



General Committee Meeting Agenda

**Tuesday, April 14, 2020
7 p.m.**

Council Chambers
(via Video Conference)
Aurora Town Hall



Town of Aurora General Committee Meeting Agenda

Tuesday, April 14, 2020
7 p.m., Council Chambers (via Video Conference)

Mayor Mrakas in the Chair

- 1. Approval of the Agenda**
- 2. Declarations of Pecuniary Interest and General Nature Thereof**
- 3. Delegations**

Note: At this time, the Municipal Offices are closed. This meeting will be live streamed at <https://www.youtube.com/user/Townofaurora2012/videos>. Residents who would like to provide comment on an agenda item are encouraged to visit www.aurora.ca/participation.

- 4. Consent Agenda**
- 5. Advisory Committee Meeting Minutes**

Recommended:

That the following Advisory Committee Meeting Minutes items, A1 to A4 inclusive, be received:

- A1. Accessibility Advisory Committee Meeting Minutes of February 12, 2020**

1. That the Accessibility Advisory Committee meeting minutes of February 12, 2020, be received for information.

A2. Community Advisory Committee Meeting Minutes of February 20, 2020

1. That the Community Advisory Committee meeting minutes of February 20, 2020, be received for information.

A3. Finance Advisory Committee Meeting Minutes of March 10, 2020

1. That the Finance Advisory Committee meeting minutes of March 10, 2020, be received for information.

A4. Accessibility Advisory Committee Meeting Minutes of March 11, 2020

1. That the Accessibility Advisory Committee meeting minutes of March 11, 2020, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. OPS20-006 – 276 and 310 Hartwell Way – Non-Programmed Park Design

Recommended:

1. That Report No. OPS20-006 be received; and
2. That the “Concept Plan – Option 2” be approved; and
3. That staff be directed to proceed to detailed design and tendering of the project.

R2. CMS20-011 – Request for Information Re: Construction and Operation of an Indoor Baseball Training Facility on the Hallmark Lands

Recommended:

1. That Report No. CS20-011 be received; and

2. That Director of Community Services be authorized to issue a Request for Information regarding the construction and operation of an indoor baseball training facility on the Hallmark Lands.

**R3. PDS20-021 – Application for Site Plan Approval
Whitwell Developments Ltd.
157 First Commerce Drive
Part of Block 2, Plan 65M3819, Parts 1-9, RP 65R31257
File Number: SP-2019-04**

Recommended:

1. That Report No. PDS20-021 be received; and
2. That Site Plan Application File SP-2019-04 (Whitwell Developments Ltd.), to permit a one-storey daycare facility, be approved in principle.

R4. CS20-005 – Regional Council Composition Review

Recommended:

1. That Report No. CS20-005 be received; and
2. That Council provide direction as to whether the Town consents to an additional member of the Regional Municipality of York Council for the City of Vaughan; and
3. That the Town Clerk be directed to circulate the Town's decision to York Region and all York Region Municipalities.

R5. FIN20-009 – 2021 Budget Process and Timeline

Recommended:

1. That Report No. FIN20-009 be received; and
2. That the changes to the budget process and format be approved; and
3. That the proposed budget timeline as detailed in Table 1, be approved.

**R6. FIN20-005 – Administrative Changes to Development Charges under
Bill 108 and Bill 138**

Recommended:

1. That Report No. FIN20-005 be received; and
2. That authority be delegated to the Treasurer to administer the charging of interest and setting of the rate pursuant to sections 26.1 and 26.2 of the *Development Charges Act, 1997*; and
3. That a new development charge Administration Fee be approved for the processing and management of the requirements of Bills 108 and 138 to date.

7. Notices of Motion

(a) Mayor Mrakas

Re: Financial Support of the Aurora Cares Community Action Team

8. New Business

9. Public Service Announcements

10. Closed Session

11. Adjournment



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

Date: Wednesday, February 12, 2020
Time and Location: 7 p.m., Holland Room, Aurora Town Hall
Committee Members: John Lenchak (Chair, arrived at 7:08 p.m.), Hailey Reiss (Vice Chair), Matthew Abas, Max Le Moine, Rachelle Stinson, and Councillor Rachel Gilliland
Members Absent: Jo-anne Spitzer
Other Attendees: Mat Zawada, Accessibility Advisor, Ishita Soneji, Council/Committee Coordinator

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

Staff welcomed new member, Rachelle Stinson to the Committee, and introductions were made around the table.

1. Approval of the Agenda

**Moved by Matthew Abas
Seconded by Councillor Gilliland**

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.*

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of November 13, 2019

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**Moved by Max Le Moine
Seconded by Matthew Abas**

That the Accessibility Advisory Committee meeting minutes of November 13, 2019, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Planner

Re: Application for Site Plan Amendment (2nd Submission), Aurora United Church, 15186 Yonge Street, 55 & 57 Temperance Street, 12 & 16 Tyler Street, File Number: SP-2018-02, Related Files: OPA-2016-05 & ZBA-2016-13 (Approved)

Staff provided an overview of the application and the Committee reviewed the site plan and discussed the accessibility standards to be considered as part of the application.

**Moved by John Lenchak
Seconded by Councillor Gilliland**

1. That the memorandum regarding Application for Application for Site Plan Amendment (2nd Submission), Aurora United Church, 15186 Yonge Street, 55 & 57 Temperance Street, 12 & 16 Tyler Street, File number: SP-2018-02, Related Files: OPA-2016-05 and ZBA-2016-13, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Amendment Application, specific to the Aurora United Church, be considered by staff:
 - (a) Request to relocate barrier-free parking from the north lot of the retirement residence to the parking lot attached to the church; and
 - (b) Request to install crosswalk from the communal bicycle parking to the barrier-free church entrance; and

- (c) Request for curb depression at the communal bicycle parking; and
 - (d) Request to install assistive listening devices and wheelchair and adaptable seating spaces in the assembly/auditorium area; and
 - (e) Request for tactile indicators on proposed staircase and elevators; and
 - (f) Request for automatic door openers at all public access entry points of the proposed building; and
3. That the following Accessibility Advisory Committee comments regarding the Site Plan Amendment Application, specific to the retirement residency, be considered by staff:
- (a) Request for a pool lift and ramp be installed for access to the pool; and
 - (b) Request for accessible seating in the fire lounge; and
 - (c) Request for accessible equipment in the fitness centre; and
 - (d) Request for rest areas at all drop-off locations; and
 - (e) Request for allocated accessible spots at all customer service counters; and
 - (f) Request for automatic door openers at all public access entry points of the proposed building with actuator bars; and
 - (g) Request to have at least 20% accessible tables in any eating areas; and
 - (h) Request to identify the snow storage area and barrier-free parking spots.

Carried

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2. Memorandum from Planner

Re: Application for Site Plan Approval (1st Submission), 125 Englehard Drive, Luxury Railings Ltd., Plan 10328 Lot 45 Pt It 46 RP 65R8036 Part 2, File Number: SP-2019-11

Staff gave an overview of the application noting that the request for comments only pertains to the design of the first floor and exterior. The Committee reviewed the site plan and discussed the accessibility standards to be considered as part of the application.

Moved by Max Le Moine

Seconded by John Lenchak

1. That the memorandum regarding Application for Site Plan Approval (1st Submission), 125 Englehard Drive, Luxury Railings Ltd., Plan 10328 Lot 45 Pt It 46 RP 65R8036 Part 2, File Number: SP-2019-11, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
 - (a) Request for the exterior path width to be a minimum of 1,500 mm; and
 - (b) Request to have rest and/or seating areas along the exterior path of travel; and
 - (c) Request to have allocated accessibility spots at all customer services counters, if provided in any office spaces; and
 - (d) Request for a public universal washroom on the main level with a barrier-free path of travel; and
 - (e) Request to relocate barrier-free parking spots closer to the entrance; and
 - (f) Request for automatic door openers at all public access entry points of the proposed building including proper timed door delays.

Carried

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3. Memorandum from Senior Planner

Re: Application for Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision (3rd Submission), 306, 370, 434 & 488 St. John's Sideroad West, File Numbers: OPA-2018-01, ZBA-2018-02 and SUB-2018-02

Staff provided an overview of the application, and the Committee reviewed the site plan amendment and discussed the accessibility standards to be considered as part of the application.

**Moved by Councillor Gilliland
Seconded by John Lenchak**

1. That the memorandum regarding Application for Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision (3rd Submission), 306, 370, 434 & 488 St. John's Sideroad West, File Numbers: OPA-2018-01, ZBA-2018-02 and SUB-2018-02 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Official Plan Amendment, Site Plan Amendment, and Zoning By-law Amendment Application be considered by staff:
 - (a) Request to incorporate accessibility features, such as sensory and active play components for any potential outdoor play spaces; and
 - (b) Request to have firm ground surface for any outdoor play spaces, which is stable and has impact attenuating properties for injury prevention; and
 - (c) Request for an adult fitness park equipment along any trails and dedicated green space for meditation areas.

Carried

**4. Memorandum from Accessibility Advisor
Re: Special Events Sensory Room/Space**

Staff provided a brief overview of the memorandum and noted that feedback from various organizations was received including comments on project development, sensory room organization including adequate tools and materials for the room, and potential support staff requirements. It was

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mentioned that staff is working towards implementing the sensory room/space at the Canada Day event.

The Committee inquired about the budget allocation for the sensory room items, potential costs, and the support staff required and suggested involving volunteers. Staff noted that breakdown of item costs and information regarding adequate staff support would be brought forward to a future Committee meeting.

**Moved by John Lenchak
Seconded by Councillor Gilliland**

1. That the memorandum regarding Special Events Sensory Room/Space be received; and
2. That the comments and suggestions from the Accessibility Advisory Committee regarding the Special Events Sensory Room/Space be referred to staff for action as appropriate.

Carried

**5. Round Table Discussion
Re: Town of Aurora Accessibility Plan 2018 to 2024**

Staff provided a status update on the 2019 Capital Projects including details on implementing hearing loops in meeting rooms, installation of pool pods at community centres, installation of audible pedestrian signal at various intersections, and noted that all projects are on track with the accessible guidelines and requirements.

The Committee and staff discussed about the possibility of developing a standardized design for accessible parks and discussed about conducting accessibility audits at various Town facilities in the upcoming months.

**Moved by Max Le Moine
Seconded by Matthew Abas**

1. That the comments and suggestions regarding the Town of Aurora Accessibility Plan 2018 to 2024 be received and referred to staff for consideration and action as appropriate.

Carried

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6. Informational Items

6. Memorandum from Accessibility Advisor Re: 2019 Accessibility Compliance Report

Staff provided an overview of the 2019 Accessibility Compliance report noting that the Town is currently non-compliant with the required standards and is working towards fixing shortcomings. The Committee provided improvements regarding the search engine and was encouraged to provide any further improvements and accessibility concerns to staff.

**Moved by Matthew Abas
Seconded by Max Le Moine**

1. That the memorandum regarding the 2019 Accessibility Compliance Report be received for information.

Carried

7. Adjournment

**Moved by Matthew Abas
Seconded by Max Le Moine**

That the meeting be adjourned at 8:18 p.m.

Carried



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

Date:	Thursday, February 20, 2020
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Barry Bridgeford, Councillor Rachel Gilliland, Chris Gordon, Balpreet Grewal (Chair), Denis Heng (outgoing Vice Chair), Councillor Harold Kim (arrived 7:05 p.m.), Janet Mitchell (Vice Chair), Sera Weiss (outgoing Chair)
Members Absent:	Jennifer Sault, Laura Thanasse
Other Attendees:	Techa van Leeuwen, Director of Corporate Services, Alex Wray, Manager, By-law Services, Michael de Rond, Town Clerk, Linda Bottos, Council/Committee Coordinator

Outgoing Chair Sera Weiss called the meeting to order at 7:04 p.m. and called for nominations to elect a new Chair and Vice Chair for Year 2020.

Election of Committee Chair for Year 2020

Moved by Janet Mitchell
Seconded by Barry Bridgeford

That Balpreet Grewal be elected as Chair for Year 2020 of the Community Advisory Committee (2018-2022 Term).

Carried

Election of Committee Vice Chair for Year 2020

Moved by Chris Gordon
Seconded by Denis Heng

That Janet Mitchell be elected as Vice Chair for Year 2020 of the Community Advisory Committee (2018-2022 Term).

Carried

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Newly-elected Chair Balpreet Grewal assumed the Chair at 7:08 p.m.

1. Approval of the Agenda

**Moved by Sera Weiss
Seconded by Chris Gordon**

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*.

3. Receipt of the Minutes

Community Advisory Committee Meeting Minutes of October 10, 2019

**Moved by Sera Weiss
Seconded by Barry Bridgeford**

That the Community Advisory Committee meeting minutes of October 10, 2019, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

**1. Memorandum from Town Clerk
Re: Role of Advisory Committees**

Staff provided a brief overview of the memorandum and noted that Advisory Committee comments are conveyed to Council by including the Committee's feedback in more detail through the "Advisory Committee Review" section of a General Committee report. Staff agreed to communicate any relevant General Committee report and outcomes with the Committee in future.

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The Committee commented on the current bi-monthly meeting cycle and the risk of missed opportunities to address time-sensitive issues, and staff provided clarification regarding the reporting process.

Moved by Chris Gordon

Seconded by Councillor Gilliland

1. That the memorandum regarding Role of Advisory Committees be received for information.

Carried

2. CAC20-001 – By-law Services – Clean Communities

Staff provided a brief overview of the report noting that the proposed new Clean Communities By-law is a consolidation of two existing by-laws that would now also include provisions to deal with weeds and graffiti.

The Committee inquired about weed control and seed development heights, and staff advised that the maximum height provision of 20 centimeters would apply. The Committee provided background to the ongoing work in identifying invasive and noxious weed outbreaks in Town, and staff suggested that GIS mapping could assist in tracking outbreaks.

The Committee and staff discussed various aspects of graffiti control including the enforcement process and prevention strategies. The Committee requested that the Town work with York Regional Police to avoid charging youth who are first-time offenders.

The Committee inquired about the provisions for owner-naturalized properties and planting edibles in the front yard, and staff agreed to investigate whether any restrictions would apply. The Committee further inquired about various aspects of the new by-law and the service capacity of current staff resources. Staff provided clarification and statistical data on the number of complaints and violations processed by By-law Services.

Moved by Sera Weiss

Seconded by Councillor Kim

1. That Report No. CAC20-001 be received; and

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2. That the Community Advisory Committee comments regarding the proposed implementation of a Clean Communities By-law be received and referred to staff for consideration and action as appropriate.

Carried

**3. Round Table Discussion
Re: Active Transportation in Aurora**

Councillor Gilliland invited feedback from the Committee on the development of an active transportation plan related to trails, bike lanes, and connectivity.

The Committee, with reference to the Master Transportation Study Update Final Report of February 18, 2020, expressed support for an expanded cycling network and the sidewalk construction plan, and suggested the need for an integrated approach and a secondary study to assess the demand for bike lanes versus other modes of transportation. The Committee commented on the need for active transportation to be safe and practical in relation to the distribution of service locations and destinations throughout the municipality, and concern was expressed regarding the lack of amenities in the southern part of Town.

Councillor Gilliland advised that further information would be submitted for the Committee's consideration in future.

**Moved by Councillor Gilliland
Seconded by Sera Weiss**

Recommended:

1. That the Committee comments regarding Active Transportation in Aurora be received and referred to staff for consideration and action as appropriate.

Carried

**4. Round Table Discussion
Re: Future of the Community Advisory Committee**

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**Moved by Councillor Gilliland
Seconded by Chris Gordon**

Recommended:

1. That the Round Table Discussion regarding Future of the Community Advisory Committee be deferred to a future Committee meeting.

**Motion to defer
Carried**

6. Informational Items

None

7. Adjournment

**Moved by Sera Weiss
Seconded by Barry Bridgeford**

That the meeting be adjourned at 8:55 p.m.

Carried



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

Date: Tuesday, March 10, 2020

Time and Location: 5:45 p.m., Holland Room, Aurora Town Hall

Committee Members: Councillor John Gallo (Chair), Councillor Michael Thompson, Mayor Tom Mrakas

Member(s) Absent: None

Other Attendees: Councillor Rachel Gilliland, Councillor Wendy Gaertner, Councillor Sandra Humfryes, Rachel Wainwright-van Kessel, Director of Finance, Jason Gaertner, Manager, Financial Management Services, Tracy Evans, Financial Management Advisor, Ishita Soneji, Council/Committee Coordinator

The Chair called the meeting to order at 5:45 p.m.

1. Approval of the Agenda

**Moved by Mayor Mrakas
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. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of January 28, 2020

**Moved by Councillor Thompson
Seconded by Mayor Mrakas**

That the Finance Advisory Committee meeting minutes of January 28, 2020, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. FAC20-002 – 2021 to 2022 Budget Process

Staff provided a brief overview of the report and outlined the changes proposed to the budget process for the 2021 to 2022 budget including details on the operating budget reaffirmation process, capital budget process, and the upcoming 2020 Budget Committee meeting schedule.

The Committee requested that two additional budget meetings – a public consultation meeting in June 2020 and a Budget Committee review meeting in November 2020, be added to the schedule.

**Moved by Mayor Mrakas
Seconded by Councillor Thompson**

1. That Report No. FAC20-002 be received; and
2. That Report No. FAC20-002 be endorsed and referred to General Committee for consideration.

Carried

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**2. Memorandum from Project Management Office
Re: Town's Major Capital Projects Update**

Staff provided a status update of the Town's current major capital projects, noting that the projects are on schedule. The Committee sought clarification on the project status reporting with respect to any changing timelines, and suggested that an additional field be included on the project budget summary outlining the project status as per any revised dates.

**Moved by Councillor Thompson
Seconded by Mayor Mrakas**

1. That the memorandum regarding Town's Major Capital Projects Update be received for information.

Carried

**3. Distribution and Introduction of Detailed Financial Budget Information
Re: Planning and Development Services**

Staff noted that David Waters, Director of Planning and Development Services would be present at the next meeting to review the detailed budget information for the Planning and Development Services department.

**Moved by Mayor Mrakas
Seconded by Councillor Thompson**

1. That the detailed financial budget information for Planning and Development Services be received and deferred for discussion and detailed review at the April 14, 2020 meeting of the Finance Advisory Committee.

Carried

4. Updated 2020 Work Plan for Finance Advisory Committee

Staff provided an overview of the updated schedule. The Committee inquired about the status of the recreation fee structure review, and staff noted that a fee study by the Community Services department is ongoing. The Committee requested that it be brought to a future Committee meeting upon completion.

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**Moved by Councillor Thompson
Seconded by Mayor Mrakas**

1. That the updated 2020 Work Plan for the Finance Advisory Committee be received for information.

Carried

6. New Business

None

7. Adjournment

**Moved by Mayor Mrakas
Seconded by Councillor Thompson**

That the meeting be adjourned at 6:05 p.m.

Carried



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

Date:	Wednesday, March 11, 2020
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Rachel Gilliland (Acting Chair), Hailey Reiss, Matthew Abas, Max Le Moine, and Jo-anne Spitzer
Members Absent:	John Lenchak (Chair), Rachelle Stinson
Other Attendees:	Mat Zawada, Accessibility Advisor, Ishita Soneji, Council/Committee Coordinator

The Committee consented to appoint Councillor Gilliland as Chair for the meeting.

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

1. Approval of the Agenda

Moved by Matthew Abas

Seconded by Hailey Reiss

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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**Moved by Max Le Moine
Seconded by Matthew Abas**

That the Accessibility Advisory Committee meeting minutes of February 12, 2020, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Planner

Re: Application for Site Plan Amendment (2nd Submission), 16015 Bayview Avenue, Part 1, Plan 65R-32530, File Number: SP-2019-08

Staff provided an overview of the application and noted that no further comments were provided by staff regarding this submission. It was mentioned that all previous comments provided by the Committee have been responded to by the applicant. The Committee reviewed the application and sought clarification on the type of tactile indicator plates that would be installed on the pathway, and staff provided clarification.

**Moved by Max Le Moine
Seconded by Matthew Abas**

1. That the memorandum regarding Application for Site Plan Amendment (2nd Submission), 16015 Bayview Avenue, Part 1, Plan 65R-32530, File Number: SPR-2019-08 be received; and
2. That Accessibility Advisory Committee has no further comments regarding the Site Plan Amendment application.

Carried

2. Memorandum from Planner

Re: Application for Site Plan Approval (3rd Submission), 1623 Wellington Street East, File number SP-2015-05

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Staff gave an overview of the application and noted that there were no further comments from staff regarding this application. It was mentioned that all previous comments provided by the Committee have been responded to by the applicant. The Committee reviewed the site plan and no further comments were provided.

**Moved by Max Le Moine
Seconded by Hailey Reiss**

1. That the memorandum regarding Application for Site Plan Approval (3rd Submission), 1623 Wellington Street East, File number SP-2015-05 be received; and
2. That Accessibility Advisory Committee has no further comments regarding the Site Plan Approval.

Carried

3. Memorandum from Planner

**Re: Application for Site Plan Exemption (1st Submission), 15 First
Commerce Drive (Unit F1), File Number: SP(EX)-2020-01**

Staff provided an overview of the application and the Committee reviewed the site plan and discussed the accessibility standards to be considered as part of the application.

**Moved by Matthew Abas
Seconded by Max Le Moine**

1. That the memorandum regarding Application for Site Plan Exemption (1st Submission), 15 First Commerce Drive (Unit F1), File Number: SP(EX)-2020-01 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Exemption be considered by staff:
 - (a) Request for at least one accessible entrance or 50% of the total number of building entrances leading to the outdoor patio; and
 - (b) Request for entrance doors to the patio to be automatic; and

- (c) Request to consider appropriate lighting throughout the outdoor eating area and to ensure that any lighting stands or posts are clear from barrier-free path of travel; and
- (d) Request that outdoor public use eating area have at least 20% of accessible seating; and
- (e) Request to install appropriate wayfinding signage to be used to designate the barrier-free path of travel to the outdoor patio.

Carried

4. Memorandum from Planner

Re: Application for Site Plan Amendment (1st Submission), Addison Hall Business Park, 2351528 Ontario Ltd., 110 and 450 Addison Hall Circle, Blocks 21 and 22, Plan 65M-4650, File Number: SP-2019-12

Staff provided an overview of the application and the Committee reviewed the site plan and discussed the accessibility standards to be considered as part of the application.

Moved by Max Le Moine

Seconded by Matthew Abas

1. That the memorandum regarding Application for Site Plan Amendment (1st Submission), Addison Hall Business Park, 2351528 Ontario Ltd., 110 and 450 Addison Hall Circle, Blocks 21 and 22, Plan 65M-4650, File Number: SP-2019-12 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Amendment be considered by staff:
 - (a) Request to consider automatic door openers for all public access locations, including proper timed delays; and
 - (b) Request for exterior path/sidewalk to have a minimum width of 1.5 metres; and
 - (c) Request for proper vertical sign and pavement markings to indicate barrier-free parking spaces; and

- (d) Request to consider installation of crosswalk from south west exterior path of travel to the south west main entrance of the building; and
- (e) Request to relocate bicycle spaces to the south west front entrance of the building; and
- (f) Request to install tactile indicators at the south west staircase; and
- (g) Request to install additional walkway from the south exterior path of travel to the south parking lots.

Carried

5. Memorandum from Planner

Re: Application for Site Plan Amendment (1st Submission), Addison Hal Business Park, 2351528 Ontario Ltd., 455 Addison Hall Circle, Block 23, Plan 65M-4650, File Number: SP-2019-13

Staff provided an overview of the application and the Committee reviewed the site plan and discussed the accessibility standards to be considered as part of the application.

Moved by Matthew Abas

Seconded by Max Le Moine

1. That the memorandum regarding Application for Site Plan Amendment (1st Submission), Addison Hal Business Park, 2351528 Ontario Ltd., 455 Addison Hall Circle, Block 23, Plan 65M-4650, File Number: SP-2019-13 be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Amendment be considered by staff:
 - (a) Request to consider automatic door openers for all public locations including proper timed door delays; and
 - (b) Request to consider for additional barrier free parking to be added on the west and east parking lots to assist with creating a shorter barrier-free path; and
 - (c) Request for proper vertical sign and pavement markings to indicate barrier-free parking spaces; and

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- (d) Request to consider installation of crosswalk from south east exterior path of travel to the south east main entrance of the building; and
- (e) Request for exterior path/sidewalk to have a minimum width of 1.5 metres.

Carried

6. Round Table Discussion

Re: Town of Aurora Accessibility Plan 2018 to 2024

Staff provided an overview of the cost estimate of the sensory room as requested at the last Committee meeting including details on the potential item and equipment costs for three sensory rooms to be funded from the accessibility operating budget. The Committee discussed about the available operating funds and requested details on the current accessibility operating budget allocation to be brought to a future meeting.

Staff provided a status update on the 2019 Capital Projects and the Committee requested that installation of additional support railing in the hot pool at the Aurora Family Leisure Complex and improving tactile crosswalk path along Amberhill Way be considered as part of ongoing repair and replacement projects.

The Committee and staff discussed about suitable time to conduct accessibility audits at various Town facilities in the upcoming months.

Moved by Max Le Moine

Seconded by Matthew Abas

1. That the comments and suggestions regarding the Town of Aurora Accessibility Plan 2018 to 2024 be received and referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

7. Memorandum from Accessibility Advisor

Re: Workplace Diversity and Inclusion Strategy

Staff provided a brief overview of the memorandum and noted that staff would

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be collaborating with N6 municipalities to develop wholesome goals on improving workplace diversity and inclusivity.

**Moved by Max Le Moine
Seconded by Jo-anne Spitzer**

1. That the memorandum regarding the Workplace Diversity and Inclusion Strategy be received for information.

Carried

8. Adjournment

**Moved by Matthew Abas
Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 8:12 p.m.

Carried



**Town of Aurora
General Committee Report No. OPS20-006**

Subject: 276 and 310 Hartwell Way – Non Programmed Park Design

Prepared by: Sara Tienkamp, Manager of Parks & Fleet

Department: Operational Services

Date: April 14, 2020

Recommendation

- 1. That Report No. OPS20-006 be received; and**
- 2. That the “Concept Plan – Option 2” be approved by Council; and**
- 3. That staff proceed to detailed design and tendering of the project.**

Executive Summary

This report provides Council with information associated with the preliminary design concepts of a new neighbourhood park located at 276 and 310 Hartwell Way:

- Parks and Recreation Master Plan recommendations outline high priorities
- Design concepts include a number of amenities for non-programmed park, including Master Plan recommendations.
- Parkland space limitations not conducive to sports fields
- Design excludes tennis courts and pickle ball courts
- Proximity of park to two (2) future school sites could enhance educational programming

Background

Through the development of the 2C lands, the Town of Aurora acquired .85 hectares of parkland from Brookfield Homes and another .75 hectares from the St. Johns Development Corporation. Both blocks are adjacent to one another on Hartwell Way. The land was identified through the 2C Master Parks agreement and was conveyed as part of the 2C Secondary Plan for a total of 1.6 hectares of parkland between the two (2) blocks.

As part of the 2018 budget deliberations, Council approved Capital Project No: 73299 Non – Programmed Park 2C Lands to design, tender and construct the neighbourhood park in the amount of 1,500,000.

Analysis

Parks and Recreation Master Plan recommendations outline priorities.

The purpose of the Parks and Recreation Master Plan is to help guide the provision of the Town's parks and facilities over a five (5) year period. The objectives are to identify trends in sport and recreation, recognize parkland and facility needs and to outline priorities, timing and costs.

Many of the recommendations in the 2010 and 2016 Master Plans have been delivered. The following chart lists the 2016 recommended initiatives still ongoing or outstanding with priority rating, suitable for a 1.6 hectare neighbourhood park.

Park Amenity	Priority
Off Leash Dog Park	Medium
Playgrounds	High
Garden Plot Program	High
Trails and Pathways	High

Design concepts include a number of amenities for non-programmed park, including Master Plan recommendations.

The preliminary two (2) concept designs for the park include the following amenities consisting of different layouts:

- Asphalt paved parking lot, +/-28 Cars with accessible space(s)
- Community gardens with raised planting beds
- Shelter area for shade
- Wildlife Park Information Centre*
- Integrated pedestrian walkway system with (future) trail connections and multiple access points
- Naturalized interpretive play area/playground

- Natural themed off leash Dog Park.
- Open space features, maze with naturalized planting, native plant material and self sustaining. Gathering area.
- Creation of natural planting areas, with native plant material, varying height landforms and overall integration into the community to encourage pollinators.

The park, in general, will have an overall natural aesthetic recognizing the connection to the natural environment on many levels. The design hopes to inspire free, creative play, link people to the land and provide interesting/unique amenities for the neighbourhood park.

As the parkland sits at the north end of the Community Wildlife Park* (CWP), there is an opportunity to connect trails from park into the CWP and provide for a meeting area with interpretive signage and maps for users.

As per Council direction, staff included garden plots in two (2) parks over the past couple years (McMahon Park and Thomas Coates Park) but neighbouring residents have been in opposition. Primary concerns have been increased traffic in park and wildlife. Community gardens have great benefits and have been included in this park design. Garden plots are raised off the ground and accessible, so residents unable to bend and kneel can grow vegetables/flowers etc. Gardening can be done solo or is an opportunity to bond with family or friends. It creates a strong sense of community, elevating happiness, the sense of accomplishment and more importantly, reduces stress. Horticultural therapy is a new term in the health and wellness industry, describing the benefits of gardening.

The York Region Food Network manages the current community garden administration. Staff recommend a similar model of management and will seek an Expression of Interest for an Adopt-a-Park partner for the governance of the plots. Amenity will no longer be included in the design if staff are unable to acquire a volunteer group

Also included is a small scale dog park so neighbours can have their dogs exercise and interact in a leash free zone. Park will include natural play elements for dogs including tunnel logs/large stones etc. Park maintenance program will be modelled after Canine Commons through an Adopt-a-Park agreement with volunteers. Amenity will not be included in the design if staff are unable to acquire a volunteer group.

The Parks and Recreation Master Plan recommends playgrounds should be provided in new and existing residential areas where geographic gaps exist, generally calculated through application of an 800 m service radius that is unobstructed by major pedestrian barriers. Within an 800 m radius of this parkland there are four (4) existing playgrounds

(Thomas Coates Park, Ada Johnson Park, Edward Coltham Park and an unnamed park on Radial Drive). Despite this, staff have included a naturalized playground as part of the park design as there have been inquiries from the public about including one in future design, as the Town does not have one. Naturalized playgrounds have advantages over purpose-built playgrounds as they promote diverse physical activity and creative play. Children are encouraged to explore and create without limitations in this inclusive/accessible, designed environment.

Parkland space limitations not conducive to sports fields.

Sports fields, primarily rectangular fields are in a shortage. Staff looked at potentially including a sports field on the parkland. When positioned in the optimal north/south orientation the field is not able to be placed in this park as the depth of the park is not conducive. If rotated east/west the field is not ideal for play and limits space for other recreational opportunities.

There is no new available parkland to address the amenities not delivered upon to date in the Master Plan. In addition, there are opportunities for partnerships with school boards for sports fields, all of which are being explored in the Outdoor Sports Field Development Strategy, being undertaken presently by the Community Services Department.

Design excludes tennis courts and pickleball courts.

Since the completion of the last Parks & Recreation Master Plan in 2016, multiple court surfaces have been constructed as per plan recommendations:

Park	Surfaces	Park constructed
Thomas Coates Park	2 Tennis Courts, 2 Pickleball Courts	2018
Edward Coltham Park	2 Pickleball Courts	2019
Trent Park	– 2 Pickleball Courts	2017

All locations are within close proximity (800m) of the non-programmed park and meet the service level recommendations of the master plan, inclusion of court surfaces in the design would be an increase in service levels. As such, staff have not included them in the concept design of the park.

Proximity of park to two (2) future school sites could enhance educational programming.

The new park is located directly across the street from two elementary school board sites. This close proximity will allow schools to utilize the information center and trail access point for the Wildlife Park providing for an educational experience, exploring our trails and learning about the wildlife within the protected park. This being one of the key objectives identified in the Community Wildlife Park Master Plan. In addition the garden plots could be utilized on a similar manner with educational programming opportunities for school children.

Advisory Committee Review

Staff presented the following report and concept designs to the Committee Advisory Committee at the October 10, 2019 meeting. The committee was in support of the natural park design concept and amenities. The group had some suggestions and recommendations relating to the design layout which staff can review and easily incorporate some or all of the recommendations when working through the detailed design phase of the project.

The addition of a washroom facility was suggested and recommended. Staff informed the committee that for a neighbourhood park this is not part of our standard practices and only Community Parks receive facilities. The group felt that due to the amenities, a washroom would be a benefit to the users as the park is designed for multiple uses. Staff explained that there were budget constraints for the inclusion of a permanent washroom facility and consideration for a facility would require approval from Council along with additional funding for the budget. As an alternative, the committee suggested seasonal washroom facilities, screened in within a façade to make them more aesthetically pleasing and that this be taken into consideration.

Legal Considerations

None.

Financial Implications

On November 14, 2017 Council approved the Town's 2018 Growth & New capital budget which included a total budget of \$1,500,000 for Project No. 73299 Non - Programmed Park in 2C. Upon Council's approval of a parkland concept, staff will complete a more detailed design and final cost estimate in this regard.

Communications Considerations

Based on the IAP2 (International Association of Public Participation) Spectrum and the Town of Aurora Community Engagement Framework, the Town of Aurora will utilize the following level of engagement: Inform. The Town will inform the community of the non programmed park design by posting the report on the Town's website.

Link to Strategic Plan

The Non Programmed Park Design supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle. Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

Alternative(s) to the Recommendation

1. Council could recommend the staff go out for public consultation on park design prior to approval.
2. Council may recommend that a washroom facility be included as requested by the Community Advisory Committee and staff report back on additional costs.
3. Council may recommend alternative park amenities and proceed to tender.

Conclusions

Staff recommends that the Capital Project proceed as presented and designed.

Attachments

Attachment #1 – Non Programmed Park Concept Plan – Option 1
Attachment #2 – Non Programmed Park Concept Plan – Option 2
Attachment #2 – Location Map

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on March 4, 2020.

Departmental Approval

Approved for Agenda

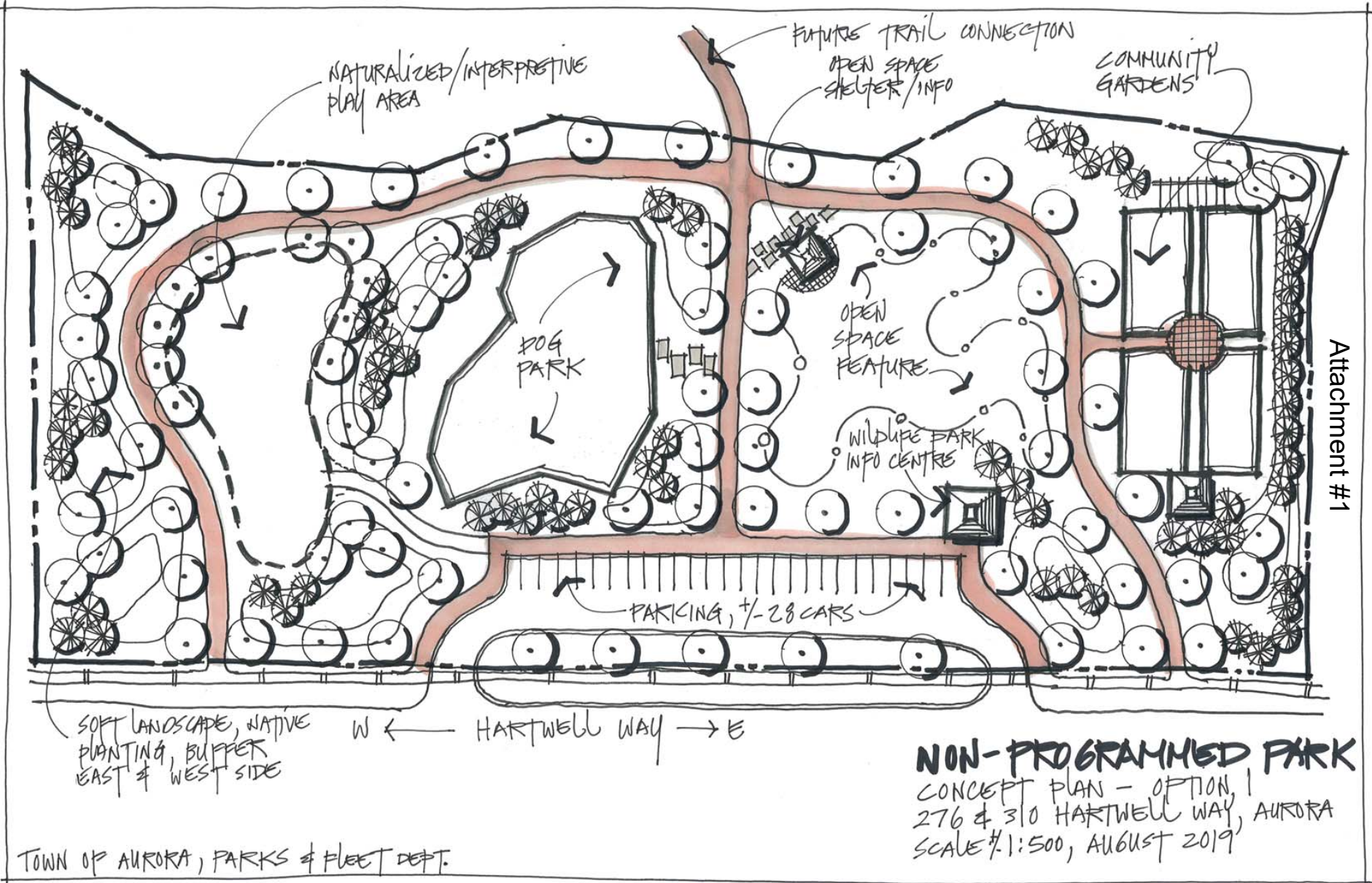


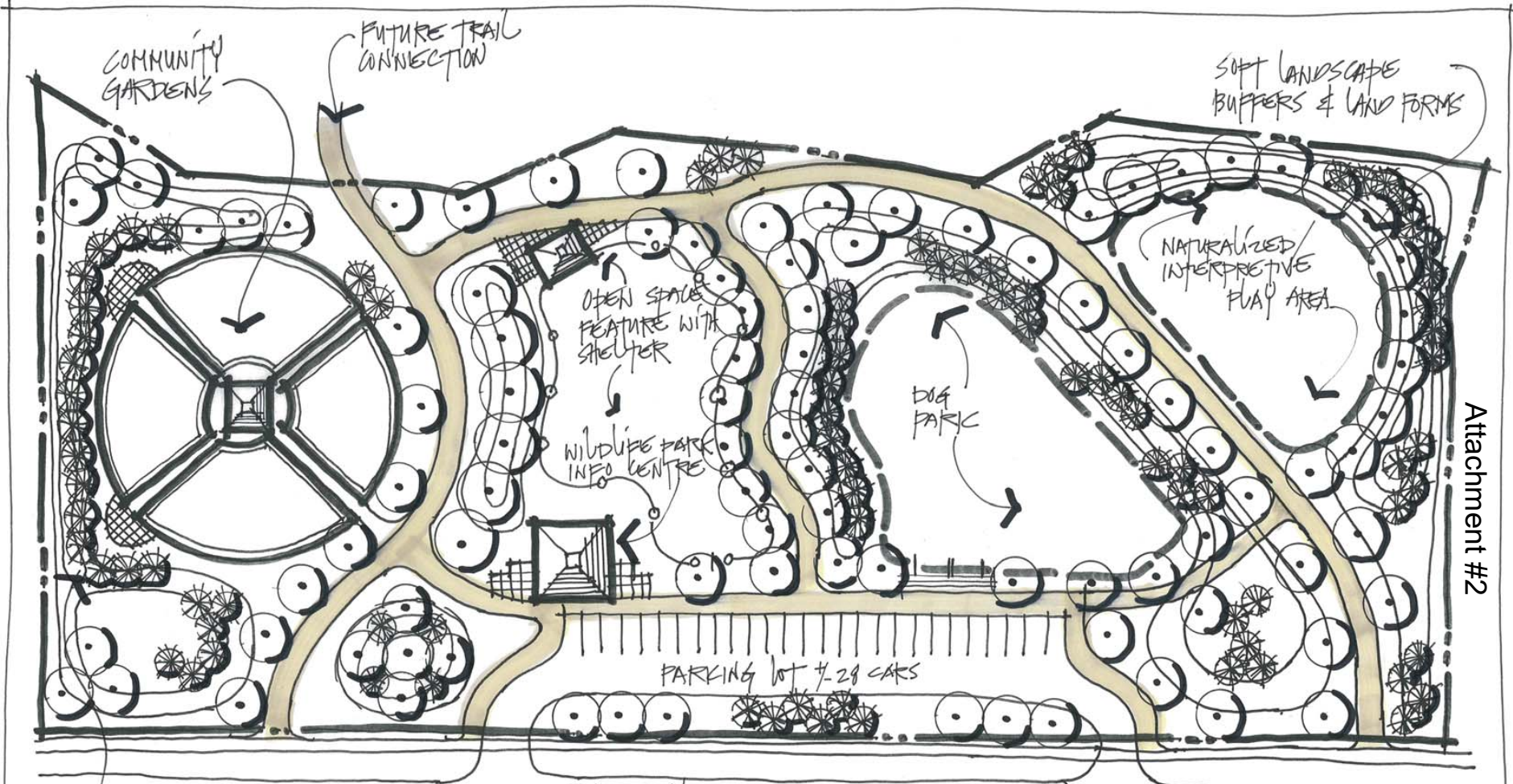
Allan D. Downey
Director of Operations
Operational Services



Doug Nadorozny
Chief Administrative Officer

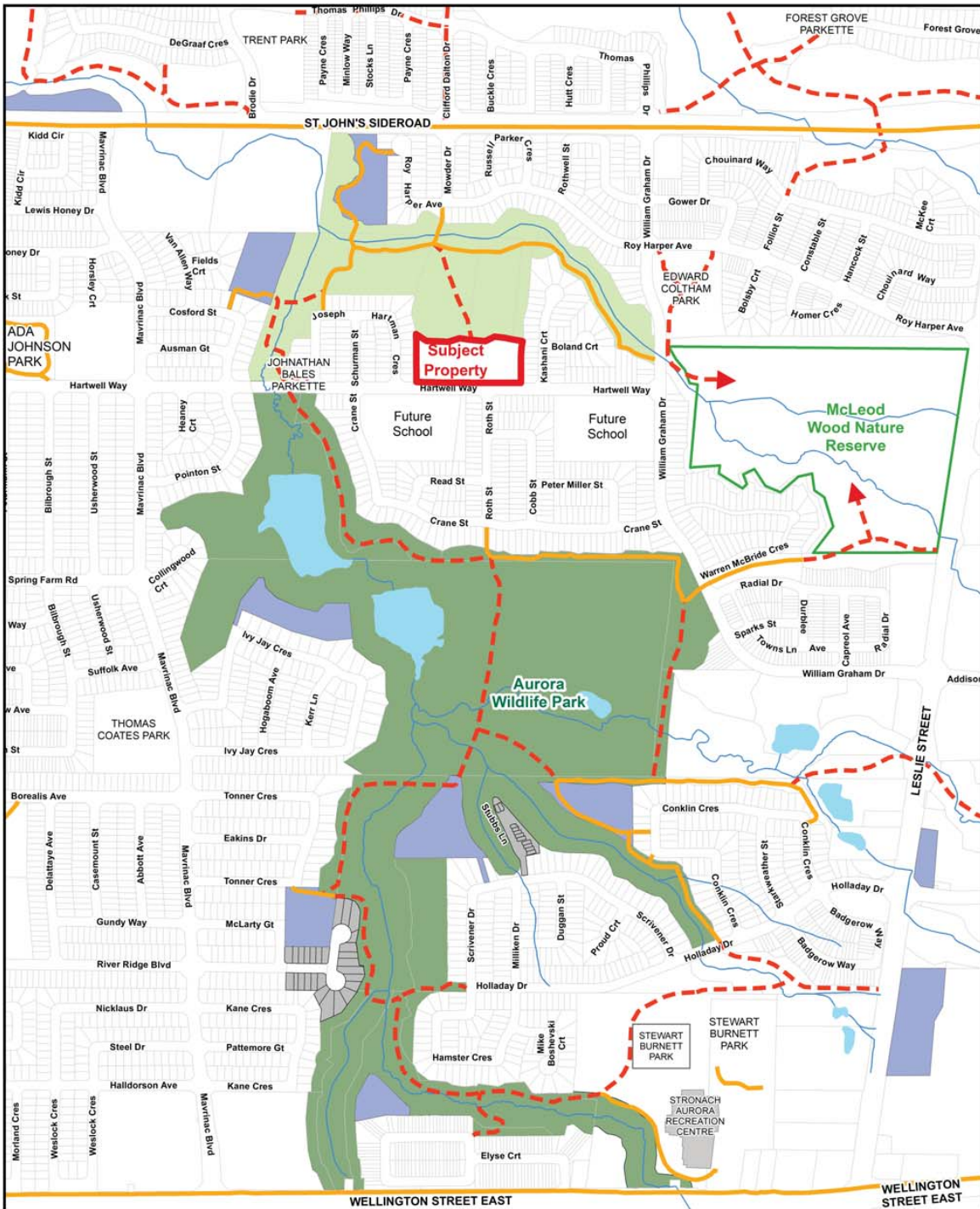
Attachment #1





NON-PROGRAMMED PARK
CONCEPT PLAN - OPTION 2
276 & 310 HARTWELL WAY, AURORA
SCALE 1/1:500, AUGUST 2019

TOWN OF AURORA, PARKS & FLEET DEPT.

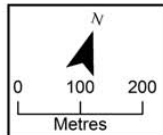


Attachment #3



Map created by Town of Aurora Planning and Development Services Department - GIS Division, May 10, 2018.
Base Data provided by York Region. Air Photos taken Spring 2017. © First Base Solutions Inc., 2017 Orthophotography.

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CONTEXT PLAN

- Subject Property
- Existing Trails
- Proposed Trails
- McLeod Wood Nature Reserve
- Waterbody
- Watercourse
- Stormwater Management Pond Properties
- Wildlife Park
- Natural Heritage System



**Town of Aurora
General Committee Report No. CMS20-011**

Subject: Request for Information re: Construction and Operation of an Indoor Baseball Training Facility on the Hallmark Lands

Prepared by: John Firman, Manager, Business Support

Department: Community Services

Date: April 14, 2020

Recommendation

- 1. That Report No. CMS20-011 be received; and**
- 2. That Council authorize the Director, Community Services to issue a Request for Information regarding the construction and operation of an indoor baseball training facility on the Hallmark Lands.**

Executive Summary

This report seeks Council approval to issue a Request For Information (RFI) in accordance with the Town's Procurement By-law to obtain expressions of interest for the construction and operation of an indoor baseball training facility on the Hallmark Lands:

- Council received a delegation from from an interested third party at the January 28, 2020 Council meeting, who has not yet submitted additional information
- Interest has been received by other independent third parties wishing to submit a proposal for consideration for the Hallmark Lands
- Further consultation with impacted user groups is recommended to verify their interest in an indoor baseball facility

Background

At the meeting of July 24, 2018, Council approved the construction of two baseball diamonds on the Hallmark Lands, with an approved budget of \$3,000,000 for Capital Project No. 73287.

Staff generated a Terms of Reference for Consulting Services, for the design and contract administration for the project commencing September 2018, releasing RFP 2018-94-OPS-P. After the review process/evaluation, the contract was awarded in December 2018.

April 14, 2020

Page 2 of 5

Report No. CMS20-011

In early January 2019, design works were initiated with the engagement of Aurora King Baseball Association (AKBA). Following the redesign of the park to accommodate site challenges, tender 2019-86-OPS-P for the Construction of a New Municipal Park with two (2) Baseball Diamonds was released for competitive bid July 11, 2019.

On December 3, 2019 staff submitted report No. OPS19-019 requesting additional funds for this project as a result of increased costs for earthworks and site servicing. This decision was deferred pending presentation of the Sports Field Development Strategy at the January 28, 2020 Council meeting.

On January 28, 2020 Council received the staff report presenting the completed Sports Field Development Strategy, along with the recommendation to increase the budget for the two ball diamonds on the Hallmark Lands. In addition to the staff report, a delegation was made by a third party proposing the construction of an indoor, year-round, baseball training facility in place of one of the previously approved ball diamonds. Council referred the matter to staff to acquire further information and report back.

The deadline to act upon the previously submitted tender has passed. As a result, the development of the Hallmark Lands will need to be put out for tender again. This process will not begin until a final decision is reached on what facilities are to be developed on this site.

Analysis

Council received a delegation from an interested third party at the January 28, 2020 Council meeting, who has not yet submitted additional information

Subsequent to the January 28, 2020 Council meeting, staff have requested that the delegate provide more information in the form of a business plan, and that the delegate confirm their stated support from AKBA by providing written confirmation from AKBA.

The delegate has communicated that they are not prepared to release any further information without the Town signing a Non-Disclosure Agreement, which upon review by Legal Services, has been deemed to be too restrictive.

Staff have also not yet received any written confirmation of support from AKBA for this proposed use of the land, in which AKBA previously advocated that their needs would be met by the construction of two lit outdoor ball diamonds.

April 14, 2020

Page 3 of 5

Report No. CMS20-011

Interest has been received by other independent third parties wishing to submit a proposal for consideration for the Hallmark Lands

Subsequent to the January 28, 2020 delegation, two other private businesses have approached staff expressing interest in constructing indoor baseball training facilities on the Hallmark Lands. Staff are also aware of at least one other business that has previously expressed interest in building a similar facility in Aurora.

Given the range of interest and potential for different proposals, staff believe that a Request For Information (RFI) is the best method of identifying all of the potential interest and options related to this proposed use of the Hallmark Lands. Therefore, staff are recommending issuing an RFI for the Hallmark Lands.

Further consultation with impacted user groups is recommended to verify their interest in an indoor baseball facility

Given the potential variety of options and the previous feedback from ball diamond user groups, staff will consult with the user groups to obtain their feedback, prior to making any recommendations to Council.

Advisory Committee Review

Not applicable

Legal Considerations

None

Financial Implications

At present a total budget of \$3,000,000 has been approved for this project. The sufficiency of this budget will be determined upon confirmation of the scope for this project.

Communications Considerations

The Request for Information will be issued and communicated in accordance with the Procurement By-law.

Link to Strategic Plan

Development of the Hallmark Lands for sports facilities 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 may provide alternate direction.

Conclusions

Further information is required in order to properly respond to the recommendation of building an indoor baseball training facility on the Hallmark Lands, and issuing a Request For Information provides the opportunity for all interested parties to submit their interest, and for the Town to acquire a better understanding of the various options available for consideration.

Attachments

None

Previous Reports

- OPS18-018 100 Vandorf Sideroad – Hallmark Lands Community Park Design
- OPS19-019 Hallmark Baseball Diamonds – Additional Funding
- CMS20-001 Outdoor Sports Field Development Strategy

Pre-submission Review

Agenda Management Team review on April 7, 2020

Departmental Approval and Approved for Agenda

The report was approved by Robin McDougall, Director of Community Services, and approved for the agenda by Doug Nadorozny, Chief Administrative Officer.



**Town of Aurora
General Committee Report**

No. PDS20-021

Subject: Application for Site Plan Approval
Whitwell Developments Ltd.
157 First Commerce Drive
Part of Block 2, Plan 65M3819 Parts 1-9, RP 65R31257
File Number: SP-2019-04

Prepared by: Katherine Bibby, Planner

Department: Planning and Development Services

Date: April 14, 2020

Recommendation

- 1. That Report No. PDS20-021 be received; and,**
- 2. That Site Plan Application File SP-2019-04 (Whitwell Developments Ltd.) to permit a one storey daycare facility, be approved in principle.**

Executive Summary

This report seeks Council's approval in principle of the application for Site Plan Approval at 157 First Commerce Drive for a 669 square metre (7,200 square foot) daycare facility, outdoor play area and parking.

- The Site Plan Application was submitted to the Town in August 2019 and signage was posted on the subject lands;
- The proposed daycare facility is a permitted use in the Business Park (E-BP) zone;
- Landscape screening provides a visual screen and buffer between the secured outdoor play area and Wellington Street East;
- The daycare complies with the Ministry of the Environment, Conservation and Parks D-6 Guidelines;
- The building will be constructed of high quality materials and is compatible with the host Regional Retail centre;
- Internal departments and external agencies have no concerns to the approval of the proposed Site Plan. Final technical matters will be addressed prior to execution of the Site Plan Agreement; and,

April 14, 2020

Page 2 of 9

Report No. PDS20-021

- No comments were submitted by members of the public for this Site Plan Application.

Background

The Site Plan Application was submitted to the Town in August 2019 and signage was posted on the subject lands

The Site Plan Application for a daycare facility on a portion of 157 First Commerce Drive was deemed complete on August 1, 2019. In accordance with Town policy, since no related planning applications apply to the subject lands, signage providing notice of the Site Plan Application was posted by the applicant.

Location / Land Use

The proposed development is located at 157 First Commerce Drive, located on the north side of Wellington Street East, west of the Highway 404/Wellington Street Interchange (see Attachment 1). Although the proposed daycare facility is adjacent to the Walmart retail centre at 135 First Commerce Drive, it is part of a different municipal address (157 First Commerce Drive).

The subject lands are bordered on the north side by an internal private access road that circulates traffic through the retail centre. To the west side of the site is a driveway for deliveries to be made to the adjacent retail multi-unit building. The subject lands are currently vacant. The existing berm located on the south side of the site is approximately 2 m higher than the site, providing a buffer between the site and Wellington Street East.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Internal access road for the Walmart Retail Centre, Walmart Store

South: Wellington Street East, vacant employment lands

East: Vacant employment lands, and the Highway 404/Wellington Street Interchange

West: Access for loading/deliveries; multi-tenant retail building (i.e. Carters, Cleo Ricki's Fame, and International Salon and Spa)

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Policy Statement (PPS) 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 guide decisions on how land will be planned, designated, zoned and designed. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation. The subject property is not located within the Oak Ridges Moraine Conservation Plan area.

York Region Official Plan (YROP)

The York Region Official Plan designates the subject lands as “Urban Area”. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable, lively communities. The subject lands are located along Wellington Street East, which is a Regional Road with a planned right-of-way width of up to 36 m. The property is located within Wellhead Protection Area Q (WHPA-Q, Recharge Management Area). As such, the Source Water Protection Plan recharge maintenance policy requires studies to demonstrate that water balance can be maintained post-development.

Town of Aurora Official Plan

The subject lands are subject to Official Plan Amendment 30, Bayview Northeast Area 2B Secondary Plan. As shown in Attachment 2, the Secondary Plan designates the subject lands as “Business Park” which permits a range of employment uses including daycare centres. The Business Park designation is intended to provide opportunities for a mix of high quality employment uses and a variety of supporting commercial and community facilities geared to satisfying the needs of residents, businesses and employees in the Town and more broadly, the Region.

April 14, 2020

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Report No. PDS20-021

Zoning By-law 6000-17, as amended

The site is zoned as Business Park (E-BP) as shown on Attachment 3. The Business Park zone permits daycare centres as a permitted use, provided that no part of the building is used for Industrial or Warehouse uses.

Reports and Studies

The Owner submitted the following documents as part of the complete application for the proposed Site Plan Application.

Report Name	Report Author
Site Plan	Petroff Partnership Architects
Building Elevations	Powers Brown Architecture
Landscape Plan and Details	MHBC
Grading Plan	Husson Engineering and Management
Servicing Plan	Husson Engineering and Management
Drainage Plan	Husson Engineering and Management
Erosion and Sediment Control Plan	Husson Engineering and Management
Stormwater Management Report	Husson Engineering and Management
Hydrogeological Assessment	Golder Associates Ltd.
Air, Noise and Vibration, and D-6 Guidelines Assessment - Technical Memorandum	Golder Associates Ltd.
Phase 1 Environmental Site Assessment	Dhillon Burleigh & Associates Engineering Ltd.
Stage 1 and 2 Archaeological Assessment	Archaeological Services Inc.

Proposed Site Plan Application

As illustrated on Attachment 4, the proposed site plan includes a one storey daycare facility with a total GFA of 669 square meters, along with a secured outdoor play area and associated parking. The building is setback approximately 10.31 m from the Wellington Street right-of-way. Access for the development is from First Commerce Drive. The

applicant is in the process of securing the approvals from the Ministry of Education for the daycare centre, and this will be a requirement prior to issuing a building permit.

Analysis

The proposed daycare facility is a permitted use in the Business Park (E-BP) zone

The Business Park zone (E-BP) allows for a range of employment uses on the subject site, including a daycare centre. As noted above, daycare centres are not permitted in buildings that also is used for Industrial or Warehouse uses. The proposed building is for a stand-alone daycare use.

Landscape screening provides a visual screen and buffer between the secured outdoor play area and Wellington Street East.

An air quality assessment determined that air quality at the subject lands would not be adversely affected from the emissions originating from Highway 404. A noise assessment determined that the indoor environment can be designed to reduce noise and the outdoor area can be screened to further reduce noise effects. The existing berm along the north edge of Wellington Street (approximately 2 m high) and the proposed landscaping will act as a noise and visual buffer for the outdoor play area.

Landscape screening has been provided at the south-east corner of the site, to provide additional screening of the outdoor play area from Wellington Street East (see Attachment 4). Visual screening consists of Maple trees planted along Wellington Street, consistent with the landscaping for the remainder of the retail centre, west of the site. White Spruce will be planted along the south edge of the outdoor play area, and shrubs will be planted along the east side of the development, as a separation between this site and any future development to the east. Additionally, a 1.8 m (6 foot) chainlink fence will be built around the perimeter of the outdoor play area.

The daycare complies with the Ministry of Environment, Conservation and Parks (MOECP) D-6 Guidelines

The MOECP D-6 Guidelines outline minimum separation distances between industrial and sensitive uses. An analysis was completed by the applicant to identify any surrounding industrial sources and to determine if the minimum separation distances from the Ministry are met. The assessment determined that the daycare facility is located well beyond the minimum separation distances required by the Ministry.

April 14, 2020

Page 6 of 9

Report No. PDS20-021

The building will be constructed of high quality materials and is compatible with the host Regional Retail centre

The design of the building includes similar design features as the existing buildings in the adjacent retail centre (see Attachment 6). The building elevation fronting onto Wellington Street East proposes an attractive urban façade with landscaping along Wellington Street, in keeping with the intent of the Wellington Street East Urban Design Guidelines.

Department / Agency Comments

Internal departments and external agencies have no concerns to the approval of the proposed Site Plan. Final technical matters will be addressed prior to execution of the Site Plan Agreement.

Development Engineer

Engineering staff have no objections to the subject site plan application. Connections to existing municipal servicing are available within the retail centre. An underground infiltration system is proposed to address water balance requirements on the site.

Parks Division

Additional landscaping has been provided adjacent to the play area, to provide a screening. Parks Staff have reviewed the proposed Site Plan application and have no objections.

Traffic

The Traffic Analyst reviewed the application, including a review of the proposed site circulation, and has no further comments.

Accessibility

The Accessibility Advisory Committee reviewed the Site Plan application and has no objections.

Regional Municipality of York

The Regional Municipality of York has no objections to the subject site plan application. Prior to the execution of the site plan agreement, the Region of York has requested that

the recharge maintenance policies of the Sourcewater Protection Plan be addressed through the preparation of a Hydrogeological Study, to be approved by the LSRCA.

Lake Simcoe Region Conservation Authority (LSRCA)

The Conservation Authority has no objections to the subject site plan application. The lands are not within an area governed by O.Reg 179/06 under the Conservation Authorities Act. Under the Lake Simcoe Protection Plan, the project is considered a major development, therefore a Hydrogeological Report, Water Balance and Phosphorus budget is required prior to execution of a site plan agreement.

Ministry of Transportation (MTO)

The Ministry of Transportation has reviewed the Site Plan application and has no comments or objections. The applicant is required to apply for a permit from the MTO as the site is located within their permitting area.

Public Comments

No comments were submitted by members of the public for this Site Plan Application

Since this application was not associated with another planning application, a public meeting was not required under the *Planning Act*. No comments were submitted by members of the public for this Site Plan Application.

Advisory Committee Review

The Accessibility Advisor has advised that the Advisory Committee has reviewed the applications and have no further comments at this time.

Legal Considerations

In accordance with section 41 of the *Planning Act*, the owner may appeal a site application if the Town fails to make a decision within 30 days of the application being submitted. The owner may also appeal any of the Town's requirements, including the terms of a site plan agreement. If Council approves this application, Legal Services will review any agreements required to implement final approval.

Financial Implications

At the time of execution of the Site Plan agreement, fees and securities will be applied to the development. The development of the subject lands will generate development charges.

Communications Considerations

A Notice of the Site Plan Application was posted on the subject lands, in accordance with the Town's Public Notification Signage for Site Plan Applications policy. The *Planning Act* does not require notification of the Site Plan Application. The Planning Application Status is available on the Town's website and is reported to Council and updated quarterly.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of "Enabling a diverse, creative and resilient economy", by contributing towards the goal of "promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business". A daycare centre will provide accessible childcare services for parents along a commuting route.

Alternative to the Recommendation

1. That Council provide direction.

Conclusions

Planning Staff reviewed the proposed Site Plan Application in accordance with the provisions of the Provincial, Regional, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Site Plan Application is considered to be in keeping with the development standards of the Town. Any technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the site plan agreement. Staff recommends approval in principle of Site Plan Application SP-2019-04.

Attachments

- Attachment 1: Location Plan
- Attachment 2: Official Plan Designation
- Attachment 3: Zoning By-Law
- Attachment 4: Proposed Site Plan
- Attachment 5: Proposed Landscape Plan
- Attachment 6: Proposed Elevations

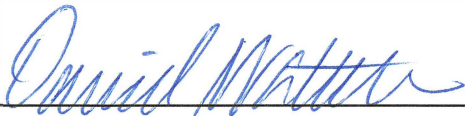
Previous Reports

None.

Pre-submission Review

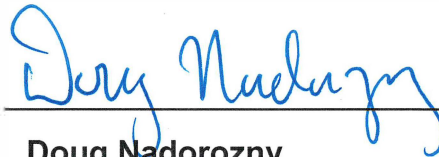
Agenda Management Team Meeting review on March 4, 2020

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



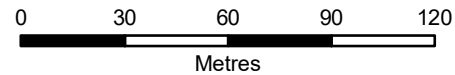
LOCATION PLAN

APPLICANT: Whitwell Developments Ltd.

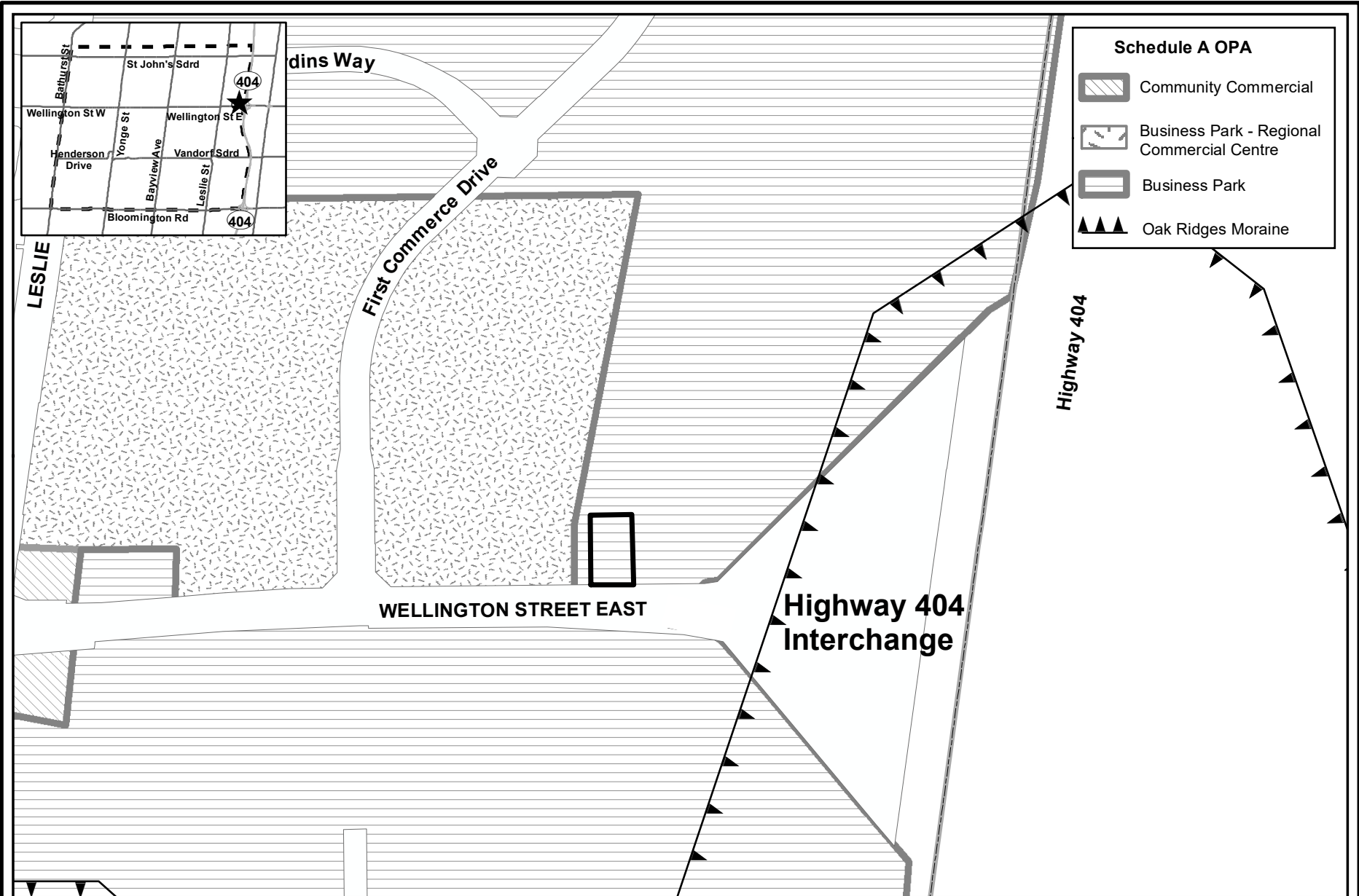
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ATTACHMENT 1

 Subject Lands



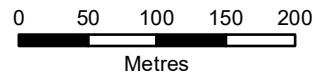
Map created by the Town of Aurora Planning & Development Services Department, February 13, 2020. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2019, © First Base Solutions Inc., 2019 Orthophotography.

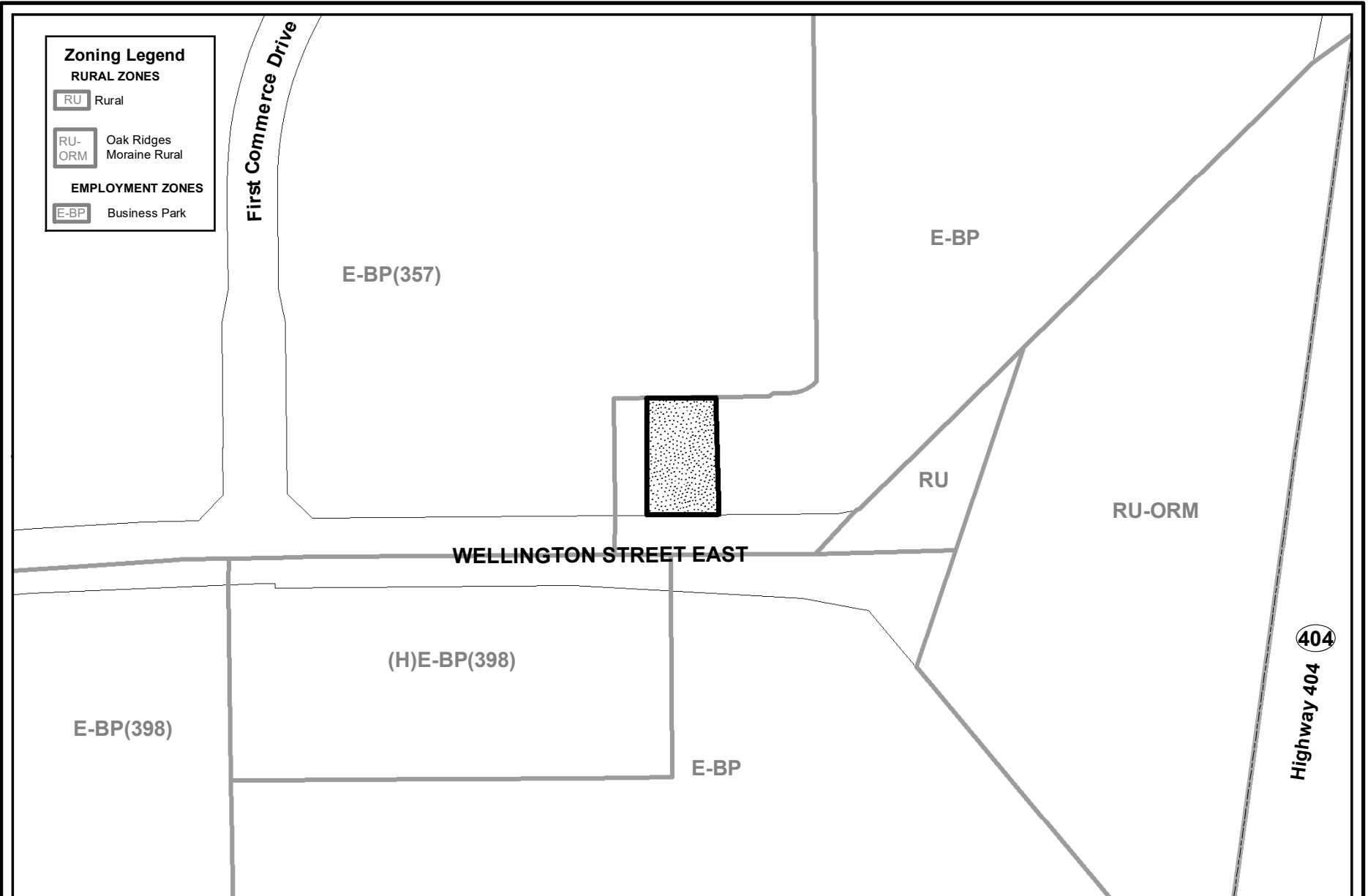


OFFICIAL PLAN DESIGNATION

APPLICANT: Whitwell Developments Ltd.
 FILE: SP-2019-04
 ATTACHMENT 2

SUBJECT LANDS





ZONING BY-LAW

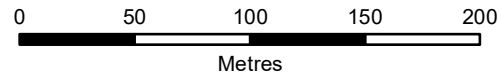
APPLICANT: Whitwell Developments Ltd.

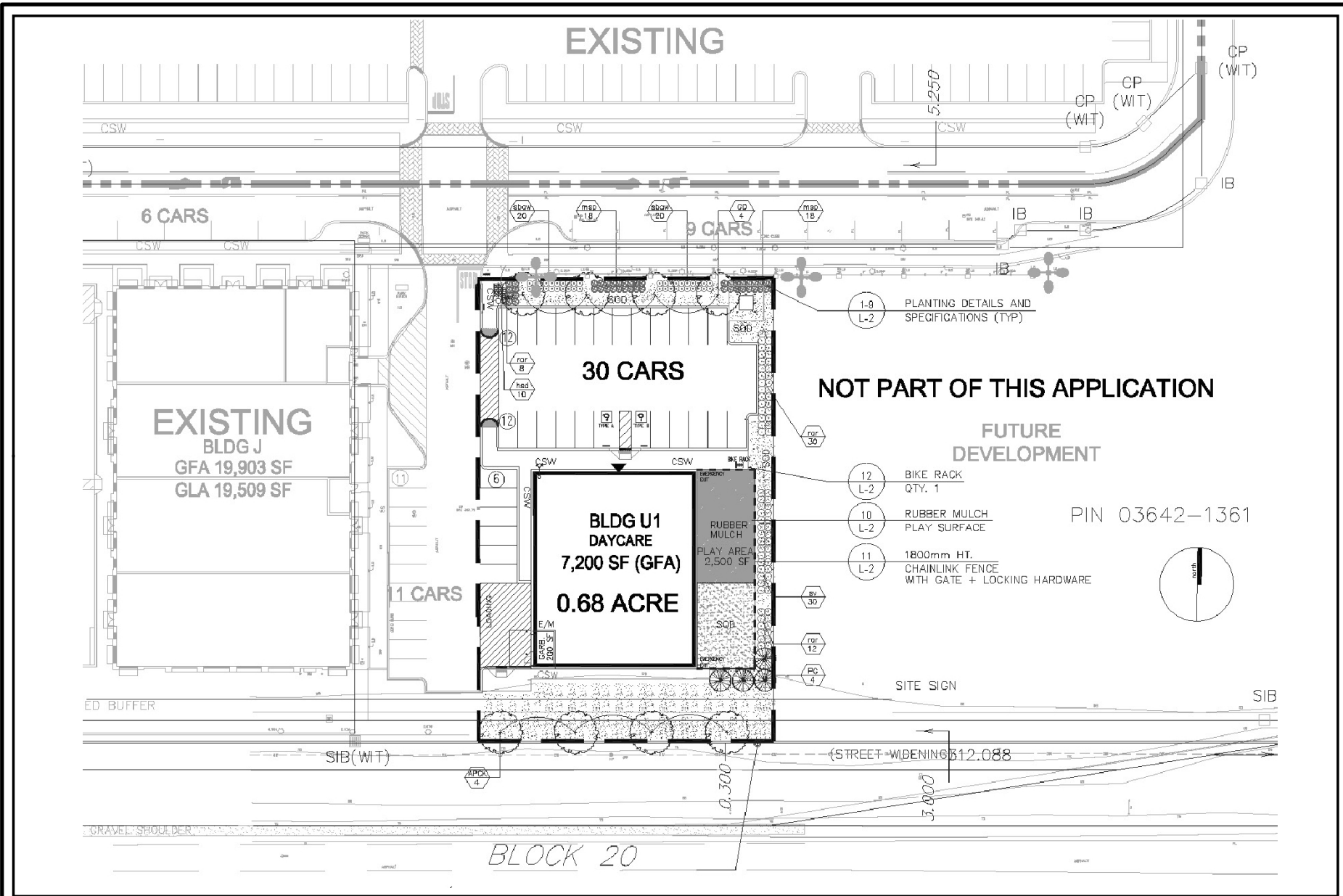
FILE: SP-2019-04

ATTACHMENT 3



SUBJECT LANDS

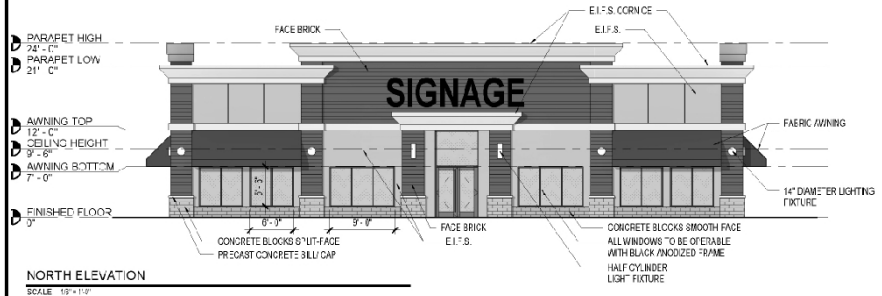




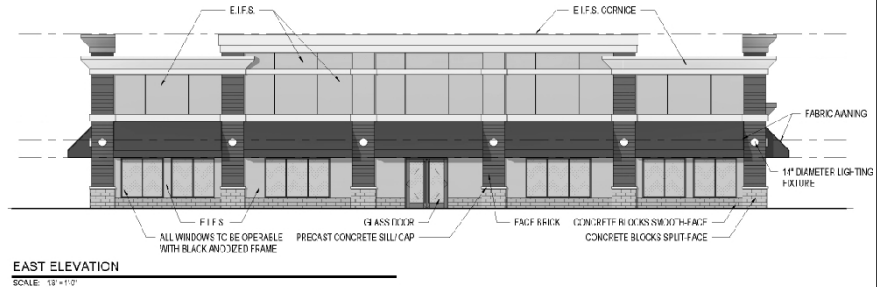
PROPOSED LANDSCAPE PLAN

APPLICANT: Whitwell Developments Ltd.
 FILE: SP-2019-04
 ATTACHMENT 5

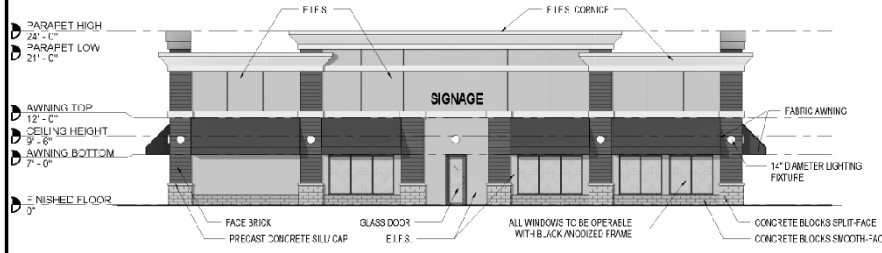




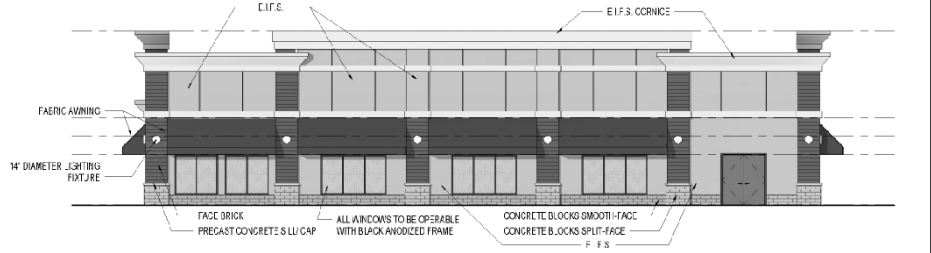
NORTH ELEVATION
 SCALE: 1/8" = 1'-0"



EAST ELEVATION
 SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"



WEST ELEVATION
 SCALE: 1/8" = 1'-0"

PROPOSED ELEVATION
 APPLICANT: Whitwell Developments Ltd.
 FILE: SP-2019-04
 ATTACHMENT 6





**Town of Aurora
General Committee Report**

No. CS20-005

Subject: Regional Council Composition Review

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: April 14, 2020

Recommendation

- 1. That Report No. CS20-005 be received; and**
- 2. That Council provide direction as to whether the Town consents to an additional member of the Regional Municipality of York Council for the City of Vaughan; and**
- 3. That the Town Clerk be directed to circulate the Town's decision to York Region and all York Region municipalities.**

Executive Summary

This report seeks Council direction regarding the proposed addition of one member for the City of Vaughan on York Regional Council. To be confirmed, the Region requires that the triple majority provisions in the *Municipal Act, 2001* be met.

Background

In 2018, the *Municipal Act, 2001* (the Act) was amended to require regional municipalities to review the number of members of their Council after every second election. The Regional Municipality of York (York Region) is currently undertaking this exercise. The current composition of York Regional Council is as follows:

Regional Chair – 1 member
Aurora – 1 member
East Gwillimbury – 1 member
Georgina – 2 members
King – 1 member
Markham – 5 members
Newmarket – 2 members

April 14, 2020

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Report No. CS20-005

Richmond Hill – 3 members

Vaughan – 4 members

Whitchurch-Stouffville – 1 member

At the York Regional Council meeting of February 27, 2020, a motion to adjust Council composition to include one additional member for the City of Vaughan was passed. In order for the motion to be confirmed, the following provisions set out in Section 219(2) of the Act must be met;

- a majority of all votes on the upper-tier council are cast in favour of the by-law or the resolution;
- a majority of the councils of all lower-tier municipalities forming part of the upper-tier municipality have passed resolutions consenting to the by-law or the resolution; and
- the total number of electors in the lower-tier municipalities that have passed resolutions consenting to the by-law or the resolution form a majority of all the electors in the upper-tier municipality

If the requirements of the Act are met, this change will be in effect for the 2022 Municipal Election.

Analysis

The attached report provides analysis regarding the Regional Council composition review.

Advisory Committee Review

Not applicable

Legal Considerations

None

Financial Implications

None

April 14, 2020

Page 3 of 3

Report No. CS20-005

Communications Considerations

None

Link to Strategic Plan

Not applicable

Alternative(s) to the Recommendation

1. Council could consent to a by-law of Regional Council, substantially in the form attached, to change the composition of Regional Council by increasing the number of members representing the City of Vaughan from four (4) to five (5).
2. Council could not consent to a by-law of Regional Council, substantially in the form attached, to change the composition of Regional Council by increasing the number of members representing the City of Vaughan from four (4) to five (5).

Conclusions

See attached report

Attachments

Attachment 1 – Regional Council report including attachments and draft by-law

Previous Reports

None

Pre-submission Review

Agenda Management Team review on April 7, 2020

Departmental Approval and Approved for Agenda

The report was approved by Techa van Leeuwen, Director of Corporate Services, and approved for the agenda by Doug Nadorozny, Chief Administrative Officer.



February 28, 2020

Mr. Michael De Rond
Town Clerk
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

Dear Mr. De Rond:

Re: Mandated Review of Regional Council Composition

On February 27, 2020 Regional Council made the following decision:

1. That Council add one member representing the City of Vaughan, with no further adjustments to be made to the composition of Council at this time.
2. That Council start the triple majority process as quickly as possible.
3. That the Regional Clerk circulate this report to the Clerks of the nine local municipalities.

In accordance with section 219(2) of the *Municipal Act, 2001*, the bylaw required to change Regional Council's composition is only valid if a majority of local Councils, representing a majority of all electors in the Region, consent to its passage.

Therefore, the Region requests that your Council provides its consent by May 15, 2020 to a bylaw changing the size of Regional Council by increasing the number of members from the City of Vaughan from four to five.

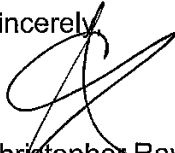
Pending the responses received from the local municipalities, Regional Council will hold a public meeting to consider the bylaw.

If the bylaw is approved, the change would be in effect for the 2022 Municipal Election.

The original staff report is enclosed for your information.

Please contact me at 1-877-464-9675 ext. 71300 if you have any questions with respect to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Raynor". The signature is stylized with a large, looping initial "C" and "R".

Christopher Raynor
Regional Clerk

Attachments

The Regional Municipality of York

Committee of the Whole
Finance and Administration
February 6, 2020

Report of the Chief Administrative Officer

Mandated Review of Regional Council Composition

1. Recommendations

1. Council approve the timelines to complete the legislated review of Council composition as detailed in Attachment 1.
2. Council provide direction regarding its intent to change or maintain the number of its members representing each local municipality.
3. The Regional Clerk circulate this report to the local municipalities.

2. Summary

This report seeks Council approval of the timelines to complete the review of Council composition, as required by section 218(6) of the *Municipal Act, 2001*. It also seeks Council direction on its intent to change or maintain its composition.

Key Points:

- The review is legislatively required and must be completed by December 7, 2020
- Council has the discretion to reduce, increase, reallocate its members or maintain the status quo
- A triple majority approval is required in all cases
- If Council fails to meet the deadline, the Minister may change the composition of Regional Council by regulation

3. Background

The *Municipal Act* requires all regional municipalities to review the composition of their council, unless they enacted a change to their composition during the previous term

In 2018, the *Municipal Act* was amended to require regional municipalities to review the number of members of its council that represent the lower-tier municipalities. Council can

either adopt a bylaw to change the number of members representing each local municipality, or a resolution affirming the current number of members.

During the 2014-2018 Council term, Durham, Halton and Niagara Regions all enacted changes to their councils' composition. Niagara added an extra representative for the Township of West Lincoln. Halton added two members for the Town of Milton and one for the Town of Oakville. Durham reallocated two members from the City of Oshawa, with one going to the Town of Ajax and the other to the Town of Whitby. Consequently, only the Regional Municipalities of Peel, Waterloo and York are required to review their compositions this term.

Regional Council's composition has changed since its first meeting in 1971

Originally, York Region's Council comprised 17 members including the Regional Chair. Table 1 details the changes that have occurred over the past 49 years.

**Table 1
Historical Changes to Council Composition**

Year	Population	No. of Councillors (excl. Chair)	Average / Member
1970	151,000	16	9,438
1978	232,838	17	13,696
1988	434,757	19	22,882
2003	855,000	20	42,750
2018	1,191,356	20	59,568

Council has recently considered further changes to its composition

In 2013, Council considered motions to add an extra member from Vaughan and an additional member from each of Aurora, East Gwillimbury, King and Whitchurch-Stouffville. The motion relating to Vaughan's additional member carried while the motions relating to the other four municipalities lost.

At Council's request, the Minister of Municipal Affairs enacted Regulation 279/13 permitting York Region to add an additional member from Vaughan. However, the proposal subsequently failed to meet the 'triple majority' requirements.

In 2016, the Region undertook a detailed review of its governance, including an education session. This resulted in the reintroduction of the proposal for an additional member for Vaughan. The proposal also failed to meet the 'triple majority' requirements.

An amendment to the *Municipal Act* means that the Region no longer requires a regulation to permit changes to its composition.

The Province recently considered municipal governance, including council size

In July 2018, the provincial government announced a reduction in the number of councillors and wards in the City of Toronto from 47 down to 25. At the same time the Province announced its intention to undertake a review of regional government.

On January 15, 2019, the Province appointed Ken Seiling and Michael Fenn as special advisors to review regional governments. The review spanned over eight months and focused on governance, decision-making and service delivery in the 82 municipalities in the regions of Durham, Halton, Niagara, Peel, Waterloo and York as well as Muskoka District, Oxford County and the County of Simcoe.

On October 25, 2019, the Province announced that it had decided against pursuing a top-down approach to changing the structure of regional governments.

4. Analysis

Council must achieve a 'triple majority' and hold at least one public meeting before it can either enact a bylaw to change its composition or pass a resolution to maintain the status quo

A 'triple majority' is attained when all of the following factors are met:

- A majority of all votes on Regional Council must be cast in its favour
- A majority of the nine local municipal councils must pass resolutions consenting to the bylaw or resolution
- The total number of electors (i.e. eligible voters from the last municipal election), in the local municipalities that have passed resolutions consenting to the bylaw or resolution must form a majority of all electors in York Region

The proposed schedule allows sufficient time to complete the review in advance of the legislated deadline

Attachment 1 details a proposed schedule for undertaking the composition review. It is designed to allow sufficient time for regional and local councils to debate potential changes and respond as required. It also schedules the legislated public meeting.

In the proposed schedule, a final decision needs to be made by November 2020 which is ahead of the required provincial deadline.

Failure to render a decision by December 7, 2020 could lead to Ministerial intervention

This review must be done by December 7, 2020 and then after every second regular municipal election (i.e., by December 2028, December 2036, etc.). If Council fails to meet the deadline and/or any decision fails to achieve the 'triple majority', the Minister may change the composition of Regional Council by regulation.

Section 218(10) of the *Municipal Act* indicates that when considering whether to make a regulation the Minister shall, in addition to anything else they may wish to consider, have regard to the principle of representation by population.

Representation by population is one consideration of effective representation and it varies widely across regional and local municipalities

Representation by population is a factor that can be used to determine the appropriate number of members of Council. However, there is no consistent formula to determine the optimal number of members.

The Supreme Court of Canada considers representation by population as a prime, but not an exclusive, condition of effective representation. Other factors such as geography, community history, community interests and minority representation can be considered.

Representation by population varies widely across regional and local municipalities

Attachment 2 shows, based on 2018 population statistics for each local municipality, the population per elected member, the percentage of the Region's population and the percentage of the representation on Regional Council.

The Region's 2018 population was 1,191,356, which equates to each member, on average, representing a population of 59,568. The local population represented by each member ranges from 24,200 in Georgina to 82,258 in Vaughan.

As outlined in Table 2, similar ranges exist in the other Regions. Generally, the rural local municipalities in the Regions have a lower population per member and the urban municipalities have a higher ratio.

**Table 2
Range of local municipal representation per Council member in regional municipalities**

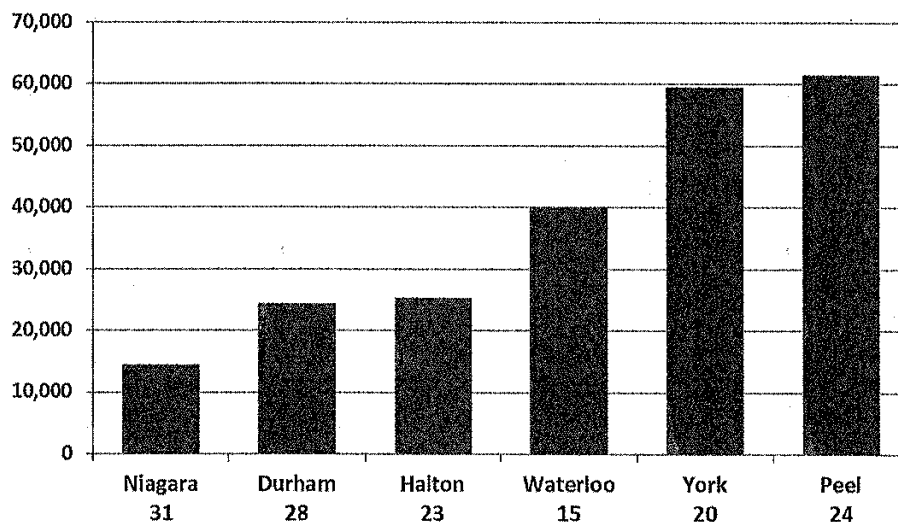
Municipality	Range of local municipal representation
Durham	6,000 to 29,000
Halton	20,000 to 26,000
Niagara	6,000 to 22,000
Peel	14,000 to 91,000
Waterloo	10,000 to 51,000
York	24,000 to 82,000

York Region Council is lean compared to other regional municipalities

York Region has 20 elected members plus the Regional Chair. As outlined in Figure 1, York Region has fewer members than all but one other regional municipality.

Figure 1

Population per Member, excluding Chair



5. Financial

There are no financial implications associated with this report. Pending the direction received from Regional Council, potential financial implications will be brought forward as part of any future analysis.

6. Local Impact

Local municipalities play a decision-making role and will also be affected by any change in composition

A majority of local municipalities, representing a majority of the electors in York Region, must support any proposed decision of Regional Council.

Additionally, should Regional Council's composition change it will directly impact the composition of the affected local council.

The local municipalities can anticipate Council's notice of its intention to pass a bylaw to change its composition or a resolution to maintain the status quo by April 24, 2020. Local municipalities will be requested to provide an indication of whether they support the proposed bylaw or resolution by no later than June 25, 2020.

7. Conclusion

Section 218(6) of the *Municipal Act* requires all regional municipalities to review, for each of its local municipalities, the number of members of its council representing each local municipality within the first two years of the 2018-22 term. The Regions of Durham, Halton and Niagara made changes during the last council term and are therefore exempted from further consideration this term. The Regions of Peel, Waterloo and York are required to conduct composition reviews.

Although representation by population is a prime consideration for effective representation there is no optimal number and it varies widely across municipalities. Regional Council has only grown by four members since its inception and is a relatively small council compared to other regional municipalities.

Regional Council must either pass a bylaw to change the composition of Council, or a resolution to maintain the status quo before December 7, 2020. Either option requires 'triple majority' support and at least one public meeting before it can be adopted.

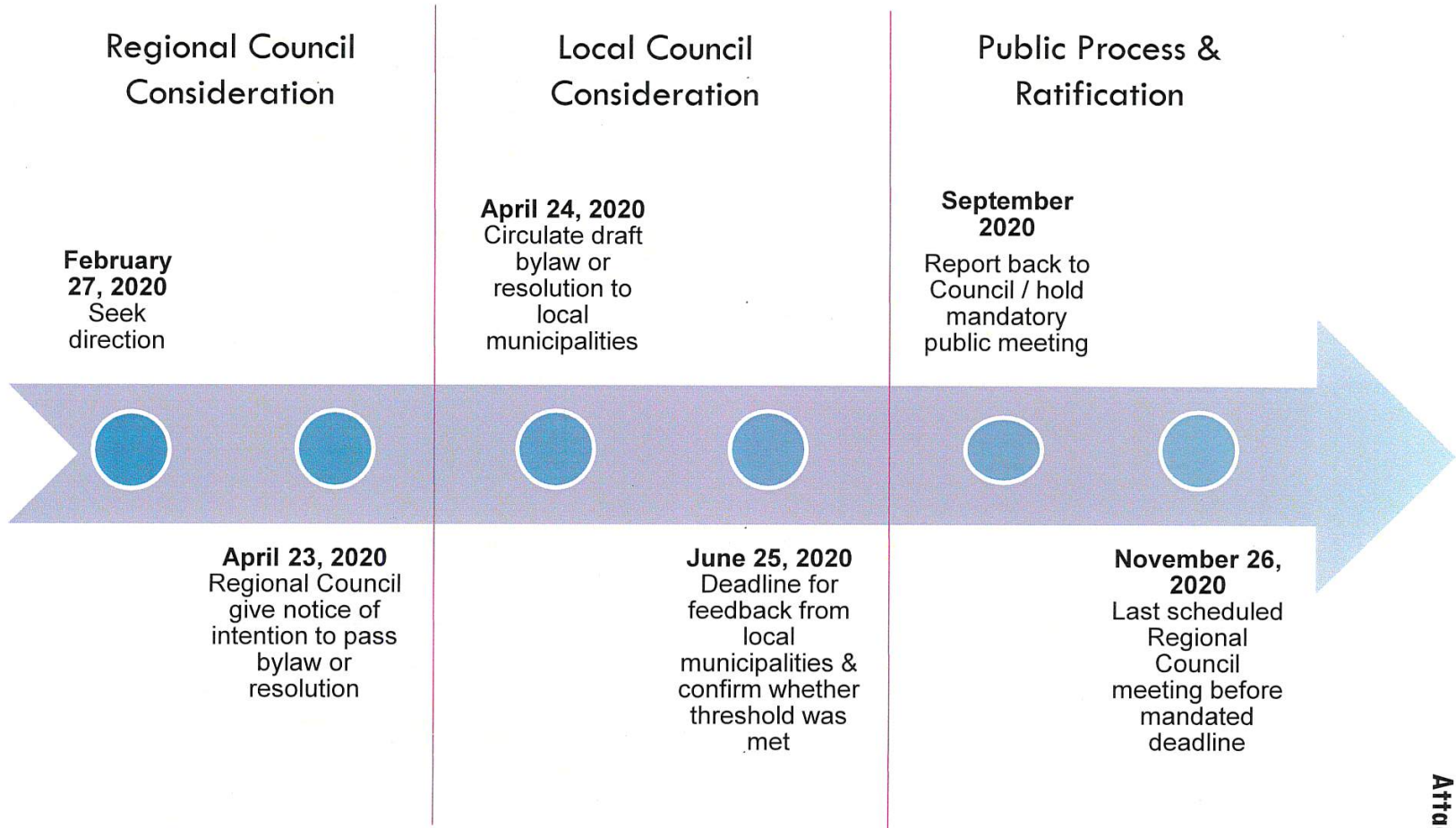
Failure to comply with the legislated process by the set deadline may result in the Minister enacting a regulation to unilaterally change the composition of Council.

For more information on this report, please contact Christopher Raynor, Regional Clerk at 1-877-464-9675 ext. 71300. Accessible formats or communication supports are available upon request.

Approved for Submission: **Bruce Macgregor**
Chief Administrative Officer

January 27, 2020
Attachments (2)
#10492009

PROPOSED TIMELINES

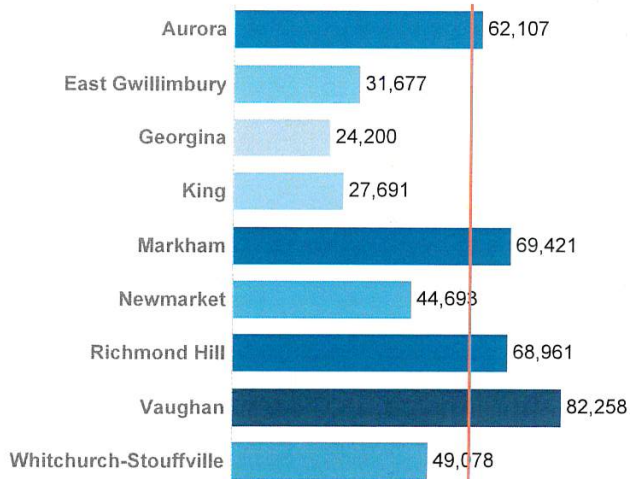


**December 7, 2020 - Provincially mandated deadline for passage of bylaw or resolution*

Structure of Regional Council - Representation by Population - Population Year 2018

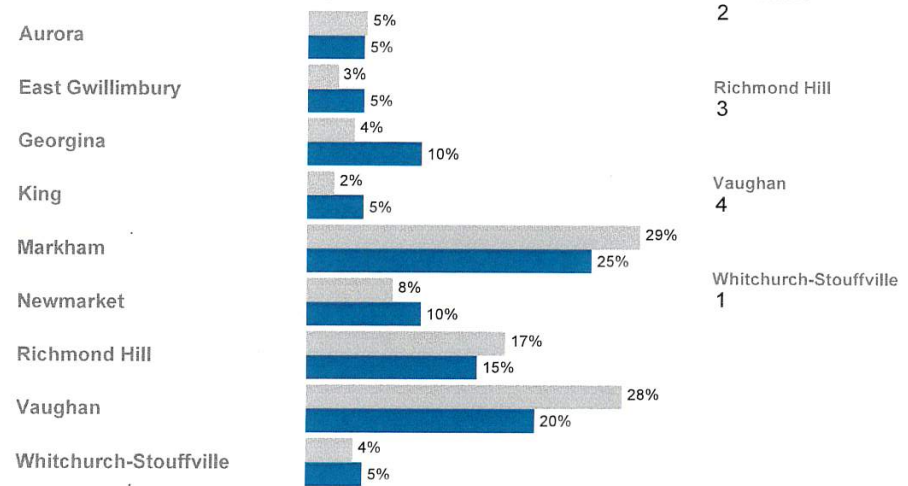
Municipality	# of Elected Members	Population	Population per Elected Member	% Population	% Representation	Year 2018
Aurora	1	62,107	62,107	5%	5%	Aurora 1
East Gwillimbury	1	31,677	31,677	3%	5%	East Gwillimbury 1
Georgina	2	48,399	24,200	4%	10%	Georgina 2
King	1	27,691	27,691	2%	5%	King 1
Markham	5	347,103	69,421	29%	25%	Markham 5
Newmarket	2	89,386	44,693	8%	10%	Newmarket 2
Richmond Hill	3	206,883	68,961	17%	15%	Richmond Hill 3
Vaughan	4	329,032	82,258	28%	20%	Vaughan 4
Whitchurch-Stouffville	1	49,078	49,078	4%	5%	Whitchurch-Stouffville 1
Total	20	1,191,358	59,568	100%	100%	

Population Per Elected Member



Average Population per Elected Member **59,568**

% Population and % Regional Representation



Legend % Population % Regional Representation

THE REGIONAL MUNICIPALITY OF YORK

BYLAW NO. 2020-XX

A bylaw to change the composition
of Regional Council

WHEREAS the *Municipal Act, 2001* (the "Act") permits an upper-tier municipality to change the composition of its council subject to the rules set out in Section 218 (1) of the Act;

AND WHEREAS Section 6 (1) of the *Municipal Elections Act, 1996* provides that the term of all offices to which that Act applies is four years, beginning on November 15 in the year of a regular election;

The Council of The Regional Municipality of York hereby enacts as follows:

1. That the composition of Regional Council be changed to increase the number of members representing the City of Vaughan from four (4) to five (5).
2. The additional member from the City of Vaughan shall first be elected in the 2022 regular municipal election and shall take office on November 15, 2022.

ENACTED AND PASSED on MONTH DATE, YEAR.

Regional Clerk

Regional Chair



**Town of Aurora
General Committee Report**

No. FIN20-009

Subject: 2021 Budget Process and Timeline

Prepared by: Rachel Wainwright-van Kessel

Department: Finance

Date: April 14, 2020

Recommendation

- 1. That Report No. FIN20-009 be received; and**
- 2. That the changes to the budget process and format be approved; and**
- 3. That the proposed budget timeline as detailed in Table 1 be approved.**

Executive Summary

This report outlines the changes proposed to the budget process for the 2021 to 2022 Budget:

- The operating budget reaffirmation process will focus on any changes to the previously approved 2021 and 2022 budget
- Previously approved capital projects and the 10-year plan will be presented together in the capital budget
- The capital budget will include all previously approved and proposed capital projects and their planned cash flows
- The in-year and annual financial reporting on the capital budget will be improved
- Reserve management will be improved by funding projects as the work is completed
- The 2021 Budget will bring the Town's operating and capital budgets together as a single package
- A December budget approval is proposed

Background

Town of Aurora is in the process of modernizing its budget process. As part of the 2020 budget process, Council approved the Town's first three-year multi-year operating budget. For the 2021 budget, the Town must establish a process to reaffirm the

April 14, 2020

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Report No. FIN20-009

operating budget as provincial legislation requires that multi-year budgets must be reaffirmed by Council on an annual basis.

It has been the Town's past best practice to review and approve its capital budgets prior to the commencement of its operating budgets review and approval.

Finance Advisory Committee reviewed the proposed changes to the budget process and the budget timeline at the March 10th meeting. Their recommendations to add a public consultation and additional review time for Budget Committee were added in the proposed timeline.

Analysis

The operating budget reaffirmation process will focus on any changes to the previously approved 2021 and 2022 budget

In December 2019 Council approved the 2020 to 2022 operating budget which included the same level of detail for each of the three years. The budget included the identification of all the resources, funds and staff, needed to deliver the Town's core services, manage growth and implement the new initiatives for each year.

A multi-year operating budget must be reaffirmed by Council on an annual basis. This means that as part of the 2021 budget process, Council will be asked to reaffirm the budget for years 2021 and 2022. However what will be different is the budget will only focus on any changes to the previously approved budget. This should streamline the outer-year operating budget review process.

Previously approved capital projects and the 10-year plan will be presented together in the capital budget

Traditionally in Aurora, the 10-Year Capital Investment Plan has included the current and future capital projects whereas the previously approved capital projects were reviewed separately in the semi-annual Capital Projects Close & Status Report. As of December 31, 2019 the Town of Aurora has \$113.4 million in open approved capital projects.

The 2021 10-Year Capital Budget will bring both of these items together to provide a clear picture of all the current open capital projects along with the forecasted capital plan. The budget will clearly show which capital was previously approved in prior years, what Council is being asked to approve for 2021, along with the forecast for the remaining years of the 10-year plan.

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Report No. FIN20-009

Showing the previously approved open capital projects in the budget will also provide an opportunity to confirm the budget required for these projects. This way if a previously approved capital project requires more or less funds to complete the project its approved budget can be updated on an annual basis through this budget process. These changes will be presented as a change to the previously approved budget. By following this process it will enable the Town to improve in-year and annual reporting on the Town's capital projects.

The capital budget will include all previously approved and proposed capital projects and their planned cash flows

In prior budgets the amounts shown in the 10-Year Capital Investment Plan have often reflected the full budget needed to complete the project. Some projects in the plan would take multiple years to complete but the budget was shown all in the first year. While it is important to understand the full planned cost of each project when making funding commitments, understanding the timing of the capital cash outflow is important for the effective management of reserves.

The 2021 10-Year Capital plan will be modernized to identify both the total project budget commitment along with the expected cash outflows for all capital projects. Council will still be asked to approve the full budget for each project as part of the proposed 2021 budget. This full budget will reflect the total budget that is being committed to the project. For projects which take multiple years to complete, the budget will also show how much is expected to be spent/completed in each year. This will reflect the actual planned cash outflows for the project and will be captured in the Town's 10-year capital plan and funded from reserves as they are expected to occur.

For example, the Town plans to build a new facility which will cost \$3 million. The project will include two distinct phases with the first being the design of the building at an estimated cost of \$0.5 million and the second for the construction of the building at a cost of \$2.5 million. The design phase of this project is expected to start and complete in 2021 while the construction is expected to start in 2022 and complete in 2023. In this example, Council would be asked to approve \$0.5 million in the 2021 budget for only the design of the project because no spending commitment is needed for the construction in 2021. The 2021 10-year capital plan would show the future planned spending of \$2.5 million over the two years the construction is expected to take place. In the 2022 budget Council would then be asked to add the construction portion to the budget commitment. At this time the design work would be able to inform the remaining budget needed to construct the facility. This project would be funded from reserves

April 14, 2020

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Report No. FIN20-009

according to staff's estimated actual cash outflows which are expected to take place over the next three years. Historically, the Town would fully fund each capital project's approved budget as it is approved regardless of when the funds are actually required to build the project.

The in-year and annual financial reporting on the capital budget will be improved

The changes to the capital budget will enable the Town to improve its in-year and annual reporting on capital projects. The budget will provide an annual opportunity to update the budget for existing and previously approved capital projects and provide the reasoning for any changes. The budget will also show the expected timing of the approved capital projects through each projects expected cash flows.

The annual budget will also include each capital project's planned expenditures for the first budget year 2021. This will enable the Town to provide regular in-year reporting to Council which will take a similar form to its existing Interim operating budget forecast. In 2021, the Town's interim forecast update report will offer updates relating to both the Town's operating and capital programs.

The traditional semi-annual Capital Projects Close & Status report will be replaced by a including the capital within the Town's interim forecast update reports.

In addition, knowing the planned cash outflows for capital will allow the Town to more closely present its budgets on a full accrual basis upon which the Town's audited financial statements are based. The Town will better understand how much capital is planned annually and will also be able to better forecast amortization from knowing when projects will be completed thus enabling the Town to also present the multi-year budget on a full-accrual basis.

Reserve management will be improved by funding projects as the work is completed

Currently the Town fully funds project budgets as they are approved. This method is effective when previously approved and future capital are reported separately. However, it becomes more challenging to appropriately manage reserves when the planned cash outflows are different from what is budgeted. For example, if a total budget of \$1 million is approved and immediately fully funded in a given fiscal year while the actual cash outflows for that year was only \$0.2 million, this would result in an understatement of the Town's ending reserve balance at fiscal year-end of \$0.8 million.

By bringing the approved and future capital plans together the Town can use better methods to manage its reserves and cash outflows. Effective January 1st, 2021 the Town will adopt a 'fund as the Town spends' funding strategy whereby it will only transfer funding to its capital projects based on the capital work which has been completed to date. This means each capital project's total funding will always be equal to its total expenditures. In an effort to align its previously approved open capital project funding with this methodology, all unspent project funding (as of the end of December 31, 2019) for these projects will be returned to their original reserve funding sources. These projects will then be funded periodically throughout the year based upon what is actually spent.

Using this method, the Town's reserve balances will more accurately reflect the amount of funds available at any given point in time and its capital plan will more accurately reflect when these funds planned to be used. This will significantly improve the overall cash management for the Town. As the Town will be able to obtain a better understanding of when cash is required to pay for capital projects.

The 2021 Budget will bring the Town's operating and capital budgets together as a single package

The budget presented later this year will include both the 2021 to 2022 operating and capital budgets, in addition to the Town's 2021 10-Year Capital Plan. The operating budget includes both the Town's tax levy and water, wastewater and storm water funded budgets.

Operating and capital budgets include elements which impact each other with the most important being reserve management. Water and tax reserves are funded accordingly from the Town's tax levy and rate funded operating budgets. These reserves are used to fund capital projects in current and future years. A change to how much is contributed to capital reserves will have a material impact on long-term reserve health.

The budget presented as one package can be more adaptable to managing a changing information technology market as more products are cloud based solutions. Traditionally, IT projects have been considered to be capital, however, cloud-based solutions have a lower initial capital investment where the on-going license/maintenance costs are higher. These ongoing costs belong in the operating budget. The 2021 budget must consider how to manage this changing market.

A December budget approval is proposed

Staff are proposing to aim for a December budget approval. This timing ensures that a budget is in place prior to the start of 2021 and also ensures the budget can include the latest assessment growth information.

Staff are planning a public session on June 2nd. This is public session provides residents, businesses and community groups an opportunity share their ideas with Council. Given the recent situation with COVID-19 staff are exploring alternative methods to gather feedback from the public should an in-person meeting not be an option.

Staff propose tabling the 2021 Budget at General Committee on October 20th, 2020. Then reviewing the budget over four weekly Budget Committee meetings on Monday evenings starting at 6pm. These meetings would run from Monday November 9th to Monday November 30th. These meetings will provide more time than was required last year to review the 2020 capital budget and operating budgets. Then the budget could be considered for approval on December 15th, 2020 at Council as shown in Table 1 below.

**Table 1
Proposed budget meeting schedule**

Meeting Description	Date
2021 Budget Public Session	Tuesday June 2 nd
General Committee – Budget Kickoff	Tuesday October 20 th
Budget Committee Reviews	Monday November 9 th Monday November 16 th Saturday November 21 st Monday November 23 rd Monday November 30 th
Council Approval	Tuesday December 15 th

The budget committee review meetings will include the review of the following content:

- 2021 to 2022 Operating Budget Reaffirmation

April 14, 2020

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Report No. FIN20-009

- Changes from the previously approved multi-year budget
- Community Partner Presentations
- 2021 Capital Budget and 10-Year Capital Plan
 - Repair and replacement capital projects
 - Growth and new capital projects
 - Studies and other capital projects

Finance will work with the Clerk's Office to coordinate the scheduling of these meetings.

Advisory Committee Review

Finance Advisory Committee reviewed the process changes and timeline presented in this report and provided feedback at the March 10th meeting. The feedback provided was included in this report.

Legal Considerations

None

Financial Implications

There are no financial implications at this time.

Communications Considerations

The Town of Aurora will use 'Inform' as the level of engagement for this project. There are five different levels of community engagement to consider, with each level providing the community more involvement in the decision making process. These levels are: Inform, Consult, Involve, Collaborate and Empower. Examples of each can be found in the Community Engagement Policy. These options are based on the International Association of Public Participation (IAP2) Spectrum and assist in establishing guidelines for clearly communicating with our public and managing community engagement. Staff will inform the public of the changes to the budget process by posting information to the Town website. The calendar of budget-related meetings will also be shared on the website and through social media.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

1. Council provide direction

Conclusions

The 2021 to 2022 Budget process and format be modernized to combine the operating and capital budgets into one package. By implementing these proposed improvements to the capital budget, the budget will become a complete document which includes all previously approved capital in addition to the proposed 10-Year Capital Plan. These improvements will also provide better cash flow information for financial reporting and reserve management.

Attachments

None

Previous Reports

FAC20-002 2021 to 2022 Budget Process

Pre-submission Review

Agenda Management Team review on April 7, 2020

Departmental Approval and Approved for Agenda

The report was approved by Rachel Wainwright-van Kessel, Director of Finance – Treasurer, and approved for the agenda by Doug Nadorozny, Chief Administrative Officer.



**Town of Aurora
General Committee Report**

No. FIN20-005

Subject: Administrative Changes to the Calculation and Collection of Development Charges under Bill 108 and Bill 138

Prepared by: Julie Tian, Specialist, Accounting

Department: Finance

Date: April 14 2020

Recommendation

- 1. That Report No. FIN20-005 be received; and**
- 2. That authority be delegated to the Treasurer to administer the charging of interest and setting of the rate pursuant to sections 26.1 and 26.2 of the *Development Charges Act, 1997*; and**
- 3. That a new development charge Administration Fee be approved for the processing and management of the requirements of Bills 108 and 138 to date.**

Executive Summary

The report provides an overview of the planned changes to the Town's administration of Development Charges in response to the legislative changes introduced by *Bill 108, More Homes, More Choice Act, 2019* ("Bill 108"), and further amended by *Bill 138, Plan to Build Ontario Together Act*, ("Bill 138"). The major changes introduced by these bills which took effect on January 1, 2020, include the freezing of development charge ("DC") rates for all types of developments and the option for payment of DCs and interests in annual instalments for Institutional, Non-profit, and Rental housing developments.

- Staff have consulted with York Region and other Ontario municipalities both in its interpretation of these legislative changes as well as in its recommended changes to the Town's administration of development charges.
- The freezing of development charges will occur on the date a site plan application or zoning by-law amendment application submission is deemed complete by the Planning and Development department, and be interpreted as the freezing of the entire DC by-law.

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- Charging interest on frozen and phased development charges as permitted by the legislation could help mitigate negative financial impacts of Bill 108 and encourage timely development, while providing transparency and certainty to developers.
- Changes are required to application submission requirements and administrative responsibilities in order to control DC freeze discrepancies and track instalment payments.
- As the ongoing incremental administrative burden resulting from Bills 108 and 138 is anticipated to be material, staff are recommending the creation of a new DC Administrative Fee.
- There are further amendments to legislation that were included in Bill 108 that have not yet been proclaimed.

Background

On June 6, 2019, *Bill 108 “More Homes, More Choices Act, 2019”* received Royal Assent. The Act proposed changes to the *Development Charges Act (“DCA”)* and *Planning Act*.

On December 10, 2019, *Bill 138 “Plan to Build Ontario Together Act, 2019”* received Royal Assent, introducing modifications to Bill 108.

On December 20, 2019, O/Reg. 454/19 under the DCA was filed specifying the definition of Institutional, Non-profit, and Rental developments.

The provisions which came into force on January 1, 2020 are:

- For all developments, the amount of DCs payable is determined and frozen on the day a Site Plan Application or Zoning By-law Amendment Application is made, as provided for in Section 26.2(1) of the DCA.
- On the date on which the application is approved by Council (or where delegated, by the Director of the Planning and Development department), a two-year period begins.
- DCs payable for building permits issued within the two-year period will be charged at the frozen rate determined on the day of Site Plan Application or Zoning By-law Amendment was made.
- DCs payable for building permits issued after the two-year period will be updated to the prevailing rate and by-law at the time of the building permit issuance.
- Residential, Commercial, and Industrial developments will continue to pay full amount of DCs owing at the time of building permit issuance.

- For Institutional, Non-profit, and Rental developments, the Town can charge interest on the DCs payable, as permitted under Sections 26.1(7) of the DCA. The Province has not prescribed any restrictions on the interest rate and policy. DC payments will commence at the earlier of date of Occupancy Permit Issuance or Date of Occupancy.
- For Institutional and Rental developments, DC is payable in six equal annual instalments over five years.
- For Non-profit developments, DC is payable in 21 equal annual instalments over 20 years.

On January 1, 2020 York Region introduced a mandatory form as an interim measure for all regional municipalities to use to track the freezing of rates.

On February 27, 2020 York Region Council approved the report “Potential Development Charge Bylaw Amendment and Interest Policy – Bill 108, More Homes, More Choices Act, 2019” as well as an interest policy addressing changes introduced by Bill 108 and Bill 138.

Analysis

Staff have consulted with York Region and other Ontario municipalities both in its interpretation of these legislative changes as well as in its recommended changes to the Town’s administration of development charges

Drawing upon these consultations, staff have derived the following recommendations:

1. The Town will interpret “freezing” of DCs as the freezing of the entire DC By-law.
2. DCs will be payable at the frozen rate within two years starting from the date the application is approved by Council (or where delegated, the Director of Planning and Development) *O. Reg. 82/98*.
3. The Town’s applicable interest rate and policy will mirror York Region’s Interest Rate Policy and update with any changes made thereto.
4. Administrative changes will be required for various departments such as:
 - Additional requirements determined by the Planning and Development department at the Site Plan or Zoning By-law Application stage to minimize or

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- eliminate the time gap and rate discrepancy between the freezing of DCs and the start of the two-year period, during which DCs are payable at the frozen amount.
- A level of service will be defined by the Planning and Development department to regulate the time gap between when an application submission is made and the approval of the application.
 - Completion of new prescribed DC forms by York Region at the time of Site Plan or Zoning By-law Application.
 - New administrative fee to recover additional administrative costs and staff time spent on tracking and preparing DC and interest payments.
5. A policy to introduce the above changes is preferred to a DC By-law amendment as it is faster and will sufficiently address and enforce the necessary administrative changes.

The freezing of development charges will occur on the date a site plan application or zoning by-law amendment application submission is deemed complete by the Planning and Development department, and be interpreted as the freezing of the entire DC by-law.

Bill 108 introduces the “freezing” of DCs payable on the day a site plan application or zoning by-law amendment application is submitted. The Bill does not specify what aspect of DCs are frozen. The Town will interpret “freezing” as the freezing of the Town’s entire DC By-law at the time an application submission is deemed complete by the Town. This includes but is not limited to DC rates, exemptions, and credits in place at the time. This interpretation is supported by the majority of municipalities in Ontario.

Charging interest on frozen and phased development charges as permitted by the legislation could help mitigate negative financial impacts of Bill 108 and encourage timely development, while providing transparency and certainty to developers

Charging interest on frozen and phased development charges is permitted by the legislation. Staff recommend that an interest charge be applied to both its frozen and phased development charges payable. Charging interest on frozen development charges can help encourage timely development, because the interest owed will continue to accumulate until a developer pulls a building permit to begin construction. This also helps ensure costs are not unfairly passed on to future development.

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The Town will mirror York Region's interest policy as it will decrease administrative costs in the short-term related to the development of the Town's own full DC interest policy and in the long-term by minimizing staff resources spent on ongoing DC interest calculations at the Town and Regional levels throughout each DC agreement's payment period.

As per its recently tabled interest rate policy:

- York Region proposes that an interest of five percent be charged on the frozen DCs payable determined on the day of application submission for all developments, compounded annually.
- Interest begins accruing on the date the application is made.
- For non-phased developments, interest becomes payable at the time of building permit issuance.
- For phased developments, interest payment is made with annual DC instalment payments.
- The rate applicable from the beginning on the date of application when the DC payable is frozen until the date the total accrued amount of DCs and interest is fully paid remains unchanged at five percent.
- York Region has based its recommended interest rate on the average historical growth in the Statistics Canada Non-residential Building Construction Price Index for Toronto plus consideration based on the average historical fluctuation to the index to mitigate the risk of cost fluctuations to the Region.

This interest rate and policy may be updated by York Region Council at any time and any new interest rate applied on a going forward basis, including all active developments.

Interest on DCs payable would not apply to any of the Town's existing DC deferral agreements that have been entered into prior to January 1, 2020 nor any current or future DC deferral agreements entered into under the Town's Major Office Developments Policy. For current or future developments that take advantage of any other Town or Region development charge relief or incentive they would only be subject to interest on the frozen portion of their development charges.

For comparison purposes, as of January 1, 2020 the City of Toronto began charging interest for both frozen and phased development charges. For frozen development charges, the City of Toronto is charging a rate of 1.5% per month capped at their

scheduled rate increase in November 2020. In the instances of the phased development charges, the City of Toronto is charging:

- With security, its cost of capital.
- Without security, the higher of the Canadian Bank Prime rate plus 5% or the market rate for construction financing.

Changes are required to application submission requirements and administrative responsibilities in order to control DC freeze discrepancies and track instalment payments

Since DCs payable is frozen on the day the application is deemed complete, and the two-year frozen rate window begins on the day the application is approved, there is an indefinite period during which DCs payable for a particular development are frozen.

Site Plan Application and Zoning By-law Amendments will now be subject to additional quality requirements at their time of submission in order to minimize or eliminate the time gap and rate discrepancy between the freezing of DCs payable and the start of the two-year frozen period. During this two-year period, DCs payable is frozen at the rate and by-law in effect at the time of complete application. Applications may take up to two years to be approved, which can result in significant discrepancies in DCs as frozen rates do not reflect the prevailing cost of infrastructure. Consequently, it is important that any time gaps be minimized through ensuring that every development application received is not deemed as submitted or complete until it is of a desired level of quality defined by the Planning and Development department and the Planning Act. The additional application submission quality requirements will be identified by the Planning & Development Department.

Beginning on January 1, 2020, York Region now requires the completion of a DC form at the time of Site Plan application or Zoning By-law application submission by the Town. This form is to be completed by the Planning and Development department and reviewed by the Finance department prior to submission to York Region. In any instances where a development application's DC form is deemed to be incomplete, the form will not be accepted, meaning any DCs relating to the associated development application will not be calculated or frozen until such time the form is deemed to be complete and accepted. At the time of application submission, the applicant must clarify on the form if the development is one of the three developments eligible for instalment payments. As per its own policy, the Town will modify or compliment York Region's

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existing DC form in order to capture the Town's DC information in addition to the Region's.

As the ongoing incremental administrative burden resulting from Bills 108 and 138 is anticipated to be material, staff are recommending the creation of a new DC Administrative Fee

Staff anticipate that it will experience material incremental administrative workload requirements in its management of both its frozen and phased in DC payable elements. In an effort to recover the administrative cost of tracking frozen rates, instalment payments, and interest charges, staff recommend that a new DC Administration Fee of \$1,600.00 be established. This fee would be payable at the time of development application submission. York Region has recently introduced a similar DC Administration Fee of \$1,500.00 for the same purpose of recovering its costs of this nature.

There are further amendments to legislation that were included in Bill 108 that have not yet been proclaimed

Other sections of Bill 108 that include further legislation amendments, such as a prescribed range of percentages for the interest charged on DCs and details of the Community Benefits Regime have not yet been proclaimed. Staff anticipate these changes may be proclaimed later in the year. Staff will continue to monitor the legislative, participate in any consultative process that is initiated and regulatory changes and report back to Council as appropriate.

Advisory Committee Review

Not applicable.

Legal Considerations

Legal considerations have been made throughout this report.

Financial Implications

The freezing and deferred instalment payment of DCs will negatively affect the amount and timing of DC collections, cash flow, and the Town's ability to fund growth and new projects. As a result, the Town may experience instances where its revenue from DCs

are insufficient in meeting its identified growth and new capital commitments. In such instances, the Town will be required to accept less favourable funding strategies such as the use of tax levy dollars or the taking on of additional debt, or possibly the deferral of planned work into the future at an impact to the Town's existing levels of service.

The tracking of frozen rates, application timelines, and instalment payment plans will increase administrative costs. However, the proposed interest charge on frozen and phased DCs payable as well as the recommended DC Administration Fee revenues will partially offset this additional cost. Both of these new revenues would be allocated toward DC reserves in an effort to mitigate the impacts of the Bills.

Communications Considerations

Based on the IAP2 (International Association of Public Participation) Spectrum and the Town of Aurora Community Engagement Framework, the Town of Aurora will use the following level of engagement: Inform. The Town will inform the community by posting this report and any changes to the Development Charges (DC) or amendments to the DC By-law on the Town's website.

Link to Strategic Plan

None

Alternative(s) to the Recommendation

1. That the Town uses an interest rate and policy different from the Region, such as a floating rate, or eliminate interest requirements for deferred DCs.
2. That the Town do not charge an additional administrative fee for the tracking and preparation of DCs payable and interests.

Conclusions

In an effort to address the many administrative changes to the Town arising from the Bill 108 and Bill 138 legislative changes to date, staff recommend that the Town proceed with the development of a policy. A policy will accomplish the following:

- Provide internal and external stakeholders with a clear and consistent framework for the application and administration of all new provisions introduced to date by the

recent proclaimed legislation changes. These provisions include the freezing of DC amounts payable, phasing (instalment payment plans) of payments for eligible developments, and an ability to charge interest on DC amounts payable;

- Introduces administrative procedures to improve tracking of application and payment timelines;
- Authorizes and outlines how the Town will administer interest on its frozen and phased DC amounts owing; as well as introduces a new DC Administration Fee which will partially recover the Town's decreased DC cash flows and overall reduced DC revenues that will result from the frozen and phased in DC amount owing legislative requirements.

Attachments

None

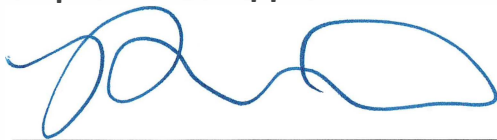
Previous Reports

None

Pre-submission Review

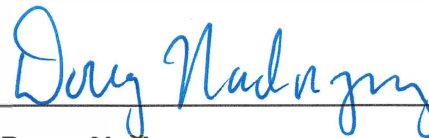
Agenda Management Team review on March 4, 2020

Departmental Approval



Rachel Wainwright-van Kessel, CPA, CMA
Director of Finance/Treasurer

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Notice of Motion	Mayor Tom Mrakas
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Date: April 14, 2020

To: Members of Council

From: Mayor Mrakas

Re: **Financial Support of the Aurora Cares Community Action Team**

Whereas the COVID-19 pandemic will have a significant impact on the most vulnerable and at risk in our community; and

Whereas the Aurora Cares Community Action Team has recently been created to assess the needs of the most vulnerable and at risk in our community and help fill in the gaps where needed; and

Whereas the Aurora Mayor's Charity Golf Classic fund's balance of \$59,286 is sufficient to accommodate a \$25,000 contribution to the Aurora Cares Community Action Team;

1. Now Therefore Be It Hereby Resolved That \$25,000 be transferred from the Aurora Mayor's Charity Golf Classic Fund to the Aurora Cares Community Action Team in support of its identified initiatives; and
2. Be It Further Resolved That the Aurora Cares Community Action Team report back to Council on its results achieved from these transferred monies.