

## Appendix B-Aurora Victoria Hall

### INTRODUCTION

This Request for Expression of Interest (REOI) is being issued by the Town of Aurora for the purpose of gathering responses from parties interested in leasing the Town's Victoria Hall facility which could include execution of a subsequent lease agreement for the space provided.

Through this REOI effort, information is sought to determine tenant options, including but not limited to Respondents who can operate and manage this key asset in the Downtown area in support and benefit of the Town's residents and businesses.

The Town intends to review the information provided in response to this REOI and present viable options to Aurora Council for consideration. The determination of viable options will be determined at the discretion of Council in accordance with the Town's several plans and strategies including but not limited to the Town's Official Plan, Economic Development Action Plan, Aurora's Community Tourism Plan, and the Aurora Asset Management Plan.

The Town of Aurora is a welcoming, diverse and forward-looking municipality in the heart of York Region, bounded by the City of Richmond Hill, Town of Stouffville, Town of Newmarket and the Township of King. Aurora is a vibrant and prosperous community and one of Ontario's best-kept secrets. Home to over 65,000 people, its globally competitive economy includes more than 2,000 businesses and home to companies such as Desjardins Insurance, Magna International, Piramal Pharma, Kirchoff Automotive, Flow Water Inc., and Megalab Group Inc., representing the target sectors in manufacturing, food processing, automotive, insurance and the growing medtech industries.

Along with a growing business community, Aurora is quickly becoming a tourist destination for sport, culture and heritage assets. In this regard the Town seeks expressions of interest to lease and operate **Aurora's Victoria Hall** in the heart of the downtown area.

For more information about the Town of Aurora, please visit [www.aurora.ca](http://www.aurora.ca).

### BACKGROUND

#### Background on the Downtown Area

Downtown Aurora features all the traits that a resident or visitor could possibly love about a neighbourhood. There are quaint restaurants and cafes along Yonge and Wellington streets, boutique shops, spa services, and the Aurora Farmers' Market, all within walking distance. Additionally, Downtown Aurora features Machell's Alley, a unique open-air seating space, walking distance to The Aurora Armoury and Town Park - host of many festivals and entertainment. Completing Downtown Aurora's attractiveness is the exciting new Aurora Town Square - the catalyst for Downtown revitalization.

[Take a Tour – Downtown Story Map](#)

## **Appendix B-Aurora Victoria Hall**

### **Background on Victoria Hall**

As part of Aurora's Downtown area, Victoria Hall is a key part of the Town's downtown revitalization, complementing Aurora's small-town charm with unique amenities. Rooted in Aurora's history Victoria Hall is a key asset in the community and is part of the new Community Tourism Plan, advancing the Town as a destination within the GTA.

Victoria Hall was constructed in 1883 to house the local Disciples of the Christ congregation. By 1922, the property was sold to the Trustees of the Aurora Public School, where it became a health hall and centre for public health activities. In 1945, the building transitioned to a library, which remained open until approximately 1963, while the property was transferred to the Town in 1951. Since then, the building has been used for a variety of purposes and programming opportunities and remains under the ownership of the Town.

Victoria Hall was designated under the Ontario Heritage Act in 2008, as a fine example of a smaller church building built in the Gothic Revival style. Notable architectural elements include heritage features such as the steep Gothic pitch gabled roof, the gothic windows, brick, and side buttresses fronting onto Victoria Street. Interior wainscoting is also noted as a heritage feature. A small rear addition was added to the building circa the 1970s.

The property has remained vacant since the construction of Town Square. Due to the location of the property as part of the downtown and Town Park area, opportunities for adaptive re-use are encouraged, in support of the established mixed-use function defined for the area under the Aurora Promenade Secondary Plan.

The available tenant space at Victoria Hall includes 1650sq.ft. of usable space. The Town envisions investment in the revitalization of this historic asset, and will work with the awarded tenant to facilitate the transformation of Victoria Hall into a viable space.

The Tenant shall be responsible for:

- All leasehold improvements required for the proposed use;
- All utilities, ongoing cleaning and maintenance of all areas to which they have been granted access and shall be solely responsible for all costs associated with same;
- All cleaning services and consumable products and materials, such as washroom supplies, kitchen, waste-related and all other goods and services required must be supplied by the Tenant at their sole expense;
- All removal of debris and waste including packaging will be the sole responsibility of the Tenant.
- All other equipment, furnishings and inventory not specifically identified shall be the responsibility of the Tenant and will be fully described in the lease.

### **Common Areas and Amenities**

- No dedicated parking for guests – public parking available in the area
- Up to one parking space can be considered for management

## Appendix B-Aurora Victoria Hall

### Maintenance and Management

- **Interior Maintenance:** Responsibility of Tenant at Tenant's cost.
- **Building management** (e.g., cleaning, repairs): Responsibility of Tenant at Tenant's cost.
- **Trash disposal and recycling:** Responsibility of Tenant to provide both garbage and recycling removal from premises at Tenant's cost.
- **Exterior Maintenance:** Responsibility of Town. The Town is responsible for exterior maintenance of parking, grass, etc., and exterior building maintenance, excluding routine maintenance such as window cleaning, etc. at the Tenant's cost (through (TMI) Taxes, Maintenance, Insurance). The specifics to be negotiated and detailed in a lease with the selected Respondent.

### GOALS & OBJECTIVES

The goal of this REOI is to gather information and establish relationships with organizations (herein referred to as "Respondent"(s)) who may be interested in improving and leasing the space to generate an economically sustainable model for its operation, reduce any operating burden to the Town and the taxpayer, and contribute to the Town's tourism attractiveness. Additionally, this initiative aims to maximize community benefit by prioritizing activity in the Aurora Downtown area, fostering active, engaged and inclusive communities where possible.

The Respondents are asked to propose a comprehensive business model for improving and leasing Victoria Hall with an anticipated 3-year term, with options to extend. Respondents to ensure that clear benefits can be demonstrated to both the Town and the taxpaying community. See 'Requested Information' for details to include in a response.

The Town will consider responses (expressions of interest) based on the Respondent's experience, proposed improvements, services and safety measures. The Town may proceed to invite those who have submitted a response that meets the goals and needs of the project to a subsequent opportunity for contract award, based on the information provided in response to this REOI.

Should the Town receive only one response to this REOI, and/or identify that the market demonstrates a lack of available qualified Respondents, the Town may elect to engage alternative potential respondents directly for a subsequent opportunity.

### SUPPORTING MATERIALS

The Town will use its best efforts to make available any relevant municipal reports, background information, data, drawings, plans, surveys, and any other materials relevant to the project through the various stages of negotiation, as required and available. A list of known background information can be viewed from the following sites:

[Downtown Aurora – Town of Aurora Website](#)

## Appendix B-Aurora Victoria Hall

### [Downtown Aurora – Story Map](#)

#### REQUESTED INFORMATION

Respondents are asked to include, at a minimum, the following information:

- Corporate Information
- Operational Approach
- Financial Information
- Community and Social Impact
- Regulatory Requirements
- Response Format and Submission

#### Corporate Information

- Provide a description of the Respondent's company, including, but not limited to:
  - A description of the Respondent's corporate and ownership structure, including any applicable supporting documentation such as articles of incorporation, not-for-profit registration numbers, or similar credentials. A brief corporate history including number of years in business and overview of experience in providing their services;
  - A list of services the company provides, and equipment used; location of current offices (head office and/other locations);
  - Description of the Respondent's core business response/model applicable to this tenant space.

#### Operational Approach

- Provide a high-level outline of how the Respondent intends to use the space and storage, including proposed activities/services, staffing, hours of operation, and any community engagement strategies and marketing/promotion of activities/services.
- The Respondent is solely responsible for the operation and management of the leased space.

#### Financial Information

- Proposed Lease Terms: Outline proposed market lease rates, payment structures, and any proposed expectations or partnerships from the Town, including financial details regarding proposed improvements to the building.

## **Appendix B-Aurora Victoria Hall**

### **Community and Social Impact**

- Outline how the proposed use of the space aligns with the Town's goals for the community and any potential social or economic benefits.
- Provide details on any existing or potential partnerships with local community groups, businesses, or organizations.
- Please provide proof of corporation status, such as for/not-for-profit registration number, articles of incorporation, or other relevant documentation to confirm business registration.

### **Regulatory Requirements**

- Confirmation that the Respondent holds or is capable of obtaining the necessary permits, licenses and insurance required to operate the facility as proposed.
- Include preliminary drawings of what the Respondent intends to do with the space, understanding that the space is a registered historic site and has limitations on retrofits. In this regard, the optional site visit is highly recommended.