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Town of Aurora  
**Committee of the Whole Report**  
No. PDS25-001

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**Subject:** Community Planning Permit System (CPPS) Project Information Report

**Prepared by:** Dania Asahi Ogie, Policy Planner

**Department:** Planning and Development Services

**Date:** January 14, 2025

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## Recommendation

1. That Report No. PDS25-001 be received for information.

## Executive Summary

This report provides information for Council regarding the Community Planning Permit System project.

- The Community Planning Permit System (CPPS) is a planning tool that consolidates three applications to streamline the review and approval process.
- The Community Planning Permit System Project will be informed by public consultation and developed over the course of 2025.

## Background

**The Community Planning Permit System (CPPS) is a planning tool that consolidates three applications to streamline the review and approval process.**

A Community Planning Permit System (CPPS) is a tool under the *Planning Act* that consolidates Zoning, Site Plan, and Minor Variance application processes into one application that allows municipalities to issue development permits with just one application review and approval process. Combined with a shorter approval timeline of 45 days, this system streamlines and provides more timely approvals for applications.

The CPPS comes into effect through a Community Planning Permit By-law. The bylaw would contain development standards and permitted uses, much like a zoning bylaw. By

initiating the CPPS, the Town is positioning itself proactively by setting the required development standards and obligations that must be met in order for an applicant to receive a development permit approval.

## Analysis

**The Community Planning Permit System Project will be informed by public consultation and developed over the course of 2025.**

The CPPS will be developed in cohesion with the ongoing Streetscape Urban Design Study. Priorities of the CPPS project will be to:

- Define the specific geographic area that the CPPS will be applied to (generally being the historic downtown core of Yonge Street, with Wellington Street to the north, Church Street to the south, Victoria Street to the east and Temperance Street to the west).
- Develop regulations related to land use, height, setbacks, step backs, and other urban design aspects.
- Develop conditions that are required to be met in any new development, such as affordable housing opportunities or public art.

The development of the CPPS is expected to be informed by extensive public consultation and development over 2025. A general overview of the anticipated project timeline is provided below:

Date	Milestones
Q1 2025	Project commencement
Q1 2025	Background research for CPPS
Q2 2025	Public engagement (open house)
Q2 2025	Public engagement (public meeting)
Q3 2025	Feedback incorporation
Q4 2025 / Q1 2026	Project conclusion with the passing of a Community Planning Permit System By-law

## **Advisory Committee Review**

None.

## **Legal Considerations**

Implementation of a Community Planning Permit system at the Town will entail adoption of an official plan amendment and implementation of a community planning permit by-law. As part of the project, staff will develop and bring forward any necessary legislative tools for Council consideration and adoption.

## **Financial Implications**

The Town's adopted 2025 Capital budget includes \$250,000 of budget authority in support of this initiative in the form of Project No. SO0086 – Community Planning Permit System.

## **Communications Considerations**

Town planning staff will work with the Communications Division to set up an Engage Aurora webpage where residents are able to ask questions, submit comments, and also stay up to date with the project timeline and public engagement events. As the project progresses, staff will create social media marketing materials along with print advertisements for all public engagement opportunities.

## **Climate Change Considerations**

The CPPS will promote sustainable developments that are part of a walkable complete community. The CPPS can also look to address maintaining or increasing street trees and other environmental initiatives which are known to improve air quality and reduce the urban heat island effect.

## **Link to Strategic Plan**

The CPPS supports the Strategic Plan goal of Strengthening the Fabric of our community by promoting sustainable development and working with residents and stakeholders to manage growth effectively.

## **Alternative(s) to the Recommendation**

None.

## **Conclusions**

This report provides an overview of the Community Planning Permit System project. The CPPS allows the Town to plan proactively for future growth, and will be informed by extensive public consultation and development over 2025.

## **Attachments**

Attachment 1 – Community Planning Permit System Diagram

Attachment 2 – Community Planning Permit System Boundary Map

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Team review on December 12, 2024

## **Approvals**

**Approved by Marco Ramunno, Director, Planning and Development Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**