



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

Date: Tuesday, October 14, 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](https://www.aurora.ca/participation).

	Pages
1. Call to Order	
Note: Added items are marked with an asterisk (*).	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
5. Community Presentations	
5.1 Tamas Hertel, Service Planning Manager, York Region Transit; Re: 2026 Transit Initiatives	1
6. Delegations	
6.1 Shaheen Moledina, Resident; Re: Town of Aurora Social Media Pages	16
*6.2 Lauren Hanna and Alison Hughes, Residents; Re: Accessible Trick or Treat Event	17
*6.3 Shawn Deane, Resident; re: Item 11.3 - Tax Sale Update	19
7. Advisory Committee Meeting Minutes	
7.1 Accessibility Advisory Committee Meeting Minutes of September 10, 2025	20
1. That the Accessibility Advisory Committee Meeting Minutes of September 10, 2025, be received for information.	

7.2	Finance Advisory Committee Meeting Minutes of September 16, 2025	25
	1. That the Financial Advisory Committee Meeting Minutes of September 16, 2025, be received for information.	
7.3	Parks and Recreation Advisory Committee Meeting Minutes of September 18, 2025	28
	1. That the Parks and Recreation Advisory Committee Meeting Minutes of September 18, 2025, be received for information.	
7.4	Mayor's Golf Classic Funds Committee Meeting Minutes of September 24, 2025	33
	1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of September 24, 2025, be received for information.	
*7.5	Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of September 24, 2025	37
	1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of September 24, 2025, be received for information.	
8.	Consent Agenda	
8.1	FIN25-047 - 2025 Q2 Procurement Report	41
	(Information Report dated September 9, 2025, included on agenda per request of Member of Council)	
	1. That Report No. FIN25-047 be received for information.	
9.	Community Services Committee Agenda	
9.1	CMS25-026 - Public Art Policy	48
	(Presentation to be provided by Nico Taylor, Executive Director, Communications and Queen Kukoyi, Executive Director, Finance & Operations, Oddside Arts)	
	1. That Report No. CMS25-026 be received; and	
	2. That the Public Art Policy (Attachment 1) be approved.	
9.2	CMS25-031 - Sport Plan Update - No. 6	82
	(Presentation to be provided by Hailey Jones, Specialist, Sport and	

Community Development)

1. That Report No. CMS25-031 be received for information.

9.3 CMS25-030 - 24-Hour Warming Emergency Centre - Pilot Project Follow-up 103

1. That Report No. CMS25-030 be received for information.

10. Corporate Services Committee Agenda

10.1 CS25-018 - Town of Aurora Risk Management Policy 108

(Presentation to be provided by Patricia De Sario, Director of Corporate Services/Town Solicitor)

1. That Report No. CS25-018 be received; and
2. That the Risk Management Policy, as attached to this report, be approved; and
3. That the Risk Appetite, as set out in Table 1 of this report, be approved and the attached Risk Appetite Statement, as attached to this report, be established.

10.2 CS25-019 - 2026 Council and Committee Meeting Schedule 145

1. That Report No. CS25-019 be received; and
2. That the 2026 Meeting Schedule (Attachment No. 1) be approved; and
3. That the Town Clerk be authorized to make amendments to the Council and Committee Meeting Schedule as required.

11. Finance and Information Technology Committee Agenda

11.1 FIN25-040 - End-User Computing Products and Related Services 161

1. That Report No. FIN25-040 be received; and
2. That a Non-Standard Procurement be awarded to Dell Canada in the amount of \$1,225,000 over a term of eight years for the purchase of laptop and desktops computers, and associated peripherals.

11.2 FIN25-049 - 2026 Fees and Charges Update with By-law 166

1. That Report No. FIN25-049 be received; and

2. That a by-law be enacted to set the 2026 Fees and Charges for applications, permits, use of Town property, the sale of documents and for the prescribed service charges for administrative matters itemized on the attached schedules.

11.3 FIN25-050 - Tax Sale Process Update 202

1. That Report No. FIN25-050 be received for information.

12. Administration Committee Agenda

13. Operational Services Committee Agenda

13.1 OPS25-019 - Aurora Water System Financial Plan as Required by Ontario Regulation 453/07 207

1. That Report No. OPS25-019 be received; and
2. That the Six-Year Financial Plan for the Town of Aurora Water System be approved; and
3. That the Financial Plan be submitted to the Ministry of Municipal Affairs & Housing; and the Ministry of Environment, Conservation and Parks before December 15, 2025; and
4. That the Financial Plan be posted to the Town of Aurora internet site.

14. Planning and Development Services Committee Agenda

14.1 PDS25-099 - Application for Zoning By-law Amendment, Totermeats Limited, 14 and 18 Wellington Street East, Lots 130 and 131, and Part of Lot 128, as in R650109 Plan 246, File Number: ZBA-2024-09 222

1. That Report No. PDS25-099 be received; and
2. That Zoning By-law Amendment Application ZBA-2024-09 be approved to rezone the subject lands from "Promenade Downtown (PD1) Exception Zone (59)" to "Promenade Downtown (PD1) Exception Zone (571)"; and
3. That the implementing By-law for the Zoning By-law Amendment be brought forward to a future Council meeting for enactment.

14.2 PDS25-100 - Application for Zoning By-law Amendment and Site Plan Control, 2300485 Ontario Inc. and 2333564 Ontario Limited, 25 and 29 George Street, Part Lot 27, Plan 246, File Numbers: ZBA-2020-06 and SP-2021-11 249

1. That Report No. PDS25-100 be received; and
2. That Zoning By-law Amendment Application ZBA-2020-06 be approved to rezone the subject lands to “First Density Apartment Residential (RA1-573(H)) Exception Zone” with a Holding Symbol; and
3. That the implementing By-law for the Zoning By-law Amendment be brought forward to a future Council meeting for enactment; and
4. That Site Plan Application File SP-2021-11 to permit the development of a 25-unit, four-storey apartment building at 29 George Street that integrates with the existing three-storey apartment building with 8 units at 25 George Street be approved, subject to conditions of site plan approval outlined in Appendix “A”.

15. Member Motions

- | | | |
|--------------|--|------------|
| 15.1 | Councillor Kim; Re: Amend the Clean Communities By-law - Regulation of Newspaper Delivery | 277 |
| 15.2 | Councillor Gilliland; Re: Rollerskating Opportunities | 279 |
| *15.3 | Councillor Kim; Re: Protection of the Trail System from Motorized Vehicles | |
| *15.4 | Councillor Kim; Re: Silica Dust Awareness and Education Initiative | 280 |
| *15.5 | Councillor Gallo; Re: Third Party Consultants Contractual Release | 282 |
| *15.6 | Councillor Gallo; Re: Cannabis Retail Review Task Force | 284 |

16. Regional Report

- | | | |
|--------------|--|------------|
| *16.1 | York Regional Council Highlights of September 25, 2025 | 286 |
| | <ol style="list-style-type: none"> 1. That the York Regional Council Highlights of September 25, 2025, be received for information. | |

17. New Business

18. Public Service Announcements

19. Closed Session

20. Adjournment



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

Delegation Request

This request and any written submissions or background information for consideration by either Council or Committees of Council is being submitted to Legislative Services.

Council or Committee (Choose One) *

Committee of the Whole

Council or Committee Meeting Date * ?

2025-10-14



Subject *

Request to Present 2026 Transit Initiatives to the Aurora Council

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

Tamas Hertel, Service Planning Manager, York Region Transit

Brief Summary of Issue or Purpose of Delegation *

On behalf of the York Region Transit (YRT) Service Planning team, I am writing to express our interest in presenting our 2026 Transit Initiatives to the Town of Aurora General Council. We believe that these initiatives will improve the quality of our transit services for residents, and we are eager to share our plans with you.

As you may recall, our team had the opportunity to present to the Council last year. This year, we would like to schedule a presentation between September and late October 2025, at a time that is most convenient for the Council. The presentation will be approximately 10 minutes in length. During this session, we look to provide an overview of our annual plan process, stakeholder and public consultation, , service changes for 2026, upcoming projects, and address any questions or feedback from Council members.

Have you been in contact with a Town staff or Council member regarding your matter of interest? *

☐ Yes

☒ No

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

☒ Agree

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

☒ Agree

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



YORK REGION TRANSIT'S 2026 ANNUAL TRANSIT PLAN TOWN OF AURORA

Presented by
Tamas Hertel
Manager, Service Planning

Presented to
Town of Aurora Council

Presented on
October 14, 2025



Agenda

- Annual transit plan cycle
- 2025 Service improvements
- Stakeholder and public consultations
- 2026 Service improvements
- 2026-2030 Business Plan
- Ridership trends
- Next steps



Annual Transit Plan Cycle

We are here

QUARTER 4 (October to December)

- Local Council presentations
- Regional Council budget approval process
- Finalize annual transit plan document

QUARTER 3 (July to September)

- Refine proposed service changes
- Draft annual transit plan document
- Local Council presentations



QUARTER 1 (January to March)

- Conduct system review
- Develop draft service changes

QUARTER 2 (April to June)

- Public and stakeholder consultation
- Incorporate planned service changes into draft operating and capital budget

2025 Service Improvements in Town of Aurora

Routes	Implemented Service Changes
33 – Wellington-Leslie	Improved weekday frequency all day
426 – Dr G.W. Williams SS via Stone	Restructured School Special route due to relocation of school
428 – Dr G.W. Williams SS via Henderson	Restructured School Special route due to relocation of school
429 – Cardinal Carter SS via Bayview	Restructured School Special route
431 – Aurora SS via Henderson	Introduced new School Special route
432 – Aurora SS via Mavrinac	Restructured School Special route
434 – Cardinal Carter SS via Wellington	Restructured School Special route
437 – St. Maximilian Kolbe SS	Restructured School Special route

Stakeholder and Public Consultation

Consultation	Date (2025)	Location
Town Staff	March 7	Municipal Office
Business Engagement	March 18	Virtual
Neighbouring Transit Agencies	April 10	York Region Office
YRDSB and YCDSB	April 25	York Region Office
Virtual Public Engagement	May 4 to June 1	yrt.ca/TransitPlan or YRT Contact Centre
York Region Accessibility Advisory Committee (YRAAC)	May 4 to June 1	yrt.ca/TransitPlan or YRT Contact Centre
Public Outreach Event #1	May 6	Aurora GO Station
Public Outreach Event #2	May 10	Aurora Public Library

YRT attended Aurora Street Festival on June 1, 2025 and will be attending the Newcomers Fair on October 27, 2025 at Aurora Public Library.

Feedback Received

- Support for new Route 438 – St. Maximilian Kolbe School Special via Orchard Heights
- Request to extend Route 33 – Wellington-Leslie and 54 – Bayview to Seneca Polytechnic King Campus and implement Sunday service
- Request for improved connections with GO trains at Aurora GO station
- Request for a bus route along St. John's Sideroad



2026 Proposed Service Improvements in Town of Aurora

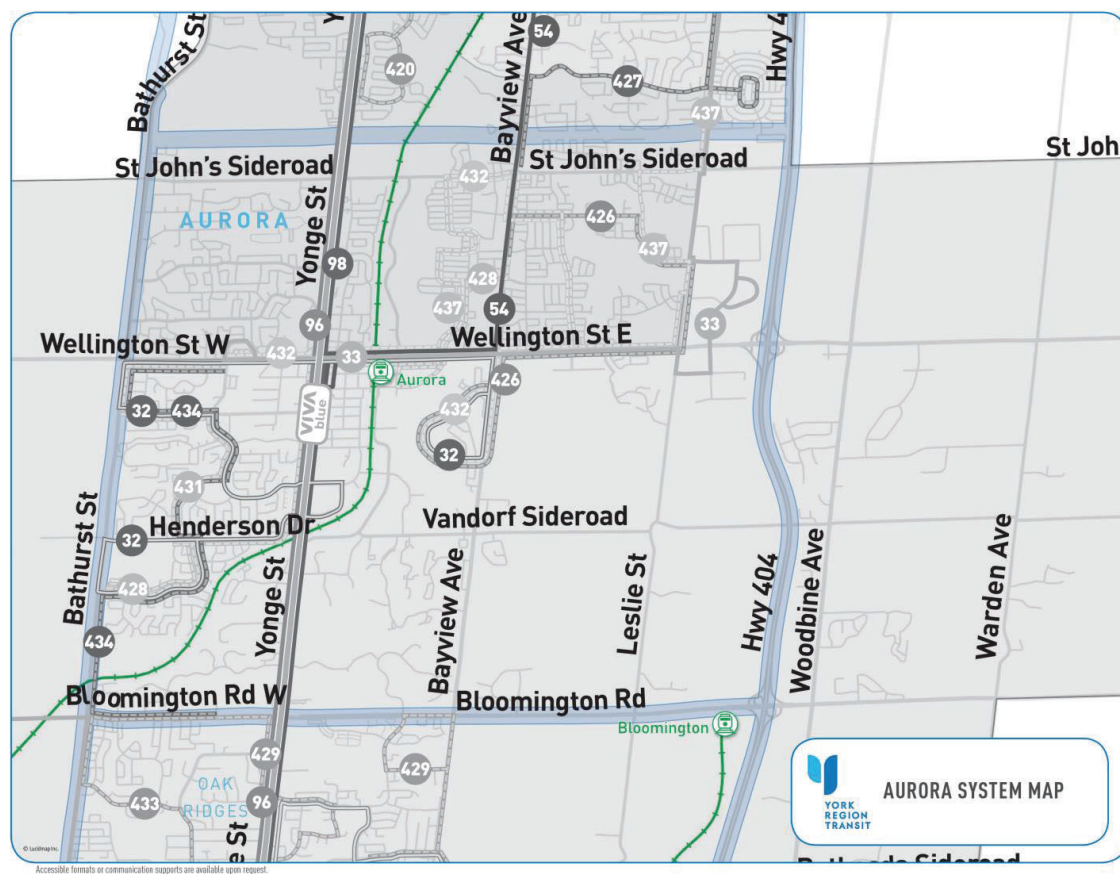
Routes/Services	Proposed Service Changes
54 – Bayview*	Improved midday frequency
438 – St. Maximilian Kolbe SS via Orchard Heights	Introduce new School Special route
On-Request North-Central*	Expanded service area to include all of Aurora

** **Note:** Implemented in 2025 in response to ridership increases and the need for additional service before 2026.*



In July 2025, YRT conducted a travel needs survey in the Town of Aurora to help plan for transit improvements as part of the 2027 Annual Transit Plan process.

YRT Services in Town of Aurora



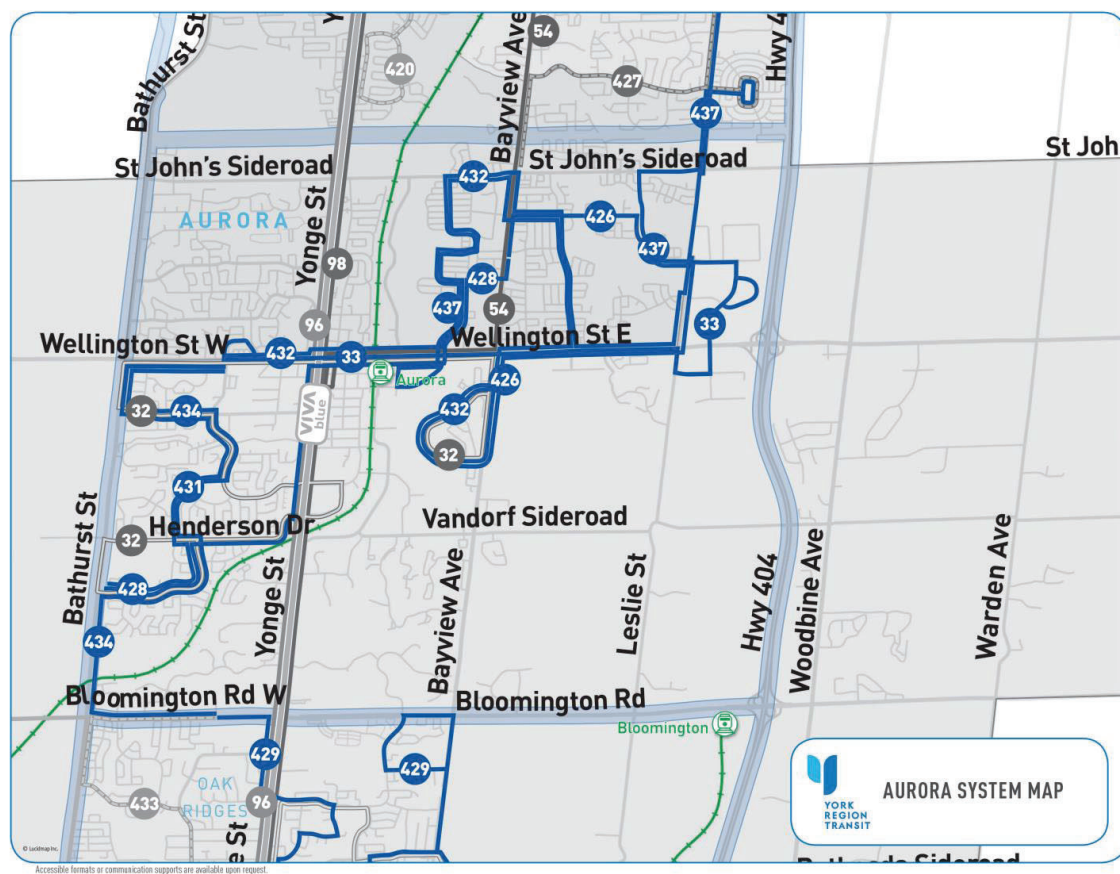
Transit Services - Aurora

- 32 – Aurora South
- 33 – Wellington-Leslie
- 54 – Bayview
- 96 – Keele-Yonge
- 98 – Yonge
- 426 – Dr. G.W. Williams SS via Stone
- 428 – Dr. G.W. Williams SS via Henderson
- 429 – Cardinal Carter SS via Bayview
- 432 – Aurora SS via Mavrinac
- 433 – Cardinal Carter SS via Kingshill
- 434 – Cardinal Carter SS via Wellington
- 437 – St. Maximilian Kolbe SS via Mavrinac
- Viva – blue
- On-Request Aurora GO Service Area
- On-Request North-Central Service Area

On-Request 65+ and Paratransit services are available to all eligible travellers across the Region.

- GO Rail
- Municipal Boundary

2025 Service Improvements in Town of Aurora



Transit Services - Aurora

- 32 – Aurora South
- 33 – Wellington-Leslie
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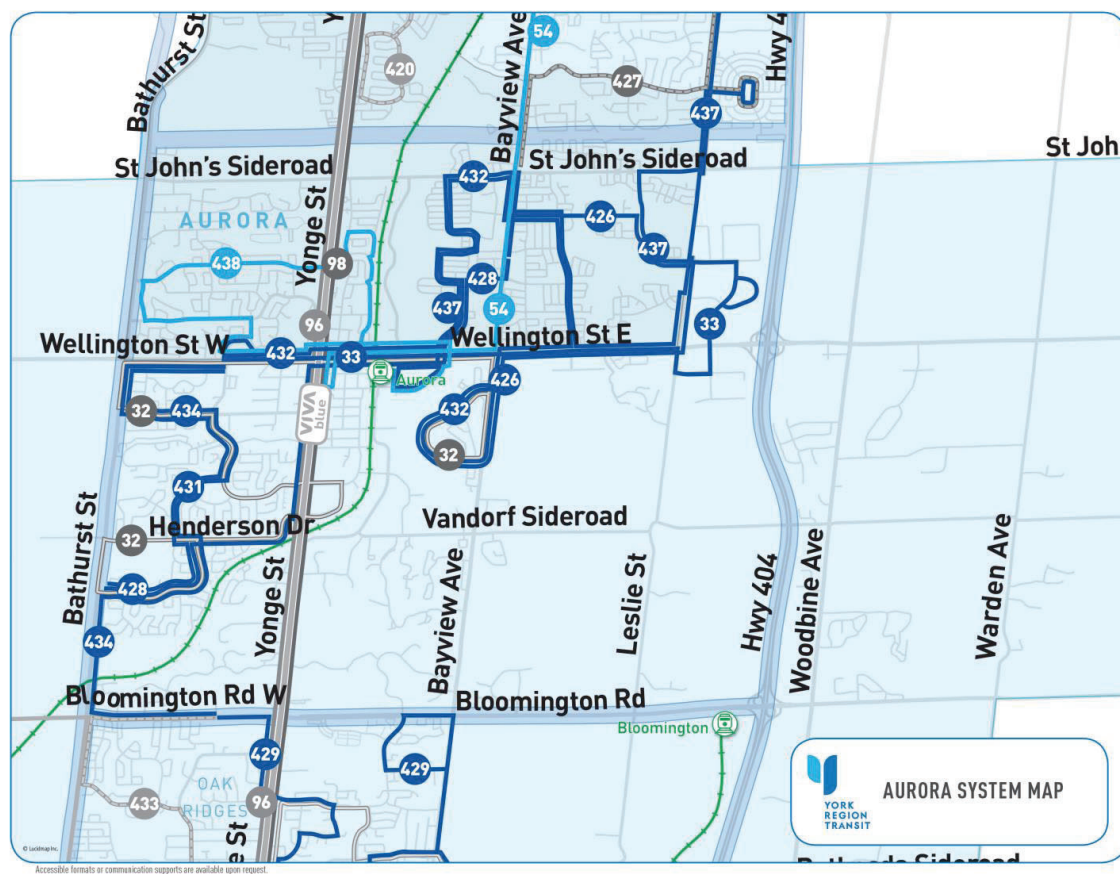
On-Request 65+ and Paratransit services are available to all eligible travellers across the Region.

- GO Rail
- Municipal Boundary
- 2025 Annual Transit Plan Changes



AURORA SYSTEM MAP

2026 Proposed Service Improvements in Town of Aurora



Transit Services - Aurora

- 32 – Aurora South
- 33 – Wellington-Leslie
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- On-Request Aurora GO Service Area
- On-Request North-Central Service Area

On-Request 65+ and Paratransit services are available to all eligible travellers across the Region.

- GO Rail
- Municipal Boundary
- 2025 Annual Transit Plan Changes
- 2026 Annual Transit Plan Changes



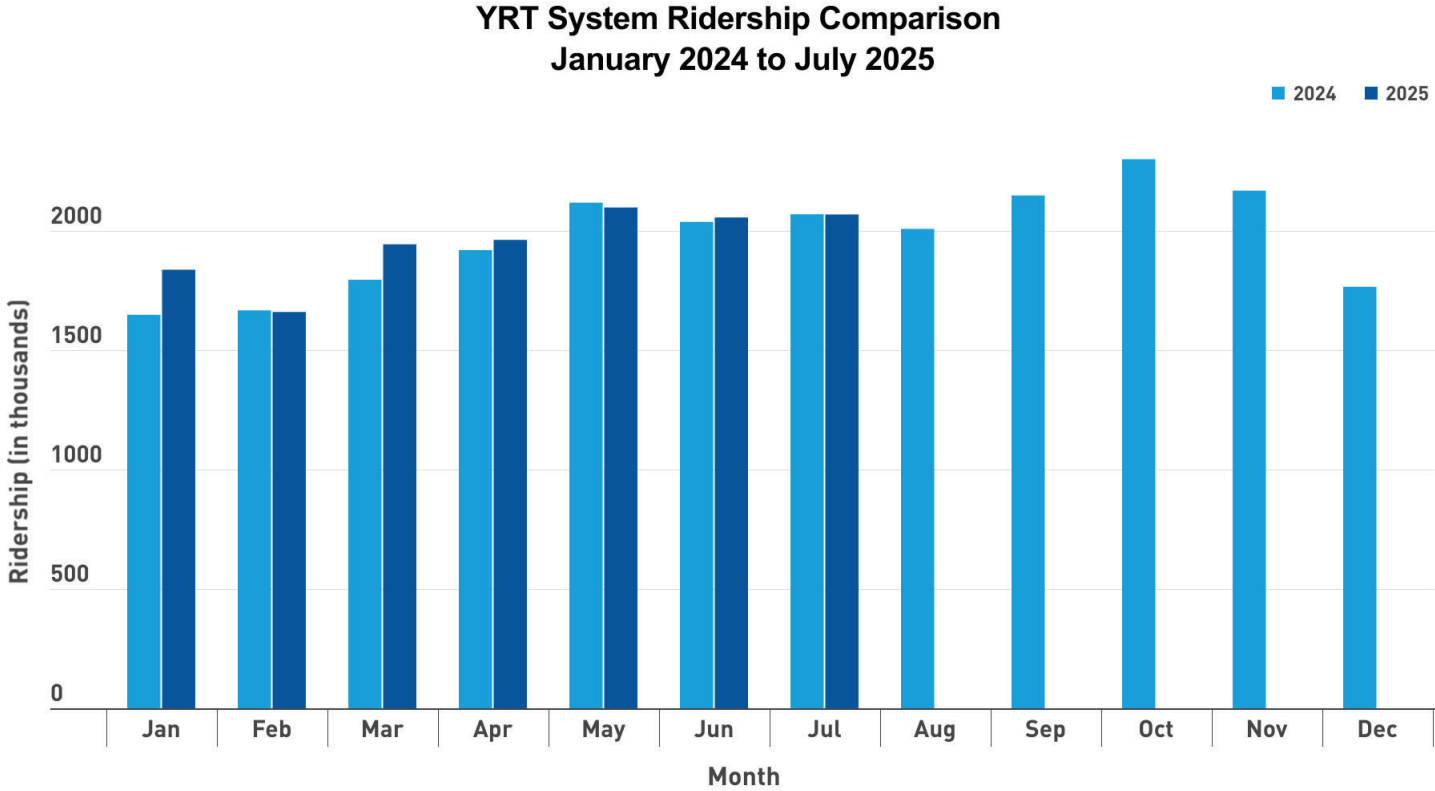
AURORA SYSTEM MAP

Development of 2026-2030 Business Plan



The Business Plan will inform projects and programs York Region Transit implements on an annual basis.

System Ridership Trends



Ridership in Aurora has remained stable compared to 2024.

Next Steps

- Seek York Regional Council approval of the 2026 Annual Transit Plan through the operating and capital budget approval process
- Communicate 2026 Annual Transit Plan service improvements to customers and residents
- Begin 2027 Annual Transit Plan process



For more information, please contact:

Tamas Hertel

Manager, Service Planning

tamas.hertel@york.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 * ?

2025-10-14



Subject *

Town of Aurora Social Media Pages

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

Shaheen Moledina

Brief Summary of Issue or Purpose of Delegation *

To ask for an action plan to prevent and monitor comments on Town of Aurora Facebook and social media pages.

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

Ron Weese, Tom Mrakas, John Gallo and Harold Kim

Date you spoke with Town staff or a Council member

2025-10-2



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

☒ Agree

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

☒ Agree

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

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 * ?

2025-10-14



Subject *

Accessible Trick or Treat Event

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

Lauren Hanna and/or Alison Hughes

Brief Summary of Issue or Purpose of Delegation *

Share an upcoming event at the Aurora Farmer's Market for inclusive and accessible trick or treating. Approved by Farmer's Market board, posted on Aurora's Treat Accessibly page and will be promoted through the community by Lauren and Alison.

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

Gregory Peri

Date you spoke with Town staff or a Council member

2025-10-8



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

☒ Agree

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☒ Agree

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

JOIN US

NO TRICKS JUST TREATS

SATURDAY | 25 | OCTOBER
10 AM- 1 PM | 2025

AURORA FARMER'S MARKET
TOWN PARK



- Accessible trick or treat and costume parade
- Play at our inclusive playground
- Save 10% at Spirit Halloween by scanning the QR code
- Learn how to make Halloween more inclusive

For more information visit
aurora.ca/TreatAccessibly_

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 * ?

2025-10-14



Subject *

11.3 Tax Sale Update

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

Shawn Deane

Brief Summary of Issue or Purpose of Delegation *

I wish to offer comments on the matter pertaining to Tax Sales, Agenda item 11.2

Have you been in contact with a Town staff or Council member regarding your matter of interest? *

☐ Yes

☒ No

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

☒ Agree

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

☒ Agree

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



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

Date: Wednesday, September 10, 2025

Time: 7 p.m.

Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Wendy Gaertner (Chair)
Alison Hughes (Vice Chair)* (departed at 8:54 p.m.)
Elaine Martini*
Jo-anne Spitzer
Marilyn Williams

Members Absent: Lois Davies
John Lenchak

Other Attendees: Gregory Peri, Accessibility Advisor
Julia Shipcott, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 7:01 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Jo-anne Spitzer

Seconded by Marilyn Williams

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 Accessibility Advisory Committee Meeting Minutes of June 11, 2025

Moved by Alison Hughes

Seconded by Jo-anne Spitzer

1. That the Accessibility Advisory Committee meeting minutes of June 11, 2025, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Accessibility Advisor; Re: 2022 – 2026 Multi-Year Accessibility Plan Detailed Update

Staff provided an extensive update on the status of 24 initiatives outlined and will provide to Committee the number of staff with accessibility issues.

The Committee and staff discussed various solutions to address and resolve accessibility and parking issues found at both Town- and privately-owned properties.

Moved by Alison Hughes

Seconded by Elaine Martini

1. That the memorandum regarding 2022 – 2026 Multi-Year Accessibility Plan Detailed Update be received; and
2. That the Accessibility Advisory Committee comments regarding 2022 – 2026 Multi-Year Accessibility Plan Detailed Update be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Round Table Discussion; Re: Town of Aurora Multi-Year Accessibility Plan 2022 to 2026

Staff provided the following updates:

- Following an extension request to the Ministry of Seniors and Accessibility Compliance Audit in June, a submission was provided by staff in July, with a request for further documentation received in September from the Province. Staff are currently generating a response.
- AccessNow accessibility assessments and the mapping of 22 large- and medium-sized playgrounds has now been completed, as have all Town trails. Staff will continue to report on remaining parks and playgrounds into the fall, resuming in spring 2026 until all playgrounds are linked on the Town website.
- Staff advised that several site plans, all minor in scope, have been reviewed over the summer.
- In partnership with a consultant, an assessment by staff is underway on the Town Hall/Aurora Senior's Centre parking lot to ensure *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) compliance.
- An accessibility plan will be generated by staff in collaboration with the Clerks Department as part of the preparation for the 2026 Ontario municipal election to ensure AODA compliance and additional temporary accessible parking is provided at all voting centres.

Accessibility Advisory Committee Meeting Minutes
September 10, 2025

4

- Staff reported that a request to purchase 18 evacuation chairs for the Library and Town Square was denied. In the event of an emergency, existing evacuation chairs located in public buildings and those possessed by Central York Fire Services will be utilized.
- Staff will begin preparation of the 2027-2030 Multi-Year Accessibility Plan (MYAP) by requesting the hiring of a consultant in their fall budget. Multi-Year Plans will now coincide with Council terms, with the 2027-2030 MYAP completed in time for the new term of Council to approve.
- Treat Accessibly will be supported again this year and staff will collaborate with the Communications department to encourage residents' support.
- National Disability Employment Awareness Month will feature a light-up event by the Town on Thursday, October 16, 2025.

Moved by Marilyn Williams

Seconded by Jo-anne Spitzer

1. That the Accessibility Advisory Committee comments regarding the Town of Aurora Multi-Year Accessibility Plan 2022 - 2026 be received and referred to staff for consideration and action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee and staff discussed accessibility considerations for future Concerts in the Park events in the Town Park.

Additionally, the Committee and staff discussed York Region Transit's 'Mobility On-Request Paratransit Service', '65+ Service' and 'Accessibility Services' available throughout York Region.

10. Adjournment

Accessibility Advisory Committee Meeting Minutes
September 10, 2025

5

Moved by Jo-anne Spitzer

Seconded by Marilyn Williams

That the meeting be adjourned at 9:02 p.m.

Carried



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

Date: Tuesday, September 16, 2025
Time: 5:45 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Mayor Tom Mrakas (Chair)
Councillor Harold Kim
Councillor Michael Thompson* (arrived 5:50 p.m.)

Other Attendees: Doug Nadorozny, Chief Administrative Officer (arrived 5:52 p.m.)
Jason Gaertner, Manager, Financial Management
Sandeep Dhillon, Advisor, Financial Management
Julia Shipcott, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 5:48 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Councillor Kim

Seconded by Mayor Mrakas

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 Finance Advisory Committee Meeting Minutes of June 17, 2025

Moved by Councillor Kim

Seconded by Mayor Mrakas

1. That the Finance Advisory Committee meeting minutes of June 17, 2025, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Financial Management Senior Advisor; Re: Annual Community Partner Reserve Review

Staff presented a brief overview of the regulations and guidelines contained within the Community Partner Reserve Management Policy related to reporting requirements and management of operating requisition reserves by community partners. Staff reported that three eligible community partners provided the required financial statements along with a reserve continuity schedule to staff and were assessed to be

Finance Advisory Committee Meeting Minutes
September 16, 2025

3

in alignment with the policy. It was further noted that the remaining two eligible community partners were not assessed as the Aurora Business Improvement Area was dissolved in 2024 and Sport Aurora did not request operating funding from the Town in 2025.

The Committee inquired if staff had identified any unfavourable findings as part of its assessments, and staff confirmed there was none.

Moved by Councillor Kim

Seconded by Councillor Thompson

1. That the memorandum regarding the Annual Community Partner Reserve Review be received; and
2. That the Finance Advisory Committee comments regarding the Annual Community Partner Reserve Review be received and referred to staff for consideration and further action as appropriate.

Carried

8. New Business

None.

9. Adjournment

Moved by Councillor Kim

Seconded by Councillor Thompson

That the meeting be adjourned at 5:54 p.m.

Carried



Town of Aurora
Parks and Recreation Advisory Committee
Meeting Minutes

Date: Thursday, September 18, 2025
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

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

Members Absent: Irene Clement
Jessie Fraser

Other Attendees: John Firman, Manager, Business Support
Lisa Warth, Manager, Recreation
Nicole Allison, Supervisor, Business Support
Ishita Soneji, Deputy Town Clerk

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

Parks and Recreation Advisory Committee Meeting Minutes
September 18, 2025

2

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 Bo Brkic

Seconded by Lindsay Carvalho

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 March 20, 2025

Moved by Bo Brkic

Seconded by Shannon Ippolito

1. That the Parks and Recreation Advisory Committee meeting minutes of March 20, 2025, be received for information.

Carried

Parks and Recreation Advisory Committee Meeting Minutes
September 18, 2025

3

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Manager, Business Support; Re: Municipal Alcohol Policy - 2025 Review

Staff provided an overview of the memorandum and the policy. The Committee inquired about various sections of the policy including permit holder conditions and the sufficiency of a security plan, and staff provided clarifications. The Committee and staff discussed about the flexibility in determining eligibility of the applications going forward and consideration of preventive measures by location based on previous experiences.

Staff noted that any additional feedback can be provided by October 16, 2025.

Moved by Michelle Dakin

Seconded by Lindsay Carvalho

1. That the memorandum regarding Municipal Alcohol Policy - 2025 Review be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Municipal Alcohol Policy - 2025 Review be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Business Support; Re: Third Party Events Policy Review

Staff provided an overview of the memorandum and the policy. The Committee and staff discussed about the need to carry out assessments on possible facility damage after any third-party events. The Committee suggested that a mechanism to provide feedback on an ongoing basis be incorporated into the policy to mitigate any concerns. There was further discussion on the threshold for classifying events under this policy.

Parks and Recreation Advisory Committee Meeting Minutes
September 18, 2025

4

Staff noted that any additional feedback can be provided by October 16, 2025.

Moved by Shannon Ippolito

Seconded by Charles Legge

1. That the memorandum regarding Third Party Events Policy Review be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Third Party Events Policy Review be received and referred to staff for consideration and further action as appropriate.

Carried

7.3 Memorandum from Manager, Recreation; Re: Sport Plan Update - Status Report

Staff provided an overview of the memorandum and details of the working groups established to action the pillars of the sport plan. The Committee and staff discussed about means to engage alternate groups besides the usual local sport and community organizations to capture further insights on the barriers and challenges in sport within the community. The Committee inquired about the timeframe of the working group, and staff noted that they would be on an ongoing basis.

Moved by Shannon Ippolito

Seconded by Michelle Dakin

1. That the memorandum regarding Sport Plan Update - Status Report be received; and
2. That the Parks and Recreation Advisory Committee comments regarding the Sport Plan Update – Status Report be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

Parks and Recreation Advisory Committee Meeting Minutes
September 18, 2025

5

9. New Business

The Committee inquired on the possible reassessment of the washroom policy at Town facilities, and staff agreed to follow up.

The Committee inquired about the possibility of third-party partnerships for indoor soccer facilities to improve availability, and staff provided a response.

Staff announced the following upcoming events:

- Aurora's Multicultural Festival will be celebrated on Saturday, September 20, 2025; further details are available at aurora.ca/MulticulturalFestival.
- Unveiling of the Unity on Canvas Mural - a mosaic mural that showcases the collective art of 300 community members, which will be on October 6, 2025, 6 p.m. at the Aurora Family Leisure Complex in Program Room C.

10. Adjournment

Moved by Lindsay Carvalho

Seconded by Sean Noble

That the meeting be adjourned at 7:57 p.m.

Carried



Town of Aurora
Mayor's Golf Classic Funds Committee
Meeting Minutes

Date: Wednesday, September 24, 2025
Time: 10 a.m.
Location: Video Conference

Committee Members: Angela Covert (Chair)
Robert Gaby (left at 10:36 a.m.)
Manuel Veloso (Vice Chair)
Ping Zhang

Members Absent: Elia Elliott

Other Attendees: Jason Gaertner, Manager, Financial Management
Michael de Rond, Town Clerk

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Ping Zhang

Seconded by Robert Gaby

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 Mayor's Golf Classic Funds Committee Meeting Minutes of August 20, 2025

Moved by Manuel Veloso

Seconded by Ping Zhang

1. That the Mayor's Golf Classic Funds Committee meeting minutes of August 20, 2025, be received for information.

Carried

6. Delegations

None

7. Matters for Consideration

7.1 Application from Shadowpath Theatre Productions; Re: Funding for Apprenticeship Program

Moved by Robert Gaby

Seconded by Manuel Veloso

1. That the Application from Shadowpath Theatre Productions; Re: Funding for Apprenticeship Program be received; and

2. That the Committee grant the funding request in the amount of \$5,000.00

Defeated

7.2 Application from Chinese Senior's Art Society of Canada; Re: Funding for East Meets West Festival Gala

Moved by Ping Zhang

Seconded by Manuel Veloso

1. That the Application from Chinese Senior's Art Society of Canada; Re: Funding for East Meets West Festival Gala be received; and
2. That the Committee grant the funding request in the amount of \$5,000.00

Carried

7.3 Application from Purse Project York Region; Re: Funding for 2026 Annual Campaign

Moved by Ping Zhang

Seconded by Robert Gaby

1. That the Application from Purse Project York Region; Re: Funding for 2026 Annual Campaign be received; and
2. That the Committee grant the funding request in the amount of \$5,000.00

Carried

8. Informational Items

None

9. New Business

There was brief discussion regarding translation services being available at future committee meetings if required.

Mayor's Golf Classic Funds Committee Meeting Minutes
September 24, 2025

4

10. Adjournment

Moved by Manuel Veloso

Seconded by Ping Zhang

That the meeting be adjourned at 10:42 a.m.

Carried



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

Date: Wednesday, September 24, 2025

Time: 7 p.m.

Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Wendy Gaertner (Chair)*
Steve Fleck
Owen Heritage (Vice Chair)
Lil Kim
Gino Martino

Members Absent: John David McLaughlin
Heidi Schellhorn

Other Attendees: Michael Bat, Traffic and Transportation Analyst
Julia Shipcott, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
September 24, 2025

2

Moved by Owen Heritage

Seconded by Lil Kim

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of May 28, 2025

Moved by Owen Heritage

Seconded by Gino Martino

1. That the Active Transportation and Traffic Safety Advisory Committee meeting minutes of May 28, 2025, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Traffic and Transportation Analyst; Re: York Region Multi-Use Path Update Presentation

Ryan Wong, Program Manager, Sustainable Transportation & Urban Design, Transportation Infrastructure and Asset Management (TRN), Public Works, Regional Municipality of York presented a design update of the York Region Multi-Use Path (MUP) to be installed along the west side of Bayview Avenue from Vandorf Sideroad north to Wellington Street, discussed grading requirements, design and construction timelines, and noted maintenance responsibility now falls under the new Regional Ownership and Maintenance of Cycling Paths Policy. It was reported that

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
September 24, 2025

3

the MUP is at 90% detailed design completion and will be tender-ready by year-end, with costs approximating \$2M while the Region awaits responses to Active Transportation Fund grant applications. Regional staff also presented a brief overview of proposed regional MUP projects that will link Lake Wilcox to Wellington Street along Bayview Avenue, and priority projects along two sections of Wellington Street and St. John's Sideroad between Yonge Street and Willow Farm Lane.

The Committee discussed the importance of including street lighting along the MUP, suggested going to tender between late fall and early spring to attain best pricing, advised of the improbability of salvaging existing signage and discussed inclusion of accessibility measures and the Land Acknowledgement in new signage. Suggestions were provided to prioritize projects that serve schools and area facilities first, installation of a crosswalk signal at St. John's and Woodland Hills Boulevard/McKinley Gate and MUPs or sidewalks along the north side of St. John's Sideroad.

Moved by Steve Fleck

Seconded by Gino Martino

1. That the memorandum regarding York Region Multi-Use Path Update Presentation be received; and
2. That the Active Transportation and Traffic Safety Advisory Committee comments regarding York Region Multi-Use Path Update Presentation be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

Staff provided an update on the status of the MUP/sidewalk project on Yonge Street from Bloomington Road to Industrial Parkway and reported the detailed design at 90% with a Public Information Centre (PIC) scheduled for early 2026. The Committee requested to receive a project update at the November 26 meeting prior to PIC.

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
September 24, 2025

4

The Committee inquired about a timeline to complete the remaining 400m of Wellington Street MUP between John West Way/Mary Street and the Aurora GO Station, and Regional staff provided a response outlining the backlog of projects that would push this project further.

The Committee expressed the need to support the Province's mandate to provide alternate active transportation options to access the GO Station and suggested installation of an MUP and/or sidewalk on both north and south sides of Wellington Street.

The Committee expressed appreciation to Town staff for completing upgrades along the MUPs extending north of Town Hall, including painting bike lines in the vicinity of elementary schools, and for installing protective bollards along Yonge Street north of St. John's Sideroad for cyclists, walkers and local seniors.

The Committee discussed the benefits of attending the upcoming dual open houses, Aurora Promenade Streetscape Open House and Town-Wide Parking Study, both occurring on Thursday, September 25 from 4:30-6:30 p.m., and discussed various solutions to emphasize the need for active transportation links between new/existing developments and shops/services.

10. Adjournment

Moved by Lil Kim

Seconded by Gino Martino

That the meeting be adjourned at 8:48 p.m.

Carried



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Town of Aurora

Information Report

No. FIN25-047

Subject: 2025 Q2 Procurement Report

Prepared by: Anna Ruberto, Manager, Procurement

Department: Finance

Date: September 9, 2025

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming Committee of the Whole or Council meeting agenda for discussion.

Executive Summary

This report presents procurement information for Q2 of 2025 as per the Town's Procurement Bylaw reporting requirements including:

- Six competitive bid contracts exceeded \$250,000 during this reporting period
- Four non-standard procurement contracts were awarded
- There is one awarded open competition contract identified as using Green Procurement

Background

An award to suppliers can occur when there is sufficient budget as approved by Council during the budget process. The authorization to initiate the procurement is by the department head and the delegated authority to award is the Division Manager and the Procurement Manager. There is a purchase order (PO) when the award is over \$25,000 and a legal contract when the award is over \$50,000. Contracts less than \$1,000,000 are executed by the Department Head and contracts over \$1,000,000 require the approval of the Chief Administrative Officer (CAO). Pursuant to section 9.3 of the Procurement Bylaw, the Procurement Manager shall prepare a quarterly summary information report to Council outlining all awarded open competition contracts.

A non-standard procurement may be used for the procurement of goods, services, or construction under specific circumstances. The methods include acquiring deliverables directly from a particular supplier without conducting a competitive process when an invitational competition or an open competition would normally be required and soliciting bids from a limited number of suppliers without conducting an open pre-qualification process when an open competition would normally be required.

The Procurement Bylaw Section B – Exclusions provide the circumstances in which non-standard procurements are permissible. A non-standard procurement may be used when there is only one source that is able to meet the requirements of the procurement, which may be due to their unique ability or skill, possession of proprietary technology, copyright, patent, or other intellectual property. Additional approved criteria include when there is more than one supplier available however, a certain supplier needs to be retained for reasons of standardization or compatibility with existing products or where a contract is required due to a contract termination or expiry, for a short interim period to meet immediate recurring business requirements.

Non-standard procurements require approval of the Department Head up to \$100,000 and the Procurement Governance Committee (PGC) between \$100,000 to \$250,000. Over \$250,000 there is a requirement for Council approval to authorize the procurement. For the procurement of software licenses, maintenance and pay related fees (excluding implementation costs), for contracts of up to five years and over \$250,000, the PGC is authorized to procure. The contract issuance and execution requirements follow the same thresholds as standard open competition procurements.

Sections 9.3 of the Procurement Bylaw requires the Procurement Manager to prepare a quarterly summary information report to Council outlining all awarded non-standard procurements not requiring Council approval. This report excludes emergency procurements which have separate reporting requirements and low and mid value procurements under \$100,000.

All procurement thresholds and items in this report exclude the harmonized sales tax

Analysis

Six competitive bid contracts exceeded \$250,000 during this reporting period

From April to June of 2025, there was six awards made over \$250,000, for total award amount of \$9,686,224.70.

September 9, 2025

3 of 7

Report No. FIN25-047

Table 1
Q2 2025 Competitive Bid Contract Awarded Over \$250,000

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-PROC-0026 - Diesel Dump Truck with Sander 6 Ton 25-PROC-0007 Resurfacing of Marksbury Court, Gilbank Drive, Lacey Court Reconstruction of McLeod Drive	Planning and Development Services – Engineering	614128 Ontario Limited o/a Trisan Construction	\$ 3,988,531.00
25-PROC-0008 – Road Resurfacing at John West Way, Hollidge Boulevard, Sisman Avenue	Planning and Development Services – Engineering	Forest Contractors Ltd.	\$ 3,002,601.00
25-PROC-0006 Maintenance and Repair of Stormwater Management Facilities	Operations Services – Roads	GMR Landscaping Inc.	\$ 1,376,830.22
24-PROC-0066 Cleaning Service for Catch Basins	Operation Services - Roads	Flow Kleen Technology Ltd.	\$ 735,000.00
25-PROC-0026 6 Ton Diesel Dump with Sander	Operation Services - Fleet	Allen Fyfe Equipment Ltd.	\$ 308,884.00
25-PROC-0015 Summer Camp Busing Transportation	Community Services - Recreation	Student Transportation of Canada Inc.	\$ 274,378.48

Four non-standard procurement contracts were awarded

There were four non-standard procurements awarded for a total award amount of \$596,166.59. There is one contract for each of the following departments, Operational Services - Fleet, Operational Services – Parks, Community Services – Facilities and Finance - Information Technology.

September 9, 2025

4 of 7

Report No. FIN25-047

Table 2
Q2 2025 Non-Standard Procurement Contract Awarded

Awarded Contracts	Amount (Excl. HST)
Bylaw Reference: Technical Reasons – It can be demonstrated that the goods or services can be supplied only by a particular supplier and no alternative or substitute exists for the following reason: There is an absence of competition for technical reasons.	
Operation Services - Fleet – 25-REQ-0110 / 25-PUR-0076 Supplier: Wachs Canada Ltd. Description: A proprietary trailer-mounted system designed for efficiently maintaining and operating valves, particularly in water distribution systems that can only be performed by Wachs Canada Ltd.	\$ 125,483.00
Operation Services - Parks – 25-REQ-0156 / 25-PUR-0101 Supplier: A.B.C. Recreation Ltd. Description: Replacing the main controller at Town of Aurora splashpad system which is compatible with the existing infrastructure by Vortex Aquatic Systems International.	\$ 76,147.59
Bylaw Reference: Interim Requirements - Due to a Contract termination/expiry/or other reason, a G&S is purchased for a short interim period to meet immediate recurring business requirements while a Procurement process is initiated for the longer-term supply of such G&S.	
Community Services - Facilities – 25-REQ-0198/ 25-PUR-0107 Supplier: Royal Building Cleaning Ltd. Description: To provide janitorial services on an interim basis from June 1, 2025 until August 31, 2025, until a competitive open competition can be completed.	\$ 229,536.00
Bylaw Reference: Additional Deliveries - A - Change of supplier cannot be made for economic or technical reasons, software licenses/maintenance/services or installations procured under the initial procurement.	
Finance – Information Technology – 25-REQ-0037/ 25-PUR-0056 Supplier: Glasshouse Systems Inc. Description: To continue the Security Information and Event Management (SIEM) to ensure the continuity and efficiency in addressing our cybersecurity needs.	\$ 165,000.00

Advisory Committee Review

None

Legal Considerations

Pursuant to section 9.3 of the Procurement Bylaw, as amended, the procurement manager shall prepare a quarterly report of awarded procurements exceeding \$250,000 and non-standard purchases not requiring Council approval. This report satisfies these provisions.

Financial Implications

The value of the awarded procurements, which exceed \$250,000, represents a financial obligation to the Town of \$9,686,224.70. Additionally, the above list of awarded non-standard procurements represents a financial obligation to the Town of \$596,166.59.

Communications Considerations

The Town will inform the public about the details contained in this report by making it available on the Town's website.

Climate Change Considerations

Town staff are responsible for ensuring that their procurements address the green procurement objectives in a manner consistent with the Green Procurement Policy. Procurements may be considered eligible for green procurement when the Town has identified environmental standards for the good or service and/ when the budget for the good or service being procured identifies it as a green initiative. Town staff may also consider green procurement for other purchases. The reporting requirements of the GPP are within Section 3.4 and requires the quarterly report to Council include a summary of the Town's green procurement over \$100,000. There was no open competition procurement identified within Q2 2025 using this policy.

September 9, 2025

6 of 7

Report No. FIN25-047

Table 1
Q2 2025 Contract Awarded with Green Procurement

Procurement Number & Description	Department & Division	Supplier Name	Amount (excl. HST)
25-REQ-0023 (25-PROC-0010) One 2025 Ice Resurfacing (Electric)	Operational Services - Fleet	Engo Equipment Sales	\$ 169,777.00

Link to Strategic Plan

Regular reporting to Council on the Town's awarded contracts contributes to achieving the strategic plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

None

Conclusions

The Procurement Bylaw and Green Procurement Policy requirements to provide a quarterly procurement report summarizing awards over \$250,000; non-standard procurements not requiring Council approval and procurements over \$100,000 with green procurement initiatives, has been fulfilled

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on August 21, 2025

September 9, 2025

7 of 7

Report No. FIN25-047

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Committee of the Whole Report

No. CMS25-026

Subject: Public Art Policy

Prepared by: Phil Rose, Manager, Cultural Services

Department: Community Services

Date: October 14, 2025

Recommendation

1. That Report No. CMS25-026 be received; and
2. That the Public Art Policy (Attachment 1) be approved.

Executive Summary

This report provides an overview of the Public Art Policy.

- The Public Art Policy (P.A.P.) applies to the acquisition and management of public art by the Town for new municipal construction projects, public art donations, and public art funded by developers or commercial investments.
- To highlight Aurora's unique character, eight public art site categories have been identified.
- The Cultural Services Division will submit an annual public art plan to Council through the budget process that recommends public art projects, including potential municipal sites and funding allocation.
- The Cultural Services Division is responsible for the administration of the Town's public art program.

Background

On May 27, 2025, Council passed the following resolution:

- That the Public Art Strategy be approved; and
- That staff be directed to develop a corresponding Public Art Policy for Council review and approval.

Analysis

The Public Art Policy (P.A.P.) applies to the acquisition and management of public art by the Town for new municipal construction projects, public art donations, and public art funded by developers or commercial investments.

The P.A.P. establishes transparent processes for acquiring, installing, tracking, maintaining and conserving public artworks in Aurora, as well as delivering public art programming across the municipality.

The Town's public art program will be funded through a combination of capital and operating budgets:

- In line with the objectives of the Town's Official Plan, one percent of the capital budget for all major regional and local municipal buildings is to be dedicated to public art
- The Town will maintain a Public Art Reserve Fund to receive financial contributions and in-kind gifts from both public and private groups
- The fund is to be used to acquire public art in accordance with the Town's definition of public art
- The Public Art Reserve Fund may also be used to establish public art programming and undertake community engagement initiatives related to public art
- The Town will also maintain an operating budget to fund the maintenance and conservation of public art

To highlight Aurora's unique character, eight public art site categories have been identified.

The following eight public art site categories have been identified:

1. Key Civic Sites
2. Gateways into Aurora's municipal boundary
3. Heritage Properties, Districts and Areas, including the Aurora Downtown
4. Parks and Trails
5. Major Private Developments

6. Transit Hubs and Corridors, including Local and Regional Corridors and the Aurora GO Major Transit Station Area as defined by the Town's Official Plan
7. Streetscapes within Intensification Areas, such as the Aurora Promenade
8. Sport and Recreation and Community Service Facilities

Staff retain the authority to determine the applicability, suitability, and ultimate placement of public art within any of the eight categories.

For each public art project, the site will be selected based on the following evaluation criteria:

1. Accessibility: is the site accessible by various modes of transportation within Aurora or does the site present any physical barriers that would prevent persons with disabilities from accessing it?
2. Visibility: is the site easily visible and is it in proximity to high pedestrian activity?
3. Relationship to proposed artwork: does the location possess unique architectural and / or natural features and will the addition of public art enhance the overall environment and public experience of this location?
4. Capacity: does the site possess the physical qualities and prominence that are conducive to hosting public art?

The Cultural Services Division will submit an annual public art plan to Council through the budget process that recommends public art projects, including potential municipal sites and funding allocation.

In preparing the annual public art plan, a collective approach that relies on the knowledge of other key municipal divisions will be used to ensure the necessary expertise informs the entire public art process.

Acquisition and Management:

Original works of public art shall be accessioned, deaccessioned and managed according to the Town's Policy – Museum's Collection.

A public art database will be maintained that serves as a centralized resource to document, catalog, and make information about local public artworks accessible.

Public Art Ownership:

Ownership of public artworks shall be transferred to the Town upon final installation and commissioning. As owner, the Town is responsible for maintenance, insurance and upholding contractual obligations made with the artist(s).

Selection Method and Criteria:

Public art projects are recommended by a selection panel established by the Cultural Services Division. The intent is to ensure artists are chosen based on merit through a process informed by expertise and community input. Artist proposals may be solicited through an open competition, through invited submission, or through a curatorial process leading to direct commission.

Art Selection Panel:

Public art projects shall be recommended by an Art Selection Panel established by the Cultural Services Division for a given project. Panels shall serve on projects for which they are established or projects that assigned to it by the Cultural Services Division.

Even if a public art project is recommended by the panel, the Cultural Services Division and/or Council may, at its discretion, not approve the selection.

The terms of reference for selection panels are set at the project development stage by Cultural Services Division staff.

Selection Criteria:

Artists and artist proposals are chosen by majority vote on the basis of:

- Artist qualifications, including previous work experience of similar scope
- Artistic merit
- Capacity to deliver the project from design to installation
- Responsiveness to the site and the neighbourhood within which is situated
- Alignment with project terms of reference
- Technical feasibility

The selection panel will also consider each proposal's material durability, construction methods, accessibility, and maintenance requirements.

The Cultural Services Division is responsible for the administration of the Town's public art program.

Cultural Services staff will administer the public art program. Public art practices, standards and processes will be developed in alignment with municipal best practice.

Public Art Responsibilities:

Aurora Town Council

- Approve the P.A.S. and P.A.P.
- Approve the annual public art plan and annual budget for the public art program
- Receive and consider public art-related recommendations presented by the Cultural Services Division

Cultural Services Division

- Implement and manage the P.A.S. and P.A.P.
- Develop annual work plans for Council approval with recommendations regarding preferred public art site locations, public engagement strategies, selection panel membership, funding sources, and more.
- Develop and implement operational procedures in the matter of public art selection, funding, tracking, maintenance and conservation
- Recruit members of the selection panel for each public art project
- Advise Council on the management of the public art program and collection
- Report to Council on activities within the Public Art Reserve Fund
- Supervise public art projects and oversee the status of the public art collection

Selection Panel

- Based on the terms of reference for each public art project, panelists recommend the successful public art proposals
- Panelists may serve for a period of one to three years and contribute to more than one public art project

Advisory Committee Review

Town staff attended the February 12, 2025 meeting of the Accessibility Advisory Committee and the March 20, 2025 meeting of the Parks and Recreation Advisory Committee to discuss the Public Art Strategy (PAS) that was approved by Council on May 13, 2025. The Committees' comments informed the preparation of the PAS as well as this report.

Town staff will continue to consult with the Accessible Advisory Committee, Parks and Recreation Advisory Committee, and all other advisory committees as required for comment on future public art projects.

Legal Considerations

The proposed policy has been reviewed by key staff, the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program. Legal Services staff will be involved in preparing any agreements associated with the public art program to ensure the applicability of any legislative codes and requirements.

Financial Implications

The balance of the Public Art reserve as of the end of 2024 was \$375,200. Staff recommend that \$100,000 of this balance be earmarked to fund the Town's first official public art project in 2026. A capital project to this effect has been included in the 2026 capital budget for consideration.

Communications Considerations

Communications will work with Cultural Services to develop communications plans for each public project and to inform the public regarding implementation of the Public Art Strategy.

Climate Change Considerations

The recommendations in his report do not immediately impact greenhouse gas emissions or impact climate change adaptation. If approved, when implementing the Public Art Strategy and Public Art Policy, green infrastructure and green procurement will be considered to minimize the impacts of a changing climate.

Link to Strategic Plan

The Public Art Policy 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
- Encourage an active and healthy lifestyle
- Strengthening the fabric of our community

Enabling a diverse, creative, and resilient economy in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business.

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

This report provides an overview of the Public Art Policy and recommends that Council approve the Policy to be implemented over the next five years.

Attachments

Attachment 1 - Town of Aurora Public Art Policy

Previous Reports

Report No. CMS25-011, Public Art Strategy, May 13, 2025

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

CMS25-026 Attachment 1

Contact: Manager, Cultural Services

Approval Authority: Aurora Town Council

Effective: October 28, 2025

Revised:

Public Art

Purpose

As an expression of culture, public art can deepen connections between and within the neighbourhoods where people reside, work and visit. Aligned with the Town of Aurora's [Strategic Plan](#), and complemented by the Public Art Strategy, the Public Art Policy (P.A.P.) establishes transparent processes for the administration and implementation of public art projects within Aurora's municipal boundaries that foster strong partnerships, embrace diverse perspectives, showcase artistic creativity, and prioritize accessibility.

Scope

The P.A.P. establishes transparent processes for:

- Acquiring, installing, tracking, maintaining and conserving public artworks in Aurora
- Delivering public art programming across the municipality

The P.A.P. applies to the acquisition and management of public art by the Corporation of the Town of Aurora (the "Town") for new municipal construction projects, public art donations, and public art funded by developers or commercial investments in line with the objectives of the Town's [Official Plan](#).

Definitions

Accession

The procedure of acquiring and recording a public artwork as part of the Town's public art collection.

Acquisition

The procuring of public art through commission, purchase, donation, gift, or bequest.

Art Selection Panel

A group of people composed of art professionals and members of the community selected to serve as members of a jury to evaluate an artist for selection for an art opportunity.

CMS25-026 Attachment 1**Artist-initiated Artwork**

When an artist proposes their own idea for a public art project or responds to a call for a public art project without a defined site and related parameters. An artist-initiated call could ask artists to respond to a specific topic of community interest or importance.

Artist Mentorship

When an emerging artist works with an established artist, on a project relevant to their area of work and interest, for which they are compensated for. Mentee artists should be selected by the established artist together with an art professional. The goal is to develop productive matches that help to develop emerging artists' professional skills and experience.

Artist Residency

When an artist works closely with a host organisation, often over an extended period, to create artwork. Artists for a residency are typically selected through a credential call and / or interview selection process.

Calls for Artists

A document that describes a public art opportunity and invites professional artists or artist teams to apply for the project. There are three main types of public art calls: Requests for Qualifications (R.F.Q.), Requests for Proposals (R.F.P.), and Expressions of Interest (E.O.I.).

Commemoration

A work that is designed to honour a particular idea, individual or event.

Community Art

An artistic activity that involves community members and is based in a community setting. It is characterized by interaction or dialogue with the community and often involves a professional artist collaborating with people who may not otherwise engage in the arts.

Copyright

As defined by the *Copyright Act*, R.S.C., 1985, c. C-42, and applies to original literary, and dramatic, musical, and artistic works that are in a fixed material form.

De-accession

The procedure of removing an object from its site and from the Town's public art collection.

Digital Public Art

Temporary or permanent art that uses digital technology as an essential part of the creation, process, and/or presentation.

CMS25-026 Attachment 1**Equity-deserving (or Equity-seeking) Communities**

A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes.

Installation

A three-dimensional work of art that are site specific and often intended to transform the public's perception of a space.

Integrated Public Art

Public art which forms a physical part of a building, structure, or landscape.

Land Art (or Earth Art)

Art made directly within the landscape, usually using natural materials from the site. These works are often documented through photography.

Local Artist

An artist who lives or works in the Town of Aurora, or who can demonstrate a strong connection to the Town.

Maintenance Plan

A plan created by the artist which explains how an artwork accepted into the Town's public art collection should be cleaned, maintained, and repaired during its lifetime.

Mural

Any piece of graphic artwork that is painted or applied directly to a wall, ceiling, or other permanent substrate where the primary purpose is to aesthetically enhance the general surroundings as well as the surface it covers.

Professional Artist

As defined by the Canada Council for the Arts, is "an artist who: has specialized training in the artistic field (not necessarily in academic institutions), is recognized as a professional by their peers (artists working in the same artistic tradition), is committed to devoting more time to artistic activity, if possible financially, and has a history of public presentation or publication."

Public Art

Original works of any medium that meet all the following criteria:

- Planned in alignment with the Town's Public Art Vision and Values
- Informed through established processes that gain community feedback through a range of online and in-person engagement tools

CMS25-026 Attachment 1

- An original work that is created by one or more professional artists, with priority given to artists with relevant knowledge of the Town, its diverse communities, and its histories
- Planned and executed for the specific purpose of being placed and experienced in a public space
- Must be relevant to the site or context in which it is placed and experienced by the public
- Must be acquired using the Town's established processes and community engagement channels

Public Art Collection

Includes works of public art belonging to the Town. The collection will not include unsanctioned public art or public art that does not align with the Town's definition of public art.

Public Art Strategy

The Strategy approved by Council that establishes transparent processes for the administration and implementation of public art projects within Aurora's municipal boundaries.

Public Realm

As defined by the Ontario Professional Planners Institute (OPPI), "is the publicly owned places and spaces that belong to and are accessible by everyone. These can include municipal streets, lanes, squares, plazas, sidewalks, trails, parks, open spaces, waterfronts, public transit systems, conservation areas, and civic buildings and institutions. It can be a passive environment, such as sitting at a café, or an active environment, such as cycling in a bike lane, or a combination of both. It can also be an interior space such as a library or a recreation centre, or an exterior space such as a multipurpose trail or a public square."

Public Realm Elements

Artistic elements in the public realm, that may or may not also serve a functional purpose, that are not conceived or created by a professional artist.

Stand-alone Public Art

A work of public art that is not a physical part of a building, structure, or landscape.

Street Art

Art developed in public spaces that encompasses different media, techniques, and subject matter. Street art can include, but is not limited to, traditional graffiti, stencil graffiti, sticker art, wheatpasting, video projection, art intervention, flash mobbing, street installations, poster art, L.E.D. art, mosaic tiling, yarn-bombing, and tactical urbanism.

CMS25-026 Attachment 1**Social Practice Art**

Also referred to as socially engaged art, can include any art form led and conceived by a professional artist that involves people and communities in debate, collaboration, or social interaction.

Temporary Public Art

Public art which is created for a specific occasion, specific period, or event, and which is situated at a particular site on a temporary basis.

Policy**Funding**

- One percent of the capital budget for all major regional and local municipal buildings is to be dedicated to public art
- The Town will maintain a Public Art Reserve Fund to receive financial contributions and in-kind gifts from both public and private groups
- The fund is to be used to acquire public art in accordance with the Town's definition of public art
- The Public Art Reserve Fund may also be used to establish public art programming and undertake community engagement initiatives related to public art
- The Town will also maintain an operating budget to fund the maintenance and conservation of public art

Public Art Placement

To highlight Aurora's unique character, eight public art site categories have been identified, however staff retain the authority to determine the applicability, suitability, and ultimate placement of public art within any of the eight categories.

The eight categories include:

- Key Civic Sites
- Gateways into Aurora's municipal boundary
- Heritage Properties, Districts and Areas
- Parks and Trails
- Major Private Developments
- Transit Hubs and Corridors, including Local and Regional Corridors and the Aurora GO Major Transit Station Area as defined by the Town's Official Plan
- Streetscapes within Intensification Areas, such as the Aurora Promenade
- Sport and Recreation Facilities and Community Service Facilities

CMS25-026 Attachment 1

Site Evaluation Criteria

Public art sites will be selected by the Cultural Services Division based on the following evaluation criteria:

1. Accessibility: is the site accessible by various modes of transportation within Aurora or does the site present any physical barriers that would prevent persons with disabilities from accessing it?
2. Visibility: is the site easily visible and is it in proximity to high pedestrian activity?
3. Relationship to proposed artwork: does the location possess unique architectural and / or natural features and will the addition of public art enhance the overall environment and public experience of this location?
4. Capacity: does the site possess the physical qualities and prominence that are conducive to hosting public art?

Policy Administration

The Cultural Services Division is responsible for the administration of the Town's public art program. The Public Art Strategy (P.A.S.) approved by Council acts as a guideline for the implementation and administration of the P.A.P. by the Cultural Services Division.

The practices, standards, administrative processes, objectives and key results of the P.A.P. will be developed in alignment with municipal best practice.

Public Art Process

The Cultural Services Division will submit an annual public art plan to Council through the budget process that recommends public art projects, including potential municipal sites and funding allocation.

In preparing the annual public art plan, a collective approach that relies on the knowledge of key municipal divisions will be used to ensure the necessary expertise informs the entire public art process.

Acquisition and Management

Original works of public art shall be accessioned, deaccessioned, and managed according to the Town's Policy – Museums Collection.

Gifts of public art may be accepted if they were produced by a recognized professional artist, possess a high level of artistic and technical quality, as well as a connection to Aurora, and are deemed to be in acceptable condition with a sustainable maintenance plan. The Town, in its sole discretion, may decline donations or gifts of public art, regardless of whether the artwork meets the accession criteria.

CMS25-026 Attachment 1

A public art database will be maintained by the Cultural Services Division, which will serve as a centralized resource to document, catalog, and make information about local public artworks accessible.

Public Art Ownership

Ownership of public artworks shall be transferred to the Town upon final installation and commissioning through a public art ownership agreement between the Town and artist that defines who owns what rights to an artwork commissioned or acquired for public display.

As owner, the Town is responsible for maintenance, insurance and upholding contractual obligations made with the artist(s).

Insurance and Liability

The artist(s) selected for each public art project must provide and maintain property insurance coverage, at their sole cost, throughout the design, fabrication, installation and commissioning period for the total replacement value of the public artwork that they have been contracted to produce.

Upon the successful completion of the installation and commissioning period, the finished public artwork will be insured by the Town.

Donors of public art shall be responsible for the donated artwork until such time as the Town formally accepts ownership of the artwork.

Documentation

All public artworks shall be inventoried, documented and added to the Town's public art database.

Maintenance and Conservation

During the artwork acquisition process, maintenance and conservation requirements will be evaluated, including structural and surface soundness, risk of theft, vandalism and degradation, as well as potential ongoing maintenance and conservation costs.

The artist is responsible for providing information regarding maintenance and conservation requirements for their public artwork.

Maintenance and conservation efforts will be funded through the Town's annual operating budget.

Donations and Gifts

Staff will review potential public art donations and gifts of artwork based on merit, condition, future conservation considerations, and other key factors, before determining its appropriateness for the Town's public art collection.

CMS25-026 Attachment 1

Donations and gifts of artworks that meet the necessary criteria will be approved by Town staff, accepted into the public art collection, and added to the public art database.

When possible, a financial contribution from the donor will be requested to support maintenance and conservation efforts.

Charitable tax receipts may be issued by the Town when applicable and permitted by law.

Selection Method

Public art projects shall be recommended by an Art Selection Panel established by the Cultural Services Division for a given project. Panels shall serve on projects for which they are established or projects that assigned to it by the Cultural Services Division. The intent is to ensure artists are chosen based on merit through a process informed by expertise and community input. Artist proposals are solicited through an open competition, through invited submission, or through a curatorial process leading to direct commission. Even if a public art project is recommended by the panel, the Cultural Services Division and/or Council may, at its discretion, not approve the selection.

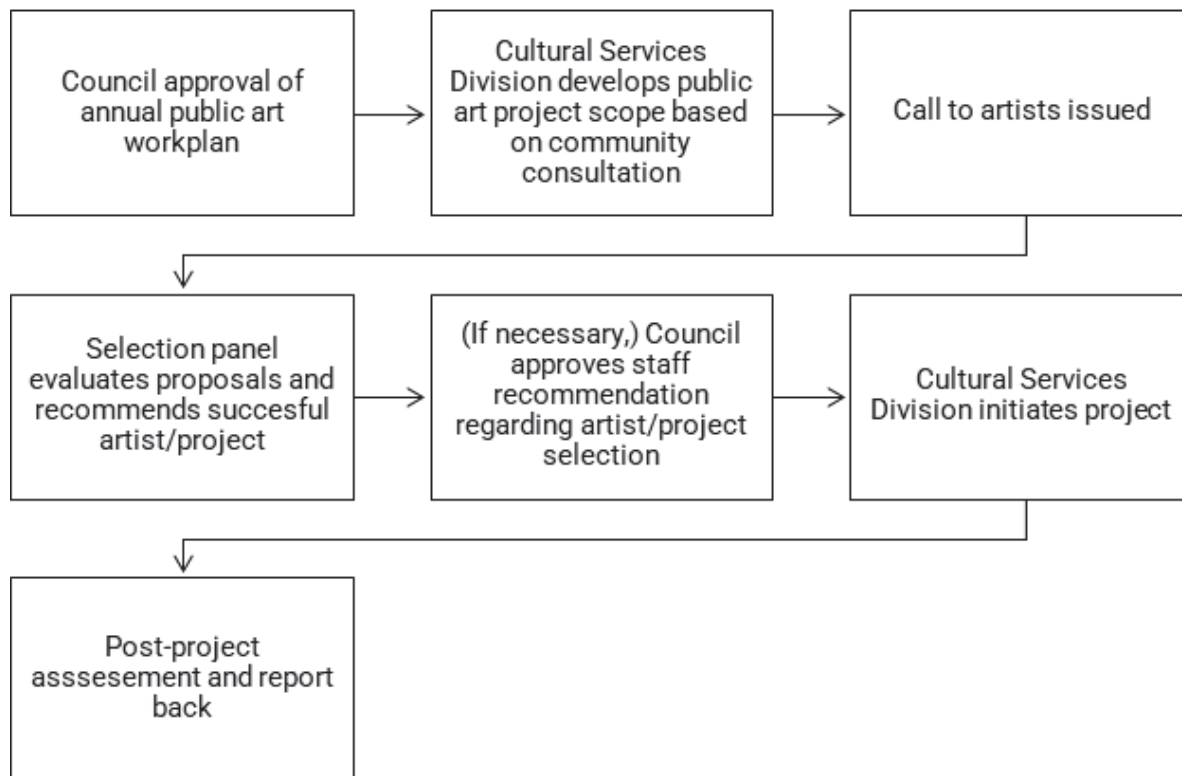


Figure 1 - Typical Public Art Selection Process

CMS25-026 Attachment 1

Art Selection Panel Composition

Art selection panel size is dependent on the scope and complexity of the project that the panel is being selected for but will generally consist of three to five voting members. The panels may also include non-voting advisors, such as Town staff, to supply technical information. The panel process allows for community feedback and members of the art selection panel should reflect the diversity of the neighbourhoods that comprise Aurora. Some examples of potential panel selection members include artists, art professionals, curators or cultural partner representatives.

Panelists will be selected through an application process managed by Town staff that assesses their experience, interest in public art and alignment with project goals.

The terms of reference for selection panels are set at the project development stage by Cultural Services Division Staff and may differ from project to project. Panels will be established as needed by the Cultural Services Division and serve on projects that are assigned to it by the Cultural Services Division.

Selection Criteria

Artists and artist proposals are chosen by majority vote by the Art Selection Panel on the basis of:

- Artist qualifications, including previous work experience of similar scope
- Artistic merit
- Capacity to deliver the project from design to installation
- Responsiveness to the site and the neighbourhood within which is situated
- Alignment with project terms of reference
- Technical feasibility
- Accessibility and safety

The panel will also consider each proposal's material durability, construction methods, accessibility, and maintenance requirements.

Panel Remuneration

Art Selection Panel members are paid an honorarium based on recommended minimum rates set by the Canadian Artists' Representation/Le Front des artistes canadiens (CARFAC).

Commissions

The Town will consider launching pilot projects and utilizing short-term commissions to stimulate public discourse about a place and lay the groundwork for potentially longer-term public art projects.

CMS25-026 Attachment 1**Project Documentation and Registration**

Project documentation, including project maintenance and conservation details are registered in the public art database by Cultural Services Division staff.

Responsibilities**Aurora Town Council**

- Approve the P.A.S. and P.A.P.
- Approve the annual public art plan and adopt the annual budget for the public art program
- Receive, consider and approve public art-related recommendations presented by the Cultural Services Division

Cultural Services Division

- Implement and manage the P.A.P. and P.A.S.
- Develop and implement operational procedures in the matter of public art selection, funding, tracking, maintenance and conservation
- Recruit members of the Art Selection Panel for each public art project
- Advise Council on the management of the public art program and collection
- Report to Council on activities within the Public Art Reserve Fund
- Supervise public art projects and oversee the status of the public art collection

Manager, Cultural Services

- Review and recommend updates to the policy as required

Community Services Department

This policy will be administered by the Cultural Services Division within the Community Services Department. As required, the Cultural Services Division will seek input from various other departments to provide feedback on certain matters related to public art.

Cultural Services staff is responsible for the administration of the public art program and implementation of the P.A.S. and related policy. Staff will prepare annual workplans for Council approval with recommendations regarding potential opportunities for public art, including preferred site locations, public engagement strategies, selection panel membership, funding sources, and more.

Monitoring and Maintenance

C.A.O. / directors / managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or C.A.O.

CMS25-026 Attachment 1

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.

References

- [Copyright Act \(R.S.C., 1985, c. C-42\)](#)
- Policy – Museums Collection
- Town of Aurora Public Art Strategy
- [Town of Aurora Official Plan](#)
- [Town of Aurora Strategic Plan](#)



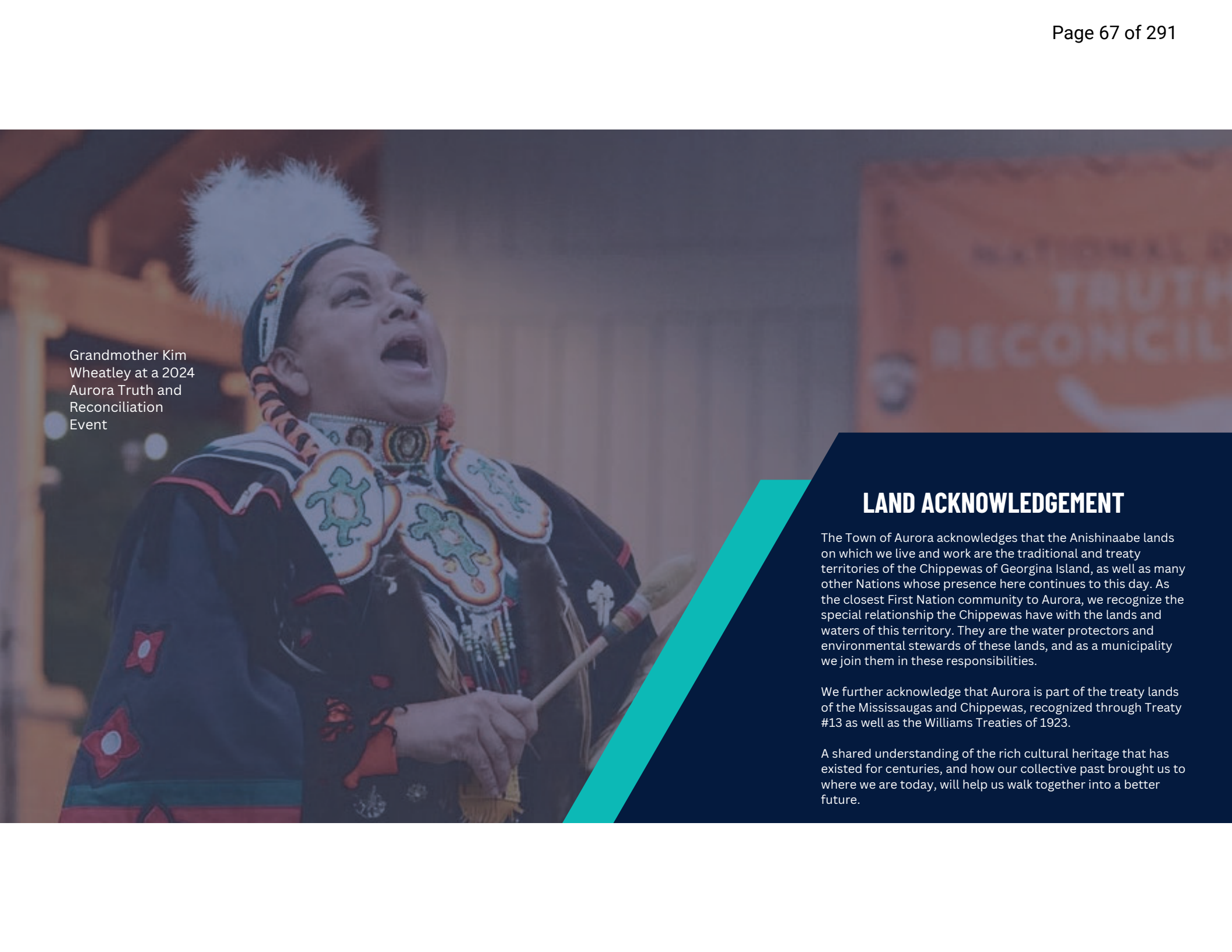
Town of Aurora

PUBLIC ART STRATEGY

2025-2029

PREPARED BY

Town of Aurora & Oddside Arts

A photograph of Grandmother Kim Wheatley, an Indigenous woman, singing passionately. She is wearing traditional regalia, including a large white feathered headdress and a dark garment with colorful, circular patterns. In the background, a banner with the words "TRUTH" and "RECONCILIATION" is visible. The image is partially obscured by a dark blue overlay on the right side, which contains text.

Grandmother Kim
Wheatley at a 2024
Aurora Truth and
Reconciliation
Event

LAND ACKNOWLEDGEMENT

The Town of Aurora acknowledges that the Anishinaabe lands on which we live and work are the traditional and treaty territories of the Chippewas of Georgina Island, as well as many other Nations whose presence here continues to this day. As the closest First Nation community to Aurora, we recognize the special relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands, and as a municipality we join them in these responsibilities.

We further acknowledge that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 as well as the Williams Treaties of 1923.

A shared understanding of the rich cultural heritage that has existed for centuries, and how our collective past brought us to where we are today, will help us walk together into a better future.

Town of Aurora Public Art Strategy

TABLE OF CONTENTS

Executive Summary

Vision & Values

Defining Public Art

Investment in Public Art

Governance

Public Art Acquisition

Site Selection

Community Vote Results

Community Engagement

Supportive Infrastructure

Implementation & Monitoring

Conclusion

Thank You

Acknowledgements

Town of Aurora Public Art Strategy

EXECUTIVE SUMMARY

The Public Art Strategy (2025–2029) guides Aurora’s public art program, aligning with Town plans to ensure transparent processes. It fosters partnerships, embraces diverse perspectives, highlights creativity, prioritizes accessibility, and deepens community connections across neighbourhoods.



Town of Aurora Public Art Strategy

VISION & VALUES

Collaboration

Inclusion

Engagement

Sustainability

Connection

Accessibility

OUR VALUES



Town of Aurora Public Art Strategy

DEFINING PUBLIC ART



Community Builds Community
mural by Moonlight Murals
Collective



Wooden pole carvings at John
Abel Park by Bobbi Switzer



Little Free
Art Gallery

Definition: Art in any medium created for and placed in the public realm.

Town of Aurora Public Art Strategy

INVESTING IN PUBLIC ART



Municipal Funding



Developer Investments



**Not-For-Profit
Collaborations**

Town of Aurora Public Art Strategy

GOVERNANCE

ART SELECTION PANELS

Panels comprised of local citizens and art professionals can be formed on a project-by-project basis to review artist credentials or artwork concepts for selection. Panellists are paid a fee for their time unless otherwise contracted by the Town.



Town of Aurora Public Art Strategy

PUBLIC ART ACQUISITION

Commission

Purchase

Loan

Lease

Donation



*Aurora Bell Box Murals Project
Mural by Ren Lonechild (2022)*



*Aurora Bell Box Murals Project
Mural by Ren Lonechild (2022)*



*Unity's Gilded Embrace
Sydney Achtermeier (2024)*

Town of Aurora Public Art Strategy

PUBLIC ART ACQUISITION

Aurora Town Square



Aurora Town Park



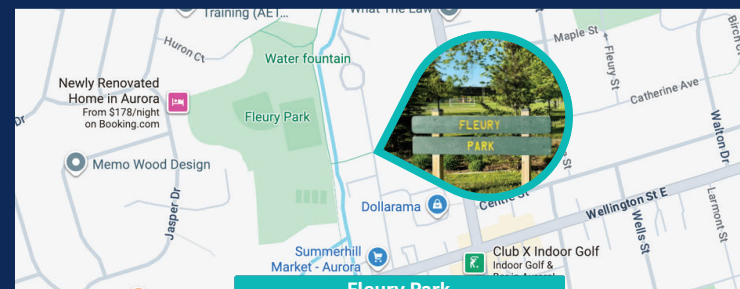
To create a robust public art program that differentiates and highlights Aurora's uniqueness, it is important to prioritize sites where public art can be placed.

Town of Aurora Public Art Strategy

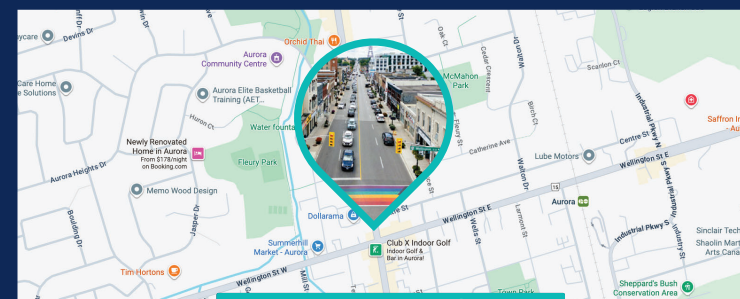
COMMUNITY VOTE



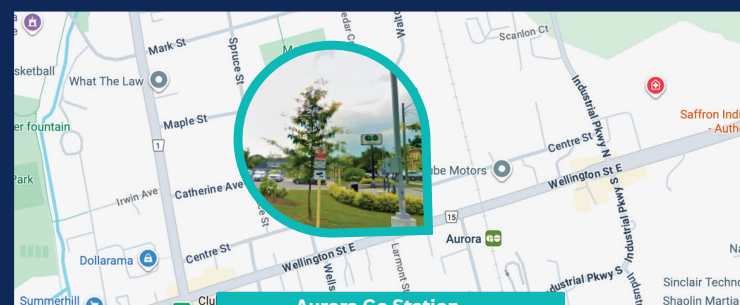
Culture Days - Aurora Public Art Strategy launch



Fleury Park



Aurora Promenade



Aurora Go Station

Town of Aurora Public Art Strategy

COMMUNITY ENGAGEMENT



- Art Ambassadors connect artists & residents
- Open houses at project milestones
- Education: tours, artist residencies, pop-up art
- Ensures inclusivity & representation

Town of Aurora Public Art Strategy

SUPPORTIVE INFRASTRUCTURE



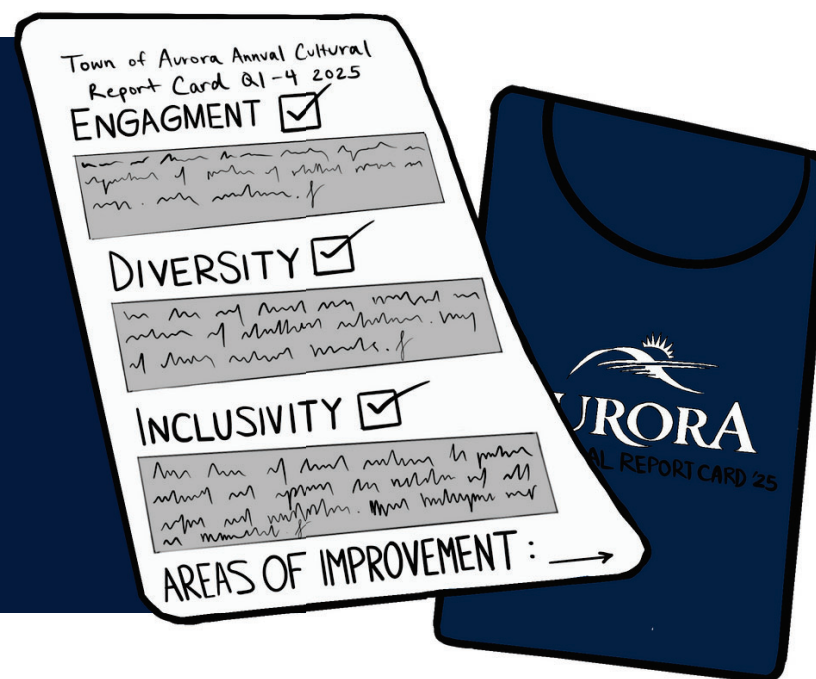
In 2024 cultural arts organization, Oddside Arts, collaborated with Town of Aurora and the Aurora Cultural Centre to offer a public art mentorship opportunity to 8 youth.

- Mentorship for equity-deserving & emerging artists
- Training: installation, budgeting, compliance
- Networking & resource sharing
- Platforms: exhibitions, fairs, festivals
- Pilot projects & short-term commissions

Town of Aurora Public Art Strategy

IMPLEMENTING AND MONITORING

- Mentorship for equity-deserving & emerging artists
- Training: installation, budgeting, compliance
- Networking & resource sharing
- Platforms: exhibitions, fairs, festivals
- Pilot projects & short-term commissions



Town of Aurora Public Art Strategy

CONCLUSION



EMAIL

infotownsquare@aurora.ca



MAIL

50 Victoria Street, Aurora ON
L4G 1R3



VIEW THE PAS ONLINE

Please visit aurora.ca



That the Public Art Strategy be approved.

That staff be directed to create a corresponding Public Art Policy for Council review.

That the definition of Public Art as described on pages 7 and 8 be approved.

That the Public Art Site Selection Categories and Criteria as defined on pages 15 and 16 be approved.

That \$100,000 of the Public Art Reserve be earmarked to fund the Town's first official public art project in 2026 be approved.

Town of Aurora Public Art Strategy

ACKNOWLEDGEMENTS

SPECIAL THANKS TO:

Local Government	Mayor and Council
Oddside Arts	Nico Taylor, Co-Founder Queen Kukoyi, Co-Founder Allison Rolle, Cultural & Public Art Analyst Tracey Prehay, Cultural & Public Art Analyst
Bespoke Collective	Sabrina Richards Co-Founder & Director of Research & Planning
City of Toronto	Catherine Dean (Former) Public Art Officer
STEPS Public Art	Collin Zipp Public Art Manager
Artists	Clarissa M. Lewis Joycelyn Ng, illustrator for the Public Art Strategy

Town of Aurora Public Art Working Group

Andrea Araujo, (Former) Special Events Program Assistant, Town of Aurora
 Lisa Hausz, (Former) Manager of Economic Development & Policy, Town of Aurora
 Robin McDougall, Director of Community Services, Town of Aurora
 Phil Rose, Manager of Aurora Town Square, Town of Aurora
 Suzanne Haines, Executive Director, Aurora Cultural Centre
 Grazyna Tonkiel, Music and Visual Artist
 Jennifer Worden, Community Member



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Town of Aurora

Committee of the Whole Report

No. CMS25-031

Subject: Sport Plan Update - No. 6

Prepared by: Hailey Jones, Specialist, Sport & Community Development

Department: Community Services

Date: October 14, 2025

Recommendation

1. That Report No. CMS25-031 be received.

Executive Summary

Aurora's sports landscape continues to flourish, driven by the success of various initiatives, pilot programs, and developments that align with the Sport Plan's vision. This report highlights key updates and insights since Sport Plan Update No. 5 (No. CMS24-023) was presented to Council on June 4, 2024, showcasing the ongoing progress and impact of these efforts.

- Work has begun on the updated Sport Plan.
- Recreation & Healthy Active Living Leadership Course wraps up third term.
- Community engagement remains a priority in alignment with Sport Plan.
- Focus on Parasport and Special Olympics leads to unprecedented growth and new opportunities.
- Completed Sport Plan Initiatives, and a forecast of what's to come.

Background

On June 4, 2024, staff presented CMS24-023 to Council, providing an update on the continued progress of the Sport Plan. The Town of Aurora has received provincial and national recognition for its Sport Plan initiatives, reinforcing its commitment to Diversity,

Equity, and Inclusion (DEI) in sport and recreation. A Request for Proposal (RFP) for the Sport Plan Update was launched on April 13, 2024, resulting in the hiring of Optimus SBR to lead the process.

The Town of Aurora's Sport Plan Update (2025–2029) was first presented to Council on February 11, 2025, and referred back to staff on February 25, 2025, for refinement. Following further review, Council formally endorsed the plan on May 27, 2025, establishing it as the framework to guide sport in the community.

Analysis

Work has begun on the updated Sport Plan.

Work began immediately, with staff updating local sport organizations at the Mayor's Roundtable of Sport on March 27, 2025. Its four strategic pillars and related initiatives such as upcoming coaching workshops, and the Mosaic Mural were introduced. A more detailed status update followed at the July 10, 2025, Roundtable, where staff outlined next steps, and launched the Leadership, Governance, and Environmental Scan working groups.

Implementation continues to be led by the Sport and Community Development Specialist, with working groups—comprised of staff and community members—beginning virtual meetings in September 2025 to drive progress in key areas of the plan.

As the first activation of the Sport Plan Update, the Town proudly launched 'Unity on Canvas: Painting Our Community Story'—a vibrant Mosaic Mural initiative that symbolizes Aurora's commitment to inclusive sport and recreation. This mural reflects the Town's dedication to fostering a welcoming environment where residents of all ages, abilities, and backgrounds can participate, lead, and thrive. Over 300 individual tiles were painted by community members, each contributing their own story to the larger mural. To ensure broad engagement, local sport organizations were invited to participate alongside the community at public painting sessions or pick up tiles separately, providing multiple opportunities for every organization to be part of the project. Serving as a powerful visual statement of inclusion, belonging, and empowerment in sport, the mural also underscores the importance of collaboration among the Town, local sport organizations, and community partners. Guided by the vision of positioning Aurora as a leader in inclusive and accessible sport, the mural champions lifelong participation supported by a strong sport system and meaningful partnerships. It stands as a reminder that sport is more than competition—it builds community, fosters leadership, and strengthens the connections that unite us. Together,

through initiatives like Unity on Canvas, Aurora continues to shape a sport culture where everyone truly belongs.

Recreation & Healthy Active Living Leadership Course wraps up third term.

The Recreation & Healthy Active Living Leadership Course wrapped up its third term in Winter 2025 with a cohort of five young women and the return of one volunteer from the 2024 course, demonstrating the program's ability to foster both leadership development and sustained engagement. While enrollment was lower than in past years due to rising costs, staff are actively exploring additional partnerships to help lower expenses and broaden accessibility.

Throughout the term, students completed a blend of virtual modules, in-person workshops, and applied projects, gaining both academic credit and industry-recognized certifications. The Winter 2025 program offered participants the chance to earn First Aid & CPR, HIGH FIVE® Principles of Healthy Child Development, NCCP Fundamental Movement Skills, NCCP Making Ethical Decisions and Leaders in Action certifications, alongside specialized training in leadership, communication, and event planning. Students engaged in a mentor research project, organized a community event at RecConnect, and presented their learning outcomes to Council on May 27, 2025, reinforcing the practical leadership skills developed throughout the course. These experiences not only built confidence and competence but also provided tangible credentials and community connections that will support their future pathways in sport, recreation, and leadership.

Looking ahead, the course is set to return in 2026, with registration opening October 1, 2025, and classes beginning on February 4, 2026. The course continues to provide young women with valuable skills in leadership, teamwork, and communication, reinforcing its role as a cornerstone program that prepares participants to contribute meaningfully to their schools and broader Aurora community.

Community engagement remains a priority in alignment with the Sport Plan.

From June 2024 to October 2025, the Town advanced a wide range of initiatives in alignment with the original and updated Sport Plan, with a strong focus on equity, education, and community engagement. The community benefited from educational sessions on mental health in sport, and NCCP leadership workshops.

Gender equity remained central through programs like the WIN Spotlight Campaign, Strong in Sport, and the LeadHER Play Day, as well as mentorship and capacity-building events such as WINS Weekend and the Women in Sport annual luncheon, partnering to host the She's the Moment Conference, hosting a Lunch & Learn with Jane King: Coaching Girls Workshops, and launching the first ever LeadHER full week summer camp.

Partnerships with organizations including SEEWHATSHECANDO, ParticipACTION, York Pride, Ontario Basketball Association (OBA)/York North Basketball Association (YNBA), and Centre for Immigrant and Community Services (CICS) expanded programming, creating new opportunities for inclusive sport experiences. Major community activations such as supporting the Aurora PRIDE Event, hosting Mosaic Mural workshops, Mayor's Roundtables of Sport, and Watch Parties for the NBA finals and Women's Rugby World Cup further strengthened dialogue, celebration, and community connection through sport. Together, these efforts reflect the Town's commitment to building an inclusive, safe, and thriving sport community while embedding the Sport Plan into practice.

On August 30, 2025, the Aurora Black Community (ABC) association partnered with the Town of Aurora and several community collaborators to host the first annual Sports Fest & Backpack Giveaway at the Stronach Aurora Recreation Complex (SARC). The event welcomed over 200 community members for a day of inclusive sport activities, demonstrations, and back-to-school support. This partnership reflected a shared commitment to creating welcoming, accessible, and culturally inclusive experiences that reduce barriers to participation while promoting active living. Through this collaborative effort, hundreds of backpacks filled with school supplies were distributed to local children, helping them start the school year prepared and supported. The celebration not only showcased sport as a powerful tool for building community and fostering youth development but also strengthened relationships among local organizations working together to advance equity, access, and opportunity for all.

Focus on Parasport and Special Olympics leads to unprecedented growth and new opportunities.

During National AccessAbility Week 2025, the Town of Aurora placed a strong spotlight on Parasport and Special Olympics, hosting a series of inclusive events that celebrated athletes of all abilities and showcased the power of accessible sport. Community members were invited to participate in Parasport try-it sessions, skills demonstrations, and awareness activities that highlighted adaptive programs available locally. The

October 14, 2025

5 of 10

Report No. CMS25-031

celebrations created space for meaningful connection between residents, athletes, and local organizations, fostering a deeper understanding of the importance of removing barriers to participation. This focus on Paraspport and Special Olympics has already led to unprecedented growth and new opportunities, inspiring increased interest, stronger partnerships with local and provincial sport organizations, and a renewed commitment to building a sport system where everyone—regardless of ability—can participate, compete, and thrive.

Completed Sport Plan Initiatives, and a forecast of what's to come.

June 2024 – October 2025 Completed Sport plan Initiatives

2024	June	Council Update	Sport Plan Update No. 5 to Council
		Educational Session	Mental Health in Sport, in partnership with CYGHA, SEEWHATSHECANDO, ParticipACTION, SAC/SAC
		LGBTQ2S+	York Region Pride Parade Liaison with LSOs
		LGBTQ2S+	ParticipACTION Grant: Aurora PRIDE Event in partnership with York Pride, ParticipACTION, YCP
		Gender Equity, Newcomer	ParticipACTION Grant: LeadHER Play Day in partnership with SEEWHATSHECANDO, ParticipACTION
		Committee	Sport Equity & Inclusion Committee Meeting (In-Person)
	July	Sport Plan	Recreation & Healthy Active Living Leadership Course: Reflection & Planning
	August	Gender Equity	WIN Spotlight Campaign - Concludes
		Announcement	Strong In Sport is Back!
	September	Gender Equity	Strong in Sport Program - Begins
		Gender Equity	WIN Spotlight Campaign - Begins
		Announcement	Girls Got Game is Back
		Committee	Sport Equity & Inclusion Committee Meeting
	October	Committee	Sport Equity & Inclusion Committee Meeting
		Educational Session	You Can Play Workshop
		Mayor's Roundtable of Sport	Q&A with Mayor Mrakas
		Announcement	Recreation & Healthy Active Living Leadership Course is Back!
		Educational Session	Rowan's Law Day & Concussion Awareness
		Gender Equity	Recreation & Healthy Active Living Leadership Course: Registration Opens
		Gender Equity	Strong in Sport Program - Begins
		Gender Equity	WIN Spotlight Campaign - Concludes
	November		
		Announcement	Lunch & Learn with Jane King - Coaching Girls Workshops

October 14, 2025

6 of 10

Report No. CMS25-031

		Announcement	Aurora Hosting 'Fundamental Movement Skills' NCCP Workshops
		Educational Session	NSCAC: Scouting and ID Talent
		Gender Equity	Strong in Sport Program Concludes
		Announcement	Partnership OBA/YNBA - Basketball Coaching Certification (Stream 1: Open, Stream 2: Female)
	December	Gender Equity/Education Session	Partnership OBA/YNBA - Level 1: Basketball Coaching Certification (Female Only)
		Gender Equity/Education Session	Session 1: Lunch & Learn - Coaching Girls with Jane King
		Gender Equity/Education Session	Session 2: Lunch & Learn - Coaching Girls with Jane King
2025	January	Sport Tourism/Gender Equity	Partnership CYGHA - U22 v Team China
		Resource/Support	Hired Winter Term 'Sport Development Intern' (January 2025-May 2025)
	February	Council	Sport Plan Update presented by Optimus SBR
		Announcement	Mental Health in Sport Series - CMHA
		Gender Equity	Recreation & Healthy Active Living Leadership Course: Winter 2025 Begins
		Leadership/Workshop	Mental Health in Sport Series - Session 1: Mental Health 101
	March	Leadership/Workshop	Mental Health in Sport Series - Session 2: Mental Health 101
		Leadership/Workshop	Mental Health in Sport Series - Session 3: Supporting our Youth (Teen Stress & Anxiety)
		Announcement	Mosaic Mural x Sport Plan Update
		Education Session	Partnership OBA/YNBA - Level 1: Basketball Coaching Certification
		Gender Equity	WINS Weekend & Luncheon
		Sport Promotion	Mosaic Mural Action Plan - Community Workshop at March Break Camps
		Mayor's Roundtable of Sport	Q&A with Mayor Mrakas
		Sport Promotion	Mosaic Mural Action Plan - Community Workshop at SARC Reopening
		Leadership/Workshop	Women Only NCCP: Make Ethical Decisions
		Leadership/Workshop	Women Only NCCP: Fundamental Movement Skills
	April	Leadership/Workshop	Mental Health in Sport Series - Session 4: Adapting to Challenges
		Leadership/Workshop	Mental Health in Sport Series - Session 5: Social Media & Wellbeing
	May	Sport Promotion	Mosaic Mural Action Plan - Community Workshop
		Resource/Support	Hired Summer Term 'Sport Development Intern' (May 2025-August 2025)
		Gender Equity	Recreation & Healthy Active Living Leadership Course: Winter 2025 Concludes
		Gender Equity	Recreation & Healthy Active Living Leadership Course: Winter 2025 Celebration
		DEI in Sport	AccessAbility Week

October 14, 2025

7 of 10

Report No. CMS25-031

		Leadership/Workshop	Camp Staff Training: Concussion Awareness Policy Trial
		Sport Promotion	Mosaic Mural Action Plan - Community Workshop at Rec Connect
	June	Gender Equity	Partnership She's the Moment - Conference
		Gender Equity, Newcomer	LeadHER Play Day in partnership with SEEWHATSHECANDO, ParticipACTION, CICS
		Sport Celebration/Community	NBA Watch Parties
		DEI in Sport	Pride Month Celebration at Aurora Town Square
		Concussion	Camp Staff Training: Concussion Awareness Policy
		Leadership/Workshop	Camp Staff Training: Leadership
		Sport Promotion	Mosaic Mural Action Plan - Community Workshop
	July	Mayor's Roundtable of Sport	Q&A with Mayor Mrakas
	August	Gender Equity	LeadHER Camp
		Community Celebration	Partnership with ABC, Sports Fest & Backpack giveaway
		Gender Equity	WIN Spotlight Campaign - Concludes
	September	Gender Equity	Strong in Sport - Begins
		Education Session	Partnership OBA/YNBA - Level 2: Basketball Coaching Certification
		Gender Equity	WIN Spotlight Campaign - Begins
		Education Session	Partnership Tennis Canada - Level 1: Pickleball Coaching Certification
	October	Community Celebration	Mosaic Mural Unveiling
		Strategic Planning	Working Groups Launch: Sport Plan Update Pillars
		Sport Celebration/Community	Women's Rugby World Cup Watch Party
		Education Session	Grant Writing Workshop
		Education Session	Partnership Tennis Canada - Level 1: Pickleball Coaching Certification
		Sport Plan Promotion	Volunteer Fair
		Mayor's Roundtable of Sport	Q&A with Mayor Mrakas

Upcoming plans regarding Sport Plan initiatives

- Reporting mechanisms in alignment with the Sport Plan Update pillars.
- Working Groups continued engagement through 2026.
- Sport Law engagement regarding governance, ONCA and D.E.I.
- Annual WIN luncheon in March 2026.
- WINS Spotlight summer/fall 2026.
- Special Olympics Aurora partnership for child/youth programming.
- True Sport Program alignment

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

There are no direct financial implications arising from this report. The noted June 2024 to October 2025 Sport Plan initiatives were all funded within the Town's approved operating budget.

Communications Considerations

The Communications Division provided support for various Sport Plan initiatives mentioned in this report. Many initiatives in the Sport Plan have a communications and marketing plan to ensure awareness and drive participation and engagement from the community. The tactics for each initiative vary but include social media campaigns, webpage creation and updates, advertising campaigns, graphic design for print and online materials, and media relations.

Climate Change Considerations

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

Link to Strategic Plan

GOAL: Supporting an exceptional quality of life for all.

- Objective 3: Celebrating and promoting our culture
- Objective 4: Encouraging an active and healthy lifestyle

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

Aurora's sports landscape continues to thrive, reflecting the Town's dedication to building a safe, inclusive, and vibrant community sport system. Since Sport Plan status update No. 5 (CMS24-023) was presented to Council on June 4, 2024, Aurora has demonstrated significant progress—successfully completing and ratifying the Sport Plan Update (2025–2029), delivering impactful programs such as the Recreation & Healthy Active Living Leadership Course, and advancing a broad range of initiatives that align with the plan's vision.

Community engagement has remained at the forefront, with inclusive events like Unity on Canvas, the Mayor's Roundtables of Sport, AccessAbility Week Parasport and Special Olympics activations, WIN Spotlight campaigns, and NBA and Women's Rugby World Cup Watch Parties, as well as collaborative celebrations such as the Sports Fest & Backpack Giveaway with the Aurora Black Community Association. These initiatives have strengthened partnerships, empowered youth, supported gender equity, enhanced accessibility, and created new opportunities for participation across all ages and abilities.

As Aurora looks ahead to the continued work of Sport Plan working groups, upcoming leadership events, and ongoing collaborations with local and provincial partners, the Town remains committed to sustaining the momentum achieved to date—ensuring that sport in Aurora continues to be a source of connection, pride, and opportunity for everyone in the community.

Attachments

None

Previous Reports

CMS24-023, Sport Plan Update No. 5, June 4, 2024

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer



 TOWN OF AURORA, SPORT & COMMUNITY DEVELOPMENT

Sport Plan Update No. 6

October 14, 2025





SPORT PLAN HIGHLIGHTS

Community Initiatives

1. Mental Health in Sport Series
2. National AccessAbility Week
3. Sports Fest
4. Unity on Canvas

Working Groups

1. Governance
2. Leadership
3. Environmental Scan





SPORT PLAN HIGHLIGHTS



Canadian Mental
Health Association
Mental health for all



JR. A

Mental Health in Sport Series

Hosted by the Canadian Mental Health Association (CMHA)

Registration
Open!

This 4-part Lunch & Learn series help participants explore key mental health topics, develop supportive communication skills, and learn how to build resilience in themselves and others.

Session Topics & Dates:

- February 20 **Mental Health 101**
- March 6 **Mental Health 101**
- March 28 **Supporting our Youth: Teen Stress & Anxiety**
- April 3 **Adapting to Challenges: Mental Health & Communication**
- April 17 **Social Media & Well-being**

60 min Virtual Lunch
& Learn via Zoom

Ages: 15+

\$10 to attend
all sessions

Student Discount: MHSTUDENT



In partnership with



aurora.ca/SportWorkshops





SPORT PLAN HIGHLIGHTS



TOWN OF AURORA, SPORT & COMMUNITY DEVELOPMENT

Sport Plan Update No. 6



SPORT PLAN HIGHLIGHTS



BACK TO SCHOOL SPORTS DAY!
**STRONACH AURORA
 RECREATION COMPLEX**
AUGUST 30, 2025
1:00 PM - 5:00 PM









IN PARTNERSHIP WITH

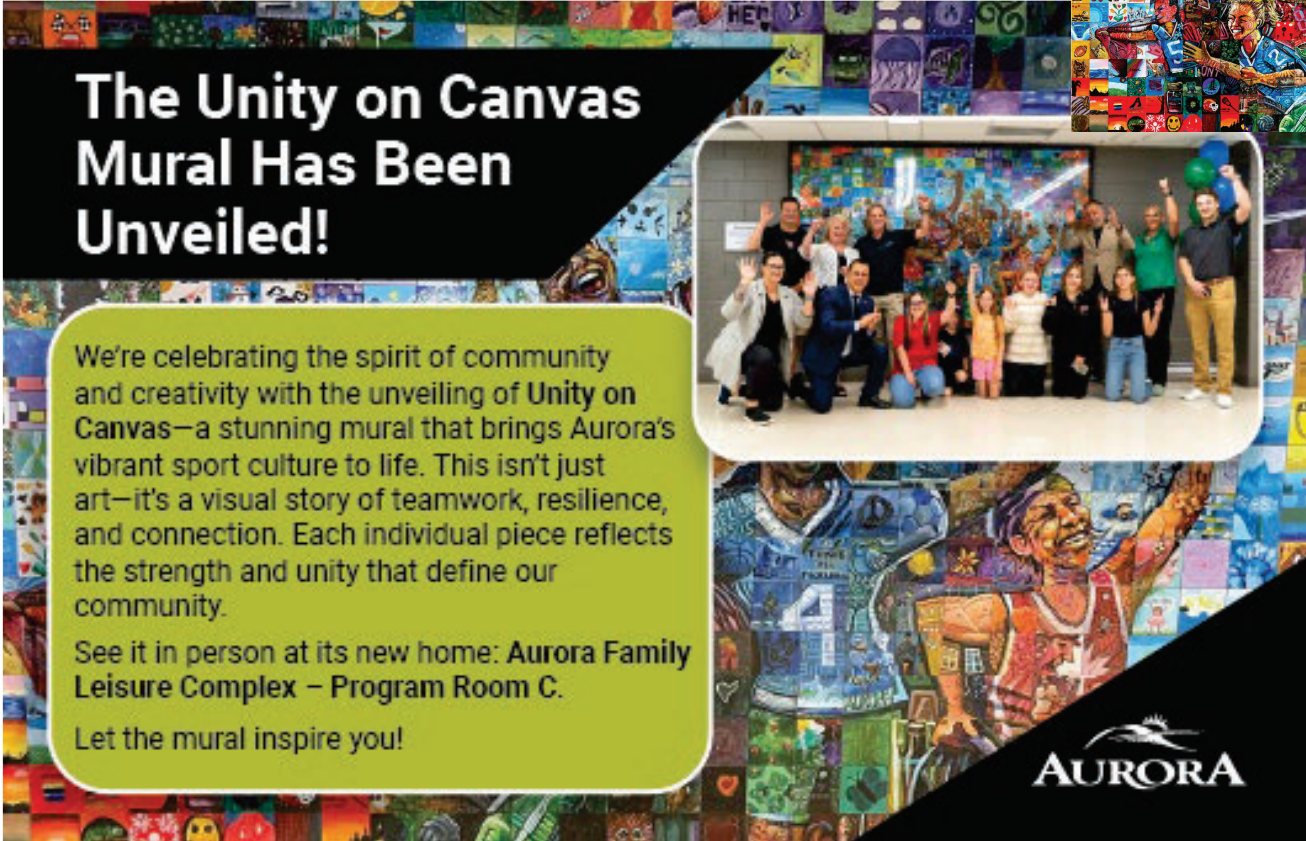








SPORT PLAN HIGHLIGHTS



The Unity on Canvas Mural Has Been Unveiled!

We're celebrating the spirit of community and creativity with the unveiling of **Unity on Canvas**—a stunning mural that brings Aurora's vibrant sport culture to life. This isn't just art—it's a visual story of teamwork, resilience, and connection. Each individual piece reflects the strength and unity that define our community.

See it in person at its new home: **Aurora Family Leisure Complex – Program Room C.**

Let the mural inspire you!



SPORT PLAN HIGHLIGHTS





SPORT PLAN HIGHLIGHTS

Working Groups

Governance

Provide feedback on LSO/CSO needs from a governance perspective, specifically the development of a 'club manual'





SPORT PLAN HIGHLIGHTS

Working Groups

Governance

Provide feedback on LSO/CSO needs from a governance perspective, specifically the development of a 'club manual'

Leadership

Provide feedback on LSO/CSO trainings, certifications, programs needed to set sport groups up for success.





SPORT PLAN HIGHLIGHTS

Working Groups

Governance

Provide feedback on LSO/CSO needs from a governance perspective, specifically the development of a 'club manual'

Leadership

Provide feedback on LSO/CSO trainings, certifications, programs needed to set sport groups up for success.

Environmental Scan

Provide feedback on development of surveys, pilots, incentives and timelines for the environmental survey from the LSO/CSO perspective.





THANK YOU



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Town of Aurora

Committee of the Whole Report

No. CMS25-030

Subject: 24-Hour Warming Emergency Centre - Pilot Project Follow-up

Prepared by: Robin McDougall, Director of Community Services

Department: Community Services

Date: October 14, 2025

Recommendation

1. That Report No. CMS25-030 be received for information.

Executive Summary

This report summarizes discussions with York Region as it relates to a proposed pilot project for an overnight warming centre during extreme cold weather events.

- York Region is critical to the success of any program the Town wishes to consider since the Town neither has the experience nor resources to operate an overnight warming centre on its own.
- An alternative operating model to Aurora Council's objective needs to be considered for York Region to partner.

Background

As a follow-up to staff report CMS25-017, staff presented a proposed pilot project for a 24-hour Emergency Warming Centre in report CMS25-022 on September 9, 2025.

The proposed pilot project was more extensive than what Councillors were expecting. The discussion focused on providing an overnight warming centre for anyone who needs it when there's extreme cold weather. Therefore, staff were directed to:

- work with the Region on opportunities that support those experiencing or are at risk of homelessness; and

- to report back with outcomes of the work with York Region by the October 14, 2025, Committee of the Whole Meeting.

This report provides an update on the latest discussions with York Region.

Analysis

York Region is critical to the success of any program the Town wishes to consider since the Town neither has the experience nor resources to operate an overnight warming centre on its own.

Through discussions with York Region, they have confirmed that the model that was discussed at Council (available for anyone who needs it and on nights when there's extreme cold weather) does not exist within the Region. Due to various factors and experiences, the only existing models where the Region provides services overnight are the Out of the Cold (rotational seasonal sites) or Seasonal Shelters which operate for the full duration of the Cold Weather Response Plan (November 1 – April 30).

Therefore, in discussion with the Region, staff addressed this gap and asked if the Region would consider a new model to service anyone who needs it on the nights where there's extreme cold weather (approximately 48 per winter).

The Region confirmed that they would not be able to staff/operate a warming centre only on the nights when an extreme cold weather alert was declared. Considering some declarations are made the morning of the occurrence, the Region felt it would be too short notice to have all the resources in place. Not to mention, the Region has a mandate to provide services for homelessness or those experiencing homelessness which are more extensive than sporadic nights throughout the winter.

The next question of the Region pertained to who they can service at an overnight seasonal shelter. The Region's current model is to support those experiencing homelessness or are at risk of homelessness. They do not currently service someone who has access to resources/shelter overnight. For example, someone whose house furnace wasn't working, or they lost power, it would be assumed the individual/family could find shelter with family or friends or likely stay with the home until utilities were restored. If someone experiencing this type of situation were to arrive at the centre, the Region would work with the individual to understand why, if they were housed, they couldn't stay in their home during a cold weather alert. If there is broader emergency incident such as a large power outage effecting multiple homes, the Town has an emergency response plan that would be activated to support a larger black out or power

outage, etc. The seasonal shelters are not intended to be used for this type of larger incident.

An alternative operating model to Aurora Council's objective needs to be considered for York Region to partner.

The Region has confirmed that the two programs they currently operate during the cold weather season are dedicated to those experiencing homelessness or are at risk of homelessness. This criterion is based on the Region's funding and the mandate from the province to deliver services for those in need.

As such, the Region outlined two programs that are currently offered:

Out of the Cold – This program is currently operated by Blue Door and is delivered on a rotational schedule. The program offers services overnight, one night a week, in various municipalities. Therefore, a service like this would only be available one night a week in a municipality and because we don't know when the extreme cold weather event would be called, they could be in a municipality on a night that is not as cold as others.

Seasonal Shelter – This program is currently offered in 3 different municipalities around the Region. It is important to note that the seasonal shelters are offered for adults only. Every year the need and use of the seasonal shelters fluctuates. For the 2024/25 season, there were spaces available in some of the seasonal shelters where individuals needing assistance could have been sheltered. Every year, the Region evaluates the need for services and determines the most suitable locations to support the needs of individuals.

Both programs are fully funded by the Region, some of the funding support comes from the from the Federal government to help deliver these programs. Currently for the 2025/26 winter season, the Out of the Cold sites have already been confirmed, therefore, no additional sites can be added for this coming season. As for the seasonal shelters, the Region noted that they would be willing to discuss a possible site in Aurora if a suitable location can be secured.

If Council confirms their interest in partnering with York Region on establishing a seasonal shelter, the Town will work with the Region to find a suitable location in a 3rd party facility.

Advisory Committee Review

Not Applicable

Legal Considerations

As noted in previous reports, there may be potential liability under the *Occupiers Liability Act* should a Town facility be used for the warming centre, however, in general, partnering with York Region would minimize many of the risks identified in previous reports.

Financial Implications

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

Communications Considerations

If Council supports partnering with York Region on a seasonal or rotational shelter, Communications will develop a plan to inform those in need.

Climate Change Considerations

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

Link to Strategic Plan

Even though homelessness supports and services are typically York Region's (upper tier) responsibility, the Town of Aurora's Corporate Strategic Plan touches on a few objectives that encourage Aurora's role in supporting York Region's work.

GOAL: Supporting an exceptional quality of life for all

Objective 5: Strengthening the fabric of our community

- Examine the impact of increased growth and demographic diversity on municipal service delivery

Objective 6: Promoting service accountability, excellence and innovation

- Work with community partners to define, redefine and meet community expectations

Regularly examine the Town's municipal structure and resource allocation to maintain flexibility and respond to rapid changes within the community.

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

Through the discussions with York Region, it was confirmed that the preferred model that Council was seeking (service anyone who needs it when there's extreme cold weather) does not exist within York Region.

Therefore, staff will need further direction from Council if they wish for staff to discuss with the Region a seasonal shelter option that operates for every night for the full duration of the Cold Weather Response cycle.

Attachments

None

Previous Reports

CMS25-022 – 24-hr Warming Emergency Centre – Pilot Project, September 9, 2025

CMS25-017 – 24-hr Warming and Cooling Emergency Centres – Feasibility, June 10, 2025

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Committee of the Whole Report

No. CS25-018

Subject: Town of Aurora Risk Management Policy

Prepared by: Slawomir Szlapczynski, Deputy Town Solicitor

Department: Corporate Services

Date: October 14, 2025

Recommendation

1. That Report No. CS25-018 be received; and
2. That the Risk Management Policy, as attached to this report, be approved; and
3. That the Risk Appetite, as set out in Table 1 of this report, be approved and the attached Risk Appetite Statement, as attached to this report, be established.

Executive Summary

The purpose of this report is to present to Council for approval the initial Risk Management policy documents that have been prepared by Town staff and the Town's consultant.

- The Town Risk Management Policy & Procedure requires an update
- Risk Management policy documents are integral in creating a consistent and responsible approach to the treatment of Risk
- The Risk Management Policy is the overarching document that guides the Town's risk approach
- The Risk Appetite Statement is an integral part of the Town's risk management as it defines the Town's tolerance and approach to various risks
- The Risk Management Framework and Risk Register will be established once the Risk Management Policy is approved and the Risk Appetite is established

- The Risk Management Policy is designed to work continuously

Background

The Town Risk Management Policy & Procedure requires an update

The Town's Administrative Procedure No. 58: Insurance and Risk Management was implemented in December 2001 and has not been updated or revised since its inception. The procedure is significantly outdated and focuses primarily on insurable risks and will be replaced by the proposed Risk Management Policy.

Risk management is an integral part of the Town's corporate governance framework, and the Town should have policies and procedures in place that will formally integrate risk management principles and strategies into the Town's operations. This can be achieved through updated policies and procedures that address the Town's corporate and operational risks.

Further, the Town does not have a defined corporate risk tolerance level which creates a lack of integration across the corporation. Individually, staff assess risk however, it's applied as an add-on rather than being embedded in the Town's corporate culture and integrated with other management processes.

In 2021, a report was presented to Council to approve revised risk management documents. Council had concerns with the process and referred the report back to staff to consider the comments from around the Council table. Since then, staff have taken steps to address Council's concerns, which included an educational workshop to Council and Town management staff on June 18, 2024, and a redrafting of the policy document and risk appetite statement. At this time, staff is recommending that Council approve the risk management policy attached to this report, and set the risk appetite, only. Once this occurs, a risk management framework will be established. Once the guiding documents are in place, a risk register will be created with input from Council.

Analysis

Risk Management policy documents are integral in creating a consistent and responsible approach to the treatment of Risk

Municipalities provide critical services and are responsible for the management of some of the biggest risks in society. As such, mistakes can be costly, both financially

and in terms of safety. The proposed Risk Management policy documents provide a concise policy statement that embraces and commits to enhanced risk management in all aspects of the Town's operations, not just insured risks.

The proposed process of risk management is not about avoiding all risks, but rather about creating an integrated and balanced approach to intelligent risk taking which aligns with the Town's corporate objectives and creates a foundation for financial health and operational success.

The Risk Management Policy is the overarching document that guides the Town's risk approach

The purpose of the Risk Management Policy is to encourage the integration of risk management at all levels of the Town's operations and will be used to establish a structured approach for identifying, evaluating, and managing the risks that could prevent the Town from achieving its strategic (corporate) and operational goals. The Risk Management Policy outlines the scope of risk management at the Town, guiding principles, and overarching definitions, describes roles and responsibilities and provides an overview of the processes to be implemented and authority with respect to the acceptance of risk.

The Risk Appetite Statement is an integral part of the Town's risk management as it defines the Town's tolerance and approach to various risks.

The Risk Appetite Statement is the document that outlines the risk tolerance Council is willing to accept and the categories of risks. It also outlines the authority level for risk acceptance based on its ranking.

The appetite for risk varies according to the activity undertaken and its acceptance is subject to ensuring that potential risks are fully understood before actions are authorized. The proposed Risk Appetite in the table below breaks down the different risk categories against which risk is to be evaluated and outlines staff's recommendations as to the Town's acceptance levels as follows:

Table 1		
	Risk Category	Risk Appetite
1	Strategic	Balanced
2	Reputational	Balanced

October 14, 2025

4 of 8

Report No. CS25-018

Table 1		
	Risk Category	Risk Appetite
3	Technological	Balanced with respect to adoption of new Technologies
		Conservative with respect to Data and Information protection
4	Operations, Assets and People	Conservative
5	Financial	Conservative
6	Legal	Conservative

The appetite categorization being proposed is further described in the proposed Risk Appetite Statement and was developed based on recommendations from the consultant and staff discussions.

At this time, along with approving the Risk Management Policy, staff is requesting that Council set its risk appetite at either “balanced” or “conservative” depending upon the risk category and in accordance with this table.

The Risk Appetite Statement also outlines the evaluation matrix to be used in assessing the different categories, which entails the evaluation of the likelihood and impact of risks in accordance with the outlined parameters. As a result, staff are also recommending that the proposed Risk Appetite Statement be established at this stage. As Town staff work through the implementation and put the various ratings categories into practice, the effectiveness of the Risk Appetite Statement will be evaluated and might require refinement to improve practicability. As such, staff propose that the Chief Administrative Officer (“CAO”) be authorized, pursuant to the Risk Management Policy, to make adjustments to the Risk Matrix, Likelihood and Impact Rating Charts to address any operational issues that arise through implementation. The Risk Appetite, as outlined above, and the ability to change the approval authority for risks that fall within the ranking that requires Council authorization (i.e. for risks within the Red Zone as outlined in the Risk Matrix), would remain within Council authorization.

From a practical standpoint, staff would use the Risk Appetite Statement and Risk Matrix to determine whether proposed activities are within an acceptable range, if additional mitigation measures are required, and to determine the necessary level of authorization with respect to any higher risks. This approach ensures consistency across the organization.

The Risk Management Framework and Risk Register will be established once the Risk Management Policy is approved and the Risk Appetite is established

The specific practices and processes used to identify, evaluate, and manage risk management at the Town will be outlined in a Risk Management Framework document, which would be subject to approval by the CAO, pursuant to the proposed policy. Providing the CAO with authority to approve and revise the Risk Management Framework will permit ongoing updates and improvements to Town processes as needs arise and lessons are learned following implementation.

Staff and the consultant will finalize the Risk Management Framework for the CAO's approval. The Risk Management Framework document will guide the treatment and risk analysis processes to be implemented by staff.

Once the Risk Management Framework document is approved by the CAO, a staff led Risk Management Committee will be established, and work will be undertaken to identify risks that are facing the Town, including the development of the Key Risk Register. Council will have the opportunity to participate in risk identification to have input into the Key Risk Register. The Key Risk Register will outline the most significant risks facing the Town and will be brought to Council. This exercise will ensure a consistent understanding of these significant risks and facilitate the development of mitigation measures.

Town staff will also identify and maintain a risk register detailing operational and less significant risks. These risks would be smaller risks that impact the Town. This risk register would be maintained through the Risk Management Committee and inform risk mitigation plans.

The Risk Management Policy is designed to work continuously

Once integrated into the Town's operations, the Risk Management Policy and Risk Management Framework are dynamic and will create an ongoing process, rather than a one-time initiative as risks constantly evolve due to changes to external and internal factors. While staff will be asked to consider and properly address any less significant, day-to-day, types of risks encountered during their operational activities, a continuous corporate risk management process will ensure that the organization adapts and responds to new risks as they arise.

The Risk Management Policy and Risk Management Framework will integrate risk management into daily operations, monitoring and reporting, and policy review and updates, promote a risk aware culture and support the Town's achievement of its

strategic objectives. In cases where a project or process specific model is developed or authorized, such specified models shall be applied. The Risk Management Framework and Risk Appetite Statement are not meant to supplant or override any risk models that are developed or otherwise authorized for a specified undertaking.

In summary, risk management is an inherently continuous and evolving process, and the Town's Risk Management Policy, Risk Appetite and Risk Management Framework will ensure that the process remains responsive, adaptive and aligned with the Town's evolving context.

Advisory Committee Review

None.

Legal Considerations

Staff are presenting updated risk management policy documents for Council approval. Outdated or ineffective risk management processes can have a negative impact on the Town with respect to various risks facing the Town and affect the Town's financial health, lead to project failure, have negative reputational impacts, lead to injury or property damage, and reduce operational efficiency. Implementation of the proposed policy documents will serve to reduce the Town's exposure to various liabilities and costs.

Financial Implications

Consulting services in support of this initiative are funded under the capital project No. S00012 – Risk Management for which a total of \$70,000 in capital budget authority has been established. Of this amount, \$30,000 was committed in support of the Town's new risk management policy and framework development, which has been sufficient to complete the current stage of the work.

A further \$40,000 in authority was established as part of the 2025 budget in support of this new policy and framework implementation, which would be accessed as part of the next phase of the project upon Council approval of the proposed policy documents.

Communications Considerations

The risk management policy documents will be shared with staff through informational engagement and training. Upon approval of the policy, highlights of the policy will be shared with the community through the monthly Council Highlights media release.

Climate Change Considerations

The implementation of the updated Risk Management Policy and establishment of the Risk Appetite does not have a direct impact on greenhouse gas emissions or impact climate change adaptation. However, the proposed Risk Appetite Statement does recognize the Town's goals to provide a sustainable and socially responsible contribution to the community and imposes a balanced standard of risk tolerance with respect to environmental factors.

Link to Strategic Plan

The implementation of proper risk management policy documents serves to promote service accountability, excellence and innovation.

Alternative(s) to the Recommendation

1. That the proposed Risk Management Policy and Risk Appetite be amended as directed by Council and adopted as revised by Council.
2. That the report be received for information.

Conclusions

The Town's current risk management policies and procedures are outdated. Staff have been working with a consultant on developing new modernized risk management policy documents aimed at addressing the Town's current needs and challenges, which are now being brought forward for Council approval. The implementation of a corporate-wide risk management strategy is a key element of corporate governance and will aid the Town in creating a foundation for financial health and operational success. As such, staff are requesting that the attached Risk Management Policy be approved and the Risk Appetite be established by Council to facilitate the implementation of proper risk management at the Town.

Attachments

1. Risk Management Policy.
2. Risk Appetite Statement.

Previous Reports

1. General Committee Report – CS21-073, Administrative Procedure No. 58: Insurance and Risk Management, October 5, 2021.
2. Council Workshop/Education Session – Risk Management Presentation, June 18, 2024.

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Policy
Legal Services

Contact: Town Solicitor

Approval Authority: Aurora Town Council

Effective: TBD, 2025

Risk Management Policy

Purpose

The purpose of this policy is to encourage the integration of risk management at all levels of Town operations and establish a structured approach for identifying, evaluating, and managing the risks that could prevent the Town from achieving its strategic and operational goals.

This policy aims to promote proactive risk management, enhance decision making, protect assets, ensure compliance with legal and regulatory requirements, and foster an environment of accountability and resilience throughout the organization.

This policy, the risk appetite and associated procedures, seek to minimize potential negative outcomes while maximizing opportunities for growth and success through the effective management of the Town's risks.

Scope

This policy applies to all Town staff, departments and divisions and elected officials.

Definitions

Corporate Risk

A risk that affects the whole Town, the Town's strategic goals or objectives, or multiple Town departments or operations.

Corporate Risk Management

A systematic approach to identifying, evaluating, and managing of the Town's corporate risks to ensure the Town achieves its strategic objectives, while minimizing potential negative impacts.

Council

The Aurora Town Council.

ELT

The Executive Leadership Team of the Town.

Key Risk Register

Priority listing of the most significant risks faced by the Town identified on the Risk Register.

Operational Risk

A risk that only affects a specific department of the Town, a specific operation of the Town, or only the operations of one department.

Operational Risk Management

A systematic approach to identifying, evaluating, and managing uncertainties arising from the Town's day-to-day operations or operational risks, aiming to minimize losses caused by inadequate or failed internal processes, people, systems and external events.

Policy

This Risk Management Policy document.

Risk

The effect an event, decision or activity has on the achievement of the Town's strategic or operational goals. An effect is either a positive or negative variation on what is expected to occur.

Risk Appetite

The amount and type of risk the Town is willing to pursue or retain, as outlined in the Town's Risk Appetite Statement.

Risk Appetite Statement

Document outlining the Town's risk appetite.

Risk Management

Coordinated activities to direct and control the Town with regards to risk, including establishing its context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk.

Risk Management Committee

Committee established under this policy to identify, monitor and review risks, and perform functions as outlined in this policy.

Risk Management Framework

A set of procedures, practices and processes used to guide risk management, as established pursuant to authority under this policy.

Risk Register

Priority listing of noteworthy risks faced by the Town, including potential causes and impacts, existing and suggested risk treatment and mitigation measures.

Risk Mitigation Plan

Detailed strategy designed to reduce the likelihood and impact of identified risks to the organization, a project, or activity.

Town

The Corporation of the Town of Aurora.

Policy

The Town endeavors to adopt the best practices in identifying, evaluating, and managing both operational risks and corporate risks to ensure that these risks are appropriately mitigated or exploited, to achieve the Town's corporate and operational goals. The Town is committed to continuously improving its risk management processes.

The Town's leadership recognizes that risk management is an integral part of the Town's governance framework and its operating environment and is committed to establishing an organizational culture that ensures risk management is a fundamental part of all activities. Integrating risk management into Town processes and operations ensures appropriate and consistent risk treatment in accordance with Town objectives.

This policy guides all levels of management and other contributors to:

- Promote risk-aware decision-making across all Town operations and administration.
- Integrate risk management into staff activities to enhance due diligence.
- Establish a consistent, systematic approach to risk identification and management.
- Increase awareness of operational and corporate risks.
- Support responsible risk-taking to foster innovation.
- Ensure compliance with legal and statutory requirements.
- Continuously monitor, review and treat risks to maintain acceptable exposure.

Risk Management Process and Procedures

The Risk Appetite outlines the amount and type of risk the Town is willing to accept in pursuit of its objectives. The Risk Appetite shall be approved by Council and outlined in the Town's Risk Appetite Statement, which is to be established by Council. The CAO is authorized to modify the Risk zone classification on the Risk Matrix within the Risk zones that do not require prior approval from Council, and to make adjustments to the Risk Likelihood and Impact Rating Charts, outlined in the Risk Appetite Statement, to address any operational issues that arise through implementation.

The Risk Management Framework shall be approved by the CAO. The Risk Management Framework, along with Town policies and procedures, shall guide staff in applying due diligence, demonstrating due care, complying with applicable laws and regulations, and taking the appropriate level of risk when making decisions.

Staff are required to apply the Risk Management Framework and Risk Appetite Statement to their functions where appropriate and refer to it to gain an understanding of the Town's risk management process, its tolerance and its objectives. In cases where a project or process specific model is developed or authorized, such specified models shall be applied. The Risk Management Framework and Risk Appetite Statement are not meant to supplant or override any risk models that are developed or otherwise authorized for a specified undertaking.

A full assessment of the Town's risks shall be completed in the first year of each Council term and documented through the creation of a Key Risk Register for Council review and through the reaffirmation of the Town's Risk Appetite. The Town's Risk Register shall be monitored, reviewed and updated by the Risk Management Committee and reported in accordance with the Risk Management Framework.

The risk management process aims to identify the major corporate risks and operational risks facing the Town and to assist managers in developing and communicating risk treatment activities. The detailed risk management process, including specifics on risk identification, analysis, evaluation, treatment, and reporting, shall be described in the Town's Risk Management Framework.

The corporate risk management process is linked to the Town's strategic planning process by identifying key risks that could have an impact on the achievement of strategic goals. Corporate risks shall be monitored and reviewed by department heads and the ELT.

The operational risk management process identifies risks to projects and processes that are essential to the Town meeting the Town's operational needs and those of its residents. Operational risks shall be monitored and reviewed by managers and the Risk Management Committee. On an operational level, it is the responsibility of all staff to manage day-to-day risk effectively. Before initiating any significant new event or activity, an assessment of operational risks should be undertaken.

Risk Management Committee

The Risk Management Committee is hereby established to communicate the key risks identified as part of the risk management process to key contributors, such as the ELT and the Council. The Risk Management Committee is composed of Town managers and supervisors, or their delegates, as determined by the ELT.

Responsibilities

Risk management is the responsibility of all Town employees and elected officials. This document guides all Town staff and Council on their roles and responsibilities within the risk management process.

Town Council

- Approve the Town's Risk Appetite and establish the Risk Appetite Statement.
- Approve the Key Risk Register.
- Provide input into risk identification.

Chief Administrative Officer

- Provide general oversight of the Town's risk management and ensure risk management adoption throughout all Town departments.
- Approve adjustments to the Risk Matrix, Risk Likelihood and Risk Impact Charts outlined in the Risk Appetite Statement, as authorized in this Policy.
- Approve the Risk Management Framework.

Executive Leadership Team

- Promote a risk-aware culture at all levels of the Town's administration.
- Recommend the Risk Appetite Statement to Council.
- Permit corporate risks falling outside of acceptable range in accordance with the Risk Appetite Statement.
- Approve and allocate resources for risk mitigation plans.
- Participate in the development of the Town's Key Risk Register and monitor and review the Key Risk Register for important changes and updates.
- Approve risk mitigation plans in relation to corporate risks.

Department Heads

- Foster a risk-aware culture within their department and support staff in the management of risks.
- Ensure that recommendations and directions with respect to risk management are followed within their department.
- Identify and manage risks that impact their department.
- Oversee the development of Town policies, procedures and guidelines, ensuring alignment with this policy, the Risk Appetite Statement, the Risk Management Framework and the Town's Policies Program.
- Approve and facilitate risk mitigation plans that impact their department.

Town Managers

- Foster a risk-aware culture within their division and support staff in the management of risks.

- Develop and implement policies, procedures and risk mitigation plans for the management of risk within their division.
- Identify and manage operational risks that impact their division.
- Contribute to the Risk Register and the Key Risk Register.

Legal Services Division

- Oversee and lead the Town's risk management program.
- Chair the Risk Management Committee.
- Develop the Risk Management Framework for approval and maintain it.
- Provide guidance to the Risk Management Committee on risk policies, processes, and mitigation plans.
- Provide risk management training for staff

All Town Staff

- Adhere to this risk policy, the Risk Appetite Statement, the Risk Management Framework and any associated policies, procedures and guidelines.
- Identify and report potential risks related to their roles.
- Support risk identification, mitigation and management.
- Participate in risk management training and education.

Risk Management Committee

- Review risk management strategies, including related policies, procedures and processes.
- Oversee and update the Risk Register and Key Risk Register, including the assignment of risk for mitigation.
- Permit operational risks falling outside of acceptable range in accordance with the Risk Appetite Statement.
- Approve risk mitigation plans in relation to operational risks.
- Identify updates to the Risk Management Framework, policies, procedures, and processes based on emerging risks and lessons learned.

Monitoring and Maintenance

C.A.O. / directors / managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or C.A.O.

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.

References

- Policy – Corporate Policies
- ISO 31000 – Risk Management

DRAFT



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

Town of Aurora
Policy
Legal Services

Contact: Town Solicitor

Approval Authority: Council and CAO

Effective: TBD, 2025

Risk Appetite Statement

Purpose and Background

Risk Appetite Statements specify the amount of Risk the Town is prepared to accept. It indicates the parameters within which the Town would want to conduct its activities.

Achievement of the Town's goals will necessitate that the Town accept those Risks that accompany growth and are commensurate with potential reward. While, as a whole, the Town has a limited appetite for Risk in many of its activities, it is acknowledged that the Town must, at times, undertake activities that inherently carry Risks in order to be innovative and achieve its objectives.

For example, it may be acceptable to undertake some types of Risks, providing they do not expose the Town to undue Risks in any other applicable categories. Therefore, a balanced assessment must be taken of Risks. In many cases, there are Risks attached to both doing something and doing nothing and the 'do nothing' option may often impose greater Risk.

Risks are to be managed in accordance with the Town's Risk Management Policy, Framework, and associated policies, procedures, and guidelines. Where appropriate, the implementation of the Risk Appetite Statement will be incorporated into other processes and procedures of the Town.

The Town Council is responsible for approving the Town's Risk Appetite, and the implementation is the responsibility of the Town's management. The Town's Council and all Town staff will take into consideration the Town's stated Risk Appetite in both strategic and operational decision-making.

Scope and Interpretation

This Risk Appetite Statement is to be read and interpreted in conjunction with the Risk Management Policy and the Risk Management Framework. This Risk Appetite Statement is not meant to supplant or override any risk models that are developed or otherwise authorized for a specified undertaking, in which case such specified model

shall be applied. Any terms and references used in this Risk Appetite Statement shall have the meaning attributed in the Risk Management Policy.

Risk Appetite

The Town recognizes that its appetite for Risk varies according to the activity undertaken and that its acceptance of Risk is subject always to ensuring that potential benefits and Risks are fully understood before actions are authorized and that appropriate measures to mitigate Risk are established through Risk Mitigation Plans, where required. As Risks affect the Town and its operations in different ways, Risks need to be classified and evaluated based on how they affect the Town.

The different key Risk categories used by the Town for its analysis and the Town's corresponding Risk Appetite for each key Risk Category, as approved by Council, is outlined in Schedule 1.

Impact and Probability Risk Matrix Evaluation

Every Risk can be evaluated by where it falls on the Risk Matrix, Table 1 in Schedule 2, relative to its likelihood and impact. **Likelihood** shall be determined using the Risk Likelihood Rating Chart, Table 2 in Schedule 2. **Impact** shall be measured using the Risk Impact Rating Chart, Table 3 in Schedule 2.

If a Risk in any given Risk Category is evaluated to be outside of its acceptable Risk Appetite, the Risk should be mitigated to fall within an acceptable range. If mitigation is not possible, other Risk treatment may be considered, such as acceptance within the parameters outlined below, avoidance, or transfer.

Risk evaluation is conducted based on where each Risk falls on the Risk Matrix (Table 1 in Schedule 2) as follows:

- **Green Zone**
 - Any Risk that is evaluated to be within the Green Zone is within the Town's acceptable Risk Appetite and can be undertaken.
- **Yellow Zone**
 - A Risk that is evaluated to be within the Yellow Zone can only be undertaken if such Risk is in a category identified as having a Balanced Risk Appetite under the Risk Appetite Table, Schedule 1.
 - A Risk in a category with a Conservative Risk Appetite that is evaluated to be within the Yellow Zone can only be undertaken if permitted by the Risk Management Committee for Operational Risks or the ELT for Corporate Risks.
- **Red Zone on the Risk Matrix**
 - Any Risk that is evaluated to be within the Red Zone can only be undertaken if authorized by Council.

Schedule 1 – Risk Appetite Statement

Risk Categories and Risk Appetite

Key Risk Appetite Categories:

1. **Strategic Risk** – Risks affecting the Town’s strategic and planning goals, policies and documents.
2. **Reputational Risk** – Risks affecting the Town’s reputation and public perception.
3. **Technological Risk** – Risks affecting the Town’s hardware, software systems and information technology systems, data privacy, security of information and associated obligations.
4. **Operations, Assets and People Risk** – Risks affecting the Town’s infrastructure, operations, processes, assets, employee health and safety, public safety, and environmental impacts and hazards.
5. **Financial Risk** – Risks affecting the Town’s finances, financial strength, financial viability, and procurement.
6. **Legal Risk** – Risks affecting the Town’s legal obligations, including any legislative, ethical and regulatory standards. This also includes risks relating to the Town’s insurance coverage and the risks of claims and litigation to the Town.

	Risk Category	Risk Appetite
1	Strategic	Balanced
2	Reputational	Balanced
3	Technological	Balanced with respect to adoption of new Technologies
		Conservative with respect to Data and Information protection
4	Operations, Assets and People	Conservative
5	Financial	Conservative
6	Legal	Conservative

Schedule 2 – Risk Appetite Statement

Table 1: Risk Matrix

Likelihood Impact	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Severe 5	(5)	(10)	(15)	(20)	(25)
Major 4	(4)	(8)	(12)	(16)	(20)
Moderate 3	(3)	(6)	(9)	(12)	(15)
Minor 2	(2)	(4)	(6)	(8)	(10)
Negligeable 1	(1)	(2)	(3)	(4)	(5)

Table 2: Risk Likelihood Rating Chart

Frequency	Risk Probability
Almost Certain - 5	81-100% - probable the risk will occur
Likely - 4	61-80% - more likely than not this risk will occur
Possible - 3	41-60% - somewhat likely this risk will occur
Unlikely - 2	21-40% - low possibility this risk will occur
Rare - 1	1-20% - very low possibility these risks will occur

- The probability of occurrence is to be evaluated over a 4-year period for any long term, recurring types of Risks.
- For activities, operations and events that are short term, nonrecurring or singular in scope, the probability of occurrence should be evaluated based on the potential outcomes from each proposed instance of the activity or event.

Table 3: Risk Impact Rating Chart

Risk Category: Strategic	
Impact Rating	Consequences
Severe (5)	• Failure of Corporate Strategic Goals.
Major (4)	• Failure of some Strategic Goals and of other planning documents or policies.
Moderate (3)	• Failure of a Strategic Goal or of other planning documents or policies; or • Significant delays of multiple Strategic Goals and/or other planning documents or policies.
Minor (2)	• Minor delays to a Strategic Goal or other planning documents or policies.
Negligible (1)	• Inconsequential delays to Strategic Goals or other planning documents or policies.

Risk Category: Reputational	
Impact Rating	Consequences
Severe (5)	• Growing significant negative/adverse coverage in national, international and social media; or • Significant public protests or demonstrations.
Major (4)	• Wide negative/adverse coverage in national and social media; or • Public protests or demonstrations.
Moderate (3)	• Some undesirable coverage in regional media (but controlled) and low-level coverage in social media, or • Minor public demonstration or criticism.
Minor (2)	• Minor coverage in local or social media that is generally neutral, marginal expression of criticism by the public.
Negligible (1)	• No media coverage or public reaction, or coverage/reaction that is generally positive.

Risk Category: Technological	
Impact Rating	Consequences
Severe (5)	- Requirement for major changes to corporate IT systems or significant upgrades to several significant IT systems; or - Creates a single point of failure to critical system(s); or - Requires collection or use of large amounts of personal data or sensitive information, which may be exposed to a breach (i.e. whole community).
Major (4)	- Requirement for significant changes to a corporate IT system or several operational IT systems; or - Creates a single point of failure to a corporate system; or - Requires collection or use of significant amounts of personal data or sensitive information, which may be exposed to a breach (i.e. a large user group, part of community, or all Town staff).
Moderate (3)	- Requirement for less significant changes to several IT systems; or - Creates a single point of failure to an operational system; or - Requires collection or use of personal information or less sensitive data from a group of users, which may be exposed to a breach (i.e. a user group, large part of Town staff).
Minor (2)	- Requirement for small changes to one IT system; or - Creates a single point of failure to a non-critical or non-production IT system; or - Requires collection or use of less sensitive data from a smaller group, which may be exposed to a breach.
Negligible (1)	- No IT system changes required; or - All IT systems are redundant; or - No collection use of personal or sensitive data.

Risk Category: Operations, Assets and People	
Impact Rating	Consequences
Severe (5)	Internal/external fraud, death or serious personal injury, significant damage to physical assets or infrastructure, significant disruption to Town business, or significant environmental contamination.
Major (4)	Personal injury, damage to physical assets or infrastructure, disruption to Town business, or environmental contamination.
Moderate (3)	Some damage to physical assets, impairment to employee well-being, impairment to Town business, delays or impairments to Town operations, requires changes to processes, or causes adverse effects to the environment.
Minor (2)	Minor delays or impairments to Town operations, or requires some changes to processes.
Negligible (1)	Negligible impacts on Town assets or processes.

Risk Category: Financial	
Impact Rating	Consequences
Severe (5)	• A one-time decrease in revenue or increase in expenditure, or combination of both, in excess of \$5,000,000; or • Sustained annual decrease in revenue or increase in expenditure, or combination of both, in excess of \$1,000,000; or • Significant impact on the Town's ability to maintain cash flow or impediment to collection of billing revenue.
Major (4)	• A one-time decrease in revenue or increase in expenditure, or combination of both, of over \$2,000,000 and up to \$5,000,000; or • Sustained annual decrease in revenue or increase in expenditure, or combination of both, of over \$500,000 and up to \$1,000,00; or • Some impact on the Town's ability to maintain cash flow or impediment to collection of billing revenue.
Moderate (3)	• A one-time decrease in revenue or increase in expenditure, or combination of both, of over \$500,000 up to \$2,000,000; or • Sustained annual decrease in revenue or increase in expenditure, or combination of both, of over \$100,000 and up to \$500,000; or • Some minor impact on the Town's ability to maintain cash flow or impediment to collection of billing revenue.
Minor (2)	• A one-time decrease in revenue or increase in expenditure, or combination of both, of over \$100,000 up to \$500,000; or • Sustained annual decrease in revenue or increase in expenditure, or combination of both, of over \$25,000 and up to \$100,000.
Negligible (1)	• A one-time decrease in revenue or increase in expenditure, or combination of both, of less than \$100,000; or • Sustained annual decrease in revenue or increase in expenditure, or combination of both, of less than \$25,000.

Risk Category: Legal	
Impact Rating	Consequences
Severe (5)	• Major litigation, criminal charges against the Town; or • Legislative non-compliance, rescinding of critical Town certifications or licenses; or • Material default on a critical/substantial contract or several contracts; or • Assumption of significant uninsured liability; or • Significant negative impact on the Town's insurance policy.
Major (4)	• Single major or numerous moderate litigations; or • Fines and orders against the Town; or • Rescinding of a Town certification or license; or • Material default on a moderate contract or several minor contracts; or • Assumption of some uninsured liability; or • Some negative impact on the Town's insurance policy.
Moderate (3)	• One moderate litigation or numerous small litigations; or • Impairment of the Town's certifications or licenses; or • Material default on a minor contract; or • Assumption of significant insured liability; or • Minor negative impact on the Town's insurance policy.
Minor (2)	• One minor litigation, threat of non-insured litigation, or • Assumption of some insured liability.
Negligible (1)	• Town meets or exceeds legislative requirements; or • Threat of insured litigation; or • Risk substantially transferred to other parties.

TOWN OF AURORA, LEGAL SERVICES

RISK MANAGEMENT





Key Documents



- **Risk Management Policy** – before Council
- **Risk Appetite Statement** – before Council
- Risk Management Framework
- Key Risk Register
- Risk Mitigation Plans



Risk Management Policy



Purpose of having a policy:

- to encourage the integration of risk management at all levels of Town operations
- to establish a structured approach for identifying, evaluating, and managing the risks that could prevent the Town from achieving its strategic and operational goals
- to promote proactive risk management, enhance decision-making, protect assets, ensure compliance with legal and regulatory requirements, and foster an environment of accountability and resilience throughout the organization

Application:

- to all Town staff, departments and divisions, and elected officials

Policy statement:

- to adopt best practices to identify, evaluate, and manage both operational risks and corporate risks to ensure that these risks are appropriately mitigated or exploited



Other components of the Policy



- Sets out the roles and responsibilities of Council and various staff
- Council's role:
 - Approve the Policy
 - Approve the risk appetite (i.e. risk tolerance level)
 - Provide input into risk identification
 - Approve the key risk register
- Establishes the Risk Management Committee



Types of Risk



- **Corporate Risk** – a risk that affects the whole Town, the Town's strategic goals or objectives, or multiple Town departments or operations.
- **Operational Risk** – a risk that only affects a specific department of the Town, a specific operation of the Town, or only the operations of one department.



Risk Appetite Statement



- Risk appetite – the amount and type of risk that Council is willing to accept
- Risks are further subdivided into categories
- Each risk subcategory will have a corresponding risk appetite
- For each risk category, staff are recommending either a balanced or conservative appetite
 - Balanced – a balance of both the risks and the benefits
 - Conservative – a cautious approach



Key Risk Appetite Categories



Strategic Risk – Risks affecting the Town’s strategic and planning goals, policies and documents.

- **Balanced** appetite recommended

Reputational Risk – Risks affecting the Town’s reputation and public perception.

- **Balanced** appetite recommended

Technological Risk – Risks affecting the Town’s hardware, software systems and information technology systems, data privacy, security of information and associated obligations.

- **Balanced** appetite recommended with respect to the adoption of new technologies
- **Conservative** appetite recommended with respect to Data and Information protection



Key Risk Appetite Categories (continued)



Operations, Assets and People Risk – Risks affecting the Town’s infrastructure, operations, processes, assets, employee health and safety, public safety, and environmental impacts and hazards.

- **Conservative** appetite recommended

Financial Risk – Risks affecting the Town’s finances, financial strength and financial viability, and procurement.

- **Conservative** appetite recommended

Legal Risk – Risks affecting the Town’s legal obligations, including any legislative, ethical and regulatory standards. This also includes risks relating to the Town’s insurance coverage and the risks of claims and litigation to the Town.

- **Conservative** appetite recommended



Impact and Probability Risk Matrix



- Risks are evaluated based on the **likelihood** of the risk occurring and the **impact** of the risk on the corporation/town

Likelihood Impact					
	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Severe 5	(5)	(10)	(15)	(20)	(25)
Major 4	(4)	(8)	(12)	(16)	(20)
Moderate 3	(3)	(6)	(9)	(12)	(15)
Minor 2	(2)	(4)	(6)	(8)	(10)
Negligeable 1	(1)	(2)	(3)	(4)	(5)



Risk Evaluation and Approvals



- Green Zone
 - No approvals required

 - Yellow Zone
 - Balanced Risk Appetite: may be undertaken
 - Conservative Risk Appetite – Operational Risk: approval by the Risk Management Committee required
 - Conservative Risk Appetite – Corporate Risk: approval by ELT required

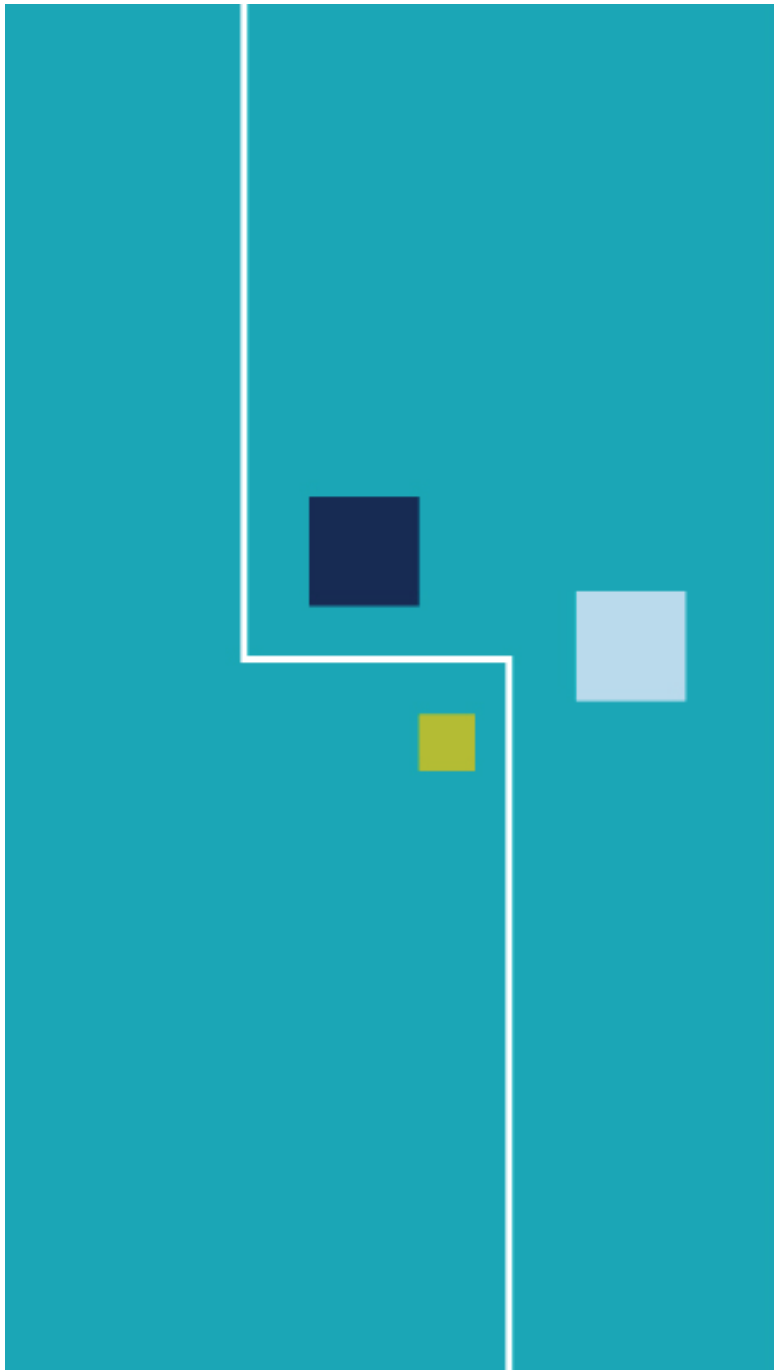
 - Red Zone
 - Approval by Council required
-



NEXT STEPS



- Risk Management Framework – to be approved by the CAO
- Key Risk Register – includes interviews with members of council and staff to identify key risks
- Risk Mitigation Plans – once risks are identified



Thank you!



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Town of Aurora

Committee of the Whole Report

No. CS25-019

Subject: 2026 Council and Committee Meeting Schedule

Prepared by: Ishita Soneji, Deputy Town Clerk

Department: Corporate Services

Date: October 14, 2025

Recommendation

1. That Report No. CS25-019 be received; and
2. That the 2026 Meeting Schedule (Attachment No. 1) be approved; and
3. That the Town Clerk be authorized to make amendments to the Council and Committee Meeting Schedule as required.

Executive Summary

The purpose of this report is to seek approval of the 2026 Meeting Schedule for Council and Committee meetings.

- Approval of the 2026 Meeting Schedule is required as per the Procedure By-law
- Proposed revisions to the meeting schedule are being recommended due to the 2026 Municipal Election and other factors

Background

Approval of the 2026 Meeting Schedule is required as per the Procedure By-law

As per subsection 20.c) of the Town's Procedure By-law No. 6228-19, as amended, Council must approve a meeting schedule for each calendar year. In order to allow for report forecasting, agenda planning, and sufficient public notice, a 2026 Meeting Schedule must be approved before the end of 2025.

Analysis

Proposed revisions to the meeting schedule are being recommended due to the 2026 Municipal Election and other factors

As 2026 is an election year, staff propose a variation of the Council's past meeting schedules, also outlined as Attachment 1. These variations include the following:

- The conclusion of most Advisory Committees in or prior to June 2026, with the exception of Accessibility and Heritage Advisory Committees. It was directed by Council on April 25, 2023 that these two Committees continue on past the end of Council term until a new Committee is appointed. These Committees will not be scheduled in October and November to allow staff to support the Municipal Election and facilitate the transition to the new Council term.
- No Standing Committee or Council meetings in October or November, with the exception of the final meeting of the incumbent Council on Tuesday, November 10, 2026
- Inaugural Council Meeting of 2026-2030 Council on Tuesday, November 17, 2026

In addition to the above revisions, the following months would be further exceptions to the regular schedule of meetings due to a holiday or another factor:

- **March:** Public Planning and Council meetings scheduled on the fourth and fifth Tuesdays of the month respectively due to School Mid-Winter Break
- **June:** Committee of the Whole meeting scheduled on the first Tuesday of the month due to the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Conference in the second week of June
- **July:** Committee of the Whole and Council scheduled on the first and second Tuesdays of the month as no Public Planning meeting for this month
- **December:** Council scheduled on third Tuesday as no Public Planning meeting for this month and to avoid overlap with the holiday season

The Aurora Cultural Centre Board, Aurora Public Library Board, Aurora Economic Development Board, Joint Council Committee, Committee of Adjustment, Aurora Appeal Tribunal and Property Standard Committee will continue to be scheduled as outlined in their respective Terms of Reference or by-law until the Election.

As in past election years, the 2027 Capital and Operating Budgets will be brought forward in early 2027 for Council's consideration. The Budget Committee meeting dates will be brought forward for Council approval in a future report.

Advisory Committee Review

None.

Legal Considerations

None.

Financial Implications

None.

Communications Considerations

Upon Council approval, the 2026 Meeting Schedule will be posted to the Town website.

Climate Change Considerations

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

Link to Strategic Plan

The proposed 2026 schedule was developed using dates established in the Procedure By-law and Committee Terms of Reference.

Alternative(s) to the Recommendation

1. Council may choose to approve an alternate Meeting Schedule.
2. Council may choose to provide direction or amends as they deem appropriate.

Conclusions

This report has been prepared to provide Council with a proposed 2026 Meeting Schedule. In order to allow for report forecasting, agenda planning, and sufficient public notice, approval the 2026 Meeting Schedule is required.

Attachments

Attachment No. 1 – 2026 Council and Committee Meeting Schedule

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



*Date adjusted from regular timing due to holiday or other factor

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day Municipal Offices Closed	2 School Winter Break Ends	3
4	5	6	7	8 7 p.m. Committee of Adjustment (VC)	9	10
11	12	13 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	14 7 p.m. Accessibility Advisory Committee (HR/VC) 7 p.m. Aurora Cultural Centre Board (SHMR)	15 7 p.m. Parks and Recreation Advisory Committee (HR/VC)	16	17
18	19	20 5:45 p.m. Finance Advisory Committee (HR/VC) 7 p.m. Public Planning (CC)	21	22 10 a.m. Aurora Appeal Tribunal/Property Standards Committee (VC) (if required)	23	24
25	26	27 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Council (CC)	28 7 p.m. Active Transportation and Traffic Safety Advisory Committee (HR/VC)	29	30	31

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 7 p.m. Heritage Advisory Committee (HR/VC)	10 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	11 10 a.m. Community Recognition Review Advisory Committee (HR/VC) 7 p.m. Accessibility Advisory Committee (HR/VC)	12 7 p.m. Committee of Adjustment (VC)	13	14
15	16 Family Day Municipal Offices Closed	17 5:45 p.m. Finance Advisory Committee (HR/VC) 7 p.m. Public Planning (CC)	18 7 p.m. Aurora Cultural Centre Board (SHMR) 7 p.m. Aurora Public Library Board (APL) (TBC)	19	20	21
22	23 7 p.m. Environmental Advisory Committee (HR/VC)*	24 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Council (CC)	25	26 10 a.m. Aurora Appeal Tribunal/Property Standards Committee (VC) (if required)	27	28

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	11 7 p.m. Accessibility Advisory Committee (HR/VC)	12 7 p.m. Committee of Adjustment (VC) 7 p.m. Parks and Recreation Advisory Committee (HR/VC)*	13	14
15	16 School Mid-Winter Break Begins	17	18	19	20 School Mid-Winter Break Ends	21
22	23	24 5:45 p.m. Finance Advisory Committee (HR/VC)* 7 p.m. Public Planning (CC)*	25 7 p.m. Active Transportation and Traffic Safety Advisory Committee (HR/VC)	26 10 a.m. Aurora Appeal Tribunal/Property Standards Committee (VC) (if required)	27	28
29	30	31 5:45 p.m. Council Closed Session (HR) (if required)* 7 p.m. Council (CC)*				

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Passover (begins at sunset)	2	3 Good Friday Municipal Offices Closed	4
5 Easter Sunday	6 Easter Monday	7	8 10 a.m. Community Recognition Review Advisory Comm.(HR/VC) 7 p.m. Accessibility Advisory Committee (HR/VC)	9 7 p.m. Committee of Adjustment (VC) Passover (last day)	10	11
12	13 7 p.m. Heritage Advisory Committee (HR/VC)	14 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	15 6:30 p.m. Aurora Cultural Centre Board (6:30-7 p.m. Public Meeting) (SHMR) 7 p.m. Aurora Public Library Board (APL) (TBC)	16	17	18
19	20 7 p.m. Environmental Advisory Committee (HR/VC)	21 5:45 p.m. Finance Advisory Committee (HR/VC) 7 p.m. Public Planning (CC)	22	23 10 a.m. Aurora Appeal Tribunal/ Property Standards Committee (VC) (if required)	24	25
26	27	28 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Council (CC)	29	30		

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	13 7 p.m. Accessibility Advisory Committee (HR/VC) 7 p.m. Aurora Cultural Centre Board (SHMR)	14 7 p.m. Committee of Adjustment (VC)	15	16
17	18 Victoria Day Municipal Offices Closed	19 5:45 p.m. Finance Advisory Committee (HR/VC) 7 p.m. Public Planning (CC)	20 7 p.m. Aurora Public Library Board (APL) (TBC)	21 7 p.m. Parks and Recreation Advisory Committee (HR/VC)	22	23
24/31	25	26 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Council (CC)	27 7 p.m. Active Transportation and Traffic Safety Advisory Committee (HR/VC)	28 10 a.m. Aurora Appeal Tribunal/Property Standards Committee (VC) (if required)	29	30

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



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June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 5:45 p.m. Council Closed Session (HR) (if required)* 7 p.m. Committee of the Whole (CC)*	3	4 FCM Conference Edmonton	5 FCM	6 FCM
7 FCM AMCTO	8 7 p.m. Heritage Advisory Committee (HR/VC) AMCTO Conference Huntsville	9 AMCTO	10 10 a.m. Community Recognition Review Advisory Comm.(HR/VC) 7 p.m. Accessibility Advisory Committee (HR/VC) AMCTO	11 7 p.m. Committee of Adjustment (VC)	12	13
14	15 7 p.m. Environmental Advisory Committee (HR/VC)	16 5:45 p.m. Finance Advisory Committee (HR/VC) 7 p.m. Public Planning (CC)	17 6 p.m. Aurora Cultural Centre Board (7-8 p.m. AGM/Public Meeting) (SHMR) 7 p.m. Aurora Public Library Board (APL) (TBC)	18	19	20
21	22	23 6 p.m. Audit Committee (CC) 7 p.m. Council (CC)	24	25 10 a.m. Aurora Appeal Tribunal/Property Standards Committee (VC) (if required)	26	27
28	29	30				

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Canada Day Municipal Offices Closed	2	3	4
5	6	7 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)*	8 7 p.m. Aurora Cultural Centre Board (SHMR) (TBC)	9 7 p.m. Committee of Adjustment (VC)	10	11
12	13	14 5:45 p.m. Council Closed Session (HR) (if required)* 7 p.m. Council (CC)*	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



*Date adjusted from regular timing due to holiday or other factor

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Civic Day Municipal Offices Closed	4	5	6	7	1/8
9	10	11	12	13 7 p.m. Committee of Adjustment (VC)	14	15
16 AMO Conference (Ottawa)	17 AMO	18 AMO	19 AMO	20	21 Municipal Election Nomination Day	22
23	24	25	26	27	28	29
30	31					



*Date adjusted from regular timing due to holiday or other factor

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labour Day Municipal Offices Closed	8 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	9 6:30 p.m. Aurora Cultural Centre Board (6:30-7 p.m. Public Meeting) (SHMR) (TBC) 7 p.m. Accessibility Advisory Committee (HR/VC)	10 7 p.m. Committee of Adjustment (VC)	11 Rosh Hashanah (begins at sunset)	12
13 Rosh Hashanah (last day)	14 7 p.m. Heritage Advisory Committee* (HR/VC)	15 7 p.m. Public Planning (CC)	16 7 p.m. Aurora Public Library Board (APL) (TBC)	17	18	19
20 Yom Kippur (begins at sunset)	21 Yom Kippur	22 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Council (CC)	23	24	25	26
27	28	29	30 National Day for Truth and Reconciliation			

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



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October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 7 p.m. Committee of Adjustment (VC)	9	10
11	12 Thanksgiving Day Municipal Offices Closed	13	14 7 p.m. Aurora Cultural Centre Board (SHMR) (TBC)	15	16	17
18	19	20	21 7 p.m. Aurora Public Library Board (APL) (TBC)	22	23	24
25	26 Municipal Election Voting Day	27	28	29	30	31



*Date adjusted from regular timing due to holiday or other factor

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 7 p.m. Council (CC)*	11 7 p.m. Aurora Cultural Centre Board (SHMR) (TBC) Remembrance Day	12 7 p.m. Committee of Adjustment (VC)	13	14
15 2026-2030 Council Term Begins	16	17 7 p.m. Council Inaugural (CC)	18 7 p.m. Aurora Public Library Board (APL) (TBC)	19	20	21
22	23	24	25	26	27	28
29	30					

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

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*Date adjusted from regular timing due to holiday or other factor

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Hanukkah (begins at sunset)	5
6	7 7 p.m. Heritage Advisory Committee (HR/VC)	8 5:45 p.m. Council Closed Session (HR) (if required) 7 p.m. Committee of the Whole (CC)	9 7 p.m. Accessibility Advisory Committee (HR/VC) 6:30 p.m. Aurora Cultural Centre Board (6:30-7 p.m. Public Meeting) (SHMR) (TBC) 7 p.m. Aurora Public Library Board (APL) (TBC)	10 7 p.m. Committee of Adjustment (VC)	11	12 Hanukkah (last day)
13	14	15 5:45 p.m. Council Closed Session (HR) (if required)* 7 p.m. Council (CC)*	16	17	18	19
20	21 School Winter Break Begins	22	23	24 Christmas Eve Municipal Offices Closed at Noon	25 Christmas Day Municipal Offices Closed	26 Boxing Day
27	28 In lieu of Boxing Day Municipal Offices Closed	29 Municipal Offices Closed	30 Municipal Offices Closed	31 New Year's Eve Municipal Offices Closed	New Year's Day 2027 School Winter Break Ends Municipal Offices Closed	

(CC) Council Chambers (HR) Holland Room (LR) Leksand Room (SG) Skylight Gallery (TR) Tannery Room
(APL) Aurora Public Library (SHMR) School House Meeting Room (VC) Video Conference (TBC) To be confirmed

Rev: DRAFT-v6



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Town of Aurora

Committee of the Whole Report

No. FIN25-040

Subject: End-User Computing Products and Related Services

Prepared by: Michael Mulvenna, Manager, IT

Department: Finance

Date: October 14, 2025

Recommendation

1. That Report No. FIN25-040 be received; and
2. That a Non-Standard Procurement be awarded to Dell Canada in the amount of \$1,225,000 over a term of eight years for the purchase of laptop and desktops computers, and associated peripherals.

Executive Summary

The purpose of this report is to seek Council approval to award a Non-Standard Procurement for the purposes of updating outdated technology while providing substantial cost savings to the Town.

- Joining Provincial agreements such as Vendor of Records (VOR) and Ontario Education Collaborative Marketplace (OECM) agreements provides quality technology products that have already been procured through a competitive bidding process with the province
- A Non-Standard Procurement with Dell Canada for personal computers will create significant savings of approximately \$459,432 over the next eight years

Background

The Town currently piggybacks on an OECM agreement for the purchase of laptop computers, desktop computers, and associated peripherals through Dell Canada Inc. The current OECM contract will expire on November 1, 2025. The province released the details of the new replacement OECM agreement in February 2025. This agreement will

October 14, 2025

2 of 5

Report No. FIN25-040

last until January 31, 2033. After the new agreement was released, staff were able to review the agreement and determine the value that it would provide to the Town.

Analysis

Joining Provincial agreements such as Vendor of Records (VOR) and Ontario Education Collaborative Marketplace (OECM) agreements provides quality technology products that have already been procured through a competitive bidding process with the province

VOR and OECM agreements provide competitive pricing and discounts, and a variety of options to reduce overall cost to the Town. Many suppliers waive their shipping fees, provide enhanced warranty and customer service levels including convenient, efficient, and expeditious ordering processes.

The province conducted a competitive procurement process to select the vendor. The Town does not have to repeat this process and can piggyback on their agreements. The province has vetted the vendors, ensured their products and services meet the specifications identified, and has followed a competitive process. The vendor is contractually obligated to provide the province with the agreed upon pricing for the duration of the contract and allow municipalities to join the contract.

A Non-Standard Procurement with Dell Canada for personal computers will create significant savings of approximately \$459,432 over the next eight years

Table 1 below shows the increased discounts available to the Town on the new agreement.

Table 1
Comparison of Discounts

	Previous Plan	New Contract
Pro 14 Plus laptop	35%	62%
Pro 16 Plus laptop	35%	62%
Pro 14 Plus 2-In-1 laptop	35%	60%
Latitude 7350 laptop	35%	60%
Pro Max 18 Plus laptop	35%	57%

October 14, 2025

3 of 5

Report No. FIN25-040

	Previous Plan	New Contract
Pro Micro Plus desktop	35%	62%
Pro WD25 docking station	28%	50%
Pro 24 Plus monitor	30%	37%
Pro 27 Plus monitor	30%	37%

Table 2 below shows the estimated savings to the Town on the new agreement.

Table 2
Savings resulting from new contract

	Previous Plan	New Contract	Savings
Average Annual Cost and Savings*	\$151,781	\$94,351	\$57,429
Estimated Savings over 8 Years* (Contract duration)			\$459,432

* Based on current purchase volumes.

Advisory Committee Review

None.

Legal Considerations

The Town's Procurement By-law requires that non-standard procurements over \$250,000 be approved by Council for staff to proceed. Applicable agreements will be entered into with the vendor for the services and will be reviewed by Legal Services. The Town is required to enter into a non-disclosure agreement to access the pricing and contract details set out in the provincial procurement and, as such, detailed pricing or contract details are confidential.

Financial Implications

The new Provincial OEM agreement provides a better discounting structure than the previous agreement. This is illustrated in Table 1 in the Analysis Section. The Town would be able to take advantage of these discounts when the new agreement is approved.

As shown in Table 2 in the Analysis Section, the estimated cost savings to the Town over the eight-year period will be approximately \$459,432. These savings will be reflected in the 2026 budget and will help offset any other pressures that may arise.

Communications Considerations

This report will be posted on the Town's website.

Climate Change Considerations

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

Link to Strategic Plan

This report is directly linked to the Community Pillar of the Strategic Plan and more specifically Objective 2: Invest in sustainable infrastructure with a goal to maintain and expand infrastructure to support forecasted population growth through technology.

Alternative(s) to the Recommendation

1. Council provides direction.

Conclusions

For reasons outlined in this report staff is recommending renewing the Provincial OEM agreement with Dell for the Town. The OEM agreement followed a competitive procurement process led by the province. This agreement will provide quality service, cost savings, and a positive end user experience.

October 14, 2025

5 of 5

Report No. FIN25-040

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Committee of the Whole Report

No. FIN25-049

Subject: 2026 Fees and Charges Update with By-law

Prepared by: Laura Sheardown, Advisor, Financial Management

Department: Finance

Date: October 14, 2025

Recommendation

1. That Report No. FIN25-049 be received; and
2. That a by-law be enacted to set the 2026 Fees and Charges for applications, permits, use of Town property, the sale of documents and for the prescribed service charges for administrative matters itemized on the attached schedules.

Executive Summary

All fees and charges listed on the schedules attached to the Fees and Charges By-law are for user pay services, where the requested party is the sole beneficiary from the service. Many of the fees are on a full cost recovery basis, meaning the Town is able to fully recover the cost of providing these specific services or use of property.

The regular review of the Fees and Charges By-law allows staff the opportunity to ensure that the Town is maximizing its recovery of the cost of its user pay services and make changes if necessary. Please note that this review of the by-law is adjusting fees and charges for 2026, which is required to continue to align with the Town's multi-year budget framework.

- Last review of the Fees and Charges By-law
- Inflationary increases to fees and charges were previously approved by Council
- The changes to the Town's fees and charges for 2026 mostly consist of minor housekeeping modifications

- Should a need arise to modify fees and charges for 2026 during the year, the Town's Fees and Charges By-law would require amendment

Background

Last review of the Fees and Charges By-law

Council last reviewed the Town's Fees and Charges By-law in October of 2024. The by-law is structured to align fees with departmental owners in the form of schedules for each department to facilitate reviews and updates as required. It has been the Town's practice to review the attached schedules every year and to make revisions as required.

Analysis

Inflationary increases to fees and charges were previously approved by Council

In support of the multi-year operating budget framework, Council approved inflationary increases to most fees for 2026 as part of the 2024 budget process. Inflationary increases are necessary to maintain desired applicable service cost recovery benchmarks.

The changes to the Town's fees and charges for 2026 mostly consist of minor housekeeping modifications

All new 2026 fee changes that have not yet been presented to Council are captured under a separate column entitled '2026 Proposed Changes' within each rate schedule and are flagged with the '*' symbol. The reasons and rationales for each proposed change are provided within this report. The final adopted schedules to be included with the Fees and Charges By-law will only include the 2026 fee column.

Changes to fee explanations include any proposed deletions or replacement of old information being ~~struck-through~~ and any new information additions are underlined within each schedule.

Schedule A – General Fees and Charges

No changes are being requested.

Schedule B – Planning and Development Services

Changes include the consolidation of documents for sale categories to better reflect items currently available for sale by the Town as well as the introduction of an electric vehicle idling fee that will be charged to those vehicles that stay connected to the chargers after their charge has completed.

Schedule C – Corporate Services

Changes consist of a few small wording adjustments for Legal Services document preparation.

Schedule D – Community Services

The changes to this schedule are a combination of adjusting multi-visit purchases, adding additional descriptions/areas to fee categories and adjustments to wording:

- Removal of a duplicate line for Park/Outdoor Space Clean-up Fee (Item 1h)
- Increased the fees to help cover operational costs and adjusted to 10 visit passes to equal 8 visits for a better value (Items 10a-d, k, 11a-d)
- Addition of a tournament fee for ice rentals to account for the extra time required to maintain the ice and changerooms (Item 17e)
- Simplification of gymnasium equipment to a price range (Item 18k)
- Clarification of the band shell rental to reflect the additional cost of field rental that is always included (Item 19a)
- Addition of the volleyball rental fee as the courts at Lambert Willson Park are now able to be permitted (Item 19d)
- Removed the number of extra garbage receptacles to be provided per rental as this requirement changes with every group (Item 19e-f)
- Fees associated with playing fields are being increased to reflect recent benchmarking with surrounding providers (Item 20a-b)
- Consolidation of fee categories under Cultural Services as they are not all needed (Item 21a-e)

Schedule E – Operational Services

Changes to this schedule include the following:

- Addition of fees for garden plots at John Able Park. Fees include two different sizes of plot
- Removal of water meter wire charge fee

October 14, 2025

4 of 8

Report No. FIN25-049

- Addition of water meter accessory fee at actual cost plus an administration fee
- Addition of meter dispute testing fee to cover the cost of replacing and testing water meters during a bill dispute
- A new fee to cover the cost of requiring water meter work outside of normal business hours

Schedule F – Finance

Finance would like to add two additional fees for 2026:

- Payment transfer fee for the movement of payments between tax and /or water accounts and a development charge deferral administration fee for the creation and ongoing management of these agreements
- Courier service fee that allows the Town to recover the cost of the courier service used for the delivery plus a 5% administration fee

Schedule G – Building Division

Elimination of the Sewer system maintenance inspection fee.

Schedule H – Development Planning Division

Addition of fees for the Community Planning Permit Application, classes 1 through 3.

The Minor Variance fee category for non-owner-occupied items is being expanded to include the emerging trend of homeowners constructing without consultation with the Town and asking for a Minor Variance approval after the construction has been completed.

Clarification of the file maintenance fee regarding minor variance applications.

Schedule I – By-law Services Division

By-law Services is proposing a few new fees starting in 2026:

- Non-compliance re-inspection fee – for additional visits of mobile sign installations that are non-compliant when installed
- Portable Sign – 6-month Permit – for portable sign permits up to 6 months in length specifically for A-frame, T-frame and sandwich board signs
- Licensing Application Appointment Fee – for those who set appointments and do not appear, effective after the 2nd missed appointment

Schedule J – Animal Services

Animal Services is requesting to keep the dog license fee for senior residents at the 2025 rate of \$25, instead of increasing it for inflation in 2026.

Schedule K – Access Aurora

Access Aurora is requesting the addition of a fee for the road closure applications as the review and approval of these permits requires a lot of input and coordination by staff.

Schedule L – Short Term Rentals

No changes are being requested.

Should a need arise to modify the fees and charges for 2026, the Town's Fees and Charges By-law would require amendment

As staff have set the 2026 fees several years ago, there is the possibility that one or more of these fees and charges may require revision as new information becomes available. In instances where staff determine that a new fee or charge revision is in order, a replacement fee and charge schedule for 2026 will be brought forward to Council for its review and approval.

Advisory Committee Review

The Finance Advisory Committee is not mandated to review the proposed fee changes prior to the review by Committee of the Whole.

Legal Considerations

Section 11(2)(3) and Section 391(1) of the Municipal Act allow a municipality to enact by-laws for its financial management, and in particular, to impose fees or charges on persons for services or activities provided or done by or on behalf of it. Other provisions affecting the setting of fees and charges appear in the Planning Act and the Building Code Act.

Financial Implications

All proposed 2026 rates and fees have been integrated into the Town's 2026 user fee revenue projections upon which the Town's tabled 2026 operating budget and resultant tax levy requirement is based.

The proposed 2026 fees and charges have been adjusted to reflect changes to departmental costs in their provision of applicable services to users. All proposed fee increases alleviate pressure on the 2026 tax base; when costs increase because of inflation, but non-tax revenues do not, the tax levy must accommodate this additional budget burden. Consequently, it is important that the Town's fees and charges keep pace with inflation; the proposed fees and charges contained within this by-law strive to achieve this goal. Council should be aware that the fees presented in these schedules include HST where applicable.

Communications Considerations

The Town of Aurora will use 'inform' as the level of engagement for this report.

Finance and Corporate Communications staff will work together to ensure the proposed fee changes are posted in accordance with the Town's Notice Provision Policy.

Climate Change Considerations

The information contained within this report does not impact greenhouse gas emissions or impact climate change adaption.

Link to Strategic Plan

Reviewing and updating the Town's fees and charges on a regular basis for user pay services contributes to achieving the Strategic Plan guiding principle of 'Leadership in Corporate Management' and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council may choose to accept, amend or reject any or all the recommendations of this report.

2. Leave fees at previously approved 2026 levels and absorb the additional cost of providing the services for the coming year.

Conclusions

Staff recommend endorsement of the proposed changes to the Fees and Charges By-law. As part of the regular update of the Town's fees and charges, staff have ensured that all changes brought forward are a fair representation of the cost of these services and that they are in line with surrounding municipalities for similar services.

Attachments

Schedule A – General Fees and Charges

Schedule B – Planning and Development Services

Schedule C – Corporate Services

Schedule D – Community Services

Schedule E – Operational Services

Schedule F – Finance

Schedule G – Building Services

Schedule H – Development Planning Division

Schedule I – By-law Services Division

Schedule J – Animal Services Division

Schedule K – Access Aurora

Schedule L – Short Term Rentals

Previous Reports

None.

October 14, 2025

8 of 8

Report No. FIN25-049

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer

By-law Number XXXX-25
Schedule "A"
General Fees and Charges
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
General Fees				
Photocopies (8 1/2 X 11 and 8 1/2 X 14)	per page	\$1.35	\$1.40	
Photocopies (11x 17)	per page	\$1.85	\$1.90	
Fax Transmittal	first page	\$8.50	\$8.75	
	per additional page	\$3.00	\$3.25	
Disbursements				
As required to reimburse costs incurred by the Town of Aurora, including but not limited to Registration Fees, Courier Fees, Corporate and Title Search Fees, external File Retrieval Costs, etc., at the discretion of the Director.	each	Disbursement Cost	Disbursement Cost	
Fire & Emergency Services				
All fees and charges associated with Central York Fire Services are managed and approved through the Town of Newmarket. For more information please visit https://www.newmarket.ca/feesandcharges .	each			

By-law Number XXXX-25
Schedule "B"
Planning and Development Services Department
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Development Planning Division				
Maps				
Official Plan Schedules other than 'A' (11x17) (colour)	per map	\$10.50	\$10.75	*
Oak Ridges Moraine Map Schedule 'J' as per Official Plan 48 (11 x 17) (b/w)	per map	\$20.25	\$20.75	n/a *
Official Plans				
Official Plan	per OP	\$66.00	\$67.00	
2C Secondary Plan	per copy	\$40.50	\$41.25	n/a *
Secondary Plans	per Secondary Plan	\$28.00	\$28.50	
Aurora Promenade Study	per copy	\$66.00	\$67.00	
Secondary Plans Consolidation	per copy	\$53.00	\$54.00	n/a *
Zoning				
Comprehensive Zoning By-law	per copy	\$37.00	\$37.75	
Comprehensive Zoning Exceptions	per copy	\$104.00	\$106.00	
Heritage				
Northeast Old Aurora Heritage Conservation District Plan	per copy	\$35.75	\$36.50	
Other				
Circulation Fees, including Labels	per circulation	\$97.00	\$99.00	
Electric Vehicle Charging Stations	per hour	\$2.70	\$2.75	
Electric Vehicle Charging Stations, idling fee	per hour	n/a	n/a	\$2.75 *
Real Property Fee	each	\$515.00	\$525.00	
REQUEST FOR TRAFFIC DATA				
7-Day Traffic Counts	per location	\$76.00	\$78.00	
8-Hour Turning Movement Count	per intersection	\$199.00	\$203.00	
Traffic Signal Timings	per intersection	\$98.00	\$100.00	
Grading Review				
Lot Grading review and inspection	per lot	\$345.00	\$352.00	
Grading review and inspection for pool construction (securities of \$3,000 will be collected at the time of permit fee payment)	per lot	\$468.00	\$477.00	
Service Connections Fees				
Construction of new service connections by the Town	each	Actual cost, plus 10% administration subject to HST	Actual cost, plus 10% administration subject to HST	
Inspection of services installed by Owner	each	10% of construction cost	10% of construction cost	
Building Division				
Permitted Use Letter				
To respond in writing to enquires related to uses of specific properties with respect to permitted uses as set in the Town of Aurora Zoning By-law 2213-78, as amended	each	\$50.00	\$51.00	
Administrative Costs				
Additional costs associated with the administration fee internal processing model homes applications with respect to outside agencies, and engineering review, and corporate policies and procedures	per unit	\$530.00	\$541.00	
Construction Activity Report				
Reports generated upon request providing permit numbers, location, description and construction value	each	\$101.00	\$103.00	
Zoning Review - Residential (single, semi or street townhomes)				
Zoning review of applications other than a building permit application including zoning review of Committee of Adjustment or Consent applications and determination of legal non-conforming status.	each	\$101.00	\$103.00	

By-law Number XXXX-25
Schedule "B"
Planning and Development Services Department
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Zoning Review - All Other Building Types				
Zoning review of applications other than a building permit application including zoning review of Committee of Adjustment or Consent applications and determination of legal non-conforming status.	each	\$199.00	\$203.00	
Sign Review				
Sign By-law review of applications other than a sign permit application including Sign By-law review of Planning Applications.	each	\$199.00	\$203.00	
Permit fees related to By-law Number 4753-05.P				
Pool Enclosure Permits	each	\$375.00	\$383.00	
Hot Tub Permits	each	\$199.00	\$203.00	
Engineering and Capital Delivery Division				
Subdivision and Site Plan Engineering Fees	percentage of servicing costs	7.6%	7.9%	
Benchmarks	per benchmark	\$95.00	\$97.00	
Water Model Fee	each	\$ 1,200.00	\$ 1,300.00	
Sanitary Sewer Model Fee	each	\$ 1,200.00	\$ 1,300.00	
Request for digital drawings	per drawing	\$5.50	\$5.75	
Site Alteration Permit	flat fee + price per ha of site area	\$796.00 Flat Fee + \$46.00/ha	\$812.00 Flat Fee + \$47.00/ha	
Site Alteration Permit Renewal Fee (half the cost of the original permit)	flat fee + price per ha of site area	\$398.00 Flat Fee + \$23.25/ha	\$406.00 Flat Fee + \$23.75/ha	
Request for Information	per hour	\$96.00	\$98.00	

By-Law Number XXXX-25
Schedule "C"
Corporate Services
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
LEGAL SERVICES				
DOCUMENT PREPARATION/REVIEW (General)				
Basic (Standard template - minor changes required)	per document	\$831.00	\$848.00	
Complex	per document	\$2,199.00	\$2,243.00	
DOCUMENT PREPARATION/REVIEW (Specific)				
Condominium Agreement	per document	\$7,633.00	\$7,786.00	
Subdivision Agreement	per document	\$10,201.00	\$10,405.00	
Inhibiting Order Registration Process	per plan	\$2,443.00	\$2,492.00	
Site Plan Agreement	per document	\$2,015.00	\$2,055.00	
Minor Site Plan Agreement, including Stable Neighbourhood (non-owner occupied)	per document	\$831.00	\$848.00	*
Encroachment/Licence Agreement	per document	\$831.00	\$848.00	
Amending Agreement/ <u>Letter</u>	per document	\$831.00 (minimum)	\$848.00 (minimum)	*
SERVICES RELATED TO EXISTING DEVELOPMENT AGREEMENTS (excluding documents or agreements that fall under Document Preparation/Review (General))				
Information regarding the status of existing agreements and/or registered documents, including agreements and by-laws	per document	\$155.00	\$158.00	
Highway Dedication/Subdivision Assumption By-law Legal Administration Fee	per by-law	\$959.00	\$978.00	
GENERAL LEGAL FEES				
Law Clerk	per hour	\$134.00	\$137.00	
Paralegal	per hour	\$183.00	\$187.00	
Solicitor	per hour	\$304.00	\$310.00	
Town Insurance Claim Legal Administration Fee	per claim	10% of the value of the claim made by the Town plus disbursements	10% of the value of the claim made by the Town plus disbursements	
REGISTRATION FEE (i.e. processing of any type of document that requires a title search or registration on title)	per document	\$255.00	\$260.00	
CERTIFIED PHOTOCOPIES	per page	\$13.50	\$13.75	
Note: All Legal Services fees and/or service charges may be adjusted based on the complexity and nature of the agreement, document, or service as determined by the Town Solicitor to be fair and reasonable.				

By-Law Number XXXX-25
Schedule "C"
Corporate Services
Effective January 1, 2026

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LEGISLATIVE SERVICES				
FREEDOM OF INFORMATION (F.O.I.) REQUESTS and ROUTINE DISCLOSURE REQUESTS (Fees related to search and records preparation are prescribed by legislation)				
Application Fee	per application	\$5.00	\$5.00	
Manual Search Time and Preparation Time	per 15 minutes	\$7.50	\$7.50	
Photocopies	per page	\$0.20	\$0.20	
Computer Programing (develop program to retrieve information)	per 30 minutes	\$30.00	\$30.00	
Disks	per disk	\$10.00	\$10.00	
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) TRAINING				
Provision of AODA Training	per person	\$65.00	\$66.00	
By-Law Inspection and Attendance Fees				
Attendance Supervisory Fee	Hourly/per Officer	\$125.00	\$128.00	
Non Compliance Re-Inspection Fee	Hourly/per Officer	\$125.00	\$128.00	
Pool Enclosure Re-Inspection Fee	Per Visit	\$125.00	\$128.00	
Property Standards Appeal	Per Order	\$118.00	\$120.00	
Parking Permit Fees				
Parking permits	per permit	\$12.50 - \$416.00	\$12.75 - \$424.00	
Property Information Request				
Review of departmental files and documents related to specific property requests relating to zoning, permits, occupancy and general property status	each	\$171.00	\$174.00	

By-Law Number XXXX-25
Schedule "C"
Corporate Services
Effective January 1, 2026

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By-law Exemption				
By-law Exemption	per exception	\$133.00	\$136.00	
Road Closure Fees (previously part of By-law 4750-05.T)				
Road Closure Deposit for Filming and Athletic Events	per event	\$3,369.00	\$3,436.00	
Road Closure Deposit for Parades and Processions	per event	\$561.00	\$572.00	
Parades and Events	per event	\$409.00	\$417.00	
Athletic Events	per event	\$643.00	\$656.00	
Filming	per event	\$409.00	\$417.00	

**By-law Number XXXX-25
Schedule "D"
Community Services Department
Effective January 1, 2026**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
1. ADMINISTRATION					
a)	Membership Refunds (Except Medical Reasons)	per refund	\$46.60	\$47.53	
b)	Membership On Hold (Except Medical Reasons)	per hold	\$46.60	\$47.53	
c)	Program Refund (Except Medical Reasons)	per refund	\$25.98	\$26.50	
g)	Vendor Permit Fee	per event/ per day	\$65.08 - \$644.86	\$66.38 - \$657.76	
	OR	per event/per day	10%-30% of vendor gross sales	10%-30% of vendor gross sales	
h)	Park/Outdoor Space Clean-Up Fee— Refundable Deposit	each	\$100.00 – \$1,000.00	\$100.00 – \$1,000.00	duplicate line *
h)	Program/Event Promotional Material	each	\$0.54 - \$13.66	\$0.55 - \$13.93	
i)	Aquatic Pro Shop Items	each	\$2.14 - \$37.49	\$2.19 - \$38.24	
j)	Park/Outdoor Space Permit Maintenance/Damage Deposit (Refundable) (For groups of 25 or more)	per event/ per day	\$100.00 - \$2,000.00	\$100.00 - \$2,000.00	
k)	Facility Permit Maintenance/Damage Deposit (Refundable)	per event/per day	\$0.00 - \$1,500.00	\$0.00 - \$1,500.00	
l)	Program Guide Advertisement	Per ad	\$235.66 - \$1,683.39	\$240.38 - \$1,717.06	
m)	Permit Cancellation Fee	Per permit	0 - 100% of full price	0 - 100% of full price	
2. REGISTERED SEASONAL PROGRAMS					
a)	Pre-School Activities	per class	\$5.36 - \$27.05	\$5.46 - \$27.59	
b)	Children's Activities	per class	\$6.70 - \$38.83	\$6.83 - \$39.61	
c)	Youth Activities	per class	Free - \$61.06	Free - \$62.28	
d)	Adult Activities	per class	\$5.89 - \$70.97	\$6.01 - \$72.39	
e)	Senior's Activities	per class	Free - \$32.40	Free - \$33.05	
f)	Family Activities	per class	\$5.36 - \$13.39	\$5.46 - \$13.66	
g)	Fitness Programs	per class	\$2.30 - \$38.83	\$2.35 - \$39.61	
h)	Seniors Bus Trips	per person	\$6.70 - \$348.14	\$6.83 - \$355.10	
3. REGISTERED AQUATICS PROGRAMS (Note: Learn to Swim fees apply to Aurora residents only. Non-Residents are subject to a 20% surcharge.)					
a)	Lessons - Learn to Swim	per class	\$8.57 - \$42.85	\$8.74 - \$43.70	
b)	Leadership Programs	per program	\$38.83 - \$605.23	\$39.61 - \$617.33	
4. REGISTERED CAMP PROGRAMS (Note: All camp fees apply to Aurora residents only. Non-Residents are subject to a 20% surcharge.)					
a)	Day Camps	per day	\$13.39 - \$64.00	\$13.66 - \$65.28	
b)	Specialty Camps	per day	\$15.53 - \$114.62	\$15.84 - \$116.91	
c)	Extended Care	per person	\$32.40 - \$136.31	\$33.05 - \$139.04	
5. DROP-IN ACTIVITIES					
a)	Youth Drop-in	per visit	Free - \$5.89	Free - \$6.01	
b)	Youth Drop-in	10 visits	\$26.75-\$45.00/10 visits	\$26.75-\$45.00/10 visits	
c)	Adult Drop-In	per visit	Free - \$8.57	Free - \$8.74	
d)	Other, Adult & Older Adult	per visit	Free - \$5.00	Free - \$5.00	
e)	Other, Adult & Older Adult	10 visits	\$25.50-\$68.00/10 visits	\$25.50-\$68.00/10 visits	
f)	Group rate (4 persons maximum)	per visit	\$10.75-\$25.25	\$10.75-\$25.25	

By-law Number XXXX-25
Schedule "D"
Community Services Department
Effective January 1, 2026

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6. P.A. DAY PROGRAMS		per person	Free - \$122.12	Free - \$124.56	
7. WORKSHOP/ CLINICS/ TOURNAMENTS					
a)	Individual	per person	\$2.95 - \$116.76	\$3.00 - \$119.10	
b)	Team	per team	\$26.41 - \$34.81	\$26.93 - \$35.51	
9. SPECIAL EVENTS					
a)	Individual	per person	\$3.37 - \$26.41	\$3.44 - \$26.93	
b)	Family	per family	\$21.42 - \$32.51	\$21.85 - \$33.16	
c)	Float Registration Fees	Resident Commercial	\$91.05	\$92.87	
		Non-Resident Commercial	\$182.37	\$186.02	
d)	Ribfest Vendors	each	\$515.25 - \$4,507.61	\$525.55 - \$4,597.76	
e)	Art Show Entry Fees	each	\$13.39 - \$51.69	\$13.66 - \$52.72	
f)	Food Vendors - Non Profit Groups	per day	\$64.54	\$65.83	
g)	Food Vendors	per day	\$64.27 - \$644.86	\$65.56 - \$657.76	
	<u>OR</u>	<u>per day</u>	10%-30% of vendor gross sales	10%-30% of vendor gross sales	
h)	Senior Centre Special Event Vendors	per day	Free - \$65.34	Free - \$66.65	
10. MEMBERSHIPS (Note: All memberships apply to Aurora residents only. Non-Residents are subject to a 25% surcharge.)					
a)	ALL INCLUSIVE MEMBERSHIP (Equipment & Weights, Squash and Group Fitness)	Adult	\$40.94 - \$509.85	\$41.76 - \$520.05	\$47.51 - \$522.60 *
		Youth/ Older Adult	\$32.70 - \$407.88	\$33.36 - \$416.04	\$38.01 - \$418.08 *
b)	GROUP FITNESS MEMBERSHIP	Adult	\$34.71 - \$430.54	\$35.41 - \$439.15	\$37.98 - \$417.74 *
		Youth/Older Adult	\$27.81 - \$344.02	\$28.37 - \$350.90	\$30.38 - \$334.19 *
c)	POOL MEMBERSHIP Lane & Leisure Only	Adult	\$23.69 - \$260.59	\$24.16 - \$265.80	\$24.28 - \$267.10 *
		Youth/Older Adult	\$18.95 - \$208.47	\$19.33 - \$212.64	\$19.42 - \$213.68 *
d)	SQUASH MEMBERSHIP	Adult	\$41.51 - \$478.44	\$42.34 - \$488.00	\$43.26 - \$475.81 *
		Youth/Older Adult	\$33.22 - \$382.75	\$33.88 - \$390.40	\$34.60 - \$380.64 *
f)	CORPORATE MEMBERSHIPS Per Company	Group of 4+	25% Discount (off resident rate)	25% Discount (off resident rate)	
g)	Youth Summer Gymnasium Membership	Youth - each	1 month (July or August) \$26.41	1 month (July or August) \$26.94	
h)	Fitness Assessment	Per Person	\$ 40.17	\$ 41.00	
i)	FIT Club	Per Person	\$ 36.90	\$ 37.65	
j)	Youth Gymnasium Monthly Membership	Youth - each	1 month \$26.41	1 month \$26.94	
k)	EQUIPMENT AND WEIGHTS MEMBERSHIP	Adult	\$34.71 - \$430.54	\$35.41 - \$439.15	\$37.98 - \$417.74 *
		Youth/Older Adult	\$27.81 - \$344.02	\$28.37 - \$350.90	\$30.38 - \$334.19 *
l)	Promotional Membership Discount (with Director Approval)	each	15 - 25% Discount on selected membership packages	15 - 25% Discount on selected membership packages	
m)	Locker Rental (per person)	1 month	\$7.98	\$8.14	
		3 month	\$22.92	\$23.38	
		6 month	\$43.06	\$43.92	
		12 month	\$82.16	\$83.80	

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11. DAILY USER FEES					
a)	Fitness Centre - Casual User Fee (access to group fitness classes, including cyclefit and aquafit)	Adult	\$9.32/class or \$74.88/10 visits	\$9.51/class or \$76.37/10 visits	\$9.51/class or <u>\$76.05/10</u> visits
		Youth/Older Adult	\$7.18/class or \$57.42/10 visits	\$7.32/class or \$58.56/10 visits	\$7.32/class or <u>\$58.59/10</u> visits
b)	Pool - Casual User Fee	each - Under 4 years	Free	Free	
		each - 4 - 17 years	\$3.21/use or \$25.71/10 visits	\$3.28/use or \$26.22/10 visits	\$3.30/use or \$26.40/10 visits
		each - Adult (18 to 54 years)	\$5.15/use or \$41.20/10 visits	\$5.25/use or \$42.00/10 visits	\$5.30/use or \$42.40/10 visits
		each - Older Adult (55 years plus)	\$3.96/use or \$31.71/10 visits	\$4.04/use or \$32.34/10 visits	\$4.05/use or \$32.40/10 visits
c)	Squash - Daily User Fee (40 min Court Fee)	Prime	\$11.19/use or \$89.55/10 visits	\$11.42/use or \$91.34/10 visits	\$11.41/use or \$91.31/10 visits
d)	Squash - Daily User Fee (40 min Court Fee)	Non Prime	\$6.43/use or \$51.42/10 visits	\$6.56/use or \$52.45/10 visits	\$6.56/use or <u>\$52.47/10</u> visits
e)	Squash - Daily User Fee (40 min Court Fee)	Youth/Older Adult	20% off listed fee	20% off listed fee	
12. SQUASH					
a)	Lessons (40 min)	Private	\$38.85	\$39.63	
		Semi Private (per person)	\$29.03	\$29.61	
		3 or more (per person)	\$23.25	\$23.71	
b)	Clinics	per class	\$10.71 - \$21.42	\$10.93 - \$21.85	
c)	House League (40 min) - Member	Per Session	\$44.58	\$45.48	
	House League (40 min) - Non-Member	Per Session	\$89.50 - \$140.76	\$91.29 - \$143.57	
13. SEASONAL PACKAGES					
a)	Summer Splash Pass	per family	\$150.08	\$153.08	
14. PERSONAL TRAINING PACKAGES			Note: All fees are for members. Non-members are subject to a 25% surcharge.		
a)	Land Based Training - Single Session rate	Private	\$74.82	\$76.32	
		Semi-Private (per person)	\$56.67	\$57.80	
b)	Land Based Training - 3 Session Rate (Get Started) One Time Offer	Private	\$175.14	\$178.64	
		Semi-Private (per person)	\$131.49	\$134.12	
c)	Land Based Training - 5 Sessions	Private	\$305.67	\$311.78	
		Semi-Private (per person)	\$228.49	\$233.06	
d)	Land Based Training - 10 Sessions	Private	\$579.30	\$590.89	
		Semi-Private (per person)	\$435.23	\$443.93	
e)	Land Based Training - 20 Sessions	Private	\$1,137.03	\$1,159.77	
		Semi-Private (per person)	\$804.74	\$820.83	
15. POOL RENTAL RATES					
a)	AFLC Pool - Private Rental	per lane/per hour (plus lifeguard costs)	\$15.53	\$15.84	
b)	SARC 8 Lane Pool - Private Rental	per lane/per hour (plus lifeguard costs)	\$15.53	\$15.84	
c)	SARC Therapy Pool - Private Rental	per hour (plus lifeguard costs)	\$28.49	\$29.06	
d)	SARC Leisure Pool/Slide - Private Rental	per hour (plus lifeguard costs)	\$46.49	\$47.42	
f)	Pool - School Instructional Lessons (30 mins)	per person	\$30.53/class (1 or 2) \$16.71/class (3 or 4) \$14.19/class (5 to 10) \$10.50/class (11 or more)	\$31.14/class (1 or 2) \$17.04/class (3 or 4) \$14.48/class (5 to 10) \$10.71/class (11 or more)	
h)	Additional Instructor Fee	per hour	\$27.90	\$28.46	
i)	Lifeguard Fee	per hour	\$24.64	\$25.13	
j)	Additional Deck Supervisor Fee	per hour	\$29.70	\$30.30	
k)	Aquatic Event Pool set up fee	per event	\$206.00	\$210.00	

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Schedule "D"
Community Services Department
Effective January 1, 2026**

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16. PUBLIC SKATING PROGRAMS					
a)	Shinny Hockey	per visit	\$7.23	\$7.38	
		10 visits	\$58.65	\$59.82	
		per visit	\$3.37	\$3.44	
b)	Public Skating (all)	10 visits	\$28.12	\$28.68	
		20 visits	\$52.76	\$53.81	
		30 visits	\$76.38	\$77.90	
c)	Family Skate Pass	each	\$36.58 - \$366.40	\$37.31 - \$373.73	
17. ICE RENTALS					
a)	Ice Rental Prime Time	per hour	\$248.63	\$253.60	
b)	Ice Rental Prime (Aurora Based Minor Hockey/Skating Club only)	per hour	\$233.09	\$237.75	
c)	Ice Rental Non-Prime	per hour	\$152.16	\$155.21	
d)	Ice Rental Morning & Summer Non-Prime	per hour	\$161.11	\$164.33	
e)	Tournaments	each tournament (plus hourly rate per ice surface)	n/a	n/a	\$284.79 *
18. FACILITY RENTALS - INDOOR (Note: Damage/cleaning deposits may apply. Staff support charges may apply depending on the space rentals.)					
a)	Meeting Room and Performance Space Rental	per hour per room	Free - \$280.76	Free - \$286.38	
b)	Arena Floor Rental - Aurora based Youth groups	per hour	\$53.66 - \$103	\$54.74 - \$105.06	
c)	Arena Floor Rental - Other	per hour			
d)	Arena Floor Event Rental (per surface) - Not for profit in Aurora	per day - multi day event (open - close)	\$975.22	\$994.72	
e)	Arena Floor Event Rental (per surface) - Other	per day - multi day event (open - close)	\$1,378.15	\$1,405.72	
f)	TEACHING KITCHEN	per hour	\$33.69 (plus \$67.38 clean-up deposit)	\$34.36 (plus \$68.73 clean-up deposit)	
g)	Gymnasium - Prime Time - Aurora based Youth	AFLC Full Gym/SARC Half Gym - per hour	\$60.00	\$61.20	
h)	Gymnasium - Prime Time - Other	AFLC Full Gym/SARC Half Gym - per hour	\$100.00	\$102.00	
i)	GYMNASIUM - Non-Prime - 7:00am to 4:00pm Weekdays	AFLC Full Gym/SARC Half Gym - per hour	\$70.00	\$71.40	
j)	GYMNASIUM - Non-Resident (any time)	AFLC Full Gym/SARC Half Gym - per hour	\$130.00	\$132.60	
k)	Gymnasium Equipment (per rental)	Basketball/volley-ball/dodge ball (10 balls)	\$5.62	\$5.74	n/a
		Volley Ball nets- per net (maximum 2 nets)	\$11.25	\$11.47	n/a
		Hockey nets- per net (maximum 2 nets)	\$5.62	\$5.74	n/a
		Hockey sticks and balls (12 sticks and 3 balls)	\$11.25	\$11.47	n/a
		Tennis balls (3 balls)	\$5.62	\$5.74	n/a
		per type of equipment, per hour	n/a	n/a	\$0.00 - \$11.47 *
l)	Squash Courts	per court per hour	\$15.64	\$15.95	
m)	TOWN HALL - Coffee Service	Per 25 people or less	\$36.21 /25 people	\$36.93 /25 people	
n)	TOWN HALL - COUNCIL CHAMBERS (Staff support fee may apply)	Aurora Based Groups	\$72.36 /hour	\$73.81 /hour	
		Non-Aurora Based Groups	\$150.24/hour	\$153.24 /hour	
		Professional/Commercial Groups	\$294.38 /hour	\$300.26 /hour	

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o)	TOWN HALL - SKYLIGHT GALLERY	per hour	\$72.36	\$73.81	
p)	TOWN HALL - EQUIPMENT SUPPORT	Staffing charge for the use of the equipment in either the Holland Room and/or Council Chambers	\$93.62 /hour	\$95.50 /hour	
r)	Box Office Fees	Capital Investment Fund - per ticket	\$1.55	\$1.58	
		Handling/Processing Fee - per ticket	\$2.06 + 3%	\$2.10 + 3%	
		Admin Fee - per event	\$206	\$210	
s)	Staff Support	Staffing costs per staff member per hour in support of space rental (3 hour min)	\$21.42 - \$58.92 (3 hour min)	\$21.85 - \$60.09 (3 hour min)	
t)	Equipment Support (Other Than Town Hall)	Equipment rental costs per rental in support of space rental	\$5.36 - \$160.68	\$5.46 - \$163.89	
u)	Production Service Fees (Aurora Town Square)	Service fees per rental	\$25 - \$515	\$25 - \$525	
		Piano move	Actual cost, plus 10% administration subject to HST	Actual cost, plus 10% administration subject to HST	
		Additional equipment rental	Actual cost, plus 10% administration subject to HST	Actual cost, plus 10% administration subject to HST	
v)	Outside Catering Fee	Per booking/per day	\$0 - \$500	\$0 - \$500	
19. FACILITY RENTALS - OUTDOOR					
a)	BAND SHELL	Park Event (limited electrical available)	\$424.20	\$432.68	\$432.68/event, plus \$27.10/hr *
		Park Event (non-profit group) (limited electrical available)	\$100 - \$424.20	\$100 - \$432.68	
		Hourly (no set-up or staff support required)	\$36.21	\$36.93	
b)	McMAHON PARK	Aurora Lawn Bowling Club (per year)	\$1,298.62	\$1,324.59	
		Aurora Community Tennis Club (per year)	\$2,110.48	\$2,152.69	
c)	TENNIS COURTS/PICKLEBALL COURTS	per hour	\$10.07	\$10.27	
d)	Volley Ball Courts	per hour	n/a	n/a	\$10.27 *
e)	Park/Outdoor Space Event Set-Up Fee (Mandatory for all groups of 80 or more.) (Includes up to 6 tables + 6-garbage receptacles, access to electrical, water, washrooms, where available.)	per event/ per day	\$424.20	\$432.68	
		per event/ per day (non-profit organizations)	\$100 - \$424.20	\$100 - \$432.68	
f)	Additional Parks/Outdoor Space Set-Up Fee (In addition to Park Event Set-Up Fee, for up to 6 additional tables and 6-additional garbage receptacles.)	per event/ per day	\$160.68	\$163.89	
g)	Park/Outdoor Space Clean-up Fee (As required for groups of 25-79.)	per event/ per day	\$124.79	\$127.29	
h)	Park/Outdoor Space Clean-up Fee (As required for groups of 24 or less.)	per event/ per day	\$45.79	\$46.71	
i)	Parking Lot Charges	per day	\$0 - \$500	\$0 - \$500	

By-law Number XXXX-25
Schedule "D"
Community Services Department
Effective January 1, 2026

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
20. PLAYING FIELD USER FEES					
a)	Ball Diamonds - Adult & Youth	per hour	\$12.64 - \$25.75	\$12.89 - \$26.27	\$18.00 - 27.50 *
b)	Rectangular Fields - Adult & Youth	per hour	\$12.64 - \$25.75	\$12.89 - \$26.27	\$13.55-\$19.50 *
c)	Tournaments	each tournament (plus hourly rate per field)	\$279.21	\$284.79	
d)	Artificial Turf Field	per hour	\$11.08 - \$103	\$11.30 - \$105.60	
21. CULTURAL SERVICES					
a)	Visiting Researcher	per 2 hours	\$31.06	\$31.69	\$16.00 - \$99.32 *
a)	Research Services	per 2 hours	n/a	n/a	\$28.25 - \$56.50 *
b)	Corresponding Researcher	per hour	\$56.35	\$57.47	n/a *
c)	Photocopies / scans of text	per page	\$0.64	\$0.66	\$0.65 *
d)	Archival Material Purchase	per image	n/a	n/a	\$28.25 - \$56.50 *
d)	High Resolution Image (existing)	per image	\$35.19	\$35.89	n/a *
e)	High Resolution Scan	per image	\$70.48	\$71.89	n/a *
22. AURORA SPORTS DOME					
a)	Prime Time (October 1 - May 14)	1/3 Field per hour	\$212.43	\$216.68	
		Full Field per hour	\$637.30	\$650.05	
b)	Prime Time Non-Profit Groups (October 1 - May 14)	1/3 Field per hour	\$191.19	\$195.01	
		Full Field per hour	\$573.57	\$585.05	
c)	Prime Time Aurora Youth Soccer Club (October 1 - May 14)	1/3 Field per hour	\$169.95	\$173.35	
		Full Field per hour	\$509.84	\$520.04	
d)	Non-Prime Time (October 1 - May 14)	1/3 Field per hour	\$152.52	\$155.57	
		Full Field per hour	\$457.55	\$466.70	
e)	Non-Prime Time Aurora Youth Soccer Club (October 1 - May 14)	1/3 Field per hour	\$122.01	\$124.45	
		Full Field per hour	\$366.04	\$373.36	
f)	Non-Prime Time Event Rate (min 4 consecutive hours) (excludes March Break & Christmas Break) (October 1 - May 14)	1/3 Field per hour	\$107.12	\$109.26	
		Full Field per hour	\$321.36	\$327.79	
g)	Non-Prime Time Aurora Youth Soccer Club Event Rate (min 4 consecutive hours) (excludes March Break & Christmas Break) (October 1 - May 14)	1/3 Field per hour	\$85.70	\$87.41	
		Full Field per hour	\$257.09	\$262.23	
h)	Summer - All Times (May 15 - Sept. 30)	1/3 Field per hour	\$53.56	\$54.63	
		Full Field per hour	\$160.68	\$163.89	
i)	Summer - All Times Non-Profit Groups - Adult (May 15 - Sept. 30)	1/3 Field per hour	\$42.85	\$43.70	
		Full Field per hour	\$128.54	\$131.11	
j)	Summer - All Times Non-Profit Groups - Youth (May 15 - Sept. 30)	1/3 Field per hour	\$37.49	\$38.24	
		Full Field per hour	\$112.48	\$114.73	
k)	Summer - All Times Aurora Youth Soccer Club (May 15 - Sept. 30)	1/3 Field per hour	\$32.14	\$32.78	
		Full Field per hour	\$96.41	\$98.34	

By-law Number XXXX-25
Schedule "E"
Operational Services Department
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Work Performed for Residents, Contractors and Developers		Actual Labour, Material & Equipment plus 35% overhead or full cost of contracted services plus 15% administrative fee, subject to HST	Actual Labour, Material & Equipment plus 35% overhead or full cost of contracted services plus 15% administrative fee, subject to HST	
Hydrant Deposit	Each	\$2,357.00	\$2,404.00	
Fire Flow Test	Each	\$321.00	\$327.00	
Sewer Camera Rate	lump sum	actual cost plus 15% administrative fee, subject to HST	actual cost plus 15% administrative fee, subject to HST	
Water Meters and Water Meter Accessories	each	Actual cost plus 35% overhead, subject to HST (overhead limited to a maximum of \$513 per meter or accessory)	Actual cost plus 35% overhead, subject to HST (overhead limited to a maximum of \$513 per meter or accessory)	
Water Meter Wire Charge	per box	\$270.00	\$302.00	n/a *
Water Meter Accessory Fee	per box	n/a	n/a	Actual cost plus a 15% administrative fee subject to HST *
Meter Dispute Testing - Customer requested (The water meter will be removed and tested for accuracy by a third party contractor. If the meter is more than 3% in favour of the Town the fee will be waived. The old tested meter will be held for 3 months in case of a dispute.)	each	n/a	n/a	Actual cost of a new meter, actual labour, cost to test the meter, plus a 15% administrative fee subject to HST *
After Hours Meter Work for residents who are unable to book appointments during regular business hours	each	n/a	n/a	Actual labour fee plus a 15% administrative fee, subject to HST *
Bulk Water Fee (during Construction)	per residential/town house unit	\$600.00	\$700.00	
	per high density/apartment unit	metered rate - hydrant meter to be charged at prevailing water rates	metered rate - hydrant meter to be charged at prevailing water rates	
	non-residential (per 100m ²)	\$400.00	\$450.00	
Road Encroachment and Occupancy Fees				
Road Occupancy Permit Damage Deposit	each	\$654.00 - \$10,712.00	\$667.00 - \$10,926.00	
Road Occupancy Permit Rush Fee	each	\$116.00	\$118.00	
Road Occupancy Permit	each	\$449.00	\$458.00	
Additional Inspection Fee	per inspection	\$171.00	\$174.00	
Encroachment Application Fee	per application	\$344.00	\$351.00	
Sanitary Sewer Remediation				
Private Side Sanitary Sewer Remediation	each	Actual cost plus 15% administrative fee, subject to HST	Actual cost plus 15% administrative fee, subject to HST	
Water Turn On/Off Service Charges (previously included in By-law 5716-1)				
24 hours or more of notice during business hours (8:00am - 4:00pm)	each	\$0.00	\$0.00	
Less than 24 hours notice during business hours (8:00am - 4:00pm)	each	\$103.00	\$105.00	
Outside business hours	each	\$204.00	\$208.00	
Waste Collection Fees				
Blue Boxes	each	\$17.50	\$18.00	
Blue Totes	each	\$179.00 + delivery charge of \$41.00 for the 95 gal totes (which includes picking up old damaged totes)	\$183.00 + delivery charge of \$42.00 for the 95 gal totes (which includes picking up old damaged totes)	
Green Bins	each	\$34.00	\$35.00	
Kitchen Catcher	each	\$9.25	\$9.50	
Backyard Composters	each	\$49.00	\$50.00	
Replacement Blue Tote wheel set	each	\$24.00	\$24.50	
Residential Waste Bag Tag	each	\$5.00	\$6.00	
Landscape Fees				
Landscaping Administration Fees	each	8.168% - less than \$100K 7.148% - \$100K to \$250K 6.126% - \$250K to \$500K 5.105% - more than \$500K	8.168% - less than \$100K 7.148% - \$100K to \$250K 6.126% - \$250K to \$500K 5.105% - more than \$500K	
Landscape Maintenance Fees	each	25.525% of estimated value of landscape works installed on municipal property (excludes open space plantings)	25.525% of estimated value of landscape works installed on municipal property (excludes open space plantings)	

**By-law Number XXXX-25
Schedule "E"
Operational Services Department
Effective January 1, 2026**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Tree Permit Fees				
Tree Permit Fees	up to 3 trees that are between 20 cm and 69 cm	\$249.00	\$254.00	
	up to 4 trees that are between 20 cm and 69 cm	\$374.00	\$381.00	
	up to 5 trees that are between 20 cm and 69 cm	\$501.00	\$511.00	
	up to 6 trees that are between 20 cm and 69 cm	\$624.00	\$636.00	
	up to 7 trees that are between 20 cm and 69 cm	\$748.00	\$763.00	
	8 or more trees that are between 20 cm and 69 cm (cost per tree)	\$125.00	\$128.00	
	A tree that is greater than 70 cm	\$595.00	\$607.00	
Memorial Tree Fees				
Bronze Plaque	each	\$750.00	\$765.00	
Coniferous Trees	150mm - 300 mm	\$375.00 - \$1,125.00	\$383.00 - \$1,148.00	
Deciduous Trees	50mm - 70 mm	\$536.00 - \$803.00	\$547.00 - \$819.00	
Memorial Bench Fees				
New Bench or dedication of existing	each	\$536.00 - \$1,607.00	\$547.00 - \$1,639.00	
Park Access Agreement				
Administrative Fee	each	\$428.00	\$437.00	
Security Deposit	each	\$5,356.00 - \$10,712.00	\$5,463.00 - \$10,926.00	
Street Pole Banner Program				
Application Fee - For Profit Organizations	each	\$51.50	\$52.50	
Application Fee - For Non-Profit Organizations	each	\$31.00	\$31.50	
Banner Installation/Removal Fee	per banner	\$103.00	\$105.00	
Community Garden Fees				
Garden Plot Fee	per large plot	n/a	n/a	\$50.00 *
	per small plot	n/a	n/a	\$30.00 *

**By-law Number XXXX-25
Schedule "F"
Finance Department
Effective January 1, 2026**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Finance				
Tax Bill Reprint - Per Tax Year	per document	\$ 24.00	\$ 24.50	
Returned Payments	per cheque	\$ 60.00	\$ 61.00	
Payment Transfer Fee (transfers between tax and/or water accounts)	per transfer	n/a	n/a	\$ 61.00 *
Payment Recalled by Bank/Refund Requested	per item	\$ 60.00	\$ 61.00	
Mortgage Administrative Fee	per transaction	\$ 12.00	\$ 12.25	
Tax Reminder Notices	per property	\$ 8.25	\$ 8.50	
Water and Wastewater Reminder Notices	per property	\$ 8.25	\$ 8.50	
Tax and Water/Wastewater Certificate (for all properties)	per property	\$ 167.00	\$ 170.00	
Online Tax and Water/Wastewater Certificate (for all properties)	per property	\$ 167.00	\$ 170.00	
Tax Certificate (Vacant Land Only)	per property	\$ 135.00	\$ 138.00	
Water/Wastewater Certificate	per property	\$ 135.00	\$ 138.00	
Water Bill Reprint - Per Billing Period	per document	\$ 24.25	\$ 24.75	
Official Tax Receipt Letter for Government Agencies	per document	\$ 42.00	\$ 43.00	
Duplicate Receipt	per receipt	\$ 18.00	\$ 18.50	
Detailed Analysis of Tax Account - Per Tax Year	per property	\$ 42.00	\$ 43.00	
Tax Roll Ownership Change	per property	\$ 65.00	\$ 66.00	
Water Account Ownership Change/ New Account Set-up	per property	\$ 65.00	\$ 66.00	
Letter of Reference for Utilities	each	\$ 35.50	\$ 36.25	
Addition of Unpaid Charges to Tax Bill	per addition	\$ 60.00	\$ 61.00	
Courier Services When Required	per document	n/a	n/a	cost of courier service + 5% administrative fee *
Development Charge Administration Fee	per application	\$ 1,867.00	\$ 1,904.00	
Development Charge Deferral Agreement Administration Fee	per deferral	n/a	n/a	\$ 1,500.00 *
GIS Division				
GIS Analysis	per hour	\$ 96.00	\$ 98.00	
Town Street Plan Map (b/w) (24x36 inches)	per map	\$ 10.00	\$ 10.25	
Town Street Plan Map (colour) (24x36 inches)	per map	\$ 15.75	\$ 16.00	
Town Air Photo Map (30x39 inches)	per map	\$ 48.00	\$ 49.00	

By-law Number XXXX-25
Schedule "G"
Building Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Minimum Permit Fee for Part 9 Residential Building	per application	\$ 335.00	\$ 342.00	
Minimum Permit Fee for all Other Buildings	per application	\$ 674.00	\$ 687.00	
Group A Assembly (Applies to New Buildings and Additions)				
Restaurants/ Banquet Halls (Finished)	per square metre	\$ 22.00	\$ 22.50	
Restaurant/ Banquet Hall (Shell)	per square metre	\$ 13.25	\$ 13.50	
Recreation Facilities, Schools, Libraries, Churches, Theatres and All Other Group A Occupancies	per square metre	\$ 22.00	\$ 22.50	
Group A Assembly (Alterations)	per square metre	\$ 7.25	\$ 7.50	
Group B Institutional (Applies to New Buildings and Additions)				
Residential Care Facilities, Nursing Homes and All Other Group B	per square metre	\$ 22.00	\$ 22.50	
Group B Institutional (Alterations)	per square metre	\$ 7.25	\$ 7.50	
Group C Residential (Applies to New Buildings and Additions)				
Single Family Detached Semi, Row House, Link Dwellings* *Permit includes Building, HVAC, Plumbing and Residential Occupancy Permits.	per square metre	\$ 19.75	\$ 20.00	
Multiple Residential and Apartments	per square metre	\$ 18.50	\$ 19.00	
Other Group C (Hotel/Motel Lodging Houses, Rooming Houses, Shelters, etc.)	per square metre	\$ 18.50	\$ 19.00	
Group C Residential (Alterations)	per square metre	\$ 7.25	\$ 7.50	
Second Suite Dwelling Unit	per square metre	\$ 7.25	\$ 7.50	
Group D Business and Personal Services (Applies to New Buildings and Additions)				
Business and Personal Services (Finished)	per square metre	\$ 18.50	\$ 19.00	
Business and Personal Services (Shell)	per square metre	\$ 15.00	\$ 15.50	
Group D Business and Personal Services (Alterations)	per square metre	\$ 8.50	\$ 8.75	
Group E Mercantile (Applies to New Buildings and Additions)				
Mercantile (Finished)	per square metre	\$ 19.00	\$ 19.50	
Mercantile (Shell)	per square metre	\$ 15.00	\$ 15.50	
Group E Mercantile (Alterations)	per square metre	\$ 8.50	\$ 8.75	
Group F Industrial (Applies to New Buildings and Additions)				
Industrial (Finished - Including Self-Storage Buildings)	per square metre	\$ 12.50	\$ 12.75	
Industrial (Shell)	per square metre	\$ 10.00	\$ 10.25	
Storage Garages	per square metre	\$ 6.25	\$ 6.50	
Gas Stations/Repair Stations	per square metre	\$ 11.00	\$ 11.25	
Farm Buildings	per square metre	\$ 5.50	\$ 5.75	
Group F Industrial (Alterations)	per square metre	\$ 6.00	\$ 6.25	
Designated Structures				
Wind Turbine Support Structure	per structure	\$ 388.00	\$ 396.00	
Exterior Tank and Support not regulated by TSSA, 2000	per structure	\$ 329.00	\$ 336.00	
Retaining Walls	per linear metre	\$ 9.75	\$ 10.00	
Solar Collectors	per structure	\$ 388.00	\$ 396.00	
Stand Alone				
Accessory Structures (Residential)	flat fee	\$ 335.00	\$ 342.00	
Accessory Structures (All Other)	flat fee	\$ 644.00	\$ 657.00	
Alternative Solutions	per application	\$1,251.00 - plus consulting costs as applicable	\$1,276.00 - plus consulting costs as applicable	
Change of Use	per square metre	\$ 8.50	\$ 8.75	
Construction and Sales Trailers	per square metre	\$ 13.00	\$ 13.25	
Construction and Sales Trailers (Pre-Fabricated)	per square metre	\$ 6.50	\$ 6.75	
Conditional Permits	per square metre of applicable residential or commercial fee	\$1,251.00 - plus agreement preparation costs (min \$1,192.00)	\$1,276.00 - plus agreement preparation costs (min \$1,216.00)	
Demolition (Singles, Semis, Row Houses, Accessory Structures)	55m ² or less - flat fee	\$ 335.00	\$ 342.00	
	Over 55m ² - flat fee	\$ 394.00	\$ 402.00	
Demolition (Others)	flat fee	\$ 644.00	\$ 657.00	

By-law Number XXXX-25
Schedule "G"
Building Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Electromagnetic Locks	per lock	\$38.00 - to a maximum of \$380.00	\$38.75 - to a maximum of \$388.00	
Fire Alarm Retrofit	per application	\$ 381.00	\$ 389.00	
Fireplaces, Woodstoves and Chimneys	each	\$ 335.00	\$ 342.00	
Foundation for Relocated Buildings	per square metre	\$ 4.75	\$ 5.00	
HVAC Systems	per residential system	\$ 335.00	\$ 342.00	
	per all other systems	\$ 674.00	\$ 687.00	
Kitchen Exhaust System	per system	\$ 644.00	\$ 657.00	
Marijuana Grow-OP Remediation	minimum fee - includes 10 hours of plan review and inspection	\$ 1,347.00	\$ 1,374.00	
	per hour (after)	\$ 136.00	\$ 139.00	
Miscellaneous Permits - Where a permit application is for a Class not listed herein, the Unit of Measure and Fee shall be determined by the Chief Building Official	each	tdb	tdb	
Model Certification	per square metre	\$ 7.00	\$ 7.25	
Permits for Certified Plans	per square metre	\$ 12.50	\$ 12.75	
Model Type Change	per square metre	\$ 976.00	\$ 996.00	
Outdoor Public Pool (3.11 OBC)	per square metre	\$ 7.75	\$ 8.00	
Occupancy of an Unfinished Building Permit	per application - up to 4 hours of combined inspection time for building, plumbing and fire services	\$ 536.00	\$ 547.00	
	per hour (additional time)	\$ 134.00	\$ 137.00	
Partial Permits (Foundation, Structural and Foundation/Structural)	per application	\$ 674.00	\$ 687.00	
Portables	per portable	\$195.00 - to a maximum of \$1,950.00	\$199.00 - to a maximum of \$1,990.00	
Revision to Permit Plan	per application - up to 3 hours of review time	\$ 338.00	\$ 345.00	
Shoring	per linear metre	\$ 9.25	\$ 9.50	
Solar Domestic Hot Water Systems	per system	\$ 575.00	\$ 587.00	
Sprinkler Retrofit	per square metre	\$ 0.80	\$ 0.82	
Temporary Building/Tent	per structure	\$195.00 - to a maximum of \$1,950.00	\$199.00 - to a maximum of \$1,989.00	
Transit/Bus and Terminal/Bus Shelter	per square metre (see Group A Occupancies)	\$ 17.00	\$ 17.50	
Underpinning	per linear metre	\$ 9.25	\$ 9.50	
Plumbing				
On Site Sewage Systems - New Systems (200m ² or less)	per system	\$ 674.00	\$ 687.00	
On Site Sewage Systems - New Systems (Greater than 200m ²)	per square metre	\$4.75 - to a maximum of \$3,855.00	\$5.00 - to a maximum of \$3,932.00	
Alterations to Sewage Disposal System	per application	\$ 322.00	\$ 328.00	
Headers, Tank Removal or Decommissioning	each	\$ 322.00	\$ 328.00	
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - Single Family Dwelling	per fixture	\$ 19.50	\$ 20.00	
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - All Other Buildings	per fixture	\$ 19.50	\$ 20.00	
Water Service (Residential)	per application	\$ 31.00	\$ 31.75	
Each Residential Drain and Sewer (Includes both Storm and Sanitary, Inside, Outside and Floor Drains)	per application	\$ 73.00	\$ 74.00	
Commercial, Industrial, Institutional and Apartment (Buildings and Units)				
Water Services				
50mm (2") or less	each	\$ 31.00	\$ 31.50	
100mm (4")	each	\$ 55.00	\$ 56.00	
150mm (6")	each	\$ 78.00	\$ 80.00	
200mm (8")	each	\$ 104.00	\$ 106.00	
250mm (10")	each	\$ 128.00	\$ 131.00	
300mm (12") or larger	each	\$ 153.00	\$ 156.00	

By-law Number XXXX-25
Schedule "G"
Building Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Drains (Storm or Sanitary Drains - Inside or Outside)				
100mm (4")	each	\$ 61.00	\$ 62.00	
150mm (6")	each	\$ 94.00	\$ 96.00	
200mm (8")	each	\$ 115.00	\$ 117.00	
250mm (10")	each	\$ 139.00	\$ 142.00	
300mm (12") or larger	each	\$ 165.00	\$ 168.00	
Miscellaneous Plumbing				
Manhole, Catch-Basin, Area Drain or Interceptors	each	\$ 44.00	\$ 45.00	
Testable Back-Flow Preventer	each	\$ 78.00	\$ 80.00	
Other Fees				
Re-Inspection Fee (Applicable at the discretion of the Chief Building Inspector)	each	\$ 134.00	\$ 137.00	
Review of Plans	per hour	\$ 134.00	\$ 137.00	
Permit Reactivation Fee	per permit	\$ 190.00	\$ 194.00	
Administration Fee for Occupancy of a Residential Building Prior to Issuance of the Required Residential Occupancy Permit under the Building Code	per unit	\$ 966.00	\$ 985.00	
Special Inspection Fee - per Hour, per Person (Applicable at the discretion of the Chief Building Inspector)	per hour per person	\$ 134.00	\$ 137.00	
Special Investigation Fee - Where work for which a permit is required by the Building By-law has commenced without the authorization of a permit, in addition to all other fees)	each	Half the permit fee payable pursuant to this By-law or \$303.00, whichever is greater	Half the permit fee payable pursuant to this By-law or \$309.00, whichever is greater	
Transfer of Permit	per application	\$ 134.00	\$ 137.00	
Zoning and Applicable Law Review	per proposal	\$ 165.00	\$ 168.00	
Sewage System Maintenance Inspection	per inspection	\$ 184.00	\$ 188.00	n/a *
Project by the Municipality	each	No Fees Charged	No Fees Charged	
Notes				
General Notes - Interpretation and Application of Schedule G				
A building permit or permit fee is not required for any detached structure having an area of less than 15 square metres, except where plumbing is installed. However, the Town of Aurora Zoning By-law Number 6000-17, as amended, applies to all structures.				
Detached single family dwelling, semi-detached dwelling, row house and link house				
The service index applied to the construction of a new dwelling includes the building, plumbing, HVAC and occupancy permit components.				
Where a proposal for the construction of a new dwelling unit includes a deck, porch or similar amenity structures those amenities are included in the permit fee and will not be charged the stand alone fee for such structures.				
The measurement of a floor area for a dwelling unit shall be measured from exterior face of exterior wall to same or centerline of party wall, firewall or common wall including the floor area of an attached garage, basement and cellar.				
Where a proposal for construction includes an addition, alteration, accessory structures or any combination thereof the permit fee shall be the sum of the fees for the individual components.				
All Other Classes of Permits				
The service index applied to the construction of a new dwelling includes the Building, Fire Services and HVAC components but does not include plumbing or site services which shall be charged a separate fee in accordance with this Schedule.				
The occupancy classifications in this schedule correspond with the Ontario Building Code. For mixed use floor areas, the service index for each applicable occupancy may be used.				
Where a storage garage is located below a principle building and is considered a separate building the fee for the storage garage shall be calculated in accordance with the Group F industrial occupancy fees.				
Mechanical penthouses and floors, mezzanines, lofts and balconies are to be included in all floor area calculations. No deductions shall be made for openings in a floor area with the exception of interconnected floor areas.				
Security Deposits				
In accordance with the Town of Aurora Infill Housing Policy a security deposit of \$10,000.00 is required prior to the issuance of a permit for the construction of new dwellings.				
In accordance with the Town of Aurora Policy regarding temporary sales trailers and construction trailers, a security deposit in the amount of \$5,000.00 is required to cover the cost of removal, should it become necessary.				
In accordance with the Town of Aurora Policy regarding demolition permits for Listed Heritage Buildings or Structures, a security deposit in the amount of \$10,000 is required prior to the issuance of the permit.				

By-law Number XXXX-25
Schedule "H"
Development Planning Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Official Plan Amendment				
Major (see Note 1)	base fee (includes processing fee)	\$ 50,314.00	\$ 51,320.00	
Minor (see Note 2)	base fee (includes processing fee)	\$ 29,027.00	\$ 29,608.00	
Recirculation/Revision Fee	where the applicant fails to respond to the comments requested by the Town beyond the third submission or the Applicant changes the plans/proposal	\$ 2,515.00	\$ 2,565.00	
Zoning By-law Amendment				
Major (see Note 3)	base fee (includes processing fee)	\$ 29,205.00	\$ 29,789.00	
	revision fees	\$ 2,749.00	\$ 2,804.00	
Minor (see Note 4)	base fee (includes processing fee)	\$ 15,802.00	\$ 16,118.00	
	revision fees	\$ 2,107.00	\$ 2,149.00	
Removal of Hold	base fee (includes processing fee)	\$ 11,328.00	\$ 11,555.00	
Temporary Use	base fee (includes processing fee)	\$ 18,962.00	\$ 19,341.00	
	extension of the Temporary By-law	\$ 10,295.00	\$ 10,500.00	
Recirculation/Revision Fee	where the applicant fails to respond to the comments requested by the Town beyond the third submission or the Applicant changes the plans/proposal	\$ 1,843.00	\$ 1,880.00	
Draft Plan of Subdivision				
Draft Plan of Subdivision	base fee (includes registration of subdivision agreement)	\$ 52,199.00	\$ 53,243.00	
	residential processing fee/surcharge 0 - 25 units (per unit)	\$912/unit and \$11,050/hectare or part thereof for all other lands (see Note 5)	\$930/unit and \$11,271/hectare or part thereof for all other lands (see Note 5)	
	residential processing fee/surcharge 26 - 100 units (per unit)	\$776/unit and \$11,050/hectare or part thereof for all other lands (see Note 5)	\$792/unit and \$11,271/hectare or part thereof for all other lands (see Note 5)	
	residential processing fee/surcharge 101 - 200 units (per unit)	\$659/unit and \$11,050/hectare or part thereof for all other lands (see Note 5)	\$672/unit and \$11,271/hectare or part thereof for all other lands (see Note 5)	
	residential processing fee/surcharge > 200 units (per unit)	\$560/unit and \$11,050/hectare or part thereof for all other lands (see Note 5)	\$571/unit and \$11,271/hectare or part thereof for all other lands (see Note 5)	
	processing fee/surcharge (non-residential)	\$10,821/hectare or part thereof for all other lands (see Note 5)	\$11,037/hectare or part thereof for all other lands (see Note 5)	
	revision fee (where applicant makes revisions to plans requiring recirculation)	\$ 2,980.00	\$ 3,040.00	
	revisions to a Draft Approved Plan of Subdivision, or Conditions of Draft Approval	\$ 7,145.00	\$ 7,288.00	
	extension of Draft Approval	\$ 3,742.00	\$ 3,817.00	
	<u>draft plan of Subdivision (without units)</u>	n/a	n/a	\$ 15,000.00 *

By-law Number XXXX-25
Schedule "H"
Development Planning Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Recirculation/Revision Fee	where the applicant fails to respond to the comments requested by the Town beyond the third submission or the Applicant changes the plans/proposal	\$ 2,610.00	\$ 2,662.00	
Draft Plan of Condominium				
(All Types)	base fee (includes registration of Condo agreement)	\$ 34,551.00	\$ 35,242.00	
	Recirculation/revision fee (where the applicant fails to respond to the comments requested by the Town beyond the third submission or the Applicant changes the plans/proposal)	\$ 1,661.00	\$ 1,694.00	
	revisions to Approved Draft Plan of Condominium	\$ 5,027.00	\$ 5,128.00	
	extension of Draft Approval	\$ 2,749.00	\$ 2,804.00	
Part Lot Controls				
Part Lot Controls	base fee	\$ 4,668.00	\$ 4,761.00	
	plus: per unit or lot	\$ 103.00	\$ 105.00	
Block Plans				
Block Plans	base fee	\$ 12,912.00	\$ 13,170.00	
	processing fee/surcharge	\$675/hectare or part thereof	\$689/hectare or part thereof	
Site Plan Approval				
Major	base fee	\$ 17,524.00	\$ 17,875.00	
	plus: per unit for residential 0 - 25 units (per unit)	\$ 758.00	\$ 773.00	
	plus: per unit for residential 26 - 100 units (per unit)	\$ 455.00	\$ 464.00	
	plus: per unit for residential 101 - 200 units (per unit)	\$ 273.00	\$ 278.00	
	plus: per unit for residential > 200 units (per unit)	\$ 162.00	\$ 165.00	
	plus: ICI buildings for first 2,000m ² - per m ² of GFA	\$ 7.75	\$ 8.00	
	plus: ICI buildings portion of GFA between 2,001m ² and 10,000m ² - per m ² of GFA	\$ 5.25	\$ 5.50	
	plus: ICI buildings portion of GFA beyond 10,000m ² - per m ² of GFA	\$ 2.60	\$ 2.70	
Minor and Amending Plans (see Note 6: per m ² fee applicable only if there is an increase in GFA)	base fee	\$ 9,411.00	\$ 9,599.00	
	plus: ICI buildings for first 2,000m ² - per m ² of GFA	\$ 7.75	\$ 8.00	
	plus: ICI buildings portion of GFA between 2,001m ² and 10,000m ² - per m ² of GFA	\$ 5.25	\$ 5.50	
	plus: ICI buildings portion of GFA beyond 10,000m ² - per m ² of GFA	\$ 2.60	\$ 2.70	
Recirculation/Revisions (where the applicant fails to revise drawings as requested by the Town beyond the third submission or the Applicant changes the plans/proposal)	Major Site Plan (each)	\$ 9,411.00	\$ 9,599.00	
	Minor Site Plan (each)	\$ 5,054.00	\$ 5,155.00	
	base fee	\$ 1,199.00	\$ 1,223.00	

By-law Number XXXX-25
Schedule "H"
Development Planning Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Site Plan Exemption	request for site plan exemption beyond 2 nd submission	\$ 304.00	\$ 310.00	
Telecommunication Tower/Antenna Facilities	Level 1 base fee	\$ 5,742.25	\$ 5,857.00	
	Level 2 base fee	\$ 9,953.00	\$ 10,152.00	
Community Planning Permit Application				
Class 1: Meets all development standards of the CPPS By-law and no variations are required	per application	n/a	n/a	\$ 15,000.00 *
Class 2: Generally meets the intent of the CPPS BY-law but requires minor variations	per application	n/a	n/a	\$ 30,000.00 *
Class 3: Major variations from the CPPS By-law per unit charge for Community Planning Permit Application	per application	n/a	n/a	\$ 50,000.00 *
	plus: per unit for residential 0 - 25 units (per unit)	n/a	n/a	\$ 773.00 *
	plus: per unit for residential 26 - 100 units (per unit)	n/a	n/a	\$ 464.00 *
	plus: per unit for residential 101 - 200 units (per unit)	n/a	n/a	\$ 278.00 *
	plus: per unit for residential > 200 units (per unit)	n/a	n/a	\$ 165.00 *
	plus: ICI buildings for first 2,000m ² - per m ² of GFA	n/a	n/a	\$ 8.00 *
	plus: ICI buildings portion of GFA between 2,001m ² and 10,000m ² - per m ² of GFA	n/a	n/a	\$ 5.50 *
	plus: ICI buildings portion of GFA beyond 10,000m ² . per m ² of GFA	n/a	n/a	\$ 2.70 *
Committee of Adjustment				
Consent				
Lot Creation, Lot Addition, Establishment of Easements, Mortgage change over, Lease over 21 years	base fee	\$ 5,950.00	\$ 6,069.00	
	plus: per new lot created beyond the initial severed parcel	\$ 2,989.00	\$ 3,049.00	
	change of conditions (only before a final consent is granted)	\$ 1,096.00	\$ 1,118.00	
	recirculation fee (see Note 7)	\$ 3,117.00	\$ 3,179.00	
Minor Variances or Permission				
Ground Related Residential Zoned Lands	base fee	\$ 3,287.00	\$ 3,353.00	
Oak Ridges Moraine Residential	base fee	\$ 2,746.00	\$ 2,801.00	
More than one Variance related to a Draft Approved Plan of Subdivision	base fee	\$ 3,287.00	\$ 3,353.00	
	plus: per lot or unit	\$ 1,722.00	\$ 1,756.00	
All Other Uses, including ICI	base fee	\$ 4,027.00	\$ 4,108.00	
Minor Variance (non-owner occupied / after construction)	each	\$ 5,245.00	\$ 5,350.00	*
Recirculation/Revisions (see Note 7)	each	\$ 1,653.00	\$ 1,686.00	
Minor Variance for Outdoor Swim Schools	each	\$ 286.00	\$ 292.00	
General Fees				
Owner's Request to Cancel Public Planning Meeting	base fee	\$ 4,154.00	\$ 4,237.00	
Ontario Land Tribunal Processing Fee (including all development applications)	base fee	\$ 1,236.00	\$ 1,261.00	
Ontario Land Tribunal Processing Fee (Minor Variances, Consent and other appeals)	base fee	\$ 515.00	\$ 525.00	
File Maintenance Fee	per 6 months	\$ 856.00	\$ 873.00	
	minor variance applications - charged annually	n/a	n/a	\$ 873.00 *
Cash in Lieu of Parking Agreement	base fee	\$ 6,120.00	\$ 6,242.00	
Municipal Street Name Change	each	\$ 1,963.00	\$ 2,002.00	
Municipal Addressing Change	each	\$ 1,277.00	\$ 1,303.00	

By-law Number XXXX-25
Schedule "H"
Development Planning Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Deeming By-law Fee	each	\$ 4,763.00	\$ 4,858.00	
Staff report to Council outside of the regular Planning Process	<u>each</u>	\$ 1,133.00	\$ 1,156.00	
Heritage Removal Request	<u>each</u>	\$ 515.00	\$ 525.00	
Agreements				
Amendment of an executed Development Agreement (SUB, CDM, SP)	<u>each</u>	\$ 2,060.00	\$ 2,101.00	
Pre-Consultation				
Level 1: If the Applicant only provides a site plan, with no other supporting information	<u>each</u>	\$ 1,030.00	\$ 1,051.00	
Level 2: If the Applicant provides the following: Site Plan, Landscape Plan, conceptual elevation/images and brief planning justification outlining the proposal and the relevant planning policies	<u>each</u>	\$ 670.00	\$ 683.00	

Notes

1) Major Official Plan Amendment

An application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such applications may include those relating to multiple properties; site specific proposals that represent large scale development/significant change in use; and applications involving significant changes to the text/policies of the Official Plan.

2) Minor Official Plan Amendment

An application that is a small scale amendment to the Official Plan policies and designations, having limited impact or policy implications beyond the subject lands.

3) Major Zoning By-law Amendment

An application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such applications may include:

- an application relating to more than one property;
- a site specific application, if considered to represent large scale redevelopment;
- significant change in use and/or zone category; or
- an application involving significant changes to the development standards or general provisions of the by-law.

4) Minor Zoning By-law Amendment

An application for minor and small scale zoning amendment having no significant impact on adjoining lands. Minor application must be site specific and include:

- a request for additional permitted use, within an existing building or with no significant impact on existing development standards; and
- changes in development standards to accommodate a minor development or severance.

5) Draft Plan of Subdivision

All other lands within the draft plan excluding roads, road widenings and environmental protection lands.

6) Minor and Amending Site Plans

Shall include amendments to existing site plan agreements for those properties with development agreements executed and registered after 2000. Staff shall determine, in consultation with other departments, if a site plan application is considered minor, an amendment or if a new site plan application is required.

7) Recirculation Fee

Required due to an Owner's or Applicant's revisions or deferrals.

8) Applications for Non-Owner Occupied Applications

The fees for Stable Neighbourhood Site Plan and Minor Variance applications for non-owner occupied applicants be based on full cost recovery.

Payment of Fees

All fees set out herein shall be payable to the Town of Aurora upon the submission of the related application to the Town, unless otherwise provided herein. The fee amount shall be completed by the Applicant on the Fee Calculation Worksheet included with each Application Form. 50% of fees refunded if application is withdrawn prior to any Council or Committee of Adjustment consideration.

Telecommunication/Antenna Facilities

Level 1: Antenna systems less than 15 metres in height above ground level or Antennas located on any building, water tower, lamp post, etc. where the height does not exceed 25% of the height of the non-tower structure or 15 metres above ground level - whichever is the greater

Level 2: Towers that aren't exempted from Municipal Approval as per Section 3.5 of the protocol

File Maintenance

If the applicant fails to resubmit (within 6 months) from the date of comments sent

By-law Number XXXX-25
Schedule "I"
By-law Services Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Adult Entertainment Parlour (previously included in By-law 5630-14)				
Owner/Operator - Initial	each	\$2,134.00	\$2,177.00	
Owner/Operator - Renewal	each	\$1,835.00	\$1,872.00	
Entertainer - Initial	each	\$192.00	\$196.00	
Entertainer - Renewal	each	\$176.00	\$180.00	
Entertainer - Late Fee	each	\$59.00	\$60.00	
Entertainer - I.D. Card	each	\$13.50	\$13.75	
Auctioneers (previously included in By-law 5630-14)				
Initial	each	\$162.00	\$165.00	
Renewal	each	\$82.00	\$84.00	
Billiard Hall (previously included in By-law 5630-14)				
Initial	each	\$435.00	\$444.00	
Renewal	each	\$82.00	\$84.00	
Body Rub Parlour (previously included in By-law 5630-14)				
Owner - Initial	each	\$2,300.00	\$2,346.00	
Owner - Renewal	each	\$1,979.00	\$2,019.00	
Operator - Initial	each	\$1,088.00	\$1,110.00	
Operator - Renewal	each	\$976.00	\$996.00	
Provider - Initial	each	\$136.00	\$139.00	
Provider - Renewal	each	\$115.00	\$117.00	
Provider - Late Fee	each	\$59.00	\$60.00	
Provider - I.D. Card	each	\$13.50	\$13.75	
By-law Officer Paid Duty				
Officer Paid Duty (minimum three hours and two officers)	per hour, per officer	\$64.00	\$65.00	
Door to Door Sales Agents (previously included in By-law 5630-14)				
Initial	each	\$91.00	\$93.00	
Renewal	each	\$82.00	\$84.00	
Driving School Instructors (previously included in By-law 5630-14)				
Instructors with vehicle - Initial	each	\$123.00	\$125.00	
Instructors with vehicle - Renewal	each	\$110.00	\$112.00	
Instructor with vehicle - Late Fee	each	\$66.00	\$67.00	
Instructor without vehicle - Initial	each	\$115.00	\$117.00	
Instructor without vehicle - Renewal	each	\$98.00	\$100.00	
Instructor without vehicle - Late Fee	each	\$66.00	\$67.00	
Change of Vehicle Fee	each	\$66.00	\$67.00	
Replacement Plate	each	\$116.00	\$118.00	
Farmers Market (previously included in By-law 6092-18)				
Stall Permit	per season	\$91.00	\$93.00	
	per day	\$42.00	\$43.00	
Fence Exemption Fee				
Application fee for an Existing Fence	each	\$286.00	\$292.00	
Application fee for a New Unconstructed Fence	each	\$202.00	\$206.00	
Horse Riding Establishments (previously included in By-law 5630-14)				
Initial	each	\$298.00	\$304.00	
Renewal	each	\$238.00	\$243.00	
Kennels (previously included in By-law 5630-14)				
Initial	each	\$497.00	\$507.00	
Renewal	each	\$350.00	\$357.00	
Kennel Inspection Fee	each	\$125.00	\$128.00	

**By-law Number XXXX-25
Schedule "I"
By-law Services Division
Effective January 1, 2026**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Limousines (previously included in By-law 5630-14)				
Owner - Initial	each	\$195.00	\$199.00	
Owner - Renewal	each	\$102.00	\$104.00	
Owner - Late Fee	each	\$60.00	\$61.00	
Driver - Initial	each	\$97.00	\$99.00	
Driver - Renewal	each	\$82.00	\$84.00	
Driver - Late Fee	each	\$60.00	\$61.00	
Change of Vehicle Fee	each	\$60.00	\$61.00	
Replacement Plate	each	\$116.00	\$118.00	
I.D. Card	each	\$13.50	\$13.75	
Mobile Sign Installers (previously included in By-law 5630-14)				
Initial	each	\$332.00	\$339.00	
Renewal	each	\$313.00	\$319.00	
<u>Non-compliance re-inspection fee</u>	each	n/a	n/a	\$128.00 *
Place of Amusement (previously included in By-law 5630-14)				
Owner/Operator - Initial	each	\$322.00	\$328.00	
Owner/Operator - Renewal	each	\$136.00	\$139.00	
Refreshment Vehicles and Vendors (previously included in By-law 5630-14)				
Owner - Motorized - Initial	each	\$298.00	\$304.00	
Owner - Motorized - Renewal	each	\$262.00	\$267.00	
Owner - Motorized - Late Fee	each	\$60.00	\$61.00	
Owner - Motorized - Short Term	each	\$60.00	\$61.00	
Owner - No Motor - Initial	each	\$275.00	\$281.00	
Owner - No Motor - Renewal	each	\$262.00	\$267.00	
Owner - No Motor - Late Fee	each	\$60.00	\$61.00	
Vendor - Initial	each	\$116.00	\$118.00	
Vendor - Renewal	each	\$89.00	\$91.00	
Vendor - Late Fee	each	\$60.00	\$61.00	
Change of Vehicle Fee	each	\$60.00	\$61.00	
Replacement Plate	each	\$116.00	\$118.00	
I.D. Card	each	\$13.50	\$13.75	
Second Hand Goods Vendors, Pawnbrokers and Salvage Yard Owners (previously included in By-law 5630-14)				
Initial	each	\$298.00	\$304.00	
Renewal	each	\$256.00	\$261.00	
Sign Application - Administered by Building Services (previously included in By-law 5840-14)				
Mobile Sign	each	\$129.00	\$132.00	
Banner Sign	each	\$129.00	\$132.00	
Feather Banner Sign	each	\$129.00	\$132.00	
Portable Sign	each	\$129.00	\$132.00	
Portable Sign (A-frame, T-frame or sandwich board) - 6 Month Permit	each	n/a	n/a	\$133.00 *
Portable Sign (A-frame, T-frame or sandwich board) - 1 Year Permit	each	\$260.00	\$265.00	*
Special Event Sign	each	\$129.00	\$132.00	
Sign Retrieval Fee	per sign	\$56.00	\$57.00	
Security Deposit	Initial Application Only	\$595.00	\$607.00	
Application for General Sign Permit (unless specified below)	each	\$179.00 per application plus \$11.90/square metre of total aggregate areas of all proposed signs	\$183.00 per application plus \$12.14/square metre of total aggregate areas of all proposed signs	
Application for Billboard or Mural Sign	per application	\$356.00	\$363.00	

By-law Number XXXX-25
Schedule "I"
By-law Services Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Application for revision/renewal of a sign permit	per application	\$179.00	\$183.00	
Security Deposit	per sign	\$595.00	\$607.00	
Application for Sign Variance Request (within the scope limits described in 4.10(b) of By-law 5840.14)	each	\$356.00	\$363.00	
Application for Appeal to Council (pursuant to 4.10(d) of By-law 5840.14)	each	\$356.00	\$363.00	
Application for Sign Variance Request (exceeding the scope limits described in 4.10(e) of By-law 5840.14)	each	\$715.00	\$729.00	
Taxicabs (previously included in By-law 5630-14)				
Owner License - Initial	each	\$597.00	\$609.00	
Owner License - Renewal	each	\$517.00	\$527.00	
Owner License - Late Fee	each	\$110.00	\$112.00	
Broker License - Initial	each	\$264.00	\$269.00	
Broker License - Renewal	each	\$98.00	\$100.00	
Broker License - Late Fee	each	\$98.00	\$100.00	
Taxicab Driver License - Initial	each	\$98.00	\$100.00	
Taxicab Driver License - Renewal	each	\$66.00	\$67.00	
Taxicab Driver License - Late Fee	each	\$66.00	\$67.00	
Transfer of Owner License - General	each	\$193.00	\$197.00	
Transfer of Owner to Estate	each	\$193.00	\$197.00	
Transfer of Taxicab Plate to New Vehicle	each	\$60.00	\$61.00	
Annual Priority List Fee	each	\$30.00	\$31.00	
Replacement Taxicab Plate	each	\$116.00	\$118.00	
Taxicab Meter Reseal	each	\$47.00	\$48.00	
I.D. Card and Tariff Card	each	\$13.50	\$13.75	
Taxi Test Re-write	each	\$35.00	\$36.00	
Taxicab Identification Holder	each	\$12.00	\$12.25	
Vacant Registry (previously included in By-law 6114-18)				
Property Zoned Residential	Initial	\$210.00	\$214.00	
	Renewal	\$298.00	\$304.00	
Property Zoned Commercial	Initial	\$238.00	\$243.00	
	Renewal	\$356.00	\$363.00	
Property Zoned Institutional	Initial	\$238.00	\$243.00	
	Renewal	\$356.00	\$363.00	
Property Zoned Industrial	Initial	\$238.00	\$243.00	
	Renewal	\$356.00	\$363.00	
Property Zoned Promenade	Initial	\$238.00	\$243.00	
	Renewal	\$356.00	\$363.00	
Inspection	per hour	\$131.00	\$134.00	
Re-Occupancy Inspection	each	\$60.00	\$61.00	
Miscellaneous Fees				
Remedial Action Administration Fee	Administration fee for services and materials expended by the Town in carrying out the requirements of a Notice or an Order, in whole or in part	Town's out-of-pocket expenses plus 50%	Town's out-of-pocket expenses plus 50%	
Order File Management Fee	Management fee applied when an Order has been registered on title	\$855.00	\$872.00	
Property Standards Appeal Fee	each	\$288.00	\$294.00	
Accessible/EV/No Parking Signs (purchase of sign only and does not include installation)	each	\$55.00	\$56.00	
Licensing Application Appointment Fee (after 2nd appointment)	per hour Page 3 of 3	n/a	n/a	\$45.00

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**By-law Number XXXX-25
Schedule "J"
Animal Services Division
Effective January 1, 2026**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Cat License (previously included in By-law 6197-19)				
Regular License	each	\$ 23.75	\$ 24.25	
License for cat owned by Resident fifty-five (55) years of age or older	each	\$ 17.00	\$ 17.25	
Dog License (previously included in By-law 6197-19)				
Regular License	each	\$ 35.50	\$ 36.25	
License for 'Dangerous Dog'	each	\$ 119.00	\$ 121.00	
License for dog owned by Resident fifty-five (55) years of age or older	each	\$ 25.00	\$ 25.50	\$ 25.00 *
License for guide dog or service animal (with proper documentation)	each	no charge	no charge	
Impound (previously included in By-law 6197-19)				
First Impound	each	\$ 36.00	\$ 36.75	
Second Impound	each	\$ 52.00	\$ 53.00	
Third Impound	each	\$ 89.00	\$ 91.00	
Daily Maintenance	each	\$ 25.00	\$ 25.50	
Replacement Tag (previously included in By-law 6197-19)				
Cat or dog	each	\$ 6.00	\$ 6.25	
Animal Control Services				
Trapping Fee (Includes food and trap)	flat fee	\$ 56.50	\$ 57.50	
Private Property deceased wildlife removal (bagged)	per animal	\$ 30.00	\$ 30.50	
Private Property deceased wildlife removal (unbagged)	per animal	\$ 60.00	\$ 61.00	
Deceased Domestic - Small Size (up to 15 lbs)	per animal	\$ 17.50	\$ 18.00	
Deceased Domestic - Medium Size (between 16 and 40 lbs)	per animal	\$ 35.00	\$ 36.00	
Deceased Domestic - Large Size (between 41 and 100 lbs)	per animal	\$ 53.00	\$ 54.00	
Officer Paid Duty (minimum three hours, two Officers)	per hour, per officer	\$ 64.00	\$ 65.00	
Animal Order Appeal Fee	each	\$ 288.00	\$ 294.00	
Animal Surrenders & Aggressive Dog Assistance	each	\$ 93.00	\$ 95.00	

By-Law Number XXXX-25
Schedule "K"
Access Aurora Division
Effective January 1, 2026

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
CIVIL MARRIAGE SERVICES				
Civil Marriage Fee	per service	\$536.00	\$547.00	
Marriage Licences	per licence	\$161.00	\$164.00	
Witness Fee (<i>if Town staff are required to be witnesses</i>)	per witness	\$72.00	\$73.00	
Rehearsal Fee for offsite Civil Marriage ceremony	per service	\$108.00	\$110.00	
Administrative Fee to be charged for change of wedding date within 7 days of scheduled ceremony	per change	\$39.50	\$40.25	
Administrative Fee to be charged for cancellation of Civil Marriage ceremony before consultation meeting	each	\$74.00	\$75.00	
Administrative Fee to be charged for cancellation of Civil Marriage ceremony after consultation meeting	each	\$213.00	\$217.00	
ADMINISTER OATHS/TAKE AFFIDAVITS This fee is to commission documents for work that is not in connection with business of the Town (i.e. third party)				
Commission Service (Pension documents for seniors are completed at no charge)	per commission	\$27.00	\$28.00	
VITAL STATISTICS INFORMATION				
Burial Permits (HST Exempt)	per permit	\$45.00	\$46.00	
LOTTERY LICENSING				
Bingo Events (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board	
Raffles (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board	
BREAK OPEN TICKETS (NEVADA) (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board	
Media Bingo (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board	
Letters of Approval (HST Exempt) Town approval of Lottery Schemes Licenced by the Province of Ontario	per application	\$45.00	\$46.00	
Liquor License Clearance Letter	each	\$219.00	\$223.00	
No Objection Letter	each	\$99.00	\$101.00	
Road Closure Application Fee	each	n/a	n/a	\$125.00 *

**By-law Number XXXX-25
Schedule "L"
Short-Term Rentals
Effective January 1, 2026**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2025 (Including H.S.T. where applicable)	2026 (Including H.S.T. where applicable)	2026 Proposed Changes (Including HST where applicable)
Short-Term Rentals (Company providing service - i.e. Airbnb, VRBO, Expedia)				
STR Companies - Initial License Fee (each)	up to 10 properties	\$ 536.00	\$ 547.00	
	11 to 50 properties	\$ 1,071.00	\$ 1,092.00	
	51 to 100 properties	\$ 5,356.00	\$ 5,463.00	
	Over 100 properties	\$ 11,783.00	\$ 12,019.00	
STR Companies - Renewal License Fee (each)	up to 10 properties	\$ 428.00	\$ 437.00	
	11 to 50 properties	\$ 857.00	\$ 874.00	
	51 to 100 properties	\$ 4,285.00	\$ 4,371.00	
	Over 100 properties	\$ 9,427.00	\$ 9,616.00	
Short-Term Rental Operators (Local host/owner of individual Short-Term Rental)				
Initial License Fee (1-3 bedrooms)	each	\$ 407.00	\$ 415.00	
Renewal License Fee (1-3 bedrooms)	each	\$ 385.00	\$ 393.00	
Miscellaneous Fees				
License Renewal Late Fee (Company)	each	\$ 536.00	\$ 547.00	
License Renewal Late Fee (Host)	each	\$ 54.00	\$ 55.00	
Replacement License Placard	each	\$ 54.00	\$ 55.00	
Short Term Rental Re-Inspection Fee	each	\$ 125.00	\$ 125.00	



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Town of Aurora
Committee of the Whole Report
No. FIN25-050

Subject: Tax Sale Process Update

Prepared by: Cameron Clara, Administrator, Revenue

Department: Finance

Date: October 14, 2025

Recommendation

1. That Report No. FIN25-050 be received for information.

Executive Summary

The purpose of this report is to outline our property tax collection processes available to the Town that are within the legislation of the Municipal Act, 2001 and provide next steps on proceeding with a tax sale if the Town of Aurora's collection efforts are unsuccessful.

Through a documented process, the Town plans to proceed with tax registration and tax sale proceedings for eligible properties for the purpose of decreasing property tax arrears balances.

- The Town will continue to keep residents informed on the status of their account and will continue to review property tax collection methods to collect overdue property taxes
- The Town will follow a six-stage process with the final stage being a tax sale

Background

In 2024, the Town of Aurora outlined its Tax Sale Process, which is designed to recover unpaid property taxes in accordance with the Municipal Act, 2001. As part of our continued efforts to address property tax arrears, this report revisits the Town of Aurora's Tax Sale Process introduced in 2024 and reaffirms Aurora's commitment to fair and transparent property tax recovery strategies.

The Municipal Act, 2001, and Ontario Regulation 181/03 (the “Municipality Tax Sales Rules”) govern the circumstances under which a property may be sold by the Town. The Town may register a Tax Arrears Certificate against a title if the property taxes remain unpaid for two years prior to January 1 of any year. This applies to both residential and non-residential classes of properties.

The Town’s most recent policy titled “Property Tax Collection Procedures”, was last updated on January 1, 2019. The Town has not proceeded with the tax sale process for any of the eligible properties mainly because of the pandemic.

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

Analysis

The Town will continue to keep residents informed on the status of their account and will continue to review property tax collection methods to collect overdue property taxes

Property tax bills are mailed to all residents twice per year, first with the interim bill issued in the winter and second with the final bill issued in the summer. These bills include any overdue balances or interest charges that have been applied to all past due property taxes. The Town issues reminder notices the month following each installment due date for all property tax accounts that have an overdue balance.

For accounts that have reached their third year of arrears, a final collection notice letter will be issued to advise the property owner of the potential of tax sale proceedings. This final notice requests payment in full for the balance or specified payment arrangement.

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

The tax sale process will be managed by Realtax to conduct the tax sale registration and tax sale proceedings for the eligible properties. The registration of a tax arrears certificate provides property owners with a one-year time frame serving as the final opportunity for resolution before a property becomes eligible for sale.

Prior to the commencement of the tax sale process, Realtax will be issuing a Farm Debt Mediation Letter as per the Farm Debt Mediation Act to all properties eligible for tax

sale irrespective if the property is farmland or not. This letter is issued in the event the owner of a tax sale eligible property has an interest in a farming operation within Canada.

The Town plans to follow a six-stage process to manage the collection of overdue property tax arrears if collection efforts have been unsuccessful. These steps include:

1. Conducting a title search
2. Initiating a tax arrears certificate
3. Issuing a registration of tax arrears
4. Issuing a final notice to all interested parties
5. Advertising the property for tax sale
6. Conducting a tax sale by way of public tender

Property owners are encouraged to contact the Town to establish a sufficient payment arrangement to remove the account from tax sale eligibility. If the collection activities are not successful in the year the final notice is issued, the Town will proceed with tax sales for eligible properties in the subsequent year.

Advisory Committee Review

Not applicable

Legal Considerations

As outlined in the report, the tax sale process is regulated and outlined in the *Municipal Act, 2001*, S.O. 2001, c. 25, and Ontario Regulation 181/03 – Municipal Tax Sales Rules. The legislation sets out the circumstances in which a tax sale can be undertaken and details the prescribed process. If property taxes are not redeemed on a property as required, the Town becomes authorized to sell the property through a public process to third parties to recover the outstanding amounts. The Town is required to strictly follow all the legislative requirements as part of a tax sale process. If there isn't a successful purchaser on a tax sale, the Town has the option to vest ownership of such property in its name.

Financial Implications

The Town has 176 property tax accounts with arrears balances that are three years or greater overdue amounting to a balance of \$ 2.8 million. Of these, 172 are classified as residential, and four as commercial.

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

If services from a Bailiff are required, any applicable fees would be added to the applicable property tax account and would be collected in the same manner as Realtax fees as stated above.

Tax sale initiatives allow the Town to reduce the amount of tax arrears which would lead to improved cash flow to utilize towards investment opportunities and potentially increase investment income.

The Town applies monthly penalty at a rate of 1.25% on all past due property taxes per month. Successful tax sale collection strategies will reduce the arrears balances and would result in lower interest applied for future months.

Communications Considerations

This report will be posted to the Town's website. The Town will continue to keep residents informed on the status of their account and will continue to review property tax collection methods to collect overdue property taxes. Anyone impacted will be communicated with directly.

Climate Change Considerations

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

Link to Strategic Plan

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

Alternative(s) to the Recommendation

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

Conclusions

The Town of Aurora remains committed to conducting transparent and fair property tax collection strategies. As we move forward, timely communication and adherence to timelines will remain central to our approach. The Town will update the applicable policy to support the process that will be actively implemented.

Attachments

None

Previous Reports

Proposed Tax Sale Process (FIN24-052, Tax Sale Process, November 5, 2024)

Pre-submission Review

Agenda Management Team review on September 26, 2025

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Committee of the Whole Report

No. OPS25-019

Subject: Aurora Water System Financial Plan as Required by Ontario Regulation 453/07

Prepared by: Emily Moore, Program Coordinator, Water/Wastewater/Stormwater

Department: Operational Services

Date: October 14, 2025

Recommendation

1. That Report No. OPS25-019 be received; and
2. That the Six-Year Financial Plan for the Town of Aurora Water System be approved; and
3. That the Financial Plan be submitted to the Ministry of Municipal Affairs & Housing, and the Ministry of Environment, Conservation and Parks before December 15, 2025, and
4. That the Financial Plan be posted to the Town of Aurora internet site.

Executive Summary

The purpose of this report is to obtain Council approval of a Financial Plan required for renewing the Municipal Drinking Water Licence (MDWL), under the Safe Drinking Water Act, 2002 (the Act). A Municipal Drinking Water Licence is an approval by the Ministry of Environment, Conservation and Parks (MECP) for the operation of the municipal drinking water system for a five-year period. The Town of Aurora's (The Town's) current MDWL expires in July 2026. The Town's Distribution System Financial Plan has been prepared in accordance with Ontario Regulation 453/07 and must be approved by a resolution of Council, posted to the internet site and submitted to the MECP with the Licence application and to the Ministry of Municipal Affairs and Housing:

- Licensing of drinking water system mandated by Provincial Legislation.
- The requirement for a provincially approved Financial Plan is focused on the province's long-term strategy to ensure financially sustainable drinking water systems.

- The Town's focus on long-term sustainability includes multi-year operating and capital programs consistent with Provincial requirements.
- The Aurora Water System Financial Plan submission is based upon the Town's most current multi-year forecast with one exception.
- The Financial Plan meets all legislated requirements and demonstrates sustainable funding for the long-term preservation of assets.

Background

Licensing of drinking water system mandated by Provincial Legislation.

In Part Two of Justice Dennis O'Connor's Report of the Walkerton Inquiry, Justice O'Connor recommended that municipalities plan for the long-term financial sustainability of their drinking water systems. Municipalities should ensure adequate finances are available to cover operational costs as well as costs for maintaining and upgrading municipal water systems to ensure the safety of drinking water supplies.

Ontario Regulation 188/07: Licensing of Municipal Drinking Water Systems, under the Act, outlines the requirements and timelines for acquiring a licence for the Town's drinking water system. A Council approved Financial Plan, in accordance with Ontario Regulation 453/07: Financial Plans, outlining at a minimum six years of operations, is required to be submitted to the Ministry of Environment, Conservation and Parks part of the application for the Drinking Water System Licence renewal.

The Town's due date to apply for the Licence renewal is December 15, 2025.

Analysis

The requirement for a provincially approved Financial Plan is focused on the province's long-term strategy to ensure financially sustainable drinking water systems.

The primary purpose for the submission of a Financial Plan to the Province is to support the Provincial objective of ensuring all drinking water systems are planning for long-term financial needs. The plan is intended to demonstrate that financial commitment. This commitment is fully supported by staff and Council as demonstrated by the operating budget process and long-term capital planning initiatives undertaken annually.

The Town's focus on long-term sustainability includes multi-year operating and capital programs consistent with Provincial requirements.

The included Financial Plan which considers the 10-year Capital and Operating Plan for water program costs and rates compared to its recent historical trends is consistent with Provincial requirements. This program's Capital Replacement Plan drives the Town's reserve adequacy analysis that determines the extent to which its reserve must be replenished each year to ensure its sustainability.

This approach meets the minimum Provincial requirement at this time being a Six-Year Financial Plan.

The Aurora Water System Financial Plan submission is based upon the Town's most current multi-year forecast with one exception.

The presented Aurora Water System Six-Year Financial Plan is in alignment with the Town's most current multi-year plan and does not commit the Town to any additional expenditures in any way.

There is only one instance where these plans are not aligned pertaining to the inclusion of the effects of this program's tangible capital assets on its financial picture. To reflect this program's projected performance based upon a full accrual basis of accounting, the amortization expenses for all its existing assets have been accounted for and funded within its Financial Plan to ensure a financial sustainable water system. This amortization expense has been captured in the form of an annual contribution to the water reserve in support of the renewal of existing infrastructure. It can be observed that the Financial Plan's reserve contributions exceed its amortization expenses. This can be expected as an asset's amortization expense represents the historical cost for this asset rather than its future replacement cost. Consequently, the planned contribution to the water reserve is based upon future asset replacement cost.

The Town's planned contribution to the water reserve is driven by its identified tangible Capital Asset Multi-Year Asset Management Capital Plan. Annual required reserve contributions strive to ensure the ongoing financial sustainability of this reserve in consideration of this plan's identified on-going requirements.

The Financial Plan meets all legislated requirements and demonstrates sustainable funding for the long-term preservation of assets.

The Town has been progressively moving towards sustainable funding of the water system, and this is now being demonstrated to the province through submission of this

plan. The Financial Plan has been prepared in compliance with Provincial requirements for reporting and will fulfil licensing requirements.

Advisory Committee Review

None.

Legal Considerations

In accordance with the Act and O. Reg. 453/07, prior to applying to renew its licence, Council must approve by resolution a Financial Plan that must apply to a period of at least six years, be made available to members of the public on request and by posting it on the internet. Notice must be provided regarding the availability of the financial plans.

Financial Plans are required to include details of the proposed or projected financial position and operation of the drinking water system, as well as details of the drinking water system's proposed or projected gross cash receipts and gross cash payments.

Financial Implications

The presented Financial Plan for the Aurora water system is in alignment with the Town's most current multi-year financial plan. There are no additional financial implications of this report beyond the current water system's budget plans previously approved by Council. The most current 2025 to 2031 Financial Plan for the Aurora Water System's Operating and Capital budgets can be found under Attachment #1.

Communications Considerations

This report will be posted to the Town's website in order to inform the public.

Climate Change Considerations

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

Link to Strategic Plan

This process supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All, through its accomplishment in satisfying requirements in the following key objective within this goal statement:

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

Alternative(s) to the Recommendation

1. There are no alternative recommendations. Council endorsement and submission of a Financial Plan is part of the legislated requirements of the drinking water system licensing process.

Conclusions

The Town of Aurora has successfully completed all necessary steps to meet the requirements of the Safe Drinking Water Act, 2002 and O. Reg 437/07 to create a Financial Plan that can be submitted as part of an application to renew the Municipal Drinking Water Licence for the Town's drinking water distribution system. Council's endorsement and submission of the Financial Plan is the final step in meeting the licensing requirements.

Once the Financial Plan is endorsed, the licence renewal application package, including the Financial Plan, will be submitted to the Ministry of the Environment, Conservation and Parks, to comply with the renewal due date of December 15, 2025.

Attachments

Attachment #1 - Town of Aurora Distribution System Financial Plan No. 115-301

Previous Reports

OPS20-015 DWQMS – Financial Plan, September 22, 2020

Pre-submission Review

Agenda Management Team review on September 25, 2025.

Approvals

Approved by Sara Tienkamp, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer



AURORA WATER DISTRIBUTION SYSTEM FINANCIAL PLAN

Financial Plan No. 115-301
As per Ontario Regulation 453/07
September 2025



Table of Contents

Introduction.....	2
Executive Summary	2
Regulatory Context	2
Safe Drinking Water Act and Ontario Regulation 453/07	2
Municipal Drinking Water Licence.....	3
Financial Planning	3
Asset Management	3
Impact of Community Growth.....	4
Financial Position	4
Financial Plan.....	4
Opening Position (Table 1).....	4
Capital Expenditures (Table 2).....	4
Statement of Operations (Table 3)	4
Statement of Cash Flow – Direct Method (Table 4)	5
Statement of Change in Net Financial Assets (Table 5).....	5
Reserve Balance (Table 6).....	5
Rate Forecast (Table 7)	6
Statement of Financial Position (Table 8)	6
Debt Management	6
Conclusion	6
Appendix A – Financial Tables	8

Introduction

Executive Summary

A requirement for the renewal of Municipal Drinking Water Licence 115-101 (herein referred to as “the Licence”) issued under the *Safe Drinking Water Act, 2002* is the development of a Financial Plan covering a period of at least six years. The initial year for the Financial Plan is the year the drinking water system's Licence is set to expire. The Town of Aurora's (the Town's) Licence expires on June 15, 2026, the timeline of this Financial Plan begins in 2026. The year 2025 has been included to show the opening position that forms the basis of the estimates for the following six years.

This Financial Plan outlines the funding strategy, cost recovery mechanisms, and financial policies required to ensure long-term sustainability, regulatory compliance and service reliability for a drinking water distribution system serving a population of 66,300 with 18,025 private residences served.

The Town's Drinking Water System consists of watermain piping, a booster station, bulk filling station, fire hydrants, valves, service connections and meters. The water network is comprised of approximately 256 kilometers of watermain with diameters ranging between 50mm to 500mm and approximately 18,264 total water service connections.

Watermain pipe materials include polyvinyl chloride and high-density polyethylene (51.6%), ductile iron (41.6%), cast iron (3.4%), copper (1.7%), concrete pressure pipe (1.4%) and asbestos-cement (0.4%). There are no lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.

Regulatory Context

Safe Drinking Water Act and Ontario Regulation 453/07

The Safe Drinking Water Act, 2002 and Ontario Regulation 453/07 requires the development of a Financial Plan covering a period of at least six years. The Regulation requires that the Owner of a drinking water system approve a Financial Plan that must be submitted to the Province within the timeline listed in the Licence.

The Financial Plan requirements identified in this Regulation are summarized below and must:

- Be approved through resolution by Council that indicates that the drinking water system is financially viable.
- Provide for a planning period of at least six years, starting the last year in which the drinking water system's existing municipal drinking water licence would otherwise expire.
- Include the current financial position, projected operating costs, capital plan, and revenues to demonstrate appropriate fiscal management.
- Be made available to the public, at no cost upon request, be published on the internet site and the public must be notified of its availability.
- Be submitted to the Ministry of Municipal Affairs and Housing.

Municipal Drinking Water Licence

The Town received its current Licence in June 2021 and with an amendment in November 2024. The Licence expires on June 15, 2026, with the requirement to submit a renewal application before December 15, 2025.

Section 8 of the Licence requires that a Financial Plan numbered 115-301 be submitted with the renewal application.

Financial Planning

Asset Management

The Town's 10-year Capital Plan is informed by the Town's Asset Management Plan. It outlines necessary works, including asset rehabilitation and replacement, that helps mitigate risk in the system. The Capital Plan for Asset Management works is funded through a reserve account that is replenished annually via water rates. These water rates are set to ensure sufficient reserve balances to meet the water system's capital needs over the long-term.

The Town is also currently undertaking the creation of a Water and Wastewater Master Plan, that will inform and identify long-term infrastructure capacity needs taking into consideration Town growth projections.

Impact of Community Growth

The Town's projected total population growth is 5,600 over the planning horizon of 2026-2032, with a total projected population of 71,900 at the end of this period.

The majority of the Town's green field development is nearing completion. Once these developments have been serviced, minimal further infrastructure growth is anticipated.

Financial Position

The Town's water system's financial position consists of both financial and non-financial assets. The system's financial assets include any cash holdings, net of any liabilities. Its non-financial assets include its current tangible capital assets in use (net of annual additions, donations, write-downs or disposals), assets under construction, as well as all supply inventories and prepaid expenses.

Financial Plan

Opening Position (Table 1)

The information in Table 1 provides a starting point for the Financial Plan and is based on the 2025 operating year.

Capital Expenditures (Table 2)

Capital planning establishes the water system's future investments required to maintain its existing infrastructure at established levels of service as well as accommodate for future growth and changes in water demand.

Table 2 summarizes the system's annual expected capital expenditures from 2025 to 2031 which are primarily funded by the water reserve. The capital plan demonstrates a reasonably balanced annual expected investment rate with relatively higher expenditures planned in 2031 to rehabilitate a watermain that is approaching the end of its useful life. Overall, the presented plan achieves all water system objectives and is affordable.

Statement of Operations (Table 3)

The Statement of Operations provides a profile of the direct costs related to the operation of the water system. The largest operating expense includes the wholesale purchase of water from the Regional Municipality of York (York Region). The Financial

Plan includes projected annual wholesale water rate increases of 3.3% from 2026 to the end of the forecast period.

The Statement of Operations also incorporates the system's tangible capital asset amortization expense which reflects the minimum level of capital rehabilitation and replacement expenditures that are required annually to maintain the system.

Another key element on this statement is the accumulated surplus/deficit. An accumulated surplus indicates available net resources to be used in the provision of future water services. As indicated in Table 3, the Financial Plan anticipates that its accumulated surplus will increase from a 2025 closing surplus of \$12.9 million to over \$21 million by the end of 2031.

Statement of Cash Flow – Direct Method (Table 4)

The Statement of Cash Flow summarizes how the water system is expected to generate and use cash resources during the planning period. The transactions that provide/use cash are classified as operating, capital and finance activities as shown in Table 4. The Financial Plan anticipates the cash position of the Town's water system to decrease from approximately \$11.6 million at the end of 2025 to \$9.8 million by the end of 2031. This decline is mostly the result of anticipated capital expenditures exceeding the replenishment of the system's reserve in a few years over this period. Overall, the system's cash remains in a strong position throughout the planning period.

Statement of Change in Net Financial Assets (Table 5)

Table 5 presents the Statement of Change in Net Financial Assets which indicates whether sufficient revenue is available to offset the system's operating, capital asset, and other non-financial asset costs.

Reserve Balance (Table 6)

Table 6 presents the forecasted closing reserve balance for the planning period 2025 - 2031. In comparing the reserve's contributions to the amortization costs shown in Table 5, it is demonstrated that its annual contributions exceed the system's minimum capital asset replacement costs but continue to be lower than its average capital investment need of \$3.8 million until 2030. By 2030 the system's reserve contributions begin to exceed its average capital investment needs indicating an improvement in its health.

Rate Forecast (Table 7)

Table 7 presents the water rate forecast as a cost-per-cubic-meter. This rate reflects a full cost recovery of the system's identified requirements relative to expected net volumetric water sales after a deduction for unbillable water use and loss.

Statement of Financial Position (Table 8)

The Statement of Financial Position describes the assets, liabilities and accumulated surplus of the Town's water system. A key element of this statement is the tangible capital asset balance which increases when assets are acquired through construction or donation and decreases when assets are disposed of, written down, or amortized. The Town's tangible capital asset balance is expected to grow by \$7.4 million by the end of 2031, indicating investments in new tangible capital assets will exceed the use of existing assets over the forecast period. Also of interest, the included cash item in this statement represents the system's reserve balance which is fully cash in nature.

Debt Management

The water system's debt may include any existing liabilities such as balances owing to its contractors, or outstanding debenture principle. In this instance, the Town's water system presently does not have any debt or other liabilities.

Conclusion

The Financial Plan for the Town has been prepared to incorporate all the required elements and demonstrates a commitment to move to full cost accounting and a sustainably funded water system. As the Town's water system's infrastructure ages, its capital rehabilitation and replacement requirements will continue to grow which will continue to subject the system's annual required reserve contribution to upward pressure.

It is anticipated that all of the Town's greenfield lands will be fully developed within the next ten years, resulting in a stabilization of demand on the water system. All anticipated growth requirements for the water system for the next ten years have been captured in the Town's 2024 Development Charge study. Through its Development Charge Study, the Town strives to address the timing and funding of these noted requirements while adhering to the principle of "growth pays for growth". This Plan strives to ensure that the system's growth requirements have no net impact on the annual operating budget. Presently, the Town is undertaking a Water & Wastewater

Master Plan which will further inform its water system's capital requirements once complete.

Appendix A – Financial Tables

Table 1
Opening Position 2025 ('000)

Description	Amount
Revenue	14,836
Operating Expenses	3,260
Reserve Contribution	2,289
Cash Reserve	12,578
Fixed Assets	62,740

Table 2
Capital Expenditures ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Asset Management	3,003	3,931	2,473	2,692	3,162	2,650	8,103
Growth & New	126	60	-	-	-	-	-
Studies & Other	168	68	-	-	-	-	-
Total	3,297	4,059	2,473	2,692	3,162	2,650	8,103

Table 3
Statement of Operations ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Revenues	14,836	15,729	16,525	17,318	18,135	18,977	19,847
Expenses							
Operating Costs	3,260	3,507	3,574	3,640	3,707	3,776	3,849
Wholesale purchase of water	9,286	9,684	10,003	10,334	10,675	11,027	11,391
Interest	-	-	-	-	-	-	-
Amortization	1,983	2,035	2,102	2,144	2,189	2,242	2,287
Gross Expenses	14,529	15,226	15,680	16,117	16,571	17,045	17,527
Annual Surplus/(deficit)	307	503	845	1,201	1,564	1,932	2,321
Accum. Surplus beginning of period	12,578	12,885	13,388	14,233	15,434	16,998	18,930
Accum. Surplus end of period	12,885	13,388	14,233	15,434	16,998	18,930	21,250

Table 4
Statement of Cash Flow (Direct Method) ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Operating Transactions							
Cash received from:							
Water Operations	14,836	15,729	16,525	17,318	18,135	18,977	19,847
Cash paid for:							
Operating costs	12,547	13,190	13,577	13,974	14,382	14,803	15,240
Cash provided from operating transactions	2,289	2,538	2,948	3,344	3,753	4,174	4,608
Capital Transactions							
Acquisition of tangible capital assets	3,297	4,059	2,473	2,692	3,162	2,650	8,103
Cash applied to capital transactions	(1,008)	(1,521)	475	652	591	1,524	(3,495)
Finance Transactions							
Cash from Reserves	-	-	-	-	-	-	-
Increase/(Decrease) in cash and equivalents	(1,008)	(1,521)	475	652	591	1,524	(3,495)
Cash and equivalents beginning of period	12,578	11,570	10,050	10,525	11,177	11,769	13,293
Cash and equivalents end of period	11,570	10,050	10,525	11,177	11,769	13,293	9,798

Table 5
Statement of Change in Net Financial Assets ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Annual Surplus/(deficit)	307	503	845	1,201	1,564	1,932	2,321
Add: Amortization of capital assets	1,983	2,035	2,102	2,144	2,189	2,242	2,287
Less: Acquisition of capital assets	3,297	4,059	2,473	2,692	3,162	2,650	8,103
Disposal of tangible capital assets	-	-	-	-	-	-	-
Change in net financial assets (debt)	(1,008)	(1,521)	475	652	591	1,524	(3,495)
Net financial asset (debt) position beginning of period	12,578	11,570	10,050	10,525	11,177	11,769	13,293
Net financial asset (debt) position end of period	11,570	10,050	10,525	11,177	11,769	13,293	9,798

Table 6
Reserve Balance ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Opening Reserve Balance	12,578	11,570	10,050	10,525	11,177	11,769	13,293
Contribution to Reserve	2,289	2,538	2,948	3,344	3,753	4,174	4,608
Capital Investments	(3,297)	(4,059)	(2,473)	(2,692)	(3,162)	(2,650)	(8,103)
Rate Stabilization Draw	-	-	-	-	-	-	-
Closing Reserve Balance	11,570	10,050	10,525	11,177	11,769	13,293	9,798

Table 7
Rate Forecast

Description	2025	2026	2027	2028	2029	2030	2031
Total Costs to be Recovered ('000)	14,526	15,419	16,215	17,008	17,825	18,667	19,537
Volumetric Sales Forecast ('000)	5,515	5,576	5,598	5,621	5,643	5,666	5,688
Annual Blended Retail Rate (Jan 1)	2.63	2.77	2.90	3.03	3.16	3.29	3.43
Actual Rate for Billing Period (May1)	2.67	2.80	2.93	3.06	3.19	3.33	3.47

Table 8
Statement of Financial Position ('000)

Description	2025	2026	2027	2028	2029	2030	2031
Financial Assets							
Cash	11,570	10,050	10,525	11,177	11,769	13,293	9,798
Liabilities							
Debt	-	-	-	-	-	-	-
Net financial assets	11,570	10,050	10,525	11,177	11,769	13,293	9,798
Non Financial Assets							
Tangible Capital Assets	69,008	70,498	70,579	70,813	71,416	71,514	76,383
Accumulated Surplus/ (Deficit)	80,579	80,548	81,104	81,990	83,185	84,807	86,181



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Town of Aurora

Committee of the Whole Report

No. PDS25-099

Subject: Application for Zoning By-law Amendment
Totera Meats Limited
14 & 18 Wellington Street East
Lots 130 & 131, and Part of Lot 128, as in R650109 Plan 246
File Number: ZBA-2024-09

Prepared by: Peter Fan, Planner

Department: Planning and Development Services

Date: October 14, 2025

Recommendation

1. That Report No. PDS25-099 be received; and
2. That Zoning By-law Amendment Application ZBA-2024-09 be approved to rezone the subject lands from "Promenade Downtown (PD1) Exception Zone (59)" to "Promenade Downtown (PD1) Exception Zone (571)"; and
3. That the implement By-law for the Zoning By-law Amendment be brought forward to a future Council meeting for enactment

Executive Summary

This report seeks Council's approval for the proposed Zoning By-law Amendment (ZBA) application located at 14 & 18 Wellington Street East (Figure 1). The purpose of this application is to amend the development standards to facilitate the development of 2 additional storeys fronting Wellington Street at 14 Wellington Street East, resulting in an overall building height of 4 storeys. The proposed additional will increase the overall number of dwellings from 20 to 33 units.

- The purpose of the proposed ZBA is to provide new development standards for the 2 storey building addition and recognize the existing non-complying development standards.

- The proposed Zoning By-law Amendment will conform with the Regional Corridor, Aurora Promenade Concept Plan, and Downtown Promenade Policies.
- The proposed Zoning By-law Amendment will create a new site-specific PD1 Exception Zone to permit additional storeys, recognize existing ground-floor residential units, adjust parking, to support a mixed-use redevelopment in Downtown Aurora.

Background

Land use History

Originally, the subject lands at 14 Wellington Street East contained a mixed-use building fronting on Wellington Street East with commercial unit on the ground floor and 4 residential units on the second floor. On 18 Wellington Street East, there was a 2 storey fourplex residential building fronting on Wellington Street East.

On June 25th, 1987, a site-specific zoning was approved by Council to facilitate an addition to the 2 storey building at 14 Wellington Street East. The building addition consisted of 10 residential units above the commercial unit fronting Centre Street. Combined with the original 4 residential units fronting Wellington Street East, this brings the total to 14 residential units at 14 Wellington Street East.

Subsequently, in April 1996, minor variance applications (D13-22-96, D13-23-96, and D13-24-96) were approved to facilitate the redevelopment of the subject lands. A mixed-use building with commercial on the ground floor and 6 residential units above were proposed to replace the existing fourplex at 18 Wellington Street East. In combination of 14 and 18 Wellington Street East the Zoning By-law restricted this property to a maximum of 20 residential units. In addition, the minor variance applications permitted a maximum total gross floor area of 2,563 square meters and a minimum of 40 parking spaces for 14 and 18 Wellington Street East.

Through the pre-consultation with Staff on July 19th, 2018, Staff discovered that the existing buildings exceeded the maximum number of residential units. Each building on 14 and 18 Wellington Street East constructed an additional 2 residential units on the ground floor for a total of 24 residential units. Furthermore, of the required 40 parking spaces, only 35 parking spaces were provided; many of which did not comply with the Town's parking size standards.

Currently, the applicant is proposing to increase the total number of residential units across 14 and 18 Wellington Street East to 33 residential units. At 14 Wellington Street East, the proposal involves an additional 2 storeys along the Wellington Street frontage. As part of this, 1 existing residential unit would be removed for reconfiguration, and 10 new residential units would be created within the new 2 storeys. The applicant is proposing no changes to the existing 18 Wellington Street East. Lastly, all parking spaces will be recognized to comply with the Town's current parking size standards. As a result, the Owner can only accommodate 30 parking spaces and 2 barrier free parking spaces, whereas the Town requires a minimum of 40 parking spaces and 2 barrier free parking spaces.

Location / Land Use

The subject lands are municipally known as 14 and 18 Wellington Street East. The subject lands are located on the north side of Wellington Street East, south of Centre Street, and in close proximity to Yonge Street to the west (Figure 1). The subject lands have an area of 0.25 hectares (0.64 acres) and contains 30.62 metres (100 feet) of frontage on Wellington Street East and 61.09 metres (200 feet) of frontage on Centre Street.

The subject lands contain 2 mixed-use buildings, one located at 14 Wellington Street East, and one mixed-use building located at 18 Wellington Street East (Figure 1). The mixed-use building at 14 Wellington Street has an overall building height of 4 storeys fronting Centre Street (Figure 2) and is 2 storeys fronting Wellington Street (Figure 3). The building at 18 Wellington Street East is 3 storeys in height. There is 1 vehicular access from Centre Street to service the mixed-use building at 14 Wellington Street and a second vehicular access to service 18 Wellington Street from Centre Street. Given that the adjacent landowner at 15255 Yonge Street (Dream Art Luxury Furniture) is the same owner as 14 and 18 Wellington Street East, a third vehicular access off Wellington Street is shared between the adjacent retail use and the residential use. (Figure 1)

Currently, there are 7 commercial units on the ground floor of 14 Wellington Street East facing the interior of the site and there is 1 commercial unit on the ground floor of 18 Wellington Street East facing Wellington Street and a total of 24 residential units across 14 and 18 Wellington Street East.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Centre Street, Residential apartment building

South: Wellington Street East, Commercial buildings and single detached dwellings

East: Commercial buildings

West: Commercial buildings, Yonge Street

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Planning 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 encourage 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 partially within the Lake Simcoe Region Conservation Authority (LSRCA) Regulated Area.

Town of Aurora Official Plan 2024

The subject lands are 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 4, the subject lands are further identified as “Downtown” in Schedule ‘D1’ of the Town’s Official Plan. The intent of the ‘Downtown’ designation is to allow for increased density in keeping with the character and scale of the Downtown.

Furthermore, the subject lands are within the Regional Corridor, which includes properties that front onto Wellington Street. Intensification is directed to the Regional Corridors, at densities and a scale that is compatible with surrounding areas. According to Section 3.1.2 of the Official Plan, the maximum building height in the Regional

Corridor is 5 storeys. Note that Wellington Street East is a Regional road and Centre Street is a Town owned road.

Section 9.3.1(d) of the Official Plan states that dwellings on the ground floor may be permitted in the Promenade where they implement the Aurora Promenade Concept Plan. The Concept Plan is the guiding framework for land uses and urban design in the Downtown Promenade, and its policies aim to achieve a balance between consistency in design quality and street interface, while still allowing individual expression in new development.

The Urban Design Guidelines classifies Wellington Street as a 'Village Street', intended to maintain a small-town main street character with active storefronts, while Centre Street as a 'Residential Heritage Street', serving as a residential connection within the Promenade to the surrounding neighbourhood. Centre Street also forms the border of the Northeast Old Aurora Heritage Conservation District, where smaller-scale housing is already part of the streetscape.

Section 9.3.2(b) of the Official Plan directs that parking in the Promenade should be located at the rear of buildings to support a pedestrian-oriented streetscape.

Zoning By-law 6000-17, as amended

As shown on Figure 5, the subject property is currently zoned "Promenade Downtown (PD1) Exception Zone (59)", within the Town's Zoning By-law 6000-17, as amended. The existing PD1(59) only permits 18 residential units above the first floor, and other retail uses. In April 1996, minor variances (D13-22-96, D13-23-96, and D13-24-96) were granted to increase the maximum residential units from 18 to 20 residential units with a total gross floor area of 2,563 square meters and requiring a minimum of 40 parking spaces.

Reports and Studies

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

Report Name	Report Author
Planning Justification Report	Michael Smith Planning Consultants
Residential Unit Breakdown	Michael Smith Planning Consultants

Report Name	Report Author
Coloured Rendering	Drew Laszlo Architect
Floor Plans & Elevations	Drew Laszlo Architect
Proposed Site/Parking Plan	Drew Laszlo Architect
Site Statistics	Drew Laszlo Architect
Architectural and Urban Design Guidelines Report	Q4 Architects Inc.
Functional Servicing Report	BaseTech Consulting Inc
Transportation Study	CGE Transportation Consulting

Proposed Zoning By-law Amendment

The purpose of the proposed ZBA is to provide new development standards for the 2 storey building addition and recognize the existing non-complying development standards.

As shown in Figure 6, the applicant is proposing a new site-specific zoning “PD1(571)” for the subject lands. The proposed Promenade Downtown (PD1) Exception Zone (571) will permit the following:

- Increase the total number of residential units on the subject lands to thirty-three (33);
- Permit 2 residential units on the ground floor;
- Provide 0 m rear yard setback from the 4 existing parking spaces to Centre Street;
- Decreasing the maximum parking spaces to 30 spaces;
- Permit parking spaces to be located in the interior side yard area;
- Reduced the manoeuvring space for 90 degree parking spaces from 7 m to 5.77m;
- Provide 1 m² of amenity area per unit; and
- Increase the maximum building height from 12m to 16m.

Conceptual Site Plan

The applicant has not formally submitted a Site Plan application for the building addition. A conceptual Site Plan and Elevation drawing (Figure 7 and 8) is provided for illustration purposes. The conceptual Site Plan shows the current layout of the subject lands, which includes 2 buildings: 14 and 18 Wellington Street East with 2 vehicular access off Centre Street and a right of way over 15255 Yonge Street from Wellington Street East.

As seen in Figure 8, the conceptual rendering shows 4 storeys fronting 14 Wellington Street East with ground floor commercial. The building at 18 Wellington Street East will remain unchanged at 3 storeys in height.

To gain better access to waste management, the applicant is proposing an underground waste management storage system (Molock) at the rear of 18 Wellington Street East. (Figure 7) As a result, one parking space is proposed to be removed to accommodate for the waste management system. In addition, the applicant will delineate each parking spot to meet the required sizes and accessibility standards outlined in Zoning By-law 6000-17. As a result, the existing 35 parking spaces will be reduced to 30 spaces.

The construction of the conceptual design is expected to commence once all approval has been issued and expected to be completed within one (1) year. In accordance with the Residential Tenancies Act, tenants will be provided with a minimum of 120 days notice to vacate the premises and will be provided compensation equivalent to three (3) months' rent or an alternative rental unit. The applicant has indicated that both buildings will remain as rental and currently do not have plans to change the tenure to a condominium.

Analysis

Planning Considerations

Consistency with the Provincial Planning Statement (PPS), 2024

The PPS directs growth and development to areas where municipal services and infrastructure are available. The subject lands are located within Aurora's built-up area and are fully serviced by municipal infrastructure, consistent with this direction.

The proposal supports Section 2.1 and 2.2 of the PPS by providing additional housing within a complete community, close to transit, shops, and services. The subject lands are also within a Strategic Growth Area along Wellington Street East, aligning with

Section 2.4 which encourages compact, mixed-use, and transit-oriented development in these locations.

Section 2.9 of the PPS promotes energy conservation and climate change mitigation by encouraging compact development patterns that reduce reliance on cars and make efficient use of land. The subject lands are walkable to Downtown amenities and accessible by transit, and the proposal intensifies the site by adding height rather than expanding outward. The development adds housing without consuming additional land, which supports a more sustainable, compact form.

It is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS as it provides intensification in a Strategic Growth Area, contributes to housing supply, and efficiently uses existing infrastructure policies.

Conformity to the Lake Simcoe Protection Plan (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; thus, consistent with section 5.2 of the PPS. 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. It is Planning Staff's opinion that the proposed development conforms to the LSPP.

Conformity with the Town of Aurora Official Plan

The proposed Zoning By-law Amendment will conform with the Regional Corridor, Aurora Promenade Concept Plan, and Downtown Promenade Policies.

The subject lands are located within the Regional Corridor, where development can be constructed up to 5 storeys in height. The proposal for a 4 storey mixed-use building at 14 Wellington, along with the recognition of existing residential units at 18 Wellington, is consistent with these policies.

Section 9.3.1(d) of the Official Plan allows limited ground-floor residential uses where they implement the Aurora Promenade Concept Plan. Commercial uses will continue along Wellington Street, while 2 ground-floor units are recognized along Centre Street,

which functions as a residential edge condition. This maintains the intent of an active main street frontage while respecting the transition to the surrounding neighbourhood.

Section 9.3.2(b) directs parking in the Promenade to be located to the rear of buildings to protect the pedestrian streetscape. However, this is an existing site with long-standing access and circulation patterns, and it is somewhat unique in having frontage on both Wellington and Centre with a side yard that allows for parking access. In this context, allowing some visible parking reflects the established site layout while still respecting the overall intent of the Official Plan

It is the opinion of Planning Staff that the proposed development conforms to the Town of Aurora Official Plan.

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

The proposed Zoning By-law Amendment will create a new site-specific PD1 Exception Zone to permit additional storeys, recognize existing ground-floor residential units, adjust parking, to support a mixed-use redevelopment in Downtown Aurora.

Planning Staff are of the opinion that the proposed zoning exceptions are appropriate to facilitate the redevelopment, address existing site conditions, and maintain compatibility with surrounding properties within Downtown Aurora.

The following is a table to compare the differences between the PD1(59) zoning requirements, and the proposed PD1(571) Exception Zone:

	Parent PD1 Exception Zone (59) Requirements (1996 Minor Variance Approval)	Proposed PD1 Exception Zone (571) Standards
Permitted Uses	In accordance with PD1 uses Not more than twenty residential units	In accordance with PD1 uses Not more than thirty-three residential units*
Dwelling Unit in a Non- Residential Zone (Section 4.4.2)	No residential units are permitted on the ground floor.	Not more than a total of two residential units are permitted on the ground floor of 18 Wellington Street East*

October 14, 2025

10 of 19

Report No. PDS25-099

	Parent PD1 Exception Zone (59) Requirements (1996 Minor Variance Approval)	Proposed PD1 Exception Zone (571) Standards
Lot Area (minimum)	230 square metres	2,612.53 square metres
Lot Frontage (minimum)	10 metres	61.09 metres (Centre Street) 30.62 metres (Wellington Street East)
Front Yard (minimum)	0 metres	0.16 metres
Rear Yard – Centre Street (minimum)	2.1 metres	2.1 metres
Interior Side Yard (minimum)	0 metres	0.26 metres
Exterior Side Yard (minimum)	0 metres	0 metres
Parking Lot Requirement Setbacks (Section 5.5.2)	Where a Parking Lot or Parking Area having capacity for 5 or more cars, or Driveway serves an apartment building or any other multiple Residential use, no Parking Space manoeuvring area and/or Driveway within a Side Yard or Rear Yard shall be closer to any wall of a building than one decimal five (1.5) metres.	0 metres*
Gross Floor Area of all Buildings (maximum)	2,563 square metres	3,660 square metres*

October 14, 2025

11 of 19

Report No. PDS25-099

	Parent PD1 Exception Zone (59) Requirements (1996 Minor Variance Approval)	Proposed PD1 Exception Zone (571) Standards
Parking Requirement (minimum)	40 spaces	30 spaces*
Barrier Free Parking Standards (minimum)	2 spaces	2 spaces
Bicycle Parking Standards (minimum)	10 spaces	10 spaces
Parking Location (Section 8.2.2)	All Parking Areas shall be located in the Rear Yard of the Lot	All Parking Areas shall be located in the Rear Yard or Interior Side Yard of the Lot*
Required Manoeuvring Space (Section 5.3)	90-degree spaces: 7.0 metres	90-degree spaces: 5.77m* (18 Wellington Street East Parking Aisle)
Amenity Area (minimum)	18 square metres per unit and a minimum 50% of the amenity area provided indoors	A total of 34.54 square metres (1 square metre per unit) of amenity area (balcony)* Indoor amenity area is not provided.
Lot Coverage (maximum)	N/A	N/A
Height (maximum)	12.0 metres	16.0 metres*

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 Height

As shown in the zoning comparison chart above, the maximum allowable height on the subject lands is 12 metres. Although the existing building fronting Centre Street is 4 storeys, the flat roof design allowed the overall height to be kept within 12 metres. In order to construct a roof line that will respect the character of the neighbourhood and provide residential units with a higher floor-to-ceiling heights, barrier-free design, elevators and mechanical systems, the applicant requires to increase the permitted height from 12 metres to 16 metres.

The intent of the height restriction is to maintain a scale that is appropriate to the Downtown Promenade and compatible with surrounding properties. The proposed 2 storey addition would bring the building to a total of 4 storeys along Wellington Street, which remains below the maximum of 5 storeys within the Regional Corridor. Furthermore, there are existing 6 storey apartment buildings fronting Centre Street and 5 storey residential buildings fronting onto Yonge Street. It is Planning Staff's opinion that the proposal appropriately balances the overall height with compatibility.

Proposed Reduction in Parking Spaces

Although the site-specific Zoning By-law required 40 parking spaces to facilitate the existing residential and commercial units. The owner did not comply with the approved minor variance and only constructed 35 undersized parking spaces and 1 barrier free parking. As part of the proposed Zoning By-law Amendment, the applicant is seeking to comply with the Town's parking size dimensions and standards. As such, it was determined that only 30 parking spaces and 2 barrier-free spaces can be accommodated on-site.

Although this represents a reduction from the By-law requirement, the subject lands are located within the Aurora Downtown Promenade, an area well served by a range of transportation options, which reduces the reliance on on-site parking. In addition, while 30 spaces are provided directly on the subject property, the applicant also owns the adjacent commercial lands at 15255 Yonge Street (Figure 7). These lands are interconnected with the subject site and can function as a single large parking area serving both properties. This shared ownership allows residents and visitors to use adjacent parking areas, ensuring adequate capacity across the site as a whole.

The applicant had also submitted a Transportation Impact Study in which, was reviewed by the Town's Traffic analyst with no concerns with the reduction in parking spaces. As such, it is Planning Staff's opinion that the proposed reduction in parking maintains the intent of the Zoning By-law parking standards.

Addition Residential Units

The applicant is seeking to increase the total number of residential units on the subject lands to 33. The increase in units makes efficient use of an existing serviced site in the Downtown Promenade. Rather than expanding outwards, the proposal adds density within the existing building footprint by using additional storeys. This form of intensification is consistent with the Official Plan and provincial policy directions that promote compact growth in Strategic Growth Areas. In particular, Section 4.1(b) of the Official Plan directs higher-density mid-rise forms of development to Strategic Growth Areas such as the Aurora Promenade and Regional Corridors, where growth will contribute to the Town's target of accommodating 45% of growth and 4,600 new residential units by 2051. The subject proposal aligns with this policy direction by delivering additional mid-rise residential units in the Downtown Promenade.

In section 7.3 of the Official Plan, it also establishes a minimum target of 1000 new purpose-built rental housing units; 500 of which are to be built between 2021 and 2031. The proposed increase contributes directly toward this target and supports housing diversity by providing purpose-built rental units in a highly accessible location. It is Planning Staff's opinion that increasing the overall unit count maintains the intent of the Official Plan by providing additional housing supply without consuming new land, is compatible with surrounding density, and represents an appropriate form of gentle intensification within the Downtown Promenade.

Recognizing Ground Floor Units

Although the Promenade Downtown (PD1) Zone requires residential units to be located above the first storey, the Official Plan allows limited ground-floor residential uses where they implement the Aurora Promenade Concept Plan. The existing 4 residential units on the ground floor fronting Centre Street does not limit pedestrian activity along Wellington Street. Furthermore, Centre Street is classified as a 'Residential Heritage Street' which serves as a residential connection within the Promenade to the surrounding neighbourhood. It is Planning Staff's opinion that the recognition of the existing 4 units and will contribute to the intent of the Official Plan of a building to preserve active and pedestrian friendly frontages.

Rear Yard Setback

The application seeks to permit a 0-metre rear yard setback from four existing parking spaces to Centre Street. This reflects the established condition on the site, where the parking lot has long functioned along the rear property line. The intent of the setback is to provide safe separation from neighbouring uses. Given this is an existing condition, and has been reviewed by the Town's Transportation Analyst, staff are of the opinion that this will maintain the intent of the Zoning By-law. (Figure 2)

Parking Location and Manoeuvring Space

The Zoning By-law directs parking in the Promenade to be located at the rear of buildings to support a pedestrian-oriented streetscape. Given that the subject lands has frontage on both Wellington Street and Centre Street, an interior side yard to allow for parking access and circulation is appropriate. The applicant is also seeking a reduction in the manoeuvring space for 90-degree spaces from 7.0 metres to 5.77 metres. The intent of the manoeuvring space standard is intended to ensure vehicles can safely back out, pass each other, and circulate efficiently within the parking area. Based on the submitted Transportation Impact Study, the Town's Traffic analyst is of the opinion that the proposed configurations pose no concerns. As such, Staff are of the opinion that the proposed amendments continue to maintain the intent of the Zoning By-law.

Amenity Area

The Zoning By-law requires 18 m² of amenity area per unit, with at least half provided indoors. The existing buildings on the subject lands were constructed without dedicated amenity space and therefore do not comply with this requirement. As part of the proposed addition, the applicant is introducing amenity space in the form of private balconies. When averaged across all 33 units on the site, the total provision equates to approximately 1 m² per unit. While this is still below the By-law requirement, the proposal represents an improvement over existing conditions. Because the Zoning By-law applies to the site as a whole, compliance at the full 18 m² rate cannot be achieved when the older buildings are factored in.

While this represents a reduction, each proposed unit will have direct outdoor space, which provides private amenity for the residents. In addition, the site is within the Downtown Promenade and in walking distance of parks, trails, shops, and community facilities. The Official Plan recognizes that in compact, mixed-use areas, public amenities can supplement reduced on-site spaces. Staff are of the opinion that the

October 14, 2025

15 of 19

Report No. PDS25-099

intent of the Zoning By-law is achieved through the combination of private balconies and proximity to public amenities.

Department / Agency Comments

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

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	No objections.
LSRCA	No objections.

Public Comments

A Community Information Meeting (CIM) was held on March 6, 2025, at the Aurora Public Library. The meeting was attended by nine individuals, including Town Planning staff, the property owner, the consulting team, one local resident, and the Councillors for Ward 1 and Ward 5. No formal comments were received during the circulations at the timing of drafting of this report.

A Public Planning meeting was held April 15, 2025, at the Aurora Town Hall. The meeting was attended by Aurora residents where they expressed the following comments:

Comments	Response
Impact of construction on existing tenants	Current tenants will be required to vacate the premises and will be provided compensation equivalent to three (3) months' rent or an alternative rental unit.

October 14, 2025

16 of 19

Report No. PDS25-099

Construction timeline and communications to current tenants	The construction of the proposed conceptual design is expected to commence once all approval has been issued and to be completed within one (1) year. In accordance with the Residential Tenancies Act, Tenants will be provided with a minimum of 120 days notice to vacate the premises.
Parking and Increased traffic volume	A Parking analysis and a Traffic Impact Study was provided by CGE Transportation Consulting and peer-reviewed by municipal transportation engineers. Both CGE Transportation Consulting and the reviewers agree that the parking arrangements will adequately service the site.
Energy efficiency	Once a formal site plan has been submitted. Town will request a green development standards checklist.
Does an existing tenant have a first right-of-refusal regarding the future lease of one of the new apartment units?	No. Since all residential units within the building are being demolished the tenant would not have the first right-of-refusal to a new unit, as compared to units that are being repaired or renovated.

Advisory Committee Review

No communication required.

Legal Considerations

Section 34(11) of the Planning Act states that if Council refuses the Zoning By-law Amendment application or fails to make a decision on it within 90 days after the receipt of the application, the applicant (or Minister) may appeal the application to the Ontario

Land Tribunal (OLT). The application was received on December 23, 2024, and therefore, the applicant may appeal to the OLT at anytime.

Financial Implications

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

Communications Considerations

On December 24, 2024, a Notice of Complete Application respecting the proposed Zoning By-law Amendment application was published in the Auroran and Aurora Banner Newspapers. Additionally, a sign giving Notice of a Complete Application was posted on the subject lands and posted on the Town's website.

On March 6, 2025, a Community Information Meeting was held, with appropriate notice provided to the local community.

On April 15, 2025, a statutory Public Meeting was held, with Notices provided through mail, to all Interested Parties, publication in the newspaper, and signage on the property.

Interested parties notices were provided in accordance with the *Planning Act*.

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

The Official Plan identifies sustainability, energy efficiency, and climate change mitigation as important objectives for new development. Staff will continue to encourage the applicant to include measures such as energy-efficient systems, landscaping, and low-impact stormwater management as part of the Site Plan process.

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 Zoning By-law Amendment application, 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 Zoning By-Law Amendment in accordance with the provisions of the Provincial, Regional, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Zoning By-Law Amendment is considered to be in keeping with the development standards of the Town. Staff recommends approval of the Zoning By-Law Amendment, ZBA-2024-09.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Elevations – Centre Street
- Figure 3 – Existing Elevations – Wellington Street
- Figure 4 – Existing Official Plan Designation
- Figure 5 – Existing Zoning By-Law
- Figure 6 – Proposed Zoning By-law
- Figure 7 – Conceptual Site Plan
- Figure 8 – Conceptual Elevations

Previous Reports

PDS25-047, Application for Zoning By-law Amendment
Totera Meats Limited, April 15, 2025

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

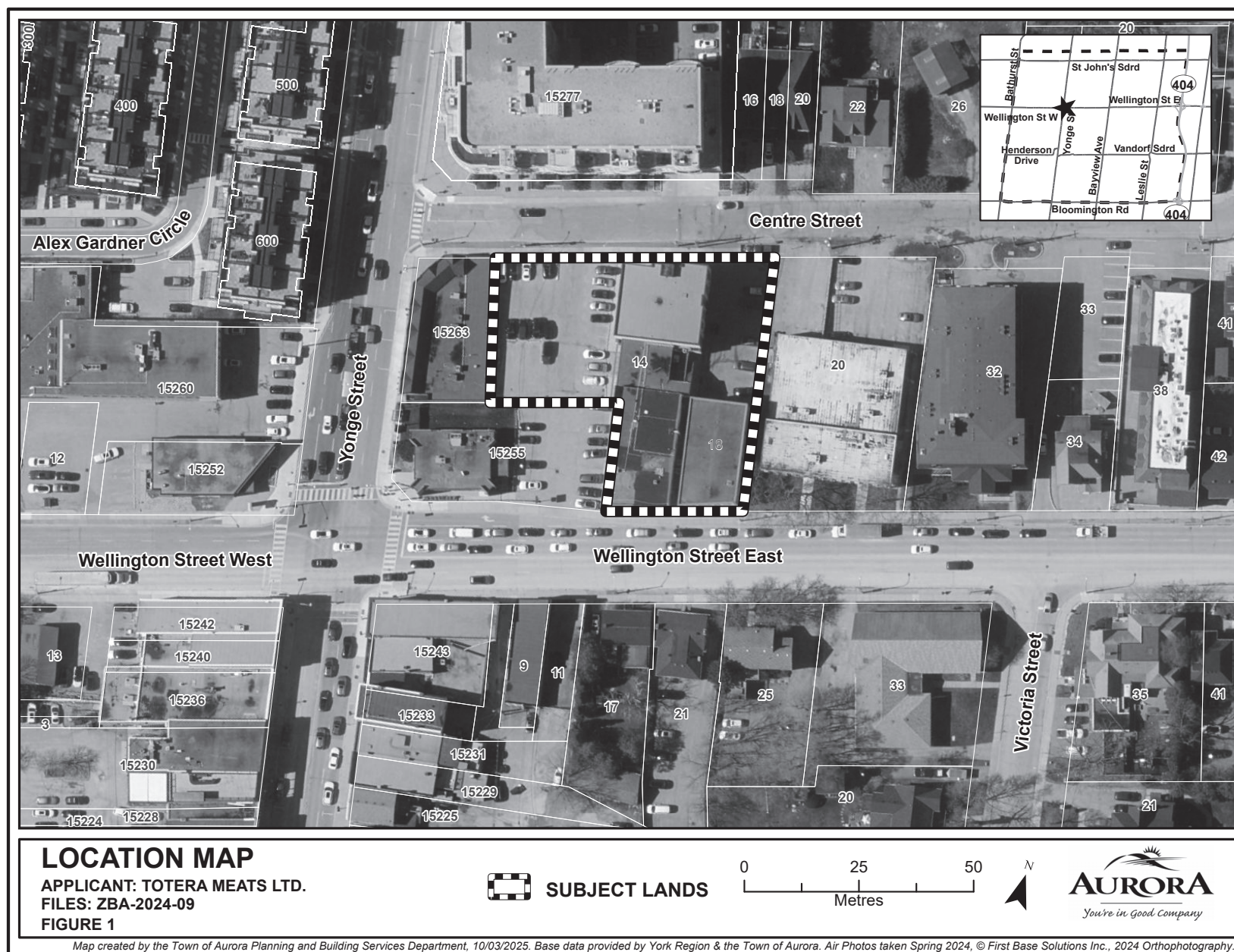
Approved by Marco Ramunno, Director, Planning and Development Services

October 14, 2025

19 of 19

Report No. PDS25-099

Approved by Doug Nadorozny, Chief Administrative Officer



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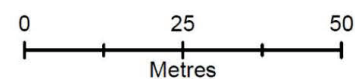


Existing Elevations - Centre Street

APPLICANT: TOTERA MEATS LTD.

FILES: ZBA-2024-09

FIGURE 2



Map created by the Town of Aurora Planning and Building Services Department, 10/03/2025. Base data provided by York Region & the Town of Aurora.

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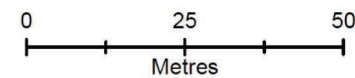


Existing Elevations - Wellington Street E

APPLICANT: TOTERA MEATS LTD.

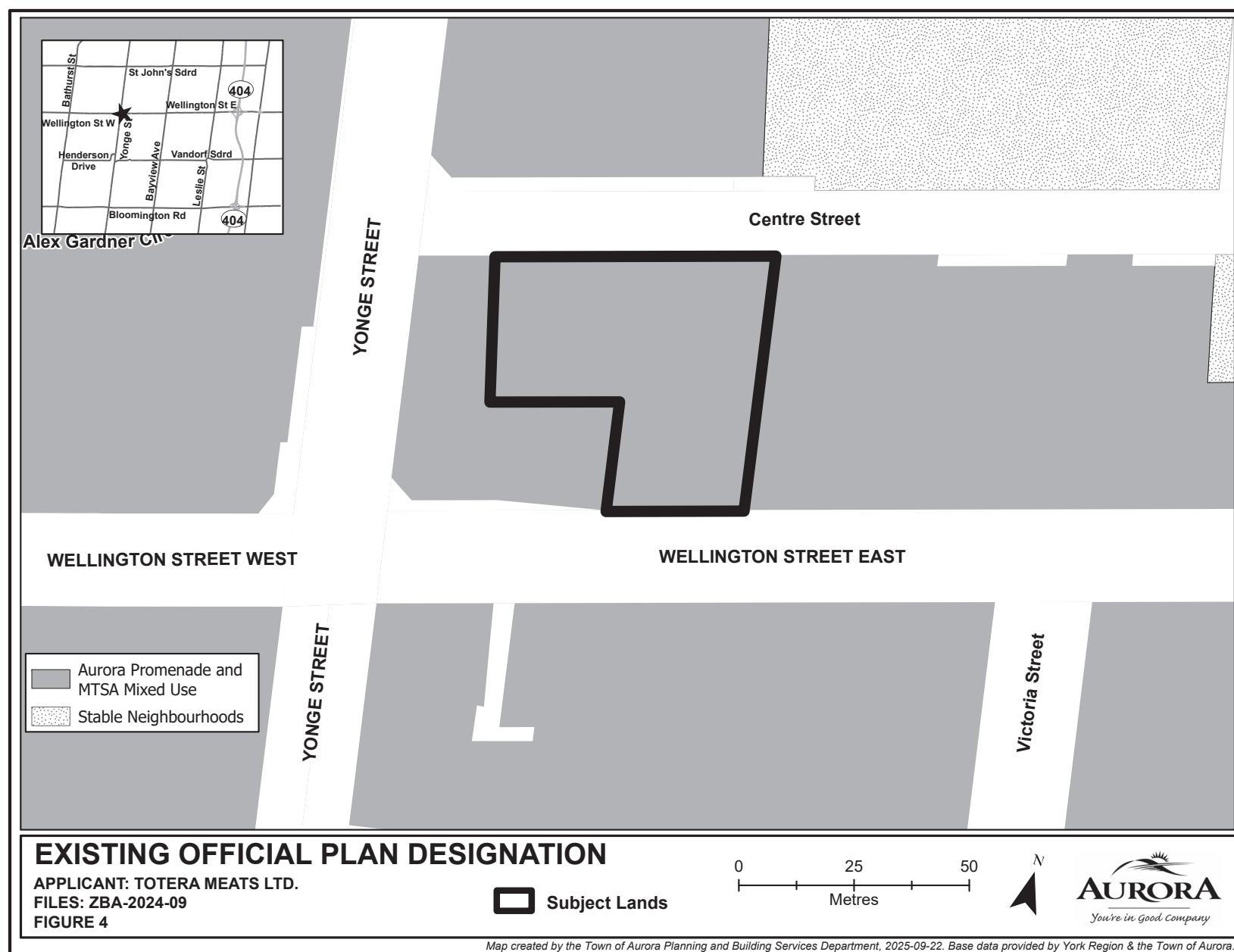
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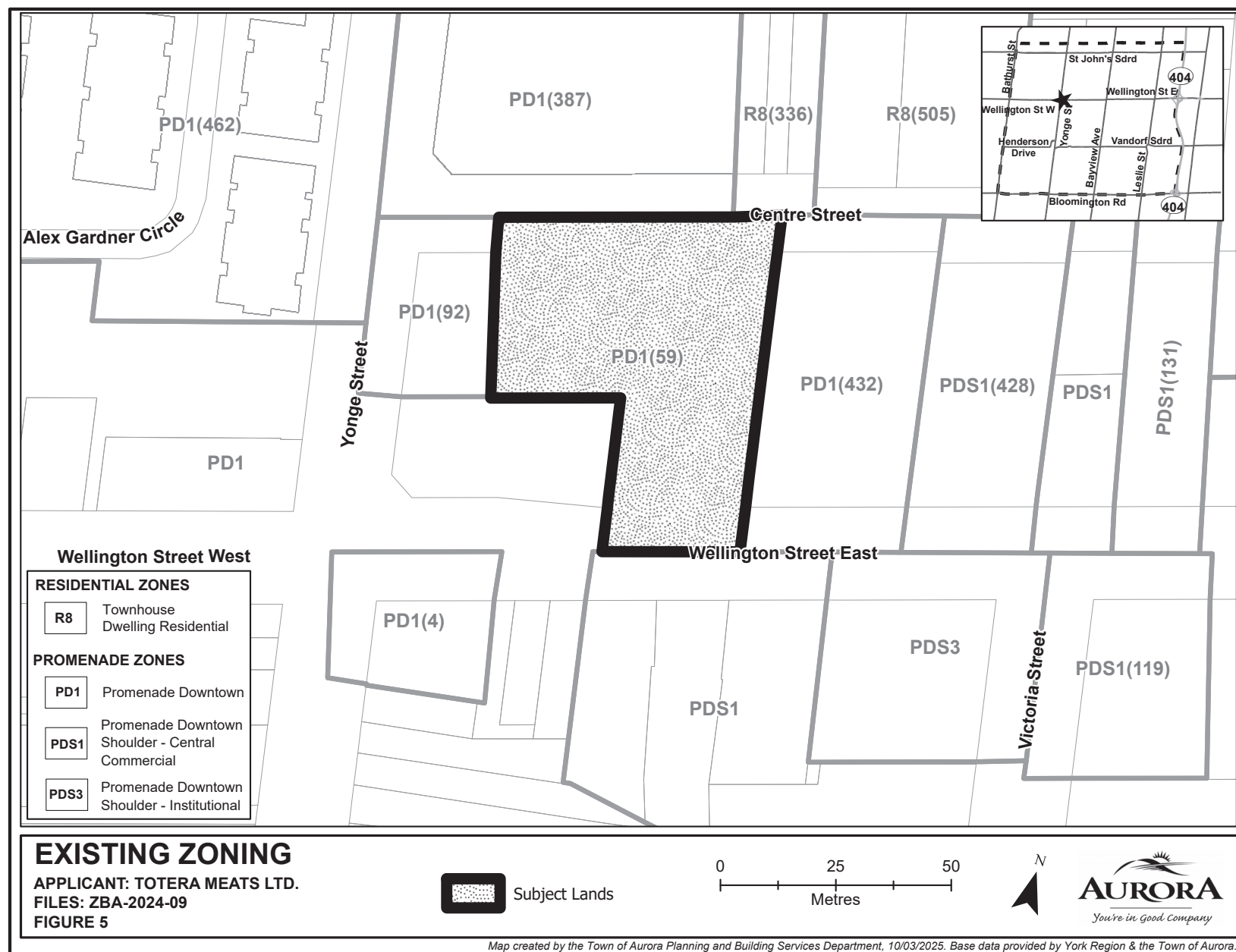
FIGURE 3



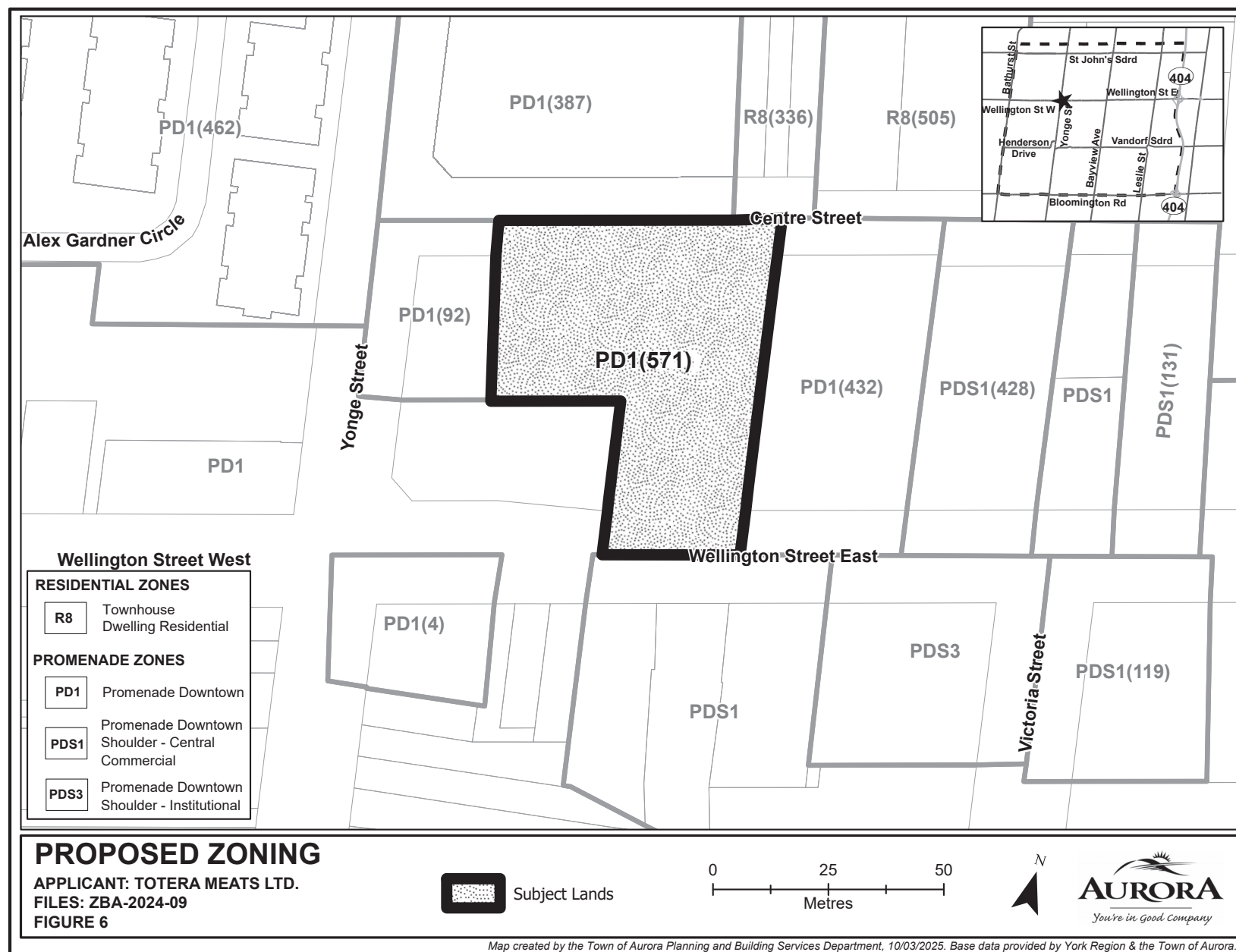
Map created by the Town of Aurora Planning and Building Services Department, 10/03/2025. Base data provided by York Region & the Town of Aurora.

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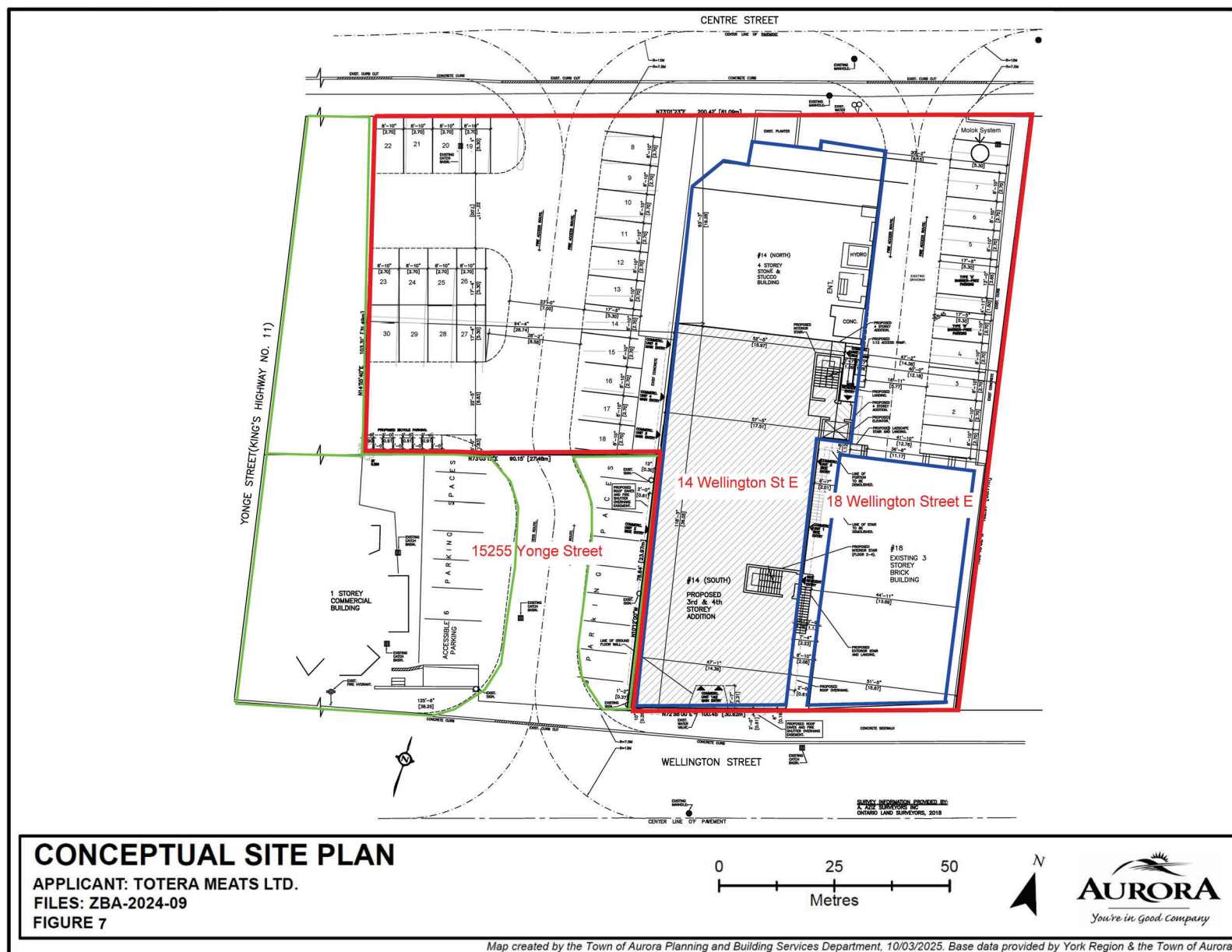




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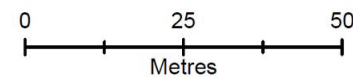


CONCEPTUAL ELEVATIONS

APPLICANT: TOTERA MEATS LTD.

FILES: ZBA-2024-09

FIGURE 8



Map created by the Town of Aurora Planning and Building Services Department, 10/03/2025. Base data provided by York Region & the Town of Aurora.

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Town of Aurora

Committee of the Whole Report

No. PDS25-100

Subject: Application for Zoning By-law Amendment and Site Plan Control
2300485 Ontario Inc. and 2333564 Ontario Limited
25 and 29 George Street
Part Lot 27, Plan 246,
File Numbers: ZBA-2020-06 and SP-2021-11

Prepared by: Felix Chau, Planner

Department: Planning and Development Services

Date: October 14, 2025

Recommendation

1. That Report No. PDS25-100 be received; and
2. That Zoning By-law Amendment Application ZBA-2020-06 be approved to rezone the subject lands to "First Density Apartment Residential (RA1-573(H)) Exception Zone" with a Holding Symbol; and
3. That the implement By-law for the Zoning By-law Amendment be brought forward to a future Council meeting for enactment; and
4. That Site Plan Application File SP-2021-11 to permit the development of a 25-unit four-storey apartment building at 29 George Street that integrates with the existing three-storey apartment building with 8 units at 25 George Street be approved, subject to conditions of site plan approval outlined in Appendix "A".

Executive Summary

This report seeks Council's approval of the proposed Zoning By-law Amendment application and Site Plan Control application at 25 and 29 George Street (the 'subject lands'). The purpose of the proposed applications is to facilitate the development of a 4-storey apartment building with a total of 25 units, to be integrated with an existing 3-storey apartment building with 8 units, for a combined total of 33 units.

- The proposed development conforms to the policy directions of the Provincial Planning Statement and the Lake Simcoe Protection Plan
- The proposal implements the land use and development policies of the Town's Official Plan for additional infill development
- A Zoning By-law Amendment proposing site-specific zoning requirements is submitted to facilitate the above-noted development, a holding symbol is included to restrict development until servicing is available
- The applicant submitted a site plan application to facilitate the proposed development prior to Bill 109 and therefore, Council remains the approval authority
- All external agencies and Town staff have completed their review and have no objections to the approval of the proposed application, subject to conditions outlined in Appendix A

Background

Application History

The subject lands consist of two properties municipally known as 25 and 29 George Street (Figure 1). In 1993, Council approved site-specific Zoning By-Law #3441-93 at 25 George Street to permit an apartment building with a maximum of 8 units for the purpose of a supportive housing facility. In 2019, a minor variance was approved to permit an apartment building. Currently, the building is being used as a condominium apartment building.

On 29 George Street, in May 2015, Council adopted site specific Official Plan Policy Area number 29 which permits an Apartment Building with a maximum of four storeys, subject to appropriate zoning, an executed site plan agreement and the availability of sufficient on-site parking. Subsequently, Council approved a site-specific zoning (First Density Apartment Residential Exception 449 Zone) which allows for a 4 storey apartment building with a maximum of 12 units. A Site Plan Control application (SP-2014-08) was subsequently approved and agreement was prepared in 2015, but the agreement was never executed, and the file was closed in 2020 due to inactivity.

In 2020, the current owners applied for a new rezoning application to amend the existing site-specific zoning (RA1-449) to allow for a 4 storey apartment building with a

total of 25 units. The rezoning will also establish new site-specific standards to the site. Given that the proposed building on 29 George Street will be connected with the building on 25 George Street. The site will function as a whole, and all setbacks will be measured in combination of the two properties. The Owners also applied for a Site Plan application in August of 2021 to facilitate the proposed zoning application.

A Statutory Public Meeting was held on February 9, 2021, where the Zoning By-law Amendment application and Public Planning Report No. PDS21-017 were presented to Council and the public. During that meeting, Council received the report and instructed staff to present the proposal to another Public Planning Meeting addressing any issues that were raised.

A second Public Planning Meeting was held on April 12, 2022, which updated Council and the public on revised plans which addressed all comments and questions received. Council received Public Planning Report No. PDS22-047 and directed Staff to present a future recommendation report, addressing the points discussed.

After multiple rounds of comments, the applications went dormant as Staff did not receive a response to the comments provided. In February 2025, the Owners resubmitted and reinitiated the review process.

Location / Land Use

The subject lands consist of two properties municipally known as 25 and 29 George Street, located on the east side of George Street and south of Wellington Street West. The subject lands have a lot area of 0.21 hectares (0.52 acres), and a lot frontage of 38 metres (125 feet) on George Street.

As shown in Figure 1 – Location Map, 25 George Street currently contains a 3-storey apartment building with 8 units, a children's playground, and a surface parking area. Access to the subject lands is currently from George Street. Vegetation is present along the mutual property line, and throughout the rear yard of both 25 and 29 George Street. 29 George Street currently contains a single detached dwelling with vehicle access to the property.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential apartment building, York Region District School Board Offices;

South: Long-term care facility, residential apartment building, low density residential dwellings;

East: Residential apartment buildings; and,

West: Residential apartment building, low density residential dwellings.

Policy Context

Provincial Policies

All *Planning Act* development applications are subject to provincial policies. The Provincial Planning 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. All planning decisions shall be consistent with the policies and directions of the PPS, including providing a mix of housing and ensuring a compact and efficient built form.

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 proposal has been reviewed by the LSRCA and is not located with the Regulated Area or any hazard areas.

Town of Aurora Official Plan

The subject lands on 25 and 29 George Street are designated as “Stable Neighbourhoods” by the Town of Aurora Official Plan (Figure 2). The intent of the Stable Neighbourhoods designation is to protect from incompatible forms of development. At the same time, these areas are permitted to evolve and be enhanced to accommodate gentle forms of intensification that help support the provision of additional housing options.

25 George Street

Under the 1991 Official Plan, the property was designated “Urban Residential” which permitted a wide range of residential uses including apartments. The current Official Plan recognizes “Existing Multiple Unit Buildings” within the Stable Neighbourhoods designation and therefore an OPA was not required to facilitate the apartment building in 1993.

October 14, 2025

5 of 18

Report No. PDS25-100

29 George Street

There is a site-specific Official Plan policy (No. 29) on 29 George Street which permits Apartment Building with a maximum of four storeys, subject to appropriate zoning, an executed site plan agreement and the availability of sufficient on-site parking.

Zoning By-law 6000-17, as amended

On 25 George Street, the zoning is "First Density Apartment Residential Exception 151 Zone - RA1(151)". On 29 George Street, the zoning is "First Density Apartment Residential Exception 449 Zone - RA1(449)" (Figure 3).

RA1(151)

Along with siting specifications and parking requirements, RA1 (151) limited the lands to be used for an apartment building with a maximum of 3 storey and 8 units for the purpose of supportive housing. A minor variance was approved to permit the lands to be used for an apartment building without supportive housing.

RA1(449)

Along with siting specification, parking and amenity area requirements, RA1(449) limited the lands to be used for an apartment building with a maximum of 12 units.

Reports and Studies

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

Report Name	Report Author
Topographic and Boundary Survey	Vladimir Dosen Surveying
Planning Justification Report	Evans Planning Inc.
Draft Zoning By-law	Evans Planning Inc.
Site Plan	Keith Loffler Mcalpine Architects
Elevation Plans	Keith Loffler Mcalpine Architects
Colour Renderings	Keith Loffler Mcalpine Architects

October 14, 2025

6 of 18

Report No. PDS25-100

Report Name	Report Author
Floor Plans	Keith Loffler Mcalpine Architects
Building Sections	Keith Loffler Mcalpine Architects
Urban Design Brief	Williams & Steward Associates Limited
Geotechnical Investigation	Sola Engineering
Hydrogeological Assessment	Harden Environmental Services Limited
Tree Inventory and Preservation Plan	Kuntz Forestry Consulting Inc.
Functional Servicing and Stormwater Management Report	Aplin & Martin Consultants Ltd.
Civil Plans	Aplin & Martin Consultants Ltd.
Transportation Study	Trans-Plan Transportation Inc.

Proposed Applications

Proposed Zoning By-Law Application (ZBA)

The proposed ZBA will increase height and units along with reductions to other development specifications while restricted until servicing is made available.

The applicant is proposing to rezone both 25 and 29 George Street properties and combine the zoning to “First Density Apartment Residential (RA1) Exception Zone (573)” with a Holding (H) provision on the subject lands to restrict development until site servicing is available for this development (Figure 4). The proposed site-specific exceptions include:

- reduction to the minimum lot area per unit
- reduced yard setbacks
- reduced parking standards and required manoeuvring space
- increased lot coverage
- reduced landscape strip requirements, amenity area
- increased building height from three storeys to four storeys
- increase the total apartment unit to a maximum of 33 units

Proposed Site Plan Application

Council remains the approval authority for the proposed 4 storey 25 units apartment building.

The subject site plan application was submitted prior to Bill 109, therefore Council remains the approval authority for site plan control.

The proposed site plan application is to retain the existing apartment building at 25 Geroqe Street and demolish the single detached dwelling at 29 Geroqe Street to allow for the construction of a new apartment building. The new building will connect to the existing apartment building, creating a unified development. (Figure 5, 6, 7)

The proposed building is designed in an L-shape, with a predominately 4 storey massing along Geroqe Street. It wraps around the existing 3 storey building at 25 George Street and steps down to 3 storeys at the rear to provide an appropriate transition in height.

To ensure the site functions as one cohesive property, the Owner intends to merge the 2 parcels under a single title. As part of the site plan process, the existing vehicular access from 29 Geroqe Street will be closed, with access consolidated to a single driveway along the northern portion of the property through 25 George Street.

Through the site plan process, the applicant will complete the property merger through a consent application and establish one municipal address for the site.

In total there will be 33 units (25 new and 8 existing). The existing building currently features 7 two-bedroom units and 1 one-bedroom units. The proposed new units will consist of 22 two-bedroom units and 3 three-bedroom units.

The 25 new units in the new building ranges from 91 square metres to 126 square metres, whereas the 8 units in the existing building range between 32 square metres and 70 square metres. Each unit in the new apartment building will have a terrace or balcony for private outdoor amenity space. Common indoor amenity areas are located on each floor of the new building. Common outdoor amenity areas are located on ground level and the fourth floor. A total of 233 m² of indoor amenity area, and 274 m² of outdoor amenity area is proposed.

To serve all 33 units, the proposed development will remove all existing surface level parking and provide thirty-seven (37) partially below-grade parking spaces, including thirty-three (33) for residents and four (4) for visitors (one resident and one visitor space are designated barrier-free). A total of thirty-six (36) bicycle parking spaces is also proposed.

Analysis

Planning Considerations

The proposed applications are consistent with the Provincial Planning Statement (PPS).

The proposal supports Section 2.1 and 2.2 of the PPS by providing additional housing within a complete community, close to transit, shops, and services. The subject lands are also within a Strategic Growth Area along Wellington Street West, aligning with Section 2.4 which encourages compact, mixed-use, and transit-oriented development in these locations.

Section 2.9 of the PPS promotes energy conservation and climate change mitigation by encouraging compact development patterns that reduce reliance on cars and make efficient use of land. The subject lands are walkable to Downtown amenities and accessible by transit, and the proposal intensifies the site by adding height rather than expanding outward. The development adds housing without consuming additional land, which supports a more sustainable, compact form.

It is Planning Staff's opinion that the proposed Zoning By-law Amendment and Site Plan is consistent with the PPS as it provides intensification in a Strategic Growth Area, contributes to housing supply, and efficiently uses existing infrastructure policies.

The proposed applications conform to the Lake Simcoe Protection Plan (LSPP)

The Lake Simcoe Conservation Authority (LSCRA) has reviewed the proposed applications in consideration of the LSPP and has no objection to the approval of the subject applications as presented. The subject lands are located outside of the LSCRA regulated limits and accordingly no Regulation Permit is required prior to development or site alteration taking place on the subject lands. The subject lands are also free from any natural hazards and are outside of hazardous lands.

The proposal implements the land use and development policies of the Town's Official Plan, including Official Plan Site-Specific Policy #29

Planning Staff are of the opinion that the proposed zoning by-law amendment and site plan application conforms and implements the land use and development policies within the Town of Aurora Official Plan, and the Council approved Site-Specific Policy #29.

Although section 7.5.1.3 d) of the Official Plan restricts no new apartment buildings shall be permitted within the 'Stable Neighbourhoods' designation. All existing apartment building development and development applications for apartment buildings approved prior to the adoption of this Plan shall be deemed to be in conformity with this Plan. As such, the existing apartment on 25 George Street complies with this policy.

Although section 7.5.13 e) of the Official Plan states that all new development within the 'Stable Neighbourhoods' designation shall have a maximum height of 3 storeys, the subject lands on 29 George Street has a site-specific Official Plan policy that permits an apartment building up to 4 storeys. As such, the proposed development will comply with the height provisions in the Official Plan.

Section 7.5.13 g) of the Official Plan states that all new multiple-unit buildings need to respect the existing character of the surrounding neighbourhood. The proposed development is surrounded with the following land uses:

- 4-storey, 21-unit apartment building to the north on 21 George Street,
- 4-storey, 50-unit apartment building to the west on 85 Wellington Street West,
- 4-storey, 118-unit apartment building to the east on 55 Wellington Street West and
- 3-storey, institutional long-term care facility use to the south.

From a use and build form perspective, it is Staff's opinion that the proposed development is appropriate and compatible with the abutting properties.

Section 7.5.13 g) also states the exterior design of the proposed building or buildings, including materials, colours, architectural detail, landscaping, and streetscape elements shall be compatible with the proposal's immediate neighbours. The applicant submitted an Urban Design Brief which has been reviewed by Staff. The proposed building will predominantly consist of dark red bricks and grey panelling, which is consistent with existing building at 25 George Street. The proposed colour is complimentary towards surrounding apartment buildings, which consist of orange, brown, or grey brick materials. Furthermore, landscaping is proposed across the George Street frontage, which is consistent with neighbouring frontages, contributing to a consistent streetscape.

Furthermore, Section 7.5.1.4 a) requires all new development within the designation to respect and reinforce the existing physical character and uses of the surrounding area. Based on the analysis provided above, Staff are of the opinion that the proposed land use, building design, and lot configuration is consistent with the existing character.

October 14, 2025

10 of 18

Report No. PDS25-100

The proposed Zoning By-law Amendments implements the general direction of the Town's Official Plan for additional infill residential development

As proposed, the two properties will be merged together to form one larger parcel. As such, the Owner is proposing to combine the two site specific zoning into the proposed (H)RA1-573. Planning staff are of the opinion that the development is appropriate and compatible with adjacent and neighbouring community, and that the by-law exceptions are appropriate to facilitate the development. The following table will compare requested zoning standards with the parent RA1 Zone.

	Parent First Density Apartment Residential Zone (RA1)	Proposed (H) RA1 Exception Zone (573)
Lot Area (minimum)	130 m ² per dwelling unit	60 m ² per dwelling unit
Front Yard (minimum)	½ the height of the main building and in no case less than 9 m from the street line	3.0 m
Rear Yard (minimum)	9 m	7.5 m
Interior Side Yard (minimum)	½ the height of the main building and in no case less than 6 m	2.5 m
Lot Coverage (maximum)	35%	48%
Amenity Area	A minimum Amenity Area of Eighteen (18) square metres per dwelling unit, provided a minimum of 50% of the required Amenity Area is	A minimum Amenity Area of Sixteen and one half (16.5) square metres per dwelling unit, provided a minimum of 45% of the required Amenity Area is provided as interior amenity space

	Parent First Density Apartment Residential Zone (RA1)	Proposed (H) RA1 Exception Zone (573)
	provided as interior amenity space	
Height	Maximum 3-storeys	Maximum 4-storeys
	Section 5 Parking and Stacking Requirements	Proposed Amended Section 5 Parking and Stacking Requirements
5.3 Required Manoeuvring Space (90 degree spaces)	7 m	6.5 m
5.4 Parking Standards - Apartment Building	1.5 spaces per dwelling unit, minimum 20% of spaces provided shall be set aside for visitor parking	Minimum of 37 parking spaces (33 resident and 4 visitor). 2 barrier free spaces required.

Front yard setback

The front yard setback reduction from the required half the height of the Main Building (7 metres) to 3 metres to allow the building to be situated closer to George Street. The purpose is to provide a more intimate and accessible building design from the street. While abutting apartment buildings to the north and to the west across George Street are slightly buffered from the street by a parking area, they are still extremely visible towards the streetscape. Furthermore, the abutting long term care facility building to the south features a reduced setback to George Street, which is consistent with the setback of the proposed building. Having the building situated closer to the street can also better animate the streetscape and create a more pedestrian friendly design.

Side yard setbacks

The proposed building is set back 6.4 metres from the northerly side yard and 2.5 metres from the southerly side yard. Along the northerly side yard, the subject building

is buffered by an existing driveway that is intended to be maintained. The abutting three-storey residential building to the north is further buffered by their respective parking area. Along the southernly side yard, a 2.5 metre setback is proposed and is screened by existing mature vegetation. The neighbouring three-storey building is also buffered by their respective parking area. As such, there is adequate separation between neighbouring buildings, and sufficient space is maintained for the functionality and maintenance of the site. Furthermore, the Town's Engineering Staff have signed off this reduction indicating that sufficient space to maintain grading and drainage.

Rear yard setback

The requested rear yard setback of 7.5 metres from the required 9 metres is also intended to facilitate a developable area of the property within justifiable reason for the proposed apartment building. The subject lands abut a parking area for the townhouse residential units at the rear. As such, adequate separation is maintained between buildings.

Lot coverage

The proposed increase in lot coverage to 48% is intended to facilitate the efficient use of the land within an urban area, while maintain a built form consistent with the surrounding area. Lot coverage maximum requirement is reviewed in conjunction with the proposed reduced outdoor amenity area, parking. Staff are satisfied with the proposed outdoor amenity area and parking space arrangements as indicated through further analysis below. Furthermore, Engineering Staff have indicated that adequate space for grading and drainage will be maintained, despite the lot coverage increase.

Amenity Area

The proposed reduction of the overall amenity area per dwelling unit is appropriate for the development as the overall amenity area is marginally reduced, proposing a total of 233m² of indoor amenity area and 274m² of outdoor amenity area. This represents a 1.5 square metre reduction in total amenity area per unit required. It is Staff's opinion that there is adequate amount of overall indoor and outdoor amenity area for the future residents.

Each proposed residential unit will have a terrace or balcony to serves as private amenity space. Common indoor amenity areas will be provided within the building as well. Additionally, a common outdoor amenity area is proposed on the roof of the building. Furthermore, within close proximity to the south is a Town-owned park (Lions Park). It is Staff's opinion that sufficient amenity area will provided to serve the

residents of the apartment building, despite the reduction from the parent RA1 standard.

Height maximum

The applicant is proposing increase the maximum height of the RA1 zoning from 3 storeys to 4 storeys. As indicated previously, the subject property is located towards the edge of the Stable Neighbourhood, and next to an Arterial Road being Wellington Street West. As such, the Official Plan is permissive of the requested height increase. Furthermore, the abutting residential apartments to the north and to the west feature 4-storeys on a portion of their building. The proposed building is consistent, as only a portion of the building will be 4-storeys in height, with the existing 3-storey portion to be maintained.

Parking spaces and manoeuvring space

The applicant is proposing a total of 37 parking spaces, with 33 of the spaces intended for tenants, and 4 spaces reserved for visitors parking. Of the 37 parking spaces provided, 2 spaces will be located at grade and 35 will be located in the underground parking area. Two accessible parking spaces are provided underground, which are located directly next to the elevator vestibule. The accessible parking spaces are included in the 37 total parking space count. In total, 1.12 parking spaces per unit is provided. Based on the findings from the submitted Traffic Impact Study reviewed by Staff, the provided parking supply is acceptable.

A reduction in the 7 metres requirement for manoeuvring space to 6.5 metres is also proposed. Through Staff review of the submitted Traffic Impact Study and architectural plans, Staff are satisfied that this reduction will not

The Holding (H) provision is in place to restrict development until site servicing allocation is granted by the Town

Due to the Town's limited servicing availability, a Holding (H) Symbol has been added to the proposed 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. Once adequate servicing allocation is confirmed, the applicant may apply to have the Holding Symbol be removed, at which point they will have three years to obtain a building permit appropriate for the development, failing which the zoning of the lands will revert to the original zoning.

October 14, 2025

14 of 18

Report No. PDS25-100

Department / Agency Comments

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

The proposed applications were circulated to all internal and external agencies for review and comments. All external agencies and Town staff have completed their review and have no objections to the approval of the subject applications. Furthermore, the applicant will also be required to complete a land appraisal for the purposes of determining the cash-in-lieu of parkland dedication amount payable for the proposed development. This will be executed through a Memorandum of Understanding and outlined within the development agreement. The appropriate conditions of site plan approval have also been included, as listed in Appendix A.

Public Comments

Planning Staff have received comments from the public on the proposed planning application. Below is a summary of all written and verbal comments received at the time of writing this report:

Comments	Response
Possibility of reducing density by reducing the number of units.	Given that the site is located within close proximity to a Major Transit Station Area, it is an excellent candidate for intensification. Since the initial submission, the proposed unit count has reduced from 34 units to 33 units.
The proposed building is unattractive and appears "institutional" in nature.	An enhanced building design as well as additional landscaping was added to the site to soften the look of the proposal. An Urban Design Brief and Landscaping Plans were submitted by the applicant and reviewed by Staff to optimize the design of the site.
Concerns over the availability of parking.	Parking analysis was provided by Trans-Plan and peer-reviewed by municipal transportation engineers. Both Trans-Plan and the reviewers agree that the parking arrangements will adequately service the site.

October 14, 2025

15 of 18

Report No. PDS25-100

Proposed development will contribute to increased traffic flow and congestion in the area. Pedestrian safety is a concern.	A Traffic Impact Study was provided by Trans-Plan and peer-reviewed by municipal transportation engineers. Both Trans-Plan and the reviewers agree that proposed parking, access, and maneuvering on the site is appropriate.
Concerns over the loss of tree canopy.	Landscaping Plans and Tree Inventory Preservation Plans were submitted to the Town for review which ensures adequate trees will be preserved and replaced on the site.

Advisory Committee Review

No communication required.

Legal Considerations

Section 34(11) of the Planning Act states that if Council refuses the Zoning By-law Amendment application or fails to make a decision on it within 90 days after the receipt of the application, the applicant (or Minister) may appeal the application to the Ontario Land Tribunal (OLT). The Zoning By-law Amendment application was received on October 19, 2020, and therefore, the applicant may appeal to the OLT at anytime.

The Site Plan Application was submitted before changes to the *Planning Act* relating to the approval authority for site plan applications came into effect and therefore, Council remains the approval authority of this application. In accordance with Section 41 of the *Planning Act*, the applicant may appeal the site plan if Council fails to make a decision within thirty (30) days of the application being submitted. The Site Plan Application was received on August 10, 2021 and therefore, the applicant may appeal to the OLT at any time. The Owner may also appeal any of the Town's conditions, including the terms of a site plan agreement. There is no right of appeal for any other person.

Financial Implications

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

Communications Considerations

On October 29, 2020, a Notice of Complete Application respecting the proposed Zoning By-law Amendment application was published in the Auroran and Aurora Banner Newspapers. Additionally, a sign giving Notice of a Complete Application was posted on the subject lands.

On January 15, 2021, notices were issued by mail to all addressed property owners within 120 metres of the subject lands, and all Interested Parties to the application. Signage on the property was updated with information regarding the Public Meeting. On January 21, 2021, Notice of Public Planning Meeting were published in the Auroran and Aurora Banner newspapers. Notice was provided in accordance with the *Planning Act*.

On March 17, 2022, notices were issued by mail to all addressed property owners within 120 metres of the subject lands, and all Interested Parties to the application. Signage on the property was updated with the information regarding a second Public Meeting. On March 24, 2022, notices of Public Planning Meeting were published in the Auroran and Aurora Banner newspapers.

On September 30, 2025, by way of email, Interested Parties were notified of this report and the intended October 14, 2025 Committee of the Whole date.

Climate Change Considerations

The Official Plan identifies sustainability, energy efficiency, and climate change mitigation as important objectives for new development. Staff have encouraged the applicant to include measures such as energy-efficient systems, landscaping, and low-impact stormwater management as part of the Site Plan process.

Link to Strategic Plan

The proposed Zoning By-law Amendment and Site Plan Application supports 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 Zoning By-law Amendment and Site Plan Application, housing opportunities are created that collaborates with the development community to ensure future growth includes housing opportunities for everyone. Through the approval of an infill residential

development, the Work with the development community to meet intensification targets to 2031 as identified in the Town's Official Plan action item is realized.

Alternative(s) to the Recommendation

1. Direct staff to report back to another Council Meeting addressing any issues that may be raised at the Council Meeting.
2. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Development Services reviewed the proposed Zoning By-law Amendment and Site Plan Application in accordance with the planning provisions from all levels of government. The proposed applications are considered to be in keeping with the development standards of the Town and is in keeping with the Provincial planning policies for growth. Any technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the site plan agreement. Staff recommends approval of Zoning By-law Amendment ZBA-2020-06 and Site Plan Application SP-2021-11.

Attachments

Appendix A – Conditions of Site Plan Approval

Figure 1 – Location Map

Figure 2 – Existing Official Plan Designation

Figure 3 – Existing Zoning By-Law

Figure 4 – Proposed Zoning By-law Map

Figure 5 – Proposed Site Plan

Figure 6 – Proposed Elevations

Figure 7 – Proposed Renderings

Previous Reports

Public Planning Report No. PDS21-017, dated February 9, 2021; and

Public Planning Report No. PDS22-047, dated April 12, 2022.

October 14, 2025

18 of 18

Report No. PDS25-100

Pre-submission Review

Agenda Management Team review on September 25, 2025

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Schedule "A"

CONDITIONS OF SITE PLAN APPROVAL

Site Plan Application No.: SP-2021-11

Owner: 2300485 Ontario Inc. and 2333564 Ontario Limited (collectively, the "Owner")

Address: 25 and 29 George Street

Legal Description: Part Lot 27, Plan 246, PINs 03652-0003 and 03652-0148 (collectively, the "Lands")

SITE PLAN APPROVAL AND THE FOLLOWING CONDITIONS SHALL LAPSE ON OCTOBER 14, 2028, BEING THE EXPIRATION OF THREE (3) YEARS FROM THE DATE OF APPROVAL; unless extended by The Corporation of The Town of Aurora (the "Town"), in its sole discretion, prior to the lapse date. If no extension is granted by the Town prior to the lapse date, the Site Plan Approval shall be deemed to have expired without further notice.

The following conditions shall be satisfied by the Owner with respect to the site plan prepared by Keith Loffler McAlpine Architects, dated April 14, 2025 (the "Site Plan"), which is attached as Schedule "B" and which forms part of these conditions with respect to the construction of a 25-unit residential apartment building to be linked with an existing 8-unit residential apartment building on the Lands:

Planning Division Conditions

1. If approved or requested in writing by the Town, the Owner shall amend the Site Plan to the extent that minor revisions are required to implement or integrate recommendations from the studies required as part of these Conditions of Site Plan Approval, or to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to the Site Plan.
2. The Owner shall enter into and execute agreements with the Town in accordance with section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "Planning Act"), to satisfy all conditions of the Town, including legal, financial (including fees and securities), and otherwise, and further including but not limited to the granting of any easements or the conveyance of lands to the Town for municipal purposes, all free of encumbrances (collectively, the "Development Agreement").
3. The Owner shall submit all plans, reports, and cost estimates needed to satisfy the Town's technical comments and financial requirements, all to the satisfaction of the Town's Planning Division.

4. The Lands shall be:
 - a) appropriately designated in the Official Plan by an official plan by-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*"); and
 - b) appropriately zoned by a zoning by-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*"), including any terms under which the Town's Council will consider the removal of a holding "H" symbol, if applicable.
5. The Owner shall submit an application to the Town for a Standard Condominium Plan, pursuant to subsection 9(2) of the *Condominium Act*, 1998, S.O. 1998, c. 19, as amended, to create 25 residential condominium units on the Lands.

Legal Services Division Conditions

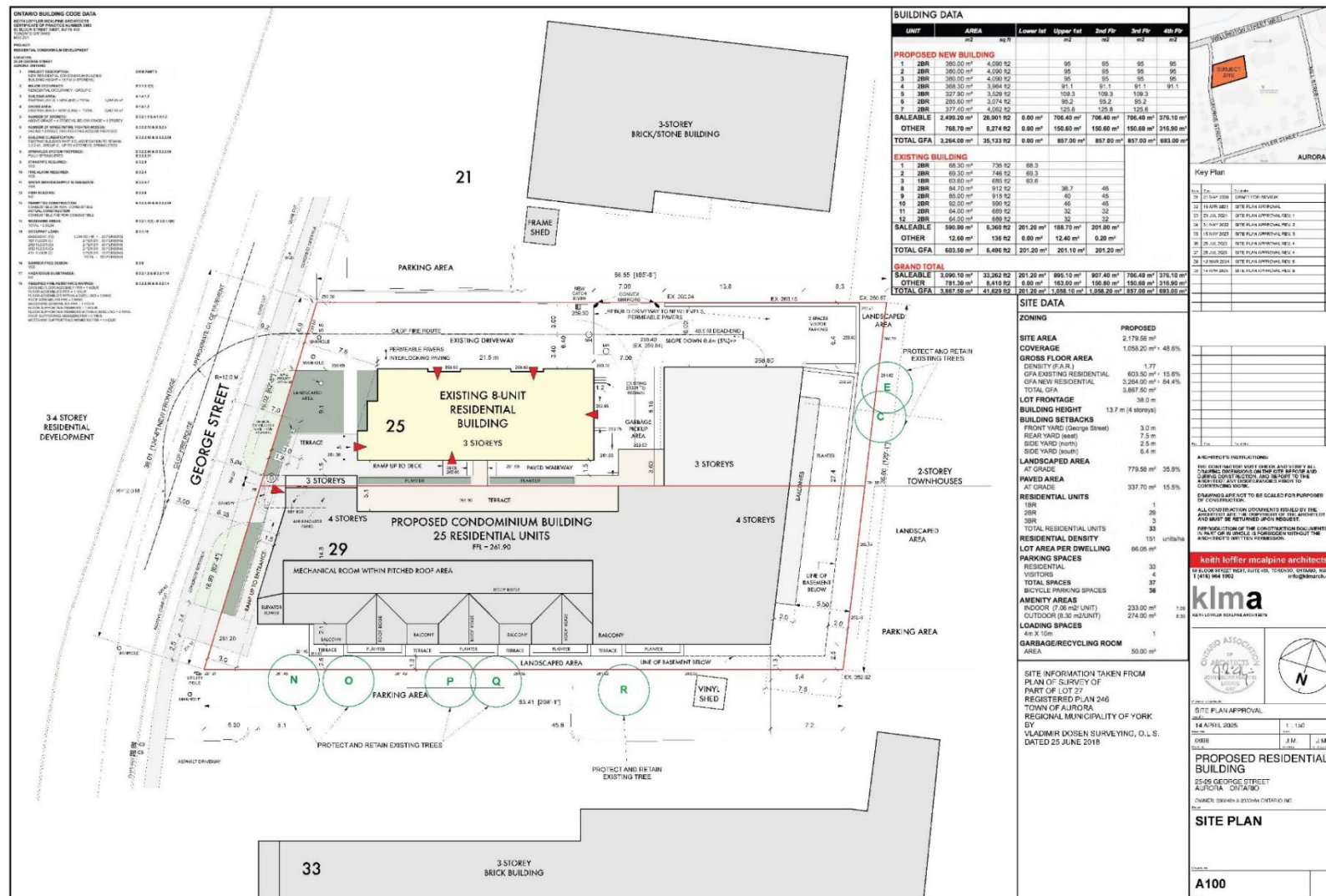
6. The Owner shall, at the sole expense of the Owner and to the satisfaction of the Town Solicitor, satisfy the Town's requirements related to the drafting of the Development Agreement and the registration of all related documents against the title of the Lands, including but not limited to the submission of all associated fees in accordance with the Town's Fees and Charges By-law, as amended or its successor.
7. The Owner shall, at the sole expense of the Owner and to the satisfaction of the Town Solicitor, register on title to the Lands an Application to Annex Restrictive Covenants, pursuant to section 118 of the *Land Titles Act*, R.S.O. 1990, c. L.5, as amended, which shall restrict the transfer of any part of the Lands prior to the registration of the Condo Plan, unless consent for same has been provided in writing by the Town.

Finance Department Conditions

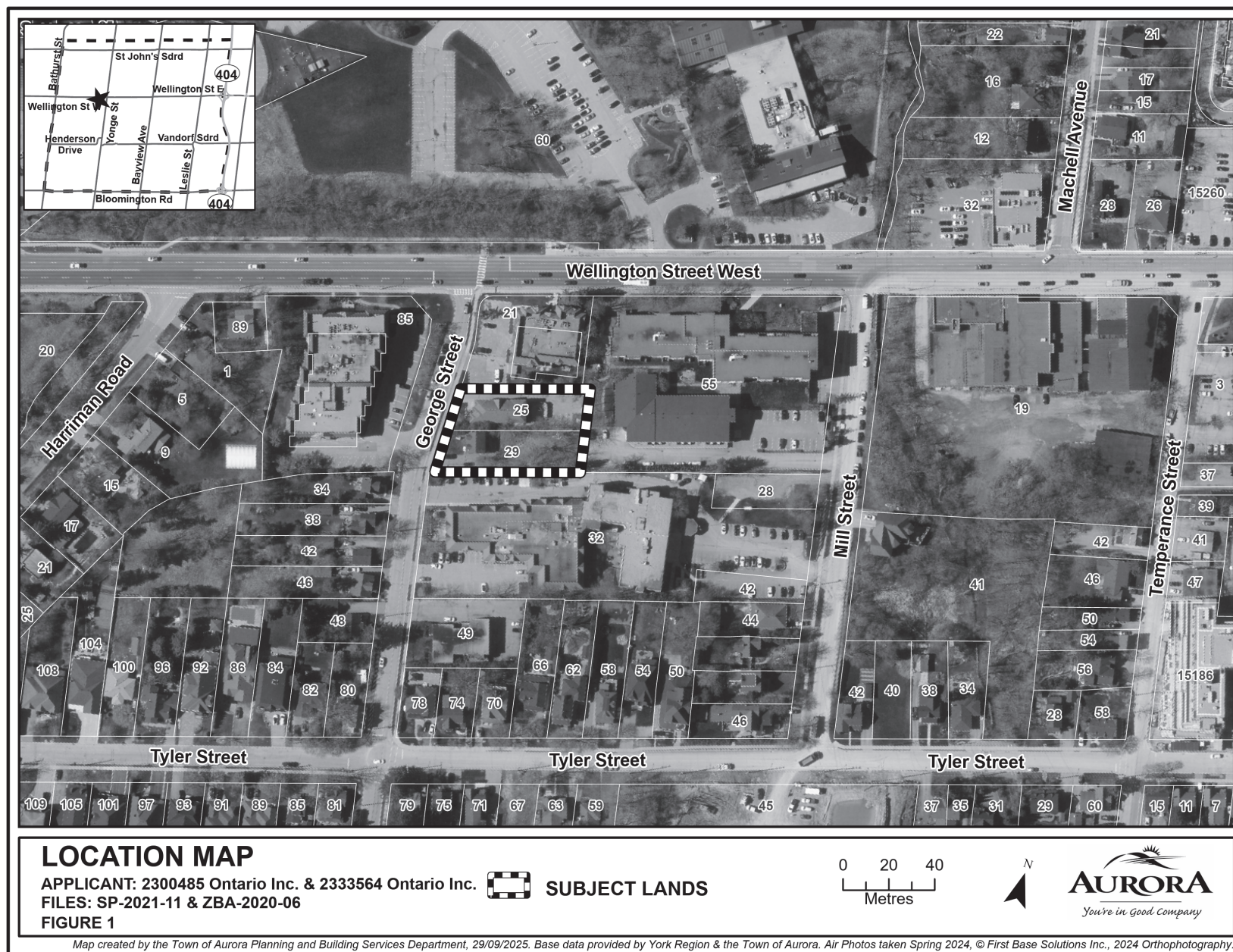
8. The Owner shall pay to the Town all arrears of taxes, water rates, and other lawful rates and levies of the Town, including all charges owing to the Town in connection with the Lands.

Clearances

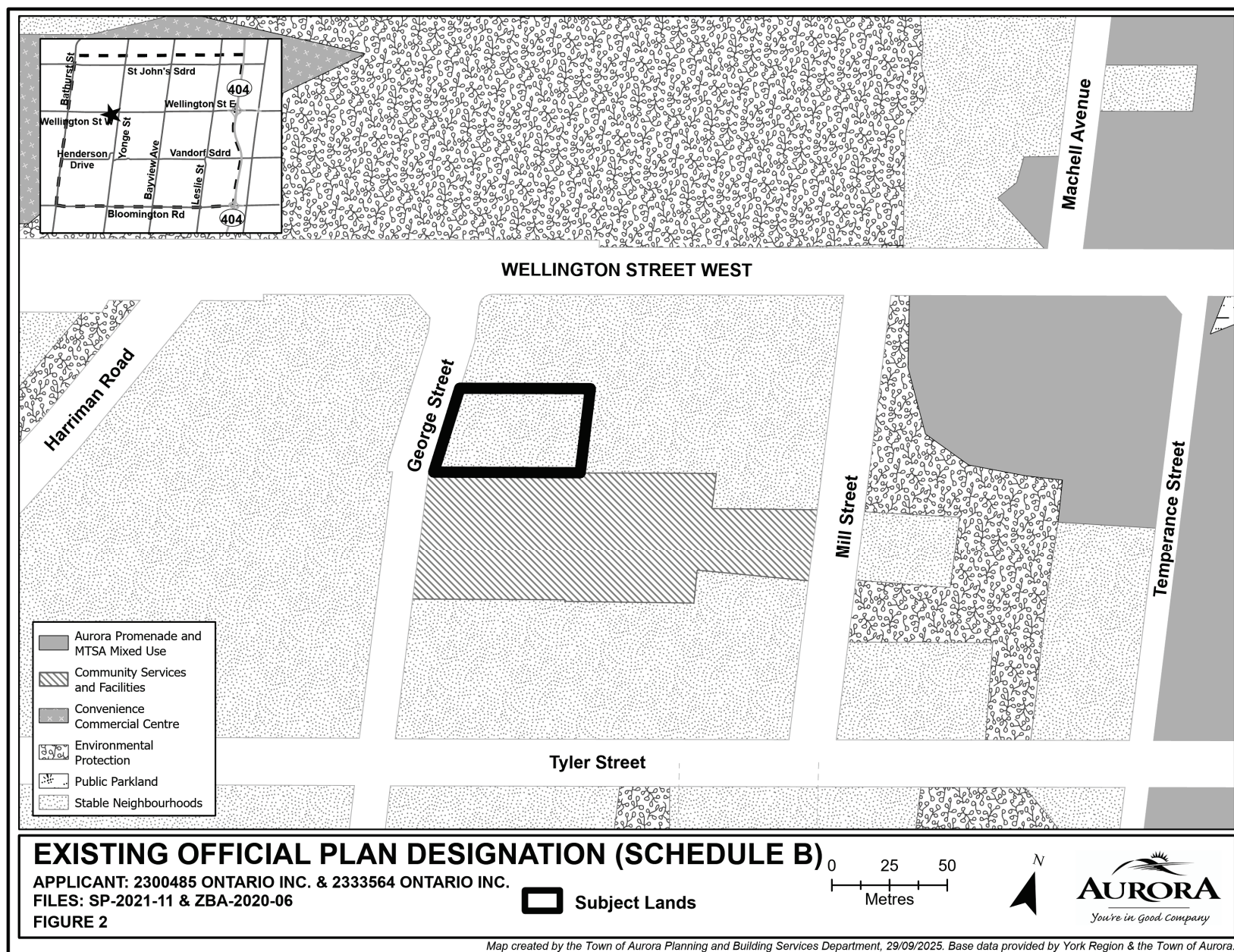
- The Town's Planning Division shall advise that Conditions 1 to 5 have been fulfilled, stating briefly how each condition has been met.
- The Town's Legal Services Division shall advise that Conditions 6 and 7 have been fulfilled, stating briefly how each condition has been met.
- The Town's Finance Department shall advise that Condition 8 has been fulfilled, stating briefly how this condition has been met.

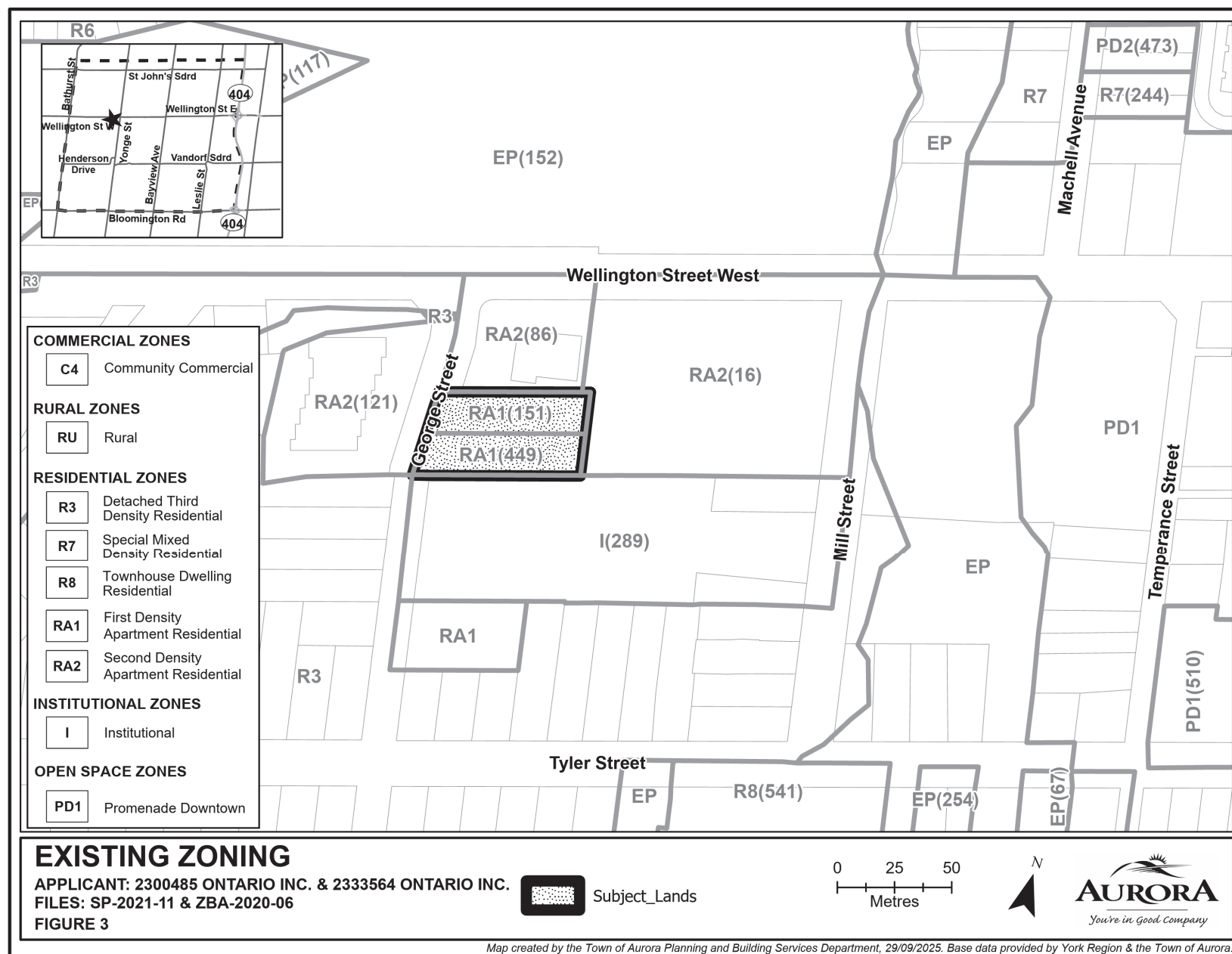


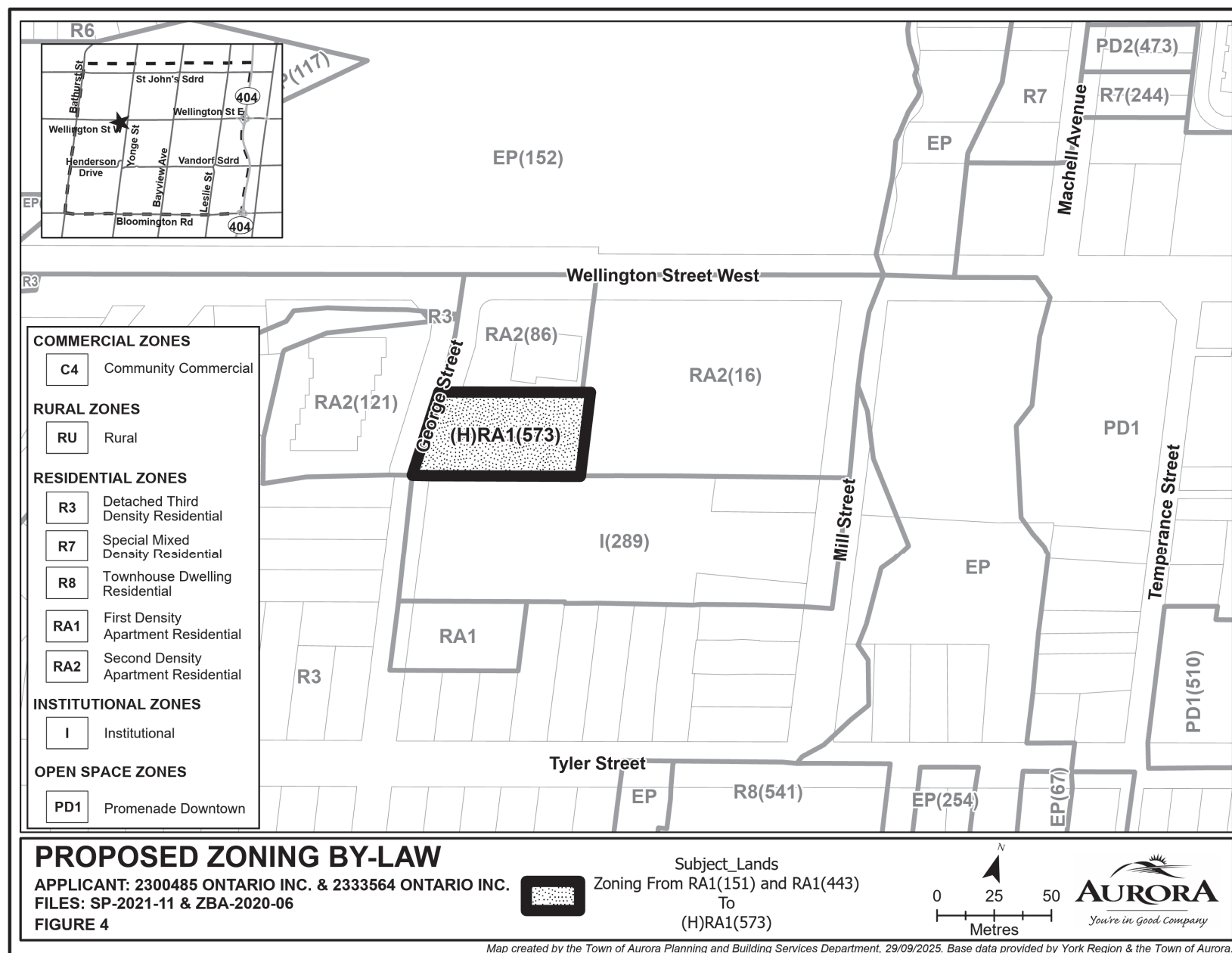
Attachment 2-25 and 29 George Street - Figures 1-7

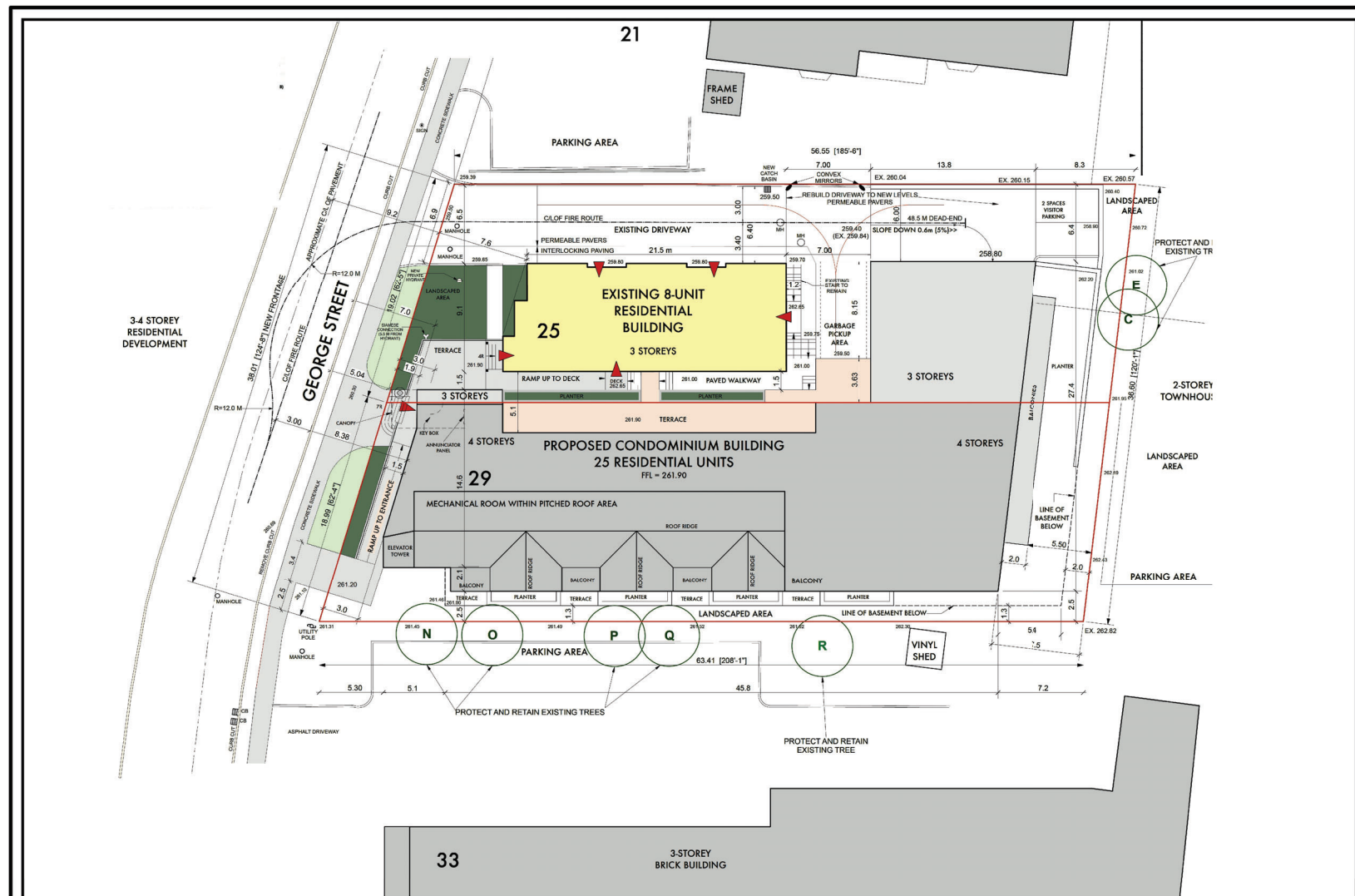


Document Path: J:\data\data\Planning Maps\25 & 29 George Street (2300485 Ontario Inc. & 2333564 Ontario Inc.) (ZBA-2020-06)\Report_Maps_Sept_2025\Report_Maps_25_29_George_St_Sept_2025.aprx









PROPOSED SITE PLAN

APPLICANT: 2300485 Ontario Inc. & 2333564 Ontario Inc.

FILES: SP-2021-11 & ZBA-2020-06

FIGURE 5



Map created by the Town of Aurora Planning and Building Services Department, 29/09/2025. Base data provided by Richard Ziegler Architect Inc.

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PROPOSED ELEVATIONS

APPLICANT: 2300485 Ontario Inc. & 2333564 Ontario Inc.

FILES: SP-2021-11 & ZBA-2020-06

FIGURE 6



Map created by the Town of Aurora Planning and Building Services Department, 29/09/2025. Base data provided by Richard Ziegler Architect Inc.

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PROPOSED RENDERINGS

APPLICANT: 2300485 Ontario Inc. & 2333564 Ontario Inc.

FILES: SP-2021-11 & ZBA-2020-06

FIGURE 7



Map created by the Town of Aurora Planning and Building Services Department, 29/09/2025. Base data provided by Richard Ziegler Architect Inc.

Document Path: J:\data\data\Planning Maps\25 & 29 George Street (2300485 Ontario Inc. & 2333564 Ontario Inc.) (ZBA-2020-06)\Report Maps_Sept_2025\Report Maps_25_29_George_St_Sept_2025.aprx



100 John West Way
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Town of Aurora

Member Motion

Councillor Kim

Re: **Amend the Clean Communities By-law – Regulation of Newspaper Delivery**

To: Members of Council

From: Councillor Harold Kim

Date: October 14, 2025

Whereas residents in the Town of Aurora have raised concerns regarding the delivery of unsolicited newspapers and flyers that are left on driveways, lawns, sidewalks, or boulevards; and

Whereas this method of delivery:

- contributes to litter and nuisance conditions when materials are dispersed by wind, rain, or snow; and
- presents obstacles and safety concerns for seniors and individuals with mobility challenges; and
- may obstruct municipal operations such as snow clearing or maintenance; and
- can indicate vacancy at a residence and raise concerns about community safety; and

Whereas residents often experience difficulty in opting out of these deliveries, and there is currently no regulation in place under the Town's Clean Communities By-law to address delivery methods for printed materials;

1. Now Therefore Be It Hereby Resolved That staff be directed to provide a report to Council with a proposed amendment to the Clean Communities By-law to require that newspapers, flyers, and other unaddressed printed materials be delivered only:

- to a mailbox, mail slot, newspaper box, or another appropriate receptacle on the property; or

Amend the Clean Communities By-law – Regulation of Newspaper Delivery

October 14, 2025

Page 2 of 2

- if such receptacles are unavailable, to the front porch or in front of the dwelling's main entrance that does not obstruct sidewalks, driveways, walkways, or pose a nuisance; and
2. Be It Further Resolved That staff consider in the report:
- recommended enforcement options, such as fines or compliance notices; and
 - measures to allow residents to decline delivery (e.g., signage, opt-out registry); and
 - examples of best practices from other municipalities; and
3. Be It Further Resolved That a copy of this resolution be provided to local publishers and newspaper distributors operating within the Town of Aurora.



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Town of Aurora

Member Motion

Councillor Gilliland

Re: Rollerskating Opportunities

To: Members of Council

From: Councillor Rachel Gilliland

Date: October 14, 2025

Whereas rollerskating service providers operate throughout Southern Ontario, offering pop-up rinks, lessons, and events for people of all ages in communities such as Stouffville, Oakville, and Caledon; and

Whereas the Town of Aurora seeks to activate community spaces, such as the new Town Square and underutilized ice rinks in the summer months, to provide inclusive recreational opportunities aligned with the Town's Sport Tourism Strategy and Parks and Recreation Master Plan; and

Whereas introducing rollerskating could encourage residents of all ages to participate in screen-free physical activity while fostering social interaction and family-friendly programming; and

Whereas pilot programs or temporary activations can help evaluate community interest and identify opportunities for regular events or expanded recreational offerings;

1. Now Therefore Be It Hereby Resolved That staff be directed to consult with rollerskating service providers and report back to Council on potential partnerships, programming options, and operational considerations for introducing rollerskating activities in Aurora for the 2026 season.



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Town of Aurora

Member Motion

Councillor Kim

Re: Silica Dust Awareness and Education Initiative

To: Members of Council

From: Councillor Harold Kim

Date: October 14, 2025

Whereas the cutting of stones and concrete pavers for interlock patios, driveways, and other landscaping projects can release respirable crystalline silica into the air; and

Whereas prolonged or repeated exposure to silica dust is known to pose serious health risks to workers and the general public, including respiratory illnesses such as silicosis and chronic obstructive pulmonary disease (COPD); and

Whereas the Town of Aurora, while not a regulatory authority or subject matter expert on silica dust mitigation, recognizes its responsibility to promote public health and safety through education and awareness; and

Whereas the Town's By-law Services team has acknowledged the importance of informing tradespeople, contractors, and residents about the risks associated with silica dust and the availability of safer cutting practices and protective equipment;

1. Now Therefore Be It Hereby Resolved That staff develop and implement a public awareness campaign focused on the health risks of silica dust exposure and the importance of adopting best practices when cutting stones and pavers; and
2. Be It Further Resolved That Communications staff collaborate with organizations and agencies knowledgeable in silica dust mitigation such as public health authorities, safety associations and occupational health experts to ensure accurate and effective messaging; and
3. Be It Further Resolved That the education campaign include;

- Educational materials distributed through the Town's website, social media channels, and permit application processes; and
 - Collaboration with local building supply retailers and trade associations to share information on dust suppression techniques and protective equipment; and
 - Signage or notices at relevant public works or construction sites, where appropriate; and
 - Outreach to residents undertaking DIY landscaping projects to encourage safe practices; and
4. Be It Further Resolved That staff review our Clean Communities By-law and report back to Council with a proposed amendment regarding dust mitigation.



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Town of Aurora

Member Motion

Councillor Gallo

Re: Third Party Consultants Contractual Release

To: Members of Council

From: Councillor John Gallo

Date: October 14, 2025

Whereas the Town of Aurora regularly commissions studies, analyses, and other reports from outside consultants and experts to inform decision making on matters of public interest; and

Whereas transparency, accountability, and access to information are foundational principles of good governance; and

Whereas members of the public have a right to access information that informs public policy and expenditures, subject only to the narrow limits prescribed by legislation, including the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); and

Whereas some third-party reports are currently withheld from public release, particularly when considered in closed session, even when the original reasons for confidentiality no longer apply;

1. Now Therefore Be It Hereby Resolved That staff be directed to ensure that all future reports, studies, and analyses commissioned from third-party consultants on behalf of the Town of Aurora include a contractual provision or written release permitting their public disclosure, in whole or in part, at the discretion of the Town; and
2. Be It Further Resolved That staff be further directed to make publicly available any third-party reports or portions thereof that are not subject to legal, privacy, security or contractual restrictions, including those originally considered in closed session, once the reason for confidentiality no longer applies; and

3. Be It Further Resolved That staff report back to Council through a public agenda, at the February 2026 agenda cycle with a proposed implementation framework, including recommended updates to procurement documents, standard contract language, and a process for identifying and releasing eligible reports from prior closed sessions; and
4. Be It Further Resolved That this policy applies to all new reports commissioned after the date of this motion and be incorporated into all relevant procurement and contract management practices going forward.



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Town of Aurora

Member Motion

Councillor Gallo

Re: Cannabis Retail Review Task Force

To: Members of Council

From: Councillor John Gallo

Date: October 14, 2025

Whereas the Town of Aurora opted in to the licensing and operation of retail cannabis stores within the municipality following the introduction of the provincial cannabis retail framework; and

Whereas several retail cannabis locations have since opened within the Town, providing legal access to cannabis products for residents and contributing to local economic activity; and

Whereas Council has received feedback from residents expressing both support and concern regarding the number, location, and community impacts of cannabis retail stores; and

Whereas municipalities currently have limited authority under the provincial regulatory framework to influence the siting and density of cannabis retail stores, but continue to play an important role in community engagement, by-law enforcement, public education, and advocacy to higher levels of government; and

Whereas it is in the Town's interest to review the local impacts of retail cannabis stores social, economic, and community, since opting in, and to identify potential strategies or advocacy opportunities to address any issues that have arisen;

1. Now Therefore Be It Hereby Resolved That Cannabis Retail Review Task Force be established to:

- a) Review the experience of the Town of Aurora since opting in to retail cannabis stores; and

- b) Identify issues that have arisen related to public safety, land use, business clustering, signage, community perception, and economic development; and
 - c) Explore best practices from other municipalities regarding cannabis retail management and community engagement; and
 - d) Provide recommendations to Council on potential actions or advocacy initiatives to address identified challenges and support balanced community outcomes.
2. Be It Further Resolved That the Task Force shall include:
- Two (2) Members of Council, appointed by Council; and
 - Up to seven (7) Resident Representatives, selected through an open call for applications, appointed by Council; and
 - Two (2) Members of Town Staff, including representatives from Planning and By-law Services; and
 - A member of York Region Police.
3. Be It Further Resolved That the Task Force shall be supported by Town staff for administrative and technical assistance; and
4. Be It Further Resolved That the Task Force will be established and start February 2026; and
5. Be It Further Resolved That the Task Force shall report back to Council with findings and recommendations within six (6) months of its first meeting; and
6. Be It Further Resolved That Council direct staff to prepare Terms of Reference for the Cannabis Retail Review Task Force, for approval at a subsequent Council meeting.



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Town of Aurora

Memorandum

Mayor's Office

Re: York Regional Council Highlights of September 25, 2025

To: Members of Council

From: Mayor Mrakas

Date: October 14, 2025

Recommendation

1. That the York Regional Council Highlights of September 25, 2025, be received for information.

COUNCIL HIGHLIGHTS

FOR IMMEDIATE RELEASE



Wednesday, October 8, 2025

York Regional Council – Thursday, September 25, 2025

Live streaming of the public session of Council and Committee of the Whole meetings is available on the day of the meeting from 9 a.m. until the close of the meeting. Past sessions are available at york.ca/CouncilAndCommittee

Results from York Region’s Traveller Safety Plan showing increased safety on Regional roads

York Regional Council received an update on The Regional Municipality of York’s [Vision Zero Traveller Safety Plan Year 1 Results](#), with early results showing a decrease in severe collisions on Regional roads in 2024.

York Region’s [Vision Zero Traveller Safety Plan](#), approved by York Regional Council in March 2024, aims to reduce severe collisions (involving injury or death) by 10% over five years. The Traveller Safety Plan is supported by industry professionals, consultants and road safety partners, including York Regional Police.

In 2024, over 10,000 collisions occurred on Regional and local roads. Severe collisions (those involving injury or death) remained 5% below forecasted levels, about 150 fewer incidents, indicating early success of safety efforts. York Region saw a 2% reduction in aggressive, distracted and impaired driving collisions.

York Region and its partners completed safety improvements at 225 locations, focusing on protecting vulnerable road users and reducing aggressive driving.

As safety improvements are rolled out, their full impact may take time. The Region will continue tracking progress, reviewing targets and implementing new initiatives.

To learn more, visit york.ca/TravellerSafetyPlan

York Region 2024 Homelessness Point-in-Time Count highlights need for coordinated, long-term solutions

The number of people experiencing homelessness in York Region has risen sharply [since 2021](#), highlighting the impact of ongoing economic pressures. The [2024 Point-in-Time Count \(I Count 2024\)](#), led by United Way Greater Toronto in partnership with York Region local municipalities, community agencies and volunteers, counted nearly 880 individuals – up from under 330 in 2021.

While Point-in-Time Counts capture only a snapshot of homelessness, this increase underscores the urgent need for coordinated, long-term solutions.

Conducted over 24 hours from November 26 to 27, 2024, I Count 2024 collected information about the experiences, characteristics and needs of people and families facing homelessness.

The results support York Region's work under the federal [Reaching Home strategy](#), which prioritizes community-based approaches to prevent and reduce homelessness and ensure residents have the supports they need.

York Region street trees thriving, 91% in healthy condition

Regional Council received an update on York Region's [2025 Street Tree Health Assessment](#), confirming continued improvement with 91% of over 4,200 evaluated trees in healthy condition.

Street trees provide numerous benefits to residents, including shade, carbon absorption, energy conservation, improved air quality, prevention of soil erosion, climate change mitigation, stormwater management, traffic calming and public health benefits.

Over the past 25 years, York Region has significantly improved its Street Tree program through regular watering, better soil preparation and a curated [list of top-performing species](#). These efforts led to steady gains in tree health, with assessments in 2010, 2015 and 2020 showing 76%, 84% and 87% of trees in healthy condition, respectively.

Learn more about street trees at york.ca/StreetTrees

York Region creating more actions to accelerate development of affordable housing

Regional Council approved [implementation of a series of actions](#) identified by the Housing and Homeless Committee to accelerate development of affordable and community housing. These actions focus on strengthening partnerships to enhance development capacity of external organizations, recognizing the Region alone cannot sustain the level of investment needed to meet growing demand for affordable housing.

Initiatives include:

- Making the Community Housing Supply Grant Program a permanent program, which provides capital funding for shovel-ready non-profit and cooperative community housing projects
- Establishing a Housing Affordability Resource Program pilot to centralize support, streamline access to funding and identify partnership opportunities
- Launching a Non-Profit Pre-Development Program, committing up to \$100,000 annually to leverage private sector capacity and expertise to help grow affordable and community housing supply
- Exploring a Private, Non-Profit Affordable Housing Partnership Pilot to identify and evaluate partnerships to create new affordable and community housing supply

Work on the series of actions intended to accelerate development of affordable and community housing will be incorporated into the Region's next 10-year housing and homelessness plan in 2026.

Delivering high-quality care for seniors

Regional Council received [performance updates](#) for Long-Term Care and Seniors Community Programs, highlighting delivery of high-quality, person-centred care for seniors.

York Region's two long-term care homes and seniors programs continue to demonstrate leadership in adapting to evolving provincial policy changes. These services ensure safe and reliable support enhancing the quality of life for residents, clients and communities.

Highlights from York Region Long-Term Care and Seniors Community Programs in 2024, include:

- Providing housing for 226 residents in the Region's two Long-Term Care Homes
- Serving 240 clients through Adult Day Programs that provide care and engagement opportunities for seniors and their caregivers to support seniors to remain in their homes and stay connected to their communities
- Delivering 1,382 education and consultation sessions through the Psychogeriatric Resource Consultation Program, which enhances care by providing specialized training to long-term care homes and community agencies, including providing training on mental health and dementia to enhance service delivery
- Responding to 76 referrals through the Vulnerable Seniors Network, which continues to improve coordination, organization and planning for seniors at elevated risk of harm

For more information on Senior Services, visit york.ca/Seniors

Delivering expanded access to Canada-wide Early Learning and Child Care Program

Regional Council received an [update on the Canada-Wide Early Learning and Child Care \(CWELCC\)](#) program, a federal initiative to make child care more accessible and affordable.

Since its launch, the program has reduced fees to a maximum of \$22 per day (as of January 1, 2025), added nearly 4,000 new licensed child care spaces and increased Registered Early Childhood Educators' wages from \$18 to \$24.86 per hour.

Following a provincial cost-based funding model and space recalibration, York Region secured an additional \$53 million annually to support 3,315 new spaces, bringing the 2022 - 2026 total to 5,197 spaces. The Region also received \$1.5 million in new capital funding to support the creation of not-for-profit child care spaces by the end of 2026.

Using updated population and access data, York Region identified seven priority neighbourhoods for new spaces, including West Georgina, Central Vaughan, East and North Markham, South Markham and North and East Richmond Hill. The Region will continue monitoring access and space availability to ensure investments meet community needs.

Regional Council holds special visioning session for 2027–2031 Strategic Plan

On September 4, 2025, Regional Council met for a [special visioning session](#) to kick off the development of the Region's next 2027 - 2031 Strategic Plan. The session gave Council members a chance to explore priorities, discuss challenges and identify opportunities, ensuring the plan reflects the evolving needs and aspirations of the community.

Following this session, York Region will engage residents, stakeholders and community organizations to gather input and feedback on the proposed strategic directions. Insights from this engagement will inform the draft of the 2027 - 2031 Strategic Plan, which will outline key priorities and initiatives to guide York Region's growth and development over the next five years. A public consultation process will follow, giving the community a chance to review and share their feedback before the plan is finalized and presented to Council for approval.

York Region confirms appointment of new Medical Officer of Health

Regional Council has [confirmed Dr. Fareen Karachiwalla as York Region's Medical Officer of Health](#), effective immediately, with Ontario Minister of Health approval granted on August 12, 2025.

Dr. Karachiwalla, a Public Health and Preventive Medicine specialist and Family Physician, joined York Region in 2018 as an Associate Medical Officer of Health. She has supported initiatives in Child and Family Health, Infectious Diseases Control and health professional engagement, with a focus on health equity, public policy and community engagement.

She holds a Doctor of Medicine from the University of Western Ontario and completed her specialty training from the University of Toronto. She holds a master's in Public Health from Johns Hopkins University with a focus on health systems and policy. Dr. Karachiwalla maintains a part-time clinical practice focusing on people with complex mental health and addiction and those experiencing homelessness. Most recently, she was the recipient of the King's Charles III Coronation Medal for her work during the COVID-19 pandemic.

Excellence in municipal finance

Regional Council congratulated Commissioner of Finance and Regional Treasurer Laura Mirabella, recipient of the 2025 Excellence in Municipal Finance Award from the Municipal Finance Officers' Association. Council also recognized Yvonne Mak, York Region's Supervisor of Budget Coordination, who received the Engagement Award.

These awards highlight the leadership, expertise and dedication guiding York Region's financial management.

Remembering former York Region CAO Alan Wells

Regional Council held a moment of silence to [honour the late Alan Wells](#), who served as Chief Administrative Officer from 1975 to 2002. Mr. Wells was a steady and visionary leader who guided York Region through a period of rapid growth and transformation. His leadership advanced human services, transportation planning, environmental stewardship and long-term water supply. Alan Wells' integrity, leadership and wisdom have left a legacy that continues to shape York Region today.

Remembering former Town of Aurora Mayor George Timpson

Regional Council observed a moment of silence in [honour of George Timpson](#), who passed away recently. Mr. Timpson served as Mayor of Aurora from 1977 to 1982 and represented the town on Regional Council. His years of public service were marked by dedication, integrity and a deep commitment to his community. Council extended condolences to his family, friends and all those whose lives he touched.

Be a Hero Campaign

Members of Regional Council joined the community in supporting the [Be a Hero Head Shave event](#) held on Saturday, September 20, 2025. Organized by York Regional Police, the fundraiser raised vital support for Southlake's Pediatric Oncology Clinic, which serves more than 1,300 young cancer patients each year, raising both funds and hope for children and families facing life's toughest challenges.

September Observances

Regional Council recognized the following observances in September 2025:

- [Guide Dog Awareness Month](#)
- [World Alzheimer's Month](#)
- [Childhood Cancer Awareness Month](#)

- [National Forest Week](#) – September 21 to 27, 2025
 - [Labour Day](#) – September 1, 2025
 - [9/11 and National Day of Service](#) – September 11, 2025
 - [Rosh Hashanah](#) – September 22 to 24, 2025
 - [Franco-Ontario Day](#) – September 25, 2025
 - [World Tourism Day](#) – September 27, 2025
 - [National Day for Truth and Reconciliation](#) – September 30, 2025
-

Next meeting of York Regional Council

The next Meeting of York Regional Council will be held on Thursday, October 23, 2025, at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket. The Council meeting will be streamed on york.ca/Live

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

-30-

Media Contact:

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Cell: 905-806-7138

Email: kylie-anne.doerner@york.ca