



Town of Aurora Council Meeting Agenda

Date: Tuesday, November 26, 2024
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Meetings are available to the public in person and via live stream on the [Town's YouTube channel](#). To participate, please visit aurora.ca/participation.

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1. Call to Order	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
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6. Delegations	
7. Consent Agenda	
That the Consent Agenda, items 7.1 to 7.3 inclusive, be approved.	
7.1 Council Meeting Minutes of October 22, 2024	1
1. That the Council Meeting Minutes of October 22, 2024, be adopted as circulated.	
7.2 Council Public Planning Meeting Minutes of November 12, 2024	16
1. That the Council Public Planning Meeting Minutes of November 12, 2024, be adopted as circulated.	
7.3 Memorandum from Councillor Thompson; Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of September 27, 2024	22
1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of September 27, 2024, be received for information.	

8. Committee of the Whole Meeting Report of November 5, 2024 27

That the Committee of the Whole Meeting Report of November 5, 2024, be received and the recommendations carried by the Committee approved.

8.1 Advisory Committee Meeting Minutes

8.1.1 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of September 25, 2024 38

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

8.1.2 Heritage Advisory Committee Meeting Minutes of October 7, 2024 43

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

8.1.3 Finance Advisory Committee Meeting Minutes of October 8, 2024 48

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

8.1.4 Environmental Advisory Committee Meeting Minutes of October 21, 2024 51

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

8.2 Consent Agenda

8.2.1 Agenda Items Approved on Consent

That the Agenda items of sections 9 through 16 inclusive be approved, with the exception of items 9.1, 11.1, 11.2, 11.3, 11.4, 14.1, 14.2, and 14.3, which were discussed and voted on separately.

8.3 Community Services Committee Agenda

8.3.1 CMS24-043 - High Five - Registered Municipality 55

1. That Report No. CMS24-043 be received; and

2. That Council endorse the Town of Aurora becoming a High Five Registered Municipality.

8.4 Corporate Services Committee Agenda

8.5 Finance and Information Technology Committee Agenda

8.5.1 FIN24-057 - 2025 to 2026 Budget and 10-Year Capital Plan 61

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

8.5.2 FIN24-051 - Water Meter Replacement Program Contract 105

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

8.5.3 FIN24-052 - Tax Sale Process 109

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

8.5.4 FIN24-055 - Community Partner Reserve Management Policy 117

(Note: Attachment 1 has been updated.)

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

8.6 Administration Committee Agenda

8.7 Operational Services Committee Agenda

8.7.1 OPS24-023 - Aurora Forest Study Policy Updates 128

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

8.8 Planning and Development Services Committee Agenda

8.8.1 PDS24-065 - New Registration By-law for Additional Residential 137

Units in Single Family Dwelling Unit

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

8.8.2 PDS24-119 - Extension of Approval to Draft Plan of Subdivision, Charlieville Developments Limited, 45 Tyler Street, Lot 26 and Part Lots 24, 25 and 27, Plan 9, File Number: SUB-2015-03, Related File Number: SP-2022-03 142

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

8.8.3 PDS24-120 - Application for Radiocommunication Tower, Shared Tower Inc. , 15400 Bayview Avenue, Plan 65M-3074, Block 2, Part Block 3, File Number: SP(T)-2024-01 178

1. That Report No. PDS24-120 be received for information.

8.9 Member Motions

8.9.1 Mayor Mrakas; Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding 210

1. Now Therefore Be It Hereby Resolved That Aurora Town Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. Be It Further Resolved That Aurora Town Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit

local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

8.10 Regional Report

8.10.1 York Regional Council Highlights of October 24, 2024 212

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

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 PDS24-121 - Additional Information to Proposed Amendments to Parking By-law No. 4574-04.T – Various Locations in the Town’s Downtown Area 218

1. That Report No. PDS24-121 be received; and
2. That a by-law to amend Parking By-law No. 4574-04.T be enacted to increase the on-street parking allowance from one hour to two hours on Yonge Street between Wellington Street West and Kennedy Street on an interim basis as outlined in the report.

10. New Business

11. Regional Report

12. By-laws

12.1 By-law Number XXXX-24 - Being a By-law to amend By-law Number 6228-19, as amended, to govern the proceedings of Council and Committee meetings of the Town of Aurora. 226

(Committee of the Whole Report No. CS24-023, Oct. 1, 2024)

- 12.2 By-law Number XXXX-24 - Being a By-law to establish a schedule of fees and charges for municipal services, activities, and the use of property within the Town of Aurora (Fees and Charges By-law). 227**

(Committee of the Whole Report No. FIN24-044, Oct. 1, 2024)

13. Closed Session

14. Confirming By-law

- 14.1 By-law Number XXXX-24 Being a By-law to confirm actions by Council resulting from a Council meeting on November 26, 2024 259**

15. Adjournment



**Town of Aurora
Council
Meeting Minutes**

Date: Tuesday, October 22, 2024
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Council Members: Mayor Tom Mrakas (Chair)
 Councillor Ron Weese
 Councillor Rachel Gilliland
 Councillor Wendy Gaertner
 Councillor Michael Thompson
 Councillor John Gallo

Members Absent: Councillor Harold Kim

Other Attendees: Doug Nadorozny, Chief Administrative Officer
 Patricia De Sario, Director, Corporate Services/Town Solicitor
 Robin McDougall, Director, Community Services
 Marco Ramunno, Director, Planning and Development Services
 Sara Tienkamp, Director, Operational Services
 Rachel Wainwright-van Kessel, Director, Finance
 Michelle Outar, Acting Manager, Corporate Communications
 Michael de Rond, Town Clerk
 Emily Freitas, Council/Committee Coordinator

1. Call to Order

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

2. Land Acknowledgement

Mayor Mrakas 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 Weese

Seconded by Councillor Gilliland

That the agenda as circulated by Legislative Services be approved.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

4. Declarations of Pecuniary Interest and General Nature Thereof

Councillor Ron Weese declared a pecuniary interest under the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50. respecting item 8.3.2 - CMS24-039 - Facility Space Allocation for Aurora Sports Hall of Fame and Sport Aurora, due to involvement with both organizations, and therefore, did not participate in the discussion or vote on any question in respect to the matter.

5. Community Presentations

5.1 Tamas Hertel, Service Planning Manager, York Region Transit; Re: 2025 York Region Transit Annual Plan

Tamas Hertel, Service Planning Manager, York Region Transit, presented an overview of the York Region Transit (YRT) Annual. The presentation included the annual transit initiatives process, the improvements of YRT routes in the Town, and the implementation of the province's One Fare Program. YRT also conducted a public consultation program to provide information and gather feedback from resident, which included requests to improve connections to Aurora GO Station and to establish a bus route for students travelling from the Aurora Heights area. The presentation

further indicated proposed service changes that will take place in 2025 to restructure school routes due to the new Dr. G.W. Williams High School, and concluded by highlighting projects to enhance the transit network in the Town including e-buses and improving the fare system.

Council consented to permit an additional five minutes for the presentation.

Moved by Councillor Gallo

Seconded by Councillor Gaertner

That the presentation be received for information.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

5.2 Stephen Forsey, Sport Aurora; Re: Sport Celebration Month 2024

Stephen Forsey, Sport Aurora, presented an overview of activities hosted by Sport Aurora this year and the lead up to Sport Celebration Month 2024, highlighting the proclamation made to highlight the community's athletic achievements, honouring student athletes at Sport Aurora's 2024 School Athletes of the Year at Town Park and hosting the All Sport One Day Program to provide opportunities for young women to participate in different sport activities. They concluded by noting that Sport Aurora will be hosting their annual Volunteer Recognition Event to celebrate 28 nominations from different sport organizations on Sunday, October 27, 2024.

Moved by Councillor Weese

Seconded by Councillor Gaertner

That the presentation be received for information.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

6. Delegations

None.

7. Consent Agenda

Moved by Councillor Thompson

Seconded by Councillor Gallo

That the Consent Agenda, items 7.1 to 7.7 inclusive, be approved.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

7.1 Council Meeting Minutes of September 24, 2024

1. That the Council Meeting Minutes of September 24, 2024, be adopted as circulated.

Carried

7.2 Special Meeting of Council Minutes of October 1, 2024

1. That the Special Meeting of Council Minutes of October 1, 2024, be adopted as circulated.

Carried

7.3 Council Public Planning Meeting Minutes of October 8, 2024

1. That the Council Public Planning Meeting Minutes of October 8, 2024, be adopted as circulated.

Carried

7.4 Council Closed Session Minutes of September 17, 2024 (confidential attachment)

1. That the Council Closed Session Minutes of September 17, 2024, be adopted as circulated.

Council Meeting Minutes
Tuesday, October 22, 2024

5

Carried**7.5 Council Closed Session Public Meeting Minutes of September 17, 2024**

1. That the Council Closed Session Public Meeting Minutes of September 17, 2024, be adopted as circulated.

Carried**7.6 Central York Fire Services Joint Council Committee Meeting Minutes of April 2, 2024**

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of April 2, 2024, be received for information.

Carried**7.7 Central York Fire Services Joint Council Committee Meeting Minutes of September 10, 2024**

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of September 10, 2024, be received for information.

Carried**8. Committee of the Whole Meeting Report of October 1, 2024****Moved by** Councillor Gaertner**Seconded by** Councillor Gilliland

That the Committee of the Whole Meeting Report of October 1, 2024, be received and the recommendations carried by the Committee approved, with the exception of sub-item 8.8.3, which was discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.1 Consent Agenda

8.1.1 Memorandum from Councillor Thompson; Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of July 26, 2024

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of July 26, 2024, be received for information.

Carried

8.2 Advisory Committee Meeting Minutes

8.2.1 Mayor's Golf Classic Funds Committee Meeting Minutes of September 5, 2024

1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of September 5, 2024, be received for information.

Carried

8.2.2 Accessibility Advisory Committee Meeting Minutes of September 11, 2024

1. That the Accessibility Advisory Committee Meeting Minutes of September 11, 2024, be received for information.

Carried

8.2.3 Community Recognition Review Advisory Committee Meeting Minutes of September 12, 2024

1. That the Community Recognition Review Advisory Committee Meeting Minutes of September 12, 2024, be received for information.

Carried

8.2.4 Finance Advisory Committee Meeting Minutes of September 10, 2024

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

Carried

8.2.5 Parks and Recreation Advisory Committee Meeting Minutes of September 19, 2024

1. That the Parks and Recreation Advisory Committee Meeting Minutes of September 19, 2024, be received for information.

Carried

8.3 Community Services Committee Agenda

8.3.1 CMS24-038 - Mapping Recreation for Persons with Disabilities – Final Plan Presentation

1. That Report No. CMS24-038 be received; and
2. That Council endorse the recommendations contained in the attached Mapping Recreation for Persons with Disabilities Plan 2024-2029.

Carried

8.3.2 CMS24-039 - Facility Space Allocation for Aurora Sports Hall of Fame and Sport Aurora

1. That Report No. CMS24-039 be received; and
2. That Council approve the request from the Aurora Sports Hall of Fame for expansion; and
3. That Council approve allocating space in the Aurora Family Leisure Complex for Sport Aurora.

Carried

8.4 Corporate Services Committee Agenda

8.4.1 CS24-024 - Central York Fire Services - Cost Recovery Program Enhancement

1. That Report No. CS24-024 be received for information.

Carried

8.4.2 CS24-023 - 2025 Council and Committee Meeting Schedule

1. That Report No. CS24-023 be received; and
2. That a bylaw to amend section 20(f)(i) of the Procedure Bylaw No. 6228-19, as amended, be enacted at a future Council meeting to change the Public Planning meeting day from the second Tuesday of the month to the third Tuesday; and
3. That Council request the Mayor, in accordance with the powers under section 284.8 of the Municipal Act, 2001, to amend the Committee of the Whole meeting date from the first Tuesday of the month to the second Tuesday; and
4. That the 2025 Meeting Schedule (Attachment No. 1) be approved; and
5. That the Town Clerk be authorized to make amendments to the Council and Committee meeting calendar as required.

Carried

8.5 Finance and Information Technology Committee Agenda

8.5.1 FIN24-044 - 2025-26 Rates and Fees Update with Bylaw

1. That Report No. FIN24-044 be received; and
2. That a by-law be enacted to set the 2025 and 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.

Carried

8.5.2 FIN24-045 - Further Bill 185 Development Charges Bylaw Amendments

1. That Report No. FIN24-045 be received; and
2. That no further public meetings are required under section 12 of the Development Charges Act, 1997; and

3. That the proposed amending Development Charges By-law be enacted October 22, 2024.

Carried

8.6 Administration Committee Agenda

None.

8.7 Operational Services Committee Agenda

None.

8.8 Planning and Development Services Committee Agenda

8.8.1 PDS24-089 - Automated Speed Enforcement Pilot Program and Community Safety Zones

1. That Report No. PDS24-089 be received; and
2. That a by-law to amend Parking By-law No. 4574-04.T be enacted to designate schools that front onto Town roads as Community Safety Zones; and
3. That staff be authorized to implement an Automated Speed Enforcement Pilot program and report back to Council with a detailed implementation plan.

Carried

8.8.2 PDS24-099 - Request for Increased Capital Budget Authority for Capital Project SO0079 – Water and Wastewater Master Plan

1. That Report No. PDS24-099 be received; and
2. That the total approved budget authority for Capital Project No. SO0079 be increased to \$414,800 representing an increase of \$114,800; and
3. That the proposed budget authority increase of \$114,800 for Project No. SO0079 be funded by \$57,400 from both water and wastewater development charges.

Carried

8.8.3 PDS24-105 - Proposed Amendments to Parking Bylaw 4574-04.T – Various Locations in the Town’s Downtown Area

Main motion

Moved by Councillor Gilliland

Seconded by Councillor Weese

1. That Report No. PDS24-105 be received; and
2. That a by-law to amend Parking Bylaw No. 4574-04.T be enacted to increase the on-street parking allowance from 3 hours to 4 hours in various areas outlined in the report.

Amendment

Moved by Councillor Gilliland

Seconded by Councillor Weese

3. That staff report back, at the November 26, 2024 Council meeting, regarding potentially changing parking restrictions on Yonge street in the Business Improvement Area from one hour to two hours.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

Main motion as amended

Moved by Councillor Gilliland

Seconded by Councillor Weese

1. That Report No. PDS24-105 be received; and
2. That a by-law to amend Parking Bylaw No. 4574-04.T be enacted to increase the on-street parking allowance from 3 hours to 4 hours in various areas outlined in the report; and
3. **That staff report back, at the November 26, 2024 Council meeting, regarding potentially changing parking restrictions on Yonge street in the Business Improvement Area from one hour to two hours.**

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.8.4 PDS24-106 - Comprehensive Zoning By-law Review Work Plan

1. That Report No. PDS24-106 be received for information.

Carried

8.8.5 PDS24-107 - Doors Open 2025 Registration

1. That Report No. PDS24-107 be received; and
2. That staff be directed to participate in the Doors Open event in 2025 in collaboration with the Ontario Heritage Trust.

Carried

8.9 Member Motions

8.9.1 Councillor Thompson; Re: Interchange at Highway 404 and St. John's Sideroad

Whereas the York Region Transportation Master Plan, approved by York Region Council in September of 2022 identified a need for an interchange to be built at Highway 404 and St. John's Sideroad by 2051; and

Whereas the Region will be updating the 2022 Transportation Master Plan every 5 years during its planning horizon, with the next update occurring in 2027; and

Whereas our Official Plan forecasts Aurora's population will be 79,600 residents and 38,300 jobs by 2041 and 85,800 residents and 41,600 jobs by 2051; and

Whereas additionally, neighbouring municipalities of Newmarket and Whitchurch-Stouffville are expected to grow cumulatively to over 221,500 people and 86,400 jobs to 2051, with the Region's

total population also expected to be over 2 million people and approximately 1 million jobs over the same horizon; and

Whereas the Region's Municipal Comprehensive Review and Land Needs Assessment for the 2022 Regional Official Plan identified Aurora as having the greatest share of Major Office jobs over the planning horizon of any Northern Six York Region municipalities; and

Whereas Aurora's Employment Area along the 404 Corridor is over 2 kilometres long and is anticipated to generate over 6,000 new jobs, yet it currently is forced to rely on only one existing interchange at the south end, along Wellington Street East; and

Whereas the Province of Ontario has mandated significant local growth as part of the Growth Plan for the Greater Golden Horseshoe, and has defined Provincial Interests under the Planning Act that include providing employment opportunities and protecting the financial and economic well-being of the Province and its municipalities; and

Whereas the proposed St. John's Sideroad interchange has been built into the planning framework of the Town for nearly two decades, including as a planned element in the 2010 Aurora 2C Secondary Plan, the 2010 Official Plan, and the Town's current 2024 Official Plan; and

Whereas Council recently endorsed the Municipal Housing Target pledge of 8,000 residential units by 2031; and

Whereas traffic congestion is a growing concern for all Aurora residents and has an impact, socially, environmentally and economically, on the Town, neighbouring municipalities, and the Region at large;

1. Now Therefore Be it Hereby Resolved That staff provide the Region with Traffic and Household data and projections that supports the need for the interchange at St. John's and Highway 404; and
2. Be It Further Resolved That the Town of Aurora meet with the Region of York to express the need for the interchange at

Highway 404 and St. John's to be constructed prior to 2035 and indicate to them that our preference would be that the interchange be built in the short term.

Carried

8.10 Regional Report

8.10.1 York Regional Council Highlights of September 19, 2024

1. That the York Regional Council Highlights of September 19, 2024, be received for information.

Carried

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 FIN24-046 - Interim Forecast Update – as of August 31, 2024

Moved by Councillor Gallo

Seconded by Councillor Thompson

1. That Report No. FIN24-046 be received for information.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

10. New Business

Councillor Gallo inquired about the status of the men's transitional shelter and expressed urgency to select a location to begin the project. Staff provided a response that they are in contact with York Region who are responsible for moving the project forward.

Councillor Gaertner expressed concerns regarding the size of the voting display shown during meetings in the Council Chambers, and Staff agreed to follow up.

Councillor Gilliland inquired about on-street parking on Murray Drive near Aurora High School and requested for bylaw services to monitor the street to ensure safety of pedestrians and drivers.

Councillor Gilliland inquired about the possibility of introducing a payment plan for residents that do not qualify for the Windrow Removal Pilot Program, and staff provided a response and agreed to follow up with Council.

Councillor Weese announced that the Aurora Legion will begin selling poppies on Friday, October 25, 2024 for Remembrance Day.

Councillor Weese inquired about the Automated Speed Enforcement (ASE) Pilot Program and when it will come into effect, and Staff agreed to follow up with Council regarding the exact dates.

11. By-laws

11.1 By-law Number 6644-24 - Being a By-law to amend By-law Number 6592-24, as amended, to establish development charges for the Town of Aurora.

(Committee of the Whole Report No. FIN24-045, Oct 1, 2024)

11.2 By-law Number 6645-24 - Being a By-law to amend By-law Number 4574-04.T, as amended, to regulate parking and traffic in the Town of Aurora (Restricted Parking Maximum Period – Victoria Street,

Mosley Street, Church Street, Metcalfe Street, Wells Street and Harrison Avenue).

(Committee of the Whole Report No. PDS24-105, Oct 1, 2024)

11.3 By-law Number 6646-24 - Being a By-law to exempt Part of Block 1 on Plan 65M-4743 from part-lot control (File No. PLC-2024-03).

11.4 By-law Number 6647-24 - Being a By-law to appoint a Fire Chief for Central York Fire Services.

Moved by Councillor Weese

Seconded by Councillor Thompson

That the By-laws, items 11.1 to 11.4 inclusive, be enacted.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

12. Closed Session

None.

13. Confirming By-law

13.1 By-law Number 6648-24 Being a By-law to confirm actions by Council resulting from a Council meeting on October 22, 2024

Moved by Councillor Gallo

Seconded by Councillor Gilliland

That the confirming by-law be enacted.

Carried

14. Adjournment

Moved by Councillor Gaertner

Seconded by Councillor Weese

That the meeting be adjourned at 8:04 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk



**Town of Aurora
Council Public Planning
Meeting Minutes**

Date: Tuesday, November 12, 2024
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Council Members: Mayor Tom Mrakas (Chair)
 Councillor Ron Weese
 Councillor Rachel Gilliland
 Councillor Wendy Gaertner (arrived at 7:04 p.m.)
 Councillor Michael Thompson
 Councillor John Gallo
 Councillor Harold Kim

Other Attendees: Doug Nadorozny, Chief Administrative Officer
 Marco Ramunno, Director, Planning and Development Services
 Felix Chau, Planner
 Katherine Gatzos, Planner
 Michael de Rond, Town Clerk
 Emily Freitas, Council/Committee Coordinator

1. Call to Order

The Mayor called the meeting to order at 7:00 p.m.

2. Land Acknowledgement

Mayor Mrakas acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the

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

3. Approval of the Agenda

Moved by Councillor Thompson

Seconded by Councillor Weese

That the revised agenda as circulated by Legislative Services be approved.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Absent (1): Councillor Gaertner

Carried (6 to 0)

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. Planning Applications

The Mayor outlined the procedure that would be followed in the conduct of the public meeting. The Town Clerk confirmed that the appropriate notice was given in accordance with the relevant provisions of the Planning Act.

5.1 PDS24-124 - Application for Zoning By-law Amendment, 1000099397 Ontario Ltd., 36 Industry Street, Lot 9, Plan 535, File Number: ZBA-2024-04

Planning Staff

Katherine Gatzos, Planner, presented an overview of the staff report regarding the Zoning By-law Amendment (ZBA), noting the application proposes to redevelop the subject lands to facilitate the future development of a seven-storey residential building containing 97 units and 72 parking spaces including 2 levels of underground parking. It was further noted that the applicant is proposing "Second Density Apartment Residential (RA2-XX)" and the proposed ZBA seeks to amend the development standards on the building height and surrounding lot area,

yard setbacks, and adjusting the amenity area and parking requirements. Staff also highlighted the comments made at the community information meeting and next steps.

Applicant

Brad Rogers, Groundswell Urban Planners Inc., presented an overview of the development proposal including site context, previously approved zoning on the subject lands, the proposed development of a seven-storey building, proposed zoning, renderings, interior and exterior site plans, amenities, mixed uses, and next steps. Maggie Way, Associate Planner, and Richard Ziegler, Architect, were also present to answer questions.

Public Comments

Aurora residents, including Cheryl Bain, Catherine W, Rick Armstrong, and Keith Bennett, expressed the following comments:

- Opposition to the proposed development
- Concerns regarding:
 - Environmental impacts on diverse wildlife and Sheppard's Bush Conservation Area
 - Traffic/parking overflow to other local streets including Mary Street
 - Building structure and impact on other dwellings nearby due to construction
- Suggestions regarding:
 - Conducting a traffic study in the vicinity of the subject lands

Moved by Councillor Gallo

Seconded by Councillor Weese

1. That Report No. PDS24-124 be received; and
2. That comments presented at the statutory Public Planning meeting be addressed by Planning and Development Services in a report to a future Committee of the Whole meeting.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

5.2 PDS24-125 - Application for Official Plan Amendment and Zoning By law Amendment, P.A.R.C.E.L. Inc., 14070 Yonge Street, KING CON 1 PT LOT 72 PLAN M42 PT BLKS A B G RP 65R34432, PARTS 1 TO 5, File Number: OPA-2024-03; ZBA-2024-03

Planning Staff

Felix Chau, Planner, presented an overview of the Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications to facilitate the development of 2 five-storey condominium buildings on the subject lands; a residential condominium building with 180 units and a senior's lifestyle apartment building with 120 units. Staff discussed the previously approved applications and the current vacancy of the subject lands. It was further noted that the proposed OPA seeks to amend several site-specific policies from "Estate Residential" and "Major Institutional" to "Cluster Residential", and from "Cluster Residential" to "Environmental Protection Area", and the proposed ZBA seeks to rezone the subject lands from "Holding Provision Institutional Exception Zone (H) I (391)" to "Second Density Apartment Residential RA2 (XX) Exception Zone", "Second Density Apartment Residential RA2 (YY) Exception Zone", and "Environmental Protection (EP)". Staff also highlighted the comments made at the community information meeting and next steps for the application.

Applicant

Joan McIntyre, Malone Given Parsons Ltd., presented an overview of the proposed development including site context, elevations and landscape plan, preservation of existing landscape, restoration of vegetation buffers, underground parking, density and unit types, and transportation and site access. It was further noted the existing Official Plan and zoning, and next steps. Rowan Rivers, Transportation Consultant, GHD Engineering, was also present to answer questions.

Public Comments

Aurora residents John Green, Linda Ma, Conny Wong, Paul Langston, Nima Osqueizadeh, Vivian Wu, Mauricio Barbone, Andrew Mestrinaro, Kathy Andriopoulos, expressed the following comments:

- Opposition to the proposed development
- Concerns regarding:
 - Traffic and pedestrian safety on Yonge Street and Elderberry Trail
 - Parking overflow due to minimal parking spots
 - Environmental impact on the Oak Ridges Marine Area and current woodland
 - Density too high and the proposal does not align with the Town Official Plan
 - Increased pollution
 - Lack of privacy due to proposed elevation and noise concerns
 - Proximity of the proposed development to the existing sewage pumping station
- Suggestions regarding:
 - Installing sidewalks on Yonge Street and Elderberry Trail for pedestrian safety
 - Improving traffic signage and street lighting
 - Relocating the proposed development
- Questions regarding:
 - Construction timeline

Moved by Councillor Gilliland

Seconded by Councillor Weese

1. That Report No. PDS24-125 be received; and
2. That comments presented at the statutory Public Planning meeting be addressed by Planning and Development Services in a report to a future Public Planning meeting.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

6. Confirming By-law

6.1 By-law Number 6650-24 - Being a By-law to confirm actions by Council resulting from a Council Public Planning meeting on November 12, 2024

Moved by Councillor Weese

Seconded by Councillor Thompson

That the confirming by-law be enacted.

Carried

7. Adjournment

Moved by Councillor Weese

Seconded by Councillor Gaertner

That the meeting be adjourned at 9:55 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk



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

Town of Aurora
Memorandum
Councillor's Office

Re: Lake Simcoe Region Conservation Authority
Board Meeting Highlights of September 27, 2024

To: Mayor and Members of Council

From: Councillor Michael Thompson

Date: November 26, 2024

Recommendation

- 1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of September 27, 2024, be received for information.**

Attachments

- Lake Simcoe Region Conservation Authority Board Meeting Highlights of September 27, 2024

Board Meeting Highlights

September 27, 2024

Announcements

- a) Chair Riepma welcomed new Board member Councillor Tara Roy-DiClemente from the Town of East Gwillimbury, who has been appointed in place of Mayor Hackson, who stepped down from the Board at the end of July. Chair Riepma also noted that Councillor Joe Gough from the Township of Ramara, who was not in attendance, has been appointed in place of Councillor Sherri Bell.
- b) CAO Baldwin advised that at the request of the City of Orillia Council, he made a deputation on September 23rd to advise of the Conservation Authority's programs and services, along with new legislation regarding the City's involvement in the programs and services.
- c) CAO Baldwin advised that staff continue to monitor blue-green algae blooms that have resurfaced in the lake in September, after first being seen in July. CAO Baldwin also advised that invasive water soldier has also been seen in well-established large clumps in Cook's Bay. Staff have been in regular contact with Provincial staff regarding both issues.

Presentations:

a) **Watershed-Based Resource Management Strategy**

Integrated Watershed Management Implementation Coordinator, Kaitlyn Read, provided an overview of the draft Watershed-based Resource Management Strategy, noting this is a new requirement under Ontario Regulation 686/21 of the *Conservation Authorities Act* for all conservation authorities to complete. In accordance with the regulation, the required components of this Strategy include:

1. Guiding principles to inform and frame the Strategy and goals to inform the design and delivery of the Conservation Authority's mandatory programs and services;
2. Summary of existing technical studies, monitoring programs, and other information that the Conservation Authority relies on to deliver its programs and services;
3. Review of the Conservation Authority's programs and services and identification of gaps that should be addressed to assist in better delivering on its mandate;
4. A process for periodic review and updating of the Strategy; and
5. Public and stakeholder consultation and publication of the Strategy.

The Strategy included a review of how the Conservation Authority's approach to watershed management has evolved as watershed issues and knowledge have changed since 1951, along



with a forecast on where it's heading based on emerging concerns. The Strategy not only demonstrates the rationale for existing programs and services, but it also identifies opportunities for the future based on continued and emerging stressors.

The following three guiding principles were developed to inform and frame the Strategy:

1. Programs and services are based on integrated watershed management and find the balance between economic and environmental needs.
2. Science-based decision-making and adaptive management will ensure that programs and services continue to protect people, property and natural resources for generations to come.
3. The watershed's natural resources are a shared responsibility. Partnership and collaboration will enable a clear, coordinated approach to sustainable resource management.

Five goals have been established under these guiding principles, which align with the Conservation Authority's current strategic plan:

1. Protect people, property, and resources from natural hazards through programs and services.
2. Effectively manage conservation lands and facilities to provide recreation and education opportunities that inspire an appreciation of nature.
3. Support and lead environmental science and research programs to provide the data necessary to inform watershed management decisions.
4. Identify and understand watershed resources and their stressors and develop and implement programs to address issues and threats.
5. Enhance and restore natural resources to improve their function and resilience for generations to come.

The programs and services review and gap assessment were completed through internal meetings and workshops, feedback from partners, and public consultation. In total, 331 individuals were engaged, and feedback was reviewed and incorporated into the Strategy development. Through the process, nine areas were identified where programs or services could either be expanded or new ones could be developed, in order to fill gaps and better address watershed stressors.

To view this presentation, please click this link: [Watershed-based Resource Management Strategy Presentation](#)

b) Conservation Areas Strategy

Director, Conservation Lands, Philip Davies, provided an overview of the Conservation Authority's Conservation Areas Strategy, noting this is a new requirement under Ontario Regulation 686/21 of the *Conservation Authorities Act* for all conservation authorities to complete. The regulation set out the required components of this Strategy, which include: A



conservation areas strategy, prepared on or before December 31, 2024 for all lands owned or controlled by a conservation authority, including any interests in land registered on title, that meet the requirements set out in section 10. Criteria to be included in the Strategy includes:

1. Objectives to inform land management decisions, including policies for acquisition and disposition;
2. Identification of mandatory and non-mandatory programs and services offered, and sources of financing;
3. Assessment of how lands augment natural heritage features and integrate with other public lands;
4. Classification of lands into categories according to use;
5. Process for periodic Strategy review;
6. Community engagement in the Strategy preparation; and
7. Posting to Authority website or other means for public access.

The uses of the Lake Simcoe Region Conservation Authority's landholdings fall under three categories: conservation areas, management areas, and administrative offices.

Staff undertook a broad consultation process with engagement from staff, municipal, provincial and regional government stakeholders, Chippewas of Georgina Island First Nation, as well as the general public through traiside events and an online engagement platform.

Information gathered was used to refine the Guiding Principles and develop the following draft Goal Statement that will inform land management, development and maintenance activities for the future: **To balance protection of the natural environment with providing safe and enjoyable passive recreation opportunities at well planned and maintained conservation areas.**

The following four guiding principles were then developed:

- i. Care and Protect
- ii. Collaborate and Connect
- iii. Plan for the Future
- iv. Strategic Management

Staff sought Board of Directors input through a survey and plan to table the final draft Strategy for approval at the November 2024 meeting.

To view this presentation, please click this link: [Conservation Areas Strategy Presentation](#)



Staff Reports:

Watershed-Based Resource Management Strategy

The Board received Staff Report No. 47-24-BOD regarding the Conservation Authority's draft Watershed-based Resource Management Strategy and approved the draft Watershed-based Resource Management Strategy.

Conservation Areas Strategy

The Board received Staff Report No. 48-24-BOD regarding the Conservation Authority's Conservation Areas Strategy.

2024 Scanlon Creek Restoration Project Update

The Board received Staff Report No. 49-24-BOD regarding the Scanlon Creek Restoration Project status and financial update.

Scanlon Creek Nature Centre Construction: General Contractor Request for Proposal

The Board received Staff Report No. 50-24-BOD regarding the Request for Proposal process to retain a General Contractor to construct the new Scanlon Creek Nature Centre. The Board appointed a sub-committee of the Board of Directors, comprised of the Chair, the Vice Chair, the member representing the Town of Bradford West Gwillimbury, plus two additional members (Councillor Drodge and Councillor Harrison-McIntyre), to award the construction contract as outlined in the report.

Confidential Human Resources Matter

The Board endorsed Staff Report No. 51-24-BOD regarding a confidential human resources matter.

For more information or to see the full agenda package, visit [LSRCA's Board of Directors' webpage](#).



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

Date: Tuesday, November 5, 2024
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Council Members: Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland*
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Robin McDougall, Director, Community Services
Marco Ramunno, Director, Planning and Development Services
Sara Tienkamp, Director, Operational Services
Rachel Wainwright-van Kessel, Director, Finance
Michelle Outar, Acting Manager, Corporate Communications
Ishita Soneji, Deputy Town Clerk
Linda Bottos, Council/Committee Coordinator

*Attended electronically

1. Call to Order

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

Committee of the Whole consented to recess the meeting at 9:01 p.m. and reconvened the meeting at 9:11 p.m.

2. Land Acknowledgement

Committee of the Whole 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

Committee of the Whole approved the revised agenda as circulated by Legislative Services.

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. Community Presentations

5.1 Christopher Watts, The Aurora Heritage Authority; Re: Aurora's Angels Memorial Day

Committee of the Whole consented to permit ten minutes for the presentation.

Christopher Watts presented to raise awareness of the proclaimed Aurora's Angels Memorial Day on November 9, 2024, in honour of 14 fallen RCAF members with ties to Aurora, highlighting their lives and service to Canada, and the ways in which they continue to be honoured. An invitation was extended to visit the art installation at the Royal Rose Gallery and join them on November 9 at 2 p.m. to celebrate Aurora's Angels.

Committee of the Whole received the presentation for information.

6. Delegations

6.1 Sandra Hallig and Cheyenne Zierler, Shared Tower Inc.; Re: Item 14.3 - PDS24-120 - Application for Radiocommunication Tower, Shared Tower Inc., 15400 Bayview Avenue

Sandra Hallig, Planning Coordinator, joined by Cheyenne Zierler, Senior Planning Manager, presented an overview of the proposal and alternative option to further minimize the visual impact, including public consultation, wireless network capacity, propagation study comparison, site selection, Safety Code 6 compliance, nearby existing towers, and elevation plan.

Committee of the Whole received and referred the comments of the delegation to item 14.3.

6.2 Phiona Durrant, Aurora Black Community Association; Re: Request for Funding

This delegation has been rescheduled to the Budget Committee meeting of November 18, 2024.

6.3 Wendy James, Resident; Re: Yellow Dividing Line on Timpson Drive

Wendy James expressed safety concerns regarding a yellow dividing line on Timpson Drive that has been repainted incorrectly following the installation of "No Parking" signs on one side and recent reconstruction of the road, and requested that the yellow line be repainted off-centre.

Committee of the Whole received the comments of the delegation for information.

7. Advisory Committee Meeting Minutes

Committee of the Whole recommends:

That the Advisory Committee Meeting Minutes, items 7.1 to 7.4 inclusive, be received for information.

Carried

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

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

7.2 Heritage Advisory Committee Meeting Minutes of October 7, 2024

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

7.3 Finance Advisory Committee Meeting Minutes of October 8, 2024

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

7.4 Environmental Advisory Committee Meeting Minutes of October 21, 2024

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

8. Consent Agenda

8.1 Agenda Items Approved on Consent

Committee of the Whole recommends:

That the Agenda items of sections 9 through 16 inclusive be approved, with the exception of items 9.1, 11.1, 11.2, 11.3, 11.4, 14.1, 14.2, and 14.3, which were discussed and voted on separately.

Carried

Committee of the Whole consented to consider Committee Agenda items in the following order: 14.3, 9.1, 11.1, 14.1, 11.2, 11.3, 11.4, and 14.2.

9. Community Services Committee Agenda

9.1 CMS24-043 - High Five - Registered Municipality

Committee of the Whole recommends:

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

Carried

10. Corporate Services Committee Agenda

None.

11. Finance and Information Technology Committee Agenda

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

Mayor Mrakas provided an introduction and Rachel Wainwright-van Kessel, Director, Finance, presented an overview of the 2025-2026 Operating Budget and 10-Year Capital Plan.

Committee of the Whole recommends:

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

Carried

11.2 FIN24-051 - Water Meter Replacement Program Contract

Committee of the Whole recommends:

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

Carried

11.3 FIN24-052 - Tax Sale Process

Committee of the Whole recommends:

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

Carried

11.4 FIN24-055 - Community Partner Reserve Management Policy

Committee of the Whole recommends:

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

Carried

12. Administration Committee Agenda

None.

13. Operational Services Committee Agenda

13.1 OPS24-023 - Aurora Forest Study Policy Updates

Committee of the Whole recommends:

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

Carried

14. Planning and Development Services Committee Agenda

14.1 PDS24-065 - New Registration By-law for Additional Residential Units in Single Family Dwelling Unit

Committee of the Whole recommends:

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

Carried

- 14.2 PDS24-119 - Extension of Approval to Draft Plan of Subdivision, Charlieville Developments Limited, 45 Tyler Street, Lot 26 and Part Lots 24, 25 and 27, Plan 9, File Number: SUB-2015-03, Related File Number: SP-2022-03**

Committee of the Whole recommends:

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

Carried

- 14.3 PDS24-120 - Application for Radiocommunication Tower, Shared Tower Inc. , 15400 Bayview Avenue, Plan 65M-3074, Block 2, Part Block 3, File Number: SP(T)-2024-01**

Committee of the Whole recommends:

1. That Report No. PDS24-120 be received for information.

Carried

15. Member Motions

- 15.1 Mayor Mrakas; Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding**

Committee of the Whole recommends:

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

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

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province,

generating significant revenue that is not directly shared with municipalities; and

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

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

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

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

Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Carried

16. Regional Report

16.1 York Regional Council Highlights of October 24, 2024

Committee of the Whole recommends:

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

Carried

17. New Business

Councillor Weese referred to the earlier presentation from Christopher Watts and requested clarification on the comments about the limited number of illumination colours available at Aurora Town Square, and staff provided a response.

Councillor Weese, on behalf of ratepayer associations, inquired about where questions regarding trails should be directed, and staff provided a response.

Councillor Weese referred to previous conversations about ASEs (automated speed enforcement) in community safety zones and inquired about joint processing centres, and staff provided a response.

Councillor Weese referred to the recent shooting tragedy in Ward 1 and suggested that all residents should be cautious about the hateful comments heard on social media, and expressed the hope that residents could be more sensitive to individuals in this community.

Councillor Gaertner referred to the delegation from Wendy James and inquired about how the matter will be resolved and communicated, and staff provided a response and agreed to follow up with the resident.

Councillor Thompson referred to the earlier presentation from Christopher Watts and inquired about comments made regarding the accuracy of the proclamation, and staff provided a response.

Councillor Gallo requested an update regarding the fountain at Queen's Diamond Jubilee Park, and staff provided a response.

18. Public Service Announcements

Councillor Gaertner recognized the recent Hindu celebration of Diwali, or Festival of Lights, noting its similarities to the Jewish celebration of Hanukkah.

Councillor Weese announced that the Christmas Kettle campaign will begin this month and volunteers can sign up now with Northridge Community Church of The Salvation Army for shifts through December 2024.

Councillor Weese encouraged everyone to help Dianne and Brian Harrison send 10,000 Christmas and holiday cards to Canadian troops around the world, who will be away from home during the upcoming holiday season.

Councillor Weese noted that the installation of a new all-weather surface is underway at Town Park and expressed appreciation to Town staff.

Mayor Mrakas announced that, for the second consecutive year, the Town has received the Distinguished Budget Presentation Award for its 2024 Budget from the Government Finance Officers Association, which recognizes municipalities across North America that meet the highest budgeting and financial reporting standards. The Mayor extended congratulations and acknowledged the efforts of Town staff and especially the Finance team.

Mayor Mrakas announced the following upcoming activities and events:

- The application deadline has been extended to join the Town's Boards and Committees for the 2025-2026 term; for more details and to apply by November 11, 2024, visit aurora.ca/Committees.
- Winter parking restrictions come into effect on November 15, 2024; to learn more, visit aurora.ca/Parking.
- Aurora's By-law Services has partnered with York Regional Police for their annual Toys for Tickets campaign from November 20 to December 13, 2024; for more details, visit aurora.ca/ToysForTickets.
- Residents and businesses are encouraged to participate in Aurora's Deck the Halls Tour from December 9 to 23, 2024; for information and to register by November 15, 2024, visit aurora.ca/DeckTheHalls.
- Aurora's Santa Under the Stars Parade will be held on Saturday, November 23, 2024, from 6 p.m. to 8 p.m.; for more details, visit aurora.ca/SantaParade.

- The Aurora Royal Canadian Legion will be leading the annual Remembrance Day Parade on Sunday, November 10 at 10:20 a.m. and the Remembrance Day Ceremony will take place on Monday, November 11, 2024, at 10:45 a.m. at the Cenotaph; for more information, visit auroralegion.ca.

19. Closed Session

None.

20. Adjournment

The meeting was adjourned at 9:48 p.m.



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

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

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

Members Absent: Giovanni Turla
Klaus Wehrenberg

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

1. Call to Order

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

2. Land Acknowledgement

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

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

2

3. Approval of the Agenda

Moved by Gino Martino

Seconded by Steve Fleck

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

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

5. Receipt of the Minutes

**5.1 Active Transportation and Traffic Safety Advisory Committee Meeting
Minutes of May 22, 2024**

Moved by Steve Fleck

Seconded by Gino Martino

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

]Carried

6. Delegations

None.

7. Matters for Consideration

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

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

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

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

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

Moved by Steve Fleck

Seconded by Lil Kim

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

Carried

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

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

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

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

4

Moved by Steve Fleck

Seconded by Lil Kim

1. That the memorandum regarding Yield Sign Feasibility assessment be received; and
2. That the Active Transportation and Traffic Safety Advisory Committee comments regarding Yield Sign Feasibility assessment be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

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

Staff presented an overview of the memorandum, indicating that current citizen members must reapply for the second half of the Council term to be considered for a committee of interest. They also indicated that the application process is open as of September 19, 2024 until November 1, 2024.

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

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

Moved by Gino Martino

Seconded by Steve Fleck

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

Carried

9. **New Business**

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

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

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

10. **Adjournment**

Moved by Steve Fleck

Seconded by Lil Kim

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

Carried



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

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

Committee Members: Bob McRoberts, Honourary Member (Vice Chair)
 Cynthia Bettio
 David Heard
 Rocco Morsillo

Members Absent: Kevin Hughes
 John Green, Aurora Historical Society Representative

Other Attendees: Ishita Soneji, Deputy Town Clerk
 Adam Robb, Manager, Policy Planning and Heritage
 Linda Bottos, Council/Committee Coordinator

1. Call to Order

The Vice Chair called the meeting to order at 6:58 p.m.

2. Land Acknowledgement

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

3. Approval of the Agenda

Moved by Cynthia Bettio

Seconded by Rocco Morsillo

That the revised agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

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

5. Receipt of the Minutes**5.1 Heritage Advisory Committee Meeting Minutes of June 10, 2024**

Moved by Rocco Morsillo

Seconded by Cynthia Bettio

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

Carried

6. Delegations**6.1 Christopher Watts, The Aurora Heritage Authority; Re: Town of Aurora Heritage Awards**

Christopher Watts provided a presentation in support of reinstating Aurora's Heritage Awards program. They further expressed questions on the history and status of the Heritage Awards program, the Town's Architectural Salvage Program, and the Heritage Advisory Committee's Pending List.

Moved by David Heard

Seconded by Cynthia Bettio

That the comments of the delegation be received for information.

Carried

7. Matters for Consideration

7.1 Memorandum from Manager, Policy Planning and Heritage; Re: Heritage Permit Application - 77 Wellington Street East

Staff provided an overview of the memorandum and proposal for a minor rear addition to accommodate additional space in support of the existing daycare use, noting the rear addition qualifies for delegated approval due to the generally minor nature of the proposed work. The Committee expressed no opposition to the proposal and inquired about the requirement for use of non-combustible siding material. Staff confirmed that the intent is to aesthetically match the existing siding. The Committee had no further concerns with this or proceeding with delegated approval.

Moved by Rocco Morsillo

Seconded by David Heard

1. That the memorandum regarding Heritage Permit Application - 77 Wellington Street East be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Permit Application - 77 Wellington Street East be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Policy Planning and Heritage; Re: Hillary House Considerations

Staff provided an overview of the memorandum and request from the Aurora Historical Society to collaborate with the Town and explore options toward ensuring the long-term sustainability of the Hillary House National Historic Site. Staff noted that input is being sought from the Heritage Advisory Committee along with feedback from the public, which will be summarized in a report back to Council.

The Committee provided feedback including: (1) Hillary House should be owned and managed by the Town; the Aurora Historical Society as a volunteer board should not be responsible to manage the property; (2) continue to use property as a museum and community space for events, tours, banquets, etc.; (3) property is underutilized and should be enhanced

through connectivity to Fleury Park, the trails system, Aurora Community Centre, the downtown core, and the rehabilitation of the waterworks yard; (4) promote the landscaping and natural elements of the property; (5) promote heritage tourism through marketing and increasing awareness of Hillary House to the public, business sector, and school groups; and (6) pursue federal grants.

Moved by Cynthia Bettio

Seconded by Rocco Morsillo

1. That the memorandum regarding Hillary House Considerations be received; and
2. That the Heritage Advisory Committee comments regarding Hillary House Considerations be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

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

Staff provided an overview of the memorandum, highlighting that current citizen members must reapply for the second half of the 2022-2026 Council term to be considered for this committee or any other committee of interest. Staff confirmed that all applications would be brought forward for Council's consideration once the application period has ended.

Moved by David Heard

Seconded by Cynthia Bettio

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

Carried

9. New Business

Staff provided an update on the screening of the Pet Cemetery documentary, being held during the time of this meeting in the Performance Hall at Aurora

Town Square, and advised that Cultural Services staff have offered to host a private screening for the Heritage Advisory Committee (HAC) members immediately prior to the December 9, 2024 HAC meeting at Town Hall. The Committee expressed their preference for a viewing at Aurora Town Square and staff agreed to liaise with Cultural Services staff and propose an alternate night in the Performance Hall.

The Committee offered suggestions regarding the timing and theme of the next Doors Open Aurora event, noting that previously there was greater participation of sites and visitors in August than in October. Staff clarified that the Ontario Heritage Trust's Doors Open Ontario program determines the provincewide theme each year and that a separate organizing committee, which can include Committee members along with a range of community partners, is required to coordinate the event.

10. **Adjournment**

Moved by Cynthia Bettio

Seconded by Rocco Morsillo

That the meeting be adjourned at 8:44 p.m.

Carried



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

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

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

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

1. Call to Order

The Chair called the meeting to order at 5:45 p.m.

2. Land Acknowledgement

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

3. Approval of the Agenda

Moved by Councillor Thompson
Seconded by Ron Weese

Finance Advisory Committee Meeting Minutes
Tuesday, October 8, 2024

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That the agenda as circulated by Legislative Services be approved.

4. Declarations of Pecuniary Interest and General Nature Thereof

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

5. Receipt of the Minutes

5.1 Finance Advisory Committee Meeting Minutes of September 10, 2024

Moved by Ron Weese

Seconded by Councillor Thompson

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

Carried

6. Delegations

None.

7. Matters for Consideration

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

Moved by Councillor Thompson

Seconded by Ron Weese

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

Motion to defer
Carried

Finance Advisory Committee Meeting Minutes
Tuesday, October 8, 2024

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8. New Business

None.

9. Adjournment

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



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

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

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

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

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

1. Call to Order

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

2. Land Acknowledgement

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

Environmental Advisory Committee Meeting Minutes
Monday, October 21, 2024

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

3. Approval of the Agenda

Moved by Ken Turriff

Seconded by Alain Godin

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

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

5. Receipt of the Minutes

5.1 Environmental Advisory Committee Meeting Minutes of June 17, 2024

Moved by Ken Turriff

Seconded by Denis Heng

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

Carried

6. Delegations

None.

7. Matters for Consideration

None.

8. Informational Items

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

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

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

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

Moved by Shun Chen

Seconded by Alain Godin

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

Carried

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

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

Environmental Advisory Committee Meeting Minutes
Monday, October 21, 2024

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

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

Moved by Ken Turriff

Seconded by Alain Godin

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

Carried

9. New Business

None.

10. Adjournment

Moved by Ken Turriff

Seconded by Shun Chen

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

Carried



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

Subject: High Five – Registered Municipality

Prepared by: Lisa Warth, Manager, Recreation

Department: Community Services

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

Background

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

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

Analysis

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

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

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

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

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

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

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

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

The Town's commitment includes staff training and program evaluations

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

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

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

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

The Town may consider becoming an Accredited municipality in future

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

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

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

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

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

Advisory Committee Review

None

Legal Considerations

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

Financial Implications

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

Encouraging an active and healthy lifestyle.

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

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

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Robin McDougall, Director, Community Services

November 5, 2024

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Report No. CMS24-043

Approved by Doug Nadorozny, Chief Administrative Officer



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

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

Prepared by: Jason Gaertner, Manager, Financial Management

Department: Finance

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

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

Background

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

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

Table 1
Multi-year Key Milestones

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

Analysis

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

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

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Report No. FIN24-057

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

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

Table 2
Operating Budget Summary

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

*Net forecast as of August 31, 2024

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

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

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

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Report No. FIN24-057

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

Table 3
Proposed User Rates Effective May 1, 2025

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

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

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

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

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

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

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

November 5, 2024

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Report No. FIN24-057

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

Table 4
Capital Project 2025 Budget Authority Summary

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

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

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

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

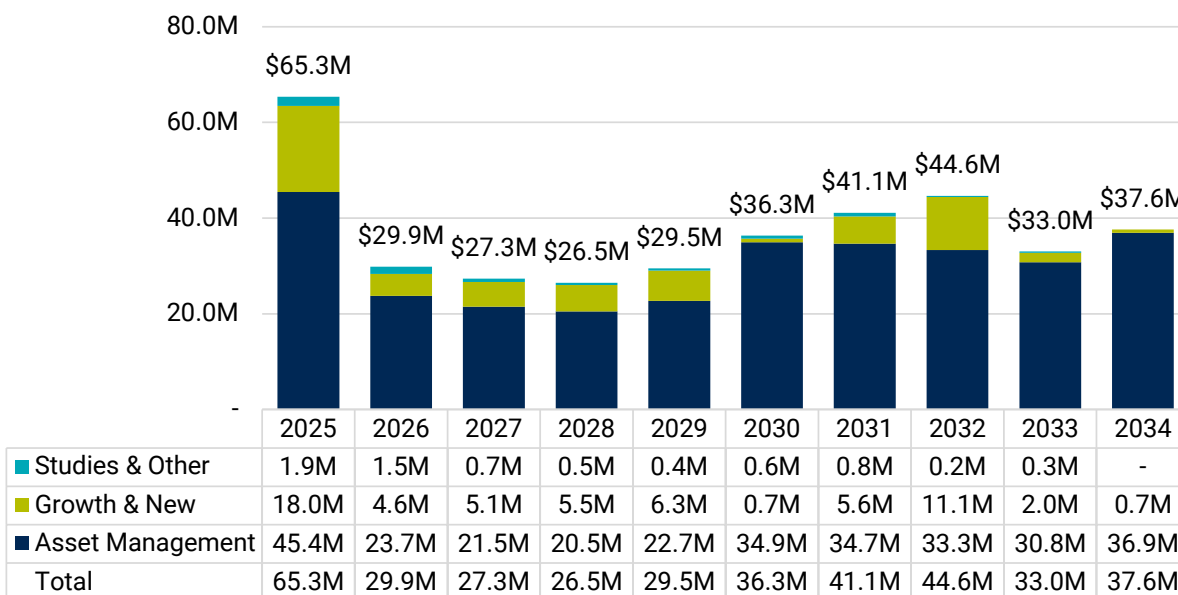
The capital budget proposes a 10-year plan totalling \$371.2 million. This 10-year capital plan continues to focus its investments on asset management with asset management projects representing 82 percent of the capital plan, growth and new 16 percent which includes the construction of Aurora Town Square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

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

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

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

Table 5
10-Year Capital Project Summary



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

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

This budget supports the fiscal strategy through the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 7
Budget Dates and Milestones

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

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

Advisory Committee Review

Not applicable

Legal Considerations

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

Financial Implications

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

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

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

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

None

Conclusions

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

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

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

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

Attachments

Attachment 1: Budget Presentation

Previous Reports

FIN23-012, Council Budget Principles Policy

FIN24-015, 2025 Budget Timeline and Process

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer

2025-2026 Operating Budget and 10-Year Capital Plan

Committee of the Whole

November 5, 2024



Agenda

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



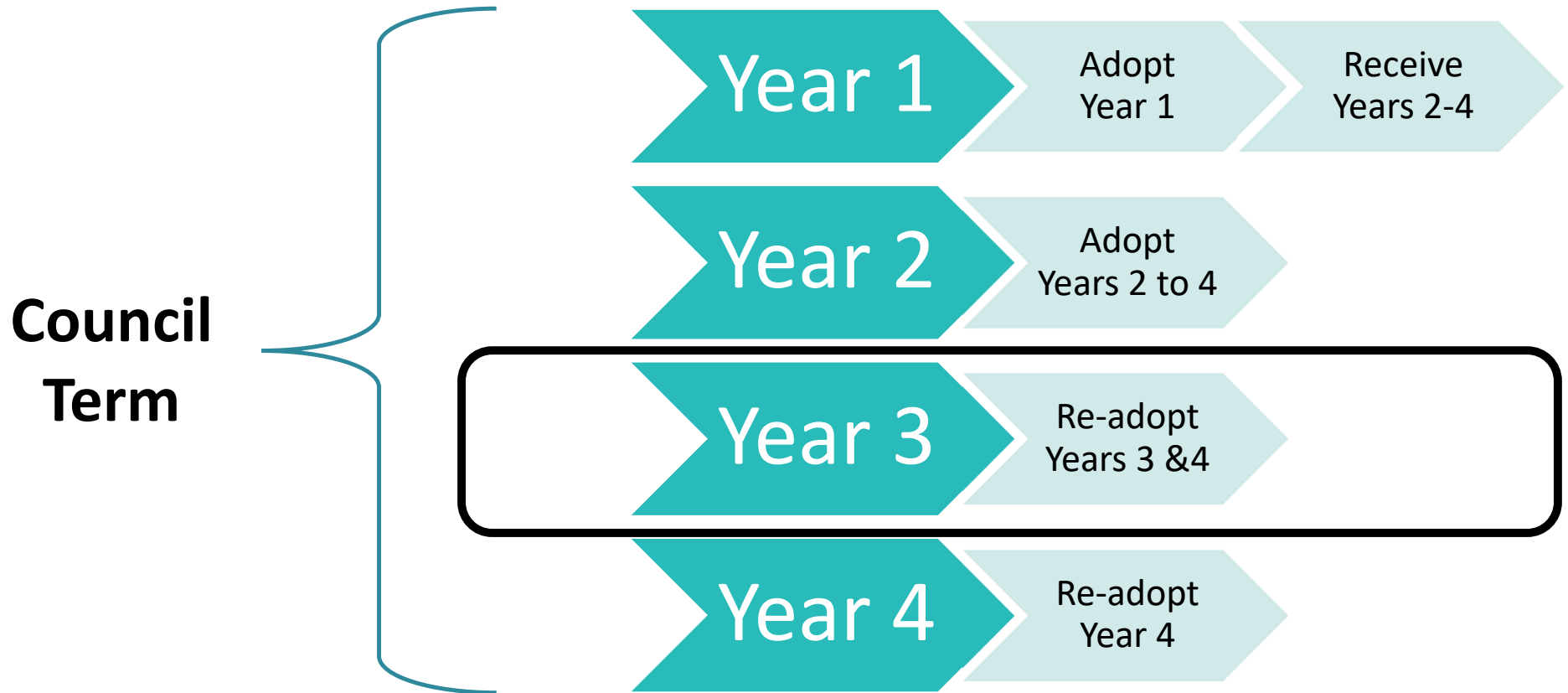
November 5, 2024

2025 - 2026 Budget

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Multi-year budget process





Proposed budget at a glance

Operating budget:

Gross expenditures

Net levy

Tax levy increase
(operating + 1% fiscal strategy)

	2025	2026
Gross expenditures	\$125.9M	\$130.1M
Net levy	\$62.9M	\$65.6M
Tax levy increase (operating + 1% fiscal strategy)	2.5% +1.0%	1.9% +1.0%

No change

Capital budget:

2025 expenditures

New: Capital budget authority

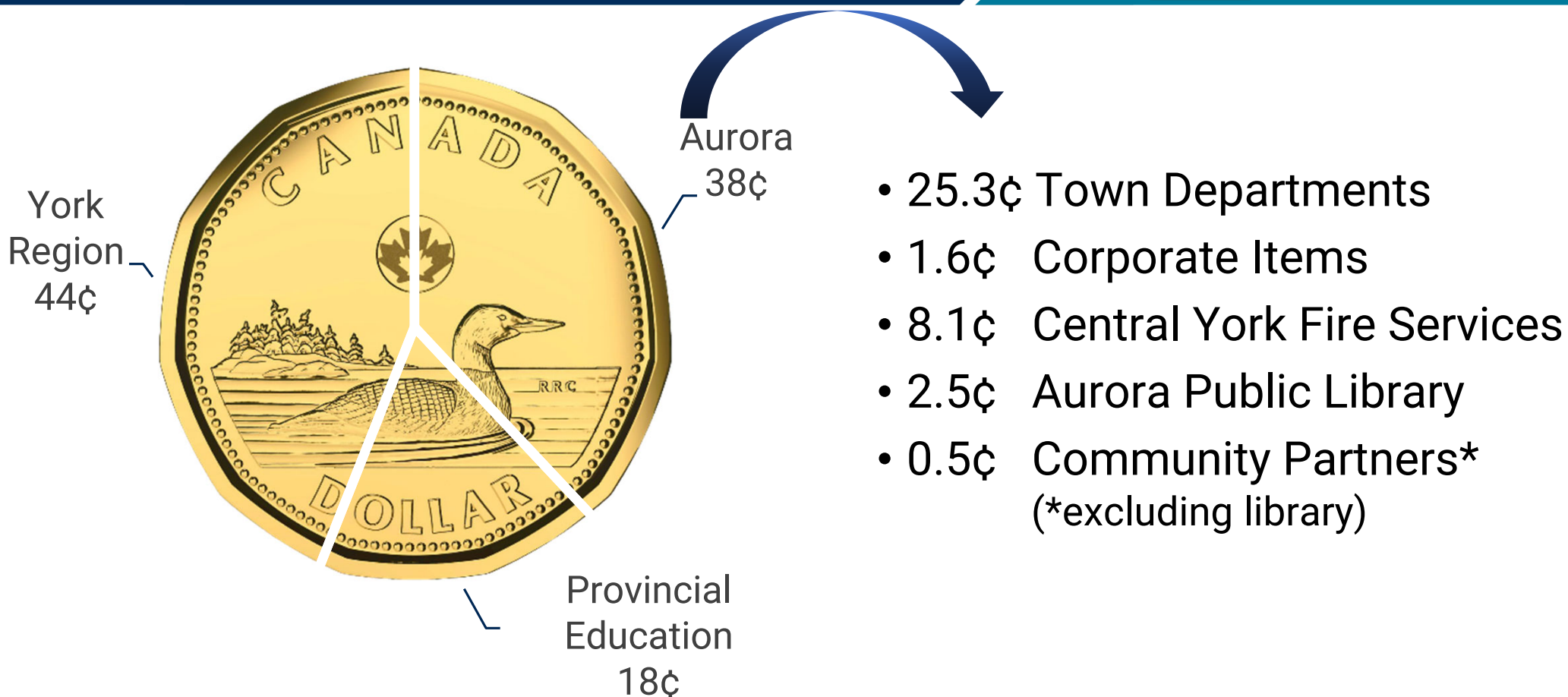
10-year capital plan

New: Debt authority

2025 expenditures	\$65.3M
New: Capital budget authority	\$30.9M
10-year capital plan	\$371.2M
New: Debt authority	None

Aurora's share of the tax dollar

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November 5, 2024

2025 - 2026 Budget

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Average household impact

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



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



*Includes
water,
wastewater
and
stormwater
charge

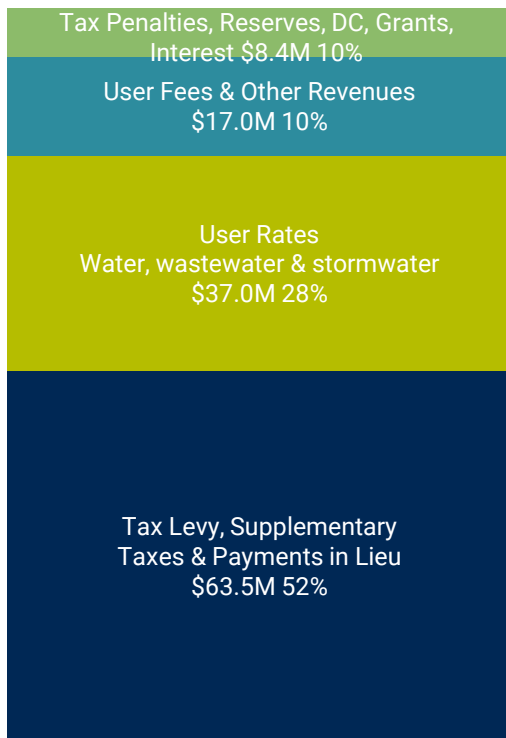
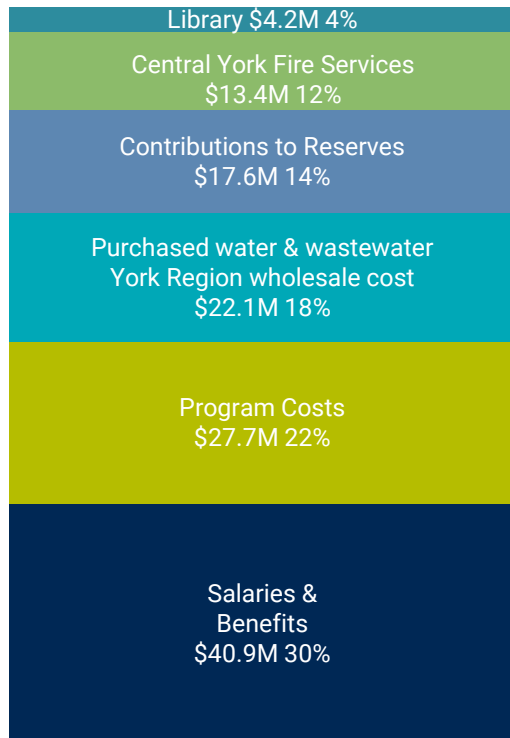
■ Operating budget



Budget is balanced

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2025 Expenditures \$125.9M



2025 Funding \$125.9M

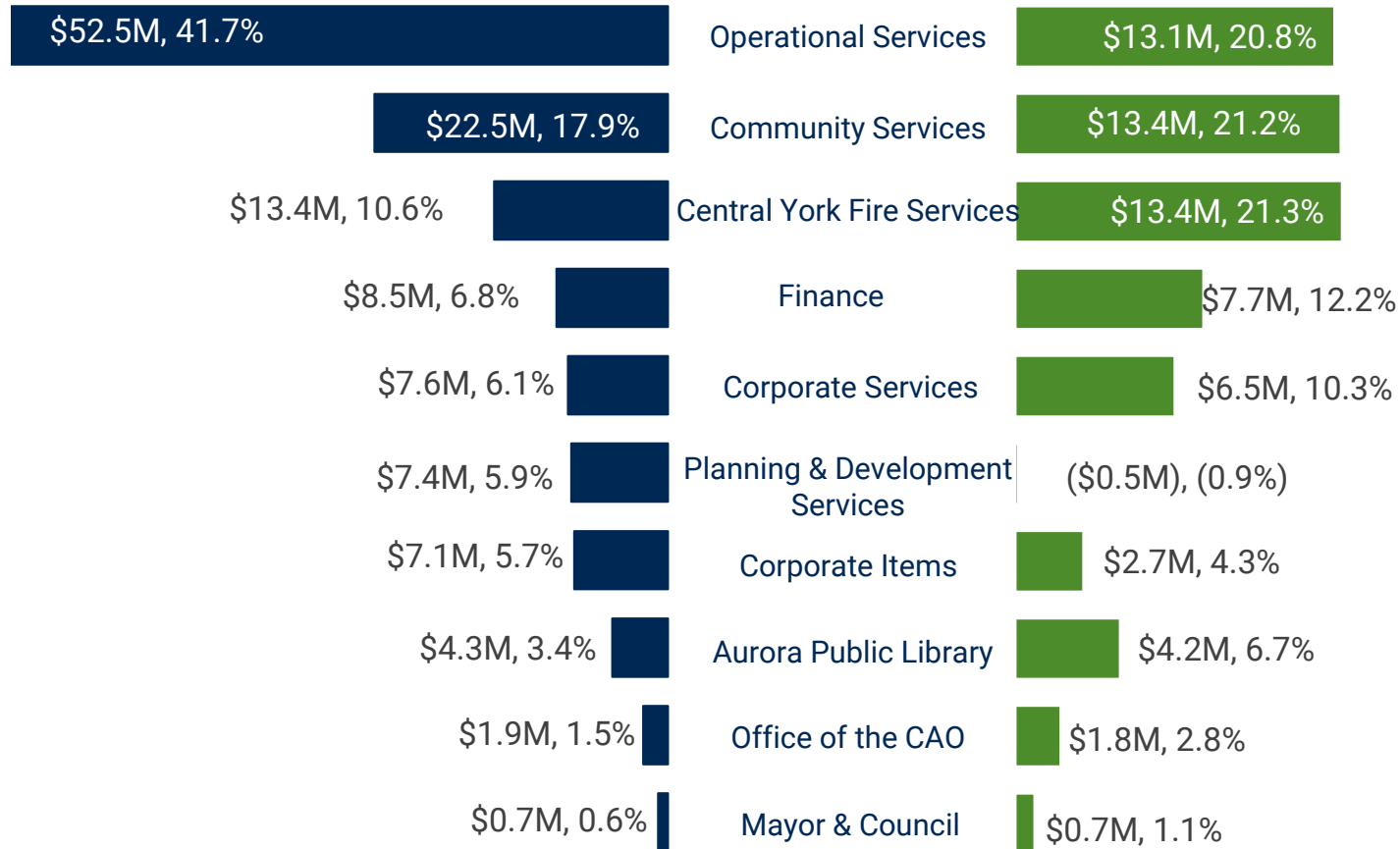


November 5, 2024

2025 - 2026 Budget

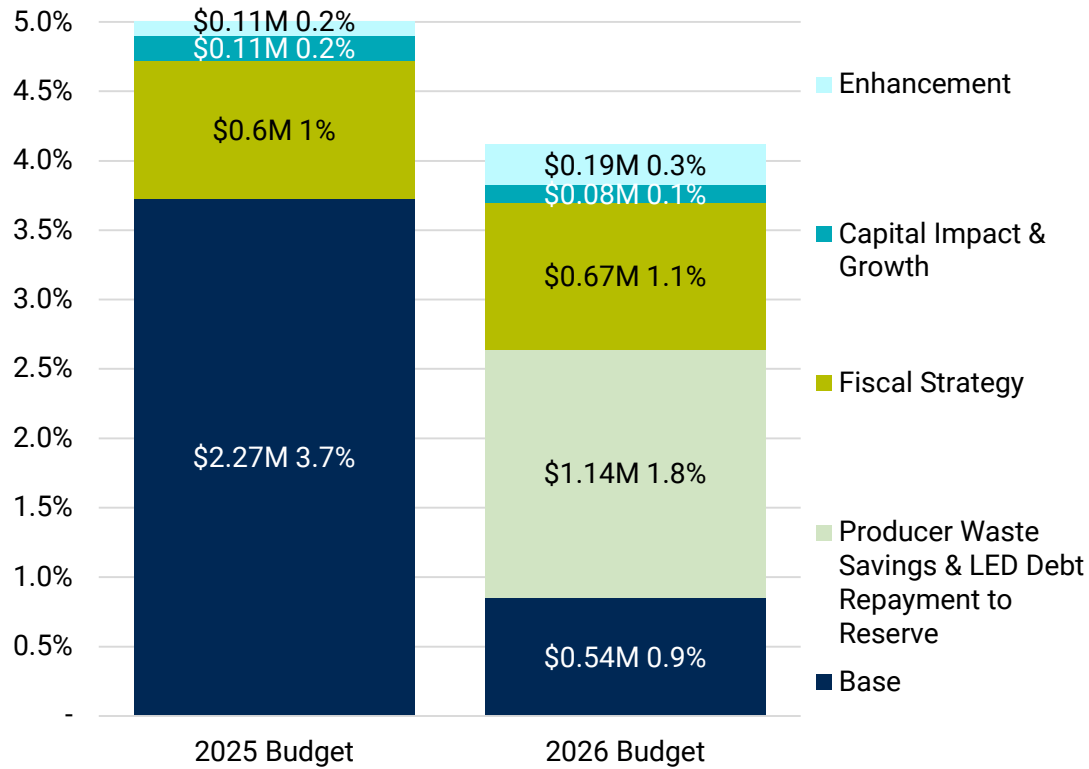


Gross spending vs.... Net budget



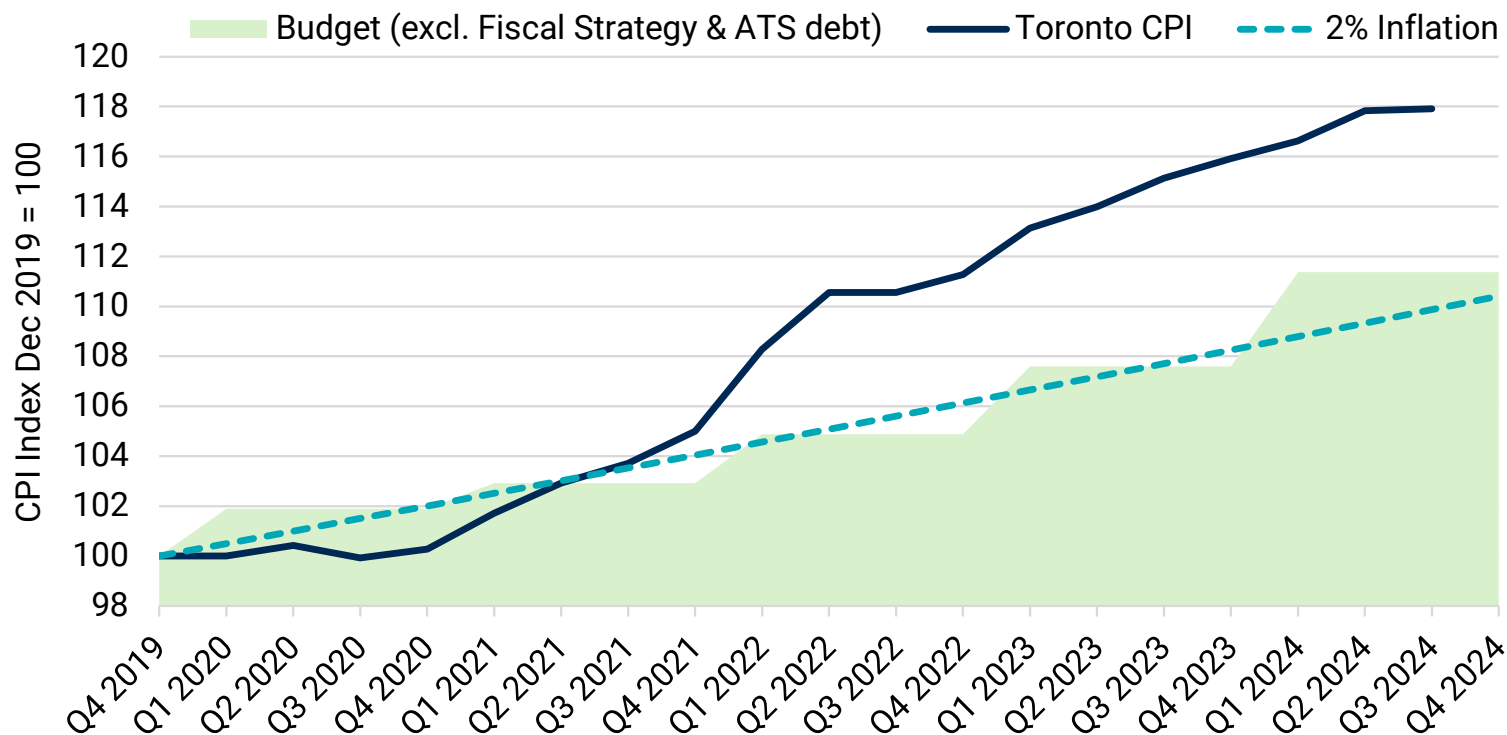
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Tax increase drivers



Note: Rounded

Inflation is trending much higher than budget increases



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



Net budget compared to outlook

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

November 5, 2024

2025 - 2026 Budget

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Change to outlook

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



Change to outlook continued

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



Proposed staffing remains the same

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

* Excludes 7 elected officials

Proposed rate increases are unchanged



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



Average residential water bill

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



Budget focus on reaffirmation



Tax and user rate increases the same as the outlook

Inflation continues to be a budget pressure

York Region will increase water rates by 3.3% annually

Includes reserve contributions to support the Asset Management Plan

Assessment growth revenue of 1.6% & 1.2%

■ Capital budget





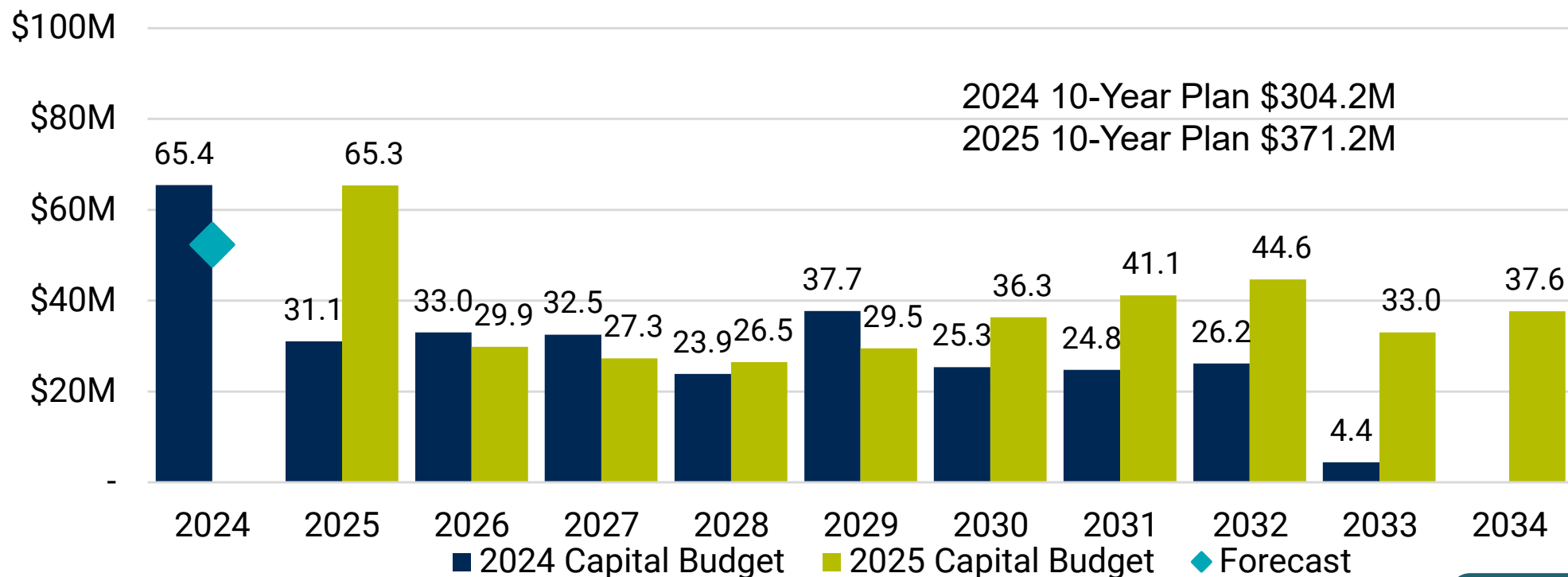
Proposed Capital Budget Authority

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

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

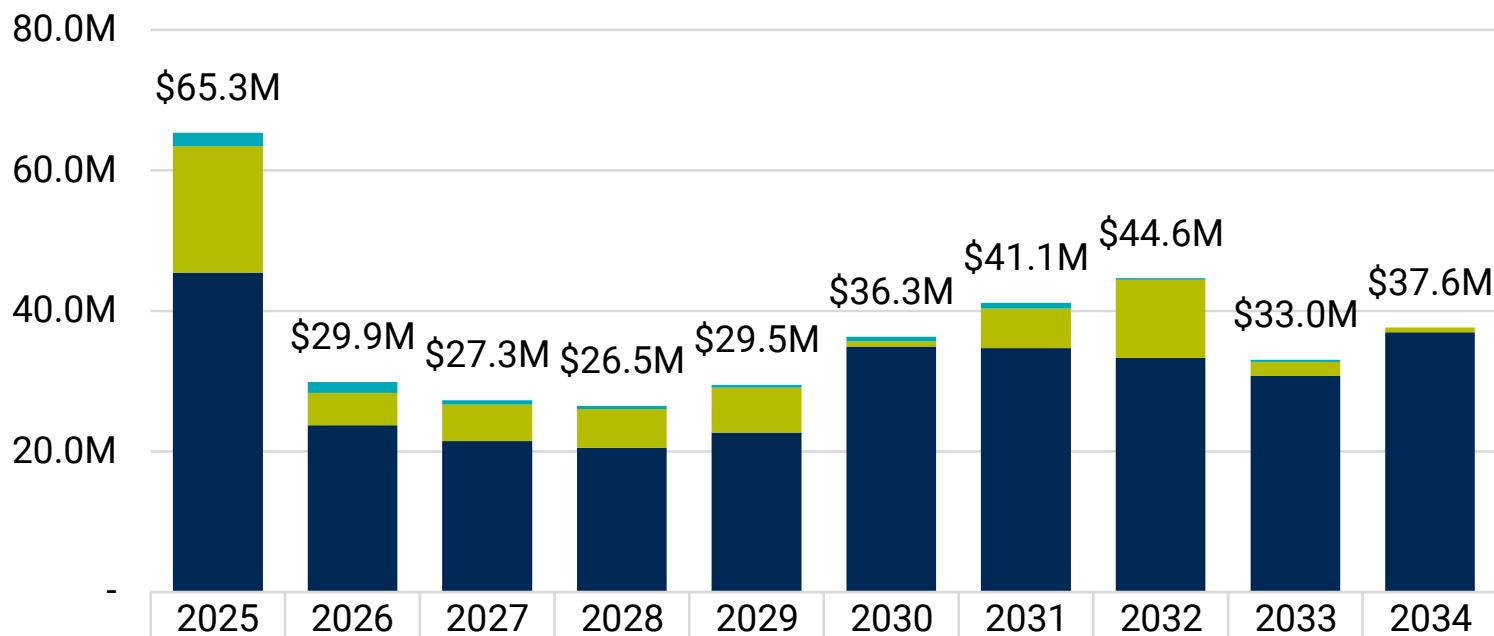


The plan is \$67M higher this year





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

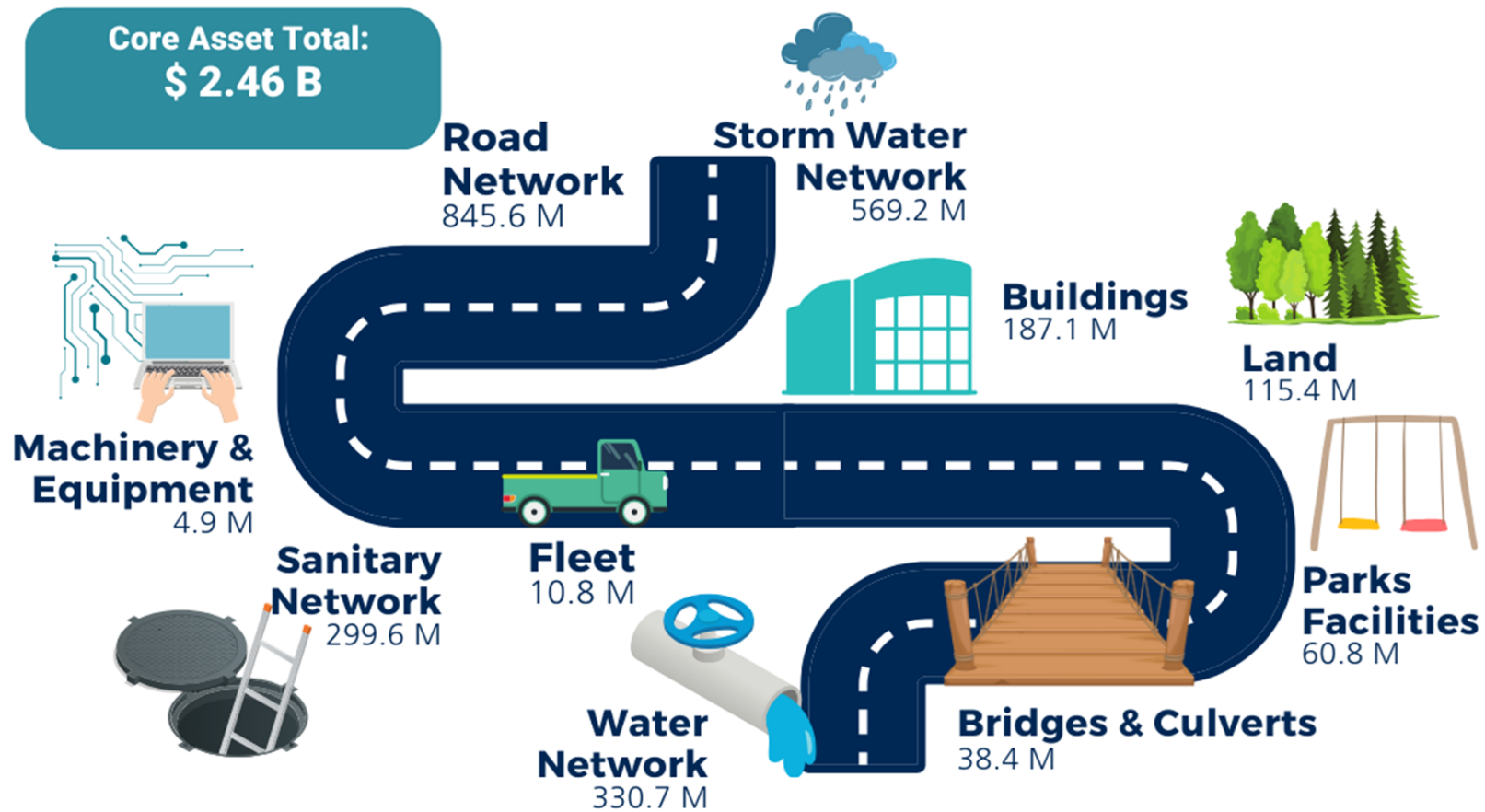


	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
■ Studies & Other	1.9M	1.5M	0.7M	0.5M	0.4M	0.6M	0.8M	0.2M	0.3M	-
■ Growth & New	18.0M	4.6M	5.1M	5.5M	6.3M	0.7M	5.6M	11.1M	2.0M	0.7M
■ Asset Management	45.4M	23.7M	21.5M	20.5M	22.7M	34.9M	34.7M	33.3M	30.8M	36.9M
Total	65.3M	29.9M	27.3M	26.5M	29.5M	36.3M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

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Core Assets Valuation

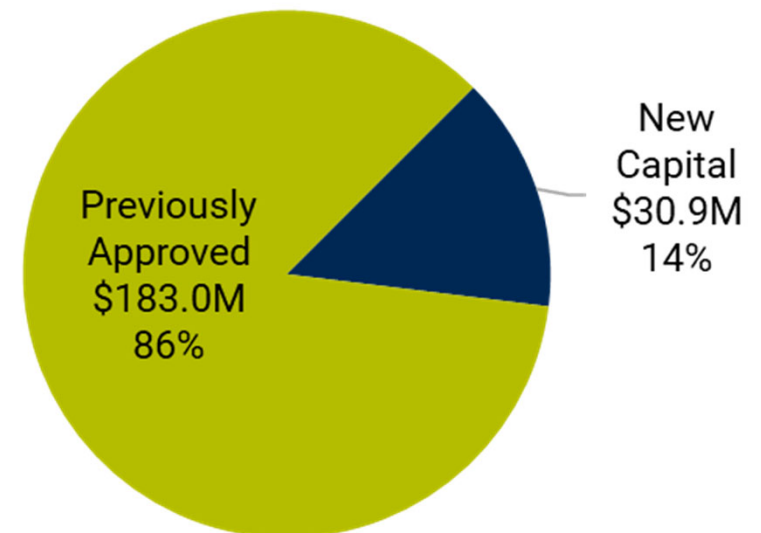




\$30.9M of new Capital Budget Authority is proposed

Larger projects with capital budget authority include:

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





Capital Programs for all Asset Management Projects

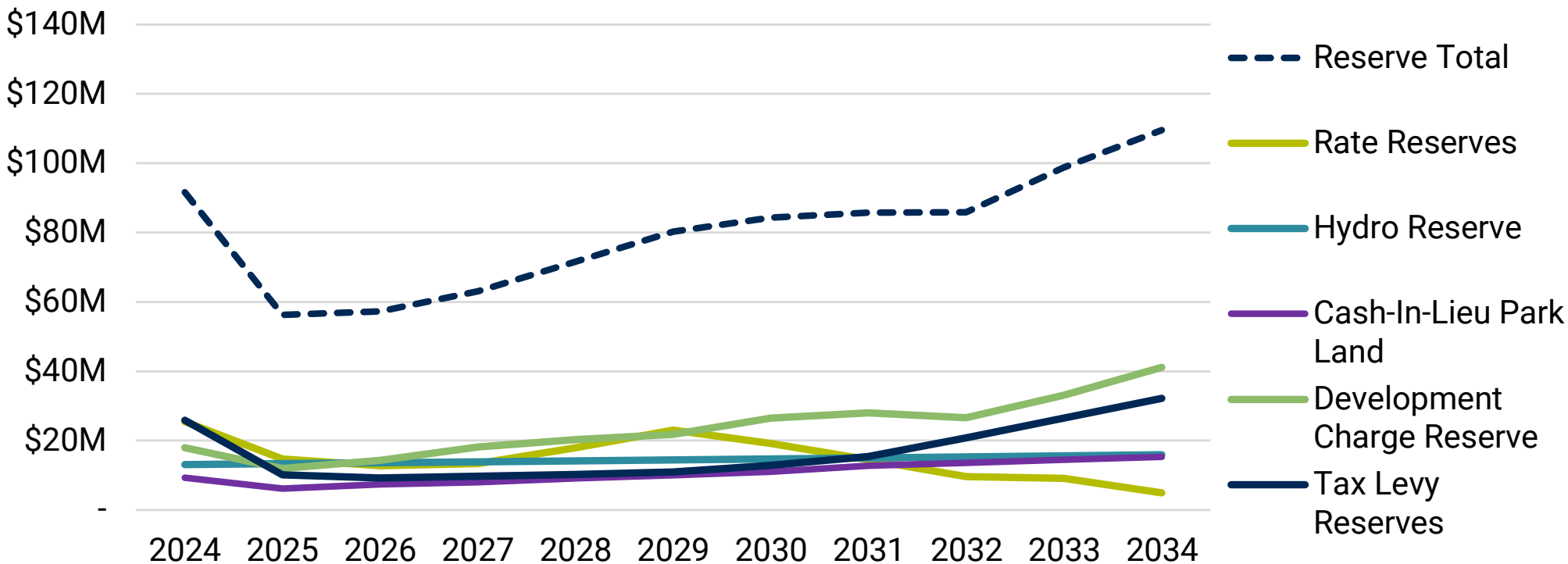
(\$000s)	Previously Approved Budget	2025 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/23	2024 Forecast	2025	2026+
Asset Management Capital Programs							
Facilities	5,387.0	7,037.0	1,650.0	1,247.9	1,279.4	4,509.7	-
Community Programs	283.4	656.4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

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

■ Reserve and debt management



10-year capital reserve balances



Unfunded Capital Projects

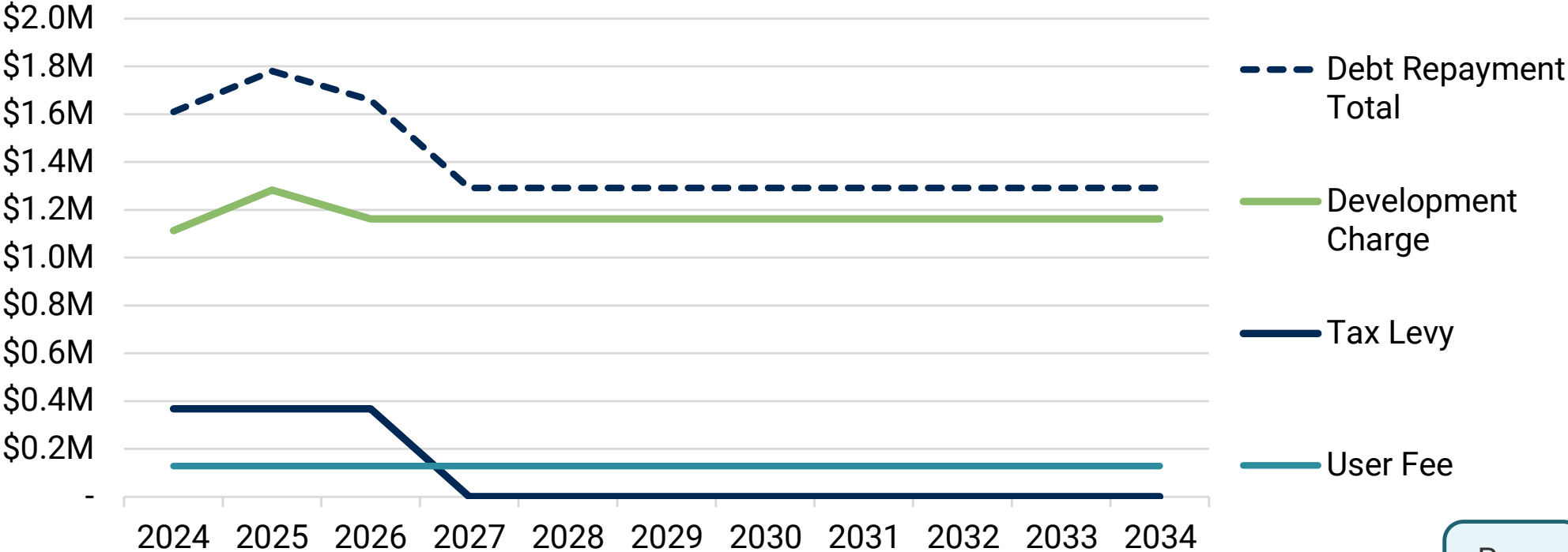


10-year capital plan, includes a new “unfunded” category for capital projects:

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

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

Debt repayment in the 10-year plan



Fiscal Strategy and the budget



Capital planning

Identifying future asset management needs over the long-term



Reserve management

Increasing reserve contributions to asset management to support service levels



Debt management

Managing the timing difference between growth revenues and capital construction



Revenue management

Managing a levy increase below inflation and mitigating budget pressures

■ Next steps



Budget timeline



November 5, 2024

2025 - 2026 Budget



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

Subject: Water Meter Replacement Program Contract

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

Department: Finance

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

Background

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

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

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

Analysis

Water meter replacements are required to ensure optimal meter performance

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

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

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

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

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

Advisory Committee Review

There is no advisory committee related to the rate program.

Legal Considerations

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

Financial Implications

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

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

Communications Considerations

There are no communications considerations related to this report.

Climate Change Considerations

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

Link to Strategic Plan

Supports the community objective to invest in sustainable infrastructure.

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

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

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

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

Attachments

None

Previous Reports

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

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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

Subject: Tax Sale Process

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

Department: Finance

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

Background

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

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

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

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

Analysis

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

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

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

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

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

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

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

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

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

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

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

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

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

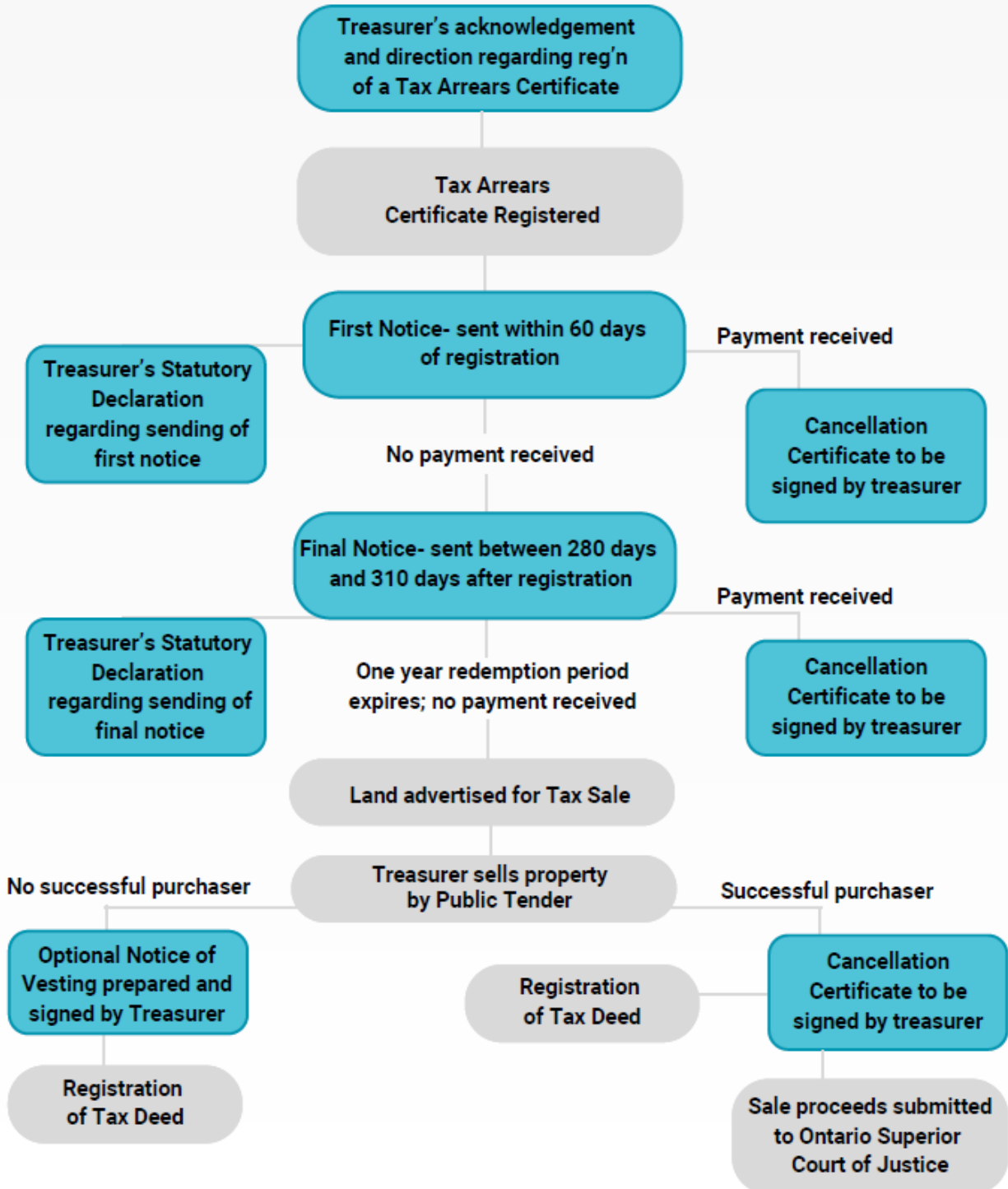
Stage four occurs between 280 and 310 days after the tax arrears certificate was registered, whereby the treasurer will sign and issue a final notice to all interested parties. Following the final notice, the treasurer must then sign a treasurer's statutory declaration that sets out to whom the final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

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

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

FIGURE 1: TAX SALE PROCEDURE FLOW CHART

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



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

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

Advisory Committee Review

There is no advisory committee related to the rate program.

Legal Considerations

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

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

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

Financial Implications

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

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

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

Alternative(s) to the Recommendation

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

Conclusions

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

Attachments

None

Previous Reports

None

November 5, 2024

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Report No. FIN24-052

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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

Subject: Community Partner Reserve Management Policy

Prepared by: Sandeep Dhillon, Senior Advisor, Financial Management

Department: Finance

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

Background

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

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

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

Analysis

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

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

The objectives of the reserves management policy are stated below:

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

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

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

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

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

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

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

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

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

Advisory Committee Review

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

Legal Considerations

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

Financial Implications

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

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

Attachments

Attachment 1 - Community Partner Reserve Management Policy

November 5, 2024

5 of 5

Report No. FIN24-055

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

Previous Reports

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

Pre-submission Review

Agenda Management Team review on October 10, 2024

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Community Partner Reserve Management Policy

Contact: Senior Financial Management Advisor, Finance

Approval Authority: Council

Effective: November 26, 2024

Revised: November 26, 2027

Community Partner Reserve Management Policy

Purpose

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

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

Scope

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

Definitions

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

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

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

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

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

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

Policy

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

Types of Reserves

Operating Reserves

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

Capital Reserves

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

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

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

Program Specific Reserves

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

Establishing Reserves

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

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

Closing Reserves

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

Inter-fund lending

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

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

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

Contributions to/withdrawals from Reserves

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

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

Annual Surplus/Deficit

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

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

Responsibilities

Council

Council shall:

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

Community Partner

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

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

Town of Aurora, Treasurer

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

Monitoring and Compliance

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

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

References

- [Fiscal Strategy](#)

Review Timeline

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



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Town of Aurora

Notice of Motion

Mayor's Office

Attachment 2

Re: Development of Policy for Community Partner Reserve Funds

To: Members of Council

From: Mayor Tom Mrakas

Date: December 5, 2023

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

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

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

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

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

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

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



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Town of Aurora

Committee of the Whole Report

No. OPS24-023

Subject: Aurora Forest Study Policy Updates

Prepared by: Matthew Volpintesta, Manager Parks and Fleet

Department: Operational Services

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

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

Background

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

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

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

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

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

Analysis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Advisory Committee Review

Environmental Advisory Committee – Oct 21, 2024:

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

Legal Considerations

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

Financial Implications

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

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

1. Council to provide alternative recommendation(s).

Conclusions

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

Attachments

None.

Previous Reports

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

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

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

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

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Sara Tienkamp, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer



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

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

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

Department: Planning and Development Services

Date: September 3, 2024

Recommendation

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

Executive Summary

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

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

Background

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

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

Analysis

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

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

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

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

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

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

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

Advisory Committee Review

Not Applicable

Legal Considerations

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

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

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

Financial Implications

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

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

This supports the Strategic Goal of Supporting Exceptional Quality of Life

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

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

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

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

Attachments

None

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on August 15, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



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

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

Prepared by: Katherine Gatzos, Planner

Department: Planning and Development Services

Date: November 5, 2024

Recommendation

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

Executive Summary

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

Background

Application History

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

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

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

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

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

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

Location / Land Use

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

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

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential dwellings

South: George Street Public School, residential dwellings

East: Residential dwellings

West: Residential dwellings

Policy Context

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

York Region Official Plan (YROP)

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

Town of Aurora Official Plan

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

Zoning By-law 6007-17, as amended

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

Analysis

Planning Considerations

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

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

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

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

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

Department / Agency Comments

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

Public Comments

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

Advisory Committee Review

No committee review required.

Legal Considerations

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

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

Financial Implications

There are no financial implications.

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

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

Attachments

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

Previous Reports

Public Planning Report No. PDS16-038

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



LOCATION MAP

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

 Subject Lands

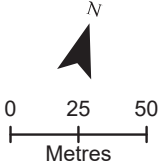
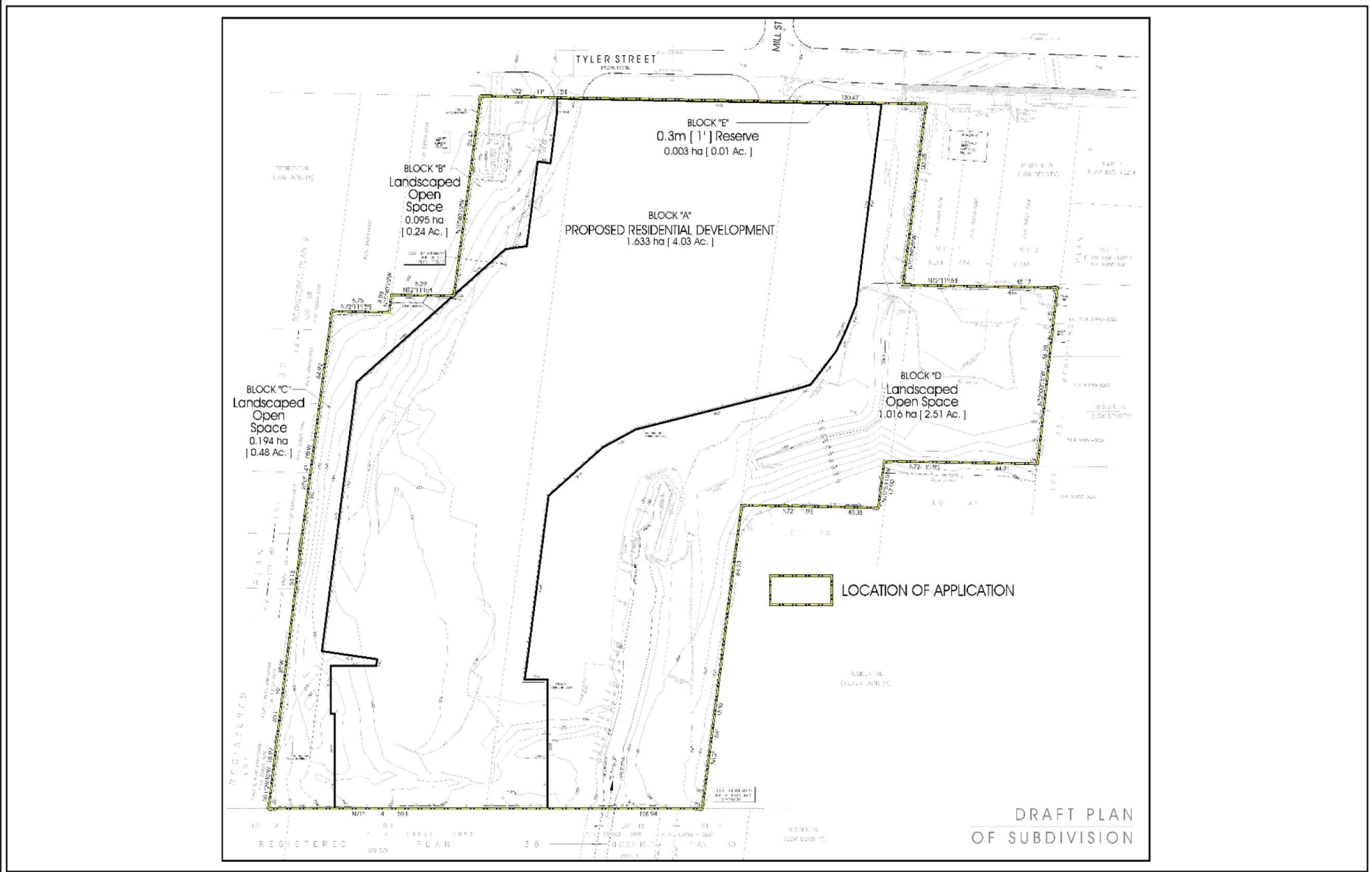


FIGURE 1

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

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



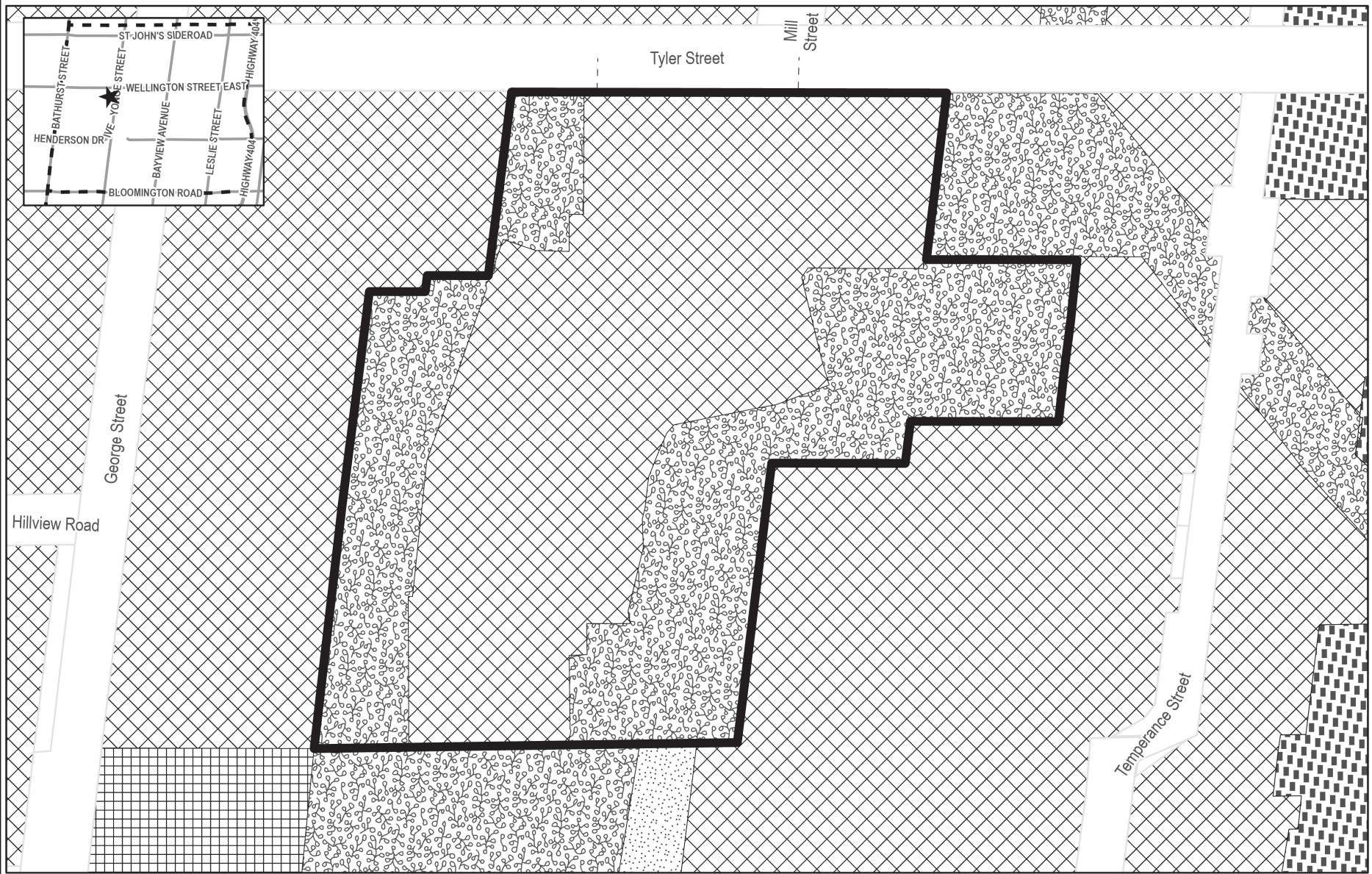
DRAFT APPROVED PLAN OF SUBDIVISION

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

FIGURE 2



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



EXISTING OFFICIAL PLAN DESIGNATION

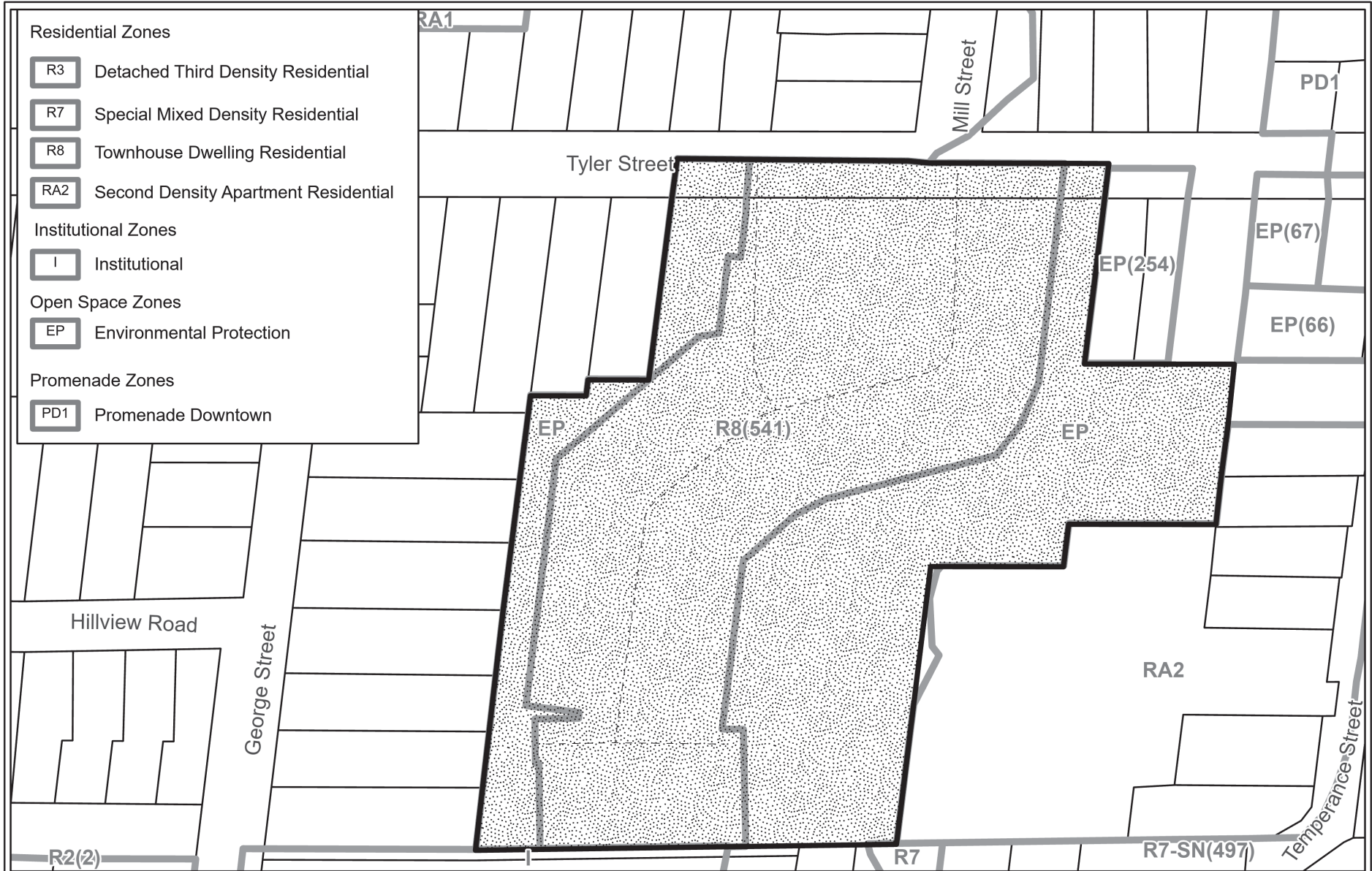
APPLICANT: Charlieville Developments Ltd.
FILE: SUB-2015-03

FIGURE 3

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



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



LOCATION MAP

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

 Subject Lands

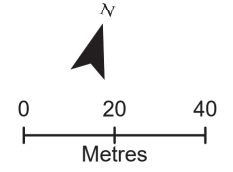


FIGURE 4

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

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

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

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

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

Planning Division Conditions

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

Name SUB-2015-03
Conditions of Draft Plan Approval

Page 2

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

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

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Conditions of Draft Plan Approval

Page 3

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

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

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Conditions of Draft Plan Approval

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

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

Legal Services Division Conditions

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

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

Engineering Division Conditions

Private Wells:

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

Stormwater Management:

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

Roads and Municipal Services:

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

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

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

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

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

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

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

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

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

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

Noise Attenuation Barrier Conditions:

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

Parks Division Conditions

Open Space Lands:

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

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

Vegetation Management:

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

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

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

Fencing:

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

Landscaping:

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

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

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

Building Division Conditions

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

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

Noise Impact Study:

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

Warning Clauses:

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

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

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

External Agency Conditions

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

York Region Conditions

Clauses to be Included in the Town's Development Agreement

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

Conditions to be Satisfied Prior to Final Approval

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

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

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

Lake Simcoe Region and Conservation Authority Conditions

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

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Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;

- b) A detailed erosion and sediment control plan;
- c) A detailed grading and drainage plan;
- d) A detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan;
- e) A Detailed Geotechnical Report;
- f) A Detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014);
- g) A detailed planting plan and detailed restoration plan

77. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the South Georgian Bay Lake Simcoe Source Protection Plan:

- a) Detailed Hydrogeological Report / Water Balance
- b) Compensatory Measures if required

78. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the Phosphorus Offsetting Policy:

- a) Phosphorus budget
- b) Compensatory measures if required

79. That prior to final plan approval, the owner shall successfully apply and amend the Zoning By-Law by zoning Block D Environmental Protection (EP).

80. That the owner shall agree in the Subdivision Agreement to adequately demarcate the environmentally significant area located in Block D by means such as fencing (e.g. cedar rail, living) and signage.

81. That the owner shall agree in the Subdivision Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports as approved by the LSRCA and the Town of Aurora.

82. That the owner shall agree in the Subdivision Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town of Aurora.

83. That the owner shall agree in the Subdivision Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the

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

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

Central York Fire Services Conditions

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

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Conditions of Draft Plan Approval

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

Ministry of Tourism and Sport

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

Canada Post

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

Name SUB-2015-03
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any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.

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

Alectra Utilities

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

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

Ministry of Environment, Conservation and Parks

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

Clearances

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

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Conditions of Draft Plan Approval

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

Schedule 'B'



September 9, 2024
GS File: 14-16

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

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

Attention: Mr. Lawrence Kuk, Manager of Development Services

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

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

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

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

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

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

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

Sincerely,

GROUNDSWELL URBAN PLANNERS INC.

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

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



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

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

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

Prepared by: Antonio Greco, Senior Planner

Department: Planning and Development Services

Date: November 5, 2024

Recommendation

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

Executive Summary

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

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

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

Background

Proposed Development

The applicant is proposing the following:

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

Application History

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

Location / Land Use

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

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

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

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

Surrounding Land Uses

The surrounding land uses are as follows:

North: Various commercial retailers

South: Various commercial retailers

East: Bayview Avenue and residential development

West: Existing Hydro Corridor and Residential development

Policy Context

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

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

Town of Aurora Radiocommunication and Broadcasting Antenna Systems Protocol

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

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

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

York Region Official Plan (YROP)

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

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

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

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

Planning Considerations

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

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

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

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

The proposed telecommunications tower and the site selection.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department / Agency Comments

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

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

Public Comments

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

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

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

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

Advisory Committee Review

No communication required.

Legal Considerations

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

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

Financial Implications

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

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

1. N/A

Conclusions

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

Attachments

- Figure 1 – Location Map
- Figure 2 – Conceptual Site Plan
- Figure 3 – Renderings of Tower
- Figure 4 – Renderings of Tower

Appendix A – Public Consultation Summary Report

Appendix B – Network Coverage Comparison

Appendix C – Safety Code 6 Report

Pre-submission Review

Agenda Management Team review on October 17, 2024

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



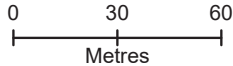
LOCATION MAP

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

FIGURE 1

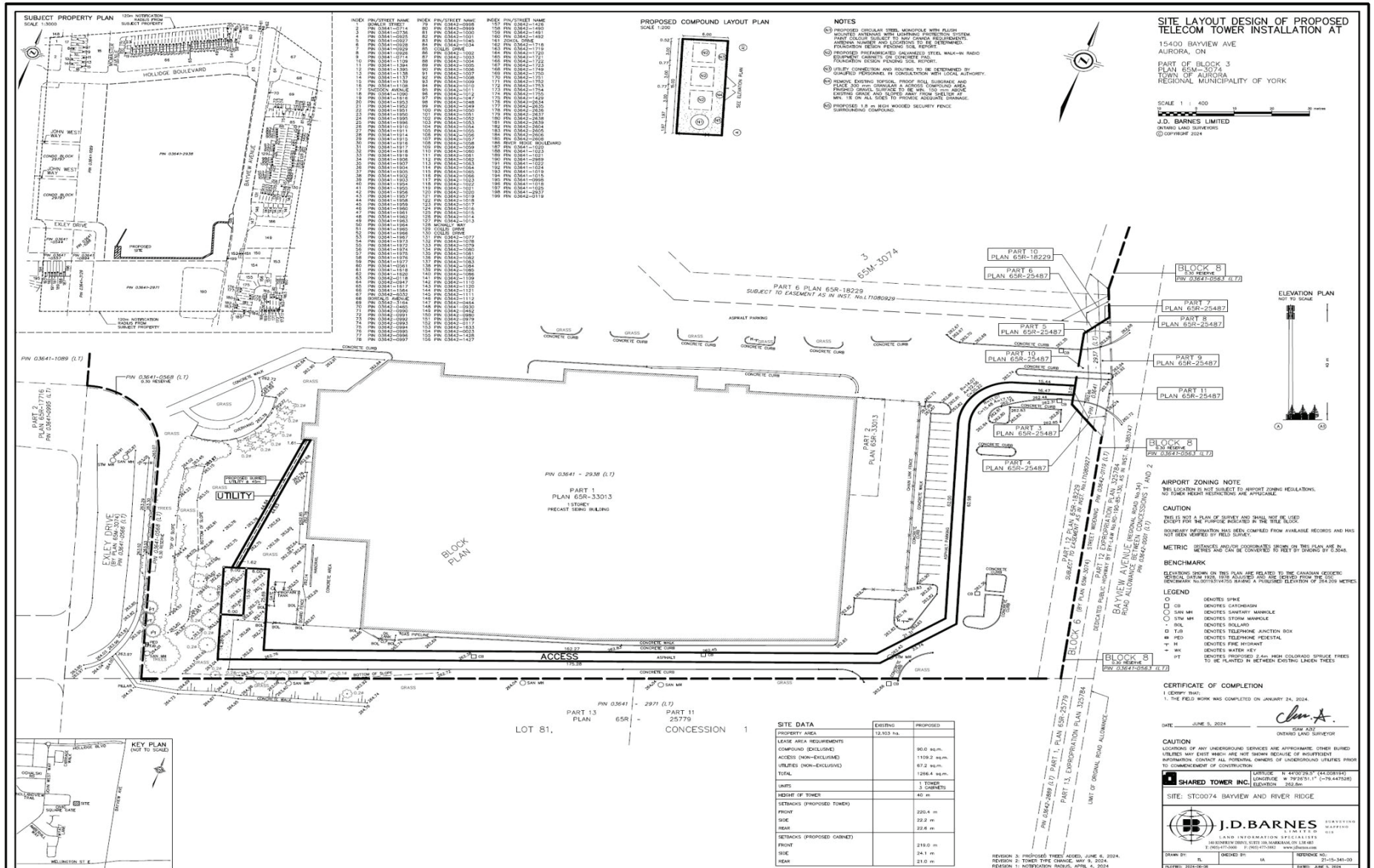


TOWER LOCATION



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

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



CONCEPTUAL SITE PLAN

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

FIGURE 2

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



CONCEPTUAL RENDERINGS

APPLICANT: Shared Tower Inc.

ADDRESS: 15400 Bayview

FILE: SP(T)-2024-01

FIGURE 3



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



CONCEPTUAL RENDERINGS

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

FIGURE 4



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



Appendix A

July 31st, 2024

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

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

Re: Proposed STC0074 Telecommunications Tower

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

Proposal

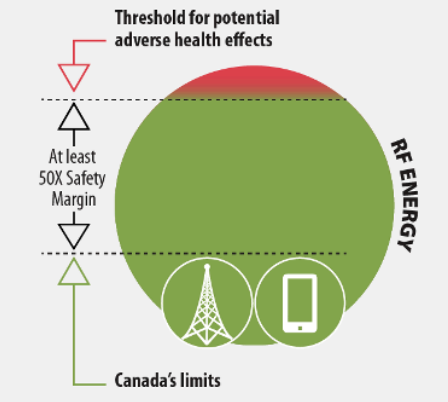
40 m telecommunications tower is proposed to be located on the property located at: 15400 Bayview Avenue, Aurora, ON (44.0081947, -79.447528)

Public Consultation Process

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

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

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

Items	Questions / Comments	Responses
		<div data-bbox="889 247 1367 928" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  <p data-bbox="928 709 1133 739">▼ Description of figure</p> <p data-bbox="928 772 1328 865">The Canadian limits incorporate a safety margin of at least 50-fold from the threshold for possible adverse health effects.</p> </div> <p data-bbox="873 991 1360 1306">All wireless telecommunications towers and equipment are required to meet the limits set out in Safety Code 6. Safety Code 6 specifies the safe limits at which wireless service providers may operate, and these limits have been set at levels approximately 50 times below the point at which any effect on human health is anticipated. Furthermore, majority of installations operate at levels significantly below the Safety Code 6 limits, even though there is a very high margin of safety built into the allowable limits themselves.</p> <p data-bbox="873 1339 1367 1717">For each tower or antenna a carrier installs, they must calculate and prove to ISED that the cumulative power density of it and any adjacent sites is within the allowable Safety Code 6 limits. Strict adherence to Safety Code 6 is a condition of ISED license for all wireless carriers in Canada. If a proposed tower site does not meet the Safety Code 6 limits, it cannot be constructed or placed into services. Shared Tower attests that the proposed tower will comply with the Safety Code 6 limits, including when taking into account the combined effects of other nearby towers and antennas.</p> <p data-bbox="873 1747 1344 1801">You can find more information on Safety Code 6 here:</p> <ul data-bbox="922 1801 1367 1894" style="list-style-type: none"> • https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safet

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

<p>Telecommunications Tower process</p>	<p>Questions about how the application process proceeds with people in opposition and what residents can do to halt the project</p> <p>Have you received approval from the Federal Government and from the landowner? Do the townspeople have a say in this process?</p>	<p>Currently, our application is in the proposal stage, specifically public consultation. The purpose of this step is for the proponent (Shared Tower) to engage with the public and assist with any relevant questions, comments or concerns as per ISED guidelines.</p> <p>As part of the public consultation process, members of the public are invited to reach out to us, the proponent (Shared Tower), about any questions, concerns or comments they have in regard to the proposed tower.</p> <p>Residents within the Town's prescribed notification radius were given a notification package highlighting proposal details. In addition to this, two signs were also installed on the property, as per the Town's protocol for Telecommunication Towers. Both the notification packages and the signs mention details for the Public Information Session and who to contact if members of the public have any questions, comments, or concerns prior to the session.</p> <p>Federally Regulated Structures As a reminder, these structures are federally regulated and approved by ISED. Shared Tower is dedicated to abiding by the requirements laid out by this federal regulatory body. This specific site was chosen to improve the wireless service in this dense community of Aurora. The proposed tower will provide a continuous level of reliable service, encourage carriers to co-locate and share space on the tower, and increase network capacity while also supporting network traffic, especially as this area continues to grow.</p> <p>As per ISED protocol, these structures are federally-regulated and we are required to follow the requirements set out by the federal government; this includes consultation with the land-use authorities, also known as the municipality, and members of the public. Additionally, our application continues to follow all the requirements listed in the Town of Aurora's Radiocommunication & Broadcasting Antenna Systems Protocol. Our application is currently in the public consultation stage. This is a time for members of the public to engage in conversation with Shared Tower (the applicant/proponent) about any comments, questions or concerns in regard to the tower proposal.</p> <p>We appreciate your concern, however, the property owner is aware of the proposal and has provided permission to proceed with the application. As mentioned, Shared Tower has</p> <p>1300 Cornwall Rd., Unit 101, Oakville ON L6J 7W5</p>
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Items	Questions / Comments	Responses
	<p>How much are you paying the Land Owner?</p> <p>Questions about Public Consultation</p> <p>What is an ISED impasse?</p> <p>It should be written in Shared Tower's protocol to consult with the ward councillor prior to selecting a site</p> <p>Why did you choose this location (Aurora Family Leisure Complex) for a public meeting and not the Townhall?</p> <p>The start time of this public meeting was not good for those working during the day</p>	<p>fulfilled the requirements in consulting with the municipality in each step of our application process as per their protocol, and will continue to do so.</p> <p>This question is considered to be out-of-scope in the public consultation process and information considered to be confidential.</p> <p>As mentioned, this proposal is in the public consultation stage and continues to follow the requirements set out by the Town of Aurora's protocol. We have notified the public about our proposal, have provided a public commenting period, as well as, an invitation to our upcoming Open House as an opportunity to learn more about the proposal.</p> <p>An impasse is a rare occurrence where ISED facilitates a dispute resolute process.</p> <p>Shared Tower and all other proponents for telecommunication towers do not have individual protocols. As the proponent/applicant, we follow the protocol set before us by the Municipality, whether that be a specific protocol adopted by the Municipality or the default ISED protocol. In this case, we followed the protocol set before us in the Town of Aurora's Radiocommunications protocol. If this is a step the Town wishes proponents to follow in the future, it would be a great idea to incorporate it in their Town's protocol.</p> <p>The location was selected as it was fairly close to the Subject Site and was communicated with Town Staff prior to booking the space. In our previous experiences, Townhalls are typically not available for applicants and this was not outlined as a requirement in the Town of Aurora's protocol. We booked the space understanding this is a community gathering place.</p> <p>Our Community Information Meeting was intended to take on the format of a drop-in for residents. Residents were welcome to drop by anytime between 6:00 - 7:30 pm. The time for the meeting was confirmed with Town Staff and communicated via notification packages and signage installed on the Subject Site.</p>

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

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

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

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

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

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

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

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

Conclusion of Public Consultation

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

Request for Concurrence

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

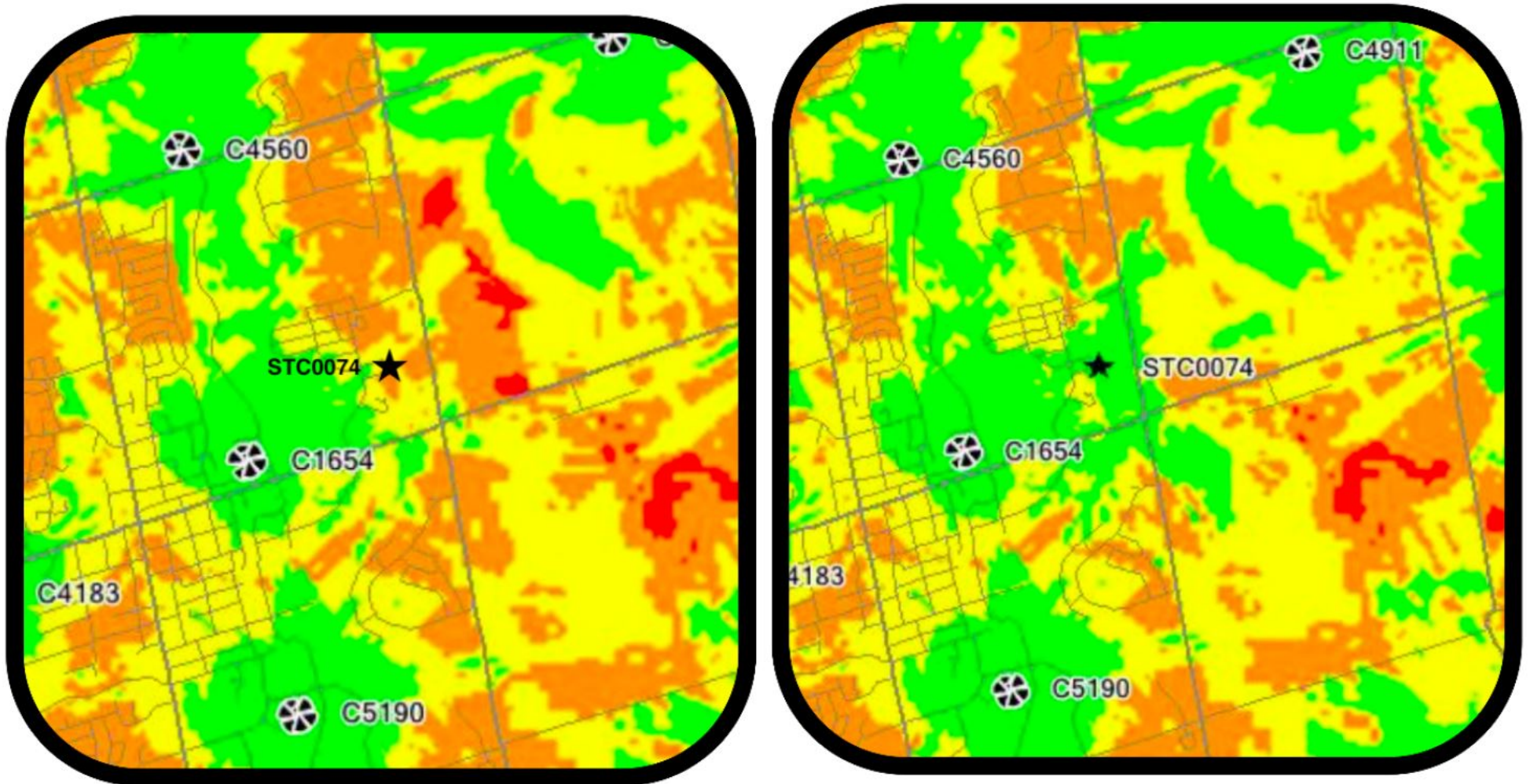
We look forward to providing enhanced wireless services to residents, businesses, and visitors to the area.

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

Yours truly,

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

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



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

APPENDIX B

Safety Code-6 Analysis Share Tower

Radio frequency exposure for
uncontrolled and controlled environment



Shared Tower


1300 Cornwall Rd, Unit 101, Oakville, ON

[STC0074]

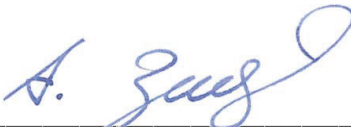
15400 Bayview Ave., Aurora, ON L4G 7J1

Lat: Long:



New site Existing site Colocations

Author 

 Yanis Medouni
 (2024-05-23)

Supervisor 

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

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

[STC074-13]



Site compliance

Maximum RF exposure with respect to the uncontrolled environment limit

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

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

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

Final result



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

N/A

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

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

Author

Yanis Medouni
(2024-05-23)

Supervisor

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

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



Project: P-2023358

Safety Code-6 Analysis

2024-05-23




Shared Tower

[STC074-14]

RF simulation result

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

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



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

Town of Aurora

Member Motion

Mayor's Office

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

To: Members of Council

From: Mayor Tom Mrakas

Date: November 5, 2024

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

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

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

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

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

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

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

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

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



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

Town of Aurora
Memorandum
Mayor's Office

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

Recommendation

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

COUNCIL HIGHLIGHTS

FOR IMMEDIATE RELEASE



Tuesday, October 29, 2024

York Regional Council – Thursday, October 24, 2024

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

York Region Chairman and CEO Wayne Emmerson announces retirement

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

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

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

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

2025 budget tabled at Regional Council

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

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

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

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

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

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

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

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

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

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

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

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

York Region continuing actions to increase affordable and community housing supply

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

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

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

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

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

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

For more information, visit york.ca/HousingAffordability

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

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

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

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

New strategy supports strong Agriculture and Agri-Food Sector

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

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

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

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

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

Regional Council approves new large office incentive program

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

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

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

Visit york.ca for more information on development incentives.

Regional Council appoints members to the Administrative Penalty Tribunal

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

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

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

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

Regional Budget awarded Distinguished Budget Award for 20th consecutive year

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

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

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

Procedure Bylaw Updated

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

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

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

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

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

York Region Appoints Medical Officer of Health

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

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

York Region Celebrates Local Government Week

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

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

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

September Observances

Regional Council recognized the following observances in October 2024:

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

Next meeting of York Regional Council

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

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

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



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(905) 727-3123
aurora.ca

Town of Aurora
Council Report
No. PDS24-121

Subject: Additional Information to Proposed Amendments to Parking By-law No. 4574-04.T – Various Locations in the Town’s Downtown Area

Prepared by: Michael Ha, Transportation and Traffic Analyst

Department: Planning and Development Services

Date: November 26, 2024

Recommendation

1. That Report No. PDS24-121 be received; and
2. That a by-law to amend Parking Bylaw No. 4574-04.T be enacted to increase the on-street parking allowance from one hour to two hours on Yonge Street between Wellington Street West and Kennedy Street on an interim basis as outlined in the report.

Executive Summary

This report seeks Council’s approval to amend the existing on-street parking provisions outlined in the Town Parking By-law No. 4574-04.T for Yonge Street in the Downtown Business Improvement Area (BIA) on an interim basis.

- Under existing conditions, on-street parking allowance on Yonge Street within the vicinity of the Town’s BIA is generally restricted to a maximum of one hour
- In order to provide additional parking to the patrons of the businesses along Yonge Street in the Town’s BIA, staff recommend increasing the on-street parking allowance from one hour to two hours in the identified area on an interim basis.
- Bylaw Services anticipates additional parking challenges if the on-street restrictions are amended however are supportive of the proposed changes on an interim basis until the Town-wide Parking Study is completed.

Background

Staff report no. PDS24-104 was presented to Council at the Committee of the Whole meeting on October 22, 2024. This report recommended increasing the on-street parking allowance from three hours to four hours for streets located within the Town's downtown area as an interim measure until the completion of the upcoming Town-wide Parking Study in order to accommodate any programs and/or events that exceed three hours in duration. At the Council meeting on October 29, 2024, Council approved the increase of parking on these streets from three hours to four hours but also asked staff to assess the feasibility of extending the existing on-street parking allowance on Yonge Street within the vicinity of the Town's Business Improvement Area (BIA) from one hour to two hours.

Analysis

Under existing conditions, on-street parking allowance on Yonge Street within the vicinity of the Town's BIA is generally restricted to a maximum of one hour.

The existing on-street parking allowance on Yonge Street is summarized in Table 1 and illustrated in Attachment 1.

Table 1: Existing On-Street Parking Allowance for Yonge Street in the Downtown BIA

Street Name	Side	From / To	Times Parking is Permitted	Max. Parking Duration
Yonge Street	West	From: A point 30 m south of the Wellington St. intersection To: A point 128m south of Wellington St.	8:30 a.m. to 6:00 p.m. Monday to Saturday	1 hour
			6:00 p.m. to 6:30 a.m. Monday to Friday, 6:00 p.m. to 8:30 a.m. Saturday, Sunday	No Restriction
Yonge Street	West	From: Tyler St. intersection To: Ransom Street intersection	8:30 a.m. to 6:00 p.m. Monday to Saturday	1 hour
			6:00 p.m. to 6:30 a.m. Monday to Friday, 6:00 p.m. to 8:30 a.m. Saturday, Sunday	No Restriction
Yonge Street	East	From: A point 30 m. south of the Wellington St. E.	9:00 a.m. to 4:30 p.m. Monday to Saturday	1 hour

November 26, 2024

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Report No. PDS24-121

		intersection To: Cousins Dr. intersection	6:30 p.m. to 9:00 a.m. Monday to Friday, 4:30 p.m. to 9:00 a.m. Saturday, Sunday	No Restriction
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In order to provide additional parking to the patrons of the businesses along Yonge Street in the Town's BIA, staff recommends increasing the on-street parking allowance from one to two hours in the identified area on an interim basis.

It is proposed that the two-hour parking be implemented on an interim basis and that a long-term solution be confirmed through the upcoming Town-wide Parking Study, which is to be completed at the end of 2025.

The proposed changes are summarized in Table 2 and illustrated in Attachment 2.

Table 2: Proposed On-Street Parking Allowance for Yonge Street in the Downtown BIA

Street Name	Side	From / To	Times Parking is Permitted	Max. Parking Duration
Yonge Street	West	From: A point 30 m south of the Wellington St. intersection To: A point 128m south of Wellington St.	8:30 a.m. to 6:00 p.m. Monday to Saturday	2 hours
			6:00 p.m. to 6:30 a.m. Monday to Friday, 6:00 p.m. to 8:30 a.m. Saturday, Sunday	No Restriction
Yonge Street	West	From: Tyler St. intersection To: Ransom Street intersection	8:30 a.m. to 6:00 p.m. Monday to Saturday	2 hours
			6:00 p.m. to 6:30 a.m. Monday to Friday, 6:00 p.m. to 8:30 a.m. Saturday, Sunday	No Restriction
Yonge Street	East	From: A point 30 m. south of the Wellington St. East intersection To: Cousins Dr. intersection	9:00 a.m. to 4:30 p.m. Monday to Saturday	2 hours
			6:30 p.m. to 9:00 a.m. Monday to Friday, 4:30 p.m. to 9:00 a.m. Saturday, Sunday	No Restriction

Bylaw Services anticipates additional parking challenges if the on-street restrictions are amended however are supportive of the proposed changes on an interim basis until the Town-wide Parking Study is completed.

On-street parking availability in the downtown core continues to be impacted by ongoing construction projects, increased community demand, and some business owners utilizing on-street parking of personal vehicles for portions of the day. The proposed changes will help accommodate existing parking demand for the patrons of the businesses along Yonge Street in the Town's BIA. However, it is anticipated that the proposed changes will require Bylaw Services to increase their enforcement measures in the short and long term.

It is proposed that a long-term parking solution for the Town's BIA be confirmed through the upcoming Town-wide Parking Study, which will provide a comprehensive review of parking system options in the Town's downtown core within the context of existing and future parking demand and enforcement needs.

Advisory Committee Review

None.

Legal Considerations

None.

Financial Implications

The estimated cost for the installation and updating of signs to reflect this change is approximately \$1,000 and the necessary funds are available from the Town's Operations Services Department Operating Budget.

Communications Considerations

The affected residents/businesses will be notified of the proposed changes to the interim on-street parking restrictions.

Climate Change Considerations

None.

Link to Strategic Plan

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

- Examine traffic patterns and identify potential solutions to improve movement and safety at key intersections in the community.

Alternative(s) to the Recommendation

1. That Council receive Report No. PDS24-121, and not amend the Town's Parking By-law for Yonge Street in the Town's Business Improvement Area.

Conclusions

This report seeks Council's approval to amend the existing on-street parking provisions outlined in the Town Parking By-law No. 4574-04.T for Yonge Street in the Town's BIA on an interim basis.

To further support the expected parking demand for the patrons of the businesses along Yonge Street in the Town's BIA, staff recommends increasing the on-street parking allowance from 1 hour to 2 hours in the identified area on an interim basis. It is proposed that a long-term parking solution for the Town's BIA be confirmed through the upcoming Town-wide Parking Study, which will provide a comprehensive review of parking and enforcement options within the Town's downtown core within the context of existing and future parking demand and availability.

The estimated cost for the installation and updating of signs to reflect this change is approximately \$1,000 and the necessary funds are available from the Town's Operations Services Department Operating Budget.

Attachments

Attachment 1: Map of Existing Parking Restrictions on Yonge Street in the Downtown BIA

Attachment 2: Map of Proposed Parking Restrictions on Yonge Street in the Downtown BIA

Previous Reports

None.

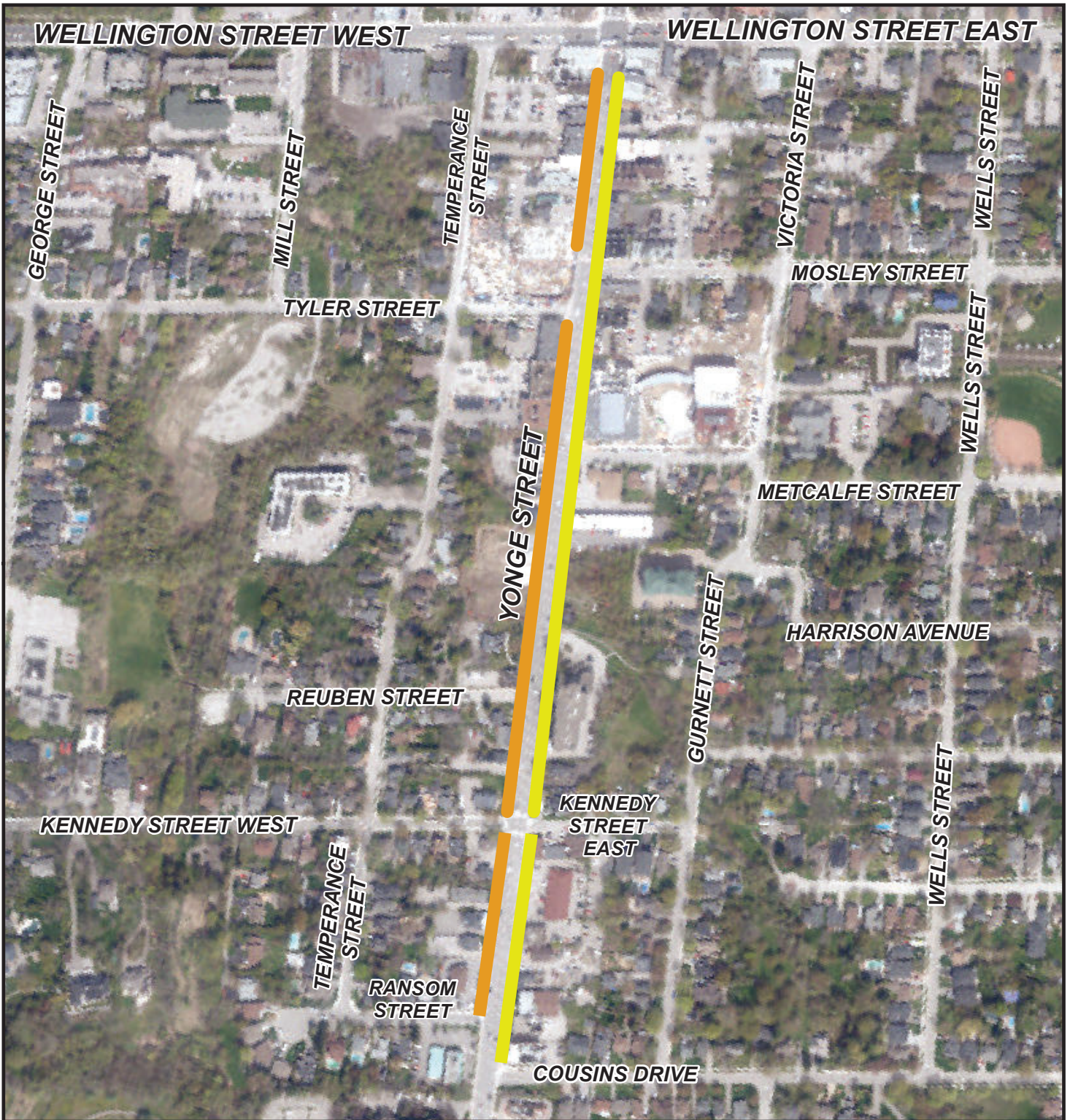
Pre-submission Review

Agenda Management Team review on November 14, 2024.

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



ATTACHMENT 1

**MAP OF EXISTING PARKING RESTRICTIONS
ON YONGE STREET IN THE DOWNTOWN BIA AREA**

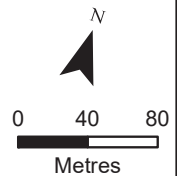
LEGEND

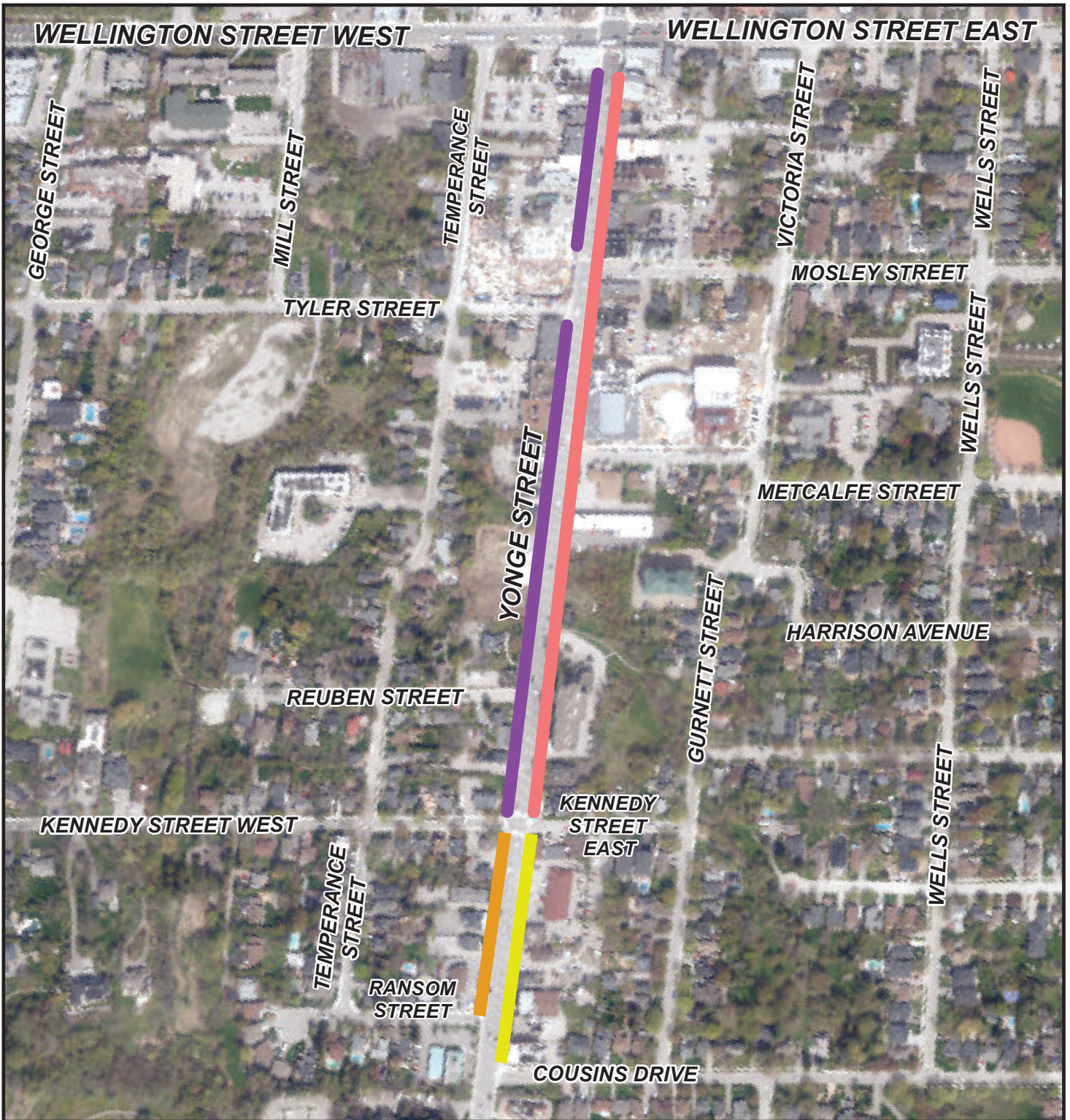
WEST SIDE:

- 1 HOUR MONDAY-SATURDAY 8:30AM-6:00PM
NO PARKING MONDAY-FRIDAY 6:30AM-8:30AM

EAST SIDE:



- 1 HOUR MONDAY-SATURDAY 9:00AM-4:30PM
NO PARKING MONDAY-FRIDAY 4:30PM-6:30PM







ATTACHMENT 2 **MAP OF PROPOSED PARKING RESTRICTIONS ON YONGE STREET IN THE DOWNTOWN BIA AREA**

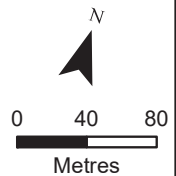
WEST SIDE:

-  1 HOUR MONDAY-SATURDAY 8:30AM-6:00PM
NO PARKING MONDAY-FRIDAY 6:30AM-8:30AM
-  2 HOUR MONDAY-SATURDAY 8:30AM-6:00PM
NO PARKING MONDAY-FRIDAY 6:30AM-8:30AM

LEGEND

EAST SIDE:

-  1 HOUR MONDAY-SATURDAY 9:00AM-4:30PM
NO PARKING MONDAY-FRIDAY 4:30PM-6:30PM
-  2 HOUR MONDAY-SATURDAY 9:00AM-4:30PM
NO PARKING MONDAY-FRIDAY 4:30PM-6:30PM



The Corporation of the Town of Aurora

By-law Number XXXX-24

**Being a By-law to amend By-law Number 6228-19, as amended,
to govern the proceedings of Council and Committee meetings
of the Town of Aurora.**

Whereas under subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, every municipality and local board shall pass a procedure by-law for governing the calling, placing and proceedings of meetings;

And whereas on December 10, 2019, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6228-19, as amended, being a by-law to govern the proceedings of Council and Committee meetings of the Town;

And whereas on October 22, 2024, the Council of the Town passed a motion contained in Report No. CS24-023 to amend paragraph (i) of subsection 20(f) of By-law Number 6228-19, as amended;

And whereas the Council of the Town deems it necessary and expedient to amend paragraph (i) of subsection 20(f) of By-law Number 6228-19, as amended, to change the public planning meeting schedule to the third Tuesday of each month;

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

1. Paragraph (i) of subsection 20(f) of By-law Number 6228-19, as amended, be and is hereby deleted and replaced with the following:

“(i) Council will meet on the third Tuesday of each month at 7 p.m. for a Council Meeting to consider development-related applications and other matters that have been submitted under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.”

Enacted by Town of Aurora Council this 26th day of November, 2024.

Tom Mrakas, Mayor

Ishita Soneji, Deputy Town Clerk

The Corporation of the Town of Aurora

By-law Number XXXX-24

Being a By-law to establish a schedule of fees and charges for municipal services, activities, and the use of property within the Town of Aurora (Fees and Charges By-law).

Whereas subsection 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, authorizes a municipality to impose fees and charges on persons (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control;

And whereas on November 28, 2023, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6562-23, to establish a schedule of fees and charges for municipal services, activities and the use of property within the Town of Aurora;

And whereas the Town has conducted an annual corporate-wide review of its fees and charges and deems it necessary to alter the fees and charges for municipal services, activities and the use of property within the Town of Aurora;

And whereas the Council of the Town deems it necessary and expedient to enact a by-law setting out the fees and charges for municipal services, activities and the use of the property within the Town of Aurora;

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

1. By-law Number 6562-23 be and is hereby repealed.
2. The following Schedules attached (collectively referred to as the "Schedules") shall be deemed to form part of this By-law:
 - Schedule "A" – General Fees and Charges;
 - Schedule "B" – Planning and Development Services Department;
 - Schedule "C" – Corporate Services Department;
 - Schedule "D" – Community Services Department;
 - Schedule "E" – Operational Services Department;
 - Schedule "F" – Finance Department;
 - Schedule "G" – Building Division;
 - Schedule "H" – Development Planning Division;
 - Schedule "I" – By-law Services Division;
 - Schedule "J" – Animal Services Division;
 - Schedule "K" – Access Aurora Division; and
 - Schedule "L" – Short Term Rentals.
3. Council hereby delegates to the Chief Administrative Officer and any head of a department, or any of their designates, the authority to waive, reduce, or otherwise vary the fee(s) or charge(s) imposed by their department.

4. Any person who obtains any of the Town's services, activities, or use of the Town's property as described in the Schedules shall pay to the Town the applicable fees or charges set out in the Schedules. Unless otherwise provided for in another by-law, such fees or charges are payable upon the person making such application, request, or purchase of the Town's services, activities, or use of the Town's property and shall not be refundable.
5. No request by any person for a service or activity listed in the Schedules shall be acknowledged or performed by the Town unless and until the person requesting the service or activity has paid the fee or charge for the service or activity as set out in the attached schedules, unless noted otherwise.
6. The Town may request a deposit of up to fifty percent (50%) of the applicable fee or charge, payable in advance, if one or more of the following circumstances are applicable:
 - (a) the applicant is a non-resident;
 - (b) the applicant does not carry on business in the Town;
 - (c) the applicant is a first time applicant;
 - (d) the applicant:
 - (i) has previously failed to pay a fee or charge imposed by the Town in a timely manner; or
 - (ii) is currently or has previously been indebted to the Town;
 - (e) the service or activity to be provided by the Town is for a substantial period of time;
 - (f) the service or activity requested by the applicant is not the usual type of service or activity provided by the Town; or
 - (g) the past conduct of the applicant or, if applicable, of the organization he or she represents has been such that the Town on reasonable grounds may anticipate damage resulting.
7. All Town accounts and invoices are due and payable when rendered. Outstanding Town accounts and invoices shall bear interest of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum), calculated from the first day of the month after the account is overdue.
8. The Treasurer shall add the fees and charges imposed pursuant to this By-law to the tax roll for any real property in the Town for which all of the owners are responsible for paying fees and charges under this By-law and collect them in the same manner as municipal taxes.
9. If a court of competent jurisdiction declares any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible by law.
10. Payment for any fees, charges and any applicable interest shall be accepted in

the form of Canadian currency, debit, money order or cheque made payable to The Corporation of the Town of Aurora.

11. In the event of a conflict between this By-law and any other By-law, the fees and charges set out in this By-law shall prevail.
12. This By-law shall be referred to as the "Fees and Charges By-law".
13. This By-law shall come into full force and effect on January 1, 2025.

Enacted by Town of Aurora Council this 26th day of November, 2024.

Tom Mrakas, Mayor

Ishita Soneji, Deputy Town Clerk

By-law Number XXXX-24
Schedule "A"
General Fees and Charges
Effective January 1, 2025

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)
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-24
Schedule "B"
Planning and Development Services Department
Effective January 1, 2025

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)
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
Official Plans			
Official Plan	per OP	\$66.00	\$67.00
2C Secondary Plan	per copy	\$40.50	\$41.25
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
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
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			

By-law Number XXXX-24
Schedule "B"
Planning and Development Services Department
Effective January 1, 2025

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)
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
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-24

Schedule "C"

Corporate Services

Effective January 1, 2025

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)
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	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

By-Law Number XXXX-24

Schedule "C"

Corporate Services

Effective January 1, 2025

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)
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

Schedule "C"

Corporate Services

Effective January 1, 2025

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)
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-24
Schedule "D"
Community Services Department
Effective January 1, 2025

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)
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
i)	Program/Event Promotional Material	each	\$0.54 - \$13.66	\$0.55 - \$13.93
j)	Aquatic Pro Shop Items	each	\$2.14 - \$37.49	\$2.19 - \$38.24
k)	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
l)	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
m)	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
n)	Park/Outdoor Space Clean-up Fee (As required for groups of 25-79.)	per event/ per day	\$124.79	\$127.29
o)	Park/Outdoor Space Clean-up Fee (As required for groups of 24 or less.)	per event/ per day	\$45.79	\$46.71
p)	Facility Permit Maintenance/Damage Deposit (Refundable)	per event/per day	\$0.00 - \$1,500.00	\$0.00 - \$1,500.00
q)	Parking Lot Charges	per day	\$0 - \$500	\$0 - \$500
r)	Program Guide Advertisement	Per ad	\$235.66 - \$1,683.39	\$240.38 - \$1,717.06
s)	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

By-law Number XXXX-24
Schedule "D"
Community Services Department
Effective January 1, 2025

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)
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
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
		Youth/ Older Adult	\$32.70 - \$407.88	\$33.36 - \$416.04
b)	GROUP FITNESS MEMBERSHIP	Adult	\$34.71 - \$430.54	\$35.41 - \$439.15
		Youth/Older Adult	\$27.81 - \$344.02	\$28.37 - \$350.90
c)	POOL MEMBERSHIP Lane & Leisure Only	Adult	\$23.69 - \$260.59	\$24.16 - \$265.80
		Youth/Older Adult	\$18.95 - \$208.47	\$19.33 - \$212.64
d)	SQUASH MEMBERSHIP	Adult	\$41.51 - \$478.44	\$42.34 - \$488.00
		Youth/Older Adult	\$33.22 - \$382.75	\$33.88 - \$390.40
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
		Youth/Older Adult	\$27.81 - \$344.02	\$28.37 - \$350.90
l)	Promotional Membership Discount (with Director Approval)	each	15 - 25% Discount on selected membership packages	15 - 25% Discount on selected membership packages

By-law Number XXXX-24
Schedule "D"
Community Services Department
Effective January 1, 2025

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)
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
		Youth/Older Adult	\$7.18/class or \$57.42/10 visits	\$7.32/class or \$58.56/10 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
		each - Adult (18 to 54 years)	\$5.15/use or \$41.20/10 visits	\$5.25/use or \$42.00/10 visits
		each - Older Adult (55 years plus)	\$3.96/use or \$31.71/10 visits	\$4.04/use or \$32.34/10 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
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
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 <i>Note: All fees are for members. Non-members are subject to a 25% surcharge.</i>				
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
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

**By-law Number XXXX-24
Schedule "D"
Community Services Department
Effective January 1, 2025**

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)
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
d) Ice Rental - OJHL Junior A - OWHA U22AA	per hour	\$107.12	\$109.26
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
	Volley Ball nets per net (maximum 2 nets)	\$11.25	\$11.47
	Hockey nets per net (maximum 2 nets)	\$5.62	\$5.74
	Hockey sticks and balls (12 sticks and 3 balls)	\$11.25	\$11.47
	Tennis balls (3 balls)	\$5.62	\$5.74
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
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

**By-law Number XXXX-24
Schedule "D"
Community Services Department
Effective January 1, 2025**

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)
q)	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
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
		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
20. PLAYING FIELD USER FEES				
a)	Ball Diamonds - Adult & Youth	per hour	\$12.64 - \$25.75	\$12.89 - \$26.27
c)	Rectangular Fields - Adult & Youth	per hour	\$12.64 - \$25.75	\$12.89 - \$26.27
d)	Rectangular Fields - Adult	per hour		
g)	Tournaments	each tournament (plus hourly rate per field)	\$279.21	\$284.79
h)	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
b)	Corresponding Researcher	per hour	\$56.35	\$57.47
c)	Photocopies / scans of text	per page	\$0.64	\$0.66
d)	High Resolution Image (existing)	per image	\$35.19	\$35.89
e)	High Resolution Scan	per image	\$70.48	\$71.89

By-law Number XXXX-24
Schedule "D"
Community Services Department
Effective January 1, 2025

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)
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-24
Schedule "E"
Operational Services Department
Effective January 1, 2025

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)
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
Bulk Water Fee (during Construction)	per residential/town house unit	\$175.00	\$179.00
	per high density/apartment unit	\$98.00	\$100.00
	non-residential (per 100m ²)	\$67.00	\$68.00
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

By-law Number XXXX-24
Schedule "E"
Operational Services Department
Effective January 1, 2025

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)
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)
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

By-law Number XXXX-24
Schedule "F"
Finance Department
Effective January 1, 2025

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)
Finance			
Tax Bill Reprint - Per Tax Year	per document	\$ 24.00	\$ 24.50
Returned Payments	per cheque	\$ 60.00	\$ 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
DC Administration Fee	per application	\$ 1,867.00	\$ 1,904.00
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-24
Schedule "G"
Building Division
Effective January 1, 2025

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)
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-24
Schedule "G"
Building Division
Effective January 1, 2025

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)
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-24
Schedule "G"
Building Division
Effective January 1, 2025

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)
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
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-24
Schedule "H"
Development Planning Division
Effective January 1, 2025

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)
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)
Draft Plan of Subdivision (con't)	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

By-law Number XXXX-24
Schedule "H"
Development Planning Division
Effective January 1, 2025

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)
	extension of Draft Approval	\$ 3,742.00	\$ 3,817.00
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	\$ 2,610.00	\$ 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 m2 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

By-law Number XXXX-24
Schedule "H"
Development Planning Division
Effective January 1, 2025

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)
	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
Site Plan Exemption	base fee	\$ 1,199.00	\$ 1,223.00
	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
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)	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
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
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

By-law Number XXXX-24
Schedule "H"
Development Planning Division
Effective January 1, 2025

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)
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.

Telecommunicatoin/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-24
Schedule "I"
By-law Services Division
Effective January 1, 2025

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)
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-24
Schedule "I"
By-law Services Division
Effective January 1, 2025

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)
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
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)			
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
Application for revision/renewal of a sign permit	per application	\$179.00	\$183.00
Security Deposit	per sign	\$595.00	\$607.00

By-law Number XXXX-24
Schedule "I"
By-law Services Division
Effective January 1, 2025

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)
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

By-law Number XXXX-24

Schedule "J"

Animal Services Division

Effective January 1, 2025

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)
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
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-24

Schedule "K"

Access Aurora Division

Effective January 1, 2025

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)
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

By-Law Number XXXX-24

Schedule "K"

Access Aurora Division

Effective January 1, 2025

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)
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

By-law Number XXXX-24
Schedule "L"
Short-Term Rentals
Effective January 1, 2025

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)
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

The Corporation of The Town of Aurora

By-law Number XXXX-24

**Being a By-law to confirm actions by Council
resulting from a Council meeting
on November 26, 2024.**

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

1. That the actions by Council at its Council meeting held on November 26, 2024, in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is hereby adopted, ratified and confirmed.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the corporate seal to all such documents.

Enacted by Town of Aurora Council this 26th day of November, 2024.

Tom Mrakas, Mayor

Ishita Soneji, Deputy Town Clerk