



General Committee Meeting Agenda

**Tuesday, July 17, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, July 17, 2018
7 p.m., Council Chambers

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 Presentations

**(a) Nichole Campsall, Youth and Community Development Coordinator, and
Julie Stephenson, Youth Programmer, Community Services**

Re: John West Memorial “Leaders of Tomorrow” Scholarship Award

4. Delegations

5. Consent Agenda

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

Recommended:

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

C1. CS18-018 – 2018 Municipal Election Update

Recommended:

1. That Report No. CS18-018 be received for information.

C2. FS18-008 – 2017 Year-End Budget Report – as at December 31, 2017

Recommended:

1. That Report No. FS18-008 be received for information.

C3. Memorandum from Mayor Dawe

**Re: Recipients of the 2018 Town of Aurora Student Academic
Achievement Awards**

Recommended:

1. That the memorandum regarding Recipients of the 2018 Town of Aurora Student Academic Achievement Awards be received for information.

6. Advisory Committee Meeting Minutes

Recommended:

That the Advisory Committee meeting minutes, Items A1 to A4 inclusive, be received and the recommendations carried by the Committees be approved:

A1. Heritage Advisory Committee Meeting Minutes of June 11, 2018

Recommended:

1. That the Heritage Advisory Committee meeting minutes of June 11, 2018, be received; and

**1. HAC18-010 – Heritage Permit Application, 60 Fleury Street,
File: NE-HCD-HPA-18-05**

- (a) That Heritage Permit Application NE-HCD-HPA-18-05 be approved to permit the construction of an expanded side gable and construction of a side dormer as shown on the submitted plans.

4. HAC18-011 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 29 Church Street

- (a) That the property located at 29 Church Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and
- (b) That future building elevations are subject to review by the Design Review Panel and approval of Planning Staff.

A2. Environmental Advisory Committee Meeting Minutes of June 14, 2018

Recommended:

1. That the Environmental Advisory Committee meeting minutes of June 14, 2018, be received; and

New Business Motion No. 1

- (a) That the Parks Department be directed to appoint a Co-op student specializing in invasive species in the 2019 calendar year.

A3. Accessibility Advisory Committee Meeting Minutes of June 20, 2018

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of June 20, 2018, be received for information.

A4. Finance Advisory Committee Meeting Minutes of June 27, 2018

Recommended:

1. That the Finance Advisory Committee meeting minutes of June 27, 2018, be received for information.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. OPS18-018 – 100 Vandorf Sideroad – Hallmark Lands Community Park

Recommended:

1. That Report No. OPS18-018 be received; and
2. That a senior artificial turf soccer field and a senior softball diamond be approved; and
3. That the total approved budget for Capital Project No. 73287 be increased to \$4,000,000, representing an increase of \$1,000,000 to be funded by \$800,000 from the Park DC reserve and \$200,000 from Capital Project No. 73198 – Field Renovation Norm Weller Park; and
4. That the sports field lighting component be removed from the scope of work for Capital Project No. 73198 – Field Renovation Norm Weller Park and its total approved budget be decreased by \$200,000 to \$150,000.

R2. CS18-020 – Proposed Amendments to the Sign By-law

Recommended:

1. That Report No. CS18-020 be received; and
2. That the proposed amendments to Sign By-law No. 5840-16, as outlined in this report be brought forward to a future Council meeting, for enactment.

R3. CMS18-021 – Cultural Partners – Update

Recommended:

1. That Report No. CMS18-021 be received; and

2. That the report from Interkom be received; and
3. That an action plan be prepared and presented to the new Council.

R4. PDS18-074 – Aurora Economic Development Board – Working Group Update

Recommended:

1. That Report No. PDS18-074 be received; and
2. That the Town establish and organize an Economic Development Corporation under the name “Aurora Economic Development Corporation”, or such other similar name that may be available (the “Corporation” or “AEDC”), and that the Mayor and Clerk be authorized to sign any and all documents and agreements to permit the establishment and organization of the Corporation; and
3. That the Corporation be designated as a “designated economic development corporation” pursuant to section 9 of O. Reg. 599/06 under the *Municipal Act, 2001*; and
4. That the Town nominate and authorize the Mayor to act as incorporator and the initial member of the Board of Directors (“AEDC Board”) and as a member of the AEDC; and
5. That the Town be authorized to subscribe for a membership interest in the Corporation and to acquire a membership interest in the Corporation and exercise any power as a member of the Corporation required to be exercised, and to thereafter exercise powers as a member of the Corporation; and
6. That the Aurora Economic Development Board be authorized to lead the process to recruit new AEDC Board members and recommend to Council candidates for appointment to the AEDC Board; and
7. That Capital Project No. 81022 – Economic Development Strategic Plan be approved; and
8. That a total budget of \$100,000 be approved for Capital Project No. 81022 to be funded from the Economic Development Reserve Fund.

R5. CS18-019 – Lame Duck Council and Restricted Acts

Recommended:

1. That Report No. CS18-019 be received; and
2. That a by-law delegating authority to the CAO be brought forward to the July 24, 2018 Council meeting.

R6. FS18-020 – Summary of the Key Findings/Outcomes of Finance Advisory Committee's Detailed Budget Reviews

Recommended:

1. That Report No. FS18-020 be received for information.

R7. PDS18-080 – Pedestrian Crossover Review – Various Locations

Recommended:

1. That Report No. PDS18-080 be received; and
2. That this report satisfy Council's conditional budget approval for Capital Project No. 34518 – Pedestrian Crossings as per 2014 DC study in the amount of \$144,100; and
3. That a Level 2 Type C pedestrian crossover be installed on Henderson Drive at the west approach to the intersection of Tamarac Trail/Lee Gate with an estimated cost of \$40,000 and the balance of \$104,100 be returned to source; and
4. That Parking By-law No. 4574-04.T be amended to prohibit stopping at any time on both sides of Henderson Drive approximately 20 metres east and west of Tamarac Trail/Lee Gate.

**R8. PDS18-083 – Application for Site Plan Approval
Delmanor Aurora Inc.
14314 Yonge Street
File Number: SP-2017-10
Related File Number: ZBA-2015-07**

Recommended:

1. That Report No. PDS18-083 be received; and
2. That Site Plan Application File SP-2017-10 (Delmanor Aurora Inc.) to permit the construction of a five-storey (17.5m) Retirement Home be approved; and
3. 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.

**R9. PDS18-085 – Application for Site Plan Approval
Time Development Group
4 Don Hillock Drive, Northeast corner of Leslie Street and
Don Hillock Drive, Lot 1, Registered Plan 65M-3974
File Number: SP-2017-07**

Recommended:

1. That Report No. PDS18-085 be received; and
2. That site plan application number SP-2017-07 (Time Development Group) to permit the development of the subject lands for a six-storey, 122-room hotel be approved; and
3. 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.

**R10. PDS18-086 – Applications for Draft Plan of Subdivision and Draft Plan of Condominium
Dormer Hill Inc.
14029 Yonge Street
Part of Lot 72 Concession 1
File Number: SUB-2017-01, CDM-2017-01
Related Files: OPA-2017-02, ZBA-2017-01, SP-2018-01**

Recommended:

1. That Report No. PDS18-086 be received; and
2. That Application for Draft Plan of Subdivision SUB-2017-01 (Dormer Hill Inc.) be approved, subject to the conditions outlined in Schedule A of this report; and
3. That the Application for Draft Plan of Common Elements Condominium CDM-2017-01 (Dormer Hill Inc.) be approved, subject to the conditions outlined in Schedule B of this report; and
4. That a total of 27 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and
5. That the Mayor and Town Clerk be authorized to execute a Subdivision/ Condominium Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval, including any ancillary agreements required to give effect to same.

8. Notices of Motion

(a) Councillor Kim

Re: Increased Provincial Funding for Public Libraries

9. New Business

10. Closed Session

11. Adjournment



**Town of Aurora
General Committee Report No. CS18-018**

Subject: 2018 Municipal Election Update
Prepared by: Chad Curtis, Election Coordinator
Department: Corporate Services
Date: July 17, 2018

Recommendation

- 1. That Report No. CS18-018 be received for information.**

Executive Summary

The Town of Aurora's 2018 Municipal Election will be the first in the municipality's history to offer Internet voting as a voting method to electors during the Advance Voting Period. This report provides further information regarding the roll-out plan for Internet voting and speaks to methods the Town will use to mitigate any security threats to the integrity of the election.

- The roll-out of internet voting will involve a communication plan to ensure a smooth transition for Aurora electors.
- Election system penetration testing by a third party service provider will be conducted to ensure the security of the internet voting system.
- Aurora residents can still vote using a paper ballot at the Seniors' Centre or at their assigned polling station on election day.

Background

The use of Internet voting, in conjunction with a paper ballot option, was approved by Council in April 2017. Since then, Town staff have been preparing to implement these two types of voting. The Town has contracted Dominion Voting Systems (DVS), a company founded in Toronto, in 2003. In 2014, the DVS Internet Voting System was used successfully in 23 municipalities across Ontario. DVS is the Town's vendor for Internet voting as well as supplying and supporting the use of vote tabulators for the 2018 Municipal Election.

Analysis

The roll-out of internet voting will involve a communication plan to ensure a smooth transition for Aurora electors.

As Internet voting has never been used in Aurora, staff are sensitive of the need to manage the change with the Town's electorate. This involves a communications plan to first inform the electorate of this new option, and then provide information as to what voters can expect closer to Election Day. The Communication Plan has been included as an attachment to this report.

The Town will be implementing a two-step registration process for Aurora residents who want to vote using the Internet this October. Each elector will be sent a Voter Notification Card which will contain information on how to register for Internet voting, or where to go to vote with a paper ballot. To register for Internet voting, an elector must visit a secure website and enter personal information about themselves to verify that they are the person on the Town's voters' list. Following successful verification, electors will be sent a Personal Identification Number (PIN) to their personal email which they then must enter when prompted at the Internet voting website. After they have done this, they will be directed to an online ballot where they can cast their ballots for each race for which they are an elector.

The two-step method is a key measure to ensure that PIN's to vote do not end up in the wrong hands.

Election System penetration testing by a third party service provider will be conducted to ensure the security of the internet voting system.

Since 2006, DVS has delivered a fully integrated solution providing voting, management, auditing, and help desk services and reporting for its product. Their remote voting system is supported by a fully-redundant network and application architecture protecting against a single point of failure. Their system also integrates with their paper ballot tabulation channels which consolidates the results.

Staff are also working with more than 10 Ontario municipalities who are contracted with DVS to audit the Internet voting system before the election. This audit is being completed by Digital Boundary Group of London, Ontario who will be conducting election system penetration testing of the DVS system on behalf of the Town of Aurora.

The following provides an overview of what the penetration testing will entail:

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- Digital Boundary Group uses databases such as SANS, Security Focus, and Common Vulnerabilities and Exposure (CVE) to determine how any discovered vulnerabilities can be exposed and exploited;
- After conducting the testing, Digital Boundary Group will provide the Town with a report highlighting areas where the system may be weak. The report will be provided to Dominion and they will remedy any of the identified issues;
- Digital Boundary Group will conduct a second election system penetration report, after DVS has had a chance to address the flaws of the first test, and provide a follow-up report;

The Town of Aurora is taking other steps to ensure that the implementation of Internet voting is as smooth as possible, including;

- Logic and Accuracy testing of the DVS system which will include mock elections;
- The Town of Aurora has joined an Internet Voting Working Group with Markham, Newmarket, Ajax, and Pickering in an effort to ascertain best practices for the administration of an election using Internet voting.

Aurora residents can still vote using a paper ballot at the Senior's Centre or at their assigned polling station on election day.

Very similar to recent, past elections, Aurora electors continue to have the opportunity to vote at a polling station, using a paper ballot. The following dates and times are when the Seniors Centre will be open for advanced voting;

Saturday, October 13, 2018: 10:00 a.m. to 6:00 p.m.

Sunday, October 14, 2018: 12:00 p.m. to 5:00 p.m.

Monday, October 15, 2018: 4:00 p.m. to 8:00 p.m.

Tuesday, October 16, 2018: 4:00 p.m. to 8:00 p.m.

Wednesday, October 17, 2018: 4:00 p.m. to 8:00 p.m.

On Election Day, electors can visit the polling location listed on their voter notification card to cast their ballot. The Town will have twenty polling stations and four special voting locations on Election day where paper ballots can be cast

Advisory Committee Review

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Report No. CS18-018

None

Legal Considerations

The 2018 Municipal Election is being conducted in accordance with the *Municipal Elections Act, 1996*.

Financial Implications

None

Communications Considerations

Communication of the new method of voting is important to the project. Elections and Communications staff will be working closely to ensure that when a voter notification card arrives in an elector's mailbox, it is not the first time the person has heard of the new method of voting.

Alternative(s) to the Recommendation

1. Council provides direction

Conclusions

Town staff are taking many steps to ensure a smooth roll-out of Internet voting, while working to provide the same paper ballot voting experience that has been traditional in Aurora. To mitigate security concerns around Internet voting, staff have contracted a vendor with experience conducting many Internet voting elections in Ontario, are performing an election system penetration test to identify system flaws, and are implementing a two-step registration process for electors wishing to use Internet voting. Further to this, electors will continue to have the same opportunity to use a paper ballot which has traditionally been afforded to them.

Attachments

Attachment 1 – Communication Plan

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Report No. CS18-018

Previous Reports

CS17-011 – 2018 Municipal Election – Adoption of Voting Method

CS17-018 – Alternative Methods of Election – Further information

CS18-007 – Amendments to the Municipal Election Act

Pre-submission Review

Agenda Management Team review on June 28, 2018

Departmental Approval

Approved for Agenda



for **Techa van Leeuwen**
Director
Corporate Services



Doug Nadorozny
Chief Administrative Officer



2018 Election Communications Plan



Vote 2018 Election Communications Plan

Background

The next Municipal Election will take place on Monday, October 22, 2018. For the first time, the Town of Aurora will be offering internet voting in the advanced voting period. Aurora residents will be able to vote with a paper ballot as they have always done, or, residents who can not find time to make it to the polling station will be able to register to vote online, and then cast their vote on any device with an internet connection, from anywhere in the world. Online voting will run from October 12 to October 21. Residents can vote in person at their local voting station on October 22 or on advance voting days at the Aurora Seniors' Centre.

Audiences

- Primary
 - Aurora residents/voters
- Secondary
 - Local media
 - Potential election workers

Key Messages

- Municipal election is being held October 22, 2018
- Residents can ensure they are registered to vote by going online to Voter Lookup
- Online voting period runs from October 12 to 21
- In order to register online, voters will need to have their Voter Notification Card
- Residents can vote in-person on October 22 or on any of the advance voting days
- For information on polling stations and hours, residents can visit aurora.ca/AuroraVotes2018
- Internet voting allows residents to vote anywhere, anytime (within specific dates) and offers convenience and flexibility for voters
- Municipalities such as Guelph, Markham and Ajax have implemented internet voting and 97 municipalities in Ontario have utilized internet voting for either advance voting or on voting day
- Your municipal Council is the most visible and accessible form of government. We encourage all residents to come out and vote and have their voices heard.

Channels

- Social media messaging (text, videos, infographics, frames)
- Webpage
- Street flags
- Town Noticeboard



Attachment 1 - Election Communications Plan

- Digital signage
- Water bill notices
- On-hold messaging through Access Aurora
- Aurora Matters newsletter
- Promotion at Town and community events
- Infographics and handouts
- Multi-lingual educational materials
- Radio exposure
- Media releases and coverage
- Advertisements in Town facilities
- Mobile signs
- Promotional videos
- Extensive voter support through social media, telephone, and email prior to and during the Advance Voting period and on Election Day.

Schedule

Channel	Timing	Description
Media releases	Week of July 23	Media release promoting online voter lookup
	TBD	Media release promoting mailing of Voter Notification Cards
	TBD	Media release promoting recruitment of election workers
	Week of October 8	Media release promoting voting options
	Week of October 12	Media release announcing launch of online voting
	October 22	Media release re: online voting
Notice Board	October 18, 2018 October 4, 2018 September 20, 2018 September 6, 2018 August 23, 2018 August 9, 2018 July 26, 2018	Place ads in the Town Notice Board to promote voting options.
Website	Beginning week of January 1, 2018	Website featuring candidate registration, voter lookup and voting information launched.



Attachment 1 - Election Communications Plan

		Website updated weekly with new information.
Social media	Beginning week of January 1, 2018 to election	Ongoing posts to promote voting methods, voter lookup, voter notification cards and general election information. Posts may include text, graphics, infographics, videos and frames. Hashtag #AuroraVotes2018
Digital screens and mobile signs	August 23 to October 22, 2018	Ongoing updates to inform the public about voting methods, in addition to general election messaging.
Aurora Matters	July 2018 edition August 2018 edition September 2018 edition October 2018 edition	Summary for residents on voting methods to go along with election messaging.
Street flags	Late August	Street flags with election logo, website URL and dates.
On-hold messaging	Week of July 23	Promoting voter lookup
	TBD Beginning week of September 10	Promoting Voter Notification Card mail out Promoting election and voting options.
YouTube video	Week of October 11, 2018	Short video demonstrating voting methods.
Promotion at Town/Community Events	Multicultural Festival Movies in the Park (+ on-screen promotion) Ribfest Farmers' Market Concerts in the Park	Handout postcard and promo material educating residents on voting methods and upcoming election.
Poster/handouts	Beginning week of August 7, 2018	Posters to be put up in municipal facilities. Postcards available for residents to take (information re; voting methods and general election information) at Town



Attachment 1 - Election Communications Plan

		and community partner facilities. Postcards will also be handed out at Town and community events.
Water bill notices	July to October	Insert promoting voting options.

Measurement

- Media inquiries and earned media coverage
- Website visits to page
- Number of calls to Customer Service regarding voting methods
- Social media metrics



**Town of Aurora
General Committee Report**

No. FS18-008

Subject: 2017 Year End Budget Report – as at December 31, 2017
Prepared by: Jason Gaertner, Manager, Financial Planning Services
Department: Financial Services
Date: July 17, 2018

Recommendation

- 1. That Report No. FS18-008 be received for information.**

Executive Summary

This report presents the year-end financial performance of the Town's tax levy and utility rate funded operations. In addition, this report provides information on the disposition of the Town's tax funded operating surplus, as well as its rate funded operating surplus in accordance with the 2017 Surplus Control By-law 6037-17.

- Tax levy funded operations budget ends the year with a surplus of \$162,500
- Utility operations closes year in a \$596,500 surplus position
- All year end surpluses were transferred to reserves in accordance with the 2017 surplus control by-law
- 2017 year end audit is now substantially complete

Background

The Town's external audit is now substantially complete and the auditors have now presented their findings as well as the Town's audited financial statements to audit committee on June 26, 2018 thus allowing Financial Services staff to finalize this report of the 2017 fiscal results for the Town.

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

In the fall of 2017 the Town underwent a re-organization; the Town's final 2017 financial performance results are presented along these new organizational lines for Council's

review in Attachment 1.

Analysis

In December 2017, the Surplus Control By-law 6037-17 was passed. This by-law authorizes the CAO and Treasurer to allocate portions of a year-end surplus to specific reserve accounts, or to offset a year-end operating deficit through a draw from specific reserve accounts as part of the year-end accounting processes. This is done in an effort to separate a previous year's budget variance from that of the upcoming year's budget. Any surplus allocations are to be made according to a specific formula set out in the by-law and are to be reported back to Council.

Tax levy funded operations ends the year with a surplus of \$162,500

Actual total expenditures for 2017 were \$62,494,800 which was 2.8 percent or \$1,680,100 above the established budget of \$60,814,700. Total 2017 revenues (including the \$41,688,100 tax levy) were \$62,657,300, which was 3.0 percent or \$1,842,600 higher than the \$60,814,700 budgeted for total revenue. These two variances result in the net \$162,500 surplus.

The 2017 approved operating budget provided for \$60,814,700 of expenses, offset by various revenue sources. Before the offsetting overall surplus contribution to reserves of \$162,500 has been applied, the following significant variances contributed to the year end results:

	Budget Variance Favourable / (Unfavourable)
Engineering fees revenues	672,200
Various other development driven fees	90,700
Ice and other rentals	73,800
Condominium application fees	(149,400)
Fitness membership fees	(116,500)
Sub-total – unplanned revenues	570,800
Electricity – Town Facilities	(237,000)
Electricity – Streetlights	(89,200)

Waste management	(180,200)
Snow management operating materials	(160,500)
Fleet vehicle supplies & fuel recoveries	(151,800)
Salary & benefits	247,500
Other facility operating material & supplies	154,600
Software annual maintenance	100,000
All other net operating shortfalls	(91,700)
2017 Operating Surplus	\$ 162,500

Overall, the Town's municipal operations closed the fiscal year in a surplus position of \$162,500. This surplus was attributable to favorable variances arising from development as well as other uncontrollable revenue sources. The total development driven revenues recognized in 2017 were lower than those in 2016, but concluded the year stronger than what was anticipated.

In general, salary and benefits requirements came in under their established budgets by a total of \$397,500. Of this amount, \$150,000 in savings relating to vacant position gapping was projected within the approved budget taking the form of a credit that was applied to the budget. Upon application of this credit, the net salary savings recognized by the Town was \$247,500.

The Town made considerable progress in addressing its electricity funding pressures. In 2017, the Town completed its conversion of the majority of its streetlights to LED and was successful in recognizing the majority of its anticipated energy consumptions savings by year end. In addition, the Town has completed and/or is planning the conversion of multiple parks and facility lighting to LED whose associated energy savings will become more pronounced in the town's 2018 electricity costs. Staff have strong confidence in the street lighting electricity cost budget for 2018.

Rising contract unit costs and demand for those contracted services contributed to the 2017 operating budget short-falls experienced by waste, snow and fleet management services.

Many of the variance items noted in the table above are generally not directly controllable by the Town and are difficult to budget for. As a consequence, these items have an ability to become significant contributors to the budget variances experienced at year end.

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CAO and Council

The Council and CAO budgets ended 2017 with a \$194,100 (10.8 percent) favourable variance on a net operating budget of \$1,798,600. This variance was the result of employee departures in Corporate Communications and some contract & consultant savings.

Corporate Services

Corporate Services ended the fiscal year with a \$315,800 (4.5 percent) favorable variance on a net operating budget of \$7,022,500. This variance is mostly attributable to temporary position vacancies, as well as, software maintenance and insurance deductible savings.

Financial Services

Financial Services ended the year with a \$68,800 (5.0 percent) favourable variance on a net operating budget of \$1,371,700 due to development driven higher than anticipated administrative revenues (property tax ownership changes, water account ownership change administration fees and tax certificates).

Fire Services

Central York Fire Services (CYFS) experienced a deficit of \$103,900 from a total approved operating budget of \$24,671,500 mostly attributable to larger than anticipated vehicle repairs and maintenance. Aurora's share of this budget and resultant deficit was \$10,016,600 and \$42,200, respectively. This noted CYFS deficit was offset by a contribution from the shared CYFS Reserve, leaving the Town's portion as budgeted.

Operational Services

Operational Services excluding water, wastewater & stormwater services ended 2017 with a \$722,700 (7.8 percent) unfavourable variance on a net operating budget of \$9,268,700. This deficit had multiple service line contributors which included road network operations, as well as fleet management. These deficits were partially offset by a surplus in parks operations resulting from various contract savings.

Operational Services' salaries and wages are split between tax levy and rate (water, wastewater & storm water services) funded programs. In any given year, the extent of operational service staff support of tax levy or rate funded programs is difficult to predict; consequently, some variability in this regard is not unusual. Overall the department's salaries and benefits for tax supported programs finished the year under their established budgets by \$48,400. Within this variance, a salary short-fall relating to tax levy funded road network programs of \$137,700 was experienced being attributable

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to staff providing more support than planned toward these programs versus rate funded programs. This short-fall was offset by salary savings arising from other tax levy funded operational service programs.

In addition to the salary pressures noted above, the other key contributor to the road network operations year end deficit was streetlight electricity costs. Through the completion of its conversion of the majority of its streetlights to LED, the Town was able to recognize most of its intended energy savings over the latter half of 2017. A full twelve months worth of associated savings will be recognized in 2018. Furthermore, the 2018 streetlight electricity budget was right sized in order to reflect the ongoing post LED funding need.

The key contributors to the deficits recognized in fleet and snow management services relate to greater than anticipated operating material / supply costs. Increased 3rd party fleet repair costs also contributed to the funding short-fall experienced in fleet management services. The unfavourable variance in waste management services was driven by larger than planned waste removal demand.

Community Services

Community Services closed the year with an \$85,600 (1.1 percent) unfavourable variance on a net operating budget of \$7,467,400. The key contributors to this variance were lower than planned fitness and camp membership fees and an unfavorable variance arising from the operation of the town's facilities. These unfavourable variances were partially offset by a favourable variance arising from stronger than expected ice rental and other rental revenues.

A larger than anticipated electricity cost for the operation of the town's facilities was a major component of the facility management reported deficit. Through its ongoing conversion of facility lighting systems to LED and its strategy of replacing less energy efficient equipment and machinery with more efficient models as opportunities arise, the Town will begin recognizing further electricity savings in 2018 and into future years. This noted unfavourable electricity variance was partially offset by savings from operating materials and other building supplies.

Planning & Development Services

The Planning & Development Services department ended the year with a surplus of \$816,400. The key contributing factor to this favourable variance was healthier than expected development driven revenue such as engineering fees for lot grading, subdivisions and site plans. These surplus revenues were partially offset by lower

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than anticipated revenues relating to condominium development. It should be noted that the majority of these revenues arise at the 'front end' of a development; consequently, as the Town has almost reached its build out capacity, these revenues can be expected to continue to decline in future years.

Not included in this variance is Building Services' surplus of \$655,100, as it is a self-funded function as per provincial legislation. Consequently, if it is unable to recognize sufficient revenues to offset its expenses in a given fiscal year, it will draw from its dedicated reserve in order to balance its operating budget. If it recognizes excess revenues, these revenues are utilized to replenish its reserve. This year's surplus results from greater than planned development driven revenues being recognized. As the majority of Building Services' revenues arise more towards the 'back end' of a development, these associated revenues are expected to continue to be strong into the short term as development initiated earlier through Planning & Development services runs its course to completion.

Corporate Revenues & Expenses

Corporate Revenues and Expenses ended 2017 with a \$290,600 (6.0 percent) unfavourable variance on a net operating budget of \$4,811,000. The primary driver of this noted variance was staff's decision to not proceed with the planned approved draw of \$437,000 from the rate stabilization reserve as it was determined that there was sufficient room within existing available funding levels. Had staff proceeded with this planned draw, the Town's year end surplus would have been \$599,500 which as per the town's surplus control bylaw would have been transferred back to this same reserve. The original planned draw from this reserve related to the town's phase-in of multiple large pressures that were experienced in 2017. Other contributors to this variance include larger than anticipated tax account write-offs offset by an increase in penalties on unpaid property taxes.

Also included in this variance is a supplementary tax revenue surplus of \$133,600 which fully offsets an equivalent value tax levy shortfall. This surplus relates to planned 2017 assessment growth arising later than originally anticipated and consequently being reflected in the budget as a supplementary tax revenue rather than a formal tax levy revenue.

Aurora Public Library Contribution

The Aurora Public Library experienced a surplus of \$172,200 from a total approved net operating budget of \$3,767,700 mostly attributable to salary savings. This net operating budget is equivalent to the Town's 2017 contribution to the Aurora Library Board. This

noted surplus was contributed to the Library Board's general capital reserve, leaving the Town's planned contribution as budgeted.

Total Tax Levy

The Town collected a total of \$41,688,100 in tax levy revenue, excluding supplementary tax revenues, which was \$133,600 less than what was budgeted. These lower than anticipated revenues relate to the Town's overestimate of its 2017 growth in its tax assessment base; the budget anticipated an assessment growth of 4.10% while the final assessed growth for 2017 was 3.35%. In an effort to achieve an approved operating budget for the upcoming year prior to the year commencing, the Town must estimate its tax assessment base growth for the upcoming year as the final figure is not yet available at the time of budget's creation. These additional funds were utilized to fund the delivery of growth related Town services in 2017. This shortfall was offset fully by an equal value supplementary tax revenue surplus.

Operating Summary

Overall, the Town of Aurora general municipal operations ended the year with a surplus of \$162,500 with no noticeable adverse impacts to service levels. Under the guidelines as presented in the Surplus/Deficit Control By-law, the CAO and Treasurer have approved a contribution of this equivalent amount to the town's rate stabilization reserve.

The final net tax levy funded operations results can be found in Attachment 1.

Utility operations closes year in a \$596,500 surplus position

Staff continue to strive to better match revenues with expenses and to eliminate the historic reliance upon contributions from reserves in order to balance these programs and to ensure the sufficient replenishment of the underground infrastructure rehabilitation and replacement reserves. In addition, the annual contribution to underground infrastructure reserves has been responsibly increased each fiscal year. Staff have made progress in this regard, but more effort is required. As part of the 2018 operating budget approved by Council, staff significantly re-aligned and adjusted the budgets for the rate funded programs with the above noted objectives in mind. In addition, staff will continue its review of these budgets and expect to make further refinements to future budgets.

The net budget variance for retail revenues less wholesale costs finished the year in an unfavourable position of \$609,300 attributable to lower than expected water and

wastewater revenues, as well as, higher sewage discharge fees than planned. The lower retail revenues were the result of a decreased demand for water as a result of the wetter and cooler summer season experienced in 2017. The funding shortfall arising from sewer discharge fees is due to an insufficient budget being established at the beginning of the year in this regard. This budget has been right-sized as part of the approved 2018 rate budget.

The above noted unfavourable variance was fully offset by a favourable variance arising from other operating costs of \$1,205,700 (15.2%). This favourable variance is attributable to delays in some significant planned maintenance projects in each of the water programs, a reduced number of emergency repairs being required (i.e. burst water mains) offset partially by a greater proportion than planned of staff's time spent on rate funded versus tax levy funded services. The noted delays in some significant planned maintenance projects is considered to be a one-time anomaly of which staff will undertake a detailed review of its contributing causes with a mindset of avoiding similar delays in the future.

The overall rate funded utility program experienced a surplus of \$596,500 which will be allocated to the appropriate rate reserves.

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

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

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

The audited PSAB basis financial statements for 2017 as currently drafted reflect an operating surplus of \$5,801,000. This amount reconciles to the internal report cumulative total general operating and water & wastewater program budget surplus of \$759,000 as follows:

Tax levy supported budget surplus	162,500
Rate supported budget surplus	<u>596,500</u>
Traditional Balanced Consolidated Budget Surplus	\$759,000
Add Back: Debt principal repaid included	517,300
Add: Recognized Deferred Revenue—DCs, CIL, Fed. Gas Tax	5,108,700
Add: Transfers to/from reserves	13,052,600
Add: Capital assets assumed through development	863,100
Add: Gain on disposal of capital assets and land	603,700
Add: Investment income allocated directly to reserves	698,700
Add: Other revenues allocated directly to capital projects	608,500
Deduct: Amortization of capital assets	(14,728,000)
Deduct: Loss on disposal of capital assets and land	(789,000)
Deduct: Net capitalization of assets adjustment	(1,222,100)
Net all other PSAB adjustments	<u>328,500</u>
PSAB 2017 “Annual Surplus”: Audited (Draft)	\$5,801,000

Communications Considerations

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

Link to Strategic Plan

The 2017 Final Budget Report provides an update on the surplus/deficit of the corporation and outlines the strategy for managing the identified surplus/deficit. Outlining and understanding the Town’s financial results contributes to achieving the

July 17, 2018

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Report No. FS18-008

Strategic Plan guiding principle of “Leadership in Corporate Management” and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

Not applicable; this report is for information only.

Conclusions

The general operating results show a year-end surplus of \$162,500 arising primarily from larger than anticipated development driven revenues such as engineering fees for lot grading, subdivisions and site plans. These revenue surpluses have been partially offset by larger than planned electricity, operating material and contract costs. The net Water & Wastewater Program Budget results reflect an overall surplus of \$596,500.

The above noted year end surpluses were then adjusted by transfers from/to reserves in accordance with the 2017 surplus control by-law as follows:

Transfer TO Rate Stabilization reserve fund	\$	162,500
Transfer FROM Waste water reserve fund		(892,500)
Transfer TO Water reserve fund		1,400,500
Transfer TO Storm reserve fund		<u>88,500</u>
	\$	759,000

Attachments

Attachment #1 – Operating Budget Summary Report

Attachment #2 – Water Budget Summary Report

Previous Reports

None

Pre-submission Review

Agenda Management Team review on June 28, 2018

July 17, 2018

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Report No. FS18-008

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

**Town of Aurora
Final NET Tax Levy Funded Operations Results
as at December 31, 2017**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>				
Council Administration	\$ 535.9	\$ 516.9	\$ 19.0	3.5 %
Council Programs/Grants	4.0	4.0	-	-
Advisory Committees	22.0	18.0	4.0	18.2 %
Council Office Total	\$ 561.9	\$ 538.9	\$ 23.0	4.1 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>				
CAO Administration	\$ 501.8	\$ 465.5	\$ 36.3	7.2 %
Communications	734.9	600.1	134.8	18.3 %
Chief Administrative Office Total	\$ 1,236.7	\$ 1,065.6	\$ 171.1	13.8 %
Council and C.A.O. Combined	\$ 1,798.6	\$ 1,604.5	\$ 194.1	10.8 %
<u>CORPORATE SERVICES</u>				
Corporate Services Administration	\$ 429.0	\$ 468.7	(39.8)	(9.3 %)
Legal Services	891.3	870.8	20.5	2.3 %
Legislative & Administrative Services	1,260.0	1,158.4	101.6	8.1 %
Human Resources	684.0	715.2	(31.2)	(4.6 %)
Elections	82.5	84.7	(2.2)	(2.7 %)
Information Technology	1,899.2	1,798.4	100.8	5.3 %
Telecommunications	260.0	217.7	42.3	16.3 %
By-law Services	551.5	521.9	29.6	5.4 %
Animal Control	242.1	239.6	2.4	1.0 %
Customer Service	699.8	613.6	86.2	12.3 %
Emergency Preparedness	23.0	17.6	5.4	23.5 %
Corporate Services Total	\$ 7,022.5	\$ 6,706.7	\$ 315.8	4.5 %
<u>FINANCIAL SERVICES</u>				
Policy & Planning Administration	\$ 304.5	\$ 346.3	\$ (41.8)	(13.7 %)
Accounting & Revenue	285.8	179.4	106.4	37.2 %
Financial Planning	430.0	430.5	(0.5)	(0.1 %)
Procurement Services	351.4	346.7	4.7	1.3 %
Financial Services Total	\$ 1,371.7	\$ 1,302.9	\$ 68.8	5.0 %
<u>FIRE SERVICES</u>				
Central York Fire	10,225.0	10,225.0	-	-
Total Fire Services	10,225.0	10,225.0	-	-

**Town of Aurora
Final NET Tax Levy Funded Operations Results
as at December 31, 2017**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>Operational Services</u>				
Operational Services Administration	\$ 493.5	\$ 525.2	\$ (31.7)	(6.4 %)
Fleet & Equipment	605.6	757.4	(151.8)	(25.1 %)
Snow Management	1,563.7	1,724.2	(160.5)	(10.3 %)
Road Network Operations	2,447.1	2,767.1	(319.9)	(13.1 %)
Parks/Open Spaces	2,467.4	2,346.0	121.4	4.9 %
Waste Collection & Recycling	1,691.5	1,871.6	(180.2)	(10.7 %)
Operational Services Total	\$ 9,268.7	\$ 9,991.5	\$ (722.7)	(7.8 %)
<u>Community Services</u>				
Community Services Administration	\$ 988.8	\$ 1,054.7	\$ (65.9)	(6.7 %)
Business Support	(921.8)	(995.6)	73.8	8.0 %
Recreational Programming/Community Dev.	1,399.7	1,423.5	(23.8)	(1.7 %)
Facilities	6,000.7	6,070.5	(69.8)	(1.2 %)
Community Services Total	\$ 7,467.4	\$ 7,553.1	\$ (85.6)	(1.1 %)
<u>PLANNING & DEVELOPMENT SERVICES</u>				
Development Planning	\$ (633.1)	\$ (1,150.0)	\$ 516.8	81.6 %
Long Range & Strategic Planning	602.2	572.3	30.0	5.0 %
Engineering Service Operations	(112.3)	(381.9)	269.6	240.2 %
Net Building Department Operations	\$ (503.5)	\$ (1,158.6)	655.1	130.1 %
Contribution to Building Reserve	503.5	1,158.6	(655.1)	(130.1 %)
Total Building Services	-	-	-	-
Planning & Development Services Total	\$ (143.2)	\$ (959.6)	\$ 816.4	570.2 %
<u>CORPORATE REVENUE & EXPENSE</u>				
Supplementary Taxes & Payments-in-Lieu	\$ (847.9)	\$ (1,492.4)	\$ 644.5	76.0 %
Contribution of Excess SUPPs to reserves	136.9	648.1	(511.2)	(373.4 %)
Penalties on Unpaid Property Taxes	(900.0)	(970.8)	70.8	7.9 %
Overhead Cost Re-allocation to Building Services	(453.8)	(453.8)	-	-
All Other Revenue	(4,841.4)	(4,501.7)	(339.7)	(7.0 %)
Cash to Capital	4,837.8	4,837.8	-	-
All Other Expense	6,879.4	7,034.5	(155.1)	(2.3 %)
	\$ 4,811.0	\$ 5,101.6	\$ (290.6)	(6.0 %)
TOTAL TAX LEVY FUNDED OPERATIONS	\$ 41,821.7	\$ 41,525.6	\$ 296.1	0.7 %
TOTAL TAX LEVY	\$ (41,821.7)	\$ (41,688.1)	\$ (133.6)	(0.3 %)
OPERATING (SURPLUS) DEFICIT	-	\$ (162.5)	\$ 162.5	0.3 %
		Surplus	Surplus	

**Town of Aurora
Final NET Utility Operations Results
as at December 31, 2017**

Shown in \$,000's	NET ADJUSTED BUDGET	FINAL ACTUAL	Variance Favourable / (Unfavourable)	
<u>RETAIL REVENUES</u>				
Water	\$ (11,139.8)	\$ (10,898.2)	\$ (241.7)	(2.2 %)
Wastewater	(9,929.5)	\$ (9,560.2)	\$ (369.3)	(3.7 %)
Storm Water	(1,351.6)	\$ (1,470.4)	\$ 118.8	8.8 %
Retail Revenues Total	\$ (22,421.0)	\$ (21,928.8)	\$ (492.2)	(2.2 %)
<u>WHOLESALE COSTS OF WATER & SEWER</u>				
Water	\$ 6,796.0	\$ 5,712.2	\$ 1,083.7	15.9 %
Sewage Discharge Fee	7,699.4	\$ 8,900.2	(1,200.8)	(15.6 %)
Wholesale Costs Of Water & Sewer Total	\$ 14,495.4	\$ 14,612.4	\$ (117.1)	(0.8 %)
NET CONTRIBUTION TO OPERATING COSTS	\$ (7,925.6)	\$ (7,316.3)	\$ (609.3)	(7.7 %)
<u>OPERATING COSTS:</u>				
Water Administration & Billing	\$ 1,190.8	\$ 1,028.1	\$ 162.7	13.7 %
Water System Operations	1,414.1	\$ 1,029.4	\$ 384.6	27.2 %
Wastewater System Operations	845.7	\$ 163.6	\$ 682.0	80.6 %
Storm Water Management Operations	351.6	\$ 381.9	\$ (30.3)	(8.6 %)
Pumping Stations (Net)	173.4	\$ 166.7	\$ 6.7	3.8 %
Reserve Contributions OUT	3,950.0	\$ 3,950.0	\$ -	-
TOTAL OPERATING COSTS	\$ 7,925.5	\$ 6,719.8	\$ 1,205.7	15.2 %
UTILITY BUDGET (SURPLUS) / DEFICIT	\$ (0.0)	\$ (596.5)	\$ 596.5	2.7 %
		Surplus	Surplus	



**Town of Aurora
Office of the Mayor**

Memorandum

Date: July 17, 2018
To: Members of Council
From: Mayor Geoffrey Dawe
Re: **Recipients of the 2018 Town of Aurora Student Academic Achievement Awards**

Recommendation

That Council:

- Receive the correspondence for information

The following are recipients of the 2018 Town of Aurora Student Academic Achievement Awards:

Aurora High School

Angela Horyacheva and Michael Zheng

Cardinal Carter Catholic High School

Kelly Hanna and Behnoud Hosseinian

Dr. G. W. Williams Secondary School

Sophia and Paraskevopoulos and Charlotte Reeves

École Secondaire catholique Renaissance

Chloé Lagacé and Stéphane Arcand

St. Maximilian Kolbe Catholic High School

Peter Chimienti and Breanna DeFreitas



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

Date:	Monday, June 11, 2018
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Wendy Gaertner (Chair), Councillor Jeff Thom (Vice Chair, arrived at 7:17 p.m.), Bob McRoberts (Honorary Member), Neil Asselin, Barry Bridgeford, James Hoyes, John Kazilis, Martin Paivio, and Ken Turriff
Members Absent:	None
Other Attendees:	Councillor Tom Mrakas, Marco Ramunno, Director of Planning and Development Services, and Ishita Soneji, Council/Committee Secretary

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

1. Approval of the Agenda

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

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

- Delegation (a) Delegation (a) – Ryan Panet, Re: Item 1 – HAC18-010 – Heritage Permit Application, 60 Fleury Street, File: NE-HCD-HPA-18-05
- Item 4 – HAC18-011 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 29 Church Street
- Item 5 – General Committee Report No. PDS18-069 – Renovation of the Aurora Armoury – 89 Mosley Street

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

Heritage Advisory Committee Meeting Minutes
Monday, June 11, 2018

Page 2 of 6

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 May 14, 2018

Moved by Bob McRoberts

Seconded by Neil Asselin

That the Heritage Advisory Committee meeting minutes of May 14, 2018, be received, with the correction to clause 1(a) of the New Business motion as shown below:

1. That the Heritage Advisory Committee recommend to Council:
 - (a) That the Evaluation Working Group provide an objective evaluation on each of the following properties:
 - (i) 136 Wellington Street East; "Railroad Hotel"; and
 - (ii) 124 Wellington Street East; "Baldwin's Restaurant"

Carried as amended

4. Delegations

(a) Ryan Panet, Resident

**Re: Item 1 – HAC18-010 – Heritage Permit Application, 60 Fleury Street,
File NE-HCD-HPA-18-05**

Mr. Panet provided a brief overview of the application, including the background, context and details of the proposed construction.

Moved by Martin Paivio

Seconded by Barry Bridgeford

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

Carried

Heritage Advisory Committee Meeting Minutes
Monday, June 11, 2018

Page 3 of 6

5. Matters for Consideration

1. HAC18-010 – Heritage Permit Application, 60 Fleury Street, File: NE-HCD-HPA-18-05

Staff provided background and brief overview of the report. The Committee was in agreement with the proposed staff recommendations.

**Moved by Ken Turriff
Seconded by John Kazilis**

1. That Report No. HAC18-010 be received; and
2. That the Heritage Advisory Committee recommend to Council:
 - (a) That Heritage Permit Application NE-HCD-HPA-18-05 be approved to permit the construction of an expanded side gable and construction of a side dormer as shown on the submitted plans.

Carried

2. Memorandum from Manager of Parks and Fleet Re: Tree Removal Permit Application – 61 Spruce Street

Staff provided background and a brief overview of the memorandum. The Committee discussed the merits of the tree permit application, including arborist comments, condition of the tree, alternate means of maintaining the tree, and requested more information on the Town's liability and details on the lifespan of the subject tree.

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

1. That the memorandum regarding Tree Removal Permit Application for 61 Spruce Street be received; and
2. That the Heritage Advisory Committee provide comment with respect the proposed Tree Removal Permit Application for 61 Spruce Street; and
3. That the Heritage Advisory Committee provide direction to Council.

Heritage Advisory Committee Meeting Minutes
Monday, June 11, 2018

Page 4 of 6

**Motion to refer
Moved by Neil Asselin
Seconded by Barry Bridgeford**

That the memorandum regarding Tree Removal Permit Application for 61 Spruce Street be referred to staff for further information on the Town's liability and details on the lifespan of the subject tree.

**Motion to refer
Carried**

6. Informational Items

- 3. Extract from Council Meeting of May 8, 2018
Re: Heritage Advisory Committee Meeting Minutes of April 9, 2018
and Summary of Committee Recommendations Report No. 2018-05**

**Moved by Councillor Thom
Seconded by Bob McRoberts**

1. That the Extract from Council meeting of May 8, 2018, regarding the Heritage Advisory Committee Meeting Minutes of April 9, 2018, and Summary of Committee Recommendations Report No. 2018-05 be received for information.

Carried

- 4. HAC18-011 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 29 Church Street**

Staff provided background and brief overview of the report. The Committee and staff discussed about the parameters of the heritage building evaluation, including the community context score, and the review process of possible future construction and building permits.

**Moved by Neil Asselin
Seconded by Barry Bridgeford**

1. That Report No. HAC18-011 be received; and

Heritage Advisory Committee Meeting Minutes
Monday, June 11, 2018

Page 5 of 6

2. That the Heritage advisory Committee recommend to Council:
 - (a) That the property located at 29 Church Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and
 - (b) That future building elevations are subject to review by the Design Review Panel and approval of Planning Staff.

Carried

5. General Committee Report No. PDS18-069 – Renovation of The Aurora Armoury – 89 Mosley Street

Staff provided a brief overview of the report. The Committee and staff discussed about the secondary school partnership with Niagara College, availability of space for public use, contribution to the Town's Public Art Reserve Fund, and the renaming of the commemoration plaque.

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

1. That General Committee Report No. PDS18-069 be received for information.

Carried

7. New Business

The Chair inquired about the pending list for the Committee, and staff agreed to provide an update.

The Committee inquired about future meetings and the process of decision on future applications to the Committee during the election hiatus, and staff agreed to provide an update.

The Committee inquired about the pending heritage evaluations, and staff provided a response.

Heritage Advisory Committee Meeting Minutes
Monday, June 11, 2018

Page 6 of 6

The Committee expressed concerns regarding ongoing construction at the Aurora United Church, and staff provided clarification and noted that the final Site Plan Application will be brought to the General Committee meeting of June 19, 2018.

The Committee expressed concern regarding the demolition of property on Edward Street, and staff agreed to investigate the matter.

8. Adjournment

Moved by James Hoyes

Seconded by Martin Paivio

That the meeting be adjourned at 8:36 p.m.

Carried

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



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

Date:	Thursday, June 14, 2018
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Paul Pirri (Chair), Councillor Tom Mrakas (Vice Chair), Irene Clement, Jennifer Sault, Sara Varty, and Nancee Webb
Member(s) Absent:	Larry Fedec, Kristina Zeromskiene, and Melville James
Other Attendees:	Christina Nagy-Oh, Program Manager, Environmental Initiatives, and Ishita Soneji, Council/Committee Secretary

The Chair called the meeting to order at 7:05 p.m.

1. Approval of the Agenda

**Moved by Councillor Mrakas
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*.

3. Receipt of the Minutes

Environmental Advisory Committee Meeting Minutes of February 1, 2018

Environmental Advisory Committee Meeting Minutes
Thursday, June 14, 2018

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

That the Environmental Advisory Committee meeting minutes of February 1, 2018, be received for information.

Carried

4. Delegations

**(a) Mark Bassingthwaite, Cole Engineering Group Ltd.
Re: Aurora Wildlife Park Design Status**

Mr. Bassingthwaite presented an overview of the Aurora Wildlife Park Design including a brief history of the project and the study area, changes made to the project over time, and details of the current masterplan including refined wetland grading, trail alignment and watercourse crossings. He further provided an overview of the project challenges and milestones, next steps regarding the trail construction and wetlands detailed design, and further clarifications on the project.

**Moved by Jennifer Sault
Seconded by Sara Varty**

That the comments of the delegation be received for information.

Carried

5. Matters for Consideration

**1. Memorandum from Program Manager, Environmental Initiatives
Re: Environmental Advisory Committee (EAC) Terms of Reference**

Staff provided a brief overview of the memorandum. The Committee and staff discussed and suggested revisions to the terms of reference including the possibility of creating sub-committees for selected prioritized projects, establishing priorities to achieve over the term, and means of tracking project deadlines effectively. The Committee further emphasized the need for communication from staff, which allows the Committee to provide comment on planning projects where necessary.

Environmental Advisory Committee Meeting Minutes
Thursday, June 14, 2018

Page 3 of 5

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

1. That the memorandum regarding Environmental Advisory Committee (EAC) Terms of Reference be received; and
2. That the comments provided by Committee be referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

2. EAC18-001 – Feasibility of the Containment or Removal of Phragmites

Staff provided a brief overview of the report. The Committee and staff discussed the need for an invasive species program and staff initiated efforts to mitigate invasive species, and the parameters of implementing targeted approaches for public awareness and outreach.

**Moved by Jennifer Sault
Seconded by Sara Varty**

1. That Report No. EAC18-001 be received for information.

Carried

3. Memorandum from Program Manager, Environmental Initiatives Re: Corporate Environmental Action Plan (CEAP) Progress Report 2017

Staff provided a brief overview and noted that the Corporate Environmental Action Plan Progress Report will be distributed to all Members of Council.

**Moved by Irene Clement
Seconded by Councillor Mrakas**

1. That the memorandum regarding Corporate Environmental Action Plan (CEAP) Progress Report 2017 be received for information.

Carried

Environmental Advisory Committee Meeting Minutes
Thursday, June 14, 2018

Page 4 of 5

**4. Memorandum from Program Manager, Environmental Initiatives
Re: Wildlife Park Project Update**

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

1. That the memorandum regarding Wildlife Park Project Update be received for information.

Carried

**5. Extract from Council Meeting of March 27, 2018
Re: Environmental Advisory Committee Meeting Minutes of February 1,
2018 and Summary of Committee Recommendations Report No.
2018-03**

**Moved by Jennifer Sault
Seconded by Councillor Mrakas**

1. That the Extract from Council meeting of March 27, 2018, regarding the Environmental Advisory Committee Meeting Minutes of February 1, 2018, and Summary of Committee Recommendations Report No. 2018-03 be received for information.

Carried

7. New Business

The Committee referred to Item 2 and emphasized the need for staff initiated efforts to help mitigate invasive species within Town.

New Business Motion No. 1

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

1. That the Environmental Advisory Committee recommend to Council:
 - (a) That the Parks Department be directed to appoint a Co-op student specializing in invasive species in the 2019 calendar year.

Carried

Environmental Advisory Committee Meeting Minutes
Thursday, June 14, 2018

Page 5 of 5

The Chair and Vice Chair extended their regards to all the Committee members and staff for their contribution and efforts throughout the term.

The Vice Chair referred to resident's concern regarding increase in fire ants on residential properties backing onto Sheppard's Bush and inquired about the mitigation efforts, and staff provided a response.

The Committee referred to the Great Lake Cities initiative committed to restrict the use of coal tar sealants, and suggested the need for more awareness for environmental friendly alternatives within Town.

The Committee referred to the Florida Microplastic Awareness Project, and noted that valuable awareness information and strategies to reduce plastic can be found on plasticaware.org.

8. Adjournment

Moved by Jennifer Sault

Seconded by Sara Varty

That the meeting be adjourned at 8:35 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, June 20, 2018

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

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

Member(s) Absent: Tyler Barker (Chair)

Other Attendees: Matt Zawada, Accessibility Advisor, and Michael de Rond, Town Clerk

The Vice Chair called the meeting to order at 4:02 p.m.

1. Approval of the Agenda

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

That the agenda as circulated by Legislative Services, as amended, be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

Accessibility Advisory Committee Meeting Minutes
Wednesday, June 20, 2018

Page 2 of 5

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of May 9, 2018

Moved by Gordon Barnes

Seconded by James Hoyes

That the Accessibility Advisory Committee meeting minutes of May 9, 2018, be received for information.

Defeated

4. Delegations

(a) Vladimir, Victor, and Marina Vorobiev, Residents

Re: Non-for-profit proposal – Subsidized Housing for Individuals with Physical and Developmental Disabilities

The Vorobiev's presented a non-for-profit model to the Committee aimed at increasing subsidized housing, job force opportunities, workshops and support systems for people with disabilities.

Moved by Councillor Abel

Seconded by Gordon Barnes

That the presentation be received for information

Carried

5. Matters for Consideration

1. Memorandum from Senior Policy Planner

Re: Site Plan Application, Time Development Group, 4 Don Hillock Drive Lot 1, Registered Plan 65M-3974, (Northeast corner of Leslie Street and Don Hillock Drive), File Number SP-2017-07

The Accessibility Advisor provided an overview of the Committee's comments the first time the application came before them, and how the applicant had since addressed them.

Accessibility Advisory Committee Meeting Minutes
Wednesday, June 20, 2018

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The Committee asked that the proposed location of the bike rack be relocated to create a barrier free path of travel to the main entrance, and that consideration be made for an accessible exterior ramp to act as an emergency/escape route from basement level.

Further, the Committee asked staff to express the importance of access to under the bed in their accessible units, as this allows the user of the Hoyer Lift to roll into the destination slowly and safely.

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

1. That the memorandum regarding Site Plan Application, Time Development Group, 4 Don Hillock Drive, Lot 1, Registered Plan 65M-3974 (Northeast corner of Leslie Street and Don Hillock Drive), File Number SP-2017-07, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application.

Carried

**2. Round Table Discussion
Re: Enabling Accessibility Fund**

The Accessibility Advisor informed the Committee that the Federal Government is requesting submissions for the Enabling Accessibility Fund, and that the Town would be submitting an application.

The Committee preferred submissions that improve technology in public facilities for people with disabilities. The Committee also asked that the fund information be forwarded to the delegates that attended earlier in the meeting.

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

1. That the discussion and comments regarding Enabling Accessibility Fund be received and referred to staff for consideration and action as appropriate.

Carried

3. Round Table Discussion

Re: Library Square

The Committee continued to express their disappointment and concern with the new design of Library Square and specifically that the accessible parking spots and pedestrian drop-offs appear to be further away from entrances than what currently exists. The Committee asked that all new building plans be brought to a meeting before they are approved by Council.

Moved by James Hoyes

Seconded by Jo-anne Spitzer

1. That the discussion and comments regarding the Library Square be received and referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

4. Memorandum from Town Clerk

Re: Internet Voting in the 2018 Municipal Election

The Town Clerk spoke to the memo on the agenda and committed to having the members of the Committee attend Town Hall to provide comments on the internet voting demo, when it is available.

Moved by James Hoyes

Seconded by Councillor Abel

1. That the memorandum regarding Internet Voting in the 2018 Municipal Election be received for information

Carried

5. Extract from Council Meeting of May 22, 2018

Re: Accessibility Advisory Committee Meeting Minutes of April 4, 2018

Moved by John Lenchak

Seconded by Gordon Barnes

1. That the Extract from Council Meeting of May 22, 2018, regarding the Accessibility Advisory Committee meeting minutes of April 4, 2018, be received for information.

Carried

7. New Business

The Committee inquired on how the information provided by the delegates earlier in the meeting can be passed to the Town's Recreation Department, and the Accessibility Advisor noted that either through him, or the Manager of Recreation would be appropriate.

The Committee inquired about the possibility of highlighting accessible recreation programs in the Town's recreation guides, and the Accessibility Advisor agreed to investigate.

8. Adjournment

Moved by James Hoyes

Seconded by Councillor Abel

That the meeting be adjourned at 5:59 p.m.

Carried

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



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

Date: Wednesday, June 27, 2018

Time and Location: 5:00 p.m., Holland Room, Aurora Town Hall

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

Member(s) Absent: None

Other Attendees: Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services/Treasurer, Allan Downey, Director of Operational Services, Jason Gaertner, Manager, Financial Planning, Clayton Pereira, Manager, Accounting and Revenue, Karen Oreto, Financial Analyst, and Ishita Soneji, Council/Committee Secretary

The Chair called the meeting to order at 5:03 p.m.

1. Approval of the Agenda

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

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*.

Finance Advisory Committee Meeting Minutes
Wednesday, June 27, 2018

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3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of April 25, 2018

Moved by Councillor Kim

Seconded by Mayor Dawe

That the Finance Advisory Committee meeting minutes of April 25, 2018, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. Distribution and Review of Detailed Financial Budget Information Re: Water, Wastewater, and Stormwater Services Budget

Staff provided an overview of the line-by-line analysis and year-to-date comparison of the final approved 2018 budget for the Water, Wastewater and Stormwater Services budget and provided explanations regarding various highlighted items.

The Committee and staff discussed various aspects of the current method of budget allocation; areas of concerns with staff allocation based on service requirements, and reviewed the proposed method of budget allocation to the water department for the 2019 budget.

Moved by Mayor Dawe

Seconded by Councillor Kim

1. That the detailed financial budget information for Water, Wastewater, and Stormwater Services be received; and
2. That the comments and suggestions of the Review of Detailed Financial Budget Information for Water, Wastewater, and Stormwater Services to date be received and referred to staff for consideration and action as appropriate.

Carried

Finance Advisory Committee Meeting Minutes
Wednesday, June 27, 2018

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2. FS18-020 – Summary of the key findings/outcomes to date arising from the Finance Advisory Committee’s rotating annual departmental detailed budget reviews

Staff provided an overview of the report and noted that the comments from the budget review of the water, wastewater and stormwater services budget will be included in the report. The Committee requested that the final report be included on a future General Committee meeting agenda.

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

1. That Report No. FS18-020 be received for information.

Carried

**3. Round Table Discussion
Re: Detailed Financial Budget Information for Operational Services – Outstanding Items**

Staff provided a brief update on the outstanding items from the budget review of Operational Services and noted that the items will be addressed during the 2019 budget process.

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

1. That the comments and suggestions of the Detailed Financial Budget Information for Operational Services – Outstanding Items to date be received and referred to staff for consideration and action as appropriate.

Carried

**4. Round Table Discussion
Re: Finance Advisory Committee Outstanding Items and Next Steps**

Staff referred to the Committee’s 2018 work plan outline and noted that the review of workplan for Cultural Partners and Public Art funding framework is outstanding, and noted that reports related to these will be brought to a future Council meeting cycle.

The Committee inquired about the status of the Pricing Policy for Recreation Services, and staff noted that further review is in progress.

Finance Advisory Committee Meeting Minutes
Wednesday, June 27, 2018

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

1. That the comments and suggestions regarding Finance Advisory Committee Outstanding Items and Next Steps be received and referred to staff for consideration and action as appropriate.

Carried

**5. Extract from Council Meeting of May 8, 2018
Re: Finance Advisory Committee Meeting Minutes of March 28, 2018**

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

1. That the Extract from Council Meeting of May 8, 2018, regarding Finance Advisory Committee meeting minutes of March 28, 2018, be received for information.

Carried

6. New Business

The Chair and Committee extended their regards to staff for their efforts during the term, and staff appreciated the Committee's support.

7. Adjournment

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

That the meeting be adjourned at 6:11 p.m.

Carried

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



Town of Aurora

General Committee Report

No.OPS18-018

Subject: 100 Vandorf Sideroad – Hallmark Lands Community Park

Prepared by: Sara Tienkamp, Manager of Parks & Fleet

Department: Operational Services

Date: July 17, 2018

Recommendations

- 1. That Report No. OPS18-018 be received; and**
- 2. That a senior artificial turf soccer field and a senior softball diamond be approved; and**
- 3. That the total approved budget for Capital Project No. 73287 be increased to \$4,000,000, representing an increase of \$1,000,000 to be funded by \$800,000 from the Park DC reserve and \$200,000 from Capital Project No. 73198. – Field Renovation Norm Weller Park.**
- 4. That the sports field lighting component be removed from the scope of work for Capital Project No. 73198 – Field Renovation Norm Weller Park and its total approved budget be decreased by \$200,000 to \$150,000.**

Executive Summary

This report provides Council with information and costs associated with the installation of a multi-use artificial turf sports field and a senior softball diamond costs for a new community park located at 100 Vandorf Sideroad:

- Multi–use sports field and senior softball field push the land capacity limits of the Hallmark Lands
- Installation of artificial turf at Hallmark Lands should change the scope of work for 2018 Capital Project No. 73198 Field Renovation at Norm Weller Park.
- Budget increases required to facilitate an artificial turf option for rectangular field.

Background

On June 12, 2018, the following motion was carried by Council:

That one baseball diamond and one multi-purpose rectangular field be constructed at 100 Vandorf Sideroad.

Approved budget for Capital Project No. 73287 – Hallmark Lands – Baseball Diamonds is \$3,000,000.

Analysis

Multi-use sports field and senior softball field push the land capacity limits of the Hallmark Lands.

Attached to this report are two (2) new facility fit drawings incorporating a multi-use rectangular field and a senior softball diamond. The concept design illustrates how the two (2) facilities would fit on the Hallmark Lands along with the inclusion of an 80 vehicle parking lot. Additionally, a washroom building and pathways will be included but locations will be determined based on placement of the two (2) fields.

It is generally recommended that the orientation for a rectangular field is in a north-south direction to minimize the effect of the setting sun on players, providing for fair play. The multi-use field in its ideal orientation on the Hallmark Lands does not meet the minimum setback of 15 metres from property lines, as it is only 5.4 metres away on either end of field.

The multi-use field will fit if orientated east-west and if it is placed north-east, south-west these are certainly not the ideal layout for competitive sports play.

Based on the facility fit drawings, a senior artificial turf soccer field is the best layout for the space. It would allow for the field to be oriented in the optimal direction and well set back from property lines, permitting free flow of pathway circulation to all the amenities for park users.

Installation of artificial turf at Hallmark Lands should change the scope of work for 2018 Capital Project No: 73198 Field Renovation at Norm Weller Park.

The field renovation works planned for Norm Weller Park include installation of drainage on both the soccer and ball fields, as well sports field lighting on the soccer field.

With the addition of an artificial turf at Hallmark, staff would recommend that the lighting component for the project be eliminated and only the drainage scope of work continue. Rationale for this decision is based on the artificial turf available booking time of approximately 1,500 hours per season compared to the 400 hours per season available on a natural turf field. Additionally, Hallmark being situated within an industrial block, there would be no impact to surrounding properties versus within a residential setting.

Not installing the sports field lighting at Norm Weller Park would save approximately \$200,000 which could be applied to the Hallmark Land Parkland Development project.

Budget increases required to facilitate an artificial turf option for rectangular field.

The following chart summarizes the additional funding required to construct an artificial turf rectangular field:

Approved Budget	
Capital Project 73287	\$3,000,000
Total Approved Budget and Funding available	\$3,000,000
Total estimated Funds Required	\$3,522,560
Non-refundable taxes (1.76%)	\$70,400
Sub-Total	\$3,592,960
Contingency amount (10%)	\$407,040
Total Funding Required	\$4,000,000
Budget Variance	- \$1,000,000

***An additional \$250,000 would be required if the multi- use option was considered for approval.*

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

Following Council approval of the parkland design, staff will complete a more detailed design and final cost estimate, including a new grading plan that takes into account current site conditions.

The \$200,000 of funding not utilized from Capital Project No. 73198 Field Renovation – Norm Weller Park for Sports Field Lighting be reallocated to Capital Project No: 73287 – Hallmark Lands.

Communications Considerations

Communications to update Town's website with new information as necessary.

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

1. Council could recommend that a multi-use rectangular field be constructed oriented either east-west or north-east by south-west
2. Council could recommend the proposed artificial turf senior soccer field be constructed of natural grass.
3. Council could reduce the scope of the Capital Project by eliminating amenities from the budget.

Conclusions

Staff recommends that the Capital Project proceed including an artificial turf senior soccer field and a natural turf senior softball field.

Attachments

- Attachment #1 – Sports Field Concept – Option 1
- Attachment #2 – Sports Field Concept – Option 2

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Report No. OPS18-018

Previous Reports

OPS 2018-008 100 Vandorf Sideroad – Hallmark Lands Community Park Design

Pre-submission Review

Agenda Management Meeting review on June 28, 2018

Departmental Approval

Approved for Agenda

A handwritten signature in black ink, appearing to read "Allan D. Downey", written over a horizontal line. To the right of the signature is the word "per:".

**Allan D. Downey
Director of Operations
Operational Services**

A handwritten signature in blue ink, appearing to read "Doug Nadorozny", written over a horizontal line.

**Doug Nadorozny
Chief Administrative Officer**



SPORTS FIELD CONCEPT-OPTION 1 of 2
VACANT LAND PARCEL, AURORA, ON. (HALLMARK LANDS)
DATE: JUNE 2018, SCALE: 1:1000 +/-



SPORTS FIELD CONCEPT-OPTION 2

VACANT LAND PARCEL, AURORA, ON. (HALLMARK LANDS)
DATE: JUNE 2018, SCALE: 1:1000 +/-



**Town of Aurora
General Committee Report No. CS18-020**

Subject: Proposed Amendments to the Sign By-law
Prepared by: Techa van Leeuwen, Director of Corporate Services
Department: Corporate Services
Date: July 17, 2018

Recommendation

- 1. That Report No. CS18-020 be received; and**
- 2. That the proposed amendments to Sign By-law No. 5840-16, as outlined in this report be brought forward to a future Council meeting, for enactment.**

Executive Summary

This report is in response to a Motion passed by Council to consider regulatory provisions in the Sign By-law that would allow A-frame signs as a permitted sign.

- The Town's Sign By-law 5840-16 was a result of a multi-year review initiated by staff in 2012 with an objective to respond to business and community needs and increase customer service.
- A-frame signs (herein after referred to as portable signs) were removed as a permitted sign in the By-law due to ongoing and continuous non-compliance
- A review of other Municipal Sign By-laws indicates best practice is to allow portable signs through a permitting system with regulatory provisions to safeguard the general public
- In consultation with the Chamber of Commerce, staff are recommending other minor amendments to the Sign By-law

Background

In 2012 staff initiated a comprehensive Sign By-law review of the temporary sign by-law and permanent sign by-law. The review was a multi-year project that included stakeholder engagement from the onset with the Chamber of Commerce, Economic Development Advisory Committee, sign industry and the public. In general the feedback received from various stakeholders was positive with regards to the changes and

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Report No. CS18-020

project objectives. In October of 2015 staff presented to Council the proposed changes and in March of 2016 a consolidated Sign By-law was enacted.

At the Council meeting of February 27, 2018 the following motion passed;

Now Therefore Be It Hereby Resolved That staff be directed to review best practices in other municipalities, engage the business community, and the public for comments and suggestions; and

Be It Further Resolved That staff be directed to consider and report back to Council on regulatory provisions that may be included in the Sign By-law that would allow for A-frame signs and a nominal fee to offset enforcement efforts

Analysis

The Town's Sign By-law 5840-16 was a result of a multi-year review initiated by staff in 2012 with an objective to respond to business and community needs and increase customer service.

The objectives of the comprehensive sign bylaw review initiated in 2012 was established early in the project based upon feedback from our business sector and other stakeholders and included the following

- Increased flexibility for permanent signs and a better balance for temporary signs between business needs and the visual appearance of the community
- Streamlining the process by delegating authority to staff for sign variances and the approval of signage through the Site Plan process
- Updating the by-law to reflect changes in the sign industry and technologies
- Providing clarity and consistency in the by-law

Throughout the project staff met with various stakeholders to obtain feedback. Generally the feedback on the proposed changes was positive. For permanent sign, the focus of feedback was related to the limited number of wall signs permitted and the length of time for processing variances. For temporary signs, the feedback was related to reducing sign pollution of unsightly signs and extending the allocation of additional time for mobile signs. Mobile signs are the larger signs mounted on a trailer, transported from one site to another. Changes brought forward in Sign By-law 5840-16 reflected feedback from stakeholders.

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Report No. CS18-020

A-frame signs (portable signs) were removed as a permitted sign in the By-law due to ongoing and continuous non-compliance

Sign By-law 5840-16 provides more flexibility and increased sign exposure than previously permitted. The only component of reduced signage was related to A-frame signs. A-frame signs were removed as a permitted sign as there were ongoing non-compliance issues. A-frame signs were being placed on municipal property, were not removed at close of business, create mobility issues if placed on sidewalks, add to visual clutter and can be hazardous during inclement weather.

A review of other Municipal Sign By-laws indicates best practice is to allow portable signs through a permitting system with regulatory provisions to safeguard the general public

Staff have reviewed other Municipal Sign By-laws to determine best practices. Attachment #1 provides a comparison table which assisted staff in developing a proposed model for allowing portable signs. Portable signs may take the form of an A-frame sign, chalkboard style or other forms and are designed to be easily moved from one location to another. Attachment #1 identifies the proposed regulatory provisions and are outlined as follows;

- Introduce a one-year permit for portable signs for a fee of \$100 for each sign identifiable by a Town issued sticker to be located on the sign.
- Only permitted on public property in the downtown core subject to liability insurance and indemnification letter. Otherwise permitted on private property.
- Maximum height of 1.0 metre, maximum sign area of 0.6 square metres and required setbacks to driveways, curbs and buildings.
- Must maintain a barrier free path of travel if placed on a sidewalk.
- Must be weighted or anchored in place and must be removed at end of business or between the hours of 11p.m. and 7a.m.
- Shall be removed during snow removal and winter maintenance operations.

In consultation with the Chamber of Commerce, staff are recommending other minor amendments to the Sign By-law

When staff met with the Chamber, a few other minor amendments were requested. Staff are in agreement with the suggestions being;

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Report No. CS18-020

- Currently banner signs are required to be placed at least 2.4 metres from grade. This provision can be restricting depending on the building and architectural features. Staff are in agreement to remove this restriction.
- Banner signs are limited to a maximum of 8 weeks per calendar year in total per premises. Staff are in agreement to increasing the maximum length of time to 12 weeks per calendar year in total per premises.

Advisory Committee Review

None

Legal Considerations

Section 11 the Municipal Act, as amended, permits the Town to pass by-laws respecting signs, structures, culture, heritage, the health, safety and well-being of persons and Economic, social and environmental well-being of the municipality.

Financial Implications

The proposed amendments to the Sign By-law introduce an annual sign permit fee of \$100 for each portable sign. This fee is nominal and will help to offset the administration and monitoring of such signs. Other fees that may be collected include a sign retrieval fee of \$20 per sign for non-compliant signs removed by staff.

Communications Considerations

The Town will communicate any changes to the current sign bylaw by providing content to the Chamber of Commerce to share with their membership. Communications will also create a one-page handout for business owners, which can also be provided when permits are requested. Economic Development will also be provided copies of any communication for them to share with the business community. In addition, the bylaw will be posted to the Town website and information shared via the Notice Board and social media.

Link to Strategic Plan

This report supports the Strategic Plan Goal of Enabling a diverse, creative and resilient economy and specifically addresses the Objective of Supporting small business and encouraging a more sustainable business environment and establishing regular communication with the Aurora Chamber of Commerce and the business community to better understand and address local business needs and promote business retention/expansion.

Alternative(s) to the Recommendation

1. The Current Sign By-law 5840-16 not be amended. The current by-law does not permit A-frame/portable signs except as authorized by the Director for special events.
2. Council provide direction.

Conclusions

In 2016, the comprehensive sign by-law review resulted in the enactment of a consolidated Sign By-law No. 5840-16. The by-law created increased flexibility, enhanced sign permissions and efficiencies. The by-law did however eliminate A-frame signs as a permitted form of signage. Staff did undertake an education campaign by visiting many businesses and informing them of the new sign bylaw requirements. Some businesses found alternative signage, however did express concern. Staff have met with representatives from the Chamber to present a proposal that would allow portable signs through an annual permit system. The Chamber was receptive and in agreement with the proposal and requested some other minor amendments as outlined in this report.

Attachments

Attachment #1 – A-frame Comparison Table

Previous Reports

Report BBS12-008 – General Committee, November 6, 2012

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Report No. CS18-020

Report BBS14-005 – General Committee, February 4, 2014

Report BBS15-011 – General Committee, October 20, 2015

Report BBS16-002 – General Committee, February 16, 2016

Pre-submission Review

Agenda Management Team review on June 28, 2018

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

A- Frame Sign Comparison Table

	Defined as	Are they allowed?	Permit Required?	Permit fee	How long permit is valid?	In which area/zone are they are allowed?	Are they allowed in public property?	Maximum Number	Maximum area	Maximum Height	Maximum dimensions	Illumination allowed?	Removal at night	Setbacks	Other Provisions
Richmond Hill	Portable Sign	Yes (4)	Yes	\$100	21 days	Commercial, Industrial, Institutional and Agricultural	No	1 per property	0.6 m ²	0.9 m	N/A	No	at the close of business	15m of an intersection or traffic signalization, 1.5m of a private driveway, 3m of any other Lot Line, 15m from a property used for residential purposes.	30 days gap between permits for the same premises
Newmarket	Portable Sign	Yes	Yes	\$112	1 Year	Only in commercial and employment & Shopping Centre	Yes, but only in downtown area where max 0.61m encroachment is allowed into sidewalk	1 per business premises in downtown. 6 to 15 signs in commercial, employment and urban centres depends on lot frontage	0.56 m ² downtown 1.86 m ² other areas	0.91m downtown 1.52m other areas	0.61m W & 0.91m H 1.22m W & 1.52m H	No	1 Hr before opening and 1 Hr after closing	4.57m from intersection of driveway with street line or streets, 0.91m from municipal sidewalk, 4.57m from Regional or Provincial Hwy	Not allowed within a parking space parking lot or parking area. Must have a sticker with contact info. Specific colours requirements in historic downtown area
Stouffville	A-Frame Sign	Yes	No, up to certain size. See footnote(1)	No Charge	N/A	Only in commercial, employment, or institutional zones	Yes, only for businesses within 1.5 m of the municipal road allowance (measured from the main front wall) subject to \$2M liability insurance and indemnification letter.	1 per business premises	0.7 m ²	1.25 m	0.8m W & 1.25m H	No (3)	at the close of business	3 metres from any other A-frame sign or driveway entrance, 1.5 metres from any property line, if located on a sidewalk or common walk way on private or public property [where allowed] a minimum clearance of 1.5 m to allow passage of pedestrians. Not be located within an entrance, parking space or aisle, or planting bed. If on a municipal sidewalk,	Anchored in place through weight or other support so as to prevent incidental movement of the sign through the impacts of wind.
Markham	Portable Sign	Yes	Yes	\$121 or \$181	14 days or 21 days	Only in commercial, Industrial & Shopping Centre (not Institutional)	No	1 portable or mobile sign per lot or premises at any time	0.6 m ²	0.9 m	0.6m W & 0.9m H	No	at the close of business	3m from the edge of sidewalk, driveway or curb. 10 m from other portable or mobile signs on the same premises	The sign has affixed to it a sticker issued by the Town as evidence that a permit has been issued. 90 days gap between permits. Maximum 42 days in a year.
Vaughan	Portable Sign	Yes (Through by-law amendment)	Yes	\$191	6 Months	only on premises used for commercial or industrial purposes	No	1 per business premises	0.5 m ²	1.0 m	N/A	Silent	at the close of business	1.5 m from common lot lines, 1.0 m from driveway	N/A
King	A-Frame Sign	Yes	No	N/A	N/A	Only in commercial, Industrial & Institutional	Yes, but only in downtown core for businesses within 1.5 m of the municipal road allowance (measured from the main front wall)	1 per business premises	0.77 m ²	1.25 m	N/A	Only in downtown core (?!?)	at the close of business	Min 1 m to property line, when located on the sidewalk min 1.2 m clearance for passageway	Not allowed within an entrance, parking space or aisle or planting bed
Collingwood	Sidewalk Sign (as a subcategory of portable signs)	Yes	Yes	\$75	1 Year	Heritage Conservation District only	Yes, but only in Heritage Conservation District and subject to \$2M liability insurance and indemnification letter.	1 per business premises	N/A (0.75 m ² based on maximum dimensions)	1.0 m	0.75m W & 1.0m H	No	Silent	Shall not protrude onto a sidewalk or boulevard a distance of more than 1.0 meter from the façade of the building.	Shall be affixed to the façade of the building or is constructed of a solid material or is weighted down to ensure the sign cannot be easily moved by natural causes. Shall not be displayed at any time that may interfere with the safe plowing or removal of snow.
Aurora (Proposed)	Portable Sign	Yes	Yes	\$100	1 Year	Commercial, Institutional, Employment, Rural Zones and for non-residential uses within Promenade zones	Yes, only in downtown core (Main Streets & Village Streets) subject to \$2M liability insurance and indemnification letter.	1 per business premises	0.6 m ²	1.0 m (Overall height including frame)	0.6m W & 1.0m H	No	at the close of business or between 11:00 p.m. - 6:00 a.m.	1m from driveway and interior and rear lot line. When it is allowed on public property: either located immediately adjacent to the building wall or in close proximity but not closer than 0.4 m to the edge of the curb. Notwithstanding the above, 1.1m of unobstructed sidewalk space must be maintained at all times. (this is based on both Building Code and Integrated Accessibility Standards Regulation passed under AODA) Not within pedestrian crossing	Not allowed within barrier free path of travel, an entrance to a building, parking space, manoeuvring space, driveway, parking lot or planting bed. Anchored in place through weight or other support so as to prevent incidental movement of the sign through the impacts of wind. Must have a sticker issued by the Town as evidence that a permit has been issued. Not at the same time with a mobile sign. [need to include provision to exempt from heritage approval]. Shall not be displayed at any time that may interfere with the safe plowing or removal of snow.



**Town of Aurora
General Committee Report No. CMS18-021**

Subject: Cultural Partners - Update
Prepared by: Robin McDougall, Director – Community Services
Department: Community Services
Date: July 17, 2018

Recommendation

1. That Report No. CMS18-021 be received; and
2. That the report from Interkom be received; and
3. That an action plan be prepared and presented to the new Council

Executive Summary

As recommended in Report No.CA017-002, April 18, 2017, the Town conducted a facilitated workshop with its' cultural partners to help identify the strengths and weaknesses of existing cultural partnerships and to gain an understanding of what cultural partners would like to see from the Town moving forward. Considerations include:

- Individual consultations occurred with each partner prior to the workshop
- A facilitated workshop was hosted with cultural partners to identify a baseline of services and determine future needs
- The workshop agenda and observations
- Short term action items

Background

A report was brought to Council on April 18, 2017 outlining a list of potential partners and recommended hosting a facilitated workshop. On April 25, 2017, Council passed the following resolution:

1. That Report No. CAO17-002 be received; and
2. That the Town conduct a facilitated workshop with its cultural partners; and

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Report No. CMS18-021

3. That, following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.

This report outlines the cultural partners' consultation and workshop facilitation that took place on Monday June 25, 2018.

Analysis

Individual one on one meetings/phone interviews were conducted prior to the workshop.

Individual meetings were held with the following groups prior to the workshop:

- Aurora Cultural Centre
- Aurora Historical Society
- Pine Tree Potters Guild
- Society of York Region Artists
- Theatre Aurora
- Aurora Sports Hall of Fame
- Aurora Public Library
- Aurora Seniors Association
- Aurora Farmer's Market
- Town of Aurora Senior management

The purpose of these interviews was to gain an understanding of each organization with respect to operating budget, governance model, number of members, program highlights, number of visitors/users/patrons, staffing and business plan.

A facilitated workshop was hosted with cultural partners to identify a baseline of services and determine future needs

The following are cultural partners that were listed in the April 2017 staff report or met the criteria:

- Aurora Public Library
- Aurora Cultural Centre
- Aurora Historical Society
- Aurora Seniors Centre
- Aurora Sports Hall of Fame

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Report No. CMS18-021

- Pine Tree Potters Guild
- Society of York Region Artists
- Theatre Aurora
- Farmers Market*

*invited to workshop but was unable to attend

These cultural partners along with Town staff attended a facilitated workshop on Monday June 25, 2018. Cultural consultants from Interkom facilitated the discussion. Interkom is a full-service marketing and fundraising consultancy with experience in the Arts and Culture sector working with multiple stakeholders, including senior management and staff, Board, Committee, elected officials, funders, donors and volunteers.

Workshop Agenda and observations

The Workshop agenda focused on stakeholder consultation. Each participating partner group was asked to speak about their needs, challenges and expectations from the Town.

Key findings from these discussions include:

- Most organizations were not familiar with the Cultural Master Plan
- Little has been accomplished since completion of the plan in May, 2014
- Communication between cultural partners and the Town remains problematic as there are few staff resources dedicated to culture
- Little awareness around cultural assets
- Lack of awareness and consideration of economic impact as a driver of success for the cultural arts
- An integrated cultural marketing strategy will be an important element for positioning and strengthening culture in the community

Additionally, workshop participants were asked to rank their top three priorities from a pre-determined list of 12 priorities. The top three priorities were identified:

- To develop an integrated and branded Cultural Sector marketing strategy
- To enhance cultural signage and wayfinding (in and around Town)
- To highlight cultural destinations in tourism promotions

July 17, 2018

Page 4 of 5

Report No. CMS18-021

Short Term Action items

1. Revisit the Cultural Master Plan and create an implementation plan in cooperation with cultural partners
2. Review current partnership agreements and evaluate existing delivery models

Any further action items would likely be determined as the Town moves ahead with implementing the Cultural Master Plan and evaluating existing delivery models.

Advisory Committee Review

Not applicable

Legal Considerations

None

Financial Implications

None at this time. Financial implications of the detailed action plan will be incorporated into the staff report to the new Council.

Communications Considerations

None

Link to Strategic Plan

Enhancing Culture in the community supports the Strategic plan goal of ***Supporting an exceptional quality of life for all*** and specifically Objective 3: ***Celebrating and promoting our culture.***

Alternative(s) to the Recommendation

1. Council can provide further direction

Conclusions

Hosting this workshop was an important first step in understanding the existing framework of Culture in the community and ascertaining the needs, challenges and expectations of the Town's cultural partners.

Ongoing efforts will be required to continue to support the Town's cultural partners and to strengthen and strongly position cultural arts in the community.

Attachments

Cultural Partners Consultation and Workshop Facilitation for the Town of Aurora – Interkom Report and Analysis.

Previous Reports

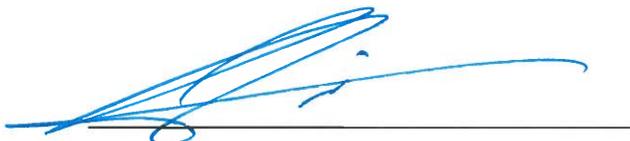
Notice of Motion – Tuesday September 27, 2016, Re: Cultural Partners
Report No. CA017-002 – April 25, 2017 – Cultural Partners Review

Pre-submission Review

Reviewed by Agenda Management Team via email.

Departmental Approval

Approved for Agenda



Robin McDougall
Director
Community Services



Doug Nadorozny
Chief Administrative Officer



Attachment 1

**Cultural Partners Consultation and Workshop Facilitation
for the Town of Aurora**

Interkom Report and Analysis

June 26, 2018

I. Project Objective

To host a facilitated workshop with cultural organizations that currently have partnerships with the municipality or utilize Town facilities. The purpose of the workshop is to identify a current baseline of services provided by these partners and identify the future needs of such partners and indentify the role of the municipality.

As part of setting the baseline, all participating organizations were asked to provide a snapshot of the organization, including annual operating budget, governance model, number of members, program highlights, number of visitors/users/patrons, staffing and roles and business plan.

Only two organizations (Aurora Public Library; Aurora Cultural Centre) responded in writing and provided (incomplete) information by the deadline of June 15th. The Aurora Historical Society provided an annual report at the workshop (June 25th).

For the purpose of the report, all additional information was researched from public domain sources and from the phone or in-person interviews conducted prior to the June 25th workshop.

II. Methodology & Work Plan

Step 1: Strategic Review

A) Review of existing reports and documentations related to the Town of Aurora and the York Region:

- Town of Aurora Cultural Master Plan
- Town of Aurora Library Square Development
- Aurora Promenade Concept Plan
- Town of Aurora Council reports
- Town of Aurora Official Plan
- Town of Aurora Strategic Plan
- Town of Aurora Living Resident's Guide
- Town of Aurora Community Services Program Guide
- York Region Official Plan
- York Region Economic Development Action Plan
- York Region Vision 2051
- Any other relevant documents and reports



B) Review & research of cultural master plan, cultural framework, and cultural support of other municipalities:

- City of Kingston
- City of Richmond Hill
- City of Barrie
- City of St. Catharines
- City of Burlington
- Town of Pelham
- City of Richmond, BC

C) Needs assessment:

- **Review and analysis of the Town's current agreements with various cultural partners** still needs to be completed. There needs to be a clear understanding of whether other cultural stakeholders need to be included in this review. And what the Council's long-term view is in supporting these entities.
- **Review and analysis of existing delivery models.** More work could be done in this regard. However, the lack of information available from the Cultural Partners that participated, suggests that perhaps this would become a required step which could become mandatory before receiving new long-term agreements, or financial support from the Town.
- **Define municipal role in relation to building of cultural partnerships.** Without the roll-out of recommended action items from the Cultural Master Plan, it remains very difficult to define this aspect. The other consideration is, that since this Cultural segment in Aurora seems fragmented and somewhat run by committees of volunteers, there is no true measurement. Self-reported usage of programs and facilities, do not tell the whole story. It seems that unless some rigorous key performance indicators be put in place, the cultural sector will play catch-up to other funded community groups like sports and recreational providers in the Town of Aurora.

Step 2: Stakeholder Consultation

A) One-on-one meeting/phone interviews with current key partners

- Aurora Cultural Centre
- Aurora Historical Society
- Pine Tree Potters Guild
- Society of York Region Artists
- Theatre Aurora
- Aurora Sports Hall of Fame
- Aurora Public Library
- Aurora Seniors Association
- Aurora Farmer's Market
- Other Key Opinion Leaders
- Town of Aurora Senior management



B) Workshop Facilitation

- Preparation of Discussion Guide
- Facilitated roundtable meeting to determine needs of partners & community
- Identification of short-term goals and long-term requirements

III. Key Discussion Points & Findings

Based on the stakeholder consultation from May 28 to June 22, 2018 and the facilitated workshop on June 25, 2018, the following are the key discussion points and findings:

- The Cultural Master Plan (2014-2019) was an unknown entity to most, other than the persons that were involved in the original work group (2013/14), or organizations that had representation on this committee
- Little has been accomplished to implement the recommendations since the report was completed in May of 2014
- Communication between Cultural Partners and the Town has been and remains problematic, since there never has been a dedicated Town Cultural liaison
- An ad-hoc group has formed (Cultural Roundtable), but it is not inclusive and does not include the Town or the Museum, yet the Aurora Cultural Centre is a member, which operates out of the Church Street School – a Town owned facility
- The Aurora Cultural Centre just finished a new 5-Year Strategic Plan recently
- There seems to be little awareness about the importance of the Cultural Resource Framework and the breakdown of Cultural Assets – two important baseline indicators of the Town of Aurora Creative Class
- There is a lack of awareness of economic impact as a driver of success
- The cultural partners look towards the Town for leadership, yet a few participants indicated that it is up to the Cultural Partners themselves to do a better job educating the community and to actively pursue audience development
- There was a general consensus that an integrated cultural marketing strategy is the most important element that the Cultural Partners needed help with in order to be more successful

IV. Outcome from the Consultation and Workshop

In terms of setting actionable priorities for building a strong and vital cultural sector in Aurora and enhancing access to cultural resources, **the following items were voted on based on importance:**

1. To develop an integrated and branded Cultural Sector marketing strategy (**ranked highest**)
2. To enhance cultural Signage and Wayfinding (in and around the Town)
3. To highlight cultural destinations in tourism promotions
4. To add a Cultural section to the Community Services Guide
5. To launch a Cultural micro-site with links to all Cultural Partners websites



-
6. To start an Annual Cultural Summit in Aurora
 7. To organize a workshop (or workshops) on how to use Social Media, Digital Marketing (Facebook, Instagram, Google AdWords, etc.) and e-marketing to build Cultural brand
 8. To organize a workshop (or workshops) on Business Plan development
 9. Additional input from cultural partners (Craig's list)
 - Town to continue to recognize the importance and support the cultural sector
 - To use the Cultural Master Plan as the base to move forward (refer back to the document and use it as a guideline)
 - To have a point person at the Town for Cultural to assist all cultural partners
 - To formulate a formal Cultural Roundtable where senior representatives of all cultural partner organizations meet once (or twice) every year to discuss issues and share knowledge and learning

V. Observations, Analysis and Conclusions

- In general, the Cultural Partners that were present were encouraged that the Town had initiated the workshop
- It was felt that this perhaps could be construed as a fresh start to implement some of the recommendations of the Cultural Master Plan
- The appointment of a new Director of Community Services was seen as positive development
- There needs to be more open dialogue between Cultural Partners and the Town
- There was an expression for more financial report, however this was coming primarily from partners that are already heavily resourced by the Town and was not backed by proper proposals and rationale
- The Library Square project (Liberty Square, as possible name?), was referenced, but only few seemed to understand the significance vis-à-vis a Cultural Precinct

VI. Recommendations

- To provide a clear understanding of Cultural Partners' roles as part of the Cultural Master Plan implementation and keep them engaged for the development of the Cultural Precinct
- To continue work on a framework for cultural partnerships moving forward (see *Needs Assessment* section on page 2)
- To review the Creative Class Cluster in Aurora and make a distinction between professional and volunteer cultural service providers and ensure that the Cultural Assets are accurately identified (both For-Profit and Non-For-Profit)
- Make Business Plans and/or (audited) Annual Reports mandatory to receive multi-year agreements/funding from the Town of Aurora
- Encourage Economic Development and Culture to have joint annual update meetings (Cultural Summit)



-
- Implement some key actionable priorities in 2018, thereby securing momentum and ROI from this workshop engagement
 - Distribute a copy of the staff report to all participants after it has been presented to Council in July 2018

***In municipalities where Culture thrives, it is seen to contribute to
Economic Growth and enhance Community Vitality.***

Appendix

1. Consulted Cultural Partners
2. Cultural Partner Workshop Attendees
3. Workshop Agenda (see attached Word document)
4. Workshop Presentation (see attached PowerPoint presentation)
5. Ballot for Setting Priorities (see attached Word document)



Appendix

1. Consulted Cultural Partners

Cultural Partners:

Aurora Farmer's Market: Jan Freedman (Co-Chair)
Aurora Cultural Centre: Suzanne Haines (Executive Director), Craig Mather (President Board of Directors)
Aurora Historical Society: Bill Albino (President), Erika Mazanik (Curator)
Pine Tree Potters Guild: Cathy Harris, Sandie Parker (Director and President)
Society of York Region Artists: Linda Welch (President)
Theatre Aurora: Steve Wolfer (President)
Aurora Sports Hall of Fame: David Thom (Vice Chair)
Aurora Public Library: Jill Foster (CEO)
Aurora Seniors Association: Dave LeGallais (President), Jim Abram (Director)

Town of Aurora:

Doug Nadorozny (CAO)
Robin McDougall (Director Community Services)
Jim Kyle (Manager)

2. Cultural Partner Workshop Attendees

Cultural Partners:

Aurora Cultural Centre: Suzanne Haines (Executive Director), Craig Mather (President Board of Directors)
Aurora Historical Society: Erika Mazanik (Curator), John Green (Vice-President)
Pine Tree Potters Guild: Cathy Harris, Sandie Parker (Director and President)
Society of York Region Artists: Linda Welch (President)
Theatre Aurora: Steve Wolfer (President), Joey Ferguson
Aurora Sports Hall of Fame: David Thom (Vice Chair)
Aurora Public Library: Jill Foster (CEO), Reccia Mandelcorn (Manager of Community Collaboration)
Aurora Seniors Association: Dave LeGallais (President); Jim Abram (Director)

Town of Aurora:

Doug Nadorozny (CAO)
Robin McDougall (Director Community Services)
Jim Kyle (Manager)
Shawna White (Curator)
Lisa Warth (Manager of Recreation Services)

Consultant:

Martin van Zon - Interkom
Lee Zhang - Interkom



Town of Aurora

General Committee Report

No. PDS18-074

Subject: Aurora Economic Development Board – Working Group Update

Prepared by: Anthony Ierullo, Manager of Policy Planning and Economic Development

Department: Planning and Development Services

Date: July 17, 2018

Recommendations

1. That Report No. PDS18-074 be received;
2. That the Town establish and organize an Economic Development Corporation under the name “Aurora Economic Development Corporation”, or such other similar name that may be available (the “Corporation” or “AEDC”), and that the Mayor and Clerk be authorized to sign any and all documents and agreements to permit the establishment and organization of the Corporation;
3. That the Corporation be designated as a “designated economic development corporation” pursuant to section 9 of O. Reg. 599/06 under the *Municipal Act, 2001*;
4. That the Town nominate and authorize the Mayor to act as incorporator and the initial member of the Board of Directors (“AEDC Board”) and as a member of the AEDC;
5. That the Town be authorized to subscribe for a membership interest in the Corporation and to acquire a membership interest in the Corporation and exercise any power as a member of the Corporation required to be exercised, and to thereafter exercise powers as a member of the Corporation;
6. That the Aurora Economic Development Board be authorized to lead the process to recruit new AEDC Board members and recommend to Council candidates for appointment to the AEDC Board;

- 7. That Capital Project No. 81022 – Economic Development Strategic Plan be approved; and**
- 8. That a total budget of \$100,000 be approved for Capital Project No. 81022 to be funded from the Economic Development Reserve Fund.**

Executive Summary

This report seeks Council approval to proceed with the establishment and organization of the Aurora Economic Development Corporation (AEDC) as previously directed by Council and/or as outlined in this report.

- In June 2017, Council directed staff to establish the AEDC and initiate the recruitment of members of its Board.
- In November 2017, Council appointed 4 citizen members and 3 Council members to the Board of the AEDC.
- The intent was to initially establish a Working Group that would review and validate the economic development structure approved by Council leading to the establishment of the Corporation in mid-2018.
- The Working Group endorsed the Hybrid Model as the current preferred option for economic development in Aurora.
- The Working Group has reviewed the Terms of Reference for the AEDC and offered minor amendments.
- The Working Group supports the establishment of the AEDC and has made specific recommendations to Council to advance this process.
- The Working Group would like to recognize the previous work of the Economic Development Advisory Committee.
- Upon the establishment of the AEDC, the next steps include the development of a long-term strategy for economic development that considers the community economic development eco-system in Aurora.

Background

Council directed establishment of AEDC in June 2017

In June 2017, Council directed staff to establish the AEDC and initiate the recruitment of members of its Board. As directed by Council, staff advertised for citizen members for

appointment to the newly formed Aurora Economic Development Board, by placing ads in the local papers and posting the opportunity on the Town of Aurora website. The interested candidates and related supporting documentation were presented to Council for consideration in November 2017.

Council appointed initial Board in November 2017

At that time, Council appointed 4 citizen members and 3 Council members to the Board of the AEDC upon its creation. The intent was to initially establish a working group that would review and validate the economic development structure approved by Council leading to the establishment of the Corporation in mid-2018. Over the past several months, the Aurora Economic Development Working Group (AEDCWG) has reviewed key economic development strategy and programs, economic development tools and models and the terms of reference and structure of the AEDC and related considerations for the role and structure of its Board. The recommendations of the working group are summarized in this report.

Analysis

Working Group endorses Hybrid Models for economic development

The AEDCWG endorsed the Hybrid Model as the current preferred option for economic development in Aurora and agreed to revisit the model options as part of the Economic Development Strategic Plan process. This is consistent with the staff recommendation and previous Council direction.

Working Group endorses Terms of Reference with revisions

The AEDCWG reviewed and provided feedback on the Terms of Reference. Staff compiled the feedback and have updated the attached Terms of Reference to reflect the specific areas of focus highlighted and the strategic role of the AEDCWG. Staff support the proposed amendments to the Terms of Reference as recommended by the Working Group.

Working Group supports establishment of Corporation and offers guidance to assist with process

The AEDCWG is recommending that the Town proceed with the formal establishment of the Aurora Economic Development Corporation (or a substantially similar name, if that

is not available) as previously directed by Council as a corporation without share capital under the *Corporations Act* (Ontario) and that the Corporation be organized in accordance with the terms of this report and recommendation. Further to this recommendation, it is also recommended that:

- (a) The Town nominate and authorize the Mayor and the Clerk to act as incorporators and the initial members of the Board of Directors and as members of the AEDC in order to establish and organize the Corporation in accordance with the terms of this report and recommendations; and
- (b) The Town be authorized to subscribe for a membership interest in the Corporation and to acquire a membership interest in the Corporation and exercise any power as a member of the Corporation required to be exercised in order to establish and organize the Corporation in accordance with the terms of this report and recommendations, and to thereafter exercise powers as a member of the Corporation.

The following considerations were discussed and direction proposed to assist with the establishment of the AEDC:

Recruitment Process

The Board has highlighted the recruitment of new members as its immediate priority and is requesting that it lead the recruitment process and ultimately make recommendations to Council on the appointment of new Board members. Under this process, Council would continue to be responsible for appointing new members of the Board. However, the current Board members would solicit interest, evaluate candidates and ultimately recommend candidates for appointment.

Size of Board

Citizen members of the Board of Directors of the AEDC will include a maximum of 8 and minimum of 4 members, while Council members of the Board of Directors will include the Mayor and up to 2 Councillors. The initial Board of Directors will consist of 4 citizen members and the 3 members of Council currently serving on the working group. The CAO will also be a non-voting member of the Board of Directors (ex-officio).

Term of Board

Citizen members of the Board of Directors will be appointed to a maximum two consecutive three year terms. The Board of Directors may choose to extend the term of a past chair for one additional year for continuity purposes. The initial Directors who are citizens will be appointed using staggered terms as follows, to ensure continuity:

- Two 2 year appointments
- One 3 year appointment
- One 4 year appointment

The term of the appointment of Directors of the AEDC will be effective starting the day after the Annual General Meeting of the Corporation. This includes the appointment of new Directors. Council members will be appointed for a term concurrent with term of Council or until which time as replacement member has been appointed.

Quorum

Quorum requires that at least 50% of appointed Directors attend the meeting provided that at least 50% of those attending are citizen members.

Named Officers and Committees

The Board of Directors will appoint a Chair and Vice-Chair from its appointed citizen Directors. The Town will provide an Executive Director as staff support for the Board of Directors. The Board of Directors will also appoint a Secretary and Treasurer to the Corporation. The Board of Directors will have the ability to establish committees (Executive, ad hoc, other) as required.

Board Meeting Frequency

The Board of Directors will meet quarterly or at the call of the Chair and will be pre-scheduled at the first meeting of the year.

Teleconference/Video Conference/Email Voting

Directors will be permitted to participate and vote at a meeting of the Board of Directors via teleconference and/or video conference. Directors will be permitted to vote on administrative matters as determined by the Board of Directors via email.

July 17, 2018

Page 6 of 9

Report No. PDS18-074

Code of Ethics

The Board of Directors will be required to follow the attached Code of Ethics for members of the Board or Directors.

Dissolving the Corporation

In the event that the Corporation is dissolved, any assets owned by the corporation will revert back to the municipality.

Non-Share Corporation

It is recommended that the AEDC be established as a 'non-share' corporation, rather than a 'share' corporation. The Board was briefed by the Town Solicitor on the relative benefits of both options at the April 2018 meeting. For example, in regard to an economic development corporation, the practical benefit of a share capital corporation is that this type of corporation can more actively buy and sell land holdings and distribute the proceeds of these types of transactions and other profits of the corporation to the equity holders in the corporation, while there are limitations in this regard with a non-share corporation (which cannot be created for the purposes of distributing profits to its members). Generally, the non-share capital corporation can be established and maintained efficiently and in a cost effective manner and the Board of the non-share capital corporation can appoint various classes of members reflecting the public purpose of the corporation and the interests of its stakeholders. Further, the non-share capital corporation is able to perform its stated objects as set out in its incorporating documents in furtherance of its economic development purposes and without the complexities that arise out of the objective of distributing profits to those who own an interest in the corporation.

Designation of the Corporation

The *Municipal Act, 2001* authorizes Council to designate the Corporation as a "designated economic development corporation". The primary benefit of such a designation is that the economic development services provided by a corporation which is so designated are deemed to be a special service that is provided by the Town for the purposes of Section 326 of the *Municipal Act, 2001*, and the Corporation is deemed to be a local board of the Town for those purposes. If the services are considered a special service, Council would be able to pass a by-law to determine which of the costs of the AEDC are related to a given economic development service, designate an area in

which property owners will receive an additional benefit from that service, determine which of the AEDC's costs would be attributed to providing that additional benefit, and then levy a special local municipality levy on properties within that designated area as a means of allocating the cost of the particular service. It is recommended that the Town proceed with the designation of the AEDC as a "designated economic development corporation" in order to allow for maximum flexibility when considering service delivery options. The use of the area rating power under Section 326 is a wholly discretionary tool for Council to use if and when it is deemed appropriate for a specific economic development service or project, so there is no disadvantage to Council designating the Corporation at this stage. Moreover, the designation of the corporation at a later date would also be more difficult and costly for the Town.

Rules of Order

It is recommended that the Board use Roberts Rules of Order as a procedural guideline at board meetings, rather than the Town's Procedural By-law.

Staff have reviewed and support all the recommendations of the AEDCWG as noted above, related to the establishment of the AEDC.

Recognition for past work of EDAC

The Board expressed their appreciation for the previous work of the Town's Economic Development Advisory Committee in advancing economic development in Aurora and would like Council to consider formally recognizing these contributions by way of a Council motion.

Next Steps

The Board is actively recruiting new Board members and intends to make a recommendation to Council on the appointment of new Board members in September 2018. Upon the establishment of the AEDC, the next steps include the development of a long term economic development strategy for economic development that considers the community economic development eco-system in Aurora. The Strategic Plan will guide the strategic direction of the Board, staff and the community. Council had previously approved funding for the development of an Economic Development Strategy, which was abandoned in favour of the development of an Economic Development Action Plan. The Board believes that it is now an appropriate time to reinstate the economic development strategic planning process at a community level.

The intent is to hire an external consultant to lead the strategic planning process using funds from the Economic Development Reserve Fund. Staff believe that the costs

associated with the development of the Economic Development Strategic Plan will be below \$100,000.

Advisory Committee Review

None.

Legal Considerations

The requirements under the *Municipal Act, 2001* and the regulation thereunder regarding municipal services corporations have been fulfilled or will be fulfilled once the Corporation is established.

Financial Implications

None.

Communications Considerations

None.

Link to Strategic Plan

Maintaining Ad Hoc and Advisory Committees/Boards supports the Strategic Plan goal of **Supporting an exceptional quality of life for all** through the accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: through the identification of new formats, methods and technologies to effectively and regularly engage the community.

Alternative to the Recommendation

1. Council may choose to not approve the recommendations of the AEDCWG and therefore, not establish the Corporation.

Conclusions

In November 2017, Council appointed 4 citizen members and 3 Council members to the Board of the AEDC. The intent was to initially establish a working group that would review and validate the economic development structure approved by Council leading to the establishment of the Corporation in mid-2018. The working group has generally supported the previous Council direction and is supporting the establishment of the AEDC. Upon creation of the AEDC, the next steps would be to develop a long term economic development strategy for economic development that considers the community economic development eco-system in Aurora. It is anticipated that the board will begin a process to develop a community-wide Economic Development Strategic Plan.

Attachments

Attachment 1 - Terms of Reference – Aurora Economic Development Corporation
Attachment 2 – Code of Ethics – Aurora Economic Development Corporation

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on June 28, 2018.

Departmental Approval



Marco Ramunno
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Appendix A

Attachment 1

Aurora Economic Development Corporation Terms of Reference

Role

The Aurora Economic Development Corporation (AEDC) is a non-share, not-for-profit, corporation, incorporated under the *Business Corporations Act* and *Municipal Act, 2001* and is the economic development arm of the Town of Aurora. On behalf of the Council of the Town of Aurora, the Aurora Economic Development Corporation provides strategic leadership and coordination of community economic development. The AEDC works with partners (provincial, regional and federal governments, community agencies, educational institutions and local businesses) to strengthen and diversify existing business, attract new business and investment, and coordinate strategic economic development initiatives within the community.

Responsibilities

The AEDC provides a critical advisory role in promoting economic growth and diversification in the Town of Aurora. Economic development goals should seek to build on local strengths, mitigate inherent weaknesses, convey the desired outcomes of the strategic planning process and speak directly to the aspirations of the community.

The AEDC is responsible for working with community stakeholders to develop and maintain an Economic Development Strategy for the Town of Aurora to guide economic development activities and investment over the short, medium and long term. This Strategy will be updated and approved by Council every 5 years.

In addition to the preparation of an Economic Development Strategy, the AEDC Board of Directors will also be responsible for reviewing the Economic Development Operational Plan that will be presented to the Board and approved by Council on an annual basis.

Goals and Objectives

The goal of the Board of Directors is to strengthen economic development and quality of life within Aurora by:

- supporting the expansion of current businesses;
- advising on Downtown Revitalization Activities;
- advising on community cultural activities that offer opportunities for economic development;
- attracting, brokering and facilitating new business development;
- encouraging continued economic diversification; and;
- pursuing other goals as determined by Council

This is accomplished through the following objectives:

- making strategic recommendations that assist in the expansion of current businesses and the development of new businesses;
- making strategic recommendations to Council on funding and grants to advance downtown revitalization objectives, cultural services and other strategic economic development initiatives and projects;
- promoting strategic public/private partnerships opportunities that advance economic development interests;
- recommending strategic programs to Council that actively promote tourism (including sport tourism) in Aurora;
- enable the implementation of the Town's Community Improvement Plan(s) as directed by Council;
- recommending strategic programs to Council that actively promote Aurora as a centre for advanced manufacturing, information technology and telecommunications, environmental technology, medical and related technologies, finance, insurance, real estate and leasing; and,

- recommending strategic programs that actively promoting Aurora as York Region's centre for education and training, business services, health services and government services.

Economic Development staff at the Town of Aurora serve as support to the Board of Directors at the Aurora Community Development Corporation.

Composition

The Board of Directors is composed of:

- Up to 8 local residents or business owners that serve three-year terms and represent the various economic and geographic sectors of our community. Preference will be given to Aurora Chamber of Commerce members that meet both the skills and eligibility requirements.
- 3 members of Council (Two Town Councillors and the Mayor of the Town of Aurora).
- CAO, Town of Aurora (ex-officio)
- Manager, Policy Planning and Economic Development (non-voting)

Eligibility

Members of the Board of Directors must be a Town of Aurora resident or employed with a business within the Town of Aurora.

Term

The Board shall be appointed for a three year term, with the option of a further three year term. For the initial Board, members will be appointed on staggered terms to ensure Board continuity. Council members will be appointed for terms concurrent with their term of Council. In municipal election years, appointed Council members will be permitted to serve on the board until which time that Council appoints a replacement member.

Remuneration

None.

Chairperson of Meeting

The Board will appoint a local resident or business owner member as a non-executive Chairperson and Vice-Chairperson. In the event that the Chairperson is absent, the Vice-Chairperson will assume the responsibilities of the Chair.

General Operating Procedures The Board will be subject to the requirements of Roberts Rules of Order.

Recruitment

Private members should be primarily influential business leaders that play a significant role in the community. Membership should include representation from large and small businesses, public and private sectors, private/public education, non-profit and accommodation / tourism providers. Previous membership on a governance board is an asset. A more detailed skills matrix is outlined in Appendix B.

Council members will be appointed by Mayor and Council.

Confidentiality

AEDC will protect the confidentiality of its clients and business activities. AEDC respects the confidentiality of proprietary information and intellectual property and will not disclose information, directly or indirectly, except as required by law. AEDC Board members are obligated to maintain strident client & corporate confidentiality, protect client & corporate proprietary information and respect client & corporate intellectual property.

Aurora Economic Development Corporation

**CODE OF ETHICS
for
Members of the Board**

The Aurora Economic Development Corporation expects it's Members of the Board of Directors to adhere to the highest standards of personal and professional competence, integrity and impartiality to ensure public confidence and trust is maintained.

The Aurora Economic Development Corporation's Members of the Board of Directors fundamentally understand that:

- a) The proper operation of the corporation requires that they be independent, impartial and responsible to the people;
- b) There are open, proper and appropriate channels of structure for decision making and approval of policy which is transparent, accessible and equitable;
- c) Conflicts between private interests and public responsibilities are unacceptable and must be avoided as the role is not to be used for personal gain;
- d) As leaders of the community, they are held to a higher standard of behaviour and conduct;
- e) Attaining an appointment to the Board is a privilege which carries significant responsibilities and obligations;
- f) No member shall use the influence of their position for any purpose other than for the exercise of his/her official duties; and
- g) There is fairness and respect for the differences and a duty to work together for goodwill and common good.

Although areas of ethical exposure are generally consistent and understood, the following areas and guidelines have been specifically identified in our community, as being paramount:

1. Roles and Obligations
2. Use of Information
3. Communications and Media Relations
4. Relationships with Staff and Other Members of the Board
5. Gifts, Hospitality and Benefits
6. Conflicts of Interest
7. Use of Property
8. Transparency and Openness in Decision Making
9. Public Input
10. Conduct at Meetings
11. Harassment

Accordingly, this document will provide a guideline for the Board in exercising their policy making role having regard to the statements and ideals as enunciated hereunder.

1. Roles and Obligations

Board Members recognize their mandate incorporates tasks to include:

- Fairly representing the diversity of community views in developing an overall strategy for the future of the Town;
- Setting objectives and determining strategies to achieve the Board's Corporate objectives in the Strategic Plan;
- Achieving sound financial management, planning and accountability;
- Being responsible stewards of the Corporation's assets, services, public places and natural environment; and
- Being aware of and conversant with the statutory obligations imposed on the Board as a whole, as well as each individual Member of the Board.

2. Use of Information

In their decision-making process, Members of the Board are sometimes privy to information which may be confidential or controversial such as, but not limited to "In Camera" meetings. It is expected that they will:

- Use "insider" information appropriately, so as not to be used to their personal advantage;
- Use confidential information appropriately so as not to cause loss or damage to the Corporation or detriment or benefit to others;
- Respect the status of confidential information (including documentation and/or deliberation) until the matter ceases to be confidential as determined by the Corporation;
- Understand that confidential information as provided to them by the Corporation belongs to the Corporation and not to members of the Board;
- Understand that they enjoy the same access rights to municipal information as any other member of the community, unless it is specifically relevant to a matter before the Board;
- Only release information in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended; and
- Continue their obligation to keep information confidential even if they cease to be a member of the Board.

Particular care should be exercised in ensuring confidentiality of the following:

- Information relating to the security of the property of the Corporation;
- Personal matters about an identifiable individual;

- Proposed or pending acquisition or disposition of land;
- Labour relations or employee negotiations including collective bargaining;
- Litigation or potential litigation, including matters before administrative tribunals;
- Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
- Sources of complaints where the identity of the complainant is given in confidence;
- Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;
- Any information in relation to a tender or RFP that has or will be issued but that has not been awarded; and
- Schedules of prices in contract tenders.

3. Communications and Media Relations

Members of the Board will accurately and adequately communicate the attitudes and decisions of Board, even if they disagree with a majority decision of the Board so that:

- There is respect for the decision making processes of the Board and Aurora Town Council;
- Official information related to decisions and resolutions made by the Board will normally be communicated in the first instance to the community and the media in an official capacity by the Chair or designate;
- Information concerning adopted policies, procedures and decisions of the Board is conveyed openly and accurately; and
- Confidential information will be communicated only when and after determined by the Board.

4. Relationships with Staff and Other Members of the Board

Members of the Board will:

- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility; and

5. Gifts, Hospitality and Benefits

Members of the Board will only:

- Accept gifts, hospitality or entertainment of a nominal value that are received as an incident of protocol or social obligations that normally accompany the responsibilities of office, but could not be reasonably construed as being given in anticipation or recognition of special consideration; and

- Accept hospitality or entertainment if the offer is infrequent (less than 2 or 3 times a year) and appropriate to the occasion. In these circumstances it is assumed that the nature of the business discussed is important enough that reciprocal arrangements should openly be made and charged to the Corporation.

Any gifts, benefits or hospitality that exceeds these guidelines shall be returned with an explanation of this Code of Ethics.

Gifts, souvenirs or mementos accepted with a greater than nominal value, shall be the property of the Corporation.

Members of the Board will:

- Acknowledge that the Chair will in his/her role, periodically receive and distribute ceremonial or other similar items.

6. Conflicts of Interest

Members of the Board will recognize their obligations to declare any matter of pecuniary interest prior to participating in a decision regarding or related to such matter.

7. Use of Property

Members of the Board will:

- Only use corporate property (including, but not limited to, real property, vehicles, equipment, material, supplies, intellectual property and documents) or services of consequence, for activities connected with the discharge of official duties or associated community activities having the sanction of the Board or its Committees.

No member shall obtain financial gain from the use of corporate intellectual property, computer programs, technological innovations or other patentable items, while a member of the Board or thereafter as all such property remains the exclusive property of the Corporation.

8. Transparency & Openness in Decision Making

Members of the Board will endeavour to:

- Conduct and convey business in an open and public manner (other than for those matters which may be discussed in Closed Session) so that stakeholders are aware of the process, logic and rationale which was used to reach conclusions or decisions.

9. Public Input

The Board will periodically use formal and informal opportunities to seek public input as a component of the decision-making process which have broad impacts on the community. The purpose of the exercise will be to provide stakeholders with a mechanism to provide opinions and advice so that the widest range of views and information is available before final decisions are made.

10. Conduct at Meetings

During Board meetings, Members shall conduct themselves with decorum and in accordance with Roberts Rules of Order. Respect for delegations and for fellow Board Members and staff requires that all Members show courtesy and not distract from the business of the Board during presentations and when other members have the floor.

11. Harassment

Harassment of another Member, staff or any member of the public is prohibited under Ontario's *Human Rights Code*, R.S.O. 1990, c. H.19, as amended (the "Ontario Human Rights Code").

Harassment, whether it occurs inside or outside the workplace, but is related to the work environment or activities of elected office, is considered to be harassment and is inappropriate behaviour for the purpose of this Code of Ethics.

Harassment includes, but is not limited to, any behaviour, conduct or comment by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

IMPLEMENTATION

- At the beginning of each term, Members of the Board will be expected to sign two (2) copies of the Code of Ethics Document (one (1) for themselves and one (1) for the corporation's records) to convey to each other and all stakeholders that they have read, understand and accept it.
- A Code of Ethics component will be included as part of the orientation workshop for each new Board member.
- Members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by the Board.

Signature of Member

Date

Printed Name of Member



**Town of Aurora
General Committee Report No. CS18-019**

Subject: Lamé Duck Council and Restricted Acts

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: July 17, 2018

Recommendation

- 1. That Report No. CS18-019 be received; and**
- 2. That a by-law delegating authority to the CAO be brought forward to the July 24, 2018 Council meeting**

Executive Summary

This report provides information to Council regarding the circumstances that Council would be considered 'lame duck.' If considered 'lame duck,' Council would be unable to pass motions relating to the four specific restricted acts, identified in Section 275(3) of the *Municipal Act, 2001*. Further to this;

- Town staff will determine Council's position with regards to lame duck twice; after nomination day and again after election day
- To ensure continuity in operations in the absence of Council meetings, Town staff recommend that Council enact a bylaw to delegate authority to the CAO and other staff

Background

Section 275 of the *Municipal Act, 2001* (the "Act") restricts Council from certain acts after both nomination day (July 27, 2018, the final day to register as a candidate for the 2018 municipal election) and election day (October 22, 2018), provided certain criteria are met. Although Council is currently comprised of nine (9) members, the criteria is based on a seven (7) member Council, which was adopted by By-law No. 6019-17, and will be in place for the 2018-2022 term of Council.

Section 275(1)(3) of the Act states that when an incoming Council has fewer members than the outgoing Council, three quarters ($\frac{3}{4}$) of the new Council is able to be comprised

July 17, 2018

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Report No. CS18-019

of members of the outgoing Council, or the Council will be considered "lame duck". In the case of the Town of Aurora, this means that 6 of the 7 members of the new Council must currently be sitting on Council to avoid the restricted act provisions mentioned in Section 275(3). The restricted acts are:

1. the appointment or removal from office of any officer of the municipality;
2. the hiring or dismissal of any employee of the municipality;
3. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
4. making any expenditures or incurring any other liability which exceeds \$50,000.

The CAO currently has the delegated authority to do item #1 and #2 of the above and therefore does not require any further authority for those items. It is recommended that the CAO, and other staff as required, be delegated the authority to do the remaining acts and other acts in an effort to ensure continuity in operations until the new Council is elected

Analysis

Town staff will determine Council's position with regards to lame duck twice; after nomination day and again after election day

For Council to be considered lame duck after nomination day, and thus unable to pass any motion authorizing one of the restricted acts, at least four members of the current Council must not be seeking re-election to their current seats.

At the time that the agenda containing this report was published, two members of Council are seeking another position, and two members of Council have notified staff and the public that they will not be seeking re-election. If this situation is the same after nomination day, this means that it would not be possible for more than five (5) of the outgoing Council members to regain their spot on the new term of Council, and therefore, Council will be in a lame duck position.

If Council is in a lame duck position after nomination day, they will also be 'lame duck' after election day as well.

To ensure continuity in operations in the absence of Council meetings, Town staff recommend that Council enact a bylaw to delegate authority to the CAO and other staff

July 17, 2018

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Report No. CS18-019

Council may delegate the authority to do any of the restricted acts to a person or body prior to the nomination day. The by-law would set parameters around the delegated authority and would expire upon the inaugural meeting of the new Council.

Advisory Committee Review

None

Legal Considerations

Declaring Council to be in a 'lame duck' position is in accordance with Section 275 of the *Municipal Act, 2001*

Financial Implications

None

Communications Considerations

None

Alternative(s) to the Recommendation

1. Council provide direction

Conclusions

Section 275 of the Municipal Act, 2001 determines whether the restricted act provisions apply to individual Council's across Ontario. The Town of Aurora will have a seven (7) member Council next term, and therefore require at least six (6) members of the current term of Council to have a chance to retain their seat.

Attachments

None

Previous Reports

July 17, 2018

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Report No. CS18-019

None

Pre-submission Review

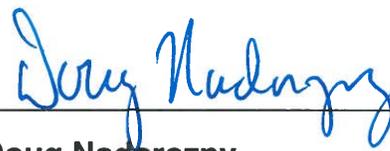
Agenda Management Team review on June 28, 2018

Departmental Approval

Approved for Agenda



to **Techa van Leeuwen**
Director
Corporate Services



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee**

No. FS18-020

Subject: Summary of the key findings / outcomes of Finance Advisory Committee's detailed budget reviews

Prepared by: Jason Gaertner, Manager, Financial Planning Services

Department: Financial Services

Date: July 17, 2018

Recommendation

1. That Report No. FS18-020 be received for information.

Executive Summary

The purpose of this report is in response to the Finance Advisory Committee's (FAC) request that staff provide it with an updated summary of the key findings / outcomes to date arising from the FAC's rotating annual departmental detailed budget reviews.

- The FAC's departmental detailed budget reviews are bearing results

Background

As per Council's approved budget review and approval process, the Finance Advisory Committee is to complete detailed budget reviews of each budget area once per term. The Committee was delayed in its inaugural year, and commenced its rotating annual departmental detailed budget reviews with the Parks, Recreation & Cultural Services (PRCS) department at its February 16, 2016 scheduled meeting. The agenda materials for this review and all subsequently completed reviews included the following core information:

- a. Line by line details, including grouping summaries of identified areas of Committee interest;
- b. 2016 Business Plan; and
- c. A presentation by each Director on the approaches used to prepare their budget.

To date, the FAC has now completed its departmental detailed budget reviews for the following list of departments:

- Parks, Recreation and Cultural Services commencing on February 16, 2016;

- Corporate Accounts commencing on May 24, 2016;
- Planning and Building Services commencing on March 22, 2017;
- Financial Services commencing on February 28, 2018;
- Corporate Services commencing on March 28, 2018;
- Operational Services commencing on April 25, 2018;
- Water, wastewater, storm water commencing on June 27, 2018;

Due to the delayed start and the corporate reorganization, only two budget areas were not included for review during the last four year term, being the CAO's Administration Department including Communications, and the Facilities Services Division. These two areas will be recommended to be reviewed by the FAC in 2019.

Analysis

The FAC's departmental detailed budget reviews are bearing results

Over the course of its detailed departmental budget reviews, the FAC has made several key findings which have resulted in multiple tangible actions being undertaken by staff. These key findings / outcomes from each of these said completed departmental detailed budget reviews to date are as follows:

Parks, Recreation & Cultural Services

- It was determined that the Town's community program delivery contracts budgets was insufficient. It was also noted that select recreational program revenue targets had become out of alignment with reality. The FAC concluded that right-sizing of these items was in order.

This finding has resulted in the formal right-sizing of both the community programs delivery contract budgets and select recreational program revenue targets as part of the 2017 Operating Budget.

- Identified a few categories of community programs that were being excessively subsidized by the Town and agreed to explore options for addressing through strategies such as further user fee rate increases, select program discontinuation, boosting of alternative revenue sources and consideration of a more selective program subsidization framework.

July 17, 2018

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Report No. FS18-020

This finding has resulted in staff increasing select community program 2017 user fee rates and significantly expanding planned sponsorship revenues as part of the 2017 Operating Budget. In addition, staff developed and brought to the FAC for its review and comment a draft comprehensive community program subsidization policy / framework entitled Aurora Assist.

- It was noted that the flat rate billing of PRCS' Park Operations division for Town Park water consumption was placing a material pressure on this division's operating budget.

This finding has resulted in the discontinuation of the flat rate billing of Park Operations for Town Park water consumption as part of the 2017 Operating Budget.

- Recognition that uncontrollable staffing activity such as staff turnover, maternity leave, long term sick leave, etc. has a material impact on the Town's operating budget financial performance and that mitigating measure(s) need to be explored.

This finding has resulted in Council's approval of a reserve fund strategy for the management of uncontrollable External Legal and Occasional Human Resources Expenses in June, 2017.

- It was acknowledged that uncontrollable development driven revenues can materially impact the financial results of the Town and consequently, staff should examine ways to address this.

This finding has resulted in staff modifying the way in which both budget information and financial results are presented to Council.

- Identified a need for the Town to re-visit its Key Performance Indicators (KPIs) and more effectively link them to financial results.

This finding has resulted in staff commencing a review of all existing Town KPIs which continues to be in progress at this time.

- It was noted that there will be a material increase in resident demand for the Town's recreational and community program services in the near future driven by

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Report No. FS18-020

the recent high rate of growth that the Town has been experiencing. It was suggested that the Town should explore a strategy for preparing for this expected growth similar to one being utilized for Fire Services, being a phasing in of the anticipated resultant increased service delivery costs ahead of the actual requirements arising.

This finding has resulted in staff planning to explore a strategy of this nature to be commenced as part of the 2019 Operating Budget, which will begin to phase-in any incremental anticipated costs for the ongoing operation of the planned new community centre being planned.

Corporate Accounts

- The FAC obtained a greater understanding of the accounts that are captured under the Corporate Accounts and why.

Planning & Building Services

- It was recognized that the Planning & Building Services department's funding model is presently heavily reliant upon uncontrollable development driven revenues. Consequently, staff need to ensure that they are effectively projecting these revenues into the short to medium term future and that they devise a strategy for reducing the Town's reliance upon these revenues.

This finding has resulted in staff further enhancing their longer term development driven revenue projections; which included a report to Council on the Town's long term development activity projections in May, 2017. In addition, staff plan to devise and implement a formal strategy that will progressively wean the Development Planning division off of its operating budget reliance upon development driven revenues

Financial Services

- It was observed that the Financial Services human resource capacity has not kept pace with the extensive growth that the town has experienced in recent years and is consequently now unable to meet its defined service levels. In addition, it was noted that the department's training & development funding is no longer sufficient in meeting the needs of the organization; particularly in regards to its mandatory training requirements for staff to maintain their professional designations.

These findings have resulted in the commencement of the Financial Services department beginning to close its identified human resource capacity gap through the progressive and controlled addition of new positions to its organization commencing with the town's 2018 water budget.

Corporate Services

- A requirement for additional capacity in human resources and Information Technology (IT) were acknowledged. Also, the town's rapid growth over the past 5 years has necessitated a need to examine the town's human resource strategy in its delivery of bylaw services; primarily relating to the composition of full time to part time officers. An ongoing IT training & development funding short-fall was also noted.

These findings have resulted in town staff commencing a review of its human resource strategy for the delivery of bylaw services. Also, additional training & development budget funding was allocated within the 2018 operating budget.

Operational Services

- It was observed that multiple components of the department's budget are subject to material volatility. Two areas of interest that were identified for further review was the budget for operating materials under snow management services.

This finding has resulted in staff undertaking a review of its historical snow management operating material usage and billings.

- Multiple deficiencies were noted in regards to the town's internal fleet and equipment services relating to employee recruitment, supervision and necessary skill sets, its maintenance and replacement methodology and, a requirement for further specialized tools and equipment in the garage.

This finding resulted in staff's decision to engage a consultant who will undertake a review of the town's current fleet and equipment management framework and offer recommendations as to how it can be improved.

July 17, 2018

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Report No. FS18-020

- An on-going funding shortfall was identified in regards to the town's road crack sealing program. Crack sealing is a critical component of the town's road maintenance which must remain in alignment with the town's overall road condition management program in order to achieve the town's defined road network condition service standards.

This finding resulted in a staff commitment to right size the crack sealing budget as part of its 2019 budget planning process.

- As the average age of the town's linear infrastructure continues to rise, a need was identified for the development of a formalized curb and gutter maintenance and replacement program.

This finding resulted in staff committing to the development of a more formal program/strategy for the town's curb and gutter maintenance and replacement. Along this vein, it was agreed that staff would attempt to piggy back on its upcoming road condition assessment by asking the consultant if they are able to also assess the town's curbs and gutters at the same time.

Water, Wastewater and Storm water

- It was acknowledged that as noted at the time of the 2018 rate budget approval that staff still had some work to do in regards to its review of the methodology for calculating the corporate overhead allocation that is charged to these utilities budgets each year. Additionally, outstanding review work remained relating to the allocation of an appropriate share of the town's fleet and equipment operation costs to the utilities budgets.

Since the time of the 2018 water budget approval, staff have made significant headway in its review of the corporate overhead and fleet allocations to the utilities budget. Outstanding is staff's determination of a methodology for how the noted overhead and fleet allocations will be distributed between the three utility budget components of water, wastewater and storm water. Until this work is complete, it is unclear if any material changes will result that may have an impact on 2019 utility rates.

- It was agreed that further clarification was necessary as to what specific utility service needs that the contract and operating materials budgets are contributing towards.

In its preparation of the 2019 draft utility budgets, staff have commenced a detailed review of the historical usage of all utility program contract and operating material budgets with an intent of ensuring that maximum benefits are being recognized from these budgets. Some adjustments to these budget lines are expected.

- A need to review the methodology for the allocation of operational staff time between tax levy funded and rate funded programs; as well as, the allocation of the rate funded programs' share amongst the water, wastewater and storm water utility budgets.

Staff intend to undertake a review of the operational staff time allocation methodology as part of its preparation of the 2019 draft utility budgets. Until this work is complete, it is unclear if any material changes will result that may have an impact on the 2019 utility rates.

Advisory Committee Review

Financial Advisory Committee, June 27, 2018.

Legal Considerations

None

Financial Implications

There here are no immediate financial implications arising from this report.

Communications Considerations

This report will be posted to the Town's Budget and Financial Information web page for transparency and accountability.

Link to Strategic Plan

Having the FAC undertake its rotating annual departmental detailed budget reviews contributes to achieving the Strategic Plan guiding principle of “Leadership in Corporate Management” and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

The FAC may request additional information from staff.

Conclusions

The Finance Advisory Committee has now completed a detailed budget review for all of the town’s departments, except for two components. These reviews have proven to be quite fruitful, generating multiple key findings as noted above which have contributed directly to the betterment of the town’s financial planning and reporting framework. The remaining two areas, the CAO’s Administration budget, including Communications, and the Facilities Division will be reviewed as part of the 2019 work plan for the Committee.

Staff recommend that this report be received.

Attachments

None

Previous Reports

Finance Audit Committee, September 27, 2017, FS17-042 – Summary of the key findings / outcomes to date arising from the Finance Advisory Committee’s rotating annual departmental detailed budget reviews.

Pre-submission Review

Agenda Management Team review on June 21, 2018

July 17, 2018

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Report No. FS18-020

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. PDS18-080

Subject: Pedestrian Crossover Review – Various Locations
Prepared by: Michael Bat, Traffic/Transportation Analyst
Department: Planning and Development Services
Date: July 17, 2018

Recommendations

- 1. That Report No. PDS18-080 be received;**
- 2. That this report satisfy Council’s conditional budget approval for Capital Project No. 34518 – Pedestrian Crossings as per 2014 DC study in the amount of \$144,100;**
- 3. That a Level 2 Type C pedestrian crossover be installed on Henderson Drive at the west approach to the intersection of Tamarac Trail / Lee Gate with an estimated cost of \$40,000 and the balance of \$104,100 be returned to source; and**
- 4. That Parking By-law No. 4574-04.T be amended to prohibit stopping at any time on both sides of Henderson Drive approximately 20 metres east and west of Tamarac Trail / Lee Gate.**

Executive Summary

This report present to Council the results of the pedestrian crossover warrant analysis at the identified and requested locations.

It is recommended a Level 2 Type C pedestrian crossover on the west approach of Henderson Drive at the intersection of Tamarac Trail / Lee Gate be installed and stopping prohibition at any time be implemented on both sides of Henderson Drive approximately 20 metres east and west of Tamarac Trail / Lee Gate.

Background

As part of the approved capital project for pedestrian crossover and to response to inquiries received from residents, Town staff have undertaken a comprehensive review

and warrant analysis following the recommended methodologies outlined in the Ontario Traffic Manual (OTM) Book 15 for Pedestrian Crossing Treatment, dated June 2016.

The following midblock locations and intersections (subject locations) listed in Table 1 and illustrated in Attachment 1 were reviewed and assessed.

Table 1: Subject Locations

Location No.	Roadways	Locations
1	Henderson Drive	at Tamarac Trail / Lee Gate
2	Henderson Drive	at McClenny Drive
3	Vandorf Sideroad	at trail crossing located approximately 180 metres west of the intersection of Monkman Court and Archerhill Court
4	John West Way	at Amberhill Way / Town Hall south entrance
5	Stone Road	at Clift Road
6	Stone Road	at Aurora Grove Public School east entrance
7	Henderson Drive	at Watts Meadow
8	Hollandview Trail	at Snedden Avenue
9	Hollandview Trail	at pedestrian path located approximately 40 metres west of Bridgenorth Drive

Analysis

Existing Road Conditions

Henderson Drive: is a two-lane arterial road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalks provided on both sides of the road from Yonge Street to Watts Meadow and on the north side of the road for the remaining section. The existing pavement is measured 11.0 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 50 km/h within the study area.

Vandorf Sideroad: is a two-lane arterial road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road, sidewalk is provided on the north side of the road and boulevard multi-use path is provided on the south side of the road within the study area. The existing pavement is measured 9.0 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 60 km/h.

John West Way: is a two-lane major collector road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalks provided on both sides of the road from Hollidge Boulevard to Amberhill Way and on the west side of the road for the remaining section. The existing pavement is measured 11.5 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 50 km/h.

Stone Road: is a two-lane minor collector road with single lane per travel direction. It has an urban cross-section with curbs and sidewalks on both sides of the road. The existing pavement is measured 11.0 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 50 km/h except for the section along the school frontage where it maintain a speed limit of 40 km/h.

Hollandview Trail: is a two-lane minor collector road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalks provided on both sides of the road from Bayview Avenue to Snedden Avenue and on the north-west side of the road for the remaining section. The existing pavement is measured 8.5 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 40 km/h.

Highway Traffic Act Definition

According to the Highway Traffic Act, pedestrian crossover means any portion of a roadway distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by the regulations.

Ontario Regulations

Ontario Regulation 402/15 came into effect on January 1, 2016 and it introduces two levels of pedestrian crossovers:

Level 1: distinctly defined by the use of a specific set of regulatory signs, internally illuminated overhead warning signs, pavement markings, and flashing amber beacons.

Level 2: distinctly defined by the prescribed use of a different set of regulatory signs, warning signs, pavement markings, and rapid rectangular flashing beacons.

The Legislative amendments that came into effect on January 01, 2016 requires motorists to stop and yield the entire roadway to pedestrians and school crossing guards before proceeding at pedestrian crossovers and school crossings only.

Pedestrian Crossover Warrant Analysis

In accordance to OTM Book 15, pedestrian crossover warrant is based on the following criteria:

- Adequate sight distance for both motorists and pedestrians;
- 8-hour pedestrian volumes to be more than 100;
- 8-hour vehicular volumes to be more than 750; and,
- Distance to other traffic control to be greater than 200 metres.

Based on the above noted technical requirements, Henderson Drive at Tamarac Trail / Lee Gate is considered to be a candidate for a pedestrian crossover. Detailed assessments are provided in Attachment 2.

Using the selection matrix for pedestrian crossover treatment, a Level 2 Type C pedestrian crossover (8-hour with two-way traffic between 4,500 – 6,000 and posted speed limit of 50 km/h or less with 1 or 2 travel lanes) is recommended for Henderson Drive at Tamarac Trail / Lee Gate. The pedestrian crossover will be installed on the west approach considering the existing sidewalk network and connectivity.

Level 2 Type C Pedestrian Crossover Components

The minimum required components for a Level 2 Type C pedestrian crossover is provided in Attachment 3 and summarized below:

- Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of an undivided roadway, mounted back to back;
- Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L) for each direction, on the right side and on the median of a four lane roadways with raised refuge mounted back to back with a Stop for Pedestrians (Ra-4t) tab in the direction of travel;
- Ladder Crosswalk Markings;
- Yield to Pedestrians line markings at 6.0 m from crosswalk;

- Actuated Double-Sided Rectangle Rapid Flashing Beacon with Tell Tale and Pedestrian Pushbutton for pedestrians mounted above each set of pedestrian crossover signs installed at the pedestrian crossover;
- Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk;
- Passing restrictions on single lane approaches;
- Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing;
- Lane change prohibition on multiple lane approaches using solid white lines; and,
- No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk.

Amendment to the Town's Parking By-law No. 4574-04.T will be required to restrict stopping along both sides of Henderson Drive approximately 20 metres east and west of Tamarac Trail / Lee Gate in order to ensure unobstructed view by both motorists and pedestrians.

In addition, tactile walking surface indicators must be provided in accordance to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requirements.

Advisory Committee Review

Not applicable.

Legal Considerations

Not applicable.

Financial Implications

The estimated cost for a Level 2 Type C pedestrian crossover is approximately \$40,000 and it is included in the 2018 capital budget project no. 34518.

Communications Considerations

The installation of pedestrian crossover will be communicated to residents via the Town website (News and Notices), Council Highlights, social media, Notice Board in the Auroran, and by eNewsletter.

Link to Strategic Plan

This report supports the Strategic Plan goal of Support an Exceptional Quality of Life for All by examining traffic patterns and identify potential solutions to improve movement and safety at key intersections in the community.

Alternative to the Recommendation

Council may direct staff to not proceed with installation of pedestrian crossover on Henderson Drive at the intersection of Tamarac Trail / Lee Gate.

Council may also direct staff to proceed with installation of pedestrian crossover at the subject locations that did not meet the technical threshold (minimum pedestrian and vehicular volumes) and/or direct staff to undertaken further investigation on feasibility at the ones with sightline constraints.

Conclusions

A comprehensive review and assessment following the recommended methodologies outlined in the OTM Book 15 was undertaken by staff as per the approved capital project for pedestrian crossover and to response to inquiries received from residents

In accordance to the information enclosed in this report, a Level 2 Type C pedestrian crossover on the west approach of Henderson Drive at the intersection of Tamarac Trail / Lee Gate met the minimum technical requirements and therefore installation is recommended. Pertaining to the recommended pedestrian crossover, the Town's Parking By-law No. 4574-04.T must be amended to include stopping restrictions at any time along both sides of Henderson Drive approximately 20 metres east and west of Tamarac Trail / Lee Gate.

In addition, it is recommended the other subject locations be monitored for future considerations.

Attachments

Attachment 1: Subject Locations Map
Attachment 2: Pedestrian Crossovers Warrant Analysis
Attachment 3: Level 2 Type C Pedestrian Crossover

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on June 28, 2018

Departmental Approval

Approved for Agenda



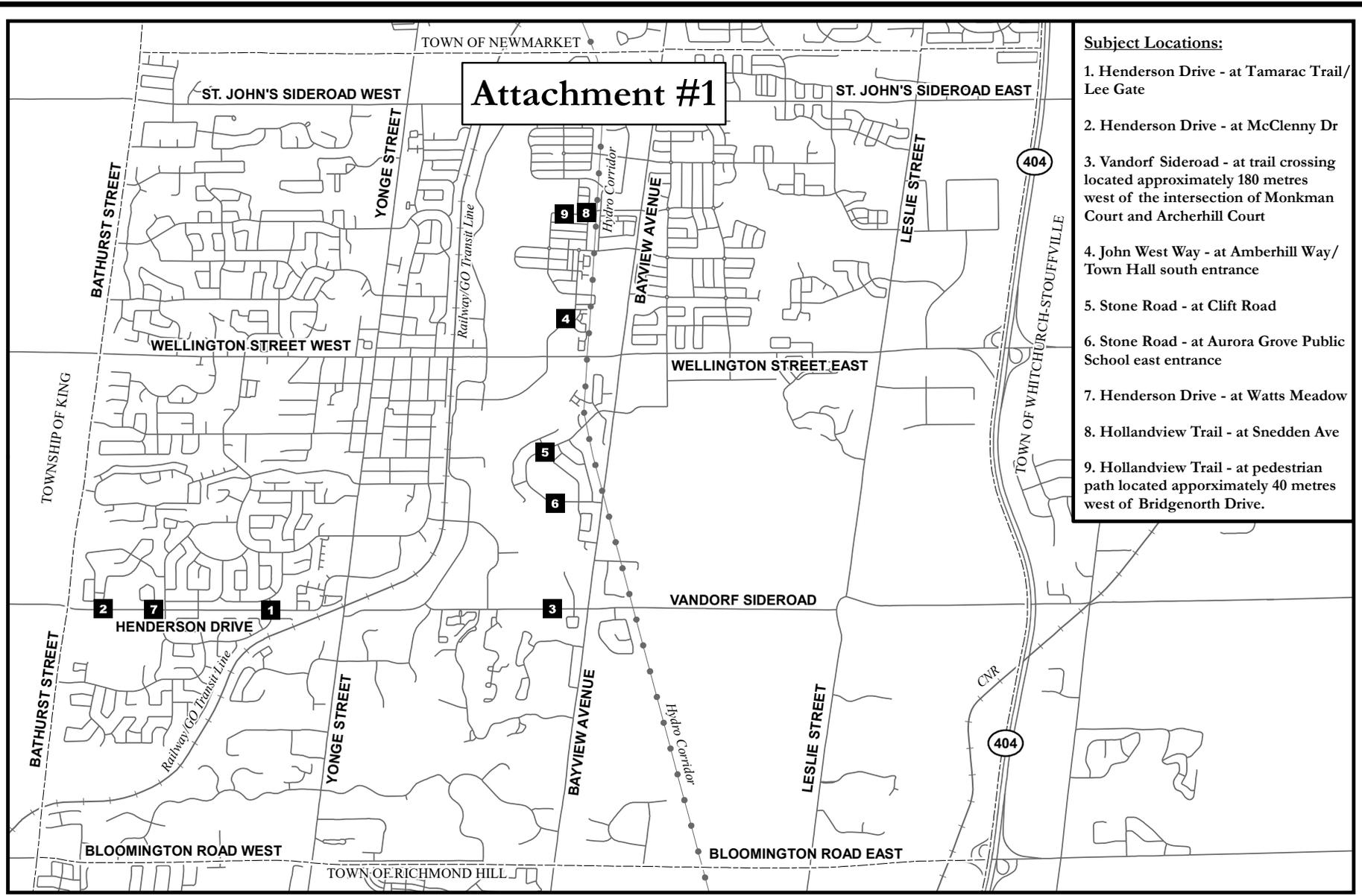
**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**



**Doug Nadorozny
Chief Administrative Officer**

Attachment #1

- Subject Locations:**
1. Henderson Drive - at Tamarac Trail/ Lee Gate
 2. Henderson Drive - at McClenny Dr
 3. Vandorf Sideroad - at trail crossing located approximately 180 metres west of the intersection of Monkman Court and Archerhill Court
 4. John West Way - at Amberhill Way/ Town Hall south entrance
 5. Stone Road - at Clift Road
 6. Stone Road - at Aurora Grove Public School east entrance
 7. Henderson Drive - at Watts Meadow
 8. Hollandview Trail - at Snedden Ave
 9. Hollandview Trail - at pedestrian path located approximately 40 metres west of Bridgenorth Drive.



**SUBJECT
LOCATIONS MAP**



PDS18-080

Map created by the Town of Aurora Planning and Development Services Department, Engineering and Capital Delivery Division, June 12th, 2018. Base data provided by York Region and Aurora - GIS.

Staff Report No. PDS18-080

Attachment 2: Pedestrian Crossover Warrant Analysis

Roadways	Locations	< 200 m From Other Traffic Control Device	Volumes (8 Hours)			Warrant	
			Pedestrian				Vehicle
			Unassisted	Assisted	Total		
Requirements			-		100	750	-
Henderson Drive	Tamarac Trail / Lee Gate	No	62	56	118	4,990	Yes
			-		Yes	Yes	
Henderson Drive	McClenny Drive	No	16	4	20	3,936	No
			-		No	Yes	
Vandorf Sideroad	Trail crossing approx. 180 m west of Monkman Court / Archerhill Court	No	Sightline constraints				No
John West Way	Amberhill Way / Town Hall south entrance	No	18	14	32	-	No
			-		No	-	
Stone Road	Clift Road	No	21	4	25	1,118	No
			-		No	Yes	
Stone Road	Aurora Grove Public School eastern access	No	Sightline constraints				No
Henderson Drive	Watts Meadow	No	Sightline constraints				No
Hollandview Trail	Snedden Avenue	Yes	Located within 200 metres from controlled crossing				No
Hollandview Trail	Pedestrian path approx. 40 m west of Bridgenorth Drive	Yes	Located within 200 metres from controlled crossing				No

* Unassisted - adults and adolescents at or above the age of 12 are considered "unassisted" pedestrians.

** Assisted - children under the age of 12, senior citizens, disabled pedestrians and other pedestrians requiring special consideration or assistance are considered "assisted" pedestrians. In cases where an adult is accompanying a pedestrian included in the "assisted" category, both individuals should be counted as "assisted" pedestrians to reflect their higher vulnerability.

**Staff Report No. PDS18-080
Attachment 3: Level 2 Type C Pedestrian Crossover**

Book 15 • Pedestrian Crossing Treatments

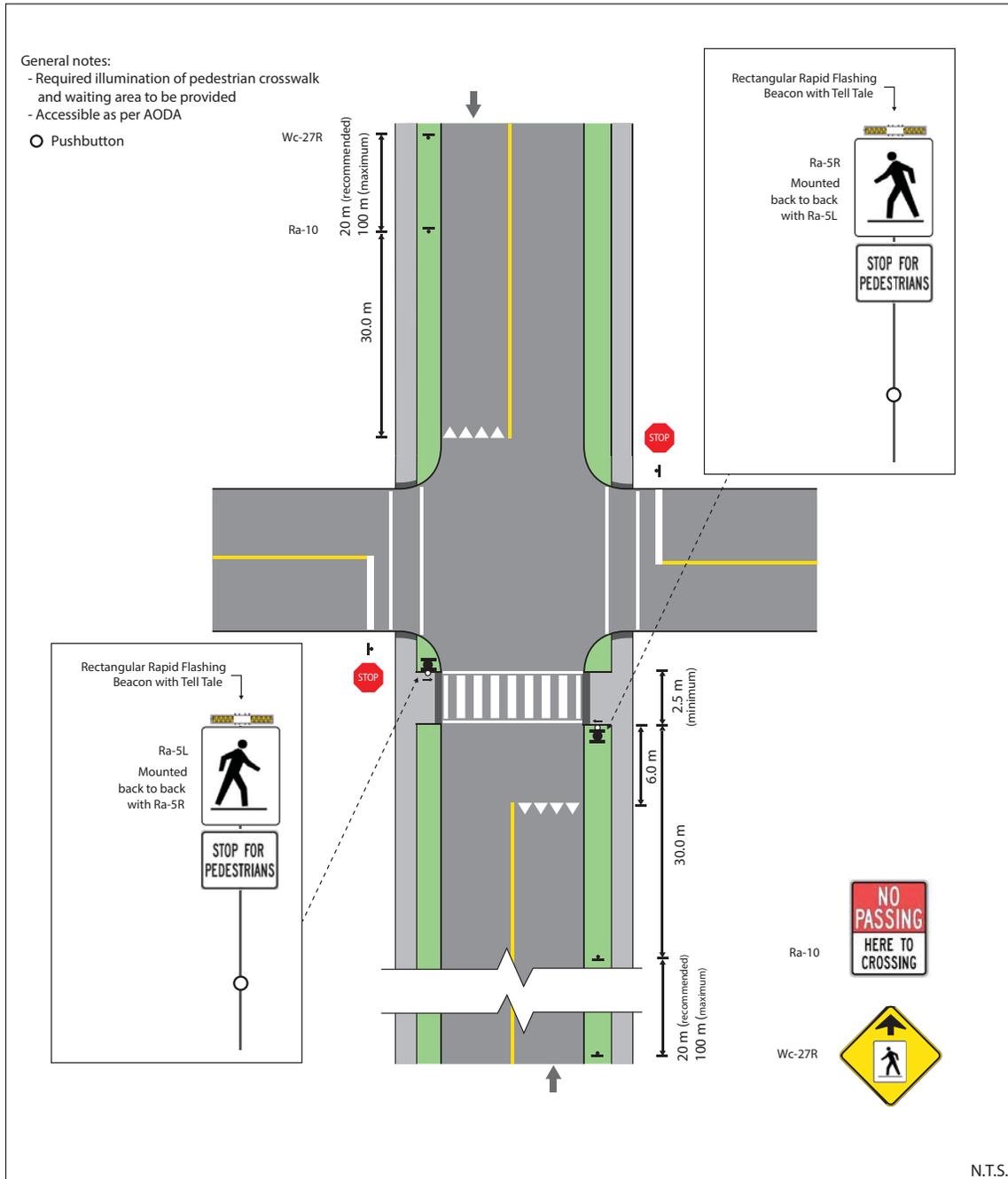


Figure 36: Pedestrian Crossover Level 2 Type C – Intersection (2-way)



**Town of Aurora
General Committee Report**

No. PDS18-083

**Subject: Application for Site Plan Approval
Delmanor Aurora Inc.
14314 Yonge Street
File Number: SP-2017-10
Related File Number: ZBA-2015-07**

Prepared by: Lawrence Kuk, Manager of Development Planning

Department: Planning and Development Services

Date: July 17, 2018

Recommendation

- 1. That Report No. PDS18-083 be received;**
- 2. That Site Plan Application File SP-2017-10 (Delmanor Aurora Inc.) to permit the construction of a 5 storey (17.5m) Retirement Home be approved; and**
- 3. 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

The purpose of this report is to seek Council approval regarding the Site Plan Application submitted by the Delmanor Aurora Inc. The Owner is proposing to implement the approved Zoning by-law (ZBA-2015-07) to construct a 5 storey (17.5m) Retirement Home with a total of 239 suites.

- The proposed 5 storey (17.5m) Retirement Home has a total gross floor area of 22,617 m²;
- A total of 125 surface level parking spaces are proposed, inclusive of 5 barrier-free parking spaces;
- The proposed Site Plan development conforms to the approved site specific Institutional (485) exception zoning provisions;
- Departments and Agencies have reviewed the Site Plan Application; and
- Staff is recommending approval of the proposed Site Plan application.

Background

Application History

On May 3, 2016, Council approved an amendment to the Zoning By-law to permit Retirement Home and Long Term Care Facility with site specific development specifications such as restrictions to a maximum of 250 units and a maximum height of 17.5m. At that meeting Council passed the following motion:

“THAT Report No. PDS16-025 be received; and

THAT Application to Amend the Zoning By-law File No. ZBA-2015-07 (Rod Coutts and Brian Coutts), to add a Retirement Home and Long Term Care Facility as permitted uses on the subject lands be approved; and

THAT that the implementing Zoning By-law Amendment be presented at a future Council meeting.”

On May 10, 2016, Council enacted the implementing Zoning By-law Amendment (By-law 5849-16).

The subject Site Plan Application was submitted to the Town on November 17, 2017.

Location / Land Use

The subject lands are located west of Yonge Street, north of Ridge Road and South of Butternut Ridge Trail, municipally known as 14314 Yonge Street (Figure 1). The subject lands is currently vacant, all buildings and associated servicing were removed in 2015.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Butternut Ridge Trail and Residential (under construction:BG Properties Phase 1);
South: Existing Residential and future Residential (Frattaroli - SUB-2014-04);
East: Yonge Street, existing Residential, Aurora Cemetery; and
West: Butternut Ridge Trail Street, Pumping Station and Environmental Protection lands

Policy Context

Provincial Policies

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

York Region Official Plan

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable, lively communities. 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 – Yonge Street South Secondary Plan (OPA 34)

The subject lands are designated as “Elementary School/ Park” with an underlay designation of “Cluster Residential” by OPA 34 (Figure 2). The Yonge Street South Secondary Plan is intended to guide and direct growth and development, and the utilization of resources in the Yonge Street South area of the Town of Aurora.

Zoning By-law 6000-17, as amended

The subject lands are currently zoned “Institutional (458) Exception Zone” under Zoning By-law 6000-17, as amended (Figure 3). The site specific exception zoning permits Retirement Home and Long Term Care Facility. It also specified the lot and siting specifications. In addition, the site specific by-law restricted the building height to 17.5m and a maximum of 250 units.

July 17, 2018

Page 4 of 10

Report No. PDS18-083

Reports and Studies

The Owner submitted the following documents as part of the proposed Site Plan Application:

Name	Report Author
Site Plan	Icke Brochu Architects Inc.
Context Plan	Icke Brochu Architects Inc.
Statistics	Icke Brochu Architects Inc.
Floor Plans	Icke Brochu Architects Inc.
Roof Plan	Icke Brochu Architects Inc.
Building Elevations	Icke Brochu Architects Inc.
Topography Survey	J.D. Barnes Limited
Landscape Plans	Nak Design Group Inc.
Engineering Drawings	Counterpoint Engineering Inc.
Site Servicing and Stormwater Management Report	Counterpoint Engineering Inc.
Traffic Impact Study	BA Consulting Group Ltd.
Geotechnical Report	B.I.G. Consulting Inc.
Hydrogeological Investigation Report	B.I.G. Consulting Inc.
Noise Study	Novus Environmental Inc.
Phase 1 Environmental Assessment	WSP Canada Inc.

Proposed Application

Site Plan Approval

As shown on Figures 4 to 7 the Owner submitted an application to the Town for Site Plan Approval to construct a 5 storey (17.5m in height) Retirement Home over a site area of 17,796 m².

The following is a summary of the proposed Site Plan Application:

- The proposed 5 storey Retirement Home consist a mixture of 39 assisted and 200 independent living units for a total of 239 suites;
- The independent living units consist a mixture of studio, 1 bedroom to 2 bedroom plus den;
- A total of 120 standard parking spaces, 5 additional barrier-free parking spaces plus 25 bicycle parking spaces are proposed;

- The overall building height is 17.5m;
- Two vehicular access off private condominium road (Butternut Ridge Trail);
- The proposed building is set backed 60m from the centreline of Yonge Street; and
- Within the 60m buffer, there is a 12 m wide future multi-purpose trail along the frontage of Yonge Street plus landscaping area;

Analysis

Provincial Policy Statement (PPS)

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed development is consistent with section 1.1.1 b) accommodating an appropriate range and mix of residential including housing for older persons, institutional uses such as long-term care homes. The subject property is located within the Settlement area of the Oak Ridges Moraine. In accordance with section 1.1.3.1, settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Therefore, it is Planning Staff's opinion that the proposed development is considered to be consistent with the PPS.

Growth Plan for the Greater Golden Horseshoe

The Growth Plan supports the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime. The proposed development provides the framework for the increased use and improvement of infrastructure to support the future population growth. The proposed development promotes co-ordination and consistency among land uses and transportation planning and utilizing existing services.

Lake Simcoe Protection Plan (LSPP)

The subject site is situated within the Lake Simcoe Watershed and therefore the proposed Site Plan application is subject to the applicable policies of the Lake Simcoe Protection Plan.

The subject site is also located within a Wellhead Protection Area. The Lake Simcoe Conservation Authority (LSRCA) have reviewed the application and in principle have no objection to the approval of the Site Plan application. All technical matters related to site development will be addressed prior to execution of a site plan agreement. As such, it is Planning Staff's opinion that the proposed Site Plan application conforms to the Lake Simcoe Protection Plan.

July 17, 2018

Page 6 of 10

Report No. PDS18-083

York Region Official Plan (YROP)

The Region's housing policies call for a range of housing types, tenures and affordability targets to be met. The mix and range of housing shall be consistent with York Region forecasts, intensification and density requirements. York Region Development Planning staff have no objection to the site plan application. All technical matters related to site development will be addressed prior to execution of a site plan agreement.

Town of Aurora's Official Plan

The proposed Site Plan application development conforms to the Official Plan policies

The subject lands are designated as "Elementary School/ Park" with an underlay designation of "Cluster Residential". If an elementary school site is not required in future for school purposes, it may develop in accordance with the underlying 'Cluster Residential' designation. On sites with Yonge Street exposure, new compatible Minor Institution uses may be permitted within the 'Cluster Residential' designation subject to amendment of the Zoning By-law. A Zoning by-law was approved by Council on May 10, 2016. Permitted uses in a Minor Institution designation include small scale public service uses including places of worship, private schools, daycare and residential facilities for children, nursing homes, senior citizen homes, government operated clinics or counseling services, and similar uses which are deemed by the Town to be compatible with existing or proposed development. As such, the proposed Retirement Home use conforms with the Official Plan policies.

Urban Design/ Building Materials

The proposed Site Plan application including building materials were reviewed by an Urban Design peer reviewer, the Planning Partnership. Planning Staff is satisfied with the proposed development and have no objection to the proposed courtyard scheme with grade related parking within the court and at the rear of the building. The parking along Yonge Street are well setback from Yonge Street and screened with landscaping and vegetation.

The proposed Retirement Home building consist of a light grey stone veneer base, a dark contrasting brick veneer in the middle and a prominent architectural cornice line capping the top of the building. Vertically, the building massing is broken down by recessed balconies and projecting bay windows. Dark grey aluminum balconies, light grey accent stucco panels and cornice moldings under the bay windows, contribute to the material diversity throughout the façade and help to breakdown the scale of the building. (Figure 7)

July 17, 2018

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Report No. PDS18-083

Zoning By-law 6000-17, as amended

The proposed Site Plan development conforms to the Zoning By-law provisions

The proposed Site Plan as prepared by the applicant was reviewed by the Building Division and complies with the site-specific exception zone. The proposed Retirement Home complies with the site specific by-law with regards to building height at 17.5m. In addition, the proposed total 239 suites is below the maximum provision of 250 units. The Owner is proposing a total of 120 standard parking spaces with 5 barrier-free parking spaces. Furthermore, the Owner is providing 25 bicycle parking. No Zoning By-law Amendments or Minor Variances are required to implement the proposed Site Plan application.

Department / Agency Comments

Internal departments and external agencies have no concerns to the approval of the proposed Site Plan. Final technical matters will be addressed prior to execution of the Site Plan Agreement.

Development Engineer

Engineering staff have no objections to the subject site plan application. Sanitary servicing is available via a new sanitary pumping station. A controlled runoff from the site will be conveyed to an existing storm sewer outlet located west of the subject site. The Owner has obtained permission from the adjacent land owner to permit uncontrolled runoff to drain onto the bioswale along the private condominium road (Butternut Ridge Trail). A private agreement or letter of intent will be entered between the Owner and the adjacent land owner (BG Properties) to protect BG properties from any stormwater deficiencies.

Traffic

The Town's Transportation Analyst has reviewed the proposed development and the Transportation report. The proposed development at 14314 Yonge Street can be reasonably accommodated from a traffic operations perspective, and the traffic impact from the site traffic activity is small relative to future background conditions on the area street network.

Parks Division

The buffer between the proposed Retirement Home and Yonge Street are proposed to be landscaped with vegetative screening, berm and the location of a future multi

July 17, 2018

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Report No. PDS18-083

purpose trail. Parks Staff have reviewed the proposed Site Plan application and have no objections to their approval.

Regional Municipality of York

The Regional Municipality of York has no objections to the subject site plan application. Prior to the execution of the site plan agreement, the Region of York has requested a dewatering plan.

Lake Simcoe Region Conservation Authority (LSRCA)

The Conservation Authority has no objections to the subject site plan application. The lands are not within an area governed by O.Reg 179/06 under the Conservation Authorities Act. Under the Lake Simcoe Protection Plan, the project is considered a major development, therefore a Hydrogeological Report, Water Balance and Phosphorus budget is required prior to execution of a site plan agreement.

Public Comments

Planning Staff have not received public comments with respect to the subject Site Plan application.

Advisory Committee Review

Accessibility Advisory Committee

The application was reviewed by the Accessibility Advisory Committee with no further comments.

Legal Considerations

This planning application file has been submitted to the Town pursuant to the provisions of the Planning Act, and as such may be subject to future appeal and litigation, which may require Legal Services review and comments for Council consideration. Should Council approve this planning application Legal Services will also review any agreements required to implement final approval of this application.

Financial Implications

At the time of execution of the Site Plan agreement, fees, securities and cash in lieu of parkland will be applied to the development. The development of the lands will also generate development charges associated with the retirement home component and yearly tax assessment.

Communications Considerations

Further to a Council direction, if the Site Plan Application is not associated with any other active Planning Act applications, the Applicant is required to erect a Notice Sign at the time, and in a form and location, prescribed by the Town of Aurora, to advise the Public of the Site Plan Application. Notice sign were placed along the frontage of Yonge Street.

Servicing Allocation

Not Applicable

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan by:

- Promoting economic opportunities that facilitate growth of Aurora as a desirable place to do business;
- Providing employment and housing opportunities for our residents;
- Celebrating and promoting our culture by revitalizing the downtown; and
- Strengthening the fabric of our community

Alternative(s) to the Recommendation

1. Direct staff to report back to Council 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 Development Services reviewed the subject Site Plan Application in accordance with the provisions of the Provincial Plans, the Region of York Official Plan the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The Site Plan Application is considered to be in keeping with the development standards of the Town, and all required technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the Site Plan agreement. Staff are therefore recommending approval of the Site Plan Application File: SP-2017-10.

Attachments

- Figure 1: Location Map
- Figure 2: Existing Official Plan
- Figure 3: Existing Zoning By-law
- Figure 4: Proposed Site Plan
- Figure 5: Proposed Elevation (view from Yonge Street)
- Figure 6: Proposed Landscape Plan
- Figure 7: Proposed Rendering (view from Butternut Ridge Trail)

Previous Reports

N/A

Pre-submission Review

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

Departmental Approval

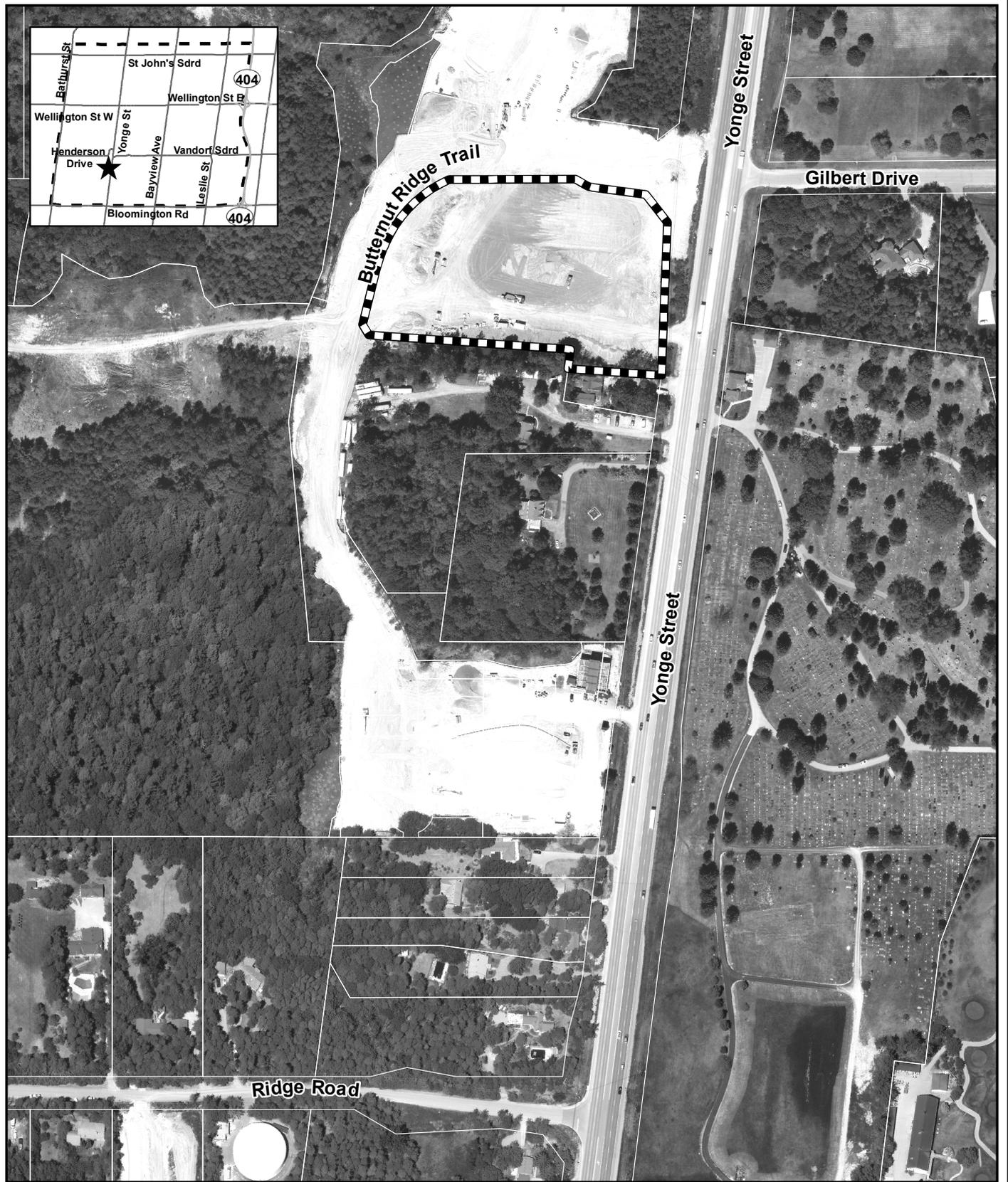


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

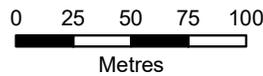


LOCATION MAP

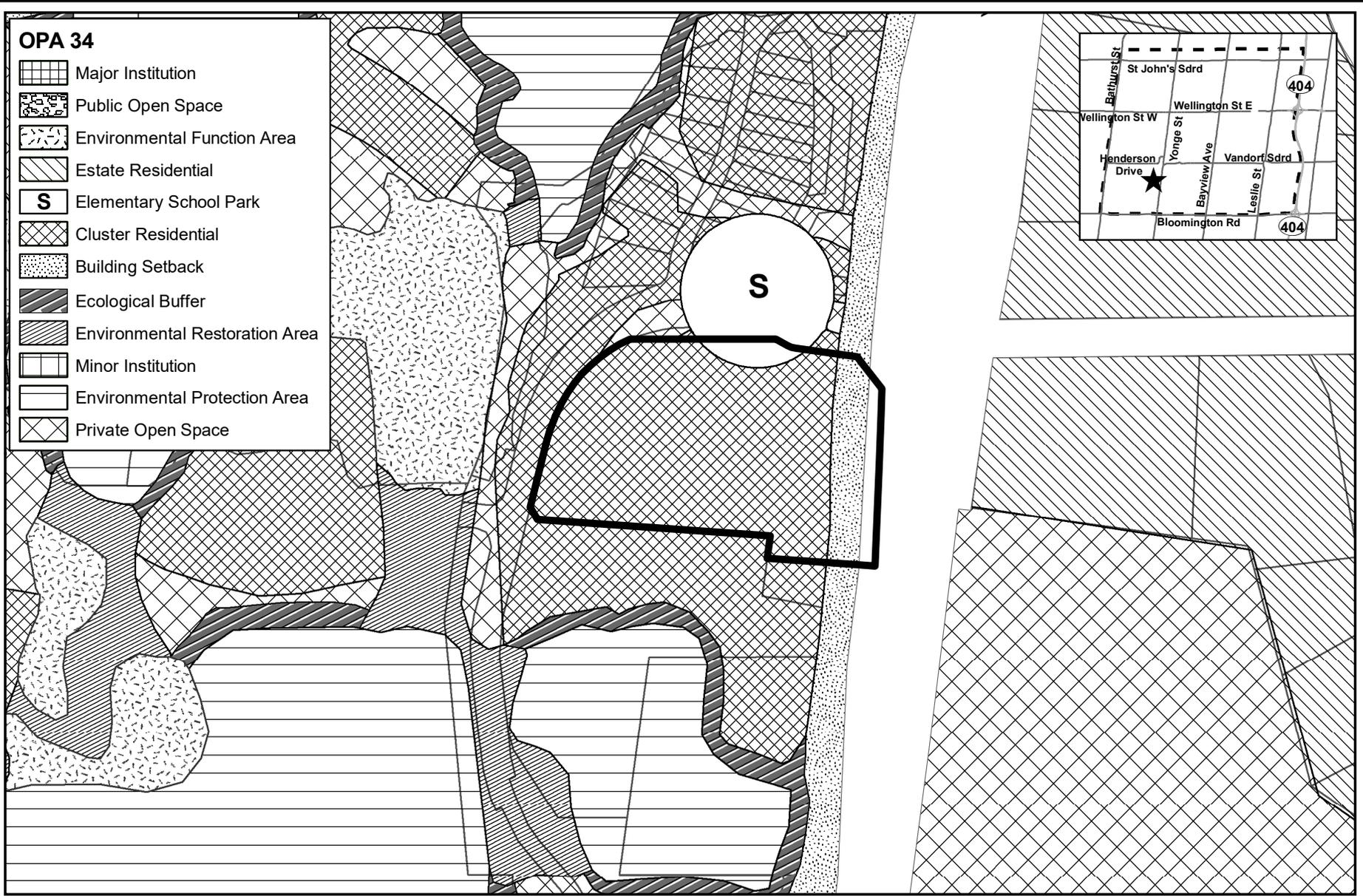
APPLICANT: Delmanor Aurora Inc.
 FILES: SP-2017-10
 FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, July 4, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, First Base Solutions Inc., 2017 Orthophotography.

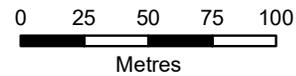


EXISTING OFFICIAL PLAN

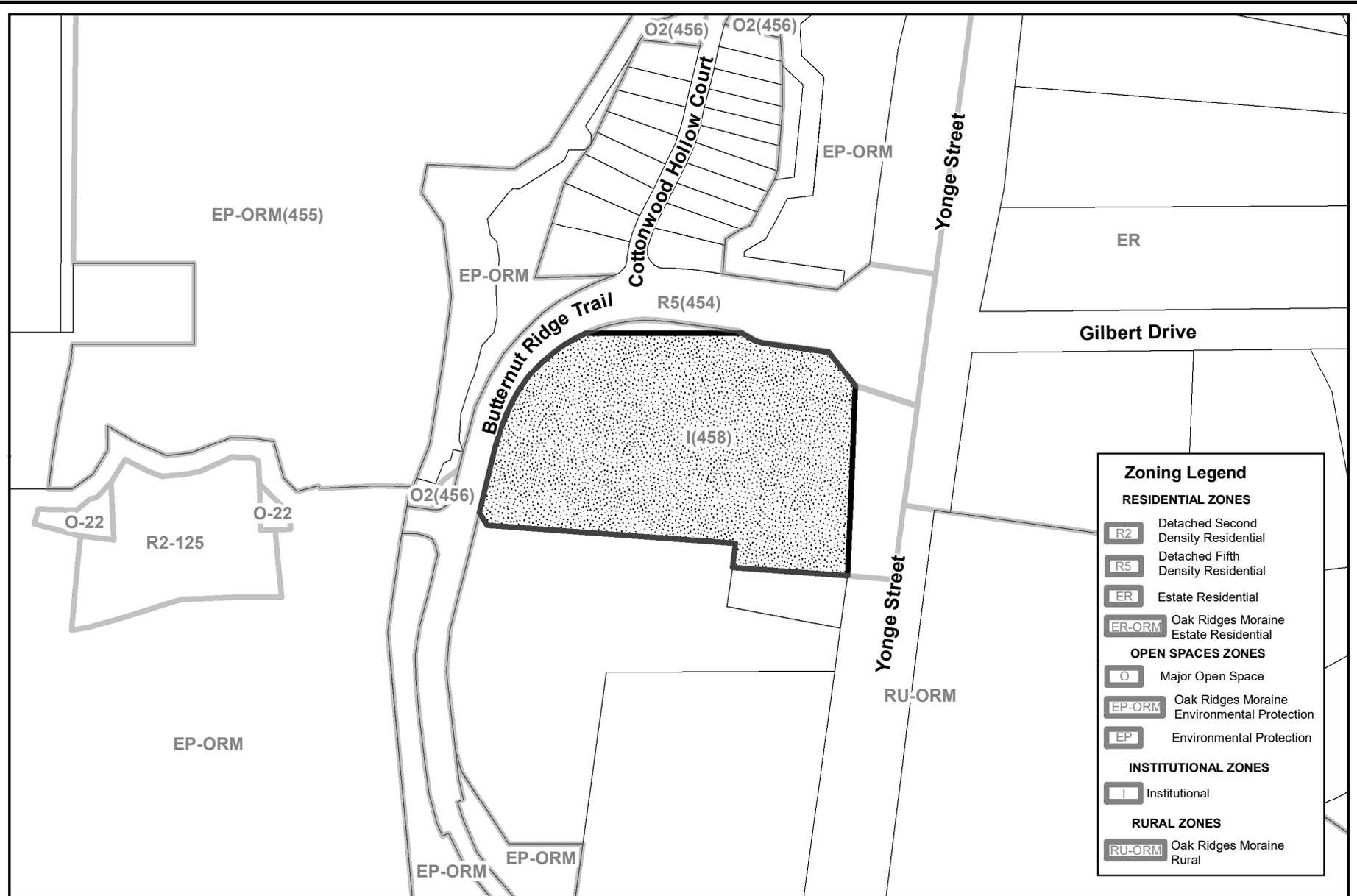
APPLICANT: Delmanor Aurora Inc.
 FILES: SP-2017-10

FIGURE 2

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Development Services Department, July 4, 2018. Base data provided by York Region.

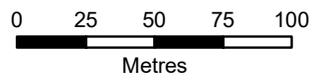


EXISTING ZONING BY-LAW

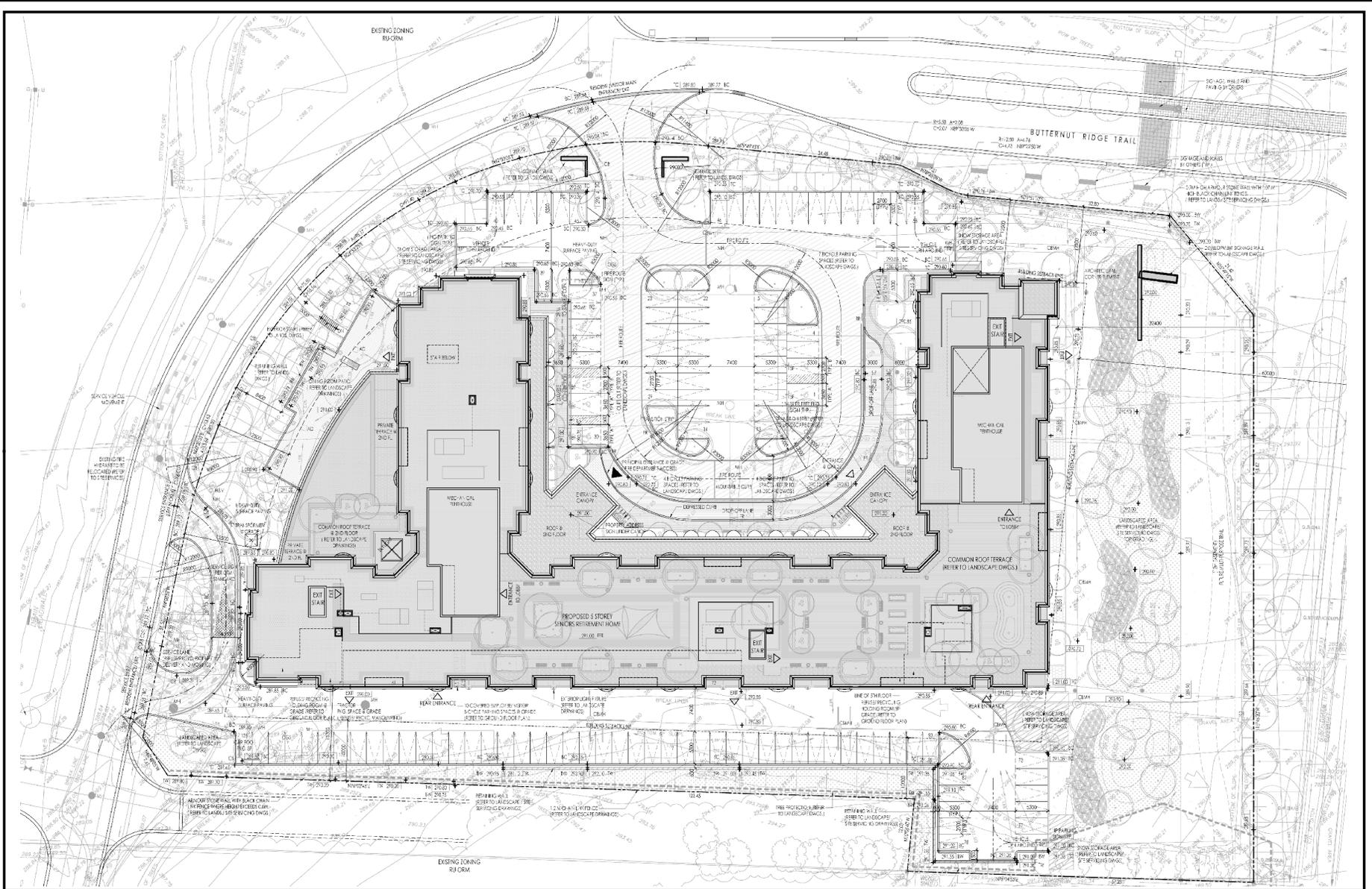
APPLICANT: Delmanor Aurora Inc.
 FILES: SP-2017-10

FIGURE 3

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, July 4, 2018. Base data provided by York Region & the Town of Aurora.

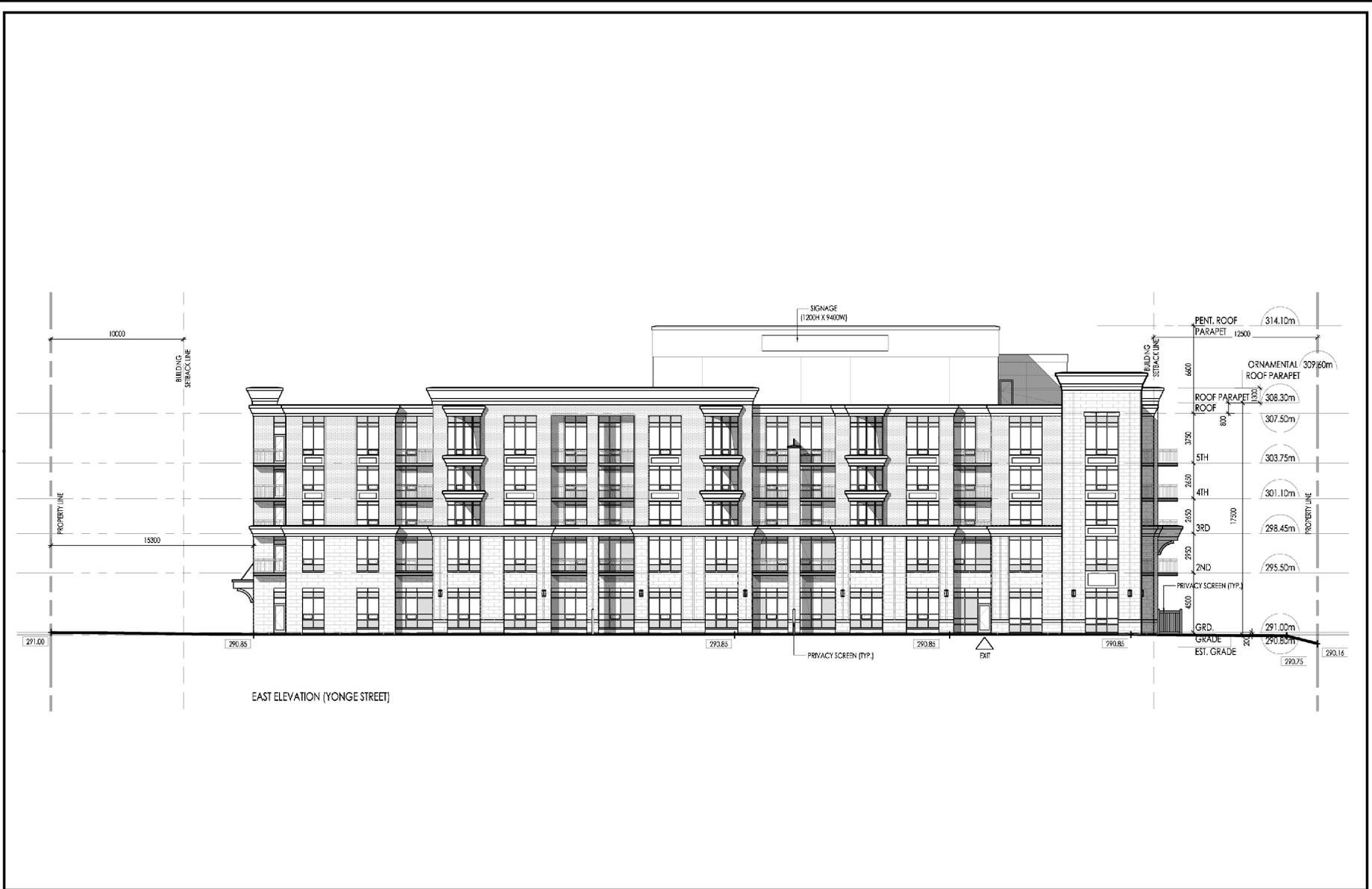


PROPOSED SITE PLAN

APPLICANT: Delmanor Aurora Inc.
FILES: SP-2017-10

FIGURE 4



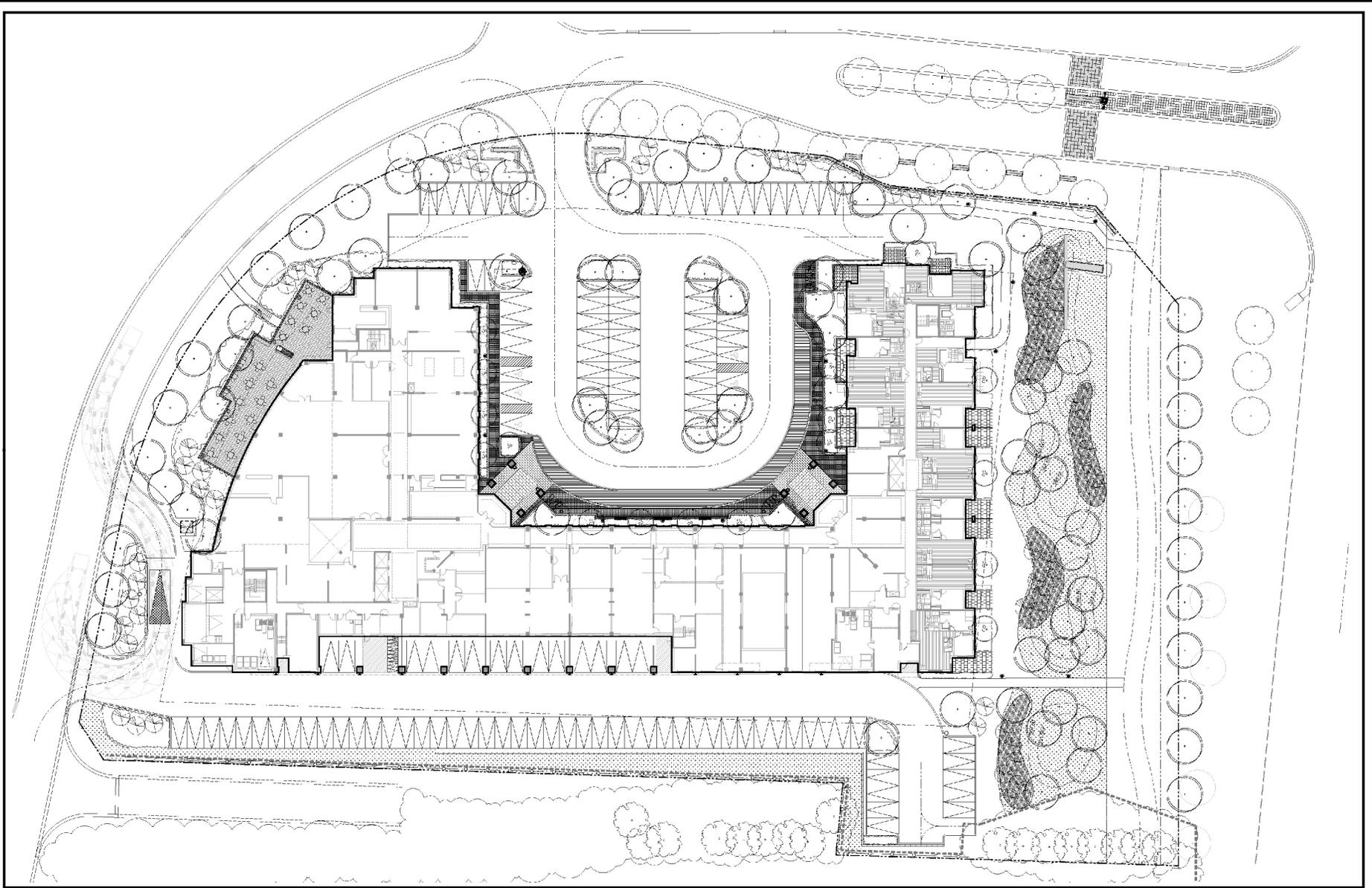


PROPOSED ELEVATION (VIEW FROM YONGE STREET)

APPLICANT: Delmanor Aurora Inc.
 FILES: SP-2017-10

FIGURE 5





PROPOSED LANDSCAPE PLAN

APPLICANT: Delmanor Aurora Inc.
FILES: SP-2017-10

FIGURE 6





PROPOSED RENDERING (VIEW FROM BUTTERNUT RIDGE TRAIL)

APPLICANT: Delmanor Aurora Inc.
FILES: SP-2017-10

FIGURE 7



Map created by the Town of Aurora Planning and Building Services Department, July 4, 2018. Drawing provided by ICKE BROCHU Architects.



Town of Aurora

General Committee Report

No. PDS18-085

Subject: Application for Site Plan Approval
Time Development Group
4 Don Hillock Drive
Northeast corner of Leslie Street & Don Hillock Drive
Lot 1, Registered Plan 65M-3974
File Number SP-2017-07

Prepared by: Fausto Filipetto, Senior Policy Planner

Department: Planning and Development Services

Date: July 17, 2018

Recommendations

- 1. That Report No. PDS18-085 be received;**
- 2. That site plan application number SP-2017-07 (Time Development Group) to permit the development of the subject lands for a six storey, 122 room hotel be approved; and**
- 3. 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 approval of a site plan application.

- This report provides background information, evaluation and recommendations regarding the site plan application submitted by Time Development Group to permit the development of the subject lands for a six storey, 122 room hotel totaling 7,693 square metres (82,804 square feet);
- Planning and Development Services has reviewed the subject application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands;

- All departments and agencies have provided comment and are able to support the site plan application provided technical comments are addressed;
- All technical revisions to the proposed plans will be reviewed by Town staff prior to the execution of the site plan agreement;
- Staff recommends approval of site plan application number SP-2017-07.

Background

Location / Land Use

As illustrated in Figure 1, the subject lands are located on the northeast corner of Leslie Street and Don Hillock Drive, and are known municipally as 4 Don Hillock Drive. The lands are 0.8 hectares (2 acres) in size and are currently vacant. Site plan application number SP-2008-06 (Mainstay Hotel), to permit a four storey, 87 room (Best Western) hotel was previously approved by Council. However the hotel was never built and the subject lands were sold to the current applicant who has revised the site plan as described in this report.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential, future business park;
South: Don Hillock Drive & storm water management pond;
East: vacant/future business park; and
West: Leslie Street.

Policy Context and Zoning

The site plan application is consistent with Provincial, Regional and Town land use planning policy.

Town of Aurora Official Plan

The subject lands are designated “Business Park” in the Bayview Northeast Area 2B Secondary Plan. “The Business Park designation is intended to provide opportunities for a mix of high quality employment uses and a variety of supporting commercial and community facilities geared to satisfying the needs of residents, businesses and employees in the Town of Aurora and the Region. The Business Park designation permits an integrated mix of employment activities and businesses that occur within buildings and on sites that are designed, and landscaped to present a high quality, prestige image.”

The Business Park designation specifically permits “hospitality and accommodation related uses including hotels and motels and other alternative forms providing extended-stay accommodation.”

Zoning By-law 6000-17

The subject lands are zoned “Employment Business Park (E-BP) Zone.” The E-BP Zone specifically permits the site to be used for a hotel. The applicant has obtained a minor variance for some site-specific provisions with respect to height, parking reduction, floor area ratio and ingress/egress as follows:

- An increase in height from four to six storeys;
- an 87 space reduction to the amount of required parking from 208 to 121;
- an increase to the maximum allowable floor area ratio from 50% to 85%; and
- an increase to the maximum allowable width of ingress and egress to and from parking spaces of 0.40 metres (from 9.0 metres to 9.40 metres).

Analysis

Proposed Site Plan

As illustrated on Figure 2, the site plan proposes a six storey, 122 room hotel totaling 7,693 square metres (82,804 square feet). The building is proposed to be located along the Leslie Street frontage and would contain a total of 124 parking spaces to the rear, including 3 barrier free spaces. As illustrated on Figure 3, landscaped strips are proposed long all lot lines. Landscaping is also proposed within the parking areas, as well as along the sides of the building.

Proposed amenities include:

- Breakfast and dining area;
- treat shop;
- business centre; and
- a large meeting room which is divisible into three;

The Building Elevations are illustrated on Figures 4 to 7. The applicant is proposing a six storey, flat roof hotel. The name and logo of the business are proposed to be elevated from the rest of the building. The proposed building materials include cultured stone, prefinished metal and stucco. A variety of textures and shades are also being proposed to add definition along with blue accents; standard with the Hampton Inn & Suites typical elevations.

Site Plan Review and Comments

The proposed site plan was reviewed by both internal departments and external agencies. There were no objections to the proposed site plan, however comments were provided which were technical in nature. It is anticipated that the majority of the comments would be addressed in the next site plan submission.

Given the Town's goal of promoting development of their employment lands and given that this application is being processed by the Business Concierge team as part of the office of economic development, staff are recommending site plan approval at this time, subject to the resolution of any outstanding issues.

Advisory Committee Review

The Town's Accessibility Advisor has made comments on behalf of the Accessibility Advisory Committee which have been provided to the applicant for their response.

Legal Considerations

The applicant will be required to enter into the Town's standard site plan agreement. The applicant will also enter into a Development Charges Deferral Agreement with the Town as described below.

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. As this is a hotel, a Development Charge Deferral Agreement is applicable. The CAO and Treasurer have delegated authority to execute such pursuant to Council's previous approval of Report No. FS17-027 regarding hotel development charges.

Communications Considerations

Site plan applications submitted under Section 41 of the Planning Act do not require public notification. All planning applications are listed on the Town's website through the Planning Application Status List which is reported to Council and updated quarterly.

Link to Strategic Plan

The proposed site plan application supports the Strategic Plan goal of Enabling a diverse, creative and resilient economy through the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business:

The application will assist in attracting business in accordance with the “Develop plans to attract businesses that provide employment opportunities for our residents” action item.

Alternatives to the Recommendation

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

Conclusions

Planning and Development Services reviewed the subject site plan application in accordance with the provisions of the Town’s Official Plan, Zoning By-law and municipal development standards. All technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the site plan agreement. Staff are therefore recommending approval of site plan application number SP-2017-07 at this time.

Attachments

- Figure 1 - Location Map
- Figure 2 - Proposed Site Plan
- Figure 3 - Proposed Landscape Plan
- Figure 4 - Proposed Front (East) Building Elevation
- Figure 5 - Proposed Rear (West) Building Elevation
- Figure 6 - Proposed South Side Building Elevation
- Figure 7 - Proposed North Side Building Elevation

Previous Reports

None.

July 17, 2018

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Report No. PDS18-085

Pre-submission Review

Agenda Management Team Meeting review on June 28, 2018.

Departmental Approval

Approved for Agenda



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



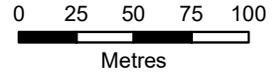
**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

APPLICANT: Time Development Group
 FILES: SP-2017-07
 FIGURE 1

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, June 12, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



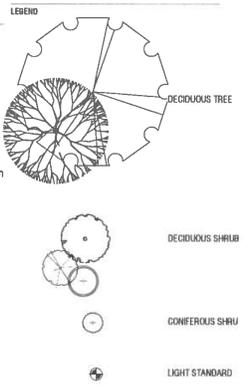
GENERAL NOTES
 1. All dimensions in millimetres (mm)
 2. Verify all dimensions
 3. Do not scale drawings
 4. Check drawings against specifications
 5. Use the latest revised drawings only
 6. Report any discrepancies to the Landscape Architect before proceeding
 7. Drawings and specifications are the property of the Landscape Architect, and must be returned upon completion of the work



2 Key Plan
 NTS
 L100

Sheet List

Sheet Number	Sheet Name
L130	Landscape Layout Plan
L131	Planting Plan
L132	Planting List and Details
L133	Grading and Utilities Coordination Plan
L134	Details
L230	Paving Details
L231	Town of Aurora Standard Details
L300	Tree Preservation Plan



3	Key ZS	Issued for OPA	JSC
		2018	
2	Jul 04 2017	Issued for OPA	AMM
1	Apr 20 2017	Issued for Consultation	JSC
	REV	DATE	DESCRIPTION

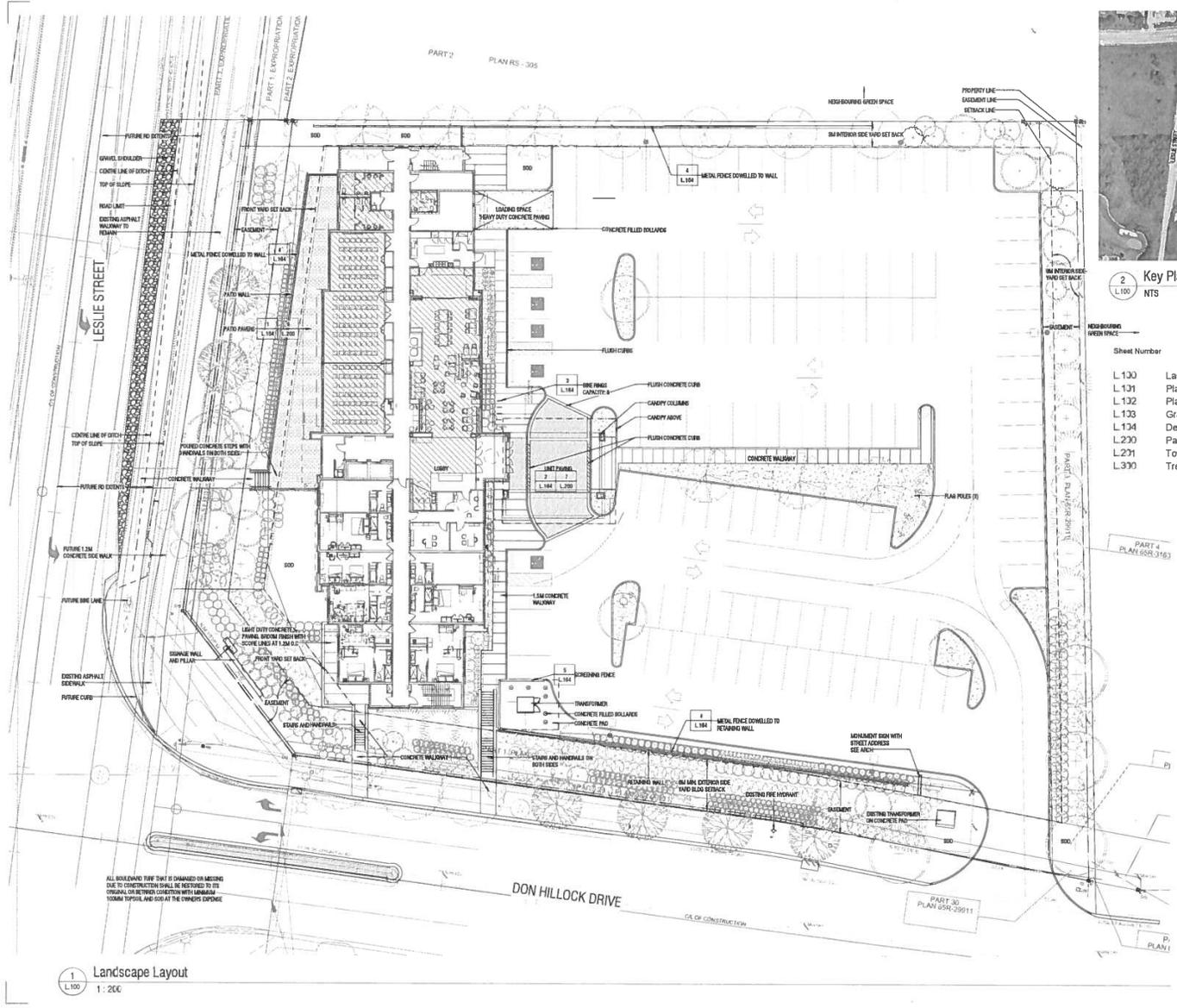
Landscape Layout Plan

DATE: JSC
 DRAWN BY: JYV
 CHECKED BY: JSC
 PROJECT NO.: 22462/2018 11.30.31 AM

L.100

Hampton Inn & Suites
 4 Don Hillcock Drive, Aurora, Ontario, L4G 3H8
 Time Development Group
 10000 Yonge Street, Unit 20
 Richmond Hill, Ontario L4B 1P3
 (905) 882-2222 ext. 222
 FAX: (905) 882-2222 ext. 222 (1178864)

LAD 331 As indicated



1 Landscape Layout
 L100 1:200

ALL DIMENSIONS THAT IS CHANGED OR MISSING DUE TO CONSTRUCTION SHALL BE RESTORED TO ITS ORIGINAL OR REVIEW CONSTRUCTION WITH LANDMARK TOTAL STATION, AND SIGN AT THE CORNER SURFACE

FIGURE 3

EXTERIOR FINISH SCHEDULE			
MATERIAL/FINISH	COLOR		
1 EIFS COLOUR -1	1B0	7 EIFS - TERRAZZO VESUVIUS	DARK GREY
2 EIFS COLOUR -2	1B0	8 ILLUMINATED SIGNAGE	RED (AS PER BRAND SPEC)
3 EIFS COLOUR -3	1B0	9 PREFINISHED METAL	TO MATCH ADJACENT WALL COLOUR
4 EIFS COLOUR -4	1B0	10 OVERFLOW SCUPPER	TO MATCH ADJACENT WALL COLOUR
5 EIFS COLOUR -5	COLOUR TO MATCH WINDOW FRAME	11 EXTERIOR DECORATIVE LIGHT	TO MATCH ADJACENT WALL COLOUR
6 CULTURED STONE	1B0	12 CONCRETE RETAINING WALL	



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99	08	010	REVISIONS	DATE
100	08	010	REVISIONS	DATE

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DEVELOPMENT CONSULTANT
 API CONSULTANTS INC.
 1281 CUMMER ST. SUITE 200
 TORONTO, ONTARIO M5H 2B4

ARCHITECT
 SAI ARCHITECTS INC.
 111 FREDERICK ST. SUITE 200
 OAKVILLE, ONTARIO L6J 7N4

OWNER
 TIME DEVELOPMENT GROUP

PROFESSIONAL CERTIFICATION
 ASSOCIATION OF ARCHITECTS OF ONTARIO

PROJECT
 HOTEL DEVELOPMENT
 Hampton Inn & Suites
 4 DON MILLOCK DRIVE - AURORA, ONTARIO

DRAWING TITLE
 FRONT ELEVATION (EAST)

BY: (CHECK) ISSUED FOR: 516-851
 PROJECT NO: SHEET NO:
 SCALE: 1/8" = 1'-0"
 ISSUE DATE: A300

REFER TO OTHER DRAWINGS FOR DETAILS IN OTHER DISCIPLINES. DIMENSIONS AND ARCHITECTURAL DRAWINGS ARE FOR GENERAL INTENT ONLY. TYPICAL

FIGURE 4

1 FRONT ELEVATION (EAST)
 A 300 1/8" = 1'-0"

EXTERIOR FINISH SCHEDULE			
MATERIAL/FINISH		COLOR	
1	EFS COLOUR -1	TBD	
2	EFS COLOUR -2	TBD	
3	EFS COLOUR -3	TBD	
4	EFS COLOUR -4	TBD	
5	EFS COLOUR -5	COLOR TO MATCH WINDOW FRAME	
6	CVITVED STONE	TBD	
7	EFS TERRAZZO VESUVIUS		DARK GREY
8	ILLUMINATED SIGNAGE		RED (AS PER BRAND SPEC)
9	PREFINISHED METAL		TO MATCH ADJACENT WALL COLOUR
10	OVERFLOW SCUPPER		TO MATCH ADJACENT WALL COLOUR
11	EXTERIOR DECORATIVE LIGHT		TO MATCH ADJACENT WALL COLOUR
12	CONCRETE RETAINING WALL		



EL. +25'-0" TO HIGH PARAPET
 EL. +20'-0" TO MID PARAPET
 EL. +12'-0" TO ROOF SLAB
 EL. +0'-0" TO SIXTH FLOOR
 EL. -4'-0" TO FIFTH FLOOR
 EL. -8'-0" TO FOURTH FLOOR
 EL. -12'-0" TO THIRD FLOOR
 EL. -16'-0" TO SECOND FLOOR
 EL. -17'-0" (200.70) TO GROUND FLOOR
 EL. -1'-0" (200.80) AVERAGE GRADE
 EL. -2'-0" (200.90) TO BASEMENT FLOOR

1	REV	DATE	DESCRIPTION	BY
1	18	07/10/18	ISSUE FOR PERMIT - 200.800.00	MM/CS
2	18	07/10/18	ISSUE FOR PERMIT - 200.800.00	MM/CS
3	18	07/10/18	ISSUE FOR PERMIT - 200.800.00	MM/CS
4	18	07/10/18	ISSUE FOR PERMIT - 200.800.00	MM/CS

Rev: By Description Date
 18A MM/CS 07/10/18

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DEVELOPMENT CONSULTANT
 Mailing Address: 1387 Central Rd., Oshawa, Ontario L4H 7Y6
 Project Co-ordinator: Danae Marjano
API
 ARCHITECTS & CONSULTANTS

ARCHITECT
 SAI ARCHITECTS INC.
 8 HURON DRIVE SUITE 108
 OAKVILLE, ONTARIO L6J 7K4
SAI
 ARCHITECTS

OWNER
 TIME DEVELOPMENT GROUP
TIME
 DEVELOPMENT GROUP

PROFESSIONAL CERTIFICATION
 ASSOCIATION OF ARCHITECTS OF ONTARIO
 PROFESSIONAL CERTIFICATION

PROJECT
HOTEL DEVELOPMENT
 Hampton Inn & Suites
 4 DON MILLOCK DRIVE AURORA, ONTARIO

DRAWING TITLE
REAR ELEVATION (WEST)

BY: JOCHEK ISSUED FOR: S17.008
 PROJECT NO.: 18021110
 SCALE: 1/8" = 1'-0"
 ISSUE DATE: **A301** 18/07/18

REFER TO MEMO DRAWINGS FOR FITTINGS & OTHER EQUIPMENT ARCHITECTURAL SYMBOLS ARCHITECTURAL DRAWINGS ARE FOR GENERAL INTENT ONLY. TYPICAL

18/07/18

FIGURE 5

EXTERIOR FINISH SCHEDULE			
MATERIAL/FINISH	COLOR		
1 BFS COLOUR - 1	TBD	7 EFS - TERRAZZO VERDE/AS	DARK GREY
2 BFS COLOUR - 2	TBD	8 ILLUMINATED SIGNAGE	RED (AS PER BRAND SPEC)
3 BFS COLOUR - 3	TBD	9 PREFINISHED METAL	TO MATCH ADJACENT WALL COLOR
4 BFS COLOUR - 4	TBD	10 OVERFLOW SCUPPER	TO MATCH ADJACENT WALL COLOR
5 BFS COLOUR - 5	COLOR TO MATCH WINDOW FRAME	11 EXTERIOR DECORATIVE LIGHT	TO MATCH ADJACENT WALL COLOR
6 CURVED STONE	TBD	12 CONCRETE RETAINING WALL	



1 SIDE ELEVATION (SOUTH)
 A 302

REFER TO SHOWN DIMENSIONS FOR
 FITTINGS, PIPING, EQUIPMENT,
 FINISHES, SIGN, ETC. REFER TO
 ARCHITECTURAL DRAWINGS FOR
 DIMENSIONS, EXCEPT WHERE NOTED.

Rev.	By	Description	Date
1	MM	ISSUE FOR PERMITTING	06/20/18
2	MM	ISSUE FOR PERMITTING	06/20/18
3	MM	ISSUE FOR PERMITTING	06/20/18
4	MM	ISSUE FOR PERMITTING	06/20/18

DO NOT SCALE DIMENSIONS. USE ONLY DIMENSIONS
 SHOWN. "AS SHOWN" MEANS "AS SHOWN". VERIFY
 DIMENSIONS AND CONDITIONS IN SITE BEFORE
 BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF
 ANY ERRORS, OMISSIONS OR DISCREPANCIES.

DEVELOPER'S CONSULTANT:
 Mailing Address:
 1322 Central Ex. Oakville,
 Ontario L6J 7K6
 Project Co-ordinator:
 Denise Manganini



ARCHITECT:
 SAPIUS ARCHITECTS INC.
 648 FORD DRIVE, SUITE 102
 ONTARIO, ONTARIO L6J 7K6



OWNER:
 TIME DEVELOPMENT GROUP



PROFESSIONAL CERTIFICATION

PROJECT:
 HOTEL DEVELOPMENT
 4 DON HULLOCK DRIVE, AURORA,
 ONTARIO

DRAWING TITLE:
 SIDE ELEVATION (SOUTH)

BY: C/CHK: ISSUED FOR:
 PROJECT NO: 517-008 SHEET NO:
 SCALE: 1/8" = 1'-0" ISSUE DATE: A302

FIGURE 6

EXTERIOR FINISH SCHEDULE		
	MATERIAL/FINISH	COLOR
1	EPS COLOUR -1	TBD
2	EPS COLOUR -2	TBD
3	EPS COLOUR -3	TBD
4	EPS COLOUR -4	TBD
5	EPS COLOUR -6	COLOR TO MATCH WINDOW FRAME
6	CULTURED STONE	TBD
7	EPS - TERRAZED VERGUIS	DARK GREY
8	ILLUMINATED SIGNAGE	RED (AS PER BRAND SPEC)
9	PREFINISHED METAL	TO MATCH ADJACENT WALL COLOUR
10	OVERFLOW SCUPPER	TO MATCH ADJACENT WALL COLOUR
11	EXTERIOR DECORATIVE LIGHT	TO MATCH ADJACENT WALL COLOUR
12	CONCRETE RETAINING WALL	



FIGURE 7



**Town of Aurora
General Committee Report**

No. PDS18-086

Subject: Applications for Draft Plan of Subdivision and
Draft Plan of Condominium
Dormer Hill Inc.
14029 Yonge Street
Part of Lot 72 Concession 1
File Number: SUB-2017-01, CDM-2017-01
Related Files: OPA-2017-02, ZBA-2017-01, SP-2018-01

Prepared by: Marty Rokos, Planner

Department: Planning and Development Services

Date: July 17, 2018

Recommendations

- 1. That Report No. PDS18-086 be received;**
- 2. That Application for Draft Plan of Subdivision SUB-2017-01 (Dormer Hill Inc.) be approved, subject to the conditions outlined in Schedule 'A' of this report;**
- 3. That the Application for Draft Plan of Common Elements Condominium CDM-2017-01 (Dormer Hill Inc.) be approved, subject to the conditions outlined in Schedule 'B' of this report;**
- 4. That a total of 27 units of water and sewage capacity be allocated to the Draft Plan of Subdivision;**
- 5. That the Mayor and Town Clerk be authorized to execute a Subdivision/Condominium Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval, including any ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council's approval to the application for a Draft Plan of Subdivision and Draft Plan of Condominium to allow the development of 27 single detached dwellings on private condominium roads.

- The owner proposes to develop the site with 27 single detached dwellings on private condominium roads, including an open space block.
- The proposed Draft Plan of Subdivision and Draft Plan of Condominium are compatible with the goals and objectives of the Official Plan and surrounding land uses.
- Internal departments and external agencies have no concerns to the approval of the Draft Plan of Subdivision and Condominium applications. Recommended Conditions of Draft Plan Approval have been provided.
- A future north-south trail will run on the east side of Yonge Street on lands to be conveyed to the Town.
- The proposed Draft Plan is designed for access to be through the adjacent lands to the north once those lands are developed, with the direct access to Yonge Street closing at that time.

Background

Application History

The subject applications for Draft Plan of Subdivision and Condominium were submitted on March 15, 2017.

On May 24, 2017, the proposed Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and Draft Plan of Condominium were presented to Council and the public at a Public Planning Meeting. The following resolution was passed by Council for the subject lands:

- “1. That Report No. PBS17-035 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.”

On June 19, 2018, the proposed Official Plan and Zoning By-law Amendments were presented to General Committee. The following resolution was passed by General Committee for the subject lands:

- “1. That Report No. PDS18-075 be received; and
2. That the Application to Amend the Official Plan File Number OPA-2017-06 (Dormer Hill Inc.), to amend the “Cluster Residential” designation to reduce the minimum setback from the centreline of Yonge Street to 40.0 m to the rear lot lines, reduce the minimum separation from an “Estate Residential” designation to 20 m, and remove the requirement for a Block Plan be approved; and
3. That the Application to Amend the Zoning By-law File Number ZBA-2017-01 (Dormer Hill Inc.), to rezone the “Oak Ridges Moraine Rural (RU-ORM) Zone” to “Detached Fourth Density Residential R4(X) Exception Zone” and “Oak Ridges Moraine Environmental Protection EP-ORM Zone” to permit the development of 27 single detached dwelling units be approved; and
4. That the implementing by-laws be presented at a future Council Meeting.”

The Site Plan application will be presented for Council’s consideration at a future General Committee meeting.

Location / Land Use

The subject property, municipally known as 14029 Yonge Street, is located on the east side of Yonge Street north of Hunters Glen Road (Figure 1). The property has a lot area of 7.14 ha and a frontage of 117.8 m on the east side of Yonge Street. Buildings on the subject lands include a single detached dwelling, a Quonset hut and a barn, accessed via two driveways from Yonge Street.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Open Space (golf course)
South: Residential
East: Residential
West: Yonge Street and Residential

Policy Context

Provincial Policies

All Planning Act development applications are subject to provincial policies. A brief overview of the Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe, and Lake Simcoe Protection Plan (LSPP), and York Region Official Plan (2010), as amended were outlined in Public Planning Meeting Report PBS17-035.

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

The subject lands are designated “Cluster Residential”, “Environmental Protection Area” and “Environmental Function Area” by OPA 34 (Figure 2). On June 19, 2018 General Committee approved an Official Plan Amendment application to reduce the minimum setback from the centreline of Yonge Street and the minimum separation distance from an “Estate Residential” designation. Details of the Official Plan designations and policies were outlined in Public Planning Meeting Report PBS17-035.

The Official Plan and Town of Aurora Trails Master Plan include a north-south multi-use trail along Yonge Street and an east-west trail along the north property line of the subject lands. The east-west trail will form a portion of the Oak Ridges Trail.

Zoning By-law 6000-17, as amended

The subject lands are currently zoned “Oak Ridges Moraine Rural (RU-ORM) Zone” by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3). The subject lands are identified as “Woodlands” and “Woodlands – Minimum Vegetation Protection Zone” (MVPZ). Schedule ‘C’ indicates that the subject lands are located in a high aquifer vulnerability area and a small portion of the property are located in a low vulnerability aquifer area. According to Schedule ‘D’, the subject lands are within a “Wellhead Protection Area” with a 10-25 year Time of Travel Zone. Schedule ‘E’ indicates the lands are in a “Category 1 –Complex Landform”.

The RU-ORM Zone permits agricultural uses, breeding, raising and training of farm animals and horses, places of worship, home occupations, horseback riding clubs, farm greenhouses, and one single detached dwelling including an accessory attached residential dwelling unit occupied by a person employed full time on the farm.

On June 19, 2018, General Committee approved an application to rezone a portion of the subject lands to permit a maximum of 27 single detached dwellings with site specific performance standards including lot area, frontage and height.

Reports and Studies

The Owner submitted the following documents as part of a complete application to the proposed applications:

Table 1: Reports and Studies

Report Name	Report Author
Draft Official Plan Amendment	Evans Planning Inc.
Draft Zoning By-law	Evans Planning Inc.
ORM Conformity Report	Evans Planning Inc.
Planning Justification Report	Evans Planning Inc.
Draft Plan of Subdivision	Evans Planning Inc.
Tree Inventory & Preservation Plan	Kuntz Forestry Consulting Inc.
Stage 1&2 Archaeological Assessment	The Archaeologists Inc.
MTCS Letter	Ministry of Tourism, Culture and Sport
Conceptual Building Elevations	Urbanscape
Conceptual Site Plan	Urbanscape
Functional Servicing and Stormwater Management Report	SCS Consulting Group Ltd.
Preliminary Grading Plan	SCS Consulting Group Ltd.
Preliminary Servicing Plan	SCS Consulting Group Ltd.
Right of Way Capacity Calculation	SCS Consulting Group Ltd.
Existing and Proposed Phosphorus Budgets	SCS Consulting Group Ltd.
Existing and Proposed Drainage Plans	SCS Consulting Group Ltd.
Areas Contributing to LIDs	SCS Consulting Group Ltd.
Laneway Section	SCS Consulting Group Ltd.
Erosion and Sediment Control Plan	SCS Consulting Group Ltd.
Traffic Management Plan	SCS Consulting Group Ltd.
Environmental Soil Quality Analysis	Terraprobe
Phase I and II Environmental Site Assessment	Terraprobe
Source Water Impact Assessment and Mitigation Plan (SWIAMP)	Terraprobe
Environmental Site Assessment Reliance Letter	Edward Wong
Landscape/Streetscape Concept	NAK Design Strategies
Landscape Plan	NAK Design Strategies
Conceptual Streetscapes	NAK Design Strategies
Landscape Cost Estimate	NAK Design Strategies
Cross Sections	NAK Design Strategies
Photometric Calculation Layout	LEA Consulting Ltd.
Street Lighting Layout	LEA Consulting Ltd.

Report Name	Report Author
Draft Plan of Condominium	ertl surveyors
Lot Frontage Certificate	ertl surveyors
Survey	ertl surveyors
Hydrogeologic Study and Water Balance	Terraprobe
Noise Feasibility Study and Addendum	HGC Engineering
Landform Conservation Study	Daryl W. Cowell & Associates Inc.

Proposed Applications

Proposed Draft Plan of Subdivision

The proposed Draft Plan of Subdivision consists 27 blocks for future single detached residential, a trail block along Yonge Street and a Common Element Condominium block

The Draft Plan of Subdivision proposes 27 blocks for single detached residential uses. A proposed trail block is located along the east side of Yonge Street and a 0.3 m reserve is proposed in Blocks 30 and 31 along the Yonge Street frontage (Figure 4). The Common Element Condominium within Block 28 would contain the woodlands, private road system, green space around the Butternut tree, and buffers. The proposed gross residential density is 3.78 units per hectare. For servicing purposes, the proposed development will have an estimated total population of approximately 83 persons.

The following is a breakdown of the major land uses within the proposed Draft Plan of Subdivision:

Table 2: Lots and Blocks

Proposed Land Use	Blocks	Area (Ha)
Single Detached Residential	1-27	1.19
Common Element Condominium	28	5.79
12 m Town Trail Conveyance	29	0.15
0.3 m Reserves	30-31	0.01
Totals		7.14

Proposed Draft Plan of Condominium (Common Elements)

As illustrated in Figure 5, the proposed Draft Plan of Condominium proposes 27 Parcels of Tied Land (POTLs). Block 29 is proposed to be conveyed to the Town as a trail block. The balance of the subject lands would be a common element condominium Block 28, which includes the private roads, eight (8) visitor parking spaces, green space around

the Butternut tree, and the existing woodlands on the easterly portion of the subject lands.

Following discussions with York Region, the proposed private road is designed to extend into a potential future development in the golf course lands to the north that are designated "Cluster Residential". The private road would then connect to Yonge Street opposite Glensteeple Trail, which is part of the draft approved Pandolfo/Glen Ridge subdivision (file SUB-2003-02A), as shown in Figure 7.

Conceptual Site Plan

As illustrated on Figure 6, the Applicant is proposing to develop 27 single detached lots on a private condominium road. The property will be accessed via a private road from Yonge Street on the southerly portion of the site. Concrete sidewalks are proposed on the private roads. A central green space is proposed surrounding an existing Butternut tree between Blocks 12 and 27. A 20 m wide buffer is proposed adjacent to the existing Estate Residential properties fronting Hunters Glen Road to the south. The woodlands located in the eastern portion of the subject lands (behind Blocks 18 to 27) as well as a 10 m buffer from the woodlands would be undeveloped. Each detached dwelling would include a two (2) car garage and a two (2) car driveway, for a total of four (4) parking spaces. Eight (8) dedicated visitor parking spaces are proposed in two locations. Each lot would have between 12 and 18 m in frontage, with Lot 22 having 28 m in frontage.

Analysis

Planning Considerations

Provincial Policy Statement (PPS)

It is Planning Staff's opinion that the proposed Draft Plan of Subdivision and Condominium applications are consistent with the PPS

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns and requires the protection of long term ecological function and biodiversity of natural heritage systems. The proposed development is located on VIVA and YRT bus routes as well as cycling trails, which promotes alternative modes of transportation. The residential units are located away from natural heritage features and protects the woodland on the easterly portion of the subject lands. The proposed development satisfies policies requiring growth to be directed to settlement areas on full municipal services while protecting the natural features in the area.

July 17, 2018

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Report No. PDS18-086

Growth Plan for the Greater Golden Horseshoe

The proposed Draft Plan of Subdivision and Condominium applications are consistent with the Growth Plan

Places to Grow promotes and encourages new growth in built-up areas of a community through intensification, generally at a higher density than the surrounding area. The applications are consistent with the Places to Grow Growth Plan by proposing a compact, transit-supportive development while complying with the density policies of OPA 34.

Lake Simcoe Protection Plan (LSPP)

It is Planning Staff's opinion that the proposed Draft Plan of Subdivision and Condominium applications conform 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 Conservation Authority reviewed the proposed applications with no objections subject to the conditions of approval outlined in Schedules "A" and "B".

York Region Official Plan (YROP)

It is Planning Staff's opinion that the proposed Draft Plan of Subdivision and Condominium applications conform to the YROP

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed applications are in keeping with the policies of the YROP. York Region staff have no objections to the approval of the proposed applications subject to the conditions of approval outlined in Schedules "A" and "B".

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

It is Planning Staff's opinion that the proposed Draft Plan of Subdivision and Condominium applications are compatible with the goals and objectives of the Official Plan and surrounding land uses

The permitted uses in the "Cluster Residential" Designation are single detached dwellings, semi-detached dwellings, linked housing, townhouses and private open space. To the greatest extent possible, land within a Cluster Residential designation shall be retained in an open or natural condition, either as Private or dedicated Public Open Space and shall not form part of individual lots. Areas retained as open space are intended to preserve the natural landscape quality of the area. The proposed density

July 17, 2018

Page 9 of 13

Report No. PDS18-086

conforms to the Secondary Plan. The maximum gross residential density over constrained and unconstrained lands is 5 units per hectare (2 units per acre).

The proposed Draft Plan of Subdivision identifies future residential blocks away from the Woodlands Key Natural Heritage Feature (KNHF) and lands designated “Environmental Protection Area” and “Environmental Function Area”. The Draft Plan of Subdivision/Condominium includes a buffer next to the lots to the south, creates a block for the trail on the east side of Yonge Street and protects the existing Butternut tree (Block 28 on the Draft Plan of Subdivision). The lotting pattern also allows for the future extension of the condominium road system onto the adjacent lands to the north. It is the opinion of Planning staff that the proposed Draft Plan of Subdivision and Draft Plan of Condominium are consistent with the approved Official Plan policies outlined in Report No. PDS18-075.

Zoning By-law 6000-17, as amended

The zoning by-law was approved by Council and will be enacted before registration of the proposed Draft Plan of Subdivision and Condominium. It is the opinion of Planning staff that the proposed Draft Plan of Subdivision and Draft Plan of Condominium applications are consistent with the approved zoning standards outlined in Report No. PDS18-075.

Department / Agency Comments

Internal departments and external agencies have no concerns to the approval of the Draft Plan of Subdivision and Condominium applications.

The proposed applications were circulated to all internal and external agencies for review and comments. Conditions of Draft Plan Approval have been provided in Schedules “A” and “B”. The following are highlighted discussions from the circulation.

Sanitary, Water and Stormwater

The proposed 200 mm PVC sanitary sewer will outlet into the sanitary sewer system in the Glen Ridge Estates subdivision on the west side of Yonge Street, which was designed with the capability to service the Dormer Hill development. To accommodate this connection, Dormer Hill Inc. has entered into a sanitary pumping station and sewer cost sharing agreement with 2457920 Ontario Inc.

Water service will be provided from a municipal 350 mm watermain on Yonge Street. A private 200 mm watermain network located within the private roads will service the proposed units. Planning staff confirm that water and sewage servicing capacity will come from existing capacity assignments.

Stormwater quantity control is proposed to be provided by a superpipe and underground storage for infiltration of stormwater. Quality control is to be provided by a treatment train approach, including exfiltration trenches, an oil-grit separator, and phosphorus mitigation measures such as Low Impact Development (LID) features. Engineering staff have no objections to the approval of the subject applications and have also provided comments related to the site plan application, which will be presented to a future General Committee meeting.

Traffic and Access

Access to the proposed development would be via a private road from Yonge Street (Figure 6). The proposed private road system includes sidewalks. The access from Yonge Street may become restricted to right-in-right-out when the future VIVA rapidway is constructed on Yonge Street. As noted previously, the proposed private road system is designed to extend into the lands to the north at such time that these lands are developed, and connect to Yonge Street opposite Glensteeple Trail. At this time the initial access from Yonge Street will be closed. The Town's Traffic and Transportation Analyst does not expect any traffic related issues as a result of the subject applications.

Trails

The proposed development will implement a trail system along the east side of Yonge Street within the proposed Block 29, which will be conveyed to the Town. The Town's Trails Master Plan also identifies an east-west trail that would form part of the Oak Ridges Trail. This trail is intended to be on the Beacon Hall lands and not on the subject lands. Parks staff have reviewed the subject applications and have no objections to the proposed trails.

Landscaping

The buffer between the proposed residences and Yonge Street are proposed to be landscaped with vegetative screening and a berm. Along the south property line, visual screening is proposed including mixed vegetation and a 1.8 m privacy fence. Mixed tree plantings continue between the existing woodlands and the proposed lots, and the proposed private roads are lined with a variety of deciduous trees. Parks staff have reviewed the subject applications and have no objections to their approval. Staff have provided comments related to the Site Plan, which will be presented to a future General Committee meeting.

Ministry of Natural Resources and Forestry

MNRF staff have confirmed that the existing Butternut tree will not be adversely affected by the proposed development provided that its recommended conditions are implemented. These have been included in Schedule "A".

External Agencies

York Region and Lake Simcoe Region Conservation Authority (LSRCA) staff have provided comments relating to the Site Plan Application, which will be presented to a future General Committee Meeting. Canada Post, the Ministry of Tourism, Culture and Sport, Enbridge, Alectra Utilities, and Bell Canada have reviewed the applications and have no concerns subject to the conditions of draft plan approval identified in Schedules "A" and "B". Rogers Communications and the York Catholic District School Board have reviewed the applications and no concerns and no conditions of draft plan approval.

Public Comments

At the time of writing this report, one written comment was submitted regarding the subject applications. The developers of the Pandolfo/Glen Ridge subdivision have asked that a condition be included in the Conditions of Draft Plan Approval that they be compensated for servicing work that has been done to accommodate development on the east side of Yonge Street. As previously noted, Dormer Hill Inc. has entered into a sanitary pumping station and sewer cost sharing agreement with 2457920 Ontario Inc. The Town considers this a private matter between landowners and no conditions have been included in the recommended Conditions of Approval (Schedule "A").

Advisory Committee Review

No communication required.

Legal Considerations

These Planning Application files have been submitted to the Town pursuant to the provisions of the *Planning Act*, and as such may be subject to future appeal and litigation, which may require Legal Services review and comments for Council consideration.

Financial Implications

The site will be developed through a Subdivision/Condominium agreement. Development charges, cash in lieu of parkland, Fees and securities will be applied to the development. Enactment fees will be charged before the implementing by-laws are enacted by Council. In addition, a future site plan application fee will be collected.

Communications Considerations

Notice of Complete Application and Public Planning Meeting for the subject applications were outlined in Public Planning Report PBS17-035. All interested parties were notified that the proposed Draft Plan of Subdivision and Condominium applications would be heard at the July 17, 2018 General Committee meeting.

Link to Strategic Plan

The proposed Draft Plan of Subdivision and Condominium 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 Draft Plan of Subdivision and Condominium applications, housing opportunities are created that collaborates with the development community to ensure future growth includes housing opportunities for everyone.

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 Development Services reviewed the proposed Draft Plan of Subdivision and Condominium applications in accordance with the provisions of the Provincial policies, the Regional and Town Official Plans, Town Zoning By-law, and municipal development standards respecting the subject lands. The subject proposal is considered to represent proper and orderly development of the subject lands and conforms to the policies of OPA 73. The proposed applications are considered to be in keeping with the development standards of the Town. Therefore, staff recommend approval of the proposed Draft Plan of Subdivision application (SUB-2017-01) and Draft Plan of Condominium application (CDM-2017-01) subject to the conditions outlined in Schedules "A" and "B".

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-law
- Figure 4 – Proposed Draft Plan of Subdivision
- Figure 5 – Proposed Draft Plan of Condominium
- Figure 6 – Conceptual Site Plan
- Figure 7 – Lotting Plan for Lands North of Subject Lands

Schedule “A” – Conditions of Approval: Draft Plan of Subdivision

Schedule “B” – Conditions of Approval: Draft Plan of Common Elements Condominium

Previous Reports

Public Planning Report No. PBS17-035, dated May 24, 2017.

General Committee Report No. PDS18-075, dated June 19, 2018.

Pre-submission Review

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

Departmental Approval

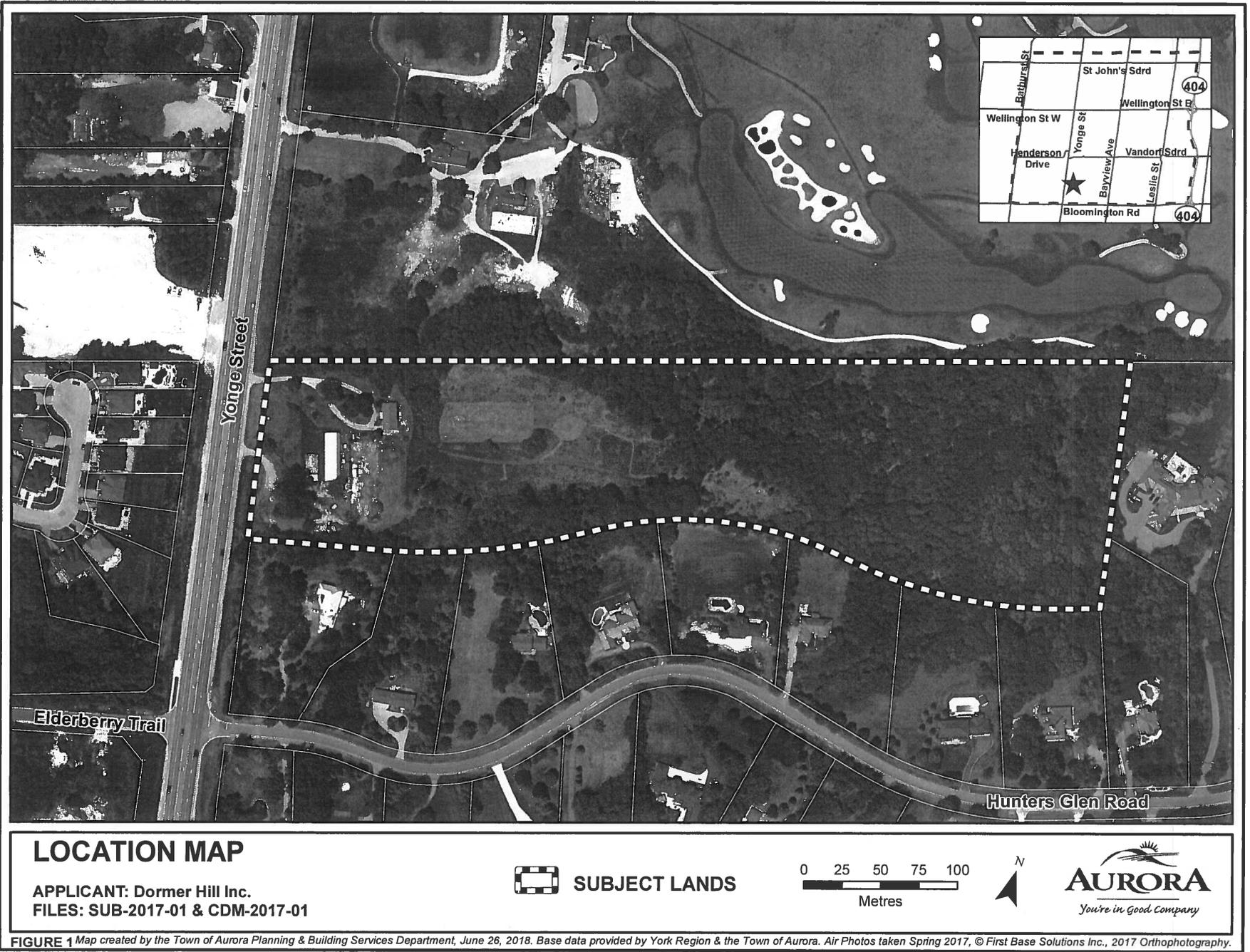


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

APPLICANT: Dormer Hill Inc.
 FILES: SUB-2017-01 & CDM-2017-01



SUBJECT LANDS

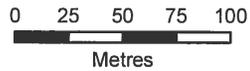
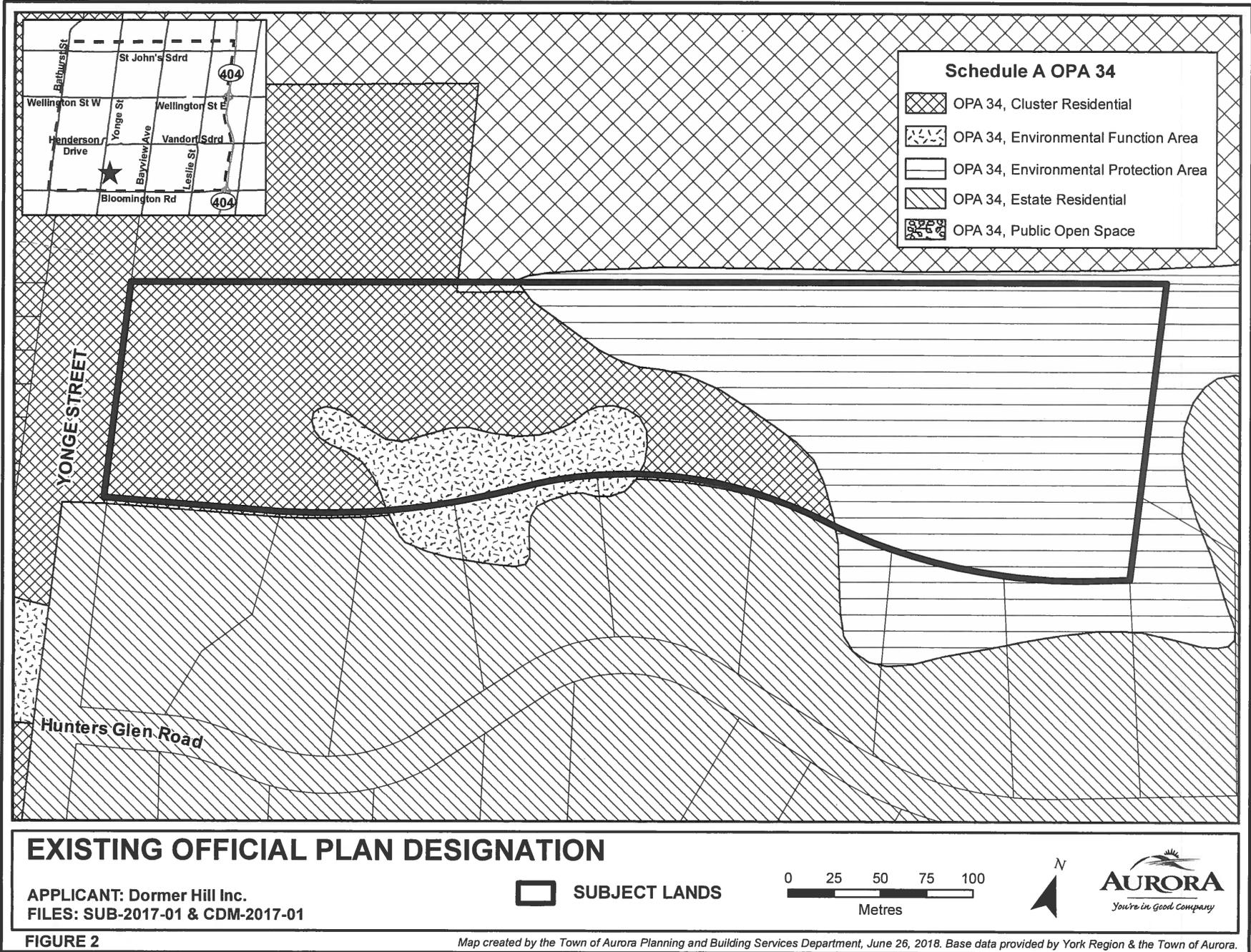
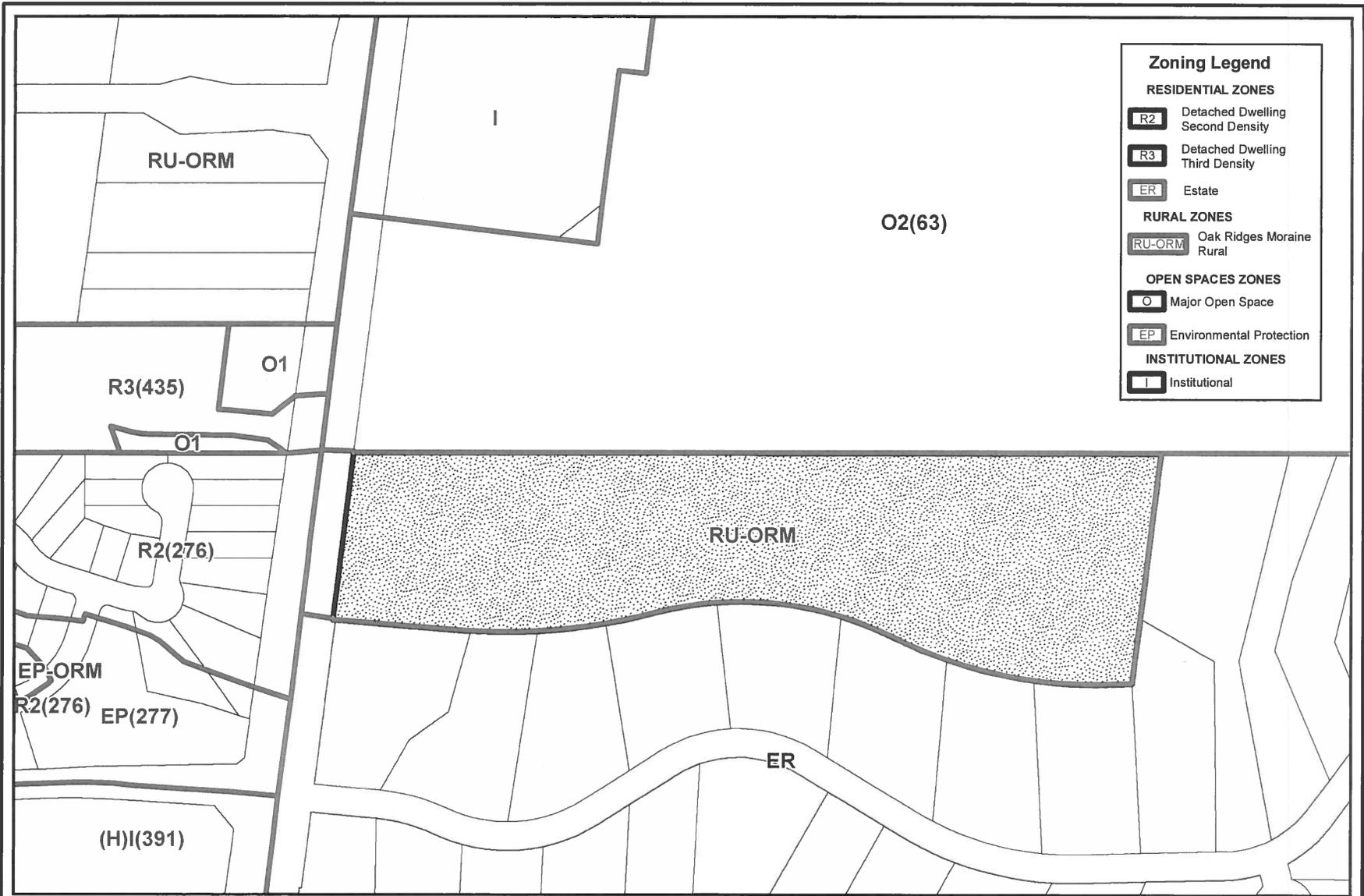


FIGURE 1 Map created by the Town of Aurora Planning & Building Services Department, June 26, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.





Zoning Legend

RESIDENTIAL ZONES

- R2** Detached Dwelling Second Density
- R3** Detached Dwelling Third Density
- ER** Estate

RURAL ZONES

- RU-ORM** Oak Ridges Moraine Rural

OPEN SPACES ZONES

- O** Major Open Space
- EP** Environmental Protection

INSTITUTIONAL ZONES

- I** Institutional

EXISTING ZONING BY-LAW

APPLICANT: DORMER HILL INC.
 FILES: SUB-2017-01 & CDM-2017-01

 **SUBJECT LANDS**

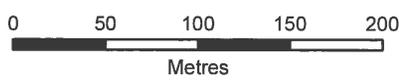
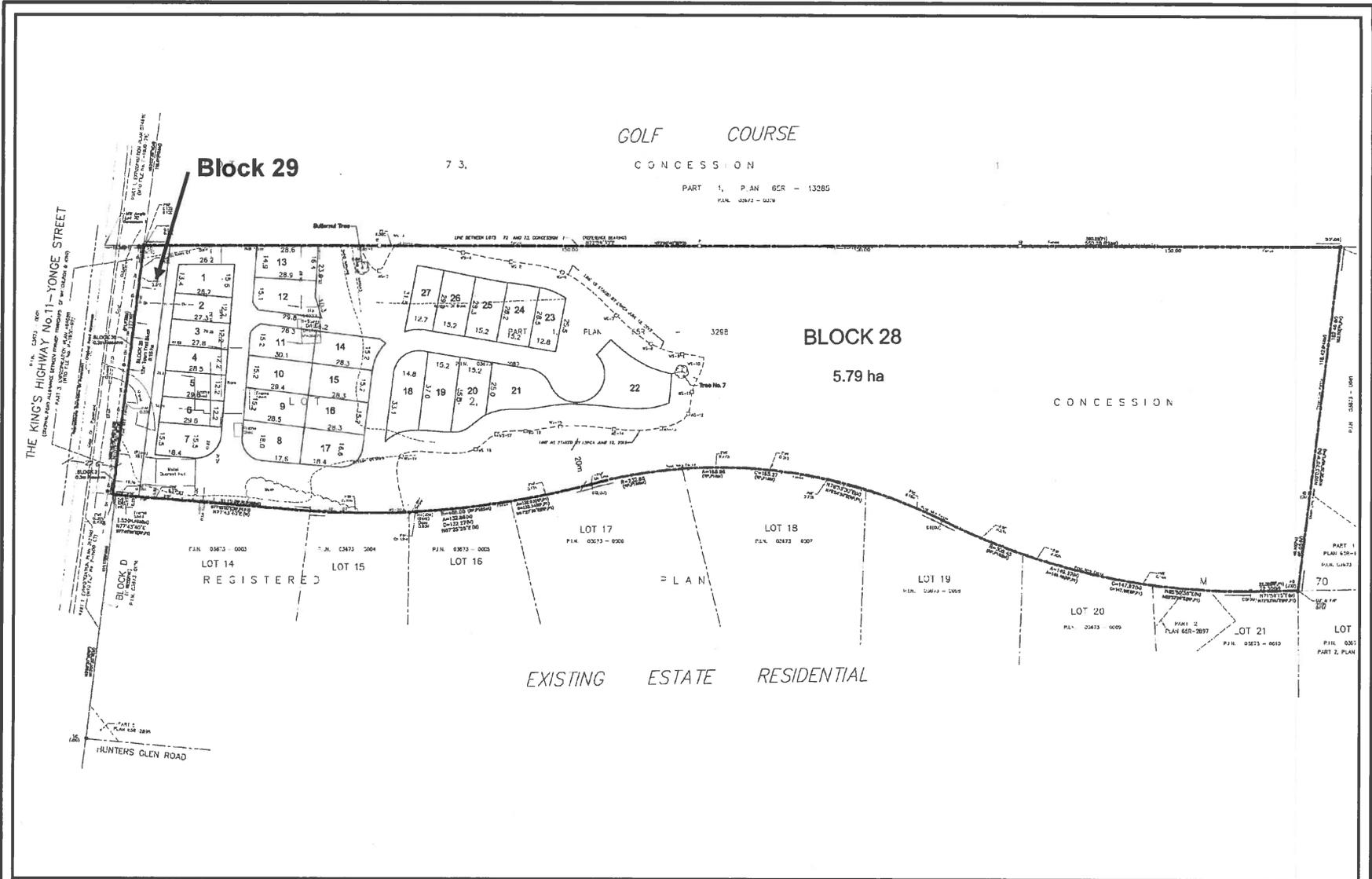


FIGURE 3

Map created by the Town of Aurora Planning & Building Services Department, June 26, 2018. Base data provided by York Region & the Town of Aurora.



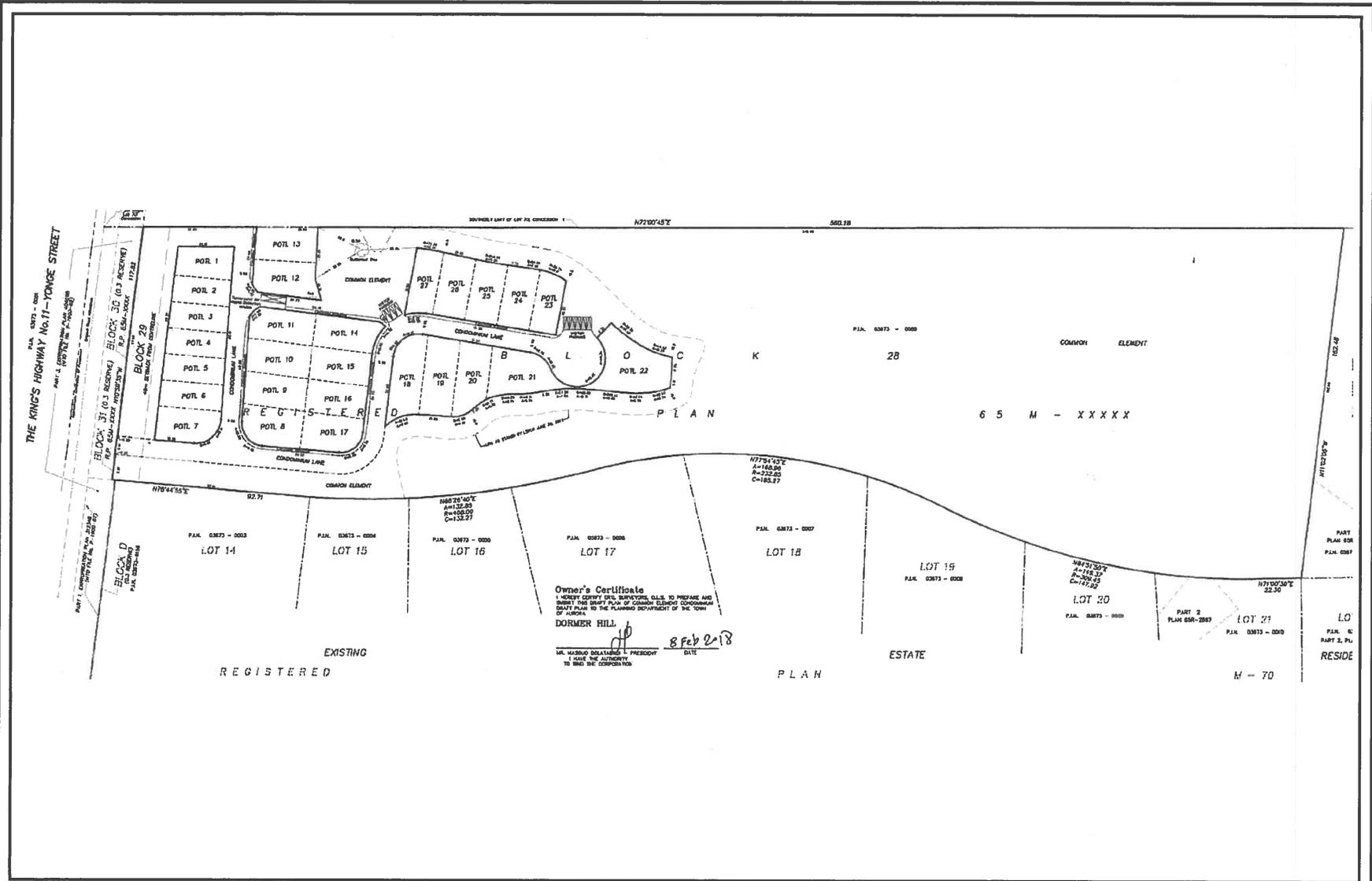
PROPOSED DRAFT PLAN OF SUBDIVISION

APPLICANT: Dormer Hill Inc.
 FILES: SUB-2017-01 & CDM-2017-01

FIGURE 4



Map created by the Town of Aurora Planning & Building Services Department, June 26, 2018. Drawing provided by Soscia Professional Engineers Inc.



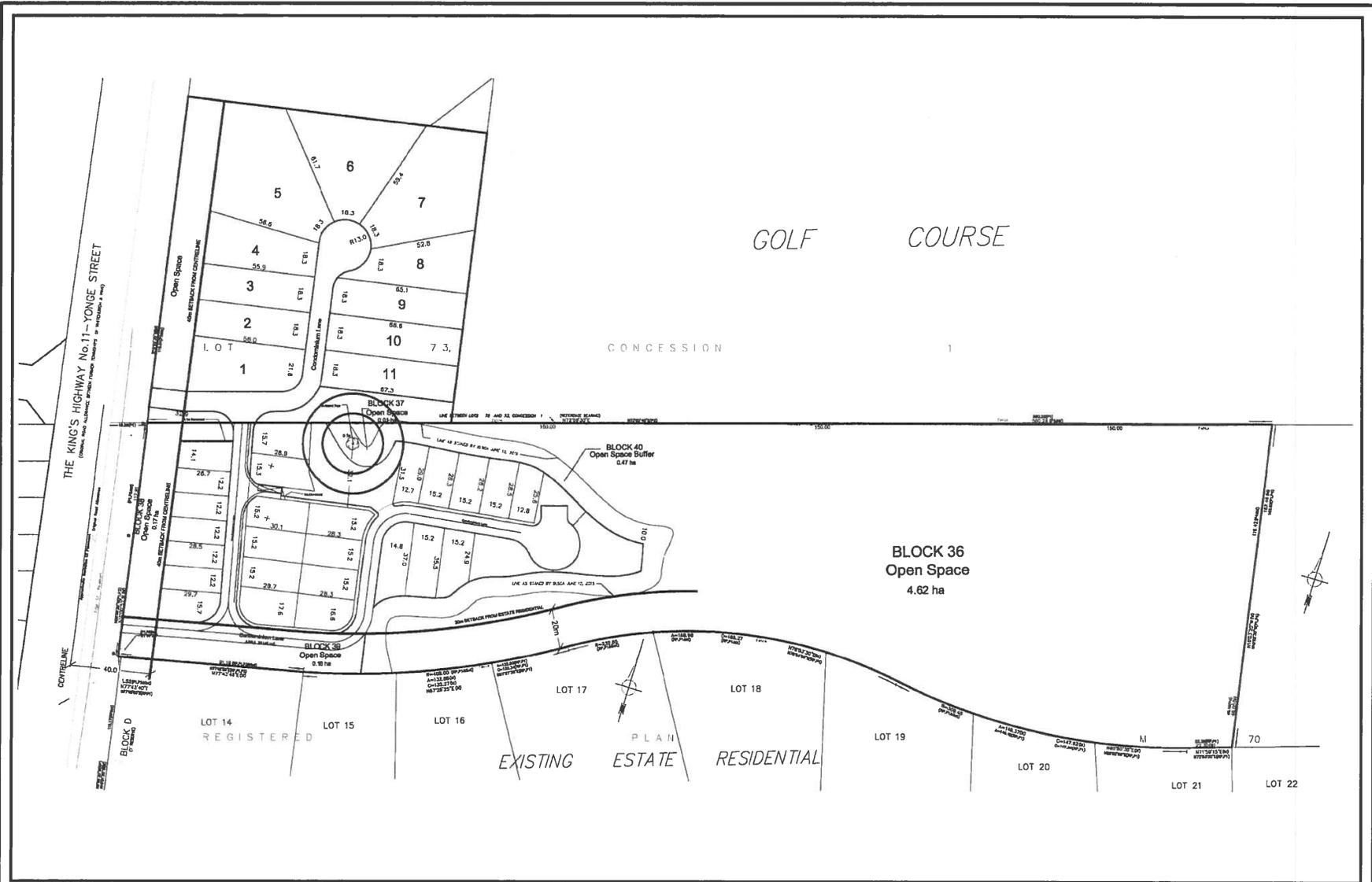
PROPOSED DRAFT PLAN OF CONDOMINIUM

APPLICANT: Dormer Hill Inc.
 FILES: SUB-2017-01 & CDM-2017-01

FIGURE 5



Map created by the Town of Aurora Planning & Building Services Department, June 26, 2018. Drawing provided by Soscia Professional Engineers Inc.



LOTING PLAN FOR LANDS NORTH OF SUBJECT LANDS

APPLICANT: Dormer Hill Inc.
 FILES: SUB-2017-01 & CDM-2017-01

FIGURE 7



Map created by the Town of Aurora Planning & Building Services Department, June 26, 2018. Drawing provided by Soscia Professional Engineers Inc.

Schedule "A"

CONDITIONS OF APPROVAL

DRAFT PLAN OF SUBDIVISION

Dormer Hill Inc. (the "Owner")

**14029 Yonge Street, legally described as Part of Lot 72, Concession 1
Whitchurch, designated as Part 1 on Plan 65R-3298 (the "Lands")
SUB-2017-01**

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

Planning Division Conditions

1. Approval of the final Plan shall relate to the Draft Plan of Subdivision Application SUB-2017-01 prepared by Evans Planning dated January 10, 2018 with respect to the creation of twenty-seven (27) parcels of tied land (the "Draft Plan") and the related Common Elements Draft Plan of Condominium Application CDM-2017-01 with respect to the creation of a condominium road on the Lands (the "Condo Plan").
2. The Draft Plan and associated conditions of Draft Plan approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of draft approval. Further, minor redline revisions to the Draft Plan may be required to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to this Draft Plan.
3. Prior to Registration of the Plan, the Lands shall be appropriately zoned by a zoning by-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*").
4. The Owner shall, prior to registration of the Plan, enter into and execute agreement(s) with The Corporation of the Town of Aurora, including but not limited to an agreement for a common elements condominium subdivision development, agreeing to satisfy all conditions, legal, financial (including fees and securities), and otherwise of the Town (the "Subdivision Agreement"). The Subdivision Agreement and related documents shall be registered on title against the Lands, as provided for in the *Planning Act*, and the *Condominium Act, 1998*, S.O. 1998, c. 19, s. 9 (2), as amended, at the sole expense of the Owner.
5. Prior to registration of the Plan, the Owner shall prepare a Green Building and Development report for the development of the Lands related to Environmental Protection, Energy Efficiency, Solar Gain, Energy Technologies, Water Conservation, Green Materials and Waste Reduction, Reduction of Noise Pollution, Indoor Air Quality and Residential Information/ Education Package, all to the satisfaction of the Director of the Planning Division. A clause shall be added

Dormer Hill Inc. SUB-2017-01
Conditions of Approval
Page 2

to the Subdivision Agreement stating that the Owner shall implement any and all recommendations of this report to the satisfaction of the Town.

6. A clause shall be added to the Subdivision Agreement stating that the Owner shall implement any and all recommendations of the Natural Heritage Evaluation prepared by Beacon Environmental dated March 2017, as amended.
7. A clause shall be added to the Subdivision Agreement stating that the Owner shall implement any and all recommendations of the Urban Design Guidelines prepared by John G Williams dated March 8, 2017, as amended, for the design and construction of all buildings, walkways, landscaping and all other elements within the Draft Plan. Strict compliance with the Urban Design Guidelines shall be undertaken by the Owner unless otherwise approved by the Director of the Planning Division.
8. A clause shall be added to the Subdivision Agreement stating that prior to offering any lots, blocks, and/or units on the Plan for sale, the Owner shall submit and obtain the written approval from the Director of the Planning Division with respect to the location of sales trailers and with respect to the display plans and other information to be used for sales and/or marketing purposes. Such information shall include the following materials which the Owner shall keep up-to-date, to reflect the most current approvals, and/or submissions regarding the Plan, and/or engineering design drawings, and other such matters as may be required by the Directors of the Planning Division, Engineering Division and Chief Building Official:
 - a) the latest version of the approved Plan(s) or registered Plan(s), including any phasing;
 - b) the Draft Plan and adjacent lands including all sidewalks and walkways, community mail boxes, parks by type (including all recreational facilities to be provided), schools, churches, open space areas, environmental protection areas, stormwater management ponds, landscaping, entranceway features, noise attenuation measures (both internal and external to the dwelling unit), erosion control facilities, buffer areas, watercourses, and surrounding land uses;
 - c) a copy of the approved zoning by-law for the Lands together with a copy of the executed Subdivision Agreement (as soon as it is available); and
 - d) a grade and utility composite plan showing the location of all community facilities (community mail boxes, bus shelter and stops, street trees, sidewalks, street light poles, hydrants, cable boxes, transformers or any other above grade facilities) to the satisfaction of the Town.

Dormer Hill Inc. SUB-2017-01
Conditions of Approval
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Legal Services Conditions

9. Prior to registration of the Plan, the Owner shall provide a Solicitor's Title Opinion for the Lands.
10. A clause shall be added to the Subdivision Agreement stating that, immediately following registration of the Plan, the Owner shall grant, convey and dedicate the following property interests in the Lands at no cost and free of all encumbrances to the Town to the satisfaction of the Town Solicitor:
 - all 0.3 m reserves, as may be required;
 - all lands required for municipal purposes, as may be required; and,
 - all easements required for municipal purposes, as may be required.
11. A clause shall be added to the Subdivision Agreement stating that, immediately following the registration of the Plan, the Owner shall consent to the Town's registration of the Subdivision Agreement, and any ancillary agreements as necessary, in priority of all encumbrances to the Town to the satisfaction of the Town Solicitor, and to pay to the Town its associated fees for the preparation and registration of same.
12. A clause shall be added to the Subdivision Agreement stating that the Owner shall satisfy any cash-in-lieu of parkland requirements to the satisfaction of the Town Solicitor in accordance with: a) the Town's By-law Number 4291-01.F, as amended or successor thereto and applicable policies; and b) any related Parkland Agreements imposed by the Town.

Engineering Division Conditions

Stormwater Management:

13. Prior to the registration of the Plan, the Owner shall submit a detailed Stormwater Management Report to the satisfaction of the Town to substantiate that the Lands meet the current stormwater quantity and quality requirements in accordance with the latest Ministry of Environment guidelines and the Town's Engineering and Capital Delivery Division Policy #68 (Stormwater Management Pond and Pond Block Design, Safety and Maintenance) and master plan. The Owner shall also provide a separate operations and maintenance manual quantifying the frequency of inspections and maintenance requirements and costs for individual items and areas of the stormwater management system to the satisfaction of the Town. The Owner shall meet the erosion control criteria established in accordance with the requirements of the Lake Simcoe Region Conservation Authority and the Town. The Owner shall implement the requirements of the

Dormer Hill Inc. SUB-2017-01
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Town and Lake Simcoe Region Conservation Authority for water balance and phosphorous removal.

Roads and Services:

14. A clause shall be added to the Subdivision Agreement stating that the Owner shall implement any and all recommendations of the Functional Servicing Report prepared by SCS Consulting Limited dated March, 2017, as amended, with respect to the detailed engineering design drawings and reports for the layout and construction of roads and services (i.e. water, storm and sanitary) in accordance with the and Town of Aurora Public Works Design Criteria Manual to the satisfaction of the Director of the Engineering Division.
15. Prior to registration of the Plan, the Owner shall provide detailed engineering drawings which will include, but not be limited to, grading control plans (including any retaining walls and details), plan and profile drawings of all underground and above ground services, general plans (notes, above and below ground), drainage plans, composite utility plans (to include above and non-standard below ground utilities, services, driveways and boulevard tree locations etc.), stormwater management plans, detail plans, erosion and sediment control plans, illumination and signalization plans etc. to the satisfaction of the Director of the Engineering Division. The drawings shall include the details of related works on external lands, where applicable. Any proposed final grading shall eliminate retaining walls, unless approved otherwise by the Director of the Engineering Division. Construction details and notes, material descriptions, location and dimensions including top and bottom of wall elevations, heights and length of all retaining walls approved by the Director of the Engineering Division shall be provided in the detailed engineering plans. The approved retaining walls shall include drainage systems with positive outlets, shall not permit surface drainage to drain over the top of wall and when there is the option shall be located on private property instead of public property.
16. Prior to registration of the Plan, the Owner shall submit a capacity study of the Town's water distribution system to the Lands in order to determine that the proposed development can be adequately serviced to the satisfaction of the Town.
17. Prior to the registration of the Plan, the Owner shall submit plans acceptable to the Town, detailing any phasing of construction and development, together with the means by which construction access to the site will be gained during any construction or phasing. Should phasing be necessary or requested, a clause shall be added in the Subdivision Agreement stating that the Owner shall comply with the phasing plan and make all builders aware of the phasing plan.

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18. At the time of second submission of detailed engineering drawings, the Owner shall pay engineering fees to the Town in an amount of 1% of the estimated cost of all the works necessary for the construction of the servicing, including all grading, drainage and infrastructure works, etc., as estimated by the consultant for the project. Upon execution of the Subdivision Agreement, the Owner shall pay an additional fee to a total fee of 5% in accordance with the Town's Fees and Services By-Law Number 6021-17, as amended, of the estimated cost of all work to the satisfaction of the Director of the Engineering Division.
19. A clause shall be added to the Subdivision Agreement stating that the Owner shall provide servicing securities to the Town, in a form acceptable to the Director of the Financial Services Division in an amount approved by the Director of the Engineering Division.
20. A clause shall be added to the Subdivision Agreement stating that the Owner shall construct or pay for the construction of roads, bicycle lanes, curbs, gutters, sidewalks (in accordance with applicable Town policy), underground and above ground services, street lights and illumination, street signs, utilities, storm water management facilities, etc., and any and all other works necessary for the development and servicing of the Lands to the satisfaction of the Director of the Engineering Division.

Parks Division Conditions

Open Space:

21. A clause shall be added to the Subdivision Agreement stating that the Owner shall convey Block 29 on the Draft Plan to the Town for open space purposes to accommodate a future public trail, at no charge and free of all encumbrances to the satisfaction of the Director of the Parks Division.

Vegetation Management:

22. A clause shall be added to the Subdivision Agreement stating that the Owner shall implement a Vegetation Management Plan (the "VMP") to the satisfaction of the Director of the Parks Division which shall be prepared by a consulting landscape architect in coordination with a certified arborist or registered professional forester, or other environmental specialist, as required, and shall include, but not be limited to, the following:
 - a) a vegetation inventory and assessment identifying all vegetation greater than 50mm DBH for individual tree assessments and/or perimeter at canopy of woodlands, groups or stands of vegetation; identifying vegetation on adjacent properties that may be impacted; and including an inventory that identifies species, size and condition;

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Conditions of Approval
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- b) identification of all vegetation removals and identification of all protections measures including tree preservation zones for vegetation designated to be preserved; an at-grade impact assessment to support vegetation removals; and/or preservation measures;
 - c) an assessed value for all vegetation identified to be damaged or removed based on the Town's Tree Removal/Pruning & Compensation Policy;
 - d) provisions for compliance monitoring and protection/mitigation specifications and implementation of all arboricultural requirements for trees designated to be preserved during construction; and provisions for post construction performance monitoring and rehabilitation specifications;
 - e) compliance with the Town's minimum tree preservation standards;
 - f) a compensation planting plan providing plantings equal to or greater than the assessed value for all vegetation identified to be damaged or removed from the Lands, which compensation planting shall be completed in addition to the Town's minimum planting standards; and
 - g) co-ordination of naturalization and restoration plantings and vegetation related recommendations from the Natural Heritage Evaluation Report prepared by Beacon Environmental Limited dated March, 2017, as amended.
23. The Owner shall only remove trees on the Lands in accordance with the Town's By-law Number 5850-16, as amended (the "Tree By-law"). In the alternative, prior to registration, the Owner shall submit a tree removal plan to the Director of the Parks Division and enter into an agreement regarding implementation of the tree removal plan.
24. Prior to the commencement of any demolition, topsoil removal, grading or construction activities on the Lands, the Owner shall construct temporary Paige post and wire protection fencing for all vegetation and natural areas to be preserved in accordance with the VMP. A clause shall be added to the Subdivision Agreement stating that the Owner shall maintain this fencing in good condition for the duration of development on the Lands and provide signage panels on protection fencing identifying the purpose of the fencing and indicating no disturbance beyond the fence, to the satisfaction of the Director of the Parks Division.

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Landscaping:

25. A clause shall be added to the Subdivision Agreement stating that the Owner shall design and implement landscaping on the Lands in accordance with the minimum landscape standards as set out in the Town's 'Landscape Design Guidelines' dated June 2015.

Building Division Conditions

26. Prior to the registration of the Plan, the Owner shall submit a schedule certified by an Ontario Land Surveyor indicating the areas and frontages of the lots, blocks and/or units within the Plan, to the satisfaction of the Chief Building Official.
27. Prior to the registration of the Plan, the Owner shall engage the services of a qualified noise consultant to complete a noise study which assesses projected nuisances caused by noise or vibration within the development of the Lands to the satisfaction of the Chief Building Official (the "Noise Study"). The Noise Study shall demonstrate how noise levels can be made to be acceptable in accordance with current Provincial standards and Town policies, and address the long-term functionality and maintenance of any recommended mitigation measures, which are deemed appropriate and acceptable to the Town and the Region of York. The recommendations of the Noise Study shall address the 55dBA limit on all lots, blocks and/or units on the Plan. All attenuation measures and mitigating measures proposed for acoustical purposes shall be approved by the Director of the Planning Division and the Region of York Transportation and Works Department.
28. A clause shall be added to the Subdivision Agreement stating that the Owner shall implement the recommendations and measures of the approved Noise Study, including, but not limited to, noise, and, or, vibration control measures and warning clauses to the satisfaction of the Town, in consultation with the Region of York.

York Region Conditions

29. The Owner shall agree that the Owner shall save harmless the Town of Aurora and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.
30. The Owner shall agree to provide an interconnection to the lands to the north.
31. The Owner shall agree that at the time the lands to the north are developed, access to the two developments shall be consolidated to one access to Yonge Street on

Dormer Hill Inc. SUB-2017-01
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the north property and the direct access to Yonge Street to the subject property will be removed.

32. The Owner shall agree in the Subdivision Agreement, Site Plan Agreement, Condominium Agreement and Declaration of Condominium Agreement to include the following clause in the subsequent Purchase Agreements(s), Condominium Agreements(s) and Declaration of Condominium Agreement(s) "THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT THE ACCESS TO YONGE STREET MAY BE RESTRICTED TO RIGHT-IN RIGHT-OUT OPERATION ONLY, AT THE DISCRETION OF THE REGIONAL MUNICIPALITY OF YORK."
33. The Owner shall agree in the Subdivision Agreement, Site Plan Agreement, Condominium Agreement and Declaration of Condominium Agreement to include the following clause in the subsequent Purchase Agreements(s), Condominium Agreements(s) and Declaration of Condominium Agreement(s) "THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT THE ACCESS TO YONGE STREET WILL BE CLOSED WHEN AN ALTERNATIVE ACCESS TO YONGE STREET IS PROVIDED THROUGH THE FUTURE DEVELOPMENT OF THE LANDS TO THE NORTH."
34. The Owner shall agree in the Subdivision Agreement, Site Plan Agreement, Condominium Agreement and Declaration of Condominium Agreement to include the following clause in the subsequent Purchase Agreements(s), Condominium Agreements(s) and Declaration of Condominium Agreement(s) "THE OWNER UNDERSTANDS AND ACKNOWLEDGES TO PERMIT VEHICULAR, AND PEDESTRIAN INTER-CONNECTIVITY WHEN THE LANDS TO THE NORTH REDEVELOP."
35. Prior to final approval, the Owner shall agree to implement all recommendations of the Transportation Demand Management Plan.
36. The road allowances within the draft plan of subdivision shall be named to the satisfaction of the Town of Aurora and York Region.
37. York Region shall confirm that adequate water supply and sewage capacity are available and have been allocated by the Town of Aurora for the development proposed within this draft plan shall occur in phases based on the availability of water supply and sewage servicing allocation.
38. A copy of the engineering drawings(s) showing the layout of the watermains and sewers shall be submitted to the Community Planning and Development Services and the Infrastructure Asset Management branch for record.

Dormer Hill Inc. SUB-2017-01
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39. Upon registration of the plan, the Owner shall convey the following lands to York Region for public highway purposes, free of all costs and encumbrances, to the satisfaction of the Regional Solicitor:
- a) A widening across the full frontage of the site where it abuts Yonge Street of sufficient width to provide a minimum of 22.5 metres from the centreline of construction of Yonge Street, and
 - b) A 0.3 metre reserve across the full frontage of the site, except at the approved access location, adjacent to the above noted widening, where it abuts Yonge Street.
40. Prior to final approval, the Owner shall provide a solicitor's certificate of title in a form satisfactory to the York Region Solicitor, at no cost to York Region with respect to the conveyance of the above noted lands to York Region.
41. The Region requires the Owner to submit a Phase One Environmental Site Assessment ("ESA") in general accordance with the requirements of the *Environmental Protection Act* and O. Reg. 153/04 Records of Site Condition, as amended ("O. Reg. 153/04"). The Phase One ESA must be for the Owner's property that is the subject to the application and include the lands to be conveyed to the Region (the "Conveyance Lands"). The Phase One ESA cannot be more than two (2) years old at: (a) the date of submission to the Region; and (b) the date title of the Conveyance Lands is transferred to the Region. If the originally submitted Phase One ESA is or would be more than two (2) years old at the actual date title of the Conveyance Lands is transferred to the Region, the Phase One ESA will need to be either updated or a new Phase One ESA submitted by the Owner. Any updated or new Phase One ESA must be prepared to the satisfaction of the Region and in general accordance with the requirements of O. Reg. 153/04. Reliance on the Phase One ESA and any subsequent reports or documentation must be provided to the Region in the Region's standard format and/or contain terms and conditions satisfactory to the Region.

The Region requires a certified written statement from the Owner that, as of the date title to the Conveyance Lands is transferred to the Region: (i) there are no contaminants of concern, within the meaning of O. Reg. 153/04, which are present at, in, on, or under the property; (ii) no pollutant, waste of any nature, hazardous substance, toxic substance, dangerous goods or other substance or material defined or regulated under applicable environmental laws is present at, in or under the Conveyance Lands; and (iii) there are no underground or aboveground tanks, related piping, equipment and appurtenances located at, in or under the Conveyance Lands.

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The Owner shall be responsible for all costs associated with the preparation and delivery of the Phase One ESA, any subsequent environmental work, reports or other documentation, reliance and the Owner's certified written statement.

42. Prior to final approval, the Owner shall provide a copy of the Subdivision Agreement to the Corporate Services Department, outlining all requirements of the Corporate Services Department.
43. The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable in accordance with the Regional Development Charges By-law in effect at the time that Regional development marches, or any part thereof, are payable.

Lake Simcoe Region and Conservation Authority Conditions

44. That this approval is applicable to the Draft Plan of Subdivision prepared by Evans Planning Inc. (January 11, 2018) and may be subject to redline revisions based on the detailed technical plans and studies.
45. That prior to final plan approval and any major site alteration, the following shall be prepared to the satisfaction of the LSRCA and Town:
 - a) a detailed Stormwater Management Report in accordance with Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;
 - b) a detailed erosion and sediment control plan;
 - c) a detailed grading and drainage plan;
 - d) a detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan;
 - e) a Hydrogeological Study as prescribed by Policy LUP-12 of the South Georgian Bay Lake Simcoe Source Protection Plan; and
 - f) a Detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014).
46. That prior to final plan approval, the lands shall be appropriately zoned from Oak Ridges Moraine Rural (RU-ORM) Zone to Special Detached Fourth Density Residential (R4-YY) Exception zone and Oak Ridges Moraine Environmental Protection (EP-ORM) Zone.

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47. That prior to final plan approval the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the Phosphorus Offsetting Policy:
 - a) phosphorus budget; and
 - b) compensatory measures
48. That prior to final plan approval a restoration planting plan shall be prepared to the satisfaction of the LSRCA and the Town for the lands forming the 10 m vegetation protection zone to the Woodland feature.
49. That the owner shall agree in the Subdivision Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports as approved by the LSRCA and the Town.
50. That the owner shall agree in the Subdivision Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town.
51. That the owner shall agree in the Subdivision Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.
52. That the owner shall agree in the Subdivision Agreement to grant any easements required for storm water management purposes to the Town.
53. That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the *Conservation Authorities Act*.
54. That the owner shall agree in the Subdivision Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.

Central York Fire Services Conditions

55. A minimum of temporary street signage must be in place to assist emergency responses prior to construction of buildings.
56. All roads must be complete to a minimum base coat and be able to support emergency vehicles with site access acceptable to Central York Fire Services prior to any building construction.
57. Plans shall include provisions for emergency vehicle access required to be maintained during construction.

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58. Access for emergency vehicles shall be maintained at all times during construction.
59. Water supply for firefighting, including hydrants must be installed and operational prior to construction of buildings.
60. Hydrants to be shown on the proposed site plan.
61. A schedule of Firebreak lots/blocks is submitted to Central York Fire Services for approval prior to construction of buildings. Builders/developers will not make application for building permits for designated firebreak lots/blocks without written release of firebreak designation from Central York Fire Services.
62. Authorized signs shall be placed at the points of commencement and termination of the fire route, respectively, and at 23.0 metre intervals in between the said points of the commencement and termination.
63. Where the fire route abuts the face of a building, fire route signs may be affixed to the face of the building at a minimum height of 2.0 metres, and a maximum height of 2.75 metres. Where the fire route abuts a sidewalk or landscaped area, fire route signs shall be erected on permanent posts at a minimum height of 2.0 metres, and a maximum height of 2.75 metres.

Canada Post Conditions

64. The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
65. The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
66. The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
67. The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses

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that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.

68. The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
69. The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser/tenants that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners/tenants of any established easements granted to Canada Post.
70. The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

Ministry of Tourism, Culture and Sport Conditions

71. The Owner shall agree in the Subdivision Agreement that no grading or other soil disturbances shall take place on the Draft Plan prior to the Ministry of Tourism Culture and Sport confirming that all archaeological resource concerns have met licencing and resources conservation requirements.

Ministry of Natural Resources and Forestry Conditions

72. The Owner agrees to implement the following conditions:
 - a) The Butternut impacts described in the letter from Bohdan Kowalyk dated August 22, 2017 are not exceeded.
 - b) If any additional Butternuts or other endangered species are encountered, they shall be reported immediately to MNRF via email.
 - c) Appropriate protection measures are implemented including fencing, operator training and inspection by qualified staff.
 - d) Compensation planting, monitoring and tending are implemented appropriately to demonstrate good growth of the planted trees.
 - e) MNRF shall be notified of the timing and allowed to observe completion of works including compensation plantings.

Enbridge Gas Distribution Conditions

73. The applicant shall contact Enbridge Gas Distribution's Customer Connections department by emailing SalesArea30@enbridge.com for service and meter

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installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and /or soil trenches) and/or asphalt paving.

74. If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the applicant.
75. Easement(s) are required to service this development and any future adjacent developments. The applicant will provide all easement(s) to Enbridge Gas Distribution at no cost.
76. In the event a pressure reducing regulator station is required, the applicant is to provide a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance. The final size and location of the regulator station will be confirmed by Enbridge Gas Distribution's Customer Connections department. For more details contact SalesArea30@enbridge.com.
77. The applicant will grade all road allowances to as final elevation as possible, provide necessary field survey information and all approved municipal road cross sections, identifying all utility locations prior to the installation of the gas piping.

Alectra Utilities Conditions

78. The owner, or his agent, for this plan is required to contact Alectra to discuss all aspects of the above project. Alectra will require site plan drawings, draft m-plans, legal plans, architectural design drawings, electrical consultant's drawings, number of units/lots in the subdivision/development and type of the subdivision/development (i.e., single family residential, town homes, condominium town homes, industrial etc.), square footage of the buildings, the required voltage, amperage and building loads, along with the completed and signed Subdivision Application Information Form (SAIF). Alectra will then use this information to determine the type of available service in the area to supply this project and determine the design fee for the subdivision or development.
79. Once Alectra has received the design fee and requested information, Alectra will prepare the hydro design, obtain the owner's /developer's approval of the design and obtain the required approvals from the local municipality and prepare the cost of the electrical distribution system (EDS) installation.

Alectra will provide the owner/developer with an "Offer to Connect" (OTC) agreement which will specify all the details and the responsibilities of each party.

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80. The information on the SAIF must be as accurate as possible to reduce unnecessary customer costs, and to provide a realistic in-service date. The information from the SAIF is also used to allocate/order materials, to assign a technician to the project, and to place the project in the appropriate queue.
81. All proposed buildings, billboards, signs, and other structures associated with the development must maintain minimum clearances to the existing overhead or underground electrical distribution system as specified by the Ontario Electrical Safety Code and the Occupational Health and Safety Act.
82. If there are any existing components of Alectra's electrical distribution system on the proposed project site, they will have to be relocated by Alectra at the Developer's cost. Any conflicts due to driveway locations or clearances to the existing overhead or underground distribution system will have to be relocated by Alectra at the Developer's cost.

Bell Canada

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

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Clearances

88. The Town's Planning Division shall advise that Conditions 1 to 8 inclusive have been satisfied, stating briefly how each condition has been met.
89. The Town's Legal Services Division shall advise that Conditions 9 to 12 inclusive have been satisfied, stating briefly how each condition has been met.
90. The Town's Engineering Division shall advise that Conditions 13 to 20 inclusive have been satisfied, stating briefly how each condition has been met.
91. The Town's Parks Division shall advise that Conditions 21 to 25 inclusive have been satisfied, stating briefly how each condition has been met.
92. The Town's Building Division shall advise that Conditions 26 to 28 inclusive have been satisfied, stating briefly how each condition has been met.
93. York Region shall advise that Conditions 29 to 43 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
94. The Lake Simcoe Region Conservation Authority shall advise that Conditions 13 and 44 to 54 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
95. Central York Fire Services shall advise that Conditions 55 to 63 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
96. Canada Post shall advise that Conditions 64 to 70 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
97. The Ministry of Tourism, Culture and Sport shall advise that Condition 71 has been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.
98. The Ministry of Natural Resources and Forestry shall advise that Condition 72 has been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.
99. Enbridge Gas shall advise that Conditions 73 to 77 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.

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100. Alectra Utilities shall advise that Conditions 78 to 82 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.

101. Bell Canada shall advise that Conditions 83 to 87 have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.

Schedule “B”

CONDITIONS OF APPROVAL

**DRAFT PLAN OF COMMON ELEMENTS CONDOMINIUM
Dormer Hill Inc. (the “Owner”)
14029 Yonge Street, legally described as Part of Lot 72, Concession 1
Whitchurch, designated as Part 1 on Plan 65R-3298 (the “Lands”)
CDM-2017-01**

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

Planning Division Conditions

1. Approval of the final Plan shall relate to the Draft Plan of Common Elements Condominium prepared by ertl surveyors dated February 6, 2018 with respect to the creation of a condominium road on the Lands (the “Draft Plan”) and the related Draft Plan of Subdivision Application SUB-2017-01 with respect to the creation of twenty-seven (27) related parcels of tied land on the Lands.
2. The Plan and associated conditions of Draft Plan Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of Draft Plan approval. Further, minor redline revisions to the Plan may be required to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to the Plan.
3. Prior to registration of the Plan, the Owner shall demonstrate compliance with the provisions of the Subdivision Agreement between the Owner and the Town entered into with respect to Draft Plan of Subdivision Application SUB-2017-01 to the satisfaction of the Director of the Planning Division.

Legal Services Division Conditions

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

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- c. immediately following registration of the Declaration, a copy will be provided to the Town.
5. Prior to registration of the Plan, the Owner shall submit the Plan to the Town for approval, as preapproved by the Registry Office.

York Region

6. Prior to final approval, the Owner shall provide confirmation that all of the conditions of the draft plan of subdivision issued for the subject property on May 28, 2018 under Regional File No. 19T-17A01 have been satisfied.
7. Prior to final approval, the Owner shall execute all Regional agreements and obtain all of the necessary permits required as part of the subdivision approval for the subject property issued under File No. 19T-17A01.
8. Prior to final approval, the Owner shall confirm that all of the works within the Regional ROW have been completed to the satisfaction of the Region or that the Region holds sufficient securities to cover the cost of any outstanding works. Should there be insufficient security to cover the cost of the remaining works, the Owner shall arrange for the deposit of additional securities in the amount sufficient to cover the cost of all outstanding works.
9. Prior to final approval, the Owner shall provide confirmation that all transfers of obligation have been completed where Regional agreements require responsibility to change from the Owner to the Condominium Corporation.

Central York Fire Services

10. Fire Route Signage to be shown on the Plan of Condominium.
11. Minimum clear roadway width of 6 metres required at all times with no parking in this clear width for the set up and operation of fire trucks as per the Ontario Building Code.
12. Private condo road should be designed in accordance with the requirements of the OBC Div. B Article 3.2.5.6. For fire route design to facilitate emergency access and operation to all units in this development.

Clearances

13. The Town's Planning Division shall advise that Conditions 1 to 3 inclusive have been satisfied, stating briefly how each condition has been met.

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14. The Town's Legal Services Division shall advise that Conditions 4 and 5 have been satisfied, stating briefly how each condition has been met.
15. York Region shall advise that Conditions 6 to 9 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
16. Central York Fire Services shall advise that Conditions 10 to 12 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.



Notice of Motion	Councillor Harold Kim
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Date: July 17, 2018

To: Mayor and Members of Council

From: Councillor Kim

Re: **Increased Provincial Funding for Public Libraries**

Whereas public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and

Whereas the Aurora Public Library engages with the community and contributes to a culture of lifelong learning and social good by sharing knowledge and resources; and

Whereas the Aurora Public Library has enhanced its services and programs to meet a population growing in number and diversity; and

Whereas in 2017 the Aurora Public Library experienced a year-over-year increase in resource use of 5.8 percent, visits to the Library of 5.4 percent, and an increase in program attendance of 28.8 percent; and

Whereas the Aurora Public Library continues to manage public resources with the utmost care and is committed to the sustainability of its services;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20-year funding freeze to local libraries in an acknowledgement of the services they offer to all residents; and
2. Be It Further Resolved That the Town of Aurora urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries as was included in the provincial budget of March 28, 2018, increasing each year going forward in line with the consumer price index; and

Notice of Motion
Re: Increased Provincial Funding for Public Libraries
July 17, 2018

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3. Be It Further Resolved That a copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to local MPPs, to the Association of Municipalities of Ontario, to the Ontario Library Association, to the Federation of Ontario Public Libraries, and to York Region municipalities.