



Town of Aurora Council Meeting Agenda

Date: Tuesday, April 28, 2026
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

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

	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
5. Community Presentations	
6. Delegations	
7. Consent Agenda	
That the Consent Agenda, items 7.1 to 7.2 inclusive, be approved.	
7.1 Council Meeting Minutes of March 31, 2026	1
1. That the Council Meeting Minutes of March 31, 2026, be adopted as circulated.	
7.2 Council Public Planning Meeting Minutes of March 24, 2026	23
1. That the Council Public Planning Meeting Minutes of March 24, 2026, be adopted as circulated.	
8. Committee of the Whole Meeting Report of April 14, 2026	28
That the Committee of the Whole Meeting Report of April 14, 2026, be received and the recommendations carried by the Committee approved.	
8.1 Advisory Committee Meeting Minutes	

8.1.1	Cannabis Retail Review Task Force Meeting Minutes of February 19, 2026	39
	1. That the Cannabis Retail Review Task Force Meeting Minutes of February 19, 2026, be received for information.	
8.1.2	Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of March 25, 2026	43
	1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of March 25, 2026, be received for information.	
8.1.3	Mayor's Golf Classic Funds Committee Meeting Minutes of April 1, 2026	47
	1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of April 1, 2026, be received for information.	
8.2	Consent Agenda	
8.3	Community Services Committee Agenda	
8.4	Corporate Services Committee Agenda	
8.4.1	CS26-009 - Election Sign By-law Update	52
	1. That Report No. CS26-009 be received for information.	
8.5	Finance and Information Technology Committee Agenda	
8.5.1	FIN26-009 - 2026 Year End Surplus-Deficit Management and By-law Report	62
	1. That Report No. FIN26-009 be received; and	
	2. That the by-law to allocate any 2026 operating surplus or deficit, as detailed in this report, be brought forward to a future Council meeting for approval	
8.5.2	FIN26-012 - 2027 Budget Timeline and Process	69
	1. That Report No. FIN26-012 be received; and	
	2. That the proposed budget timeline as detailed in Table 1 be approved.	

8.6	Administration Committee Agenda	
8.7	Operational Services Committee Agenda	
8.7.1	OPS26-011 - 2025-2026 Windrow Removal Pilot Program End of Season Update	76
	<ol style="list-style-type: none"> 1. That Report No. OPS26-011 be received; and 2. That the Town continue with the 2025-2026 model with the same \$200 fee and program parameters as a pilot for the 2026-2027 season. 	
8.8	Planning and Development Services Committee Agenda	
8.8.1	PDS26-028 - Don Hillock Drive and Goulding Avenue Parking Allowance	88
	<ol style="list-style-type: none"> 1. That Report No. PDS26-028 be received; and 2. That Parking Bylaw No. 4574-04.T be amended to allow on-street parking on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way). 	
8.8.2	PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163 – Yonge Street Active Transportation Facilities	94
	<ol style="list-style-type: none"> 1. That Report No. PDS26-031 be received; and 2. That the total approved budget authority for Capital Project No. GN0163 be increased to \$7,861,100 representing an increase of \$2,531,900; and 3. That the proposed total budget authority of \$7,861,100 be funded by \$4,561,100 from roads and related development charges, \$500,000 from the Growth and New reserve and a \$2,800,000 contribution from York Region. 	
8.9	Member Motions	
8.9.1	Mayor Mrakas; Re: Annual Review and Release of Closed Session Materials	99
	<ol style="list-style-type: none"> 1. Now Therefore Be It Hereby Resolved That Council 	

directs staff to conduct an annual review of all closed session reports, minutes, and related materials; and

2. Be It Further Resolved That staff, in consultation with the Town Solicitor, assess which closed session materials no longer require confidentiality under Section 239 of the Municipal Act, 2001 or any other applicable legislation; and
3. Be It Further Resolved That closed session materials deemed eligible for public release be released in full or in redacted form, as required, to protect personal, financial, security, legal, or other confidential information; and
4. Be It Further Resolved That staff provide an annual public report to Council, summarizing:
 - a. the number and general nature of closed session items reviewed;
 - b. materials released;
 - c. materials recommended to remain confidential;
 - d. the rationale for continued confidentiality where applicable; and
 - e. That this annual review and reporting process be incorporated as a standard governance practice of the Town.

8.9.2 Councillor Gallo; Re: Reporting Framework for Members attending Conferences, Seminars and External Events

100

1. Now Therefore Be It Hereby Resolved That staff be directed to develop a written reporting framework requiring Members of Council who attend a conference, convention, seminar, or external events at the expense of the Town; and
2. Be It Further Resolved That the written report framework include, at minimum:
 - The name, date, and location of the conference or event;
 - Total cost incurred by the Town, including registration, travel, accommodation, and related

expenses;

- Key topics, sessions, or discussions attended;
- Summary of key learnings and takeaways;
- Any relevant best practices or ideas that could be considered for implementation in the Town of Aurora; and

3. Be It Further Resolved That such reports be included on a public Council or Committee of the Whole agenda for information purposes, within a defined timeframe following the conference, seminar or external event; and
4. Be It Further Resolved that staff report back on any administrative, financial, or procedural implications of implementing this requirement, including potential alignment with existing policies or expense reporting practices.

8.10 Regional Report

8.10.1 York Regional Council Highlights of March 26, 2026 102

1. That the York Regional Council Highlights of March 26, 2026, be received for information.

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 PDS26-029 - Bank of Approved Street Names Update 107

(Referred from Committee of the Whole meeting of April 14, 2026)

1. That Report No. PDS26-029 be referred to the April 28, 2026 Council meeting and to include with it the Street Naming Policy.

9.2 PDS26-043 - Additional Information to Report No. PDS26-029 - Bank of Approved Street Names Update 117

1. That Report No. PDS26-043 be received for information.

9.3 PDS26-040 - Additional Information to Report No. PDS26-031-Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities 135

1. That Report No. PDS26-040 be received; and

2. That this report be considered with Report No. PDS026-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities.

10. New Business

11. By-laws

- 11.1 By-law Number XXXX-26 - Being a By-law to amend By-law Number 6257-20 to require owners and occupiers of land to clean, clear, and maintain private land and right of ways in the Town of Aurora** 139

(Member Motion, Councillor Thompson, March 10, 2026)

- 11.2 By-law Number XXXX-26 - Being a By-law to amend By-law Number 6404-22 being the Procurement Policy for the Town of Aurora** 140

(Committee of the Whole Report No. FIN26-006, February 10, 2026)

- 11.3 By-law Number XXXX-26 - Being a By-law to regulate waterworks, water meters and water rates** 171

(Committee of the Whole Report No. OPS26-010, March 10, 2026)

- 11.4 By-law Number XXXX-26 - Being a By-law to set and levy the rates of Taxation for the taxation year 2026** 197

12. Closed Session

13. Confirming By-law

- 13.1 By-law Number XXXX-26 - Being a By-law to confirm actions by Council resulting from a Council meeting on April 28, 2026** 201

14. Adjournment



**Town of Aurora
Council
Meeting Minutes**

Date: Tuesday, March 31, 2026
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 John Gallo
Councillor Harold Kim

Members Absent: Councillor Michael Thompson

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
Carley Smith, Manager, Corporate Communications
Anne Kantharajah, Town Clerk
Linda Bottos, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Mayor called the meeting to order at 7 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 Gaertner

Seconded by Councillor Weese

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

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

Absent (1): Councillor Thompson

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. Community Presentations

5.1 Phiona Durrant and Leticia Osei, Aurora Black Community Association (ABC); Re: Community Partner Presentation - Black History Month Reporting

Phiona Durrant presented a brief reflection on the community impact of the Black History Month events held during February 2026, highlighting ways in which ABC has evolved into an essential force for economic and social growth together with the community, and thanked the Town for its sponsorship and support.

Phiona was joined by ABC Treasurer Ibrahim Njingun and ABC Board Member Bobbie Marshall to recognize youth member Kiel Thomas with the PowerForward Grant. Kiel expressed appreciation to Phiona and ABC for the grant award and to family for their support.

Moved by Councillor Weese
Seconded by Councillor Kim

That the presentation be received for information.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

6. Delegations

None.

7. Consent Agenda

Moved by Councillor Kim
Seconded by Councillor Weese

That the Consent Agenda, items 7.1 to 7.5 inclusive, be approved.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

7.1 Council Meeting Minutes of February 24, 2026

1. That the Council Meeting Minutes of February 24, 2026, be adopted as circulated.

Carried

7.2 Special Meeting of Council Minutes of February 24, 2026

1. That the Special Meeting of Council Minutes of February 24, 2026, be adopted as circulated.

Carried

7.3 Council Closed Session Minutes of March 10, 2026

Council Meeting Minutes

March 31, 2026

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1. That the Council Closed Session Minutes of March 10, 2026, be adopted as circulated.

Carried**7.4 Council Closed Session Public Meeting Minutes of March 10, 2026**

1. That the Council Closed Session Public Meeting Minutes of March 10, 2026, be adopted as circulated.

Carried**7.5 Central York Fire Services Joint Council Committee Meeting Minutes of November 4, 2025**

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of November 4, 2025, be received for information.

Carried**8. Committee of the Whole Meeting Report of March 10, 2026****Moved by** Councillor Gilliland**Seconded by** Councillor Kim

That the Committee of the Whole Meeting Report of March 10, 2026, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.7.1, 8.7.2, 8.8.1, and 8.8.2, which were discussed and voted on separately as recorded below.

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

Absent (1): Councillor Thompson

Carried (6 to 0)**8.1 Advisory Committee Meeting Minutes****8.1.1 Heritage Advisory Committee Meeting Minutes of February 9, 2026**

1. That the Heritage Advisory Committee Meeting Minutes of February 9, 2026, be received for information.

Carried

8.1.2 Community Recognition Review Advisory Committee Meeting Minutes of February 11, 2026

1. That the Community Recognition Review Advisory Committee Meeting Minutes of February 11, 2026, be received for information.

Carried**8.1.3 Accessibility Advisory Committee Meeting Minutes of February 11, 2026**

1. That the Accessibility Advisory Committee Meeting Minutes of February 11, 2026, be received for information.

Carried**8.1.4 Environmental Advisory Committee Meeting Minutes of February 23, 2026**

1. That the Environmental Advisory Committee Meeting Minutes of February 23, 2026, be received for information.

Carried**8.2 Consent Agenda**

None.

8.3 Community Services Committee Agenda**8.3.1 CMS26-006 - Roller Skating Programming Options**

1. That Report No. CMS26-006 be received; and
2. That roller skating be offered as a drop-in program.

Carried**8.4 Corporate Services Committee Agenda****8.4.1 CS26-007 - Implications of Implementing a Renoviction By-law**

1. That Report No. CS26-007 be received; and
2. That the matter be referred back to staff to further investigate the financial impact of implementing and managing a

Renoviction by-law, specific and scaled to the Town of Aurora, and provide a report to Council in Q2 of 2026.

Carried

8.5 Finance and Information Technology Committee Agenda

8.5.1 FIN26-008 - Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards

1. That Report No. FIN26-008 be received for information.

Carried

8.6 Administration Committee Agenda

None.

8.7 Operational Services Committee Agenda

8.7.1 OPS26-008 - Protecting Aurora's Oldest Trees - Heritage Tree Management Guide

Moved by Councillor Gaertner

Seconded by Councillor Gilliland

1. That Report No. OPS26-008 be received; and
2. That the Heritage Tree Management Guide, and associated principles, be endorsed.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

8.7.2 OPS26-010 - Waterworks By-law Update

Moved by Councillor Gaertner

Seconded by Councillor Gallo

1. That Report No. OPS26-010 be received; and

2. That staff bring forward the new Waterworks, Water Meter and Water Rates By-law, and any related by-law amendments, to a future Council meeting for enactment.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

8.8 Planning and Development Services Committee Agenda

8.8.1 PDS26-023 - Home Energy Retrofit Program Design Study

Moved by Councillor Gaertner

Seconded by Councillor Gilliland

1. That Report No. PDS26-023 be received; and
2. That the Home Energy Retrofit Program Design Study be endorsed; and
3. That staff be directed to move forward with the implementation of the Home Energy Retrofit Program Design Study.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

8.8.2 PDS26-020 - Servicing Capacity Update

Moved by Councillor Gaertner

Seconded by Councillor Gallo

1. That Report No. PDS26-020 be received; and
2. That a total of 577 persons worth of servicing capacity from developments as listed in Appendix "A" be revoked; and
3. That a total of 855 persons worth of servicing capacity be assigned toward the list of approved developments as shown in

Appendix "B" within a three-year "use-it or lose-it" timeframe;
and

4. That staff be directed to prioritize the list of developments as listed in Appendix "C" and provide servicing allocation should additional capacity become available.

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

Absent (1): Councillor Thompson

Carried (6 to 0)

8.8.3 PDS26-021 - Request for Sign By-law Authorization for Third Party Digital Signage - Jolt Charge Inc. - 14751 Yonge Street

1. That Report No. PDS26-021 be received; and
2. That the request for authorization of a third party digital sign on an EV charging station located at 14751 Yonge Street be denied.

Carried

8.8.4 PDS26-022 - Request for Sign By-law Authorization for Third Party Digital Signage - Hossein Goli - 14810 Yonge Street

1. That Report No. PDS26-022 be received; and
2. That the request for authorization of a third party digital sign on an existing ground sign located at 14810 Yonge Street be denied.

Carried

8.9 Member Motions

8.9.1 Councillor Thompson; Re: Exemption of Golf Courses from the Clean Communities By-law for Grass Maintenance

Whereas the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes municipalities to pass by-laws respecting the health, safety, and well-being of persons and the maintenance and regulation of property standards; and

Whereas the Town of Aurora enacted the Clean Communities By-law to establish clear, consistent, and enforceable standards for property maintenance throughout the municipality; and

Whereas standards for grass and yard maintenance are intended to reduce pests and vermin, ensure consistent community appearance, and prevent selective or inconsistent enforcement practices; and

Whereas the Town of Aurora contains several fully operational golf courses, many of which abut and share divisional property lines with residential properties within Aurora and neighbouring municipalities; and

Whereas golf courses are highly specialized land uses that require agronomic turf management practices distinct from residential or general commercial properties in order to maintain safe, functional, and environmentally managed playing surfaces; and

Whereas golf courses in Ontario are already subject to a comprehensive provincial regulatory framework, including exemptions under the *Cosmetic Pesticides Ban Act* and compliance requirements under Ontario Regulation 63/09 of the *Pesticides Act*; and

Whereas applying standard grass height and yard maintenance provisions of the Clean Communities By-law to golf courses may create operational conflicts and unintended enforcement challenges without advancing the original intent of the by-law;

1. Now Therefore Be It Hereby Resolved That Town staff be directed to prepare and bring forward a by-law amendment to the Clean Communities By-law to establish a permanent exemption for fully operational golf courses, limited solely to grass and turf maintenance standards; and
2. Be It Further Resolved That the exemption apply only to lands actively used or maintained as part of an operational golf course, and not to vacant, surplus, or non-golf-related lands.

Carried

8.9.2 Councillor Gilliland; Re: Feasibility of an Opt-In Municipal Alert System for Emergencies, Weather and Service Disruptions

Whereas the Municipality has a responsibility to support public safety, emergency preparedness, and timely communication with residents during significant weather events; and

Whereas severe weather events, including snowstorms, freezing rain, high winds, flooding, and extreme heat, are increasing in frequency and intensity due to changing climate patterns; and

Whereas timely and direct communication to residents can improve public safety outcomes by providing advance notice of road closures, service disruptions, warming or cooling centre availability, parking restrictions, and other emergency measures; and

Whereas utility providers, including hydro companies, successfully operate opt-in text, app-based alert systems to notify customers of outages and restoration updates, demonstrating the effectiveness and public acceptance of such platforms; and

Whereas a municipal alert system could reduce pressure on staff resources by decreasing inbound inquiries during significant events and improve coordination between municipal departments, emergency services, and the public; and

Whereas many municipalities across Ontario have implemented digital alert systems that integrate with existing emergency management frameworks;

1. Now Therefore Be It Hereby Resolved That Council direct staff to report back on the feasibility of implementing an opt-in municipal alert system, including text message, and/or mobile application notifications, for significant weather events and related municipal service disruptions; and
2. Be It Further Resolved That the report include analysis of implementation costs, ongoing operational requirements, privacy and data security considerations, integration with existing emergency management systems, and examples of comparable municipal models.

Carried

8.9.3 Councillor Gilliland; Re: Improving Accessibility and Public Record Integration of Live and Archived Council Meeting Video

Whereas the Town of Aurora is committed to the principles of transparency, accountability, and open government; and

Whereas the Town live streams Council and Committee meetings to allow residents to observe local government in real time; and

Whereas the Town's website serves as the primary and official source for meeting agendas, minutes, and public records; and

Whereas the integration of video recordings alongside written agendas and minutes strengthens the completeness and integrity of the public record by providing context, clarity, and accuracy of Council proceedings; and

Whereas the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and its Integrated Accessibility Standards Regulation (IASR) emphasize the importance of providing accessible formats and communication supports to the public; and

Whereas improving the visibility and accessibility of livestream and archived meeting video supports these accessibility objectives and enhances equitable public access to municipal governance; and

Whereas many Ontario municipalities, including Guelph, Vaughan, and Burlington, integrate direct links to live and archived meeting video within their meeting calendar pages as a standard best practice;

1. Now Therefore Be It Hereby Resolved That staff be directed to update the Town's meeting calendar webpage to:
 - a. Prominently display a direct link to the active livestream video on the meeting page while the meeting is in progress; and
 - b. Add a direct link to the archived video recording to each individual meeting page, adjacent to the published agenda and minutes, once the video becomes available; and

2. Be It Further Resolved That staff report back to Council on the implementation of these improvements, including timelines and any associated costs, if applicable.

Carried

8.9.4 Councillor Gallo; Re: Establishment of a Joint Task Force and Funding Support to Combat Antisemitic Hate and Violence and Protect Vulnerable Communities in Aurora

Whereas the Town of Aurora is a diverse and inclusive community where residents of all faiths, cultures, and backgrounds should feel safe, respected, and protected; and

Whereas there has been a documented and deeply concerning rise in antisemitic incidents, hate-motivated acts, and violence across Canada, including within York Region and surrounding municipalities; and

Whereas hate-motivated incidents directed at the Jewish community and other vulnerable communities undermine public safety, community cohesion, and the fundamental values of tolerance and inclusion; and

Whereas municipal governments rely on strong partnerships with federal, provincial, and regional law enforcement agencies to effectively prevent, investigate, and respond to hate-motivated incidents; and

Whereas the Town of Aurora is served by the York Regional Police, and benefits from coordination with provincial and federal partners including the Ontario Provincial Police, Royal Canadian Mounted Police, and Canadian Security Intelligence Service; and

Whereas municipalities face increasing financial and operational pressures in responding to rising incidents of hate, including the need for enhanced policing coordination, prevention programs, and community safety initiatives;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora Council formally request the Government of Canada and the Province of Ontario to work in partnership with York Region and

the Town of Aurora to establish a combined Federal, Provincial, Regional, and Municipal law enforcement joint task force, composed of but not limited to the Royal Canadian Mounted Police, Canadian Security Intelligence Service, Ontario Provincial Police, and York Regional Police, to coordinate intelligence, prevention, and enforcement efforts to combat and prevent antisemitic hate and violence, and to protect vulnerable communities; and

2. Be It Further Resolved That Council request the Federal and Provincial governments to provide dedicated and sustainable funding to support these coordinated enforcement and prevention efforts, and to provide financial assistance to municipalities and regional police services, including York Regional Police, to address the increased operational demands resulting from the rise in hate-motivated incidents; and
3. Be It Further Resolved That Council calls upon all municipalities in York Region to join Town of Aurora in support of this resolution; and
4. Be It Further Resolved That Council direct that this resolution be forwarded to:
 - The Right Honourable Prime Minister of Canada
 - The Minister of Justice and Attorney General of Canada
 - The Minister of Public Safety Canada
 - The Premier of Ontario
 - The Solicitor General of Ontario
 - The Attorney General of Ontario
 - The Regional Municipality of York
 - The York Regional Police Services Board
 - Local Members of Parliament and Members of Provincial Parliament representing Aurora
 - All municipalities within York Region

Carried

8.9.5 Councillor Gallo; Re: Financial Reporting for the Aurora Economic Development Corporation Board (AEDC)

Whereas the Aurora Economic Development Corporation (AEDC) is a corporation governed by the *Municipal Act, 2001* and the *Not-for-Profit Corporations Act, 2010*; and

Whereas the AEDC plays an important advisory role in supporting economic development initiatives, business attraction, and strategic economic priorities within the Town of Aurora; and

Whereas Council funds economic-related activities through the Planning and Development budget, specifically the Economic Development Division's operating budget, and the economic development reserve; and

Whereas the AEDC's board recommends to the Economic Development division economic-related activities and initiatives, which may have a cost; and

Whereas expenditures related to recommended AEDC initiatives are administered through the Town's financial systems and approval processes, and the AEDC itself does not independently approve expenditures or produce standalone audited financial statements; and

Whereas, as a result, there is currently no consolidated annual financial summary specific to AEDC activities presented to Council or the public; and

Whereas Council has a fiduciary responsibility to ensure transparency, accountability, and proper oversight of the Town's economic development incentive budgets; and

Whereas providing clear, consistent, and detailed financial reporting enhances transparency and ensures the community and Council have a complete understanding of how public funds are being utilized in support of economic development initiatives;

1. Now Therefore Be It Hereby Resolved That Council direct staff to prepare and present a report outlining the Town's economic development incentive financials for the 2025 fiscal year to

which the Aurora Economic Development Corporation (AEDC) provides input, including but not limited to:

- a. The total Town budget allocated in support of AEDC-related initiatives;
 - b. A detailed breakdown of all expenditures, including administrative costs, consulting services, marketing, events, and any other operational expenses;
 - c. Any revenues, sponsorships, grants, or external funding received;
 - d. Any reserve funds held or utilized, if applicable; and
 - e. A comparison of the approved budget versus actual expenditures; and
2. Be It Further Resolved That staff be directed to provide an annual report to Council outlining the financial details of the Town budget that has been allocated in support of AEDC-related initiatives for the preceding fiscal year, beginning with the 2026 fiscal year and continuing annually thereafter.

Carried

8.9.6 Mayor Mrakas; Re: Review and Release of Certain Closed Session Materials

Whereas Council has previously discussed matters in Closed Session relating to:

- The purchase of lands commonly referred to as Henderson Forest;
- Discussions concerning Hillary House National Historic Site; and
- Matters relating to the property municipally known as 1289 Wellington Street East; and

Whereas transparency and public trust are fundamental principles of good governance; and

Whereas the *Municipal Act* permits the public release of Closed Session materials once the need for confidentiality has lapsed;

1. Now Therefore Be It Hereby Resolved That staff be directed to conduct a review of all Closed Session reports, minutes, presentations, and related materials concerning:
 - a. Henderson Forest (672 and 682 Henderson Drive);
 - b. Hillary House; and
 - c. 1289 Wellington Street East; and
2. Be It Further Resolved That Council authorize the release of the documents described above in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and only to the extent without prejudice to the Town's legal, security, financial, or negotiating position; and
3. Be It Further Resolved That a public report be brought forward to Council outlining:
 - a. What information can be released;
 - b. What must remain confidential and the legislative reason why; and
 - c. A proposed timeline for disclosure; and
4. Be It Further Resolved That any materials deemed appropriate for release be made publicly available through the Town's website.

Carried

8.9.7 Councillor Gallo; Re: Disclosure of Documents Related to Victoria Hall Renovations

Whereas Council recently approved an increase to the capital budget for the Victoria Hall Refurbishment project from \$500,000 to approximately \$2.18 million; and

Whereas the increase was based on structural findings, engineering reports, design work, and updated cost estimates that significantly expanded the scope and financial implications of the project; and

Whereas certain documents related to the project were not shared publicly; and

Whereas residents have expressed significant interest in understanding the basis for the increased project costs and the information that informed Council's decision; and

Whereas transparency and public confidence in municipal decision-making are strengthened when supporting documentation for major capital expenditures is made available to the public; and

Whereas, while certain information related to procurement, legal matters, or third-party commercial interests cannot be disclosed by the municipality, the majority of documentation supporting this decision should be publicly accessible;

1. Now Therefore Be It Hereby Resolved That staff be directed to compile and release publicly all documentation related to the Victoria Hall Refurbishment budget increase, including but not limited to:
 - a. Engineering and structural reports;
 - b. Architectural and design consultant reports;
 - c. The Class D cost estimate dated December 1, 2025, and any subsequent cost estimates;
 - d. Project scope documents and supporting technical studies;
 - e. Internal staff reports or memoranda that informed the revised project scope or cost estimates;
 - f. Any additional documentation relied upon in preparing the report recommending the budget increase; and
2. Be It Further Resolved That such release does not contravene the *Municipal Freedom of Information and Protection of Privacy Act*, procurement integrity requirements, contractual confidentiality obligations, or legal privilege; and
3. Be It Further Resolved That staff report back to Council by May 2026 confirming the documents being released and listing any unreleased documents with an explanation of the applicable reasons for requiring continued nondisclosure.

Carried

8.9.8 Councillor Gallo; Re: Traffic Calming Measures on Limeridge Street

Whereas residents on Limeridge Street have raised ongoing concerns regarding traffic speeds, roadway safety, and sightline limitations along the street; and

Whereas a petition meeting the requirements of the Town's Traffic Calming Policy was submitted by residents on Limeridge Street requesting traffic calming measures; and

Whereas the Active Transportation and Traffic Safety Advisory Committee reviewed the matter at its meeting on January 28, 2026, and provided comments supporting potential safety improvements including traffic calming measures and improved sightlines; and

Whereas Limeridge Street includes a bend in the roadway where vegetation and foliage may obstruct sightlines, creating potential safety concerns for motorists, cyclists, and pedestrians; and

Whereas Council has the authority under the *Municipal Act* and the *Highway Traffic Act* to regulate traffic and speed limits on municipal roads in the interest of public safety;

1. Now Therefore Be It Hereby Resolved That Council direct staff to implement traffic calming measures on Limeridge Street between Gateway Drive and Kirkvalley Crescent, including the installation of one set of speed cushions on the west leg of Limeridge Street at a location deemed appropriate by staff; and
2. Be It Further Resolved That Council direct staff to bring forward the necessary by-law amendment to reduce the speed limit on Limeridge Street to 30 km/h; and
3. Be It Further Resolved That Council direct staff to install flashing speed display boards on Limeridge Street on a rotational basis as operationally appropriate to improve driver awareness of vehicle speeds; and
4. Be It Further Resolved That Council direct the appropriate department to investigate and address vegetation and foliage obstruction affecting sightlines near 55 Limeridge Street, including trimming or pruning as required.

Carried**8.9.9 Mayor Mrakas; Re: Protecting Vulnerable Social Infrastructure in the Town of Aurora**

Whereas safeguarding the quality of life for all Aurora residents requires a firm commitment to combating all forms of hate, intimidation, intolerance, discrimination, and the incitement of violence; and

Whereas acts of intimidation and violence targeting communities, places of worship, schools, and community institutions across the Greater Toronto Area have created fear and distress among residents; and

Whereas the Town of Aurora is a diverse and welcoming community where residents of all faiths, cultures, and backgrounds must feel safe attending religious services, schools, childcare facilities, hospitals, and congregate care facilities; and

Whereas all levels of government share a responsibility to ensure vulnerable social infrastructure remains safe and accessible for the people who rely on these essential services; and

Whereas legislative measures have been introduced in Canada to address intimidation near critical services, including amendments to the Criminal Code of Canada through Bill C-3 which created an offence for intimidating health care workers or those seeking health care services; and

Whereas other municipalities in Canada have implemented access or safety zones to ensure safe and inclusive access to public and community facilities; and

Whereas any measures taken to protect vulnerable social infrastructure must respect and preserve the fundamental right to lawful and peaceful protest;

1. Now Therefore Be It Hereby Resolved That Council direct staff to report back to Council at the earliest opportunity with options for a bylaw or policy framework that would prohibit

demonstrations or activities that intimidate, incite hatred, violence, intolerance, or discrimination within a defined distance of vulnerable social infrastructure, including places of worship, schools, childcare centres, hospitals, and congregate care facilities within the Town of Aurora; and

2. Be It Further Resolved That Council request that staff review best practices from other municipalities and relevant provincial and federal legislation in developing any recommended framework; and
3. Be It Further Resolved That any proposed bylaw ensure penalties are consistent with applicable legislation and municipal authority under the *Municipal Act*; and
4. Be It Further Resolved That nothing in any proposed bylaw restrict the right to lawful and peaceful protest or demonstrations, including lawful labour activity; and
5. Be It Further Resolved That staff consult with York Regional Police regarding enforcement considerations and coordination should such measures be implemented; and
6. Be It Further Resolved That this resolution be circulated to the Government of Ontario, York Region, York Regional Police, and York Region municipalities for their information.

Carried

8.10 Regional Report

8.10.1 York Regional Council Highlights of January 29, 2026

1. That the York Regional Council Highlights of January 29, 2026, be received for information.

Carried

8.10.2 York Regional Council Highlights of February 26, 2026

1. That the York Regional Council Highlights of February 26, 2026, be received for information.

Carried

9. Consideration of Items Requiring Discussion (Regular Agenda)

None.

10. New Business

Councillor Gallo inquired about full move access and right-in/right-out access in the Archerhill Court and Vandorf Sideroad area, and staff provided clarification.

Councillor Weese inquired about construction property standards requirements for new developments, noting a number of applications are experiencing construction delays and fencing has been erected sometimes causing sightline issues, particularly on Yonge Street north of Wellington Street, and at Industrial Parkway North and Wellington Street East. Staff provided a response and agreed to follow up and ensure the sites are safe and secure.

Councillor Weese referred to the tree cutting plan for the 65 St. John's Sideroad development and inquired about how the Town is ensuring that the plan is being followed, and staff provided a response.

Councillor Gaertner acknowledged the upcoming Passover and Easter holidays and extended wishes to all for peaceful and happy celebrations.

11. By-laws

11.1 By-law Number 6769-26 - Being a By-law to assume highways on Plan 65M-4667 for public use and maintenance by The Corporation of the Town of Aurora (File No. SUB-2015-05).

11.2 By-law Number 6770-26 - Being a By-law to exempt Lots 35 and 36 on Plan 65M-4567 from part-lot control (File No. PLC-2025-03).

11.3 By-law Number 6771-26 - Being a By-law to amend Municipal Waterworks Distribution By-law Number 3305-91, as amended.

11.4 By-law Number 6772-26 - Being a By-law to appoint a Deputy Clerk.

Moved by Councillor Weese

Seconded by Councillor Kim

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

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

Absent (1): Councillor Thompson

Carried (6 to 0)

12. Closed Session

None.

13. Confirming By-law

13.1 By-law Number 6773-26 - Being a By-law to confirm actions by Council resulting from a Council meeting on March 31, 2026

Moved by Councillor Gilliland

Seconded by Councillor Gallo

That the confirming by-law be enacted.

Carried

14. Adjournment

Moved by Councillor Weese

Seconded by Councillor Gilliland

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

Carried

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk



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

Date: Tuesday, March 24, 2026
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 7:03 p.m.)
 Councillor Michael Thompson
 Councillor John Gallo
 Councillor Harold Kim

Other Attendees: Marco Ramunno, Director, Planning and Development Services
 Felix Chau, Planner
 Anne Kantharajah, Town Clerk
 Julia Shipcott, Council/Committee Coordinator

1. Call to Order

The Mayor called the meeting to order at 7:02 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 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 procedures 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 PDS26-027 - Application for Official Plan Amendment and Zoning By-law Amendment, Eric and Theresa Jacqueline Liversidge and Livewell on Wellington General Partners Ltd., 1414-1426 and 1452 Wellington Street East, Lots 1 to 4, Registered Plan 525, File Numbers: OPA-2025-10, ZBA-2025-09, ZBA-2022-06

Planning Staff

Felix Chau, Planner, presented an overview of the staff report regarding the proposed Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) on 1414 and 1426 Wellington Street East to redesignate both properties from "Community Commercial" to "Medium-High Urban Residential", and to rezone both from "Rural (RU) Zone" to "Townhouse Dwelling Residential (R8) Exception Zone (XX)" for standard townhouses and "Townhouse Dwelling Residential (R8) Exception Zone (YY)" for back-to-back townhouses, totaling 36 townhouse units of which

16 would be back-to-back units and 20 would be standard townhouse units.

The staff report also included a proposed Zoning by-law Amendment (ZBA) on 1452 Wellington Street East to rezone a previously approved ZBA and Site Plan of the property from "Townhouse Dwelling Residential (R8) Exception Zone (551) to "Townhouse Dwelling Residential (R8) Exception Zone (YY)", totaling 38 townhouse units of which 16 would be back-to-back units and 22 would be standard townhouse units. The full proposal would facilitate the development of 74 townhouses over six blocks, consisting of two blocks of 32 back-to-back townhouse units and four blocks of 42 standard townhouse units, accessed through a private condominium road with right-in right-out access from Wellington Street East, and a second proposed entrance off of the Stronach Aurora Recreation Complex (SARC) private driveway.

Applicant

Jim Kotsopoulos, President, JKO Planning Services Inc. presented a detailed explanation behind proposed rezoning of the middle block portion of 1452 Wellington Street East from traditional townhouses to back-to-back townhouses in response to current market conditions, and to create a cohesive and unified development plan between 1414-1426 and 1452 Wellington Street East.

Arian Mesbahian, Senior Project Manager, Land Services Group reported that in response to current markets, pricing for back-to-back townhouses will start at \$699,000, adding that site servicing of 1452 Wellington Street East has been completed, with site servicing for 1414-1426 Wellington Street East expected to begin this summer.

Public Comments

Aurora residents Rocco Morsillo, Leta Dayfoot and subject property owner Eric Liversidge expressed the following comments:

Concerns regarding:

- Limited green space provided to serve 74 families, including loss of green space in front of several units

- Potential risk for townhouse residents to use the SARC parking lot as an overflow lot
- Necessity for installation of traffic lights at the SARC entrance due to an increase in traffic volume from townhouse residents
- Proposed rezoning of 1452 Wellington Street East will increase density by 50% while decreasing green space and parking spots
- Proposed townhouse designs are not aesthetically pleasing

Suggestion(s) regarding:

- Having a two-year sunset clause included in the site plan approval
- MPAC having consolidated 1414-1426 Wellington Street East under one assessment roll number in November 2025 to 1426 Wellington Street East
- Removing both the development's SARC entrance and proposed central parking spaces to create a self-contained development with four keyhole court ends, providing parking and increased green space

Moved by Councillor Gilliland

Seconded by Councillor Kim

1. That Report No. PDS26-027 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 (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Councillor Gaertner

Carried (6 to 1)

6. Confirming By-law

- 6.1 **By-law Number 6768-26 - Being a By-law to confirm actions by Council resulting from a Council Public Planning meeting on March 24, 2026**

Moved by Councillor Thompson
Seconded by Councillor Gilliland

That the confirming by-law be enacted.

Carried

7. Adjournment

Moved by Councillor Gilliland
Seconded by Councillor Gallo

That the meeting be adjourned at 8:23 p.m.

Carried

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk



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

Date: Tuesday, April 14, 2026
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
 Carley Smith, Manager, Corporate Communications
 Nancy Fleming, Manager, Engineering and Capital Delivery
 Alexander Wray, Manager, By-law Services
 Anne Kantharajah, Town Clerk
 Julia Shipcott, Council/Committee Coordinator

1. Call to Order

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

Committee of the Whole consented to recess the meeting at 9:03 p.m. and reconvened the meeting at 9:13 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

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

None.

6. Delegations

6.1 John Tzanis, Head Coach, Aurora Football Club; Re: Aurora Football Club U15 Girls Win Provincial Title

John Tzanis provided background on the Aurora Football Club (Youth Soccer) U15 Girls team's achievements in capturing the provincial indoor soccer title, competing against top teams from across Ontario in the toughest division. Council Members were presented with personalized team jerseys and took part in photos.

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

6.2 Shawn Deane, Budget Voice Aurora; Re: Items 11.1, 11.2, 14.3 and 16.1

Shawn Deane spoke to concerns regarding a funding gap as noted in item 11.2 FIN26-012 - 2027 Budget Timeline and Process, as well as the request for budget increase outlined in item 14.3 - PDS26-031-Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities.

Committee of the Whole received and referred the comments of the delegation to items 11.1, 11.2, 14.3 and 16.1.

6.3 Bernie Yeung, Resident; Re: Proposed Amendment to Fence By-law No. 6429-22 – Clarification of Height Limits for Hedges (Schedule A, Item 10)

Bernie Yeung spoke to concerns regarding perceived inconsistencies of maximum vegetative hedge height allowances versus constructed fence allowances, as outlined within Fence By-law No. 6429-22, Schedule A, Item 10.

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

6.4 Christopher Watts, The Aurora Heritage Authority; Re: Item 14.2-PDS26-029 - Bank of Approved Street Names Update

Christopher Watts shared concerns with spelling and listing inconsistencies within the Bank of Approved Street Names, and suggested input be sought from the Royal Canadian Legion Branch 385 to confirm the spelling of fallen heroes. Additionally, it was suggested that fallen heroes whose names are unsuitable for use as street names could be recognized on Town-owned assets.

Committee of the Whole received and referred the comments of the delegation to item 14.2.

7. Advisory Committee Meeting Minutes

Committee of the Whole recommends:

That the Advisory Committee Meeting Minutes, items 7.1 to 7.3 inclusive, be received for information.

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Carried

7.1 Cannabis Retail Review Task Force Meeting Minutes of February 19, 2026

1. That the Cannabis Retail Review Task Force Meeting Minutes of February 19, 2026, be received for information.

Carried

7.2 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of March 25, 2026

1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of March 25, 2026, be received for information.

Carried

7.3 Mayor's Golf Classic Funds Committee Meeting Minutes of April 1, 2026

1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of April 1, 2026, be received for information.

Carried

8. Consent Agenda

Committee of the Whole recommends:

That the Agenda items of sections 9 through 16 inclusive be approved, with the exception of items 10.1, 11.1, 13.1, 14.2, 14.3 and 15.2, which were discussed and voted on separately.

Carried

Committee of the Whole consented to consider items in the following order: 10.1, 14.2, 11.1, 13.1, 14.3 and 15.2.

9. Community Services Committee Agenda

None.

10. Corporate Services Committee Agenda

10.1 CS26-009 - Election Sign By-law Update

Committee of the Whole recommends:

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1. That Report No. CS26-009 be received for information.

Carried

11. Finance and Information Technology Committee Agenda

11.1 FIN26-009 - 2026 Year End Surplus-Deficit Management and By-law Report

Committee of the Whole recommends:

1. That Report No. FIN26-009 be received; and
2. That the by-law to allocate any 2026 operating surplus or deficit, as detailed in this report, be brought forward to a future Council meeting for approval

Carried

11.2 FIN26-012 - 2027 Budget Timeline and Process

Committee of the Whole recommends:

1. That Report No. FIN26-012 be received; and
2. That the proposed budget timeline as detailed in Table 1 be approved.

Carried

12. Administration Committee Agenda

None.

13. Operational Services Committee Agenda

13.1 OPS26-011 - 2025-2026 Windrow Removal Pilot Program End of Season Update

Committee of the Whole recommends:

1. That Report No. OPS26-011 be received; and
2. That the Town continue with the 2025-2026 model with the same \$200 fee and program parameters as a pilot for the 2026-2027 season.

Carried

14. Planning and Development Services Committee Agenda

14.1 PDS26-028 - Don Hillock Drive and Goulding Avenue Parking Allowance

Committee of the Whole recommends:

1. That Report No. PDS26-028 be received; and
2. That Parking Bylaw No. 4574-04.T be amended to allow on-street parking on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way).

Carried

14.2 PDS26-029 - Bank of Approved Street Names Update

Committee of the Whole recommends:

1. That Report No. PDS26-029 be referred to the April 28, 2026 Council meeting and to include with it the Street Naming Policy.

**Motion to Refer
Carried**

14.3 PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163 – Yonge Street Active Transportation Facilities

Committee of the Whole recommends:

1. That Report No. PDS26-031 be received; and
2. That the total approved budget authority for Capital Project No. GN0163 be increased to \$7,861,100 representing an increase of \$2,531,900; and
3. That the proposed total budget authority of \$7,861,100 be funded by \$4,561,100 from roads and related development charges, \$500,000 from the Growth and New reserve and a \$2,800,000 contribution from York Region.

Carried

15. Member Motions

15.1 Mayor Mrakas; Re: Annual Review and Release of Closed Session Materials

Committee of the Whole recommends:

Whereas the Town of Aurora is committed to transparency, accountability, and maintaining public trust in municipal governance; and

Whereas Section 239 of the *Municipal Act, 2001* permits closed sessions only in limited circumstances and does not require confidentiality to be maintained indefinitely; and

Whereas information considered in closed session may, over time, no longer meet the criteria for continued confidentiality;

1. Now Therefore Be It Hereby Resolved That Council directs staff to conduct an annual review of all closed session reports, minutes, and related materials; and
2. Be It Further Resolved That staff, in consultation with the Town Solicitor, assess which closed session materials no longer require confidentiality under Section 239 of the Municipal Act, 2001 or any other applicable legislation; and
3. Be It Further Resolved That closed session materials deemed eligible for public release be released in full or in redacted form, as required, to protect personal, financial, security, legal, or other confidential information; and
4. Be It Further Resolved That staff provide an annual public report to Council, summarizing:
 - a. the number and general nature of closed session items reviewed;
 - b. materials released;
 - c. materials recommended to remain confidential;
 - d. the rationale for continued confidentiality where applicable; and
 - e. That this annual review and reporting process be incorporated as a standard governance practice of the Town.

Carried

15.2 Councillor Gallo; Re: Reporting Framework for Members attending Conferences, Seminars and External Events

Committee of the Whole recommends:

Whereas Members of Council attend conferences, seminars, and external events at the expense of the Town of Aurora, either through direct funding, conference budgets, or reimbursements in accordance with the Compensation and Support for Members of Council Policy; and

Whereas these events are intended to provide professional development, enhance municipal knowledge, and bring forward best practices that can benefit the Town and its residents; and

Whereas there is currently no formal, standardized requirement for Members of Council to report back publicly on the value, insights, or outcomes of their attendance; and

Whereas transparency and accountability in the use of public funds are essential to maintaining public trust; and

Whereas sharing knowledge gained from conferences can support informed decision-making and provide value to the broader Council and community; and

Whereas ensuring transparency, accountability, and value for taxpayer-funded conference attendance, while strengthening knowledge-sharing among Members of Council, is in the public interest;

1. Now Therefore Be It Hereby Resolved That staff be directed to develop a written reporting framework requiring Members of Council who attend a conference, convention, seminar, or external events at the expense of the Town; and
2. Be It Further Resolved That the written report framework include, at minimum:
 - The name, date, and location of the conference or event;
 - Total cost incurred by the Town, including registration, travel, accommodation, and related expenses;

- Key topics, sessions, or discussions attended;
 - Summary of key learnings and takeaways;
 - Any relevant best practices or ideas that could be considered for implementation in the Town of Aurora; and
3. Be It Further Resolved That such reports be included on a public Council or Committee of the Whole agenda for information purposes, within a defined timeframe following the conference, seminar or external event; and
 4. Be It Further Resolved That staff report back on any administrative, financial, or procedural implications of implementing this requirement, including potential alignment with existing policies or expense reporting practices.

Carried

16. Regional Report

Committee of the Whole recommends:

16.1 York Regional Council Highlights of March 26, 2026

1. That the York Regional Council Highlights of March 26, 2026, be received for information.

Carried

17. New Business

Councillor Thompson directed staff to review and report back to a future meeting of Council on the lack of height limitations on vegetative hedges within By-law No. 6429-22.

Councillor Gaertner reported that the Henderson Ecological Passage rated number two in the Lake Simcoe Region Conservation Authority's Top Ten Restoration Projects of 2025, noting that road wildlife mortality has dropped to almost nothing, and extended thanks to local community group Turtle Tias for their ongoing monitoring efforts.

Councillor Gaertner inquired as to the status of Town-hosted roller-skating events, and staff provided a response.

Councillor Gilliland requested an update on various watermain repairs throughout the Town, and staff provided a response.

Councillor Gilliland noted **thebigcheese.ca** festival has begun in southern Ontario and requested an update on the status of this event from Economic Development, and staff provided a response.

Councillor Weese inquired if the Town will consider taking part in the Heritage District's 20-year anniversary celebration, and the Mayor provided a response.

Councillor Weese inquired whether the Town's tree removal plan has been followed at 65 St. John's Sideroad, and staff provided a response.

Councillor Weese inquired whether staff were provided a copy of Christopher Watts' documentation as was referenced during the delegation, and whether there exists a naming policy for Town-owned buildings, and staff provided a response.

18. Public Service Announcements

Mayor Mrakas announced the following activities and events:

- The **Annual Community Cleanup** will occur on April 25, 2026 from 8 a.m. to 12 p.m. Learn more at aurora.ca/cleanup.
- The **Aurora Art Show and Sale** is presented in partnership with the Society of York Region Artists and runs May 2 and 3, 2026. More details are available at aurora.ca/ArtShow.
- Aurora is hosting a **rabies vaccine and microchip clinic** on Saturday, May 2, 2026, from 10 a.m. to 3 p.m. at the Mount Albert Lions Community Centre for cats and dogs. No appointment is necessary. Visit aurora.ca/AnimalServices for more information.
- Celebrate **National Youth Week** starting May 1, 2026 with a week of free and registered activities! Visit aurora.ca/YouthWeek for details.

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- Children and youth performers are invited to enter to compete in **Aurora's Performing Arts Festival** presented by Marquee Theatrical Productions. Find out more at aurora.ca/ArtsFestival.
- The **Red Dress Day Walking Vigil** will be held on Tuesday, May 5, 2026 at 6:30 p.m. at Aurora Town Square in recognition of the National Day of Awareness for Missing and Murdered Indigenous Women, Girls and Two Spirited People. More information is available at aurora.ca/RedDressDay.

Councillor Thompson noted that on-street parking restrictions end tomorrow.

19. Closed Session

None.

20. Adjournment

The meeting was adjourned at 9:24 p.m.

Carried



**Town of Aurora
Cannabis Retail Review Task Force
Meeting Minutes**

Date: Thursday, February 19, 2026
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Councillor John Gallo (Chair)
Councillor Ron Weese (Vice Chair)
Nikki Alber
Megan Bamford*
Judy Collins*
Lenard Lind
William Newton, York Regional Police Representative
Laura Schaffer*
Ian Smith

Other Attendees: Marco Ramunno, Director, Planning and Development Services
Andrew Poray, Manager, Economic Development*
Ashmeed Khan, Bylaw Enforcement/Licensing Officer
Patricia De Sario, Deputy Clerk
Linda Bottos, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Deputy Clerk called the meeting to order at 7 p.m.

The Deputy Clerk passed the chair to Councillor Gallo at 7:02 p.m. following the appointment of the Chair and Vice Chair.

1.1 Appointment of Chair and Vice Chair

Moved by Nikki Alber
Seconded by Lenard Lind

1. That Councillor John Gallo be appointed as Chair of the Cannabis Retail Review Task Force; and
2. That Councillor Ron Weese be appointed as Vice Chair of the Cannabis Retail Review Task Force.

Carried

2. Land Acknowledgement

The Task Force 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 Nikki Alber

Seconded by Lenard Lind

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

None.

6. Delegations

- 6.1 Patricia De Sario, Director, Corporate Services/Town Solicitor, Deputy Clerk;
Re: Orientation

Patricia De Sario provided a brief orientation highlighting the role of the Task Force, including its members and staff, and the procedures that govern meetings, including the Terms of Reference for the Task Force and the Town's Procedure By-law.

Moved by Lenard Lind

Seconded by Nikki Alber

That the comments of the delegation be received for information.

Carried

7. Matters for Consideration

7.1 Terms of Reference for the Cannabis Retail Review Task Force

The Task Force and staff had no comments.

Moved by William Newton

Seconded by Nikki Alber

1. That the Terms of Reference for the Cannabis Retail Review Task Force be received for information.

Carried

7.2 Member Motion - Councillor Gallo; Re: Cannabis Retail Review Task Force

Councillor Gallo provided background and proposed priorities for the Task Force toward developing practical recommendations to Council by setting clear expectations, establishing a structured work plan, requesting baseline data from staff and the York Regional Police, assessing local impacts, and identifying opportunities for improvement.

The Task Force inquired about various aspects including access to any letters of opposition to specific locations and responses or feedback; clarification on zoning for cannabis retail stores; the scope of engagement with other communities and their best practices; data to be obtained from the York Regional Police; and the possibility to gain more recent feedback from the community on its perception and experiences of cannabis retail stores.

Moved by Lenard Lind

Seconded by Nikki Alber

1. That the Member Motion - Councillor Gallo; Re: Cannabis Retail Review Task Force be received; and
2. That the Cannabis Retail Review Task Force comments regarding Member Motion - Councillor Gallo; Re: Cannabis Retail Review Task Force be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Task Force further inquired about the information to be collected, and the possibility for members to receive the collected data in advance of the published agenda to allow sufficient review time, including location requirements for opening cannabis retail stores and review of the appropriateness of existing locations; business occupancy trends including closures and reasons; data on the number of rejected applications and cancelled licences; the frequency of compliance inspections; and the possibility to implement a code of conduct.

The Task Force provided clarification on the AGCO (Alcohol and Gaming Commission of Ontario) oversight of the cannabis industry, including evaluations and licence approvals, compliance inspections, and compliance investigations.

Staff and the York Regional Police representative agreed to collect and provide the required information for review at the April 16, 2026 Task Force meeting.

10. Adjournment

Moved by Judy Collins

Seconded by Megan Bamford

That the meeting be adjourned at 7:41 p.m.

Carried



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

Date: Wednesday, March 25, 2026
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Wendy Gaertner (Chair)
 Steve Fleck
 Lil Kim*
 John David McLaughlin

Members Absent: Owen Heritage (Vice Chair)
 Gino Martino
 Heidi Schellhorn

Other Attendees: Michael Bat, Traffic and Transportation Analyst
 Michael Ha, Traffic and Transportation Analyst
 Councillor John Gallo
 Councillor Ron Weese*
 Anne Kantharajah, Town Clerk
 Julia Shipcott, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 7:10 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

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
March 25, 2026

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

3. Approval of the Agenda

Moved by Steve Fleck

Seconded by John David McLaughlin

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 January 28, 2026

Moved by Steve Fleck

Seconded by Lil Kim

1. That the Active Transportation and Traffic Safety Advisory Committee meeting minutes of January 28, 2026, be received for information.

Carried

6. Delegations

6.1 Rocco Morsillo, Resident; Re: Traffic Safety Repairs and Improvements at Spruce St. and Catherine Ave., and One-way at Fleury and Maple Streets

Rocco Morsillo presented areas of concern within the north-east Heritage District on behalf of the Olde Aurora Ratepayers Association. The first issue regarded existing knock-down bollards at the intersection of Spruce Street and Catherine Avenue being regularly struck, and boulevards and properties driven over as drivers attempt to avoid traffic calming methods. The second area of concern regarded drivers ignoring one-way signage at

Maple Street and travelling the wrong way along Fleury Street. The delegate suggested the Committee consider replacing knock-down bollards with permanent bollard options or boulders along the boulevards of the intersection of Spruce Street and Catherine Avenue.

The Committee suggested a raised concrete sidewalk be poured at Fleury and Maple Streets to create the illusion of a not-throughway when resurfacing is next scheduled in the area of the second issue. The Committee also suggested the delegate discuss with fellow ratepayers the implementation of a Neighbourhood Watch program and the installation of visible security cameras (responsibility of individual homeowners) as possible deterrents.

Staff noted the damaged knock-down post at Spruce and Catherine Avenue was reinstated and the existing wooden posts within the curb depression area are designed to accommodate emergency vehicles. Replacing them with permanent bollards is not recommended. However, staff from Operational Services will install additional armour stones to prevent vehicles from driving over the raised barrier.

Moved by Steve Fleck

Seconded by John David McLaughlin

That the comments of the delegation be received for information.

Carried

7. Matters for Consideration

7.1 Memorandum from Transportation and Traffic Analyst; Re: Radar Speed Board Program

Staff provided a brief overview of plans to purchase 12 new portable radar speed boards for rotation throughout each ward on a quarterly basis, with prioritization placed in high pedestrian areas including schools, community centres, seniors' buildings, and near parks and trails. Staff clarified that existing radar speed boards are at their end of life and battery replacement is not cost-effective.

Active Transportation and Traffic Safety Advisory Committee Meeting Minutes
 March 25, 2026

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The Committee supported the radar speed board program and suggested that staff consider the purchase of an upgraded radar speed board model that gathers data and provides download access via cloud subscription, so long as it is within budget.

Moved by Lil Kim

Seconded by Steve Fleck

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

Carried

8. Informational Items

The Committee raised concern over the proposed high-density residential blocks for the Shining Hills development. However, it is noted that the subject blocks are within the Town of Newmarket boundaries.

9. New Business

Councillor Gallo reported on traffic calming recommendations passed by Council regarding Limeridge Street and Gateway Drive, and reported some difficulty experienced in completing a petition supporting the installation of a speed cushion along the north end of Gateway Drive, due to resident language barriers.

The Committee suggested providing translation services within the community to alleviate communication issues.

10. Adjournment

Moved by Steve Fleck

Seconded by John David McLaughlin

That the meeting be adjourned at 8:14 p.m.

Carried



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

Date: Wednesday, April 1, 2026
Time: 10 a.m.
Location: Video Conference

Committee Members: Angela Covert (Chair)
Robert Gaby
Manuel Veloso (Vice Chair)

Members Absent: Elliott Elia
Ping Zhang

Other Attendees: Jason Gaertner, Manager, Financial Management
Patricia De Sario, Deputy Clerk
Linda Bottos, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 10:03 a.m.

The Committee consented to consider Item 7.7 prior to item 7.6.

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 Manuel Veloso

Seconded by Robert Gaby

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

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

5. Receipt of the Minutes

5.1 Mayor's Golf Classic Funds Committee Meeting Minutes of January 28, 2026

Moved by Robert Gaby

Seconded by Manuel Veloso

1. That the Mayor's Golf Classic Funds Committee meeting minutes of January 28, 2026, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Application from Bereaved Families of Ontario - York Region; Re: Funding for Continuation of Free Bereavement Support Programs

Moved by Robert Gaby

Seconded by Manuel Veloso

1. That the Application from Bereaved Families of Ontario - York Region; Re: Funding for Continuation of Free Bereavement Support Programs be deferred to a future meeting when the applicant can attend.

Carried

7.2 Application from Equipe Francobotique; Re: Funding for Sponsorship of First Lego League Robotics Team to Represent Canada at Mexico International Open Championship

Moved by Manuel Veloso

Seconded by Robert Gaby

1. That the Application from Equipe Francobotique; Re: Funding for Sponsorship of First Lego League Robotics Team to Represent Canada at Mexico International Open Championship be received; and
2. That the Committee grant the funding request in the amount of \$3,000.

Carried

7.3 Application from Marquee Theatrical Productions; Re: Funding for Accessibility to Musical Theatre and Drama Programs for Aurora Residents

Moved by Manuel Veloso

Seconded by Robert Gaby

1. That the Application from Marquee Theatrical Productions; Re: Funding for Accessibility to Musical Theatre and Drama Programs for Aurora Residents be received; and
2. That the Committee grant the funding request in the amount of \$5,000.

Carried

7.4 Application from Ping Fan Bel Canto Choral Society; Re: Funding for Community Choral Programming for Aurora Residents

Moved by Manuel Veloso

Seconded by Robert Gaby

1. That the Application from Ping Fan Bel Canto Choral Society; Re: Funding for Community Choral Programming for Aurora Residents be received; and
2. That the Committee grant the funding request in the amount of \$5,000.

Carried

7.5 Application from Highview Public School; Re: Funding for School Lunch Program**Moved by** Manuel Veloso**Seconded by** Robert Gaby

1. That the Application from Highview Public School; Re: Funding for School Lunch Program be received; and
2. That the Committee grant the funding request in the amount of \$5,000.

Carried**7.6 Application from Huayun (Aurora) Multicultural Association; Re: Funding for Rental Space for Senior Weekly Wellness and Cultural Activities****Moved by** Manuel Veloso**Seconded by** Robert Gaby

1. That the Application from Huayun (Aurora) Multicultural Association; Re: Funding for Rental Space for Senior Weekly Wellness and Cultural Activities be deferred to a future meeting when the applicant can attend.

Carried**7.7 Application from Canada Philharmonic Multicultural Association; Re: Funding for Continued Operation of Women's Choir and Services to Aurora Community****Moved by** Robert Gaby**Seconded by** Manuel Veloso

1. That the Application from Canada Philharmonic Multicultural Association; Re: Funding for Continued Operation of Women's Choir and Services to Aurora Community be received; and
2. That the Committee grant the funding request in the amount of \$5,000.

Carried**8. Informational Items**

None.

Mayor's Golf Classic Funds Committee Meeting Minutes
April 1, 2026

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9. New Business

None.

10. Adjournment

Moved by Manuel Veloso

Seconded by Robert Gaby

That the meeting be adjourned at 11:08 a.m.

Carried



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Town of Aurora
Committee of the Whole Report
No. CS26-009

Subject: Election Sign By-law Update

Prepared by: Alexander Wray, Manager Bylaw Services

Department: Corporate Services

Date: April 14, 2026

Recommendation

1. That Report No. CS26-009 be received; and
2. That a by-law to amend the election sign provisions in the Sign By-law be brought forward to a Council meeting; and
3. That a by-law to amend the penalty amounts in the Administrative Monetary Penalty System By-law be brought forward to a Council meeting.

Executive Summary

Recent updates to the Region's Election Sign By-law, along with the age of certain provisions within the Town's current Sign By-law, prompted staff to undertake a comprehensive review of the Town's election sign regulations. Through this review, staff have identified necessary amendments intended to better align the Town's bylaw with regional standards and current legislative requirements.

- The proposed amendments would update the permitted locations for the placement of election signs across the Town, reflecting areas that have experienced growth as well as the implementation of the ward system.
- Modernizing the Town's election sign regulations to enhance consistency with York Region's updated sign bylaw framework and established municipal best practices.
- Introducing an election sign application process while eliminating sign retrieval fees to improve administrative efficiency and fairness for candidates.

Background

The Town's Sign By-law regulates the placement, size, and location of signage, including provisions governing the installation of election signs during municipal, provincial, and federal election periods. These provisions are intended to balance the ability of candidates and third-party advertisers to communicate with electors while ensuring that signage does not create safety concerns, interfere with municipal infrastructure, or contribute to visual clutter within the community.

In recent years, York Region and several neighbouring municipalities have updated their election sign regulations to improve consistency, address traffic safety considerations, and modernize administrative processes. Through the administration and enforcement of the Town's current bylaw, staff have also identified opportunities to clarify certain provisions and align elements of the Town's framework with regional approaches and municipal best practices.

Analysis

The proposed amendments would update the permitted locations for the placement of election signs across the Town, reflecting areas that have experienced growth as well as the implementation of the ward system.

At present, the Town's Sign By-law does not establish consistent parameters governing the placement of election signs across all wards. This has resulted in varying practices and an uneven distribution of signage throughout the municipality.

To improve clarity, fairness, and consistency in election sign placement, the proposed amendment maintains the existing framework permitting up to two election signs at each approved municipal intersection identified within the Town. The amendment clarifies and standardizes how these locations are applied, establishing a uniform set of expectations for all candidates and ensuring equitable opportunities for sign placement across all wards while helping to manage potential impacts on traffic safety and visual clutter.

While this approach differs slightly from the model adopted by York Region, it reflects local considerations and operational realities within the Town. Similar to York Region's framework, the proposed amendment relies on designated intersections as appropriate locations for election signage to minimize potential impacts on sightlines, transit operations, and municipal utilities.

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Report No. CS26-009

The proposed designated intersections are identified in Table 1 of this report.

Table 1: Approved Election Sign Intersections by Ward

Ward	Intersection
1	Yonge Street and Dunning Avenue
1	Yonge Street and Catherine Avenue
1	Yonge Street and Orchard Heights Boulevard / Batson Drive
1	Edward Street and Engelhard Drive
2	Yonge Street and Aurora Heights Drive
2	Yonge Street and Orchard Heights Boulevard
2	Yonge Street and Irwin Avenue
2	Murray Drive and Kennedy Street West
3	Yonge Street and Golf Links Drive
3	Yonge Street and Brookland Avenue
3	Yonge Street and Henderson Drive
3	Murray Drive and Kennedy Street West
4	Goulding Avenue and Don Hillock Drive
4	Vandorf Sideroad and Engelhard Drive
4	Industrial Parkway South and Engelhard Drive
4	Industrial Parkway South and Industry Street
5	Earl Stewart Drive and Pedersen Drive
5	Earl Stewart Drive and McMaster Avenue
5	Industrial Parkway North and Centre Street

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Report No. CS26-009

5	John West Way and Hollandview Trail
6	First Commerce Drive and Desjardins Way
6	William Graham Drive and Hartwell Way
6	Hartwell Way and Joseph Hartman Crescent
6	Alex Brodie Drive and Degraaf Crescent

Further, an amendment is proposed to prohibit candidates from placing election signs outside of the ward where the candidate is running. This would not apply to candidates running for an office to be elected at large (for example, the Mayor or School Board Trustees). Signage outside of a ward may confuse residents about which candidates are running in their ward. In addition, this amendment would minimize visual clutter within the intersections.

Modernizing the Town's election sign regulations to enhance consistency with York Region's updated sign bylaw framework and established municipal best practices.

As part of the review of the Town's Sign By-law, several updates are proposed to improve clarity, ensure consistency with York Region's updated framework, and incorporate municipal best practices observed across neighbouring jurisdictions. Many of these updates are administrative in nature and are intended to clarify existing requirements, modernize provisions where necessary, and address emerging safety and operational considerations associated with election signage.

The proposed changes are summarized in Table 2 below.

Table 2: Proposed Sign By-law Amendments – Election Signs

Area of Update	Current Approach	Proposed Clarification/Amendment	Purpose/Rationale
Definitions	Some election-related definitions are limited or may be interpreted inconsistently.	Definitions would be refined and standardized to better align with York Region's updated framework and terminology.	Improves clarity and consistency for candidates, election officials, and enforcement staff.

April 14, 2026

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Report No. CS26-009

Area of Update	Current Approach	Proposed Clarification/Amendment	Purpose/Rationale
Timing – Municipal Elections	Timing provisions exist but would benefit from clearer articulation	Election signs permitted 28 days prior to Voting Day.	Provides clear expectations while balancing campaign visibility and community aesthetics.
Timing – Provincial and Federal	Not clearly distinguished within the current by-law	Election signs permitted upon the issuance of the writ for provincial and federal elections.	Aligns with established election timelines.
Removal of Election Signs	Signs must be removed within 72 hours after election day.	No change. Requirement remains 72 hours following the closing of the polls.	Maintains the current standard while reinforcing expectations for timely removal.
Digital or Illuminated Signs	Not explicitly addressed.	Election signs cannot be digital or illuminated.	Ensures election signs remain temporary in nature and reduces potential for driver distractions.
Vehicles as Signs	Not clearly addressed.	Vehicles displaying campaign messaging (e.g. vehicle wraps or decals) will be considered election signs.	Clarifies treatment of common practices and case law decisions.
Maximum Height	Height requirements clarified	Election signs shall not exceed four feet in height from the ground when installed.	Addresses potential sightline and road safety concerns, particularly near intersections.

April 14, 2026

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Report No. CS26-009

Area of Update	Current Approach	Proposed Clarification/Amendment	Purpose/Rationale
Sign Size	Maximum sign size currently regulated	No change. Sign size remains consistent with existing standards and York Region's new framework.	Maintains consistency with current and Regional standards.
Sign Installation Materials	Various installation methods currently used, including metal step frames.	Election signs must be installed using wooden stakes or posts only at Designated Intersections. Metal, rebar, rods, or wire step-frame signs would not be permitted.	Improves environmental outcomes through easier recycling and addresses safety concerns related to wire frames becoming entangled in lawn equipment and creating potential projectiles during mowing operations.

Collectively, these updates are intended to modernize the Town's election sign regulations while maintaining consistency with regional approaches and municipal best practices. The amendments focus primarily on improving clarity, addressing safety considerations related to sign placement and installation, and ensuring that candidates are operating under a clear and consistent set of expectations.

Many of the proposed changes are administrative in nature and do not significantly alter the existing regulatory framework but rather provide greater certainty for candidates and staff responsible for administering and enforcing the by-law.

Introducing an election sign application process while eliminating sign retrieval fees to improve administrative efficiency and fairness for candidates.

To support improved administration and oversight of election signage within the municipality, the proposed amendment introduces a requirement for Candidates and Third-Party Advertisers to register their election signage with the Town prior to placing Election Signs for a fee. This process will require the submission of an application form in a manner determined by the Director and will include key information such as the name and contact information of the registrant, any authorized campaign agent,

confirmation that the Election Sign may be placed pursuant to applicable election legislation, and a description of the sign or signs proposed to be installed. The Director may also require additional information where appropriate to support administration and enforcement of the by-law.

The introduction of a registration process will assist the Town in maintaining accurate records of election signage during campaign periods and provide enforcement staff with a clear point of contact should issues arise related to sign placement, compliance, or removal. The registration framework also supports improved communication with candidates and campaign teams regarding the Town's election sign requirements and expectations.

A registration fee of \$310.00 is proposed as part of the application process. This fee is intended to support the administrative costs associated with processing applications, providing guidance to candidates, and undertaking enforcement activities related to election signage throughout the campaign period. This approach is consistent with the framework used by York Region, where a registration-based system is utilized in place of individual sign retrieval fees. This fee is not considered a deposit and is non-refundable.

Currently, the Town's Sign By-law includes a sign retrieval fee of \$20.00 per sign for Election Signs removed by the Town when they are placed in contravention of the by-law. Under the existing framework, candidates are not permitted to retrieve removed signs until the conclusion of the election period, which can result in administrative challenges and additional costs for candidates where multiple signs have been removed.

The proposed amendment would eliminate the existing \$20.00 per sign retrieval fee and instead rely on the registration fee as a more efficient and predictable administrative model. This approach reduces the need to track and invoice individual sign retrievals while ensuring that the Town can recover costs associated with administering and enforcing the election sign regulations.

Where the Town removes an Election Sign that has been placed in contravention of the by-law, the Town will continue to retain the sign for a Redemption Period of 30 days following the date of the election. During this period, the person registered in association with the Election Sign may retrieve the sign at no cost, once the election period has concluded.

Lastly, the Administrative Monetary Penalty System By-law will require amendments so that any offences and resulting penalties may be resolved through the AMPs process.

Collectively, these changes are intended to streamline the administration of election signage, improve communication with candidates and campaign teams, and provide a more consistent and transparent framework for managing election signage during campaign periods.

Advisory Committee Review

Not applicable

Legal Considerations

Placement and display of election signs in Aurora is subject to the Town's Sign By-law. Under the Sign By-law, election signs are subject to exemptions that allow them to be placed on public and private properties in Aurora during the election period, as defined in the Sign By-law. Election signs are permitted to be placed and displayed if they abide with the requirements set out in the Sign By-law. The amendments proposed pursuant to this report provide for some adjustments to the provisions governing election signage and would provide for a registration and permitting requirement that would apply to election signs.

Financial Implications

The registration fee for election signs is considered a campaign expense and would be paid for using campaign funds. The necessary supporting amendments to the Administrative Penalty Bylaws will be brought to a future Council meeting for review and approval.

Communications Considerations

This report will be posted to the Town's website. In addition, Communications will work with Legislative Services to ensure candidates are provided with this updated bylaw and information on the topic will be posted on the Town's election 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 Election Sign By-law Updates report supports the Strategic Plan goal of promoting service accountability, excellence, and innovation by working with community partners to define, redefine, and meet community expectations.

Alternative(s) to the Recommendation

1. That Council maintain the existing provisions of the Town's Sign By-law respecting election signage for the 2026 Municipal Election; and

That no amendments be brought forward at this time to the Sign By-law, or the Administrative Monetary Penalty By-law in relation to election signage.

Conclusions

The proposed amendments to the Town's Sign By-law represent a balanced and necessary update to the regulation of election signage within the municipality. The changes improve clarity, establish greater consistency across wards, and enhance alignment with York Region's framework and municipal best practices. In addition, the amendments address key considerations related to traffic safety, visibility, and environmental impacts, while introducing a more efficient and transparent administrative model through the implementation of an election sign registration process and the elimination of sign retrieval fees.

Collectively, these updates provide a clear, consistent, and enforceable framework that supports candidates in communicating with electors while ensuring the orderly and safe management of election signage throughout the Town.

Attachments

None.

Previous Reports

Not Applicable

Pre-submission Review

Agenda Management Team review on March 26, 2026

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora
Committee of the Whole Report
No. FIN26-009

Subject: 2026 Year End Surplus - Deficit Management and Bylaw Report

Prepared by: Sandy Dhillon, Senior Financial Advisor
Jason Gaertner, Manager, Financial Management

Department: Finance

Date: April 14, 2026

Recommendation

1. That Report No. FIN26-009 be received; and
2. That the bylaw to allocate any 2026 operating surplus or deficit, as detailed in this report, be brought forward to a future Council meeting for approval

Executive Summary

This report proposes that the bylaw to allocate any operating surplus, or deficit, for the 2026 fiscal year end will be managed by making allocations to, or from, reserve funds for the Town of Aurora and the Aurora Public Library.

- Allocations to and from reserve funds are used to manage the impact of surpluses or deficits at year end
- A tax-funded surplus or deficit allocation to reserves follows specific steps and criteria to determine which reserves are impacted
- A surplus or deficit for building services, water, wastewater and stormwater operating budgets are managed through their own reserves
- Aurora Public Library surpluses are managed by the Surplus/Deficit Management By-law

Background

On an annual basis Council approves a bylaw to manage the surplus or deficit in the tax and user rate funded operating budgets. This bylaw has directed the surpluses to

specific reserves or managed the deficits through reserve draws. This action avoids the requirement under subsection 290(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended to carryover the surpluses or deficits to the following year's budget.

Analysis

Allocations to and from reserve funds are used to manage the impact of surpluses or deficits at year end

The bylaw identifies the reserves to be used to offset an overall surplus or deficit for tax and user rate funded operations. This avoids the need to carryover these variances to future years' operating budgets. The bylaw uses a formula approach to allocate a surplus and identifies the reserves to be used to fund any deficits. The results are reported back to Council as part of the year end budget variance report.

A tax-funded surplus or deficit allocation to reserves follows specific steps and criteria to determine which reserves are impacted

The Surplus/Deficit Management Bylaw outlines the steps to allocate a tax-funded operating surplus and manage a deficit using reserves. It is recommended at year end that a tax-funded surplus be managed as follows in this order:

1. Excess 2026 supplementary tax revenue growth be allocated to the Growth and New reserve.
2. Any net operating budget surplus in winter operations be allocated to the Winter Control reserve. This contribution is not to exceed the Town's total tax-funded surplus.
3. Any net operating budget surplus in insurance accounts be allocated to the insurance reserve. This contribution is not to exceed the Town's total tax-funded surplus.
4. If the funds in tax rate stabilization reserve is at, or above, 10 percent of annual levy target balance, then any remaining 2026 net operating surplus be allocated to tax-funded asset management reserves based on the future asset management plan requirements. Otherwise, 50 percent of the annual surplus will be used to replenish the Tax Rate Stabilization reserve balance to the target level and the remaining 50 percent be allocated to the tax-funded asset management reserves.

Alternatively, should a net operating deficit occur in 2026, it would be funded from the tax rate stabilization reserve.

The tax rate stabilization reserve helps protect the annual tax rates from significant one-time or temporary pressures. Such pressures could include the impacts from significant new service or facility costs, market conditions affecting revenues, adverse weather or climate events, or other factors. A standard practice is to keep the tax rate stabilization reserve at a target balance of about 10 percent of annual tax revenue.

A surplus or deficit for building services, water, wastewater and stormwater operating budgets are managed through their own reserves

The operating budgets for building services, water, wastewater and stormwater are fully funded through their user rates and do not impact the tax levy. Any year end variance within these operations will be managed through a transfer to/from their appropriate reserve funds.

Aurora Public Library surpluses are managed by the Surplus/Deficit Management By-law

Any 2026 surplus recognized by the library will be directed to the facilities asset management reserve to support asset management of the Town-owned facilities used by the Aurora Public Library. Should the Library experience a year end operating deficit, it will continue to manage this variance through a draw from its general capital reserve.

Advisory Committee Review

Not applicable

Legal Considerations

Paragraph 3 of subsection 11(2) of the Municipal Act, 2001 allows the municipality to pass by-laws respecting the financial management of the municipality and its local boards.

Financial Implications

This report outlines how the year end surplus or deficit in the tax and rate funded operations will be managed. The Municipal Act requires that any surplus or deficit be carried forward into the following year's budget, unless controlled through reserves as proposed in this report. The bylaw will balance the budget and eliminate any surplus or deficit, avoiding the need for any budget complicating carry forwards.

Communications Considerations

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

Climate Change Considerations

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

Link to Strategic Plan

Outlining a strategic approach to managing yearend surpluses and/or deficits, and thereby avoiding the need to complicate the following year's budget with such matters, contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council may choose not to approve the By-law to allocate any 2026 Operating Fund surplus and any 2026 Water, Wastewater, and Stormwater Operating Fund surplus or deficit Surplus/Deficit Control By-law and instead address any year end results by way of budget amendment following budget approval

Conclusions

Staff are recommending that a bylaw be adopted which will authorize the Director of Finance to administer the year end variance funding adjustments as outlined in the bylaw and this report. This will balance the tax levy and rate funded operating budgets. As part of the yearend procedure, staff will report back to Council as to the actual yearend results and the final surplus allocations made for 2026.

Attachments

[Attachment 1 – 2026 Year End Surplus-Deficit Management Bylaw](#)

Previous Reports

None

Pre-submission Review

Agenda Management Team review on March 26, 2026

Approvals

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

Approved by Doug Nadorozny, Chief Administrative Officer

The Corporation of the Town of Aurora

By-law Number XXXX-26

Being a By-law to allocate any 2026 Operating Fund surplus and any 2026 Water, Wastewater, and Stormwater Operating Fund surplus or deficit.

Whereas paragraph 290(4)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that in preparing the budget for a year, the local municipality shall treat as estimated revenues any surplus of any previous year;

And whereas paragraph 290(4)(c) of the Act provides that in preparing the budget for a year, the local municipality shall provide for any deficit of any previous year;

And whereas paragraph 290(4)(g) of the Act provides that in preparing the budget for a year, the local municipality may provide for such reserve funds as the municipality considers necessary;

And whereas paragraph 11(2)(3) of the Act provides that municipalities may pass by-laws respecting the financial management of the municipality and its local boards;

And whereas the Council of The Corporation of the Town of Aurora (the "Town") deems it necessary and expedient to control the 2026 Operating Fund surplus or deficit as it may arise;

And whereas the Council of the Town deems it necessary and expedient to control the 2026 Operating Fund surplus for the Aurora Public Library as it may arise;

And whereas the Council of the Town deems it necessary and expedient to control the 2026 Water, Wastewater, and Stormwater Operating Fund surplus or deficit as it may arise;

And whereas the Council of the Town adopted the recommendations and controls contained in Report No. FIN25-016 with respect to the 2026 Operating Fund surplus and the 2026 Water, Wastewater, and Stormwater Operating Fund surplus or deficit at the Council meeting of March 4, 2026;

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

1. The Treasurer is hereby authorized to make the adjustments and allocations in accordance with the approved resolutions arising from Report No. FIN26-009 by re-allocating an amount or amounts from any 2026 Operating Fund surplus to one or more of the reserve funds of the Town.
2. The Treasurer is hereby authorized to allocate any 2026 Operating Fund deficit from the appropriate stabilization reserve funds of the Town.
3. The Treasurer is hereby authorized to allocate any 2026 Water, Wastewater, and Stormwater Operating Fund surplus, net of any approved budget carry forwards, to the Water and Sewer capital reserve funds in accordance with Report No. FIN26-009.
4. The Treasurer is hereby authorized to fund any 2026 Water, Wastewater, and Stormwater Operating Fund deficit from the Water, Wastewater, and Stormwater

capital reserve funds in accordance with Report No. FIN26-009.

5. The Treasurer shall report to Council on all amounts allocated as authorized by this By-law, either before or at the time when the 2026 annual statements are presented to Council or a Committee of Council.

Enacted by Town of Aurora Council this XXth day of May, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk

DRAFT



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Town of Aurora
Committee of the Whole Report
No. FIN26-012

Subject: 2027 Budget Timeline and Process

Prepared by: Jason Gaertner, Manager, Financial Management

Department: Finance

Date: April 14, 2026

Recommendation

1. That Report No. FIN26-012 be received; and
2. That the proposed budget timeline as detailed in Table 1 be approved.

Executive Summary

This report outlines the budget process for the 2027 budget:

- The Town will review and adopt the first year (2027) of the Mayor's multi-year budget, including all related tax and user rate impacts
- The 2027 capital budget and an updated 10-year capital plan will be provided for Council's review
- The Town's long term capital asset management funding gap will need to be addressed as part of this multi-year budget
- A budget engagement strategy has been developed in support of this budget
- The 2027 Budget is planned to be released on January 6, 2027 with adoption by March 2, 2027 at the latest

Background

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

term, the Town adopts a three-year operating budget, including all related tax and user rate impacts. Using multi-year budgets and forecasts improves fiscal health and service delivery through:

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

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

Analysis

The Town will review and adopt the first year (2027) of the Mayor's multi-year budget, including all related tax and user rate impacts

The 2027 budget represents the first year of a new multi-year operating budget cycle. The Mayor's 2028-30 multi-year budget will be presented to Council for review and adoption by December 2027.

The 2027 budget, which reflects the Town's identified funding and staff needed to deliver core services, manage growth and implement any identified new initiatives, will be presented to Council for review in early January 2027. As part of the budget review process Council may propose amendments to the budget.

The 2027 capital budget and an updated 10-year capital plan will be provided for Council's review

Council will be presented with a similar capital package to what was reviewed as part of the 2026 budget process. The package will include three primary components being:

1. Any proposed 2027 capital project authority increases. The budget will clearly indicate which capital budget authority was approved in prior years and what authority Council is being asked to review for 2027. The budget package will include all individual asset management and growth & new capital project financial details.
2. A 2027 10-Year Capital Budget continues to include both the total required project budget commitment along with the expected cash outflows for all capital projects. The Town will adopt the capital budget authority for each project as part of the 2027 capital budget. This full budget will reflect the total budget that is being committed to each project for 2027. For projects that take multiple years to complete, the budget will also show how much is expected to be spent/completed in each year. This will reflect the actual planned cash outflows for the project and will be captured in the Town's 10-year capital plan and funded from reserves as they are expected to occur. Similarly, individual asset management and growth & new capital project financial details will be shared only with Council members for their review.
3. A summary of all previously approved capital projects that have recently concluded and been closed by staff.

The Town's long term capital asset management funding gap will need to be addressed as part of this multi-year budget

On September 24, 2024, Council approved a short-term funding strategy in support of the Town's short term asset management funding gap challenges. Next steps include the continued refinement of the Town's capital plan to align with the approved asset management plan's defined levels of service. Staff will provide an informational report to Council at an upcoming meeting outlining the Town's anticipated long term asset management funding gap including recommended funding strategy(ies) which will be presented to Council for review as part of the 2027 Budget.

A budget engagement strategy has been developed in support of this budget

The Town has developed a 2027 Budget engagement strategy which is built upon prior years successful campaigns. This strategy is built upon two primary themes being budget education and providing multiple ways for the public to offer input toward the budget process.

The Town's budget education strategy will use both staff engagement and online tools to increase budget literacy with the acknowledgement that an educated public is more apt to get involved and share their thoughts and ideas for the budget.

The 2027 budget engagement strategy continues to offer multiple ways for the public to provide input in support of the Mayor's budget development including through an online budget survey, or the provision of feedback through multiple channels which will include the 2027 budget web page, ourtownbudget@aurora.ca, or directly to the Mayor's Office. Further, the public may delegate to any of the Town's scheduled budget committee meetings to provide budget input.

The 2027 Budget is planned to be released on January 6, 2027 with adoption by March 2, 2027 at the latest

The budget release is planned for January 6, 2027. This timing considers the pending municipal election and transition to a new Council, while striving to enable staff to proceed with any necessary contract activities for the 2027 fiscal year. By releasing the budget on January 6, 2027, the budget would be deemed adopted by March 2, 2027, at the latest, under the legislated timelines. Table 1 presents the legislated maximum timeline for budget adoption.

**Table 1
Legislated Budget Timeline**

Meeting / Milestone	Date
Mayor provides budget to members of Council	January 6, 2027
Legislated end of Council amendment period	February 5, 2027
Legislated end of Mayoral veto period	February 15, 2027
Latest date that the budget could be adopted	March 2, 2027

Table 2 presents staff's proposed timelines for the 2027 budget adoption based on the planned meeting schedule. This could result in an earlier adoption budget date of February 26 if the full amendment period is not used.

Table 2
Budget Dates and Milestones

Meeting / Milestone	Date
Mayor provides budget to members of Council	January 6, 2027
Budget overview to Council	January 12, 2027
Departmental operating budget presentations, as well as proposed capital plan review	January 18, 2027
Community Partner presentations as well as any remaining business from January 18	January 25, 2027
Amendments to the Mayor's proposed budget are requested to the Clerk by end of day	January 28, 2027
Special Council meeting to discuss/decide on proposed budget amendments (if required)	February 1, 2027
Last day for the Mayor to veto any amendments adopted during February 1 st meeting – no planned meeting	February 11, 2027
Override / budget adoption	February 26, 2027 (latest)

The Council amendment meeting occurs 27 days after the budget is released, meeting the 30-day amendment period. Council may choose to shorten the amendment period. If not, then an additional special meeting would need to be held before the end of the day on Friday, February 5 to meet the legislated timelines.

Further, time in the process may also be reduced if the Mayor does not require the full 10 days provided to veto amendments (does not require a Council meeting), meaning the override meeting, should it be necessary, may occur in advance of February 26.

While these are the planned timelines, the release of the budget could change at the discretion of the Mayor. Should a new Mayor be elected, they could defer this timeline, however if the budget is released after February 1, 2027, it will no longer be the Mayor's budget and Strong Mayor Powers relating to the budget will no longer apply.

Advisory Committee Review

None

Legal Considerations

The Town has been designated with strong mayor powers. As such, the Mayor is assigned the powers and duties of the municipality with respect to proposing and adopting a budget, including a multi-year budget. The head of council is required to propose the budget for the municipality each year by February 1.

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

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

Financial Implications

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

Communications Considerations

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

Climate Change Considerations

The recommendations from this report do not directly impact greenhouse gas emissions or impact climate change adaptation. Climate change will be considered in the budget development and documents to be presented to Council in January 2027.

Link to Strategic Plan

Developing the annual budget supports all aspects of the Strategic Plan. Specifically, this report supports the Plan principles of Leadership in Corporate Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

Council may provide alternative direction.

Conclusions

The 2027 budget represents the first year of the Town's new four-year budget cycle. The presented 2027 budget, to be distributed to Council on January 6, 2027, strives to address multiple material pressures faced by Town which will include potential inflationary pressures, as well as capital asset management pressures, amongst others. It is anticipated that should the proposed staff timelines be approved, the reviewed 2027 operating budget and capital plan will be adopted by February 26, 2027, at the latest.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on March 26, 2026

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. OPS26-011

Subject: 2025-2026 Windrow Removal Pilot Program End of Season Update

Prepared by: Matthew Volpintesta, Manager of Parks & Fleet

Department: Operational Services

Date: April 14, 2026

Recommendation

1. That Report No. OPS26-011 be received; and
2. That the Windrow Removal Pilot Program be discontinued.

Executive Summary

The 2025–2026 winter season marked the third year of Aurora’s Windrow Removal Pilot Program (the Pilot Program). This report presents an evaluation of program delivery, costs, weather conditions, operational challenges, and participant feedback from the most recent season. Despite implementing service optimizations to improve response times, the program continued to experience significant limitations related to equipment capability, snow storage capacity, and service consistency, particularly during periods of heavy snowfall. Staff recommend that the Pilot Program be discontinued. Staff further recommend that Council consider alternative service delivery models, such as targeted reimbursement or a grant program, to better support eligible residents while reducing operational risk and long-term cost exposure.

- Between December 1, 2025 and March 31, 2026, the windrow removal program was deployed twelve times with a total of 196.5 cm of snowfall accumulation.
- A total of 276 participants enrolled in the 2025-2026 winter season of which 100 of the 276 received financial assistance resulting in a total of \$35,200 in program fees being collected.

- A program satisfaction questionnaire was distributed; 174 responses were received, of which over 71 per cent answered either “not satisfied at all” or “somewhat satisfied” with the program service level in 2025-2026.
- Staff introduced an optimized service response in 2025-2026 which achieved near instant deployment of windrow removal after full road plowing completion and represented the best-case scenario of program delivery response time.
- Similar staff challenges were faced as the previous winter season, including snow storage limitations, equipment limitations, and low customer satisfaction despite maximum delivery optimization.
- Aurora should reevaluate the future direction of its Windrow Removal Pilot Program.

Background

As directed by Council at its September 2025 meeting (Report OPS25-017), the Pilot Program was continued for the 2025-2026 season with a goal of providing a cost-neutral service, and an increased user fee of \$200. The program also included a financial assistance criterion, for eligible residents, which covered 100 per cent of the \$200 program fee.

Table 1: Windrow Removal Pilot Program Years 1-3

Year	Enrolment	Snow Removal Events	Total Snow Accum. (cm)	Total Incremental Salary Cost	Notes
2023-24	1,048	5	89 cm	\$131,680	Characterized as a mild winter with low precipitation.
2024-25	468	8	183 cm	\$91,155	Freeze thaw events and total precipitation represent a typical winter weather pattern.
2025-26	276	12	196.5 cm	\$37,882	Freeze thaw events coupled with high precipitation amounts early in the

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Report No. OPS26-011

Year	Enrolment	Snow Removal Events	Total Snow Accum. (cm)	Total Incremental Salary Cost	Notes
				(\$29,484 Seasonal salary + \$8,338 permanent staff utilized)	season, including significant precipitation in January, followed by below average in February and March.

Analysis

Between December 1, 2025 and March 31, 2026, the windrow removal program was deployed twelve times with a total 196.5 cm of snowfall accumulation.

The 2025-2026 winter program saw a total of 196.5 cm of snowfall accumulation between December 1, 2025 and March 31, 2026. As a result, the program was deployed to remove windrows during twelve events. Table 2 below details monthly snow events and the time to complete the service for all program participants.

Table 2: Windrow Plowing Events (December 1, 2025 to March 31, 2026)

Event date	Monthly Total Snow Accum. (cm)	Hours to Complete
December 2025: 3 events	42.5	18
January 2026: 7 events	94	30.5
February 2026: 1 event	43	5.5
March 2026: 1 event	17	8
Totals	196.5	54

The past snow removal season saw more than double the snow than in the initial pilot year, and an increase from 2024-2025 which was considered the high-end of the snow accumulation. Snow removal preparedness is not dissimilar to flood mitigation in terms of preparing for the “worst case scenario” and not the “most likely”. It is integral to assume that future winter seasons could result in similar or greater snowfall

accumulation; therefore, removal equipment and snow storage considerations should be assumed accordingly.

A total of 276 participants enrolled in the 2025-2026 winter season of which 100 of the 276 received financial assistance resulting in a total of \$35,200 in program fees being collected.

One seasonal hire was recruited and utilized for the 2025-2026 based on the total number of applications approved to participate in the program. This resulted in a net cost of \$29,484. Additional considerations around staff administration costs, including ongoing customer service, GIS integration, program advertisement, equipment maintenance or fuel, are not included into the total program costs because staff and resources used are cross-utilized amongst multiple Town services. For example, operational vehicles used for windrow removal, are also used for Town facility snow removal; therefore, due to the integrated nature of staff resources and other program costs used in the delivery of other Town services a line-by-line breakdown of costs specific to windrow removal cannot easily be accounted for.

With 176 paying residents, a total of \$35,200 was collected in program fees. A net cost of \$29,484 for one seasonal employee, calculating revenue versus accessory expenses, exceed the difference of \$5,716.

Permanent staff were utilized for windrow removals to create efficiency in service delivery; the cost is estimated at \$8,338. Additional costs, such as fuel, program advertisement, equipment maintenance, and staff administrative costs would also push the cost-neutrality beyond the \$35,200 revenue generated.

A total of 100 residents qualified for the financial assistance criteria, representing approximately 36 per cent of the program's participants, resulting in approximately \$20,000 in foregone revenues absorbed by the Town; however, this was generally aligned with our expectation of 30 per cent at the outset of the criteria establishment.

A program satisfaction questionnaire was distributed; 174 responses were received, of which over 71 per cent answered either "not satisfied at all" or "somewhat satisfied" with the program service level in 2025-2026.

The satisfaction survey distributed to all participants focused on evaluating the performance of the service, along with considerations around the fees associated with it, and future iterations of the program.

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Of the 276 participants, 174 responses were received. The survey asked four questions and included a general comment section. Table 3 below illustrates survey questions and responses:

Table 3: Satisfaction Survey Results:

1. How satisfied were you with the level of service and timing of the windrow removal after a snow event.			
Very Satisfied	Somewhat Satisfied		Not Satisfied At All
28 per cent	43 per cent		29 per cent
2. Did you find the program fee of \$200, to be:			
Too Costly	Fair	Great Value	Not Applicable
44 per cent	26 per cent	3 per cent	27 per cent
3. If the program was continued, would you participate next winter with the same enrolment \$200 cost and timing of service level?			
Yes		No	
43 per cent		57 per cent	
4. If the program was continued, and the service cost was reduced but the same timing of windrow removal continued as it was this year, would you participate next winter?			
Yes		No	
77 per cent		23 per cent	

This data shares a mixed response. The most telling is the question of participant satisfaction specific to the \$200 user fee which was implemented to deliver a relatively cost neutral program for the Town.

General survey comments indicate significant dissatisfaction, driven primarily by slow response times, incomplete clearing, and perceived poor value for cost. While the program is recognized as essential for seniors and residents with mobility limitations, program logistics resulted in the participants feeling the service did not meet their needs adequately.

Overall themes of general comments:

- Lengthy delays (12–24+ hours)
- Inconsistency or incomplete clearing due to inadequate equipment
- High-cost relative to performance
- Sidewalk plow interference (not part of windrow program service level)

It was also noted by respondents that the servicing time should have been optimized to less than four hours for a more on-demand service, which is not achievable under the current equipment set-up.

Staff introduced an optimized service response in 2025-2026 which achieved near instant deployment of windrow removal after full road plowing completion and represented the best-case scenario of program delivery response time.

Staff made service level adjustments in 2026, which aimed to deploy equipment removals only after all roads and subsequent clean-ups were finalized. The rationale was to mitigate the duplication of windrows after plows conducted second or third passes to achieve bare pavement. It was determined that awaiting full clean-up of roads was successful implementation. To achieve near immediate response for windrows, route optimization was applied to mimic road plow routes. This improved response time allowed for clearing to happen often within 4 or 5 hours of road plow route completion instead of the documented 12-hour estimate. It is important to note road plow route completion averaged 12.5 hours, in which windrow removal was then deployed.

Similar staff challenges were faced as the previous winter season, including snow storage limitations, equipment limitations, and low customer satisfaction despite maximum delivery optimization.

Similar equipment challenges were noted this past season as documented in Report No. OPS25-014 but were compounded by over 20 cm additional snow accumulation. Heavy snow piled on moderately sized boulevards which resulted in pick-up truck plow blades not being able to achieve the height required to pile snow high enough. Shared driveways with only one program participant also posed a challenge, as it meant one of the two property owners might see snow from the windrow removal of the adjoining property, and partially blocking their portion of the driveway.

It is important to note, with such accumulation, dedicated windrow snow removal tractors or loaders faced limitations with snow storage in 2025-2026. There is often not enough room for snow storage with this level of accumulation. While the Town

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conducts snow removal (blowing snow into a 6-ton truck and removal from site) in places like the downtown core, this is not possible on residential driveways and boulevards due to resource capacity and risk. Various photographs below (Figures 1-2) demonstrate some of the challenges faced:

Figure 1: Windrow left after road plow, with limited snow storage for windrow removal plow, and inability to pile.



Figure 1 above, shows a driveway snowbank over 9 feet high. This photo was taken before windrow removal trucks could attempt to complete the service. The only resolution would be to push the snow as close to the extent of the driveway as possible, and with such volume of snow, it would be barely achievable to allow even one car width available. It should be noted, that while pick-up trucks which are currently utilized are limited in their ability to mitigate this windrow. Larger tractors with specialty attachments could face a similar challenge, as experienced by neighbouring municipalities (Vaughan/Richmond Hill) who have specialized windrow equipment.

Figure 2: Shared driveway windrow removal reverse truck.



Figure 2 shows a common scenario. Recognizing the limitations of snow storage, when a participant is in a semi or town house residential dwelling, with a shared driveway where snow storage is limited, the resident opposite the participating driveway is often left with snow from the opposite side, leaving them with an additional pile of snow, on top of what was already deposited from the road plow. This poses an even greater risk when infrastructure like utility boxes and light posts are nearby. In this situation, a Town truck is pictured having to come in from the side of the street opposite the flow of traffic, a dangerous and time-consuming method of removal.

Aurora should re-evaluate the future direction of its Windrow Removal Pilot Program.

Reiterating many of the challenges referenced below in previous years, and compounded by the results of the survey, the top complaint from participants is the timing of service, and ability to clean-up snow with existing equipment. As described, staff note that both concerns cannot be resolved without a significant capital infrastructure commitment, which is also not recommended.

Route optimization has been substantially improved to its maximum efficiency, and the only way to improve the “cleanliness” of snow clearing, and timing of service to support customer satisfaction (on demand service) would be to procure one tractor for each road plow route. This would be approximately eleven pieces of equipment, resulting in a capital investment of over \$3.3 million, not including routine equipment maintenance,

and cost of additional staff to operate equipment, and additional technicians to maintain this equipment.

It is therefore recommended to discontinue the Pilot Program until such time as direction is provided on the permanent status of the program.

While one additional windrow specialized attachment was included in the 2026 Capital Budget, staff have not yet initiated the procurement as it was determined that one machine would not significantly improve service levels. It is projected that in order to improve timing of delivery, a minimum of three or four machines would require procurement; however, since there is no operational need for this equipment during the summer months this is not recommended.

An alternative recommendation being considered, is the option of a grant or reimbursement program for applicable (seniors, disabled persons and low-income households). In this case property owners could then procure their own private hire snow removal contractor, to manage their respective windrow. This would result in a more on-demand type service for residents, who would manage their own service level. The threshold of reimbursement would require Council consideration.

Advisory Committee Review

None.

Legal Considerations

Windrow cleaning operations conducted with the Town's current equipment under normal winter conditions presents inherent risks to the Town. Continuation of the program in future years using the same methods may expose the Town to further potential liability and claims resulting from the Town's windrow clearing operations.

Financial Implications

Overall, the 2025-2026 Windrow Pilot Program concluded the season in a cost neutral position, resulting in a balancing transfer from the tax rate stabilization reserve not being necessary.

Communications Considerations

The Windrow Removal Pilot Program continued for the 2025–2026 winter season. To promote the program, Communications used a multi-channel approach that included social media, the Town website, pylon screens, newsletters, the Notice Board, and online articles.

Social media generated strong engagement and active discussion among residents. Between October 2, 2025 and March 5, 2026, promotion of the program resulted in:

- 28 social media posts
- 113,583 impressions (times content was viewed)
- 4,772 engagements (likes, comments, shares)
- 4.2 per cent average engagement rate (industry average: 2 per cent)
- 835 link clicks to the Town website

Public feedback on the program was mixed. Many residents raised concerns about the cost, particularly the fee increase had doubled for a service intended to support seniors and residents with disabilities. Others noted that some seniors may not qualify for financial assistance but still face financial constraints.

Additional comments suggested the service should be offered town-wide, while some residents reported delays or partial clearing of windrows. Residents also compared Aurora's program with those in other municipalities and suggested alternatives, such as plows with windrow-clearing attachments or deploying a second vehicle to clear windrows immediately after the main plow.

Despite these concerns, several residents acknowledged that the Town had clearly communicated the program's scope, including the one-car-width clearing limit, deployment criteria, and available financial assistance.

Climate Change Considerations

The recommendations have a minor impact on greenhouse gas emissions; however, when staff review future windrow clearings, green procurement will be considered as it plays an important roll mitigating the impacts of a changing climate, from air quality, stormwater management to counteracting the effects of the heat island.

Link to Strategic Plan

The Windrow Pilot Program supports the Strategic Plan goal of Strengthening the Fabric of our Community through its accomplishment in developing a plan to review and realign service levels to reflect current and future demographic trends.

Alternative(s) to the Recommendation

1. The Town continue with the 2025-2026 model with the same \$200 fee and program parameters as a pilot for the 2026-2027 season.
2. Staff investigate a grant program which will provide monetary funding for residents who qualify (seniors, disabled persons and low-income households) and the contracted service would be solely resident directed.

Conclusions

Based on the 2025–2026 operational results, financial analysis, and participant feedback, staff conclude that the Pilot Program is not sustainable under the current service model. Despite achieving maximum operational optimization, persistent equipment limitations, snow storage constraints, and low customer satisfaction remain unresolved. Meaningful service improvements would require substantial capital investment that is not recommended. Accordingly, staff recommend discontinuing the Pilot Program and exploring alternative approaches that better align service outcomes, fiscal responsibility, and resident needs.

Attachments

None.

Previous Reports

OPS25-017, 2025-2026 Windrow Pilot Program Models, September 9, 2025

OPS25-014, 2024-2025 Windrow Program Pilot Year-End Report, June 10, 2025

OPS24-020, Windrow Program Eligibility Criteria, September 3, 2024

OPS24-016, Windrows Pilot Program Extension – Service Delivery Options, July 2, 2024

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Report No. OPS26-011

OPS24-007, Windrow Pilot Project – Additional Information, April 23, 2024

OPS24-004, Windrow Pilot Project – Update, April 2, 2024

OPS23-020, Potential Snow Windrow Removal Assistance Pilot Project, September 19, 2023

Pre-submission Review

Agenda Management Team review on March 26, 2026

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. PDS26-028

Subject: Don Hillock Drive and Goulding Avenue Parking Allowance

Prepared by: Michael Bat, Transportation and Traffic Analyst

Department: Planning and Development Services

Date: April 14, 2026

Recommendation

1. That Report No. PDS26-028 be received; and
2. That Parking Bylaw No. 4574-04.T be amended to allow on-street parking on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way).

Executive Summary

A request was received from the York Regional Police Association (YRP) to lift the existing on-street parking prohibitions on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way) to facilitate the ongoing parking challenges experienced at the YRP Headquarters.

- The Town's Parking Bylaw No. 4574-04.T prohibits on-street parking on both sides of the street within the subject area.
- Temporary parking allowances have been put in place on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way) as requested by the YRP.
- Should Council approve the subject parking bylaw amendment, it is estimated that an additional 47 on-street parking spaces can be made available.

Background

The Town's Parking Bylaw No. 4574-04.T prohibits on-street parking on both sides of the street within the subject area

On-street parking is generally restricted on non-residential roads to accommodate expected high-volume traffic movement and heavy vehicles.

The existing road conditions of Don Hillock Drive (collector road) and Goulding Avenue (local road) are generally consistent with the Town's Engineering Design Standards for the respective road classification.

Don Hillock Drive: Is a two-lane collector road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalk on the south side. The existing pavement is 11.5 m wide and in accordance with the Town Zoning By-law No. 4574-04.T the posted speed limit is 50 km/h.

Goulding Avenue: Is a two-lane local road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road. The existing pavement is 11.5 m wide and in accordance with the Town Zoning By-law No. 4574-04.T the posted speed limit is 50 km/h.

Analysis

Temporary parking allowances have been put in place on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way) as requested by the York Regional Police Association.

A request to evaluate the existing on-street parking allowance within the subject area was received from the York Regional Police (YRP). The YRP indicated that parking at the YRP headquarters located on Don Hillock Way is at capacity due to increased volume.

Operations has placed bags over the no parking signs temporarily while staff assess the request and Bylaw has been made aware of the temporary parking changes.

Should Council approve the subject parking bylaw amendment, it is estimated that an additional 47 on-street parking spaces can be made available.

Staff have completed a preliminary parking assessment and have determined that by allowing parking on one side of the road the following spaces can be provided (Attachment 1):

- Don Hillock Drive (south side between Leslie Street and Goulding Avenue): an estimated 29 parking spaces can be provided.
- Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way): an estimated 18 spaces can be provided.

If parking on one side of the street is made permanent, the YRP has been made aware that overnight parking will still not be permitted during the winter months to allow for snow clearing from November 15 to April 15 between 2am and 6am.

The Town-wide Parking Study is currently underway with the anticipated completion date of Q4 2026. Given the ongoing parking challenges experienced by the YRP and in consideration of the minimal impact resulting from the subject on-street parking allowance, it is generally supportable to proceed with the parking bylaw amendment in advance of the Town-wide Parking Study.

Advisory Committee Review

None.

Legal Considerations

The Town has a duty to take reasonable steps to maintain road safety for all users. Responding to and appropriately investigating concerns raised by the public is an important part of reducing the risk of potential claims. By investigating concerns and adopting reasonable recommendations resulting from the investigation, the Town can show that it acted prudently, thereby helping it defend itself against legal claims while promoting a safer environment for the travelling public. Where the investigation is comprehensive and concludes that no modification or mitigation is necessary, the Town's liability exposure would generally not be increased, as it can demonstrate that it exercised reasonable judgment based on the information available at the time.

Financial Implications

Should Council approve the subject parking bylaw amendment as requested by the York Regional Police Association, the estimated cost is approximately \$5,000 for the one-time update (labour and material) of all required signage. This cost would be funded from the Town's existing approved operating budget.

Communications Considerations

None.

Climate Change Considerations

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

Link to Strategic Plan

This report supports the Strategic Plan goal of "Support an Exceptional Quality of Life for All" by examining 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 provide direction.

Conclusions

This report presents to Council a potential lifting of the existing on-street parking prohibitions on Don Hillock Drive (south side between Leslie Street and Goulding Avenue) and Goulding Avenue (west side between Don Hillock Drive and Eric T Smith Way) to facilitate the ongoing parking challenges experienced at the York Regional Police Headquarters.

Under existing conditions, on-street parking within the subject area is prohibited on both sides of the street.

Should Council approve the subject parking bylaw amendment as requested by the York Regional Police Association, it is estimated that approximately 47 on-street parking

spaces can be provided at a one-time cost (labour and material) of approximately \$5,000 (Attachment 1).

Attachments

Attachment 1 - Proposed Parking Allowance Locations on Don Hillock Drive and Goulding Avenue

Previous Reports

None.

Pre-submission Review

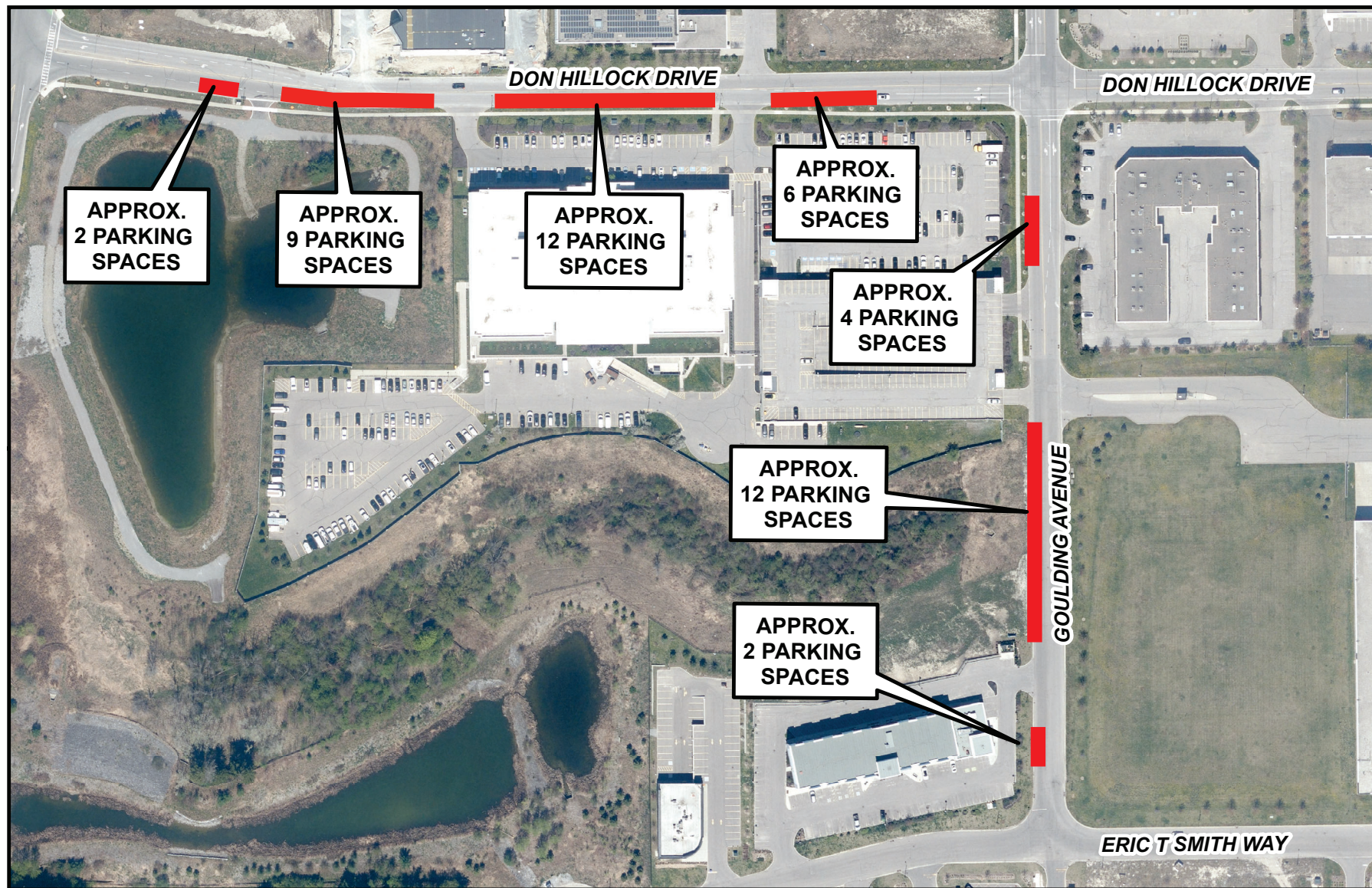
Agenda Management Team review on March 26, 2026

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services


Approved by Doug Nadorozny, Chief Administrative Officer

PDS26-028 - Attachment 1-Proposed Parking Allowance Locations on Don Hillock Drive and Goulding Avenue





ATTACHMENT 1
PROPOSED PARKING ALLOWANCE
LOCATIONS ON DON HILLOCK DRIVE
AND GOULDING AVENUE

LEGEND

 PROPOSED PARKING AREAS
APPROX 47 TOTAL SPACES

0 20 40
Metres




AURORA
You're in Good Company

Map created by the Town of Aurora Corporate Services Department March 11, 2026. Base data provided by York Region and Aurora - GIS. This is not a legal survey.
Document Path: J:_Departments_spa\c\Works\IES Maps - Engineering\For Michael Ha\3443- Don Hillock and Goulding Parking Areas\MAPS\Goulding Don Hillock.mxd



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Town of Aurora
Committee of the Whole Report
No. PDS26-031

Subject: Request for Increased Capital Budget Authority for Capital Project GN0163 – Yonge Street Active Transportation Facilities

Prepared by: Glen McArthur, Municipal Engineer

Department: Planning and Development Services

Date: April 14, 2026

Recommendation

1. That Report No. PDS26-031 be received; and
2. That the total approved budget authority for Capital Project No. GN0163 be increased to \$7,861,100 representing an increase of \$2,531,900; and
3. That the proposed total budget authority of \$7,861,100 be funded by \$4,561,100 from roads and related development charges, \$500,000 from the Growth and New reserve and a \$2,800,000 contribution from York Region.

Executive Summary

The intent of this report is to seek Council approval of an increase to the total approved capital budget authority for Capital Project GN0163, Yonge Street Active Transportation Facilities.

- Active transportation facilities are currently not provided along Yonge Street between Bloomington Road and Industrial Parkway South.
- It was determined that a multi-use path on the west side of Yonge and a sidewalk on the east side of Yonge would be the preferred alignment for active transportation facilities.
- York Region has agreed to fund 50 per cent (up to \$2.8M) of the construction cost of the multi-use path.

- **The full contract value results in this project's capital budget authority being exceeded.**

Background

Active transportation facilities are currently not provided along Yonge Street between Bloomington Road and Industrial Parkway South.

Active transportation facilities are not currently provided along Yonge Street between Bloomington Road and Industrial Parkway South. Pedestrians and cyclists are sharing the road with motorists without dedicated and separated facilities to access services and amenities north of this area. The construction of these active transportation facilities will increase the safety for all road users and is consistent with the recommendations from the 2024 Active Transportation Master Plan.

Analysis

It was determined that a multi-use path on the west side of Yonge and a sidewalk on the east side of Yonge would be the preferred alignment for active transportation facilities.

Staff hired a consultant to undertake a detailed design of active transportation facilities along Yonge Street from Bloomington Road to Industrial Parkway South in consultation with Interested Parties including York Region. It was determined that a multi-use path (MUP) on the west side of Yonge and a sidewalk on the east side of Yonge would be the preferred alignment for active transportation facilities in this corridor.

York Region has agreed to fund 50 per cent (up to \$2.8M) of the construction cost of the multi-use path.

The Region has agreed to fund part of the eligible construction cost of the MUP under their Pedestrian and Cycling Program. This program funds certain eligible costs towards local municipality initiated MUP facilities. A written agreement has been put in place with the Region which includes funding of 50 per cent (up to \$2.8M) of the construction cost of the MUP.

The full contract value results in this project's capital budget authority being exceeded.

April 14, 2026

3 of 5

Report No. PDS26-031

A Request for Tender was issued on February 23, 2026, for the construction of active transportation facilities. The first compliant bid as determined through the Town's procurement process has resulted in this project's total requirements exceeding its present capital budget authority (Table 1).

As per the Town's usual best practice, when it is responsible for the delivery of a capital project which includes a cost recovery from a third party, the project's capital budget authority should include the full contract cost. Any third-party cost recovery revenue forms part of the project's capital budget authority funding sources.

When the full contract value including unrecoverable HST is considered, this project's total requirements exceed its current capital budget authority by \$2,531,900.

Table 1. Updated Estimated Cost Requirements for Capital Project GN0163

Description	Amount
Approved Capital Budget Authority	\$5,329,200
Less Previous Commitments (incl. 1.76% HST) <ul style="list-style-type: none"> • Detailed Design • Subsurface Investigation 	\$ 457,400
Estimated Utility Relocation Allowance	\$1,100,000
Remaining Capital Budget Available	\$3,771,800
Proposed Construction Contract Award (incl. 1.76% HST)	\$6,303,700
Funding from York Region (50% of MUP) ¹	Up To \$2.8M
Additional Funding Required	\$2,531,900

¹ The Region will fund 50% of the MUP on the west side of Yonge, to an upset limit of \$2.8M.

Advisory Committee Review

N/A

Legal Considerations

The procurement process with respect to this project yielded bids that were all above the approved budget. Consequently, Council approval is required to increase the project budget for staff to be able to award the project to a compliant bidder.

Financial Implications

As part of the 2025 adopted budget the capital budget authority for Project No. GN0163 – Active Transportation Facilities – Yonge – Bloomington – Go Bridge was increased from \$200,000 to \$5,329,200 in support of the construction phase of this project. With the inclusion of its full construction contract costs, this project's total requirements are \$7,861,100, which are \$2,531,900 above this project's current budget authority. To enable this project to proceed, staff recommend that this project's total budget authority be increased to a total of \$7,861,100. Further, staff recommend that this total budget authority be funded with \$4,561,100 from roads and related development charges, \$500,000 from the Growth and New reserve and a \$2,800,000 contribution from York Region. Should the Town's cost recovery from York Region differ from what is anticipated, its other funding sources will be adjusted accordingly.

Communications Considerations

Consultation was undertaken with Interested Parties during the design of this project through Public Information Centres and workshops. Signage, notices, and a project website will be maintained on the Town's Engage Aurora platform for the duration of construction to keep the community informed.

Climate Change Considerations

The project supports the goals under the Town's Energy Conservation and Demand Management Plan and Community Energy Plan by promoting low-carbon transportation, reducing emissions, and using climate resilient infrastructure.

Link to Strategic Plan

Supporting an exceptional quality of life for all Objective 1: Improve transportation, mobility, and connectivity.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

Active transportation facilities are not currently provided along Yonge Street between Bloomington Road and Industrial Parkway South. The construction of these active transportation facilities will increase the safety for all road users and is consistent with the recommendations from the 2024 Active Transportation Master Plan.

The Region has agreed to fund part of the eligible construction cost of the MUP under their Pedestrian and Cycling Program up to 50 per cent of the multi-use path. When the Town is responsible for the delivery of a capital project which includes a cost recovery from a third party, the project's capital budget authority should include the full contract cost. With the inclusion of its full construction contract costs, this project's total requirements are \$7,861,100, which are \$2,531,900 above this project's current budget authority.

Attachments

N/A

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on Select review date

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Member Motion

Mayor's Office

Re: Annual Review and Release of Closed Session Materials

To: Members of Council

From: Mayor Tom Mrakas

Date: April 14, 2026

Whereas the Town of Aurora is committed to transparency, accountability, and maintaining public trust in municipal governance; and

Whereas Section 239 of the *Municipal Act, 2001* permits closed sessions only in limited circumstances and does not require confidentiality to be maintained indefinitely; and

Whereas information considered in closed session may, over time, no longer meet the criteria for continued confidentiality;

1. Now Therefore Be It Hereby Resolved That Council directs staff to conduct an annual review of all closed session reports, minutes, and related materials; and
2. Be It Further Resolved That staff, in consultation with the Town Solicitor, assess which closed session materials no longer require confidentiality under Section 239 of the *Municipal Act, 2001* or any other applicable legislation; and
3. Be It Further Resolved That closed session materials deemed eligible for public release be released in full or in redacted form, as required, to protect personal, financial, security, legal, or other confidential information; and
4. Be It Further Resolved That staff provide an annual public report to Council, summarizing:
 - a. the number and general nature of closed session items reviewed;
 - b. materials released;
 - c. materials recommended to remain confidential;
 - d. the rationale for continued confidentiality where applicable; and
 - e. That this annual review and reporting process be incorporated as a standard governance practice of the Town.



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Town of Aurora

Member Motion

Councillor Gallo

Re: Reporting Framework for Members attending Conferences, Seminars and External Events

To: Mayor and Members of Council

From: Councillor John Gallo

Date: April 14, 2026

Whereas Members of Council attend conferences, seminars, and external events at the expense of the Town of Aurora, either through direct funding, conference budgets, or reimbursements in accordance with the Compensation and Support for Members of Council Policy; and

Whereas these events are intended to provide professional development, enhance municipal knowledge, and bring forward best practices that can benefit the Town and its residents; and

Whereas there is currently no formal, standardized requirement for Members of Council to report back publicly on the value, insights, or outcomes of their attendance; and

Whereas transparency and accountability in the use of public funds are essential to maintaining public trust; and

Whereas sharing knowledge gained from conferences can support informed decision-making and provide value to the broader Council and community; and

Whereas ensuring transparency, accountability, and value for taxpayer-funded conference attendance, while strengthening knowledge-sharing among Members of Council, is in the public interest;

Now Therefore Be It Hereby Resolved That:

1. Staff be directed to develop a written reporting framework requiring Members of Council who attend a conference, convention, seminar, or external events at the expense of the Town; and
2. The written report framework include, at minimum:

Reporting Framework for Members attending Conferences, Seminars and External Events

April 14, 2026

Page 2 of 2

- The name, date, and location of the conference or event;
 - Total cost incurred by the Town, including registration, travel, accommodation, and related expenses;
 - Key topics, sessions, or discussions attended;
 - Summary of key learnings and takeaways;
 - Any relevant best practices or ideas that could be considered for implementation in the Town of Aurora; and
3. Such reports be included on a public Council or Committee of the Whole agenda for information purposes, within a defined timeframe following the conference, seminar or external event; and
 4. Staff report back on any administrative, financial, or procedural implications of implementing this requirement, including potential alignment with existing policies or expense reporting practices.



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Town of Aurora
Memorandum
Mayor's Office

Re: York Regional Council Highlights of March 26, 2026
To: Members of Council
From: Mayor Mrakas
Date: April 14, 2026

Recommendation

- 1. That the York Regional Council Highlights of March 26, 2026, be received for information.**

Attachments

1. York Regional Council Highlights of March 26, 2026

COUNCIL HIGHLIGHTS

FOR IMMEDIATE RELEASE



Thursday, March 26, 2026

York Regional Council – Thursday, March 26, 2026

Live streaming of the public session of Council and Committee of the Whole meetings is available on the day of the meeting from 9 a.m. until the close of the meeting. Past sessions are available at york.ca/CouncilAndCommittee

York Region Transit celebrates 25 years of service

York Regional Council recognized the [25th anniversary of York Region Transit \(YRT\)](#), marking a quarter-century of connecting people and places across the Region. Since its launch, YRT has grown into a key service that supports safe, reliable and accessible mobility for residents while helping build more connected communities.

Council acknowledged the contributions of transit staff and the vital role YRT continues to play in supporting growth, sustainability and quality of life across York Region.

Throughout 2026, YRT is hosting special events, displays, community open houses and a “Transit Memories” contest that invites riders to share meaningful transit stories for a chance to win anniversary prize packs.

More information about the York Region Transit’s 25th anniversary celebration can be found at [YRT/Celebrate25](#)

Public health assessment supports community well-being

Regional Council received the [Public Health Assessment and 2025 Key Trends Report](#), which provides an overview of residents’ health and well-being and identifies emerging trends to support future public health planning and service delivery.

While York Region remains among the healthiest communities in Ontario, with high life expectancy and a strong sense of community belonging, the report highlights where inequities persist and where focused action is required.

Key findings include:

- Chronic diseases remain the leading cause of death
- Mental health concerns are rising, particularly among youth
- Health behaviours such as physical activity, nutrition and sleep fall below recommended levels
- Food insecurity has nearly doubled since 2019
- Vaccine-preventable diseases have increased significantly
- Extreme heat is an emerging risk linked to climate change

The report also identifies opportunities to better support populations facing inequities related to income, housing instability and access to services. By combining data, insights and an [interactive dashboard](#),

York Region is strengthening evidence-based decision-making to improve health outcomes and reduce inequities across the community.

For more information or to explore the interactive Public Health Assessment Dashboard, visit york.ca/HealthData

York Region supports efforts to strengthen Ontario's economy and supply chains through contributions to proposed Buy Ontario policies

Regional Council [received an update](#) on The Regional Municipality of York's submission to the Province of Ontario on proposed Buy Ontario policies under the [Buy Ontario Act \(Public Sector Procurement\), 2025](#).

The Ministry of Public and Business Service Delivery and Procurement requested public input on proposed procurement directives under the act. The updated policies would require public sector entities to give preference to Ontario-made goods and services in areas such as light duty fleet vehicles and major goods and services for capital infrastructure and construction projects.

York Region supports the Province's efforts to strengthen Ontario's economy, build a resilient domestic supply chain, create jobs and support local industries. Through its submission, York Region is requesting clarity on feasibility, exemptions, applicable trade treaty compliance and timelines on proposed directives to ensure successful implementation and to continue delivering critical infrastructure and Regional services.

York Region is committed to working collaboratively with the Province and aligning Regional procurement procedures once policies are finalized.

Updated Vision will guide growth and strengthen communities

Regional Council has [approved a refreshed Vision](#) that reaffirms York Region's commitment to building strong, caring and safe communities, while reflecting the evolving needs of the Region's 1.29 million residents. The update provides clearer direction by emphasizing resilience, inclusion and accessibility.

Vision continues to focus on four key areas: economic vitality, healthy communities, a sustainable environment and good government, with greater emphasis on priorities such as affordability, innovation, mobility and trust in government. Council will align [strategic planning](#) and [budgeting](#) to support long-term value and respond to growth.

Progress will be tracked through community indicators and organizational performance measures, aligned with global standards, ensuring accountability and measurable results for residents.

To learn more about the Region's Vision, visit york.ca/Vision

York Region enhanced emergency readiness and resilience

Regional Council received the [2025 Emergency Management Annual Report](#), outlining continued progress in strengthening emergency preparedness and maintaining full compliance with provincial legislation, including the [Emergency Management and Civil Protection Act, 2024](#) and [Ontario Regulation 380/04](#).

The report highlights key activities undertaken to support emergency readiness, including hazard identification and risk assessments, updates to the Regional Emergency Management Plan, staff and partner training, emergency exercises and public education. More than 760 staff and partners received

training in 2025, and Council approved updates to the emergency management bylaw to reflect current requirements and clarify roles and responsibilities.

York Region identified severe weather, cyber attacks, infectious diseases, tornadoes, flooding and telecommunications disruptions among its top risks. The Region continues to work with municipal and community partners to strengthen coordinated response capabilities across all nine cities and towns.

Learn more about how to prepare for an emergency by visiting york.ca/BePrepared

Expanding access to life-saving AEDs across York Region

Regional Council [supported a motion](#) from City of Richmond Hill Regional Councillor Joe DiPaola to strengthen emergency preparedness and improve survival outcomes for residents experiencing sudden cardiac arrest.

Recognizing timely access to Automated External Defibrillators (AEDs) can save lives, Council directed staff to ensure all publicly accessible AEDs in Regional facilities are registered with AED Foundation Ontario, the province's official AED registry.

Council also directed staff to develop and promote awareness initiatives to encourage private businesses and community organizations to register their AEDs and help educate residents on their importance and use. These efforts aim to improve response times in cardiac emergencies and enhance community safety across York Region.

Agriculture and Agri-Food Advisory Committee presented with EDOC Award of Excellence

York Region Chairman and CEO Eric Jolliffe joined Town of Georgina Regional Councillor Naomi Davison and [formally presented](#) York Region's Agriculture and Agri-Food Advisory Committee with the Economic Developers Council of Ontario's (EDCO) 2025 Award of Excellence. The award was received in the Planning and Strategic Development category for York Region's [2024–2027 Agriculture and Agri-Food Sector Strategy](#).

The award recognizes innovative and collaborative economic development initiatives across Ontario. York Region's agriculture and agri-food sectors continue to play a vital role in the regional economy, contributing \$3.8 billion annually to GDP and supporting 67,000 jobs.

Developed in partnership with all nine local municipalities, the Agriculture and Agri-Food Advisory Committee and industry stakeholders, the strategy is advancing key priorities, with more than 60% of planned actions underway. Implementation will continue through 2027, with ongoing monitoring to ensure continued impact and responsiveness to emerging needs.

March Observances

Regional Council recognized the following observances in March 2026:

- [Social Work Week](#) – March 2-8, 2026
 - [Employee Appreciation Day](#) – March 6, 2026
 - [International Women's Day](#) – March 8, 2026
 - [International Day of Forests](#) – March 21, 2026
 - [World Down Syndrome Day](#) – March 21, 2026
 - [World Water Day](#) – March 22, 2026
 - [Earth Hour](#) – March 28, 2026
 - [International Day of Zero Waste](#) – March 30, 2026
-

Next meeting of York Regional Council

The next Meeting of York Regional Council will be held on Thursday, April 23, 2026, at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket. The Council meeting will be streamed on york.ca/Live

The Regional Municipality of York consists of nine local cities and towns and provides a variety of programs and services to over 1.29 million residents and 57,000 businesses with more than 624,000 employees. More information about York Region's key service areas is available at york.ca/RegionalServices

-30-

Media Contact:

Kylie-Anne Doerner, Corporate Communications, The Regional Municipality of York

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Town of Aurora
Information Report
No. PDS26-029

Subject: Bank of Approved Street Names Update

Prepared by: Peter Fan, Planner

Department: Planning and Development Services

Date: April 14, 2026

Recommendation

1. That Report No. PDS26-029 be received for information.

Executive Summary

This report provides a summary and update to the Town's Banked Street Names. This review was undertaken as per the Town's Street Naming Policy's requirement for Staff to maintain a current and suitable list for use as development continues and street networks expand within the Town.

As a result of the review, a number of streets were deemed to be no longer suitable to be included on the banked list and have been removed. This report is provided for Council's information.

- Out of 134 approved street names, 58 names were deemed to be no longer suitable to be on the list of banked names, leaving 76 names on the list.

Background

The Town maintains a bank of Council approved street names readily available for selection and assignment. The banked names serve as a pool of Council approved names; deemed desirable to promote the outstanding and/or exemplary contributions of persons in the community both past and present

While street names included in the bank have received Council approval, they remain subject to further review and input by Emergency Services (Central York Fire Services,

York Region – Police, EMS, Bell 911) to confirm suitability for municipal addressing and emergency responses.

Over time, development within the Town and surrounding Municipalities can affect the availability of the approved street names. Street names that were once approved may become unavailable or assigned to neighbouring municipalities. As a result, periodic review of the list of banked names is required to maintain a current and suitable list.

Analysis

Out of 134 approved street names, 58 names were deemed to be no longer suitable to be on the list of banked names, leaving 76 names on the list.

The Town initiated a review of the existing Bank of Approved Street Names with the Region to confirm whether any names that were listed had been used in either The Town of Aurora, or in neighbouring municipalities. The primary focus of this review was to identify which names were no longer suited for the Town to use. These names were subsequently removed from the banked names to minimize the potential confusion in Municipal addressing and emergency responses.

As part of this review:

- 58 names were identified to be removed from the list of approved names (Appendix A)
 - Two (2) names were identified to be used by City of Vaughan;
 - One (1) name was identified to be used by the Region;
 - Nine (9) names were identified to be used by the City of Richmond Hill;
 - Two (2) names were identified to be used by the Township of King;
 - Nine (9) names were identified to be used by the City of Markham;
 - Three (3) names were identified to be used by the Town of Newmarket;
 - Three (3) names were identified to be used by more than one Municipality; and
 - Twenty-nine (29) names were identified to be similar, or already used in the Town of Aurora.
- 76 names remain in the approved Bank of Approved Street names (Appendix B)

The updated bank of street names will continue to be used with veteran names being the first priority when assigning municipal addresses. As with all proposed street names

assignments, names chosen from the bank will continue to be circulated to Emergency Services to confirm their suitability.

Additionally, the Bank of Approved Street Names will continue to be updated and reviewed periodically to ensure that it remains current for future developments.

Advisory Committee Review

Not Applicable.

Legal Considerations

There are no legal considerations.

Financial Implications

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

Communications Considerations

The Town will provide notice of the affected streets explaining why the name has been removed on the Town's Planning and Development web page.

Climate Change Considerations

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

Link to Strategic Plan

The update to the Bank of Approved Street names supports the Town's strategic goal of "maintaining and expanding infrastructure to support forecasted population growth" by ensuring that emergency services, mapping, servicing infrastructures, and new municipal addressing are swiftly implemented.

Alternative(s) to the Recommendation

Not applicable.

Conclusions

This report provides Council with an update of street names that are deemed to no longer be suitable or appropriate for the Town. Planning Saff will continue its' ongoing efforts to ensure that the Town maintains an updated list of approved street names to facilitate the orderly growth the Town.

Attachments

Appendix A – Banked Street Names to be Removed

Appendix B – Names to Remain in Bank of Street Names

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on March 26, 2026

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

APPENDIX 'A'

Banked Street Names to be Removed

Number	Name Reserved	Historical Reference	Reason for Removal
1	ALLAN	Aurora Sports Hall of Fame	Already in use in Newmarket
2	AMOS	War Memorial Cenotaph	Already in use in Markham
3	ASH	Altar of Sacrifice	Already in use in Newmarket
4	BENJAMIN	Altar of Sacrifice	Already in use in Vaughan
5	BLICK	Citizen of the Year – 1970	Similar name/ name already in use in Aurora
6	BRADBURY	Altar of Sacrifice	Similar name/ name already in use in Aurora
7	BUNN	Past Councillor – 1933-37	Similar name/ name already in use in Aurora
8	BURGON	Altar of Sacrifice	Similar name/ name already in use in Aurora
9	CAMPBELL	War Memorial Cenotaph	Similar name/ name already in use in Aurora
10	CHADWICK	Altar of Sacrifice	Already in use in Richmond Hill
11	CHAMBERLAIN	War Memorial Cenotaph	Already in use in King
12	CHAS SMITH	War Memorial Cenotaph (WWI 1914-19)	Similar name/ name already in use in Aurora
13	CONSTABLE	Past Councillor	Similar name/ name already in use in Aurora
14	COX	Altar of Sacrifice	Already in use in Markham
15	CRAIGIE, LEWIS	War Memorial Cenotaph	Already in use in Richmond Hill
16	CLARK	Aurora Sports Hall of Fame	Already in use in Markham
17	CROSSLEY	Altar of Sacrifice	Similar name/ name already in use in Aurora
18	CUTLER	Altar of Sacrifice	Already in use in King
19	DAWSON, ANGUS	Altar of Sacrifice	Similar name/ name already in use in Aurora
20	DAWSON, CHARLES	Altar of Sacrifice	Similar name/ name already in use in Aurora
21	DEAN	Aurora Sports Hall of Fame	Already in use in Vaughan
22	DOUGLASS, ED	War Memorial Cenotaph	Similar name/ name already in use in Aurora
23	ELDER	Aurora Sports Hall of Fame	Already in use in Richmond Hill

24	ELWOOD	War Memorial Cenotaph	Similar name/ name already in use in Aurora
25	FISH	Past Councillor – 1944	Similar name/ name already in use in Aurora
26	FORESTER	War Memorial Cenotaph	Already in use in Markham
27	GALBRAITH	Aurora Sports Hall of Fame	Already in use in Markham
28	GRAHAM	Aurora Sports Hall of Fame	Similar name/ name already in use in Aurora
29	GRAY	War Memorial Cenotaph	Already in use in Richmond Hill
30	GRIFFITH	Early Landowner of the 1880's (48 Mosley St.)	Similar name/ name already in use in Aurora
31	GUNTON	Past Councillor – 1940-43	Similar name/ name already in use in Aurora
32	HARRIS	War Memorial Cenotaph	Already in use in Markham
33	HARTMAN	War Memorial Cenotaph	Similar name/ name already in use in Aurora
34	HAYES	Altar of Sacrifice	Similar name/ name already in use in Aurora
35	HEATH	Altar of Sacrifice	Similar name/ name already in use in Aurora
36	HIGGS	War Memorial Cenotaph	Similar name/ name already in use in Aurora
37	MARSHALL	War Memorial Cenotaph	Already in use in Richmond Hill
38	MCKENZIE	Altar of Sacrifice	Already in use in East Gwillimbury and Vaughan
39	MERCHANT	War Memorial Cenotaph	Similar name/ name already in use in Aurora
40	MORLAND IV	Aurora Sports Hall of Fame	Similar name/ name already in use in Aurora
41	MORNING	Altar of Sacrifice	Similar name/ name already in use in Aurora
42	MURPHY	Aurora Sports Hall of Fame	Already in use in Richmond Hill
43	PROCTOR	War Memorial Cenotaph	Already in use in Markham and King
44	ROSE	War Memorial Cenotaph	Similar name/ name already in use in Aurora
45	ROUTLEDGE	War Memorial Cenotaph	Already in use in Richmond Hill
46	RUTHERFORD	Altar of Sacrifice	Already in use by the Region
47	STAFFORD	Aurora Sports Hall of Fame	Already in use in Newmarket
48	STAPLES	Past Councillor – 1911	Already in use in Richmond Hill
49	STEPHENSON	Altar of Sacrifice	Already in use in Richmond Hill
50	STEWART	War Memorial Cenotaph	Similar name/ name already in use in Aurora
51	STYLES	Altar of Sacrifice	Similar name/ name already in use in Aurora
52	THOMSON	Aurora Sports Hall of Fame	Already in use in Markham
53	THOMPSON	Altar of Sacrifice	Similar name/ name already in use in Aurora

54	VICKERS	Aurora Sports Hall of Fame	Already in use in Markham
55	WALL	Aurora Sports Hall of Fame	Already in use in Markham
56	WATSON	War Memorial Cenotaph	Already in use in Newmarket and Stouffville
57	WILKINSON	War Memorial Cenotaph	Similar name/ name already in use in Aurora
58	YULE	Past Reeve, 1880, 1884-88, 1892-95	Similar name/ name already in use in Aurora

APPENDIX 'B'

Names to Remain in Bank of Street Names

Number	Name Reserved	Historical Reference
1	BROWN, WILLIAM	Altar of Sacrifice
2	DAVIS, GEORGE	Altar of Sacrifice
3	EDWARDS	Altar of Sacrifice
4	GITTINS	Altar of Sacrifice
5	KING, PERRY	Altar of Sacrifice
6	KING, WILLIAM D.	Altar of Sacrifice
7	PAGAN	Altar of Sacrifice
8	SNIVELY, DOUGLAS	Altar of Sacrifice
9	TURP	Altar of Sacrifice
10	WALKER, GORDON V.	Altar of Sacrifice
11	WILLIAM TRANMER	Altar of Sacrifice
12	HARRY KAY	Altar of Sacrifice
13	REGINALD WADE	Altar of Sacrifice
14	ALEXANDER, G.	War Memorial Cenotaph
15	ALLEN, HENRY H.	War Memorial Cenotaph
16	ALLEN, JAMES	War Memorial Cenotaph
17	BROWN, HAROLD	War Memorial Cenotaph
18	BROWN, HERMAN	War Memorial Cenotaph
19	BROWN, SHERMAN	War Memorial Cenotaph
20	BROWN, STANLEY G.	War Memorial Cenotaph
21	CRAIGIE, WM.	War Memorial Cenotaph
22	CROSSKILL	War Memorial Cenotaph
23	DAVIS, A. ERNEST	War Memorial Cenotaph
24	DOYLE, MAX	War Memorial Cenotaph

25	DOYLE, WILFRED	War Memorial Cenotaph
26	EXLEY	War Memorial Cenotaph
27	FERGUSON, JOHN	War Memorial Cenotaph
28	FERGUSON, LEONARD	War Memorial Cenotaph
29	HARMAN, R. CHAS	War Memorial Cenotaph
30	HARMAN, WM. J.	War Memorial Cenotaph
31	HOWARD, THOS. GEO.	War Memorial Cenotaph
32	JONES, C.W	War Memorial Cenotaph
33	LITTLE	War Memorial Cenotaph
34	MULLOY	War Memorial Cenotaph
35	WALKER, WM.	War Memorial Cenotaph
36	ROBERT RUMBLE	War Memorial Cenotaph (WWII 1939-45)
37	ANSELL	Aurora Sports Hall of Fame
38	BAIN	Aurora Sports Hall of Fame
39	BEDARD	Aurora Sports Hall of Fame
40	BOUCHARD	Aurora Sports Hall of Fame
41	BUCKLAND	Aurora Sports Hall of Fame
42	CHAPPELL	Aurora Sports Hall of Fame
43	DIGIROLAMO	Aurora Sports Hall of Fame
44	GARDNER, DAVE	Aurora Sports Hall of Fame
45	GARDNER, RYAN	Aurora Sports Hall of Fame
46	GIROUX	Aurora Sports Hall of Fame
47	HEESE	Aurora Sports Hall of Fame
48	HOTHAM	Aurora Sports Hall of Fame
49	KITCHEN	Aurora Sports Hall of Fame
50	LEEMING	Aurora Sports Hall of Fame
51	MACKEN	Aurora Sports Hall of Fame
52	PALMATEER	Aurora Sports Hall of Fame
53	ROMAGNOLI	Aurora Sports Hall of Fame
54	STEENHORST	Aurora Sports Hall of Fame
55	STUNDEN	Aurora Sports Hall of Fame

56	PARANINFO	Citizen of the Year – 1982
57	MOBBS	Citizen of the Year – 1998
58	KERR, KIMBERLEY	Community Advocate and Volunteer
59	FATHERS	Early Landowner from 1800's (Conc.1, Lot 79)
60	DE HOEN	Early Landowner from 1800's (Conc.2, Lot 17)
61	WAUGH	Early Landowner of the 1800's (Conc.1, Lot 71)
62	PARGETER	Early Landowner of the 1800's (Conc.1, Lot 85)
63	BUGG	Early Landowner West of Yonge St: Con 1 lot 86
64	KROCHTER	Former Aurora Police Officer James Krochter
65	GREGOIRE, FRANK	Local Educator
66	PUGH	Local Volunteer
67	OUGH	Past Reeve, Hardware Merchant – 1890-91
68	HINDER	Past Councillor
69	QUERRIE	Past Councillor – 1884-86
70	BLAY	Past Councillor – 1933
71	LARGE	Past Councillor – 1934
72	SWINDLE	Past Councillor – 1944, 1947-48
73	PAIVIO	Past Councillor – 1983-88
74	NORM STEWART	Past Councillor
75	HULSE	Past Councillor – 1913 -15
76	FLO MURRAY	Volunteer and Advocate of Aurora's Senior Population



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Town of Aurora
Council Report
No. PDS26-043

Subject: Additional Information to Report No. PDS26-029 - Bank of Approved Street Names Update

Prepared by: Peter Fan, Planner

Department: Planning and Development Services

Date: April 28, 2026

Recommendation

1. That Report No. PDS26-043 be received for information.

Executive Summary

Report No. PDS25-29 - Bank of Approved Street Names Update was considered by Council at the April 14, 2026, Committee of the Whole meeting. Council requested that the Street Naming Policy be added to the report regarding the 58 street names identified for removal from the Bank of Approved Street Names.

In addition, this report seeks to provide clarification on those street names including additional detail on names that have been previously assigned through development applications.

Background

Additional information was provided to Council to be considered with Report No. PDS26-029 - Bank of Approved Street Names Update and is summarized in this report.

Report No. PDS25-029 - Bank of Approved Street Names Update was considered by Council at the April 14, 2026, Committee of the Whole meeting. As part of the discussion, Council requested the staff include the Street Naming Policy (2024) (Appendix A).

April 28, 2026

2 of 4

Report No. PDS26-043

This report has been prepared to provide the requested policy and to provided additional clarification on names that have been previously assigned through development applications.

Analysis

Clarification of Street names removed from the Approved Bank

Through the review of the Bank of Approved Street Names, 58 street names were identified as no longer suitable for continued inclusion. The names were determined to either be in use by the Town of Aurora, have names Similar to existing names, or used in neighbouring municipalities. This determination was made in consultation with York Region and Emergency Services.

The review also identified street names that have been assigned through development applications and are therefore no longer available for use.

The table below provides a list of names that have been assigned through development applications and are therefore no longer available for use.

#	RESERVED NAME	PROPOSED STREET NAME	ASSIGNED TO APPLICATION
12	Chas Smith	Chas Smith Street	SUB-2021-02 - Highfair Investments - 5-70 Archerhill
22	Douglas, Ed	Ed Douglas Gate	SP-2020-09 -2352107 Ontario Inc. - 1588 St. John's Sideroad
24	Elwood	Elwood Court	SP-2022-03 - Charlieville Developments Limited - 45 Tyler Street
34	Hayes	Hayes Place	SP-2022-03 - Charlieville Developments Limited - 45 Tyler Street
36	Higgs	Higgs Court	SUB-2023-02 - TWTW Development Inc. - 252, 260, 272 Old Bloomington Road
58	Yule	Yule Gate	SP-2022-03 - Charlieville Developments Limited - 45 Tyler Street

Following this review, these names have been removed from the Bank of Approved Street Names to ensure the list reflects only the names that remains available for future assignment.

Staff will continue to work with York Region and Emergency Services to confirm the status of remaining street names and to ensure the bank remains current. Removed names not used as Aurora Street names will be proposed for future consideration in accordance with the Town's Municipal Naming Policy (2024) (Appendix B).

Advisory Committee Review

N/A

Legal Considerations

There are no legal considerations.

Financial Implications

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

Communications Considerations

The Town will provide notice of the affected streets explaining why the name has been removed on the Town's Planning and Development web page.

Climate Change Considerations

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

Link to Strategic Plan

The update to the Bank of Approved Street names supports the Town's strategic goal of "maintaining and expanding infrastructure to support forecasted population growth" by ensuring that emergency services, mapping, servicing infrastructures, and new municipal addressing are swiftly implemented.

Alternative(s) to the Recommendation

Not applicable.

Conclusions

The information in this report is intended as additional information to accompany Report No. PDS26-029 - Bank of Approved Street Names Update, April 14, 2026

Attachments

Appendix A - Street Naming Policy (2024)

Appendix B – Municipal Naming Policy (2024)

Previous Reports

(PDS26-029 - Bank of Approved Street Names Update, April 14, 2026)

Pre-submission Review

Reviewed by the Chief Administrative Officer and Director of Planning and Development Services

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

Policy

Planning and Development Services

Contact:	Director, Planning and Development Services
Approval Authority:	Council
Effective:	May 22, 2001
Revised:	April 24, 2007; July 9, 2024

Street Naming

Purpose

This policy establishes the process and parameters for the street naming of public road allowances and private streets, and street name changes within the Town of Aurora. It is desirable that the Town of Aurora have such a policy in place to serve as a guide for staff and to promote the input of the public in the making of such decisions.

Scope

The criteria and guidelines contained in this policy shall apply to the naming of municipal and private streets. Notwithstanding the provisions of this policy, Council may, under special circumstances, duplicate the name of a road with the name of a facility, provided that the name has been selected in accordance with the Naming Rights and Street Naming policies.

Definitions

Not applicable.

Policy

Street Naming Criteria

It is desirable to promote the outstanding and/or exemplary contributions of persons in the community both past and present.

Street names for public road allowances shall generally be determined based on the following criteria:

- The names of historical persons or families and others within the municipality who have made outstanding, significant and/or exemplary contributions to the Town. The street signs for streets named after these persons may be identified with a professional emblem in recognition of their related service within the

community, such as Fire Protection, Police Status, or others as deemed appropriate by Council or staff.

- The names of local Veterans; including but not limited to those who are honoured on the Town Cenotaph, Altar of Sacrifice and at the Aurora War Memorial and Peace Park. The names from the Aurora Cenotaph shall be chosen as priority before any other name is approved. The street signs for streets named after all Veterans shall be identified with a poppy emblem after their name.
- Any member of Aurora Council is eligible for nomination for the Town of Aurora Bank of Approved Street Names, however the selection of a Councillor's name for use cannot occur during their term of office.
- Other individual requests for street names as deemed appropriate by Council or staff.

Street names for private streets shall generally be determined based on the following criteria:

- In accordance with the general Street Name Criteria for public road allowances as set out above.
- A request made by the developer.
- A theme or promotional name may be proposed to assist with marketing.

The developer and owner/applicant have the opportunity to suggest alternate street names other than what is provided in the Bank of Approved Street Names for consideration and review under this policy.

Bank of Approved Street Names

The Bank of Approved Street Names shall be replenished periodically by proposing a series of potential street names to York Region for approval on the basis of municipal consistency for 911 purposes. Central York Fire Services shall also be consulted with respect to those street names considered acceptable.

The Planning and Development Services Department shall maintain a bank of approved street names available for selection and assignment within new developments. Once all names have been approved by the appropriate agencies the list will be offered to developers as optional names, thereby providing improved efficiencies to the process of assigning street names to proposed new developments.

The Planning and Development Services Department will circulate appropriate notice of selected names to the following parties:

- a) New street name nominees or remaining family members of individuals that can be identified and who are in anyway associated or connected with the proposed street name, including the Aurora Royal Canadian Legion for Veterans. This

notice shall be provided when the nominee is added and can also be provided when the name is selected for a new street.

- b) The public at large through newspaper publication as appropriate and posting on the Town's website for a 30-day period.
- c) York Region, Central York Fire Services, and the appropriate agencies and Town departments including the Operations Department. The Aurora Royal Canadian Legion shall be circulated for Veteran street name selections.

Responses will be received from any of the above contacts for a period of 30-days after selection and prior to final approval. As per Council delegation ([By-law 6212-19](#)), the decision to approve street names is ultimately through the Director of Planning and Development Services.

Any objection to a street name consideration will be reviewed, and the name being considered can be removed at the discretion of the Planning and Development Services Department. A street name consideration can be removed under the following conditions:

- a) A request is made by a street name nominee, a remaining family member, or one of the circulation agencies noted above including the public, to have the name be removed. This can include the removal of a street name consideration due to potential offensiveness or reasons around sensitivity.
- b) Emergency Services (Central York Fire Services, York Region – Police, EMS, Bell 911) along with the Town of Aurora Planning and Development Services Department believe that a street name submission may potentially have a negative impact on Emergency Services. If such an issue arises, the street name nominee or remaining family members will be notified explaining why the name has been removed.

The input from the public, Aurora Royal Canadian Legion, and the Aurora Historical Society shall also be sought as required in updating future lists for potential street naming or to consult with on any name considerations or removals.

Application of Street Naming Contraventions

The general street naming guidelines to be used are set out as follows:

- Street names shall not cross arterial roads.
- "North", "South", "East" or "West" shall not be used as part of the formal street name other than for descriptive purposes of streets.
- The criteria for naming street suffixes shall be applied to different road types in accordance with the following:

“Street”, “Avenue”, and “Way” for internal streets that run in a general north-south or east-west direction and are used generally to denote collector roads.

“Road” for streets which are collector or arterial streets and are heavily used and run in any direction.

“Drive” and “Trail” for streets where meandering is the main character.

“Boulevard” for streets where the travel lanes are separated by a planted median divider.

“Crescent” for streets which intersect another street at both ends and which actually forms a crescent and leads back to the same connecting street at each end.

“Court” for streets which end permanently as a bulb/cul-de-sac, a “T”, or a design which permits turning around through only one point of access.

“Place” and “Square” for streets where there is no exit from the street and the street leads back to the original street entrance.

“Gate” for streets that are a short connection from a main street to another street.

“Circle” for streets that loop back to itself.

“Lane” for streets which are generally straight and have a minimal number of connecting streets.

A mix of different suffixes shall be assigned in circumstances where street names are proposed to be assigned (i.e. use one “Street”, “Road”, “Avenue”, etc.) for registered plans of subdivision.

Street Names for Public Road Allowances

Municipal street names shall be assigned by the Planning and Development Services Department at the time that second submission engineering plans are processed and when the developer initiates the subdivision agreement process. The developer is instructed by the Planning and Development Services Department to initiate the street naming process.

The street name assignment process for street names other than those listed in the Town’s Bank of Approved Street Names involves obtaining clearance for the use of the proposed street name(s) by York Region, and acceptance by Central York Fire Services. Additional agencies, including but not limited to the Aurora Royal Canadian Legion

and/or the Aurora Historical Society can also be consulted as required. An appropriate suffix to the street name is assigned by the Planning and Development Services Department subject to the configuration of the road in accordance with the provisions of this Policy. The Planning and Development Services Department shall give notice of the designated street names to the Town's list of interested agencies requesting notification once the Plan of Subdivision is registered.

Street Names for Private Streets

Street names for private streets may be allocated from the Bank of Approved Street Names. Additionally, a developer may be permitted greater flexibility to suggest their own names for private streets subject to the provisions of this Policy.

The process is initiated by a site plan application to the Planning and Development Services Department, as it is at this stage that the requirement for the name assignment is identified.

The street name assignment process for street names other than those listed in the Town's Bank of Approved Street Names involves obtaining clearance for the use of the proposed street name(s) by York Region, and acceptance by Central York Fire Services. Additional agencies, including but not limited to the Aurora Royal Canadian Legion and/or the Aurora Historical Society can also be consulted as required. An appropriate suffix to the street name is assigned by the Planning and Development Services Department subject to the configuration of the road in accordance with the provisions of this Policy. For private streets that are created through a plan of condominium, the Planning and Development Services Department shall give notice of the designated street names to the Town's list of interested agencies requesting notification once the final Plan is registered.

Street Names Changes

Requests for street name changes shall be submitted to the Planning and Development Services Department and be accompanied by the prescribed fee from the Town's [Fee By-law](#) as amended from time to time as part of the annual review of fees.

Requests for street renaming shall only be considered in special circumstances, for example, considering the impact on the existing street numbering and naming conventions and/or emergency services. In such cases, street renumbering pursuant to the Town's street numbering policies shall be done concurrently as may be appropriate to ensure that consistency is adhered to.

The street name change process involves receipt of a complete application, the preparation of a report to Council by the Planning and Development Services Department for approval, notice of consideration of a By-law, and registration of the By-law. The public shall be notified and the Council shall hear any person who claims to be

adversely affected by the by-law and applies to be heard. In addition to the minimum requirements for publication, notice may be given by prepaid postage to all assessed person affected by the change, at the discretion of the Clerk.

Usually there are a number of months from the time of approval to implementation of a street name change in order to allow any affected residents time to alter their personal address information and to post new street addresses should this be necessary.

Street Naming Notification

The Planning and Development Services Department maintains a list of interested parties requesting notification for each development application. This list, as well as those agencies referenced in this policy shall be notified regarding street naming for the respective development applications.

Responsibilities

All Staff

Staff shall refer all requests for street naming to the attention of the Planning and Development Services Department.

Planning and Development Services

The Planning and Development Services Department shall be responsible for the administration and maintenance of this policy.

Monitoring and Maintenance

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

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

References

- [By-law – Delegation of Authority](#)
- [By-law – Fees and Charges](#)
- Policy – Municipal Naming



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Town of Aurora
Policy
Community Services

Contact: Manager, Business Support, Community Services Department

Approval Authority: Council

Effective: September 25, 2024

Municipal Naming

Purpose

This policy establishes the processes and criteria for naming, renaming, or dedicating municipal assets and facilities such as parks, and recreation centres. The main objectives of this policy are:

- To continue the current practice of naming municipal assets after significant geographical, neighbourhood and historical features.
- To recognize, on an exceptional basis, significant contributions that organizations or individuals have made to public life and the well-being of the people of Aurora.
- To ensure a clear, efficient, and timely naming process.
- To ensure the application of key criteria to determine the validity of a commemorative name.
- To ensure a proper approval process and the importance of the role of legislative bodies (i.e. Council approval) are acknowledged.

Scope

The policy applies to all Town employees and people acting on behalf of the Town, as well as members of Council and the public with respect to naming of municipal assets.

The policy is not intended to address:

- Individual memorial dedications such as commemorative benches, trees, or plaques.
- Naming rights/Sponsorship opportunities of individual amenities within parks, recreation, and culture facilities, such as arenas, pools, meeting rooms, program rooms, sports fields, etc. (Addressed through the Recreation Facility Sponsorship Program.)
- Street naming, which is addressed in the [Street Naming policy](#).

Definitions

For the purpose of this Policy, the following definitions shall apply:

Amenities

Individual components of a Municipal facility or park such as playgrounds, sports fields, pools, arenas, trails, gazebos, etc.

Asset

Any municipal facility or park, but not including specific amenities thereof.

Commemorative

The official naming of a municipal park or facility after a person, persons, or family name.

Council

The council of the Town of Aurora.

Municipal Facility

Town-owned facilities in their entirety, such as the Aurora Community Centre, Aurora Sports Dome, Church Street School, etc.

Street Naming Registry

A central repository of all approved street names, as per the [Street Naming policy](#).

Naming Rights

Refers to the granting by the owner of the right to name a piece of property or portions of a property, typically in exchange for financial consideration.

Parks

Shall include parkland, open spaces, valley lands, environmentally-protected areas; references to Parks shall be in their entirety, and not include individual amenities including but not limited to trails, playgrounds, lawns, recreation fields/courts, courtyards.

Sponsorship

A marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company or person(s) in return for the right to a public association with an activity, item, person, or property for mutual commercial benefit. Sponsorships may be in the form of financial assistance, non-cash goods or a contribution of skills or resources.

Town

The Corporation of the Town of Aurora, its departments, and staff.

Policy**General Provisions**

The naming, renaming and dedication of municipal assets shall be the responsibility of the Council of the Town of Aurora.

The intent of naming is for permanent recognition or, where approved by Council for the purpose of providing sponsorship opportunities, such as in the naming of a community recreation centre (e.g., Stronach Aurora Recreation Complex).

The renaming of municipal assets is strongly discouraged as it significantly impacts the Town and the community.

Naming Principles

When a municipal asset is named or renamed, the following principles shall be considered:

- Names shall be unique; name duplication and use of similar sounding or spelled names is discouraged.
- Names should give a sense of place, continuity, belonging and celebrate the distinguishing characteristics and uniqueness of Aurora.
- Names should maintain a long-standing local area identification with the residents of Aurora.
- Names should promote pride in the Town of Aurora, acknowledge local heritage, history, and recognize unique features and geography (such as names that relate to local history, places, events, native wildlife, flora, fauna and natural features or unique characteristics of a neighbourhood or area).
- The rationale associated with the use of a particular name shall be understandable to the majority of Aurora residents.
- Names from the Street Naming Registry may also be considered, at the discretion of Council.
- Names shall not be discriminatory, derogatory, or political in nature; names conveying a secondary negative or offensive connotation, any sexual overtones, inappropriate humour, slang or double meanings shall be avoided.
- Names shall assist with emergency response situations by being consistent with street names and geographical locations.

- Names with hyphens, apostrophes or dashes shall be discouraged but may be considered on an individual basis.
- Names may honour the significant contributions of an individual or family, including elected or appointed public officials, Town administrative officials or staff, which shall not be considered unless the official has retired from public office.
- Names may recognize the contributions of organizations such as a partnership or sponsorship with or without financial contributions.
- The form of signage shall be consistent with Town signage guidelines.
- The cost associated with a naming/renaming (including but not limited to signage, ceremonial costs, legal costs) will be the responsibility of the Town when the naming/renaming has been initiated by the Town or when naming/renaming is part of a sponsorship agreement. The cost will be the responsibility of the community or corporate entity when the naming/renaming has been initiated by the community/corporate entity, unless otherwise approved by Council.
- The Town of Aurora makes all final decisions concerning what is placed or occurs on Town property and in its facilities.
- Naming of an asset shall not imply endorsement of a company or its products and services and should prohibit partners from making statements which suggest a company's products and services are endorsed by the Town.
- Naming of a park or facility should not result in or be perceived as giving any preferential treatment with respect to procurement or any commercial dealings with any private entity or with respect to any Town policy and procedure.

Prioritization

Priority shall be given to naming, renaming or dedicating municipal assets after:

- The area or street in which the property or facility is located to provide a geographical association to help the public to locate a park, bridge, or facility more easily.
- The most dominant "constant feature either within or nearby" the selected site such as an associated significant ecological or natural resource feature.
- A historical name related to Aurora's heritage and/or historical folklore.
- An event or person of international, national, or provincial significance.
- An organization or individual to recognize:
 - particular activities and significant contributions to the community; and/or

- outstanding contributions and/or sponsorships made toward the development and/or enhancement of a property or facility.

Specific Criteria for Commemorative Naming

Where the commemorative naming of a municipal facility or park, is being requested, at least one of the following criteria shall apply:

- The nominated individual shall have demonstrated excellence, courage, or exceptional service to the citizens of the Town of Aurora, the Province of Ontario and/or Canada, including veterans of military conflicts.
- The nominated individual shall have an extraordinary community service record.
- The nominated individual shall have worked to foster equality and reduce discrimination.
- The nominated individual shall have a direct relationship or association that existed between the place of residence or community efforts undertaken by the individual and the property, facility, or amenity to be named.
- The nominated individual may be recognized for a significant financial contribution to a park or facility, where that contribution significantly benefits the community that the park or facility serves.
- The nominated individual name shall have historical significance.

Where the name of an individual or organization is so used, approval shall be obtained from the individual (his/her family) or the organization for such naming.

Single Use

A commemorative name should only be used once. The single use of a commemorative name shall apply as of the effective date of this policy.

Renaming of Commemoratively Named Assets

The names of municipal assets named commemoratively should not be changed unless it is found that the individual's personal character is, or was, such that the continued use of their name for a park or facility would not be in the best interest of the community.

Processes

The naming process for municipal assets may involve a different course of action depending on the circumstances surrounding the request/requirement for naming.

Council initiated naming/renaming

- Council may at any time initiate the process of naming an asset by Member Motion.

Staff recommendation for naming/renaming

- Staff shall review this policy to ensure that the proposed name conforms to the criteria herein.
- Staff prepare a report to Council for consideration.

Third party initiated naming/renaming

- Upon receipt of a proposed asset naming/renaming, staff shall review the proposal with the CAO.
- Upon approval from the CAO, staff shall review the third-party request against the criteria outlined in this policy, and if determined to meet the criteria, staff will prepare a report to Council for consideration.

Town of Aurora Council has the final authority for approving any naming of a municipal asset.

Renaming

Generally, changing the name of an existing asset is not encouraged. However, if it is deemed appropriate to change the name, the renaming process shall be identical to the naming process and require Town Council as the final authority for approving the proposed municipal asset name. However, the renaming of an existing commemoration shall be subject to a minimum of a 60-day public consultation period. If an application is intended to displace an existing commemorative name, before a Renaming Application is decided upon, the Town will make all reasonable efforts to notify the family or next of kin of the person that is to be displaced, allowing 60 days for the family or next of kin to respond to the proposed renaming. Where a renaming has been initiated because of a development proposal, the proponent may be required to resolve any opposition that may exist to the renaming, prior to the presentation of a report to Council.

Renaming process:

1. Requests for renaming of a public asset shall be submitted in writing to the appropriate department (e.g., Community Services for renaming of recreation facilities, Operational Services for renaming of parks).
2. Staff will conduct, where possible, comprehensive research into the history and rationale associated with the existing name of the facility being proposed for renaming. This will include communicating with any remaining family

descendants of the named person, the Aurora Museum and Archives, and the Aurora Historical Society.

3. The receiving department shall submit a Report to Council outlining the details of the renaming request and all of the pertinent history associated with the pre-existing facility name and outline any potential conflicts that the renaming may present. The report will include all aspects of the renaming proposal including approximate financial implications associated with revision to maps, signage, and other printed material.
4. Following the direction of Council, staff will circulate appropriate notice of the proposed renaming to the following interested stakeholders and public, advising of the intended name change and a timeframe within which to submit any comments.
 - a. Remaining family members or individuals that can be identified and are in any way associated or connected with the existing asset name.
 - b. Family members or individuals associated with the proposed new name of the asset.
 - c. The Aurora Historical Society.
 - d. The public at large, through appropriate media and the Town's website for a 60-day period.
 - e. Responses will be received from any of the above contacts for a period of 60 days from the date of the initial communication.
5. The above process does not apply to renaming of an Asset currently named in accordance with a Sponsorship, where that sponsorship agreement is nearing conclusion.

Other

A Member of Council may also request that a municipal asset be considered for renaming, in accordance with the renaming process outlined above, through a member motion.

Responsibilities

All Staff

Staff shall refer all requests for naming or renaming of a municipal asset to their department head.

Management

Management shall refer all requests for naming or renaming of a municipal asset to their department head and provide support in reviewing the requests where appropriate.

Executive Leadership

The Executive Leadership Team shall provide appropriate direction to staff and report to Council in accordance with this policy.

Community Services

The Community Services Department shall be responsible for the administration of this policy as it pertains to the naming/renaming of Facilities, Facility Amenities, and Park Amenities that fall within the scope of the Recreation Facility Sponsorship Program.

Operational Services

The Operational Services Department shall be responsible for the administration of this policy as it pertains to the naming/renaming of Parks and Park Amenities.

Monitoring and Maintenance

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

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

References

- [Policy – Street Naming](#)
- [Policy – Memorial Tree Planting](#)
- [Program – Park Bench Donations](#)
- Program – Recreation Facility Sponsorship



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Town of Aurora
Council Report
No. PDS26-040

Subject: Additional Information to Report No. PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities

Prepared by: Nancy Fleming, Manager Engineering and Capital Delivery

Department: Planning and Development Services

Date: April 28, 2026

Recommendation

1. That Report No. PDS26-040 be received; and
2. That this report be considered with Report No. PDS026-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities.

Executive Summary

Report No. PDS25-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities was considered by Council at the April 14, 2026 Committee of the Whole meeting. This report is to seek Council approval of an increase to the total approved capital budget authority for Capital Project GN0163-Yonge Street Active Transportation Facilities.

- Additional information was provided to Council to be considered with Report No. PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities and is summarized in this report.
- York Region has committed to contributing up to \$2.8M in funding for the construction of the MUP that offsets the requested capital budget authority increase for this project of \$2.5M.

Background

Additional information was provided to Council to be considered with Report No. PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities and is summarized in this report.

Report No. PDS25-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities was considered by Council at the April 14, 2026 Committee of the Whole meeting which requested additional capital budget authority to enable the award of the contract for the construction of active transportation facilities on Yonge Street between Bloomington Road and Industrial Parkway South. Additional information was provided to Council prior to the meeting and is provided within this report to accompany Report No. PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities.

Analysis

York Region has committed to contributing up to \$2.8M in funding for the construction of the MUP that offsets the requested capital budget authority increase for this project of \$2.5M.

York Region has committed to contributing up to \$2.8M in funding in support of the proposed MUP on the west side of Yonge Street. The unplanned \$2.8M in proposed York Region funding more than offsets the requested capital budget authority increase for this project of \$2.5M. The additional \$0.3M in possible York Region funding has enabled staff to reduce this project's originally proposed funding sources by an equivalent amount. Should the Town not receive the full \$2.8M in anticipated York Region funding, any shortfalls would be offset by Road DCs.

The Town will invoice York Region quarterly during construction which will minimize the impact to the Town's cash flows.

The original requested capital budget authority for this project of \$5.3M was based upon construction unit rates that were similar to other active transportation installations within the Town and surrounding municipalities. These rates did not include site specific constraints that have been encountered during the detailed design phase of this project which have placed upward pressure on its construction costs.

These constraints include utility relocations and the upgrading of the stormwater system; as well as right of way constraints on the east side of Yonge Street which

require a sidewalk to be installed on that side, making it ineligible for York Region funding.

The MUP on the west side of Yonge is more technically complex to construct. The MUP requires utility relocations and upgrades to the stormwater system from a rural ditch system to an urbanized pipe system in some areas. Staff have put aside an allowance of \$1.1M for the utility relocation work. The stormwater system upgrades represent approximately \$776,000 of the project's total cost. Most of this cost is for the MUP construction, which will be shared by York Region.

Advisory Committee Review

N/A

Legal Considerations

N/A

Financial Implications

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

Communications Considerations

N/A

Climate Change Considerations

N/A

Link to Strategic Plan

N/A

Alternative(s) to the Recommendation

1. N/A

Select meeting date

4 of 4

Report No. XXX26-0nn

Conclusions

The information in this report is intended as additional information to accompany Report No. PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities, April 14, 2026.

Attachments

N/A

Previous Reports

PDS26-031 - Request for Increased Capital Budget Authority for Capital Project GN0163-Yonge Street Active Transportation Facilities, April 14, 2026

Pre-submission Review

Agenda Management Team review on Select review date

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

The Corporation of the Town of Aurora

By-law Number XXXX-26

Being a By-law to amend By-law Number 6257-20 to require owners and occupiers of land to clean, clear, and maintain private land and right of ways in the Town of Aurora.

Whereas on May 26, 2020, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6257-20, to require owners and occupiers of land to clean, clear, and maintain private land and right of ways in the Town of Aurora (the "Clean Communities By-law");

And whereas on March 31, 2026, the Council of the Town passed a member motion to exempt golf courses from the Clean Communities By-law for grass maintenance;

And whereas the Council of the Town deem it necessary and expedient to amend the Clean Communities By-law;

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

1. Section 3.3 of By-law 6257-20 be and is hereby deleted and replaced with the following:
 - "3.3 Every owner of a property shall keep their property free of grass or weeds exceeding (20) centimeters in height, except for:
 - (a) properties that are used for agricultural purposes;
 - (b) naturalized properties; and
 - (c) lands that are actively used, maintained, and operated as part of a golf course playing field."

Enacted by Town of Aurora Council this 28th day of April, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk

The Corporation of the Town of Aurora

By-law Number XXXX-26

Being a By-law to amend By-law Number 6404-22 being the Procurement Policy for the Town of Aurora.

Whereas paragraph 3 of subsection 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that, a municipality shall adopt and maintain policies with respect to its Procurement of goods and services;

And whereas on February 22, 2022, The Corporation of the Town of Aurora (the "Town") passed a by-law to adopt a policy regarding Procurement of goods and services, being By-law Number 6404-22;

And whereas it is deemed necessary to update and replace the Town's policy with respect to the Town's Procurement of goods and services by amending By-law Number 6404-22;

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

1. Appendix "A" – Town of Aurora Procurement Policy – to By-law Number 6404-22 is hereby deleted and replaced with Appendix "A" – Town of Aurora Procurement Policy – attached and forming part of this by-law, which replacement Appendix "A" is hereby adopted and enacted as the policy for the procurement of goods and services for the Town.
2. Amending By-laws Number 6430-22 and 6676-25 are hereby repealed.

Enacted by Town of Aurora Council this 28th day of April, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk

Appendix "A"

Town of Aurora Procurement Policy

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Section 1 – Purpose and Principles

1.1 Purpose

The purpose of this policy is to detail the principles, procedures, roles, and responsibilities for the Town's Procurement operations.

1.2 Principles

The Town is committed to conducting its Procurement operations in accordance with the following principles:

- compliance and consistency with applicable legislation, trade agreements, policies, and procedures;
- open, fair, and transparent processes that afford equal access to all qualified Suppliers;
- reciprocal non-discrimination and geographic neutrality with respect to its trading partners in accordance with trade treaty obligations, so long as treaty partners are Acting in Good Faith of Trade Treaties, and subject to applicable provincial and federal legislation, regulations, and directives;
- achieving best value through consideration of the full range of Procurement formats and the adoption of commercially reasonable business practices;
- effective balance between accountability and efficiency; and
- ensuring adherence to the highest standards of ethical conduct.

Section 2 – Interpretation and Application

2.1 Defined Terms

Terms used in this policy are defined in the Definitions (Schedule A).

2.2 Application

This policy applies to the Procurement of any Deliverables by the Town, except for the exclusions set out below. Procurement includes the acquisition of Deliverables by purchase, rental, or lease.

This policy does not apply to:

- purchases, acquisitions, transactions and Procurements of any items or services outlined in Schedule E of this policy;
- the hiring of employees, employee compensation, or the reimbursement of employee expenses;
- the sale, purchase, lease or licensing of any land or buildings; or
- Procurement conducted by Central York Fire Services, the Aurora Public Library Board or any municipal services corporation established by the Town.

This policy shall be applied subject to applicable provincial and federal legislation, regulations, and directives.

2.3 Authorization Schedule

The Threshold and Authorization Schedule (Schedule D) sets out the authorities for:

- (a) initiating a Procurement;
- (b) conducting a Procurement process and approving the award of a Contract;
- (c) issuing Purchase Orders and signing Contracts on behalf of the Town; and
- (d) approving amendments to existing Contracts.

2.4 Procurement Protocols and Procedures

Procurement Services is responsible for developing and maintaining detailed protocols and procedures to support this policy. All procurements covered by this policy must be conducted in accordance with all applicable protocols and procedures.

2.5 Emergency Purchases

Notwithstanding any other provisions of this policy, where an emergency exists and prior approval of the Procurement Manager cannot be obtained, a Department Head, or their designate, may authorize any officer or employee to acquire required Deliverables in an expedited manner.

For greater certainty, an emergency Procurement includes any other expenditure that is necessary to respond to or effectively manage any Town emergency, or as required under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.

Emergency procurements shall only be to the extent necessary to mitigate the immediate threat or risk, or to temporarily contain the situation or circumstance and restore services. Longer term projects or work for replacement of lost significant infrastructure must follow the provisions of this policy.

Situations of urgency resulting from the failure to properly plan for a Procurement do not constitute an emergency.

2.5.1 Purchases During a Declared Emergency or Similar

During an emergency declaration or similar situation where the CAO, or other authorized person, convenes some or all of the members of the Municipal Emergency Control Group, but for which a formal declaration of an emergency is not made, but an emergency intervention is approved, this policy is suspended only for purchases that relate directly or indirectly to the emergency situation. All other routine Procurement activities of the Town during the emergency, but unrelated, remain subject to this policy.

Purchases relating to the situation to contain and manage the emergency situation shall be authorized as set out in the Municipal Emergency Management Response Program and the Town's Treasurer shall prepare the required accountability and financial reports for Council for information following the termination of the emergency.

2.5.2 Emergency Procurement not Related to a Declared Emergency

An emergency Procurement may be made when an event occurs or a circumstance is discovered that is determined by the Department Head or the Chief Building Official to be an imminent and significant threat to, or which has already significantly affected or

threatened: (a) public health; (b) the maintenance of essential Town services; (c) the safety or welfare of persons or of public property; or (d) the security of the Town's interests; but such emergency Procurement is only permitted where time does not permit open competitive bidding or obtaining invitational quotations.

2.6 Co-operative Purchasing

The Town may participate in co-operative or joint purchasing initiatives with other government agencies or public authorities where such initiatives are determined by the Procurement Manager to be in the best interests of the Town to do so. Notwithstanding anything else in this policy, if the Town participates in such co-operative or joint purchasing initiatives, the Town may adhere to the policies of the entity conducting the purchasing process, provided that such policies comply in spirit with this policy. If the Town is leading a co-operative or joint purchasing initiative, this policy will be followed.

2.7 Piggyback Purchasing

The Town may Piggyback on an existing procurement by accepting the results of a competitive Procurement process of another government entity or agency where the provisions of the original Solicitation Document allow for such a Piggyback, or when the Supplier is willing to do so, and it is believed by the Procurement Manager it is in the best interest of the Town to do so. Piggyback Procurements shall be considered a Non-Standard Procurement and shall comply with the reporting and approval requirements set out in Schedule D - Threshold and Authorization Schedule that apply to Non-Standard Procurements.

Section 3 – Ethical Conduct and Conflicts of Interest

3.1 Conduct and Conflicts of Interest

The Town's Procurement activities must be conducted with integrity, and all individuals involved in the Town's Procurement activities must act in a manner that is consistent with the principles and objectives of this policy and in accordance with the Town's Code of Conduct, and the Council Code of Conduct.

All participants in a Procurement process, including any outside consultants or other service providers participating on behalf of the Town, must declare any perceived, possible, or actual conflicts of interest.

"Conflict of interest," when applied to the activities of the Town and its Suppliers, means a conflict or tension between one's private interests and one's public or fiduciary duties.

3.2 Supplier Conduct and Conflicts of Interest

The Town requires its Suppliers to act with integrity and conduct business in an ethical manner.

All Suppliers participating in a Procurement process or providing Deliverables to the Town must declare any perceived, possible, or actual conflicts of interest and must conduct themselves in accordance with the Supplier Code of Conduct in Schedule F of this policy.

The Town may refuse to do business with any Supplier that has engaged in illegal or unethical bidding practices, has an actual or potential conflict of interest or an unfair advantage, or fails to adhere to ethical business practices.

Section 4 – Roles and Responsibilities

4.1 Role and Responsibilities of Council

It is the role of Council to establish policy and approve expenditures through the Town's budget-approval process. Through this policy, Council delegates to the Town's officers and employees the Authority to incur expenditures in accordance with approved budgets through the Procurement of Deliverables in accordance with the rules and processes set out in this policy and applicable protocols and procedures. Council will not generally be involved in the day-to-day Procurement operations or individual Procurement processes, except to the extent that the approval of Council is required under this policy or in the event that an exception to this policy is required.

4.2 Roles and Responsibilities of Employees

Specific responsibilities pertaining to all stages of a Procurement process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this policy and applicable protocols and procedures. In addition to those specific responsibilities, the general roles and responsibilities delegated to the Town's employees are set out below.

4.2.1 Procurement Manager

It is the role of Procurement Services to lead the Town's Procurement operations. In fulfilling this role, the Procurement Manager, or designate, is responsible for:

- (a) ensuring the consistent application of this policy and the provision of Procurement services to the Departments efficiently and diligently;
- (b) developing Procurement strategies and continually analyzing business requirements and spending patterns to identify opportunities for more strategic sourcing;
- (c) researching, developing, maintaining, updating, and communicating Procurement protocols, procedures, and templates;
- (d) addressing any issues or concerns that arise in respect of a Procurement process and seeking guidance, support, and advice of Legal Services, as required; and
- (e) providing appropriate orientation, training, and tools to employees involved in Procurement activities.

4.2.2 Department Heads

It is the role of the Departments to ensure that their requirements for Deliverables are met in accordance with the principles and objectives of this policy. In fulfilling this role, Department Heads are responsible for ensuring that their Department complies with this policy and all applicable protocols and procedures, encouraging sound Procurement practices and ensuring the provision of appropriate education and training to employees involved in Procurement activities.

Department Heads will be held accountable for any decision to proceed with a Procurement process or transaction that is not conducted in accordance with this policy or does not have the approval of Procurement Services.

4.2.3 Department Employees

Employees of all Departments are responsible for complying with this policy. Department employees involved in Procurement activities must understand their obligations and responsibilities under this policy and all applicable protocols and procedures, and they should consult with Procurement Services in respect of any questions regarding the application or interpretation of this policy or any relevant procedures.

4.2.4 Procurement Services Employees

Employees of Procurement Services are responsible for complying with this policy and ensuring this policy and all protocols and procedures are applied consistently. Employees of Procurement Services are responsible for:

- (a) providing strategic support, consultation and procurement services to the Departments efficiently and diligently;
- (b) assisting with the development of Procurement strategies and analysis of business requirements and spending patterns to identify opportunities for more strategic sourcing;
- (c) communicating Procurement protocols, procedures, and templates to the Town; and
- (d) training clients on the procurement policy, protocols and forms.

Employees of Procurement Services must understand their obligations and responsibilities under this policy and all applicable protocols and procedures, and are responsible for complying with this policy and ensuring consistent application of this policy. Employees of Procurement Services should consult with the Procurement Manager in respect of any questions regarding the application or interpretation of this policy.

Employees of Procurement Services must understand their obligations and responsibilities under this policy and all applicable protocols and procedures, and they should consult with the Procurement Manager in respect of any questions regarding the application or interpretation of this policy, and the protocols and procedures.

4.2.5 Legal Services

It is the role of Legal Services to provide legal advice and assistance on the Town's Procurement activities and its relationships with Suppliers. In fulfilling this role, Legal Services is responsible for:

- (a) advising the Procurement Manager as required on legal issues arising from Procurement activities and reviewing and approving specific Solicitation Documents and related documentation referred for legal review by the Procurement Manager;
- (b) providing advice on the finalization of Contracts and agreements and reviewing and advising on proposed changes to the Town's standard terms and conditions, legal agreements, and Solicitation Document templates; and
- (c) providing legal advice and counsel to the Town in the event of a Contract dispute or legal challenge flowing from a Procurement process.

4.3 Procurement Governance Committee

Procurement Governance Committee (“PGC”) is hereby established for the purpose of making determinations in relation to:

- (a) the Procurement Protest Protocol;
- (b) the Supplier Suspension Protocol;
- (c) Non-Standard Procurements with values between \$100,000 and \$250,000 inclusive;
- (d) Non-Standard Procurements relating to software licenses, maintenance, and pay-related fees (excluding implementation costs) for contracts up to five years and over \$250,000;
- (e) Non-Standard Procurements through a Piggyback for values between \$250,000 and \$500,000;
- (f) whether a country is Acting in Good Faith of Trade Treaties pursuant to the definition in Schedule A – Definitions;
- (g) whether a Bid from a Supplier that is located in a country that is not Acting in Good Faith of Trade Treaties can still be awarded a Contract, due to the Deliverables being deemed as essential to the Town’s operations or if it is the only viable submitted Bid; and
- (h) considering and providing input on other Procurement matters that may be referred to it by the Procurement Manager.

Meetings and deliberations of the PGC will include the Procurement Manager and at least two members of the Executive Leadership Team or their designates. Legal Services will provide guidance and advice to the PGC, as required.

Section 5 – Establishment of Supply Arrangements

5.1 Recurring Requirements

Before initiating a Procurement, Departments must consider the availability of existing supply arrangements. If the Deliverables will be required on a frequent or regularly recurring basis, and there is no existing supply arrangement, the Department must consult with Procurement Services about the possibility of establishing a Standing Offer or Qualified Supplier Roster.

5.2 Standing Offers

Standing Offers may be established for standardized Deliverables to be purchased by all Departments, where:

- (a) the requirements for Deliverables are recurring and predictable over an extended period of time;
- (b) the requirements are standard and clearly defined at the time of establishment of the Standing Offer; and
- (c) it is possible to fix pricing for the Deliverables for the duration of the Standing Offer.

The establishment of a Standing Offer does not create a contractual commitment to procure Deliverables from the Supplier. The commitment to purchase against a Standing Offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Supplier.

The Procurement Manager is Authorized to establish Standing Offers through an Open Competition. The Open Competition will be managed by Procurement Services, with the co-operation and involvement of subject-matter experts from the relevant Department(s). If multiple Standing Offers are established for the same goods or services, clear ranking methodologies and call-up procedures must be specified.

5.3 Qualified Supplier Rosters

Qualified Supplier Rosters may be established to prequalify Suppliers that will be eligible to compete for individual work assignments involving the delivery of a particular type of Deliverables, as and when required.

The establishment of a Qualified Supplier Roster does not create a contractual commitment to procure Deliverables from any of the Suppliers. Qualified Suppliers may be required to enter into a Master Framework Agreement. When Deliverables are required, a Roster Competition will be conducted for the purposes of awarding a Contract, or multiple Contracts, to qualified Suppliers.

The Procurement Manager is Authorized to conduct Open Competitions to establish Qualified Supplier Rosters. Such Open Competitions will be managed by Procurement Services, with the co-operation and involvement of the Department(s), in accordance with the Qualified Supplier Roster Protocol.

Section 6 – Procurement of Deliverables

6.1 Procurement Planning

Effective Procurement planning is essential to ensuring an effective result and to limit risk to the Town. Departments must follow the Procurement Planning Protocol and ensure that they leave sufficient time to plan for a Procurement, including time for:

- (a) developing proper specifications and business requirements;
- (b) obtaining internal reviews;
- (c) conducting a Competitive Process, as required; and
- (d) obtaining necessary approvals.

6.2 Market Research

Where the Department is uncertain about the Deliverables required or where there is insufficient internal knowledge about the market, the Department must consult with Procurement Services about conducting a Request for Information (“RFI”) process. An RFI process must be conducted by Procurement Services, and be openly posted in order to gather market research from prospective Bidders. It must not be used as a pre-qualification tool.

6.3 Procurement Value

It is important to accurately estimate the value of the Procurement to determine the appropriate Procurement method and ensure compliance with the requirements of this policy.

For continuous operations, and where the market for supply of the Deliverable permits, the Procurement Value should be calculated by considering Town needs for the next five (5) years. Possible extension years must be included in the calculation of the Procurement Value. Capital projects are to be considered as individual projects. Departments must refer to the Procurement Planning Protocol for additional guidance on determining the Procurement Value.

6.4 Contract-Splitting

Subdividing, splitting or otherwise structuring Procurement requirements or contracts in order to reduce the value of the Procurement or in any way circumvent the requirements or intent of this policy is not permitted.

6.5 Initiating Procurement

Unless specifically permitted under this policy or the Procurement protocols or procedures, Departments are not permitted to procure Deliverables or engage with potential Suppliers regarding the Procurement of Deliverables without the involvement of Procurement Services. All procurements must be initiated in accordance with the Procurement Planning Protocol.

6.6 Procurement Authorization

Before any Procurement process begins, authorization of the Procurement and delegation of Authority to procure must be obtained in accordance with the Threshold and Authorization Schedule (Schedule D).

6.7 Standard Procurement Methods

Depending on the nature, value, and circumstances of the Procurement, the Town may procure Deliverables through the standard Procurement methods outlined below in this Section. The various thresholds are set out in Schedule C of this policy.

6.7.1 Existing Supply Arrangement

6.7.1.1 Ordering from Standing Offer

When a Standing Offer is available, its use is mandatory for all Departments. To purchase from a Standing Offer, Departments should process orders directly with the Supplier. The purchase from a Standing Offer can be made through P-Card or a Purchase Order. The Purchase Order referencing the Standing Offer and reflecting the prices and terms and conditions of the Standing Offer will be created and issued to the Supplier by the Department.

6.7.1.2 Roster Competition

If the Deliverables are available under an existing Qualified Supplier Roster, they must be acquired through a Roster Competition.

Roster Competitions will be managed by Procurement Services, with the co-operation and involvement of the Department, in accordance with the Qualified Supplier Roster Protocol.

6.7.2 Low-Value Procurement

Where the Procurement Value is below the Low-Value Purchase Threshold and the Deliverables are not covered under an existing Standing Offer or Qualified Supplier Roster, Departments may make Low-Value Procurements without the involvement of Procurement Services. Preference should be given to Canadian Suppliers that use Canadian-made products or Canadian-based services, where possible.

It is the responsibility of the Department to determine if there is an existing Standing Offer or Qualified Supplier Roster for the required Deliverables before making a purchase. When available, the Deliverables must be purchased in accordance with the terms of the Standing Offer or in accordance with the Qualified Supplier Roster Protocol.

For Low-Value Procurements, the Department is only required to obtain one written quote and may acquire the Deliverables using a corporate purchasing card or by submitting a Purchase Order requisition to be approved by the Manager based on the individual's Financial Authority.

Where practical, Departments are encouraged to obtain multiple quotes to ensure they are obtaining the best value. Quotes may be obtained through advertisements or Supplier catalogues or by contacting the potential Supplier(s) by telephone or email.

The Department Head is responsible and accountable for Low-Value Procurements and may Authorize specific individuals within the Department to make Low-Value Procurements and may assign specific spending Authority limits, in accordance with the individual's Financial Authority.

If a Department anticipates making multiple Low-Value Procurements of the same Deliverables and the total value of those purchases may exceed the applicable Low-Value Purchase Threshold, the Department must contact Procurement Services to discuss the possibility of setting up a Standing Offer or Qualified Supplier Roster.

6.7.3 Mid-Value Procurement (Invitational Competition)

A Mid-Value Procurement uses an Invitational Competition, in which Bids are solicited from a minimum of three Suppliers and is the standard method of Procurement when the Procurement Value is between the Low-Value Purchase Threshold and the High-Value Purchase Threshold. Preference should be given to Canadian Suppliers that use Canadian-made products or Canadian-based services, where possible. For Mid-Value Procurements, the Department may acquire the Deliverables by submitting a Purchase Order requisition to be approved by the Manager or Department Head based on the individual's Financial Authority.

The Department Head is responsible and accountable for ensuring that the process is conducted in accordance with the Invitational Competition Protocol.

A High-Value Procurement may be conducted in lieu of a Mid-Value Procurement, where the Procurement Manager, in consultation with the Department, determines that it would be in the Town's best interest.

6.7.4 High-Value Procurement (Open Competition)

A High-Value Procurement, in which Bids are solicited from all interested Suppliers through a publicly posted Solicitation Document, is the standard method of Procurement when the Procurement Value equals or exceeds the High-Value Procurement Thresholds.

High-Value Procurements must also be used to establish Standing Offers.

High-Value Procurements may include two-stage Procurement processes in which a pre-qualification process is conducted by soliciting and evaluating submissions from all interested Suppliers to establish a short list of prequalified Suppliers that will be eligible to submit a Bid in response to a second-stage Solicitation Document. A two-stage Procurement process may be used whenever determined appropriate by the Procurement Manager.

High-Value Procurements will be managed by Procurement Services, with the co-operation and involvement of the Department, in accordance with the Open Competition Protocol.

Bids submitted by Suppliers that are located outside of Canada and in countries not Acting in Good Faith of Trade Treaties will not be considered, unless deemed in the discretion of the PGC to be essential for the operation of the Town or if no other viable Bids, as determined in the discretion of the PGC, are submitted.

6.8 Non-Standard Procurement

Non-Standard Procurement means the acquisition of Deliverables through a method other than the standard method for the type and value of the Deliverables, as set out above under Section 6.7.

Non-standard Procurement methods include:

- (a) acquiring Deliverables directly from a particular Supplier without conducting a Competitive Process when an Invitational Competition or an Open Competition would normally be required; and
- (b) soliciting Bids from a limited number of Suppliers without conducting an open pre-qualification process when an Open Competition would normally be required.

The use of a Non-Standard Procurement process is permitted only under the specific circumstances set out in the Non-Standard Procurement Protocol and must be approved in accordance with the Non-Standard Procurement Protocol.

Under no circumstances will a Non-Standard Procurement be used for the purpose of avoiding competition among Suppliers.

6.9 Contract Award and Finalization

Contracts must be awarded in accordance with this policy and the applicable protocol(s) governing the Procurement process and must be authorized in accordance with the Threshold and Authorization Schedule (Schedule D).

A Contract may be entered into through the execution of a legal agreement and/or the issuance of a Purchase Order evidencing the contract. The Contract must be entered into prior to the delivery or provision of the Deliverables. No work shall commence without a

Purchase Order having been issued with sufficient funds available for the work.

The Procurement Manager has delegated Authority to issue Purchase Orders on behalf of the Town. Agreements must be signed in accordance with the Threshold and Authorization Schedule (Schedule D).

No Contract may be entered into, either through the issuance of a Purchase Order or the execution of an agreement, unless:

- (a) approved funding in an amount sufficient to cover the Procurement Value is available;
- (b) the Procurement process was conducted in accordance with this policy; and
- (c) applicable protocols and all required authorizations have been obtained.

Section 7 – Supplier Relations and Contract Management

7.1 Debriefings

Where the Town has conducted an Open Competition Request for Proposal, unsuccessful Proponents may request a debriefing. Debriefings must be conducted in accordance with the Bidder Debriefing Protocol.

7.2 Procurement Protests

Suppliers may formally protest the outcome of a Procurement process. Procurement protests must be managed and responded to in accordance with the Procurement Protest Protocol.

7.3 Contract Management

All contracts for Deliverables must be managed by the Department in accordance with the Contract Management Protocol. Master Framework Agreements will be managed by Procurement Services in accordance with the Qualified Supplier Rosters Protocol.

7.4 Contract Extensions or Amendments

Contract extensions and amendments must not be used to expand a Contract beyond what was contemplated under the terms of the Contract and the original Procurement process or to circumvent the need to procure additional Deliverables through a Competitive Process in accordance with this policy.

If a Contract amendment results in a net increase to the Contract value previously approved, the amendment must be approved in accordance with the Contract Management Protocol and the Authorization process with respect to Contract Amendments under Schedule D of this policy.

7.5 Supplier Performance

The performance of a Supplier under Contract must be monitored and tracked in accordance with the Town's Supplier Performance Evaluation Protocol.

7.6 Supplier Suspension

Suppliers can be suspended from participating in future Procurement processes in accordance with the Supplier Suspension Protocol.

Section 8 – Procurement Record-Keeping

8.1 Supplier Information

The Town must ensure that Supplier information submitted in confidence in connection with a Procurement process or Contract is adequately protected. Procurement Services and the Departments must ensure that all Bids and Contracts are kept in a secure location and are only accessible by those individuals directly involved with the Procurement or management of the Contract.

8.2 Procurement Records

The maintenance, release, and management of all Procurement records must be in accordance with the Town's policies and procedures on document management and access to information and the *Municipal Freedom of Information and Protection of Privacy Act*.

Procurement Services is responsible for ensuring that all documentation relating to a Procurement is properly filed and maintained in a Procurement project file. Documentation and reports regarding Procurement processes and Contract awards (including Non-Standard Procurements) and data necessary to trace the process conducted electronically must be maintained as required under the Town's document management policies.

Section 9 – Compliance Monitoring and Reporting

9.1 Compliance Monitoring

Non-compliance with this policy may expose the Town to the risk of Supplier complaints, reputational damage, Bid disputes, legal challenges, and may compromise the integrity, fairness, openness, and transparency of the process.

Department Heads are required to observe and address non-compliance with this policy within their Departments. Where instances of non-compliance are identified, the Department Head is expected to notify the Procurement Manager and obtain advice; (a) with respect to mitigating potential risks to the Town arising from the non-compliance; and (b) to ensure future non-compliance is avoided.

The Procurement Manager is responsible for monitoring compliance across the organization. Based on the results of compliance monitoring, reports outlining instances of non-compliance will be issued by the Procurement Manager to the relevant Department Head. The Department Head must address the identified compliance concerns and submit a written confirmation of actions taken to the Procurement Manager. Ongoing concerns with respect to compliance will be subject to internal audit.

The Procurement Manager will address noncompliance in accordance with the procedures established under the Non-Compliance Reporting and Remediation Protocol.

9.2 Audit

All Procurement activities will be subject to audit by York Region Audit Services.

9.3 Reporting

The Procurement Manager will prepare and submit to Council a quarterly report summarizing the Town's Procurement activities, including:

- (a) Non-standard Procurements; and
- (b) Procurements over \$250,000.

Section 10 – Green Procurement

10.1 Green Procurement

Town staff are responsible for ensuring that their procurements address the Town's green procurement objectives in a manner consistent with the Green Procurement Policy.

Schedule A – Definitions

“Acting in Good Faith of Trade Treaties” means that the respective country is honouring the terms of their trade treaty and not applying additional tariffs, as determined in the discretion of the PGC.

“Authority” or “Authorized” means the legal right to conduct the tasks outlined in this policy and as directed by Council and delegated through the office of the CAO to the Directors and subsequently to the Procurement Manager. Authorized acquisitions are those in accordance with this policy and that have prior approval of Council either through resolution or through the departmental budget;

“Bid” means a submission in response to a Solicitation Document, and includes proposals, quotations, or responses.

“Bidder” means a Supplier that submits a Bid, and includes proponents and respondents.

“CAO” means the Chief Administrative Officer of the Town.

“Competitive Process” means the Solicitation of Bids from multiple Suppliers.

“Consultant” means a Person appointed by the Town to provide Professional Services to the Town;

“Contract” means a commitment by which the Town agrees to the Procurement of Deliverables by a Supplier, which may be evidenced by an agreement executed by the Supplier and the Town, or a Purchase Order issued by the Town to the Supplier.

“Contractor” means the Supplier contracted by the Town to complete/provide the Deliverables pursuant to the terms of a Contract;

“Contract Administrator” means an employee assigned to the management of a Contract.

“Council” means the acting Council of the Town consisting of the Mayor and Council Members elected by the constituents of the Town of Aurora.

“Deliverables” means all goods, services, construction, Work, work products, and other outputs that are, or are required to be, created, produced, delivered, performed, or provided under a Contract.

“Department” means the department of the Town that is requisitioning the Deliverables.

“Department Head” means the Director of a Department, or their designate, and shall include the CAO with respect to their direct responsibilities for the Department.

“Department Lead” means the employee of a Department who has been assigned primary responsibility for a Procurement.

“Division” means the division of the Town that is requisitioning the Deliverables.

“Division Manager” means the Manager of a Division, or their designate.

“Equipment” means the materials, goods, services, or products to be provided to the Town pursuant to the Solicitation Document and which are necessary to complete the requirements of the Contract.

“Financial Authority” refers to the Town’s financial authority registry which outlines the signing authority for individual Town employees.

“High-Value Procurement” is an Open Competition where Bids are sought from Suppliers within the High Value Procurement threshold set out in Schedule C of this policy.

“High-Value Purchase Threshold” means the minimum value for a Procurement that the Town must procure using an Open Competition.

“Invitational Competition” means a Competitive Process in which an invitation to submit Bids is issued to at least three Suppliers.

“Legal Services” means the Town’s Legal Services division.

“Low-Value Procurement” means any Procurement of Deliverables with a value below the Low-Value Purchase Threshold set out in Schedule C of this policy, except where the Procurement is made through an existing Standing Offer or Qualified Supplier Roster.

“Low-Value Purchase Threshold” means the maximum value for a Procurement of Deliverables that the Town may procure without proceeding with an Open Competition.

“Master Framework Agreement” means a master agreement entered into between the Town and Suppliers that are on a Qualified Supplier Roster.

“Mid-Value Procurement” is an Invitational Competition where Bids are sought from Suppliers within the Mid-Value Procurement threshold set out in Schedule C of this policy.

“Non-Standard Procurement” means the acquisition of Deliverables through a process or method other than the standard method required for the type and value of the Deliverables. Non-standard Procurement methods include:

- (a) acquiring Deliverables directly from a particular Supplier without conducting a Competitive Process when an Invitational Competition or an Open Competition would normally be required; and
- (b) soliciting Bids from a limited number of Suppliers without conducting an open prequalification process when an Open Competition would normally be required.

“Open Competition” means the solicitation of Bids through a publicly posted Solicitation Document.

“Open Competition Threshold” means the minimum value for a Procurement that the Town must procure using an Open Competition.

“Performance Evaluation Report” means a report evaluating a Supplier’s performance in accordance with the Town’s Supplier Performance Evaluation Protocol, and includes both Interim and Final Performance Evaluation Reports.

“Person” means an individual, corporation, partnership, firm, or an unincorporated association;

“Piggyback” means a Procurement using an existing competitive award from another government entity or agency.

“Procurement” means the acquisition of Deliverables by purchase, rental, or lease.

“Procurement Governance Committee” (“PGC”) means the committee established by the Town under the Procurement Policy for the purposes of considering and making determinations on procurement-related matters, including determinations under the Town’s Procurement Protest Protocol, and the Supplier Suspension Protocol.

“Procurement Manager” means the individual officer or employee of the Town who is responsible for Procurement Services.

“Procurement Plan” means the plan developed by a Department at the outset of an Invitational Competition or Open Competition in accordance with the Competitive Procurement Planning Protocol.

“Procurement Services” means the department, division, or unit responsible for purchasing Deliverables for the Town.

“Procurement Value” means the maximum total value of the Deliverables being procured, and it must include all costs to the Town, including, as applicable, acquisition, maintenance, replacement, and disposal; training, delivery, and installation; and extension options, less applicable rebates or discounts and exclusive of sales taxes.

“Professional Services” means services requiring technical or specialized skills or expertise and which are provided by a Person for a fee on the basis of a defined project or undertaking to recommend and assist with implementing solutions; this includes services of those holding professional licenses, such as architects, auditors, engineers, lawyers, designers, surveyors, management and financial consultants, brokers, soil consultants, real estate appraisers, Ontario land surveyors, and any other consulting service rendered on behalf of the Town.

“Purchase Order” means the Town’s written document issued by a duly authorized employee of the Town to a Supplier formalizing all the terms and conditions of the purchase and supply of the Deliverables identified on the face of the Purchase Order.

“Purchasing Card” means a credit card provided by the Town to authorized officers and employees of the Town for their use as a payment method to purchase directly from Suppliers where permitted under the Procurement Policy and in accordance with any cardholder agreement and applicable procedures.

“Qualified Supplier Roster” means a list of Suppliers that have participated in and met the requirements of a Request for Pre-Qualifications and have therefore been prequalified to perform individual work assignments for the Town involving the delivery of a particular type of Deliverable.

“Request for Information” or “RFI” means a market research initiative for the collection of data for the purposes of future Procurement planning.

“Request for Pre-Qualifications” or “RFPQ” means a Request for Information about potential Suppliers to determine whether they have the qualifications and capability to perform the contractual obligations as may be required to establish a Qualified Supplier Roster;

“Request for Proposal” or “RFP” means a Solicitation for Bidders to propose solutions or ideas on how the proposed Deliverables should be fulfilled, along with their proposed cost for fulfilling the proposed Deliverables;

“Request for Quote” or “RFQ” means a Solicitation for Bidders to provide an irrevocable quote with respect to how much it would cost to provide the Town with Deliverables as described by the Town;

“Request for Tender” or “RFT” means a Solicitation used to obtain irrevocable competitive Bids, through a sealed Bid process, in cases where the Town has specified the details of the Deliverables that are required;

“Roster Competition” means an invitational competition between Suppliers on a Qualified Supplier Roster for the selection of at least one such Supplier to fulfill a discrete assignment for Deliverables during the term of the roster.

“Solicitation” or “Solicitation Document” means the document issued by the Town, or by another government entity or agency in the case of a Piggyback Procurement, to solicit Bids from Bidders, which may be in the form of an RFQ, RFP, RFT, or other RFx bid document.

“Standing Offer” means a written offer from a pre-approved Bidder to supply Deliverables to the Town, upon request, through the use of an ordering process during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit; the Standing Offer does not create a contractual commitment from either party for a defined volume of business, and the commitment to purchase against a Standing Offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Bidder.

“Supplier” means a person carrying on the business of providing Deliverables.

“Total Cumulative Increase” means the total value of all increases to the original Procurement Value, including the value of all previously approved amendments and the value of the proposed amendment.

“Town” means The Corporation of the Town of Aurora.

“Work” means the total works, goods, equipment, and related services performed or provided, or to be performed or provided, by the Contractor or Consultant, or their agents, permitted assigns, and/or sub-contractors or sub-consultants, along with the provision of supplies, as needed to complete the requirements of a Contract and any associated Solicitation Document.

Schedule B – Non-Standard Procurements

This policy does not apply with respect to competitive Procurement requirements, and in such cases Procurement can be conducted as a Non-Standard Procurement, when:

- (a) it can be demonstrated that the Deliverables can be supplied only by a particular Supplier and no alternative or substitute exists for the following reason(s):
 - there is an absence of competition for technical reasons; or
 - patents, copyrights, or other exclusive rights must be protected.
- (b) the Deliverables involve matters of a confidential or privileged nature and the disclosure of those matters through an Open Competition could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or be contrary to the public interest;
- (c) the Deliverables consist of a prototype or a first good or service to be developed in the course of and for a particular Contract for research, experiment, study, or original development, but not for any subsequent purchases;
- (d) the Deliverables are available under exceptionally advantageous circumstances that arise infrequently or are will only be available in the very short term, such as resale of used equipment, liquidation, bankruptcy, or receivership;
- (e) unforeseeable events have resulted in a situation where extreme urgency exists and the Deliverables could not be obtained in time through an Open Competition. Note: the Department Lead must clearly identify and explain the unforeseeable events that brought about the urgency; failure to plan for and proceed with a Procurement in a timely manner will not be considered a valid reason for a Non-Standard Procurement;
- (f) the Procurement Value is below the Open Competition Threshold, and it is in the Best Interest of the Town to proceed with a Non-Standard Procurement. Note: the Department Lead must clearly explain why it is in the Best Interest of the Town to proceed with a Non-Standard Procurement rather than an Invitational Competition, and for the purposes of this and the following provision:
 - **“Best Interest of the Town”** shall mean circumstances where a non-standard procurement is necessary to reasonably protect or advance the Town’s operational, financial, legal, or strategic objectives, and where using a standard competitive process would not lead to an outcome that is practical, timely, or beneficial to the Town. This applies in situations where a competitive process would create undue delay, operational or financial risk, service disruption, disproportionate cost, or prevent the Town from securing necessary specialized expertise or value. It does not apply to situations arising from convenience, personal preference, or avoidable delays in planning;
- (g) the Procurement is otherwise exempt from Open Competition requirements under all applicable trade agreements, so long as the Supplier’s country is Acting in Good Faith of Trade Treaties, and it is in the Best Interest of the Town to proceed with a Non-Standard Procurement. Note: the Department Lead must indicate the specific section(s) of the applicable trade agreements that provide for the exemption and clearly explain why it is in the Best Interest of the Town to

proceed with a Non-Standard Procurement rather than an Open Competition, and for the purposes of this provision, Best Interest of the Town shall mean as set out directly above;

- (h) the Procurement is to be awarded under a Piggyback arrangement, as permitted under this policy;
- (i) there cannot be a change made to the existing Supplier due to economic or technical reasons, software licenses/maintenance/services, or installations procured under the initial procurement;
- (j) there cannot be a change made to the existing Supplier due to a Significant Inconvenience or Substantial Duplication of Costs for the Town. Note: for the purposes of this provision:
 - **“Significant Inconvenience”** shall mean a level of disruption, delay or operational impact that is material and unreasonable in the circumstances and that impairs the ability of the Town to carry out expected activities or obligations in a timely or efficient manner. It may be applied in circumstances of material delay affecting a project schedule, service delivery, or operational requirements; excessive additional effort or cost; repeated or prolonged disruptions; or impacts that exceed minor or routine operational difficulty;
 - **“Substantial Duplication of Costs”** shall mean a circumstance where awarding a contract to a Supplier other than the current or original Supplier would cause the Town to incur significant additional or repeat costs, which would not otherwise be required. These costs typically arise because a new Supplier would need to redo, replicate, or replace work, designs, data, systems, engineering, or other deliverables already completed by the existing Supplier, and where those additional costs cannot reasonably be avoided or recovered through an open competitive process. Substantial Duplication of Costs may occur where the existing Supplier’s specialized or technical work cannot be transferred without significant rework, resulting in material additional costs, inefficiencies, delays, or loss of value that would be disproportionate to the benefits of an open competition. It does not include situations where the extra costs of changing Suppliers are minimal, avoidable, or part of a normal transition;
- (k) the Procurement is for an offer to buy-out equipment or extend a rental contract that may be beneficial to the Town;
- (l) the Procurement is due to a Contract termination/expiry/or other reason, and the Deliverables are Purchased for a short interim period to meet immediate recurring business requirements while a related Procurement process is initiated for a longer-term supply of the same Deliverables;
- (m) an Open Competition was conducted for the required Deliverables and did not result in the receipt of any valid Bids in accordance with this policy.

Schedule C – Procurement Thresholds

Table 1 – Procurement Thresholds

Low-Value Procurements	Less than \$50,000
Mid-Value Procurements (Invitational Competition)	\$50,000 to less than \$100,000
High-Value Procurements	\$100,000 and greater

Schedule D – Threshold and Authorization Schedule

A. Standard Procurement

Table 1 – Table of Authority

Procurement Method and Threshold	Authorize to Initiate Procurement	Delegated Authority to Award*	Contract Requirement
Order from Existing Standing Offer	Department Head	Division Manager	Use existing contract from standing offer if available; Contract approved based on Financial Authority
Roster Competition Less than \$50,000	Department Head	Division Manager	Use existing contract from roster if available; Contract approved based on Financial Authority
Roster Competition \$50,000 and greater	Department Head	Division Manager and Procurement Manager	Use existing contract from roster if available; Contract approved based on Financial Authority
Low-Value Procurement less than \$25,000	Department Head	Division Manager	None required
Low-Value Procurement \$25,000 to less than \$50,000	Department Head	Division Manager	Purchase Order required
Mid-Value Procurement (Invitational Competition) \$50,000 to less than \$100,000	Department Head	Division Manager	Executed agreement required for all procurements in a form approved by Legal Services; Contract approved based on Financial Authority
High-Value Procurement (Open Competition) less than \$1,000,000	Department Head	Division Manager and Procurement Manager	Executed agreement required for all procurements in a form approved by Legal Services; Contract approved by Department Head or delegate, in accordance with Financial Authority
High-Value Procurement (Open Competition) equal to or greater than \$1,000,000	Department Head	Division Manager and Procurement Manager	Executed agreement required for all procurements in a form approved by Legal Services; Contract approved by CAO

*The ability to award is contingent on the individual having the Financial Authority to do so.

1. Authorization Process

- (a) The Department Lead completes the requisition and submits it to the Department Head.
- (b) The Department Head reviews and may approve the requisition.
- (c) If a Contract is required and is valued at less than \$1,000,000, then it must be in a

form approved by Legal Services and signed by an individual in the Department with the appropriate Financial Authority. If the Contract required is equal to or greater than \$1,000,000, then the Contract must be in a form approved by Legal Services and approved and signed by the CAO.

- (d) No Procurement may be Authorized unless sufficient funding is available in an approved budget, unless Authorized by Council.

2 Delegated Authority to Procure

The delegation of Authority to procure includes the authority to:

- (a) conduct the Procurement process in accordance with this policy and applicable Town protocols;
- (b) approve the Procurement document(s) for a Competitive Process;
- (c) approve the selection of qualified Bidders in a multi-stage Open Competition;
- (d) approve the establishment of Qualified Supplier Rosters; and
- (e) approve the award of the Contract.

3 Conditions of Delegated Authority to Procure

Delegated Authority to procure is subject to the following conditions:

- (a) No Procurement may be initiated unless approved budget funding in an amount sufficient to cover the Procurement Value is available.
- (b) In the case of a multi-stage Open Competition, qualified Bidders are selected in accordance with the evaluation and selection process set out in the Solicitation Document.
- (c) No Contract award may be approved unless:
 - i) sufficient funding is available in an approved budget;
 - ii) the Procurement process was conducted through the standard Procurement method, as determined in accordance with this policy;
 - iii) the Procurement process was conducted in accordance with this policy and all applicable protocols; and
 - iv) in the case of a Competitive Process, the Contract is awarded to the top-ranked Bidder, as determined in accordance with the evaluation and selection process set out in the Solicitation Document.

Where the Authority to procure is delegated to multiple individuals, all such individuals must be satisfied that the above conditions of delegated Authority are met.

4 Council Authority

If any of the applicable conditions of delegated Authority are not met, Council approval must be obtained before proceeding with any Procurement activity.

Non-Standard Procurement

Table 2 – Table of Authority

Procurement Value		Authorize Procurement	Delegated Authority to Procure	Contract Requirement
\$50,000 to less than \$100,000		Department Head	Department Lead	Executed agreement required for all procurements in a form approved by Legal Services; Contract approved by Department Head or delegate, in accordance with Financial Authority up to \$1,000,000, and by CAO for \$1,000,000 or more
\$100,000 to less than \$250,000		PGC	Department Head	
\$250,000 and greater	for software licenses, maintenance, and related fees (excluding implementation costs) for contracts of up to five years	PGC	Department Head	
	for Piggyback Procurements up to \$500,000	PGC		
	for all other procurements	Council		

1. Authorization Process

- (a) The Department Lead completes the requisition and submits it to the Department Head.
- (b) The Department Head reviews and may approve the requisition.
- (c) If the Procurement Value is less than the applicable Open Competition Threshold, the Department Head may authorize the Procurement and delegate the Authority to procure to the Department Lead.
- (d) If the Procurement Value is equal to or greater than \$100,000 but less than \$250,000, the PGC may authorize the Procurement and delegate the Authority to procure to the Department Head.
- (e) No Procurement may be Authorized unless sufficient funding is available in an approved budget, unless Authorized by Council.
- (f) If the Procurement Value is equal to or greater than \$250,000, the Department Head must submit a report to Council for Authority to proceed with the Procurement, unless authorization is delegated to the PGC in accordance with paragraph (g) or (h). Council may then authorize the Procurement and delegate the Authority to procure to the Department Head.
- (g) If the Procurement Value is equal to or greater than \$250,000 and is for the Procurement of a software license, maintenance, or related fees (excluding implementation costs) for a contract of up to five years, the

PGC may Authorize the Procurement and delegate the Authority to procure to the Department Head.

- (h) If the Procurement Value is equal to or greater than \$250,000 and less than \$500,000 for a Piggyback with a government entity or agency, the PGC may Authorize the Procurement and delegate the Authority to procure to the Department Head.

2 Delegated Authority to Procure

In the case of a Non-Standard Procurement, the delegation of Authority to procure includes the authority to negotiate and finalize the Contract with the selected Supplier.

Contract requirements follow the same thresholds as standard Procurements. No Contract may be finalized unless sufficient funding is available in an approved budget and is approved by Legal Services.

B. Contract Issuance or Execution

1. Authorized Signatories

The Procurement Manager has delegated Authority to issue Purchase Orders on behalf of the Town.

The following individuals have delegated Authority to execute legal agreements on behalf of the Town:

Table 3 – Authorized Signatories

Procurement Value	Authorized Signatory
< \$1,000,000	Department Head or delegate, in accordance with Financial Authority
≥ \$1,000,000	CAO

Note: All Contracts shall be reviewed by Legal Services prior to signing.

2 Review and Execution Process

- (a) In accordance with the delegated Authority to procure, the authorized individual(s):
- i) approves the award of the Contract;
 - ii) confirms all pre-conditions of award are met; and
 - iii) assembles all Contract documents and provides the Contract documents to Legal Services for review.
- (b) If an agreement is to be signed, Legal Services reviews and approves the agreement for signature and the agreement is sent to the Authorized Signatory.
- (c) The agreement is signed by the Authorized Signatory.

3. Pre-Approval of Standard Term Contracts

Legal Services may approve standard term Contract documents, including Purchase Order terms, standard forms of agreement, and supplementary terms and conditions for use in specified circumstances and subject to established conditions.

C. Contract Amendments

Table 4 – Table of Authority if Total Cumulative Increase is Less Than 20% of Original Procurement Value

Total Cumulative Increase	Authorize Amendment
< \$50,000	Department Head
≥ \$50,000	CAO

Table 5 – Table of Authority if Total Cumulative Increase is Equal to or More Than 20% of Original Procurement Value

Total Cumulative Increase	Authorize Amendment
< \$250,000	CAO
≥ \$250,000	Council

Total Cumulative Increase means the total value of all increases to the original Procurement Value, including the value of all previously approved amendments and the value of the proposed amendment.

1. Authorization Process

- (a) The Contract Administrator completes the requisition.
- (b) Based on the Procurement Value, the Contract Administrator obtains the appropriate Authority in accordance with the above tables. If the amendment must be Authorized by the CAO, the requisition must first be approved by the Department Head then by the CAO.
- (c) No Contract amendment may be Authorized unless sufficient funding is available in an approved budget, unless Authorized by Council.

Schedule E – Exclusions**1. Excluded purchases, acquisitions, and expenditures**

- (a) This policy does not apply to the acquisition of the following Deliverables:
- i) services provided by licensed lawyers, notaries, or forensic auditors;
 - ii) services of expert witnesses or factual witnesses used in court or other legal proceedings, including tribunal matters;
 - iii) financial services including banking, merchant fees, brokerage, debt issuance, and investments;
 - iv) insurance premiums and services, including insurance adjusters, and replacement purchases made as a result of an insurance claim;
 - v) goods intended for resale to the public;
 - vi) goods purchased on a commodity market;
 - vii) works of art;
 - viii) subscriptions to newspapers, magazines, or other periodicals.
 - ix) goods, services or construction where 100 percent of the total cost is funded by a third party;
 - x) suppliers and entertainers for special events and programs;
 - xi) goods or services for the purpose of conducting a municipal by-election
- (b) This policy does not apply to Contracts or agreements relating to hiring of employees or employee compensation, or memberships or dues, or reimbursement of employee expenses, or employee training, including conferences, courses, and seminars.
- (c) This policy does not apply to goods or services procured from a government entity or non-profit organization. Note: This exclusion does not apply to Procurements that are covered by the Canada-European Union Comprehensive Economic and Trade Agreement (the "CETA").
- (d) This policy does not apply when the Procurement is for a Contract to be awarded to the winner of a design contest, if the contest was organized in a fair and transparent manner and was advertised by a publicly posted notice and participants were judged by an independent jury;
- (e) This policy does not apply when the Procurement is being conducted on behalf of an entity that is not covered by the Procurement Policy.
- (f) This policy does not apply to payment of the Town's general expenses, such as:
- i) Taxes including Harmonized Sales Tax (HST), remittance of property taxes, and development charges to school boards and York Region;
 - ii) Debt repayment and sinking fund contributions;

- iii) Costs related to employee training, development, and recruitment in accordance with Town policies;
- iv) Grants to agencies in accordance with Town policies;
- v) Postage and courier services;
- vi) Utility charges for consumption and acquisition of water, sewer, electricity, and natural gas;
- vii) Utility relocation and construction costs relating to a capital project;
- viii) Town-sponsored employee purchase programs;
- ix) Employment agencies for temporary employment contracts;
- x) Appraisal fees;
- xi) Arbitrators, mediators, and other similar professionals.

2. Approval and Payment of Excluded Acquisitions and Expenditures

The approval and payment of excluded items is to be completed in accordance with the Town's financial authority registry.

Schedule F – Supplier Code of Conduct

The Town requires its Suppliers to act with integrity and conduct business in an ethical manner. The Town may refuse to do business with any Supplier that has engaged in illegal or unethical bidding practices, has an actual or potential conflict of interest or an unfair advantage, or fails to adhere to ethical business practices.

Suppliers are responsible for ensuring that any employees, representatives, agents, or subcontractors acting on their behalf conduct themselves in accordance with this Supplier Code of Conduct. The Town may require the immediate removal and replacement of any individual or entity acting on behalf of a Supplier that conducts themselves in a manner inconsistent with this Supplier Code of Conduct. The Town may refuse to do business with any Supplier that is unwilling or unable to comply with such requirement.

A. Illegal or Unethical Bidding Practices

Illegal or unethical bidding practices include:

- (a) bid-rigging, price-fixing, bribery or collusion, or other behaviours or practices prohibited by federal or provincial statutes;
- (b) offering gifts or favours to the Town's officers, employees, appointed or elected officials, or any other representative of the Town;
- (c) engaging in any prohibited communications during a Procurement process;
- (d) submitting inaccurate or misleading information in a Procurement process; and
- (e) engaging in any other activity that compromises the Town's ability to run a fair Procurement process.

The Town will report any suspected cases of collusion, bid-rigging, or other offences under the *Competition Act* to the Competition Bureau or to other relevant authorities.

B. Conflicts of Interest

All Suppliers participating in a Procurement process must declare any perceived, possible, or actual conflicts of interest.

The term "conflict of interest," when applied to Suppliers, includes any situation or circumstance where:

- (a) in the context of a Procurement process, the Supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - i) having, or having access to, confidential information of the Town that is not available to other Suppliers;
 - ii) having been involved in the development of the Procurement document, including having provided advice or assistance in the development of the Procurement document;

- iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the Procurement document;
 - iv) communicating with any person with a view to influencing preferred treatment in the Procurement process (including but not limited to the lobbying of decision-makers involved in the Procurement process); or
 - v) engaging in conduct that compromises, or could be seen to compromise, the integrity of an open and competitive Procurement process or render that process non-competitive or unfair; or
- (b) in the context of performance under a potential Contract, the Supplier's other commitments, relationships, or financial interests:
- i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgment; or
 - ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

Where a Supplier is retained to participate in the development of a Solicitation Document or the specifications for inclusion in a Solicitation Document, that Supplier will not be allowed to respond, directly or indirectly, to that Solicitation Document.

C. Ethical Business Practices

In providing Deliverables to the Town, Suppliers are expected to adhere to ethical business practices, including:

- (a) performing all Contracts in a professional and competent manner and in accordance with the terms and conditions of the Contract and the duty of honest performance;
- (b) complying with all applicable laws, including safety and labour codes (both domestic and international as may be applicable); and
- (c) providing workplaces that are free from harassment and discrimination.

The Corporation of the Town of Aurora

By-law Number XXXX-26

Being a By-law to regulate waterworks, water meters and water rates.

Whereas subsection 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the "**Municipal Act**") provides that powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas section 11 of the Municipal Act provides that The Corporation of the Town of Aurora (the "**Town**") may pass by-laws relating to public utilities, including matters affecting water distribution, relating to health, safety and well-being of persons, and relating to services and things that the municipality is authorized to provide;

And whereas the Town operates and maintains a municipal Drinking Water System;

And whereas subsection 80(1) of the Municipal Act states that a municipality may, at reasonable times, enter on land to which it supplies a public utility, to (a) inspect, repair, alter, or disconnect the service pipe or wire, machinery, equipment, and other works used to supply the public utility; or (b) inspect, install, repair, replace, or alter a public utility meter;

And whereas subsection 391(1) of the Municipal Act states that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

And whereas the Town deems it necessary and expedient to repeal By-law No. 3305-91 and replace it with a new by-law to establish regulations for the water distribution system, and the installation, repair, maintenance, and access to water meters and their appurtenances;

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

1. **Short Title**

1.1 This by-law shall be known and may be cited as the "Waterworks, Water Meter and Water Rates By-law".

2. **Definitions and Interpretation**

2.1 In this by-law, the following words shall have the following meanings:

(a) "**Account**" means the record of water consumption and fees and charges relating to a Property;

(b) "**Account Holder**" means the person(s) whose name is on an Account;

(c) "**Advanced Metering Infrastructure**" means all aspects related to collection, transmission, storage, and monitoring of consumption, diagnostic and status data from metering devices by an automatic two-way metering infrastructure including the related equipment, software and hardware as may be implemented by the Town for the purposes of billing, data analyzing, and remote utility management;

- (d) **"Applicant"** means any person who makes an application under this by-law;
- (e) **"AWWA Standards"** means the standards adopted by the American Water Works Association, as amended from time to time;
- (f) **"Back Charges"** include any charges and costs incurred by the Town to correct deficiencies in an Account, including a stopped Water Meter, illegal connections, Water Meter in by-pass, tampered Water Meter, open by-pass valve, Water Meter Reversal, incorrect Water Meter conversion multiplier, non-sewer charges, and other situations which may cause the Town to lose water sale revenue due to an improper use of Water or the Waterworks System;
- (g) **"Backflow"** means the flowing back of or reversal of the normal direction of flow of water;
- (h) **"Backflow Preventer"** means a device that prevents Backflow in a water distribution system;
- (i) **"building"** shall have the same meaning as set out in Building Code Act and includes anything constructed or built permanently or temporarily which is connected, or where such a connection is proposed or ought to be proposed, to the Town's Drinking Water System;
- (j) **"Building Code"** means the building code as enacted or adopted pursuant to section 34 of the Building Code Act, as amended or its successor;
- (k) **"Building Code Act"** means the *Building Code Act*, 1992, S.O. 1992, c. 23, as it may be amended or replaced from time to time;
- (l) **"Building Control Valve"** shall have the same meaning as set out in Building Code;
- (m) **"Bulk Water Fee"** means a fee charged for purchasing large volumes of water directly from the Town other than through a Water Meter, at the rate set out in the Fees and Charges By-law;
- (n) **"Business Day"** means Monday to Friday inclusive, but excludes any public holiday as defined in the *Employment Standards Act, 2000*, S.O. 2000, c. 41, as amended;
- (o) **"Council"** means the elected Council of the Town;
- (p) **"CYFS"** means the Central York Fire Services;
- (q) **"Director"** the department head responsible for the Operational Services of the Town, or their designate or successor;
- (r) **"Drinking Water System"** means a drinking water system as defined in the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended or successor legislation thereof;
- (s) **"Dwelling"** means a suite in a building operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

- (t) **"Fees and Charges By-law"** means the Town's Fees and Charges By-law, as amended or its successor;
- (u) **"Flat Rate"** means a fixed charge imposed by the Town on any person who regularly receives water from the Town other than through a Water Meter, for purposes other than construction and where the Bulk Water Fee does not apply, at the applicable rate set out in Schedule "A" of this by-Law, as amended from time to time;
- (v) **"ICI"** means industrial, commercial, and institutional;
- (w) **"Meter Room"** means a dedicated space within an ICI building designed to house utility meters (electricity, water, or gas) and related equipment;
- (x) **"Metered Rates"** means the rates charged for water that passes through Water Meter, as set out in Schedule "A" of this by-law, as amended from time to time;
- (y) **"Occupancy Certificate"** means a document issued by the Town indicating a building to be in a condition suitable for occupancy, pursuant to applicable law;
- (z) **"Occupier"** includes any person residing on or in a Property, including a tenant, leaseholder, and occupant, any person entitled to the possession of the Property if there is no other person residing on or in the Property, and, where that person is a corporation, shall include the officers, directors, and shareholders of that corporation;
- (aa) **"Officer"** includes the Director and any other individual(s) designated or appointed by the Director to enforce this by-law, and also includes any person appointed by the Town as a Municipal Law Enforcement Officer and any police officer;
- (bb) **"Ontario Watermain Disinfection Procedure"** means the Watermain Disinfection Procedure issued by the Province of Ontario's Ministry of the Environment, Conservation and Parks, as amended from time to time or its successor;
- (cc) **"Owner"** means a person who has any right, title, estate, or interest in a Property, other than that of only an occupant, and, where that person is a corporation, shall include the officers, directors, and shareholders of that corporation, and shall include any person with authority or power over or control of that Property on the behalf of an Owner;
- (dd) **"person"** includes an individual, sole proprietorship, partnership, limited partnership, trust or body corporate, or an individual in their capacity as a trustee, executor, administrator or other legal representative, as applicable in the context;
- (ee) **"Plumbing"** means a drainage system, a venting system, and a water system or parts thereof;
- (ff) **"Private Fire Service Main"** means pipes, fittings, and appurtenances that convey water exclusively for the purpose of fire protection or suppression;

- (gg) **"Private Water Service Pipe"** means the pipe, fixtures, and fittings which convey Water from the Water Service Connection to a Water Meter, or to the point where the pipe and fittings connected to the Water Service Connection enter a Building or structure if there is no Water Meter;
- (hh) **"Private Water System"** means an assembly of pipes, fittings, valves, and appurtenances that convey Water from the Private Water Service Pipe to water supply outlets, fixtures, Plumbing appliances, devices, and appurtenances, and all other points downstream of the Street Line or downstream of the point where the Private Water Service Pipe enters a Building or structure if there is no Water Meter;
- (ii) **"Property"** means any property, lot, premise, suite or unit, including those used for ICI purposes, which has a unique municipal address and is adjacent to the Town's Drinking Water System;
- (jj) **"Provincial Offences Act"** means the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, or any successor thereof;
- (kk) **"Remote Readout Unit"** means any device which is used to record or transmit the water consumption reading of a Water Meter, whether or not it is installed at a separate location from the Water Meter, but does not include the Water Meter register;
- (ll) **"Road Allowance"** means any right of way or highway of the Town or The Regional Municipality of York;
- (mm) **"Standards and Specifications"** means the Town's Design Criteria Manual for Engineering Plans, as it relates to sewers and watermains, and as amended from time to time or its successor;
- (nn) **"Street Line"** means the boundary of a Property abutting a Road Allowance;
- (oo) **"Town"** means The Corporation of the Town of Aurora and, where an authority or discretion is conferred upon an official or representative under this by-law, means the appropriate official or representative of the Town as designated or appointed from time to time;
- (pp) **"water"** means potable water supplied by the Town;
- (qq) **"Water Meter"** means an apparatus which measures and records the quantity of water passing through it and is read, serviced and supplied by the Town;
- (rr) **"Water Meter Chamber"** means an underground structure housing a Water Meter;
- (ss) **"Water Rates"** means the rates charged for obtaining water from the Town, including Metered Rates, Bulk Water Fees, and Flat Rates, and for related services, including wastewater and storm water services, all as set out in Schedule "A" of this by-law and/or the Fees and Charges By-law, as applicable;
- (tt) **"Water Service Connection"** means the pipes, fittings, and appurtenances situated between the Street Line and the watermain which are used for the

purpose of supplying a Property with Water from the Town's Drinking Water System;

- (uu) **"Water Shutoff Valve"** means the valve on the Water Service Connection, located at a Street Line, which is used by the Town to shut off or turn on the Water supply from the Town's Drinking Water System to a Property; and
- (vv) **"Waterworks System"** means any works for the collection, production, treatment, storage, supply, transmission, and distribution of water, including bulk water, by the Town, or any part of any of these works, including the Water Service Connection, but does not include Plumbing to which the Building Code Act applies.

2.2 The provisions of this by-law shall apply to:

- (a) every person, and every Owner of a Property, that uses or draws water from the Waterworks System;
- (b) all lands and Properties within the Town of Aurora.

2.3 Unless otherwise specified, references in this by-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections clauses, and schedules in this by-law.

2.4 The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This by-law is to be interpreted without reference to such headings.

2.5 References in this by-law to any statute or statutory provisions include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.

2.6 This by-law shall be read with all changes in gender or number as the context requires.

2.7 References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.

2.8 The words "include", "includes", "including" are not to be read or interpreted as limiting the words, phrases, or descriptions that precede it.

2.9 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 the Town in enacting this by-law that such provision or part of a provision shall be severable, and such a decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this by-law.

2.10 In the event of a conflict between the provisions of this by-law, the Building Code, or any other by-laws of the Town, the provision that imposes the highest standard for the protection of public health, safety, and welfare shall apply. Where uncertainty arises in determining the highest standard, the Director shall make the determination.

3. Water Use

- 3.1 No person shall sell or dispose water, or permit the sale or disposal of water, without the prior written permission of the Town, unless such water has been obtained from the Town in compliance with the provisions of this by-law.
- 3.2 No Property or person shall obtain water from the Waterworks System without prior written approval of the Town and paying the applicable Water Rates and any other applicable charges and fees.
- 3.3 No person shall directly or indirectly connect, permit, cause to be connected, or allow to be connected, a well to the Drinking Water System.
- 3.4 No person, except Town employees or persons authorized in writing by the Town, shall open or close any valve, hydrant, or gate in the street mains, or operate, alter, or otherwise interfere with the Waterworks System in any manner.
- 3.5 All supply of water by the Town shall be subject to restrictions that may be put in place by the Town or the Regional Municipality of York, whether pursuant to any by-law or otherwise.
- 3.6 There shall be no connection between the Waterworks System and any other water or wastewater source, including but not limited to any cisterns, wells, privies, privy vaults, cesspools, private pressure pumps, geothermal systems, or internal building plumbing, regardless of whether there is a Backflow Preventer.
- 3.7 Any new connection to the Waterworks System must be approved by the Town in accordance with this by-law, and meet all the requirements of the Ontario Watermain Disinfection Procedure, the requirements of the Standards and Specifications, and any other requirement the Director deems necessary.

4. Water Rates and Billing

- 4.1 All water which is registered on a Water Meter or otherwise obtained from the Town's Waterworks System shall be subject to the Water Rates established by the Town and be billed to the Account based on consumption of water, unless permitted to be charged at an unmetered rate pursuant to this by-law.
- 4.2 In addition to payment for water under subsection 4.1, all Properties to which water is provided through the Waterworks System shall be subject to the rates established by the Town for wastewater and/or storm sewer services as established under Schedule "A", which shall form part of the Property Water Rates.
- 4.3 The Account Holder shall be responsible and liable for all Water Rates, and all other fees and charges, which are charged to and associated with the Account, including any charges associated with non-compliance of this by-law. Where the Owner of a Property is not the Account Holder, the Owner of such Property shall be jointly and severally liable for the payment of all Water Rates, and any other fees and charges, that become payable for such Property.
- 4.4 The Town shall be responsible for reading Water Meters as directed by the Director.
- 4.5 Failure to pay for water billed by the Town, by the deadline provided in such a bill, shall be a contravention of this by-law and entitle the Town to shut off the supply

of water to the Water Service Connection of the Property associated with the overdue Account.

- 4.6 All overdue amounts under this by-law shall be subject to late fees and interest rates as set out in the Town's Fees and Charges By-law.
- 4.7 Any amounts owing to the Town pursuant to this by-law may be added to the tax roll of the associated Property and be collected in the same manner as taxes.
- 4.8 If the Town has shut off the supply of water to a Property or a Water Service Connection due to non-payment, the Town shall not accept or approve any application for the supply of water to that Property or connection until all outstanding amounts, including arrears, fees, interest, and related charges, have been paid in full. A change in ownership of the Property does not eliminate, reduce, or otherwise affect the obligation to pay such outstanding amounts, which remain attached to the Property until satisfied.
- 4.9 In the event of any by-law non-compliance, the Owner of the Property associated with the non-compliance shall be responsible for paying to the Town all inspection-related fees for each attendance at the Property by the Town or its authorized agents, including any fees associated with each inspection, charges for any work or activities undertaken, and any applicable overhead costs and taxes.
- 4.10 Unless otherwise indicated in this by-law, all fees payable pursuant to this by-law shall be as set out in the Town's Fees and Charges By-law.
- 4.11 The Town may, from time to time, change the Water Rates without notice to any person.
- 4.12 All fees and administrative costs associated with this by-law are non-refundable.

5. **Water Meters**

- 5.1 This section 5 shall not apply to:
 - (a) water used by the Town, or by the CYFS or other authorized fire services personnel carrying out fire fighting or fire prevention activities;
 - (b) water used for construction purposes as approved in writing by the Town; or
 - (c) where the use of water without a Water Meter is otherwise permitted by this by-law.
- 5.2 No person, except for authorized Town personnel acting in the course of their duties or authorized agents or contractors expressly acting within the scope of authority provided by the Town, shall use, or permit the use of, water that has not passed through a Water Meter.
- 5.3 All Owners shall have a Water Meter installed and in use at their Property where such Property is supplied with water by the Town.
- 5.4 Notwithstanding subsections 5.2 and 5.3, any Property receiving water service from the Town on a Flat Rate basis as of the date of the coming into force of this by-law, due to circumstances which do not reasonably allow for the installation of

a Water Meter or as otherwise expressly permitted by the Director, may continue to use water without a Water Meter, provided that the Owner of such a Property:

- (a) pays to the Town the applicable Flat Rate, or as otherwise agreed upon in writing by the Director, until a Water Meter is installed; and
- (b) ensures that a Water Meter is installed, in accordance with this by-law, following a request for the water service at the Property to be temporarily shut off, including for the purposes of renovation or redevelopment, unless otherwise approved in writing by the Director; and
- (c) following the installation of a Water Meter pursuant to subsection (b) of this section, any Property or Owner receiving water service from the Town shall become subject to the requirements of subsections 5.2 and 5.3, regardless of any previous flat-rate charges or the timing of a request for a metered connection, unless otherwise agreed upon in writing by the Director or if the use is not governed by this section 5.

Notwithstanding the above, and in addition to anything else in this by-law, the Town may, at any time at the Director's discretion upon provision of notice, revoke the right to continue water use without a Water Meter. Upon provision of such notice, the Property and Owner receiving water service from the Town shall become subject to the requirements of subsections 5.2 and 5.3.

- 5.5 The Plumbing on each Property shall be so arranged that all water supplied by the Town to each Property shall be measured through one single Water Meter per Water Service Connection and the Owner of the Property shall be liable for all associated water charges regardless of the number of Dwellings, buildings, or Occupiers on such Property, unless otherwise agreed to in writing by the Director.
- 5.6 Notwithstanding subsection 5.5, any Property that, as of the effective date of this by-law, is equipped with more than one Water Meter, or is supplied by water through a shared Water Meter with another Property, and has been receiving water service from the Town in that manner, shall be deemed to be in compliance with subsection 5.5, provided that:
 - (a) the Water Meters were installed in accordance with any applicable regulations, Town requirements, and with the Town's approval at the time of installation; and
 - (b) the Owner of the Property on which the Water Meter is located continues to be liable for all Water Rates and other charges associated with each Water Meter.

Notwithstanding the above, the Town reserves the right to require consolidation to a single Water Meter in the event of redevelopment or a change in use of the Property.

- 5.7 No person, except a Town employee or authorized agent of the Town, shall tamper with, reverse, unseal, alter, or otherwise interfere with a Water Meter, or cause or permit the tampering, unsealing, reversing, alteration, or interference of a Water Meter.
- 5.8 No person shall connect any pipes or other appurtenances to direct flow from a Private Water Service Pipe upstream of a Water Meter.

- 5.9 The Town may seal or re-seal any Water Meter, for any reason, if the Town determines, at its own discretion, that the Water Meter should be sealed or re-sealed.
- 5.10 In addition to and without limiting anything else, if water has been obtained from the Town without having a Water Meter installed on a Property, unless otherwise permitted or agreed upon in writing under this by-law or by the Director, the Town shall charge the Account of such Property a fee for the water based on the estimated consumption, or the applicable Flat Rate, whichever is greater, as determined by the Director from the date of occupancy or water connection, whichever occurs first, until the date a Water Meter is installed. For clarity, nothing in this subsection authorizes any unmetered water use or any contravention of this by-law, nor does it relieve any person from compliance with the provisions of this by-law.

6. **Application for Water Meter**

- 6.1 Only the Owner can request a new connection to the Waterworks System.
- 6.2 An application for a Water Meter for a Property, or for changing a Water Meter size, shall be provided to the Town on the form as prescribed by the Director.
- 6.3 For ICI Water Meter applications only, the Applicant shall provide the Town with the calculated peak flow rate to pass through the Water Service Connection, which is supplied and certified by a professional engineer, along with information on the type of business and the number of occupants or employees to be serviced at the Property.
- 6.4 The Applicant shall be responsible for the completeness and accuracy of all information provided on their application and shall sign the application.
- 6.5 All applicable Water Meter and application fees and charges, in the amounts as set out in the Fees and Charges By-law, must be paid to the Town by, or on behalf of, the Applicant prior to or at the time of submission of the application. The Town shall not process any application until such fees and charges are received.

7. **Installation of Water Meters**

- 7.1 It is the responsibility of the Owner of a Property to arrange to have a Water Meter installed as required under this by-law.
- 7.2 For all Properties requiring a Water Meter, including residential and ICI Properties, the Owner shall:
- (a) submit a Water Meter Application to the Town;
 - (b) if approved by the Town, arrange for the installation of the new Water Meter;
 - (c) immediately notify the Town once the Water Meter is installed and the Property is ready for the Town's inspection;
 - (d) at least two (2) weeks prior to the Property being occupied by any person, schedule with the Town the inspection, sealing, and tagging of the new Water Meter by the Town; and

- (e) ensure that the Property is not occupied by any person prior to the Water Meter being inspected, sealed, and tagged by the Town.
- 7.3 All installed Water Meters must be inspected, sealed, and tagged by the Town prior to turning on the supply of water.
- 7.4 In the event that water supply to a Property has been turned on prior to the Town's inspection, sealing, and tagging of the Water Meter, the Town reserves the right to shut off the supply of water to the Property.
- 7.5 Following the issuance of an Occupancy Certificate with respect to a Property, the Town reserves the right to shut off the supply of water to the Property if it does not have a Water Meter installed in compliance with this by-law.
- 7.6 Notwithstanding the issuance of an Occupancy Certificate, no person shall occupy or permit occupancy of any building or part thereof for which the Occupancy Certificate was issued prior to the installation of a Water Meter. In the event that a Building or part thereof is occupied contrary to the above, the Town shall charge the Account of such Property a fee for water based on the estimated consumption, or the applicable Flat Rate, whichever is greater, as determined by the Director from the date of the issuance of the Occupancy Certificate until the date a Water Meter is installed. For clarity, nothing in this subsection authorizes any unmetered water use or any contravention of this by-law, nor does it relieve any person from compliance with the provisions of this by-law.
- 7.7 All Water Meters shall be installed as close as possible to, and within visual sight of, the Building Control Valve.
- 7.8 Owners shall ensure that Water Meters on their Property are installed and maintained in a location that is secure, protected from freezing, unobstructed and readily accessible.
- 7.9 In the case of a Property that is subject to a Water Meter installation in accordance with the Town's meter maintenance program or Advanced Metering Infrastructure program, the Owner shall install the Plumbing and appurtenances related to the Water Meter, including a conduit and wire for a Remote Readout Unit and Advanced Metering Infrastructure equipment, all in accordance with the Standards and Specifications, and all at the sole expense of the Owner, or as deemed appropriate by the Director. In the event the wire no longer functions, the Owner shall replace the wire to a Remote Readout Device, to the Town's satisfaction, and all at the Owner's expense.
- 7.10 The Town may require an Owner of a Property to install or repair a valving arrangement, as deemed necessary by the Director, to allow for proper flow of water or maintenance of equipment, or both, in respect of the supply of water to the Property, which shall be completed by the Owner in accordance with the Standards and Specifications, at the sole expense of the Owner.
- 8. **Size of Water Meters**
- 8.1 The Owner shall ensure that the Plumbing of all buildings on the Property are designed and constructed to accommodate the installation of a Water Meter of appropriate diameter, determined based on the anticipated minimum and maximum flow rates at full occupancy, and in accordance with the Standards and Specifications, and all at the sole expense of the Owner. The Owner shall provide

the Town with all information the Town requires, in the Town's discretion, to enable it to determine the appropriate meter size. The Town reserves the right to reject any determination that is provided by the Owner and require that the determination be revised to the satisfaction of the Director.

- 8.2 In the case where the Owner or Applicant wishes to change the size of their Water Meter, a professional engineer must first confirm in writing to the Town that the proposed size would meet the flow requirements for the Property being serviced. The Owner or Applicant shall obtain a plumbing permit, and the proposed change is subject to review and approval by the Town to ensure compliance with standards and operational requirements.
- 8.3 If at any time the Town determines that a Property's Plumbing has been modified in a manner that may prevent the Water Meter from accurately registering water consumption, the Town may require the Owner to reassess the Property's flow requirements, at the Owner's own expense. Where deemed necessary by the Town, the Owner shall, at its expense, install a properly sized Water Meter that ensures accurate registration of water consumption, as determined by the Town.

9. **Supply and Ownership of Water Meters**

- 9.1 All Water Meters, including Remote Readout Units and Advanced Metering Infrastructure equipment that register water supplied by the Town, or its authorized agents, are and shall remain the property of the Town.
- 9.2 New Water Meters shall be supplied by the Town upon the Owner or Applicant paying to the Town a cost recovery fee, as per the Fees and Charges By-law.

10. **Water Meter Loss or Damage**

- 10.1 Every Owner shall be responsible for any loss or damage to a Water Meter located on their Property, including the full cost of any repairs or replacements, as deemed necessary by the Town, where such damage or loss results, directly or indirectly, from the carelessness, misuse, wilful misconduct, or neglect of any person other than the Town, its employees, or its authorized agents. This includes, but is not limited to, any damage caused by freezing.
- 10.2 Should a Water Meter become mechanically defective due to a cause for which an Owner is not responsible pursuant to the immediately above subsection, the cost of any necessary repair or replacement shall be the responsibility of the Town.

11. **Water Meter By-pass Piping**

- 11.1 No person shall install, or cause to be installed, any by-pass piping that would permit water to be used or directed, for any use or consumption, without passing through a Water Meter.
- 11.2 In addition to any other rights or remedies of the Town under this by-law, where an Owner fails to remove a Water Meter by-pass within the time required, as required or ordered by the Town, and pursuant to this by-law, the Town may remove the by-pass piping and valves, as the Director considers appropriate, at the cost of the Owner, including any associated inspection fees for each attendance at the Property, the work plus overhead, and any applicable taxes.

12. Water Meter Chamber

- 12.1 If the Director is of the opinion that a Water Meter cannot be conveniently located inside a building or structure in accordance with the Standards and Specifications, or where the Town does not have access to the Water Meter, the Town may order the Water Meter to be located and installed in a Water Meter Chamber, at the sole expense of the Owner of the affected Property. In such a case, the Owner of the affected Property shall be solely responsible for construction, provision and maintenance of a Water Meter Chamber and the associated costs.
- 12.2 Any Water Meter Chamber shall be placed in a location within three (3) metres of the Street Line of the Owner's Property, and as approved by the Director in writing prior to construction.
- 12.3 No person shall obstruct, or permit the obstruction of, a Water Meter Chamber or any of its associated valves.
- 12.4 No person shall place shrubs, trees, or other landscaping within one and one half (1.5) metres of the outer perimeter of a Water Meter Chamber.
- 12.5 An Owner shall keep all landscaping on their Property cut back and clear of any Water Meter Chamber, wiring for the Remote Redout Device, and the Remote Readout Device.

13. Water Meter Access and Inspection

- 13.1 Upon receipt of a notice from the Town, every Owner and Occupier of a Property shall provide the Town, its employees, agents, and/or contractors, with free, clear, and unobstructed access to the Water Meter on the Property within the timeframe required by the Town, for the purpose of inspecting, maintaining, repairing, replacing, or reading the Water Meter or any of its related components.
- 13.2 Where an Owner or Occupier is unable to provide access to the Water Meter as specified in a notice pursuant to subsection 13.1, the Owner or Occupier shall:
- (a) notify the Town of such inability no less than forty-eight (48) hours prior to the scheduled access; and
 - (b) provide the Town with access to the Water Meter, in accordance with subsection 13.1, within five (5) business days of the date originally requested by the Town.
- 13.3 If access is not provided as required pursuant to subsection 13.1 or 13.2, it shall constitute a contravention of this by-law, the Owner of the Property shall be responsible for paying to the Town all inspection-related fees for each attendance at the Property by the Town or its authorized agents, and the Town shall have the right to shut off the water supply to the Property until such time as the failure is remedied to the satisfaction of the Director.
- 13.4 Without limiting the above, upon receipt of a notice pursuant to subsection 13.1 and prior to the Town's arrival at the Property, the Owner or Occupier of the Property subject to the notice shall remove any insulation or other material from, on, or around the Water Meter so as to provide the Town with full and unobstructed access to the Water Meter.

- 13.5 If an Owner or Occupier in receipt of a notice fails to provide the Town with full and unobstructed access to the Water Meter as required above, then the Town reserves the right to remove any obstructions and materials, including insulation, which may be blocking the Water Meter, and to perform all necessary work to gain access and complete the required inspection, maintenance, repair, replacement, or reading.
- 13.6 In the event that the Town is required to remove obstructions or undertake work pursuant to subsection 13.5 on a Property:
- (a) the Town shall not be liable for any loss or damage to the Property or any losses or damages otherwise suffered by the Owner or Occupier arising from such work; and
 - (b) the Owner shall be liable for all costs incurred by the Town as a result of the failure to provide the Town with free, clear, and unobstructed access to the Water Meter.
- 13.7 Without limiting anything in the Municipal Act or in this by-law, in the event of an emergency involving the Water Meter, the Waterworks System, or its related components, the Town, its employees, agents, and/or contractors may enter a Property, with the exception of a Dwelling, without prior notice, at any time deemed necessary, for the purpose of inspecting, repairing, replacing, or otherwise addressing the emergency. The Owner or Occupier shall not obstruct or hinder such access shall cooperate with the Town to facilitate prompt resolution of the emergency.

14. **Maintenance of Water Meter Appurtenances and Piping**

14.1 An Owner shall:

- (a) ensure that on their Property all Water Meter valves are fitted with proper handles and that all valves to, from, and around the Water Meter are installed and properly maintained in accordance with the Standards and Specifications;
- (b) maintain any Private Water Service System and all Plumbing on their Property, including all piping, fittings, and valves to and from and around a Water Meter, in good working condition, protected against freezing, free of leaks, and in accordance with the Standards and Specifications;
- (c) ensure that all Private Water Service Pipes are buried a minimum of 1.7 meters below the surface of the ground and protected from frost at all locations; and
- (d) ensure that there is a Building Control Valve installed immediately prior to the Water Meter and that no other connection is made to the Private Water Service System between the Meter and the Water Service Connection.

For clarity, an Owner is not responsible for maintaining the Water Meter.

- 14.2 If the Town determines that the condition of a Private Water Service Pipe, Private Fire Service Main, or Private Water System or valves on piping adjacent to the Water Meter is such that the Water Meter cannot be properly or conveniently tested, calibrated, relocated, installed, replaced, or repaired in place or removed for the purpose of testing, replacing, or repairing, the Owner shall, at their sole

expense, repair, or, if necessary, replace the Private Water Service Pipe, Private Fire Service Main, and/or Private Water System or valves, as the case may be, to enable the Town to test, calibrate, relocate, install, replace, repair, or remove the Water Meter. Failure to conduct repair or replacement as required above shall constitute a contravention of this by-law, and the Town shall have the right to shut off the water supply until such time as the failure is remedied to the satisfaction of the Director.

15. Water Meter Accuracy and Testing

- 15.1 Under this by-law, the testing, flow rates, and procedures used to determine Water Meter accuracy will be in accordance with the current AWWA Standards.
- 15.2 The Account Holder, by written application to the Town on the prescribed form, may request to have the Water Meter at their Property tested by the Town to determine if the Water Meter is over-registering. In all cases where such testing is requested, the existing Water Meter shall be replaced with a new Water Meter.
- 15.3 At the time an Account Holder submits a request pursuant to subsection 15.2, the Account Holder shall pay to the Town a deposit in an amount prescribed in the Fees and Charges By-law, or as otherwise required by the Town. The deposit shall be held by the Town pending the results of the Water Meter testing. Where the Water Meter is determined to be over-registering in accordance with subsection 15.4, the Town shall return the deposit, without interest, to the Account Holder. Where subsection 15.5 applies, the deposit shall be applied, without interest, as a credit toward the fees and expenses payable by the Account Holder in accordance with subsection 15.5, and the Account Holder shall be responsible for any remaining amount.
- 15.4 If, following an Account Holder's request pursuant to subsection 15.2, the Water Meter is found to be over-registering in excess of one and one-half percent (1.5%) in favour of the Town (registering an amount that is over 101.5% of the volume tested), then the Town shall credit the Account with an amount based on the average percentage of three (3) tests performed by the Town to determine the amount of over-registration from one hundred percent (100%) accuracy. Such credit adjustment shall be for the twelve (12) month period prior to the testing, and the Town will pay all expenses incurred by the Town in removing, testing, and replacing the Water Meter.
- 15.5 If, following an Account Holder's request pursuant to subsection 15.2, the Water Meter is found to be under-registering, over-registering within one and one-half percent (1.5%), or accurate within that range (registering an amount that is 98.5% to 101.5% the volume tested), then no credit shall be applied to the Account, and the Account Holder shall pay to the Town all applicable fees, as set out in the Fees and Charges By-law, relating to the testing and replacement process, including all expenses incurred by the Town in removing, testing, and replacing the Water Meter, plus any applicable taxes.
- 15.6 If a Water Meter fails to register for any reason, the Town shall issue Back Charges to the Account based on prior consumption records or the estimated consumption as determined by the Town for the period during which the Water Meter failed to register but for no more than twenty-four (24) months.

16. Relocation of the Water Meter

- 16.1 Once a Water Meter is installed on a Property to the satisfaction of the Town, no person shall relocate the Water Meter without written consent of the Town, a plumbing permit, and, if applicable, a building permit.
- 16.2 No person shall disconnect a Water Meter for maintenance or repair without written consent of the Town.
- 16.3 An Owner may make an application to the Town for a plumbing permit to relocate a Water Meter on a Property. If the relocation is approved by the Town, the Owner shall pay all costs associated with any relocation of the Water Meter, as set out in the Fees and Charges By-law, and the relocation shall be in accordance with all other provisions of this by-law and other applicable law.
- 16.4 The Town shall not approve a plumbing permit application for a Water Meter relocation if:
- (a) the application is incomplete;
 - (b) the prescribed fee is not paid; or
 - (c) the proposed relocation is not in accordance with this by-law, the Building Code Act, the Standards and Specifications, or any other applicable law.
- 16.5 The Town may require the relocation of an installed Water Meter at the sole cost of the Owner if its location is not in compliance with the Standards and Specifications. In case of such a requirement by the Town, the Owner shall promptly apply for a plumbing permit for a Water Meter relocation in accordance with this by-law and cause the relocation to be conducted within sixty (60) days of the receipt of a notice from the Town requiring the relocation, unless a longer timeline is authorized by the Director in writing. Failure to conduct the relocation as required shall constitute a contravention of this by-law.
- 16.6 All Water Meter relocation work and material shall conform to the Standards and Specifications and comply with the requirements of the Building Code.

17. Water Leaks

- 17.1 The Owner and any Occupiers of a Property are responsible for monitoring the Water Meter and shall immediately notify the Town if any leaks or suspected leaks develop at a Water Meter, or its couplings, located on their Property.
- 17.2 The Town will repair any leaks at the Water Meter, or its couplings, and subject to section 10, with no charge to the Owner.
- 17.3 The Owner of the Property shall be responsible for all expenses associated with maintaining and repairing the Private Water System and private Plumbing on the Property.
- 17.4 Every Owner shall be responsible for investigating and determining the cause of any leak, defect, or malfunction in the Private Water System and private Plumbing serving the Owner's Property. The Town is not responsible for locating any leaks for the Owner.
- 17.5 Every Owner shall, at their own expense, repair any leak, defect, or malfunction in, of, or on the Private Water System and private Plumbing located on or servicing

their Property which results in water being consumed or lost before passing through the Water Meter, including but not limited to any leak, defect, or malfunction related to valves, fittings, or corroded piping, as soon as possible after becoming aware of any such leak, defect, or malfunction. Every Owner shall pay the cost of Water consumed or lost as a result of such leak, defect, or malfunction. Where the water loss has not been recorded by a Water Meter, water consumption shall be estimated by the Town according to the nature of the leak.

- 17.6 In the event that an Owner fails or refuses to repair any leaks, defects, or malfunctions in, of, or on the Private Water System or private Plumbing located on or servicing their Property, as required or ordered by the Town, then in addition to any other rights or remedies of the Town under this by-law, the Town reserves the right to shut off the supply of water to the Property until such time as the failure is remedied to the satisfaction of the Director.
- 17.7 The Town shall not be liable for any losses or damages to the Owner's Property, or any surrounding property, including but not limited to damage to structures, fixtures, or personal property, as a result of any leaks, defects, or malfunctions at the Water Meter or its couplings, or in, of, or on the Private Water System and private Plumbing, except in cases of negligence or willful misconduct by the Town.

18. Water Meter Replacement

- 18.1 In the case of a Property that is subject to a Water Meter replacement in accordance with the Town's meter maintenance program or Advanced Metering Infrastructure program, the Owner shall ensure that the Plumbing and appurtenances related to the Water Meter, including a conduit and wire for a Remote Readout Unit and Advanced Metering Infrastructure equipment, have been installed, all in accordance with the Standards and Specifications, and all at the sole expense of the Owner, and upon such Plumbing and appurtenances being installed as deemed appropriate by the Director, the Town may install the replacement Water Meter at no expense to the Owner. In the event the wire to a Remote Readout Device no longer functions, the Owner shall replace the wire, to the Town's satisfaction, at the Owner's expense.
- 18.2 When a Water Meter is scheduled to be replaced by the Town, the Town shall send a notice to the Owner of the Property requesting the Owner to schedule the replacement with the Town or a Town-authorized third-party agent.
- 18.3 Upon receipt of a notice pursuant to subsection 18.2, the Owner shall:
- (a) respond to the notice within seven (7) days of their receipt of the notice;
 - (b) schedule the replacement of the Water Meter within thirty (30) days of receipt of the notice; and
 - (c) provide the Town, its employees, agents, and/or contractors, with access to the Water Meter, in accordance with this by-law, to allow the replacement at the time scheduled pursuant to paragraph (b).

Failure to schedule the replacement or to provide access as required shall constitute a contravention of this by-law and the Town shall have the right to shut

off the water supply until such time as the failure is remedied to the satisfaction of the Director.

- 18.4 In the event that a Water Meter requires replacement due to it being inoperative or otherwise unable to accurately record water consumption, and the Owner fails to provide the Town with access to the Water Meter to complete the replacement as required under this by-law, the Town shall charge the Account of such Property a fee for the water based on the estimated consumption, or the applicable Flat Rate, whichever is greater, as determined by the Director, until such time as the Town is provided access and the Water Meter replacement has been completed to the satisfaction of the Town. For clarity, nothing in this subsection authorizes any unmetered water use or any contravention of this by-law, nor does it relieve any person from compliance with the provisions of this by-law.

19. **Maintenance of Chambers**

- 19.1 This section applies to all chambers, including Water Meter Chambers.
- 19.2 All chambers shall be and remain the property of the Owner of the Property on which the chamber is located.
- 19.3 An Owner shall be responsible for maintaining, repairing, and replacing all chambers on their Property, and for keeping such chambers in a functional, dry, and safe condition at all times.
- 19.4 An Owner shall, at its cost, remove and dispose of all solid and liquid debris, waste, and other materials, which are non-essential to the proper functioning of the Water Meter, including those which may be hazardous, toxic, combustible, or explosive in nature, from both inside and above a chamber. The removal and disposal of such material shall be done in accordance with all applicable laws.
- 19.5 The Owner of a Property shall be responsible, at its cost, for undertaking any reasonable measures necessary to provide, when requested, the Town, its employees, agents, and/or contractors, with safe, dry, and unobstructed access to any chamber on the Property for the purposes of inspecting, maintaining, repairing, replacing, or reading any Water Meter located within such chamber.
- 19.6 Upon receipt of a notice from the Town, every Owner and Occupier of a Property shall provide the Town, its employees, agents, and/or contractors, with free, clear, and unobstructed access to any chamber on the Property within the timeframe required by the Town, for the purpose of inspecting, maintaining, repairing, replacing, or reading the Water Meter, or any of its related components, within such chamber.
- 19.7 Where an Owner or Occupier is unable to provide access to a chamber as specified in a notice pursuant to subsection 19.6, the Owner or Occupier shall:
- (a) notify the Town of such inability no less than forty-eight (48) hours prior to the scheduled access; and
 - (b) provide the Town with access to the chamber, in accordance with subsection 19.6, within five (5) business days of the date originally requested by the Town.

19.8 If the Owner or Occupier fails to provide the Town with access to a chamber in accordance with the preceding sections, or as required elsewhere in this this by-law, the Owner shall pay an inspection fee to the Town, in accordance with the Fees and Charges By-law, for each attendance at the Property subsequent to the initial attempt, or the initial requested time, made by the Town, including the cost incurred by the Town to perform the inspection, plus overhead and applicable taxes. Without limiting and in addition to the above, failure to provide access to the Town to a chamber as required above, or elsewhere in this by-law, shall constitute a contravention of this by-law and the Town shall have the right to shut off the water supply until such time as the failure is remedied to the satisfaction of the Director.

20. **Meter Rooms**

20.1 Upon receipt of a notice from the Town, every Owner and Occupier of a Property shall provide the Town, its employees, agents, and/or contractors, with free, clear, and unobstructed access to any Meter Room on the Property within the timeframe required by the Town, for the purpose of inspecting, maintaining, repairing, replacing, or reading the Water Meter, or any of its related components, within such Meter Room.

20.2 Where an Owner or Occupier is unable to provide access to a Meter Room as specified in a notice pursuant to subsection 20.1, the Owner or Occupier shall:

- (a) notify the Town of such inability no less than forty-eight (48) hours prior to the scheduled access; and
- (b) provide the Town with access to the Meter Room, in accordance with subsection 20.1, within five (5) business days of the date originally requested by the Town.

20.3 If the Owner or Occupier fails to provide the Town with access to a Meter Room in accordance with the above, or as required elsewhere in this this by-law, the Owner shall pay an inspection fee to the Town, for each attendance at the Property subsequent to the initial attempt, or the initial requested time, made by the Town, including the cost incurred by the Town to perform the inspection, plus overhead and applicable taxes. Without limiting and in addition to the above, failure to provide access to the Town to a Meter Room as required above, or elsewhere in this by-law, shall constitute a contravention of this by-law and the Town shall have the right to shut off the water supply until such time as the failure is remedied to the satisfaction of the Director.

21. **Discontinuation of Water Service**

21.1 Any Owner wishing to discontinue the use of water supplied by the Town must follow requirements set out below. No person shall turn on or off the water supply without being duly authorized to do so by the Town.

21.2 Any Owner who has received a permit to demolish a Property, or otherwise wishes to discontinue the use of water supplied by the Town, shall provide written notice to the Town to request disconnection of the water supply, and, unless otherwise instructed by the Director in writing, shall:

- (a) schedule an appointment with the Town to take a final Water Meter reading, to remove the Water Meter and the Remote Readout Unit from the Property, and to turn off the Water supply;
 - (b) provide access to the Town for the final Water Meter reading to be taken, for the Water Meter to be removed, and for the water supply to be turned off; and
 - (c) pay the Town the Water Meter removal fee as set out in the Fees and Charges By-law.
- 21.3 In the event an Owner, or their authorized agent, fails to attend at the Property and provide access to the Town at the appointment time established pursuant to subsection 21.2(b), the Owner shall pay the Town's inspection fee for the missed appointment as set out in the Fees and Charges By-law.
- 21.4 No person shall demolish a Building until the final Water Meter reading is obtained by the Town, and the Water Meter and Remote Readout Unit are recovered by the Town.
- 21.5 In the event an Owner fails to provide access to a Property prior to the demolition of a building or structure on the Property as required by this by-law, the Owner shall pay to the Town an amount equal to the cost of a new Water Meter and Remote Readout Unit, of the same type and size, in accordance with the Fees and Charges By-law. The Owner shall also pay the amount of water consumption, from the last water Meter reading date to the date of disconnection of the Private Water Service Pipe or Water Service Connection from the Town's Drinking Water System, as estimated by the Town.
- 22. Temporary Construction Water Use**
- 22.1 Builders, developers, contractors, or other persons requiring water for construction purposes where no Water Meter has yet been installed shall:
- (a) make an application to the Town for temporary construction water use; and
 - (b) furnish the Town with all information required by the Town.
- 22.2 Upon receipt of an application for temporary construction water use pursuant to subsection 22.1 to the satisfaction of the Director, the Director may, at its discretion, permit that water be temporarily obtained from the Town:
- (a) through a temporary Water Meter to be provided at the cost of the Applicant and as prescribed by the Director, or
 - (b) without passing through a Water Meter for the temporary period and as prescribed by the Director, subject to the Applicant paying to the Town a Bulk Water Fee.
- 22.3 Anyone permitted to obtain water pursuant to this section shall also pay any additional fees and security determined by the Director, or established pursuant to any applicable development agreement, and only be permitted to take water in accordance with the requirements specified by the Director, as may be prescribed and altered from time to time at the Director's discretion.
- 22.4 Notwithstanding the payment of a Bulk Water Fee by any person pursuant to this by-law and the Fees and Charges By-law, in the event water is subsequently

registered on a Water Meter for the same Property that had been subject to a Bulk Water Fee, the Owner shall pay to the Town the Water Rate for all water registered on the Water Meter following the Water Meter's installation, in accordance with the Town's By-laws.

23. Private Fire Hydrants

23.1 No person shall install a private fire hydrant unless the following requirements have been met to the satisfaction of the Director:

- (a) a complete application to install the private fire hydrant has been submitted to the Town, which shall include any requirements as specified by the Town;
- (b) the type of the private fire hydrant to be installed is approved by the Director;
- (c) the manufacturer of the private fire hydrant to be installed is approved by the Director; and
- (d) a building permit for the installation of the private fire hydrant has been issued by the Town.

23.2 The Director may approve or reject applications for the installation of a private fire hydrant based on compliance with the requirements set out in the Standards and Specifications.

23.3 An Owner with a private fire hydrant on their Property shall be responsible for maintaining the hydrant at their own expense.

23.4 An Owner with a private fire hydrant on their Property shall be responsible for ensuring that the private fire hydrants:

- (a) are clearly visible;
- (b) are free of any obstructions within a one-meter radius, including but not limited to snow, ice, gardens, trees, fencing, and other landscaping; and
- (c) have an unobstructed path from the roadway.

24. Fire Hydrants

24.1 Owners shall not place, install, deposit, or otherwise create any obstruction that interferes with the visibility or accessibility of a fire hydrant located on Town lands, including the Town boulevard adjacent to their Property.

24.2 No person shall take water from or operate, or cause the taking of water from or operation of, any Town or private fire hydrant unless such person has first obtained a temporary hydrant use permit pursuant to section 24, and the taking of water or operation of the fire hydrant is carried out in accordance with the permit and the provisions of this by-law.

24.3 Notwithstanding the above, the requirements of subsection 24.2 do not apply to:

- (a) the Town or Town-authorized agents; and
- (b) CYFS personnel acting in the course of fire-fighting or fire prevention activities.

- 24.4 A person may make an application on a form prescribed by the Director for a temporary supply of water from a Town or private fire hydrant. Upon receipt of an application and any applicable fees, to the satisfaction of the Director, the Director may, at its discretion, permit that water be temporarily obtained through a fire hydrant, subject to any requirements and conditions prescribed by the Director. The permission may be suspended at any time, and for any length of time, by the Director its discretion.
- 24.5 The Applicant for the supply of water through a Town or private fire hydrant shall pay a hydrant deposit in advance, as set out in the Fees and Charges By-law, for the use of the fire hydrant and the rental fee for a hydrant meter. Water obtained from the hydrant shall be subject to the Town's Fees and Charges By-law.
- 24.6 If an application has been approved for a temporary supply of water from a Town or private fire hydrant, the Applicant for the supply of water through a hydrant shall supply a Backflow Preventer, which must be tested by a certified professional, and the test results shall be submitted to the Town for approval. Upon the Town's approval, the Town will install a valve and a temporary Water Meter on the fire hydrant, and then the Owner shall promptly install the Backflow Preventer. The Backflow Preventer, valve, and temporary Water Meter shall not be removed or tampered with. Water can only be supplied or obtained through the Water Meter. Connection to the fire hydrant and taking of water from the hydrant other than through the supplied temporary Water Meter is prohibited.
25. **Fire Hydrant Flow Tests**
- 25.1 A person may submit a request to the Town to make an appointment to conduct a fire hydrant flow test to determine the characteristics of the local Waterworks System. Tests shall be conducted by the Owner's agent, who must be accompanied by an authorized agent of the Town, between April 1 to October 31, weather permitting.
- 25.2 A person requesting a fire hydrant flow test shall pay to the Town in advance of the test, all applicable fees and charges associated with the performance of the test in the amounts as set out in the Fees and Charges By-law.
- 25.3 The person requesting the fire hydrant flow test shall provide the Town with a copy of the flow test results promptly upon the completion of the test. Such flow test results shall include the date, time, location and duration of the fire hydrant flow test.
26. **Administration and Enforcement**
- 26.1 The Director is responsible for and is delegated the power to administer this by-law, including the authority to approve, issue, refuse, revoke, cancel, suspend, set and impose conditions on, require information, and administer any applications, permits, notices or authorisations, and to prescribe the content and form of any permits, forms, notices or other documents required under this by-law.
- 26.2 Any decision or notice of the Director pursuant to this by-law shall be final without a right to appeal to Council.
- 26.3 The Director and Officers are delegated the authority to enforce this by-law, including the authority to conduct inspections and investigations under this by-law, the Municipal Act, and any other applicable by law or legislation.

- 26.4 The Director is authorized to delegate responsibilities for the administration and enforcement of this by-law to any Town staff or external third parties deemed to be qualified and appropriate by the Director for such purposes.
- 26.5 For the purpose of subsection 23.2(4) of the Municipal Act, Council considers the delegation of powers to the Director pursuant to this by-law to be of a minor nature.
- 26.6 Any order or notice issued pursuant to this by-law shall be deemed to have been received upon:
- (a) personal service on the person subject to the order or notice;
 - (b) one day after transmission through electronic means to an email or social media address provided by the person subject to the order or notice;
 - (c) one day after posting the order or notice in a conspicuous location on the Property subject to the order or notice; or
 - (d) the fifth (5th) day after the order or notice is sent by registered mail or courier to the address of the Property to which the order or notice relates, or to the last known address of the person who is subject to the order or notice.
27. **Powers of Entry**
- 27.1 An Officer, or any other individual authorized to enforce this by-law on behalf of the Town, may at any reasonable time enter upon any land for the purpose of carrying out an inspection to determine whether the following are being complied with:
- (a) this by-law;
 - (b) any direction or order under this by-law;
 - (c) a condition of any permit issued under this by-law;
 - (d) an order issued under section 431 of the Municipal Act.
- 27.2 In addition to and without anything else in this by-law, any individual authorized to administer or enforce this by-law may, enter upon a Property to which water is supplied by the Town to, among other things:
- (a) to inspect, repair, alter or disconnect any pipe or wire, machinery, equipment and other works used to supply water; or
 - (b) to inspect, install, repair, replace or alter a Water Meter.
- 27.3 Where an inspection is conducted pursuant to this section, an Officer or any other individual authorized to enforce this by-law on behalf of the Town, may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
 - (c) require information from any person concerning a matter related to the inspection; and

- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples, or photographs necessary for the purpose of the inspection.
- 27.4 No person shall hinder or obstruct or attempt to hinder or obstruct the Town, its employees, officers or agents from carrying out any powers or duties under this by-law.
- 27.5 No person shall fail to comply with, or contravene, any notice or order or other direction issued by the Town pursuant to this by-law or the Municipal Act.
- 27.6 Where an Officer, or an individual authorized to enforce this by-law, has reasonable grounds to believe that an offence has been committed by any person, they may require the name, address and proof of identity of that person, and the person shall supply the required information.
- 27.7 No person shall decline or neglect to give, produce or deliver any information, document or other thing that is requested by the Town pursuant to this by-law.
- 27.8 No person shall knowingly make, participate in, assent to or acquiesce in the provision of false information in a statement, affidavit, application or other document prepared, submitted or filed under this by-law.
28. **Orders**
- 28.1 Where the Director, Officer, or any other individual authorized to enforce this by-law is satisfied that a contravention of this by-law has occurred, such Director, Officer, or authorized individual may make an order requiring that the person who caused or permitted such contravention, or the Owner, Account Holder, or Occupier of the Property on which the contravention occurred, to discontinue the contravening activity and/or to do work to correct the contravention.
- 28.2 An order pursuant to this section shall set out the following:
- (a) reasonable particulars identifying the location of the land on which the contravention occurred;
 - (b) reasonable particulars of the contravention;
 - (c) what is required of the person subject to the order (i.e., what activity is to be seized and/or actions or work to be done);
 - (d) the date by which there must be compliance with the order and/or, if any work is ordered, the date by which any such work must be done; and
 - (e) information regarding the Town's contact person.
29. **Remedial Action and Cost Recovery**
- 29.1 Wherever this by-law or an order issued under this by-law directs or requires any matter or thing to be done by any person within a specified time period, in default of it being done by the person directed or required to do it, the action may be taken under the direction of the Director or an Officer at that person's expense and the Town may recover the costs incurred through a legal action or by recovering the costs in the same manner as taxes.

29.2 For the purposes of taking remedial action under this section, the Town, its staff and/or its agents may enter, at any reasonable time, upon any lands on which a default to carry out a required thing or matter occurred.

30. **Offences and Penalties**

30.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

30.2 Every person who contravenes any order issued pursuant to this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

30.3 If a corporation has contravened a provision of this by-law, including an order issued under this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

30.4 Pursuant to subsection 429(2) of the Municipal Act, all contraventions of this by-law or orders issued under this by-law are designated as continuing offences. If a contravention of any provision of this by-law has not been corrected, or an order issued under this by-law has not been complied with, the contravention of such a provision or an order shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected or an order not complied with.

30.5 On conviction of an offence under this by-law, every person is liable to a fine in accordance with the following rules pursuant to the Municipal Act:

(a) to a fine of not less than \$500.00 and not more than \$100,000.00;

(b) in the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00, despite paragraph (a), the total of all the daily fines for an offence is not limited to \$100,000;

(c) in the case of a multiple offence, for each offence included in the multiple offence, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00, despite paragraph (a), the total of all fines for each included offence is not limited to \$100,000.

30.6 In addition to fines under this section, a person convicted of an offence under this by-law may be liable to a special fine in the amount of the economic advantage or gain that such a person obtained from the contravention of this by-law. Notwithstanding subsection 30.5 above, a special fine may exceed \$100,000.

30.7 Where a person is convicted of an offence under this by-law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.

31. **Administrative Penalties**

31.1 Instead of laying a charge under the Provincial Offences Act for a breach of any provision of this by-law which is designated under the Administrative Penalty By-

law, an individual authorized to enforce this by-law on behalf of the Town may issue an administrative penalty to the person who has contravened this by-law.

- 31.2 Individuals authorized to enforce this by-law on behalf of the Town have the discretion to either proceed by way of an administrative penalty or a charge laid under the Provincial Offences Act. If an administrative penalty is issued to a person for a breach of a provision of this by-law, no charge shall be laid against that same person for the same breach.
- 31.3 The amount of the administrative penalty for a breach of a provision of this by-law shall be established pursuant to the Administrative Penalty By-law, and each day on which a contravention has not been corrected shall constitute a new and separate offence.
- 31.4 A person who is issued an administrative penalty shall be subject to the procedures as provided for in the Administrative Penalty By-law.

32. **Presumption**

- 32.1 An Owner of a property on which a non-compliance or contravention has occurred shall be presumed to have carried out or caused or permitted to be carried out the non-compliance or contravention, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

33. **Severability**

- 33.1 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 the Town in enacting this by-law that such provision or part of a provision shall be severable, and such a decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this by-law.

34. **Repeal**

- 34.1 By-law Number 3305-91, as amended, is hereby repealed.
- 34.2 Applications and orders previously made, prior to this by-law coming into force, pursuant to repealed by By-law No. 3305-91 shall be deemed to apply under this by-law and will be subject to this by-law.

35. **Effective Date**

- 35.1 This by-law comes into full force and effect on May 1, 2026.

Enacted by Town of Aurora Council this 28th day of April, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk

Schedule "A"

Water Rates

Description	Rate		
	Water	Wastewater	Combined
1. Metered Rates	\$2.78 per m ³	\$3.28 per m ³ of water consumed	\$6.06 per m ³
2. Flat Rates			
(a) Non-metered water service under subsection 5.10, 7.6, or 18.4 of this by-law	\$180.84 per unit per month	\$195.61 per unit per month	\$376.45 per unit per month
(b) Non-metered water service under subsection 5.4 of this by-law	\$90.44 per unit per month	\$98.40 per unit per month	\$188.84 per unit per month

3. Storm Sewer Flat Rates	Rate
(a) All residential properties, including residential condominium properties, but excluding multi-residential rental apartment building properties	\$18.35 per unit, per month
(b) All non-residential properties, and multi-residential rental apartment building properties	\$233.16 per meter per month

The Corporation of the Town of Aurora

By-law Number XXXX-26

Being a By-law to set and levy the rates of Taxation for the taxation year 2026.

Whereas for the purposes of raising the general local municipality levy, subsection 312(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes;

And whereas the Council of The Corporation of the Town of Aurora (the "Town") considers it necessary and desirable to levy certain tax rates on the whole of the rateable property according to the last revised assessment roll for the Town for the purpose of raising the Town's estimated tax levy requirement of \$65,127,972 adopted for the taxation year 2026, and the said tax rates are included in the tax rates set out in Schedule "A" to this By-law;

And whereas the property classes have been prescribed by the Minister of Finance under the *Assessment Act*, R.S.O. 1990, c. A.31, as amended, and Regulations thereto;

And whereas The Regional Municipality of York has approved the tax rates and tax ratios to raise its estimated expenditures adopted for the year 2026;

And whereas pursuant to Ontario Regulation 400/98, amended to Ontario Regulation 297/25, made under the *Education Act*, R.S.O. 1990, c. E.2, as amended, the Minister of Finance has established the Education Tax Rates for all property classes for the year 2026;

And whereas on December 9, 2025, the Council of the Town enacted By-law Number 6742-25 which levied an Interim Property Tax on the Residential, Multi-Residential, Commercial, Industrial, Pipelines, Farmland and Managed Forests classes of property, before the adoption of the estimates for the taxation year 2026;

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

1. For the property taxation year 2026, the Town shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipelines Assessment, Farmland Assessment and Managed Forests Assessment the rates of taxation per current value assessment, as adjusted by the provisions of the *Continued Protection for Property Taxpayers Act*, S.O. 2000, c. 25, and which are set out in Schedule "A" to this By-law.
2. The levy provided for in Schedule "A" to this By-law shall be reduced by the amount of the Interim Property Tax levy set out in By-law Number 6742-25 for the taxation year 2026 on the Residential, Multi-Residential, Commercial, Industrial, Pipelines, Farmland and Managed Forests classes of property.
3. For the payments-in-lieu of taxes due and payable to the Town, the actual amount due to the Town shall be based on the assessment roll as returned and the rates as prescribed in Schedule "A" to this By-law for the taxation year 2026, the revenue from which is considered as non-tax revenue for the Town in its budgets.

4. For the railway right-of-way taxes due and payable to the Town in accordance with Ontario Regulation 387/98, as amended and as established by the Minister of Finance, the actual amount due to the Town shall be based on the assessment roll as returned and the rates as prescribed in Schedule "A" to this By-law for the taxation year 2026, the revenue from which is considered as tax revenue for the Town in its budgets.
5. For the utility transmission line taxes due and payable to the Town in accordance with Ontario Regulation 387/98, as amended and as established by the Minister of Finance, the actual amount due to the Town shall be based on the assessment roll as returned and the rates as prescribed in Schedule "A" to this By-law for the taxation year 2026, the revenue from which is considered as tax revenue for the Town in its budgets.
6. All rates and taxes levied under the authority of this By-law shall, pursuant to section 342 of the Act, be due and payable in two instalments on Tuesday, July 21, 2026, and Tuesday, September 22, 2026. These due dates are subject to amendment by the Director of Finance - Treasurer, or his/her designate, if required, to meet the statutory notice period set out in section 343 of the Act and may be changed for all properties in any or all property tax classes, but not for individual tax accounts.
7. All taxes payable to the Town under the Pre-authorized Tax Payment Plans shall be due and payable on the last business day of each calendar month, starting in January 2026, and continuing as required until and including December 2026, in the manner established for each of the said plans.
8. The Director of Finance - Treasurer or his/her designate shall add to the Collector's Roll all or any municipal charges in arrears for water and sewer billings, cutting weeds, property standards infractions, or any other charges which should be levied pursuant to any statute or by-law against the respective properties chargeable therewith and that the same shall be collected in the same manner and at the same time as all other rates or levies.
9. A late payment penalty charge at the rate of one and one quarter percent (1.25%) shall be levied on the non-payment of any instalment of the taxes or any portion thereof as at the first day of each calendar month following the instalment date.
10. If any taxes levied pursuant to this By-law remain unpaid on the first day of the month following the date a late payment penalty charge was added pursuant to section 10 of this By-law, interest at the rate of one and one quarter percent (1.25%) of the unpaid taxes as at the date of calculation shall be levied, and likewise again on the first day of each month thereafter for as long as there are taxes remaining unpaid.
11. Partial payments are to be applied to accounts in accordance with section 347 of the Act. Despite the provisions of subsection 347(3) of the Act, the Director of Finance - Treasurer or his/her designate shall apply all payments received, including partial payments, to accounts in a consistent manner.
12. The Director of Finance - Treasurer or his/her designate is hereby authorized to mail or cause to be mailed the notices specifying the amount of taxes payable by a person liable for property taxes, addressed to them at their place of residence or place of business.

13. That if there is a default of payment of any installment by the day named for the payment thereof, the subsequent installment(s) shall forthwith become payable.
14. Schedule "A" attached hereto shall be and form a part of this By-law.
15. Where there is a conflict between a provision(s) of this By-law and any other by-law of the Town, the provision(s) of this By-law shall prevail to the extent of the conflict.
16. In the event any part or provision of this By-law, including any part or provisions of a Schedule(s), is declared by a court of competent jurisdiction to be void, illegal or invalid, the offending part or provision shall be considered as separate, severable and struck out from the remaining parts or provisions of this By-law, which parts or provisions shall remain valid, binding and of full force and effect.

Enacted by Town of Aurora Council this 28th day of April, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk

Schedule "A"

Town of Aurora 2026 Property Tax Rates		
TAX CLASS	TAX CODES	MUNICIPAL
Residential Taxable: Full	RT	0.00328541
Multi-Residential Taxable: Full	MT	0.00328541
Commercial Farmland Awaiting Development	C1	0.00082135
Commercial Taxable: Full	CT	0.00437649
Commercial Taxable: Excess Land	CU	0.00437649
Commercial Taxable: Vacant Land	CX	0.00437649
Office Buildings Taxable: Full	DT	0.00437649
Office Buildings Taxable: Excess Land	DU	0.00437649
Parking Lot Taxable Full	GT	0.00437649
Shopping Centre Taxable: Full	ST	0.00437649
Shopping Centre Taxable: Vacant Land	SU	0.00437649
Industrial Taxable: Full	IT	0.00539858
Industrial Taxable: Full Shared as Payment In Lieu	IH	0.00539858
Industrial Taxable: Excess Land	IU	0.00539858
Industrial Taxable: Vacant Land	IX	0.00539858
Large Industrial Taxable: Full	LT	0.00539858
Pipelines Taxable: Full	PT	0.00301930
Farm Taxable: Full	FT	0.00082135
Managed Forests Taxable: Full	TT	0.00082135
PAYMENT IN LIEU CLASS	TAX CODES	MUNICIPAL
Commercial Payment In Lieu Full Rate	CF	0.00437649
Commercial Payment In Lieu General Rate	CG	0.00437649
Commercial Payment In Lieu General Rate - Excess Land	CW	0.00437649
Commercial Payment In Lieu General Rate -Vacant Land	CZ	0.00437649
Commercial Payment In Lieu Tenant of the Province	CP	0.00437649
Industrial Payment In Lieu: Full, Taxable tenant of Prov.	IP	0.00539858
Industrial Payment In Lieu General Rate - Vacant Land	IZ	0.00539858
Residential Payment In Lieu General Rate	RG	0.00328541

The Corporation of The Town of Aurora

By-law Number XXXX-26

**Being a By-law to confirm actions by Council
resulting from a Council meeting
on April 28, 2026.**

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 April 28, 2026, 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 28th day of April, 2026.

Tom Mrakas, Mayor

Anne Kantharajah, Town Clerk