



General Committee Meeting Agenda

**Tuesday, March 3, 2020
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, March 3, 2020
7 p.m., Council Chambers

Councillor Gilliland in the Chair

- 1. Approval of the Agenda**
- 2. Declarations of Pecuniary Interest and General Nature Thereof**
- 3. Community Presentations**
- 4. Delegations**
 - (a) Mark Chemij, Starlight Investments**
Re: Item R5 – PDS20-012 – Application for Zoning By-law Amendment, Starlight Investments, 145 and 147 Wellington Street West, Part of Lot 28, Plan 264, File Number: ZBA-2018-01
 - (b) TJ Cieciora, Principal Planner and President, Design Plan Services**
Re: Item R5 – PDS20-012 – Application for Zoning By-law Amendment, Starlight Investments, 145 and 147 Wellington Street West, Part of Lot 28, Plan 264, File Number: ZBA-2018-01
- 5. Consent Agenda**
- 6. Advisory Committee Meeting Minutes**

Recommended:

A1. Heritage Advisory Committee Meeting Minutes of February 3, 2020

1. That the Heritage Advisory Committee meeting minutes of February 3, 2020, be received for information.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CMS20-008 – Library Square – Governance Review

Presentation to be provided by Phil Rose-Donahoe, Manager, Library Square, Community Services.

Recommended:

1. That Report No. CMS20-008 be received; and
2. That staff be directed to continue to explore the feasibility of the Direct Delivery and Not-for-profit/Municipal Hybrid governance models and report back with further recommendations regarding the most appropriate model for the operation of Library Square.

R2. CMS20-009 – Sport Plan – Progress Report

Presentation to be provided by Erin Hamilton, Sport and Community Development Specialist, Community Services.

Recommended:

1. That Report No. CMS20-009 be received for information.

R3. CAO20-001 – Pending List Update

Recommended:

1. That Report No. CAO20-001 be received; and
2. That items marked “Completed – To be Removed” and “Pending – To be Removed” be taken off future Pending List updates.

R4. CMS20-007 – Local Sport Organization License Agreements

Recommended:

1. That Report No. CMS20-007 be received; and
2. That the Director, Community Services be authorized to execute license agreements, including any and all documents and ancillary agreements required to give effect to same, for:
 - (a) Aurora Minor Hockey Association
 - (b) Central York Girls Hockey Association
 - (c) Aurora Tigers Junior A Hockey Club
 - (d) Aurora Skating Club
 - (e) Aurora Community Tennis Club
 - (f) Aurora Lawn Bowling Club
 - (g) St. Andrew's College; and
3. That the license agreements be for a period of ten years with a renewal option for a further ten years; and
4. That the Director be delegated the authority to execute similar license agreements with other community sport organizations, where the agreements are of similar value and for the purpose of supporting sport in the community.

**R5. PDS20-012 – Application for Zoning By-law Amendment
Starlight Investments
145 and 147 Wellington Street West
Part of Lot 28, Plan 264
File Number: ZBA-2018-01**

Recommended:

1. That Report No. PDS20-012 be received; and
2. That the Zoning By-law Amendment file ZBA-2018-01 (Starlight Investments) be approved to rezone the subject lands from "Second Density Apartment Residential (RA2) Zone" to "Second Density Apartment Residential [RA2(XX)] Exception Zone"; and

3. That an implementing Zoning By-law be brought forward to a future Council meeting.

R6. PDS20-018 – Terms of Reference for the Review of the Town’s Register of Properties of Cultural Heritage Value or Interest

Recommended:

1. That Report No. PDS20-018 be received; and
2. That the attached Terms of Reference for the Review of Aurora Register of Properties of Cultural Heritage Value or Interest be endorsed.

R7. PDS20-006 – Servicing Allocation Update

Recommended:

1. That Report No. PDS20-006 be received for information.

8. Notices of Motion

9. New Business

10. Public Service Announcements

11. Closed Session

12. Adjournment



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Town of Aurora

Delegation Request

Legislative Services

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to Legislative Services.

Council/Committee Meeting and Date: 03/03/2020	
Subject: ZBA-2018-01 - 145 & 147 Wellington Street West	
Name of Spokesperson: Mark Chemij, Starlight Investments	
Name of Group or Person(s) being Represented (if applicable): Starlight Investments	
Brief Summary of Issue or Purpose of Delegation: As owner of the property, Mark will provide brief summary of discussions with tenants to date and potential parking arrangements during construction.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Matthew Peverini, Planning Department	Date:
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



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Delegation Request

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Council/Committee Meeting and Date: 03/03/2020	
Subject: ZBA-2018-01 - 145 & 147 Wellington Street West	
Name of Spokesperson: TJ Cieciora (Principal Planner & President, Design Plan Services)	
Name of Group or Person(s) being Represented (if applicable): Design Plan Services for Starlight Investments	
Brief Summary of Issue or Purpose of Delegation: Design Plan Services has been retained by Starlight Investments as the planning consultant for the ZBA application regarding 145 & 147 Wellington Street West. TJ Cieciora (principal planner and president of DPS) will provide updates and details on the process and plans for this application.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Matt Peverini, Planning Department	Date:
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



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

Date: Monday, February 3, 2020
Time and Location: 7 p.m., Holland Room, Aurora Town Hall
Committee Members: Jeff Lanthier (Chair), Hoda Soliman (Vice Chair), Neil Asselin, John Green, Councillor Sandra Humfryes (arrived 7:08 p.m.), Matthew Kinsella, Bob McRoberts
Members Absent: None
Other Attendees: Carlson Tsang, Planner, Linda Bottos, Council/Committee Coordinator

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

1. Approval of the Agenda

**Moved by John Green
Seconded by Hoda Soliman**

That the agenda as circulated by Legislative Services be approved, with the exception that Item 4 be considered prior to consideration of Item 3.

Carried

2. 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*.

3. Receipt of the Minutes

Heritage Advisory Committee Meeting Minutes of December 9, 2019

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Monday, February 3, 2020

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**Moved by Bob McRoberts
Seconded by Neil Asselin**

That the Heritage Advisory Committee meeting minutes of December 9, 2019, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

- 1. HAC20-001 – Major Heritage Permit Application
15032 Yonge Street (Elmwood Lodge: The Reuben J.
Kennedy House), File: HPA-2019-07**

Staff provided a brief overview of the report noting staff's recommendation to defer the application pending review of a damage assessment report on the condition of the existing shutters on a designated building.

The Committee inquired about various aspects of the shutters, offered suggestions regarding restoration assistance, and expressed support for staff's recommendation to defer the application.

**Moved by Matthew Kinsella
Seconded by Hoda Soliman**

1. That Report No. HAC20-001 be received; and
2. That the Heritage Advisory Committee's comments regarding Major Heritage Permit Application File: HPA-2019-07 be received and referred to staff for consideration and action as appropriate.

Carried

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**2. HAC20-002 – Minor Heritage Permit Application
80 George Street, File: HPA-2019-06**

Staff gave a brief overview of the report noting staff's support of the proposed replacement of five windows and one side entrance door as it would not adversely affect the original heritage character of the building.

The Committee inquired about the wraparound porch and staff agreed to investigate whether it was part of the original elements in relation to the heritage designation.

**Moved by Matthew Kinsella
Seconded by Neil Asselin**

1. That Report No. HAC20-002 be received; and
2. That the Heritage Advisory Committee's comments regarding Minor Heritage Permit Application File: HPA-2019-06 be received and referred to staff for consideration and action as appropriate.

Carried

**3. HAC20-003 – Draft Terms of Reference for the Review of the Town's
Register of Properties of Cultural Heritage Value or Interest**

Staff provided a brief overview of the report and draft Terms of Reference regarding the proposal to retain a consultant to conduct a comprehensive review and update of the Town's Register, including the prioritization of listed properties for potential designation.

The Committee inquired about various aspects of the proposed Terms of Reference including the process phases, roles and responsibilities, and interim progress reporting, and staff provided clarification. The Committee suggested that the Aurora Museum & Archives and Regional information be included as resources for data collection and that the consultant submit all phase-based deliverables. The Committee further suggested that the Town's heritage conservation district properties be prioritized in the review and that an interim process for building permit requests be implemented to protect listed heritage properties until the review is completed. The Committee also expressed interest in participating on the proposed steering committee.

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**Moved by Matthew Kinsella
Seconded by Hoda Soliman**

1. That Report No. HAC20-003 be received; and
2. That the Committee comments on the Draft Terms of Reference for the comprehensive review of the Town's Register of Properties of Cultural Heritage Value or Interest be received and referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

4. Memorandum from Planner

Re: Alterations to a Listed Heritage Property – 46 Mosley Street

The Committee consented to allow the applicant to speak to the Committee.

Staff gave a brief overview of the memorandum regarding a building permit application for an existing dwelling that is a listed, non-designated property.

The Committee inquired about the process for its input on listed heritage properties and expressed concern regarding the absence of a review by the evaluation working group. Staff provided clarification on the requirements of the *Ontario Heritage Act* and advised that Committee input is being sought prior to heritage staff providing comments on the application to Building Services.

The applicant assured the Committee that they are working within the appropriate guidelines and are willing to work with staff to protect the building's heritage and compatibility within the neighbourhood.

The Committee agreed to provide comments on the design of the proposal to staff via email for consideration by staff and the applicant prior to approval of the building permit application.

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**Moved by Matthew Kinsella
Seconded by John Green**

1. That the memorandum regarding Alterations to a Listed Heritage Property
– 46 Mosley Street be received for information.

Carried

7. Adjournment

**Moved by Matthew Kinsella
Seconded by Neil Asselin**

That the meeting be adjourned at 8:29 p.m.

Carried



**Town of Aurora
General Committee Report No. CMS20-008**

Subject: Library Square – Governance Review
Prepared by: Phil Rose-Donahoe, Manager of Library Square
Department: Community Services
Date: March 3, 2020

Recommendation

- 1. That Report No. CMS20-008 be received; and**
- 2. That staff be directed to continue to explore the feasibility of the Direct Delivery and Not-for-profit/Municipal Hybrid governance models and report back with further recommendations regarding the most appropriate model for the operation of Library Square.**

Executive Summary

This report provides an overview of the Library Square Governance Review and details next steps in determining the most appropriate governance model for Library Square.

- The purpose of the Library Square Governance Review was to determine the most efficient, viable and sustainable governance model for the optimization of delivery of cultural services in Aurora.
- The Governance Review examined four comparable organizations that offer important lessons for the future operation of Library Square.
- In applying the lessons from other organizations, and the feedback of key stakeholders, the Governance Review proposes three governance structures for further consideration.
- Given the numerous challenges associated with implementing the Municipal Service Board model, staff believe it is the least feasible model for the future governance of Library Square and should be removed from further consideration.
- Together with key stakeholders, the Direct Delivery and Not-for-profit/Municipal Hybrid models should be further explored to determine which one is the most feasible option for Library Square.
- Staff will report back making final recommendations based on further consultation and analysis.

Background

The Library Square Business Plan approved by Council in March 2019 anticipated that the new and expanded Library Square facility would require an adaptive operating structure to manage the facility's numerous functions. It also proposed an organizational structure and identified staffing responsibilities for the entire Library Square facility, but fell short of recommending a specific governance model that could best meet the multiple needs of the project.

In an effort to advance the recommendations of the Business Plan pertaining to the preferred organizational structure for Library Square, in July 2019 staff initiated an in-depth Governance Review that compared and contrasted the existing decision-making process and management structure for the Aurora Cultural Centre (ACC) and the Town against other alternative models.

The Library Square Governance Review was guided by the following objectives:

1. To examine various models for the long-term governance and management of Library Square;
2. To develop clear principles against which proposed governance models can be evaluated;
3. To establish a detailed process by which to evaluate the most efficient governance model for Library Square; and
4. To leverage the governance review process as an opportunity to further engage the Town's cultural partners in the development of Library Square, and to build consensus regarding long-term cultural development in Aurora.

Analysis

The purpose of the Library Square Governance Review was to determine the most efficient, viable and sustainable governance model for the optimization of delivery of cultural services in Aurora.

Given the municipality's significant investment in Library Square, it is vital to select a governance structure that can most effectively deliver the programs and services envisioned for the new space. Governance will be a key determinant of the project's enduring success and will influence every facet of day-to-day operations, including

communications and branding, programming, staffing, fundraising, space allocation, maintenance, community engagement and more.

The Library Square Governance Review included extensive research into comparable community facilities, a broad inquiry into the role good governance plays in the creation of effective and sustainable organizations, and consultation with a number of key stakeholders, including Mayor and Council, Town staff, ACC staff, other cultural partner representatives, and consultants.

Each of these individuals provided essential observations that informed the recommendations found in this report.

The Governance Review examined four comparable organizations that offer important lessons for the future operation of Library Square.

In an effort to better understand the advantages and disadvantages of different governance models, the Governance Review surveyed the following four organizations to determine what elements of their models could be adopted by Library Square:

Organization Name	Facility Ownership	Governance Model
Tett Centre for Creativity and Learning	City of Kingston	Not-for-profit with Dependent Executive Board of Directors
FirstOntario Performing Arts Centre	City of St. Catharines	Municipal Service Board
Pompano Beach Cultural Centre	City of Pompano Beach	Municipal Direct Delivery
The Blue Mountains Gallery, Library, Archive and Museum	The Town of the Blue Mountains	Municipal Direct Delivery

Although staff investigated many other organizations as part of the Governance Review, these organizations were chosen for closer study because they operate under varying governance structures and offer important lessons for the future operation of Library Square, such as:

- Given the multiplicity of governance models to choose from, there is no one-size-fits-all, or universal, approach to choosing a governance structure;

- Governance is an evolving process that requires ongoing analysis to ensure that decision-making processes continue to reflect an organization's vision, mission and values;
- An organization's performance is greatly influenced by the way in which its staff, board and supporters interact with each other, or how they "fit" together; and
- Every governance model possesses advantages and risks that must be weighed and understood before choosing one approach over another, and regardless of what model is chosen, trade-offs must be made.

In applying the lessons from other organizations, and the feedback of key stakeholders, the Governance Review proposes three governance structures for greater consideration.

As a result of the research and consultation phase, the following three models stood out as viable options for further study:

1. Direct Delivery;
2. Not-for-profit/Municipal Hybrid; and
3. Municipal Service Board.

The following is a summary of the benefits and risks of each option.

Direct Delivery:

As the largest community infrastructure project undertaken by the Town, the Library Square project provides an opportunity for the municipality to re-assess the decision-making process by integrating arts, culture and heritage programming into a refined governance structure. Under a municipal direct delivery model, Library Square would become a function of the Community Services Department, which would be responsible for the development and delivery of municipal cultural programming (interior and exterior), theatre performances and box office management, museum administration, rentals and bookings, program registration, facility maintenance and repairs, among other responsibilities.

Additional functions such as marketing and communications, financial reporting, payroll, and human resources would need to be integrated into the requisite municipal department. The Town presently provides building repairs and maintenance, asset management, cleaning services and IT support at 22 Church St., and would continue to do so under a direct delivery model.

A not-for-profit arm (e.g. foundation) is possible under this arrangement and could be responsible for financially supporting cultural services, and local arts and culture in general, by facilitating fundraising and advocacy activities.

Many performing arts centres operate under the direct delivery model, such as Flato Markham Theatre, Kingston's Grand Theatre, Richmond Hill's Centre for Performing Arts, Georgina's Stephen Leacock Theatre and Newmarket Theatre. Recently, Mississauga's Living Arts Centre also moved to a direct delivery model after years of operating under a not-for-profit governance structure with a volunteer board of directors.¹

Benefits of the Direct Delivery Model:

- Access to public funding to support ongoing operations through annual municipal budget allocation;
- Clear and consistent leadership structure that allows for centralized decision making and consistent customer service;
- Enhanced municipal influence over decision-making process and overall direction for the project;
- Greater access to complementary municipal resources (e.g. finance, human resources, communications, IT etc.) that would deliver efficiencies and economies of scale;
- Municipal expertise in facility operations and asset management;
- Municipal proficiency in grant writing and potential access to funding from other levels of government not available to not-for-profit organizations;
- Consistent employee wages/salaries ensuring equitable pay among roles and responsibilities;
- A simplified approach to space allocation and greater municipal revenue/return on investment through the administration of rentals and bookings; and
- Consolidated approach to branding, marketing and promotion that would provide more consistent messaging to the community (e.g. a centralized website and social media presence).

Downsides of the Direct Delivery Model:

- Potentially negative response from the community to the perceived notion that the Town is taking over the delivery of all cultural programming;

¹ In moving to the direct delivery model, the City of Mississauga stated it would be better able to “integrate programming, drive tourism and establish Mississauga as a creative music city.”

- Higher municipal sector salaries would mean either a smaller staff complement compared to current staffing levels at 22 Church St. or an increased (and currently unfunded) budget allocation to salaries and wages;
- Perception that municipal structures are overly rigid, or bureaucratic, and therefore not particularly well suited to operate cultural facilities that require creativity, flexibility, the ability to take risks and the independence to innovate;
- Potentially adverse impact on the ability to fundraise since some private donors and granting bodies (e.g. Ontario Trillium Foundation) may be less likely to give to municipalities; and
- At least in the short term, some artists, artisans, cultural professional, heritage supporters, and others, might be less inclined to collaborate with the Town, thereby limiting local creative expression, audience development and Cultural Master Plan implementation.

Not-for-profit/Municipal Hybrid Model

Not-for-profit governance is a common approach to operating cultural facilities such as the ACC. Municipalities often use third-party cultural groups to provide cultural programming to the community. As mission-driven not-for-profit organizations, they possess the expertise required to run cultural venues and provide municipalities with cost-savings in delivering cultural services.

On the other hand, most museums in Ontario started out as projects of volunteer-run, not-profit, historical societies, but over time transitioned to municipally-run entities as historical societies became increasingly unable to sustain them.

It is not unusual for not-for-profit groups such as the ACC and municipally-run entities such as the Aurora Museum & Archives (AMA) to co-locate under one roof, as evidenced by the recent growth in multi-sector service centres, or community hubs, where multiple organizations (including municipalities, school boards, health centres, not-for-profits, neighbourhood-based agencies and others) share space.²

As co-located cultural entities, the ACC and AMA have proven that the current governance model provides a number of tangible benefits.

Benefits of the current Not-for-profit/Municipal Hybrid Model:

- Expertise in cultural and heritage program and service delivery;

² *Community hubs in Ontario: A strategic framework and action plan, 2016*,
<https://www.ontario.ca/page/community-hubs-ontario-strategic-framework-and-action-plan>

- Proven governance integrity as demonstrated by the ACC's accreditation from Imagine Canada, an organization whose mission is to strengthen Canada's charitable sector;
- Ongoing development of the AMA's collection and important strides in exhibition development and public access to Aurora's material culture;
- Town oversight through the annual budget process, key performance indicator tracking and participation of two Council members on the ACC's board of directors;
- Awareness among the local community and cultural partners of the AMA and ACC as cultural service delivery organizations that are key to the vibrancy of the creative sector;
- ACC support for maintaining a partnership with the Town in the delivery of cultural services under the current governance structure;
- A strong network of partnerships with artists, artisans, performers, heritage experts, volunteers, cultural organizations and professionals that demonstrate the municipality's commitment to local cultural development;
- Similarly, strong audience development experience necessary to support Library Square programming;
- Access to fundraising sources (e.g. grants and individual giving) not necessarily available to municipalities via the ACC's not-profit status; and
- Cost-savings in the form of lower compensation rates for not-for-profit staff compared to Town salary and benefit packages.

Downsides of the current Not-for-profit/Municipal Model:

Conversely, when considering how the current governance model might translate to the administration of Library Square, and the additional programming opportunities the new space provides, the mixed not-for-profit/municipal model poses some challenges.

- Potential for inefficient customer service due to the absence of centralized leadership and a unified direction for the facility as a whole;
- Greater potential for confusion, duplication, and uneven approaches to service and program delivery;
- Fragmented Cultural Master Plan implementation and no specific individual or organization assigned to the larger project of supporting and growing Aurora's cultural sector;
- Unclear as to how the Community Services Department's programming fits into the hybrid governance model;
- Higher public sector compensation when compared to not-for-profit organizations;

- Continued lack of Town control over space allocation and an inability to offset the municipality's investment via rental and booking revenue of a Town-owned space; and
- Challenges in quantifying the Town's in-kind support (e.g. facility cleaning, maintenance, IT support, etc.) to a non-Town entity (i.e. the ACC) on a zero cost-recovery basis.³

Given the challenge of maintaining the hybrid model, rather than a complete overhaul of what presently exists, there is an opportunity to mitigate these challenges by adopting some key improvements, such as:

- Expand the ACC board's membership to include the Director of Community Services, or designate, the purpose of which is to enhance communication between the Town and the ACC;
- Transition the responsibility for all bookings/rentals to the Town which has the necessary resources to manage this function most efficiently and would ensure consistency in rental rates. Rental revenue would also help to offset the Town's investment in the facility and establish one point of contact for all user groups. A space allocation policy would need to be developed to ensure the AMA, ACC and the Aurora Public Library (APL)⁴ are provided the space necessary to host programs and performances necessary to meet their mandates and revenue targets; and
- Establish certain subcommittees, or working groups, to address areas that require additional attention. Some examples from other facilities include: community engagement, fundraising, program collaboration and performance planning, and governance. These committees/working groups would provide more coordination and collaboration among the AMA, ACC, APL and the Town, and help to prevent duplication and build cooperation.

Municipal Service Board

Pursuant to Section 196 of the Municipal Act, the Town can establish a Municipal Service Board (MSB) for the purpose of overseeing the operation and programming of Library Square. Although not a widespread approach to governing cultural venues, the City of St. Catharines recently created an MSB to manage their performing arts centre.

³ The Town currently provides a number of supports to the ACC (e.g. cleaning services, repairs and maintenance, IT services and more) that have not been quantified monetarily.

⁴ While the APL is a key stakeholder in helping to determine how space would be allocated, their governance structure, as determined by the Public Libraries Act, would not change.

Under the MSB model, the Town would continue to own the lands and building at 22 Church St., and remain responsible for capital asset funding. In the St. Catharines' model, building repairs and maintenance of the grounds and building are shared between the MSB and municipality based on cost and a determination of whether or not major building components are involved. The Town could also opt to provide a number of services on an in-kind, or fee-for-service basis, such as IT support, payroll, communications, and others.

Once established, the MSB would become the operator of the business, responsible for program and service delivery, facility rentals and bookings, establishing rates and fees, box office administration, financial operations, marketing and promotion, fundraising, and employing and managing all employees and volunteers.

Such a governance model would require the Town, through Council, to create a body that possesses the expertise at an operational level to implement the Library Square Business Plan and oversee the ongoing operations and programming of the facility. Council would also need to approve the criteria and competencies for the MSB and establish the broad policies it needs to follow, thereby controlling the MSB's scope of authority to some extent.

Benefits of the MSB model:

- Like the Direct Delivery model, it provides a unified entity;
- Balances municipal control with delegated authority to a separate, independent board created for the purpose of carrying out the municipality's objectives;
- Partly distances Library Square from municipal decision-making, thereby affording it more creativity, flexibility and independence necessary to operate;
- Allows for the potential transition of existing ACC board members and staff, as well as AMA staff, to the newly established MSB;
- Offers lower wages and salaries compared to municipal rates;
- Provides for the establishment of a separate board of management and allows the Town to recruit skills-based members of the community to serve as board directors; and
- Could make some funding sources more readily accessible compared to municipalities, such as private giving and grants that municipalities are not eligible for.

Downsides of the MSB model:

- There is a lack of comparator organizations where the MSB model has been applied to the governance of a multipurpose cultural space like Library Square, which is more than a performing arts centre;
- Not well understood and there is no comparable organization that has successfully implemented this model over an extended period of time, making it a significant risk;
- Lack of evidence that the MSB model leads to greater revenue from fundraising initiatives;
- Potential disruption to program delivery and audience development during the transition period;
- Without incorporating the expertise and established networks developed by the AMA and ACC into the new structure, the transition may face significant difficulties, including complex employment issues;
- The use of an MSB is delegation of Council authority. Although Council would exert influence through the process of establishing the MSB and through annual budget allocations, given the Town's significant investment in the new facility, the municipality may wish to retain greater control over the facility, especially during its start-up period; and
- Involves a lengthy transition period that requires significant administrative planning and the development of various complex agreements that may not fully align with the completion and grand opening of Library Square.

Given the numerous challenges associated with implementing the Municipal Service Board model, staff believe it is the least feasible model for the future governance of Library Square and should be removed from further consideration.

The minimum estimated timeframe for establishing an MSB is 18 months. For Library Square, the process may take longer given that in addition to creating the MSB, the current governance structure at 22 Church St. would need to be terminated prior to, or in parallel with, the process of creating the MSB.

Library Square also involves more stakeholders and would be moving from a hybrid governance model to an MSB model, which is a more difficult transition than moving from municipal direct delivery to MSB.

From an implementation standpoint, given the number of by-laws and agreements to be developed, amended or terminated, the MSB model requires a higher level of

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administrative complexity than the other models. It entails more resources and lead time to implement, which could make implementation of the full governance system difficult to establish before the facility is operational upon completion of construction in 2022.

Finally, it poses political and administrative challenges given that the MSB has rarely been used to govern a multiuse cultural facility like Library Square. Historically, Ontario municipalities have adopted the MSB model to deliver services such as water and wastewater, airports, and most recently, tourism and destination marketing. There is no comparable organization that has successfully implemented this model over an extended period of time. Although the FirstOntario Performing Arts Centre in St. Catharines recently transitioned from direct delivery to an MSB, the implementation of this model is in its infancy, leaving its long-term sustainability in question.

For these reasons, staff recommend that the MSB model should be removed from further consideration.

Together with key stakeholders, the Direct Delivery and Not-for-profit/Municipal Hybrid models should be further explored to determine which one is the most feasible option for Library Square.

Staff are seeking direction to continue to work with stakeholders to test the practicality of the remaining two models for the future governance of Library Square. This would entail a series of process mapping workshops with stakeholders, including the Town/AMA, ACC and the APL, the purpose of which is to undertake a step-by-step analysis of the decision-making process for various real-world scenarios that would occur at Library Square (e.g. a third-party rental booking from first point of contact to post-booking follow-up, box office administration/ticket sales, program planning and delivery, etc.). This exercise is meant to highlight the challenges and opportunities inherent to each model and how they might be mitigated or advanced. It will also help to identify staffing levels and responsibilities for the entire facility, with the ultimate goal of reaching a consensus on the most efficient and effective governance model for Library Square.

Staff will report back making final recommendations based on further consultation and analysis.

Ideally, by the summer staff would return to Council with a follow-up report that recommends which governance model should be adopted based on the results of the process mapping exercise and additional analysis. The follow-up report would clearly

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explain the benefits of the recommended model and provide details of the implementation process.

It would also commit to returning to Council with a post-implementation evaluation report following Library Square's first year of operations that analyses how effective the chosen governance model has been in meeting the project's performance measures.

Advisory Committee Review

Not applicable.

Legal Considerations

The steps needed to establish an MSB model to govern Library Square would be as follows:

1. Council approval to begin the process of creating an MSB and terminate the Provision of Services Agreement and Lease Agreement with the ACC;
2. Council approval of an Establishing By-law, which would serve as the constitution of the MSB, offer a timeframe for its creation and allows for the board recruitment process to commence. This process should be municipally driven and is the Town's opportunity to institute the framework that will guide the board once recruited. In establishing an MSB, the municipality may decide on:
 - the name, composition, quorum and budgetary process;
 - eligibility of board members;
 - manner of selecting members;
 - term of office;
 - number of votes of board members;
 - rules, procedures and policies the board must follow; and
 - relationship to the municipality, including financial and reporting procedures.
3. Preparation and Council approval of a Relationship Agreement between the Town and the MSB that sets out and establishes the rights, expectations and obligations of both parties for the funding, maintenance and operation of the facility;
4. Preparation and Council approval of the Procedural By-law to govern board proceedings such as meeting frequency, board roles, responsibilities, and related procedural matters;
5. Undertake board member selection process;

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Report No. CMS20-008

6. Once the board is established, development and board approval of various policies and procedures to govern day-to-day operations such as board code of conduct, procurement guidelines, staff recruitment practices, and more;
7. Development and board approval of an Operational Plan that defines how resources are to be allocated to achieve short-term goals; and
8. Recruitment of additional staff to oversee day-to-day business and operate the facility, assuming that AMA staff would remain in place.

The Town is also required to undertake public engagement initiatives throughout the process although the exact timing and level of engagement would need to be determined.

Financial Implications

At this time there are no financial implications of note. As part of the ongoing review of the Town's desired Library Square Governance model, the financial implications of each will be examined at this time.

Communications Considerations

Throughout the Library Square project, the Town has engaged the community through in-person consultation opportunities, public meetings and extensive and ongoing interviews with stakeholders. For the overall project, Corporate Communications and Community Services have been, and will continue to utilize the Involve stage of the International Association of Public Participation (IAP2) Spectrum. This means that we have, and will continue to, engage the community throughout the process to ensure that public concerns are consistently understood and considered. We will also work with the public to ensure that their concerns are directly reflected in the project, and although Council has final decision-making with regards to this project, it is expected that public feedback be a factor in that process.

Link to Strategic Plan

The development of Library Square supports the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- **Invest in sustainable infrastructure**
- **Celebrating and promoting our culture**
- **Encourage an active and healthy lifestyle**
- **Strengthening the fabric of our community**

Enabling a diverse, creative and resilient economy in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- **Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business**

Alternative(s) to the Recommendation

1. Council may direct staff to continue to explore the feasibility of the Municipal Service Board model.
2. Council may provide further direction.

Conclusions

This report presents Council with observations and recommendations that arose from the Library Square Governance Review. Based on extensive research and consultation, staff are seeking Council's direction to remove the Municipal Service Board from further consideration as the future governance model for Library Square. Furthermore, staff are seeking direction to continue to explore the feasibility of the Direct Delivery and Hybrid models with key stakeholders and return with a follow-up report that makes final recommendations regarding the preferred governance model for Library Square.

Attachments

No attachments.

Previous Reports

CMS19-005 – Library Square Project Update - GC Template, February 12, 2019

FS19-012 – Library Square – Financial Strategy, March 21, 2019

CMS19-009 – Library Square - Proposed Operating Plan, March 21, 2019

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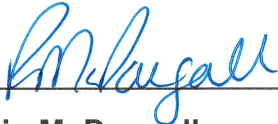
Report No. CMS20-008

Pre-submission Review

Reviewed by Financial Services, Legal Services, Corporate Communications and the CAO by February 20, 2020

Departmental Approval

Approved for Agenda



**Robin McDougall
Director
Community Services**



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. CMS20-009

Subject: Sport Plan – Progress Report
Prepared by: Erin Hamilton, Sport and Community Development Specialist
Department: Community Services
Date: March 3, 2020

Recommendation

- 1. That Report No. CMS20-009 be received.**

Executive Summary

This report provides a status update on work related to the Sport Plan since the hiring of the Sport and Community Development Specialist in August 2019. The Sport Plan was completed and approved by Council in late 2015 and contains 22 recommendations.

This report provides more details including:

- A review of Sport Plan recommendations and discussions with Local Sport Organizations resulted in eight key priorities over the next two years
- There is a need to respond to the changing demographics in Aurora by engaging with newcomers and culturally diverse groups to better understand their experiences and wants in relation to culturally appropriate sport offerings and introduction to traditional Canadian sport
- Staff are working with various organizations to provide resources and guidance on club operations for local sport organizations
- Transportation and financial constraints are two key barriers to participation in sport for low income families
- Staff are working on key initiatives to engage more persons with a disability in sport and physical activity
- A Sport Tourism Strategy is being developed by Community Services, Economic Development, local sport organizations and community partners
- A comprehensive e-toolkit focused on sport volunteer priorities is being developed for use by sport stakeholder groups
- Staff will develop a strategy to address the known gaps in sport for women and girls and initiatives to engage more women and girls in sport will be created

March 3, 2020

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Report No. CMS20-009

- Communication efforts on general promotions initiatives and support to Local Sport Organizations are taking place
- A Mayors roundtable meeting will provide an opportunity for local sport groups to have open dialogue with Mayor Mrakas

Background

Council approved the Sport Plan in 2015 in conjunction with the Parks and Recreation Master Plan. The plan includes 22 recommendations to be implemented over five years. Sport Aurora was on contract from 2016-2018 to implement the Year 1-3 deliverables in the Sport Plan.

At its' meeting of December 18, 2018, Council directed staff to report back on alternative delivery models for Sport Plan initiatives.

In April 2019, Council approved a new two-year contract position, Sport and Community Development Specialist, to continue with the delivery of the Sport Plan with a recognized need to re-prioritize some of the recommendations.

This report provides Council with a status update on the work completed to date since the Sport & Community Development Specialist commenced work on the Sport Plan in August 2019.

Analysis

A review of Sport Plan recommendations and discussions with Local Sport Organizations resulted in eight key priorities over the next two years

Upon the hiring of the Sport and Community Development Specialist, key steps were taken to establish the goals and deliverables throughout the two year contract. A thorough evaluation of trends, best practices and projects took place across Ontario and Canada. Examples of key initiatives reviewed/include:

- Canadian Association for the Advancement of Women and Girls in Sport project with 20 communities across Canada to evaluate the experiences of female newcomers in sport.
- Sport for Life for ALL NEWCOMERS TO CANADA resource about creating inclusion in sport and physical activity.

March 3, 2020

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Report No. CMS20-009

- Recent attention in the media around abuse in sport and the need for the sport community to take necessary steps to ensure a system is in place to support safe sport. Multiple sport organizations have placed focus on this piece.
- The heightened awareness of Para sport in Canada but identified lack of programming for persons with a physical disability in the community.

In addition to an environmental scan, meetings took place through the months of September and October 2019 with local sport organizations to learn more about their interests, key challenges and successes as an organization and their perspective on some of the key priority areas of the sport plan. A total of 24 local sport organizations (see attachment) participated in one on one meetings with ongoing work to continue to meet with those organizations not available or who did not respond to a request for meeting.

As a result of an environmental scan and engagement with local sport organizations, the current work on the sport plan focusses on eight priorities that will impact sport over the next two years.

The eight priorities include:

- a. Cultural Diversity
- b. Governance / Club Operations
- c. Low Income Families
- d. Marketing & Communications
- e. Persons with a Disability
- f. Sport Tourism Strategy
- g. Volunteers
- h. Women and Girls in Sport

On December 2, 2019, a meeting of the local sport organizations took place to present the priorities and key initiatives applicable to each one. Twenty five individuals attending representing a total of fifteen different organizations.

There is a need to respond to the changing demographics in Aurora by engaging with newcomers and culturally diverse groups to better understand their experiences and wants in relation to culturally appropriate sport offerings and introduction to traditional Canadian sport

Based on the 2016 Census, 30.2% of Aurora's population are immigrants. It is a priority to better understand the experiences and needs of immigrants in the community. Does

the current sport offerings meet the needs and provide a welcoming environment to participate in sport? In order to better understand if additional sport offerings would be beneficial or if the avenue in which traditional Canadian sports are introduced needs to change, a series of focus groups with immigrants are being conducted. The following is a summary of partnerships to engage immigrants and culturally diverse groups as well as deliver focus groups:

Welcome Centre Immigrant Services – The Town of Aurora presented to staff at the Welcome Centre Immigrant Services on November 27, 2019 about the Sport Plan and discuss opportunities to collaborate. Since the presentation, Town of Aurora has materials available in their resource center (program guide and event promotional materials) as well as setting up information booths on a regular basis. The first information booth was set up on January 9, 2020 and another one is scheduled for February 24, 2020 after the Spring / Summer Program Guide is released. The information booth provides the Town with an opportunity to engage with and answer questions about offerings through the Town as well as build awareness of the various sport organizations in the community. The Town of Aurora is currently in discussions with the Welcome Centre Immigrant Services about hosting focus groups right at their facility.

Al-Abrar Muslim Association – The Town of Aurora will be presenting to the families of the Al-Abrar Muslim Association on February 21, 2020. The presentation will provide an opportunity to share information about what the Town has to offer in sport and physical activity. Furthermore, it will be an opportunity to hear from the families about their wants and needs in sport and physical activity.

York Region District School Board – The Town of Aurora met with three Community Partnership Developers at the school board to discuss the opportunity to deliver focus groups with youth in the local high schools. Steps are currently taking place for the focus groups to be scheduled during the English as a Second Language classes at the local high schools.

York Catholic District School Board – The Town of Aurora is in the process of coordinating a meeting with the Secondary Assessment Teacher through the Newcomer Reception Centre to discuss the opportunity to coordinate focus groups with local youth through the York Catholic District School Board.

Youth staff within Community Services will be participating in the focus groups taking place at the local high schools.

Staff are working with various organizations to provide resources and guidance on club operations for local sport organizations

To ensure local sport organizations have the resources available to develop and implement policies, procedures and best practices within their sport community, discussions are currently taking place with potential partner organizations. The Town of Aurora has identified Spring 2020 to release a manual that would have information and templates in the area of governance (constitution and bylaws), complaint management, safety in sport and human resource management.

To support the release of a manual, the Town of Aurora will host a series of workshops that would assist and educate local sport organizations on the implementation and adoption of key areas in the manual. As a first step, the Town of Aurora hosted a Club Operations workshop with Steve Indig from Sport Law & Strategy Group as part of the same sport meeting that took place on December 2, 2019. This session was very well received by those in attendance.

Transportation and financial constraints are two key barriers to participation in sport for low income families

Through the Sport Access – Low Income Background report submitted by Sport Aurora in year two of their contract, two key barriers to participation for low income families is cost to participate and transportation to and from programs.

As part of the Town of Aurora sport webpages, there will be one area dedicated to information about subsidies for communities to access. Furthermore, families will be able to contact the Sport and Community Development Specialist to obtain more information about subsidies instead of calling each individual sport organization to inquire about subsidies.

The Town of Aurora will be conducting further review of opportunities to provide programming within walking distance of identified low income neighbourhoods.

Staff are working on key initiatives to engage more persons with a disability in sport and physical activity

Through the Sport Plan and needs identified in the Access and Needs to Support Persons with a Disability report from Sport Aurora in year two of their contract, the following initiatives have been identified as priorities through the second half of 2020 and in 2021:

- Development of resources to guide sport volunteers and staff in the integration of persons with a disability in programming
- Further analysis of the lack of opportunities that exist in Aurora for persons with physical disabilities. Initial discussions have taken place with ParaSport Ontario about the opportunities to bring equipment and ambassadors into the school setting
- As part of the marketing and communication efforts, an evaluation of the effectiveness in reaching persons with a disability and their families. It is unclear if all families are aware of the opportunities to participate in sport and physical activity

The Town's Accessibility Advisor will be utilized and consulted on initiatives related to sport for persons with a disability.

A Sport Tourism Strategy is being developed by Community Services, Economic Development, local sport organizations and community partners

A Sport Tourism Strategy was identified as a priority in the Sport Plan and the Economic Development Strategic Plan. As identified in the Economic Development Implementation Plan, the Sport Tourism Strategy would be led collaboratively between the Sport and Community Development Specialist and Economic Development Department. Work on the Sport Tourism Strategy will commence in Spring 2020 beginning with a thorough review of the project goals, requirements and outcomes. Through this process staff intend to identify the work that can be done in-house by staff and components that would require outsourcing for additional expertise.

A comprehensive e-toolkit focused on sport volunteer priorities is being developed for use by sport stakeholder groups

Community sport is largely dependent on volunteers and would not exist without the countless hours of volunteers. However, volunteer recruitment and retention is one of the most challenging areas for local sport organizations. Through their work on the implementation of the Sport Plan, Sport Aurora developed a Volunteer Development Strategy. One of the key recommendations through the strategy was the need to create a Volunteer Orientation Package that would support the training of new volunteers. Town of Aurora has created the Volunteer Orientation Manual template that can be adopted and customized by local sport organizations. This resource will be available on the website when the sport pages are launched at the end of February 2020.

March 3, 2020

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Report No. CMS20-009

In addition, future engagement with Neighbourhood Network and local high schools has been identified as a priority to engage more youth to volunteer in sport. These steps will be taken in April / May 2020.

Staff will develop a strategy to address the known gaps in sport for women and girls and initiatives to engage more women and girls in sport will be created

Inventory of Women and Girls in Sport – The Town of Aurora has entered into a partnership agreement with the Canadian Association for the Advancement of Women and Girls in Sport and Physical Activity (CAAWS) in November 2019 to develop a formal Women in Sport plan. The following outlines the key steps in the partnership agreement:

- December 10, 2020 – Scoping meeting with the Town of Aurora staff to outline the project goals, key tasks and timelines of the project as well as roles of various stakeholders
- January 21, 2020 – Distribution of gender equity data collection survey to local sport organizations and Town staff
- February 7, 2020 – Deadline to submit gender equity survey
- March 1, 2020 – CAAWS to facilitate consultation workshop with community partners and Town staff. Consultation workshop will focus on results from gender equity survey, identification of gaps for women and girls in sport, development of plan to address gaps.
- Mid-April 2020 – CAAWS to deliver strategic plan to the Town of Aurora
- The Town of Aurora to review strategic plan and develop an implementation strategy in partnership with community partners

Community Services Staff are working collaboratively on the project completing the Town portion of the survey and participating in the consultation workshop.

WISE Fund Application – The Town of Aurora has applied for funding through the CAAWS WISE Fund for the amount of \$2,500. The application requested funding to support a 20 Female Leaders in 2020 grant program targeting 20 women in the community of Aurora to pursue their goals of being a leader either through coaching, officiating or Board of Director positions.

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Report No. CMS20-009

The Program Objectives include:

- A minimum of 20 female residents from Aurora register for the program
- Twenty female residents from Aurora complete all training, participate in all workshops outlined in their program application process
- Upon the end of the project all female participants are active in their role of coach, official or board member
- Engagement from a minimum of 15 Local Sport Organizations to actively promote the program through their membership

If the Town of Aurora is successful in the application for funding, a formal application process will be launched to promote the program out to the community.

Female Leaders in Sport Summit – The Town of Aurora will be hosting a Female Leaders in Sport Summit. The summit will take place on September 13, 2020 at the Aurora Family Leisure Complex and include three streams of participants – coaches, administrators and youth. This summit will be officially announced on March 1, 2020 at the CAAWS Consultation Workshop.

At the summit, Sheilagh Croxon – three time Olympic coach for Artistic Swimming will be delivering an opening keynote address titled, Girls in Sport – Developing Champions for Life, which will not only be open to the female summit registrants but any members of the community (male and female).

Work is currently being done to secure other presenters, coaching courses and keynote speakers for the summit. Registration for the summit will open in early May 2020.

Communication efforts on general promotions initiatives and support to Local Sport Organizations are taking place

The Town of Aurora has an opportunity to play an active role in marketing and communication efforts to increase awareness throughout the community. The following initiatives are being implemented:

Sport Page on Town Website – content for the sport page of the website has been developed and is currently under review. The sport pages of the website will be launched by the end of February 2020. The website will focus on two sections as outlined below:

- Information for local sport organizations
 - Club Operations Manual

- Volunteer Orientation Package
- Coaching Modules hosted in Aurora
- Organization workshops and professional development opportunities

- Information for community members
 - Links to local sport organizations
 - Information about program fee subsidies
 - List of upcoming sport events to watch
 - Focus group opportunities for community members
 - Resources – Rowan’s Law (concussion information), Sport for Life parent resources, etc.

Active posting on social media – The Town of Aurora will actively post information related to Sport Plan initiatives and sport in general on the various social media channels. Initial focus will be on initiatives related to newcomers in sport and sport for women and girls. Throughout the year, information will be posted about various sporting events such as Aurora Sports Hall of Fame Induction dinner and Sport Aurora’s Breakfast of Champions, registration information and promotion of the Female Leaders in Sport Summit as well as key Ontario based initiatives such as Coaches Week and Rowan’s Law Day. Work on social media will be in collaboration with the Communications Department.

Social Media Training and Resources – in collaboration with the Communication Department, social media training and resources will be delivered for local sport organizations to support their efforts on the various social media channels.

A Mayors roundtable meeting will provide an opportunity for local sport organizations and groups to have open dialogue with Mayor Mrakas

A Mayors roundtable meeting is planned for spring 2020. This meeting will provide an opportunity for local sport organizations and groups to have open dialogue with Mayor Mrakas regarding their club operations, successes, challenges, how the Town can assist them etc.

Advisory Committee Review

The Accessibility and Community Advisory Committees will be provided with an update on Sport Plan progress as appropriate.

Legal Considerations

None

Financial Implications

Any incremental funding requirements arising from the implementation of the Sport Plan will be brought to Council for its review and approval in the year in which they are expected to occur.

Communications Considerations

Based on the IAP2 (International Association of Public Participation) Spectrum and the Town of Aurora Community Engagement Framework, the Town of Aurora has consulted with the sport community and will continue to consult with them as the plan continues to evolve and be implemented.

For further information on Communications, please see above Analysis section.

Link to Strategic Plan

The work on the Sport Plan supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** in its accomplishments in satisfying requirements in the following key objective within these goal statements:

Encourage an active and healthy lifestyle

Alternative(s) to the Recommendation

1. None

Conclusions

The purpose of the Sport Plan is to place focus on increasing participation in sport through the provision of a safe, supportive and inclusive sport environment. Community sport builds community vitality and can be a tool for social change, foster greater inclusion of excluded groups and have a significant impact on the quality of life we all enjoy.

March 3, 2020

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Report No. CMS20-009

The eight priority areas that are currently the focus of the Sport and Community Development Specialist focus on reaching and engaging underrepresented groups in the community through a safe sport experience.

Staff will report back to Council on the progress of the Sport Plan in late Fall 2020.

Attachments

Attachment 1 – List of Sport Organization Meetings

Previous Reports

CMS19-004 Sport Plan – Update

CMS19-010 Sport Plan – Recommendation for Implementation

Pre-submission Review

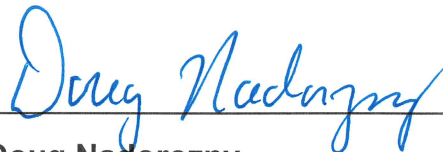
Agenda Management Team review on February 12, 2020

Departmental Approval



**Robin McDougall
Director
Community Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

**Sport Plan One on One Meetings
Local Sport Organization List**

The following organizations participated in one on one meetings in the Fall 2019 about the Sport Plan:

1. Aurora Barbarians Rugby Club
2. Aurora Community Tennis Club (meeting took place in December 2019)
3. Aurora Diggers Girls Softball Association
4. Aurora Ducks Swimming Club
5. Aurora Family Martial Arts
6. Aurora Football Club
7. Aurora Lawn Bowling Club (meeting took place in December 2019)
8. Aurora Master Ducks Swim Club (meeting took place in January 2020)
9. Aurora Men's Slo-Pitch League
10. Aurora Minor Hockey Association
11. Aurora Opti Hockey
12. Aurora Senior Soccer Club
13. Aurora Skating Club
14. Aurora Sports Hall of Fame
15. Central York Girls Hockey Association
16. Evolution Gymnastics
17. Northern Karate
18. Sport Aurora
19. Storm Volleyball
20. Total Tennis
21. York Curling Club
22. York Old Timers Hockey League
23. York Region Lions Football Association
24. York Sport & Social Club



**Town of Aurora
General Committee Report**

No. CAO20-001

Subject: Pending List Update
Prepared by: Doug Nadorozny, Chief Administrative Officer
Department: Office of the Chief Administrative Officer
Date: March 3, 2020

Recommendation

- 1. That Report No. CAO20-001 be received; and**
- 2. That items marked “Completed – To be Removed” and “Pending – To be Removed” be taken off future Pending List updates.**

Executive Summary

This report provides an update to Council regarding various initiatives that staff are working on.

- Staff recommend the removal of several items for various reasons to focus the work being completed on the many important initiatives of the current Council term

Background

The Pending List is a document brought to Council annually to provide an update regarding the progress staff have made on various items to be reported back to Council.

Analysis

Staff recommend the removal of several items for various reasons to focus the work being completed on the many important initiatives of the current Council term

The List has grown to over 20 pages and more than 80 items that must be returned to Council for consideration. Many of these items have been identified as ‘Pending – to be removed’, indicating that while they are not complete, staff is suggesting removal for one of the following reasons:

- Preliminary scoping of the project has identified significant time and resource requirements;
- Consideration of the item will be part of another report or process;
- Item has been funded through the budget and/or work has been completed, but has not been formally reported on;
- Item is dependent on information from other sources that is not available; and
- Item updates are scheduled for Q1 or Q2 of 2020.

Removing these items will allow for a streamlined Pending List that focuses on items that are independent of other projects within the Town. Although the indicated items will be removed from the List, staff will provide any reports back to Council that are noted in the 'status' column.

Many of the items that have not been completed are from previous Council terms which may not be relevant to the current operations or interests of the Town.

The list is updated to the direction received up to and including the Council meeting in January. As with previous updates, the items marked "Completed – To be Removed" indicate that staff have no further information for Council regarding that particular item.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

None

Communications Considerations

None

March 3, 2020

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Report No. CAO20-001

Link to Strategic Plan

None

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

Staff see this as an appropriate time to focus on the work pertinent to this term of Council and have recommended the removal of a number of items on the pending list.

Attachments

Attachment 1 – Pending List Updated to January 2020

Previous Reports

CS18-001 – Pending List

CS18-024 – Pending List

Pre-submission Review

Agenda Management Team review on February 12, 2020

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Update: January 2020

Council Pending List

Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
CAO 1	2016-01-26	1(13) PRCS16-003 – Aurora Soccer Club Lease Agreement – Highland Park	That the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements.	CAO	Completed – To Be Removed CS17-034 - Using Laserfiche for Contract Management was circulated as an Information Report in November 2017.
CAO 2	2019-02-26	Motion (b) Mayor Mrakas, Re: Cannabis Public Use By-law	Now Therefore Be It Hereby Resolved That the Town of Aurora request York Region to work with Regional municipalities to create a Regional public cannabis usage by-law that addresses and reflects community concerns regarding use of cannabis in public spaces; and Be It Further Resolved That, upon approval of said by-law, staff be directed to create a cannabis education/resource guide and awareness campaign, to ensure residents and businesses are aware of the regulations as they speak to the use of cannabis in public spaces; and	CAO	Complete – To be Removed Regional by-law not enacted, however a Regional Cannabis working group was established to develop a smoking standard by-law that each municipality could modify and adopt. By-law template complete. Staff will be taking the proposed draft by-law to the Community Advisory Committee in the fall for input and feedback. Update – Smoking By-law passed in December 2019
CAO 3	2019-09-10	CAO19-002 – Community Engagement Policy Report	That Report No. CAO19-002 – Community Engagement Policy Report be referred back to staff	CAO	Completed – to be removed Report CAO19-003 brought forward on October 15, 2019.

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
 OPS - Operational Services PDS - Planning & Development Services **Bold – new item Shaded – to be removed**

Update: January 2020				
Council Pending List				
Ref. #	Mtg Date	Report Title/Subject	Action	Response/Status
CMS 1	2015-04-28	1(13) Accessibility Advisory Committee Meeting Minutes of April 1, 2015	That staff be directed to bring a report to Council regarding the need for an Inclusion Coordinator for aquatics and recreation services.	Complete - To Be Removed Staff position was presented and approved during the 2020 Operating Budget discussions.
CMS 2	2015-10-27	1(6) PR15-032 – Aurora Sports Hall of Fame Relocation	That staff report back with options for signage, to be located along municipal, regional and provincial roadways, to highlight the location of the Sports Hall of Fame, Stronach Aurora Recreation Complex and the Aurora Cultural Centre.	Completed – To Be Removed Report No. PR15-032 adopted by Council Oct. 27, 2016. No further action recommended.
CMS 3	2018-12-18	CMS18-027 – Sport Aurora finding Agreement Extension	That staff be directed to not extend the Sport Aurora Funding Agreement resulting in the agreement concluding as of December 31, 2018, and report on alternative delivery models for Sport initiatives.	Completed – to be removed Report No. CMS19-010 - Sport Plan – Recommendations for Implementation was considered by Council on April 23, 2019.
CMS 4	2019-05-28	CMS19-015 – Library Square – Linkage and Café Options	That staff report back to Council on final cost estimate for the Library Extension Corridor	Completed – to be removed
CMS 5	2020-01-28	Motion (b) Councillor Kim Re: Tennis Court Permitting	Now Therefore Be It Hereby Resolved That staff investigate a tennis usage strategy not limited to: (a) Allowing no permits; (b) Limited permits to certain entities; (c) Limiting permits to certain tennis facility; (d) Limiting permits to certain times; (e) Creating signs on every Town tennis court facility that will create clarity on order of play and overall fairness to the public; and 2. Be It Further Resolved That staff recommendations come back to Council by the	Pending Report to February 18 GC meeting

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
OPS - Operational Services PDS - Planning & Development Services **Bold – new item Shaded – to be removed**

Update: January 2020					
Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
			February cycle in order to implement for the 2020 tennis season.		

Council Pending List

Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
CS 1	2015-05-26	1 (2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) and	That Item 1(2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	CS	Pending Encroachment By-law in draft form, policy under review with Operations.
		1 (3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive)	That Item 1(3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	CS	
CS 2	2017-03-28	Motion (a) Councillor Mrakas; Re: By-law Right-of-Entry Powers	Now Therefore Be It Hereby Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised; and Be It Further Resolved That staff provide the options available for when a property owner refuses permission or is absent, including the option of requiring a warrant, to ensure public health and safety, and protection of property and/or the environment; and Be It Further Resolved That the staff report shall identify protocols where immediate access to property is required, to ensure public health and safety, and protection of property and/or the environment.	CS	Completed – To Be Removed
	2018-04-10	R2. CS18-006 – Entry onto Private Property Protocol	That staff report back to Council after one year of implementation of the standard operating guideline with recommendations on the continuance of practice.	CS	
CS 3	2017-06-13	Motion (a) Councillor Abel; Re: Twinning With an Indigenous	Now Therefore Be It Hereby Resolved That staff be directed to investigate twinning with an Indigenous	CS	Pending – To Be Removed

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
 OPS - Operational Services PDS - Planning & Development Services **Bold – new item Shaded – to be removed**

Update: January 2020					
Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
		Community: A Canada 150 Municipal Legacy	community in Ontario and report back with details for Council consideration; and		Requires a tremendous amount of work and outreach.
CS 4	2017-10-10	Motion (a) Mayor Dawe; Re: Federal Legalization of Recreational Cannabis	Now Therefore Be It Hereby Resolved That staff be directed to investigate this "opt out" provision with the Province.	CS	Completed – To Be Removed January 21, 2019 Council opted-in to permit Cannabis retail stores with the Town of Aurora
CS 5	2018-01-30	Motion (a) Mayor Dawe; Re: Review of Restrictions on Parking of Commercial Motor Vehicles on Residential Streets	Now Therefore Be It Hereby Resolved That By-law, Operations and Engineering staff be directed to review the definition of "commercial motor vehicle" and the current restrictions on the parking of commercial motor vehicles on residential streets, and report back to Council on recommended changes to the by-law to better address the needs of residents.	CS	Completed – To Be Removed September 18, 2018 – amendment to Parking Bylaw enacted restricting commercial vehicles from parking on public highways
CS 6	2018-02-27	Motion (b) Councillor Abel; Re: Sign By-law Review	Now Therefore Be It Hereby Resolved That staff be directed to review best practices in other municipalities, engage the business community, and the public for comments and suggestions; and Be It Further Resolved That staff be directed to consider and report back to Council on regulatory provisions that may be included in the Sign By-law that would allow for A-frame signs and a nominal fee to offset enforcement efforts.	CS	Completed – To Be Removed March 26, 2019 – amendment to Sign By-law enacted to permit and regulate portable signs
CS 7	2019-02-26	Motion (a) Mayor Mrakas, Re: Backyard Swimming Instruction on Private Property	Now Therefore Be It Hereby Resolved That staff be directed to report back regarding the changes need for a Zoning By-law amendment to amend the Home Occupation provisions to allow for backyard swimming instruction on private property.	CS	Pending Referred to Planning and Development Services. Staff received direction in 2019 to present a Town initiated OPA to Public Planning. Public meeting scheduled for March 2020.

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Council Pending List

Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
CS 8	2019-03-27	Motion (a) Councillor Gaertner, Re: Information Regarding 672 and 684 Henderson Drive	Now Therefore Be It Hereby Resolved That any and all Town information regarding the properties located at 672 and 684 Henderson Drive be released to the general public and the Committee of Adjustment before a Meeting is held regarding these properties.	CS	Completed – To Be Removed
CS 9	2019-09-10	CS19-032 – Golf Tournament Funds Application Review and Disbursement Committee	That the Golf Classic Funds Application Review and Disbursement Committee be struck as an Advisory Committee of Council	CS	Completed – To Be Removed Committee has been established
CS 10	2019-09-10	Motion (a) Councillor Gaertner Re: Noise By-law Review	Now Therefore Be It Hereby Resolved That staff follow what is happening in City of Toronto and other municipalities, and begin the process of a comprehensive review of the Town's Noise By-law.	CS	In Progress
CS 11	2019-09-24	CS19-034 – Noise Exemption Request – 25 Butternut Ridge Trail	That a by-law to amend Noise By-law No. 4787-06.P be brought forward to a future Council meeting providing delegated authority to staff for the approval of noise exemptions for continuous pouring of concrete that cannot be interrupted once the operations have commenced.	CS	Pending – Will be considered as part of the comprehensive review of Noise By-law
CS12	2019-11-12	CS19-025 – Fence By-law Exemption Request – 203 St. John's Sideroad West	That Report No. CS19-025 be referred back to staff; and That staff be authorized to report back on achieving compliance with fences and gates throughout the Town.	CS	Report will be brought forward in March
CS 13	2019-11-12	Motion (b) Mayor Mrakas, Re: By-law to Regulate Short-Term Rentals	Now Therefore Be It Hereby Resolved That staff be directed to examine the feasibility of passing a by-law to licence, regulate and govern Airbnb and		In Progress

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Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
			short-term rental accommodations in the Town of Aurora, and to report back to Council.		
CS 14	2020-01-28	Motion (a) Councillor Kim Re: Workplace Diversity and Inclusion Strategy	Now Therefore Be It Hereby Resolved That staff investigate municipal Workplace Diversity and Inclusion Strategies and Work Plans as well as other similar strategies across Ontario (public, private and non-for-profit organizations) and report to Council on the state of diversity and inclusion in the Town of Aurora and any current initiatives underway; and Be It Further Resolved That staff in its report provide recommendations on how to enhance the Town's current workplace diversity and inclusion strategy; and	CS	Pending Report to Council in Q2-3 of 2020

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Update: January 2020					
Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
FS 1	2017-05-09	Motion (a) Councillor Mrakas; Re: Vacant Property Tax	Now Therefore Be It Hereby Resolved That staff be directed to investigate options for imposing a vacant home tax under the new provincial initiative, and report back with recommendations in Q3 for Council's consideration.	FIN	Complete – To Be Removed Memo sent to Councillor Mrakas in 2018 prior to the election. No Ontario municipality has adopted, few considering.
FS 2	2018-05-22	Motion (c) Mayor Dawe; Re: Deferred Development Charges – Habitat for Humanity	Be It Further Resolved That staff report back to Council on the implications of a deferral of such development charges; and Be It Further Resolved That staff include a policy and/or process for managing such requests in future.	FIN	Pending To be addressed when Finance brings recommendations forward to transition Development Charges to a Community Benefits Charge/Bylaw, as outlined in Bill 108/138.
FS 3	2018-12-18	FS18-025 – 2018 Year End Surplus/Deficit Financial Control By-law	That the Treasurer and Chief Administrative Officer report to Council after the year-end surplus/deficit control adjustments and allocations have been completed.	FIN	Complete – To Be Removed June report FS19-023
FS 4	2019-10-08	FS19-029 – Prudent Investor Standard for Multiple Investments	That staff undertake further due diligence to determine the best approach to move to the prudent investor standard and report back to Council with a final recommendation.	FIN	In progress Report to FAC January 21, 2020 and report to Council planned for February 18, 2020
FS 5	2019-11-26	FS19-038 – 2019 Year-End Surplus/Deficit Financial Control By-law	That the Treasurer and Chief Administrative Officer report to Council after the year-end surplus/deficit control adjustments and allocations have been completed.	FIN	Completed – To be Removed Annual Report

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Update: January 2020				
Council Pending List				
Ref. #	Mtg Date	Report Title/Subject	Action	Response/Status
OPS 1	2016-11-22	Motion (b) Councillor Gaertner; Re: Proposed Community Safety Zone in Town Park Area	Be It Further Resolved That when the provincial government gives municipalities the authority to set up photo radar cameras, staff be directed to report back regarding the implementation of photo radar cameras in all community safety zones.	OPS Pending In progress. Authority has been provided to municipalities. Staff planning to GC report in the 2nd quarter of 2020.
OPS 2	2017-06-13	R1 (R12) IES17-028 – Cleaning of Catch Basins, Storm Detention Tanks and Oil Grit Separators	That staff report back to Council with the Request for Quotation results including cost implications, recommendations for moving forward with the work and a plan of action associated with a future maintenance program for this infrastructure.	OPS Pending – To Be Removed Sufficient funding for this program has been identified in the 2019/2020/2021/2022 Operating Budgets
OPS 3	2014-06-24	New Business	That Council direct staff to review public safety and access to the McLeod Wood Nature Reserve and report back to Council regarding the costs associated with erecting a fence on the Leslie Street side of the McLeod Nature Reserve and regarding the current maintenance of the property.	OPS Pending - To Be Removed Awaiting response from Planning on Re-zoning application re: taxes Cost to be included in 2015 Capital Budget. Extract for PR14-029 states THAT report PR14-029 be received for information. Have allocated in the 2021-2022 Budget to develop a trail through the McLeod Wood Nature Reserve. 2C Land Developers have put in a fence between the residential properties and the Woodlot eradicating the safety concerns.
OPS 4	2016-05-10	1(19) Parks and Recreation Advisory Committee Meeting Minutes of April 21, 2016	That a status report regarding water seepage issues at the Skateboard Park be provided to Council and to the Parks and Recreation Advisory Committee for information.	OPS Pending – To Be Removed Geotechnical Investigation and Concrete Core Testing complete to determine degree of the issues. Capital project approved with 2019 budget.

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Update: January 2020				
Council Pending List				
Ref. #	Mtg Date	Report Title/Subject	Action	Response/Status
OPS 5	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, Memorandum from Manager of Parks; Re: Pet Waste in Public Parks and Open Space	That staff be directed to investigate a public education program and public survey regarding pet waste in public parks and open spaces.	OPS Pending Communications Strategy to be developed in 2020.
OPS 6	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, New Business Motion No. 1	That staff be directed to provide a review of the ownership, maintenance, and replacements of all existing feature walls in the Town; and That staff be directed to investigate the feasibility of replacing the feature walls at the north-east and south-east corners Batson Drive and Yonge Street.	OPS Pending – To Be Removed Report PRCSAC18-001 presented June 21, 2018. Funding was approved in the 2019 Capital Budget and work has commenced. Project will be completed in 2020.
OPS 7	2016-10-11	1(14) Trails and Active Transportation Committee Meeting Minutes of September 16, 2016, Memorandum from Manager of Parks, Re: Atkinson Park Trail Extension to St. John's Sideroad	That staff be directed to investigate the cost of the proposed Atkinson Park trail extension, consult with Lake Simcoe Region Conservation Authority and York Region, and report back to the Trails and Active Transportation Committee for consideration.	OPS Pending – To Be Removed 2018 CAPITAL BUDGET APPROVED In design phase and awaiting approval from LSRC/Region
OPS 8	2016-11-22	Motion (b) Councillor Mrakas and Councillor Humfries; Re: Cycling Master Plan	Now Therefore Be It Hereby Resolved That staff work with the Trails and Active Transportation Committee in developing a strategy to create a Cycling Master Plan that will ultimately be incorporated into the Town's Official Plan.	OPS Pending – To Be Removed On-street cycling facilities will be included as part of the ongoing Master Transportation Plan update scheduled for GC in March 2020

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
OPS 9	2018-02-13	C1(R2) OPS18-001 – Snow Removal on Yonge Street	That staff communicate this proposal to the public prior to snow removal operations occurring; and That following the 2017/2018 season, staff report back to Council on any issues or concerns expressed from the public as well as recommendations on continuing this practice.	OPS	Pending – To Be Removed Overnight removal of snow has not been required to date.
OPS 10	2019-02-26	OPS19-001 – Winter Maintenance Report No. 1 Revised Provincial Minimum Maintenance Standards (MMS) and Windrow Clearing Program	That staff report back with options to meet standards for winter pre-treatment of roads with the intent of finalizing any additional requirements for the 2020 Capital and Operating budgets; and	OPS	Complete – To Be Removed Report No. 2 OPS19-004 presented to March 26th Council.
OPS 11	2019-03-26	OPS19-009 – Wildlife Crossing on Henderson Drive	That staff investigate the possibility of installing various road signs and the necessary measures to protect the turtle nesting structures, and that \$7,000 be allocated from the 2019 Operating Budget for these purposes.	OPS	Partially Complete – To Be Removed Signs have been installed. Fencing has not gone up due to time of season, will be installed ahead of nesting season 2020.
OPS 12	2019-12-10	OPS19-024 – Fleet Management Strategy	That the recommendations from the Richmond Sustainability Initiatives (RSI), Fleet Management Strategy, be endorsed in principle and staff report back on financial implications of the individual components of the strategy.	OPS	Pending Report OPS20-001 Fleet Lifecycle Analysis and 2019/2020 Capital Projects to be presented to February 18-2020 GC
OPS 13	2020-01-28	OPS19-019 – Hallmark Baseball Diamonds – Additional Funding	That Report No. OPS19-019 be referred back to staff for more information regarding an indoor baseball training facility on the Hallmark lands.	OPS	Pending

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
PDS1	2015-06-23	Motion (d) Councillor Pirri; Re: Low Impact Development Reserve Fund	That staff be directed to draft a report to Council outlining proposed additional fees for redevelopments which increase lot coverage for the purpose of implementing a low impact development reserve fund.	PDS	Complete- To Be Removed Staff completed the Stormwater Financing Study in 2018. Report PDS19-015 was approved by Council on July 16, 2019
PDS 2	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 4	That staff be directed to investigate the feasibility of joining the ClimateWise Business Network002E	PDS	Pending – To Be Removed Postponed until Climate change adaptation plan is developed and GHG reduction targets are in place for the Town.
PDS 3	2017-04-25	Motion (b) Councillor Abel; Re: Community Energy Plan	Now Therefore Be It Hereby Resolved That staff be directed to prepare a Terms of Reference and a budget for a Community Energy Plan for Council's consideration as part of the 2018 Budget.	PDS	Complete – To Be Removed Provincial and Municipal Grants have been secured. Staff commenced the Community Energy Study in June 2019.
PDS 4	2017-11-24	Motion (c) Councillor Abel; Re: Pedestrian Traffic Calming	Now Therefore Be it Hereby Resolved That staff be directed to prepare an information report regarding the suitability and advisability of installing raised pedestrian crossings, and the estimated cost for up to five installations with an identified capital funding source.	PDS	Pending – To Be Removed Report back to Council on the feasibility of installing 3-D pedestrian crosswalks once the pilot project evaluation from the City of Montreal has been released and reviewed. The City of Montreal pilot project evaluation is still underway and no public information has been released.
PDS 5	2014-01-14	8. PL14-002 – Proposed Bell Mobility Telecommunications Tower, 15320 Bayview Ave. Holdings. 65C-676 Wellington Street East, File Number D11-(EX)04-13	That report PL14-002 be referred back to staff to investigate the feasibility of co-location of services on telecommunication towers.	PDS	Pending – To Be Removed Awaiting confirmation from Bell that they are still interested in this site for a co-location tower. Staff will report back to Council at a future date if Bell decides to pursue the

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
					application.
PDS 6	2015-12-08	Motion (b) Councillor Abel; Re: Temperance Street Cultural Precinct	That staff be directed to conduct a Request for Proposal ("RFP") to engage a design firm to establish a Vision and Conceptual Plan for the Temperance Street Cultural Precinct area; and That upon completion of the RFP process, staff report back on the outcomes and any required budget consideration.	PDS	Pending – To Be Removed To be considered as part of the Official Plan review.
PDS 7	2016-06-14	Motion (c) Councillor Mrakas; Re: Cultural Heritage Landscapes Inventory	That the Town of Aurora develop the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the subsequent creation of a Cultural Heritage Landscapes Inventory; and That the CHL assessment and inventory be incorporated into the Official Plan review; and That the CHL Inventory be referred to the Heritage Advisory Committee (HAC) for consideration at the next HAC meeting; and That staff report back to Council with the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the inventory of landscapes identified at the September 12, 2016 Heritage Advisory Committee meeting for approval at the General Committee meeting of September 20, 2016.	PDS	Pending – To Be Removed Report No. HAC16-011 was Considered by the Heritage Advisory Committee on Oct.17, 2016. Council approved the heritage report on November 8, 2016. Staff to carry out the recommendation listed within the Heritage Report HAC16-011 and incorporate into the Official Plan review.
PDS 8	2017-02-14	R6. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05	That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.	PDS	Complete – To Be Removed Council adopted rezoning by-law in April 2019

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Council Pending List

Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
PDS 9	2017-10-24	Motion (a) Councillor Gaertner; Re: Review of Stable Neighbourhoods Policies	Now Therefore Be It Hereby Resolved That staff do a study of the By-laws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these By-laws and report back to Council.	PDS	Complete – To Be Removed Staff reported back on January 23, 2018 – PDS18-007 Staff reported back on May 29, 2018 – PDS18-040 Staff reported back on June 27, 2018 – PDS18-084 Staff reported back on July 17, 2018 – PDS18-089
PDS 10	2017-12-12	Motion (a) Councillor Abel; Re: Affordable Housing Plan	Now Therefore Be It Hereby Resolved That staff report back with municipal guidelines for affordable housing, for our Official Plan policies and Zoning By-laws; and Be It Further Resolved That the report refer to and incorporate guidelines, funding and policies from the three (3) upper tier governments, being the Region, Provincial and Federal governments.	PDS	Pending – To Be Removed Policies to be considered as part of the Official Plan review. Report no. PDS18-024 approved by Council on February 27, 2018 to request Provincial funding.
PDS 11	2008-08-12	15. LS08-039 – Online Pond Removal and Channel Restoration	That staff and the working group present the proposed wildlife park to the Lake Simcoe Region Conservation Authority.	PDS	Pending – To Be Removed Subject to the approval of PRCS14.
PDS 12	2014-02-11	New Business	That staff explore options for the purchase of 100 Bloomington Road and obtain an appraisal on the land and report back to Council.	PDS	Pending – To Be Removed
PDS 13	2018-01-30	Motion (c) Councillor Mrakas; Re: Name Submissions for Library Square	Now Therefore Be It Hereby Resolved That staff be directed to create a process to receive name submissions for the square from the public and report back to Council with a recommendation; and	PDS	Pending – To Be Removed Completed community engagement.

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Update: January 2020					
Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
			Be It Further Resolved That all Aurora residents be invited to make submissions.		
PDS 14	2018-01-30	Motion (d) Councillor Mrakas; Re: Local Appeals Body	<p>Now Therefore Be It Hereby Resolved That staff create a Local Appeals Body as per section 8.1 (1) of the Planning Act to hear Committee of Adjustment appeals; and</p> <p>Be It Further Resolved That the Terms of Reference for the Local Appeals Body be brought back to Council in May for enactment.</p>	PDS	<p>Pending – To Be Removed</p> <p>In Feb 2019 Regional Council directed staff to report back with further information on an approach to implementing a Local Appeals Body.</p> <p>Still under review by Regional staff. Timing to report back not determined at this time.</p>
			<p>That a formal request be made to The Regional Municipality of York to consider the formation of a Local Appeals Body as per section 8.1 (1) of the Planning Act; and</p> <p>That staff initiate further discussions amongst the N6 municipalities regarding the formation of a Local Appeals Body; and</p> <p>That this resolution be circulated to all nine York Region municipalities.</p>	PDS	
PDS 15	2018-03-27	R4. PDS18-026 – Implementation of Train Whistle Cessation for GO Train Crossings Design and Peer Review Budget	That Report No. PDS18-026 be referred to staff for further information.	PDS	<p>Complete – To Be Removed</p> <p>Staff to provide additional information on the train whistle cessation project once City of Markham has implemented and completed their evaluations.</p>

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
					Report PDS19-077 with additional information was presented to the GC meeting on September 17, 2019 and recommendations to not proceed with whistle cessation were adopted.
PDS 16	2018-03-27	Motion (d) Councillor Gaertner; Re: Flood Preparation	Now Therefore Be It Hereby Resolved That staff ask the Lake Simcoe Region Conservation Authority to present to Council about whether they are revising any of their assumptions about flood plain boundaries based on the realities of climate change; and Be It Further Resolved That staff be directed to prepare a report on the following: (a) The condition of the dams and flood control measures located in the old part of Aurora, including when they were last inspected and updated; (b) What challenges the new development in this area will present for our old infrastructure; (c) Identify infrastructure throughout the Town that is in need of remedial capital work to be ready to safely and efficiently cope with heavy rains, and identify the requirement for any additional infrastructure; (d) The budget that will be required for these capital works and the maintenance of the system.	PDS	Complete – To Be Removed Report back to Council in 2019 with the findings and recommendations of the Tannery Creek Flood Study and the Creek Master Plan which are on-going Staff Report PDS20-002 Stream Management Master Plan and Flood Relief Study presented on January 14, 2020. Stream Management Master Plan and Flood Relief Study adopted by Council, in principle, pending capital budget approval, on January 28, 2020.
PDS 17	2018-04-10	Motion (a) Councillor Gaertner; Re: Sewer Use By-law and Environmental Concerns	Now Therefore Be It Hereby Resolved That staff be directed to come back with recommendations as to how the Sewer Use By-law could be amended to address environmental concerns relating to discharge of water from swimming pools and hot tubs, and that mechanisms are in place for the enforcement of the By-law.	PDS	Pending – To Be Removed Report PDS18-082, September 11, 2018 A staff report to be scheduled in Q2 2020 with required updates and information.

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
	2018-11-18	S1 (R4) PDS18-082 - Using the Sewer Use By-law to address pool water discharge	That the amendment of By-law Number 5518-13, being the Sewer Use By-law, be referred to staff.	PDS	
PDS 18	2018-06-12	(A2) Heritage Advisory Committee Meeting Minutes of May 14, 2018	(a) That this item be referred to the Town's Legal staff for affirmation that the builder has not complied with Council's approval related to the development at 32 Wellington Street East, and to provide options for next steps.	PDS	Completed – To be Removed
PDS 19	2018-06-12	Motion (d) Councillor Gaertner; Re: Actions for Environmental Protection	Now Therefore Be It Hereby Resolved That staff investigate and report back on the following actions: (a) A plan to diminish the use of lights in our buildings and facilities during the night hours; (b) Raise the temperature setting in Town buildings by one degree in the summer months, and lower the temperature by one degree in the winter months; (c) Decrease kitchen and bathroom hot water temperature settings; (d) Mitigate the summer sun effect from the Town Hall Atrium and main floor south-facing front windows; and (e) Install automatic room timers on a five-minute empty room shut-off.	PDS	Completed – To be Removed Energy Conservation & Demand Management Plan presented to June 29 GC meeting for endorsement.
PDS 20	2018-06-26	Motion (b) Councillor Gaertner; Re: Anti-Idling Policy	Now Therefore Be It Hereby Resolved That staff be directed to develop an Anti-idling policy that reviews best practices and includes an enforcement mechanism; and Be It Further Resolved That the report includes a proposed public education campaign.	PDS	In Progress Reporting to GC in the 3 rd quarter of 2020 to present a draft policy for review and comment.
PDS 21	2018-07-24	Motion (b) Councillor Gaertner; Re: National Housing Strategy	Now Therefore Be It Hereby Resolved That staff provide an information report to Council regarding the National Housing Strategy.	PDS	Complete – To Be Removed Will be addressed as part of the OP review

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
PDS 22	2018-09-18	S1 (R8) PDS18-099 – Application for Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval, Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, File Numbers: OPA-2015-05, ZBA-2015-15 and SP-2016-10	That Report No. PDS18-099 be referred to staff to address Council's concerns and comments with the developer, and the report be brought back to a future General Committee meeting.	PDS	In Progress Planning applications appealed to the LPAT. First PHC scheduled for March 2020
PDS 23	2018-09-18	Motion (b) Councillor Gaertner; Re: Consultant for Stable Neighbourhoods	Now Therefore Be It Hereby Resolved That a consultant, expert and experienced in development in mature residential neighbourhoods, be hired to provide an information report for the Public Planning meeting.	PDS	Complete – To Be Removed
PDS 24	2018-09-18	Delegation (b) Ariana Dalie; Re: Ban of plastic straws in Aurora Restaurants	That the comments of the delegation be received and referred to staff for report.	PDS	Complete – To Be Removed Staff reported to GC in Sept 2019
PDS 25	2019-03-26	PDS19-001 – Sidewalk Construction on Kitimat Crescent	That staff report back on alternative solutions to safety concerns around the Kitimat Crescent area and identify alternative pick-up and drop-off zones for Aurora Heights Public School.	PDS	Complete – to be removed Staff reported to GC in 2019.
PDS 26	2019-03-26	PDS19-004 – Stop Control Removal at Corbett Crescent and Cossar Drive	That Report No. PDS19-004 – Stop Control Removal at Corbett Crescent and Cossar Drive, be referred back to staff.	PDS	Complete – to be removed Staff reported to GC in 2019
PDS 27	2019-04-23	PDS19-030 – Award of Tender 2019-42-PDS-ENG – For Roadway Rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue	That staff report back with further information regarding Council's concerns about the administration of Capital Project No. 31116 – M & O – Dunning Ave, Edward St, Golf Links Dr, Industrial	PDS	In Progress A staff report is scheduled for Q3 2020.

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Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
			Parkway S, McClellan Way, Orchard Heights Blvd, Tamarac Trail, Yonge Street.		
PDS 28	2019-05-28	Motion (a) Councillor Gaertner, Re: Stable Neighbourhood Methodology	Now Therefore Be It Hereby Resolved That The Planning Partnership prepare a report to Council on the methodology of the Stable Neighbourhoods study, including data and calculations for Gross Floor Area and percentage lot coverage for each of the study areas; and Be It Further Resolved That this report be prepared for the June 4, 2019 General Committee Meeting.	PDS	Complete – To Be Removed Staff reported in June 2019. Council adopted SN By-law in June 2019
PDS 29	2019-06-11	PDS19-039 –Stable Neighbourhood Study – Recommendation Report: Zoning Standards and PDS19-056 –Stable Neighbourhood Study – Follow-up Information	That staff finalize the Urban Design Guidelines and report back to a future Council meeting.	PDS	In Progress Report targeted for 3 rd quarter 2020 to GC to present urban design guidelines
PDS 30	2019-07-23	PDS19-064 – Economic Development Strategic Plan	That staff report back with an Implementation Strategy at a future Council meeting.	PDS	In progress Staff reporting to Feb 2020 GC with a implementation strategy and request for funding
PDS 31	2019-09-10	Motion (b) Councillor Gaertner, Re: Traffic Calming on Centre Street	Now Therefore Be It Hereby Resolved That staff report back on mitigation strategies for the traffic issues on Centre Street.	PDS	Complete – To Be Removed Reporting to GC Feb 4 2020 meeting
PDS 32	2019-09-24	PDS19-070 – Strategies to Reduce Single-Use Plastic Straws	That staff be directed to report back to Council with an update on the results of the Offer-First policy initiative after one year.	PDS	Complete – To Be Removed

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
OPS - Operational Services PDS - Planning & Development Services **Bold – new item** **Shaded – to be removed**

Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
PDS 33	2019-10-22	Motion (b) Councillor Gilliland, Re: Declare Climate Emergency	Be It Further Resolved That staff be directed to prioritize the process of creating a Climate Action Plan, once the Region releases its climate action plan report, for the Town of Aurora focused on reducing emissions and adaptation at the community level; and Be It Further Resolved That staff be directed to look for opportunities for economic growth, stimulation in the low-carbon economy, and cost benefits for all who consume energy; and Be It Further Resolved That staff be directed to refer to other municipal and global initiatives and forums such as Global Covenant of Mayors for Climate and Energy and report to Council with more information; and	PDS	In Progress Council approval required to lift conditional hold on budget request pending release of York Region's climate change plan.
PDS 34	2019-10-22	Motion (c) Mayor Mrakas, Re: Community Planning Permit	Be It Further Resolved That staff be directed to develop a by-law establishing a Community Planning Permit for the Promenade area for consideration of enactment and identifying the necessary resources required to implement a Community Planning Permit in a future report to Council.	PDS	Complete – To Be Removed To be addressed as part of the OP review
PDS 35	2019-11-12	PDS19-097 – Kitimat Crescent and Aurora Heights Public School Alternative Solutions to Safety Concerns	That Report No. PDS19-097 be referred back to staff; and That a working group be created to address the safety issues around the school before reporting back.	PDS	Complete – To Be Removed Working group formed with School Board and Parent Council
PDS 36	2019-11-12	Motion (a) Mayor Mrakas, Re: Development Charges Exemption	Now Therefore Be It Hereby Resolved That staff bring forward a by-law to amend the Development Charges By-law to exempt The Town of Aurora's portion of Development Charges for "major office development" which is defined as a free standing building with a	PDS	In Progress Report to GC in February 2020

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OPS - Operational Services PDS - Planning & Development Services **Bold – new item** **Shaded – to be removed**

Council Pending List

Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
			minimum height of three floors and a minimum gross floor area of 75,000 square feet; and		
PDS 37	2019-12-10	PDS19-098 – Town of Aurora Official Plan Review	That staff report back following the Special Meeting of Council with a summary of the feedback received through the public consultation process to inform the development of a work program for Council's consideration; and	PDS	In Progress Report to GC scheduled for 3 rd quarter of 2020
PDS 38	2019-12-10	PDS19-069 – Regional Municipal Comprehensive Review (MCR) Update: Aurora Employment Land Conversion Requests	That staff report back to Council regarding Aurora Employment Land Conversion Requests upon completion of the Official Plan review; and	PDS	In Progress
PDS 39	2019-12-10	PDS19-100 – Proposed Approach to Consider Backyard Swim School as a Permitted Home Occupation Use	That staff initiate an Official Plan Amendment to add backyard swim schools as a Home Occupation use in the Town's Official Plan.	PDS	Complete – To Be Removed OPA initiated by Town. Scheduled for March 2020 public planning meeting
PDS 40	2020-01-28	PDS20-002 – Stream Management Master Plan and Flood Relief Study	That Project No. E-3 Wellington Street West be included in the 2-10 year implementation plan and staff be directed to report back with the financial implications; and That Project No. F-7 Machell Park be included in the 2-10 year implementation plan and staff be directed to report back with the financial implications.	PDS	Completed – To be Removed Will be brought forward as part of the 2021 Capital Budget Review
PDS 41	2020-01-28	New Business Motion No. 1	That staff be directed to bring a report to a future General Committee meeting regarding a proposed exemption to Interim Control By-law No. 6148-19, as amended, to permit the construction of a second-storey addition to the existing single-storey dwelling at 94 Connaught Avenue.	PDS	Completed – To be Removed Interim Control By-law expired on January 29, 2020

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
OPS - Operational Services PDS - Planning & Development Services **Bold – new item** **Shaded – to be removed**

Update: January 2020					
Council Pending List					
Ref. #	Mtg Date	Report Title/Subject	Action	Action Dept	Response/Status
PDS 42	2018-02-27	Motion (c) Councillor Mrakas; Re: Petch House	Now Therefore Be It Hereby Resolved That staff investigate the feasibility and costs for the Petch House to be used for marriage services and/or as a wedding chapel; and Be It Further Resolved That staff bring a report to the May 2018 meeting cycle for Council to make a decision on the future use of the Petch House.	CMS	Pending Report No. PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use referred back to staff for further comments.
	2018-04-24	C1(R3) PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use	That Report No. PDS18-038 be referred to staff to receive comments from the Heritage Advisory Committee regarding the future of the Petch House.	PDS	Anticipate bringing to HAC in Q3 2020

C - Council CAO - Chief Administrative Officer CMS - Community Services CS - Corporate Services FIN - Finance JCC - Joint Council Committee/Central York Fire Services
 OPS - Operational Services PDS - Planning & Development Services **Bold – new item** **Shaded – to be removed**



**Town of Aurora
General Committee Report No. CMS20-007**

Subject: Local Sport Organization License Agreements

Prepared by: John Firman, Manager, Business Support

Department: Community Services

Date: March 3, 2020

Recommendation

- 1. That Report No. CMS20-007 be received;**
- 2. That the Director, Community Services be authorized to execute license agreements, including any and all documents and ancillary agreements required to give effect to same, for:**
 - a. Aurora Minor Hockey Association**
 - b. Central York Girls Hockey Association**
 - c. Aurora Tigers Junior A Hockey Club**
 - d. Aurora Skating Club**
 - e. Aurora Community Tennis Club**
 - f. Aurora Lawn Bowling Club**
 - g. St. Andrew's College; and**
- 3. That the license agreements be for a period of 10 years with a renewal option for a further 10 years; and**
- 4. That the Director be delegated the authority to execute similar license agreements with other community sport organizations, where the agreements are of similar value and for the purpose of supporting sport in the community.**

Executive Summary

This report recommends that the Town enter into formal license agreements with various local sport organizations (LSOs) for the ongoing use of office, storage and operational spaces within Town recreation facilities. This report includes:

- The Town has a long history of providing space to local sport organizations for operational and storage purposes

- It is in the best interest of the Town and the local sport organizations to properly document the terms of use and access to Town owned facilities

Background

The Town currently has a number of long standing informal arrangements with a variety of LSO's whereby the Town provides designated exclusive use spaces within Town owned recreation facilities. Most of these arrangements pre-date current Town staff and none of these arrangements have been documented. In consultation with Legal Services, staff recommend that all agreements for use of Town property should be documented in the form of a License Agreement to manage risk for the Town and to establish a clear understanding of the terms and conditions of use, for the benefit of all parties concerned.

Staff have spoken with all affected LSOs, all of whom support formalizing the existing arrangements, with the knowledge that there is no intent to change the current arrangements.

Analysis

The Town has a long history of providing space to local sport organizations for operational and storage purposes

The Town has been providing free access to the following LSOs, in some cases for over 25 years, at the Aurora Community Centre (ACC), Aurora Family Leisure Complex (AFLC), Stronach Aurora Recreation Complex (SARC) and the McMahon Park Clubhouse (McMahon).

These spaces have been provided at no cost in order to assist these LSOs to keep costs low, which supports the sustainability of these organizations and fosters greater participation rates by the community.

The following table summarizes the spaces that are currently provided:

Organization	Purpose & Location of Space Provided
Aurora Minor Hockey Association	Office and storage space at the ACC
Central York Girls Hockey Association	Office and storage space at the ACC, and exclusive use dressing room at the SARC
Aurora Tigers Junior A Hockey Club	Office and storage space, and an exclusive use dressing room at the ACC

Aurora Skating Club	Office and storage space at the AFLC
Aurora Community Tennis Club	Office, storage and leisure space at the McMahon Clubhouse
Aurora Lawn Bowling Club	Office, storage and leisure space at the McMahon Clubhouse
St. Andrew's College	Exclusive use dressing room at the ACC

Floor plans for the SARC, ACC and AFLC are attached, identifying the locations currently provided. No floor plan is available for the McMahon Park Clubhouse, however, the entire facility is utilized; the upper level for the Aurora Lawn Bowling Club and the lower level for the Aurora Community Tennis Club.

It is in the best interest of the Town and the local sport organizations to properly document the terms of use and access to Town owned facilities

In consultation with Legal Services, staff recommend that all existing property use arrangements be properly documented for the protection of all parties. This provides clarity for all parties and provides consistency in the application of the agreements as organization staff and volunteers change from time to time. Having all agreements documented is also critical to effective risk management for the Town. Staff recommend that the License agreements be for a ten year term, with an option to renew for a further ten years.

As these arrangements have been in place for many years, many for more than 25 years, there is no impact to the community or to Town operations.

Advisory Committee Review

N/A

Legal Considerations

Legal Services will assist in the preparation of the agreements, which will include clauses relating to maintenance, insurance and indemnification of the Town.

Financial Implications

Staff recommend that the Town continue to offer the above noted facility space at no cost to these LSOs to assist them in keeping their costs low. Keeping these noted

organization's costs low, support their sustainability and fosters greater participation rates by the community. As the Town has not collected any License revenues from these LSOs in the past, this recommendation does not result in any incremental operating costs to the Town.

Communications Considerations

None

Link to Strategic Plan

Providing operational support to non-profit community sport organizations supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** in its accomplishment in satisfying requirements in the following key objective within this goal statement: ***Objective 4: Encouraging an active and healthy lifestyle***

Alternative(s) to the Recommendation

1. Council can provide further direction.

Conclusions

Staff recommends that the Town enter into formal license agreements with the local sport organizations identified in this report, for the purpose of properly documenting the existing and long-standing facility use arrangements.

Attachments

Attachment #1 – Aurora Minor Hockey licensed spaces - ACC

Attachment #2 – Central York Girls Hockey licensed spaces - ACC

Attachment #3 – Central York Girls Hockey licensed spaces – SARC

Attachment #4 – Aurora Tigers Jr. A Hockey licensed spaces – ACC

Attachment #5 – Aurora Skating Club licensed spaces – AFLC

Attachment #6 – St. Andrew's College licensed spaces - ACC

March 3, 2020

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Report No. CMS20-007

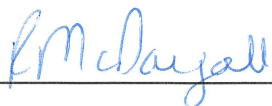
Previous Reports

None

Pre-submission Review

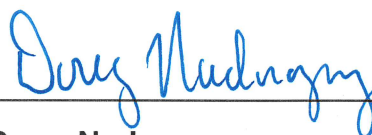
Agenda Management Team review on February 12, 2020

Departmental Approval



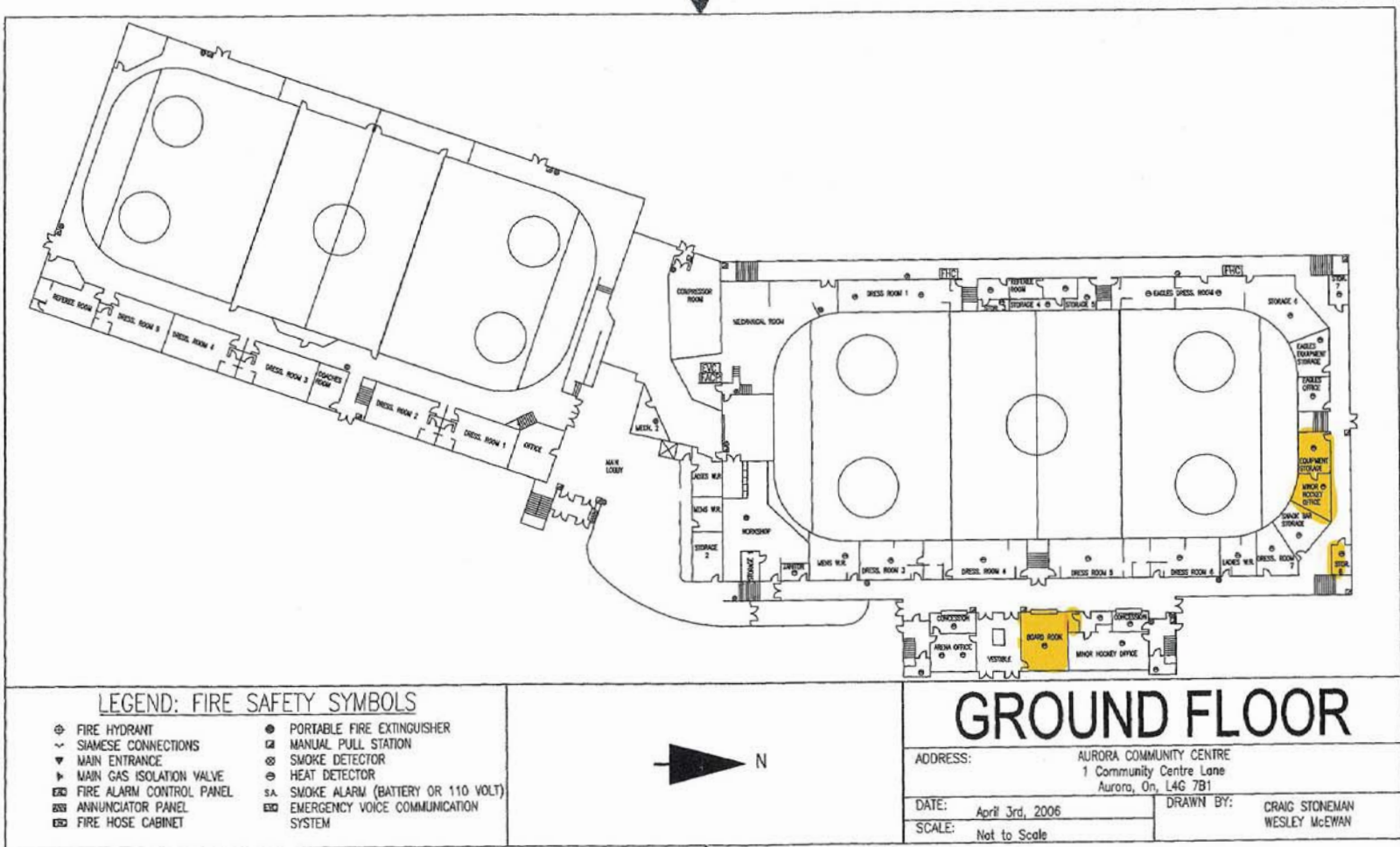
Robin McDougall
Director
Community Services

Approved for Agenda

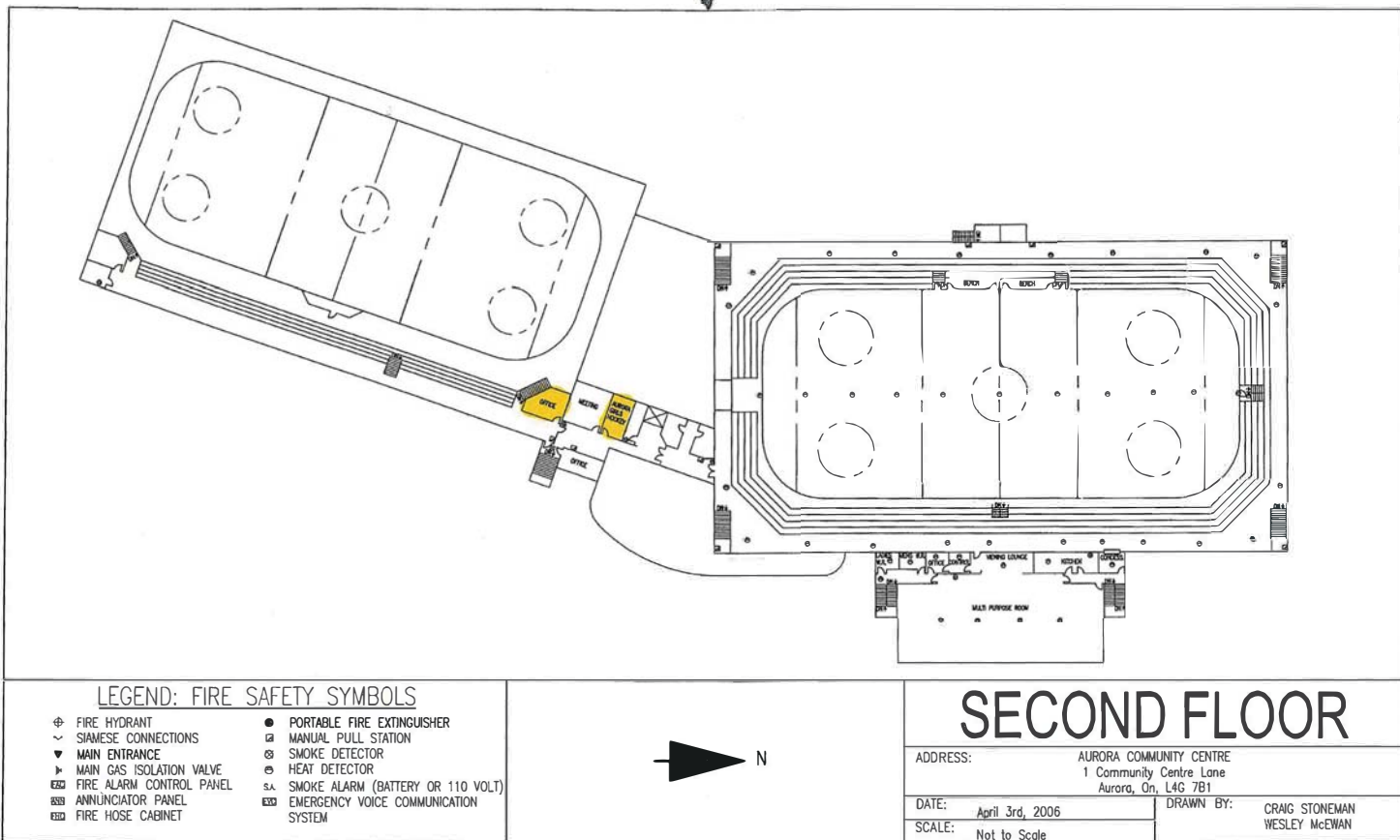


Doug Nadorozny
Chief Administrative Officer

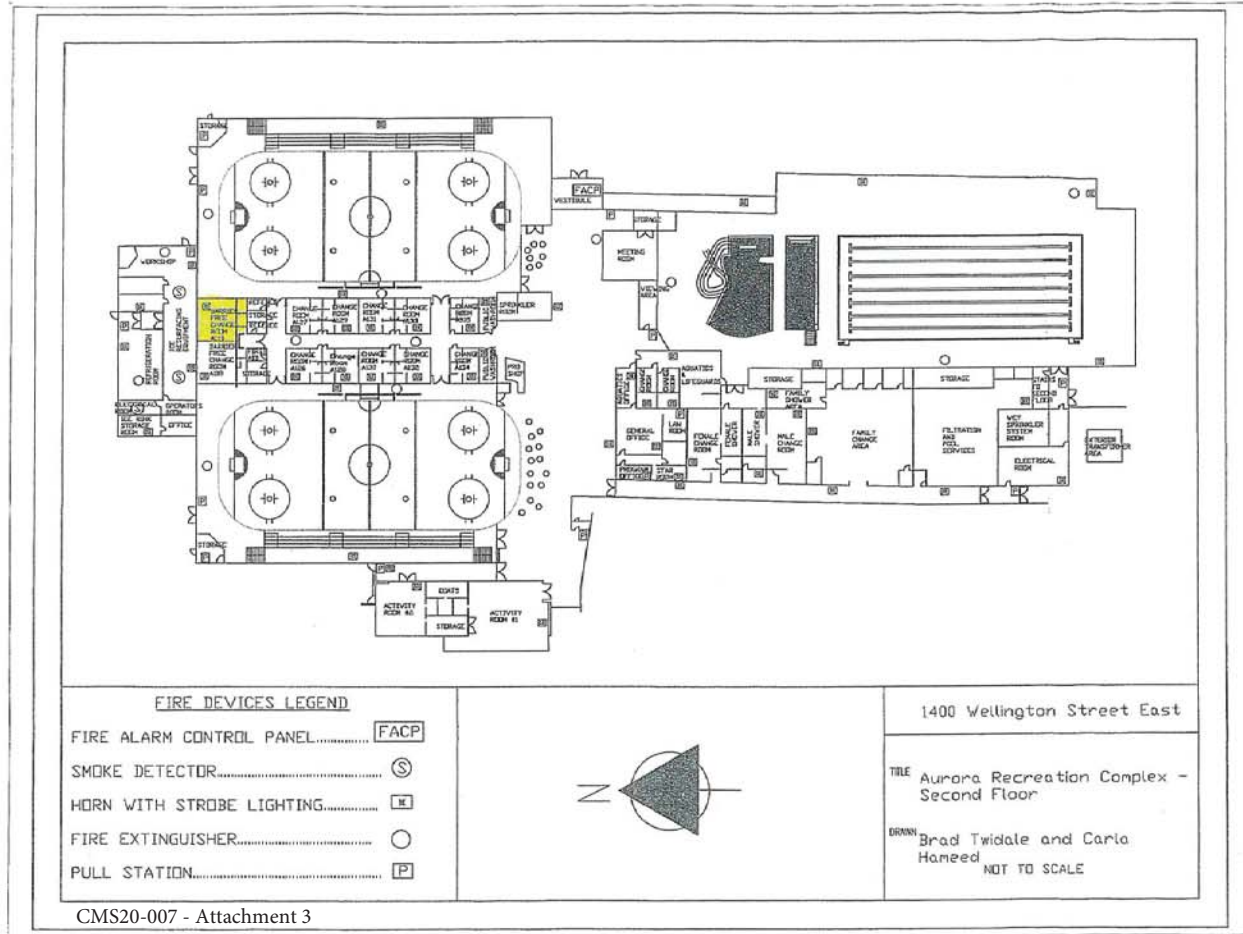
Aurora Minor Hockey Assoc. Leased Spaces – ACC



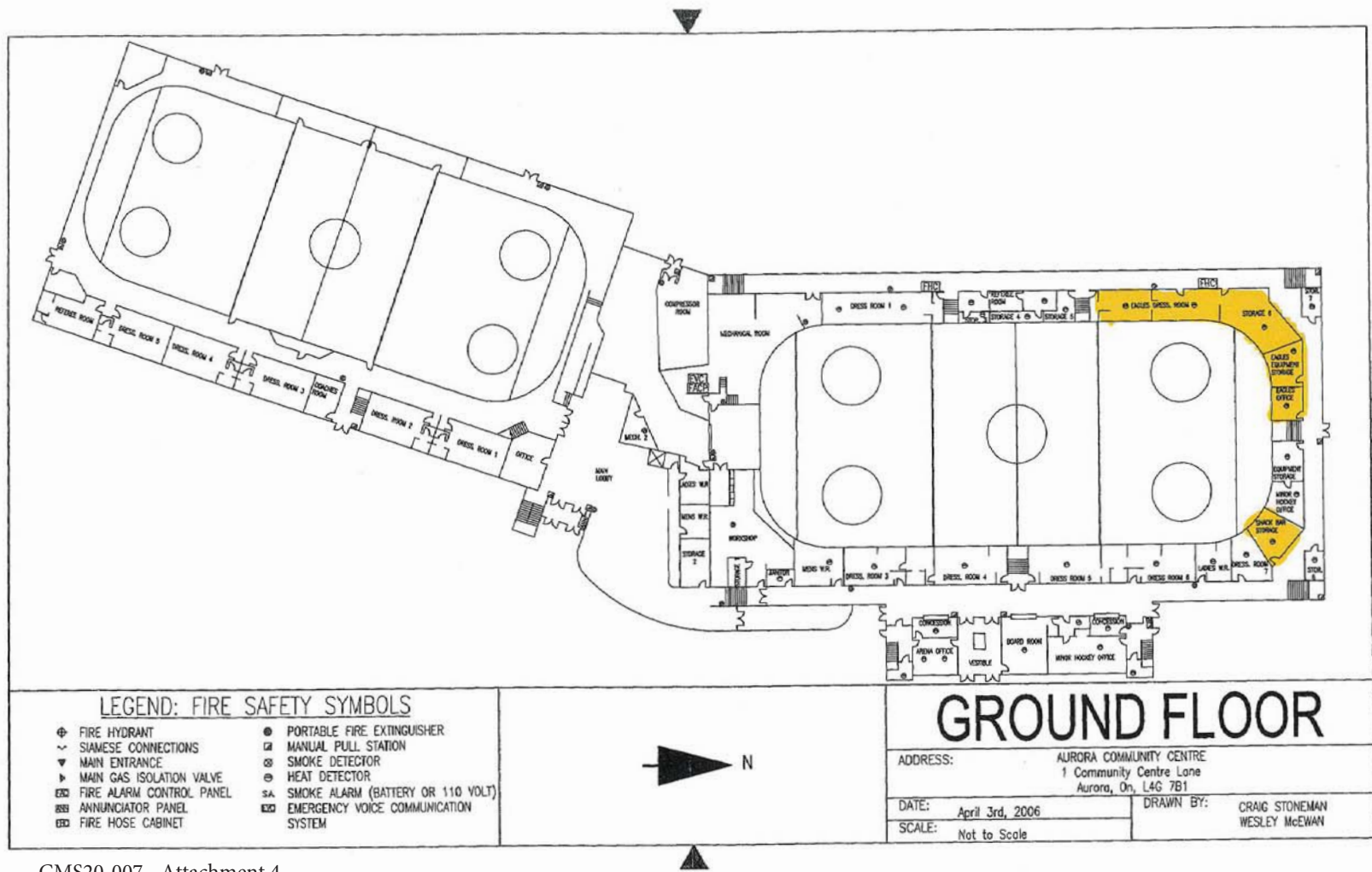
Central York Girls Hockey Assoc. Leased Spaces – ACC



Central York Girls Hockey Assoc. Leased Spaces – SARC



Aurora Tigers Jr. A Hockey Club Leased Spaces – ACC



LEGEND: FIRE SAFETY SYMBOLS

- ⊕ FIRE HYDRANT
- ~ SIAMESE CONNECTIONS
- ▼ MAIN ENTRANCE
- ▶ MAIN GAS ISOLATION VALVE
- ☒ FIRE ALARM CONTROL PANEL
- ☒ ANNUCIATOR PANEL
- ☒ FIRE HOSE CABINET
- PORTABLE FIRE EXTINGUISHER
- MANUAL PULL STATION
- ⊗ SMOKE DETECTOR
- ⊙ HEAT DETECTOR
- SA SMOKE ALARM (BATTERY OR 110 VOLT)
- ☒ EMERGENCY VOICE COMMUNICATION SYSTEM



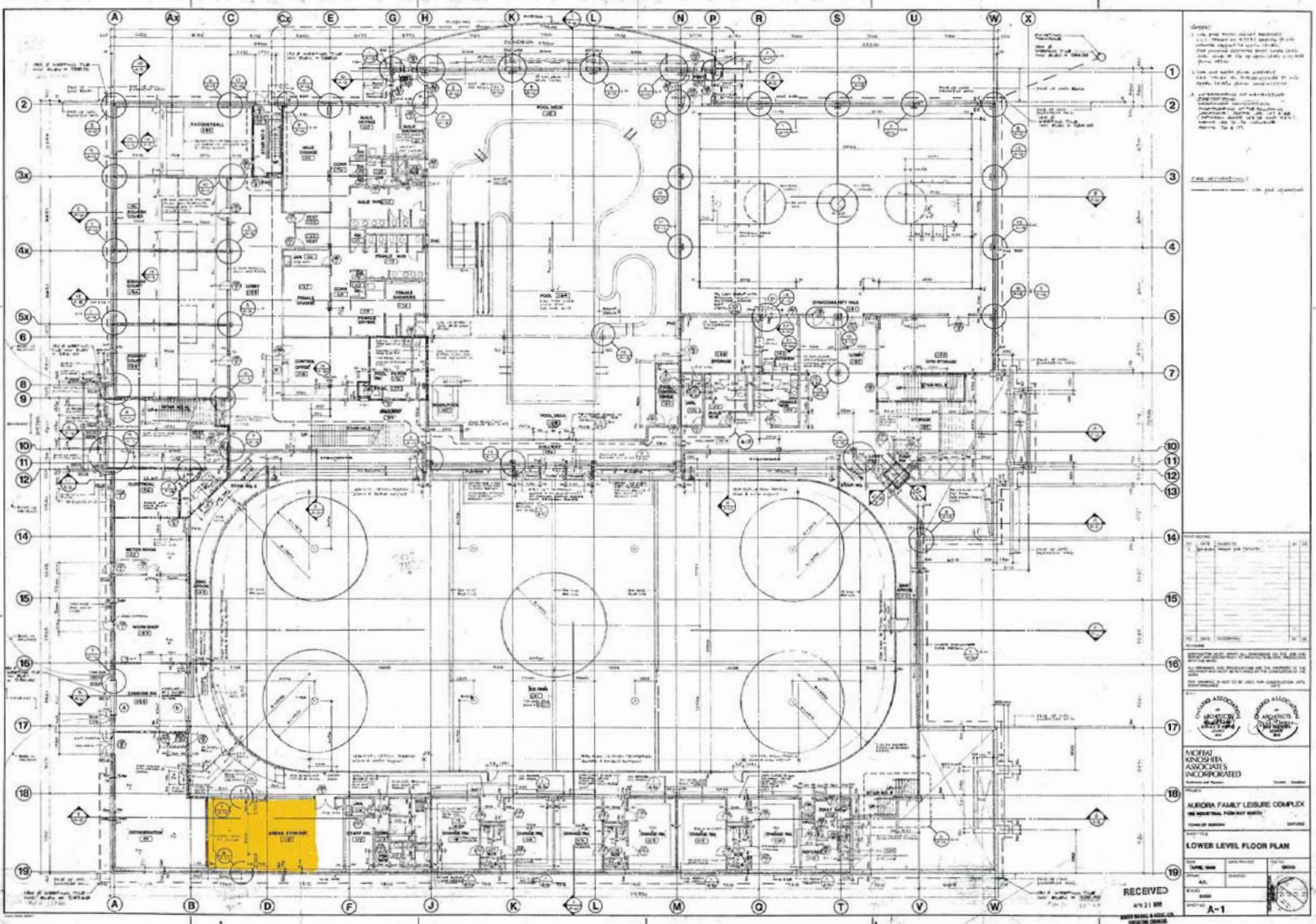
GROUND FLOOR

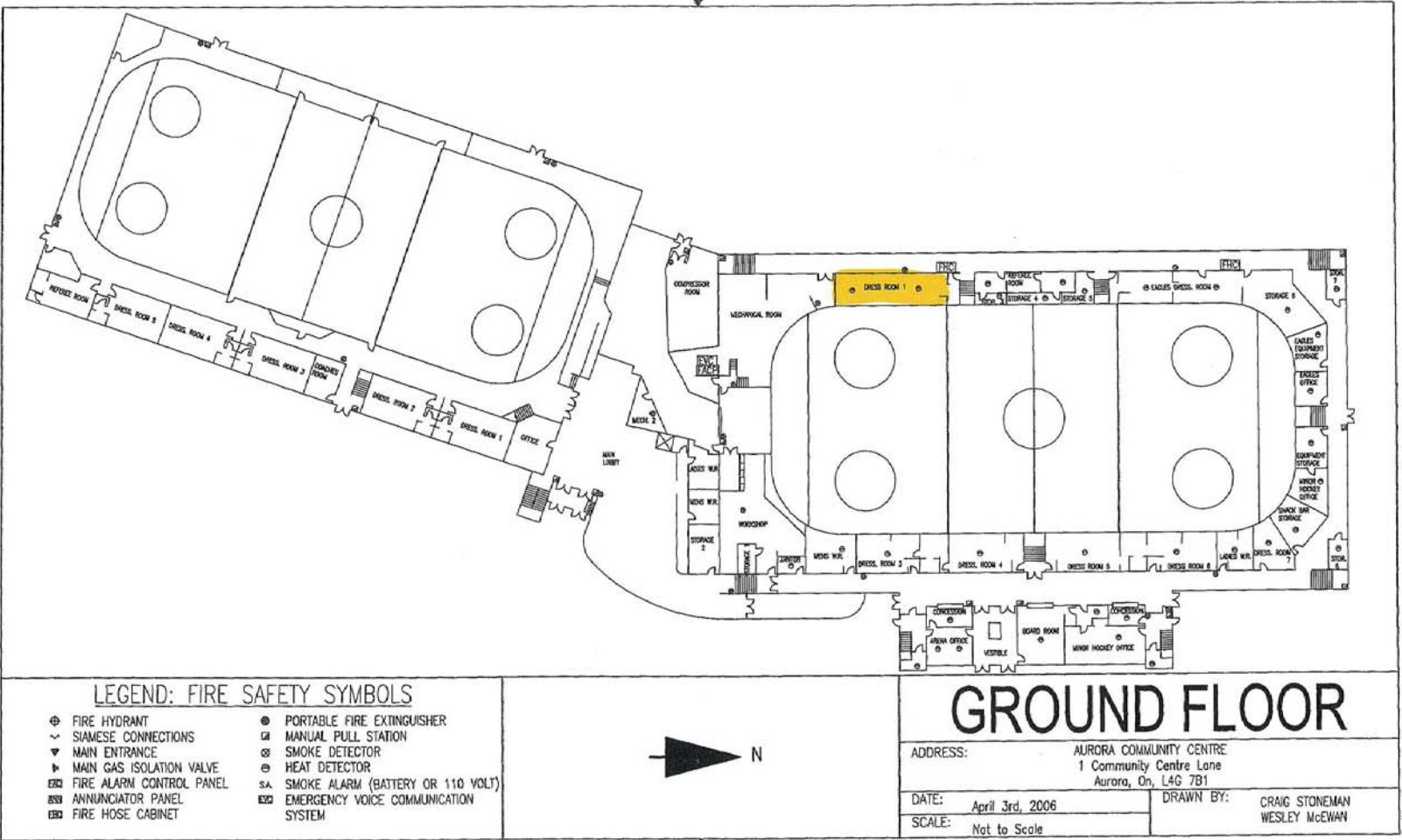
ADDRESS: AURORA COMMUNITY CENTRE
 1 Community Centre Lane
 Aurora, On, L4G 7B1

DATE: April 3rd, 2006
 SCALE: Not to Scale

DRAWN BY: CRAIG STONEMAN
 WESLEY McEWAN

Aurora Skating Club Leased Spaces – AFLC







**Town of Aurora
General Committee Report**

No. PDS20-012

Subject: Application for Zoning By-law Amendment
Starlight Investments
145 & 147 Wellington Street West
Part of Lot 28, Plan 264
File Number: ZBA-2018-01

Prepared by: Matthew Peverini, Planner

Department: Planning and Development Services

Date: March 3, 2020

Recommendations

- 1. That Report No. PDS20-012 be received;**
- 2. That the Zoning By-law Amendment file ZBA-2018-01 (Starlight Investments) be approved to rezone the subject lands from “Second Density Apartment Residential (RA2) Zone” to “Second Density Apartment Residential [RA2(XX)] Exception Zone”; and,**
- 3. That an implementing Zoning By-law be brought forward to a future Council Meeting.**

Executive Summary

This report seeks Council’s approval of a Zoning By-law Amendment for 145 & 147 Wellington Street West. In summary, the proposed RA2(XX) Exception Zone will permit the infill development of two 3-storey stacked townhouse buildings totalling 56 dwelling units, reduced parking standards, and recognize existing site conditions.

- The subject lands contain two residential rental apartment buildings with a combined total of 204 units, an outdoor swimming pool, surface parking, and landscaping/vegetation;
- The proposed Zoning By-law Amendment application is consistent with Provincial, Regional and Municipal policy documents;
- The proposed application is appropriate and compatible with the host neighbourhood and will provide much needed rental housing in the Town;

- A future application for site plan approval will be required to facilitate the proposed stacked townhouse development; and,
- All circulated agencies and Town Staff are satisfied with the revisions, and have no objections to the proposed Zoning By-law application.

Background

Application History

The planning application for a Zoning By-law Amendment was declared a complete application on February 9, 2018. A Statutory Public Planning Meeting was held on May 23, 2018. At this meeting, Council received the report and referred the application to a second Public Planning Meeting, which was held on May 22, 2019. At this meeting, Council passed a resolution referring the application back to staff to address comments presented at the meeting, and to report back to General Committee. Minutes of the Public Planning Meetings are attached as Appendix A.

Location / Land Use

The subject lands are municipally known as 145 and 147 Wellington Street West, and are located at the southeast corner of Wellington Street West and Murray Drive (see Figure 1). The subject lands are approximately 2.02 hectares (5.44 acres) in area, with approximately 140m of frontage on Wellington Street West, and 130m on Murray Drive.

The subject lands currently contain two 7-storey apartment buildings containing 204 rental units, an outdoor swimming pool at the northwest corner of the site, surface parking, and landscaping/vegetation. The apartment buildings were constructed in 1975. The subject lands have two driveway accesses along Murray Drive.

Surrounding Land Uses

The surrounding land uses are as follows:

- North: Wellington Street West, Charles Darrow Housing Co-op, single detached dwellings, townhouse dwellings, commercial uses.
- South: Townhouse dwellings, environmental protection area.
- East: Institutional (Wellington Public School), townhouse dwellings.
- West: Murray Drive, Institutional (Aurora High School), single detached dwellings.

Policy Context

Provincial Policies

All development applications shall have regard for the Provincial Policy Statement (PPS), which provides policy direction on matters of Provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns.

The Growth Plan for the Greater Golden Horseshoe is a guiding document for growth management within the Greater Golden Horseshoe (GGH) Area to 2041. The Growth Plan provides a framework which guides land-use planning.

The Lake Simcoe Protection Plan (LSPP) provides policies which address aquatic life, water quality and quantity, shorelines and natural heritage, other threats and activities (invasive species, climate change and recreational activities) and implementation.

The subject lands are not located within the Oak Ridges Moraine, and therefore are not subject to the policies of the Oak Ridges Moraine Conservation Plan (ORMCP).

York Region Official Plan (YROP)

The subject lands are designated “Urban Area” by the YROP, which permits a wide range of residential, commercial, industrial and institutional uses. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources to create sustainable lively communities. Under the YROP, a regional urbanization goal is to enhance the urban structure through city building, intensification, and compact, complete communities. Wellington Street West is a Regional Road, with access to transit and amenities. The subject lands are located within Wellhead Protection Areas B and C.

Town of Aurora Official Plan (OP)

The subject lands are designated “Stable Neighbourhoods” by the Town’s OP (see Figure 2). The intent of the Stable Neighbourhoods designation is to protect existing communities from incompatible forms of development, while balancing the evolution and enhancement of the neighbourhood over time. All new development abutting existing residential development must be sympathetic and compatible with regards, to the form, character, building scale and urban design in accordance with its surrounding context.

Zoning By-law 6000-17, as amended (ZBL)

The subject lands are zoned “Second Density Apartment Residential (RA2)” by the Town’s ZBL (see Figure 3). The RA2 zone only permits no more than one apartment building per lot. It is important to note that the two existing apartment buildings were developed (in the 1970’s) prior to the RA2 Zone coming into force and effect.

Reports and Studies

Reports and Studies submitted as part of a complete application were outlined in Planning and Development Services Report No. PDS18-056, dated May 23, 2018.

Proposed Application

Proposed Zoning By-law Amendment

As shown in Figure 4, the Applicant proposes to rezone the subject lands from “Second Density Apartment Residential (RA2) Zone” to “Second Density Apartment Residential [RA2(XX)] Exception Zone”. The exception zone is required to permit the infill development of 56 stacked townhouse units, a reduced parking rate, and to recognize existing site conditions. A Table comparing the parent RA2 Zone and Parking requirements, with the proposed RA2 Exception Zone is attached as Appendix B. The applicant has advised that the units are for rental housing.

Conceptual Site Plan and Elevation Drawings were submitted as part of the subject application, and are attached to this report as Figures 5 and 6. A future Site Plan Control application is required to implement the proposed development. The following Table summarizes the proposed stacked townhouse development:

Table 1: Stacked Townhouse unit breakdown.

Building	Bedroom Types	Unit Count	Approx. Gross Floor Area of Building (m²)
Building 1	• 2 Bedroom	36	3,932.03
Building 2	• 1 Bedroom + Den (5 units) • 2 Bedroom (5 units) • 3 Bedroom (10 units)	20	1,799.72

Analysis

Staff have worked with the applicant to revise their proposal in response to the input received at the May 22, 2019 Public Planning Meeting. Revisions to the proposal are highlighted below:

- Building 2 has been re-oriented to provide for greater separation and additional buffering between the pool enclosure and the building;
- The reorientation of building 2 results in three additional units for Building 1;
- Parking layout has been reconfigured;
- 295 parking spaces (265 resident spaces, 26 visitor spaces and 4 barrier-free spaces); and,
- Building 2 has been re-oriented to provide for additional buffering between the pool enclosure and the building.

Planning Considerations

The proposed application is consistent with the Provincial Policy Statement (PPS).

In accordance with Section 3 of the Planning Act, all land use decisions in Ontario shall be consistent with the PPS. The PPS recognizes the importance of local context and character. Policies are outcome oriented and provide for flexibility in their implementation, provided that provincial interests are satisfied. Staff is of the opinion that the proposed application is consistent with the PPS. Appendix C outlines how the proposed development conforms to the PPS.

The proposed application is consistent with the Places to Grow Plan for the Greater Golden Horseshoe (Growth Plan).

The Growth Plan intends to guide land development by encouraging compact built form, diverse land uses, a range of housing types and using existing infrastructure. The Growth Plan encourages the concentration of population and employment growth to locate within built up settlement areas, and promotes the development of complete communities that offers access to local amenities, and connections to municipal water and wastewater systems. Staff is satisfied that the proposed application is consistent with the Growth Plan. Appendix D describes how the proposed development conforms to the Growth Plan.

The proposed application conforms to the Lake Simcoe Protection Plan (LSPP).

The subject lands are located within the regulated area of the LSPP. The proposed development also constitutes major development under the LSPP (defined as the construction of a building or buildings within a ground floor area of 500 m² or more).

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the proposed Zoning By-law application in concert with the LSPP and has no objections. The LSRCA will be reviewing the Functional Servicing/Stormwater Management Report, and Hydrogeological Assessment as part of a future Site Plan application. Additionally, a permit from the LSRCA will be required prior to any site alteration or development within the regulated area. Staff is of the opinion that the proposed application conforms to the LSPP.

The proposed application conforms to the York Region Official Plan (YROP).

Section 1.0 of the YROP, provides the triple bottom line objectives towards a sustainable Region. These objectives include: having a sustainable natural environment; creating healthy communities; and ensuring economic vitality.

The Regional Municipality of York has reviewed the subject Zoning By-law application and have no objection. York Region's comments pertain to matters that will be required to be addressed through a future Site Plan Approval application. Planning Staff have reviewed the YROP, and support Regional Staff's comments. Appendix E highlights how the proposed development conforms to the YROP.

The proposed application is consistent with the policies of the Town of Aurora Official Plan (OP).

The proposed stacked townhouse built-form is considered a "Ground Related Residential Use" in the OP, and is a permitted use within the Stable Neighbourhoods Designation. An Official Plan Amendment application is not required to facilitate the proposed development.

The proposed application complies with the land-use and development policies of the OP and is compatible with surrounding land uses. The proposed stacked townhouse is considered a ground-related residential use, which is permitted under this designation. Further, the proposal respects the existing character of the host neighbourhood through compatible and complementary building siting, massing, height and scale. Appendix F outlines how the proposed development conforms to the policies of the OP.

The proposed application is appropriate and compatible with the surrounding neighbourhood.

Planning staff are of the opinion that the subject application is appropriate and compatible with adjacent and neighbouring development, and that the By-law exception is appropriate to facilitate the development. As mentioned, the proposed site-specific amendments are outlined in Appendix B to this report. Planning Staff's analysis of how each amendment is appropriate and compatible is outlined below.

Permitted Uses

The proposed Zoning By-law Amendment will introduce two stacked townhouse structures as a permitted use, and recognize the two existing apartment buildings on site, to facilitate the proposed development. This use will be in addition to the existing permission for one Apartment Building in an RA2 Zone. The stacked townhouse built-form represents a compatible land-use, provides a transition between the existing apartments and adjacent townhouse developments, and focuses density towards Wellington Street West. Capping the maximum number of dwelling units on site will control the density.

Lot Area and Lot Frontage

The 19,800m² minimum lot area and 125m minimum lot frontage requirements recognize existing site conditions. Lot frontage is measured along Murray Drive, as it is the shorter of the two lot lines that abut a public street.

Minimum Front, Rear and Side Yard Setbacks

The proposed setbacks for an Apartment Building recognizes existing site conditions. The proposed stacked townhouse buildings have been situated to facilitate adequate site circulation, and to provide adequate separation distance between existing residential development on adjacent lands. Approximately 13m of separation is proposed between Building 1 and the nearest dwelling on adjacent lands; and the location of Building 2 focuses density towards Wellington Street West, in accordance with good urban design principles. Additionally, Building 2 has been reoriented for greater separation between the pool and the proposed building, which results in a smaller footprint.

Lot Coverage and Height

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Report No. PDS20-012

While the parent RA2 zone permits 35% lot coverage, the conceptual site plan indicates that the proposed development will have a lot coverage of under 30% (including the existing two apartment buildings). The 30% lot coverage will permit the envisioned development footprint, and allow for a greater portion of open space on site.

The 7-storey height permission for the Apartment Building use recognizes existing site conditions. The 13.7m maximum height permission for the proposed Stacked Townhouse use represents an appropriate transition in accordance with the policies of the OP; and recognizes a lower height than the as-of-right 26m maximum requirement prescribed by the RA2 zone.

Amenity Area

With the proposed mix of built-forms on the subject lands, the Amenity Area provisions of the Zoning By-law may be difficult to calculate and administer – especially as the parent zone is an “Apartment Residential” Zone, and as the proposed stacked townhouse built-form does not commonly have an internal amenity area as the By-law requires. The By-law will recognize private amenity space per stacked townhouse dwelling unit (terraces, balconies, etc.), and an amenity area at the northwest boundary of the site (currently where the outdoor pool is located and to be retained).

Manoeuvring Space

The applicant has demonstrated to the satisfaction of the Town’s Traffic/Transportation Analyst that the proposed 6.4m maneuvering space is sufficient for site circulation. Manoeuvring spaces ranging from 6.4m to 6.6m currently exist on the subject lands.

Parking Standards

Following the Statutory Public Planning Meeting, the Town requested additional information with regards to the applicant’s Parking Study. The applicant’s Traffic Consultant (Paradigm Transportation Solutions Limited) undertook additional parking surveys and assessments over longer periods of time, and submitted an updated Transportation Impact Study & Parking Study in January 2019. This study concluded:

- The intersection of Wellington Street West and Murray Drive, and existing driveway connections are currently operating at acceptable levels of service. The intersection and driveway connections are forecast to continue operation at acceptable levels of service;

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- Based on updated parking surveys conducted on site, and assuming parking rates remain similar upon build-out the proposed development, a total of 271 parking spaces would be required to service tenant and visitor parking demands on site.

Based on the above findings, the proposed parking count would yield a surplus of 24 parking spaces. The Town's Traffic/Transportation Analyst has reviewed the report and has accepted the findings and methodologies. As such, the applicant has demonstrated that a reduced parking rate on site will support the proposed development.

Additionally, Section 5.8 of the Zoning By-law provides that barrier-free parking spaces are required at a rate of 4% of the total number of visitor parking spaces provided in the parking area. The applicant has satisfied the requirement for barrier-free parking on site.

Bicycle Parking

Section 5.7 of the Town's Zoning By-law requires 1.0 bicycle parking space for apartment residential uses, however, the residential apartments were constructed prior to this standard coming in to force and effect. The By-law does not provide bicycle parking standards for stacked townhouse developments. In an effort to encourage different modes of travel, and to further support the reduced parking rate, the zoning amendment requires 0.15 bicycle parking spaces per dwelling unit on site which will yield a total of 39 required bicycle parking spaces.

Parking Lot Requirements – Setbacks and Off-Street Parking in Yards

Staff are satisfied that the proposed layout best serves the overall proposed development. The proposed configuration of the parking lot will maintain the majority of open space and mature vegetation currently existing along the Wellington Street West frontage.

A future Site Plan Control application will be required to facilitate the development.

Following Council's adoption of the Zoning By-law application, the applicant will apply for a site plan application to facilitate the proposed development. This future application will review site details and technical matters such as (but not limited to): building elevations, scale and massing, landscaping and tree removal/compensation, cash-in-lieu, site servicing, stormwater management, water balance, low impact development

(LID), pedestrian and cycling connections, and the preparation of a construction management plan and interim parking plan during construction.

Department / Agency Comments

The proposed application was circulated to all internal departments and external agencies for review and comments. All circulated agencies are satisfied with the revisions and have no objection to the proposed Zoning By-law application.

Public Comments

Comments received on the subject application spanning from when Staff deemed the application complete in March 2018 until the second Public Planning Meeting in May 2019 have been summarized in Planning and Development Services report numbers PDS18-056 and PDS19-041. Comments from the May 2019 Public Meeting are summarized and attached as Appendix G.

At the time of writing this report, no further written or verbal comments were submitted to the Town regarding the proposed application.

Advisory Committee Review

No Communication Required.

Legal Considerations

Section 34(11) of the *Planning Act* states that if Council refuses the application or fails to make a decision on it within 150 days after the receipt of the application, the applicant (or the Minister) may appeal the application to the Local Planning Appeal Tribunal (LPAT). This application was received in 2018 and therefore, the applicant may appeal to the LPAT at any time.

Financial Implications

There are no financial implications at this time.

Communications Considerations

On March 15, 2018, a Notice of Complete Application was published in the Aurora Banner and Auroran newspapers. On May 3, 2018, a Notice of Public Planning Meeting was published in the Aurora Banner and Auroran newspaper and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. In addition, two Notice of Public Planning Meeting signs were also posted on the subject lands fronting on Wellington Street West and Murray Drive. Public notification has been provided in accordance with the Planning Act

On May 3, 2019, a Notice of Public Planning Meeting was mailed to all interested parties, and addressed property owners within a minimum of 120m of the subject lands, and the applicant updated the Public Planning Meeting sign to indicate the second Public Meeting would be held on May 22, 2019.

The Town notified Interested Parties by mail, that a report on the Zoning By-law application will be heard at the March 3, 2020 General Committee Meeting.

Link to Strategic Plan

The proposed Zoning By-law application supports the Strategic Plan goal of supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: Through the review and approval of the Zoning By-law, housing opportunities are created that collaborates with the development community to ensure future growth includes housing opportunities for everyone.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

Planning and Development Services has reviewed the proposed Zoning By-law application against the relevant Provincial plans, Regional and Town Official Plans, Town Zoning By-law and municipal development standards. The development proposal is considered to represent good planning, and conforms to Provincial and Regional policies and the policies of the Town's Official Plan and will provide much needed rental housing

for the Town. The proposed application is considered to be in keeping with the development standards of the Town. Therefore, staff recommend approval of the proposed Zoning By-law application ZBA-2018-01.

Attachments

Appendix A – Public Meeting Minutes
Appendix B – Proposed RA2(XX) Exception Zone
Appendix C – Provincial Policy Statement Policy Analysis
Appendix D – Growth Plan Policy Analysis
Appendix E – York Region Official Plan Analysis
Appendix F – Town of Aurora Official Plan Analysis
Appendix G – Response to Public Comments

Figure 1 – Location Map
Figure 2 – Existing Official Plan Designation
Figure 3 – Existing Zoning By-Law
Figure 4 – Proposed Zoning By-law
Figure 5 – Conceptual Site Plan
Figure 6A and 6B – Conceptual Elevations

Previous Reports

Public Planning Report No. PDS18-056, dated May 23, 2018.
Public Planning Report No. PDS19-041, dated May 22, 2019.

Pre-submission Review

Agenda Management Team Meeting review on February 12, 2020.

Departmental Approval



David Waters, MCIP, RPP, PLE
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

March 3, 2020

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General Committee
Report No. PDS20-012

Appendix A - Public Planning Meeting Minutes



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

Council Chambers, Aurora Town Hall
Wednesday, May 22, 2019

Attendance

- Council Members** Mayor Mrakas in the Chair; Councillors Gaertner, Gallo, Gilliland (arrived 7:13 p.m.), Humfries, Kim (arrived 7:02 p.m.), and Thompson
- Members Absent** None
- Other Attendees** David Waters, Director of Planning and Development Services, Matthew Peverini, Planner, Samantha Yew, Deputy Town Clerk, and Linda Bottos, Council/Committee Coordinator

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

1. Approval of the Agenda

**Moved by Councillor Thompson
Seconded by Councillor Gaertner**

That the agenda as circulated by Legislative Services be approved.

Carried

2. 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.*

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Council Public Planning Meeting Minutes
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3. Planning Applications

Mayor Mrakas outlined the procedures that would be followed in the conduct of the public meeting. The Deputy Town Clerk confirmed that the appropriate notice had been given in accordance with the relevant provisions of the *Planning Act*.

1. PDS19-041 – Application for Zoning By-law Amendment Starlight Investments, 145 and 147 Wellington Street West, Part Lot 28, Plan 246, File Number: ZBA-2018-01

Planning Staff

Mr. Matthew Peverini, Planner, presented an overview of the application and staff report respecting the proposal to amend the Zoning By-law to permit the infill development of 53 stacked townhouse rental units and to reduce the parking and various setback requirements. He noted that this is the second public meeting for the subject application and reviewed a summary of the proposal revisions since the first meeting held on May 23, 2018.

Consultant

Mr. TJ Cieciora, President of Design Plan Services and consultant to the owners of the property, presented a brief overview of the application, including changes made in response to the concerns of residents, and addressed the main issues regarding the pool, parking, and construction.

Public Comments

Aurora residents, including Ebrahim Hosseini, Julia Kane, Luiz Lino, Mitch McGuire, Kim Pearsall, Heidi Stoecklin, Louann Timbers, Garrie Wayne, and Leslie Webster, provided the following comments:

- Questions regarding:
 - Parking plan; how residents and visitors, and construction worker, vehicles and equipment, will be accommodated during construction
 - Parking/traffic study methodology; suggestion to consider overnight hours and number of vacant units
 - Impact of proposed construction on structure of neighbouring townhouses; request for pre-construction survey
 - Construction management and safety plans, fencing

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- Guarantees respecting promises made to abutting property owners on Loring Doolittle Court regarding fencing, landscaping, and trees
- Concerns regarding:
 - Number of parking spaces for residents and visitors
 - Manoeuvrability in parking lot
 - Snow removal and storage
 - Front yard provision and proximity of parking to sidewalk
 - Safety and outdoor space for children and elderly during construction
 - Traffic and safety in school area during construction
 - Longer-term parking, traffic and safety issues
 - Lack of space for safe construction activities
 - Offloading and storage of construction equipment and supplies
 - Dust levels during construction
 - Impact on mental health (prolonged construction period, noise, vibrations, safety issues)
 - Water drainage
 - Privacy issues
 - Green space and trees
 - Impact on pets and wildlife

Consultant

Ms. Jill Juhlke, Senior Transportation Engineering Technologist of Paradigm Transportation Solutions, addressed the questions and concerns regarding the existing number of parking spaces, results of the parking study, and the planned allocation of parking spaces.

Mr. Cieciora addressed the questions and concerns regarding a construction management plan, accommodation of resident parking spaces during construction, width of accessible parking spaces, impact of proposed construction on abutting properties and structural integrity, fluctuation of apartment vacancies, retention of current tenant parking spaces, aisle width and manoeuvrability, grading, and green space.

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**Moved by Councillor Kim
Seconded by Councillor Thompson**

1. That Report No. PDS19-041 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Development Services in a report at a future General Committee meeting.

Carried

4. Confirming By-law

**Moved by Councillor Humfryes
Seconded by Councillor Gallo**

That the following confirming by-law be enacted:

6181-19 Being a By-law to Confirm Actions by Council Resulting from a Council Public Planning Meeting on May 22, 2019.

Carried

5. Adjournment

**Moved by Councillor Gilliland
Seconded by Councillor Kim**

That the meeting be adjourned at 8:47 p.m.

Carried

Tom Mrakas, Mayor

Samantha Yew, Deputy Town Clerk

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

Council Chambers, Aurora Town Hall
Wednesday, May 23, 2018

Attendance

Council Members Mayor Dawe in the Chair; Councillors Abel (arrived 7:08 p.m.), Gaertner, Humfryes, Kim, and Thompson

Members Absent Councillors Mrakas, Pirri, and Thom

Other Attendees Marco Ramunno, Director of Planning and Development Services, Lawrence Kuk, Manager of Development Planning, Michael de Rond, Town Clerk, and Linda Bottos, Council/Committee Secretary

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

1. Approval of the Agenda

Moved by Councillor Gaertner

Seconded by Councillor Thompson

That the agenda as circulated by Legislative Services be approved.

Carried

2. 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.*

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3. Planning Applications

Mayor Dawe outlined the procedures that would be followed in the conduct of the public meeting. The Town Clerk confirmed that the appropriate notice had been given in accordance with the relevant provisions of the *Planning Act*.

1. PDS18-056 – Application for Zoning By-law Amendment, Starlight Investments, 145 and 147 Wellington Street West, File Number: ZBA-2018-01

Planning Staff

Mr. Lawrence Kuk, Manager of Development Planning, presented an overview of the application and staff report respecting the proposal to rezone the subject lands from “Second Density Apartment Density Residential (RA2)” to “Second Density Apartment Density Residential (RA2-XX) Exception Zone”, to permit the development of three, three-storey townhouse blocks, containing 64 stacked rental townhouse units, and to reduce the parking space and setback requirements. He noted that the subject lands are designated as Stable Neighbourhood and the proposed stacked townhouse development is permitted within the Stable Neighbourhood designation.

Consultant

Mr. TJ Cieciora, Principal at Design Plan Services and consultant to the owners of the property, presented a brief overview of the proposal, noting that the applicant is willing to make revisions to the application if concerns can be addressed. He further noted that the proposed townhouse units would be rental units, which would be first offered to the tenants of the two existing buildings.

Public Comments

Aurora residents, including Jason Joerges, Michelle Joerges, Elizabeth Lynn, Mitch McGuire, Darryl Pearsall, Kim Pearsall, Tanya Rabe, Liliana Stefan, Louann Timbers, Garrie Wayne, provided the following comments:

- Opposition to development, including a signed petition against the proposal

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- Concerns regarding:
 - Parking and visitor parking spaces
 - Snow removal and winter parking
 - Loss of outdoor pool amenity
 - Property values
 - Noise levels, no acoustic fence
 - Loss of trees, green space, and view
 - Proximity of proposed parking spaces to existing backyards
 - Length of construction period
 - Noise, dust, and debris levels during construction
 - Blockage of handicap ramp during construction
 - Parking during construction
 - Outdoor space for children and seniors during construction
 - Safety of children and seniors during construction
 - Lack of consultation with abutting properties on Loring Doolittle Court
 - Proximity of proposed development to Loring Doolittle Court properties and loss of privacy, security, safety, view, and property value
- Questions regarding:
 - Depth of excavation and how slope will be maintained
 - Construction safety management plan
 - Depth of proposed building, location of yards for townhouse units, and setback from 147 Wellington Street West
 - Parking spaces at back of 147 Wellington Street West facing school

Consultant

Mr. Stewart Elkins, Vice-President of Paradigm Transportation Solutions, addressed the concerns and questions regarding parking, noting that a traffic impact study and parking utilization study had been completed, and that additional surveys would be performed.

Mr. Cieciora addressed the concerns and questions regarding parking and visitor parking, snow removal and winter parking, slope and grading, stormwater flows, mitigation of construction concerns, preservation of the pool, consultation with abutting properties, and property values.

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**Moved by Councillor Thompson
Seconded by Councillor Humfryes**

1. That Report No. PDS18-056 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Development Services in a comprehensive report outlining recommendations and options at a future Public Planning meeting.

Carried

4. Confirming By-law

**Moved by Councillor Abel
Seconded by Councillor Thompson**

That the following confirming by-law be enacted:

6083-18 Being a By-law to Confirm Actions by Council Resulting from a Council Public Planning Meeting on May 23, 2018.

Carried

5. Adjournment

**Moved by Councillor Humfryes
Seconded by Councillor Kim**

That the meeting be adjourned at 8:45 p.m.

Carried

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk

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Appendix B – Proposed RA2(XX) Exception Zone

Table 2: Comparing the Parent RA2 Zone and the proposed Site-Specific Zone.

	Parent RA2 Zone Requirement	Proposed RA2(XX) Exception Zone
Permitted Uses	No More than One Apartment Building per Lot	2 Apartment Buildings with a maximum of 204 dwelling units * Dwelling, Stacked Townhouse with a maximum of 56 dwelling units *
Lot Area (minimum)	95 m ² (per dwelling unit)	19,800 m ² *
Lot Frontage (minimum)	30m	125m *
Front Yard (minimum)	½ the height of the Main Building and in no case less than 9 m from the Street Line	Apartment Building: 10.7m * Stacked Townhouse: 2.5m *
Rear Yard (minimum)	9m	Apartment Building: 19.5m * Stacked Townhouse: 9.0m *
Interior Side Yard (minimum)	½ the height of the Main Building and in no case less than 6m	Apartment Building: 26.0m Stacked Townhouse: 8.0m *
Exterior Side Yard (minimum)	½ the height of the Main Building and in no case less than 9m	Apartment Building: 16.0m * Stacked Townhouse: 34.0m *
Lot Coverage (maximum)	35%	30% *
Height (maximum)	26m	Apartment Building: 7 storey * Stacked Townhouse: 13.7m *
Gross Floor Area (GFA) (minimum)	N/A	65m ² per Stacked Townhouse Dwelling Unit

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<p>Amenity Area</p>	<p>Any Apartment Residential Zone shall provide a minimum Amenity Area of eighteen (18) square metres per dwelling unit, provided a minimum of 50% of the required Amenity Area is provided as interior amenity space.</p> <p>Amenity Areas shall not include any minimum required landscaping area or strip.</p>	<p>Notwithstanding Section 7.5.2*:</p> <ul style="list-style-type: none"> • A minimum of 3.75 m² of private amenity space shall be provided for Stacked Townhouse Dwelling units; • A minimum of 1,250 m² of outdoor shared amenity space shall be provided at the northwest limits of the property; and, • Amenity Areas shall not include any minimum required landscaping area or strip.
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Table 3: Comparing ZBL Parking Standards to the proposed Parking Standards.

Parking			
	Zoning By-law 6000-17 Requirement		Proposed RA2(XX) Exception Zone
<p>Required Manoeuvring Space</p>	<p>90 degree spaces – 7.0m</p>		<p>90 degree spaces – 6.4m *</p>
<p>Parking Standards</p>	<p>204 Apartment Units</p>	<p>1.5 spaces per dwelling unit (306 Parking Spaces)</p>	<p>Notwithstanding Sections 5.4 and 5.8.2, the following parking standards shall apply:</p> <ul style="list-style-type: none"> • A minimum of 265 resident parking spaces (approx. 1.02 spaces per dwelling unit); • 26 visitor parking spaces per dwelling unit (0.1 spaces per dwelling unit); and,
	<p>53 Stacked Townhouse Units</p>	<p>1.5 spaces per dwelling unit (80 Parking Spaces)</p>	
	<p>Visitor Parking</p>	<p>20% of spaces provided set aside for visitor (77 Parking Spaces)</p>	

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	Barrier Free Parking	4% of required visitor parking (1.04 spaces)	<ul style="list-style-type: none"> 4 barrier-free parking spaces.
Section 5.7 Bicycle Parking Space Standards	Apartment Residential: 1.0 Space for every 5 residential units		Notwithstanding Section 5.7, 0.15 bicycle parking spaces per dwelling unit are required. *
Section 5.5.2 Parking Lot Requirements "Setbacks"	Where a Parking Lot or Parking Area having capacity for five or more cars, or Driveway serves an apartment building or any other multiple Residential use, no Parking Space maneuvering area and/or Driveway within a Side Yard or Rear Yard shall be closer to any wall of a building than one decimal five (1.5) metres.		Where a Parking Lot or Parking Area having capacity for five or more cars, or Driveway serves an apartment building or any other multiple Residential use, no Parking Space maneuvering area and/or Driveway within a Side Yard or Rear Yard shall be closer to any wall of a building than 0.6m. *
Section 5.5.3 Parking Lot Requirements "Off-street Parking in Yards"	No part of any Parking Area other than a (Driveway) is permitted in any Front Yard in any Residential Zone.		Notwithstanding Section 5.5.3, a Parking Area shall be permitted in the Front Yard *

Note: The proposed bylaw exceptions are highlighted and labelled with an asterisk "*". Final zoning standards will be evaluated by Staff in detail prior to the Zoning By-law Amendment being brought forward to Council for enactment.

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Appendix C – PPS Policy Analysis

Table 4: Analysis of how the proposed development meets policies of the PPS.

PPS Policy	Policy Analysis
<p>Section 1.1.1</p> <p>Healthy, liveable and safe communities are sustained by a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; b) accommodating an appropriate range and mix of residential; c) avoiding development and land use patterns which may cause environmental or public health and safety concerns; ... and e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs.</p>	<p>The proposal exhibits an efficient development and land use pattern, as it is infill development, and the property is located within a 'settlement area' which is identified as an area to focus growth and development within communities.</p> <p>The applicant is proposing infill of 56 stacked townhouse rental units (for a total of 260 rental units on site), on a site with an abundance of surface parking, and available servicing connections. This minimizes land consumption, promotes a cost-effective development pattern to minimize servicing costs, and provides for a range and mix of residential and tenure.</p>
<p>Section 1.1.3.1</p> <p>Settlement areas shall be the focus of growth and development...</p>	<p>Development and land use patterns that may cause environmental or public health and safety concerns is avoided. No environmentally significant features are on site, and much of the mature vegetation that exists will remain along the Wellington Street West frontage. The proposed use is compatible with the existing residential use, and will not pose public health and safety concerns.</p>
<p>Section 1.1.3.2</p> <p>Land use patterns within settlement areas shall be based on: a) densities and a mix of land uses which: 1. efficiently use land and resources, and 2. Are transit-supportive, where transit exists.</p>	<p>The proposed development is situated along a Regional Road with access to public transit (YRT and GO Train), services, and other amenities. It capitalizes on existing infrastructure, and efficiently uses underutilized land and available resources.</p>

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<p>Section 1.1.3.3</p> <p>Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas... and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.</p>	<p>It is good planning practice to support and enable land use patterns within settlement areas that position developments with higher densities in these accessible locations.</p>
<p>Section 1.1.3.4</p> <p>Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form...</p>	<p>Intensification in the form of infill development is proposed on the subject lands. The sought stacked townhouse use permission is a compact built-form, and is proposed to yield a total increase of 56 dwelling units on the lands.</p>
<p>Section 1.4.1</p> <p>To provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall: a) maintain the ability to accommodate residential growth... through residential intensification and redevelopment.</p>	<p>The proposed increase in residential units will contribute to the Town's existing housing stock, and will assist in meeting the Province's goals of accommodating residential growth through residential intensification and redevelopment. Additionally, the availability of services in proximity to the subject lands ensures the needs of current and future residents of the regional market area are met.</p>

Appendix D – Growth Plan Policy Analysis

Table 5: Analysis of how the proposed development meets the policies of the Growth Plan.

Growth Plan Policy	Policy Analysis
<p>Section 2.2.1</p> <p>Applying the policies of this Plan will support the achievement of complete communities that:</p> <ul style="list-style-type: none"> • feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities; • provide a diverse range and mix of housing options...to accommodate people at all stages of life, and to accommodate the needs of all household sizes and incomes; • expand convenient access to an appropriate supply of safe, publicly-accessible open spaces, parks, trails, and other recreational facilities; and • ensure the development of high quality compact built form, an attractive and vibrant public realm, including public open spaces, through site design and urban design standards. 	<p>The subject lands are located on the boundary of an existing community that features a mix of land uses including residential, retail, recreational, and public service facilities. Nearby land uses include schools, residential, commercial plazas, offices, and mixed use developments in the Yonge Street and Wellington Street intersection.</p> <p>The applicant is proposing 56 purpose-built rental units in a stacked townhouse built-form, in addition to the existing 2 apartments (204 rental units). The proposed Zoning By-law Amendment will provide for a range and mix of housing options and tenure both on site, and within the Town to accommodate needs of all household sizes and incomes.</p> <p>The applicant has submitted conceptual elevations as part of the subject application. Staff will ensure the development of a high quality, attractive and vibrant built form through a future site plan approval process.</p>
<p>Section 3.1</p> <p>Significant cost savings can be achieved by ensuring that existing infrastructure is optimized before new infrastructure is built.</p>	<p>The Functional Servicing Report submitted as part of the application provides that water and sanitary connections will be made to existing infrastructure along Murray Drive.</p>

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<p>Section 2.2.2</p> <ul style="list-style-type: none"> • By the year 2031, and for each year thereafter, a minimum of 60 per cent of all residential development occurring annually within each upper- or single-tier municipality will be within the delineated built-up area; and • By the time the next municipal comprehensive review is approved and in effect, and each year until 2031, a minimum of 50 per cent of all residential development occurring annually within each upper- or single-tier municipality will be within the delineated built-up area. 	<p>The proposed development on the subject lands is located wholly within the delineated built-up area as per the Town of Aurora Official Plan.</p>
<p>2.2.6</p> <p>Municipalities will support the achievement of complete communities by: a) planning to accommodate forecasted growth to the horizon of this Plan; b) planning to achieve the minimum intensification and density targets in this Plan; c) considering the range and mix of housing options and densities of the existing housing stock; and d) planning to diversify their overall housing stock across the municipality.</p>	<p>The applicant is proposing infill development of 56 residential dwelling units. These 56 units will contribute to the Town’s goal of achieving the minimum intensification and density targets as provided for in the Growth Plan. Additionally, the proposed units and their proposed purpose-built rental tenure will provide for a range and mix of housing options and diversify the housing stock across the municipality.</p>

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Appendix D – York Region Official Plan Analysis

Table 6: Analysis of how the proposed development meets the YROP.

YROP Objective	Analysis
<p>Having a sustainable natural environment through ensuring that significant environmental features and functions are protected and natural hazards are avoided</p>	<p>There are no key natural heritage/ hydrologic features on site, and any tree removals will require compensation through a future Site Plan Agreement. Additionally, the applicant will be required to maintain ground water recharge as demonstrated through a hydrogeological study that shows the water balance for pre-development is maintained or improved post-development; and include features such as Low Impact Development (LID) standards to minimize stormwater volume and contaminant loads (i.e. phosphorus reduction).</p>
<p>Creating healthy communities by: promoting a mix and range of housing types; encouraging the construction of new rental units with a full mix and range of unit sizes, including family-sized and smaller units; and promoting the health and well-being of residents in accessible and safe communities.</p>	<p>The proposed use and existing apartment buildings provide for a mix and range of housing types on site and within the existing community. The proposed units will vary in size, meeting the objective of promoting the development of family-sized and smaller units.</p> <p>Additionally infill development is proposed on a site with access to amenities (pool area, schools, access to transit, proximity to commercial plazas and the Yonge and Wellington intersection, parks, etc.). As such, the proposal promotes the health and well-being of residents in accessible and safe communities.</p>

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<p>Ensuring economic vitality by balancing job creation with population growth; promoting economic diversity and resilience; and, delivering context sensitive and efficient infrastructure.</p>	<p>The YROP forecasts a population of 70,200 residents within the Town of Aurora by 2031. The proposed application will contribute 56 stacked townhouse dwelling units to Aurora's housing stock.</p>
<p>Policy 5.2.8</p> <ul style="list-style-type: none"> • To employ the highest standard of urban design, which: <ul style="list-style-type: none"> • Provides pedestrian scale, safety, comfort, accessibility and connectivity; • Complements the character of existing areas and fosters each community's unique sense of place; • Promotes landscaping, public spaces and streetscapes; and • Ensures compatibility with and transition to surrounding land uses. 	<p>The proposal is compatible and transitions appropriately to the existing adjacent community. The applicant has proposed a concept that focuses density towards Wellington Street West in a built-form that is similar in scale to the adjacent townhouse developments.</p> <p>The applicant will be required to apply for site plan approval and enter into a Site Plan Agreement prior to site alteration and construction of the proposed stacked townhouse dwellings. Conceptual site plan and elevations are attached to this report a Figures 5 and 6.</p>
<p>Policy 5.3</p> <p>Intensification will occur in strategic locations in the built-up area to maximize efficiencies of infrastructure delivery, human services provision and transit ridership.</p>	<p>The proposed application facilitates intensification through infill development along Wellington Street West. The subject lands are ideal for infill as the 56 proposed residential units can capitalize on existing infrastructure along Wellington Street West and Murray Drive.</p>

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Appendix E – Town of Aurora Official Plan Analysis

Table 7: Analysis of how the proposed development meets the Town’s Official Plan.

Town of Aurora Official Plan Policy	Policy Analysis
<p>Section 3.1 (a)</p> <p>Direct the Town’s projected population growth to appropriate locations to support the efficient use of land, resources and infrastructure; b) Promote higher density forms of development and intensification in appropriate areas; and, c) Ensure that development results in vibrant and complete communities</p>	<p>The applicant is proposing additional density through infill development on the site. The subject lands front onto Wellington Street West, with access to existing services, infrastructure and amenities. The proposed site plan and conceptual elevations have been reviewed alongside the proposed Zoning By-law Amendment. Staff are satisfied that the conceptual site layout and design of the proposed buildings will facilitate a vibrant and complete community. The proposed concept will be subject to a future site plan approval application, and will further consider building materials, colours, and architectural details.</p>
<p>Section 8.1 (d)</p> <p>All development within the ‘Stable Neighbourhoods’ designation may be subject to Site Plan Control...</p>	
<p>Section 8.1.2</p> <p>Permitted uses within the Stable Neighbourhoods designation shall be: i. Ground-Related Residential Uses...</p>	<p>Stacked Townhouse is considered a ground-related residential use. Staff are satisfied that the proposed built form and density are appropriate on the site, as this policy is intended to apply to the fabric of existing low-rise, low density residential neighbourhoods consisting of mainly single detached and semi-detached dwellings. The subject lands are situated away from this existing low-rise, low-density residential; and the existing and proposed uses on site transitions appropriately to adjacent land uses.</p>
<p>Section 3.2(a)(iii)</p> <p>Stable Neighbourhoods consists of existing residential neighbourhoods that...will be largely protected from the impacts of new development. Infill development and other forms of intensification will be restricted...</p>	
<p>Section 8.1.3 (g)</p> <p>All new townhouses, multiple-unit buildings... may only be permitted within the ‘Stable Neighbourhood’.</p>	

<p>Section 6.1</p> <p>a) Encourage a broad range of housing sizes, densities, designs, tenures and prices, to meet the needs of current and future residents. b) Maintain, protect and enhance the quality of existing residential areas. c) Encourage innovation in new residential development to address social, economic, design, environmental and growth management policies.</p>	<p>56 stacked townhouse rental units with varying unit sizes are proposed on the subject lands in addition to the existing purpose-built rental apartment buildings on the subject lands. As such, the proposed development ensures a range of housing options and sizes on site; provides a higher density in an appropriate location with access to services and amenities; and contributes to the Town's stock of purpose-built rental housing, which provides a mix of tenure options within the Town.</p>
<p>Section 6.2 (d)</p> <p>The construction of new rental housing units with a full mix and range of unit sizes, including family-sized and smaller units, is encouraged and supported in appropriate locations.</p>	<p>Additionally, the proposed development is an innovative form of new residential development as it: utilizes a newer built-form to maximize the number of units; provides for a range of unit types, and tenures; focuses density to an accessible location; and transitions appropriately to the surrounding land uses.</p>
<p>Section 8.1.3 (a)</p> <p>New development and site alteration abutting existing residential development shall be sympathetic to the form and character of the existing development and shall be compatible with regard to building scale and urban design.</p>	<p>Through the application process, Staff have reviewed the conceptual site plan and elevations, and have determined that the general location of the proposed buildings are appropriate, compatible and transitional with adjacent uses. A future Site Plan Approval application will implement the proposed setbacks per the proposed amending Zoning By-law, and deal with matters such as landscaping, fencing, and building façade</p>
<p>Section 8.1.3</p> <p>b) Through the implementing ZBL, range and density of permitted uses may be refined or restricted on a particular site or location to ensure new development is appropriate and compatible with adjacent uses and buildings.</p> <p>c) Through the implementing ZBL and/or through site plan control, specific measures including, but not limited to, building setbacks, landscaping and fencing, may be required in order to</p>	<p>Through the application process, Staff have reviewed the conceptual site plan and elevations, and have determined that the general location of the proposed buildings are appropriate, compatible and transitional with adjacent uses. A future Site Plan Approval application will implement the proposed setbacks per the proposed amending Zoning By-law, and deal with matters such as landscaping, fencing, and building façade</p>

March 3, 2020

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<p>ensure that new development is appropriate in the context of the adjacent uses and the surrounding neighbourhood</p>	
<p>Section 6.1.3 (f)</p> <p>All new development within the 'Stable Neighbourhoods' designation shall have a maximum height of 3 storeys or 9 metres, whichever is less.</p>	<p>The proposed stacked townhouses are 3-storeys in height. The applicant is proposing a maximum building height of 13.7m in the site-specific amending Zoning By-law.</p> <p>Upon deeming this application complete, it was determined that an Official Plan Amendment was not required. The applicant is meeting the storey limit per the Town's OP, and, the in effect RA2 Zone provisions permit a maximum building height of 26m.</p> <p>Additionally, the Stable Neighbourhoods designation is intended to apply to older, distinct residential neighbourhoods, with the overarching purpose of protecting from incompatible forms of development – while simultaneously permitting evolution and enhancement over time, so long as new development is compatible with its surrounding context and conforms with other policies in the OP.</p> <p>The subject lands are not located directly within an established distinct, residential neighbourhood; and the proposed built-form is compatible with the developments to the east and south. Further, it's location along Wellington Street West and outside of an established neighbourhood which facilitates potential for the property's evolution and enhancement.</p>

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Appendix G – Response to Public Comments

Table 8: Analysis of how the proposed development meets the Town’s Official Plan.

Summarized Comments	Response
Currently not enough parking. An increased number of units will have long term effects and result in a greater parking deficiency.	The applicant has demonstrated through a Parking Study to the satisfaction of the Town’s Traffic /Transportation Analyst that the supplied parking is adequate to serve the existing and proposed number of units.
Where will current residents park during construction? Would like some sort of plan outlining options.	This is a Site Plan matter, rather than a Zoning (land-use) matter. During a future Site Plan application, the applicant will be required to submit a detailed Construction Management Plan (CMP). For purposes of this application, the applicant has provided a high-level CMP which provides that during construction, construction trades personnel will access the site via off-site legal parking, private car pooling and carpooling arranged by their respective employers or local transit. This will increase the number of available marking spots on site during construction.
Barrier-free parking spots are being narrowed. This will impact the residents that require these spots.	Barrier-free parking spaces are not to be narrowed. Dimensions for barrier-free parking spaces are provided under section 5.8.1 of the Town’s ZBL. A Type-A space measures 3.65m x 5.3m; while a Type-B space measures 2.7m x 5.3m.
Issue of health and safety. Lots of students in the area, loss of green space, and the effect on mental health due to ongoing construction.	A CMP submitted as part of a future site plan application will ensure safety is a priority during construction. Through a future Site Plan application, the applicant will submit landscape plans, and tree compensation above and beyond what is to be removed on site. All construction work will be carried out in accordance with regulated Town of Aurora requirements and by-laws with respect to noise.
How will the proposed construction effect the townhouses on Doolittle Court?	Any construction and drainage matters shall occur only within the limits of the subject lands, and will not impact structures on Doolittle Court.



LOCATION MAP

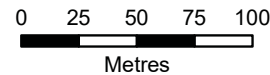
APPLICANT: Starlight Investments

FILES: ZBA-2018-01

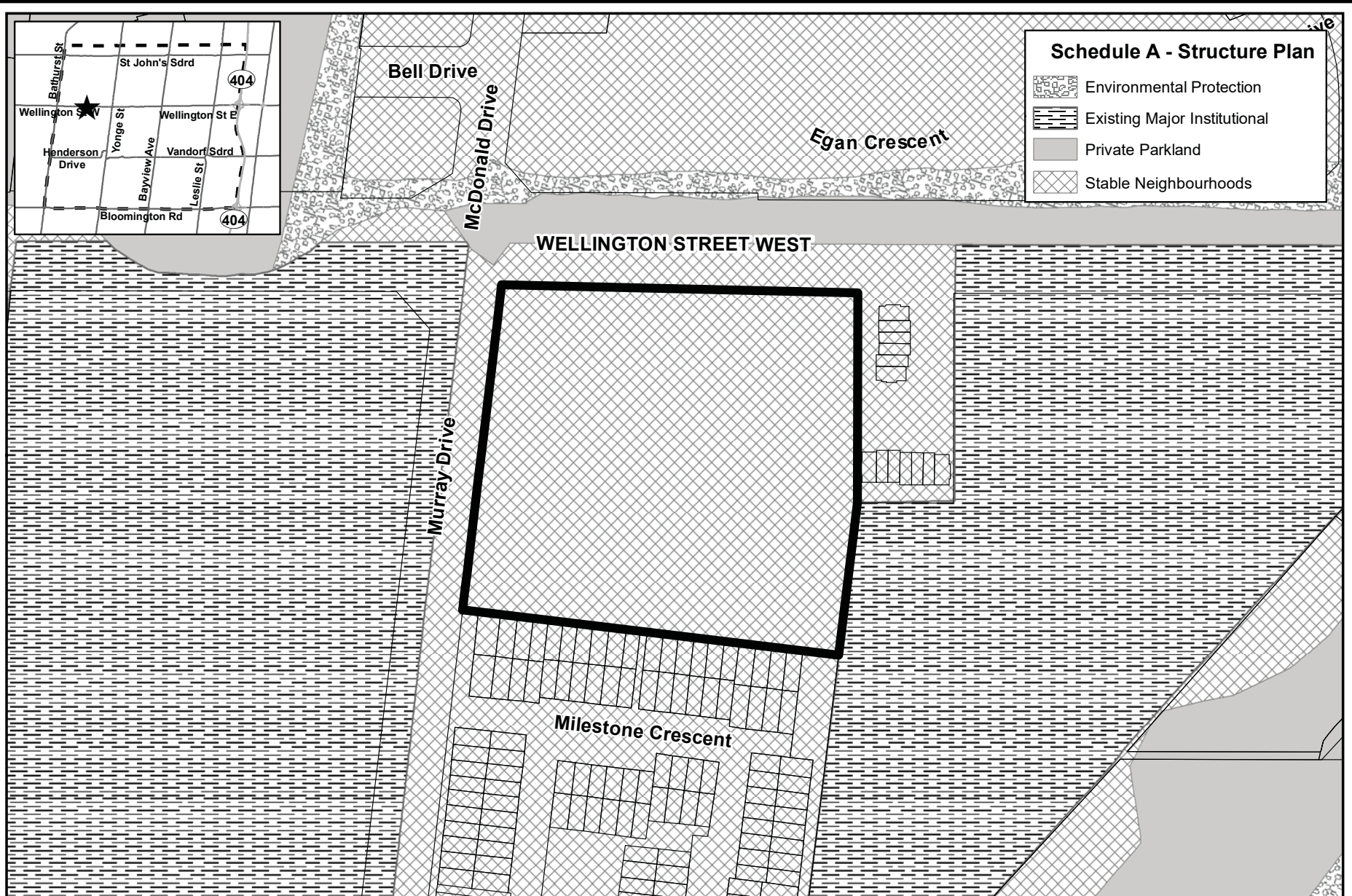
FIGURE 1



SUBJECT LANDS



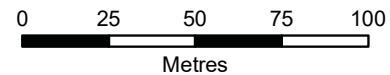
Map created by the Town of Aurora Planning & Building Services Department, May 23, 2019. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2018, © First Base Solutions Inc., 2018 Orthophotography.



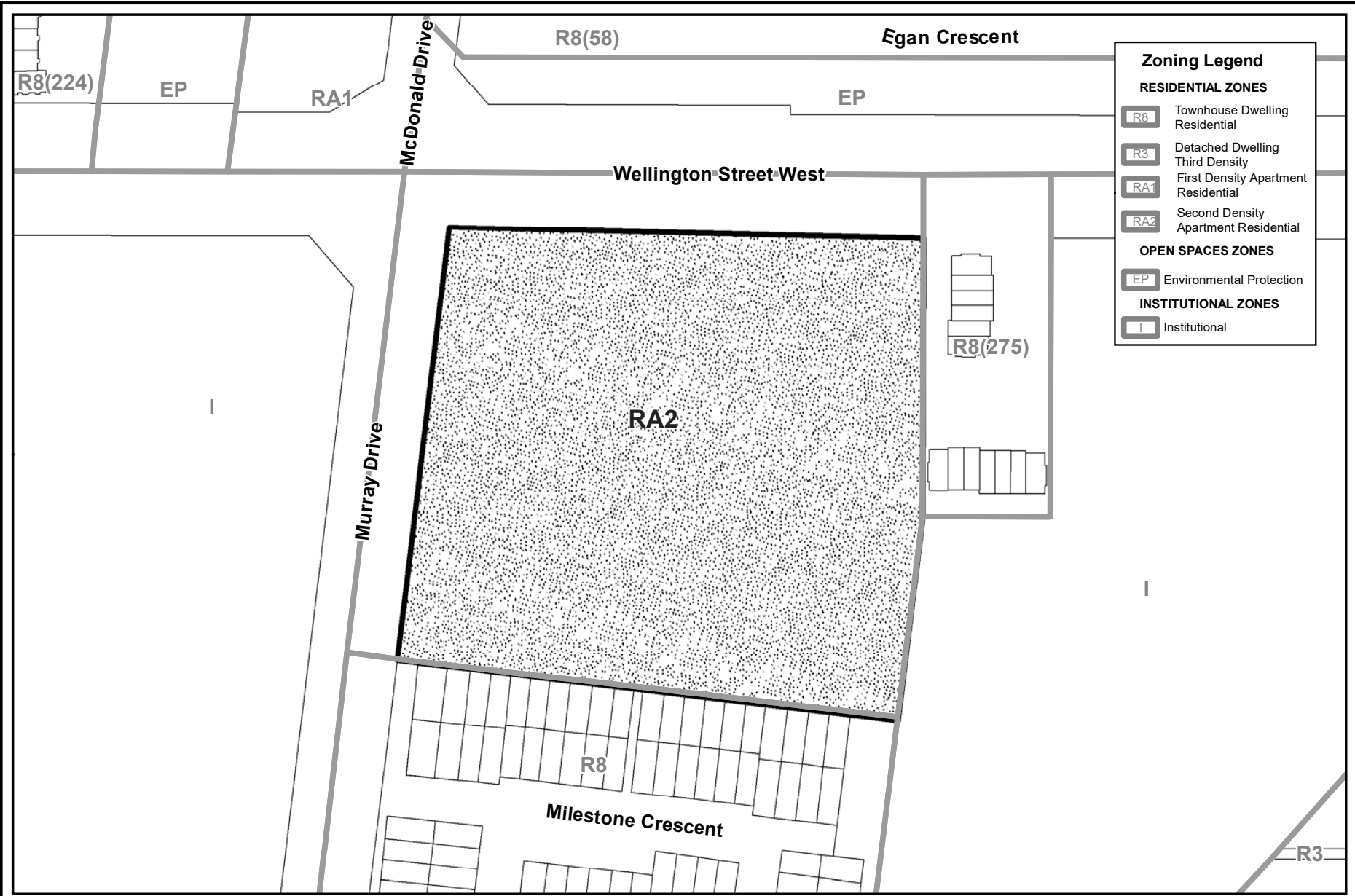
EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: Starlight Investments
 FILES: ZBA-2018-01
 FIGURE 2

■ SUBJECT LANDS



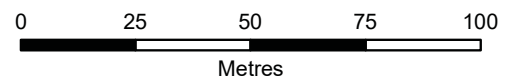
Map created by the Town of Aurora Planning and Building Services Department, April 23, 2018. Base data provided by York Region & the Town of Aurora.



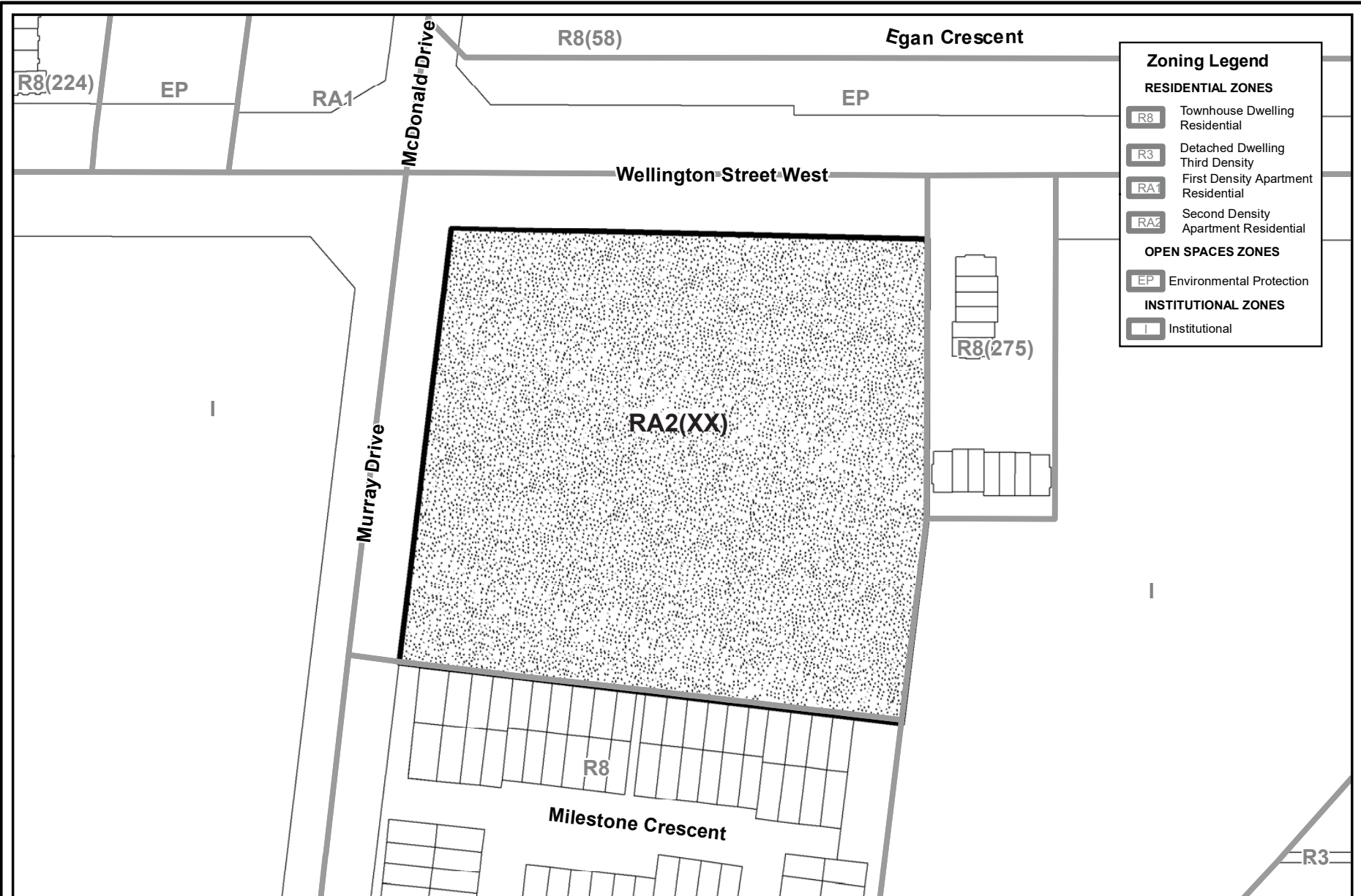
EXISTING ZONING BY-LAW

APPLICANT: STARLIGHT INVESTMENTS
 FILES: ZBA-2018-01
 FIGURE 3

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, April 23, 2019. Base data provided by York Region & the Town of Aurora.

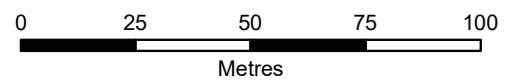


Zoning Legend	
RESIDENTIAL ZONES	
	Townhouse Dwelling Residential
	Detached Dwelling Third Density
	First Density Apartment Residential
	Second Density Apartment Residential
OPEN SPACES ZONES	
	Environmental Protection
INSTITUTIONAL ZONES	
	Institutional

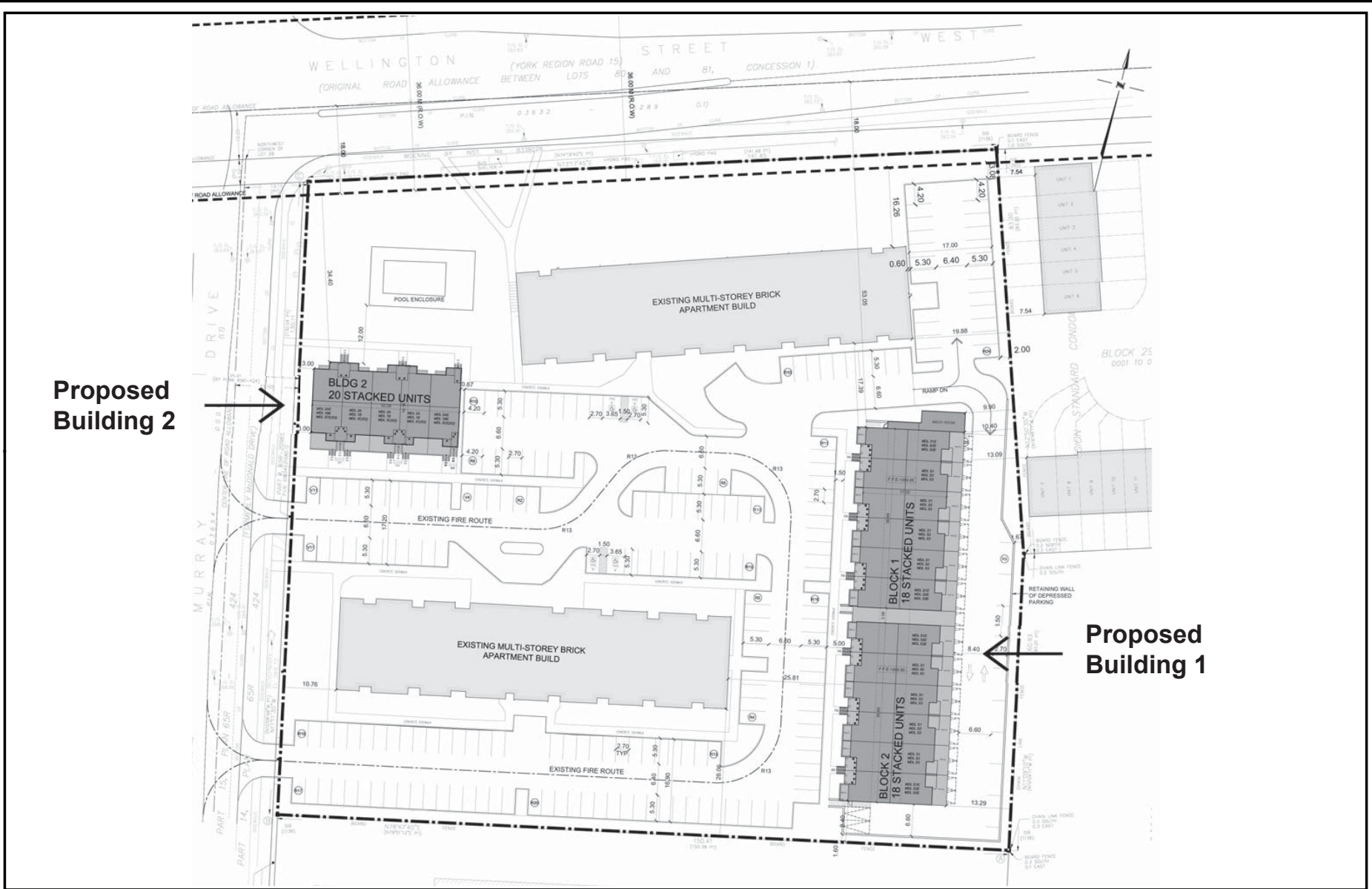
PROPOSED ZONING BY-LAW

APPLICANT: STARLIGHT INVESTMENTS
 FILES: ZBA-2018-01
 FIGURE 4

SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, April 23, 2019. Base data provided by York Region & the Town of Aurora.



Proposed Building 2

Proposed Building 1

CONCEPTUAL SITE PLAN

APPLICANT: Starlight Investments
 FILES: ZBA-2018-01

FIGURE 5





**Town of Aurora
General Committee Report**

No. PDS20-018

Subject: Terms of Reference for the Review of the Town's Register of Properties of Cultural Heritage Value or Interest

Prepared by: Carlson Tsang, Planner/Heritage Planning

Department: Planning and Development Services

Date: March 3, 2020

Recommendations

- 1. That Report No. PDS20-018 be received; and**
- 2. That the attached Terms of Reference for the Review of Aurora Register of Properties of Cultural Heritage Value or Interest be endorsed.**

Executive Summary

This report presents to Council the Terms of Reference for a comprehensive review of the Town's Heritage Register.

- There are more than 400 non-designated properties on the Town's Heritage Register that had not been subject to a heritage evaluation. The lack of information about the heritage value of the listed properties makes it difficult for the Town to prioritize conservation efforts and restoration programs.
- Council approved a 2020 capital project to undertake a comprehensive review of the Town's Heritage Register. The study will focus on assessing the heritage value of all listed properties.
- A Terms of Reference has been drafted proposing a four-phase study. The Terms of Reference contains information about the study's process, deliverables and requirements.

Background

There are more than 400 non-designated properties on the Town's Heritage Register that had not been subject to a heritage evaluation. The lack of information about the heritage value of the listed properties makes it difficult for the Town to prioritize conservation efforts and restoration programs.

The Town of Aurora's Heritage Register contains 48 individually designated properties (Part IV), 148 properties within the Northeast Old Aurora Heritage Conservation District (Part V), and 413 listed properties. The majority of the listed properties have not been subject to a heritage evaluation and remain on the register without any heritage score or classification. The lack of information about their heritage value makes it difficult for the Town to determine if they warrant designation for a greater degree of protection beyond demolition for 60 days under the *Ontario Heritage Act*.

Council approved a 2020 capital project to undertake a comprehensive review of the Town's Heritage Register. The study will focus on assessing the heritage value of all listed properties.

On November 12, 2019, Council approved the 2020 capital budget that includes a funding to the procurement of consultant services to undertake a comprehensive review of the Town's Heritage Register. This is a multi-year study and will focus on the following key objectives:

- Determine the level of heritage importance of each listed property on the register in order to prioritize future conservation efforts and preservation programs.
- Identify those properties of significant cultural heritage value and pursue designation for their long-term protection under the *Ontario Heritage Act*.
- Update the register with more complete information, and remove irrelevant properties.

A Terms of Reference has been drafted proposing a four-phase study. The Terms of Reference contains information about the study's process, deliverables and requirements.

The Draft Terms of Reference for the study is attached to this report for the Committee's review. The study will consist of four phases as follows:

Phase 1 - Data Collection

Phase 2 - Preparation of Cultural Heritage Evaluation Reports

Phase 3 - Consultation with Heritage Advisory Committee and Council

Phase 4 - Heritage Designation, Delisting and Updates to the Register

A five (5) person Steering Committee is being proposed by Staff to provide direction, guidance and recommendations on the study. Staff are recommending that the Committee be comprised of three (3) members of the Heritage Advisory Committee and two (2) members from Town Council. The number of meetings required will be determined by Town Staff and the retained consultant.

Advisory Committee Review

At the Heritage Advisory Committee meeting on February 3, 2020, the Committee suggested that the source of data should include relevant Provincial documents and information from the Aurora Museum and Archives. Staff have revised the draft Terms of Reference to include these additional data sources.

Given there are over 400 listed properties to be reviewed, the Committee suggested that the results should be reported to the Committee and Council in one group of properties at a time. Staff can organize the properties into groups by neighbourhood (i.e., Town Park and Aurora Heights) or geographic precincts to help manage the presentation of findings.

Further, the Committee suggested that the properties located within the Northeast Old Aurora Heritage Conservation District should also be reviewed to determine whether they are worthy of individual designation. Given these properties are already protected under Part V of the *Ontario Heritage Act*, there is less urgency for them to be evaluated at this time. This will be an additional task added to the Terms of Reference as an option to be costed out separately from the main body of the work and subject to budget availability and Council's approval should an increase to the capital budget be required.

Legal Considerations

N/A

Financial Implications

Council has approved a 2020 capital budget which includes the procurement of consultant services to undertake a comprehensive heritage assessment of the Town's Register. A Request for Proposal (RFP), which is included in the Terms of Reference, will be issued for public tender. This is expected to be a multi-year study. Additional

funding, subject to Council's approval, may be required should the preferred proposal exceed the approved capital budget.

Communications Considerations

There are no communication implications at this time.

Link to Strategic Plan

The conservation of heritage resources supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in objective Celebrating and Promoting our Culture.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

A comprehensive review of the Town's Heritage Register is warranted in order to create a more effective heritage inventory to assist the Town in managing and protecting its heritage resources. The Town is proposing to retain a qualified heritage consultant to undertake this study. A terms of reference has been prepared to establish the study's objectives, process, deliverables, expectations and requirements that incorporates the feedback of the Heritage Advisory Committee.

Attachments

Attachment 1- Terms of Reference

Previous Reports

Heritage Advisory Committee Report No. HAC20-003

Pre-submission Review

Agenda Management Team Meeting review on February 12, 2020

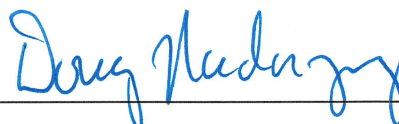
March 3, 2020

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Report No. PDS20-018

Departmental Approval

Approved for Agenda



**David Waters, MCIP, RPP, PLE
Director
Planning and Development Services**

**Doug Nadorozny
Chief Administrative Officer**

Attachment 1

TERMS OF REFERENCE

March 2020



**Review of Aurora
Register of Properties of
Cultural Heritage Value
or Interest**

Terms of Reference
Review of Aurora Register of Properties of Cultural Heritage Value or Interest

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Terms of Reference
Review of Aurora Register of Properties of Cultural Heritage Value or Interest

1.0 INTRODUCTION

The *Ontario Heritage Act* allows municipalities to maintain a publicly accessible register, known as the Register of Properties of Cultural Heritage Value or Interest, to help manage the conservation of local cultural heritage resources. The register includes a list of properties that are designated under Part IV (individual designation) and Part IV (within a Heritage Conservation District) of the Ontario Heritage Act, and non-designated properties that have been listed as being of potential cultural heritage value or interest to the community. The Town of Aurora's register consists of 48 individually designated properties, 148 properties within the Northeast Old Aurora Heritage Conservation District, and 413 listed properties.

The properties on the register were originally identified in the Town's first official inventory prepared by the Local Architectural Conservation Advisory (now known as the Heritage Advisory Committee) between 1976 and 1987. The inventory was compiled through a windshield survey, which targeted buildings constructed prior to the Second World War that exhibited some degree of architectural and/or historical significance.

In September 2006, Aurora Town Council officially changed the name of the Aurora Inventory of Heritage Building to the "Aurora Register of Property of Cultural Heritage Value or Interest" and all properties included in the Inventory were transferred to the Register in accordance with the 2005 Amendments to the Ontario Heritage Act.

More than 400 properties had not been subject to a heritage evaluation and still remain on the register as non-designated ("listed") without any heritage score or classification. These properties are prone to unlawful demolition and unsympathetic alteration. There is a need to undertake a comprehensive review to determine if they warrant heritage designation for a greater degree of protection. This is also a good opportunity to reorganize the register by screening out the irrelevant properties that have no heritage value to the community, which will result in a more effective register to assist the Town in managing the protection of its heritage resources.

2.0 PROJECT OVERVIEW

The Town is requesting proposals from a qualified Consultant to conduct a comprehensive review of the Aurora Register of Properties of Cultural Heritage Value or Interest to ensure it maintains an accurate and informative inventory of the Town's heritage resources. The key objectives of the project includes:

Terms of Reference
Review of Aurora Register of Properties of Cultural Heritage Value or Interest

- Determining the level of heritage importance of each listed property on the register in order to prioritize future conservation efforts and preservation programs.
- Identifying those properties of significant cultural heritage value and pursue designation for their long-term protection under the Ontario Heritage Act.
- Update the register with more complete information, and remove irrelevant properties that have no heritage value to the community

3.0 PROCESS

3.1 Phase 1 - Data Collection

Conduct comprehensive research from various sources to fully understand the historical and heritage context of each listed property on the Town's heritage register. The data gathered will be used to inform the preparation of the subsequent heritage evaluation, and also be documented in the municipal archive for the Town's references. The source of the data may include (but not limited to):

- Title Search;
- Field investigation;
- Tax Assessment Records;
- Archival Research (Aurora Historical Society and Aurora Museum);
- Relevant Provincial and Municipal documents; and
- Relevant published sources

3.2 Phase 2- Cultural Heritage Evaluation Report (CHER)

Prepare a Cultural Heritage Evaluation Report (CHER) for each listed property to assess its heritage value and recommend the appropriate level of protection required (i.e. designation or documentation). The CHER will include the following information:

- Site plan or survey, at an appropriate scale, indicating the context in which the heritage resource is situated.
- A location map with indications of existing land use, zoning, as well as the zoning and land use of adjacent properties.

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- A detailed site history to include a listing of owners from the Land Registry Office, and a history of the site use(s).
- Current legible photographs from each elevation to capture architectural features and building materials.
- Historical photos, drawings, or other archival material that may be available or Relevant.
- Description of all the heritage resources on the subject property which include, but are not limited to: structures, buildings, building elements (like fences and gates), building materials, architectural and interior finishes, natural heritage elements, landscaping, and archaeological resources. The description will also include a chronological history of the structure(s) developments, such as additions, removals, conversions, alterations etc.
- Score each property based on the guidelines outlined in the Town's document titled *Evaluation of Heritage Resources in the Town of Aurora (March 2010)*. Depending on the score, the property will be categorized under one of the priority groups to help determine its level of heritage significance.
- A recommendation as to whether the subject property is worthy of heritage designation in accordance with the criteria per Ontario Regulation 9/06. Should the consultant support heritage designation, it must include the statement of cultural heritage value and description of heritage attributes.

3.2.1 Deliverables for Phase 2

The Consultant will provide the following deliverables to the satisfaction of the Planning Division at a time defined in the approved work plan. All printed materials shall be fully reproducible and all deliverables shall become the absolute property of the Town of Aurora including data developed throughout the process.

- One (1) hard copy of the Cultural Heritage Evaluation Report (CHER) prepared for each property.
- One (1) hard copy of a document summarizing the key findings of each property such as: a brief description of the existing building or structure including its construction date, its heritage score based on the Town's evaluation guidelines, recommendation as to whether it meets the criteria of Ontario Regulation 9/06 for designation, and details of heritage attribute, if applicable.

Terms of Reference

Review of Aurora Register of Properties of Cultural Heritage Value or Interest

- A list of properties recommended to be individually designated under the Ontario Heritage Act; and delisted from the Town's register.
- Electronic copy of all the above documents, preferably in Microsoft Word and PDF format.

3.3 Phase 3 – Consultation with Heritage Advisory Committee and Council

The properties will be sorted by residential neighbourhoods (i.e. Town Park, Aurora Heights) to help manage the organization of data. A separate interim staff report for each neighbourhood will be brought to the Heritage Advisory Committee and Council to present the findings of the heritage evaluation. The Consultant will be expected to attend all the necessary meetings to discuss the findings of the CHERs.

3.4 Phase 4 – Heritage Designation, Delisting and Update to the Register

Staff will work with the Consultant to address any comments made by the Heritage Advisory Committee and Town Council, which may include re-examining particular properties and carrying out further heritage investigation.

A final staff report will be presented to the Heritage Advisory Committee and Council to recommend the final list of properties to be designated for long-term protection, and delisted from the Aurora Register of Properties of Cultural Heritage Value or Interest, for the Heritage Committee and Council's consideration. Following Council's decision, the Town will proceed to designate the appropriate properties in accordance with the requirements of the Ontario Heritage Act. The irrelevant properties will be removed from the Town's heritage register.

The consultant will develop a new template for the Town's register to include additional details about each property as required under Section 27 (1.1) of the Ontario Heritage Act and Section 13.3 b) of the Town's Official Plan, which includes legal description, owner information, statement of cultural heritage value, description of heritage attributes and designation by-law number. Listed properties only requires a brief description about their heritage resource.

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3.4.1 Deliverables for Phase 4

The Consultant will provide the following deliverables to the satisfaction of the Planning Division at a time defined in the approved work plan. All printed materials shall be fully reproducible and all deliverables shall become the absolute property of the Town.

- One (1) hard copy of an updated register in a new template including all the additional information listed in Section 3.4
- Electronic copy of all the document, preferably in both Microsoft Word and PDF format

4.0 NORTHEAST OLD AURORA HERITAGE CONSERVATION DISTRICT

The scope of the review may be expanded in the future to include the properties located within the Northeast Old Aurora Heritage Conservation District subject to budget availability and Council's approval. This will help determine whether the properties within the Heritage Conservation District, which is already subject to protection under Part V of the Ontario Heritage Act, is also worthy of individual designation under Part IV of the Ontario Heritage Act. The budget needed to undertake this task should be costed out separately for the overall review.

5.0 TIMING

The estimated timeline for completing the study has not been determined, but it is estimated that the study will take a minimum of one year to complete, from when the consultant team begins work on the project to Council's approval of the recommendations of the CHERs. Through the request for proposal (RFP) process, consultants will be asked to identify opportunities for efficiencies while still meeting the requirements of the terms of reference and all applicable requirements.

6.0 ROLES AND RESPONSIBILITIES

6.1 Steering Committee

A five (5) person Steering Committee is being proposed by Staff to provide direction, guidance and recommendations on the project. Staff are recommending that the Committee be comprised of three (3) members of the Heritage Advisory Committee and two (2) members from Town Council. The number of meetings required will be

Terms of Reference
Review of Aurora Register of Properties of Cultural Heritage Value or Interest

determined by Town Staff and the retained consultant. It is not anticipated that more than five (5) to ten (10) meetings will be required over the course of the project.

6.2 Town Staff (Planning Division)

- Provide supporting documents and information as required by the Consultant
- Prepare staff report for the Heritage Committee and Council's consideration
- Attend Committee and Council Meetings

6.3 Consultant

- Conduct all historical research associated with the project
- Prepare a Cultural Heritage Evaluation Report for each listed property based on the parameters set out in the Terms of Reference
- Provides the Planning division an update of the project on a bi-monthly basis
- Attend pertinent Committee and Council Meetings
- Develop a new template for the Town's register to include additional information outlined in Section 3.4
- Submits all deliverables indicated in the Terms of Reference

7.0 REQUEST FOR PROPOSAL

7.1 Required Proposal Format

In order to receive consistent format of information from all prospective consulting firms the following should be addressed in the proposal:

- Proposals should be submitted electronically only in PDF format (less than 15 MB in size) including a letter of submission signed by an authorized representative of the Consultant.
- Proposals must outline the cost of completing the project listed in the Terms of Reference both as a total price, total plus HST and by a cost per task format. The

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Review of Aurora Register of Properties of Cultural Heritage Value or Interest

consultant shall identify sub-consultants, if required, and their fees. These cost shall be paid for and supervised by the consultant.

- The proposal shall include a Work Plan and the expected time frame for the completion of the project
- The Proposal will include a summary of the Consultant's professional information and relevant experience.
- A summary of past projects which will demonstrate the Consultant's experience in the study tasks as outlined in the terms of reference.
- Proposals must be submitted with a minimum of three references listed for contact respecting recent and relevant projects.

7.2 Interviews

Consultants may be asked to attend an interview prior to a final decision.

7.3 Selection and Awarding of Contract

The appointment of the successful consultant shall be in accordance with a selection process carried out by Town Staff, with Council authorizing final selection, if required. Consultants are advised that the lowest cost proposal will not be necessarily be awarded the contract, as the selection will be based on the following criteria and cost is only one of the criteria.

- The degree to which the proposal responded to the RFP and Terms of Reference.
- The demonstration of relevant experience in similar studies and the professional reputation of the consultants.
- The demonstrated ability of the consultant to provide the services.
- The total cost and timing of the project

Terms of Reference

Review of Aurora Register of Properties of Cultural Heritage Value or Interest

7.4 Submission Deadline

The proposal shall be submitted to the Town of Aurora via email at Planning@aurora.ca by 4:30 p.m. on xxxxxx, 2020 (to be determined). Proposals received after this date and time will not be considered.



**Town of Aurora
General Committee Report No. PDS20-006**

Subject: Servicing Allocation Update
Prepared by: Michael Logue, Senior Policy Planner, Growth Management
Department: Planning and Development Services
Date: March 3, 2020

Recommendations

- 1. That Report No. PDS20-006 be received.**

Executive Summary

Servicing allocation capacity is necessary for development to proceed. It is granted on a 'First Come, First Served' basis, at draft plan approval or site plan approval stage, by Council.

- York Region did not allocate additional capacity to Aurora in 2019;
- Estimated servicing allocation balances at year-end 2019, are 6,300 persons or 2,100 units worth, representing about 5 years supply to 2024, based on current rates of development;
- Sufficient allocation is currently available for all active residential applications, but additional capacity will be required prior to Upper York Sewage Solutions coming online in 2027; and,
- York Region strongly encourages stretching servicing allocation assignments by taking advantage of bonusing programs.

Background

Servicing allocation capacity is necessary for development to proceed

Servicing allocation refers to water and sewage capacity required to be granted to residential development application in order to proceed. Due to constraints in the water/sewer system, York Region has been operating in an environment of rationing servicing allocation capacity to the area municipalities. Local municipalities, in turn, assign servicing allocation to developments. Residential servicing allocation is accounted for by number of persons, which can be converted to number of units using average household sizes by structure type (single detached, semi-detached, rows,

apartments). Industrial, commercial, and institutional developments do not require servicing allocation.

Allocation granted 'First Come, First Served', at draft plan approval or site plan approval stage

A previous 2005 Council policy on servicing allocation was effectively superseded by the servicing allocation policies in the current 2010 Official Plan (Section 14.3, and specifically policies 14.3.2). The policies iterate that Council is responsible for granting servicing allocation, and outlines timelines for when unused servicing allocation can be revoked. For example, if a draft plan of subdivision or condominium is not registered within three years from the date of draft approval, the Town may revoke servicing allocation.

Aurora initially grants servicing allocation at the draft plan or site plan approval stage. To paraphrase the general approach since the new Official Plan policies were adopted, it's been 'first come, first served'; any application that is ready to proceed for approval on their planning merits is recommended to receive servicing allocation.

Interim solutions introduced 2018 due to Upper York Servicing Solutions delays

York Region had planned to resolve the servicing allocation constraints in Aurora, Newmarket, and East Gwillimbury with the Upper York Sewage Solutions project (UYSS). Originally intended to be online and operational presently, ongoing delays in the UYSS environmental assessment process have now pushed back the estimated operational date to 2027.

Recognizing Aurora's dwindling servicing allocation is crucial for development activity to proceed, the Region developed interim solutions to relieve the immediate constraints in the absence of UYSS. In Aurora, this includes a new pumping station and forcemain near Yonge Street and Henderson Drive, and upgrades to the pumping station on the north side of St. John's Sideroad, at the terminus of Industrial Parkway North adjacent the rail corridor and St. Andrew's golf course.

Analysis

Region granted no new allocation to Aurora or Upper York municipalities in 2019

Since the interim servicing solutions at the St. John's Sideroad pumping station and in the Yonge Street and Henderson Drive vicinity were announced in 2018, York Region

has provided one update on servicing allocation, in September 2019. The update reported year-end 2018 servicing allocation balances by municipality, but did not include any new servicing allocation for the three municipalities impacted by the delay in the UYSS (Aurora, Newmarket, East Gwillimbury).

Estimated year-end 2019 servicing allocation balances are 6,300 persons, or 2,100 units worth

Using the Region's 2018 year-end figures as a basis, staff have updated Aurora's servicing allocation balances to year-end 2019. Accounting for applications already allocated in the draft plan approval and site plan approvals stages (a difference from the Region-reported balances), factoring in development activity in 2019, and adjusting a small number of corrections in the 2018 figures, Aurora's 2019 servicing allocation balances are estimated at 6,300 persons (approximately 2,100 units worth). Note, these 2019 estimates should be considered preliminary, as they have yet to be confirmed by the Region.

Estimated 2019 balances represent approximately 5 years supply, to 2024

Using the recent background residential information and growth forecast from Appendix A of the 2019 Development Charges Background Study, prepared by Watson & Economists for the Town of Aurora, the take-up of 6,300 persons allocation available at year-end 2019, can be estimated.

At the historical 10-year average pace of development, the estimated year-end 2019 servicing balances available for the Town would represent 4.5 years worth of allocation, or until mid-year 2024.

At the 10-year forecast average pace of development, estimated year-end 2019 servicing balances would represent five years worth of allocation, until year-end 2024.

By two different methods of projection, the current estimated servicing allocation balances available represent 4.5-to-5 years of supply, bringing Aurora into 2024.

Additional servicing capacity will still be required before UYSS is operational

This Region's last assignment of allocation to Aurora in June 2018 was intended to get the Town to 2023, and current analysis projects this to hold true. However, this is still not enough capacity to last until the UYSS is now projected to be operational in 2027.

However, there the Region is planning a capacity monitoring report in 2021, and a capacity assignment report in 2023. The Region set aside 1,000 persons capacity to be gained from the interim servicing solutions in Aurora, to be redistributed for Centres and Corridors upon confirmation of capacity gained. By 2023, Aurora should be in line for a portion of that extra 1,000 persons (along with Newmarket and East Gwillimbury), to support development in the Aurora Promenade.

Sufficient allocation remains for all active residential applications

Based on the Town's Planning Application Status Lists, there is approximately 1,600 units, or 3,600 persons worth of applications currently submitted to the Town which are active, which have not been assigned allocation.

This is not to say that all currently active applications are guaranteed servicing allocation, but that sufficient reserves to cover them are available at this point in time. It is always possible that future applications could proceed to draft plan approval or site plan approval sooner than some existing existing applications.

Beyond what is currently submitted to the Town at this time, there would remain allocation available for 2,700 persons, or 900 units worth of additional capacity.

Substantial allocation anticipated for future development blocks

It should be noted that several active applications within the Town identify future residential development blocks. Without knowing the future proposed unit mix for these lands, they are not factored in to the calculations above. Applications which will likely require allocation moving forward include Shining Hill Estates on St. John's Sideroad West (beyond first phase), Aurora Bayview Southeast (Magna/Stronach lands), and buildout of the Yonge Street South Secondary Plan Area (OPA #34).

York Region strongly encourages stretching servicing allocation assignments by taking advantage of bonusing programs

The Region's servicing incentive programs promote sustainable residential development, while allowing local municipalities to extend the life of their servicing capacity. They include:

- Servicing Incentive Program (SIP), for ground-related development
- Sustainable Development Through Leadership in Energy and Environmental Design (LEED) Incentive Program, for high-rise

- Developer-funded Inflow and Infiltration (I & I) Reduction Program

Aurora has had developments successfully participate in these programs, helping to extend the Town's servicing capacity. Recently, the 2C Landowner group undertook an I&I reduction program, and the Leslie-Wellington development by Treasure Hill took advantage of the SIP program. Both required tri-party agreements between the Region, developer, and Town.

I&I reduction aims to reduce dilution in sanitary sewers, through measures such as repairing leaks in catchbasins and disconnecting downspouts on private property – often in older parts of Town.

The Town's development engineering standards are already high enough, that a development in Aurora would only require a few additional water or sewage saving elements in order to qualify for the SIP program.

Hypothetically, if all developments in Aurora enrolled in bonusing programs, allocation balances could grow by up to 20%, which would represent approximately an additional years' supply based on current balances and projected rates, into 2025.

Additionally, to support and incent private purpose-built rental housing, a Region-wide reserve of 4,000 persons has been established to service such developments. Any applications qualifying for this pool would not draw from the Town's allocation reserves.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

There is potential financial risk to Aurora if servicing allocation balances were allowed to fully deplete, in terms of missing out on growth-related revenues (planning and building fees, development charges, increases in tax base).

Communications Considerations

None.

Link to Strategic Plan

This report supports the Strategic Plan objective of Investing in Sustainable Infrastructure, specifically through the action item of developing policies to ensure that growth is phased and coordinated with existing and planned infrastructure.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

Council must assign servicing allocation before a development may proceed. It is granted on a 'First Come, First Served' basis, typically at draft plan approval or site plan approval stage.

After Aurora was identified as a host and benefactor of interim solutions introduced in 2018, York Region granted no new allocation to Aurora in 2019. Updating servicing allocation balances to year-end 2019, approximately 6,300 persons or 2,100 units worth are available, representing about 5 years supply, to 2024.

Sufficient allocation is currently available to cover all active residential applications, but additional capacity will be required prior to the the estimated in-service date for the ultimate resolution, Upper York Sewage Solutions, in 2027.

York Region strongly encourages stretching servicing allocation assignments via their bonusing programs. Aurora has successfully seen local developments take advantage of servicing bonuses through Inflow and Infiltration, and the ground-related Servicing Incentive Program.

Attachments

None.

March 3, 2020

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Previous Reports

Council Report No. PL13-046, dated July 16, 2013.

Council Report No. PL14-048, dated July 29, 2014.

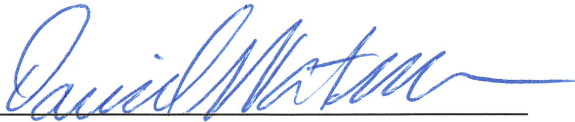
General Committee Report No. PBS17-043, dated November 21, 2017.

Information Report No. PDS18-068, dated July 17, 2018.

Pre-submission Review

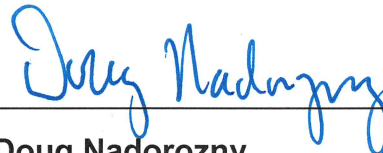
Agenda Management Team Meeting review on February 12, 2020

Departmental Approval



**David Waters, MCIP, RPP, PLE
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**