



General Committee Meeting Agenda

**Tuesday, March 19, 2019
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, March 19, 2019
7 p.m., Council Chambers

Councillor Gaertner 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

4. Delegations

5. Consent Agenda

6. Advisory Committee Meeting Minutes

Recommended:

That the Advisory Committee meeting minutes, Item A1, be received and the recommendations carried by the Committees approved:

A1. Finance Advisory Committee Meeting Minutes of January 30, 2019

Recommended:

1. That the Finance Advisory Committee meeting minutes of January 30, 2019, be received for information.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. PDS19-001 – Sidewalk Construction on Kitimat Crescent

Recommended:

1. That Report No. PDS19-001 be received; and
2. That the construction of the sidewalk on Kitimat Crescent be authorized.

**R2. OPS19-004 – Winter Maintenance Report No. 2 Future Roads
Maintenance Operations**

Presentation to be provided by Al Downey, Director of Operational Services and Jim Tree, Acting Operations Manager, Roads-Water

Recommended:

1. That Report No. OPS19-004 be received; and
2. That the recommendations associated with future Winter Roads and Sidewalk Maintenance Operations as outlined in the Financial Impact Table, be approved in principle; and
3. That each recommendation having a financial impact as outlined in the Financial Impact Table be presented in the applicable year capital and/or operating Budgets for final consideration and approval.

R3. FS19-009 – Development Charges By-law Approval

Recommended:

1. That Report No. FS19-009 be received; and

2. That the Development Charges Background Study report presented at the Special Meeting of Council held on March 19, 2019, be adopted; and
3. That Council directs staff to report back regarding any comments received from the preceding public meeting, if necessary; and
4. That Council confirms that it intends to ensure:
 - a) that the increase in the need for services attributable to the anticipated development will be met, subject to sufficient development charge revenues being generated and other Town affordability criteria being met; and
 - b) that the future excess capacity identified in the Development Charges Background Study for the Town of Aurora shall be paid for by the development charges or other similar charges; and
5. That Council adopts the capital forecasts prepared in conjunction with the Development Charges Background Study for the Town of Aurora subject to each project or undertaking set out therein being subject to annual operating and capital budget approval processes of the corporation; and
6. That the Town continue the development charge approach to calculate the charges on a uniform Town-wide basis for all services; and
7. That the proposed by-law included with the Development Charges Background Study, as amended, being a by-law for the imposition of development charges, be enacted March 26, 2019, which also repeals By-law No. 5585-14, the predecessor by-law.

**R4. OPS19-005 – Approval of Capital Project No. 71103 and No. 34420
("Wide Area Mower")**

Recommended:

1. That Report No. OPS19-005 be received; and
2. That Capital Project No. 71103 "Replacement of Operational Services Wide Area Mower Unit #255", be approved; and

3. That Capital Project No. 34420 “New addition Wide Area Mower to Operational Services Parks Division”, be approved.

R5. PDS19-004 – Stop Control Removal at Corbett Crescent and Cossar Drive

Recommended:

1. That Report No. PDS19-004 be received; and
2. That the stop sign, stop line, and crosswalk lines on Corbett Crescent at Cossar Drive be removed; and
3. That a by-law to amend By-law No. 4574-04.T be enacted at a future Council Meeting.

R6. PDS19-016 – Appointments to the Aurora Economic Development Corporation (AEDC) Board of Directors

Recommended:

1. That Report No. PDS19-016 be received; and
2. That Council appoint the Mayor and up to two (2) Councillors (*insert names*) to the Aurora Economic Development Corporation (AEDC) Board of Directors; and
3. That Council appoint the following seven (7) citizen members of the Aurora Economic Development Working Group (AEDCWG) to the Aurora Economic Development Corporation (AEDC) Board of Directors:
 - Vern Cunningham
 - Richard Gong
 - Tim Hammill
 - Marilee Harris
 - Steve Hinder
 - Mae Khamissa
 - Craig Youdale.

**R7. PDS19-019 – Heritage Permit Application
22 Church Street
File: HPA-19-03**

Recommended:

1. That Report No. PDS19-019 be received; and
2. That the following recommendations be approved:
 - a) That Heritage Permit Application HPA-19-03 be approved to permit the addition to the subject property as shown on the submitted plans; and
 - b) That the property owner photo document any original construction revealed during the proposed addition to the property; and
 - c) That Planning Staff continue to liaise with the Ontario Heritage Trust and ensure the addition remains sympathetic of the heritage resource through all phases of the development.

8. Notices of Motion

9. New Business

10. Closed Session

11. Adjournment



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

Date:	Wednesday, January 30, 2019
Time and Location:	5:30 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Michael Thompson, Councillor John Gallo, and Mayor Tom Mrakas
Member(s) Absent:	None
Other Attendees:	Councillor Rachel Gilliland, Councillor Harold Kim, Doug Nadorozny, Chief Administrative Officer, Jason Gaertner, Acting Director of Financial Services/Treasurer, Karen Oreto, Financial Analyst, Tracy Evans, Financial Analyst, Budget, Laura Sheardown, Financial Analyst, Cash Flow & Investment, Michael de Rond, Town Clerk, and Ishita Soneji, Council/Committee Coordinator

The Town Clerk called the meeting to order at 5:30 p.m.

1. Appointment of the Chair

The Town Clerk opened the floor to nominations for the Chair of the Finance Advisory Committee for the 2018-2022 Term.

Mayor Mrakas nominated Councillor Michael Thompson as Chair. There were no other nominations, and Councillor Thompson was appointed Chair of the Committee.

Councillor Thompson assumed the Chair at 5:32 p.m.

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2. Approval of the Agenda

**Moved by Mayor Mrakas
Seconded by Councillor Gallo**

That the agenda as circulated by Legislative Services be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

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

4. Receipt of the Minutes

None

5. Delegations

None

6. Consideration of Items

1. Finance Advisory Committee – Terms of Reference

The Committee reviewed the Terms of Reference and agreed that the Chair be rotated on an annual basis. The Committee and staff discussed the potential of including citizen members in the future.

**Moved by Councillor Gallo
Seconded by Mayor Mrakas**

1. That the Finance Advisory Committee Terms of Reference be received.

Carried

2. 2019 Work Plan for Finance Advisory Committee

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Staff provided a brief overview of the 2019 Work Plan and inquired about any additional items that the Committee would like to discuss throughout the year.

The Committee suggested various areas of interest such as providing input on the funding and reporting framework for current and future capital projects including a review of the capital projects included in the most recent Development Charges study, and undertaking a review of the recreation fee structure. It was requested that more details on the proposed multi-year budget framework in comparison with current practices and a summary of accomplishments of the previous term including the outcome of the detailed departmental budget reviews be provided to the Committee.

**Moved by Mayor Mrakas
Seconded by Councillor Gallo**

1. That the proposed 2019 Work Plan for Finance Advisory Committee be received; and
2. That the 2019 Work Plan, including the Committee comments, be approved.

Carried

3. Round Table Discussion

Re: Process and Expectations for 2019 Detailed Departmental Budget Reviews

The Committee and staff discussed about the detailed departmental budget review process including the line-by-line analysis of each department carried out in the previous term. Staff highlighted areas of focus such as a multi-year revenue and expense comparisons and discussion on potential budget pressures within each department, and noted a similar approach would be utilized for the departmental budget reviews this term.

**Moved by Councillor Gallo
Seconded by Mayor Mrakas**

1. That the comments and suggestions regarding the Process and Expectations for the 2019 Detailed Budget Reviews be received and referred to staff for consideration and action as appropriate.

Carried

4. Round Table Discussion

Re: 2019 Operating Budget Debrief

Staff circulated the 2019 Budget Committee calendar and provided a brief overview. The Committee and staff discussed about the various public outreach methods to involve members of public in the budget deliberations. It was requested that information on current public outreach methods be provided to the Committee.

Moved by Mayor Mrakas

Seconded by Councillor Gallo

1. That the comments and suggestions regarding the 2019 Operating Budget Debrief be received and referred to staff for consideration and action as appropriate.

Carried

6. New Business

Staff provided an outline of the current grant and funding agreement guidelines and requested the Committee's input. It was noted that the item would be brought forward to a future meeting for detailed discussion.

7. Adjournment

Moved by Councillor Gallo

Seconded by Mayor Mrakas

That the meeting be adjourned at 6:33 p.m.

Carried

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



**Town of Aurora
General Committee Report**

No. PDS19-001

Subject: Sidewalk Construction on Kitimat Crescent
Prepared by: Anca Mihail, Manager of Engineering and Capital Delivery
Department: Planning and Development Services
Date: March 19, 2019

Recommendation

- 1. That Report No. PDS19-001 be received; and**
- 2. That Council authorize the construction of the sidewalk on Kitimat Crescent.**

Executive Summary

This report seeks Council's direction on the construction of sidewalk on Kitimat Crescent

- The construction of the sidewalk on Kitimat Crescent has been included in the 2018 budget at Council's request.
- Town's policy supports sidewalk construction where gaps exists and Ontario legislation requires municipalities to remove barriers to accessibility.
- Residents on Kitimat Crescent strongly oppose the construction of the proposed sidewalk.
- Staff attempted to address residents' concerns through sidewalk design.

Background

The Town has implemented the "Active and Safe Routes to School Program" in 2013. This program has helped to encourage the physical activity of youth, enhance environmental sustainability by reducing greenhouse gas emissions and help alleviate traffic concerns in school areas.

The School Travel Planning Policy (#69) was approved by Council in December 2013 and set out a mechanism that would allow for student pedestrian priority. This policy

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was intended to provide tools for students and school boards to request safety related traffic controls that could not be accommodated in other Town traffic management policies.

A key feature of this program and policy was to focus on the walkability of school routes for students to encourage more walking and build a stronger sense of safety within the community related to school travel. The Town has implemented the school travel planning program for a number of schools (e.g. Rick Hansen Public School, Devins Drive Public School and Regency Acres Public School) with great success.

On March 22, 2016, General Committee considered staff Report IES16-027, "School Travel Planning Program for Aurora Heights Public School Update" and resolved:

"That Report No. IES16-027 be received; and

That three-way stop sign control be installed at the intersection of Tecumseh Drive and Kitimat Crescent (north leg); and

That the necessary by-law be introduced to implement the above recommendation; and

That staff be directed to prioritize the installation of the sidewalk on Kitimat Crescent, for consideration as part of the 2017 Capital Budget; and

That staff report back to Council on the provision of a school crossing guard at the intersection of Tecumseh Drive and Kitimat Crescent, and

That a letter be sent to Aurora Heights Public School with Council's adopted resolution."

At the Council Meeting held on June 12, 2018, under new business, Council decided:

"That staff be directed to conduct a public consultation regarding the request for installation of a sidewalk on Kitimat Crescent"

Analysis

The construction of the sidewalk on Kitimat Crescent has been included in the 2018 budget at Council's request.

Kitimat Crescent is a local street with an urban cross section with curbs but no sidewalk on either side of the street, a pavement width of 8m and a posted speed of 40 km/h. An all-way stop control sign and a crossing guard were approved by Council in 2016 at the Tecumseh Drive and Kitimat Crescent (north leg) intersection to provide a safer crossing for students and parents as per the safe routes to school program.

As instructed by Council, staff has included \$100,000 in the 2018 budget for the construction of a sidewalk on one side of the street. The design has been delivered in-house in 2018 by the Engineering staff and, if approved by Council, construction will take place in the summer of 2019. The sidewalk is proposed to be installed on the north and west side of Kitimat to minimize any impact to existing trees and utilities.

Town's Policy supports sidewalk construction where gaps exists and Ontario Legislation requires municipalities to remove barriers to accessibility

Sidewalks are essential infrastructure that provides safety, accessibility and walkability.

- Safety – sidewalks offer a protected, dedicated space for all pedestrians, especially the most vulnerable, and when visibility is poor (e.g. weather related events, dark).
- Universal accessibility – sidewalks provide universal accessibility regardless of ability level, including pedestrians with mobility challenges and those with limited sensory or cognitive limitations.
- Safe routes to school – promotes walking and cycling to school as demonstrated by the Active and Safe Routes to School Program implemented in Aurora.
- Sustainable growth – as the Town's population grows, we have to look at implementing active transportation principles and design complete streets that will further reduce greenhouse gas (GHG) emissions.

In September 2009 Council has approved a “Sidewalk Installation Policy”, Policy No.67, for the installation of sidewalks on Town’s roads that ensures connectivity, safety and convenient pedestrian traffic in new development and existing areas.

For local roads, which is the case with Kitimat Crescent, the policy stipulates that:

“Sidewalks shall be constructed on both sides of the street, as part of a road reconstruction project, if the local road meets the following criteria:

- The road is scheduled to be reconstructed; and
- There is sufficient road allowance to accommodate sidewalks on both sides of the street; and
- Adjacent to high pedestrian areas such as schools, institutions, commercial, industrial and parks or pedestrian linkages.

If the above criteria are not met sidewalks shall be constructed on one side of the street as part of a road reconstruction project.”

Kitimat Crescent was reconstructed in 2001 and at that time the Town did not have a Sidewalk Installation Policy. The residents were surveyed on the construction of a sidewalk on the street and the majority of them opposed the installation of a sidewalk. As a result, Kitimat Crescent was reconstructed without a sidewalk.

The sidewalk construction on Kitimat Crescent was proposed by Council in 2016 as a result of the School Travel Planning Program implemented for Aurora Heights Public School, which sets out mechanisms to allow for student pedestrian priority, outside of Kitimat Crescent road reconstruction. There is enough room to accommodate a sidewalk on both sides of the street, however staff have proposed the sidewalk construction on the north and west part of the street to minimize any impacts to existing vegetation and utilities.

Also, the Town has a duty to comply with the Accessibility for Ontarians with Disabilities Act (AODA) that took effect January 1, 2016. The AODA’s Built Environment Standards requires municipalities to remove barriers to accessibility and to construct sidewalks and pathways under the Design of Public Spaces (DoPS) Technical Requirements and Specifications.

Residents on Kitimat Crescent strongly oppose the proposed sidewalk construction

At the Council's request, on September 19, 2018, an Open House/Public Information Centre was held for the residents of Kitimat Crescent to present the design of the sidewalk and request comments and input from the community. Kitimat Crescent has 41 dwellings, detached and semi-detached. The Open House was attended by 23 residents, 2 residents have sent their comments in writing and a petition signed by 38 households, out of the total of 41, was delivered at the open house. All residents who attended the Open House or sent comments in writing, including the residents who signed the petition, have strongly opposed the construction of the sidewalk.

Residents' concerns are:

- Loss of parking
- Loss of street trees
- Loss of soft landscaping/yards
- Reduced home value due to loss of parking
- Responsibility for winter maintenance

Town's Crossing Guard was the only one who sent written comments in favor of the sidewalk. She supports the sidewalk construction on Kitimat Crescent, from the perspective of one whose only priority is to get children to and from school safely. She stressed that she watches every day parents with small children dodging traffic or being forced to walk in the middle of the road because Kitimat Crescent is a popular place for family members to park their cars while walking their children to school. In her letter, she raised the concern that, during winter, the snow banks add a new challenge to the pedestrian traffic on the street.

Also, Aurora Heights Public School representatives were contacted by Town's staff and they strongly support the construction of the sidewalk on Kitimat Crescent.

Staff attempted to address residents' concerns through sidewalk design

The sidewalk is proposed to be located on the north and west side of Kitimat Crescent and it will be placed right behind the road curb to minimize impacts to trees, landscaping, existing utilities and driveway parking. With the proposed sidewalk configuration there will be only one tree impacted which will be replaced part of the construction contract.

Staff reviewed existing vehicle parking at each house and did not find a situation where a resident's same vehicles would not be able to physically fit in a driveway when the proposed sidewalk is constructed along the end of it. Although at the Open House some residents claimed that they would lose parking for one (1) of their two (2) vehicles, as a result of the proposed sidewalk, it was determined that the same vehicles could still fit in the driveway if the resident made some minor adjustments to their current parking habits. These adjustments may include pulling vehicles in further, parking vehicles closer together, backing vehicles in for better access (as opposed to driving straight in), etc.

At the Open House residents were informed that the responsibility for winter maintenance remains with the Town, all sidewalks in Aurora are being plowed by the Town's Operational Services.

During the Open House staff informed all residents in attendance that, if they "are not in favor of a sidewalk, a delegation may be brought forward to Council to request special consideration", as required by Policy No. 67, the "Sidewalk Installation Policy".

Advisory Committee Review

Staff requested input from the Accessibility Advisory Committee (AAC) at its March 6 meeting. The Committee strongly encouraged the construction of a sidewalk on Kitimat Crescent to provide a safe route for students, including those with disabilities, to be able to get to school. The construction of an exterior path of travel is important to improve safety and mobility, but also, to encourage a healthier community.

In addition, the Committee identified that the existing crosswalk at the intersection of Kitimat Crescent and Tecumseh Drive (north leg) is very beneficial for students to cross Tecumseh Drive from Kitimat Crescent.

Legal Considerations

Not applicable.

Financial Implications

There are no financial implications at this time. The budget of \$100,000 for this project has been approved in the 2018 budget. The design of the sidewalk has been completed

in-house by the Engineering staff. If Council approves the project, the construction can be done during the summer of 2019.

After construction, the operations cost related to the new sidewalk maintenance during winter season will increase by \$640 per season.

Communications Considerations

A letter has been sent out to all residents on the street informing them that this report will be presented to the General Committee on March 19, 2019.

In the event that the sidewalk project moves forward, communications protocols will be undertaken with regard to notification to residents and the school. In addition to mail outs, signage will also be placed in the area advising of impact to local traffic. Information will also be added to the News and Notices section of the website and shared on social media.

Should construction of the sidewalk not proceed, the Engineering Division will notify the school and local residents by mail out.

Link to Strategic Plan

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

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

Alternative to the Recommendation

1. If Council does not authorize the construction of the sidewalk on Kitimat Crescent at this time, the sidewalk will be built in accordance with Town's sidewalk policy when the road is being reconstructed.

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Report No. PDS19-001

Conclusions

Council directed staff to prioritize the construction of the sidewalk on Kitimat Crescent due to the implementation of the School Travel Planning Program for Aurora Heights Public School. \$100,000 for the design and construction of this sidewalk has been approved by Council in 2018. Engineering staff has designed the sidewalk in-house and presented it to the community for input. Nearly all residents on Kitimat Crescent are strongly opposed to the construction of the sidewalk.

Staff requests direction from Council on how to proceed with this project.

Attachments

Attachment #1 – Key Plan with sidewalk location

Previous Reports

- Report IES16-013, dated February 2, 2016
- Report IES16-027, dated March 22, 2016

Pre-submission Review

Agenda Management Team Meeting review on February 28, 2019.

Departmental Approval



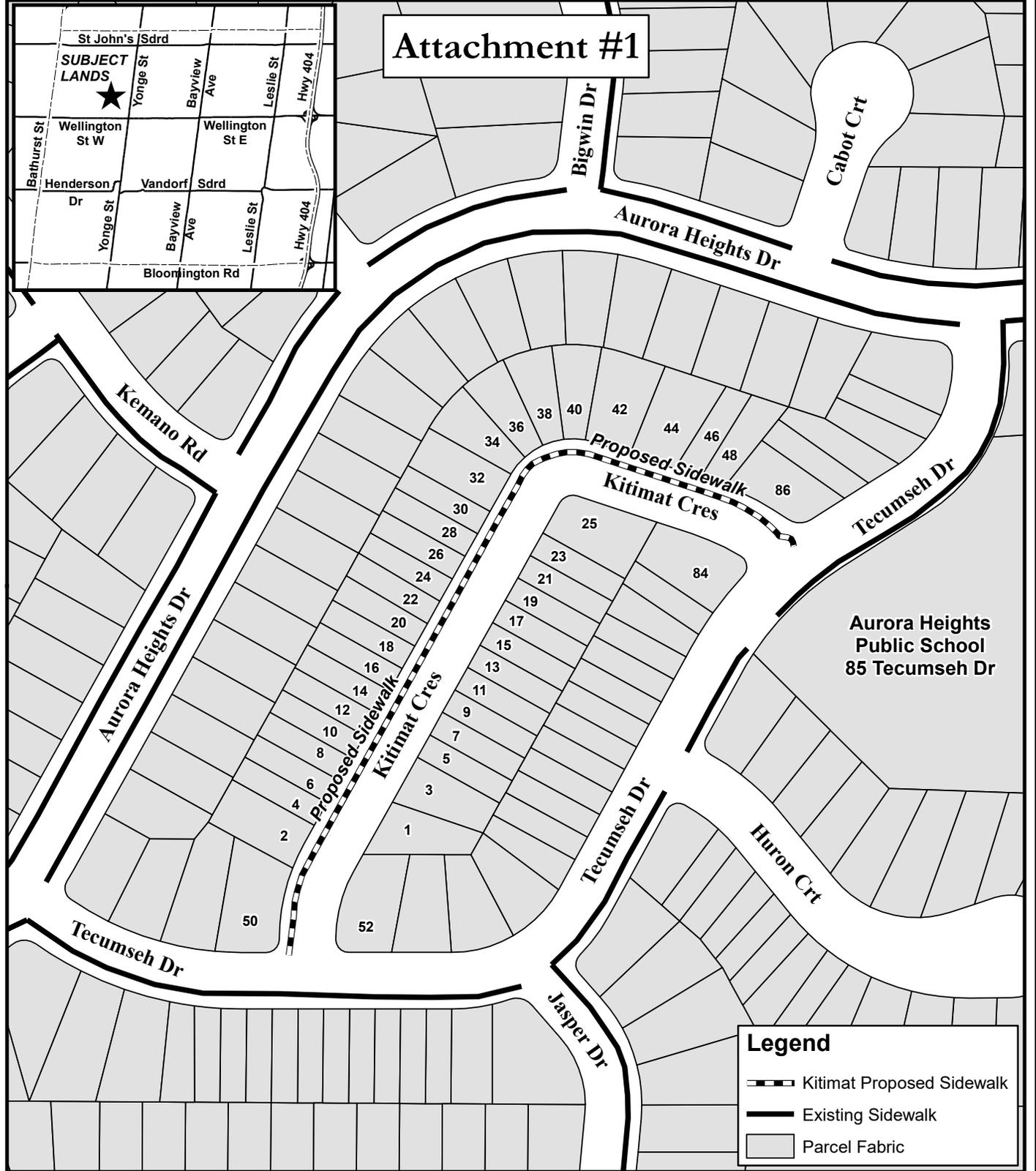
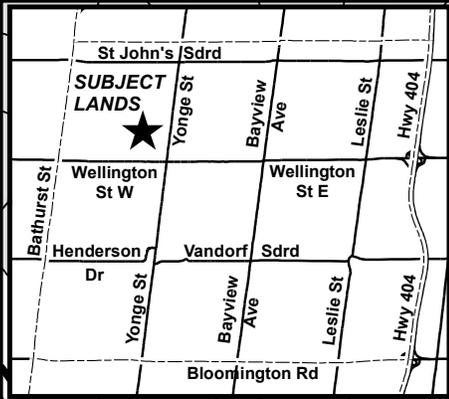
**Anca Mihail
Acting Director
Planning and Development Services**

Approved for Agenda



FOR **Doug Nadorozny
Chief Administrative Officer**

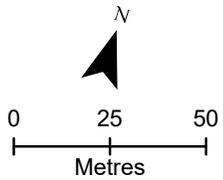
Attachment #1



**Aurora Heights
Public School
85 Tecumseh Dr**

Legend

- Kitimat Proposed Sidewalk
- Existing Sidewalk
- Parcel Fabric



**KEY PLAN
LOCATION OF PROPOSED SIDEWALK
KITIMAT CRESCENT**



PDS19-001

Map created by the Town of Aurora Planning and Development Services Department, Engineering and Capital Delivery Division, January 16th, 2019. Base data provided by York Region and Aurora - GIS.



Town of Aurora

General Committee Report

No. OPS19-004

Subject: Winter Maintenance Report No.2 Future Roads Maintenance Operations
Prepared by: Jim Tree, Manager of Roads & Water (Acting)
Department: Operational Services
Date: March 19, 2019

Recommendation

- 1. That Report No. OPS19-004 be received; and**
- 2. That the recommendations associated with future Winter Roads and Sidewalk Maintenance Operations as outlined in the Financial Impact Table be approved in principle; and**
- 3. That each recommendation having a financial impact as outlined in the Financial Impact Table be presented in the applicable year Capital and/or Operating Budgets for final consideration and approval.**

Executive Summary

This report will focus on a number of current operational issues and the pros and cons of contracted service providers' vs. in-house delivery of winter maintenance services as follows:

- Current roads inventory consists of 220 road allowance km requiring eleven (11) plow routes, seven (7) are maintained by the Town and four (4) routes by our contracted service provider;
- Supplementing the Roads Winter Maintenance Operation with an element of external contracted service provides greatest level of flexibility;
- Additional 13 road allowance km of roads and 28 km of sidewalks will be assumed within the next six (6) to eight (8) years and will require additional resources;
- Quality, control of service, current operating structure and costs are the key considerations in determining whether or not to continue to contract out some or all winter road maintenance services;

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- Further conversion of seasonal contract workers to full-time Flex Operators offers greater level of experience, reliability and efficiency in the Roads and Parks Divisions;
- The 2019 Operating budget proposes the conversion of one (1) full-time Roads Operator to Crew Leader provides a greater level of support to frontline workers and accountability in the Winter Roads Maintenance Operation.
- Delivery of the majority of Winter Sidewalk Maintenance by contracted service provider is the most cost effective and efficient method;
- Contracted Winter Sidewalk Maintenance service provision affords the most flexibility in meeting the challenges inherent in the work;
- Growth-related sidewalk inventory assumption requires the addition of one (1) route in winter 2019/2020;
- Town-owned equipment and staff will continue to supplement winter sidewalk maintenance and other important sidewalk maintenance functions;
- Terms and conditions in the current Winter Sidewalk Maintenance contract should be reviewed and revised prior to the renewal or tender of future contract.

Background

This report is the second of three separate reports that deal with winter roads maintenance.

Report #1 was presented to Council on January 15 and February 12, 2019 and the revised Provincial Minimum Maintenance Standards for Roads (MMS) was discussed and potential service level increase to provide Snow Plow Windrow clearing.

This report is dedicated to future Winter Roads Maintenance Operations and all aspects of contract service providers' verses in-house services.

Report #3 will be the final report dedicated to a single issue associated with rear yard private laneways in the Hollidge Boulevard and Ochalski Road area and the Baywell Crescent and Hollandview Trail area. This report will deal with matters regarding the Town's current role in maintaining these private laneways.

There have been significant improvements in the Winter Roads Operations. These improvements were identified in Report OPS18-012 along with many other issues requiring further review and more areas where additional changes to the operation and procedures will result in further improvement.

Analysis

Section 1: Contract vs. In-house Operation

Current roads inventory consists of 220 road allowance km requiring eleven (11) plow routes, seven (7) are maintained by the Town and four (4) routes by our contracted service provider.

At the conclusion of the current winter roads maintenance contract on April 15th 2021, there will be eleven plow routes, seven of which will be maintained by the Town. This includes one additional partial route that was added to the Town maintained routes in the fall of 2018. At that time, staff determined that the additional roads assumed did not warrant the expense to engage a fifth contract truck which is identified as a provisional item in the current contract. Based on current and forecasted labour and equipment resources as well as the timing of new road assumptions, we do not believe it will necessary to engage the fifth contracted truck during the life of the current contract.

Supplementing the Roads Winter Maintenance Operation with an element of external contracted service provides greatest level of flexibility.

In Report OPS18-012 staff referenced a number of considerations for improving the Roads Operations Winter Maintenance including the possibility that the Town conduct 100% of the maintenance in-house. In order to do so it would require purchasing, and taking delivery of, four additional trucks prior to November 2021. It would also be necessary to recruit four additional Operators for the 2021/22 season and to add one additional truck and Operator in the 2022/23 season bringing the total number of plow trucks and routes to twelve (12). This would satisfy the Roads Operations Winter Maintenance needs for planned build out of the municipality.

Based on many years of experience and in discussions with other neighbouring municipalities, there seems to be no perfect scenario when it comes to the method of delivering winter roads and sidewalk maintenance. There are resulting pros and cons, with both in-house and external service providers. The typical scenario in many municipalities is to own and operate a fleet of municipal snow removal equipment and to supplement the operation with a component of contract equipment.

There are benefits to both scenarios, on one hand, our present Contractor must provide uninterrupted service on a 24-hour, seven (7) days per week schedule and their work force is not subject to work stoppages due to labour disputes, illness or absenteeism of

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any kind and these benefits cannot be easily ignored. Alternatively, contractor's work force is somewhat nomadic in that there is often a change in Operator's year-over-year who are inexperienced with their assigned routes which can result in reduced efficiency and quality of work. The contractor's staff also tends to be less engaged in the operation and often lack the same sense of pride or ownership one finds in a municipal employee. Although manageable with ongoing oversight, these issues are significant and often negatively impact the quality of work. As is very typical, contract service providers require a greater level of supervision and oversight by the Town in order to consistently achieve an acceptable level of service.

Municipal staff tend to be a highly trained and experienced group who have a stake in the operation and are dedicated to consistently demonstrating a level of professionalism and pride of ownership in conducting the work. Experience has proven that our Municipal staff have a direct positive impact on the quality of work that is always evident resulting in a corresponding reduction in the level of complaints from the public and a further reduction in supervision time required to ensure that their work is efficient, thorough, complete and in accordance with the applicable standards.

Additional 13 road allowance km of roads and 28 km of sidewalks will be assumed within the next six (6) to eight (8) years and will require additional resources.

The Town will be assuming an additional 13 road allowance km of roads for a total of 233 road allowance km and 28 km of sidewalks for a total of 262 km. This represents all roads and sidewalks associated with remaining development currently planned for the municipality. In order to address the ongoing maintenance needs required to provide the current level of service, staff are projecting that it will be necessary to increase the number of roads maintenance routes from the current eleven (11) routes to a total of twelve routes and winter sidewalk maintenance routes from the current seven (7) to eight (8) routes to address additional sidewalk and maintenance standards. It is expected that these roads and sidewalks will be added to our current inventory incrementally over the next six (6) to eight (8) year period.

At the conclusion of the current road and sidewalk winter maintenance contracts in 2021, there will be eleven (11) plow routes seven (7) of which will be maintained by the Town. The Town could assume responsibility for the four (4) currently contracted-out snow routes which would require purchasing four additional trucks one (1) full year ahead of time to ensure their availability for the 2021/22 winter season. It will also be necessary to recruit four (4) additional Operators for the 2021/22 season and to add one

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additional truck and Operator in the 2022/23 season bringing the total number of plow routes to twelve (12) required to maintain 233 road allowance km at planned build out of the municipality

Quality, control of service, current operating structure and costs are the key considerations in determining whether or not to continue to contract out some or all winter road maintenance services.

There are a number of aspects to consider when contemplating whether to contract out some or all winter road maintenance services; however, staff believe that the most significant aspects can be narrowed down to the following three areas:

- Quality and Control of Service Delivery;
- Current Department Operating Structure; and
- Overall Cost.

While the growth in population and geographic expansion in the municipality has been ongoing over the past five (5) decades, growth has also occurred in the necessary support systems including funding, equipment and other resources required to maintain the roads infrastructure. Council and staff have continued to support, grow and keep pace with municipal services levels and, as a result, the Roads, Water/Wastewater Divisions are currently staffed and equipped to conduct all but a minority of the Winter Roads Maintenance Operations. This has resulted in many years of providing excellent public works service under the current model and we see no advantage in any significant change of course at this time.

Our current operating structure and quality control in delivering Winter Roads Maintenance services are among the most significant considerations in determining whether or not to contract out more or less of the work. The financial impacts are another major consideration.

The process of determining the Corporation's costs to own and operate the Town's fleet is rather complex in terms of obtaining the precise and proper allocation of the costs. This requires drilling down into all of the detailed financial information including staff allocation, and associated capital and operational fleet related overhead and other expenses.

Factors used to determine costs include the following:

- Contractor's actual invoices;

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- Town's actual staff time including overtime, standby and fringe benefits;
- Town's actual equipment capital costs;
- Town's actual and estimated materials and supplies, i.e. fuel, insurance, repairs, maintenance, tires, licensing depreciation and depo building housing costs;
- Town's estimated mechanics time to service and repair a single snowplow/sander truck; and
- Actual residual value of a snowplow/sander truck recently sold at public auction.

The overall operating cost to provide Town-owned equipment are marginally less than those of the contractor; however, it is important to note that in the event that the Town was to convert to an in-house operation entirely, there would be an initial capital and operational impact associated with the purchase of four (4) additional vehicles and Operators. These costs are estimated to be in the range of \$1,100,000.

It should also be noted that the contractors' costs are market-based and they can fluctuate up or down depending on a number of variables including the current market, the length of the contract, age of equipment being requested and other specific terms of the contract.

In view of this, together with the fact that the most valuable attribute of contracted services is in the flexibility that this equipment affords the overall operation, we recommend that the Winter Roads Operation continue to be supplemented with four (4) contracted plow/sander trucks.

Section 1: Summary of Recommendations:

- That four (4) contract road plows/sanders continue to supplement the Winter Roads Operation on four (4) assigned routes;
- That the Town's own forces continue to maintain seven (7) of the remaining routes.

Section 2: Conversion of Seasonal Staff

Further conversion of seasonal contract workers to full-time Flex Operators offers greater level of experience, reliability and efficiency in the Roads and Parks Divisions.

As part of the Roads and Parks Divisions Business Plans, and in moving forward with improvements in the overall operations, it is important to address a long-standing

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operational issue involving the use of six (6) month seasonal contract workers to supplement the Winter Roads and Parks Maintenance operation. Traditionally, the Roads Division has employed four (4) seasonal contract workers to supplement the full time complement of nineteen (19) full-time staff bringing the total winter complement to twenty-three (23) staff.

There is a similar practice in the Parks Division where up to ten (10) six month seasonal staff are recruited every spring to supplement the parks operations busiest season.

It is becoming increasingly difficult to recruit and retain experienced and competent seasonal operators for the winter operations. This particular job requires a great deal of skill and experience and in recent years the available pool of highly skilled workers has diminished significantly which seems to be emerging as a common problem in the sector. For example, in preparation for the 2017/18 winter operations, we began actively recruiting for seasonal workers in early September 2017 and were unable to find acceptable candidates until late December 2017.

This poses a significant problem in that we do not have sufficient full-time staff resources to fulfil our winter maintenance obligations without the full complement of seasonal staff and delays in our recruitment of experienced operators can result in operational impacts.

Several years ago, in an effort to address this issue, we created a single, new, full-time unionized Flex Operator job description, whereby one (1) position in the overall Operational Services Department complement serves a dual function, spending six (6) months in the Roads Division and six (6) months in the Parks Division.

This position was filled in 2015 with a qualified candidate and the flexibility the position affords has served the overall operation very well with a highly skilled employee who is qualified to serve in both the Roads and Parks Divisions. Some additional positive results include the following:

- Retention of a highly skilled, experienced and versatile employee;
- Significant reduction in the need for training and familiarization with the workplace resulting in improved employee efficiency;
- Reduced administration costs associated with on-going recruitments for contract staff;
- Resolution to the recruitment issue of not being able to find sufficient qualified and experienced staff; and

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- Very reliable and dedicated staff.

As there are many positive attributes of the full-time Flex Operator position, we feel that we should continue down this path and recruit up to four (4) additional full-time Flex Operator positions.

To this end, staff have included the additional costs associated with fringe benefits in the 2019 Operational Services Budgets for the conversion of two (2) seasonal staff to full-time Flex Operators. Conditional on Council approval, these full-time Flex Operators will be added to the unionized complement in 2019. We also recommend one (1) additional conversion in the 2020 budget and one in the 2021 budget for a total of four (4) full-time Flex positions.

Section 2: Summary of Recommendations:

- Subject to Council approval, convert two (2) Seasonal Contract positions to two (2) full-time Flex Operator positions to serve six (6) month terms in both the Parks and the Roads Divisions in June 2019;
- Consider converting two (2) additional Seasonal Contract positions in the Parks and Roads Divisions, one (1) in 2020 and one (1) in 2021 to full-time Flex Operators.

Section 3: Conversion to Crew Leaders

The 2019 Operating budget proposes the conversion of one (1) full-time Roads Operator to Crew Leader provides a greater level of support to frontline workers and accountability in the Winter Roads Maintenance Operation.

Since the re-organization of the Parks and Roads Divisions, it has become evident that there is room for improvement in the overall Roads operation from a supervisory perspective. Currently there is one (1) full-time salaried Roads Supervisor and one (1) full-time unionized Roads Crew Leader. Previously there were a number of temporary Crew Leaders who, during the winter months, were not actively working on the frontline supporting the operation. This practice was discontinued and all operators with exception of the single unionized Crew Leader were deployed to winter maintenance vehicles and equipment as required.

It has become apparent that there is a need for one (1) additional full-time Crew Leader position to assist and to supplement both the winter and summer roads maintenance

program. The roads operation is lacking in adequate supervision given the 24/7 nature of the business, full-time Supervisor and single Crew Leader are often overtaxed particularly during the night-time and weekend periods. Having one (1) additional full time Crew Leader position to share the supervisory workload will further benefit the operation in bringing about much needed improvement in organizing and overseeing of all aspects of the work.

These lead hand type positions have proven to be very efficient and effective for the corporation in leveraging a greater contribution from a unionized employee for a very minimal investment. These positions are also very beneficial in our efforts to provide succession planning and personal growth opportunities for those employees seeking advancement in their career or an opportunity to take on more challenging work. As such staff are of the opinion that supplementing the operation in this fashion is the most efficient and logical step in addressing current needs.

Section 3: Summary of Recommendations:

- Subject to Council approval, convert one (1) Roads Operator position to a Crew Leader position in the Roads Division in 2019.

Section 4: Winter Sidewalk Maintenance Operations

Delivery of the majority of Winter Sidewalk Maintenance by contracted service provider is the most cost effective and efficient method.

With a current sidewalk inventory of 234 km and an additional 28 km of yet to be assumed sidewalks within the next four (4) to eight (8) years, winter sidewalk maintenance costs will continue to rise.

Over the past several decades there have been a number of methods of delivery of winter sidewalk maintenance ranging from conducting the work entirely using Town staff and equipment, then a combination of Town staff and equipment, supplemented with contracted service providers and finally to our current method where the majority of the work is contracted out.

Staff have noted in previous reports that the Town's winter sidewalk levels of service are among the highest in comparison to some of our neighbouring municipalities in that Aurora clears and maintains all sidewalks within the municipality. Currently our level of

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service is such that on average a full cycle of sidewalk maintenance (i.e. plowing and sanding) can be completed within 24 hours (depending on weather event), well under the 48-hour period required by the Provincial Minimum Maintenance Standards (MMS).

While it is recognized that a full cycle of sidewalk maintenance is typically completed well under the MMS much of the time given community expectations, staff would not recommend any change to the current level of service that extends the time towards the maximum 48 hours.

In terms of who is best suited to provide our sidewalk maintenance, we have taken the following three (3) factors into consideration: Comparative costs to provide the service; the flexibility of the service provider; and the quality of the service being delivered.

Factors used to determine costs include the following

- Actual hours worked by the contractor in 2016, 2017, and 2018
- Contractors actual invoices;
- Town's Comparable actual staff time including overtime, standby and fringe benefits based on hours worked by contractor;
- Town's Comparable equipment capital costs;
- Town's Comparable materials and supplies (i.e. fuel, insurance, repairs, maintenance, tires, depreciation and depo building housing costs);
- Town's estimated mechanics time to service and repair sidewalk clearing machine;
- Estimated residual value of Town-owned sidewalk clearing machine sold at public auction at end of life.

Costs to the municipality are generally higher than those of the contractor primarily due to the higher labour costs with the employment of seasonal staff operators for six (6) month contracts. The Corporation is obligated to compensate these staff at rates commensurate with our CUPE Collective Agreement.

While the estimates for the Town to conduct this work entirely in-house include a capital depreciation component, it should be noted that there would be an initial Capital cost in excess of \$1,000,000 to purchase the equipment in the event that this service reverts back to the Town. Additionally, the equipment would need to be ordered approximately one (1) year before the end of the current sidewalk clearing contract in spring of 2021.

Contracted Winter Sidewalk Maintenance service provision affords the most flexibility in meeting the challenges inherent in the work.

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Similar to our winter roads contract service providers, the contracted sidewalk maintenance service provider must be available to conduct the work on very short notice on a 24/7 basis. This is a significant requirement in that the contractor's employees must also comply with applicable Ministry of Labour Legislation and Ministry of Transportation Legislation concerning hours of work.

Growth-related sidewalk inventory assumption requires the addition of one (1) route in winter 2019/2020.

Incremental Growth within the municipality continues to impact the Roads Division and the ability to maintain MMS. As more sidewalks are built and assumed by the Town (including the build out of the 2C lands and introduction of sidewalks on St. John's Side Road), the Town has assumed an additional 33 km of sidewalk since 2014 (the year the sidewalk clearing contract commenced).

With a current inventory of 234 km, each of our six (6) contracted maintenance routes is responsible for 39 km of sidewalk.

In 2014 our sidewalk inventory was 201 km which translated to 33.5 km for each of the six (6) contracted routes. In recognition of this additional 5.5 km of growth per route, the current Sidewalk Winter Maintenance contract has provision to add in one additional sidewalk maintenance machine and, based on the length of the current routes, we recommend that it is time to exercise this provision bringing the average kilometers per route down to 33.4 km (2014 Service Levels). This will enable us to continue to remain compliant with current service levels. Funds are included in the 2019 Budget for the provision of adding a seventh (7th) sidewalk route commencing in November 2019.

Town-owned equipment and staff will continue to supplement winter sidewalk maintenance and other important sidewalk maintenance functions.

In view of the two aforementioned factors, cost and flexibility, we recommend that the focus be turned to areas of the Sidewalk Clearing Program where there is room for improvement, quality control and operational efficiencies.

While it is true that the majority of winter sidewalk maintenance is conducted by a contract service provider, the Town has historically owned some equipment that is suitable for clearing snow and ice from sidewalks.

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Town owned sidewalk equipment would typically be deployed during times of equipment breakdowns, excessive snow and ice storm events or when localized sidewalk conditions required additional maintenance following a winter weather event.

These localized conditions typically involve locations where frequent drifting of snow or ice formation occurs many hours or days following a weather event and can be managed by our own Operations staff during a regular shift when they are not involved in Roads maintenance operations. These conditions can persist for prolonged periods depending on weather conditions and as a result it is much more cost effective to deploy our own staff and equipment as an alternative to calling in the contractor and incurring additional expense.

Furthermore, this equipment serves other important needs in the operation associated with snow windrow removal from Yonge Street and other streets in the downtown core as well as spring sidewalk sweeping throughout the entire municipality. Based on these needs, staff submit that having this equipment in the Roads and Fleet Divisions continues to benefit the overall operation and should remain as such.

Terms and conditions in the current Winter Sidewalk Maintenance contract should be reviewed and revised prior to renewal of future contract.

The current winter sidewalk maintenance contract expires in the spring of 2021 and staff are of the opinion that the current Winter Sidewalk Maintenance contract language is generally satisfactory; however, there are some terms and conditions that should be revised or improved to better reflect the corporation's requirements and expectations. The following items are among the more significant areas that need to be considered for further improvement:

- Review all aspects of the equipment specified for winter side walk maintenance for suitability under all potential conditions. Current equipment is considered light duty and its ability to perform the necessary operation can easily be overwhelmed depending on the conditions;
- Specify that all side walk machines be equipped with "V" plows for greater effectiveness in all-weather events, the use of current single angle plows on light duty agricultural tractors is a major cause of boulevard sod damage with minor impact on contract costs;
- Include language that better describes the Town's expectations associated with boulevard turf damage both preventative and restorative. Current language does not address all aspects of this issue;

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- Consider implementing penalty clauses and other applicable remedies in the very likely event of repeated boulevard turf damage.

Section 4: Summary of Recommendations:

- Continue to contract out winter sidewalk maintenance;
- Continue to provide winter maintenance service levels on all municipal sidewalks in accordance MMS;
- Continue to supplement winter sidewalk maintenance with Town-owned equipment and staff as required;
- Add one (1) additional winter sidewalk maintenance route in November 2019 for a total of seven (7) routes;
- Review and revise Sidewalk Maintenance Contract language at the conclusion of the current contract.

Advisory Committee Review

Not applicable.

Legal Considerations

The Town, as a municipality, is legislatively mandated to maintain its roadways and sidewalks in a reasonable state of repair. The Town cannot abrogate this responsibility and is liable for damages any person sustains in case of default in that obligation. The MMS serve as a defense to claims against the municipality, provided that the municipality can show that the standards have been met. Although failure to meet the standards may not automatically deem a municipality as being liable, it would generally be difficult to avoid liability in a case where the failure to meet the MMS had contributed to an accident. Consequently, should the Town conduct maintenance that falls below the MMS standard, it is expected that it would lead to an increase in claims and financial liabilities against the Town, including an increase in insurance costs. The recommendations brought forward by this report aim to maintain the service standards at a level that would continue to meet or exceed the MMS.

Financial Implications

In view of the number of recommendations summarized in each of the four (4) subsections of this report, and for the purposes of clarity in the providing the financial

implications for those recommendations, please refer to the below Financial Impacts table:

Financial Impacts:

Report Section #	Recommendation	Implementation Year & Action	Estimated Costs	Comments & Next Steps
1	Continue to contract out four (4) winter maintenance road plow/sander vehicles	Ongoing	Average annual cost per vehicle \$60,000	Supplementing Town-owned equipment provides significant flexibility to the overall operation - continue to maintain the majority of routes using Town equipment and labour
1	Town continues to maintain one (1) additional plow route added in 2018	2019 and ongoing	Funds allocated in current year operational budgets	Town continues to maintain a total of seven (7) plow routes
2	Convert two (2) existing six (6) month Seasonal positions to two (2) full-time Flex Operators	Subject to Council approval, convert two (2) full-time Flex Operators in June 2019	\$40,000 for additional fringe benefits	Conversion of two (2) summer and winter seasonal positions to full-time Flex Operators will address staff retention and qualification issues in both Parks and Roads Divisions, funds have been included in 2019 draft Operational Budgets, subject to Council approval
2	convert one (1) existing Seasonal position to one (1) full-time Flex Operator	subject to Council approval, convert one (1) operator in June 2020	\$20,000 for additional fringe benefits	Conversion of one (1) additional summer and winter seasonal position to a full-time Flex Operator will address staff retention and qualification issues in both Parks and Roads Divisions, funds to be included in 2020 draft operational budgets, subject to Council approval
2	convert one (1) existing Seasonal position to one (1) full-time Flex Operator	subject to Council approval, convert one (1) Operator in June 2021	\$20,000 for additional fringe benefits	Conversion of one additional summer and winter seasonal position to full-time flex operator will address staff retention and qualification issues in both Parks and Roads operations, funds to be included in 2021 draft operational budgets ,subject to Council approval

Report Section #	Recommendation	Implementation Year & Action	Estimated Costs	Comments & Next Steps
3	Conversion of existing Roads Operator to Crew Leader	subject to Council approval, convert one (1) operator in June 2019	\$7,000 to re-classify this position	Subject to Council approval, funds have been included in the 2019 draft Operational Service Budget for this low cost investment will result in significant benefits given the 24/7 nature of the Roads Operations this Crew Leader position is an efficient solution to a long-term operational issue
4	Continue to contract out majority of winter sidewalk maintenances services	Ongoing through 2021 and the end of the current contract	Ongoing funds available in the Operational Services Budget	Continue to contract out Winter Sidewalk Maintenance services as the most cost effective and flexible method of delivering this service
4	Add one (1) additional winter sidewalk route maintenance route to the current contract for a total of seven (7) routes	Recommend implementation commencing in November 2019	Estimated cost for two months November/ December 2019 \$20,000	Provision in the current sidewalk maintenance contract to add an additional sidewalk route based on the increased km of 33 km sidewalk inventory since 2014

Communications Considerations

Any significant changes to service levels will be posted to the Town of Aurora website and shared with the community through the Notice Board, social media and News and Notices.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

Council could consider recommending alternative service levels or service provision methods and have staff report back on these alternatives.

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Conclusions

The provision of winter maintenance services is complicated and is often unique to each municipality. This service has been provided to the Town of Aurora in various manners in response to a number of factors. Staff recommend that the present delivery process be maintained with minor revision to address outstanding issues. The staff recommendations provided in this report will ensure that the Council approved service levels continue to be met while ensuring that fiscal responsibility and responsible service delivery are achieved.

Attachments

None.

Previous Reports

IES2017-37 Winter Maintenance 2017/18 Report, September 5, 2017

OPS18-012 Winter Maintenance 2017/2018 Report, June 5, 2018

OPS18-001 Winter Maintenance Report No.1 Revised Provincial Minimum Maintenance Standards (MMS) and Windrow Clearing Program, January 15, 2019 and February 12, 2019

Pre-submission Review

Agenda Management Team review on February 27, 2019

Departmental Approval



Allan D. Downey
Director of Operations
Operational Services Department

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report No. FS19-009**

Subject: Development Charges By-law Approval
Prepared by: Jason Gaertner, Acting Director Financial Services - Treasurer
Department: Financial Services
Date: March 19, 2019

Recommendation

1. That Report No. FS19-009 be received; and
2. That the Development Charges Background Study report presented at the Special Meeting of Council held on March 19, 2019, be adopted; and
3. That Council directs staff to report back regarding any comments received from the preceding public meeting, if necessary; and
4. That Council confirms that it intends to ensure:
 - a) that the increase in the need for services attributable to the anticipated development will be met, subject to sufficient development charge revenues being generated and other Town affordability criteria being met; and
 - b) that the future excess capacity identified in the Development Charges Background Study for the Town of Aurora shall be paid for by the development charges or other similar charges; and
5. That Council adopts the capital forecasts prepared in conjunction with the Development Charges Background Study for the Town of Aurora subject to each project or undertaking set out therein being subject to annual operating and capital budget approval processes of the corporation; and
6. That the Town continue the development charge approach to calculate the charges on a uniform Town-wide basis for all services; and
7. That the proposed by-law included with the Development Charges Background Study, as amended, being a by-law for the imposition of development charges, be enacted March 26, 2019, which also repeals by-law No. 5585-14, the predecessor by-law.

Executive Summary

The intent of this report is to provide Council with a status report on the process to update the Town's development charges by-law, provide updates as to the key changes made to the proposed by-law as they relate to the current Town by-law, and to recommend a revised proposed development charges by-law for its adoption. Key components of this report include:

- a summary of the key changes that have been included in the proposed by-law versus the Town's existing by-law;
- the proposed DC by-law for Council's adoption;
- the Development Charges Act provides a mechanism for members of the public to appeal the revised development charges by-law.

Background

In accordance with the Development Charges Act (DCA), each municipality's development charges by-law must be reviewed every five years. The Town of Aurora's current by-law became effective on April 8, 2014, consequently as per the DCA it will expire on April 7, 2019.

In an effort to ensure that the Town continues to have an active development charges (DC) by-law in place, it has now undertaken the majority of the steps necessary under the DCA for the renewal of its DC by-law. Some of the key steps undertaken by the Town include:

- i. the completion of an updated development charges background study and proposed DC by-law which can be found under attachment #1 and attachment #2, respectively;
- ii. the undertaking of a consultation with the development community in regards to the Town's updated DC study and proposed by-law;
- iii. the undertaking of tonight's public meeting that sought further feedback from public stakeholders on the Town's draft DC Study and proposed by-law;
- iv. ensured that its draft DC Study and proposed by-law were posted on the Town's web site for at least 60 days prior to the passing of the Town's new by-law.

Analysis

The Town's draft DC Background Study has been prepared in accordance with the *DCA*. Its proposed by-law was prepared by staff, and reviewed by Legal Services as well as the consultant. The Executive Summary section of the Background Study provides an overview of the processes, issues and results of the Background Study.

Development charges fund the expansion of services and increases of capacity of municipal infrastructure to meet the needs of the growing community. Development charges do not recover 100% of the costs of servicing growth, leaving some elements and portions for the general tax levy or other sources to fund. The development charges determined and presented for approval have been calculated in accordance with the *DCA*, and optimized to the extent permitted by that legislation.

A summary of the key changes that have been included in the proposed by-law versus the Town's existing by-law

Staff are required to apply the Town's development charges by-law on a daily basis. Staff must also administer and collect development charges for the Region of York and the school boards. Each of these entities have their own unique DC by-law with significant differences. With this in mind staff have reviewed the Town's existing development charges by-law, striving to further harmonize its new draft bylaw where it is reasonable to do so with these other entities' bylaws. This greater harmonization will reduce the risk of errors in DC fee collection, as well as streamline the administration processes. The following points highlight the most significant changes proposed to the Town's bylaw, other than the amounts of the charges.

1. Adjustment to harmonize to the Region of York's updated actual square footage definitions for differentiating small apartments from large apartments. In its current DC bylaw, the Region defines a small apartment as being less than 700 square feet in size. In the Town's current approved by-law a small apartment is defined as being less than 650 square feet. Staff recommend that the Town adjust its threshold to align with the Region's in this instance.
2. The definition of a special care facility has been revised to exclude the special care/special dwelling portions, if any, for a development of this nature.
3. A new DC rate relating to the development of special care/special dwellings has been added to the Town's draft bylaw. This new rate has been added in response to a growing trend of developments that are being built upon progressive assisted living service models.

4. A new definition has been added to the Town's draft by-law for a special care/special dwelling. A dwelling of this nature is defined as a residential portion of a special care facility containing rooms or suites of rooms designed or intended to be used for sleeping and living accommodation that have a common entrance from street level;
 - i. Where the occupants have the right to use in common halls, stairs, yards, common rooms and accessory buildings;
 - ii. Which may or may not have exclusive sanitary and/or culinary facilities;
 - iii. This is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements; and
 - iv. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services may be provided at various levels.

5. Provision 3.9 relating to hotels and motels has been removed. By removing this clause, any future hotel and motel development will be subject to the Town's standard non-residential charge. In recognition that the Town is now approaching full hotel and motel build out, a specific category of this nature is no longer required.

The proposed DC by-law for Council's adoption

The attached DC by-law that has been proposed for adoption reflects the amendments noted above. Schedule "B" to this bylaw outlines the new DC charge rates. This proposed DC by-law can be found in Attachment #2 to this report.

The Development Charges Act provides a mechanism for members of the public to appeal the revised development charges by-law

The Development Charges Act provides a mechanism for members of the public to appeal the revised development charges by-law to the Ontario Municipal Board (the "OMB") within forty days following adoption by the Council. The OMB then hears and makes final decision on the matter. However, until the decision of the OMB is issued, the adopted by-law remains in effect, and development charges as set out therein remain due and payable.

Advisory Committee Review

None

Legal Considerations

As per the Development Charges Act, 1997, the Town must have an active DC By-law in place in order to enable the Town's legal capability to collect development charges. As per the Act, the Town must review and update its DC Study and accompanying DC by-law at a minimum once every five years. Unless it expires or is repealed earlier, the Town's development charge by-law will expire five years after the day it comes into force. If Council does not enact the proposed by-law, as amended, the Town will be unable to collect development charges once the existing DC By-law expires in April.

Financial Implications

Development charges are the Province of Ontario's primary funding tool for municipalities to collect revenues for the funding of the necessary expansion of town infrastructure and amenities in order to maintain existing Town service levels as it strives to meet the services demands of the growing community. All funds collected must remain segregated and used for only the purposes of projects eligible under the DC Act.

The Town plans to spend \$115.83 million over the next five years in response to growth, of which \$75.48 million (65%) is recoverable from development charges. The remainder of this planned spend must come from other funding sources such as the tax levy, water rates, grants, subsidies and other contributions.

The following table outlines the components and rates of the current bylaw indexed January 1, 2019 and those of the draft bylaw arising from the Background Study.

Development Charge Rates (Dollars)

Service	Single & Semi-Detached Dwelling		Non Residential Per Square Meter	
	Current	Proposed	Current	Proposed
Municipal Parking Spaces	16	4	0.13	0.11
Fire Services	653	891	3.10	3.98
Outdoor Recreational Services	4,901	6,037	1.86	2.91
Indoor Recreation Services	8,114	7,575	3.10	3.55
Library Services	1,691	1,313	0.62	0.65

General Government	625	774	2.87	3.44
Services Related to a Highway	5,517	6,139	25.84	27.45
Wastewater Services	853	734	3.97	3.23
Water Supply & Distribution	854	377	4.10	1.72
TOTAL	23,224	23,844	45.59	47.04
Increase		2.7%		3.2%

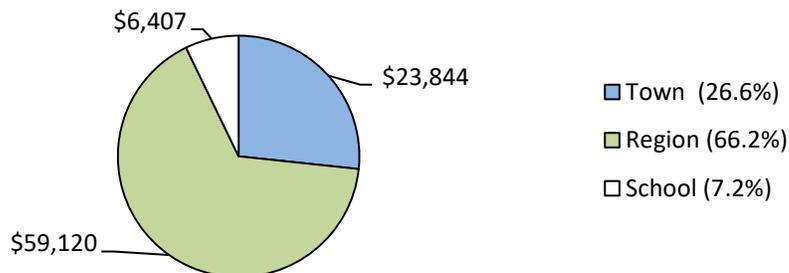
The following table outlines the sources and purposes of the expected \$75,476,000 of development charge revenue in the next five year period.

**Sources & Purposes of Development Charge Revenues
(Dollars)**

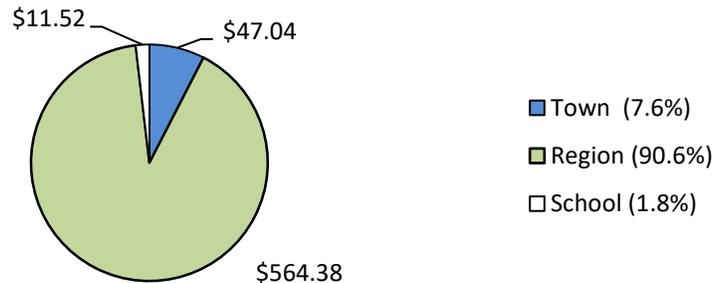
Service	Residential	Non-Residential	Combined Forecast DC Revenue
Municipal Parking Spaces	107,200	52,800	160,000
Fire Services	1,372,800	646,000	2,018,800
Outdoor Recreational Services	7,968,500	419,400	8,387,900
Indoor Recreation Services	29,660,900	1,561,100	31,222,000
Library Services	4,160,400	218,900	4,379,300
General Government	1,200,200	591,100	1,791,300
Services Related to a Highway	15,359,500	7,228,000	22,587,500
Wastewater Services	2,511,500	1,181,900	3,693,400
Water Supply & Distribution	840,300	395,500	1,235,800
TOTAL	63,181,300	12,294,700	75,476,000

It is important to keep in perspective that the Town’s development charge is only one of three development charges applicable to development within the Town. York Region and educational development charges are also applicable. The following charts outline the proportions should the updated draft bylaw be enacted:

Residential DCs (\$89,371 per single/semi unit)



**Retail Development Charges
(\$622.94 per sq.m.)**



Communications Considerations

This report will be made available on the Town's web site for the public's consumption. In addition, as per Schedule 2 (s. 13 and O. Reg 82/98 s.10 (5)), the Town will provide notice to the public within 20 days of the passing of the Town's revised development charge by-law. This notification will be done by publication in a newspaper that is, in the clerk's opinion, of sufficient general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the passing of the Town's new by-law.

Notice will also be given by personal service, fax or mail to:

- a) everyone who has given the municipal clerk a written request for notice and provided a return address,
- b) the clerk of the upper tier municipality involved, and
- c) the secretary of every school board with jurisdiction within the area to which the by-law applies.

Finally, notification will be made via the Town's web site and other social media channels.

Link to Strategic Plan

Setting a Development Charge bylaw is the primary tool with which Ontario municipalities can finance the cost of expanding infrastructure and service amenities to accommodate growth demands in their communities. Optimizing the charge within the permissions of the legislation demonstrates the Strategic Plan principles of Leadership in Corporate Management.

Alternative(s) to the Recommendation

Council may direct staff to make any changes to the draft bylaw, or to respond to accommodate any specific concerns or issues raised by members of the public at the meeting. In such a circumstance, clearly worded motions should be considered.

Conclusions

Staff recommend that the revisions to the Development Charges Background Study be received, and the accompanying proposed by-law be adopted, to take effect March 26, 2019.

Attachments

Note: Attachments can be accessed on the Town's Agendas and Minutes page [Item R3 with attachments](#)

Attachment #1 - Town of Aurora - Development Charge Background Study

Attachment #2 - Revised Draft Development Charges By-law No. XXXX-19

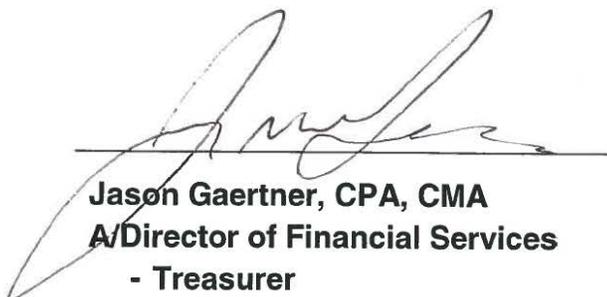
Previous Reports

FS19-008 – Update to Development Charges By-law

Pre-submission Review

Agenda Management Team review on February 27, 2019

Departmental Approval



**Jason Gaertner, CPA, CMA
A/Director of Financial Services
- Treasurer**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. OPS19-005**

Subject: Approval of Capital Project No. 71103 and No. 34420 (“Wide Area Mower”)
Prepared by: Steve Filippelli, Parks & Fleet Supervisor
Department: Operational Services
Date: March 19, 2019

Recommendation

- 1. That Report No. OPS19-005 be received; and**
- 2. That Council approve Capital Project No. 71103 “Replacement of Operational Services Wide Area Mower Unit #255”; and**
- 3. That Council approve Capital Project No. 34420 “New addition Wide Area Mower to Operational Services Parks Division”.**

Executive Summary

This report seeks Council approval to proceed with Capital Project No. 71103 for the replacement of Parks Wide Area Mower unit No.255 and Capital Project No. 34420 growth and new additional Wide Area Mower:

- Staff are requesting replacement of wide area No.255 due to significant cost to maintain and provide servicing.
- An additional wide area mower is required due to growth and adherence to our Park Maintenance Standard

Background

The wide area mower has been heavily utilized since its acquisition in 2013. This wide area mower can cut 17 acres/hour using only one operator. This wide area mower maintains all parks and sports fields in Town and uses one unit opposed to multiple units and staff requirements. It is utilized between 40-50 hours per week during the months of May through October.

Analysis

A significant cost is required to maintain and provide servicing to this heavily used and fatigued piece of grass cutting equipment.

The Wide Area Mower has accumulated 2,814 hours since purchase and operates on a daily basis from 5-6 days per week. It is now showing signs of excessive wear. The metal on the equipment has signs of fatigue and stress cracks from continuous driving (approximately 40-50 hours/week). The breakdowns are no longer minor but rather major, with specialized parts that aren't normally a stocked shelf item. Specialized parts can take up to three (3) weeks, making turnaround time very slow.

An additional wide area mower is required due to growth and adherence to our Park Maintenance Standard

With Aurora's growth and development of 2C parkland and the Hallmark property, new additional second wide area mower can maintain (newly acquired 45 acres of assumed property through the development of 2C parkland and the Hallmark property) along with assisting in maintaining the Council approved "Parks Maintenance Standard Service Level" set out in May 2015.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

If approved, Capital Project No. 71103 (unit No. 255) be replaced in the amount of \$140,000 and Capital Project No. 34420 "Additional and Growth Wide Area Mower" be purchased in the amount of \$140,000 (Capital Sheet attached).

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Providing a safe and reliable piece of equipment for Operational Services Parks Division that supports the Strategic Plan Goal of maintaining a standard level of service that meets town approved levels that include all municipally-owned and/or operated parks, natural areas, trails, and related outdoor recreation facilities and amenities.

Alternative(s) to the Recommendation

1. Council may choose to not award Project No. 71103 "Replacement Mower". The existing Wide Area Mower is a depreciating asset which is forecasted to incur a higher than usual amount of repair costs. If Council chooses to not approve this capital project, the existing Mower will continue to be used, and the Town may experience increased maintenance costs with the possibility of serious downtime in maintenance operations of Outdoor Sports Fields and Park facilities. That may result in staff not being able to meet the council approved maintenance standard service levels.
2. Council may choose to not award Project No. 34420 "New Additional Mower". One Wide Area Mower to facilitate the entire Town is not ideal with the growth and development and the added 2C lands that are coming on board this spring. If Council chooses to not approve this capital project, the one existing mower will continue to be used, and the Town may experience decreased service levels with a possibility of not meeting the required maintenance standard service levels.

Conclusions

Staff recommends that both Capital Project No. 71103 Capital Project No. 34420 be approved to ensure that Council approved Park Maintenance Standards are complied with.

March 19, 2019

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Report No. OPS19-005

Attachments

Attachment #1 – Capital Project No. 71103 Wide Area Mower budget sheet.

Attachment #2 – Capital Project No. 34420 New Wide Area Mower budget sheet.

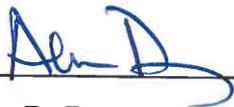
Previous Reports

None.

Pre-submission Review

CAO Review on February 28, 2019

Departmental Approval



Allan D. Downey
Director of Operations
Operational Services Department

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

**Town of Aurora
Capital Projects**

Project	71103 Wide Area Mower (#255-20)		
Department	Operational Services		
Version	Commitments-Trans	Year	2019

Description

TARGET START DATE AND END DATE: Use format Q4 2017 - Q1 2018

Q1 2019 PROJECT CONDITIONALLY APPROVED
SENDING A FURTHER REPORT TO COUNCIL AS PER BUDGET COMMITTEE ON FEBRUARY 9, 2019

PROJECT DESCRIPTION:

Provide a brief overview of the project and include the key goals, objectives and performance measures.

2013 wide area mower utilized to mow sports field and park open space. Mower is recognized in the 10 yr capital plan but needs replacement sooner than forecast due to required repairs and lifecycle expectancy. The Town of Aurora does not have a lifecycle for this vehicle in its asset management policy but based on the manufacturers recommendations and conversations with other municipal fleet departments, these units are usually replaced at 3,000 hrs or 6 years. This mower was originally planned in the 10 yr capital for replacement after 7 yrs of service.

PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:

Provide the reasons the project should be approved and what will be the impact of the project to service levels.

This machine has accumulated 2,814 hrs since purchase and operates 5-6 days a week May through mid-October. This piece of equipment is essential to parks operations as it is the primary wide area cutter. Without this mower, service levels cannot be met and user groups could be impacted as this equipment maintains turf on the sports fields.

PROJECT BENEFITS:

Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & gr

Significant cost savings in repairs
Less down time of equipment
Maintenance targets met and customer satisfaction

IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:

Please provide an explanation of what the outcomes would be if the project was not approved.

User groups could suffer as a result of turf not being maintained adequately, loss of revenue and Town could be exposed to a liability.

Budget

Total	2019	2020	2021	2022	2023	2024	Future
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**Town of Aurora
Capital Projects**

Project	34420 New Wide Area Mower		
Department	Operational Services		
Version	Commitments-Trans	Year	2019

Description
TARGET START DATE AND END DATE: Use format Q4 2017 - Q1 2018
PROJECT CONDITIONALLY APPROVED PENDING A FURTHER REPORT TO COUNCIL AS PER BUDGET COMMITTEE ON FEBRUARY 10, 2019
PROJECT DESCRIPTION:
Provide a brief overview of the project and include the key goals, objectives and performance measures. New wide area mower required to sustain the service level standards for turf maintenance in our parks and sports fields. Between 2016-2018 Parks has assumed approximately 25 acres of land to maintain through development. By the end of 2020, with additional 2C parkland and the Hallmark property, there will be approximately an additional 20 acres to maintain. The addition of a second wide area would take pressure off and allow for back up when one mower is in for service or repairs. These mowers are integral to the operation and their performance is key in maintaining our maintenance levels.
PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:
Provide the reasons the project should be approved and what will be the impact of the project to service levels. Growth of Town and addition of new parkland and facilities. To maintain parks service level standards.
PROJECT BENEFITS:
Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & gr Well maintained parks and sports fields within our community to support activity, good health and safe play
IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:
Please provide an explanation of what the outcomes would be if the project was not approved. Loss of revenues due to unmaintained sports fields Possible exposure to liable due to unsafe fields

Budget							
Total	2019	2020	2021	2022	2023	2024	Future



**Town of Aurora
General Committee Report**

No. PDS19-004

Subject: Stop Control Removal at Corbett Crescent and Cossar Drive
Prepared by: Michael Bat, Traffic/Transportation Analyst
Department: Planning and Development Services
Date: March 19, 2019

Recommendations

- 1. That Report No. PDS19-004 be received;**
- 2. That the stop sign, stop line and crosswalk lines on Corbett Crescent at Cossar Drive be removed; and,**
- 3. That a by-law to amend By-law 4574-04.T be enacted at a future Council Meeting.**

Executive Summary

This report seeks Council's approval to remove the existing stop sign, stop line and crosswalk lines on Corbett Crescent at Cossar Drive in order to eliminate the discrepancy on right-of-way expectation between pedestrian crossing Corbett Crescent and vehicle travelling in westbound-to-southbound direction.

The report can be summarized as follows:

- Existing road conditions of Corbett Crescent and Cossar Drive;
- Definition of crosswalk as defined by the Highway Traffic Act and Ontario Traffic Manual;
- Existing geometric design for Corbett Crescent at Cossar Drive; and,
- Staff recommends to remove the existing traffic control and crosswalk lines on Corbett Crescent at Cossar Drive.

Background

In response to complaints, Town staff undertook an investigation regarding the existing traffic operations on Corbett Crescent at Cossar Drive (subject location).

The subject location is illustrated in Figure 1.

Analysis

Existing road conditions of Corbett Crescent and Cossar Drive

Corbett Crescent: is a two-lane local 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 the west side of the road from Cossar Drive to the southern property limit of 30 Corbett Crescent. 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 within the study area.

Cossar Drive: is a two-lane local 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 the south side of the road. The existing pavement is measured 8.0 metres wide and in accordance to the Town Zoning By-law No. 4574-04.T the posted speed limit is 40 km/h.

Definition of crosswalk as defined by the Highway Traffic Act and Ontario Traffic Manual

According to the Highway Traffic Act (HTA), Crosswalk means:

- a) "That part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or"
- b) "Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface."

Based on Ontario Traffic Manual (OTM) Book 11, Crosswalk (or Pedestrian Crosswalk) is defined as:

- a) "Any portion of the Roadway, at an intersection or elsewhere, distinctly indicated for pedestrian crossing by appropriate pavement markings and/or signs, or by the projections of the lateral lines of the sidewalk on opposite sides of the road."

Existing geometric design for Corbett Crescent at Cossar Drive

In accordance to the as-constructed engineering drawing and site visit undertaken by staff, the existing geometric design for Corbett Crescent at Cossar Drive is comparable to the requirements for a typical angel bend layout as illustrated in the Town Design Criteria Manual for Engineering Plans – Drawing No. R-206. Generally, traffic control is not required/installed under this configuration.

Under the existing condition, a stop sign, stop line and crosswalk lines are installed on Corbett Crescent at Cossar Drive. The northbound-to-eastbound traffic is controlled by the stop sign and the westbound-to-southbound traffic is uncontrolled and operates as free-flow.

The existing traffic operations is illustrated in Figure 2.

Staff recommends to remove the existing traffic control and crosswalk lines on Corbett Crescent at Cossar Drive

Stop Sign and Stop Line:

As noted in OTM Book 15, the purpose of stop sign is to clearly assign and regulate right-of-way between vehicles approaching an intersection from different directions when there is potential for conflict. As described above, there is no conflicting vehicular movements within the subject location and therefore the existing stop sign and stop line are not required.

Crosswalk Lines:

As noted in OTM Book 15, crosswalk lines are not recommended at uncontrolled crossing:

“The presence of a marked pedestrian crossing may create a false sense of confidence on the part of pedestrians, particularly children, who may enter the crosswalk expecting that approaching drivers will see them and stop. A discrepancy may exist between pedestrians’ expectations and the expectations of approaching drivers who may not expect to find a pedestrian crossing at an uncontrolled location.”

In addition, under the HTA, crosswalk is defined without the distinction between controlled and uncontrolled crossing locations. In the absence of stop/yield signs, pedestrian crossover, or traffic control signals (half or full), pedestrians at an

uncontrolled crossing location are required to wait for gaps in vehicular traffic before crossing.

The existing depressed curb can be maintained. According to OTM Book 15 depressed curbs are not intended to imply right-of-way for pedestrian, but rather to improve accessibility and safety where pedestrian activity has been demonstrated, or is anticipated.

Therefore, in accordance to the requirements and definitions outlined in HTA and OTM books, the existing stop sign, stop line and crosswalk lines are not required on Corbett Crescent at Cossar Drive.

Staff have consulted with York Regional Police and Town's By-law Services and no concerns were identified/raised with the removal of stop sign, stop line and crosswalk lines at the subject location.

Staff will monitor the overall traffic operations and pedestrian activities under post-removal condition and install additional traffic signs including "Pedestrian Ahead" (Wc-7) and "Pedestrian Yield to Traffic" (Wc-36) signs if required.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

The approximate cost to removal the stop sign, stop line and crosswalk lines is estimated at \$250.00 and the necessary funds are available from the Operations Department Operating Budget.

Communications Considerations

The affected residents have been notified via mail of the proposed removal of stop sign, stop line and crosswalk lines on Corbett Crescent at Cossar Drive.

A follow-up letter will be sent to the affected residents to notify the Council's decision.

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 the removal of of stop sign, stop line and crosswalk lines on Corbett Crescent at Cossar Drive.

Conclusions

Based on the information presented in this report, the existing stop sign, stop line and crosswalk lines installed on Corbett Crescent at Cossar Drive are not required and it may potentially causes discrepancy on right-of-way expectation between pedestrians and motorists. Given the above, staff recommends the existing traffic control and crosswalk lines be removed, monitor the post-removal condition and install additional traffic signs including "Pedestrian Ahead" (Wc-7) and "Pedestrian Yield to Traffic" (Wc-36) signs if required.

Attachments

Figure 1: Subject Locations Map
Figure 2: Existing Site Context

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on February 28, 2019

March 19, 2019

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Report No. PDS19-004

Departmental Approval

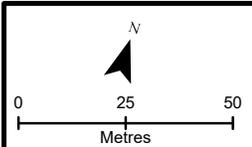
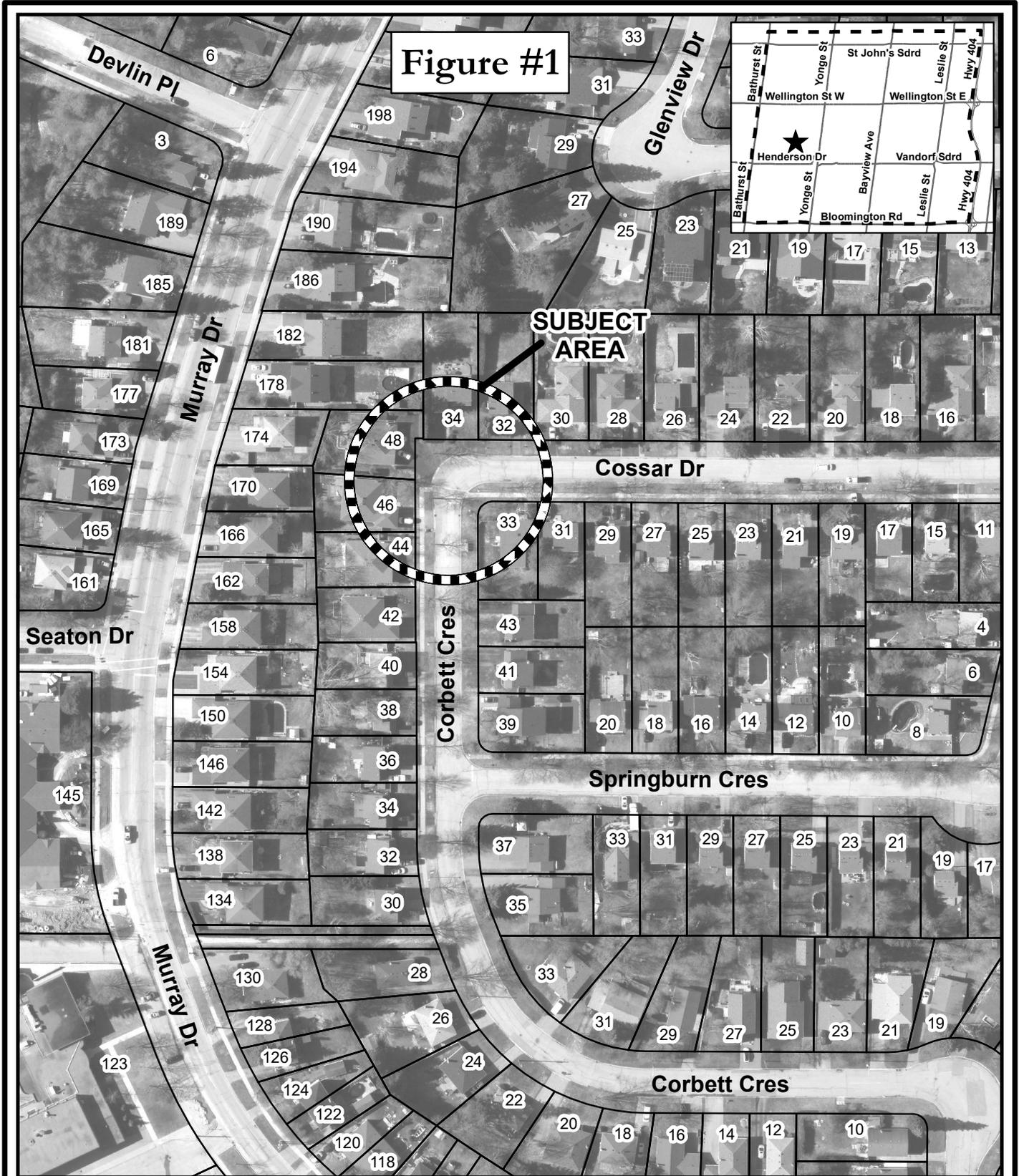


**Anca Mihail
Acting Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



KEY PLAN
STOP CONTROL REMOVAL AT CORBETT
CRES AND COSSAR DR



PDS19-004

Map created by the Town of Aurora Planning and Development Services Department, January 9th, 2019.
 Air photos taken Spring 2018 © First Base Solutions Inc., 2018 Orthophotography. Base data provided by York Region and Aurora - GIS. This is not a legal survey.

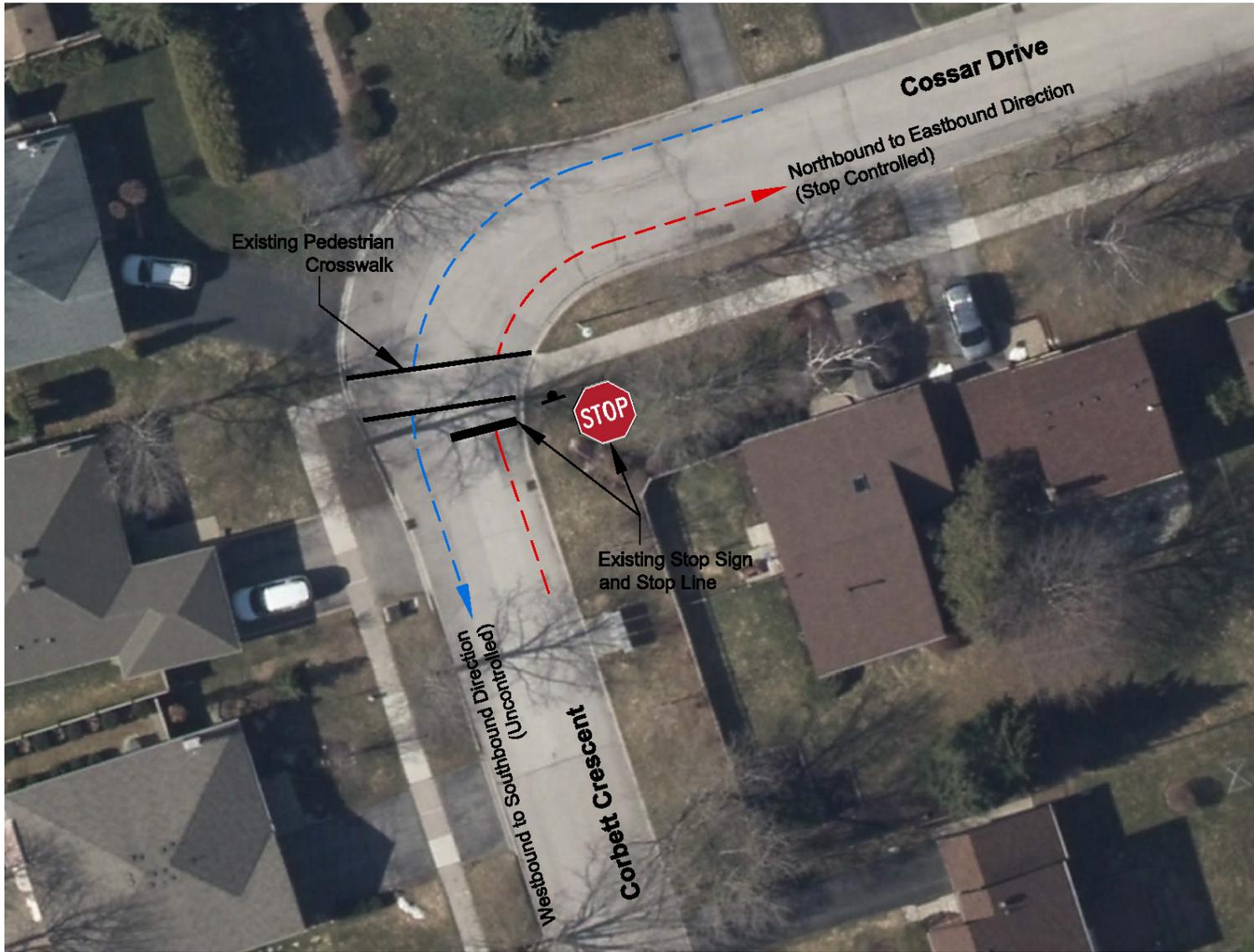


FIGURE 2
EXISTING SITE CONTEXT



PDS19-004

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora
General Committee Report**

No. PDS19-016

Subject: Appointments to the Aurora Economic Development Corporation (AEDC) Board of Directors

Prepared by: Nick Kazakoff, Economic Development Officer

Department: Planning and Development Services

Date: March 19, 2019

Recommendations

1. That Report No. PDS19-016 be received;
2. That Council appoint the Mayor and up to two (2) Councillors (*insert names*) to the Aurora Economic Development Corporation (AEDC) Board of Directors; and
3. That Council appoint the following seven (7) citizen members of the Aurora Economic Development Working Group (AEDCWG) to the Aurora Economic Development Corporation (AEDC) Board of Directors:

**Vern Cunningham
Richard Gong
Tim Hammill
Marilee Harris
Steve Hinder
Mae Khamissa
Craig Youdale.**

Executive Summary

This report seeks Council's appointment of the seven (7) citizen members of the Aurora Economic Development Working Group (AEDCWG) to the Board of Directors of the Aurora Economic Development Corporation (AEDC), it is also recommended that Council appoint the Mayor and up to two Councillors to the AEDC Board of Directors.

- Council has appointed an Aurora Economic Development Corporation Working Group
- Aurora Economic Development Corporation has now been legally incorporated
- The next step is to appoint Aurora Economic Development Corporation Work Group as the Board of Directors.

- Board will consist of up to 8 citizen members and 3 Council members.

Background

In November 2017, Council appointed 4 citizen members and 3 Council members to the working group 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 incorporation of the AEDC in late 2018. The working group actively recruited 3 additional citizen members to the AEDC WG which were appointed by Council in October 2018 for a total of 7 citizen members.

The Aurora Economic Development Corporation has now been legally incorporated as a corporation without share capital under the *Corporations Act (Ontario)* as previously directed by Council. This now requires the seven citizen working group members to be appointed as directors to the recently established AEDC Board of Directors.

Analysis

The next step is to appoint Aurora Economic Development Corporation Work Group as the Board of Directors

The seven Aurora Economic Development Working Group citizen members to be appointed as directors to the AEDC Board of Directors are:

Vern Cunningham
Richard Gong
Tim Hammill
Marilee Harris
Steve Hinder
Mae Khamissa
Craig Youdale

Board will consist of up to 8 citizen members and 3 Council members

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 CAO will also be a non-voting member of the Board of Directors (ex-officio).

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 of continuity purposes. The initial Directors who are citizens will be appointed using staggered terms as follows, to ensure continuity:

- Two Year Term Appointment: Tim Hammill & Steve Hinder
- Three Year Term Appointment: Marilee Harris, Richard Gong, Mae Khamissa, Craig Youdale.
- Four Year Term Appointment: Vern Cunningham

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.

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.

Advisory Committee Review

None.

Legal Considerations

The Aurora Economic Development Corporation was incorporated as a corporation without share capital pursuant to the requirements of the *Municipal Act, 2001* and the *Corporations Act* and the regulations thereunder. The next step is to appoint directors to the Board who will organize, govern and operate the corporation.

Financial Implications

There are no financial implications.

Communications Considerations

Communications will announce the appointments through the News and Notices section of the website.

Link to Strategic Plan

Maintaining Ad Hoc and Advisory Committees/ Boards supports the Strategic Plan goal of supporting an exception 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 not to appoint any or some of the proposed nominees. This would result in vacancies in the composition of the Board of Directors and would require additional recruitment.

Conclusions

With the legal incorporation of the Aurora Economic Development Corporation now completed the following seven (7) citizen members of the Working Group: Vern Cunningham, Richard Gong, Tim Hammill, Marilee Harris, Steve Hinder Mae Khamissa and Craig Youdale are recommended to be appointed to the AEDC Board of Directors. The appointment of such directors is now required by Council in order for the board to be able to commence its operations. In addition, Council shall appoint the Mayor and up to two Councilors to the Board of Directors.

Attachments

None

Previous Reports

General Committee Report No. PDS18-074, dated July, 17, 2018.

Pre-submission Review

Agenda Management Team Meeting review on February 28, 2019.

March 19, 2019

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Report No. PDS19-016

Departmental Approval

Approved for Agenda



**Lawrence Kuk, MCIP, RPP
Acting Director of
Planning and Development Services**



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report

No. PDS19-019

Subject: Heritage Permit Application
22 Church Street
File: HPA-19-03

Prepared by: Adam Robb, Planner

Department: Planning and Development Services

Date: March 19, 2019

Recommendation

- 1. That Report No. PDS19-019 be received; and**
- 2. That the following recommendations be approved:**
 - a) That Heritage Permit Application HPA-19-03 be approved to permit the addition to the subject property as shown on the submitted plans;**
 - b) That the property owner photodocument any original construction revealed during the proposed addition to the property; and**
 - c) That Planning Staff continue to liaise with the Ontario Heritage Trust and ensure the addition remains sympathetic of the heritage resource through all phases of the development.**

Executive Summary

The purpose of this report is to provide Council with direction from the Heritage Advisory Committee regarding Heritage Permit Application HPA-19-03 for the addition to the property at 22 Church Street. The proposed addition is part of the Town of Aurora Library Square revitalization project, and will create up to 32,000 square feet of community and cultural space.

- The subject property, known as the Aurora Cultural Centre or “Church Street School”, is designated under Part IV of the *Ontario Heritage Act* (By-law 2390-80), listed on the Canadian Register of Historic Places, and recognized under Easement to the Ontario Heritage Trust.

- The Church Street School was constructed in 1885-86 and is one of the finest remaining examples of a High Victorian designed public school in Ontario.
- According to the Heritage Impact Assessment provided, there will be minimal to no impact on the character-defining elements of the heritage resource through sympathetic placement, massing and materiality of the addition.

Background

Location

The Church Street School, municipally known as 22 Church Street, is located in the historic centre of the Town of Aurora. As part of the Aurora Cultural Precinct, the property is in an area with a high concentration of built heritage and cultural landscapes in Aurora's downtown core. The Church Street School is approximately 95 metres east of Yonge Street, at the northwest corner of the Church Street and Victoria Street intersection. It is directly adjacent to the Aurora Public Library to the west and across the road from the Part IV designated Trinity Anglican Church to the east. It is part of the Town's Library Square revitalization project.

The Ontario Heritage Trust supports the addition

Being a building of high heritage significance, the exterior and scenic character of the property are also protected by an Ontario Heritage Trust conservation easement. The Ontario Heritage Trust was circulated the plans and elevations for the proposed addition, and gave their comments and initial support for the project and design on January 23, 2019. The Ontario Heritage Trust comments were addressed in the Heritage Impact Assessment (See Attachment 2). Protection of this important heritage resource will continue to be achieved through Staff consultation with the Ontario Heritage Trust throughout the development process.

Analysis

History of the Property

The Church Street School was designed by architect Thomas Kennedy and built in 1885-86 by William Crane and Son. It is known significantly for its role as a school house from 1886-1951 and intermittently from 1963-68. Designed to house 400 students, the Church Street School was built to replace an 1858 structure at the same location. Reflecting the confidence in Aurora's future, the large school house was

designed to accommodate the anticipated growth in population in the area due to the arrival of the “Ontario, Simcoe and Huron Union Railway” in 1853. Of the many schools that existed in Ontario, when the Church Street School was built, it was noted by the regional school inspector that the Church Street School was one of the finest in the Province.

Heritage Evaluation of the Existing Building

The existing character defining elements that contribute to the heritage value of the “High Victorian” designed 22 Church Street, as per designation By-law 2390-80 include:

- Symmetrical, 2 storey, rectangular plan with projecting, gabled bays;
- Low pitched hip roof with cross gables;
- Yellow brick construction upon a granite fieldstone foundation with scoring;
- Extensively patterned and corbelled brickwork, especially that of the cornice and projecting bays;
- Straight-line, parapet gables with ornamental sheet-metal coping and finials;
- Long, narrow, rectangular and round headed windows with double-hung, 2 over 2 wooden sashes and operable transom lights;
- Open belfry with elaborately turned and scroll-cut wooden detailing, and distinctive ogee shaped roof with finial and iron weathervane;
- Huge rectangular rooftop monitor heavily bracketed with blind windows;
- Divided front entrances with wooden, paneled double doors and transom lights;
- Dominant position in the streetscape of the historic centre of Aurora; and
- Setback from the street with a broad front lawns and mature specimen trees.

Impact Mitigation Measures and Conformity to Town Objectives

As outlined in the Heritage Impact Assessment, there will be minimal or no impact on the character defining elements of the heritage resource (See Attachment 2). The new addition will be sympathetic and distinguishable from the heritage building. The visual impacts of the proposed development will be mitigated by:

- Providing a roof level height that does not exceed the height of the heritage building;
- Articulating the form of the new addition to respond to the massing of the heritage building;
- Designing the mass of the new addition to maintain the visual prominence of the heritage building;

- Insetting a new glass atrium to provide visual relief between the masses of the heritage building and the new rear addition and also ensure that the rear elevation of the heritage building remains legible;
- Introducing new materiality for the addition that will be sympathetic to, yet distinguishable from the heritage building.

In addition to the mitigation efforts listed above, the new addition also conforms to the guiding principles of the Aurora Cultural Precinct/Library Square Project Concept Plan by creating a community hub, thinking big, enhancing connections, creating a downtown destination, and building on community assets.

Neighbourhood Context

As part of the Library Square project, the proposed addition will serve as an integral part in the revitalization of Aurora's historic downtown core. The Library Square project will add multi-season programming and activation space to the area, and the proposed addition to the subject property will complement this community hub by offering much needed community theatre, studio, and program space.

The proposed addition will also be sympathetic to the character of the area and other surrounding heritage buildings.

Proposed Addition

The proposed redevelopment anticipates the retention of the original building in its entirety, removal of a later (non-heritage) addition circa 2001, and construction of a new approximately 32,000 square foot rear addition (See Attachment 3).

The new rear addition and public square will provide:

- A new universally accessible primary entrance to the Cultural Centre. The building currently does not meet AODA standards;
- New landscaped public open space in place of the existing parking lots to the east and west of the subject property;
- Over 26,000 square feet of community and cultural space, including a performing arts theatre and various studio space;
- Brick repointing and floor repairs to the existing property as part of the new construction;
- Expansion of the public realm on site;

March 19, 2019

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Report No. PDS19-019

- Opportunities for activation and programming in collaboration with the Aurora Public Library;
- Passive appreciation of the heritage building through seating and integration into the square.

Advisory Committee Review

The Heritage Advisory Committee reviewed Heritage Permit Application HPA-19-03 on March 5, 2019 and approved the recommendations made by staff. The Heritage Advisory Committee provided comments regarding:

- Ensuring that the colour and material selections of the veil around the exterior of the addition remain sympathetic and complementary to the heritage property.
- Ensuring that the scale and massing of the addition remains subordinate and does not conflict with the heritage structure in terms of prominence.
- Ensuring that the impact of any shadows from the addition are mitigated.
- Requiring that any other future design changes that may impact the heritage attributes of the property be subject to further review from the Heritage Advisory Committee as a new Heritage Permit Application.

Legal Considerations

Heritage Permits

The subject property was designated in 1980 under Part IV of the *Ontario Heritage Act* (the “Act”). The Heritage Permit application was deemed complete by staff on February 8, 2019 and is being processed pursuant to section 33(1) of the Act. Within 90 days of receiving notice of the application and after consultation with HAC, Council may approve the permit application, with or without conditions, or may refuse the application. Only the owner may appeal Council’s decision to the Conservation Review Board, therefore, given that Council is the owner of the property, any decision made by Council will be final. Council must make a decision by Thursday, May 9, 2019.

In addition, as mentioned previously, the Town entered into an easement agreement with The Ontario Heritage Foundation (now known as the Ontario Heritage Trust) on May 31, 1982. The agreement requires the Town to obtain written approval from the Trust in order to undertake any construction. Staff will continue to work closely with the Trust throughout the development process.

Financial Implications

There is no financial impact associated with this report.

Communications Considerations

No communication required.

Link to Strategic Plan

The conservation of heritage resources supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in objective ***Celebrating and Promoting our Culture***.

Alternative to the Recommendation

1. Refuse the Heritage Permit Application

Conclusions

It is recommended that the Heritage Permit Application for the addition to 22 Church Street be approved, which follows the recommendations made by the Heritage Advisory Committee. According to the Heritage Impact Assessment provided, the addition will rehabilitate the site and conserve the cultural heritage value of the building by having minimal to no impact on the character-defining elements of the property. As part of the Library Square revitalization project, the addition will be an integral component in making the downtown a 'destination' and in providing community and cultural space for visitors and residents of Aurora alike.

Attachments

- Attachment 1 – Location Plan
- Attachment 2 – Heritage Impact Assessment (2019)
- Attachment 3 – Conceptual Plans
- Attachment 4 – Heritage Inventory Information Sheet

March 19, 2019

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Report No. PDS19-019

Previous Reports

Heritage Advisory Committee Report HAC19-004 dated March 5, 2019.

Pre-submission Review

Agenda Management Team Meeting review on February 27, 2019.

Departmental Approval

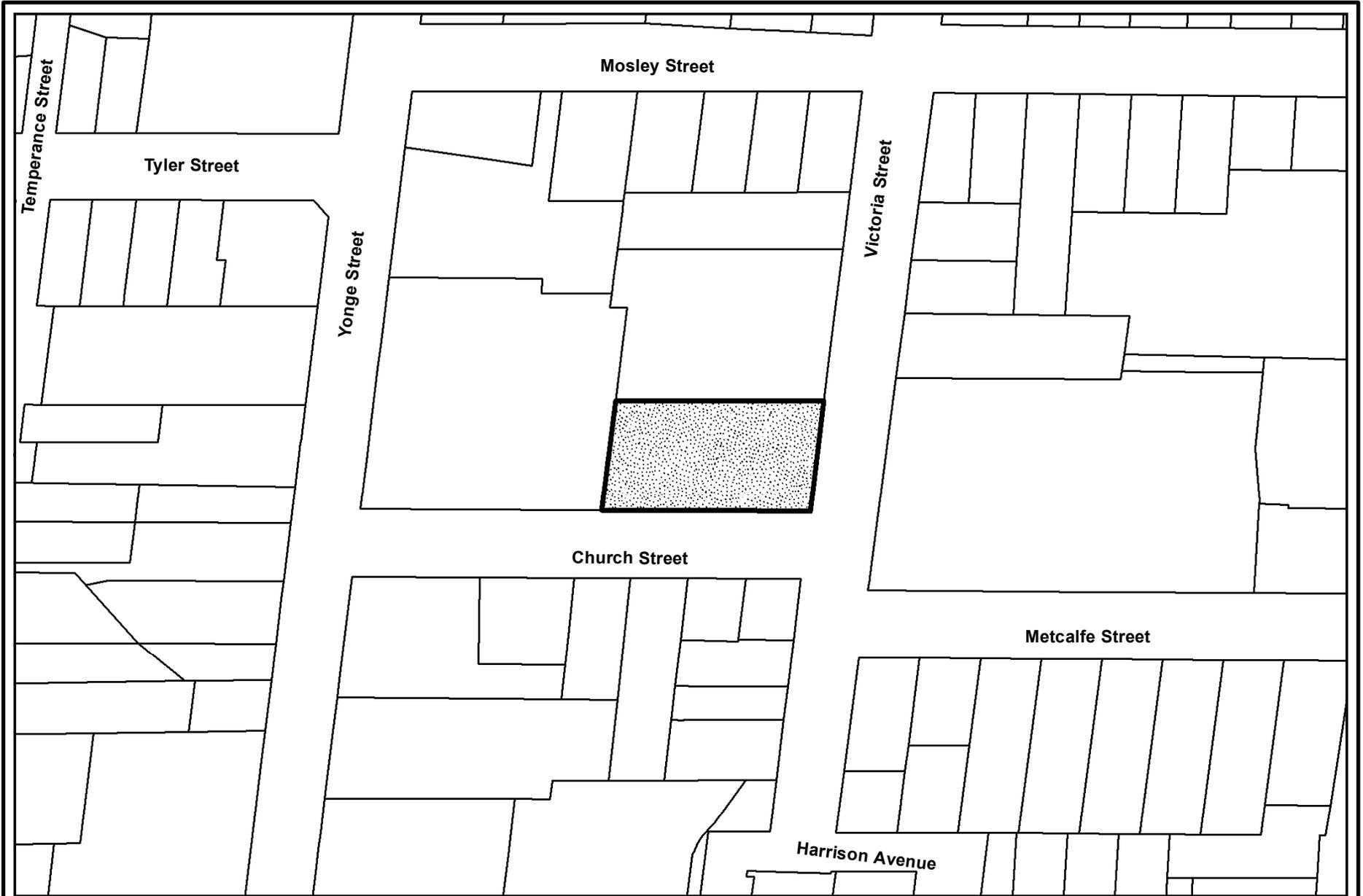
Approved for Agenda



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Acting Director
Planning and Development Services**



for **Doug Nadorozny
Chief Administrative Officer**



LOCATION PLAN

HAC19-004
22 CHURCH STREET

 **SUBJECT LANDS**



AURORA CULTURAL CENTRE

HERITAGE IMPACT ASSESSMENT

22 Church Street & 52-56 Victoria Street
Aurora, ON

Issued: February 22, 2019



COVER PAGE: Public School, Aurora Ont. (Aurora Archives, n.d.)

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EXECUTIVE SUMMARY

Background

This Heritage Impact Assessment (HIA), prepared for the Town of Aurora by ERA Architects Inc. (ERA), assesses the impact of a proposed redevelopment on the cultural heritage resources located at 22 Church Street, Aurora.

The development site is comprised of 22 Church Street and 52-56 Victoria Street (“the Site”). The Site is currently occupied by a two-storey brick school building and a surface parking lot. Structures at 52 and 56 Victoria Street were recently removed.

Cultural Heritage Value

The Site is designated under Part IV of the Ontario Heritage Act by By-law 2390-80. The Site was designated for its “Late Victorian” design and association with the Church Street School.

Proposed Development

The proposed redevelopment anticipates the retention of the original building in its entirety, removal of the later rear addition, and construction of a new rear addition. A new landscaped public square will also be provided to the west of the building.

Impact on Heritage Resources

The proposed development will have minimal to no impact on the heritage resource’s character-defining elements.

Mitigation

The physical impacts of the removal and replacement of the rear addition will be mitigated through careful integration of new construction with the heritage fabric.

The visual impacts of the proposed development will be mitigated by:

- Providing a roof level height that does not exceed the height of the heritage building;
- Articulating the form of the new addition to respond to the massing of the heritage building;
- Designing the mass of the new addition to maintain the visual prominence of the heritage building;
- Insetting a new glass atrium to a) provide visual relief between the masses of the heritage building and new rear addition, and b) to ensure that the rear elevation of the heritage building remains legible; and
- Introducing new materiality for the addition that will be sympathetic to, yet distinguishable from, the heritage building.

Conclusion

The proposed development will rehabilitate the Site and conserve the cultural heritage value of the school building at 22 Church Street. The proposed design mitigates any impacts on the heritage resource, through its placement, massing and materiality.

Overall, the proposed development provides an improved condition for the Site, while providing new and improved public and community space for the Town of Aurora.

1 INTRODUCTION

1.1 Scope of the Report

ERA Architects (Inc. ERA) has prepared this Heritage Impact Assessment (HIA) to assess the impact of the proposed development on the potential heritage resources at 22 Church Street (“the Site”).

The purpose of an HIA, according to the Town of Aurora’s Heritage Impact Assessment Guide, is to determine if any cultural heritage resources may be adversely impacted by a specific proposed development or site alteration.

This report was prepared with reference to the following:

- Ontario’s Provincial Policy Statement (2014);
- Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest;
- The Standards and Guidelines for the Conservation of Historic Places in Canada (2010);
- Ontario Heritage Tool Kit;
- Region of York Official Plan (2010);
- The Town of Aurora Official Plan (2010);
- Aurora Cultural Precinct/Library Square Project Concept Plan; and
- Town of Aurora Heritage Impact Assessment and Conservation Plan Guide (2017).

1.2 Site Description and Context

The Site is located on the northwest corner of Church Street and Victoria Street in the Town of Aurora.

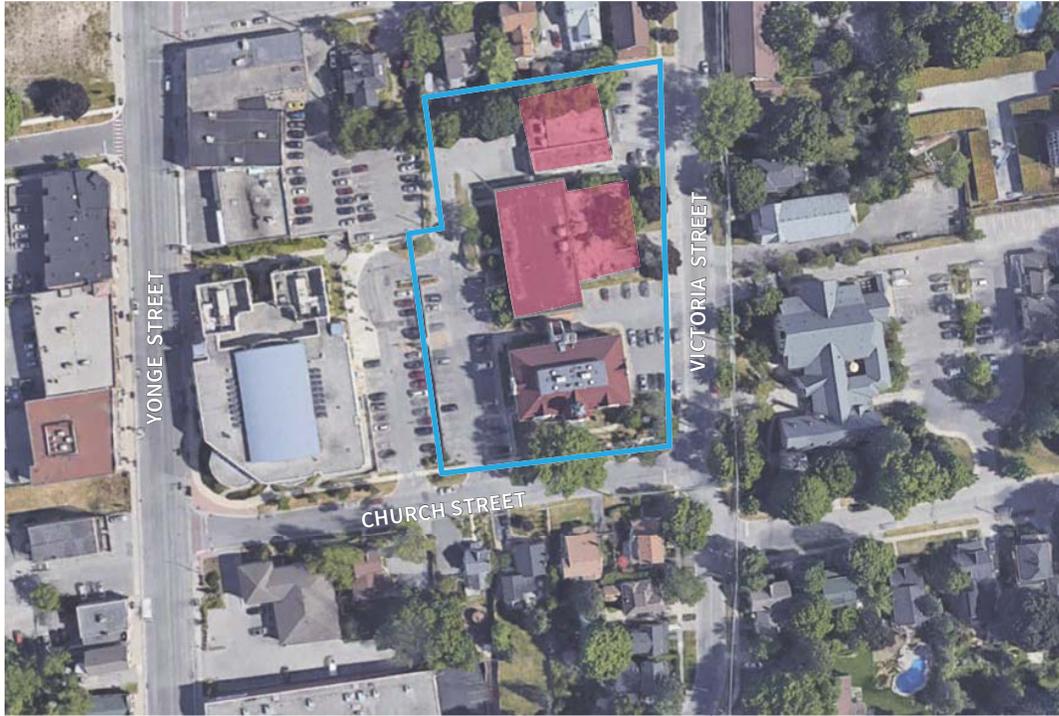
It contains a two-storey brick school building and surface parking lot at 22 Church Street. Two buildings on the Site have recently been removed, including:

- A one-storey building, which hosted a Baptist Church, at 56 Victoria Street; and
- A one-storey building, which hosted offices, at 52 Victoria Street.

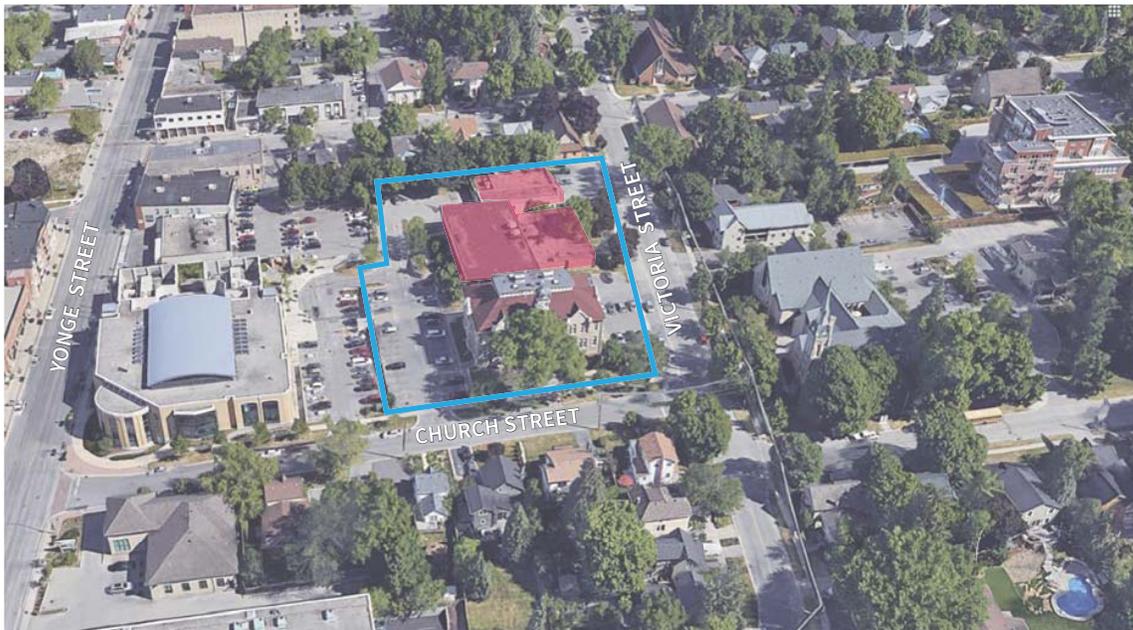
The Site is surrounded by a wide range of uses including: residential to the north and south; a church and school to the east; and a public library and commercial uses to the west along Yonge Street.



Property map with Site in blue (York Region Maps; Annotated by ERA, 2019).



Aerial view with the Site outlined blue, buildings identified in pink have since been removed (Google Maps, 2017; Annotated by ERA, 2019).



Axonometric view with the Site identified in blue, buildings identified in pink have since been removed (Google Maps, 2017; Annotated by ERA, 2019).

1.3 Context Photographs



South elevation of 22 Church Street (ERA, 2018).



North elevation of 22 Church Street (ERA, 2018).



Looking north on Victoria Street Street, Site on the left (ERA, 2018).



Looking south on Victoria Street Street, Site on the right (ERA, 2018).



Looking east on Church Street, Site on the left (ERA, 2018).

1.4 Existing Heritage Recognition

The property at 22 Church Street is designated under Part IV of the Ontario Heritage Act by By-law No. 2390-80 (attached at Appendix I). The property was also listed on the Canadian Register of Historic Places on October 30, 2008. The property's Statement of Significance is provided in Section 2 of this report.

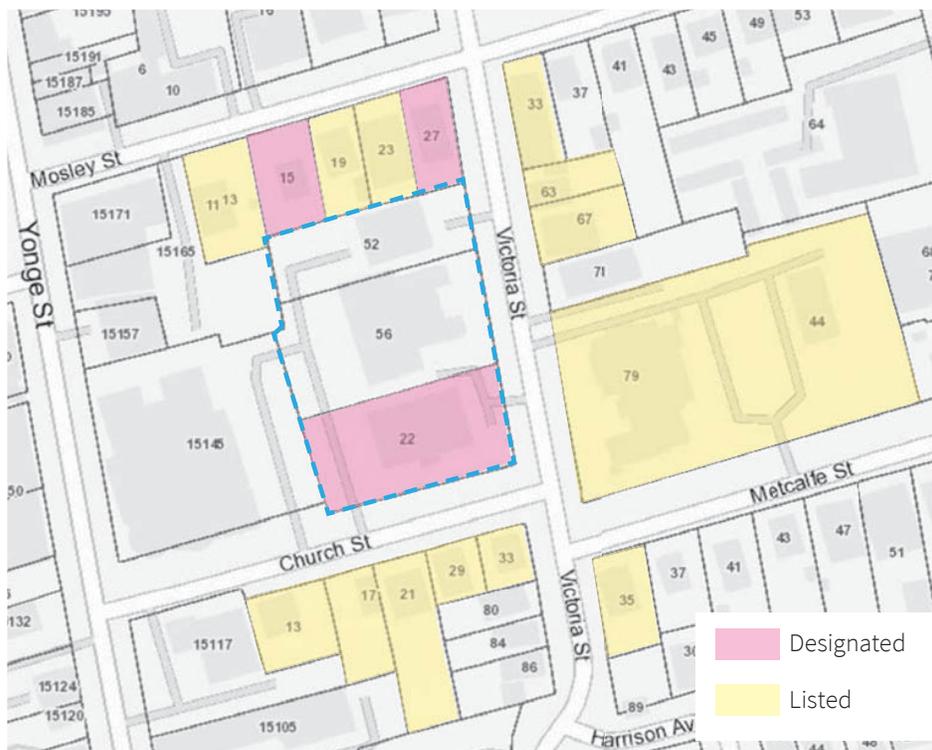
1.5 Adjacent Heritage Resources

The following properties are adjacent to the Site and are designated under Part IV of the Ontario Heritage Act:

- 15 Mosley Street; and
- 27 Mosley Street.

The following properties are adjacent to the Site and are included on the Town of Aurora's Heritage Register:

- 35, 79, 67 and 63 Victoria Street;
- 13, 17, 21, 29, and 33 Church Street; and
- 11-13, 19, 23 and 33 Mosley Street.



Map of adjacent heritage resources, Site outlined in blue (York Region Maps; Annotated by ERA, 2019).



79 Victoria Street (ERA, 2018).



View looking west on Church Street, showing south side properties at 13-33 Church Street (Google Images, 2019).



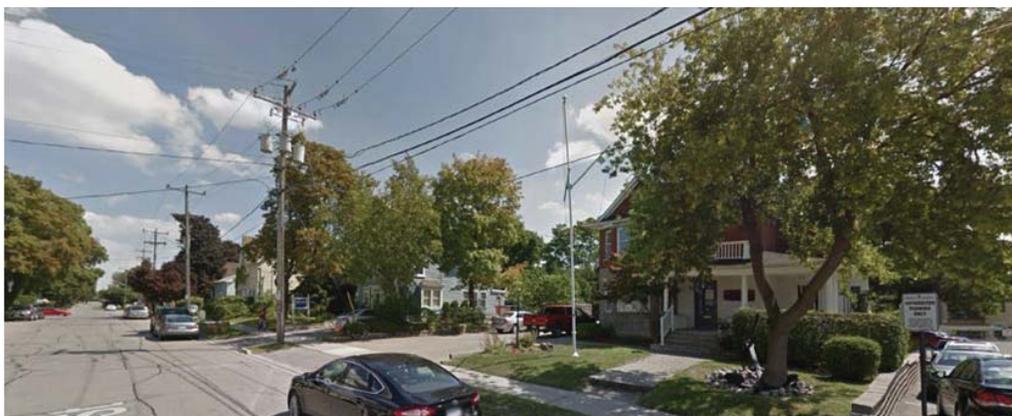
View looking east on Church Street with properties at 13-33 Church Street on the right (Google Images, 2019).



View looking north-east on Victoria Street, showing properties at 33 Mosley Street, 63 and 67 Victoria Street (Google Images, 2019).



View looking west on Mosley Street showing properties at 11-27 Mosley Street (Google Images, 2019).



View looking east on Mosley Street showing properties at 11-27 Mosley Street (Google Images, 2019).

2 BACKGROUND AND RESEARCH ANALYSIS

The Designation By-law for the property at 22 Church Street provides a short description for the reasons of designation (see Appendix I). The Canadian Heritage Register Listing provides a more in depth Statement of Significance and is as follows:

Description of Historic Place

The school at 22 Church Street, known as the Church Street School, is situated in the historic centre of the Town of Aurora. The two-storey, yellow brick school building was designed in a High Victorian manner by architect Thomas Kennedy and was constructed from 1885-86.

The exterior of the building and the scenic character of the property are protected by an Ontario Heritage Trust conservation easement. The property is also designated by the Town of Aurora under Part IV of the Ontario Heritage Act (By-law 2390-80).

Heritage Value

Located at the north-west corner of Church and Victoria Streets, the Church Street School is situated in the historic centre of Aurora, and is a dominant landmark structure. Enhanced by a deep set-back and landscaping, the Church Street School contributes to Aurora's period streetscape and the neighbourhood character.

The Church Street School, historically known as Aurora Public School, is significant for its role as a school house from 1886-1951 and intermittently from 1963-68. Designed to house 400 students, the Church Street School was built to replace an 1858 structure, at the same location. Reflecting the confidence in Aurora's future, the Church Street School was unusually substantial in size character for a village of fewer than 2000 residents and 210 students. The school house was designed to accommodate the anticipated growth in population in the area, due to the arrival of the Ontario, Simcoe and Huron Union Railway, in 1853. The Church Street School also represents the era of rapid expansion of educational facilities in Ontario between 1871 and 1885, when a total of 71 school houses were newly built or expanded.

Church Street School is one of the finest remaining examples of a High Victorian designed public school in Ontario. Built in 1885-86 at a substantial cost, over \$12,000, the structure was designed with eight large classrooms, each with a cloakroom and a capacity for 50 students.

Barrie architect, Thomas Kennedy, of the firm Kennedy, Gaviller and Holland designed the school and William Crane and Son of Newmarket was responsible for its construction. The exterior of the Church Street School incorporates a variety of fashionable period styles giving it a highly eclectic character. Round headed windows, especially those grouped together and decreasing in size, exemplify the Romanesque Revival style, as does the extensive corbelling of the brick, and the parapet gables. Intricately patterned brickwork, long narrow windows, and the heavily turned, wooden detailing of the belfry with its ogee shaped, Jacobean style roof are elements indicative of a strong Queen Anne Revival style. A huge rooftop monitor, heavily bracketed with rounded blind windows references the Italianate style, which was still enjoying popularity at the time of the school's construction. Separate boys and girls entrances are found in the divided doorways of the front entrance. Of the many schools that existed in Ontario, when the Church Street School was built, it was noted by the regional school inspector, that the Church Street School was one of the finest in the Province.

Character-defining Elements

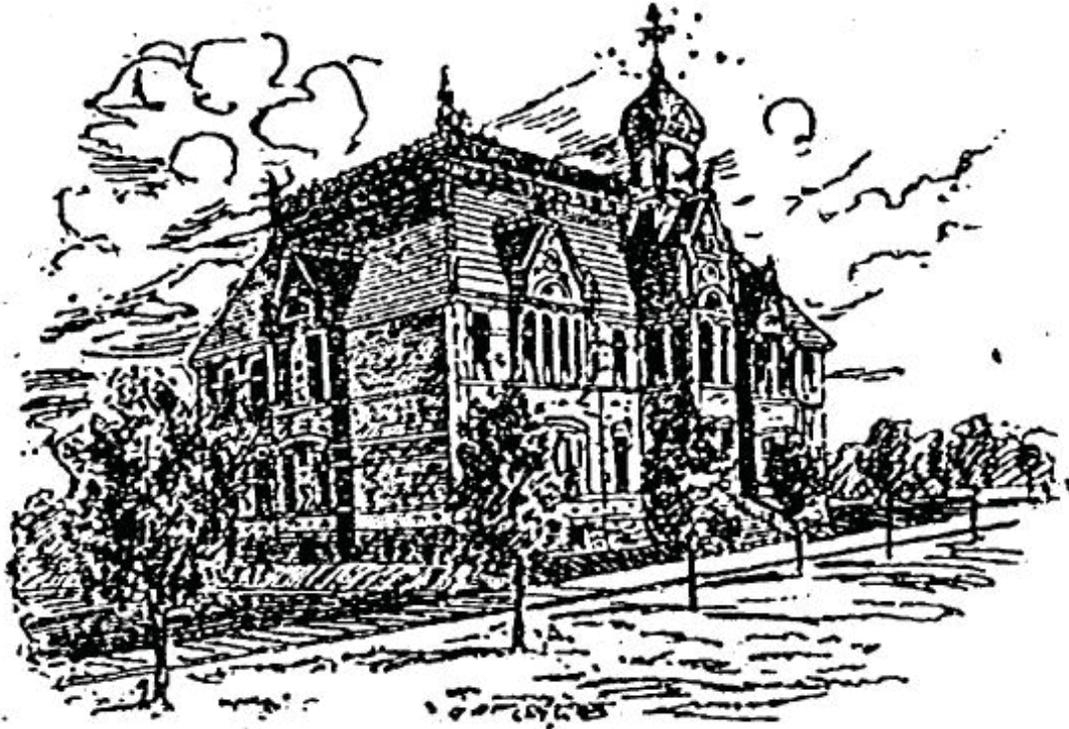
Character-defining elements that contribute to the heritage value of the Church Street School include its:

- symmetrical, two-storey, rectangular plan with projecting, gabled bays
- low pitched hip roof with cross gables
- yellow brick construction upon a granite fieldstone foundation with scoring
- extensively patterned and corbelled brickwork, especially that of the cornice and projecting bays
- straight-line, parapet gables with ornamental sheet-metal coping and finials
- long, narrow, rectangular and round headed windows with double-hung, 2 over 2 wooden sashes and operable transom lights

- open belfry with elaborately turned and scroll-cut wooden detailing, and distinctive ogee shaped roof with finial and iron weathervane
- huge rectangular rooftop monitor heavily bracketed with blind windows
- divided front entrances with wooden, paneled double doors and transom lights
- dominant position in the streetscape of the historic centre of Aurora
- setback from the street with a broad front lawn and mature specimen trees



Poster of Aurora School c. 1910 (Aurora Archives).



Sketch of the school building c. 1898 (Aurora Archives).



Class photo in front of school c. 1889 (Aurora Archives).



School children playing to the north of the school building , date unkown (Aurora Archives).



Bicycle club, date unkown (Aurora Archives).

2.1 Building Alterations

The building has undergone minor exterior alterations since its construction in 1885-86.

As noted in an edition of the Aurora Banner, the original wooden steps and walkway were replaced with concrete in 1906.

On December 8, 1949, the Aurora Banner noted the construction of fire escapes at the east and west sides of the school building (see photo below). The fire escapes have since been removed.

In 2001, a rear addition was constructed to host an elevator and stairwell.



Southwest view of the school showing fire escape at east elevation, date unknown (Aurora Archives).

3 PLANNING & HERITAGE POLICY CONTEXT

Overview

The following documents comprise the policy framework relevant to the heritage considerations on the property:

- Ontario's Provincial Policy Statement, 2014 (the "PPS");
- The Standards and Guidelines for the Conservation of Historic Places in Canada ("Standards and Guidelines");
- Region of York Official Plan, 2010;
- The Town of Aurora Official Plan, 2010; and
- Aurora Cultural Precinct/Library Square Project Concept Plan.

These documents encourage or require conservation of heritage properties in a manner that ensures their cultural heritage value is retained.

The heritage policy framework must be evaluated within the broader policy context. The PPS 2014, Official Plan and Standards and Guidelines encourage decision-makers to consider all of the relevant policies pertaining to a development proposal and to understand how they work together.

Provincial Policy Statement

The PPS provides policies to ensure development and site alteration is not permitted on lands adjacent to protected heritage property except when the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Standards and Guidelines

The Standards and Guidelines, along with international charters and agreements, establish the guiding principles for conservation of built heritage resources in Canada.

Region of York Official Plan

The Region of York identifies its diverse cultural heritage as a unique attribute that enhances quality of life. As such, the Region's Official Plan provides policies that promote and conserve cultural heritage resources. An objective of the Official Plan is to conserve and promote cultural heritage and its value and benefit to the community, as well as to encourage access to core historic areas.

Town of Aurora Official Plan

Section 13 of the Official Plan sets forth the mechanisms and parameters for heritage conservation in the Town of Aurora. The Official Plan provides that alteration, removal or demolition of heritage attributes on designated heritage properties will be avoided. It states the core principle for all conservation projects is the protection, maintenance and stabilization of existing cultural heritage attributes and features rather than their removal or replacement.

*Aurora Cultural Precinct / Library Square Project
Concept Plan*

This three-block Precinct contains the highest concentration of built heritage and cultural landscapes in Aurora's downtown core. It is the Town's hope to create a new cultural hub that will serve as a focal point for residents and tourists. The reinvestment in and redevelopment of the Precinct is guided by Aurora's 2014 Cultural Master Plan.

The Concept Plan anticipates the redevelopment of the Site, indicating the location of parking and community amenity space surrounding the school building (see graphic on following page). The Concept Plan identifies seven guiding principles, which should be considered in all proposed developments within the Precinct:

- Think big and local;
- Create a hub of artistic creation, innovation, production and presentation;
- Enhance connections;
- Consider context and scale;
- Create a destination;
- Build on existing community assets; and
- Support active transportation.



Initial rendering of Block One plan



Detailed rendering of Block One plan

Excerpts of Block One of the Town of Aurora presentation to Council on the Cultural Precinct Concept Plan (December 8th), heritage building indicated by a red asterisk (Town of Aurora, 2015; Annotated by ERA, 2019).

4 ASSESSMENT OF EXISTING CONDITION

ERA inspected the building's exterior at grade and its interior during a site visit on January 10, 2019. This inspection included a walk-through of each floor, including the basement, accessible attic space and a visual inspection of the exterior perimeter of the building. The floors are occupied by offices, archives, galleries, storage, ancillary or multi-purpose rooms. Generally, the building is well maintained; the exterior exhibits some deterioration or damage and the interior exhibits limited water damage on the second floor perimeters of Multi-Purpose 2 and the stairwell.

General observations are summarized below by elevation.

South Elevation (Principal)

- The wood windows, frames and sills appear to be in good condition. One window has a bird's nest in it, which should be removed.
- The wood doors appear to be in good condition.
- The brickwork appears to be in fair-to-good condition with localized areas of environmental soiling, cracks and open mortar joints above some window lintels, isolated areas of brick delamination and areas of mortar loss. Some



Windows at the south elevation (ERA, 2019).

The building components were graded using the following assessment terms:

Excellent: *Superior aging performance. Functioning as intended; no deterioration observed.*

Good: *Normal Result. Functioning as intended; normal deterioration observed; no maintenance anticipated within the next five years.*

Fair: *Functioning as intended; Normal deterioration and minor distress observed; maintenance will be required within the next three to five years to maintain functionality.*

Poor: *Not functioning as intended; significant deterioration and distress observed; maintenance and some repair required within the next year to restore functionality.*

Defective: *Not functioning as intended; significant deterioration and major distress observed, possible damage to support structure; may present a risk; must be dealt with immediately.*



Main entrance (ERA, 2019).

bricks, especially near the main entrance doors, are cracked all the way through and/or fairly extensively eroded. These should be replaced.

- The stone foundations appear to be in good condition, with some surface soiling. Two basement windows near the main entrance were previously bricked in.
- Overall the woodwork on the main elevation, including decorative details and wood details around the eave projections, appears to be in good condition. One location of soffit damage and some localized areas of flaking paint were noted.

- The metal flashings appear to be in good condition.
- The rain water conveying system appear to be functioning as intended and in good condition.



Bricked in window at the south elevation (ERA, 2019).



South elevation, detail of wood soffit damage (ERA, 2019).

West Elevation

- The wood windows, frames and sills appear to be in good condition.
- The brickwork appears to be in fair-to-good condition with areas of environmental soiling, areas of efflorescence, cracks and open mortar joints above some window lintels, localized areas of brick delamination or damaged bricks, and areas of mortar loss and ghosting on bricks from removed fire escape stairs.
- The stone foundations appear to be in good condition, with some surface soiling. One basement window near the southwest corner was previously modified to accommodate a door.
- The woodwork appears to be in good condition. There is damage to the wood soffit at one location.
- The rain water conveying system appear to be functioning as intended and in good condition.



Foundation and basement windows at west elevation (ERA, 2019).



West elevation stone foundation and basement window, showing cracked mortar joints above window (ERA, 2019).



Ghosting on brick from removed fire escape stairs at west elevation (ERA, 2019).

North Elevation

- The wood windows, frames and sills appear to be in good condition. Some damaged concrete sills with material loss were noted.
- The brickwork appears to be in fair-to-good condition with areas of environmental soiling, an area of parging, cracks and open mortar joints above some window lintels, localized areas of brick delamination or damaged bricks, obsolete ferrous metal fasteners, small holes in individual bricks, and areas of mortar loss.
- The stone foundations appear to be in good condition. Four basement windows were previously bricked in.
- The wood work appears to be in good condition.
- The rain water conveying system appear to be functioning as intended and in good condition.



Detail of stone foundation and basement window at west elevation (ERA, 2019).



Later addition at north elevation (ERA, 2019).



Detail of brick at north elevation (ERA, 2019).



West end of north elevation (ERA, 2019).

East Elevation

- The wood windows, frames and sills appear to be in good condition.
- The brickwork appears to be fair-to-good condition with areas of environmental soiling, areas of efflorescence, cracks and open mortar joints above some window lintels, localized areas of brick delamination or damaged brick, obsolete ferrous metal fasteners, small holes in individual bricks, areas of mortar loss and ghosting from removed fire escape stairs.
- The stone foundations appear to be in good condition with some surface soiling. Two basement window brick lintels were previously replaced with concrete lintels, which are currently cracked all the way through.
- The woodwork appears to be in good condition.
- The rain water conveying system appear to be functioning as intended and in good condition.



Foundation and basement windows at east elevation (ERA, 2019).



Windows at east elevation (ERA, 2019).



East elevation, showing detail of cracked concrete lintel and cracked and open mortar joints (ERA, 2019).



East elevation, showing area of efflorescence (ERA, 2019).

5 DESCRIPTION OF PROPOSED DEVELOPMENT

5.1 Summary of Proposed Development

The proposed redevelopment anticipates the retention of the original building in its entirety, removal of the later rear addition, and construction of a new rear addition.

The new rear addition will provide a new universally accessible primary entrance. The proposed development will also provide new landscaped public open spaces in place of the existing parking lots to the east and west of the school building.

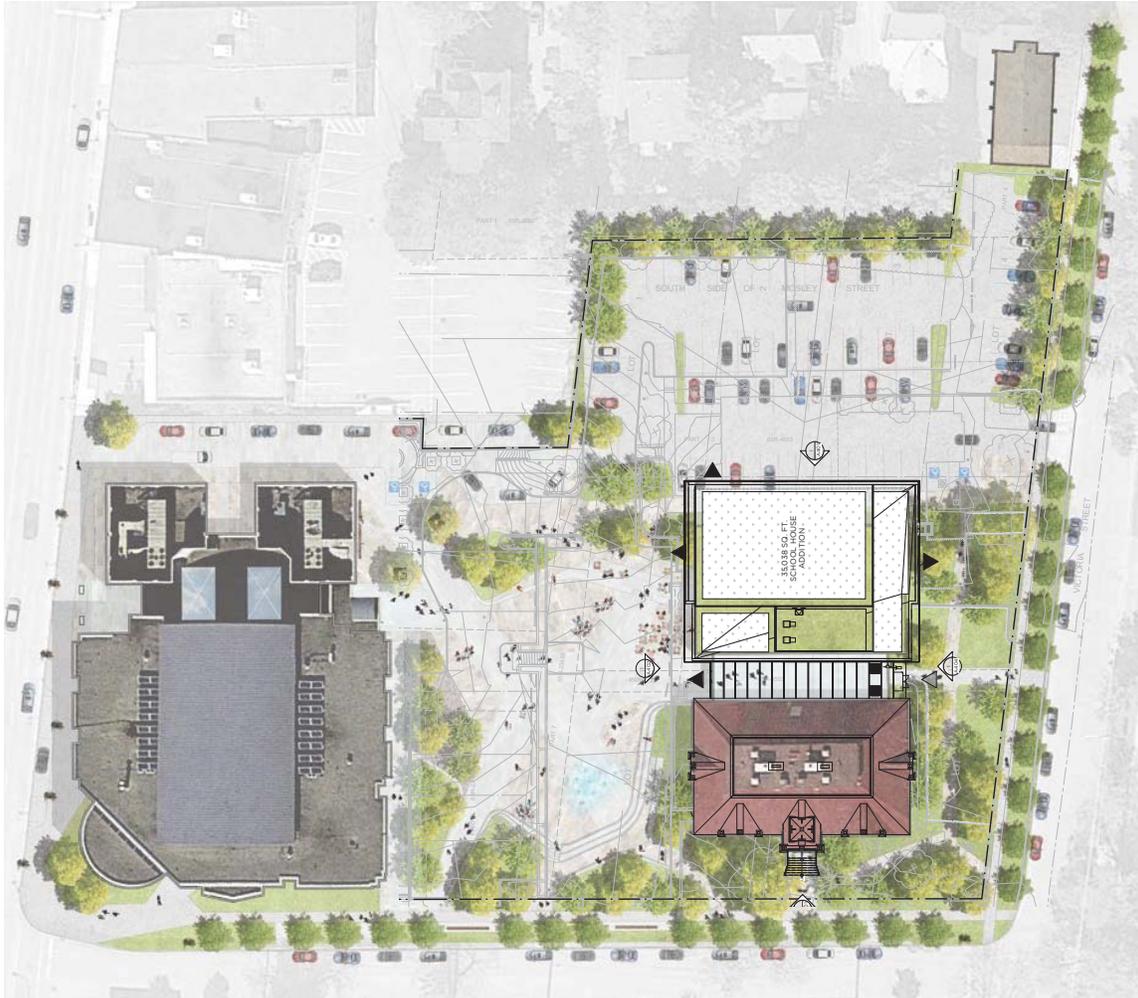
Restoration and conservation work for the existing building has not been proposed as part of redevelopment; however, brick repointing and floor repairs will be undertaken by the Town of Aurora in coordination with new construction.



Rendering of the proposed south-east elevation (RAW, 2019).



Rendering of the proposed north-west elevation (RAW, 2019).

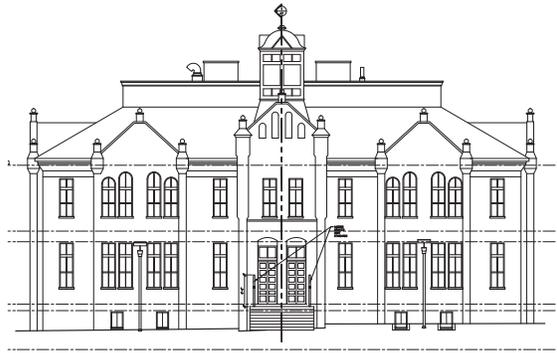


Proposed development overlaid on rendered landscape plan (The Planning Partnership, 2018; Annotated by ERA, 2018).



Above| Interior renderings (RAW, 2019).

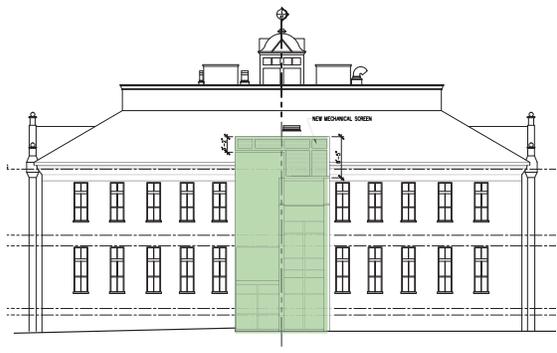
5.2 Proposed Elevations and Alterations



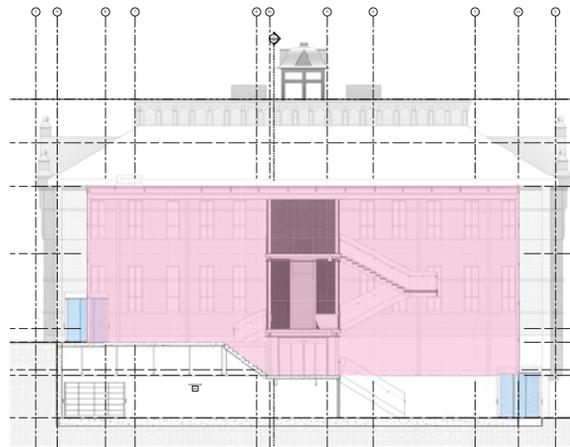
Existing south elevation (Lynch & Comisso, 2006).



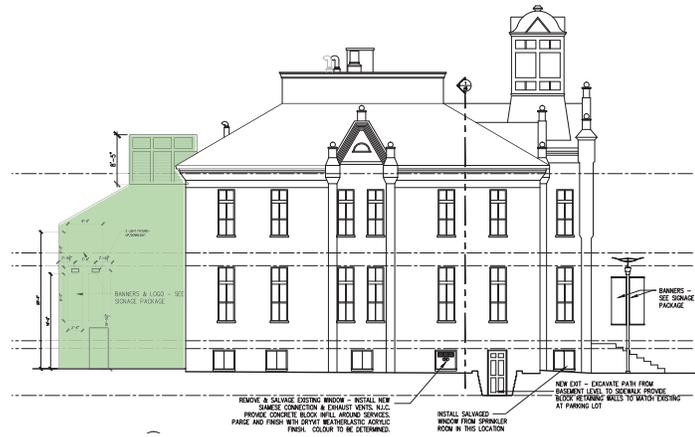
Proposed south elevation, showing new construction behind the heritage building in pink (RAW, 2019; Annotated by ERA, 2019).



Existing north elevation, rear addition to be removed in green (Lynch & Comisso, 2006; Annotated by ERA, 2018).



Proposed north elevation, area with new construction shown in pink, showing the exposed north elevation of heritage building. Blue areas show projected vestibules set into glass atrium (RAW, 2019; Annotated by ERA, 2019).



Existing west elevation, showing rear addition to be removed in green (Lynch & Comisso, 2006; Annotated by ERA, 2018).



Proposed west elevation, showing new construction in pink, change in grade and foundation to be exposed in yellow (RAW, 2019; Annotated by ERA, 2019).



Existing east elevation, showing rear addition to be removed in blue (Lynch & Comisso; Annotated by ERA, 2018).



Proposed east elevation, showing new construction in pink (RAW, 2019; Annotated by ERA, 2019).

6 ASSESSMENT OF PROPOSED DEVELOPMENT

6.1 Summary of Impacts

The following table identifies impacts of the proposal on heritage properties (City of Toronto's Heritage Impact Assessment Terms of Reference, 2014). This assessment has been completed based on the drawing set dated February 6, 2019.

Possible Effect	Assessment
Destruction of any, or part of any, significant heritage attributes or features	The building is to be retained in its entirety, with the exception of the removal of a later addition.
Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance	The proposed design is sympathetic to and distinguishable from the historic fabric.
Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature or plantings, such as a garden	A shadow study has yet be prepared, though minimal impact is anticipated.
Isolation of a heritage attribute from its surrounding environment, context or a significant relationship	No isolation, as the heritage building will be retained in its entirety.
Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features	The new construction will not obstruct significant views of the historic building.
A change in land use (such as rezoning a church to a multi-unit residence) where the change in use negates the property's cultural heritage value	N/A
Land disturbances such as a change in grade that alters soils, and drainage patterns	The west elevation will be regraded to facilitate a public square.
Other possible effects (specify if any)	N/A

6.2 Impact on Character-defining Elements

Character-defining Elements (as described in the Statement of Significance)	Impact
Symmetrical, two storey, rectangular plan with projecting, gabled bays	No impact. The proposed addition provides for full building retention. The glass atrium will be inset allowing for its three-dimensional form and rectangular plan to be read.
Low pitched hip roof with cross gables	No impact. The roof will be retained in its entirety. The proposed development maintain a roof level that does not exceed the height of the heritage building.
Yellow brick construction upon a granite fieldstone foundation with scoring	Minimal impact . The later rear addition is to be removed. A shoring wall will be installed below grade, and the existing exposed foundation walls will not be altered. The grade at the west elevations will be lowered to expose more of the granite fieldstone. The portion of the north foundation wall that is currently exposed will be visible in the new atrium. Materiality of new construction will not compete with existing buff brick.
Extensively patterned and corbeled brickwork, especially that of the cornice and projecting bays	Minimal impact. New construction will only penetrate or seek support from the existing building at the perimeter of the glazed atrium and at the first and second level floor slab connections. A series of gaskets and seals will affix the new construction to the original north facade (see diagram A502).
Straight-line, parapet gables with ornamental sheet-metal coping and finials	No impact. The new construction will not be altering or obstructing views of the existing gables.

<p>Character-defining Elements (as described in the Statement of Significance)</p>	<p>Impact</p>
<p>Long, narrow, rectangular round headed windows with double-hung, 2 over 2 wooden sashes and operable transom lights</p>	<p>No additional impact. The centremost windows on the north elevation were altered for the existing rear addition. Current apertures (the exit door and elevator door openings) will be merged to provide one clear span opening on each floor.</p> <p>The existing original windows on the north elevation will be featured within the new atrium. Placement of columns within the new atrium will ensure no interference with their visibility.</p>
<p>Open belfry with elaborately turned and scroll-out wooden detailing, and distinctive ogee shaped roof with finial and iron weather-vane</p>	<p>No impact. The open belfry will be retained and will project above the new construction for its views.</p>
<p>Huge rectangular rooftop monitor heavily bracketed with blind windows</p>	<p>No impact. The roof will be retained.</p>
<p>Divided front entrances with wooden, paneled double doors and transom lights</p>	<p>No impact. There are no proposed alterations to the front (south) facade.</p>
<p>Dominant position in the streetscape of the historic centre of Aurora</p>	<p>No impact. The position of the building will not be changed. The new development allows for the heritage buildings three-dimensional form to be read from the street.</p>
<p>Setback from the street with a broad front lawn and mature specimen trees</p>	<p>No impact. The proposed development will improve the setting of the heritage building, with a new public square replacing the surface parking lot that currently exists to the west.</p>

6.3 Conformity to Aurora Cultural Precinct/Library Square Project Concept Plan

The proposed development conforms to, and provides a more improved condition than anticipated in the Concept Plan. The Concept Plan anticipates the redevelopment of the Site, indicating a much larger footprint at than what is proposed. It also anticipates that the new rear addition will slightly protrude beyond the front and side setbacks, making it visible from the intersection of Victoria and Church Streets as well as the intersection of Yonge and Church Streets. The proposed development supports the seven guiding principles contained in the Cultural Precinct Plan, identified in the chart below.

Guiding Principle	Proposed Development's Conformity
Think big and local	The proposed development uses innovative design elements. It anticipates the integration of land uses, providing flexible community spaces and programming in order to catalyze opportunities for the future of all Aurora residents.
Create a hub of artistic creation, innovation, production and presentation	The proposed development will provide resources necessary to foster the establishment of cultural initiatives, organizations and enterprises, and encourage uses that promote, produce, create and present culture.
Enhance connections	The proposed development will invest in the public realm, providing a public square to the west of the building and a permeable pedestrian connection through the glassed enclosure that will connect the heritage building and the new rear addition. Pedestrian pathways will also be provided to the north and east of the building.
Consider context and scale	The size of the proposed addition is roughly the same as the heritage building, and is much smaller than anticipated by the Concept Plan. Its layered uses allow for more efficient use of land.
Create a destination	The proposed development will be a destination in Aurora, with its mix of uses, innovative architecture, and the provision of both indoor and outdoor public amenities.
Build on existing community assets	The proposed develop builds on the existing strength of the heritage resource, removing an unsympathetic addition, and facilitating its adaptive reuse.
Support active transportation	The proposed development incorporates high quality pedestrian infrastructure while rationalizing parking spaces.

7 CONSERVATION AND MITIGATION STRATEGY

7.1 Conservation Approach

The conservation approach for the Site is rehabilitation and restoration.

The proposed development is designed to conserve the heritage value and character-defining features of the existing building by:

- Retaining the building in its entirety;
- Removing the later unsympathetic addition; and
- Providing a new addition that is sympathetic to and distinguishable from the heritage building.

7.2 Conservation Scope

Restoration and conservation work for the existing building has not been proposed as part of redevelopment; however, brick repointing and floor repairs will be undertaken by the Town of Aurora in coordination with new construction. Further details about conservation work will need to be provided through an Alteration Request Form submission, as per Ontario Heritage Trust (the “Trust”) requirements.

ERA and the project team have been in ongoing conversations with the Trust. On December 19, 2019, ERA and the Trust visited the Site and attended a team meeting to discuss the proposed addition. Following the site visit, on January 23, 2019 the Trust provided comments on the development proposal. Overall, the Trust supports the proposed development and comments were provided that reference the following items:

- Placement and size, including size of the building height and footprint, and changes in grade;
- Compatibility and distinguishability, including materials; and
- Impacts to the north elevation, including connections to heritage fabric, windows and existing openings.

Please refer to the forthcoming Addendum letter that outlines ERA’s response to the Trust’s comments.

Rehabilitation: *the action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.*

Restoration: *the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.*

Preservation: *the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.*

Source: Standards and Guidelines for the Conservation of Historic Places in Canada (2010).

7.3 Mitigation Strategies

The physical impacts of the removal and replacement of the rear addition will be mitigated through careful integration of new construction with the heritage fabric.

The visual impacts of the proposed development will be mitigated by:

- Providing a roof level height that does not exceed the height of the heritage building;
- Articulating the form of the new addition to respond to the massing of the heritage building;
- Designing the mass of the new addition to maintain the visual prominence of the heritage building;
- Insetting a new glass atrium to a) provide visual relief between the masses of the heritage building and new rear addition, and b) to ensure that the rear elevation of the heritage building remains legible; and
- Introducing new materiality for the addition that will be sympathetic to, yet distinguishable from, the heritage building.

The existing building's primary entrance currently does not meet accessibility standards as outlined by the Accessibility for Ontarians with Disabilities (AODA). Bringing heritage buildings up to AODA standards typically results in an impact to the physical fabric of the building. To minimize physical impacts, the new addition introduces an accessible primary entrance oriented towards Victoria Street.

Furthermore, the proposed development will improve the setting of the heritage building, with a new public square replacing the surface parking lot that currently exists to the west (see below). The new public square will:

- Expand the public realm on Site;
- Allow for passive appreciation of the heritage building by providing seating; and
- Provide opportunities for activation and programming in collaboration with the Aurora Public Library.

These new expanded, high quality indoor and outdoor community spaces will support the realization of the Aurora Cultural Precinct/Library Square Project. The proposed design limits the buildable area while providing new open space at grade. In addition, it supports the seven guiding principles contained in the Cultural Precinct Plan, which build on the Aurora Cultural Master Plan.



Current setting (above) and rendering of proposed landscape plan (below) (Google Maps, 2017; The Planning Partnership, 2018).

8 CONCLUSION

The proposed development will rehabilitate the Site and conserve the cultural heritage value of the school building at 22 Church Street. The proposed design mitigates any impacts on the heritage resource through its placement, massing and materiality.

Overall, the proposed development provides an improved condition for the Site, while providing new and improved public and community space for the Town of Aurora.

9 PROJECT PERSONNEL

Philip Evans

Philip Evans is a principal of ERA Architects and the founder of small. In the course of his fourteen-year career, he has led a range of conservation, adaptive reuse, design, and feasibility planning projects. Philip is a professional member of CAHP.

Janice Quieta

Janice Quieta, OAA, is an associate with ERA Architects. She received her Master of Architecture degree from Dalhousie University after completing a Bachelor of Architectural Science degree at Ryerson University.

Amy Calder

Amy Calder is a project manager with ERA Architects. She holds a Master of Arts (Planning) from the University of Waterloo, a Bachelor of Arts (Studio Arts & Art History) from the University of Guelph, and a Certificate in Digital Graphic Design from Humber College.

Emily Collins

Emily Collins is a planner with ERA Architects. She received her Bachelor of Environmental Studies with a major in Honours Planning from the University of Waterloo.

10 REFERENCES

Province of Ontario. (2014). Provincial Policy Statement.

Province of Ontario. (2006). Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest.

Parks Canada. (2010). The Standards and Guidelines for the Conservation of Historic Places in Canada.

Province of Ontario. (2006). Ontario Heritage Tool Kit.

Region of York. (2010). Official Plan.

Town of Aurora. (2010). Official Plan.

Town of Aurora. (2015). Aurora Cultural Precinct/Library Square Project Concept Plan.

Town of Aurora. (2014). Aurora Cultural Master Plan.

Town of Aurora. (2017). Town of Aurora Heritage Impact Assessment and Conservation Plan Guide.

Town of Aurora. (1980). By-law 2390-80: Designation By-law for 22 Church Street.

Parks Canada. (2008). Church Street School: Statement of Significance. Canada's Historic Places.

Town of Aurora Museum & Archives

11 APPENDIX

Appendix I: Designation By-law

BY-LAW #2390-80

A BY-LAW TO DESIGNATE THE PROPERTY KNOWN AS 22 CHURCH STREET, AURORA, AS BEING ARCHITECTURAL AND/OR HISTORICAL VALUE OF INTEREST.

WHEREAS Section 29 of The Ontario Heritage Act, 1974, authorized the Council of a municipality to enact By-laws to designate real property, including all buildings and structures thereon, to be of architectural or historic value of interest; and

WHEREAS the Council of the Corporation of the Town of Aurora has caused to be served on the owners of the lands and premises known as Church Street School, 22 Church Street, Aurora, and upon the Ontario Heritage Foundation, value of intention to so designate the afore said real property and has caused such notice of intention to be published in the same newspaper having general circulation in the municipality once for each of three consecutive weeks; and

WHEREAS the reason for designation is that it is an excellent example of "Late Victorian" architectural style with elaborately patterned brickwork. It represents an example of the importance placed upon education in the 1880's and 1890's. Aurora was not a wealthy town when this school was built; nevertheless, the town employed an architect to design one of the finer public schools of the period.

WHEREAS no notice of objection to the proposed designation was received within the time limit for objections by the Clerk of the Municipality.

THEREFORE the Council of the Corporation of the Town of Aurora enacts as follows:-

- (1) There is designated as being of architectural and historical value or interest the real property known as Church Street School as 22 Church Street, Aurora, more particularly described in Schedule "A" hereto.
- (2) The Municipal Solicitor is hereby authorized to cause a copy of this By-law to be registered against the property described in Schedule "A" hereto in the proper land registry office.

-2-

- (3) The Clerk is hereby authorized to cause a copy of this By-law to be served on the owner of the aforesaid property and on the Ontario Heritage Foundation and to cause notice of passing of this By-law to be published in the same newspaper having general circulation in the municipality once for each of three consecutive weeks.

READ A FIRST AND SECOND TIME THIS 20th DAY OF October, 1980

George D. Simpson
Mayor

K.B. Rodger
Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF November, 1980.

George D. Simpson
Mayor

K.B. Rodger
Clerk





ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

Date: February 22, 2019 **Sent by:** EMAIL
To: Adam Robb
Planner, Planning and Development Services
Town of Aurora
100 John West Way, Box 1000, Aurora ON L4G 6J1
905-727-3123 ext. 4349
Subject: **RE: 22 Church Street & 52-56 Victoria Street — Addendum to
Heritage Impact Assessment**

Dear Adam,

This letter is a follow up to the Ontario Heritage Trust's (the "Trust") preliminary comments (the "comments") with regard to the proposed addition to 22 Church Street & 52-56 Victoria Street, the Aurora Cultural Centre, which was formerly known as the Church Street School (the "Subject Site"), issued by email on January 23, 2019.

Overall, the Trust commented that it "is supportive of the Library Square project and the addition to the Church Street School." Additional comments asked for clarification on and further information about aspects of the proposed design, with reference to:

- 1. Placement and size, including size of the building height and footprint, and changes in grade;**
- 2. Compatibility and distinguishability, including materials; and**
- 3. Impacts to the north elevation, including connections to heritage fabric, windows and existing openings.**

This letter responds to the Trust's comments, as well as clarifies the information presented in and is to be read in conjunction with the Heritage Impact Assessment dated February 8, 2019, prepared by ERA Architects Inc ("ERA").

1. PLACEMENT AND SIZE

With regards to placement and size, the Trust sought clarification of whether or not the height and footprint could be reduced to further minimize impacts, and elaboration on impacts as a result of changing grade around the building.

ERA worked with the client and project team from August to September of 2018 to reduce the height and scale of the proposed addition. As such, the current proposed height and building footprint have been thoroughly considered and designed in direct response to heritage consultation feedback. Technical requirements and the building program influence the height and footprint as presented. The minor roof parapet protrusion that extends above the new roof accommodates technical requirements for drainage, as well as technical equipment for the proposed theatre space. The minor footprint protrusion beyond the footprint of the historic building also accommodates the proposed building program as it is required to accommodate functions such as front and back of house space for the theatre.



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

The Trust also asked for clarification with regards to the impacts, if any, of the proposed lowering of grade level around the Church Street School, in particular with regards to the west foundation wall of the existing building. To mitigate any potential impact to the foundation, areas along the foundation where the grade will be lowered will be structurally underpinned. The existing field stone construction of the foundation will continue to the new grade level to match the existing foundation in material and construction method. The potential for additional impacts will be considered as the project moves forward, and the team will continue to communicate with the Trust as design challenges are worked through.

2. COMPATIBILITY AND DISTINGUISHABILITY

The Trust's comments referenced the importance of materials selection "in ensuring the addition is harmonious, but distinguishable from the historic building." We agree with this comment. The consultant team will maintain continuous dialogue with the Trust as the material palette for the addition is refined through the design process.

3. IMPACTS TO THE NORTH ELEVATION

As the Trust notes in their comments, "the glass atrium ... allows the north elevation of the school to remain legible." Minimal impacts to the existing heritage fabric are anticipated, as existing openings will be used to connect the existing and new buildings. The Trust expressed its expectation that "all existing windows will be retained including their glazing," and requested further clarification of impacts as a result of enclosing the north elevation.

With regards to connections to the heritage fabric, details will be articulated in the design development stage. The elevation provided on the following page shows where the new structure will be connected to the heritage building (indicated in pink).

ERA will work with the consultant team and a code consultant to detail the required fire separation and the approach for treating the existing windows on the north elevation. This approach will also be coordinated with the Trust.

The existing openings that will be used to connect the heritage building and the proposed addition will require widening to accommodate the new link between the two structures. The openings are not in their original condition, as they have been altered by the 2001 addition of a staircase and an elevator core at the rear of the building.

The Trust also expressed its expectation "that all outstanding repairs to the Church Street School ...be completed and form part of the scope of work for the Library Square project." The property is currently in good condition as there have been ongoing maintenance efforts. ERA will describe necessary repairs in the Alteration Request Form to be submitted to the Trust prior to approvals, and will provide the Town of Aurora and/or the Trust with a Conservation Plan should one be required.

CONCLUSION



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

ERA and the project team will continue to coordinate with the Trust to ensure their preliminary comments are addressed through the design development process. Should further information be required, please feel free to contact us for clarification.

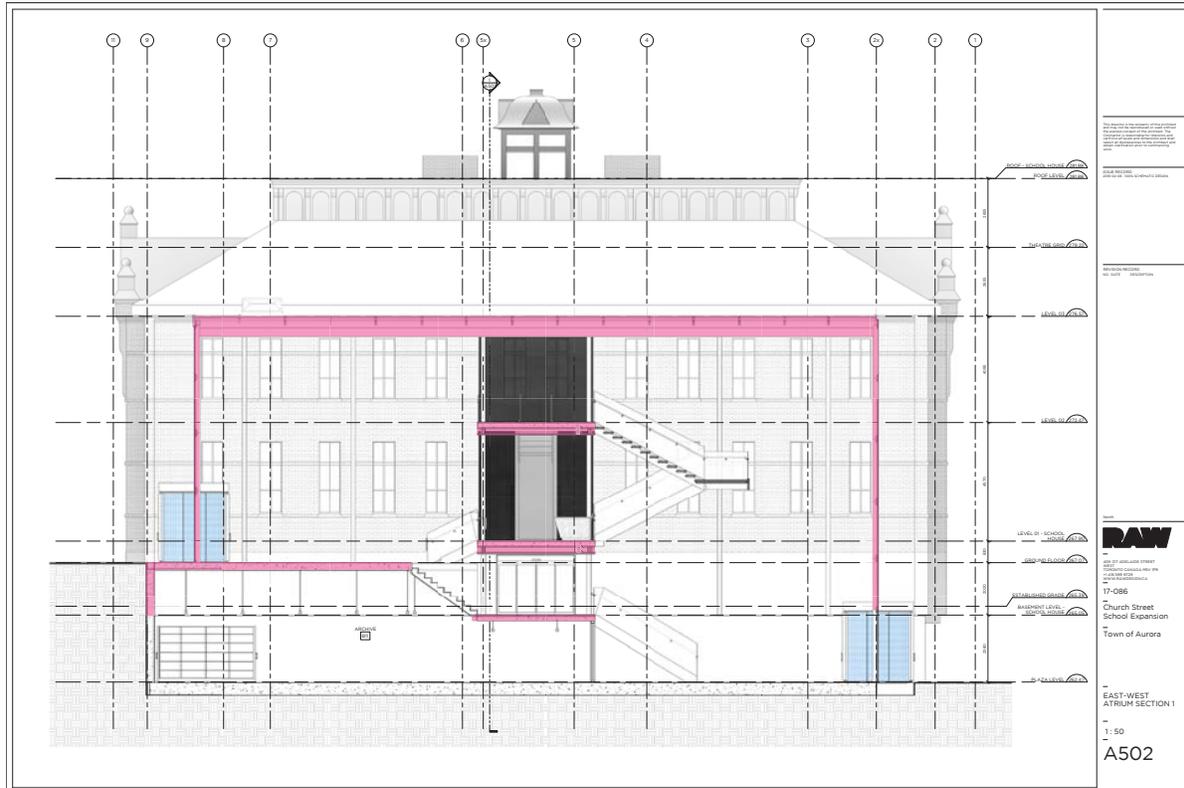
Sincerely,



Philip Evans
Partner, ERA Architects Inc.



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1



Section showing the exposed north elevation of the heritage building with proposed connections between the existing building and new structure shaded in pink (RAW, 2018; Annotated by ERA, 2018).

Church Street School Expansion

22 Church Street

Town of Aurora

Project: 17-086
Date: 2019-02-06
Issued for: 100% SCHEMATIC DESIGN

PROJECT DIRECTORY

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MATTEO GILFILLAN & ASSOCIATES
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BLACKWELL ENGINEERING
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ENTUTIVE ENGINEERING
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TORONTO, ONTARIO, M5H 3C6
W WWW.ENTUTIVE.COM

PLANNING + LANDSCAPE

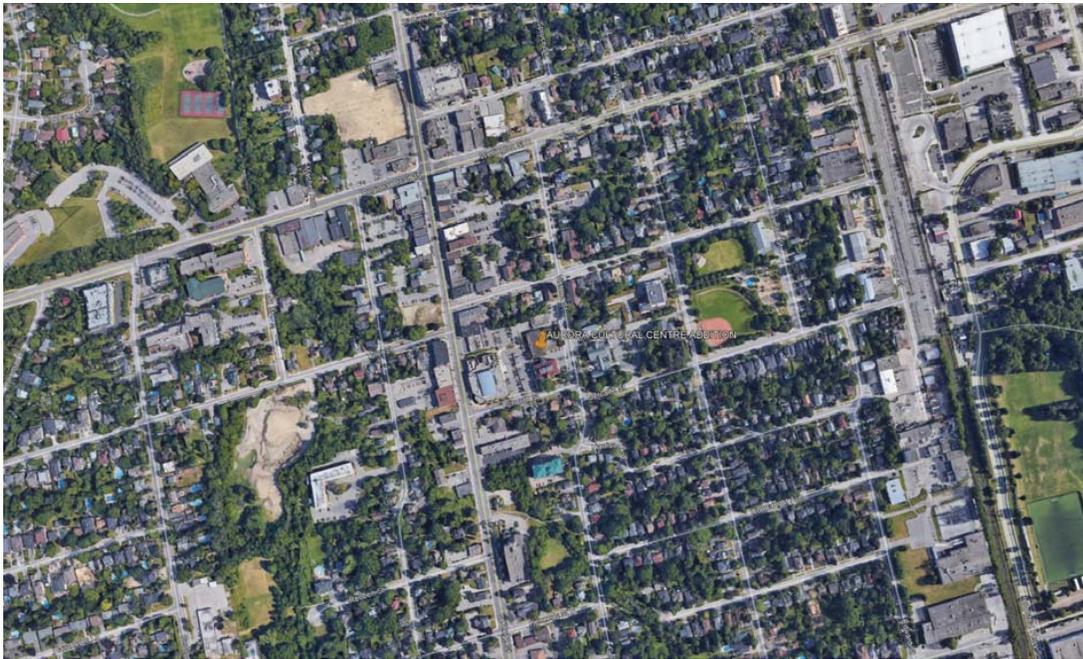
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HERITAGE

ERA ARCHITECTS INC.
625 CHURCH ST, SUITE 600,
TORONTO, ONTARIO, M4Y 2G1
W WWW.ERAARCH.CA



CONTEXT PLAN



RENDERED VIEW FROM WEST



RENDERED VIEW FROM NORTH-WEST

ARCHITECTURAL DRAWING LIST	
SHEET NUMBER	SHEET NAME
000	GENERAL
A012	GENERAL NOTES
100-300	PLANS
A100	SITE PLAN
A101	PLAZA LEVEL PLAN
A101A	PLAZA LEVEL PLAN
A102	SCHOOL HOUSE BASEMENT LEVEL PLAN
A102A	SCHOOL HOUSE BASEMENT LEVEL PLAN
A201	GROUND FLOOR PLAN
A201A	GROUND FLOOR PLAN
A202	SECOND FLOOR PLAN
A202A	THEATRE LEVEL PLAN
A202B	THEATRE LEVEL PLAN - BANQUET LAYOUT
A202C	THEATRE LEVEL PLAN - CONFERENCE LAYOUT
A203	THIRD FLOOR PLAN
A203A	THIRD LEVEL PLAN
A204	THEATRE-GRID LEVEL PLAN
A204A	THEATRE-GRID LEVEL
A205	ROOF PLAN
300	REFLECTED CEILING PLANS
A301	PLAZA LEVEL REFLECTED CEILING PLAN

ARCHITECTURAL DRAWING LIST	
SHEET NUMBER	SHEET NAME
A301a	SCHOOL HOUSE BASEMENT REFLECTED CEILING PLAN
A302	GROUND FLOOR REFLECTED CEILING PLAN
A303	SECOND FLOOR REFLECTED CEILING PLAN
A304	THIRD FLOOR REFLECTED CEILING PLAN
400	ELEVATIONS
A401	NORTH-SOUTH ELEVATIONS
A402	WEST ELEVATION
A404	EAST ELEVATION
500	SECTIONS
AS01	NORTH-SOUTH BUILDING SECTION
AS01A	NORTH-SOUTH BUILDING SECTION
AS02	EAST-WEST ATRIUM SECTION 1
AS03	EAST-WEST BUILDING SECTION 2
AS03A	EAST-WEST BUILDING SECTION 1
AS04	EAST-WEST BUILDING SECTION 3
AS04A	EAST-WEST BUILDING SECTION 3
AS05	EAST-WEST ATRIUM SECTION 2
AS05A	EAST-WEST ATRIUM SECTION
AS06	WEST-EAST BUILDING SECTION
AS06A	WEST-EAST BUILDING SECTION

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2019-02-06 100% SCHEMATIC DESIGN

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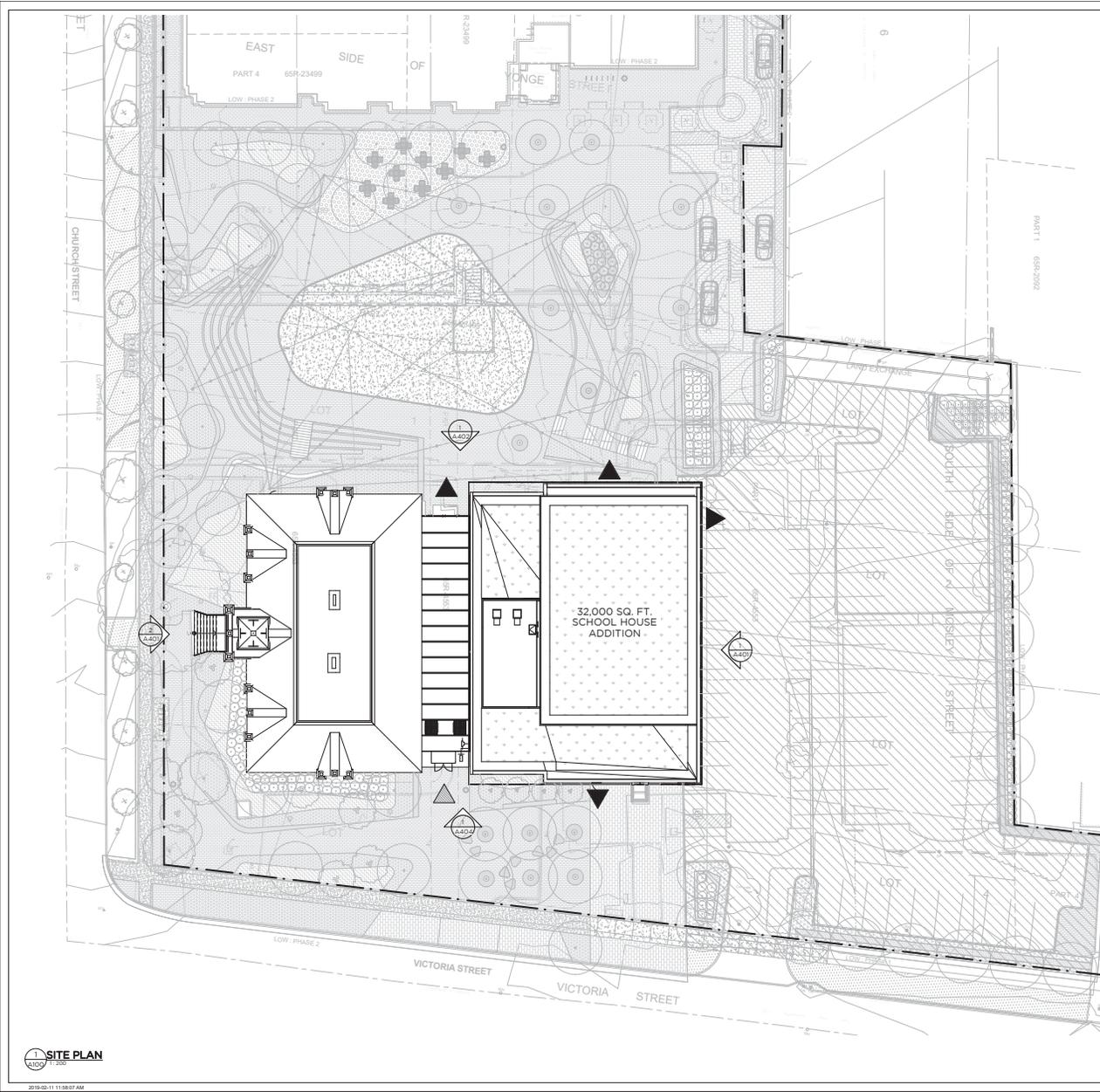


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Church Street
School Expansion
Town of Aurora

COVER

A000



SITE PLAN NOTES

1. THE BUILDING IS TO BE SPRINKLERED.
 2. COLLECTION OF WASTE MATERIALS FOR THIS DEVELOPMENT WILL TAKE PLACE ON SITE IN THE LOADING AREA DESIGNATED ON THE GROUND FLOOR PLAN. AN ON-SITE TRAINED STAFF/ MAINTENANCE PERSON IS RESPONSIBLE FOR MOVING THE BINS FROM THE SOLID WASTE ROOM TO THE LOADING POINT AND PROVIDE VEHICULAR DIRECTIONS TO THE COLLECTION VEHICLE OPERATOR AS REQUIRED. IN THE EVENT THE ON-SITE STAFF IS UNAVAILABLE AT THE TIME THE CITY COLLECTION VEHICLE ARRIVES AT THE CITY, THE COLLECTION VEHICLE WILL LEAVE THE SITE AND NOT RETURN UNTIL THE NEXT SCHEDULED COLLECTION DAY.
 3. SIDEWALKS AND BOULEVARDS WITHIN THE RIGHT OF WAY TO HAVE A MINIMUM 2% AND MAXIMUM 4% SLOPE TOWARDS THE ROADWAY.
 4. REFER TO SITE SERVING PLAN FOR SEWER AND WATER SERVICE INFORMATION.
- ALL EXISTING ACCESSES, CURB CUTS, TRAFFIC CONTROL SIGNS, ETC. ALONG THE DEVELOPMENT SITE FRONTAGE THAT ARE NO LONGER REQUIRED ARE TO BE REMOVED. THE BOULEVARDS WITHIN THE PUBLIC RIGHT OF WAY, IN ACCORDANCE WITH CITY STANDARDS AND TO THE SATISFACTION OF THE EXECUTIVE DIRECTOR OF TECHNICAL SERVICES ARE TO BE REINSTATED.

SITE PLAN LEGEND

<ul style="list-style-type: none"> ○ EXISTING ELEVATION + PROPOSED ELEVATION ▬ TOP OF STRUCTURE ▬ TOP OF WALL ▬ TOP OF CURB ▬ VEHICULAR EXIT/ENTRANCE ▬ PEDESTRIAN EXIT/ENTRANCE ▬ PRIMARY ENTRANCE ▬ EXISTING EXTERIOR TO REMAIN ▬ NEW WALLS ▬ ITEM ABOVE ○ SCREEN REF. # ○ WALL TYPE ○ DOOR REF # 	<p>NOTES: REFER TO CONSULTANTS DRAWINGS FOR INFORMATION RELATING TO SITE SERVICING, GRADING AND LANDSCAPE. ALL ITEMS NEW CONSTRUCTION UNLESS NOTED OTHERWISE.</p> <p>Abbreviations: AD AREA DRAIN CACF CENTRAL ALARM CONTROL FACILITY CB CATCH BASIN FH FIRE HYDRANT FD FLOOR DRAIN HB HOSE BIB HLP HYDRO LIGHT POLE MH MAIN HOLE TLS TRAFFIC LIGHT STANDARD</p> <p>SITE PLAN INFORMATION TAKEN FROM: TOPOGRAPHIC PLAN SURVEY OF PART OF LOT X REGISTERED PLAN XXXX CITY OF XXXX PREPARED BY XXXX LAND SURVEYORS (DATE) XXX.Xm = 000 ESTABLISHED GRADE XXX.Xm = TDS GROUND FLOOR AVERAGE</p>
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17-086
 Church Street
 School Expansion
 Town of Aurora

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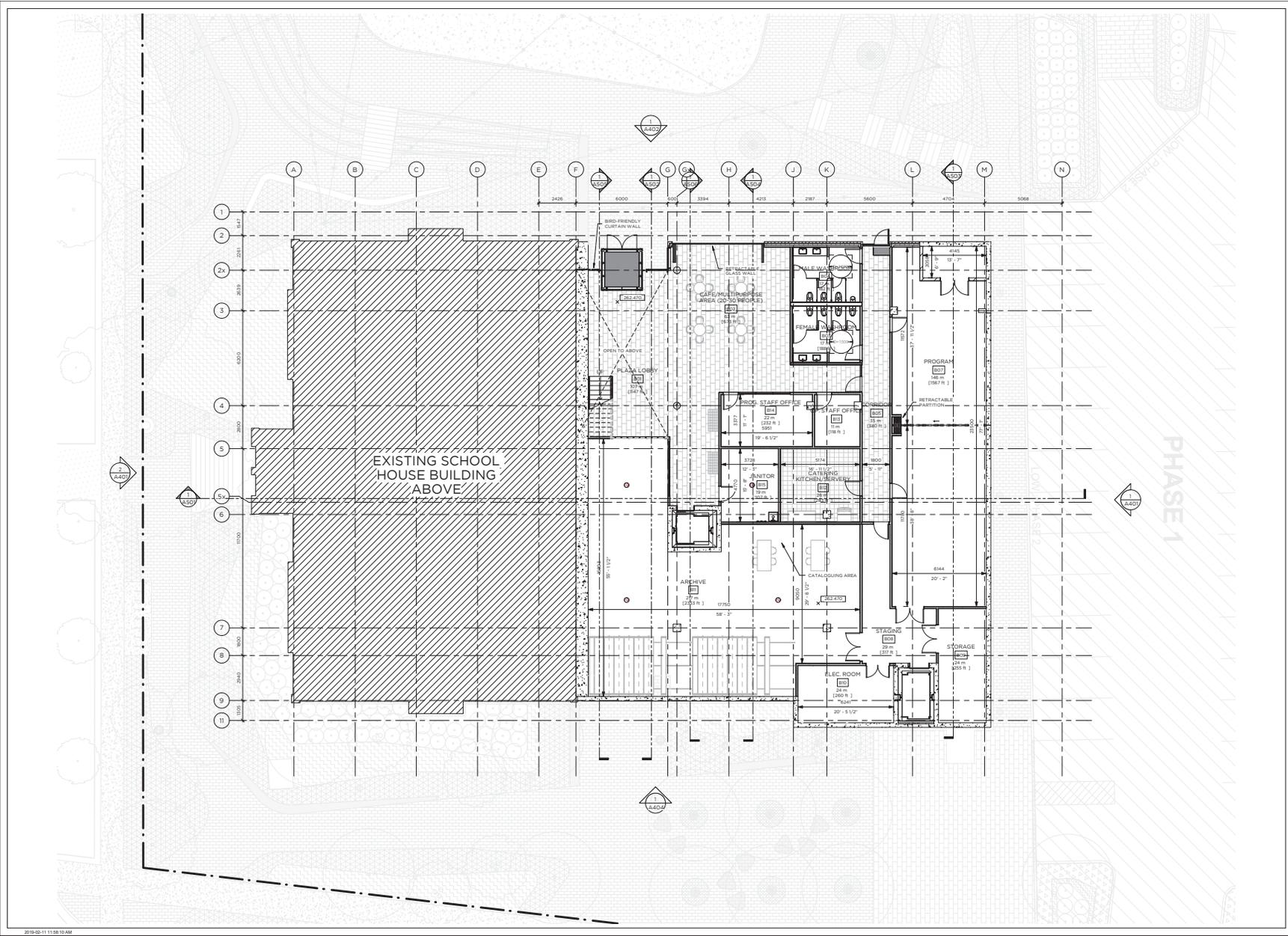
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PLAZA LEVEL
 PLAN

1:100

A101



2019-02-11 11:28:10 AM

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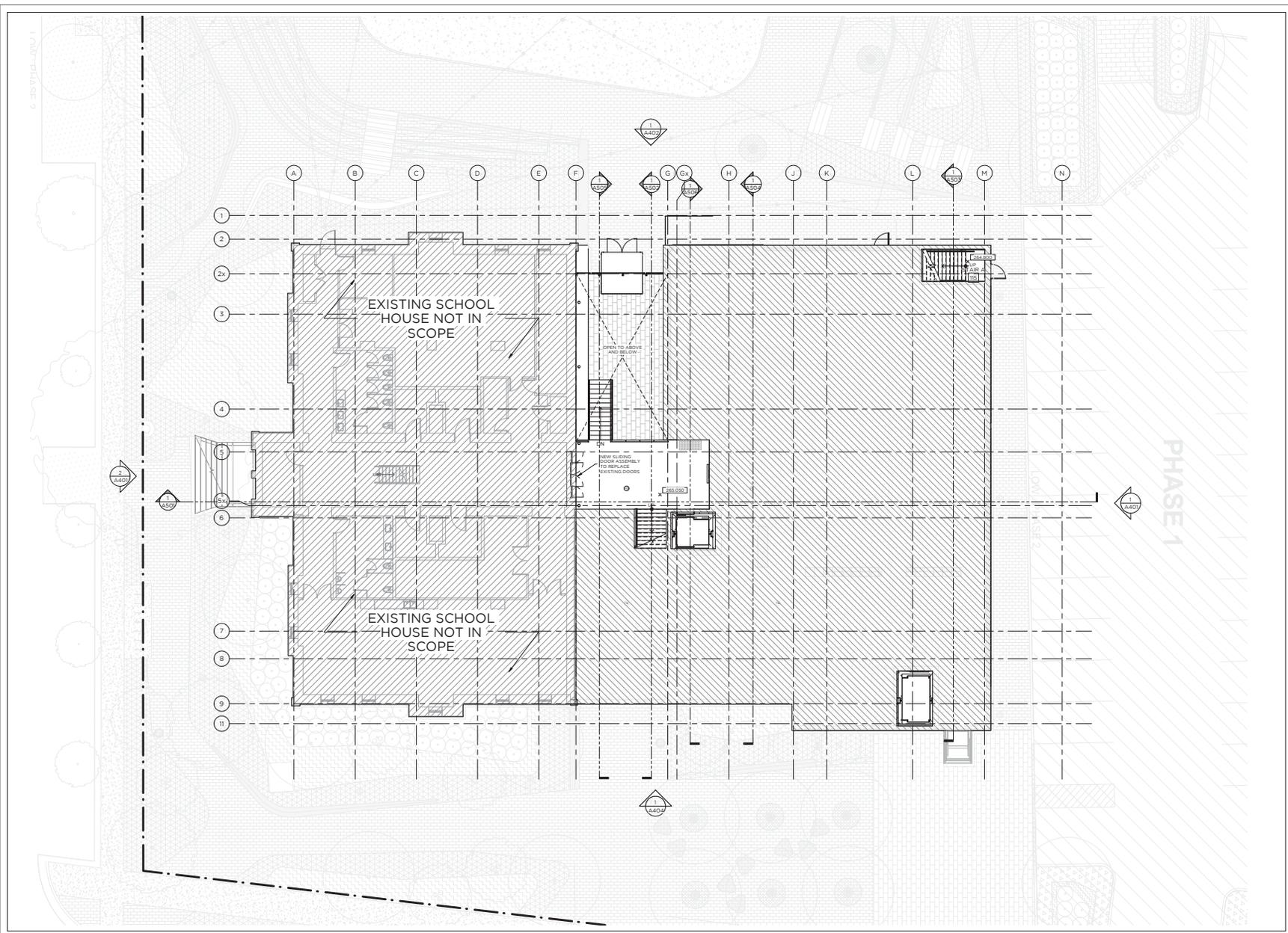
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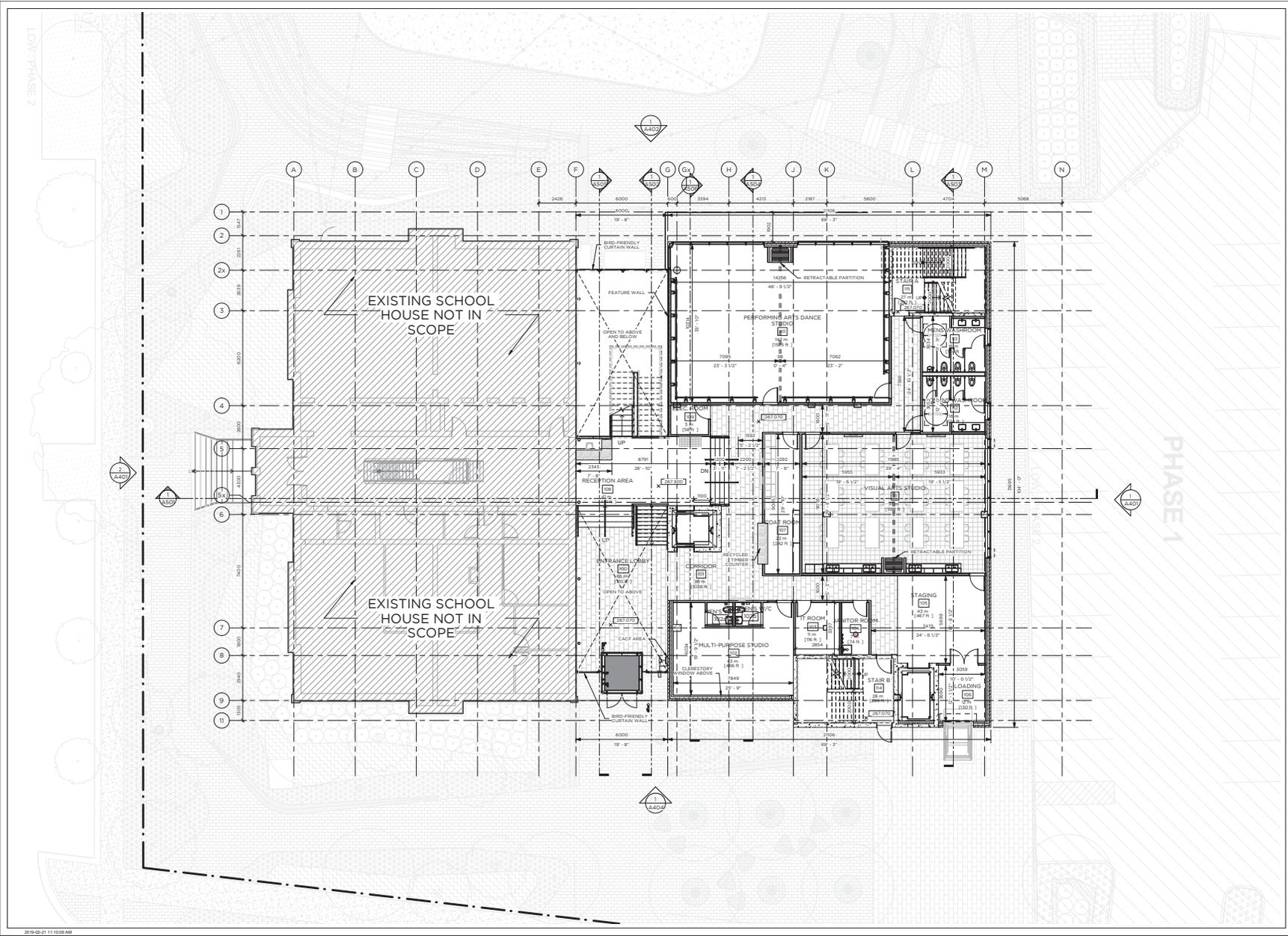
SCHOOL HOUSE
 BASEMENT LEVEL
 PLAN

1:100

A102



2019-02-11 11:26:14 AM



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GROUND FLOOR
 PLAN

1:100

A201

LOW PHASE 2

PHASE 1

2019-02-21 11:10:00 AM

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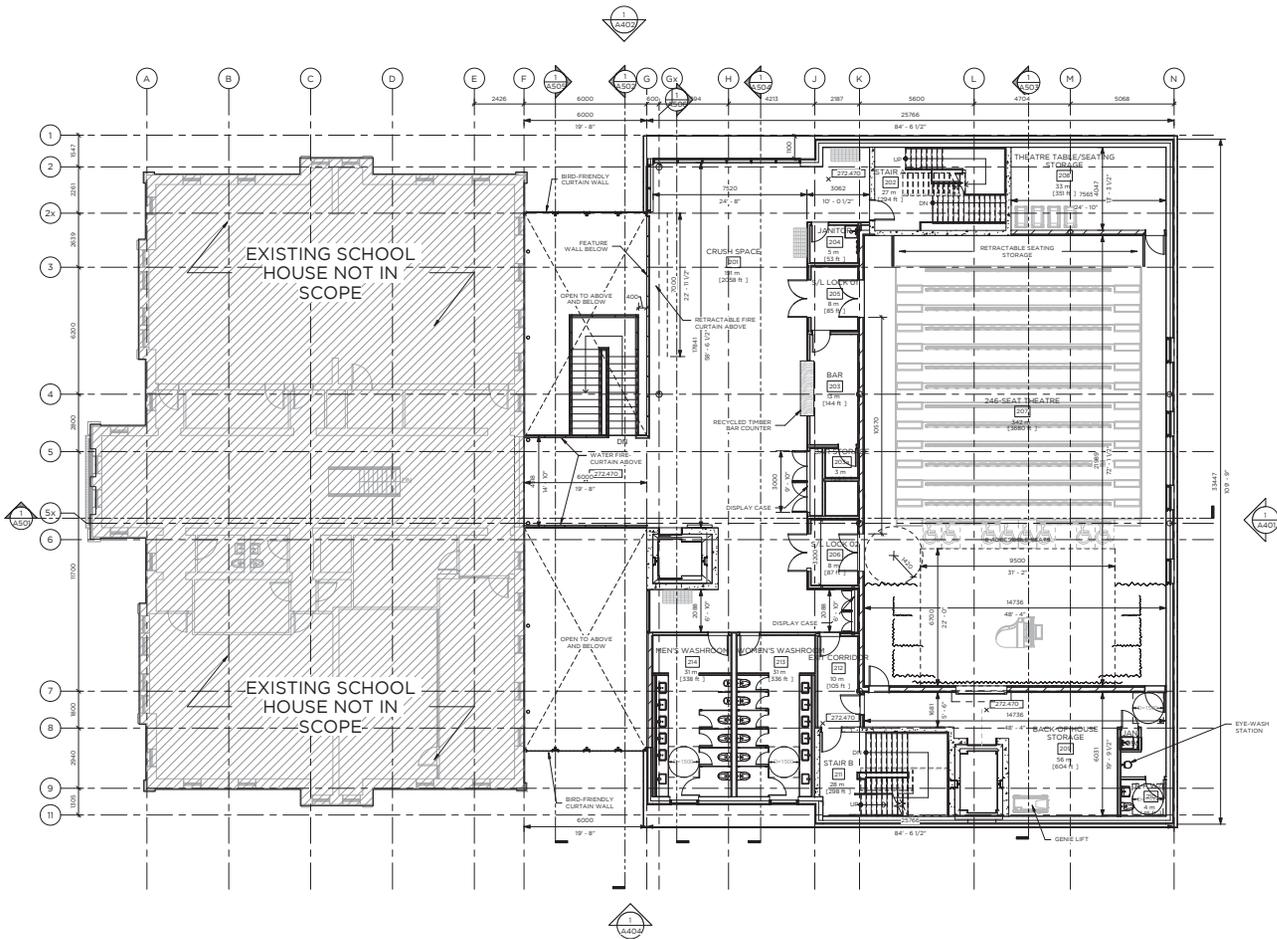
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SECOND FLOOR
 PLAN

1:100

A202



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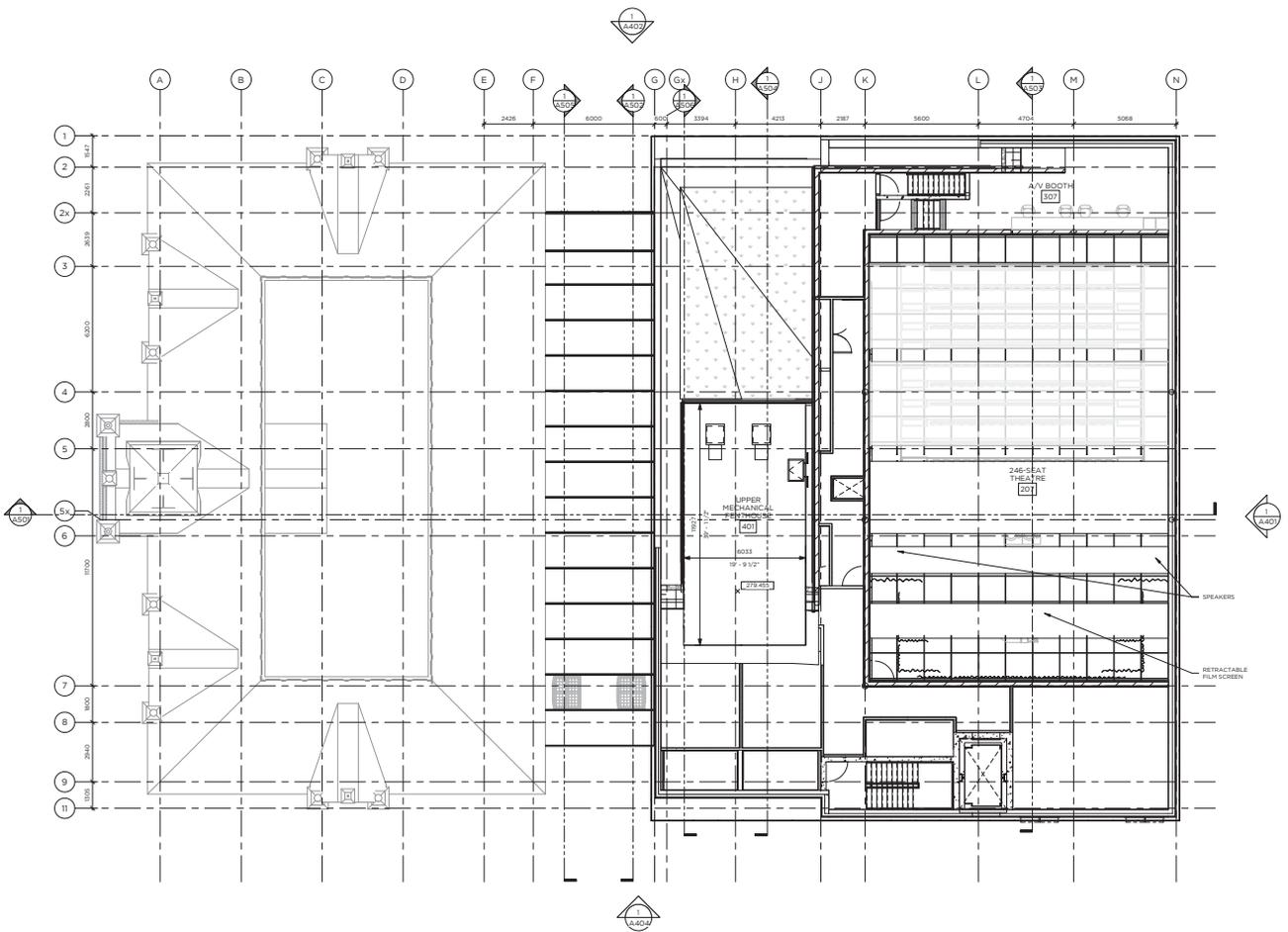
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THEATRE-GRID
 LEVEL PLAN

1:100

A204



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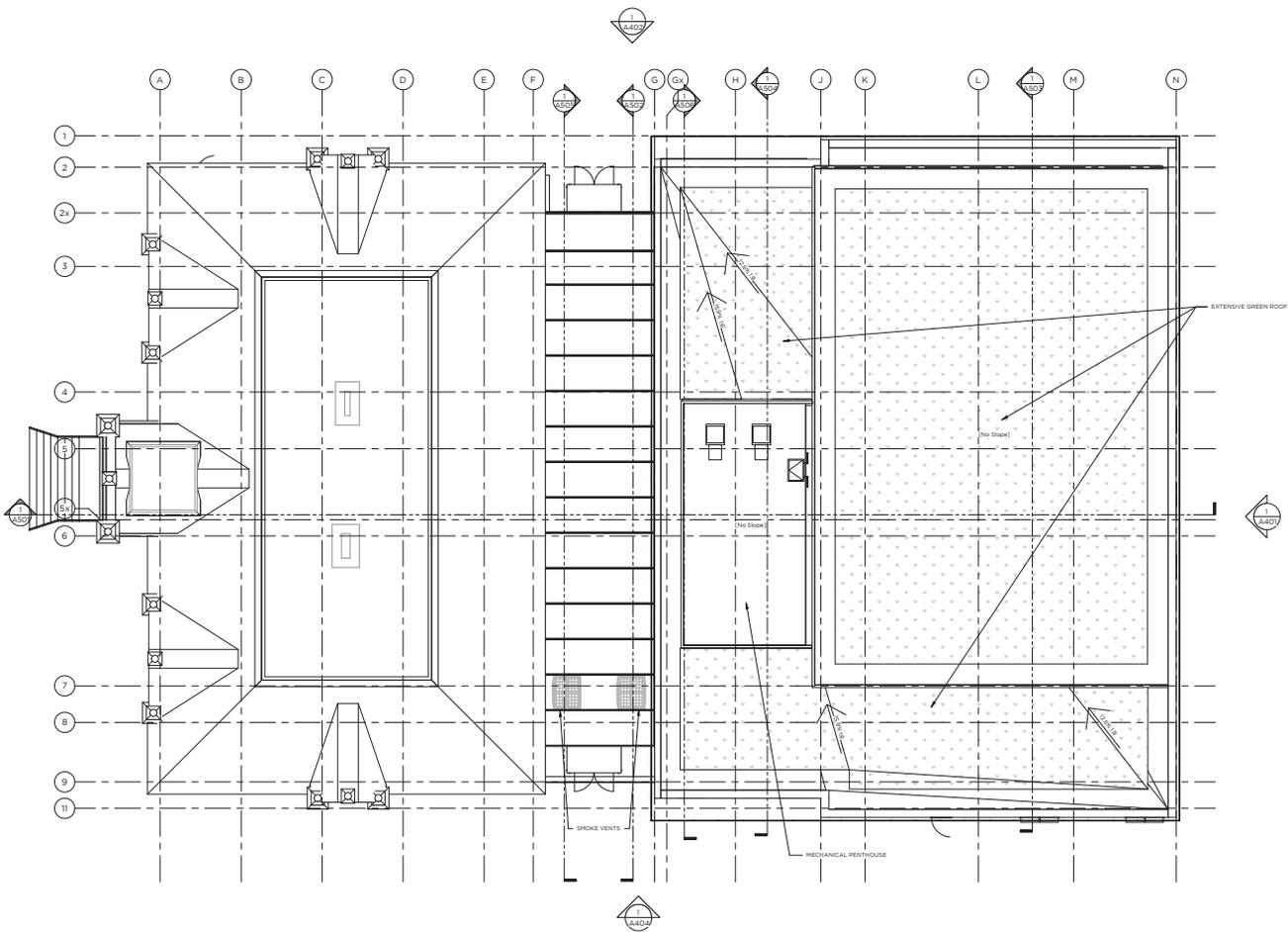
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ROOF PLAN

1:100

A205



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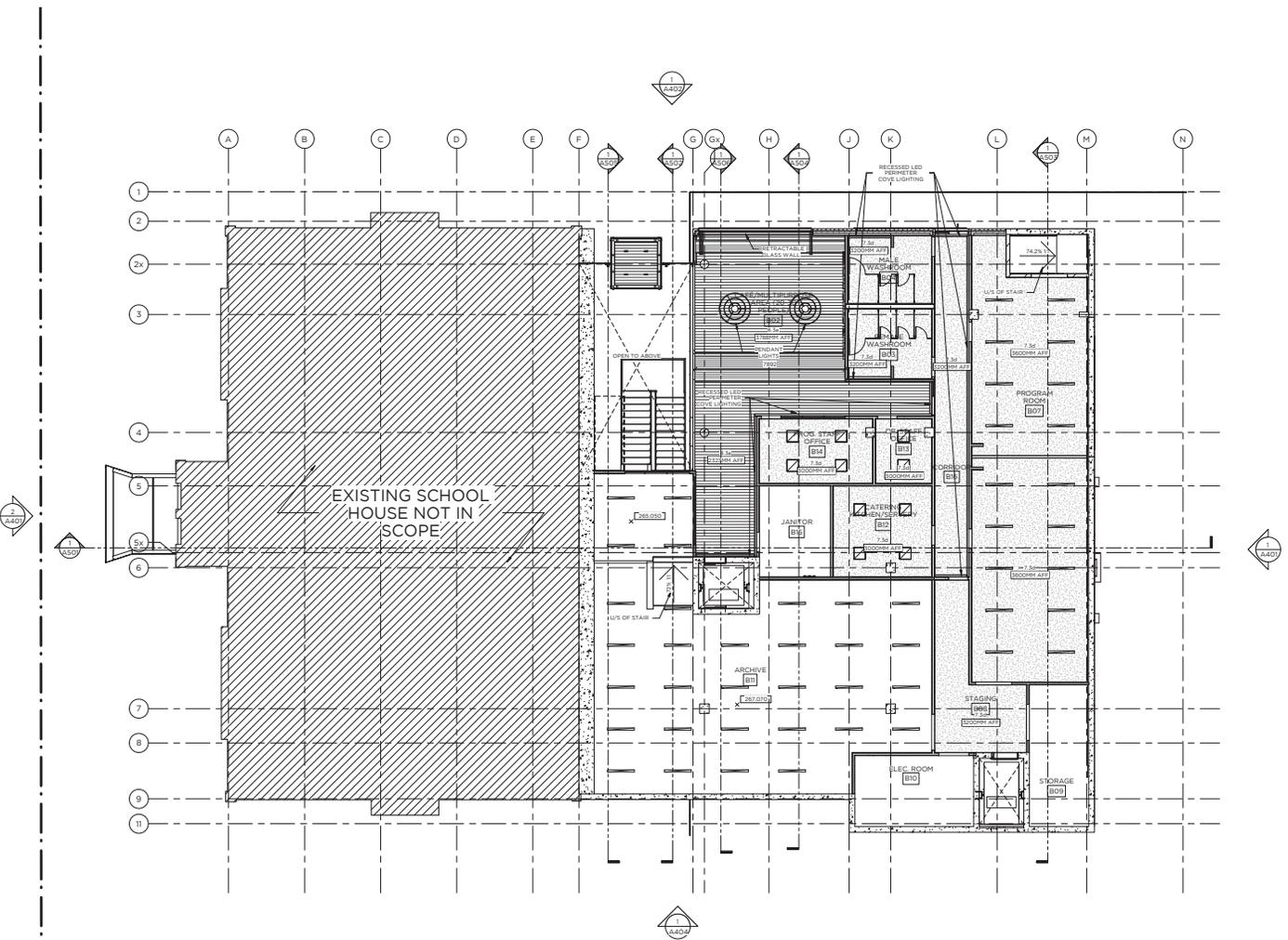


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PLAZA LEVEL
 REFLECTED
 CEILING PLAN

1:100
 A301



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ISSUE RECORD
NO. DATE DESCRIPTION

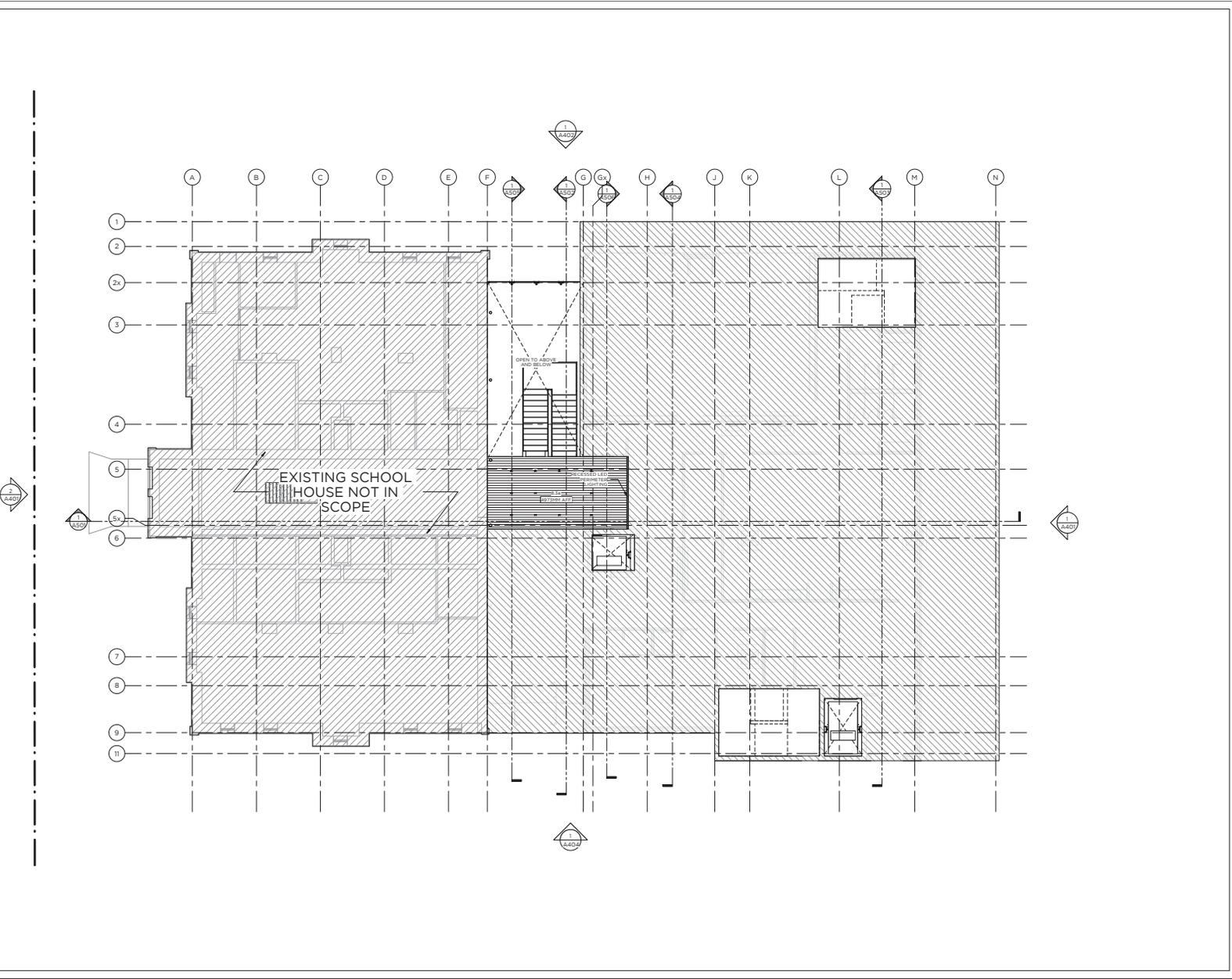
REVISION RECORD
NO. DATE DESCRIPTION



400-207 ADELAIDE STREET
WEST
TORONTO CANADA M5V 9B9
416-598-8729
WWW.RAWDESIGN.CA

17-086
Church Street
School Expansion
Town of Aurora

SCHOOL HOUSE
BASEMENT
REFLECTED
CEILING PLAN
1:100
A301a



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ISSUE RECORD
 2019-02-06 00N SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION



RAW

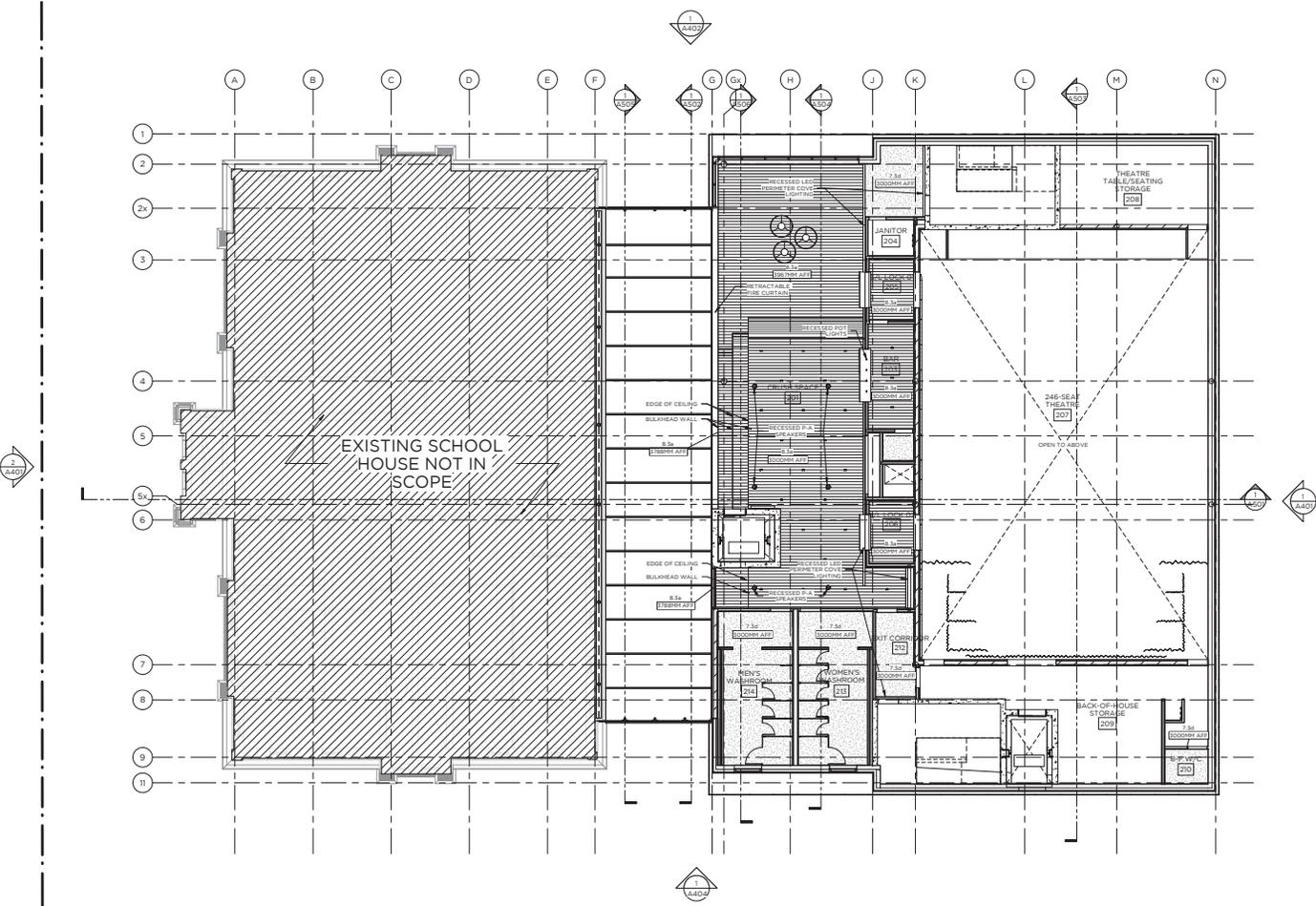
408-207 ADELAIDE STREET
 WEST
 TORONTO CANADA M5V 1W9
 416-598-9729
 WWW.RAWDESIGN.CA

17-086
 Church Street
 School Expansion
 Town of Aurora

SECOND FLOOR
 REFLECTED
 CEILING PLAN

1:100

A303



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ISSUE RECORD
 2019-02-06 100% SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION



North



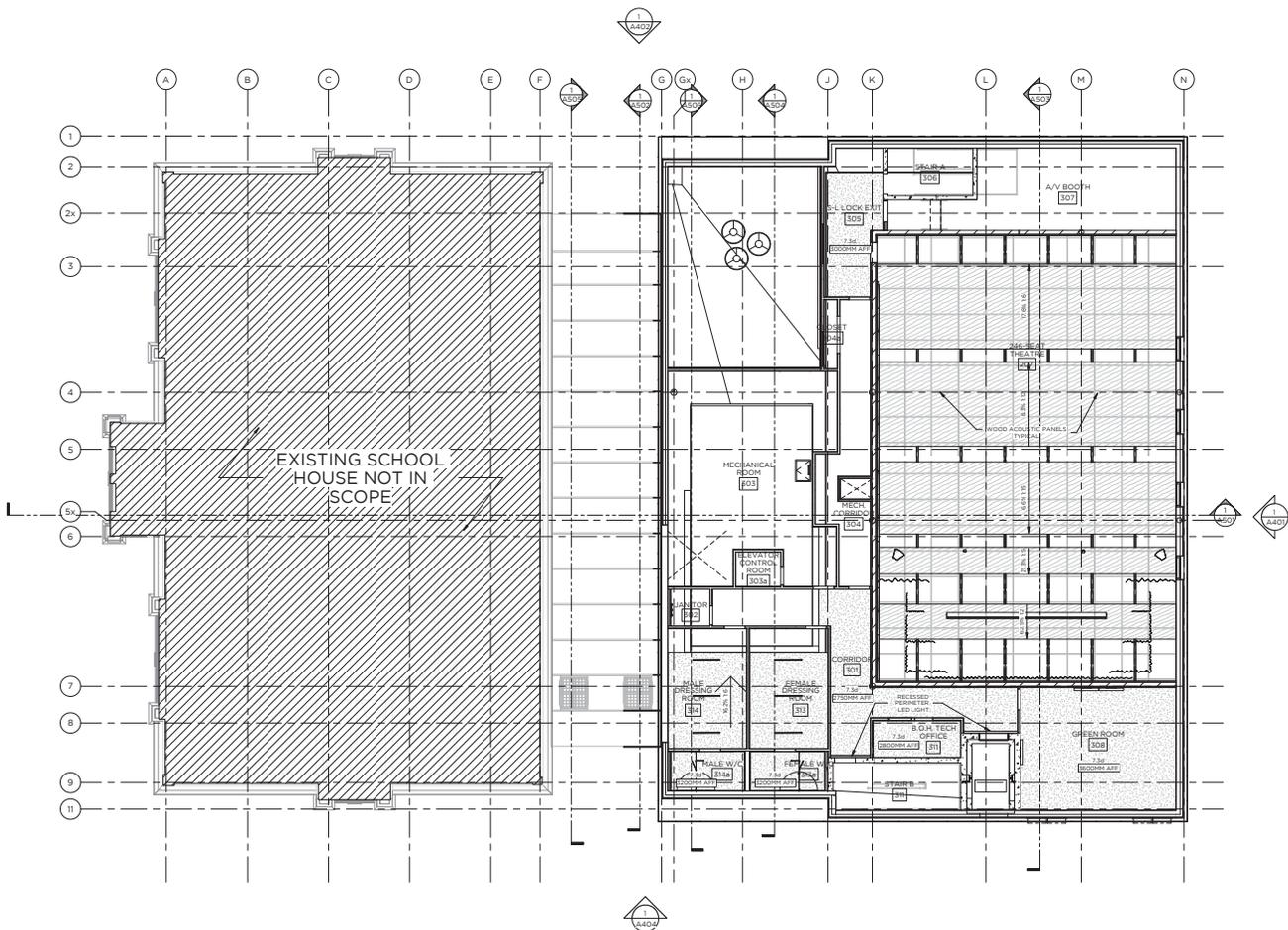
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 WEST
 TORONTO CANADA M5V 9B9
 TEL: 416 598 9729
 WWW.RAWDESIGN.CA

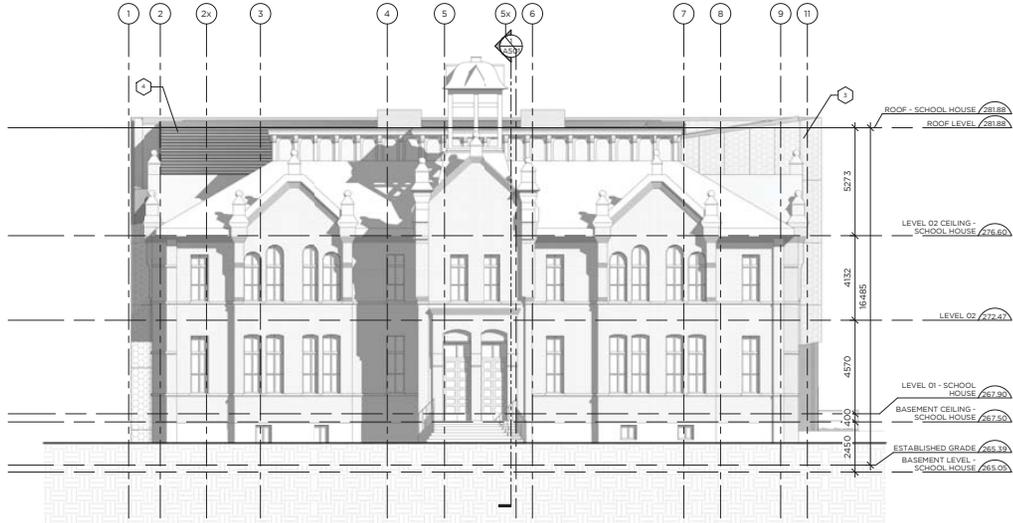
17-086
 Church Street
 School Expansion
 Town of Aurora

THIRD FLOOR
 REFLECTED
 CEILING PLAN

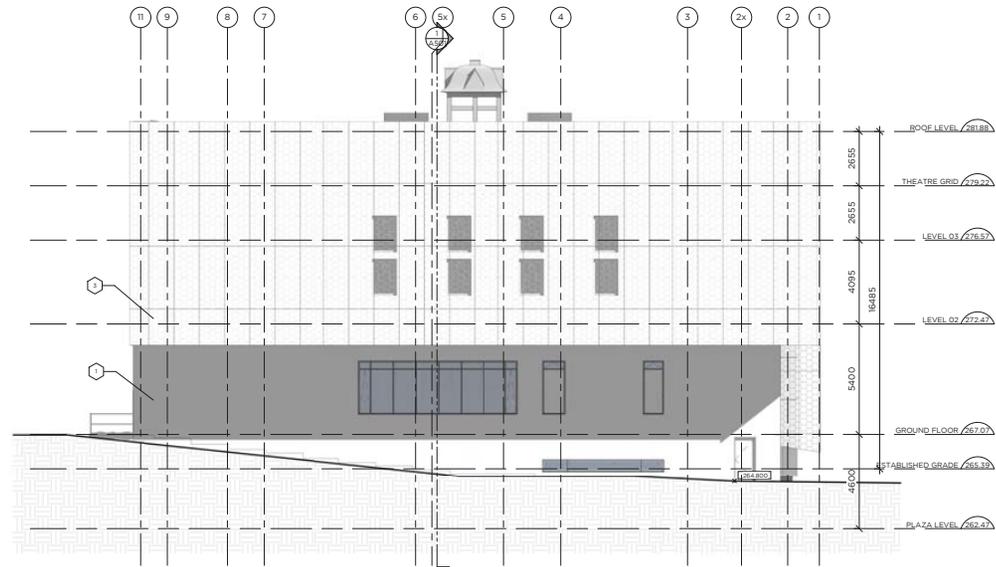
1:100

A304





2 SOUTH ELEVATION
 A401 1:100



1 NORTH ELEVATION
 A401 1:100

MATERIALS LEGEND

- 1 BOARD FORMED CAST-IN-PLACE CONCRETE + PRE-CAST CONCRETE PANELS
- 2 SPIDER JOINT CURTAIN WALL
- 3 EXPANDED METAL COPPER VEE
- 4 ALUMINUM LOUVERS
- 5 EXTENSIVE GREEN ROOF
- 6 ACM PANEL

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ISSUE RECORD
 NO. DATE DESCRIPTION

REVISION RECORD
 NO. DATE DESCRIPTION

North



400-307 ADELAIDE STREET
 3RD FLOOR
 TORONTO, ONTARIO M5H 1B9
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17-086
 Church Street
 School Expansion
 Town of Aurora

NORTH-SOUTH
 ELEVATIONS

As indicated

A401

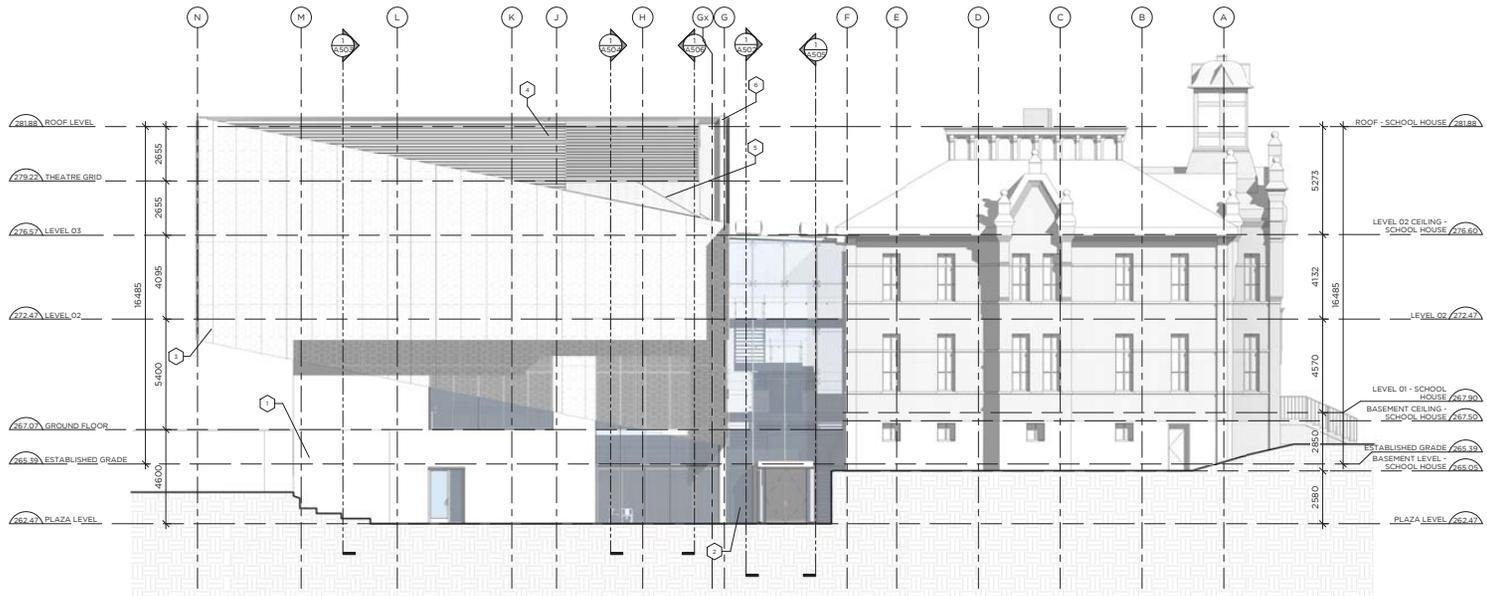
MATERIALS LEGEND

- 1 BRASS-FORMED CAST-IN-PLACE CONCRETE + PRE-CAST CONCRETE PANELS
- 2 SPIDER-JOINT CURTAIN WALL
- 3 EXPANDED-METAL COPPER VEIL
- 4 ALUMINUM LOUVERS
- 5 EXTENSIVE GREEN ROOF
- 6 ACM PANEL

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ISSUE RECORD
 2019-02-06 - 100% SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION



1 WEST ELEVATION
 1:400 1/100

North
RAW
 ARCHITECTS
 406-397 ADELAIDE STREET
 WEST
 TORONTO, CANADA M5V 9P9
 TEL: 416-599-8729
 WWW.RAWDESIGN.CA

17-086
 Church Street
 School Expansion
 Town of Aurora

WEST ELEVATION
 As indicated
 A402

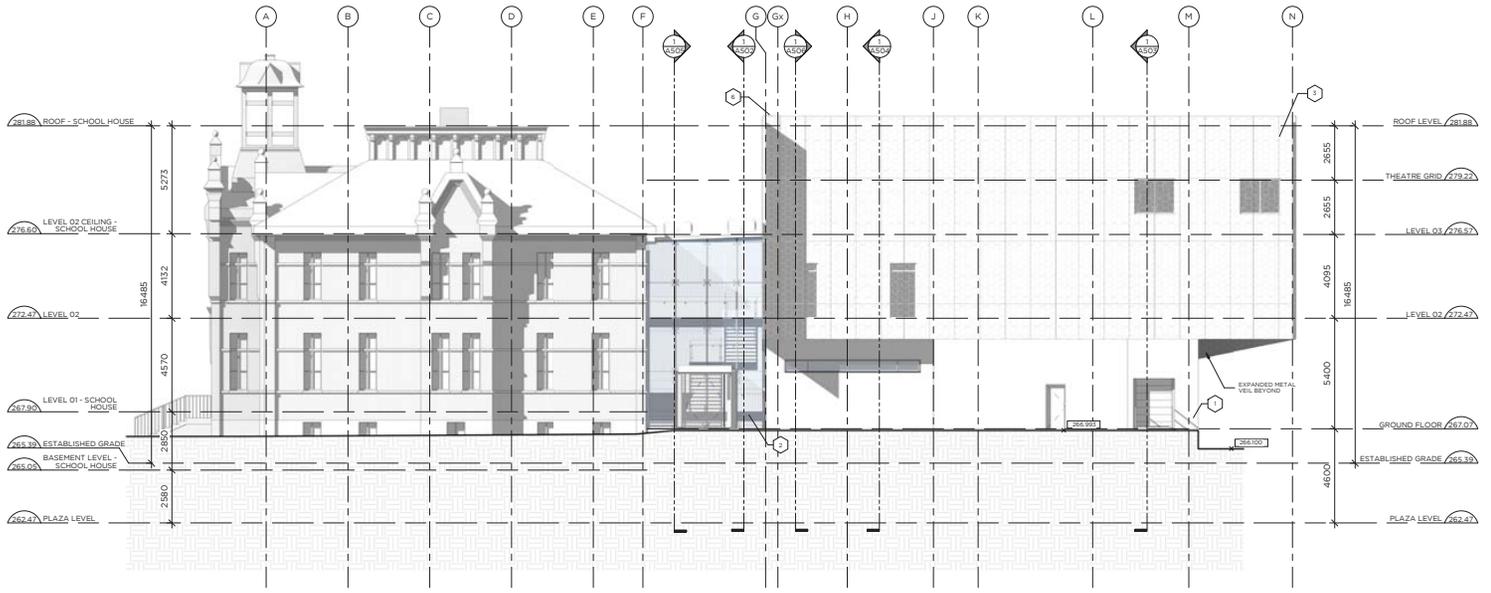
MATERIALS LEGEND

- 1 BOARD-FORMED CAST-IN-PLACE CONCRETE + PRE-CAST CONCRETE PANELS
- 2 SPIDER-JOINT CURTAIN WALL
- 3 EXPANDED-METAL COPPER VEIL
- 4 ALUMINUM LOUVERS
- 5 EXTENSIVE GREEN ROOF
- 6 ACH PANEL

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ISSUE RECORD
 2019-03-06 100% SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION



1 EAST ELEVATION
 1/4" = 1' = 0"

North
RAW
 400-307 ADELAIDE STREET
 3RD FLOOR
 TORONTO, ONTARIO CANADA M5V 1B9
 TEL: 416-599-8729
 WWW.RAWDESIGN.CA

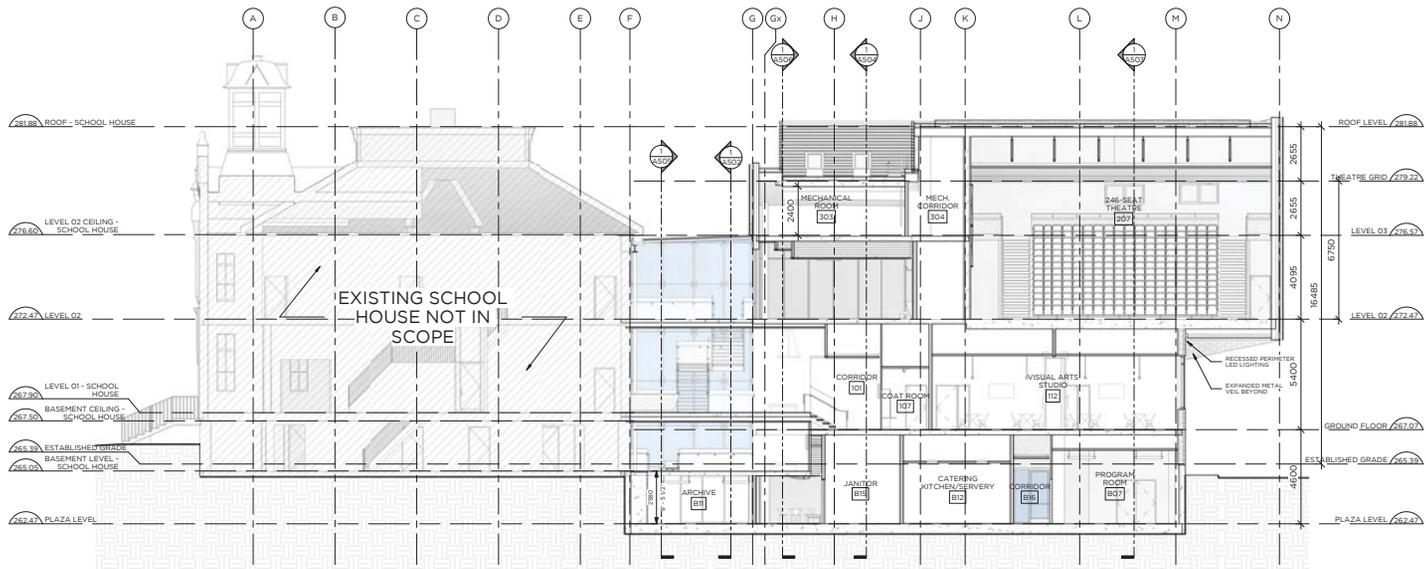
17-086
 Church Street
 School Expansion
 Town of Aurora

— EAST ELEVATION
 — As indicated
 — A404

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ISSUE RECORD
 2019-03-06 - 100% SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION



North
RAW
 400-87 ADELAIDE STREET
 3RD FLOOR
 TORONTO, ONTARIO M5V 1B9
 T: 416-599-8729
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17-086
 Church Street
 School Expansion
 Town of Aurora

NORTH-SOUTH
 BUILDING SECTION
 1:100
A501

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ISSUE RECORD
 2019-03-06 100% SCHEMATIC DESIGN

REVISION RECORD
 NO. DATE DESCRIPTION

North



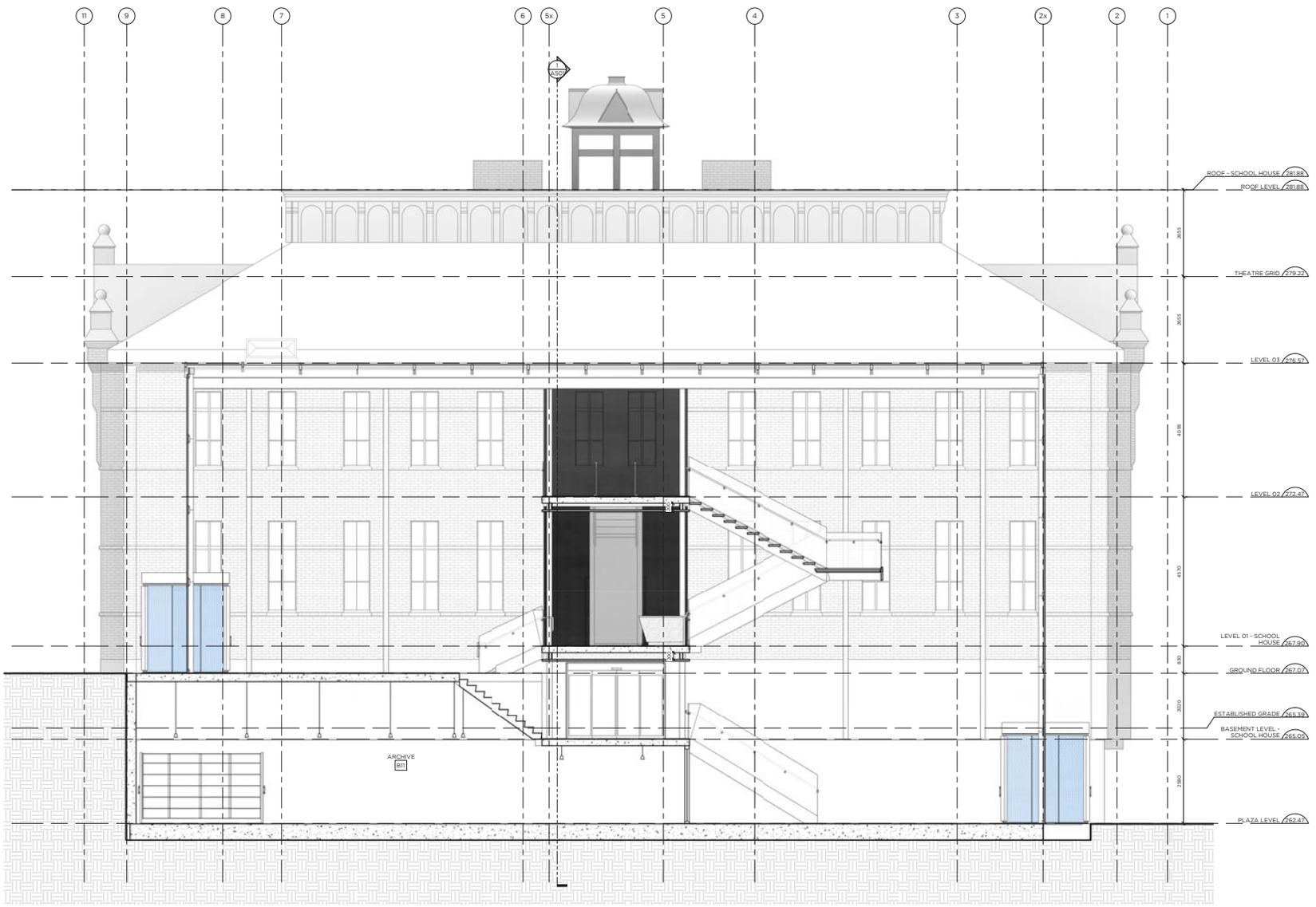
400-307 ADELAIDE STREET
 SUITE 105
 TORONTO, ONTARIO M5V 1B9
 TEL: 416-599-8729
 WWW.RAWDESIGN.CA

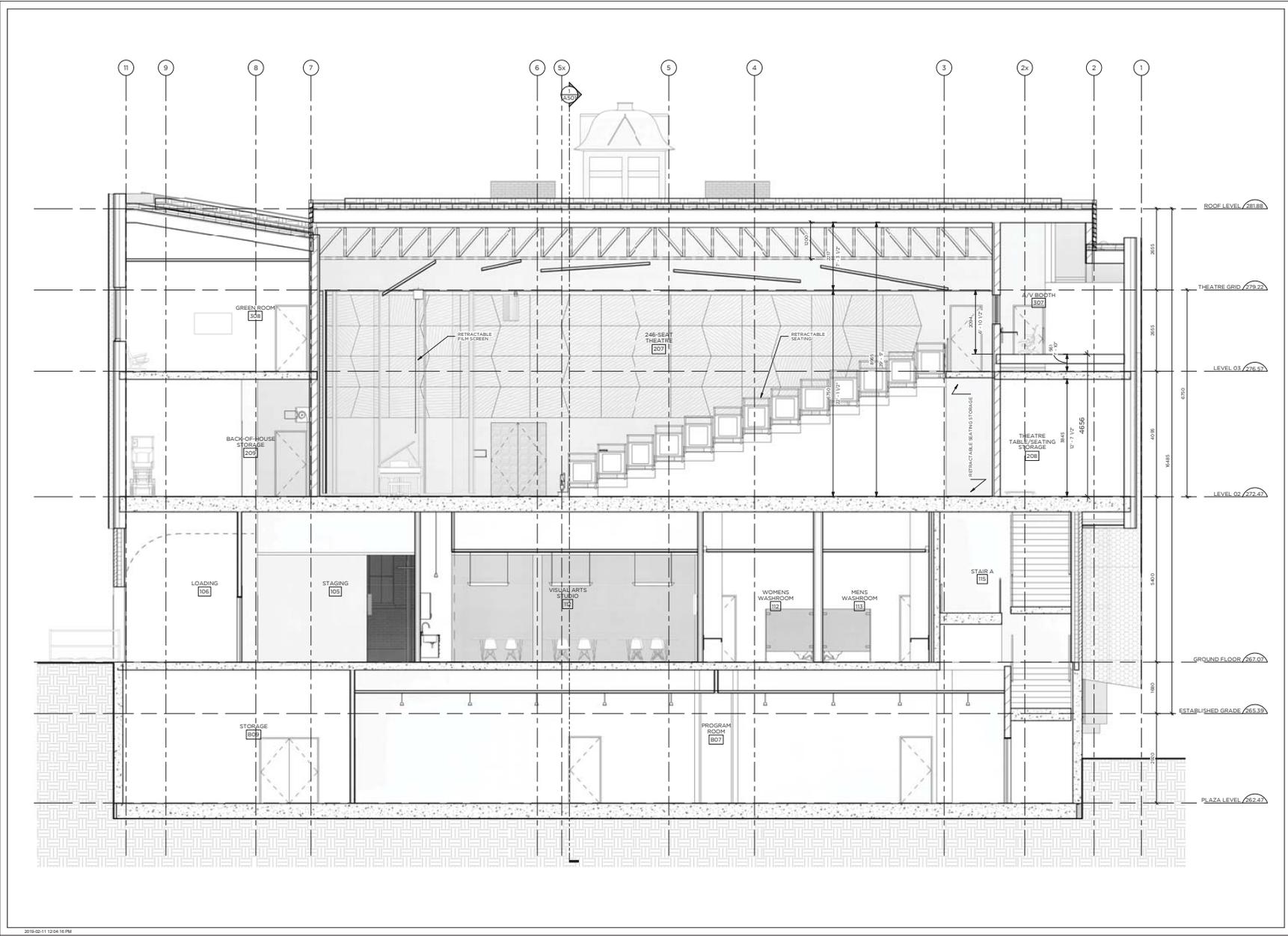
17-086
 Church Street
 School Expansion
 Town of Aurora

EAST-WEST
 ATRIUM SECTION 1

1:50

A502





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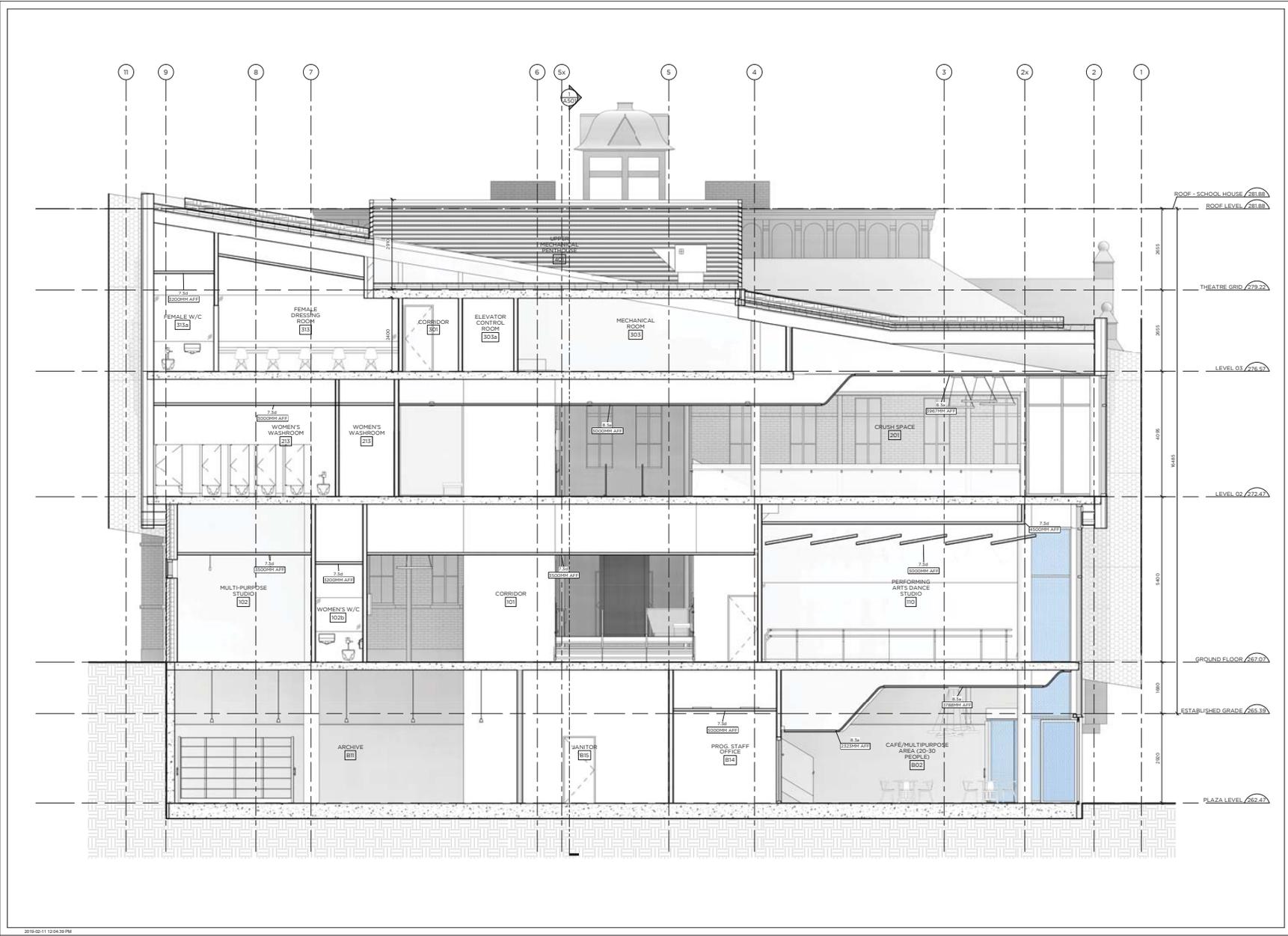
ISSUE RECORD
 NO. DATE DESCRIPTION

REVISION RECORD
 NO. DATE DESCRIPTION

North
RAW
 400-307 ADELAIDE STREET
 WEST
 TORONTO, ONTARIO CANADA M5V 1B9
 TEL: 416-599-8729
 WWW.RAWDESIGN.CA
 17-086
 Church Street
 School Expansion
 Town of Aurora

EAST-WEST
 BUILDING SECTION
 2
 1:50
 A503

2019-02-11 12:54:16 PM



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ISSUE RECORD
 NO. DATE DESCRIPTION

REVISION RECORD
 NO. DATE DESCRIPTION

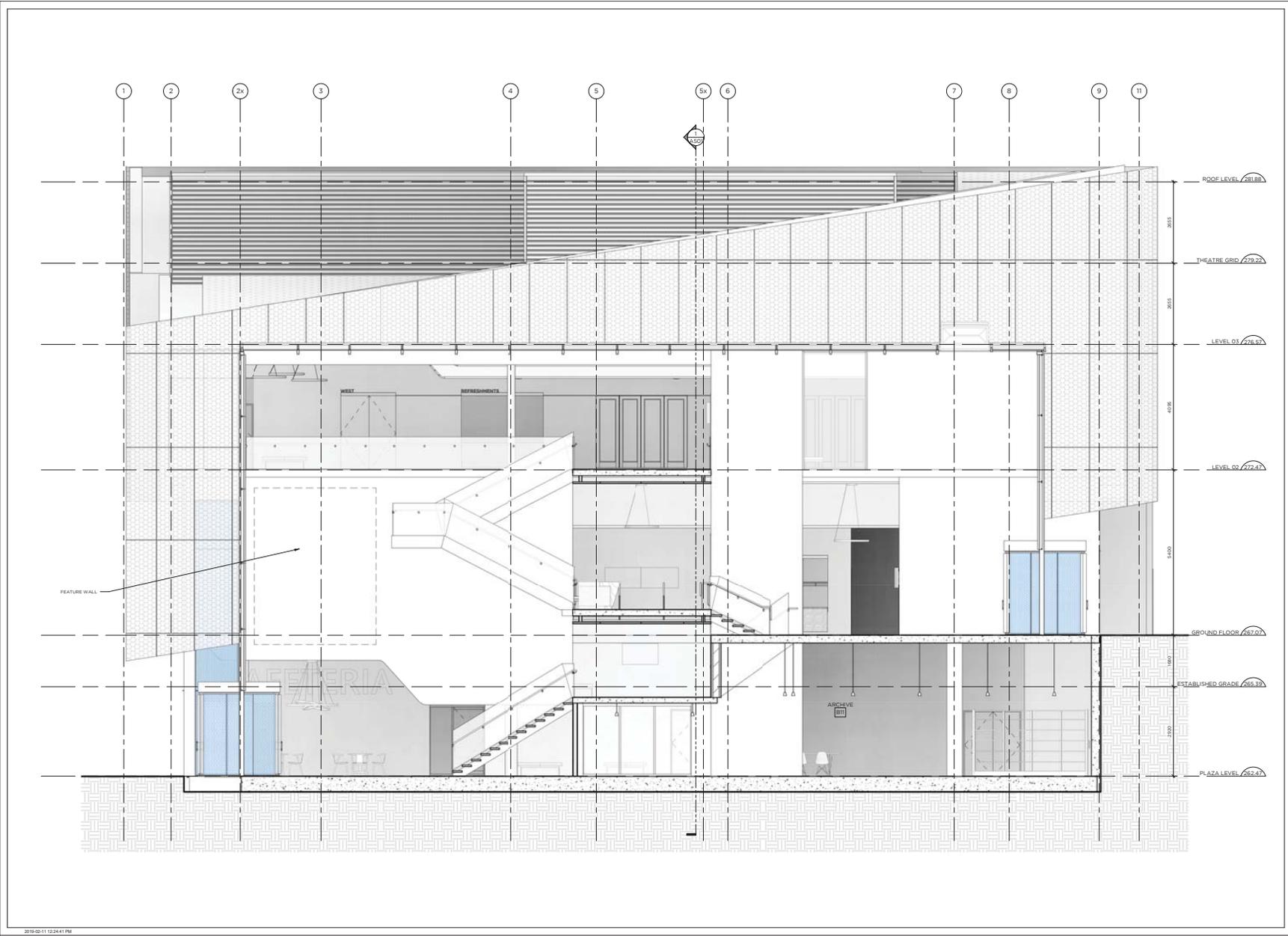


405-37 ADELAIDE STREET
 #657
 TORONTO CANADA M5V 9B9
 416-599-8729
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17-086
 Church Street
 School Expansion
 Town of Aurora

EAST-WEST
 BUILDING SECTION
 1:50
 A504

2019-02-11 12:54:30 PM



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ISSUE RECORD
2019-03-06: 100% SCHEMATIC DESIGN

REVISION RECORD
NO. DATE DESCRIPTION

North

RAW
400-307 ADELAIDE STREET
WEST
TORONTO ONTARIO CANADA M5V 1B9
416-599-8729
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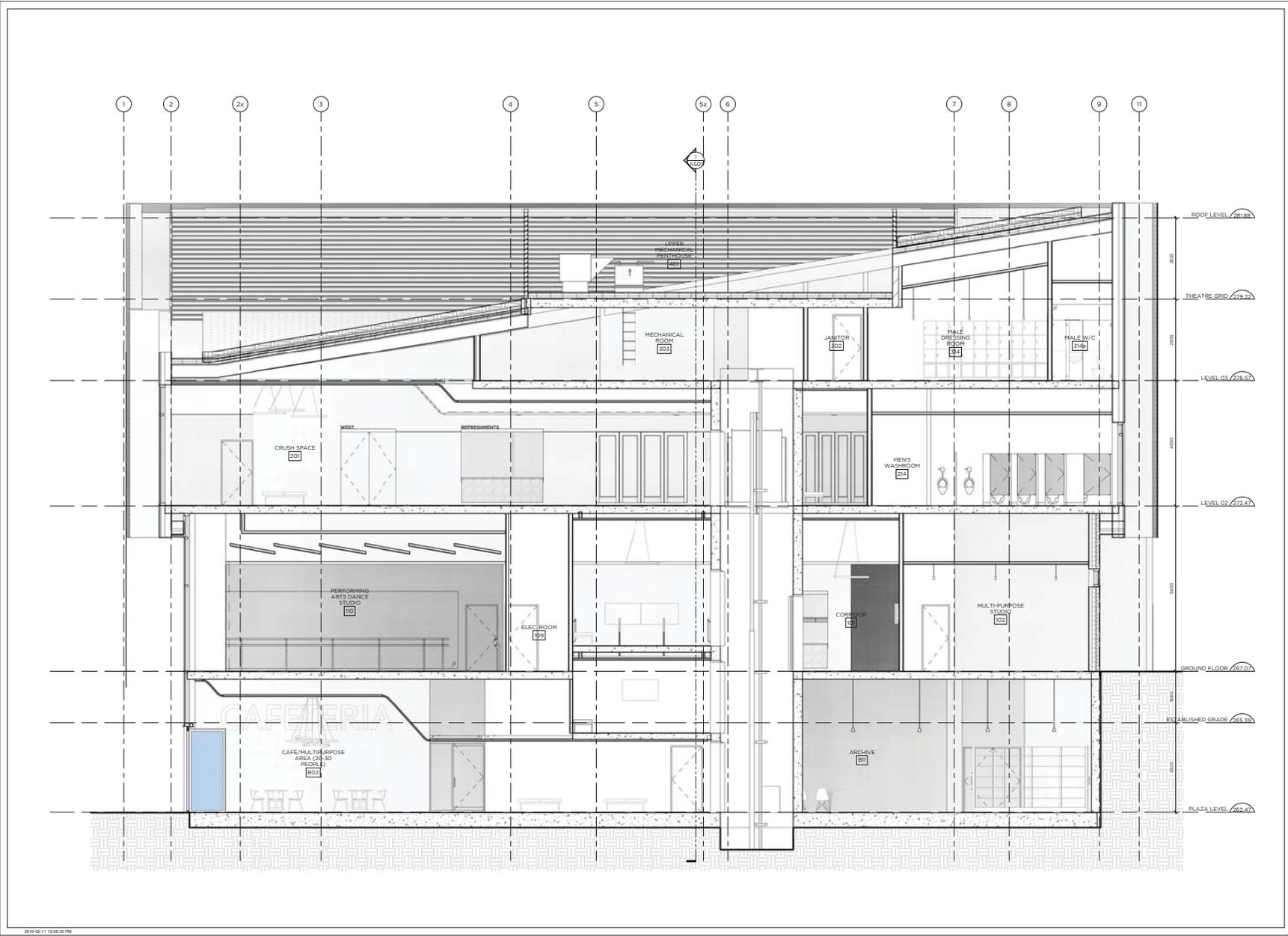
17-086
Church Street
School Expansion
Town of Aurora

EAST-WEST
ATRIUM SECTION 2

1: 50

A505

2019-02-11 12:24:41 PM



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ISSUE RECORD
 2019-02-06: 100% SCHEMATIC DESIGN

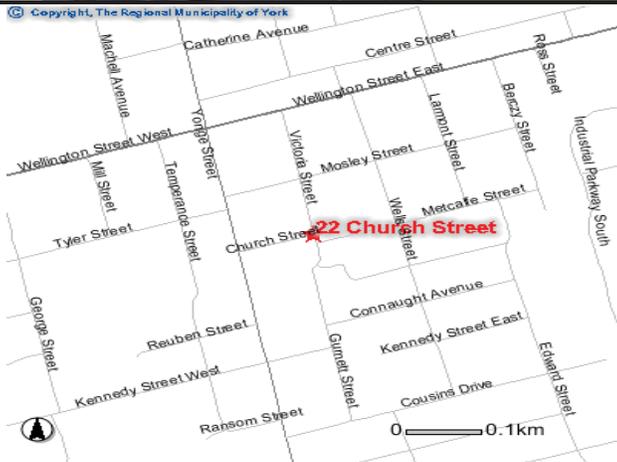
REVISION RECORD
 NO. DATE DESCRIPTION

North
RAW
 406-507 ADELAIDE STREET
 WEST
 TORONTO, ONTARIO CANADA M5V 1B9
 TEL: 416-599-8729
 WWW.RAWDESIGN.CA

17-086
 Church Street
 School Expansion
 Town of Aurora

WEST-EAST
 BUILDING SECTION
 1:50
 A506

**AURORA REGISTER OF PROPERTIES OF CULTURAL
HERITAGE VALUE OR INTEREST (Updated 2017)**

SITE	<p>Address: 22 Church Street</p> <p>Former Address:</p> <p>Legal Description: PLAN: 68 PART LOTS: 1-4</p>
STATUS	<p>Current Use: Non-profit, museum, recreation facility, cultural center</p> <p>Original use: Public school</p> <p>Heritage Status: CIHB, OHA 1980, OHF 1981, Listed & designated Pt IV</p> <p>By-law No. & Date: 2390-80</p> <p>Official Plan: Institutional</p> <p>Zoning: Institutional</p> <p>HCD:</p> <p>Plaques: Designation plaque (2008)</p>
PHOTOGRAPH	
KEY MAP	

**AURORA REGISTER OF PROPERTIES OF CULTURAL
HERITAGE VALUE OR INTEREST (Updated 2017)**

ARCHITECTURE

GENERAL INFORMATION:

Address: 22 Church Street
Construction Date: 1886
Architectural Style: Civic Building Late
Victorian Style

Builder: William Cane and Sons
Architect: Thomas Kennedy
Original Owner:

Heritage Easement:

Historical Name: Church Street School

GENERAL DESCRIPTION:

Floor Plan:
Foundation Materials: Rough Stone
Exterior Wall Materials: Yellow Brick
Roof Type: Hip; 5 gables
Entrance:

Storey: 2

Windows:
Bays:

UNIQUE FEATURES:

Chimney (s):
Dormers:
Roof Trim:
Window Trim:

Special Windows:
Porch/Verandah:
Door Trim:
Other: Metal decorative features

AURORA REGISTER OF PROPERTIES OF CULTURAL HERITAGE VALUE OR INTEREST (Updated 2017)

HISTORY

Historical Society files include:

The Church St. School was built 1885 to replace smaller brick school on the same site, is one of the earliest school in Aurora, and it gains strong historical value. Officially opened in Sep 1888 as elementary school and then became high school from 1888-1892.

Town of Aurora files include:

PHOTOS:

HISTORICAL PHOTO

Photo date: 1918



INVENTORY PHOTO Photo date: 1990-95



The Aurora Inventory of Heritage Buildings was compiled by the Aurora Heritage Advisory Committee (LACAC) between 1976 and 1981. The completed inventory was adopted by Council and released in 1981. On September 26, 2006 Aurora Council at its meeting No. 06-25, has officially changed the name of the Aurora Inventory of Heritage Building to the "***Aurora Register of Property of Cultural Heritage Value or Interest***" and all property included in the Inventory were transferred to the Register.