



GENERAL COMMITTEE MEETING AGENDA

TUESDAY, DECEMBER 1, 2015

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
GENERAL COMMITTEE MEETING
AGENDA**

Tuesday, December 1, 2015
7 p.m.
Council Chambers

Councillor Humfryes in the Chair

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

5. DELEGATIONS

- (a) **Mike Scanlon, Resident**
**Re: Traffic Concerns on John West Way, Civic Square Gate and
Hollandview Trail**

pg. 1

6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR

7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

8. NOTICES OF MOTION

9. NEW BUSINESS/GENERAL INFORMATION

10. CLOSED SESSION

11. ADJOURNMENT

AGENDA ITEMS

- 1. BBS15-016 – Request for Sign Variance to Sign By-law No. 4898-07.P for the McDonald’s at 229-239 Earl Stewart Drive** pg. 2

RECOMMENDED:

THAT Report No. BBS15-016 be received; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a second wall sign on east elevation of McDonald’s at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P restricts the number of wall signs on this elevation to one wall sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow three wall signs on the south elevation of McDonald’s at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P does not allow any wall signs on this elevation, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a wall sign on west elevation of McDonald’s at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P does not allow any wall signs on this elevation, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit two pre-menu board signs for the McDonald’s drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P only allow for one pre-menu board sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit two menu board signs for the McDonald’s drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P allows only for one menu board sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit each menu board sign to have a sign area of 4.6 m² for the McDonald’s drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P allows a maximum sign area of 4.0 m² for menu board signs, be approved.

- 2. BBS15-017 – Parking Permit Program** pg. 12

RECOMMENDED:

THAT Report No. BBS15-017 be received; and

THAT fifteen (15) parking spaces at the Town Park be offered to residents living in close proximity as part of the Parking Permit Program; and

THAT staff bring forward to a future Council meeting amendments to the Parks By-Law Number 4283-01.P to restrict parking around Town Park to three (3) hours, Monday to Friday, between the hours of 6:00 a.m. and 6:00 p.m.; and

THAT staff be authorized to expand the Automated Issuance Management System (AIMS) program to a comprehensive Parking Permit Management Solution providing for just-in-time and special consideration parking permits.

3. CFS15-051 – Interim Operating Budget Forecast – as at September 30, 2015 pg. 20

RECOMMENDED:

THAT Report No. CFS15-051 be received for information.

4. CFS15-052 – 2015 Operating Surplus/Deficit Control By-law pg. 30

RECOMMENDED:

THAT Report No. CFS15-052 be received; and

THAT By-law Number 5783-15 be adopted to authorize the Treasurer and the Chief Administrative Officer to make any necessary year-end financial adjustments and to allocate any 2015 Operating Fund surplus in the following order of priority:

- i. That any unspent funds from various reserve funds allocated in the 2015 Budget for specific expenditures be returned to the respective original reserve fund sources from which they came; and
- ii. That any net Building Permit revenue surplus/deficit be allocated to/funded from the Building Permit Fees Reserve; and
- iii. That the remainder of any surplus be allocated to budget carry-forward items, being Council approved special projects or initiatives funded in the Operating Fund in the subject year, but not started by year end; and
- iv. That up to a maximum of \$370,000.00 of any then remaining surplus be allocated to the Tax Rate Stabilization Reserve Fund to assist with the stabilization of tax rates in future years which may be subject to fluctuations due to significant changes in service levels or municipal costs, or changes in expected revenues; and

- v. That the remainder of any surplus be allocated proportionately to the tax rate funded Repair & Replacement reserves; and

Or, alternatively, in the event of a year-end operating deficit, that adjustments i, and ii above are authorized, with the remaining net shortfall being funded from the Tax Rate Stabilization reserve; and

THAT the provisions made within By-law Number 5783-15 be adopted to authorize the Treasurer and the Chief Administrative Officer to allocate any 2015 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and

THAT the adjustments authorized herein are to occur with an effective date of December 31, 2015, and which may be made prior to or after December 31, 2015; and

THAT the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been performed.

5. CFS15-053 – Creation of One Additional Reserve Fund Account pg. 36

RECOMMENDED:

THAT Report No. CFS15-053 be received; and

THAT By-law Number 5784-15, a by-law to amend the Reserve Fund By-law Number 5553-13 to add the Community Benefit Contributions reserve fund schedule, be adopted.

6. CFS15-054 – 2016 Interim Property Tax Levy pg. 40

RECOMMENDED:

THAT Report No. CFS15-054 be received; and

THAT By-law Number 5786-15 be adopted to authorize the levying of 2016 interim property taxes on all rateable properties and to establish installment due dates.

7. LLS15-065 – Publication of Council Voting Records pg. 43

RECOMMENDED:

THAT Report No. LLS15-065 be received; and

THAT a record of recorded vote taken at Council meetings on or after January 1, 2015, be published on the Town's website in the same format as Attachment 1 to Report No. LLS15-065; and

THAT staff be authorized to amend the method of publishing the record of recorded votes upon implementation of any upgrades to the Council Chamber Audio-Video System, or upon implementation of an electronic meeting management system, provided that either system is capable of providing a similar reporting function and information as referred into Report No. LLS15-065.

8. PL15-093 – Applications for Exemption from Part Lot Control pg. 55
TACC Developments (Aurora) Inc.
Blocks 157 and 158, Plan 65M-4424
File No.: PLC-2015-10

RECOMMENDED:

THAT Report No. PL15-093 be received; and

THAT the Application for Exemption from Part Lot Control submitted by TACC Developments (Aurora) Inc. to divide Blocks 157 and 158 on Plan 65M-4424 in to fourteen (14) separate lots for townhouse units be approved; and

THAT the Part Lot Control Exemption By-laws be enacted at the next available Council meeting.

9. PL15-095 – Official Plan Amendment pg. 63
Ancillary Uses Policy – Business Park
2C Secondary Plan Aurora
File No. OPA-03-2015

RECOMMENDED:

THAT Report No. PL15-095 be received; and

THAT an amendment to the Aurora 2C Secondary Plan in order to limit the amount of Ancillary Uses in the Business Park to fifteen percent (15%) of the Employment Area be approved; and

THAT the by-law to adopt the Official Plan Amendment be presented at a future Council meeting for enactment.

- 10. PL15-096 – Community Improvement Plan Incentive Program Application** pg. 66
PMK Capital Inc.
95 Wellington Street East
File No. CIP-2014-02

RECOMMENDED:

THAT Report No. PL15-096 be received; and

THAT the application made by PMK Capital Inc. for the Tax-Based Redevelopment Grant be approved.

- 11. PL15-097 – Planning Applications Status List** pg. 74

RECOMMENDED:

THAT Report No. PL15-097 be received for information

- 12. PR15-040 – Purchase Order Increase for Cultural Precinct Consultant** pg. 109

RECOMMENDED:

THAT Report No. PR15-040 be received; and

THAT the Purchase Order for Fotenn Consultants Ltd. be increased by \$21,185.00, excluding taxes, to be funded from the Tax Rate Stabilization Reserve Fund.

- 13. PR15-041 – Amendment to Lease Agreement: Vending and Concessions** pg. 113

RECOMMENDED:

THAT Report No. PR15-041 be received; and

THAT an Amendment to the Lease Agreement between the Town of Aurora and Global Brand Foods Inc. for the lease of space in Town facilities for the operation of concession stands, as well as the lease of space in various Town facilities for the operation of snack food and beverage vending machines be approved; and

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same.

14. PR15-043 – ActiveNet Agreement pg. 117

RECOMMENDED:

THAT Report No. PR15-043 be received; and

THAT the Director of Parks and Recreation Services be authorized to enter into an agreement with Active Network for the use of the “ActiveNet” recreation program and facility rental registration system under the single source provisions of the Procurement By-law; and

THAT the Director of Parks and Recreation Services be authorized to enter into a Service agreement for \$33,000.00 + HST with Active Network for the upgrade from the existing “Class” system to the new “ActiveNet” system under the single source provisions of the Procurement By-law, including any and all documents and ancillary agreements required to give effect to same.

15. Accessibility Advisory Committee Meeting Minutes of November 4, 2015 pg. 121

RECOMMENDED:

THAT the Accessibility Advisory Committee meeting minutes of November 4, 2015, be received for information.

16. Environmental Advisory Committee Meeting Minutes of November 5, 2015 pg. 124

RECOMMENDED:

THAT the Environmental Advisory Committee meeting minutes of November 5, 2015, be received; and

THAT the Environmental Advisory Committee recommend to Council:

**1. Correspondence from Melville James, EAC Member
Re: Proposed Environmental Seminar/Forum**

THAT \$1,000 from the 2016 Environmental Initiatives budget be allocated to the 2016 Community Environmental Forum.

New Business Motion No. 1

THAT staff be directed to report back to the Environmental Advisory Committee on the feasibility of prohibiting the use of plastic water bottles in Town facilities.

- 17. Economic Development Advisory Committee Meeting Minutes of November 12, 2015** pg. 128

RECOMMENDED:

THAT the Economic Development Advisory Committee meeting minutes of November 12, 2015, be received for information.

- 18. Community Recognition Review Ad Hoc Committee Meeting Minutes of November 17, 2015** pg. 132

RECOMMENDED:

THAT the Community Recognition Review Ad Hoc Committee meeting minutes of November 17, 2015, be received; and

THAT the Community Recognition Review Ad Hoc Committee recommend to Council:

1. Round Table Discussion

THAT the following four (4) members of the Committee who are Citizen of the Year recipients comprise the Selection Committee for the 2015 Community Recognition Awards: Diane Buchanan, Steve Hinder, Brian North, and Jo-anne Spitzer.

New Business Motion No. 1

THAT the Community Recognition Review Ad Hoc Committee be restructured into an Advisory Committee to meet regularly, with the same membership, and a new Terms of Reference for the remainder of the 2014-2018 Term of Council.



15 NOV 24 4:38PM '05

Legal and Legislative Services
905-727-3123
CSecretariat@aurora.ca
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

DELEGATION REQUEST

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:

SUBJECT: Traffic concerns/safety on John West Way and Civic Square Gate/Hollandview trail

NAME OF SPOKESPERSON: Mike Scanlon

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Residents of the community located on John West Way and Civic Square Gate/Hollandview trail have signed a petition asking the town to implement traffic calming measures to make our community safer.

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with a Town staff or Council member regarding your matter of interest?

YES NO

IF YES, WITH WHOM?

Tom Mrakas / John Abel

DATE: Nov 23rd
10:00 am

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.



TOWN OF AURORA

GENERAL COMMITTEE REPORT No. BBS15-016

SUBJECT: *Request for Sign Variance to Sign By-law No. 4898-07.P
for the McDonald's at 229-239 Earl Stewart Drive*

FROM: *Techa van Leeuwen, Director of Building and Bylaw Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. BBS15-016 be received; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a second wall sign on east elevation of McDonald's at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P restricts the number of wall signs on this elevation to one wall sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow three wall signs on the south elevation of McDonald's at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P does not allow any wall signs on this elevation, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a wall sign on west elevation of McDonald's at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P does not allow any wall signs on this elevation, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit two pre-menu board signs for the McDonald's drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P only allow for one pre-menu board sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit two menu board signs for the McDonald's drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P allows only for one menu board sign, be approved; and

THAT a request for variance to Sign By-law No. 4898-07.P to permit each menu board sign to have a sign area of 4.6 m² for the McDonald's drive thru facility located at 229-239 Earl Stewart Drive, whereas Sign By-law No. 4898-07.P allows a maximum sign area of 4.0 m² for menu board signs, be approved.

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Report No. BBS15-016

PURPOSE OF THE REPORT

To evaluate the applicant's request and make recommendations on variances to Sign By-law No. 4898-07.P, for the number of wall signs and pre-menu board signs as well as the number and area of menu board signs.

BACKGROUND

Building and Bylaw Services is in receipt of a sign variance application from Permit World Inc. on behalf of the Skygrove Development Inc. to allow additional wall signs, menu board signs and pre-menu board signs for a single-tenant building within the new commercial development located at 229-239 Earl Stewart Drive. The development is within a C5-4 Industrial Commercial Exception Zone.

This commercial development is bound by Bayview Avenue to the east, Earl Stewart Drive to the west, Pedersen Drive to the south and a commercial development to the north. Access to the site is provided by two driveways, the main entrance from Pedersen Drive with a secondary entrance from Earl Stewart Drive.

There are three commercial buildings proposed on this site identified as buildings A, B and C on the attached site plan (Attachment No. 1). McDonald's is located in building 'A' which is a single-tenanted building in the south-east corner of the development. The building is facing a parking lot to the north and to the west. The building permit for building 'A' was issued on July 29, 2015. The entrance to the drive-thru facility of this building is located on the west side of the building adjacent to the Pedersen Drive entrance. The building is under construction and is expected to be occupied by the end of this year.

A sign permit was issued on September 30, 2015 for multiple wall signs on the north elevation facing the parking lot where the main entrance to the building is located, one wall sign on the east elevation facing Bayview Avenue and one pre-menu board sign for the drive-thru facility of the subject building.

The applicant is requesting sign variances to allow one additional wall sign on the east elevation, three wall signs on the South elevation, one wall sign on the west elevation as well as two menu board signs each having a sign area of 4.6 m² and one additional per-menu board sign for the drive-thru facility of the subject building.

COMMENTS

The proposed signs are consistent with signage displayed on the approved site plan application.

This commercial development was subject to a site plan approval process. The site plan

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Report No. BBS15-016

approval was granted by Council on March 31, 2015 for the proposed development. The requested signs are consistent with the signage shown on the approved site plan drawings. The Site Plan application for this development was also subject to review by the controlling Architect.

The requested wall signs will allow better identification of the business and will have no negative impact to the residential neighbourhood.

There are two entrances to this development, one from Earl Stewart Drive and the other one from Pedersen Drive. The rear wall of the building is exposed to Pedersen Drive where the applicant is requesting a variance to install three wall signs to better identify the business to potential customers who are approaching this development from Pedersen Drive and the adjacent commercial development on the south side of Pedersen Drive. The requested sign on the west elevation would assist customers in identifying the business who are approaching the development eastbound on Pedersen Drive as well as customers frequenting building 'C'. The request for an additional wall sign on the East elevation displays the corporate golden arches and is placed adjacent to a second public entrance. Considering the topography of the site, the additional sign requested on this elevation would be barely visible from the residential neighbourhood on the east side of the Bayview Avenue.

The requested variances for wall signs are consistent with other approved signage for the commercial developments along the west side of Bayview north of Wellington.

The requested variances for wall signs are consistent with the approved signs on the similar single-tenanted buildings along the west side of Bayview, north of Wellington Street such as CIBC Bank, Bank of Montreal, East Side Mario, Sobeys and LA Fitness. In these instances, sign variances have been granted allowing wall signs on the additional elevations of single-tenanted buildings where the building faces multiple streets, a parking lot or other commercial buildings within the same development.

The site plan was approved with two stacking lanes for the drive-thru facility providing greater customer service and it will require the additional signage to function and serve the purpose.

Two stacking lanes will increase the speed in which customers can order. These stacking lanes had been identified on the approved site plan and in order to function properly each stacking lane would require its own menu board and pre-menu board signage. This requires that a variance be granted for the number of menu board and pre-menu board signs. Without these signs the second stacking lane will not serve its intended purpose of improving customer service

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Report No. BBS15-016

Under the proposed changes to Sign By-law 4898-07.P, sign variances would not be required for the wall signs and number of menu board and pre-menu board signs as proposed.

Sign By-law 4898-07.P is currently under review. The proposed changes to Sign By-law 4898-07.P would allow commercial buildings to have wall signs on all elevations as long as they don't exceed the maximum area specified in the By-law. The aggregate area of all signs on each elevation does not exceed the maximum allowed sign area and therefore variances would not be required for the wall signs. The proposed changes to the By-law would also allow one menu board and one pre-menu board sign per "stacking lane" rather than "drive-thru facility" and this would eliminate the need for sign variances with respect to the number of these signs on this application. Under the proposed Sign By-law only the menu board sign area would require a variance.

The following table compares the proposal to the Sign By-law No. 4898-07.P:

Wall Signs:

Elevation	Number of Signs		Wall Coverage		Total Sign Area	
	Proposed	Allowed	Proposed	Allowed	Proposed	Allowed
North	Multiple wall signs approved	No limit subject to Max. area	2.9%	20%	10.11 m ²	33.34 m ²
East	1 Approved* 1 Proposed	1	3.34%	20%	3.48 m ²	9.99 m ²
South	3 Proposed	0	2.21%	20%	7.70 m ²	33.34 m ²
West	1 Proposed	0	1.24%	20%	1.30 m ²	10.06 m ²

*Sign Permit has been issued

Menu Board and Pre-menu Board Signs:

Sign Type	Number		Area	
	Proposed	Allowed	Proposed	Allowed
Pre-menu Board	1 Approved* 1 Proposed	1	1.08 m ² each	2 m ² each
Menu Board	2 Proposed	1	4.6 m² each	4 m² each

* Sign Permit been issued

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Report No. BBS15-016

The following table provides the criteria for assessing Sign By-law No. 4898-07.P variance approvals.

Table for Evaluating Sign Variance Criteria	
Criteria	Comment
<p>1. Physical difficulties <i>Where due to special circumstances, pre-existing condition of the building, layout or topography of the subject land, it is difficult to comply with the provisions of the Sign By-law.</i></p>	<p>Considering the topography of the site, the subject building does not have good exposure to Bayview Avenue. Granting the sign variance would aid in ensuring the business remains successful in its operation.</p>
<p>2. Consistency with the architectural features of the building <i>Where the proposed sign blends well with the architectural features of the building and granting the sign variance will result in a more aesthetically pleasing visual appearance of the building for the community.</i></p>	<p>The requested signs are consistent with signage displayed on the approved site plan application which was also subject to review by the controlling Architect. Two stacking lanes had been identified on the approved site plan.</p>
<p>3. Consistency with the character of the neighbourhood <i>Where the Sign Variance, if granted, will not alter the essential character of the neighbourhood and will have no adverse impact on the Town's cultural heritage</i></p>	<p>The requested signs are consistent with other signs for the commercial developments along the West side of Bayview North of Wellington.</p>
<p>4. No adverse impact to the adjacent property or general public <i>Such adverse impact may include but is not limited to: illumination, obstruction of other signage, obstruction of natural light, distance to the adjacent buildings and properties, etc.</i></p>	<p>The requested signs are either facing away from residential properties or not visible from the residential development and therefore no adverse impact is anticipated.</p>
<p>5. Adherence to Corporate Branding <i>Where not granting a Sign Variance results in a conflict in corporate branding requirements such as updated/new logos or trademarks.</i></p>	<p>The requested signs are in adherence to corporate branding.</p>
<p>6. Impact on safety, traffic and accessibility <i>The proposed Sign Variance, if granted, will not increase fire or traffic hazard or otherwise endanger public safety or negatively impact accessibility.</i></p>	<p>The requested signs will not increase fire or traffic hazards or otherwise endanger the public safety.</p>
<p>7. Result in greater convenience to the public <i>Granting of the variance will result in greater convenience to the public in identifying the business location for which a sign variance is sought.</i></p>	<p>Granting this variance will result in the public being able to better identify the business, especially for potential customers who are approaching this development from Pedersen Drive. The additional stacking lane will also increase the speed in which customers can order.</p>

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Report No. BBS15-016

Variations requested:

Sign variations requested to allow one additional wall sign on the east elevation, three wall signs on the south elevation and one wall sign on the west elevation. whereas Sign By-law No. 4898-07.P allows wall signs on one elevation of a single-tenanted building plus one additional sign on the other elevations where the building is located on a corner or through lot.

Sign variations also requested for two menu board signs with the sign area of 4.6 m² and one additional pre-menu board sign. Whereas Sign By-law No. 4898-07.P allows for one pre-menu sign and one menu board sign with the maximum area of 4.0 m².

LINK TO STRATEGIC PLAN

Approving the requested variance to Sign By-law No. 4898-07.P supports the Strategic Plan goal of **Enabling a Diverse, Creative and Resilient Economy** through its accomplishment in satisfying requirements of the objective **supporting small business and encouraging a more sustainable business environment.**

FINANCIAL IMPLICATIONS

Nil.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

- 1- Council could deny the requested variations and impose the provisions of the Sign By-law. This would prevent the installation of the additional signs. In this case there would not be any business identification on Pedersen Drive where the main access driveway is located. This would also defeat the purpose of having a second stacking lane which could result in slower drive-thru service and a longer lineup in the drive-thru facility.
- 2- Council could choose to approve some but not all the requested wall signs. In this case Council should provide direction on which proposed signs they are approving.

CONCLUSIONS

Staff determined that the variations being sought are in keeping with the general intent of the By-law. For reasons outlined in this report staff is recommending that Council approve the requested variations to allow the additional signs to be installed.

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Report No. BBS15-016

ATTACHMENTS

Attachment No. 1 -- Site Plan

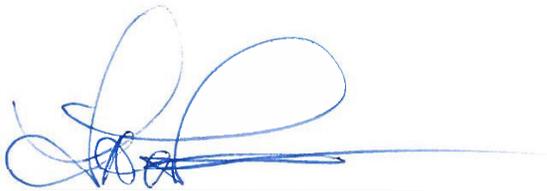
Attachment No. 2 – North, South, East and West Elevations

Attachment No. 3 – Proposed Menu Board & Pre-Menu Board Signs

PRE-SUBMISSION REVIEW

Executive Leadership Team – Nov 19, 2015

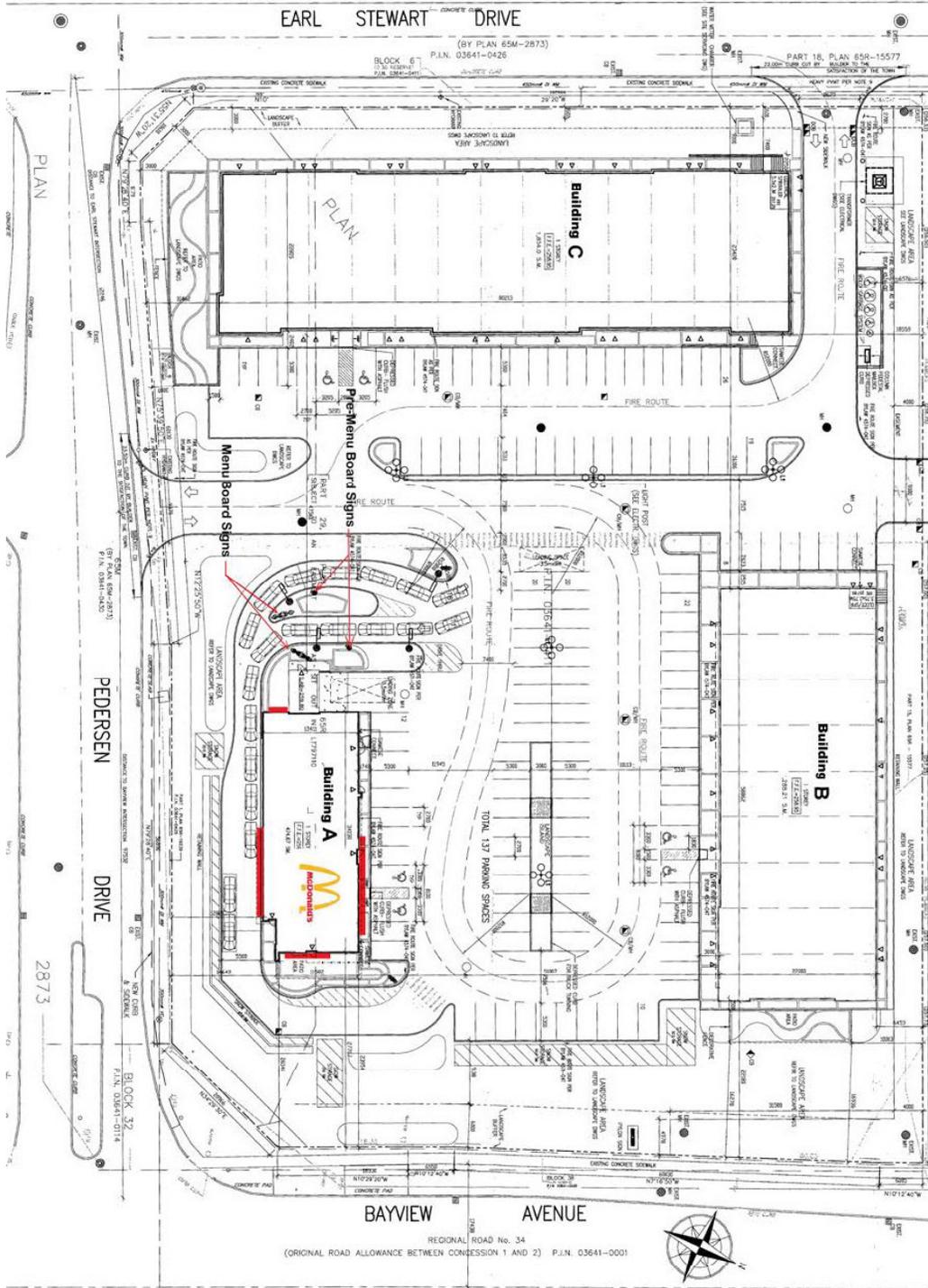
Prepared by: Afshin Bazar, Manager of Building Services – Ext. 4389



Techa van Leeuwen
Director of Building and Bylaw Services



Patrick Moyle
Interim Chief Administrative Officer



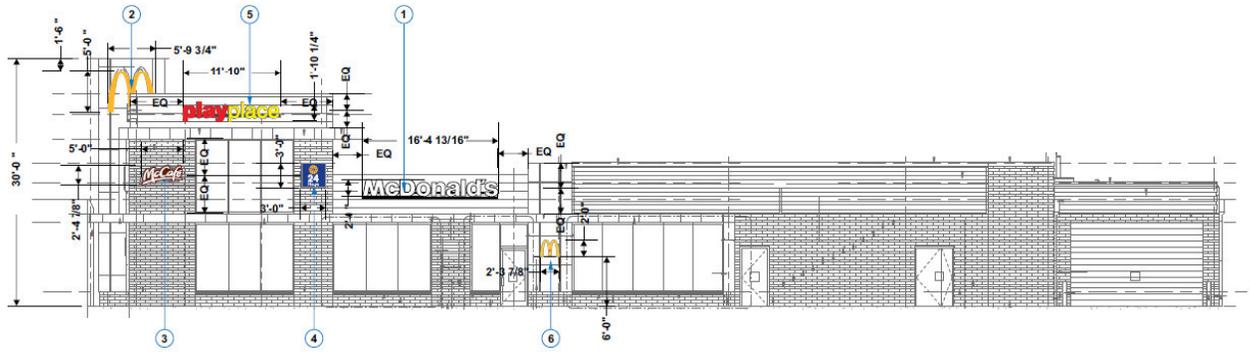
SITE PLAN

Attachment No. 1

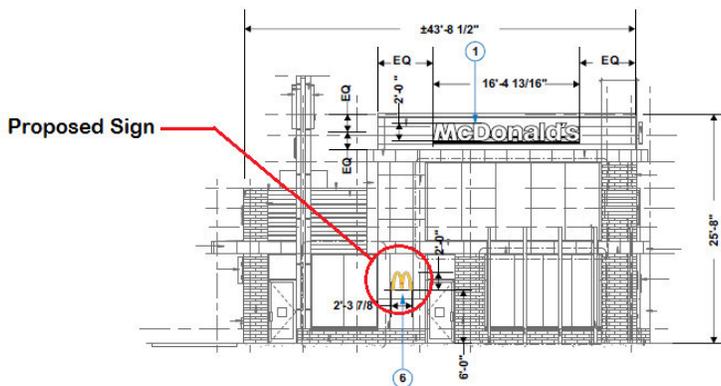
December 1, 2015

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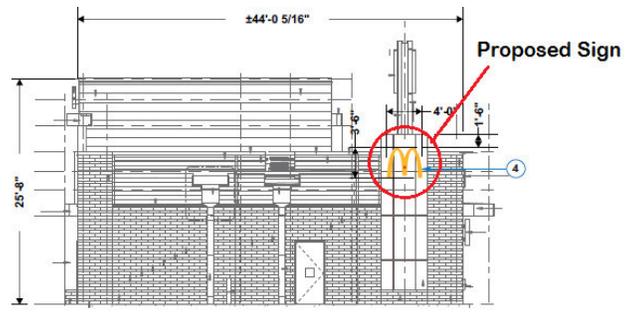
Report No. BBS15-016



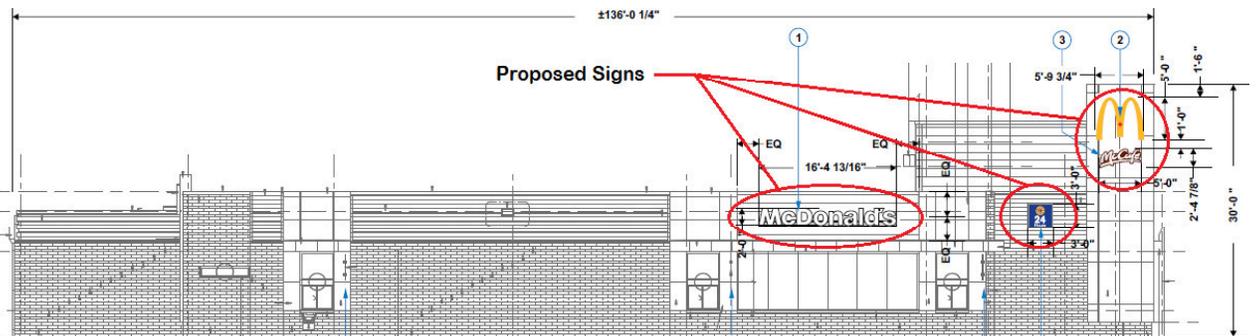
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



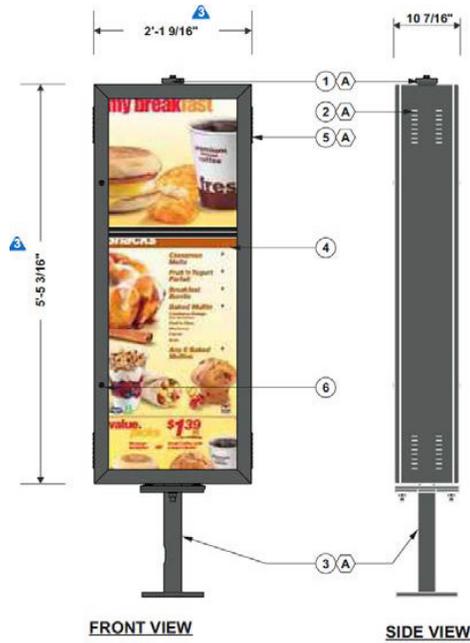
SOUTH ELEVATION

Attachment No. 2

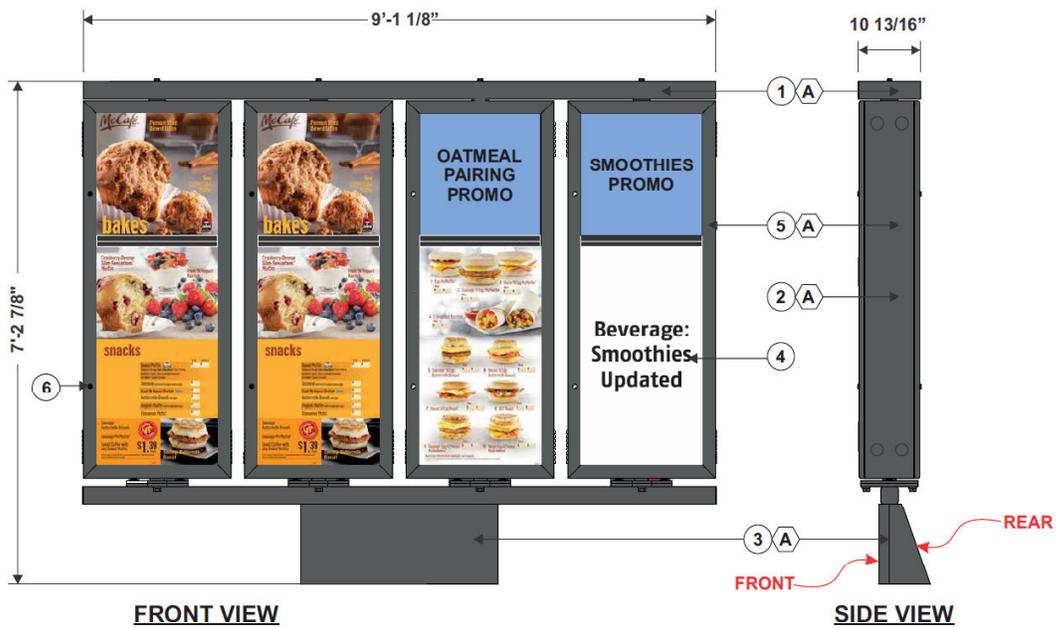
December 1, 2015

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Report No. BBS15-016



Pre-Menu Board Sign



Menu Board Sign

Attachment No. 3



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. BBS15-017**

SUBJECT: *Parking Permit Program*

FROM: *Techa van Leeuwen, Director Building and Bylaw Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. BBS15-017 be received; and

THAT fifteen (15) parking spaces at the Town Park be offered to residents living in close proximity as part of the Parking Permit Program; and

THAT staff bring forward to a future Council meeting amendments to the Parks By-Law Number 4283-01.P to restrict parking around Town Park to three (3) hours, Monday to Friday, between the hours of 6:00 a.m. and 6:00 p.m.; and

THAT staff be authorized to expand the Automated Issuance Management System (AIMS) program to a comprehensive Parking Permit Management Solution providing for just-in-time and special consideration parking permits.

PURPOSE OF THE REPORT

To provide Council with an outline of a proposed parking permit program.

BACKGROUND

In January of 2015 staff brought a report to Council outlining Parking regulations within the Town and related parking control activities. At the Council meeting of January 20, the following motion carried:

THAT staff report back to Council on the feasibility of implementing an on-street parking permit and online just-in-time parking permit system in the Town of Aurora.

In September Report No. BBS15-009 provided Council with an overview of the functionality that does exist within the AIMS parking solution, a program currently used by the Town. The following motion carried at the September 15, 2015 Council meeting;

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Report No. BBS15-017

THAT the automated Issuance Management System (AIMS), a comprehensive Parking Permit Management Solution be referred to the 2016 capital budget for consideration.

Over the summer staff researched the parking concerns around Town Park as well as other parking requests the Town receives from time to time such as permission to park recreational vehicles on street, event parking on street or at Town facilities and just-in-time parking permissions. The parking permit program requires an upgrade to the Automated Issuance Management System (AIMS) that By-Law currently uses for their parking enforcement. The capital project for the upgrade was approved as part of the 2016 capital budget.

COMMENTS

Staff have developed a Permitted Parking Program that responds to residents requests addressing both Town Park and Special Consideration parking requests.

This approach addresses:

1. Town Park parking permits and restrictions
2. Occasional Specialty Parking Considerations
3. Amalgamation of all parking permits into an automated program for better accessibility and more efficient administration.

In addition to the Parking Permits issued at Town Hall, staff have added 15 spaces at Town Park to the current permitted parking program.

To address concerns of GO commuters parking at Town Park, staff is recommending a 3 hour time limit restriction, Monday to Friday between the hours of 6:00 a.m. and 6:00 p.m.

Staff has also developed a program to provide specialty permits for ad-hoc overnight parking and special consideration parking for restricted parking areas.

Part of this program includes implementing the new AIMS module to the current systems will allow a real time special parking consideration program to be automated and more efficiently managed.

The automated module to the current AIMS module will enable the 'just-in-time' special parking consideration program to replace the manual specialty parking consideration program currently in place. This module will also integrate the manual permit process for parking at Town Hall, making it one comprehensive solution.

December 1, 2015

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Report No. BBS15-017

Staff recognize this new program will require a change management strategy. During the process of implementation of each portion of the program, staff will work with communications on a strategy to ensure that the public is well informed of any changes and new availability for parking.

By-law staff will also ensure that there is an adequate warning period of one month in place for changes around Town Park and will exercise discretion during the second month, focusing on educating the public and enforcing for repeat offenders. Staff will also be considering implementation of a program similar to the "Toys for Tickets" during that second month.

15 parking spaces at Town Park have been allocated for permitted parking for residents living in close proximity to the Park who may require additional parking year round.

There are residents who live in close proximity to Town Park who have been parking at Town Park due to the lack of sufficient parking at the dwelling. This is an older established neighbourhood with many properties containing multiple dwellings. Staff recommends allocating 15 parking spots for permitted parking around Town Park providing options for residents who require additional parking. These permits will be similar to permits issued for Town Hall in terms of duration and fee.

Initially staff will manually manage these permits until they can be integrated into the AIMS program.

Staff recommends amending Parks By-law 4283-01.P to restrict daytime parking to three hours, Monday to Friday around Town Park.

Many concerns have been raised respecting GO transit users parking at Town Park. Continued monitoring of Town Park revealed that 60%-70% of spaces around Town Park are filled during the day by GO Transit users, thereby reducing the number of spaces available to Town Park users. This is currently in contravention of By-law 4283-01.P, however it is difficult to enforce as it is currently written.

Staff recommends amending Parks By-law 4283-01.P restricting parking for 3 hours between the hours of 6:00 am and 6:00 pm.

Bylaw will work closely with Communications to ensure that this portion of the program is well publicized through the web, press and through mail outs to home owners in close proximity to Town Park advising them of the changes to Town Park parking. Staff also will place signage at Town Park providing notification of changes prior to actively enforcing.

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Report No. BBS15-017

In addition, Bylaw staff will also ensure that there is an adequate warning period of one month in place for changes around Town Park and will exercise discretion during the second month – focusing on educating the public – and enforcing for repeat offenders.

Enhanced functionality in AIMS will provide a comprehensive parking permit management solution.

The specialty requests are grouped into the following two categories:

- Resident requests for overnight exemptions
- Requests for special event parking exemptions

Bylaw currently experiences requests for overnight and specialty parking considerations. These requests may include overnight requests for family and friend gatherings, seasonal recreation vehicles, special events, etc. There is a demand for special parking considerations and real-time solutions to overnight parking across town during restricted times.

Bylaw also regularly receives requests from Churches and other Organizations needing exemptions and short extensions to the timed 2 and 3 hour parking restrictions.

Currently, Bylaw staff manages ad-hoc overnight requests manually and are in process of providing specialty parking consideration permits to downtown Churches and Halls who occasionally have a need for consideration around timed parking. These are also managed manually and are difficult to track and monitor.

Implementing the upgrade to AIMS would address the needs of these specialty parking considerations and manage them in real time. Once implemented, the manual parking permit program would be managed by this added module, making it more easily accessible to residents and better managed on the administrative side.

Council has already approved capital funds for a real time program to be implemented and integrated with the current AIMS program that the Bylaw Services already uses.

This real time program will require a phased in period of approximately 9 -12 months and will require a set up time and an educational period for staff to learn to operate and administer new technology. It will provide to residents the ability to request parking considerations in real-time while also providing Bylaw Enforcement with the information real time so that vehicles needing the exemptions are not accidentally ticketed.

Proposed implementation of the New Permitted Parking Program:

Step	Action	Cost	Implementation date
1	Expand the current 'Permitted Parking Program to include 15 spaces at Town Park for nearby residents	No outside costs	Upon approval
2	Amend Parks Bylaw for restricted parking around Town Park during weekdays.	Cost for signage (minimal)	Within one month of Council approval of By-Law amendments
3	Continue to manually offer overnight and other specialty consideration requests expanding this to include Downtown Churches and Halls	Minimal internal printing costs	Immediate
4	Upgrade AIMS module to allow for 'just-in-time' special permits and complete the integration with the manual system to provide real-time service to the public.	\$25,000.00 (already budgeted for in the 2016 Capital Budget.)	October 2016

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Move forward with only part of the program as presented.
2. Do nothing, Status Quo

FINANCIAL IMPLICATIONS

Enhancements to the AIMS program to provide a comprehensive parking permit solutions including on line parking permits will have a one-time cost of approximately \$25,000. This cost will be offset by revenue generated by this new program. It is difficult to predict the participation in the program however staff is confident that with the appropriate awareness and communication strategy revenue will increase with time. Staff is committed to reviewing the program on an annual basis considering for expansion.

PREVIOUS REPORTS

Report No. BBS15-002 - January 13, 2015

Report No. BBS15-009 – September 8th 2015

December 1, 2015

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Report No. BBS15-017

CONCLUSIONS

This report and the attached outline a parking permit program that addresses many of the ongoing requests for parking exemptions as well as the concerns of parking at Town Park. A phased implementation of the program is necessary as the on line parking permits will only be available upon the completion of the upgrade to our AIMS program. Staff is committed to reviewing the program regularly with the objective of meeting the needs of our community

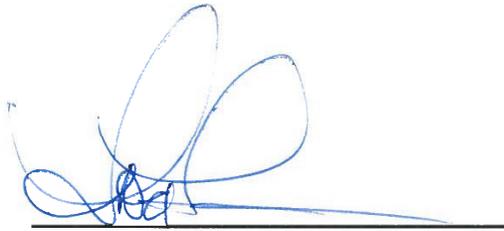
ATTACHMENTS

Attachment No. 1 – Parking Permit Program Details

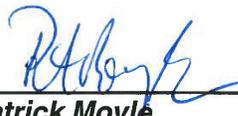
PRE-SUBMISSION REVIEW

Executive Leadership Team – November 19, 2015

Prepared by: Mandie Crawford Manager, Bylaw Services - Ext. 4241



Techa van Leeuwen
Director, Building and By-Law Services



Patrick Moyle
Interim Chief Administrative Officer

Parking Permit Program Outline

Program	# of Spots	Who	Location	Times available	How long?	Access program through?	Cost/Limits
Town Hall Overnight Parking (already active)	17	Residents	Town Hall lot	5:30 pm to 8:30 am	Overnight	Currently managed by Access Aurora- Require 24 hour notice (To be transitioned to online via AIMS for purchase before midnight)	Currently operating as a manual program - Daily or monthly – see fee structure below
Town Park Parking for residents	15	Avail. only to residents close to Town Park	Town Park parking	24/7/365	24/7/365	To be administered by Access Aurora manually, 24 hour notice required. (To be transitioned to online via AIMS for purchase before midnight)	Daily, weekly or monthly – same rate as current Town Hall permitted program 1 spot per residence Must prove residency
3 hour timed parking Town Park	Approx. 90	Anyone	Town Park parking	6:00 am to 6:00 pm	Mon – Fri	No parking exemptions Signed location Enforcement related	No cost – enforcement related No overnight parking during other times.
Special Consideration Downtown	15 per Church/Hall/ Funeral home	Anyone	In the downtown timed 2 and 3 hour restricted area	24/7/365	Up to 5 hours	To be administered through Bylaw- 15 Special Consideration Parking Permits for restricted parking areas offered to Churches and Funeral homes	No cost Limit to 5 hours
Ad-hoc Parking Exemptions	N/A	Anyone	Anywhere on Town Streets (no Reg. roads)	During Winter Overnight Restrictions	Overnight (1 night)	Currently manually managed by Bylaw – 24 hour notice required. (To be offered via AIMS for purchase before midnight)	\$10.00 per night – limit to 10 per address per year
Special Consideration – RV's other special vehicles	N/A	Anyone	In close proximity of personal residence	24/7/365	Up to 36 hours	Manually through Bylaw Services – 24 hour notice required. (to be transitioned to online via AIMS for purchase before midnight)	\$10.00 per night – limit to 10 per address (Based on 5 trips, with load/unload date)
Special Consideration – sports events	10 – 15 spots per location	Parents or drivers of players	Town Of Aurora Sports Facilities	Weekends or as needed	Up to 72 hours	Manually through Bylaw when requested – 24 hour notice required. (to be transitioned to online via AIMS for purchase before midnight)	To be determined

Attachment No. 1

Full Program Details/Restrictions

Town Park Permitted Parking for Residents

The current manual parking permit program, facilitated by Access Aurora Customer Service will be expanded to include 15 full time spaces around Town Park. This will provide local residents around Town Park the ability to park 24/7/365 by permit. 24 hours notice required.

Permit Parking – Town Hall, Town Park

Residents must submit a form and payment for parking and agree to the following parking terms:

- Permits available on a first come, first served basis
- Permit is only valid at the location it is issued to
- Vehicles may only park in designated areas
- Permitted vehicle must have permit displayed on their dash
- Permit holder must sign indemnification at the bottom of form
- No commercial vehicles - the vehicle needs to be able to fit in a single spot.

The additional requirement to the Town Park Permitted Parking would be that the applicants must live in the Town Park area – and must show proof of residency there.

Signs to read “Parking for Permit Holders Only”

These permits are to eventually be issued automatically through the updated AIMS program.

Town Hall/Town Park Parking Fees

Fees are subject to change as the Fee By-Law is amended to bring them more in line with other municipalities.

	Current	2016 Proposed
6 months	\$110.00	\$200.00
5 months	\$100.00	\$150.00
1 month	\$50.00	\$ 75.00
1 week		\$ 30.00
3 Days	\$20.00	\$ 20.00
1 Day	\$10.00	\$ 10.00



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS15-051

SUBJECT: Interim Operating Budget Forecast – as at September 30, 2015
FROM: Dan Elliott, Director, Corporate & Financial Services - Treasurer
DATE: December 1, 2015

RECOMMENDATIONS

THAT Report No. CFS15-051 outlining the results of operations for the nine month period ending on September 30, 2015 including the forecast to fiscal year end, be received.

PURPOSE OF THE REPORT

To present Council with the information necessary in order to effectively monitor the financial performance of the corporation's operating budget presented as of September 30, 2015.

BACKGROUND

To assist Council in fulfilling its roles and responsibilities with respect to Town finances and accountability, the Corporate & Financial Services Department has worked with all departments to review the corporation's operating budget financial performance to date. Each Director has reviewed his/her respective department's operating budget with its results to date, and forecasted an expected year end position. Finance staff have reviewed each submission and performed the necessary consolidation. A high level summary of each department's budget, results to date, remaining plans and year end forecast along with variance is presented for Council's review in Attachment #1.

The current forecast from staff is that the Operating Budget will finish the year with an expected surplus of \$238,700, representing a variance of 0.6% of total budgeted expenditures. This forecasted surplus is slightly lower than what was reported to council at the end of May, representing a very minor overall forecasted variance change of \$5,000. A high level summary by department comparing the September forecasted variance to the previously reported variance in May is presented in Attachment #2.

Staff have similarly reviewed the results of operations to date and the expected year end forecasted positions for the Water and Wastewater Program Budget which is presented in Attachment #3.

December 1, 2015

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Report No. CFS15-051

Items of note are presented by department in the Comments Section below. The forecasts and representations are those of each Director, and have not been revised by Finance Staff. Each department head is charged with delivering their approved portfolio of municipal services within their approved budget. They may manage issues encountered throughout the year by reallocating approved financial resources amongst their budget detailed line items, so as to best deliver their portfolio in the circumstances of an ever changing community, operating environment and economic conditions.

COMMENTS

Overall, the Town's approved budget for 2015 includes \$56,424,000 in approved expenditures, together with \$19,427,700 in revenues consisting of user fees, charges, investment income, and a total "town purposes" tax levy for the year of \$36,996,300.

Upon detailed review of the consolidated forecast as of the end of September, the corporation is projected to conclude the fiscal year with an estimated operating budget surplus of \$238,700, representing a minor reduction in the forecasted surplus versus what was reported to council in May. This forecasted surplus may be subject to change over the remainder of the fiscal year, meaning there continues to be many influencing variables that are difficult for staff to estimate such as what the ultimate level of town services consumed by fiscal year end will be.

Departmental Budget Variances

CAO and Council - \$80,100 favourable

The CAO and Council budget areas are forecasting favourable variances totalling \$81,100 (3.3%) on a net budget of \$2,394,500. The majority of these savings are attributable to position vacancies.

Legal & Legislative Services - \$232,700 favourable

The forecasted favourable variance of \$232,700 (9.6%) on a net budget of \$2,420,200 is primarily attributable to less than anticipated spending on external legal services and insurance claim deductibles.

Corporate & Financial Services Department - \$107,900 favourable

The Corporate & Financial Services Department is currently forecasting a favourable budget variance of \$107,900 (3.5%) on a net budget of \$3,061,700. These savings are the result of position vacancies, larger than expected user fee revenues driven by the 2C lands development and software license savings.

Building & By-Law Services - \$129,500 favourable

The Building & By-law Services favourable budget variance of \$129,500 (9.6%) on a net budget operating budget of \$1,354,200, is the result of anticipated salary & benefit savings.

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Report No. CFS15-051

Fire Services - \$50,000 favourable

The Newmarket Finance Department is reporting that the Central York Fire Services budget is on track for a small surplus, which will be paid out to the two partners this year, resulting in a \$50,000 surplus for Aurora in Fire Services.

Infrastructure & Environmental Services - \$247,000 unfavourable

The Infrastructure & Environmental Services (IES) Department is forecasting an overall unfavourable budget variance of \$247,000 (2.1%) on a net operating budget of \$11,558,600. The key driver of this identified variance is greater than anticipated utility costs for the operation of the town's facilities as well as hydro for street lights. This unfavorable variance has been partially offset by anticipated savings in waste management program costs.

Parks & Recreation Services - \$176,800 unfavourable

The Parks & Recreation Services Department is anticipating an overall unfavourable budget variance of \$176,800 (6.1%) on a net budget of \$2,877,900. The key contributors to this identified deficit are contract costs that are required in order to operate the Town's various community programs which have historically been underfunded and require adjustment, an increase in summer bussing contract costs, and lower than anticipated fitness program user fees attributable to delays in the move back into the renovated AFLC. These unfavourable variances have been partially offset by greater than anticipated summer camp revenues and savings in shrub bed maintenance & arboricultural contract costs.

Planning & Development Services - \$410,400 favourable

The Planning & Development Services Department is forecasting an overall favourable budget variance of \$410,400 on a net budget of \$315,600 driven predominantly by greater than initially anticipated planning application fees and engineering fees in relation to the development of the 2C lands.

Corporate Revenues & Expenses - \$348,100 unfavourable

Corporate Revenues & Expenses are projected to conclude the fiscal year with an overall unfavourable budget variance of \$348,100 (9.3%) on a net budget of \$3,726,200. The budgeted salary gapping savings of \$150,000 rests here, but the actual savings captured in the respective departments. The other key contributor is greater than anticipated level of projected tax adjustments and write-offs. Corporate Revenues & Expenses includes difficult to control revenue source, being supplemental tax revenues. Supplementary Tax revenues are well over anticipated budget as expected, creating a surplus in this area. As we are otherwise now anticipating a corporate year end surplus, Finance has included a contribution of the excess supplementary taxes to reserves in this forecast, off-setting the surplus of supplementary tax revenue. This additional contribution to reserves was not budgeted.

December 1, 2015

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Report No. CFS15-051

Operating Budget Summary

Overall, the management team of the Town of Aurora are predicting that the general municipal operations budget will end the year with a favorable budget variance of \$238,700 with no noticeable impact to anticipated service levels.

Water, Wastewater and Storm Water Budget

The water and wastewater budgets are comprised primarily of fixed operational costs, funded by the net proceeds from the sale of water and wastewater services. These fixed operational costs include staff and service maintenance costs related to maintaining the infrastructure systems, water quality testing, and the billing and customer service functions. These costs all remain reasonably stable, regardless of the volume of water flowing through the system. These fixed costs are funded from the net revenues earned which are variable in nature due to the fact that they are based upon metered water consumption volumes.

The net water, wastewater and storm operations budget is projected to close the year in a surplus position of \$200,000, which represents 1.1% of budgeted revenues. These savings are primarily attributable to efficiencies in operations. Any unused funds will be returned to reserves.

LINK TO STRATEGIC PLAN

Outlining and understanding the Town's present financial status at strategic intervals through-out the year contribute to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Provide direction to staff on specific management actions to be taken in order to further control expenditures, enhance revenues, or alter service levels with the intent of managing the year end results to a balanced position.

FINANCIAL IMPLICATIONS

The actual resultant annual surplus or deficit in Water / Wastewater and General Municipal operational budgets will be allocated by Council to various reserves at fiscal year end as per the Town's surplus/deficit control bylaw. There are no other immediate financial implications arising from this report. Council fulfills its role, in part, by receiving and reviewing this financial status report on the operations of the municipality relative to the approved budget.

December 1, 2015

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Report No. CFS15-051

CONCLUSIONS

Having completed nine months of operations, the management team of the Town is presently forecasting a year end surplus of \$238,700 arising primarily from an anticipated surplus in planning revenues driven by the 2C lands development and savings due to position vacancies, partially offset by forecasted deficits attributable to underfunded contract costs for community program services and greater than anticipated road network & facility operation delivery net operating costs.

The water, wastewater and storm water operations are currently projected to conclude the fiscal year in a surplus position of \$200,000.

Staff recommend that this report be received, and suggest that no austerity budget control measures or budget amendments are required at this time.

PREVIOUS REPORTS

General Committee, September 8, 2015, CFS15-032, Interim Operating Budget Forecast – As of May 31, 2015.

ATTACHMENTS

- Attachment #1 – Net Operating Forecast Update
- Attachment #2 – Current Operating Forecast Versus Prior Forecast Comparison
- Attachment #3 – Water, Wastewater and Storm Water Net Operating Forecast Update

PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, November 19, 2015

Prepared by: Jason Gaertner, Manager Financial Planning



***Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer***



***Patrick Moyle
Interim Chief Administrative Officer***

Town of Aurora
Net Operating Forecast Update
as at September 30, 2015

Shown in \$,000's	APPROVED BUDGET	Y.T.D. ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>						
Council Administration	\$ 514.3	\$ 387.8	\$ 117.0	\$ 504.8	\$ 9.5	1.8 %
Council Programs/Grants	4.0	4.0	-	4.0	-	-
Advisory Committees	7.0	3.0	4.0	7.0	-	-
Council Office Total	\$ 525.3	\$ 394.8	\$ 121.0	\$ 515.8	\$ 9.5	1.8 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>						
CAO Administration	\$ 628.0	\$ 386.6	\$ 240.2	\$ 626.8	\$ 1.2	0.2 %
Human Resources	624.9	419.4	148.2	567.6	57.3	9.2 %
Communications	595.8	434.8	148.9	583.7	12.1	2.0 %
Emergency Preparedness	20.5	9.6	10.9	20.5	-	-
Chief Administrative Office Total	\$ 1,869.2	\$ 1,250.4	\$ 548.2	\$ 1,798.6	\$ 70.6	3.8 %
Council and C.A.O. Combined	\$ 2,394.5	\$ 1,645.2	\$ 669.2	\$ 2,314.4	\$ 80.1	3.3 %
<u>LEGAL & LEGISLATIVE SERVICES</u>						
Legal Services	\$ 894.3	\$ 450.4	\$ 276.9	\$ 727.3	\$ 167.0	18.7 %
Legislative & Administrative Services	1,128.1	965.2	97.3	1,062.5	65.6	5.8 %
Procurement Services	315.4	234.0	81.3	315.2	0.2	0.1 %
Elections	82.5	64.1	18.4	82.5	(0.0)	(0.1 %)
Legal & Legislative Services Total	\$ 2,420.2	\$ 1,713.7	\$ 473.9	\$ 2,187.5	\$ 232.7	9.6 %
<u>CORPORATE & FINANCIAL SERVICES</u>						
Policy & Planning Administration	\$ 305.5	\$ 198.9	\$ 82.5	\$ 281.4	\$ 24.1	7.9 %
Accounting & Revenue	323.3	107.6	148.1	255.7	67.6	20.9 %
Financial Planning	411.6	295.6	116.1	411.6	-	-
Information Technology	1,807.5	1,218.2	559.2	1,777.4	30.1	1.7 %
Telecommunications	213.8	139.9	87.9	227.7	(14.0)	(6.5 %)
Corporate & Financial Services Total	\$ 3,061.7	\$ 1,960.2	\$ 993.8	\$ 2,953.8	\$ 107.9	3.5 %
<u>BUILDING & BY-LAW SERVICES</u>						
Net Building Department Operations	\$ (107.7)		\$ (107.7)	\$ (107.7)	\$ -	-
Contribution to Building Reserve	107.7	-	107.7	107.7	-	-
By-law Services	540.5	376.6	63.2	439.9	100.6	18.6 %
Animal Control	191.4	130.8	58.8	189.6	1.8	1.0 %
Customer Service	622.2	427.4	167.8	595.2	27.0	4.3 %
Total Building & By-law Services	1,354.2	934.8	289.8	1,224.7	\$ 129.5	9.6 %
<u>FIRE SERVICES</u>						
Central York Fire	9,287.4	6,818.9	2,418.5	9,237.4	50.0	0.5 %
Total Fire Services	9,287.4	6,818.9	2,418.5	9,237.4	50.0	0.5 %
<u>INFRASTRUCTURE & ENVIRONMENTAL SERVICES</u>						
IES Administration	\$ 515.2	\$ 326.9	\$ 170.8	\$ 497.7	\$ 17.5	3.4 %
Net Engineering Service Operations	310.9	-	310.9	310.9	-	-
Contribution from Engineering Service Reserve	(310.9)	-	(310.9)	(310.9)	-	-
Facilities & Fleet	5,548.0	4,233.0	1,659.7	5,892.7	(344.7)	(6.2 %)
Snow Management	1,499.6	1,019.6	459.9	1,479.5	20.1	1.3 %
Road Network Operations	2,124.1	1,490.0	817.0	2,307.0	(182.9)	(8.6 %)
Waste Collection & Recycling	1,871.7	1,177.2	451.5	1,628.7	243.0	13.0 %
Total Infrastructure & Environmental Services	\$ 11,558.6	\$ 8,246.7	\$ 3,558.9	\$ 11,805.6	\$ (247.0)	(2.1 %)
<u>PARKS & RECREATION SERVICES</u>						
Parks & Recreation Administration	\$ 858.8	\$ 643.5	\$ 216.8	\$ 860.3	\$ (1.5)	(0.2 %)
Business Support	(1,006.5)	(601.1)	(381.2)	(982.3)	(24.2)	(2.4 %)
Parks/Open Spaces	2,344.9	1,602.5	662.2	2,264.7	80.2	3.4 %
Recreational Programming/Community Dev.	680.7	119.8	792.2	912.0	(231.3)	(34.0 %)
Parks & Recreation Services Total	\$ 2,877.9	\$ 1,764.7	\$ 1,290.0	\$ 3,054.7	\$ (176.8)	(6.1 %)

Attachment 1

**Town of Aurora
Net Operating Forecast Update
as at September 30, 2015**

Shown in \$,000's	APPROVED BUDGET	Y.T.D. ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)	
PLANNING						
Development Planning	\$ (333.1)	\$ (1,692.4)	\$ 691.6	\$ (1,000.9)	\$ 667.8	200.5 %
Long Range & Strategic Planning	648.7	460.7	445.5	906.1	\$ (257.4)	(39.7 %)
Planning Department Total	\$ 315.6	\$ (1,231.7)	\$ 1,137.1	\$ (94.8)	\$ 410.4	130.0 %
CORPORATE REVENUE & EXPENSE						
Supplementary Taxes & Payments-in-Lieu	\$ (861.0)	\$ (1,135.3)	(325.7)	\$ (1,461.0)	\$ 600.0	69.7 %
Penalties on Unpaid Property Taxes	(975.0)	(640.5)	(274.5)	(915.0)	\$ (60.0)	(6.2 %)
Salary Gapping	(150.0)	-	-	-	\$ (150.0)	(100.0 %)
Overhead Cost Re-allocation to Building Services	(476.6)	(357.4)	(119.2)	(476.6)	\$ -	-
All Other Revenue	(5,908.6)	(4,561.2)	(1,385.1)	(5,946.3)	\$ 37.7	0.6 %
Cash to Capital	4,212.2	3,159.1	1,053.1	4,212.2	\$ -	-
All Other Expense	7,885.2	5,994.7	2,666.3	8,661.0	\$ (775.8)	(9.8 %)
	\$ 3,726.2	\$ 2,459.4	\$ 1,614.9	\$ 4,074.3	\$ (348.1)	(9.3 %)
TOTAL TAX LEVY FUNDED OPERATIONS	\$ 36,996.3	\$ 24,311.9	\$ 12,446.1	\$ 36,757.6	\$ 238.7	0.6 %
TOTAL TAX LEVY	\$(36,996.3)	\$ -	\$(36,996.3)	\$(36,996.3)	\$ -	-
OPERATING (SURPLUS) DEFICIT	\$ (0.0)	\$ 24,311.9	\$(24,550.2)	\$(238.7)	\$ 238.7	0.6 %

Attachment 2

Town of Aurora
Net Operating Forecast Versus Previous Update
as at September 30, 2015

Shown in \$.000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2015		FORECAST TO YEAR END AS OF SEPTEMBER 30, 2015		Variance Favourable / (Unfavourable)	
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE		
<u>COUNCIL</u>							
Council Administration	\$ 514.3	\$ 509.9	\$ 4.4	\$ 504.8	\$ 9.5	\$ 5.1	1.0 %
Council Programs/Grants	4.0	4.0	-	4.0	-	-	-
Advisory Committees	7.0	7.0	-	7.0	-	-	-
Council Office Total	\$ 525.3	\$ 520.9	\$ 4.4	\$ 515.8	\$ 9.5	\$ 5.1	1.0 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>							
CAO Administration	\$ 628.0	\$ 629.8	\$ (1.8)	\$ 626.8	\$ 1.2	\$ 3.0	0.5 %
Human Resources	624.9	545.3	79.6	567.6	57.3	(22.3)	(3.6 %)
Communications	595.8	612.0	(16.2)	583.7	12.1	28.3	4.7 %
Emergency Preparedness	20.5	20.5	-	20.5	-	-	-
Chief Administrative Office Total	\$ 1,869.2	\$ 1,807.6	\$ 61.6	\$ 1,798.6	\$ 70.6	\$ 9.0	0.5 %
Council and C.A.O. Combined	\$ 2,394.5	\$ 2,328.5	\$ 66.0	\$ 2,314.4	\$ 80.1	\$ 14.1	0.6 %
<u>LEGAL & LEGISLATIVE SERVICES</u>							
Legal Services	\$ 894.3	\$ 845.7	\$ 48.5	\$ 727.3	\$ 167.0	\$ 118.5	13.3 %
Legislative & Administrative Services	1,128.1	1,115.9	12.2	1,062.5	65.6	53.4	4.7 %
Procurement Services	315.4	312.9	2.5	315.2	0.2	(2.3)	(0.7 %)
Elections	82.5	84.7	(2.2)	82.5	-	2.2	2.7 %
Legal & Legislative Services Total	\$ 2,420.3	\$ 2,359.2	\$ 61.0	\$ 2,187.5	\$ 232.8	\$ 171.8	7.1 %
<u>CORPORATE & FINANCIAL SERVICES</u>							
Policy & Planning Administration	\$ 305.5	\$ 308.3	\$ (2.8)	\$ 281.4	\$ 24.1	\$ 26.9	8.8 %
Accounting & Revenue	323.3	306.4	16.9	\$ 255.7	67.6	50.7	15.7 %
Financial Planning	411.6	411.6	-	\$ 411.6	-	-	-
Information Technology	1,807.5	1,814.9	(7.3)	\$ 1,777.4	30.1	37.4	2.1 %
Telecommunications	213.8	220.5	(6.8)	\$ 227.7	(13.9)	(7.1)	(3.3 %)
Corporate & Financial Services Total	\$ 3,061.7	\$ 3,061.7	\$ -	\$ 2,953.8	\$ 107.9	\$ 107.9	3.5 %
<u>BUILDING & BY-LAW SERVICES</u>							
Net Building Department Operations	\$ (107.7)	\$ (107.7)	\$ -	\$ (107.7)	\$ -	\$ -	-
Contribution from Building Reserve	107.7	107.7	-	107.7	-	-	-
By-law Services	540.5	537.3	3.2	439.9	100.6	97.4	18.0 %
Animal Control	191.4	190.2	1.2	189.6	1.8	0.6	0.3 %
Customer Service	622.2	618.3	3.9	595.2	27.0	23.1	3.7 %
Total Building & By-law Services	1,354.1	1,345.8	8.3	1,224.7	129.4	121.1	8.9 %
<u>FIRE & EMERGENCY SERVICES</u>							
Central York Fire	9,287.4	9,287.4	-	9,237.4	50.0	50.0	0.5 %
Total Fire & Emergency Services	9,287.4	9,287.4	-	9,237.4	50.0	50.0	0.5 %
<u>INFRASTRUCTURE & ENVIRONMENTAL SERVICES</u>							
IES Administration	\$ 515.2	\$ 534.6	\$ (19.4)	\$ 497.7	\$ 17.5	\$ 36.9	7.2 %
Net Engineering Service Operations	310.9	310.9	-	310.9	-	-	-
Contribution from Engineering Service Reserve	(310.9)	(310.9)	-	(310.9)	-	-	-
Facilities & Fleet	5,548.0	5,519.4	(11.3)	5,892.7	(344.7)	(333.4)	(6.0 %)
Snow Management	1,499.6	1,499.6	-	1,479.5	20.1	20.1	1.3 %
Road Network Operations	2,124.1	2,211.0	(86.9)	2,307.0	(182.9)	(96.0)	(4.5 %)
Waste Collection & Recycling	1,871.7	1,865.0	6.7	1,628.7	243.0	236.3	12.6 %
Total Infrastructure & Environmental Svcs	\$ 11,558.6	\$ 11,629.6	\$ (110.9)	\$ 11,805.6	\$ (247.0)	\$ (136.1)	(1.2 %)

Town of Aurora
Net Operating Forecast Versus Previous Update
as at September 30, 2015

Shown in \$.000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2015		FORECAST TO YEAR END AS OF SEPTEMBER 30, 2015		Variance Favourable / (Unfavourable)	
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE		
<u>PARKS & RECREATION SERVICES</u>							
Parks & Recreation Administration	\$ 858.8	\$ 854.3	\$ 4.5	\$ 860.3	\$ (1.5)	\$ (6.0)	(0.7 %)
Business Support	(1,006.5)	(1,003.0)	(3.5)	(982.3)	(24.2)	(20.7)	(2.1 %)
Parks/Open Spaces	2,344.9	2,358.9	26.0	2,264.7	80.2	54.2	2.3 %
Recreational Programming/Community Dev.	680.7	1,026.8	(346.1)	912.0	(231.3)	114.8	16.9 %
Parks & Recreation Services Total	\$ 2,877.9	\$ 3,237.0	\$ (319.1)	\$ 3,054.7	\$ (176.8)	\$ 142.3	4.9 %
<u>PLANNING</u>							
Development Planning	\$ (333.1)	\$ (329.4)	\$ (3.7)	\$ (1,000.9)	\$ 667.8	\$ 671.5	201.6 %
Long Range & Strategic Planning	648.7	647.7	1.0	906.1	(257.4)	(258.4)	(39.8 %)
Planning Department Total	\$ 315.6	\$ 318.3	\$ (2.7)	\$ (94.8)	\$ 410.4	\$ 413.1	130.9 %
<u>CORPORATE REVENUE & EXPENSE</u>							
Supplementary Taxes	\$ (861.0)	\$ (1,461.0)	\$ 600.0	\$ (1,461.0)	\$ 600.0	\$ -	-
Penalties on Unpaid Property Taxes	(975.0)	(975.0)	-	(915.0)	(60.0)	(60)	(6.2 %)
Salary Gapping	(150.0)	-	(150.0)	-	(150.0)	-	-
Overhead Cost Re-allocation to Building Svcs	(476.6)	(476.6)	-	(476.6)	-	-	-
All Other Revenue	(5,908.6)	(6,029.1)	120.5	(5,946.3)	37.7	(83)	(1.4 %)
Cash to Capital	4,212.2	4,212.2	-	4,212.2	-	-	-
All Other Expense	7,885.2	7,924.6	(39.4)	8,661.0	(775.8)	(736)	(9.3 %)
Corporate Revenue & Expense Total	\$ 3,726.2	\$ 3,195.1	\$ 531.1	\$ 4,074.3	\$ (348.1)	\$ (879.2)	(23.6 %)
<u>TOTAL TAX LEVY FUNDED OPERATIONS</u>	\$ 36,996.3	\$ 36,762.6	\$ 233.7	\$ 36,757.6	\$ 238.7	\$ 5.0	0.0 %
<u>TOTAL TAX LEVY</u>	\$ (36,996.3)	\$ (34,822.7)	\$ -	\$ (36,996.3)	\$ -	\$ -	-
OPERATING (SURPLUS) DEFICIT	-	\$ 1,939.9	\$ 233.7	\$ (238.7)	\$ 238.7	\$ 5.0	0.0 %

* The Revised Budget may have changed from what was reported in previous Interim Forecast Update as a result of subsequent council decisions.

Town of Aurora
Water, Wastewater and Storm Water Net Operating Forecast Update
as at September 30, 2015

Shown in \$,000's	APPROVED BUDGET	YTD ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)	
RETAIL REVENUES						
Water	\$ (9,260.0)	\$ (5,871.4)	\$ (3,388.6)	\$ (9,260.0)	\$ -	-
Wastewater	(7,819.0)	(4,889.2)	(2,929.8)	(7,819.0)	\$ -	-
Storm Water	(1,313.0)	(815.2)	(497.8)	(1,313.0)	\$ -	-
Retail Revenues Total	\$ (18,392.0)	\$ (11,575.8)	\$ (6,816.2)	\$ (18,392.0)	\$ -	-
RATE STABILIZATION (FROM RESERVES)						
Water	(99.3)	-	-	-	(99.3)	(100.0 %)
Wastewater	(279.6)	-	-	-	(279.6)	(100.0 %)
Storm Water	(144.9)	-	-	-	(144.9)	(100.0 %)
	(523.8)	-	-	-	(523.8)	(100.0 %)
TOTAL REVENUE	(18,915.8)	(11,575.8)	(6,816.2)	(18,392.0)	(523.8)	(2.8 %)
WHOLESALE COSTS OF WATER & SEWER						
Water	\$ 5,456.8	\$ 2,338.5	\$ 3,118.3	\$ 5,456.8	\$ -	-
Sewage Discharge Fee	6,182.2	3,053.7	3,128.5	6,182.2	-	-
Wholesale Costs Of Water & Sewer Total	\$ 11,639.0	\$ 5,392.2	\$ 6,246.8	\$ 11,639.0	\$ -	-
NET CONTRIBUTION TO OPERATING COSTS	\$ (7,276.7)	\$ (6,183.6)	\$ (569.4)	\$ (6,753.0)	\$ (523.8)	(7.2 %)
OPERATING COSTS:						
Water Administration & Billing	\$ 1,056.1	\$ 788.7	170.8	\$ 959.5	\$ 96.6	9.1 %
Water System Operations	1,305.9	493.8	573.5	1,067.3	\$ 238.7	18.3 %
Wastewater System Operations	1,185.5	64.3	985.7	1,050.0	\$ 135.5	11.4 %
Storm Water Management Operations	458.6	(150.8)	331.7	180.9	\$ 277.7	60.6 %
Pumping Stations (Net)	170.6	78.3	71.7	150.0	\$ 20.6	12.1 %
Contributions to Reserves	3,100.0	2,544.1	601.2	3,145.3	\$ (45.3)	(1.5 %)
TOTAL OPERATING COSTS	\$ 7,276.7	\$ 3,818.4	\$ 2,734.6	\$ 6,553.0	\$ 723.8	9.9 %
UTILITY BUDGET (SURPLUS) / DEFICIT	\$ 0.0	\$ (2,365.2)	\$ 2,165.2	\$ (200.0)	\$ 200.0	1.1 %



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS15-052

SUBJECT: *2015 Operating Surplus/Deficit Control Bylaw*

FROM: *Dan Elliott, Director of Corporate & Financial Services - Treasurer*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT report CFS15-052 be received; and,

THAT By-law 5783-15 be adopted to authorize the Treasurer and the Chief Administrative Officer to make any necessary year-end financial adjustments and to allocate any 2015 Operating Fund surplus in the following order of priority:

- i. That any unspent funds from various reserve funds allocated in the 2015 Budget for specific expenditures be returned to the respective original reserve fund sources from which they came; and*
- ii. That any net Building Permit revenue surplus/deficit be allocated to/funded from the Building Permit Fees Reserve; and*
- iii. That the remainder of any surplus be allocated to budget carry-forward items, being Council approved special projects or initiatives funded in the Operating Fund in the subject year, but not started by year end; and*
- iv. That up to a maximum of \$370,000.00 of any then remaining surplus be allocated to the Tax Rate Stabilization Reserve Fund to assist with the stabilization of tax rates in future years which may be subject to fluctuations due to significant changes in service levels or municipal costs, or changes in expected revenues; and*
- v. That the remainder of any surplus be allocated proportionately to the tax rate funded Repair & Replacement reserves; and*

Or, alternatively, in the event of a year-end operating deficit, that adjustments i, and ii above are authorized, with the remaining net shortfall being funded from the Tax Rate Stabilization reserve; and

THAT the provisions made within By-law 5783-15 be adopted to authorize the Treasurer and the Chief Administrative Officer to allocate any 2015 surplus or

December 1, 2015

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Report No. CFS15-052

alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and

THAT the adjustments authorized herein are to occur with an effective date of December 31, 2015, and which may be made prior to or after December 31, 2015; and

THAT the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been performed.

PURPOSE OF THE REPORT

To propose a surplus control bylaw for the 2015 year end, similar to the one used in past years. This report is an annual report to General Committee/Council prior to year end.

BACKGROUND

Surplus Control

Surpluses and deficits created by operating results must carry into the following budget years as set out in subsection 290(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter the "*Act*"). Prior to 2010, the Town normally included the disposition of prior year surpluses as part of its annual budget process including them in the next year's budget as the Act states must be done. This approach is not always effective, as actual results may not be known at the time of setting such budgets. Any variance in results from those budgeted give rise to challenging budget, accounting, communication and reporting issues.

To manage the unpredictable impacts that such carry-overs could have on long range tax rates and budget pressures, the Town should control the year-end surplus amounts by making specific allocations to various reserve funds as part of the year end accounting close process. Any such allocation must be authorized before the end of the fiscal year. Since the final results of the calendar year are not known for some time until after the close of the year, a formula approach to surplus allocations is necessary, followed by a detailed report back to Council. Today's report and bylaw will set this budget control approach in place for the current year. A number of municipalities utilize the same approach as it results in separating the disposition of surpluses of one year from the following year's budget process. It simplifies both the budget process, and the year-end reporting process, and assists with transparency to the community.

Budget Carry-Forwards

A Budget Carry-Forward is a technique utilized to move unused Operating Budget funding in relation to a specific project or initiative from one year into the next budget year, without the process of formally budgeting the item a second time. For example, the use of a budget carry-forward would be applicable if a major economic development initiative funded in one year as a special project in the operating budget did not get started by year end, and it was the intent to complete the project in the following year. Council could separately approve a budget carry-forward for this item, allocating budget dollars from the old year into the new-year, despite having already approved the new budget without its inclusion.

Any budget carry-forwards must be approved first by the Treasurer, followed by Council. Council would approve any such carry-forwards as part of the report from the Treasurer and CAO detailing the disposition of year end surplus/deficits.

COMMENTS

Staff are presently in the process of undertaking another review of the Town's forecasted 2015 financial position of which the results are not yet known. As of the previous forecast review which took place in early summer, the corporation was on track to conclude the fiscal year with a minor surplus. Before the validating results from the above noted forecast review presently underway are known, a surplus or deficit financial outcome is possible.

FINANCIAL IMPLICATIONS

2015 Surplus/Deficit Control

The "Act" requires that any surplus or deficit be carried forward into the following year's budget, unless otherwise controlled as proposed in this report. Using the controls, the surplus or deficit will become \$zero, save for any validated budget carry-forwards as described above. In that event, the carry-forward amount or "surplus" then gets carried forward in accordance with the Act. The following outlines the formula for disposition of any year end surplus or deficits:

A) Operating Budget

If a surplus in Operating results for 2015 is recognized, the following allocations are recommended:

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Report No. CFS15-052

- a) Any unexpended portions of the 2015 Operating Budget funding allocations provided from Reserves for specific expenditures are returned to their respective funding sources. The 2015 budget funding allocations from such Reserves and

2015 Reserve Fund allocations to fund operating budget items were as follows:

<u>Reserve Fund</u>	<u>Amount</u>
Arts and Cultural	5,000
Engineering Fees	310,900
Landscape Fee	18,400
Tax Rate Stabilization	24,900
WSIB	85,000
Growth & New	129,500
Roads & Related R&R	122,100
General Government Development Charges	260,000
Indoor Recreation Development Charges (Debt Payment)	1,884,100
Parks Development & Facilities Development Charge	160,600
Library Development Charges (Debt Payment)	289,500
Roads & Related Development Charges	60,200
Water System Development Charges	10,500
Federal Gas Tax	78,700
Cash-in-Lieu Parkland	50,000
Storm	218,800
Water	126,400
Wastewater	286,400

- b) As required for Bill 124, a Building Permit Fees Reserve Fund was established in which provisions for potential recessionary years may be made. Any surplus in these activities is required by legislation to be allocated to the Building Permit Fees Reserve Fund, while any deficit arising may be funded from this source. The 2015 Budget included a \$107,734 contribution reflecting a budgeted permit revenue surplus driven by 2C lands growth. Any budgetary surplus or deficit in the Building Services Division budget is to be allocated to or funded from the Reserve Fund.
- c) Any remaining surplus may be allocated toward approved carry-forwards to 2016, if any.

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Report No. CFS15-052

- d) It is wise for a municipality to maintain reserves specifically intended to stabilize or cushion annual tax rates from significant one-time or temporary pressures. Such pressures could include the impacts from significant new service or facility costs, market conditions affecting revenues, adverse weather or climate events, or other factors. Staff recommend transferring up to a maximum of approximately 1% of tax revenue annually to the Stabilization reserve, until such time that this reserve's balance reaches approximately 10% of annual tax revenue, which is a benchmark used by many municipalities. For 2015, 1% of tax revenue equates to \$369,963.00. If this amount was to be added to the existing reserve's balance, its balance would become \$ 3,409,977 before earned interest has been applied for the year.
- e) Any remaining surplus thereafter be allocated proportionately to the various tax rate funded Repair & Replacement reserves.
- f) Alternatively, should an operating deficit occur in 2015, adjustments a), and b) above are still required, with the remaining net shortfall to be funded from the tax stabilization reserve or other appropriate reserves, with such adjustment authorized to occur prior to or after December 31, 2015.

B) Water, Wastewater, Stormwater Budgets

It is recommended that any surplus or deficit in these budgets be allocated to or be funded from the appropriate related reserve fund(s). This will assist in meeting the requirements of Bill 175 which includes a full cost recovery provision for the replacement of water and wastewater infrastructure.

LINK TO STRATEGIC PLAN

Outlining a strategic approach to managing year end surpluses and/or deficits, and thereby avoiding the need to complicate the following year's budget with such matters, contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

ALTERNATIVES TO THE RECOMMENDATIONS

1. Council could choose not to approve the Surplus/Deficit Control Bylaw and address any year end results by way of budget amendment following early budget approval.
2. Council could direct staff to return to the process of past years of making informed estimates of year end positions, and making surplus allocations as part of the following year's budget approval process.

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Report No. CFS15-052

CONCLUSIONS

Staff are recommending that By-law 5783-15 be adopted which will authorize the Director of Corporate & Financial Services – Treasurer and the Chief Administrative Officer to control the 2015 Operating Fund surplus/deficit and the surpluses or deficits in the Water, Wastewater, Stormwater budgets by giving them authority to make adjustments and allocate surplus funds or fund deficits strictly as itemized in this report. Not doing so will cause all fund surpluses or deficits to be carried forward into the 2016 budgets which would likely result in the budget adjustments being made after Council has already approved the Town's budget for 2016. As part of the year-end procedures, staff will report back to the General Committee as to the actual year-end results and the final surplus allocations made for 2015.

PREVIOUS REPORTS

None – A new bylaw is required each year, this equivalent report for 2014 was CFS14-026 which went to General Committee on December 9, 2014.

ATTACHMENTS

None – By-law 5783-15 in a form similar to past years will be included in the bylaws portion of this month's Council agenda.

PRE-SUBMISSION REVIEW

Executive Leadership Team – Thursday, November 19, 2015

Prepared by: Jason Gaertner, Manager Financial Planning



***Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer***



***Patrick Moyle
Interim Chief Administrative Officer***



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS15-053

SUBJECT: *Creation of One Additional Reserve Fund Account*
FROM: *Dan Elliott, Director, Corporate & Financial Services - Treasurer*
DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. CFS15-053 be received; and

THAT By-law Number 5784-15, a by-law to amend the Reserve Fund By-law Number 5553-13 to add the Community Benefit Contributions reserve fund schedule, be adopted.

PURPOSE OF THE REPORT

This report and recommendations are essentially administrative housekeeping matters.

For administrative and compliance purposes, staff require the creation of one additional reserve fund for the Town. All reserve funds are defined by bylaw for accountability and transparency purposes, and are detailed and available for public review from our Town website.

BACKGROUND

Community Benefit Contributions reserve fund

There are short-comings within the existing Development Charge Act in its ability to fully fund the incremental infrastructure costs that are required to expand the town's services, facilities and operational capacity in order to meet the requirements and expectations of a growing community. This shortfall is experienced particularly in the areas of Parks and Recreation assets. In recognition of this funding gap, the town was successful in negotiating with the active development community an additional Community Benefit Contribution tied to each additional residential dwelling unit added to the Town community. These additional funds will assist the town in funding the town's growth related projects for Parks and Recreation, thus reducing the burden on the town's tax payers.

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Report No. CFS15-053

All existing reserve funds are set out by bylaw, using separate schedules for each, to enable clarity for Council, staff and the public as to the purpose, sources of funding and intended uses for each. The necessary draft schedule for the new proposed reserve fund is set out as Attachment 1 to this report. This schedule must be appended to the existing reserve fund bylaw for completeness.

LINK TO STRATEGIC PLAN

Outlining and understanding the Town's purposes and uses of its financial contributions supports the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. May provide alternative directions with respect to the proposed reserve fund account.
2. May provide direction with alternative proposed wording for the draft bylaw schedule defining the proposed reserve fund.

FINANCIAL IMPLICATIONS

There are no direct financial implications of creating the proposed reserve fund accounts. No balances are being proposed for transfer at this time. The Town began collecting the new community benefit fee early in 2015. The actual reserve account was created some time ago; however, a formalization of the purposes and descriptions of this fund needs to be inserted into our reserve fund bylaw.

CONCLUSIONS

This housekeeping report is to formally establish by bylaw one new reserve fund account which is required for fund tracking purposes.

PREVIOUS REPORTS

None

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Report No. CFS15-053

ATTACHMENTS

Attachment #1 – Proposed reserve fund bylaw schedule: #NI7 Community Benefit Contributions reserve fund

PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, November 19, 2015

Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer



Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer



Patrick Moyle
Interim Chief Administrative Officer

Attachment #1

By-law 5553-13

Schedule:	NI7
Reserve Fund Category:	New Infrastructure
Reserve Fund Name:	Community Benefit Contributions

The Community Benefit Contributions Reserve Fund (the "Fund") is hereby established to receive and hold all Community Benefit Contribution funds received from builders of residential dwelling units within the Town of Aurora.

These funds shall only be used for the purposes of acquiring or constructing new growth-related parks or recreation infrastructure which will deliver expanded or new infrastructure capacity of any type to meet the needs of our growing residential community population. Acquisition of land for outdoor parks purposes is not an eligible purpose, however land for indoor recreation facilities development is eligible. Funding from this reserve may be used in parallel with other development related revenue, fees, or charges or reserve funds.

Balances in the Fund will be planned for specific projects recommended to or by Council as part of the annual budget process, or at other times throughout the year.

Due to the specific source and intent of these funds, Council may not reallocate these funds toward any non-growth related purpose.

The Fund is to be established with the Community Benefit Contribution fees that have been collected to date.

This Reserve Fund schedule has been appended to existing By-law 5553-13 by amending By-law 5784-15, adopted by Council December 8, 2015.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS15-054

SUBJECT: 2016 Interim Property Tax Levy

FROM: Dan Elliott, Director, Corporate & Financial Services - Treasurer

DATE: December 1, 2015

RECOMMENDATIONS

THAT Report No. CFS15-054 be received; and

THAT By-law 5786-15 be adopted to authorize the levying of 2016 interim property taxes on all rateable properties and to establish installment due dates

PURPOSE OF THE REPORT

To authorize the levying of interim property taxes for 2016 and adopting the necessary by-law in accordance with Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act")

BACKGROUND

Section 317 of the Act, 2001, allows a municipality to levy an interim property tax amount on all rateable property prior to the adoption of final budgets for each tax year. The maximum allowable interim levy is 50% of the prior year annualized total taxes.

Interim property tax levies for properties added to the assessment roll for 2016, which do not have prior year taxes, will be calculated using 50% of the 2015 tax rates

COMMENTS

Consistent with prior year's interim property tax levies, it is recommended that the 2016 Interim Property Tax Levy be due in two instalments as follows:

First installment	Tuesday, February 23, 2016
Second installment	Monday, April 25, 2016

Due dates are normally set to allow for four (4) business days prior to the month end to ensure that all payments have been processed prior to the application of interest charges on property taxes past due on the first business day of each month. This gives those ratepayers on fixed incomes an unofficial grace period to make their payments without incurring interest charges on or before the last day of the month.

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Report No. CFS15-054

The Act has given the Treasurer the authority to apply a partial payment to an account in a manner different from the legislated payment application rules, upon the request of the taxpayer. Despite this flexibility it is recommended that all payments be applied on a consistent basis in order to ensure fair and consistent treatment for all taxpayers. Accordingly, the bylaw speaks to consistent payment application rules.

The bylaw also includes a provision to authorize the Treasurer to adjust the interim tax amount levy for a property if it is too high or low in relation to the estimated taxes for the year. This can occur when a property is severed for the current year thereby significantly reducing the returned assessment for that year. Levying 50% of the prior year taxes in these cases often results in the interim levy being much higher than 50% of the estimated taxes for the year. Such adjustments are permitted under Subsection 317(9) of the "Act".

LINK TO STRATEGIC PLAN

The levying of Interim Taxes provides funding for operational activities of all Town departments, and thereby supports the advancement of the Strategic Plan.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. There are no practical alternatives to the recommendations contained in this report. The interim property tax levy provides cash flow, avoiding the need for borrowing.

FINANCIAL IMPLICATIONS

The interim property levy is required to provide the necessary cash flow to meet the obligations of the Town including interim payments to the Region of York and School Boards until the final tax rates of all three taxing organizations have been formally adopted and the final tax notices prepared in June of 2016.

CONCLUSIONS

In order to provide the necessary cash flow requirements for the Town, Region and School Boards, the interim tax levy should be calculated, billed and collected as set out in this report.

December 1, 2015

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Report No. CFS15-054

PREVIOUS REPORTS

Not applicable

ATTACHMENTS

None – By-law 5786-15 in a form similar to past years will be included in the bylaws portion of this month’s Council agenda.

PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, November 19, 2015

Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer



**Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer**



**Patrick Moyle
Interim Chief Administrative Officer**



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. LLS15-065**

SUBJECT: *Publication of Council Voting Records*

FROM: *Warren Mar, Director of Legal & Legislative Services/Town Solicitor*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. LLS15-065 be received; and

THAT a record of recorded votes taken at Council meetings on or after January 1, 2015 be published on the Town's website in the same format as Attachment 1 to Report No. LLS15-065; and

THAT staff be authorized to amend the method of publishing the record of recorded votes upon implementation of any upgrades to the Council Chamber Audio-Visual System, or upon implementation of an electronic meeting management system, provided that either system is capable of providing a similar reporting function and information as referred to in Report No. LLS15-065.

PURPOSE OF THE REPORT

To receive approval for the publishing of a record of recorded votes taken at Council meetings.

BACKGROUND

On February 10, 2014, Aurora Town Council adopted the following motion:

WHEREAS the minutes of any Council meeting are part of the public record and are available to all; and

WHEREAS a recorded vote on a particular motion can be requested by any member of Council and is noted in the minutes of a Council meeting; and

WHEREAS residents should be able to easily identify how a member of Council voted on any particular issue; and

WHEREAS Openness and Transparency are important principles to all members of Council.

December 1, 2015

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Report No. LLS15-065

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff report to Council on potential ways in which the voting records of individual Council members may be compiled and made available to residents in a readily accessible annual report.

Additionally, Council has approved funds in the 2015 Capital Budget for the acquisition of an Electronic Meeting Management System (“E-Agenda System”), and also allocated funds in the 2015 and 2016 Capital Budget to upgrade the Council Chamber audio-visual systems (“A/V Upgrades”).

COMMENTS

Attachment 1 is a spreadsheet listing all recorded votes taken at Council meetings from January 1, 2015 to October 30, 2015. The “Council Recorded Votes 2015” spreadsheet provides the following key pieces of information:

1. Meeting date;
2. Agenda Item Number;
3. Agenda Item Title;
4. Motion type (e.g. Main Motion, Motion to Amend, Motion to Refer);
5. Motion wording;
6. Each Member of Council’s vote on the motion (“Yea” or “Nay”);
7. Whether the motion was carried or defeated; and
8. Number of votes in favour and against.

It is recommended that the “Council Recorded Votes 2015” spreadsheet be posted on the Town’s website as a searchable PDF file. Once posted, any person would be able to open the file and search it using key words (e.g. subdivision, winter, waste collection, etc.) to see what Council decided on a particular matter and how each Councillor voted on the specific motion. If more details about the Agenda Item (e.g. an associated staff report) is required the public could use the Meeting Date and Agenda Item Number to look at the Agenda or Minutes for that meeting. The proposed format of the report, with the data provided in the order noted above, can be regularly and easily updated by staff in relatively short order (e.g., monthly).

The benefit of the proposed format is that it does not require investment of time or resources to develop and program a searchable database. It is recommended that this method of publishing Councillors voting records be adopted until the Town upgrades the

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Report No. LLS15-065

A/V system in the Council Chamber or implements an E-Agenda system. Staff believe, based on other municipalities experiences, that either of the A/V Upgrades or E-agenda Systems could be configured to allow for electronic voting at Council meetings and the production of reports on voting records. It is recommended that until these options are fully explored the proposed spreadsheet solution be implemented. Should neither the E-Agenda System and A/V Upgrades not result in a easily searchable record of Councillor recorded votes, staff will explore alternatives to the spreadsheet system that provide more functionality then the proposed spreadsheet.

LINK TO STRATEGIC PLAN

Publishing a summary of Councils recorded votes achieved the objective of ***strengthening the fabric of our community*** by identifying new formats, methods and technologies to effectively and regularly engage the community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could direct staff to publish the record of Council Recorded Votes report (Attachment 1) in either Read-only MS Excel or searchable PDF format
2. Council could defer implementation of the publishing of Councillors recorded votes until the implementation of the E-Agenda System or A/V Upgrades in the Council Chamber, both of which will likely include the ability to take and report on electronic votes at Council meetings.

FINANCIAL IMPLICATIONS

None.

CONCLUSIONS

Council directed staff to report on potential ways in which the voting records of individual Council members may be compiled and made available to residents in a readily accessible annual report. Pending selection and implementation of an E-Agenda System and Council Chamber A/V upgrades, staff recommend the publishing of a record of Council Votes in a format as set out in Attachment 1 to Report No. LLS15-065.

ATTACHMENTS

Attachment 1 – Council Recorded Votes 2015

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Report No. LLS15-065

PRE-SUBMISSION REVIEW

Chief Administrative Officer, November 24, 2015

Prepared by: Stephen M.A. Huycke, Town Clerk - Ext. 4771

 for W.M.

Warren Mar
Director of Legal & Legislative
Services/Town Solicitor



Patrick Moyle
Interim Chief Administrative Officer

General Committee Meeting Agenda

Tuesday, December 1, 2015



Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaermer	Councillor Humrives	Councillor Kim	Councillor Mirakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-01-20	1 (13)	LLS15-002 - Amendment to Subdivision Approval Conditions (Cash-in-Lieu of Parkland) - Addison Hall Business Park	Main Motion	THAT Report No. LLS15-002 be received; and THAT Condition No. 12 of the Draft Plan of Subdivision Conditions of Approval for File: D12-01-14 be deleted and replaced with the following wording: "12. The Owner shall covenant and agree in the Subdivision Agreement to satisfy any cash-in-lieu of parkland requirements to the satisfaction of the Town Solicitor and the Director of Parks & Recreation Services in accordance with: (a) the Town's By-Law Number 4291-01.F, as amended or successor thereto and applicable policies; OR (b) a combination of a conveyance of lands pursuant to Condition No. 54 and payment of cash-in-lieu of parkland at a rate of 1.513% per lot valued as of the day before the day a building permit is issued in respect of any development on each lot (notwithstanding any provisions to the contrary contained in the Town's By-Law Number 4291-01.F, as amended or successor thereto and applicable policies)."; and THAT Condition No. 54 of the Draft Plan of Subdivision Conditions of Approval for File: D12-01-14 be deleted and replaced with the following wording: "54. The Owner shall covenant and agree in the Subdivision Agreement to convey certain lands to the Town for use as a trail and to be used in accordance with the required Trail Location Plan, at the location and length set out in the Attachment to the satisfaction of the Director of Parks & Recreation Services and the Town Solicitor."	Yea	Yea	Nay	Yea	Yea	Yea	Yea	Yea	Yea	Carried	8-1
2015-02-10	Motion (a)	Pirri - Renaming of Aurora's Portion of the Nokkidaa Trail in Honour of Tim Jones	Main Motion	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff bring forward a report to Council regarding the renaming of Aurora's portion of the Nokkidaa Trail in honour of Tim Jones.	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0
2015-02-24	Motion (a)	Mirakas - Winter Maintenance Service	Main Motion	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to return the winter maintenance service levels to those in effect for the 2013-2014 winter maintenance season, and	Nay	Nay	Absent	Yea	Nay	Yea	Nay	Nay	Nay	Defeated	2-6
2015-02-24	Motion (a)	Mirakas - Winter Maintenance Service	Main Motion	BE IT FURTHER RESOLVED THAT staff be directed to report to Council, following the end of the 2014-2015 winter maintenance season, with recommendations on how to provide the residents of and businesses in Aurora with better winter service provisions especially as it speaks to snow removal.	Yea	Yea	Absent	Yea	Yea	Yea	Yea	Yea	Yea	Carried	8-0
2015-03-10	(15)	IES15-014 - Clear Bag Program for Waste Collection, Follow-up Report	Motion to Amend	THAT Council endorse the implementation of a voluntary Clear Bag Program for waste collection; and	Yea	Yea	Yea	Nay	Nay	Nay	Nay	Nay	Nay	Defeated	3-6
2015-03-10	(15)	IES15-014 - Clear Bag Program for Waste Collection, Follow-up Report	Motion to Amend	THAT staff be directed to provide members of the public with information on the benefits of a Clear Bag Program; and	Yea	Yea	Yea	Nay	Nay	Nay	Nay	Yea	Nay	Defeated	4-5
2015-03-10	(15)	IES15-014 - Clear Bag Program for Waste Collection, Follow-up Report	Motion to Amend	THAT staff be directed to report back on any feedback received in respect to the voluntary Clear Bag Program."	Yea	Nay	Yea	Nay	Nay	Nay	Nay	Nay	Nay	Defeated	2-7
2015-03-10	(16)	IES15-011 - Questions on the Ballot - 2014 Municipal Elections Results	Motion to Amend	THAT the composition of the Council of The Corporation of The Town of Aurora be changed from nine (9) members to seven (7) members, comprised of one (1) Mayor, who shall be the Head of Council, and six (6) Councillors; and	Nay	Yea	Nay	Nay	Nay	Nay	Yea	Nay	Nay	Defeated	2-7
2015-03-31	(14)	PL15-019 - Site Plan Application, Skygrove Developments Inc., 233 Earl Stewart Drive, File: SP-2014-09	Main Motion	THAT the change in the composition of Council come into force following the next regular municipal election in accordance with the provisions of subsection 217(3) of the Municipal Act, 2001; and THAT the necessary by-law be brought forward at the March 31, 2015 meeting of Council for amendments to change the composition of Council for The Corporation of The Town of Aurora from nine (9) members to seven (7) members, comprised of one (1) Mayor, who shall be the Head of Council, and six (6) Councillors." THAT Report No. PL15-019 be received; and	Yea	Yea	Yea	Yea	Yea	Absent	Yea	Yea	Yea	Carried	7-1
				THAT Site Plan Application File SP-2014-09 (Skygrove Developments Inc.) be approved to permit the development of the subject lands for a stand-alone restaurant with drive-thru facility and two (2) multi-unit commercial buildings; and THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.											

Attachment 1

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaertner	Councillor Humfries	Councillor Kim	Councillor Mrakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-03-31	6	Memorandum from Director of Planning & Development, Re: Additional Information, Administrative Zoning By-Law Amendment No. 5701-15, 30 Eric T. Smith Way	Main Motion	THAT Report No. PL15-019 be received; and THAT Site Plan Application File SP-2014-09 (Skygrove Developments Inc.) be approved to permit the development of the subject lands for a stand-alone restaurant with drive-thru facility and two (2) multi-unit commercial buildings; and THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.	Yea	Yea	Nay	Yea	Yea	Absent	Yea	Yea	Yea	Carried	7-1
2015-03-31		5701-15 BEING A BY-LAW to amend Zoning By-Law Number 2215-78, as amended (30 Eric T. Smith Way).	Main Motion	THAT the following by-law be given first, second, and third readings and enacted:	Yea	Yea	Nay	Yea	Yea	Absent	Yea	Yea	Yea	Carried	7-1
2015-04-14		Re: Training and Development Budget	Main Motion as Amended	NOW HEREBY BE IT HEREBY RESOLVED THAT staff provide a report, for Council consideration at the next Budget meeting, that includes the following information: for the year 2014, an itemized list of all conferences and/or training and/or development courses attended by all members of staff, the cost of each conference and/or training and/or development course attended.	Nay	Yea	Yea	Yea	Yea	Yea	Yea	Nay	Yea	Carried	7-2
2015-04-28	1(12)	PR15-010 - Aurora King Baseball Association Provision of Maintenance Services at Stewart Burnett Park Baseball Diamond.	Main Motion	THAT PR15-010 be received; and THAT the maintenance service level for Stewart Burnett Park baseball diamond be enhanced as set out in attached Schedule 'A', entitled S. B. Maintenance Services; and THAT the requirements of Schedule 'A', entitled S. B. Maintenance Services be included in the facility maintenance agreement between the Aurora King Baseball Association (AKBA) and the Town authorized by Council on April 14, 2015; and THAT \$7,000,000 be added to the 2015 Parks Operations Budget for the enhanced baseball diamond maintenance service level; and THAT the Town compensate the AKBA in an amount not to exceed \$7,000,000 for the provision of said maintenance services; and THAT the AKBA provision of enhanced maintenance services at Stewart Burnett Park baseball diamond be identified as a one (1) year pilot project; and THAT staff report back on the pilot project after the conclusion of the 2015 baseball season.	Nay	Yea	Nay	Yea	Yea	Yea	Absent	Yea	Yea	Carried	6-2
2015-04-28		Councillor Thompson Re: Corporate Communication Policy	Main Motion	NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora's Corporate Communications Plan (2011) and the Corporate Communications Policy be placed on the next Agenda for review and direction from Council; and BE IT FURTHER RESOLVED THAT staff bring forward, for Council's approval, a revised Corporate Communications Plan and Corporate Communications Policy prior to the end of 2015.	Yea	Yea	Yea	Yea	Yea	Yea	Absent	Yea	Yea	Carried	8-0
2015-04-28		5713-15 BEING A BY-LAW to declare as surplus and sell municipal lands (55 Eric T. Smith Way).	Main Motion	THAT the following by-laws be given first, second, and third readings and enacted:	Yea	Yea	Nay	Yea	Yea	Yea	Absent	Yea	Yea	Carried	7-1
2015-04-28		5714-15 BEING A BY-LAW to declare as surplus and sell municipal lands (30 Eric T. Smith Way).	Main Motion	5713-15 BEING A BY-LAW to declare as surplus and sell municipal lands (55 Eric T. Smith Way).	Yea	Yea	Nay	Yea	Yea	Yea	Absent	Yea	Yea	Carried	7-1
2015-04-20		Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board, Re: Aurora Family Leisure Complex	Main Motion	THAT the confidential recommendations in respect to the Aurora Family Leisure Complex be approved and staff be authorized to proceed as directed by Council on April 28, 2015 in closed session.	Yea	Yea	Yea	Yea	Yea	Yea	Absent	Yea	Yea	Carried	8-0
2015-05-11	1(11)	LLS15-025 - Audio Recording of Additional Information	Motion to Amend	THAT staff be directed to commence audio recordings of closed session meetings; and THAT staff report back on protocols to maintain audio recordings of closed session meetings.	Nay	Nay	Yea	Yea	Nay	Nay	Nay	Nay	Nay	Defeated	4-5
2015-05-11	1(11)	LLS15-025 - Audio Recording of Additional Information	Motion to Amend	THAT a letter, signed by the Mayor and all Members of Council, be sent to the Premier of Ontario, the Newmarket-Aurora Member of Provincial Parliament, and all other Members of Provincial Parliament, to request the implementation of the necessary legislation to protect audio recordings of municipal closed session meetings from disclosure except in order to ensure compliance with the closed meeting requirements of the Municipal Act, 2001.	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaertner	Councillor Humfries	Councillor Kim	Councillor Mirakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-05-11	2	LLS15-037 – General Committee Closed Session Report of May 5, 2015	Main Motion	THAT consideration of the May 5, 2015 Closed Session Item 1, regarding personal matters about an identifiable individual, including a Town or Local Board employee, Re: Staff Performance, be deferred to a General Committee Closed Session meeting on May 19, 2015.	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0
2015-05-11		Motion (c) Re: Canada Post Community Mailboxes	Main Motion as Amended	NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora endorse the City of Hamilton's opposition to the elimination of home mail delivery and installation of community mailboxes; and	Nay	Nay	Yea	Yea	Yea	Yea	Nay	Nay	Yea	Carried	5-4
2015-05-11		Motion (c) Re: Canada Post Community Mailboxes	Main Motion as Amended	BE IT FURTHER RESOLVED THAT Council direct the Mayor to send a letter, copied to Members of Parliament, Ontario Members of Provincial Parliament, and all Ontario municipalities, that requests the Federal Minister of Transport, who oversees Canada Post, to require Canada Post to halt installation of community mailboxes immediately and to adhere to its Five-point Action Plan requirement to engage in full and meaningful consultation with all stakeholders, including the Town and its residents; and	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0
2015-05-11		Motion (c) Re: Canada Post Community Mailboxes	Main Motion as Amended	BE IT FURTHER RESOLVED THAT Council direct staff to bring forward recommendations to the next Council meeting to align the Town's by-laws with the City of Hamilton's By-Law Number 15-081 which regulates the installation of equipment on roads; and	Yea	Yea	Yea	Yea	Yea	Yea	Nay	Yea	Yea	Carried	8-1
2015-05-11		Motion (c) Re: Canada Post Community Mailboxes	Main Motion as Amended	BE IT FURTHER RESOLVED THAT Council direct staff to develop appropriate standards to require Canada Post to apply for permits with an appropriate fee that reflects the resources required and costs incurred by the Town to install and maintain community mailboxes in established neighbourhoods; and	Yea	Yea	Yea	Yea	Yea	Yea	Nay	Yea	Yea	Carried	8-1
2015-05-11		Motion (c) Re: Canada Post Community Mailboxes	Main Motion as Amended	BE IT FURTHER RESOLVED THAT staff bring back a new bylaw for Council's enactment at the next Council meeting.	Nay	Nay	Yea	Yea	Yea	Yea	Nay	Nay	Yea	Carried	5-4
2015-05-26	1(2)	LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest)	Motion to Defer	THAT Item 1(2), Report No. LLS15-035 – Request for an Encroachment Agreement, (29 Mendy's Forest), be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	Yea	Absent	Yea	Yea	Yea	Yea	Nay	Yea	Nay	Carried	6-2
2015-05-26	7	CFS15-018 – 2015 Final Operating Budget Approval	Main Motion	THAT Report No. CFS15-018 be received; and THAT the 2015 Operating Budget summarized in Attachment #2, which reflects all revisions recommended for approval by the Budget Committee, resulting in a total levy of \$36,985,300, a total operating expense plan of \$69,027,700, generating a 3.0% increase in rates, shall be increased to which results in an estimated 2.69% increase in the total bill increase when combined with the regional and education shares of the tax bill; be approved; and THAT the Town's full-time staff complement be increased by four (4) (two of which have already been preapproved by Council for hiring) and reduced by one (1) to 211 (excluding Library Board and Central York Fire Services staff) as presented in Attachment #6 and funded in the 2015 Operating Budget; and THAT a general wage increase of 2.0% effective April 1, 2015, be applied to the Salary Schedule for Full-time Permanent Non-Bargaining Unit Positions, and to the Rate Schedule for Other-than-Continuous-Full-time Non-Bargaining Unit Positions, both being Attachments to Policy #7; and THAT By-law Number 5729-15 be adopted to set 2015 tax rates and payment dates.	Yea	Yea	Nay	Yea	Yea	Yea	Yea	Yea	Yea	Carried	8-1
2015-05-26		Motion (c) Draft Tree Protection By-law	Main Motion	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff place the matter of the Draft Tree Protection By-law on a future General Committee agenda for discussion and direction; with a copy of all previous staff reports dealing with this matter as well as a copy of the Town's current Tree By-law and Tree Destruction Permit; and BE IT FURTHER RESOLVED THAT staff be directed to prepare and bring a comprehensive report to General Committee prior to the end of September 2015 containing a written summary of the review process and all written or verbal input received from the general public at the Public Planning meeting and other Council meetings outlined in this motion; and BE IT FURTHER RESOLVED THAT staff be directed to provide Council with options for meeting dates for Council to invite the public to comment and offer input on the Draft Tree Protection By-law.	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaertner	Councillor Humfries	Councillor Kim	Councillor Mrakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-05-26	By-Law	5733-15 BEING A BY-LAW to regulate the manner in which persons may enter onto boulevards, rights-of-way, and highways within the Town of Aurora for the purpose of constructing access driveways, service connections, mail receptacles, or other works and equipment.	Main Motion	THAT the following by-law be given first, second, and third readings and enacted 5733-15 BEING A BY-LAW to regulate the manner in which persons may enter onto boulevards, rights-of-way, and highways within the Town of Aurora for the purpose of constructing access driveways, service connections, mail receptacles, or other works and equipment.	Nay	Yea	Yea	Yea	Yea	Yea	Nay	Yea	Yea	Carried	7-2
2015-05-09	1(3)	PL15-038 – Proposed Rogers Radiocommunication & Broadcasting Antenna, Rogers Communications Inc., 1030 Bloomington Road, File Number: SPT1201441	Main Motion	THAT Council's position of Concurrence regarding the proposed 35 metre high monopole design telecommunication tower at 1030 Bloomington Road be forwarded to Industry Canada, and	Yea	Nay	Nay	Nay	Nay	Nay	Yea	Absent	Nay	Defeated	2-6
2015-06-09	1(3)	PL15-038 – Proposed Rogers Radiocommunication & Broadcasting Antenna, Rogers Communications Inc., 1030 Bloomington Road, File Number: SPT1201441	Main Motion	THAT Council's position of Non-Concurrence regarding the proposed 35 metre high monopole design telecommunication tower at 1030 Bloomington Road be forwarded to Industry Canada, with a summarization of Council's comments on reasons for Non-Concurrence.	Nay	Yea	Yea	Yea	Yea	Yea	Nay	Absent	Yea	Carried	6-2
2015-06-09	1(5)	PR15014 – 2015 Concerts in the Park Series	Main Motion as Amended	THAT Report No. PR15014 be received, and THAT a stand-alone event to be presented by the Aurora Winter Blues Festival be approved, and THAT staff be directed to promote all music events occurring within the Town of Aurora over the 2015 summer months; and THAT the Aurora Winter Blues Festival be provided with a community grant of \$1,000, and an additional support of up to \$1,000 from the Council Contingency Account to support the stand-alone event.	Yea	Yea	Nay	Yea	Yea	Yea	Yea	Absent	Yea	Carried	7-1
2015-06-09	5	Memorandum from Director of Planning & Development Services Re: Noise and Vibration Study Review, Proposed Official Plan Amendment, Proposed Official Plan and Zoning By-Law Amendment, Brookfield Homes (Ontario) Limited, 155 Vandorf Sideroad (Timberlane Athletic Club property), Files: OPA-2014-01 and ZBA-2014-03	Main Motion	THAT the memorandum regarding Noise and Vibration Study Review, Proposed Official Plan Amendment and Zoning By-Law Amendment, Brookfield Homes (Ontario) Limited, 155 Vandorf Sideroad (Timberlane Athletic Club property), Files: OPA-2014-01 and ZBA-2014-03, be received, and THAT the recommendations in the Public Planning meeting Report No. PL15-029 be adopted as follows: THAT Report No. PL15-029 be received, and THAT Application to Amend the Official Plan File: OPA-2014-01 be approved, to re-designate the subject lands from "Private Open Space" and "Cluster Residential" to "Cluster Residential – Site Specific Policy", to facilitate the development of the subject lands for a 56 detached residential unit condominium development; and THAT Application to Amend the Zoning By-Law File: ZBA-2014-03 be approved, to rezone the subject lands from "Major Open Space (O-4) Exception Zone" to "Detached Dwelling Second Density (R2-X) Exception Zone" and "Major Open Space (O-Y) Exception Zone", and THAT a total of 65 units of water and sewage capacity be allocated to the subject lands; and THAT the by-laws to adopt the Official Plan Amendment and implementing zoning be presented at a future Council meeting for enactment.	Yea	Yea	Nay	Yea	Yea	Nay	Yea	Absent	Yea	Carried	6-2

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaermer	Councillor Humrives	Councillor Kim	Councillor Mirakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-06-09	Closed Session Item 2	Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the Municipal Act, 2001) and Labour negotiations or employee relations (section 238(2)(d) of the Municipal Act, 2001). Re: Chief Administrative Officer Recruitment	Motion to Defer	THAT consideration of the following third clause be deferred to a future Council meeting as determined by Council: THAT a CAO Selection Committee be formed, comprised of the Mayor and two (2) Councillors selected by the Mayor, to lead the search for a new permanent CAO.	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Absent	Nay	Carried	7-1
2015-06-23	7	PR15-019 – Tree Permit Application for 2 Woodsend Crescent	Main Motion	THAT Report No. PR15-019 be received, and THAT a permit be issued to the property owner for the removal of forty-eight (48) trees from a property located at 2 Woodsend Crescent.	Yea	Yea	Nay	Yea	Yea	Yea	Yea	Yea	Yea	Carried	8-1
2015-07-14	2	PR15-022 – Community Radio Station and Sound Studio	Main Motion	THAT Report No. PR15-022 be received, and THAT the additional program space at the Aurora Family Leisure Complex (AFLC) be allocated as space for the Community Radio Station and Sound Studio; and THAT the 2015 Capital Budget be increased by \$10,000, funded from the Growth and New Infrastructure Reserve Fund, to renovate the space necessary to accommodate a Community Radio Station and Sound Studio; and THAT staff be directed to consult with Mr. Ferguson Mobbs on the layout and design of the Community Radio Station and Sound Studio at the AFLC prior to renovating the space.	Yea	Yea	Nay	Yea	Yea	Nay	Yea	Yea	Yea	Carried	7-2
2015-07-14	By-Laws	5748-15 BEING A BY-LAW to adopt Official Plan Amendment No. 8.	Main Motion	THAT the following by-law be given first, second, and third readings and enacted: 5748-15 BEING A BY-LAW to adopt Official Plan Amendment No. 8.	Yea	Absent	Nay	Yea	Yea	Nay	Yea	Yea	Yea	Carried	6-2
2015-08-11	10	ES15-047 – Water Operator Vacancy – Four-Month Gapping Rule	Main Motion	5748-15 BEING A BY-LAW to amend Zoning By-Law Number 22-03-78, as amended (Brookfield Homes (Ontario) Limited – 165 Vandort Side Road).	Yea	Absent	Yea	Yea	Nay	Nay	Yea	Yea	Yea	Carried	6-2
2015-08-11	Motion (a)	Councillor Mirakas Re: 2016 Hiring Freeze	Main Amended Motion	THAT staff be authorized to immediately recruit for the Water Operator position.	Nay	Absent	Yea	Yea	Yea	Yea	Nay	Nay	Nay	Defeated	4-4
2015-08-11	Motion (a)	Councillor Mirakas Re: 2016 Hiring Freeze	Main Amended Motion	NOW THEREFORE BE IT HEREBY RESOLVED THAT The Town of Aurora implement a one-year hiring freeze on all new positions for the 2016 fiscal year, and BE IT FURTHER RESOLVED THAT the Interim Chief Administrative Officer develop a vacancy control program and bring forward a proposal for Council's consideration as soon as possible.	Yea	Absent	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	6-0
2015-08-11	Motion (a)	Councillor Mirakas Re: 2016 Hiring Freeze	Main Amended Motion	BE IT FURTHER RESOLVED THAT the hiring freeze would not apply to positions mandated by legislation and/or seasonal positions provided that they do not exceed approved budgeted levels.	Yea	Absent	Yea	Yea	Yea	Yea	Yea	Nay	Nay	Carried	6-2
2015-08-25	11	Memorandum from Councillor Mirakas Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze	Motion to Defer	THAT Item 11, Memorandum from Councillor Mirakas, Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze, be deferred to the Council meeting of September 29, 2015.	Nay	Nay	Yea	Yea	Absent	Yea	Nay	Nay	Yea	Defeated	4-4
2015-08-25	11	Memorandum from Councillor Mirakas Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze	Motion to Refer	THAT Item 11, Memorandum from Councillor Mirakas, Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze, be deferred to the Council meeting of September 29, 2015.	Nay	Nay	Yea	Yea	Absent	Yea	Nay	Nay	Yea	Defeated	4-4
2015-08-25	11	Memorandum from Councillor Mirakas Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze	Main Motion	THAT Item 11, Memorandum from Councillor Mirakas, Re: Reconsideration of Councils August 11, 2015 Decision Pertaining to Motion for Which Notice Has Been Given (a) 2016 Hiring Freeze, be deferred to the Council meeting of September 29, 2015.	Nay	Nay	Yea	Yea	Absent	Yea	Nay	Nay	Nay	Defeated	3-5

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaertner	Councillor Humfries	Councillor Kim	Councillor Mrakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
44	2015-09-15	5 PR15-026 – Award of Request for Proposal PRS 2015-77 – Cultural Precinct Plan	Main Motion	THAT Report No. PR15-026 be received, and THAT the 2015 Capital Budget be increased by \$58,815,000 to be funded from the Tax Rate Stabilization Reserve Fund; and THAT Request for Proposal PRS 2015-77 – Cultural Precinct Plan be awarded to Fotem Consultants Inc. in the amount of \$57,797,500, excluding HST.	Yea	Yea	Absent	Yea	Yea	Yea	Yea	Yea	Yea	Carried	6-0
45	2015-09-15	Motion (a) Councillor Kim Re: Mavrinac Boulevard Land – Block 208	Main Motion as Amended	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to investigate and report back to Council on options for the use of Block 208 on Mavrinac Boulevard as green space and/or other recreational usage in accordance with the Town's Parks and Recreation Master Plan and any updates to the Master Plan, and BE IT FURTHER RESOLVED THAT staff be directed to investigate and report back to Council on options to remove the fence around Lot 208 on Mavrinac Boulevard, clean up the lot, place mulch paths across the lot where possible, and provide notice to the public advising that the Town is considering options for future use of the land.	Nay	Yea	Absent	Yea	Yea	Yea	Nay	Yea	Yea	Carried	6-2
46	2015-09-21	1 PL 15-069 – Proposed Zoning By-Law Amendment 2419059 Ontario Inc. 497 Wellington Street West File: ZBA-2014-07 Related File: SP-2015-01	Motion to Amend	THAT the second clause of the main motion be amended by replacing the words "General Committee" with the words "Public Planning"	Yea	Nay	Absent	Absent	Yea	Nay	Yea	Nay	Nay	Defeated	3-4
47	2015-09-21	1 PL 15-069 – Proposed Zoning By-Law Amendment 2419059 Ontario Inc. 497 Wellington Street West File: ZBA-2014-07 Related File: SP-2015-01	Main Motion	THAT Report No. PL 15-069 be received, and THAT comments presented at the Public Planning meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.	Yea	Nay	Absent	Absent	Yea	Nay	Yea	Nay	Nay	Defeated	3-4
48	2015-09-21	1 PL 15-069 – Proposed Zoning By-Law Amendment 2419059 Ontario Inc. 497 Wellington Street West File: ZBA-2014-07 Related File: SP-2015-01	Main Motion	THAT Report No. PL 15-069 be received, and THAT the proposed Zoning By-Law Amendment regarding 2419059 Ontario Inc. 497 Wellington Street West, File: ZBA-2014-07, Related File: SP-2015-01 be refused due to lack of compatibility with the surrounding properties, concerns raised by area residents, and citing Section 3.3 (e) (i) of the Town of Aurora Official Plan regarding the accommodation of residential intensification.	Yea	Yea	Absent	Absent	Nay	Yea	Nay	Yea	Yea	Carried	5-2
49	2015-09-22	Closed Session Item 2 Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the Municipal Act, 2001), Re: Staff Performance	Main Motion	THAT the confidential recommendations in respect to personal matters about an identifiable individual, including a Town or Local Board employee, Re: Staff Performance be approved and the Interim Chief Administrative Officer be authorized to proceed as directed by Council in Closed Session on September 22, 2015.	Yea	Yea	Absent	Yea	Yea	Yea	Yea	Yea	Yea	Carried	6-0

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No.	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaermer	Councillor Humfries	Councillor Kim	Councillor Mirakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-09-29	1(1)	IES15-052 – Award of Contract – Town-wide Conversion to L.E.D. Street Lighting	Main Motion	<p>THAT Report No. IES15-052 be received; and</p> <p>THAT the Investment Grade Audit submitted by Realf Term Energy be received, and</p> <p>THAT capital project #34709 be funded in the amount of \$3,267,700 with external debenture financing with Infrastructure Ontario, with repayments funded from operational savings gained through the project, per the sample repayments schedule contained in this report; and</p> <p>THAT this report satisfy Council's previous conditional budget approval and that staff be authorized to proceed with Capital Project #34709, L.E.D. Street Lighting Conversion; and</p> <p>THAT a contract be awarded to Realf Term Energy for the Town-wide conversion of street lighting to L.E.D. lights for \$3,211,159 excluding taxes; and</p> <p>THAT the Treasurer be authorized to arrange debenture financing with Infrastructure Ontario at prevailing interest rates and terms for an upset limit of \$3,267,700 being the contract amount excluding taxes; plus the non-recoverable portion of HST; and</p> <p>THAT the necessary financing by-laws(s) be presented to Council to authorize same; and</p> <p>THAT the Mayor and Town Clerk, or the Treasurer, be authorized to execute any and all documents and agreements necessary for same, including any required to arrange for the necessary approvals from York Region; and</p> <p>THAT upon completion of the debenture issuance, and settlement with the vendor, that a report be presented to Council with the final details of the financing, including an updated payment schedule for information purposes.</p>	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	5-0
2015-09-29	1(4)	CAO15-012 – Canada 150	Main Motion	<p>THAT Report No. CAO15-012 be received; and</p> <p>THAT staff be authorized to apply for a Canada 150 Fund grant from the Government of Canada, to cover 100 per cent of costs for stand-alone events.</p>	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	9-0
2015-09-29	1(4)	CAO15-012 – Canada 150	Main Motion	<p>THAT the Town proceed with advertising for five (5) members of the public to volunteer on a Canada 150 Ad Hoc Committee, pending notification from the Government of Canada of a successful grant application.</p>	Nay	Nay	Nay	Nay	Nay	Yea	Yea	Nay	Nay	Defeated	3-6
2015-09-29	1(15)	PR15-030 – Award of RFP PRS Five Town Facilities	Main Motion	<p>THAT Report No. PR15-030 be received; and</p> <p>THAT Council engage the services of AECOM Canada Architects Ltd. in the amount of \$46,595.00 excluding HST.</p>	Yea	Nay	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	8-1
2015-10-14	1	PL15-067 – Proposed Draft Plan of Subdivision and Zoning By-law Amendment Applications Coppenvalley Estates Inc. 1756 St. John's Sideroad Part of Lot 26, Concession 3 File: SUB-2015-05 and ZBA-2015-09	Main Motion	<p>THAT Report No. PL15-067 be received; and</p> <p>THAT comments presented at the Public Planning Meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee Meeting.</p>	Yea	Absent	Nay	Yea	Absent	Yea	Yea	Absent	Yea	Carried	5-1
2015-10-27	Closed Session Item 1	A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the Municipal Act, 2001); Re: Memorandum from Director of Legal & Legislative Services/Town Solicitor, Re: Potential Acquisition of Land for a New Central York Fire Services Facility	Main Motion	<p>1. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the Municipal Act, 2001); Re: Memorandum from Director of Legal & Legislative Services/Town Solicitor, Re: Potential Acquisition of Land for a New Central York Fire Services Facility</p>	Yea	Yea	Yea	Absent	Yea	Nay	Yea	Absent	Nay	Carried	5-2

General Committee Meeting Agenda

Tuesday, December 1, 2015

Council Recorded Votes 2015

Meeting Date (YYYYMMDD)	Agenda Item No. / Session	Agenda Item Title	Motion Type	Motion	Mayor Dawe	Councillor Abel	Councillor Gaertner	Councillor Humfries	Councillor Kim	Councillor Mrakas	Councillor Pirri	Councillor Thom	Councillor Thompson	Carried or Defeated	Overall Results
2015-10-27	Closed Session Item 3	Personal matters about an identifiable individual, including a Town or Local Board employee (Section 239(2)(b) of the Municipal Act, 2001). Re: Report No. LLS15-061 – Economic Development Advisory Committee Membership	Motion to Defer	THAT consideration of this matter be deferred and staff be directed to report back at a Closed Session meeting on November 10, 2015.	Yea	Yea	Yea	Absent	Yea	Yea	Yea	Nay	Yea	Carried	7-1
2015-11-10	1(6)	PR15-034 – Pedestrian Underpasses – Leslie Street and St. John's Sideroad	Main Motion	<p>THAT Report No. PR15-034 be received, and</p> <p>THAT the construction of Underpasses C and D, as outlined in this report, and in accordance with the Town of Aurora Trails Master Plan, be approved, and</p> <p>THAT funding in the amount of \$212,862 be approved, and</p> <p>THAT 90% of the funds required to construct the underpasses be allocated from the applicable Development Charges Reserve and that the remaining 10% funding be allocated from the applicable Parks and Recreation related reserves; and</p> <p>THAT staff be directed to enter into an Agreement with The Regional Municipality of York to facilitate the process of construction of the two underpasses, the associated financial arrangements, and any matters dealing with the future operation and maintenance of these underpasses; and</p> <p>THAT the Town only consider proceeding with the construction of Underpass A in the event that funding is provided by The Regional Municipality of York; and</p> <p>THAT the Mayor and Town Clerk be authorized to execute the necessary Form of Agreement including any and all documents and ancillary agreements required to give effect to same.</p>	Absent	Nay	Nay	Nay	Yea	Yea	Yea	Yea	Carried	5-3	
2015-11-10	Motion (a)	Re: Procurement Policy	Motion to Refer	THAT this Motion be referred back to staff for consideration as part of the 2016 procurement process audit and a report back to Council within 120 days.	Absent	Yea	Nay	Nay	Nay	Yea	Yea	Yea	Yea	Carried	5-3
2015-11-10	Motion (b)	Councillor Mrakas Re: Door-to-Door Salespeople	Main Motion as Amended	NOW THEREFORE BE IT HEREBY RESOLVED THAT The Town of Aurora staff develop and report back to Council on options for a by-law that would regulate and control door-to-door sales, solicitation and distribution of advertising material, and	Absent	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Carried	6-0
2015-11-10	Closed Session Item 2	2. A proposed or pending acquisition or disposition of land by the Town or Local Board (Section 239(2)(c) of the Municipal Act, 2001). Re: Memorandum from Director of Parks and Recreation Services; Re: Potential Acquisition of Land for a New Central York Fire Services Facility	Main Motion	BE IT FURTHER RESOLVED THAT said report and by-law be brought back to Council for approval in the first quarter of 2016.	Absent	Yea	Absent	Absent	Nay	Nay	Yea	Yea	Yea	Carried	4-2
				THAT the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Memorandum from Director of Parks and Recreation Services; Re: Potential Acquisition of Land for a New Central York Fire Services Facility be approved and staff be authorized to proceed as directed by Council in Closed Session on November 10, 2015.											



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PL15-093**

SUBJECT: *Applications for Exemption from Part Lot Control;
TACC Developments (Aurora) Inc.
Blocks 157 and 158, Plan 65M-4424
File No.: PLC-2015-10*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PL15-093 be received; and

THAT the Application for Exemption from Part Lot Control submitted by TACC Developments (Aurora) Inc. to divide Blocks 157 and 158 on Plan 65M-4424 in to fourteen (14) separate lots for townhouse units be approved; and

THAT the Part Lot Control Exemption By-laws be enacted at the next available Council meeting.

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's approval of a Part Lot Control Exemption By-law applying to Blocks 157 and 158 on Plan 65M-4424.

Part Lot Control Exemption Defined

Section 50 of the *Planning Act* grants municipalities the authority to pass a By-law to exempt lands within a Registered Plan of Subdivision from the Part Lot Control provisions in the Act. This process is used to lift Part Lot Control restrictions from lands within Registered Plans of Subdivision to create parcels for sale and freehold title. It is primarily used for semi-detached and townhouse developments after construction has started to accurately set the boundary lines between the residential units.

December 1, 2015

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Report No. PL15-093

BACKGROUND

Location/ Land use

The lands subject to these Part Lot Control Applications form two separate parcels of land within the Aurora Northeast 2C Secondary Plan Development (See Figure 1). The subject lands are located south of St. John's Sideroad and west of Leslie Street. The surrounding lands uses are as follows:

North: residential lands and St. John's Sideroad

South: residential lands

East: residential lands and Leslie Street; and

West: residential lands.

The two Part Lot Control Applications are located within two Plans of Subdivision that were draft plan approved and registered as follows:

TACC Developments (Aurora) Inc. received draft approval as per the Draft Plan of Subdivision, File No. SUB-2011-03. The Subdivision Agreement was subsequently executed on July 8, 2014 and the plan was registered as 65M-4424.

Proposal

The Owner, TACC Developments (Aurora) Inc., is currently developing the subject lands identified as Blocks 157 and 158 on Plan 65M-4424 (see Figure 2). The subject blocks comprise a total of 14 street townhouse units fronting onto Gower Drive. The dwellings are nearing completion.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 2" by the Town of Aurora Official Plan. The Urban Residential 2 Designation permits a range of residential dwelling units including townhouse dwellings. The subject proposal is consistent with the housing forms on the local streets within the registered plans.

Zoning By-law

The subject lands are zoned Row Dwelling Residential "R6-58" Exception Zone within the Town of Aurora By-law 2213-78, as amended. The "R6-58" Exception Zones primarily permits residential uses such as townhouse units. The proposed developments conform to the Zoning By-law. The existing zoning map is detailed on Figure 1, as attached.

December 1, 2015

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Report No. PL15-093

COMMENTS

The Applicants are requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for the following:

Blocks 157 and 158 on Plan 65M-4424 as a means of achieving the proposed lot divisions (see Figure 5 and 6).

The subject Applications were circulated to all relevant internal departments and no objections were received. The lots that comprise the subject Applications comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreements (File No. SUB-2011-03) registered over the subject lands. No additional lots are being created to what was draft plan approved.

LINK TO STRATEGIC PLAN

The subject Applications supports the Strategic Plan goal of ***supporting an exceptional quality of life for all*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: approval of the subject Applications will assist in **collaborating with the development community to ensure future growth includes housing opportunities for everyone.**

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

None.

PREVIOUS REPORTS

General Committee Report No. PL13-007, March 19, 2013 - Plan of Subdivision and Zoning Amendment Applications.

December 1, 2015

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Report No. PL15-093

CONCLUSIONS

The Planning & Development Services Department has reviewed the subject Part Lot Control Exemption Applications in the context of the Official Plan, the Zoning By-law and Subdivision Agreements respecting the subject lands. Planning & Development Services Staff support the subject Part Lot Control Exemption Applications to facilitate the creation a total of 14 freehold lots for townhouse dwellings and accordingly, recommend that the Part Lot Control By-laws be enacted at a future Council meeting.

ATTACHMENTS

- Figure 1- Location/Zoning Map – TACC Developments (Aurora) Inc.
- Figure 2- Registered Plan of Subdivision – 65M-4424
- Figure 3- Block 157 (Reference Plan – 65R-36013)
- Figure 4- Block 158 (Reference Plan – 65R-36012)

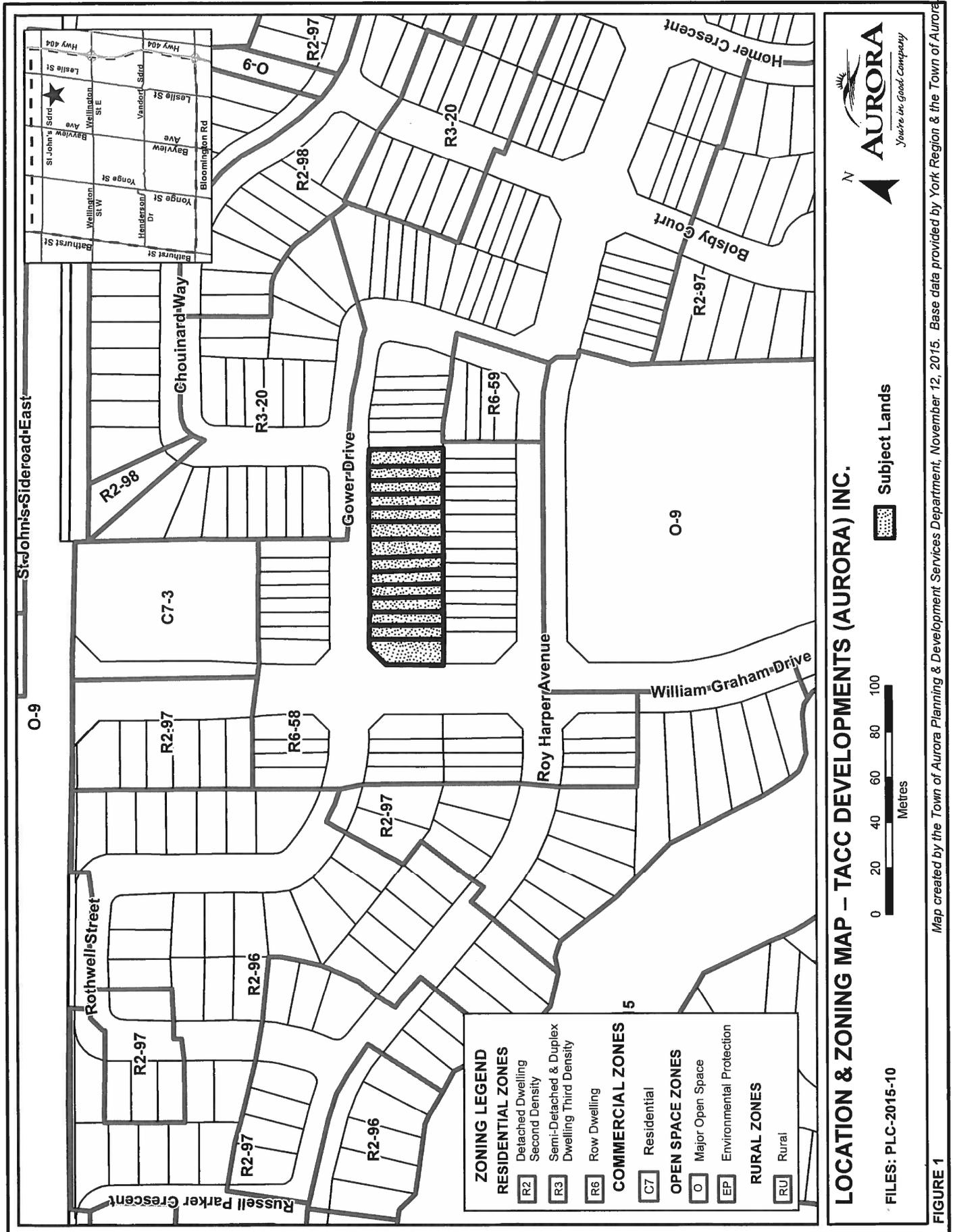
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – November 19, 2015

Prepared by: Lawrence Kuk, Planner - Ext. 4343


Marcò Ramunno, MCIP, RPP
Director of Planning & Development
Services


Patrick Moyle
Interim Chief Administrative Officer



PLAN 65M-4424

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF YORK COUNTY AT 10:00 O'CLOCK ON THE 11th DAY OF NOVEMBER 2015. THE PLAN IS REGISTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER 03642-3344(1)

AND THE PROVIDED REPRESENTATIVE IS REGISTERED AS PLAN DOCUMENT NO. 18-21-2015

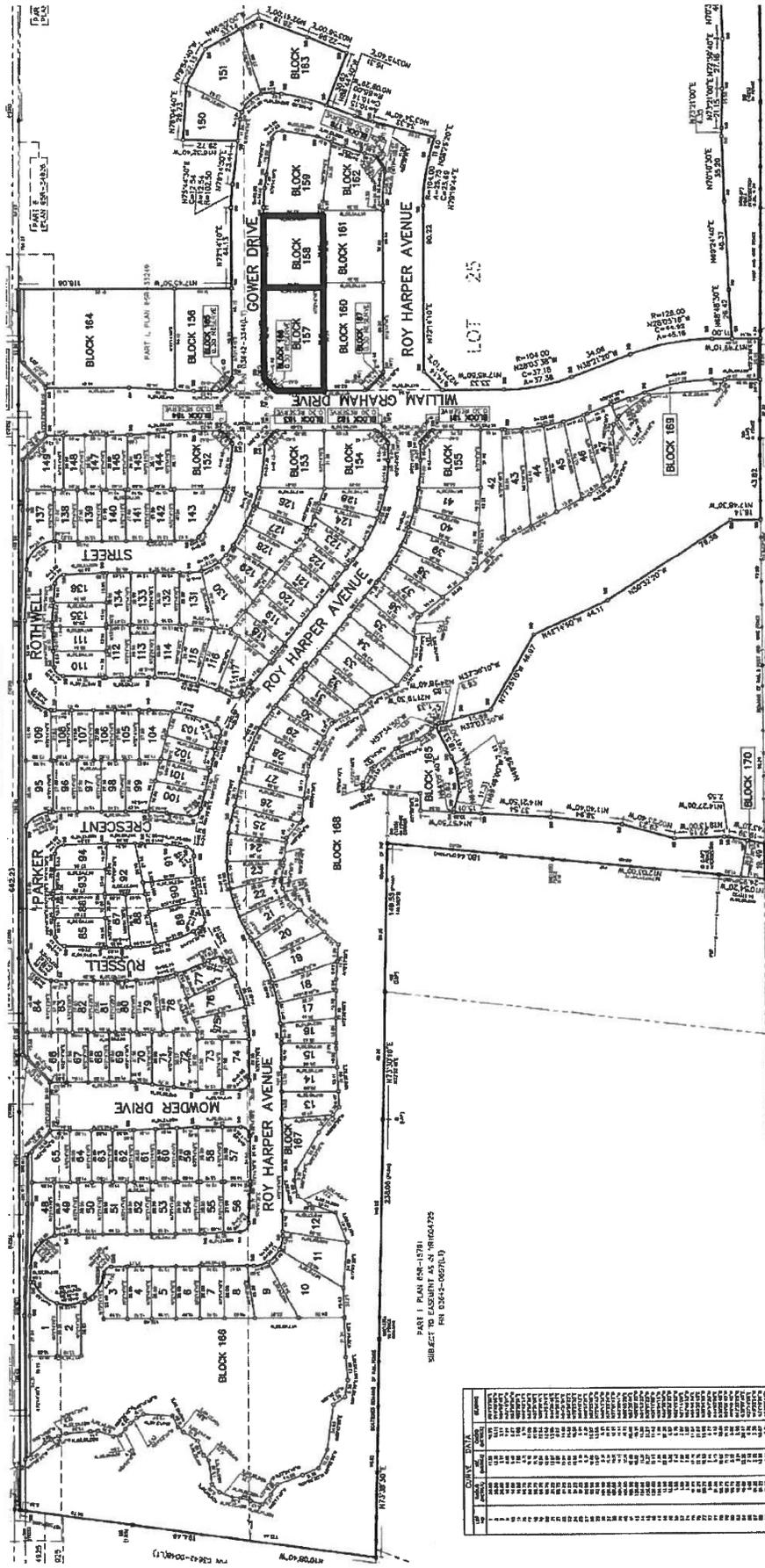
M. P. D. 10/10/15
 Representative for the Land Registrar

PLAN OF SUBDIVISION OF
 PART OF LOT 25
 CONCESSION 2
 (GEN-URBAN TOWNSHIP OF WATKINSON)
 TOWN OF AURORA
 REGIONAL MUNICIPALITY OF YORK

SCALE 1:1000

David B. Pearce
 David B. Pearce Surveying Ltd.
 Chartered Land Surveyors

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



PART I PLAN PARCEL(S)
 SUBJECT TO EASEMENT AS IN 181604725
 FOR 03642-0078(1)

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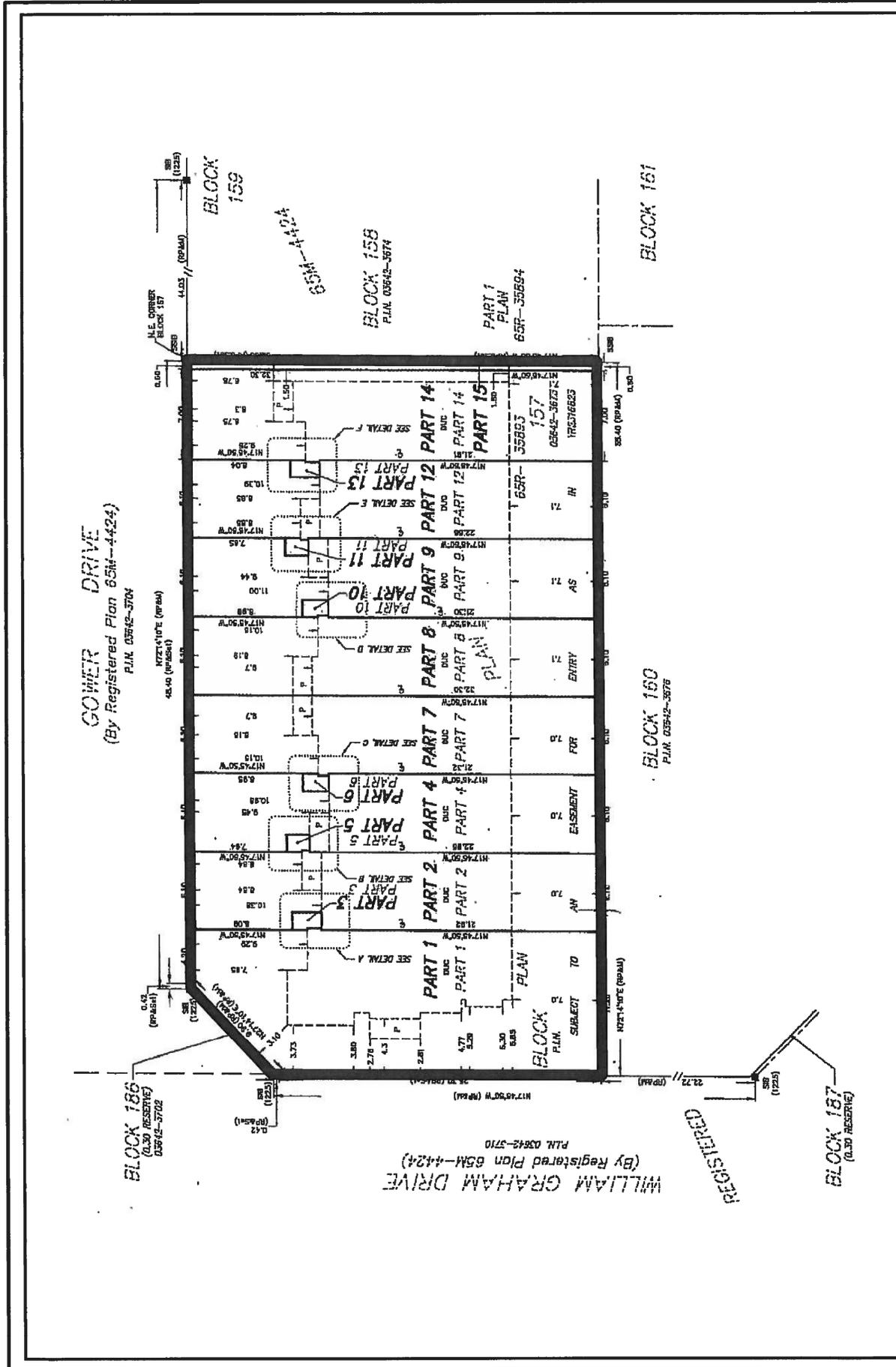
SUBJECT BLOCKS



REGISTERED PLAN 65M-4424
 APPLICANTS: TACC DEVELOPMENTS (AURORA) INC.
 FILE: PLC-2015-10

Map created by the Town of Aurora Planning Department, November 11, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.

FIGURE 2



SUBJECT BLOCK

[Empty Box]

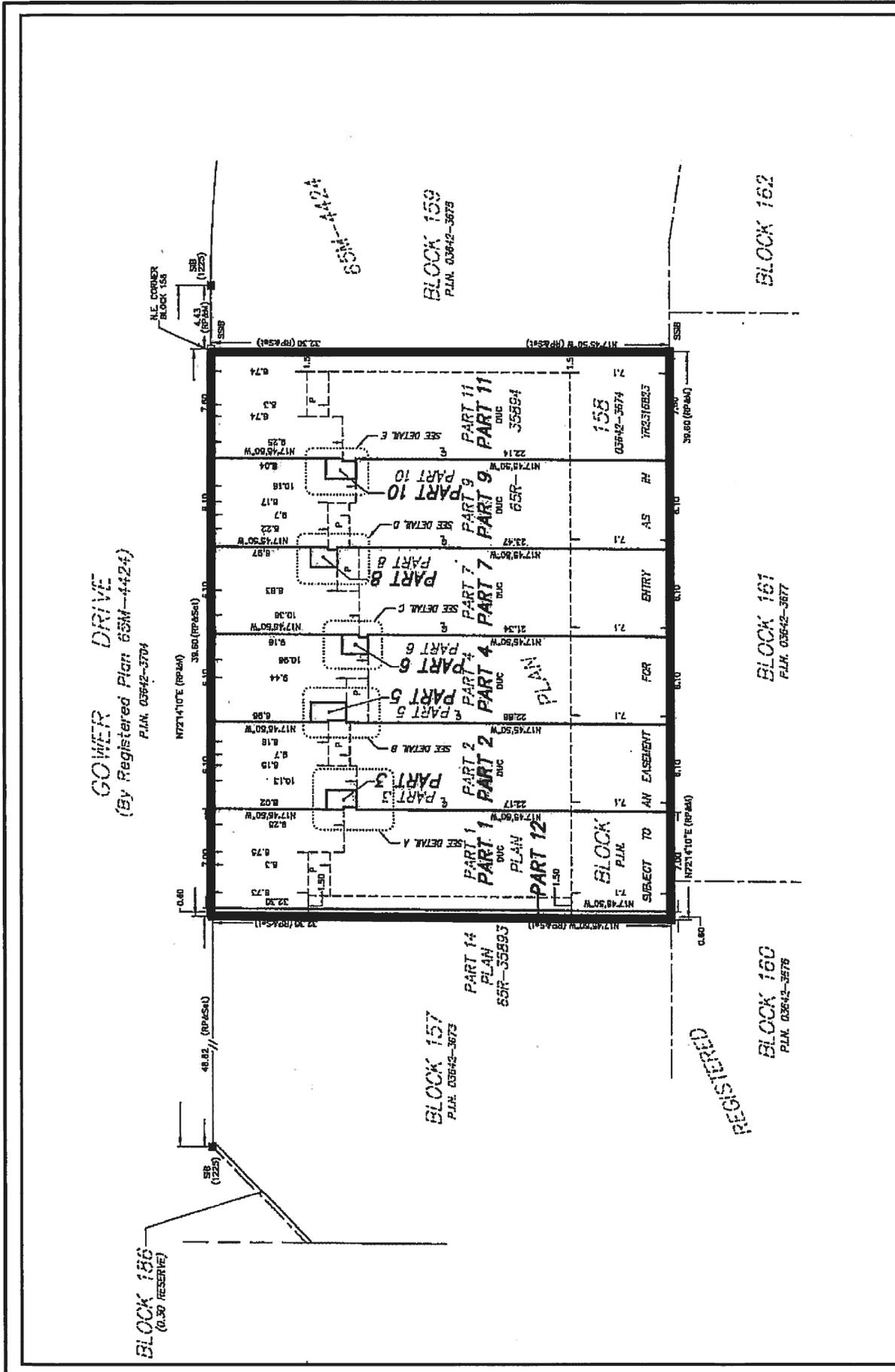
SUBJECT BLOCK 157 (REFERENCE PLAN - 65R-36013)

APPLICANTS: TACC DEVELOPMENTS (AURORA) INC.
 FILE: PLC-2015-10

AURORA
You're in Good Company

Map created by the Town of Aurora Planning Department, November 12, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.

FIGURE 3



AURORA
You're in Good Company

SUBJECT BLOCK

SUBJECT BLOCK 158 (REFERENCE PLAN - 65R-36012)

APPLICANTS: TACC DEVELOPMENTS (AURORA) INC.
 FILE: PLC-2015-10

Map created by the Town of Aurora Planning Department, November 12, 2015. Base data provided by Randy-Pentek & Edward Surveying L.T.D.

FIGURE 4



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PL15-095**

**SUBJECT: Official Plan Amendment
Ancillary Uses Policy – Business Park
2C Secondary Plan Aurora
File No. OPA-03-2015**

FROM: Marco Ramunno, Director of Planning & Development Services

DATE: December 1, 2015

RECOMMENDATIONS

THAT Report No. PL15-095 be received; and,

THAT an amendment to the Aurora 2C Secondary Plan in order to limit the amount of Ancillary Uses in the Business Park to fifteen percent (15%) of the Employment Area be approved; and

THAT the by-law to adopt the Official Plan Amendment be presented at a future Council meeting for enactment.

PURPOSE OF THE REPORT

The purpose of this report is to bring forward Official Plan Amendment (OPA) No. 9 for Council Approval. The purpose is also to report back to Council with respect to Employment Ancillary Uses Policies being used by other local municipalities in York Region.

BACKGROUND

The policies of the “Business Park 1” designation state that: “No more than **20 percent** of the **employment** within the Business Park 1 designation shall be allocated for Ancillary Uses that primarily serve the business functions in the Business Park. Ancillary Uses are small-scale retail and commercial uses.” The York Region Official Plan contains a similar policy with respect to employment lands; however Ancillary Uses are not permitted to exceed **15 percent** of an **employment area**. The purpose of the proposed OPA is to harmonize the policies of the Aurora 2C Secondary Plan with the York Region Official Plan.

The Proposed OPA was before Council at the Statutory Public Planning Meeting which was held on September 21, 2015. At this meeting, Council directed staff to schedule the proposed OPA for an upcoming General Committee Meeting.

December 1, 2015

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Report No. PL15-095

Council also asked staff to report back with respect to what other municipalities in York Region were doing from a policy perspective in this regard.

COMMENTS

Staff have researched other municipal employment area ancillary uses policies within York Region and offer the following summary:

Municipality	OP Policy for Employment Ancillary Uses
City of Markham	Maximum of 15% of the total gross floor area of the building
City of Vaughan	Prestige Employment Area: Maximum of 20% of the total gross floor area of all uses on the lot or 1,000 square metres, whichever is less HWY 400 North Employment Area: Maximum 15% of the Employment Area
Town of Richmond Hill	No formal policy; they allow a maximum of 20% to 25% on a site by site basis by practice
Town of East Gwillimbury	Maximum of 20% of the total Employment Area of the applicable secondary plan
Town of Newmarket	No formal policy; 20% of the Employment Area by practice
Town of Whitchurch-Stouffville	Business Park Area: Limits ancillary uses to the sale of products produced and/or assembled on site - must occupy less than 10% of the area of the main building
Township of King	No policy; however are in the midst of an Official Plan Review
Town of Georgina	No formal policy

LINK TO STRATEGIC PLAN

By amending the Official Plan to ensure that a sufficient amount employment land is available for employment uses, the Strategic Plan Goal of ***Enabling a diverse, creative and resilient economy*** is being supported. Furthermore, the Strategic Plan Objectives which are being supported by the proposed OPA include: ***Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business*** and ***supporting small business and encouraging a more sustainable environment***. Specifically, these objectives are being supported by ensuring an adequate supply of employment lands dedicated to a wide range of high quality employment uses.

December 1, 2015

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Report No. PL15-095

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council has the option of not amending the Ancillary Uses policies of the Aurora 2C Secondary Plan "Business Park 1" designation at this time.

FINANCIAL IMPLICATIONS

Not applicable.

PREVIOUS REPORTS

Public Planning Report No. PL15-070.

CONCLUSIONS

Staff are recommending approval of an Official Plan Amendment that changes the percentage of Ancillary Uses in the Aurora 2C Business Park to 15% of the Employment Area, which is consistent with the York Region Official Plan. A consistent policy application with the Region is important from a land use planning perspective and would also provide for a more practical approach in calculating the maximum allowable percentage of Ancillary Uses in the Business Park.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting - November 19, 2015

Prepared by: Fausto Filipetto, Senior Policy Planner, Extension 4342



**Marco Ramunno, M.C.I.P., R.P.P.
Director of Planning & Development
Services**



**Patrick Moyle
Interim Chief Administrative Officer**



TOWN OF AURORA

GENERAL COMMITTEE REPORT

No. PL15-096

SUBJECT: *Community Improvement Plan Incentive Program Application
PMK Capital Inc.
95 Wellington Street East
File No. CIP-2014-02*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PL15-096 be received; and

THAT the application made by PMK Capital Inc. for the Tax-Based Redevelopment Grant be approved.

PURPOSE OF THE REPORT

The purpose of this report is to obtain Council approval of the Community Improvement Plan (CIP) Incentive Program application made by PMK Capital Inc. with respect to the subject lands at 95 Wellington Street East for the Tax-Based Redevelopment Grant.

BACKGROUND

Proposed Redevelopment

PMK Capital Inc. has made applications for two of the Town's CIP Incentive Programs:

- Development Charges (DC) Grant
- Tax-Based Redevelopment Grant (TIG)

The applicant is proposing to demolish the residential dwelling located at 95 Wellington Street East and construct a new 367 m² (3,950 f²) commercial building to be used for business and professional offices/clinic. A Zoning By-law Amendment and Site Plan were recently approved by Council to allow the use. It should be noted that Council removed the property from the Aurora Register of Properties of Cultural Heritage Value or Interest on July 29, 2014 in accordance with the recommendations of the Heritage Advisory Committee. The location Map, Site Plan and Building Elevations are attached to this report as Figures 1, 2 and 3.

December 1, 2015

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Report No. PL15-096

Development Charges (DC) Grant

The purpose and objective of the DC Grant is to provide assistance for the significant (re)development of key sites by further reducing or eliminating the cost of development related to DC's. Specifically, the Town has identified sites of priority which comprise of properties either known to be contaminated or perceived to be contaminated; underdeveloped parcels, as well as vacant lands within the Promenade. These properties are identified on Exhibit 3 of the Aurora Promenade Community Improvement Plan (CIP), which has been attached to this report as Figure 4.

The amount of the grant which can be provided under this incentive program is 75% of the DC up to a maximum of \$100,000 per property, whichever is less.

Tax-Based Redevelopment Grant (TIG)

This program is focused on achieving comprehensive site redevelopment on principle redevelopment sites. The TIG supports projects likely to result in significant site redevelopment by reducing the financial costs of property rehabilitation and redevelopment through a grant equivalent to the municipal portion of the property tax for a given property. The maximum amount of the grant for non-residential development is 80% of the annual tax increment over the agreed base assessment and property tax liability. The maximum duration is 10 Years.

COMMENTS

Evaluation

The subject lands are located on the south side of Wellington Street East, just east of Larmont Street; and within CIP Priority Area 1, which represents the highest level of priority. It is the opinion of Staff that the proposed redevelopment meets the goals and objectives of the CIP through the proposed redevelopment of an underutilized site. The proposed building would also represent a streetscape improvement through the construction of a quality commercial building which is consistent in character with the surrounding neighbourhood. Staff are therefore recommending the approval of the TIG in full; a sample calculation for which has been provided as follows:

Tax Increment	\$1,500,000
Municipal Portion of taxes accrued on increment (Based on 2014 Commercial Property Tax Rate of .388968%)	\$5,835
1 Year Value of TIG (80% of Municipal Portion)	\$4,668

****Please note however, to qualify for the TIG a minimum increase in assessment of \$1,500,000 would be required. Failure to reach this minimum would disqualify the applicant from obtaining this grant.***

December 1, 2015

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Report No. PL15-096

Furthermore, a condition to funding any CIP Incentive Program is that all necessary approvals are obtained. This condition will be secured by way of a legal agreement which is entered into between the applicant and the Town.

With respect to the DC Grant, it is the opinion of Staff that this application does not qualify for this program; as the Town has specifically selected priority sites identified on Exhibit 3 of the CIP (see Figure 4) to award this financial incentive.

The CIP Evaluation Committee met on August 24, 2015 to consider this application and the Committee agreed with Staff's recommendations as described above. The reason for the delay in proceeding to Council was a pending hearing of the Property Standards Committee to resolve the matter of an outstanding order against the property owner; which has now been resolved.

LINK TO STRATEGIC PLAN

The awarding of funding through the Aurora Promenade CIP Incentive Programs supports the majority of the Strategic Plan Goals, but the goal which has the most support through this program is: ***Enabling a diverse, creative and resilient economy.*** The applicable objectives include: ***Promoting economic development opportunities that facilitate the Growth of Aurora as a desirable place to do business and supporting small business and encouraging a more sustainable business environment.*** Finally, the action item to ***actively promote and support a plan to revitalize the downtown*** is realized through the CIP Incentive Programs.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council has the option of not approving the TIG or lowering the percentage of the grant from the maximum allowable amount of 80%.

FINANCIAL IMPLICATIONS

Approval of the TIG would result in the Town collecting a lower amount of property tax as described in this report.

PREVIOUS REPORTS

None.

CONCLUSIONS

Staff have reviewed the CIP Inceptive Program Applications made by PMK Capital Inc. for their property located at 95 Wellington Street East and are recommending the approval of the TIG for the reasons expressed in this report.

December 1, 2015

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Report No. PL15-096

ATTACHMENTS

- Figure 1:** Location Map
- Figure 2:** Site Plan
- Figure 3:** Building Elevations
- Figure 4:** Exhibit 3 of the Aurora Promenade Community Improvement Plan

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting - November 19, 2015

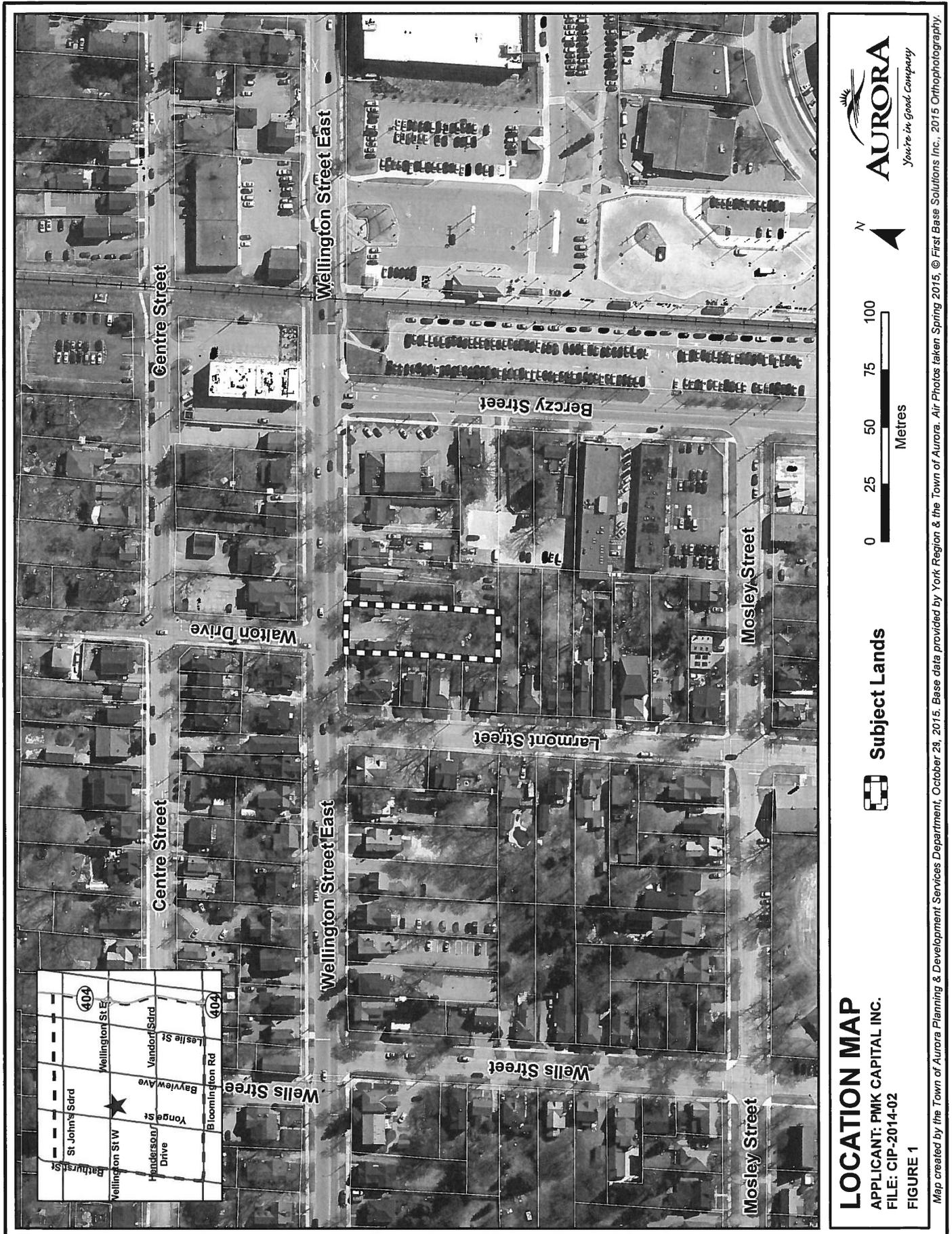
Prepared by: Fausto Filipetto, Senior Policy Planner, Extension 4342



Marco Ramunno, M.C.I.P., R.P.P.
**Director of Planning & Development
Services**

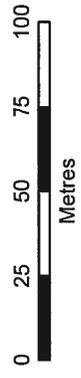


Patrick Moyle
Interim Chief Administrative Officer

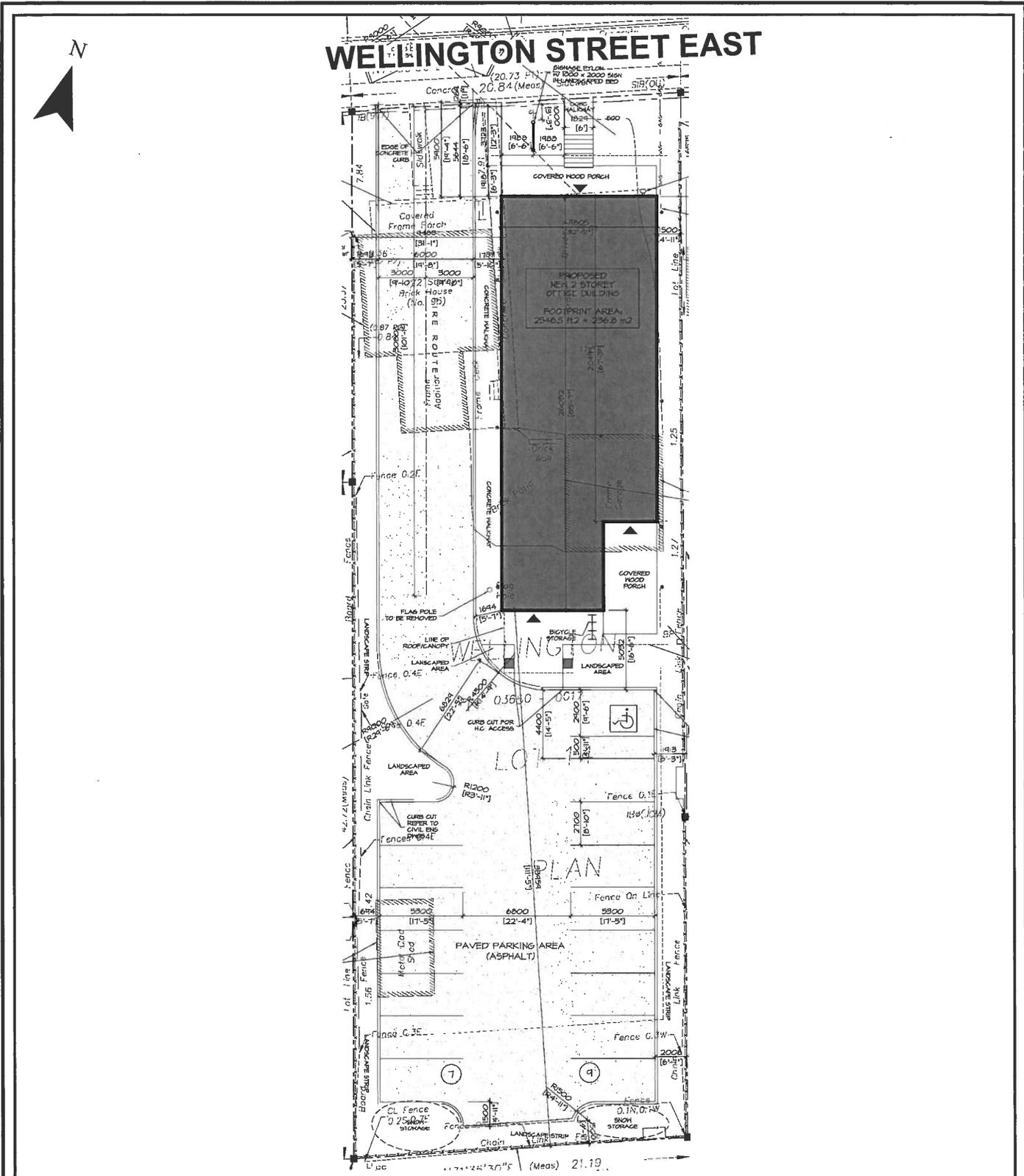


LOCATION MAP
 APPLICANT: PMK CAPITAL INC.
 FILE: CIP-2014-02
 FIGURE 1

 **Subject Lands**



Map created by the Town of Aurora Planning & Development Services Department, October 29, 2015. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2015, © First Base Solutions Inc., 2015 Orthophotography.

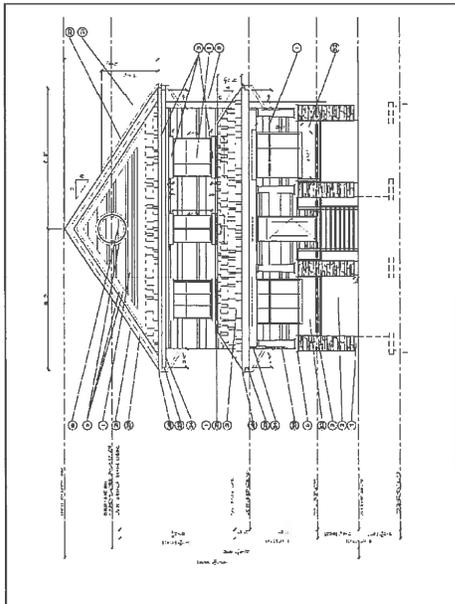


SITE PLAN

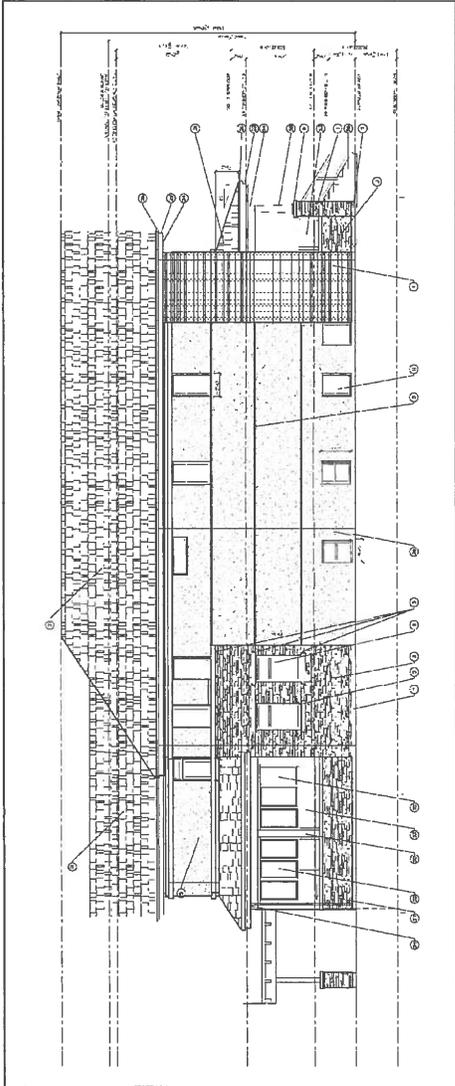
APPLICANT: PMK Capital Inc.
 FILE: CIP-2014-02

FIGURE 2

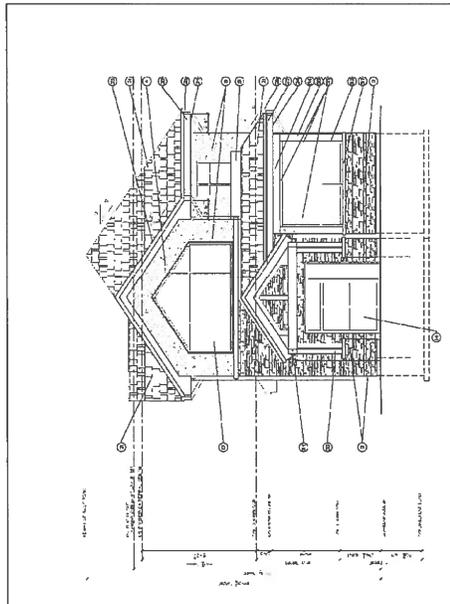




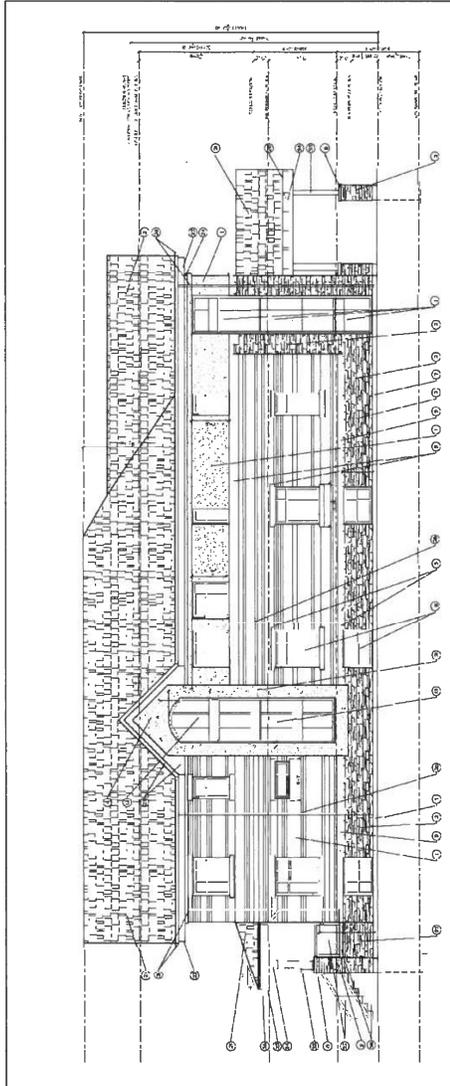
1 NORTH (WELLINGTON ST. E) ELEVATION
A3.1 SCALE 1/8" = 1'-0"



2 EAST ELEVATION
A3.1 SCALE 1/8" = 1'-0"



3 SOUTH ELEVATION
A3.1 SCALE 1/8" = 1'-0"



4 WEST ELEVATION
A3.1 SCALE 1/8" = 1'-0"

BUILDING ELEVATIONS

APPLICANT: PMK CAPITAL INC.
FILE: CIP-2014-02

FIGURE 3



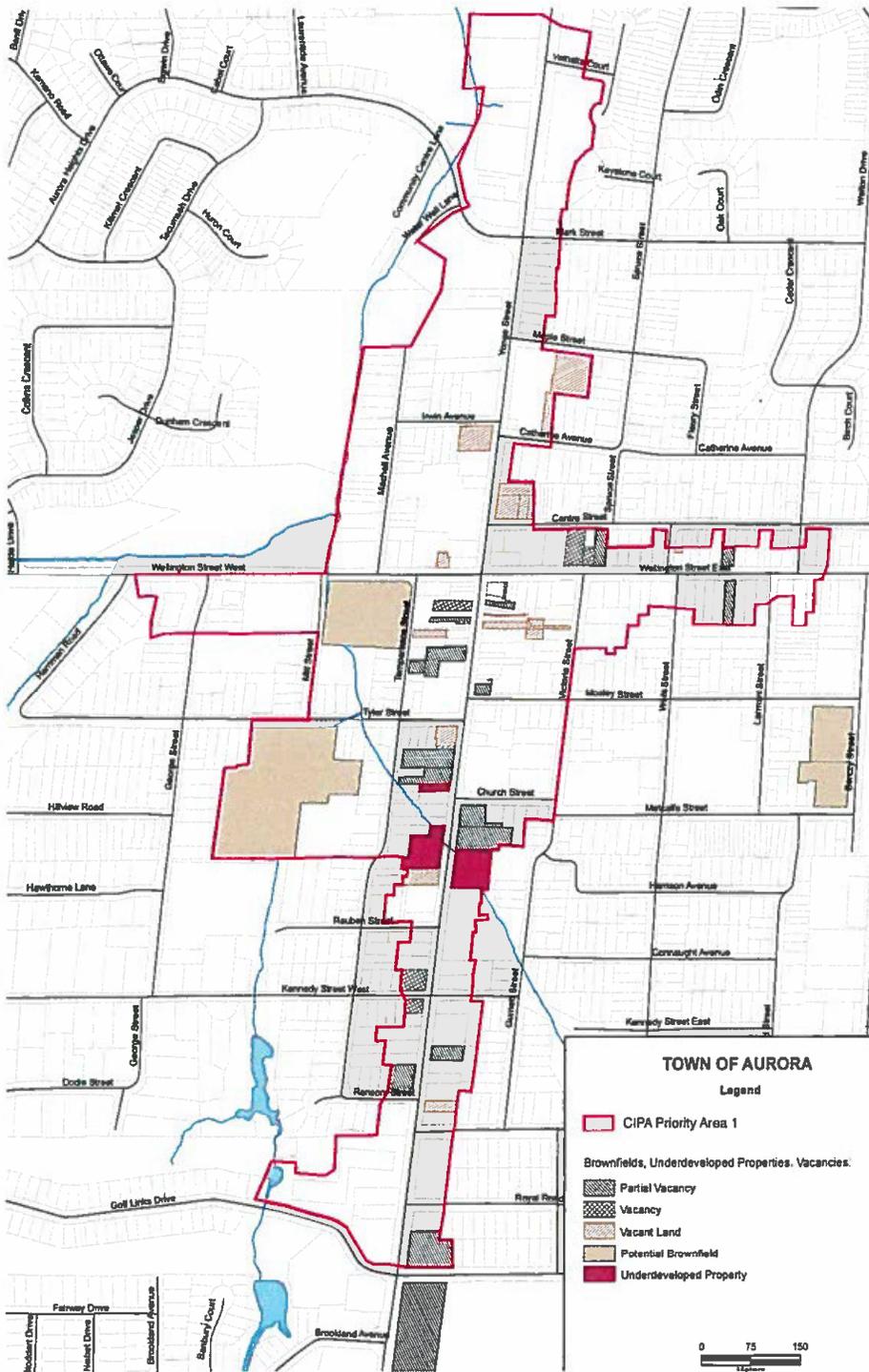


Exhibit 3: Vacancies, Brownfields, Underdeveloped & Undeveloped Properties in the CIPA Priority Area 1



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PL15-097**

SUBJECT: *Planning Applications Status List*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PL15-097 be received for information.

PURPOSE OF THE REPORT

This report provides a summary and update of development applications that have been received by Planning & Development Services.

BACKGROUND

Attached is a list updating the status of applications being reviewed by Planning & Development Services. The list supersedes the September 22, 2015 Planning Applications Status list and is intended for information purposes. The text in bold italics represents changes in status since the last update of the Planning Applications Status List.

COMMENTS

Since the preparation of the last status list, six (6) new planning applications have been filed with Planning & Development Services as follows:

- Zoning Bylaw Application (ZBA-2015-13) to allow a severance to create one additional residential lot.;
- Draft Plan of Condominium and Part Lot Control Applications (CDM-2015-01, PLC-2015-07) to allow 49 single detached dwelling units within a plan of condominium;
- Zoning Bylaw Application (ZBA-2015-14) to rezone a portion of rear yards to an Open Space Exception Zone;
- Official Plan, Zoning Bylaw and Zoning Bylaw Amendment Applications (OPA-2015-05, ZBA-2015-015 to allow two (2) ten (10 storey apartment buildings totalling 295 condominium units;

December 1, 2015

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Report No. PL15-097

LINK TO STRATEGIC PLAN

None.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

PREVIOUS REPORTS

Planning Report No. PL15-075, dated September 22, 2015.

CONCLUSIONS

Planning & Development Services will continue to provide this update to inform Council of the number and status of planning applications filed with the Town.

ATTACHMENTS

Figure 1 – Planning Applications Status Map*

Figure 2 – Secondary Plan Map

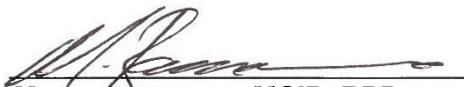
Figure 3 – Planning Applications Status List – December 1, 2015

**Planning Applications Status Map (large colour version available via Town's website or by visiting Planning & Development Services)*

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – November 19, 2015.

Prepared by: Glen Letman, Manager of Development Planning, Ext. 4346



**Marco Ramunno, MCIP, RPP
Director of Planning & Development
Services**



**Patrick Moyle
Interim Chief Administrative Officer**

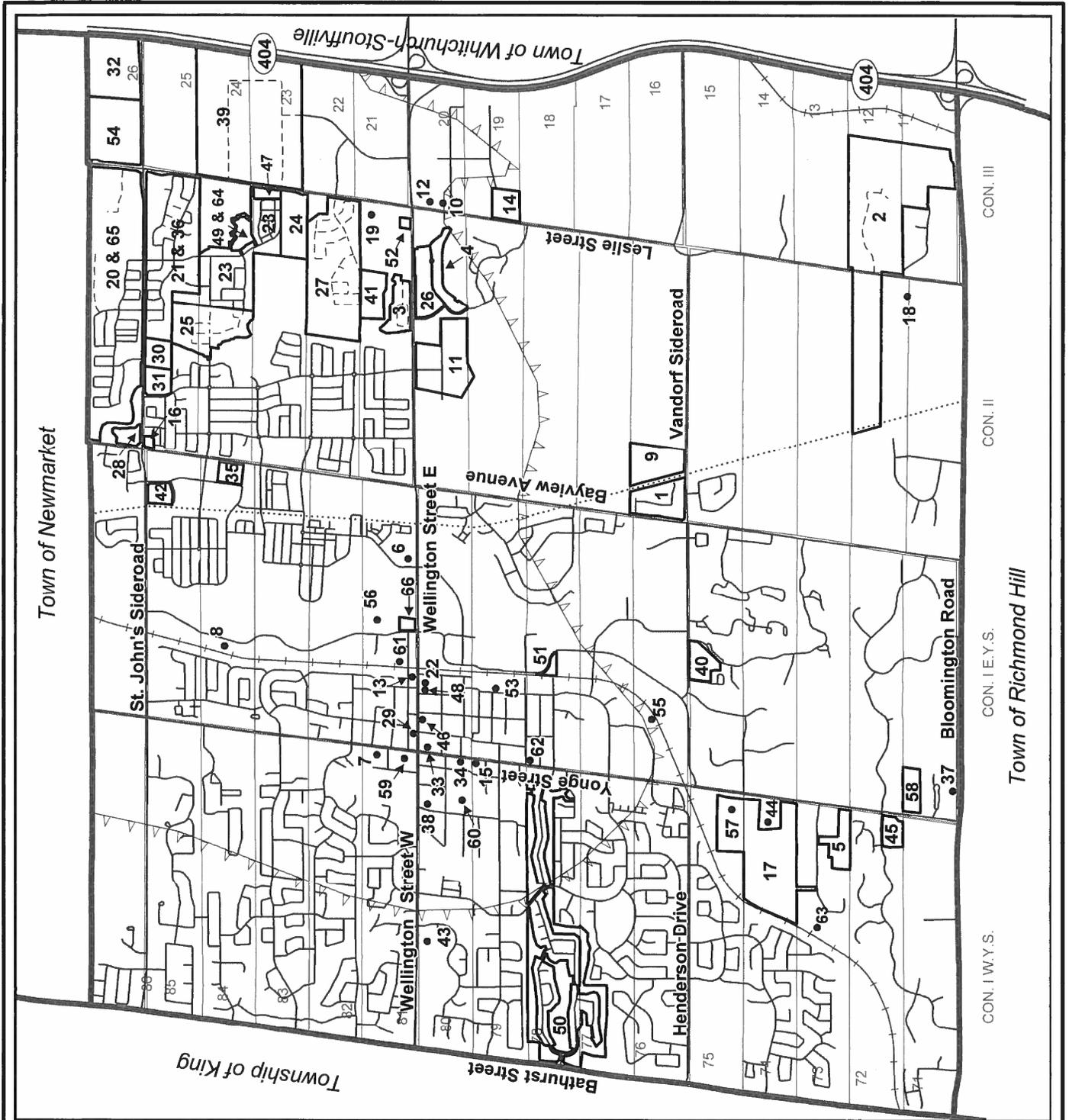


FIGURE 1

PLANNING APPLICATIONS MAP

LEGEND

APPLICATIONS

- Approximate Location
- Large Application
- Municipal Boundary
- Street
- - - Proposed Street
- Oak Ridges Moraine Boundary Line
- Railway
- Hydro Corridor
- Concession Line



*Planning Applications Map created by the
 Town of Aurora Planning & Development
 Services Department, November 12th,
 2002. Updated on November 16, 2015.
 Base Data provided by the Region of York.*

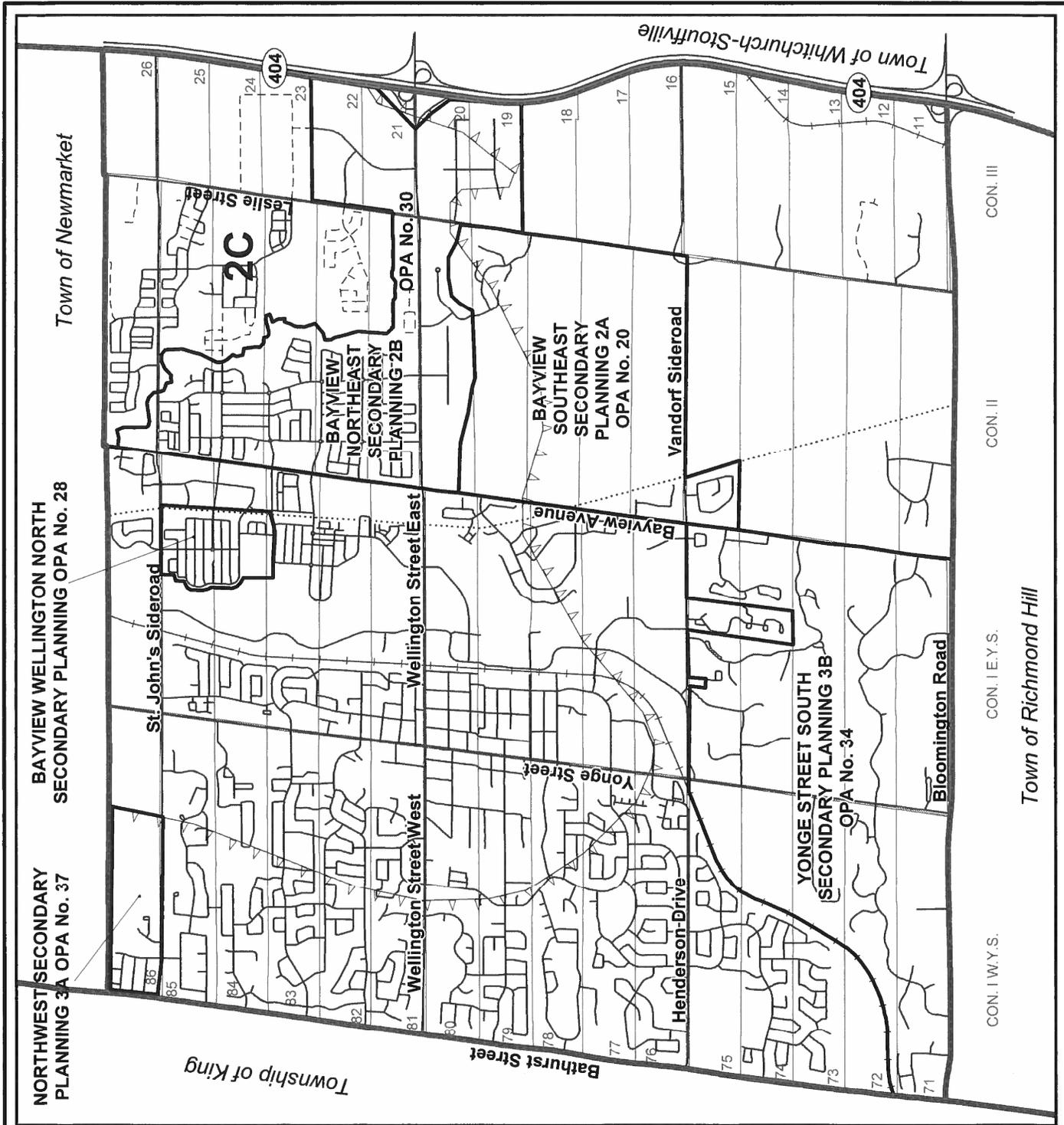
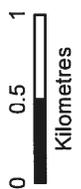


FIGURE 2

SECONDARY PLANS MAP

LEGEND

-  Secondary Plan
-  Municipal Boundary
-  Street
-  Proposed Street
-  Oak Ridges Moraine Boundary Line
-  Railway
-  Hydro Corridor
-  Concession Line



*Secondary Plans Map created by the
 Town of Aurora Planning & Development
 Services Department, November 12th,
 2002. Updated on November 16, 2015.
 Base Data provided by the Region of York.*

1

PLANNING APPLICATION STATUS LIST – FIGURE 3
 December 1, 2015

OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
<p>1. Genview Development Corp. 14575 Bayview Avenue Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: ZBA-2001-04 & SUB-2001-01</p>	<p>Plan of Subdivision to permit 61 residential lots.</p>	<p>Jan.4, 2001</p>	<p>Phase 1 consisting of 56 lots was registered on October 20, 2011. Registered Plan 65M-4292 Phase II (5 lots) to be developed with adjacent lands: SUB-04-07.</p>	<p>Drew MacMartin Ext. 4347</p>
<p>2. Lebovic Enterprises Limited (Formerly Westhill Redevelopment Co.) 13927 & 14012 Leslie Street and 1796 Bloomington Road GHD Investments. Attn:Glen Easton 905-752-4369 Files: OPA-2000-04, ZBA-2000-12 & CDM-2000-03 OMB Case No. PL030997, PL080014 OMB File Nos. 0030373 Z030149 S030085</p>	<p>Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium to permit 75 condo units and 18 hole golf course.</p>	<p>May 3, 2000</p>	<p>Ontario Municipal Board Hearing held September 14, 2010 – January 5, 2011. Ontario Municipal Board approved appeals on April 14, 2011. Ontario Municipal Board issued Order approving; OPA 74, ZBA 5361-11 Plan of Subdivision and Condominium Draft Plan approval on September 15, 2011. OMB issued Order approving Draft Plan of Subdivision on November 14, 2011. Top soil removal permit issued. Subdivision Agreement being finalized.</p>	<p>Glen Letman & Lawrence Kuk Ext. 4346</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015**

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
3.	<p>MI Developments Inc. Part of Lot 21, Con 2 Attn: Dan Robert 905-726-7805 Files: SUB-2006-01 & ZBA-2006-03</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Application for 134 townhouse units.</p>	<p>Jan. 3, 2006</p>	<p>Council approved Draft Plan of Subdivision on August 14, 2007 and implementing Zoning By-law on November 27, 2007. On September 29, 2015 the Removal of Holding 'H' By-law was enacted. Subdivision Agreement being finalized.</p>	<p>Lawrence Kuk Ext. 4343</p>
4.	<p>MI Developments Inc. Leslie & Wellington Street E. Attn: Ari Huber 905-726-7607 Files: ZBA-2003-19 & CDM-2003-03</p>	<p>Zoning By-law Amendment and Vacant Land Condominium Applications to permit 14 units detached residential.</p>	<p>May. 5, 2003</p>	<p>Revised Draft Plan of Condominium approved on October 9, 2012. Notice of Decision issued. Certification of notification with Draft Plan of Condominium sent out on November 13, 2012. Applicant to clear conditions. File Maintenance Fee was received on January 17, 2014.</p>	<p>Lawrence Kuk Ext. 4343</p>

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PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015

OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
<p>5. Pandolfo, et al. Lot 8, Part Lots 20 & 21, Plan 132 14070 Yonge Street Templeton Planning Consulting Attn: Gary Templeton 905-727-8672 Files: OPA-2012-03, ZBA-2003-21 & SUB-2003-02</p>	<p>Official Plan Amendment, Zoning and Draft Plan of Subdivision to permit 29 single detached dwellings and two (2) open space blocks.</p>	<p>May. 7, 2003</p>	<p>Public Planning Meeting held February 27, 2013. Additional Public Planning Meetings held November 27, 2013 and March 26, 2014. Official Plan Amendment and Zoning By-law Amendment Applications approved by General Committee on June 17, 2014. Official Plan Amendment No. 6 (By-law 5656-14) and Zoning By-law Amendment 5657-14 enacted by Council on August 12, 2014 are in full force and effect. Draft Plan of Subdivision approved by Council on September 23, 2014. OMB Appeal to Council's Decision to Draft Plan Approval. OMB Decision / Minutes of Settlement issued April 23, 2015, Case No. PL141259.</p>	<p>Drew MacMartin Ext. 4347</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015**

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
6.	<p>Perwick Inv. (Deltora) Part of Lot 81, Con 1 N/E corner Wellington & John West Way Tridel Attn: Gouled Osman 416-661-9290</p> <p>Files: OPA-2005-03, ZBA-2005-16 & SP-2013-13</p>	<p>Application to Amend the Official Plan and Zoning By-law to permit a 1,255m2 multi-unit retail commercial plaza.</p> <p>Site Plan Application to develop a 1,255 sqm one storey commercial plaza.</p>	<p>Oct. 11, 2005 Revised Appl. Rec'd June 1, 2011. Dec.23, 2013</p>	<p>Council Approved Report July 16, 2013. Official Plan Amendment adopted by Council on August 13, 2013. Regional approval granted November 5, 2013. Site Plan Application received as complete and circulated. Site Plan Application approved by Council on May 26, 2015. Awaiting Final Site Plan submission.</p>	<p>Drew MacMartin Ext. 4347</p>
7.	<p>1087931 Ontario Ltd. c/o Bruce Spragg Lot 13, Part Lot 14, Plan 246 15356 Yonge Street Attn: Bruce Hall 416-686-3563</p> <p>Files: ZBA-2006-11 & SP-2006-13</p>	<p>Zoning By-law Amendment Application to permit a single existing detached and 5 new townhouse residential infill development.</p>	<p>Apr. 12, 2006 (ZBA) May 31, 2006 (Site Plan)</p>	<p>Zoning By-law Amendment and Site Plan Application approved by Council on November 10, 2009. LSRCA approval granted. Site Plan Agreement drafted. Inactive.</p>	<p>Glen Letman Ext. 4346</p> <p>Jeff Healey Ext. 4349</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015**

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
8.	<p>Hamil Inc. 260 Industrial Parkway North Blocks 1, 2, 3 & Part Block 4, 65M-2718 Attn: Michael Langer 416-398-0747 File: SP-2007-09</p>	<p>Minor Site Plan Application to permit an addition to an existing 4,879 m² industrial building.</p>	<p>May 25, 2007</p>	<p>Applicant has requested the File to be held in abeyance. Inactive.</p>	<p>Marty Rokos Ext. 4350</p>
9.	<p>Genview, formerly Clifford Sifton 908 Vandorf Sdrd. Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: BLK-2007-04 & ZBA-2007-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Application to allow for a 20 lot residential development within Settlement Area of the Oak Ridges Moraine.</p>	<p>Oct. 15, 2007</p>	<p>Draft Plan of Subdivision approved on August 1, 2012. Zoning By-law passed at Council on June 26, 2012 and is now in full force and effect. Awaiting final engineering plans. Inactive.</p>	<p>Drew MacMartin Ext. 4346</p>
10.	<p>2292863 Ontario Inc. (Best Western Hotel) 4 Don Hillock Drive Attn: Claudio Rabalino 416-425-2222 Ext. 245 File: SP-2008-06</p>	<p>Revised Site Plan Application for four (4) storey hotel with pool, bar/lounge and convention facilities.</p>	<p>Revised proposal by new owner, Dec. 23, 2011</p>	<p>Awaiting final Site Plan submission. Inactive.</p>	<p>Drew MacMartin Ext. 4347</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015**

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
11.	1207309 Ontario Inc. 337, 375 & 455 Magna Drive Attn: Frank Tozzi 905-726-7607 File: SP-2008-02	Site Plan Application for three (3) storey 9600m ² (103,333ff ²) Arts and Education building.	Mar. 14, 2008	Applicant required to obtain Infrastructure Easement prior to executing Site Plan Agreement. <i>Inactive.</i>	Lawrence Kuk Ext. 4349
12.	Vinder Holdings Inc. 15195 Leslie Street Attn: Stephen Bernatt 416-449-8845 File: ZBA-2008-04	Zoning By-law Amendment Application to permit business uses and a free standing restaurant.	Feb. 29, 2008	Approved in principle pending Site Plan Application. <i>Pre-consultation held with Applicant on November 12, 2015. Awaiting submission of Site Plan Application.</i>	Lawrence Kuk Ext. 4349

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**PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015**

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
13.	<p>Farid Ameryoun 118 Wellington Street East Intelliterra Inc. Attn: Bruce Hall 416-525-1133</p> <p>Files: ZBA-2008-19 & SP-2014-03</p>	<p>Zoning By-law Amendment Application to permit a personal service shop (hair salon) & business & professional office within existing building.</p> <p>Site Plan Application to permit business and professional offices, and personal shop uses, as well as related parking on the subject lands.</p>	<p>Nov. 3, 2008</p> <p>Jun. 9, 2014</p>	<p>Public Planning Meeting held May 27, 2009. Public Planning Meeting held November 27, 2013. Zoning By-law Application approved by Council on August 12, 2014. Zoning By-law 5652-14 passed by Council on September 9, 2013 is in full force and effect. Site Plan, approved by Council on August 12, 2014. Awaiting Final Site Plan Submission.</p>	<p>Drew MacMartin Ext. 4343</p>
14.	<p>Richardson House Developments Inc. (Bellwood) 14985 Leslie Street Attn: Martin Rendl 416-291-6902 File: SP-2010-01</p>	<p>Site Plan Application to permit four (4) storey health and wellness centre.</p>	<p>Apr. 13, 2010</p>	<p>Site Plan Application Approved by Council on September 14, 2010. Inactive.</p>	<p>Drew MacMartin Ext. 4343</p>

PLANNING APPLICATION STATUS LIST – FIGURE 3
 December 1, 2015

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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
15. Malfaro, Giorgio, Bucciol 15086 – 15088 Yonge Street Socia Engineering Attn: Sandro Socia 416-707-3868 File: SP-2009-10	Site Plan Application to permit two (2) storey Montessori school.	Oct. 8, 2009	Inactive.	Lawrence Kuk Ext. 4343
16. Bayview St. John's Centre (formerly Daniels LR Corporation 15933 Bayview Avenue Attn: Luisa Di Iulio 416-739-7758 File: SP-2009-17	Site Plan Approval Application two (2) single storey commercial buildings with a total GFA of 1155 m ² .	Dec. 23, 2009	Resubmission received and circulated for comment. Site Plan Agreement being prepared.	Marty Rokos Ext. 4350
17. Rod Coutts & Brian Coutts 222 Ridge Roads & 14222, 14314, 14338 & 14378 Yonge Street Brutto Consulting Attn: Matthew King 905-851-1201 Ext. 225 Files: SUB 2012-03 & ZBA-2012-16	Draft Plan of Subdivision and Zoning By-law Amendment Applications proposing 195 residential units.	Dec. 17, 2012	Draft Plan of Subdivision was approved by Council on June 26, 2013. Zoning By-law Amendment approved in principal on June 26, 2013. The implementing Zoning By-law will be presented at a future Council Meeting for enactment.	Drew MacMartin Ext. 4347

PLANNING APPLICATION STATUS LIST – FIGURE 3
 December 1, 2015

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
18.	KTZL 13900 Leslie Street Michael Smith Planning Consultants Attn: Gord Mahoney 905-989-2588 Files: OPA-2006-06 & ZBA-2006-18 & SP-2014-05	Zoning By-law Amendment Application to permit a Buddhist Meditation Centre within the existing house and accessory structures. Site Plan Application to permit a Buddhist Meditation Centre and parking lot on the subject lands.	Aug. 25, 2006 Jun. 20, 2014	Applications approved in principle at September 4, 2012 General Committee Meeting. Official Plan Amendment 1 adopted by Council on September 25, 2012, By-law 5452-12. Regional Official Plan Amendment Application approved November 7, 2013. Zoning By-law 5579-15 in effect. Site Plan Agreement registered, YR2367504 File Closed.	Drew MacMartin Ext. 4347
19.	Salvation Army (Northridge Community Church) 15338 Leslie Street Ted Handy and Associates Inc. Architect Attn: Ted Handy 705-734-3580 File: SP-2010-07	Site Plan Application to permit a place of worship approximately 2250 m ² (27500 sq. ft.).	Dec. 22, 2010	Council approved Site Plan Application on June 12, 2012. Site Plan Agreement registered.	Jeff Healey Ext. 4349

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
20.	<p>Mattamy (Aurora) Ltd. 2C (West) Area Part Lot 26, Concession 2 (NE corner of Bayview Avenue and St. John's Sideroad) Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: SUB-2011-02 & ZBA-2011-08</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 760 unit residential subdivision.</p>	<p>Aug. 25, 2011</p>	<p>Applications received as complete and circulated. Public Planning Meeting held on June 27, 2012. General Committee Meeting held on April 16, 2013. Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council April 23, 2013. Zoning By-law 5522-13 approved by Council, is in force and effect. Council approved Lifting of "H" symbol on December 10, 2013. Subdivision Agreements executed by the Town and the Owner. The Plan of Subdivisions registered as 65M-4407, 65M-4408 and 65M-4423. Subdivision Agreement (Phase 3) Registered.</p>	<p>Lawrence Kuk Ext. 4343</p>

PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
21. TACC Developments (Aurora) Inc. 2C (West) Area Part Lot 25, Concession 2 1335 St. John's Sideroad (SW corner of Leslie Street and St. John's Sideroad) Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: SUB-2001-03 & ZBA-2011-09	Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit 553 unit residential subdivision.	Oct. 17, 2011	Applications received as complete and circulated. Public Planning Meeting was held on June 27, 2012. Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council March 26, 2013. Zoning By-law 5523-13 approved by Council, is in force and effect. Subdivision Agreement (Phase 1), registered 65M-4424. Subdivision Agreement (Phase 2) registered. Subdivision completed and File Closed.	Lawrence Kuk Ext. 4343
22. 99 Wellington Street Limited 99 Wellington Street East Part of Lot 15, Plan 68 Lepek Consulting Inc. Attn: Helen Lepek 416-485-3390 Files: ZBA-2011-10 & SP-2012-06	Zoning By-law Amendment Application to permit business and professional office use. Site Plan Application to convert the existing house to 177.6 m ² of office space.	Oct. 31, 2011 Jun. 7, 2012	Zoning By-law 5490-13 approved by Council on February 26, 2013, is in force and effect. Site Plan second submission comments provided to Applicant. Inactive.	Marty Rokos Ext. 4350

PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
23. Brookfield Homes (Ontario) Limited 2C (West) Area (Leslie Street mid-block between St. John's Sideroad and Wellington St. E.) Part Lots 23,24 and 25, Concession 2 Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: SUB-2011-04 & ZBA-2011-12	Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 401 lot Plan of Subdivision including single detached and townhouse units, schools, parks and environmental protection areas. The Application also includes two (2) future development blocks including up to 80 unit condo townhouses and up to 250 residential units in mixed use building with commercial uses on the ground floor.	Nov. 30, 2011	Applications received as complete and circulated. Public Planning Meeting held on June 27, 2012. Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council March 26, 2013. Zoning By-law 5525-13 approved by Council, is in force and effect. Council approved Lifting of "H" symbol on February 25, 2014. Council approved Lifting of "H" Symbol on September 23, 2014. Council approved Lifting of "H" Symbol on April 28, 2015. Subdivision Agreement (Phase I) executed. Registered Plan 65M-4433. Subdivision Agreement (Phase II) registered. October 5, 2015. Plan 65M-4467	Drew MacMartin Ext. 4343

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
24.	<p>York Region Senior Homes Inc. 15600 Leslie Street Pt. Lot 23, Concession 2</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: SUB-2011-05 & ZBA-2011-13</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment</p> <p>Application to define blocks for future road, environmentally sensitive lands and a future seniors living apartment complex in five (5) buildings.</p>	Dec. 16, 2011	<p>Application received as complete and circulated. Public Planning Meeting held on June 27, 2012.</p> <p>Zoning By-law Amendment and Draft Plan of Subdivision Approved by Council March 26, 2013.</p> <p>Zoning By-law 5527-13 approved by Council, is in force and effect.</p> <p>Council approved Lifting of "H" Symbol on December 10, 2013.</p> <p>Council approved Lifting of "H" Symbol on April 28, 2015.</p> <p>Subdivision Agreement (Phase 1) eegistered.</p> <p>Registered Plan 65M-4442.</p>	Drew MacMartin Ext. 4347

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
<p>25. St. John's Road Development Corp. / Metrus Development Inc. 2C (West) Area (East of Hartwell extension) Pt Lot 24 & 25, Concession 2 Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: SUB-2012-01 & ZBA-2012-01</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 117 lot Plan of Subdivision comprised of single detached lots, schools, parks and environmental protection areas.</p>	<p>Jan. 20, 2012</p>	<p>Applications received as complete and circulated. Public Planning Meeting held on June 27, 2012. Zoning By-law Amendment and Plan of Subdivision Draft Plan Approved by Council March 26, 2013. Zoning By-law 5524-13 approved by Council, is in force and effect. Council approved Lifting of "H" Symbol on February 25, 2014. Council approved second Lifting of "H" Symbol on September 23, 2014. Council approved Lifting of "H" Symbol on April 28, 2015. Subdivision Agreement executed and registered. Registered Plan 65M-4469.</p>	<p>Jeff Healey Ext. 4349</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
26. Stronach Group 1289 Wellington Street MHBC Attention: Mr. Ryan Moore 905-761-5588 File: ZBA-2012-03 Site Plan Application: Adena Wellington Developments Inc. Atn:Mr. Andrew Gerth 905-726-0995 File: SP-2012-08	Zoning By-law Amendment Application to permit four (4) residential condominium buildings consisting of 116 units, a sales/recreation centre; and tennis courts. Site Plan Application to implement the above proposal.	Mar. 15, 2012	Application for Zoning approved by Council on October 9, 2012. By-law to proceed in conjunction with Site Plan Application. Site Plan Application received as complete and circulated. Inactive.	Lawrence Kuk Ext. 4343

PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
27.	Shimvest Investments Ltd. 15436 Leslie Street 2C (West) Area (Westside of Leslie St., north of SARC) Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115 Files: SUB-2012-02 & ZBA-2012-02	Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a subdivision with 359 residential units and a commercial block with up to 1858 m ² of gross floor area.	Mar. 7, 2012	Applications received as complete and circulated. Public Planning Meeting held on June 27, 2012. Zoning By-law and Draft Plan of Subdivision approved by Council March 26, 2013. Zoning Bylaw 5526-13 approved by Council, is in force and effect. Subdivision Agreement executed by the Owner.	Marty Rokos Ext. 4350
28.	RCG Aurora North Limited Partnership 800 St. John's Sideroad (North East corner of Bayview Ave. and St. John's Sdrd.) Attn: Michael Mendes 905-888-1277 Ext. 227 Files: OPA-2012-02 & ZBA-2012-09	Official Plan Amendment and Zoning By-law Amendment Applications seek to permit a commercial development including three (3) one (1) storey buildings having an approximate gross floor area of 5600 m ² .	Jun. 5, 2012	Applications received as complete and circulated. Public Planning Meeting held on September 24, 2012. File Maintenance Fees received on November 6, 2013. Revised Official Plan and Zoning Amendment received and circulated for comments. Public Planning Meeting held March 25, 2015.	Lawrence Kuk Ext. 4343

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
<p>29. 2101154 Ontario Inc. 32 Wellington Street East Templeton Planning Consulting Attn: Gary Templeton 905-727-8672 Files: SP-2012-09 & ZBA-2012-11</p>	<p>Site Plan Application to develop a 3 storey, 22 unit residential apartment building with ground floor retail onto the existing heritage building. Zoning By-law Amendment Application to implement the above noted Site Plan Application.</p>	<p>Aug. 2, 2012 Sep. 28, 2012</p>	<p>Site Plan Application received as complete and circulated. Zoning By-law Amendment Application received as complete and circulated. Public Planning Meeting held December 19, 2012. Zoning By-law Amendment and Site Plan Applications approved by Council on September 24, 2013. Zoning Bylaw 5550-13 is in force and effect. Site Plan Agreement sent to York Region for execution.</p>	<p>Drew MacMartin Ext. 4347</p>
<p>30. Luvian Homes (Aurora) Limited 1001 St. John's Sideroad East GHD Inc. Attn: Glen Easton 905-752-4300 Files: SUB-2012-04 & ZBA-2012-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit 30 single detached dwellings and a 2.03 ha open space block.</p>	<p>Oct. 3, 2012</p>	<p>Applications received as complete and circulated. Public Planning Meeting held March 27, 2013. Inactive.</p>	<p>Marty Rokos Ext. 4350</p>

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31. Edenbrook (Aurora) Inc. 929 St. John's Sdrd E Evans Planning Attn: Murray Evans 905-669-6992 Files: SUB-2012-06 & ZBA-2012-15	Draft Plan of Subdivision and Zoning By-law Amendment Applications to allow 33 single detached lots.	Nov. 29, 2012	Applications received as complete and circulated. Public Planning Meetings held on March 27, 2013 and June 25, 2014. Draft Plan of Subdivision approved by Council on July 29, 2014. Zoning By-law 5659-14 approved by Council on September 9, 2014, is in force and effect. Subdivision Agreement being prepared.	Marty Rokos Ext. 4350
32. Coppervalley Estates Inc. formally Northern Thoroughbred Equine Production Ltd. (Sikura) 1756 St. John's Sideroad KLM Planning Partners Inc. Attn: Roy Mason 905-669-4055 Files: ZBA-2015-09 & SUB-2015-05	Application for a Draft Plan of Subdivision & Zoning By-law Amendments for 101 single family detached lots.	Nov. 13, 2012	Applications received as complete and circulated. Comments provided to Applicant. Application File closed and transfer to a new File Number. Public Planning Meeting held on October 14, 2015.	Lawrence Kuk Ext. 4343
33. Yonge Developments Inc. 15217 Yonge Street Markets on Mainstreet Inc. Attn: Jack Dougan 416-759-1093 File: SP-2013-04	Site Plan Application to construct a 5 storey mixed-use building including 12 residential units and 195 m ² of commercial space.	Apr. 9, 2013	Application received as complete and circulated. Site Plan Application approved by General Committee on March 4, 2014. Revised Plans received and circulated. Inactive.	Jeff Healey Ext. 4349

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
34. Joe Cara 15132 Yonge Street 647-300-2272 File: SP-2013-05	Site Plan Application to construct a three (3) storey mixed use building including 12 residential units and 240 sqm of commercial space	Apr. 24, 2013	Application received and circulated. Comments provided to Applicant. Inactive.	Drew MacMartin Ext. 4347
35. Aurora Retail GP Limited 201 Earl Stewart Drive Lots 2 and 3, Plan 65M-2873 Gatzios Planning & Development Consultants Inc. 647-748-8466 Files: ZBA-2013-03 & SP-2013-09	Zoning By-law Amendment and Site Plan Application to permit the demolishing of the existing office/industrial building and to develop a multiunit commercial building development.	Nov. 13, 2013	Application received as complete and circulated. Public Planning Meeting held on December 18, 2013. Second submission received and circulated for comments. Site Plan Application & Zoning By-law Amendment approved by Council on May 6, 2014. Site Plan Agreement Registered. Minor Amending Agreement completed . File Closed.	Lawrence Kuk Ext. 4343
36. TACC Developments (Aurora) Inc. Part of Lot 25, Concession 2 1335 St. John's Sideroad East Attn: Ken Rovinelli 905-760-7300 File: SP-2013-11	A Site Plan Application to develop the commercial development within the approved Draft Plan of Subdivision on St. John Sideroad.	Nov. 13, 2013	Application received as complete and circulated. Site Plan Application approved by Council on September 23, 2014. Site Plan Agreement to be prepared. Site Plan Agreement Executed. File Closed.	Lawrence Kuk Ext. 4343

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
<p>37. Stirling Cook Aurora Ltd. 74 Old Bloomington Road YRVLCP – 1159 Level 1, Unit 22 Macaulay, Shiomi, Howson Ltd. Attn: Angela Sciberras 905-868-8230 File: ZBA-2013-04</p>	<p>Zoning By-law Amendment Application to permit six (6) row house units on the subject lands. Site Plan Application to permit six (6) row house units on the subject lands.</p>	<p>Nov. 15, 2013 Aug. 6, 2014</p>	<p>Application received as complete and circulated. Public Planning Meetings were held on March 26, 2014 and May 28, 2014. Zoning By-law 5661-14 passed by Council on September 23, 2013. Site Plan Application received as complete and circulated. Site Plan Application approved by Council on September 23, 2014. Site Plan Agreement being prepared.</p>	<p>Drew MacMartin Ext. 4347</p>
<p>38. L.S. Consulting Inc. 29 George Street Larkin Associates Attn: Aaron Gillard 905-895-0554 Files: OPA-2013-02, ZBA-2013-05 & SP-2014-08</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to permit a four (4) storey apartment building. Site Plan Application to permit a four (4) storey, 12 unit apartment building.</p>	<p>Dec. 11, 2013 Oct. 8, 2014</p>	<p>Applications received as complete and circulated. Awaiting second submission. Public Planning Meeting held on April 30, 2014. A report to be brought back to a future Public Planning Meeting. Official Plan Amendment, Zoning By-law Amendment, and Site Plan Applications approved by Council on January 28, 2015. OPA No.7 & By-law 5712-15 approved by Council on May 11, 2015. Site Plan Agreement being prepared.</p>	<p>Marty Rokos Ext. 4350</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
39.	<p>2351528 Ontario Limited and Aurora-Leslie Developments Limited (Emery Investments) 15625 and 15775 Leslie Street</p> <p>KLM Planning Attn: Bill Tam 905-669-4055</p> <p>Files: ZBA-2014-01 & SUB-2014-01</p>	<p>Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a business park over the 76.6 hectare of land.</p> <p>The business park development proposes Employment Blocks, Office Employment Blocks, a Retail Block, an Institutional Block, a Park Block and open space, woodlot, stormwater management, buffers and road widening.</p>	Mar. 26, 2014	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held June 25, 2014.</p> <p>Draft Plan of Subdivision and Zoning By-law Applications approved by Council on September 16, 2014.</p> <p>By-law approved by Council on November 25, 2014.</p> <p>No appeals, Zoning Bylaw Amendment in effect.</p> <p>Subdivision Agreement being prepared.</p>	<p>Lawrence Kuk Ext. 4343</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
40.	<p>Brookfield Homes (Ontario) Limited 155 Vandorf Sideroad Malone Given Parsons Ltd. Attn: Adrian Cammaert 905-513-0170 Ext. 148 Files: OPA-2014-01 & ZBA-2014-03</p>	<p>Official Plan Amendment, and Zoning By-law Amendment, for a condominium development 56 single detached units.</p>	<p>Apr. 28, 2014</p>	<p>Applications received as complete and circulated. Comments provided to Applicant. Public Planning Meetings held on January 28, 2015 and April 22, 2015. Official Plan Amendment and Zoning By-law Amendment approved by Council on June 9, 2015. Official Plan Amendment No. 8 (By-law 5748-15) and Zoning By-law Amendment 5749-15 enacted by Council on July 14, 2015 are in full force and effect.</p>	<p>Marty Rokos Ext. 4350</p>
41.	<p>Eyelet Investment Corp 1114 Wellington Street East Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0177 Files: SUB-2014-03 & ZBA-2014-08</p>	<p>Draft Plan of Subdivision and Rezoning Applications for 82 single detached lots and a 0.3 hectare community park.</p>	<p>Aug. 22, 2014</p>	<p>Application received as complete and circulated. Public Planning Meeting held on December 14, 2014. Report scheduled for General Committee on March 24, 2015. Subdivision and Zoning By-law Amendment Applications approved by Council on March 31, 2015. Zoning By-law 5735-15 enacted on June 9, 2015. Subdivision Agreement being prepared.</p>	<p>Marty Rokos Ext. 4350</p>

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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
44. David Frattaroli 14288 Yonge Street Brutto Consulting Attn: Matt King 905-761-9890 Files: SUB-2014-04 & ZBA-2014-08	Draft Plan of Subdivision and Re-Zoning Applications for nine (9) townhouse units and two (2) semi-detached units.	Sept. 29, 2014	Application received as complete and circulated. Comments provided to Applicant. Public Planning Meeting held March 25, 2015. Awaiting 2 nd Draft Plan of Subdivision Submission.	Drew MacMartin Ext. 4347
45. P.A.R.C.E.L S/W Corner of Yonge & Elderberry Trail Mark Emery, Weston Consulting 905-738-8080 Ext. 240 File: SP-2014-07	A Site Plan Application to facilitate a wellness living and health centre, 20 unit adult living facility and doctor's residence.	Oct. 8, 2014	Application received as complete and circulated. Comments provided to Applicant for review and resubmission.	Drew MacMartin Ex. 4347
46. The CAP Centre Inc. 49 Wellington Street East Attn: Helen Lepek Lepek Consulting Inc. 416-485-3390 Files: ZBA-2014-04 & SP-2015-03	A Zoning By-law Amendment to permit business and professional offices within the existing building. A Site Plan Application to facilitate an office and counselling services within the existing building.	Nov. 10, 2014 Mar. 9, 2015	Application received as complete and circulated. Public Planning Meeting held on February 25, 2015. Zoning By-law 5725-15 Amendment Application approved by Council on May 12, 2015. Application received. Site Plan Application approved by Council on May 12, 2015. Site Plan Agreement executed and registered.	Jeff Healey Ext. 4349

PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
47.	Brookfield Homes (Ontario) Residential Ltd. 15624 & 15776 Leslie Street Brookfield Residential Attn: Nadia Lawrence 905-948-5036 File: SP-2014-11	A Site Plan Application to facilitate a four (4) storey, mixed-use building with commercial units at grade and apartment (condo) units above.	Dec. 5, 2014	Application received as complete and circulated. Comments provided to Applicant. Site Plan Agreement being prepared.	Drew MacMartin Ext. 4347
48.	PMK Capital Inc. 95 Wellington Street East Attn: Philip Kritzinger PMK Capital Inc. 905-853-3200 Files: SP-2014-12 & ZBA-2014-10	Zoning By-law Amendment to permit business and professional offices and a Site Plan Application for a 460 m ² , two storey office building.	Dec. 12, 2014	Application received as complete and circulated. Public Planning Meeting held on April 22, 2015. Comments provided to the Applicant. Site Plan and Zoning By-law Amendment approved by Council on June 23, 2015. Zoning By-law 5763-15 enacted on September 29, 2015. Site Plan Agreement being prepared.	Marty Rokos Ext. 4350
49.	Brookfield Homes (Ontario) Residential Ltd. 15624 & 15776 Leslie Street Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115 File: ZBA-2015-01	A Zoning By-law Amendment to permit 49 single detached dwelling units on the subject lands.	Feb. 25, 2015	Application received as complete and circulated. Comments provided to the Applicant. Public Planning Meeting held May 27, 2015. Zoning By-law 5774-15 (R2-104) enacted on October 27, 2015.	Drew MacMartin Ext. 4347

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
50.	Highland Gate Developments Inc. 21 Golf Links Drive Malone Given Parsons Attn: Matthew Cory 905-513-0170 Ext. 138 Files:OPA-2015-01, ZBA-2015-02 & SUB-2015-01	Official Plan Amendment, Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a residential subdivision. The Draft Plan of Subdivision proposes 184 lots for single detached dwellings and a block for a high-density building (estimated to yield 144 units plus small scale commercial at grade).	Feb. 27, 2015	Applications received as complete and circulated. First Public Planning Meeting for June 24, 2015. Second Public Planning Meeting scheduled for September 30, 2015. Third Public Planning Meeting held on October 28, 2015.	Lawrence Kuk Ext. 4343
51.	Jochri Investments Ltd. 200 Industrial Parkway South. Trumbley Hampton Design Build Inc. Attn: Robert Trumbley 416-258-1424 File: SP-2015-02	Site Plan Application for a new 625 m ² warehouse building. A 1398 m ² industrial building already exists on the property.	Mar. 4, 2015	Application received as complete and circulated. Comments provided to Applicant. Site Plan Application approved by Council on June 23, 2015. Site Plan Agreement being prepared.	Marty Rokos Ext. 4350

**PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
52.	Leswell Investments Inc. 1452 Wellington Street Michael Smith Planning Consultants Attn: Michael Smith 905-989-2588 Files: ZBA-2015-04 & SP-2015-04	Zoning By-law Amendment and Site Plan Application to permit the development of two commercial buildings on the subject property.	May. 13, 2015	Applications received as complete and circulated. Public Planning Meeting scheduled for September 21, 2015.	Lawrence Kuk Ext. 4343
53.	The Priestly Holding Corporation 125 Edward Street Hunter & Associates Limited Attn: Diana Mercier 416-444-8095 File: ZBA-2015-03	Zoning By-law Amendment to permit the existing use of the existing business and professional office building with By-law exceptions on the subject lands.	Apr. 23, 2015	Application received as complete and circulated. Comments provided to the Applicant. Public Planning Meeting held May 21, 2015.	Lawrence Kuk Ext. 4343
54.	2352017 Ontario Inc. 1588 St. John's Sideroad Humphries Planning Group Inc. Attn: Rosemarie Humphries 905-264-7678 Ext. 244 Files: SUB-2015-02 & ZBA-2015-05	Zoning By-law Amendment and Draft Plan of Subdivision Applications to develop a 10 block business park and 10 ha EP on the 19.8 ha lands.	May. 29, 2015	Applications received as complete and circulated. Comments provided to the Applicant.	Drew MacMartin Ext. 4347
55.	Green Storage Inc. 27 Allaura Blvd Attn: Al Azevedo 905-424-2947 File: SP-2015-07	Site Plan Application to construct a self-storage facility with four buildings with 8,596 m ² gross floor area.	Jul. 13, 2015	Application received as complete and circulated. Comments provided to the Applicant.	Marty Rokos Ext. 4350

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
56.	1525366 Ontario Ltd. 67 Industrial Parkway North AECOM Canada Ltd. Attn: Arthur Diamond 905-668-9363 Ext. 2212 File: SP-2015-05	Site Plan Application to build a 334 m ² addition and a new 156 m ² storage structure.	Jul. 27, 2015	Application received as complete and circulated. Comments provided to Applicant. Site Plan Application approved by Council on October 13, 2015. Site Plan Agreement being prepared.	Marty Rokos Ext. 4350
57.	Rod Couits & Brian Couits 14314 & 14338 Yonge Street Brutto Consulting Attn: Claudio Brutto/ Mattt King 906-761-9890 File: ZBA-2015-07	Zoning By-law Amendment to permit a retirement home with By-law exceptions on the subject lands.	Aug. 6, 2015	Application received as complete and circulated. Public Planning Meeting scheduled for November 30, 2015.	Drew MacMartin
58.	Ashlen Holdings Ltd. 13859, 13875, & 13887 Yonge St. Brutto Consulting Attn: Matthew King 905-761-5497 Ext. 225 Files: OPA-2015-03, ZBA-2015-08 & SUB-2015-04	Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision Application to develop 42 single detached dwellings.	Aug. 6, 2015	Application received as complete and circulated. Comments provided to Applicant. Public Planning Meeting scheduled for November 30, 2015.	Marty Rokos Ext. 4350

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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
59.	Carpino Construction Inc. c/o Treasure Hill Homes 15278 Yonge Street Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext.115 Files: OPA-2015-04, ZBA-2015-04 & SP-2015-08	Official Plan Amendment, Zoning By-law Amendment and Site Plan Application to develop a 126 unit stacked townhouse development.	Aug. 20, 2015	Application received as complete. Comments provided to Applicant Public Planning Meeting scheduled for November 25, 2015.	Drew MacMartin
60.	Charleville Developments Ltd. 45 Tyler Street Groundswell Urban Planners Inc. Attn: Kerigan Kelly 905-597-8204 Files: OPA-2015-02 & ZBA-2015-06	Official Plan Amendment, Zoning By-law Amendment to develop a 68 unit condominium townhouse development.	Aug. 20, 2015	Application received as complete and circulated.	Lawrence Kuk Ext. 4343
61.	Small Steps Programs Inc. 138 Centre Street LARKIN+ Land Use Planners Attn: Matt Bagnall 905-895-0554 Files: ZBA-2015-11 & SP-2015-09	Zoning By-law Amendment and Site Plan Application to allow a day nursery use and develop a 103.2 m ² addition onto the existing 65.8 m ² building.	Aug. 27, 2015	Application received as complete and circulated. Comments provided to Applicant. Public Planning Meeting scheduled for November 25, 2015.	Marty Rokos Ext. 4350

PLANNING APPLICATION STATUS LIST – FIGURE 3
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	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
62.	Grossi, Nunzio 7,15, 19 Cousins Drive MPlan Inc. Attn: Michael Mannett 905 889-6309 File: ZBA-2015-12	Zoning Bylaw Amendment Application to allow four (4) new and one retained lots.	Sept. 8, 2015	Application received <i>as complete and circulated.</i> Comments provided to Applicant. Public Planning Meeting scheduled for November 25, 2015.	Marty Rokos Ext. 4350
63.	Frank Luciani 340 Ridge Road Brutto Consulting Attn: Matthew King 905-761-5497 Ext. 225 File: ZBA-2015-13	Zoning By-law Amendment Application to facilitate a severance on the subject lands, to create one (1) additional residential lot.	Sept. 23, 2015	Application received.	Jeff Healey Ext. 4349
64.	Brookfield Homes (Ontario) Aurora Ltd. 15778 Leslie Street Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext.115 Files: CDM-2015-01 & PLC-2015-07	Draft Plan of Condominium and Part Lot Control Applications to allow 49 single detached dwelling units on a private condominium road.	Oct. 6, 2015	Application received as complete and circulated. Comments provided to Applicant.	Drew MacMartin Ext. 4347

PLANNING APPLICATION STATUS LIST – FIGURE 3
December 1, 2015

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
65.	<p><i>Mattamy (Aurora) Ltd.</i> 1280 St. John's Sideroad</p> <p><i>Mattamy (Aurora) Ltd.</i> Attn: Andrew Sjogren 905-943-2145</p> <p>File: ZBA-2015-14</p>	<p><i>Zoning By-law Amendment</i> Application to require a minimum 5 metres of private landscape buffer on residential lots abutting the municipal boundary to the Town of Newmarket.</p>	Oct. 13, 2015	<p><i>Application received as complete and circulated.</i></p> <p><i>Comments provided to Applicant.</i></p> <p><i>Public Planning Meeting Scheduled for December 16, 2015.</i></p>	<p><i>Lawrence Kuk</i> Ext. 4343</p>
66.	<p><i>Metropolitan Square Inc.</i> 180, 190 & 220 Wellington Street East</p> <p><i>MSH Ltd.</i> Attn: Angela Sciberras 905-868-8230</p> <p>Files: OPA-2015-05 & ZBA-2015-15</p>	<p><i>Official Plan Amendment, Zoning By-law Amendment</i> to develop two (2) 10 – storey buildings for a total of 296 residential condominium units.</p>	Nov. 6, 2015	<p><i>Application received as complete and circulated.</i></p>	<p><i>Lawrence Kuk</i> Ext. 4343</p>



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PR15-040**

SUBJECT: *Purchase Order Increase for Cultural Precinct Consultant*

FROM: *Allan D. Downey, Director of Parks and Recreation Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PR15-040 be received; and

THAT the Purchase Order for Fotenn Consultants Ltd. be increased by \$21,185.00, excluding taxes, to be funded from the Tax Rate Stabilization Reserve Fund.

PURPOSE OF THE REPORT

To increase the Purchase Order for Fotenn Consultants Ltd. for additional services pertaining to the Cultural Precinct Plan.

BACKGROUND

At the Council meeting of August 11, 2015, staff received direction to conduct a Request for Proposal (RFP) to engage a design firm to establish a conceptual plan for the Cultural Precinct Area.

Staff prepared RFP PRS 2015-77 and issued it for release on August 20, 2015. The RFP closed on September 10, 2015 with one proposal being received.

Staff then prepared Report No. PR15-029 Award of Request for Proposal PRS 2015-77 Cultural Precinct Plan which was subsequently adopted by Council at its September 15, 2015 Council meeting.

COMMENTS

Report No. PR15-029 recommended that Council engage the services of Fotenn Consultants Inc. in the amount of \$57,797.50, excluding HST, and that necessary funding in the amount of \$58,815.00 be sourced from the Tax Rate Stabilization Reserve Fund.

December 1, 2015

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Report No. PR15-040

Further to the approval of these recommendations, staff recommend that Fotenn Consultants Ltd. be engaged with Part 3 of their proposal being the Implementation Phase and was optional at the time of the submission.

In order to complete this work, a purchase order increase to the amount of \$80,000.00, excluding taxes, be approved by Council.

LINK TO STRATEGIC PLAN

A Cultural Precinct Plan supports the Strategic Plan goal of Supporting an ***Exceptional quality of life for all*** through its accomplishment in Celebrating and promoting our culture in the following key objectives within this goal statement:

Develop a Cultural Master Plan that includes heritage, music and art to promote more cohesive and coordinated cultural services.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may choose not to approve the Purchase Order increase; however, this would eliminate the implementation phase of this project.
2. Further Options as required.

FINANCIAL IMPLICATIONS

Funds in the amount of \$21,185.00 are required from the Tax Rate Stabilization Reserve Fund.

CONCLUSIONS

The Cultural Precinct Plan has been well received and staff recommend that the implementation phase now be initiated.

PREVIOUS REPORTS

PR15-026 Award of Request for Proposal PRS 2015-77 Cultural Precinct Plan, September 15, 2015

December 1, 2015

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Report No. PR15-040

ATTACHMENTS

Attachment #1 – Project Timeline

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, November 19, 2015.

Prepared by: Allan D. Downey, Director, Parks and Recreation Services- Ext. 4752

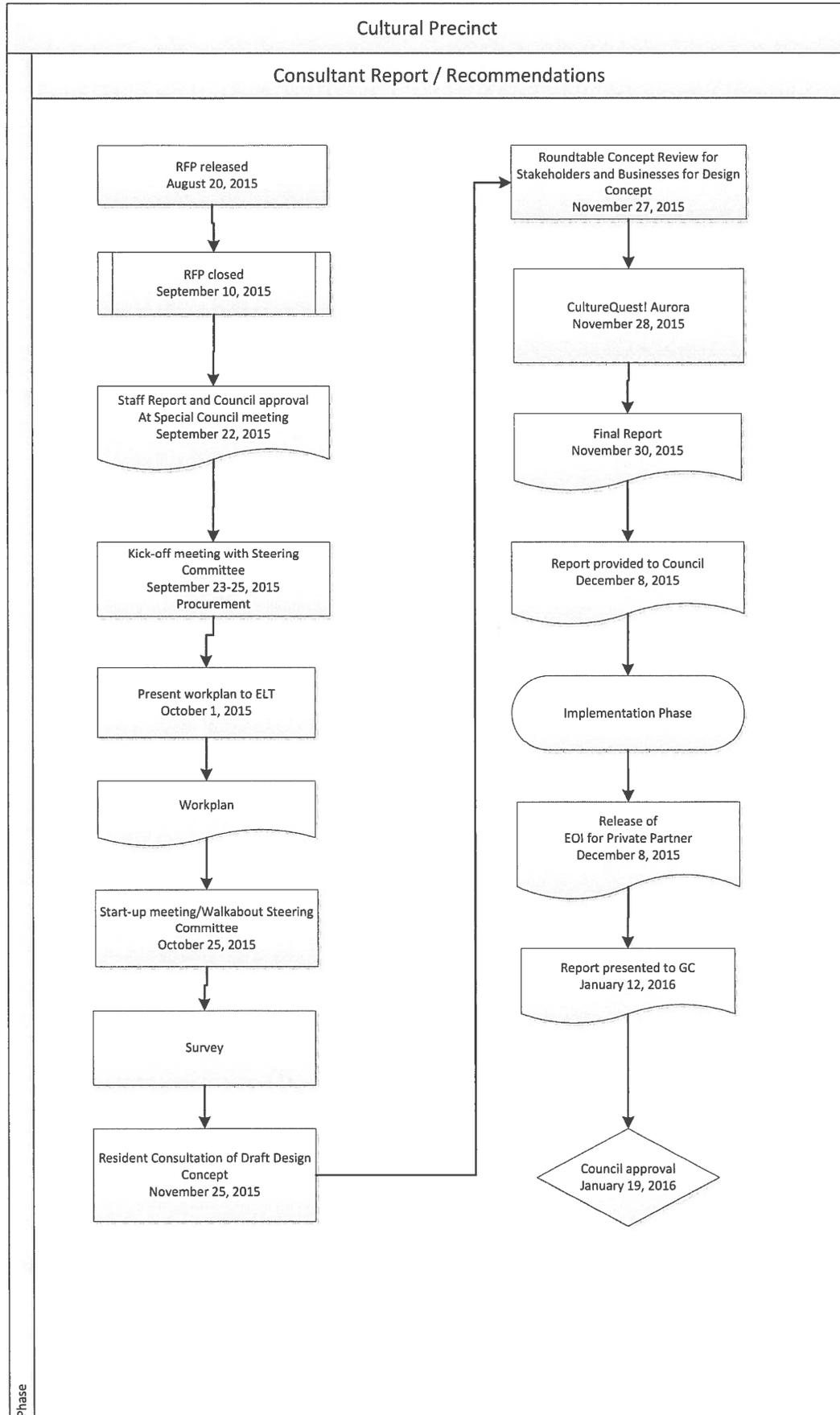


Allan D. Downey
Director of Parks and Recreation



Patrick Moyle
Interim Chief Administrative Officer

Attachment #1





TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PR15-041**

SUBJECT: *Amendment to Lease Agreement: Vending and Concessions*
FROM: *Allan D. Downey, Director of Parks and Recreation Services*
DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PR15-041 be received; and

THAT an Amendment to the Lease Agreement between the Town of Aurora and Global Brand Foods Inc. for the lease of space in Town facilities for the operation of concession stands, as well as the lease of space in various Town facilities for the operation of snack food and beverage vending machines be approved; and

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To amend the existing lease agreement to include the construction and operation of a concession stand in the Aurora Family Leisure Complex (AFLC), and to reduce the current fees payable to the town in consideration of the cost to Global for the construction of same.

BACKGROUND

In January 2008, the Town entered into a five-year Agreement with Global Brand Foods Inc. (Global) for the provision of Concession and Vending Services in Town facilities, for the period of June 1, 2008 through May 31, 2013.

In February 2013, Council approved a five-year renewal of this Agreement, which expires May 31, 2018.

In July 2013, Council endorsed the new renovated works at the AFLC, which included a concession stand to be located in the main lobby outside of the entrance to the gymnasium.

December 1, 2015

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Report No. PR15-041

Construction of the concession stand was not included in the scope of work for the renovation project, in favour of having the concession operator design and build the concession in accordance with the Town's and operator's mutual operational needs.

COMMENTS

Staff recommends that all Vending and Concession Services be administered in one contract with a single vendor, and as such, that the Agreement with Global be amended to include the concession stand at the AFLC.

The space allocated for the concession includes electrical and roughed in plumbing only. All other construction considerations will be at the expense of the vendor.

Global has conducted site visits to review the space allocated in the endorsed design, and have provided a cost estimate of \$65,000.00 to fully construct and equip the concession.

The existing agreement with Global expires in approximately 30 months and does not include an option for further extension. Therefore an RFP will be required to determine the concession and vending operator as of June 1, 2018.

Considering that Global can only be confirmed as the approved operator for the remaining 30 months of the existing agreement and further considering that the volume of business is unknown, the degree to which Global can recover the cost of construction through normal operations cannot be determined.

In order to recover the cost of construction, Global has requested that their current monthly fees of \$6,100.00 (inclusive of HST) be reduced by \$2,100.00 per month (inclusive of HST) effective December 1, 2015 for the remainder of the Agreement, for a loss in revenue of \$55,000.00.

LINK TO STRATEGIC PLAN

Entering an Lease Agreement for Vending and Concessions supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by developing a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

December 1, 2015

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Report No. PR15-041

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can direct staff to issue a separate RFP for the design, construction and operation of the concession at the AFLC.
2. Council can direct staff to delay construction of the concession at the AFLC until it can be included in the RFP for the new vending & concessions agreement to take effect June 1, 2018.
3. Council can decline approving this amendment and provide alternate direction to staff.
4. Further Options as required.

FINANCIAL IMPLICATIONS

This would result in a cost savings to the Town of approximately \$65,000.00 for the design, construction and equipping of the concession stand, offset by a total NET loss of revenue in the amount of \$55,752.00, broken down as follows:

2015	\$ 1,858.41
2016	\$22,300.88
2017	\$22,300.88
2018	\$ 9,292.03

Estimated cost of construction:	\$65,000.00 (provided by Global)
Total NET reduction in revenue:	\$55,752.00
Estimated savings to Town:	\$ 9,248.00

CONCLUSIONS

That Council authorize the Mayor and Clerk's execution of the Amendment to the Lease Agreement with Global Brand Foods Inc.

PREVIOUS REPORTS

PR14-010 Amendment Lease Agreement: Vending and Concessions, April 1, 2014

ATTACHMENTS

None.

December 1, 2015

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Report No. PR15-041

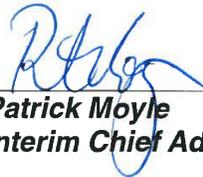
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, November 19, 2015.

Prepared by: John Firman, Manager of Business Support - Ext. 4328



Allan D. Downey
Director of Parks and Recreation



Patrick Moyle
Interim Chief Administrative Officer



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. PR15-043

SUBJECT: *ActiveNet Agreement*

FROM: *Allan D. Downey, Director of Parks and Recreation Services*

DATE: *December 1, 2015*

RECOMMENDATIONS

THAT Report No. PR15-043 be received; and

THAT the Director of Parks and Recreation Services be authorized to enter into an agreement with Active Network for the use of the "ActiveNet" recreation program and facility rental registration system under the single source provisions of the Procurement By-law; and

THAT the Director of Parks and Recreation Services be authorized to enter into a Service agreement for \$33,000.00 + HST with Active Network for the upgrade from the existing "Class" system to the new "ActiveNet" system under the single source provisions of the Procurement By-law, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To authorize the upgrade from the current *Class* registration software to the new *ActiveNet* registration software.

BACKGROUND

The Town of Aurora currently utilizes the *Class* system for all recreation program registrations, memberships, and facility rentals. The *Class* system, provided by Active Network is being phased out, and will reach end of life in December, 2017. Active Network is currently upgrading its clients to *ActiveNet*, an updated cloud-based solution with improved functionality.

Class is considered the industry standard and is used by the majority of municipal recreation departments in North America, and by all municipalities in York Region. *ActiveNet* is the next generation of the *Class* system, and has been in use for several years across North America, and is now replacing the current version of *Class*.

December 1, 2015

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Report No. PR15-043

COMMENTS

Currently, the Town pays an annual licencing fee to Active Network for the use of the Class system, as well as paying a separate fee under a different agreement with Active Network for the use of the online registration system (e-PLAY) currently offered to residents. In addition to these two agreements, PRS also pays bank charges directly to our bank for all transactions processed by the department, for registrations, facility rentals, memberships, and retail sales, such as swim tickets, etc.

The new ActiveNet agreement will combine these three separate agreements into one, as well as contain a retail sales module, thereby combining another separate process into this one product.

Retail sales, such as swim tickets, swim goggles, skating tickets, and fitness day passes are all currently processed through a cash register at the recreation complex reception desks, supported by manual tracking systems and labour intensive tracking for statistics.

The ActiveNet upgrade will also include a Point of Sale (POS) component, which will enable all financial transactions in the department to be processed through one system, eliminating the manual tracking and reporting processes, thereby improving efficiency and service levels.

Staff have been in contact with existing ActiveNet users, held numerous meetings with Active Network, participated in demonstrations, and are satisfied that this product will not only continue to meet our operational needs, but also offer a variety of efficiencies that will help enhance customer service and reduce the amount of time staff currently allocate to report preparation and tracking statistics.

Staff have also been in contact with other municipalities in York Region, and have determined that the general consensus is that ActiveNet is the most suitable product to meet our operational needs.

The single source provisions of the Procurement By-law allow for single source purchases from a specific vendor without a competitive procurement process when there is a need for standardization and continuation of warranty and function of a product. In addition, single source purchases are also permitted when compatibility with an existing product or equipment is a paramount consideration. The aforementioned categories apply in this case with respect to the ActiveNet products and services.

This agreement is for a three year term, with indefinite three year renewal options.

December 1, 2015

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Report No. PR15-043

LINK TO STRATEGIC PLAN

Entering an Agreement with ActiveNet supports the Strategic Plan goal of Supporting an ***Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by developing a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can direct staff to further investigate alternate solutions. However, implementing an alternate solution may have negative operational impacts, such as:
 - a. Limiting our ability to maintain historical records;
 - b. Limiting our ability to recruit staff experienced with the system;
 - c. Potentially separating different functionalities into different systems that do not communicate with each other; and
 - d. Limiting our ability to work cooperatively with other municipalities to jointly problem solve issues related to these systems.
2. Further Options as required.

FINANCIAL IMPLICATIONS

The current costs associated with operating the existing *Class* system will be absorbed into the new *ActiveNet* agreement.

In addition to the annual operating costs for *ActiveNet*, PRS will incur a one-time consulting charge of approximately \$33,000.00 + HST for the upgrade; however, if the Town enters into the new *ActiveNet* agreement before December 31, 2015, existing incentives offered by Active Network will offset that cost.

This upgrade has been factored into the PRS 2016 operating budget with a zero NET increase for 2016.

Future year impacts will be dependent upon volume of use.

CONCLUSIONS

That Council authorize the Director of Parks and Recreation to enter into an agreement with Active Network for the provision of the *ActiveNet* system, and authorize the issuance of a Purchase Order for the one-time consulting services for the upgrade.

December 1, 2015

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Report No. PR15-043

PREVIOUS REPORTS

None.

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

CAO Review only.

Prepared by: John Firman, Manager of Business Support Ext. 4328



Allan D. Downey
Director, Parks and Recreation Services



Pat Moyle
Interim Chief Administrative Officer



**TOWN OF AURORA
ACCESSIBILITY ADVISORY COMMITTEE
MEETING MINUTES**

Date: Wednesday, November 4, 2015

Time and Location: 7 p.m., Leksand Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, and James Hoyes

Member(s) Absent: Councillor Sandra Humfries

Other Attendees: Chris Catania, Accessibility Advisor, and Samantha Yew, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by James Hoyes
Seconded by Gordon Barnes**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. RECEIPT OF THE MINUTES

Accessibility Advisory Committee Meeting Minutes of October 7, 2015

**Moved by Gordon Barnes
Seconded by James Hoyes**

THAT the Accessibility Advisory Committee meeting minutes of October 7, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Accessibility Advisor
Re: Capital Accessibility Initiatives for 2016-2022**

Staff reviewed the memorandum and provided a brief explanation of the new accessibility initiatives that have been added since the last meeting. The Committee discussed aspects of some of the initiatives and agreed to continue to provide direction.

**Moved by John Lenchak
Seconded by Gordon Barnes**

THAT the memorandum regarding Capital Accessibility Initiatives for 2016-2022 be received; and

THAT the Accessibility Advisory Committee continue to provide direction in prioritizing Capital Accessibility Initiatives for 2016-2022.

CARRIED

6. INFORMATIONAL ITEMS

**2. Extract from Council Meeting of October 27, 2015
Re: Accessibility Advisory Committee Meeting Minutes of October 7,
2015**

**Moved by Gordon Barnes
Seconded by James Hoyes**

THAT the Extract from Council Meeting of October 27, 2015, regarding the Accessibility Advisory Committee Meeting Minutes of October 7, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee discussed their ability to advocate to external organizations as a group, and staff responded regarding their role as a Committee.

The Committee discussed the David C. Onley Award for Leadership in Accessibility, and potential nominees that could be put forward by Committee members.

The Committee considered the possibility of holding meetings at a different time of day.

8. ADJOURNMENT

**Moved by Gordon Barnes
Seconded by James Hoyes**

THAT the meeting be adjourned at 8:30 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
ENVIRONMENTAL ADVISORY COMMITTEE
MEETING MINUTES**

Date: Thursday, November 5, 2015

Time and Location: 7 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Mrakas (Chair), Councillor Pirri (Vice Chair), Melville James, Sara Varty, Nancee Webb, and Kristina Zeromskiene

Member(s) Absent: Irene Clement, Larry Fedec, and Danielle Howell

Other Attendees: Christina Nagy-Oh, Program Manager, Environmental Initiatives, and Samantha Kong, Council/Committee Secretary

The Chair called the meeting to order at 7:03 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF AGENDA

**Moved by Melville James
Seconded by Sara Varty**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. RECEIPT OF THE MINUTES

Environmental Advisory Committee Meeting Minutes of September 3, 2015

**Moved by Nancee Webb
Seconded by Melville James**

THAT the Environmental Advisory Committee meeting minutes of September 3, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Correspondence from Melville James, EAC Member
Re: Proposed Environmental Seminar/Forum**

Mr. James provided a brief overview of the proposed Environmental Seminar/Forum and the Committee was interested in creating a sub-committee, comprised of Committee members and community members, to organize this event.

**Moved by Melville James
Seconded by Nancee Webb**

THAT the correspondence from Melville James, EAC Member, regarding Proposed Environmental Seminar/Forum be received; and

THAT a working group comprised of three (3) Environmental Advisory Committee members be established to organize the 2016 Community Environmental Forum; and

The Environmental Advisory Committee recommend to Council:

THAT \$1,000 from the 2016 Environmental Initiatives budget be allocated to the 2016 Community Environmental Forum.

CARRIED

6. INFORMATIONAL ITEMS

**1. Memorandum from Program Manager, Environmental Initiatives
Re: Clean Air Council Declaration**

The Committee inquired about who attended the Clean Air Council (CAC) Summit on the Town's behalf and if each participating municipality is committed to the same priorities. Staff indicated that Councillor Abel attended the Summit and that each municipality is committed to a set of goals and priorities that are independently established for their own communities.

**Moved by Councillor Pirri
Seconded by Kristina Zeromskiene**

THAT the memorandum regarding Clean Air Council Declaration be received for information.

CARRIED

- 2. Certificate of Recycling from Ontario Lamp Recyclers Inc.
Re: Lamp Recycling Project with Town of Aurora**

**Moved by Councillor Pirri
Seconded by Sara Varty**

THAT the Certificate of Recycling from Ontario Lamp Recyclers Inc. regarding the Lamp Recycling Project with Town of Aurora be received for information.

CARRIED

- 3. Extract from Council Meeting of September 29, 2015
Re: Environmental Advisory Committee Meeting Minutes of
September 3, 2015**

**Moved by Nancee Webb
Seconded by Sara Varty**

THAT the Extract from Council Meeting of September 29, 2015, regarding the Environmental Advisory Committee meeting minutes of September 3, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee discussed the City of San Francisco initiative that prohibits the use of plastic water bottles on city property, and inquired about the feasibility of the Town prohibiting plastic water bottles within Town facilities.

New Business Motion No. 1
Moved by Nancee Webb
Seconded by Councillor Pirri

The Environmental Advisory Committee recommend to Council:

THAT staff be directed to report back to the Environmental Advisory Committee on the feasibility of prohibiting the use of plastic water bottles in Town facilities.

CARRIED

The Committee discussed David Suzuki's blue dot program which is a movement for local Canadian municipalities to pass declarations respecting people's right to live in a healthy environment, to ultimately have provinces pass environmental bills of rights and amend the Canadian Charter of Rights and Freedoms.

New Business Motion No. 2
Moved by Nancee Webb
Seconded by Sara Varty

THAT background information be provided to the Committee regarding the blue dot program.

CARRIED

Councillor Pirri noted that he would be attending an FCM board meeting on November 16, 2015, to meet with Members of Parliament.

Nancee Webb advised that she would be unable to attend the Trails and Active Transportation Committee meetings and inquired whether another member would attend as an EAC representative. The Committee requested that the meeting date and time be circulated to them by email for consideration.

Staff inquired whether a member would attend the Regional Environmental Advisory Committee meeting on November 26, 2015, at 6:30 p.m. and Melville James volunteered to attend on staff's behalf.

8. ADJOURNMENT

Moved by Nancee Webb
Seconded by Melville James

THAT the meeting be adjourned at 7:45 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MEETING MINUTES**

Date: Thursday, November 12, 2015

Time and Location: 7 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Paul Pirri (Chair), Councillor John Abel (Vice Chair) (departed 8:15 p.m.), Marilee Harris, Paul Smith, and Bruce Walkinshaw

Member(s) Absent: Don Constable and Rosalyn Gonsalves

Other Attendees: Councillor Tom Mrakas, Techa van Leeuwen, Director of Building & Bylaw Services, Afshin Bazar, Manager, Building Services, Anthony Ierullo, Manager of Long Range and Strategic Planning, Michael Logue, Program Manager, Economic Strategy, and Samantha Yew, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest under *the Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by Bruce Walkinshaw
Seconded by Marilee Harris**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. RECEIPT OF THE MINUTES

Economic Development Advisory Committee Meeting Minutes of September 10, 2015

**Moved by Bruce Walkinshaw
Seconded by Marilee Harris**

THAT the Economic Development Advisory Committee meeting minutes of September 10, 2015, be received for information.

CARRIED

4. DELEGATIONS

**(a) Techa Van Leeuwen, Director of Building & Bylaw Services, and
Afshin Bazar, Manager of Building Services**

**Re: Item 1 – Memorandum from Director of Building & Bylaw Services;
Re: Proposed Sign By-law**

Staff gave a presentation regarding the Proposed Sign By-law, outlining the proposed changes. Staff further explained that, if approved, the transition would be implemented over a six-month period, and would include a public education program and community plan.

**Moved by Marilee Harris
Seconded by Paul Smith**

THAT the delegation by Techa van Leeuwen and Afshin Bazar be received and referred to Item 1.

CARRIED

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Director of Building & Bylaw Services
Re: Proposed Sign By-law**

The Committee inquired about how the Proposed Sign By-law would help businesses in Aurora. Staff explained that the changes are designed to simplify the sign permit process.

The Committee inquired regarding various aspects of the Sign By-law and asked questions regarding:

- The cost and revenue generated by the sign program, and the total cost of the Sign By-law update;
- The possibility of no Sign By-law enforcement;
- The consideration of vertical banner signs in the Proposed Sign By-law;
- Provisions for heritage signs, special event signs, sign 'cornerstones', and the best practices for real estate signs; and
- The possibility of allowing sandwich board signs.

Staff advised that they would investigate and take all comments made by the Committee into consideration.

**Moved by Marilee Harris
Seconded by Paul Smith**

THAT the memorandum regarding Proposed Sign By-law be received; and

THAT the Economic Development Advisory Committee provide feedback regarding the Proposed Sign By-law.

CARRIED

6. INFORMATIONAL ITEMS

**2. Memorandum from Manager of Long Range and Strategic Planning
Re: Activity Report**

Staff gave a brief update, highlighting positive steps toward hotel uses, partially brought upon by the reduction of the local portion of hotel development charges. Staff also provided an update regarding new interest in manufacturing businesses locating in the Town.

**Moved by Councillor Abel
Seconded by Marilee Harris**

THAT the memorandum regarding Activity Report be received for information.

CARRIED

**3. Memorandum from Manager of Long Range and Strategic Planning
Re: Aurora Promenade Community Improvement Plan (CIP) Update**

Staff gave a brief update regarding the Aurora Promenade Community Improvement Plan, including information about various forms of promotion for the program (media campaign, door-to-door visits, brochures), and information regarding two applications that have been received.

Economic Development Advisory Committee Meeting Minutes
Thursday, November 12, 2015

Page 4 of 4

Moved by Bruce Walkinshaw
Seconded by Marilee Harris

THAT the memorandum regarding Aurora Community Improvement Plan (CIP) Update be received for information.

CARRIED

- 4. Extract from Council Meeting of October 13, 2015**
Re: Economic Development Advisory Committee Meeting Minutes of September 10, 2015

Moved by Marilee Harris
Seconded by Paul Smith

THAT the Extract from Council Meeting of October 13, 2015, regarding the Economic Development Advisory Committee meeting minutes of September 10, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Chair advised that the Director of Planning & Development Services will be at the next meeting to update the Committee on the proposed medical building.

The Committee inquired about the status of broadband internet in Aurora, and the possibility of getting broadband internet service from all internet service providers. The Committee mentioned that some smaller municipalities are offering their own broadband internet, and discussed whether this is feasible for the Town of Aurora.

The Committee inquired whether there are any incentive programs offered for businesses to move to Aurora. Staff responded and referred to benefits such as the Concierge Program, Community Improvement Plan areas, and lower business taxes.

8. ADJOURNMENT

Moved by Bruce Walkinshaw
Seconded by Paul Smith

THAT the meeting be adjourned at 8:56 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
COMMUNITY RECOGNITION REVIEW
AD HOC COMMITTEE MEETING MINUTES**

Date: Tuesday, November 17, 2015

Time and Location: 3 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes, Diane Buchanan, Steve Hinder, Tim Jones, Brian North, and Jo-anne Spitzer

Members Absent: None

Other Attendees: Jennifer Norton, Web Services and Corporate Events Co-ordinator, Joanne Gorry, Strategist, Marketing & Public Affairs, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 3:15 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by Steve Hinder
Seconded by Brian North**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. RECEIPT OF THE MINUTES

Moved by Diane Buchanan
Seconded by Brian North

**Community Recognition Review Ad Hoc Committee Meeting Minutes of
October 27, 2015**

THAT the Community Recognition Review Ad Hoc Committee Meeting Minutes of
October 27, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

1. Round Table Discussion

The Committee discussed options for the composition of a Selection Committee that would review the Community Recognition Awards nominations and choose the Awards recipients.

Staff provided examples of sponsorship levels for the Awards event and the Committee discussed alternatives for the various types of sponsorship proposed. Committee members volunteered to organize the elements of food, alcohol, and video sponsorships. The Committee also discussed ideas around branding and other aspects of the event. It was agreed that staff would provide further options to the Committee by email, for feedback by email, regarding sponsorship levels and branding. It was further agreed that the Committee would meet next in mid-December 2015.

Moved by Tim Jones
Seconded by Councillor Humfryes

THAT the following four (4) members of the Committee who are Citizen of the Year recipients comprise the Selection Committee for the 2015 Community Recognition Awards: Diane Buchanan, Steve Hinder, Brian North, and Joanne Spitzer.

CARRIED

6. INFORMATIONAL ITEMS

- 2. Extract from Council Meeting of November 10, 2015
Re: Community Recognition Review Ad Hoc Committee Meeting Minutes
of October 27, 2015**

**Moved by Tim Jones
Seconded by Diane Buchanan**

THAT the Extract from Council Meeting of November 10, 2015, regarding the Community Recognition Review Ad Hoc Committee meeting minutes of October 27, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee recommended that the Community Recognition Review Ad Hoc Committee be restructured as an Advisory Committee to meet regularly with the same members, with a revised Terms of Reference for the remainder of the 2014-2018 Term, in order to maintain consistent support for the Awards process and event.

**New Business Motion No. 1
Moved by Councillor Humfryes
Seconded by Brian North**

THAT the Community Recognition Review Ad Hoc Committee be restructured into an Advisory Committee to meet regularly, with the same membership, and a new Terms of Reference for the remainder of the 2014-2018 Term of Council.

CARRIED

8. ADJOURNMENT

**Moved by Steve Hinder
Seconded by Tim Jones**

THAT the meeting be adjourned at 4:05 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.