



General Committee Meeting Agenda

**Tuesday, January 23, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, January 23, 2018
7 p.m., Council Chambers

Councillor Thom 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

**(a) Dr. Brian Moore, Moore Chiropractic Group, Canadian Disc Institute
Re: Sign By-law No. 5840-16 as it relates to R5 Zoned properties**

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 C8 inclusive, be approved:

C1. CS17-027 – Ontario Municipal Board Appeals between 2006 to Present
(Information Report dated December 5, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. CS17-027 be received for information.

C2. IES17-044 – Update on the Regional Road Projects in Aurora
(Deferred from Council meeting of December 12, 2017)

Recommended:

1. That Report No. IES17-044 be received for information.

C3. FS18-001 – Contracts Awarded Under Delegated Authority

Recommended:

1. That Report No. FS18-001 be received for information.

C4. Heritage Advisory Committee Meeting Minutes of November 13, 2017

Recommended:

1. That the Heritage Advisory Committee meeting minutes of November 13, 2017, be received for information.

C5. Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes of November 30, 2017

Recommended:

1. That the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of November 30, 2017, be received for information.

C6. Environmental Advisory Committee Meeting Minutes of December 4, 2017

Recommended:

1. That the Environmental Advisory Committee meeting minutes of December 4, 2017, be received for information.

C7. Accessibility Advisory Committee Meeting Minutes of December 6, 2017

Recommended:

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

C8. Memorandum from Mayor

**Re: Lake Simcoe Region Conservation Authority Board Meeting
Highlights of December 15, 2017**

Recommended:

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of December 15, 2017, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

**R1. PDS18-007 – Interim Control By-law
Stable Neighbourhoods
File Number: ZBA-2017-10**

Recommended:

1. That Report No. PDS18-007 be received; and
2. That, pursuant to Section 38 of the *Planning Act*, an Interim Control By-law be enacted to prohibit new residential dwelling or additions to an existing residential dwelling that exceeds the current development

standards of the existing residential zones for a period not to exceed one year; and

3. That staff be directed to allow proposed minor exemptions to areas affected by the Interim Control By-law to be brought forward to Council; and
4. That staff be directed to undertake a study in conformity to the terms of reference attached to Report No. PDS18-007, to assess the existing development policies and zoning provisions within areas designated Stable Neighbourhood within the Official Plan with recommendations for the implementation of best practices to confirm to compatible infill development.

R2. CAO18-001 – Logo for Aurora Armoury

Recommended:

1. That Report No. CAO18-001 be received; and
2. That Logo C be endorsed as it relates to signage for the Aurora Armoury and the subsequent promotion and advertising related to the Armoury (89 Mosley Street) as a community space.

R3. CS17-037 – 2018 Procedure By-law Review

(Deferred from Council meeting of November 28, 2017)

Recommended:

1. That Report No. CS17-037 be approved; and
2. That the final draft Procedural By-law, incorporating Council feedback, be presented at a future Council meeting.

R4. PDS18-001 – Application for Zoning By-law Amendment and Site Plan

Dorota Smolarkiewicz

15403 Yonge Street

Lot 95 Registered Plan 246

File Numbers: ZBA-2016-14, SP-2017-09

Recommended:

1. That Report No. PDS18-001 be received; and
2. That Zoning By-law Amendment file ZBA-2016-14 (Dorota Smolarkiewicz) be approved, to rezone the subject lands from “Promenade Downtown Shoulder – Special Mixed Density Residential PDS4 Zone” to “Promenade Downtown Shoulder – Special Mixed Density Residential PDS4(X1) Exception Zone”; and
3. The Site Plan Application File Number SP-2017-09 (Dorota Smolarkiewicz) be approved, to permit development of subject lands for a business and professional office; and
4. That the implementing Zoning By-law Amendment be presented at a future Council Meeting; and
5. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same.

R5. PDS18-003 – Award of Contract – ESRI Canada Limited

Recommended:

1. That Report No. PDS18-003 be received; and
2. That staff be authorized to renew the Enterprise License Agreement with ESRI Canada Limited for a three-year term at a cost of \$63,000 per year.

**R6. PDS18-004 – Community Improvement Plan Incentive Program
Application, 14810 Yonge Street**

Recommended:

1. That Report No. PDS18-004 be received; and
2. That the Façade and Signage Improvement Grant application for 14810 Yonge Street be approved and funding in the amount of \$15,000 be granted and funded from the Economic Development Reserve Fund; and

3. That the Mayor and Town Clerk be authorized to enter into and sign any agreement, including any and all documents and ancillary agreements required to give effect to same.

R7. PDS18-006 – Proposal for Zoning By-law Amendment Application

Recommended:

1. That Report No. PDS18-006 be received; and
2. That the Zoning By-law Proposal from the following applicant be accepted as a Zoning By-law Amendment Application:
 - (a) Starlight Investments Ltd. (145 Wellington Street West), File No. ZP-2017-12

R8. PDS18-008 – Tamarac Stormwater Management Facility Retrofit

Recommended:

1. That Report No. PDS18-008 be received; and
2. That the Mayor and Town Clerk be authorized to execute the necessary Agreement between the Town of Aurora and the Regional Municipality of York allowing the Region to complete the upgrades to the Tamarac Stormwater Management Facility, including any and all documents and ancillary agreements required to give effect to the same.

R9. PDS18-009 – Award of Tender 2017-127-IES-ENG – For Mary Street Sidewalk Construction, including New Right Turn Lanes, AODA Modifications and Pavement Markings

Recommended:

1. That Report No. PDS18-009 be received; and
2. That the total approved construction budget for Capital Project No. 34629 be increased by \$85,959 to a total of \$787,420, to be funded from the Roads and Related DC Reserve; and

3. That Tender No. 2017-127-IES-ENG, Capital Project No. 34629, for the construction of sidewalk on Mary Street including the addition of right turn lanes, AODA modifications and pavement markings, be awarded to Aloia Bros. Concrete Contractors Ltd. in the amount of \$691,170.72, excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

7. Notices of Motion

(a) Mayor Dawe

Re: Review of Restrictions on the Parking of Commercial Motor Vehicles on Residential Streets

(b) Mayor Dawe

Re: Menorah Lighting Ceremony

8. New Business

9. Closed Session

10. Adjournment



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

Delegation Request

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

4:30 p.m. Two (2) Days Prior to the Requested Meeting Date

Council/Committee/Advisory Committee Meeting Date: Tuesday, January 23, 2018	
Subject: New sign by-law as it relates to R5 Zoned properties	
Name of Spokesperson: Dr. Brian Moore	
Name of Group or Person(s) being Represented (if applicable): Moore Chiropractic Group Canadian Disc Institute	
Brief Summary of Issue or Purpose of Delegation: To request council revisit the new sign bylaw and to discuss the application of the Town's new sign bylaw as it applies to R5 zoned properties in commercial areas within the town.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Tom Mrakas, John Abel	Date: throughout June, July, Aug.
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



**Town of Aurora
Information Report**

No. CS17-027

Subject: Ontario Municipal Board Appeals between 2006 to Present

Prepared by: Patricia De Sario, Town Solicitor

Department: Corporate Services

Date: December 5, 2017

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.

Executive Summary

This report provides an overview of information relating to planning application appeals to the Ontario Municipal Board from December, 2006 to the present. Over the past ten years, there have been a total of approximately forty-five (45) site specific appeals – seventeen (17) appeals of Committee of Adjustment (“COA”) decisions and twenty-eight (28) appeals of other various *Planning Act* applications.

- The majority of both COA and Council decisions were appealed by the applicant/landowner.
- In COA appeals, the OMB tended to decide in favour of the applicant’s appeal. In other *Planning Act* application appeals, the majority of appeals were settled.
- The majority of appeals to Committee of Adjustment decisions occurred in applications where the decision did not follow staff recommendation.
- Similarly, the majority of appeals relating to other *Planning Act* applications occurred when Council refused the application. In all of these appeals, Council’s decision either did not follow staff recommendation or the decision was made prior to staff making a recommendation to Council.
- External planners were retained for applications wherein the Council or COA decision did not follow staff recommendation and external lawyers were retained where resources or a higher level of expertise were required.

Background

On May 9, 2017, Council passed a resolution directing staff to prepare a report that would provide Ontario Municipal Board (“OMB”) appeals information from December 2006 to the present. For the purposes of this report, minor variance and consent applications are grouped and identified as Committee of Adjustment (“COA”) applications and approvals, refusals or non-decisions of official plan amendments (“OPA”), zoning by-law amendments (“ZBA”), draft plan of subdivisions or condominiums (“Draft Plans”) and site plan applications are grouped and identified as other *Planning Act* applications. Other *Planning Act* applications also includes appeals in regard to conditions of approval, such as cash-in-lieu of parkland payment. This report deals only with appeals of planning applications that were specific to a property and not appeals that applied to all the lands in the Town, such as appeals to the Town’s Official Plan or Comprehensive Zoning By-law.

Since December 2006, the Town has been involved in approximately forty-five (45) appeals – seventeen (17) appeals of COA decisions and twenty-eight (28) appeals of other *Planning Act* applications. This number is based upon the number of appeals received per *Planning Act* application.

Analysis

The majority of both COA and Council decisions were appealed by the applicant/landowner.

Out of the seventeen (17) COA appeals, two (2) of the appeals were brought by adjoining landowners. In both cases, the appeals were withdrawn. Out of the twenty-eight (28) appeals relating to other *Planning Act* applications, three (3) appeals were brought by residents and one (1) appeal was brought by an adjoining landowner developer. One (1) appeal was settled, one (1) appeal was withdrawn and the other two (2) are still before the OMB. The remaining appeals were brought by the landowner that filed the *Planning Act* application with the Town.

In COA appeals, the OMB tended to decide in favour of the applicant's appeal. In other *Planning Act* application appeals, the majority of appeals were settled.

Table 1 identifies the outcome of appeals.

Table 1:

Appeal	Win	Settled	Loss	Withdrawn	Pending*	Total
Committee of Adjustment	3	0	9	5	0	17
Other <i>Planning Act</i> Applications	0	15	5	2	6	28
						45

*Six (6) appeals are still before the OMB and, therefore, the outcome of those appeals are unknown at this time.

The majority of appeals to COA decisions occurred in applications where the decision did not follow the staff recommendation.

Eleven (11) of the COA appeals occurred where the decision did not follow staff recommendation. Table 2 identifies the outcome of appeals based upon staff recommendation and COA decisions.

Table 2:

COA decision does not follow staff recommendation	OMB decision supports staff recommendation	OMB supports COA decision	Appeal withdrawn
11	5	2	4
COA decision follows staff recommendation	OMB supports COA decision and Town staff recommendation	OMB decides against COA decision and staff recommendations	Appeal withdrawn
6	1	4	1

The majority of appeals relating to other *Planning Act* applications occurred when Council refused the application. In all of these appeals, Council's decision either did not follow staff recommendation or the decision was made prior to staff making a recommendation.

Table 3 outlines a breakdown of the appeals since 2006 relating to various *Planning Act* applications.

Table 3:

Type of Planning Application	Council Approval	Council Refusal	Non-decisions	Total
OPAs	1	4	1	6
ZBAs	2	7	1	10
Draft Plans	1	0	4	5
Other*	5	0	2	7
Total	9	11	8	28

* Other relates to appeals of conditions of draft approval, namely, four (4) appeals of the amount of cash-in-lieu of parkland ("CILP") owing and one appeal of a servicing condition. Three (3) of the CILP appeals were settled and one (1) was withdrawn. The appeal to the servicing condition will be heard by the OMB in January 2018.

As identified in Table 1, the majority of appeals relating to the other *Planning Act* applications resulted in a settlement favourable to both parties.

External planners were retained for applications wherein the Council or COA decision did not follow staff recommendation and external lawyers were retained where resources or a higher level of expertise were required.

The majority of appeals were handled by internal staff. However, external planners and lawyers were required for certain appeals, such as Ashlen Holdings Inc. and the Highland Gate redevelopment. In two (2) appeals, external experts, namely an appraiser, hydrogeologists and environmental consultants, were retained.

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In total, since December 2006, the Town spent approximately \$94,038.00 in external planner fees, approximately \$146,984.00 in external expert fees and approximately \$808,630.00 of legal fees in regard to OMB appeals.

Advisory Committee Review

None.

Financial Implications

None.

Communications Considerations

None.

Link to Strategic Plan

None.

Alternative(s) to the Recommendation

None.

Conclusions

This report provides an overview and analysis of OMB information since 2006, as requested by Council.

Attachments

Appendix 1 – Appeals to Committee of Adjustment applications
Appendix 2 – Appeals to other *Planning Act* applications

Previous Reports

None.

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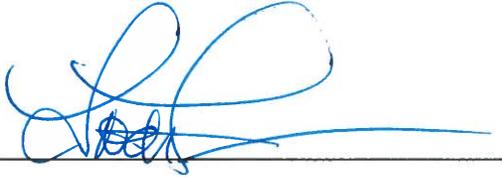
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Pre-submission Review

Director of Planning and Development, Manager of Development, Director of Corporate Services and Chief Administrative Officer.

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Appendix 1 to CS17-027 - Appeals to Committee of Adjustment Applications

	File Number	Name	Address	Appellant	Type of Appeal	Town Staff Recommendation	External Experts (costs)	External Lawyer (cost)	Results
1	PL120249 (D13-30A-C-11)	2298276 ONTARIO LIMITED and MACDONALD (formerley Brookfield Homes)	Lots 102 and 103, 65M-2805 (126 and 130 Brookview Drive) and Lots 1,2 and 15, 65M-2806 (115, 118 and 119 Stemmie Drive)	Applicant	Refusal of minor variance	Approval of minor variance	N/A	N/A	Allowed by the OMB
2	PL141323 (D13-32-14)	PECHEN, Gerry and Luisa	Lot 23, Plan 65M3219 (251 Willis Drive)	Applicant	Refusal of minor variance	Refusal of minor variance	N/A	\$7,082.39 (OMB) \$20,644.17 (Div'l Ct)	Appeal dismissed
3	PL080195 (D10-01-08)	ONE GILBERT DRIVE INC.	Pt Parklot 6 and 7, Plan 38 (136 Kennedy Street West)	Applicant	Refusal of consent	Approval of Consent	N/A	N/A	Withdrawn
4	PL080996 (D13(06-09)08)				Refusal of minor variance	Approval of minor variance	N/A	N/A	Withdrawn
5	PL070554	LIN, Rui Chan	Part Lots 1 and 2, Plan 36 (72 Kennedy Street West)	Applicant	Refusal of consent	Refusal of consent	N/A	N/A	Allowed by the OMB
6					Refusal of minor variance	Refusal of minor variance	N/A	N/A	Allowed by the OMB
7	PL080245 (D13-12-01)	VITMONT HOLDINGS INC.	Part Lots 7,8, Plan 9 (15160 Yonge Street and 5 Tyler)	Applicant	Refusal of minor variance re: parking spaces	Approval of minor variance	N/A	N/A	Allowed by the OMB
8	PL110568	6768148 CANADA LTD.	Lot 4, Plan 461 (219 Old Yonge Street)	Applicant	Refusal of minor variance	Approval of minor variance	N/A	N/A	Allowed by the OMB
9	PL100407 (D13-07-10)	ZVER, Julie and Joe	Part of Lots 3 and 4, Plan 9; 87 Temperance Street	Applicant	Refusal of minor variance	Approval of minor variance BUT Council supported refusal	\$10,798.41 (Planner)	\$3,613.34	Dismissed by the OMB

10	PL140532 (D13-08-14)	BUTYLKIN, Janusz	Lot 278, Plan 514 (67 Child Drive)	Applicant	Refusal of minor variance	Approval of minor variance	N/A	N/A	Dismissed by the OMB
11	PL090257 (D13-11-07)	697028 Ontario Limited (Westhill Redevelopment)	Part of Lots 10 and 11, 65M-2655, Parts 1, 2, 5 & 6, 65R-31001	Applicant	Refusal of Minor Variances	Refusal of Minor Variances	\$18,857.36 (Planner)	\$502,900.32	Allowed by the OMB
12	PL090266 (D13-43-08)		Part of Lots 10 and 11, 65M-2655, Parts 3, 4 & 7, 65R-31001		Refusal of consent	Refusal of consent	\$141,820.99 (Other experts)		Allowed by the OMB
13	PL140787 (D13-11-14)	AURORA SMALL ENGINE REPAIR INC. (YRCP 797)	Unit 27, YRCP797 (305 Industrial Parkway South)	Neighbour	Approval of minor variance	Approval of minor variance	N/A	N/A	Withdrawn
14	PL141016 (D13-25-14)	NEWELL	Part Lot 162, Plan 246 (8 Kennedy Street East)	Applicant	Refusal of Minor Variance	Approval of minor variance	N/A	N/A	Allowed by the OMB
15	PL081541 (A-50-08)	WROBLEWSKI, Derek and Mariola	Lot 87, 65M-3657 (29 Calmer Crescent)	Applicant	Refusal of minor variance	Approval of minor variance	N/A	N/A	Allowed by the OMB
16	PL081559	NARDUZZI	125 Ridge Road	Neighbour	Approval of minor variance	Approval of minor variance	N/A	N/A	Withdrawn
17	PL131357	COMMUNITY LIVING YORK SOUTH	19 Wethersfield Court	Applicant	Refusal of minor variance	Approval of minor variance	N/A	N/A	Withdrawn

Appendix 2 to CS17-027 - Appeals to other *Planning Act* Applications

	File Number	Name	Address	Appellant	Type of Appeal	Town Staff Recommendation	External Experts (costs)	External Lawyer (cost)	Results
1	PL090286 (D09-03-08)	P.A.R.C.E.L. INC.	Part Block A and Block B, M-42, Part 3, 65R-5870 (south west corner of Elderberry Trail and Yonge Street)	Applicant	Refusal of OPA	N/A - public planning meeting	N/A	N/A	Settled
2	PL090286 (D14-14-08)				Refusal of ZBA				Settled
3	PL081315	York Catholic District School Board	59 Industrial Parkway North and 250, 260, 270, 280, 282, 286, 290, 294 and 298 Wellington Street West and Lots 14-24 and Part Lots 8-11, 13, 25-28, Part Centre and Mill Streets, Plan 231 and Part Lot 105, Plan 246	Applicant	Amount of CILP	N/A	\$5,163.32 (Appraiser)	N/A	Settled
4	PL141259 (D12-03-2A)	PANDOLFO, Cathy, Giuseppe, Laurie and CAMPIONE, Cathy	Lot 8 and Part of Lots 20 and 21, Plan 132 (OPA 34 lands), (14070 Yonge Street)	Resident	Approval of Draft Plan of Subdivision	Approval of Draft Plan of Subdivision	N/A	\$4,610.68	Settled
5	PL090363	VITMONT HOLDINGS INC.	Part Lots 7,8, Plan 9 (15160 Yonge Street and 5 Tyler)	Applicant	Non-decision of Site Plan application	N/A	N/A	N/A	Allowed by the OMB
6	MM080033	ST. JOHN'S ROAD DEVELOPMENT CORP.		Applicant	Amount of CILP	N/A	N/A	\$14,182.57	Settled

7	PL110415 (D14-17-06)	DANIELS LR CORPORATION	Part of Lot 25, Con. 2, EYS (south east corner of St. John's and Bayview) = Plan 65M-4309 Residential Condo Phase 1 = YRCP1233 Residential Condo Phase 2 = YRCP1259	Resident	Approval of ZBA	Approval of ZBA	N/A	N/A	Withdrawn
8	PL030997 (D09-04-00, D07-03-00A)	NUGGET CONSTRUCTION (Westhill Redevelopment)	Part of Lot 12, Concession 2, and Part of Lots 11 and 12, Concession 3, being Part 1, Plan 65R-15508, Part 2, Plan 65R-11866 and Parts 1 and 2, Plan 65R-9264	Applicant	Refusal of OPA	Approval of OPA	\$18,857.36 (Planner) \$141,820.99 (Other experts)	\$502,900.32	Allowed by the OMB
9					Refusal of ZBA	Approval of ZBA			Allowed by the OMB
10					Non-decision of condo application	N/A			Allowed by the OMB
11					PL080014 (19T-88105)	Non-decision of subdivision application			N/A
12	MM140072	LEBOVIC ENTERPRISES LTD.		Applicant	Amount of CILP	N/A	N/A	N/A	Withdrawn
13	PL120766 (D09-03-11)	GRILLS, Alan and Janet	Block 55, 65M2660 and Lot 2, Plan 379 (Wellington Street West)	Applicant	Refusal of OPA	Approval and Passing of Bylaw	N/A	N/A	Settled
14	PL120767 (D14-14-11)				Refusal of ZBA	Approval and Passing of Bylaw			Settled
15	PL070941 (L12-01-07)	FRANKFIELD ESTATES INC. (formerly Schickedanz Bros.)	Plan 65M-3931 (Elderberry Hill)	Applicant	Amount of CILP	N/A	N/A	N/A	Settled
16	PL100652	ICBL 5231-10	15064, 15074 & 15086-15088 Yonge Street, 101, 103 &107 Temperance Street, 16	Owner	Passing of Interim Control By-law	Passing of Interim Control By-law	N/A	N/A	Settled
17	PL151051	2419059 Ontario Inc.	497 Wellington Street West	Applicant	Refusal of ZBA	N/A - public planning meeting	N/A	\$23,598.93	Settled

18	PL150967				Non-decision of Site Plan application	N/A			Settled
19	PL151160 (OPA-2015-01)	HIGHLAND GATE DEVELOPMENTS INC.	21 Golf Links Drive	Applicant	Non-decision of OPA	N/A	\$42,543.68 (Planner)	\$219,131.79	Settled
20	PL151161 (ZBA-2015-02)				Non-decision of ZBA	N/A			Settled
21	PL151162 (SUB-2015-01)				Non-decision of draft plan of subdivision	N/A			Settled
22	PL160781 (OPA-2015-03)				Refusal of OPA	Approval of OPA			OPEN
23	PL160782 (ZBA-2015-08)	ASHLEN HOLDINGS	Part of Lots 15 & 16, Registered Plan 166 (13859, 13875 & 13887 Yonge Street)	Applicant	Refusal of ZBA	Approval of ZBA	\$21,838.57 (Planner)	\$40,078.14	OPEN
24	PL161018 (SUB-2015-04)				Non-decision of draft plan of subdivision	N/A			OPEN
25	PL170650				1428420 ONTARIO INC.	22 and 26 Centre Street			Applicant
26	PL170685	GROSSI, Nunzio	7, 15 and 19 Cousins Drive	Applicant	Refusal of ZBA	N/A - public planning meeting	N/A	N/A	Settled
27	PL170810	2352107 ONTARIO INC.	1588 St. John's Sideroad	Neighbour	Draft plan condition	Draft plan condition	N/A	\$TBD	OPEN
28	PL170912	AURORA UNITED CHURCH	15186 Yonge Street, 55, 57 & 57A Temperance Street	Resident	Approval of OPA	Approval and Passing of Bylaw	N/A	N/A	OPEN



**Town of Aurora
Information Report**

No. IES17-044

Subject: Update on the Regional Road Projects in Aurora

Prepared by: Anca Mihail, Manager of Engineering and Capital Delivery

Department: Infrastructure and Environmental Services

Date: November 21, 2017

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.

Executive Summary

York Region has no current plans to complete the Wellington Street East road widening project from Yonge Street to the railway corridor within the next 10 years. It is not identified in their current or previous 10-year Capital Plans.

Background

An article in the York Region News in early October identified a number of Regional road projects that will be delayed due to funding constraints.

The projects within the Town of Aurora included:

- Widen to four lanes Wellington Street – Yonge Street to Rail Grade Separation

The Transportation Master Plan (2016) provides a 25-year outlook to deliver transportation projects and programs that will continue to improve mobility and provide options for residents and businesses in York Region.

Analysis

Funding Constraints could impact Road Improvement projects in Aurora.

The projects listed in the article are included in the Regional Transportation Master Plan as being needed by 2031. The Transportation Master Plan however is a document that

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defines the “ideal” scenario without the constraint of funding.

The Region of York uses their annual budget process, which includes their 10-year capital plan to define major infrastructure needs. So, while the project is included in the Transportation Master Plan, it is not included in the Regional 10-year plan and has not been included previously.

Potential Grade Separation of Wellington Street at the rail corridor is a separate project led by Metrolinx

The Region is currently working with Metrolinx for a potential grade separation of Wellington Street at the rail corridor. This is a separate project which is not expected to include any widening on Wellington Street, just grade separations and possible turn lane modifications. This would be a Metrolinx led project as part of the Barrie Rail Corridor Expansions.

Future Interchange – Highway 404 at St. John’s Sideroad

The interchange is also included in the Transportation Master Plan as being needed by 2031, however, it is not identified within the Region’s current 10-year plan.

Aurora Council has previously identified the need for the interchange and passed resolutions requesting that the Region of York advance the timing of the new interchange to be included in the Region’s 10-year construction program.

Advisory Committee Review

Not applicable

Financial Implications

The Region has indicated that there are funding constraints that will impact the timing of certain road current projects within the 10 year capital construction program.

Communications Considerations

Not applicable

Link to Strategic Plan

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Report No. IES17-044

Not applicable

Alternative(s) to the Recommendation

Not applicable

Conclusions

The proposed widening of Wellington Street, Yonge to rail grade separation, is included in the Region's Transportation Master Plan as being needed by 2031; however the project has not been included in the Region's current 10-year capital plan.

Attachments

Not applicable

Previous Reports

Not applicable

Pre-submission Review

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

Departmental Approval



**Marco Ramunno
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. FS18-001

Subject: Contracts Awarded under Delegated Authority
Prepared by: Anna Ruberto, Procurement Manager
Department: Financial Services
Date: January 23, 2018

Recommendation

1. That Report No. FS18-001 be received for information.

Executive Summary

This report is to update Council on contracts awarded by the CAO during the holiday Council break as delegated in the Town's Procurement By-law. Such public reporting is required of the delegated authority.

Background

The Town's Procurement By-law (By-law No. 5997-17) contains the following delegation of authority to the CAO for the award of contracts otherwise required to be approved by Council:

6.2 The CAO has the Authority to:

- (b) Award Contracts during the time that regular Council meetings are suspended, during a period of Council recess in excess of thirty (30) days, or during the Election Period, as a result of a Solicitation that normally requires Council approval, provided that a report is submitted to Council (as soon as reasonably possible) setting out the details of any Contract Awarded pursuant to this Authority;

Council's holiday recess between its regularly scheduled meetings of December 14, 2017 and January 30, 2018 exceeded the thirty day threshold in the above clause.

Analysis

During the Council recess, two contracts were approved pursuant to the authority delegated to the CAO. Both contracts were deemed time sensitive.

- 1) Contract awarded to Conrad Lighting Solutions in the amount of \$77,655, funded fully within approved Capital Project No. 72275, including Canada 150 Grant Funding (time sensitivity). Contract is piggybacked onto an LAS competitive procurement for facility interior lighting LED retrofit program. Project is to upgrade the LED lighting within the Library, and must be completed by March 31, 2018 to qualify for partial grant funding. Conrad Lighting Solutions have successfully completed other LED interior lighting conversion projects for the Town under the same LAS program.

- 2) Contract extension to Priestly Demolition Inc. in two stages as follows:
 - a. Extension to existing approved contract for demolition of 52 and 56 Victoria Street for additional works arising from discovered floor tile containing asbestos (\$16,690), plus additional costs for the poly wrapping, transportation and delivery to the JOC of four wooden beams recovered from the old library building as previously requested.(\$7,500). The total contract increase is \$24,190 and remains within existing approved project funding. Extension represents more than a 10% increase to the base contract of \$111,300, and otherwise required Council approval.
 - b. PO increase to add additional work to Priestly Demolition Inc. for interior demolition, including hazardous materials, of the Armoury building at 89 Mosely Street. Undertaking this work was deemed time sensitive to keep planned overall renovation project on tight schedule, and also to maintain qualification for grant funding for portions of this work. Grant funding is conditional on certain rehabilitation and remediation works being completed by March 31, 2018. Total contract awarded is \$73,650 excluding HST. Staff felt quotation represents fair market value for the work.

Advisory Committee Review

None required or applicable.

Financial Implications

The contracts set out in this report, awarded by delegated authority, are funded with existing approved capital budgets.

Communications Considerations

None required.

Link to Strategic Plan

Exercising delegated authority to keep priority projects of the Town on time demonstrates the Strategic Plan principle of Leadership in Corporate Management.

Alternative(s) to the Recommendation

1. None, as this is an information report only.

Conclusions

During the Holiday break of regular Council meetings, the CAO exercised authority to approve contract awards as delegated within the Town's Procurement By-law. This report sets out the details of those contracts awarded for information purposes, and to meet the reporting requirements of the delegated authority.

Attachments

None

Previous Reports

None

Pre-submission Review

CAO, Treasurer, Director of Operations, Director of Community Services, Town Solicitor, and Manager of Facilities only.

January 23, 2018

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Report No. FS18-001

Departmental Approval

Approved for Agenda



**Dan Elliott, CPA, CA
Director, Financial Services**



**Doug Nadorozny
Chief Administrative Officer**



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

Date:	Monday, November 13, 2017
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Wendy Gaertner (Chair), Neil Asselin, Barry Bridgeford, John Kazilis, Bob McRoberts (Honorary Member), Martin Paivio, and Ken Turriff
Members Absent:	Councillor Jeff Thom (Vice Chair) and James Hoyes
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 p.m.

1. Approval of the Agenda

**Moved by Bob McRoberts
Seconded by Martin Paivio**

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 October 16, 2017

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

That the Heritage Advisory Committee meeting minutes of October 16, 2017, be received for information.

Carried

4. Delegations

(a) Owen R. Scott, representing Brutto Consulting

**Re: Item 1 – HAC17-024 – Request to Remove a Property from the
Aurora Register of Properties of Cultural Heritage Value or Interest,
14288 Yonge Street**

Mr. Scott spoke to aspects of the staff report and recommendations, and stated that the building is a common farmhouse in poor condition with no significant heritage value, which is not rare or unique, has no impact on adjacent properties or significant linkage to its surroundings, and has undergone a number of unsympathetic renovations.

**Moved by John Kazilis
Seconded by Bob McRoberts**

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

Carried

(b) Bowen Sun, representing Jiancheng Zheng, Pingqing Zhang

**Re: Item 2 – HAC17-025 – Request to Remove a Property from the
Aurora Register of Properties of Cultural Heritage Value or Interest,
86 Temperance Street**

Mr. Sun provided background to the application and noted the deficiencies of the building respecting the basement, roof, and other elements.

**Moved by Barry Bridgeford
Seconded by Ken Turriff**

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

Carried

5. Matters for Consideration

1. HAC17-024 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest 14288 Yonge Street

Staff provided a brief overview of the application and clarification regarding the staff recommendations.

The Committee and staff discussed various aspects of the application including the proposed demolition and rebuild of the main house, replication, location and maintenance of contextual value, financial contribution to Heritage Reserve Fund, trail system and easements, and heritage commemoration options.

**Moved by Bob McRoberts
Seconded by John Kazilis**

1. That Report No. HAC17-024 be received; and
2. That the Heritage Advisory Committee recommend to Council:
 - (a) That the property located at 14288 Yonge Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and
 - (b) That a financial contribution to the Heritage Reserve Fund be provided to the Town; and
 - (c) That the Owner's heritage consultant submit a photographic report of a controlled demolition of the Cannon Farmhouse to determine the building's construction date for education purposes; **and**
 - (d) That the Cannon Farmhouse name be commemorated by street naming and a plaque within the private condominium road and, where appropriate, along the public trail; and**
 - (e) That materials salvaged from the demolished home be used in the commemorative marker/plaque.**

Carried as amended

**2. HAC17-025 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest
86 Temperance Street**

Staff provided background and a brief overview of the application.

The Committee and staff discussed the lot size and zoning of the property.

Moved by John Kazilis

Seconded by Martin Paivio

1. That Report No. HAC17-025 be received; and
2. That the Heritage Advisory Committee recommend to Council:
 - (a) That the property located at 86 Temperance Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest upon issuance of a demolition permit for the property; and
 - (b) That future building elevations are subject to approval of Planning staff to ensure the proposed new dwelling will maintain the heritage character of the area; and
 - (c) That the Black Walnut tree located in the southwest corner of the lot be preserved; and
 - (d) That a future Zoning By-law amendment to change the zoning from RA2 to R3 to permit a new, single detached residential dwelling on the subject lands, in keeping with the neighbourhood, be supported by the Heritage Advisory Committee.**

Carried as amended

6. Informational Items

3. HAC17-026 – Wood Plaque Application 101 Temperance Street

Staff provided a brief overview of the application.

The Committee and staff discussed the history of the home, and the Committee expressed agreement with the recommended plaque wording.

**Moved by Martin Paivio
Seconded by Barry Bridgeford**

1. That Report No. HAC17-026 be received for information.

Carried

4. Extract from Council Meeting of October 24, 2017 Re: Heritage Advisory Committee Meeting Minutes of September 11, 2017, and Summary of Committee Recommendations Report No. 2017-09

**Moved by Bob McRoberts
Seconded by John Kazilis**

1. That the Extract from Council Meeting of October 24, 2017, regarding the Heritage Advisory Committee meeting minutes of September 11, 2017, and Summary of Committee Recommendations Report No. 2017-09, be received for information.

Carried

7. New Business

Councillor Gaertner noted that the recommendation from the Heritage Advisory Committee to designate Town Park was recommended by General Committee without comment at its meeting of November 7, 2017, to be further considered by Council on November 14, 2017.

The Committee remarked on the various ways, in addition to replication, to commemorate heritage, and suggested that greater diligence be applied to the allowable renovations of heritage properties.

The Committee commented on the categories and criteria used by the Evaluation Working Group respecting Item 1. The Chair expressed appreciation to the Evaluation Working Group for all of its efforts in evaluating heritage properties.

8. Adjournment

Moved by Ken Turriff

Seconded by Martin Paivio

That the meeting be adjourned at 9:02 p.m.

Carried

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



**Town of Aurora
Parks, Recreation and Cultural Services
Advisory Committee
Meeting Minutes**

Date: Thursday, November 30, 2017

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

Committee Members: Councillor Tom Mrakas (Chair), Councillor Michael Thompson (Vice Chair), Reg Chappell, Juergen Daurer, Richard Doust, Stephen Kimmerer, Eric McCartney, and Brian Trussler

Member(s) Absent: None

Other Attendees: Councillor Wendy Gaertner, Allan Downey, Director of Parks, Recreation and Cultural Services, and Ishita Soneji, Council/Committee Secretary

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

Councillor Mrakas relinquished the Chair to Councillor Thompson at 8:37 p.m., during the consideration of New Business Motion No. 1, and resumed the Chair at 8:50 p.m.

1. Approval of the Agenda

**Moved by Juergen Daurer
Seconded by Richard Doust**

That the agenda as circulated by Legislative Services be approved.

Carried

Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes
Thursday, November 30, 2017 Page 2 of 4

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

**Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes
of April 20, 2017**

**Moved by Richard Doust
Seconded by Stephen Kimmerer**

That the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of April 20, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Round Table Discussion Re: Facility Fit for the New Multi-Sport Facility

Staff provided an update regarding the proposed new multi-purpose sport facility including an overview of the possible supportable facility types, amenities within each facility, consultation with Sport Aurora, plans for public consultation, and updates on facility design development.

The Committee discussed various aspects of the proposed facility types with respect to the growing needs of the Town population, sport tourism, and funding model for the project.

**Moved by Richard Doust
Seconded by Reg Chappell**

1. That the comments and discussion regarding Facility Fit for the New Multi-Sport Facility be referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

2. **Extract from Council Meeting of June 13, 2017
Re: Parks and Recreation and Cultural Services Advisory Committee
Meeting Minutes of April 20, 2017**

**Moved by Juergen Daurer
Seconded by Reg Chappell**

1. That the Extract from Council Meeting of June 13, 2017, regarding the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of April 20, 2017, be received for information.

Carried

7. New Business

The Committee and staff discussed and identified the need for additional recreational space, specifically an additional gymnasium within the current facilities.

New Business Motion No. 1

**Moved by Councillor Mrakas
Seconded by Richard Doust**

1. That the Parks, Recreation and Cultural Services Advisory Committee recommend to Council:

- (a) That staff investigate the feasibility and costs for a gymnasium at the Stronach Aurora Recreation Complex (SARC) within the 2018 budget.

Carried

Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes
Thursday, November 30, 2017

Page 4 of 4

Eric McCartney inquired about the education pamphlets regarding pet waste, and staff provided an update.

Eric McCartney inquired about the plan to replace subdivision markers, and staff agreed to investigate and report back.

8. Adjournment

Moved by Reg Chappell

Seconded by Juergen Daurer

That the meeting be adjourned at 8:59 p.m.

Carried

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



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

Date: Monday, December 4, 2017

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

Committee Members: Councillor Paul Pirri (Chair), Councillor Tom Mrakas (Vice Chair), Irene Clement, Larry Fedec, Melville James, Jennifer Sault, Sara Varty, and Nancee Webb

Member(s) Absent: Kristina Zeromskiene

Other Attendees: Councillor Wendy Gaertner, Christina Nagy-Oh, Program Manager, Environmental Initiatives, and Ishita Soneji, Council/Committee Secretary

The Chair called the meeting to order at 7:04 p.m.

1. Approval of the Agenda

**Moved by Nancee Webb
Seconded by Irene Clement**

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*.

Environmental Advisory Committee Meeting Minutes
Monday, December 4, 2017

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3. Receipt of the Minutes

Environmental Advisory Committee Meeting Minutes of October 5, 2017

Moved by Larry Fedec

Seconded by Jennifer Sault

That the Environmental Advisory Committee meeting minutes of October 5, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Program Manager, Environmental Initiatives Re: Corporate Environmental Action Plan (CEAP) – November 2017 Update

Staff provided background and a brief overview of the memorandum, and noted the additions recommended by the Committee at the previous meeting.

The Committee discussed various aspects of the Plan and made further suggestions to the progress indicators, and to include additional details on the correlation between the CEAP and other environmentally-related plans.

Moved by Sara Varty

Seconded by Jennifer Sault

1. That the memorandum regarding Corporate Environmental Action Plan (CEAP) – November 2017 Update be received; and
2. **That staff include a semi-annual informal update in addition to the annual progress report as part of the implementation process; and**
3. That the Environmental Advisory Committee recommend to Council:

Environmental Advisory Committee Meeting Minutes
Monday, December 4, 2017

Page 3 of 4

- (a) That the Corporate Environmental Action Plan dated November 2017 be approved **as amended**.

Carried as amended

6. Informational Items

- 2. Extract from Council Meeting of November 14, 2017
Re: Environmental Advisory Committee Meeting Minutes of October 5, 2017**

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

1. That the Extract from Council Meeting of November 14, 2017, regarding the Environmental Advisory Committee meeting minutes of October 5, 2017, be received for information.

Carried

7. New Business

The Committee inquired about the Town's provisions regarding anti-idling and suggested that the Mayor issue letters to local organizations and transportation agencies regarding the negative impacts of idling. The Chair agreed to bring forward the suggestion at a future General Committee meeting.

The Committee inquired about the "Bring Your Own Bottle" initiative and pilot project, and staff agreed to provide an update at a future meeting.

The Committee discussed the possibility of holding another Eco Festival.

The Committee inquired about the ongoing vegetation management and protection initiatives for new subdivision development areas and natural heritage areas within the 2C development lands, and staff agreed to provide an update at a future meeting.

Councillor Mrakas noted an initiative by Tesla to allow smaller Supercharger stations, and staff agreed to investigate the possibility of installing such stations within the Town.

Environmental Advisory Committee Meeting Minutes
Monday, December 4, 2017

Page 4 of 4

The Committee requested more details on the progress of the Wildlife Park/
Nature Reserve.

The Committee discussed the possibility of installing bike repair stations and noted
that further details regarding this initiative can be found at www.bikefixation.com.

8. Adjournment

Moved by Irene Clement

Seconded by Melville James

That the meeting be adjourned at 8:37 p.m.

Carried

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



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

Date: Wednesday, December 6, 2017

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

Committee Members: Tyler Barker (Chair), Gordon Barnes, James Hoyes (departed 5:15 p.m.), Jo-anne Spitzer and Councillor John Abel

Member(s) Absent: John Lenchak (Vice Chair)

Other Attendees: Chris Catania, Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 4:05 p.m.

1. Approval of the Agenda

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

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

Accessibility Advisory Committee Meeting Minutes
Wednesday, December 6, 2017

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Accessibility Advisory Committee Meeting Minutes of November 8, 2017

Moved by Gordon Barnes

Seconded by Jo-anne Spitzer

That the Accessibility Advisory Committee meeting minutes of November 8, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

- 1. Memorandum from Planner,
Re: Application for Site Plan,
York Region Christian Seniors Home Inc.,
440 & 460 William Graham Drive,
Plan 65M-4442, Block 4,
File Number: SP-2017-11,
Related Files: OPA-2017-04, ZBA-2016-12**

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 James Hoyes

Seconded by Gordon Barnes

1. That the memorandum regarding Application for Site Plan, 36York Region Christian Seniors Home Inc., 440 and 460 William Graham Drive, Plan 65M-4442, Block 4, File Number: SP-2017-11, Related Files: OPA-2017-04, ZBA-2016-12, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:

- (a) Request to replace the two (2) doors at the main entrance with automatic sliding doors;
- (b) Request for a barrier-free path of travel from the accessible parking spaces to the main entrance, including curb cuts;
- (c) Request accessible parking spaces on the lower level floor plan;
- (d) Request the addition of a ramp for access onto the stage in the Fellowship Hall (The Great Hall); and
- (e) Request for a barrier-free path of travel extending from the main entrance on the ground floor plan to other common or public use areas, including accessible turning spaces, doorway and corridor widths, and power door operators.

Carried

**2. Memorandum from Accessibility Advisor
Re: Town of Aurora 2018-2024 Accessibility Plan**

Staff provided an overview of the 2018-2024 Accessibility Plan, which is reviewed and updated annually in consultation with the Accessibility Advisory Committee.

The Committee discussed various aspects of the Accessibility Plan including the composition of the Accessibility Advisory Committee and the Community Recognition Awards, including the Inclusivity Award and the Accessibility Award.

The Committee agreed to defer the Accessibility Plan to the next Accessibility Advisory Committee in January for further discussion.

**Motion to defer
Moved by Gordon Barnes
Seconded by Councillor Abel**

- 1. That the memorandum regarding Capital Accessibility Initiatives 2018-2024 be deferred to the Accessibility Advisory Committee meeting of January 10, 2018.

**Motion to defer
Carried**

6. Informational Items

3. Extract from Council Meeting of October 24, 2017

Re: Accessibility Advisory Committee Meeting Minutes of September 6, 2017

Moved by Gordon Barnes

Seconded by Jo-anne Spitzer

1. That the Extract from Council Meeting of October 24, 2017, regarding the Accessibility Advisory Committee meeting minutes of September 6, 2017, be received for information.

Carried

7. New Business

The Committee discussed agenda items for the Accessibility Advisory Committee meeting of January 10, 2018 including the National Access Awareness Week 2018 and Community Transportation Grant Program – Municipal Stream.

8. Adjournment

Moved by Jo-anne Spitzer

Seconded by Gordon Barnes

That the meeting be adjourned at 5:25 p.m.

Carried

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



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**Town of Aurora
Office of the Mayor**

Memorandum

Date: January 23, 2018
To: Members of Council
From: Mayor Geoffrey Dawe
Re: **Lake Simcoe Region Conservation Authority
Board Meeting Highlights of December 15, 2017**

Recommendation

That Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction



Board Meeting Highlights

December 15, 2017

Announcements:

a) Solicitor retires after over 39 years of dedicated service to LSRCA

CAO Mike Walters was pleased to present Mr. Ken Hill of Hill Hunter Losell with a gift of thanks in appreciation of his over 39 years of dedicated service to LSRCA. Mr. Hill is set to retire at the end of 2017.



Ken Hill (centre) receiving a gift from LSRCA's Vice Chair Richard Simpson (left), and CAO Mike Walters (right)

b) And the award goes to.....

The Watershed Interpreters' Network Award, which recognizes an individual who demonstrates outstanding leadership in watershed education, was recently awarded to LSRCA's Outreach Coordinator, Dana Eldon. A strong believer in watershed education, Dana has worked tirelessly to successfully grow LSRCA's Outreach Education division, which now engages nearly 5,000 students and over 100 teachers in Professional Development each year. Her leadership skills extend to LSRCA's local communities, where she has successfully launched initiatives such as the seniors' walking series, presentations for new Canadians and library programming. Dana's approachable and positive nature has enabled her to forge important partnerships in the watershed jurisdiction, thus extending the demographic and geographic reach of LSRCA's education programs. Dana's energy and passion for watershed education is contagious and serves as inspiration to all.



Board members and staff congratulate LSRCA's Outreach Coordinator Dana Eldon on winning the Watershed Interpreters' Network Award: From left to right: Vice Chair Richard Simpson; General Manager Conservation Lands, Brian Kemp; Outreach Coordinator Dana Eldon; Manager, Education Nicole Hamley; and CAO Mike Walters.

Presentations:

a) Schoolscaping: Connecting Children With Nature

LSRCA's Outreach Coordinator, Dana Eldon, provided the Board with an overview of Schoolscaping, noting that working with Simcoe County School Board, a pilot project has been completed at Hewitt's Creek Public School in Barrie. Research shows that spending regular time in nature contributes significantly to

human health, well-being and intellectual development. Schoolscaping is about using existing property, wet areas, erosion issues areas, etc. to create natural landscapes and empowering students to coordinate stewardship projects and forge new partnerships with school boards and health units. Ms. Eldon outlined the project steps, which included a Students-as-Researchers team completing a schoolyard assessment, surveying students and teachers, and generating an assessment report with recommended best features. Next steps included implementation of the selected projects, which provided meaningful learning and engagement opportunities. The students then followed up with a final report.

A Students-as-Researchers team from Hewitt's Creek Public School were on hand to share their Schoolscaping experience with Board members. They noted that they learned a lot from the project, including how to conduct a research project, how to conduct a survey, how to apply for grants and handle money. They met with LSRCA staff and came up with recommendations for an outdoor classroom. The students held a celebration evening and invited students and parents to plant trees. The team thanked LSRCA for this opportunity.

To view this presentation, please click this link: [Schoolscaping: Connecting Children with Nature](#). For more information on Schoolscaping, please contact Dana Eldon @ d.eldon@lsrca.on.ca or 905-895-1281 Ext 242.

b) Sheppard's Bush Conservation Area Management Plan Update

Land Management Technician, Lauren Grzywniak, provided a presentation regarding Sheppard's Bush Conservation Area Management Plan, noting that this 26.1 ha (64.6 acres) conservation area located in the Town of Aurora is owned by Ontario Heritage Trust and managed by LSRCA. Its many features make it one of the most visited conservation areas within the Lake Simcoe watershed. She noted that the previous update to the management plan was in 2009, and many of the identified deliverables have been achieved. An update was initiated in 2016 to amongst other things, review objectives, update conditions and uses, and identify challenges. Consultation with conservation area users and key stakeholder groups uncovered a number of issues that diminish user experience including: parking lot conditions and commuter parking, off-leash dogs on the trails disrupting other users, dated washroom facilities, influx of people using sports fields in the summer months, accessibility issues for individuals with limited mobility, insufficient trail signage/mapping, and a lack of family programming and volunteer opportunities.

The [2017 Sheppard's Bush Conservation Area Management Plan](#) identifies opportunities to help address these issues, reconfirms the long-term direction for the property, and provides short-term direction and timelines for deliverables, as well as a financial outlook for the next five years. While revenues generated from the property can cover the majority of the outlined expenses, LSRCA will need to continue to pursue additional funding sources and in-kind support in order to successfully implement the Management Plan. These funding sources may include municipal partners, government and non-government funding, donations, sponsorships and volunteer support, along with a potential specific municipal special ask in 2019. To view this presentation, please click this link: [Sheppard's Bush Conservation Area Presentation](#). For more information, please contact Lauren Grzywniak @ l.grzywniak@lsrca.on.ca or 905-895-1281 Ext 126.

Correspondence and Staff Reports:

Correspondence

The Board received a copy of a letter from Davies Howe LLP to Mayor Geoffrey Dawe and members of Council regarding Aurora General Committee meeting of November 21st.

Sheppard's Bush Conservation Area Management Plan

The Board approved Staff Report No. 53-17-BOD, prepared by Land Management Technician, Lauren Grzywniak, regarding the Sheppard's Bush Conservation Area Management Plan Update, which sought the Board's approval to continue to pursue funding and in-kind support to implement the recommendations of the Management Plan.

Budget Status Report

The Board received Staff Report No. 54-17-BOD, prepared by Manager, Finance, Katherine Toffan, which provided the Board with a summary of revenues and expenditures for the period ending November 30, 2017.

LSRCA Fee Policy Amendments

The Board approved Staff Report No. 55-17-BOD, prepared by General Manager, Planning & Development, Rob Baldwin, regarding changes to LSRCA's fee policy to add fees for Stormwater Environmental Compliance Approval Reviews and Technical Reviews (Non-Application) effective date of January 1, 2018.

For more information or to see the full agenda package, please click the link below for LSRCA's Board of Directors' webpage: [LSRCA Board Meetings](#)



Town of Aurora

General Committee Report

No. PDS18-007

Subject: Interim Control Bylaw
Stable Neighbourhoods
File Number: ZBA-2017-10

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Development Services

Date: January 23, 2018

Recommendations

1. That Report No. PDS18-007 be received, and;
2. That pursuant to Section 38 of the *Planning Act* Council enact an Interim Control Bylaw to prohibit new residential dwelling or additions to an existing residential dwelling that exceeds the current development standards of the existing residential zones for a period not to exceed one year.
3. That Council direct staff to allow proposed minor exemptions to areas affected by the Interim Control Bylaw to be brought forward to Council.
4. That Council direct staff to undertake a study in conformity to the terms of reference attached to Report No. PDS18-007, to assess the existing development policies and zoning provisions within areas designated Stable Neighbourhood within the Official Plan with recommendations for the implementation of best practices to conform to compatible infill development.

Executive Summary

On December 12, 2017 Council passed a resolution directing staff to conduct a study to review zoning provisions and regulations regarding infill housing in stable neighbourhoods. Council's resolution also directed that an Interim Control Bylaw (ICBL) be prepared and brought forward for approval by Council prohibiting the use of land building or structures that exceed the provisions of the existing bylaw for a period of one year. This report provides a recommendation to implement these provisions.

Background

At its October 24, 2017 meeting, Council considered a motion to have a study conducted of the Bylaws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these bylaws and report back to Council.

On December 12, 2017 Council passed the following resolution on this matter:

“Whereas the Town has experienced a significant amount of pressure for infill residential development that has resulted in intensification through the construction of additions, conversion of existing floor area and the demolition of existing buildings for the construction of larger, more intense forms of development; and

Whereas staff are conducting a study of the Town's existing zoning policies and regulations regarding infill housing and intensification in stable neighbourhoods; and

Whereas protecting the integrity of “Stable Neighbourhoods” is of the utmost importance to our residents; and

Whereas Section 38 of the *Planning Act* allows municipalities to pass an Interim Control By-law (ICBL), to be in effect for a period not exceeding one year, prohibiting the use of land, buildings or structures for specific purposes in a defined area;

1. Now Therefore Be It Hereby Resolved That staff propose an Interim Control By-law aimed at restricting development or alterations for a period not to exceed one year from the date of the passing of the by-law, which should define a specific area that includes areas within the existing “Stable Neighbourhoods” that contain older housing stock that contains predominantly single-storey dwellings, with the purpose of restricting new residential dwellings or additions to an existing residential dwelling that exceeds the current development standards of the existing residential zones; and
2. Be It Further Resolved That, for clarity, no portion of the former Highland Gate Golf Club lands be subject to the proposed Interim Control By-law; and

3. Be It Further Resolved That staff report back to General Committee in the January 2018 meeting cycle with a draft Interim Control By-law for Council's consideration and enactment."

Location:

Council's resolution related to the ICBL speaks to "specific area(s) that include areas within the existing "Stable Neighbourhoods" that contain older housing stock that contains predominantly single-storey dwellings..." Staff have undertaken a review of the such areas, which are identified on Attachment 1 to this staff report. This will form the mapping to be included as a schedule to the ICBL to be considered by Council as the defined area of the ICBL and future study.

Policy Context

The planning tools provided to municipalities by the *Planning Act* to regulate development have a broad range of applicability including Official Plans, Zoning By-laws, Interim Control Bylaws, Site Plans, Development Permits and division of lands through consent or by plan of subdivision. It is noted The Ontario Heritage Act also provides the framework and the appropriate methods specifically related to the conservation of significant cultural heritage resources. This includes the designation of individual properties, landscapes including Heritage Conservation Districts.

Planning interests are lead by the Provincial Policy Statement 2014 which provides the guiding policy and framework for matters including Building Strong and Healthy Communities. Section 2.6.1 of the Provincial Policy Statement provides the guiding policy for the conservation of significant cultural heritage, stating that "significant built heritage and significant cultural heritage landscapes shall be preserved".

The Town's Official Plan is the primary tool in managing development and growth for both the short and long term and setting the vision, principle and supporting policies to guide growth within the Town. As noted by Council protecting stable neighbourhoods is one of the current principles of the Town's Official Plan. Aurora's existing neighbourhoods, both older and newer are not only a defining element of Aurora's character and urban structure but also an asset and attractor for new residents and investment interests. The Official Plan seeks to ensure stability and vibrancy of these existing neighbourhoods by protecting them from the negative impacts of potential incompatible development and growth pressures. Infill is to be compatible with the established community character, building scale and urban design. 'Compatible' refers to development that may not necessarily be the same or similar to the existing buildings in the vicinity, but nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties.

Conducting a study, as directed by Council will further examine a background assessment of the Town's existing policy framework, existing zoning provisions, and a review of best practices undertaken by other GTA municipalities. A terms of reference for the Stable Neighbourhood study is attached to this staff report.

Comments

Section 38 of the *Planning Act* allows the Council of a municipality to pass an ICBL for a period of up to one (1) year in order to prohibit the use of land, buildings, or structures so that a review or study can be undertaken with respect to land use planning policies. Staff are recommending that an ICBL be put in place to allow for the opportunity to study ground related residential policy and bylaw provisions so that they can be evaluated and if necessary further regulated by the Town through the Zoning By-law. The lands affected by this ICBL are illustrated on Figure 1.

The ICBL being proposed is limited only to the defined use of the lands identified on Figure 1 to this staff report. It does not affect or impact the currently permitted uses on those lands under the existing Zoning By-law.

Pursuant to subsection 38(3) of the *Planning Act*, no notice or hearing is required prior to the passage of an ICBL, but within thirty (30) days of the passage of the ICBL the Clerk is required to give statutory notice of the ICBL to York Region, the Ministry of Municipal Affairs and Housing, and in a notice published in a local newspaper. The ICBL can be appealed to the OMB with 30 days from the passing of the Bylaw.

In addition, subsection 38(7) of the *Planning Act* states that where an ICBL ceases to be in effect, Council may not for a period of three (3) years afterwards pass a further ICBL that applies to any lands to which the original ICBL applied. This means that if Council passes the ICBL prohibiting the use of lands identified on the schedule to the ICBL, then, upon expiry of the ICBL, Council is prohibited from passing another ICBL that apply to any lands to which the original ICBL applied for a period of three (3) years.

Upon staff completion of the Stable Neighbourhood study, and upon Council's review of same, Council may rescind the ICBL, or keep it in place for the full one year period pending approval of planning documents to implement Council's decision on the Stable Neighbourhood Study recommendations.

Interim Control Bylaw Exemption

It should be noted that the ICBL is intended to restrict larger scale developments that are out of character in a neighbourhood, but the ICBL will also have the effect of restricting even minor forms of development that would not conform with the provisions of the Town's Zoning Bylaw. There will likely be instances where minor variances will be appropriate, such as minor setbacks to accessory buildings such as garden sheds, or due to the historic nature of an existing building, a variance to recognize the condition

which has long existed and has no impact. In these instances staff propose that a 'Variance Proposal' to be brought forward for Council consideration to allow the processing of an exception to the ICBL. Should such a proposal be approved by Council a subsequent ICBL Amendment would be scheduled for Council enactment. This would allow a minor variance application to proceed to a hearing for the consideration of the Committee of Adjustment. The Variance Proposal process would be similar in nature to the current Zoning Proposal process which allows Council to consider a zoning proposal pursuant to Section 34.10.0.0.2 of the Planning Act, prior to submission of a formal Zoning Bylaw Amendment application.

Advisory Committee Review

Not applicable.

Financial Implications

None. The Stable Neighbourhood study will be conducted by staff.

Communications Considerations

Section 38 (3) of the *Planning Act* does not require prior notification of Council's consideration of approval of and ICBL, but does require notice of Council's approval of the ICBL within 30 days of its passing. *Planning Act* notice will be given by newspaper advertisement in the Auroran and Banner. Notice of passing of the ICBL will also be posted on the Town's website.

Link to Strategic Plan

The proposed ICBL and associated study support the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: Through the review and approval of the Zoning By-law Amendment and Site Plan, commercial growth opportunities are created in accordance with the Work with the development community to meet the intensification targets to 2031 as identified in the Official Plan.

Link to Strategic Plan

Not applicable.

Alternative to the Recommendation

That Council not direct staff to prepare a study and to not schedule the ICBL for Council approval.

Conclusions

Staff have drafted an ICBL for Council's adoption which would have the effect of prohibiting new residential dwelling or additions to an existing residential dwelling that exceeds the current development standards of the existing residential zones for a period not to exceed one year. This will allow staff to study existing policy and zoning provisions and potential changes to policy and bylaw structure to further regulate residential land use within Stable Neighbourhoods. The power to enact an ICBL is granted to Council under section 38 of the *Planning Act*.

Attachments

Draft Terms of Reference for Stable Neighbourhood Study

Figure 1: Map of proposed ICBL area

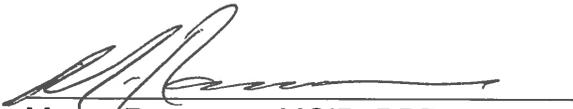
Previous Reports

General Committee Report: PL14-059, September 2, 2014.

Pre-submission Review

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

Departmental Approval



Marco Ramunno, MCIP, RPP
Director
Planning and Development Services

Approved for Agenda



Doug Nadrozny
Chief Administrative Officer

Terms of Reference

Stable Neighbourhoods Study

1. Introduction:

On December 12, 2017 Council passed a resolution citing that the Town has experienced a significant amount of pressure for infill residential development that has resulted in intensification through the construction of additions, conversion of existing floor area and the demolition of existing buildings for the construction of larger, more intense forms of development. Council has identified that protecting the integrity of “Stable Neighbourhoods” is of the utmost importance. Staff was directed to schedule and Interim Control By-law (ICBL) for Council consideration and approval, to be in effect for a period not exceeding one year, prohibiting the use of land, buildings or structures for specific purposes in a defined area. The ICBL scheduled for Council approval on January 30, 2018 will restrict development or alterations that are not currently permitted by the Town’s Zoning Bylaw for a period not to exceed one year within areas of the existing “Stable Neighbourhoods” designation that contain older housing stock with predominantly single-storey dwellings.

The ICBL is being approved by Council to allow a Stable Neighbourhoods Study is to be conducted in accordance with this Terms of Reference.

2. Study Objectives:

2.1 Define and establish boundaries for Stable Neighbourhoods study area.

2.2 Identify and evaluate specific and unique qualities and characteristics within the Stable Neighbourhoods.

2.3 Identify the key impacts of infill development particularly large-scale redevelopment that are concerning to residents.

2.4 To outline options and recommendations for the maintenance and enhancement of the specific and unique qualities and characteristics within Stable Neighbourhoods.

2.5 To outline possible policy, bylaw amendment or planning procedural changes to manage infill development particularly large scale residential rebuilds.

3. Study Scope:

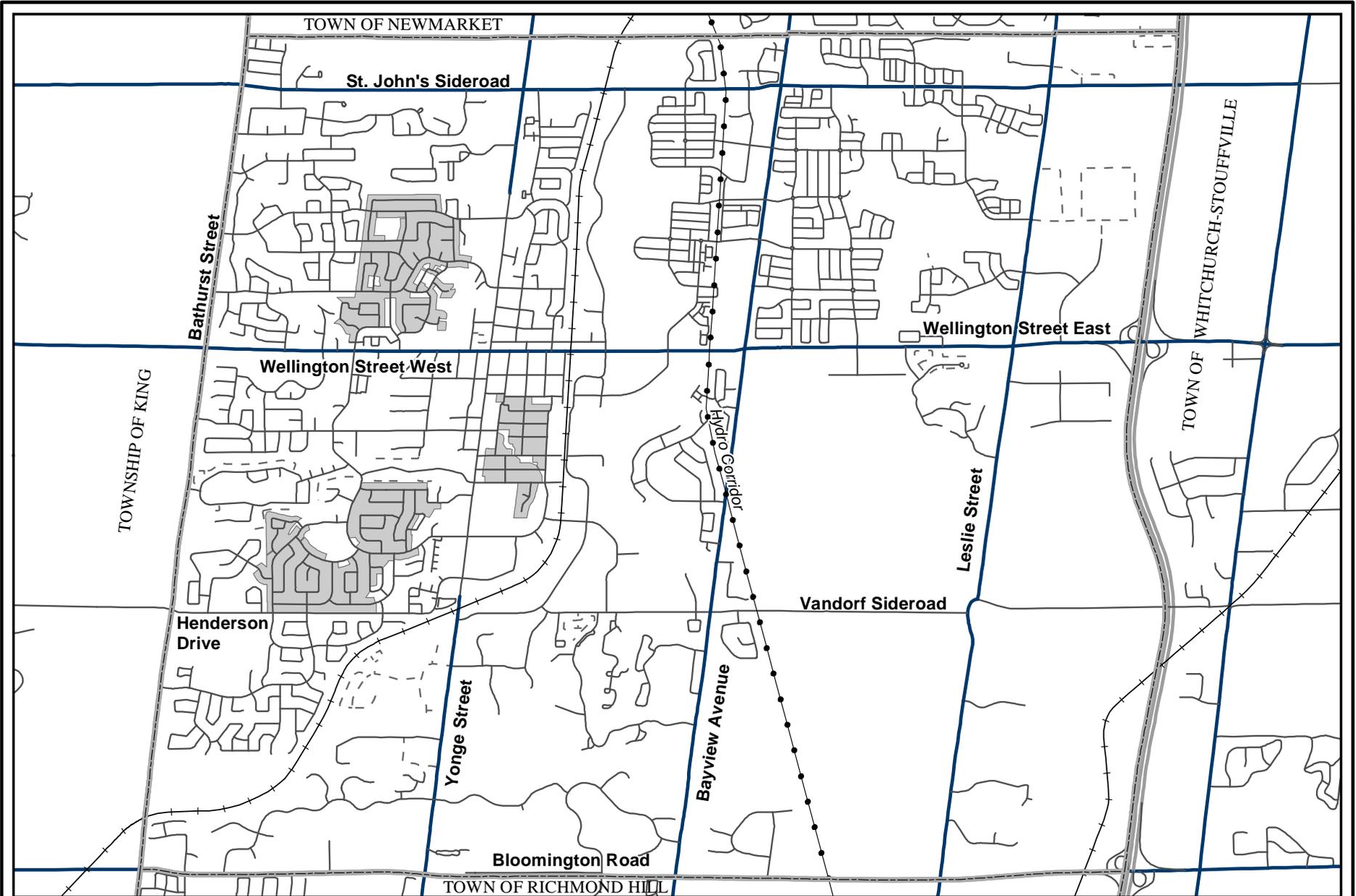
3.1 Review of existing municipal Official Plan policy and Zoning Bylaw provisions.

3.2 Undertake background information review of past Town of Aurora infill developments, zoning/variance applications, building permits.

3.3 Review of documented neighbourhood issues and impacts.

3.4 Review of Region of York infill market trends.

- 3.5 Assess character, context, scale and architectural style overview of study area to identify specific and unique qualities and characteristics.
- 3.6 Review of Best Practices being applied by Region of York/GTA municipalities.
- 3.7 Review of existing provincial and regional policy related to planning tools available to implement recommendations of the Stable Neighbourhood Study.
- 4. Timing and Report Submission
 - 4.1 The study will be conducted by Planning and Development Services staff, and will be prepared as a staff report to Council by June 2018



LOCATION MAP

 INTERIM CONTROL BY-LAW AREAS

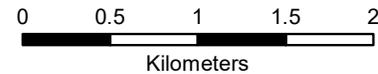
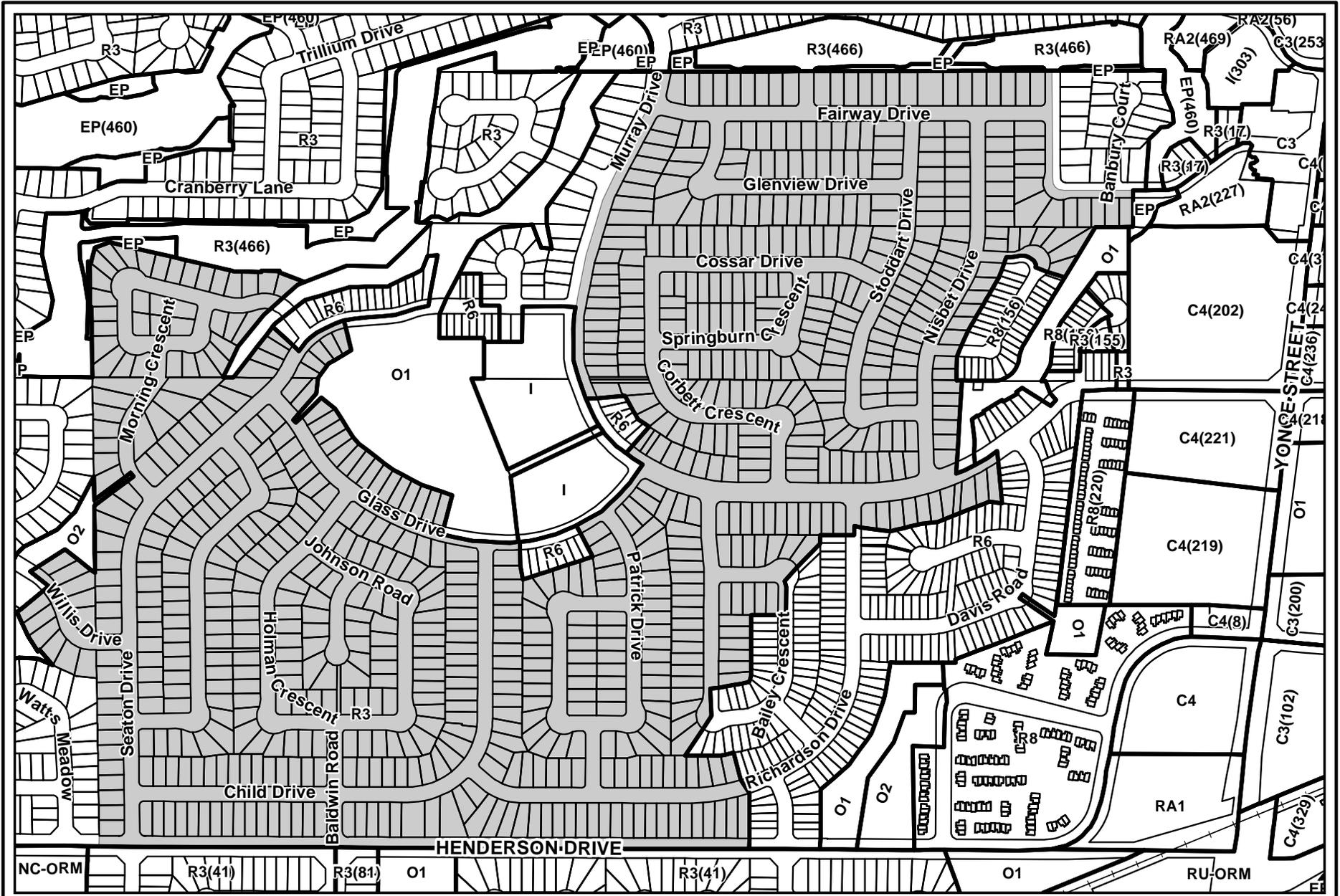


FIGURE 1

Map created by the Town of Aurora Planning and Building Services Department, January 8, 2018. Base data provided by York Region & the Town of Aurora.

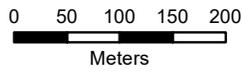


Interim Control By-Law Area

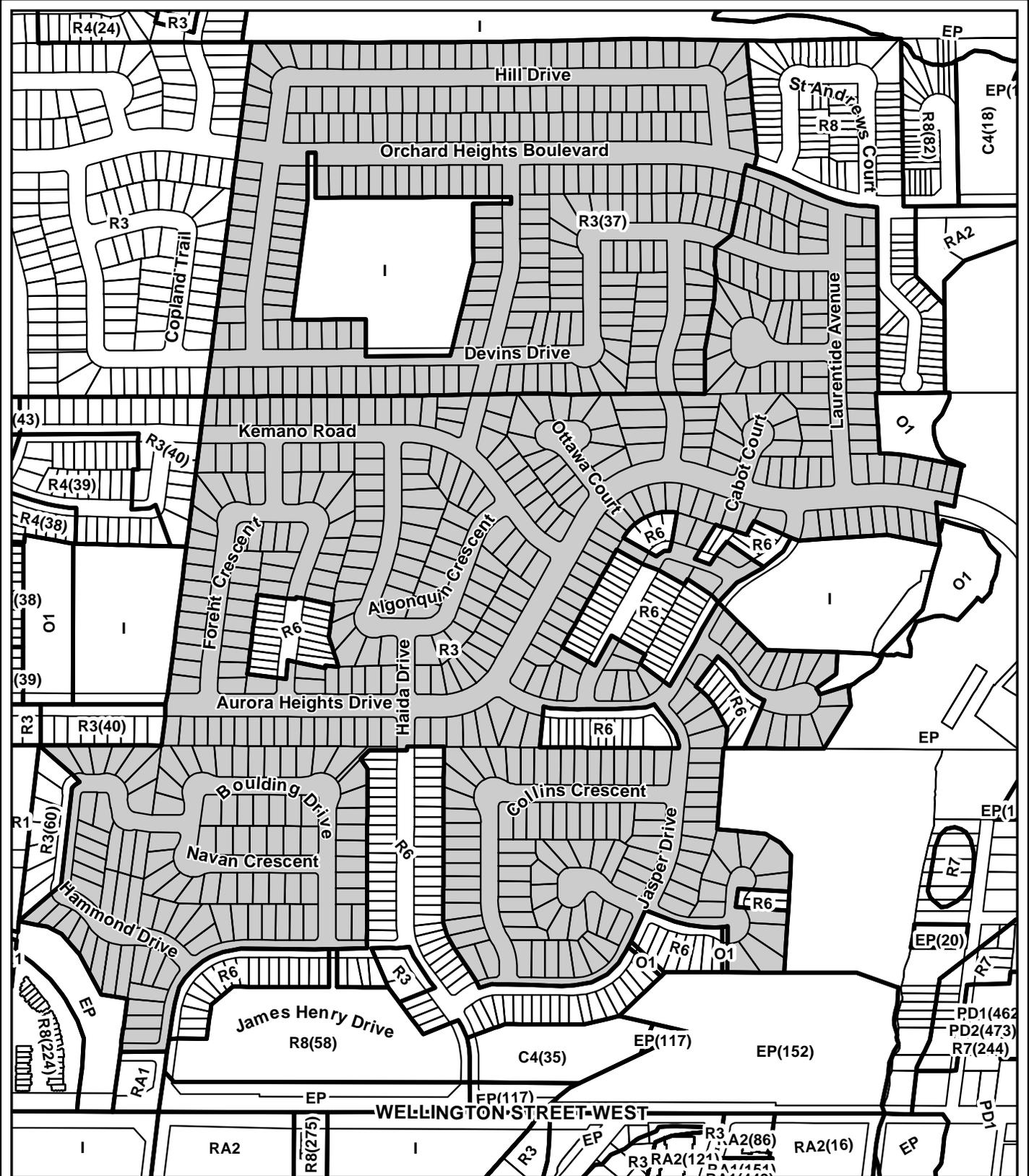
844 Parcels within Study Area

FIGURE 2

Area #1



Map created by the Town of Aurora Planning and Building Services Department, January 8, 2018.



Interim Control By-Law Area

788 Parcels
 within Study Area

Area #3

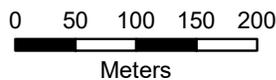


FIGURE 4



**Town of Aurora
General Committee Report No. CAO18-001**

Subject: Logo for Aurora Armoury
Prepared by: Stephanie Mackenzie-Smith, Corporate Communications Manager
Department: Office of the Chief Administrative Officer
Date: January 23, 2018

Recommendation

- 1. That Report No. CAO18-001 be received; and**
- 2. That Council endorse Logo C as it relates to signage for the Aurora Armoury and the subsequent promotion and advertising related to the Armoury (89 Mosley Street) as a community space.**

Executive Summary

This report seeks Council endorsement for a logo for the Aurora Armoury that will be used for building signage and advertising and promotional materials related to events and programs held in the building.

An online survey was conducted in order to gather feedback from the community. There were 116 responses to the survey, with Logo C receiving the most votes.

Background

At 144 years old, the Armoury is one of the oldest buildings in Aurora and has long been identified as an important community gathering space. Designated by the Government of Canada as a heritage building, the former militia drill shed has primarily been used in recent years for storage. The Town acquired the building in 2014 with the intention of restoring the property and securing a use that supports the Town's Strategic Plan. The proposed investment will restore many of the building's heritage features and open up the building into Town Park so it can once again take pride of place in our community.

January 23, 2018

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Report No. CAO18-001

The Town of Aurora has entered into a partnership with the award-winning Canadian Food and Wine Institute (CFWI) at Niagara College. The partnership will see the CFWI leasing the Aurora Armoury to offer short-term and part-time training. The school is expected to become a world-class training facility specializing in culinary skill building, commercial brewing and viticulture.

The Armoury building is set to undergo an extensive restoration project in 2018, enabling the space to be used by the CFWI, while addressing the ongoing need for community space. The Armoury will support CFWI and create a versatile space that allows for community gatherings, town hall meetings, events and training opportunities. The space will be open to the public and made available for rentals upon request.

The Town Park and the Armoury have historically been a large part of Town and community events. The partnership between the Town and CFWI will include support of Town events and programs, enhancing existing events that currently take place in Town Park.

Analysis

Results of an online poll resulted in Logo C being selected as the favourite Aurora Armoury logo.

116 people responded to an online poll that was promoted via social media, the Town website and News and Notices. The poll was live for a period of 3.5 weeks. There were 41 votes in favour of Logo A, 26 in favour of Logo B and 49 in favour of Logo C.

The Town wants to ensure a clear distinction between the Aurora Armoury and the lessees of the building.

With the CFWI leasing the Armoury building and having a strong presence there, it is important that the Armoury has a separate and unique identifier that distinguishes it from the CFWI. The Town of Aurora maintains ownership of the historic building and wants to ensure that there is signage and a mechanism for the Town and community to promote programs and events taking place in the Armoury without identifying the building as a Niagara College or CFWI facility. Signage at the Armoury should indicate the CFWI is present in the facility but make it clear that the building is not a Niagara College facility. Should the lease agreement between the CFWI at Niagara College and the Town of Aurora not be renewed in the future, the Aurora Armoury logo and signage

will remain and serve to reinforce the identity of the building as an important facility that is separate from the college.

The Town has spoken with the CFWI and they are in agreement with signage that clearly indicates that they are operating out of the Aurora Armoury (i.e. the Canadian Food and Wine Institute at the Aurora Armoury) and are agreeable to joint signage at the facility.

The Armoury is a unique building

The building is unlike traditional municipal community centres or multi-use facilities which would usually include Town of Aurora signage. With the unique layout and design of the building, it is anticipated that the facility will be able to host a variety of public and cultural events. In order to enhance community use and promote the historic significance of the building, various logos were developed which are consistent with the Town brand standards and Town logo but reflect the history and heritage of the building.

Having a unique sign that distinguishes the building from a traditional community centre will enable the event space to attract a variety of community groups and organizations that can contribute to community building and tourism. The historic elements of the building, and the proposed restoration plans which would see the facility opening up onto Town Park, make it an ideal location for events such as music festivals, concerts, and other cultural events. Municipal event and programming spaces that have unique logos include the Richmond Hill Centre for the Performing Arts, Markham's historic Heintzman House and the St. Lawrence Market.

Proposed logo elements reflect the history of the Armoury.

The proposed logos contain elements that reflect and respect the Armoury's history and create a classic and recognizable icon. The building was previously home to the Queen's York Rangers and the navy blue and gold used in the designs are taken from their crest. The font is consistent with the Town of Aurora brand but has an aged treatment as a nod to the age of the building. In Logo A and B, the pitched roof element illustrates the iconic outline of the building and the vertical lines pay homage to the original vertical siding which is intended to be restored. Finally, the date the Armoury was built is included to reinforce the historic significance of the building.

Advisory Committee Review

N/A

Financial Implications

Logos have been created in-house at no cost over and above staff time in order to avoid outsourcing costs. Outsourcing design services is not recommended in this case as the logo designs require consistency with internal brand standards and staff expertise in this area is extensive, with staff having successfully worked on logo and branding projects for large government and entertainment organizations in the past.

Any signage and printing costs will be included in future construction and production costs.

Communications Considerations

The Town will continue to keep the community informed of the Armoury restoration project and associated events and programs by utilizing the Notice Board, media releases, social media, posters and signage and the Town's dedicated Armoury webpage, located at aurora.ca/armoury.

Link to Strategic Plan

This plan will assist in supporting the following Strategic Plan goals:

- Vision: An innovative and sustainable community where neighbours care and businesses thrive
- Community Goal: Supporting an exceptional quality of life for all
- Economy Goal: Enabling a diverse, creative and resilient economy

Alternative(s) to the Recommendation

1. Council may choose Logo A.

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Report No. CAO18-001

2. Council may choose Logo B.
3. Council may choose to receive the report for information.

Conclusions

Based on the results of the online poll, staff recommends the endorsement of Logo C for the purposes of facility signage and future promotion and advertising of programs and events at the Aurora Armoury.

Attachments

Attachment 1 – Logo A

Attachment 2 – Logo B

Attachment 3 – Logo C

Previous Reports

N/A

Pre-submission Review

Reviewed at the January 4, 2018, Agenda Management Team Meeting.

Departmental Approval



Doug Nadorozny
Chief Administrative Officer

- LOGO A



- THE NAVY BLUE AND GOLD ARE REFLECTIVE OF COLOURS IN THE QUEEN'S YORK RANGERS CREST
- CHOSEN FONT REPRESENTS HISTORIC AURORA
- PITCHED ROOF ILLUSTRATES THE ICONIC OUTLINE OF THE BUILDING
- INCLUDES THE YEAR THE STRUCTURE WAS BUILT



- LOGO B



- THE NAVY BLUE AND GOLD ARE REFLECTIVE OF COLOURS IN THE QUEEN'S YORK RANGERS CREST
- CHOSEN FONT REPRESENTS HISTORIC AURORA
- PITCHED ROOF ILLUSTRATES THE ICONIC OUTLINE OF THE BUILDING
- INCLUDES THE YEAR THE STRUCTURE WAS BUILT



• LOGO C



- THE NAVY BLUE AND GOLD ARE REFLECTIVE OF COLOURS IN THE QUEEN'S YORK RANGERS CREST
- CHOSEN FONT REPRESENTS HISTORIC AURORA
- INCLUDES THE YEAR THE STRUCTURE WAS BUILT





**Town of Aurora
General Committee Report**

No. CS17-037

Subject: 2018 Procedure By-law Review

Prepared by: Samantha Yew, Deputy Town Clerk

Department: Corporate Services

Date: November 21, 2017

Recommendation

- 1. That Report No. CS17-037 be approved; and**
- 2. That the final draft Procedure By-law, incorporating Council feedback, be presented at a future Council meeting.**

Executive Summary

The purpose of this report is to provide a summary of proposed amendments to By-law No. 5820-16, as amended, (the Procedure By-law) which was passed by Council in November 2016 and has been in effect as of January 1, 2017.

- The proposed amendments to the Procedure By-law focus on enhancing meeting efficiency, clarity, and capturing current practices.

Background

The *Municipal Act, 2001* (the “Act”) requires Council to pass a by-law to govern its rules of procedure for Council and Committee meetings. The previous Procedural By-law, No. 5330-11, as amended, had been in effect since 2011 with minor amendments passed in 2013. Council’s current Procedure By-law was passed in November 2016 and has been in effect as of January 1, 2017.

Staff committed to providing a review within one year to evaluate the effectiveness of the current Procedure By-law and propose amendments to further enhance and ensure it is keeping within the guiding principles of the initial By-law review:

- Aurora Town Council is the decision-making body of the Corporation;

November 21, 2017

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Report No. CS17-037

- Council's Committees make recommendations to Council and are not the final decision-making bodies unless that authority has been explicitly delegated by Council as such;
- Public and stakeholder input is a valued part of the decision-making process
- Council's decision-making process should be:
 - Open and transparent;
 - Conducted in an environment which is respectful of all participants;
 - Balance debate with the need to make recommendations and decisions in a timely manner;
- Procedural rules should facilitate and not hinder the business of Council; and
- Procedural rules should comply with Robert's Rules of Order and should be written in plain language.

The proposed changes to the By-law are based on staff feedback and comments received from one-on-one consultations between the CAO and Council.

Analysis

The proposed amendments to the Procedure By-law focus on enhancing meeting efficiency, clarity, and capturing current practices

The proposed amendments to the Procedure By-law are detailed in Attachment No. 1. They include but are not limited to:

- **Replacing Presentations with Community Updates.** This change will more accurately reflect the type of information being relayed during this section of the meeting. To ensure effective meeting scheduling and efficiency, the number of times a group or individual is permitted to present at Council or General Committee meetings on an annual basis will be limited. Staff presentations relating to items will be included as part of the item, eliminating the time between the presentation and discussion.
- **Addition of further guidelines for Delegations.** These additions will include
 - Limiting delegations to four at General Committee and two at Council;
 - Grouping of delegations from the same association or body; and
 - Eliminating active Planning application delegations at Council; and

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Report No. CS17-037

- Eliminating delegations regarding proposals for Zoning By-law Amendment applications for the remainder of the two-year moratorium as outlined in Section 34 (10.0.0.1) of the *Planning Act*.

These measures will allow for more efficient meetings and reduce the amount of duplicated information being presented to Council. The public will continue to have the opportunity to submit written correspondence and petitions to General Committee or Council, which is circulated to Members and can be added to the agenda as a Consent Item at the request of a Member. Any correspondence or petitions placed on an agenda will form part of the public record.

- **Addition of agenda sections to improve meeting flow and streamline meeting minutes.** Changes include the addition of an Advisory Committee Minutes section on the General Committee agenda and Standing Committee Reports section on the Council agenda.

- The addition of an Advisory Committee Minutes section will eliminate the need for a separate Summary of Committee Recommendations report, as the Committee recommendations will be listed in the agenda index as they were prior to the 2016 Procedure By-law review. All Advisory Committee minutes can be approved in one motion if further discussion is not required.
- A Standing Committee Reports section on the Council agenda will allow for the consideration of General Committee items under one agenda section, eliminating the need to 'pull' items that require further discussion to the Regular Agenda which can cause confusion. As is current practice, all items not requiring separate discussion can be approved in one motion.

Feedback has indicated that the minutes are difficult to follow, especially with the 'pulling' of items from the Consent Agenda to Regular Agenda. These changes will make the meeting and minutes more clear to the reader.

- **Expanding the criteria for Consent Agenda items.** Staff have identified item types that could be added to the Consent Agenda items criteria, based on discussions from previous meetings.
- **Amending agenda distribution dates to allow for more efficient agenda compilation and distribution.** The proposed amendments suggest moving the General Committee agenda distribution date to the Tuesday prior to a meeting, the Council Agenda distribution date to the Thursday prior to a meeting, and Additional Items distribution date to the Monday prior to a meeting. Moving the distribution dates will allow for more efficient agenda distribution, eliminating the backups frequently experienced by Legislative Services staff on Friday afternoons.

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Report No. CS17-037

Draft agenda indices have been included as Attachment No. 2, outlining the proposed changes.

Advisory Committee Review

None

Financial Implications

None

Communications Considerations

Upon Council approval of the Procedure By-law amendments, staff will communicate the changes on the Town webpage and to a limited extent the Town's social media platforms, and prepare an annotated booklet of the Procedure By-law for Council, Committee members and the public to assist with process during meetings.

Link to Strategic Plan

The proposed Procedure By-law amendments and supports **Strengthening the fabric of our community** by identifying new formats, methods and technologies to effectively and regularly engage the community, and **Progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council may choose to not amend the Procedure By-law.
2. Council may choose to provide direction on amendments they deem appropriate.

Conclusions

This report has been prepared to provide Council with a summary of proposed amendments to Council's Procedure By-law and staff is seeking direction to complete the Procedure By-law review and present the Procedure By-law amendments at a future Council meeting.

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Report No. CS17-037

Attachments

Attachment No. 1 – Table of Proposed Amendments to Procedure By-law No. 5820-16,
as amended

Attachment No. 2 – Draft General Committee and Council Agenda Indices

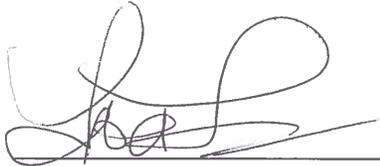
Previous Reports

CS16-010 – Draft Procedure By-law and 2017 Meeting Schedule

Pre-submission Review

Agenda Management Team and CAO review.

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
1. Definitions		Add - Definition for "head" in reference to MFIPPA	To provide clarification
		Add - Other definitions based on potential changes, ex. Emergency weather event	
13. Availability of Agendas	Council Meeting agendas are generally available to Members of Council and the public on each Friday preceding a Meeting.	Council meeting agendas are to be distributed the Thursday prior to the meeting (from four days to five days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
	General Committee Meeting agendas are generally available to Members on the Thursday that is twelve (12) days preceding a General Committee Meeting and are generally available to the public on the following Friday.	General Committee agendas to be distributed to Members of Council on the Monday the week prior to the meeting (from 12 days to eight days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
		General Committee agendas are to be available to the public one week prior to the meeting (from 11 days to seven days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
14. Additional Items and Corrections	Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions: i) Government/agency deadlines; ii) Legal implications; iii) Contractual implications; iv) Financial implications; v) Council or General Committee direction; or vi) As directed by the CAO.	Add - additional item condition: as directed by the CAO	More efficient agenda distribution Minimize agenda build up on Friday
	Additional items to the General Committee meeting agenda are available on each Friday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.	Additional Items to General Committee and Council agendas to be available on the Monday prior to a meeting, eliminating Friday additional items and limiting Tuesday additional items	More efficient agenda distribution Minimize agenda build up on Friday

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
17. Committee Report	Recommendations from Committees other than General Committee requiring Council approval will be submitted to the next regular General Committee Meeting in a Summary of Committee Recommendations report.	Standing Committee section will be added to Council agenda	Current separate report with Committee recommendations is confusing and procedurally difficult to deal with
19. Meetings, e) Schedule of Meetings	<p>i) Meetings shall take place in accordance with the "Meeting Schedule" as prepared by the Clerk and approved by Council.</p> <p>ii) All Council Meetings will generally be held on the second and fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.</p> <p>iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least twenty (20) minutes prior to the scheduled time of the meeting.</p> <p>iv) Only one (1) General Committee Meeting and one (1) Council Meeting will be held in each of July and August.</p> <p>v) Only one (1) General Committee Meeting, one (1) Council Meeting and one (1) Public Planning Meeting will be held in each of December and January.</p>	Delete sections iv), v)	Meetings should proceed as indicated in the approved Meeting schedule; guidelines not required in Procedure By-law

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, d) Emergency Meetings of Council or General Committee	<p>ii) Notwithstanding any other provision in this Procedure By-law, the Mayor may, at any time, call or provide Notice of an emergency Meeting of Council or General Committee. An emergency Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.</p> <p>iii) The Clerk gives Notice of emergency Meetings of Council or General Committee by:</p> <p>(a) Providing Notice to Members in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.</p>	Delete	Covered under Special Meetings provisions

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, e) Cancellation or Postponement of Meetings	i) A Meeting may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO. ii) The Clerk gives Notice of Cancellations or Postponements by: (a) Providing Notice to each Member no less than forty-eight (48) hours prior to the time set for the Meeting; iii) Providing Notice to the public of all Meetings of Council or General Committee regarding cancellations, and postponements by: (a) Posting a Notice on the Town website as soon as possible; (b) Sending a Notice via the Town’s social media accounts; (c) Posting a Notice on the Town’s regular advertising page in the local newspaper, if time permits; and (d) Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall. iv) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency.	Add - information that refers to the Facility Closure - Inclement Weather/Power Failure Policy	To add provisions to account for inclement weather

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, g) Quorum	i) A majority of members shall constitute a Quorum. ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall record the names of the Members present and the Meeting shall not commence or proceed.	Move to Section 19. Meetings	To improve flow of by-law
20. Notice of Meetings, h) Late Arrival	i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.	Move to Section 19. Meetings	To improve flow of by-law
21. Closed Session, a) Matters of Closed Session	i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the Municipal Act, 2001 if the subject matter being considered is: (a) The security of the property of the Town or local board; (b) Personal matters about an identifiable individual, including Town or local board employees; (c) A proposed or pending acquisition or disposition of land by the Town or local board; (d) Labour relations or employee negotiations; (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;	Delete list from section i) Revise section ii)	This list will expand upon proclamation of Bill 68. By referring to the Municipal Act and not having a specific list, this section of the Procedure By-law will not have to be amended for the remainder of the term of Council

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>(h) The Meeting is held for the purpose of educating or training the Members and no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council, Local Board or Committee.</p> <p>ii) Council or a Committee shall also resolve into a Closed Session to the public for the following purposes:</p> <p>(a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, board, commission or other body is the head of an institution for the purposes of that Act.</p> <p>(b) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, 2001, or the investigator referred to in subsection 239.2 (1) of the Municipal Act, 2001.</p>		
21. Closed Session, b) Notice of Closed Session	<p>i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice will include:</p> <p>(a) The fact that the Meeting will be closed to the public as provided for in the Municipal Act, 2001;</p> <p>(b) The general nature of the matter to be considered at the Closed Session.</p>	Specify that written notice of the Closed Session meeting will be provided through the publishing of the agenda	To provide clarification
21. Closed Session, f) Scheduling of Closed Session	h) Closed Session shall be scheduled as indicated in the Schedule of Meetings Section of this Procedure By-law.	Delete	Covered under Meeting Schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
24. Order of Business - General Committee	a) The order of business of General Committee is set out in the agenda, as follows, where provided for:	Replace "Presentations" to "Community Announcements"	To make by-law more clear and better reflect type of information relayed during "Presentations"
	i) Approval of the Agenda ii) Declarations of Pecuniary Interest and General Nature Thereof iii) Community Announcements iv) Delegations v) Consent Agenda vi) Advisory Committee Meeting Minutes vii) Consideration of Items Requiring Discussion (Regular Agenda) viii) Notices of Motion ix) New Business x) Closed Session xi) Adjournment	Add "Advisory Committee Meeting Minutes" section	To provide a more efficient way of dealing with Advisory Committee recommendations
25. Order of Business - Council	a) The order of business for the Council is set out in the agenda as follows, where provided for:	Replace "Presentations" with "Community Announcements"	To make by-law more clear and better reflect type of information relayed during "Presentations"
	i) Approval of the Agenda ii) Declarations of Pecuniary Interest and General Nature Thereof iii) Community Announcements iv) Delegations v) Consent Agenda vi) Standing Committee Reports vii) Consideration of Items Requiring Discussion (Regular Agenda) viii) Notices of Motion viii) Motions	Add "Standing Committee Reports" section	To improve flow of agenda and a more clear meeting minutes document
		Delete "Notice of Motion" Section	Notices of Motion to be allowed at General Committee only. If there is a time sensitive matter, Council could add it as a Motion.

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	ix) Regional Report x) New Business xi) Public Service Announcements xii) By-laws xiii) Closed Session xiv) Confirming By-law xv) Adjournment	Add - Order of business for other meetings is at the discretion of the Clerk	To provide clarification
26. Record of Proceedings	a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record: i) The date, time and location of the Meeting; ii) The name of the Chair and a record of the attendance at the Meeting; iii) The name and nature of presenters and Delegations; iv) All Resolutions, decisions and other proceedings of the Meeting; and, v) Administrative references, including by-law, report, Motion and policy indexes.	Delete section v)	Not required

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
27. Minutes	<p>a) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the meeting.</p> <p>b) A report of the General Committee is submitted to the next regular Council meeting, for consideration of the recommendations. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.</p> <p>c) Approved minutes of Council and report of the General Committee will be posted on the Town’s website as they become available.</p> <p>d) Minutes of Committees, as designated by Council, are submitted to General Committee for Council receipt.</p> <p>e) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk.</p> <p>f) The receipt of minutes from Committees by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.</p> <p>g) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.</p>	Revise order - d), f), b), a), e), c), g).	To improve flow of by-law

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
29. Open Forum	<p>a) In the Open Forum that occurs fifteen (15) minutes prior to the formal portion of a General Committee Meeting, any individual may address General Committee to make informal inquiries or to comment on matters of municipal business. Persons speaking at the Open Forum are shall be required to sign the Open Forum Register held by the Clerk or recording secretary prior to being permitted to address Council, and shall be limited to a maximum of five (5) minutes each.</p> <p>b) Open Forum will not be included in the Meeting minutes, and will not be part of the live streaming of the Meeting.</p> <p>e) Generally, no Motions are passed related to matters raised during Open Forum.</p>	Delete section c)	Not required

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
30. Declarations of Pecuniary Interest	<p>a) Members are required to make Declarations of Pecuniary Interest in accordance with the requirements of the Municipal Conflict of Interest Act and/or other relevant legislation.</p> <p>b) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session Section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.</p> <p>c) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended by the Member after the particular Meeting.</p> <p>d) The Clerk shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that Meeting.</p>	Add provisions to reflect requirement of written notice to be submitted to the Clerk's Office	Changes are required as part of Bill 68, specifically written notice of conflict and public record of declared pecuniary interests

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
31. Presentations and Community Updates , a) Staff Presentations	i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by staff at Meetings shall be a maximum of ten (10) minutes.	Revise section to Presentations and Community Updates	To make by-law more clear and better reflect type of information relayed during "Presentations"
31. Presentations and Community Updates , b) Other Presentations-Community Updates	<p>i) Presentations Community Updates may be made by third-parties invited by staff or other government agency presentations to Council or General Committee on matters of interest to the Town, as well as awards, certificates, grants and other recognitions presented to/by the Town. Such presentations are received or presented by the Chair.</p> <p>ii)-Where a third-party presentation involves an item on an agenda, the item shall be heard at the appropriate time in the agenda with the report brought forward for consideration immediately after the presentation has been made.</p> <p>iii) Presentation material shall be submitted to the Clerk in an electronic format prior to the 4:30 p.m. on the Friday prior to the meeting date.</p> <p>iv) Presentations Community Updates may be up to ten (10) five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond ten (10) five (5) minutes.</p>	<p>Revise section name to "Community Updates";</p> <p>Delete wording in section i)</p> <p>Add requests to be added to Commiunity Updates must be submitted to the Clerk's Office at least six weeks in advance of the meeting, and material must be submitted at least two weeks prior to the meeting;</p> <p>Revise section iv) to maximum time limit of five (5) minutes;</p> <p>Add - Limit number of times group or individual may appear before at General Committee and/or Council, at the discretion of the Town Clerk</p> <p>Delete sections ii) and iii)</p>	<p>To make by-law more clear and better reflect type of information relayed during "Presentations"</p> <p>To provide clarification</p> <p>To streamline deadlines and processes and encourage effective agenda management</p> <p>Meeting efficiency</p> <p>Meeting efficiency</p> <p>Not required</p>

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
32. Delegations, a) General Provisions	i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.	Indicate 'business' days in reference to deadlines	To provide clarification
	ii) Anyone wishing to appear before General Committee or Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 4:30 p.m. two (2) days 9 a.m. one (1) business day prior to the scheduled Meeting date.	Revise section ii) and iii) - All delegation requests and supporting material must be provided no later than 9 a.m. one business days prior to a meeting.	To streamline deadlines
	iii) Delegates shall advise the Clerk that the audio visual equipment will be required and shall submit supporting material to the Clerk in an electronic format no later than 4:30 p.m. on the Friday two (2) business days 9 a.m. one (1) business day prior to the Meeting date.	Revise section iv) to reflect that any financial requests should first be directed to the annual Budget Input Session.	To put process around financial asks
	iv) Delegates requesting specific financial assistance or services in-kind from General Committee or Council must submit a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.	Add - Delegation requests received after the deadline or limit has been reached will be acknowledged by the Clerk but not placed on an Agenda	To provide clarification
	v) The Clerk shall give due consideration to the length of the agenda and the number of delegations and shall advise to the requester the earliest possible date when their	Add to Section ix) limit of four (4) Delegates for General Committee, limit of two (2) Delegates at Council	Meeting efficiency
	delegation may be accommodated. A limit of three (3) four (4) delegations will be considered at a meeting of General Committee and a limit of three (3) two (2) delegations will be considered at a Meeting of Council.	Delete sections x), and xi)	Not required
		Add - No delegations regarding proposals for Zoning By-law Amendment applications for the remainder of the two-year moratorium as outlined in Section 34 (10.0.0.1) of the Planning Act.	To ensure merits of the application are not discussed prior to the Planning process
		Add - No active Planning-related delegations at Council	New section to be added, depending on Meeting structure and schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>vi) Delegations at General Committee and Council meetings shall be on a subject that is within the jurisdiction or influence of local government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.</p> <p>vii) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.</p> <p>viii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.</p> <p>ix) The consent of Council or General Committee is required to grant a delegation one (1) extension of up to five (5) minutes at a Council or General Committee meeting, and to consider more than three (3) delegations at a Council meeting.</p> <p>x) A Delegation not on the agenda shall not be heard without the consent of at least a two-thirds majority of the Members present.</p> <p>xi) Members of General Committee and Council are permitted to ask the individual making a Delegation questions only for clarification and to obtain additional relevant information</p> <p>xii) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council meeting, but may submit written material to Members of Council through the Clerk's Office.</p>	<p>Add - wording around delegations from members of the same group, limit to one</p> <p>Add - Provision that allows Town Clerk to manage number of times a delegation appears before General Committee and Council</p>	<p>To provide clarification and promote meeting efficiency</p> <p>Meeting efficiency</p>

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
32. Delegations, b) Delegations at General Committee	<p>ii) Individuals who request to make a Delegation may be encouraged by a Member or staff to consider resolving an issue or concern with staff in lieu of, or prior to, submitting a Delegation request.</p> <p>iii) Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegates are encouraged not to repeat information presented by an earlier Delegation.</p>	Delete	Covered in previous section
32. Delegations, c) Delegations at Council Meetings	i) Anyone wishing to speak on an item that is not on the Council agenda shall be directed to appear at the Open Forum session that precedes the General Committee Meetings. Alternatively, the delegation may be placed on a Committee agenda to address an issue that is not on the Council agenda.	Move to Section 32. a)	To improve flow of by-law
32. Delegations, d) Delegations at Public Planning Meetings	i) Any person may speak on a matter at a Public Planning Meeting provided that the spokesperson is speaking on an item that is contained in the agenda. The delegate shall not speak for more than five (5) minutes, but may have an opportunity to speak more than once on the agenda item.	Revise as required	Revision dependent on Meeting structure and schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
33. Consent Agenda, a)	Consent Agenda will include the following items that do not have presentations or delegations: i) Receipt of the Minutes (i.e. Special Council, Workshop, Closed Session) (Council Meeting agenda only); ii) Advisory Committee Minutes; iii) Staff Reports that require no action other than receiving for information; iv) Procurement items that are within the approved budget; v) Communications addressed to Council; and vi) Items as directed by the CAO or Town Clerk.	Delete sections ii), iii) Add - Items may be added to the Consent Agenda at the discretion of the CAO or Town Clerk	Not required To clarify process
33. Consent Agenda, b)	Simple questions Questions of clarification may be asked by Members about any Consent item during the adoption of the Consent Agenda without requiring a separate vote.	Replace 'simple questions' with 'questions of clarification'	Improved wording
33. Consent Agenda, f)	All recommendations from the General Committee will be placed on the Consent Agenda of the next regular Council Meeting, unless a request is made at the General Committee Meeting to consider a recommendation under Consideration of Items Requiring Discussion.	Delete	Standing Committee Reports section to be added.

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
34. Notice of Motion	a) A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee or Council by 12 p.m. on the Wednesday prior to the meeting.	Revise as required	Changes may be required to fit new agenda publishing timeframes
	b) The Motions for Which Notice Has Been Given will be included on the next Council agenda for consideration and disposition.	Add - Notice of Motion must be accompanied by written confirmation of a seconder when submitted to the Clerk's Office	Suggested change based on feedback
	c) The CAO or staff may be requested to comment on the Motion raised in this Section, but no staff report will be prepared unless the Motion is referred to staff for a further report.	Replace 'Motion' with 'Notice of Motion'	Corrected wording
	d) It is the duty of the Member to: <ul style="list-style-type: none"> i) Prepare the proposed Notice of Motion in writing. ii) Submit the proposed Motion to the Clerk by 12 p.m. on the Wednesday prior to the meeting. iii) Ensure the content of the proposed Motion allows for it to be published on a public agenda. 	Delete sections d) ii)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
37. New Business	<p>a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of New Business during the New Business portion of the Meeting, and shall have regard to the following guidelines:</p> <p>i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate staff member;</p> <p>ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,</p> <p>iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.</p>	Move to before Section 36. Public Service Announcements	To improve flow of by-law
39. Adjournment	<p>a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour.</p> <p>b) If Council or General Committee is still in session at 11 p.m., it shall be adjourned unless two-thirds of the Members present enact a resolution to extend the Meeting (By-law No. 5968-17).</p>	<p>Delete section b)</p> <p>Add - motion to extend must refer to a specific end time</p> <p>Add - By-laws and Confirming by-law to be voted on prior to adjournment</p>	<p>Not required - all votes to waive procedure require a 2/3 majority</p> <p>Meeting efficiency</p> <p>To ensure approval of time sensitive By-laws and the Confirming By-law</p>

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
40. Correspondence	<p>a) Correspondence addressed to the Mayor and Council shall be acknowledged by the Clerk and sent directly to the appropriate Committee or Director for response or action.</p> <p>b) Copies of such correspondence shall also be distributed to Members of Council and the CAO.</p> <p>c) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members of Council, the CAO, Directors and applicable staff for their information, and forms a part of the Clerk's records.</p> <p>d) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member of Council to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.</p> <p>e) Staff may prepare recommendations related to the matter for Council's consideration.</p> <p>f) Council and staff will direct to the Clerk correspondence clearly intended to be considered as part of an agenda of Council or General Committee.</p>	Delete section a), b), e), f), g), and h)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>g) The Clerk is required to verify whether it is the intent of an individual to include his/her correspondence on a public agenda. For reasons of privacy, irrelevant personal information will be severed from correspondence. General correspondence between Councillors or staff, and constituents or stakeholders, will not be included unless the Clerk is satisfied it was clearly the individual's intent to include his/her correspondence on a public agenda.</p> <p>h) Correspondence related to items already decided on by Council will form a part of the Clerk's records and be circulated to Members of Council, but not placed on an agenda.</p> <p>i) Correspondence must be legible and not contain any defamatory statements. Anonymous correspondence will not be acknowledged, circulated, or placed on an agenda.</p> <p>j) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.</p>		

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
41. Petitions	<p>a) Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective addresses, and a clear statement of purpose for the petition.</p> <p>b) The request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.</p> <p>e) For reasons of privacy, the names and addresses included with the petition will be provided to Members, but not published in an agenda of the General Committee or Council.</p> <p>d) Staff may prepare recommendations related to the matter for Council's consideration.</p> <p>e) The Town is not accountable for the accuracy or reliability of petitions that are submitted.</p>	Delete section c)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
44. Procedures Concerning Motions	i) Motion to Amend i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion. ii) A Motion to amend: (a) Is to be open to debate; and, (b) Is to be relevant to the main Motion; and (c) Can be applied to a Motion at one time, but that amendment may be amended [by a secondary amendment], which cannot be amended. iii) If it is not considered a "Friendly Amendment," then the Motion to amend: (a) If more than one, will be put to a vote in the reverse order to that in which they were moved; (b) Will be decided upon or withdrawn before the main Motion is put to the vote; (c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and, (d) Will not be directly contrary to the main Motion.	Revise section i) Motion to Amend	Provide clearer wording

Public Release
September 29, 2017

Attachment No. 2



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, October 3, 2017
7 p.m., Council Chambers

**NOTE: This is a sample agenda index being provided as an attachment to
Report No. CS17-037.**

Councillor Abel 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. Community Announcements

4. Delegations

(a) Craig Mather, President, Suzanne Haines, Executive Director, and
Stephanie Nicolò, Program, Gallery and Volunteer Services Coordinator,
Aurora Cultural Centre

Re: Item R4 – PRCS17-032 – Canada 150 Art Installation at Church Street
School at 22 Church Street

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

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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 C5 inclusive, be approved:

C1. FS17-020 – 2016 Year End Development Charges Statement

(Information Report dated May 16, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. FS17-020 be received for information.

C2. FS17-039 – Interim Operating Budget Forecast – as at July 31, 2017

(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. FS17-039 be received for information.

C3. PBS17-067 – Planning Applications Status List

(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. PBS17-067 be received for information.

C4. Memorandum from Mayor Dawe

**Re: Lake Simcoe Region Conservation Authority Board Meeting
Highlights of July 28, 2017**

(Added Item)

Recommended:

1. That the memorandum regarding Lake Simcoe Conservation Authority Board Meeting Highlights of July 28, 2017, be received for information.

6. Advisory Committee Minutes

A1. Community Recognition Review Advisory Committee Meeting Minutes of August 21, 2017

Recommended:

1. That the Community Recognition Review Advisory Committee meeting minutes of August 21, 2017, be received; and
2. That the Community Recognition Review Advisory Committee Recommend to Council:
 - (a) That...

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CAO17-006 – Engagement of Review of Joint Operations Centre (JOC) Project and Costs

Recommended:

1. That Report No. CAO17-006 be received; and
2. That Internal Audit Services of the Region of York be engaged to review and report on the JOC Project and Costs using Brook Laker & Associates as outlined in Report No. CAO17-006, for a total fee of \$29,000 excluding HST, to be funded from within expected 2017 operating surplus.

R2. FS17-043 – Capital Projects Status and Closures as of July 31, 2017

Recommended:

1. That Report No. FS17-043 be received; and

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 4 of 6

2. That the Capital Project closures and Capital funding adjustments outlined in Attachments #1 and #2 be approved.

R3. FS17-044 – 2018 Fees and Charges Update

Recommended:

1. That Report No. FS17-044 be received; and
2. That the 2018 Fees and Charges for applications, permits, use of Town property, the sale of Town publications and for the prescribed service charges for administrative matters as itemized on the attached schedules be approved:
 - Schedule A – General Fees and Charges
 - Schedule B – Planning and Building Services
 - Schedule C – Corporate Services
 - Schedule D – Parks, Recreation and Cultural Services
 - Schedule E – Infrastructure and Environmental Services
 - Schedule F – Financial Services; and
3. That the necessary by-law be enacted at a future Council meeting.

R4. PRCS17-032 – Canada 150 Art Installation at Church Street School at 22 Church Street

Recommended:

1. That Report No. PRCS17-032 be received; and
2. That the installation of the Canada 150 Milestones Mural: A Community Art Project art installation on the southwest lawn of Church Street School at 22 Church Street be approved in the amount of \$2,700, funded from the Property Improvement Operating Account 1-4-07302-5037; and
3. That the Mayor and Town Clerk be authorized to execute the funding Agreement between the Town of Aurora and the Ontario Heritage Trust, including any and all documents and ancillary agreements required to give effect to same.

R5. PBS17-076 – Proposal for Zoning By-law Amendment Applications

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 5 of 6

Recommended:

1. That Report No. PBS17-076 be received; and
2. That Council accept the Zoning By-law Amendment Application related to the following Zoning By-law Proposal:
 - (a) Shimvest Investments Limited (271 Holladay Drive)

- R6. CS17-030 – Implications of the Provincial Government’s Proposed Changes to Employment Standards Legislation on the Town**
(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. CS17-030 be received for information.

- R7. Correspondence from Toronto and Region Conservation Authority (TRCA) dated September 29, 2017, Re: Appointments to the TRCA Regional Watershed Alliance 2017-2021**

Recommended:

1. That the correspondence from Toronto and Region Conservation Authority (TRCA) dated September 29, 2017, regarding Appointments to the TRCA Watershed Alliance 2017-2021, be received; and
2. That Council provide direction.

7. Notices of Motion

- (a) **Mayor Dawe**
Re: Federal Legalization of Recreational Cannabis
(Added Item)

8. New Business

9. Closed Session

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 6 of 6

10. Adjournment

Public Release
October 6, 2017



Town of Aurora Council Meeting Agenda

Tuesday, October 10, 2017
7 p.m., Council Chambers

**NOTE: This is a sample agenda index being provided as an attachment to
Report No. CS17-037.**

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. Community Announcements

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 C5 inclusive, be approved:

C1. Council Meeting Minutes of September 26, 2017

Council Meeting Agenda
Tuesday, October 10, 2017

Page 2 of 4

Recommended:

1. That the Council meeting minutes of September 26, 2017, be adopted as printed and circulated.

**C3. Council Closed Session Minutes of September 19 and September 26
(Continued October 3), 2017 (confidential attachment)**

Recommended:

1. That the Council Closed Session minutes of September 19 and September 26 (Continued October 3), 2017, be adopted as printed and circulated.

**C4. Council Closed Session Public Minutes of September 19 and
September 26 (Continued October 3), 2017**

Recommended:

1. That the Council Closed Session Public minutes of September 19 and September 26 (Continued October 3), 2017, be adopted as printed and circulated.

C5. Budget Committee Meeting Report of May 31, 2017

Recommended:

1. That the Budget Committee Meeting Report of May 31, 2017, be received for information.

6. Standing Committee Reports

S1. General Committee Meeting Report of October 3, 2017

Recommended:

1. That the General Committee meeting report of October 3, 2017, be received and the recommendations carried by the Committee approved.

Council Meeting Agenda
Tuesday, October 10, 2017

Page 3 of 4

S2. Budget Committee Meeting Report of October 7, 2017

Recommended:

2. That the Budget Committee meeting report of October 7, 2017, be received and the recommendations carried by the Committee approved.

7. Consideration of Items Requiring Discussion (Regular Agenda)

8. Motions

(a) Mayor Dawe

Re: Federal Legalization of Recreational Cannabis

9. Regional Report

York Regional Council Highlights – September 21, 2017

Recommended:

That the Regional Report of September 21, 2017, be received for information.

10. New Business

11. Public Service Announcements

12. By-laws

13. Closed Session

Council Meeting Agenda
Tuesday, October 10, 2017

Page 4 of 4

14. Confirming By-law

Recommended:

That the following confirming by-law be enacted:

**By-law Number XXXX-17 Being a By-law to Confirm Actions by Council
Resulting from a Council Meeting on October 10, 2017.**

15. Adjournment



**Town of Aurora
General Committee Report No. PDS18-001**

Subject: Application for Zoning By-law Amendment and Site Plan
Dorota Smolarkiewicz
15403 Yonge Street
Lot 95 Registered Plan 246
File Numbers: ZBA-2016-14, SP-2017-09

Prepared by: Marty Rokos, Planner

Department: Planning and Development Services

Date: January 23, 2018

Recommendations

- 1. That Report No. PDS17-001 be received; and**
- 2. That Zoning By-law Amendment file ZBA-2016-14 (Dorota Smolarkiewicz) be approved, to rezone the subject lands from “Promenade Downtown Shoulder – Special Mixed Density Residential PDS4 Zone” to “Promenade Downtown Shoulder – Special Mixed Density Residential PDS4(X1) Exception Zone” be approved; and**
- 3. That Site Plan Application File Number SP-2017-09 (Dorota Smolarkiewicz) to permit development of the subject lands for a business and professional office be approved; and**
- 4. That the implementing Zoning By-law Amendment be presented at a future Council Meeting; and**
- 5. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council’s approval of the application for Zoning By-law Amendment and Site Plan to rezone the property to permit the development of the subject lands for a business and professional office and six (6) parking spaces.

- It is Planning Staff’s opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.

- The proposed Zoning By-law Amendment application is consistent with the Places to Grow Growth Plan.
- It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the Lake Simcoe Protection Plan.
- It is Planning Staff's opinion that the proposed Zoning By-law Amendment application and Site Plan development conform to the Official Plan.

Background

Application History

The Application for the Zoning By-law Amendment was heard at the Public Planning Meeting on February 22, 2017. At that meeting, Council received the report and directed the Application to proceed to a future General Committee meeting for consideration.

Council passed the following resolution:

1. That Report No. PBS17-013 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.

Location / Land Use

The subject property, municipally known as 15403 Yonge Street, is located between Mark Street and Maple Street (Figure 1). The property has a lot area of 2,000 m² and a frontage of 12.2 m on the east side of Yonge Street. The existing building is an 89.8 m² GFA two storey single detached dwelling. The subject property is listed on the Aurora Register of Properties of Cultural Heritage Value or Interest.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential
South: Commercial
East: Yonge Street, commercial and residential
West: Residential

Policy Context

Provincial Policies

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

York Region Official Plan (YROP)

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

Town of Aurora Official Plan

The subject lands are designated as “The Aurora Promenade” and more specifically “Downtown Shoulder” by the Town of Aurora Official Plan (Figure 2). The “Downtown Shoulder” designation is intended to protect and reinforce the area’s heritage ‘residential’ character and identity while allowing infill development that is sensitive to heritage resources and adjacent neighbourhoods. Specialty shops, offices and restaurants are encouraged, as well as the introduction of more residential uses. The Official Plan sets minimum and maximum parking rates for the “Downtown Shoulder” designation.

Permitted uses in the “Downtown Shoulder” designation include single detached and semi-detached dwellings, multiple-unit buildings, townhouses, apartment buildings, tourist accommodations, communal housing, secondary dwelling units, live-work units, home occupations, converted dwellings, child care facilities, commercial and government offices, small-scale retail and service commercial uses and restaurants, small-scale institutional uses, places of worship, funeral parlours, cultural uses, parking facilities at grade and/or in structure, parks and urban squares, public uses, and utilities.

Zoning By-law 2213-78, as amended

The subject lands are currently zoned “Promenade Downtown Shoulder – Special Mixed Density Residential PDS4 Zone” by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3). At the time that the Zoning By-law Amendment application was

submitted, the subject lands were zoned “Special Mixed Density Residential (R5) Zone” by the Town of Aurora Zoning By-law 2213-78. By-law 6000-78 was enacted by Council on June 27, 2017, which replaced the R5 Zone at this location with the new PDS4 Zone. The PDS4 Zone implements the policies of the “Downtown Shoulder” designation within the Aurora Promenade.

The PDS4 Zone permits an art gallery, bed and breakfast, day care centres, dwelling units above the first storey, boarding or rooming house, converted dwelling, single or semi-detached dwelling, double duplex or fourplex dwelling, duplex or triplex dwelling, quadriplex dwelling, second suite, townhouse dwelling, offices, personal service shops, private parks, and retail stores.

Reports and Studies

The owner submitted the following documents as part of a complete application to the proposed Zoning By-law Amendment and Site Plan Applications:

Table 1: Reports and Studies

Name	Report Author
Draft Zoning By-law	MPlan Inc.
Planning Justification Report	MPlan Inc.
Site Plan & Parking Analysis	Picture This Designs
Grading & Storm Water	Picture This Designs
Architectural Elevations	StructuralEdge Engineering Inc.
Source Water Protection Report	York Region Maps
Stormwater Management Letter Report	Valdor Engineering Inc.
Survey	P. Mansfield, OLS

Proposed Applications

Proposed Zoning By-law Amendment

As shown in Figure 3, the Applicant proposes to amend the R5 Zone of By-law 2213-78. The proposed Zoning By-law amendment would amend provisions related to parking and screening from neighbouring properties. The owner originally applied to add a business and professional office as a permitted use, however the new PDS4 Zone applying to the lands includes offices as a permitted use. As such, that component of the Zoning By-law amendment is no longer necessary. Exceptions to the by-law however are required. The following is a table to compare the difference between the current PDS4 zoning requirements with the proposed PDS4-X zoning requirements.

Table 2: Existing and Proposed Zone Requirements

	Existing PDS4 Zone Requirements	Proposed PDS4-X Exception Zone Requirements
Permitted Uses	art gallery, bed and breakfast, day care centres, dwelling units above the first storey, boarding or rooming house, converted dwelling, single or semi-detached dwelling, double duplex or fourplex dwelling, duplex or triplex dwelling, quadriplex dwelling, second suite, townhouse dwelling, offices, personal service shops, private parks, and retail stores	art gallery, bed and breakfast, day care centres, dwelling units above the first storey, boarding or rooming house, converted dwelling, single or semi-detached dwelling, double duplex or fourplex dwelling, duplex or triplex dwelling, quadriplex dwelling, second suite, townhouse dwelling, offices, personal service shops, private parks, and retail stores
Lot Area (minimum)	460.0 m ²	460.0 m ²
Lot Frontage (minimum)	15.0 m	15.0 m
Front Yard (minimum)	6.0 m	5.9 m*
Rear Yard (minimum)	7.5 m	7.5 m
Side Yard (minimum) Exterior: Interior:	1 storey: 1.2 m 2 storeys: 1.5 m	1 storey: 1.2 m 2 storeys: 1.5 m
Floor Area (minimum)	1 storey: 120.0 m ² 2 storeys: 130.0 m ²	1 storey: 120.0 m ² 2 storeys: 130.0 m ²
Lot Coverage (maximum)	35%	35%
Height (maximum)	10.0 m	10.0 m
Parking (minimum)	2 parking spaces	6.7 parking spaces per 100 m ² GFA*
Driveway width (minimum)	3.5 m	3.37 m*

Landscaping Strips (minimum)	3.0 m in width with a berm and minimum 1.5 m high trees/shrubs Or a 1.5 m in width with a minimum 1.5 m solid wood fence	South: No buffer strip* North: 8.73 m* East: 7.0 m*
------------------------------	--	---

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

Proposed Site Plan

As illustrated on Figure 4, the applicant proposes to use the existing building for the proposed business and professional office use. Six (6) parking spaces are proposed east of the existing building. The existing driveway along the south property line would provide vehicle access. A wood privacy fence is proposed along the north and east property lines; a board fence exists on the south property line. The following is a summary of the conceptual commercial development:

Table 3: Proposed Site Plan

	Proposed Use	Site Statistics
Building	Business and professional office	89.8 m ² GFA
Parking		6 spaces

Analysis

Planning Considerations

Provincial Policy Statement (PPS)

It is Planning Staff’s opinion that the proposed Zoning By-law Amendment 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 business and professional office use is in an existing building, which minimizes land consumption and uses the existing servicing infrastructure. The proposed development is located along a major transit route which promotes alternative modes of transportation. The proposed amendment will encourage and provide opportunities for economic development and community investment. As a result, it is Planning Staff’s opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.

Places to Grow Plan for the Greater Golden Horseshoe

The proposed Zoning By-law Amendment application is consistent with the Places to Grow Growth Plan

Places to Grow promotes and encourages new growth in built-up areas of a community through intensification. It also encourages heritage conservation as built-up areas are intensified. The application to amend the Zoning By-law is consistent with the Places to Grow Growth Plan by directing new growth to the built up area along a major transit corridor and conserving a designated heritage building. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the Places to Growth Growth Plan.

Lake Simcoe Protection Plan (LSPP)

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the LSPP

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the Lake Simcoe Protection Plan. The Lake Simcoe Region Conservation Authority reviewed the proposed ZBA application with no objections. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application will conform to the Lake Simcoe Protection Plan.

York Region Official Plan

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the YROP

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed Zoning By-law Amendment is in keeping with the policies of the YROP. York Region has no objection to the application.

Town of Aurora Official Plan

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application and Site Plan development conform to the Official Plan

As noted earlier, the subject lands are designated as "Downtown Shoulder" by the Town of Aurora Official Plan. The proposed business and professional office use falls within the range of permitted uses in the Official Plan. The proposed parking rate of 6.7 parking spaces per 100 m² GFA exceeds the maximum parking rate of 3.0 parking spaces per 100 m². This figure is not intended to be absolute and the policies allow for a reasonable variance from parking rates. The parking area at the rear of the property appears to have been constructed in 2012. The parking area is adjacent to the rear yards of two commercial properties to the north and south. It is also adjacent to a residential rear yard

to the east and is approximately 45 m from the residential dwelling on that property. A parking lot at this location does not impact the surrounding residential neighbourhood and the Town's Traffic Analyst has no objections to the number of parking spaces. As such, the proposed parking rate of 6.7 spaces per 100 m² GFA is considered to be a reasonable variance from the parking rates in the Downtown Shoulder designation.

Planning Staff are of the opinion that the proposed Zoning By-law Amendment and Site Plan development conform to the land use and development policies of the Official Plan and are compatible with the surrounding land uses.

Zoning By-law 6000-17, as amended

Planning staff have evaluated the Zoning By-law amendment and Site Plan development in the context of the Official Plan and municipal development standards. The proposed 5.9 m front yard setback and driveway with 3.37 m in width are intended to incorporate an existing situation into the by-law. The dwelling was constructed in 1893 and resulted in setbacks that do not meet the current zoning standards. As discussed previously, the proposed parking rate is considered to be a reasonable variance from the maximum parking rate in the Downtown Shoulder designation.

The subject property is in an area of Yonge Street that is predominantly residential in character with a mix of commercial and residential uses. Heritage dwellings have been converted to uses such as retail and office with parking in the rear. The proposed development maintains the heritage residential character while allowing for the conversion of the dwelling to a commercial use.

As a result, Planning staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development.

Cultural Heritage

The subject lands are located within the Northeast Old Aurora Heritage Conservation District and are designated under Part V of the *Ontario Heritage Act*. The dwelling is known as "The Napier House". A new handrail is proposed on top of the existing masonry steps. A Heritage Permit is not required.

Parking and Access

A parking lot with six (6) parking spaces is proposed in the current rear yard of the subject property and would be accessed from the existing driveway. Pedestrian access to the main entrance is provided via the brick patio area in the front yard. The parking spaces include a diagonal space at the rear of the lot that is identified as a reserved employee parking space that doubles as snow storage. A bicycle rack with space for four (4) bicycles is proposed at the rear of the building.

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Report No. PDS18-001

Landscaping

The owner proposes new landscaping at the rear of the property to act as screening for the between the parking lot and adjacent residential rear yard. The front yard adjacent to Yonge Street consists of hard landscaping including brick paving. No changes are proposed in this area.

Department / Agency Comments

The proposed applications were circulated to all internal and external agencies for review and comments. In general, all circulated agencies have no objections to the proposed Site Plan and Zoning By-law Amendment. Any technical matters will be resolved prior to the execution of the site plan agreement.

Traffic/ Parking/ Access

The Town's Parking Analyst and Zoning Examiner have requested further information on the parking and manoeuvring space to ensure safe manoeuvring of vehicles. The applicant has been notified that the parking lot and driveway must be treated with a hard stable surface.

Landscaping/ Trails

Individual species and landscaping details are not identified on the site and servicing plans. Parks Division staff have requested further details on proposed landscaping and fencing.

Municipal Servicing

No changes are proposed to the servicing, grading or drainage. The Town's Development Planning Engineer has no comments.

Cultural Heritage

The Town's Heritage Planner has reviewed the proposed changes to the exterior of the dwelling and has requested that the materials of the proposed railings be identified.

Lake Simcoe Region Conservation Authority

LSRCA staff have no objections to the proposed applications.

York Region

York Region has no objections to the Zoning By-law Amendment application but has not yet commented on the Site Plan application.

Public Comments

Planning staff have not received any comments from the public about the subject applications.

Advisory Committee Review

No Communication Required.

Financial Implications

At the time of Site Plan agreement, fees and securities will be applied to the development. The development of the subject lands generates development charges and cash in lieu of parkland fees. A surcharge fee will be collected before the passing of the implementing Zoning By-law.

Communications Considerations

On February 2, 2017, a Notice of Complete Application and Public Planning Meeting was published in the Aurora Banner and Auroran newspapers and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. On the same date, a Notice of Public Planning Meeting sign was also posted on the subject lands fronting Yonge Street. Public notification has been provided in accordance with the *Planning Act*.

Site Plan applications submitted under Section 41 of the Planning Act do not require public notification, however Town policy is for a sign to be posted on the property notifying the public. The sign posted for the Zoning By-law Amendment application fulfills this role. The Planning Application Status is available on the Town's website and is reported to Council and updated quarterly.

Link to Strategic Plan

The proposed Applications support the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: Through the review and approval of the Zoning By-law Amendment and Site Plan, commercial growth opportunities are created in accordance with the Work with the development community to meet the intensification targets to 2031 as identified in the Official Plan.

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Approving the application to rezone the subject lands will help Develop plans to attract businesses that provide employment opportunities for our residents.

Alternatives to the Recommendation

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

Conclusions

Planning and Building Services have reviewed the proposed Zoning By-law Amendment and Site Plan applications in accordance with the provisions Provincial policies, Region and Town Official Plans, Zoning By-law and municipal development standards respecting the subject lands. The proposed applications are considered to be in keeping with the development standards of the Town. Any technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the site plan agreement. Staff recommend approval of applications ZBA-2016-14 and SP-2017-09.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-Law
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Elevations

Previous Reports

Public Planning Report No. PBS17-013, dated February 22, 2017.

Pre-submission Review

Agenda Management Team Meeting review on January 4, 2018.

January 23, 2018

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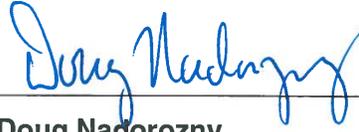
Report No. PDS18-001

Departmental Approval

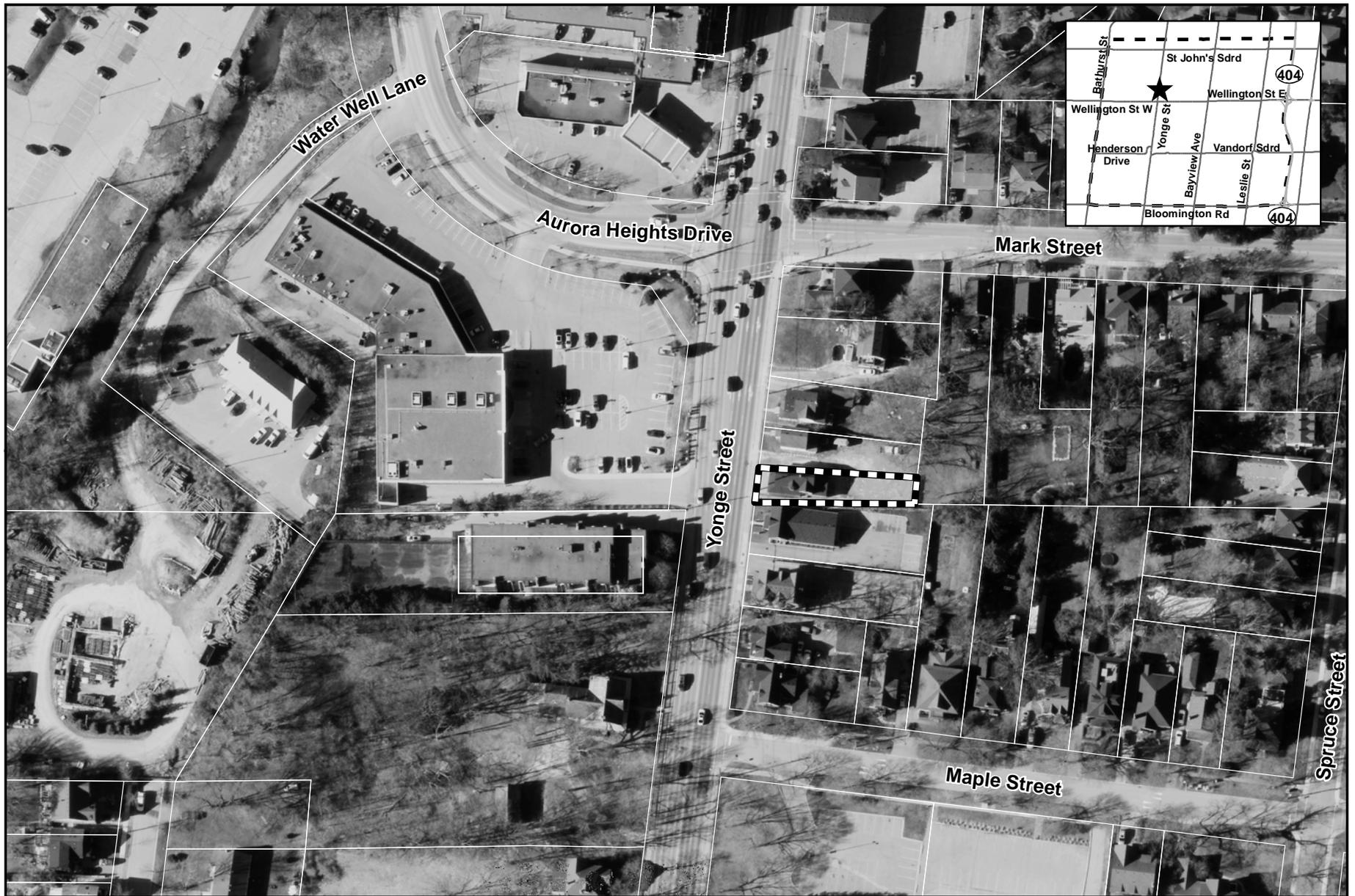


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

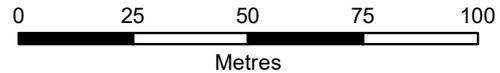
APPLICANT: Dorota Smolarkiewicz

FILE: ZBA-2016-04, SP-2017-09

FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, December 11, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



Schedule A OPA

- Public Parkland
- Stable Neighbourhoods
- Environmental Protection
- Existing Major Institutional
- Private Parkland

Schedule B1 Secondary Plan Area

- Downtown Shoulder
- Downtown
- Upper Downtown

EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: Dorota Smolarkiewicz
 FILE: ZBA-2016-04, SP-2017-09
 FIGURE 2

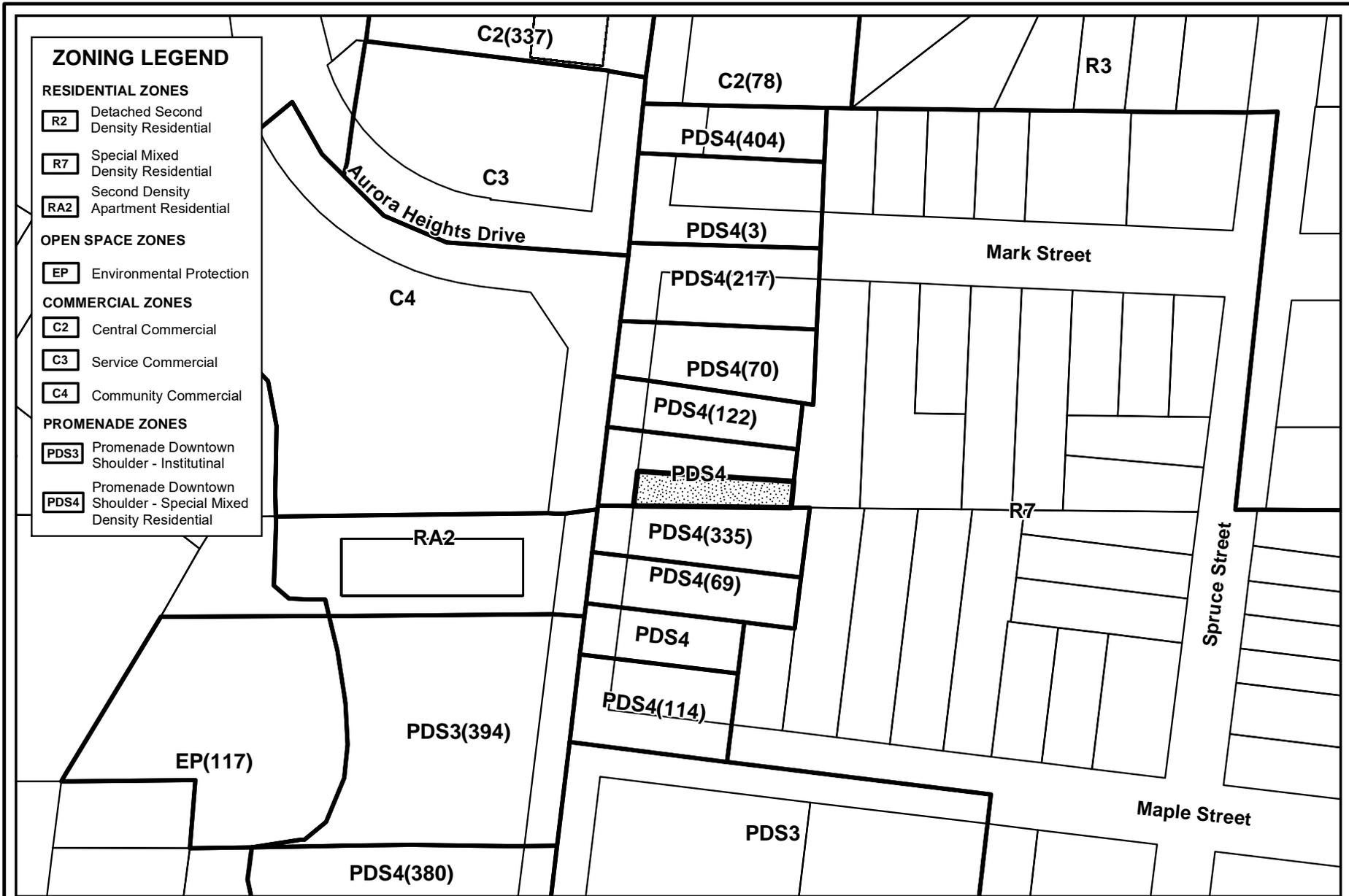
SUBJECT LANDS
 THE AURORA PROMENADE

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AURORA
You're in Good Company

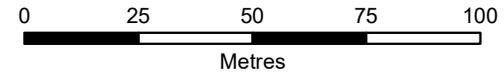
Map created by the Town of Aurora Planning and Building Services Department, October 31, 2017. Base data provided by York Region & the Town of Aurora.



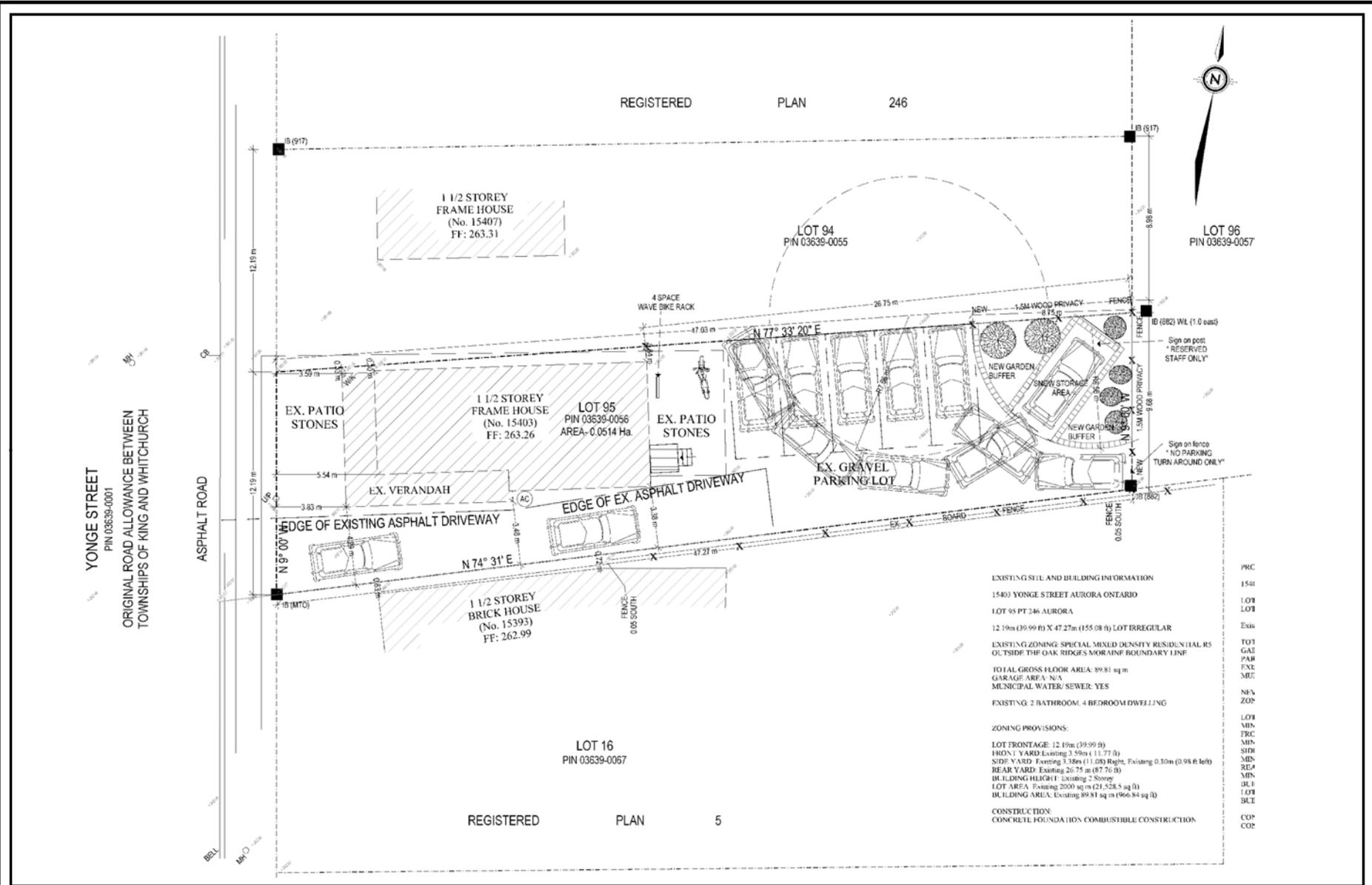
EXISTING ZONING BY-LAW

APPLICANT: Dorota Smolarkiewicz
 FILE: ZBA-2016-04, SP-2017-09
 FIGURE 3

 Subject Lands



Map created by the Town of Aurora Planning & Development Services Department, December 12, 2017. Base data provided by York Region & Aurora - GIS.



PROPOSED SITE PLAN

APPLICANT: Dorota Smolarkiewicz
 FILE: ZBA-2016-04, SP-2017-09

FIGURE 4



Map created by the Town of Aurora Planning and Building Services Department, December 12, 2017.



PROPOSED ELEVATION

APPLICANT: Dorota Smolarkiewicz
FILE: ZBA-2016-04, SP-2017-09

FIGURE 5





Town of Aurora

General Committee Report

No. PDS18-003

Subject: Award of Contract – ESRI Canada Limited

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

Department: Planning and Development Services

Date: January 23, 2018

Recommendation

1. That Report No. PDS18-003 be received; and
2. That Council authorize staff to renew the Enterprise License Agreement with ESRI Canada Limited for a three year term at a cost of \$63,000 per year.

Executive Summary

The purpose of this report is to seek Council direction on an award of contract for a single source procurement related to GIS software.

Background

ESRI Canada Limited is the world-wide leading GIS software provider. The Town has had an Enterprise License Agreement with ESRI Canada for GIS software since 2012 and is recommending renewing the agreement for a further three years. Competitive procurement of software licensing renewals is exempt from the competitive bid processes of the Procurement Bylaw. However, as the contract value is over \$100,000, Council authorization is required.

Analysis

Staff believe that there are no viable alternatives to the ESRI Canada Limited ArcGIS software. The software enables the provision of digital mapping solutions, data analytics to enrich decision making and 3D visualizations. The suspension of this key piece of software could result in significant service disruptions, impacts on related corporate

software and the need to train various staff on alternative software. The cost of the Enterprise License Agreement is \$63,000 excluding HST per year for a three year term.

Advisory Committee Review

None.

Financial Implications

The cost of the Enterprise License Agreement (ELA) is \$63,000 per year for a three year term. The acceptance of the ELA will provide the Town with significant software cost savings when compared to purchasing the required software individually. Small Local government ELA's are based on the population of the municipality and smaller municipalities are offered significant discounts to encourage access to the software. Budget for the ongoing maintenance costs for the GIS software has been included as part of the 2018 Operating Budget.

Communications Considerations

None

Link to Strategic Plan

The procurement of GIS software supports the overall implementation of the Strategic Plan action items and the advancement of the Strategic Plan.

Alternative(s) to the Recommendation

None.

Conclusions

The Town has had an Enterprise License Agreement with ESRI Canada for GIS software since 2012 and is recommending contract renewal for a further three year term. The suspension of this key piece of software could result in significant service disruptions, impacts on related corporate software and the need to train various staff on

January 23, 2018

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Report No. PBS18-003

alternative software. The cost of the Enterprise License Agreement is \$63,000 per year for a three year term.

Attachments

None.

Previous Reports

Report PL11-061 dated December 13, 2011

Pre-submission Review

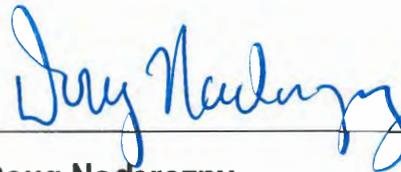
Agenda Management Team review on January 4, 2018

Departmental Approval



Marco Ramunno
Director
Planning and Development Services

Approved for Agenda



Doug Nadrozny
Chief Administrative Officer



**Town of Aurora
General Committee Report No. PDS18-004**

Subject: Community Improvement Plan Incentive Program Application
14810 Yonge Street

Prepared by: Nick Kazakoff, Economic Development Officer

Department: Planning and Development Services

Date: January 23, 2018

Recommendations

- 1. That Report No. PDS18-004 be received; and**
- 2. That the Façade and Signage Improvement Grant application for 14810 Yonge Street be approved and that funding in the amount of \$15,000 be granted and to be funded from the Economic Development Reserve Fund; and**
- 3. That the Mayor and Clerk be authorized to enter into and sign any agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council direction on the Community Improvement Plan (CIP) Incentive Program application made by the owner of 14810 Yonge Street (the "Property") for the Façade and Signage Improvement Grant Program. The applicant, Kishore Mane is proposing to renovate the existing building and to enhance the existing façade and contribute to an enhanced streetscape.

Background

Aurora Promenade Community Improvement Plan

The Aurora Promenade CIP was approved by Council in February 2014. A CIP is a tool provided under the *Planning Act* that allows a municipality to offer financial incentives to the private sector to stimulate redevelopment. The incentive programs of the Aurora Promenade CIP represent a tailored response to the property (re)development needs within the CIP Area and include the objectives of:

- Property enhancements and upgrades via a range of signage, façade and exterior improvements along gateway and commercial corridors of the Promenade
- Intensification of retail, commercial and mixed uses, particularly in the downtown, bringing underutilized and/or vacant sites and buildings into the highest and best uses; and

The seven Aurora Promenade CIP Incentive Programs are:

1. Façade and Signage Improvement Grant Program
2. Building Restoration, Renovation and Improvement Program
3. Development Charges Grant Program
4. Tax-based Redevelopment Grant Program
5. Heritage Property Tax Relief Program
6. Environmental Site Assessment Grant Program
7. Environmental Remediation Tax Assistance Program

To date, Council has approved three CIP program applications since the CIP program was implemented in February 2014; the program is in its fourth year within the initial five year term.

CIP Incentive Program Applications

The owner of the Property has made an application for one of the Aurora Promenade's CIP Incentive Programs:

- Program 1: Façade and Signage Improvement Grant Program

The applicant is proposing to renovate the existing building and to enhance the existing façade and contributes to an enhanced streetscape. Renovations are proposed to:

- Removing existing 60" canopy and supporting pipe columns replacing with new 42" wall mounted canopy with decorative steel brackets
- Removing and replacing all shop front windows and doors with new clear anodized aluminum units within existing masonry openings
- Re-stucco existing façade and applied pilasters and turret façade

January 23, 2018

Page 3 of 5

Report No. PDS18-004

Façade and Signage Improvement Grant Program

This program is intended to encourage private sector property owners to implement improvements to building facings and exterior signage that otherwise may not occur due to cost-related issues.

A grant of up to 50% of the eligible costs to a maximum grant of \$15,000 per property, whichever is less, may be awarded. The minimum grant amount available through this program is \$5,000.

Analysis

Enhancement of the building façade will contribute to an enhanced streetscape and promote investment along the Promenade

The subject lands are located on Yonge Street, south of Brookland Ave and within Community Improvement Plan Priority Area 2. Applications for properties within CIP Priority Area 2 are only received and considered within the 4th quarter of an implementation year. The Town received the CIP Application for 14810 Yonge Street on October 19th, 2017 deeming the application to be eligible for consideration.

The proposed work seeks to enhance the commercial use of the property by enhancing the existing façade and contributing to an enhanced streetscape. The proposed work would also meet the Aurora Promenade's objective of promoting investment in the private building stock of the Promenade as a complement to public investment in streetscape and other public realm, recreation and municipal facilities.

Furthermore, the Community Improvement Plan (CIP) goal to "Enable the Promenade to become a commercial, social and tourist destination for residents and visitors; attracting quality retails and services for the long-term viability and relevance to the Promenade as a key regional corridor – one that provides an attractive and long-term investment yield for existing and prospective landlords" is also being met through the proposed works. The CIP encourages the improvement of such properties through building enhancements to promote occupancy; brining sites into highest, best and active use. It is for these reasons that staff is recommending the approval of the application for the Façade and Signage Improvement Grant Program in the amount of \$15,000.

Advisory Committee Review

The CIP Evaluation Committee met on November 16, 2017 to consider the application and the Committee has recommended proceeding with the recommendations as described above.

Financial Implications

Council has previously approved funding for the CIP which has been transferred into the recently created Economic Development Reserve Fund. The reserve has an uncommitted balance of approximately \$700,000 from which Council can award CIP funding. The CIP program is in its fourth year of a five year plan of which three CIP program applications have been rewarded.

Façade and Signage Improvement Grant Program

The proposed total project cost for the Property is \$230,407. Under the Façade and Signage Improvement Grant Program a matching grant of up to fifty percent (50%) of eligible costs up to a maximum grant of \$15,000 is available per property. The minimum grant amount available through this program is \$5,000. If Council agrees with the recommendation, \$15,000 for this application will be awarded for the Façade and Signage Improvement Grant Program which is the maximum grant per property for this program.

Communications Considerations

No communications considerations required

Link to Strategic Plan

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

Alternative to the Recommendation

1. Council has the option of not awarding the requested funding or awarding partial funding for the program.

Conclusions

Staff has reviewed the CIP Incentives Program Application made by the owner of 14810 Yonge Street and is recommending that the approval of the Façade and Signage Improvement Grant Program application in the amount of fifteen thousand dollars be approved and granted for the reasons expressed in this report.

Attachments

Figure 1- Location Map
Figure 2- Proposed Front Façade

Previous Reports

PL14-015- The Aurora Promenade Community Improvement Plan (CIP)

Pre-submission Review

Agenda Management Team Meeting review on January 4, 2018.

Departmental Approval

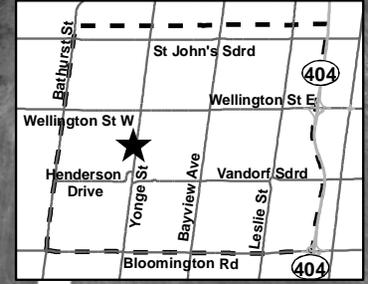
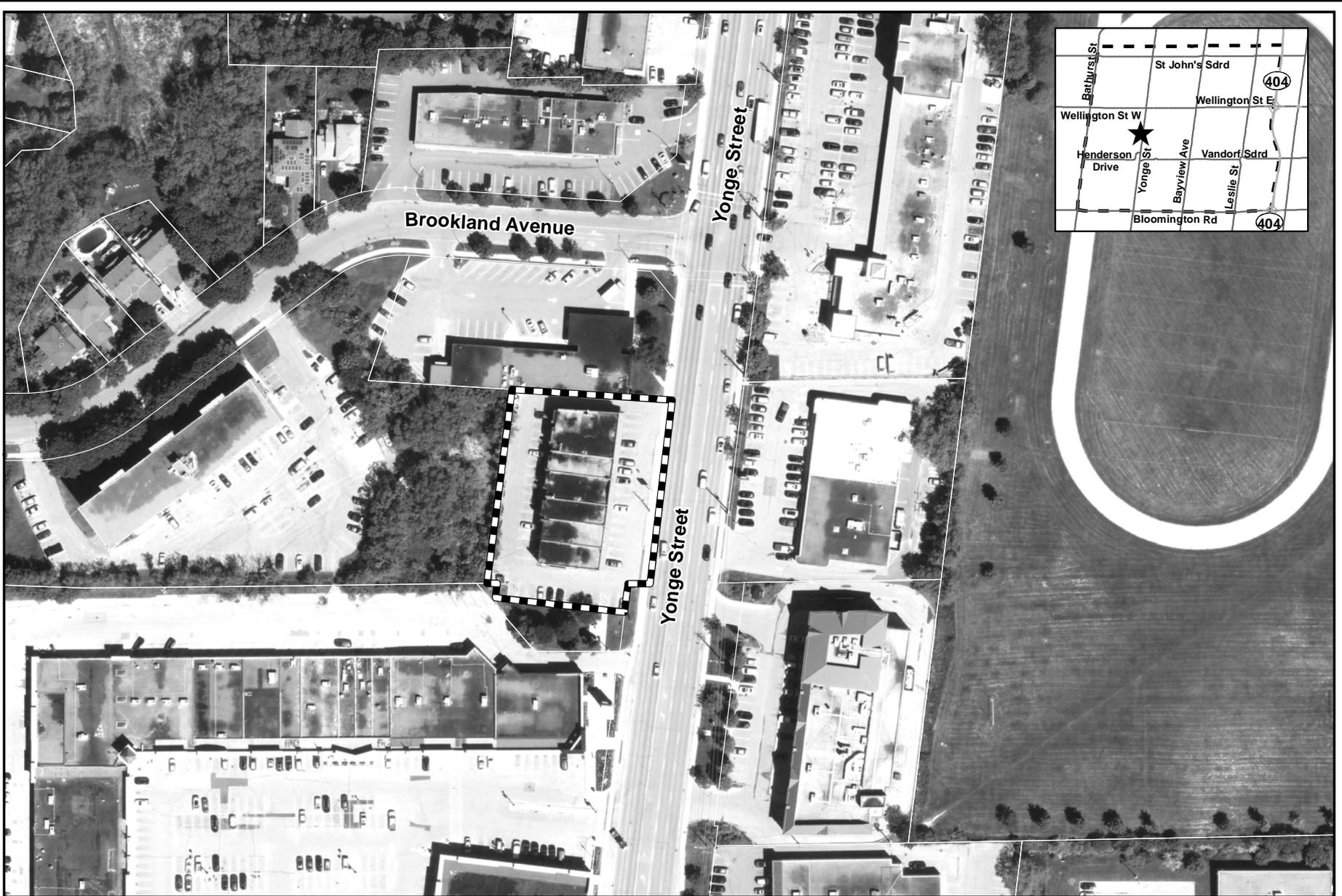
Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**



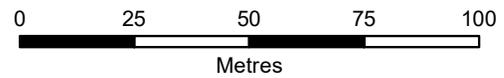
LOCATION MAP

APPLICANT: Kishore Mane
FILE: PDB-2017-02

FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, January 2, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



PROPOSED FRONT FAÇADE

APPLICANT: Kishore Mane
FILE: PDB-2017-02

FIGURE 2





Town of Aurora

General Committee Report No. PDS18-006

Subject: Proposal for Zoning By-law Amendment Application

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Development Services

Date: January 23, 2018

Recommendation

- 1. That Report No. PDS18-006 be received, and;**
- 2. Staff recommend that Council accept the Zoning By-law Amendment Application related to the following Zoning By-law Proposal:**
 - a) Starlight Investments Ltd. (145 Wellington Street West), File No. ZP-2017-12**

Executive Summary

On June 27, 2017 Council passed Comprehensive Zoning By-law 6000-17 and pursuant to Section 34 (10.0.0.2) of the *Planning Act* passed a Resolution to only accept certain classes of Zoning By-law Amendment Applications. The purpose of this report is to provide Council with an owner's request of a Zoning By-law Amendment proposal. A Council resolution is required to receive, or not receive, the Zoning By-law Amendment Applications.

The Owner's description of their proposal and accompanying plans are attached for Council information and consideration.

- a) Starlight Investments Ltd. (145 Wellington Street West), File No. ZP-2017-12**

The owner proposes to redevelop the property with two blocks of 3 storey stacked townhouses and one 4-storey stacked townhouse block for a total of 64 rental dwelling units. The site currently contains two seven storey apartment building containing 204 rental units and their associated parking and amenity areas. The proposed 64 townhouse development will contribute to the affordable rental housing stock for the Town.

Background

On June 27, 2017 Council enacted Comprehensive Zoning By-law 6000-17.

As reported in staff report PBS17-056 the provisions of Bill 73, incorporated into the *Planning Act* provides that once a Comprehensive Zoning By-law is approved by Council by simultaneously repealing and replacing all zoning By-laws in effect no new site-specific zoning by-law amendments (Section 34) and no new minor variance applications (Section 45) can be submitted to the Town for a period of two (2) years, unless Council passes a resolution permitting a specific application, a class of application or in respect of such applications generally.

With respect to this on June 27, 2017 Council passed the following resolution:

“That Report No. PBS17-056 be received; and

That, pursuant to Section 45 (1.4) of the Planning Act, Council declares that Committee of Adjustment minor variance applications be permitted; and

That, pursuant to Section 34 (10.0.0.2) of the Planning Act, Council declares that Industrial/Employment, Commercial and Institutional (ICI) By-law amendment applications be permitted.”

The subject proposal does not fall within either of the classes in which Council has passed a resolution. As such, in order for an applicant to submit a complete application to the Town for a Section 34, Zoning By-law Amendment, Council shall, by resolution direct that the application can be received and processed. If accepted all applicable processing provisions of the *Planning Act* would apply to the application.

The proposal under consideration is accompanied with a brief summary and plan which are attached to this report for Council information. The applicants have requested Delegation status to outline their proposal. A description of the proposals is as follows:

- a) Starlight Investments Ltd. (145 Wellington Street West), File No. ZP-2017-12

The owner proposes to redevelop the property with two blocks of 3 storey stacked townhouses and one 4-storey stacked townhouse block for a total of 64 rental dwelling units. The proposed parking spaces will include a combination of below grade parking and parking at grade.

The subject lands are currently designated “Stable Neighbourhoods” by the Official Plan. The subject lands are currently zoned “Apartment Second Density RA2 Zone” by By-law 6000-17. A Zoning By-law Amendment application will be required to permit the use and amendments to the zoning standards.

The rationale to accept the Zoning By-law Amendment application is that staff had preconsultation with the applicant in December 6, 2016 prior to the approval of the Town's Comprehensive Zoning Bylaw. Upon submission of the complete Zoning Bylaw Amendment application staff will undertake a review of built form and compatibility of the proposed development to determine conformity to the policies of the Official Plan.

Advisory Committee Review

Not applicable.

Financial Implications

None.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

Alternative to the Recommendation

That Council not accept receipt of the Zoning By-law Amendment application.

Conclusions

A Council resolution is required to accept, or not accept the subject application. Staff recommend that Council accept the Zoning By-law Amendment Application related to the following Zoning By-law Proposals:

- a) Starlight Investments Ltd. (145 Wellington Street West), File No. ZP-2017-12.

Attachments

1. Starlight Investments Ltd. (145 Wellington Street West) Proposal Letter dated November 17, 2017
Figure 1: Location Map
Figure 2: Conceptual Site Plan

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on January 4, 2018.

Departmental Approval

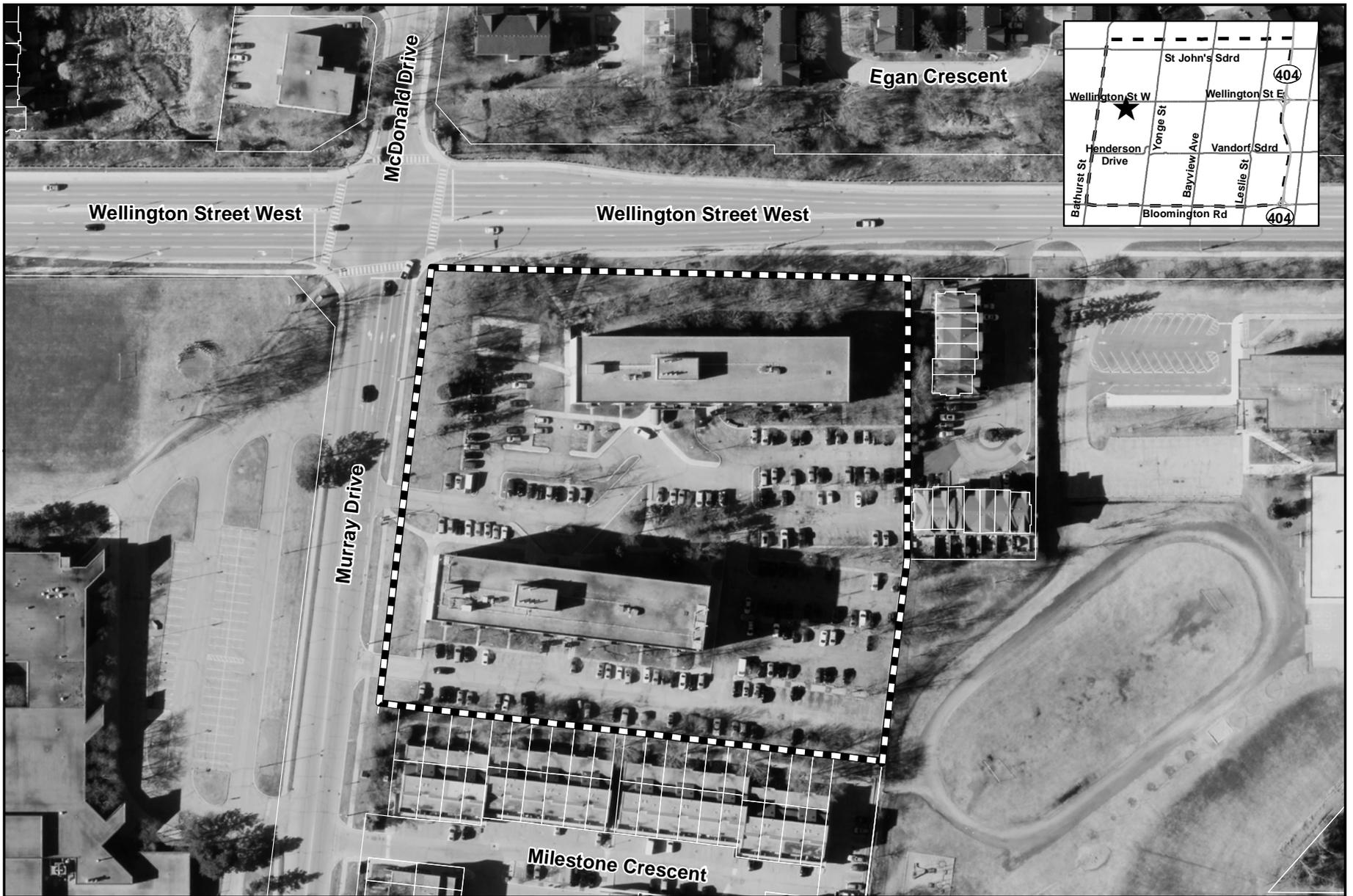


Marco Ramunno, MCIP, RPP
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

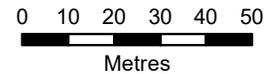


LOCATION MAP

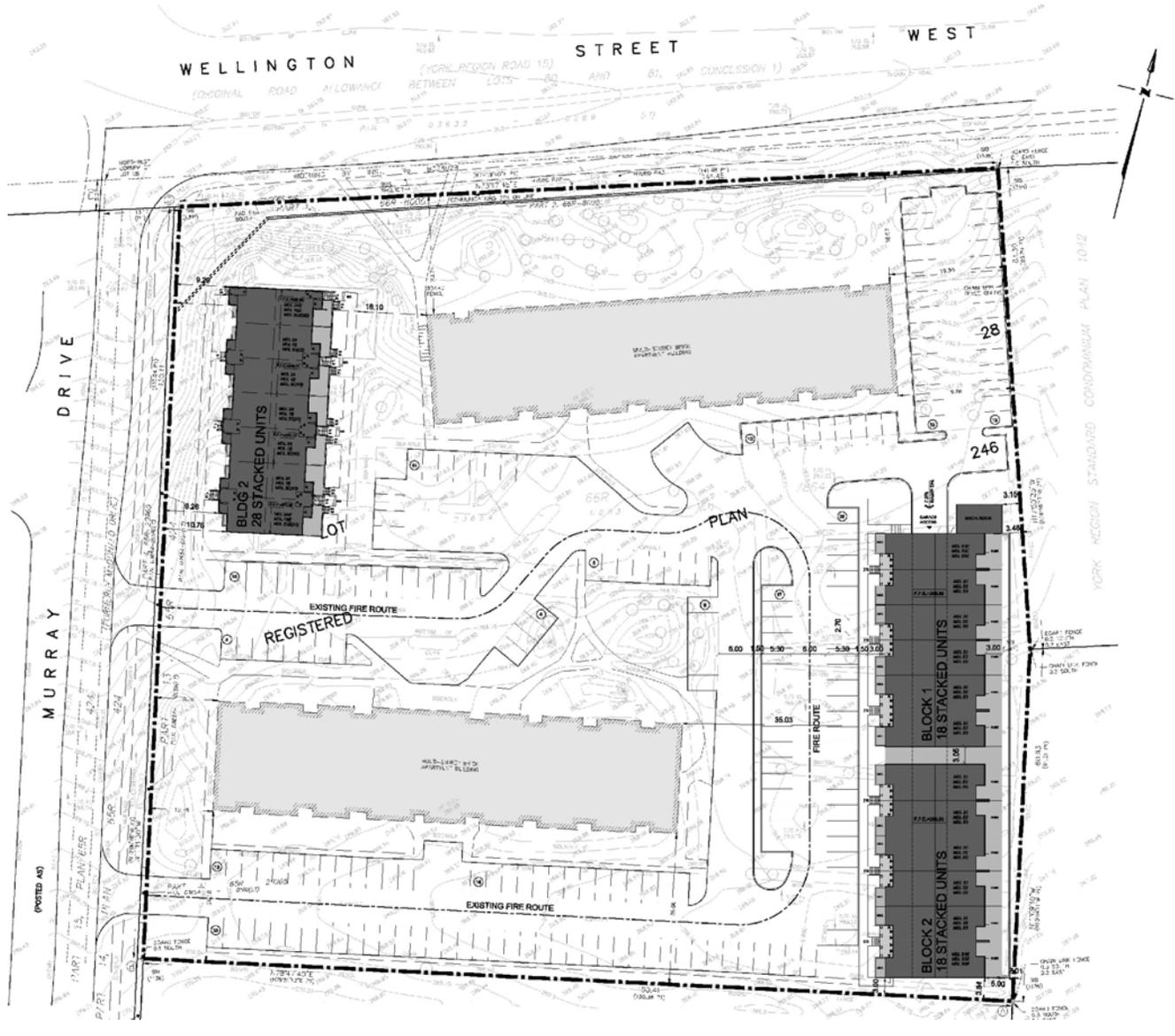
APPLICANT: 145 Wellington St W
 FILE: ZP-2017-12
 FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, November 27, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



CONCEPTUAL SITE PLAN

APPLICANT: 145 Wellington St W
 FILE: ZP-2017-12

FIGURE 2





**Town of Aurora
General Committee Report No. PDS18-008**

Subject: Tamarac Stormwater Management Facility Retrofit
Prepared by: Anca Mihail, Manager of Engineering and Capital Delivery
Department: Planning and Development Services
Date: January 23, 2018

Recommendation

1. That Report No. PDS18-008 be received; and
2. That the Mayor and Town Clerk be authorized to execute the necessary Agreement between the Town of Aurora and the Regional Municipality of York allowing the Region to complete the upgrades to the Tamarac Stormwater Management Facility, including any and all documents and ancillary agreements required to give effect to the same;

Executive Summary

This report seeks Council authorization to enter into agreements with the Regional Municipality of York to retrofit the Stormwater Management Facility located in the Tamarac Park in exchange for transfer of phosphorus offset.

- The retrofit of Tamarac stormwater management facility will benefit the Town and the Lake Simcoe Watershed;
- York Region's proposed retrofit is in accordance with the Town's Comprehensive Stormwater Management Master Plan (CSWM-MP) recommendations;
- York Region will fund entirely the design, construction, contract administration, site inspection and performance monitoring of the demonstration project in exchange for transfer of phosphorus offset.

Background

Analysis

Phosphorus removal demonstration project will benefit the Town and the Lake Simcoe Watershed

The Region initiated the Upper York Sewage Solutions project that will provide sustainable sewage servicing for planned growth in the Towns of Aurora, East Gwillimbury and Newmarket. The purpose of the Upper York Sewage Solutions project is to develop a local sustainable sewage servicing solution to accommodate planned growth in the Towns of Aurora, East Gwillimbury and Newmarket.

As part of this project the Region is proposing to construct a Water Reclamation Centre within the Lake Simcoe watershed requiring compliance with the Province's Lake Simcoe Protection Plan.

The *Lake Simcoe Protection Act, 2008*, and subsequent *Lake Simcoe Protection Plan, 2009*, stipulate that no new wastewater treatment facilities are to be built in the Lake Simcoe watershed, as such the Water Reclamation Centre was proposed to replace the existing Holland Landing Sewage Lagoons as committed through the Individual Environmental Assessment.

The Water Reclamation Centre will increase the release of phosphorous into Lake Simcoe to 292 Kg/year when operating at its full design capacity. To comply with the Lake Simcoe Protection Plan the Region needs to stay within the limit of 124 Kg/year of phosphorus released to Lake Simcoe which is the regulatory compliance loading limit for the existing Holland Landing Sewage Lagoons, and to remove 168 kg/year of phosphorus from the Lake through phosphorus offset projects/program. The phosphorus offsetting program will enable the Region to implement the Water Reclamation Centre to accommodate growth while staying within the phosphorus loading limits enforced by the Act. The phosphorus offsetting program will remove phosphorus from urban stormwater by retrofitting stormwater management facilities.

The Region has identified candidate storm water management facilities to retrofit within Aurora, Newmarket and East Gwillimbury. The facilities selected are good candidates for monitoring, maintenance, and phosphorus removal potential.

In Aurora, the SWM facility located in Tamarac Green Park has been chosen as one of the SWM facilities the Region would like to retrofit to assist in achieving the Region's phosphorous offset goals.

The Region in partnership with the Lake Simcoe Region Conservation Authority approached the Town with the opportunity of having the Region fund the design, construction, inspection and monitoring costs to retrofit the Tamarac Green Park SWM facility.

The Tamarac Green SWM facility is an on-line (drainage channel runs through it) dry quantity control pond. As a preliminary concept the Region is proposing to convert the existing SWM facility into an engineered wetland similar to the one located on the northeast corner of McClellan Drive and Bathurst Street in Aurora.

The northern half of Tamarac Green Park contains the existing SWM facility and the southern half has playgrounds and a basketball court. The Town currently has plans to relocate and upgrade the playground area and basketball court. The Region will ensure that the proposed playground and basketball court works, done by the Town, will be accommodated in their design.

The Region in partnership with LSRCA will completely fund and manage the design and construction of this SWM facility retrofit project. Town staff will review, comment and approve the work completed by the Region as key stakeholders in the project. The retrofit project will be monitored by LSRCA for 2 years after the works are completed to demonstrate that the new facility achieves the proposed phosphorus offsetting/reduction goals. The Town, as the owner of the facility, will be responsible for the maintenance in perpetuity of the facility.

The Town benefits from this project by receiving a retrofitted SWM facility that will improve the management of both the quantity and quality of stormwater that flows through it, which in turn will benefit the Lake Simcoe watershed. The retrofit will also reduce peak flows; reduce frequency and severity of flooding; increase resilience to climate change; enhance groundwater recharge; and potentially improve the facility's aesthetics.

Performance monitoring and long-term maintenance programs for this retrofit will be developed in close collaboration with the Town. The Town will continue to own, operate and maintain the stormwater management facility.

York Region's proposed demonstration project is in accordance with the Town's Comprehensive Stormwater Management Master Plan recommendations

The Master Plan recommends that the SWM facility be retrofitted from a dry quantity control facility to a quantity and quality control SWM facility estimated to cost the Town approximately \$814,000 to construct. York Region in Partnership with LSRCA is proposing to complete and fully fund this work.

The facility was ranked the 3rd out of ten facilities identified for retrofit in the Town's Comprehensive Stormwater Management Master Plan endorsed by Council in 2016. The Master Plan estimated the cost of the project at \$814,000 (2014). This estimate does not include the design, construction administration/inspection and monitoring that the Region will be providing part of the demonstration project.

There is an estimated 68.9ha of untreated storm water runoff draining through the existing quantity control pond. Retrofitting the facility to provide quality control in addition to the quantity control will have benefits to the water quality downstream improving habitat, may help reduce downstream erosion and reduce potential clogging of downstream culverts with sediment.

The maintenance costs are projected to be similar to the engineered wetland located by the northeast corner of McClellan Way and Bathurst Street in Aurora.

Timeline of the works

If approved by Council the Region provided the following timeline for the works:

- Award for the design work - March 23, 2018;
- Preliminary design - May 2018;
- Public Information Session - May 2018;
- Finalization of detail design package – August 2018;
- Tender for construction – November 2018

Advisory Committee Review

Not applicable

Financial Implications

The Regional Municipality of York will provide full funding to upgrade the existing quantity control storm water management facility into a quantity and quality control storm water management facility. The Town will be responsible for the maintenance cost of the retrofitted facility.

This type of facility may require annual maintenance rather than long term maintenance.

Should Council approve the Tamarac stormwater management facility retrofit, the Town will benefit from potentially \$900,000 of improvements to the facility, completed and funded by York Region, that will reduce phosphorus loading impacts on the Lake Simcoe watershed.

Communications Considerations

A public information center will be held at the Town during the design phase to ensure local residents' comments are heard and incorporated into the design project. Individual mail out notices will be sent to surrounding property owners.

Link to Strategic Plan

Supporting an Exceptional Quality of Life for All by Investing in sustainable infrastructure that will maintain and improve the function of the existing storm water management facility; continue to protect public and private assets; and improve the quality of storm water runoff entering Aurora's Streams and the environment as a whole.

Alternative(s) to the Recommendation

Council may decide to reject York Region's request to manage and fund the retrofit of this facility.

Conclusions

Town staff recommends that Aurora enter into an Agreement with York Region for the retrofit of the Tamarac Green SWM Facility. York Region will fund entirely the design, construction, contract administration, site inspection and performance monitoring of the demonstration project in exchange for transfer of phosphorus offset.

Attachments

Figure 1 – Location Map of Tamarac Green Park Storm Water Management Facility

Previous Reports

Not applicable

Pre-submission Review

Agenda Management Meeting review on January 4, 2018

Departmental Approval

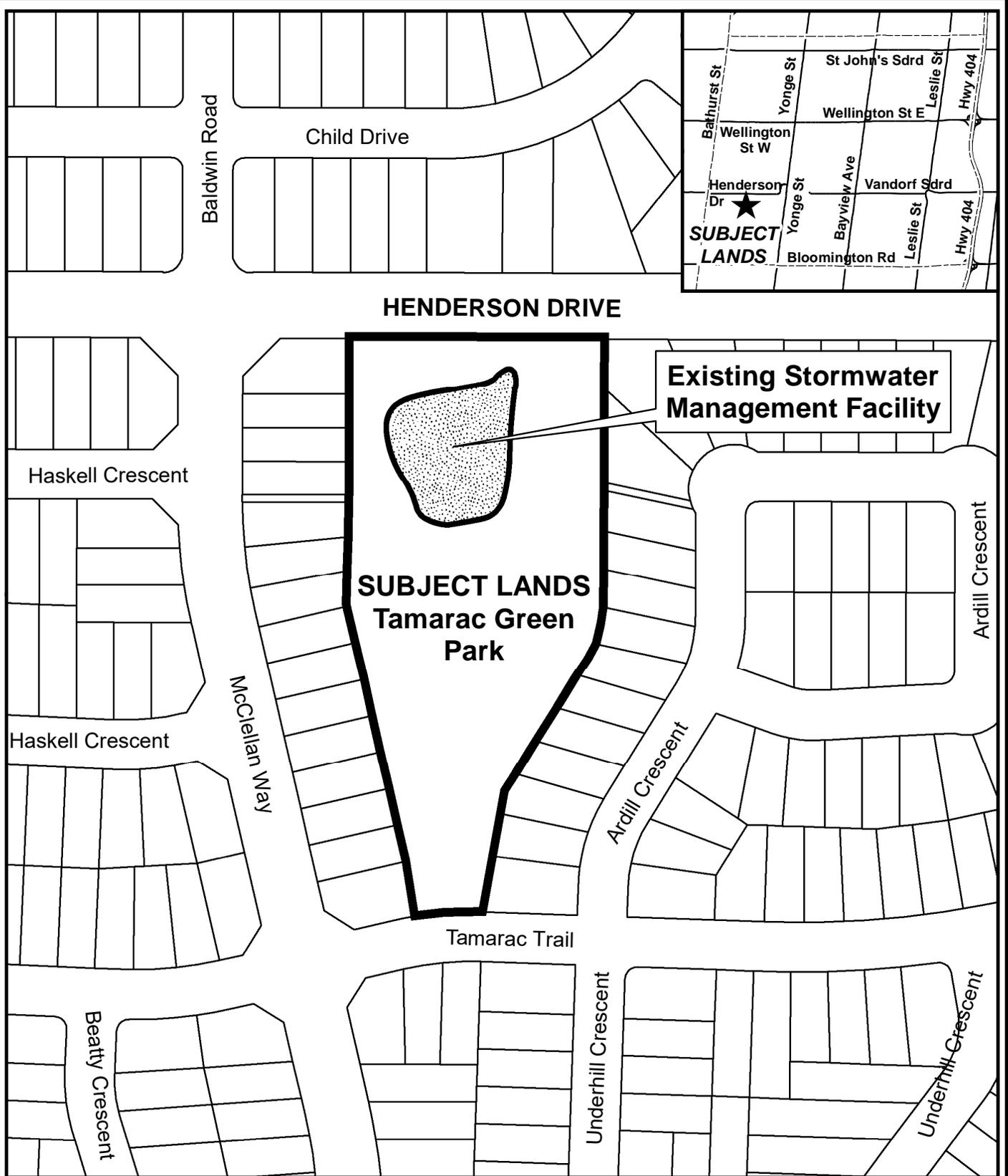


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



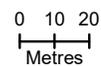
**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

TAMARAC GREEN PARK STORM WATER MANAGEMENT FACILITY

FIGURE 1



PDS18-008



Town of Aurora

General Committee Report No. PDS18-009

Subject: Award of Tender 2017-127-IES-ENG – For Mary Street Sidewalk Construction, including New Right Turn Lanes, AODA Modifications and Pavement Markings

Prepared by: Dan Vink, Coordinator, Project Delivery

Department: Planning and Development Services

Date: January 23, 2018

Recommendation

- 1. That Report No. PDS18-009 be received; and**
- 2. That the total approved construction budget for Capital Project No. 34629 be increased by \$85,959.00 to a total of \$787,420.00, to be funded from the Roads and Related DC Reserve;**
- 3. That Tender No. 2017-127-IES-ENG, Capital Project No. 34629, for the construction of sidewalk on Mary Street including the addition of right turn lanes, AODA modifications and pavement markings, be awarded to Aloia Bros. Concrete Contractors Ltd. in the amount of \$691,170.72, excluding taxes;**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council approval to provide additional funding and award the tender for the construction of new sidewalk on Mary Street. The project also includes the addition of right turn lanes along Mary Street and John West Way at the intersection of Wellington Street East, pedestrian's signals and crosswalk modifications for compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and pavement markings for bicycle lanes along Mary Street.

Background

The construction of Mary Street sidewalk and right turn lanes along Mary Street and John West Way is included in the Town of Aurora 10-Year Capital Reconstruction program. The design for this project was completed in 2017.

This project has been presented to the community through a public open house and design modifications have been considered where possible to accommodate any comments received through the consultation process.

The capital funding in the amount of \$701,461.00 (\$586,000.00 in 2017 and \$115,461.00 in 2018) for construction of this project has been approved by Council and this report provides the details of the tendering results and recommendation to proceed to construction.

Analysis

Tender Opening

Thirty-four (34) companies accessed the tender documents which were posted using the Town's online e-procurement tool and, by the closing date of December 12, 2017, a total of twelve (12) compliant bids were received as summarized in Table 1, below.

Table 1

	Firm Name	Total Bid (excl. taxes)
1	Aloia Bros. Concrete Contractors Ltd.	\$691,170.72
2	Blackstone Paving & Construction Limited	\$695,292.70
3	Primrose Contracting (Ont.) Inc.	\$707,022.00
4	Aqua Tech Solutions Inc	\$728,759.85
5	Onsite Contracting Inc	\$741,927.69
6	Wyndale Pving Co. Ltd	\$766,921.28
7	Dufferin Construction Company	\$789,706.45
8	Il Duca Contracting Inc.	\$793,918.10
9	Bennington Construction Ltd.	\$826,893.60
10	Midome Construction Services Ltd.	\$865,000.00
11	Ashland Paving Ltd.	\$865,933.87
12	Dig-Con International Limited	\$963,209.91

January 23, 2018

Page 3 of 5

Report No. PDS18-009

The lowest compliant bidder for this tender was Aloia Bros. Concrete Contractors Ltd. (Aloia Bros.) with a submitted bid in the amount of \$691,170.72, excluding taxes.

Aloia Bros. has successfully completed other sidewalk projects within the Town including the construction of sidewalk and AODA improvements at Golf Links Drive and Yonge Street in 2016, the replacement of sidewalk on Gurnett Street in 2014 and the construction of sidewalk on Earl Stewart Drive from Pederson Drive to St. John's Sideroad in 2014.

Project Schedule

The Contract is expected to commence in mid-April 2018.

Advisory Committee Review

Not applicable.

Financial Implications

Funding in the amount of \$701,461.00 has been approved in the 2017 and 2018 Capital Budgets under Project No. 34629.

Approved Budget	
Capital Project 34629	\$701,461
Total Approved Budget and Funding available for this Contract	\$701,461
Contract Award excluding HST	\$691,171
Non-refundable taxes (1.76%)	\$12,165
Geotechnical Inspection (Under Separate P.O.)	\$5,000
Arborist Inspection (Under Separate P.O.)	\$5,000
Construction Signage (Under Separate P.O.)	\$2,500
Sub-Total	\$715,836
Contingency amount (10%)	\$71,584
Total Funding Required	\$787,420
Budget Variance	- \$85,959

Additional funding is required to proceed with this Mary street sidewalk and intersection improvements project. It is recommended that this budget variance of \$85,959.00 be provided from the Roads and Related DC Reserve.

Communications Considerations

Staff have anticipated impacts to local businesses and will include extra signage and communication before and during construction.

Link to Strategic Plan

This report supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Invest in sustainable infrastructure: Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. Council may choose to not award this contract. The tender evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, pedestrian access and safety will continue to be a concern along Mary Street and traffic flow will not be improved at the intersection of Wellington Street East and Mary Street/John West Way.

Conclusions

The tender review meets the Procurement By-law requirements and it is recommended that Tender No. 2017-127-IES-ENG for the construction of sidewalk on Mary Street including the addition of right turn lanes, AODA modifications and pavement markings, be awarded to Aloia Bros. Concrete Contractors Ltd. in the amount of \$691,170.72, excluding taxes, and that the funding for Capital Project No. 34629 be increased by \$85,959.00.

Attachments

Appendix 'A' – Key plan showing the location of the proposed Mary Street sidewalk and turn lanes.

Previous Reports

Not applicable.

Pre-submission Review

Agenda Management Meeting review on January 4, 2018.

Departmental Approval

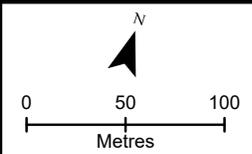
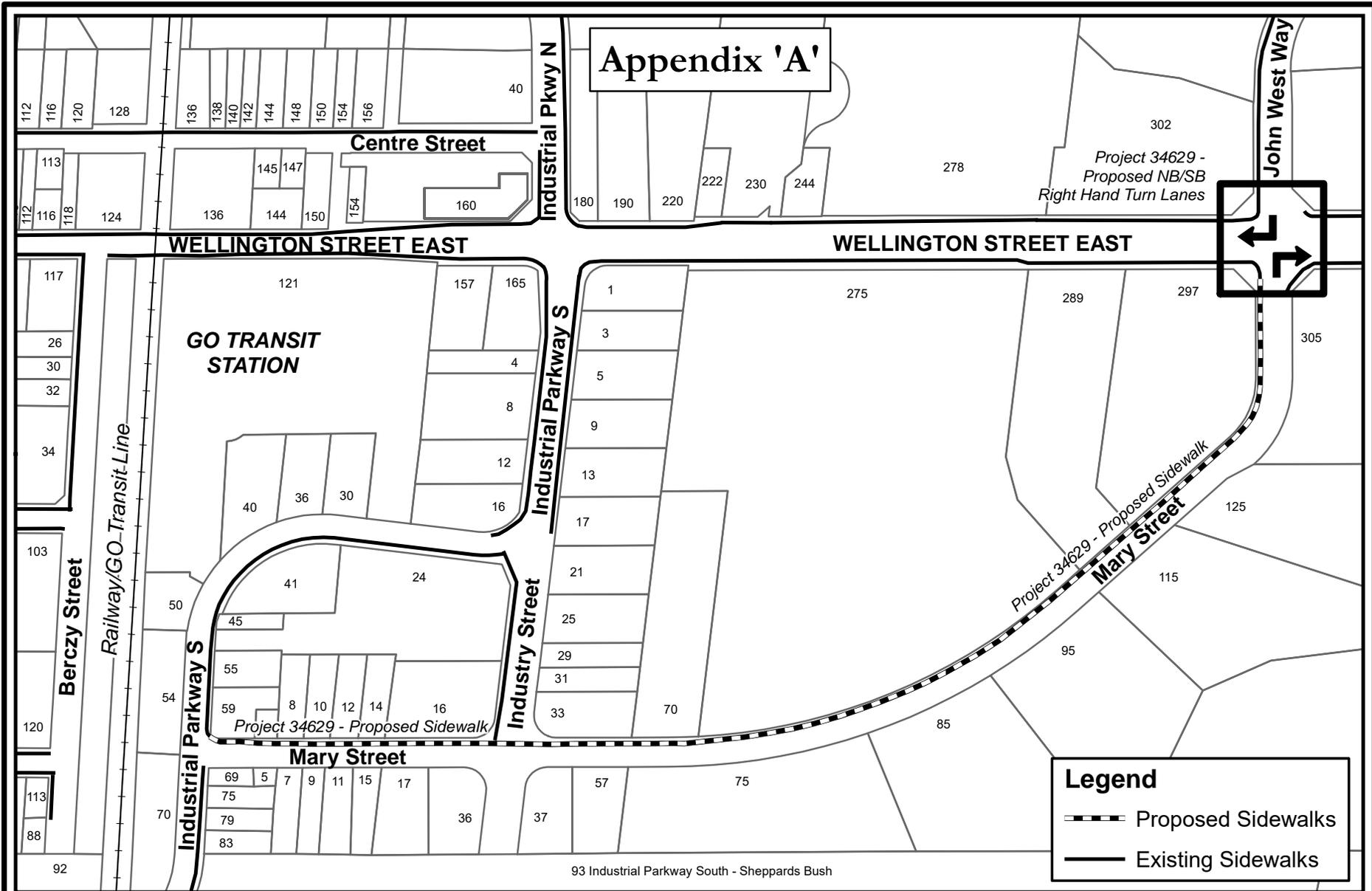


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



KEY PLAN
PROJECT 34629 - PROPOSED SIDEWALK ON MARY STREET AND
NORTHBOUND/SOUTHBOUND RIGHT HAND TURNING LANES



PDS18-009

Map created by the Town of Aurora Planning and Development Services Department, Engineering Division, December 21st, 2017. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



NOTICE OF MOTION	Mayor Geoffrey Dawe
-------------------------	----------------------------

Date: January 23, 2018

To: Members of Council

From: Mayor Dawe

Re: Review of Restrictions on the Parking of Commercial Motor Vehicles on Residential Streets

Whereas the *Municipal Act 2001*, S.O., 2001, c. 25, section 11 (1) authorizes a municipality to pass by-laws prohibiting or regulating parking and traffic on highways and on properties other than highways; and

Whereas The Corporation of the Town of Aurora has enacted By-law Number 4574-04.T, as amended, being a by-law to regulate parking and traffic in the Town of Aurora; and

Whereas residents have repeatedly expressed concerns with the parking of commercial motor vehicles on residential streets for extended periods of time; and

Whereas the current restrictions under the bylaw do not adequately address the issues residents have expressed concerns about;

1. Now Therefore Be It Hereby Resolved That By-law, Operations and Engineering staff be directed to review the definition of “commercial motor vehicle” and the current restrictions on the parking of commercial motor vehicles on residential streets, and report back to Council on recommended changes to the by-law to better address the needs of residents.



NOTICE OF MOTION	Mayor Geoffrey Dawe
-------------------------	----------------------------

Date: January 23, 2018
To: Members of Council
From: Mayor Dawe
Re: Menorah Lighting Ceremony

Whereas on December 18, 2017 the Town of Aurora partnered with Chabad Aurora to host the first ever Menorah Lighting Ceremony; and

Whereas the Ceremony was attended by several members of the Community and Members of Aurora Council; and

Whereas the feedback received to date is to host the ceremony on an annual basis;

1. Now Therefore Be It Hereby Resolved That Special Events staff be directed to investigate and report back to Council on the implications and feasibility of hosting an annual Menorah Lighting Ceremony as part of its regular event schedule beginning in 2018; and
2. Be it Hereby Further Resolved That staff consult with Chabad Aurora prior to finalizing their report.