



GENERAL COMMITTEE MEETING AGENDA

TUESDAY, MARCH 1, 2016

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
GENERAL COMMITTEE MEETING
AGENDA**

Tuesday, March 1, 2016
7 p.m.
Council Chambers

Councillor Thom 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) Adam Marshall and Helen Ahranis, Residents pg. 1
Re: Item 14 – Heritage Advisory Committee Meeting Minutes of
February 8, 2016

(b) Michele Boyer, Resident pg. 2
Re: Item 9 – PRS16-013 – Block 208 on Mavrinac Boulevard

(c) Charlie Muscat, Resident pg. 3
Re: Item 9 – PRS16-013 – Block 208 on Mavrinac Boulevard

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. **BBS16-003 – Door-to-Door Salespeople** pg. 4

RECOMMENDED:

THAT Report No. BBS16-003 be received; and

THAT staff partner with York Regional Police to co-facilitate a public information session to educate and raise awareness of issues relating to door-to-door salespeople.

2. **CFS16-009 – Increase to Approved Purchase Order – Acrodex
Microsoft Licence Reseller** pg. 9

RECOMMENDED:

THAT Report No. CFS16-009 be received; and

THAT Purchase Order No. 662 with Acrodex Inc. be increased from \$231,300 to \$353,700 for the remainder of the existing contract term.

3. **IES16-021 – 22 Church Street/ Library Exterior Concrete & Walkway
Repairs** pg. 13

RECOMMENDED:

THAT Report No. IES16-021 be received; and

THAT Report No. IES16-021 satisfy Council's conditional 2016 budget approval for Capital Project No. 72219, 22 Church Street/Library Exterior Repairs (Drainage and Walkways); and

THAT staff be authorized to proceed with 2016 Capital Project No. 72219, 22 Church Street/Library Exterior Repairs (Drainage and Walkways) for \$45,000.

4. **IES16-022 – Waste Collection Alternative – Automated Collection** pg. 17

RECOMMENDED:

THAT Report No. IES16-022 be received for information.

5. **IES16-023 – Award of Tender IES 2016-14 – Additional New Street Sweeper** pg. 23

RECOMMENDED:

THAT Report No. IES16-023 be received; and

THAT additional funding in the amount of \$10,418.35 be provided for Capital Project No. 34238 – Street Sweeper from the Growth and New Reserve; and

THAT Tender IES 2016-14 – Additional New Street Sweeper for the supply and delivery of a 2016 truck-mounted street sweeper be awarded to Joe Johnson Equipment Inc. in the amount of \$305,049.48 excluding taxes; and

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

6. **LLS16-009 – Co-operative and Piggyback Procurement Process Review** pg. 27

RECOMMENDED:

THAT Report No. LLS16-009 be received for information.

7. **PRS16-011 – Parks and Recreation Master Plan Update** pg. 33

RECOMMENDED:

THAT Report No. PRS16-011 be received; and

THAT the recommendations within the Master Plan Update be endorsed, with the exception of Recommendation #39, subject to Council approval of budgetary implications; and

THAT staff present an Implementation Plan to Council.

8. **PRS16-012 – Sport Plan Master Plan** pg. 45

RECOMMENDED:

THAT Report No. PRS16-012 be received; and

THAT the recommendations within the Sport Plan report be endorsed subject to Council approval of budgetary implications; and

THAT staff present an Implementation Plan to Council.

9. PRS16-013 – Block 208 on Mavrinac Boulevard

pg. 50

RECOMMENDED:

THAT Report No. PRS16-013 be received; and

THAT Council receive the following recommendation from Monteith-Brown (consultant for the Parks and Recreation Master Plan review):

Recommendation #39:

"Should the Town of Aurora decide to retain Mavrinac Boulevard Land Block 208 as parkland, it does so on the basis that if developed as active parkland this will result in a higher level of service being provided relative to most other neighbourhoods in Aurora and in a manner that is unlikely to service the most pressing recreational needs of the Town as a whole. If retained as passive open space to minimize conflicts on adjacent and nearby residential dwellings, the park could complement municipal naturalization goals and/or facilitate a modest degree of passive usage. Should the Town consider disposal of Block 208, it is recommended that a parcel of land better suited to accommodating active/intensive recreational use be obtained (using the proceeds of this chosen course of action), including consideration of a land swap agreement or purchase of a parcel of land."; and

THAT Council accept the staff recommendation that Block 208 not proceed as fully developed parkland at this time; and

THAT staff prepare a report to Council on other potential options for the future uses of Block 208 by May 3, 2016.

10. PDS16-009 – Official Plan Review Consultation and Work Plan

pg. 73

RECOMMENDED:

THAT Report No. PDS16-009 be received for information.

- 11. PDS16-011– Draft Plan of Condominium Application** pg. 100
Kaitlin Estates Ltd.
15277 Yonge Street
Lots 124, 125 and 126, and
Part of Lots 122, 123 & 127, Registered Plan 246
File: CDM-2015-03

RECOMMENDED:

THAT Report No. PDS16-011 be received; and

THAT the Draft Plan of Condominium File: CDM-2015-03, for a 95 residential unit and 3 commercial unit condominium apartment building subject to conditions set out in Appendix “A” to this report, be approved; and

THAT the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

- 12. Memorandum from Director of Planning & Development Services** pg. 115
Re: Additional Public Planning Meeting Date for April 25, 2016

RECOMMENDED:

THAT the memorandum regarding Additional Public Planning Meeting Date for April 25, 2016, be received; and

THAT the additional Public Planning meeting be scheduled for April 25, 2016, to consider the Comprehensive Zoning By-law Update.

- 13. Environmental Advisory Committee Meeting Minutes of February 4, 2016** pg. 116

RECOMMENDED:

THAT the Environmental Advisory Committee meeting minutes of February 4, 2016, be received for information.

- 14. Heritage Advisory Committee Meeting Minutes of February 8, 2016** pg. 121

RECOMMENDED:

THAT the Heritage Advisory Committee meeting minutes of February 8, 2016, be received; and

THAT the Heritage Advisory Committee recommend to Council:

1. **HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street**

THAT the application to remove 41 Metcalfe Street from the Aurora Register of Properties of Cultural Heritage Value or Interest be refused.

15. **Canada 150 Ad Hoc Committee Meeting Minutes of February 11, 2016** pg. 125

RECOMMENDED:

THAT the Canada 150 Ad Hoc Committee meeting minutes of February 11, 2016, be received for information.

16. **Community Recognition Review Advisory Committee Meeting Minutes of February 16, 2016** pg. 128

RECOMMENDED:

THAT the Community Recognition Review Advisory Committee meeting minutes of February 16, 2016, be received for information.

17. **Parks and Recreation Advisory Committee Meeting Minutes of February 18, 2016** pg. 131

RECOMMENDED:

THAT the Parks and Recreation Advisory Committee meeting minutes of February 18, 2016, be received for information.

18. **Finance Advisory Committee Meeting Minutes of February 16, 2016** pg. 135

RECOMMENDED:

THAT the Finance Advisory Committee meeting minutes of February 16, 2016, be received for information.



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: General Meeting
Tuesday, March 1, 2016

SUBJECT: 41 Metcalfe Street

NAME OF SPOKESPERSON: Adam Marshall & Helen Ahranis

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

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Remove 41 Metcalfe as a "listed" property of interest

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?

DATE:

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



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DELEGATION REQUEST

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

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: Tuesday March 1, 2016

SUBJECT: Mavrincac Land

NAME OF SPOKESPERSON: Michele Boyer

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

n/a

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

To ensure the Town does not sell the Mavrincac land, but instead maintains ownership of it and turns it into a publicly owned recreational space (trees/park, green space and/or daytime tennis courts with sports field).

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? Harold and Tom (council members)

DATE: In general emails and on Tom's facebook page

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



16 FEB 25 2:17 PM '15

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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: Tuesday March 1, 2016

SUBJECT: Mavrinac Land

NAME OF SPOKESPERSON: X CHARLIE MUSCAT

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

n/a

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

To ensure the Town does not sell the Mavrinac land, but instead maintains ownership of it and turns it into a publicly owned recreational space (park, green space or sports fields).

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? n/a DATE: n/a

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



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. BBS16-003**

SUBJECT: *Door-to-Door Salespeople*

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Council receive Report No. BBS16-003; and

THAT staff partner with York Regional Police to co-facilitate a public information session to educate and raise awareness of issues relating to door-to-door salespeople.

PURPOSE OF THE REPORT

To advise Council of options available to better protect the financial well-being and safety of Aurora residents against door to door salespeople including public education, current legislation and potential by-law amendments that would regulate and control door to door sales.

BACKGROUND

At the Council meeting of November 10th 2015, the following motion carried:

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 materials and that a by-law be brought back to Council for approval.

Generally Part IV of the Municipal Act sets out the range of powers that permit the Town to license and regulate various businesses in accordance with those provisions. By definition a business includes; the sale or hire of goods or services on an intermittent or one-time basis and the activities of a transient trader; and the display of samples, patterns or specimens of goods for the purpose of sale or hire.

Currently, By-law 5630-14 deals with licensing of businesses in Aurora. The by-law consists of a main body, which contains a number of general licensing provisions that apply to all licenses in the Town and a number of schedules, each dealing with specific

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Report No. BBS16-003

types of business. Schedule 7 of the By-law specifically regulates “Hawkers and Peddlers”. It was originally established in the 1950’s and has been amended from time to time without significant change to the by-law. The Town has not licensed any Hawkens or Peddlers in many years and we have not received any complaints.

COMMENTS

Bylaw Services and York Regional Police have agreed to co-facilitate a public information session to educate and raise awareness of issues relating to door to door salespeople.

Although By-law Services has not received any concerns or complaints from residents regarding door-to door sales, staff is committed to the well-being of Aurora residents and believe the best protection and defence to an unethical, misleading and/or aggressive door-to-door salesperson is to be educated on your rights as a consumer and be aware of suspicious or unwanted activity. Staff and York Regional Police will work in partnership to deliver a public information session in the spring.

Licensing transient individuals who engage in solicitation and distribution of advertising materials is wide-ranging and impacts many business sectors.

Introducing licensing provisions for individuals who engage in solicitation and distribution of advertising materials would create on-going non-compliance. Many trades and contractors rely on creating business opportunities by delivering information of services provided and/or free estimates while doing work in a neighbourhood. Once their work is complete, they move to next job in the next neighbourhood or municipality.

Successful enforcement related to any licensing provisions for door to door salespeople and transient individuals will be very difficult to achieve.

Door to door sales, solicitation and distribution of materials are transient activities. They occur at a given property for a brief period of time. Enforcement activities are either complaint driven or initiated by an officer where it is known that a violation has occurred. It will be extremely challenging to achieve compliance with a bylaw that attempts to regulate transient activities.

The Ministry of Government and Consumer Services regulates false, misleading or deceptive representation of sales agents and businesses through the Consumers Protection Act, 2002.

The intent of the Consumer Protection Act is to promote a fair and informed marketplace for consumers and business. The Act protects consumers by providing special rights when you purchase an item from a door to door salesperson. It also

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regulates consumer agreements and leases and provides for a cooling off period for consumers who sign agreements. There is a complaint and remedy process for consumers who feel they have been given false or misleading information. Information on the complaint process can be found on the Ministry's website. The Ministry will monitor and may investigate or mediate. Corporations and business owners may be fined if found guilty of an offence under the Consumers Protection Act.

Reports of misrepresentation, fraudulent transactions or other criminal activity will be directed to York Regional Police.

Criminal activity such as misrepresentation or fraudulent transactions is a police matter and therefore any such complaints received by the Town will be directed to York Regional Police. Bylaw Services will work closely with York Regional Police on communication and messaging to the general public. By-Law Officers will also assist residents with information of any provincial legislation such as the Consumers Protection Act and how to submit a complaint under the legislation.

Further regulating door to door sales will require amendments to the Town's licensing bylaw – Schedule 7, Hawkers and Peddlers.

Outlined below are possible amendments to the licensing by-law should Council request that an amended by-law be brought forward to regulate and control door-to-door sales.

- **Improve the definition of “Hawker” and “Peddlers” to better reflect the current practice of these professions.** The improved definition will include every person who is going door to door and approaching homeowners and residents on their properties offering sales or service.
- **Exempt registered charitable organizations, Real Estate Agents and weekly flyer/newspaper delivery persons from licensing requirements.** This will facilitate fund raising activities within the community and allows individuals to maintain their newspaper/flyer delivery employment without having to go through the licencing procedure. Real estate should be exempt as they are already licensed through their own profession.
- **Limit the hours of operation between 8 am to 8 pm.** In the current by-Law, Hawkers and Peddlers are not permitted to begin their business until after sunrise, but there is no limit to the hour that they may conclude their business.
- **Include applicant licensing requirements in the by-law amendment as outlined below:**
 - proof the applicant is at least eighteen (18) years of age at the time of initial application;

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- proof the applicant is a Canadian citizen, permanent resident or otherwise holds a valid visa or permit that allows such person to be legally employed in Canada;
- applicant to provide a Police Vulnerable Sector Check that is dated within ninety (90) days prior to the date of the initial application or renewal;
- applicant to provide their name, address, phone number, provincial registration number and nature of the business that they are representing and an employment confirmation letter
- **Include provisions in the by-law that will outline the responsibilities of a licensed Hawker, Peddler or Door to door salesperson as follows;**
 - Licensees must at all times wear in a prominent place on the outside of clothing an identification card supplied by the Town of Aurora which displays the person's photograph, name, license number, year of issue, date of expiry and name of the business that they are representing;
 - Licensees must be civil and behave courteously and be properly dressed, well groomed, neat and clean in personal appearance; and
 - Licensees must be in compliance at all times with all applicable by-laws within the Town of Aurora.

LINK TO STRATEGIC PLAN

The proposed changes to Schedule 7 of the By-law supports the Strategic Plan goal of ***Enabling a diverse, creative and resilient economy*** through its accomplishment in satisfying requirements in the following key objectives of; ***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 business environment.***

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council direct staff to bring forward a bylaw amendment to the current licensing by-law with provisions as outlined in this report.
2. Do nothing, status quo.
3. Direct staff to draft a new by-law specifically regulating only door to door sales

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FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

A search of Town records indicates Bylaw Services has not received any formal complaints regarding door-to-door sales for many years. Introducing a door-to-door sales licensing by-law would not affect any criminal activity such as misrepresentation or fraudulent transactions since these activities are criminal in nature and would be directed to York Regional Police for action.

Regulating transient activities is wide ranging and very difficult to enforce. Staff is committed to the well-being of Aurora residents and believe the best protection and defence to an unethical, misleading and/or aggressive door-to-door salesperson is to be educated on your rights as a consumer and be aware of suspicious or unwanted activity. Staff and York Regional Police will work in partnership to deliver a public information session in the spring.

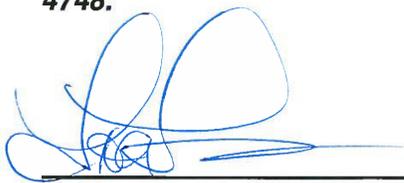
ATTACHMENTS

None

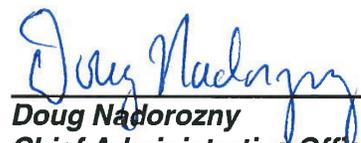
PRE-SUBMISSION REVIEW

Executive Leadership Team – February 18, 2016

Prepared by: Techa van Leeuwen, Director of Building and Bylaw Services - Ext. 4748.



Techa van Leeuwen
Director of Building & Bylaw Services



Doug Nadorozny
Chief Administrative Officer



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS16-009

SUBJECT: Increase to Approved Purchase Order – Acrodex Microsoft Licence Reseller

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

DATE: March 1, 2016

RECOMMENDATIONS

THAT Report No. CFS16-009 be received; and

THAT Purchase Order No. 662 with Acrodex Inc. be increased from \$231,300 to \$353,700 for the remainder of the existing contract term.

PURPOSE OF THE REPORT

To increase a purchase order previously approved by Council to accommodate an increase in volume of purchases, with no impact to funding requirements or budgets.

BACKGROUND

In September 2013, Council approved the recommendations arising from Report No. CFS13-028, and awarded a Request For Proposal (RFP) to Acrodex Inc., being a Microsoft authorized Large Account Reseller of all Microsoft software products and licences. The contract was a unit price contract based on projected needs of the organization which were expected to be adjusted during the term of the contract. The contract term awarded was three years at a projected \$77,100 per year, commencing September 30, 2013 through to September 29, 2016.

COMMENTS

Following the contract award, it was discovered that additional core licenses were needed to ensure our users were all properly licensed for Microsoft Office, Project, SQL, Visio and Exchange. This brought the annual fee up from the initially reported \$77,100 to \$94,908.72 per year, to an increase of \$17,808.72 per year for the balance of the three years, or \$53,426 total.

In addition to the annual base amount, each year staff true-up with Microsoft for any additional licenses needed during the course of the year which were not included in the base amount. This additional requirement for software is a result of new client, server

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Report No. CFS16-009

and database software to support new corporate applications. This increases the overall licensing cost for the corporation. The additional Microsoft software that has contributed to this increase includes: Project, Visio, SQL and Dynamics Customer Relationship Management (CRM). As well, additional server licenses were required for data servers and are part of this increase. The following chart summarizes the change to the base contract and the true up costs we experienced over the contract term and the drivers for the change:

Year	Additional Cost	Drivers
2013	\$17,808.72	Additional licenses for core users.(applies to each of three years, total \$53,426)
2013 – True Up	\$24,880.05	Additional client licenses for MS Project, Visio and SQL
2014	\$17,808.72	Additional license for core users.(same as from 2013)
2014 – True Up	\$36,716.40	Additional Server licenses – for our server pool (both physical and virtual servers)
2015	\$17,808.72	Additional licenses for core users. (same as from 2013)
2015 – True Up	\$7,367.42	Additional Visio, SQL, and Dynamics CRM.
Total	\$122,400 (rounded)	

Due to the increased licencing costs considered within the RFP response, and the increase in actual licencing needs and quantities by the Town, the previously approved Purchase Order in the amount of \$231,300 has now been fully drawn upon. With seven months left in the existing contract, and some pending invoices for annual software licences, staff requests an increase to the Purchase Order No. 662 by an amount of \$122,400 bringing the revised three year total to \$353,700. This is a procurement process request only, and has no impact on the operating budgets or taxes of the Town.

Original PO	\$231,300
Core adjustment – missed in estimate	\$ 53,426
Annual True Ups	\$ 68,974
Revised PO Amount	\$353,700

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Report No. CFS16-009

Staff have included issuing a new competitive RFP for a Large Account Microsoft Reseller contract in their 2016 work plan rather than extending this current contract with Acrodex Inc. The new RFP will seek a provider to include a complete review of our licensing model, including the most effective licensing schema based on our infrastructure of physical and virtual servers. Opportunities to partner with other municipalities or government sector purchasers for this RFP will be explored.

LINK TO STRATEGIC PLAN

Providing our staff with current software and tools to better perform their work supports the Strategic Plan goal of *Investing in sustainable infrastructure* through the establishment of products that enhance the performance and abilities of our current and future staff.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

The recommendations of this report relate to compliance with the Town's procurement bylaw and processes. Funding of all purchases made under this Purchase Order has been fully provided within the annual operating budget in each year. The increase in license costs encountered in 2014 was projected to continue for 2015 and beyond. Accordingly, an increase in the budget was made during the 2015 budget process and specifically identified by staff in the budget materials, the opening Operating Budget presentation and during discussions with Committee.

CONCLUSIONS

Staff recommend an increase to an existing three year purchase order with Acrodex Inc. for the purchase of various Microsoft software licencing and maintenance contracts. The contract was secured through a competitive unit price RFP process, with unit counts increasing due to increased users, and usage. The current three year contract expires in September 2016, and staff will be issuing a new Request for Proposals process with a vendor for the term subsequent to the current contract. At this time, there is no impact to the budget funding currently approved for 2016.

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Report No. CFS16-009

PREVIOUS REPORTS

Original contract award: Report CFS13-028 *Award of Contract for Microsoft Software Licensing – RFP CFS2013-77* to General Committee September 17, 2013, and approved by Council September 24, 2013.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, February 18, 2016

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



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



Doug Nadorozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-021**

SUBJECT: 22 Church Street/Library Exterior Concrete & Walkway Repairs

FROM: Ilmar Simanovskis, Director of Infrastructure & Environmental Services

DATE: March 1, 2016

RECOMMENDATIONS

THAT Report No. IES16-021 be received; and

THAT Report No. IES16-021 satisfy Council's conditional 2016 budget approval for Capital Project No. 72219, 22 Church Street/Library Exterior Repairs (Drainage and Walkways); and

THAT staff be authorized to proceed with 2016 Capital Project No. 72219, 22 Church Street/Library Exterior Repairs (Drainage and Walkways) for \$45,000.

PURPOSE OF THE REPORT

To obtain approval to remove the existing heaved concrete walkways around 22 Church St. and the Public Library east entrance, excavate frost susceptible soils, regrade and re-establish concrete walkway, as well as remove heaved asphalt, regrade and repave portions of the Library driveway and address the drainage.

BACKGROUND

In the 2016 Capital Budget Council approved additional funding for Project No. 72219 for \$45,000, Exterior Concrete Repairs to 22 Church St. with a conditional approval pending a detailed report back to Council.

The issues that resulted in the need for additional funding were:

- More extensive water drainage challenges than first assessed.
- A decision to redesign the area to address the root cause of excessive concrete heaving related to native soils that are extremely susceptible to frost resulting in very dynamic movement and heaving.
- Realization that the 2015 approved budget was focused on simple replacement of heaved concrete elements and that a larger scale solution was necessary to avoid continued heaving issues going forward.

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Report No. IES16-021

COMMENTS

Although heaving and settlement issues have been present around library square for many years, the harsh temperatures of the winter of 2013/2014 exacerbated the issues resulting in staff identifying a capital project to replace the concrete and asphalt areas damaged by heaving. Capital project 72219 was approved by Council in the 2015 capital program for \$35,000. The winter of 2014/2015 was also very harsh with continued extreme cold temperatures creating very deep frost which caused even more damage than could be corrected with the approved budget.

The concrete walkway heaving as well as the asphalt heaving and rutting were caused by the deep frost manipulating the poorly drained materials used in the subgrade. A soil sample test in various areas confirmed this condition.

The damaged concrete was removed and re-poured several years ago, without addressing the subgrade drainage issue, and as a result the area has continued to heave. We are looking at a permanent solution so this issue does not need to be readdressed in years to come.

The additional capital funding for project 72219 was identified for 2016 to provide the additional resources to both replace the damaged concrete and asphalt as well as address the subsurface native soil and poorly draining backfill materials to better manage subsurface moisture conditions and ideally reduce the frost susceptibility of the area to minimize frost heaving and pavement damage in the future. As this project is more involved than simply removing and replacing concrete and asphalt surfaces, a consultant will be retained to develop a design that will better mitigate frost heaving in the area resulting in a safer and more durable surface condition.

Staff are also aware of the pending decision on the future of the old library building and adjacent building. This will be considered in the project scoping and will be separated as optional work should a Council decision result in changes to these existing buildings. However, there remains a need to identify and plan for safe public access while these buildings remain in use. Council will have an opportunity to delete work in these areas as future staff reports related to the use and or demolition of these buildings is brought forward.

LINK TO STRATEGIC PLAN

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for all by investing in sustainable infrastructure. This ensures that Health and Safety is provided to meet the needs and expectations of our community.

March 1, 2016

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Report No. IES16-021

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council could defer the additional funds and direct staff to bring the entire project forward in the 2017 capital budget; however, existing sections of heaved concrete need to be addressed to mitigate any risk to the users of the library area.

FINANCIAL IMPLICATIONS

Staff has estimated the cost to remove and replace the existing concrete and asphalt at \$80,000 based on consultation with the Town's Engineering Department. This funding is sufficient to cover the expected project costs.

It is requested that staff be authorized to proceed with Capital Project No. 72219, 22 Church/Library Exterior Repairs (Drainage and Walkways) for \$45,000 which will provide a total project budget of \$80,000 to undertake the necessary work.

Approved Budget	Amount
2015 Capital Project 72219	\$35,000.00
2016 Capital Project 72219 (Pending Approval)	\$45,000.00
Total Pending Approved Budget	\$80,000.00

CONCLUSIONS

Sidewalk and pedestrian areas around the library and within library square seem to be vulnerable to heaving during winter cold conditions. The last two winters have been particularly cold resulting in more damage than usual. To minimize future issues, staff investigated a more holistic approach to addressing the subsurface soil and drainage conditions to better resist excessive heaving and movement caused by frost.

Capital Project No. 72219 requested additional funding in 2016 and was deferred pending a further report from staff. This report provides the additional information requested to proceed.

Should Council approve this project, staff will proceed with retaining a consultant to develop a restoration plan and proceed to tender for the actual repairs. Appreciating the pending decisions related to some of the older buildings in library square, staff will separate specific recommended repairs to those areas should a future Council decision result in an alternate building strategy for this area.

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Report No. IES16-021

PREVIOUS REPORTS

None.

ATTACHMENTS

None.

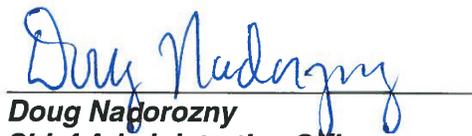
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, February 18, 2016.

Prepared by: Greg McClenny, Facility & Fleet Supervisor - Extension 3334



Ilmar Simanovskis
**Director of Infrastructure &
Environmental Services**



Doug Nadorozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-022**

SUBJECT: *Waste Collection Alternative - Automated Collection*

FROM: *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. IES16-022 be received for information.

PURPOSE OF THE REPORT

Report on the alternate waste collection option of use of an automated arm to perform curbside collection within the Town of Aurora.

BACKGROUND

The Northern Six (N6) Municipalities Waste Collection Contract will be expiring in September 2017. As the N6 partnership has been highly successful, staff have recommended proceeding with a similar contract arrangement as part of the procurement process for the period from 2017 to 2025.

General Committee, at its meeting of January 19, 2016 was presented with Report No. IES16-005 - Northern Six Municipalities Waste Collection Renewal Update - MOU and Council Lobby Framework. During Committee debate, staff were requested to provide additional information on an option to change from manual collection (which is the current method) to an automated arm collection program and to outline the pro's and con's of such a system and any potential cost savings that could result.

This report provides the requested information.

COMMENTS

Staff have researched this option as part of the N6 technology evaluation process which was undertaken in 2014 as part of the framework development for the new contract. The result of this evaluation was a consensus that continuing with a manual collection system was preferred by the N6 partners. The following comments provide a summary of the rationale and factors considered in the recommendation to continue status quo.

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Report No. IES16-022

Collection cost savings opportunities are insignificant based on industry feedback

One of the main considerations for converting the N6 program to an automated arm system was potential for cost savings. There are three main considerations in the cost evaluation that was undertaken, capital cost for collection bins, fleet costs, and long term operating costs.

The collection bin costs are considerably more costly for the automated bins due to the size and increased strength of material needed to sustain the added mechanical handling. On a per household basis, the current green and blue bin costs are \$40 for both. If the automated bins are used, there would be the need to have a bin for all three streams at an average total cost of \$240 per household.

With continuing with the current collection program there are no retooling costs for new bins as all residents have the required bins already. To convert to an automated system, there would need to be an additional investment of approximately \$4M to replace the existing collection containers.

There is also a higher cost for the fleet equipment. Contractor feedback indicates that this equipment is somewhat heavier to accommodate the arm requirements and that delivery time can be longer. However, this factor was discounted when considered over the life of the contract.

What was unexpected during the review was that there is no significant costs difference between the two collection methods. Feedback was that when factoring all program costs, there really wasn't a measurable difference in total program costs.

Health and Safety and speed of service reported as major benefits

The two most significant benefits of the automated system that were noted are health and safety improvements and speed of collection.

The health and safety benefit relates to less physical effort required which seems to translate into less worker injury and more employee longevity due to the improved working environment. This benefit seemed to be more prevalent with in-house collection operations where the municipality was required to hire staff and manage worker injury issues. Although also a benefit for contracted services, the feedback from this sector was balanced between both collection options. There was recognition that automated systems were easier to manage from a worker health perspective but that manual collection was also well supported based on having well established operating procedures and health and safety programs in place.

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Report No. IES16-022

Speed of collection was also noted as a benefit provided that no overflow material was placed on the curb. This was identified as problematic as the driver would be required to empty the initial bin, exit the vehicle to reload the bin with the overflow waste and then dump the bin into the truck. It is also noted that speed of service can be challenging in colder climates as bin placement on the street is critical to ensure proper access and alignment for efficient collection which can be influenced by heavy snow accumulation.

Automated collection also seems to be more effective in urban settings more so than rural areas. Aurora would be well suited for this type of collection as the urban environment predominates with minimal rural residences.

Benefits of automated arm collection

There are advantages to an automated system as follows:

- Bins have lids which eliminates blowing material.
- For the contractor, this system potentially reduces worker injury and allows for more senior employees to continue waste collection due to the reduced physical demand of the collection process.
- More material can be stored in the larger bins resulting in some increased resident convenience.
- Collection is quicker provided there is no overflow material that requires additional handling

Challenges of automated arm collection

- Bins are larger and can be difficult to store depending on resident space availability.
- There is increased contamination as material is not visible until dumped into the truck. This causes increased processing costs.
- Increase in storage space requirements to maintain replacement inventory due to size of bin.
- Collection vehicle initial capital cost is higher due to heavier chassis and additional automated equipment with added maintenance costs due to more moving parts.

Cost Benefit assessment concluded that status quo is preferred

In reviewing the program options and considering various comments from the industry feedback, the N6 partners concluded that continuing with the current waste collection program was preferable for the following reasons:

- There was no significant cost savings for the municipalities.
- Residents are familiar and accepting of the current collection program.

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Report No. IES16-022

- Risk of increased contamination is not desired and will impact diversion goals.
- Concern with increased complaints related to lack of storage space for large bins.
- Need to dispose of or otherwise manage existing bins when replacing with automated bins.
- Significant capital investment to replace existing bins (whether paid for by the municipality or the resident directly).
- Industry leaders seem to be indifferent to collection method used with proviso that automated system is easier for employees.

It is for these reasons that the N6 partners recommended continuing with the status quo collection method. Based on information provided in Report No. IES15-065 - Northern Six Waste Collection Contract Update, staff are proceeding with joint partnership with the N6 in developing the Request for Proposal documents to renew the waste collection contract from 2017 to 2025 with service levels and collection methods similar to the current contract. Staff have committed to report back to Council on the following subjects:

- Modifications to current approved bag limits.
- Results of the RFP proposal evaluations along with recommendations for award.
- Final award decision and N6 Council's consolidated approval.

Figure 1- Example of Automated Arm



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Report No. IES16-022

LINK TO STRATEGIC PLAN

Objective 2: Invest in sustainable infrastructure

- Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

This report provides information on automated collection as requested by General Committee. Should Council decide to proceed with automated collection, this will result in the following changes to the program:

- The N6 partners will be notified that Aurora will not be participating in the joint procurement process.
- Aurora will modify the RFP documents to accommodate automated carts.
- A transition plan and communication plan will be developed to determine role out timelines and public education and awareness needs.
- The existing contractor may be requested to provide for a contract extension to accommodate transition activities if additional time is needed.

This alternative would require the following resolution:

THAT staff be directed to proceed with an automated collection system for waste and recycling collection; and

THAT the Town of Aurora proceed with tendering for a waste collection contract separate from the N6 partnership; and

THAT the N6 partner municipalities are forwarded this resolution of Council.

FINANCIAL IMPLICATIONS

There are no direct financial implications from this report. Should an automated collection method be preferred, staff will make adjustments to the 2017 operating budget and include a new capital project for collection bin purchases.

As noted in this report, it is expected that the annual operating costs should not change regardless of the collection program selected, however transitioning to an automated collection system will require a capital investment to replace the current bins. This is estimated to be \$4M. It is recommended that this cost be charged to each household as

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Report No. IES16-022

a cost of set up similar to what has been done in other municipalities.

As feedback from the industry suggests that cost differences are relatively similar between the two types of collection processes, it is expected that tender results for a multi-year contract should be similar. It is however uncertain if there will be any noticeable cost savings for an automated system based on industry feedback.

There will also be change management costs related to education, bin change out and delivery, and post implementation follow up. An estimate of \$1.0M is anticipated to address change management costs to ensure a successful transition.

CONCLUSIONS

This report is provided in response to a request for additional information from General Committee to provide a comparison between the current collection method to converting to an automated collection method.

This evaluation was completed by the N6 partners in 2014 and it was concluded that the status quo collection method was preferred for the reasons outlined in this report.

PREVIOUS REPORTS

IES15-011
IES15-065
IES16-005

ATTACHMENTS

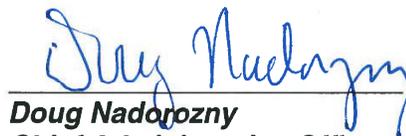
None

PRE-SUBMISSION REVIEW

Executive Leadership Team, February 18, 2016

Prepared by: Ilmar Simanovskis, Director Infrastructure & Environmental Services, Ext. 4371


Ilmar Simanovskis
Director, Infrastructure & Environmental Services


Doug Nadorozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-023**

SUBJECT: *Award of Tender IES 2016-14 – Additional New Street Sweeper*

FROM: *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. IES16-023 be received; and

THAT additional funding in the amount of \$10,418.35 be provided for Capital Project No. 34238 – Street Sweeper from the Growth and New Reserve; and

THAT Tender IES 2016-14 – Additional New Street Sweeper for the supply and delivery of a 2016 truck-mounted street sweeper be awarded to Joe Johnson Equipment Inc. in the amount of \$305,049.48 excluding taxes; and

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

PURPOSE OF THE REPORT

To receive Council's authorization to award the contract for the supply and delivery of a new truck mounted street sweeper to Joe Johnson Equipment Inc. which is an addition to the fleet.

BACKGROUND

An additional street sweeper is required to assist with the street cleaning duties currently carried out by the Town's existing sweeper. Without the addition, an annual contract will be required from an outside source to provide timely cleaning of the Town's streets. The additional sweeper will increase the service level that the Operations Department provides and fulfills operational efficiencies improvements identified through the LEAN operations review conducted on winter maintenance services in 2015.

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Report No. IES16-023

COMMENTS

1.0 Project Description

Project No. 34238 includes the supply and delivery of one street sweeper for roads operations work.

2.0 Tender Opening

The Town of Aurora released Tender IES 2016-14 for the addition of one street sweeper on January 19, 2016. The tender closed on February 9, 2016. There were two compliant bids received.

Below is a summary of the bids received for this project:

Table 1

	Company Name	Total Bid (excluding taxes)
1	Joe Johnson Equipment Inc.	\$305,049.48
2	AMACO Construction Equipment Inc.	\$338,436.10

Verification of the tenders was undertaken by Town staff. The low bid was submitted by Joe Johnson Equipment Inc. in the amount of \$305,049.48, excluding taxes for the supply of a 2016 Elgin Broom Bear street sweeper.

3.0 Project Schedule

Delivery of the truck and accessories will be a maximum of 25-30 weeks from the date of the issuance of a purchase order.

LINK TO STRATEGIC PLAN

Maintaining our fleet of roads vehicles supports the Strategic Plan goal of Investing in sustainable infrastructure by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this

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contract, the existing sweeper will be required to continue service and the Town will be required to use external forces via contract to sweep the streets.

FINANCIAL IMPLICATIONS

Table 2 is a financial summary for Capital Project No. 34238 as based on the Tender submitted by Joe Johnson Equipment Inc.

Table 2

Approved Budget	
2015 Capital Project 34238	\$300,000.00
Total Approved Budget	\$300,000.00
Less previous commitments	\$0.00
Funding available for subject Contract	\$300,000.00
Contract Award excluding HST	\$305,049.48
Non-refundable taxes (1.76%)	\$5,368.87
Total Funding Required	\$310,418.35
Budget Variance	-\$10,418.35

As indicated in Table 2, the project is \$10,418.35 over budget. The cost increase beyond what was budgeted is likely based on the current value of the Canadian Dollar. It is recommended that this additional funding be provided from the Growth and New Reserve as this purchase is related to growth in fleet assets.

CONCLUSIONS

The Tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES 2016-14 for the supply and delivery a 2016 street sweeper be awarded to Joe Johnson Equipment Inc. in the amount of \$305,049.48 excluding taxes.

PREVIOUS REPORTS

None

ATTACHMENTS

None

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Report No. IES16-023

PRE-SUBMISSION REVIEW

Executive Leadership Team, February 18, 2016

Prepared by: Greg McClenny, Fleet Supervisor - Ext. 3334



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Doug Nadrozny
Chief Administrative Officer



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. LLS16-009

SUBJECT: *Co-operative and Piggyback Procurement Process Review*

FROM: *Stephen M. A. Huycke, Acting Director of Legal & Legislative Services/Town Clerk*

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-009 be received for information.

PURPOSE OF THE REPORT

To provide Council with information on the Town's co-operative and piggyback procurements practices and recommend that the current practices be maintained.

BACKGROUND

On November 10, 2015 Council referred the following motion back to staff for consideration and report within 120 days:

WHEREAS the Town of Aurora has a detailed procurement protocol to encourage competition among Bidders, Proponents, and Contractors and that they are accountable to the Town and the public; and to provide the highest level of government service at the least possible cost; and to ensure openness, accountability and transparency while protecting the financial best interests of the Town; and to obtain the best value for the Town when procuring Goods, Services, and Construction; and

WHEREAS the Town of Aurora's procurement policies allow for single source purchases under various conditions that offer the Town the best services for the least possible cost including when a contract is awarded under a Co-operative Purchase or a Piggyback arrangement; and

WHEREAS the current policy states that in a Piggyback arrangement, the Town is not required to adhere to the advertising requirements under this by-law and does not need to conduct its own competition; and the policies and procedures regarding the Solicitation and Procurement process of the government agencies or public authorities calling the Cooperative Purchasing Bid on behalf of the participants are to be accepted policies and procedures for that particular Bid;

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Report No. LLS16-009

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora not enter into any Piggyback arrangement unless the Town has the freedom to conduct its own adjacent competitive solicitation (RFP) for bids; and

BE IT FURTHER RESOLVED THAT the Town of Aurora only enter into a Piggyback arrangement with other government agencies or public authorities in Co-operative Purchasing on conditions that: i) they disclose all its own costs/fees that will be passed down to the Town of Aurora; ii) they disclose the names of all bidders and their contract bids; and iii) the arrangement discloses any and all fees including any cancellation penalties, break-up fees, or any up-front fee related to any type of due diligence report or work that would be ineligible for reimbursement to the Town if that contractor is not the final chosen contractor; and

BE IT FURTHER RESOLVED THAT the Town of Aurora only enter into piggyback agreements with government agencies, public authorities or other third-party consultants who fully disclose their pre-qualification process, if they have one.

Co-operative Purchasing and Piggyback are defined in the Town's Procurement By-law No. 5500-13 as follows:

"Co-operative Purchasing" means: (i) the action taken when two or more entities combine their requirements to obtain advantages of volume purchases including administrative savings and other benefits; and (ii) a variety of arrangements whereby two or more public procurement entities purchase from the same Vendor(s) or Contractor(s) using a single Solicitation;

"Piggyback" means a form of intergovernmental Co-operative Purchasing in which the Town can extend the pricing and terms of a Contract established by another governmental entity to enter into a similar Contract with the provider of the Goods, Service, or Construction. The Town may participate with other government agencies or public authorities in co-operative purchasing where it is in the best interests of the Town to do so;

COMMENTS

It is the Town's practise to participate in co-operative and piggyback procurements, two (2) distinct means of acquiring goods and services, which are considered best practices in public sector procurement. Both methods provide significant value to the Town and its residents by:

1. Achieving economies of scale (increasing purchase volumes to obtain the lowest price possible for goods and services used by public sector bodies);
2. Reducing the time and resources required to procure the goods and services needed; and
3. Providing a fully transparent and accountable framework for the procurement of

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Report No. LLS16-009

goods and services using public funds.

The Town's co-operative and piggyback procurements practices are modeled on best practices in the public sector. As a general rule, the Town only participates in co-operative and piggyback procurements with other public sector entities (e.g. Government of Ontario, other municipalities, etc.) that have similar best practices in their own policies or by-laws. Changing these best practices will likely result in a significant impact on the ability of the Town to acquire goods and services at the best value and price for the least amount of effort.

Co-operative Procurement Process

Co-operative Procurements refers to the action taken when two or more public agencies work together to obtain the advantages of volume purchases, as well as providing administrative savings and other benefits. There are a variety of different types of procurements approaches, the most common of which are requests for tenders ("RFT") or requests for proposals ("RFP"). In the co-operative procurement process the participating agencies jointly prepare the RFT or RFP documents, ensuring that they capture each participant's specific technical requirements, terms and conditions. The procurement document is released by the 'lead agency' in an open competition to reach the largest vendor pool possible, ensuring that the best price and value can be obtained. Following closure of the bid submission process all participating agencies jointly evaluate any submission received and select the successful vendor best able to provide the co-operative with the required goods and services at the lowest price.

The benefits of Co-operative Procurements include the following:

1. Achieving economies of scale through the standardizing services and aggregating requirements, resulting in lower commodity and services prices;
2. Obtaining higher quality commodities and services due to the specialized technical ability of the specification writers, procurement professionals and evaluation committee members;
3. The Town's specific requirements and quantities are accurately included in bid documents;
4. The Town is able to be actively involved in every stage of the process, including the evaluation of proposals and tenders
5. The Terms of any final agreement are jointly agreed upon by the members of the co-operative or the Town is able to enter into its own agreement with selected vendor;
6. Efficient use of staff time and a cost effective process to procure goods and services;
7. Quicker delivery commodities/ of projects to residents; and
8. There are no hidden or past-down costs as part of the process.

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Report No. LLS16-009

Most co-operative procurements are related to the Aurora participation in the York Purchasing Co-operative ("YPC") or specific N6 initiatives. The YPC was established in 1990 by the Town of Aurora, the City of Markham, the City of Vaughan and the Town of Richmond Hill. The YPC is currently comprised of the fourteen (14) public agencies: the Towns of Aurora, East Gwillimbury, Georgina, Newmarket, King, Richmond Hill and Whitchurch-Stouffville; the Cities of Markham and Vaughan; the Regional Municipality of York; the York Region District School Board and York Region Catholic School Board; the York Region Police; Community Care Access Centre; Power Stream; and, CCS Networks. Each of the members are governed by procurement by-laws similar to the Town's, or by the Government of Ontario's Broad Public Sector Directive and other trade agreements. The annual dues to participate in the YPC are only \$275.00. There are no additional fees to participate in any co-operative procurement and no fees are paid to selected Vendors by a lead agency. The members realize savings by combining individual requirements and seeking bids for larger volumes of goods and services. One agency takes the lead on individual procurements reducing the workload which would normally be done by each agency. The Town currently participates in fourteen (14) Co-operative Procurements including but not limited to the following: copy paper; general office supplies; gasoline and diesel fuel; propane; swimming pool chemicals; winter road salt; winter road sand; caretaking supplies; recycling and waste collection calendar; green bins, blue bins and composters; Ecologo TM Certified Green Power; and N6 waste collection. The total combined estimated value of these multi-year contracts is \$91,800,000. The estimated cost savings of participating in these co-operative procurements is \$2,200,000 per year shared by the participating public agencies.

Adopting any policy that changes the practice of participating in co-operative procurements may result in an increase in the costs of goods and services acquired by the Town, and will likely result in the need for the Town to increase the number of procurement professionals employed or accept larger time frames to deliver many projects to the Town's residents.

Piggybacking Procurement Process

Piggybacking is a form of intergovernmental purchasing in which one public agency has entered into a contract for the provision of various goods and services and provides another public agency the opportunity to acquire those same goods and services by 'adopting' the same contract. Generally a larger public entity, such as the Government of Ontario, will competitively award a contract for goods and services following a public procurement process similar to the Town's RFT and RFP processes. The final contract between the public agency and vendor will include language allowing for other entities to adopt the same contract to acquire the same goods or services at the same price. The pricing for various goods and services are usually less than if the smaller agency conducted its own procurement due to economies of scale.

The Town only participates in piggyback procurements with other government bodies that

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Report No. LLS16-009

are deemed beneficial to the Town based on a thorough analysis by procurement staff in Legal & Legislative Services. These staff includes "Certified Professional Public Buyers" who are experts in conducting due diligence prior to making decisions regarding any piggyback opportunity. The process of acquiring various goods and services begins with procurement staff determining the best strategy to acquire the commodities; including determining if a public sector piggyback is in the best interest of the Town. If the decision is made to proceed with the piggyback legal staff are engaged to prepare an adoption agreement which is specific to the Town's terms and conditions and ensures that the Aurora is properly protected. The Town always has the opportunity to not piggyback and conduct its own competitive procurement. However, it would not be appropriate for the Town to undertake its own procurement process (e.g. issuing an RFP) and piggyback procurement at the same time. Such an approach to acquiring goods and services would likely be considered bid shopping which is contrary to the principles of fair procurement, accountability and transparency.

There are no fees to participate in a piggyback procurement and no fee is paid by the Vendor to the lead agency. The Town participates in various piggyback contracts including the following: plumbing services; pet licensing, armoured car services, records storage and destruction. The majority of piggyback procurements are with our YPC Co-operative membership agencies.

The benefits of Piggyback Procurements include the following:

1. Achieving lower commodity and services prices through leveraging the originating agencies economies of scale;
2. Conducted with government agencies who are have similar procurement policies and practices to ensure accountability and transparency;
3. Efficient use of staff time and a cost effective process to procure goods and services;
4. Quicker delivery of projects to residents; and
5. There are no hidden or past-down costs as part of the process.

Adopting any policy that changes the Town's piggyback procurement practices may result in an increase in the costs of goods and services acquired by the Town, and will likely result in the need for the Town to increase the number of procurement professionals employed or accept larger time frames to deliver many projects to the Town's residents. Additionally, any policy change much be carefully weighed against best practices that ensure fairness, accountability and transparency.

LINK TO STRATEGIC PLAN

Participating in co-operative and piggyback procurement achieves the objective of ***strengthening the fabric of our community*** by exploring opportunities to further

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Report No. LLS16-009

strengthen partnerships with neighbouring municipalities.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

None

CONCLUSIONS

It is the Town's practise to participate in co-operative and piggyback procurements which are considered best practices in public sector procurement. Adopting changes to the co-operative and piggyback procurements practices may result in an increase in the costs of goods and services acquired by the Town, and may result in the need for the Town to increase the number of procurement professionals employed or accept larger time frames to deliver many projects to the Town's residents.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team – February 18, 2016.

Prepared by: Anna Ruberto, Procurement Manager, Ext. 4121



**Stephen M.A. Huycke
Acting Director of Legal & Legislative
Services/Town Clerk**



**Doug Nadrozny
Chief Administrative Officer**



TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PRS16-011

SUBJECT: *Parks and Recreation Master Plan Update*

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-011 be received; and

THAT the recommendations within the Master Plan Update be endorsed, with the exception of Recommendation #39, subject to Council approval of budgetary implications; and

THAT staff present an Implementation Plan to Council.

PURPOSE OF THE REPORT

To receive Council approval on the recommendations contained within the Parks and Recreation Master Plan.

BACKGROUND

The firm of Monteith Brown Planning Consultants were retained on June 30, 2015. The previous Master Plan was approved on February 23, 2010 with the intent to be reviewed in 2015. The consultants were provided with a number of supporting documents to assist in this review and conducted a number of community and stakeholder meetings as well as online surveys.

Monteith Brown Planning Consultants made a presentation to Council on January 26, 2016 outlining the steps taken in obtaining information to support the recommendations presented at that meeting.

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Report No. PRS16-011

COMMENTS

The Master Plan that was presented to Council on January 26, 2016 received no further requests for revision from the community or stakeholder groups, with the exception of Recommendation #39, staff recommend that Council now proceed with approval of the recommendations contained within the document. These recommendations are:

	Recommendation	Priority	2016	2017	2018	2019	2020	2021
	Indoor Recreation Facilities							
#1	Undertake an architectural facility fit and concept design exploring the feasibility associated with expanding the Stronach Aurora Recreation Complex (SARC) to include a gymnasium, multi-purpose program spaces and/or a full service fitness centre (the latter subject to Recommendation #8). Implementation of this recommendation depends on the Town of Aurora's chosen course of action for indoor aquatics (see Recommendation #4) as expansion of the SARC is only a plausible consideration if not proceeding with a new multi-purpose community centre.	High	--	--	Feasibility Study	Facility Expansion		
#2	Existing municipal facilities should be evaluated for ways to improve comfort and facilitate opportunities for informal interactions and socialization to take place (including within lobbies and other common areas) among all residents, including but not limited to families, youth and older adults.	Medium	← Costs depend upon type of enhancement →					
#3	Maintain a supply of five ice pads over the next five years with a greater emphasis placed on tracking user registrations (particularly among residents of Aurora) along with monitoring arena bookings and utilization rates.	Low	--	--	--	--	--	--
#4	In the event that the Town of Aurora is not interested in maintaining the status quo regarding provision of indoor aquatics centres, cannot secure an acceptable partnership agreement with a third party to access new pool times, and is comfortable with the level of risk associated with adding new aquatic infrastructure, one new 25 metre, 6 lane rectangular pool tank should be explored in the							

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Report No. PRS16-011

Recommendation	Priority	2016	2017	2018	2019	2020	2021
activities to occur. Implementation of this recommendation will depend on the Town of Aurora's chosen course of action for indoor aquatics (see Recommendation #4) as expansion of the SARC is only a plausible consideration if the Town does not proceed with a new multi-purpose community centre.							
#7 Conduct an operating performance review of the AFLC's gymnasium after it has completed a minimum of two full years of operation whether programming and rental opportunities are being maximized, along with any operational adjustments or improvements required to this end.	Medium	--	Operating Performance Review	--	--	--	--
#8 Proactively monitor membership, program participation, member retention/satisfaction and other appropriate performance metrics associated with the rejuvenated Club Aurora for a minimum of two years in order to inform a subsequent business planning process that explores the viability and suitability of expanding the Town's full service fitness centre model to another location(s).	Medium	--	--	--	Refer to Rec. #1	--	--
#9 An indoor tennis facility should only be pursued using an operating model that is consistent with the Town's existing practices, whereby the Town could be a partner in the provision of land but would assume no operating responsibilities or financial costs of operation, instead placing such responsibilities on a third party that demonstrates a capability to sustainably do so. This will require a Council decision to be made.	Medium		Make decision regarding desired type of partnership	--	--	--	--
#10 Continue to promote membership and program opportunities through the AFLC squash courts in order to optimize use of these facilities, provided that there continues to be market support and that the level of use justifies the financial costs of operations.	Low	← Ongoing process →					
#11 Multi-purpose program rooms located within existing community centres should be evaluated for improvement to increase their appeal and flexibility that expands usage.	Medium	← Costs depend upon type of enhancement →					
#12 New multi-purpose rooms should be assessed through the proposed expansion of the SARC (see	Medium	← Ongoing process →					

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Report No. PRS16-011

Recommendation		Priority	2016	2017	2018	2019	2020	2021
	Recommendation #1) and other appropriate projects, as well as explored as part of private land development projects in areas of intensification.							
#13	Consistent with the Aurora Public Library Facility Needs Assessment, the Town should initiate discussions with the Aurora Public Library to discuss the merit of reassigning responsibility of the Magna and Lebovic Rooms to the Library, and/or redefining the programming focus in collaboration with Library Staff to service mutually complementary objectives.	High	Discussions with Library	--	--	--	--	--
#14	Pending outcomes of the Aurora Cultural Precinct Plan and other formal studies within the Aurora Promenade, undertake a potential use study of the former public library on Victoria Street to determine its suitability, capability and associated costs for delivering services offered by the Parks & Recreation Department or other municipal departments in order to address the needs of intensifying populations that are expected to arrive shortly after the master planning period in the Aurora Promenade.	High	--	Re-Use Study	--	--	--	--
#15	Continually assess, and augment where necessary, the delivery of 'youth-friendly' services and programming within the Town of Aurora's existing multi-use community centres and other civic destinations (e.g. Aurora Public Library, former public library, etc.) by considering opportunities to improve spaces such as multi-use program rooms, studio space, common areas and other appropriate areas (also refer to Recommendation #2).	High	← Costs depend upon type of enhancement →					
#16	Continue to position the Aurora Senior's Centre as the primary hub for 55+ programming while exploring ways to extend the reach of services into neighbourhoods through use of existing multi-use community centres, parks and other civic destinations (e.g. Aurora Public Library, the former public library branch, etc.).	High	← Costs depend upon type of enhancement →					
Outdoor Recreation Facilities								
#17	Establish a sports field complex containing a minimum of three lit full-size rectangular fields and supported	High	Capital costs range	--	--	--	--	--

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Report No. PRS16-011

Recommendation	Priority	2016	2017	2018	2019	2020	2021
by appropriate facilities oriented to further the player and/or spectator experience. One of these fields should be designed as a 'multi-use' field capable of accommodating field sports beyond soccer.		from \$500K to \$750K per field					
#18 Construct one outdoor artificial turf field at Stewart Burnett Park, as per current municipal plans, to service a broad range of field sports while providing the Town with flexibility to accommodate future needs. Any additional artificial turf fields beyond this one should be subject to confirmation through municipal business planning exercises as per current practice.	High	Capital costs range from \$1M to \$1.5M per field	--	--	--	--	--
#19 Continue to work with educational, industrial and other suitable partners to provide rectangular sports fields on non-municipal lands. Any adjustment to the supply of non-municipal fields should be considered and appropriately reconciled by the Town of Aurora using existing and/or future parks, and potentially through field capacity improvements such as lighting and/or artificial turf.	High	← Ongoing process →					
#20 In consultation with local ball associations, construct one new ball diamond that is designed to be 'sport-friendly' and employs a larger design template in order to accommodate use by adult leagues and/or hardball users.	High	Costs depend on upgrades undertaken	--	--	--	--	--
#21 Construct two additional outdoor tennis courts, preferably located in the northeast to bolster geographic access across the Town.	High	--	--	Capital costs range from \$50K to \$75K per court	--	--	--
#22 Create opportunities for outdoor pickleball through use of a multi-use court template (e.g. lining new or existing tennis courts for both tennis and pickleball) and providing a minimum of two courts that are preferably located in an area having a high concentration of older adults.	Medium	--	Capital costs range from \$50K to \$75K per court	--	--	--	--
#23 Explore the integration of multi-use courts through park renewal and revitalization projects in areas where geographic gaps exist.	Medium	← Capital costs range from \$35K to \$60K per court →					
#24 Integrate minor skateboarding and biking zones within appropriate community-level parks undergoing	Medium	--	Capital costs range	--	◆	--	◆

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Report No. PRS16-011

Recommendation	Priority	2016	2017	2018	2019	2020	2021
renewal and revitalization activities, largely consisting of one or two basic elements similar to the Town's existing model.			from \$25K to \$50K per court				
#25 Construct an urban water feature employing a dual purpose design that facilitates recreational use and lends itself to Town's urban design and civic placemaking objectives, potentially through revitalization project within the Aurora Promenade.	High	--	--	--	--	Costs depend on size and scale	--
#26 Integrate two 'minor' splash pads consisting of basic cooling elements (designed to a smaller scale than the existing municipal template) to service residential areas located west of Yonge Street, north and south of Wellington Street.	Medium	--	Capital costs range from \$25K to \$50K per court	--	--	--	◆
#27 The provision of additional off-leash parks in Aurora should be evaluated using a model similar to that used at Canine Commons, whereby a community organization is primarily involved with the establishment, general maintenance and ongoing operation of the off-leash area.	Medium	--	--	--	--	--	--
#28 Playgrounds should be provided in new and existing residential areas where geographic gaps exist, generally calculated through application of an 800 metre service radius that is unobstructed by major pedestrian barriers.	High	← Ongoing process →					
#29 Through the playground inspection and renewal process, evaluate opportunities in which to incorporate barrier-free components to facilitate access to, and use within the playground apparatus for persons with disabilities.	High	--	Costs depends on size and scale	--	◆	--	◆
#30 An outdoor artificial rink, either in a new location or by upgrading an existing natural surface, should be a consideration when undertaking civic planning, urban design and/or economic development analyses given the sizeable costs to construct and operate refrigerated rinks.	Low	← Costs depend on size and scale →					
#31 Remain apprised of trends and usage at the McMahon Park lawn bowling green through continued collaboration with the Aurora Lawn Bowling Club.	Low	← Ongoing process →					
#32 Requests for facilities presently not part of the Town of Aurora's core	High	--	--	--	--	--	--

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Report No. PRS16-011

Recommendation		Priority	2016	2017	2018	2019	2020	2021
	<p>parcs and recreation service mandate should be evaluated on a case-by-case basis, after first considering the municipality's role in providing the service in relation to quantified market demand and cost-effectiveness of such services, while also identifying potential strategies to address long-term need for such requests should a sufficient level of demand be expressed.</p>							
#33	<p>To supplement decision-making and performance measurement exercises supporting investment in facilities falling within and beyond the Town of Aurora's core recreation facility service mandate, collect registration information from user groups regularly booking time in arenas, indoor pools, sports fields and other major recreational facilities including through implementation of allocation policies and other appropriate means.</p>	High	← Ongoing process →					
Parks								
#34	<p>Re-examine and adjust, where necessary, the municipal parkland classification system through the next Official Plan Review process based upon envisioned land use forms and densities. In particular, the service level for Community Parks should be revised downwards in the range of 1.0 to 1.5 hectares per 1,000 residents to better reflect current rate of provision, programmed and unprogrammed space needs, and recognizing the limited availability of land as the Town reaches build out of greenfield lands. Similarly, the Neighbourhood Park/Parkette designations should also collectively target provision between 1.0 and 1.5 hectares per 1,000.</p>	High	--	--	--	--	--	--
#35	<p>Through the Town of Aurora Official Plan Review, integrate policies that prescribe the ability to situate permitted active parks and outdoor recreational uses within the Oak Ridges, where such parks and recreation uses cannot be accommodated within the designated built-up or greenfield areas.</p>	High	--	--	--	--	--	--
#36	<p>At a minimum, target between 10 and 16.5 hectares of developable tablelands within the quantum of parkland required to meet the</p>	High	← Costs depend on acreage, location, conveyance amounts, etc. →					

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Report No. PRS16-011

Recommendation		Priority	2016	2017	2018	2019	2020	2021
	parkland service ratios articulated in the Town of Aurora Official Plan (as revised per Recommendation #34), in order to accommodate active recreational facilities. The balance of outstanding parkland requirements can be satisfied at the Town's discretion through either active or passive recreational and/or cultural purposes.							
#37	Acquire larger Neighbourhood Parks and Community Parks as a priority to ensure future populations have sufficient access to spaces that are capable of accommodating a broad range of active recreational pursuits. Partnerships with area municipalities should be explored as a means to bolstering active parkland supplies since few opportunities remain to cost-effectively acquire and develop larger tracts of parkland for active recreational use.	High	← Costs depend on acreage, location, conveyance amounts, etc. →					
#38	Utilize a land banking approach to explore the potential acquisition of land(s) for a future indoor and/or outdoor recreation facility complex that may be required to service needs beyond the current five year master planning timeframe.	Medium	Make decision to retain or divest	--	--	--	--	--
#39	Should the Town of Aurora decide to retain Mavrinac Boulevard Land Block 208 as parkland, it does so on the basis that if developed as active parkland this will result in a higher level of service being provided relative to most other neighbourhoods in Aurora and in a manner that is unlikely to service the most pressing recreational needs of the Town as a whole. If retained as passive open space to minimize conflicts on adjacent and nearby residential dwellings, the park could complement municipal naturalization goals and/or facilitate a modest degree of passive usage. Should the Town consider disposal of Block 208, it is recommended that a parcel of land better suited to accommodating active/intensive recreational use be obtained (using the proceeds of this chosen course of action), including		Not subject to this report					
		Medium	Make decision to retain or divest	--	--	--	--	--

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Report No. PRS16-011

Recommendation	Priority	2016	2017	2018	2019	2020	2021
consideration of a land swap agreement or purchase of a parcel of land.							
#40 Work with the land development industry to innovatively address the need for parks such as developing publically accessible lands on private land. At a minimum, this may include providing enhanced pedestrian/cyclist infrastructure, encouraging condominium developments that contain rooftop gardens and courtyards, etc. through use of the Planning Act's Section 37 provisions and other creative tools.	High	← Ongoing process →					
#41 Augment the system of trails and pathways through continued implementation of the Town of Aurora Trails Master Plan, explore barrier-free accessibility-related improvements, and prioritize resurfacing and other required remediation activities according to short, medium and long-term priorities.	High	← Refer to Trails Master Plan →					
#42 Continue to pursue partnerships and funding opportunities with the Region of York Transportation Department for the inclusion of barrier free access of regional road crossings.	High	← Ongoing process →					
#43 The Town should implement a community allotment garden program on a trial basis that consists of at least one site – if deemed successful by the Town, additional sites should be secured in partnership with interested community groups.	High	Costs depend on location, acreage, etc.	--	--	--	--	--
#44 Implement the Wildlife Park Master Plan to create a unique environmental area within the Aurora Northeast 2C lands to showcase natural heritage and provide opportunities for nature education and interpretation among residents.	High	← Refer to Wildlife Park Master Plan →					
#45 Supplement parkland acquisition policies prescribed in the Town of Aurora Official Plan with other appropriate means of acquisition, particularly with an emphasis towards securing suitably sized and quality tableland parcels oriented to active recreational uses.	High	--	--	--	--	--	--

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Report No. PRS16-011

LINK TO STRATEGIC PLAN

This project supports the *Strategic Plan Goal of Supporting an Exceptional Quality of Life for All* by **encouraging an active and healthy lifestyle.**

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may decide to not approve or alter any of the Master Plan Report Recommendations.
2. Further Options as required.

FINANCIAL IMPLICATIONS

None at this time; however, an implementation plan will be created and presented to Council for approval. Funds for parkland and facility development have been identified in the DC By-law and Cash-in-lieu reserve..

CONCLUSIONS

The Parks and Recreation Master Plan is an important document that assists the Town and the Parks and Recreation Services Department in mapping the future development and the services provided to our community.

PREVIOUS REPORTS

None.

ATTACHMENTS

None.

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Report No. PRS16-011

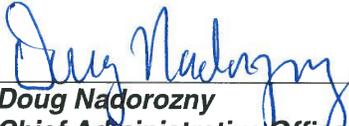
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, February 18, 2016.

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



Allan D. Downey
Director of Parks and Recreation



Doug Nadorozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-012**

SUBJECT: *Sport Plan Master Plan*

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-012 be received; and

THAT the recommendations within the Sport Plan report be endorsed subject to Council approval of budgetary implications; and

THAT staff present an Implementation Plan to Council.

PURPOSE OF THE REPORT

To receive Council approval on the recommendations contained within the Sport Plan.

BACKGROUND

The firm of Monteith Brown Planning Consultants were retained on June 30, 2015. The development of a Sport Plan for Aurora was supported by Council at its February 24, 2015 meeting via a Notice of Motion by Councillor Michael Thompson:

WHEREAS the Town of Aurora recently proclaimed 2015 the Year of Sport in Aurora; and

WHEREAS Aurora's Strategic Plan identifies "Supporting an exceptional quality of life for all" as a primary goal and "Encouraging an active and healthy lifestyle" as one of the key objectives to achieving this goal; and

WHEREAS people who are physically active tend to live longer, healthier lives and feel that it adds not only to their well-being but to the quality of their lives as well; and

WHEREAS sporting activities can provide character building activities and teach our children character building traits like; leadership, respect, responsibility, perseverance and many other positive traits; and

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Report No. PRS16-012

WHEREAS Aurora has been identified as a potential Canadian Sport for Life Community (CS4L) and organized meetings have occurred in the Town to help develop Aurora as one of Canada's healthiest communities; and

WHEREAS the Federal Government revised their Canadian Sport Policy in 2012 to better reflect the importance of enhanced collaboration amongst all stakeholders to achieve the goals of enhanced participation, excellence, capacity and interaction in sport; and

WHEREAS a Sport Plan is a strategic document that is intended to provide direction and recommendations to support the sustainability and growth of sport in a given community.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff report to Council on the development of a Sport Plan for the Town of Aurora.

CARRIED

The consultants were provided with a number of supporting documents to assist in this review and conducted a number of community and stakeholder meetings as well as online surveys. Monteith Brown Planning Consultants made a presentation to Council on January 26, 2016 outlining the steps taken in obtaining information to support the recommendations presented at that meeting.

COMMENTS

The Sport Plan that was presented to Council on January 26, 2016 has received no further requests for revision from the community or stakeholder groups staff recommend that Council now proceed with approval of the recommendations contained within the document. These recommendations are:

Recommendation	Short-Term (Year 1)	Mid-Term (Year 2-3)	Long-Term (Year 4-5)
Sport Leadership			
#1. Develop an Aurora Sport Policy that outlines the role of sport in the community. The policy should specifically address the roles and responsibilities of the Town and local sport stakeholders including sport clubs and collectives, the business sector, education, public health, etc.	♦		
#2. Change the name of the Parks and Recreation Advisory Committee to the Parks, Recreation and Sport Coordinating Committee. Expand the Committee's mandate to include sport matters including the implementation of the Aurora Sport Plan and ensuring Town-wide priorities are addressed through parks, recreation and sport.	♦		

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Report No. PRS16-012

Recommendation	Short-Term (Year 1)	Mid-Term (Year 2-3)	Long-Term (Year 4-5)
#3. Reconstitute Sport Aurora into a Sport Council with an expanded mandate and representation from the entire sport community. The Sport Council's Executive Committee should be appointed through a fair and transparent democratic process.	◆		
#4. Establish a Sport Development Officer in Parks and Recreation Department to implement initiatives of the Aurora Sport Plan.	◆		
Sport Sustainability			
#5a. Develop three year budget projections to deliver on the recommendations of the Aurora Sport Plan and identify stable and alternate funding sources.	◆	◆	◆
#5b. Seek Partnerships to address the financial implications of the Sport Plan to secure and retain stable and alternate funding.	◆	◆	◆
#5c. Develop a Sport Development Grant Program to assist groups in implementing elements of the Sport Plan as well as in their efforts to address their own sport priorities.		◆	◆
#5d. Develop a list of sport opportunities that could benefit from sponsorships and create a mechanism that that simplifies funders' responses to sponsorship opportunities.		◆	◆
#5e. Create a Volunteer Development Strategy that addresses volunteer recruitment, selection, training, retention and recognition.		◆	
#5f. Develop training programs and an e-tool kit that is focused on sport volunteer priorities and that provides insights into recruitment, screening, training, retention and recognition for use by sport stakeholder groups.		◆	◆
#5g. Establish volunteer software that serves to develop a database of community volunteers and matches perspective volunteers with the opportunities that become available within the community. The software should also track the number of active community volunteers and the annual number and value of volunteer hours.		◆	◆
#5h. Develop performance measures to capture the inputs, outputs, efficiencies and effectiveness of sport delivery in Aurora. Annually report on the results and any impacts on plans for the subsequent year.		◆	◆
Sport Participant			
#6a. Continue to provide the Physical Literacy training for persons working and volunteering with pre-school and children's groups and expand the program to include all age groups.	◆	◆	◆
#6b. Train staff and volunteers in working with culturally diverse groups to better understand their sport needs and look to other communities within the region that have responded to changing demographics by providing both culturally appropriate sports and an introduction to traditional Canadian sports (Markham and Richmond Hill).		◆	◆

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Report No. PRS16-012

Recommendation	Short-Term (Year 1)	Mid-Term (Year 2-3)	Long-Term (Year 4-5)
#6c. Convene a meeting with agencies supporting persons with disabilities to better understand their needs in being included in sport in Aurora.	◆		
#6d. Develop a Recreation and Sport Access Policy that identifies barriers to participation and addresses mechanisms that can increase participation and full access for residents from low income backgrounds.	◆	◆	
#6e. Work with Social Service staff from the Region of York to introduce sport opportunities and support funding for persons from low income backgrounds. Develop a brochure for Social Service workers to help their clients navigate the sport system.		◆	
#6f. Inventory existing participation of girls and women in sport to determine if there are any gaps in participation.		◆	
#6g. Assess the current provision of sports for older adults by all sectors in Aurora and work with the older adult population to address gaps and emerging sport needs.		◆	
#6h. Quantify participation of diverse and marginalized groups in sport and measure the effectiveness of interventions.		◆	
Sport Promotion and Celebration			
#7. Develop a broad based Sport Marketing Strategy.	◆		
Sport Tourism			
#8. Develop an Aurora Sport Tourism Strategy.		◆	

LINK TO STRATEGIC PLAN

This project supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by **encouraging an active and healthy lifestyle.**

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may decide to not approve or alter any of the Master Plan Report Recommendations.
2. Further Options as required.

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Report No. PRS16-012

FINANCIAL IMPLICATIONS

None at this time; however, an implementation plan will be created and outline budgeting requirements within that report. Council has approved \$100,000.00 in the 2015 budget to address recommendations within the Sports Plan.

CONCLUSIONS

The Sport Plan is an important document because having a sustainable sport delivery system will assist the Municipality in defining its role in addressing the changing community and demographic needs to ensure there is a place for all to play. It will also be a valuable tool to identify program and facility development that will support sports in line with the 7 strategic goals.

PREVIOUS REPORTS

PR15-008 Development of a Sport Plan, March 24, 2015

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, February 18, 2016.

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



Allan D. Downey
Director of Parks and Recreation



Doug Nadrozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-013**

SUBJECT: *Block 208 on Mavrinac Boulevard*

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-013 be received; and

THAT Council receive the following recommendation from Monteith-Brown (consultant for the Parks and Recreation Master Plan review):

Recommendation #39:

“Should the Town of Aurora decide to retain Mavrinac Boulevard Land Block 208 as parkland, it does so on the basis that if developed as active parkland this will result in a higher level of service being provided relative to most other neighbourhoods in Aurora and in a manner that is unlikely to service the most pressing recreational needs of the Town as a whole. If retained as passive open space to minimize conflicts on adjacent and nearby residential dwellings, the park could complement municipal naturalization goals and/or facilitate a modest degree of passive usage. Should the Town consider disposal of Block 208, it is recommended that a parcel of land better suited to accommodating active/intensive recreational use be obtained (using the proceeds of this chosen course of action), including consideration of a land swap agreement or purchase of a parcel of land.”; and

THAT Council accept the staff recommendation that Block 208 not proceed as fully developed parkland at this time; and

THAT staff prepare a report to Council on other potential options for the future uses of Block 208 by May 3, 2016.

PURPOSE OF THE REPORT

To receive Council direction regarding the future of Block 208 on Mavrinac Boulevard.

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Report No. PRS16-013

BACKGROUND

Council purchased Block 208 on July 20, 2015.

On September 15, 2015 Council approved the following Notice of Motion:

WHEREAS the York Catholic District School Board decided in 2013 that the six-acre undeveloped lot reserved for a potential school on Mavrinac Boulevard, known as Block 208, was no longer needed for a school building; and

WHEREAS the Subdivision Agreement between the Town and Minto Communities Inc. stated that the Town had the opportunity to acquire Block 208 for municipal purposes at the equivalent price offered to the York Catholic District School Board; and

WHEREAS the Town has recently completed its purchase of Block 208; and

WHEREAS the adjacent and nearby residents had the understanding that Block 208 would be used for a school building, green space, or recreational land, and that the school building is no longer an option;

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.

On a recorded vote the main motion as amended
CARRIED

Staff will be preparing another follow-up to deal more completely with this motion, after direction is received on this report.

At the General Committee meeting of January 26, 2016, Monteith-Brown Consultants made a presentation of the draft Parks and Recreation Master Plan for Council and public review and comment.

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Report No. PRS16-013

At the General Committee meeting on February 16, 2016, a delegation was received from a representative of the residents surrounding Block 208 to request rejection of the recommendation of Monteith-Brown regarding the subject site. The delegate raised a number of opinions related to three main areas:

1. Flawed analysis by the consultant.
2. No investigative work by consultant.
3. History of land not given consideration.
4. Need for parkland in 2B Planning Area.

COMMENTS

Staff have prepared the following background information to clarify some of the information in the recommendation and to respond to issues raised in the delegation.

1. Playground distribution.

The target distribution of playgrounds was identified as a service level in the existing Master Plan and is also discussed in the revised draft Master Plan.

The approved service level for playgrounds is targeted at 800m radius, unobstructed by major barriers.

The 2010 approved Parks and Recreation Master Plan identified gaps with all areas west of Bayview Avenue, and no gaps within the 2B Planning Area.

The review has re-affirmed the 800m radius service level; however, some improvements have been achieved in addressing gaps that existed in 2010.

The 2B community continues to meet service targeted standards and with the development of 2C Planning Area, an additional four playgrounds will be provided.

The Council approved service levels for playgrounds were attained in 2010 and continues to be met with this review.

The following graphic illustrates the approved service levels for neighbourhood parks as well as playgrounds of 800m radius as identified in the 2010 Master Plan and the 2016 update. One radius is centred around Ada Johnson Park and the other around Hickson Park. The 2B Planning Area has achieved the approved service levels in that all residents are within the 800m radius and many residents are within both service level areas:



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Report No. PRS16-013

2. Payment of Cash-in-Lieu.

Staff have investigated the amount of cash-in-lieu of parkland collected as a result of the development of the lands surrounding Block 208.

The total amount of cash-in-lieu collected was \$2,807,149.00. These funds were placed in a reserve to pay for parkland improvements and acquisitions throughout the Town. With regards to the 2B Planning Area, the funds were used to help build Ada Johnson Park, Hickson Park and the acquisition and development of Stewart Burnett Park. Remaining funds continue to be used for parkland development and acquisition throughout the community.

3. Community Consultation.

As presented by the consultant, the review process commenced in August of 2015 and culminated in a presentation to General Committee on January 26, 2016. In addition to a number of stakeholder meetings and community surveys, section 3.8 of the updated Master Plan discusses the findings of the public input session.

This input was used in the development of the recommendations provided in the updated Parks and Recreation Master Plan.

4. Service Level Standards for Parkland.

The 2010 Parks and Recreation Master Plan evaluated the current service levels for Community Parks, Neighbourhood Parks and Passive Open Spaces.

The review identified that service levels as indicated in the Official Plan were met or exceeded with regards to Passive Open Spaces and Neighbourhood Parks but deficient in Community Parkland.

Using the same service level of 800m radius, all areas of the community met or exceeded the standard other than the most southerly area of the Town.

The update indicates that the deficit of Community Parkland continues to exist and that all other service levels are within acceptable range.

5. Future Development of 2B/2C.

With the approval for development of the 2C Planning Area, service levels continue to be maintained with the exception of Community Parkland. Three additional park blocks are to be constructed and four playgrounds proposed for the area, in addition to the proposed development of the Wildlife Park.

6. History of Block 208.

With the approval of the 2B Planning Area, Block 208 was identified as a separate elementary school block, with provision of an underlying land use of low-medium density residential.

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Report No. PRS16-013

The adjacent road pattern and the reduced frontage were proposed to support both uses as normally a park would have more than one road frontage.

The other two park blocks within the Plan have limited residential development adjacent to the park with road frontage on two sides and school block on another.

The purchase of this block was funded from the cash-in-lieu reserve, since it is the only source available for land purchase outside of the Hydro Reserve Fund.

7. Consideration of Block 208.

The consultant considers a number of issues in the update related to Block 208, from a service level and parkland development perspective. Pages 69, 70 and 71 outline their comments and recommendations regarding Block 208.

8. Other Considerations.

If sold, the sale proceeds would be placed in the cash-in-lieu reserve fund and would eliminate the need for the expenditure of funds for development and ongoing maintenance. In addition, the sale of the lands would be subject to cash-in-lieu of parkland provisions and add to the assessment base of the municipality.

9. Alternate Uses of Block 208.

Should Council decide not to approve the development of a park utilizing the entire site at this time, staff recommend that another report be presented to review the following potential uses of Block 208:

- i) Another school use;
- ii) A mix of park and residential uses;
- iii) Residential use only.

After consideration of these alternate uses, and the potential parkland only use requested by the residents, Council can provide direction on which use staff should pursue.

LINK TO STRATEGIC PLAN

The potential disposition of Block 208 on Mavrinac Boulevard supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by encouraging an active and healthy lifestyle.

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

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Report No. PRS16-013

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may decide to designate the entire Block as parkland and request staff to proceed with the design and development process.
2. Further Options as required.

FINANCIAL IMPLICATIONS

Financial implications of all options will be considered in future reports. If Council directs that all the land should be utilized for a park, staff will identify costs as part of the report requested as a result of the September 15, 2015 Council directive.

CONCLUSIONS

Staff recommend that the entire Block not be designated as parkland at this time and that staff report back on the identified options on how to proceed with the development of this Block. This Block has the potential to support a number of land uses, including a portion for parkland as part of a development proposal.

PREVIOUS REPORTS

None.

ATTACHMENTS

Attachment #1 – page 34 of the 2010 approved Parks and Recreation Master Plan re: Outdoor Recreation Facilities

Attachment #2 – page 20 of the 2010 approved Parks and Recreation Master Plan re: Public Meeting

Attachment #3 – pages 44 and 45 of the 2010 approved Parks and Recreation Master Plan re: Parks and Open Spaces

Attachment #4 – pages 63-68 of the 2010 approved Parks and Recreation Master Plan re: Parks and Open Spaces

Attachment #5 – pages 69-71 of the 2010 approved Parks and Recreation Master Plan re: Parks and Recreation Master Plan Update

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Report No. PRS16-013

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, February 25, 2016.

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



Allan D. Downey
Director of Parks and Recreation



Doug Nadbrozny
Chief Administrative Officer

ATTACHMENT #1



Outdoor Recreation Facilities

4.6 Playgrounds

The Town of Aurora provides playground equipment across 32 municipal parks. Most of these sites employ a standard creative playground with swings. Playgrounds serve as a neighbourhood level amenity which can provide opportunities for early childhood leisure activity. Creative play structures have replaced the traditional steel design and include soft structures and surfaces, creative and cognitive stimuli and/or barrier free components for children with special needs.

Playgrounds should be considered in newly developing or existing residential areas that offer access unobstructed by major barriers within an 800 metre radius.

Application of an 800m service radius illustrates the following gap areas:

- Concession Block A –northeast quadrant of (largely due to the large tract of land occupied by St. Andrews College);
- Concession Block B – one gap area east of George Street (largely due to the tract of land occupied by Highland Gate Golf Club) and another gap area in the southwest quadrant in proximity to Willis Drive;
- Concession Block C – east of the railway/GO Transit line in proximity to Elderberry Trail (two future open space parks are presently being planned in this vicinity);
- Concession Block D – west of Britton Trail (largely due to the large tract of land occupied by Beacon Hall Golf Club);
- Concession E – gap areas in the proximity of Edward Street (on either sides of the railway line);
- Concession Block F – the southeast quadrant, east of John West Way; and
- Concession Block I – gap area in proximity to Offord Crescent (future park is presently being planned in the northwest quadrant of the Concession Block).



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ATTACHMENT #2



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3.8 Public Meeting

A Public Meeting was held on November 26, 2015 to present the draft Parks & Recreation Master Plan (along with the draft Sport Plan) to the community in order to seek feedback prior to finalizing the documents. A total of 71 persons were in attendance, providing verbal and written comments. The following is a summary of key themes arising from the Public Meeting.

- A desire to align this Parks and Recreation Master Plan with the Trails Master Plan, as these two documents are highly synergistic and the parks, recreation and trails system collectively offer many of the same benefits. Updating the Trails Master Plan concurrently with a future iteration of the Parks and Recreation Master Plan was also requested (but retaining both as separate documents to give both their due status).
- A sizeable number of indoor tennis players indicated they are looking for a place to play in light of the Timberlane Athletic Club closing in the coming months. Some of these people suggested that there is an expectation that the Town replicate the private club atmosphere in light of the closure, with some going as far to suggest that they would only be willing to play in a permanent/rigid structure though some also noted the merits of a more cost-effective air-supported/bubble structure.
- A need for a new indoor aquatics centre was expressed by some in attendance, reinforcing themes heard earlier in the master planning process that suggested existing indoor pools are either at capacity or not designed in a manner that is conducive for competitive swimming.
- A request was made to provide the Town with guidance regarding an undeveloped 6 acre greenspace on Mavrinac Avenue that is presently owned by the municipality, with those in attendance requesting that the parcel of land be retained and developed for the purposes of parkland.
- The reliance on non-municipal facilities at schools and private lands needs to be carefully managed, as any loss of such facilities will have an impact on users and could result in the Town having to replace the facilities (e.g. soccer fields at Magna).
- While some new facilities have been proposed, some in attendance questioned whether the Town should be playing a role in delivering facilities it historically has not been involved in and whether existing municipal community centres could be reconfigured to meet future needs instead of building new facilities altogether.

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3.6 Town Staff Workshop

A workshop was attended by 36 Staff from the Parks & Recreation Department on September 22, 2015 to discuss the Master Plan and the Sport Plan. Questions relevant to the Master Plan pertained to parks and recreation infrastructure, through which the following themes emerged:

- Town Council is supportive of sport and recreation as demonstrated by investing in high quality, modern infrastructure and seeking partnerships where possible.
- Community centres are bright, welcoming, well equipped and well utilized leading them to be true hubs of community activity for a variety of ages and abilities.
- The Town is growing in population and there are current pent up demands for certain facilities, particularly for gymnasiums (school access is limited which should be reviewed with the school boards), seniors space, sports fields, etc.
- Facilities could be improved to be more "Sport Friendly" (by adopting design criteria to make them eligible for competitions), have more equipment to serve persons with disabilities, and be designed to be more flexible to adapt to future needs as they emerge.
- There is a need to investigate more funding mechanisms for major infrastructure and making sure that the Town is as prepared as possible for major projects to capitalize on future infrastructure stimulus programs from senior levels of government.

3.7 Council Workshop

A Roundtable with the members of Council was held in conjunction with the Sport Plan on September 29, 2015. Questions relevant to the Master Plan pertained to parks and recreation infrastructure, through which the following themes emerged:

- Partnerships with area municipalities, educational institution, and non-profit or private sector providers should be considered to the greatest degree possible, particularly when it comes to facilities that the Town does not presently offer.
- Considering cultural diversity and persons with disabilities to create facilities that are inclusive
- Need to find space for rectangular fields so that field sport users (e.g. soccer, rugby, lacrosse, etc.) can overcome their existing constraints, notably field time and field quality, to grow their respective programs.
- Look at re-purposing parks and facilities as the Town's population grows and evolves over time, and similarly continuing to consider multi-use design templates within new and existing facilities.

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5.2 Parkland Supply

The Town of Aurora presently owns and maintains over 313 hectares of parkland across 96 park sites. This translates into a service level of 6.9 hectares per 1,000 residents, which is greater than the current Official Plan standard of 5.0 hectares per 1,000 residents. The service level for Community Parks, however, is below that articulated in the Official Plan which suggests that there are abundant neighbourhood and passive spaces (which is good for environmental purposes but will create a shortfall of spaces capable of promoting recreation, culture and certain forms of physical activity and social interaction).

Parkland Designation	# of Sites	Supply (ha)	Current Service Level (2008 pop. = 52,007)	Official Plan Service Level	Proposed Service Level
Community Parks	3	38.41	0.7 ha / 1,000	2.5 ha / 1,000	2.5 ha / 1,000
Neighbourhood Parks	43	89.78	1.7 ha / 1,000	1.5 ha / 1,000	1.5 ha / 1,000
Passive & Linear Open Space	50	184.92	3.6 ha / 1,000	1.0 ha / 1,000	1.0 ha / 1,000
Total	96	313.11	6.0 ha / 1,000	5.0 ha / 1,000	5.0 ha / 1,000

5.3 Parkland Needs

	2008	2011	2013
Population	52,007	55,907	57,817
Community Parkland Supply	Proposed Target: 2.5 hectare / 1,000		
Parkland Required	130.01	139.77	144.54
Surplus (Deficit)	(91.60)	(101.36)	(106.13)
Neighbourhood Parkland Supply	Proposed Target: 1.5 hectare / 1,000		
Parkland Required	78.01	83.86	86.72
Surplus (Deficit)	11.77	5.92	3.06
Passive & Linear Open Space Supply	Proposed Target: 1.0 hectare / 1,000		
Parkland Required	52.00	55.91	57.82
Surplus (Deficit)	132.92	129.01	127.1

articulated in the Town's Official Plan. Aurora's growing population will place increasing pressures on meeting an acceptable level of parkland for public use.

Based upon targets established in the Town's Official Plan, the Town of Aurora has a favourable supply of Passive & Linear Open Spaces but has a shortfall in its supply of 'active parkland' at the community and neighbourhood level, which has particularly resulted in demand pressures upon supplies of sports fields.

In terms of active parkland, which serves the majority of recreational and leisure needs (i.e. sports fields, play equipment, etc.), the Town provides about 128 hectares of active parkland, translating into a level of service of 2.5 hectares per 1,000 residents.

Although the service level for active parkland is appropriate in comparison to other communities in the GTA, it is below what is expected given the increasing pressures on meeting an acceptable level of parkland for public use.

Parks & Recreation Master Plan

Parks & Open Spaces



Using the 800 metre service coverage to assess distribution of active parkland (also recommended in Section 5.1), most major/intensive residential areas have access to some form of community or neighbourhood level parkland within about a ten minute walk time. Although coverage of active parkland is generally satisfactory, there are a couple of exceptions shown through the following gap areas:

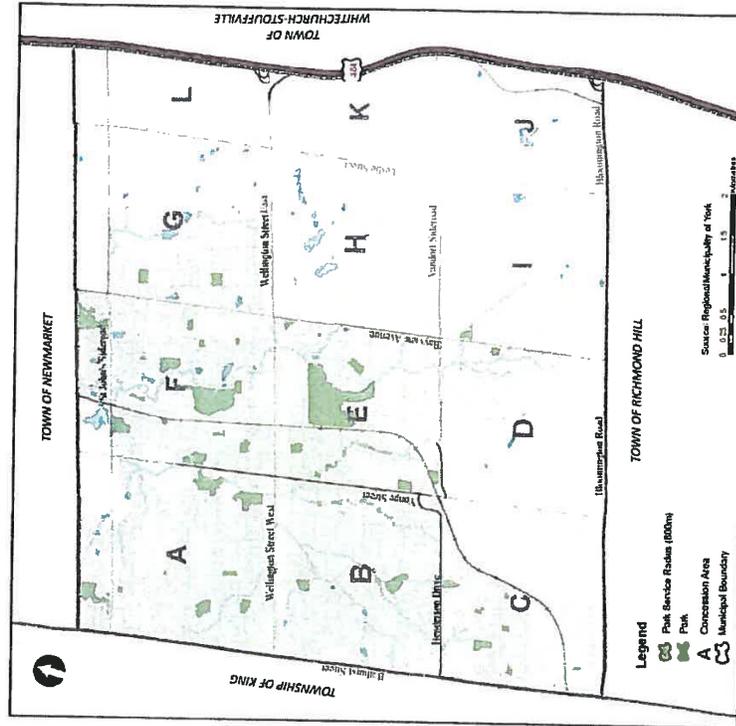
- Concession Block C – west of the GO Transit rail line, although future open space/park land has been secured in the vicinity of Elderberry Trail.
- Concession Block D – west of Britton Trail (largely due to the large tract of land occupied by Beacon Hall Golf Club); and
- Concession Block I – gap area in proximity to Offord Crescent

It is worth noting that all of the identified gap areas discussed above are located on the Oak Ridges Moraine and, therefore, passive park uses will likely form the predominant functions due to development restrictions.

Given aforementioned deficits, it is recommended that the Town focus upon obtaining Community Parkland rather than other forms of parkland which are already well serving the community. This approach would also serve to address the planning for future sports fields and/or other indoor and outdoor leisure facilities shown to be in deficit in previous Sections. Reducing focus on smaller parks can also reduce the operational costs incurred with maintaining the same amount of parkland over a greater number of parks. It is preferable that the Town refrain from accepting parks less than 1.6 hectares in size through conveyances, unless density (resulting from infill developments) or spatial distribution criteria are not otherwise served, and incorporating the following wording into the next Official Plan Review:

"Additional smaller parkettes and tot lots may be provided through a Secondary Plan Area where deemed appropriate by the Town."

It is emphasized that solely relying on alternative sites to meet Community Parkland needs will be challenging in terms of finding a suitable land(s) at an acceptable price. As most developable land in Aurora has been built-out, the only true 'greenfield' area of Aurora that remains is in the Bayview Northeast Secondary Plan area, which also contains significant ecological lands.



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ATTACHMENT #4



6. Parks & Open Spaces

The Town of Aurora's parks and open space system facilitates a number of recreational, cultural, economic and environmental benefits and thus sound management of parks and opens spaces can enhance the quality of life for current and future generations. This section analyzes the Town's current supply of parkland, and reviews existing policies established in the Planning Act and the Town of Aurora Official Plan.

6.1 Parkland Form & Function

Based upon input provided through the community engagement process, many residents placed a high value on the Town's parks and open spaces. In Aurora, parkland takes many different forms ranging from manicured parks and open spaces to large naturalized tracts with ecological value. Primary considerations for the parks system as a whole include, but are not limited to:

- Planning the appropriate function and use for each park;
- Providing well-balance opportunities for active and passive recreation, recognizing the value they contribute to the overall health and welfare of the community;
- Achieving a satisfactory distribution of parkland to ensure that they are easily accessible and maintaining the integrity of natural heritage systems; and
- Maintaining a high degree of walkability and connectivity among parks through active transportation infrastructure and key linkages.

As such, it is important to incorporate parks planning through the municipal land use decision-making process. Local land use planning is guided by the Town of Aurora Official Plan, which contains specific policies regarding the provision of municipal parkland. Section 12.0 of the Town's Official Plan defines a number of forms of parkland ranging from naturalized areas whose intent is largely conservation and preservation to parks permitting active and passive recreational uses. Defined as the 'Greenlands System' and shown in Schedules A and E, the Greenlands System is "a highly integrated system of environmentally protected lands, parks, trails and recreation facilities that are well distributed, strategically located, well maintained and diverse plays an important role in encouraging community members to have active and healthy lifestyles." It is comprised of three components, referred to as the Public Parkland, Private Parkland and Environmental Protection Area designations.

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The Public Parkland designation is of most relevance to the Parks & Recreation Master Plan since it is this type of parkland that the Town has the greatest ability to acquire and program for a diverse range of recreational uses. Section 12.3 of the Town's Official Plan describes a parkland classification hierarchy that is used as a guideline for the acquisition, spatial distribution, and development of parks and recreation facilities. The hierarchy consists of:

- **Community Parks** servicing the entire community and visitors to the Town, of which the minimum size is 4 to 8 hectares to allow for facilities such as playgrounds, major sport fields, skateboard parks, hard surface courts, outdoor aquatics facilities, horticultural facilities, amphitheatres, etc.
- **Neighbourhood Parks** servicing the immediate surrounding residential area, of which the minimum size is 1.6 to 4 hectares to allow for facilities such as playgrounds, sports fields, outdoor skating rinks, picnic areas, etc.
- **Parkettes** that are a minimum of 0.35 hectares in size, and intended to provide neighbourhood green space, visual amenity and minor open space areas and/or linkages within the Town.
- **Linear Parks/Trails** (including Passive Open Spaces) providing primarily passive recreation and trails for the entire community, and oriented towards linking key destinations (including elements of the Greenlands System) through active transportation modes.

Other sections of the Town's Official Plan define other park forms, notably within the Aurora Promenade (Section 11.10) that identify Squares and Greens that "are more formal public spaces that may also include hard surfaces, gardens, pavilions, memorials, fountains and modest concession stands. Squares and greens are more multi-purpose than the public parks, providing potential spaces for both active and passive activities including farmer's markets and community fairs." Additionally, the Official Plan states that all sites greater than 0.2 hectares within the 'Downtown Shoulder' and 'Promenade General' designations shall include a location for an Urban Square.

The Town's Official Plan, through Section 12.3.3, establishes the following servicing ratios for parkland (note: these ratios are subject to alignment with this and future iterations of the Parks and Recreation Master Plan):

Park Classification	Official Plan Servicing Ratio
Community Parks	2.5 hectares per thousand residents
Neighbourhood Parks	1.5 hectares per thousand residents
<u>Passive & Linear Parks/Trails</u>	<u>1.0 hectares per thousand residents</u>
Total	5.0 hectares per thousand residents

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As will be discussed in the next subsection, the Town is generally meeting or exceeding service ratios for Passive & Linear Parks/Trails and Neighbourhood Parks, however, it is falling short on its Community Park objectives and echoes findings from the previous Master Plan. While the Town has added over 17 hectares of Community Park through Stewart Burnett Park and a portion of the former Hallmark property since that time, the Town would need to acquire an additional 150 hectares of Community and Neighbourhood Parks (combined) by the year 2021 if it is to meet Official Plan targets. Clearly this will be challenging, if not an unreasonable proposition, and cost prohibitive due to the scarcity of developable lands within the urban growth boundary along with the fact that parkland dedication will only reconcile a small portion of such an amount. Furthermore, land use patterns and characteristics of Aurora's built form will be markedly different than in the past with the onset of residential build-out and intensification of established areas.

Considering these factors, the parkland classification system should be re-examined during the Town's next Official Plan Review process. Elements to review include whether existing service level ratios are achievable and whether the classifications themselves need to be adjusted. For example, parkette developments may become more prevalent in established built up areas or areas of intensification where attaining the minimum size required. The Town should be actively involved in discussing the types of parks and recreation facilities that should be permitted through any legislative changes arising through the ongoing review of the Oak Ridges Moraine Conservation Plan. Any such changes to uses permitted within the Oak Ridges Moraine should then be considered through the Town's Official Plan Review as it pertains to parkland classification, acquisition and other related policies.

Recommendations

- #34 Re-examine and adjust, where necessary, the municipal parkland classification system through the next Official Plan Review process based upon envisioned land use forms and densities. In particular, the service level for Community Parks should be revised downwards in the range of 1.0 to 1.5 hectares per 1,000 residents to better reflect current rate of provision, programmed and unprogrammed space needs, and recognizing the limited availability of land as the Town reaches build out of greenfield lands. Similarly, the Neighbourhood Park/Parkette designations should also collectively target provision between 1.0 and 1.5 hectares per 1,000.
- #35 Through the Town of Aurora Official Plan Review and participation in the Provincial Review of the Oak Ridges Moraine Conservation Plan, explore and integrate policies that prescribe the ability to situate permitted active parks and outdoor recreational uses within the Oak Ridges Moraine, where such parks and recreation uses cannot be accommodated within the designated built-up or greenfield areas.

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6.2 Parkland Supply

The Town of Aurora owns and maintains over 369 hectares of parkland across 138 sites, translating into a service level of 6.5 hectares per 1,000 residents and above its Official Plan standard of 5.0 hectares per 1,000 residents. The service level ratio has kept pace with population growth over the past five years, largely due to the Town's commitment to environmental stewardship as evidenced by the increasing service level for Passive and Linear Open Spaces. However, the servicing ratios for both Community Parks and Neighbourhood Parks are below that articulated in the Official Plan meaning that the Town is at risk of falling short on its objectives to provide spaces capable of promoting recreation, culture, and certain forms of physical activity and social interaction.

Table 1: Parkland Supplies and Service Levels by Classification

Official Plan Parkland Classification	Number of Sites	Supply (hectares)	2015 Servicing Ratio (hectares per 1,000 residents)	2010 Servicing Ratio (hectares per 1,000 residents)	Official Plan Servicing Ratio (hectares per 1,000 residents)
Community Park	5	67.1*	1.2	0.7	2.5
Neighbourhood Park	37	79.3	1.4	1.7	1.5
Parkette	7	1.5	0.03	not specified	not specified
Passive & Linear Parks/Trails (incl. Open Spaces)	89	221.4	4.4	3.6	1.0
Total	138	369.3	6.5	6.0	5.0

* Includes a future 5.3 hectare park planned at the former Hallmark property and the naturalized portion of Sheppard's Bush (26.5 hectares), the latter in order to maintain consistency with 2010 inventory reporting.

Source: Town of Aurora G.I.S. data, 2015; 2010 Parks & Recreation Master Plan (for 2010 servicing ratio). Note that Passive & Linear Open Spaces inventory excludes walkways and ponds under municipal ownership.

Parkland distribution is also strong with nearly all established residential areas having access to some form of parkland within an 800 metre radius, unobstructed by major pedestrian barriers. The Aurora Northeast 2C lands represent the most notable gap area though this is expected to be reconciled as parkland is provided as the residential areas develop. It is understood that the 2C lands are largely focused on providing neighbourhood parks and that Community Parkland (for active forms of recreation) is limited.



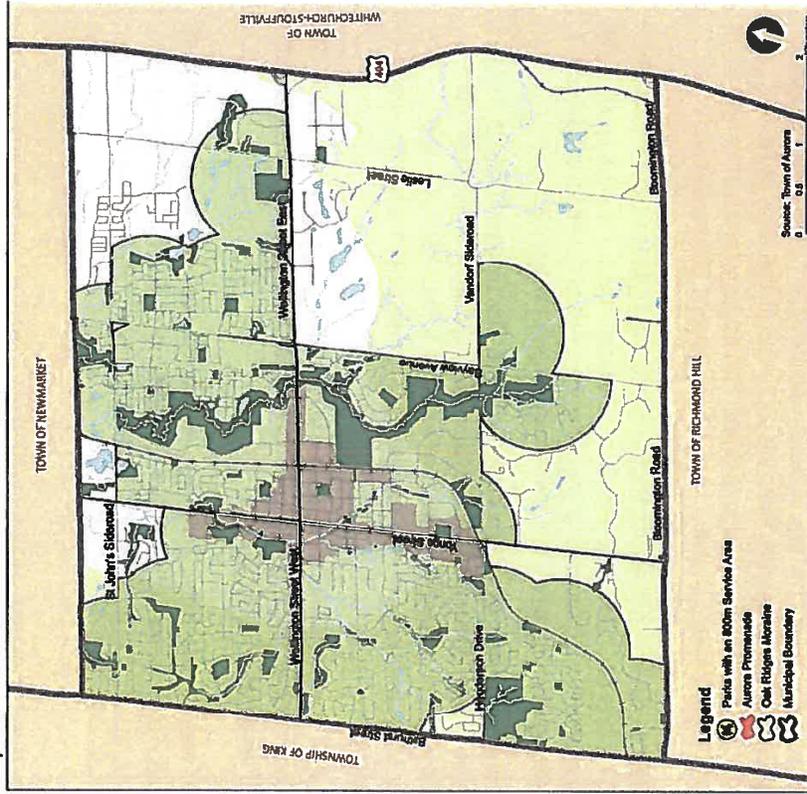
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6.3 Parkland Needs

Based upon targets established in its Official Plan, the Town of Aurora has a favourable supply of Passive & Linear Open Spaces but has a shortfall in its supply of 'active parkland' at the community and neighbourhood level, which has particularly resulted in demand pressures upon supplies of sports fields. Active parkland, which serves the majority of recreational and leisure needs (i.e. sports fields, play equipment, etc.), comprises 121.5 hectares of the parkland inventory, translating into a level of service of 2.1 hectares per 1,000 residents and represents a decrease compared to five years prior (when the ratio stood at 2.5 hectares per 1,000).

As alluded to earlier, striving to attain the service level ratios articulated within the Town of Aurora Official Plan will be difficult since its target would require over 135 hectares of new parkland to be added by the year 2021 population forecast. While the Town should continue to strive to attain additional parkland, a more scoped approach should be pursued whereby the Town focuses more attention to bolstering its supply of developable tableland parks conducive to active recreational uses. With the Town's tremendous success in securing passive open spaces in recent years, the shift towards acquiring active parkland will allow it to meet its more active recreational demands for sports fields (particularly if access to non-municipal fields is lost), hard surface courts, playgrounds, splash pads, etc.

Map 6: Distribution of Parkland



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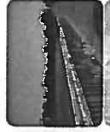
Historical observations reveal that G.T.A. municipalities have required between 2.2 and 2.6 hectares of **quality tableland** per 1,000 residents to solely meet their active recreational needs, largely due to the size of facilities along with their supporting amenities such as circulation areas and buffers between park uses and adjacent properties. A breakdown of Aurora's 369 hectares defined according to Official Plan typology reveals that approximately 120 hectares (33%) is conducive to active park uses, amounting to a service level of 2.1 active hectares per 1,000 population.

For this reason, it is important that the Town targets the acquisition of useable, developable tablelands capable of accommodating active recreation over the master planning period. Whereas the Official Plans' existing 5.0 hectares per 1,000 target considers active uses, it also integrates passive lands such as naturalized or undevelopable/unsuitable areas for facilities or other amenities within parks falling under the parkland classification system. In order ensure sufficient parkland exists to meet the need for active uses among future residents, the Town should employ two approaches:

1. At a minimum, obtain a 10 hectares to accommodate outdoor recreation facilities recommended in this Master Plan (two tennis courts, three splash pads, a potential ball diamond – should reconfiguration of an existing diamond not be possible – along a number of multi-use courts, playgrounds, and minor skateboard parks to achieve sufficient geographic distribution) plus lands allocated for unstructured parks and recreational activity. This acreage will need verification after plans of subdivisions have been submitted to illustrate park locations along with completion of landscape architectural concepts and facility fit exercises.
2. Continue to **target the acquisition of quality tableland parcels** (i.e. those capable of being actively used) at the Town's current service level of 2.1 hectares per 1,000 new residents. With approximately 7,900 new residents expected between now and the end of the planning period, this active parkland rate would amount to a need for 16.5 hectares of developable tableland parks.

Of note, the Parks Agreement for the Aurora 2C lands between the Town and the Landowners Group stipulates conveyance of 10.58 hectares through parkland dedication.¹⁹ However, there are only three Neighbourhood Parks (collectively contributing 5.4 hectares) and no new Community Parks apart from a 0.73 hectare parcel added on to Stewart Burnett Park meaning that the ability of the Aurora 2C lands to address higher order, higher intensity recreation facility needs is limited.

¹⁹ Agreement dated March 12, 2014 between the Aurora 2C Landowners Group Inc. and the Town of Aurora. Schedule B of the Agreement identifies three Neighbourhood Parks (5.45 hectares), six Parkettes (2.08 hectares), a Wildlife Park (2.16 hectares), an addition to the existing Stewart Burnett Park (0.73 hectares), and trail-related contributions (0.16 hectares).



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Tablelands for active recreational facilities should thus represent the minimum amount of land to be acquired through any future parkland dedications, with additional lands obtained as required to supplement passive park uses and strive to attain the full requirement proposed by an updated Official Plan for the parks system as a whole. Furthermore, there are three notable priorities areas of focus for future parkland acquisition as a whole:

- With significant population growth projected in the northeast and opportunities to address higher order active recreational needs in the Aurora 2C lands relegated to just three Neighbourhood Parks, emphasis should be placed on securing larger Neighbourhood and Community Park parcels as new low to medium density residential areas often have a younger age profile that tend to pursue active forms of recreation.
- As alluded to in the indoor and outdoor recreation facility assessments (notably Sections 4.2 and 5.2), there is a need for the Town to continue to be proactive and strategically secure parcel(s) of land that are sufficient size that could accommodate a future indoor or outdoor recreation complex that might be required to serve population needs beyond the current master planning period. Acquiring a larger land parcel in the short or medium term is optimal in the sense that the Town would likely be purchasing it at a lower cost per acre/hectare than it would in the long-term if/when a facility is ultimately required. In the event that such a parcel is not required for recreational use, it could be reallocated to another municipal use or be divested, with any proceeds potentially reinvested back into the parks and recreation system.
- Since the Town is nearly built out and lands that could serve as active parkland have largely been developed, it may be necessary to look outside of municipal boundaries to neighbouring municipalities (e.g. King or Whitchurch-Stouffville) and enter some form of recreational facility partnership as the likelihood of finding vacant land in Aurora is limited.

A piece of land that is currently being explored for suitability as a park is known as the Mavrillac Boulevard Land Block 28. It is understood that this land was acquired by the Town of Aurora upon it no longer being required for school purposes. Block 28 is a 2.4 hectare parcel that could be used to bolster the future parkland service level, likely for neighbourhood-level uses or as passive greenspace since it directly abuts adjacent low density residential dwellings on three sides (and thus an intensive park use could create possible conflicts). Although the Town should be seeking active, developable parklands, there are a number of considerations that must be factored into any decision to retain Block 28 for the purposes of parkland:

- Block 28 is located approximately 300 metres from Hickson Park and 600 metres from Ada Johnson Park, meaning that it is a four to seven minute walk from two high quality Neighbourhood Parks (it is also located 600 metres from the proposed Wildlife Park). As such, this community would be serviced to a greater degree than other neighbourhoods in Aurora in terms of geographic distribution (Neighbourhood Park service areas are typically 800 metres, or a 10 to 12 minute walk). Integration of typical park components (notably basketball courts, splash pads, skateboard/bike parks, and playgrounds) would create significant redundancy within a very short distance.

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- The size of Block 28 could accommodate a minor sports field though design will need to be carefully considered to minimize potential conflicts with adjacent homes depending upon the proximity of field play-out lines to the residential properties, possibility of greater on-street parking pressures, and a reduced likelihood of lighting such a sports field. Considering these limitations with the previous bullet, Block 28's suitability for a park is most appropriately focused on more passive uses which does not fulfil the Master Plan's intent of acquiring lands for active recreational use. It does, however, create an opportunity to be naturalized and complement the proposed Wildlife Park to be located nearby.
- With overlapping service coverage, better use of resources may be to acquire a similarly sized parcel of land in a gap area or where more intensive facilities (e.g. lit sports fields) are better suited without creating potential conflicts with adjacent land uses. For example, the Town could explore a land swap agreement or sale of the land, whereby the proceeds from these options are reinvested back into the parks system.

It will also be important for the Town to consider existing and future parkland in areas of intensification, such as the Aurora Promenade. Higher density areas require parks and recreational opportunities, some times more so than lower density areas since backyards are either small or non-existent. While much of the pressure for intensification may take time to emerge, there is a need to proactively plan for this change in policy and mindset. In areas of intensification, the preservation and enhancement of existing parkland are usually considered as a priority. An area barren of parks, gathering spaces, and outdoor civic amenities cannot offer the quality of life that municipalities want to promote and thus steps must be taken to balance the desire for greater densities with the provision of appropriate public spaces for outdoor recreation and socialization. Throughout the Aurora Promenade, for example, higher pressures can be expected to be placed upon parks such as Town Park, Fleury/Machell Park, Aurora War Memorial Peace Park, etc. to accommodate new opportunities for structured and unstructured usage.

With growing pressures placed on parkland, future parks could be located near restaurants, shopping areas, etc. to create urban linkages and/or utilize neighbouring infrastructure such as picnic tables, gazebos, washrooms, etc. to reduce future maintenance costs. Particularly in areas undergoing residential intensification, municipalities are creating, encouraging, and enhancing areas of pedestrian interest and linkage to promote transportation, recreational, health and fitness, environmental and economic benefits. Continuing to work with land development industry to explore innovative ways in which to provide publically accessible parks and recreation space is encouraged, including through exploration of the Planning Act's Section 37 (density bonusing) provisions.

Recommendations

#36 At a minimum, target between 10 and 16.5 hectares of developable tablelands within the quantum of parkland required to meet the parkland service ratios articulated in the Town of Aurora Official Plan (as revised per Recommendation #34), in order to accommodate active

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recreational facilities. The balance of outstanding parkland requirements can be satisfied at the Town's discretion through either active or passive recreational and/or cultural purposes.

- #37 Acquire larger Neighbourhood Parks and Community Parks as a priority to ensure future populations have sufficient access to spaces that are capable of accommodating a broad range of active recreational pursuits. Partnerships with area municipalities should be explored as a means to bolstering active parkland supplies since few opportunities remain to cost-effectively acquire and develop larger tracts of parkland for active recreational use.
- #38 Utilize a land banking approach to explore the potential acquisition of land(s) for a future indoor and/or outdoor recreation facility complex that may be required to service needs beyond the current five year master planning timeframe.
- #39 Should the Town of Aurora decide to retain Mavrincac Boulevard Land Block 28 as parkland, it does so on the basis that if developed as active parkland this will result in a higher level of service being provided relative to most other neighbourhoods in Aurora and in a manner that is unlikely to service the most pressing recreational needs of the Town as a whole. If retained as passive open space to minimize conflicts on adjacent and nearby residential dwellings, the park could complement municipal naturalization goals and/or facilitate a modest degree of passive usage. Should the Town consider disposal of Block 28, it is recommended that a parcel of land better suited to accommodating active/intensive recreational use be obtained (using the proceeds of this chosen course of action), including consideration of a land swap agreement or purchase of a parcel of land.
- #40 Work with the land development industry to innovatively address the need for parks such as developing publically accessible lands on private land. At a minimum, this may include providing enhanced pedestrian/cyclist infrastructure, encouraging condominium developments that contain rooftop gardens and courtyards, etc. through use of the Planning Act's Section 37 provisions and other creative tools.

6.4 Trails Network

Driven by the increasing importance of active transportation choices and the pursuit of healthy lifestyles, trails and pathways are often identified as one of the most desired facility types, providing immeasurable community benefits to residents and visitors alike. Through parks and recreation planning exercises undertaken across Ontario, walking is often cited as the most popular recreation activity while pathways are often identified as one of the most pressing recreational infrastructure needs. As age increases, so too does the propensity to identify walking as a favourite recreation time activity.

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This bodes well for future demand in Aurora given that the older adult population is expected to grow during this planning horizon as the Baby Boomer generation passes through the mature stage of their lifecycle.

Trails and pathways are highly desirable recreation facilities as they contribute several benefits to the quality of life including:

- The ability to serve a broad range of ages, abilities and interests through paved and unpaved pathways in urban and natural settings;
- The ability to facilitate many recreational and utilitarian uses including leisurely or strenuous walks, jogging, and cycling activities;
- Improving physical and mental health through prevention of ailments associated with chronic disease and anxiety;
- Providing a no-cost way of accessing destinations across the Town such as parks, schools, commercial areas, etc.;
- Providing a convenient and accessible way to travel for persons not having regular access to a vehicle, while also improving the financial well-being of car owners through fuel savings; and
- Supporting environmental objectives such as improving air and water quality, greater preservation of natural areas, etc. by encouraging compact community development and less reliance on the private automobile.

Aurora's commitment to developing multi-use trails and bike paths is demonstrated by its extensive 57 kilometre network,²⁰ which includes the Tim Jones Trail, Klaus Wehrenberg Trail, Oak Ridges Trail, Municipal Trail, and off-road linkages between a number of parks while Town Council has recently approved a partnership with the Region of York to fund and build two underpasses that has the potential to set a standard for the future grade separated crossings. In addition, Aurora provides an extensive inventory of sidewalks and paved walkways within parks. Local trails provide linkages between destinations and are regarded as a quality of life indicator as they foster social connections and contribute to complete communities.

Recognizing this, the Town of Aurora's Trails Master Plan guides the development of a sustainable, integrated, and multi-modal transportation system for generations to come. While the scope of the Parks and Recreation Master Plan excludes detailed analyses of trails system, it considers the Trails Master Plan's comprehensive assessments and findings. A number of persons attending the Public Meeting cited the importance of coordinating implementation of the Trails Master Plan (and other trail-related plans) with the Parks and Recreation Master Plan.

²⁰ Town of Aurora. 2011. Trails Master Plan: Final Report. Table 4-1, p4-13.



TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PDS16-009

SUBJECT: *Official Plan Review Consultation and Work Plan*

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-009 be received for information.

PURPOSE OF THE REPORT

This report outlines staff's preliminary work plan for the Town of Aurora's Official Plan Review, intended to take place between 2016 and 2018.

BACKGROUND

Aurora's currently in-effect Official Plan was adopted by Council in September 2010, and approved by York Region in June 2012. This most recent process was a complete rewrite of the previous Official Plan; therefore the currently-proposed review is not intended to again be a complete rewrite, but scoped/targeted on items identified to be addressed over the last five years, particularly in response to forthcoming population and employment forecasts, over an extended time horizon. York Region is currently in the process of determining dissemination of the revised forecasts of the Amendment 2 to the *Growth Plan*, which requires a conformity exercise by 2018.

Provincial Considerations

This update will need to encompass conformity with the results of the Province's co-ordinated review of Provincial Plans, particularly the *Growth Plan for the Greater Golden Horseshoe*, and the *Oak Ridges Moraine Conservation Plan*. To support the co-ordinated review, Ontario appointed a panel, headed by David Crombie, which released a final report, *Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe: 2015 – 2041*. At least partially informed by the panel's work, forthcoming new *Growth Plan* and *Oak Ridges Moraine* policies are expected to be released in early spring 2016.

Also, on December 3, 2015, Ontario passed Bill 73, the Smart Growth for Our Communities Act, 2015. Bill 73 amends the Planning Act and the Development Charges Act. At this time, only the portion related to the Development Charges Act is in force.

March 1, 2016

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Report No. PDS16-009

Regional Considerations

Aurora's Official Plan will need to be brought into conformity once again with the next Regional Official Plan, which has yet to be finalized.

Although not anticipated to be officially adopted into an official plan amendment for another year or more, the Region's own scoped review work plan indicates that it will include updated Source Water Protection policies and mapping, as well as new population and employment forecasts over an expanded time horizon (beyond 2031).

New forecasts and time horizon, based on the Growth Plan's Amendment 2, are forthcoming, but recently been delayed. Exact figures for each local municipality are dependent on Regional Council's finalized choice of growth scenario. Further comparative analysis of growth scenario Designated Greenfield Area density levels are expected to be reported back to Regional Council by summer 2016, a recommended growth scenario by year-end 2016, and then a Regional Official Plan amendment prior to mid-year 2017.

COMMENTS

At this point, work is anticipated to include:

- A land budget, to help inform the distribution of population and employment assignments from York Region, as well a basis for comment/input on the request for conversion that York Region has received;
 - o Regarding two blocks of employment land at both corners of the foot of Mavrinac Boulevard, at Wellington Street East. York Region is prepared to consider these lands (8-acre and 9-acre parcels of Business Park) for residential uses within their land budget work, barring objection from Aurora Council.
- An update of population and employment forecast figures and horizon (2041).
- Review of stable neighbourhood policies and infill policies.
- Special study areas: Wellington Street West, and Temperance Street.
- Minor technical revisions for the purpose of conformity, alignment of Town policy with Regional policy, harmonization of policies / wording, and other items that may arise through the Official Plan Review process.

Timelines & Consultations

Some background info can begin in advance of the Region's Official Plan amendment, but unfortunately conformity work cannot begin in earnest until York Region has completed their exercise.

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Report No. PDS16-009

Based on the Region's revised timelines reported in February 2016, Aurora staff will formalize the contents of our OP review by year-end 2017, target completion of the work plan by mid-year 2018, with final documents prepared by year-end 2018.

Two open houses are recommended: An initial meeting to present what is to be done and receive public comments on initial ideas (target Q4 2017 or Q1 2018), and a second meeting once the draft framework is in place to present it (target Q2 or Q3 2018). The statutory public meeting will serve as the third and final touch-point with the public (target Q4 2018).

Planning staff will also plan for a Council Workshop and a Staff Roundtable.

LINK TO STRATEGIC PLAN

The 2016 Official Plan Review Work Plan supports the Strategic Plan goal of **Supporting an exceptional quality of life for all**, via the objective ***Strengthening the fabric of our community***; very specifically through the action item: **Prepare and regularly update the Town's Official Plan and Zoning By-law.**

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

Pre-approved budget of \$300,000 exists for external consultants if required, but majority of work will begin in-house.

PREVIOUS REPORTS

None.

CONCLUSIONS

Staff will undertake Aurora's legislative requirement to review the Official Plan in 2016, pending inputs from Provincial and Regional governments. The review is intended to be scoped in nature, given that a new Official Plan was approved in 2012.

March 1, 2016

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Report No. PDS16-009

ATTACHMENTS

Regional Municipal Comprehensive Review Work Plan Update [February 11, 2016]

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting- January 21, 2016.

Prepared by: Michael Logue, Program Manager, Economic Planning, Ext. 4324



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



Doug Nadorozny
Chief Administrative Officer



Minute No. 19 as recorded in the Minutes of the meeting of the Council of The Regional Municipality of York held on February 18, 2016.

19 Report No. 3 of Committee of the Whole – February 11, 2016

It was moved by Regional Councillor Di Biase, seconded by Mayor Pellegrini that Council adopt the recommendations in Report No. 3 of Committee of the Whole.

Regional Municipal Comprehensive Review Work Plan Update (Clause 1)

It was then moved in amendment by Regional Councillor Di Biase, seconded by Regional Councillor Jones that Council receive the report dated January 28, 2016 from the Commissioner of Corporate Services and Chief Planner and adopt the following:

Whereas Amendment 2 to the provincial growth plan forecasts population and employment expectations through 2041 and requires that York Region amend its Official Plan to conform with these forecasts by 2018.

And Whereas a Regional Official Plan update is being coordinated through a Municipal Comprehensive Review which, in York Region, is integrated with infrastructure master plan updates that will inform the Development Charges necessary to fund the required infrastructure.

And Whereas the provincial growth plan includes an intensification target stipulating that by 2015, and every year thereafter, a minimum of 40% of all residential growth will be accommodated within the 2006 built boundary.

And Whereas since growth in York Region has exceeded this target over the last decade, planning scenarios with more than 40% intensification have been considered by Council.

And Whereas Regional Council has continually sought, as recently as May 2015, provincial assistance in providing the necessary infrastructure to support the targeted levels of growth and intensification – in particular, in the area of rapid transit.

And Whereas intensification within the built boundary is heavily reliant upon rapid transit investments including:

- a. the Spadina and Yonge North subway extensions
- b. bus rapid transit on Hwy 7, Yonge Street and Davis Drive
- c. improving GO rail service, to levels comparable to those currently available on the Lakeshore routes, through the Regional Express Rail project

Minute No. 19
February 18, 2016
The Council of The Regional Municipality of York

And Whereas interregional rapid transit investments are expected to be advanced through an agency of the province, Metrolinx, created for that purpose and funded by provincial and federal levels of government through their considerably larger tax base.

And Whereas to date, the bus rapid transit projects are being advanced while only one of the critical subway projects (Spadina) has been substantially advanced, at considerable cost to York Region.

And Whereas Provincial investment in critical, inter-regional transit initiatives to support higher than minimum levels of intensification is yet to be confirmed.

And Whereas the *Planning Act* requires that the Official Plan be reviewed every 5 years – providing a future opportunity to increase targeted intensification commensurate with the availability of rapid transit options.

Therefore be it resolved:

1. For the purposes of the current Municipal Comprehensive Review, Council confirm a minimum intensification target of 40%, consistent with the provincial growth plan.

A recorded vote on the adoption of the amendment was as follows:

For: Altmann, Armstrong, Barrow, Bevilacqua, Di Biase, Ferri, Hackson, Jones, Li, Rosati, Scarpitti, Spatafora (12)

Against: Dawe, Heath, Hogg, Pellegrini, Quirk, Taylor, Van Bynen (7)

Carried

The main motion moved by Regional Councillor Di Biase, seconded by Mayor Pellegrini that Council adopt the recommendations as amended in Report No. 3 of Committee of the Whole, carried as amended.

The Regional Municipality of York

Committee of the Whole
Planning and Economic Development
February 11, 2016

Report of the
Commissioner of Corporate Services
and
Chief Planner

Regional Municipal Comprehensive Review Work Plan Update

1. Recommendation

It is recommended that Council receive this report for information.

2. Purpose

This report provides Council with an update on the work plan, next steps, and timing for completion of the Municipal Comprehensive Review (MCR) and Regional Official Plan (ROP) update. This report also provides additional information regarding:

- Intensification and density targets of *The Growth Plan for the Greater Golden Horseshoe*, and
- Recommendations of the Panel Report on the Provincial Plan Reviews, which may impact the ongoing MCR and ROP update work.

3. Background

The Provincial Growth Plan allocates population and job growth, and prescribes minimum densities and intensification levels

The Growth Plan for the Greater Golden Horseshoe (the Growth Plan) forecasts York Region to grow to 1,790,000 people and 900,000 jobs by 2041. The Growth Plan also dictates that:

- A minimum of 40% of new residential development be directed to the built up area annually, and

Regional Municipal Comprehensive Review Work Plan Update

- A minimum of 50 residents and jobs combined per hectare be achieved within the Designated Greenfield Area.

The purpose of the Growth Plan is to reduce urban sprawl, manage growth, and create compact and complete communities which support intensification and investment in transit infrastructure. Both the intensification target and density target are minimums which have to be planned for at the upper tier municipal level.

In April 2014, Council received a work plan for the Regional Municipal Comprehensive Review

In early 2014 staff initiated a MCR to address the updated Growth Plan forecasts to 2041; a report outlining the MCR work plan was received by Council in April 2014. The report detailed the work plan components and anticipated timing to update the York Region Official Plan to conform with Growth Plan policies and updated population and employment forecasts to 2041. To date, the timing outlined in the work plan has been met.

Three draft growth scenarios provided the foundation for developing a preferred growth management scenario

Three draft growth scenarios were prepared based on varying levels of intensification: a 40% intensification scenario, a 50% intensification scenario, and a 'no urban expansion' scenario. These three draft growth scenarios were endorsed in principle by Council in April 2015 (Clause 6 of Committee of the Whole Report No. 7) for further analysis, refinement and consultation to determine a preferred growth scenario. In September 2015, Council endorsed criteria to evaluate the three draft growth scenarios based on a wide range of land use planning, infrastructure master planning and financial considerations (Clause 10 of Committee of the Whole Report No. 13).

Staff recommended a preferred growth scenario of 45% intensification in November 2015

The overall evaluation of the three draft growth scenarios determined that the scenario that best achieves the goals, objectives and policies of the Region and the Province, while ensuring fiscal responsibility in the context of the market's ability to realize the forecasted growth, lay between the 40% and 50% intensification growth scenarios. Accordingly, in November 2015 Regional staff recommended a preferred growth scenario based on a 45% intensification level.

Regional Municipal Comprehensive Review Work Plan Update

Council directed staff to conduct further analysis of the staff preferred scenario versus minimum requirements of the Growth Plan

Council received a number of deputations and submissions regarding the preferred growth scenario of 45% intensification. In response to the report and submissions, Council directed staff to undertake further analysis and assessment related to the growth management process as follows:

- analyze the provincially mandated 40% growth intensification target (as per the Growth Plan) compared to the staff recommended 45% growth intensification scenario, to provide a detailed analysis of the impacts and risks of both scenarios and also demonstrate where growth can be accommodated
- complete a comparative analysis of the provincially mandated 40% intensification target relative to the 45% intensification target for the four local municipalities undergoing urban expansions (Town of East Gwillimbury, Township of King, City of Markham and City of Vaughan) and this analysis shall also compare the provincially mandated 50 persons and jobs per hectare and the Region's 70 persons and jobs per hectare for the Whitebelt area
- continue to meet with landowners within the New Communities Areas, the Highway 400 Employment Areas, and on lands identified by the Region and City of Vaughan for potential expansion of the settlement areas (Blocks 28, 42, 66) to determine options for accelerating the delivery of services for north Vaughan including partnership approaches and interim servicing arrangements, and report back on options and a preferred strategy so that this can be considered concurrently with amendments to the York Region Official Plan resulting from the Regional Comprehensive Review and reporting on the updates to the Infrastructure Master Plans
- to study and report back on the merits of including remaining vacant lands in Northwest Vaughan outside of the Greenbelt, the proposed Natural Heritage Network, and lands required for infrastructure for employment purposes including Blocks 66 and 67 as part of the Municipal Comprehensive Review.

Staff is targeting June 2016 to report back to Council on all of the above resolutions. This report provides some preliminary information regarding the first two resolutions.

Regional Municipal Comprehensive Review Work Plan Update

4. Analysis and Options

The Growth Plan includes specific details on how intensification is to be calculated

The Growth Plan includes a minimum requirement for intensification. Although referred to as a 'target', the Growth Plan requires that 2015 and for each year thereafter, a minimum of 40% of all residential development occurring annually within each upper and single tier municipality must occur within the provincially defined Built Boundary as delineated in 2008.

All municipalities within the Growth Plan area are required to develop and implement, through their official plans and other supporting documents, a strategy and policies to phase in and achieve this intensification target and support transit-oriented, complete communities. In this regard, together with local municipal staff, Regional planning staff has analyzed historic intensification rates, worked cooperatively with infrastructure planning staff, and considered opportunities for future intensification. A fact sheet on implementing Growth Plan intensification targets is included as Attachment 1 to this report. As outlined in the fact sheet, between 2006 and 2014 York Region achieved 51% intensification based on the parameters set out in the growth plan (i.e. all unit types within the Built Boundary).

Planning New Community Areas to achieve a density of 70 residents and jobs per hectare is necessary to conform with Growth Plan density requirements

According to Provincial policy, municipalities must plan to achieve a minimum density target of 50 residents and jobs combined per hectare in the Designated Greenfield Area. The Designated Greenfield Area is defined as the area within a settlement area, but not within the provincially defined Built Boundary. See attachment 2 for a generic depiction of the Growth Plan geographies. Within York Region, lands currently within the Designated Greenfield Area include the following:

- Community lands designated prior to approval of the Growth Plan (2006)
- Employment lands designated prior to approval of the Growth Plan (2006)
- The Vaughan 400 North Employment lands (ROPA 52 to the 1994 ROP)
- New Community Areas - those lands designated urban after 2006, to address 2031 growth forecasts through the YROP-2010 (ROPAs 1, 2 and 3), which can be further subdivided into:

Regional Municipal Comprehensive Review Work Plan Update

- employment land areas, and
- community land areas (which include population based employment)

Employment areas tend to deliver lower densities than community areas. Therefore, community land areas within New Community Areas (the final subcategory noted above), must develop with densities higher than 50 residents and jobs combined per hectare to comply with the Growth Plan policy of 50 residents and jobs combined per hectare for the entire Designated Greenfield Area.

It is for this reason that, in addition to the Regional Official Plan policy which requires that the Designated Greenfield Area achieve an average minimum density not less than 50 residents and jobs combined per hectare, the York Region Official Plan, 2010 (YROP-2010) also contains a density policy specific to New Community Areas. To offset lower densities within employment areas, YROP-2010 policy requires that community lands within *New Community Areas* be designed to meet or exceed a minimum density of 20 residential units per hectare and 70 residents and jobs per hectare. A fact sheet providing additional information on calculating Designated Greenfield Area densities is included as Attachment 3 to this report.

All of the above noted factors are considered when developing the land budget to address growth to 2041. They will also be considered by staff when analyzing the 70 residents and jobs per hectare density required by the YROP-2010 for New Community Areas versus the 50 residents and jobs per hectare density referenced in the Growth Plan as directed by Council.

Most landowner and stakeholder submissions address site specific matters; one submission raised specific concerns with density and intensification targets

A number of landowner and stakeholder submissions were received as the staff preferred growth scenario was being developed. These submissions are summarized in Appendices A, B and C to Attachment 6 of the November 2015 report to Council. Additional submissions were received after the report was completed. Staff will be responding to submissions through a report back to Council prior to, or with, a recommended growth scenario.

While most submissions were site specific, one submission made in response to the November staff report was more comprehensive raising concerns with, among other things, staff's analysis leading to a preferred intensification rate of 45%, and conclusions regarding development densities (residents and jobs combined per hectare). It is worth highlighting the two areas of concern as they also relate to areas Council identified in its resolution. An initial staff response is included below. More detail will be provided in a report targeted for June.

Regional Municipal Comprehensive Review Work Plan Update

Other Regions are also seeking higher densities within New Community Areas

The submission suggests that York Region's density target of 70 residents and jobs combined per hectare for new community areas is unique to York Region and that every other Region in the GTA has implemented the 50 residents and jobs per hectare target. Based on a preliminary assessment, it appears that some other GTA upper tier municipalities also plan for densities higher than 50 residents and jobs per hectare in their urban expansion areas to meet the Growth Plan requirements, although policies in their Official Plans may only reference the Designated Greenfield Area wide target of 50. As discussed further below, the YROP-2010 has two policies addressing density. One policy is specific to New Community Areas, the other requires that the Designated Greenfield Area achieve an average minimum density of 50 residents and jobs per hectare, consistent with the other Regions.

All unit types within the Built Up Area contribute to intensification

The submission does not recognize intensification units can be realized by housing types other than apartment and townhouses. All units types constructed within the built boundary contribute to the intensification target. A healthy supply of potential redevelopment sites which provide opportunity for ground related housing remains inside the built boundary. Examples include golf courses, some of which are currently redeveloping, and the residential development of areas of approved employment land conversion. Further, the submission does not recognize the apartment growth that is already being observed in the Region. Specifically, there are approximately 32,000 apartment units subject to current planning applications.

A number of concerns cited in the submission discussed above may relate to current local municipal secondary plan work being undertaken within the New Community Areas. Staff will be consulting with the concerned parties and local municipal planning staff in order to inform the comparative analysis. More information in this regard will be provided as part of staff's report to Council with the results of the comparative analysis.

Additional public consultation is proposed between June and September 2016

Public consultation to date has been extensive and an added round is viewed as necessary, given Council's recent discussion and direction. Regional staff will work with staff from the local municipalities most affected by intensification and urban expansion to explore options for additional consultation on the comparative analysis.

Regional Municipal Comprehensive Review Work Plan Update

We expect to undertake this consultation between June and September 2016. In an effort to reach more people, consideration will be given to other consultation opportunities including the potential for a live, interactive webinar, or other options which provide more flexibility to potential participants.

Recommendations of the Advisory Panel Report on the Provincial Plans Review may have implications on the Municipal Comprehensive Review timeline and directions

On December 7 2015, the Advisory Panel for the Co-ordinated Review of the Provincial Plans released a report entitled Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe 2015-2041 (the Panel Report). The panel report contains 87 recommendations that fall within the six goal areas of the review. Of the 87 recommendations, 56 relate to growth management and protecting valuable resources through land use planning direction provided in the four Provincial Plans that are currently under review. An additional 31 complementary recommendations generally highlight opportunities and challenges beyond the scope of the Plans, e.g. taxation, transit, and the role of the OMB.

The panel report concludes that, while there are signs of progress towards more effective growth management in the GTA, there are signs that the current policy framework needs to be strengthened in order to ensure that the vision and goals of the plans are fully realized and achieved. Two areas where the Advisory Panel is recommending strengthening the policy framework include increasing intensification requirements and mandating higher densities in the Designated Greenfield Area to better support the goals of the Plans. These are the two areas Council has directed staff to undertake additional work.

The Panel Report is recommending that the Province assess and apply potential increases in intensification targets

Recommendation 10 of the Panel Report states:

“With a view to increasing intensification targets to better support the goals of the plans to sustain productive agricultural lands, protect natural resources, achieve compact urban form, support transit, reduce traffic congestion and lower greenhouse gas emissions:

- Assess and apply potential increases in intensification targets in conjunction with related recommendations in this report regarding higher density targets in designated greenfield areas, better support for transit-related intensification and stronger criteria for settlement boundary expansions”

Regional Municipal Comprehensive Review Work Plan Update

Increased density targets for Designated Greenfield Areas, as recommended by the Panel Report, would affect the land budget work undertaken to date

Recommendation 14 of the Panel Report states:

“Increase density targets for designated greenfield areas in order to support increased frequency of transit, the development of low-carbon, complete communities and mitigate climate change, while reflecting the different characteristics of municipalities. Include measures to:

- Require municipalities, with guidance and support from the Province, to measure and report annually on the achievement of density targets
- Establish a more transparent process for decision-making about alternative targets in the outer ring
- Guide the process of accounting for non-developable lands when calculating development densities through policy
- Review and update the current approach of using combined density targets for residents and jobs in designated greenfield areas”

The Province is expected to consider the recommendations of the Panel Report and release proposed amendments to the Growth Plan, the Greenbelt Plan, the Oak Ridges Conservation Plan and the Niagara Escarpment Plan early this year. The Panel Report and any potential policy amendments could have implications on the comparative analysis requested by Council, and further impacts on the MCR. Specifically, Provincial direction to plan for higher intensification levels, or minimum density levels in excess of 50 residents and jobs combined per hectare would mean additional work for staff in developing a recommended growth scenario.

Staff is anticipating that the Province will release draft amendments for the Growth Plan, the Greenbelt Plan, and the Oak Ridges Moraine Conservation Plan in late winter, early spring 2016. In addition to reporting to Council with recommendations regarding the draft amendments, staff will report to Council on the implications of the proposed amendments on the MCR and ROP update process.

Staff is targeting June 2016 to report back with the results of the comparative analyses requested by Council

The comparative analysis of the 40% and 45% intensification scenarios requested by Council will focus on the following:

- Effect on the land budget, including urban expansion area requirements

Regional Municipal Comprehensive Review Work Plan Update

- Effects on housing mix, distribution and affordability
- Comparison with historic trends

Additional technical work is required to update the draft 40% scenario to a state which would facilitate comparison with the staff preferred 45% intensification scenario per the requested analysis. Staff is targeting June 2016 to report back to Council with the results of the comparative analysis. The comparative analysis will address both 40% versus 45% intensification rates, and details regarding how the density target of 50 residents and jobs per hectare for the Designated Greenfield Area is being met.

A Recommended Scenario, initially scheduled to be considered by Council in Q2 2016, is now targeted for Q4 2016

The initial timeline and work plan for the MCR and ROP update exercise included reporting to Council with a recommended growth scenario in April 2016. As a result of the additional analysis requested, staff anticipates a shift in the timeline by about 6 months. Table 1 identifies the timing of some of the original key deliverables, and new target dates under the revised timeline for the MCR.

Table 1
Original and Target MCR Key Dates

Key Deliverable	Original Work Plan Delivery Date	New Delivery Date (Target)
Preferred Growth Scenario	November 2015	NA
Comparative Analysis	NA	June 2016
Recommended Growth Scenario and Draft Regional Official Plan Amendment	April 2016	November 2016
Adoption of Final Regional Official Plan Amendment	October 2016	March/April 2017

Link to key Council-approved plans

A product of the MCR is an amendment to the YROP-2010 which includes updates to the Regional and local municipal population and employment forecasts, intensification targets and associated policies.

Regional Municipal Comprehensive Review Work Plan Update

The amendment will also bring YROP-2010 policies into conformity with recent provincial policy updates and legislation (Provincial Policy Statement 2014 and Source Water Protection). The YROP-2010 will also be updated to reflect areas of new and emerging trends.

The MCR and ROP update support all four of the 2015 to 2019 Strategic Plan Priority Areas including – Managing Environmentally Sustainable Growth, Strengthening the Region’s Economy, Supporting Community Health and Well-being and Providing Responsive and Efficient Public Service.

The MCR also supports Vision 2051’s goal area of Creating Liveable Cities and Complete Communities through the preparation of the preferred growth scenario and proposed urban expansions that will provide the framework for future growth and the development of communities in the Region.

5. Financial Implications

The majority of the MCR work has been undertaken in-house by existing staff in the Planning and Economic Development branch with support from staff in other Regional branches and departments. Consultants continue to provide assistance in the development and finalization of the MCR work, and are funded from within the existing Planning and Economic Development branch budget.

6. Local Municipal Impact

Local municipal staff are part of the MCR Technical Advisory Committee (TAC) and provided comments throughout the MCR process. The TAC has been meeting to discuss the MCR process, including background work supporting the three draft growth scenarios and the preferred growth scenario. In addition, Regional staff has been meeting with each local municipality on an individual basis throughout the process. Staff also provided an MCR update to all nine local municipal councils in the spring and summer of 2015.

Local municipalities will continue to be consulted through the review and analysis of the 40% and 45% intensification scenarios and on the development of a recommended growth scenario. The intensification target is a Region-wide target, with local municipal targets ranging significantly. Consultation on the implications of various options will continue to be discussed with local municipal staff.

Regional Municipal Comprehensive Review Work Plan Update

7. Conclusion

Work is underway on the comparative analysis of a 40% intensification scenario in relation to the 45% intensification scenario, as requested by Council. The analysis will also compare the provincially mandated minimum Designated Greenfield Area density target of 50 residents and jobs per hectare with the YROP-2010, which requires New Community Areas to be designed to meet or exceed a minimum density of 70 residents and jobs per hectare.

It is anticipated that staff will report back to Council with the results of the comparative analysis in June 2016, conduct additional consultation between June and September and report back to Council with a recommended growth management scenario in Q4 2016. Staff continues to monitor the Provincial Plans review process and will report back to Council if the results of that review have implications on the MCR workplan.

For more information on this report, please contact Sandra Malcic, Manager, Policy and Environment, Long Range Planning Division, Planning and Economic Development Branch at ext. 75274.

The Senior Management Group has reviewed this report.

Recommended by:

Valerie Shuttleworth, MCIP, RPP
Chief Planner

Recommended by:

Approved for Submission:

Dino Basso
Commissioner of Corporate Services

Bruce Macgregor
Chief Administrative Officer

January 28, 2016

Attachments (3)

6401505

Accessible formats or communication supports are available upon request



Planning for Intensification in the Built-Up Area

What is “intensification”?

The Provincial Policy Statement, the provincial Growth Plan for the Greater Golden Horseshoe (Growth Plan), and York Region Official Plan – 2010 (YROP-2010) define “intensification” as:

The development of a property, site or area at a higher density than currently exists through:

- a. redevelopment, including the reuse of brownfield sites;
- b. the development of vacant and/or underutilized lots within previously developed areas;
- c. infill development; or
- d. the expansion or conversion of existing buildings.

All unit types constructed within the built-up area contribute towards intensification.

What is the built-up area?

The Growth Plan defines the built-up area as all land within the Built Boundary, which identifies the limits of the developed urban area as of 2006. The Built Boundary was defined through a provincial process in consultation with affected upper and single-tier municipalities. Regional staff worked with local municipal staff throughout the process. Council endorsed the final delineation of the Built-Up Area in May 2008.¹

In April 2008 the Province issued the final [Built Boundary for the Growth Plan for the Greater Golden Horseshoe, 2006](#).²

The final York Region built-up area includes the provincially delineated built-up area, Cornell Centre and the provincially identified undelineated built-up area (delineated by regional staff).

Map 1 on the following page displays the three components of the Built-Up Area.

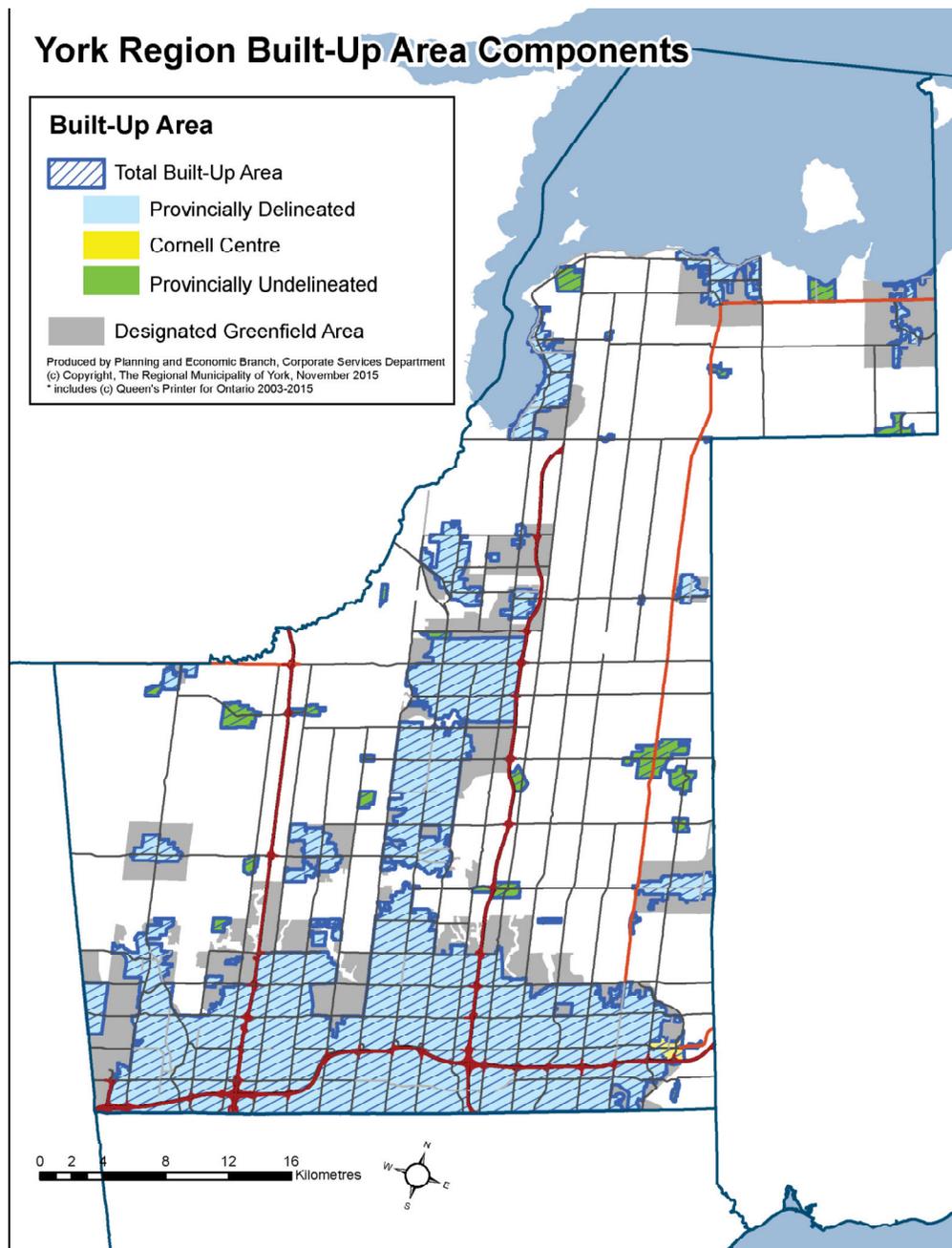
¹Throughout the delineation process, the Region and City of Markham felt strongly that Cornell Centre should be included in the Built-up Area as this area is a key component of the Region’s planned urban structure and meets the intent of intensification policies. While, the final iteration of the Provincial built boundary did not include the majority of Cornell Centre, the intention to include Cornell Centre in all intensification calculations was communicated to Minister Caplan from Chairman Fisch in a letter dated February 25, 2008.

²It is notable that the final Built Boundary included a number of Undelineated Built-up Areas for smaller, unserved or partially-served settlement areas, which have limited capacity to accommodate significant future growth. These areas were selected by the Province without municipal consultation and are represented by dots in Provincial mapping. These Undelineated Built-up Areas have been delineated by regional staff based on local municipal plans.

Planning for Intensification in the Built-Up Area

Map 1 York Region Built-Up Area

This map displays the three components of the Built-Up Area Area.



Planning for Intensification in the Built-Up Area

What are the intensification targets for York Region?

The Growth Plan provides the following minimum intensification target:

“By the year 2015 and for each year thereafter, a minimum of 40 per cent of all residential development occurring annually within each upper- and single-tier municipality will be within the built-up area.”

How are Intensification targets for Local Municipalities established?

As the upper-tier municipality, the Region assigns intensification targets to the nine local municipalities. There are number of factors that are considered when assigning intensification targets, including:

- The Region-wide intensification target
- The geographic extent of the built boundary within a municipality (i.e. opportunities)
- Units subject to active planning applications within the built boundary
- Secondary Plan targets
- The potential for additional development within the built boundary (outside of approved planning applications and secondary plans)

The 2031 forecast and land budget assumed that the Region would achieve a 40 per cent intensification rate, which requires that 90,720 units be built within the Built-up Area between 2006 and 2031. The Regional intensification target was allocated to local municipalities based on local municipal input and the factors listed above and resulted in the distribution shown in Table 1.

Table 1: York Region Intensification Targets, 2006 to 2031¹

Local Municipalities	Units	Per cent of Total Growth
Aurora	3,140	36%
East Gwillimbury	1,030	4%
Georgina	2,690	24%
King	920	15%
Markham	31,590	51%
Newmarket	5,250	54%
Richmond Hill	15,300	51%
Vaughan	29,300	45%
Whitchurch-Stouffville	1,500	10%
York Region	90,720	39%

Source: York Region Official Plan, Table 2

¹The Growth Plan requires that intensification targets be achieved by the year 2015 and onwards. From 2006 to 2014 municipalities were required to ramp up their intensification efforts, but not to achieve 40% intensification. Therefore, the overall growth allocated to the Built-Up Area is slightly below the 40% target in order to account for the ramp-up years.

Planning for Intensification in the Built-Up Area

The YROP-2010 2006-2031 intensification targets assumed that only row and apartment units would be counted as “intensification”. The rationale for this was that at the time the built boundary was defined there were a significant number of unbuilt ground related units inside the built-up area, at the edges of the Built Boundary. These units, the majority of which have now been constructed, did not meet the intent of the Growth Plan intensification policies.

As part of the current forecast and land budget update process, staff are tasked with updating intensification targets by local municipality. For this updated exercise, all unit types constructed within the built boundary are counted as intensification. Staff believe that the majority of the ground related units at the periphery of the Built-up Area have been built. Going forward, it is felt that ground related development within the Built-up Area will meet the definition of intensification and the intent of the policies. Some areas where ground related intensification is expected to occur include Highland Gates Golf Course, the David Dunlop Observatory lands and the York Downs Golf Course.

What progress has been made towards achieving Intensification?

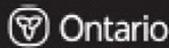
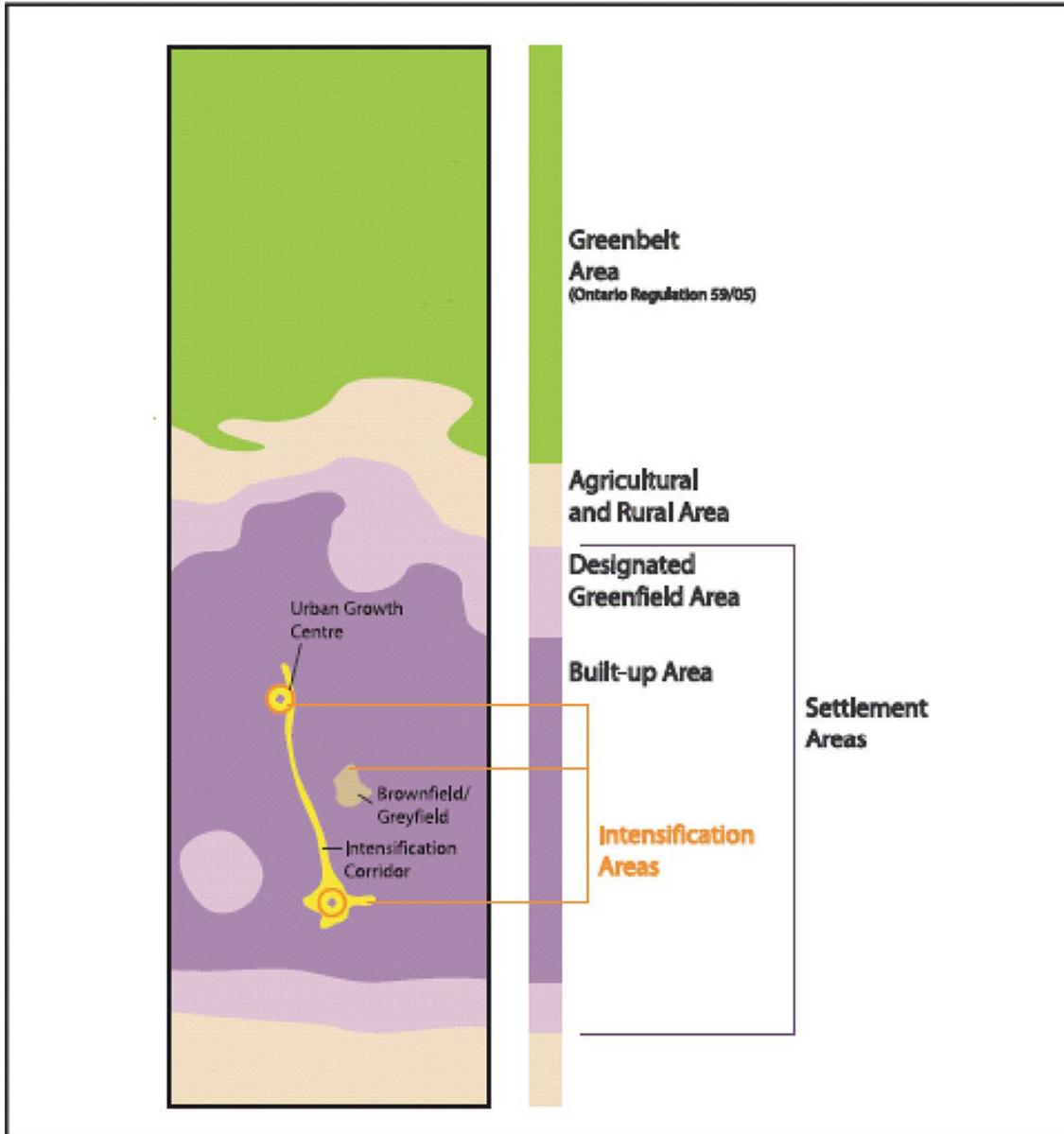
Progress towards achieving the York Region 2006-2031 Intensification Targets is summarized in Table 2.

Table 3: York Region Residential Intensification Analysis, 2006 to 2014

Local Municipalities	YROP-2010 2006 to 2031 Intensification Targets	Total Unit Growth	Rows and Apartments in Built-Up Area		All Units in Built-Up Area	
			#	%	#	%
Aurora	3,140	1,030	293	28%	458	44%
East Gwillimbury	1,030	533	6	1%	143	27%
Georgina	2,690	951	138	15%	362	38%
King	920	1,434	156	11%	214	15%
Markham	31,590	13,965	6,568	47%	7,891	57%
Newmarket	5,250	1,442	207	14%	1,206	84%
Richmond Hill	15,300	4,967	2,383	48%	3,342	67%
Vaughan	29,300	6,842	2,448	36%	3,001	44%
Whitchurch-Stouffville	1,500	1,794	68	4%	292	16%
York Region	90,720	32,958	12,267	37%	16,909	51%

Between 2006-2014 the region achieved a 37 per cent rate of intensification for rows and apartments only and a 51 per cent rate of intensification for all units. A preliminary analysis of January to September 2015 building permit data has yielded a 51 per cent rate of intensification for rows and apartments only and a 60 per cent rate of intensification for all units.

Attachment 2



PLACES TO GROW
GROWTH PLAN FOR
THE GREATER GOLDEN HORSESHOE 2004

FIGURE 1
Illustration Diagram:
Growth Plan Land-use Terminology

The information displayed in the map above is not to scale. This figure is included for information only and should not be read as a part of the Growth Plan for the Greater Golden Horseshoe.



Planning for Density

in the Designated Greenfield Area

What is “Density”?

Density is a measure of activity (population, employment, households, floor area, units) divided by a land area base. It is used to gauge how efficiently land is being used and it can be expressed in a number of different ways, including:

- Floor Space Index (FSI) – floor area divided by land area
- Units per hectare – number of residential units divided by land area
- Population (residents) per hectare – population divided by land area
- Employees (jobs) per hectare – employees divided by land area

The Growth Plan requires that a minimum density target of 50 residents and jobs/ha be applied to the Designated Greenfield Area.

What and where is the Designated Greenfield Area?

The Growth Plan defines the Designated Greenfield Area as:

“The area within a settlement area that is not built-up area. Where a settlement area does not have a built boundary, the entire settlement area is considered designated greenfield area.”

Settlement Area is defined as:

“Urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) where:

- a. development is concentrated and which have a mix of land uses; and
- b. lands have been designated in an official plan for development over the long term planning horizon provided for in the Provincial Policy Statement, 2005. Where there are no lands that have been designated over the long-term, the settlement area may be no larger than the area where development is concentrated.”

In York Region there are two components to the Designated Greenfield Area:

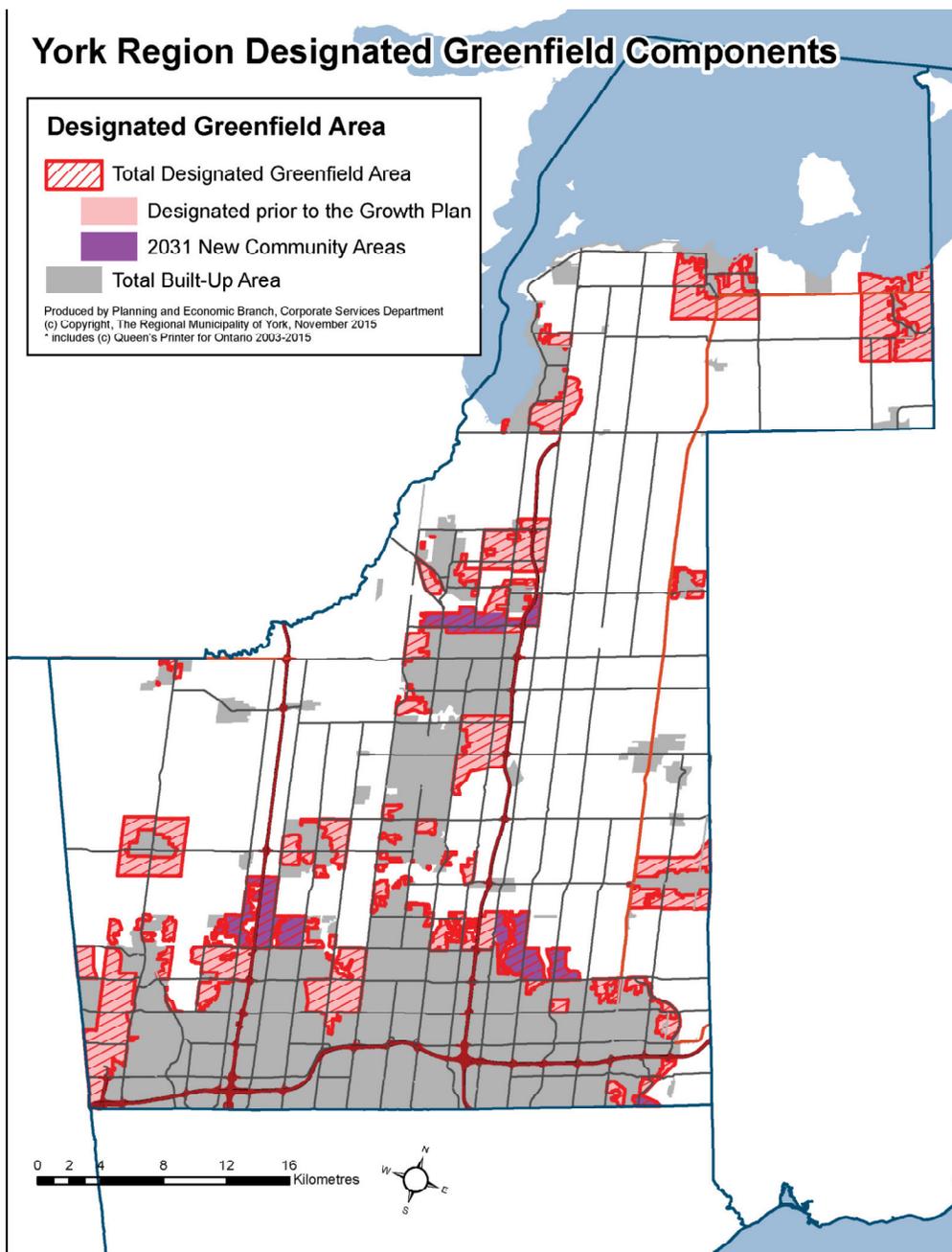
1. Areas designated prior to the Growth Plan
2. New Community Areas (ROPAs 52 [YROP-1994]; 1, 2, 3 [YROP-2010])

Map 1 on the following page displays the two components of the Designated Greenfield Area.

Planning for Density in the Designated Greenfield Area

Map 1 - York Region Designated Greenfield Areas¹

This map displays the two components of the Designated Greenfield Area.



¹The areas of Nobleton, Pefferlaw and Sutton that are designated 'Rural' and/or 'Agricultural' in local plans are part of the designated greenfield area. However, no new development potential is assumed in these areas and they are not included for the purposes of calculating density.

Planning for Density in the Designated Greenfield Area

What is the minimum Growth Plan density target for the Designated Greenfield Area?

The Growth Plan states (policy 2.2.7.2):

“The designated greenfield area of each upper- or single-tier municipality will be planned to achieve a minimum density target that is not less than 50 residents and jobs combined per hectare.”

Policy 2.2.7.3 provides direction on how to apply the density target, specifically by identifying the land area base included in the calculation:

This density target will be measured over the entire designated greenfield area of each upper- or single-tier municipality, excluding the following features where the features are both identified in any applicable official plan or provincial plan, and where the applicable provincial plan or policy statement prohibits development in the features:

- wetlands,
- coastal wetlands,
- woodlands,
- valley lands,
- areas of natural and scientific interest,
- habitat of endangered species and threatened species,
- wildlife habitat, and
- fish habitat

The area of the features will be defined in accordance with the applicable provincial plan or policy statement that prohibits development in the features.

In short, upper tier municipalities have to ensure that they are planning for at least 50 people and jobs per hectare (on average) across the developable land area of the Region’s Designated Greenfield Area.

How is the developable area determined?

The developable land area within the designated greenfield area is determined through a GIS exercise.

Features excluded from the designated greenfield area developable land area are as follows:

- Exclusions listed by the Growth Plan (see list above)
- Additional environmental exclusions – agreed to by the Province
- Components of Natural Heritage Systems that prohibit all development
- Infrastructure exclusions – agreed to by the Province
- Existing uses (estate subdivisions)

A full list of developable area exclusions applied by the Region is provided within the Land Budget (see Appendix C to [Attachment 4](#) of the November 2015 Preferred Growth Scenario staff report).

Planning for Density in the Designated Greenfield Area

Is the developable area always the same?

The developable area is not fixed. For each new region-wide forecasting and land budget exercise (Municipal Comprehensive Review), the developable area is updated based on the most current, best available information and data.

The developable area used for the 2031 forecast and land budget exercise has been updated for the current 2041 forecast and land budget exercise, including:

- Incorporation of most up to date environmental feature data
- Exclusion of all wetlands in Lake Simcoe watershed and ORM (previously only significant wetlands excluded)
- Exclusion of the Engineered Floodplains in the Lake Simcoe Regional Conservation Authority Area (not available for previous iteration)
- Updates to Natural Heritage exclusions based on most recent local municipal data
- Exclusion of additional existing uses (water reclamation centre in East Gwillimbury, Angus Glen Community Centre [based on OMB mediated agreement])

How are people and job inputs determined?

For the purposes of calculating density, forecasted residents and jobs are determined for the following four areas:

1. Employment Lands in areas designated prior to the Growth Plan
2. Community Lands in areas designated prior to the Growth Plan
3. Urban expansion Employment Lands (“2031 New Community Areas” from Map 1)
4. Urban expansion Community Lands

Community Lands designated prior to the Growth Plan typically have more advanced planning documentation and require fewer assumptions around the type, location and amount of growth. As some of these areas were approved for development prior to the approval of the YROP-2010, the level density approved may be below 50 residents and jobs per hectare.

The technical approach to calculating density is outlined in the [Achieving Density Targets for New Communities in York Region](#) staff report which was endorsed by Council in March 2014 and serves as a tool for local municipalities and the building industry to use in planning to meet the density targets.

How are overall density targets determined?

As noted, there were two main components to the density exercise (areas designated prior to the Growth Plan and New Community Areas). For each of these areas, community lands and employment lands are evaluated separately, as shown in Table 1 below:

 **Planning for Density** in the Designated Greenfield Area

Table 1: 2031 York Region Density Target Analysis

Density Target Areas	Area (ha)	People and Jobs	Density
Community Lands in the Designated Area ¹ (Designated prior to the Growth Plan)	7,336	382,300	52
Employment Lands in the Designated Area ² (Designated prior to the Growth Plan)	2,584	89,770	35
2031 New Employment Areas ³	854	34,170	40
2031 New Community Areas ⁴	1,619	113,960	70
York Region 2031 Designated Greenfield Area	12,394	620,200	50

Source: York Region 2031 Land Budget, Table 21

1. Based on existing residential units and jobs and planned for people and jobs, as verified by local municipal staff.
2. Based on existing jobs and assumed capacity of vacant lands based on existing and planned densities.
3. Based on a 40 jobs per developable hectare assumption, which is the highest reasonable assumption staff felt was possible for this type of development in the designated greenfield area.
4. Based on achieving provincially mandated 50 people and jobs in the Designated Greenfield Area.

Through the background work conducted for New Community lands, it was determined that 70 people and jobs per developable hectare equates to 20 residential units per developable hectare.

Staff assume that the community lands designated prior to the Growth Plan and employment lands will continue to achieve densities lower than the Provincially mandated 50 people and jobs per hectare. These lower densities will continue to have to be offset through New Community Areas.

What does YROP-2010 say about the designated greenfield area density target?

Section 5.2 (Sustainable Cities, Sustainable Communities) YROP-2010 states that it is the policy of Council:

“To require that the designated greenfield area achieve an average minimum density that is not less than 50 residents and jobs per hectare combined in the developable area.” (Policy 5.2.14)

“That approved secondary plans within the designated greenfield area that are not completely built should be re-examined to determine if 50 residents and jobs per hectare in the developable area can be achieved.” (Policy 5.2.15)

Section 5.6 sets out the policies for development in new community areas and states that it is the policy of Council:

“That new community areas shall be designed to meet or exceed a minimum density of 20 residential units per hectare and a minimum density of 70 residents and jobs per hectare in the developable area.” (Policy 5.6.3)



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PDS16-011**

SUBJECT: *Draft Plan of Condominium Application*
 Kaitlin Estates Ltd.
 15277 Yonge Street
 Lots 124, 125 and 126, and
 Part of Lots 122, 123 & 127, Registered Plan 246
 File: CDM-2015-03

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

DATE: *March 1, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-011 be received; and

THAT the Draft Plan of Condominium File: CDM-2015-03, for a 95 residential unit and 3 commercial unit condominium apartment building subject to conditions set out in Appendix "A" to this report, be approved; and

THAT the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

The purpose of this report is to provide an evaluation and recommendations regarding the subject proposal for a standard draft plan of condominium to be applied to the proposed 95 residential unit condominium apartment building with a maximum of 400 m² of ground floor commercial units on the subject lands.

BACKGROUND

On May 28, 2010, Council passed Official Plan Amendment No. 72 (OPA-1997-16) specific to the subject lands which allowed an increase in building height from the Official Plan height limitation of 5 storeys, to permit the development of a maximum 6 storey building height along Centre Street and maximum 7 storey building height along Yonge Street.

On March 29, 2011, Council passed the related Zoning By-law Amendment (ZBA-1997-16) to rezone the subject property to permit a mixed use development with ground floor commercial and 74 apartment units including site specific zoning provisions.

March 1, 2016

- 2 -

Report No. PDS16-011

On January 25, 2011, Council approved the related site plan application (SP-2007-10) to permit the construction of a 6/7 storey mixed use development. The site plan agreement was executed on October 9, 2012 and registered on title on November 2, 2012.

On July 16, 2013, Town Council approved an Official Plan Amendment No. 5 (OPA-2013-01) and enacted the implementing Zoning By-law (ZBA-2013-01) which permitted an increase in the total residential units to 95 residential apartment dwelling units with residential units at grade along Centre Street.

On March 18, 2015, the Town executed a site plan amending agreement to reflect the increased residential units.

Location/ Land Use

The subject lands are located at the north east corner of Centre Street and Yonge Street with a frontage of approximately 56m on the east side of Yonge Street and a flankage of approximately 65m on the north side of Centre Street. The site has a total lot area of 3,583m² (0.87 acres).

The construction of the building is nearing completion. The surrounding land uses are:

North: Townhomes fronting on Yonge St., detached residential on Catherine Avenue

South: Yonge Street commercial

East: Townhomes and detached residential fronting on Centre Street

West: Across Yonge Street commercial.

Proposal

The applicant has applied to the Town of Aurora for approval of a standard draft plan of condominium over the subject lands that contain 95 residential apartment units and 3 commercial units on the ground floor. The proposed condominium building is currently under construction (Figure 2). As shown on Figures 3 and 4, dwelling units, porches and terraces will be of exclusive use tenure to the individual owners. The two levels of underground parking spaces and one above grade / deck level parking have a total of 134 parking spaces. All residential units will have allocated parking spaces.

COMMENTS

Town of Aurora Official Plan

The subject lands are designated as "Upper Downtown" with a site specific policy area no. 41 by the Town of Aurora Official Plan. The proposed development conforms to the land use and built form policies of the Official Plan.

March 1, 2016

- 3 -

Report No. PDS16-011

Zoning By-law Amendment

The subject lands are zoned "Central Commercial (C2-18) Exception Zone" by the Town of Aurora By-law 2213-78, as amended. The C2-18 zoning permits the proposed development.

Conditions of Approval

The proposed draft plan of condominium conditions of approval have been formulated in consultation with Town departments and external agencies. The conditions include standard conditions relevant to the development. In addition to the condominium conditions of approval, the owner will be required to adhere to the existing registered Site Plan Agreement, which applies to the subject lands. Recommended conditions of condominium approval are included in Appendix "A" to this report.

Site Design

As indicated on Figure 5, building elevations, materials and architecture will be consistent to the approved Site Plan Application SP-2007-10. Overall, the proposed building is designed in a consistent manner and displays positive architectural qualities.

Municipal Servicing/ Grading and Drainage

The Town's Development Planning Engineer has reviewed the Draft Plan of Condominium application and has no objection provided that all the Outside Works in relation to the Site Plan Agreement SP-2007-10 are completed and engineer's certification is provided. It will be necessary for the applicant to satisfy the requirements prior to the registration of the Draft Plan of Condominium.

Landscaping

The Parks and Recreation Services (PRS) department have reviewed the Draft Plan of Condominium application and have no objections subject to Conditions of Condominium approval.

Building and By-law Services

Building and By-law Services (BBS) have reviewed the application and have no objection to the approval of the application.

External Agency Comments

The Lake Simcoe Region Conservation Authority, Central York Fire Services, Regional Municipality of York, York Catholic District School Board, Powerstream, Rogers and Enbridge Gas have reviewed the application and have no objection to the approval of

March 1, 2016

- 4 -

Report No. PDS16-011

the Draft Plan of Condominium subject to conditions of approval outlined in greater detail in Appendix 'A'.

SERVICING ALLOCATION

Servicing allocation was previously granted to the development by Council Report PL11-001.

LINK TO STRATEGIC PLAN

The proposed Draft Plan of Condominium 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:

Strengthening the fabric of our community: Through the development of this residential plan of condominium on the subject lands, approval of this application will assist in **working with the development community to ensure future growth includes housing opportunities for everyone and work with the development community to meet intensification targets of 2031 as identified in the Town's Official Plan.**

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

The proposed development will generate yearly tax assessment to the Town.

PREVIOUS REPORTS

General Committee Report No. PL10-016 dated May 18, 2010;

General Committee Report No. PL11-001 dated January 18, 2011;

Public Planning Meeting Report No. PL13-037 dated June 17, 2013; and

Council Report No. PL13-049 dated July 16, 2013.

CONCLUSIONS

Planning and Development Services has reviewed the subject draft plan of condominium application, which is consistent with the approved Site Plan, Official Plan and Zoning By-law. Staff recommends approval of Draft Plan of Condominium

March 1, 2016

- 5 -

Report No. PDS16-011

Application file: CDM-2015-03; subject to the conditions set out in 'Appendix A' to this report.

ATTACHMENTS

Figure 1 – Location Map;
Figure 2 – Zoning By-law Map;
Figure 3 – Draft Plan of Condominium;
Figure 4 – Approved Site Plan;
Figure 5 – Approved Building Elevation (West);
Figure 6 – Approved Building Elevation (East);
Figure 7 – Approved Building Elevation (North); and
Figure 8 – Approved Building Elevation (South)

Appendix "A" – Conditions of Approval

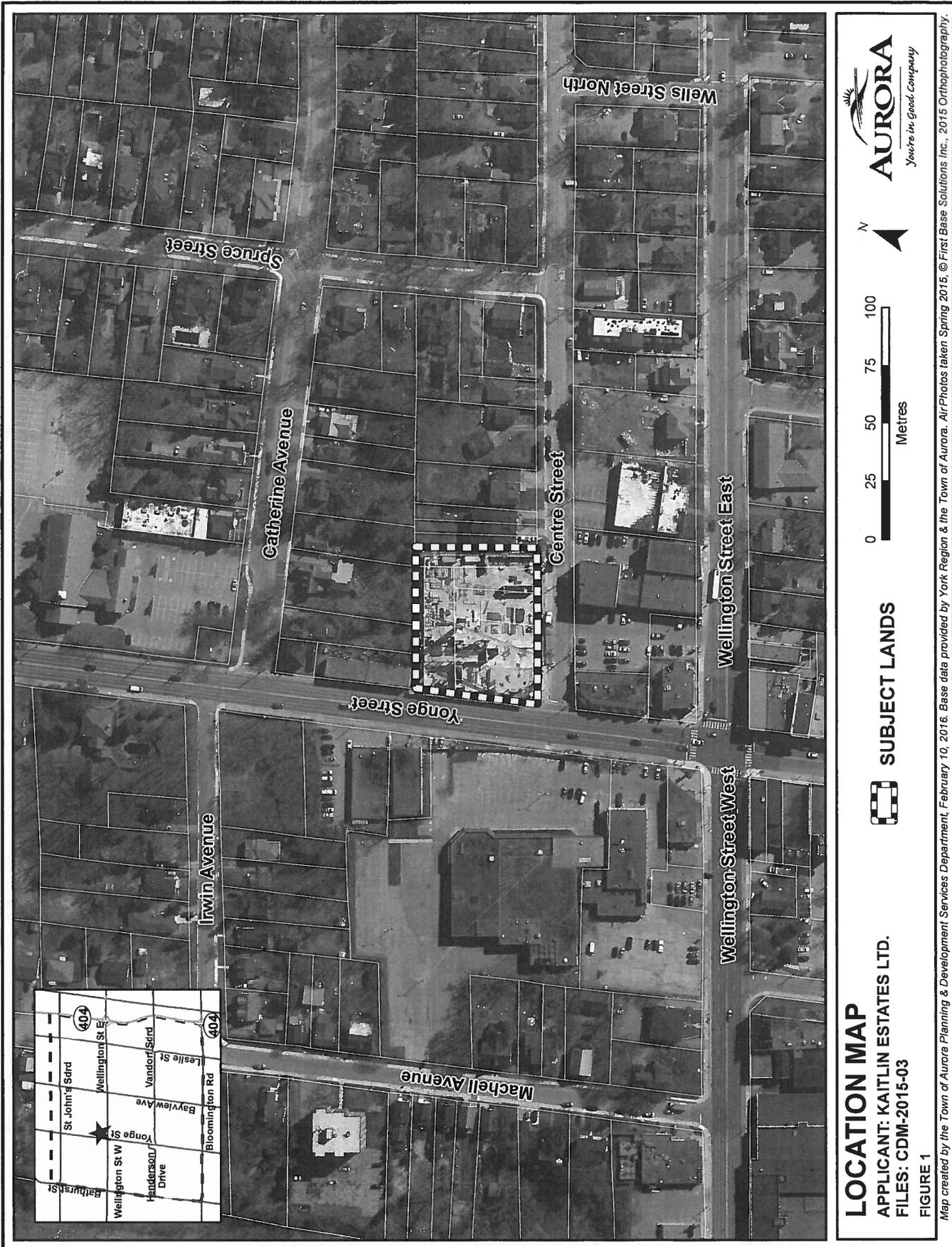
PRE-SUBMISSION REVIEW

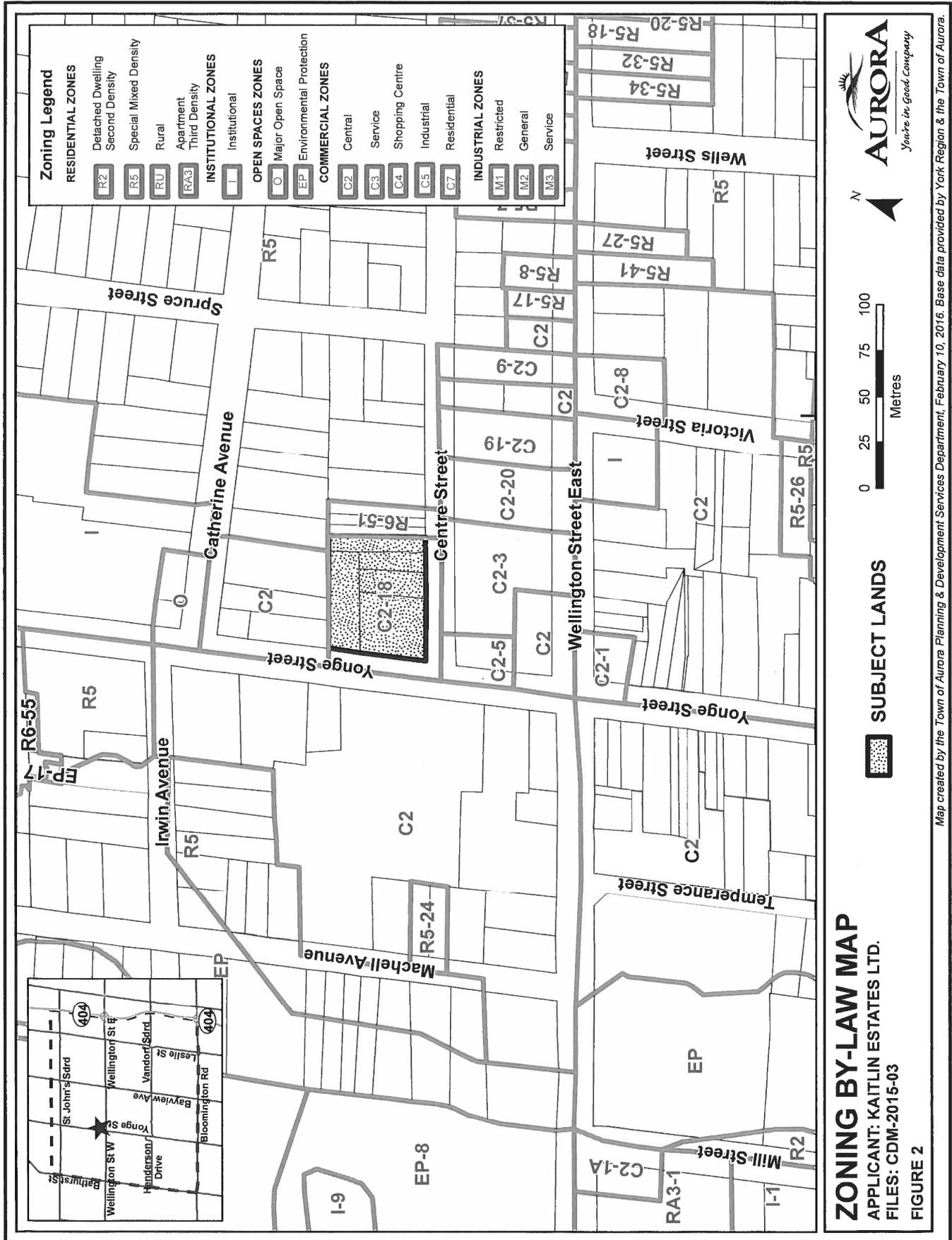
Executive Leadership Team Meeting- February 18, 2016.

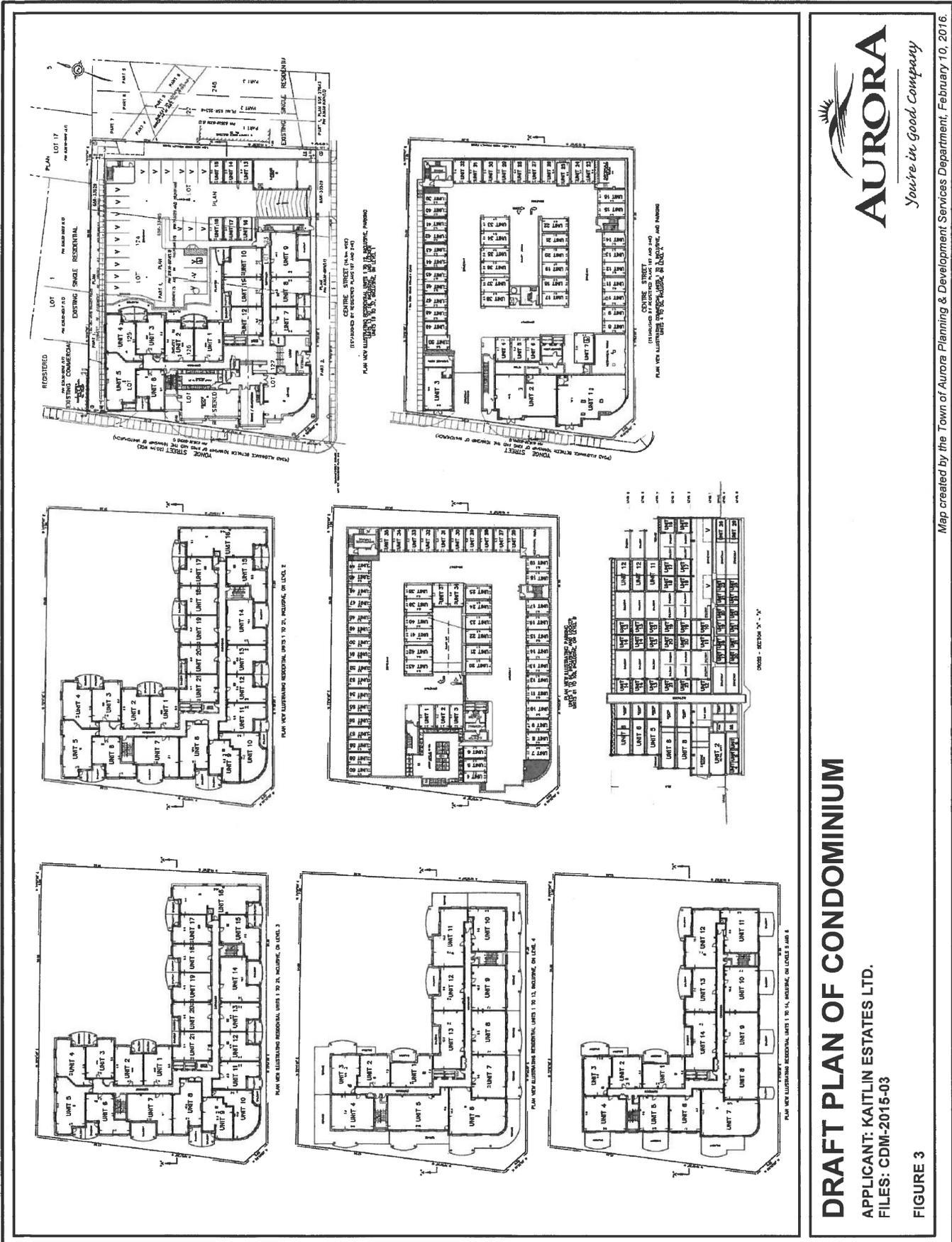
Prepared by: Lawrence Kuk, Planner – Extension 4343.


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


**Doug Nadorozny
Chief Administrative Officer**



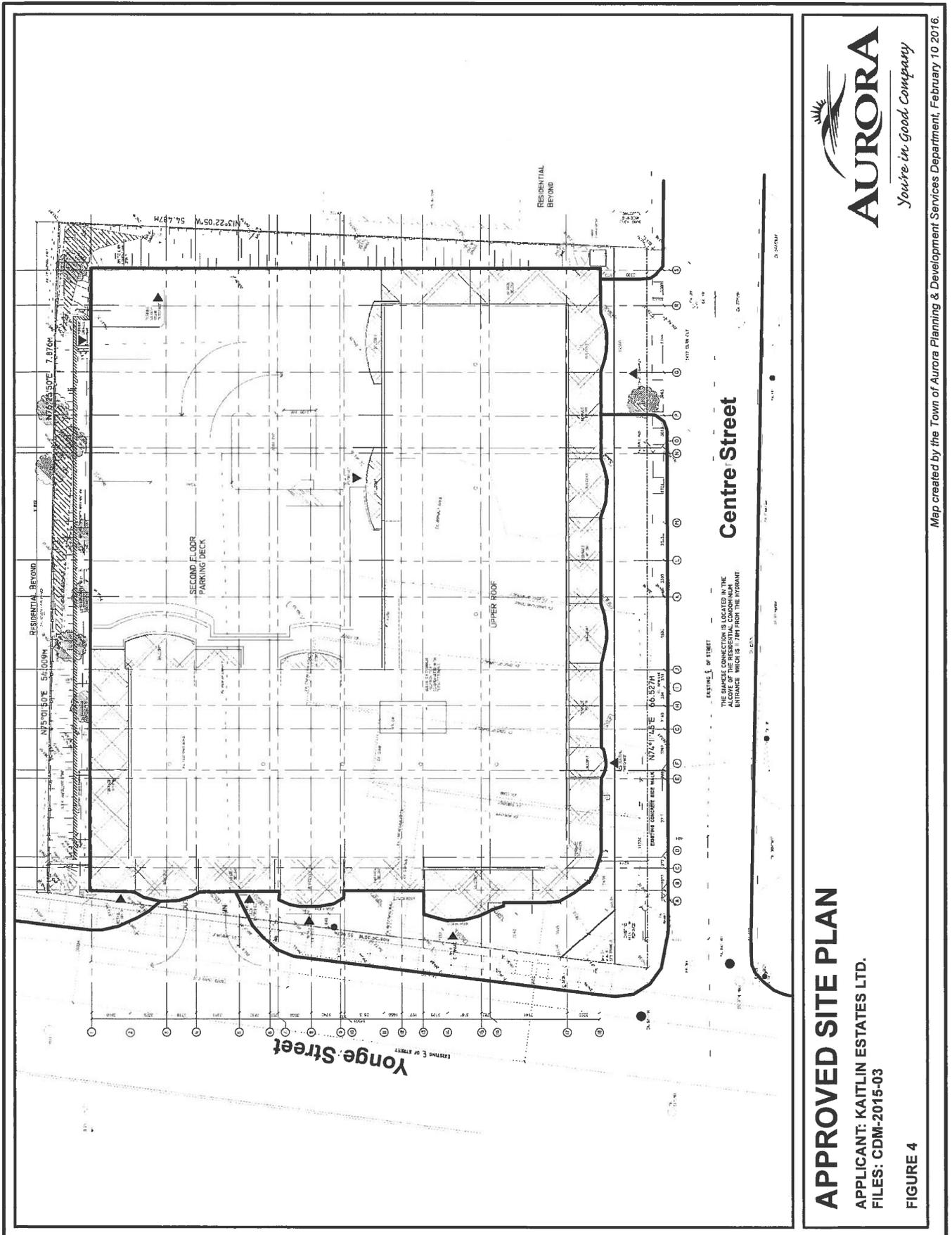




DRAFT PLAN OF CONDOMINIUM
 APPLICANT: KAITLIN ESTATES LTD.
 FILES: CDM-2015-03
 FIGURE 3

Map created by the Town of Aurora Planning & Development Services Department, February 10, 2016.





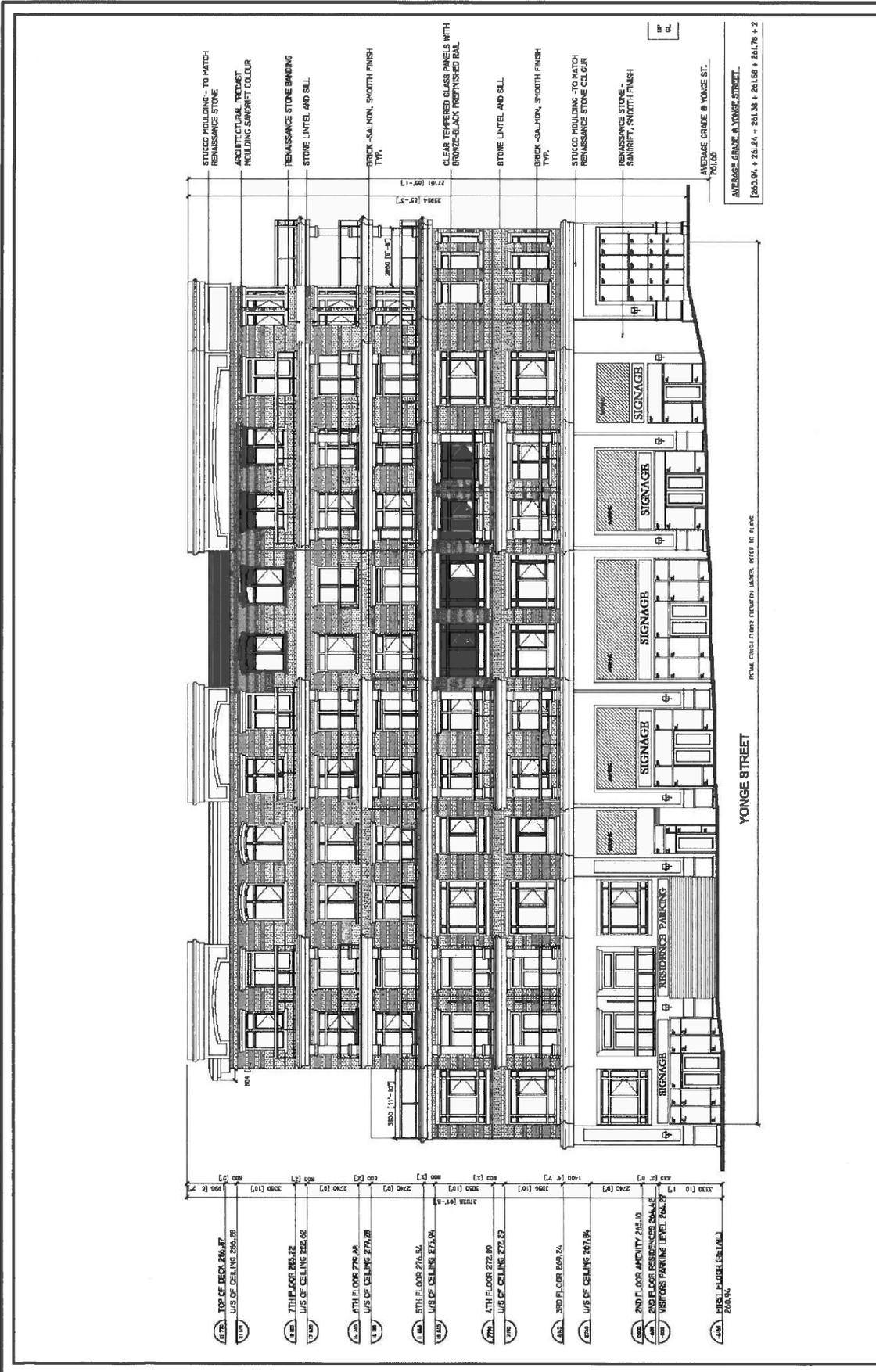
APPROVED SITE PLAN

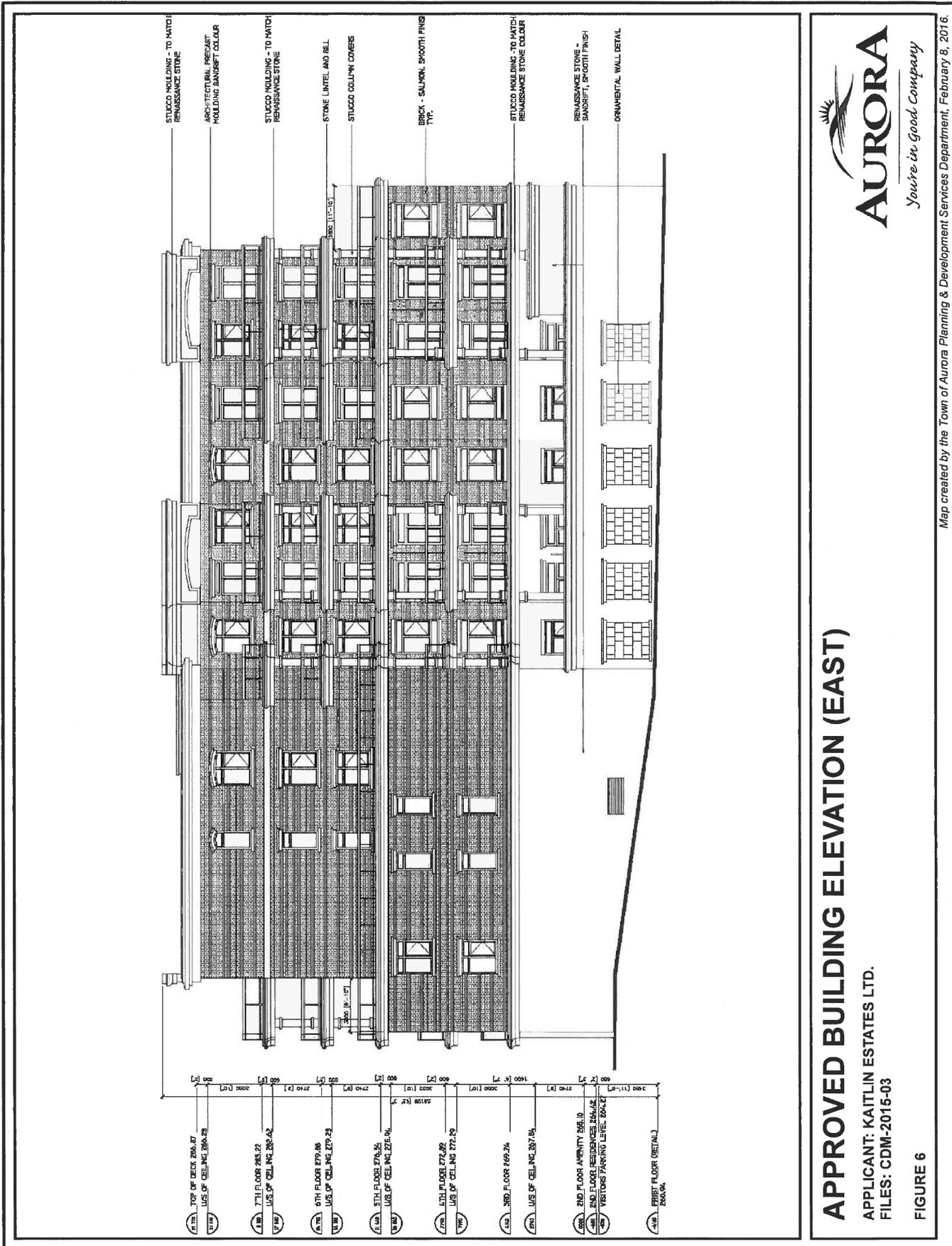
APPLICANT: KAITLIN ESTATES LTD.
 FILES: CDM-2015-03

FIGURE 4



Map created by the Town of Aurora Planning & Development Services Department, February 10 2016.



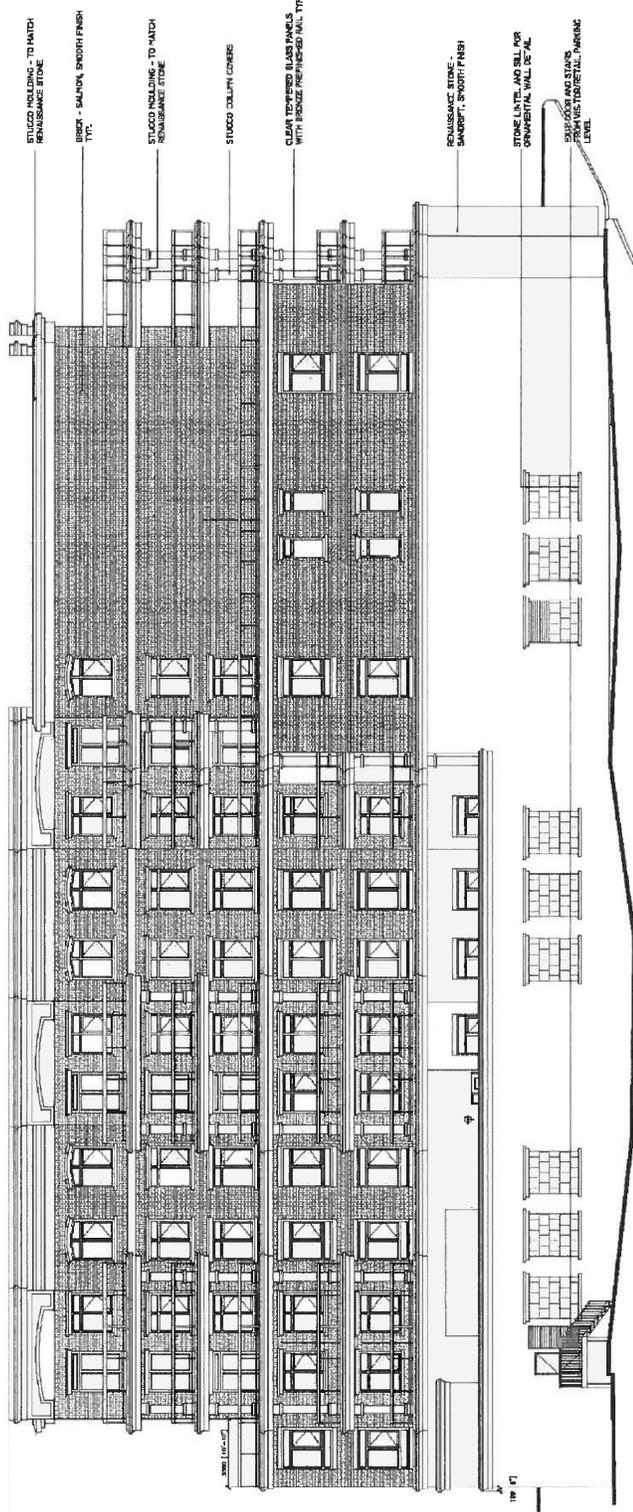


APPROVED BUILDING ELEVATION (EAST)

APPLICANT: KAITLIN ESTATES LTD.
 FILES: CDM-2015-03

FIGURE 6

Map created by the Town of Aurora Planning & Development Services Department, February 8, 2016.



1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	38.00	39.00	40.00	41.00	42.00	43.00	44.00	45.00	46.00	47.00	48.00	49.00	50.00	51.00	52.00	53.00	54.00	55.00	56.00	57.00	58.00	59.00	60.00	61.00	62.00	63.00	64.00	65.00	66.00	67.00	68.00	69.00	70.00	71.00	72.00	73.00	74.00	75.00	76.00	77.00	78.00	79.00	80.00	81.00	82.00	83.00	84.00	85.00	86.00	87.00	88.00	89.00	90.00	91.00	92.00	93.00	94.00	95.00	96.00	97.00	98.00	99.00	100.00
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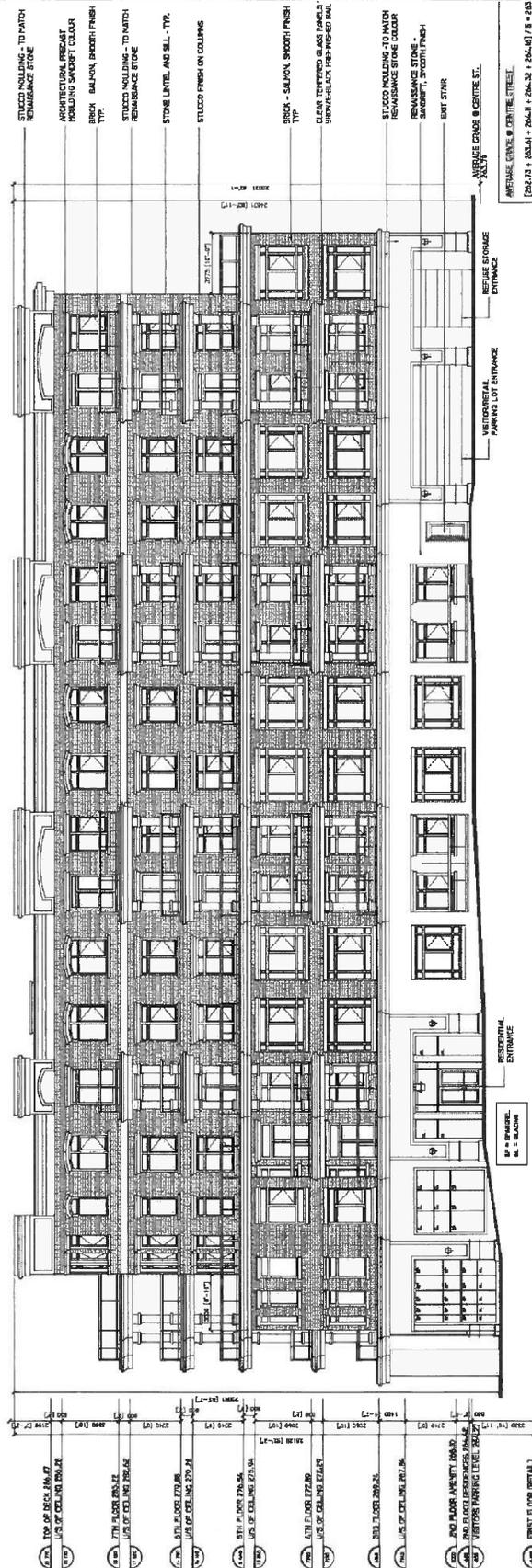


APPROVED BUILDING ELEVATION (NORTH)

APPLICANT: KAITLIN ESTATES LTD.
 FILES: CDM-2015-03

FIGURE 7

Map created by the Town of Aurora Planning & Development Services Department, February 8, 2016.



APPROVED BUILDING ELEVATION (SOUTH)

APPLICANT: KAITLIN ESTATES LTD.
 FILES: CDIM-2015-03

FIGURE 8



Map created by the Town of Aurora Planning & Development Services Department, February 8, 2016.



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123 ext. 4343
Email: Lkuk@aurora.ca
www.aurora.ca

TOWN OF AURORA
Planning & Development Services

DRAFT PLAN OF CONDOMINIUM
Conditions of Draft Approval

Appendix "A"

CONDITIONS OF APPROVAL

Draft Plan of Standard Condominium

Kaitlin Estates Ltd.

Lots 124, 125 and 126 and Part of Lots 122, 123 and 127, Registered Plan 246

15277 Yonge Street

CDM-2015-03

THE CONDITIONS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA (THE "TOWN") TO BE SATISFIED PRIOR TO THE RELEASE FOR REGISTRATION OF THE DRAFT PLAN OF CONDOMINIUM CDM-2015-03 ARE AS FOLLOWS:

- 1) Approval shall relate to the Draft Plan of Standard Condominium prepared by J. D. Barnes Limited dated December 7, 2015 (the "Plan") with respect to the lands described as Lots 124, 125 and 126 and Part of Lots 122, 123 and 127, Registered Plan 246, Town of Aurora, Regional Municipality of York (the "Lands").
- 2) The Plan and associated conditions of draft approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of draft plan approval. Further, minor redline revisions to the Plan to ensure property alignment with existing or proposed units and/or facilities on the Lands or on lands adjacent to the Plan may also be required.
- 3) The Owner of the Lands (the "Owner") shall enter into and execute agreement(s) with the Town agreeing to satisfy any conditions of the Town, legal, financial and otherwise if required by the Town, at the sole expense of the Owner.
- 4) The Owner shall demonstrate compliance with the provisions of the Site Plan Agreement dated January 25, 2011 and related Cash-in-Lieu of Parking Agreement dated October 9, 2012 between Kaitlin Estates Ltd. and the Town registered on title to the Lands as Instrument No. YR1907149 on November 2, 2012 and the Site Plan Amendment Agreement dated June 17, 2013 between Kaitlin Estates Ltd. and the Town registered on title to the Lands as Instrument No. YR2268040 on March 18, 2015 (collectively the "Site Plan Agreement") to the satisfaction of the Town prior to the Town's approval of the Plan for registration.
- 5) The Owner shall provide to the Town a copy of the final version of the Standard Condominium declaration and description for the Plan to be registered on title.
- 6) The Owner shall provide to the Town a certificate from the Owner's consultant stating that the buildings have been substantially completed in accordance with the *Condominium Act*, 1998, S.O. 1998, c. 19, as amended, and that they have been surveyed and built including all site works in accordance with the plans forming part of the Site Plan Agreement to the satisfaction

Kaitlin Estates Ltd
CDM-2015-03
Conditions of Approval
Page 2

of the Town prior to the Town's approval of the Plan for registration.

- 7) The Owner shall demonstrate to the Town that all Outside Works in relation to the Site Plan Agreement are substantially completed to the satisfaction of the Director of Infrastructure & Environmental Services prior to the Town's approval of the Plan for registration.

Enbridge Gas Requirements

- 8) The Owner shall contact Enbridge Gas Distribution's Customer Connections department for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving.
- 9) The Owner acknowledges that all costs are the responsibility of the Owner if the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction.
- 10) The Owner will provide easement(s) to Enbridge Gas Distribution at no cost.
- 11) The Owner will provide a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance in the event a pressure reducing regulator station is required.

Clearances

The Town's Planning & Development Services Department shall advise that Conditions 1 to 6 inclusive have been satisfied, stating briefly how each condition has been met.

The Town's Infrastructure & Environmental Services Department shall advise that Condition 7 has been satisfied, stating briefly how the condition has been met.

Enbridge Gas Distribution Inc. shall advise the Town of Aurora that Conditions 8 to 11 have been satisfied in a clearance letter to the Town of Aurora detailing hoe each condition has been met.



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-726-4755
Email: mrammuno@aurora.ca
www.aurora.ca

Town of Aurora
Planning & Development Services

MEMORANDUM

DATE: March 1, 2016

TO: Mayor and Members of Council

CC: Doug Nadorozny, Chief Administrative Officer
Stephen Huycke, Town Clerk

FROM: Marco Ramunno, Director of Planning & Development Services

RE: **Additional Public Planning Meeting Date for April 25, 2016**

RECOMMENDATION:

THAT the Memorandum regarding an Additional Public Planning Meeting date be received; and

THAT the additional Public Planning meeting be scheduled for April 25, 2016 to consider the Comprehensive Zoning By-law Update.

COMMENTS:

I am requesting that the Town Clerk schedule an additional Public Planning Meeting date for Monday April 25, 2016 to consider the draft of the Comprehensive Zoning By-law Update.

Council Members will be provided a complete copy of the Draft Zoning By-law the first week of April 2016.



TOWN OF AURORA
ENVIRONMENTAL ADVISORY COMMITTEE
MEETING MINUTES

Date: Thursday, February 4, 2016

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

Committee Members: Councillor Mrakas (Chair), Irene Clement, Larry Fedec, Melville James, Sara Varty, Nancee Webb, and Kristina Zeromskiene

Member(s) Absent: Danielle Howell and Councillor Paul Pirri (Vice Chair)

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

The Chair called the meeting to order at 7:04 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 Nancee Webb
Seconded by Larry Fedec

THAT the agenda as circulated by Legal and Legislative Services, with the following addition, be approved:

- Item 8 – Extract from Council Meeting of January 26, 2016; Re: Motion for Which Notice Has Been Given (c) Councillor Mrakas; Re: Blue Dot Campaign
CARRIED

3. RECEIPT OF THE MINUTES

Environmental Advisory Committee Meeting Minutes of November 5, 2015

**Moved by Irene Clement
Seconded by Larry Fedec**

THAT the Environmental Advisory Committee meeting minutes of November 5, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Program Manager, Environmental Initiatives
Re: Healthy Kids Community Challenge Program**

Staff provided background to the memorandum. The Committee inquired about follow-up responsibility and communications of the Program and staff responded.

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

THAT the memorandum regarding Healthy Kids Community Challenge Program be received; and

THAT Environmental Advisory Committee members be encouraged to promote and attend the kick-off event at the Arctic Adventure on Monday, February 15, 2016, at the Town Park.

CARRIED

**2. Memorandum from Program Manager, Environmental Initiatives
Re: Correspondence regarding Notice of Filing of Addendum, West
Vaughan Sewage Servicing Municipal Class Environmental
Assessment Study**

**Moved by Irene Clement
Seconded by Kristina Zeromskiene**

THAT the memorandum regarding Correspondence regarding Notice of Filing of Addendum, West Vaughan Sewage Servicing Municipal Class Environmental Assessment Study be received for information.

CARRIED

**3. Memorandum from Program Manager, Environmental Initiatives
Re: Aurora Earth Week Fair 2016 – Update**

The Committee and staff reviewed the progress report of the Working Group’s planning activities for the Aurora Earth Week Fair 2016, to be held on Wednesday, April 20, 2016, at the Aurora Armoury. The Committee and staff discussed various aspects of the event including invitations, participants, interactivities, budget, promotion, and volunteering.

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

THAT the memorandum regarding Aurora Earth Week Fair 2016 – Update be received for information.

CARRIED

6. INFORMATIONAL ITEMS

**4. Memorandum from Program Manager, Environmental Initiatives
Re: Corporate Environmental Action Plan (CEAP) Progress Report 2015**

The Committee requested that the following initiative be added to the EARTH (Land) Goal of the Plan: “Planted 1,000+ shrubs and trees in association with Aurora Community Arboretum Inc. on municipal lands.”

**Moved by Melville James
Seconded by Kristina Zeromskiene**

THAT the memorandum regarding Corporate Environmental Action Plan (CEAP) Progress Report 2015 be received for information.

CARRIED

**5. Memorandum from Acting Manager of Corporate Communications
Re: 2016 Community Recognition Awards**

The Committee discussed nomination options for the Environmental Award.

**Moved by Sara Varty
Seconded by Irene Clement**

THAT the memorandum regarding 2016 Community Recognition Awards be received for information.

CARRIED

- 6. Invitation from the Town of Ajax for the Environmental Advisory Committees of Ontario
Re: 2016 Provincial Environmental Advisory Committee Symposium**

**Moved by Larry Fedec
Seconded by Melville James**

THAT the invitation regarding 2016 Provincial Environmental Advisory Committee Symposium be received for information.

CARRIED

- 7. Extract from Council Meeting of December 8, 2015
Re: Environmental Advisory Committee Meeting Minutes of November 5, 2015**

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

THAT the Extract from Council Meeting of December 8, 2015, regarding the Environmental Advisory Committee meeting minutes of November 5, 2015, be received for information.

CARRIED

- 8. Extract from Council Meeting of January 26, 2016
Re: Motion for Which Notice Has Been Given (c) Councillor Mrakas;
Re: Blue Dot Campaign**
(Added Item)

The Committee expressed appreciation to Jennifer Sault on her presentation to Council regarding the Blue Dot Movement on January 26, 2016. The Committee discussed various aspects of the Motion including promotion and possible ways in which the Committee could assist in the implementation of the objectives.

Moved by Nancee Webb
Seconded by Irene Clement

THAT the Extract from Council Meeting of January 26, 2016, regarding Motion for Which Notice Has Been Given (c) Councillor Mrakas; Re: Blue Dot Campaign be received for information.

CARRIED

7. NEW BUSINESS

The Committee inquired about the status of the Town's Tree By-law, and tree management plans in general, and a brief update was provided.

Staff noted that volunteer opportunities would be available on February 14-15, 2016, in relation to the Town's Arctic Adventure event on Family Day, and indicated that a volunteering schedule would be forwarded to the Committee.

Staff indicated that information would be forwarded to the Committee regarding the Rock the Bike Toaster Challenge.

8. ADJOURNMENT

Moved by Nancee Webb
Seconded by Melville James

THAT the meeting be adjourned at 8:43 p.m.

CARRIED

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



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

- Date:** Monday, February 8, 2016
- Time and Location:** 7 p.m., Holland Room, Aurora Town Hall
- Committee Members:** Councillor Jeff Thom (Chair), Councillor Wendy Gaertner (Vice Chair, arrived 7:02 p.m.), Barry Bridgeford, Carol Gravelle (arrived 7:05 p.m.), James Hoyes, John Kazilis, Bob McRoberts (Honorary Member), and Martin Paivio,
- Member(s) Absent:** Kathy Constable
- Other Attendees:** Councillor Tom Mrakas, Councillor John Abel (arrived 8:10 p.m.), Marco Ramunno, Director of Planning and Development Services, Jeff Healey, Planner, and Samantha Kong, Council/Committee Secretary
-

The Chair called the meeting to order at 7:01 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 John Kazilis
Seconded by Barry Bridgeford**

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

CARRIED

3. RECEIPT OF THE MINUTES

Heritage Advisory Committee Meeting Minutes of December 14, 2015

**Moved by Bob McRoberts
Seconded by James Hoyes**

THAT the Heritage Advisory Committee meeting minutes of December 14, 2015, be received for information.

CARRIED

4. DELEGATIONS

(a) Chris Alexander, Resident

Re: Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest – 101 Tyler Street

Mr. Alexander restated background information respecting the subject property that was discussed at the December 14, 2015 Heritage Advisory Committee meeting, and provided preliminary proposed building plans with elevations for consideration.

**Moved by Councillor Gaertner
Seconded by James Hoyes**

THAT the comments of the delegation be received for information.

CARRIED

(b) Helen Ahranis & Adam Marshall, Residents

Re: Item 1 – HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street

Ms. Ahranis and Mr. Marshall provided background information about the subject property and noted the declining condition of the structure. They stated that their intention is to demolish the existing home and build a new home that would be suitable for the area.

**Moved by Carol Gravelle
Seconded by Barry Bridgeford**

THAT the comments of the delegation be received and referred to Item 1.

CARRIED

5. MATTERS FOR CONSIDERATION

1. HAC16-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 41 Metcalfe Street

Staff provided a brief overview of the subject property and noted that the Evaluation Working Group found the subject property to score in Group 2, which is considered to be significant and worthy of preservation and encourages the retention of the building, as well as designation under the *Ontario Heritage Act*.

The Committee expressed their concern regarding the existing front façade as it represents unique and significant heritage within the Town. It was suggested that it be preserved or replicated instead of demolished. The Committee inquired about the condition of the foundation and staff indicated that the Evaluation Working Group only considers the historical, architectural, and environmental aspects of the property.

**Moved by Bob McRoberts
Seconded by Councillor Gaertner**

THAT Report No. HAC16-001 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the application to remove 41 Metcalfe Street from the Aurora Register of Properties of Cultural Heritage Value or Interest be refused.

CARRIED

6. INFORMATIONAL ITEMS

**2. Memorandum from Planner
Re: Aurora Pet Cemetery**

Staff provided information respecting the Aurora Pet Cemetery and noted that opportunities for this parcel may be explored, as it has been transferred to the Town. Staff invited Committee members to participate in a Town initiated inventory to document the gravestones and identify cemetery boundaries. The Committee inquired about various aspects, requested progress updates, and requested that one off-site meeting of the Committee be held at the Aurora Pet Cemetery in the spring.

**Moved by Councillor Gaertner
Seconded by John Kazilis**

THAT the memorandum regarding Aurora Pet Cemetery be received for information.

CARRIED

**3. Extract from Council Meeting of January 26, 2016
Re: Heritage Advisory Committee Meeting Minutes of December 14, 2015**

**Moved by Bob McRoberts
Seconded by Martin Paivo**

THAT the Extract from Council Meeting of January 26, 2016, regarding the Heritage Advisory Committee meeting minutes of December 14, 2015, be received for information.

CARRIED

7. NEW BUSINESS

Councillor Gaertner inquired about the Aurora Heritage Awards and the Committee suggested that it be incorporated in conjunction with other volunteer recognition events if deemed more appropriate than a separate award ceremony. Staff indicated that the Aurora Heritage Awards occurs every two years and shall be brought to the Committee at a future date.

Staff noted that members shall be selected next month for the Heritage Evaluation Working Group and reminded Committee members and Councillors to notify staff if they are interested.

Councillor Mrakas noted that the Ontario Heritage Conference will be held from May 12 to 16, 2016 in Stratford and St. Mary's.

Staff indicated that potential sites for Doors Open 2016 have been notified and encouraged Committee members to contact staff if they have new site suggestions.

8. ADJOURNMENT

**Moved by James Hoyes
Seconded by Carol Gravelle**

THAT the meeting be adjourned at 8:26 p.m.

CARRIED

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



TOWN OF AURORA
CANADA 150 AD HOC COMMITTEE
MEETING MINUTES

Date: Thursday, February 11, 2016

Time and Location: 6 p.m., Leksand Room, Aurora Town Hall

Committee Members: Mayor Geoffrey Dawe (ex officio, Chair), Damian D'Aguiar (arrived 6:40 p.m.), Art Hagopian, Kelly Mathews, Natalia Sidlar, Ken Turriff

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Councillor Jeff Thom, Stephen Huycke, Town Clerk, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 6:08 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 Kelly Mathews
Seconded by Art Hagopian

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

CARRIED

3. RECEIPT OF THE MINUTES

None

4. DELEGATIONS

- (a) **Stephen Huycke, Town Clerk**
Re: Item 1 – Canada 150 Ad Hoc Committee Terms of Reference

Mr. Huycke provided background to the formation of the Canada 150 Ad Hoc Committee and discussed the need to define the role of the Committee and refine its Terms of Reference. The Committee discussed various options and provided suggestions for the Town Clerk to incorporate into the proposed Terms of Reference for Council's consideration.

5. MATTERS FOR CONSIDERATION

- 1. Canada 150 Ad Hoc Committee Terms of Reference**

Moved by Ken Turriff
Seconded by Kelly Mathews

THAT the Canada 150 Ad Hoc Committee Terms of Reference be received;
and

THAT the proposed recommendations as discussed by the Committee regarding its Terms of Reference be presented to Council for consideration.

CARRIED

6. INFORMATIONAL ITEMS

- 2. Memorandum from Cash Flow & Investment Co-ordinator/Financial Analyst**
Re: Canada 150 Fund (Events)

Moved by Ken Turriff
Seconded by Kelly Mathews

THAT the memorandum regarding Canada 150 Fund (Events) be received for information.

CARRIED

7. NEW BUSINESS

None

8. ADJOURNMENT

**Moved by Damian D'Aguiar
Seconded by Natalia Sidlar**

THAT the meeting be adjourned at 7 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
ADVISORY COMMITTEE MEETING MINUTES**

Date: Tuesday, February 16, 2016

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

Committee Members: Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes (Vice Chair) (departed 3:34 p.m.), Diane Buchanan, Tim Jones, and Brian North

Members Absent: Steven Hinder and Jo-anne Spitzer

Other Attendees: Jennifer Norton, Web Services and Corporate Events Co-ordinator, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 3:03 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 THE AGENDA

**Moved by Tim Jones
Seconded by Councillor Humfryes**

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

CARRIED

3. RECEIPT OF THE MINUTES

**Community Recognition Review Advisory Committee Meeting Minutes of
February 2, 2016**

**Moved by Diane Buchanan
Seconded by Brian North**

THAT the Community Recognition Review Advisory Committee Meeting Minutes of February 2, 2016, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

1. 2016 Awards Event Sponsorship – Update and Discussion

Staff gave an update regarding the food and beverage sponsorships, and it was noted that any costs associated with the serving of alcohol, if provided, would be totally sponsored. The Committee and staff discussed the logistics of finalizing the details for printing, award formats, follow-up advertising, and additional promotion of the nomination process.

**Moved by Tim Jones
Seconded by Councillor Humfryes**

THAT the comments of the Committee regarding the 2016 Awards Event Sponsorship – Update and Discussion be taken into consideration by staff.

CARRIED

2. 2016 Awards Event Details – Update and Discussion

Staff gave an update regarding nominations, the selection process, video, invitations, and the event schedule. The Committee discussed options for greeting and seating the event attendees, and for handing out the Awards.

**Moved by Brian North
Seconded by Diane Buchanan**

THAT the comments of the Committee regarding the 2016 Awards Event Details – Update and Discussion be taken into consideration by staff.

CARRIED

6. INFORMATIONAL ITEMS

- 3. Extract from Council Meeting of February 9, 2016
Re: Community Recognition Review Advisory Committee Meeting
Minutes of January 12, 2016**

**Moved by Brian North
Seconded by Tim Jones**

THAT the Extract from Council Meeting of February 9, 2016, regarding the Community Recognition Review Advisory Committee meeting minutes of January 12, 2016, be received for information.

CARRIED

7. NEW BUSINESS

The Committee suggested that consideration be given toward including a Heritage Award category for the 2017 Community Recognition Awards.

8. ADJOURNMENT

**Moved by Tim Jones
Seconded by Brian North**

THAT the meeting be adjourned at 3:38 p.m.

CARRIED

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



**TOWN OF AURORA
PARKS AND RECREATION ADVISORY
COMMITTEE MEETING MINUTES**

Date: Thursday, February 18, 2016

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

Committee Members: Councillor Michael Thompson (Chair), Councillor Tom Mrakas (Vice Chair), Juergen Daurer, Stephen Kimmerer, and Brian Trussler

Member(s) Absent: Richard Doust and Eric McCartney

Other Attendees: Councillor Wendy Gaertner, Allan Downey, Director of Parks and Recreation Services, and Linda Bottos, 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 Councillor Mrakas
Seconded by Juergen Daurer**

THAT the agenda as circulated by Legal and Legislative Services, ***with the following addition***, be approved:

- Item 4 – Aurora Family Leisure Complex (AFLC) Membership Summary Report (as of January 21, 2016)

CARRIED AS AMENDED

3. RECEIPT OF THE MINUTES

Parks and Recreation Advisory Committee Meeting Minutes of September 17, 2015

**Moved by Stephen Kimmerer
Seconded by Juergen Daurer**

THAT the Parks and Recreation Advisory Committee meeting minutes of September 17, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

- 1. Memorandum from Director of Parks and Recreation Services
Re: Draft Procedure – North Door Access – Aurora Family Leisure
Complex (AFLC)**

Staff provided background to the memorandum and draft procedure. The Committee and staff discussed the challenges and concerns of easing access for facility users with disability or mobility challenges, while maintaining control of access and security, and considered various options.

**Moved by Stephen Kimmerer
Seconded by Juergen Daurer**

THAT the memorandum regarding Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be received; and

THAT the following comments of the Parks and Recreation Advisory Committee regarding the Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be forwarded to Council for consideration:

- Concern regarding eligibility and the potential cost of obtaining a note from a medical practitioner;***
- Concern regarding north door access not being available to members;***
- Suggestion to include north door parking as a benefit of membership;***

- *Suggestion to implement fob access to the entire facility;*
- *Suggestion to track north door access requests for a period of time to assess the demand in order to better understand how best to meet the needs of facility users; and*
- *Suggestion to implement an interim solution to avoid any further delays to opening the north door access while the issues are addressed.*

CARRIED AS AMENDED

6. INFORMATIONAL ITEMS

- 2. Memorandum from Acting Manager of Corporate Communications
Re: 2016 Community Recognition Awards**

**Moved by Juergen Daurer
Seconded by Stephen Kimmerer**

THAT the memorandum regarding 2016 Community Recognition Awards be received for information.

CARRIED

- 3. Extract from Council Meeting of October 13, 2015
Re: Parks and Recreation Advisory Committee Meeting Minutes of
September 17, 2015**

**Moved by Councillor Mrakas
Seconded by Juergen Daurer**

THAT the Extract from Council Meeting of October 13, 2015, regarding Parks and Recreation Advisory Committee meeting minutes of September 17, 2015, be received for information.

CARRIED

- 4. Aurora Family Leisure Complex (AFLC) Membership Summary Report (as
of January 21, 2016)**

(Added Item)

Staff gave a brief overview of the Summary Report and background respecting membership levels during and after the reconstruction of the AFLC. The Committee inquired about membership target thresholds and retention rates, and staff agreed to include this information in future reports.

**Moved by Councillor Mrakas
Seconded by Juergen Daurer**

THAT the Aurora Family Leisure Complex (AFLC) Membership Summary Report (as of January 21, 2016) be received for information.

CARRIED

7. NEW BUSINESS

Councillor Thompson advised that the proposed Parks and Recreation Master Plan and Sport Plan would be submitted for Council's consideration through the first meeting cycle in March 2016 and, subsequently, there would be an opportunity for the Parks and Recreation Advisory Committee to review the Plans and advise Council on the best means to achieving the goals.

8. ADJOURNMENT

**Moved by Stephen Kimmerer
Seconded by Councillor Mrakas**

THAT the meeting be adjourned at 8:26 p.m.

CARRIED

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



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

Date: Tuesday, February 16, 2016

Time and Location: 5:30 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Sandra Humfries, Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Corporate and Financial Services/Treasurer, Jason Gaertner, Manager of Financial Planning/Deputy Treasurer, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:32 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 Mayor Dawe
Seconded by Councillor Kim**

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

CARRIED

3. RECEIPT OF THE MINUTES

Finance Advisory Committee Meeting Minutes of January 19, 2016

Moved by Councillor Kim
Seconded by Mayor Dawe

THAT the Finance Advisory Committee meeting minutes of January 19, 2016, be received for information.

CARRIED

4. DELEGATIONS

None

5. CONSIDERATION OF ITEMS

1. Memorandum from Director, Corporate & Financial Services/Treasurer
Re: Update on Council Budget Principles and Council Budget Process Documents

Staff provided a brief overview of the changes to the documents. The Committee suggested a further revision respecting unsustainable revenue sources referred to in the Council Budget Principles document.

Moved by Mayor Dawe
Seconded by Councillor Kim

THAT the “Council Budget Principles” and “Council Budget Review and Approval Process” guidance documents be approved by Council.

CARRIED

2. Memorandum from Treasurer
Re: Departmental Budget Review – Infrastructure and Environmental Services (IES)

Staff gave a brief overview of the Departmental Budget Review package for IES and indicated that the Director would be presenting his perspectives and challenges in greater detail at a future meeting. The Committee discussed the areas in which they would like to focus including: areas for improvement; increased pressures; comparison of actual expenses and revenues in variance analysis; appropriateness of key performance indicators; benchmarking; more context; and additional detail on “Other” accounts where applicable.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the memorandum regarding Departmental Budget Review – Infrastructure and Environmental Services (IES) be received for information.

CARRIED

- 3. Memorandum from Treasurer
Re: Departmental Budget Review – Parks and Recreation Services (PRS)**

**Moved by Mayor Dawe
Seconded by Councillor Kim**

THAT the memorandum regarding Departmental Budget Review – Parks and Recreation Services (PRS) be received for information.

- 4. General Discussion and Review by Committee**

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the comments and discussions of the Committee be referred to staff for consideration.

CARRIED

- 5. Memorandum from Acting Manager of Corporate Communications
Re: 2016 Your Citizen Budget Survey**

The Committee discussed the value and relevance of the Survey, and suggested ways in which this tool could be better communicated and utilized. It was agreed to discuss this item further at a future meeting and that staff would provide goals, objectives, and a reformatted, more modular survey.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

THAT the memorandum regarding 2016 Your Citizen Budget Survey be received; *and*

THAT staff report back to the Committee with the requested information and a revised “Your Citizen Budget Survey”.

CARRIED AS AMENDED

**6. Memorandum from Director, Corporate & Financial Services/Treasurer
Re: Redesigned 2016 Interim Property Tax Brochure with Budget
Information**

Staff provided a brief overview of the Interim Property Tax Brochure, which was delivered to households in Aurora, and the Committee expressed its appreciation of the document. The Committee made suggestions for improvement and inquired about whether similar information could be included for the Region's share of the property tax bill.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the memorandum regarding Redesigned 2016 Interim Property Tax Brochure with Budget Information be received for information.

CARRIED

6. NEW BUSINESS

None

7. ADJOURNMENT

**Moved by Councillor Kim
Seconded by Mayor Dawe**

THAT the meeting be adjourned at 6:50 p.m.

CARRIED

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

ATTACHMENTS

Attachment 1 – Council Budget Principles (Item 1)

Attachment 2 – Council Budget Review and Approval Process (Item 1)



Attachment 1

Council Budget Principles (Feb 2016)

The Council of the Town of Aurora is responsible for two key elements in carrying out their duties. Council must represent and serve the residents and businesses of the community by advancing their interests and needs, while also actively planning the community for the future. Secondly, Council must responsibly manage a large municipal corporation, including its future, assets, resources, needs and interests. The funding raised and used by the corporation comes primarily from within the community, and must be used wisely, obtaining good value and cared for responsibly. Within the context of annual corporation budgets, Council is committed to remain engaged with the community and continually strengthen the municipal corporation's overall fiscal sustainability, balanced with the need for Aurora's property taxation levels and water rates to remain comparable and affordable within the context of the Greater Toronto Area.

In exercising its budget setting duties, Council should be mindful that the primary funding source for the Town's operations is from taxpayers, and it is Council's duty to be responsible in this regard, making fiscally responsible decisions with respect to services offered, the levels of those services offered, and other uses and application of the taxpayers' funding; while being mindful of the long term and short term impacts to both the corporation and the taxpayer.

Council recognizes that there are many different external influences which have impacts to the Town's budgets, costs and services. Council is committed to address each of these in a manner which respects the taxpayer, the financial health of the municipal corporation and our staff serving Aurora. The following items each cause tax increase pressures upon the budgets of the Town:

- Growth of the community, and the resultant increase in demand for services and facilities provided and available.
- Community expectations for newer, and additional services and facilities beyond today's existing service levels
- Aging and deteriorating infrastructure requiring the need to develop the financial capacity to meet current and future capital infrastructure replacement needs to provide reasonable service levels in a sustainable manner.
- Economic pressures such as interest rate fluctuations and inflationary pressures
- Cost increases in some supply sectors which exceed inflation, such as electricity
- Pressures on wage and benefits costs, including collective agreements
- New and emerging legislative compliance requirements increasing demand on municipal resources and staffing
- Service and supply contract renewals and existing committed multi-year contracts

Council recognises that during every budget debate, various perspectives and interests are represented and raised at the Council table. To assist in these prospective discussions, Council has reviewed and agreed on a consensus basis that the following principles will guide the development, review and approval processes of each budget for the Town. These Budget Principles will be reviewed by Council in the first year of each Council term, and at any other time as requested by Council.

The following principles will guide the preparation, review and evaluation for approvals of the Annual Operating, Capital and Utility budgets for the Town:

Open and Transparent Process

1. The Annual Budget Process shall include opportunities for input from members of the public and community groups. All feedback, comments and suggestions received through solicitation tools such as email, website, social media or others, will be conveyed to General Committee – Budget (Budget Committee) as they are received throughout the budget review process.
2. The Annual Budget Process should include a formalized system or survey for community input, as determined by the Finance Advisory Committee.
3. All meetings of the Budget Committee shall be open to the public, except those aspects which are permitted and appropriate to be held in closed session, such as but not limited to discussions regarding collective agreement negotiation provisions, personnel matters, or litigation.
4. Budget materials, presentations, disclosures and Budget Committee review processes shall be open and transparent. All materials will be prepared with the intended audience being a member of the general public where reasonable and practical. A specific section of the Town’s website will contain all relevant budget materials, presentations, summaries and reports throughout the process, and updated to reflect the final approved budgets.
5. Council will undertake to complete the review and approval of the annual operating budgets prior to the commencement of the new budget year. For a budget in respect of the year following a municipal general election, the budget review process will begin early in the new budget year, as required by statute.
6. In making comparisons to other municipalities in respect to processes, performance, service levels, cost, revenue rates or any other basis, the Town shall have regard to, at minimum, the following municipalities:
 - a. All other lower tier municipalities of York Region.
 - b. Municipalities in the Durham Region, Peel Region, and Region of Halton Hills which have populations within 30% of the Town’s population.
 - c. York Region where applicable.
 - d. Ontario Municipal Benchmarking Initiative materials where applicable.

Budgets to be Fiscally Responsible

7. The Town will prepare a traditional municipal balanced budget for review. Ontario Regulation 284/09 allows for exclusion from such budget certain accounting estimates such as amortization, and post-employment benefit liabilities. The impact of these excluded items will be presented separately as part of the budget submission as required of the Regulation.
8. The Town will not use or rely upon prior year operating surpluses to fund or balance the Operating Budget.
9. The Town will not rely on one-time or short-term temporary funding sources to fund or balance the Operating Budget, unless directly associated with corresponding temporary expenses for events or special purpose programs.
10. Council and staff will continually look to implement changes in technique, tools or approaches to delivering all services and functions which will reduce costs, or improve the efficiency or effectiveness of our work and programs. Capital investments required to achieve such improvements will be prioritized.
11. The annual operating budget will not be impacted by year to year fluctuations of the actual capital budget approval. Rather a singular, stable and predictable funding transfer to Infrastructure Sustainability Reserves will be included.
12. Council is committed to adequately fund infrastructure repair, replacement and improvements through annually evaluating the future funding needs, and when indicated, increase annual contributions to infrastructure sustainability reserves. Such increases will be included in the Fiscal Strategy budget area. Additionally, the Town will ensure the planned capital program attempts to replace assets at the optimal point in time for efficient and effective use of scarce capital funding in accordance with the Ten Year Asset Management and Investment Plan, balancing this with meeting community expectations, and the need for maintaining reliable services.
13. Council recognizes that budget decisions made in one year may have ripple-type impacts to future budget years. To ensure open and public awareness, for each annual operating budget presented for tax funding, an accompanying forecast of the next three budgets and related tax impacts shall also be presented. These forecasts will be updated as budget decisions are made during review. The forecasts presented will always include three or more years for consistency of vision. Using multi-year budgets and forecasts improves fiscal health and service delivery through:
 - a. better coordination of budgeting and strategic priorities,
 - b. greater certainty for departments in managing expenditures and service levels
 - c. improved fiscal discipline of the organization
 - d. streamline annual budget reviews to focus on key changes in assumptions and outlooks, and the reasons driving such changes

- e. allow staff to develop budgets with fixed targets in place, allowing early response to circumstances and budget constraints of such targets.
- 14. A separate Special Phasing Budget will be used to address significant permanent tax pressures. These pressures will be mitigated through phase-in in over multiple years, using tax stabilization reserves where necessary. Foreseen pressures, such as the operating costs for a facility under construction, will be phased-in in advance where possible. Unforeseen pressures will be phased-in as promptly as appropriate. Phasing of such tax pressures may result in tax rate increases which are in excess of inflation so as not to adversely impact existing services and facilities provided. Where appropriate, growth revenues will be allocated towards the new costs.
- 15. In the event that previously established Operating Budget directives are sought to be reduced by Budget Committee or Council, a balanced approach will be used whereby roughly 50% of such amount will be through internal cost reductions which have minimal impact on service levels, with the remaining amount ~~other 50%~~ through new revenue streams, fee increases exceeding inflation, or definitive service or program reductions identified by Budget Committee.

Inflation is a Reality for both the community and the Corporation

- 16. Council and our taxpayers recognize that annual tax increases approximating inflation are necessary to support perpetuation of existing services, facilities and operations, while accommodating new growth in population and the demand for more of these same levels of services, facilities and operations such growth creates. For reference, Council will refer to the annual 12 month CPI index for the Toronto Area, as reported by Statistics Canada for the period July 1 to June 30, ending in the year prior to the budget under review.
- 17. It is reasonable to expect administrative support overhead type costs are necessary, and should remain in a consistent ratio to the cost of core outward services and operations. The growth of the community and demand for services affects both outward and administrative functions of the corporation.

The Town will Advance Priorities

- 18. Council is committed to advancing strategic priorities set out in our Strategic Plan, balanced with affordable and coordinated advancements of the goals and objectives set out in our various Master Plans, including:
 - a. Communications Strategic Plan
 - b. Corporate Administrative Plan
 - c. Corporate Environmental Action Plan
 - d. Cultural Master Plan
 - e. Downtown Revitalization Plan
 - f. Economic Development Master Plan

- g. Information Technology Strategic Plan
- h. Long Range Asset Management and Investment Plan
- i. Official Plan (community growth plan)
- j. Parks Master Plan
- k. Promenade Plan
- l. Pursuit of Top 100 Employer status
- m. Servicing Master Plan
- n. Trails and Open Spaces Master Plan
- o. Transportation Master Plan

It is recognized that it may not be financially possible to make advancement in all areas each year. Council will annually identify and prioritize such items during the annual budget review process.

19. Innovation, efficiencies, service excellence, maintaining public safety, and service level improvements come through the continuous learning and development of our staff. Training and development funding will be provided in the budget in the range of x% to x% (to be determined) of the Total Salaries and Benefits costs. In the first year of each term of Council, data from the comparator municipalities will be presented to confirm the Town's percentage allocation.

Historical Underfunding must be Addressed

20. A separate annual Fiscal Strategy budget is intended to:
- a. Eliminate the infrastructure funding gap which exists for all municipalities.
 - b. Reduce the reliance upon unsustainable revenue sources by the Operating budget, such as interest from the Hydro Investment Reserve Funds, or peak activity revenues which are short lived, such as development activity fees and supplementary taxes.

The driver for the need for current tax increases in this regard is a historical underfunding of contributions to infrastructure reserves, and the recently mandated detailed planning and forecasting taking place for the management of capital asset infrastructure. This situation is being experienced in virtually all municipalities across Canada.

Current service levels of the base operating budget should not suffer due to the need to address this historical funding issue. Council is committed to increase property taxes in order to increase its contributions to reserves for funding necessary infrastructure rehabilitation and renewal. The Town's Ten Year Asset Management and Investment Plan outlines and updates this strategy each year.

It is understood that the Fiscal Strategy budget could push the tax rate impact to the resident beyond inflation rates when combined with the Operating Budget.

21. The Province has quietly been providing "tax room" to municipalities since 1998: Since the substantial changes of property taxes with the introduction of Current

Value Assessment in Ontario in 1998, the Province of Ontario has generally held education tax rates revenue neutral for existing properties each year, resulting in a decline of the portion of the property tax bill going toward education. Together with recent uploading from the Region of York and others of the Social Pooling allocation, and other social and provincial responsibilities, the Province has continually reduced their burden on the net property tax bill incrementally each year. Some of these reductions have been offset by increased regulatory compliance requirements which have directly or indirectly added costs to the municipalities. Overall, it needs to be recognized that due to the net zero tax increases for education taxes, the province annually opens “tax room” on the bill for municipalities to address funding pressures such as infrastructure and compliance costs.

Council and the community need to recognize that to access this tax room, the local Town taxes need to increase by more than general inflationary levels. Failing to access this tax room in one year is difficult to recapture in future years.



Attachment 2

Council Budget Review and Approval Process (Feb 2016)

The annual budget review and approval process includes the following distinct components, each with their separate Council Review and Approval Process flow:

November/December each year (January to March following an election)

- Operating Budget
 - CAO controlled operations
 - Aurora Public Library Board funding request
 - Aurora Cultural Centre Board funding request
 - Aurora Historical Society funding request
 - Central York Fire Services Budget
 - Utilities Operations Budgets

- Annual Fiscal Strategy Budget

- Annual Special Phasing Budget

- Three Year Forecast Budgets

- Budget Directives for the next year's budget

October each year (January following an election)

- Capital Budget
 - Ten Year Asset Management and Investment Plan
 - Annual Capital Budget

March to September

- Annual Detailed Review – departmental detailed review (rotating)

Operating Budget

The annual operating budget will be reviewed by the General Committee – Budget (Budget Committee) in the fall period prior to each budget year, except budgets for the year following an election. All meetings of the Budget Committee are open to the public.

A multi-year budget approach is to be used by Aurora. The current year's budget, plus similarly detailed forecasted budgets of the subsequent three years are to be prepared and presented by staff, in accordance with directives from Council. The basic premise of the multi-year budget approach is that a current budget which meets the previously approved forecast and budget directives of Council will generally be approved by Budget Committee and Council. Staff can more effectively plan multi-year programs, revenue streams and staffing based on the presumption of having complying budget forecasts receiving approval. Any variations from forecast would need to be fully

explained in the presentation of such budget. It is important to note that Committee or Council can still make amendments to those future approved forecasts based on new initiatives, new regulations, or changing economic circumstances.

Using this presumed approval and multi-year approach to developing budgets will give several advantages:

- improved coordination of budgeting for strategic priorities,
- greater certainty for departments in managing expenditures and service levels
- improved fiscal discipline of the organization
- streamline annual budget reviews to focus on key changes in assumptions and outlooks, and the reasons driving such changes
- allow staff to develop budgets with fixed targets in place, allowing early response to circumstances and budget constraints of such targets.

In conducting its annual operating budget review and approval process, the Budget Committee will consider the following components and their related three year forecasts:

- CAO controlled operations including Building Services Budget
- Aurora Public Library Board funding request
- Aurora Historical Society funding request
- Central York Fire Services Budget (as recommended by Joint Council Committee)
- Utilities Operations Budgets
- Annual Fiscal Strategy Budget
- Annual Special Phasing Budget

Once these budget components have been reviewed by Budget Committee, Committee will recommend adoption to Council.

Operating Budget – Aurora Cultural Centre Board funding request

To fulfil the requirements of the Cultural Services Agreement with the Aurora Cultural Centre Board, their annual report and budget request for funding of operations will be presented to Budget Committee. Budget Committee will deliberate on the funding request and make any adjustments to the Operating Budget as appropriate.

Budget Communications Strategy and Key Messages

Following recommendation for adoption of the annual operating budget and forecasts, Budget Committee will discuss and provide direction to staff regarding key messages and budget highlights, including any specific statements or strategies to be included in media releases, website and other communications regarding the approval of the budget.

Budget Directives for Next Budget

Following resolutions regarding Communications Strategy Key Messages, the Budget Committee will turn its attention to reviewing the budget directives for the preparation of the subsequent budget. The directives presented by staff for consideration will be those of Council from the prior year, with any changes recommended being highlighted. Budget Committee will recommend a set of Budget Directives for adoption by Council.

Capital Budget

The annual review and approval of the Ten Year Asset Management and Investment Plan will be completed prior to the end of October prior to the budget year. This timing allows for pricing advantage of early tendering, as well as allowing integration of the capital plan into the operational plans, capacities and requirements of the affected business units within the Operating Budget as applicable. Budget Committee will recommend adoption to Council. Funding allocations approved in the annual capital budget will be effective January 1 of the budget year, unless otherwise specifically approved by Council.

Rotating Annual Departmental Detailed Budget Reviews

Separate from and completed subsequent to the annual final budget approval, a specific group of town budget areas will be examined in detail each year during the period of April to September or as otherwise determined by Committee. The Finance Advisory Committee (FAC) will review the operational budget details of each operating department on a rotating basis, so as to review all operating departments of the Town once each term. Recommended adjustments will be reflected by staff in the following year's operating budget submission.

This rotating approach balances the need to review the details of each departmental budget with the expectation of efficient and effective use of Committee time commitment for the annual budget process. Detailed review of every department every year is not practical. The rotational approach allows for ongoing assurance by Council, new members to Council, and the general public that all areas of the budget have been reviewed in extensive detail within the last few years by a committee of Council, and that such reviews continue on a regular basis on a fixed schedule. This approach ensures that the annual budget review of the overall corporate budget submission can remain at a higher level of consolidation, focusing on service levels, performance indicators and overall compliance with budget directives and prior forecasts, and the forecasts for the following years.

The rotation of detailed reviews will be as follows (calendar year of term):

Year 1	Parks, Recreation and Culture Services Infrastructure & Environmental Services Utilities Operation Budget
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Year 2 Building Services Division (fees funded budget)
 Building & Bylaw Services
 Planning & Development Services

Year 3 Council Administration
 CAO/ Administration
 Legal & Legislative Services
 Corporate & Financial Services
 Corporate Accounts

Year 4 None due to municipal election

The detailed review may include, but is not limited to:

- the current approved operating budget, with provided expanded details;
- all related fees and rates charged;
- activities, services and service levels provided by the department;
- open capital projects and status
- the area's related content details within the Ten Year Asset Management and Investment Plan
- adequacy of staffing and funding to meet mandatory activities, services, commitments, and approved non-mandatory services, activities and programs and general expectations of Council;