

Comprehensive Zoning By-law Review Work Plan

Project	Project Expected Start
Comprehensive Zoning By-law Review	January 2025

Project Timeline				
Task No.	Task	Versions		Calendar Date
		Draft (2 weeks staff review period)	Final	
Description of Task				
1	Study Commencement and Project Initiation	✓	✓	January 2025
	<p>The project is anticipated to begin in January 2025 with the Project Kick Off Meeting taking place. The first tasks undertaken by the selected consultant would be the development of a project charter, project management plan, and any other necessary project management documents. The consultant will also develop communication materials to inform Town residents and stakeholder of the project's commencement.</p>			
2	Background and Existing Conditions Review	✓	✓	April 2025
	<p>The consultant will prepare discussion papers and background studies pertaining to key priorities of the project, which includes additional residential unit zoning provisions, parking requirements, and identifying emerging issues regarding housing within the Aurora GO Major Transit Station and the Promenade. The consultant is expected to also identify and analyse zoning issues related to the key priorities. During this phase of the project, it is expected that the consultant will conduct public consultations and meetings with stakeholders to gain input on the key priorities.</p>			
3	Background Studies and Consultation/Engagement Direction	✓	✓	September 2025
	<p>The consultant will conclude background studies and provide an analysis of the required changes and new provisions necessary for the key priorities of the project. It is expected that the consultant will prepare a report on the recommended strategic direction of the Zoning By-law.</p>			
4	Feedback Incorporation	✓	✓	October 2025

Project Timeline				
Task No.	Task	Versions		Calendar Date
		Draft (2 weeks staff review period)	Final	
Description of Task				
	The consultant will host additional public consultations with Town residents. During this phase of the project, the consultant will prepare reports summarizing the feedback provided by the attendees of public consultation sessions and identify and address any challenges/issues raised by the attendees. The consultant will also begin to prepare updates to the Zoning by-law based on feedback received.			
5	Draft Comprehensive Zoning By-law	✓	✓	Q1 2026
	The consultant will prepare the first draft of the Comprehensive Zoning By-law.			
	Additional Consultation on First Draft as Required	✓	✓	Q2 2026
6	The consultant will undertake any necessary stakeholder engagement to support the draft of the Comprehensive Zoning By-law by holding stakeholder meetings. Additional consultations and drafts may be provided depending on Council comments.			
	Final Comprehensive Zoning By-law	✓	✓	Q3 2026
7	The consultant will prepare final draft incorporating all comments and feedback with necessary edits. A final public consultation for the final Comprehensive Zoning By-law may take place if necessary. The consultant will present the final draft for approval to Council.			