Not started | CityView version upgrade | Complete | Software has been upgraded |
| IT Business Solutions | 2 | CityView: Online Building Permit Applications and Tracking | Not started | Ability for applicants to submit application and track application progress online, beginning first with simpler application types (decks, signs, etc.) before scaling up to larger, more complex application types | Complete | Ability is available for all residents and contractors via the CityView portal that is accessible through the aurora.ca website |
| IT Business Solutions | 3 | CityView: Online Inspection Booking | Not started | Ability for applicants to book inspections online | Complete | Ability is available for all residents and contractors via the CityView portal that is accessible through the aurora.ca website |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-----------------------|-------|--|-----------------|--|-------------------|---|
| IT Business Solutions | 2 | Planning Process Review and Redesign | Not started | Review and streamline planning processes from a Digital-First mindset | Complete | This functionality is available through the CityView portal |
| IT Business Solutions | 2 | Implement new Planning Processes into CityView | Not started | Implement changes in CityView digital process management to reflect changes to planning process | Complete | Many services for residents and now available through the CityView Portal (accessible via the aurora.ca website) |
| IT Business Solutions | 2 | CityView: Engineering Processes | Not started | Integrate Engineering process management related to Development Approval (e.g. Lot Grading) into CityView to improve end-to-end process efficiency | Complete | The Town Engineering division complete a lot of their reviews within CityView. Including building permit reviews, lot grading reviews, etc. |
| IT Business Solutions | 3 | CityView: Planning Online | Not started | Ability to receive some applications online (e.g. Committee of Adjustment) | Complete | Applications, plan submission, and online payments are all available through the CityView portal |
| IT Business Solutions | 1 | HRMS – Phase 1 ♦ | In progress | Selection and implementation of core HRIS modules, including employee records, time and attendance, applicant tracking and learning management. | Complete | The system chosen and implemented was ADP |
| IT Business Solutions | 2 | HRMS – Phase 2 & 3 * | Not started | Subsequent HR project phases to implement additional HR Management system capabilities | Complete | The Onboarding and Recruitment modules have subsequently been implemented for all |
| IT Business Solutions | 2 | Maximo System Review and Roadmap | Not started | Undertake a review of the existing system with the intent developing and executing a go forward Strategy/Roadmap that identifies the timing and process for rolling out Maximo across the entire organization. | Complete | Worked with our Maximo business partner to develop a roadmap. |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-----------------------|-------|--|-----------------|--|-------------------|--|
| IT Business Solutions | 2 | Business Process Automation and Streamlining | Not started | Following the roadmap, work with teams to implement small incremental process enhancements leveraging the Town's Asset and Work Management System (Maximo) – focusing on user experience and simplified mobile interactions | Complete | <p>Fleet was the first division to be re-introduced to Maximo. Post implementation of the system was found to be challenging for users and required significant resources to manage. No further action was taken.</p> <p>Maximo was retired as the system was too complex and required significant additional resources to manage. The Town is looking at other options including CityWide which is currently used for the Asset Management Plan</p> |
| IT Business Solutions | 2 | Maximo – GIS 2 Way integration and Collector to Maximo integration | Not started | Enable 2-way data flow integration between Maximo and Town's GIS. Enable the integration of data captured in solutions like Collector and 123 Survey to be passed between GIS and Maximo and pursue a hybrid GIS/Maximo approach that provides a simplified User Experience for field-based workers through GIS based solutions. | In Progress | A project to procure and implement a new Computerized Maintenance Management System (CMMS) is underway |
| IT Business Solutions | 2 | Maximo Mobile | Not started | Broadly rollout Maximo mobile (Maximo Everyplace) to support mobile Maximo use in a hybrid mode with GIS collector solution | In Progress | A project to procure and implement a new Computerized Maintenance Management System (CMMS) is underway |
| IT Business Solutions | 2 | Maximo visualization of assets (GIS) and inspections (Collector) | Not started | Leverage ArcGIS Online based dashboards to visualize operational data spatially | In Progress | A project to procure and implement a new Computerized Maintenance Management System (CMMS) is underway |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-----------------------|-------|--|-----------------|--|-------------------|---|
| IT Business Solutions | 2 | ECM / Collaboration Strategy | Not started | Review current and future content collaboration and management needs in the context of existing solutions – Intranet (SharePoint), Laserfiche, File Shares, Kiteworks and future collaboration capabilities of modern solutions such as Microsoft Teams before determining future strategies in each of these areas. Work with the Digital Savvy Network and key players to determine an agreed cohesive path forward. | Complete | A cloud strategy for most internal documents has been implemented using a combination of Microsoft OneDrive, Teams, and SharePoint online. OneDrive has replaced Kiteworks. Laserfiche is the Town standard for Enterprise Content Management (ECM) |
| IT Business Solutions | 2 | ECM Workplan Execution | Not started | Implement recommended plans with regard to Intranet, Collaboration environment, Laserfiche and File Shares as recommended by the strategy | In progress | Laserfiche is the Town standard for ECM. On premise file shares are being replaced by OneDrive, Teams, and SharePoint online |
| IT Business Solutions | 2 | AIMS (Parking Replacement) ♦ | In progress | Selection and implementation of a new parking management system | Complete | The new AIMS system is now operational |
| IT Business Solutions | 2 | Finance System Assessment | In progress | Engage consultant to support the review of replacement options for current Finance systems | Complete | Consultant engagement was completed and the Town's specifications for a new financial system were created |
| IT Business Solutions | 2 | Finance System replacement | Not started | Potential implementation of new Finance system | Complete | The new Oracle Fusion cloud-based ERP system is now in production |
| IT Business Solutions | 2 | Payment handling and POS review and integration strategy | Not started | Review Payment handling and POS requirements and determine strategy for customer present and online payment processing, including systems integration | Complete | On premise POS systems are in the process of being upgraded. Online payments are readily available through the aurora.ca website |
| IT Business Solutions | 2 | Meeting Management Phase 2 | Not started | Remaining functions to be rolled out as a follow on to the initial Meeting Management launch | In progress | More meeting rooms will be upgraded to "Teams Rooms". This includes both Leksand and Holland rooms. |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|-------|---|-----------------|---|-------------------|---|
| Infrastructure & Service Desk | 1 | Printer Fleet Replacement ♦ | In progress | RFP closed and rollout planned | Complete | Mobile printers have been installed in all vehicles requiring this functionality |
| Infrastructure & Service Desk | 1 | JOC Expansion * | In progress | Network expansion to support JOC expansion | Complete | All floors at the JOC are now fully operational |
| Infrastructure & Service Desk | 1 | Infrastructure upgrades and evergreening program * | In progress | Program of infrastructure upgrades and asset lifecycle management | Complete | Regular cycle of both end user equipment evergreening and IT infrastructure updates/upgrades is in place |
| Infrastructure & Service Desk | 1 | Evergreening of user devices - desktop, laptops, mobile devices * | Not started | Increase in the types of device choices available to management and staff, review lifecycle for devices (industry standard is 3-4 year lifecycle), increase focus on laptop or mobile device provisioning – target 75% of fleet to be laptop / tablet devices | Complete | The Town has implemented three different streams for evergreening of devices – End User equipment, Mobile devices, and Data Centre equipment. There are five different models of laptops that staff may choose from depending on their job function and needs. Most staff do possess a laptop for their computing needs |
| Infrastructure & Service Desk | 2 | Access Aurora Telephony * | Not started | Upgrades to support Access Aurora telephony requirements | Complete | Have implemented a cloud-based telephony system using Microsoft Teams as a soft phone. Have also implemented a new call centre system to support Access Aurora |
| Infrastructure & Service Desk | 2 | Telephony / Unified Communications Assessment | Not started | A complete review of telephony and unified communications requirements is recommended – this should be in the context of potential O365 capabilities | Complete | See above |
| Infrastructure & Service Desk | 2 | Telephony / Unified Communications implementation | Not started | Implementation of telephony / UC strategy | Complete | See above |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|-------|---|-----------------|---|-------------------|--|
| Infrastructure & Service Desk | 1 | Data assessment (including considering potential archiving solutions) | Not started | The Town should review existing data to determine suitable strategies to optimizing storage requirements (e.g. consider archiving stale content over 2 or 3 years old) | In progress | Data retention policies and procedures have been implemented or are going to be implemented |
| Infrastructure & Service Desk | 1 | File storage solution replacements (SAN, file servers, archives) * | Not started | Based on data assessment results, the Town can determine a suitable future data storage solution | Complete | All staff's individual file storage has been migrated to the cloud. A new SAN and file servers have been implemented in our on-premise data centre |
| Infrastructure & Service Desk | 1 | Mobility Strategy | Not started | IT Division to lead, with strong collaboration with mobile business units the establishment of the Town's mobility strategy (devices, connectivity, security model, apps) | Complete | Device standardization and rollout have been completed. Other device standards have been decided via a collaborative process |
| Infrastructure & Service Desk | 1 | Remote working – user experience review and plan (short term) | Not started | Review of current User Experience with users and determine short term plan of action for improvements to user experience | Complete | Changes include laptops for most staff, increased internet speeds for Town facilities, and implementing Zoom for remote video communications |
| Infrastructure & Service Desk | 2 | Remote working – user experience long term plan | Not started | Long term plans for improvements to remote working to support more active adoption of remote / home working at the Town | Complete | As above and including the implementation of Microsoft Teams |
| Infrastructure & Service Desk | 1 | Board and meeting room technology * | Not started | Equipping boardrooms with TV's and conference calling capabilities to support modern digital meetings | In progress | Several meeting rooms have been converted to "Teams Rooms" to provide full online meeting capabilities. This includes large monitors (or a projector), microphones, speakers, camera, control panel, and necessary software. |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|-------|--|-----------------|--|---------------------|---|
| Infrastructure & Service Desk | 1 | Town Hall Data Centre Monitoring Systems | Not started | Implementing security camera, heat sensor and alerting system for Town Hall Data Centre | In progress | Security cameras are in place in the data centres. Full monitoring of all data centre assets (servers, switches, storage, etc.) via our monitoring tool runs 24x7 and provides real time alerts |
| Infrastructure & Service Desk | 1 | Corporate Wi-Fi review and strategy | | Conduct a review of currently available services, needed services and present options to leadership team for direction | Complete | Analysis showed that portions of our Wi-Fi infrastructure need to be refreshed. Centralized administration will be cloud based for all facilities |
| Infrastructure & Service Desk | 2 | Corporate Wi-Fi maintenance and expansion * | Not started | Maintenance and expansion of City's private Wi-Fi network at City facilities. | Complete | All Wi-Fi access points have been upgraded to Gen 5 or 6. Administration for all Wi-Fi networks has been migrated to the cloud |
| Infrastructure & Service Desk | 2 | Outdoor Wi-Fi | In progress | Extending Wi-Fi into parks, recreation areas and other civic facilities (TBD, dependent on Wi-Fi strategy) | On hold | Preliminary project plans to implement this have been created. Plans have been put on hold at the request of Council and ELT |
| Infrastructure & Service Desk | 1 | Third-Party Security Assessment | Not started | A full third-party security assessment should be conducted at least every 2 years | Complete - modified | This was increased to annual. A reputable cybersecurity vendor is hired to perform the assessment |
| Infrastructure & Service Desk | 1 | Business Continuity/Disaster Recovery Strategy | Not started | The Town requires a formalized Business Continuity Plan and Disaster Recovery strategy before it implements any further DR technical capabilities | Complete | The plan was developed with an outside consultant specifically for IT recovery |
| Infrastructure & Service Desk | 2 | BC / DR implementation | Not started | Implementation of DR capabilities based on BCP and DR plans | In progress | Working with PMO to complete |
| Infrastructure & Service Desk | 1 | Office365 Pilot | Not started | Working with the IT Team and Digital Savvy Network to test Office365 capabilities (including Skype, SharePoint Online, OneDrive, Teams). Scope of pilot and phasing of pilot activities to be defined. | Complete | Pilot has been completed |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|-------|--|-----------------|--|-------------------|--|
| Infrastructure & Service Desk | 1 | Office365 Cost/Benefit Analysis and plan | Not started | To look at the costs and benefits of moving the Town as a whole to Office365 | Complete | Cost benefit analysis was completed. Decision was made to proceed town wide |
| Infrastructure & Service Desk | 2 | Office365 Migration | Not started | Migration to Office365 (email, office products, teams, etc.) | Complete | All computer users at the Town now have this as our standard office software |
| Infrastructure & Service Desk | 1 | Cloud Policy and Framework | Not started | Establish the Town's position and requirements for Cloud services | Complete | The Town has adopted a hybrid approach. Systems are moved to the cloud when business requirements make this the best option. Otherwise, all other systems remain on premise |
| Infrastructure & Service Desk | 1 | Cloud Readiness assessment and Strategy | Not started | Assess services that could be candidates for future migration to the cloud and develop a Roadmap and strategy for their migration cloud and develop a Roadmap and strategy for their migration | Complete | Microsoft Azure virtual data centre has been implemented as our cloud presence |
| Integration and Data Projects | 1 | ArcGIS Online / Portal GIS Architecture and implementation | Not started | Develop modern architecture for enterprise GIS (ArcGIS Portal and ArcGIS Online) that supports internal and external web mapping (and which addresses security requirements) and implement | Complete | The architecture has been finalized. ArcGIS Online is the prevalent tool for GIS functionality. The ArcGIS Portal is now live. Use cases are being developed within the Portal |
| Integration and Data Projects | 1 | FME Server implementation ♦ | Not started | Implement FME server to support data conversion and spatial ETL activities | Complete | FME server is on-premise and actively being used within the Town |
| Integration and Data Projects | 1 | Maximo – GIS 2 Way integration and Collector to Maximo integration | Not started | Extend the existing geo-integration to support 2-way data flow and configure a standardized integration that allows for data captured in Collector or Survey 123 solutions to flow into Maximo | In Progress | A project to procure and implement a new Computerized Maintenance Management System (CMMS) is underway |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|---------|---|-----------------|---|-------------------|--|
| Integration and Data Projects | 1 | Collector expansion program | In progress | Expansion of the use of Collector as an easy to use field-based solution for inspections and data capture | Complete | ArcGIS Collector (now called ArcGIS Field Maps) and Survey123 are actively being used in the Town to assist many divisions with inspections and data capture |
| Integration and Data Projects | 2 | York Region Data Federation | Not started | Dependent upon the implementation of the modernized ArcGIS architecture, setup federated data sharing with York Region and neighbouring municipalities | In progress | "All pipes" data is complete and being shared by all York Region. The Town is actively working on other initiatives with the Region |
| Integration and Data Projects | 2 | Internal Web GIS – Self Service Apps | Not started | Using the modern ArcGIS Architecture configure a series of self-service GIS apps, enabling non-GIS staff to self-serve to mapping solutions. Examples include Planning Report, Planning App status map, | Complete | GIS Data Hub is live and available for both internal and external customers. It is accessed through the aurora.ca website |
| Integration and Data Projects | 1, 2, 3 | Geo-dashboards for CRM, CityView and Maximo | Not started | Implement ArcGIS Online based dashboards to visualize operational data in core business systems spatially. This will involve the creation of spatial views from source databases to allow for visualization | In progress | Dashboards are being developed when required by the business units |
| Integration and Data Projects | 1 | Property Report App | Not started | A search by address tool to find relevant information about a property (useful for staff and public) | Complete | This function is available through the GIS Data Hub (aurora.ca website) |
| Integration and Data Projects | 3 | Geo-based Drawing Management solution | Not started | Implement town wide consistent geo-based drawing management solution for all town drawings | Complete | Bluebeam Revu software has been implemented to enforce consistent drawing standards |
| Integration and Data Projects | 2 | Public Web Mapping solution(s) | Not started | Public facing web mapping capabilities (galleries, map embeds, storymaps, etc.), based on modern ArcGIS platform | Complete | This function is available through the GIS Data Hub (aurora.ca website) |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|-------------------------------|-------|--|-----------------|---|-------------------|---|
| Integration and Data Projects | 2 | Information Management / Data Management Maturity Assessment and Roadmap | Not started | Conduct a review and determine the roadmap for data and information management practices | In progress | IT is currently working with Legislative Services to determine data governance and data retention requirements |
| Integration and Data Projects | 2 | Business Intelligence Strategy | Not started | Develop a plan for the development of Business Intelligence and corporate reporting capabilities | In progress | Project has begun. Working with PMO to further define our BI goals |
| Integration and Data Projects | 3 | BI solutions implementation | Not started | Implementation and evolution of BI and dashboarding solutions | In progress | Microsoft Power BI is the chosen tool for our BI and dashboarding needs. Several dashboards have been created for staff use |
| Customer Service | 2 | CRM stabilization ♦ | In progress | 2019 work plan for solidifying the current use of the CRM system in existing areas of use (| Complete | Analysis and stakeholder input has been completed. CRM was upgraded to a newer on-premise version |
| Customer Service | 2 | CRM / GIS data visualization | Not started | Self-service dashboards to support visualization, reporting and analysis of all CRM case types (e.g. animal services requests, sod complaints, etc.) | In progress | The Town is currently working to replace our current CRM with a newer Town wide solution. This functionality is part of the scope |
| Customer Service | 2 | CRM Upgrade | Not started | Determine the upgrade path for Dynamics product (on premise vs. cloud) and implement upgrade | In progress | Upgrade path has been determined. Currently working on procurement phase of the project |
| Customer Service | 2 | CRM expansion | Not started | Expansion of CRM into new business areas (e.g. transportation, communications, recreation) | In progress | The CRM Replacement project has a Town wide scope |
| Customer Service | 2 | CRM Back Office Integration - Email | Not started | Implementation of email integration to CRM to allow for the auto-creation of cases from email contacts with the town (e.g. info@aurora.ca or animalservices@aurora.ca) | In progress | The CRM Replacement project will include this scope |

| Cat | Phase | Initiative | Status Nov 2019 | Description | Status April 2024 | Comments |
|------------------|-------|---|-----------------|---|-------------------|--|
| Customer Service | 2 | CRM Back Office Integration – Work & Asset Management | Not started | Implement an integration between CRM and work management system to reduce duplicate data entry, support mobile working and digitize end to end process | In progress | The CRM Replacement project will include this scope |
| Customer Service | 3 | CRM Integration to Website | Not started | Support ability to submit and track Service Requests | In progress | The CRM Replacement project will include this scope |
| Customer Service | 1 | Website redesign and relaunch – Phase 1 ♦ | In progress | Relaunch website on new platform, with new design and new digital services including forms, newsletters, online payments, | Complete | The Aurora.ca website was redone. A landing page was created for all residents that provide them one stop shopping for all digital services |
| Customer Service | 2 | Ongoing web product evolution | Not started | Introduction of new digital services, including consideration of knowledgebase and Live Chat for customer service, increased personalization of the website | Complete | A landing page was created for all residents that provide them one stop shopping for all digital services. A knowledge base and Live Chat will be incorporated in the new CRM system |
| Customer Service | 3 | Digital Services expansion | Not started | Expansion and integration of digital services requiring back office system integration (e.g. CityView portal) | In progress | CityView portal has been implemented. Currently offering building and planning services. Currently being expanded to include Road Occupancy Permits and others |



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

Town of Aurora
Committee of the Whole Report
No. FIN25-022

Subject: 2026 Budget Timeline and Process

Prepared by: Jason Gaertner, Manager Financial Management

Department: Finance

Date: April 8, 2025

Recommendation

1. That Report No. FIN25-022 be received; and
2. That the proposed budget timeline as detailed in Table 1 be approved.

Executive Summary

This report outlines the budget process for the 2026 budget:

- The Town will review and adopt the last year (2026) of the Mayor's multi-year budget, including all related tax and user rate impacts
- The 2026 capital budget and an updated 10-year capital plan will be provided for Council's review
- The Town's long term capital asset management funding gap will need to be addressed in the next term of Council
- A December budget adoption is anticipated

Background

The Town of Aurora has adopted a multi-year budgeting framework. Under this framework, the Town adopts the first year's budget of its term and receives an accompanying forecast of the next three budgets. In the second year of the Council term, the Town adopts a three-year operating budget, including all related tax and user

rate impacts. Using multi-year budgets and forecasts improves fiscal health and service delivery through:

- better coordination of budgeting and strategic priorities
- greater certainty for departments in managing expenditures and service levels
- improved fiscal discipline of the organization
- streamlined budget reviews that focus on key changes in assumptions and the reasons driving the change
- allowing staff to develop budgets with fixed targets in place, allowing for an early response to manage circumstances and budget constraints
- reducing uncertainty about future year tax levy or user rate increases
- providing longer term outlook to outside organizations that rely upon the Town for a share of their funding, which enables them to plan and deliver their programs more effectively

As per the Municipal Act, 2001 a municipality's multi-year operating budget must be readopted on an annual basis. The Town's readoption process will focus on any changes to the previously adopted multi-year budget.

Analysis

The Town will review and adopt the last year (2026) of the Mayor's multi-year budget, including all related tax and user rate impacts

On January 31, 2023, the Town adopted the first year of the multi-year operating budget. On December 12, 2023, the Town adopted a three-year operating budget covering the period from 2024 to 2026. This budget reflected the Town's identified funding and staff needed to delivery its core services, manage growth and implement any new initiatives for each of these years.

This multi-year operating budget must be reviewed by the municipality on an annual basis. In December 2025, the Town will adopt the 2026 operating budget. As part of this process, Council will review the Mayor's multi-year budget for 2026 and may propose amendments to the budget. This review process will focus on any changes to the previously adopted 2026 budget.

The 2026 capital budget and an updated 10-year capital plan will be provided for Council's review

Council will be presented with a similar capital package to what was reviewed as part of the 2025 budget process. The package will include three primary components being:

1. Any proposed 2026 capital project authority increases. The budget will clearly indicate which capital budget authority was approved in prior years and what authority Council is being asked to review for 2026. Individual asset management and growth & new capital project financial details will only be shared confidentially with Council members for their review.
2. A 2026 10-Year Capital Budget continues to include both the total required project budget commitment along with the expected cash outflows for all capital projects. The Town will adopt the capital budget authority for each project as part of the 2026 capital budget. This full budget will reflect the total budget that is being committed to each project for 2026. For projects that take multiple years to complete, the budget will also show how much is expected to be spent/completed in each year. This will reflect the actual planned cash outflows for the project and will be captured in the Town's 10-year capital plan and funded from reserves as they are expected to occur. Similarly, individual asset management and growth & new capital project financial details will be shared only with Council members for their review.
3. A summary of all previously approved capital projects that have recently concluded and been closed by staff.

The Town's long term capital asset management funding gap will need to be addressed in the next term of Council

On September 24, 2024, Council approved a short-term funding strategy in support of the Town's short term asset management funding gap challenges. Next steps include the refinement of the Town's capital plan to align with the recently approved asset management plan's defined levels of service. This will enable staff to validate the extent of the Town's long term asset management funding gap, and to derive a recommended funding strategy(ies) for Council's review and approval in the next term.

A December budget adoption is anticipated

Staff anticipate that the 2026 Budget and 10-Year Capital Plan will be deemed adopted by the Town in December 2025. This timing will enable staff to proceed with any

necessary contract activities and other planning in preparation for the upcoming fiscal year. Table 1 presents staff's proposed timelines for the 2026 budget reaffirmation and adoption.

Table 1
Budget Dates and Milestones

| Meeting / Milestone | Date |
|---|----------------------------|
| Mayor provides budget to members of Council | October 20, 2025 |
| Budget overview to Council | October 28, 2025 |
| Departmental operating budget presentations, as well as proposed capital plan review | November 3, 2025 |
| Community Partner presentations as well as any remaining business from November 3 rd | November 10, 2025 |
| Amendments to the Mayor's proposed budget are requested to the Clerk by end of day | November 13, 2025 |
| Special Council meeting to discuss/decide on proposed budget amendments (if required) | November 17, 2025 |
| Last day for the Mayor to veto any amendments adopted during November 17 th meeting | November 29, 2025 |
| Override / budget adoption | December 14, 2025 (latest) |

These timelines ensure that the budget is adopted, before the holiday period. The Council amendment meeting occurs 28 days after the budget is released, meeting the 30-day amendment period. Council may choose to shorten the amendment period but would need to hold a special meeting before the end of the day on Wednesday, November 19 to meet the legislated timelines.

Further time in the process may also be saved if the Mayor does not require the full 10 days provided to veto amendments (does not require a Council meeting), meaning the override meeting, should it be necessary, may occur in advance of December 14.

Advisory Committee Review

None

Legal Considerations

The Town has been designated with strong mayor powers. As such, the Mayor is assigned the powers and duties of the municipality with respect to proposing and

adopting a budget, including a multi-year budget. Once the Mayor provides Council with the proposed budget, Council has 30 days to make any amendments. Council may shorten the 30-day period by resolution. The Mayor may veto any proposed amendments within 10 days after the expiry of the 30-day period. A meeting is not required for the Mayor to veto any amendments. The Mayor may also shorten the veto time period. Within 15 days of any vetoes, Council may override the veto, by resolution, on a 2/3 vote of the members of Council.

If Council approves the staff recommendation in this report, then it is approving the timelines for budget approval, including the shortened time period for making amendments.

Financial Implications

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

Communications Considerations

Staff will inform the public about the budget process by posting information to the Town's website. The calendar of budget-related meetings will also be shared on the website, in advertisements and on social media. A communications plan is currently being developed to encourage public engagement in the budget process.

Climate Change Considerations

The recommendations from this report do not directly impact greenhouse gas emissions or impact climate change adaptation. Climate change will be considered in the budget development and documents to be presented to Council in October.

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

Council may provide alternative direction.

Conclusions

The 2026 budget represents the last year of the Town's current four-year budget cycle. The presented 2026 budget, to be distributed to Council on October 20 strives to address multiple material pressures faced by Town at this time which will include potential tariff driven and other inflationary pressures, as well as capital asset management pressures, amongst others. The 2026 operating budget readoption will focus on any changes to the previously adopted budget. It is anticipated that should the proposed staff timelines be approved, the reviewed 2026 operating budget and capital plan will be adopted by December 14, 2025, at the latest.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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

Town of Aurora
Committee of the Whole Report
No. FIN25-024

Subject: Regional Rental Housing Incentive Program Participation – 120 Metcalfe Street and 26-38 Berczy Street Follow-up

Prepared by: Jason Gaertner, Manager Financial Management

Department: Finance

Date: April 8, 2025

Recommendation

1. That Report No. FIN25-024 be received; and
2. That Council approve an up to 20-year interest free deferral with annual repayments starting at the end of the first year to meet the requirements of York Region's rental buildings incentive program for the 101-103 Mosley Street and 120 Metcalfe Street and 26-38 Berczy Street developments enabling the developer to access York Region's program offerings.

Executive Summary

On February 25, 2025, Council referred report no. FIN25-003 back to staff requesting further information relating to the rent affordability of the proposed 120 Metcalfe Street and 26-38 Berczy Street developments. Staff have now consulted with these developers.

- The primary intent of the Rental Building Incentive Program is to increase the number of purpose-built rental units within York Region
- York Region's Rental Building Incentive Program's defined affordable rent amounts represent the maximum average rent that must be achieved for each rental unit size category
- A more in-depth analysis was undertaken of each development's proposed rental unit rates

- The Town received an alternative incentive proposal

Background

Report no. FIN25-003 - Regional Rental Housing Incentive Program Participation – 120 Metcalfe Street and 26-38 Berczy Street was presented to Council for its consideration at its Committee of the Whole meeting on February 11, 2025. On February 25, 2025, Council referred this report back to staff requesting that staff report back to it with more detail pertaining to the composition of each proposed rental building's individual unit rental rates to be viewed with an affordability lens.

Analysis

The primary intent of the Rental Building Incentive Program is to increase the number of purpose-built rental units within York Region

In support of this policy York Region notes that York Region has the lowest supply of rental housing across the Greater Toronto and Hamilton Area with rental units representing just 18 per cent of its total housing stock. The primary objective of the Rental Building Incentive policy is to increase the rental unit supply in York Region. Further, this policy strives to incentivise rental developments that are affordable to moderate income households. Other policy objectives include supporting more complete communities by offering a range of housing options and to promote live/work within the Region.

York Region's Rental Building Incentive Program's defined affordable rent amounts represent the maximum average rent that must be achieved for each rental unit size category

York Region's rental building policy's identified rent ceilings represent an average that must be met for each apartment size category (studio/bachelor, one bedroom, two-bedroom, three bedroom). Meaning individual unit rental rates may differ within a given apartment size category; some may be below, and others above the average required rate. The larger the number of units within a given apartment size category, the more diverse individual unit rents can be.

This policy defines an affordable rent as 175 per cent of the average market rent for all York Region municipalities as calculated by the Canadian Home Mortgage Corporation (CHMC). The Town of Aurora considers an affordable rent to be 125 per cent of the average rental market rent. Table 1 presents a summary of the affordable rent

April 8, 2025

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Report No. FIN25-024

thresholds based upon the average market rent for all York Region municipalities as of October 2024. For comparison purposes, Table 2 presents a similar summary based upon the average market rent for only Aurora.

Table 1
Affordable Rent Summary for York Region

| | Affordable Average Rents* | | | |
|---|---------------------------|-----------|-----------|-----------|
| | Studio | 1 Bedroom | 2 Bedroom | 3 Bedroom |
| Average Market Rent (AMR) for York Region | 1,184 | 1,610 | 1,908 | 2,205 |
| 125% of AMR – Considered Affordable | 1,480 | 2,013 | 2,385 | 2,756 |
| 175% of AMR – YR Policy | 2,072 | 2,818 | 3,339 | 3,859 |

* Based upon an average market rent (AMR) as of October, 2024

Table 2
Affordable Rent Summary for the Town of Aurora

| | Affordable Average Rents* | | | |
|---|---------------------------|-----------|-----------|-----------|
| | Studio | 1 Bedroom | 2 Bedroom | 3 Bedroom |
| Average Market Rent (AMR) for Aurora ONLY | 1,393 | 1,895 | 2,072 | 2,255 |
| 125% of AMR – Considered Affordable | 1,741 | 2,368 | 2,590 | 2,818 |
| 175% of AMR | 2,438 | 3,316 | 3,626 | 3,946 |

* Based upon an average market rent (AMR) for Aurora ONLY as of October, 2024

A comparison of Tables 1 and 2 reveal that the Town of Aurora's average unit rental rates are higher than the York Region average due to its limited rental unit supply versus the demand for rental units in Town.

The average market rents for York Region municipalities will continue to be subject to regular change, driven by many variables such as the cost of home ownership, economic conditions and the rental unit supply within each municipality.

A more in-depth analysis was undertaken of each development's proposed rental unit rates

As requested by Council, Staff obtained further detail from each developer pertaining to their planned rental rate mixes by apartment type. These rental rates were then analyzed through two primary lens' being eligibility under York Region's Rental Building Incentives Policy, as well as ability to meet the Town of Aurora's defined affordable rental rate thresholds.

Staff confirmed that both developments are able to meet the affordable rent thresholds as defined under York Region's policy. Tables 3 and 4 present a summary of each development's proposed average rental rates versus the policy's requirements.

Table 3
26-38 Berzcy Development Rental Rate Summary

| Apartment Type | Average Rent | 175% AMR | Meets Policy |
|-----------------------|---------------------|-----------------|---------------------|
| One Bedroom | 2,398 | 2,818 | Yes |
| Two Bedroom | 3,207 | 3,339 | Yes |
| Three Bedroom | 3,765 | 3,859 | Yes |

Table 4
101-103 Mosley Street & 120 Metcalf Development Rental Rate Summary

| Apartment Type | Average Rent | 175% AMR | Meets Policy |
|-----------------------|---------------------|-----------------|---------------------|
| Studio | 1,787 | 2,072 | Yes |
| One Bedroom | 2,398 | 2,818 | Yes |
| Two Bedroom | 3,137 | 3,339 | Yes |
| Three Bedroom | 3,592 | 3,859 | Yes |

Further, it was confirmed that some of the units within these developments will be offered at rental rates aligning with the Town's definition of affordability being 125 per cent AMR. The 26-38 Berzcy development estimates that it will offer approximately 36 per cent of its one-bedroom and 2% of its two-bedroom units, or 29 per cent of all its total proposed units, at rental rates aligning with the Town's definition of affordability. The 120 Metcalf Development estimates that it will offer 45 per cent of its one-bedroom

units, or 23 per cent of its total proposed units, at rental rates consistent with the Town of Aurora's affordability definition.

The Town received an alternative incentive proposal

The Town recently received an alternative incentive proposal from one of its potential rental building developers. Alternatively, it was proposed that 50 per cent of the total DC Payable for the development be paid up front at the building permit issuance stage of the development. The Town would then defer the remaining DC payable amount for a period of up to 20 years interest free without an annual repayment requirement. The DC deferral period would be determined as per York Region's policy criteria.

Under this alternative, the Town would access 50 per cent of the DC payable's cash flows immediately, with the remaining payable amount to be fully received at the end of the DC deferral period. Having immediate access to 50 per cent of the DC payable would better position the town to address the infrastructure growth needs of the development, as well as reduce the potential amount of debt financing needed. The Town would lose access to the remaining 50 per cent component of the DC payable until the end of the DC deferral period.

York Region has since deemed this alternative incentive to not be equivalent to the incentives offered by its Rental Building Incentives Policy. As a result, if offered, a developer would be unable to access the incentives offered by York Region under this policy.

Advisory Committee Review

None

Legal Considerations

The *Development Charges Act* permits municipalities to defer development charges for rental buildings. As mentioned in this report, York Region has a rental building incentive program that requires the Town to provide similar or better incentives to enable these developments to access the program.

Financial Implications

Should both developments proceed, and the offered incentive accepted, the Town will defer approximately \$15.6 million in development charges for a period of up to 20 years

to be determined as per the policy. Any development charges deferred under this policy will be repaid in equal installments over the duration of the deferral period interest free. It is recommended that Council approve the Town's offering of the proposed incentives to these two developments.

If constructed, these developments will result in additional tax levy revenue for the Town. Since these developments are infill in nature, the additional property taxes generated should be sufficient to offset the incremental Town service costs related to these developments. The amount of the taxes collected will be based on the final assessed value as determined by the Municipal Property Assessment Corporation.

Communications Considerations

There are no communications considerations as a result of this report.

Climate Change Considerations

There are no climate change considerations arising from this report.

Link to Strategic Plan

This report supports the Strategic Plan goal of Supporting an exceptional quality of life for all through the Strengthening the fabric of our community objective. Through the offer of incentives for these developments, the Town supports the creation of 1,150 new rental residential dwellings within the Town of Aurora, increasing housing opportunities that assist in achieving growth targets while providing housing opportunities for everyone.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

Council requested that staff report back to it with more detail pertaining to the composition of each proposed rental building's individual unit rental rates to be viewed with an affordability lens. Upon review, it was confirmed that both of these developments are able to meet York Region's Rental Building Incentive Policy requirements. In addition, these developments estimate that they will offer

approximately 25 percent of their total proposed units at rental rates consistent with the Town's definition of affordability.

Attachments

None

Previous Reports

FIN25-003, Regional Rental Housing Incentive Program Participation – 120 Metcalfe Street and 26-38 Berczy Street, February 11, 2025

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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

Town of Aurora
Committee of the Whole Report
No. PDS25-039

Subject: Adoption of the Heritage Grant Program

Prepared by: Dania Asahi Ogie, Policy Planner
Adam Robb, MPL, MCIP, RPP, CAHP, PLE,
Manager, Policy Planning and Heritage

Department: Planning and Development Services

Date: April 8, 2025

Recommendation

1. That Report No. PDS25-039 be received; and
2. That Council adopt the Heritage Grant Program as attached to this report.

Executive Summary

This report seeks Council's adoption of the Heritage Grant Program.

- In May 2024, Council passed a Motion to establish a Heritage Grant Program
- The Heritage Grant Program supports conservation and restoration efforts for designated heritage properties
- The Grant Program was informed by consultation with the Heritage Advisory Committee and is defined by three funding categories

Background

In May 2024, Council passed a Motion to establish a Heritage Grant Program

The Member Motion gave direction to staff to establish a Heritage Grant Program aimed at providing financial support to designated heritage property owners for their conservation and restoration efforts. Staff have prepared the Heritage Grant Program in-house with no external consultant costs or capital budget implications.

Analysis

The Heritage Grant Program supports conservation and restoration efforts for designated heritage properties

The Heritage Grant Program offers financial support to designated heritage property owners for the conservation or restoration efforts of their property. Designated heritage properties include those designated individually under Part IV or as part of a district under Part V of the *Ontario Heritage Act*.

The program is aimed to incentivize designated heritage property owners to sustain and protect Aurora's heritage assets for the long-term. By offering financial assistance for conservation works for heritage properties across the Town, the program ensures that individual efforts in preserving our shared heritage are recognized and supported. The Grant Program is also a further tool to incentivize owners to pursue designation of their properties, to become eligible to receive grant opportunities.

The Grant Program was informed by consultation with the Heritage Advisory Committee and is defined by three funding categories

Most often, heritage grant applications will occur alongside a required Heritage Permit Application to approve an alteration/the project work. All applicants are expected to submit at least two cost estimates for the proposed work along with the documents required in a Heritage Permit application.

Town staff, the Heritage Advisory Committee, and Council will consider the applicability and eligibility of the Heritage Grant Program opportunity throughout the Heritage Permit review process. The grant approval rests on the Heritage Permit being approved, and the proposed work receiving all necessary approvals for any other required permits. An overview of eligible works is also provided in the Table further below in this report.

Grant applications can also be received for exceptional cases where a heritage permit is not necessarily required, such as for graffiti removal. In these cases, approval of grant funding still requires the review and approval of the Heritage Advisory Committee and Council.

Once the proposed work is complete, the applicant will be required to schedule an inspection to ensure conformity with the grant approval conditions and provided drawings. The grant will only be released upon approval of the inspection of the completed work. The Heritage Grant Program is not intended to be applicable to retroactive projects.

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

The level of funding awarded to a project is determined at the sole discretion of Council, after review and recommendation by staff and the Heritage Advisory Committee. The grant funding categories are outlined in the table below:

Table 1: Grant Funding Structure

| Grant funding category | Major Works | Moderate Works | Minor Works |
|----------------------------------|---|--|---|
| Grant funding amount | Up to \$10,000 | Up to \$5,000 | Up to \$1,000 |
| Example of eligible works | Comprehensive façade restorations and enhancements Structural improvements Comprehensive repairs of major original architectural elements | Repair of original windows and/or doors Reconstruction of lost architectural features | Graffiti removal Technical studies or historic documentation Upkeep of a defined heritage feature |

Approved applications undertaking works below the grant amount will see the full costs of the project covered, and the remaining difference will be retained back to the grant funding pool. If the project costs exceed the grant level, the applicant will receive the full grant amount. The applicant will be responsible for covering the remaining difference between project costs and the grant amount. Funding for the Heritage Grant Program is to come through the Heritage Reserve Fund. Strategically, there is also an annual cap on Heritage Grant Application approvals (set at \$30,000 but subject to Council discretion), to ensure the reserve fund is sufficiently maintained and replenished. The Grant Program has been specifically developed to allow full discretion and control over the approval of grants to Council, after consultation with Town staff and the Heritage Advisory Committee. Council retains the sole right to refuse or approve applications and funding.

Advisory Committee Review

The Heritage Grant Program was presented to the Heritage Advisory Committee on Monday, December 9, 2024. A recommendation from the Heritage Advisory Committee was to establish partnerships with local hardware stores to offer relief to designated heritage property owners undertaking conservation efforts. Town staff have reached out to the Aurora Home Hardware Building Centre, who has agreed to be a general supporting partner for the Heritage Grant Program as well. Applicants to the Grant Program will be put in contact with the Aurora Home Hardware Building Centre to further assist with materials and supplies discounts. The Committee also specifically commented on having a category for graffiti removal, as although the majority of projects will run through a concurrent heritage permit review process, exceptions for minor works such as graffiti removal assistance can be provided as needed. The Committee also further expressed that a focus be made on encouraging façade enhancements as a priority.

Legal Considerations

Applicants with eligible projects will submit the Heritage Grant Program application, and if approved, will be required to enter into an agreement with the Town to ensure the requirements for the completion and inspection of the work are met. Upon successful completion and inspection, funds will be released.

Financial Implications

The Heritage Grant Program is to be funded from the Heritage Reserve which presently has an uncommitted balance of \$299,600. Staff recommend that the Heritage Grant Program's annual application approvals be initially capped at \$30,000 per year. This cap amount will be adjusted, if necessary, in response to the Heritage Reserve's health.

The financial impact of each Heritage Grant Program application on both the annual maximum cap and the Heritage Reserve will be included with each report to inform Council's decision.

Communications Considerations

There is currently a Heritage Grant Program page on the Town website. With the commencement of the grant program, Town staff will work to advertise the program further through social media and print media, and begin receiving applications.

Climate Change Considerations

The adoption of the Heritage Grant Program will encourage the sustainable conservation of heritage elements to support reduced greenhouse gas emissions.

Link to Strategic Plan

The Heritage Grant Program supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All by satisfying requirements in Celebrating and Promoting Our Culture, through the preservation and conservation of local heritage buildings and attributes.

Alternative to the Recommendation

1. That Council provide direction.

Conclusions

This report provides an overview of the Heritage Grant Program. The Heritage Grant Program has been developed in response to a Council Motion and has been informed by consultation with the Heritage Advisory Committee, as an opportunity to provide financial support and assistance for the preservation and conservation of local designated heritage properties.

Attachments

Attachment 1 – Heritage Grant Program

Attachment 2 – Heritage Grant Program Application Process Diagram

Previous Reports

Memorandum to the Heritage Advisory Committee dated December 9, 2024.

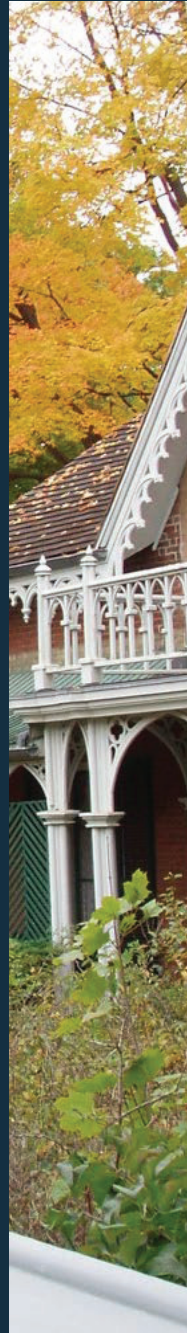
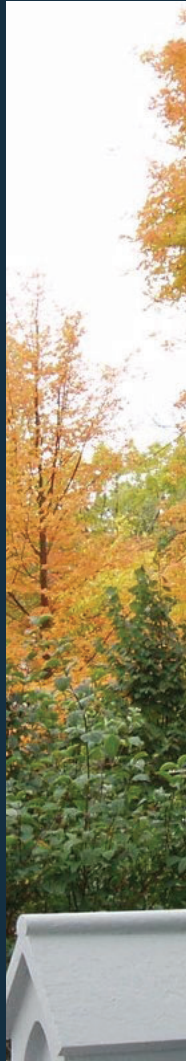
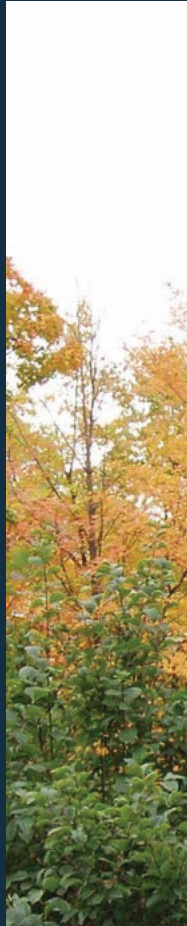
Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



Town of Aurora

Heritage Grant Program

2025



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About the Heritage Grant Program

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

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

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





Grant Details

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

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

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

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

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

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



Eligible Projects

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

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

Ineligible Projects

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

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

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



Grant Funding Structure

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

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

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





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

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

01

Major Works

Up to \$10,000

Comprehensive façade restorations and enhancements.

Structural improvements.

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

02

Moderate Works

Up to \$5,000

Repair of original windows or doors.

Reconstruction of lost architectural features.

Repair of other individual architectural elements, such as trim.

03

Minor Works

Up to \$1,000

Graffiti removal.

Technical studies or historic documentation.

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



Eligible Applicants

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

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

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

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

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



Application Process and Information

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

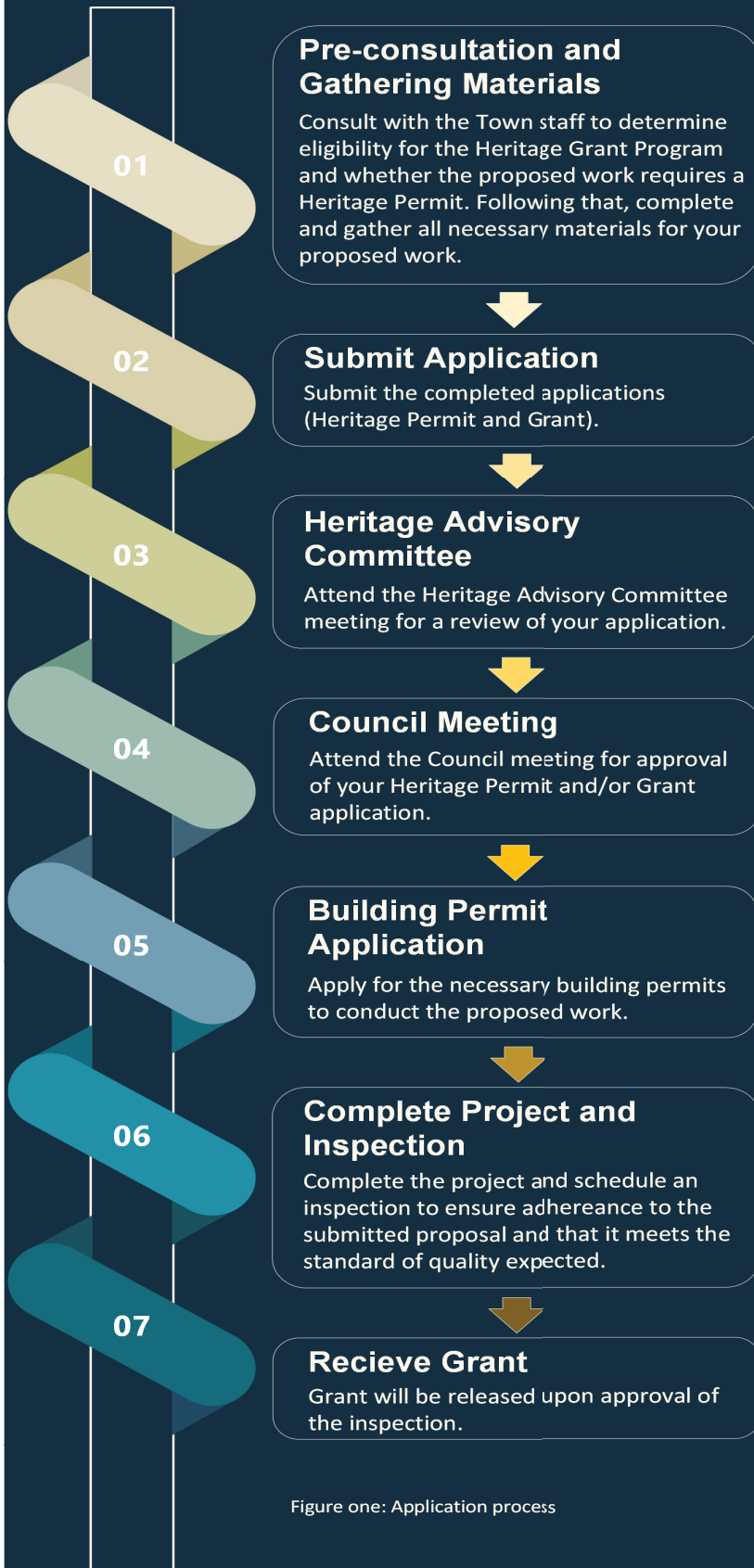
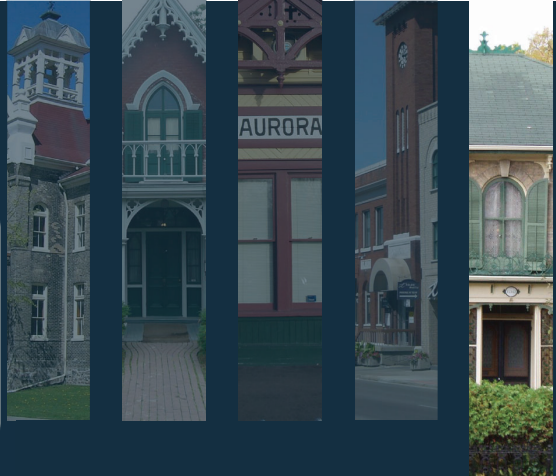
Pre-consultation is available to anyone who wants to discuss the proposed work before submitting a Heritage Permit Application Form and/or a Heritage Grant Program Application Form. The pre-consultation will help determine eligibility, avoid delays, and determine if a Heritage Permit is necessary.

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

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

The Heritage Grant Program is not applicable to retroactive projects.

APPLICATION PROCESS FLOWCHART



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

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

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

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

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

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

07 Recieve Grant
 Grant will be released upon approval of the inspection.

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

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

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

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

Successful applicants will be required to enter into an agreement with the Town with respect to funding and will be subject to the terms of the Heritage Grant Program.

Figure one: Application process



Additional Conditions for Approval

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

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

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

Special Cases

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



Heritage Grant Program 2025

Mayor Tom Mrakas

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

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

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



Town of Aurora
Planning and Development Services

Heritage Grant Program Application Form

The Heritage Grant Program offers financial support to owners of cultural heritage properties, designated under Part IV or Part V of the *Ontario Heritage Act*, in their efforts for the conservation or restoration of a property's heritage specific attributes. The Program incentivizes designated heritage property owners to sustain and protect Aurora's cultural heritage assets for the long-term. For full details, please view the Heritage Grant Program Guidelines.

Successful applicants will be required to enter into an agreement with the Town with respect to funding and will be subject to the terms of the Heritage Grant Program. Release of the funding is subject to the completion of the proposed work to the satisfaction of the Town.

Applicant Information

Under this section, please include the information about the applicant.

| | | | | | |
|-----------------------------|-----|-----------------------|----|-----------------------|--|
| Applicant Name | | | | | |
| Address | | | | | |
| Municipality | | Province/Territory | | Postal Code | |
| Email | | | | | |
| Phone | | | | | |
| Are you the Property Owner? | Yes | <input type="radio"/> | No | <input type="radio"/> | |

If you are **not** the property owner, please indicate the property owner information below:

| | | | | | |
|------------------------|--|--------------------|--|-------------|--|
| Name of Property Owner | | | | | |
| Address | | | | | |
| Municipality | | Province/Territory | | Postal Code | |
| Email | | | | | |
| Phone | | | | | |

Heritage Property Information

Under this section, please provide information on the heritage property in which the Grant will be applicable to.

| | | | | | |
|-------------------|-------------|-----------------------|--|-------------|--|
| Address | | | | | |
| Municipality | | Province/Territory | | Postal Code | |
| Property Main Use | Residential | <input type="radio"/> | | | |
| | Commercial | <input type="radio"/> | | | |



Town of Aurora
Planning and Development Services

Heritage Grant Program Application Form

| | |
|-------------|-------------------------------|
| Designation | Part IV <input type="radio"/> |
| | Part V <input type="radio"/> |

Cost and Conservation Project

Under this section, please provide information on the work or project that will be done to the heritage property. Along with a description, please provide cost estimates provided by contractors that may be completing the work.

| | | | |
|---|-----------------------------|--------------------------------|-----------------------------|
| Description of Project | | | |
| Cost Estimates <i>(you do not need to provide two different contractors if not possible)</i> | Contractor name | | Estimate |
| | Contractor name | | Estimate |
| Type of Work | Major <input type="radio"/> | Moderate <input type="radio"/> | Minor <input type="radio"/> |

Signature

| | |
|---|--|
| Signature of Applicant <i>(if you are both the applicant and property owner, please sign the property owner section)</i> | |
| Signature of Property Owner | |
| Date | |

Personal information on this application form is collected under the authority of section 107 of the *Municipal Act, 2001 S.O. 2001, C.25* and *Ontario Heritage Act, 2005, s39*. The Town of Aurora will use the information for the evaluation and to determine the eligibility for the Aurora Heritage Grant Program. Questions about this collection can be directed to the Policy Planning and Heritage Division, 100 John West Way, Aurora, ON, L4G 0R3 or by telephone at 905-726-4700.



Town of Aurora
 Planning and Development Services
**Heritage Grant Program Application
 Checklist**

This checklist is provided to assist the applicant in completing the Heritage Grant Program application with minimal delay due to inadequate information.

For applicants that are applying both to the Heritage Permit and the Grant, please note that the Heritage Permit Application must be submitted in such a way that it provides a clear indication of the nature of the proposed work in detail. It must also be accompanied by visual representations which demonstrate any proposed work.

| Heritage Grant Program Application Checklist | | |
|---|---|----------------------------------|
| <input type="radio"/> Included | <input type="radio"/> Not Included | Site Plan(s) |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Drawings(s)/sketches(s) |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Contractor/engineer elevation(s) |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Historic/current photograph(s) |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Contractors cost estimates |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Consent from property owner |
| <input type="radio"/> Included | <input type="radio"/> Not Included | Heritage Permit Application Form |
| <input type="radio"/> Included | Heritage Grant Program Application Form | |
| <input type="radio"/> Included | Description of the proposed work | |
| Additional Information | | |
| <i>If certain application materials are not included, please feel free to use the space below to provide information on why the item was omitted.</i> | | |
| | | |

Application process

01

Pre-consultation and Gathering Materials

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



02

Submit Application

Submit the completed applications (Heritage Permit and Grant).



03

Heritage Advisory Committee

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



04

Council Meeting

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



05

Building Permit Application

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



06

Complete Project and Inspection

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



07

Recieve Grant

Grant will be released upon approval of the inspection.

Successful applicants will be required to enter into an agreement with the Town with respect to funding and will be subject to the terms of the Heritage Grant Program.



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

Town of Aurora
Committee of the Whole Report
No. PDS25-038

Subject: Application for Official Plan Amendment and
Zoning By-law Amendment
1000265154 Ontario Inc.
180 Wellington Street East
Part Lot 106, Plan 246, Parts 1, 2 and 3, Plan 65R-39371
File Number: OPA-2024-02; ZBA-2024-02

Prepared by: Antonio Greco, Senior Planner

Department: Planning and Development Services

Date: April 8, 2025

Recommendation(s)

1. That Report No. PDS25-038 be received;
2. That Official Plan Amendment application OPA-2024-02 be approved to amend the Site Specific Policy Area Fifty-Eight (58) to a new Site Specific Policy Area Sixty-Eight (68), as outlined in Appendix 'A';
3. That Zoning By-law Amendment application ZBA-2024-02 be approved to amend the "Second Density Apartment Residential (RA2) Exception Zone (537)" to a new "Second Density Apartment Residential (RA2-566(H)) Exception Zone with a Holding Symbol, as outlined in Appendix 'B'; and
4. That the implementing by-laws for the Official Plan and Zoning By-law Amendments be brought forward to a future Council meeting for enactment.

Executive Summary

This report seeks Council's approval of an Official Plan Amendment and Zoning By-law Amendment (subject applications) for the property located at 180 Wellington Street East (subject property or subject lands). Approval of the subject applications will facilitate the development of four 12-storey multi-unit apartment buildings.

- The proposed development is consistent with the strategic growth and sustainable planning policies of the PPS and the LSPP.
- The proposed OPA supports the Town's primary focus on growth and intensification.
- The proposed Official Plan Site Specific Policy Area 68 would permit construction up to twelve (12) storeys, four (4) apartment buildings on one lot, dwelling units on the ground floor fronting onto an arterial road, a parking lot/facility at-grade, the removal of the building step-backs/angular plan requirements, and the removal of the urban square requirements.
- The proposed ZBA reduces setbacks for a more urban form, increase height to allow density and included a holding symbol to restrict development until servicing is available.
- The proposed Site Specific RA2-566 Exception zone would permit residential apartment units with retail uses as an accessory use, reduce the minimum setback standards, increase the maximum building heights, increase the total number of units, remove the landscaping strip requirements, and decrease the required amenity area on the subject property. The Holding provision is in place to restrict development until servicing allocation is available.
- All external agencies and Town staff have completed their review and have no objections to the approval of the subject applications.

Application History

A pre-consultation meeting was held with the applicant in April 2023. The subject applications were then received and deemed complete by the Town in May 2024. On September 4, 2024, the applicant hosted a Community Information Meeting (CIM) at the Aurora Public Library, offering nearby residents the chance to learn about the proposed development and ask questions. A statutory Council Public Planning meeting was held on October 8, 2024, where Council received the Staff report and directed the proposed applications to a future Committee of the Whole meeting.

Background

The subject lands were previously known as 180, 190, & 220 Wellington Street East and identified as three separate parcels. In October 2021, the Ontario Land Tribunal (OLT) approved a settlement in regard to Official Plan Amendment (OPA-2015-05), Zoning By-law Amendment (ZBA-2015-15) and Site Plan applications (SP-2016-10) to permit two (2) apartment buildings, eight (8) storeys in height, containing 223 units in total

(Figure 8). A Site Plan agreement was signed between the previous owner and the Town of Aurora to implement the approved development followed by a Site Plan amendment agreement to extend the timing to commence construction, which timing has since expired. No building permits were ever applied for or issued; however, a road widening was conveyed to the Town in accordance with the Site Plan agreement.

Location / Land Use

The properties at 180, 190 and 220 Wellington Street East have since been consolidated under the same ownership and as such, the subject property is now municipally known as 180 Wellington Street East. The property is located on the northeast corner of the Wellington Street East and Industrial Parkway North (Figure 1). The property has an area of 1.08 hectares (2.68 acres) and contains 114 metres (374 feet) of frontage along Industrial Parkway North and 82 metres (269 feet) along Wellington Street East. The subject property is currently vacant but was previously utilized as the Aurora Tire & Wheel and The Royal Wood Shop. The Owner obtained demolition permits for the buildings on July 6, 2022.

Surrounding Land Uses

The surrounding land uses are as follows:

North: U-Haul Self-Storage facility, and commercial/industrial uses

South: Wellington Street East, and commercial uses

East: Commercial/retail uses, and St. Maximilian Kolbe Catholic High School

West: Industrial Parkway North, and a five (5) storey mixed-use residential building with commercial retail uses at-grade

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns and encourages the creation of diverse housing opportunities that capitalize on proximity to goods, services, and transit.

The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation. The subject lands are not within the Regulated Area by the Lake Simcoe Region Conservation Authority (LSRCA).

Town of Aurora Official Plan 2024

Aurora Promenade and Major Transit Station Area Secondary Plan

The subject property is designated as “Aurora Promenade and MTSA Mixed Use” under Schedule ‘B’ – Land Use Plan in the Town of Aurora Official Plan. As shown on Figure 2, the subject property is further identified as “Major Transit Station Area” in Schedule ‘D1’ and Site-Specific Policy Area Fifty-Eight (58) in Schedule ‘H’ of the Town’s Official Plan.

Site Specific Official Plan Policy Area Fifty-Eight (58) permits an eight (8) storey residential apartment building, containing two (2) towers with a common two (2) storey podium without an urban square at this location.

The Major Transit Station Area (MTSA) is intended to be the primary focus for growth and intensification in the Town, accommodating the highest densities within Aurora. Currently, the maximum building height within the MTSA is seven (7) storeys. Additionally, the subject lands are located within a Local Corridor and have frontage along Wellington Street East, a Regional road, and Industrial Parkway North, a Collector road. The intersection of Industrial Parkway and Wellington Street is identified as a Secondary Entryway, which will enhance connectivity to the Aurora Promenade and the Aurora GO Station MTSA. The subject lands also border a future bike lane network planned to run north and south along Industrial Parkway. Lastly, these lands fall within an Ecologically Significant Groundwater Recharge Area, as outlined in Schedule ‘Q’ of the Official Plan.

Zoning By-law 6000-17, as amended

As shown on Figure 3, the subject property is currently zoned “Second Density Apartment Residential (RA2) Exception Zone (537),” within the Town’s Zoning By-law 6000-17, as amended. The Second Density Apartment Residential zone permits for the highest densities within the Town, through the form of Apartment Buildings. Exception Zone 537 speaks to building standards that are specific to the subject property, as it relates to lot heights, density, lot coverage and setbacks.

April 8, 2025

5 of 19

Report No. PDS25-038

Reports and Studies

The Owner submitted the following documents as part of a complete application to the proposed Official Plan and Zoning By-law Amendment applications:

| Report Name | Report Author |
|--|--------------------------------|
| Planning Justification Report | Weston Consulting |
| Draft Official Plan Amendment | Weston Consulting |
| Draft Zoning By-law Amendment | Weston Consulting |
| Architectural Drawing Set | ICON Architects |
| Boundary and Topographic Survey | Schaeffer Dzaldov Purcell Ltd. |
| Building Heights and Topography | Land Owner |
| Schedule of Lots and Blocks Indicating Area and Frontage | Weston Consulting |
| Urban Design Report | Weston Consulting |
| Landscape Plans | MSLA |
| Tree Inventory and Preservation Plan/Arborist Report | Kuntz Forestry |
| Tree Inventory Preservation Plan | Kuntz Forestry |
| Geotechnical Investigation Report | Soil Engineers Ltd. |
| Hydrogeological Report | Soil Engineers Ltd. |
| Phase One ESA | NextEnviro |
| Phase Two ESA | NextEnviro |
| Civil Engineering Drawing Set | NextEng Consulting Group |
| Functional Servicing and Stormwater Management Report | NextEng Consulting Group |
| Noise and Vibration Impact Study | NextEng Consulting Group |

| Report Name | Report Author |
|---------------------------------------|-------------------------|
| Transportation Impact Study | NexTrans |
| Stage 1 & 2 Archaeological Assessment | The Archaeologists Inc. |

Conceptual Site Plan

The applicant has not formally submitted a Site Plan application. The proposed development will require a Site Plan application to implement the proposed land use amendments. As part of the Official Plan and Zoning By-law Amendment applications, the applicant has provided a conceptual Site Plan and Elevation drawings as shown in Figure 6 and 7. The conceptual Site Plan demonstrates the development of four 12-storey apartment buildings, three levels of underground parking. The development will also include several amenities such as a coffee shop, convenience store, shared office space, guest suites, an indoor amenity room, and a fitness center, all located on the ground floors of Buildings 1 and 2. The conceptual Site Plan currently demonstrates approximately 3,778 sq. ft of retail space between the coffee shop and convenience store. There will also be a rooftop outdoor amenity space on all four buildings.

Furthermore, the applicant has discussed the possibility of phasing the proposed development. It will be considered based on the availability of water/wastewater servicing capacity and construction timelines. A Phasing Plan has not been submitted as part of the OPA and ZBA, it will be required later in the Site Plan application process if necessary.

The proposed development currently demonstrates a total of 948 residential units, with various unit types being provided. The following table provides the current residential unit breakdown:

| Buildings | Unit Type | | | | Total |
|--------------|-----------|------------|------------|-----------|------------|
| | Studio | 1BD/1BD+D | 2BD/2BD+D | 3BD | |
| Building 1 | 11 | 120 | 47 | 11 | 189 |
| Building 2 | 0 | 193 | 47 | 9 | 249 |
| Building 3 | 0 | 182 | 45 | 17 | 244 |
| Building 4 | 11 | 230 | 19 | 6 | 266 |
| Total | 22 | 725 | 158 | 43 | 948 |

The proposed development demonstrates two vehicular access points, one which is aligned with Centre Street and an additional entrance at the northwest corner of the property. The access point aligned with Centre Street will mainly serve as a pickup/drop-off and the northern access point as the lone entrance for the underground parking, serving the resident and visitor parking spaces. The conceptual Site Plan also demonstrates three levels of underground parking for a total of 862 parking spaces, with five parking spaces at grade, that includes three visitor spaces, one barrier free and one car share space.

Proposed Applications

Proposed Official Plan Amendment

As shown in Figure 4, the applicant proposes to amend Site Specific Official Plan Policy Area Fifty-Eight (58) to increase the maximum building heights to twelve (12) storeys, increase the maximum number of buildings on the property to four (4), permit dwelling units on the ground floor fronting onto an arterial road, permit a parking lot/facility at-grade, remove the building step-backs/angular plan requirements and remove the requirement for an urban square at this location.

The draft Official Plan Amendment is included under Appendix A.

Proposed Zoning By-law Amendment

As shown in Figure 5, the applicant proposes to amend the "Second Density Apartment Residential (RA2) Exception Zone (537)," with a Holding (H) provision on the subject property to restrict development until site servicing allocation is available. The amendment to the existing site-specific zoning will permit retail uses as an accessory use, increase the building heights and unit count, decrease the minimum building standards and amenity area, and remove the need for landscaping strip requirements.

The draft Zoning By-law is included under Appendix B.

Analysis

Planning Considerations

The proposed development is consistent with the strategic growth and sustainable planning policies of the PPS and the LSPP.

Provincial Policy Statement 2024 (PPS)

It is Planning staff's opinion that the proposed applications are consistent with the PPS.

Section 2.4.2 and 2.4.2.3 of the PPS requires a minimum of 150 residents and jobs combined per hectare for those served by commuter or regional rail and encourages intensification within the Major Transit Station Area. The proposed OPA and ZBA will permit a potential development with 869 residents per hectare, thus comply with the minimum density provision in the PPS. Furthermore, the proposed development achieves and provides a range and mix of housing options in close proximity to educational, commercial and recreational uses, thus meeting the intent of Strategic Growth Areas within the PPS.

Section 2.4.2.6 of the PPS speaks to all MTSA areas being planned and designed to be transit-supportive and to achieve multimodal access to stations and connections. The proposal promotes concentrating development around transit hubs, which leads to more efficient use of land and existing infrastructure. Increasing density in areas well-served by transit, aligns with this section and the PPS's goal to build more compact, pedestrian-friendly, and transit-supportive communities.

Furthermore, the proposed development in Major Transit Station Areas aligns closely with the Provincial Policy Statement by promoting sustainable, compact, and efficient development that enhances public transit use, reduces environmental impact, and supports vibrant and economically diverse communities.

Conformity to the Lake Simcoe Protection Plan (LSPP)

It is Planning Staff's opinion that the proposed development conforms to the LSPP. The LSPP provides protections to key natural heritage features and key hydrologic features on properties within the Lake Simcoe watershed. The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed and has no objection to the approval of the subject applications as presented. The subject property is free from any natural hazards and are outside of hazardous lands. The subject property is located outside of the LSRCA regulated limits and accordingly no Regulation Permit is required. The LSRCA will continue to review and provide comments related to stormwater management as part of the future Site Plan application.

Official Plan 2024

The proposed OPA supports the Town's primary focus on growth and intensification.

It is Planning staff's opinion that the proposed OPA is in keeping with the general direction of the Town's Official Plan policies. Multi-unit buildings are permitted within

the Major Transit Station Area (MTSA) designation and encourages compact housing forms. The MTSA is designated as Aurora's primary focus for growth and intensification, intended to accommodate the Town's highest density. While the Official Plan currently limits building heights to 7 storey, the proposed 12 storey development with 948 residential units over 2.68 acres will support the achievement of the newly created provincial growth targets within the MTSA and align with the Town's long term growth projections. By leveraging existing infrastructure, transit and utilities, this development maximizes the efficient use of available resources, supporting sustainable growth which minimizing the need for costly expansions.

Section 9.6 a) of the Official Plan also encourages development to offer residential units in close proximity to transit, local retail, services, amenities, commercial spaces, and recreational facilities. The subject lands are notable nearby amenities such as: the Aurora GO Station, St. Maximilian Kolbe Catholic High School, the Aurora Family Leisure Complex, and a commercial plaza to the east. The proposed OPA will continue to support the Official Plan's vision to create vibrant neighborhoods where people can live, work, and play.

Section 9.6 e) of the Official Plan encourages development within the MTSA to provide for a balance of residential, commercial, and mixed-use buildings around public transit stations. This reduces dependence on personal vehicles, promotes walkability and bikeability, and increases access to transit. The proposed development takes advantage of its prime location within the MTSA and its proximity to the Aurora GO Station and local amenities. Its mixed-use nature will support the development of businesses, retail outlets, and services that cater to a denser population.

Section 9.6.1 f) of the Town's Official Plan encourages compact housing forms within the MTSA designation, with a focus on providing affordable housing for low- and moderate-income households. A minimum of 35% of new housing in this area must be affordable. The applicant did not amend this section of the Official Plan and thus will consider including affordable units in the proposed development through the future Site Plan application process.

Lastly, the proposed removal of the urban square at this location was included in the OLT site-specific approval for the subject lands. Staff believe that the removal of the urban square aligns with the previous OLT decision. Given the site's layout, the grading on Wellington Street, and the size of the lot, the requirement for an urban square is not feasible. Furthermore, the OLT site-specific approval also required high standards in design with the Aurora Promenade Urban Design policies implemented through the Site Plan application process. Through the proposed OPA, the requirement for high urban

design standards, which will be implemented through the Site Plan application process will also be carried over.

Town's Zoning By-law 6000-17, as amended

The proposed ZBA reduces setbacks for a more urban form, increase height to allow density and included a holding symbol to restrict development until servicing is available.

Planning staff believe that the proposed Zoning By-law amendment is appropriate and compatible with the surrounding properties. The primary purpose of the proposed site-specific zoning is to increase building heights, and the total number units. Additionally, the amendment would allow accessory uses at ground level, reduce the total amenity area, and eliminate the requirement for a landscaping strip. A Holding (H) Symbol has also been added to the Zoning By-law to restrict development until servicing is made available.

The following is a table to compare the difference between the OLT approved RA2 (537) zoning for the subject property and the proposed building standard amendments.

| | OLT approved RA2 (537) Zone | Proposed (H) RA2 Exception Zone (566) |
|-----------------------------|-----------------------------|---|
| Permitted Uses | Apartment Buildings | Multi-Unit Development * |
| Accessory Uses | N/A | <ul style="list-style-type: none"> • Art Gallery; • Club; • Dry Cleaning Distribution Station or Depot; • Fitness Centre; • Pet Services; • Retail Stores; • Restaurant; and, • Studios |
| Minimum Lot Area | 10,264 square metres | 10,264 square metres |
| Residential Units (maximum) | 223 units | 948 units* |

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| | OLT approved RA2 (537) Zone | Proposed (H) RA2 Exception Zone (566) |
|------------------------------|---|--|
| Minimum Lot Frontage (South) | 30 metres | 30 metres |
| Minimum Front Yard (South) | 3.0 metres | 1.90 metres* |
| Minimum Rear Yard (North) | 15 metres | 6.0 metres* |
| Minimum Interior Yard (East) | 3.0 metres | 3.0 metres |
| Minimum Exterior Yard (West) | 3.0 metres | 2.8 metres* |
| Lot Coverage | 50% (minimum) | 59% (maximum)* |
| Height (maximum) | 8 storeys Parapet and mechanical penthouse roof level shall be excluded in the measure of Building Height. | 43 metres or 12 storeys* Parapet and mechanical penthouse roof level shall be excluded in the measure of Building Height. |
| Parking (minimum) | Residential: 1.5 parking spaces per dwelling unit (1422 spaces) with 20% must be visitor parking spaces (284 spaces). Retail: 6.0 spaces per 100 square metres of GFA (21 spaces). | No minimum residential and visitors parking requirements within Major Transit Station Areas (MTSAs) |
| Landscaping | 3.0 metres along North Property Boundary (Minimum) | A minimum landscaping strip shall not be required on any lot line* |

| | OLT approved RA2 (537) Zone | Proposed (H) RA2 Exception Zone (566) |
|--------------------|--|---|
| | 1.8 metre solid wood privacy fence along Northern and Easterly Property Boundary | A 1.8 metre privacy wood fence shall be provided along the Northern and Easterly lot lines |
| Amenity Space | 18 square metres per dwelling unit | 6.5 square metres per dwelling unit* (this includes shared indoor/outdoor amenity and private amenity space) |
| Holding (H) Symbol | N/A | The holding symbol to be lifted when the Town of Aurora has allocated the required servicing capacity.* |

Note: The proposed bylaw exceptions are highlighted and labelled with an asterisk “*”. Final zoning performance standards will be evaluated by staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

Proposed Permitted and Accessory Uses

As defined in the Town’s Zoning By-law, the proposed “multi-unit development” refers to development with two or more residential buildings on the same lot. Both the permitted uses and the accessory uses follows the vision set out in the Town’s Official Plan.

Proposed Building Heights, number of Buildings and Density

In order to meet the growth target, the proposed amendment is required to increase the building height from eight (8) to twelve (12) storeys, increase the number of buildings from two (2) to four (4), and expand the residential unit count from 223 units to 948 units. This level of increase in height and density is encouraged within a Major Transit Station Area. The MTSA is intended to support development and intensification, as they are prime locations in Town where higher densities are well-served by transit and nearby amenities. Staff believe the proposed increases are appropriate and efficient use of the land.

Proposed Lot Coverage

The proposed site-specific zoning establishes a maximum lot coverage of 59%, whereas the previous requirement only set a minimum of 50%. This change provides a clear development limit to help maintain a balance between built space and open areas on the property. Engineering Staff has reviewed the proposed zoning and in general have adequate space for stormwater considerations. Details related to stormwater management will be reviewed through the site plan process.

Proposed Landscaping

As shown in Figure 9, the applicant is requesting the removal of the 3.0-meter landscaping strip requirement along the northern and eastern property lines to better accommodate the proposed development's design. This change allows for more efficient use of the space while still maintaining key features such as a natural swale, a walkway, and private patio areas at the ground level before the building begins. These elements help ensure that the development maintains a thoughtful, functional, and aesthetically pleasing integration with the surrounding environment, even without the landscaping strip. Despite the amendment, the applicant will provide alternative landscaping features within the development plan, with the focus will be along Industrial Parkway and Wellington Street which will be reviewed during the site plan process to ensure that the overall landscaping meets both aesthetic and functional requirements

Proposed Amenity Area

The proposed development seeks to amend the required 18 square metres per dwelling unit and provide 6.5 square metres, inclusive of shared indoor/outdoor amenity and private amenity space. This includes a rooftop outdoor amenity on all four buildings.

The proposed reduction can be supported given the developments proximity to transit and urban amenities. There is a variety of walkable amenities such as the Aurora GO Station, St. Maximilian Kolbe Catholic High School, the Aurora Family Leisure Complex, medical and commercial plaza to the east. Staff are of the opinion that within the MTSA area, the emphasis shifts to the availability of transit and nearby services rather than requiring large private amenity spaces. Nonetheless, the proposed amenity space is sufficient for future residents. The reduction of amenity area within MTSA's supports the principles of efficient land use, sustainability, and encourages pedestrian activities and nearby urban amenities.

Parking Requirements

On July 11, 2023, Council approved a motion to evaluate options for eliminating minimum parking requirements for new residential developments within the GO Major Transit Station Area. Following this, the Province passed Bill 185 on June 6, 2024, which removed minimum parking requirements for new residential developments within the MTSA. While the Province allows for zero parking spaces in the MTSA, the applicant is still providing parking spaces, just at a reduced rate.

Majority of the proposed parking for future residents, retail, and visitors will be accommodated across three levels of underground parking, there are some surface level parking spaces for visitors/drop offs in front of the main entrance. The applicant has conceptually provided 0.88 spaces per dwelling unit (a total of 841 residential and visitors parking spaces), whereas the Zoning By-law requires 1.5 spaces per dwelling unit, with at least 20% of those spaces reserved for visitors (a total of 1422 residential and visitors parking spaces). The applicant is complying with the zoning standard for retail parking spaces which only require 6 parking spaces for every 100 square meters of gross floor area, amounting to 21 spaces. Although not shown on the conceptual parking plan, the applicant will still provide bicycle parking at a rate of 1 space per 5 residential units, totaling 189 bicycle parking spaces.

The Town's Traffic analyst review the Transportation Impact Study have no concerns with the proposed land use applications.

Holding (H) Symbol

As detailed in Appendix B, due to the Town's lack of servicing available, a Holding (H) Symbol has been added to the Zoning By-law. This ensures that no development can occur until the Town of Aurora has confirmed the availability of adequate servicing capacity for to this development. The timing for additional servicing capacity for this development is pending on the completion of Phase 1 of the North YDSS (York Durham Sewage System) expansion, which is managed by York Region. According to York Region's Water and Wastewater Capital Infrastructure status update on May 9, 2024, anticipated time frame for Phase 1 to be completed by 2028.

Department / Agency Comments

All external agencies and Town staff have completed their review and have no objections to the approval of the subject applications

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| Department/Agency | Comments |
|-------------------------------------|---|
| Building Division | No objections. |
| Engineering Division | No objections. |
| Operational Services (Parks) | No objections. |
| Operational Services (Public Works) | No objections. |
| Transportation/Traffic | No objections. |
| York Region | York Region Transportation Planning have reviewed the applications and have no objections at this time. Detailed technical comments and conditions will be provided at the Site Plan application stage. |
| LSRCA | No objections. |

Public Comments

Planning staff have received comments from the public on the proposed planning applications. Below is a summary of key comments and the respective responses.

- Will the proposed development contain access off Wellington Street East?**
No, the proposed development will have no direct access off Wellington Street East. Vehicular access will be provided off Industrial Parkway North. The northern driveway will serve as access to the underground parking and the southern driveway as a pick-up/drop-off for the apartment buildings.
- Will there be a dedicated right turn lane when travelling westbound on Wellington Street East?**
As part of the Town's review of the first submission, the Town's Traffic Engineer and Regional Municipality of York have provided comments to improve the traffic operations at the Wellington Street and Industrial Parkway intersection, by providing a dedicated westbound right turn lane on Wellington Street East.
- What is the timeline of construction and completion for the proposed development?**

The proposed development is still in the early stages of the planning application process and anticipated timelines for completion are to be determined as the process continues.

- **Will the proposed development be constructed in Phases?**

Phasing will be considered based on the availability of services and construction timelines. While a Phasing Plan has not been submitted as part of the OPA and ZBA, it will be required later in the Site Plan application process if necessary.

- **What amenities are being provided as part of the proposed development?**

The proposed development will provide for amenities such as a coffee shop, convenience store, work share office, guest suites, indoor amenity room and fitness centre, all located on the ground floor of Building 1 and 2. A rooftop outdoor amenity is also being provided on all four buildings. The programming of the indoor amenity room is to be determined later in the site plan application process, but the other specific amenities/programs are included in the plan thus far.

Advisory Committee Review

The Town's Accessibility Advisor reviewed the subject applications on behalf of the Accessibility Advisory Committee and provided no comments as it pertains to these applications. Any final review comments that need to be addressed with the Accessibility Advisory Advisor will be done prior to the approval of any Site Plan application.

Legal Considerations

Subsections 22 (7) and 22 (7.0.2) of the Planning Act states that if Council refuses the Official Plan Amendment application or fails to make a decision on it within 120 days after the receipt of the application, the applicant (or the Minister) may appeal the application to the Ontario Land Tribunal (OLT).

Subsection 34 (11.0.0.0.1) of the Planning Act states that if the passing of a Zoning By-law Amendment also requires an amendment to the Official Plan, and that if both applications are made on the same day, if Council refuses the Zoning By-law Amendment application or fails to make a decision on it within 120 days after the receipt of the application, the applicant (or Minister) may appeal the application to the OLT.

The applications were received on May 10, 2024, and therefore, the applicant may appeal to the OLT at any time.

Financial Implications

The total estimated Development Charges for this development would amount to \$15,027,991 if building permits were obtained today. In addition, the proposed development would be subject to the Community Benefits Charge (CBC) and Cash-in-Lieu of Parkland. These charges will require a land value appraisal to be completed on the subject property and will be collected at the building permit stage.

Communications Considerations

On May 10, 2024, a Notice of Complete Application respecting the subject applications was provided.

On September 4, 2024, a Community Information Meeting was held, with appropriate notice provided to the local community.

On October 8, 2024, a statutory Public Meeting was held, with Notices provided through mail, to all Interested Parties, publication in the newspaper, and signage on the property.

Five parties have expressed interest and are registered regarding these applications. They have been notified that the recommendation report is scheduled for Council consideration on April 8, 2024.

All communication requirements as directed by the Planning Act have been satisfied. Notices of Council's Decision on the subject applications will also be provided accordingly.

Climate Change Considerations

As part of the future Site Plan application process, the applicant will be required to submit a Green Development Standards report, which will be integrated into the overall development review. The Town of Aurora Official Plan outlines guidelines for new developments and the implementation of Green Development Standards. The report should detail sustainability measures and building designs that focus on energy efficiency and the reduction of greenhouse gas emissions for new projects.

Link to Strategic Plan

The proposed applications support the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: Through the review and approval of the Official Plan Amendment and Zoning By-law Amendment applications, housing opportunities are created that assist in achieving growth targets while providing housing opportunities for everyone.

Alternative(s) to the Recommendation

1. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Development Services reviewed the proposed Official Plan Amendment and Zoning By-law Amendment in accordance with the provisions of Provincial and Town policies. The proposal represents good planning and staff recommend approval of the subject applications, with the implementing Official Plan Amendment and Zoning By-law documents to be brought forward at a future Council meeting.

Attachments

Appendix A – Draft Official Plan Amendment
Appendix B – Draft Zoning By-law Amendment

Figure 1 – Location Map
Figure 2 – Existing Official Plan Designation
Figure 3 – Existing Zoning
Figure 4 – Proposed Official Plan Designation
Figure 5 – Proposed Zoning
Figure 6 – Site Plan
Figure 7 – Elevations
Figure 8 – OLT Approved Site Plan
Figure 9 – Proposed Landscaping Plan

Previous Reports

Public Planning Report No. PDS24-112, dated October 8, 2024.

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

The Corporation of the Town of Aurora

By-law Number XXXX-25

Being a By-law to amend By-law Number 6579-24, as amended, to adopt Official Plan Amendment No. 5 (File No. OPA-2024-02).

Whereas on January 30, 2024, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6579-24, as amended, to adopt the Official Plan dated January 2024 as the Official Plan for the Town of Aurora (the "Official Plan");

And whereas authority is given to Council pursuant to the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "Planning Act") to pass a by-law amending the Official Plan;

And whereas the Council of the Town deems it necessary and expedient to further amend the Official Plan;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Official Plan Amendment No. 5 to By-law Number 6579-24, as amended, attached and forming part of this by-law, be and is hereby approved.
2. This By-law shall come into full force subject to compliance with the provisions of the Planning Act and subject to compliance with such provisions, this By-law will take effect from the date of final passage hereof.

Enacted by Town of Aurora Council this _____ day of _____, 2025.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Amendment No. 5
To the Official Plan for the Town of Aurora

Statement of Components

Part I – The Preamble

1. Introduction
2. Purpose of the Amendment
3. Location
4. Basis of the Amendment

Part II – The Amendment

1. Introduction
2. Details of the Amendment
3. Implementation and Interpretation

Part III – The Appendices

Part I – The Preamble**1. Introduction**

This part of Official Plan Amendment No. 5 (the “Amendment”), entitled Part 1 – The Preamble, introduces the Amendment and describes the context and planning process leading to the document’s preparation. It is for explanatory purposes only and does not form part of the Amendment.

2. Purpose of the Amendment

The purpose of this amendment is to alter the development standards of the Subject Lands “Major Transit Station Area (MTSA)” land use designation. The provision of this Amendment will establish site specific policies to permit four (4) 12-storey mixed-use residential apartment buildings.

3. Location

The lands affected by this Amendment are located at the northeast corner of Wellington Street East and Industrial Parkway North, municipally known as 180 Wellington Street East; having a lot area of approximately 1.09 hectares (2.69 acres); and are legally described as Part of Lot 106, Registered Plan 246, being Parts 1, 2 & 3 on Reference Plan 65R-39371, Town of Aurora, Regional Municipality of York (the “Subject Lands”).

4. Basis of the Amendment

The basis of the Amendment is as follows:

- 4.1 Official Plan Amendment and Zoning By-law Amendment applications were submitted to the Town of Aurora for consideration in 2024, to facilitate the development of four twelve (12) storey mixed-use residential apartment buildings, containing a total of 948 dwelling units and 862 parking spaces.
- 4.2 A statutory public planning meeting was held on October 8, 2024, to present the proposal to the public and Town of Aurora Council.
- 4.3 The proposed development is consistent with the Provincial Planning Statement.
- 4.4 The application conforms to the Region of York Official Plan and is within the Urban Area.
- 4.5 The application generally maintains the intent and purpose of the Town of Aurora Official Plan providing for the intensification, and mixed-uses within the Major Transit Station Area.
- 4.6 The proposed development will be subject to a future plan of condominium and site plan applications.
- 4.7 Appropriate development of the Subject Lands will be achieved through the implementation of policies of By-law Number 6579-24, as amended, and this Amendment and the urban design guidelines as part of the Town’s site plan control process.

Part II – The Amendment**1. Introduction**

This part of the document entitled Part II – The Amendment, consisting of the following text and attached maps, designated as Schedules “A”, and “B” constitutes Amendment No. 5 to the Official Plan.

2. Details of the Amendment

That Official Plan Amendment No. 24, being By-law number 6383-21, be repealed and hereby amended as follows:

Item (1): Schedule “D2” - The Aurora Promenade and Major Transit Station Area Building Heights, being part of the Town of Aurora Official Plan, be and is hereby amended by changing the maximum height allowance from “Maximum 7-storeys” to “Maximum 12-storeys” as shown on Schedule “A” attached hereto and forming part of this Amendment.

Item (2): Schedule “H” – Site Specific Policy Areas, being part of the Town of Aurora Official Plan, be and is hereby amended by changing Site-Specific Policy #58 to permit a maximum height of twelve (12) storeys from the current maximum height of eight (8) storeys, as shown on Schedule “B” attached hereto, and forming part of this Amendment.

Item (3): Site Specific Policies Section 20.58 of the Town of Aurora Official Plan is hereby amended with the following site-specific use and policies for the area shown as the Subject Lands on Schedule “A” and “B” attached hereto and forming part of this Plan:

Section 20.68

- a) The lands municipally known as 180 Wellington Street East may hereby be developed to permit four twelve (12) storey mixed-use residential apartment buildings with non-residential uses on the ground floor and to remove the requirement for an urban square at this location.
- b) Notwithstanding the Development Policies of 9.6.2 a) ii. in the Town of Aurora Official Plan buildings taller than four (4) storeys or fifteen (15) metres, shall not be subject to a front yard step-back at the third storey and an angular plane shall not be required.
- c) Notwithstanding the Development Policies of 9.6.2 b) in the Town of Aurora Official Plan, residential uses at grade and/or below grade are permitted.
- d) Notwithstanding the Development Policies of 9.6.2 d) in the Town of Aurora Official Plan a parking lot/facility shall be permitted at-grade.
- e) The Town of Aurora’s requirement for high urban design standards, which will be implemented through the Site Plan application process.

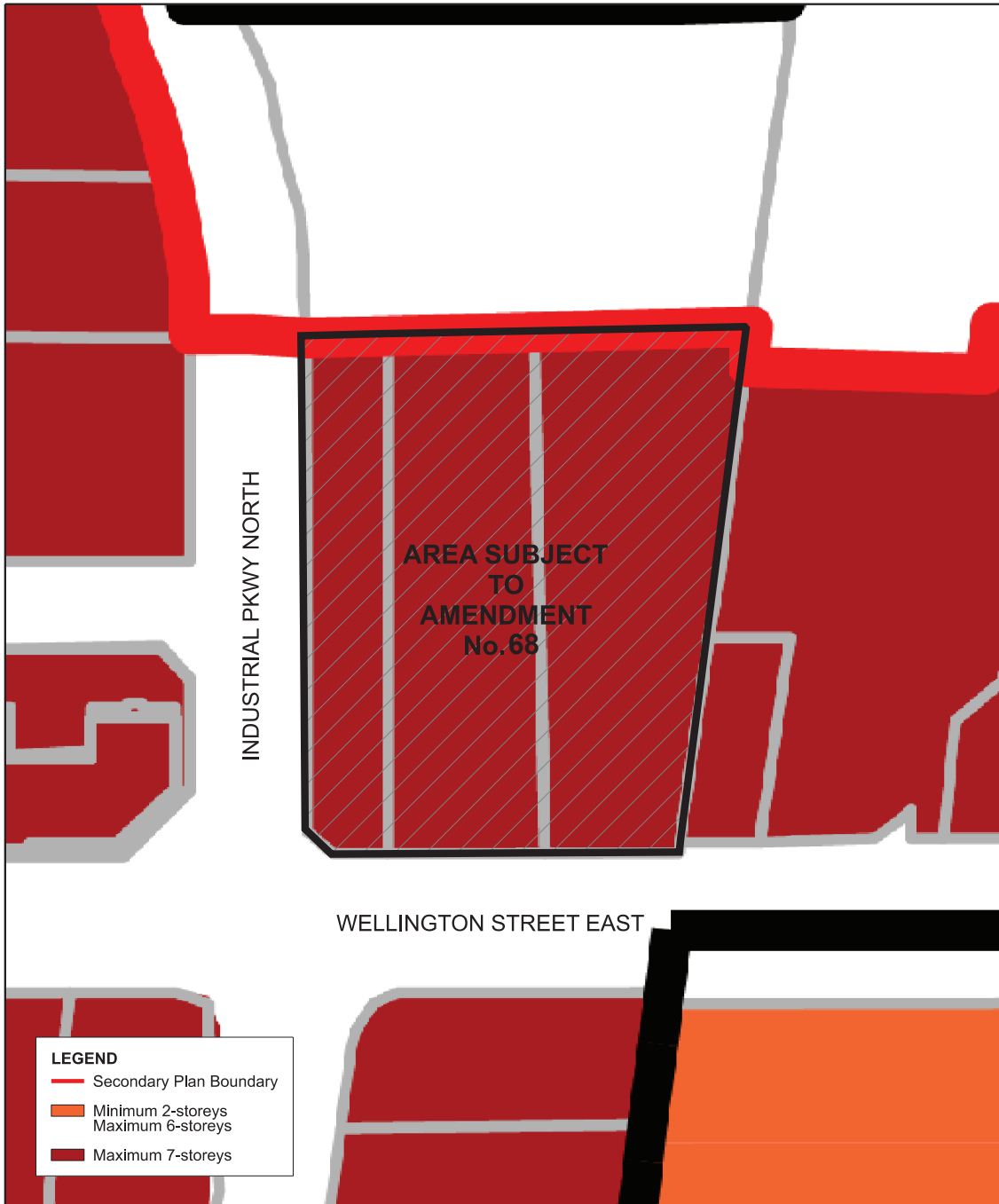
3. Implementation

This Amendment has been considered in accordance with the provisions of the Official Plan. The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Official Plan.

Part III – The Appendices

Schedule “A” – The Aurora Promenade and Major Transit Station Area Building Heights

Schedule “B” – Site Specific Policy Areas



EXTRACT OF AURORA OFFICIAL PLAN - SCHEDULE D2



BOUNDARY OF SUBJECT LANDS



AREA SUBJECT TO AMENDMENT No. 68

THIS IS SCHEDULE 'A' TO OFFICIAL PLAN AMENDMENT _____ -25

PASSED THE ____ DAY OF ____, 2025

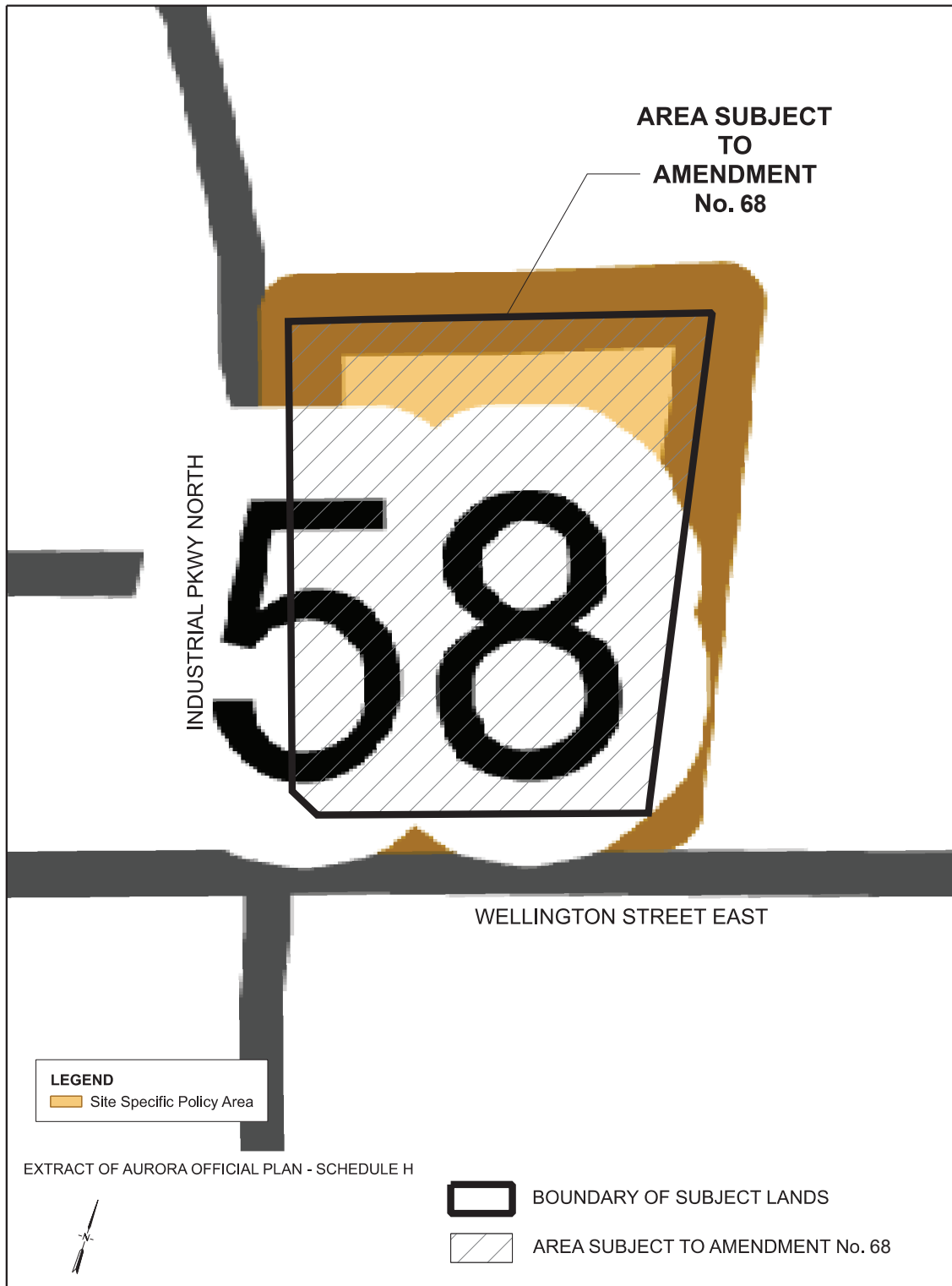
SIGNING OFFICERS

LOCATION: PART OF LOT 106, REGISTERED PLAN 246,
BEING PARTS 1, 2 & 3 ON REFERENCE PLAN 65R-39371
TOWN OF AURORA
REGIONAL MUNICIPALITY OF YORK

MAYOR

CLERK

NOT TO SCALE



**THIS IS SCHEDULE 'B'
 TO OFFICIAL PLAN AMENDMENT _____ -25**

PASSED THE ____ DAY OF ____, 2025

SIGNING OFFICERS

LOCATION: PART OF LOT 106, REGISTERED PLAN 246,
 BEING PARTS 1, 2 & 3 ON REFERENCE PLAN 65R-39371
 TOWN OF AURORA
 REGIONAL MUNICIPALITY OF YORK

_____ MAYOR

NOT TO SCALE

_____ CLERK

The Corporation of the Town of Aurora

By-law Number XXXX-25

Being a By-law to amend By-law Number 6000-17, as amended, respecting the lands municipally known as 180 Wellington Street East (ZBA-2024-02).

Whereas under section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "Planning Act"), zoning by-laws may be passed by the councils of local municipalities to prohibit and regulate the use of land, buildings and structures;

And whereas on June 27, 2017, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6000-17 (the "Zoning By-law"), which Zoning By-law was appealed to the Ontario Municipal Board (the "OMB");

And whereas on January 29, 2018, the OMB made an order, in accordance with subsection 34(31) of the Planning Act, providing that any part of the Zoning By-law not in issue in the appeal shall be deemed to have come into force on the day the Zoning By-law was passed;

And whereas the OMB and the Local Planning Appeal Tribunal (the "LPAT") is continued under the name Ontario Land Tribunal (the "Tribunal"), and any reference to the Ontario Municipal Board or OMB or Local Planning Appeal Tribunal or LPAT is deemed to be a reference to the Tribunal;

And whereas the Council of the Town deems it necessary and expedient to further amend the Zoning By-law;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. The Zoning By-law be and is hereby amended to replace the "Second Density Apartment Residential (RA2) Exception Zone (537)" zoning category applying to the lands shown in hatching on Schedule "A" attached hereto and forming part of this by-law with "Second Density Apartment Residential (RA2) Exception Zone (566)."
2. The Zoning By-law be and is hereby amended to add the following:

"24.566 (H) Second Density Apartment Residential (RA2) Exception Zone (566)

| | | | |
|---|---------------------------------------|------------------------------------|-------------------------------------|
| Parent Zone: (H) RA2 Exception No.: 566 | Map: Schedule "A" Map No. 3 | Previous Zone: RA2 (537) | Previous By-laws: 6384-21 |
| Municipal Address: 180 Wellington Street East | | | |
| Legal Description: PART OF LOT 106, REGISTERED PLAN 246, BEING PARTS 1, 2 & 3 ON REFERENCE PLAN 65R-39371 TOWN OF AURORA | | | |

24.566.1 Holding Prefix

Notwithstanding the provisions of Section 24.566, while the "(H)" Holding Prefix is in place, no person shall within the lands zoned (H) (RA2) (566) on Schedule "A" attached hereto, use any lot or erect, alter or use any buildings or structures for any

| | |
|--|----------------------|
| <p>purposes except those uses which existed on the date of passing of this by-law, unless an amendment to this by-law is approved by the Council of the Corporation of the Town of Aurora and comes into full force and effect.</p> | |
| <p><u>24.566.2 Removal of Holding Prefix</u></p> | |
| <p>Prior to the passing of a by-law to remove the "(H)" Holding prefix from the lands zoned (H) RA2 (566), or any part thereof, the Town of Aurora shall be satisfied that the following conditions shall be complied with</p> <p style="padding-left: 40px;">i) The Town of Aurora has allocated the required servicing capacity.</p> <p>Upon removal of the "(H)" Holding prefix from the lands zoned (H) RA2 (566), pursuant to Section 36 of the Planning Act, or any successor thereto, the provisions applicable to the said lands shall be as set out in Sections 24.566.</p> | |
| <p><u>24.566.3 Permitted Uses</u></p> | |
| <p>Notwithstanding the Second Density Apartment Residential (RA2) Zone permitted uses, the following additional use is permitted:</p> <ul style="list-style-type: none"> • Multi-Unit Development | |
| <p><u>24.566.4 Accessory Uses</u></p> | |
| <p>Notwithstanding the permitted uses as outlined in 24.566.2, the following additional uses are permitted, which are subordinate and exclusively devoted to a Principal Use which is located on the same Lot:</p> <ul style="list-style-type: none"> • Art Gallery; • Club; • Dry Cleaning Distribution Station or Depot; • Fitness Centre; • Pet Services; • Retail Stores; • Restaurant; and, • Studios | |
| <p><u>24.566.5 General</u></p> | |
| <p>Notwithstanding Section 3, a Multi-Unit Development shall mean a building containing four (4) or more dwellings, which are connected by a common corridor or vestibule and have a common entrance at-grade and/or at street level. A Multi-Unit Development may also contain non-residential uses as an Accessory Use.</p> | |
| <p>Notwithstanding Section 4.4.2, a <i>Dwelling Unit(s)</i> may be permitted on the first storey of a building.</p> | |
| <p>Notwithstanding Section 7.3, more than one (1) <i>Apartment Building</i> may be permitted per <i>Lot</i>.</p> | |
| <p>Notwithstanding Section 7.5.3, where a <i>Residential Zone</i> is adjacent to an <i>Employment Zone</i>, the minimum required yard abutting the <i>Employment Zone</i> shall be 3.0 metres.</p> | |
| <p><u>24.566.6 Building Standards</u></p> | |
| Minimum Lot Area | 10,265 square metres |
| Minimum Lot Frontage (South) | 30.0 metres |
| Minimum Front Yard (South) | 1.9 metres |
| Rear Yard (North) | 6.0 metres |
| Minimum Interior Side Yard (East) | 3.0 metres |
| Minimum Exterior Side Yard (West) | 2.8 metres |
| Minimum Required Yard Abutting an Employment Zone (East) | 3.0 metres |
| Maximum Lot Coverage | 59% |

| | |
|--|--|
| Maximum Number of Dwelling Units | 948 |
| Maximum Building Height | 43 metres or 12-storeys, whichever is less. For the purpose of this by-law, a roof parapet, mechanical penthouse and associated features are not counted towards building height. |
| <u>24.566.7 Landscaping</u> | |
| Notwithstanding Section 4.8, a minimum Landscaping Strip shall not be required on a <i>Lot Line</i> . | |
| A 1.8 metre solid wood privacy fence shall be provided along the Northern and Easterly Property Boundary | |
| <u>24.566.8 Yard Encroachments</u> | |
| Notwithstanding Section 4.20, canopies are permitted to encroach a maximum of 1.0 metre into a Minimum Yard, except where there is a daylight triangle, in which case there is no maximum encroachment. Notwithstanding Section 4.20, open porches, uncovered terraces and decks (3.2m in height or less) and balconies are permitted to encroach a maximum of of 1.0 metre into the required Minimum front yard, 2.5 metres into the required Minimum interior and Minimum exterior side yard, and 5.5 metres into the required Minimum rear yard, and except where there is a daylight triangle in which case there is no maximum encroachment. | |
| <u>24.566.9 Amenity Area</u> | |
| Notwithstanding Section 7.5.2.2, any <i>Multi-Unit Development</i> shall provide a minimum <i>Amenity Area</i> of 6.5 square metres per <i>dwelling unit</i> and shall not require a minimum proportion of the <i>Amenity Area</i> be provided as interior amenity space. | |

3. Notwithstanding any future severance of the of the lands outlined on "Schedule A" the provisions of this by-law shall apply to the whole of the lands outlined on "Schedule A".
4. This by-law shall come into full force subject to compliance with the provisions of the Planning Act and subject to compliance with such provisions, this by-law will take effect from the date of final passage hereof.

Enacted by Town of Aurora Council this _____ day of _____, 2025.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Explanatory Note

Re: By-law Number XXXX-25

By-law Number XXXX-25 has the following purpose and effect:

To amend By-law Number 6000-17, as amended, the Zoning By-law in effect in the Town of Aurora, to rezone the subject lands from "Second Density Apartment Residential (RA2) Exception Zone (537)" to "(H) Second Density Apartment Residential (RA2) Exception Zone (566)."

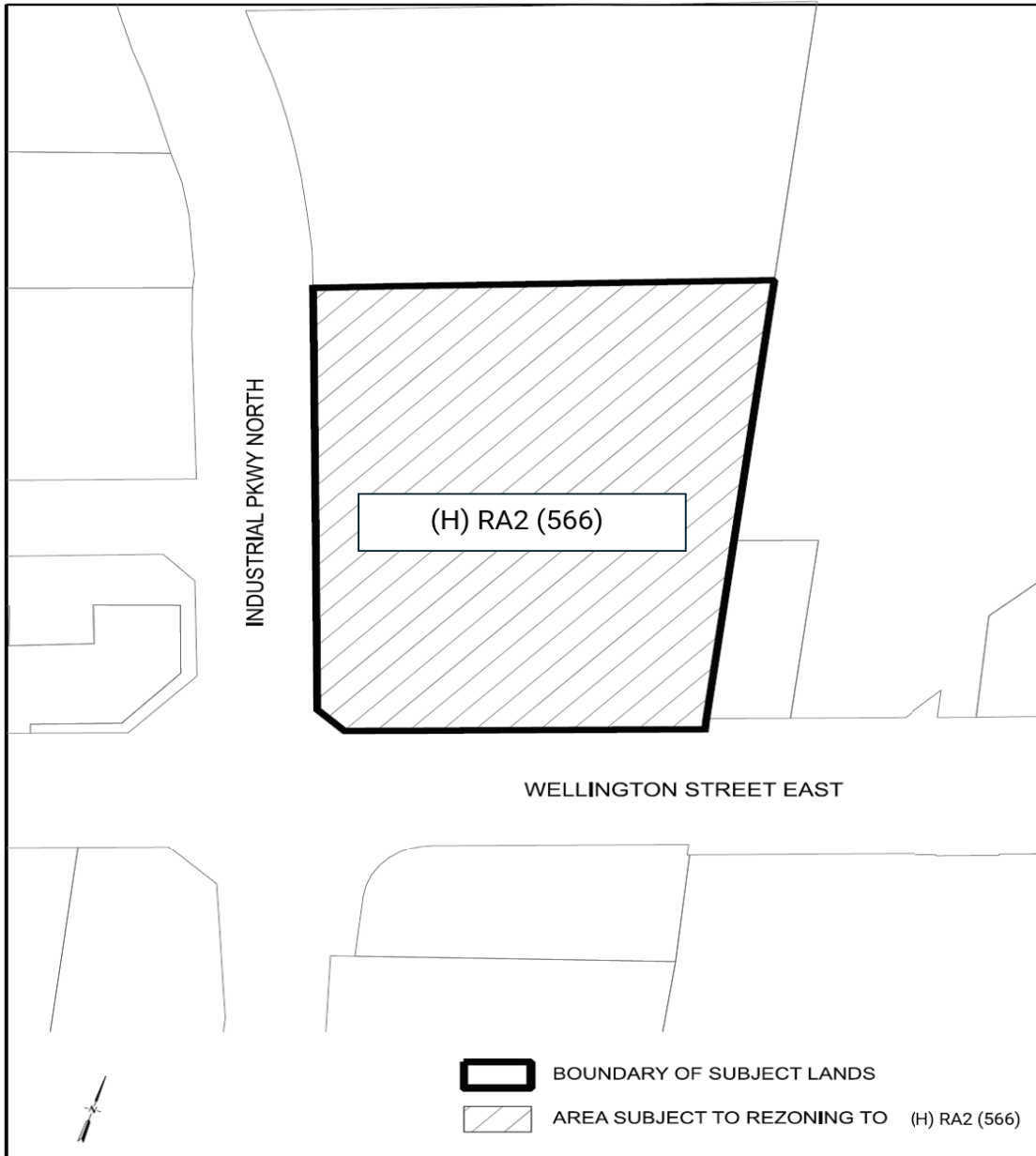
The effect of this zoning by-law amendment will rezone the subject property to facilitate the development of a multi-unit development with four 12-storey apartment buildings with a total of 948 residential units.

Schedule "A"

Location: PART OF LOT 106, REGISTERED PLAN 246, BEING PARTS 1, 2 & 3 ON REFERENCE PLAN 65R-39371 TOWN OF AURORA, Regional Municipality of York



Lands rezoned from "Second Density Apartment Residential (RA2) Exception Zone (537)" to "(H) Second Density Apartment Residential (RA2) Exception Zone (566)."



THIS IS SCHEDULE 'A'
TO BY-LAW ____ -25

PASSED THE ____ DAY OF ____, 2025

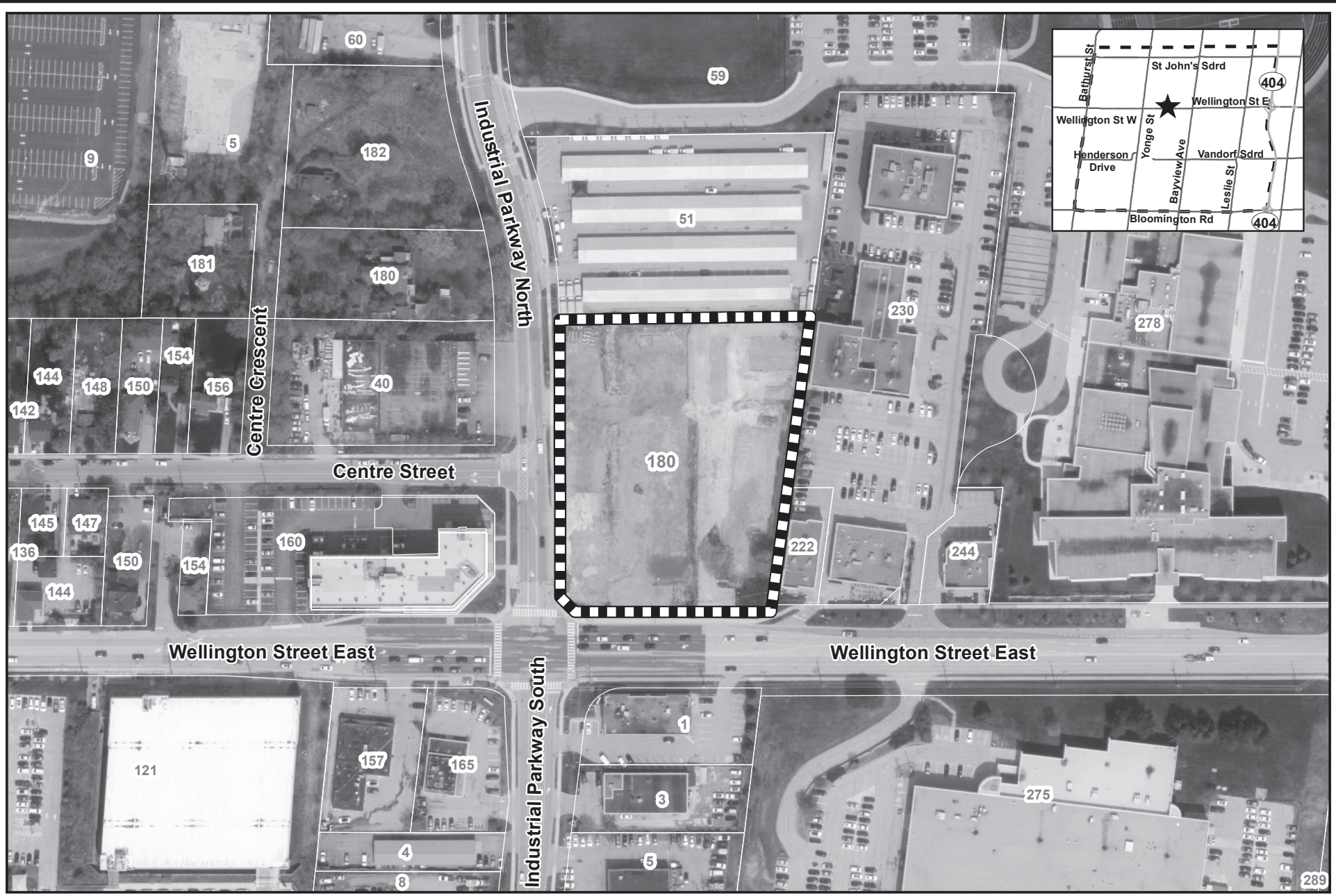
LOCATION: PART OF LOT 106, REGISTERED PLAN 246,
BEING PARTS 1, 2 & 3 ON REFERENCE PLAN 65R-39371
TOWN OF AURORA
REGIONAL MUNICIPALITY OF YORK

SIGNING OFFICERS

MAYOR

CLERK

NOT TO SCALE

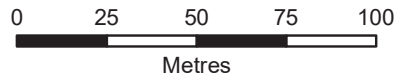


LOCATION MAP

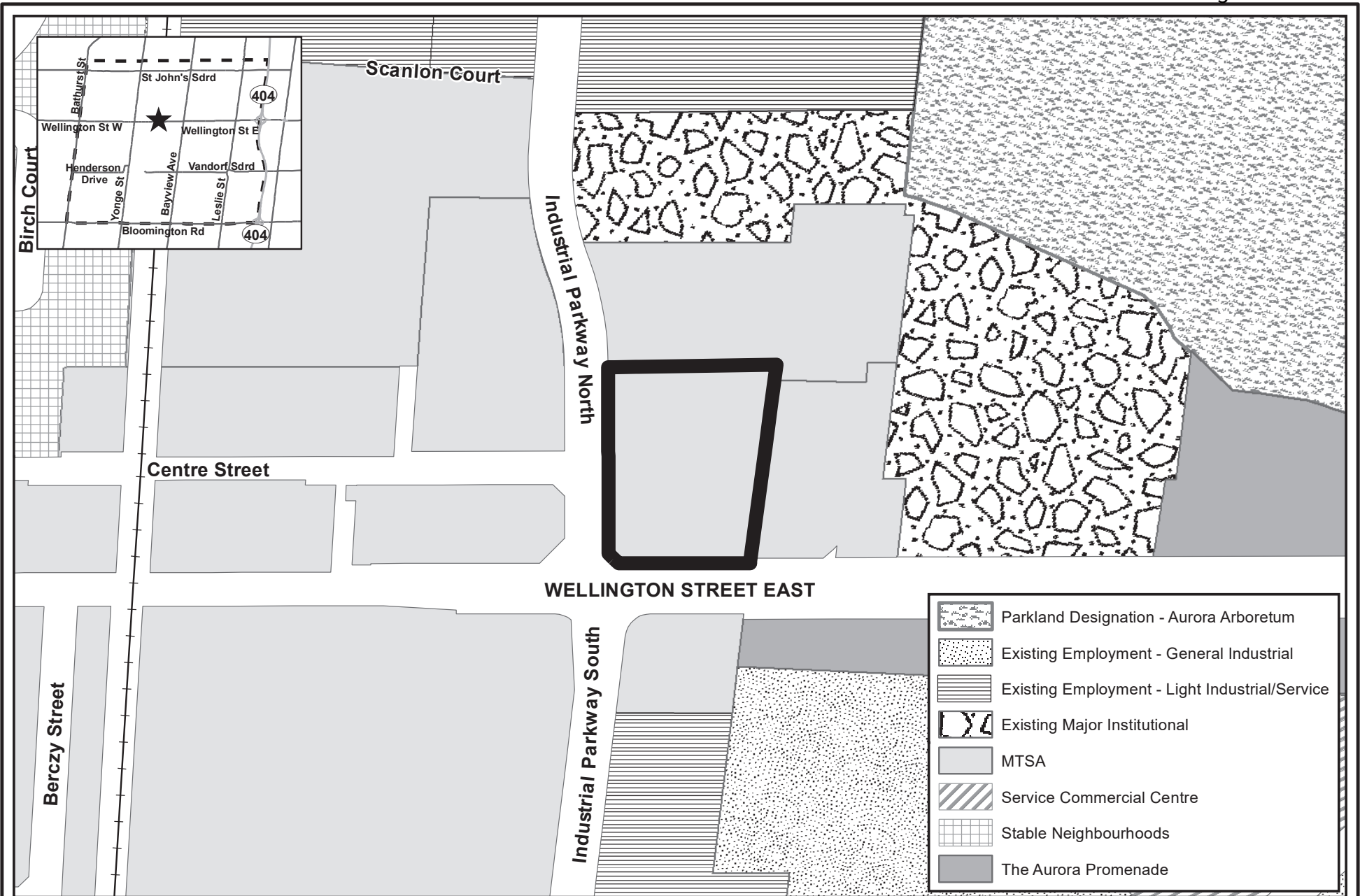
APPLICANT: 1000265154 Ontario Inc
 FILES: OPA-2024-02 & ZBA-2024-02
 FIGURE 1



SUBJECT LANDS




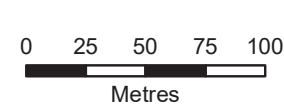
Map created by the Town of Aurora Planning and Building Services Department, 2024-09-09. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

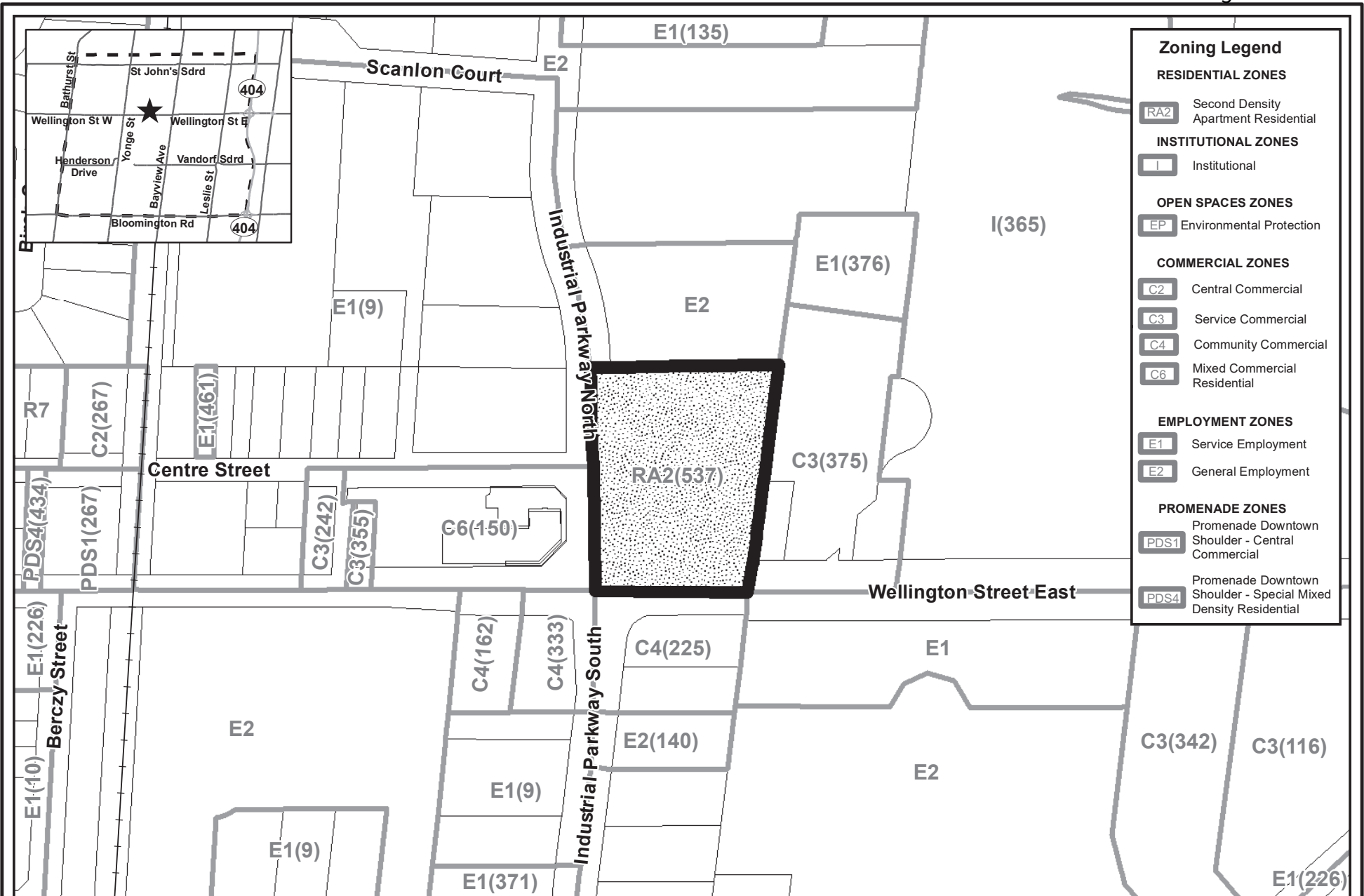


EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: 1000265154 ONTARIO INC
 FILES: OPA-2024-02 & ZBA-2024-02
 FIGURE 2

 Subject Lands and Site Specific Policy Area '58' under Schedule 'H'





Zoning Legend

RESIDENTIAL ZONES

RA2 Second Density Apartment Residential

INSTITUTIONAL ZONES

I Institutional

OPEN SPACES ZONES

EP Environmental Protection

COMMERCIAL ZONES

C2 Central Commercial

C3 Service Commercial

C4 Community Commercial

C6 Mixed Commercial Residential

EMPLOYMENT ZONES

E1 Service Employment

E2 General Employment

PROMENADE ZONES

Promenade Downtown Shoulder - Central Commercial

PDS1

Promenade Downtown Shoulder - Special Mixed Density Residential

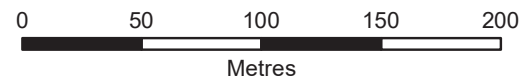
PDS4

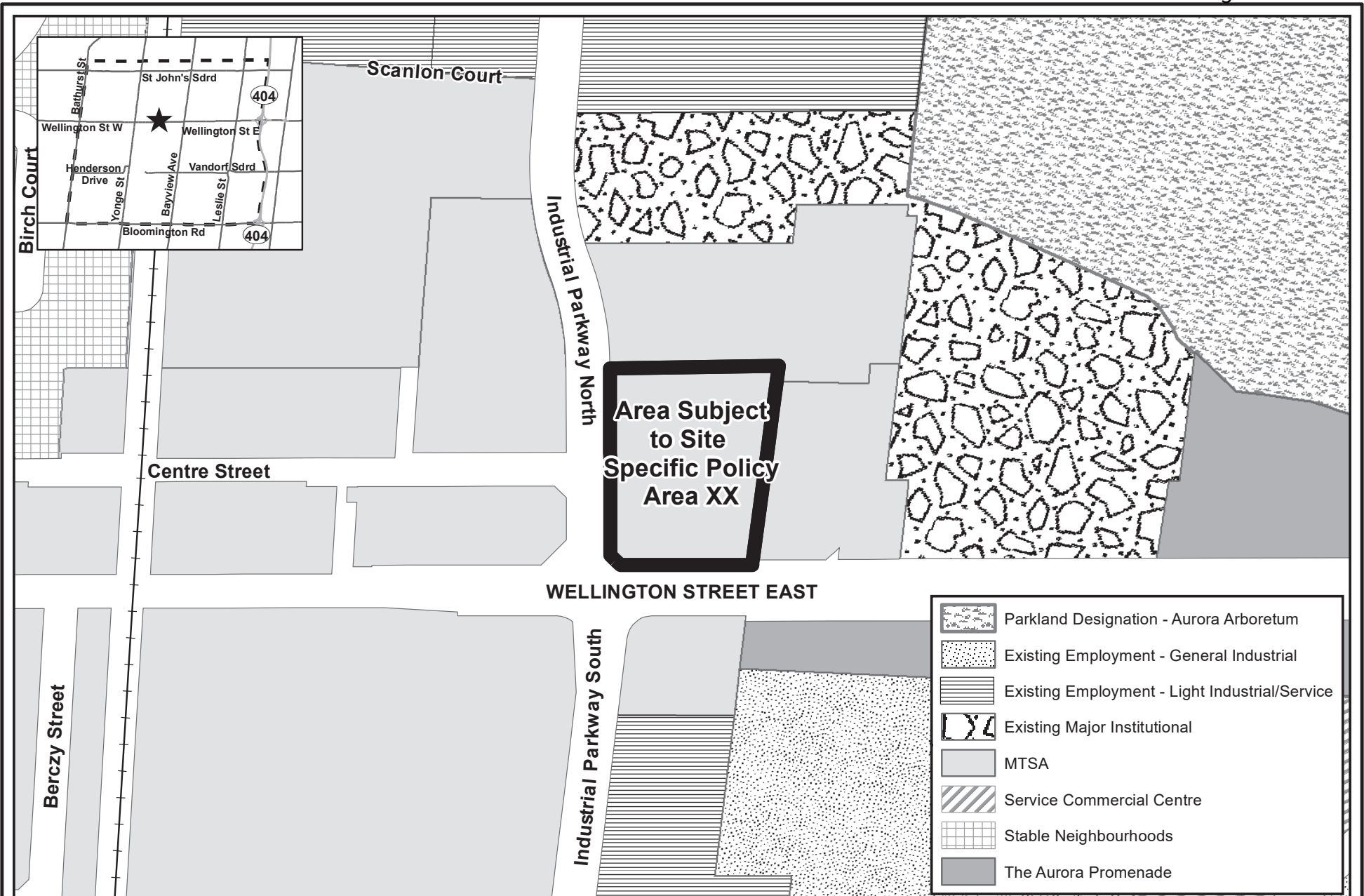
EXISTING ZONING BY-LAW

APPLICANT: 1000265154 ONTARIO INC
 FILES: OPA-2024-02 & ZBA-2024-02

 **SUBJECT LANDS**

FIGURE 3

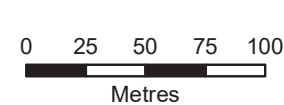


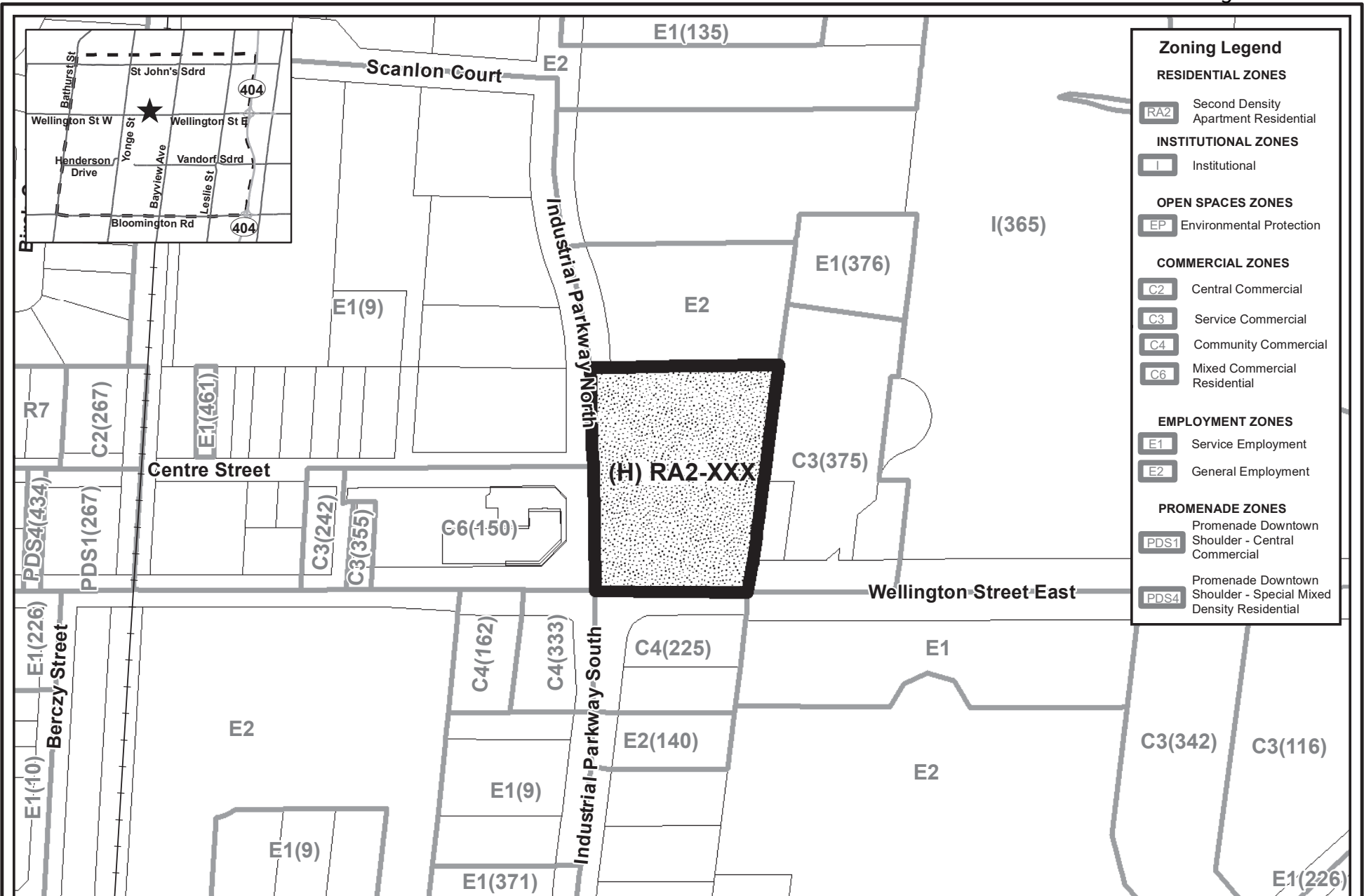


PROPOSED OFFICIAL PLAN DESIGNATION

APPLICANT: 1000265154 ONTARIO INC
 FILES: OPA-2024-02 & ZBA-2024-02
 FIGURE 4

 Area Subject to Site Specific Policy Area XX



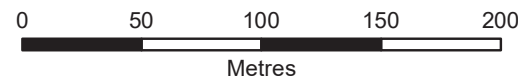


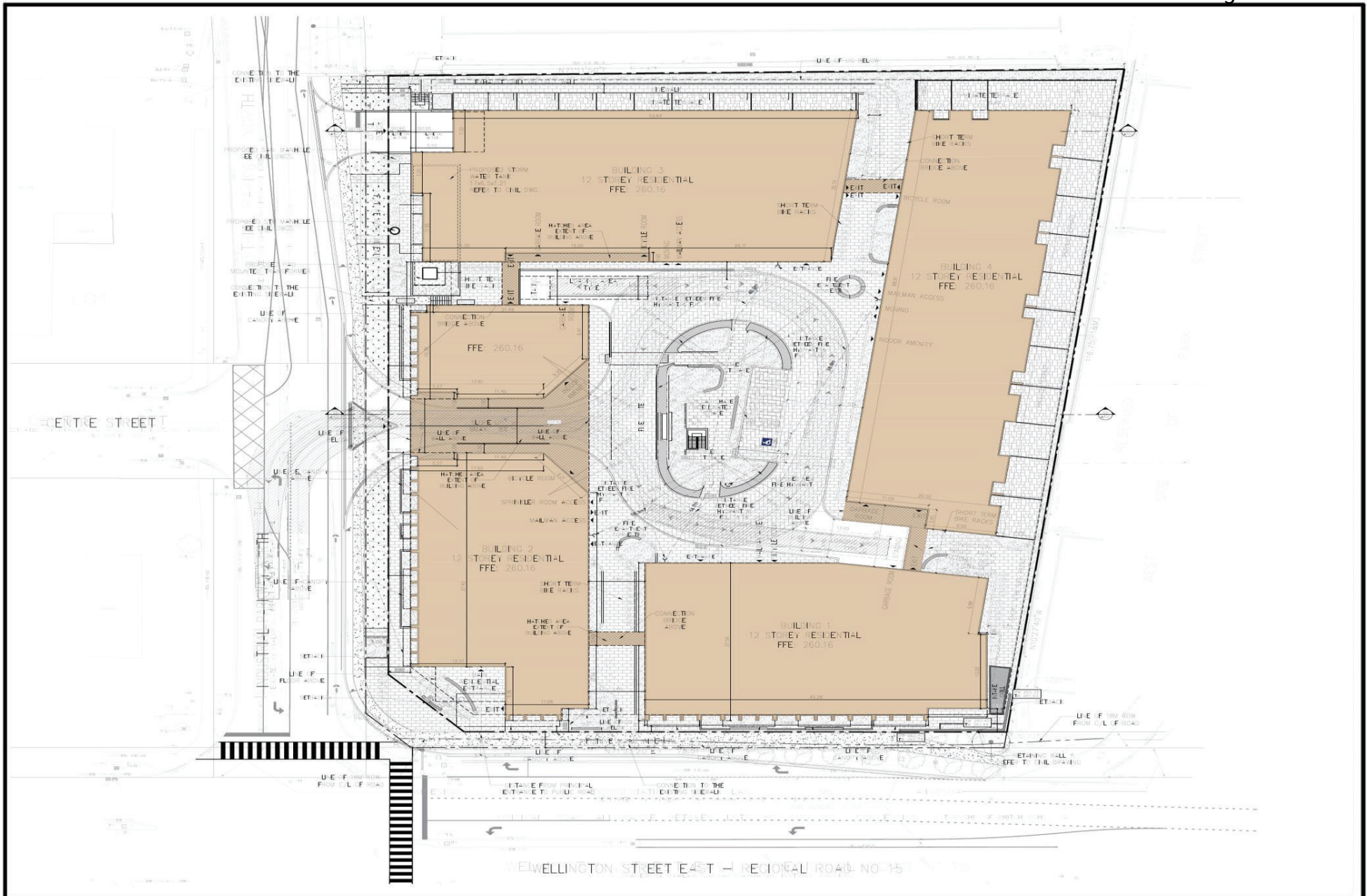
PROPOSED ZONING BY-LAW

APPLICANT: 1000265154 ONTARIO INC
 FILES: OPA-2024-02 & ZBA-2024-02

FIGURE 5

 SUBJECT LANDS





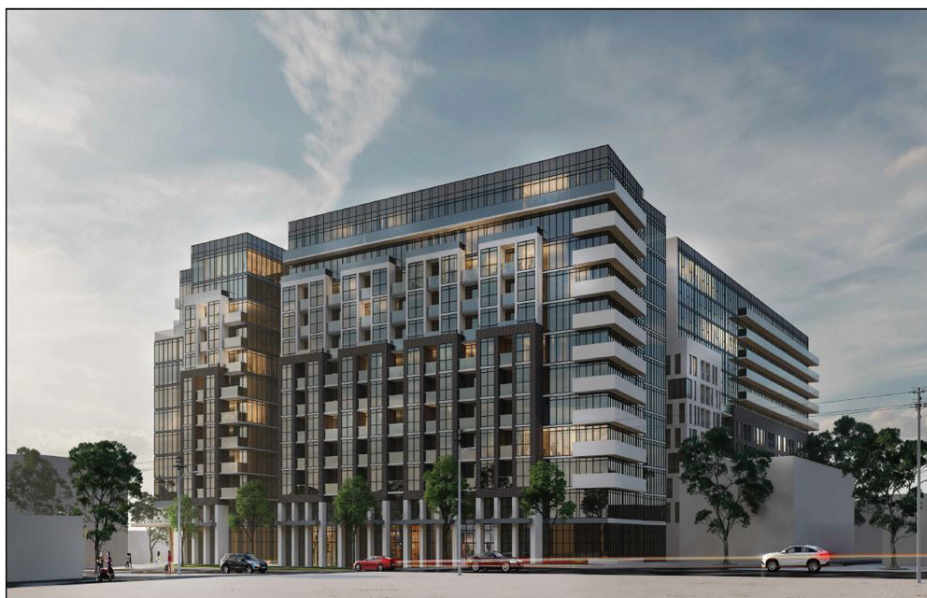
CONCEPTUAL SITE PLAN

APPLICANT: 1000265154 ONTARIO INC
 FILES: OPA-2024-02 & ZBA-2024-02
 FIGURE 6



Map created by the Town of Aurora Planning and Building Services Department, 2024-09-09. Base data provided by York Region & the Town of Aurora.

Document Path: J:\data\data\Planning Maps\894809 Ontario Ltd (180 Wellington St E OPA-2024-02)\Report_Maps_Aug_2024\Figure_5_Proposed_Zoning_By-law.mxd



CONCEPTUAL ELEVATIONS

APPLICANT: 1000265154 ONTARIO INC
FILES: OPA-2024-02 & ZBA-2024-02
FIGURE 7





OLT APPROVED SITE PLAN

APPLICANT: 1000265154 ONTARIO INC
FILES: OPA-2024-02 & ZBA-2024-02
FIGURE 8





MARTON SMITH LANDSCAPE ARCHITECTS
170 The Donway W Suite 206
Toronto, Ontario, Canada, M3C 2G3
tel. 416.492.9966 | email, info@msla.ca

Architect:



4789 Yonge Street - Suite 813, Toronto, Ontario M2N 0G3
www.iconarchitects.ca T-416-224-0965 F-416-224-0964

Municipality:



Notes:



Key Map

Legend

- Proposed Deciduous Tree
- Prop. Planting Area Typ.
- Property Line
- UGP Parking Limit
- Proposed Curb Planter Typ.
- Proposed Seatwall
- Snow Storage Area
- Prop. Sodded Area Typ.
- Prop. Unit Paving Typ.
- Prop. Paving Type 1
- Prop. Paving Type 2
- Detail Reference Key
- Plant Material Reference Key
- Prop. Privacy Screen
- Prop. Table and Chairs
- Prop. Bench Seating
- Proposed Bike Ring

| | | |
|-----|--------------------------|----------|
| 04 | Revised per Snow Storage | 01/29/25 |
| 03 | Issued for ZBA #2 | 01/15/25 |
| 02 | Issued for ZBA #1 | 02/23/24 |
| 01 | Issued for Coordination | 01/26/24 |
| No. | Revision | Date |



Project:
Proposed Residential Development
180-220 Wellington Street East
Aurora, Ontario

Scale: 1:300 Date: Jan 2024

Drawn By: C.F. Checked By: L.M.

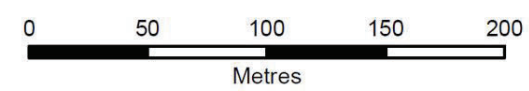
Drawing Title:
Landscape & Streetscape Plan

Project No: 23144
Sheet No: L1-01



CONCEPTUAL LANDSCAPING PLAN

APPLICANT: 1000265154 ONTARIO INC
FILES: OPA-2024-02 & ZBA-2024-02
FIGURE 9





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

Town of Aurora
Committee of the Whole Report
No. PDS25-037

Subject: Application for Draft Plan of Condominium
2352107 Ontario Inc.
175 Melvin Robson Avenue
Blocks 5 and 6 on Plan 65M-4790
File Number: CDM-2024-02
Related File Numbers: ZBA-2015-05, SUB-2015-02, SP-2020-08, &
MV-2022-45

Prepared by: Felix Chau, Planner

Department: Planning and Development Services

Date: April 8, 2025

Recommendation

1. That Report No. PDS25-037 be received; and
2. That the Draft Plan of Condominium File No. CDM-2024-02 to establish a standard condominium consisting of a total of 24 industrial units, be approved, subject to the conditions attached hereto as Appendix 'A' of this report.

Executive Summary

This report seeks Council's approval to the application for a proposed Draft Plan of Condominium at 175 Melvin Robson Avenue (the 'subject lands').

- The purpose of the proposed application is to establish a standard condominium for 24 industrial units.
- The proposed application is consistent with provincial policies.
- The proposed application conforms to the Town of Aurora Official Plan and Zoning By-law 6000-17, as amended;

- The proposed application was circulated to Town staff and external agencies, and all are satisfied, subject to the fulfillment of the Conditions of Approval, attached hereto in Schedule 'A'.

Background

Application History

The subject Draft Plan of Condominium application was submitted to the Town October 17, 2024, and deemed complete on October 18, 2024.

Council approved the initial Zoning By-law Amendment and Draft Plan of Subdivision for the overall business park on June 6, 2017 (SUB-2015-02 and ZBA-2015-05).

On March 9, 2023, the Committee of Adjustment approved minor variances pertaining to site-specific zoning standards for the subject lands which included reducing the minimum required Gross Floor Area, reducing the number of parking spaces, and reducing the size of landscaping strips. The applicant indicated that these variances were necessary as the site-specific zoning was approved prior to the COVID-19 pandemic and subsequently, changes in market conditions and demand resulted in minor reconfigurations to the approved plans.

The associated Site Plan Application (SP-2020-08) for the subject lands was approved on November 23, 2023, for an industrial building totaling 24 units, with a gross floor area (GFA) of 8,283.5 m² (89,163.1 square feet), and a total of 97 parking spaces. The associated site plan agreement was executed on February 29, 2024.

Location / Land Use

The subject lands are municipally known as 175 Melvin Robson Avenue and are part of the Aurora Mills Business Park located north of St. John's Sideroad and east of Leslie Street (Figure 1). As previously mentioned, a Zoning By-law Amendment and a Draft Plan of Subdivision was approved for the overall business park in 2017. The Business Park features seven employment blocks. Currently, Block 1 has been built out with two buildings which features three restaurants, including two drive-throughs, and Block 2 has a commercial self-storage facility under construction. The subject building on Blocks 5 and 6 is also currently being constructed.

The Subject Lands (Blocks 5 and 6) are located on the south side of Melvin Robson Avenue, which serves as an interior east-west collector road for the Business Park area.

Blocks 5 and 6 have an approximate lot area of 1.34 hectares (3.33 acres), and an approximate lot frontage of 258.18 metres (847 feet) onto Melvin Robson Avenue.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Melvin Robson Avenue, Environmental protection lands. Further north is the municipal boundary between Town of Aurora and Town of Newmarket.

South: St. John's Sideroad and vacant employment lands.

East: Vacant employment lands and Highway 404.

West: Drive-through restaurants, as well as vacant future employment lands. Further west is an existing residential neighbourhood.

Policy Context

Provincial Policies

All *Planning Act* development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation.

Town of Aurora Official Plan – Aurora 2C Secondary Plan Area (OPA 73)

As shown on Figure 2, the subject lands are designated "Business Park 1" by the Town of Aurora Official Plan, within the Aurora 2C Secondary Plan Area (OPA 73). The intent of this designation is to provide a full range of employment opportunities including industrial and office uses to meet the long-term needs of the Town of Aurora. The secondary plan requires that Business Park lands achieve a minimum density of 40 jobs per developable hectare.

April 8, 2025

4 of 8

Report No. PDS25-037

Zoning By-law 6000-17, as amended

As shown on Figure 3, the subject lands are zoned E-BP (503) "Employment – Business Park Exception Zone" for Block 5, and E-BP (504) "Employment – Business Park Exception Zone" for Block 6 by Zoning By-law 6000-17, as amended. Both zones permit all uses in the parent E-BP zone and various site-specific uses with E-BP (503) being permissive of lower intensity industrial uses such including banquet hall, parking garage and enclosed commercial self storage, whereas E-BP (504) is more permissive of commercial/retail type uses such as animal hospital, financial institutions, and restaurants.

Reports and Studies

The Owner submitted the following documents as part of a complete application to the proposed application:

| Report Name | Report Author |
|---------------------------|--------------------------------|
| Draft Plan of Condominium | Schaeffer Dzaldov Purcell Ltd. |
| Survey | E.R. Garden Limited |
| Site Plan | Paul Marques Architect Inc. |
| Building Elevations | Paul Marques Architect Inc. |

Proposed Application

The purpose of the proposed application is to establish a standard condominium for 24 industrial units.

As shown in Figure 4, the proposal is a standard condominium which comprised of 24 industrial units with 97 parking spaces. The common areas include the following – two electrical rooms, two mechanical rooms, drive aisle, landscape area, retaining walls, exterior garbage enclosure, transformer, and two roof access ladders - all which will be maintained by the future Condominium Corporation. Figures 5, 6 and 7 are the approved site plan and elevations. While Staff are not aware of potential tenants at this time, it is anticipated that the units will feature a mix of small-scale industrial and retail/commercial uses.

Analysis

Planning Considerations

The proposed application is consistent with the provincial policies.

The proposed application achieves the objectives of development within the settlement area as it utilizes existing infrastructure, provides for a range of business ownership tenure within the Town, and minimizes environmental impacts.

The proposed application provides for opportunities for a diversified economic base and maintains a range and choice of suitable sites for employment uses to support a wide range of economic activities and ancillary uses. The site provides for employment uses, strengthening to economic development within the Region and provides additional opportunities for industrial condominium ownership.

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the proposed application and has no objection to its approval as the detailed design for the subject development was reviewed and approved under the Site Plan application.

As such, staff are satisfied that the proposed application is consistent with the provincial policies.

The proposed application conforms to the Town of Aurora Official Plan and Zoning By-law 6000-17, as amended;

The Business Park designation in the Town's Official Plan permits an integrated mix of employment activities and businesses that occur within highly visible buildings and sites, that are designed and landscaped to present a high quality, prestige image. As part of the Minor Variance application, the applicant demonstrated through a job density calculation that 77 jobs per hectare are being provided, which exceed policy requirements of 40 jobs per net developable hectare and will help to bolster the Business Park function of the area in line with the policies of the Official Plan.

The subject lands are zoned E-BP (503) "Employment – Business Park Exception Zone" for Block 5, and E-BP (504) "Employment – Business Park Exception Zone" for Block 6 by Zoning By-law 6000-17, as amended. As previously mentioned, the site specific zones for the Blocks permit a range of business park uses (ie. offices, small-scale industrial) as well as specific commercial/retail type uses (ie. animal hospital, financial institutions, restaurants). Zoning compliance for all future tenants is required to be confirmed through the Building Division prior to issuing building permits.

Planning staff are of the opinion that the proposed development conforms to the Town's Official Plan and Zoning By-law.

Department / Agency Comments

The proposed application was circulated to Town staff and external agencies and all are satisfied, subject to Conditions of Approval, attached hereto in Schedule 'A'.

The proposed application was circulated to all internal and external agencies for review and comments. The recommended conditions of approval are in place to ensure that the works related to the Draft Plan of Condominium are in accordance with the approved Site Plan (figure 5 to 7). The Draft Plan of Condominium will be registered on title to the subject lands once the conditions of approval have been fulfilled.

Public Comments

Planning Staff have not received comments from the public on the proposed planning application.

Advisory Committee Review

No Communication Required.

Legal Considerations

Subsection 9(2) of the Condominium Act, 1998 states that the requirements of the Planning Act that apply to a plan of subdivision apply to a plan of condominium with necessary modifications.

Under the Planning Act, Council has 120 days to make a decision on subdivision applications before the Owner can appeal to the Ontario Land Tribunal. Staff deemed the application complete on October 18, 2024; therefore, the applicant may appeal at any time.

Financial Implications

There are no direct financial implications arising from this report.

Communications Considerations

Applications for Draft Plan of Condominium do not require Notice of a Statutory Public Planning Meeting. 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 climate change considerations were reviewed and addressed through the approved Site Plan application SP-2020-08.

Link to Strategic Plan

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Through the monitoring of emerging employment trends and economic trends, future workforce, education and business development needs are identified in accordance with the development plans to attract businesses that provide employment opportunities for the Town's residents.

Alternative(s) to the Recommendation

1. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Development Services reviewed the proposed Draft Plan of Condominium in accordance with the provisions of the provincial policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Draft Plan of Condominium is considered to be in keeping with the development standards of the Town. Therefore, staff recommend approval of the Draft Plan of Condominium application, subject to the fulfillment of the related conditions of approval.

Attachments

Appendix A – Conditions of Approval

Figure 1 – Location Map

Figure 2 – Existing Official Plan Designation

Figure 3 – Existing Zoning By-Law

Figure 4 – Draft Plan of Condominium

Figure 5 – Approved Site Plan

Figure 6 – Approved Elevations

Figure 7 – Approved Partial Elevations

Previous Reports

Committee of Adjustment Report No. MV-2022-45, dated March 9, 2023

General Committee Report No. PBS17-016, dated June 6, 2017

Pre-submission Review

Agenda Management Team review on March 20, 2025

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Schedule “A”**CONDITIONS OF APPROVAL**

**Draft Plan of Standard Condominium
2352107 Ontario Inc.
175 Melvin Robson Place, legally described as Blocks 5 and 6, Plan 65M-4790
(PINs 03620-1763 and 03620-1764) (the “Lands”)
CDM-2024-02**

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 CONDOMINIUM PLAN OF THE LANDS (THE “PLAN”), ARE AS FOLLOWS:

Planning Division Conditions

1. The final draft plan prepared by Schaeffer Dzaldiv Purcell dated July 24, 2024 with respect to the creation of twenty-four (24) industrial units on the Lands (the “Draft Plan”) and these associated conditions of Draft Plan approval may be amended by the Town if revisions are required to implement or integrate any recommendations resulting from studies required to be submitted 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, units, streets, and/or facilities on lands adjacent to the Draft Plan.

Legal Services Division Conditions

2. Prior to the Town’s release for registration of the Plan, the Owner shall submit to the Town for approval the related draft Condominium Declaration and Description containing all the required provisions in accordance with the *Condominium Act, 1998*, S.O. 1998, c.19, as amended, and any other provisions as may be required by the Town, including but not limited to any right(s)-of-way and easements (the “Declaration”). Together with the final version of the Declaration and Plan as preapproved by the Land Registry Office, the Owner shall provide a solicitor’s undertaking indicating that:
 - a) the Declaration and Plan provided to the Town are the final versions to be submitted for registration on title to the Lands;
 - b) the Town will be notified of any changes to the Declaration and Plan prior to registration on title to the Lands and certification of same by the Land Registrar; and
 - c) a copy of the registered Declaration and Plan will be provided to the Town within ten (10) business days after registration.

Engineering Division Conditions

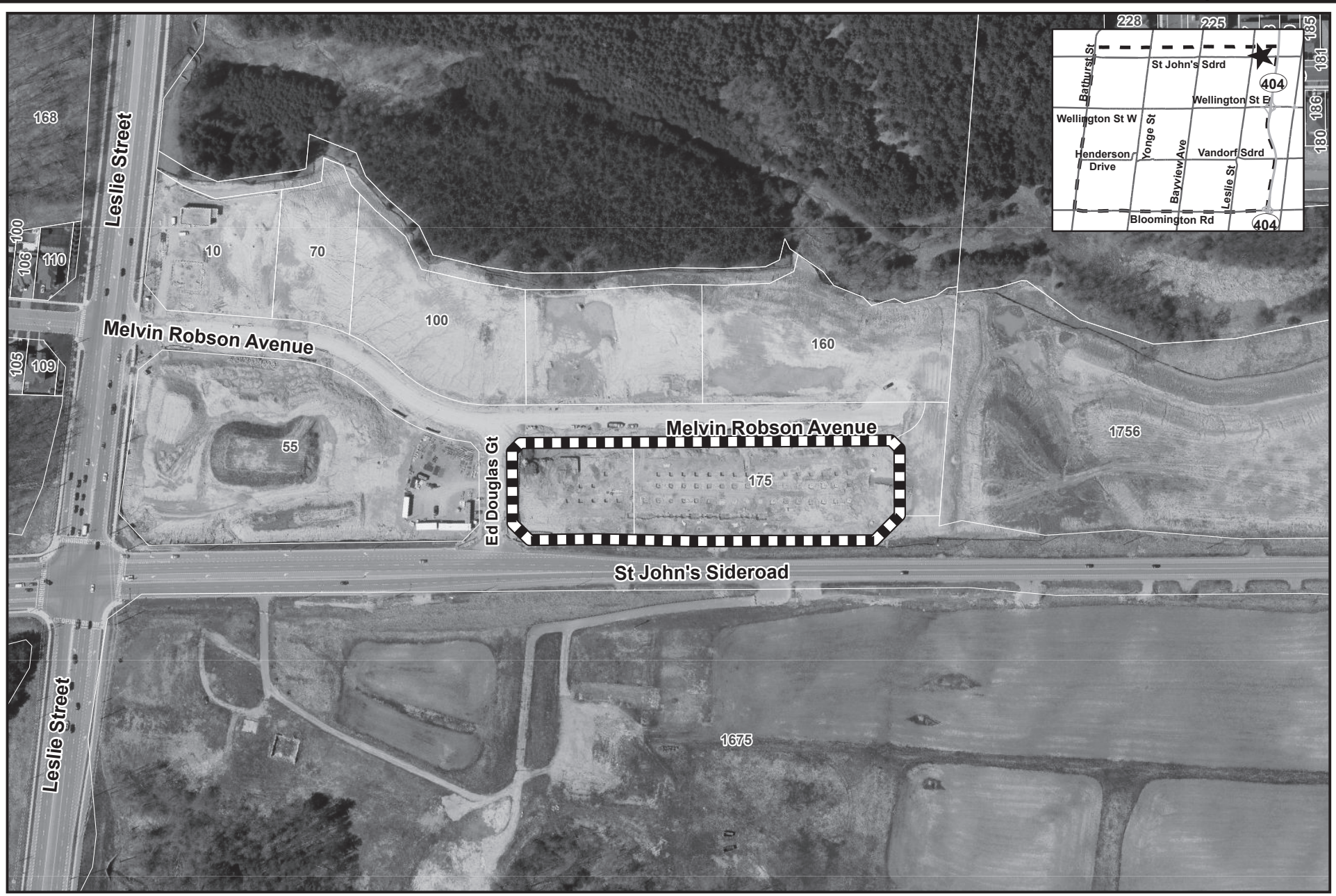
3. Prior to the Town’s release for registration of the Plan, the Owner shall submit to the satisfaction of the Town, a certificate from the Owner’s Engineer stating that all Servicing Works as defined in the Development Agreement dated February 29, 2024 between the Owner and the Town registered on title to the Lands as Instrument No. YR3656493 on March 14, 2024 have been substantially completed.

Finance Department Conditions

4. The Owner shall pay to the Town any and all arrears of taxes, water rates, lawful rates and levies of the Town or charges owing to the Town in connection with the Lands.

Clearances

- The Town's Planning Division shall advise that Condition 1 has been satisfied, stating briefly how this Condition has been met.
- The Town's Legal Services Division shall advise that Condition 2 has been satisfied, stating briefly how this Condition has been met.
- The Town's Engineering Division shall advise that Condition 3 has been satisfied, stating briefly how this Condition has been met.
- The Town's Finance Department shall advise that Condition 4 has been satisfied, stating briefly how this condition has been met.

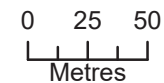


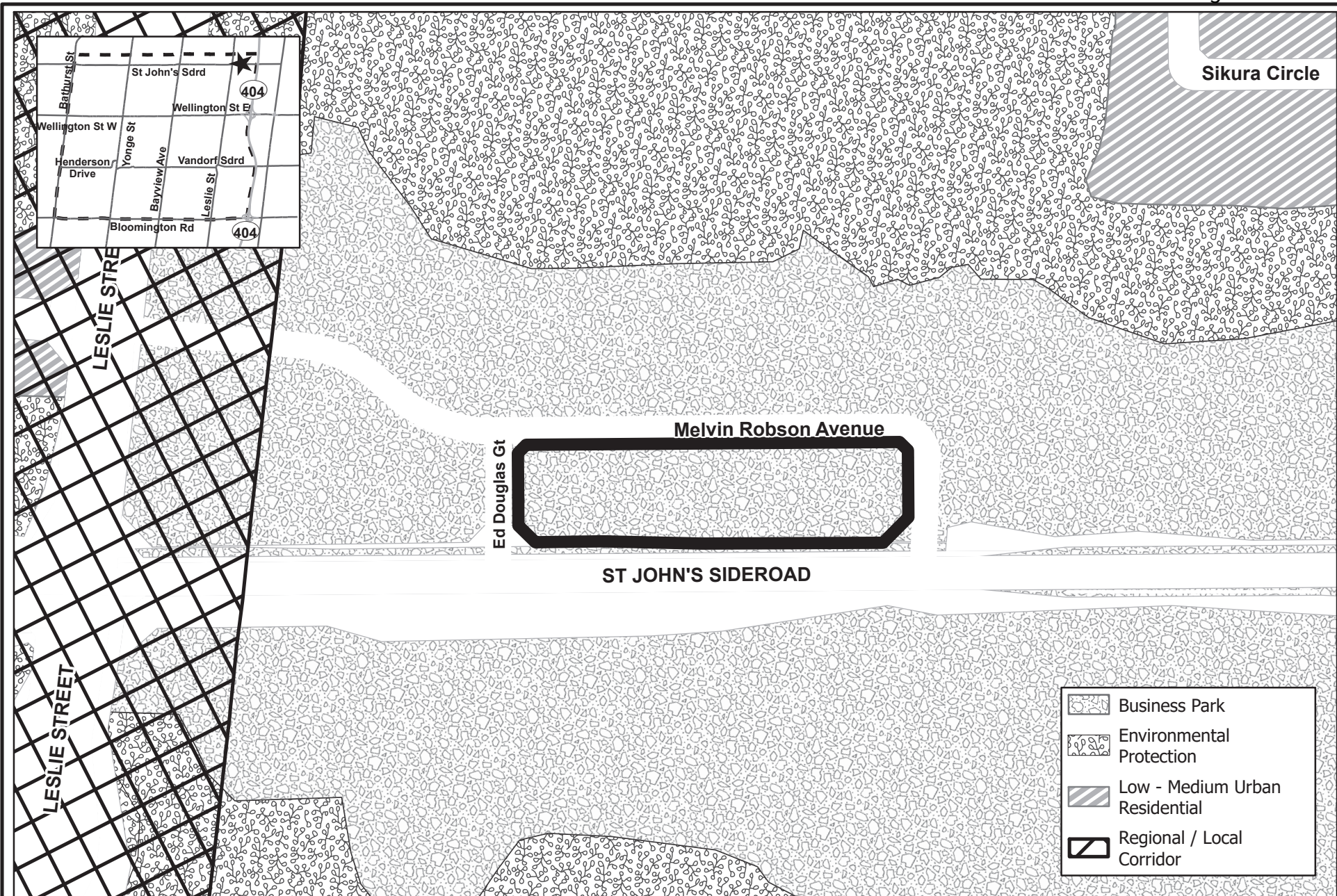
LOCATION MAP


APPLICANT: 2352107 ONTARIO LTD
 FILES: CDM-2024-02
 FIGURE 1



SUBJECT LANDS



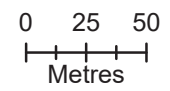


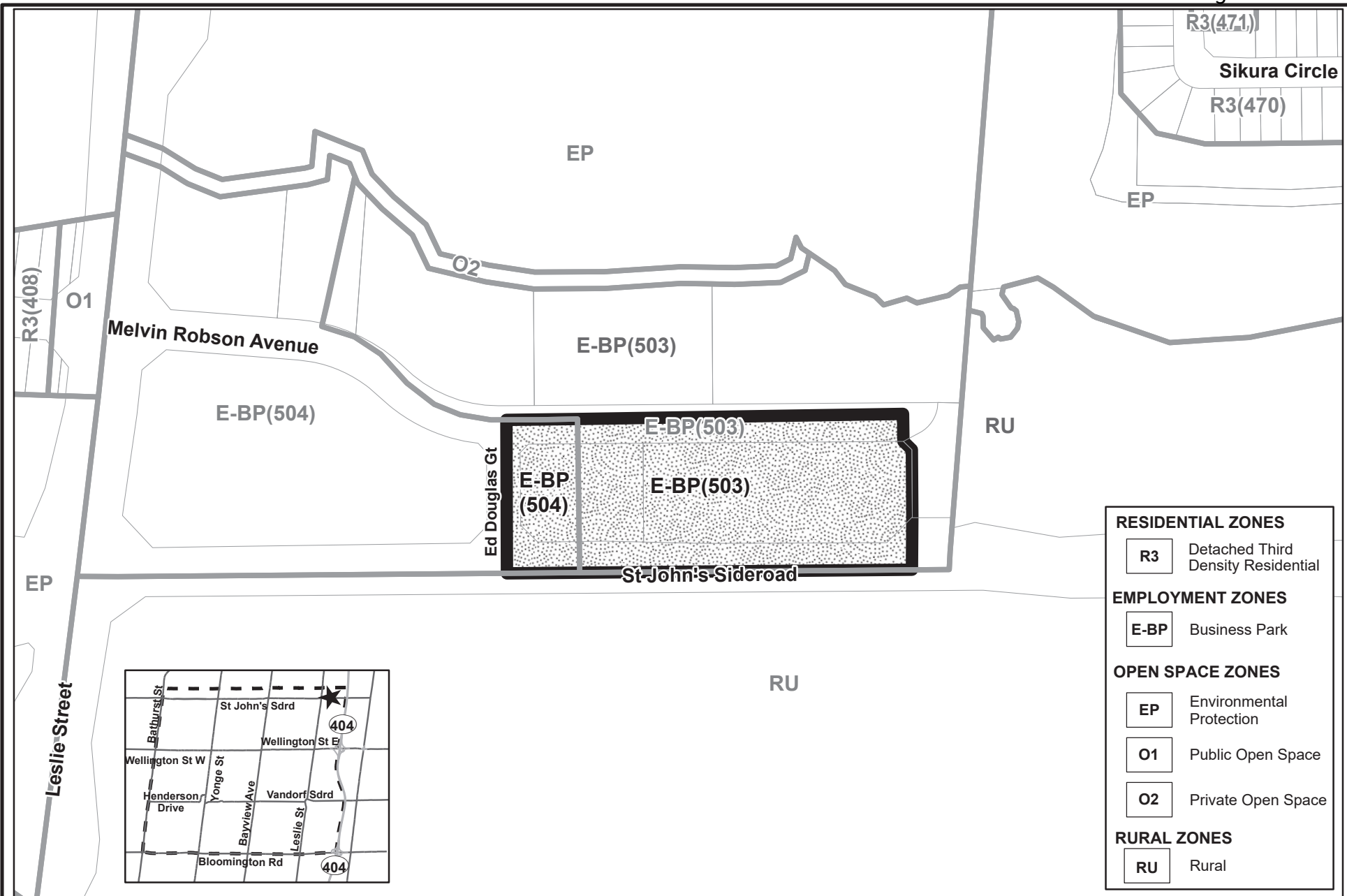
-  Business Park
-  Environmental Protection
-  Low - Medium Urban Residential
-  Regional / Local Corridor

EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: 2352107 ONTARIO LTD
 FILES: CDM-2024-02
 FIGURE 2

 Subject Lands

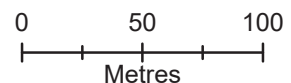


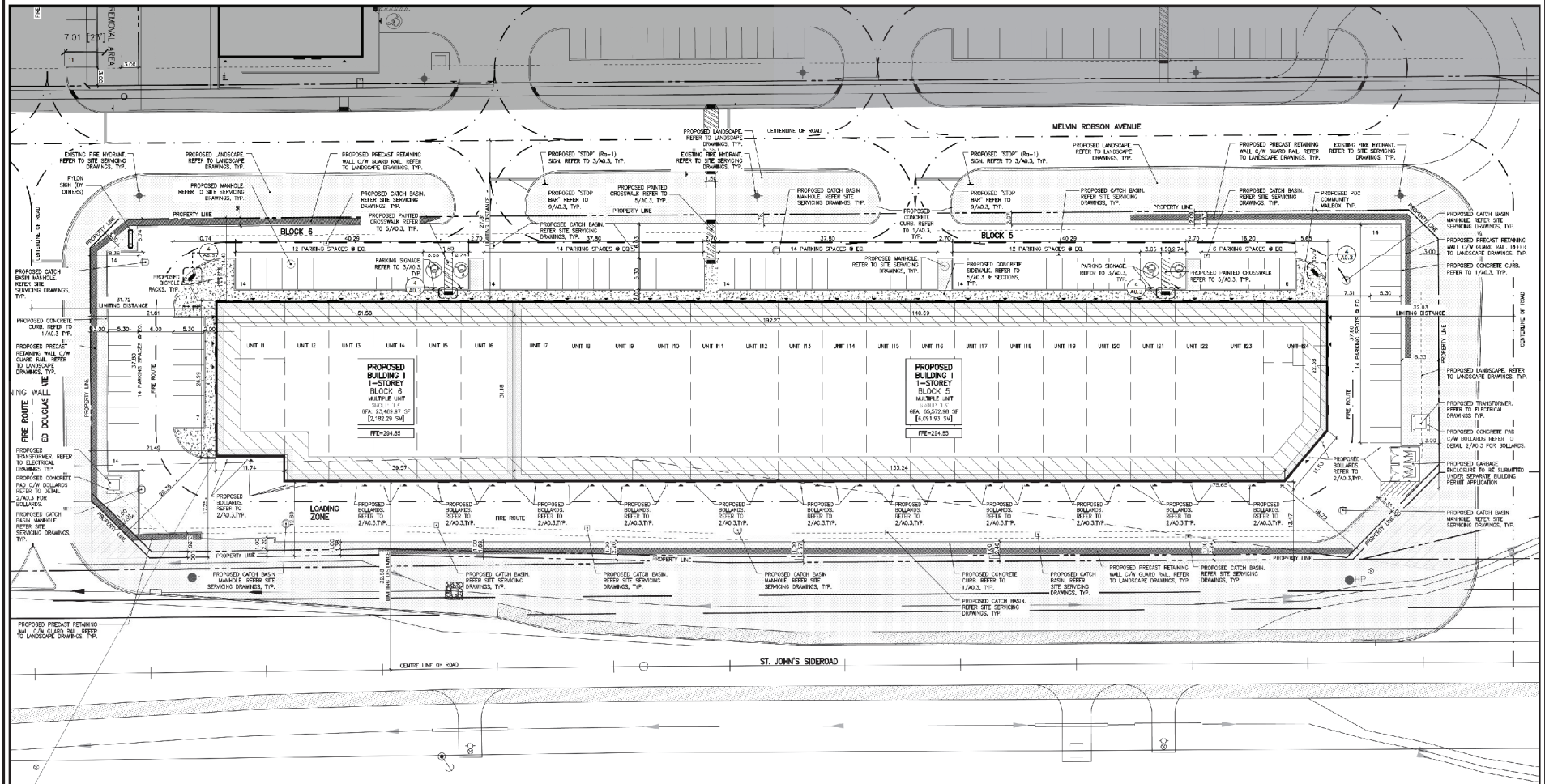


| RESIDENTIAL ZONES | |
|-------------------|------------------------------------|
| R3 | Detached Third Density Residential |
| EMPLOYMENT ZONES | |
| E-BP | Business Park |
| OPEN SPACE ZONES | |
| EP | Environmental Protection |
| O1 | Public Open Space |
| O2 | Private Open Space |
| RURAL ZONES | |
| RU | Rural |

EXISTING ZONING

APPLICANT: 2352107 ONTARIO LTD
 FILES: CDM-2024-02
 FIGURE 3





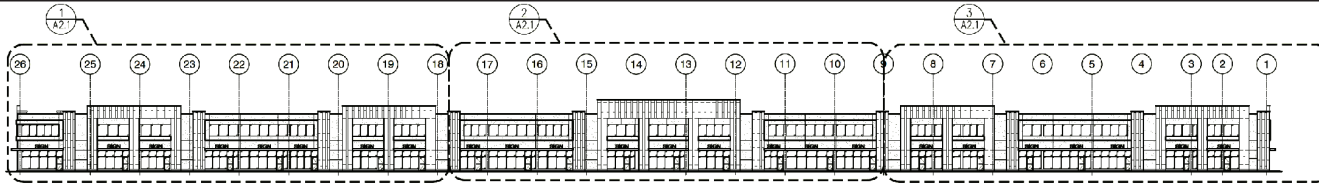
APPROVED SITE PLAN

APPLICANT: 2352107 ONTARIO LTD
 FILES: CDM-2024-02

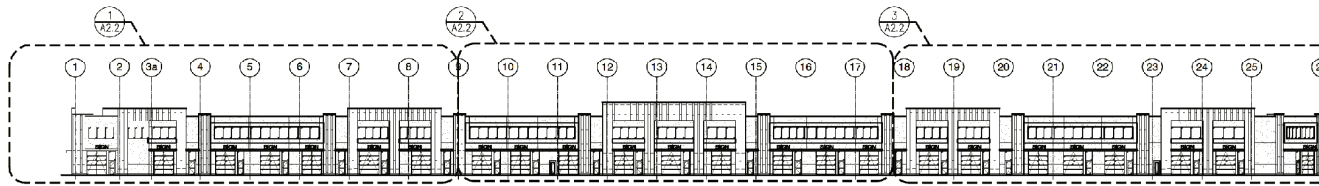
FIGURE 5



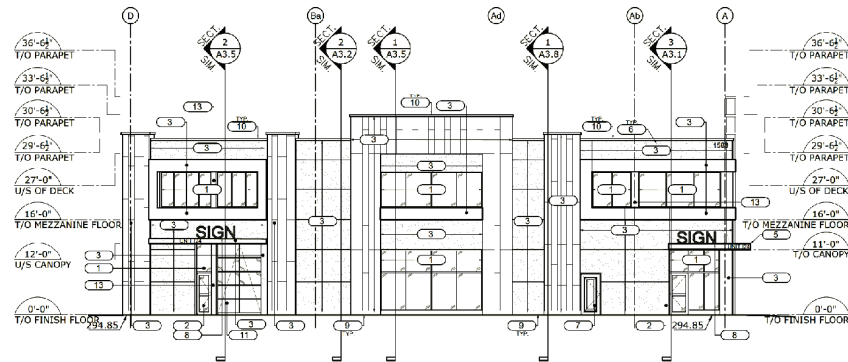
Map created by the Town of Aurora Planning and Building Services Department, 10/03/2025. Base data provided by Tregebov Cogan Architecture



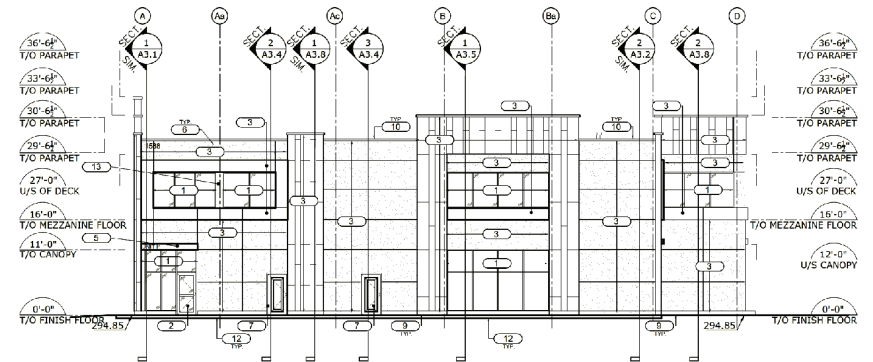
1 KEY PLAN - NORTH ELEVATION - BLOCK 5 & 6
SCALE: NTS
A2.0



2 KEY PLAN - SOUTH ELEVATION - BLOCK 5 & 6
SCALE: NTS
A2.0



3 EAST ELEVATION - BLOCK 5
SCALE: 1/32" = 1'-0"
A2.0



4 WEST ELEVATION - BLOCK 5
SCALE: 1/32" = 1'-0"
A2.0

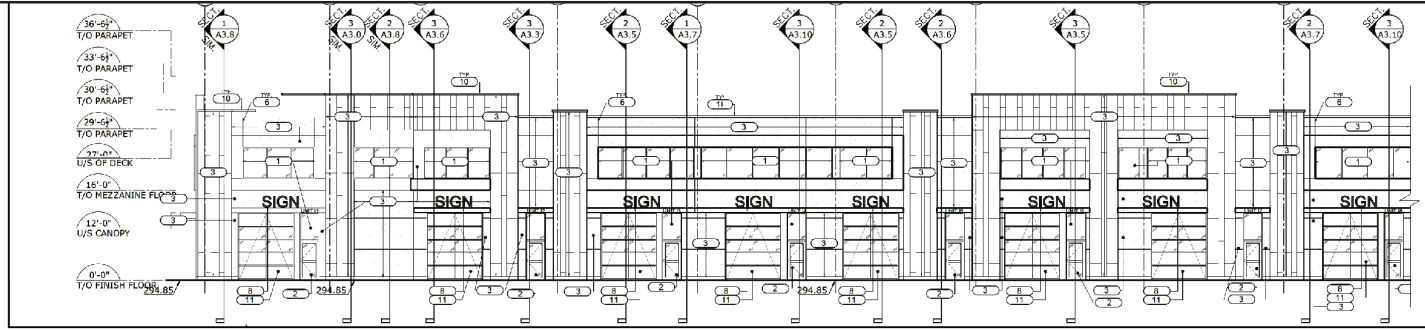
APPROVED ELEVATIONS

APPLICANT: 2352107 ONTARIO LTD

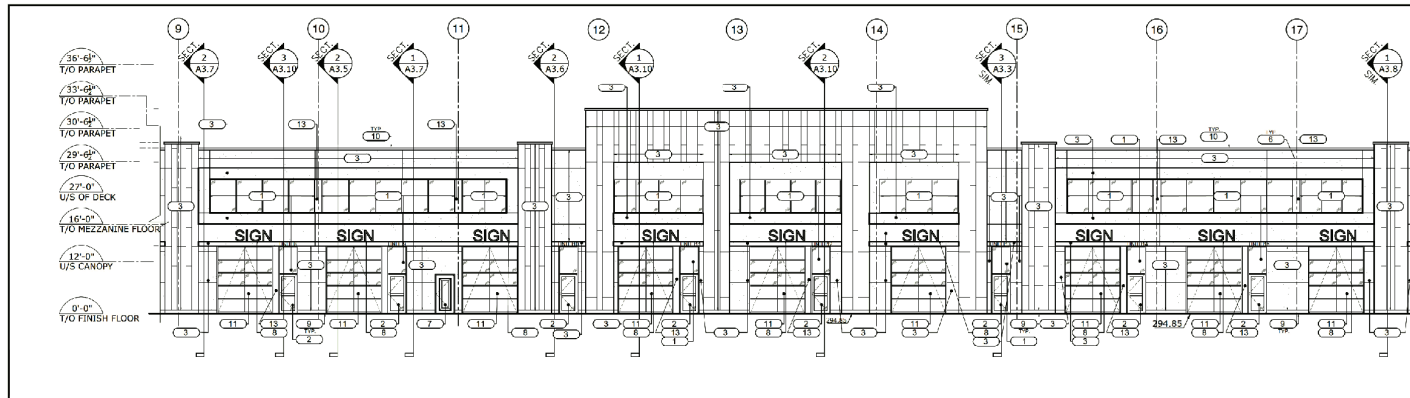
FILES: CDM-2024-02

FIGURE 6

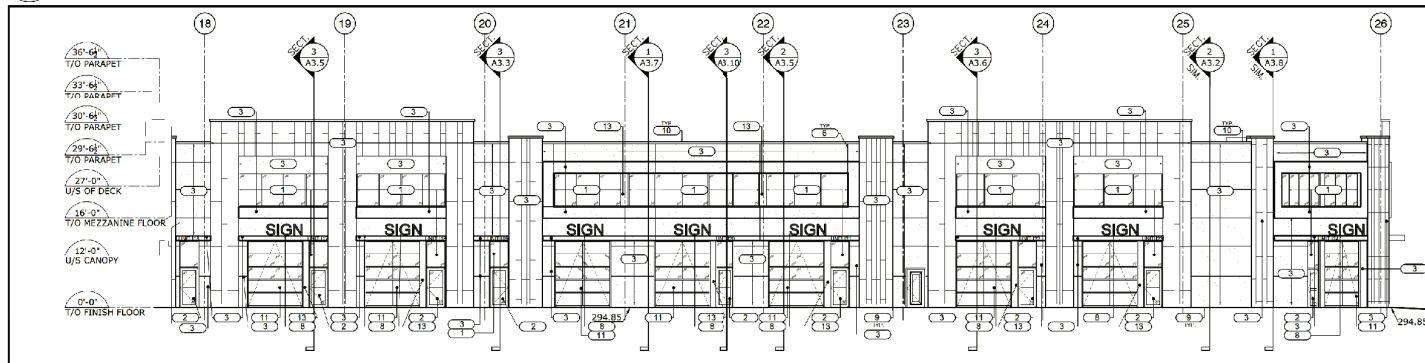




1 PARTIAL - SOUTH ELEVATION - BLOCK 5 & 6
A2.2 SCALE: 3/32" = 1'-0"



2 PARTIAL - SOUTH ELEVATION - BLOCK 5
A2.2 SCALE: 3/32" = 1'-0"



3 PARTIAL - SOUTH ELEVATION - BLOCK 5
A2.2 SCALE: 3/32" = 1'-0"

APPROVED PARTIAL ELEVATIONS

APPLICANT: 2352107 ONTARIO LTD

FILES: CDM-2024-02

FIGURE 7





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

Town of Aurora

Member Motion

Councillor Gallo

Re: **Amendment to the Procedure Bylaw**

To: Members of Council

From: Councillor John Gallo

Date: April 8, 2025

Whereas the current procedural bylaw is silent in section 48, Point of Personal Privilege, regarding the chair being the subject of a Breach of Rules or where the chair is the subject of a Point of Personal Privilege; and,

Whereas no member of council or committee is above the rules or immune from them when they are contravened; and,

Whereas at the March 25, 2025 Council meeting, Mayor Tom Mrakas refused to call a vote when a challenge arose regarding a Point of Personal Privilege; and

Whereas the current procedural bylaw does not take into account specifically when the chair is called on a Point of Personal Privilege; and

Whereas as a result of the March 25th 2025 meeting when Mayor Mrakas refused to call a vote when a challenge arose on a Point of Personal Privilege and the current Procedural Bylaw is silent when the chair is the subject of a Point of Personal

1. Now Therefore Be It Hereby Resolved That a bylaw to amend Bylaw No. 6228-19 being govern the proceedings of Council and Committee meetings of the Town of Aurora, be brought forward to amend Section 48 to the following;

Section 48 - Point of Personal Privilege

- a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of their own person, the Council, a Committee Member, Staff, the Chair, or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.

- b)** Upon hearing a Point of Personal Privilege, the Chair decides and states their ruling on the matter, except where the Chair is the subject of the Point of Personal Privilege.
- c)** Where the Chair is the subject of the Point of Personal Privilege, the Deputy Mayor or a Member chosen by the Members present, assumes the role of ruling on the matter.
- d)** Where a ruling is made that a breach of privilege has taken place, the individual presiding (Deputy Mayor, or chosen Member) demands that the offending Member or individual apologize. Failing such an apology, the individual is required to vacate the Meeting room for the duration of the Meeting.
- e)** With the exception of providing an apology, a Member may address the presiding individual to appeal the ruling of a breach of privilege to the Council or a Committee.
- f)** If no Member appeals, the decision of the presiding individual is final.
- g)** If a Member appeals the ruling to the Council or a Committee, the Member has the right to state their case, the presiding individual has the right to reply, and the majority of Council or Committee decides the question of whether the decision of the presiding individual be sustained without further debate. The decision of a majority of the Members who are present at the Meeting is final.



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Town of Aurora

Member Motion

Councillor Gallo

Re: Release of Closed Session Reports related to the purchase of 15157, 15165, 15171 Yonge Street

To: Members of Council

From: Councillor John Gallo

Date: April 8, 2025

Whereas on May 26, 2020 Aurora Council passed the following resolution “A *proposed or pending acquisition or disposition of land by the municipality or local board (Section 239(2)(c) of the Municipal Act, 2001); Re: Closed Session Report No. PDS20-046 – Potential Property Acquisition – Library Square*”; and,

Whereas on July 30, 2020 the Town completed the purchase of 15157, 15165, 15171 Yonge Street for \$7,500,000 plus \$146,475.00 in land transfer fees; and,

Whereas it is in the interest of all Taxpayers to understand the full details of the purchase and all information that lead to the purchase, which council relied on; and

1. Now Therefore Be It Hereby Resolved that the Town of Aurora release all reports pertaining to the purchase of 15157, 15165, 15171 Yonge Street and include them on the agenda of the next meeting Committee of the Whole.