



General Committee Meeting Agenda

**Tuesday, October 17, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, October 17, 2017
7 p.m., Council Chambers

Councillor Humfryes 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

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 C6 inclusive, be approved:

- C1. Accessibility Advisory Committee Meeting Minutes of September 6, 2017**

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of September 6, 2017, be received for information.

C2. Heritage Advisory Committee Meeting Minutes of September 11, 2017

Recommended:

1. That the Heritage Advisory Committee meeting minutes of September 11, 2017, be received for information.

C3. Governance Review Ad Hoc Committee Meeting Minutes of September 12, 2017

Recommended:

1. That the Governance Review Ad Hoc Committee meeting minutes of September 12, 2017, be received for information.

C4. Governance Review Ad Hoc Committee Meeting Minutes of September 26, 2017

Recommended:

1. That the Governance Review Ad Hoc Committee meeting minutes of September 26, 2017, be received for information.

C5. Central York Fire Services – Joint Council Committee Meeting Minutes of May 16, 2017

Recommended:

1. That the Central York Fire Services – Joint Council Committee meeting minutes of May 16, 2017, be received for information.

C6. PBS17-077 – Town of Aurora Strategic Plan Update

Recommended:

1. That Report No. PBS17-077 be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CS17-031 – Winter Parking Restrictions to Facilitate Snow Clearing

Recommended:

1. That Report No. CS17-031 be received for information.

R2. PRCS17-036 – Space Accommodation for 52 and 56 Victoria Street

Recommended:

1. That Report No. PRCS17-036 be received; and
2. That Council recommend that the 140 Aurora Air Cadet Squadron, the Aurora Bridge Club, and the Faith Fellowship Baptist Church be provided subsidization as outlined in this report; and
3. That an increase to the Aurora Senior Centre Operating Budget in the amount of \$10,000 to deploy staff to open and close the facility be approved.

R3. PRCS17-030 – Sports Field and Parks Use Policy Revisions

Recommended:

1. That Report No. PRCS17-030 be received; and
2. That the revised Sports Field and Parks Use Policy be approved.

- R4. PBS17-075 – Application for Draft Plan of Condominium
BG Properties (Aurora) Inc. (Phase 2)
14222, 14314, 14358 and 14378 Yonge Street
Part Lot 17, Plan 132, Part Lots 74 and 75
Con. 1, Part 1 65R-35902
File Number: CDM-2017-04,
Related File Numbers: SUB-2012-03, ZBA-2012-16, and
CDM-2016-03**

Recommended:

1. That Report No. PBS17-075 be received; and
2. That the Application for Draft Plan of Condominium CDM-2017-04 (BG Properties (Aurora) Inc.) (Phase 2) to permit the development of the subject lands for 153 single detached dwelling units, subject to the conditions outlined in Appendix 'A' of this report be approved; and
3. That the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

R5. Summary of Committee Recommendations Report No. 2017-09

Recommended:

1. That Summary of Committee Recommendations Report No. 2017-09 be received; and
2. That the Committee recommendations contained within this report be approved.

7. Notices of Motion

- (a) Councillor Gaertner
Re: Review of Stable Neighbourhoods Policies**

8. New Business

9. Closed Session

10. Adjournment



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

Date: Wednesday, September 6, 2017

Time and Location: 4 p.m., Leksand Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair), James Hoyes, Gordon Barnes, Jo-anne Spitzer, and Councillor John Abel

Member(s) Absent: None

Other Attendees: Chris Catania, Accessibility Advisor, Nicole Trudeau, Council/Committee Secretary and Al Downey, Director of Parks, Recreation and Cultural Services (Item 1)

The Chair called the meeting to order at 4:03 p.m.

1. Approval of the Agenda

**Moved by John Lenchak
Seconded by James Hoyes**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

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3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of June 7, 2017

**Moved by Councillor Abel
Seconded by Gordon Barnes**

That the Accessibility Advisory Committee meeting minutes of June 7, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Round Table Discussion Re: Queen's Diamond Jubilee Park Opening

Staff and the Committee discussed various options to highlight and celebrate the opening of the Queen's Diamond Jubilee Park, including dates, invitations, and a schedule of intended activities and times for the Opening.

Staff advised that the Queen's Diamond Jubilee Park Opening will take place in September 2017, featuring a ribbon cutting ceremony and tour of the Park, to be led by the Committee.

At the request of the Committee, invitations for the Queen's Diamond Jubilee Park Opening are to be extended to residents, staff, Mayor and Members of Council, community groups and organizations, schools and the media including the ABLE Network, March of Dimes, Kerry's Place, CHATS, Voices of Joy Community Choir, Alzheimer Society of York Region, students and staff at the York Region District School Board and York Catholic District School Board, Accessibility Advisory Committees from other municipalities, The Auroran, Rogers and snapd Aurora.

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**Moved by Councillor Abel
Seconded by John Lenchak**

1. That the comments and suggestions of the Committee regarding Queen's Diamond Jubilee Park Opening be received and referred to staff for consideration and action as appropriate.

Carried

2. Memorandum from Planner

Re: Application for Minor Site Plan Amendment, Roman Catholic Episcopal Corp., 15347 Yonge Street, File Number: SP-2017-06

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

**Moved by John Lenchak
Seconded by James Hoyes**

1. That the memorandum regarding Application for Minor Site Plan Amendment, Roman Catholic Episcopal Corp., 15347 Yonge Street, File Number: SP-2017-06, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
 - (a) Request for barrier-free entrance that includes the addition of a ramp; and
 - (b) Request for an elevator or other barrier-free access to be provided between all floors.

Carried

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3. Memorandum from Senior Policy Planner

Re: Site Plan Application (Submission 2), MBH Aurora Lodging GP Limited, Northeast Corner of Goulding Avenue and Eric T. Smith Way, Part of Lot 1, Registered Plan 65M-4324, Part 1, Plan 65R-35666, File Number: SP-2017-04

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

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

1. That the memorandum regarding Site Plan Application (Submission 2), MBH Aurora Lodging GP Limited, Northeast Corner of Goulding Avenue and Eric T. Smith Way, Part of Lot 1, Registered Plan 65M-4324, Part 1, Plan 65R-35666, File Number: SP-2017-04, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
 - (a) Request for the applicant to respond to the comments made by the Committee and reflected in the Accessibility Advisory Committee Meeting Minutes of June 7, 2017, through a third submission of the application, to be circulated.

Carried

4. Round Table Discussion

Re: Accessibility Day

The Committee discussed various options for Accessibility Day, including themes, dates, venues, invitations, guest speakers and activities, to highlight and celebrate accessibility and inclusion in the Town.

It was agreed that Accessibility Day will be held in June 2018 to coincide with National Access Awareness Week, with the Committee continuing the discussion to determine event details and a specific date.

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**Moved by Councillor Abel
Seconded by Jo-anne Spitzer**

1. That the comments and suggestions of the Committee regarding Accessibility Day be received and referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

5. **Extract from Council Meeting of June 13, 2017**
Re: Accessibility Advisory Committee Meeting Minutes of March 1, 2017, and April 5, 2017

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

1. That the Extract from Council Meeting of June 13, 2017, regarding the Accessibility Advisory Committee meeting minutes of March 1, 2017, and April 5, 2017, be received for information.

Carried

7. New Business

None

8. Adjournment

**Moved by Gordon Barnes
Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 5:57 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



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

Date:	Monday, September 11, 2017
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Wendy Gaertner (Chair), Councillor Jeff Thom (Vice Chair), Neil Asselin, Barry Bridgeford, James Hoyes (arrived 7:12 p.m.), John Kazilis, Bob McRoberts (Honorary Member), and Martin Paivio
Member(s) Absent:	None
Other Attendees:	Marco Ramunno, Director of Planning and Building Services, Jeff Healey, Planner, and Linda Bottos, Council/Committee Secretary

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

1. Approval of the Agenda

**Moved by Councillor Thom
Seconded by Barry Bridgeford**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Heritage Advisory Committee Meeting Minutes of July 17, 2017

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**Moved by Neil Asselin
Seconded by John Kazilis**

That the Heritage Advisory Committee meeting minutes of July 17, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

None

6. Informational Items

1. HAC17-019 – Heritage Conservation District Designation Process

Staff provided a brief overview of the report and general process to implement a Heritage Conservation District as prescribed in the *Ontario Heritage Act*, and noted that an Ontario Heritage Tool Kit is available online.

The Committee discussed various aspects and options of the designation process, and staff suggested that an inventory of listed, designated, and other significant properties, including background information, could be provided for the Committee's review.

The Committee inquired about tax incentives and staff provided information regarding the Community Improvement Plan program in place along the Aurora Promenade, which is currently relevant to designated heritage properties within the Aurora Promenade.

**Moved by Councillor Thom
Seconded by Neil Asselin**

1. That Report No. HAC17-019 be received; **and**
2. **That the Heritage Advisory Committee recommend to Council:**

- (a) **That staff provide an information report regarding listed, designated, and potentially historic properties on Yonge Street between Wellington Street and Kennedy Street.**

Carried as amended

2. HAC17-021 – Wood Plaque Applications, 41 Kennedy Street West, 56 Spruce Street and 83 Temperance Street

Staff provided a brief overview of the report and distributed copies of the Wood Plaque Program Guide to the Committee.

The Committee discussed various aspects of the plaques including material, finish and lettering, and made suggestions regarding the significance criteria and wording of the proposed plaques for the subject properties.

Moved by Martin Paivio

Seconded by Bob McRoberts

1. That Report No. HAC17-021 be received for information.

Carried

3. Heritage Advisory Committee Pending List

Staff provided a brief overview of items on the Pending List and it was agreed that the Pending List would be included on a Committee meeting agenda upon any update.

The Committee commented on the unique architecture of the Baldwin's property on Wellington Street East and staff reviewed the criteria for designation.

The Committee inquired about the potential impact of the Metrolinx GO Transit rail expansion project on properties and streetscape in the Wellington Street East area, and staff provided an update.

Moved by Neil Asselin

Seconded by Martin Paivio

1. That the Heritage Advisory Committee Pending List be received for information.

Carried

4. Extracts from Council Meeting of July 11, 2017

Re: Heritage Advisory Committee Meeting Minutes of May 8, and June 12, 2017

Moved by Bob McRoberts

Seconded by Councillor Thom

1. That the Extracts from Council Meeting of July 11, 2017, regarding the Heritage Advisory Committee meeting minutes of May 8 and June 12, 2017, be received for information.

Carried

5. Extract from Council Meeting of July 11, 2017

Re: Summary of Committee Recommendations Report No. 2017-06

Moved by Bob McRoberts

Seconded by Councillor Thom

1. That the Extract from the Council Meeting of July 11, 2017, regarding Summary of Committee Recommendations Report No. 2017-06, be received for information.

Carried

6. Extract from Council Meeting of July 11, 2017

Re: Summary of Committee Recommendations Report No. 2017-07

Moved by Bob McRoberts

Seconded by Councillor Thom

1. That the Extract from the Council Meeting of July 11, 2017, regarding Summary of Committee Recommendations Report No. 2017-07, be received for information.

Carried

7. New Business

The Committee inquired about the archaeological excavation at the Aurora United Church site, and staff provided an update.

The Committee inquired about the former Collis Leather factory site at 45 Tyler Street, and staff agreed to investigate and provide an update.

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The Committee inquired about the status of the Brookland Avenue culvert and road reconstruction work, and staff provided an update.

The Committee inquired about the site construction at 32 Wellington Street East, and staff agreed to bring forward the plans for information at a future meeting.

The Committee inquired about the reconstruction and lot coverage at 32 Wells Street, and staff agreed to investigate and provide an update.

The Committee inquired about business signage on a Mosley Street residential property, and staff agreed to investigate the matter.

The Committee inquired about the tree pruning status at 81 Catherine Avenue, and staff agreed to investigate the matter.

The Committee inquired about the status of the light armoured vehicle (LAV) memorial to be installed in Aurora's War Memorial Peace Park, and staff agreed to follow up on the matter.

8. Adjournment

Moved by James Hoyes

Seconded by Martin Paivio

That the meeting be adjourned at 8:27 p.m.

Carried

Committee recommendations are not binding on the Town unless otherwise adopted by Council.



**Town of Aurora
Governance Review Ad Hoc Committee
Meeting Minutes**

Date: Tuesday, September 12, 2017

Time and Location: 9 a.m., Holland Room, Aurora Town Hall

Committee Members: Anita Moore (Chair), Anna Lozyk Romeo (Vice-Chair), Steve Hinder, Bill Hogg, and Terry Jones

Member(s) Absent: None

Other Attendees: Dan Elliott, Director of Financial Services, Ishita Soneji, Council/Committee Secretary, and Michael de Rond, Town Clerk

The Chair called the meeting to order at 9 a.m.

1. Approval of the Agenda

**Moved by Steve Hinder
Seconded by Terry Jones**

That the agenda, as amended to include a discussion regarding the schedule of upcoming meetings under New Business, be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

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Governance Review Ad Hoc Committee Meeting Minutes of June 6, 2017

Moved by Anna Lozyk Romeo

Seconded by Terry Jones

That the Governance Review Ad Hoc Committee meeting minutes of June 6, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Extract from Council Meeting of June 27, 2017

Re: GRAHC17-001 – Report No. 1 of the Governance Review Ad Hoc Committee, Re: Council Compensation Review

Moved by Bill Hogg

Seconded by Terry Jones

1. That the Extract from Council Meeting of June 27, 2017, regarding GRAHC17-001 – Report No. 1 of the Governance Review Ad Hoc Committee, Re: Council Compensation Review, be received for information.

Carried

2. Round Table Discussion

Re: Additional Information re Committee Commitments and Compensation from Other Appointments

The Committee discussed the progress made towards a recommendation regarding Council compensation and the next steps involved. Further information regarding average compensation in municipalities similar to Aurora, as well as information concerning the role of a Councillor, was

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Tuesday, September 12, 2017

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requested. The Committee agreed that staff would provide the requested information at the next meeting.

**Moved by Bill Hogg
Seconded by Terry Jones**

1. That the discussion regarding Committee Commitments and Compensation from Other Appointments be received and the comments of the Committee be referred to staff for consideration.

Carried

6. Informational Items

3. **Extracts from Council Meeting of July 11, 2017
Re: Governance Review Ad Hoc Committee Meeting Minutes of May 9
and May 23, 2017**

**Moved by Steve Hinder
Seconded by Anna Lozyk Romeo**

1. That the Extracts from Council Meeting of July 11, 2017, regarding the Governance Review Ad Hoc Committee Meeting Minutes of May 9 and May 23, 2017, be received for information.

Carried

4. **Extract from Council Meeting of July 11, 2017
Re: Summary of Committee Recommendations Report No. 2017-06,
Re: Governance Review Ad Hoc Committee Meeting Minutes of
May 9, 2017**

**Moved by Steve Hinder
Seconded by Anna Lozyk Romeo**

1. That the Extract from Council Meeting of July 11, 2017, regarding the Summary of Committee Recommendations Report No. 2017-06, Re: Governance Review Ad Hoc Committee Meeting Minutes of May 9, 2017, be received for information.

Carried

7. New Business

1. Discussion of Upcoming Meeting Schedule

The Committee agreed to meet again on September 26 and October 10, 2017.

8. Adjournment

Moved by Steve Hinder

Seconded by Anna Lozyk Romeo

That the meeting be adjourned at 10:30 a.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora
Governance Review Ad Hoc Committee
Meeting Minutes**

Date: Tuesday, September 26, 2017

Time and Location: 10 a.m., Leksand Room, Aurora Town Hall

Committee Members: Anita Moore (Chair), Anna Lozyk Romeo (Vice-Chair), Steve Hinder (arrived at 10:40 a.m.), Bill Hogg, and Terry Jones

Member(s) Absent: None

Other Attendees: Dan Elliott, Director of Financial Services, and Michael de Rond, Town Clerk

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

1. Approval of the Agenda

**Moved by Bill Hogg
Seconded by Terry Jones**

That the agenda, as amended, be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Governance Review Ad Hoc Committee Meeting Minutes
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Governance Review Ad Hoc Committee Meeting Minutes of September 12, 2017

**Moved by Anna Lozyk Romeo
Seconded by Terry Jones**

That the Governance Review Ad Hoc Committee meeting minutes of September 12, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Round Table Discussion

Re: Further Discussions Regarding Council Compensation

The Committee discussed their thoughts on what would be appropriate compensation for members of Council. There was further discussion around the determining factors of appropriate compensation and how those could best be articulated to Council and the public. The Committee agreed that the October 10 meeting should be a working session with staff with the goal of producing a final report to Council shortly after.

**Moved by Steve Hinder
Seconded by Bill Hogg**

1. That the Round Table Discussion regarding Council Compensation be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

Carried

2. Memorandum from Town Clerk

Re: Additional Information – Council Compensation

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**Moved by Steve Hinder
Seconded by Bill Hogg**

1. That the Memorandum from the Town Clerk Re: Additional Information – Council Compensation be received for information

Carried

6. Informational Items

7. New Business

8. Adjournment

**Moved by Anna Lozyk Romeo
Seconded by Terry Jones**

That the meeting be adjourned at 12 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



MINUTES

Central York Fire Services - Joint Council Committee

Tuesday, May 16, 2017 at 10:30 AM

Town of Aurora, Leksand Room
100 John West Way, Aurora

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, May 16, 2017 in the Leksand Room, Town of Aurora, 100 John West Way, Aurora, Ontario.

Members Present

Newmarket: Councillor Hempen
Councillor Bisanz

Aurora: Councillor Thompson, Vice Chair
Councillor Abel
Councillor Mrakas

Regrets

Newmarket: Councillor Twinney, Chair

Staff Present

Newmarket: L. Georgeff, Director of Human Resources
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager, Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Aurora: D. Nadorozny, Chief Administrative Officer
D. Elliott, Director of Financial Services/Treasurer
M. Crawford, Manager of By-law Services
A. Downey, Director of Parks, Recreation, and Cultural Services

Central York Fire Services: I. Laing, Fire Chief
R. Schell, Chief Fire Prevention Officer

The meeting was called to order at 10:35 AM with Councillor Thompson in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentation

1. Central York Fire Services (CYFS) 2016 Annual Report

The Fire Chief provided a PowerPoint Presentation with regards to the CYFS 2016 Annual Report. The report highlighted aspects of the following:

- Fire protection services;
- Stay Fire Smart campaign;
- Vulnerable occupancies;
- Fire Code and Ontario Building Code inspections;
- Staff training;
- Emergency response data, types and times;
- Budget; and,
- Continuing challenges.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the PowerPoint presentation provided by the Fire Chief entitled "Annual Report 2016" be received.

Carried

Deputations

None.

Approval of Minutes

2. Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017.

Moved by: Councillor Mrakas
Seconded by: Councillor Abel

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017 be approved.

Carried

3. Verbal Report from the Fire Chief regarding the East Gwillimbury Fire Services Agreement.

The Fire Chief provided a verbal update on the Fire Protection Services agreement between CYFS and East Gwillimbury regarding the provision of first run coverage to the Highway 404 northbound corridor from Davis Drive to Queensville Sideroad. It was noted that the agreement has been terminated, and East Gwillimbury will only require CYFS to provide services in a major collision or rescue event. These incidents will be covered under the Ontario Mutual Aid Agreement.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the verbal report provided by the Fire Chief regarding the agreement between Central York Fire Services and East Gwillimbury Fire Services be received.

Carried

4. Joint CYFS - Corporate Services Report - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget Report - Fourth Quarter

Moved by: Councillor Mraskas
Seconded by: Councillor Hempen

1. That the Joint CYFS, Corporate Services - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget be received for information purposes.

Carried

5. Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast.

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast be received.

Carried

Moved by: Councillor Mrakas
Seconded by: Councillor Bisanz

2. That the Central York Fire Services Joint Council Committee recommends that staff proceed with reviewing existing funding for Asset Replacement Fund contributions; and,
3. That Central York Fire Services Joint Council Committee recommend that staff proceed with allocating \$100,000 (funded internally) towards the Asset Replacement Fund each year until 2026.

Carried

6. Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter.

Moved by: Councillor Hempen
Seconded by: Councillor Abel

1. That Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter be received for information purposes.

Carried

7. Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre.

Moved by: Councillor Bisanz
Seconded by: Councillor Abel

1. That Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre be received for information.

Carried

8. Town of Aurora Joint Council Committee Report PRCS17-022 dated May 10, 2017 regarding Fire Station 4-5 Task Force Terms of Reference.

Moved by: Councillor Hempen
Seconded by: Councillor Mrakas

1. That Town of Aurora Joint Council Committee Report No. PRCS17-022 be received.
2. That Joint Council Committee approve the Fire Station 4-5 Task Force Terms of Reference.

Carried

9. Discussion regarding meeting schedule and frequency of Central York Fire Services Joint Council Committee meetings.

It was noted that the Central York Fire Services Joint Council Committee's agreement states that the Committee will meet on a regular monthly basis in conjunction with Council's meeting schedule. It was further noted that any amendments to this agreement would require a motion from the Committee and by-law amendments to be brought forward to both Councils.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That, going forward, the Central York Fire Services Joint Council Committee meet on a bi-monthly basis with the exception of meeting called by the Chair; and,
2. That Town of Newmarket and Town of Aurora staff be requested to prepare a by-law to amend the meeting schedule within the Committee's existing agreement; and,
3. That by-laws be presented to both Town of Newmarket and Town of Aurora Councils for endorsement.

Carried

10. Central York Fire Services Joint Council Committee June meeting discussion

The Committee discussed this matter in relation to item 9, and requested that Members provide their availability to the Recording Secretary, to meet in July in lieu of meeting in June.

11. Outdoor Burning By-law

Moved by: Councillor Bisanz
Seconded by: Councillor Abel

1. That Fire Services Report - 2017-04 dated May 9, 2017, regarding Outdoor Burning By-law be received; and,
2. That there be no amendments made to the current Outdoor Burning By-laws 2009-64 and 5111-09; and,
3. That an education and communication plan be implemented.

Carried

New Business

12. Radio Replacement

The Fire Chief advised that CYFS was going to partner with York Regional Police (YRP) to acquire new radios; however, YRP has decided not to move forward with replacing their radios, so CYFS will have to purchase the new equipment on their own.

Adjournment

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That the Central York Fire Services Joint Council Committee Meeting adjourn at 11:48 PM.

Carried

September 26, 2017
Date


Councillor Thompson, Vice Chair



**Town of Aurora
General Committee Report No. PBS17-077**

Subject: Town of Aurora Strategic Plan Update

Prepared by: Anthony Ierullo, Manager of Long Range and Strategic Planning

Department: Planning and Building Services

Date: October 16, 2017

Recommendation

1. That Report No. PBS17-077 be received.

Executive Summary

- Staff have been working with the Strategic Plan Steering Committee to refine the Strategic Plan based on the feedback received through consultation.
- Staff are proposing to use the attached updated Strategic Plan as the basis for the planned sessions in November.
- Staff will continue to engage key stakeholders and the public as previously directed to inform the further refinement of the Strategic Plan.
- Staff intend to consolidate comments, continue to refine the Plan and present the update Strategic Plan to council for approval in late 2017/early 2018.

Background

First Strategic Plan Approved in 1994

In 1992, the Town of Aurora established a Strategic Plan Steering Committee with the responsibility of developing the Town's first Strategic Plan. The purpose of the Plan was to "guide Aurora's overall growth and direction". The Plan was approved by By-law 3526-94 and adopted by Council in February 1994. Council also approved a process to update the Strategic Plan in 1998, 2006 and 2011.

On March 29, 2011, Council approved a work plan for the update of the Town's Strategic Plan and directed staff to prepare and issue a request for proposal for professional consulting related to the update of the Plan. Subsequently, a Strategic Plan Steering Committee comprised of members of Council and staff was established to guide the development of the Plan. The Plan was developed using a sustainability framework and functions as both the Town's Strategic Plan and Sustainability Plan.

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Report No. PBS17-077

The Plan was approved by Council on June 26, 2012.

In addition to the Town's Strategic Plan, Council has also approved a number of Action Plans and Master Plans that also provide strategic direction. Examples include the Parks and Recreation Master Plan, the Corporate Environmental Action Plan, the Town Official Plan and the Aurora Promenade Study. Moreover, Council, through the annual budget, provide direction on specific operating and capital expenditures. In support of Council's strategic direction, staff have also developed departmental plans and individual performance plans.

In September 2015, Council directed staff to initiate an update of the Strategic Plan. As directed by Council, the Strategic Plan update is focused on the update of the Strategic Plan actions and measures. This process utilizes the current Strategic Plan Vision, Principles, Goals and Objectives as the basis for consultation activities. This approach was envisioned as part of the 2011 Strategic Plan process to allow for a consistent long term vision for the community. In late 2015, the project was temporary delayed due to a reallocation of staff resources. In the spring of 2016, the project was re-initiated and staff completed consultation with senior staff and initiated key stakeholders consultation. The following stakeholders have been engaged to date:

- Mayor Dawe and Members of Council
- Senior staff
- Sport Aurora
- Aurora Seniors Association
- Aurora Chamber of Commerce
- Aurora Public Library
- Aurora Cultural Centre

Staff have been working with the Strategic Plan Steering Committee to refine the Strategic Plan based on the feedback received through the consultation. The next step is to present the draft Strategic Plan to Council and the public as part of a final public open house highlighting the proposed changes to the Plan. The open house is currently planned for mid-November.

October 16, 2017

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Report No. PBS17-077

Analysis

Mid-term update based on feedback received to date

The Strategic Plan update process is a mid-term update that was envisioned as part of the approved Strategic Plan. This validation exercise focuses on updating the action items within the Plan with the core Strategic Plan document is generally consistent with the Plan approved by Council in 2012. Staff have completed the first complete draft of the revised Strategic Plan based on the feedback received from the Strategic Plan Steering Committee and previous consultation. The consultation was focused on several open-ended questions aimed at identifying significant issues and challenges facing the Town over the next 5-10 years and specific actions to address the issues and challenges. The feedback received through the consultation was summarized in report PBS16-085. The comments received to date generally align with the themes and structure of the Strategic Plan. The updates to the plan were primarily based on the feedback summarized in the past report.

Corporate Plan to work in parallel with the Strategic Plan

The Strategic Plan update reflects the development of a new Corporate Plan that provides additional detail on the actions the organization will pursue to achieve the Strategic Plan goals. As a result, the Strategic Plan includes a broader set of action items that are meant to inform the development and implementation of the Corporate Plan.

Final Public Consultation planned for November

The Strategic Plan update process includes a final round of public consultation in the form of two public open house sessions planned for November. Staff are proposing to use the attached updated Strategic Plan as the basis for the planned sessions. As part of this process, staff will continue to engage key stakeholders and the public as previously directed to inform the further refinement of the Strategic Plan. Staff intend to consolidate comments, continue to refine the Plan and present the update Strategic Plan to council for approval in late 2017/early 2018.

Advisory Committee Review

None.

October 16, 2017

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Report No. PBS17-077

Financial Implications

As directed by Council, the proposed work plan can be undertaken within existing budgets.

Communications Considerations

The update of the Strategic Plan will include two public consultation sessions in Mid-November that will be promoted through local media, online through the Town's website and through social media.

Link to Strategic Plan

This report was prepared in support of the Strategic Plan and directly relates to the principle of the Town's Commitment to the strategic Plan as a long-term planning document.

Alternative(s) to the Recommendation

1. Council may choose to not authorize the update of the Town of Aurora Strategic Plan.

Conclusions

Staff have been working with the Strategic Plan Steering Committee to refine the Strategic Plan based on the feedback received through consultation. The Strategic Plan update process is a mid-term update that was envisioned as part of the approved Strategic Plan. This validation exercise focuses on updating the action items within the Plan with the core Strategic Plan document is generally consistent with the Plan approved by Council in 2012. Staff are proposing to use the attached updated Strategic Plan as the basis for the planned sessions. As part of this process, staff will continue to engage key stakeholders and the public as previously directed to inform the further refinement of the Strategic Plan. Staff intend to consolidate comments, continue to refine the Plan and present the update Strategic Plan to council for approval in late 2017/early 2018.

October 16, 2017

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Report No. PBS17-077

Attachments

None

Previous Reports

Report number CAO15-005 dated March 24, 2015; and
Report number CAO15-011 dated September 8, 2015.
Report PBS16-085 dated October 18, 2016.

Pre-submission Review

Agenda Management Team Meeting review on September 27, 2016.

Departmental Approval



Marco Ramunno
Director
Planning and Building Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. CS17-031

Subject: Winter Parking Restrictions to Facilitate Snow Clearing

Prepared by: Mandie Eddie, Manager Bylaw Services

Department: Corporate Services

Date: October 17, 2017

Recommendation

1. That Report No. CS17-031 be received for information;

Executive Summary

This report will serve to advise Council of the data collected on the “Suspension of Overnight Parking Restriction” pilot project for the 2016/2017 winter season and to make recommendations for the 2017/2018 winter season.

- Staff will be clearing roads overnight to ensure residents have access to cleared roads during morning rush hour. Reinstating the overnight parking restrictions will reduce the number of parked cars on the road and improve snow clearing efforts.
- The pilot project limited daytime parking on Town Streets during snow events which had unintended consequences for business owners and residents who ran the risk of being ticketed while running errands and visiting local businesses.
- Enforcement will take place between 2:00 a.m. and 6:00 a.m. when winter road maintenance or snow clearing is taking place.
- Staff has collected data surrounding the suspension of winter overnight parking restrictions pilot project as requested by Council.
- The pilot project presented challenges with regards to predicting snow events, restricting daytime parking and being able to provide 24-hours’ notice of the parking restriction to residents.

October 17, 2017

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Report No. CS17-031

Background

On May 17, 2016 Council adopted the following recommendation:

THAT a pilot project to suspend winter overnight parking restrictions, except during snow events, be implemented for the 2016/2017 winter season.

On October 25 2016, Council received an additional report outlining the suspension of winter overnight parking restrictions, steps staff would be taking to implement the pilot project, and a commitment to collect and report data back to Council.

The pilot project allowed residents to park overnight on the roadways without restriction during good weather. When a snowfall over 8 cm was predicted, a “snow event” was announced at which point residents had 24 hours to remove their vehicles from the road way so that snow clearing could commence. In extreme weather conditions, cars had to be removed within 12 hours of the announcement of the “extreme snow event”. Drivers were required to remove cars from the roadways during these events during the daytime as well as the night time.

Residents were unhappy that they were unable to park on Town Streets during the day and lack of compliance led to roads being full of parked vehicles when crews were attempting to remove snow.

In May of 2017, staff met to discuss the merits and the issues faced with the pilot project and determined that the pilot project for the 2016/2017 winter season presented challenges for both residents and staff.

Although the pilot project allowed for overnight parking on the street, the daytime restrictions were problematic and did not address the operational needs of the crews responsible for snow clearing. In addition, despite ongoing communication through every available channel, some residents and visitors expressed confusion regarding parking restrictions.

Analysis

Staff will be clearing roads overnight to ensure residents have access to cleared roads during morning rush hour. Reinstating the overnight parking restrictions will reduce the number of parked cars on the road and improve snow efforts

October 17, 2017

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Report No. CS17-031

Report No. IES17-037 that went before General Committee on September 5, 2017 recommended operational changes for the 2017/2018 winter maintenance season. This included a change to snow clearing and road maintenance operations which would begin overnight and earlier in the morning to facilitate clearing curb-to-curb during the time cars are prohibited from parking on the road.

By-law No. 4574-04.T, BEING A BY-LAW to regulate parking and traffic in the Town of Aurora section 5.2 supports these snow clearing efforts by prohibiting parking on the streets during the hours of 2:00 a.m. to 6:00 a.m. from and including November 15 to April 15. This section of the by-law deters drivers from parking on the roadway overnight by allowing officers to issue tickets when they are in violation of the by-law.

The pilot program limited daytime parking on Town streets during snow events which had unintended consequences for business owners and residents who ran the risk of being ticketed while running errands and visiting local businesses.

The pilot program required residents to remove their cars from the roadway when a snow event or snow emergency was announced. This was not practical as it restricted parking for any length of time when consumers and commuters needed parking options.

Allowing daytime parking when winter weather affects the roadways will allow residents, visitors and consumers to park during the day. This will reduce the parking issues previously experienced by drivers during the pilot project when cars had to be removed during the daytime when a snow event was called and would better support local businesses and GO transit customers.

Winter road maintenance may take place during the daytime hours; however operators would not be concerned with clearing or maintaining the road curb to curb, and would return to clear curb to curb in the overnight hours.

Enforcement will take place between 2:00am and 6:00am when winter road maintenance or snow clearing is taking place.

Once winter road maintenance or snow clearing is under way as a result of winter weather, IES staff will notify Bylaw Services and officers will begin enforcement efforts during the restricted hours of 2:00am and 6:00am only.

Bylaw Services will also work with Communications to develop education material to inform residents and build awareness of the overnight parking restrictions.

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Report No. CS17-031

Staff has collected data surrounding the suspension of winter overnight parking restrictions pilot program as requested by Council.

The suspension of overnight parking restrictions pilot project began in late November and continued until mid-April with an initial focus on educating the public about the program. A total of 1,800 information cards were distributed to the public or placed on cars that were parked on the roadway in previously restricted times.

There were 21 weather events announced over the 2016/17 season (including snow advisories, snow events and extreme snow events.) During the first several events, officers issued 450 warning tickets to vehicles that were interfering with snow clearing.

For the remainder of the season, officers continued to educate and when requested by IES staff, issued tickets to vehicles that had or were interfering with snow clearing. A total of 659 tickets for interfere with snow clearing were issued. Of these, escalated complaints about the tickets resulted in 34 of these tickets being voided.

Court appearances were requested by 59 of the ticket recipients of which 17 were withdrawn by the Crown as a result of the charge not adequately covering the offence.

The Bylaw Manager and Bylaw Coordinator received over 300 phone calls indicating confusion and criticism of the program. Additionally there was an influx of people complaining in person at Town Hall after each event.

Customer Service logged nine formal complaints and multiple calls daily requesting information about the program.

The pilot project presented challenges with regards to predicting snow events, restricting daytime parking and being able to provide 24-hours' notice to the residents of the parking restriction.

Although staff subscribed to and followed a reliable weather prediction service, these predictions were prone to last minute changes making notification to residents and timely deployment of enforcement difficult.

Communications staff worked diligently to develop a list of names to be notified by text messaging and information regarding snow event status was promptly posted to the Town website and on social media and updated daily. More than 700 residents signed up to receive text message alerts notifying them when parked vehicles needed to be removed from roadways.

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Report No. CS17-031

Despite extensive communications efforts, some residents were still unaware that snow events also restricted daytime parking, or were simply unable to abide by the restriction, and were frustrated at receiving tickets.

Advisory Committee Review

None

Financial Implications

None

Communications Considerations

Given the improved deployment model, and the fact that Bylaw will only be enforcing the overnight parking restriction when winter road maintenance or snow clearing is taking place, we expect significantly fewer customer complaints than during winters when enforcement was consistent overnight regardless of snow clearing operations and during the pilot program when residents were ticketed during the day due to snow events.

The Town will provide real-time notification when winter road maintenance or snow clearing is taking place by having the Roads Supervisor activate a highly-visible banner on the homepage of the Town website at the time of deployment. The banner will be deactivated once snow clearing or maintenance has been completed. We recognize that there may be times when plows are deployed in the middle of the night and therefore, the onus will be on residents to be aware of weather conditions and remove their parked vehicles from the roadways if roads need to be cleared or are expected to need clearing overnight. Due to ever-changing weather conditions, it is challenging for staff to predict when snow plowing or winter road maintenance will occur and provide significant notice to residents. During the pilot project, the ability to provide residents with 24-hours' notice in advance of a Snow Event proved problematic and ultimately led to resident dissatisfaction when conditions changed.

The Town will communicate with residents that the 2:00 a.m. to 6:00 a.m. parking restriction between November 15 and April 15 remains and enforcement will occur when winter road maintenance or snow clearing is taking place.

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Report No. CS17-031

Communications will utilize media coverage, print advertising, social media, the Town website, digital signs and mobile signs to educate residents on the restrictions and enforcement.

Communications will also work with Bylaw Services to create educational materials that can be distributed to those parked on roadways overnight when snow clearing or winter road maintenance is not taking place. The goal of the materials will be to ensure residents are aware of the fact that enforcement will take place whenever snow clearing or winter road maintenance is happening between the hours of 2:00 a.m. and 6:00 a.m.

Link to Strategic Plan

These recommendations support Aurora's Community Goal by supporting an exceptional quality of life for all by providing parking alternatives for residents while still supporting staff's efforts to maintain service levels for winter road maintenance.

Alternative(s) to the Recommendation

1. Council could direct staff to return to the enforcement program used in the 2015/2016 season. This would result in tickets being issued even when no snow clearing activities are taking place.
2. Council could direct staff to continue with the pilot project for another season or as a permanent program.

Conclusions

The suspension of overnight winter parking restrictions initiated for the 2016/2017 season was launched to give residents better overnight parking options when there was no winter road maintenance or snow clearing taking place. The pilot project restricted parking both day and night when road maintenance efforts were taking place as a result of winter weather. This posed problems for residents during the day time as they were required to remove their vehicles from the road and subsequently had very few parking options.

Reinstating the overnight parking restrictions with revised education and enforcement efforts will give residents more options for parking when winter road maintenance efforts are not taking place.

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Report No. CS17-031

Attachments

None

Previous Reports

IES16-080, October 18, 2016

IES17-037, September 5, 2017

Pre-submission Review

Agenda Management Team review on September 28, 2017

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. PRCS17-036

Subject: Space Accommodation for 52 & 56 Victoria Street

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

Department: Parks, Recreation and Cultural Services

Date: October 17, 2017

Recommendation

- 1. That Report No. PRCS17-036 be received; and**
- 2. That Council recommend the 140 Aurora Air Cadet Squadron, the Aurora Bridge Club and Faith Fellowship Baptist Church be provided subsidization as outlined in this report.**
- 3. That Council approve an increase to the Aurora Senior Centre Operating Budget in the amount of \$10,000 to deploy staff to open and close the facility.**

Executive Summary

The purpose of this report is to ask Council for approval to provide subsidization for users of 52 and 56 Victoria Street as follows:

- 140 Air Cadet Squadron has requested subsidization in order to transition into their new location
- Aurora Bridge Club has requested that permit fees be waived for use of the Craft Room at the Aurora Seniors Centre on Sunday afternoons
- Faith Fellowship Baptist Church has requested that the permit fee increase be waived for use of the West McKenzie Room on Sundays
- A budget increase of \$10,000 is required to accommodate user groups at the Seniors Centre.
- In-kind fees total \$15,500

Background

Staff presented report PRCS17-024 to General Committee on June 20, 2017.

At that meeting, General Committee received a delegation from the Aurora Bridge Club to express concerns with relocation and provide consideration of alternative space to

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Report No. PRCS17-036

support their activities. Staff received the following direction from Council on June 27, 2017:

1. That Report No. PRCS17-024 be received; and
2. That the users of 52 and 56 Victoria Street be provided notice that they are to vacate the premises no later than October 1, 2017, in preparation for the demolition of the structures; and
3. That staff continue to work toward finding a solution regarding space for community groups.

Analysis

As directed by Council, staff continued to meet with the affected user groups to find a solution to meet their space needs.

140 Air Cadet Squadron has requested subsidization in order to transition into their new location

The 140 Air Cadet Squadron has been successful in finding an alternative space to meet their needs; however, the new space has increased the present lease payment from \$870/year (with the Town) to \$8,400/year at the new location. They have requested subsidization from the Town to help bridge this gap.

Staff are recommending that the group be subsidized on a declining scale over the next 10 years.

The 140 Air Cadet Squadron would receive 90% of the new lease rate in year one and that would decrease by 10% each subsequent year. This would permit a payment in year one similar to their existing rent and permit them time to raise funds gradually, toward independence from the Town.

Aurora Bridge Club has requested that permit fees be waived for use of the Craft Room at the Aurora Seniors Centre on Sunday afternoons

The Aurora Bridge Club provided a letter to staff on September 1, 2017 indicating their intention to vacate 56 Victoria Street on September 30, 2017. They will be relocating to a facility in Newmarket; however, this facility is not available on Sunday afternoons for games. They have requested our assistance in obtaining space. Staff recommends the permitting of the Craft Room at the Aurora Seniors Centre from noon to 4:00 pm from September to June of each year. Staff have investigated the availability and, except for a few conflicts, this space is available. The permit fee is estimated at approximately \$7,500, they have requested that the Town waive this fee.

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Report No. PRCS17-036

Exceptions to the permit would be provided to the Aurora Seniors Association as they have priority. The remaining dates could be considered “in-kind” since there is no lost opportunity.

Faith Fellowship Baptist Church has requested that the permit fee increase be waived for use of the West McKenzie Room on Sundays

As indicated in staff report PRCS17-024, the Church could be accommodated in the West Mackenzie Room at the Aurora Seniors Centre; however, the permit fee would increase from approximately \$10,000 at 56 Victoria Street to \$18,000 at the Seniors Centre. The Church has requested relief from this increase in the amount of \$8,000 per year. Exceptions to the permit would be provided to the Aurora Seniors Association as they have priority. The remaining dates could be considered “in-kind” since there is no lost opportunity.

A budget increase of \$10,000 is required to accommodate user groups at the Seniors Centre.

Additional staff would be required each weekend to open and close the Aurora Seniors Centre to accommodate the Church and the Bridge Club.

Staff estimate the additional staff costs to be approximately \$10,000 per year for this service.

Advisory Committee Review

None required.

Financial Implications

Staff Report PRCS17-024 provided Council with the net impacts of demolishing 52 & 56 Victoria Street and indicated that the net savings would be \$47,144/year.

These savings have been incorporated into the 2018 Operating Budget. If Council considers any subsidy for the user groups, this will become a new pressure on the 2018 Operating Budget.

140 Air Cadet Squadron	\$7,560 (Year 1)
Bridge Club	\$7,500 (In-kind)
Faith Fellowship Baptist Church	\$8,000 (In-kind)
Additional Staff costs	\$10,000
Sub-Total	\$33,060

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Report No. PRCS17-036

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

The relocation of community groups supports the Strategic Plan in the redevelopment of Library Square.

Alternative(s) to the Recommendation

1. Council could deny any subsidiary request or provide alternative subsidiary levels.

Conclusions

The upcoming demolition of 52 & 56 Victoria Street has displaced a number of permit holders. Staff have been able to accommodate all groups; however, consideration has been asked for the provision of subsidies to permit a gradual transition into new accommodations by two of the user groups displaced.

Attachments

None.

Previous Reports

PRCS17-024 Space Accommodation for Community Groups, June 20, 2017

Pre-submission Review

Agenda Management Team review on September 27, 2017

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report No. PRCS17-030

Subject: Sports Field and Parks Use Policy Revisions

Prepared by: John Firman, Manager of Business Support

Department: Parks, Recreation and Cultural Services

Date: October 17, 2017

Recommendation

- 1. That Report No. PRCS17-030 be received; and**
- 2. That the revised Sports Field and Parks Use Policy be approved.**

Executive Summary

Staff has reviewed the Sports Field and Parks Use Policy and updated the policy to address current user group needs and reflect existing operational requirements. The most significant change is to the allocation procedures, whereby staff are recommending a similar approach as was approved in the Ice Allocation Policy, in which a grandfathering clause be included in the allocation procedures. The grandfathering clause would ensure that all user groups continue to retain their field time each year, until such time as the user group gives up that field time. At that point the allocation procedures would take effect when re-allocating the time released by any given user group. This will help provide user groups with the knowledge that they will be able to offer consistency in programming from one year to the next.

Background

The Sports Field and Parks Use Policy was last revised in March, 2010. Since that time, there have been numerous changes to user group programming and demographics, which affect how the existing policy impacts their operations and the Town's ability to serve the community sports organizations.

As part of the 2017 Business Plan for the Business Support Services Division, all facility allocation policies are scheduled for review in 2017 in order to ensure they accurately reflect the current needs of the community. The first policy review conducted was the Ice Allocation Policy, which was revised and approved by Council earlier this year. The next policy identified for review by staff is the Sports Field and Parks Use Policy.

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Report No. PRCS17-030

Staff reviewed the existing policy, held a user group meeting, and conducted a survey of user groups, to solicit input from the most frequent users of these facilities. The key changes incorporated into the attached Policy have been reviewed with the user groups that participated and have met with majority approval.

Key policy change recommendations

In consultation with our primary user groups, staff recommends a number of changes to the policy, including:

- Adding a grandfathering clause that would ensure user groups always retain their allocated field time every year, unless they choose to release it. Once released, the Town would then allocate the field time in accordance with the allocation process outlined in the Policy. This is the same as was approved for the Ice Allocation Policy and was well received by the user groups.
- Reducing the required percentage of Aurora residents as members of a user group, in order to be considered “Aurora based” for the purposes of prioritizing field allocation:
 - from 80% to 70% for youth organizations; and
 - from 80% to 50% for adult organizations.
- Amending the prioritization of field allocation to better reflect current needs.
- Defining “Representative” groups to include any organization that does not meet the criteria to be considered “Aurora based”, but offers the only program option for Aurora residents. (e.g. Aurora Barbarians Rugby, Redbirds Lacrosse and York Region Football).
- Amending permit cancellation procedures for ease of administration by removing the 20% administrative fee. It costs more to apply the 20% fee than what is collected.
- Various housekeeping amendments to ensure the efficient and safe use of Town facilities provide for ease of understanding, and to incorporate existing procedures into the policy document.

Defining “Aurora based” user groups

The changes to the percentage of Aurora residents required for a group to be considered “Aurora based”, which offers priority status in the allocation process, is based on existing needs of the user groups and the existing reality of the percentage of Aurora residents in groups that have historically been considered “Aurora based”. For example, none of our existing youth groups and only two of our existing adult groups

currently meet the 80% standard, thereby relegating a large number of groups that have historically been considered as Aurora groups to a lower priority status.

Analysis

User Group meeting

Fourteen user groups, representing the primary users of rectangular fields and ball diamonds, both adult and youth, were invited to participate in a user group meeting for the purpose of providing them with the opportunity to have input into the policy review process. This meeting was held on Wednesday, June 28, 2017 with six attendees representing four user groups. Prior to the User Group meeting, staff have met with representatives from Aurora King Baseball Association (AKBA) to discuss their organizational needs, and subsequent to the User Group meeting staff also met with representatives of the Aurora Football Club (formerly Aurora Youth Soccer Club) and the Aurora Soccer Club.

User Group survey

Following the User Group meeting, 20 user groups were invited to participate in a brief online survey to provide their input into the key changes recommended. Of the 20 groups invited to participate, we received 16 responses (80% participation), including four who identified as youth organizations and 12 who identified as adult organizations.

Summary of survey results

- Of the four youth group respondents, all consider themselves “Aurora based”, even though none of them actually meet the current 80% resident criteria in the existing policy.
- Of the 12 adult group respondents, 11 consider themselves “Aurora based”, even though only two adult groups meet the current 80% resident criteria in the existing policy.
- When asked if they support the inclusion of a grandfathering clause in the field allocation procedures, 88% responded in support of this.
- When asked if the residency percentage should be reduced for youth organizations to be considered “Aurora based”, only 50% of youth group respondents said yes. Staff believe that this confirms the premise that most youth organizations do not realize that they do not meet the current criteria, as none of the respondents currently meet the residency level required.
- When asked if the residency percentage should be reduced for adult organizations to be considered “Aurora based”, only 42% of adult group

respondents said yes. Staff also believe that this confirms the premise that most adult organizations do not realize that they do not meet the current criteria, as only two of the existing groups currently meet the residency level required.

- When asked what the percentage should be for adult organizations to be considered “Aurora based”, 66% of respondents recommended 50% or lower.
- When asked what the percentage should be for youth organizations to be considered “Aurora based”, only two respondents (50%) answered this question, with both recommending 70% or lower.
- 63% of respondents supported the recommended priority order for allocating field time, with no further consensus provided on alternate recommendations.

Advisory Committee Review

None.

Financial Implications

There are no anticipated financial implications.

Communications Considerations

User groups will be notified through regular communications channels by the Parks, Recreation and Cultural Services department.

Link to Strategic Plan

Revising the Sports Field and Parks Use Policy relates to 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 its goal statement:

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

Alternative(s) to the Recommendation

1. Council can decline to approve the recommendations, with status quo remaining as is accordingly.

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Report No. PRCS17-030

2. Council can provide further direction.

Conclusions

That Council approve the recommendation to the revisions to the Sports Field and Parks Use Policy as presented.

Attachments

Attachment #1 - Revised Sports Field and Parks Use Policy

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on September 13 and 27, 2017

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Administrative Policies & Procedures

Policy No. ## - Sports Field and Park Use Policy

Topic:	Sports Field and Park Use Policy	Affects:	Town staff, individuals and user groups that permit Town facilities.
Section:	CORP	Replaces:	Sports Field and Park Use Policy 2010
Original Policy Date:	March 2010	Revision Date:	Month ##, 2017
Effective Date:	Month ##, 2017	Proposed Revision Date:	Month ##, 2021
Prepared By:	Parks, Recreation and Cultural Services, Business Support	Approval Authority:	Council

1.0 Policy Statement

To provide transparency and structure for user groups and individuals pertaining to the fair allotment and use of Town owned and/or operated sports fields, parks and other outdoor facilities.

2.0 Purpose

To ensure consistency in the programming and ongoing use of the Town's sports fields and parks inventory; both municipally owned and/or managed facilities.

To ensure that the highest quality and safest parks and sports fields are maintained and available for all permitted user groups.

To provide a framework and consistent approach to the ongoing and seasonal use of our parks and sports field facilities in a fair and equitable manner.

To ensure that the Town's investment in parks and sports field facilities is managed in the best interest of all users and the citizens of Aurora.

To establish clear guidelines and communication between the Business Support Division, the Parks Operations Division, and the user group contact.

To accommodate the needs of a growing municipality and the increased demands on our sports field facilities.

Policy No. XX – Sports Field and Park Use Policy

To clearly define the rules of use and the departmental procedures in maintaining compliance.

3.0 Scope

This policy applies to all facility permit holders and all individual and/or user groups requesting use of Town owned and/or operated parks and sports fields, as well as Town staff responsible for the use and/or operation of these facilities.

The Town of Aurora is fortunate to have a substantial inventory of parks and sports fields within the municipal boundaries of the Town. These facilities primarily consist of rectangular fields and ball diamonds; however there are a number of other facilities including, but not limited to tennis courts, basketball courts, etc.

Common uses include soccer, baseball, softball, football, rugby and lacrosse, but may include any sport or activity for which the playing surface is suitable.

4.0 Definitions

Adult Organization: A group that does not meet the requirements to be classified as a “Youth” organization, and demonstrate a minimum of 50% participation from Aurora residents, or ratepayers in the Town of Aurora, to be deemed “Aurora Based”.

Aurora Based: A group that demonstrates that it meets the minimum requirements for its age category (Adult or Youth), of participation from Aurora residents or ratepayers in the Town of Aurora.

Class A, B, C, D and E Sports Fields: Identifies facility classification and schedule of use.

Director: The Director of Parks, Recreation and Cultural Services or his/her designate or successor.

Facility: Any Town owned and/or operated park or outdoor sports field, playing surface or other outdoor space.

Permit Holder: Refers to the organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests

Policy No. XX – Sports Field and Park Use Policy

and invitees of the permit holder and their participants, volunteers, guests and invitees.

Representative Organization: An organization that does not meet the minimum participation required to be deemed Aurora Based, but is the only organization that offers a particular program to Aurora residents.

Sports Field: Includes all ball diamonds, rectangular fields (soccer, football, etc.) and any other outdoor sports playing surface owned and/or operated by the Town of Aurora.

Youth Organization: An organization that demonstrates that it has a minimum of 80% participation of youth aged 17 or younger, with a minimum of 70% participation from Aurora residents or ratepayers in the Town of Aurora, to be Aurora Based.

5.0 Allocation Procedures

5.1 Submission of Seasonal Requests

All seasonal sports field requests shall be submitted in the format prescribed by the Facility Bookings Administrator, no later than October 15th of each year.

5.2 Grandfathering

Grandfathering applies to seasonal permit holders only.

All seasonal sports field permit holders will maintain their existing field times on an annual basis, until such time as the permit holder surrenders that time. The following allocation procedures apply only to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

Exceptions may be made at the mutual agreement of an existing permit holder and the Director for the release of permitted time on a one-time basis to accommodate the needs of another organization or for fields re-allocated at the discretion of the Director.

5.3 Allocation Priority

The following allocation priority will be utilized for all seasonal requests submitted in accordance with seasonal permitting request procedures. In all other cases,

Policy No. XX – Sports Field and Park Use Policy

field permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

The Town currently recognizes the following Aurora based and representative group community sports organizations:

Aurora Based Youth Organizations

Aurora Barbarians Rugby
Aurora Diggers Girls Softball
Aurora King Baseball Association
Aurora Youth Soccer Club

Aurora Based Adult Organizations

Aurora Ladies Soft Ball Association
Aurora Men's Slo-Pitch
Aurora Mixed Slo-Pitch
Aurora Rovers Soccer Club
Aurora Soccer Club

Representative Groups - Youth

Extreme Goalkeepers
Redbirds Lacrosse
York Region Football Association

Representative Groups – Adult

Valhalla Mixed Slo-Pitch
Yonge Aurora Mixed Slo-Pitch

Sports fields will be allocated in the following priority order:

1. Town of Aurora special events and recreation programming, including programming/events operated by third parties on behalf of the Town of Aurora
2. Recognized Aurora based youth organizations
3. Recognized representative youth organizations
4. Recognized Aurora based adult organizations
5. Recognized representative adult organizations
6. School groups
7. Other groups and private individuals

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Any organization requesting new field time and claiming either “Youth” or “Aurora Based” status shall be required to submit a participant list for the organization along with the request. The participant list shall be in the form of a letter signed by the president of the sports organization and submitted to the attention of the Facilities Booking Administrator outlining the total number of registered participants/members, including name, municipality of residency, and age (if requesting “Youth” status).

5.4 Artificial Turf Fields

As the St. Maximillian Kolbe and Stewart Burnett artificial turf fields have been designed, in part, to support specific community programming, the following additional allocation priority will be applied:

St. Maximillian Kolbe artificial turf field:

First priority shall be given to all sports other than soccer, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in 5.3 of this policy.

Once all non-soccer related sports have been accommodated, soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in 5.3 of this policy.

Stewart Burnett Park artificial turf field:

First priority shall be given to the Aurora Youth Soccer Club’s League 1 and Ontario Player Development League programming, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in 5.3 of this policy.

Second priority shall be given to all other soccer requests, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in 5.3 of this policy.

Once all soccer related requests have been accommodated, non-soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in 5.2 of this policy.

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Sheppard’s Bush artificial turf field:

Allocation of the Sheppard’s Bush artificial turf field shall be in accordance with 5.3 of this policy.

5.5 Special Circumstances

Parks, Recreation and Cultural Services staff reserves the right to alter field allocation permits to accommodate play-off requirements, tournaments, and for other special circumstances as may be required. Any such alterations will be done on a one-time basis and the grandfathering rules shall apply. In the event that the re-allocation of field time is necessary, Parks, Recreation and Cultural Services staff will work with the affected permit holder to re-allocate field time in as fair a manner as possible and in an effort to minimize any impact.

6.0 Fees and Charges

- 6.1 User fees shall be applied in accordance with the current Town of Aurora Fees and Charges By-Law applicable at the time of booking.
- 6.2 User fees reflect the hourly rates charged and include the costs associated with facility lighting, ongoing facility maintenance and repair, including various supplies required to operate the facility. User fees do not include additional services required by user groups as outlined in 6.6 of this policy.
- 6.3 Prior to the issuance of a permit, individuals and user groups must provide to the Facility Bookings Administrator, the name, address, telephone number and email contact information of the individual to be named on the permit. This individual is responsible for all obligations of the Permit Holder in accordance with this policy.
- 6.4 Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short term weather related field closings or other facility related information.
- 6.5 Changes or deletions and additions to any permit must be received by the person to whom the contract was issued, unless written authorization has

Policy No. XX – Sports Field and Park Use Policy

been received by the Facility Bookings Administrator including a list of persons authorized to do so.

- 6.6 Weather related cancellations or facility closures due to unacceptable field condition in the opinion of the Manager of Parks Operations will not constitute cause for a refund of user fees for lost time experience by the permit holder. The Town will accept requests from the permit holder that have been impacted by a field closure to reschedule lost playing time at no additional cost to the affected group(s).

For individual bookings that cannot be reasonably rescheduled due to the nature of the activity or availability of suitable facilities, refunds may be provided at the discretion of the directon.

- 6.7 The Facility Bookings Administrator must be notified in writing at least 14 days in advance of any facility use cancellations to be entitled to a 100% refund of the permit fees. Seasonal permits do not allow for individual date cancellations. No refunds shall be issued for cancellations with less than 14 days written notice.
- 6.8 Additional fees and/or security deposits will be applicable for special events, tournaments, and other special circumstances as determined the Director. Fees will be charged for the delivery and removal of picnic tables, waste containers, other equipment and additional park maintenance requirements associated with maintenance, restoration, garbage collection, and increased washroom maintenance during and after the special event/activity.

The amount of these fees shall be based on the actual cost incurred by the Town, and in accordance with the Fees and Charges By-law existing at the time of the special event/activity.

- 6.8 Park use fees and/or security deposits will also apply to any organized event occurring in a park where, in the opinion of the Manager of Parks Operations, the nature of the event poses a risk of damage to the park or facility or where the Town will incur additional expense associated with restoration and cleanup.
- 6.9 Additional fees may be applied where required in accordance with this policy.

Policy No. XX – Sports Field and Park Use Policy

- 6.10 All fees applied in accordance with this policy shall be in accordance with the current Fees and Charges By-law, and based on the actual cost incurred by the Town where applicable.

7.0 Facility Use Regulations

- 7.1 The season of play for all class A, B, C and D sports field facilities, as classified in Section 8.0 of this policy, shall commence on or about the 15th of May and continue through to September 30th, pending weather and field conditions. In order to conduct seasonal field maintenance operations, no facility permits will be issued prior to or after this period unless approved in writing by the Manager of Parks Operations.
- 7.2 The season of play for class E artificial turf fields, as classified in Section 8.0 of this policy, shall commence on or about April 1st and continue through to November 30th each year pending field conditions. Permits for class E fields will only be issued on a day to day basis for the periods of April 1st to April 15th and November 15th to 30th.
- 7.3 Permits may be issued for class E artificial turf fields, as classified in Section 8.0 of this policy, at other times, subject to the approval of the Manager of Parks Operations pending field conditions.
- 7.4 Should it be determined that there is unauthorized use of facilities during the off season or at any time without a permit the Town reserves the right to suspend or refuse renewal of the permit holder's permits indefinitely. Upon confirmation of the unauthorized use of the facility the associate user group may be fined a financial penalty based on 10 times the normal hourly rental rate of the facility. The penalty shall be paid in full prior to the issuance of any further facility use permits or any resumption of use by the affected user group.
- 7.5 All recognized organizations in accordance with Section 5.3 of this policy will be issued a permit for the full amount of time that has been booked for the entire season of play. Payments are due not later than the 15th of June. Selected permit holders may be issued monthly statements on the 1st of each month to each group and payments are due within 30 days of the issuance of each statement. Failure to remit payments on time may result in the cancellation of facility permits and or reallocation of facilities to other user groups at the discretion of the Director.
- 7.6 All permits must be signed and returned to the Facility Bookings Administrator prior to any facility usage. Failure to submit signed permit(s) will result in the group not being permitted to use the field.

Policy No. XX – Sports Field and Park Use Policy

- 7.7 All user groups shall submit a list of executives, if any, including contact information, on an annual basis, within seven days following the election/appointment of the executives follow the organization's Annual General Meeting, or upon request of the Director.
- 7.8 Sub-leasing or booking of facilities by the permit holder to a third party will not be permitted under any circumstances. Any and all agreements to permanently or temporarily release permitted time to another user group shall be administered by the Facility Bookings Administrator, subject to the approval of the Director. No user group shall be permitted to use any facility without a permit being issued in that user groups name.
- 7.9 All permit holders shall remove from their permitted facility all garbage, refuse or debris from the immediate area of the sports fields. This includes but is not limited to; sidelines, dugouts, player areas and spectator areas. Failure to do so may result in the permit holder being invoiced for the Towns costs to clean up the affected area. No further permits will be issued to the offending permit holder until payment has been received by the Town.
- 7.10 Damages to the playing surface and/or other areas of the facility and restoration expenses incurred by the Town resulting from unauthorized use of the facility at any time will be assessed to the associated permit holder or to the affiliated organization of the permit holder. The amount of damages will be based on the time and materials required to repair the damages and any lost facility rental revenue resulting from the closing of the facility for repairs. All payments in relation to the above shall be paid in full prior to the permit holder's further use of the facility or the re-issuance of facility use permits.
- 7.11 Each permit holder shall be responsible for shutting off of the facility lighting system immediately following use of the facility. Should the permit holder fail to ensure the system is shut off following the use of the facility the Town will issue a formal notice of warning to the permit holder. Following a second occurrence the permit holder will be assessed a penalty of \$250.00 based on electrical consumption and the Town's administrative costs associated with attending the facility and shutting down the lighting system on behalf of the permit holder.
- 7.12 All required field maintenance will be provided in accordance with the

Policy No. XX – Sports Field and Park Use Policy

Town's service level maintenance standards, excluding the provision of labour and equipment required to prepare the playing surface of softball/baseball diamonds, e.g. infield lining, lining equipment, bases, and equipment storage box padlocks.

7.13 For softball/baseball diamonds, the Town will provide one (1) storage box with pad lock and one (1) key for the containment of line marking chalk and a sufficient supply of line marking chalk will be provided in each location required by the permit holder upon notification to the Facility Bookings Administrator. Extra keys may be obtained at the Parks Operations office.

7.14 Should the permit holder require equipment storage on site at any softball/baseball diamond, the permit holder will be required to purchase an equipment storage box from the Town. The Town will permit one (1) storage box per permit holder to be located at the facility of its choice. To order storage boxes, please contact the Parks Operations office.

To ensure consistency, storage boxes must be purchased from the Town and the box must be fitted with a pad lock provided by the permit holder and remained locked at all times. Storage boxes found to be unlocked will be locked by the Town and the permit holder will be billed a minimum of \$175.00 for the time required to secure the box and for the provision of a Town lock. Contact the Parks Operations office for further information and pricing of equipment storage boxes.

8.0 Facility Classification and Schedule of Usage

8.1 Rectangular Fields

Class "A" Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch with lighting and irrigation.

Locations: Fleury Park, Highland Park, Optimist Park

Total: 3

Policy No. XX – Sports Field and Park Use Policy

Schedule: Permitted for use not more than five (5) days in a seven (7) day period with two (2) consecutive days of rest in a seven (7) day period throughout the playing season.

Permitted for use for regularly scheduled games only and not more than two (2) games in a 24 hour period. Practise play is not permitted on any class “A” facility.

Class “B” Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch without lights.

Locations: Summit Park, Craddock Park, Lambert Willson Park (Legion), Norm Weller Park, Machell Park, Confederation Park, Magna(2)

Total: 8

Schedule: Permitted for use not more than six (6) days in a seven (7) day period with one (1) day of rest in a seven (7) day period throughout the playing season.

Permitted for use for not more than one (1) game during a 24 hour period.

Class “C” Mini Soccer

Description: Medium sized (9 v 9 and 7 v 7) Town owned and/or managed soccer pitches.

Locations (9 v 9): Sheppard’s Bush (3), Hamilton Park, Magna (2)

Total: 6

Locations (7 v 7): Sheppard’s Bush (6), Harmon Park, Queen’s Diamond Jubilee Park, Hickson Park, Ada Johnson Park, Magna (2)

Total: 12

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24 hour period.

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Class “D” Micro Soccer

Description: Small sized (5 v 5 and 3 v 3) Town owned and/or managed soccer pitches.

Locations (5 v 5): Magna (10), other locations as may be temporarily approved
Total: 10

Locations (3 v 3): McMahan Park (2), Town Park (2), Magna (3), other locations as may be temporarily approved
Total: 7

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24 hour period.

Class “E” Senior Field

Description: Full sized Town owned and/or managed artificial turf sports field with lighting.

Locations: Sheppard’s Bush, St. Maximillian Kolbe CHS, Stewart Burnett Park
Total: 3

Schedule: Permitted for use seven (7) days per week between the hours of 7:00am to 11:00pm.

8.2 Softball/Baseball Diamonds

Class “A” Baseball

Description: Town owned and/or managed senior baseball facility with lighting and irrigation.

Locations: Lambert Willson Park, Stewart Burnett Park
Total: 2

Schedule: Permitted for use seven (7) days per week between the hours of 9:00am to 11:00pm.

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Class “A” Softball

Description: Town owned and/or managed senior softball facility with lighting and irrigation.

Locations: Town Park, Norm Weller Park, Fleury Park, Lambert Willson Park(3), James Lloyd Park, Optimist Park

Total: 8

Schedule: Permitted for use seven (7) days per week between the hours of 9:00am to 11:00pm.

Class “B” Softball

Description: Town owned and/or managed senior softball facility without lights.

Locations: Copland Park

Total: 1

Schedule: Permitted for use seven (7) days per week between the hours of 3:30pm to sundown.

Class “C” Softball

Description: Town owned and/or managed junior softball facility without lights.

Locations: Confederation Park (2), Machell Park (2), Elizabeth Hader Park, Summit Park

Total: 6

Schedule: Permitted for use seven (7) days per week between the hours of 3:30pm to sundown.

8.3 For tournaments and special events that have been approved by the Manager of Parks Operations field use limitations outlined in 8.1 and 8.2 may be waived.

8.4 All Class “A” and “E” sports fields are subject to an 11:00pm curfew. Continued play beyond 11:00pm and/or use of the facility lighting system beyond 11:15pm will not be permitted without approval from the Director.

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- 8.5 Notwithstanding 8.1 and 8.2, permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.
- 8.6 All classes of facilities will be scheduled for organized use by the Town of Aurora's Facility Bookings Administrators based on the Town's facility allocation criteria and upon receipt of the user groups written facility permit request.

9.0 Regulatory/References/Codes/Standards

Other regulations, policies and procedures applicable to sports fields and park permits, include but are not limited to:

- Parks By-law
- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy
- Health Protection and Promotion Act
- Liquor Licence Act
- Liquor Control Act
- Gaming Control Act



Town of Aurora

General Committee Report

No. PBS17-075

Subject: Application for Draft Plan of Condominium
BG Properties (Aurora) Inc. (Phase 2)
14222, 14314, 14358 & 14378 Yonge Street
Part Lot 17, Plan 132, Part Lots 74 and 75 Con. 1, Part 1 65R-35902
File Number: CDM-2017-04
Related File Numbers: SUB-2012-03, ZBA-2012-16 and CDM-2016-03

Prepared by: Lawrence Kuk, Planner

Department: Planning and Building Services

Date: October 17, 2017

Recommendations

1. That Report No. PBS17-075 be received; and
2. That the Application for Draft Plan of Condominium CDM-2017-04 (BG Properties (Aurora) Inc.) (Phase 2) be approved to permit the development of the subject lands for 153 single detached dwelling units, subject to the conditions outlined in Schedule 'A' of this report; and
3. That the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

Executive Summary

This report seeks Council's approval to Phase 2 of the application for Draft Plan of Condominium on lands municipally described as 14222, 14314, 14358 & 14378 Yonge Street. The purpose of this report is to provide an evaluation and recommendations regarding the subject proposal for a common element Draft Plan of Condominium to be applied to the proposed 153 single detached dwelling units on the subject lands.

- Phase 2 of the proposed Draft Plan of Condominium consist of 153 Single Detached residential lots on a private condominium road and private open space blocks.
- 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 Draft Plan of Condominium application is consistent with the PPS Growth Plan and LSPP.
- York Region has no objection to the approval of the draft Plan of Subdivision subject to the conditions outlined in Schedule “A”.
- The proposed Draft Plan of Condominium conforms to the land use and urban design requirements of the Official Plan and the approved Zoning By-law Amendment application (ZBA-2012-16).
- The lands are also subject to Draft Plan of Subdivision approval granted by Council (June 26, 2013).
- All services will be privately owned and maintained by the condominium corporation.
- Sanitary servicing of the Phase 2 lands will be provided by a combination of low pressure sanitary sewer system and gravity sanitary sewers.
- Phase Two will have a watermain connection to Phase 1 at the intersection of Private Road A and Private Road D with a water meter.
- A shared facilities agreement between all Block F landowners is required to identify the shared cost and responsibilities in regards to the on-going costs and maintenance.
- Phase 2 of the proposed development will be accessed via a private road from Phase 1 which has a direct access to Yonge Street.
- Any future public trail systems located within private open space will require trail easements for future maintenance.
- All cultural heritage matters have been reviewed and addressed within Phase 1 of the condominium development application (PBS16-092).

Background

On June 26, 2013, Council approved a Draft Plan of Subdivision (SUB-2012-03) with conditions, Zoning By-law Amendment and servicing allocation for 195 units. Since the Zoning By-law Amendment approval in June of 2013 by Council, the previous Owner (Rod Coutts & Brian Coutts) sold the developable portions of their landholding to the now current Owner (BG properties Aurora Inc.). Due to the discovery of Butternut trees concentrated on the western portion of the Owner’s land, development of the proposed

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Subdivision development is divided into two phases. BG properties Aurora Inc. made minor modifications to Phase 1 and received approval to the Zoning By-law Amendment application (ZBA-2012-16) on April 26, 2016 and Draft Plan of Condominium (CDM-2016-03) for 42 single detached units on November 22, 2016.

An overall benefit permit for Butternut was provided by the Ministry of Natural Resources and Forestry (MNR) on March 20, 2017. As a result, the Zoning By-law Amendment application (ZBA-2012-16) for Phase 2 was approved by Council on July 11, 2017.

The subject application, Phase 2 Draft Plan of Condominium application was submitted to the Town on July 6, 2017 for the remaining 153 single detached residential units.

Location and Land Use

The subject lands are located generally north of Ridge Road and west of Yonge Street adjacent to the existing rail line (Figure 1). The total area within Phase 1 and 2 is 30.20 ha (74.63 acres). The area of BG Phase 2 is approximately 24.67 ha (60.96 acres). In general, Phase 2 consists of the western portion of the proposed development with access through Phase 1 on Yonge Street. In addition, Phase 2 of the proposed development will provide access for the approved Ballymore condominium subdivision (SUB-2016-02 and CDM-2016-04) to the north.

Surrounding Land Uses

North: Ballymore Building Corp (Draft Approved Subdivision/Condominium for 40 residential units);

South: Existing residential, Ridge Road;

East: Phase 1 BG Properties (Draft Approved Subdivision/Condominium for 42 residential units);

West: Railway/ GO Transit.

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 PBS16-092 for the related Phase 1 Draft Plan of Condominium application.

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

The subject lands are designated as “Cluster Residential, Private Open Space, Environmental Function Area, Environmental Protection Area, Environmental Restoration Area, Ecological Buffer and Building Setback” by the Yonge Street South Secondary Plan (OPA 34) (Figure 2).

Town of Aurora Zoning By-law 6000-17

Phase 2 of the subject condominium development is currently zoned “Rural Oak Ridges Moraine (RU-ORM) Zone, Environmental Protection Oak Ridges Moraine (EP-ORM) Zone and Environmental Protection Oak Ridges Moraine (EP-ORM (455)) Exception Zone” by Town of Aurora Zoning By-law 6000-17, as amended (Figure 3).

Due to the Town’s Comprehensive Zoning By-law approval process, the approved Zoning By-law Amendment (PBS17-039) for Phase 2 (Figure 4) has not been enacted. However, the approved Zoning By-Law for Phase 2 will be enacted prior to registration of the condominium development.

Reports and Studies

The Owner submitted the following documents as part of a complete application to the proposed Draft Plan of Condominium application:

Submission Requirement	Author
Draft Plan of Condominium	Krcmar Surveyors Ltd
M-Plan	Krcmar Surveyors Ltd
Approved Draft Plan of Subdivision	Brutto Consulting
Schedule of Lots and Blocks	Krcmar Surveyors Ltd
Neighbourhood Plan	Malone Given Parsons Ltd.
Phasing Plan	Malone Given Parsons Ltd.
Ministry of Tourism , Culture and Sport Letter	Ministry of Tourism, Culture and Sport
Conceptual Building Elevations	Brookfield Residential
Architectural and Urban Design Guidelines	John. G. Williams Architect
Flood Mapping/ Analysis	Sabourin Kimble & Associates
Geotechnical Study	Soil Engineering Ltd.
Hydrogeological Study	Azimuth Environmental Consulting Inc.
Phase 1 Environmental Site Assessment	Soil Engineers Ltd.
Phase 2 Environmental Site Assessment	Soil Engineers Ltd.

Tree Preservation Protection and Replacement Plan, Landscape Analysis Plans, Tree Survey, Tree Inventory and Vegetation Preservation and Enhancement Strategy	Schollen & Company
Landscape Architecture Drawing Package	Schollen & Company
BG Properties (Aurora) Inc. Butternut Permit	Ministry of Natural Resources and Forestry
Functional Servicing Report	Sabourin Kimble & Associates
Grading / Drainage Plan	Sabourin Kimble & Associates
Stormwater Management Report	Sabourin Kimble & Associates
Construction Impact Mitigation Study	Malone Given Parsons
Detail Engineering Drawings	Sabourin Kimble & Associates
Traffic Impact Study	Cole Engineering
Environmental Noise Assessment	Valcoustics Canada Ltd.
Railway Vibration Assessment	Valcoustics Canada Ltd.
Survey	KRCMAR Surveying

Proposed Application

Proposed Plan of Condominium

As illustrated on Figure 5, Phase 2 of the subject Draft Plan of Condominium proposes 153 single detached dwelling units on a private common element road (Block 162, 163, 164), a private stormwater management pond (Block 161), private common element open space blocks (Blocks 156 to 160) and environmental protection areas (154, 155) are proposed to be conveyed to the Town of Aurora.

The following is a breakdown of the proposed Draft Plan of Condominium:

Proposed Land Use	Lot and Block #	# of Units	Area (ha)
Common Element	Blocks 156 to 170 inclusive	-	7.5 ha
Parcels of Ties Lands (POTLS)	Lots 1 to 153, inclusive	153	7.3 ha
Totals			14.8 ha

Proposed Access/ Emergency Access

The 153 single detached lots will be free-hold units fronting onto private common element roads as illustrated on Figure 6. Phase 2 of the condominium is accessed through Street "A" within the approved Phase 1 condominium which intersects with a full move signalized intersection on Yonge Street. In addition, within Phase 2 of the subject condominium development, a common element road identified as Street "G" (Block 164) will provide access to a draft approved 40 lot single detached condominium subdivision to the north (Ballymore Building Corp.). An emergency access is proposed from Street "F" in Phase 2 identified as Block 165 connecting to Ridge Road.

Proposed Building Elevations

Proposed building elevations are shown as Figure 7 and 8. The proposed single detached units in Phase 2 will have frontages ranging from 11.0m to 18.3m with double car garages and a minimum of 4 onsite parking spaces. There are 13 lots with of 9.2m with single car garages and a minimum of two parking spaces on site.

Proposed Trail System

The proposed trail system will run through Phase 1 and connect with the Yonge Street Trail. This trail system will also provide access to the Pet Cemetery located north of the subject property and runs along the railway corridor to the west. The proposed trail system may in the future provide access to the neighborhood to the west of the site via a Metrolinx Rail Line underpass.

Proposed Open Space

Private open space blocks will be in common element ownership and maintained by the future Condominium Corporation. All environmental protection blocks are proposed to be conveyed to the Town of Aurora. Compensation plantings are proposed to be planted within both private open space and public environmental protection blocks. Black chainlink fencing, 1.2m in height, is proposed along the rear of all lots backing on to private open space or public environmental protection lands. Lots 1, 4, 5, 9, 10, 11, 14, 15, 16, 20, 22, 23, 63, 64, 92, 93 and 103 will have wood screen fencing, 1.8m in height, as the majority of these lots are corner lots or are adjacent to the proposed trail system.

Analysis

Planning Considerations

Provincial Policy Statement (PPS)

It is Planning Staff's opinion that the proposed Draft Plan of Condominium application is consistent with the PPS.

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed development provides an appropriate range and mix of residential to meet the long-term needs. It protects the natural features for the future and ensures that the stormwater management practices minimize the stormwater volumes and contaminant loads.

Places to Grow Plan for the Greater Golden Horseshoe

It is Planning Staff's opinion that the proposed Draft Plan of Condominium application is consistent with the Growth Plan.

The proposed Draft Plan of Condominium is consistent with the Places to Grow Plan by Places to Grow promotes and encourages new growth in built-up areas of a community through intensification. The proposed Draft Plan of Condominium 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 Draft Plan of Condominium application is consistent with the LSPP.

It is Planning Staff's opinion that the proposed Draft Plan of Condominium conforms to the Lake Simcoe Protection Plan. The Lake Simcoe Region Conservation Authority (LSRCA) have reviewed the technical studies, reports, and plans prepared in support of the application for Draft Plan of Common Element Condominium (Phase 2). The LSRCA has no objection to the approval of the Draft Plan of Condominium subject of conditions of approval outlined in Appendix 'A'.

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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”.

Prior to final approval, the Owner shall execute all Regional agreements and obtain all of the necessary permits required as part of the Draft Plan of Subdivision approval for the subject property issued under File No. 19T-12A03 (SUB-2012-03). In addition, the Owner shall obtain all necessary permits with the Region and provide confirmation that all transfers of obligation have been completed where Regional agreements require responsibility to change from the Owner to the Condominium Corporation.

Yonge Street South Secondary Plan, (OPA 34)

The proposed Draft Plan of Condominium conforms to the land use and urban design requirements of the Official Plan.

Planning Staff are of the opinion that the proposed Draft Plan of Condominium conforms to the land use and development policies of the Official Plan and is compatible with the surrounding land uses. Single detached dwelling units are a permitted use in accordance with the Cluster Residential land use designation. This matter was reported to Council on June 2013 as part of the proposed Draft Plan of Subdivision application file SUB-2012-03.

Site Design

The Owner has applied to the Town of Aurora for approval of Phase 2 of the Draft Plan of Condominium. Similar to Phase 1, the Owner will not be submitting a Site Plan application, as the majority of site design comments have been addressed through the Draft Plan of Condominium process, technical details will be addressed and secured through the future Subdivision/Condominium agreement.

Urban Design/ Building Elevations

As indicated on Figure 7 and 8, the building elevations, materials and architecture will be built in accordance with the approved Urban Design Guidelines submitted by John G. Williams Architect. Overall, the proposed building is designed in a consistent manner and displays positive architectural and neighbourhood massing qualities. Staff have no objection to the urban design and architectural elements proposed.

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Zoning By-law 6000-17, as amended

The proposed Draft Plan of Condominium conforms to the approved Zoning By-law Amendment application (ZBA-2012-16).

As previously mentioned, the related zoning by-law will be enacted prior to registration of the subject condominium development. Staff has evaluated the proposed development and have determined the subject proposal is consistent with the approved zoning provisions and performance standards of the Town's Comprehensive By-law.

Department/Agency Comments

The proposed application was circulated to all internal and external agencies for review and comments. In general, all circulated agencies are satisfied with the revisions and have no further comments at this time, subject to conditions of approval outlined in Appendix 'A'. All technical matters will be resolved prior to the execution of the Subdivision/ Condominium Agreement. The following are highlighted discussions from the circulation.

Municipal Servicing

All services will be privately owned and maintained by the condominium corporation.

The Town's Development Planning Engineer has reviewed the Draft Plan of Condominium application and has no major concerns subject to the conditions outlined in Appendix 'A'.

Sanitary

Sanitary servicing of the Phase 2 lands will be provided by a combination of low pressure sanitary sewer system and gravity sanitary sewers.

The Owner of the subject lands have agreed with Ballymore Building Corp. (to the north) to jointly develop the storm water management facility within the subdivision/ condominium development to the north (Ballymore Building Corp.) to accommodate the drainage areas and satisfy quality, quantity, infiltration targets and phosphorous removal for both sites.

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Water

Phase Two will have a watermain connection to Phase 1 at the intersection of Private Road A and Private Road D with a water meter.

A second watermain connection will be along the emergency access road connecting to the 400mm watermain along Ridge Road. This connection will have a check valve, pressure reducing valve and water meter in series.

A 300mm stub is proposed at the northern limit of BG Phase 2 on Street "F" to provide water servicing to the Ballymore Subdivision. A water meter will be located and provided by the Ballymore Subdivision.

Shared Facilities Agreement

A shared facilities agreement between all Block F landowners is required to identify the shared cost and responsibilities in regards to the on-going costs and maintenance.

A Shared Facilities Agreement between all the Block F Landowners was finalized on May 2, 2017. The Block F Landowners consists of (BG Properties (Aurora) Inc. (BG Phase 1 and 2), 2489167 Ontario Limited (Institutional component), David Frattaroli and Judith Ann Frattaroli (Frattaroli component), and Ballymore Building Corp. (Ballymore component). The shared facilities agreement identifies the responsibilities, commitments and shared costs for the individual Owners. Such commitments include repair, maintenance, operation, utilities and replacement of component or land even when portions of components serve or benefit another component. Such components include landscaping, snow clearing, landscaping irrigation system maintenance, electrical and water services, pumping station / generator maintenance and storm water management facilities.

Construction Mitigation

The construction access for both Phase 1 and 2 of BG Properties (Aurora) Inc. will be from Yonge Street with no construction access being proposed through Ridge Road. In the event that the Ballymore subdivision does not undergo construction at the same time as Phase 2 of the subject development, bollards and proper signage will be install at the end of Street "F" to keep the public from the entrance.

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Traffic and Access

Phase 2 of the proposed development will be accessed via a private road from Phase 1 which has a direct access to Yonge Street.

The proposed private road (Street D, E, F and G) will have a right-of-way width varying between 9.2m, 11.0m and 14.7m for emergency vehicles and on-street parking on one side of the road. The proposed right-of-way in this subdivision/ lands was also designed to accommodate for future traffic movements within the approved Ballymore subdivision/ lands. No traffic related issues are anticipated as a result of the approval of this Draft Plan of Condominium application.

Landscaping/ Trails

Any future public trail systems located within private open space will require trail easements for future maintenance.

Overall, Staff have no major concerns with the proposed application. However, prior to registration the Owner will be require to provide trailhead parking for the trail system within the subject lands, or on adjacent lands to be conveyed to the Town. In addition, the Owner will be required to satisfy the minimum landscape requirements, the vegetation management agreement and implement the conditions of approval from the original Draft Plan of Subdivision application (SUB-2012-03). Furthermore, any future public trail systems located within private open space will require trail easements for future maintenance. Metrolinx accepts the proposed pedestrian trail within the rail buffer (along the top and edge of the berm) in principle, subject to a detail design plans and warning clauses outlined in Appendix 'A'.

Cultural Heritage

All cultural heritage matters have been reviewed and addressed within Phase 1 of the condominium development application (PBS16-092).

Planning Staff has reviewed the Draft Plan of Condominium application and has no objection to the approval subject to the conditions outlined in Appendix 'A'. However, a trail system is proposed to connect from Yonge Street through Phase 2 of the subject lands and continue north to the Pet Cemetery. As such, the Town will require the conveyance of any necessary easements for future maintenance of this portion of the trails.

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External Agency Comments

The Lake Simcoe Region Conservation Authority, Regional Municipality of York, Central York Fire Services, Rogers, Powerstream, Enbridge, Canada Post, GO Transit, have reviewed the application and have no objection to the approval of the Draft Plan of Condominium subject to conditions of approval outlined in greater detail in Appendix 'A'.

Advisory Committee Review

Not required.

Financial Implications

The site will be developed through a Subdivision/Condominium Agreement, where fees and securities will be required. The development of the subject lands will also generate development charges. The proposed development will also generate yearly tax assessment to the Town.

Communications Considerations

No Communication required.

Link to Strategic Plan

The Draft Plan of Condominium 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 objectives within this goal statement:

Strengthening the fabric of our community: Through the addition of 153 residential units, housing is provided in accordance with the Collaborate with the development community to ensure future growth includes housing opportunities for everyone action item.

Strengthening the fabric of our community: Through the approval of an infill residential development, the Work with the development community to meet intensification targets to 2031 as identified in the Town's Official Plan action item is realized.

Alternatives to the Recommendation

1. Direct staff to report back to another Council 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 reviewed the proposed Draft Plan of Condominium application in accordance with the provisions of the Provincial, Regional, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Draft Plan of Condominium application for 153 single detached dwelling units is considered to be in keeping with the development standards of the Town. The lands will be developed in accordance with the approved and registered condominium agreement that will address all private servicing and site plan/subdivision related issues. Staff recommends approval of the Draft Plan of Condominium application file: CDM-2017-04; subject to the conditions set out in 'Appendix A' to this report.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-law
- Figure 4 – Approved Zoning By-law
- Figure 5 – Proposed Draft Plan of Condominium
- Figure 6 – Phasing Plan
- Figure 7 and 8 – Proposed Building Elevations

Appendix "A" – Condition of Approval

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Previous Reports

General Committee Report Number PBS16-092, November 16, 2016
General Committee Report Number PL13-027, June, 26, 2013.

Pre-submission Review

Agenda Management Team Meeting review on September 27, 2017.

Departmental Approval

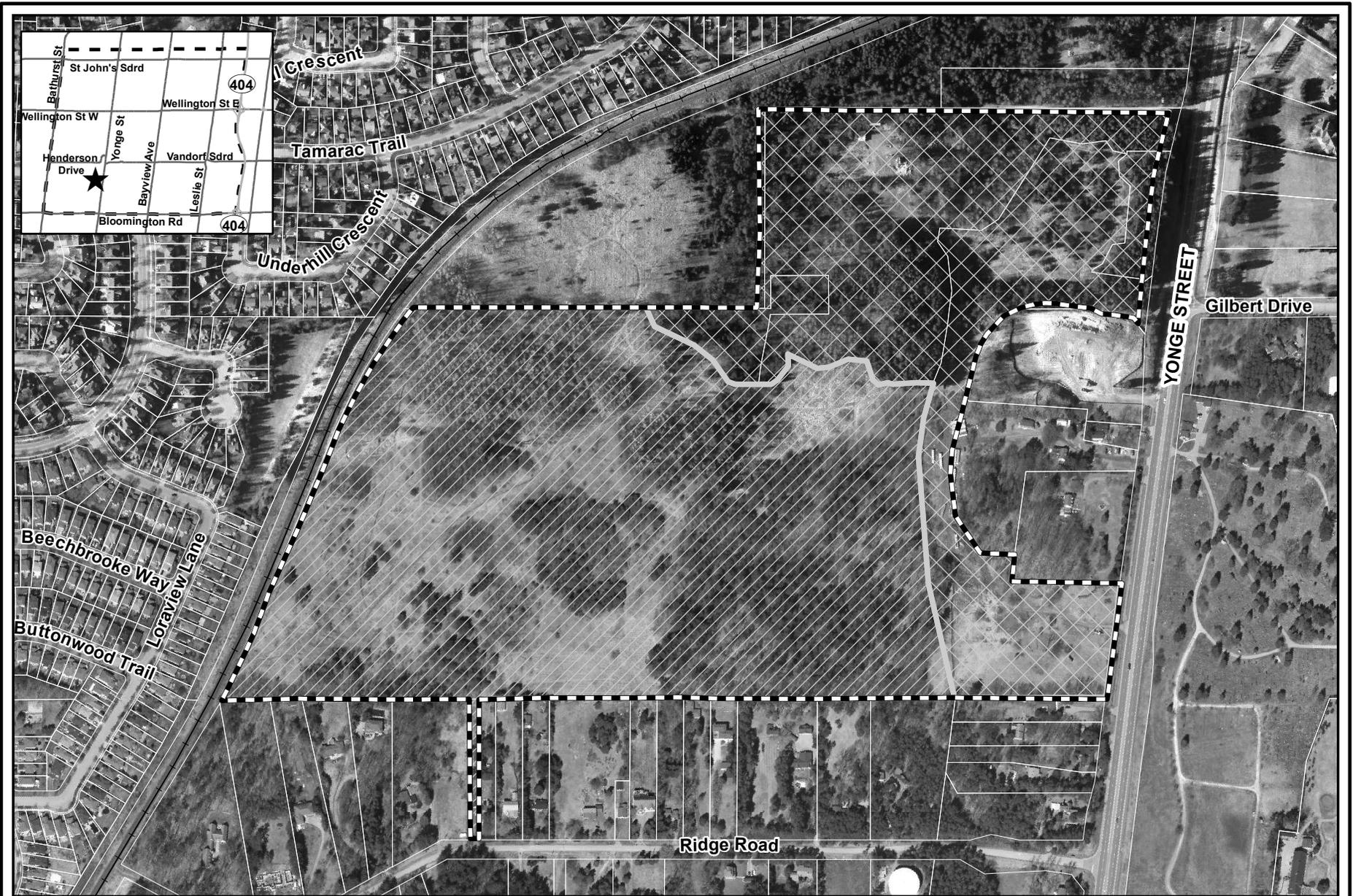


**Marco Ramunno, MCIP, RPP
Director,
Planning and Building Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

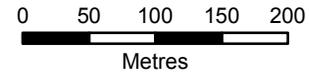


LOCATION MAP

APPLICANT: BG Properties Aurora Inc.
 FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16

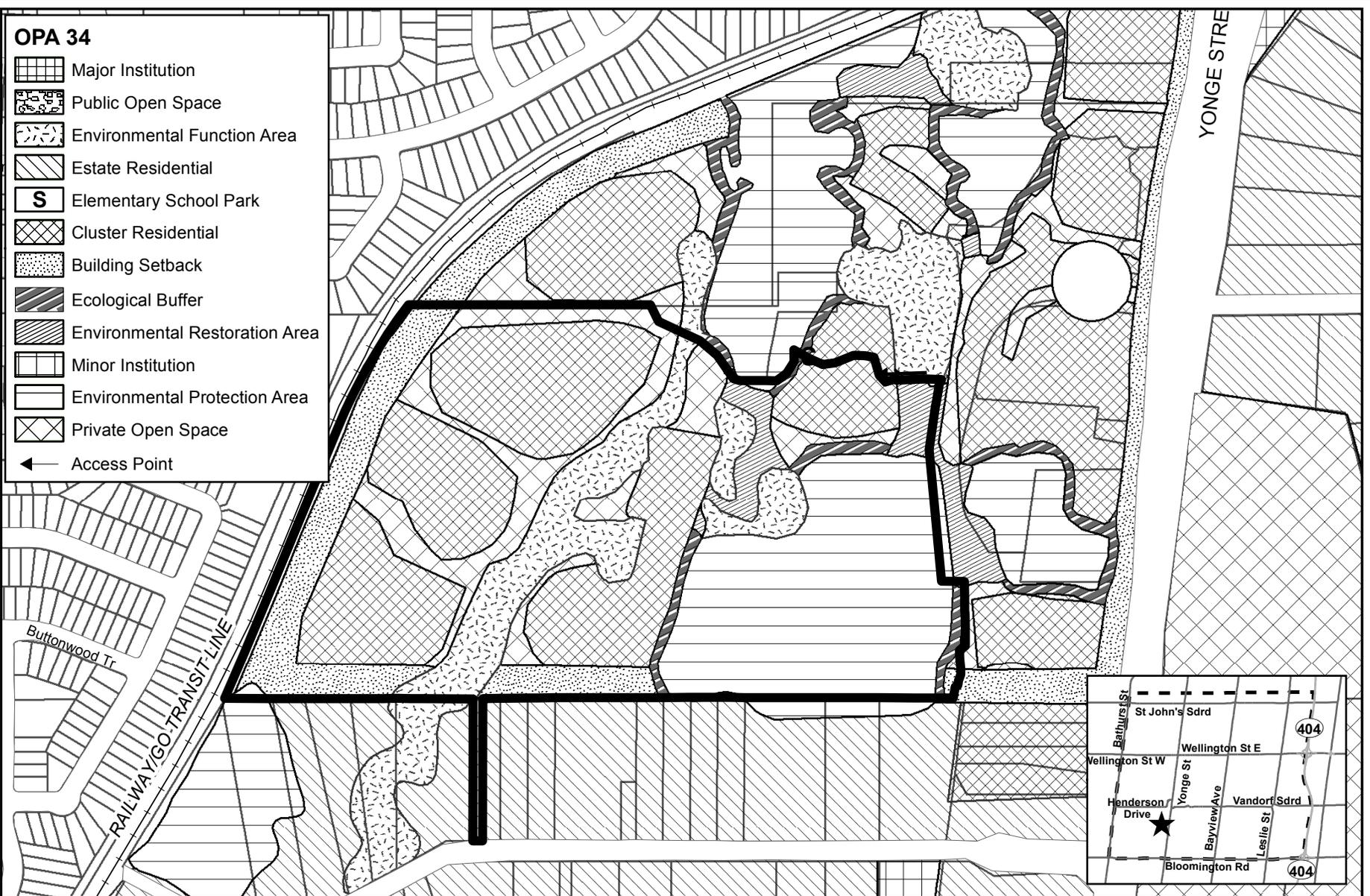
FIGURE 1

-  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, September 19, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.

- OPA 34**
-  Major Institution
 -  Public Open Space
 -  Environmental Function Area
 -  Estate Residential
 -  Elementary School Park
 -  Cluster Residential
 -  Building Setback
 -  Ecological Buffer
 -  Environmental Restoration Area
 -  Minor Institution
 -  Environmental Protection Area
 -  Private Open Space
 -  Access Point

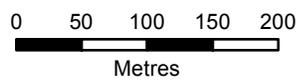


EXISTING OFFICIAL PLAN DESIGNATION

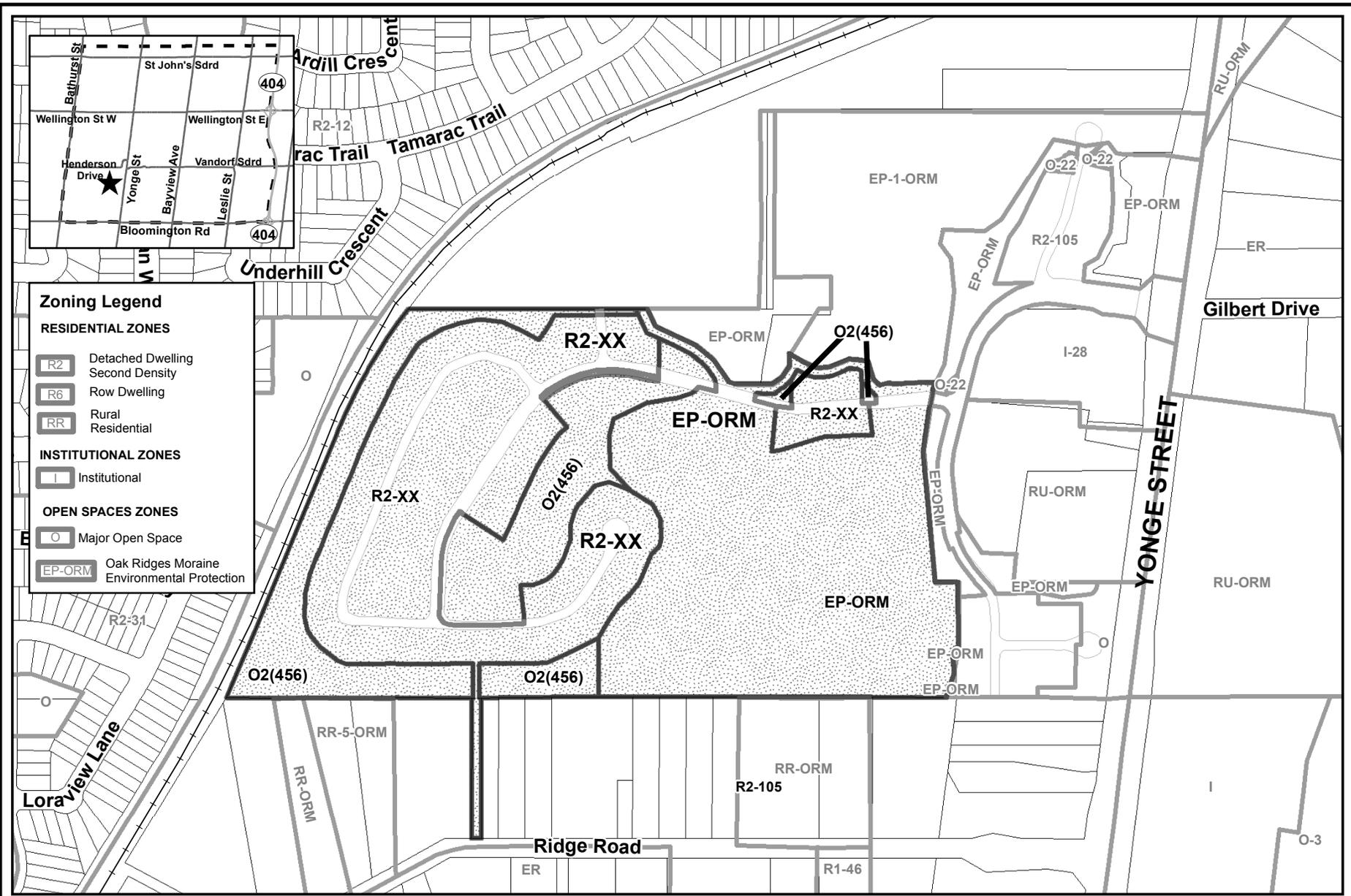
APPLICANT: BG Properties Aurora Inc.
 FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16

FIGURE 2

 Phase 2 Lands



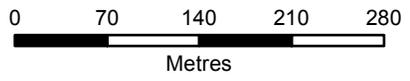
Map created by the Town of Aurora Planning & Development Services Department, September 19, 2017. Base data provided by York Region.



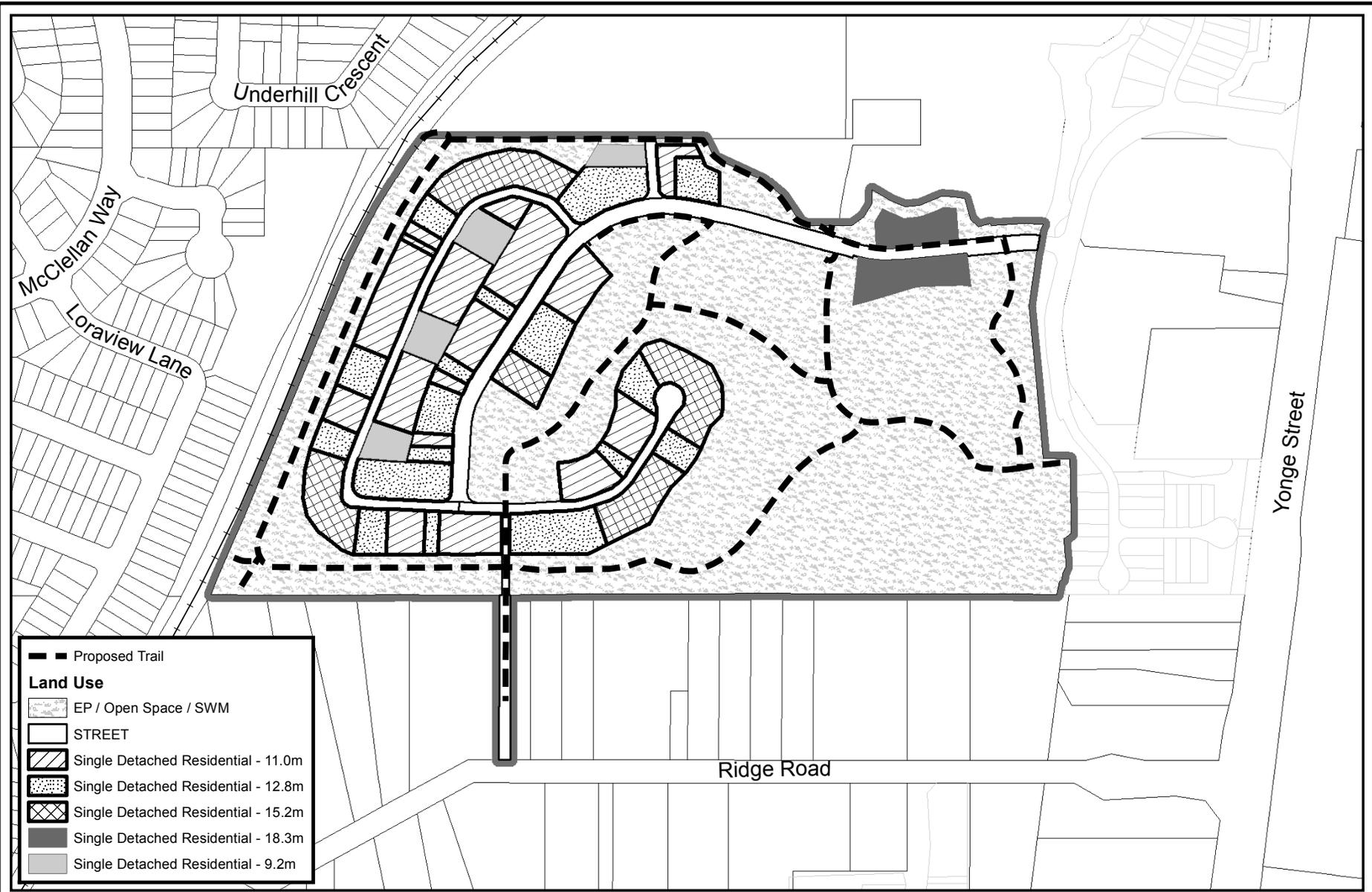
APPROVED ZONING BY-LAW

APPLICANT: BG Properties Aurora Inc.
 FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16
 FIGURE 4

Phase 2 Lands



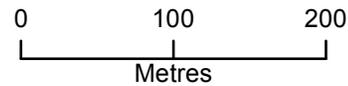
Map created by the Town of Aurora Planning & Development Services Department, September 19, 2017. Base data provided by York Region & the Town of Aurora.



Proposed Trail
Land Use
 EP / Open Space / SWM
 STREET
 Single Detached Residential - 11.0m
 Single Detached Residential - 12.8m
 Single Detached Residential - 15.2m
 Single Detached Residential - 18.3m
 Single Detached Residential - 9.2m

PHASING PLAN

APPLICANT: BG Properties Aurora Inc.
 FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16
 FIGURE 6





ALGONQUIN (36-1), ELEVATION A



CRAIGHLEITH (36-2), ELEVATION B



KAWARTHA (36-6), ELEVATION C



BANFF (43-1), ELEVATION A



JASPER (43-2), ELEVATION B



SABLE (43-3), ELEVATION C

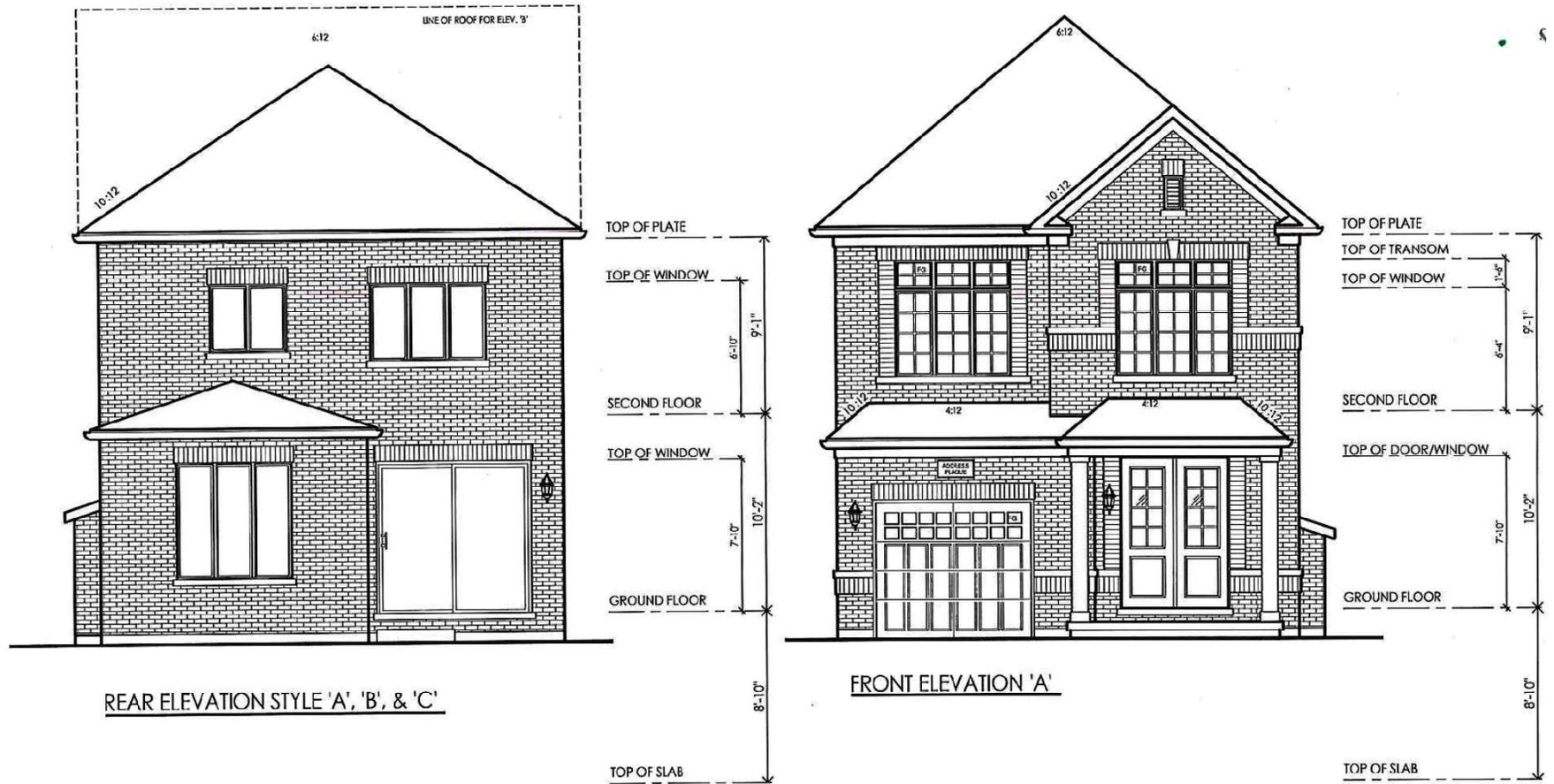
PROPOSED BUILDING ELEVATIONS

APPLICANT: BG Properties Aurora Inc.

FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16

FIGURE 7





PROPOSED BUILDING ELEVATIONS

APPLICANT: BG Properties Aurora Inc.

FILE: CDM-2017-04 Related file: SUB-2012-03, ZBA-2012-16

FIGURE 8



Appendix “A”

CONDITIONS OF APPROVAL

**Draft Plan of Common Elements Condominium
BG Properties (Aurora) Inc. (the “Owner”)
14222, 14314, 14358 & 14378 Yonge Street (the “Lands”)
File Number: CDM-2017-04**

THE CONDITIONS OF AURORA COUNCIL THAT SHALL BE SATISFIED BY THE OWNER PRIOR TO THE RELEASE FOR REGISTRATION OF ANY CONDOMINIUM PLAN OF THE LANDS (the Plan”) ARE AS FOLLOWS:

Planning & Building Services

- 1) Approval shall relate to the Draft Plan of Common Elements Condominium prepared by KRCMAR Surveyors Ltd. dated June 30, 2017 with respect to the creation of a private common elements condominium road and the related Draft Plan of Subdivision prepared by KRCMAR Surveyors Ltd. dated June 30, 2017 with respect to the creation of 153 related parcels of tied land (collectively the “Plan”) on a portion of the lands described as Part of Lot 17, Plan 132 and Part of Lots 74, Concession 1, Town of Aurora, Regional Municipality of York (the “Lands”).
- 2) The Plan and associated conditions of Draft Plan Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of draft approval. Further, minor redline revisions to the Plan may be required to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to the Plan.
- 3) Prior to registration of the Plan, the Owner shall enter into and execute a development agreement with the Town agreeing to satisfy all conditions of the Town related to the development of the Lands, including, but not limited to, site servicing, access, engineering, landscaping, legal, financial and otherwise to be registered on title against to the Lands, as provided for in the *Planning Act*, at the sole expense of the Owner.
- 4) Prior to registration of the Plan, the Owner shall demonstrate compliance with the provisions of the Subdivision Agreement between the Owner and the Town entered into with respect to Draft Plan of Subdivision Application SUB-2012-03 to the satisfaction of the Director of Planning & Building Services.
- 5) The Owner shall agrees to provide any trail easements over Blocks 154, 155, 158 and 162 in the Subdivision/ Condominium Agreement for the purposes of future maintenance of these trails on condominium corporation land.

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Legal Services Division

- 6) Prior to registration of the Plan, the Owner shall submit to the Town for approval the Condominium Declaration and Description containing all the required provisions in accordance with the *Condominium Act, 1998* and any other provision as may be required by the Town (the "Declaration"). If requested by the Town, the Owner shall incorporate into the Declaration any right(s)-of-way and easements for vehicular access, including access for fire and emergency services, to the satisfaction of the Town. Together with the final version of the Declaration, the Owner shall provide a solicitor's undertaking indicating that:
 - a. the Declaration provided to the Town is the final Declaration to be submitted for registration, subject only to changes requested by the Land Registrar;
 - b. the Town will be notified of any required changes prior to registration; and
 - c. immediately following registration of the Declaration, a copy will be provided to the Town.
- 7) Prior to registration of the Plan, the Owner shall submit to the Town for approval, the Condominium Plan pre-approved by the Registry Office.

Infrastructure & Environmental Services

- 8) The Owner shall demonstrate to the satisfaction of the Director of Infrastructure & Environmental Services that all water and sanitary servicing for the Lands, as constructed on external lands, have been completed prior to the Town's release of the Plan and Common Elements Condominium Plan for registration.
- 9) The Owner shall not be required to enter into a municipal responsibility agreement with the Town in accordance with Draft Plan of Subdivision Condition No. 9 as servicing on the Lands shall be privately owned, constructed, and maintained, and that the Owner shall demonstrate to the Town that all private servicing is substantially completed to the satisfaction of the Director of Infrastructure & Environmental Services prior to the Town's release of the Plan and Common Elements Condominium Plan for registration. The Owner shall also provide the Town with the Common Elements Condominium Declaration and Description which confirms to the satisfaction of Town Staff that all roads and services on the Lands are to be constructed and maintained by the Condominium Corporation.
- 10) Prior to registration of the condominium plan, the Owner shall demonstrate to the Town that all Outside Works in relation to the Draft Plan of Subdivision/Condominium (File: SUB-2012-03 and CDM-2017-04) are substantially completed to the satisfaction of the Director of Infrastructure and Environmental Services. The Owner shall also agree that all services and infrastructure within the lands known as outside works shall be the responsibility of the Owner to construct and maintain in perpetuity. The Owner further agrees that the lands include a noise attenuation wall as part of the infrastructure and these works shall be on private lands.

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- 11) Prior to registration of the condominium plan, the Owner shall demonstrate to the Town that all servicing works external to the site to be constructed on adjacent lands to provide servicing works to the site are substantially completed to the satisfaction of the Director of Infrastructure and Environmental Services.
- 12) The Owner shall covenant and agree in the Subdivision/Condominium Agreement that some of the Works constructed within the Plan provide infrastructure to service additional lands owned by third parties. The Owner agrees to proceed with the construction of these Works and to grant any easements over the lands to the adjacent lands owned by third parties requiring servicing through or connections to or road access over the Owner lands notwithstanding any acknowledgement whatsoever by the Town or third parties potentially benefiting as to the extent of any recoveries due (if any) to the Owner for the oversizing of these services.
- 13) The Owner shall covenant and agree in the Subdivision/Condominium Agreement that some of the Works constructed external to the Plan provide infrastructure to service the lands. The Owner agrees that any easements over the adjacent lands owned by third parties requiring servicing is the responsibility of the Owner and final approval of the Plan of condominium connections to or road access over the Owner lands notwithstanding any acknowledgement whatsoever by the Town or third parties potentially benefiting as to the extent of any recoveries due (if any) to the Owner for the oversizing of these services.
- 14) The Owner shall covenant and agree in the Subdivision/Condominium Agreement that the lands are serviced externally with a sewage pumping station and the forcemain to the property line at Yonge Street and these are private services for the lands and is the responsibility of the adjacent Owner to construct and maintain in perpetuity.

Parks, Recreation and Cultural Services

- 15) The Owner agrees to satisfy the minimum landscape requirements for the new development as per the Town's Landscape Design Guidelines, June 2015.
- 16) The Owner agrees to provide trailhead parking for the trail system within the subject lands, or on adjacent lands to be conveyed to the Town, to the satisfaction of the Director of Parks, Recreation and Cultural Services.
- 17) The Owner agrees to implement the requirements of the Vegetation Management Agreement, June 26, 2013.

York Region

- 18) Prior to final approval, the Owner shall provide confirmation that all of the conditions of the Draft plan of subdivision issued for the subject property on March 4, 2013 under Regional File No. 19T-12A03 have been satisfied.
- 19) Prior to final approval, the Owner shall execute all Regional agreements and obtain all of the necessary permits required as part of the Subdivision approval for the subject property issued under File No. 19T-12A03.

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- 20) Prior to final approval, the Owner shall confirm that all of the works within the Regional ROW have been completed to the satisfaction of the Region or that the Region holds sufficient securities to cover the cost of any outstanding works. Should there be insufficient security to cover the cost of the remaining works, the Owner shall arrange for the deposit of additional securities in the amount sufficient to cover the cost of all outstanding works.
- 21) Prior to final approval, the Owner shall provide confirmation that all transfers of obligation have been completed where Regional agreements require responsibility to change from the Owner to the Condominium Corporation.

Lake Simcoe Region Conservation Authority

- 22) That this approval is applicable to the Draft Plan of Condominium prepared by KRCMAR Surveyors Ltd. (Plot date: June 30, 2017), and may be subject to redline revisions based on the detailed technical plans and studies.
- 23) That prior to final plan approval and any major site alteration, the following shall be prepared to the satisfaction of the LSRCA and Town:
 - a) A detailed Stormwater Management Report in accordance with Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;
 - b) A detailed erosion and sediment control plan;
 - c) A detailed grading and drainage plan;
 - d) A detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan (Note: Water Balance shall be in accordance with the South Georgian Bay Lake Simcoe Source Protection Plan);
 - e) A Detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014).
- 24) That prior to final plan approval, a detailed floodplain analysis be prepared to the satisfaction of the town and the LSRCA demonstrating all development is located outside of the greater of either the existing /proposed 1:100 year or Regional floodplain, safe conveyance of external and internal 1:100 year and Regional peak storm flows are maintained and safe access is maintained. This draft plan may be required to be redline revised to reflect the results of this floodplain analysis.
- 25) That prior to final plan approval, all minor / major system storm sewers or overland flow routes through the proposed development and downstream privately owned land will need to be secured by an appropriate easement / approval as per municipal requirements.
- 26) That prior to final plan approval, demonstration of available downstream conveyance capacity for the proposed development and/or external storm drainage (minor and major system flow) will be achieved.
- 27) That prior to final plan approval, a Compensation Plan be prepared to the satisfaction of the Town and the LSRCA detailing the re-vegetation and enhancement treatments (including

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compensatory measures such as tree planting) to be applied to the affected areas of the Environmental Protection Areas, Key Natural Heritage Features and/or Hydrologically Sensitive Features and their associated Vegetation Protection Zones as per the recommendations of the Natural Heritage Evaluation and Environmental Impact Study prepared by Beacon Environmental.

- 28) That prior to final plan approval, a trails impact study shall be prepared to the satisfaction of the LSRCA and the Town.
- 29) That prior to final plan approval, the Owner shall successfully amend the Zoning By-law to accurately reflect the proposed development areas, open space blocks and environmental protection areas.
- 30) That the Owner shall agree in the Subdivision/Condominium Agreement to demarcate the extent of the Environmental Protection areas through the means such as fencing (living or cedar rail) and/or signage ("Natural Buffer Area").
- 31) That prior to final plan approval, the Owner shall convey the Environmental Protection Blocks to the Town of Aurora.
- 32) That the Owner shall agree in the Subdivision/Condominium Agreement that prior to the creation of any impervious surface such as roads and buildings, stormwater management facilities must be put in place in accordance with the approved plans.
- 33) That the Owner shall agree in the Subdivision/Condominium Agreement to monitor, inspect and maintain the stormwater management works on a periodic basis in accordance with 4.10 and 4.11-DP of the LSPP.
- 34) That the owner shall agree in the Subdivision/Condominium Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports as approved by the LSRCA and the Town.
- 35) That the owner shall agree in the Subdivision/Condominium Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town.
- 36) That the owner shall agree in the Subdivision/condominium Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.
- 37) That the owner shall agree in the Subdivision/Condominium Agreement to grant any easements required for storm water management purposes to the Town.
- 38) That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the *Conservation Authorities Act*.

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- 39) That the owner shall agree in the Subdivision Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.

GO Transit/ Metrolinx

- 40) Prior to registration, the Owner shall provide a 30 metre rail corridor setback (measured from the property line to building face) is required for residential development.
- 41) Prior to registration, the Owner shall submit detail design of the 2.5 metre safety barrier for residential development along the railway in conjunction with the setback to the satisfaction of Metrolinx.
- 42) Prior to registration, the Owner shall submit detail design for the proposed pedestrian trail within the rail buffer, along the top and edge of the berm. The integrity of the berm must not be altered, further details are required to confirm the alignment. The trail should be directed away from the rail corridor to the greatest degree possible to discourage trespassing. The trail should be accessible for maintenance by municipal or private crews (depending on circumstances) – with specific terms of access identified if the trail runs behind the acoustic barrier to the satisfaction of Metrolinx.
- 43) Prior to registration, the Owner shall submit detail design to demonstrate that a 1.83 metre high chain-link (or alternate material) fencing is provided along the property line where direct access to the rail corridor is afforded to the satisfaction of Metrolinx.
- 44) Prior to registration, the Owner shall submit a noise and vibration study prepared by a qualified consultant for review and to the satisfaction of Metrolinx.
- 45) The Owner shall agree to include the following warning clause in all development agreements, offers to purchase and agreements of Purchase and Sale or Lease of each dwelling unit within 300 metres of the railway right-of-way:
- a) Metrolinx, carrying on business as GO Transit, and its assigns and successors in interest are the owners of lands within 300 metres from the land which is the subject hereof. In addition to the current use of the lands owned by Metrolinx, there may be alterations to or expansions of the rail and other facilities on such lands in the future including the possibility that GO Transit or any railway assigns or successors as aforesaid may expand their operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwellings. Metrolinx will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under its lands.
- 47) Any proposed alterations to the existing drainage pattern affecting the railway right of way must receive prior concurrence from GO Transit and be substantiated by a drainage report to the satisfaction of GO Transit. Technical review by AECOM may be required depending on the nature of the proposed alterations.

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- 48) The Owner must enter into an agreement stipulating how Metrolinx concerns will be resolved and will pay Metrolinx's reasonable costs in preparing and negotiating the agreement. The agreement will include an environmental easement, to be registered on title for all residential units within 300 metres of the rail corridor and in favour of Metrolinx.

Canada Post

- 49) The Owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- 50) The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- 51) The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
- 52) The Owner/developer will agree to prepare and maintain an area of compacted gravel to Canada's Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- 53) The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser/tenants that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners/tenants of any established easements granted to Canada Post.
- 54) The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

Enbridge Gas

- 55) The Owner shall contact Enbridge Gas Distribution's Customer Connections department by emailing SalesArea30@enbridge.com for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving.
- 56) The Owner acknowledges that all costs are the responsibility of the Owner if the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction.

BG Properties (Aurora) Inc. (Phase 2)
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- 57) The Owner will provide easement(s) to Enbridge Gas Distribution at no cost.
- 58) The Owner will provide a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance in the event a pressure reducing regulator station is required. The final size and location of the regulator station will be confirmed by Enbridge Gas Distribution's Customer Connections department at SalesArea30@enbridge.com.
- 59) The Owner will grade all road allowances to as final elevation as possible, provide necessary field survey information and all approved municipal road cross sections, identifying all utility locations prior to the installation of the gas piping.

Bell Canada

- 60) The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements.
- 61) The Owner shall contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development.
- 62) The Owner shall ensure that the development is serviced with communication/telecommunication infrastructure.
- 63) Prior to commencing any work, the Owner must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Owner shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.
- 64) If the Owner elects not to pay for the above noted connection, then the Owner will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

Clearances

The Town's Planning and Building Services shall advise that Conditions 1 to 5 inclusive have been satisfied, stating briefly how each condition has been met.

The Town's Legal Services Division shall advise that Conditions 6 and 7 have been satisfied, stating briefly how the condition has been met.

The Town's Infrastructure and Environmental Services shall advise that Conditions 8 to 14 have been satisfied, stating briefly how each condition has been met.

BG Properties (Aurora) Inc. (Phase 2)
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The Town's Parks, Recreation & Cultural Services shall advise that Conditions 15 to 17 have been satisfied, stating briefly how each condition has been met.

York Region shall advise the Town of Aurora that Conditions 18 to 21 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

Lake Simcoe Region Conservation Authority shall advise the Town of Aurora that Conditions 22 to 39 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

GO Transit/ Metrolinx shall advise the Town of Aurora that Conditions 40 to 48 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

Canada Post shall advise the Town of Aurora that Conditions 49 to 54 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

Enbridge Gas Distribution Inc. shall advise the Town of Aurora that Conditions 55 to 59 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

Bell Canada shall advise the Town of Aurora that Conditions 60 to 64 have been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.



**Town of Aurora
General Committee Report**

Subject: Summary of Committee Recommendations Report No. 2017-09

Prepared by: Samantha Yew, Deputy Town Clerk

Department: Corporate Services

Date: October 17, 2017

Recommendation

- 1. That Summary of Committee Recommendations Report No. 2017-09 be received; and**
- 2. That the Committee recommendations contained within this report be approved.**

Heritage Advisory Committee Meeting Minutes of September 11, 2017

- 1. HAC17-019 – Heritage Conservation District Designation Process**
 - (a) That staff provide an information report regarding listed, designated, and potentially historic properties on Yonge Street between Wellington Street and Kennedy Street.



Notice of Motion	Councillor Wendy Gaertner
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Date: October 17, 2017

To: Mayor and Members of Council

From: Councillor Gaertner

Re: Review of Stable Neighbourhoods Policies

Whereas the purpose of Aurora's Official Plan (OP) is to shape development decisions and manage growth of the Town [OP 1.1 a)]; and

Whereas this Plan provides specific policies through which to evaluate the appropriateness of change and the degree to which the proposed changes are considered compatible development and are in the public interest [OP 1.1 c)]; and

Whereas one of the Fundamental Principles of the Plan is to Protect Stable Neighbourhoods by ensuring 'that the stability and vibrancy of these existing neighbourhoods is protected from the negative impacts of potential incompatible development and growth pressures' [OP 2.1 vi.]; and

Whereas the purpose of Section 3.0 of the Plan is to Promote Responsible Growth Management; and

Whereas the importance of protecting the stability of our older residential areas of Aurora is demonstrated in Section 8, six pages of policies intended to provide protection from incompatible forms of development while permitting these neighbourhoods to evolve and be enhanced over time; and

Whereas Section 8.1.3 d) states that "All development within the Stable Neighbourhoods' designation may be subject to Site Plan Control...including, without limitation, the control of building materials, colour and architectural detail"; and

Whereas the review of Aurora's By-laws did not include a specific review of by-laws pertaining to our older neighbourhoods; and

Notice of Motion from Councillor Gaertner
Re: Review of Stable Neighbourhoods Policies
October 17, 2017

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Whereas these by-laws have been in place for many years preceding the 2010 Official Plan protections intended to shape appropriate development in these areas;

1. Now Therefore Be It Hereby Resolved That Council and Staff do a study of the By-laws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these By-laws.