



General Committee Meeting Agenda

**Tuesday, July 4, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, July 4, 2017
7 p.m., Council Chambers

Councillor Pirri in the Chair

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Presentations

(a) Ron Weese, representing Sport Aurora

**Re: Item R4 – PRCS17-025 – Sport Aurora and Sport Plan Funding
Request**

4. Delegations

5. Consent Agenda

Items listed under the Consent Agenda are considered routine or no longer require further discussion, and are enacted in one motion. The exception to this rule is that a Member may request for one or more items to be removed from the Consent Agenda for separate discussion and action.

Recommended:

That the following Consent Agenda Items, C1 to C3 inclusive, be approved:

C1. FS17-011 – 2016 Year End Budget Report – as at December 31, 2016

Recommended:

1. That Report No. FS17-011 be received for information.

C2. FS17-031 – Award of Office Products and Supplies Agreement

Recommended:

1. That Report No. FS17-031 be received; and
2. That a contract award be made to Novexco Inc. to provide office product supplies for a three (3) year term to April 30, 2020, to an upset limit of \$65,000 per year, with two (2), one (1) year extension option years; and
3. That the Director of Financial Services be authorized to extend the optional years under the same terms and conditions of the initial agreement, subject to satisfactory performance, adjusted to prevailing approved budget amounts; and
4. 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.

C3. IES17-033 – Purchase of Road De-icing Materials

Recommended:

1. That Report No. IES17-033 be received; and
2. That Council approve an annual expenditure upset limit of \$400,000 for the purchase of road de-icing materials from Compass Mineral Canada Corp. through the York Purchasing Co-operative (YPC) for a three (3) year period commencing October 1, 2017, and ending April 30, 2020; and

3. That Council approve a further purchase of road de-icing materials in the upset limit amount of \$400,000 for two (2) additional one (1) year terms subject to the Regional Municipality of York exercising the option to extend the (YPC) contract CRFT-2016-07 with Compass Mineral Canada Corp.

6. Consideration of Items Requiring Discussion (Regular Agenda)

- R1. PBS17-050 – Applications for Official Plan Amendment and Zoning By-law Amendment**
Aurora United Church
15186 Yonge Street, 55, 57, 57A Temperance Street, 12 and 16 Tyler Street
File Numbers: OPA-2016-05 and ZBA-2016-13

Recommended:

1. That Report No. PBS17-050 be received; and
2. That Application to Amend the Official Plan, File Number OPA-2016-05 (Aurora United Church), to increase the maximum building height of five (5) storeys to a maximum building height of seven (7) storeys to permit a place of worship and a 152 suite retirement residence be approved; and
3. That Application to Amend the Zoning By-law File Number ZBA-2016-013 (Aurora United Church), to rezone the lands from the current zoning of “Institutional (I) Zone” and “General Commercial (C2) Zone”, to a “Promenade Downtown (PD1) Zone” pursuant to the provisions and standards of the Town’s new Comprehensive Zoning Bylaw, to permit a place of worship and 152 suite retirement residence be approved; and
4. That the Official Plan Amendment be presented at a future Council meeting; and
5. That the Zoning Bylaw Amendment be presented at a future Council meeting when the required Site Plan Application is considered by Council; and

6. That the Zoning Bylaw Amendment include appropriate site specific exceptions to effectively implement the built form and performance standards of the Council approved Site Plan application.

R2. PRCS17-026 – Highland Gate Conceptual Parkland Design

(Report referred from General Committee meeting of June 20, 2017. Additional information to be provided prior to meeting.)

Recommended:

1. That Report No. PRCS17-026 be received; and
2. That the Conceptual Parkland design for the Highland Gate Development Lands be approved as presented at the Public Open House, April 5, 2017.

R3. PBS17-057 – Highland Gate Developments Inc.

21 Golf Links Drive

File Numbers: OPA-2015-01, ZBA-2015-02 and SUB-2015-01

Recommended:

1. That Report No. PBS17-057 be received for information.

R4. PRCS17-025 – Sport Aurora and Sport Plan Funding Request

(deferred from General Committee meeting of June 20, 2017)

Recommended:

1. That Report No. PRCS17-025 be received; and
2. That Council enter into a Service Agreement with Sport Aurora Inc. for the provision of services to fulfill the recommendations of the Sport Plan in the amount of \$93,692 until December 31, 2017; and
3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same; and
4. That this report satisfies the Condition for Release of funds from the 2017 Operating Budget.

R5. FS17-023 – 2018 Budget Preparation Directions

Recommended:

1. That Report No. FS17-023 be received; and
2. That the increase for the Aurora portion of the residential tax bill for the 2018 Base Operating budget be limited to the reported 12 months to June 2017 Consumer Price Index (CPI) for the Toronto Area; and
3. That all fees, rates and charges be indexed by the same CPI reported value unless precluded by legislation, and new revenue sources identified where possible; and
4. That new tax revenue from new buildings be incorporated into the base budget and be used to extend existing service levels to these new properties, residents and businesses; and
5. That, for strategic priorities separately identified by Council, a further increase be levied for such new funding; and
6. That, once the CPI factor is known and the growth estimated, the Finance Advisory Committee provide each of the Library Board, the Cultural Centre Board, and the Historical Society a designated 2018 budget funding amount for their respective budget development work; and
7. That a “current plus three year forecast” operating budget be prepared, and include a staffing needs analysis and forecast for the same period; and
8. That the phase-in budget strategy currently approved for Fire Services expansion be funded from within the inflationary and growth components of the Base Operating Budget, as applicable, with any excess planned increase being a separate component of the overall tax increase; and
9. That, in addition to the base budget increase for inflation, up to 1% dedicated Fiscal Strategy tax levy increase be imposed to fund additional contributions to Infrastructure Reserves in accordance with the long range fiscal strategies adopted in the recent 10 Year Capital and Asset Management Plan, and any other fiscal strategy items.

R6. FS17-032 – Amendments to Procurement By-law

Recommended:

1. That Report No. FS17-032 be received; and
2. That a bylaw be enacted to amend By-law No. 5910-16, being a bylaw to define the procurement policies and procedures for the Corporation of the Town of Aurora, at the Council meeting of July 11, 2017.

R7. IES17-034 – Restoration of Retaining Wall and Stairs at the Temperance Street Parking Lot

Recommended:

1. That Report No. IES17-034 be received; and
2. That a new 2017 Capital Project No. 31173 “Temperance Street retaining wall and stairs restoration” be approved in the amount of \$60,000 funded from the Roads & Related Repair and Replacement Reserve Fund.

R8. PRCS17-027 – Tax Exempt Status for Sports Dome

Recommended:

1. That Report No. PRCS17-027 be received; and
2. That the Aurora Sports Dome (Soccer Dome) be declared a Municipal Capital Facility for the purposes of the municipality and for public use; and
3. That a by-law be enacted authorizing the Mayor and Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Aurora Sports Dome; and
4. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Aurora Sports Dome is located from all of the taxes for municipal and school purposes; and

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

**R9. PRCS17-029 – Purchase Order Increase for 2018 Program Guide
Production and Delivery**

Recommended:

1. That Report No. PRCS17-029 be received; and
2. That the option to renew the York Region Media Group contract be exercised for the third and final year of the Contract ending December 31, 2018; and
3. That Purchase Order 654 be increased by \$38,000 excluding taxes, to a total of \$112,751.14 excluding taxes, to accommodate guide production for 2018.

**R10. PBS17-039 – Application for Zoning By-law Amendment
BG Properties Aurora Inc. (formerly Coutts)
14222, 14314, 14358 and 14378 Yonge Street
Related File: SUB-2012-03
File Number: ZBA-2012-16**

Recommended:

1. That Report No. PBS17-039 be received; and
2. That Application to Amend the Zoning By-law File No. ZBA-2012-16 (BG Properties Aurora Inc.), to implement the proposed draft plan of subdivision be approved; and
3. That the implementing Zoning By-law Amendment be presented at a future Council meeting.

**R11. PBS17-047 – Applications for Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium
Ballymore Building (South Aurora) Corporation
14452 Yonge Street
Part Lot 75, Concession 1
File Numbers: ZBA-2016-09, SUB-2016-02, CDM-2016-04**

Recommended:

1. That Report No. PBS17-047 be received; and
2. That Application for Draft Plan of Subdivision SUB-2016-02 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'A' of this report; and
3. That Zoning By-law Amendment file ZBA-2016-09 (Ballymore Building (South Aurora) Corporation) be approved, to zone the subject lands from "Oak Ridges Moraine Rural (RU-ORM) Zone" to "Detached Dwelling Second Density (R2-XX) Exception Zone", "Major Open Space (O-22) Exception Zone", and "Oak Ridges Moraine Environmental Protection (EP-ORM) Zone"; and
4. That the Application for Draft Plan of Condominium CDM-2016-04 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'B' of this report; and
5. That a total of 40 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and
6. That the implementing by-laws be presented at a future Council meeting; and
7. That the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval, including any ancillary agreements required to give effect to same.

7. Notices of Motion

8. New Business

9. Closed Session

10. Adjournment



**Town of Aurora
General Committee Report**

No. FS17-011

Subject: 2016 Year End Budget Report – as at December 31, 2016

Prepared by: Jason Gaertner, Manager, Financial Planning

Department: Financial Services

Date: July 4, 2017

Recommendation

- 1. That Report No. FS17-011 be received for information.**

Executive Summary

This report presents to Council the year-end financial performance of the Town's tax levy and utility rate funded operating budgets. In addition, this report provides information on the disposition of the Town's tax funded operating deficit, as well as its rate funded operating surplus in accordance with the 2016 Surplus Control By-law 5928-16.

Overall, the Town's tax levy operating budget concluded the fiscal year in a deficit position of \$100,300 (0.2% of the total expenditure budget) and its utility operations finished the year with a surplus of \$2,078,800.

Background

The external auditors have now completed their on-site review and will be presenting their findings as well as the Town's audited financial statements to audit committee on June 27, 2017 thus allowing Financial Services staff to compile this final report of the 2016 budget results for the Town.

It should be noted that the audited financial statements are presented in a format consistent with the Public Sector Accounting Standards (PSAS), whereas this report is presented in a format consistent with the "traditional balanced municipal budget" approach.

A summary of each department's net operating budget and year end actual results with variances is presented for Council's review in Attachment 1.

Staff have also reviewed the results of operations for the 2016 Water, Wastewater & Storm water programs. A summary of these results with variances is presented for Council's review in Attachment 2.

Analysis

In December 2016, the Surplus Control By-law 5928-16 was passed. This by-law authorizes the CAO and Treasurer to allocate portions of a year-end surplus to specific reserve accounts or to offset a year-end operating deficit through a draw from specific reserve accounts as part of the year-end accounting processes in an effort to separate this process from that of the subsequent budget. Any surplus allocations are to be made according to a specific formula set out in the by-law and are to be reported back to Council.

Tax Levy Funded Operating Budget Deficit

Actual total expenditures for 2016 were \$60,856,100 which was 4.4 percent or \$2,566,200 above the established budget of \$58,289,900. Total 2016 revenues (including the \$39,217,900 tax levy) were \$60,755,800, which was 4.2 percent or \$2,465,900 higher than the \$58,289,900 budgeted for total revenue. These two variances make up the net \$100,300 deficit.

The 2016 approved operation budget provided for \$58,289,900 of expenses, offset by various revenue sources. Before the offsetting draw from reserves has been applied, the following significant variances contributed to the year end results:

	Budget Variance Favourable / (Unfavourable)
Engineering fees	169,300
Tax levy	158,500
Zoning fees	117,700
Condominium fees	96,700
Administrative revenues	(78,400)
Sub-total – unplanned revenues	463,800
Electricity – Town Facilities	(317,400)
Electricity – Streetlights	(245,500)
Park operation non-salary savings	235,000
Other facility operation costs	(169,300)
Salary & benefits	(156,600)
External legal fees	(145,800)

Snow management	103,500
Property appraisal savings	61,200
Waste management	57,800
All other operating expense savings	13,000
2016 Operating Deficit	(\$ 100,300)

Overall, the Town's municipal operations budget closed the year with a deficit of \$100,300. This deficit was considerably lessened by favorable variances arising from development driven revenue as well as other uncontrollable revenue sources. Revenues of this nature were materially smaller in 2016 versus 2015.

In general, salary and benefits requirements exceeded their established budgets by a total of \$6,600. Also, \$150,000 in vacant position gapping was anticipated and provided for as a credit in the budget. Unfortunately, the planned net savings from salary and benefits did not occur, resulting in a net budget deficit of \$156,600. Any salary savings that the Town did experience were consumed by salary & benefit shortfalls in Facility and Road Operations.

Electricity and other facility operation costs continue to be a challenge for the Town. However, the Town has undertaken multiple initiatives in an effort to reduce its electricity costs such as its almost complete conversion of all of its streetlights to LED and its completion and/or planned conversion of multiple parks and facility lighting to LED. Other energy saving retrofits have been undertaken on high electricity draw systems such as recreation centre ice plants.

Greater than anticipated external legal fees predominantly relating to the Highland Gate development placed further pressure on the Town's municipal operating budget.

Many of the variance items in the table above are generally not directly controllable and consequently difficult to budget, and can become significant contributors to budget variances experienced at year end. Of note is that the total deficit represents 0.2% of the Town's total approved gross operating budget.

CAO and Council

The Council and CAO budgets ended 2016 with a \$113,700 (6.4 percent) favourable variance on a net operating budget of \$1,772,600. This variance was the result of employee departures, contract & consultant savings.

Corporate Services

Corporate Services ended the fiscal year with a \$62,200 (1.0 percent) favorable variance on a net operating budget by \$6,213,600. This variance is attributable to temporary position vacancies and lower than anticipated overtime, consulting, contract and insurance expenditures.

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Financial Services

Financial Services ended the year with a \$135,100 (9.9 percent) favourable variance on a net operating budget of \$1,365,100 due to development driven higher than anticipated administrative revenues (property tax ownership changes, water account ownership changes admin fees and tax certificates), an unfilled water position and savings in consulting expenditures.

Fire Services

Central York Fire Services (CYFS) experienced a surplus of \$375,700 from a total approved operating budget of \$23,929,900. Aurora's share of this budget and resultant surplus was \$9,619,800 and \$151,000, respectively. The full CYFS surplus was transferred to and retained by the shared CYFS Reserve, leaving the Town's portion as budgeted.

Infrastructure and Environmental Services

Infrastructure and Environmental Services excluding water, wastewater & stormwater services ended 2016 with a \$738,100 (6.1 percent) unfavourable variance on a net operating budget of \$12,012,900. This deficit had multiple service line contributors which included road network operations, as well as, facility and fleet management. These deficits were partially offset by surpluses in engineering services, winter and waste management services.

Salaries which are split between the tax levy and rate (water, wastewater & stormwater services) supported Infrastructure and Environmental Services (IES) programs represent approximately \$7,194,500 or 21 percent of the combined program total budget. Salaries and benefits for tax supported programs finished the year over their established budgets by \$340,300 while a salary surplus of \$345,801 was experienced by the rate supported programs. This portion of IES's tax levy salary deficit can be attributed to staff spending more of their time on tax levy funded activities (road network operations) versus water than originally planned.

In addition to the salary pressures noted above, the other key contributor to the road network operations year end deficit was streetlight electricity costs. As of the end of 2016, the town had not fully completed its conversion of its streetlights to LED due to an insufficient supply of LED coach lights, thus delaying the Town's full realization of its intended electricity cost savings from this initiative.

The facilities management deficit of \$712,400 (5.9 percent) primarily relates to part time, overtime, electricity and various contract expenditures coming in higher than anticipated. Multiple initiatives are underway or are planned to reduce Town facility electricity consumption such as the conversion of building and parking lot lighting to LED and the installation of solar panels at select facilities. Facility contract pressures

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stem from increased janitorial service costs and significant unplanned repairs being required to building related equipment issues that were a result of normal operations.

Parks, Recreation & Cultural Services

Parks, Recreation & Cultural services closed the year with a \$160,200 (4.7 percent) favourable variance on a net operating budget of \$3,405,700. This variance can be predominately attributed to park operation arboricultural, grass cutting and shrub bed maintenance contract, and pathway materials savings. This surplus was partially offset by lower than anticipated ice rental revenues and larger than planned community program contract costs.

Planning & Building Services

The Planning & Building Services department ended the year with a surplus of \$324,900. The key contributing factor to this favourable variance was increased revenue in relation to development driven subdivision engineering, zoning and condominium fees.

Not included in this variance is the Building Services' surplus of \$1,436,500, as it is a self-funded function as per provincial legislation. This surplus is the result of greater than planned development driven revenues being collected. Consequently, if it is unable to recognize sufficient revenues to offset its expenses in a given fiscal year, it will draw from its dedicated reserve in order to balance its operating budget. If it recognizes excess revenues, these revenues are utilized to replenish its reserve whose balance as of December 31, 2016 is \$4,145,900.

Corporate Revenues & Expenses

Corporate Revenues and Expenses ended 2016 with a \$316,700 (7.2 percent) unfavourable variance on a net operating budget of \$4,399,700. This variance is attributed to higher than expected tax appeal adjustments and the resolution of some long standing tax arrears accounts. Further, this variance also reflects the Town's anticipated annual salary savings of \$150,000 through normal staff attrition over the course of the year, against which no savings are directly recorded. All such savings are reflected under the department in which they occurred. For 2017 a change has occurred whereby the \$150,000 salary savings discount has been proportionately allocated to each of the operating departments and no longer resides in a consolidated format under the corporate expenses.

Aurora Public Library Contribution

The Town's contribution towards the operation of the Aurora Public Library was as anticipated, with no variance to budget arising.

Total Tax Levy

The Town collected a total of \$39,117,500 in tax levy revenue which was \$158,500 greater than what was budgeted. These larger than anticipated revenues relate to the Town's underestimate of its 2016 growth in its tax assessment base; the budget

anticipated an assessment growth of 3.40% while the final assessed growth for 2016 was 3.41%. In an effort to achieve an approved operating budget for the upcoming year prior to the year commencing, the Town must estimate its tax assessment base growth for the upcoming year as the final figure is not yet available at the time of budget's creation. These additional funds were utilized to fund the delivery of growth related Town services in 2016.

Operating Budget Summary

Overall, the Town of Aurora general municipal operations budget ended the year with a deficit of \$100,300 with no noticeable adverse impacts to service levels. Under the guidelines as presented in the Surplus/Deficit Control By-law, the CAO and Treasurer have approved a reduction in the planned excess supplementary revenue contribution to reserves equivalent to this deficit. The budgeted anticipated excess supplementary tax revenue was \$600,000 to be realized and contributed to reserves while the actual excess SUPP revenues collected were \$399,400. After covering off the noted \$100,300 operating budget deficit, a remaining excess amount of \$299,100 was available for contribution to reserves.

The Operating Budget Summary can be found in Attachment 1.

Water, Wastewater and Storm Water Budget

The goal over the past 5 years has been to better match revenues with expenses and to eliminate the historic reliance on contributions from reserves in order to balance these programs and to ensure the sufficient replenishment of the underground infrastructure rehabilitation and replacement reserves. The strategy to achieve this goal has been the creation of more accurate revenue forecasts and the curtailment of operating costs. In addition, the annual contribution to underground infrastructure reserves has been responsibly increased each fiscal year.

The net budget variance for retail revenues less wholesale costs finished the year in an unfavourable position of \$131,900 attributable to greater than planned sewage discharge fee costs. Other operating costs were \$2,219,700 (29.1%) below budget for 2016. This variance is attributable to delays in some significant planned maintenance projects in each of the water programs, a reduced number of emergency repairs being required (i.e. burst water mains) and a greater proportion than planned of staff's time spent on tax levy versus rate funded services. The noted delays in some significant planned maintenance projects is considered to be a one-time anomaly of which staff will undertake a detailed review of its contributing causes with a mindset of avoiding similar delays in the future as part of the 2018 budget review process.

The overall rate funded utility program surplus of \$2,087,800 will be allocated to the appropriate rate reserves.

The Water and Sewer Budget Summary can be found in Attachment 2.

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Advisory Committee Review

N/A

Financial Implications

There are no other immediate financial implications arising from this report. Council fulfills its role, in part, by receiving and reviewing this financial status report on the operations of the municipality relative to the approved budget.

The audited PSAB basis financial statements for 2016 as currently drafted reflect an operating surplus of \$41,606,000. This amount reconciles to the internal report cumulative total general operating and water & wastewater program budget surplus of \$1,987,500 as follows:

Tax levy supported budget deficit	(100,300)
Rate supported budget surplus	<u>2,087,800</u>
Traditional Balanced Consolidated Budget Surplus	\$1,987,500
Add Back: Debt principal repaid included	356,600
Add: Recognized Deferred Revenue—DCs, CIL, Fed. Gas Tax	22,634,800
Add: Transfers to/from reserves	13,058,500
Add: Capital assets assumed through development	10,632,000
Add: Gain on disposal of capital assets and land	5,726,000
Add: Investment income allocated directly to reserves	1,388,500
Add: Other revenues allocated directly to capital projects	290,600
Deduct: Amortization of Capital Assets	(13,834,000)
Deduct: Loss on disposal of capital assets and land	(239,000)
Net all other PSAB adjustments	<u>(395,500)</u>
PSAB 2016 “Annual Surplus”: Audited (Draft)	\$41,606,000

Communications Considerations

This report will be made available on the Town’s website in the Budget and Financial Information pages.

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Link to Strategic Plan

The 2016 Final Budget Report provides an update on the surplus/deficit of the corporation and outlines the strategy for managing the identified surplus/deficit. Outlining and understanding the Town's financial results contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

No practical alternatives exist, as the year end books have been closed and fully audited. This report is for information only.

Conclusions

The general operating budget results show a year-end deficit of \$100,300 arising primarily from greater than anticipated facility and streetlight electricity costs; as well as, other unplanned Town facility and third party legal costs. These deficits have been partially offset by larger than planned development driven revenues from subdivision engineering, zoning and condominium fees; as well as additional tax levy revenues. This noted deficit has been fully offset by an equivalent reduced excess supplementary tax revenue contribution to reserves. The net Water & Wastewater Program Budget results reflect an overall surplus of \$2,087,800.

The above noted year end deficit and/or surplus were then adjusted by transfers from/to reserves in accordance with the 2016 surplus control by-law as follows:

Reduced Excess SUPP Transfer TO Rate Stabilization reserve fund	\$ (100,300)
Transfer FROM Waste water reserve fund	(249,847)
Transfer TO Water reserve fund	2,100,984
Transfer TO Storm reserve fund	<u>236,628</u>
	\$ 1,987,465

Attachments

Attachment #1 – Operating Budget Summary Report

Attachment #2 – Water Budget Summary Report

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Report No. FS17-011

Previous Reports

None

Pre-submission Review

Agenda Management Team review on June 15, 2017

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

**Town of Aurora
Final NET Operating Results
as at December 31, 2016**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>				
Council Administration	\$ 521.8	\$ 510.9	\$ 10.9	2.1 %
Council Programs/Grants	4.0	4.0	-	-
Advisory Committees	7.0	3.1	3.9	55.8 %
Council Office Total	\$ 532.8	\$ 518.0	\$ 14.8	2.8 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>				
CAO Administration	\$ 635.4	\$ 547.1	\$ 88.3	13.9 %
Communications	604.4	593.8	10.6	1.8 %
Chief Administrative Office Total	\$ 1,239.8	\$ 1,140.9	\$ 98.9	8.0 %
Council and C.A.O. Combined	\$ 1,772.6	\$ 1,658.9	\$ 113.7	6.4 %
<u>CORPORATE SERVICES</u>				
Legal Services	\$ 915.4	\$ 909.5	\$ 5.9	0.6 %
Corporate Services Admin	-	\$ 1.8	\$ (1.8)	n/a
Legislative & Administrative Services	1,127.5	1,096.0	\$ 31.5	2.8 %
Human Resources	628.7	656.4	\$ (27.7)	(4.4 %)
Elections	82.5	84.6	\$ (2.1)	(2.6 %)
Information Technology	1,821.8	1,759.8	\$ 62.0	3.4 %
Telecommunications	233.3	209.0	\$ 24.3	10.4 %
By-law Services	527.1	518.1	\$ 9.0	1.7 %
Animal Control	207.9	197.2	\$ 10.7	5.1 %
Customer Service	648.9	700.4	\$ (51.5)	(7.9 %)
Emergency Preparedness	20.5	18.7	\$ 1.8	8.8 %
Corporate Services Total	\$ 6,213.6	\$ 6,151.4	\$ 62.2	1.0 %
<u>FINANCIAL SERVICES</u>				
Policy & Planning Administration	\$ 306.8	\$ 311.8	\$ (5.0)	(1.6 %)
Accounting & Revenue	322.5	142.3	180.2	55.9 %
Financial Planning	421.1	435.2	(14.1)	(3.3 %)
Procurement Services	314.7	340.7	(26.0)	(8.3 %)
Financial Services Total	\$ 1,365.1	\$ 1,230.0	\$ 135.1	9.9 %
<u>FIRE SERVICES</u>				
Central York Fire	9,774.8	9,774.8	-	-
Total Fire Services	9,774.8	9,774.8	-	-

**Town of Aurora
Final NET Operating Results
as at December 31, 2016**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>INFRASTRUCTURE & ENVIRONMENTAL SERVICES</u>				
IES Administration	\$ 508.7	\$ 670.8	\$ (162.1)	(31.9 %)
Engineering Service Operations	126.9	(153.5)	280.4	221.0 %
Facilities & Fleet	5,908.2	6,676.0	(767.8)	(13.0 %)
Snow Management	1,507.4	1,403.9	103.5	6.9 %
Road Network Operations	2,239.8	2,489.7	(249.9)	(11.2 %)
Waste Collection & Recycling	1,721.9	1,664.1	57.8	3.4 %
Infrastructure & Environmental Services Total	\$ 12,012.9	\$ 12,751.0	\$ (738.1)	(6.1 %)
<u>PARKS, RECREATION & CULTURAL SERVICES</u>				
Parks & Recreation Administration	\$ 908.3	\$ 914.6	\$ (6.3)	(0.7 %)
Business Support	(969.6)	(904.3)	(65.3)	(6.7 %)
Parks/Open Spaces	2,517.7	2,198.7	319.0	12.7 %
Recreational Programming/Community Dev.	949.3	1,036.5	(87.2)	(9.2 %)
Parks, Recreation & Cultural Services Total	\$ 3,405.7	\$ 3,245.5	\$ 160.2	4.7 %
<u>PLANNING & BUILDING SERVICES</u>				
Development Planning	\$ (526.0)	\$ (828.4)	\$ 302.4	57.5 %
Long Range & Strategic Planning	540.7	518.3	\$ 22.4	4.1 %
Net Building Department Operations	\$ (493.4)	\$ (1,436.5)	\$ 943.1	191.1 %
Contribution to Building Reserve	493.4	1,436.5	\$ (943.1)	(191.1 %)
Total Building Services	-	-	-	-
Planning & Building Department Total	\$ 14.7	\$ (310.2)	\$ 324.9	2,209.9 %
<u>CORPORATE REVENUE & EXPENSE</u>				
Supplementary Taxes & Payments-in-Lieu	\$ (786.0)	\$ (794.4)	\$ 8.4	1.1 %
Penalties on Unpaid Property Taxes	(975.0)	(877.5)	\$ (97.5)	(10.0 %)
Salary Gapping	(150.0)	-	\$ (150.0)	(100.0 %)
Overhead Cost Re-allocation to Building Services	(476.6)	(476.6)	\$ -	-
All Other Revenue	(4,347.0)	(4,291.6)	\$ (55.4)	(1.3 %)
Cash to Capital	4,594.7	4,594.7	\$ -	-
All Other Expense	6,539.6	6,561.8	\$ (22.2)	(0.3 %)
	\$ 4,399.7	\$ 4,716.4	\$ (316.7)	(7.2 %)
TOTAL TAX LEVY FUNDED OPERATIONS	\$ 38,959.1	\$ 39,217.9	\$ (258.8)	(0.7 %)
TOTAL TAX LEVY	\$ (38,959.1)	\$ (39,117.5)	\$ 158.5	0.4 %
OPERATING (SURPLUS) DEFICIT	-	\$ 100.3	\$ (100.3)	(0.2 %)
		Deficit	Deficit	

**Town of Aurora
Final NET Operating Results for Water, Wastewater and Storm Water
as at December 31, 2016**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>RETAIL REVENUES</u>				
Water	\$ (10,291.8)	\$ (11,057.9)	\$ 766.1	7.4 %
Wastewater	(8,732.3)	\$ (9,420.1)	\$ 687.8	7.9 %
Storm Water	(1,324.8)	\$ (1,413.5)	\$ 88.7	6.7 %
Retail Revenues Total	\$ (20,348.9)	\$ (21,891.4)	\$ 1,542.5	7.6 %
<u>WHOLESALE COSTS OF WATER & SEWER</u>				
Water	\$ 5,963.7	\$ 5,884.2	\$ 79.5	1.3 %
Sewage Discharge Fee	6,756.6	\$ 8,510.5	(1,753.9)	(26.0 %)
Wholesale Costs Of Water & Sewer Total	\$ 12,720.3	\$ 14,394.7	\$ (1,674.4)	(13.2 %)
NET CONTRIBUTION TO OPERATING COSTS	\$ (7,628.6)	\$ (7,496.7)	\$ (131.9)	(1.7 %)
<u>OPERATING COSTS:</u>				
Water Administration & Billing	\$ 1,179.0	\$ 937.9	\$ 241.1	20.4 %
Water System Operations	1,509.1	\$ 494.9	\$ 1,014.2	67.2 %
Wastewater System Operations	1,139.3	\$ 423.7	\$ 715.6	62.8 %
Storm Water Management Operations	424.8	\$ 176.9	\$ 247.9	58.4 %
Pumping Stations (Net)	176.4	\$ 175.6	\$ 0.8	0.5 %
Reserve Contributions OUT	3,200.0	\$ 3,200.0	\$ -	-
TOTAL OPERATING COSTS	\$ 7,628.6	\$ 5,408.9	\$ 2,219.7	29.1 %
UTILITY BUDGET (SURPLUS) / DEFICIT	\$ 0.0	\$ (2,087.8)	\$ 2,087.8	10.3 %
		Surplus	Surplus	



**Town of Aurora
General Committee Report**

No. FS17-031

Subject: Award of Office Products and Supplies Agreement

Prepared by: Anna Ruberto, Procurement Manager

Department: Financial Services

Date: July 4, 2017

Recommendations

- 1. That Report No. FS17-031 be received; and**
- 2. That a contract award be made to Novexco Inc. to provide office product supplies for a three (3) year term to April 30, 2020 to an upset limit of \$65,000 per year, with two (2), one (1) year extension option years; and**
- 3. That the Director of Financial Services be authorized to extend the optional years under the same terms and conditions of the initial agreement, subject to satisfactory performance, adjusted to prevailing approved budget amounts; and**
- 4. 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.**

Executive Summary

The Town previously had piggybacked a contract for office products and supplies with the Ministry of Government and Consumer Services' contract with Staples Advantage Canada. That contract was terminated provincially, leaving many organizations including Aurora without a contracted supplier.

- The province has reissued and awarded a competitively bid contract for office products and supplies and the Town may piggyback onto it.
- Novexco Inc. is deemed the lowest priced, compliant bidder for office products and supplies.
- It is in the Town's best interest to enter into a piggyback agreement with Novexco Inc.

Background

The Town of Aurora as part of the York Purchasing Co-operative was participating in a Ministry of Government and Consumer Services - Supply Chain Ontario (SCO) contract for the supply and delivery of office products and supplies with Staples Advantage Canada. The contract was originally scheduled to expire on August 31, 2017; however, it was terminated early provincewide.

The Ministry combined the contract requirements for the supply and delivery of office products and supplies with the contract requirements for print and copy paper, and laser toners and procurement number OSS-00586437 was issued in November 2016. The competitive procurement was advertised electronically on Bravo Solutions Bid Network. Other public sector organizations, including municipalities, are permitted to piggyback onto this contract.

Analysis

New provincial contract also allows piggybacking

The Ministry awarded the office products and supplies contract to Novexco. The Ministry split the award to two (2) suppliers based on commodity. Novexco Inc. was awarded the contract for the office products and supplies and print and copy paper on April 26, 2017. A different supplier was selected for toner cartridges. The term of the contract is for three (3) years with an option to extend for two (2) additional one (1) year terms in accordance with the same terms and conditions of procurement number OSS-00586437.

The Town should award a piggyback contract to Novexco for office products supplies

Due to the high discount of 75% for core list office products supplies, it is recommended that the Town participate in this portion of the new Ministry contract. The Town currently has existing contracts for print and copy paper and toner cartridges, which provide the Town with the best value at this time.

Advisory Committee Review

Not applicable.

Financial Implications

Organization wide the budget for office supplies is \$56,500 for 2017. Each department carries its own portion of this in its budgets. Office products and supplies are independently ordered from the selected vendor by each department.

Novexco Inc. submitted prices are firm for the first year of the contract. On the anniversary date, and each year after that, the vendor can request an increase to the core list of products of no more than 2%, with Ministry approval. The Consumer Price Index data is analyzed to determine how much of an increase will be approved.

Staff are recommending approval with an upset limit of \$65,000 for the first three years, which will likely accommodate our current budget and some inflationary increases. The renewal periods are recommended to be delegated to the Director, based on performance, and upset limits adjusted for prevailing budget amounts.

Communications Considerations

Award and agreement details will be communicated to all stakeholders to ensure that staff is utilizing the agreement to obtain preferred pricing for office supplies and products.

Link to Strategic Plan

Utilizing collective procurements or piggybacking on provincial procurement contracts to achieve group purchase discounts and aggressive pricing while retaining credible and qualified proponents supports the Strategic Plan Guiding Principles of *Leveraging Partnerships* and *Leadership in Corporate Management*.

Alternative(s) to the Recommendation

1. To not award to Novexco Inc. and office products and supplies to be purchased from any office supply company.
2. Town to issue its own Request for Tender for office products and supplies, but without the benefit of the large collective purchasing power of the SCO.

July 4, 2017

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Report No. FS17-031

Conclusions

Staff recommends that the Town enter into a piggyback agreement with Novexco Inc., based on the Ministry agreement for a term of three (3) years to end April 30, 2020 with two (2) optional one (1) year periods.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on June 15, 2017.

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. IES17-033

Subject: Purchase of Road De-icing Materials

Prepared by: Jim Tree, Acting Manager of Operations

Department: Infrastructure and Environmental Services

Date: July 4, 2017

Recommendations

- 1. That Report No. IES17-033 be received; and**
- 2. That Council approve an annual expenditure upset limit of \$400,000 for the purchase of road de-icing materials from Compass Mineral Canada Corp. through the York Purchasing Co-operative (YPC) for a three (3) year period commencing October 1, 2017 and ending April 30, 2020; and**
- 3. That Council approve a further purchase of road de-icing materials in the upset limit amount of \$400,000 for two (2) additional one (1) year terms subject to the Regional Municipality of York exercising the option to extend the (YPC) contract CRFT-2016-07 with Compass Mineral Canada Corp.**

Executive Summary

The purpose of this report is for staff to seek Council approval to enter into an agreement for the purchase of road de-icing materials for a three (3) year term with an option to extend the contract for two (2) additional one (1) year terms through (YPC) Contract CRFT-2016-07, for the supply and delivery of both treated and untreated road de-icing materials based on the following rationale:

- Regional Municipality of York has entered an agreement with the Vendor, Compass Mineral of Canada Corp. to purchase a quantity of course rock salt and treated rock salt for use in winter maintenance of roads.
- Regional Municipality of York has included in the contract on behalf of the York Purchasing Co-operative (YPC), the winter roads de-icing material quantities for all N6 municipalities.
- Bulk ordering of these materials results in efficiencies based on economy of scale.

July 4, 2017

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IES17-033

Background

Tender No. CRFT-2016-07 for the supply and delivery of highway coarse rock salt and treated rock salt was tendered by the Regional Municipality of York for the York Purchasing Co-operative on March 10, 2017. This Tender provides for the supply and delivery of winter road de-icing materials for the period of three (3) winter operating seasons commencing October 1, 2017 through April 1, 2020.

The contract also includes a provision to extend the contract for two (2) additional one (1) year period with a unit price increase based on the annual rate of change in the Toronto Consumer Price Index (CPI) to a maximum of 3% in each contract year. This increase will apply following the first year of the contract.

Analysis

Previous Region of York Contract CRFT 2012-07 for the supply and delivery of road de-icing materials expired on April 30, 2017

The Town of Aurora has been purchasing coarse highway rock salt for use in maintaining our local municipal roads under the York Purchasing Co-operative (YPC) for many years. With the expiry of the previous contract, the Region has completed the procurement process and has subsequently entered into a new agreement with the vendor, Compass Mineral Canada Corp.

The Region included a provision for the vendor to extend the same unit prices for both treated and untreated sodium products to all nine member municipalities within the Region under the YPC procurement provisions within the contract with the vendor.

As such Staff are recommending that the Corporation enter a new contract with YPC for the provision of both treated sodium (Thawrox) and untreated sodium (Rock Salt) for the Towns road maintenance needs for the 2017 -2018 , 2018-2019 and 2019 -2020 winter seasons

Staff are also recommending, subject to the Region exercising its rights under the contract to extend the contract for two (2) additional years, that Council approve a further purchase of these materials for the 2020-2021 and 2021 2022 winter seasons.

Region of York Purchasing Cooperative provides benefit to all municipalities within the Region based on the economy of scale purchasing and on time delivery

The Town of Aurora requires an average annual volume of road de-icing materials of approximately 5,000 metric tons, in the maintenance of our roads and municipal facility parking lots. This quantity is based on the severity of the winter and associated road conditions.

The IES Roads Operations has utilized a combination of both untreated course rock salt and treated rock salt (Thawrox) as the main de-icing materials for the past three (3) winter seasons. Previously, Thawrox were not available in the YPC contract and the Town procured this material through a separate process. With the new YPC contract, Thawrox are now included in the contract and will be made available to the YPC users for \$98.94 per metric ton. The Town pays \$100.16/per ton for this product from our current supplier. Over the life of the three (3) year contract, this equates to a minimum savings of \$9,150.

Advisory Committee Review

Not applicable.

Financial Implications

The total annual expenditure upset limit of \$400,000 is based on the actual quantity of road de-icing materials used in the 2014, 2015, 2016 and so far in the 2017 winter seasons as outlined in the table below:

2014	2015	2016	2017 to date
\$379,116	\$254,000	348,000	\$343,000* <small>*Includes payment of 2016 invoice</small>

Note: Quantities and costs may vary depending on the severity and complexity of weather events

Cost implications over the life of the contract

Based on the YPC contract the costs for road de-icing materials for the first three (3) years are as follows:

2017 / 2018	2018 / 2019	2019 / 2020	TOTAL
\$360,000	*370.000	*\$375,000	\$1,105.000

**estimated increases for new additional roads opening in the 2C development area starting in 2018 through 2019/20*

**Costs are also subject to an annual increase commencing in year two (2) of the contract based on the Toronto CPI to a maximum of 3% in each contract year which are not included in the above cost estimate*

Funds for this expense are allocated in the annual IES Roads Operations Budget.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

This project supports the *Strategic Plan Goal of Supporting an Exceptional Quality of Life for All* by improving transportation, mobility and connectivity. This project establishes a program that enhances the accessibility and safety of vehicular and pedestrian traffic during the winter season.

Alternative(s) to the Recommendation

Option 1: Road de-icing material supply is a requirement to maintain service levels for winter maintenance and is used as sparingly as possible to balance safety, service level commitments and environmental protection. Currently, there are no other viable options for snow and ice management.

Conclusions

Staff recommend purchasing road de-icing materials from the YPC for the first three (3) years of the YPC contract and approval for a further purchase of road de-icing materials for two (2) additional one (1) year terms, subject to the Regional Municipality of York

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IES17-033

exercising the option to extend the YPC contract CRFT-2016-07 with Compass Mineral Canada Corp.

Attachments

None.

Previous Reports

IES15-066 – Supply of Alternative De-icer, November 17, 2015

Pre-submission Review

Agenda Management Meeting review on June 15, 2017

Departmental Approval

Approved for Agenda



**Al Downey
Acting Director
Infrastructure and Environmental Services
Roads Operations**



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. PBS17-050**

**Subject: Applications for Official Plan Amendment and
 Zoning By-law Amendment
 Aurora United Church
 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street**

File Numbers: OPA-2016-05 and ZBA-2016-13

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Building Services

Date: July 4, 2017

Recommendations

- 1. That Report No. PBS17-050 be received;**

- 2. That Application to Amend the Official Plan, File Number OPA-2016-05 (Aurora United Church), to increase the maximum building height of five (5) storeys to a maximum building height of seven (7) storeys to permit a place of worship and a 152 suite retirement residence be approved; and**

- 3. That Application to Amend the Zoning By-law File Number ZBA-2016-013 (Aurora United Church), to rezone the lands from the current zoning of “Institutional (I) Zone” and “General Commercial (C2) Zone”, to a “Promenade Downtown (PD1) Zone” pursuant to the provisions and standards of the Town’s new Comprehensive Zoning Bylaw, to permit a place of worship and 152 suite retirement residence be approved; and**

- 4. That the Official Plan Amendment be presented at a future Council Meeting; and**

- 5. That the Zoning Bylaw Amendment be presented at a future Council Meeting when the required Site Plan Application is considered by Council; and**

- 6. That the Zoning Bylaw Amendment include appropriate site specific exceptions to effectively implement the built form and performance standards of the Council approved Site Plan application.**

Executive Summary

On March 22, 2017 and May 24, 2017 Council held Public Planning Meetings to receive public input on the subject Official Plan and Zoning By-law Amendment applications within the Downtown Area of the Aurora Promenade.

- On May 10, 2017 the applicant submitted revised development plans to develop the subject lands for a new 2 storey place of worship and a 7 storey, 152 suite, retirement home with associated underground structured parking. The original application proposed a 9 storey retirement home structure with 159 suites.
- The Official Plan Amendment is required to allow an increase in building height over the maximum five (5) storey height limit within the Downtown Area of the Aurora Promenade (Schedule B1). The Amendment would establish Special Policy Area provisions for the development including, building setbacks/ stepbacks from the property line and coverage.
- The Zoning Bylaw Amendment would amend the current Institutional (I) and Central Commercial (C2) zones within Zoning Bylaw 2213-78 to a site specific Promenade Downtown (PD1- X) Exception Zone as part of the Town's new Comprehensive Zoning Bylaw to permit the proposed institutional development and apply site specific performance standards.
- The subject lands form a key property on Yonge Street within the Downtown Area of the Aurora Promenade, upon which a former landmark place of worship (Aurora United Church) building was situated. The building was destroyed by fire and that portion of the site is currently vacant. Five existing dwellings are also located on the subject lands.
- Comments from all departments and agencies have been received on this planning application.
- Extensive comments have been provided by the public and the Aurora Village Ratepayers Association on this application. These comments have been considered and are addressed in this report.
- Staff support the Official Plan and Zoning Bylaw Amendment applications.
- The implementing Zoning Bylaw will be presented to Council following a detailed review of a requisite Site Plan application.

Background

The subject Official Plan and Zoning By-law Amendment applications were submitted to the Town on December 16, 2016.

On March 22, 2017 Council held a Public Planning Meeting and passed the following resolution:

1. *That Report No. PBS17-017 be received; and*
2. *That staff be directed to report back to another Public Planning meeting addressing the issues that were raised at this Public Planning meeting.*

A copy of the Minutes to the March 22, 2017 meeting are attached to this report (see Appendix 1)

Heritage Advisory Committee met on April 10, 2017 to review the development applications and the heritage resources identified on site. Heritage Advisory Committee passed the following recommendation for Council consideration:

1. *That Report No. HAC17-009 be received; and*
2. *That the Heritage Advisory Committee recommend to Council:*
 - (a) *That the properties located on 12 and 55, 57, and 57A Temperance street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and*
 - (b) *That the property located on 16 Tyler Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and*
 - (c) *That residential-style architecture be incorporated in the design of the façade and streetscape on Temperance Street; and*
 - (d) *That the Heritage Advisory Committee be notified of any additional archaeological findings on the subject lands; and*
 - (e) *That the site plan application be reviewed by the Heritage Advisory Committee at a future meeting*

On May 9, 2017 Council endorsed the Heritage Committee's recommendation.

On May 11, 2017 the applicant held a second Community Information Meeting and invited all interested parties who made comment on the subject application. This meeting presented the applicants revised plan for a 7 storey building.

On May 24, 2017 Council held a second Public Planning Meeting at which time the applicant presented a revised development plan proposing a seven (7) storey retirement home building. At that meeting Council passed the following Resolution:

1. *That Report PBS17-037 be received; and*

2. *That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.*

A copy of the Minutes to the May 24, 2017 meeting are attached to this report (see Appendix 2)

Location / Land Use

The subject lands include five properties know municipally as; 15186 Yonge Street, 55, 57, 57A Temperance Street, 12 Tyler and 16 Tyler Street collectively referred to as the subject lands. The subject lands front onto three municipal roads, having frontages of; 53m on Yonge Street, 84 metres on Tyler Street and 60 metres on Temperance Street. The site has a total lot area of 4,642m².

The easterly portion of the subject lands is currently vacant, and five older ground related dwellings are located on four lots at the westerly portion of the site. A vehicular access from Yonge Street leading to surface parking for approximately 30 vehicles also currently exists along the northerly property line of the site.

No Site Plan development applications have been received on the lands at this time.

Surrounding Land Uses

The surrounding land uses are as follows:

- North: Existing Downtown Commercial along Yonge Street, Future Commercial towards Temperance Street
- South: Existing Mixed uses along Yonge Street and Residential towards Temperance Street
- East: Existing Downtown Commercial
- West: Existing grade related residential

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns. The Growth Plan for the Greater Golden Horseshoe is a guiding document for growth management within the Greater Golden Horseshoe (GGH) Area to 2041. The Growth Plan provides a framework which guide decisions on how land will be planned, designated, zoned and designed. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities

(including invasive species, climate change and recreational activities) and implementation.

York Region Official Plan

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable lively communities. A regional urbanization goal under the York Region’s Official Plan, is to enhance the Region’s urban structure through city building, intensification and compact, complete communities.

The Region Official Plan recognizes that the housing market is faced with demand for a broader variety of housing types and sizes to meet the diverse range of needs of the Region’s residents and workers. Meeting these needs allows people to live and work in their communities as they progress through the stages of life. Policy 3.5 requires that local municipal official plans and zoning by-laws permit a mix and range of housing types, lot sizes, unit sizes, functions, tenures and levels of affordability within each community. The mix and range of housing shall be consistent with York Region forecasts, intensification and density requirements

Town of Aurora Official Plan

As illustrated on Figure 2, the subject lands are designated as “The Aurora Promenade” and more specifically as within the “Downtown Area” of the Town of Aurora Official Plan. The Downtown Area designation is the core and symbolic centre of the Town, The policies of the Downtown Area is to guide development while protecting and reinforcing a heritage main street character and identity. An array of compatible development is encouraged as high activity areas. This includes mixed uses, and specific development form policies such as height provisions, building setbacks, angular planes and parking polices have been included in the Official Plan as a vision to enhance the visual and pedestrian experience in the centre of Town.

Schedule “D” of the Official Plan also identifies the property as within a Heritage Resource Area with policies on enhancement and preservation of historic or culturally significant areas.

Schedule B2 of the Official Plan limits building heights to a minimum of 2 and a maximum of 5 storeys within this areas of the Aurora Promenade Downtown. As noted above buildings are subject to a front yard step back at the third storey and the angular plan provisions of the Official Plan. The owner has applied for an Amendment to the Schedule B2 height provisions.

Urban Design

Under the provisions of the Official Plan, the proposed development is subject to The Aurora Promenade – Concept Plan – Urban Design Strategy and Aurora Promenade Streetscape Design and Implementation Plan. The Urban Design Guidelines identify the

subject property as within the 'Historic Downtown' area, with Tyler Street at Yonge Street as a 'Key View Corridor' by the Aurora Promenade Urban Design Framework.

The Planning Partnership was retained to peer review the urban design and architectural components of the development.

Zoning By-law 2213-78, as amended

The eastern portion of the subject lands comprising the former Aurora United Church are currently zoned Institutional (I) Zone. The western portion of the lands incorporating the four properties on Temperance Street and Tyler Street are zoned Central Commercial (C2) Zone by the Town of Aurora Zoning By-law 2213-78, which was in effect at the time of the Bylaw Amendment application. (Figure 3).

Approximately one third of the site is currently zoned as I Institutional by Bylaw 2213-78, which permits a range of uses such place of worship and retirement home. It is noted that the current maximum allowable building height under the I Institutional zone is 28 metres (approximately 9 storeys). The balance of the lands, abutting Tyler and Temperance Streets are zoned C2 Central Commercial which also allows a broad range of uses including a place of worship and retirement home, in an urban form of development, with a height limit of 5 storeys (setback 3 metres above the third storey). The general intent of the zoning bylaw amendment component of the owner's planning application is to establish site specific use and performance standards to implement the applicant's development proposal. This will include, where appropriate, site specific zone exceptions to the proposed Institutional (I) zone category. The final zoning provisions will be evaluated by staff for conformity to the Downtown Area Promenade policies of the Official Plan, and the applicant's Official Plan Amendment application.

Staff advised at the May 24, 2017 Public Planning Meeting that staff were finalizing the Town's new Comprehensive Zoning Bylaw. Staff further reported that the terms, uses and performance standards of the subject planning application to rezone the for lands should harmonize with the terms, uses and performance standards of the Promenade Downtown Area (PD1) zone provisions of the Promenade. This will be reviewed in greater detail at the time of the preparation of the subject zoning bylaw amendment.

Reports and Studies

The Owner submitted plans and documents as part of a complete application to the proposed Official Plan and Zoning By-law Amendment applications. These are identified in report PBS17-017 and PBS17-037.

Original Development Proposal (December 2016)

In the applicant's original submission to the Town, the Aurora United Church and its' development partner, Southbound Developments Ltd., proposed to develop the site as two independent buildings within the property. A fire destroyed the historic Aurora United

Church and all other existing buildings on site would be demolished to accommodate site development, and as such the subject lands should be treated as a single property.

A two storey high church with church spire would be located on the corner of Yonge Street and Tyler having a gross floor area (gfa) of approximately 1,467m² and seating for 450 persons. The retirement home component of the development would wrap around the church building in an L shape and would have a height of 9 storeys at its highest point. The retirement home was proposed to be tiered, or stepped back, from abutting municipal streets to avoid a visual effect of a slab building. A total of 159 retirement home units were proposed within the 12,778 m² gfa retirement home.

Three full moves vehicular access points were proposed to the site, to access each abutting municipal road. One level of underground parking was proposed leading to a total of 133 parking spaces. The applicant proposed to separate the place of worship parking and the retirement home parking. The applicant's submission included a conceptual site plan, detailed building elevations and renderings to illustrate the proposed building form and massing.

On March 31, 2017, the Design Review Panel provided preliminary comments with respect to the Architectural Design of the new church and retirement home. The Panel's commented as follows:

- Remove the false façade at the north east corner of the proposed building
- Remove the traffic access to Yonge Street
- There is too much glass material on the façade of the church building, the Panel emphasized a need for balance to achieve modern architecture yet is in keeping with the heritage character of the Historic Downtown of Aurora. The panel suggested incorporating pillars of stone in between the glass.
- Concern with respect to the overall massing of the building, especially towards Temperance Street
- Questions pertaining to how stormwater management will be achieved (ie. infiltration)

Revised Development Plan (May 2017)

Since the submission of the original development proposal and presentation to the March Public Planning Meeting, the applicant has revised the plans. On May 10, 2017 revised plans were submitted to the Town which were presentation to Council at the May 24, 2017 Public Planning meeting. Staff report PBS-17-037 provided a summary of the proposed plan changes.

An overview the Revised Plans (2nd submission) being considered by Council propose the following:

Building Height and Massing

- A building height of 6 storeys at Yonge Street, 7 storeys at Temperance Street (vs total 9 storey building height of original proposal. Church gfa (1,467m²) and seating (450) would remain the same.
- Increased building setbacks from Temperance Street.
- Total number of retirement home units reduced to 152 (from 159), with a focus towards assisted living and memory care units (vs. independent living units).

Yonge Street façade

- Removing vehicle access and surface parking from Yonge Street
- First 2 storeys at Yonge Street built to north property line
- Incorporating 856 m² of building gfa as a complimentary use of the retirement home and place of worship uses.
- Awnings incorporated to compliment Yonge Street streetscape

Temperance Street façade

- Revision to building materials at lower storeys proposed to better incorporate elements and colour palette of existing neighbourhood (eg masonry vs reflective glazing). This would be identified in greater detail at the site plan submission and implemented through a site plan agreement.
- At 2.75m building setback at street line is proposed to be retained.

Tyler Street façade

- Building material revisions similar to Temperance Street frontage, particularly the facing and details of the stairwell building mass.
- Existing Norway Spruce to be retained.

North Property Line

- Building materials and stairwell building mass revisions similar to Tyler Street exposure.
- Building setbacks and window openings maintained.
- Elimination of the exposed surface parking along north property line.

Access

- Yonge Street vehicular access has been eliminated.
- Two vehicular access points on Tyler Street and Temperance Street in the locations shown on the original plan will provide access to the site.

Parking

- Site redesigned to provide two levels of underground parking.
- 31 at grade parking spaces are proposed.
- P1 level to provide 51 parking spaces
- P2 level to provide for 111 parking spaces.
- A total of 192 parking spaces are proposed.
- The plan provides for secure access to 62 parking spaces proposed for the retirement home.
- Revisions to the below grade building plans will be required to accommodate the access ramps to the two parking garage levels.
- Revised parking rates are proposed by the applicant.

Minor “housekeeping” revisions (3rd submission) were submitted on June 5, 2017. These are described by the applicant as:

- Total combined GFA of 12,067 m² (a net reduction of 2,178m²).
- Plans have been updated to identify various setback dimensions along Temperance and Tyler Streets;
- Angular Plane has been applied to Temperance Street and Tyler Street to be consistent with current Official Plan policy;
- 1 additional parking space has been added for a total of 193 spaces.

Analysis

Planning Considerations

It is Planning Staff’s opinion that the proposed Official Plan Amendment and Zoning By-law Amendment applications are consistent with the Provincial Policy Statements, the Provincial Growth Plan, Regional Official Plan and the Lake Simcoe Protection Plan.

Provincial Policy Statement (PPS)

The PPS encourage the development of strong communities through the promotion of efficient land use and development patterns. The proposed development in the Town’s designated Promenade Area is an intensification plan which accommodates a range and mix of housing, which is transit supportive and promotes an efficient use of infrastructure as guided by the PPS. The development is considered to be consistent with the PPS.

Growth Plan for the Greater Golden Horseshoe

The Growth Plan requires development through intensification and compact urban form. The proposed development provides the framework for the increased use and improvement of infrastructure to support the future population growth through a mix of land uses. The proposed development promotes co-ordination and consistency among land

uses and transportation planning and investment in municipal services including water and wastewater systems.

Lake Simcoe Protection Plan (LSPP)

The subject site is situated within the Lake Simcoe Watershed and therefore the applications are subject to the applicable policies of the Lake Simcoe Protection Plan. The site is also located within a Wellhead Protection Area. The Lake Simcoe Conservation Authority (LSRCA) have reviewed the application and in principle have no objection to the approval of the OPA and ZBA. All technical matters related to site development will be addressed through the subsequent review and approval of the detailed Site Plan application. As such, it is Planning Staff's opinion that the applications conform to the Lake Simcoe Protection Plan.

York Region Official Plan (YROP)

York Region Development Planning staff are of the opinion the proposed Official Plan Amendment is in keeping with the policy intent of York Region Official Plan -2010. The lands are within a Regional Corridor which is an area designated to serve as the most intense and greatest mix of development within the Region. Development will be of an urban form that is massed and designed to create pedestrian oriented and active streets. The Region's housing policies call for a range of housing types, tenures and affordability targets to be met. The mix and range of housing shall be consistent with York Region forecasts, intensification and density requirements. On March 20, 2017 the Region advised that it had reviewed that subject planning applications and the Official Plan Amendment is a local matter and, as such is exempt from Regional approval.

Town of Aurora Official Plan

The Official Plan provides policies for development within the Town. Specific policies of the Promenade Secondary Plan Area apply to the subject site. The lands are designated 'Downtown Area' and the land use provisions allow for high activity uses which animate the street and contribute to a vibrant downtown including residential dwelling units to be above the first storey and small scale institutional uses. The use of the lands for a (152 unit) retirement home and place of worship are permitted by the Official Plan. The development polices of the Promenade Plan are to be applied and implemented through zoning bylaws and site plans.

Urban Design/ Angular Plane

Under the provisions of the Official Plan, the proposed development is subject to The Aurora Promenade – Concept Plan – Urban Design Strategy and Aurora Promenade Streetscape Design and Implementation Plan. The Urban Design Guidelines also identify the subject property as a 'Key Visual Terminus Site' by the Aurora Promenade Urban Design Framework. As such, the proposed development has been subject to an urban design and architectural peer review conducted by The Planning Partnership. The

Planning Partnerships comments on the original submission were applied against the guidelines and visions as set out in the Promenade Plan and Concept Plan.

The large site offers exciting development possibilities which includes a number of components which are considered to be in keeping with the guidelines. Overall the peer reviewer is satisfied with the architecture and built form components of the plan.

Planning Partnership recommended removing the Yonge Street vehicular access and exposure to surface parking, comments of building massing related to 9 storey height, inactive blank vertical wall spaces (eg staircases), and the building's rhythm along Temperance Street. General comments were also provided about building materials which should be reviewed to balance the architectural expression of the site as a whole.

The applicant's revised submission addresses all concerns related the Official Plan urban design policy context considerations. It is noted by staff however that the policy guidelines speak in specific language about building materials and avoidance of false architectural styles. The applicant's plans have been revised and improved since the original submission, and will continue to be evaluated by applying this criteria leading to a Site Plan application. The Site Plan is the planning instrument that will capture and enforce compliance with this level of detail. The Town's urban design peer reviewer will also be evaluating the Site Plan application. Upon submission and review of the Site Plan a subsequent staff report will be prepared for Council consideration. The approval of the final Site Plan will incorporate the plans as part of the executed and registered Site Plan Agreement. Sign-off on building plans will also be required.

With respect to angular plane the Promenade acknowledges adjacency of residential neighbourhoods and the need to apply building setbacks. The policies of the Official Plan and the Promenade Urban Design Guidelines must be read in their entirety and the photographs, renderings and diagrams provided in the Guidelines are provided for illustration purposes. The last paragraph of the Angular Planes section on page 59 of the Promenade Guidelines reads:

"The massing of the development including the Base Building will be subject to a 45-degree angular plane originating from 9 metres above the setback to the nearest low-rise residential property line within an adjacent residential area"

In addition, the Official Plan Built Form Policies, page 109, (b) reads:

"Where any development site within The Aurora Promenade abuts lands designated "Stable Neighbourhood", or "Environmental Protection Area", and/or lands within a Heritage Conservation District, a 45 degree angular plane originating from these lands shall be applied over the interior side and/or rear property line...."

The application of the angular plane is applied from the adjacent low-rise residential property line, in this case it was taken from the property line on the west side of Temperance Street, this is consistent with Aurora's Official Plan.

Staff are satisfied that the plans meet the angular plane provisions of the Promenade Plan.

Traffic

A Transportation Study was submitted with the planning applications by nexTrans Consulting, December 2016. The report was reviewed and comments from staff and the Town's transportation peer review consultant were provided to the applicant for further review and resubmission. There were no overall concerns related to the traffic flow or impacts that the development site would have on the local or Yonge Street road allowance. Staff's comments related primarily to clarification and additional information related to technical criteria.

On June 22, 2017 the applicant's transportation engineer provided responses to the comments and advised as follows:

"As summarized (in the report), it is shown that during future total traffic conditions, the subject study area intersection as well as the future site access via Tyler Street and Temperance Street will operate at good levels of services with only minor changes over future background traffic conditions. Based on the above, it is our opinion the subject site will not confer any critical movement within the site development or onto the adjacent road network with the recommendations provided and that the site will have negligible change over total future (2020) background traffic conditions."

Parking

The applicant's revised plans provides for a total of 193 parking spaces distributed as surface parking and 2 levels of underground parking. According to the applicant's plans a total of 20 parking spaces are required and will be assigned for the church use, and a total of 62 parking spaces will be required and will be assigned for the retirement home use. The NexTrans Traffic Engineering report supports the proposed parking rates. The report has been evaluated by staff and the Town's peer review consultant which generally support the study methodology.

The parking distribution of the two uses over the three levels of parking is as follows:

•	Surface parking/ level 0:	11 Retirement home	20 Church	31
•	Underground Parking P1:	51 Retirement home		51
•	Underground Parking P2:	111 parking spaces		111
				—
			Total	193

The provisions of the Town's new Comprehensive Zoning Bylaw apply a parking rate of .5 spaces per unit for retirement home use. A parking rate for a place of worship within the Yonge Street corridor should consider the proximity to transit and population base, and a rate of 1 parking space per 10 seats is considered appropriate.

As such a parking requirement of 76 parking spaces for the retirement home and 45 parking spaces for the place of worship equalling a total requirement of 121 parking spaces is recommended.

Barrier free parking provisions will be applied in accordance with the provisions of the new Comprehensive Zoning Bylaw.

The subject development proposal has sufficient parking to meet this requirement.

Municipal Servicing:

Functional servicing plans were submitted with the planning applications including site servicing and stormwater management, geotechnical investigations, environmental noise feasibility and a Phase 1 and Phase 2 environmental site assessment. The reports evaluated current infrastructure to ensure servicing capacity is adequate to allow the development and proposed servicing options. The plans have been reviewed by the Town's Development Engineer who advises that the applicant has demonstrated to his satisfaction that municipal services are available to facilitate development of the site as proposed by the applicant. Detailed servicing plans will be required and will be evaluated in detail as part of the Site Plan application.

Cultural Heritage

As noted above a Cultural Heritage Impact Assessment has been undertaken (Bray Consulting) to evaluate the remaining cultural resources on site. Specifically the five residential homes located on the lots adjacent to Temperance Street. The properties and homes were evaluated in accordance with Council policy and provincial regulation. This matter has been subject to previous reports to the Heritage Advisory Committee and Council. The direction of Council on this matter is identified above under Background.

On June 15, 2017 Bray Consulting provided an addendum to the original Heritage assessment. The addendum responds to actions undertaken to date and Council direction. The addendum concludes that "the revised (3rd submission) design and the revised impact assessment respond to comments made in the review of the December, 2016 first submission. The heritage recommendations balance the relative heritage value of the existing buildings with the practicalities of retaining any of the buildings in situ. The recommendations are also contingent upon the results of the Stage 3 archaeological assessment. The final Heritage Impact Statement will address those results and any subsequent modifications to the design of the proposed development".

Zoning Bylaw

The provisions of the Town's new Zoning Bylaw 6000-17 will be applied to the site and as such the base zoning of the lands will be PD1 (Promenade Downtown). Site specific exceptions and restrictions will be applied to the lands.

As noted in staff report PBS17-017 the eastern (approximately 1/3 portion of the subject lands comprising the former Aurora United Church is zoned Institutional (I) Zone, and the western and northern portions of the lands incorporating the four properties on Temperance Street and Tyler Street are zoned Central Commercial (C2) Zone, under the provisions of Town of Aurora Zoning By-law 2213-78.

At the time of the preparation of this staff report it is anticipated that the Town’s new Comprehensive Zoning Bylaw (Bylaw 6000-17) will be enacted by Council. Under the zoning provisions of the new Bylaw the C2 lands will be zoned PD1, and the I (Institutional) lands will be zoned PD1-x (Promenade Downtown- Exception) Zone. The exception zone applies to allow the performance standards (eg. Minimum frontage, lot area, coverage and building setback provisions of the previous Institutional zone to carry over and apply to the lands within the new Bylaw, with the exception of height, which Council has directed that a maximum height of 18.5 metres apply.

The applicant is aware of the new Comprehensive Zoning Bylaw, and acknowledges that the terms, uses and performance standards of the subject planning application to rezone the subject lands should harmonize with the terms, uses and performance standards of the new Comprehensive Zoning Bylaw. The general intent of the owner’s zoning bylaw amendment component of the owner’s planning application is to establish site specific use and performance standards to implement the applicant’s development proposal. This will include, where appropriate, site specific zone exceptions to the PD1 and PD1-x zones. The zoning provisions will also be evaluated by staff for conformity to the Downtown Area Promenade policies of the Official Plan.

The zoned provisions and performance standards will be reviewed in greater detail at the time of the preparation of the subject zoning bylaw amendment. It is for these reasons that staff recommend that the zoning bylaw not be presented to Council for enactment until a detailed Site Plan Application has been reviewed and approved by Council.

The following table illustrates the PD1, PD1-x zone and the proposed zone to implement the subject development application.

	PD1 Zone (C2 Zone)	PD1-x Zone (I Zone)	Proposed PDS-xx Exception Zone
Lot Area (minimum)	230 m2	460 m2	4,643 m2
Lot Frontage (minimum)	10 m	30 m	53.4 m
Floor Area (minimum)	n/a	n/a	12,067 m2
Front Yard (minimum)	0 m.	10 m	0.8 m

Rear Yard (minimum)	7.5 m	15 m	2.75 m
Side Yard (minimum) Exterior: Interior:	0 m 0 m	10 m 4.5 m	0 m 0.45 m
Lot Coverage (maximum)	n/a	35 %	55.2%
Height (maximum)	10 m * *max 18.5m with setback above 3 rd floor	18.5 m	22.5 m

Note: Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

Planning staff is of the opinion that the increase in building height for the proposed retirement home is appropriate for this site and that the proposed redevelopment of the lands for a place of worship and retirement home in accordance with the revised plans submitted represents good planning.

Department/ Agency Comments

The application was circulated to all internal Town Departments and outside agencies and no objections in principle were received regarding the proposed Official Plan and Zoning Bylaw Amendment applications.

Lake Simcoe Region Conservation Authority (LSRCA)

The LSRCA have reviewed the proposed Official Plan and Zoning By-law Amendment applications in the context of the PPS, the Lake Simcoe Protection Plan (LSPP) and conformity with Ontario Regulation 179/06 of the Conservation Authorities Act. Based on their review and the information provided in support of the application, the LSRCA has no objection to any approval of the Official Plan and Zoning By-law Amendment applications. Technical details of the development will be reviewed at the Site Plan submission stage of development.

Public Comments

A summary of ratepayer comments are provided below, with a response to the issue raised.

Excerpts of the March 22, 2017 and May 24, 2017 Council Public Planning Meeting minutes with comments provided at the two meetings are attached to this staff report.

Staff have received extensive comments from the newly established Aurora Village Ratepayers Group and from individual residents within the neighbourhood. A petition form area ratepayers was also submitted to Council.

Does not meet Promenade development guidelines and policies:

The development application does not conform to all Promenade policies. The applicant has applied to the Town to amend certain Official Plan provisions of the Promenade Plan to allow the development, as described above in Official Plan Section. The evaluation of the amendment application is measured for conformity to the broad goals, objectives and policies of the the Town's Official Plan. These include responsible growth management, building a successful downtown, providing healthy, strong and complete communities, design excellence, utilizing sustainable infrastructure, providing a range and mix of housing options, providing community facilities, protecting and developing vibrant and stable neighbourhoods and conserving cultural heritage resources in the Town.

Building mass and scale will overshadow heritage community:

Through input from staff and the community the applicant has amended the development plans described above under Revised Development Plan (May 2017). The plan now proposes a 6-7 storey building height, which exceed the Promenade maximum building height schedule (B2) by one storey. Building perspectives and shadow impact plans have been submitted with the application. The 6-7 storey building massing, stepbacks and architectural tiering are not considered to have a significant overshadowing impact to that of the existing built form and building height polices of the Promenade Plan, and are considered to be in generally conformity to the overall Promenade Downtown development polices.

Architecture of building does not reflect historic nature of neighbourhood.

The submitted building elevation plans and perspectives are provided to illustrate the architecture of the building. The building proposes a variety of setbacks, tiering and heights to created visual interest to this visually prominent site at a key intersection in the Downtown core area. The church building is located at the corner of Tyler and Yonge Streets, and proposes a peaked spire which will be the site's prominent focal point. As described by the applicant at the two Public Meetings the proposed church and retirement home building illustrate a more modern built form than what previously (church) and currently (detached housing) exists on the site. The architectural design does however propose to use building materials, colours and elements that respects the past history of the site. The plan also illustrates and relationship and integration to and through the site with pathways and building materials to create visual permeability to the abutting streets.

Staff, the peer review consultant, Heritage Committee and the Town's Design Review Panel have responded with comments to the applicant on the plan and architectural

components of the design, and the applicant has responded with a 2nd submission, which show a number of revisions, as described above under Revised Development Plan (May 2017). The consideration of detailed design architectural design elements including colours, materials, walkways and open space elements will be considered and brought to Council for review and approval as part of the Site Plan approval process. It is expected that the submitted plans will reflect the design elements as presented to date to Council and the public.

Design not sensitive to surrounding community:

The lands west of Temperance Street and south of Tyler are typified primarily as a mature residential area well maintained and enhanced older grade level residential buildings. In staff's opinion the subject development proposal has demonstrated a respectful building form transition between the mature housing and the intensification development policies of the Promenade Plan. The subject lands do not directly abut the residential properties but are separated by local residential streets which will provide a further buffering between the more intensive retirement home/ church uses and the residential neighbourhood. The details of the Site Plan will further address site landscaping, sensitivity to use of building materials, building tiering, setbacks of balconies and other architectural detailing elements.

Angular Plane

This matter is discussed in the Analysis section of this report. The Promenade Plan designates the subject lands as Downtown Area which envisions a more intensive and urban form of development along the Yonge Street corridor. At the same time staff recognizes the need to evaluate the Promenade policies that provide guidance for interfacing developments adjacent to the stable residential community to the west. The proposal is sensitive to the interface and addresses the angular plane provisions of the Promenade Plan, and does not propose an incompatible abrupt building form along Temperance and Tyler Street.

Peer review required:

The application and development plans have been forwarded to Planning Partnership for urban design and architectural peer review. The comments from Planning Partnership advise that from a policy context the plans meet the general intent of the Promenade design policies and guidelines and the angular plane provisions. The proposal has also been reviewed by Heritage Advisory Committee and the Town's Design Review Panel who support the proposed development. Further detailed review of architectural building elements and materials will be provided as part of the site plan review.

The parking and traffic plans have been peer reviewed by Paradigm Transportation Solutions Ltd., who advise that the study methodology is in accordance with industry practice. Traffic and parking is discussed in the Analysis Section (above).

Block plan/ precinct plan required:

A precinct plan is not a requirement for this site. The property is bounded on three sides by municipal roads and existing development to the north. The development plans are illustrated in detail to identify the development relationship to all surrounding properties and neighbouring land uses. The conceptual plans for the site also incorporates vehicular and pedestrian access points, hard and soft landscaping areas on site and proposed streetscape improvements.

Temperance Street is too narrow to accommodate additional traffic.

The width of Temperance Street right of way is currently 10m. The development plans and traffic report submitted with the application has been reviewed by the Town's IES dept , Development Eng. and peer reviewed by Paradigm Transportation Solutions Ltd. As part of that review it has been determined that Temperance Street will continue to function as a two lane local road, and an increased road allowance width will not be required. Any pavement width improvements (eg vehicular access into the below grade parking structure can be managed within the existing r.o.w. The Development Eng also advises that a 1.5 m sidewalk can be accommodated within the existing r.o.w. The applicant's traffic report states that the Temperance Street site access will operate at a level of service A.

Traffic:

As noted in the Analysis section above a traffic assessment has been conducted by a Traffic Engineer who concludes that with the development of the lands there will continue to be good levels of service on the municipal road allowances and at the intersections. The Traffic Engineer recently submitted an addendum report responding to staff comments and reaffirming the results.

Insufficient Parking:

The applicants revised plans propose 2 underground garage levels to accommodate a total of 193 parking spaces. As noted above under Analysis this amount of parking exceeds the parking rates required by the parking provisions of the Town's new Comprehensive Zoning Bylaw.

Operational issues vis a vis garbage, service and emergency vehicles.

Two (2) full movement vehicular entrances are provided via Tyler Street and Temperance Street. The applicant's Traffic Engineer has examined inbound and outbound queuing issues at the site entrances and reports that the site accesses will operate at excellent levels of services and will not require auxiliary lanes. An AutoTURN analysis was undertaken to confirm the adequacy of the turning radius and the site circulation available for a typical 10m Garbage Truck/Fire Truck. The report states that these vehicles can manoeuvre within the site with ease.

The report also analysed the parking lot areas using a 5.6 m long large size passenger cars and it was determined that these full sized passenger vehicles can effectively maneuver through the subject development.

Five heritage homes of Temperance should not be demolished:

Heritage Advisory Committee, the Design Review Panel and Council previously evaluated the cultural heritage value of the existing buildings adjacent to Temperance Street and have directed that the homes be removed from the Listed Properties. The full Council resolution in this regard is provided under the Background section of this report.

Existing Institutional zoning should not be given an exception over the entire lands:

The new Comprehensive Zoning Bylaw provides an bylaw exception to the PD1 zone to effectively carry over the Institutional zoning standards of Bylaw 2213-78, with the exception of maximum building height which is limited to 18.5m. This exception does not apply over the entire lands.

Institutional zone performance standards should apply:

At the time of making the planning applications the property was split zoned, C2 and Institutional. The owner has applied under the *Planning Act* to rezone the entire lands to Institutional and amend the performance standards to allow the built form as shown on the submitted plans. The proposed zoning standards are assessed for conformity to the Promenade Polices of the Official Plan.

Inadequate information provided to residents:

As noted in the Communication Section of this report, public notification of the Complete Applications and statutory Public Planning Meeting has been provided in accordance with the *Planning Act* and Council policy. In addition, the newly established Aurora Village Ratepayers association and all interested parties who signed and appeared at the Public Planning Meeting or who provided comments to the Town have been notified of the May 24, 2017 Public Planning Meeting and this evenings meeting.

High water table and soils in area will make it difficult to develop:

Geotechnical and Hydrogeological reports were submitted with the planning applications (Terraprobe). The reports conclude that the site is underlain with relatively weak soils extending to a significant depth requiring special consideration of the foundation design. The site is not within a hydrogeological sensitive area or an area of high ground water or aquifer vulnerability. The consultant notes that water levels may fluctuate seasonally depending upon precipitation and surface runoff. The owner would be responsible for any and all construction cost contingencies should unforeseen soil or hydrogeological conditions arise.

Advisory Committee Review

The Official Plan and Zoning Bylaw Amendment applications have been reviewed by the Heritage Advisory Committee, and the Design Review Panel. The future Site Plan application will be reviewed by the Accessibility Committee.

Financial Implications

The site will be developed through a future Site Plan Application; as such fees, securities, and cash in lieu of parkland will be required with the Site Plan Agreement. The development of this site will also generate development charges. In addition, the proposed development will generate yearly tax assessment to the Town.

Communications Considerations

On January 12, 2017 a Notice of Complete Application respecting the Official Plan Amendment and Zoning By-law Amendment applications was published in the Auroran and Aurora Banner newspapers.

On March 2, 2017 a Notice of Public Planning Meeting respecting applications was published in the Auroran and Aurora Banner newspapers. In addition, the notices were given by mail to all addressed property Owners within a minimum of 120 metres (393 feet) of the subject lands. A Notice of the Public Planning meeting sign was also posted on the subject lands. Public Meeting notification has been provided in accordance with the Planning Act.

All interested parties have been notified of this evening's General Committee Meeting.

Link To Strategic Plan

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: By redesignating the subject lands to an increase in building height to allow the development of a retirement home and a place of worship will help develop plans to attract businesses that provide employment and housing opportunities for our residents.

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

Strengthening the fabric of our community: By permitting service commercial uses in an underutilized property at a secondary gateway of Aurora, the review of surplus lands and structures to facilitate growth and revitalization in the community action item is realised

Alternatives to the Recommendation

1. Direct staff to report back to a subsequent meeting addressing any issues that may be raised at the General Committee Meeting.
2. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Building Services have reviewed the proposed Official Plan Amendment and Zoning By-law Amendment applications in accordance with the provisions of the Provincial, Regional, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands, and in context of the surrounding and future land uses. The subject proposal is considered to represent proper and orderly development and conforms to the general goals and policies of the Town's Promenade Plan and through detailed design and prescribed performance standards to be set out in a subsequent implementing zoning bylaw and site plan review will also satisfy appropriate interfacing with the adjacent established residential neighbourhood.

Staff recommend approval of the Official Plan and Zoning Bylaw amendment applications, with the implementing zoning bylaw to be considered and approved by Council following detailed review and Council approval of the Site Plan application.

Attachments

- Figure 1- Location Map
- Figure 2- Existing Official Plan Designation
- Figure 3- Existing Zoning By-Law
- Figure 4- Revised Conceptual site plan
- Figure 5 (A-E) Revised Conceptual Floor Plans
- Figure 6 (A-B)- Revised Conceptual building elevations
- Figure 7 Revised Building Cross Section
- Figure 8 Revised Building Isometric Views

Appendix 1: March 22, 2017, Public Planning meeting minutes

Appendix 2: May 24, 2017, Public Planning meeting minutes

Previous Reports

Public Planning Report PBS17-017 dated March 22, 2017.

Public Planning Report PBS17-037 dated May 24, 2017.

July 4, 2017

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Report No. PBS17-050

Pre-submission Review

Reviewed by the Chief Administrative Officer and Director of Planning and Building Services.

Departmental Approval

Approved for Agenda



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**



**Doug Nadorozny
Chief Administrative Officer**

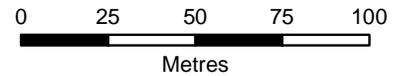


LOCATION MAP

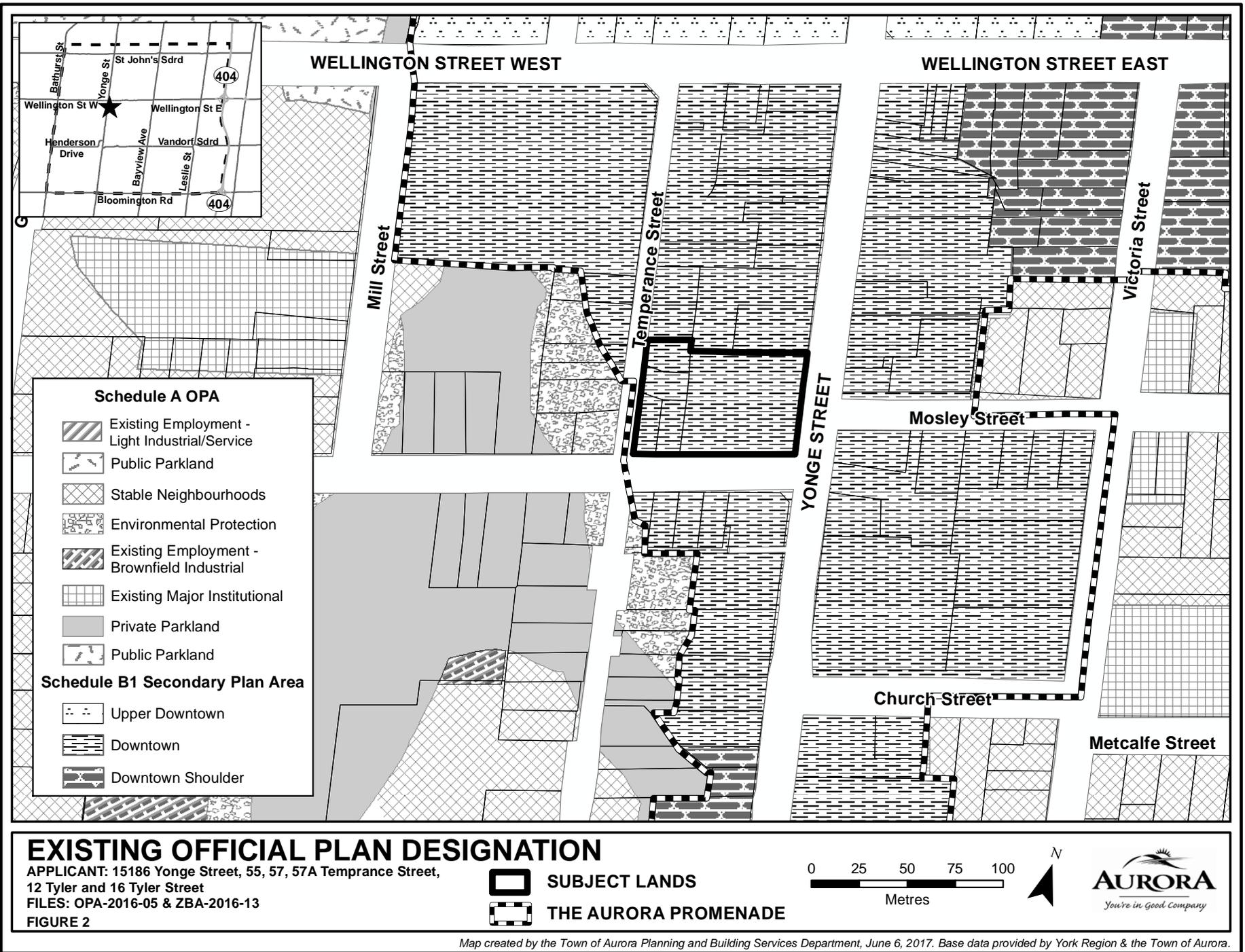
APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13
 FIGURE 1

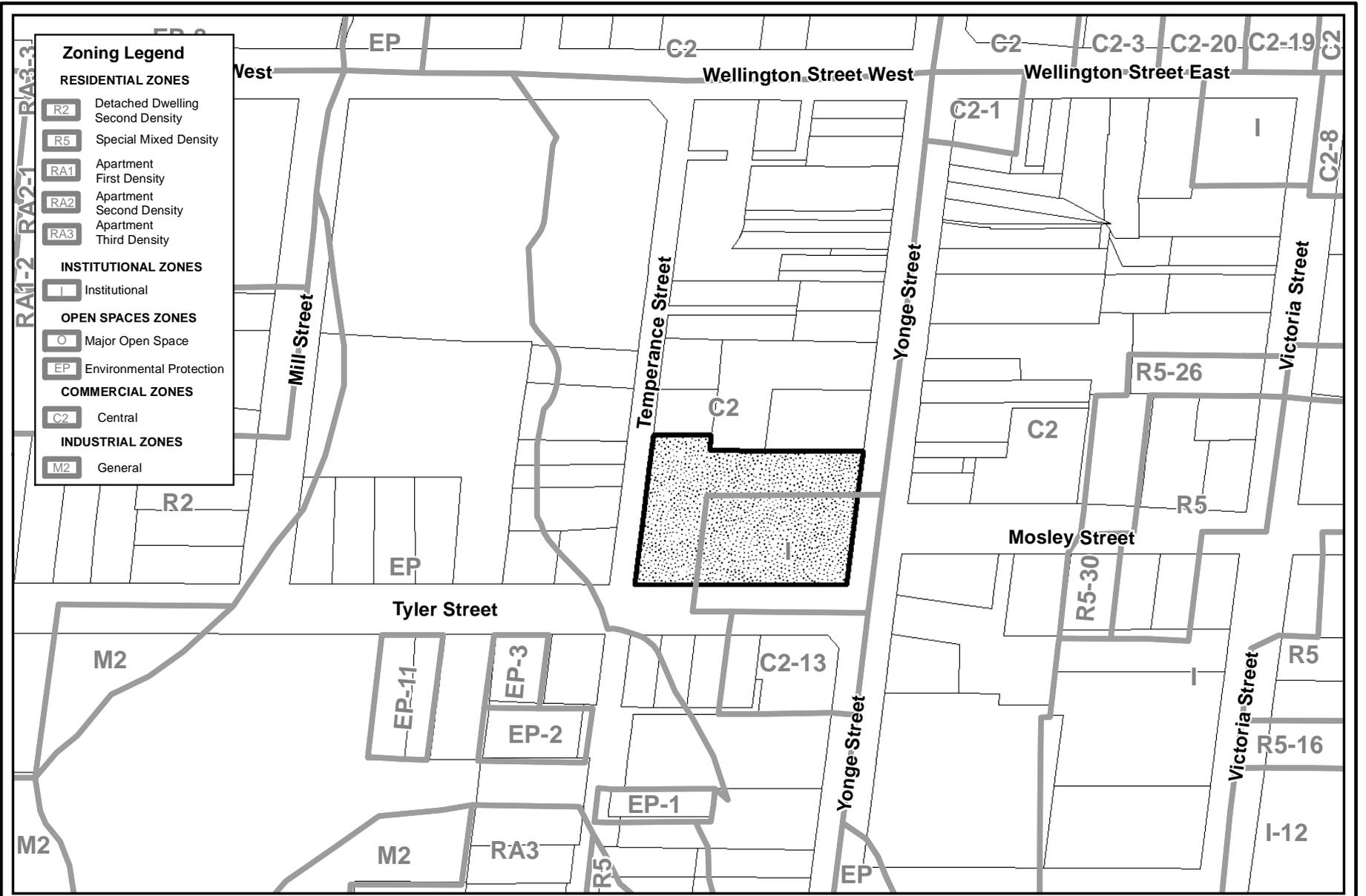


SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



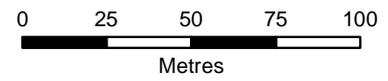


Zoning Legend	
RESIDENTIAL ZONES	
R2	Detached Dwelling Second Density
R5	Special Mixed Density
RA1	Apartment First Density
RA2	Apartment Second Density
RA3	Apartment Third Density
INSTITUTIONAL ZONES	
I	Institutional
OPEN SPACES ZONES	
O	Major Open Space
EP	Environmental Protection
COMMERCIAL ZONES	
C2	Central
INDUSTRIAL ZONES	
M2	General

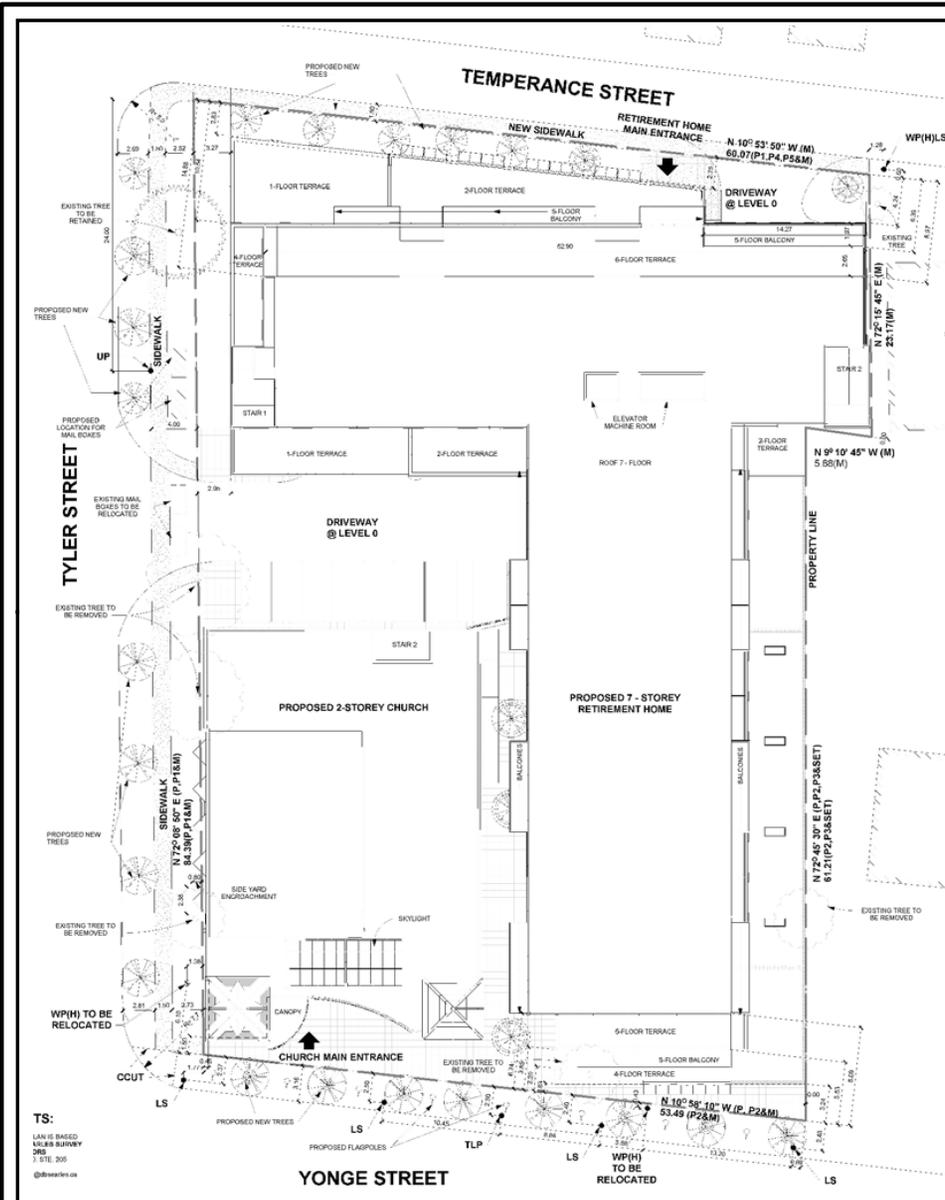
EXISTING ZONING BY-LAW

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13
 FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



Suite Summary Schedule					
Neighborhood	Level	Name	Count	Area	Area, SF
	Level 2	1 BR Suite	4	218.1 m ²	2,328.3 SF
	Level 2	Studio Suite	31	1,171.0 m ²	12,604.7 SF
Level 2: 35			35	1,389.1 m ²	14,933.0 SF
Assisted Living	Level 3	1 BR + D Suite	1	63.0 m ²	678.5 SF
	Level 3	1 BR Suite	5	267.0 m ²	2,874.1 SF
	Level 3	Studio Suite	30	1,104.4 m ²	11,867.9 SF
Level 3: 36			36	1,434.5 m ²	15,440.5 SF
	Level 4	1 BR + D Suite	2	129.1 m ²	1,399.7 SF
	Level 4	1 BR Suite	3	169.0 m ²	1,819.3 SF
Flex Floor	Level 4	2 BR Suite	1	67.3 m ²	724.0 SF
	Level 4	Studio Suite	28	986.8 m ²	10,729.1 SF
Level 4: 34			34	1,362.2 m ²	14,662.1 SF
	Level 5	1 BR + D Suite	3	184.5 m ²	1,985.6 SF
	Level 5	1 BR Suite	13	741.8 m ²	7,984.8 SF
	Level 5	2 BR Suite	4	302.1 m ²	3,252.0 SF
	Level 5	Studio Suite	5	173.5 m ²	1,867.6 SF
Level 5: 25			25	1,401.9 m ²	15,090.0 SF
Independent Living	Level 6	1 BR + D Suite	4	263.2 m ²	2,832.6 SF
	Level 6	1 BR Suite	10	549.1 m ²	5,910.7 SF
	Level 6	2 BR Suite	3	267.5 m ²	2,771.3 SF
	Level 6	Studio Suite	5	160.9 m ²	1,731.7 SF
Level 6: 22			22	1,230.6 m ²	13,245.3 SF
Grand total: 152			152	6,816.3 m ²	73,369.8 SF

	Floor Area		Coverage
	sf	sq.m.	%
Site Area	49,975.1	4,642.8	100.0
Church	9,129.9	848.2	18.3
Retirement Home	26,920.5	2,501.0	53.9
Asphalt Paving	10,925.4	1,015.0	21.9
Hard Landscape	8,234.1	765.0	16.5
Soft Landscape	2,658.7	247.0	5.3
TOTAL	57,868.6	5,376.2	115.8

Proposed Parking	Public	Retirement	Church	
Surface Parking:				
Level 0			10	20
Underground Parking P1			51	
Underground Parking P2	111			
TOTAL	111	61	20	192

Retirement Home:
 Gross Floor Area (Per Zoning By-Law) 10,702 sq.m.
 Outdoor Amenities 984.8 sq.m.
 Proposed number of storeys at Yonge Street 6
 Proposed number of storeys at Temperance Street 7
 Proposed number of Retirement Suites 152

Church:
 Gross Floor Area (Per Zoning By-Law) 1,467 sq.m.
 Proposed number of storeys 2

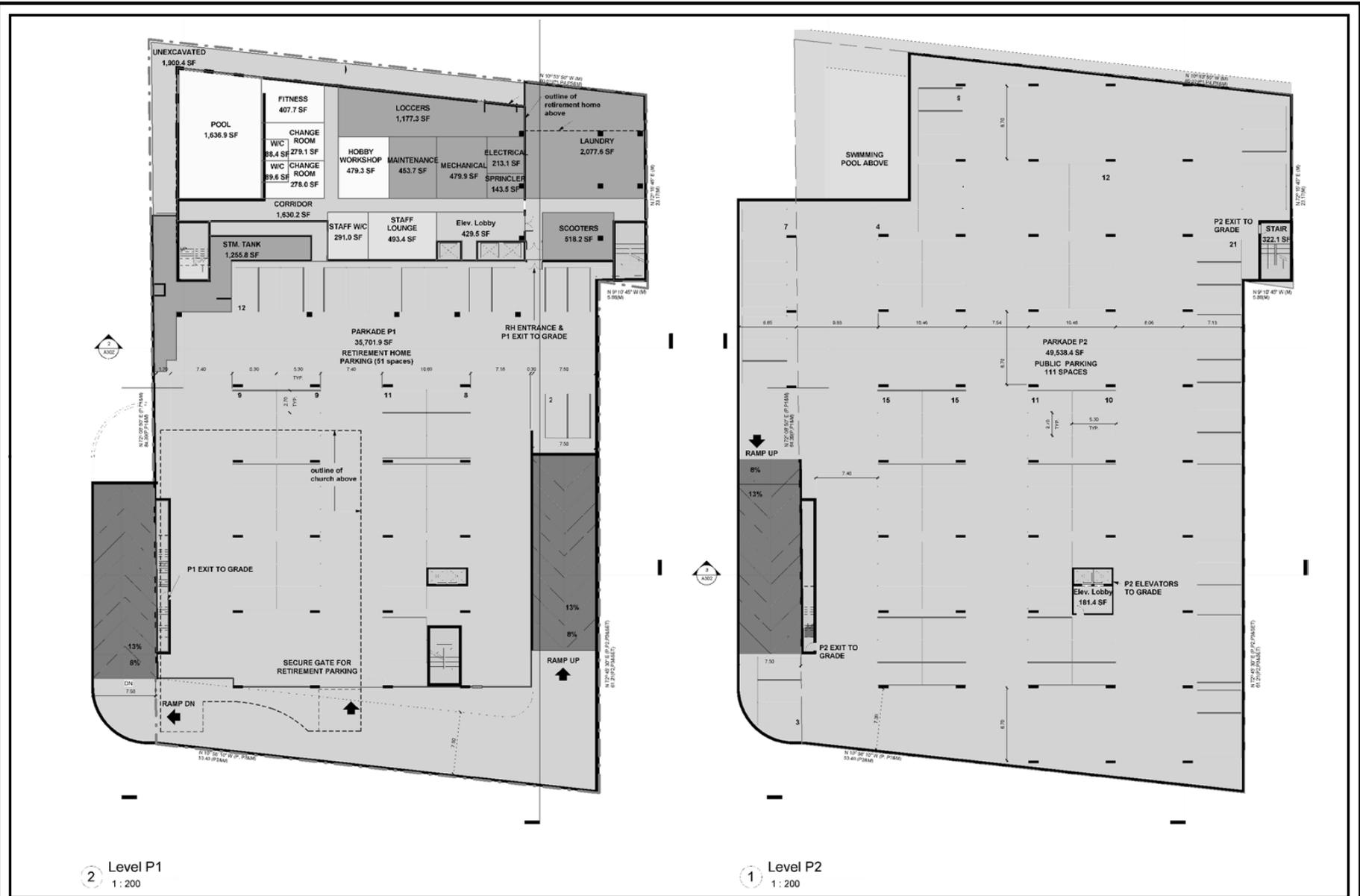
Community Amenity Space
 Gross Floor Area (Per Zoning By-Law) 855.6 sq.m
 Proposed number of storeys 1

REVISED CONCEPTUAL SITE PLAN

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13
 FIGURE 4



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



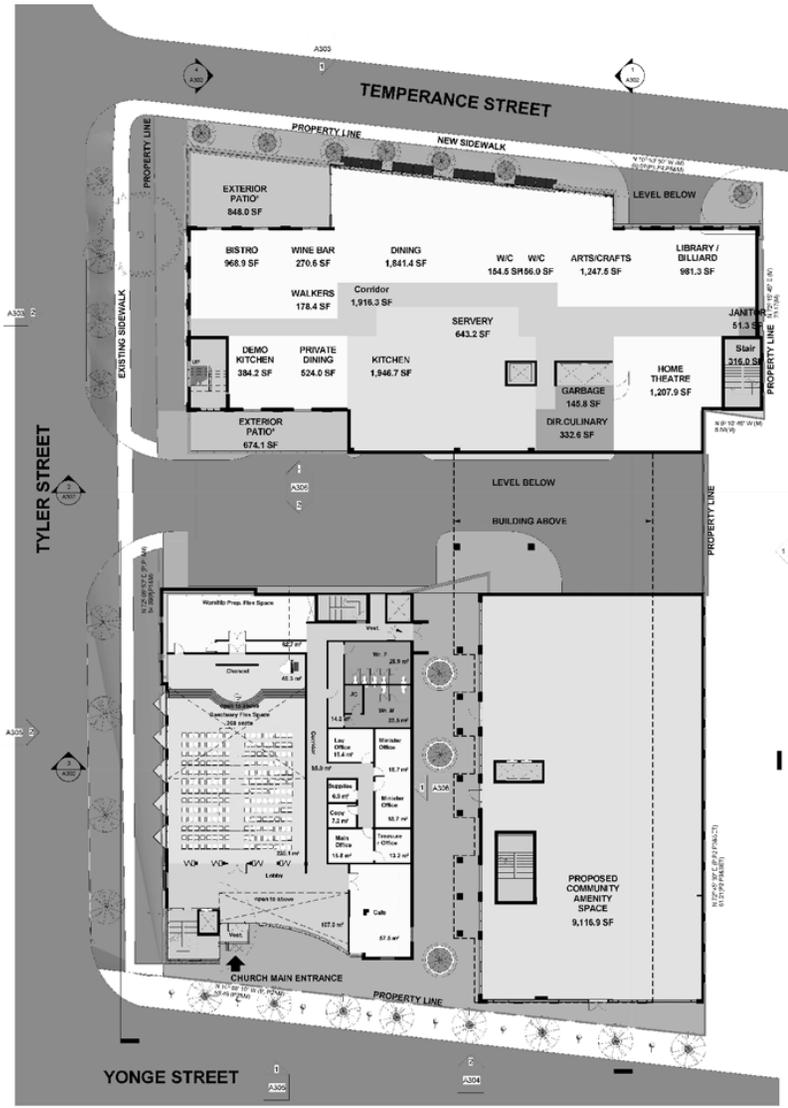
REVISED CONCEPTUAL FLOOR PLANS

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temprance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

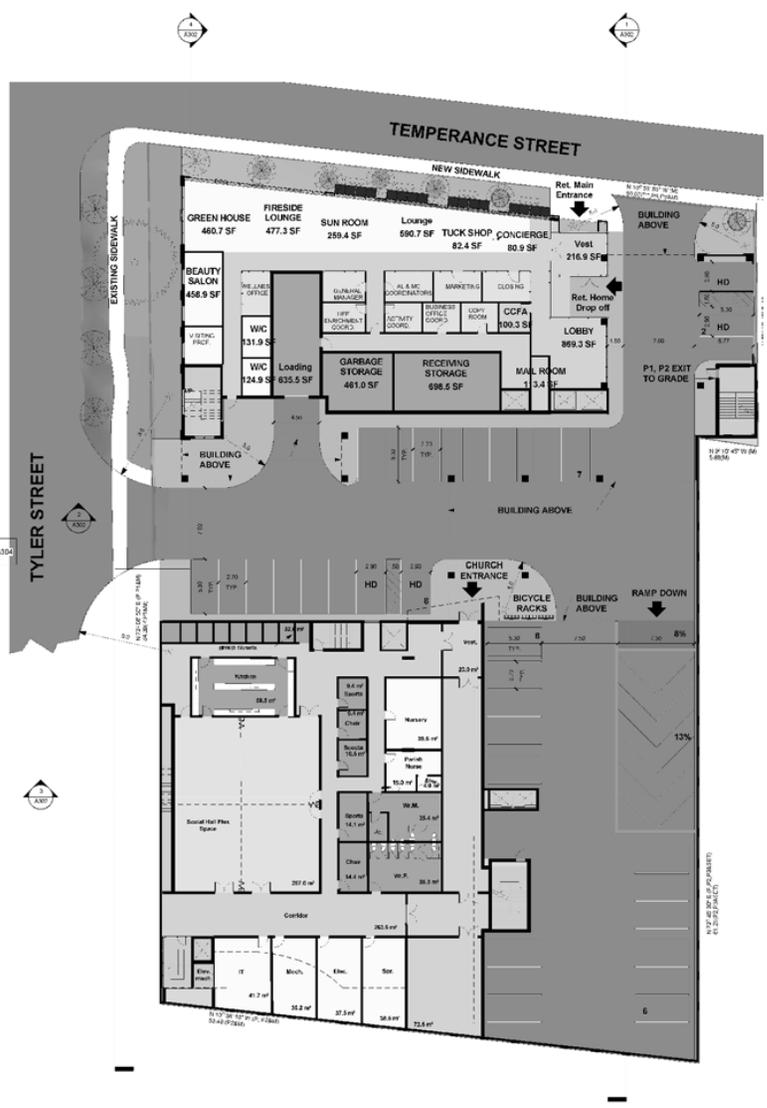
FIGURE 5A



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



1 Level 1 (Yonge Street Level)
 1 : 200



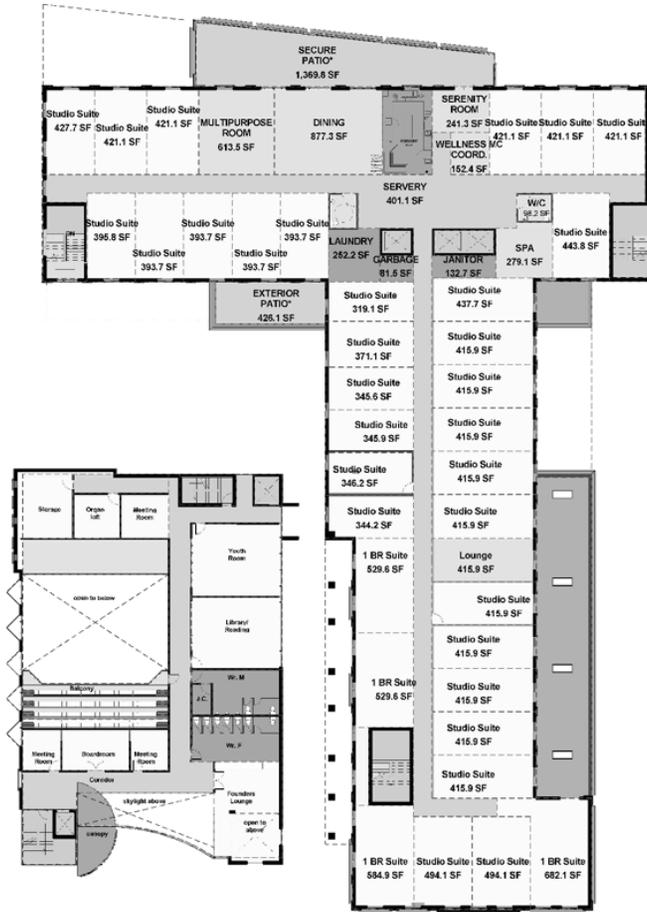
2 Level 0 (Temperance St. Level)
 1 : 200

REVISED CONCEPTUAL FLOOR PLANS

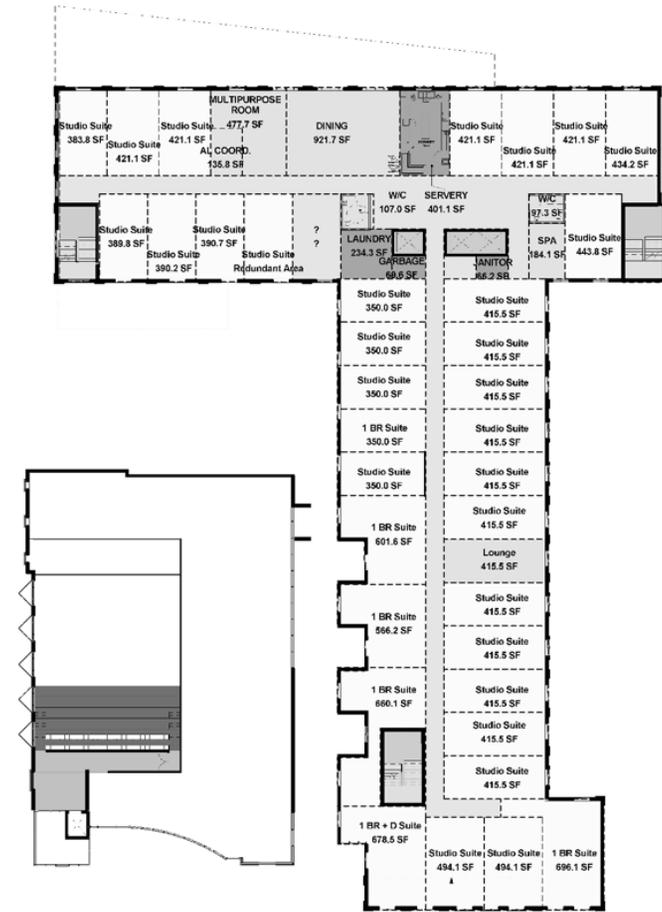
APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13
 FIGURE 5B



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



1 Level 2 Memory Care
 1:200



2 Level 3 Assisted Living
 1:200

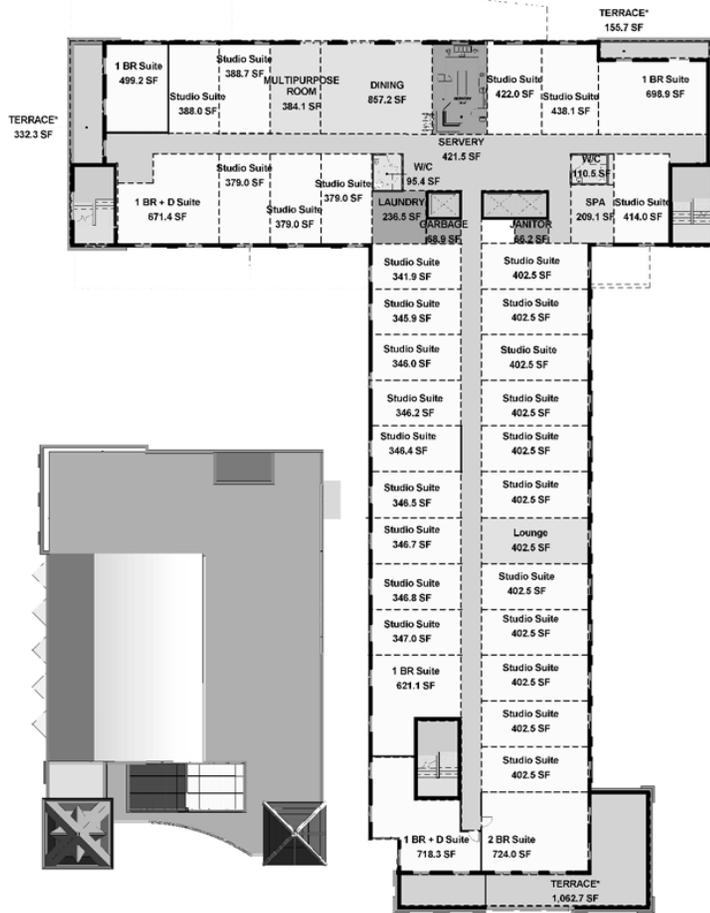
REVISED CONCEPTUAL FLOOR PLANS

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temprance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

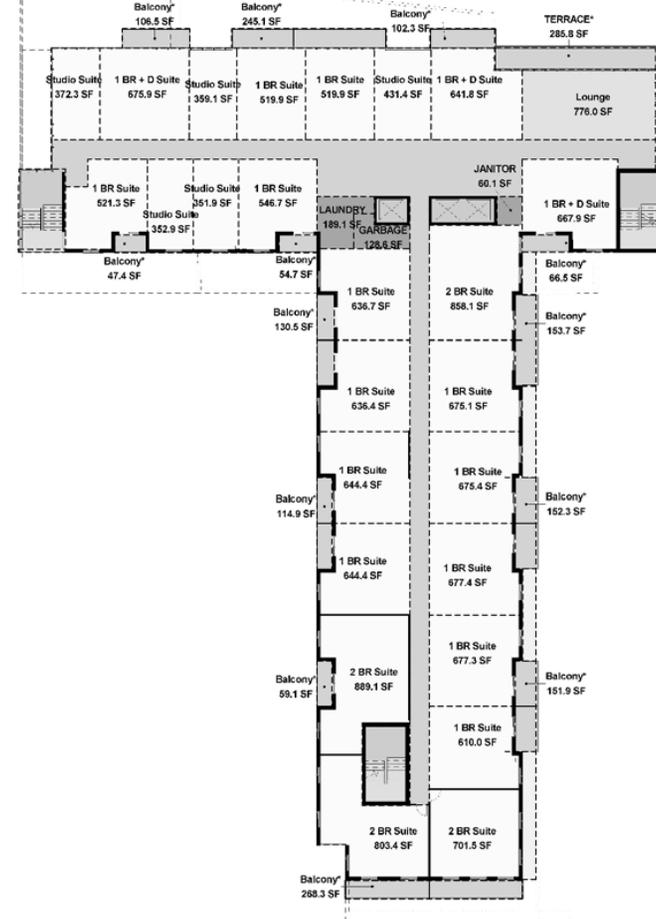
FIGURE 5C



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



1 Level 4. Flex Floor
 1 : 200



2 Level 5. Independent Living
 1 : 200

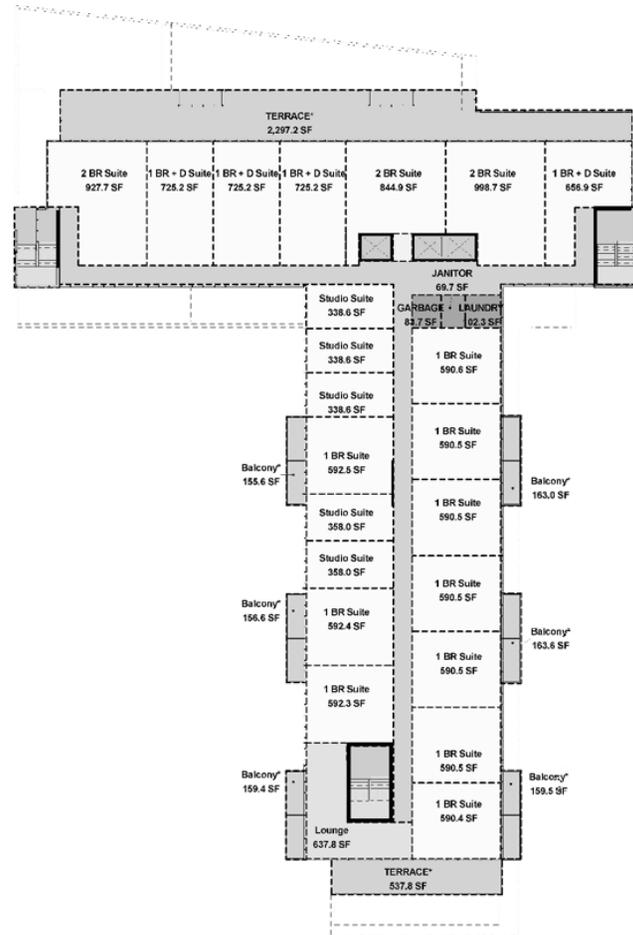
REVISED CONCEPTUAL FLOOR PLANS

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temprance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

FIGURE 5D



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



① Level 6. Independent Living
 1:200

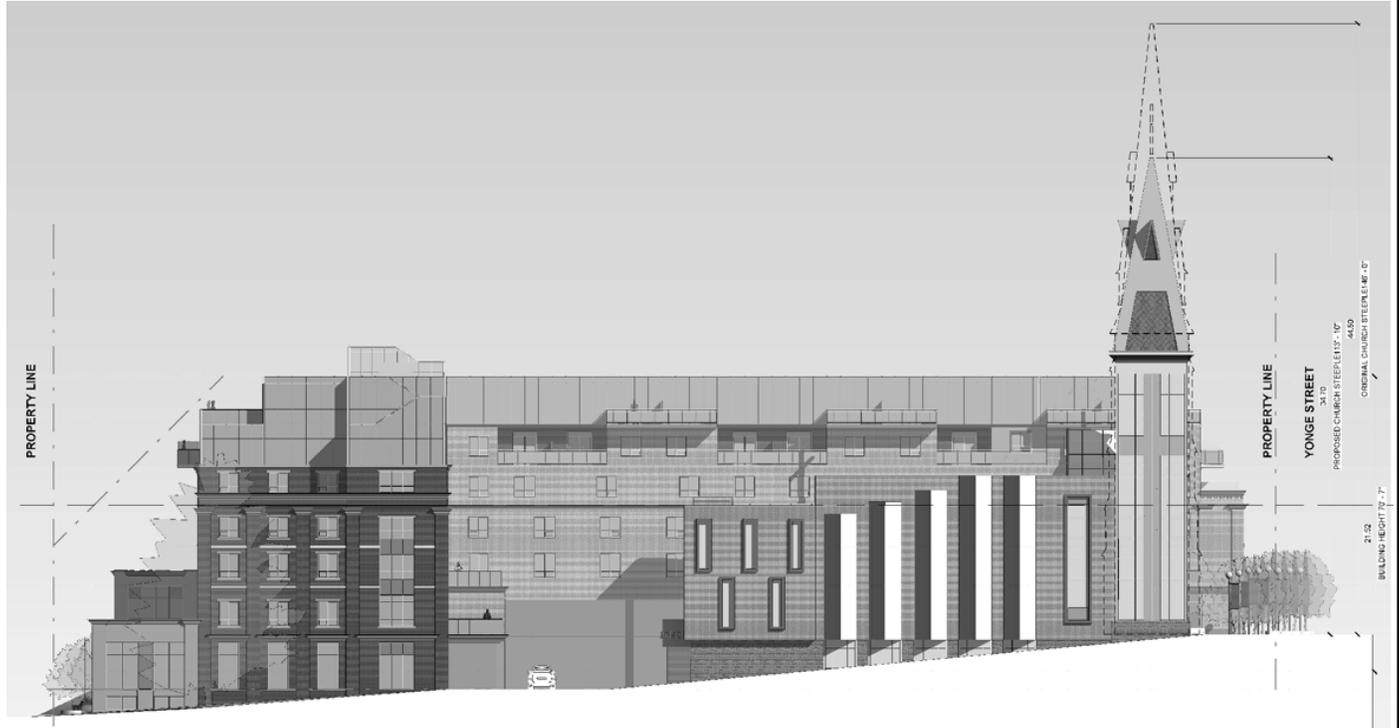
REVISED CONCEPTUAL FLOOR PLANS

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temprance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

FIGURE 5E



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



2 Tyler Elevation (South)
 1 : 200



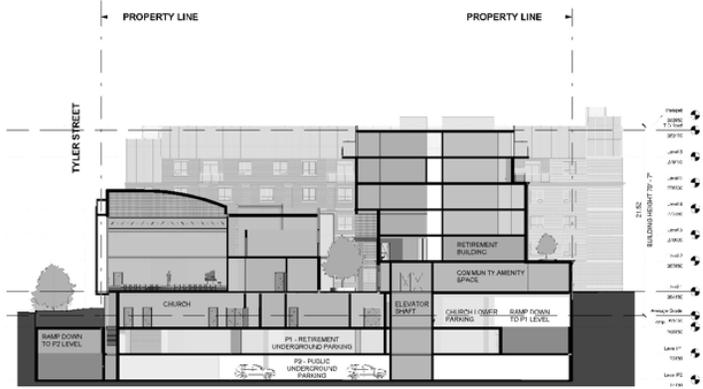
1 Temperance Elevation (West)
 1 : 200

REVISED CONCEPTUAL BUILDING ELEVATIONS

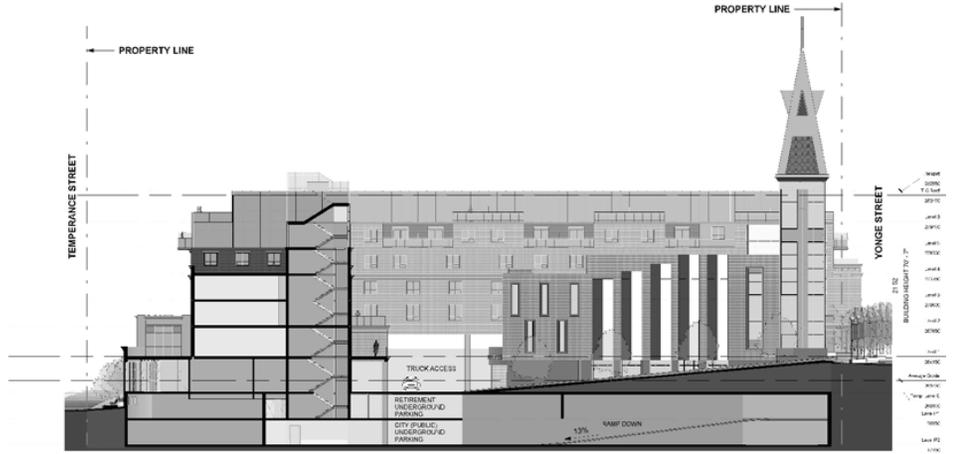
APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

FIGURE 6A

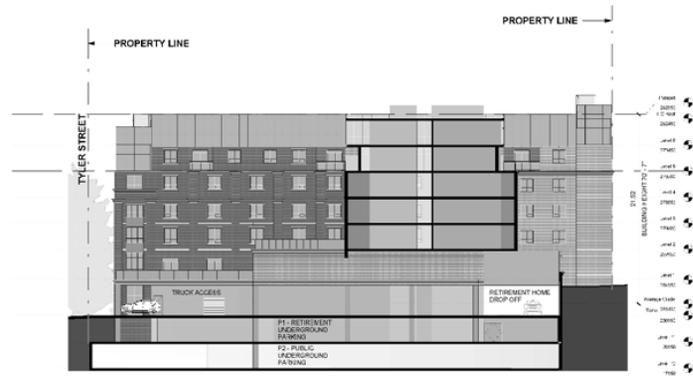




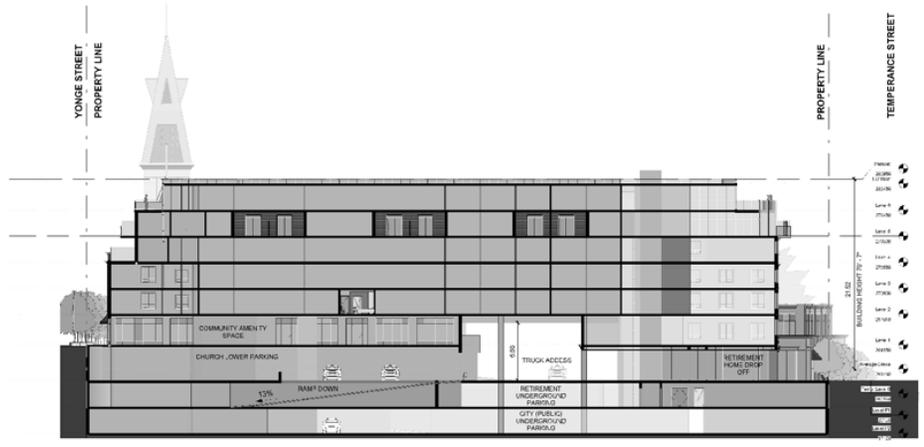
3 Section 4
 1 : 250



4 Section 1
 1 : 250



2 Section 3
 1 : 250



1 Section 2
 1 : 250

REVISED BUILDING CROSS SECTION

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temperance Street,
 12 Tyler and 16 Tyler Street
 FILES: OPA-2016-05 & ZBA-2016-13

FIGURE 7



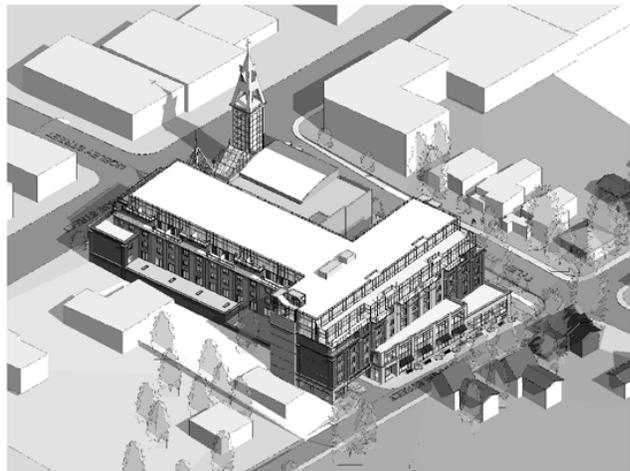
Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.



1 SW View



3 SE View



2 NW View



2 NE View

REVISED BUILDING ISOMETRIC VIEWS

APPLICANT: 15186 Yonge Street, 55, 57, 57A Temprance Street,

12 Tyler and 16 Tyler Street

FILES: OPA-2016-05 & ZBA-2016-13

FIGURE 8



Map created by the Town of Aurora Planning and Building Services Department, June 6, 2017. Base data provided by York Region & the Town of Aurora.

**Appendix 1
PBS17-037**

**Town of Aurora Council Public Planning Meeting Minutes (Excerpt)
Council Chambers Aurora Town Hall Wednesday, March 22, 2017**

Planning Applications

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

PBS17-017 – Applications for Official Plan Amendment and Zoning By-law Amendment, Aurora United Church, 15186 Yonge Street, 55, 57, and 57A Temperance Street, 12 and 16 Tyler Street, File Numbers: OPA-2016-05 and ZBA-2016-13

Planning Staff

Mr. Glen Letman, Manager of Development Planning, presented an overview of the application and staff report respecting the proposed Official Plan and Zoning By-law amendments to allow the redevelopment of the subject lands for a two-storey church and a nine-storey, tiered, 159-unit retirement residence with three vehicular access points and 133 parking spaces. He noted that the proposed Official Plan amendment to Schedule B3 would allow an increase in building height from five storeys to nine storeys and apply specific build-to policies to ensure approved development form, while the Zoning By-law amendment proposes to rezone the subject lands from 'Institutional (I) Zone' and 'Central Commercial (C2) Zone' to 'Institutional (I-X) Exception Zone' to allow an increase in building height and site specific performance standards to accommodate the place of worship and 159-unit retirement residence. Mr. Letman further noted that the subject lands are comprised of five properties, which are within the 'Downtown Area' policy designation of the Aurora Promenade Secondary Plan.

Consultant

Ms. Sarah Millar, Associate and Manager of Planning and Development, Fotenn, and Mr. Robert Murphy, A. Robert Murphy Architect Incorporated, presented an overview of the Applications and proposed redevelopment, including site statistics, policy and regulatory review, site context, project objectives, considerations, anticipated timeline, and development outcomes.

Public Comments

Aurora residents, including David Cabianca, Emily Crawley, Angela Daust, Michael Evans, Steve Falk, Brigitta Gamm, David Hanna, Troy Hourie, Richard Klopfer, Emma Kerswill, Eric McCartney, Tanya Pietrangelo, Dave Pressley, Judy Sherman, and Jessica Weaver, provided the following comments:

- Support for church development proposal
- Support for retirement residence development proposal in partnership with church
- Preference for four-to-six-storey retirement residence
- Preference for retail on Yonge Street rather than parking garage entrance

- Suggestions regarding north façade and incorporation of church architectural elements of previous church design
- Concern regarding proposed modern architecture and compatibility with the charm and character of the heritage area
- Concern regarding growth replicating that of North York
- Concern regarding residence size, and number and type of units
- Concern regarding residence height and setbacks which will have a negative impact on the character of the historic downtown core
- Concern regarding privacy and shadowing
- Concern regarding increased traffic
- Concern regarding impact on creek, animals and birds
- Concern regarding proposed glass exterior and risk to birds
- Concern regarding lack of parking for churchgoers, staff, residents, and visitors
- Concern regarding subject lands being filled from lot line to lot line, lack of green space, and streetscape; not a transitional setback to street
- Concern regarding safety risks in the event of evacuation of nine storeys
- Opposition to development proposal

Consultant

Ms. Millar and Mr. Murphy, with assistance from Mr. Carl Bray, Carl Bray & Associates Inc., and Mr. Richard Pernicky, Cole Engineering Group Ltd., responded to the concerns regarding the proposed architecture, glass exterior and bird-friendly glass, parking, green space, number of residence units and size, setbacks, height, intensification, traffic, and heritage.

Moved by Councillor Pirri Seconded by Councillor Humfryes

- 1. That Report No. PBS17-017 be received; and**
- 2. That staff be directed to report back to another Public Planning meeting addressing the issues that were raised at this Public Planning meeting.**

Carried

Appendix 2

PBS17-050

Town of Aurora Council Public Planning Meeting Minutes (Excerpt)

Council Chambers Aurora Town Hall Wednesday May 24, 2017

PBS17-037

Applications for Official Plan Amendment and Zoning By-law Amendment, Aurora United Church, 15186 Yonge Street, 55, 57, and 57A Temperance Street, 12 and 16 Tyler Street, File Numbers: OPA-2016-05 and ZBA-2016-13

Consultant

Ms. Sarah Millar, Associate and Manager of Planning and Development of Fotenn, and Mr. Robert Murphy of A. Robert Murphy Architect Incorporated, provided background to the Applications and presented a further overview including site context, development applications, application milestones, key issues raised in consultation, revised plans and key changes, revised site plan, various street perspectives, Temperance Street setbacks and stepbacks, and how key issues have been addressed.

Public Comments

Aurora residents, including David Cabianca, Reverend Andrew Comar and Reverend Lorraine Newton-Comar, Angela Daust, Jeff Gordon, David Hanna, Troy Hourie, Tony Masongsong, Bill Newman, Brian North, Tanya Pietrangelo, Emil Simon, Mavis Urquhart, and Newmarket resident Brian Elliott, provided the following comments:

- Support for church development proposal
- Support for retirement residence development proposal in partnership with church
- Preference for three-storey retirement residence
- Concern regarding retirement residence height, massing, and stepbacks
- Concern regarding setbacks related to Tyler and Temperance Streets
- Concern regarding conformity with plans and policies
- Concern regarding angular plane of proposed retirement residence
- Concern regarding buffer zone
- Concern regarding density

- Concern regarding demolition of heritage homes and preservation of heritage nature of area
- Concern regarding parking
- Concern regarding water table, need for investigation
- Concern regarding peer review
- Concern regarding land use fit, need for sensitivity to neighbours
- Concern regarding increased traffic, traffic flow, safety, need for traffic study
- Suggestion to consider one-way traffic on Temperance Street
- Suggestion to resolve issues and obtain detailed plans prior to approval of the Zoning By-law amendment
- Opposition to development proposal

Consultant

Ms. Millar and Mr. Murphy responded to the concerns respecting alignment with the objectives of the plans and policies of the Aurora Promenade area, parking, traffic study, peer review, massing, height transitions, and angular plane.

Moved by Councillor Thompson

Seconded by Councillor Pirri

1. That Report No. PBS17-037 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.

On a recorded vote the motion

Carried

Yeas: 9

Nays: 0

Voting Yeas: Councillors Abel, Gaertner, Humfryes,
Kim, Mrakas, Pirri, Thom, Thompson,
and Mayor Dawe

Voting Nays: None



Town of Aurora

General Committee Report No. PRCS17-026

Subject: Highland Gate Conceptual Parkland Design

Prepared by: Sara Tienkamp, Acting Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: June 20, 2017

Recommendations

- 1. That Report No. PRCS17-026 be received; and**
- 2. That the Conceptual Parkland Design for the Highland Gate Development Lands be approved as presented at the Public Open House, April 5, 2017.**

Executive Summary

This report is to provide Council with the following information and recommendations associated with the proposed design for parkland and open space corridors within the Highland Gate Development:

- Direction of Council required to finalize the parkland design for Highland Gate Developments Inc.
- Results of Public Consultation and Open House meeting on April 5, 2017
- Comments and input obtained at the Trails and Active Transportation Committee (TATC) meeting
- Legal implications regarding any amendments to the Minutes of Settlement

Background

On November 17, 2016, Minutes of Settlement were signed by the Town of Aurora, Highland Gate Developments Inc. (HGDI), Aurora (HGD) Inc. (AHGDI) and the Highland Gate Ratepayer's Association (HGRPA).

Minutes of Settlement regarding the redevelopment of the Highland Gate Golf Course were presented to the Ontario Municipal Board (OMB) and verbally approved on Thursday, December 1, 2016. In addition, the proposed zoning by-law and Official Plan amendment, arising out of the Minutes of Settlement were also approved.

Analysis

Direction of Council is required to finalize the parkland design for Highland Gate Developments Inc. (HGDI) including requirements agreed upon in the Minutes of Settlement

The conceptual parkland design presented at the Public Open House includes the requirements agreed to in the signed Minutes of Settlement. The Minutes of Settlement contain a provision that the parties agree to act reasonably and co-operate with each other in order to implement the Minutes of Settlement. If Council chooses to make changes to the conceptual parkland design that are in direct conflict with the requirements set out in the Minutes of Settlement, then it may be argued that the Town is not acting reasonably and is not co-operating with the other parties. The Minutes of Settlement may be re-negotiated; however, HGDI, AHGDI and HGRPA would have to agree to any amendments by signing an amendment to the Minutes of Settlement. There would be no need to involve the OMB.

Any changes that are not in direct conflict with the Minutes of Settlement may be made without making any amendments to the Minutes of Settlement.

Public consultation process included individual consultation with residents, its landscape consultants and a public open house meeting on April 5, 2017, resulting in responses from members of the public

Pursuant to the Minutes of Settlement, HGDI distributed letters to homeowners with homes abutting the former golf course lands to offer them the opportunity to meet with HGDI and its landscape consultants to discuss the form of landscaping (i.e., vegetation and /or fencing) proposed adjacent to residential lots. These meetings attempt to reach an agreement regarding landscaping, fencing and other appropriate options to reduce any potential visual and privacy concerns.

HGDI hosted a Public Open House in conjunction with the Town of Aurora on April 5, 2017 at the Aurora Seniors Centre. Notice for this Public Meeting was distributed to all homes and businesses within a 400-meter radius of the Highland Gate lands well in advance of the Public Meeting. Notice was also posted on the HGDI website, Town of Aurora website, as well as in the Auroran newspaper in the "Notice Board" section.

Additionally, on April 21, 2017, TATC reviewed the conceptual park plan and trail development and provided comments and input on the proposed amenities and facilities that are being contemplated for inclusion in the final parkland design plans.

This public and committee review process was a very effective means in communicating with residents and committee members, wherein staff was able to obtain suggestions and input on the proposed park design.

Staff have also consolidated input received via e-mail respondents, the Public Open House and the TATC meeting. The list of comments received from all meeting attendees, email respondents is attached. The following chart summarizes each of the suggested park amenities along with general comments and the results for and against such an amenity, as part of the final parkland design:

Park Amenity	Included in Minutes of Settlement	Public Comments and Staff Comments
Spine Trail Lighting	Yes Schedule 'G' Condition #73	Place lights on timer, on at dusk off at 11pm/midnight – good compromise Do not install any lighting on spine trail Different design for poles /fixtures Lighting essential for safety/curb bad behavior Indirect lighting suggested New design standard
Trail Width and Locations	Yes Schedule 'G' Condition #68	Maintain Town standard in accordance with Trails Master Plan LSRCA to confirm locations in certain locations Ensure trails are wide enough for pedestrians and bikes – mixed use Move trails away from houses
Trail Surfacing	Yes Schedule 'G' Condition #71 -72	Maintain Town standard in accordance with Trails Master Plan Request asphalt surface on all trails Request winter maintenance of trails Permeability of trail surfacing questioned Remove all asphalt
On Line Ponds	Yes Schedule 'G' Condition #64	LSRCA requirement Request ponds remain as is, do not take offline. Want ponds - not marshes or swamps Clean up ponds and streams Major feature for residents and wildlife diversity
Playgrounds	Yes Schedule 'G' Condition #60	Not enough playgrounds, changing demographic Young families need playgrounds No playgrounds wanted Keep playground away from houses
Park Shade Shelters	Yes Schedule 'G' Condition #60	No shelters Area for picnics

Park Amenity	Included in Minutes of Settlement	Public Comments and Staff Comments
Exercise Stations	No	Do not include exercise stations Can they be located away from houses Great idea Promotes health and fitness Keep park passive
Underpasses	Yes Schedule 'G' Condition #46,69	Icing of surfacing through underpass in winter Lighting to curb bad behaviour and safety Poor drainage Provides connectivity, pedestrians off roads and on trails
Vegetation/ Landscape plantings	Yes Schedule 'G' Condition #76,85	Maintain Town standard in accordance with Landscape Design Guidelines Keep as many mature trees as possible Diversify species Flora to attract bees, birds, wildlife Love all the proposed plantings Plant large majestic trees Planting screens between park and houses
Park Benches/ Trash Receptacles/ Picnic Benches	No	Provide seating along trails Place to picnic Garbage containers – loose garbage concerns Places to rest – take in nature
Park Maintenance Service Levels	Yes Schedule 'G' Condition #60	Maintain Town standard in accordance with Parks Maintenance Standard Service Levels Keep park passive and natural Active areas for children to play, engaged

Advisory Committee Review

Not applicable.

Financial Implications

Following Council approval of the parkland design, staff will complete a more detailed analysis of the construction costs in preparation for inclusion in the Subdivision Agreement.

Communications Considerations

Communications staff to update Town of Aurora website with new information as necessary.

Link to Strategic Plan

The Award of Tender supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

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

Alternative(s) to the Recommendation

Option 1: Council could recommend amendments to the Minutes of Settlement and approve a revised conceptual design. Upon completion of the process staff will direct HGDI to prepare a new Parks & Trails Plan and proceed to final design and construction of the approved park and trail system.

Conclusions

Staff and HGDI have completed a thorough public consultation process for input on the Conceptual Highland Gate Parkland Design, resulting in extensive comments from neighbouring residents and TATC. The majority of comments in opposition of select amenities are contrary to the Minutes of Settlement agreed upon by the Town of Aurora, HGDI and HGRPA. As such it can be concluded that the conceptual design presented at the April 5, 2017 Open House be approved by Council and included in the Subdivision Agreement.

Attachments

Attachment #1 – Highland Gate Development Parkland Conceptual Design
Attachment #2 – Public Open House Comments and Questions
Attachment #3 – Residents Comments
Attachment #4 – TATC April 21, 2017 Meeting Minutes

Previous Reports

None.

June 20, 2017

Page 6 of 6

Report No. PRCS17-026

Pre-submission Review

Agenda Management Meeting review on May 17, 2017 and June 1, 2017.

Departmental Approval

Approved for Agenda



Allan D. Downey
Director, Parks, Recreation and Cultural
Services



Doug Nadrozny
Chief Administrative Officer

Attachment 2

Highland Gate Parks and Trails Public Open House

April 5, 2017

Resident Comments/Questions

Questions and/or comments raised by residents at the Highland Gate Parks and Trails Public Open House on April 5, 2017 are identified in bold italicized text. The response by the Town of Aurora together with Highland Gate Developments Inc. follows below.

Outline

1. Creek & Ponds
2. Lighting
3. Park Amenities
4. Sidewalks & Trails
5. Traffic
6. Underpasses
7. Vegetation
8. General Questions and/or Statements

1. Creek & Ponds

- 1.1 **Concerns about the riparian system and cold water streams, are you working with LSRCA?**
Yes. The LSRCA is an approval and/or commenting agency.
- 1.2 **Ensure protection of the parkland, streams and ponds from construction debris/pollution during construction of houses?**
A Construction Management Plan will be approved by the Town of Aurora. The Construction Management Plan will detail how the impacts of construction will be mitigated. Additionally, an employee from SCS Consulting Group Ltd. will supervise the construction onsite and report to the Town of Aurora and the Conservation Authority.
- 1.3 **Would like ponds kept on line in current state**
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail. It is a condition of Draft Approval that the on-line ponds be removed and re-naturalized to the satisfaction of the Lake Simcoe Region Conservation Authority, Department of Fisheries and Oceans, Ministry of Natural Resources and Forestry and the Director of Parks & Recreation Services in accordance with their respective policies.
- 1.4 **Ponds don't heat up, only surface of ponds; there is a, thermocline**
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.
- 1.5 **Already have experienced a pond taken offline in Highland G.C – it is now a mosquito breeding swamp with dead trees – no maintenance – concerned about West Nile.**
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.
- 1.6 **Ponds are a major feature and are to be turned to marshlands causing loss of habitat for**

Attachment 2

birds, animals - keep ponds on line

The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.

- 1.7 **Can a pond be maintained as a skating rink similar to Mill pond in Richmond hill? Fountains in ponds would be nice.**
No, the pond will be naturalized which will not allow skating.

2. Lighting

- 2.1 **Pathway lighting, when is it on, is it everywhere, does it go off?**
Within the Town of Aurora, on-street or off-street trails are generally lit from dusk till dawn, however, the Town will investigate timers.
- 2.2 **Not happy with the proposed lighting, refer to the Trails Master Plan as there is plenty of wording in it that is against lighting of pathways, for example, light pollution, vandalism of lights, false sense of security. There should be no lights on the spine trail. Majority of residents are in opposition to pathway lights**
In accordance with executed Minutes of Settlement Please, the Spine Trail will be illuminated.
- 2.3 **No light would be nice but if required could they be on a timer to go off at 11pm similar to lights in Oak Ridges where resident previously lived?**
Within the Town of Aurora, on-street or off-street trails are generally lit from dusk till dawn, however, the Town will investigate timers.
- 2.4 **Don't want lights**
In accordance with executed Minutes of Settlement, the Spine Trail will be illuminated.
- 2.5 **Have you done a light analysis between on-road trails and street lighting of roadways? Why have two sets of lights?**
Where applicable, trails will have one (1) set of lights. Where street lights are present, trail lights will not be required.
- 2.6 **78 homes surround the park and 75% do not want trail lights**
Please see above responses regarding lighting trail lights.
- 2.7 **Can the minutes of settlement be changed to reflect the opposition to trail lighting?**
Town to respond.
- 2.8 **Do you know from other parks in town, is there a correlation between lighting on pathways and vandalism? Or is there vandalism in a park with no lights like Case woodlot?**
No correlation.
- 2.9 **Why are the light poles 15 feet? Can they be shorter?**
15-foot light poles are standard in the Town of Aurora. The Town does not install bollard lights as they are too often vandalized.
- 2.10 **Members of the community would like to meet with the Trails and Active Transportation Committee to discuss trail lighting.**
The Town of Aurora Trails and Active Transportation Committee is scheduled to meet at 10:00am on Friday, April 28, 2017, at Town Hall Council Chambers.

3. Park Amenities

- 3.1 **Town Masterplan refers to washrooms, are there any scheduled for the park?**
No, there are no public washrooms planned for the park.

Attachment 2

- 3.2 **Are there amenities for dog walkers? Leash free area proposed?**
No, there will not be a leash free dog park.
- 3.3 **Hope there will be signage for dogs to be kept on leash and poop- n- scoop. Will these bylaws be enforced?**
Yes, there will be signage and the by-laws will be enforced by the Town of Aurora.
- 3.4 **Are you keeping "dead man's hill"? Need tobogganing**
No. The area will be graded as part of the required works to facilitate the development.
- 3.5 **Park playground design, can it be a natural style playground that promotes adventure play? Not the typical playground – have you looked at alternative design options?**
Various options will be explored including more 'natural' style play equipment. All playground equipment must conform to CSA standards for safety.
- 3.6 **Benches in parks – solid surfacing need to go under them to stop puddles and wear**
Yes, a solid surface will be installed beneath each bench to address wear concerns in accordance with Town standards.
- 3.7 **Will there be garbage receptacles and how often will they be maintained?**
Yes, garbage pick-up will occur weekly at a minimum.
- 3.8 **Strongly in favour of playground amenities and play for children, demographic in neighbourhood changing, park should be inclusive for people of all ages – love the plan**
Noted.
- 3.9 **Previous plan had more playground area, splash pad, one playground not enough. Very large area of parkland and no other parks in the area with playgrounds for children.**
Park amenities are planned with consideration to several variables, including proximity to existing and future residents. The water play area is no longer proposed as a result of consultation with the Town. A Junior/Senior playground will be provided. Playground area must not be isolated and should be visible from the street. The location proposed meets these criteria.
- 3.10 **Large slope where playground proposed- how will that work with design and accessibility to area?**
The walkway will be designed with a meandering switchback trail that is intended to be fully accessible.
- 3.11 **Exercise stations – what is the demand? Can they be moved from close proximity to rear yards?**
Yes, the location of the exercise stations will be determined following careful consideration with the objective of addressing privacy concerns for neighbouring properties.
- 3.12 **Are exercise station needed, who uses them?**
Exercise stations contribute a multi-generational element to public spaces.
- 3.13 **Exercise stations – who says they want them, why are they in design – keep park passive and natural with no amenities**
Exercise stations contribute a multi-generational element to public spaces.
- 3.14 **In favour of the fitness stations – good for promoting health and wellness, how many are proposed?**
Noted. The concept plan proposed four exercise stations.
- 3.15 **How many square feet in area are the exercise stations?**
Approximately 24m² or 250ft², depending on the type/style of equipment specified.
- 3.16 **Have not seen exercise equipment ever used at Sheppard's bush**
Yes, they are used.

Attachment 2

4. Sidewalks & Trails

- 4.1 **What is the permeability of the water on the trails, of playground surface and fitness stations? Are the surfaces designed to allow water to permeate?**
Yes, the trail surfaces are designed to allow water to permeate, save and except where existing asphalt paths are maintained.
- 4.2 **Where will the Oak Ridges Trail be accommodated and how? Are you working with ORTA to accommodate trail and signage?**
The Town of Aurora Trails and Active Transportation Committee (TATC) is scheduled to discuss this matter on Friday, April 28, 2017 at 10:00am. The TATC will review and advise as to how the Oak Ridges Trail should be signed throughout the development.
- 4.3 **Sidewalks and trails are both for walkers; remove the sidewalks as they are not needed. 94% of people surveyed in trails study want trails for use.**
The location of the sidewalks is in accordance with the executed Minutes of Settlement and Town of Aurora policies. The sidewalks will be maintained by the Town of Aurora throughout the winter months, whereas the trails will not be maintained through the winter months.
- 4.4 **Connectivity to access park, will there be access point for residents that don't directly back onto the parkland?**
Yes, visitors can access the parkland via the street frontage of the park.
- 4.5 **Kennedy Street pathway that is proposed is in an area to wet to build a trail.**
Noted. A site walk will occur to assess the site conditions.
- 4.6 **What is the minimum distance from a trail to a property line?**
The minimum distance from a trail to a property line is site specific; therefor there isn't a standard setback. There are various factors that will affect the location of the trail, for example, the location of trees, the topography, etc.
- 4.7 **What side of the stream is the trail proposed on Kennedy St? Can it be moved?**
A site walk with Town staff and the LSRCA is required to determine the location of the trail.
- 4.8 **Will there be trail access along Murray Drive where it is currently fenced by the golf club?**
Yes. The fences will be removed.
- 4.9 **Very dangerous slope behind Timberline Trail.**
The topography will be considered when finalizing the trail location. Town staff will review the site conditions.
- 4.10 **Ensure trail widths are wide enough to accommodate cyclists, pedestrians – mixed use**
Yes. As per the executed Minutes of Settlement, the Spine Trail will be 3 metres wide, and the Secondary Trail will have a width of 2.4 metres. These widths are suitable for multi-purpose use and are in accordance with the Town's Trails Master Plan.
- 4.11 **Lights serve a purpose and resident is in favour. What is proposed and is there linkage from parkette close to Yonge Street and the Highland Green Condo building?**
The Highland Green site is private property. Any linkages over private property require the consent of the property owner. Discussions with the Condominium Board are underway.
- 4.12 **Will there be winter maintenance on trails? Concerns about salt use and environment**
Presently, the Town does not maintain trails during the winter months; however, consideration will be given for hard surface trails.
- 4.13 **Concerns about the risk to users if trails are not maintained in winter – can you maintain and why don't you currently?**
Please see above response.
- 4.14 **Is there a trail to connect to Yonge Street?**

Attachment 2

A schematic Trail connection is shown that connects to Yonge Street via Brookland Avenue. There is a direct connection from the Spine Trail to Yonge Street proposed via the sidewalk on the north side of Golf Links Road.

5. Traffic

- 5.1 Suggest a 30km speed limit in subdivision as this will be safer for cyclist and walkers along the trails that border roads especially Murray Dr.**

In accordance with By-law 4574-04 to regulate parking and traffic in the Town of Aurora, all streets will be signed for 40 kilometres per hour speed limit.

6. Underpasses

- 6.1 Extra underpass under Murray to connect south to north corridor – needed so users can stay on the trail and not have to go up roadside. Safer for school kids and promotes healthy living**

Two underpasses are located on Murray Drive.

- 6.2 Concern with underpasses and icing up underneath them during winter – unsafe to use/liability. Can there be lights in the underpasses for user's safe passage. Drinking and drugs by teenagers in underpasses currently.**

Yes, the underpasses will be lit, per the executed Minutes of Settlement. Underpass deficiencies will be assessed and corrected to ensure proper positive drainage, therefore reducing the icing.

- 6.3 Can grading be done to mitigate water collection in underpasses?**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

- 6.4 Permeable surfacing may help with water collection in the underpasses – you may want to consider changing the surfacing of the underpass from concrete.**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

- 6.5 Can drainage in the underpasses be remediated during construction?**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

7. Vegetation

- 7.1 Save as many old trees as possible – they are our children's future**

Every tree that can be saved will be saved. Please refer to the Vegetation Management Plan for further details.

- 7.2 What species of trees will be planted?**

Tree species will be native and indigenous to the bioregion – species will include Sugar Maple, Oak, Larch, White Pine, Black Cherry, Aspen, and other native species that are appropriate in consideration of site conditions, soil moisture regime, solar exposure and microclimate.

- 7.3 Great there is lots of tree planting but is there flora being planted to attract birds, bees? Wildflowers?**

Yes. There will be shrubs and wildflowers planted to create a multi-layered natural landscape that will enhance biodiversity. Plant material will be selected for its attributes. For example, shrubs and wildflower species will be selected for their benefits as a food source for birds and pollinators, as a source of nesting habitat for birds, etc.

- 7.4 What age and size are the trees being planted?**

Attachment 2

Trees will be planted at a range of sizes depending upon their desired function within the landscape. For screening purposes, larger trees will be used, in naturalized areas, trees varying in size from seedling and whip stock to caliper size stock will be used with the intent of creating a diverse, multi-age class planting that will evolve to replicate a more natural woodland.

7.5 Will there be an area that is intended for people not to walk in or used so it encourages plants and animals in a natural environment?

Yes – areas will be designed for songbird nesting or to achieve other habitat objectives that will be designed to be isolated from human disturbance.

7.6 Will plantings in development reflect location in which they are going?

Yes, tree species and sizes will be determined based on their required function. Larger trees will be used where screening is a priority. Smaller trees will be used in areas where the landscape is being designed to evolve in response to natural successional processes into a woodland habitat.

8. General Questions and/or Statements

8.1 Are the questions tonight going in report to council? Will they be posted somewhere with answers?

Yes, the questions and responses will be included in a report to Council. Furthermore, a copy will be posted on the Town of Aurora website.

8.2 Will there be security monitoring the park?

Yes. As with any other Town park, Town-wide park security will be engaged to monitor. The park will be included on a patrol route.

8.3 What is the maintenance budget for the parkland in the coming years?

To be determined by Town Staff.

8.4 Councillor Humfryes indicated her and Councillor Mrakas are listening to comments and that they are the Chair and Vice Chair, respectively, of the TATC

Noted.

8.5 Can you ensure prevention of damage to parkland during construction and what measure are in place to monitor works?

All site works will be carried out in accordance with the approved practices outlined in the Construction Management Plan, prepared to the satisfaction of Town Staff. Site works are monitored by Town Staff. For further details, please see the Construction Management Plan.

Attachment 3

Highland Gate Parkland Comments

COMMENTS SUBMITTED DURING OPEN HOUSE

Picnic tables/community picnic space good for birthdays etc. Unique JR/SR park – splash pad?? In favour of lights that shut off at 11pm

Excellent concept – no lights please

Great job, loved the presentation. Please hurry and get it done

Passive park preferred for everyone to enjoy what nature is left in Aurora.

No lighted trails where it impacts backyards. Do we have real data on usage of trails which warrant investing lights and annoying adjacent neighbours? At a min 11pm curfew is sufficient. Can't imagine the additional impact to wildlife with lighting dusk to dawn. Keep ponds on-line.

The town should be promoting active lifestyle and the fitness stations are a good way to do this. A reasonably sized basketball court as part of the park would be extremely well used by the neighbourhood. Water fountain for kids??

Trail going behind our property, can we have the opportunity to have the trail on the other side of the stream (west side)? (287 Murray)

We remain in favour of a passive park. Retain existing open space trails. Retain waterways and ponds (do not take off-line. No shelters. No lighting of trails (or if settlement agreement cannot be changed the different lighting structures, ie on the trail surface). No playground, natural environment only. No fitness stations required.

Pond – LSRCAs. I understand the mandate but the rationale for removing/taking off line is bogus. There is a pond directly west of the current pond on the west side of Bathurst, plus the water flows through numerous other ponds/basins on its way to Lake Simcoe, including Fairy Lake, so it does raise temperature of Lake Simcoe water. Fish – what fish? The source is less than 21cm SW of the pond and for 79 years no fish has ever made it upstream due to the dam. Park exercise areas, seating and lighting should take into account neighbours wishes. This is not a town-wide use park. It is a “local park” as was stated by the HGD rep today.

Request for some majestic trees, in particular Black Walnut as on Kennedy and oaks.

Spine trail lighting, dusk to dawn – not in favour. Concerns about light pollution/loss of enjoyment of my backyard in the evenings. Underpass – yes please enhance the bumpy surfaces (trip hazards) Skateboard Park – please remove unauthorized park built on hole #3. Cart path – consider asphalt removal (not re-use) and can the path be moved near my back corner of my yard? (275 Murray)

No Lights!

I am in favour of the lights however a good compromise would be to have them on a timer so that they shut off at midnight. Please keep fitness stations, they are great. Please consider converting one of the ponds into a water feature & ice rink in the winter.

Attachment 3

Could you please add more playground for our kids. Please, please please!!

Excellent vision!

As a 25 year old female I think it is essential to have lighting! I do not want the trail too close to our property but in order to feel safe please allow lighting. It was said that the young kids cause trouble in areas but no lighting/dark areas attract more bad behaviour. Please allow us to enjoy the trail & feel safe.

We have a young family and at present there are no local parks which we can walk to. We very much welcome a playground for our kids. WE would even love a splash pad. At present there is no local meeting place which gives us a sense of community. We are north side of Timberline at Owls Foot and would love a closer access point to a park than is presently delineated. What happened to the promise of asphalt pad? Please make this a good playground for our kids, currently Regency Acres is our closes park. We look forward to it.

I think the timer on the lights is a great compromise. There is a need for some lighting but over the early hours is unnecessary. Please ensure every effort is made to make the park and its equipment top of the line

The connection of a trail from Kennedy St west down behind homes on the west side of Murray Dr down to the cart path of the golf course – the draining shows a new connection path on the east side of the creek –not good, too wet. Please consider the west side of the creek from Kennedy down to the cart path

WE are in favour of the plan presented this evening. The neighbourhood needs a playground for young families.

Lots of trails, lots of benches, indirect lighting, a passive park, conserve trees.

Very opposed to lights along the trail path behind our houses.

We are opposed to any structures added to the park (former 6,7,8 & 9th holes). We want the land to be passive and natural with ponds, trees etc. No covered shelters, no exercise stations, no playground etc. We are concerned about wildlife already displace by tree cutting in phase 1. There is no reason for this parcel of land to have any changes, other than fixing the ponds so they are clean & flowing.

EMAILS SUBMITTED

Enquiry as to the size of actual parkland and budget for development. IS there a Master Plan? Will the developer be required to do grading, tree removal, pond removal? What are the Town's setback requirements?

Design should be AODA compliant. There should be a 3m wide multi-use pathway. Signage and LED lighting to link town's bike route. Design should include painted 1.5m wide bike lanes on roadway. Replace portions of sidewalk with 3m wide multi-use pathway. Design should include rest stop seating and shading, drinking fountains, park /trail lighting (but auto off at 10pm) butterfly gardens and interpretive signs, perennial gardens. Design should include waste & recycling containers. Fountain with timer for each new off-line pond. Design should include such signs as Poop N Scoop, No Loud Music, No Dumping, No Loitering. Chain link fencing on top of all headwalls

Concerns over the placement of trail and trail lighting.

Attachment 3

Concerns over the placement of the trail, it should be on the higher side of the creek due to spring floods. If trail lights are installed please have auto shut off after 10 or 11.

Please leave ponds on-line for wildlife sake. Please keep it as a passive parkland. Preserve the land – keep it green.

No need for trail in the south end of timberline and another in the north.

Please consider a Leash –free dog park.

Confusion regarding maps showing where the parkland is going to be and what kind of planting is lanned between parkland and residential houses.

Relocate all pathways away from houses. Please have hills for tobogganing. Safe clean ponds, open grass areas for play, naturalized areas, minimal grading changes.

Please consider an off-leash dog area.

Very happy that there will be new trails and access from Kennedy S West.

In favour of a passive park with no permanent structures. No lighting. No tennis, basketball or splash pads. Please leave as a completely open naturalized area with wild grasses, additional trees and non-pave pathways. Please improve/maintain the ponds. No trail located near any property boundaries.

No active amenities, no lit trails, no exercise station. Please refurbish the ponds, protect environmentally sensitive areas, more trees, enhanced open space.

Concerns over drying/moving the ponds, lighting of trail system, exercise stations and playgrounds. Please protect environmental areas.

LETTERS SUBMITTED

Grading/erosion control issues with concern to location of proposed trail.

Concern over development of flood plain/swampy areas SW Kennedy & Murray area. They are nesting areas for birds and other wildlife. Please protect the area. Please put the trail closer to the pond area in the west.

Concerns of environmental issues with pathway going in near Kennedy West due to low lying wet areas. West side of the river is more stable for pathway.

Concerns with trail lighting taking away privacy. No need for 8 exercise stations.



**Town of Aurora
Trails and Active Transportation Committee
Meeting Minutes**

Date:	Friday, April 21, 2017
Time and Location:	10 a.m., Council Chambers, Aurora Town Hall
Committee Members:	Councillor Tom Mrakas (Chair), Councillor Sandra Humfries (arrived 10:13 a.m.), Alison Collins-Mrakas, Richard Doust (PRCSAC Representative), Bill Fraser, Laura Lueloff (departed 10:58 a.m.), and Nancee Webb (EAC Representative)
Members Absent:	None
Other Attendees:	Jim Tree, Manager of Parks, Sara Tienkamp, Acting Manager of Parks, Lawrence Kuk, Planner, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 10:07 a.m.

The Committee consented to recess the meeting at 10:09 a.m. and reconvene the meeting at 10:14 a.m.

1. Approval of the Agenda

**Moved by Alison Collins-Mrakas
Seconded by Bill Fraser**

That the agenda as circulated by Legislative Services, with the following addition, be approved:

- Delegation (a) Joanne Bartholomew, Resident; Re: Item 2 – TATC17-002
– Highland Gate Trails

**On a two-thirds vote the motion
Carried**

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2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest and general nature thereof under the *Municipal Conflict of Interest Act*.

3. Receipt of the Minutes

Trails and Active Transportation Meeting Committee Minutes of February 17, 2017

**Moved by Richard Doust
Seconded by Laura Lueloff**

That the Trails and Active Transportation Committee meeting minutes of February 17, 2017, be received for information.

Carried

4. Delegations

**(a) Joanne Bartholomew, Resident
Re: Item 2 – TATC17-002 – Highland Gate Trails**

Ms. Bartholomew expressed concerns regarding the proposed illumination of the Highland Gate Trails, and its impact on surrounding homes and wildlife, and the possible loss of ponds. She noted that a majority of the home owners abutting the Highland Gate Park are satisfied with the trails and passive nature of the park, and are opposed to illuminated trails.

**Moved by Nancee Webb
Seconded by Alison Collins-Mrakas**

That the comments of the delegation be received and referred to Item 2.

Carried

5. Matters for Consideration

1. TATC17-001 – Atkinson Park Trail

**Moved by Richard Doust
Seconded by Bill Fraser**

1. That Report No. TATC17-001 be received; and
2. That the Trails and Active Transportation Committee recommend:
 - (a) That, pending Council approval, the Atkinson Park Trail project be included in the 2018 Capital Budget for Council's consideration and approval.

Carried

2. TATC17-002 – Highland Gate Trails

Committee consented to consider Item 2 prior to consideration of Item 1.

Staff provided background and a brief overview of the report. The Committee discussed and inquired about various elements of the report including trail lighting, further opportunities for input to the Conceptual Trails Plan, trail surfaces, accessibility, and requested legal clarification regarding the Minutes of Settlement. The Committee noted that it is unanimous in its support of the recommendation to Council.

**Moved by Alison Collins-Mrakas
Seconded by Councillor Humfryes**

1. That Report No. TATC17-002 be received; and
2. That the Trails and Active Transportation Committee recommend to Council:
 - (a) That the recommendations and suggestions from the Trails and Active Transportation Committee be taken into consideration by staff and Council in the development of the final draft of the Highland Gate Trails Concept Plan, in accordance with the guidelines set out in

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Section 5.6 of the Town's Trails Master Plan respecting trail lighting;
and

- (b) That the final draft of the Highland Gate Trails Concept Plan be brought to the Trails and Active Transportation Committee and the Accessibility Advisory Committee for consideration and comment, prior to submission to Council for final approval.

Carried

3. TATC17-003 – Cycling Master Plan Update

Staff provided background and a brief overview of the report. The Committee discussed and inquired about various elements of a Cycling Master Plan including appropriateness, timing, funding, development, priorities, by-laws, research, and the formation of a sub-committee.

**Moved by Alison Collins-Mrakas
Seconded by Councillor Humfryes**

1. That Report No. TATC17-003 be received; and
2. That a sub-committee of the Trails and Active Transportation Committee be formed, following Bike Aurora Day, for the purpose of determining the next steps in the process of developing a Cycling Master Plan.

Carried

6. Informational Items

None

7. New Business

Nancee Webb extended a reminder that the Environmental Advisory Committee's Eco Fair will be held on Saturday, April 29, 2017, at the Stronach Aurora Recreation Complex.

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Staff referred to Attachment No. 2 of Item 3, Report No. TATC17-003 – Cycling Master Plan, and noted that, per the communication from York Region, there would be gaps in the multi-use path installation between State Farm Way and St. John's Sideroad.

New Business Motion No. 1

Moved by Nancee Webb

Seconded by Alison Collins-Mrakas

1. That the Trails and Active Transportation Committee recommend to Council:

- (a) That staff be directed to investigate the connectivity to Newmarket and the costs of completing the multi-use path between State Farm Way and St. John's Sideroad.

Carried

8. Adjournment

Moved by Alison Collins-Mrakas

Seconded by Bill Fraser

That the meeting be adjourned at 11:41 a.m.

Carried

Committee recommendations are not binding on the Town unless otherwise adopted by Council at a later meeting.



**Town of Aurora
General Committee Report No. PBS17-057**

Subject: Highland Gate Developments Inc.
21 Golf Links Drive
File Numbers: OPA-2015-01, ZBA-2015-02 and SUB-2015-01

Prepared by: Lawrence Kuk, Planner

Department: Planning and Building Services

Date: July 4, 2017

Recommendations

1. That Report No. PBS17-057 be received for information.

Executive Summary

The purpose of this report is to provide Council with an outline of the Town's construction mitigation measures as it relates to the Highland Gate residential subdivision.

- Minutes of Settlement were signed by the Town and Highland Gate Development Inc. and the Highland Gate Ratepayers' Association on November 17, 2016 and verbally approved by the Ontario Municipal Board (the Board) on December 1, 2016
- The Board issued a decision to approve the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision with related Conditions of Approval on January 23, 2017
- A Vegetation Management Agreement was entered into with the Town on March 20, 2017 in accordance with the Conditions of Draft Plan Approval to permit the removal of trees prior to the execution of a subdivision agreement;
- Conditions of Draft Plan Approval contain obligations that are required to be addressed prior to the final subdivision plan registration, during construction or prior to assumption
- The Town's standard residential subdivision agreement contains clauses and securities to ensure the Owner will complete the subdivision in accordance with the Town's standards
- A typical pre-servicing agreement will allow the Town to take securities, issue cessation of internal road and servicing work in compliance with applicable legislations and external approvals
- Monthly project status update meetings between the Owner and Town staff will occur, with the Owner providing letters outlining the construction activity process with nearby residents

July 4, 2017

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Report No. PBS17-057

- Construction activities “Community Call Line” has been established to receive and respond to construction matters.

Background

On November 17, 2016, the Minutes of Settlement were signed by the Town of Aurora, Highland Gate Developments Inc. (HGDI) and the Highland Gate Ratepayer's Association.

The Minutes of Settlement regarding the redevelopment of the Highland Gate Golf Course were presented to the Board and verbally approved on Thursday, December 1, 2016. In addition, the proposed zoning by-law and Official Plan amendment, arising out of the Minutes of Settlement were also approved.

On January 23, 2017, the Board issued a decision to approve the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision with related Conditions of Approval for a total of 159 single detached lots and a 7 storey high-rise building block with 114 units.

A Vegetation Management Agreement was entered into with the Town on March 20, 2017 in accordance with the Conditions of Draft Plan Approval to permit the removal of trees prior to the execution of a subdivision agreement. The Owner has installed the silt control fencing around Phase 1 area, and as well, has constructed an additional six foot high fence with screens to secure the construction site and to assist in dust control. On June 12, 2017 the Town issued the top soil removal permit for Phase 1.

On June 13, 2017, Council directed Staff to provide a report outlining all measures the Town uses to mitigate the impacts of construction.

Analysis

Activities involved in the construction of a subdivision will generate noise, dust and disruption to the surrounding area. However, to minimize construction duration and manage disruption, the Town applies the following strategies:

Conditions of Draft Plan Approval

As part of the Minutes of Settlement and the Board decision on the Highland Gate development, the Draft Plan of Subdivision was approved with a list of conditions. The conditions of approval contain obligations that the Owner (HGDI) must address prior to registration, during construction or prior to assumption. With regard to construction mitigation measures, the Town imposed the following key conditions which require HGDI to:

Condition Number	Summary of the conditions
Condition 4	enter into a subdivision agreement and register it on title to ensure all the Owner's obligations and the draft plan conditions will be satisfied.
Conditions 5, 28, 29, 35, 36	submit a construction phasing plan, construction access, construction management plan, erosion and sediment control plan, Environmental Site Assessment and submit a vegetation management plan for approval and to the satisfaction of the Town.
Condition 31 and 91	provide securities to ensure performance and compliance of all engineering and landscape works.
Condition 54, 63, 76 d), 78	monitor and carry out any recommendation for the water balances, preservation of the Environmental Protection area, monitoring and protection/mitigation for trees designated to be preserved during and post construction.
Condition 76e), 77, 81	Follow the Town's Tree By-law with regards to vegetation removal or replacement and coordination with existing homeowners for trees located on property boundaries that require removal or replacement and issue of retaining walls and fences along the common property boundary.
Condition 88	Perform topsoil testing in accordance with Town standards.

Subdivision Agreement

The subdivision agreement will ensure HGDI carries out the details of the subdivision as generally stated in the Draft Plan conditions. Various detailed clauses within the subdivision agreement will ensure HGDI will mitigate the impacts of construction. The development of the lands will occur in phases and each phase of construction will require an individual subdivision agreement with related M-Plan(s). The following are highlights from a typical residential agreement which HGDI will be required to agree to:

Clauses within the Subdivision agreement	Summary explanation
Obligation to Construct Servicing Works	Construct the Servicing Works in accordance with the cost estimates, specifications and requirements in the agreement.
Inspection of Works	At any time, if the construction of the Servicing Works is not being carried out in accordance with the Subdivision Agreement, the Director of Infrastructure & Environmental Services may provide written or verbal instructions to the Owner/Engineering Consultant/Onsite Contractor to take steps to comply or cease work.

<p>Cleaning External Streets and Streets within the M-Plan</p>	<p>Ensure that no mud, dust or rubbish originating from within the Lands fall or blow onto any public highways. The Owner shall clean up the public highway on the same day. Failure to do so, the Town may proceed with such clean-up work at the Owner's expense.</p> <p>For streets within the M-Plan, the Owner shall clean up as directed by the Director of Infrastructure & Environmental Services, within seven (7) hours after receipt of verbal notice. Failure to do, the Town may proceed with such clean-up work at the Owner's expense.</p> <p>When an Occupancy Permit has been issued, the travelled portion of that street shall be kept reasonably clean, no construction materials shall be stored within 3 metres of the travelled portion of the street during the winter months, being November 15 to April 15.</p>
<p>Topsoil Removal Permit</p>	<p>Prior to undertaking any grading on the Lands, the Owner must implement a report which provides details on minimizing the erosion and siltation on the Lands, both during and after the construction period to the satisfaction of the Lake Simcoe Region Conservation Authority and the Director of Infrastructure & Environmental Services.</p>
<p>Construction According to Grading Control Plan</p>	<p>Carried out in general conformance with the elevations shown on the individual lot grading plan in accordance with the Town's design criteria, standards, specifications and good engineering practices.</p>
<p>Erection of Notice of Development Signs</p>	<p>Erect notice provision signs at each public access road to inform residents of the existing works. The said sign(s) shall be maintained by the Owner until the Certificate of Acceptance is issued by the Town.</p>
<p>Hydrogeological Report</p>	<p>Retain a hydrogeological consultant to monitor the groundwater table and submit an annual report summarizing the groundwater fluctuations. If necessary, any design modifications will be paid by the Owner at its own expense.</p>
<p>Importation of Fill</p>	<p>Provide certification that any fill material imported onto the Lands meets the requirements of the Ministry of Environment and Climate Change.</p>
<p>Compliance with Town By-laws</p>	<p>The Owner and its Contractor will comply with the Town's Noise and Nuisance Control By-law Number 4787-06, as amended or successor thereto, which regulates noise emitted from construction sites.</p> <p>Prohibited periods of construction are all day Sundays and statutory holidays, and 7:00 p.m. one day to 7:00 a.m. the next day.</p>

Schedule of Construction Date for Engineering Servicing Works	Complete all Works set out in the approved engineering plans within thirty-six (36) months of the date of registration of the M-Plan.
Schedule of Construction Date for Landscaping and Parks	Implement all Landscape Works within 12 months of Occupancy.
Securities	<p>In the event the Owner does not complete the said works in the agreement the Town will draw upon and utilize the securities to complete the works. The following is a general formula which the Town applies:</p> <p>Servicing and Landscape Works, engineering takes 50% of the cost estimates of internal works and landscape Works takes 100% of the cost estimates.</p> <p>Construction Lien Act Matters – both Servicing Works and landscape works takes 10% of the cost estimates.</p> <p>Building Division takes a securities for Occupancies (\$5,000 per lot)</p> <p>Fire Services takes a security for fire break lots (\$5,000 per lot).</p>

Pre-Servicing Agreement

As part of the development process, the Town permits Developers to enter a Pre-Servicing Agreement with the Town to undertake the installation of basic services (underground infrastructure and roads) contained within the property prior to entering into the subdivision agreement at the Owner’s sole risk and expense if modifications are required. Similar to the Subdivision Agreement, the pre-servicing agreement obligates the Owner to maintain and repair, allows the Town to take securities and issue cessation of work in compliance with applicable legislations and external approvals.

Communication / Informing nearby residents

To date, extensive community consultations have been undertaken. Staff have been meeting with the Owner on a monthly basis to discuss community consultation and project status. Furthermore Staff have met with nearby residents and the Highland Gate Ratepayers Association and updated the Town’s website with regards to the project status. HGDI notified the nearby residents with regards to Tree Clearing works in accordance with the Vegetation Management Plan required as part of the Conditions of Draft Approval. HGDI has communicated with the nearby residents on obtaining pre-construction surveys within Phase 1, and as well has consulted with the nearby

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homeowners with regards to the landscape agreements. Prior to any future site works, HGDI will provide individual letters to adjacent homeowners.

Receiving and responding to concerns

In addition to written notification provided to the area residents, Notice of Construction Activities "Community Call Line" signage have been placed throughout the subject site. The Notice Signs have been placed in areas that are clearly visible and unobstructed from view. The purpose of the Notice Signs will allow residents to contact the Owner's engineering consultants directly to report any site related concerns regarding construction matters. The Notice of Construction Signage has the name and phone numbers of the Engineering Consultant.

Complainants are encouraged to first speak directly with the Engineering Consultant by telephone. Typically, most complaints are received this way and resolved promptly as the developer will have the appropriate personnel on-site to address concerns in a timely manner. If the resident is not satisfied with how a complaint is handled with the Engineering Consultant, he/she may request to speak to the Town's Project Inspector in Infrastructure & Environmental Service.

During the construction phases, Town staff will continue to meet on a regular basis with the HGDI representatives and the on-site contractors to ensure that any questions or concerns from area residents were addressed in a timely manner.

Advisory Committee Review

Not applicable.

Financial Implications

Not applicable.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

Alternatives to the Recommendation

None.

Conclusions

The Town is committed to ensuring that the disruptions to the existing community with regards to construction activity are minimized. HGDI has been very cooperative and responsive in addressing concerns from Staff and nearby residents by going above and beyond the typical residential subdivision construction process. Mitigating the disruptive impact of construction-related activities on the existing community is an important part of the development and construction process. The Town will utilize the Conditions of Draft Plan Approval, the subdivision agreement, the vegetation management agreement, and the pre-servicing agreement to enforce the terms and conditions of the development approvals.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Reviewed by the Chief Administrative Officer, Director of Planning and Building Services and the Town Solicitor.

Departmental Approval



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS17-025

Subject: Sport Aurora and Sport Plan Funding Request

Prepared by: Allan D. Downey, Director of Parks, Recreation and Cultural Services

Department: Parks, Recreation and Cultural Services

Date: June 20, 2017

Recommendation

- 1. That Report No. PRCS17-025 be received; and**
- 2. That Council enter into a Service Agreement with Sport Aurora Inc. for the provision of services to fulfill the recommendations of the Sport Plan in the amount of \$93,692 until December 31, 2017; and**
- 3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same; and**
- 4. That this report satisfies the Condition for Release of funds from the 2017 Operating Budget.**

Executive Summary

The purpose of this report is to obtain Council approval to renew the Service Agreement with Sport Aurora.

- Present services have been satisfactory
- Funding required for the remainder of 2017
- Work has continued in 2017 on Sport Aurora Program
- Work on the Sport Plan has continued past the contract date of March 31, 2017
- Funding request provides for sustainability funding and Sport Plan Service Agreement

Background

On January 19, 2016, Council approved the Town of Aurora Sport Plan. Within that Plan, twenty-two (22) tasks were also approved to be completed over the next four to

June 20, 2017

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Report No. PRCS17-025

five years. Shortly after approval of the Sport Plan, staff proposed that Sport Aurora Inc. be engaged to address these tasks.

An Agreement was executed on July 26, 2016 to pay \$56,138 for services provided until March 31, 2017.

Sport Aurora has been very active in completing the tasks assigned and have made several presentations to Council on their progress-to-date. The tasks assigned for this Agreement are now complete.

Analysis

Sport Aurora status report and fees

Staff requested that Sport Aurora provide a status report for the work completed-to-date and identify outstanding work to be completed as part of the Sport Plan. Sport Aurora has also presented a proposed budget for completion of the tasks up to December 31, 2017.

Sport Aurora is requesting \$61,000 in 2017, commencing July 2017, to complete the Sport Plan tasks and \$32,692 to provide sustainable funding for the remainder of 2017 for a total of \$93,692. The progress to date by Sport Aurora on the Sport Plan has been satisfactory to the Director of Parks, Recreation and Cultural Services and well received by Council.

Work has continued in 2017 on Sport Aurora Program

Sport Aurora has continued with their advocacy program in 2017. The attached budget has identified a shortfall of funding for the first half of the year in the amount of \$18,797 which is being supported from their reserve. Sport Aurora has identified a forecasted deficit of \$13,895 from July to December culminating in an overall deficit of \$32,692 for this year. Funding to offset this deficit is being requested from Council.

Work on the Sport Plan has continued past the contract date of March 31, 2017

Although the Service Agreement with Sport Aurora officially ended on March 31, 2017, work has continued. The estimated cost of this work from April to June is \$17,000. The fee for a Service Agreement for work between July 1, 2017 to December 31, 2017 is identified as \$44,000.

Sport Aurora is requesting an Agreement be executed and funding also be provided for work already completed to date in 2017. The total funding requested is \$61,000 for 2017.

Funding request provides for sustainability funding and Sport Plan service agreement

Funds in the amount of \$93,700 were identified in the 2017 budget. The requested funds of \$32,692 for sustainability and \$61,000 for Sport Plan objectives can be funded from this allocation.

Advisory Committee Review

Not Applicable

Financial Implications

Council has allocated \$93,700 in the 2017 budget for the works identified.

Communications Considerations

There is no external communication required.

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 Recommendation

- Option 1: Council may consider not renewing the service contract and request staff to engage additional municipal staff on a contract to continue with the completion of the Sport Plan tasks. This would suspend any progress to date until a staff person is hired.
- Option 2: Council may consider not approving Sport Aurora's sustainability funding request. This will place in jeopardy the community service work Sport Aurora presently performs.

June 20, 2017

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Conclusions

Sport Aurora has been a vital partner in the delivery, education and preparation of sport in the Town of Aurora. The services they presently provide could not be duplicated with staff resources at a similar cost to the Town. Staff recommend that the contract be executed and sustainable funding be provided until December 31, 2017.

Attachments

Attachment #1 – Sport Aurora Sport Plan Status Report – May 2017

Attachment #2 – Sport Plan Tasks

Attachment #3 - Sport Aurora Budget including Sport Plan and excluding Sport Plan

Attachment #4 – Sport Aurora/Activate Aurora 2017 Budget

Previous Reports

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

PRS16-012 Sport Plan Master Plan, March 1, 2016

PRS16-015 Implementation of the Sport Plan, March 22, 2016

Pre-submission Review

Agenda Management Meeting review on May 17, 2017 and June 1, 2017.

Departmental Approval

Approved for Agenda



Allan D. Downey
Director, Parks, Recreation and Cultural
Services



Doug Nadrozny
Chief Administrative Officer

Attachment #1

Sport Plan Status Report – May 2017

Sport Leadership

Research and make recommendations to be included in 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.

Recourses: Canadian Sport Policy 2012, Winnipeg Community Sport Policy, Abbotsford BC: Successful Alignment with Canadian Sport for Life Physical Literacy in a Recreation Environment, Ontario Sport Plan, Ministry Tourism Culture & Sport

	Recommendations	Completed Tasks	Next Steps	Timelines
T1	A. Develop an Aurora Sport Policy	<ul style="list-style-type: none"> • Sport Plan Sub Committee was created, meetings took place and recommendations developed which were incorporated into Sport Policy recommendations • Research completed based on existing documents related to sport policy (e.g. CSP2012, Game ON Sport Plan, local municipal sport policies) • Recommendations presented to Sport Aurora membership at AGM • Feedback from membership received and incorporated into recommendations document • Recommendations submitted to Town of Aurora 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Completed
T3	B. Sport Council	<ul style="list-style-type: none"> • Recommendations related to the role of Sport Aurora as a leader of sport in Aurora incorporated into Sport Policy recommendations • Additional responsibilities recommended through Sport Policy document • To make Sport Aurora the Sport Council of Aurora 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Completed
T4	C. Add a Sport Development Officer as a new position	<ul style="list-style-type: none"> • Evaluated staff requirements for Sport Aurora to meet deliverables of Year 2 and 3 of Sport Plan • Submitted proposal to Town of Aurora regarding the budget to meet deliverables of Sport Plan beyond Year 1. 	<ul style="list-style-type: none"> • Develop a Service Agreement with the Town of Aurora to deliver Year 2 and beyond of the Aurora Sport Plan • 	<ul style="list-style-type: none"> • Upon approval for Year 2 of the Aurora Sport Plan

Revised 2017.05.02

Sport Sustainability

Develop a three year budget with projections to deliver on the recommendations of the Aurora Sport Plan and identify stable and alternate funding sources. This will include partnerships to address the financial implications of the Sport Plan to secure funding.

	Recommendations	Completed Tasks	Next Steps	Timelines
T5	A. Develop a three year Budget with projections	<ul style="list-style-type: none"> Sport Aurora has presented a three year budget to the Town of Aurora including three year projected expenses 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Completed
T6	B. Partnerships to address the financial implications of the Sport Plan	<ul style="list-style-type: none"> Sport Aurora is providing approximately. 75% of the current budget presented in revenue through Grants and sponsorship. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Completed

Revised 2017.05.02

Sport Access Sub Committee

Develop recommendations to be included in a Recreation and Sport Access Policy that identifies barriers to sport participation and addresses mechanisms that increase participation and in particular provide full access for residents from low-income backgrounds. Included in this Committee's responsibilities should be meeting with agencies that support persons with disabilities and understands needs and identify gaps in service levels.

	Recommendations	Tasks Completed	Next Steps	Timelines
T13	A. Physical Literacy training	<ul style="list-style-type: none"> A Director of Training was hired through Activate Aurora to implement a training plan and execution 20 coaches from Maximillion Kolbe were trained in PL 201 and 301 in May 2016 and 20 Town of Aurora staff were trained in PL 201 and 301 in May 2016 27 coaches from Sport Aurora were trained in PL 201 & 301 in October 2016 15 DPA resource bins were implemented in Rick Hansen Public School for their 20min DPA 22 teachers were trained on the DPA resource bins 1 Lunch and Learns were conducted 650 kids benefited from the DPA resources Attended seven Wellness Evenings at local elementary schools delivering physical literacy sessions for families 	<ul style="list-style-type: none"> Training teachers are in progress Training Parents are in progress All Data on Courses and the document on all participation as well as manage and administer the finances are ongoing. Documenting Data and recording numbers is a priority and creating a leadership database is essential. 	<ul style="list-style-type: none"> Ongoing
T15	B. Convene a meeting with agencies supporting persons with disabilities to better understand their needs in being included in Sport in Aurora.	<ul style="list-style-type: none"> Committee members recruited Two meetings of the Committee took place Meetings addressed – best practices, demographic information, current programs, barriers, needs to address barriers and priority level Authored a report outlining findings from research and meetings. Recommendations were formalized and presented Presentation on report to Accessibility Advisory Committee 	<ul style="list-style-type: none"> Re-Convene a meeting to rank barriers and needs to address barriers Develop a strategic implementation strategy and prioritize the recommendations that were developed 	<ul style="list-style-type: none"> June 2017

Revised 2017.05.02

	Recommendations	Tasks Completed	Next Steps	Timelines
T16	C. 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.	<ul style="list-style-type: none"> • Committee members recruited • One committee meeting took place and one meeting on community parents took place • Meeting addressed - best practices, demographic information, current programs, barriers, needs to address barriers and priority level • Recommendations were formalized • Authored a report outlining findings from meetings 	<ul style="list-style-type: none"> • Convene a meeting of the Committee to ranking the recommendations presented in the report. • Develop a strategic implementation strategy based on the recommendations provided. 	<ul style="list-style-type: none"> • June 2017

Revised 2017.05.02

Promotion & Celebration of Sport

Research and make recommendations to be included in a broad based Sport Marketing Strategy that encompasses all necessary ingredients to increase the public's general understanding of the benefits of a robust sports system. In creating the strategy, the committee should undertake the following activities.

Recommendations	Tasks Completed	Next Steps	Timelines
<p>A. Inventory marketing, promotional and community messaging resources and supports available throughout the municipality, the sport community and the sport partners currently affiliated with sport organizations in Aurora.</p>	<ul style="list-style-type: none"> An advisory communications committee was formed Two meetings have convened Upon Development of draft marketing inventory survey created and has been reviewed by Marketing Committee. 	<ul style="list-style-type: none"> Upon approval of Year 2 Sport Plan budget, professional consultant will be hired to lead environmental scan and inventory of marketing, promotions and community messaging. Conduct environment scan and inventory of resources Based on environmental scan and inventory of messaging, development of a marketing strategy will take place and address recommendations C. and D. Terms of reference for committee approval Finalize approved Environmental scan template by committee Present those findings to the advisory committee Compile all recommendations on the promotion of sport 	<ul style="list-style-type: none"> June – September 2017
<p>B. Undertake an environmental scan of sport marketing campaigns that have been successfully implemented in other jurisdictions. Document the best practices drawn from these and prioritize the approaches that are most likely applicable to the Aurora circumstances.</p>	<ul style="list-style-type: none"> Research into the best practices of data at a Regional, Municipal and Provincial level has been done An initial draft of the environmental scan was produced and the committee approved content. Recommendations from Sport Organizations were compiled and addressed i.e. Friday Night Lights, sport app for one stop sport shopping 		
<p>C. Adopt standardized communication messaging and language that is applicable to all sport environments.</p>	<ul style="list-style-type: none"> Initial key messaging has been established The mandate is clear and established Recommendations to the Town of Aurora to implement a Sport Spot on the Town of Aurora's web site etc. Outreach program has been implemented through Sport Aurora to include Churches, School Board both Public and Separate 	<ul style="list-style-type: none"> Formalize Marketing and implementation strategy to Town Present recommendations and strategy to the Town Work toward getting messaging into the schools and leverage their resources. 	<ul style="list-style-type: none"> September – October 2017
<p>D. Create marketing tools and initiatives to reach as many audiences as possible and utilize an array of promotional techniques to expand the messaging reach as far as possible i.e. traditional advertising, social media, public service announcements, communication through sport organizations.</p>			
<p>E. Host an annual Sport Excellence Summit to strengthen cohesion and learning amongst the sport partners in Aurora.</p>	<ul style="list-style-type: none"> The concept of a Sport Summit has been discussed to include all sport organizations 	<ul style="list-style-type: none"> Sport Summit is being planned for sometime between in September 2017 to engage all sport organizations Committee to be formed to implement 	<ul style="list-style-type: none"> Awaiting approval on Year 2 Sport Plan budget

Revised 2017.05.02

Recommendations	Tasks Completed	Next Steps	Timelines
<p>F. Consult with marketing advisors from public, not-for-profit and private sector sport or physical activity organizations that would benefit from coordinated marketing efforts. Advisors should routinely meet appropriate members of the Sport Coordinating Committee and staff to offer advice and information about developing and maintaining the marketing strategy.</p>	<ul style="list-style-type: none"> • A Multi-platform Marketing Committee has been formed and they have agreed to be advisors to support the development of the broad based marketing strategy. • Two initial meetings have taken place. • Initial research has been completed on existing marketing campaigns on a National, Provincial and local level • Initial recommendations have been established 	<ul style="list-style-type: none"> • Schedule next Marketing Committee meeting when approval received from Town of Aurora on Year 2 Sport Plan budget • Initial draft of a Marketing Strategy will be executed upon approval of budget from the Town 	<ul style="list-style-type: none"> • June / July 2017
<p>G. Develop a long-range plan for the Aurora Sports Hall of Fame that continues to capture the heritage of sport in Aurora as well as current sport excellence.</p>	<ul style="list-style-type: none"> • Sport Aurora has identified and Athlete of the Year recommended to ASHoF for Future Hall of Famer • Sport Aurora recognized and awarded school athletes of the Year in Council • Sport Aurora has considered a Sport Business of the Year award • Held our 6th annual Breakfast of Champions and recognized our Athlete of the Year at the ceremony • The Aurora Sports Hall of Fame has delegated to Council the need for sustainability and has been awarded funding for next year from the Reserve fund in place. • The Aurora Sports Hall of Fame have their own sustainability strategic plan outlined. 	<ul style="list-style-type: none"> • We can obtain a copy of the minutes or notes taken at the Aurora Sports Hall of Fame Strategic Planning session. The Aurora Sports Hall of Fame are responsible for the sustainability of their organization and a sustainability plan is in place. 	<ul style="list-style-type: none"> • Completed

Attachment #2

Task Number	TASK - Project Goals	YEAR 1	YEAR 2-3	YEAR 4-5
Sport Leadership		YEAR 1	YEAR 2-3	YEAR 4-5
T1	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.	√		
T2	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.	√		
T3	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.	√		
T4	Add a Sport Development Officer as a new position in Parks and Recreation Department to implement initiatives of the Aurora Sport Plan.	√		
Sport Sustainability		YEAR 1	YEAR 2-3	YEAR 4-5
T5	Develop three year budget projections to deliver on the recommendations of the Aurora Sport Plan and identify stable and alternate funding sources.	√	√	√
T6	Seek Partnerships to address the financial implications of the Sport Plan to secure and retain stable and alternate funding.	√	√	√
T7	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.		√	√
T8	Develop a list of sport opportunities that could benefit from sponsorships and create a mechanism that that simplifies funders' responses to sponsorship opportunities.		√	√
T9	Create a Volunteer Development Strategy that addresses volunteer recruitment, selection, training, retention and recognition.		√	
T10	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.		√	√
T11	Procure 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.		√	√
T12	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.		√	√

Task Number	TASK				
Sport Participant		YEAR 1	YEAR 2-3	YEAR 4-5	
T13	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.	√	√	√	
T14	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).		√	√	
T15	Convene a meeting with agencies supporting persons with disabilities to better understand their needs in being included in sport in Aurora.	√			
T16	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.	√	√		
T17	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.		√		
T18	Inventory existing participation of girls and women in sport to determine if there are any gaps in participation.		√		
T19	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.		√		
T20	Quantify participation of diverse and marginalized groups in sport and measure the effectiveness of interventions.		√		
Sport Promotion and Celebration		YEAR 1	YEAR 2-3	YEAR 4-5	
T21	Develop a broad based Sport Marketing Strategy.	√			
Sport Tourism		YEAR 1	YEAR 2-3	YEAR 4-5	
T22	Develop an Aurora Sport Tourism Strategy.		√		

**Town of Aurora
2017 Operating Budget
BUDGET COMMITTEE CHANGES**

Attachment 3

A D J U S T M E N T S				R E S U L T S					
Ref.	Date of Decision	Department	I T E M	Change to Operating Budget	Running Revised Budget Increase	Impact on Town Rate	Running Town Rate Pressure	Effective Combined Tax Impact	
								Residential	Commercial
STARTING POINT - Draft Budget, As of November 8, 2016 =				1,191,637			2.9 %	2.3 %	1.3 %
9	Nov. 14/16	IES	Move Facilities Supervisor to Option List (Remove)	(60,200)	1,131,437	(0.15 %)	2.8 %	2.3%	1.3%
	Nov. 14/16	Council	Increase Council Administration Conference Budget	7,900	1,139,337	0.02 %	2.8 %	2.3%	1.3%
	Nov. 22/16	PRCS / IES	Remove Southlake Event Costs	(7,500)	1,131,837	(0.02 %)	2.8 %	2.3%	1.3%
17	Nov. 29/16	ALL	Reduction in training & development	(70,000)	1,061,837	(0.17 %)	2.6 %	2.2%	1.2%
8	Nov. 29/16	PBS	Position Addition - Economic Development Position (Capital Funded)	76,895	1,138,732	0.19 %	2.8 %	2.3%	1.3%
8	Nov. 29/16	PBS	Contribution FROM Capital (CIP Capital Project to fund)	(76,895)	1,061,837	(0.19 %)	2.6 %	2.2%	1.2%
5	Nov. 29/16	PRCS	Celebration 150 Town Park	15,000	1,076,837	0.04 %	2.7 %	2.2%	1.3%
2	Nov. 29/16	PRCS	Multi-cultural Event	24,400	1,101,237	0.06 %	2.7 %	2.2%	1.3%
10	Nov. 29/16	PBS	Sponsorship of Business Excellence Awards (Chamber of Commerce)	10,000	1,111,237	0.02 %	2.7 %	2.2%	1.3%
4	Nov. 29/16	PRCS	Additional Exhibition and online museum	15,500	1,126,737	0.04 %	2.8 %	2.3%	1.3%
6	Nov. 29/16	PRCS	Pet Cemetary establishment & annual maintenance	5,000	1,131,737	0.01 %	2.8 %	2.3%	1.3%
7	Nov. 29/16	PRCS	Reduction in Ribfest Revenues	25,000	1,156,737	0.06 %	2.9 %	2.3%	1.3%
11	Nov. 29/16	PBS	Sponsorship of Women in Business Conference (Chamber of Commerce)	2,500	1,159,237	0.01 %	2.9 %	2.3%	1.3%
3	Nov. 29/16	PRCS	Position Addition - FT Museum Position, plus training	58,635	1,217,872	0.14 %	3.0 %	2.3%	1.3%
12	Nov. 29/16	PRCS	Sponsorship of Technology Expo (Chamber of Commerce)	2,500	1,220,372	0.01 %	3.0 %	2.3%	1.3%
1	Nov. 29/16	CS	Animal Control service level increase	45,000	1,265,372	0.11 %	3.1 %	2.4%	1.3%
13	Nov. 29/16	PRCS	Aurora Sports Hall of Fame - Sustainability Operating Grant	50,500	1,315,872	0.12 %	3.2 %	2.4%	1.4%
16	Nov. 29/16	PRCS	Sport Aurora - Sustainability Operating Grant ¹	93,700	1,409,572	-	3.5 %	2.5%	1.4%
	Nov. 29/16	PRCS	Contribution FROM Council Discretionary Reserve ²	(144,200)	1,265,372	(0.36 %)	3.1 %	2.4%	1.3%

Note(s):

- 1) Sport Aurora sustainability funding has been conditionally approved subject to further information coming back to council.
- 2) Contribution from the Council Discretionary Reserve amount of \$144,200 includes sustainability funding for both the Aurora Sports Hall of Fame and Sport Aurora.

**SPORT AURORA (Including Sport Plan)
2017 / 19 BUDGET**

Final
Revised 2

	2017	2018	2019
Expenses			
Administration	\$ 147,490	\$ 150,440	\$ 153,450
Breakfast of Champions	10,260	10,470	10,680
Volunteer Recognition Event	4,750	4,850	4,950
Coaching Development	3,120	3,180	3,240
Promotion of Sport	84,225	72,910	74,370
Sport Tourism	38,050	38,810	39,590
All Kids Can Play	4,950	5,050	5,150
Activate Aurora	194,520	198,410	202,380
Physical Literacy Training	6,120	6,240	6,360
Total Expenses	493,485	490,360	500,170
Less Revenue			
Administration	65,875	67,190	68,530
Breakfast of Champions	10,000	10,200	10,400
Volunteer Recognition Event	3,500	3,570	3,640
Coaching Development	900	920	940
Promotion of Sport	11,425	11,650	11,880
Sport Tourism	13,000	13,260	13,530
All Kids Can Play	2,000	2,040	2,080
Activate Aurora	194,520	215,200	215,200
Physical Literacy Training	3,000	3,060	3,120
	304,220	327,090	329,320
Net Sport Aurora Expense	\$ 189,265	\$ 163,270	\$ 170,850

Allocated by Program

Administration	\$ 81,615	\$ 83,250	\$ 84,920
Breakfast of Champions	260	270	280
Volunteer Recognition Event	1,250	1,280	1,310
Coaching Development	2,220	2,260	2,300
Promotion of Sport	72,800	61,260	62,490
Sport Tourism	25,050	25,550	26,060
All Kids Can Play	2,950	3,010	3,070
Activate Aurora	-	(16,790)	(12,820)
Physical Literacy Training	3,120	3,180	3,240
Net Sport Aurora Expense	\$ 189,265	\$ 163,270	\$ 170,850

**SPORT AURORA (Excluding Sport Plan)
2017 / 19 BUDGET**

Final

	2017	2018	2019
<u>Expenses</u>			
Administration	83,270	84,940	86,640
Breakfast of Champions	10,260	10,470	10,680
Volunteer Recognition Event	4,750	4,850	4,950
Coaching Development	3,120	3,180	3,240
Promotion of Sport	19,725	20,120	20,520
Sport Tourism	-	-	-
All Kids Can Play	4,950	5,050	5,150
Activate Aurora	206,520	210,650	214,860
Physical Literacy Training	-	-	-
Total Expenses	332,595	339,260	346,040
<u>Less Revenue</u>			
Administration	53,875	54,950	56,050
Breakfast of Champions	10,000	10,200	10,400
Volunteer Recognition Event	3,500	3,570	3,640
Coaching Development	900	920	940
Promotion of Sport	8,925	9,100	9,280
Sport Tourism	-	-	-
All Kids Can Play	2,000	2,040	2,080
Activate Aurora	206,520	215,200	215,200
Physical Literacy Training	-	-	-
	285,720	295,980	297,590
Net Sport Aurora Expense	46,875	43,280	48,450

Allocated by Program

Administration	\$ 29,395	\$ 29,990	\$ 30,590
Breakfast of Champions	260	270	280
Volunteer Recognition Event	1,250	1,280	1,310
Coaching Development	2,220	2,260	2,300
Promotion of Sport	10,800	11,020	11,240
Sport Tourism	-	-	-
All Kids Can Play	2,950	3,010	3,070
Activate Aurora	-	(4,550)	(340)
Physical Literacy Training	-	-	-
Net Sport Aurora Expense	\$ 46,875	\$ 43,280	\$ 48,450

Attachment #4

Sport Aurora/Activate Aurora 2017 Budget

Revenue	Jan- June	Jul-Dec	Totals
Ontario Trillium Foundation grant	\$ 125,000.00	\$ 125,000.00	\$ 250,000.00
Member Fees/tickets/other	\$ 11,000.00	\$ 10,125.00	\$ 21,125.00
Breakfast of Champions (member/sponsor contributions)		\$ 7,300.00	\$ 7,300.00
Volunteer Recognition (sponsor/member contributions)		\$ 3,750.00	\$ 3,750.00
Coaching/Training (fees and subsidies)		\$ 2,500.00	\$ 2,500.00
Promotion of Sport (advertising)		\$ 8,425.00	\$ 8,425.00
Sport Tourism (advertising)		\$ 18,000.00	\$ 18,000.00
All Kids Can Play (admin. revenue donated)		\$ 3,000.00	\$ 3,000.00
Sport Plan			
Total	\$ 136,000.00	\$ 178,100.00	\$ 314,100.00
Expenses			
Administration (personnel and overhead)	\$ 22,797.00	\$ 31,510.00	\$ 54,307.00
Breakfast of Champions(sponsor, awards,speakers)		\$ 8,450.00	\$ 8,450.00
Volunteer Recognition (rentals, awards,speakers)		\$ 4,250.00	\$ 4,250.00
Coaching/Training (rentals, instructors)		\$ 3,170.00	\$ 3,170.00
Promotion of Sport (advertising/promotion)	\$ 7,000.00	\$ 7,925.00	\$ 14,925.00
Sport Tourism (sales, production, distribution)		\$ 7,740.00	\$ 7,740.00
All Kids Can Play (outreach)		\$ 3,950.00	\$ 3,950.00
Activate Aurora	\$ 125,000.00	\$ 125,000.00	\$ 250,000.00
Totals	\$ 154,797.00	\$ 191,995.00	\$ 346,792.00
Funds for Sustainability only	Jan/Jan	Jan/Jan	Jan/Jan
Add Sport Plan Funding	Apr/Jan	Apr/Jan	Apr/Jan
Funding required for Sustainability and Sport Plan	\$35,797.00	-\$ 57,895.00	\$ 93,692.00

* funds spent from Sport Aurora reserve Jan-Jun 2017

** funds spent completing Sport Plan objectives from Apr-Jun



**Town of Aurora
General Committee Report**

No. FS17-023

Subject: 2018 Budget Preparation Directions

Prepared by: Dan Elliott, Director Financial Services - Treasurer

Department: Financial Services

Date: July 4, 2017

Recommendation

1. That Report No. FS17-023 be received; and
2. That the increase for the Aurora portion of the residential tax bill for the 2018 Base Operating budget be limited to the reported 12 months to June 2017 Consumer Price Index (CPI) for the Toronto Area; and
3. That all fees, rates and charges be indexed by the same CPI reported value unless precluded by legislation, and new revenue sources identified where possible; and
4. That new tax revenue from new buildings be incorporated into the base budget and be used to extend existing service levels to these new properties, residents and businesses; and
5. That for strategic priorities separately identified by Council, a further increase be levied for such new funding; and
6. That once the CPI factor is known, and the growth estimated, the Finance Advisory Committee provide each of the Library Board, the Cultural Centre Board, and the Historical Society a designated 2018 budget funding amount for their respective budget development work; and
7. That a “current plus three year forecast” operating budget be prepared, and include a staffing needs analysis and forecast for the same period.
8. That the phase-In budget strategy currently approved for Fire Services expansion be funded from within the inflationary and growth components of

the Base Operating Budget, as applicable, with any excess planned increase being a separate component of the overall tax increase; and

- 9. That in addition to the base budget increase for inflation, up to 1% dedicated Fiscal Strategy tax levy increase be imposed to fund additional contributions to Infrastructure Reserves in accordance with the long range fiscal strategies adopted in the recent 10 Year Capital and Asset Management Plan, and any other fiscal strategy items.**

Executive Summary

The report sets budget preparation directions and guidance as they prepare the draft 2018 Operating Budget for presentation to Budget Committee in the fall.

- Council's Budget Principles and Budget Process are set out in the foundational documents approved by Council in 2016, which are publicly available on the Town's website and will serve as further guidance to staff in budget preparations.
- Finance Advisory Committee has begun its detailed reviews of department operations which will allow more strategic reviews of the 2018 draft budget by Budget Committee.
- A new budget consultation meeting has been implemented for 2018 process.
- Fire Services budget continues to grow beyond inflation due to the phased plan to hire four new firefighters per year, leading to the opening of the new fire hall, and as set out in the updated Fire Master Plan. The Town of Aurora previously adopted a budget strategy to phase the whole increase equally over a five-year period. This budget strategy will continue into 2018.
- The Town's fiscal strategy to add special levy increases in addition to CPI to meet needed increases for contributions to the infrastructure sustainability reserve funds and other purposes continues for 2018. These strategies are confirmed each year as part of the regular updates to the Town's 10 Year Capital Investment Plan.

Background

In preparation for the 2018 Operating Budget preparations by staff, it is important for Council to set out its expectations with respect to tax impacts to the residents and businesses of the planned budget. During 2016 and 2017 budget preparations, such direction resulted in considerable efficiency gains in the process. When the targets were achieved by staff and presented, only minor changes were made by Council through the

addition of some new priority special projects or initiatives. There additions were net zero to the tax rate from the draft of staff, as they were funded from reserves.

Analysis

Key principles for the 2018 budget development.

(numbering corresponds to the numbered principles in the Council Budget Principles document)

2) The budget process will include the use of budget consultation approaches to allow residents the opportunity to provide input into budget priorities.

5) Council will undertake to complete the budget review and approval prior to the commencement of the 2018 calendar year.

8) Council will not rely on budget surplus from one year to support or mitigate budget pressures in the following budget year.

10) Council and staff will continually look to implement changes in technique, tools, or approaches in delivering all services and functions which would reduce cost, or improve efficiency or effectiveness of our work.

12) Council is committed to adequately fund infrastructure renewal through annual increases to infrastructure reserve contributions. These additional increases will be part of the Fiscal Strategy Budget, and may require overall budget increases beyond inflation for the residents of the Town.

13) The operating budget shall include outlooks for the next three years, for a total of four years, to allow the current budget to be considered within the context of the Town's short term future funding requirements.

14) A special phasing budget will be used to continue to phase in the expected sharp increase in Fire Services costs with the anticipated addition of a new crew currently being added to Central York Fire Services. This special phasing budget will be funded from a portion of the growth revenue.

16) Inflation is recognized as having a direct impact on the Town's costs of delivering its existing services. Residents and Council should expect their base taxes to increase by inflation each year, with the Fiscal Strategy Budget pushing this tax increase beyond inflation in efforts to reposition the Town's long-range financial situation.

18) While the Town is intent on advancing strategic priorities, it is likely not possible to advance all issues in every year, and Council will need to make these key priority decisions in a scarce resource environment.

19) Innovation, efficiencies, maintaining service excellence and service improvements come through the continuous learning and development of our staff. Training and development funding will be provided in the budget.

21) The Province is providing the opportunity for additional revenue to municipalities through deliberately holding the line on school tax rate increases. To accept this additional funding, the municipalities must increase their local portions by a rate higher than inflation, failing which, the opportunity to accept this additional funding is lost.

The Finance Advisory Committee has reviewed some budget areas in detail

Since its inception in 2015, the Finance Advisory Committee has reviewed the Parks, Recreation & Culture department, Corporate Accounts, and Planning and Building Services department budgets in detail. During the course of these reviews, certain budget concern areas were explored. Staff explained the budget right-sizing of certain budget lines that was undertaken as part of the 2017 budget process. These right sizes are not expected to occur during 2018 as no further concern areas were raised.

The Advisory Committee has also reviewed the recently completed long term development activity forecast prepared by the Planning Division. Continuing concerns with respect to declining development activity were somewhat alleviated as the forecast shows continuing strong but slowly declining future growth activity, without the previously expected sharp declines in activity level. Staff in all departments will be working with these same projections in the preparation of their 2018 to 2021 budget and budget forecasts.

A new Budget Consultation Meeting has been established

Finance Advisory Committee and Council have approved a new Budget Consultation meeting which will take place May 31, 2017 to serve as input for the 2018 budget. Community groups and individuals will be encouraged to provide budget input directly at this special meeting of Budget Committee. They will be encouraged to provide suggestions for service level amendments, cost savings, or revenue ideas. In addition, community groups and individuals will have an opportunity to seek grant or support funding for new or different purposes at this meeting as well as services in kind if any. It is anticipated that new last minute pop-up requests occurring during the budget deliberations in the fall will be reduced, and that greater information and perspectives will be provided with respect to all such requests for Council consideration.

Recommended budget preparation directions for 2018

Based on the highlighted budget principles, it is recommended that the following budget directions be approved for the preparation of the 2018 Operating Budget:

Base Operating Budget:

- 1) The overall Aurora net residential tax bill increase for the Base Operating be limited to the reported July 2016 to June 2017 Consumer Price Index (CPI) for the Toronto Area.
- 2) All fees, rates and charges are to be indexed by the same CPI reported value, and new revenue sources identified.
- 3) New taxes from new community growth be incorporated into the base budget and be used to extend existing services to these new communities, residents and businesses.
- 4) For strategic priorities separately identified by Council, a further levy increase should be considered for such new funding. Council may consider a multi-year phased approach to increasing service levels.
- 5) After the CPI factor is known, the Library Board, the Cultural Centre Board, and the Historical Society each receive a clear budget funding allocation early in the budget development stage for their consideration when preparing their business plans.
- 6) A current plus three year forecast will be prepared, and will include a staffing needs analysis and forecast for the same period.

Phase-In Budget

- 7) The phase-in budget strategy currently approved for Fire Services expansion will be funded from within the inflationary and growth components of the base operating budget, as applicable, with any excess planned increase being a separate component of the overall tax increase.

Fiscal Strategy Budget

- 8) In addition to the base budget increase for inflation, a dedicated Fiscal Strategy tax levy increase will be imposed to fund additional contributions to Infrastructure Reserves in accordance with the long range fiscal strategies adopted in the

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recent Ten Year Capital and Asset Management Plan, reduce reliance on hydro reserve fund interest, and reduce budgetary reliance on unsustainable levels of supplementary tax revenues.

Advisory Committee Review

Finance Advisory Committee has reviewed a draft of this report at its June 13, 2017 meeting.

Financial Implications

It is anticipated that strong assessment base growth from new structures (not reassessment increases) will occur for another two years, following which growth is anticipated to begin to decline. New revenue from growth is necessary funding to extend existing services at their same levels to these new residents and businesses which results in additional costs, and in some cases, additional staffing requirements.

Inflation is a reality that if not accommodated on the full revenue side (taxes and all other revenue sources), dilutes funding available for the maintenance of base services at their existing service levels, resulting in dilution of service. Accordingly, inflationary increases to taxes and service fees are necessary and should be expected by Council and taxpayers. The Town's solid waste contract was recently competitively renewed, and unfortunately cost increases will result in a significant tax rate pressure to the Town which staff will attempt to accommodate within the base operating budget.

In its Budget Principles document, Council has made very transparent that its reference inflationary indicator is the July to June annual CPI published by Statistics Canada for the Toronto area. This public declaration eliminates use of difference CPI values by staff or others during the budget review process. The CPI value for the end of June is expected to be published by Statistics Canada in late July or August.

In addition to inflation, residents and Council need to recognize that infrastructure sustainability funding is a significant funding requirement for all municipalities and should be expected to be funded as an incremental beyond inflationary adjustment.

The March CPI was reported at 2.1%. If this remains unchanged, the Base Budget would increase by a 2.1% tax increase, plus a 1% increase for Fiscal strategy. New services introduced by Council will add further increase pressure. Based on these agreed to principles, the potential tax rate impact could fall in the range of 3.1% to 3.5% depending on any new services to be funded.

Communications Considerations

The budget directions of Council are primarily aimed at staff as they prepare the draft 2018 budget. However, Communications will include some information to advise residents of Council's budget expectations and the increase to taxes and fees.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

Council may choose to provide alternate budget preparation direction to staff.

Conclusions

Having clear budget preparation directions assisted with a smooth and highly successful budget process for 2016 and 2017. The entire budget development cycle is now supported by the foundational documents, now approved by Council, being the Council Budget Principles and Council Budget Process. Members of the public and Council are reminded that in-depth budget discussions with departments continues off-line throughout the year on a rotating basis by the Finance Advisory Committee as set out in the Council Budget Processes document. The Budget Directives recommended in this report are anticipated to result in a fair, progressive and affordable budget for the Town for 2018. The draft budget presented by staff will also include a forecast outlook for the following three years.

Attachments

None

Previous Reports

None, this is an annual report to Council in advance of staff budget preparations.

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Pre-submission Review

Agenda Management Team review on May 17, 2017

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. FS17-032

Subject: Amendments to Procurement By-law
Prepared by: Dan Elliott, Director of Financial Services - Treasurer
Department: Financial Services
Date: July 4, 2017

Recommendations

- 1. That Report No. FS17-032 be received; and**
- 2. That a bylaw be enacted to amend By-law 5910-16, being a bylaw to define the procurement policies and procedures for the Corporation of the Town of Aurora, at the Council meeting of July 11, 2017.**

Executive Summary

Staff have been undertaking a review of the Town's procurement processes, and the Town's procurement bylaw, being By-law No. 5910-16. This report seeks approval to amend the by-law for amendments in the following areas:

- Emergency purchases
- Black-out period
- Exceptions and schedule of exceptions to procurement processes
- Piggybacking contracts
- Other minor grammatical/spelling or minor amendments

Background

Municipal procurement processes are to be followed for all purchases of goods, materials, services and construction regardless of dollar value, although processes may be differentiated depending on dollar value. Key components of public procurement include openness, transparency, accountability and fair opportunity to all bidders. Special provisions must also be included to ensure compliance with provincial, federal and international trade treaties and agreements.

Since late 2016, staff have been undertaking a review of the Town's procurement processes, documentation and the procurement bylaw. Consultation and discussion has

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been undertaken across the organization, and with a wide range of staff responsibility levels. The objectives of the review were to identify changes to process and/or the bylaw which would result in improved clarity of process and expectations, consistency of application, reduction of red-tape, improve accountability, transparency, and improve completeness of documentation for each purchase.

This report will update Council on process changes already made, speak specifically to amendments to the procurement bylaw which are being recommended for administrative clarity, and outline the next steps in the review.

Analysis

A review of current practices found wide variety of processes in place throughout the Town's structure

In the fall of 2016, staff began the process of documenting the procurement processes which were currently in place throughout the town. Processes were found to be distinctively different in different areas of the Town despite a central procurement bylaw and process. Overtime, the practices of each work area had evolved incrementally as different individuals or circumstances arose. This soon created confusion of what the real process was supposed to be, and immediately, this would result in poor compliance, lowered transparency and perhaps lowered accountability.

Unified consistent processes have now been documented, and are in place throughout the Corporation.

Processes for the normal and regular procurement of goods, services, materials and construction have been simplified down to two easy to follow flow charts. Training is taking place during June to ensure all staff understand the requirements of these processes. The flow-charts are centrally located on the Town's intranet for consistent referral by all staff. An updated insurance and risk requirements chart has been prepared and posted to the intranet for all staff. Further, a simplified insurance and risk requirements chart is being prepared specifically for the periodic reference by client department staff which will assist in understanding, consistency of application and thereby compliance with risk management requirements. Once the simplified version is available, the more complex and complete version will be used only by Procurement Services Division staff and our Legal Services Division. This approach will ensure consistent application of risk management requirements, centralized documentation of the procurements, and improved service to our client department groups.

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A key change to process has been the elimination of the need for client departments to enter and process purchase requisitions for all purchases

The purchase requisition system is very cumbersome to use, and is very sensitive to inputs, as they have an impact on how invoices get paid, as well as how purchasing commitments get reflected in the accounting and budget systems. By removing client departments from the process, immediate gains in consistency and problem solving were captured. Under the new processes, staff have completely eliminated the burdensome requirement of issuing purchase orders for purchases less than \$5,000. Appropriate measures are already in place to not permit splitting of purchases into two or more pieces so as to avoid processes required for purchases over \$5,000. All normal purchases over \$5,000 still require competitive procurement, and the issuance of a formal purchase order; however, these processes will be navigated on behalf of the client department by an assigned Procurement Services Division staff member who will carry each assigned procurement matter from cradle to grave, including creating and issuing the purchase order.

Administrative updates to the Procurement Bylaw recommended at this time

The procurement bylaw of the Town sets out a wide variety of process, requirements and exemptions, as well as certain critical thresholds with regards to process and approvals, such as all purchases over \$100,000 must be approved by Council. At this time, staff are not seeking amendments to the thresholds, but rather other administrative amendments to improve clarity, accountability, consistency and practicality to the bylaw. The following sections speak to the recommended bylaw changes.

Bylaw change #1 – Emergency Purchases

The emergency provisions of the procurement bylaw are intended to speak to the authority of the bylaw during a community emergency management situation, as well as other urgent situations which may arise for which seeking competitive bidding and following procurement practices is not appropriate due to the circumstance and its impact or potential threat to life, property or services. The proposed bylaw amendments in Section 13 focus on bringing clarity to the various emergency circumstances, and the processes to be followed in each case. It also gives authority to the Chief Building Official for approval of emergency purchases in appropriate circumstances, such as mitigation of a potential building collapse. The changes are intended to reduce confusion and inconsistent interpretation of the current bylaw provisions.

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Bylaw change #2 – Black-out Period

The black-out period and the anti-lobbying clauses of the bylaw are intended to ensure procurements are undertaken and decided upon free from outside influence from bidders or other groups. Generally, the black-out period and the anti-lobbying clauses are similar across municipalities, stating that the black-out period starts at the issuance of the bid call documents, and ends with the issuance of the Purchase Order to the selected vendor. During the black-out period, vendors are only to make contact with Procurement staff, and not with departmental staff. In the circumstances where a contract award is the subject of a staff report, vendors often want to discuss getting the work started immediately following council approval. The bylaw amendments proposed will now lift the black-out period for conversations once Council has approved the contract award, however, no billable work is to commence until following the issuance of the Purchase Order, which is the formal contract for the work. The minor amendment will allow work scheduling and finalizing logistics to occur with the selected vendor immediately following Council approval, while the Purchase Order and obtaining executed agreements and insurance and other risk management documents is occurring.

The anti-lobbying provision was updated to a consistent definition of the black-out period for clarity.

Bylaw change #3 - Exceptions to the Procurement Processes

Currently Schedule A to the Procurement By-law sets out a list of items which are not subject to the competitive bid requirements of the bylaw, but it does not currently exempt them from the requirements for purchase orders. This appears to have been an oversight in past drafting of the bylaw. It currently implies that to make payroll deduction remittances to the federal or provincial agencies requires a purchase order to be issued. Clearly this is inappropriate. Accordingly, the current proposed amendments make it clear that all competitive procurement processes, and requirements for purchase orders are exempted for the listed items. The listed items are substantially unchanged from before, however the headings have been removed. All payments made continue to require complete and adequate supporting documentation, and internal approvals before payments are issued.

Bylaw change #4 - Piggybacking contracts

Piggybacking contracts is the process of joining in on a competitive bid outcome and its vendor, but from another bid issuing agency, municipality or organization. Recent

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purchases made by the Town by piggybacking on other agency's competitive contracts include:

- Fire hydrant inspection and maintenance services
- Cleaning and sealing cracks in asphalt
- Sign reflectivity inspection services
- Supply and delivery of office supplies
- Courier services
- Catchbasin cleaning.

The Town's current piggyback clause limits the town to piggyback only where the initial call documents of the issuing agency made clear that piggybacking by other agencies must be permitted by the respondent and selected bidders. Frequently, selected vendors are willing to offer their same pricing to other agencies even if the bid documents did not require piggyback opportunities. The proposed amendment simply allows Aurora to piggyback on favourable contracts of other agencies where piggybacking was specified, or where the vendor is willing to do so. Piggybacking only occurs on competitively bid contracts, and only where the town's best interests are served. Doing so often saves the Town weeks of process time and hours of staff time for routine procurements.

Bylaw change #5 – Various other administrative amendments or corrections.

With the elimination of the requirement for purchase orders for purchases of less than \$5,000, corresponding amendments are required in Schedule D. Other typographical and administrative amendments have been made to correct grammar, spelling, flow and presentation.

Next steps

The next steps of the Procurement Review include the following:

1. Continued training of changes made to date in process and bylaw amendments
2. Develop template type procurement reports for Council agenda based on reviews of other municipalities, Town standards, and ease of use by client departments.
3. Present to Council recommended changes to procurement approval threshold framework, revising upward the low value purchase threshold, and the approval limits for the CAO and Directors. This would mean a proposed increase to the

current \$100,000 threshold above which all contract awards and purchases must be approved by Council. Detailed report will address these proposals.

Advisory Committee Review

None

Financial Implications

None directly. Indirectly through improving efficiency of the procurement processes, and reducing client department red tape, administrative efficiencies will be experienced by all departments. Additional staff resources were added to the Procurement Services Division during the 2017 budget to accommodate the anticipated increase in work load from the changes made. Adequacy of staff capacity within Procurement Service Division will continue as the changes made take full effect.

At this time, despite widespread requests from client departments to do so, the approval thresholds of the current procurement bylaw are not proposed to be amended. It is staff's intent to implement the changes made to date as outlined in this report first. Staff will likely approach the Finance Advisory Committee with proposed threshold changes in the fall of 2017 or early 2018. Many municipalities have adopted practices of very high staff level approval authorities for competitive bidding processes which result in awards to the lowest bidder, and for which adequate funding was approved within the budget. This approach will be discussed in detail in our future report on bid approval threshold changes.

Communications Considerations

None – bylaw changes will be communicated to bidders as appropriate, and will be reflected in all contracts, purchase orders and agreements, and daily processes. Changes in process are being communicated to all affected staff through training sessions and updated printed materials and intranet resources.

Link to Strategic Plan

Updating and clarifying the Town's procurement bylaw contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

Committee may choose to make alternate or additional amendments to the procurement by-law

1. Committee may choose to make alternate or additional amendments to the procurement by-law.
2. Committee may seek additional information prior to making any recommendations to Council in this regard.

Conclusions

Staff are progressing through the Procurement Process review, and have identified areas of the Town's procurement by-law which require improved clarity or other minor amendments. This report outlines the areas proposed for change, and seeks approval to make the formal bylaw amendments. At this time, staff are not proposing any changes to the role of Council or the threshold at which Council is involved in the procurement processes and activity of the Town.

As outlined in this report, the single largest change in process to date is the elimination of the requirement for a purchase requisition and its related Purchase Order for all purchases less than \$5,000, and the centralization of the preparation of all Purchase Orders for purchases over \$5,000 into the Procurement Services Division.

Attachments

None

Previous Reports

The last amendment to the Procurement Bylaw was done by way of Report No. FS16-031 Procurement By-law update for eProcurement, presented to General Committee on October 18, 2016

Pre-submission Review

Agenda Management Team review on June 15, 2017

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Report No. FS17-032

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. IES17-034

Subject: Restoration of retaining wall and stairs at the Temperance Street Parking Lot

Prepared by: Jim Tree, Acting Manager of Operations

Department: Infrastructure and Environmental Services

Date: July 4, 2017

Recommendations

- 1. That Report No. IES17-034 be received; and**
- 2. That a new 2017 Capital Project No. 31173 “Temperance Street retaining wall and stairs restoration” be approved in the amount of \$60,000 funded from the Roads & Related Repair and Replacement Reserve Fund.**

Executive Summary

The purpose of this report is to provide Council with information on the current situation associated with a failed retaining wall and stairway in the vicinity of the Temperance Street parking lot and a plan of action in resolving this outstanding matter as follows:

- To provide past history on the matter of the Temperance Street parking lot retaining wall and stairs.
- To advise Council of an operational issue that must be addressed in order to resolve an outstanding matter associated with the condition of a Municipal Asset.
- To identify a source of funding required to perform the necessary work to restore the Temperance Street parking lot and stairs.

Background

The retaining wall and stairs have fallen into a state of significant disrepair and require a complete restoration in order for the structure to continue to provide its intended purpose.

This retaining wall and stairway is located on the north side of the Temperance Street parking lot on a municipal right-of-way. The retaining wall provides retention of a gradient elevation transition of approximately 1.5 meters and includes a stairway to

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facilitate access to the upper level and the Wellington Street sidewalk. These stairs are used by patrons and residents who frequent the Yonge Street businesses and those who reside in the downtown core area.

This retaining wall structure was constructed in 1985 (based on an approved plan that has been kept on file); however, the retaining wall has fallen into a state of disrepair over the years and, more recently, has been closed off to the public for safety concerns.

The Town has been maintaining and repairing this structure. Staff have received complaints as the stairway has been closed off for a lengthy period of time, causing inconvenience to residents.

Staff recommend that this restoration work proceed as soon as possible rather than defer the repairs until the presentation and approval of the 2018 Capital Budget. This is based on the length of time that this infrastructure has been non-functional and the associated inconvenience to the users as well as the public safety related concerns with the existing wall and stair system.

Analysis

Outstanding property ownership issue to be resolved which may result in the Town taking responsibility for this infrastructure

The Town has maintained this entire infrastructure for many years. With the deteriorating condition of this retaining wall over a period of years, staff are now receiving safety-related complaints from residents/users of this stairway.

Staff have attempted to identify the actual owner of the property and the retaining wall, resulting in a comprehensive title search process and the outcome was there is no registered owner of the property. The Town has maintained the property for many years because of the interests of the general public that this infrastructure provides.

The Town's Legal Services Division had initiated a process that may result in the Town taking official title over the lands which may have the lands coming into the Town's ownership in the near future. Legal Services worked with the Land Registry Office to make the application. However, as a result of staffing changes at the Land Registry Office, the application process has been delayed. While it is expected that Legal Services will re-apply, it is not known when or if the Town will be successful in taking official title over the lands.

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Nevertheless as the Town has assumed all of the maintenance in the Temperance Street parking area for many years, it is incumbent upon the Town at this time to resolve this matter by completing the retaining wall repairs and mitigating any risk that may arise as a result of the existing conditions.

Retaining Wall and stairs must be completely removed and rebuilt in accordance with current engineering standards

Due to the advanced state of deterioration in the retaining wall, railings and stairs, the retaining wall must be completely removed and reconstructed and the Town's soils consulting engineering firm has been engaged to provide a design for the new wall.

IES Engineering staff are assisting in this process and have set a budget amount of \$65,000 for the project which does not include contract administration costs as these services will be provided by Engineering staff.

Upon completion of the detailed design, staff will issue a formal request for quotation to retain a contractor and the project will commence later this summer with completion in the fall of 2017. This schedule may vary depending on a number of factors associated with procurement, weather and site conditions.

An in-year financial contribution from the Roads Replacement and Restoration Reserve Fund will be required to fund this project

Staff have confirmed that this project was not identified in the 10 Year Capital R&R Roads forecast as this project was not identified as municipal infrastructure works. As such, it is necessary to allocate funds from the Roads Replacement & Restoration Reserve Fund for this in-year expense. Staff have been advised by the Director of Financial Services that sufficient funding is available to enable the project to proceed in 2017.

Advisory Committee Review

Not applicable.

Financial Implications

The upset amount of \$65,000 has been estimated by IES Engineering staff for the project as follows:

Item	Cost	Total
Removals	\$3,000	\$3,000
New Wall	\$30,600	\$30,600
Drainage and Restoration	\$19,510	\$19,510
Contingency	10%	\$5,310
Application/Registration Fees	\$5,000	\$5,000
		\$63,410

Staff recommend that the upset limited amount of \$65,000 be allocated from the Roads Replacement and Repair Reserve Fund to provide for the restoration of the Temperance Street parking lot retaining wall and stairs.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

This project supports the strategic plan goals of supporting an exceptional quality of life for all and supporting environmental stewardship and sustainability by investing in a plan that will:

Alternative(s) to the Recommendation

Option 1: Council may choose to not proceed with funding this project and to defer the project to the 2018 Capital Budget for separate consideration and approval; however, this may result in further degradation of the infrastructure and create potential operational issues and concerns including public liability associated with inoperable infrastructure.

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Staff does not recommend any effective alternatives at this time in view of the issues identified in this report and the Town's fiduciary responsibility to maintain its infrastructure in an operable condition.

Conclusions

The Temperance Street parking lot retaining wall and stairway require significant repair and require a complete restoration in order for the structure to continue to provide its intended purpose. Staff recommend that a Request for Proposal be called for the restoration of the Temperance Street retaining wall and stairs and that funds in an amount not exceeding \$65,000 be allocated to this project from the Roads Replacement & Restoration Reserve Fund.

Attachments

Attachment #1 - Photo of existing Temperance Street retaining wall and stairway

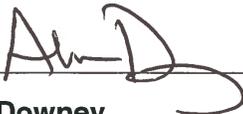
Previous Reports

Confidential Closed Session Report No. CAO11-023, dated December 13, 2011

Pre-submission Review

Agenda Management Meeting review on June 15, 2017

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment No. 1





Town of Aurora

General Committee Report No. PRCS17-027

Subject: Tax Exempt Status for Sports Dome

Prepared by: Allan D. Downey, Director, Parks, Recreation and Cultural Services

Department: Parks, Recreation and Cultural Services

Date: July 4, 2017

Recommendations

- 1. That Report No. PRCS17-027 be received; and**
- 2. That the Aurora Sports Dome (Soccer Dome) be declared a Municipal Capital Facility for the purposes of the municipality and for public use;**
- 3. That by-law be enacted authorizing the Mayor and Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Aurora Sports Dome;**
- 4. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Aurora Sports Dome is located from all of the taxes for municipal and school purposes;**
- 5. That the Mayor and Town Clerk be authorized to execute any necessary agreements, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to:

- Apply for tax exemption under the provisions of the *Municipal Act, 2001* (the "Act") for the Aurora Sports Dome.
- Tax exemption will eliminate payment of Municipal, Regional and Educational Taxes.
- Tax exemption on the Aurora Sports Dome will create a reduction in the Operating Budget of the Town.
- Report No. PRCS17-006 was deferred from the March 28, 2017 Council meeting.

Background

The Aurora Sports Dome (the “Sports Dome”) is a soccer facility located on Legion Field, a portion of lands within the Lambert Wilson Park, and is being operated by 1651883 Ontario Inc., which entity is managed by the same group as the Tennis Bubble. The Sports Dome is subject to an agreement that was entered into in 2005 and is currently subject to regional and school board taxes, which have been covered by the Town.

Analysis

Section 110 of the *Municipal Act, 2001* permits tax exemptions

Section 110 of the the Act allows municipalities to declare facilities as Municipal Capital Facilities and to exempt the land or a portion of the lands upon which they are situated from taxes levied for municipal and school purposes, provided that certain requirements are met under the Act and Ontario Regulation 603/06. One of those requirements is that the subject facility be declared “for the purpose of the municipality and for public use”. Once this declaration is approved through a Council resolution, a Municipal Capital Facility Agreement may be entered into with respect to the subject facility and a by-law exempting the land from the taxation may be passed.

Ontario Regulation 603/06 sets out classes of facilities that may be exempted under section 110 of the Act and the associated requirements under such classes. In the case of the Tennis Bubble and the Soccer Dome, both the facilities may be classified under two categories:

- Category 14 - Municipal community centre
 - The facilities are primarily used for local community activities.

- Category 16 - Municipal facilities used for cultural, recreational or tourist purposes
 - The facilities are used for recreational purposes.
 - Pursuant to the agreements for both the facilities, upon expiry of the lease agreements with the operators, the facility is either owned or will revert to the Town along with the land on which it is situated.

Tax Exempt Status applies to Municipal, Regional and Educational taxes

The provisions of the Act allow for an exemption from all taxes including Municipal, Regional and Educational. Presently, the Town pays the Regional and Educational portion.

The Town has been paying taxes on the Sports Dome since its opening, with the funds being carried in the Parks, Recreation and Cultural Services Operating Budget for that purpose.

Advisory Committee Review

No review.

Financial Implications

The tax exempt status for the Sports Dome would reduce the Operating Budget by \$50,992 per year. The Municipal portion of this levy is \$10,450.81.

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

The tax exempt status for the Sports Dome and the Tennis Dome 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:

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

Alternative(s) to the Recommendation

1. Option 1: Council may choose not to explore tax exempt status.

Conclusions

Staff have explored the tax exemption process and find it beneficial to the Town to facilitate a tax exemption status for the Sports Dome. The facility is operated under

Conclusions

Staff have explored the tax exemption process and find it beneficial to the Town to facilitate a tax exemption status for the Sports Dome. The facility is operated under agreement with the Town, provide recreational opportunities to the residents of Aurora and may qualify for a tax exemption under the Act.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on June 15, 2017.

Departmental Approval



Allan D. Downey
Director, Parks, Recreation and Cultural
Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report No. PRCS17-029

Subject: Purchase Order Increase for Program guide production and delivery

Prepared by: Lisa Warth, Manager of Recreation Services

Department: Parks, Recreation and Cultural Services

Date: July 4, 2017

Recommendation

- 1. That Report No. PRCS17-029 be received; and**
- 2. That the option to renew the York Region Media Group contract be exercised for the third and final year of the Contract ending December 31, 2018; and**
- 3. That Purchase Order 654 be increased by \$38,000 excluding taxes, to a total of \$112,751.14 excluding taxes, to accommodate guide production for 2018.**

Executive Summary

The purpose of this report is to outline the need to renew the third and final year option with York Region Media Group and to increase the purchase order by \$38,000, excluding taxes. York Region Media Group provides the design, printing, delivery and overall production of the Parks, Recreation and Culture program guide. Winter 2018 program guide production begins in September, 2017.

Background

Staff issued a Request for Quotation in Spring 2015 for the production of the seasonal program guide. This guide is produced three times per year (Fall, Winter and a combined Spring/Summer issue). The guide typically ranges from 68 to 96 pages depending on the issue and is delivered to every household in Aurora with additional copies available at Town facilities and online. The guide includes a variety of information including program options, membership options, an overview of facilities, parks and trails, registration information, schedules for leisure swim & skate, a community directory and an advertising marketplace. The majority of the costs of the

guide are offset by revenue generated by selling advertisements for the advertising marketplace.

The guide provides timely, relevant information to Aurora residents and is a critical communication tool.

QB-RFQ # 2015-19 was released in July, 2015 for a one-year term and included an option to renew the agreement for two additional one year periods. The production period for the guide is typically September to August.

Analysis

Excellent Service

York Region Media Group has provided excellent service with past issues of the guide. Their designers and staff are friendly, knowledgeable and flexible. The service is reliable and they often provide drafts etc., ahead of schedule. Administration has been smooth with required documents, questions etc. always provided in a timely manner.

Important communication tool

The Program guide is an important communication tool even as access to information electronically increases. The guide is essential in informing residents on program options, facility information, parks and trails, registration information and much more. Feedback suggests that residents like receiving the guide to their homes in a magazine style document and look forward to receiving it each season.

Advisory Committee Review

None required

Financial Implications

Sufficient funds have been allocated in the 2017 and 2018 operating budget.

Communications Considerations

None.

Link to Strategic Plan

The Purchase Order increase for the Program guide supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** through satisfying the requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle.

Alternative(s) to the Recommendation

None.

Conclusions

It is recommended that the option to renew the contract with York Region Media Group be exercised for the third and final year and that Purchase Order 654 be increased by \$38,000, excluding taxes. This will ensure that timely communication with residents on their recreation and parks options in Aurora is maintained.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Departmental Approval

Approved for Agenda



Allan D. Downey
Director, Parks, Recreation and Cultural
Services



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report

No. PBS17-039

Subject: Applications for Zoning By-law Amendment
BG Properties Aurora Inc. (formerly Coutts)
14222, 14314, 14358 & 14378 Yonge Street
Related File: SUB-2012-03
File Number: ZBA-2012-16

Prepared by: Lawrence Kuk, Planner

Department: Planning and Building Services

Date: July 4, 2017

Recommendations

- 1. That Report No. PBS17-039 be received; and**
- 2. That Application to Amend the Zoning By-law File No. ZBA-2012-16 (BG Properties Aurora Inc.), to implement the proposed draft plan of subdivision be approved; and**
- 3. That the implementing Zoning By-law Amendment be presented at a future Council Meeting.**

Executive Summary

Due to the intervening time since this matter was originally considered by Council on June 2013. Staff have prepared this report is to seek Council approval to the Zoning By-law Amendment to permit 153 single detached condominium dwelling units over the phase 2 portion of the subject lands.

- The proposed Zoning By-law Amendment is consistent with the Approved Draft Plan of Subdivision and Zoning by-law Amendment in 2013;
- The proposed Zoning by-law Amendment will not result in additional units; and
- Planning Staff supports the proposed Zoning By-law Amendment to allow the development of the proposed 153 Single Detached Dwellings.

Background

Application History

On June 26, 2013, Council approved a draft Plan of Subdivision application no. SUB-2012-03 and the above mentioned Zoning By-law Application ZBA-2012-16 for 195 residential units. Servicing allocation was granted for all 195 residential units. Upon Council's approval, portions of the subject lands were severed and sold to the current Owner (BG Properties Aurora Inc.). At the time, BG Properties Aurora Inc. was not prepared to enact the Zoning By-law. As such, the approved Zoning By-law from 2013 was never enacted.

In 2016, BG Properties Aurora Inc. made minor modifications to the approved draft Plan of Subdivision by increasing the open space buffer along the southern property lines within Phase 2, lot line adjustments and roadway reconfiguration. Overall, the minor modifications to the Draft Plan of Subdivision did not result in additional units. Further discussion on the minor modifications were reported to Council on April 2016, report number PDS16-023.

On April 19, 2016, the Owner obtained zoning approval for Phase 1 of the subject lands. The related zoning by-law number 5839-16 was enacted on April 26, 2016. Phase 1 included 42 single detached dwelling units and private open space.

This report is to seek Council's approval to Phase 2 of the Draft Plan of Subdivision consisting of the remaining 153 single detached units, private open space, stormwater management facilities and Environmental Protection Area.

Location

The subject lands are bounded by Yonge Street to the east, a railway/ GO Transit line to the north & west, and abut a portion of Ridge Road to the south (Figure 1). The subject lands have a total area of approximately 39.51 hectares (97.64 acres).

Surrounding Land Uses

The surrounding land uses are as follows:

- North: Railway line (GO Transit) and existing residential;
- South: Existing estate residential;
- East: Yonge Street, existing estate residential and a cemetery; and,
- West: Railway line (GO Transit) and residential.

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. Brief overviews of the Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe (GGH), Lake Simcoe Protection Plan (LSPP) and Oak Ridge Moraine Conservation Plan (ORMCP) were outlined in Planning Report PDS16-023.

York Region Official Plan (2010)

The subject lands are designated as “Urban Area” by the York Region Official Plan. The subject property is located within the 25 year Wellhead Protection Area (WHPA-D) for the Yonge Street Aquifer (YSA) municipal wells and is located on the Oak Ridges Moraine. The Region’s Official Plan policies are to ensure that municipal well water quality is protected from contamination from incompatible land uses.

Town of Aurora Official Plan – Yonge Street South Secondary Plan – OPA 34

The subject lands are designated as “Cluster Residential, Environmental Protection Area, Environmental Function Area, Building Setback, Environmental Restoration Area, Ecological Buffer and Private Open Space” by the Yonge Street South Secondary Plan Area (Official Plan Amendment No. 34) (Figure 2). The permitted uses in the “Cluster Residential” designation are single detached dwellings, semi-detached dwellings, linked housing, townhouses and private open space. Other provisions in the Official Plan outline policies were outlined within Planning Report PDS16-023.

Zoning By-law 2213-78, as amended

The subject lands are currently zoned “Rural General (RU-ORM) Oak Ridges Moraine” by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). The current zoning does not permit the proposed uses on the approved Draft Plan of Subdivision. As such the Owner has submitted an application to amend the Zoning by-law to implement the approved Draft Plan of Subdivision.

Proposed Application

Proposed Zoning By-law Amendment

As shown in Figure 4, the Applicant proposes to rezone the westerly portion of the approved Draft Plan of Subdivision (Figure 5) from “Rural General (RU-ORM) Oak Ridges Moraine” to “Detached Dwelling Second Density Residential (R2-XX) Exception Zone”, “Detached Dwelling Second Density Residential (R2-X1) Exception Zone”, “Major Open Space (O-22) Exception Zone” and “Oak Ridges Moraine Environmental Protection (EP-ORM) Zone”.

The following is a table to compare the requirements of the parent R2 zoning versus the proposed R2 exception zone.

	Existing R2 Zone Requirements	Proposed R2–XX Exception Zone	Proposed R2–X1 Exception Zone
Lot Area (min)	460 m ²	300 m ²	470 m ²
Lot Frontage (min)	15.0 m	9.0 m	18.0 m
Height (max)	10.0 m	11.0 m	11.0 m
Front Yard (min)	6.0 m		
-Main Building		4.5 m	6.0 m
-Garage		6.0 m	6.0 m
Rear Yard (min)	7.5 m	7.5 m	6.0 m
Interior Side Yard (min)			
-one storey	1.2 m	-one side: 1.2 m	-one side: 1.2 m
-two storey	1.5 m	-other side: 0.6 m	-other side: 1.2 m
Exterior Side Yard (min)	6.0 m		
-Main Building		N/A	3.0 m
-Garage			6.0 m
Floor Area (min)			
-one storey	120 m ²	N/A	N/A
-two storey	130 m ²		
Lot coverage (max)	35%	40%	45%
Interior Garage Length (min)	N/A	6.0 m	6.0 m
Interior Garage Width (min)	N/A	2.9 m	2.9 m

Note: Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

Analysis

Planning Considerations

Provincial Policies

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the PPS, Growth Plan, LSPP and the ORMCP.

The proposed Zoning By-law Amendment Application is subject to provincial policies. The proposed Zoning By-law Amendment Application is considered as an update and stays consist with Council's original approval in 2013. Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment complies with the provincial policies as outlined in Planning Report PDS16-023.

July 4, 2017

Page 5 of 8

Report No. PBS17-039

York Region Official Plan

York Region has no objection to the approval of the Zoning By-law Amendment Application.

The subject lands are designated as “Urban Area” by the York Region Official Plan. The Approved Draft Plan of Subdivision was previously circulated to York Region. York Region provided their recommendation of approval with conditions to the Draft Plan of Subdivision. York Region had no comments for the Zoning By-law Amendment Application in April 2016 for the Phase 1. Based on their review York Region has no comments or further requirements regarding the proposing Zoning By-law Amendment Application in Phase 2.

Town of Aurora Official Plan – Yonge Street South Secondary Plan (OPA 34)

The proposed Zoning By-law Amendment application conforms to the Official Plan policies.

As noted earlier, the Yonge Street South Secondary Plan (OPA 34) is intended to guide and direct growth and development, and the utilization of resources in the Yonge Street South area of the Town of Aurora. To the greatest extent possible, land within a Cluster Residential designation shall be retained in an open or natural condition, either as Private or dedicated Public Open Space and shall not form part of individual lots. Through the proposed Zoning By-law Amendments the applicant has illustrated a large portion of the subject lands shall be preserved in either public or private open space.

Servicing Allocation was granted for a total of 195 residential units in 2013. The proposed 153 single detached units will not exceed the assigned servicing allocation.

As such, the proposed Zoning By-law Amendment conforms to the Policies of Official Plan Amendment No. 34.

Zoning By-law 2213-78, as amended

Planning Staff supports the proposed Zoning By-law Amendment to allow the development of the proposed 153 Single Detached Dwellings.

To implement the approved Draft Plan of Subdivision and to achieve the goals and vision of the urban design guidelines, the applicant has applied to re-zone the subject lands. Recognizing that each subdivision and building design has differing characteristics, the proposed site specific provisions are necessary to apply specificity to the bylaw with respect the approved subdivision.

Furthermore, Planning Staff have evaluated the implementing Zoning By-law in the context of the Official Plan and the Council approved Block Plan. As a result, Planning staff are of the opinion that the proposed rezoning is considered to be an appropriate development standards of the Town.

Department / Agency Comments

As mention earlier, the original Zoning By-law Amendment application was approved by Council in 2013. Due to the minor lotting revisions, years of inactivity, the revised Zoning By-law Amendment were circulated to internal departments and external agencies for comment. No objections have been received from any responding internal department or external agencies.

Public Comments

At the timing of this report, planning staff did not receive any public comments on the proposed Zoning By-law Amendment in Phase 1 or 2.

Advisory Committee Review

Not applicable.

Financial Implications

The site will be developed through a Subdivision Agreement; as such fees & securities will be required with the Subdivision Agreement. Future building permits may generate Development Charges and cash in lieu of parkland.

Communications Considerations

All interested parties were notified that the proposed Zoning By-law Amendment would be heard at the July 4, 2017 General Committee Meeting.

Notice of Complete Application and Notice of Public Planning Meeting for the subject application were outlined in Planning Staff report no. PL13-027.

Link to Strategic Plan

The proposed Zoning By-law Amendment application support the Strategic Plan goal of Supporting an exception 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 proposed Zoning By-law Amendment on the subject lands, the application will assist in working with the development community to ensure future growth includes housing opportunities for everyone.

The proposed Zoning By-law Amendment also supports the Strategic Plan Goal of Supporting environmental stewardship and sustainability and the objectives of encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.

Alternatives to the Recommendation

1. Direct staff to report back to Council addressing any issues that may be raised at the General Committee Meeting; or
2. Refusal of the applications with an explanation for the refusal.

Conclusions

Planning and Building Services has reviewed the proposed Zoning By-law Amendment application in accordance with Provincial Policy, the provisions of the Regional and Town's Official Plan, and in context of the surrounding and future land uses. The subject proposal is considered to represent proper and orderly development of the subject lands and conforms to the policies of OPA 34. Therefore, Staff recommends approval of the Zoning By-law Amendment.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-law
- Figure 4 – Proposed Zoning By-law
- Figure 5 – Draft Approved Plan of Subdivision
- Figure 6 – Lotting Plan

Previous Reports

- General Committee Meeting Report No. PDS16-023, dated April 19, 2016.
- Public Planning Meeting Report No. PL13-027, dated June 26, 2013.
- Public Planning Meeting Report No. PL13-004, dated January 23, 2013.
- Public Planning Meeting Report No. PL12-037, dated September 24, 2012.
- Public Planning Meeting Report No. PL11-054, dated October 26, 2011.

Pre-submission Review

Agenda Management Team Meeting review on June 15, 2017

Departmental Approval

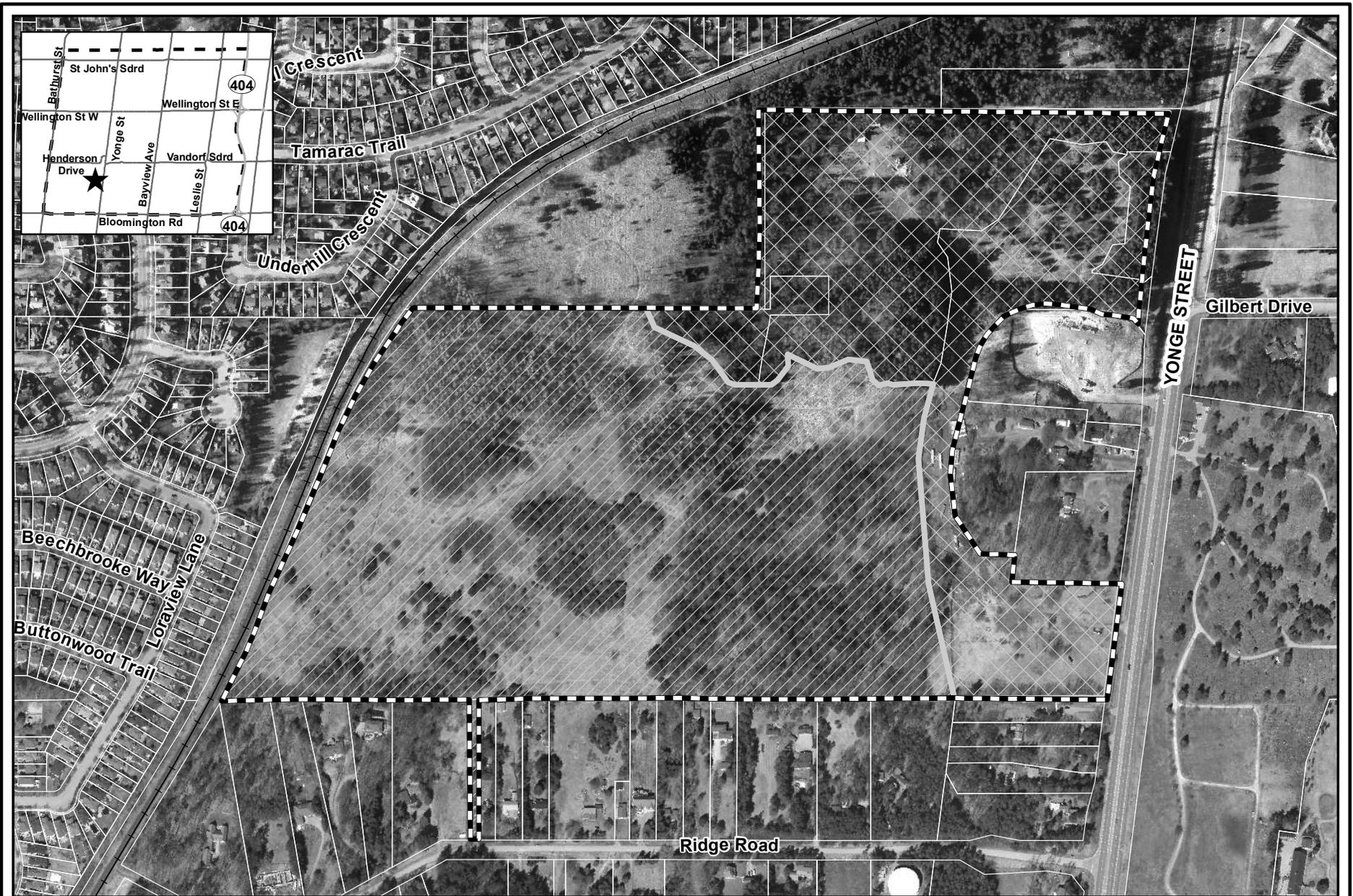
Approved for Agenda



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**



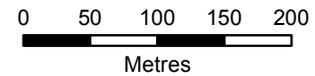
**Doug Nadorozny
Chief Administrative Officer**



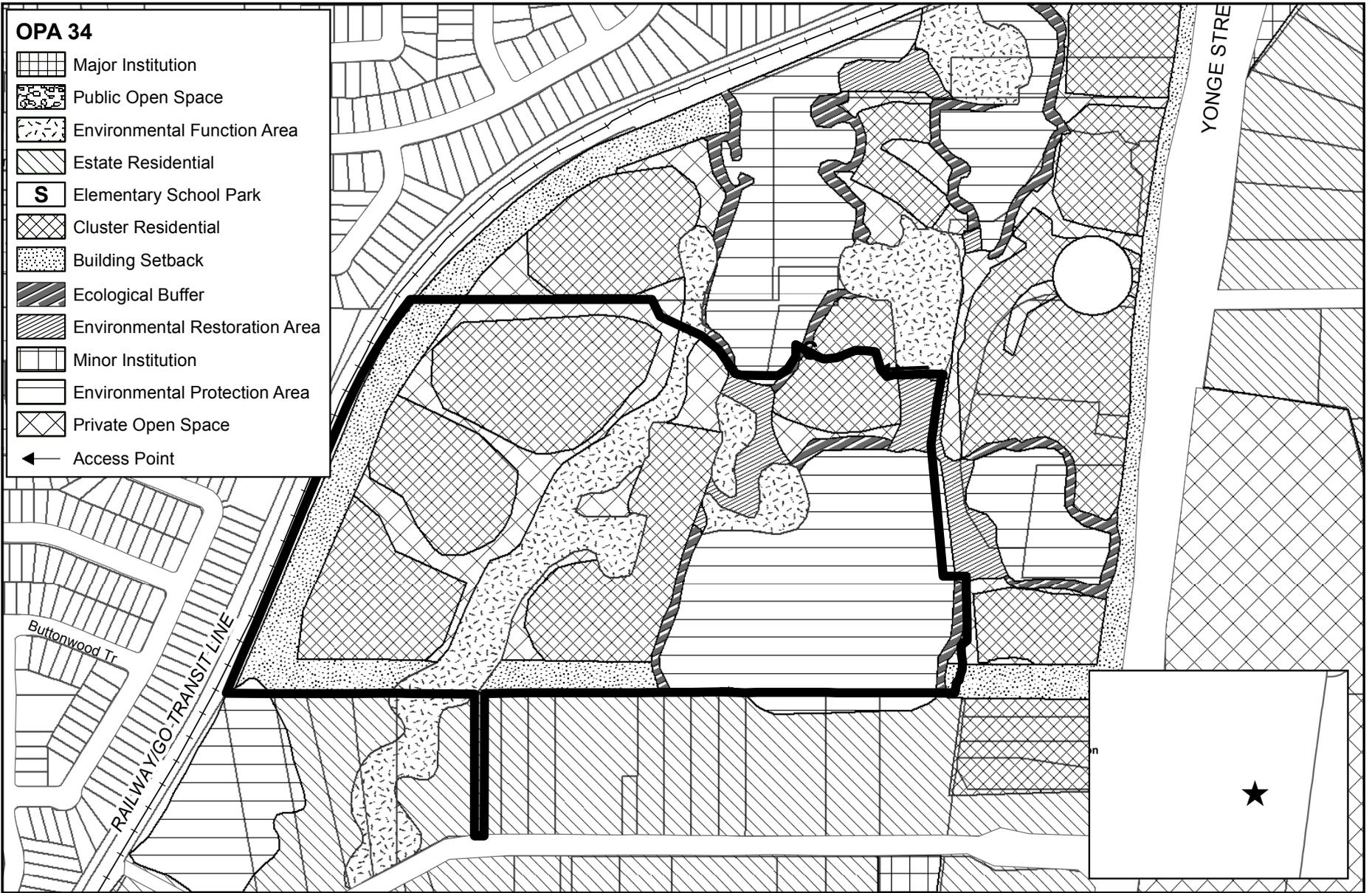
LOCATION MAP

APPLICANT: BG Properties Aurora Inc.
 FILE: ZBA-2012-16, Related files: SUB-2012-03
 FIGURE 1

-  Draft Plan Approved Area
-  Phase 1 Draft Approved Plan Area
-  Phase 2 Draft Approved Plan Area



Map created by the Town of Aurora Planning & Development Services Department, June 1, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.

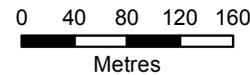


EXISTING OFFICIAL PLAN DESIGNATION

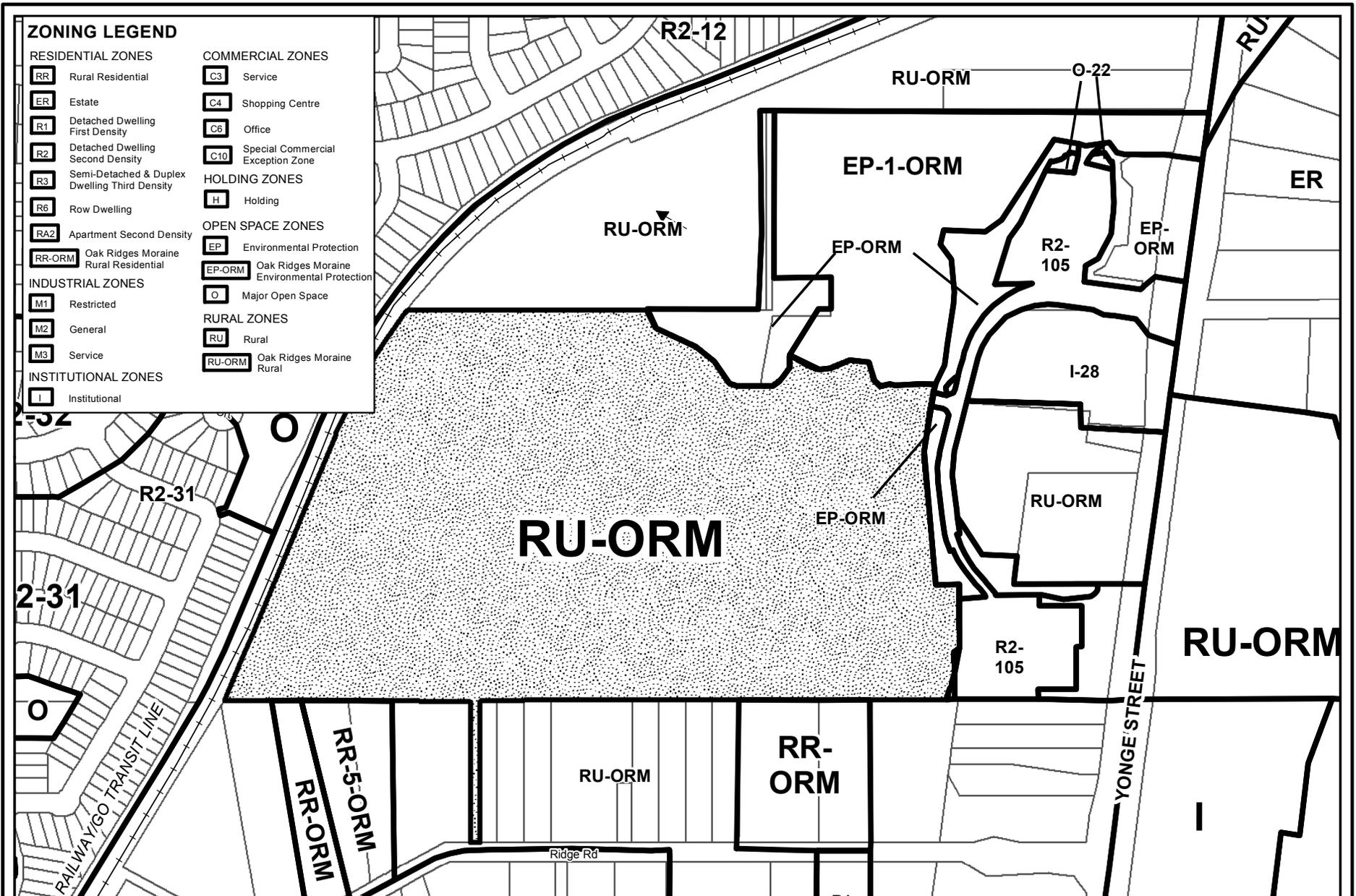
APPLICANT: BG Properties Aurora Inc.
 FILE: ZBA-2012-16, Related file: SUB-2012-03

FIGURE 2

 Phase 2 Lands



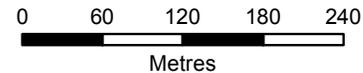
Map created by the Town of Aurora Planning & Development Services Department, June 1, 2017. Base data provided by York Region.

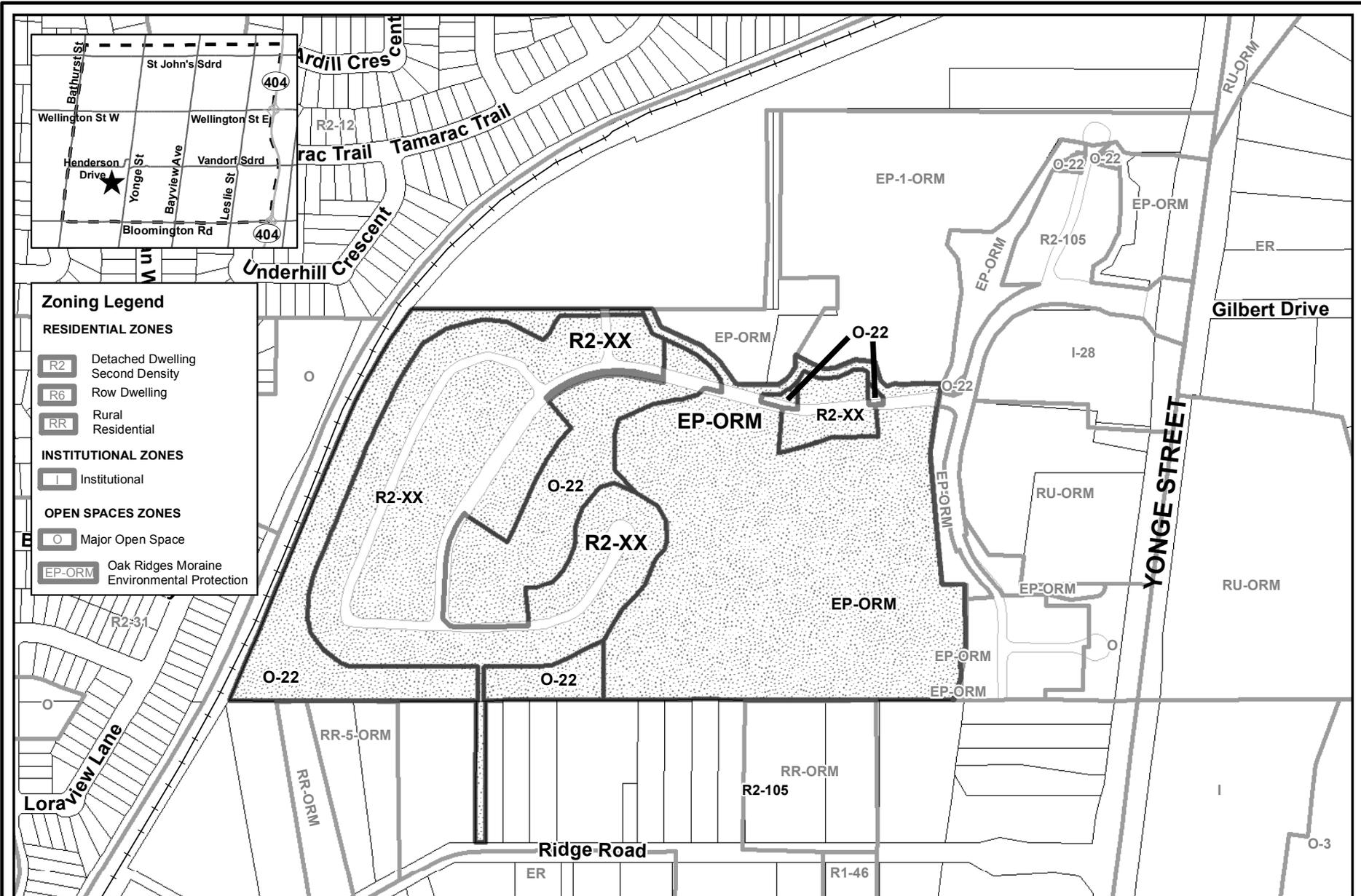


EXISTING ZONING BY-LAW

APPLICANT: BG Properties Aurora Inc.
 FILE: ZBA-2012-16, Related file: SUB-2012-03
 FIGURE 3

 Phase 2 Lands





Zoning Legend

RESIDENTIAL ZONES

- R2** Detached Dwelling Second Density
- R6** Row Dwelling
- RR** Rural Residential

INSTITUTIONAL ZONES

- I** Institutional

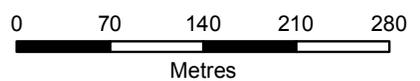
OPEN SPACES ZONES

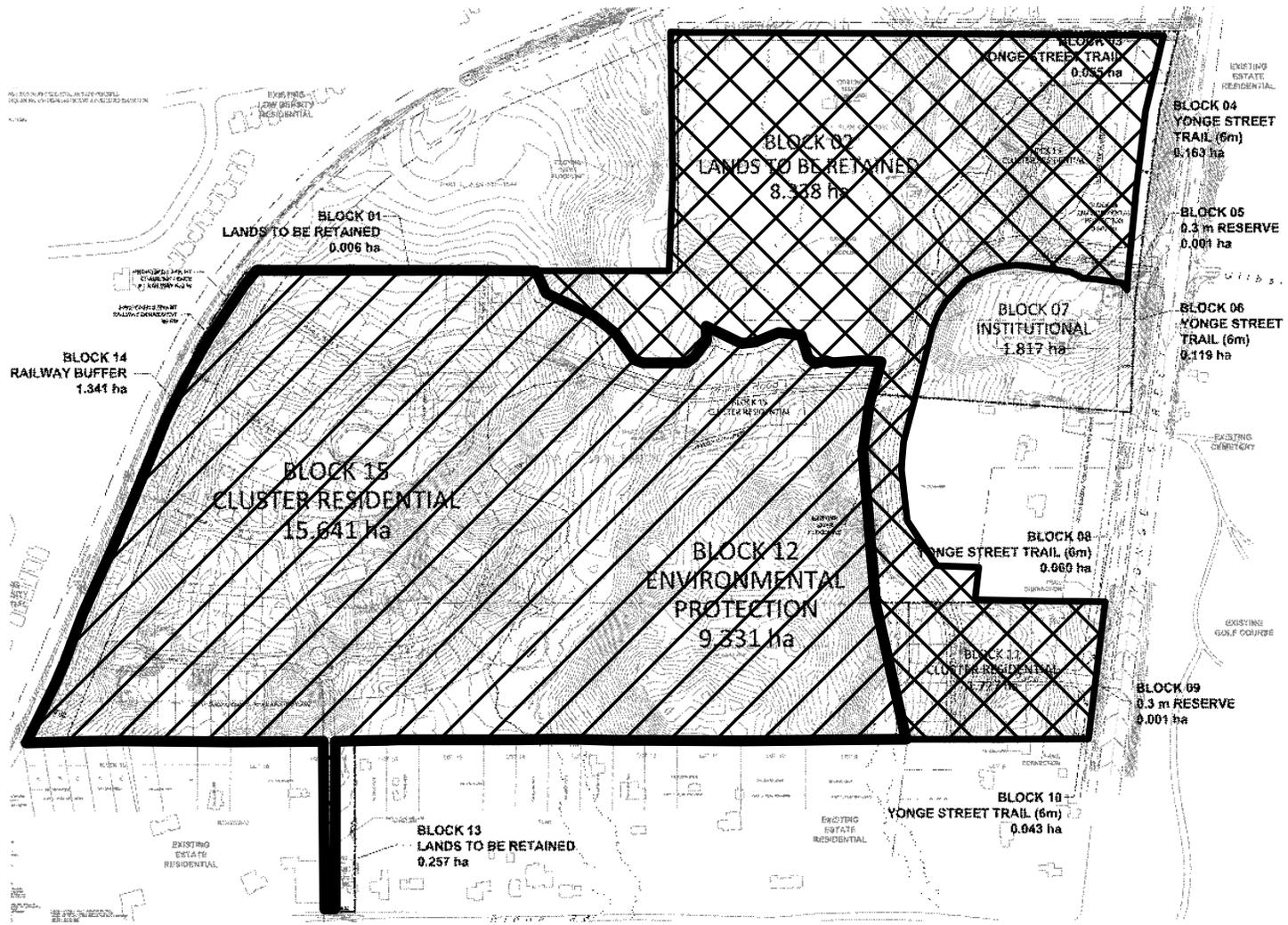
- O** Major Open Space
- EP-ORM** Oak Ridges Moraine Environmental Protection

PROPOSED ZONING BY-LAW

APPLICANT: BG Properties Aurora Inc.
 FILE: ZBA-2012-16, Related file: SUB-2012-03
 FIGURE 4

 Phase 2 Lands





DRAFT APPROVED PLAN OF SUBDIVISION

APPLICANT: BG Properties Aurora Inc.
 FILE: ZBA-2012-16 Related file: SUB-2012-03

FIGURE 5

-  Phase 1
-  Phase 2





**Town of Aurora
Council Report**

No. PBS17-047

Subject: Applications for Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium
Ballymore Building (South Aurora) Corporation
14452 Yonge Street
Part Lot 75, Concession 1
File Numbers: ZBA-2016-09, SUB-2016-02, CDM-2016-04

Prepared by: Marty Rokos, Planner

Department: Planning and Building Services

Date: July 4, 2017

Recommendations

- 1. That Report No. PBS17-047 be received; and**
- 2. That Application for Draft Plan of Subdivision SUB-2016-02 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'A' of this report; and**
- 3. That Zoning By-law Amendment file ZBA-2016-09 (Ballymore Building (South Aurora) Corporation) be approved, to zone the subject lands from "Oak Ridges Moraine Rural (RU-ORM) Zone" to "Detached Dwelling Second Density (R2-XX) Exception Zone", "Major Open Space (O-22) Exception Zone", and "Oak Ridges Moraine Environmental Protection (EP-ORM) Zone"; and**
- 4. That the Application for Draft Plan of Condominium CDM-2016-04 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'B' of this report; and**
- 5. That a total of 40 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and**
- 6. That the implementing by-laws be presented at a future Council Meeting; and**
- 7. That the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including any and all documents and all of the Agreements reference in the Conditions of Approval, including any ancillary agreements required to give effect to same.**

July 4, 2017

Page 2 of 14

Report No. PBS17-047

Executive Summary

This report provides Council with an evaluation and recommendations regarding the proposed Draft Plan of Subdivision, Draft Plan of Condominium and Zoning By-law Amendment applications submitted for 14452 Yonge Street.

- The proposed Draft Plan of Subdivision consists of lots and blocks for 40 single detached dwelling units, open space, storm water management pond, environmental protection, lands to be retained by applicant and private road.
- It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the PPS.
- It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the Growth Plan.
- It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the Lake Simcoe Protection Plan.
- Departments and agencies have no objection to the approval of the draft Plan of Subdivision subject to the conditions outlined in Schedule "A".
- The proposed Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium conform to the permitted uses and density, height, and urban design requirements of the Official Plan.
- Staff recommend approval of the Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium subject to conditions of approval set out in Schedule 'A'.

Background

The subject Draft Plan of Subdivision, Draft Plan of Condominium, and Zoning By-law Amendment application were submitted to the Town on August 19, 2016. The subdivision and Zoning By-law Amendment applications were heard at the Public Planning Meeting on October 26, 2016. At that meeting council passed the following resolution:

"That Report No. PBS16-079 be received; and

That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting."

Location and Land Use

The subject lands are located west of Yonge Street and south of the GO Transit line and are municipally known as 14452 Yonge Street (see Figure 1). The subject lands consist of an irregular shaped parcel that is 8.1 ha (20 acres) in size and has a frontage of 65.9 metres on Yonge Street. The subject lands are listed on the Aurora Registrar of Properties of Cultural Heritage Value or Interest. The existing building located on the east portion of the lot can be described as an arts and crafts bungalow constructed circa 1930.

The subject lands are located within the East Holland River subwatershed of Lake Simcoe and features a rolling terrain, with open meadows and heavily treed area.

The proposed development site is located directly north of the BG Properties development (formerly Coutts) which was draft approved for 195 residential units in June of 2013.

Surrounding Land Uses

North: Railway/GO Transit and existing residential;
South: BG Properties, 195 residential unit Draft Approved Subdivision;
East: Yonge Street, Aurora chamber of commerce office and existing residential;
West: Railway/ GO Transit and existing residential.

Policy Context

All Planning Act development applications are subject to provincial policies. Brief overviews of the Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe (GGH), Lake Simcoe Protection Plan (LSPP) and York Region Official Plan (2010), as amended were outlined in Planning Report PL15-067.

Town of Aurora Official Plan – Yonge Street South Secondary Plan – OPA 34

The subject lands are designated “Cluster Residential”, “Private Open Space”, “Building Setback”, “Ecological Buffer”, “Environmental Protection Area” and “Environmental Restoration Area” by the Yonge Street South Secondary Plan (OPA 34).

The Oak Ridges Moraine Conservation Plan (ORMCP) as adopted by the Town’s Official Plan indicates that the subject lands are designated “Oak Ridges Moraine Settlement Area”. On Schedule ‘K’, the subject lands are designated “Woodlands”, “Woodlands Minimum Vegetation Protection Zone” (MVPZ), “Permanent and Intermittent Streams”, and “Permanent and Intermittent Streams MVPZ”. Schedule ‘L’

indicates that the subject lands are designated “Category 1 – Complex Landform”. According to Schedule ‘M’, the subject lands are in a “High Vulnerability Aquifer Area”.

Town of Aurora Zoning By-law 2213-78, as amended

The subject lands are currently zoned “Rural Oak Ridges Moraine (RU-ORM) Zone” by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). The existing zoning reflects the previous rural residential use on the subject lands. To implement the proposed development, the Owner is proposing to rezone the subject lands from “Rural Oak Ridges Moraine (RU-ORM) Zone” to the applicable zone designations described under the Proposed Application section of this report.

Reports and Studies

The Owner submitted the following documents as part of a complete application to the Draft Plan of Subdivision and Zoning By-law Amendment applications:

Table 1: Reports and Studies

Report Name	Report Author
Architectural and Urban Design Guidelines	John G. Williams Architect
Natural Heritage Evaluation	Beacon Environmental
Landform Assessment and Conservation Study	Schollen & Company Inc.
Phase 1 Environmental Site Assessment (ESA)	Canada Projects Inc. (CPG)
Phase 2 Environmental Site Assessment (ESA)	Soils Engineers Ltd.
Tree Inventory and Assessment Report and Landscape Drawings	Schollen & Company Inc.
Geotechnical Study/ Soils Report	Soils Engineers Ltd.
Hydrogeological Investigation and Water Balance Study	WSP Canada Inc.
Lake Simcoe Protection Conformity Report	Malone Given Parsons Ltd.
Functional Servicing Report	Sabourin Kimble & Associates
Transportation Reliance Letter	Cole Engineering
Environmental Noise Assessment	Valcoustics Canada Ltd.
Railway Vibration Assessment – Ballymore Lands	Valcoustics Canada Ltd.
Stage 1 & 2 Archaeological Assessment	Archaeological Services Inc. (ASI)
Cultural Heritage Impact Assessment	Archaeological Services Inc. (ASI)

Proposed Applications

Proposed Zoning By-law Amendment

As shown in Figure 4, the Applicant proposes to rezone the subject lands from “Rural (RU-ORM) Zone” to “Detached Dwelling Second Density Residential (R2-XX) Exception Zone”, “Major Open Space (O-22) Exception Zone” and “Oak Ridges Moraine Environmental Protection (EP-ORM) Zone”.

The Owner has submitted a draft Zoning By-law which is currently under review by staff. The following is a table to compare the difference between the parent R2 zoning requirements with the proposed R2-XX Exception Zone.

Table 2: Summary of Proposed Zoning

	Parent R2 Zone Requirement	Proposed R2 Exception Zone
Permitted Uses	-One detached dwelling per lot - a home occupation	- One detached dwelling per lot - a home occupation
Lot Area (minimum)	460 square metres	300.0 square metres*
Lot Frontage (minimum)	15.0 metres	9.0 metres*
Front Yard (minimum)	6.0 metres	- Main Building 4.5 metres* - Garage 6.0 metres
Rear Yard (minimum)	7.5 metres	7.5 metres
Side Yard (minimum)	-one (1) storey – 1.2 metres -two (2) storeys – 1.5 metres	- one side 1.2 metres - other side 0.6 metres*
Exterior Side Yard (minimum)	6.0 metres	- Main Building 3.0 metres - Garage 6.0 metres*
Floor Area (minimum)	-One (1) storey – 120 m ² -Two (2) storey – 130 m ²	-One (1) storey – 120 m ² -Two (2) storey – 130 m ²
Lot Coverage (maximum)	35%	40%*

Height (main building) (maximum)	10.0 metres	11.0 metres*
Parking	One (1) space for each detached dwelling unit	A minimum of two (2) parking spaces shall be provided, of which a minimum of one (1) parking space shall be provided within a private garage.*

Note: The proposed site specific exceptions are indicated in the table above with an asterisk “*”. Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

Proposed Draft Plan of Subdivision

The proposed Draft Plan of Subdivision consists of lots and blocks for 40 single detached dwelling units, open space, storm water management pond, environmental protection, lands to be retained by applicant and private road

The conceptual Draft Plan of Subdivision proposes 40 single detached condominium dwelling units (Figure 5). The Plan of Condominium application provides for a common element portion of the development proposal consisting of a private road network and a private storm water management pond. Blocks within the Draft Plan of Subdivision are proposed for Open Space and Environmental Protection Area. The eastern portion of the property where the existing house is located will be retained by the Owner. Due to environmental constraints within the eastern half of the subject lands, access to the proposed development will be provided from the south, through the BG Property lands (formerly Coutts, File: SUB-2012-03) which connect to Yonge Street.

The 40 single detached dwelling units propose frontages ranging from 11.6 metres to 17.5 metres and depths ranging between 32 metres and 41 metres. For servicing purposes, the proposed development will have an estimate total population of approximately 124 persons.

The following is a breakdown of the major land uses within the Ballymore Buildings (South Aurora) Corporation:

Table 3: Lots & Blocks

Proposed Land Use	Units	Lots & Blocks	Area (Ha)
Single Detached Residential	40	1-40	1.76
Open Space		41-42	0.82
Stormwater Management Pond		43	0.39
Environmental Protection		44	3.11
Lands to be Retained by Applicant		45	1.60
Private Road		46	0.42
Totals	40		8.10

Trail Network

Wherever possible, identified trails will be brought into public ownership and designated as Public Open Space as reflected in the Trails Master Plan (Figure 6). In some cases trails may utilize public road allowances or easements over private land including areas designated Private Open Space. This includes Block 41, which will also have the noise wall and berm. Wherever environmentally feasible, trails will be encouraged in locations which link and provide access within or adjacent to environmental lands and where it can be demonstrated that public access will not have a negative impact on the natural areas. Figure 7 illustrates a concept of the owner's landscape plan and trail design.

Analysis

Planning Considerations

Provincial Policy Statement (PPS)

It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the PPS

The PPS encourage the development of strong communities through the promotion of efficient land use and development patterns and implementation of minimum intensification targets. The proposed development provides an appropriate range and mix of residential to meet the long-term needs and meet intensification targets. It protects the natural features for the future.

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Growth Plan for the Greater Golden Horseshoe

It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the Growth Plan

Places to Grow promotes and encourages new growth in built up areas of a community through intensification. The proposed Draft Plan of Subdivision accommodates future population growth in Aurora by directing growth to the built up areas where capacity exists to accommodate the expected population.

Lake Simcoe Protection Plan (LSPP)

It is Planning Staff's opinion that the proposed Zoning By-law Amendment, Draft Plan of Condominium and Draft Plan of Subdivision applications are consistent with the LSPP

The Lake Simcoe Conservation Authority (LSRCA) reviewed the plans and reports submitted with the applications. The LSRCA have no objection to the approval of the applications subject to the conditions outlined in schedule "A" of this report. As such, it is Planning Staff's opinion that the proposed applications will conform to the Lake Simcoe Protection Plan.

York Region Official Plan (YROP)

York Region has no objection to the approval of the draft Plan of Subdivision subject to the conditions outlined in Schedule "A"

York Region Development Planning staff are of the opinion the proposed applications are generally in keeping with the intent of the policies from the York Region Official Plan.

Town of Aurora Official Plan – Yonge Street South Secondary Plan (OPA 34)

The proposed Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium conform to the permitted uses and density and urban design requirements of the Official Plan

No Amendment to the Official Plan is proposed by the applicant. As illustrated on Figure 2, the subject lands are designated as "Cluster Residential", "Private Open Space", "Building Setback", "Ecological Buffer", "Environmental Protection Area" and "Environmental Restoration Area". A brief description of the Land Use Designations that apply to the subject lands is as follows:

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Cluster Residential

The permitted uses in the “Cluster Residential” Designation are single detached dwellings, semi-detached dwellings, linked housing, townhouses and private open space. The Block Plan approval encourages an appropriate mix of units related to consideration of landform conservation efforts and overall compatibility with existing development. The site is within Block ‘F’ of the Town of Aurora Yonge Street South Secondary Plan. A Block Plan (File: SUB-2010-01, Block F) has been previously applied for and approved on the subject lands.

To the greatest extent possible, land within a Cluster Residential designation shall be retained in an open or natural condition, either as Private or dedicated Public Open Space and shall not form part of individual lots. Areas retained as open space are intended to preserve the natural landscape quality of the area.

Private Open Space

Lands described as “Private Open Space” are held in private ownership and shall be limited to uses which retain the site in a primarily open condition.

Environmental Protection Areas (EPAs)

Lands described as Environmental Protection Areas (EPAs) contain the most significant areas of ecological importance within the Secondary Plan. It is the Town’s intent to acquire such areas or ensure their preservation through conservation easements. No new development or land alterations shall be permitted with EPA’s except for matter such as erosion and flood control works or ecologically based restoration or management.

Environmental Restoration Areas (ERA)

Environmental Restoration Areas are intended to link and enhance EPA and Environmental Function Areas (EFA) to provide wildlife movement corridors and habitat. Such features may or may not contain natural features in their current state, however, it is intended that they will eventually resemble those areas in terms of species diversification and ecological functions. Within ERAs, appropriate trails, stormwater management facilities, roads and public works are permitted provided that the ecological functions of these areas are not compromised.

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Ecological Buffer

The intent of ecological buffers is to provide adequate separation between environmental areas and adjacent areas used or intended for development. Ecological buffers shall be a minimum of 10.0 metres in width measured from the dripline of trees on the boundary of the EPA to the rear lot line or equivalent of the development.

Zoning By-law 2213-78, as amended

Planning staff are able to support the proposed Zoning By-law Amendment to allow the development of 40 single detached dwellings

To implement the proposed Draft Plan of Subdivision and to achieve the goals and vision of the urban design guidelines, the owner has applied to rezone the subject lands to the R2 zoning categorization which, under the current structure of Bylaw 2213-78, the general parent zone category for single detached residential. Recognizing that each subdivision and home design has differing characteristics, the proposed site specific provisions are necessary to apply specificity to the by-law with respect to the proposed subdivision being considered by Council.

Planning Staff have evaluated the implementing Zoning By-law in the context of the Official Plan. Staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development

Department/Agency Comments

The proposed Zoning Amendment and Draft Plan of Subdivision applications were circulated to all internal and external agencies for review and comments. All circulated agencies are satisfied with the Plan and have no further comments subject to the conditions outlined in Schedule "A". The following are highlighted discussions from the circulation.

Sanitary, Water, and Stormwater

Stormwater drainage will convey drainage from the BG Properties lands to the south through the integrated stormwater management system. Low Impact Development (LID) features and oil/grit separators will provide quality control. The proposed stormwater management pond and a storm tech system under the berm will provide quantity control.

Sanitary service will be provided by a low pressure system that will eliminate the need for gravity connections from the units. The flows will be conveyed to the sanitary

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pumping station located in the BG Properties lands, which has been sized to accommodate flows from the Ballymore site.

Water service will be from the Aurora West Pressure District with additional flow from the Aurora South Pressure district as required. Both connections will be from the BG Properties lands. Draft Plan Conditions have been provided to address all servicing matters.

Traffic and Access

The proposed residential lots will be accessed via a private road from the BG Properties lands to the south, which has direct access to Yonge Street. The private road within the Ballymore plan has a width of 9.2 m. Infrastructure and Environmental Services staff have no objections to the proposed private street layout. The BG Properties subdivision was designed to accommodate future traffic going through their lands and into the proposed Ballymore subdivision. Staff do not expect any traffic related issues as a result of this Draft Plan of Subdivision.

Advisory Committee Review

The Heritage Advisory Committee will review the proposed Draft Plan of Subdivision to comment on the impacts of the proposed development on the built cultural heritage on the subject lands.

Cultural Heritage

The subject lands are listed on the Aurora Register of Properties of Cultural Heritage Value or Interest. The existing dwelling on the east portion of the property is an arts and crafts bungalow constructed circa 1930. The owners are proposing to demolish the existing structure and construct a new structure in its place. At their meeting on February 13, 2017, the Heritage Advisory Committee recommended that a structural report and re-evaluation of the property be brought back to a future Heritage Advisory Committee meeting. This recommendation was approved by Council. This requirement is included in the Conditions of Draft Plan Approval outlined in Schedule 'A'.

Landscaping

Tree restoration and compensation will be required along the GO Transit corridor and trail, around the stormwater management pond, and near the east limit of the proposed lots. These areas buffer the proposed lots from existing protected butternut trees located at the north, east, and west areas of the subject lands. Plantings consist of a variety of species including deciduous and coniferous trees to be reviewed and approved by Parks staff and the LSRCA.

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Lake Simcoe Region Conservation Authority (LSRCA)

The LSRCA have no objection to the approval of the applications for the Zoning By-law Amendment and Draft Plan of Subdivision subject to the conditions outlined in Schedule "A" of this report.

Financial Implications

The site will be developed through a Subdivision Agreement; as such fees & securities will be required with the Subdivision Agreement. The development of this site will also generate Development Charges and cash in lieu of parkland.

Communications Considerations

On September 8, 2016, a Notice of Complete Application respecting the Draft Plan of Subdivision and Zoning By-law Amendment applications was published in the Aurora and Aurora Banner newspapers.

On October 6, 2016 a Notice of Public Planning Meeting was published in the Auroran and Aurora Banner newspapers and by mail to all addressed property Owners within a minimum of 120 metres (393 feet) of the subject lands. A Notice of the Public Planning meeting sign was also posted on the subject lands. Public Meeting notification has been provided in accordance with the *Planning Act*.

All interested parties were notified that the proposed Zoning By-law Amendment and Draft Plan of Subdivision applications would be heard at the July 4, 2017 Council Meeting.

Link to Strategic Plan

The proposed Draft Plan of Subdivision and Zoning By-law Amendment applications support 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 proposed Draft Plan of Subdivision, Draft Plan of Condominium and Zoning By-law Amendment applications on the subject lands, the 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 to 2023 as identified in the Town's Official Plan.

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Alternatives to the Recommendation

1. Direct staff to report back to another Public Planning Meeting addressing any issues that may be raised at the Council Meeting.
2. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Building Services has reviewed the proposed Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium applications in accordance with Provincial Policy, the provisions of the Regional and Town Official Plan, and in context of the surrounding and future land uses. The subject proposal is considered to represent proper and orderly development of the subject lands and conforms to the policies of OPA 73. Furthermore, Staff recommend that Council allocate a total of 40 units of water and sewage capacity to the subject Draft Plan of Subdivision.

Attachments

- Figure 1: Location Map
- Figure 2: Existing Official Plan Designation
- Figure 3: Zoning By-law
- Figure 4: Proposed Zoning By-law
- Figure 5: Draft Plan of Subdivision
- Figure 6: Trails Master Plan for OPA 34 Area
- Figure 7: Landscape Concept Plan and Trail Design

Schedule "A": Recommended Draft Plan of Subdivision Conditions.

Schedule "B": Recommended Draft Plan of Condominium Conditions.

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Previous Reports

Public Planning Meeting Report No. PBS16-079.

Pre-submission Review

Agenda Management Team Meeting review on June 1, 2017.

Departmental Approval

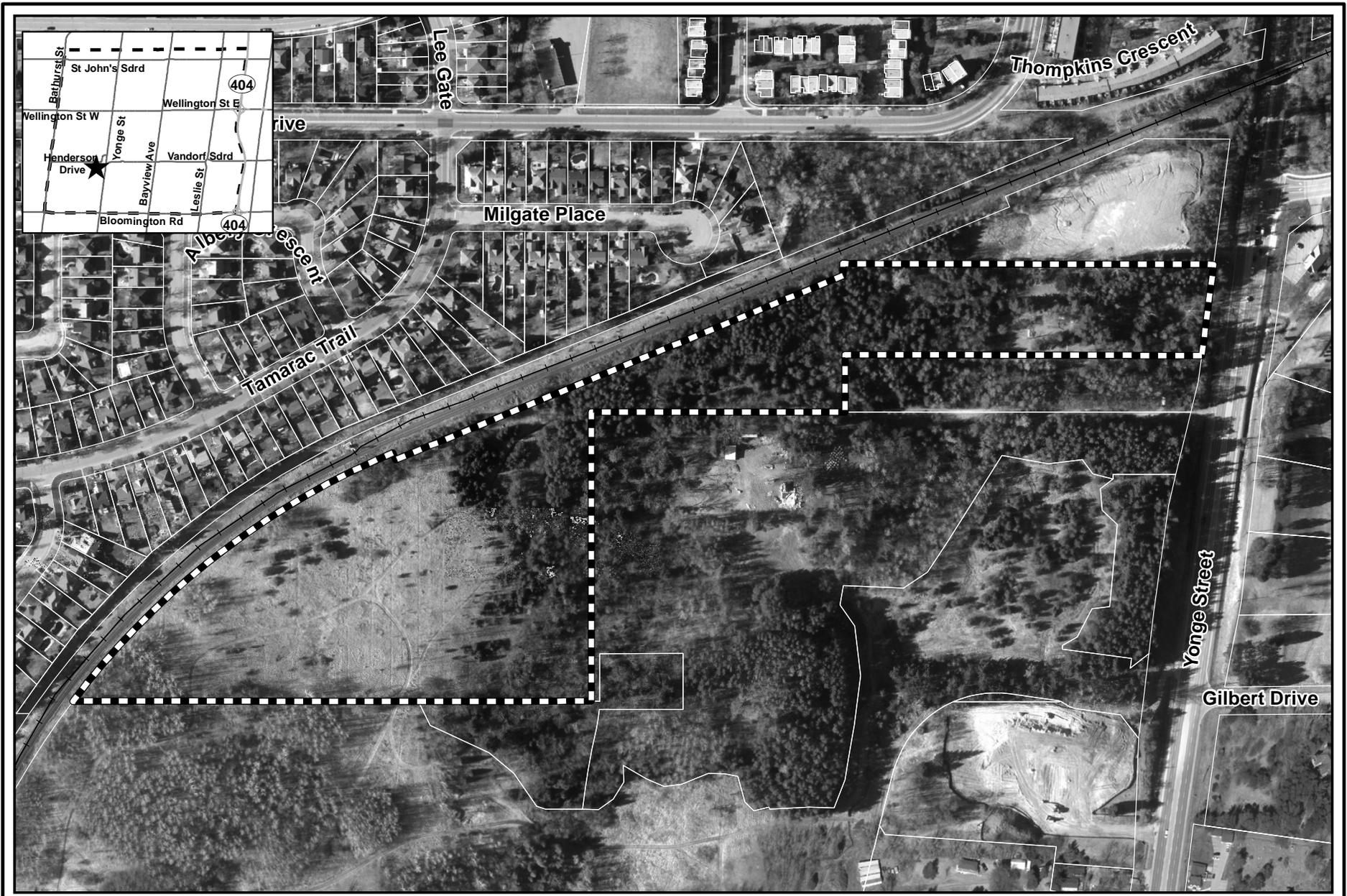
Approved for Agenda



**Marco Ramunno, MCIP, RPP
Director,
Planning and Building Services**



**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

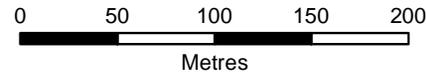
APPLICANT: Ballymore Building (South Aurora) Corporation

FILE: SUB-2016-02 & ZBA-2016-09

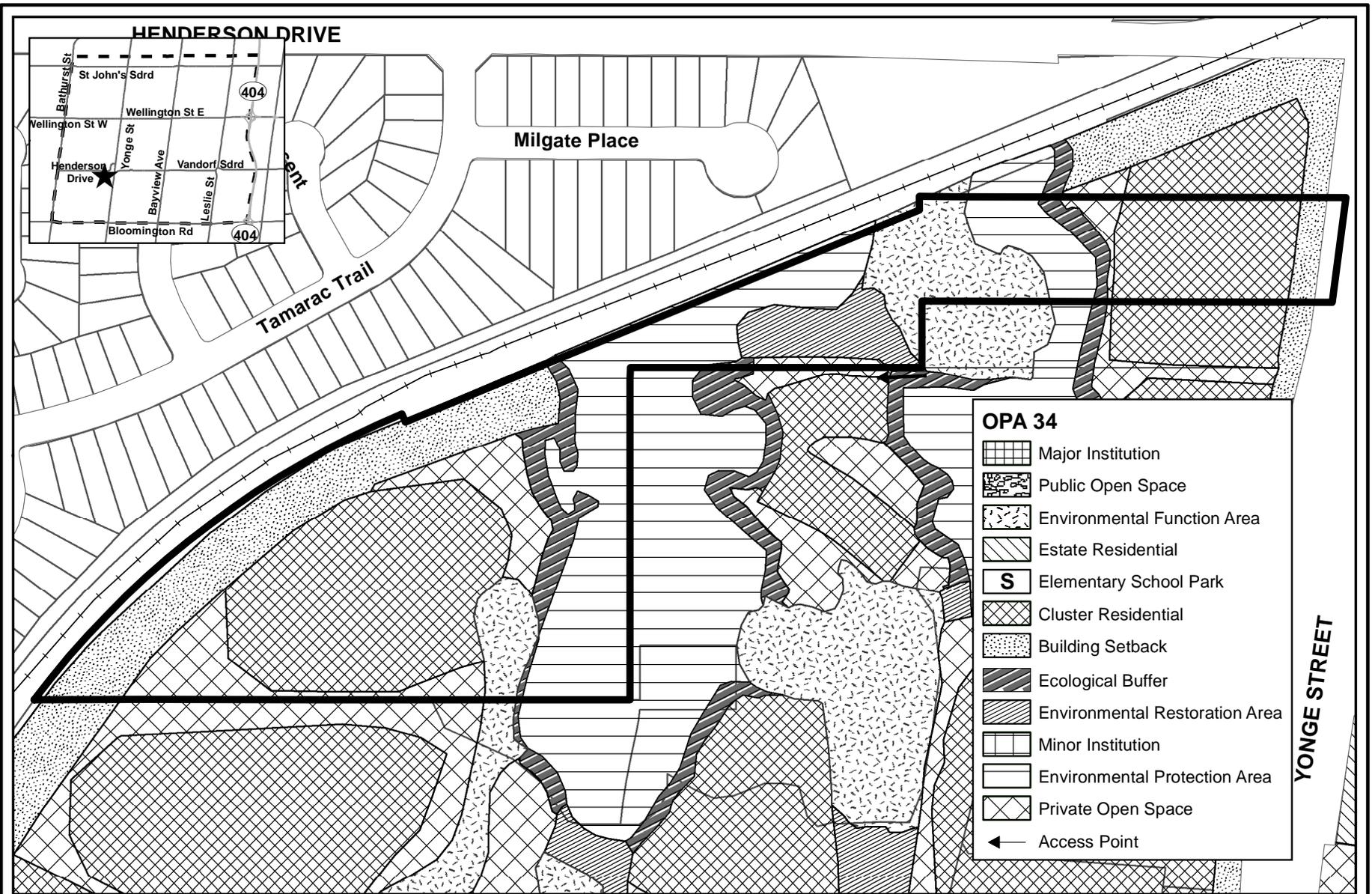
FIGURE 1



Subject Lands



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.

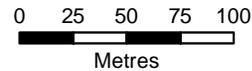


EXISTING OFFICIAL PLAN DESIGNATION

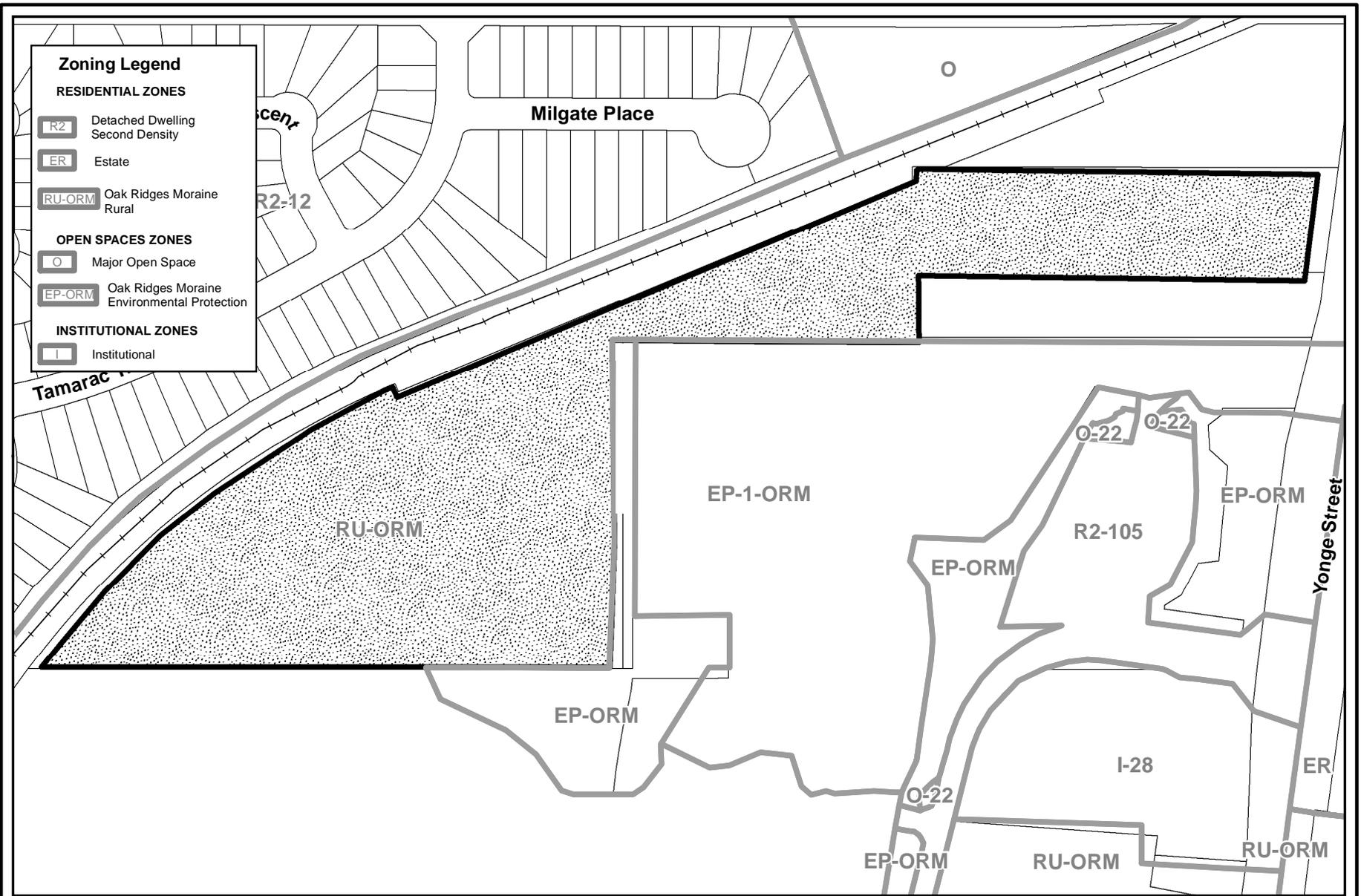
APPLICANT: Ballymore Building (South Aurora) Corporation
 FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 2

SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora.

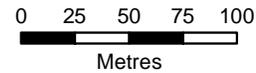


ZONING BY-LAW

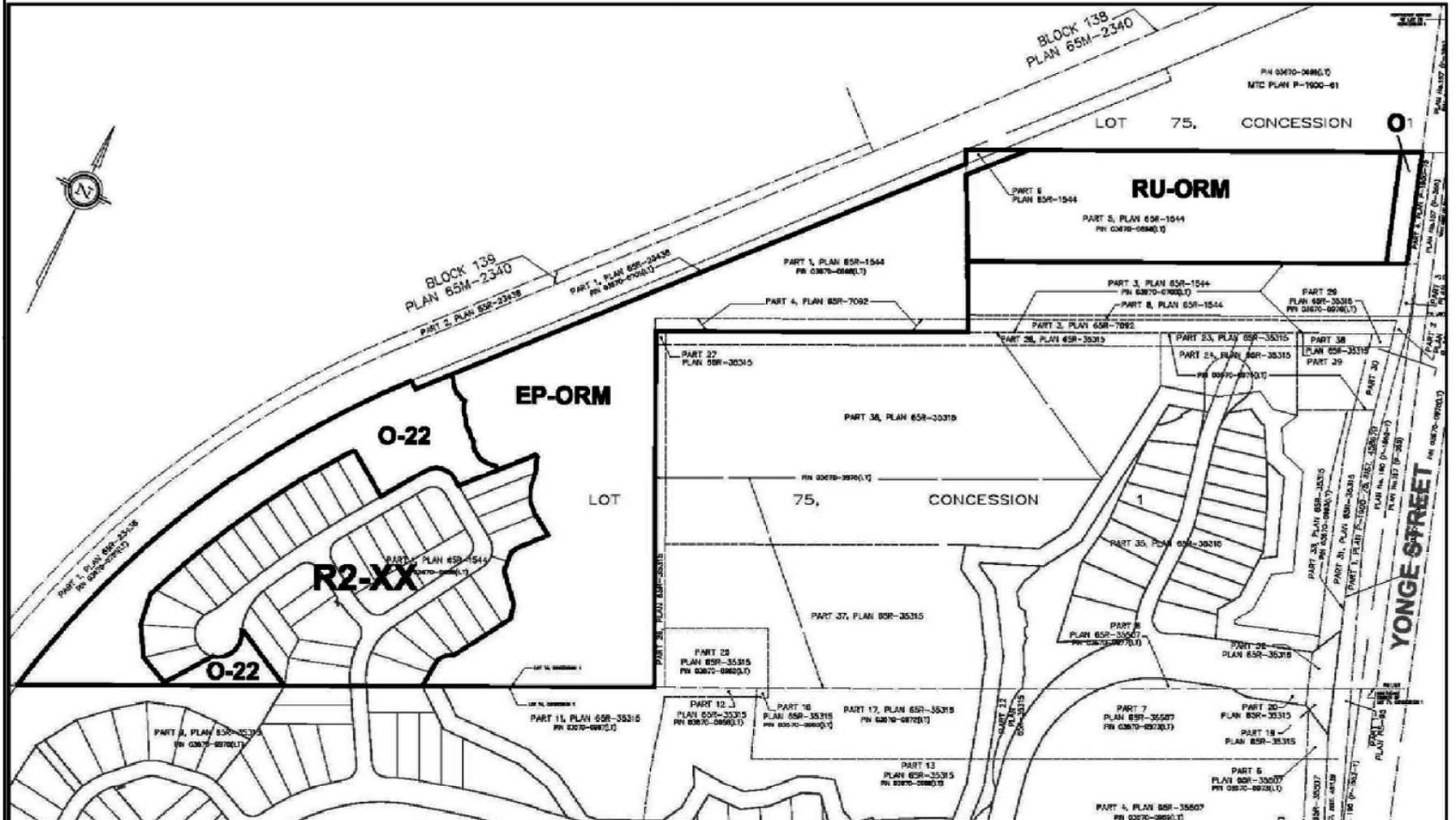
APPLICANT: Ballymore Building (South Aurora) Corporation
 FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 3

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora.



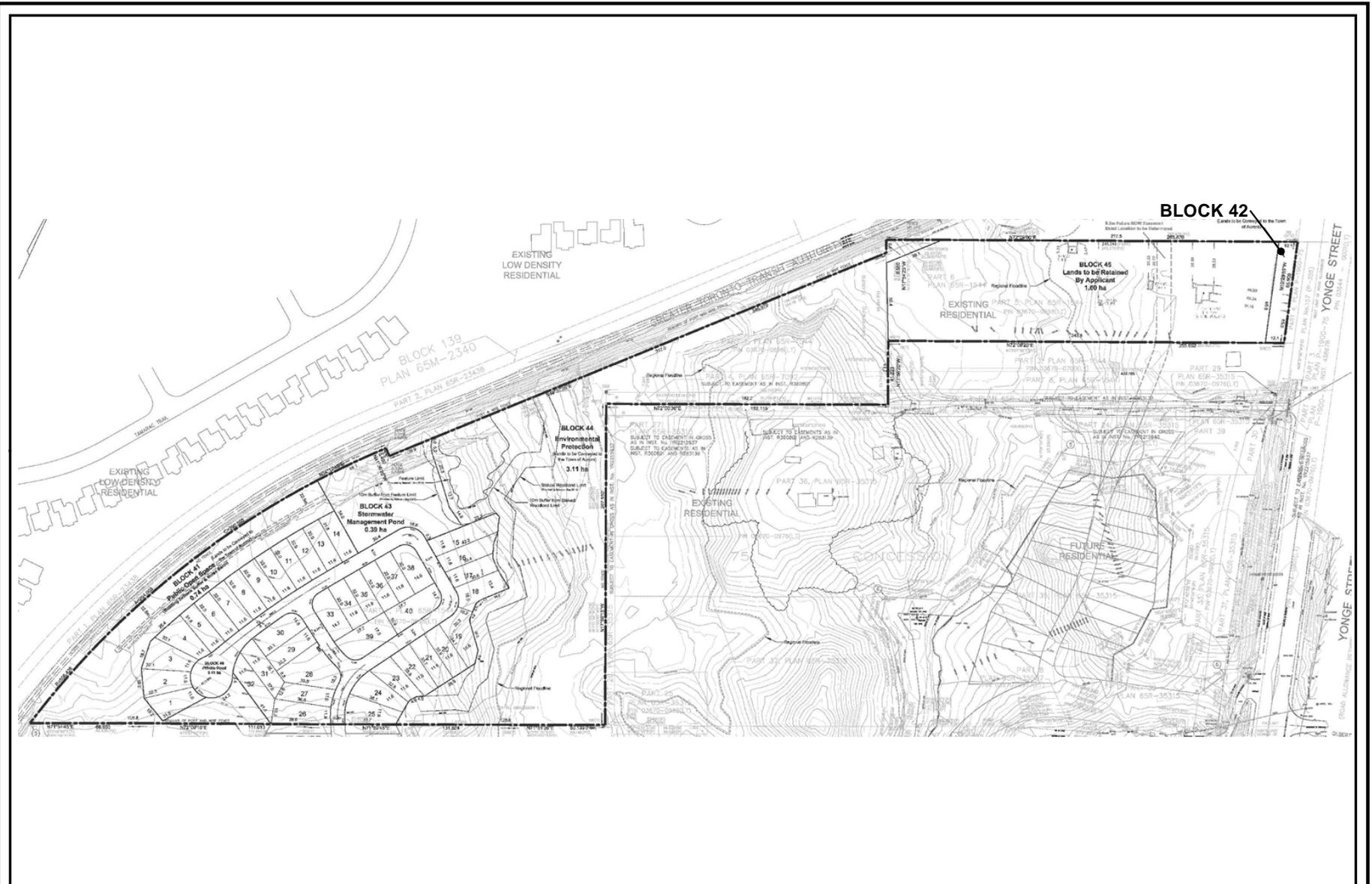
PROPOSED ZONING BY-LAW

APPLICANT: Ballymore Building (South Aurora) Corporation
FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 4



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Drawing provided by Malone Given Parsons LTD.



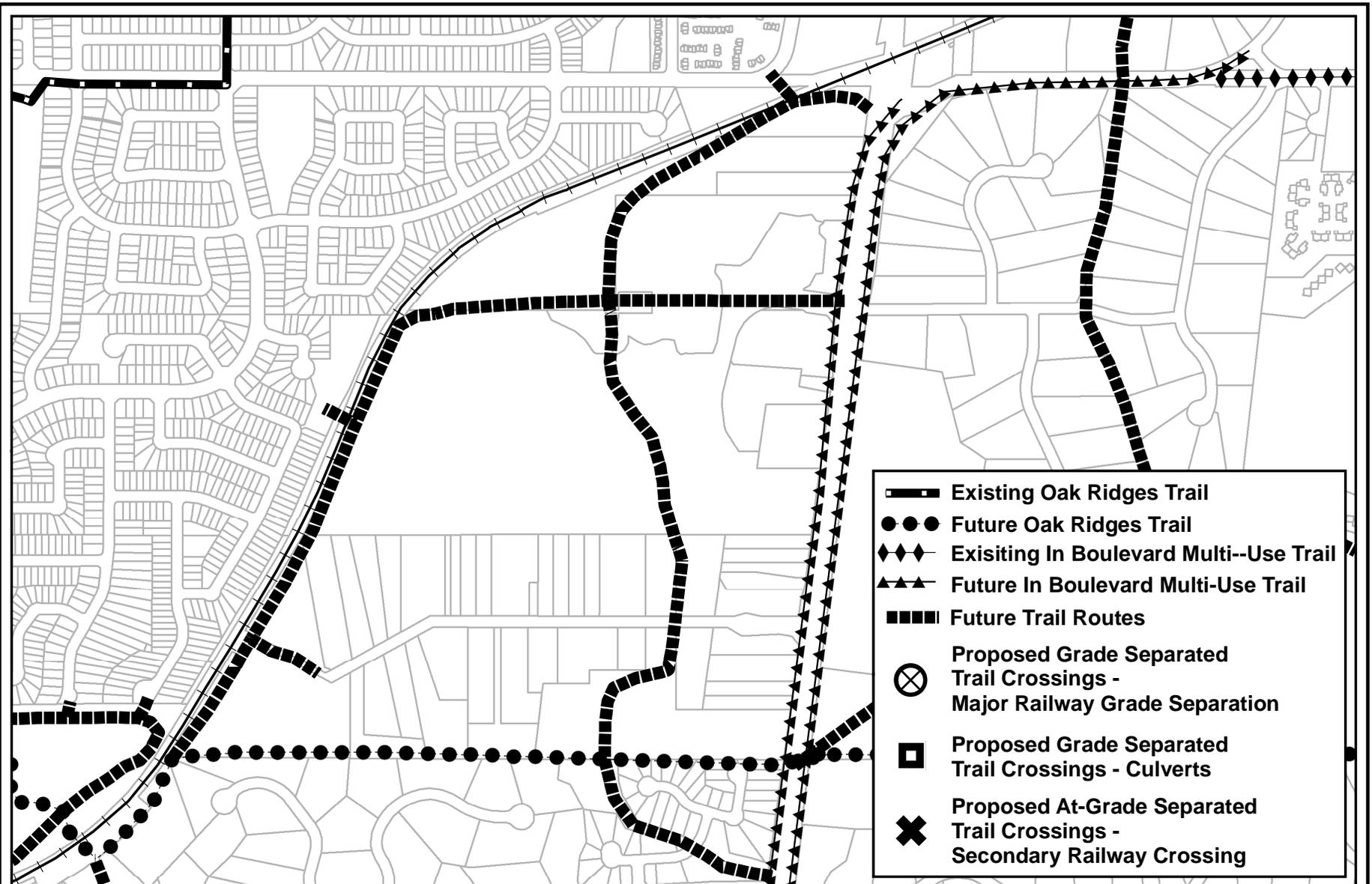
DRAFT PLAN OF SUBDIVISION

APPLICANT: Ballymore Building (South Aurora) Corporation

FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 5





TRAILS MASTER PLAN FOR OPA 34 AREA

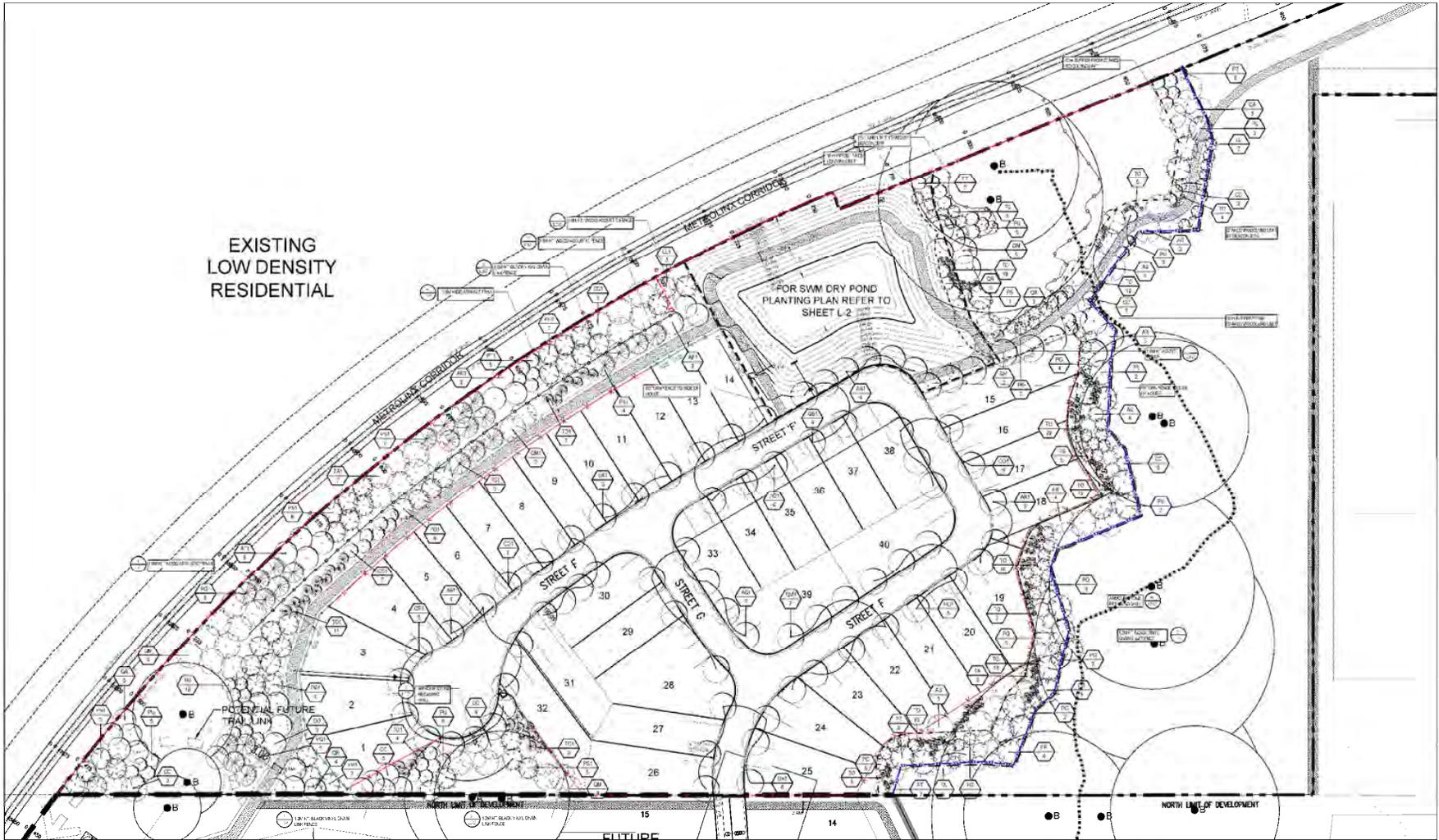
APPLICANT: Ballymore Building (South Aurora) Corporation
 FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 6

 Subject Lands



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & Aurora - GIS.



LANDSCAPE CONCEPT PLAN AND TRAIL DESIGN

APPLICANT: Ballymore Building (South Aurora) Corporation

FILE: SUB-2016-02 & ZBA-2016-09

FIGURE 7



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Drawing provided by Schollen & Company Inc.