



**GENERAL COMMITTEE  
MEETING AGENDA**

**TUESDAY, MARCH 24, 2015**

**7 P.M.**

**COUNCIL CHAMBERS  
AURORA TOWN HALL**

PUBLIC RELEASE  
March 20, 2015



**TOWN OF AURORA  
GENERAL COMMITTEE MEETING  
AGENDA**

Tuesday, March 24, 2015  
7 p.m.  
Council Chambers

Councillor Thompson in the Chair

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**2. APPROVAL OF THE AGENDA**

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

**3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**5. DELEGATIONS**

(a) Glenn Lang, N6 Program Manager

Re: Item 1 – Memorandum from Chief Administrative Officer

Re: Northern Six Collaboration – Presentation of Upcoming Initiatives

**6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR**

**7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**8. NOTICES OF MOTION**

**(a) Councillor Thom**  
**Re: Canada 150 Celebrations**

pg. 224

**9. NEW BUSINESS/GENERAL INFORMATION**

**10. CLOSED SESSION**

RECOMMENDED:

THAT General Committee resolve into a Closed Session meeting to consider:

1. Personal matters about an identifiable individual, including a Town or Local Board employee; Re: Report No. LLS15-023 – Appointments to the Heritage Advisory Committee

**11. ADJOURNMENT**

## AGENDA ITEMS

1. **Memorandum from Chief Administrative Officer** pg. 1  
**Re: Northern Six Collaboration – Presentation of Upcoming Initiatives**

RECOMMENDED:

THAT the memorandum regarding Northern Six (“N6”) Collaboration – Presentation of Upcoming Initiatives be received; and

THAT staff continue to evaluate opportunities for shared services between and among N6 municipalities.

2. **PR15-008 – Development of a Sport Plan for Aurora** pg. 9

RECOMMENDED:

THAT Report No. PR15-008 be received; and

THAT the process for the creation of a Sports Plan for Aurora as set out in Report PR15-008 be approved; and

THAT the Parks and Recreation Master Plan Capital Project #73270 be increased by \$20,000.00, to be funded from the Master Plan Reserve; and

THAT the engagement of a consultant for the development of a Sports Plan for Aurora be combined with the Parks and Recreation Master Plan review and update.

3. **PR15-009 – John West Memorial “Leaders of Tomorrow” Scholarship Award** pg. 13

RECOMMENDED:

THAT Report No. PR15-009 be received; and

THAT the John West Memorial, Leaders of Tomorrow Scholarship Award be implemented and the Terms of Reference be approved; and

THAT a Special Reserve Fund to be named the “John West Memorial, Leaders of Tomorrow Scholarship Award Fund” be established for the sole purpose of receiving a bequest from the estate of John West; and

THAT a by-law to create the “John West Memorial, Leaders of Tomorrow Scholarship Award Fund” Special Reserve Fund be enacted.



4. **PL15-019 – Site Plan Application** pg. 23  
**Skygrove Developments Inc.**  
**233 Earl Stewart Drive**  
**File: SP-2014-09**

RECOMMENDED:

THAT Report No. PL15-019 be received; and

THAT Site Plan Application File SP-2014-09 (Skygrove Developments Inc.) be approved to permit the development of the subject lands for a stand-alone restaurant with drive-thru facility and two (2) multi-unit commercial buildings; and

THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.

5. **PL15-025 – Planning Applications Status List** pg. 40

RECOMMENDED:

THAT Report No. PL15-025 be received for information.

6. **IES15-023 – Facility Projects Status Report** pg. 71

RECOMMENDED:

THAT Report No. IES15-023 be received for information.

7. **IES15-024 – Award of Tender IES2014-73 – For Street Lighting Infrastructure Maintenance** pg. 80

RECOMMENDED:

THAT Report No. IES15-024 be received; and

THAT Tender IES2014-73 – For street lighting infrastructure maintenance be awarded to Mead Electric Inc. at an annual upset limit of \$110,000, plus taxes for a two-year period ending December 31, 2016; and

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

8. **IES15-017 – Backyard Composting Initiative to Reduce Curbside Collection** pg. 83

RECOMMENDED:

THAT Report No. IES15-017 be received for information.

9. **IES15-018 – Submission of Annual Drinking Water Quality Report** pg. 88

RECOMMENDED:

THAT Report No. IES15-018 be received; and

THAT the 2014 Annual Drinking Water Quality Report be posted on the Town's website.

10. **IES15-019 – Ministry of Environment Drinking Water System Inspection** pg. 98

RECOMMENDED:

THAT Report No. IES15-019 be received for information.

11. **IES15-020 – Drinking Water Quality Management Standard Operational Plan and Municipal Drinking Water Licence** pg. 124

RECOMMENDED:

THAT Report No. IES15-020 be received; and

THAT the Town of Aurora Drinking Water Quality Management Standard (DWQMS) Operational Plan for Aurora's Water Distribution system, as required by the *Safe Drinking Water Act, 2002*, be endorsed; and

THAT the meeting minutes of the annual Management Review by Top Management be received.

12. **IES15-021 – 2014 Water Audit Report** pg. 151

RECOMMENDED:

THAT Report No. IES15-021 be received for information.

**13. IES15-022 – Water, Wastewater, and Stormwater Budget**

pg. 159

RECOMMENDED:

THAT Report No. IES15-022 be received; and

THAT the 2015 combined Water, Wastewater budget for expenditures of \$17,078,987 and the Stormwater budget for expenditures of \$1,313,000 be approved; and

THAT the 2015 retail water rate of \$1.9855 per cubic meter and the retail wastewater rate of \$1.6812 per cubic meter of water be approved; and

THAT the 2015 flat rate stormwater charge of \$4.78 per unit per month for residential and condominium properties and \$62.96 per unit per month for metered non-residential commercial/industrial and multi-residential properties be approved; and

THAT the new approved retail water, retail wastewater, and stormwater charge rates become effective for all billings issued by the Town on or after May 1, 2015, and be retroactive for all consumption newly billed on such billings; and

THAT the 2015 bulk water purchase rate of \$3.6667 per cubic meter dispensed effective May 1, 2015 be approved; and

THAT a by-law be enacted to implement the 2015 retail water rate, retail wastewater rate, stormwater charge, and bulk water purchase rate.

**14. IES15-015 – Town-wide Conversion to LED Street Lighting – Update  
No. 1**

pg. 167

RECOMMENDED:

THAT Report No. IES15-015 be received; and

THAT this report satisfy Council's conditional budget approval for capital project #34709 "Streetlight Conversion to LED"; and

THAT staff be authorized to proceed with capital project #34709 "Streetlight Conversion to LED"; and

THAT the Town retain the services of RealTerm Energy as a single source purchase to develop the Lighting Design and Investment Grade Audit to convert existing street lights to Light Emitting Diode (LED) street lights at a cost of \$85,000 plus taxes; and

THAT funding be provided from the Roads and Related Infrastructure Repair and Replacement reserve fund; and

THAT the Mayor and Town Clerk be authorized to execute a Letter of Intent with RealTerm Energy for an Investment Grade Audit related to a LED street light conversion, including any other documents or agreements necessary to give effect to same.

**15. CFS15-014 – Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards** pg. 176

RECOMMENDED:

THAT Report No. CFS15-014 be received for information.

**16. PL15-020 – Proposed Plan of Subdivision and Zoning By-law Amendment  
Eyelet Investment Corp.  
1114 Wellington Street East  
Files: SUB-2014-03 and ZBA-2014-08** pg. 182

RECOMMENDED:

THAT Report No. PL15-020 be received; and

THAT Application for Draft Plan of Subdivision SUB-2014-03 (Eyelet Investment Corp. be approved, subject to the conditions outlined in Schedule 'A' of this report; and

THAT Zoning By-law Amendment file ZBA-2014-08 (Eyelet Investment Corp.) be approved, to zone the subject lands from "RU" – Rural General Zone to "R2-96" –Detached Dwelling Second Density Residential Exception Zone, "EP-15"– Environmental Protection Exception Zone, and "O-9"–Major Open Space Exception Zone; and

THAT a total of 82 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and

THAT the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval, and any ancillary agreements required to give effect to same.



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**Town of Aurora**  
**Administration Department**

## **MEMORANDUM**

**DATE:** March 24, 2015  
**TO:** Mayor Dawe and Members of Council  
**FROM:** Neil Garbe, Chief Administrative Officer  
**RE:** Northern Six Collaboration – Presentation of Upcoming Initiatives

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### **RECOMMENDATIONS**

***THAT the memorandum regarding Northern Six (“N6”) Collaboration – Presentation of Upcoming Initiatives be received; and***

***THAT staff continue to evaluate opportunities for shared services between and among N6 municipalities.***

### **BACKGROUND**

The mandate of the N6 collaboration is to meet regularly to review areas of mutual interest in operations and administration with the goal that together we strive to find better, innovative and more cost efficient ways to deliver our services. Our guiding principles include

- Sharing ideas, information, and practices among our N6 municipalities
- Exploring partnership, collaboration, and shared-service opportunities that assist our N6 partners without sacrificing our own municipality's needs
- Recognizing that every collaboration initiative may not always require all of the N6 partner municipalities
- Creating fair cost-sharing models that reflect the benefits to each partner
- Supporting change needed to successfully implement innovative solutions

March 24, 2015

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**COMMENTS**

In keeping with the mandate of the N6 Collaboration and as was identified in the most recent progress report provided by staff on the activities of the N6 collaboration (CAO14-003, February 4, 2014), a focused effort to identify new opportunities for collaboration was made over the past year. To that end, each of the N6 municipalities contributed to the secondment of Mr. Glenn Lang from the Region of York to facilitate or otherwise assist staff from each of the various functional areas of our municipalities to develop, document, evaluate and prioritize ideas. Mr. Lang was selected because of his experience as the Manager, Corporate and Continuous Improvement, at the Region with qualifications as a Project Management Professional, Certified Quality Manager and Certified Facilitator who was able to devote the time necessary to the project. For the purposes of this assignment, library and fire services were excluded.

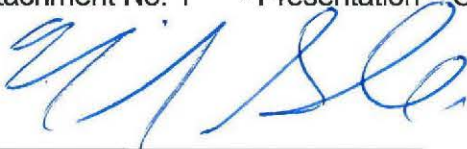
A presentation will be made by Glenn Lang that will update Council on a recent initiative undertaken by the N6 Chief Administrative Officers to assist with the identification of new shared service opportunities for projects in support of our ongoing collaboration. Mr. Lang's presentation will describe the process as well as projects identified as priorities together with other initiatives for future consideration.

Projects initiated within the N6 collaboration are generally intended to be managed within existing budget approvals. Where additional resources may be required, initiatives will be the subject of special Council reports.

The N6 collaboration continues to support operational and organizational efficiencies and service level improvements frequently resulting in cost savings and/or cost avoidance. The initiatives coming forward as a result of Mr. Lang's work will form the basis of our continued collaborative efforts.

**ATTACHMENTS**

Attachment No. 1 - Presentation – Overview of N6 Shared Services Study



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Neil Garbe  
Chief Administrative Officer



## Overview of N6 Shared Services Study

### Priority Areas for Partnerships, Collaborations and Shared Services

Town of Aurora  
General Committee  
March 24, 2015

Presented by:  
Glenn Lang, N6 Shared Services Study Lead



## Overview of Today's Presentation



Who I Am & Overview of the N6

Thoughts about Shared Services

Outline Approach to the Shared Services Study

Summarize the Findings

Outline Priority Areas & Other Future Opportunities

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### A little bit about me ...

- 25 years experience leading strategic & continuous improvement initiatives
- 14 years with York Region – most recently as Manager, Corporate Continuous Improvement
- Project Management Professional (PMP)
- Certified Quality Manager – through the American Society for Quality (ASQ)
- Certified Facilitator (ICA Associates)
- Have led evaluation, assessment and reviews of many municipal service programs

12 month secondment (May 2014 to May 2015) to study N6 shared service opportunities

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### N6 (Northern Six) Municipal Partnership

- Partnership of York Region's Northern Six (N6) Municipalities
- Striving to find better, innovative and more cost efficient ways to deliver our services
- Recent collaborations among the N6 include:
  - Sharing of Internal Audit resources
  - Employee benefits reviewed as an N6 group
  - Joint training, learning & development activities
  - Joint procurement (i.e. insurance, waste collection)
  - Cross municipal working groups meeting on a regular basis to formally share information, ideas and best practices



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## The Initiative: N6 Shared Services Study

- Undertake a comprehensive study to recommend and prioritize further partnership, collaboration and shared service opportunities among N6 municipalities
  - Looking to build upon past successes and current work of the N6 partners
  - Seeking opportunities for increased collaboration that will lead to cost reductions and/or improved service
  - Fire Services, Library Services, and other boards were not part of the scope of this study



East Gwillimbury



**KING**



Town of WHITCHURCH-STOUFFVILLE

## Various degrees to “shared services”



### Networking & Information Sharing

- Networking groups
- Discussion groups
- Common issues & solutions
- Share ideas & practices
- Share policies & procedures



### Partnerships & Collaboration

- Working agreements & MOUs
- Joint Initiatives
- Shared Suppliers & Joint RFPs
- Policies & procedures standardized
- Resources shared



### Shared Service Delivery

- Separate organizations linked through oversight model
- Managed service delivery through clear service level agreements
- Process ownership end-to-end
- Resources pooled



### Steps taken to study N6 shared service opportunities

- Individual discussions with senior management and key staff throughout the N6 which generated many preliminary ideas common to all or most municipalities – May 2014 to September 2014
- Preliminary ideas evaluated by CAO Advisory Team (myself + representatives from all 6 municipalities) – October 2014 to January 2015
  - Comprehensive evaluation of cost efficiency, service improvements, ease to implement, maximizing use of existing resources, & impact on others
- Recommended priorities presented to N6 CAOs group – February 2015
- Priorities confirmed and next steps being developed – March/April 2015

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### Priority Areas for N6 Partnerships and Collaborations

- Continue joint initiatives in Waste Management and Insurance
- Explore joint approach for Emerald Ash Borer tree removal and replacement
- Explore joint procurement opportunities for many Public Works services currently being contracted out
- Explore joint delivery of Animal Shelter & Animal Control services
- Share specialized maintenance equipment
- Share facilities maintenance expertise
- Develop a common Asset Management approach
- Develop a common approach to Septic Maintenance Inspection

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### Other Joint Initiatives for the N6 to Consider

- Partner on Special Studies (i.e. traffic studies, human resource studies, master plans)
- Develop a common risk management program and share use of a Risk Management Specialist
- Develop a common Storm Water Management program
- Create a centralized and shared procurement group
- Greater leverage existing call center infrastructure and expertise
- Explore use of a shared Energy Specialist
- Explore use of shared Emergency Preparedness & Business Continuity Specialist
- Centralize distribution and processing of taxation and water billing
- Continue to explore further joint procurement opportunities

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### Next Steps

- Present findings and recommended priority areas of N6 Shared Services Study to all six municipal partners – March/April
- Develop work plans that detail particulars for each priority idea
  - Cross municipal working groups of subject matter experts
  - Identify implementation challenges and actions to mitigate
  - Create a “roadmap” to successfully implement each initiative

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**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PR15-008**

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**SUBJECT:**    *Development of a Sport Plan for Aurora*

**FROM:**      *Allan D. Downey, Director of Parks and Recreation Services*

**DATE:**      *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PR15-008 be received; and*

*THAT the process for the creation of a Sports Plan for Aurora as set out in Report PR15-008 be approved; and*

*THAT the Parks and Recreation Master Plan Capital Project #73270 be increased by \$20,000.00, to be funded from the Master Plan Reserve; and*

*THAT the engagement of a consultant for the development of a Sports Plan for Aurora be combined with the Parks and Recreation Master Plan review and update.*

**PURPOSE OF THE REPORT**

To receive Council approval for the creation and budgeting of a Sports Plan.

**BACKGROUND**

On Tuesday, February 24, 2015 following a notice of motion staff was directed by Council to provide a report on the development of a Sport Plan for the Town of Aurora:

**(ii) Motions for Which Notice Has Been Given**

**(d) Councillor Thompson**  
**Re: Development of a Sport Plan**

**Moved by Councillor Thompson**  
**Seconded by Councillor Mrakas**

**March 24, 2015**

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**Report No. PR15-008**

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WHEREAS the Town of Aurora recently proclaimed 2015 the Year of Sport in Aurora; and

WHEREAS Aurora's Strategic Plan identifies "Supporting an exceptional quality of life for all" as a primary goal and "Encouraging an active and healthy lifestyle" as one of the key objectives to achieving this goal; and

WHEREAS people who are physically active tend to live longer, healthier lives and feel that it adds not only to their well-being but to the quality of their lives as well; and

WHEREAS sporting activities can provide character building activities and teach our children character building traits like; leadership, respect, responsibility, perseverance and many other positive traits; and

WHEREAS Aurora has been identified as a potential Canadian Sport for Life Community (CS4L) and organized meetings have occurred in the Town to help develop Aurora as one of Canada's healthiest communities; and

WHEREAS the Federal Government revised their Canadian Sport Policy in 2012 to better reflect the importance of enhanced collaboration amongst all stakeholders to achieve the goals of enhanced participation, excellence, capacity and interaction in sport; and

WHEREAS a Sport Plan is a strategic document that is intended to provide direction and recommendations to support the sustainability and growth of sport in a given community.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff report to Council on the development of a Sport Plan for the Town of Aurora.

**CARRIED**

**COMMENTS**

Staff has reviewed the Sports Plan from the City of Mississauga and have been in contact with staff who were responsible for the development of the plan. In preparation of the Sports Plan, the City of Mississauga hired a Consultant and appointed a Project Manager. The City of Mississauga reassigned a staff person for this project as the Project Manager. Staff are recommending a re-assignment of existing staff within the Parks and Recreation Services Department to be assigned the role of Project Manager and Sports Development Officer.

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**Report No. PR15-008**

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The Primary Function of a Sports Plan is to assist in identifying Town capacities, advocacy and facility usage. This strategic plan would provide a series of recommendations designed to build a more collaborative and effective sport system in the Town of Aurora.

The City of Mississauga identified seven strategic areas of focus which include:

1. **Sport Leadership** – Develop a shared leadership model for implementation of the Sport Plan which would ensure collaboration, investment and involvement from key stakeholders within The Town of Aurora Sport Delivery System
2. **Sport for All** - Develop inclusive and targeted programs, services and funding that address barriers to participation in sport
3. **Sport for Life** – Increase participation in and understanding of the life-long benefits of quality sport and physical activity
4. **Celebration and Promotion of Sport** – Actively promote sport and celebrate the achievements of athletes, volunteers and organizations.
5. **Building Capacity of our Sports Systems** – Increase capacity and sustainability of community sport providers, programs and services.
6. **Sport Tourism** – That Aurora be recognized as a sport event-friendly town and sports tourism destination of choice.
7. **Sport Infrastructure** – Ensure sport facilities meet community needs and are allocated in fair and equitable manner.

Staff are recommending a similar approach for Aurora. The Mississauga Sport Plan took approximately 1 year to complete. Staff anticipates completion of the plan by Fall 2015 in time to present budget recommendations for the 2016 Budget.

Staff recommends combining the efforts of the Sport Plan with the Parks and Recreation Master Plan review and update in an effort to maximize our efforts with the Consultant.

Staff recommend that the Consultant be engaged to:

- Spearhead Community meetings with identified stakeholders
- Conduct interviews with key individuals and user groups to identify needs, strengths, opportunities and threats within the Town of Aurora
- Prepare a draft report of findings and make presentation to council
- Prepare final recommendations and prepare a report for presentation to council

#### **LINK TO STRATEGIC PLAN**

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life for All** by **encouraging an active and healthy lifestyle**. Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

March 24, 2015

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Report No. PR15-008

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**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. The Sport Plan is done in house however the preparation and presentation would not be completed in time of the 2016 Budget.
2. Engage a Consultant independent of the Parks and Recreation Services Master Plan review and update.
3. Further Options as required.

**FINANCIAL IMPLICATIONS**

Staff recommends that \$20,000.00 be added to the Consultant budget for the Parks and Recreation Master Plan review, funded from the Master Plan Reserve, Capital Project #73270.

**CONCLUSIONS**

Staff feel that having a sustainable sport delivery system will assist the Municipality in defining its role in addressing the changing community and demographic needs to ensure there is a place for all to play. It will also be a valuable tool to identify program and facility development that will support sports in line with the 7 strategic goals.

**PREVIOUS REPORTS**

None.

**ATTACHMENTS**

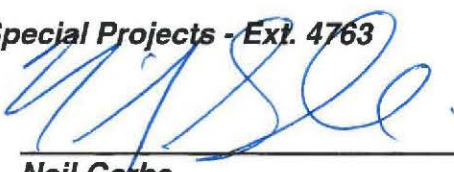
None.

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Thursday, March 12, 2015.

*Prepared by: Loriann Ierullo, Supervisor, Special Projects - Ext. 4763*

  
\_\_\_\_\_  
**Allan D. Downey**  
**Director of Parks and Recreation**

  
\_\_\_\_\_  
**Neil Garbe**  
**Chief Administrative Officer**





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PR15-009**

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**SUBJECT:**    *John West Memorial “Leaders of Tomorrow” Scholarship Award*

**FROM:**        *Allan D. Downey, Director of Parks and Recreation Services*

**DATE:**        *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PR15-009 be received; and*

*THAT the John West Memorial, Leaders of Tomorrow Scholarship Award be implemented and the Terms of Reference be approved; and*

*THAT a Special Reserve Fund to be named the “John West Memorial, Leaders of Tomorrow Scholarship Award Fund” be established for the sole purpose of receiving a bequest from the estate of John West; and*

*THAT a by-law to create the “John West Memorial, Leaders of Tomorrow Scholarship Award Fund” Special Reserve Fund be enacted.*

**PURPOSE OF THE REPORT**

To receive Council approval for the creation of the John West Memorial “Leaders of Tomorrow” Scholarship Award.

**BACKGROUND**

The late, former Mayor, John West, left a bequest in the amount of \$30,000.00 to be used by the Town of Aurora to establish a Scholarship Fund. Each year, one scholarship in the amount of \$1,000.00 will be awarded to recognize the achievements of two young Aurora residents, one male and one female, to help pay for their first year of post-secondary education.

**COMMENTS**

Staff had discussed the development of this scholarship with the late John West before his passing on December, 28, 2013. John West wanted the scholarship directed at our future leaders, those that have made an impact in their community, which may include areas such as; education, health, fundraising, charitable and voluntary services,

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**Report No. PR15-009**

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business, sport, arts , the environment or any other area that contributes to the advancement and well-being of our community.

The primary purpose of this Scholarship Award is to assist young Aurora citizens in their first year of post-secondary education with a \$1,000.00 dollar scholarship award.

Applicants will be evaluated on one or more of the following:

- Demonstrated outstanding leadership qualities;
- Involvement in worthwhile community service;
- Volunteer commitment, giving back to our community;
- Acting as an inspirational role model for the Aurora community;
- Demonstrated excellence in personal achievement;
- Individuals who are committed to making life better for others;
- Have performed acts of heroism or bravery; and
- Contributed while living with a physical or psychological limitation.

Staff are recommending that a committee comprising of Town of Aurora representatives be set up to review the applications and to select two individuals who best meet the selection criteria.

Staff recommend the John West Memorial “Leaders of Tomorrow” Scholarship Award be implemented in early Spring 2015, with a presentation taking place in the August Council meeting each year.

#### **LINK TO STRATEGIC PLAN**

The establishment of this scholarship award supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by **encouraging an active and healthy lifestyle.**

Develop programs and policies that nurture and contribute to the development of youth.

#### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Deny acceptance of the money and not establish the John West Memorial “Leaders of Tomorrow” Scholarship Award.
2. Further Options as required.

#### **FINANCIAL IMPLICATIONS**

Staff recommend that \$30,000.00 be held, in trust, at a financial institution gaining interest. Each year, \$2,000.00 be withdrawn and awarded to the successful applicants in the amount of \$1,000.00 respectively.

**March 24, 2015**

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**Report No. PR15-009**

At the end of the 15-year period, the Town can then consider taking on the financial implications of this scholarship.

**CONCLUSIONS**

Staff feel that the John West Memorial "Leaders of Tomorrow" Scholarship Award would pay homage to this insightful man who served our community for many years with leadership, honesty and integrity.

**PREVIOUS REPORTS**

None.

**ATTACHMENTS**

Attachment #1 – John West Memorial, Leaders of Tomorrow Scholarship Award Application Form

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Thursday, March 12, 2015.

*Prepared by: Loriann Ierullo, Supervisor, Special Projects - Ext. 4763*

  
\_\_\_\_\_  
**Allan D. Downey**  
**Director of Parks and Recreation**

  
\_\_\_\_\_  
**Neil Garbe**  
**Chief Administrative Officer**

**John West Memorial “Leaders of Tomorrow”  
Scholarship Award**

**PURPOSE**

The Town of Aurora believes in recognizing our Leaders of Tomorrow, who have made a positive impact in our community to inspire and give us hope for the future.

**CRITERIA**

Application forms for the John West Memorial “Leaders of Tomorrow” Scholarship Award must be accompanied by a letter detailing the individual’s contribution to the community, which may include areas such as; education, health, fundraising, charitable and voluntary services, business, sports, arts, the environment or any other area that contributes to the advancement and well-being of our community.

Applicants will be evaluated on one or more of the following:

- Demonstrated outstanding leadership qualities
- Involvement in worthwhile community service
- Volunteer commitment, giving back to our community
- Acting as an inspirational role model for the Aurora community
- Demonstrated excellence in personal achievements
- Individuals who are committed to making life better for others
- Have performed an act of heroism or bravery
- Contributed while living with a disability

**ELIGIBILITY**

- One male and one female student;
- Acceptance in Post-Secondary Education or equivalent in September; and
- Aurora Resident.

The Town of Aurora will accept applications for the *John West Memorial “Leaders of Tomorrow” Scholarship Award* by June 1<sup>st</sup> of each calendar year

Scholarships will be presented after July 1<sup>st</sup> of each calendar year (the exact date to be announced on an annual basis).

## **John West Memorial “Leaders of Tomorrow” Scholarship Award**

### **- APPLICATION -**

John West Memorial “Leaders of Tomorrow” Scholarship Award will honour the achievements of senior students who are residents of the Town of Aurora, to help pay for post-secondary education. Each year, two scholarships will be presented to students entering their first year of full-time study at college, university, or equivalent.

Each scholarship has a value of \$1,000.00.

The awards will be distributed to one male and to one female applicant each year.

#### **RULES AND REGULATIONS**

\$1,000.00 will be allocated in year one of the student's program.

Applicants must be registered and accepted at a college, university, or equivalent.

In order to qualify for the scholarship students must:

- submit a completed application form with supporting documentation (all supporting documents must be received by July 1<sup>st</sup>, of each calendar year). Please submit ***copies only*** because materials will not be returned.

The application deadline is **June 1<sup>st</sup>** of each calendar year (applications must be received by June 1<sup>st</sup>; however, all other supporting materials/documents must be received by the last business day of June).

The Recipients of the Award will be contacted by July 1<sup>st</sup> of each calendar year.

Once students are accepted at the institution of their choice, they must supply us with a copy of their Acceptance letter. Applications will not be processed without this document.

Recipients of this Award will be selected by a Town of Aurora committee. Selection is based on the outlined criteria.

All applicants must authorize the release of any information relating to their application to the Town of Aurora John West Memorial “Leaders of Tomorrow” Scholarship Award. Information may be requested from Secondary school, College, University, government, or community sources. The information resulting from such a request may be used for the scholarship program publicity or promotion purposes.

Application forms for the John West Memorial “Leaders of Tomorrow” Scholarship Award must be accompanied by a letter detailing the individual's contribution to the community, which may include areas such as: education, health, fundraising, charitable and voluntary

services, business, sports, arts, the environment or any other area that contributes to the advancement and well-being of our community.

Applicants will be evaluated on one or more of the following:

- Demonstrated outstanding leadership qualities
- Involvement in worthwhile community service
- Volunteer commitment, giving back to our community
- Acting as an inspirational role model for the Aurora community
- Demonstrated excellence in personal achievements
- Individuals who are committed to making life better for others
- Have performed an act of heroism or bravery
- Contributed while living with a disability

Using the criteria described above, please provide information on your involvement in Aurora. Tell us why you should be selected for the John West Memorial “Leaders of Tomorrow” Scholarship Award. Please be specific using dates and details outlining your contribution(s), please only include experiences in the last four years.

---

**1. Demonstrated outstanding leadership qualities**

---

**2. Involvement in worthwhile community service**

---

**3. Volunteer commitment, giving back to our community (include start and end date and total hours)**

---

**4. Acting as an inspirational role model for the Aurora community**

---

**5. Demonstrated excellence in personnel achievements**

---

**6. Individuals who are committed to making life better for others**

---

**7. Performed an act of heroism or bravery (please include any supporting materials)**



---

**8. Contributing while living with a disability**

The Town of Aurora is accepting applications for the John West Memorial “Leaders of Tomorrow” Scholarship Award, until **June 1<sup>st</sup>** of each calendar year. The ceremony date will be announced after applications are received and reviewed. Recipients of this Award will be contacted by July 1<sup>st</sup> of each calendar year by which time all supporting documents must be received.

Please return completed application form no later than June 1<sup>st</sup> of each calendar year, to:

Corporation of the Town of Aurora  
Parks and Recreation Services Department  
c/o John West Memorial “Leaders of Tomorrow” Scholarship Award  
Attention: Allan D. Downey, Director of Parks and Recreation  
100 John West Way, Box 1000  
Aurora ON L4G 6J1

Or via fax to 905-726-4734; via e-mail at [adowney@aurora.ca](mailto:adowney@aurora.ca). If you have any questions please contact Marianna Saavedra, Administrative Assistant to the Director at 905-727-3123 ext. 4753 or via e-mail at [msaavedra@aurora.ca](mailto:msaavedra@aurora.ca).

**John West Memorial “Leaders of Tomorrow” Scholarship Award**

**- Contact Information -**

*Please complete:*

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	
<b>Date of Birth (dd/mm/year):</b>	
<b>Gender:</b>	
<b>Address:</b>	

**SECTION A1: EDUCATION**

<b>School Address:</b>	
<b>School Phone:</b>	
<b>Board of Education:</b>	

**SECTION A2: LETTERS OF SUPPORT & INFORMATION**

<b>School support letter from:</b>	
<b>Community support letter from:</b>	
<b>How did you learn about this Award?</b>	

<b>Has University/College application been made?:</b>	
<b>Has University/College application been accepted?:</b>	
<b>Name of University/College accepted?:</b>	



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PL15-019**

---

**SUBJECT:**    *Site Plan Application*  
                  *Skygrove Developments Inc.*  
                  *233 Earl Stewart Drive*  
                  *File: SP-2014-09*

**FROM:**        *Marco Ramunno, Director of Planning & Development Services*

**DATE:**         *March 24, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-019 be received; and*

*THAT Site Plan Application File SP-2014-09 (Skygrove Developments Inc.) BE APPROVED to permit the development of the subject lands for a stand-alone restaurant with drive-thru facility and two (2) multi-unit commercial buildings; and*

*THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.*

**PURPOSE OF THE REPORT**

The purpose of this report is to provide an evaluation and recommendations regarding the Site Plan Application submitted by Skygrove Developments Inc. to permit a drive thru restaurant and two multi-unit commercial buildings on the subject lands.

**BACKGROUND**

**Location/ Land Use**

The subject lands are located west of Bayview Avenue, approximately 350 m south of St. John's Sideroad, municipally known as 233 Earl Stewart Drive and legally described as Block 5 & Part of Block 6, Plan 65M-2874 (see Figure 1). The subject lands have the following characteristics:

- total site area of approximately 1.58 hectares (3.90 acres);
- vacant site with no existing buildings structures, or access;
- frontage on three public streets: Bayview Avenue, Earl Stewart Drive and Pedersen Drive; and
- Proposed access on Pedersen and Earl Stewart Drive.

**March 24, 2015**

**- 2 -**

**Report No. PL15-019**

The surrounding land uses are as follows:

North: Existing commercial (LCBO and Beer Store);  
South: Existing commercial;  
East: Bayview Avenue and existing residential; and  
West: Existing employment uses.

### **Policy Context**

#### *Town of Aurora Official Plan*

As illustrated on Figure 2, the subject lands are designated as “Community Commercial Centre” by the Town of Aurora Official Plan. The Community Commercial Centre Designation encourages a full range of retail and service commercial uses to serve the wider residential community.

#### *Zoning By-law*

The subject lands are currently zoned Industrial Commercial (C5-4) Exception Zone by the Town of Aurora Zoning By-law 2213-78, as amended. The existing zoning of the subject and surrounding lands is detailed on Figure 3, attached. The “C5-4” Exception Zone allows all permitted uses in accordance with Section 23.A.1 of the Zoning By-law which includes the following uses:

- restaurant, drive-thru;
- restaurant, take-out;
- banks or other financial establishments;
- business and professional offices, excluding medical;
- hotels and motels including accessory convention facilities;
- private clubs and health centres;
- banquet halls, restaurants, taverns;
- data processing centres;
- printing shop and office supplies;
- travel agency; and
- commercial schools.

The Industrial Commercial (C5-4) Exception Zone was enacted in 1998 to include the provisions of a restaurant, drive-thru and restaurant, take-out. No development applications have been made in the past to accommodate the additional uses.

**March 24, 2015**

**- 3 -**

**Report No. PL15-019**

**Site Design**

The pertinent site statistics are as follows:

Site Statistics	
Building A (Drive-Thru restaurant)	474.7 sq. m. (5,109.3 sq.ft.)
Building B (multi-unit commercial)	1,288.2 sq.m. (13,866.2 sq.ft.)
Building C (multi-unit commercial)	1,854.0 sq. m. (19,956.3 sq.ft.)
Total Gross Floor Area	3,616.9 sq. m.s (38,931.8 sq.ft.)
Lot Area	3.9 Acres (1.6 ha)
Parking Required	163 parking spaces (4.5 / 100 sq. m)
Parking Provided	137 parking spaces
Accessible parking	6 spaces
Buildings Coverage	22.9%
Soft Landscape Area	25.6% (4,050.7 sq. m)
Building Height:	
- Building A	- 15.0 m
- Building B	- 11.0 m
- Building C	- 11.0 m

**Reports and Studies**

As part of the Site Plan application, the applicant has submitted the following studies, which have been reviewed by Town Staff:

- Transportation Study;
- Stormwater Management Report;
- Servicing and Grading Plan;
- Transfer of easement and Instrument No. LT1280939 and LT1280940;
- Electrical Site Plan Analysis and Details; and
- Sample Board of Building Materials and Colours.

**COMMENTS**

**Official Plan**

As identified previously, the property is designated as “Community Commercial Centre” by the Town of Aurora Official Plan. The Community Centre Designation encourages a full range of retail and service commercial uses to serve the wider residential community. The Community Commercial designation specifically permits recreational and health establishments and retail stores. Official Plan policy – 10.12.3 j) requires high levels of urban design, building and maintenance standards for all new development.

**March 24, 2015**

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**Report No. PL15-019**

As such, the site plan application was circulated to “John G. Williams Architect” to review the Architectural and Urban Design components of the application. The proposed commercial development conforms to the Official Plan.

**Zoning By-law Amendment**

As previously mentioned, the subject lands are currently zoned Industrial Commercial “C5-4” Exception Zone by the Town of Aurora Zoning By-law 2213-78, as amended. The proposed Site Plan as prepared by the applicant does not comply with current Zoning Bylaw standards. As a result, the applicant will be required to submit a minor variance application to the Committee of Adjustment for approval. The required variances are described as follows:

<b>Zoning Provision</b>	<b>Required</b>	<b>Proposed</b>
Parking Spaces	163 spaces (4.5 Spaces per 100 sq.m)	137 spaces (3.8 Spaces per 100 sq.m)
Loading Spaces	3 loading spaces for a total commercial floor area between 2,500 sq.m or more but less than 7,500 sq.m	2 Loading Space
Landscaping Requirements	A strip of land shall be provided adjacent to the entire length of all lot lines which shall be used for no other purpose than landscaping. A 3.0 metre strip of land is required abutting Earl Stewart Drive	0.6 metre landscape strip proposed along Earl Stewart Drive.
Driveway Access	Ingress and egress, to and from required parking spaces and areas shall be provided by means of unobstructed driveways or passage ways at four (4) metres but not more than nine (9) metres in width.	10.57 metres driveway width.

Planning and Development Services support the variances required to implement the proposed site plan. The site plan cannot be executed and registered on title until the variances are applied for and approved by the Committee of Adjustment. The site plan illustrates two (2) shell buildings with no identified uses or prospective tenants and one building containing a drive-thru restaurant.

**March 24, 2015**

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**Report No. PL15-019**

The current "C5-4" Exception Zone does not permit retail stores. The applicant is aware of the use provisions of the C5-4 Exception Zone within the Zoning By-law 2213-78. The applicant has indicated to Town staff that retail uses may be required in the future to accommodate prospective tenants. A Committee of Adjustment application may be submitted in the future to add retail as a permitted use to the subject lands.

### **Site Plan Design**

As shown in Figure 4, Skygrove Developments submitted an application for site plan approval to permit two (2) multi-unit commercial shell buildings and one stand-alone restaurant with drive-thru facility (McDonald's). The subject lands abut one arterial road (Bayview Avenue) and two minor collector roads (Earl Stewart Drive and Pederson Drive). The site is located in an evolving commercial and employment district on the west side of Bayview Avenue.

Three (3) points of access are proposed to the subject site. One access point will be located onto Pedersen Drive across from the existing access placement at 125 – 133 Pedersen Drive. A second access point will be located onto Earl Stewart Drive across the existing driveways of 230 and 242 Earl Stewart Drive. An internal private road connection via 15820 – 15830 Bayview Avenue (LCBO and Beer Store) is also proposed. Legal easements are currently registered on title to permit access between both properties.

Due to grading conditions along Bayview Avenue being the high point and Earl Stewart Drive at the lower point, the ability to provide pedestrian oriented facades along Bayview Avenue is limited and recently constructed plazas within the surrounding area display these limitations. In general the buildings are sited within close proximity to Earl Stewart Drive and Pedersen Drive and reinforce an appropriate built form presence. Planning Services have reviewed the proposed site plan and is satisfied with the overall commercial site layout.

### **Parking**

The overall site plan provides a vehicular orientated commercial design with parking in front of each main building entrance and landscaped vegetation proposed along the perimeter of the site, as well as landscape islands to break up the amount of continuous parking stalls. The parking lot is separated into two (2) separate parking areas. 'Building A' proposes a drive-thru facility (McDonald's), which can accommodate the queuing of 18 cars through two queuing lanes. Queuing of this length is in keeping with drive-thru facility best practices, and the Town's Traffic Transportation Analyst has no objection to the drive-thru stacking and layout.

The Zoning by-law requires 4.5 parking spaces per 100 square metres of commercial floor area (163 parking spaces). The proposed site plan has proposes 137 parking spaces, a deficiency of 26 parking stalls. A Transportation study has been submitted by

**March 24, 2015**

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**Report No. PL15-019**

Nextrans Engineering, which has been reviewed by Town Staff. Staff concur with the report, that the reduction in required parking can be supported on the subject lands. This deficiency will be addressed through the Committee of Adjustment application

Additionally, the Site Plan illustrates two (2) loading spaces for three commercial buildings. The Zoning By-law requires three loading spaces, a deficiency of one (1) loading spaces. This deficiency will also be addressed through the Committee of Adjustment application.

### **Urban Design**

Overall, as indicated by the Architectural and Urban Design peer reviewer, the proposed development employs a blend of contemporary and traditional architectural design characteristics that complement the existing character of the surrounding area. The proposed buildings display similar architectural themes as the surrounding commercial developments to the north and south. Based on the above, the proposed Site Plan will provide a high quality built form that complements the existing area.

#### *Building Elevations*

The proposed development occupies a highly visible property along the commercial corridor of Bayview Avenue with street exposure to Earl Stewart Drive and Pedersen Drive. The proposed buildings are one (1) storey in height, a mixture of masonry brick, spandrel glass, and prefinished aluminium. Exterior light fixtures, raised letter signage, canvas or metal awnings and clear glass main entrance doors are proposed for all buildings. The urban design and architectural components of the proposal are considered to be very important to achieve a successful commercial development at this location in keeping with the objectiveness of the Official Plan.

#### *Building A*

The Architectural and Urban Design peer reviewer noted that the proposed stand-alone restaurant will act as the gateway building into the development. The building is designed in a consistent manner as the 'National Bank' building to the south with respect to massing and articulation (Figure 5). Adequate hedgerow planting has been provided between the drive-thru and Pederson Drive, which helps mitigate the visual impacts of the proposed drive-thru on the surrounding area.

#### *Building B*

Special attention has also been given to Building B as shown on Figure 6 through screening to minimize views of roof top utility elements. In addition, the façades of Building B has been raised in line with the Beer Store to the north to keep in visual integrity with the existing streetscape.



**March 24, 2015**

**- 7 -**

**Report No. PL15-019**

*Building C*

The buildings' façades are well designed with appropriate design qualities. The south elevation includes enhanced architectural design features and increased articulation to address to the street as well as to break up the long façade along Earl Stewart Drive (Figure 7).

Overall the proposed buildings are designed in a consistent manner and display positive architectural qualities.

**Municipal Servicing**

The Development Planning Engineer has reviewed the site plan application and has no major concerns with the application subject to provisions in the Site Plan Agreement relating to cost estimate and minor technical updates to the Stormwater Management Report and site grading plan. The applicant will be required to satisfy the requirements prior to execution of the Site Plan Agreement.

**Traffic/Transportation**

Infrastructure and Environmental Services (IES) Staff have reviewed the site plan application and concurs with the applicant's Transportation Study prepared by Nextrans Engineering. Based on the review of the proposal Staff conclude that the proposed accesses conform to municipal standards of the road network and surrounding uses. Moreover, Staff further concludes that the reduction of parking and loading space can also be supported.

**Buffering/ Landscaping**

The Parks and Recreation Services (PRS) department have reviewed the site plan application and have no major concerns with regards to the proposed site plan application. Parks staff have requested that the applicant provide an enhanced planting feature at the corner of Bayview Avenue and Pederson, as well as additional buffer planting in the form of groupings of deciduous and coniferous trees with understory shrub and planting adjacent to Building A (Figure 4). PRS has also requested additional planting in the buffer area along Bayview Avenue. The applicant has also noted that they do not intend to move forward with the west patio on Building C. These revisions will be incorporated into the final design. A final updated landscape cost estimate in order to address the landscape fees and security requirements of the Site Plan Agreement will also be provided.

**March 24, 2015**

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**Report No. PL15-019**

**Building and By-law Services**

Building and By-law Services (BBS) have reviewed the application and have no objection to the approval of the application, subject to minor technical updates and the approval of variances by the Committee of Adjustment.

The Town's Accessibility Advisor recommends for the main entrance to be accessible barrier free including power door operators and increasing connectivity for pedestrians by providing ramp & stair access from Bayview Avenue into the development with accessible curb cuts. The applicant has advised that these changes will be taken into consideration regarding the Final Plans.

**External Agency Comments**

*Central York Fire Services*

Central York Fire Services department has reviewed the Site Plan application and has no major concerns with the application subject to minor technical updated. The applicant will be required to satisfy the requirements prior to execution of the Site Plan Agreement.

*Powerstream*

A response from Powerstream was received. Powerstream advised that they will be able to provide service to the site from the existing hydro poles.

*Enbridge Gas*

Enbridge Gas Distribution has reviewed the submitted Site Plan proposed and does not object to the proposal.

*Regional Municipality of York*

The Regional Municipality of York has reviewed the applications and advises that the proposed development does not propose direct access to Bayview Avenue and as such has no objection to its approval subject to conditions. Conditions such as preserving a 36 metre right-of-way along Bayview, conducting a Source Water Impact Assessment Mitigation Plan (SWIAMP) and geotechnical report to conduct a subsurface investigation to identify any need for significant dewatering and/or groundwater depressurization (if required) will be required by York Region.

March 24, 2015

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Report No. PL15-019

## **LINK TO STRATEGIC PLAN**

**Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business:** By rezoning the subject lands to permit service commercial uses, this will help *Develop plans to attract businesses that provide employment opportunities for our residents.*

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

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

## **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

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

## **SERVICING ALLOCATION**

Not applicable.

## **FINANCIAL IMPLICATIONS**

The site is being developed through a site plan application; as such fees and securities will be required with the development agreement. The development of this site will also generate development charges. In addition, the proposed commercial development for this site will generate yearly tax assessment to the Town.

## **PREVIOUS REPORTS**

None.

## **CONCLUSIONS**

The Planning and Development Services department has reviewed the Site Plan application that proposes to develop three (3) commercial buildings with surface level parking on the subject lands in accordance with the provisions of the Town's Official Plan, Zoning By-law and in the context of the surrounding and future land uses. The

**March 24, 2015**

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**Report No. PL15-019**

Site Plan application has been reviewed and is considered to be in keeping with the development standards of the Town. The building materials will be reviewed by Staff prior to the execution of the Site Plan Agreement. Staff recommends approval of Site Plan application File:SP-2014-09 subject to the applicant satisfying the detailed requirements with respect to Urban Design, York Region, Development Engineering and Parks and Recreation Services prior to the execution of the Site Plan Agreement.

**ATTACHMENTS**

- Figure 1 – Location Map
- Figure 2 – Official Plan Map
- Figure 3 – Zoning Map
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Elevation Building A
- Figure 6 – Proposed Elevation Building B
- Figure 7 – Proposed Elevation Building C

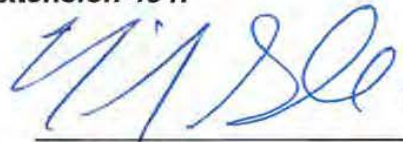
**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – March 12, 2015

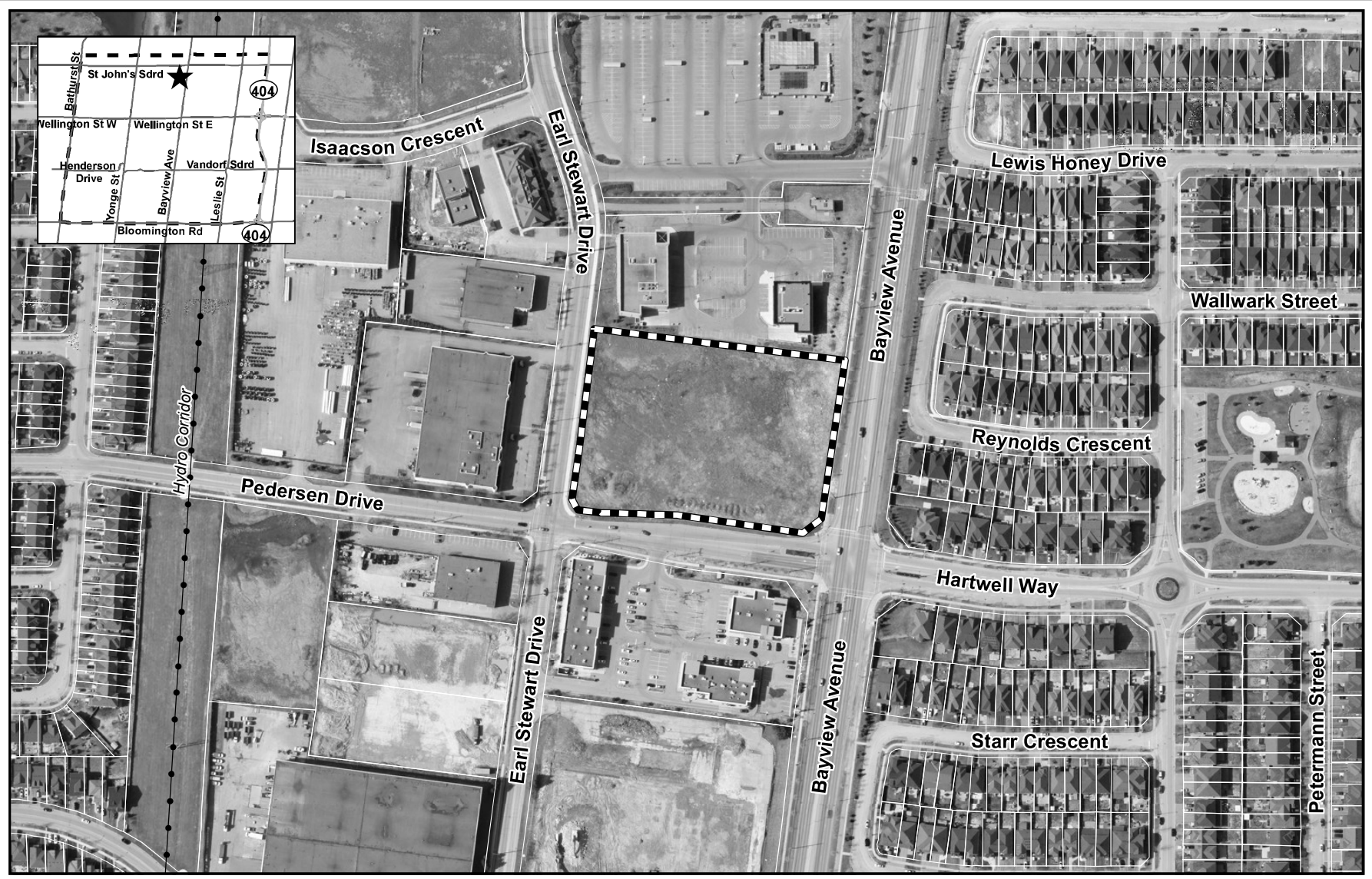
*Prepared by: Drew MacMartin, Planner, Extension 4347*



**Marco Ramunno, MCIP, RPP  
Director of Planning & Development  
Services**



**Neil Garbe  
Chief Administrative Officer**



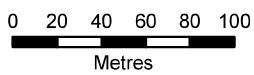
- 33 -

**LOCATION MAP**

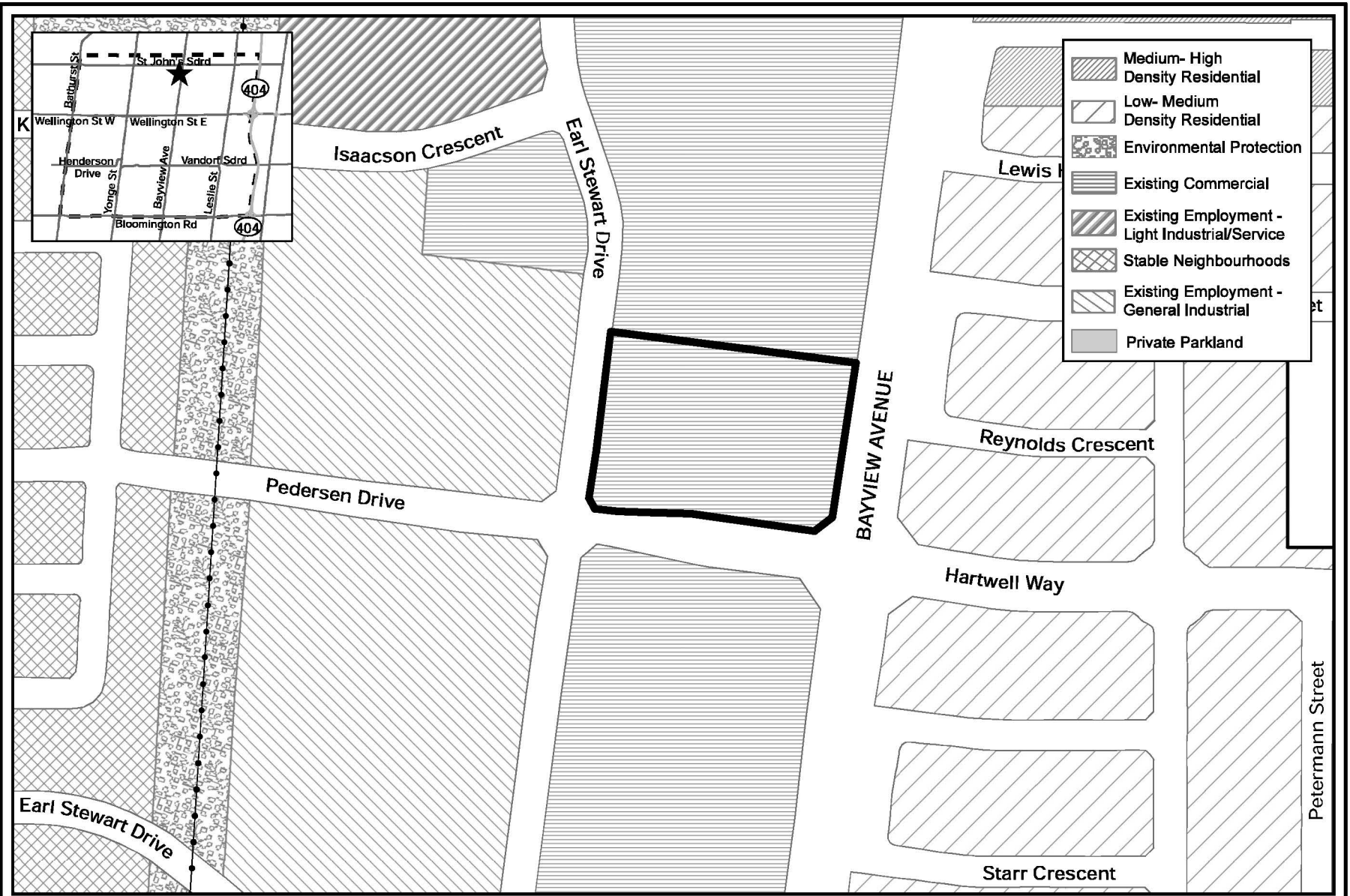
APPLICANT: SKYGROVE DEVELOPMENTS INC.  
 FILE: SP-2014-09

FIGURE 1

 Subject Lands



Map created by the Town of Aurora Planning & Development Services Department, February 24, 2015. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2014, © First Base Solutions Inc., 2014 Orthophotography.

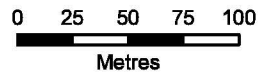


**OFFICIAL PLAN MAP**

APPLICANT: SKYGROVE DEVELOPMENTS INC.  
 FILE: SP-2014-09

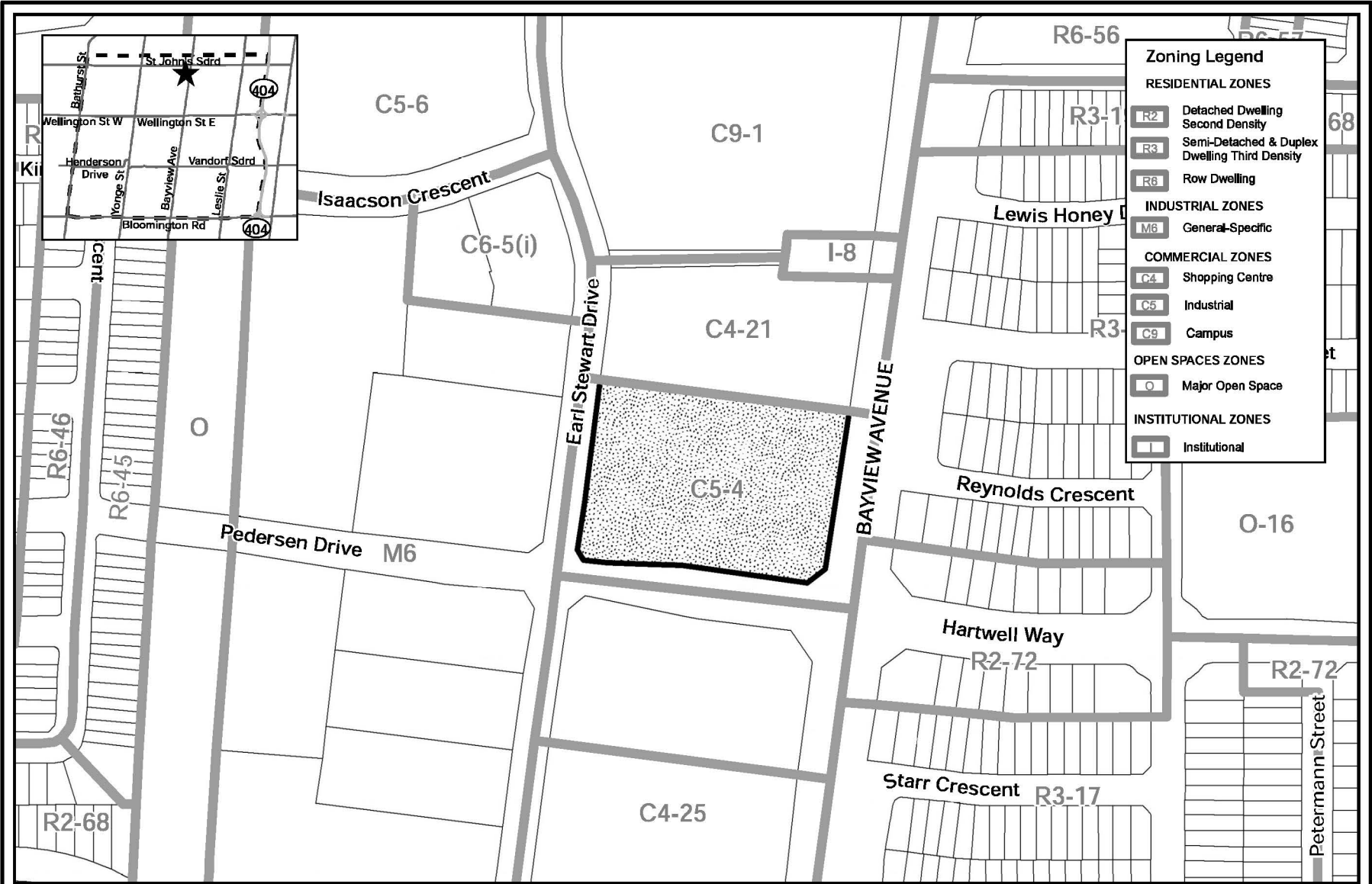
FIGURE 2

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Development Services Department, February 24, 2014. Base data provided by York Region & the Town of Aurora.





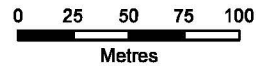
Zoning Legend	
<b>RESIDENTIAL ZONES</b>	
R2	Detached Dwelling Second Density
R3	Semi-Detached & Duplex Dwelling Third Density
R6	Row Dwelling
<b>INDUSTRIAL ZONES</b>	
M6	General-Specific
<b>COMMERCIAL ZONES</b>	
C4	Shopping Centre
C5	Industrial
C9	Campus
<b>OPEN SPACES ZONES</b>	
O	Major Open Space
<b>INSTITUTIONAL ZONES</b>	
I	Institutional

**ZONING MAP**

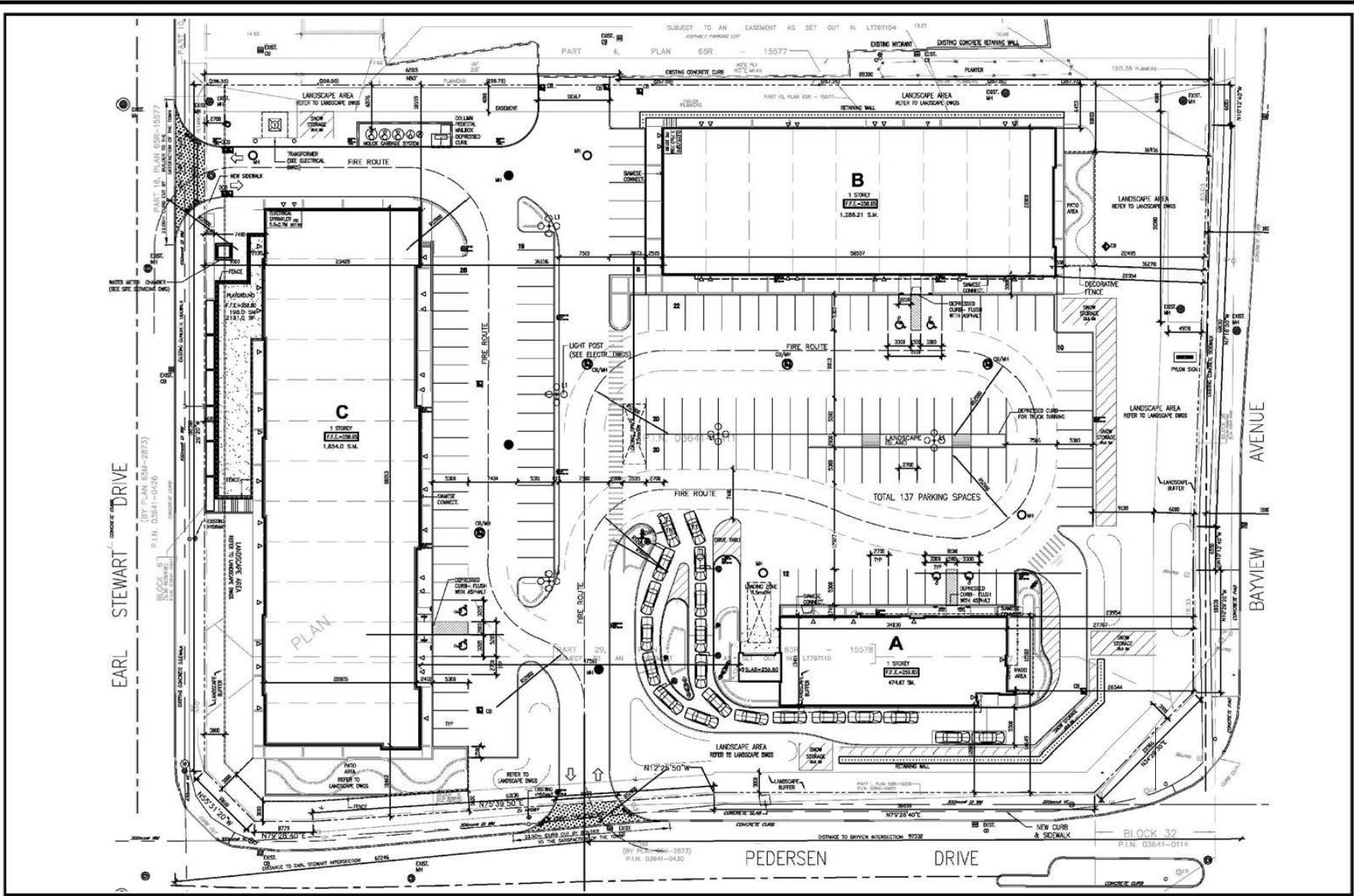
APPLICANT: SKY GROVE DEVELOPMENTS INC.  
 FILE: SP-2014-09

FIGURE 3

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Development Services Department, February 24, 2014. Base data provided by York Region & the Town of Aurora.



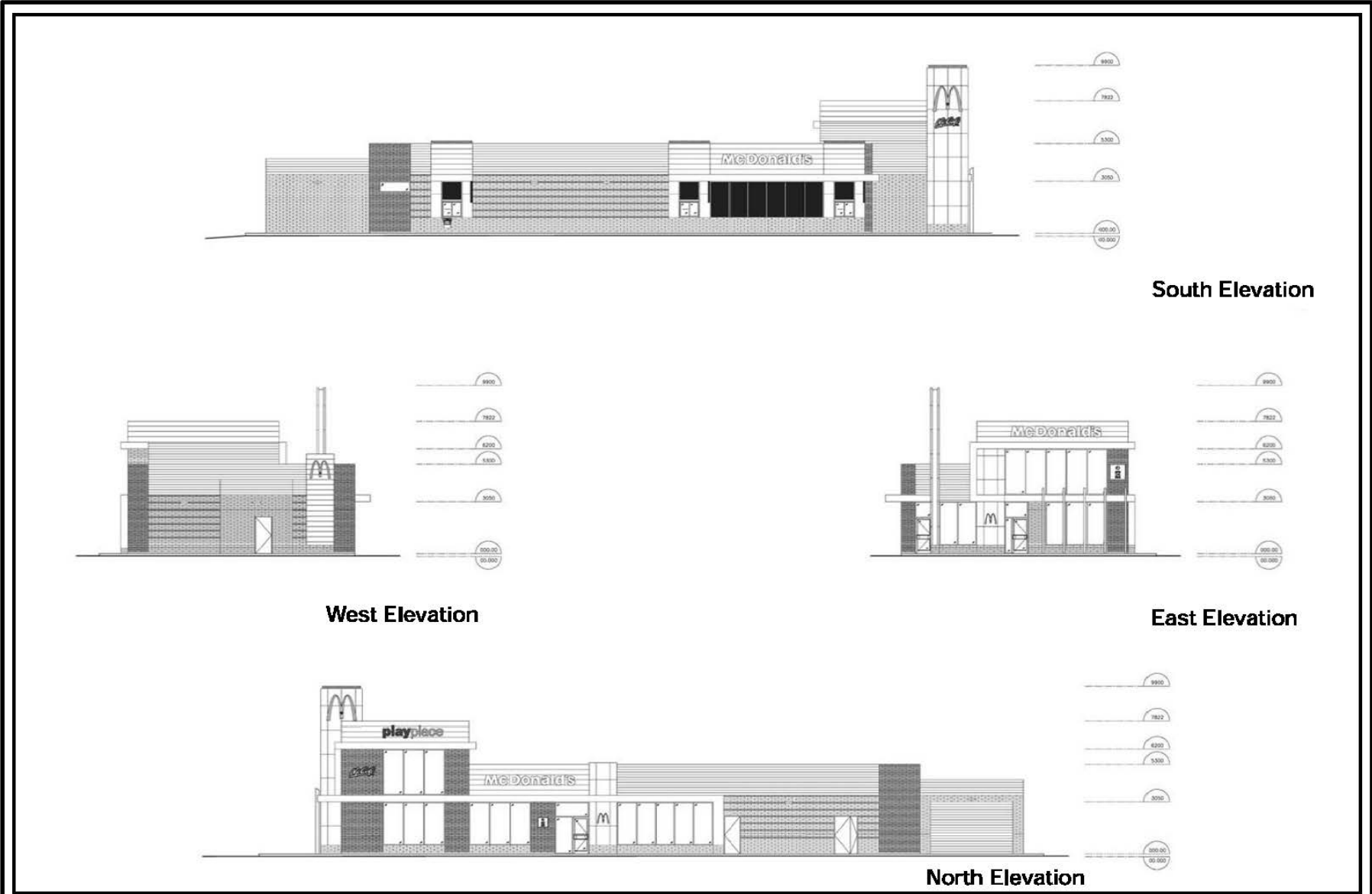
**PROPOSED SITE PLAN**

APPLICANT: SKY GROVE DEVELOPMENTS INC.  
 FILE: SP-2014-09  
 FIGURE 4



Map created by the Town of Aurora Planning & Development Services Department, February 27, 2015. Drawing provided by Carson Woods Architects Limited.



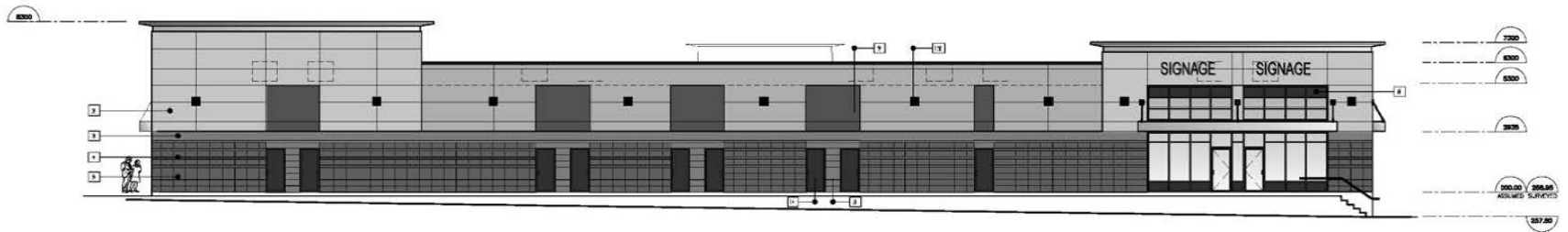


## PROPOSED ELEVATION BUILDING A

APPLICANT: SKYGROVE DEVELOPMENTS INC.  
FILE: SP-2014-09

FIGURE 5





North Elevation



West Elevation



East Elevation



South Elevation

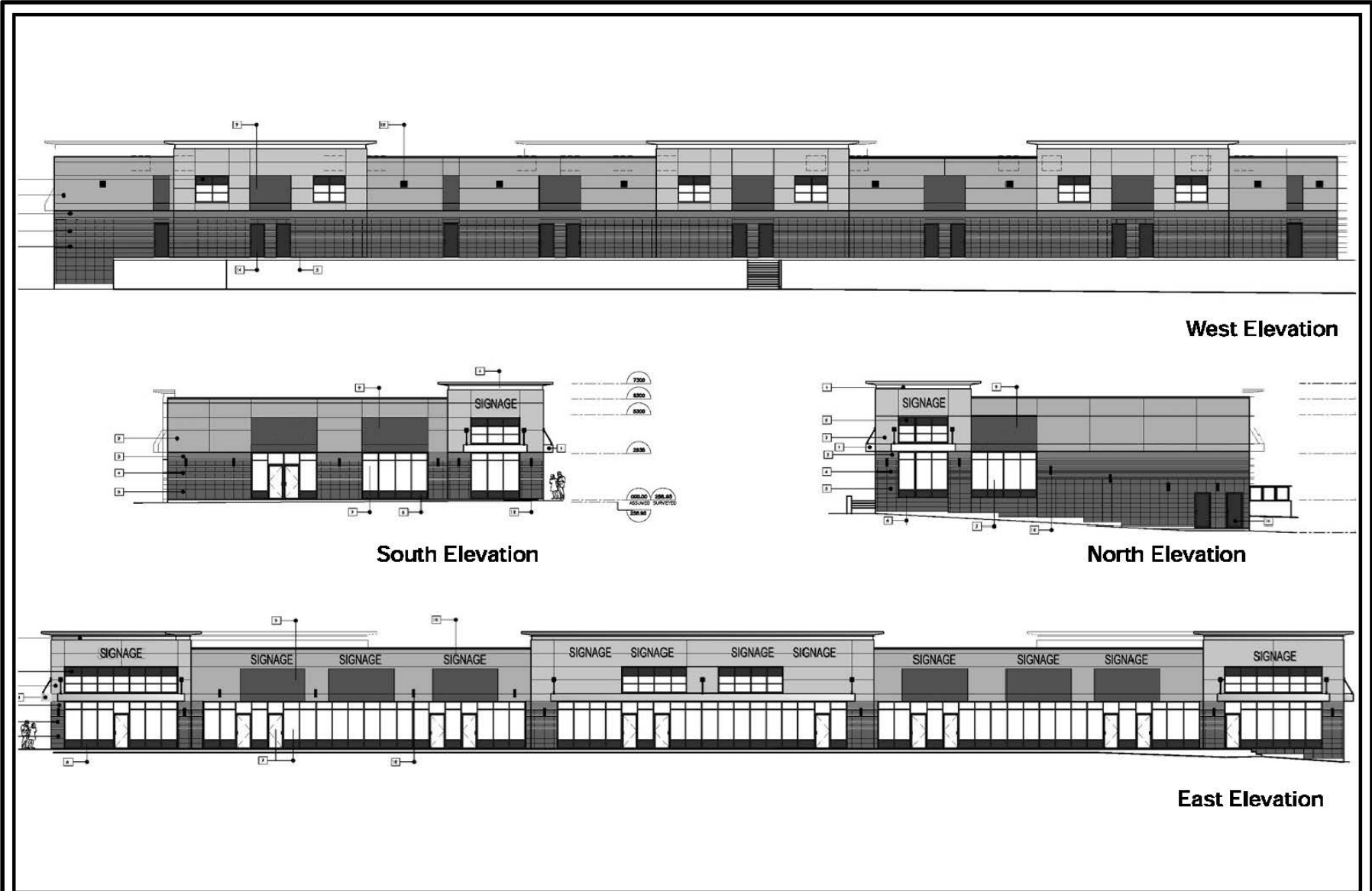
## PROPOSED ELEVATION BUILDING B

APPLICANT: SKYGROVE DEVELOPMENTS INC.  
FILE: SP-2014-09

FIGURE 6



Map created by the Town of Aurora Planning & Development Services Department, February 27, 2015. Drawing provided by A & D Architecture Inc.



# PROPOSED ELEVATION BUILDING C

APPLICANT: SKYGROVE DEVELOPMENTS INC.  
FILE: SP-2014-09

FIGURE 7





**TOWN OF AURORA  
GENERAL COMMITTEE REPORT No. PL15-025**

---

**SUBJECT:** *Planning Applications Status List*  
**FROM:** *Marco Ramunno, Director of Planning & Development Services*  
**DATE:** *March 24, 2015*

---

**RECOMMENDATIONS**

***THAT Report No. PL15-025 be received for information.***

**PURPOSE OF THE REPORT**

This report provides a summary and update of development applications that have been received by Planning & Development Services.

**BACKGROUND**

Attached is a list updating the status of applications being reviewed by Planning & Development Services. The list supersedes the December 9, 2014 Planning Applications Status list and is intended for information purposes. The text in bold italics represents changes in status since the last update of the Planning Applications Status List.

**COMMENTS**

Since the preparation of the last status list, nine (9) new planning applications have been filed with Planning & Development Services as follows:

- Site Plan Application (SPA-2014-10) to allow motor vehicle sales establishment- Sterne Motors Ltd);
- Site Plan Application (SP-2015-01) to allow 22 row housing units – 2419059 Ontario Inc.;
- Site Plan Application (SP-2015-03) to allow business office and clinic within existing building – The CAP Centre Inc.;
- Site Plan Application (SP-2014-09) to allow drive-thru restaurant and two multi-unit commercial buildings- Skygrove Developments.;
- Site Plan Application (SP-2014-11) to allow a four (4) storey mixed use commercial/residential building –Brookfield Homes (Ontario) Residential Ltd.;
- Zoning Bylaw Amendment and Site Plan Applications (ZBA-2014-10, SPA-2014-

**March 24, 2015**

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**Report No. PL15-025**

- 12) to allow business office within a new 460m2 gfa building – PMK Capital Inc.;
- Zoning Bylaw Amendment Application (ZBA-2015-01) to permit 49 single detached units- Brookfield Homes (Ontario) Residential Ltd.;
- Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision Applications (OPA-2015-01, ZBA-2015-02 & SUB-2015-01) to permit a 184 lot plan of subdivision and 10 storey apt building- Highland Gate Developments Inc.; and
- Site Plan Application (SP-2015-02) to allow warehouse building-Jochri Investments Ltd.

### **LINK TO STRATEGIC PLAN**

None.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

None.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this report.

### **PREVIOUS REPORTS**

Planning Report No. PL14-070, dated December 9, 2014.

### **CONCLUSIONS**

Planning & Development Services will continue to provide this update to inform Council of the number and status of planning applications filed with the Town.

March 24, 2015

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Report No. PL15-025

**ATTACHMENTS**

Figure 1 – Planning Applications Status Map\*

Figure 2 – Secondary Plan Map

Figure 3 – Planning Applications Status List – March 24, 2015

*\*Planning Applications Status Map (large colour version available via Town's website or by visiting Planning & Development Services)*

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – March 12, 2015.

***Prepared by: Glen Letman, Manager of Development Planning, Ext. 4346***



**Marco Ramunno, MCIP, RPP  
Director of Planning & Development  
Services**



**Neil Garbe  
Chief Administrative Officer**

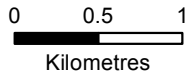
**FIGURE 1**

**PLANNING APPLICATIONS MAP**

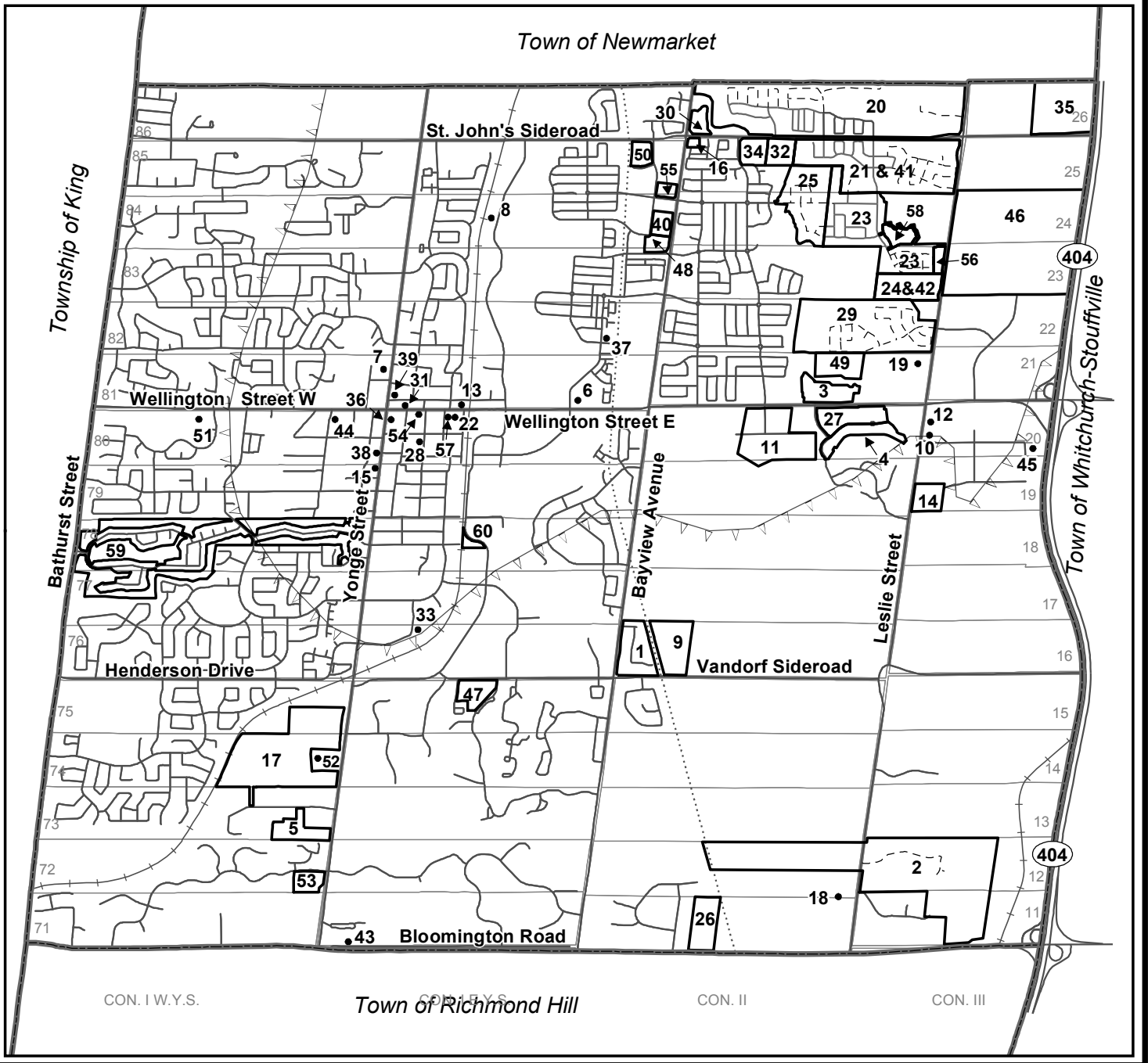
**LEGEND**

**APPLICATIONS**

- Approximate Location
- Large Application
- Municipal Boundary
- Street
- - - Proposed Street
- ▽ Oak Ridges Moraine Boundary Line
- +— Railway
- ..... Hydro Corridor
- Concession Line











Planning Applications Map created by the  
 Town of Aurora Planning & Development  
 Services Department, November 12th,  
 2002. Updated on March 11, 2015.  
 Base Data provided by the Region of York.



**FIGURE 2**

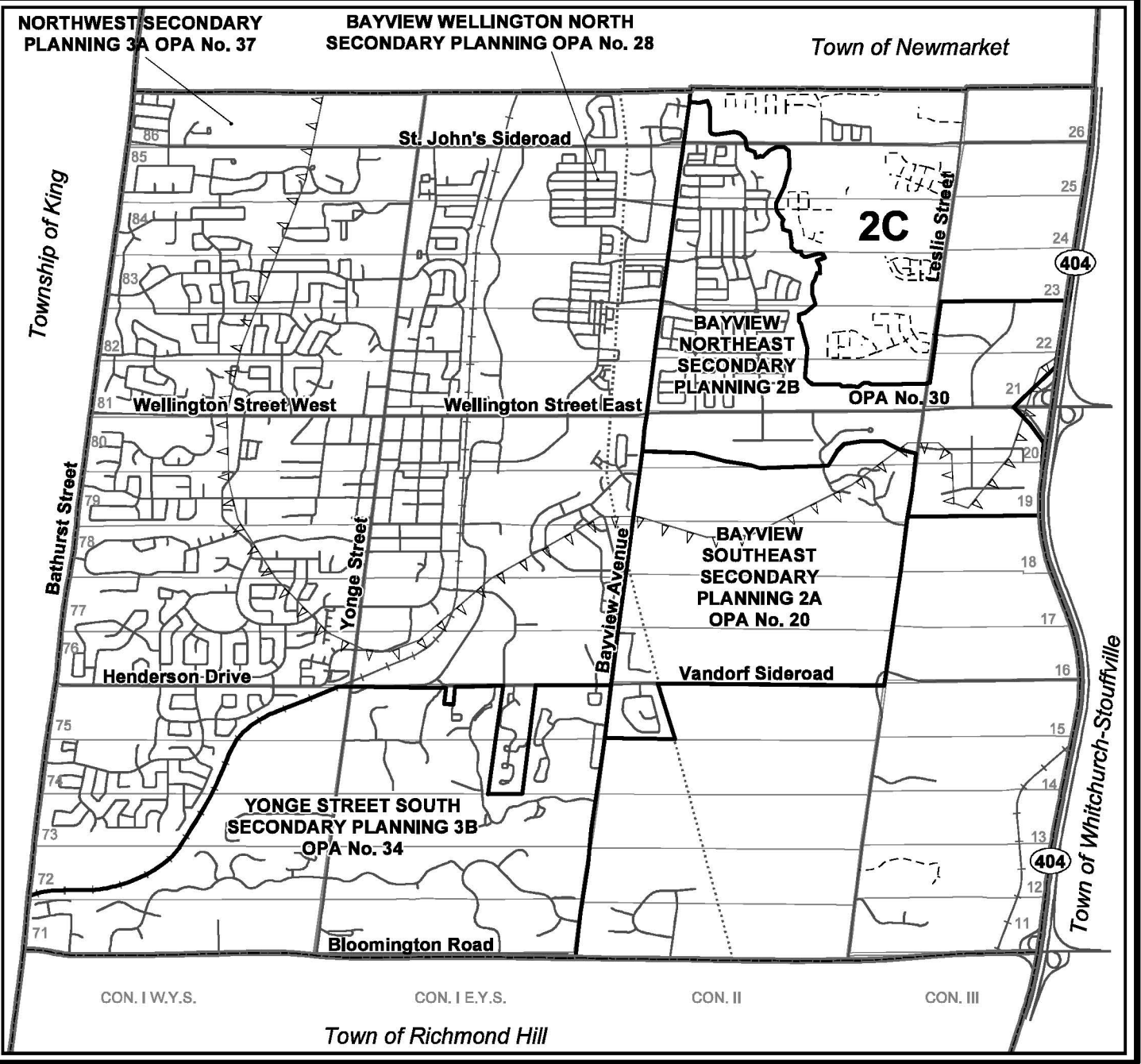
**SECONDARY PLANS MAP**

**LEGEND**

-  Secondary Plan
-  Municipal Boundary
-  Street
-  Proposed Street
-  Oak Ridges Moraine Boundary Line
-  Railway
-  Hydro Corridor
-  Concession Line



*Secondary Plans Map created by the  
 Town of Aurora Planning & Development  
 Services Department, November 12th,  
 2002. Updated on March 11, 2015.  
 Base Data provided by the Region of York.*





**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
1.	<p>Genview Development Corp.                      14575 Bayview Avenue</p> <p>Malone Given Parsons                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>Files: ZBA-2001-04 &amp;                      SUB-2001-01</p>	<p>Plan of Subdivision to permit 61 residential lots.</p>	<p>Jan.4, 2001</p>	<p>Phase 1 consisting of 56 lots was registered on October 20, 2011 (65M-4292).</p> <p>Phase II (5 lots) to be developed with adjacent lands: SUB-04-07.</p>
2.	<p>Lebovic Enterprises Limited  <i>(Formerly Westhill Redevelopment Co.)</i>                      13927 &amp; 14012 Leslie Street and                      1796 Bloomington Road</p> <p>Glen Easton                      905-752-4369</p> <p>Files: OPA-2000-04 &amp;                      ZBA-2000-12 &amp; CDM-2000-03                      OMB Case Nos. PL030997,                      PL080014                      OMB File Nos. O030373 Z030149                      S030085</p>	<p>Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium to permit 75 condo units and 18 hole golf course.</p>	<p>May 3, 2000</p>	<p>Ontario Municipal Board Hearing held September 14, 2010 – January 5, 2011.</p> <p>Ontario Municipal Board approved appeals on April 14, 2011.</p> <p>Ontario Municipal Board issued Order approving; OPA 74, ZBA 5361-11 Plan of Subdivision and Condominium Draft Plan approval on September 15, 2011.</p> <p>OMB issued Order approving Draft Plan of Subdivision on November 14, 2011.</p> <p>Top soil removal permit issued.</p> <p>Subdivision Agreement being prepared.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
3.	<p>MI Developments Inc.                      Part of Lot 21, Con 2</p> <p>Attn: Dan Robert                      905-726-7805</p> <p>Files: SUB-2006-01 &amp;                      ZBA-2006-03</p>	<p>Draft Plan of Subdivision                      and Zoning By-law                      Amendment Application                      for 134 townhouse units.</p>	<p>Jan. 3,                      2006</p>	<p>Council approved Draft Plan of Subdivision on August 14, 2007 and implementing Zoning By-law on November 27, 2007.</p> <p>Awaiting submission of engineering plans to initiate Subdivision Agreement process.</p> <p>File Maintenance Fee was received on December 11, 2013.</p> <p>Subdivision Agreement being prepared.</p>
4.	<p>MI Developments Inc.                      Leslie &amp; Wellington Street E.</p> <p>Attn: Ari Huber                      905-726-7607</p> <p>Files: ZBA-2003-19 &amp;                      CDM-2003-03</p>	<p>Zoning By-law                      Amendment and Vacant                      Land Condominium                      Applications to permit 14                      units detached residential.</p>	<p>May 5,                      2003</p>	<p>Revised Draft Plan of Condominium approved on October 9, 2012.</p> <p>Notice of Decision issued.</p> <p>Certification of notification with Draft Plan of Condominium sent out on November 13, 2012.</p> <p>Applicant to clear conditions.</p> <p>File Maintenance Fee was received on January 17, 2014.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
5.	<p>Pandolfo, et al.                      Lot 8, Part Lots 20 &amp; 21,                      Plan 132                      14070 Yonge Street</p> <p>Templeton Planning Consulting                      Attn: Gary Templeton                      905-727-8672</p> <p>Files: OPA-2012-03, ZBA-2003-21                      &amp; SUB-2003-02</p>	<p>Official Plan Amendment,                      Zoning By-law                      Amendment and Draft                      Plan of Subdivision to                      permit 29 single detached                      dwellings and two (2) open                      space blocks.</p>	<p>May 7,                      2003</p>	<p>Public Planning Meeting held February 27, 2013.                      Additional Public Planning Meetings held                      November 27, 2013 and March 26, 2014.</p> <p>Official Plan Amendment and Zoning By-law                      Amendment Applications approved by General                      Committee on June 17, 2014.</p> <p>Official Plan Amendment No. 6 (By-law 5656-                      14) and Zoning By-law Amendment 5657-14                      enacted by Council on August 12, 2014 are in                      full force and effect.</p> <p>Draft Plan of Subdivision approved by Council                      on September 23, 2014.</p> <p>OMB Appeal to Council's Decision to Draft Plan                      Approval.</p> <p><b>OMB Hearing Date Schedule for April 14,                      2015.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
6.	<p>Perwick Inv. (Deltera)                      Part of Lot 81, Con 1                      N/E corner Wellington &amp; John                      West Way</p> <p>Tridel                      Attn: Gouled Osman                      416-661-9290</p> <p>Files: OPA-2005-03, ZBA-2005-16                      &amp; SP-2013-13</p>	<p>Application to Amend the                      Official Plan and Zoning                      By-law to permit a 1,255m<sup>2</sup>                      multi-unit retail commercial                      plaza.</p> <p>Site Plan Application to                      develop a 1,255 sqm one                      storey commercial plaza.</p>	<p>Oct. 11,                      2005                      Revised                      Appl.                      Rec'd                      June 1,                      2011</p> <p>Dec.23,                      2013</p>	<p>Council Approved Report July 16, 2013.                      Official Plan Amendment adopted by Council on                      August 13, 2013.</p> <p>Regional approval granted November 5, 2013.</p> <p>Site Plan Application received as complete and                      circulated.</p> <p><b><i>Planning Report to General Committee being                      prepared.</i></b></p>
7.	<p>1087931 Ontario Ltd.                      c/o Bruce Spragg                      Lot 13, Part Lot 14, Plan 246                      15356 Yonge Street</p> <p>Attn: Bruce Hall                      416-686-3563</p> <p>Files: ZBA-2006-11 &amp; SP-2006-13</p>	<p>Zoning By-law                      Amendment Application to                      permit a single existing                      detached and 5 new                      townhouse residential infill                      development.</p>	<p>Apr. 12,                      2006                      (ZBA)</p> <p>May 31,                      2006                      (Site                      Plan)</p>	<p>Zoning By-law Amendment and Site Plan                      Application approved by Council on November                      10, 2009.</p> <p>LSRCA approval granted.</p> <p>Site Plan Agreement drafted.</p>
8.	<p>Hamil Inc.                      260 Industrial Parkway North                      Blocks 1, 2, 3 &amp; Part Block 4, 65M-                      2718</p> <p>Attn: Michael Langer                      416-398-0747</p> <p>File: SP-2007-09</p>	<p>Minor Site Plan Application                      to permit an addition to an                      existing 4,879 m<sup>2</sup> industrial                      building.</p>	<p>May 25,                      2007</p>	<p>Applicant has requested the file to be held in                      abeyance.</p> <p>Inactive.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
9.	<p>Genview, formerly Clifford Sifton 908 Vandorf Sdrd.</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 ext. 115</p> <p>Files: BLK-2007-04 &amp; ZBA-2007-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Application to allow for a 20 lot residential development within Settlement Area of the Oak Ridges Moraine.</p>	<p>Oct. 15, 2007</p>	<p>Draft Plan of Subdivision approved on August 1, 2012.</p> <p>Zoning By-law passed at Council on June 26, 2012 and is now in full force and effect.</p> <p>Awaiting final engineering plans.</p>
10.	<p>2292863 Ontario Inc. (Best Western Hotel) 4 Don Hillock Drive</p> <p>Attn: Claudio Rabalino 416-425-2222 ext. 245</p> <p>File: SP-2008-06</p>	<p>Revised Site Plan Application for 4-storey hotel with pool, bar/lounge and convention facilities.</p>	<p>Revised proposal by new owner, Dec. 23, 2011</p>	<p>Awaiting final Site Plan submission.</p> <p>Inactive.</p>
11.	<p>1207309 Ontario Inc. 337, 375 &amp; 455 Magna Drive</p> <p>Attn: Frank Tozzi 905-726-7607</p> <p>File: SP-2008-02</p>	<p>Site Plan Application for 3-storey 9600m<sup>2</sup> (103,333ft<sup>2</sup>) Arts and Education building.</p>	<p>March 14, 2008</p>	<p>Applicant required to obtain infrastructure easement prior to executing Site Plan Agreement.</p>
12.	<p>Vinder Holdings Inc. 15195 Leslie Street</p> <p>Attn: Stephen Bernatt 416-449-8845</p> <p>File: ZBA-2008-04</p>	<p>Zoning By-law Amendment Application to permit business uses and a free standing restaurant.</p>	<p>Feb. 29, 2008</p>	<p>Approved in principle pending Site Plan Application.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
13.	<p>Farid Ameryoun 118 Wellington Street East</p> <p>Intelliterra Inc. Attn: Bruce Hall 416-525-1133</p> <p>Files: ZBA-2008-19 &amp; <i>SP-2014-03</i></p>	<p>Zoning By-law Amendment Application to permit a personal service shop (hair salon) &amp; business &amp; professional office within existing building.</p> <p>Site Plan Application to permit business and professional offices, and personal shop uses, as well as related parking on the subject lands.</p>	<p>Nov. 3, 2008</p> <p>June 9, 2014</p>	<p>Public Planning Meeting held May 27, 2009.</p> <p>Public Planning Meeting held November 27, 2013.</p> <p>Zoning By-law Application approved by Council on August 12, 2014.</p> <p>Zoning By-law 5652-14 passed by Council on September 9, 2013 is in full force and effect.</p> <p>Site Plan, approved by Council on August 12, 2014.</p> <p>Awaiting Final Site Plan Submission.</p>
14.	<p>Richardson House Developments Inc. (Bellwood) 14985 Leslie Street</p> <p>Attn: Martin Rendl 416-291-6902</p> <p>File: SP-2010-01</p>	<p>Site Plan Application to permit 4-storey health and wellness centre.</p>	<p>Apr. 13, 2010</p>	<p>Site Plan Application Approved by Council on September 14, 2010.</p> <p>Inactive.</p>
15.	<p>Malfaro, Giorgio, Buccioli 15086 – 15088 Yonge Street</p> <p>Soscia Engineering Attn: Sandro Soscia 416-707-3868</p> <p>File: SP-2009-10</p>	<p>Site Plan Application to permit 2-storey Montessori school.</p>	<p>Oct. 8, 2009</p>	<p>Inactive.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
16.	Daniels LR Corporation 15933 Bayview Avenue  Attn: Remo Agostino 416-591-2928  File: SP-2009-17	Site Plan Approval Application two single storey commercial buildings with a total GFA of 1155 m <sup>2</sup> .	Dec. 23, 2009	Site Plan Agreement being prepared.
17.	Rod Coutts & Brian Coutts 222 Ridge Roads & 14222, 14314, 14338 & 14378 Yonge Street  Brutto Consulting Attn: Matthew King 905-851-1201 ext 225  Files: SUB 2012-03 & ZBA-2012-16	Draft Plan of Subdivision and Zoning By-law Amendment Applications proposing 195 residential units.	Dec. 17, 2012	Draft Plan of Subdivision was approved by Council on June 26, 2013.  Zoning By-law Amendment approved in principal on June 26, 2013. The implementing Zoning By-law will be presented at a future Council Meeting for enactment.
18.	KTZL 13900 Leslie Street  Michael Smith Planning Consultants Attn: Gord Mahoney 905-989-2588  Files: OPA-2006-06 & ZBA-2006-18 & SP-2014-05	Zoning By-law Amendment Application to permit a Buddhist Meditation Centre within the existing house and accessory structures.  Site Plan Application to permit a Buddhist Meditation Centre and parking lot on the subject lands.	Aug. 25, 2006      June 20, 2014	Applications approved in principle at September 4, 2012 General Committee Meeting.  Official Plan Amendment adopted by Council on September 25, 2012, <b>By-law 5452-12</b> .  Regional Official Plan Amendment Application approved November 7, 2013.  <b>Zoning By-law 5579-15 in effect.</b>  <b>Site Plan Agreement being prepared.</b>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
19.	Salvation Army (Northridge Community Church) 15338 Leslie Street  Attn: Ted Handy 705-734-3580  File: SP-2010-07	Site Plan Application to permit a place of worship approx 2250 m <sup>2</sup> (27500 sq ft).	Dec. 22, 2010	Council approved Site Plan Application on June 12, 2012.  Site Plan Agreement being prepared.



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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
20.	<p>Mattamy (Aurora) Ltd.                  2C (West) Area                  Part Lot 26, Concession 2                  (NE corner of Bayview Avenue and St. John's Sideroad)</p> <p>Malone Given Parsons Ltd.                  Attn: Joan MacIntyre                  905-513-0170 ext. 115</p> <p>Files: SUB-2011-02 &amp; ZBA-2011-08</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 760 unit residential subdivision.</p>	<p>Aug. 25, 2011</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on June 27, 2012.</p> <p>General Committee Meeting held on April 16, 2013.</p> <p>Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council April 23, 2013.</p> <p>Zoning By-law 5522-13 approved by Council, is in force and effect.</p> <p>Application to remove the "H" symbol for Phase 1 received as complete and circulated.</p> <p>Council approved Lifting of "H" symbol on December 10, 2013.</p> <p>Subdivision Agreement (Phase 1) executed by the Town and the Owner.</p> <p>The Plan of Subdivision was registered as 65M-4407 &amp; 65M-4408.</p> <p>Subdivision Agreement (Phase II) Registered 65M-4423</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
21.	<p>TACC Developments (Aurora) Inc.                  2C (West) Area                  Part Lot 25, Concession 2                  1335 St. John's Sideroad                  (SW corner of Leslie Street and St. John's Sideroad)</p> <p>Malone Given Parsons Ltd.                  Attn: Joan MacIntyre                  905-513-0170 ext. 115</p> <p>Files: SUB-2001-03 &amp;                  ZBA-2011-09</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit 553 unit residential subdivision.</p>	<p>Oct. 17, 2011</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting was held on June 27, 2012.</p> <p>Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council March 26, 2013.</p> <p>Zoning By-law 5523-13 approved by Council, is in force and effect.</p> <p>Subdivision Agreement being prepared.</p> <p>Subdivision Agreement (Phase I) Registered 65M-4424.</p> <p><b><i>Subdivision Agreement (Phase II) under review.</i></b></p>
22.	<p>99 Wellington Street Limited                  99 Wellington Street East                  Part of Lot 15, Plan 68</p> <p>Lepek Consulting Inc.                  Attn: Helen Lepek                  416-485-3390</p> <p>Files: ZBA-2011-10 &amp; SP-2012-06</p>	<p>Zoning By-law Amendment Application to permit business and professional office use.</p> <p>Site Plan Application to convert the existing house to 177.6 m<sup>2</sup> of office space.</p>	<p>Oct. 31, 2011</p> <p>June 7, 2012</p>	<p>Zoning By-law 5490-13 approved by Council on February 26, 2013, is in force and effect.</p> <p>Site Plan second submission comments provided to Applicant.</p> <p>Inactive.</p>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
23.	<p>Brookfield Homes (Ontario) Limited                      2C (West) Area                      (Leslie Street mid-block between St. John's Sideroad and Wellington St. E.)                      Part Lots 23,24 and 25, Concession 2</p> <p>Malone Given Parsons Ltd.                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>Files: SUB-2011-04 &amp; ZBA-2011-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 401 lot plan of subdivision including single detached and townhouse units, schools, parks and environmental protection areas. The Application also includes two future development blocks including up to 80 unit condo townhouses and up to 250 residential units in mixed use building with commercial uses on the ground floor.</p>	Nov. 30, 2011	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on June 27, 2012.</p> <p>Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council March 26, 2013.</p> <p>Zoning By-law 5525-13 approved by Council, is in force and effect.</p> <p>Council approved Lifting of "H" symbol on February 25, 2014.</p> <p>Subdivision Agreement (Phase I) executed.</p> <p><b>Registered Plan 65M-4433.</b></p>
24.	<p>York Region Senior Homes Inc.                      15600 Leslie Street                      Pt. Lot 23, Concession 2</p> <p>Malone Given Parsons Ltd.                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>Files: SUB-2011-05 &amp; ZBA-2011-13</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Application to define blocks for future road, environmentally sensitive lands and a future seniors living apartment complex in 5 buildings.</p>	Dec. 16, 2011	<p>Application received as complete and circulated.                      Public Planning Meeting held on June 27, 2012.</p> <p>Zoning By-law Amendment and Draft Plan of Subdivision Approved by Council March 26, 2013.</p> <p>Zoning By-law 5527-13 approved by Council, is in force and effect.</p> <p>Council approved Lifting of "H" Symbol on December 10, 2013.</p> <p><b>Subdivision Agreement (Phase 1) Registered. 65M-4442.</b></p>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
25.	<p>St. John's Road Development Corp. /Metrus Development Inc.                      2C (West) Area                      (East of Hartwell extension)                      Pt Lot 24 &amp; 25, Concession 2</p> <p>Malone Given Parsons Ltd.                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>Files: SUB-2012-01 &amp;                      ZBA-2012-01</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a 117 lot plan of subdivision comprised of single detached lots, schools, parks and environmental protection areas.</p>	<p>Jan. 20, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on June 27, 2012.</p> <p>Zoning By-law Amendment and Plan of Subdivision Draft Plan Approved by Council March 26, 2013.</p> <p>Zoning By-law 5524-13 approved by Council, is in force and effect.</p> <p>Council approved Lifting of "H" Symbol on February 25, 2014.</p> <p>Council approved second Lifting of "H" Symbol on September 23, 2014.</p> <p>Subdivision Agreement being prepared.</p>
26.	<p>Bloomington Self Storage Inc.                      Lot 11, Concession 2 (1082 Bloomington Rd. E.)</p> <p>Weston Consulting Group Inc.                      Attn: Allen Young                      905-738-8080 ext. 231</p> <p>File: SP-2012-02</p>	<p>Site Plan Application for a 5757 m<sup>2</sup> addition to an existing 10,618 m<sup>2</sup> self-storage facility. Minor Variance Application will be required.</p>	<p>Feb. 14, 2012</p>	<p>Application received as complete and circulated. Site Plan Application approved on October 23, 2012.</p> <p><b>Site Plan Agreement registered.</b></p> <p><b>Application complete.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
27.	<p>Stronach Group                      1289 Wellington Street                      MHBC                      Attention: Mr. Ryan Moore                      905-761-5588</p> <p>Site Plan Application:                      Adena Wellington Developments Inc.                      1289 Wellington Street East                      Stronach Group                      Mr. Andrew Gerth                      905-726-0995</p> <p>Files: SP-2012-08 &amp; ZBA-2012-03</p>	<p>Zoning By-law Amendment Application to permit four (4) residential condominium buildings consisting of 116 units, a sales/recreation centre; and tennis courts.</p> <p>Site Plan Application to implement the above proposal.</p>	<p>March 15, 2012</p>	<p>Application for Zoning approved by Council on October 9, 2012.</p> <p>By-law to proceed in conjunction with Site Plan Application.</p> <p>Site Plan Application received as complete and circulated.</p>
28.	<p>Wells Street Schoolhouse Lofts Inc.                      64 Wells Street</p> <p>Bernard H. Watt Architect                      Attn: Joanne Birch                      416-920-1660</p> <p>Files: OPA-2012-01 &amp; ZBA-2012-06</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to redesignate the subject property from "Major Institutional" to "Stable Neighbourhood" and rezone the lands from "Institutional (I)" to a site specific "Third Density Apartment Residential (RA3) Exception Zone" to convert and renovate the former Wells Street Public School into a four (4) storey 39 unit residential condominium apartment building.</p>	<p>April 5, 2012</p>	<p>Public Planning Meeting held on June 4, 2012.</p> <p>Official Plan Amendment and Zoning By-law Amendment adopted by Council on November 27, 2012.</p> <p>Second Site Plan submission received and circulated to Town Departments and Agencies.</p> <p>Site Plan Report approved by Council on December 11, 2012.</p> <p>Official Plan Amendment &amp; Zoning By-Law 5481-13 approved by Council and in effect.</p> <p><b>Site Plan Agreement sent to Owner for execution.</b></p>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
29.	<p>Shimvest Investments Ltd.                      15436 Leslie Street                      2C (West) Area                      (Westside of Leslie St., north of SARC)</p> <p>Malone Given Parsons Ltd.                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>Files: SUB-2012-02 &amp; ZBA-2012-02</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit a subdivision with 359 residential units and a commercial block with up to 1858 m<sup>2</sup> of gross floor area.</p>	<p>March 7, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on June 27, 2012.</p> <p>Zoning By-law and Draft Plan of Subdivision approved by Council March 26, 2013.</p> <p>Zoning Bylaw 5526-13 approved by Council, is in force and effect.</p> <p>Subdivision Agreement being prepared.</p>
30.	<p>RCG Aurora North Limited Partnership                      800 St. John's Sideroad                      (north east corner of Bayview Ave. and St. John's Sdrd.)</p> <p>Attn: Michael Mendes                      905-888-1277 ext. 227</p> <p>Files: OPA-2012-02 &amp; ZBA-2012-09</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications seek to permit a commercial development including three one storey buildings having an approximate gross floor area of 5600 m<sup>2</sup>.</p>	<p>June 5, 2012</p>	<p>Applications received as complete and circulated.                      Public Planning Meeting held on September 24, 2012.</p> <p>File Maintenance Fees received on November 6, 2013.</p> <p>Revised Official Plan and Zoning Amendment received and circulated for comments.</p> <p><b>Public Planning Meeting scheduled March 25, 2015.</b></p>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
31.	<p>2101154 Ontario Inc. 32 Wellington Street East</p> <p>Templeton Planning Consulting Attn: Gary Templeton 905-727-8672</p> <p>Files: SP-2012-09 &amp; ZBA-2012-11</p>	<p>Site Plan Application to develop a 3 storey, 22 unit residential apartment building with ground floor retail onto the existing heritage building.</p> <p>Zoning By-law Amendment Application to implement the above noted Site Plan Application.</p>	<p>Aug. 2, 2012</p> <p>Sept. 28, 2012</p>	<p>Site Plan Application received as complete and circulated.</p> <p>Zoning By-law Amendment Application received as complete and circulated.</p> <p>Public Planning Meeting held December 19, 2012.</p> <p>Zoning By-law Amendment and Site Plan Applications approved by Council on September 24, 2013.</p> <p>Zoning Bylaw 5550-13 is in force and effect.</p> <p><b>Site Plan Agreement sent to Owner for execution.</b></p>
32.	<p>Luvian Homes (Aurora) Limited 1001 St. John's Sideroad East</p> <p>GHD Inc. Attn: Glen Easton 905-752-4300</p> <p>Files: SUB-2012-04 &amp; ZBA-2012-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit 30 single detached dwellings and a 2.03 ha open space block.</p>	<p>Oct. 3, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held March 27, 2013.</p> <p><b>Inactive.</b></p>
33.	<p>Vitmont Holdings Inc. 27 Allaura Blvd</p> <p>Intra Architect Inc. Attn: Sajjad Hussain 905-653-5370</p> <p>File: SP-2012-14</p>	<p>Site Plan Application for 4 multi-unit industrial buildings with 4908 m<sup>2</sup> GFA.</p>	<p>Nov. 23, 2012</p>	<p>Application received as complete and circulated.</p> <p><b>Inactive.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
34.	Edenbrook (Aurora) Inc. 929 St. John's Sdrd E  Evans Planning Attn: Murray Evans 905-669-6992  Files: SUB-2012-06 & ZBA-2012-15	Draft Plan of Subdivision and Zoning By-law Amendment Applications to allow 33 single detached lots.	Nov. 29, 2012	Applications received as complete and circulated.  Public Planning Meetings held on March 27, 2013 and June 25, 2014.  Draft Plan of Subdivision approved by Council on July 29, 2014.  Zoning By-law 5659-14 approved by Council on September 9, 2014, is in force and effect.  Subdivision Agreement being prepared.
35.	Northern Thoroughbred Equine Production Ltd. (Sikura) 1756 St. John's Sideroad  KLM Planning Partners Inc. Attn: Roy Mason 905-669-4055  Files: ZBA-2012-14 & SUB-2012-05	Application for a Draft Plan of Subdivision & Zoning By-law Amendments for 101 single family detached lots.	Nov. 13, 2012	Applications received as complete and circulated.  Comments provided to Applicant.
36.	Yonge Developments Inc. 15217 Yonge Street  Markets on Mainstreet Inc. Attn: Jack Dougan 416-759-1093  File: SP-2013-04	Site Plan Application to construct a 5 storey mixed-use building including 12 residential units and 195 m <sup>2</sup> of commercial space.	April 9, 2013	Application received as complete and circulated. Site Plan Application approved by General Committee on March 4, 2014.  Revised Plans received and circulated.



**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
37.	Ridgewood Developments II Inc. 111 Civic Square Gate  Attn: Kathryn Randle 416-444-7391  File: CDM-2013-01	Draft Plan of Condominium Application.	Jan. 11, 2013	Application received as complete and circulated. Draft Plan of Condominium approved by Council April 9, 2013.  Condominium Registered: York Region Standard Condominium Plan No. 1256.
38.	Joe Cara 15132 Yonge Street 647-300-2272  File: SP-2013-05	Site Plan Application to construct a 3 storey mixed use building including 12 residential units and 240 sqm of commercial space.	April 24, 2013	Application received and circulated.  Comments provided to Applicant.  <i>Inactive.</i>
39.	WED Investments Ltd. 15283 and 15291 Yonge Street and 10, 12, and 14 Centre Street Lots 123, 124, 125, 126 and Part of Lot 22 Registered Plan 246, 15277,  Attn.: Kelvin Whalen 905-642-7050 x 110  File: SP-2013-12	Site Plan Application to Amend the existing Site Plan Agreement to permit the increase of 21 residential units (total 94 units).	Dec. 2, 2013	Site Plan Amendment Agreement sent to Owner for execution.

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
40.	<p>Aurora Retail GP Limited                  201 Earl Stewart Drive                  Lots 2 and 3, Plan 65M-2873</p> <p>Gatzios Planning &amp; Development Consultants Inc.                  647-748-8466</p> <p>Files: ZBA-2013-03 &amp; SP-2013-09</p>	<p>Zoning By-law Amendment and Site Plan Application to permit the demolishing of the existing office/industrial building and to develop a multiunit commercial building development.</p>	Nov. 13, 2013	<p>Application received as complete and circulated.</p> <p>Public Planning Meeting held on December 18, 2013.</p> <p>Second submission received and circulated for comments.</p> <p>Site Plan Application &amp; Zoning By-law Amendment approved by Council on May 6, 2014.</p> <p>Site Plan Agreement Registered.</p> <p><b><i>Minor Amending Agreement under review.</i></b></p>
41.	<p>TACC Developments (Aurora) Inc.                  Part of Lot 25, Concession 2                  1335 St. John's Sideroad East</p> <p>Attn: Ken Rovinelli                  905-760-7300</p> <p>File: SP-2013-11</p>	<p>A Site Plan Application to develop the commercial development within the approved Draft Plan of Subdivision on St. John sideroad.</p>	Nov. 13, 2013	<p>Application received as complete and circulated.</p> <p>Site Plan Application approved by Council on September 23, 2014.</p> <p><b><i>Site Plan Agreement to be prepared.</i></b></p>
42.	<p>York Region Christian Seniors Homes Inc.                  15600 Leslie Street                  Pt. Lot 23, Concession 2</p> <p>Attn: Milena Belomorska                  416-767-1441 ext. 226</p> <p>File: SP-2013-10</p>	<p>A Site Plan Application to develop a seniors living apartment building within the approved Draft Plan of Subdivision.</p>	Oct. 30, 2013	<p>Application received as complete and circulated.</p> <p>Site Plan Agreement to be prepared.</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
43.	<p>Stirling Cook Aurora Ltd.  74 Old Bloomington Road  YRVLCP – 1159  Level 1, Unit 22</p> <p>Macaulay, Shiomi, Howson Ltd.  Attn: Angela Sciberras  905-868-8230</p> <p>File: ZBA-2013-04</p>	<p>Zoning By-law Amendment Application to permit 6 row house units on the subject lands.</p> <p>Site Plan Application to permit 6 row house units on the subject lands.</p>	<p>Nov. 15, 2013</p> <p>August 6, 2014</p>	<p>Application received as complete and circulated.</p> <p>Public Planning Meetings were held on March 26, 2014 and May 28, 2014.</p> <p>Zoning By-law 5661-14 passed by Council on September 23, 2013</p> <p>Site Plan Application received as complete and circulated.</p> <p>Site Plan Application approved by Council on September 23, 2014.</p> <p><b>Site Plan Agreement being prepared.</b></p>
44.	<p>L.S. Consulting Inc.  29 George Street</p> <p>Larkin Associates  Attn: Aaron Gillard  905-895-0554</p> <p>Files: OPA-2013-02, ZBA-2013-05, <b>SP-2014-08</b></p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to permit a 4 storey apartment building.</p> <p><b>Site Plan Application to permit a 4 storey, 12 unit apartment building.</b></p>	<p>Dec. 11, 2013</p> <p><b>Oct 8, 2014</b></p>	<p>Applications received as complete and circulated.</p> <p>Awaiting second submission.</p> <p>Public Planning Meeting held on April 30, 2014.</p> <p>A report to be brought back to a future Public Planning Meeting.</p> <p><b>Official Plan Amendment, Zoning By-law Amendment, and Site Plan applications approved by Council on January 28, 2015.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
45.	<p>Delrin Investments Inc.                  288 Don Hillock Drive                  Lot 10, RP 65M-3974</p> <p>Jonathon Weizel Architect                  Attn: Jonathon Weizel                  905-707-1996</p> <p>File: SP-2014-02</p>	<p>A Site Plan Application to develop a two storey industrial warehouse with office. 113 parking spaces.</p>	<p>March 19, 2014</p>	<p>Application received as complete and circulated.</p> <p>Site Plan approved by General Committee on June 17, 2014.</p> <p>Finalizing the Site Plan Amendment Agreement.</p> <p><b>Site Plan Agreement Registered.</b></p>
46.	<p>2351528 Ontario Limited and Aurora- Leslie Developments Limited (Emery Investments)                  15625 and 15775 Leslie Street</p> <p>KLM Planning                  Attn: Bill Tam                  905-669-4055</p> <p>Files: ZBA-2014-01 &amp; SUB-2014-01</p>	<p>Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a business park over the 76.6 hectare of land.</p> <p>The business park development proposes Employment Blocks, Office Employment Blocks, a Retail Block, an Institutional Block, a Park Block and open space, woodlot, stormwater management, buffers and road widening.</p>	<p>March 26, 2014</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held June 25, 2014.</p> <p>Draft Plan of Subdivision and Zoning By-law Applications approved by Council on September 16, 2014.</p> <p>By-law approved by Council on November 25, 2014.</p> <p><b>No appeals, Zoning Bylaw Amendment in effect.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
47.	<p>Brookfield Homes (Ontario) Limited                      155 Vandorf Sideroad</p> <p>Malone Given Parsons Ltd.                      Attn: Adrian Cammaert                      905-513-0170 ext. 148</p> <p>Files: OPA-2014-01 &amp;                      ZBA-2014-03</p>	<p>Official Plan Amendment, and Zoning By-law Amendment, for a condominium development with up to 90 single detached, semi-detached, and townhouse units.</p>	<p>April 28, 2014</p>	<p>Applications received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p><b>Public Planning Meeting held on January 28, 2015.</b></p> <p><b>A report to be brought back to a future Public Planning Meeting.</b></p>
48.	<p>Sun Life Assurance Company of Canada                      444-446 Hollandview Trail</p> <p>Spears &amp; Associates                      Attn: Catherine Spears                      416-698-3700</p> <p>File: SP-2014-04</p>	<p>Site Plan Amendment Application to construct a 132m<sup>2</sup> outdoor patio and additional landscaping.</p>	<p>June 18, 2014</p>	<p>Application was received and circulated. Site Plan Amendment approved by Council on September 9, 2014.</p> <p><b>Site Plan Amending Agreement registered.</b></p>
49.	<p>Eyelet Investment Corp                      1114 Wellington Street East</p> <p>Malone Given Parsons Ltd.                      Attn: Joan MacIntyre                      905-513-0177</p> <p>Files: SUB-2014-03 &amp;                      ZBA-2014-08</p>	<p>Draft Plan of Subdivision and Rezoning applications for 82 single detached lots and a 0.3 hectare community park.</p>	<p>August 22, 2014</p>	<p>Application received as complete and circulated.</p> <p><b>Public Planning Meeting held on December 14, 2014.</b></p> <p><b>Report scheduled for General Committee on March 24, 2015.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
50.	<p>Chafam Premiere Inc./ Sterne Motors Ltd                      300 Earl Stewart Drive</p> <p><b>Larkin and Associates</b>  <b>Attn: Michael Larkin</b>  <b>mtlarkin@larkinassociates.com</b>  <b>905-895-0554</b></p> <p>Files: ZBA-2014-06 &amp; SP-2014-10</p>	<p>A Zoning By-law Amendment to allow a Motor Vehicle Sales Establishment as a permitted use on the lands.</p> <p><b>Site Plan Application to permit a Motor Vehicle Sales Establishment.</b></p>	<p>August 11, 2014</p> <p><b>Dec 4, 2014</b></p>	<p>Applications received as Complete and circulated.</p> <p>Public Planning Meeting held on September 24, 2014.</p> <p><b>Second Planning Meeting held on February 25, 2015. Application approved.</b></p> <p><b>Zoning By-law Amendment scheduled for Council consideration on February 25, 2015.</b></p> <p><b>Application received and circulated. Awaiting second submission of Site Plan.</b></p>
51.	<p>2419059 Ontario Inc.                      497 Wellington St. West</p> <p>Markets on Main Street Inc.                      Attn: Jack Dougan                      280 Birkdale Road, Toronto                      416-759-1093                      Files: ZBA-2014-07 &amp; SP-2015-01</p>	<p>A Zoning By-law Amendment to permit 22 Row house units</p> <p><b>Site Plan Application to permit 22 Row house units.</b></p>	<p>Sept. 3, 2014</p> <p><b>Feb 2, 2015</b></p>	<p>Application received as Complete and circulated.</p> <p><b>Public Planning Meeting held on February 25, 2015.</b></p> <p><b>Application referred to future Public Planning Meeting.</b></p> <p><b>Application received and circulated.</b></p>
52.	<p>David Frattaroli                      14288 Yonge Street</p> <p>Brutto Consulting                      Attn: Matt King                      905-761-9890  <a href="mailto:mking@bruttoconsulting.ca">mking@bruttoconsulting.ca</a></p> <p>Files: SUB-2014-04 &amp; ZBA-2014-08</p>	<p>Draft Plan of Subdivision and Re-Zoning applications for nine (9) townhouse units and two (2) semi-detached units.</p>	<p>Sept 29, 2014</p>	<p>Application received as complete and circulated.</p> <p><b>Comments provided to Applicant.</b></p> <p><b>Public Planning Meeting Scheduled for March 25, 2015.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
53.	<p>P.A.R.C.E.L                      S/W Corner of Yonge &amp; Elderberry Trail</p> <p>Mark Emery, Weston Consulting                      201 Millway Avenue, Suite 19                      905-738-8080 ext. 240  <a href="mailto:memery@westonconsulting.com">memery@westonconsulting.com</a></p> <p>File: SP-2014-07</p>	<p>A Site Plan Application to facilitate a wellness living and health centre, 20 unit adult living facility and doctor's residence.</p>	<p>October 8, 2014</p>	<p>Application received as complete and circulated.</p> <p><b><i>Comments provided to Applicant for review and resubmission.</i></b></p>
54.	<p>The CAP Centre Inc.                      49 Wellington Street East</p> <p>Attn: Helen Lepek                      Lepek Consulting Inc.                      416-485-3390                      2 Edith Drive, Suite 503, Toronto  <a href="mailto:hlepek@primus.ca">hlepek@primus.ca</a></p> <p>Files: ZBA-2014-04 &amp; <b>SP-2015-03</b></p>	<p>A Zoning By-law Amendment to permit business and professional offices within the existing building.</p> <p><b><i>A Site Plan Application to facilitate an office and counselling services within the existing building.</i></b></p>	<p>Nov 10, 2014</p> <p><b>March 9, 2015</b></p>	<p>Application received as complete and circulated.</p> <p><b><i>Public Planning Meeting held on February 25, 2015.</i></b></p> <p><b><i>Application referred to future General Committee Meeting.</i></b></p> <p><b><i>Application received.</i></b></p>



**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
55.	<p><b>Skygrove Developments</b>  <b>233 Earl Stewart Drive</b></p> <p><b>Attn: Joran Weiner</b>  <b>Treasure Hill Homes</b>  <b>1681 Langstaff Road</b>  <b>Vaughan</b>  <b>416-987-5500</b>  <a href="mailto:joranw@treasurehill.com">joranw@treasurehill.com</a></p> <p><b>File: SP-2014-09</b></p>	<p><b>A Site Plan Application to facilitate one drive-thru restaurant and two multi-unit buildings.</b></p>	<p><b>Dec 1, 2014</b></p>	<p><b>Application received as complete and circulated.</b></p> <p><b>Comments provided to Applicant.</b></p> <p><b>Report to General Committee scheduled for March 24, 2015.</b></p>
56.	<p><b>Brookfield Homes (Ontario) Residential Ltd.</b>  <b>15624 &amp; 15776 Leslie Street</b></p> <p><b>Attn: Nadia Lawrence</b>  <b>Brookfield Residential</b>  <b>7303 Warden Ave, Suite 100</b>  <b>Markham</b>  <b>905-948-5036</b></p> <p><b>File: SP-2014-11</b></p>	<p><b>A Site Plan Application to facilitate a four (4) storey, mixed-use building with commercial units at grade and apartment (condo) units above.</b></p>	<p><b>Dec 5, 2014</b></p>	<p><b>Application received as complete and circulated.</b></p> <p><b>Comments provided to Applicant.</b></p>
57.	<p><b>PMK Capital Inc.</b>  <b>95 Wellington Street East</b></p> <p><b>Attn: Phillip Kritzinger</b>  <b>PMK Capital Inc.</b>  <b>66 Devlin Place</b>  <b>Aurora L4G 5W8</b>  <b>905-853-3200</b>  <a href="mailto:pkritzinger@yorkvein.com">pkritzinger@yorkvein.com</a></p> <p><b>Files: SP-2014-12 &amp; ZBA-2014-10</b></p>	<p><b>Zoning By-law Amendment to permit business and professional offices and a Site Plan Application for a 460 m<sup>2</sup>, two storey office building.</b></p>	<p><b>Dec 12, 2014</b></p>	<p><b>Application received as complete and circulated.</b></p> <p><b>Public Planning Meeting scheduled for April 22, 2015.</b></p>



**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 16, 2015**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
58.	<p><b>Brookfield Homes (Ontario) Residential Ltd.</b>  <b>15624 &amp; 15776 Leslie Street</b></p> <p><b>Attn: Joan MacIntyre</b>  <b>Malone Given Parsons</b>  <b>140 Renfrew Drive, Suite 201</b>  <b>Markham</b>  <b>905-513-0170 ext 115</b></p> <p><b>File: ZBA-2015-01</b></p>	<p><b>A Zoning By-law Amendment to permit 49 single detached dwelling units on the subject lands.</b></p>	<p><b>Feb 25, 2015</b></p>	<p><b>Application received as complete and circulated.</b></p> <p><b>Public Planning Meeting scheduled for May 27, 2015.</b></p>
59.	<p><b>Highland Gate Developments Inc.</b>  <b>21 Golf Links Drive</b></p> <p><b>Attn: Matthew Cory</b>  <b>Malone Given Parsons</b>  <b>140 Renfrew Drive, Suite 201</b>  <b>Markham</b>  <b>905-513-0170 ext 138</b></p> <p><b>Files: OPA-2015-01</b>  <b>ZBA-2015-02</b>  <b>SUB-2015-01</b></p>	<p><b>Official Plan Amendment, Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a residential subdivision.</b></p> <p><b>The draft plan of subdivision proposes 184 lots for single detached dwellings and a block for a high-density building (estimated to yield 144 units plus small scale commercial at grade).</b></p>	<p><b>Feb 27, 2015</b></p>	<p><b>Applications received as complete and circulated.</b></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
 March 16, 2015

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
60.	<p><i>Jochri Investments Ltd.</i>  <i>200 Industrial Parkway South</i></p> <p><i>Attn: Robert Trumbley</i>  <i>Trumbley Hampton Design Build Inc.</i>  <i>5845 Sixth Line RR#1</i>  <i>Guelph-Eramosa N0B 2K0</i>  <i>416-258-1424</i>  <i>bob@trumbleyhampton.on.ca</i></p> <p><i>File: SP-2015-02</i></p>	<p><i>Site Plan Application for a new 625 m<sup>2</sup> warehouse building. A 1398 m<sup>2</sup> industrial building already exists on the property.</i></p>	<p><i>March 4, 2015</i></p>	<p><i>Application received as complete and circulated.</i></p>



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-023**

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**SUBJECT:** *Facility Projects Status Report*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-023 be received for information.*

**PURPOSE OF THE REPORT**

This report provides Council with an update on the following facility projects:

- Addition of the Community Space for Youth at the AFLC
- New joint operations centre

**BACKGROUND**

Council approved the following projects as part of the annual capital planning process:

- No. 74004 - Community Space for Youth
- No. 34217 - Joint Operations Centre

These projects are significant to both the community and the Town. To facilitate providing timely information, staff are providing monthly reports to Council on the progress of these projects. Additional approvals and requirements for Council direction will be either included in this monthly report or augmented with an additional staff report depending on the need.

The reporting process will continue until satisfactory completion of these projects or as directed by Council.

**COMMENTS**

This report provides a brief update on progress for the above projects.

**March 24, 2015**

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**Report No. IES15-023**

**Community Space for Youth at AFLC**

**Project Summary**

The scope of work for this tender includes a single storey 9,300 square foot addition and 18,400 square foot renovation to existing two storey Aurora Family Leisure Complex. Addition includes new fitness room, programme spaces, climbing wall, control desk, office spaces, new entry driveway and drop off area, parking, landscaping, and outdoor skateboard park. Renovation includes work in existing gymnasium and to suspended track, gym and pool change rooms, and fire exit corridors.

The tender for this project was awarded to Jasper Construction by Council on November 12, 2013 in the amount of \$6,039,000 excluding taxes.

The project is now substantially complete and occupancy was received February 28, 2015. The building was also opened to the public and program delivery has resumed as of February 28, 2015.

Construction activities will continue related to exterior finishes and landscaping elements. Interior activities are now primarily related to deficiencies and completion of any outstanding work which is currently minor in nature.

<b>Milestone</b>	<b>Estimated Completion Date</b>
Council Approval of Tender	November
Construction start	November
Interior Demolitions Phase 1	November to January
Excavation and earthworks	January to March
Exterior Foundations	March to May
Exterior Structure	February to July
Interior Partitions	February to October
Stair F Interior Demolitions Phase 2	March
Exterior site works	July to October
Skate Park	September to October
Occupancy	February 2015
Deficiencies and Landscaping	Spring 2015

**Joint Operations Centre**

Activities completed since last report ending February 28, 2015

- Continued forming and concrete placement; foundations for garage bays 70 percent complete; second floor concrete floor 50 percent complete overall concrete works 55 percent complete
- Retaining wall on north face of site prepared to start

**March 24, 2015**

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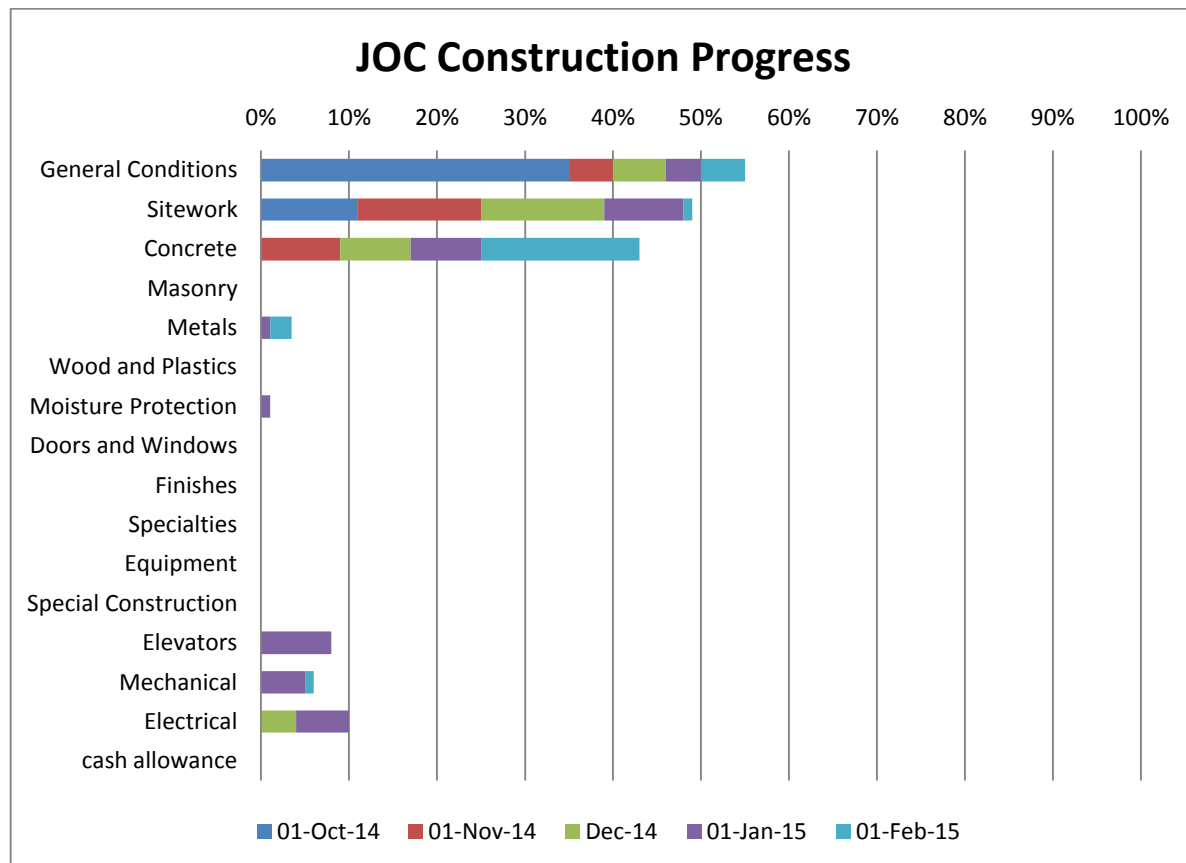
**Report No. IES15-023**

Activities planned for March 2015:

- Continue concrete placement
- Start north retaining walls

<b>Milestone</b>	<b>Estimated Completion Date</b>
Site Works	Aug/14 to Dec/15
<b>Office Building</b>	
Foundations	Mar 2015
Basic Structure	May 2015
Building Water Tight	July 2015
Exterior Cladding	Sept 2015
Mechanical/electrical	July 2015
Interior Finishes	Dec 2015
<b>Garage Areas</b>	
Foundations	April 2015
Basic Structure	Jun 2015
Exterior Envelope	Aug 2015
Interior Finishes	Oct 2015
Final Commissioning and Closeout	Feb 2016
Move in activities	March 2016

The following figure provides a summary of progress to date based on construction components:



**Financial Monitoring Task Force Meeting**

The Financial Monitoring Task Force met on March 9, 2015 to review the project status and financial activities. Material in this report has been reviewed by the Financial Monitoring Task Force.

**LINK TO STRATEGIC PLAN**

The above projects support the Strategic Plan goal of **Supporting an exceptional quality of life for all** through their accomplishment in satisfying requirements in the following key objectives within this goal statement:

**Investing in sustainable infrastructure:** By using new technologies and energy and environmentally conscious design and building practices.

**Encouraging an active and healthy lifestyle:** Through new services and facilities focused on youth needs.

**March 24, 2015**

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**Report No. IES15-023**

**Strengthening the fabric of our community:** Through new and better formats to engage the community.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

None.

**FINANCIAL IMPLICATIONS**

The financial approvals and commitments are presented for each project in the following sections. These figures are excluding HST.

***Community Space for Youth at AFLC:***

**Contract Change Log**

The following contract change log has been updated to capture approved change orders to date.

**Contract Change Log**

Change Order Group 1 added to contract value (Report IES14-027)	66,855.19
Change Order Group 2 added to contract value (Report IES14-032)	132,254.73
Change Order Group 3 added to contract value (Report IES14-032)	40,594.02
Change Order Group 4 added to contract value (Report IES14-052)	100,450.34
Change Order Group 5 added to contract value (Report IES14-057)	257,068.46
Change Order Group 6 added to contract value (Report IES15-001)	65,955.83
Change Order Group 7 added to contract value (Report IES15-010)	57,959.95
<b>Subtotal</b>	<b>721,138.52</b>
Exit light relocation	2,991.73
Additional of heavy duty shower head bar for handicap	1,915.67
Add battery pack, card reader and metal guard to railing glass	14,406.34
Metal frame and aluminum screen revisions	6,832.15
Additional power receptacles	8,075.07
Closure of exposed duct	7,624.79
<b>Change Order Group 8 to be added to contract value</b>	<b>41,845.75</b>
<b>Total Change Order value to date</b>	<b>762,984.27</b>

Each change order group above represents those changes that have been reported to Council in earlier reports.

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Report No. IES15-023

**Funding Summary**

The following table summarizes the revised budget for the AFLC renovations:

**Approved Funding and Contract Commitments**

	Previous Approved	Additional Requirements	Revised Budget
<b>Approved Budget</b>	<b>\$7,424,723</b>		<b>\$7,424,723</b>
Less Committed Funds	\$525,373		\$525,373
<b>Funding Available</b>	<b>\$6,899,349</b>		<b>\$6,899,349</b>
Base Contract Award excluding HST	\$5,994,000		\$5,994,000
Gym Lights	\$20,000		\$20,000
Asphalt Driveway	\$25,000		\$25,000
<b>Sub-Total</b>	<b>\$6,039,000</b>		<b>\$6,039,000</b>
Contingency	\$603,900	\$346,100	\$950,000
FF&E	\$100,000	\$50,000	\$150,000
Inspections and Testing		\$15,000	\$15,000
Building Insurance Costs		\$27,147	\$27,147
Internal Start-up costs		\$40,000	\$40,000
Contractor Extended Admin Costs		\$160,000*	\$160,000*
Arch Fees based on Change Orders		\$80,000	\$80,000
Non-refundable HST (1.76%)	\$118,675	\$12,640	\$131,315
<b>Total Funding Required</b>	<b>\$6,861,575</b>	<b>\$730,887</b>	<b>\$7,592,462</b>
Less: 2C Facility Funding Contribution			(\$100,000)
Budget Variance	\$37,774		(\$593,113)

\*This amount is not approved by Council

**Contract Payments**

Item	Transaction	Balance Remaining
Approved Contract Value		6,039,000
Payment Certificate #1 (Jan 6, 2014)	-169,164	5,869,836
Payment Certificate #2 (Jan 17, 2014)	-117,610	5,752,226
Payment Certificate #3 (Feb 25, 2014)	-162,529	5,589,697
Elevator Payment (Feb 28, 2014)	-147,000	5,442,697
Payment Certificate #4 (Mar 17, 2014)	-116,407	5,326,290
Payment Certificate #5 (April 25, 2014)	-358,172	4,968,118
Approved Change order group 1 (May 1, 2014)	66,855	5,034,973
Payment Certificate #6 (May 14, 2014)	-490,234	4,544,739
Approved Change order group 2 (May 27, 2014)	132,254	4,676,993
Payment Certificate #7 (June 12, 2014)	-437,267	4,239,726
Approved Change order group 3 (Jun, 2014)	40,594.02	4,280,320
Payment Certificate #8 (July 28, 2014)	-682,415	3,597,905
Payment Certificate #9 (August 22, 2014)	-440,917	3,156,988
Approved Change order group 4 (July/Aug), 2014)	100,450	3,257,438
Payment Certificate #10 (September 10, 2014)	-574,588	2,682,850
Payment Certificate #11 (October 27, 2014)	-682,184	2,000,666
Payment Certificate #12 (November 17, 2014)	-667,831	1,332,835
Approved Change order group 5 (Sept-Nov, 2014)	257,068	1,590,059
Payment Certificate #13 (December 19, 2014)	-438,844	1,151,215
Approved Change order group 6 (Dec, 2014)	65,733	1,216,948
Payment Certificate #14 (January 23, 2015)	-256,751	960,497



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**Report No. IES15-023**

Approved Change order group 7 (Jan 23, 2015)	57,960	1,018,457
Payment Certificate #15 (February 27, 2015)	-239,588	778,869
Approved Change order group 8 (February 2015)	41,846	820,715

**Joint Operations Centre:** Funding approvals and commitments for the Joint Operations Centre are summarized in the following table as based on Council recommendations from the August 12, 2014 Meeting.

**Approved Funding and Contract Commitments**

<b>Construction and Related Costs:</b>	
Buttcon Limited Contract Award (excluding optional items)	17,004,000
Non-refundable taxes (1.76%)	299,270
Fees for One Space Architects Unlimited	954,084
FF&E and Internal IT costs	125,000
Third party testing services (soils, concrete, building envelope)	150,000
Subtotal	18,532,354
Contingency Allowance (10%)	1,853,235
<b>Project Construction Budget</b>	<b>20,385,589</b>

**Contract Change Log**

<b>Change Order Group 1 added to contract value (Report IES15-001)</b>	<b>653,632</b>
<b>Change Order Group 2 added to contract value (Report IES15-010)</b>	<b>93,000</b>
<b>Subtotal</b>	<b>746,632</b>
Replace existing clay sanitary connection to PVC (to meet standard)	46,649.73
Concrete wall weir detail modifications	1,861.00
LSRCA requirements for enhanced water balance features	36,246.85
HVAC filtration detail to support LEED	14,362.35
Delete washroom accessories	-1,176.00
Toilet partition sightline correction	925.75
Concrete slab wire mesh modifications	1,179.13
<b>Change Order Group 3 added to contract value</b>	<b>100,048.81</b>
<b>Total Change Order value to date</b>	<b>846,681</b>

**Contract Payments**

Item	Transaction	Balance Remaining
Approved Contract Value		17,004,000
Payment Certificate #1 (September 18, 2014)	-211,756	16,792,244
Payment Certificate #2 (October 17, 2014)	-497,468	16,294,776
Payment Certificate #3 (November 21, 2014)	-977,432	15,317,344
Payment Certificate #4 (December 16, 2014)	-1,164,015	14,153,329
Approve Change order group 1 (Sept/Dec)	653,632	13,499,697
Payment Certificate #5 (January 16, 2015)	-890,323	12,609,374
Approve Change order group 2 (Jan 2015)	93,000	12,702,374
Payment Certificate #6 (February 17, 2015)	-695,814	12,006,560
Approve Change order group 3 (Feb 2015)	100,048	12,106,608

**Funding Sources Summary:**

The funding summary for this project to February 28, 2015 is as follows:

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Source	Approved Funding Budget	Received to Date: Feb.28/15
Development Charges	\$11,932,404	\$3,422,346
Sale of Municipal Lands	8,453,185	0
Interim Line of Credit if nec.		0
<b>Total</b>	<b>\$20,385,589</b>	<b>\$3,422,346</b>

Funding received to date has been sufficient to fund the project payment requirements to date, without the need to draw advances on the approved Construction Line of Credit. In the event the line of credit is required, the interest rate is variable monthly, with the February 2015 monthly rate set by Infrastructure Ontario as 1.36% p.a. (January: 1.67%).

Balance on Construction Line of Credit, as at February 28, 2015, is \$NIL.

## **CONCLUSIONS**

This report is provided to Council as an ongoing communication on the progress of the following two facilities projects; 1) Addition of the youth centre to the AFLC, 2) New joint operations centre.

## **PREVIOUS REPORTS**

### **Infrastructure and Environmental Services**

1. January 18, 2011, IES11-002 – Award of RFP No.IES2010-73-Architectural Consulting Services for a New Operations Centre
2. March 20, 2012, IES12-012 – Town of Aurora Joint Operations Centre
3. April 3, 2012, IES12-017 – Town of Aurora Joint Operations Centre
4. July 17, 2012, IES12-039 – Town of Aurora Joint Operations Centre Site Selection
5. September 18, 2012, CFS12-032 – Follow-up Information: Funding Sources for New Joint Operations Centre Capital Project
6. October 2, 2012, IES12-052 – Town of Aurora Joint Operations Centre
7. October 23, 2012, IES Memo 09-12 – Cost Information for Leadership in Energy and Environmental Design for New Construction (LEED NC)
8. May 21, 2013, IES13-031 – Joint Operations Centre Status and Snow Disposal Site Consideration
9. July 16, 2013, CFS13-023 – Capital Financing of Youth Centre and Operations Centre Capital Projects
10. January 7, 2014- IES14-001 JOC Pre-tender scope and budget approval
11. February 18, 2014- IES14-009 Facility Project Status Report
12. April 15, 2014- IES14-024 Facility Project Status Report
13. May 20, 2014 – IES14-027 Facility Status Report

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- 14. June 17, 2014 – IES14-032 Facility Status Report
- 15. July 29, 2014 – IES14-041 Facility Status Report
- 16. September 16, 2014 – IES14-052 Facility Status Report
- 17. December 9, 2014 – IES14-057 Facility Status Report
- 18. January 13, 2015 – IES15-001 Facility Status Report
- 19. February 17, 2015 – IES15-010 Facility Status Report

**ATTACHMENTS**

None

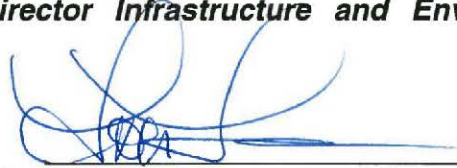
**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

***Prepared by: Ilmar Simanovskis, Director Infrastructure and Environmental Services, Ext. 4371***



*for*  
**Ilmar Simanovskis  
Director, Infrastructure &  
Environmental Services**



**FOR Neil Garbe  
Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-024**

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**SUBJECT:** *Award of Tender IES2014-73 – For street lighting infrastructure maintenance*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-24 be received; and*

*THAT Tender IES2014-73 – For street lighting infrastructure maintenance be awarded to Mead Electric Inc. at an annual upset limit of \$110,000, plus taxes for a two-year period ending December 31, 2016; and*

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

**PURPOSE OF THE REPORT**

To receive Council's authorization to award Tender IES2014-73 for street light maintenance.

**BACKGROUND**

As part of the Town's annual road maintenance program, the Town contracts street light maintenance services. The existing contract expires on June 1, 2015.

**COMMENTS**

**1.0 Project Description**

The work to be performed includes the supply of all labour, material and equipment necessary for the external street lighting infrastructure maintenance. The length of the contract is for up to two years.

**2.0 Tender Opening**

A total of 19 companies picked up the tender documents, and on December 16, 2014, the Tender Opening Committee received 4 compliant bids. The lowest compliant bidder

**March 24, 2015**

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**Report No. IES15-024**

for this tender was Mead Electric Inc. as summarized in Table 1.

**Table 1**

	<b>Company Name</b>	<b>2015</b>	<b>2016</b>	<b>Total Bid (excluding taxes)</b>
1	Mead Electric Inc.	\$95,433.80	\$95,276.12	<b>\$190,709.92</b>
2	Fellmore Electrical Contractors Ltd.	\$127,805.79	\$130,416.04	<b>\$258,221.83</b>
3	AlineUtility Limited	\$135,840.00	\$142,632.00	<b>\$278,472.00</b>
4	Weinmann Electric Limited	\$195,157.57	\$195,144.07	<b>\$390,301.64</b>

Verification of the tenders was undertaken by Town staff. The IES Operation's division has worked with Mead Electric Inc. for more than 10 years with positive results.

### **3.0 Project Schedule**

The Contract will commence on June 1, 2015.

Should Council proceed with LED street lights, the amount of required maintenance would be reduced as needed. Once the conversion is completed, maintenance would be drastically reduced resulting in immediate operations cost savings.

### **LINK TO STRATEGIC PLAN**

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life** for all by investing in sustainable infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

Council may choose to not award this project. The Tender evaluation process meets all requirements of the purchasing by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, contracted street light maintenance will not take place after June 1, 2015.

### **FINANCIAL IMPLICATIONS**

Funding, in the amount of \$110,000.00 for this project has been requested for the 2015 Operating budget in Operating account No. 03470. The contract price is established based on identifying various maintenance tasks and estimated unit quantities. Although the award is recommended for the budget amount, actual payments and total annual costs will be based on an item by item approval based on what type of work is performed. It is the unit prices for the various tasks that will determine the actual costs for work performed and not the total contract value.

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**Report No. IES15-024**

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**CONCLUSIONS**

The tender review has complied with the Purchasing By-law requirements and it is recommended that IES2014-73 – For the supply of all labour, material, and equipment necessary for the Town-owned street lighting infrastructure maintenance in the Town of Aurora for a two-year period ending December 31, 2016 be awarded to Mead Electric Inc. and that actual costs be based on the unit prices tendered.

**PREVIOUS REPORTS**

None

**ATTACHMENTS**

None

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

***Prepared by: Steve Wilson, Coordinator Project Delivery - Ext. 4377***



*IS*  
**Ilmar Simanovskis**  
**Director, Infrastructure &**  
**Environmental Services**



**FOR Neil Garbe**  
**Chief Administrative Officer**



**TOWN OF AURORA  
GENERAL COMMITTEE REPORT**

**No. IES15-017**

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**SUBJECT:** *Backyard Composting Initiative to Reduce Curbside Collection*  
**FROM:** *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*  
**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

***THAT Report No. IES15-017 be received for information.***

**PURPOSE OF THE REPORT**

The purpose of this report is to update Council on activities planned for the 2015 backyard composting pilot project that is aimed to increase awareness and effectiveness of backyard composting as part of the strategy to reduce total curb side waste collection tonnages.

**BACKGROUND**

**Aurora's role in the Integrated Waste Management Master Plan implementation**

York Regions Integrated Waste Management Master Plan was completed and endorsed by Council in late 2013. In addition, Council endorsed Staff Report IES14-050 which outlined Town of Aurora initiatives that are in support and aligned with the Regions Integrated Waste Management Master Plan.

With the approval of the SM4RT Living Plan staff have initiated several projects and participated in Regional coordination and planning meetings on a multi delivery plan. The implementation of the SM4RT Living plan is being coordinated with all 10 partners and is being undertaken with an approach of leveraged benefits. This is being accomplished through partnering, piloting projects and sharing resources as new innovations are tested and benchmarked. The four year work plan for Aurora is as follows:

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**Report No. IES15-017**

Year	Project	Objective	Status
2014	Multi-Residential Working Group	This working group supports all multi-residential initiatives to create consistency and leverage experiences across municipalities. Decisions based on data gathering and analysis to verify project effectiveness	Ongoing meetings with the working group
2014	Clear Bag for Waste	To increase diversion and improve quality of waste stream	Not approved by Council
2014	Waste By-law Update	To increase diversion, improve quality of waste stream and update provisions as needed	Complete
2015	Food Waste Reduction Advertising Campaign	To increase awareness of food waste reduction message through promotion on N6 waste collection vehicles	Not Started
2015	Backyard Composting Campaign	Promote backyard composting to decrease the amount of organic material requiring processing.	Initiation stage
2016	Waste Electrical and Electronic Equipment (WEEE) collection in multi-residential buildings	Work with community partners to support drop off bins at multi-residential buildings.	
2016	Composting pilot at community gardens	Work with community partners to establish metrics and models for community garden composting program	
2016	Curbside swap events	Host swap events and participate in data collection and benefits of pilot program	
2016	Curbside textile collection promotion	Work with community partners to develop pilot program to increase textile diversion	
2017	Zero waste in schools	Develop program based on Markham experience to promote zero waste program with school board support.	
2017	Updated development standards for multi-residential	Update standards to improve diversion infrastructure in multi-residential and mixed use buildings	
Future	3 stream collection at events and public spaces	Pilot to develop baseline data on capture of 3 stream diversion and options to be considered at public events and complete business case of effectiveness.	
Future	Recycling bins at community mail boxes	Pilot to provide blue box collection at community mail boxes and develop baseline data and business case for effectiveness of program.	
Future	Textile collection in multi-residential buildings	Work with community partners to establish drop off bins for multi-residential buildings	

This is the first report on the initiation of the backyard composter pilot project.

**COMMENTS**

**Backyard Composting Pilot being coordinated in cooperation with Region**

The planning and implementation of the Backyard Composting Pilot is being conducted jointly with York Region staff. This approach is being taken to both provide financial and technical support but also to document the project to develop benchmark data on effectiveness and larger scale opportunities related to reducing total tonnage collected at curbside.



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**Report No. IES15-017**

The knowledge gained from the successful completion of this pilot will then be used to extend the program further within Aurora and to other municipalities in York Region.

**The Goal of the pilot is to increase awareness of the value of backyard composting as part of an overall waste management strategy**

The Goal of the Pilot is to increase awareness of the value of composting and how much curbside weight reduction can occur through simple diversion of easily compostable materials into the back yard. On an individual household basis, this simple change in behaviour could reduce green bin material by up to 50 percent with minimal effort while producing rich organic soil for household use.

The benefits to the Town are a potential reduction in costs related to reduced material at the curb which will also reduce overall processing costs for the Region.

**Finding the balance between the green bin program and backyard composting to meet our goals**

Backyard composting is being encouraged as part of an overall resource recovery solution and should be used in conjunction with the green bin program. The benefit of backyard composting is the cost savings related to hauling and processing the material at remote sites. However not all materials are suitable for backyard composting. Therefore, homeowners can find a balance where readily compostable and non-obnoxious materials can be processed in a backyard composter, while those other materials can be collected through the green bin program. It is estimated that smart backyard composting can divert approximately 250 kg per household per year. Only 25% participation for residential users can result in collection savings of approximately \$100,000 per year. This is excluding regional savings related to further transportation processing and end use processing and distribution.

Backyard composters will not address all green bin materials. So finding the right balance to maximize both the benefits to the household and the municipality is an expected outcome of this pilot.

**Pilot called the Greener Garden Composting Challenge**

The project is being called the Greener Garden Composting Challenge and will involve advertising and selection of a minimum of 10 volunteers who will be selected in the spring.

These volunteers will then agree to participate in both tracking what material is being disposed in the composter and how much it weights. The results will be collected to determine how effective such a program would be. The volunteers will also provide feedback on the practices and how sustainable the activities are for a normal

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**Report No. IES15-017**

household.

The actual pilot will occur over the summer with monitoring and regular visits from staff. A summary of the event will take place in the fall, which will include prizes for all the volunteers who completed the challenge on their best practices for backyard composting. The overall pilot project schedule is as follows:

<b>Task</b>	<b>Target</b>	<b>Status</b>
Council Report to inform of pilot launch	Mar 2015	<input checked="" type="checkbox"/>
Develop community tools and communication plan	Mar 2015	<input type="checkbox"/>
Identify community business partners	Mar 2015	<input type="checkbox"/>
Advertise for volunteers	May 2015	<input type="checkbox"/>
Select 10 volunteers	Jun 2015	<input type="checkbox"/>
Free compost pick-up day event (promotion)	Jun 2015	<input type="checkbox"/>
Participant challenge period	Jul- Sept 2015	<input type="checkbox"/>
Review results	Sept 2015	<input type="checkbox"/>
Council report on findings	Oct 2015	<input type="checkbox"/>
End of event ceremony and prizes	Oct 2016	<input type="checkbox"/>

#### **LINK TO STRATEGIC PLAN**

**Promoting and advancing green initiatives:** through the use of effective education and promotion, staff will encourage increased diversion of recoverable and recyclable materials as new provisions of the By-law are implemented.

#### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

As directed by Council.

#### **FINANCIAL IMPLICATIONS**

The cost of this pilot is being funded jointly between the Region and the Town. Town costs are estimated to be \$2,500 and will be funded from the 2015 operating budget.

#### **CONCLUSIONS**

The concept of backyard composting is long standing, however, introduction of the green bin program may have reduced use of backyard composters due to convenience.

This pilot project is intended to revitalize backyard composting as a viable component of waste management with the objective of creating valuable organic soils for home use while continue to use the green bin program for all the other organics that are unsuitable for back yard composting.

The results of the pilot will assist in understanding what the right balance between back yard and curb side collection might be and how much savings could be achieved with

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Report No. IES15-017

reduced curbside quantities of organic materials.

**PREVIOUS REPORTS**

September 16, 2014 – IES14-050 – Integrated Waste Management Master Plan Update

**ATTACHMENTS**

None

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

***Prepared by: Amanda Cutler, Waste/Recycling Coordinator - Ext. 3447***



*for*

***Ilmar Simanovskis  
Director of Infrastructure &  
Environmental Services***



***For Neil Garbe  
Chief Administrative Officer***



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-018**

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**SUBJECT:**    *Submission of Annual Drinking Water Quality Report*

**FROM:**        *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:**        *March 24, 2015*

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**RECOMMENDATIONS**

***THAT Report No. IES15-018 be received; and***

***THAT the 2014 Annual Drinking Water Quality Report be posted on the Town's website.***

**PURPOSE OF THE REPORT**

This report fulfills the requirements mandated under Schedule 22 of Ontario Regulation 170/03, Drinking Water Systems Regulation, by providing the municipal council an annual summary report on the quality of the drinking-water system for the 2014 reporting year. This report is required to be submitted to Council and publicly posted no later than March 31 following the reporting year ending December 31.

**BACKGROUND**

Legislative amendments to the Safe Drinking Water Act, 2002, released in 2004 resulted in substantial changes to Water and Wastewater operations. Amendments to O. Reg. 170/03 increased the regulatory compliance requirements on system operations. The amendments also required an increase in reporting by system owners on the performance of systems to the Ministry of the Environment and applicable stakeholders.

Reporting under Schedule 22 and Section 11 of O. Reg. 170/03 was mandated, requiring the owner of a drinking water system to prepare an annual report in accordance with the Regulation and submit these reports to Council and the public.

Staff has regularly submitted these reports to Council since 2003 and has made the information available to the public through the Town website.

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**Report No. IES15-018**

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## **COMMENTS**

### **Ontario Regulation 170/03 Drinking Water System outlines the testing and reporting requirements for water systems**

The above regulation is in support of the Safe Drinking Water Act 2002 and outlines all the testing and reporting requirements for drinking water systems. The attached report fulfills the requirements of this regulation.

### **Results of water quality testing indicate a very reliable and secure water supply for Aurora**

The attached report provides a summary of the legislative requirements under the Safe Drinking Water Act 2002, and includes the corrective actions taken to address samples failing to meet parameters referred to in the Regulation. A total of five adverse samples were reported out of a total of 903 samples and three adverse chlorine residuals were reported. All retest samples passed with no issues.

An adverse sample is the result of the presence of bacteria in a test referred to as a presence/absence test. In each case there was chlorine present in the sampled water which indicates a secure water system and in all cases the necessary re-sampling protocol resulted in favorable outcomes. This is a very low rate of occurrence and is indicative of a secure water supply.

An adverse chlorine residual event is where the combined chlorine residual is below the 0.25 mg/L. (Regulation states a minimum chlorine residual of 0.25 mg/L). This result was reported to the MOE as an adverse condition. As required and directed by the Ministry of Environment and the York Region Public Health Department, the watermains in that area were flushed until the combined chlorine residual was above 0.25 mg/L.

## **LINK TO STRATEGIC PLAN**

### **Objective 2: Invest in sustainable infrastructure**

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

## **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

There are no alternatives to the recommendations presented in this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications with this report.

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Report No. IES15-018

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**CONCLUSIONS**

The findings from the 2014 reporting year continue to demonstrate that the Town of Aurora meets all regulatory compliance requirements prescribed through applicable legislation.

**PREVIOUS REPORTS**

Report No. IES14-015 – Drinking Water Quality Report

**ATTACHMENTS**

Appendix “A” – Drinking Water Quality Report – January 1 to December 31, 2014

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

***Prepared by: Luigi Colangelo, Manager of Operations Services - Ext. 3446***



*for*  
**Ilmar Simanovskis**  
**Director, Infrastructure &  
Environmental Services**



**FOR Neil Garbe**  
**Chief Administrative Officer**

Appendix A



# **TOWN OF AURORA**

## **DRINKING WATER QUALITY ANNUAL REPORT**

**JANUARY 1 TO DECEMBER 31, 2014**

**Regulatory Requirements**

This report is prepared in accordance with Ontario Regulation 170/03, Drinking Water Systems under the Safe Drinking Water Act 2002.

**Who Looks After the Water Supply?**

York Region is responsible for the water supply, production, treatment, and storage and trunk distribution. York Region is the wholesale supplier of water to The Town of Aurora and they publish an annual report with respect to the general information of water at the supply points. Their report can be found at this following link: <http://www.york.ca>

In regards to delivery, The Town is the retail supplier of water to the consumer and is responsible for its own distribution network.

The make-up of the Town's water supply is a blended combination of ground water and surface water. In regards to the ground water, York Region operates six production wells (numbered 1 through 6) in Aurora, which range in depth from 98 to 104 meters. The majority of the ground water supply is provided through wells (number 1 through 4), located at the well field and treatment facility on Water Well Lane, near Aurora Heights Drive and Yonge Street. The aquifer from which the Town's wells draw is part of an extensive aquifer (known as the Yonge Street Aquifer) which also makes up part of the current water source for the Town of Newmarket and parts of the Town of East Gwillimbury. The Town's wells produce approximately 3 million m<sup>3</sup> of water per year.

In respect to the surface water portion of the supply, the Town currently receives Lake Ontario surface water from two supply sources, the City of Toronto supply and the Region of Peel feed. In September 2002, York Region had commenced supplementing the Town's ground water supply with Lake Ontario water from the south end of Town (Yonge Street & Bloomington Road). In the spring of 2008, York Region had completed the new Peel feed supply which runs north up Bathurst Street. This supply is connected to the Town's distribution system at a number of interconnecting points along Wellington Street, and then terminates in the NW Orchard Heights Boulevard reservoir.

Since June 2008, York Region is responsible for the operational mixing ratio of the two water supplies. Currently the annual average mixing ratio is 75% surface water supply (Lake Ontario) and 25% groundwater supply.



**Water Treatment**

Water treatment for Aurora wells changed in September 2002 from chlorination disinfection (adding chlorine) to chloramination (adding chlorine and ammonia). This was a necessary change to achieve compatible disinfection methods with that of the Toronto supply. Sodium silicate is also added to the well supply to keep the iron in suspension so it does not precipitate out and stain plumbing fixtures and laundry.

The Toronto supply and ground water are mixed at the Ridge Road water storage tank. From there, the blended supply enters the Town's distribution system. Following treatment of the ground water source, the water enters the Town's distribution system from three points: for wells #1, #2, #3, #4 at Aurora Heights Drive west of Yonge Street, well #5 at Old Yonge Street and St. John's Side Road, and well #6 at Bayview Avenue and St. John's Side Road.

The Toronto supply surface water that is being blended enters through an interconnecting watermain between the Town of Richmond Hill and the Town of Aurora at the intersection of Yonge Street and Bloomington Side Road. The water storage tanks located in Town, which are operated by the York Region, make up an integral component of the Town's distribution system. Storage tanks are for the purpose of providing relatively constant system pressure and to provide a reserve volume of water for community fire protection and to meet system peak demands. There are currently three water towers (NW, SW, PD9), two reservoirs (NW, Bathurst Street) and one storage tank (Ridge Road). There is also an easterly pressure district that is supplied by a Regional water booster station (Aurora East), as noted; the storage tanks and booster station are components of the various pressure districts of the distribution system.

**Pressure Districts**

Pressure districts are necessary to equalize the operational water pressures that are dictated by the Town's various geographic elevations. There are six pressure districts in Town numbered 1 through 6. Pressure district number 1 is the largest zone and is also referred to as the Central District. Zone 1 pressures are provided by hydraulic head at the NW Reservoir and the Ridge Road tank; both these storage vessels are at the same elevation. Zone 2 (Western District) pressures are provided by the NW Water Tower next to the NW Reservoir. Zone 3 (Coscan) pressures provide by the SW Tower on Allenvale Drive. Zone 4 (Eastern District) pressures provided by York Region's Wellington Street East Water Pumping Station. Zone 5 (PD9) is provided pressure via the new Oak Ridges Water Tower on the north side of Bloomington Road at the Provincial offices near Yonge Street. Zone 6 is a Town owned Water Booster Station at the corner of Industrial Parkway South and Vandorf Side Road that supplies pressure along Vandorf Side Road to the subdivisions east of Bayview Avenue.

The new Peel feed pressure is supplied by the Bathurst Street reservoir just north of Bloomington Road, and as mentioned, terminates and continues to blend with the current supplies in the NW Reservoir, as part of the Central Zone 1 pressure district.

**Regional Water Sampling Program**

Regional operational staff collects samples in Town from the raw untreated water at the respective wells, points where treated water enters the distribution system and at storage sites. The surface supplies are being sampled and monitored at the point of mixing from the Ridge Road storage tank and the NW Reservoir.

**The Town of Aurora Water Distribution System**

The Town owns and operates the distribution network, which includes the watermain piping, booster station, fire hydrants, service connections and meters. Aurora's distribution network, which provides water to the consumer, is divided into five pressure districts with pressures varying between 40-100 p.s.i.

The Town's system is comprised of approximately 233 kilometres of watermain, located typically on local roads. The watermain pipe materials consist of ductile iron (55%), cast iron (5%), and P.V.C. (40%).

Infrastructure and Environmental Services is responsible for the maintenance and operation of the water distribution system. Staff members within the section who operate the system are certified and licensed by the Ministry of the Environment. The Town certified staff performs a variety of maintenance activities on the watermains to keep them operational and to mandate sampling for disinfectant levels and bacteriological testing. Some of the activities include watermain break repairs, valve exercising and repair programs, utility stakeouts, flushing of watermains, fire hydrant maintenance and water sampling.

**Water Sampling**

The Town certified operators currently take water samples for microbiological analysis and chlorine residual tests every week at various locations throughout the Town using water sample stations. The locations are altered week to week to ensure complete distribution system coverage. Town staff also collects daily chlorine residual samples to ensure continuous disinfection throughout the distribution system

Once the microbiological samples are collected, they are taken for analysis to the York-Durham Regional Environmental Laboratory in Pickering. The Laboratory is accredited for microbiological testing by the Canadian Association for Environmental Analytical Laboratories. Any samples which contain indicators of "adverse" water quality are immediately identified and the information forwarded to the Ministry of Environment and the York Regional Health Unit for follow up. Mandated protocols are then instituted for the necessary remedial actions.

The re-sampling (remedial action) consists of three samples to be collected for each adverse sampling site. Flushing the distribution system in the vicinity of the re-sampling is also performed. One sample is collected from the affected site, one at an upstream location and one sample at a down stream location. The chlorine residual and the time of the sampling for each site are noted for each location.

Based on the newly introduced "Safe Drinking Water Act" Regulation (O. Reg. 170/03), the Town of Aurora is required to sample for microbiological contamination at seventeen random location points throughout the distribution network on a weekly basis. Also required are daily chlorine residual tests, trihalomethanes tested quarterly and lead tested annually at points that reflect the maximum residence time in the distribution system.

### **Lead Sampling Reduction**

The Town applied for regulatory relief from the Community Lead Sampling Program in November 2011, under the Safe Drinking Water Act, 2002. On January 5, 2012, the Town received regulatory relief from Lead Sampling, as a result of successfully completing 8 consecutive rounds of Lead testing in which less than 10% of the 494 residential Lead Samples collected exceeded the Ontario Drinking Water Quality Standard for Lead 0.010 mg/L. Aurora's new regulatory requirement for Lead Sampling will be as follows: 8 distribution samples between December 15, 2011 to April 15, 2012, another 8 distribution samples between June 15, 2012 to October 15, 2012 annually until October 15, 2016.

The following table summarizes the results of the various required tests for the period noted:

### **PERIOD – JANUARY 1 TO DECEMBER 31, 2014**

<b>NUMBER OF SAMPLES TAKEN</b>	<b>PARAMETER</b>	<b>ADVERSE</b>
903	- Bacteriological - Residual Chlorine	5 Adverse bacterial 3 Adverse Chlorine
4	Trihalomethanes	0
8	Lead Samples	0

*The 2014 report describes (5) microbiological adverse test results.*

**76 Maple Street Sample Station- 3 adverse results**

The adverse results occurred July 21<sup>st</sup>, 28<sup>th</sup>, and August 5<sup>th</sup> 2014. As per standard operating procedures, the watermains in the area were flushed after each adverse and 3 re-samples (one at the original location plus one upstream and one downstream) following the 3 separate adverse samples. All follow-up results were favourable. Due to the close proximity of these adverse results, staff investigated the sample station and recommended replacement. No additional adverse results have occurred since the upgrade.

**74 Dunning Avenue. Sample Station- 1 adverse result**

The adverse result occurred July 21<sup>st</sup> 2014 and reported to the Town on July 22<sup>nd</sup>. As per standard operating procedures, the watermains in the area were flushed and 3 re-samples (one at the original location plus one upstream and one downstream) were taken July 22<sup>nd</sup> 2014. All follow-up results were favourable and the occurrence was deemed a sampling error.

**390 Industrial Parkway South. Sample Station- 1 adverse result**

The adverse result occurred July 7<sup>th</sup> 2014 and reported to the Town on July 8<sup>th</sup>. As per standard operating procedures, the watermains in the area were flushed and 3 re-samples (one at the original location plus one upstream and one downstream) were taken July 8<sup>th</sup> 2014. All follow-up results were favourable and the occurrence was deemed a sampling error.

*The 2014 report describes (3) Chlorine Residual adverse test results.*

**333 First Commerce Dr. Recorded from Hydrant- 1 adverse chlorine residual**

Flushed system and restored residual.

**225 Carisbrook Cir. Recorded Sample Station- 1 adverse chlorine residual**

Flushed system and restored residual.

**14726 Bayview Av. Recorded from Hydrant- 1 adverse chlorine residual**

Flushed system and restored residual.

Overall, the Town water supply system is being operated to a high level of service resulting in the delivery of safe water to the community. The number of adverse samples is not out of line from previous years and all follow up results were favourable.

**Available to the Public**

Water Quality Reports are available annually; they are available to the public and can be picked up free of charge at Aurora Town Hall, 100 John West Way, Infrastructure & Environmental Services, 3rd Floor, or at the Public Works Yard, 9 Scanlon Court.

Water Quality Reports are also available on the Town website at: [www.aurora.on.ca](http://www.aurora.on.ca)

York Region provides reports on the summary of sample results taken at the supply sources at the following link: <http://www.york.ca>

Any questions related to this report or any other water quality issue may be directed to the Water and Wastewater Supervisor, at (905) 727-3123, extension 3442; or in writing to The Town of Aurora, 100 John west Way, P.O. Box 1000, Aurora, Ontario, L4G 6J1.



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-019**

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**SUBJECT:** *Ministry of Environment Drinking Water System Inspection*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:** *March 24, 2015*

---

**RECOMMENDATIONS**

***THAT Report No. IES15-019 be received for information.***

**PURPOSE OF THE REPORT**

This report fulfills the requirements mandated under Schedule 22 of Ontario Regulation 170/03, Drinking Water Systems Regulation.

**BACKGROUND**

Legislative amendments to the Safe Drinking Water Act, 2002, released in 2004 resulted in substantial changes to Water and Wastewater operations. Amendments to O. Reg. 170/03 increased the regulatory inspection compliance requirements on drinking water system operations. The amendments also required an increase in reporting by system owners on the performance of systems to the Ministry of the Environment and applicable stakeholders.

**COMMENTS**

**Annual Inspection of Aurora's Drinking Water Distribution System passes with full compliance**

On December 2, 2014 a Ministry of Environment Drinking Water Inspector conducted an unannounced inspection of Aurora's Drinking Water System. The inspection included a physical inspection of all administrative procedures, a compliance assessment, and a review of maintenance records such as our DWQMS Operational Plan, licencing and training. Our Inspection rating from the Ministry of Environment for 2014 was 100 percent compliance.

**Continuous improvement opportunity identified during the Inspection**

Aurora's Drinking Water Works Permit, Schedule B, 2.3 requires that all parts of the drinking water system in contact with drinking water are:

**March 24, 2015**

**- 2 -**

**Report No. IES15-019**

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- Disinfected before being put back in service in accordance with the provisions of the AWWA C651 – Standard for Disinfecting Watermains.

At the time of the inspection the Town of Aurora's procedure for emergency watermain break repairs did not reference the AWWA C651 Standard for Disinfecting Watermains. The procedure also referenced that bacteriological sampling to be performed the next business day when the AWWA standards require bacteriological samples be taken after repairs are completed to provide a record for determining the procedure's effectiveness.

The department has since updated our emergency watermain break procedure QMS-PRO-010 to reflect the current AWWA C651 Standard for Disinfecting Watermains.

### **LINK TO STRATEGIC PLAN**

#### **Objective 2: Invest in sustainable infrastructure**

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

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

There are no alternatives to the recommendations presented in this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications with this report.

### **CONCLUSIONS**

The Ministry of Environment conducts water system inspections on an annual basis as required by Schedule 22 of Ontario Regulation 170/03, Drinking Water Systems Regulation.

These inspections occur unannounced and involve review of procedures, compliance with the Drinking Water Quality Management Standard and physical inspections of the operation. The findings from the 2014 reporting year continue to demonstrate that the Town of Aurora operates at a high standard and with high regard for regulatory compliance requirements prescribed through applicable legislation.

### **PREVIOUS REPORTS**

Report No. IES14-020 – MOE Drinking Water Inspection Report

March 24, 2015

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Report No. IES15-019

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**ATTACHMENTS**

Appendix "A" – MOE Drinking Water Inspection Report

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

**Prepared by: Luigi Colangelo, Manager of Operations Services - Ext. 3446**

*for*



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**Ilmar Simanovskis  
Director, Infrastructure &  
Environmental Services**



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**FOR Neil Garbe  
Chief Administrative Officer**



Ministry of the Environment  
And Climate Change

Central Region,  
York Durham District Office  
230 Westney Road South, 5 Floor  
Ajax, ON L1S 7J5  
Tel. (905) 427-5600  
Fax (905) 427-5602

Ministère de l'Environnement et de  
l'Action en matière de changement  
climatique

Région du Centre  
Bureau de district de York Durham  
230, chemin Westney sud, 5e étage  
Ajax, ON L1S 7J5  
Tel. (905) 427-5600  
Fax (905) 427-4502



The Town of Aurora  
100 John West Way  
Aurora, Ontario  
L4G 6J1

Attention: Mr. Luigi Colangelo, Manager of Operations Services

**RE: Aurora Distribution System 260003227**  
**Drinking Water Inspection Report**  
**File: SI YO AU SC 540**

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Please find attached the Ministry of the Environment's inspection report for the above facility. The report details the findings of the inspection that began on December 2<sup>nd</sup>, 2014.

The Appendix section of the inspection includes the Stakeholder Appendix A with links to key reference and guidance materials available on the Ministry of the Environment's (MOE) website. Appendix B contains the inspection rating record and an updated risk methodology memo.

Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report.

In the inspection report, any "*Actions Required*" are linked to incidents of non-compliance with regulatory requirements contained within the Act, a regulation, or site-specific approvals, licenses, permits, orders or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch.

"*Recommended Actions*" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

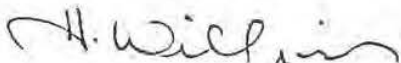
Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take

steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

I would like to thank the Town of Aurora staff for the assistance afforded to me during this compliance assessment. If you have any questions or concerns please contact myself or Demetra Koros, Water Supervisor, Central Region at 905-427-5630.

Yours truly,



H. Williams  
Water Inspector  
Safe Drinking Water Branch  
Ministry of Environment  
Phone: (905) 427-5613

cc:

Lindsay Hayworth, Water & Wastewater Supervisor  
Ben Longstaff, Director, Watershed Management, Lake Simcoe Region Conservation Authority  
Adelina Urbanski, Commissioner of Health, York Region  
Bernard Mayer, Manager of Health Protection, York Region Health Unit  
Marion Young, Admin Clerk, Safe Water Team, Health Protection Division  
Joe LaMarca, Director, Health Protection Division, Community Health Services Department  
Water Supervisor, York Durham District Office, MOE



**Ministry of the Environment**

**TOWN OF AURORA DISTRIBUTION SYSTEM**

**Inspection Report**

<b>Site Number:</b>	260003227
<b>Inspection Number:</b>	1-BEXE7
<b>Date of Inspection:</b>	Dec 02, 2014
<b>Inspected By:</b>	Holie Williams



Ministry of the Environment Drinking Water Inspection

## **TABLE OF CONTENTS**

1. Drinking Water System Owners Information
2. Drinking Water System Inspection Report

### **Appendix:**

- A. Stakeholders Appendix**
- B. Inspection Rating Record**



**OWNER INFORMATION:**

**Company Name:** AURORA, THE CORPORATION OF THE TOWN OF  
**Street Number:** 100 **Unit Identifier:**  
**Street Name:** JOHN WEST Way  
**City:** AURORA  
**Province:** ON **Postal Code:** L4G 6J1

**CONTACT INFORMATION**

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**Type:** Manager **Name:** Luigi Colangelo  
**Phone:** (905) 727-3123 x3446 **Fax:** (905) 727-7616  
**Email:** lcolangelo@aurora.ca  
**Title:** Manager of Operations Services

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**Type:** Supervisor **Name:** Lindsay Hayworth  
**Phone:** (905) 727-3123 x3442 **Fax:** (905) 727-7616  
**Email:** lhayworth@aurora.ca  
**Title:** Water and Wastewater Supervisor

---

**INSPECTION DETAILS:**

**Site Name:** TOWN OF AURORA DISTRIBUTION SYSTEM  
**Site Address:** 100 JOHN WEST WAY AURORA L4G 6J1  
**County/District:** Aurora  
**MOE District/Area Office:** York-Durham District  
**Health Unit:** YORK REGION HEALTH SERVICES DEPARTMENT  
**Conservation Authority:** N/A  
**MNR Office:** N/A  
**Category:** Large Municipal Residential  
**Site Number:** 260003227  
**Inspection Type:** Announced  
**Inspection Number:** 1-BEXE7  
**Date of Inspection:** Dec 02, 2014  
**Date of Previous Inspection:** Jan 13, 2014

**COMPONENTS DESCRIPTION**

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**Site (Name):** MOE DWS Mapping  
**Type:** DWS Mapping Point **Sub Type:**  
**Comments:**  
Not Applicable

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**Site (Name):** Aurora Distribution System

**Type:** Other

**Sub Type:**

**Comments:**

The Aurora Distribution System (The System) is owned and operated by the Town of Aurora (The Town) and serves a population of approximately 57,000. The Town is responsible for the operation and maintenance of approximately 220 kilometers of watermain, a booster pumping station, watermain valves, fire hydrants, service connections, and water meters.

The System receives a mix of treated surface water and groundwater from six production wells that are owned and operated by the Region of York (The Region) and surface water that is treated by the City of Toronto and the Region of Peel. Chloramination is used in the treatment process. The transmission lines and storage facilities are owned and operated by the Region of York.

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**Site (Name):** Vandorf Booster Pumping Station

**Type:** Other

**Sub Type:**

**Comments:**

The Vandorf Booster Pumping Station (The Pumping Station) located at the south-east corner of Vandorf Side Road and Industrial Parkway South is equipped with two booster pumps each rated at 65 L/s, one fire booster pump rated at 131 L/s, and a 125 kW standby diesel generator.



## **INSPECTION SUMMARY**

### **INTRODUCTION**

- \* **The primary focus of this inspection is to confirm compliance with Ministry of the Environment legislation and authorizing documents such as Orders and Certificates of Approval, as well as evaluating conformance with Ministry drinking water related policies and guidelines during the inspection period.**

**This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains all of the elements required to assess key compliance and conformance issues associated with a "receiver" system to ensure that the system was not being operated or managed in a "deficient" condition, as defined under O. Reg. 172/03. The report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.**

**This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg.170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.**

**Your system was chosen for a focused inspection during this inspection cycle because inspection findings over the past three years were such that the number of violations was minimal or non existent, there were few or no orders issued to you that were of significance in the maintenance of water potability and there were no deficiencies as defined in O. Reg. 172/03. The undertaking of a focused inspection at your drinking water system during this year's inspection cycle does not ensure that a similar type of inspection will be conducted at any point in the future.**

**An inspection of the Aurora Distribution System was conducted on December 2, 2014 by Provincial Officer Holie Williams. The inspection included the physical inspection of the works as well as a compliance assessment with all applicable legislation and legal documents.**

**Documents reviewed in association with this report included, but were not limited to:**

- 1. Ministry of the Environment Municipal Drinking Water Licence (MDWL), number 115-101, issue number 2, dated January 5, 2012.**
- 2. Ministry of the Environment Drinking Water Works Permit (DWWP), number 115-201, issue number 1, dated August 29, 2011.**
- 3. Other documents maintained by the owner/operating authority for the period of January 2014 through to December 2014, were also reviewed in conjunction with this inspection.**

### **TREATMENT PROCESSES**

- \* **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

**The Drinking Water Works Permit references an emergency standby booster pumping station located at the south-east corner of Vandorf Side Road and Industrial Parkway South. This pumping station includes two booster pumps and one fire booster pump along with a standby diesel generator.**





**TREATMENT PROCESSES**

- \* **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

The Town of Aurora had six Form 1 documents for the inspection period. The documents were reviewed on site and appeared to be in compliance with the Drinking Water Works Permit.

- \* **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

**TREATMENT PROCESS MONITORING**

- \* **The secondary disinfectant residual was measured as required for the distribution system.**

As per Ontario Regulation 170/03, Schedule 7-2, chlorine sampling should be either daily or on two different days of the week. For sampling on two days, there must be at least 48 hours between the last sample of one day and the first sample of the next sampling day. Four samples are to be taken one day and three on the other. Each sample collected on one day must be from a separate location.

The Town of Aurora sample the distribution system for chlorine on Mondays and Fridays, with 4 samples taken on Mondays and 3 samples taken on Fridays.

**DISTRIBUTION SYSTEM**

- \* **Existing parts of the distribution system that were taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that came in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

The Drinking Water Works Permit, Schedule B, 2.3, requires that all parts of the drinking water system in contact with drinking water which are:

Added, modified, replaced, extended; or

Taken out of service for inspection, repair or other activities that may lead to contamination,

Shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 - Standard for Disinfecting Water Mains or an equivalent procedure.

Review of the Town of Aurora's procedure for emergency watermain break repairs did not reference AWWA C651 Standard for disinfecting Water Mains or an equivalent method. The procedure also referenced that bacteriological sampling to be performed the next business day when the AWWA standards require bacteriological samples be taken after repairs are completed to provide a record for determining the procedure's effectiveness.

It is recommended that the Town of Aurora update their procedures to reflect current AWWA Standard C651.

- \* **Based on the records available the owner was able to maintain proper pressures in the distribution system.**

The Town of Aurora experienced 32 low pressure complaints in the inspection period.

**OPERATIONS MANUALS**





**OPERATIONS MANUALS**

- \* **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- \* **The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.**

**LOGBOOKS**

- \* **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Subsection 23(1)23 of Ontario Regulation 128/04 states that the owner or operating authority of a municipal residential subsystem shall designate an overall responsible operator (ORO). The ORO shall be an operator who holds a certificate for that type of subsystem and that is of the same class as or higher than the class of that subsystem.

The Town of Aurora is in compliance with this legislative requirement.

**SECURITY**

- \* **The owner had provided security measures to protect components of the drinking-water system.**

There is one bulk water filling depot located at 9 Scanlon Court and is equipped with backflow prevention.

**CERTIFICATION AND TRAINING**

- \* **The overall responsible operator had been designated for each subsystem.**

Subsection 23(1)23 of Ontario Regulation 128/04 states that the owner or operating authority of a municipal residential subsystem shall designate an overall responsible operator (ORO). The ORO shall be an operator who holds a certificate for that type of subsystem and that is of the same class as or higher than the class of that subsystem.

The Town of Aurora is in compliance with this legislative requirement.

- \* **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Subsection 25(1) of Ontario Regulation 128/04 states that the owner or operating authority of a subsystem shall designate one or more operators as operators-in-charge (OIC) of the subsystem. Subsection 25(5) states that a person who holds an operator-in-training certificate shall not be designated as an OIC. Duties of the OIC are listed in Section 26 of O.Reg. 128/04.

The Town of Aurora is in compliance with this legislative requirement.

**WATER QUALITY MONITORING**

- \* **All microbiological water quality monitoring requirements for distribution samples were being met.**

The Town of Aurora exceed their requirements for bacteriological sampling.



**WATER QUALITY MONITORING**

- \* **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Ontario Regulation 170/03, Schedule 13-6, requires the owner of a drinking water system to ensure that at least one distribution sample is taken every 3 months, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes.

The Town of Aurora is in compliance with this legislative requirement.

- \* **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

The Town of Aurora is required to take 8 samples for lead in the distribution system in the periods between December 15, 2013 to April 15, 2014 and again between June 15, 2014 to October 15, 2014. Records were available for review on site.

The Town of Aurora is in compliance with this requirement.

- \* **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Sample submission records were reviewed; all submissions for microbiological parameters included a chlorine residual taken at the time the sample was taken.

**WATER QUALITY ASSESSMENT**

- \* **Records show that all water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03).**

**REPORTING & CORRECTIVE ACTIONS**

- \* **All changes to the system registration information were provided within ten (10) days of the change.**

The Drinking Water System Profile was up to date at the time of the inspection.

**OTHER INSPECTION FINDINGS**

- \* **The following issues were also noted during the inspection:**

The Drinking Water Works Permit, Schedule B, 2.3, requires that all parts of the drinking water system in contact with drinking water which are:

Added, modified, replaced, extended; or

Taken out of service for inspection, repair or other activities that may lead to contamination,

Shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 - Standard for Disinfecting Water Mains or an equivalent procedure.

Review of the Town of Aurora's procedure for emergency watermain break repairs did not reference AWWA C651 Standard for disinfecting Water Mains or an equivalent method. The procedure also referenced that bacteriological sampling to be performed the next business day when the AWWA standards require bacteriological samples be taken after repairs are completed to provide a record for determining the procedure's effectiveness.



Ministry of the Environment  
Inspection Report

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



**SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES**

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**1. The following issues were also noted during the inspection:**

The Drinking Water Works Permit, Schedule B, 2.3, requires that all parts of the drinking water system in contact with drinking water which are:

Added, modified, replaced, extended; or

Taken out of service for inspection, repair or other activities that may lead to contamination,

Shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 - Standard for Disinfecting Water Mains or an equivalent procedure.

Review of the Town of Aurora's procedure for emergency watermain break repairs did not reference AWWA C651 Standard for disinfecting Water Mains or an equivalent method. The procedure also referenced that bacteriological sampling to be performed the next business day when the AWWA standards require bacteriological samples be taken after repairs are completed to provide a record for determining the procedure's effectiveness.

**Recommendation:**

It is recommended that the Town of Aurora update their procedures to reflect current AWWA Standard C651.



Ministry of the Environment  
Inspection Report

**SIGNATURES**

Inspected By:

Holie Williams

Signature: (Provincial Officer):

A handwritten signature in black ink that reads "H. Williams".

Reviewed & Approved By:

Demetra Koros

Signature: (Supervisor):

A handwritten signature in black ink that reads "D. Koros".

Review & Approval Date:

A handwritten date in black ink that reads "Dec. 29, 2014".

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



**APPENDIX A  
STAKEHOLDER APPENDIX**



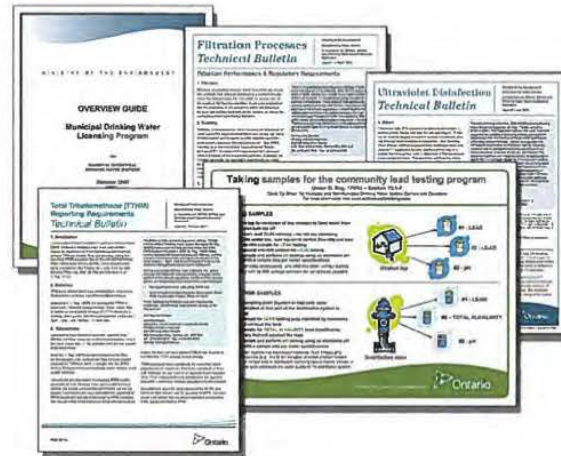
June 2012

## Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are posted on the Ministry of the Environment's **Drinking Water Ontario** website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) to help in the operation of your drinking water system.

Below is a list of key materials frequently used by owners and operators of municipal drinking water systems. To read or download these materials, go to **Drinking Water Ontario** and search in the **Resources** section by **Publication Number**.

Visit **Drinking Water Ontario** for more useful materials. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).



PUBLICATION NUMBER	PUBLICATION TITLE
4448e01	Procedure for Disinfection of Drinking Water in Ontario
7152e	Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids
7467	Filtration Processes Technical Bulletin
7685	Ultraviolet Disinfection Technical Bulletin
8215	Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)
2601e	Overview Guide: Municipal Drinking Water Licensing Program
0000	Municipal Drinking Water Licensing Program Bulletin, Issue 1, January 2011
0000	Certification Guide for Operators and Water Quality Analysts
6560e	Taking Samples for the Community Lead Testing Program
7423e	Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption
7128e	Drinking Water System Contact List
4449e01	Technical Support Document for Ontario Drinking Water Quality Standards

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)



Juin 2012

## Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

Beaucoup de documentation sur le fonctionnement d'un réseau d'eau potable se trouve sur le site Web du **ministère de l'Environnement**.

Vous trouverez ci-dessous la liste des principaux documents que les propriétaires et les exploitants de réseaux municipaux d'eau potable utilisent fréquemment. Pour lire ou télécharger ces documents, allez sur le site Web du Ministère, et effectuez une recherche par numéro de publication dans la section RESSOURCES.

Consultez le site d'**Eau potable Ontario** pour obtenir d'autre documentation. Communiquez avec le Centre d'information du public au 1 800 565-4923



ou au 416 325-4000, ou encore à [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca) si vous avez des questions ou besoin d'aide.

NUMÉRO DE PUBLICATION	TITRE DE LA PUBLICATION
4448f01	Marche à suivre pour désinfecter l'eau potable en Ontario
7152e	Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)
7467	Filtration Processes Technical Bulletin (en anglais seulement)
7685	Ultraviolet Disinfection Technical Bulletin (en anglais seulement)
8215	Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (février 2011) (en anglais seulement)
2601f	Guide général - Programme de délivrance des permis de réseaux municipaux d'eau potable
0000	Bulletin du Programme des permis de réseaux municipaux d'eau potable, numéro 1, janvier 2011
0000	Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable
6560f	Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités
7423f	Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption
7128f	Liste des personnes-ressources du réseau d'eau potable
4449f01	Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)





**APPENDIX B  
INSPECTION RATING RECORD**

**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2014-2015)**

<b>DWS Name:</b>	TOWN OF AURORA DISTRIBUTION SYSTEM
<b>DWS Number:</b>	260003227
<b>DWS Owner:</b>	Aurora, The Corporation Of The Town Of
<b>Municipal Location:</b>	Aurora
<b>Regulation:</b>	O.REG 170/03
<b>Category:</b>	Large Municipal Residential System
<b>Type Of Inspection:</b>	Adhoc
<b>Inspection Date:</b>	December 2, 2014
<b>Ministry Office:</b>	York-Durham District

**Maximum Question Rating: 192**

<b>Inspection Module</b>	<b>Non-Compliance Rating</b>
Treatment Processes	0 / 39
Distribution System	0 / 21
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 14
Water Quality Monitoring	0 / 51
Reporting & Corrective Actions	0 / 4
Treatment Process Monitoring	0 / 21
<b>TOTAL</b>	<b>0 / 192</b>

**Inspection Risk Rating 0.00%**

**FINAL INSPECTION RATING: 100.00%**

**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2014-2015)**

<b>DWS Name:</b> TOWN OF AURORA DISTRIBUTION SYSTEM
<b>DWS Number:</b> 260003227
<b>DWS Owner:</b> Aurora, The Corporation Of The Town Of
<b>Municipal Location:</b> Aurora
<b>Regulation:</b> O.REG 170/03
<b>Category:</b> Large Municipal Residential System
<b>Type Of Inspection:</b> Adhoc
<b>Inspection Date:</b> December 2, 2014
<b>Ministry Office:</b> York-Durham District

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**Maximum Question Rating:** 192

<b>Inspection Risk Rating</b>	<b>0.00%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
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April 2012

## APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment

are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections. The questions address a wide range of regulatory issues, from administrative procedures

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)





to drinking water quality monitoring. Additionally, the inspection protocol contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry have assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. It shows areas where a system's operation can improve. To that end, the ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards; understanding the likelihood and consequences of the hazards; and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

**TABLE 1:**

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 - 10% (Unlikely)	L = 1
11 - 49% (Possible)	L = 2
50 - 89% (Likely)	L = 3
90 - 100% (Almost Certain)	L = 4

**TABLE 2:**

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4x8) and the lowest would be 0 (0x1).

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

**Table 3** presents a sample question showing the risk rating determination process.

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood x Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
<b>R=4</b>	<b>R=2</b>	<b>R=6</b>	<b>R=12</b>	<b>R=15</b>	<b>R=6</b>	<b>R=21</b>	<b>R=16</b>

### Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions that relate to regulatory compliance and input their responses as “yes”, “no” or “not applicable” into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone), type of inspection (i.e., focused, detailed), and source type (i.e., groundwater, surface water).

The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

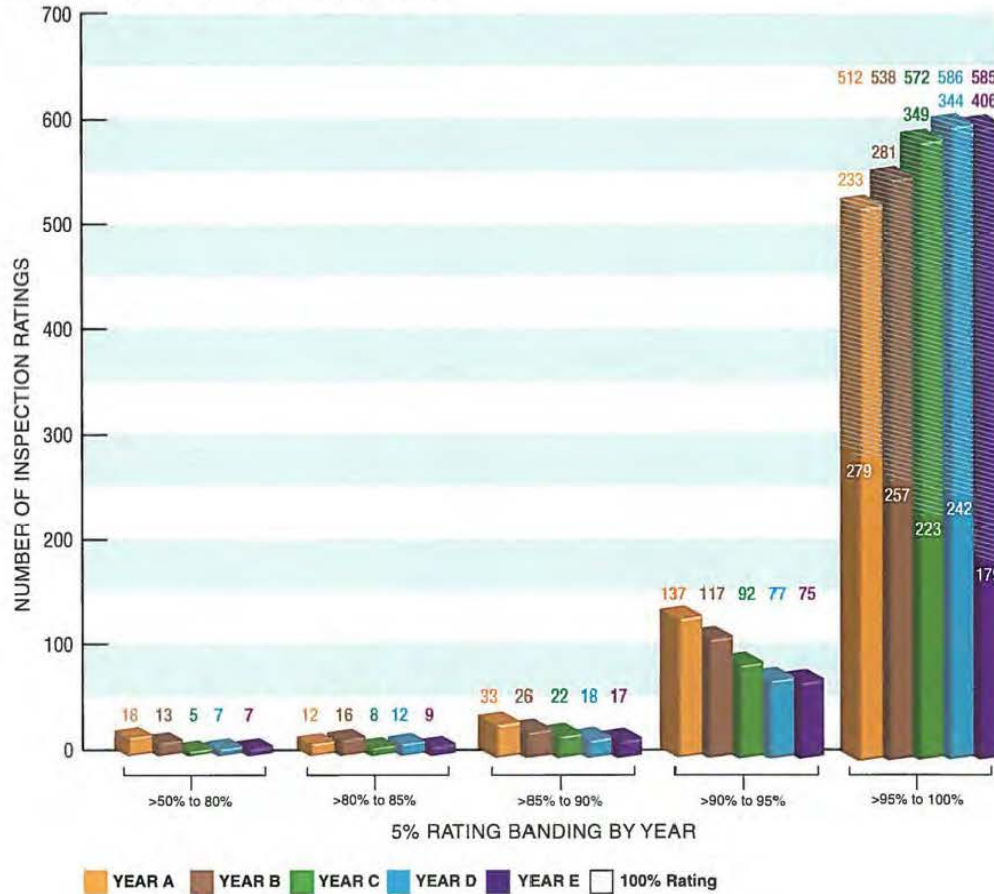


### Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



### Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-020**

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**SUBJECT:** *Drinking Water Quality Management Standard Operational Plan and Municipal Drinking Water Licence*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-020 be received; and*

*THAT the Town of Aurora Drinking Water Quality Management Standard (DWQMS) Operational Plan for Aurora's Water Distribution system, as required by the Safe Drinking Water Act, 2002, be endorsed; and*

*THAT the meeting minutes of the annual Management Review by Top Management be received.*

**PURPOSE OF THE REPORT**

To receive Council's Commitment and Endorsement for Aurora's Drinking Water Quality Management System (DWQMS) Operational Plan, and to provide the minutes of the annual Management Review as part of the Safe Drinking Water Act, 2002 and Ontario Regulation 188/07- Licensing of Municipal Drinking Water Systems.

**BACKGROUND**

The Ontario Government implemented the Municipal Drinking Water Licensing Program in 2007 as recommended by Justice O'Conner as a result of the Walkerton Inquiry. The Operational Plan requirement was one portion of the mandated Drinking Water Quality Management System (DWQMS) that is required by the Ministry of Environment.

The 21 Elements of the DWQMS is based on a Plan, Do, Check, and continuous improvement principle. The Operational Plan is a document that provides an understanding of the drinking water system, the roles and responsibilities of the owner and a commitment and endorsement by the owner to provide safe drinking water.



**March 24, 2015**

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**Report No. IES15-020**

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## **COMMENTS**

### **The operation and management of the water system achieved full compliance for 2014**

Full requirements of the DWQMS are outlined in this report and are a critical component of the management framework under which staff and senior management are required to operate. This reports details our performance for 2014 and staff are proud to report that this was a very successful year in fulfilling all requirements resulting in very high confidence that our water system is operated and maintained to a high standard to the benefit of our community.

### **Operational Plan Elements**

The Town of Aurora Water System Operational Plan was prepared to meet legislative requirements and was submitted to the Ministry on August 1, 2009. A Municipal Drinking Water Licence was issued August 30, 2011 to be renewed August 28<sup>th</sup>, 2016. A critical step in the accreditation process is confirmation of an understanding and acceptance of the plan by Council and Senior Management. The following sections provide a summary of the document purpose and key roles and responsibilities.

The DWQMS Operational Plan is a document that outlines all the 21 elements, which are the legislative requirements and guiding principles for each Operating Authority across the Province and that must be incorporated into its everyday operational and maintenance activities. Some of the key elements include:

- Commitment and Endorsement;
- Organizational Structure, Roles, Responsibilities and Authorities;
- Risk Assessment;
- Emergency Management.

The elements for commitment, endorsement and organization structure outlining the corporation's roles and authorities must be endorsed by Council as the owner of Aurora's drinking water system.

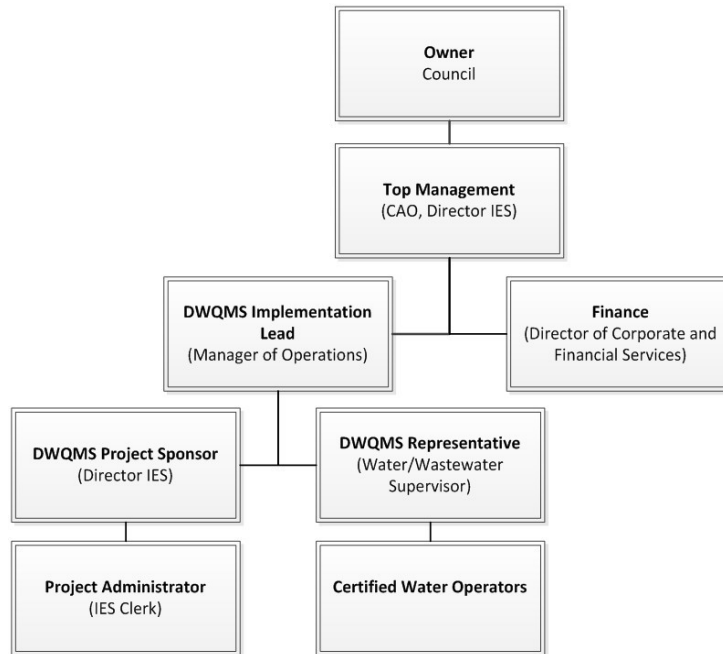
### **DWQMS Management Structure**

The legislation requires that proper authorities are established to ensure that the water system has qualified oversight, management support, identified ownership and financial resources. For the Town of Aurora, this structure is presented in the following organization chart. An important aspect of this structure is the identification of Council as the Owner and the body having overall responsibility for providing the necessary resources to deliver safe and reliable drinking water to the community.

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**Council’s Role**

One of the critical elements is that the Operation Plan is endorsed in writing by Top Management and the Owner, which in this case, is senior staff and the Town Council. This element requires that Top Management demonstrates its commitment to the DWQMS by being aware of the requirements and providing direction and resources as required.

The element further describes that Top Management and Council shall provide evidence of its commitment to an effective quality management system by:

- ensuring that a Quality Management System is in place that meets the requirement of this Standard;
- ensuring that the Operating Authority is aware of all applicable legislation and regulatory requirements;
- communicating the Quality Management System according to the procedure for communications; and
- determining, obtaining or providing the resources necessary to maintain and continually improve the Quality Management System.

As described, Council and Top Management’s commitment is a crucial part of the successful DWQMS implementation and must clearly be recognized in terms of acknowledgment of ownership and providing resources.

**March 24, 2015**

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**Role of Top Management - CAO and Director of IES**

- Ensure QMS is in place and operational
- Endorse and lead the development and implementation and maintenance of the QMS
- Identify and obtain necessary resources to support the QMS and for the complete operation and maintenance of the drinking water system
- Ensure the system is operating in accordance with all applicable legislation and regulations
- Management review of the QMS
- Communicate with Council about the QMS and the water distribution system  
Communications lead during emergencies

**Role of Director of Financial Services**

- Ensure appropriate funding is available for the QMS to deliver safe drinking water
- Incorporate water delivery components of the budget within the overall budget presentation
- Conduct financial audits on the QMS and the water delivery program

**Role of Project Sponsor – Director of IES**

- Help orchestrate project team direction and flow
- Assuring the systematic progression through the program's action and implementation plans.
- Insures adequate funds are available
- Communicate with the Mayor and Council about the QMS and the water distribution system
- Is authorized to designate Infrastructure and Environmental Services Crew Leaders as Operators-in-Charge as required in the absence of the Infrastructure and Environmental Services Supervisors

**Role of DWQMS Implementation Lead**

- Carry out the activities and manage programs related to the water distribution system as outlined by approval policies, procedures and legislative requirements
- Is designated as Operator-in-Charge
- Can be appointed the systems overall responsible operator in the absence of the water/wastewater supervisor
- Appoints QMS Representative
- QMS Implementation Lead
- Preparation of budget and program
- Assessment of supervisor's personnel performance (annual)
- Insures adequate staffing is available at all times

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- Recommendation of system improvements
- Develop procedures and processes for assuring water quality
- Emergency response planning, training
- Reports on Operations and the QMS to Top Management and the CEO through Management review meeting, on an annual basis, to evaluate the continuing suitability, adequacy, effectiveness and compliance of the DWQMS

#### **Role of DWQMS Representative – Water/Wastewater Supervisor**

- Communication/liaison with the Water Treatment Plants run by the Region of York
- Act on and report incidents of non-compliance
- Assessment of operators personnel performance (annual)
- Reporting of distribution system performance to the Manager of Operations Services
- Maintains regulatory compliance
- Is the system Overall Responsible Operator Schedules work assignments
- Monitors water quality and demand
- Supervises operations and maintenance staff
- Maintains provincial operator licensing at system certification level
- Organizes work-safety program
- Assists in the development of the facility budget
- Maintain and update QMS as required
- Identifies co-ordinates and communicates staff training programs to comply with appropriate legislation
- Reports on Operations and the QMS to Top Management and the CEO through Management review meeting, on an annual basis, to evaluate the continuing suitability, adequacy, effectiveness and compliance of the DWQMS

#### **Certified Operators**

- Monitor, maintain and operate the distribution system in accordance with established standard operating procedures
- Document all operating activities in accordance with provincial legislation and established operating procedures
- Report on and act on incidents of non-compliance
- Report any abnormal conditions to the Supervisor
- Carry-out duties and tasks as assigned by the Supervisor and as per established water distribution policies and procedures
- Is the designated operator-in-charge
- Files records
- Attends training
- Receives and communicates external complaints
- Regularly communicates to the Quality Manager

**March 24, 2015**

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**Report No. IES15-020**

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- Maintains operator's license

### **Internal Audit, Accreditation Audit, and Management Review**

As part of the oversight responsibilities, the management team is required to conduct internal program audits, external third party accreditation audits and an annual management team review.

Aurora's annual internal audit was performed by the AET Group on December 10<sup>th</sup> 2014. All 21 Elements of Aurora's Operational Plan was audited to ensure "we do what we say we do" A copy of the AET Group Audit report is attached for Council information.

The external accreditation audit is required to be performed by a Ministry approved auditor. The Town has selected the firm NSF. The onsite full scope re-accreditation audit took place June 18, 2014. All 21 Elements of Aurora's Operational Plan was audited to ensure "we do what we say we do" A copy of NSF Audit report is attached for Council information.

The Plan also requires that a Management Review meeting be held annually to review system performance and identify necessary actions to ensure compliance with the regulations. The Management Review meeting was held on February, 27, 2015, in which the internal audit results were reviewed. The Management Review minutes are attached for Council information.

### **LINK TO STRATEGIC PLAN**

#### **Objective 2: Invest in sustainable infrastructure**

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

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

There are no alternatives to this report. Council's Commitment and Endorsement for the Aurora's Drinking Water Quality Management System (DWQMS) Operational Plan is a requirement under the Safe Water Drinking Act, 2002, and Ontario Regulation 188/07-Licensing of Municipal Drinking Water Systems.

### **FINANCIAL IMPLICATIONS**

An budget of \$20,000 is requested annually through the water operating budget to support external audit costs and training and development costs of the DWQMS system as required. This amount will be carried into future budgets as a requirement for demonstrating financial support to the ongoing maintenance of the DWQMS and will be

**March 24, 2015**

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**Report No. IES15-020**

adjusted as required to ensure adequate funding is in place.

**CONCLUSIONS**

The Town has now completed all the requirements to maintain its accreditation under the Drinking Water Quality Management Standard for 2014. As Owner of the system, Council will receive periodic reports on the performance and financial aspects of the Town's water distribution system.

**PREVIOUS REPORTS**

N/A

**ATTACHMENTS**

- Appendix "A" Minutes of Management Review Meeting (February 27, 2015)
- Appendix "B" Internal Audit AET Group
- Appendix "C" NSF Full Accreditation Audit

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

***Prepared by: Luigi Colangelo, Manager of Operations Services - Ext. 3446***



*for*  
**Ilmar Simanovskis**  
**Director, Infrastructure & Environmental Services**



**for Neil Garbe**  
**Chief Administrative Officer**



Appendix A

**INFRASTRUCTURE AND ENVIRONMENTAL SERVICES**  
**OPERATIONS - DWQMS**  
**MANAGEMENT REVIEW REPORT, February 27, 2015**

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**1. Follow-up on Action Items from Previous Management Review of January 29, 2014**

Minutes and action items from January 29, 2015 Management Review items have been addressed and completed as follows:

<b>Decision or Deficiency</b>	<b>Action Item</b>	<b>Personnel Responsible</b>	<b>Timeline</b>	<b>Action Completed-Details</b>
Item # 2, Incidents of Adverse Drinking Water Tests	Staff has identified a reoccurrence of adverse samples taken from 201 Earl Stewart Drive, Staff will continue to monitor samples from this location for any future trends	Lindsay Hayworth	2015 Management Review	Staff reported no issues with 201 Earl Stewart Drive, no adverse reported for 2014
Item # 7, Operational Performance	Three watermain breaks on Tamarac Trail from 2012 to 2013, due to the recurring breaks, watermain relining will be scheduled	Luigi Colangelo Ilmar Simanovskis	2015	Watermain Relining on Tamarac Trail is differed to 2017 and included as part of the 10 year Capital Project Plan Report
Item # 7, Operational Performance	Fire hydrants to be painted red and reflective markers will be inserted into each hydrant	Luigi Colangelo Lindsay Hayworth	2014	Was awarded to Step One, Step One agreed that the Town of Aurora piggyback on the Town of Newmarkets award. Step One started in 2014 and will complete all hydrants in 2015
Item # 7, Operational Performance	Water Meter replacement program to improve meter accuracy	Luigi Colangelo Lindsay Hayworth	2014	Endorsed by Council Tuesday, April 1, 2014 Council Meeting 14-09. Wamco replaced 1000 water meters in 2014, and will continue for an additional two years
Item # 11, The Resources needed to maintain the QMS-Endorsement by Council	QMS 2014 Budget and Water Quality Report is pending Council approval	Luigi Colangelo Ilmar Simanovskis	2014	Endorsed by Council Tuesday, March 18, 2014 Council Meeting 14-09

**2. Incidents of regulatory non-compliance**

During the MOE Audit of January 13, 2014, one regulatory non-compliance and one Best Practice Issue was reported:

1. **For every required operational test and every required sample, a record was not made of the date, time, location, name of the person conducting the test and result of the test.**

Each operator is issued a logbook used to record pertinent information including records of chlorine residuals collected during dead end flushing.

Logbooks provided for review at the time of the inspection demonstrated that the time that chlorine residuals were collected was not always recorded in operator's logbooks.

**Action(s) Required:**

In accordance with Section 6-10 of Schedule 6 of Ontario Regulation 170/03, the owner/operator of a drinking-water system shall ensure that, for every required sample, a record is made of the following information:

- The date and time the sample was taken;
- The location where the sample was taken;
- The name of the person who took the sample; and,
- If applicable, the results of the test.

By no later than April 30<sup>th</sup>, 2014, the owner/operator shall ensure that all operators receive training regarding proper record keeping practices. The training shall include, but is not limited to the requirements of Section 6-10 of Schedule 6 of Ontario Regulation 170/03. By the same date, the owner/operator shall ensure that details of the training are provided in writing.

All of Aurora's Operators received training regarding proper record keeping practices on April 9<sup>th</sup>, 2014.

2. **There is no backflow prevention program, policy and/or bylaw in place.**

On December 12, 2014 Council approved By-Law 5645-14, regulate cross connections and backflow prevention in private plumbing systems.

**3. Incidents of Adverse Drinking Water Tests**

- 5 adverse water samples were reported in 2014.
  1. July 7, 2014 390 Industrial Parkway South
  2. July 21, 2014 74 Dunning Avenue
  3. July 21, 2014 76 Maple Street
  4. July 28, 2014 76 Maple Street
  5. Aug. 8, 2014 76 Maple Street
- Proper procedures were followed for all incidences, results achieved and water quality adverse issue resolved.
- Since staff changed the sample station at 76 Maple Street there have been no adverse water August of 2014.

**There were 3 Adverse Chlorine Residual reported in 2014:**

- **333 First Commerce Drive - 1 adverse chlorine residual from fire hydrant**, staff flushed system and restored residual.



Appendix A

- **225 Carisbrook Circle - 1 adverse chlorine residual from sample station**, staff flushed system and restored residual.
- **14726 Bayview Avenue - 1 adverse chlorine residual from Hydrant**, staff flushed system and restored residual.

All adverse chlorine residual results were reported to the MOE and followed up with proper documentation.

**4. Deviations from Critical Control Points Limits and Response Actions**

- No control point deviations reported.
- No pressure district changes

**5. The Efficiency of the Risk Assessment Process**

- The Risk Assessment was reviewed by staff and revised on October 9, 2014. The following Activities have been revised:

Activity	Hazard	Rating				Revised Rating			
		Likelihood	Severity	Detectability	Total	Likelihood	Severity	Detectability	Total
2	Supply Interruption, i.e. watermain break, major fire	5	3	2	10	5	3	1	9
3	Supply Interruption, i.e. low reservoir levels	5	3	2	10	2	3	2	7
5	New Construction Commissioning	3	2	3	8	2	2	3	7
6	Theft of Utility, Vandalism Terrorism-Deliberate Contamination of Water Supply	1	3	3	7	1	4	4	9
7	Lack of Communication	3	2	1	6	1	4	1	6
8	Biofilms-Tuberculation	2	2	1	5	3	2	2	7
9	Component Failure	2	2	2	6	3	2	1	6

- A complete redo is scheduled for October 9, 2015.

**6. Internal and Third Party Audit Results**

1. DWQMS Internal Audit took place on December 10, 2014, at 9 Scanlon Court and conducted by AET Group Inc. No corrective actions and three opportunity for improvement were identified:

#	DWQMS Internal Audit - OFI	Action Details
4	The disposal of records exceeding the current retention time in Element # 5	Updated Element #5, to reflect the Town of Aurora's Retention By-Law 5611-14
	DWQMS Operational Plan, Section # 5 Essential Supplies and Services Identifying the criteria used by purchasing for ensuring the quality of essential supplies and services (Element # 13) QMS-PRO-023	Revised QMS-PRO-023 section 4.4 # 3 The process used by purchasing to ensure the quality of supplies and services
5	<b>Element # 5 Document and Record Control</b> DWQMS Operational Plan, Section # 5 Document and Records Control Reduce the number of outstanding copies of DWQMS documentation. One SOP binder was found to contain both a copy of an old procedure along with the new procedure	The number of SOP and Operational Plan copies has been reduced. Element # 5 and SOP # QMS-PRO-001, Sections 4.3.4 and 4.6 have been revised.
12	<b>Element # 12 Communications</b> DWQMS Operational Plan, Section # 13 Communications Make communication about relevant aspects of the DWQMS more visible	

Appendix A

and accessible for:	
<ul style="list-style-type: none"> <li>- Suppliers by moving DWQMS commitment statement from the fine print in purchase orders to something that is more visible</li> <li>- The public by using more means of communicating the DWQMS (e.g. town website, newsletters)</li> <li>- Operating Authority staff by using more visible reminders about the presence of a DWQMS (e.g. bulletin boards, e-mail footers)</li> </ul>	<ul style="list-style-type: none"> <li>- Commitment statement is also on all RFQ's</li> <li>- Sufficient information is posted on Town Website</li> <li>- Reminders have been posted on Operations Staff room bulletin board</li> </ul>

2. The MOE's Accreditation Body, NSF International, on site Audit took place on June 18, 2014, at 9 Scanlon Court. No corrective actions and nine opportunities for improvement were identified. A Conformance Certificate was issued and is valid to 2017:

ELEMENT #	Opportunity for Improvement DETAILS	Action Details
2	Quality Management System Policy: Consider re-visiting the policy statement	Was reviewed and reaffirmed, Policy is accurate
3	Commitment and Endorsement: Could consider the latest elected management's Endorsement and Commitment	Will be revised in 2015, after new elected council is confirmed.
4	QMS Representative: Task details could be added in the roles and responsibilities	Element #4 lists a summary of the QMR's tasks, detailed tasks are listed in the Responsibilities column of Element #9,
7	Risk Assessment: Consider revising CCCP's of the critical area controls e.g. Power Outages etc.	The Risk Assessment is revised Yearly and will be reviewed and revised including CCCP's on November 9 <sup>th</sup> , 2014
9	Organizational Structure, Roles, Responsibilities and Authorities: Consider including the DQMS related tasks in roles and responsibilities	The Responsibilities column of Element #9 depicts detailed responsibilities, was reviewed and reaffirmed
13	Essential Supplies and Services: Consider Evaluation of Essential Suppliers and Service providers	Was reviewed and updated Oct 2, 2014
18	Emergency Management: Different scenario could be considered. Could consider weather related scenario with water program personnel participation & defining their roles and responsibilities	Will be considered at the next Emergency Training in 2014
20	Management Review: Status of the approved action plans could be indicated on the list of the approved action plan	Status column will be included in all future Management Review meeting minutes
21	Continuous Improvements: Could consider creating a separate folder for Continuous Improvements in the area of DWQMS program	A folder has been created for all revised documents

**7. Results of emergency response testing**

- Lianne Sinclair of Wesa delivered the emergency preparedness training to all Water Operators. A 2 ½ hour emergency scenario table top exercise was conducted at the Town of Aurora, IES Operations Centre on January 14, 2015, this date was rescheduled from December 11, 2014, due to extreme weather conditions.

**8. Operational performance**

A recorded 6 watermain breaks occurred in 2014:

1	Feb 25/26 2014	130 Murray Dr.
2	April 23 2014	Service to '222 Edward St
3	July 8 2014	Haida Dr
4	Sept 16 2014	25 Industry St

5	Sept 19 2014	25 Industry St
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- Fire Hydrant painting and reflective marker project started in the summer of 2014 through Step One.
- 1000 Residential Water Meters were changed out by Wamco.
- 14 Large ICI Water Meters were changed out by Wamco.
- The watermains were relined on McDonald Dr. and Haida Dr. by Fer-Pal in spring/summer 2014.
- 2C Lands Tacc Development and ConDrain, new subdivision watermains were constructed in 2014.
- 1500 hydrants checked in 2014.

#### **9. Drinking water quality trends**

- As of 2014, surface to groundwater split remains approximately the same – Aurora's water consist of 75% Region of Peel (surface water) and 25% underground aquifer water.
- Town staff is currently working on the 2014 Water Audit.
- 903 water samples taken in 2014 and 5 re samples.

#### **10. Changes that could affect the QMS**

- All municipal operating authorities are required to use AWWA Standard C651 (Disinfecting Water Mains) for addition, replacement or repair of pipes forming the distribution system, as per condition 2.3.2 of Drinking Water Works Permits. The ministry has been working with the Ontario Water Works Association and municipal stakeholders to clarify the requirements of C651, and to develop alternative procedures to be used during emergency repairs. Currently the Watermain Disinfection Procedure document is in draft form, which if adopted will result in some changes to the procedures we are now using. The document outlines minimum requirements for compliance, and operating authorities will be able to use their discretion to adopt more stringent standard operating procedures. Requirements for disinfection will also apply to temporary watermains, as well as service pipes of 100 mm diameter or greater.
- Approval of York Region Source Water Protection Plan, York Region was contacted to provide comments on the requirements of the operation and maintenance of the system.
- Aurora is hosting a 2015 Workshop for all York Region Municipalities, Development Engineers, Site Inspectors and Operation Staff.

#### **11. Consumer feedback**

- 29 water quality complaints recorded for 2014 with the majority found to be a private side issue. Proper procedures were followed for all complaints and outcomes recorded.
- 37 Low water pressure calls recorded for 2014 with the majority found to be a private side issue. Proper procedures were followed for all complaints and outcomes recorded.

#### **12. The resources needed to maintain the QMS**

- 2015 requested budget to maintain the QMS is \$20,000.00 and will be presented to council in March 2015 for approval.
- 2014 Water Quality report is completed and will be presented to council in March 2015 for review.
- 10 Year Infrastructure Project Plan has been completed and funding available for 2015.

#### **13. The results of the infrastructure review**

- Infrastructure Review completed on April 30, 2014, Minutes provided.

#### **14. York Region Activities**

- New water tower on First Commerce Drive at State Farm, still under construction.

Appendix A

- Ongoing improvements to Orchard Heights Pumping Station.

**DWQMS INTERNAL AUDIT REPORT**

**Project #AUR\_EA1415\_050:**

**Town of Aurora**

Operating Authority for:

**Aurora Drinking Water System**

**Prepared by:**

**Ryan Bourner**

**AET Group Inc.**

**Audit Date:**

**December 10, 2014**

**Report Date:**

**December 19, 2014**

## **1.0 AUDIT SUMMARY**

An on-site internal DWQMS audit of the Town of Aurora Drinking Water System for the Town of Aurora was conducted by AET Group Inc. ("AET") on December 10, 2014.

A total of three opportunities for improvement were identified during this assessment, as noted in Section 4 of this report.

### **Audit Objectives**

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) for the Town of Aurora conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS).

### **Audit Scope**

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine whether the quality management activities and related results conform with DWQMS requirements, and if they have been effectively implemented.

### **Audit Criteria**

- The Drinking Water Quality Management Standard (October 2006)
- Current QMS manuals, procedures and records implemented by the Town of Aurora

### **Audit Dates**

The DWQMS internal audit was held on December 10, 2014.

### **Audit Team Members**

- Lead Auditor: Ryan Bourner, AET Group Inc.

**2.0 SUMMARY OF FINDINGS**

<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	OFI
5. Document and Records Control	OFI
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities and Authorities	C
10. Competencies	C
11. Personnel Coverage	C
12. Communications	OFI
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing and Monitoring	C
17. Measurement & Recording Equipment Calibration and Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	C
<b>Mj</b>	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
<b>C</b>	Conforms to requirement. The element is operational, implemented and performed in accordance with the requirement.
<b>N/A</b>	Not applicable to this audit
<b>*</b>	Additional comment added by auditor in the body of the report.

### **3.0 FINDINGS/COMMENTS**

<b>DWQMS Reference:</b>	<b>4 QMS Representative</b>
<b>Requirement:</b>	<p><i>Top Management shall appoint and authorize a Quality Management System representative who, irrespective of other responsibilities, shall:</i></p> <ul style="list-style-type: none"><li><i>a) administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained;</i></li><li><i>b) report to Top Management on the performance of the Quality Management System and any need for improvement;</i></li><li><i>c) ensure that current versions of documents required by the Quality Management System are being used at all times;</i></li><li><i>d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system; and</i></li><li><i>e) promote awareness of the Quality Management System throughout the Operating Authority.</i></li></ul>
<b>Client Reference:</b>	<p>DWQMS Operational Plan, Section #5 Document and Record Control</p> <p>DWQMS Operational Plan, Section #5 Essential Supplies and Services</p>
<b>Results:</b>	<b>Opportunity for Improvement</b>
<b>Details:</b>	<p>Update the Operational Plan to reflect current procedures for:</p> <ul style="list-style-type: none"><li>○ The disposal of records exceeding the current retention time in Element 5</li><li>○ Identifying the criteria used by purchasing for ensuring the quality of essential supplies and services (Element 13)</li></ul>



Town of Aurora DWQMS Internal Audit

December 2014

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**DWQMS Reference: 5 Document and Record Control**

**Requirement:** *The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the QMS documentation for the subject system includes: the Operational Plan and its associated policies and procedures, documents and records determined by the Operating Authority as being needed to ensure that effective planning, operation and control of its operations, and the results of internal and external audits and management reviews.*

**Client Reference:** DWQMS Operational Plan, Section #5 Document and Records Control

**Results: Opportunity for Improvement**

**Details:** Reduce the number of outstanding copies of DWQMS documentation. One SOP binder was found to contain both a copy of an old procedure along with the new procedure.

**DWQMS Reference: 12 Communications**

**Requirement** *The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the Quality Management System are communicated between Top Management and:*

- a. *the Owner,*
- b. *Operating Authority personnel,*
- c. *Suppliers, and the public.*

**Client Reference:** DWQMS Operational Plan, Section #13 Communications

**Results: Opportunity for Improvement**

**Details:** Make communication about relevant aspects of the DWQMS more visible and accessible for:

- Suppliers by moving DWQMS commitment statement from the fine print in purchase orders to something that is more visible
- The public by using more means of communicating the DWQMS (e.g. town website, newsletters)
- Operating Authority staff by using more visible reminders about the presence of a DWQMS (e.g. bulletin boards, e-mail footers)

#### **4.0. CONCLUSIONS**

This audit report presents an overview of DWQMS conformance findings, reflecting AET's best judgment using information reasonably available to the auditors at the time of AET's audit. AET has prepared this audit report using information understood to be factual and correct and shall not be responsible for conditions arising from information or facts that were concealed or not fully disclosed to AET during the period of time for which the work was being conducted.

This DWQMS audit report, which was derived from a sampling of document/record reviews and site observations, aims to establish the current position of the Town of Aurora with respect to conformance to the DWQMS. While comments were made throughout the report, an in-depth inspection was not carried out.

Respectfully Submitted,

**AET Group Inc.**

Prepared by:



Ryan Bourner, B. Eng, Dip EMA, EP  
Environmental Technologist



**NSF International Strategic Registrations Audit Report**

**The Corporation of The Town of Aurora**

100 John West Way P.O. Box 1000  
Aurora, Ontario L4G 6J1 CAN

**C0121304**

**Audit Type**

DWQMS Verification Audit

**Auditor**

Subhash Chander

**Standard**

Ontario's Drinking Water Quality Management Standard  
(Exp Date: 07-JUL-2017)

**Recommendation**

Ontario's Drinking Water Quality Management Standard : Recertification, No CARs



<b>Executive Summary</b>	
Ontario's Drinking Water Quality Management Standard	Strong commitment and good control of Records and documents

<b>Opportunities</b>	
Ontario's Drinking Water Quality Management Standard	Infrastructure improvements

<b>Corrective Action Requests</b>	
There is NO Corrective Action Request in this audit.	

### **Site Information**

[Industry Codes](#)  
IAF - QMS:27

[Scope of Registration](#)  
**Ontario's Drinking Water Quality Management Standard** : Town of Aurora Distribution System, 115-OA1, Entire Full Scope Accreditation



<b>Opportunities for Improvements</b>	
<b>Ontario's Drinking Water Quality Management Standard</b>	
<b>Opportunity</b>	<b>Observations / Auditor Notes</b>
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> 2. Quality Management System Policy;</p> <p><b>Discussed With</b> All present;</p> <p><b>Description</b> Consider re-visiting the policy statement.;</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> 3. Commitment and Endorsement;</p> <p><b>Discussed With</b> All present;</p> <p><b>Description</b> Could consider the latest elected management's Endorsement and commitment.;</p>
Opportunities for Improvements (DWQMS)-03	<p><b>Location of OFI</b> 4. QMS representative;</p> <p><b>Discussed With</b> All Present;</p> <p><b>Description</b> Task details could be added in the roles and responsibilities.;</p>
Opportunities for Improvements (DWQMS)-04	<p><b>Location of OFI</b> 7. Risk Assessment;</p> <p><b>Discussed With</b> All Present;</p> <p><b>Description</b> Consider revising CCCP's of the critical area controls e.g. Power outages etc..;</p>
Opportunities for Improvements (DWQMS)-05	<p><b>Location of OFI</b> 9. Organizational Structure, Roles, Responsibilities and Authorities;</p> <p><b>Discussed With</b> All Present;</p> <p><b>Description</b> Consider including the DQMS related tasks in roles and responsibilities.;</p>
Opportunities for Improvements (DWQMS)-06	<p><b>Location of OFI</b> 13. Essential Supplies and Services;</p> <p><b>Discussed With</b> All present;</p> <p><b>Description</b> Consider Evaluation of essential Suppliers and Service providers.;</p>
Opportunities for Improvements (DWQMS)-07	<p><b>Location of OFI</b> 18. Emergency Management;</p> <p><b>Discussed With</b> All present;</p> <p><b>Description</b> Different scenario could be considered. Could consider weather related scenario with Water program personnel participation &amp; defining their roles and responsibilities.;</p>
Opportunities for Improvements (DWQMS)-08	<p><b>Location of OFI</b> 20. Management Review;</p> <p><b>Discussed With</b> All Present;</p> <p><b>Description</b> Status of the approved action plans could be indicated on the list of the approved action plan.;</p>



<b>Opportunity</b>	<b>Observations / Auditor Notes</b>
Opportunities for Improvements (DWQMS)-09	<b>Location of OFI</b> 21. Continuous Improvements; <b>Discussed With</b> All Present; <b>Description</b> Could consider creating a separate folder for Continuous Improvements in the area of DWQMS program.;

<b>General Information</b>	
<b>Operating Authority: Legal Name &amp; Address</b>	The Corporation of the Town of Aurora 100 John West Way, P.O. Box 1000; Aurora, ON L4G 6J1
<b>Language Preference: Correspondence</b>	English
<b>Language Preference: Audit</b>	English
<b>Owner: Legal Name and Address</b>	The Corporation of the Town of Aurora, 100 John West Way, P.O. Box 1000, Aurora, ON L4G 6J1
<b>Owner Language Preference: Correspondence</b>	English
<b>Owner Language Preference: Audit</b>	English
<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	Angela Pucci, DWQMSR; 905-727-3123/3451; apucci@aurora.ca
<b>Accreditation Option</b>	Full Scope - Entire DWQMS
<b>Date of Previous Systems Audit:</b>	Aug. 14, 2013 (NSF)
<b>Date of Previous On-Site Verification Audit:</b>	CGSB- Oct. 7 & 8, 2012

<b>Processes</b>	
Ontario's Drinking Water Quality Management Standard	
<b>Process Name</b>	<b>Observations / Auditor Notes</b>
Processes or Activities (DWQMS)-01	<b>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths &amp; weaknesses of process:</b> Processes are effective judging from the complaints and compliments.;



<b>Summary of Findings</b>	
<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	C
2. Quality Management System Policy	OFI
3. Commitment and Endorsement	OFI
4. Quality Management System Representative	OFI
5. Document and Record Control	C
6. Drinking-Water System	C
7. Risk Assessment	OFI
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	OFI
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	C
18. Emergency Management	OFI
19. Internal Audits	C
20. Management Review	OFI
21. Continual Improvement	OFI
<b>Mj</b>	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	Conforms to requirement.
	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.



<b>Process Matrix</b>	
<b>Audit</b>	<b>Audited Processes</b>
DWQMS Verification Audit (J0495536) Jun 18, 2014	Processes or Activities (DWQMS)-01





<b>Verification of CARs For Ontario's Drinking Water Quality Management Standard</b>
<b>Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)</b> N/A.
<b>Discuss your evaluation in detail.</b> There were no previous CAR's.



## Certificate of Registration

This certifies that the Quality Management System of

### The Corporation of The Town of Aurora

100 John West Way  
P.O. Box 1000  
Aurora, Ontario, L4G 6J1, Canada

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):

## Ontario's Drinking Water Quality Management Standard

### Scope of Registration:

Town of Aurora Distribution System, 115-OA1, Entire Full Scope Accreditation



Certificate Number: C0121304-DWQ6  
Certificate Issue Date: 15-JUL-2014  
Registration Date: 14-JUL-2014  
Expiration Date \*: 13-JUL-2017

Carl Blazik,  
Vice President, Technical  
Operations, NSF-ISR, Ltd.

NSF International Strategic Registrations

789 North Dixboro Road, Ann Arbor, Michigan 48106 | (888) NSF-9000 | [www.nsf-isa.org](http://www.nsf-isa.org)

Authorized Registrations only on Accreditation Matrix. This certificate is property of NSF-ISR and must be returned upon request.  
\*Company is certified for conformance at regular intervals. For early registration call (888) NSF-9000 or visit our web site at [www.nsf-isa.org](http://www.nsf-isa.org)



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-021**

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**SUBJECT:**    *2014 Water Audit Report*

**FROM:**        *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

**DATE:**        *March 24, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. IES15-021 be received for information.*

**PURPOSE OF THE REPORT**

The purpose of this report is to provide the Town of Aurora Council information on the water system performance.

**BACKGROUND**

Water loss is a result of the difference between water that is supplied to the Town and water that is ultimately consumed for a definable purpose. An effective system strives to minimize water loss through a number of techniques related to metering, system maintenance practices, water quality requirements and unauthorized use. By using a standard approach to measuring and monitoring various parameters, staff are able to identify opportunities for improvement and reduction of overall water losses both from a volumetric loss as well as a revenue loss.

In 2011, the department adopted an internationally accepted water audit methodology that has been jointly developed by the International Water Association (IWA) and the America Water Works Association (AWWA) and published by the AWWA under the title 'Water Audits and Loss Control Programs, AWWA Manual M36, 2009. Further information on this manual can be found at <http://www.awwa.org>. This manual is an industry standard and is considered a best practice in documenting and evaluating system performance. Aurora water loss and system performance is based on this manual and this report provides a summary of performance history and trends.

**COMMENTS**

**Town water audit is based on a combination of all three approaches to water loss determination**

The audit process can occur at three levels as follows:

**March 24, 2015**

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**Report No. IES15-021**

1. Top Down Approach: The initial desk top process of gathering information from existing records, procedures, data and other information sources.
2. Component Analysis: A technique that models leakage volumes based on the nature of leak occurrences and durations. This technique can also be used to model various occurrences of apparent losses by looking at the nature and duration of the occurrence.
3. Bottom Up Approach: Validating the top down results with actual field measurements such as leakage losses calculated from integrated district metered area night flows. Similarly, physical inspections of customer locations and evaluation of customer billing systems can be used to identify billing errors.

The Town currently has significant historic data on water uses available and initially proceeded with the top down approach to assess system efficiency. Further detailed analysis from the other two approaches has been incorporated including meter accuracy analysis and improved field controls and monitoring for maintenance usages.

**Water audit is based on a standardized water balance framework**

The water audit is based on a standardized framework that breaks down water uses to balance the inputs of water supply with ultimate uses. The framework outlines water uses such that total water supply identified on the left of Figure 1 is equal to the sum of Revenue Water and Non-Revenue Water on the right of the figure.

**Figure 1 - Water Balance Framework**

water supplied	authorized consumption	billed authorized consumption	billed metered consumption {from all residential and commercial meters, metered hydrants for construction}	revenue water	
			billed unmetered consumption {flat rate accounts, estimated consumption sold to users}		
		unbilled authorized consumption	unbilled metered consumption {irregular water use that can be metered, typically from hydrants}		non-revenue water
			unbilled unmetered consumption {flushing, testing, cleaning, irrigation, construction, fire}		
	water loss	apparent losses	unauthorized consumption {based on an estimate of 0.25% of water supplied}		
			customer metering inaccuracies {based on meter age estimated at 6% of water supplied}		
systematic data handling errors {based on estimated 1% of water supplied}					

**March 24, 2015**

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**Report No. IES15-021**

		real losses	leakage in transmission system {related to undetected leaks resulting in water lost from the distribution system}	
			leakage in overflows at storage tanks {Regional storage tank flushing and over spill events}	
			leakage at service connections {loss of water from the point of connection to the end user}	

The terms within the framework are defined as follows:

- Water Supplied: The annual volume input to the water supply system as metered by York Region.
- Authorized Consumption: The annual volume of metered/unmetered water taken for customers, the water supplier/distributor, and others authorized to do so.
- Water Loss: The difference between Water Supplied and Authorized Consumption.
- Apparent Losses: Unauthorized consumption, all types of customer metering inaccuracies, and systematic data handling errors.
- Real Losses: Loss through all types of leaks and breaks.
- Revenue Water: Water that is billed and produces revenue.
- Non-Revenue Water: The balance of accounted for water that does not produce revenue.

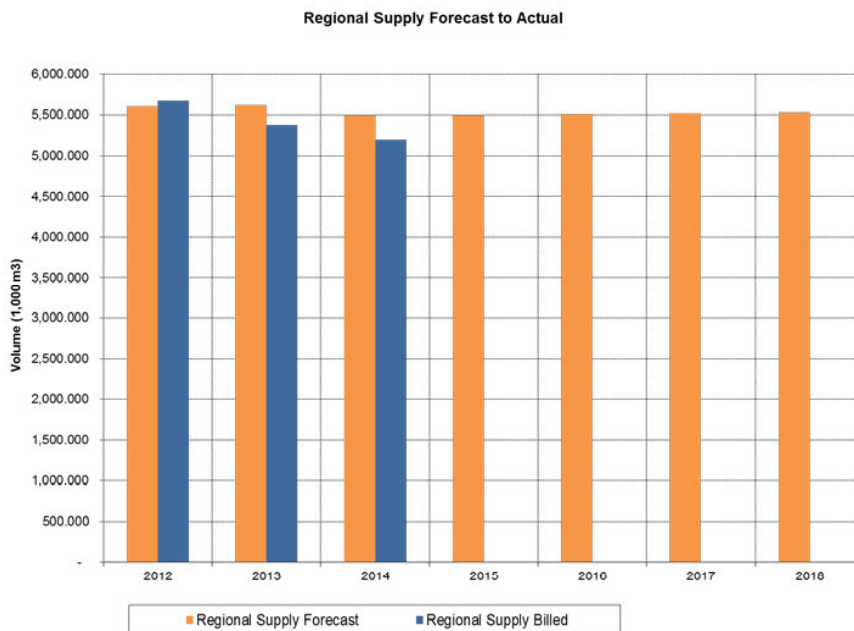
The above framework was applied to assess any trends that might further explain water loss issues being experienced. The data used for the audit was based on both actual readings obtained from the billing department and operations activities, as well as industry typical values for areas where data was not readily available. This approach allows for a reasonably accurate method of identifying water usage and will aid in identifying areas of opportunity for future investigation and improvement as part of the departments continuous improvement program.

Changes to the estimates for apparent losses have been adjusted starting in 2013 based on meter billing audit results. In the case of meter inaccuracies the allowance has been increased from 4 percent to 6 percent and in the case of systematic data handling, the allowance has been increased from 0.5 percent to 1 percent. These allowances will be further adjusted as the meter replacement program and meter reading technology is implemented.

**Summary of Regional Volume Purchases**

The following Figure 2 presents a summary of regional water purchases.

Figure 2



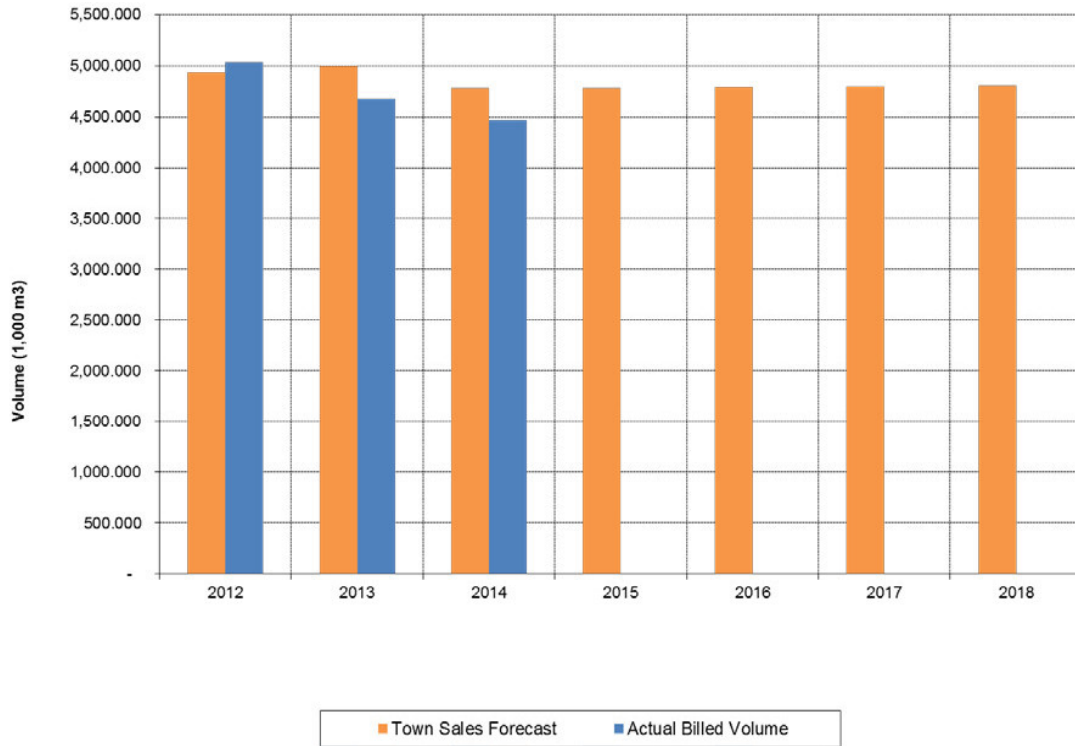
Water purchase actuals have been steadily declining since 2012. This is believed to be attributable to the weather wherein the past two summers have been wetter and cooler than typical. This type of weather has a very direct influence on outdoor water use. However, there may be underlying conservation savings occurring as well. Therefore future forecasts are being held constant. Growth in 2C is also coming on stream which may require an increase in consumption forecasts for 2016 and 2017. This will be monitored and adjusted based on 2015 actual results.

**Summary of Town Retail Sales Volumes**

The following Figure 3 presents the retail water sales forecast and actuals for water billed by the Town.

**Figure 3**

**Town Sales Forecast to Actual**

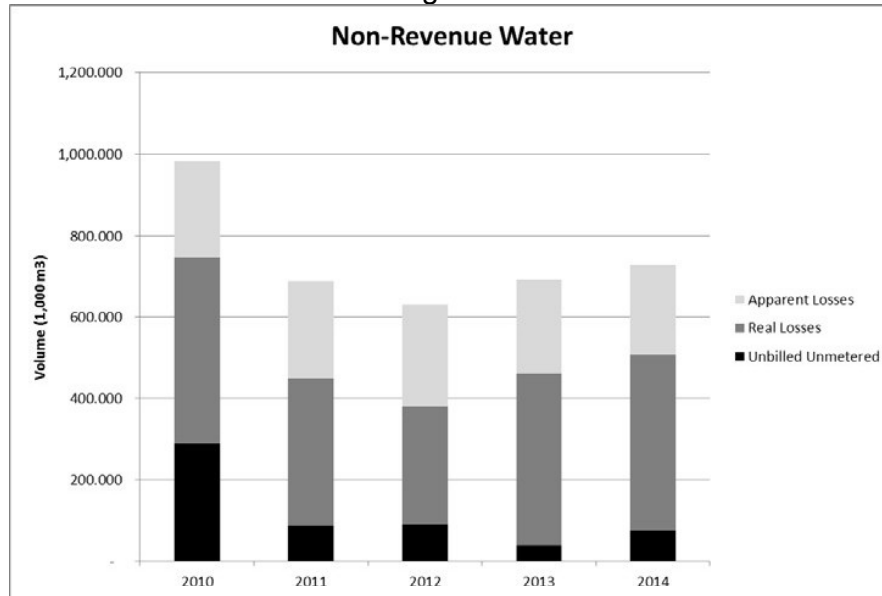


The trend on actual water billed has also been decreasing in line with sales. This also is attributed to the cool wet summers of the past two years.

**Summary of Non-Revenue Water**

Non-revenue water is the sum of both the real and apparent losses and the unbilled portion of the metered and unmetered uses. This value represents the volume of water that was used in the system and that had to be purchased from the Region. The following Figure 4 presents total non-revenue water on a volumetric basis.

Figure 4



Unbilled (metered and unmetered) losses are those losses related to maintenance and flushing of the system. The drastic reduction in these volumes since 2010 is primarily due to a change in practice related to hydrant flushing. The old practice was to estimate flow and duration during a flush event. In 2011, the department purchased flushing meters to record actual volumes being flushed. A portion of this loss is also related to water main breaks or leaks that resulted in a repair and subsequent estimate on lost water. The increase in 2014 can be partly attributed to the United Church fire which was estimated to be 8,000m<sup>3</sup>.

The apparent losses for meter accuracy have been adjusted from 3% to 6% to reflect findings of the pilot water meter flow testing results. The financial impact of this loss is approximately \$1.2M. Metering accuracy is a component of this estimate and staff are proceeding with a meter change out program of 1,000 meters per year for the next 9 years to replace the oldest meters in the system. The first 1,000 meters were replaced in 2014. Meter replacement will then proceed on an as needed basis after the initial program averaging approximately 500 to 700 meters per year on a perpetual basis.

The impact of this meter replacement program will materialize over time as more older meters are removed.



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The real losses are represented by the remaining unaccounted for water which is all other water lost in the system due to leaks that are in the system. This is where relining is benefiting the system by mitigating these losses. As these losses are derived indirectly through analysis of all other known uses and losses, this total can only be used as an indicator on the distribution performance.

The goal for water loss is to achieve total losses of less than 600,000m<sup>3</sup> annually.

**Aurora's system is generally operating as a best in class system with some opportunity for continued improvement**

As a result of ongoing audit and practices improvements, it is concluded that the Town's water system is operating as a best in class system. Some of the key findings are:

- Metering of all possible accounts is occurring and is a best practice;
- Operational/Town use of water is generally well tracked and volumes are recorded with high level of accuracy and reliability;
- Ongoing repair and replacement program seems to be effectively controlling real water losses;
- Current data collection processes are near best practices resulting in high data reliability; and
- Water losses are well below industry benchmark and place the Town of Aurora as best in class performance.

The following initiatives are recommended for improved system performance:

- Proceed with residential water meter change out program in 2014 with 1,000 meters per year for nine years.(approved)
- Proceed with initial commercial meter change out of 11 meters as identified through separate audit undertaken in 2013. Funding available in current meter change out capital program. (program proceeding and near completion)

**LINK TO STRATEGIC PLAN**

**Objective 2: Invest in sustainable infrastructure**

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

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

None

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## **FINANCIAL IMPLICATIONS**

Gaining a better understanding and control of total water volumes will be beneficial in the long term to insuring that revenues are preserved. As better data and management processes develop through ongoing continuous improvement initiatives, there is expected to be a better chance of recovering more costs related to billable uses.

## **CONCLUSIONS**

The water system for the Town is seeing continued improvement in billed consumption and forecasting accuracy. An overall system trend is continued reduction in annual demand primarily due to ongoing conservation awareness and unusually wet summering in 2013 and 2014. It is expected that volume sales will begin to increase as 2C occupancies occur in the period 2015 to 2020.

Meter age has been previously identified as a concern for meter reading accuracy. A meter change out program was approved in 2014 with the first 1,000 meters being installed. This will continue for 9 more years then will continue on a perpetual basis at a rate of 500 to 700 meters per year to maintain the accuracy of meter reading.

## **PREVIOUS REPORTS**

None

## **ATTACHMENTS**

None

## **PRE-SUBMISSION REVIEW**

Executive Leadership Meeting of March 12, 2015

***Prepared by: Luigi Colangelo, Manager of Operations Services - Ext. 3446***



***Ilmar Simanovskis  
Director, Infrastructure and  
Environmental Services***



***FOR Neil Garbe  
Chief Administrative Officer***



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-022**

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**SUBJECT:**    *Water, Wastewater and Stormwater Budget*

**FROM:**      *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

**DATE:**       *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-022 be received; and*

*THAT the 2015 combined Water, Wastewater budget for expenditures of \$17,078,987 and the Stormwater budget for expenditures of \$1,313,000 be approved; and*

*THAT the 2015 retail water rate of \$1.9855 per cubic meter and the retail wastewater rate of \$1.6812 per cubic meter of water be approved; and*

*THAT the 2015 flat rate stormwater charge of \$4.78 per unit per month for residential and condominium properties and \$62.96 per unit per month for metered non-residential commercial/industrial and multi-residential properties be approved; and*

*THAT the new approved retail water, retail wastewater, and stormwater charge rates become effective for all billings issued by the Town on or after May 1, 2015, and be retroactive for all consumption newly billed on such billings; and*

*THAT the 2015 bulk water purchase rate of \$3.6667 per cubic meter dispensed effective May 1, 2015 be approved; and*

*THAT a by-law be enacted to implement the 2015 retail water rate, retail wastewater rate, stormwater charge, and bulk water purchase rate.*

**PURPOSE OF THE REPORT**

The purpose of this report is to present the budget for rate supported utility programs and set the 2015 rates for the water, wastewater and stormwater services for billings issued on or after May 1, 2015.

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**Report No. IES15-022**

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## **BACKGROUND**

### **Legislative environment has been effective in increasing confidence on Ontario's water systems**

The services of water supply, wastewater management and stormwater management are greatly regulated by the Province. This regulation has been a part of the industry for a long time. However, as a result of the Walkerton tragedy in 2000, significant changes to legislation occurred resulting in continued improvements to how water supply is delivered. The best practices coming out of the changes to water regulations has been of great benefit to increasing confidence and certainty in the delivery of safe water to the community. Full cost recovery, including the costs of maintaining sustainable infrastructure, is an important aspect for utilities.

### **Overseers of water systems are held to a standard of care for public safety**

The Safe Drinking Water Act, 2002, focuses on water supply and outlines the expected standard of care for overseers of water supply systems. This Act is the basis of our operations and great effort is placed in ensuring compliance and continual improvement in meeting all the requirements.

### **Wastewater and Stormwater systems have similar Acts and Regulations**

Legislation for wastewater and stormwater are also in place and have similar requirements for these services. Recent legislation for stormwater protection includes the Lake Simcoe Protection Act 2008 for which Aurora is a participating partner within this watershed.

### **Safe Drinking Water Act Requires that Council Assume Responsibility for Standard of Care of Water System**

One of the many important recommendations that came out of the Walkerton Inquiry was that as "the safety of drinking water is essential for public health, those who discharge the oversight responsibilities of the municipality should be held to a statutory standard of care". Members of a Municipal Council have an important role to play in ensuring that their community has access to safe, high quality drinking water and they are legally obliged to do so.

Section 19 of the Safe Drinking Water Act expressly extends legal responsibility to people with decision-making authority over municipal drinking water systems. Anyone to whom the duty of care applies is required to exercise the level of care, diligence and skill that a reasonably prudent person would be expected to exercise in a similar situation. They must also act honestly, competently and with integrity, with a view to ensuring the protection and safety of users of the municipal drinking water system.

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The Safe Drinking Water Act does recognize that those persons exercising decision making and oversight roles may need to rely on experts and accordingly, allows any person subject to the duty of care to rely in good faith on a report of an engineer, lawyer, accountant or other persons whose professional qualifications lend credibility to the report.

This report and related presentation material is provided to Council with relevant information to assist Council in its decision making role.

## **COMMENTS**

### **Overview of Budget Pressures**

#### **Pressures for Sustainability**

#### **Infrastructure and sustainability pressures on regional water systems passed down through wholesale rates**

The municipal water industry is continuing to move through substantial changes in how services are delivered and how future sustainability is accommodated and planned for. York Region has seen significant increases in costs in its wholesale rates over the past several years that result in a direct impact on the Town's costs. Their current forecast has been revised to continue with high rate increases into the near future as they reach sustainable funding levels. The rate increases will remain at 10% per year until 2015, 8% for 2016, 6% for 2017, 4% for 2018 and 2019 and 3% for 2020. These proposed regional rate increases have a direct impact on retail rates as the regional charges reach 65 percent of the total Town operating costs.

#### **Town water rate pressure is a result of wholesale costs and long term capital requirements**

The Town's budget has passed on increased Regional costs to the consumer in order to maintain current and sustainable revenue levels. The financial plan as required by the Province was submitted February 28, 2012. The financial plan is required to demonstrate to both the Province and the consumers that the Town has taken the responsibility of infrastructure sustainability seriously. Cost pressures related to sustainability include:

- Reduced reliance on Reserves to supplement the operating budget
- Continued infrastructure reserve contributions to support the long term, capital replacement program.

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**Program efficiencies and service delivery reviews continue to improve budget process**

There have been a number of efficiencies introduced into the rate program budget process aimed at creating better accountability and improved service delivery and budget forecasts.

**Increased Accuracy in Water Demand Forecast:**

Changes in the methodology of forecasting water and wastewater wholesale and retail volumes have closed the gap in potential underfunding. The consumption actuals have virtually matched forecast volumes in recent years. This has a beneficial effect on the budget as more accurate revenue forecasts result in minimal subsidy requirements or potentially surplus funds that further maintain reserve balances.

**Reductions in Unbilled and Unaccounted for Water:**

There is always a portion of water consumed for operational needs, and testing. Water loss that is unrelated to operational uses also occurs. Minimizing this quantity reduces operating costs and increases revenues. Improvements have been made in how water loss is tracked and systems, such as metering the watermain flushing activities, have been introduced to more accurately track known unbilled uses. In addition, a meter change out program was initiated in 2014 with a replacement of 1,000 meters per year for the next 9 years.

**Reduced Reliance on Reserves to offset Revenue Shortfall in Operating:**

The three rate supported programs are nearing full cost recovery as budgeted reliance on reserves is being reduced. Reserve reliance is expected to cease by 2017 and is being phased out at a controlled pace to manage rate increases. This is a key objective in reaching funding sustainability.

**System Water Loss**

System water loss is reported to Council separately.

**2015 Rate Budget**

The following tables are based on the financial forecasts presented in the 2015 Proposed Budget.

**2015 Water Budget and Rate Calculation**

**Table 1A – Water Rate**

<i>Rate Component</i>	<i>2014 Rate</i>	<i>2015 Proposed</i>	<i>Change (%)</i>
Wholesale Cost	\$0.9281	\$1.0209	10.0%
Operating Costs	\$0.8734	\$0.9646	10.0%
<b>Total Retail Water Rate</b>	<b>\$1.8015</b>	<b>\$1.9855</b>	<b>10.2%</b>

**2015 Wastewater Budget and Rate Calculation**

**Table 1B – Wastewater Rate**

<i>Rate Component</i>	<i>2014 Rate</i>	<i>2015 Proposed</i>	<i>Change (%)</i>
Wholesale Cost	\$1.0515	\$1.1566	9.9%
Operating Costs	\$0.4772	\$0.5246	9.9%
<b>Total Retail Wastewater Rate</b>	<b>\$1.5287</b>	<b>\$1.6812</b>	<b>9.9%</b>

**Table 1C – Combined Rate**

<i>Rate Component</i>	<i>2014 Rate</i>	<i>2015 Proposed</i>	<i>Change (%)</i>
<b>2015 Combined Rate</b>	<b>\$3.3301</b>	<b>\$3.6667</b>	<b>10.1%</b>

Staff were able to identify savings in the water and wastewater system budgets based on some of the budget opportunities identified in this report. These savings reflect the ongoing improvements being implemented in both front line services as well as tracking and managing delivery of these services. However, continued reduction of reserve reliance as well as adjustments to volume sales forecasts are driving the Town's 2015 rate increase beyond the downward pressure of any cost savings.

**2015 Miscellaneous Charges**

Town's sale price of Bulk Water

The Town operates a bulk water filling station for contractors who require their water tank trucks to be filled. The current rate for such sale of bulk water is \$3.3301 per m<sup>3</sup>. This is the same rate charged to retail customers for both water and wastewater services combined. The Town incurs wholesale costs for both services based on

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metered water consumption. The 2015 bulk water rate therefore is to increase to the combined charge of \$3.6667 per m<sup>3</sup> on May 1, 2015 to correspond to the retail rate changes. Bulk water accounts are billed at the end of each month for water dispensed in that period. Water dispensed on or after May 1 will be charged at the new rate.

**2015 Stormwater Charges**

**Stormwater charges are collected as flat rate fees to residents and commercial accounts**

In 1998, Aurora implemented a flat rate charge for stormwater operation and maintenance. The operating costs consist primarily of routine maintenance and periodic capital upgrades to the existing infrastructure, together with required contributions to infrastructure reserve funds for future needs. The costs are apportioned between the residential and non-residential accounts based on a fixed formula which are then calculated and charged as a monthly fixed fee per account. A summary of the costs are presented in the table below.

**Table 2A**

<i>Rate Component</i>	<i>2014 Costs</i>	<i>2015 Proposed</i>	<i>Change (%)</i>
Gross Operating Costs	\$423,260	\$458,640	8.4%
Storm Infrastructure Reserve Contribution	\$1,000,000	\$1,000,000	0%
Rate Stabilization	(\$110,260)	(\$145,640)	32%
<b>Total Recovery</b>	<b>\$1,313,000</b>	<b>\$1,313,000</b>	<b>0.0%</b>

The 2015 rates are proposed to stay the same as 2014.

**Table 2B**

<i>Stormwater Flat Rate</i>	<i>2014 Rate</i>	<i>2015 Proposed Rate</i>	<i>Rate Change</i>	<i>Change (%)</i>
Residential/year	\$57.34	\$57.34	nil	nil
Residential/month	\$4.78	\$4.78	nil	nil
Non-Residential/year	\$755.57	\$755.57	nil	nil
Non-Residential/month	\$62.96	\$62.96	nil	nil

**LINK TO STRATEGIC PLAN**

***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All***



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**Objective 2: Invest in Sustainable Infrastructure**

Both legislation and fiscal management lead to creating sustainable water, wastewater and stormwater infrastructure. Providing the appropriate rates ensures that sufficient revenues are generated to create financial sustainability and maintain the assets accordingly.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

The rates for the various services are established each year based on coming into effect May 1 of the current year and are applied to all consumption, regardless of reading interval, on all billings prepared and issued on or after May 1. Approval of the recommendations in advance of May 1 will allow the revised rates to be charged at the appropriate time to fulfill budget projections.

**FINANCIAL IMPLICATIONS**

The Water and Wastewater rates are both based on the volume of water purchased by the end users. The Stormwater Rates are based on an apportioned cost per property that receives a water bill for the cost of maintaining the stormwater system. The following table summarizes the net revenues required to fund the various programs for 2015.

**Table 3A- Revenue Forecast**

<i>Component</i>	<i>2014 approved</i>	<i>2015 Proposed</i>	<i>Change</i>	<i>Change (%)</i>
Water/wastewater	\$15,565,069	\$17,078,987	\$1,513,918	9.7%
Stormwater	\$1,313,000	\$1,313,000	\$0	0%
<b>Total</b>	<b>\$16,878,069</b>	<b>\$18,391,987</b>	<b>\$1,513,918</b>	<b>9.0%</b>

The proposed rates will result in an average annual residential consumer charge as outlined in the following table and is based on a baseline consumption of 245 m<sup>3</sup>/year:

**Table 3B- Cost per average household**

<i>Component</i>	<i>2014 Average Billing</i>	<i>Change</i>	<i>2015 Proposed Average Billing</i>	<i>Change (%)</i>
Water Charge	\$441.37	45.08	\$486.45	10.2%
Wastewater Charge	\$374.53	37.36	\$411.89	9.9%
Stormwater Charge	\$57.34	nil	\$57.34	nil
<b>Total</b>	<b>\$873.24</b>	<b>\$82.44</b>	<b>\$955.68</b>	<b>9.4%</b>

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**CONCLUSIONS**

The water, wastewater and stormwater programs are all funded through a rate structure based on consumption and full cost recovery. The budget for 2015 results in an overall increase of 9.4 percent for a typical residential customer for water wastewater and stormwater charges. All rates are forecast to be in effect May 1, 2015 until April 30, 2016. Billing of these rates is subject to timing of billing cycles with new rates coming into force for the same period for each account. Further clarification of billing cycles and timing can be obtained from the Finance Department.

**PREVIOUS REPORTS**

None

**ATTACHMENTS**

N/A

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting of March 12, 2015

**Prepared by: Ilmar Simanovskis, Director, IES - Ext. 4371**

  
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**Ilmar Simanovskis**  
**Director, Infrastructure &**  
**Environmental Services**

*for*

  
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**FOR Neil Garbe**  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-015**

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**SUBJECT:** *Town-wide Conversion to LED Street Lighting – Update No.1*

**FROM:** *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-015 be received; and*

*THAT this report satisfy Council’s conditional budget approval for capital project #34709 “Streetlight Conversion to LED”; and*

*THAT staff be authorized to proceed with capital project #34709 “Streetlight Conversion to LED”; and*

*THAT the Town retain the services of RealTerm Energy as a single source purchase to develop the Lighting Design and Investment Grade Audit to convert existing street lights to Light Emitting Diode (LED) street lights at a cost of \$85,000 plus taxes; and*

*THAT funding be provided from the Roads and Related Infrastructure Repair and Replacement reserve fund; and*

*THAT the Mayor and Town Clerk be authorized to execute a Letter of Intent with RealTerm Energy for an Investment Grade Audit related to a LED street light conversion, including any other documents or agreements necessary to give effect to same.*

**PURPOSE OF THE REPORT**

To provide information to Council regarding the status of capital project #34709 “Streetlight Conversion to LED”, and to request Council’s authorization to proceed with RealTerm Energy as the preferred project partner based on the competitive process performed by Local Authority Services (LAS), which is a wholly owned not-for-profit corporation of the Association of Municipalities of Ontario (AMO).

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**Report No. IES15-015**

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## **BACKGROUND**

Light emitting diode (LED) based lighting technology for street light applications have been on the market commercially since the mid 2000's. However, early technology costs and a limited market resulted in marginal cost savings and untested life cycle costs. As more installations are being approved and technology advancements achieved, the use of LED street lights has become more reliable and financially viable with more recent cost models demonstrating significant life cycle cost saving opportunities.

In March 2013, the Association of Municipalities of Ontario (AMO), through its not-for-profit subsidiary corporation, Local Authority Services (LAS), announced a program wherein LAS undertook a RFP process to select a consultant to support municipalities interested in proceeding with LED conversion projects.

Town staff had discussions with the selected consultant/vendor partnership, being the partnership of RealTerm Energy and Cree Canada Corporation. RealTerm Energy is responsible for developing the lighting plan and providing funding and cost sharing options for the municipality. Cree Canada Corporation is responsible for lighting manufacturing. Preliminary street light inventory information was provided to RealTerm Energy for the purposes of assessing the feasibility of an LED retrofit program for the Town.

To initiate the project, staff recommended the Town-funded model to allow for the highest rate of return. A capital project valued at \$3,000,000 was approved by Council in the 2014 budget, with the condition that approval be subject to a further report from staff. A funding source was not identified at the time of budget approval.

Subsequent to budget approval, industry trends were emerging that suggested that the AMO approved vendor model may limit opportunities. Staff investigated further delivery models and concluded that it might be more advantageous for the Town if the LED vendor selection was undertaken independently from the pre-selected AMO approach.

In September 2014, staff provided Report No. IES14-043 recommending that a Request for Proposal to select an energy solutions partner be issued. This was based on investigation of industry options and the rapidly changing technology and pricing models. The reason for this recommendation was to find a partner expert in the field to guide the Town through the design, energy modeling, procurement, implementation and post implementation energy savings confirmation with PowerStream.

At its meeting of September 9, 2014, Council did not accept the staff recommendation and instead passed the following resolution:

*"THAT Item 1(5) be referred to the 2015 Budget Review."*

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After Council's direction, staff became aware of a renewed Request for Proposal (RFP) process that LAS initiated in August 2014 for the purpose of confirming best value for its municipal partners. This process was completed in December 2014 and reconfirmed the partnership of RealTerm Energy and Cree Canada as the preferred vendors for municipal LED lighting conversion projects. This new information and the growing successes of the LAS program across Ontario resulted in staff re-evaluating the delivery model for the Town.

### **COMMENTS**

#### **LAS reissues RFP for street light supply in August 2014 which changes staff perspective of preferred project delivery model**

Since Report No. IES14-043, LAS has updated their March 2013 RFP selection through re-issuing a second RFP for street light supply in August 2014. At the time of the staff report, staff were unaware of this process. Recommendations from the previous staff report were based on concerns that the LAS March 2013 RFP process was somewhat stale considering the rapidly changing nature of LED technology.

Completion of this RFP process confirmed the value being provided by the LED street light manufacturing vendor, Cree Canada. This result alongside the growing success of the LAS program wherein 97 municipalities have signed up with the program resulted in staff now recommending that proceeding with this program would be more expeditious and beneficial to the Town.

#### **A description of the LAS program and its partners**

LAS was established by AMO in 1992 with a mandate to work with Ontario municipalities to help reduce expenditures and increase revenues. This is achieved through a variety of programs, services and training all aimed to leverage economies of scale and cooperative procurement efforts. The LED program was developed based on these goals and as a result of requested support from Ontario municipalities.

Although LED technology has been around for decades and well established in the electronics industry, the use of this technology as a source of lighting is relatively new. The rapid growth and changes in this product line are directly related to the significant energy reduction possible. This has resulted in a very dynamic and rapidly growing marketplace.

This has created challenges for municipalities who are often under-resourced and unable to commit resources needed to understand the market, know where the risks are, do the analysis and design and find the necessary initial funding. LAS has a proven record of success in supporting municipalities in the past and this program fits the mandate of LAS and its municipal members.

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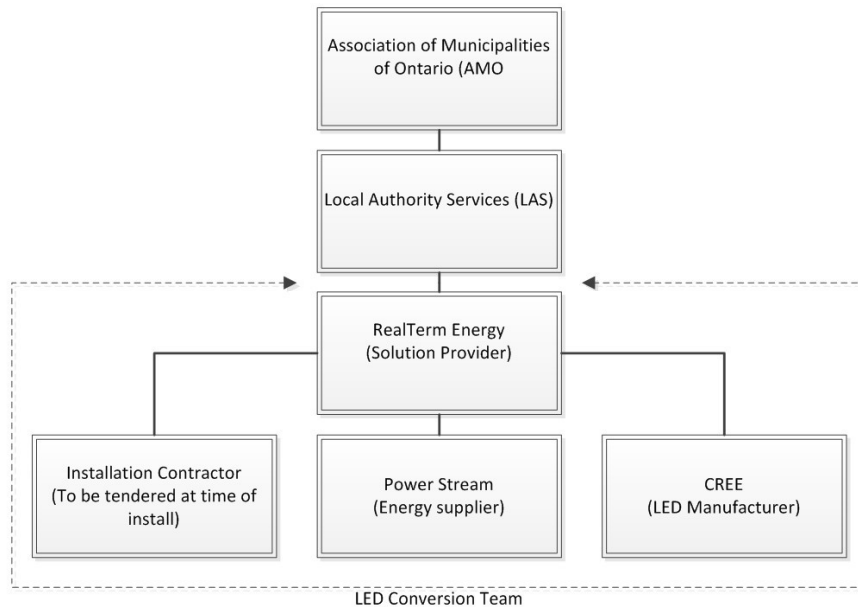
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RealTerm Energy is the energy solution consultant that was selected by LAS through a competitive bidding process. This is a Canadian company based in Montreal that has a broad portfolio valued at over \$2.5 billion, including assets from airport facilities, trucking, solar and lighting. Their role is to provide partnership services between private and public agencies to deliver innovative and cost effective lighting infrastructure solutions. RealTerm Energy was one of two energy consortiums that were evaluated by LAS and they were selected as the preferred vendor for best value including the ability to provide enhanced photometric design and custom built installation software applications. Their role includes design, financial analysis, incentive applications, energy negotiations, procurement and project management. They have been engaged by almost 100 municipalities to date through this program.

Cree Canada is the lighting manufacturer and will be responsible for supplying the required LED fixtures. They are an international company with production being accomplished in facilities across North America. This company was selected by LAS through an RFP process which was developed by LAS staff, select subject matter experts and municipal members across Ontario. The most recent selection process commenced in August 2014, with the selection of Cree Canada announced in December 2014.

The final two partners are the energy supplier and the installation contractor. The energy supplier – being Powerstream – will be engaged to review the lighting energy consumption changes and adjust power costs to reflect the reduction in energy demand. The eventual LED street light installer will be selected through a tendering process undertaken by the Town, with the assistance of RealTerm Energy. Staff believe that this is the most cost effective way to address local installation needs, as pre-selection of an installation vendor by LAS would not be possible to provide competitive pricing for service in each local municipality across Ontario.

These four partners make up the core of the LED implementation team as presented in the following organization chart:



**LED street lights provide significant benefits in addition to energy savings**

The Town is currently equipped with primarily high pressure sodium (HPS) light fixtures. This technology provides a partial spectrum light that is reliable and relatively efficient for the amount of lighting required to meet street lighting needs. However, with the advancement of LED lighting, the nature of this technology is such that similar full spectrum lighting intensity can be proved at a significant reduction in energy needs. Some of the other benefits of converting to LED lighting are:

- Longer predictable lifetime - LED lights are expected to last up to four times longer than HPS lights or up to 100,000 hours. This equates to over 20 years of service life drastically reducing the need for replacement maintenance by approximately 80 percent.
- More accurate light colour - the light colour of LED fixtures is much closer to natural light, resulting in better perception and interpretation of the surroundings.
- Quick start - Unlike HPS, LED lights have an “instant start”, avoiding the creation of dark spots when lights cycle off and on.
- LED lights do not contain mercury or lead.
- Sustained light output at all temperatures.
- Focused light distribution - due to the fact that each fixture is made up of multiple LED lenses, there is the ability to aim the light more accurately and reduce light spillage onto private property.
- Energy saving - this is the primary reason for converting to LED, as energy usage can be reduced by as much as 40 to 70 percent.

- LED fixtures have a warranty period of 10 years.

There is also the added benefit of leveraging other technology options through having the light fixtures “smart control ready”. This is a standard feature of the fixtures which allows for various types of control and communication technology to be plugged into the fixture as part of the normal operating mode. Although relatively new, there are systems being tested and piloted that can provide local Wi-Fi coverage, dimming capability, emergency responder notification and other communication and control features. These are however, still emerging technologies and are currently not cost-effective compared to current solutions. The Town, however, will be able to implement opportunities in the future as the fixtures will come equipped with the standard technology control connections.

**LED retrofit program delivery methodology**

The table below summarizes the program delivery steps. As part of the initial planning, the Town’s street light inventory was provided to RealTerm Energy, and several versions of their desktop proposal have been provided to the Town. The next step in the process is to engage RealTerm Energy to develop an Investment Grade Audit. This audit will form the basis for the complete design and energy savings calculations that will both verify design requirements, create the LED fixture specifications for each location and form the basis for installation requirements with a contractor and energy negotiations with PowerStream.

<b>Task</b>	<b>Target</b>	<b>Status</b>
Desktop Proposal	Initial delivery Jun 2014, Updated Jan 2015	<input checked="" type="checkbox"/>
Council Approval to proceed with Design	Mar 2015	<input type="checkbox"/>
Sign Agreement	Apr 2015	<input type="checkbox"/>
Investment Grade Audit	Jun 2015	<input type="checkbox"/>
Council Approval on Funding Model and contract signing	Jun 2015	<input type="checkbox"/>
OPA Rebate Submission	Jun 2015	<input type="checkbox"/>
Procure local installer	Jul 2015	<input type="checkbox"/>
Order Lighting	Jul 2015	<input type="checkbox"/>
Installation/recycling	Dec 2015	<input type="checkbox"/>
Revise billing with Powerstream	Jan 2016	<input type="checkbox"/>
Commissioning and transfer	Jan 2016	<input type="checkbox"/>
RealTerm Operate (if selected as preferred funding model)	TBD based on funding model	<input type="checkbox"/>
Report to Council of first year performance	Feb 2017	<input type="checkbox"/>

**Letter of Intent is the agreement that initiates design process and sets out design work to scope the project**

The letter of intent (LOI) is an agreement to retain RealTerm Energy to complete the Investment Grade Audit, and will be in effect until:



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- The audit determines that the project is not viable;
- The Town determines that it does not want to proceed with the project regardless of the audit outcome; or
- A formal agreement to proceed with the project is signed by RealTerm Energy and the Town.

The project costs determined from the Investment Grade Audit will form the basis of the contract with RealTerm Energy. The project may be deemed not viable if the audit does not verify a savings of energy of at least 65 percent (+/- 10 percent).

If the project is viable, the Town would then be eligible to enter into a design/build type contract with RealTerm Energy based on the project costs determined by the audit, to allow the implementation to proceed.

**Investment Grade Audit is the necessary design work that is required to advance the project**

The Investment Grade Audit will provide the following:

- Data collection, mapping and verification of physical parameters
- Review of energy and maintenance records
- Photometric analysis and detailed lighting designs
- Final fixture selection
- Economic models and savings forecasts
- Preparation of financial options
- Final costing and timetable for project completion

This information along with costing options will then be presented to Council for consideration of advancing the program. As the above will require a significant amount of resources to complete, a budget of \$85,000 is required as part of the LOI. This fee is intended to cover the costs related to the design should the Town decide not to proceed any further with the project. If the project is approved however, this fee will be incorporated into the overall project.

**LINK TO STRATEGIC PLAN**

This report supports the Strategic Plan Goal of **Supporting an Exceptional Quality of Life for All** with the objective of investing in sustainable infrastructure, maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

March 24, 2015

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Report No. IES15-015

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

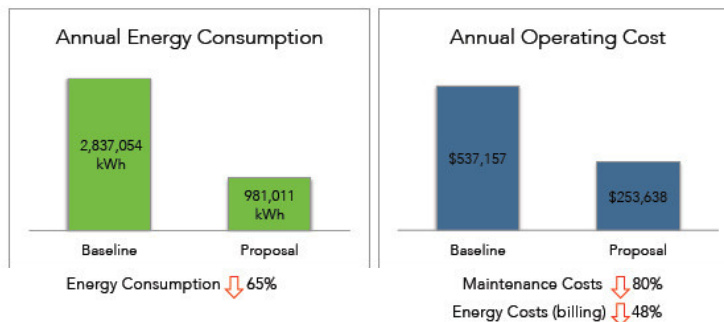
1. Council may direct staff not to proceed with capital project #34709 “Streetlight Conversion to LED”.
2. Council may direct staff to retain the services of a consultant to complete a Lighting Design and Investment Grade Audit through an RFP solicitation directly issued by the Town.

**FINANCIAL IMPLICATIONS**

The preliminary proposal presents the following cost information and appears to verify a viable project:

CURRENT STATUS	BEFORE UPGRADE	POST UPGRADE	VARIANCE	PERCENT
Number of Fixtures	4,505	4,505		
Annual Electricity Consumption (kWh)	2,837,054	981,011	1,856,043 ↓	65% ↓
Annual Electricity Costs	\$459,291	\$238,064	\$221,226 ↓	48% ↓
Annual Maintenance Cost (5 yr. avg.)	\$77,867	\$15,573	\$62,293 ↓	80% ↓
Total Street Lights Expenditures	\$537,157	\$253,638	\$283,520 ↓	53% ↓
Average Annual Cost per Fixture	\$119	\$56	\$63 ↓	53% ↓

LED PROJECT LIFE STATISTICS	
Application Life	100,000 hours
Projected Lifetime Savings	\$8,976,283
GHG Reduction First Year	186 tonnes
GHG Reduction Lifetime	4,269 tonnes



The project cost to implement is estimated at \$2,998,000 based on the current inventory with an expected OPA incentive eligibility of \$434,000. This would result in a net project cost of \$2,564,000.

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**Report No. IES15-015**

The expected annual operating savings are approximately \$280,000, for an expected payback of less than 10 years. This estimate is a simple payback calculation. The payback period could be shorter depending on future energy and maintenance cost increases.

**CONCLUSIONS**

LED street lighting is a viable option for reducing energy consumption and environmental impacts related to greenhouse gas production as well as reducing operating costs to the Town. The Town's Strategic Environmental Action Plan identifies energy reduction as a priority which can be achieved through this program. The LAS program for LED street light conversions is an effective program for municipalities with 97 municipalities currently participating.

To proceed with Aurora's street light conversion to LED program, it is recommended that the Town retain RealTerm Energy as the LAS-approved service provider, and that funding in the amount of \$85,000 plus taxes be approved from the Roads and Related Infrastructure Repair and Replacement reserve fund.

**PREVIOUS REPORTS**

IES14-043 - September 2, 2014 - Town-Wide Conversion to LED Street Lighting

**ATTACHMENTS**

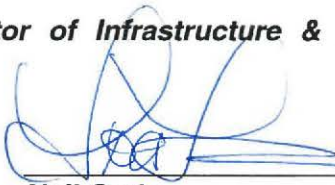
None.

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of March 12, 2015

**Prepared by: Ilmar Simanovskis, Director of Infrastructure & Environmental Services - Ext. 4371**

  
\_\_\_\_\_  
*for* **Ilmar Simanovskis**  
**Director, Infrastructure & Environmental Services**

  
\_\_\_\_\_  
*For* **Neil Garbe**  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**

**No. CFS15-014**

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**SUBJECT:** *Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards*

**FROM:** *Dan Elliott, Director, Corporate & Financial Services - Treasurer*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. CFS15-014 be received for information.*

**PURPOSE OF THE REPORT**

To fulfil statutory reporting requirements pursuant to Section 284 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act").

**BACKGROUND**

Under the Act, the Treasurer of every municipality must submit annually to the Council of the municipality an itemized statement of the remuneration and expenses paid to each member of Council in respect of his/her services as a member of Council. The report is also to include remuneration and expenses paid to any appointed member of a Committee of Council or a Local Board in respect of his/her services as a member of the Committee or Board. For Aurora, this would include all persons of appointed Committee's, and the Aurora Public Library Board. The Aurora Cultural Centre Board of Directors is not a Local Board, nor are all its members appointed by Council, and accordingly is not included in the statutory report.

**COMMENTS**

Remuneration, travel allowance, expense and conference/seminar expense reimbursements are paid to the Mayor and Councillors in accordance with By-laws #5331-11, and #5564-13, Administrative Procedure No. 57. Additionally the budgets for such were included in the 2014 Operating Budget which was approved with the passing of confirmatory By-law #5687-15 on March 18, 2014.

The salary compensation paid to elected members of Aurora Council is one-third tax free for income tax purposes in accordance with provisions of Section 283(5) of the Act.

**March 24, 2015**

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**Report No. CFS15-014**

Any remuneration paid to the Town of Aurora's Regional Councillor (Mayor) on behalf the Regional Municipality of York under the terms of a Joint Service Agreement is not included in the amounts of Attachment #1, as these will be reported on separately by the Regional Municipality of York as the statute applies.

### **FINANCIAL IMPLICATIONS**

All remuneration, allowances and expenses were compliant with Town policies, were properly documented and authorized, and were within approved budgets of the accounts to which they were charged.

### **LINK TO STRATEGIC PLAN**

There is no direct relationship to the Strategic Plan, as this is a public disclosure report required of provincial statute. However, it contributes to transparency and accountability of municipal operations to the community.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

None, this is a statutory report required to be presented to Council by the Treasurer each year.

### **CONCLUSIONS**

All 2014 Council, Committee and Board members' remuneration and expenses have been incurred in accordance with Town bylaws and policies and have herein been reported as required under Section 284 (1) of the Municipal Act. Attachments #1 and #2 will be posted to the Town's website as previously directed by Council.

### **PREVIOUS REPORTS**

None, this is an annual statutory public report.

### **ATTACHMENTS**

- Attachment #1 – Schedule of remuneration and expenses of members of Council
- Attachment #2 – Additional Detail: Councillor Expenses
- Attachment #3 – Schedule of remuneration and expenses of appointed members of Committees and Boards

March 24, 2015

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Report No. CFS15-014

**PRE-SUBMISSION REVIEW**


CAO and Treasurer only.

*Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer*



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



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**Neil Garbe  
Chief Administrative Officer**

## Town of Aurora

Statement of Remuneration and Expenses  
Paid to Elected Members in 2014

	REMUNERATION	BENEFITS	VEHICLE/TRAVEL ALLOWANCE	OTHER EXPENSES	TOTAL
				See Attachment #2	
<b>Members of Council</b>					
Dawe, Geoffrey, Mayor	61,492.62	17,869.05	8,470.60	1,830.83	89,663.10
John Abel, Deputy Mayor	29,116.50		1,777.50	2,467.48	33,361.48
Chris Ballard	10,900.26		670.14	-	11,570.40
Evelyn Buck	26,947.90		1,642.50	-	28,590.40
Donald Constable	9,650.27		584.73	-	10,235.00
Wendy Gaertner	29,116.50		1,777.50	-	30,894.00
John Gallo	26,947.90		1,642.50	86.49	28,676.89
Sandra Humfries	29,116.50		1,777.50	-	30,894.00
Harold Kim	2,168.60		135.00	-	2,303.60
Tom Mrakas	2,168.60		135.00	-	2,303.60
Paul Pirri	29,116.50		1,777.50	4,718.21	35,612.21
Jeff Thom	2,168.60		135.00	-	2,303.60
Michael Thompson	29,116.50		1,777.50	1,550.18	32,444.18
	<u>\$ 288,027.25</u>	<u>\$ 17,869.05</u>	<u>\$ 22,302.97</u>	<u>\$ 10,653.19</u>	<u>\$ 338,852.46</u>

\*\* Excludes any remuneration paid to the Regional Councillor (Mayor) by the Town of Aurora on behalf of York Region under the Terms of a Joint Services Agreement. Such amounts are reported separately by York Region.

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets. Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.

Dan Elliott, Treasurer  
19-Mar-15

**General Committee Meeting Agenda  
Tuesday, March 24, 2015**

**Town of Aurora  
Disclosure of Expenditures of Members of Council  
For the period January 1 to December 31, 2014**

Training/ Seminars/ Conferences **	Out of Town mileage/ tolls/ parking	Special Events	Meals/ Hospitality (excl. alcohol)	Alcoholic Beverages	FCM BOARD meetings/ Other Expenses	Total
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<b>Expenditure Budgets: (full year)</b>						
Unallocated Pooled Budget	27,000.00	6,900.00	2,000.00			35,900.00

<b>Reimbursed to Member:</b>						
Mayor Dawe		366.19				366.19
Deputy Mayor Abel	316.86					316.86
Councillor Pirri	903.94				325.02	1,228.96
Councillor Thompson	1,370.06					1,370.06

<b>Paid by Town on Behalf of Member:</b>						
Mayor Dawe	-	92.70	860.69	376.25	135.00	1,464.64
Deputy Mayor Abel	2,109.92		40.70			2,150.62
Councillor Gallo			86.49			86.49
Councillor Pirri	1,547.68				1,941.57	3,489.25
Councillor Thompson	180.12					180.12

<b>Total Expenses:</b>							
Mayor Dawe	-	458.89	860.69	376.25	135.00	1,830.83	
Deputy Mayor Abel	2,426.78	-	40.70	-	-	2,467.48	
Councillor Ballard	-	-	-	-	-	-	
Councillor Buck	-	-	-	-	-	-	
Councillor Gaertner	-	-	-	-	-	-	
Councillor Gallo	-	-	86.49	-	-	86.49	
Councillor Humfries	-	-	-	-	-	-	
Councillor Pirri	2,451.62	-	-	-	2,266.59	4,718.21	
Councillor Thompson	1,550.18	-	-	-	-	1,550.18	
Councillor Constable	-	-	-	-	-	-	
Councillor Kim	-	-	-	-	-	-	
Councillor Mrakas	-	-	-	-	-	-	
Councillor Thom	-	-	-	-	-	-	
<b>Total All</b>	<b>\$ 6,428.58</b>	<b>\$ 458.89</b>	<b>\$ 987.88</b>	<b>\$ 376.25</b>	<b>\$ -</b>	<b>\$ 2,401.59</b>	<b>\$ 10,653.19</b>

\*\* includes related travel, accommodation, and included meals

Note: This report is not intended to reconcile to line account totals, as staff and administrative items have been excluded for purposes of this report.

<b>Training/ Seminars/ Conferences Attended</b>	
Mayor Dawe	Federation of Canadian Municipalities (FCM) conference, Niagara Falls ON and AMO funded by York Region),
Deputy Mayor Abel	FCM - Niagara Falls ON, Association of Municipalities of Ontario (AMO) conference, London ON
Councillor Pirri	FCM- Niagara Falls, ON, various FCM Board meetings
Councillor Thompson	FCM- Niagara Falls, ON



# General Committee Meeting Agenda

## Tuesday, March 24, 2015

Attachment #3

**Town of Aurora**  
**Summary of Remuneration and Expenses Paid in 2014**  
**Appointed Members of Committees and Boards**

		RENUMERATION	OTHER EXPENSES REIMBURSED	TOTAL
<b>Appointed Members of Committees and Boards</b>				
Hank Gosar (Chair)	Committee of Adjustment/Property Standards Committee	\$ 1,265.00	-	\$ 1,265.00
Roy J. Harrington	Committee of Adjustment/Property Standards Committee	1,100.00	-	1,100.00
Grace L. Marsh	Committee of Adjustment/Property Standards Committee	1,100.00	-	1,100.00
David Mhango	Committee of Adjustment/Property Standards Committee	1,100.00	-	1,100.00
Carl Barrett	Committee of Adjustment/Property Standards Committee	900.00	-	900.00
		<u>\$ 5,465.00</u>	<u>\$ -</u>	<u>\$ 5,465.00</u>

**Members with no payments made:**

Accessibility Advisory Committee

John Lenchak (Chair)  
 Tyler Barker (Vice Chair)  
 Leonard Fox  
 Helen Kogan  
 Councillor Wendy Gaertner

Parks and Recreation Advisory Committee

Councillor Chris Ballard (Chair)  
 Councillor Wendy Gaertner (Vice Chair)  
 Gordon Barnes  
 John Clement  
 Juergen Daurer  
 Greg Smith  
 Ron Weese (Sport Aurora Rep.)

Aurora Public Library Board

Matt Maddocks (Chair)  
 Marie Rankel (Vice Chair)  
 Gregory Cook  
 Elaine Copsey  
 Charles Levine  
 Rino Roncadin  
 Councillor Sandra Humfries  
 Councillor Paul Pirri  
 Councillor Michael Thompson

Sesquicentennial Ad Hoc Committee

Alison Collins-Mrakas (Chair)  
 Greg Smith (Vice Chair)  
 Tim Jones  
 Lindsay McGuire  
 Stewart McLaren  
 Brian North  
 Brian Trussler

Economic Development Advisory Committee

Councillor Michael Thompson (Chair)  
 Councillor Paul Pirri (Vice Chair)  
 Peter M. Dickens  
 Kent Dinning  
 Marilee Harris  
 Lee Helkie (Chamber of Commerce Rep.)  
 Bruce Walkinshaw

Southeast Old Aurora Heritage Conservation District Study

Councillor John Abel  
 Councillor Sandra Humfries  
 David Heard  
 Erina Kelly  
 Krista Jackson  
 Dave Pressley  
 Patrick Reynolds

Environmental Advisory Committee

Councillor Paul Pirri (Chair)  
 Councillor John Gallo (Vice Chair)  
 Judy Gilchrist  
 David Taillefer  
 David Tomlinson  
 Svetoslava Topouzova  
 Gregory Cook  
 Larry M. Fedec  
 Danielle Howell

Trails and Active Transportation Committee

Councillor John Gallo (Chair)  
 Councillor Chris Ballard (Vice Chair)  
 Kathryn Clark  
 John Clements (PRAC Rep.)  
 Deborah Latimer  
 David Tomlinson (EAC Rep.)  
 Klaus Wehrenberg

Heritage Advisory Committee

Councillor John Abel (Chair)  
 Councillor Sandra Humfries (Vice Chair)  
 David Heard  
 Erina Kelly  
 Pamela Vega  
 Bob McRoberts  
 Dr. John McIntyre (Honorary Member)  
 Jacqueline Stuart (Honorary Member)

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets. Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.

  
 Dan Elliott, Treasurer  
 19-Mar-15



**TOWN OF AURORA**

**GENERAL COMMITTEE REPORT**

**No. PL15-020**

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**SUBJECT:** *Proposed Plan of Subdivision and Zoning By-law Amendment  
Eyelet Investment Corp.  
1114 Wellington Street East  
Files: SUB-2014-03, ZBA-2014-08*

**FROM:** *Marco Ramunno, Director of Planning and Development Services*

**DATE:** *March 24, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PL15-020 be received; and*

*THAT Application for Draft Plan of Subdivision SUB-2014-03 (Eyelet Investment Corp.) BE APPROVED, subject to the conditions outlined in Schedule 'A' of this report; and*

*THAT Zoning By-law Amendment file ZBA-2014-08 (Eyelet Investment Corp.) BE APPROVED, to zone the subject lands from "RU" – Rural General Zone to "R2-96" – Detached Dwelling Second Density Residential Exception Zone, "EP-15" – Environmental Protection Exception Zone, and "O-9" – Major Open Space Exception Zone; and*

*THAT a total of 82 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and*

*THAT the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval, and any ancillary agreements required to give effect to same.*

**PURPOSE OF THE REPORT**

The purpose of this report is to provide an evaluation and recommendations regarding the Draft Plan of Subdivision and Zoning By-law Amendment Applications submitted by Eyelet Investment Corp. to permit an 82 lot plan of subdivision consisting of single detached lots, a neighbourhood park, and a buffer block.

**March 24, 2015**

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**Report No. PL15-020**

## **BACKGROUND**

The proposed draft plan of subdivision application was heard at the Public Planning Meeting held on December 17, 2014.

At that meeting Council passed the following resolution:

*“THAT report PL14-072 be received; and*

*THAT comments presented at the Public Planning Meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee Meeting.”*

Since the public meeting the applicant has worked with the Regional, Municipal and other government agencies on satisfying the comments and concerns raised during the circulation of the proposed plan of subdivision.

### **Location/Land Use**

The subject lands are bounded by the approved Shimvest draft plan of subdivision to the north (file no. SUB-2012-02), a natural heritage system and Marsh Creek to the south and west, and Stewart Burnett Park to the east. The property has approximately 270 m of frontage on Holladay Drive, which is part of the approved Shimvest draft plan of subdivision. The property is roughly rectangular in shape and has an area of 5.68 hectares. The subject lands were until recently used for agricultural purposes. A valley feature borders the subject lands to the south and west. The surrounding land uses are as follows:

- North: Approved draft plan of subdivision (Shimvest Investments Limited).
- West: Natural heritage system, Marsh Creek, and existing residential lands in the 2B Secondary Plan area.
- East: Stewart Burnett Park and the Stronach Aurora Recreation Complex.
- South: Natural heritage system, Marsh Creek, and approved draft plan of subdivision (Casing Developments Inc.).

**March 24, 2015**

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**Report No. PL15-020**

### **Policy Context**

***The proposed draft plan of subdivision and zoning by-law amendment conform to the Provincial, Regional, and Town Policies.***

#### *Provincial Policy Statement (PPS)*

The Provincial Policy Statement (PPS) was issued under section 3 of the *Planning Act* and came into effect April 30, 2014. The 2014 PPS replaced the Provincial Policy Statement issued March 1, 2005. The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. Through the PPS, the development of new communities must demonstrate in part:

- An appropriate range and mix of residential, employment, recreational and open space to meet long-term needs. (Section 1.1.1 b);
- Providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future business. (Section 1.3.1 b);
- Natural features and areas shall be protected for the long term. (Section 2.1.1);
- Identifying water resource systems consisting of ground water features, hydrologic functions, natural heritage features and areas, and surface water features. (Section 2.2.1 c);
- Implementing necessary restrictions on development and site alteration to protect all municipal drinking water supplies. (Section 2.2.1 e); and
- Ensuring stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces. (2.2.1 h);

The subject proposal accommodates for residential development in an area that has been approved for residential development. It will minimize land consumption and maintain the natural heritage system of the area. The residential plan of subdivision is consistent with the Policies of the PPS.

#### *Growth Plan for the Greater Golden Horseshoe*

The Growth Plan for the Greater Golden Horseshoe (2006), as amended June 2013, is a guiding document for growth management in the Greater Toronto Area to 2041. Section 2.2.2 of the Growth Plan promote and encourages directing new growth in built-up areas of a community through intensification. The proposed Draft Plan of Subdivision accommodates future population growth in Aurora by directing growth to the built up areas where capacity exists to accommodate the expected population. The residential plan of subdivision is consistent with the Growth Plan.

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**Report No. PL15-020**

*York Region Official Plan (2010)*

Regional Planning staff reviewed this application in the context of the Regional Official Plan. The subject lands are located within the "Urban Area" as approved by Regional Official Plan Amendment No. 53. Within Urban Areas, policies in the Regional Plan follow the directives from the Provincial Growth Plan. The subject plan conforms to the policies of the Regional Official Plan.

*The Aurora 2C Secondary Plan (OPA 73)*

On September 28, 2010, Town Council adopted Official Plan Amendment No. 73 (the Aurora 2C Secondary Plan). The Plan was subsequently approved by the OMB on September 1, 2011. OPA 73 is intended to guide development for vibrant new neighbourhoods that are well designed, attractive and sustainable and that are integrated with the existing community in a logical, compatible, efficient, and cost-effective manner. The residential draft plan of subdivision is considered to conform with the policies of OPA 73.

*Official Plan Designations*

The subject lands are designated Urban Residential 1 (UR1) and a portion of the westerly extent of the subject lands is designated Wildlife Park and Environmental Protection Area by OPA 73. The UR1 designation permits a low density form of development including single detached and semi-detached dwellings. The maximum height of any building in the UR1 designation shall be 3.5 storeys. The designation also permits community uses such as places of worship, community and cultural facilities, elementary schools, parks, open space, pedestrian and bicycle routes, buildings, structures, and uses that are accessory to any permitted uses, stormwater management facilities, public and private utilities that service the neighbourhood population, and secondary suites.

The Wildlife Park and Environmental Protection Area designations apply to the portion of the subject lands where the neighbourhood park is proposed. The Environmental Protection designation is intended to protect hazard lands and natural heritage features including their associated buffer areas and vegetated protection zones. The Wildlife Park intends to provide a natural environment capable of sustaining population of existing native wetland/grassland/woodland plant and animal species that are attracted to the diverse landscapes in the adjacent area and to allow for passive, resource based educational and recreational opportunities that are in harmony with the requirements of the local environment.

The proposed plan of subdivision conforms to the overall housing mix and density set out in the Official Plan and implements the Greenlands System policies of OPA 73. As such, staff are satisfied that the proposed plan of subdivision conforms to the Official Plan as further described in this report.

**March 24, 2015**

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**Report No. PL15-020**

*Zoning By-law*

The subject lands are presently zoned “Rural General (RU) Zone” in accordance with Zoning By-law 2213-78. The intent of the Rural General Zone does not contemplate the form of development proposed. As such, an application to rezone the lands has been submitted by the Owner to implement the proposed plan of subdivision.

*Proposed Plan of Subdivision*

The Town received the application for the proposed draft plan of subdivision on August 22, 2014. The proposed draft plan was circulated to internal and external agencies for review and comment.

As illustrated on Figure 4, the Owner proposes to develop the lands as a residential plan of subdivision with 82 single detached dwelling lots and a 0.3 hectare neighbourhood park to the west of the subject lands.

The natural heritage areas are made up of Marsh Creek and associated floodplains. The Marsh Creek naturalized corridor supports the Provincially Significant East Aurora Wetland Complex. Vehicle access to the draft plan will be from Holladay Drive, a collector street which is part of the draft approved Shimvest plan of subdivision and will connect to the existing intersection of Leslie Street and State Farm Way. An emergency access route will be constructed from Holladay Drive to Wellington Street through Stewart Burnett Park.

The following is a breakdown of the major land uses within the Eyelet Investment Corp proposed draft plan:

**Table 1: Lots & Blocks**

<b>Proposed Land Use</b>	<b>Units</b>	<b>Lots &amp; Blocks</b>	<b>Area (Ha)</b>
Single Detached Residential	82	1-82	4.26
Neighbourhood Park		83	0.30
Buffer block		84	0.02
Roads, road widenings, .3 m reserves		Streets A & B	1.10
<b>Totals</b>	<b>82</b>		<b>5.68</b>

*Proposed Zoning By-law Amendment*

As shown in Figure 5, the applicant proposes to rezone lands from “Rural General (RU) Zone” to the following zoning classifications:

- “Detached Dwelling Second Density Residential Holding ((H)R2-96) Exception Zone”;

**March 24, 2015**

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**Report No. PL15-020**

- “Detached Dwelling Second Density Residential Holding ((H)R2-97) Exception Zone”;
- “Environmental Protection (EP-15) Exception Zone”; and
- “Major Open Space (O-9) Exception Zone”.

All of the proposed zone categories already exist within the 2C Secondary Plan area.

**COMMENTS**

***Staff conducted a review of the density calculation to ensure it conforms to the policies of Official Plan Amendment 73.***

**Growth Plan Density**

As discussed earlier in this report, the proposed draft plan of subdivision proposes 82 residential lots, a neighbourhood park, and a buffer block within the land use permissions of OPA 73. Approximately 280 residents will be accommodated within this draft plan.

Policies in OPA 73 are consistent with growth targets identified in the Growth Plan for the Greater Golden Horseshoe for designated greenfield areas. The Growth Plan requires the designated greenfield area to achieve a minimum density target that is not less than 50 residents and jobs combined per hectare. As illustrated in Table 2 below, the proposed draft plan of subdivision density meets the Growth Plan density targets.

**Table 2: Growth Plan Density**

<b>Places to Grow Growth Plan</b>	<b>Area (ha)</b>	<b>Residents</b>	<b>Jobs</b>	<b>Density (Residents &amp; Jobs/ha)</b>
Draft Plan net of Major Open Space	5.66	280	11	51.4

The projected 11 jobs that will be realized from this development are based on a work at home estimate of 4% of the total population yield. York Region and Town Staff reviewed the submitted density calculations and it is the opinion of staff that the proposed draft plan of subdivision has met the Growth Plan density requirements.

**Official Plan Amendment 73 (OPA 73) Density**

OPA 73 permits a range of residential densities. The Urban Residential 1 (UR1) designation permits a density range from 17 to 40 units per net residential hectare. As illustrated in Table 3 below, it is Staff’s opinion that the proposed draft plan of subdivision achieves the required density for the UR1 designation in OPA 73.

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**Report No. PL15-020**

**Table 3: OPA 73 Density**

<b>OPA 73 Designation</b>	<b>Area (ha)</b>	<b>Units</b>	<b>Density (Units/ha)</b>
UR1 – Single Detached	4.26	82	19.2

*\* Based on the definition contained in OPA 73. Density is calculated on the net developable hectare excluding roads, open space etc.*

### **Environmental Impact Study**

Beacon Environmental prepared an Environmental Impact Study for the subject lands in August 2014 as revised in January 2015. The report was submitted to the Town with the subdivision application. The Lake Simcoe Region Conservation Authority has also reviewed the applications including the EIS. The Authority has no objections to the approval of the draft plan of subdivision, subject to the conditions of draft plan approval as provided in Schedule “A” to this report. The southerly limit of development was established by top of grade assessment to the satisfaction of the LSRCA and the Town.

### **Open Spaces, Parks and Trails**

The proposed draft plan of subdivision has a neighbourhood park on the westerly portion of the property and a buffer block behind Lots 13 and 14. An expanded Stewart Burnett Park borders the subject lands to the east. The westerly 0.3 ha park is designated as a neighbourhood park but is not intended as an active park. Instead, it is intended to supplement the natural heritage system to the west of the subject lands. Stewart Burnett Park will act as the active park for the area.

The trail system that runs through the natural heritage system will connect to the municipal street system along the north boundary of the subject lands. This trail connection will be on lands within the draft approved Shimvest plan of subdivision. Parks & Recreation Services have reviewed the plan and are satisfied with the park block and trail subject to the conditions of draft plan approval as provided in Schedule “A” to this report.

### **Transportation**

***Town Staff and York Region Staff reviewed the Draft Plan of Subdivision to ensure appropriate transportation, alternative development standards, parking and servicing are provided.***

The draft plan of subdivision is bounded by Holladay Drive to the north, the natural heritage system to the south and west, and Stewart Burnett Park to the east (Figure 1). Vehicle access will be via Holladay Drive. Pedestrian and bicycle access will be via Holladay Drive and the trail connection at the west end of the subject lands.



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The applicant submitted a Transportation Impact Study (TIS) that assesses the transportation needs of the development. These include sustainable transportation options and analyzing the traffic conditions for both existing and future scenarios.

The Town's Transportation Analyst reviewed transportation reports and is satisfied that all items have been addressed. Conditions of draft approval have been included in Schedule 'A'.

### **Water and Sanitary Servicing**

A Functional Servicing Report (FSR) was prepared by SCS Consulting Group Ltd. in August 2014 and subsequently revised in December 2014. The draft plan will be serviced by municipal water, sanitary sewer and storm sewers in accordance with current standards and within the overall servicing strategy for the Aurora 2C Secondary Plan. As detailed in the FSR, the internal 200 mm watermain layout will extend through the local roads of the draft plan. The sanitary sewer system is proposed to drain to a pumping station within the Shimvest subdivision that will pump flows under Marsh Creek to the East Holland Sanitary Trunk Sewer. Staff have reviewed the Functional Servicing Report and concur with its recommendations subject to the conditions of draft plan approval as provided in Schedule "A" to this report.

### **Storm Water Management**

The 2C Secondary Plan identifies the general location of all stormwater management facilities in Figure 2. The previously approved stormwater pond in the Shimvest subdivision has been designed and will be used to collect stormwater from the Eyelet subdivision. The subject lands generally drain from the east to west. The majority of the subject lands will drain to the stormwater pond on the Shimvest lands to the north.

Development Engineering, Conservation Authority and Parks and Recreation staff have reviewed the storm water management facility and are satisfied, subject to the conditions of approval as provided in Schedule "A" to this report.

### **Agency Comments**

The Draft Plan of Subdivision application was circulated to internal and external agencies for comments/conditions. The following are the circulated external agencies: Regional Municipality of York Community Planning Department, Lake Simcoe Region Conservation Authority, Central York fire Services, York Region District School Board, York Catholic District School Board, York Region Catholic District School Board, Enbridge, Bell Canada, Canada Post, French Catholic School Board, French Public School Board, Powerstream Inc., Hydro One and Rogers Cable and Ministry of Natural Resources.

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*York Region Community Planning*

York Region has completed its review of the draft plan and it has been determined that the proposed subdivision is appropriate for the development of the lands, subject to conditions of approval as provided in Schedule "A" to this report.

*Lake Simcoe Region Conservation Authority (LSRCA)*

The LSRCA advise that they have reviewed the proposed Plan of Subdivision application for consistency with the Provincial Policy Statement (PPS) under the *Planning Act* and for conformity with the Lake Simcoe Protection Plan (LSPP) under the *Lake Simcoe Protection Act*. On that basis, the LSRCA has no objection to the approval of the Draft Plan of Subdivision subject to the conditions listed in Schedule "A" of this report.

Central York Fire Services, Canada Post, Enbridge Gas, Bell Canada, and PowerStream have advised that they have no objection to the draft plan of subdivision, subject to conditions of approval set out in Schedule 'A'. Rogers and the York Region District School Board have also advised that they have no objection to the Draft Plan of Subdivision.

Town Departments, York Region, Lake Simcoe Region Conservation Authority and other external agencies evaluated the proposed Draft Plan of Subdivision taking into consideration servicing, grading environmental impacts and it has been determined that the proposed development is appropriate for the lands, subject to conditions of approval attached to this report as Schedule "A".

**LINK TO STRATEGIC PLAN**

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

**Strengthening the fabric of our community:** Through the review and approval of the Draft Plan of Subdivision and Zoning By-law Amendment, housing opportunities are created in accordance with the ***Collaborate with the development community to ensure future growth includes housing opportunities for everyone*** action item.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

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

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## **SERVICING ALLOCATION**

As part of the 2C West Landowners group, the Eyelet subdivision has sufficient servicing allocation capacity to proceed. The 2C Landowners group has received allocation credits from various sources, including transfer from the Town's reserves, additional credits from The Regional Municipality of York for Inflow & Infiltration work across Aurora, and participating in the Region's new Servicing Incentive Program (SIP) for water and energy use.

## **FINANCIAL IMPLICATIONS**

Fees and securities will be payable upon execution of the Subdivision Agreement. Development Charges will be payable at the time of building permit issuance. The approval of the proposed development will add to the Town's assessment growth over the coming years.

A condition of draft plan approval has been included (attached Schedule A) for the collection of a Community Improvement Benefit in the amount of \$3000 per unit for construction of community recreational facilities within the Town.

## **PREVIOUS REPORTS**

Public Planning Report No. PL12-032, dated June 27, 2012; and  
Public Planning Report No. PL14-072, dated December 17, 2014.

## **CONCLUSIONS**

Planning and Development Services has reviewed the proposed draft plan of subdivision and zoning by-law amendment in accordance with Provincial policy, the provisions of the Regional and Town's Official Plan, and in context of the surrounding and future land uses. The subject proposal is considered to represent proper and orderly development of the subject lands and conforms to the policies of OPA 73. Therefore, Staff recommends approval of the draft plan of subdivision and zoning by-law amendment subject to conditions of approval set out in Schedule 'A'.

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**ATTACHMENTS**

Schedule "A" – Schedule of Conditions of Approval

Figure 1 – Location Map

Figure 2 – Official Plan Land Use Map – 2C Secondary Plan Area (OPA 73)

Figure 3 – 2C West Block Plan

Figure 4 – Proposed Draft Plan of Subdivision

Figure 5 – Proposed Zoning By-law

Figure 6 – Trails Master Plan, Trail Route Network Map 4.6 (excerpt)

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – March 12, 2015.

*Prepared by: Marty Rokos, Planner – Ext. 4350.*



**Marco Ramunno, MCIP, RPP  
Director of Planning & Development  
Services**



**Neil Garbe  
Chief Administrative Officer**

**Schedule "A"**

**THE CORPORATION OF THE TOWN OF AURORA**  
**SCHEDULE OF CONDITIONS OF APPROVAL**  
**SUB-2014-03**

EYELET INVESTMENT CORP.  
PART of LOT 21, Concession 2 (AW), (1114 Wellington Street East)

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1. Approval shall relate to Draft Plan of Subdivision SUB-2014-03 prepared by Malone Givens Parsons Limited dated August 15, 2014 and revised December 18, 2014 attached hereto.
2. The Draft Plan of Subdivision and associated conditions of draft approval may require revisions, to the satisfaction of the Town through its respective department heads, to implement or integrate any recommendations resulting from studies required as a condition of draft approval. Further, minor redline revisions to the Draft Plan of Subdivision to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to this Draft Plan of Subdivision may also be required.

**Planning & Development Services Requirements**

3. The lands within this Draft Plan of Subdivision shall be appropriately zoned by a Zoning By-law that has come into effect in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended (the "*Planning Act*").
4. The Owner shall, prior to final approval of the Draft Plan of Subdivision, enter into and execute agreement(s) with The Corporation of the Town of Aurora, including but not limited to a Subdivision Agreement, agreeing to satisfy all conditions, legal, financial and otherwise of the Town. The Subdivision Agreement and related documents shall be registered on title against the lands to which it applies, as provided for in the *Planning Act*, at the sole expense of the Owner.
5. The Owner shall submit detailed plans showing the proposed phasing of the Draft Plan of Subdivision for review and approval by the Town of Aurora in consultation with the Region of York. The Subdivision Agreement shall include provisions related to development phasing to the satisfaction of the Town and the registration of the proposed M-Plan shall occur in phases to the satisfaction of the Town. The Owner shall agree in the Subdivision Agreement that no further approvals shall be granted for subsequent phases until York Region and the Town have confirmed that adequate servicing capacity (water, storm and sanitary) is available, and the Town has allocated such capacity to the subsequent phase.

The Owner shall agree in the Subdivision Agreement that subsequent phases shall not be offered for purchase and sale and shall be placed in a Holding

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Conditions of Approval**

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Zone until the above noted confirmation of servicing capacity and allocation has been provided.

6. Prior to final approval the Owner will enter into a developer's group cost sharing agreement for the Areas 2C West lands. Prior to registration of any phase, the Trustee for the Aurora 2C West Developer's Group shall provide the Town with a letter stating that the Owner is in good standing under the Developer's Group Agreement.

**Legal & Legislative Services Requirements**

7. The Owner shall covenant and agree in the Subdivision Agreement to provide a Solicitor's Title Opinion for the lands.
8. The Owner shall covenant and agree in the Subdivision Agreement to grant, convey and dedicate the following property interests in the lands at no cost and free of all encumbrances to the Town to the satisfaction of the Town Solicitor:
  - all streets and road widenings shall be dedicated on the M-Plan as public highways;
  - all 0.3 m reserves shall be conveyed as may be required;
  - all lands required for municipal purposes shall be conveyed as may be required; and,
  - all easements required for municipal purposes shall be granted as may be required.
9. The Owner shall covenant and agree in the Subdivision Agreement to consent to registration by the Town of Aurora of the Subdivision Agreement and any ancillary agreements as necessary in priority of all encumbrances to the Town to the satisfaction of the Town Solicitor and to pay to the Town its associated fees for the preparation and registration of same.
10. The Owner shall covenant and agree in the Subdivision Agreement to satisfy any cash-in-lieu of parkland requirements to the satisfaction of the Town Solicitor in accordance with: a) the Town's By-law Number 4291-01.F, as amended or successor thereto and applicable policies; and b) any related Parkland Agreements imposed by the Town.

**Utilities**

11. The Owner shall covenant and agree in the Subdivision Agreement to prepare and submit an overall utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade, including on-site drainage facilities and streetscaping). This utility distribution plan shall be to the satisfaction of the

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Town, having considered the requirements of those utility providers (including natural gas, hydro, and telecommunications service providers) that will conduct works within the subdivision. Further, the utility distribution plan shall consider the respective standards and specification manuals, where applicable, of the utility providers.

12. The Owner shall covenant and agree in the Subdivision Agreement that natural gas, telecommunication service providers and cable television services, including other street hardware, where possible, shall be constructed underground within the road allowances or other appropriate easements to the satisfaction of the Town.
13. The Owner shall covenant and agree in the Subdivision Agreement to grant access, on reasonable terms and conditions, to any telecommunications service providers indicating an interest to locate within a municipal right-of-way. The Owner shall further agree to advise any telecommunications service provider intending to locate within a municipal right-of-way, of the requirement to enter into a Municipal Access Agreement with the Town of Aurora, and to satisfy all conditions, financial and otherwise of the Town.

**Noise Impact Study**

14. Prior to execution of the Subdivision Agreement, the Owner shall submit a Noise Impact Study (Environmental Noise Analysis), which assesses projected nuisances caused by noise or vibration (as necessary) within the development prepared by a qualified noise consultant with recommended mitigation measures for noise generated by road traffic on Holladay Drive by any other identified noise sources, to the satisfaction of the Town, in consultation with the Region of York.
15. The Owner shall make any revisions to the Draft Plan of Subdivision that may be required to achieve the recommendations of the Noise Impact Study. The Noise Impact Study shall demonstrate how noise levels can be made to be acceptable in accordance with current Provincial standards and Town policies, and address the long-term functionality and maintenance of any recommended mitigation measures which are deemed appropriate and acceptable to the Town.
16. The Owner shall agree in the Subdivision Agreement to implement the recommendations and measures of the approved Noise Study. The recommendations of the aforementioned Noise Study shall address to the satisfaction of the Town, the 55dBA limit on all Lots and/or Blocks on the Draft Plan of Subdivision. All attenuation measures and mitigating measures proposed for acoustical purposes shall be approved by the Town's Director of Infrastructure & Environmental Services, Director of Parks & Recreation Services, Director of Building & By-Law Services.

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17. The Owner shall agree in the Subdivision Agreement to implement noise control measures and warning clauses as recommended by the approved Noise Impact Study, to the satisfaction of the Town.
18. Details of the noise attenuation measures shall be clearly indicated on the detailed engineering plans and include location, elevations of top and bottom of wall and details of any berming. All details are shall be approved by the Town's Director of Infrastructure & Environmental Services.

**Stormwater Management**

19. The Owner shall submit a detailed Stormwater Management Report to the satisfaction of the Town to substantiate that the Draft Plan of Subdivision lands meet the current stormwater quantity and quality requirements in accordance with the latest Ministry of Environment guidelines and the Town's Infrastructure & Environmental Services Department Policy #68 (Stormwater Management Pond and Pond Block Design, Safety and Maintenance). The Owner shall meet the erosion control criteria established in the latest modeling for Marsh Creek in accordance with the requirements of the LSRCA. In accordance with the Town's Policy # 68, the Owner shall provide the Town with a cash contribution to be determined as per the recommended maintenance and monitoring requirements of the storm water management report to the satisfaction of the Town.
20. The Owner shall recognize the recommendations contained in the Functional Servicing Report by SCS Consulting Group Ltd. as amended December 2014 and the Marsh Creek Erosion Control Analysis by SCS Consulting Group Ltd. dated November 29, 2012 as approved by the LSRCA.

**Roads and Municipal Services**

21. The Owner shall prepare and submit detailed engineering design drawings and reports for the layout and construction of roads and services (i.e. water, storm and sanitary) in accordance with the Town of Aurora Public Works Design Criteria Manual to the satisfaction of the Town.
22. The Owner shall prior to execution of the Subdivision Agreement provide detailed engineering drawings which will include but not limited to grading control plans (including any retaining walls and details), plan and profile drawings of all underground and above ground services, general plans (notes, above and below ground), drainage plans, composite utility plans (to include above and below ground utilities, services, driveways and boulevard tree locations etc.), stormwater management plans, detail plans, erosion and sediment control plans, illumination and signalization plans etc. to the satisfaction of the Town.



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23. The Owner shall prior to execution of the Subdivision Agreement submit a capacity study of the Town's water distribution system to the lands in order to determine that the proposed development can be adequately serviced to the satisfaction of the Town.
24. The Owner shall submit plans acceptable to the Town, detailing any phasing of construction and development, together with the means by which construction access to the site will be gained during any construction or phasing. Should phasing be necessary or requested, the Owner shall agree in the Subdivision Agreement to comply with the phasing plan and make all builders aware of the phasing plan.
25. All construction access to the completion of house construction may be limited to one access point as may be determined in consultation with the Town and the Region to the satisfaction of the Town and approved by Central York Fire Services until such time as the first occupancy (as approved by the Town's Director of Building & By-Law Services) of the subdivision.
26. The Owner shall provide engineering fees to the Town at the time of submission for the review of the detailed engineering drawings for the construction of services within the development. Said engineering fees shall be 1% of the estimated cost of all the works necessary for the construction of the subdivision servicing including all grading, drainage and infrastructure works etc., as estimated by the consultant for the project and provided at the time of second submission of detailed engineering drawings. An additional fee to a total fee of 5% in accordance with the Town's Fees and Services By-Law Number 5680-15, as amended or successor thereto, of the estimated cost of all works by the Owner's consultant to the satisfactory approval of the Town is to be provided prior to final approval of the Subdivision Agreement to the satisfaction of the Town's Director of Infrastructure & Environmental Services.
27. The Owner shall covenant and agree in the Subdivision Agreement to provide servicing securities to the Town, in a form acceptable to the Town's Director of Corporate & Financial Services and in an amount approved by the Town's Director of Infrastructure & Environmental Services.
28. Final approval of the draft M-plan shall be contingent upon receipt of letters of approval as may be required from all other affected agencies (Ministry of Environment, Ministry of Natural Resources, Lake Simcoe Region Conservation Authority, York Region, Hydro One, etc.).
29. The Owner shall covenant and agree in the Subdivision Agreement that they shall be required to construct or pay for the construction of roads, bicycle lanes, curbs, gutters, sidewalks (in accordance with applicable Town policy), underground and above ground services, street lights and illumination, street

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- signs, utilities, storm water management facilities, etc., and any and all other works necessary for the development and servicing of the subdivision to the satisfaction of the Town's Director of Infrastructure & Environmental Services.
30. The Owner shall covenant and agree in the Subdivision Agreement to compensate the Town for snow removal and winter maintenance costs for the roads and sidewalks of all unoccupied units and/or lots and blocks within the M-Plan until the assumption of the M-Plan by the Town. Such costs shall be determined on a monthly basis by the Town's Director of Infrastructure & Environmental Services based on the Town's costs for snow removal and winter maintenance and the percentage of unoccupied lots and/or units and blocks within the M-Plan for that year. The costs attributed to the Owner for that year shall be based on the monthly costs as determined by the Town's Director of Infrastructure & Environmental Services times the number of unoccupied lots and/or units and blocks as a percentage of the total number of lots and/or units and blocks within the M-Plan as of October 31st of each year as calculated by the Consultant and approved by the Town. The lot and/or unit and blocks shall be deemed to be unoccupied for the purpose of winter maintenance if it is unoccupied as of October 31st of each year. Should the calculation not be received and approved by the Town by November 30th of that year, the previous year's occupancy percentage shall be the basis of the calculation.
31. The Owner shall acknowledge and agree in the Subdivision Agreement that final approval of the M-Plan shall be subject to adequate sanitary sewer capacity and water supply being allocated by the Town.
32. Prior to undertaking any grading on the site, and in connection with the Town's issuance of a Topsoil Removal Permit (if required), the Owner shall prior to final approval of the M-Plan submit a detailed Lot Grading and Erosion Control Plan for any grading within the Draft Plan of Subdivision for approval by the Town and Lake Simcoe Region Conservation Authority that shall include proposed methods for:
- a) erosion and sediment control prior to and during construction including the extent of grading/filling, the access location and erosion control detail, the location of spoil pile storage and the location and nature of sediment control works; and
  - b) progressive stripping and grading to ensure minimum duration of exposed soil areas to the extent practical.
33. The Owner shall acknowledge that the suitability of the land for the proposed use is the responsibility of the landowner, and that prior to the registration of the M-Plan, the Owner shall have an Environmental Site Assessment (under O. Reg. 153/04 as amended O. Reg. 511/09) undertaken by a qualified person registered to ensure that the land is suitable for the proposed use. If in

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the opinion of the qualified person, the Environmental Site Assessment indicates the land may not be suitable for the proposed uses, the qualified person shall so advise the Ministry of the Environment and the Town. The Owner undertakes to do further investigative studies and to do all work required to make the lands suitable for the proposed use.

34. The Owner shall covenant and agree in the Subdivision Agreement that all Lots and/or Blocks on the M-Plan to be left vacant for longer than six (6) months, and all portions of public highways that are not paved, together with all drainage swales, shall be graded, seeded and/or sodded, and maintained to the satisfaction of the Town.
35. The Owner shall grant required easements to the appropriate authority for public utilities, drainage purposes, turning circles, or any other services as deemed necessary. Any off site easements and works necessary to connect watermains, storm sewers and sanitary sewers to outfall trunks and storm water management facilities on external lands shall be satisfactory to and granted to the appropriate authorities. No works off site or connections to existing infrastructure may be undertaken prior to execution of the Subdivision Agreement.
36. The Owner shall covenant and agree in the Subdivision Agreement to satisfy York Region Transportation and Works Department and York Region Transit that the services to be installed within, and in conjunction with the Draft Plan of Subdivision will provide for sidewalks which meet the local municipality's standards along the subject lands' frontage onto roadways that have/will have transit services.

The Owner shall satisfy York Region Transportation and Works Department that the services include illumination in accordance with the local municipality's design standards along all streets which have or will have transit services, sidewalks, pedestrian access and bus stop locations.

37. The Owner shall covenant and agree in the Subdivision Agreement that all exterior side yards of lots that require wood fencing shall have solid wood fences with 150mmx150mm posts with house returns of a design approved by the Town (unless specified otherwise).
38. The Owner shall, prior to execution of the Subdivision Agreement, submit a geotechnical report for review and approval by the Town, which deals with the relative elevations of foundations and footings, the requirements for engineered fill based on existing subsurface conditions, and the requirements for road and municipal services construction, to the satisfaction of the Town's Director of Building & By-Law Services and Director of Infrastructure & Environmental Services.

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39. Any proposed final grading shall eliminate retaining walls. Where retaining walls are to be included in the M-Plans (subject to the approval of the Town's Director of Infrastructure & Environmental Services), construction details including height (TW/BW), length and materials shall be detailed on the engineering plans and approved by the Town's Director of Infrastructure & Environmental Services). Retaining walls (if any) approved shall be constructed on private property. All retaining walls are to include drainage systems and outlets. Surface drainage shall not be permitted to drain over the top of wall.
40. The Owner shall, prior to final approval of the M-Plan, submit Internal and External Traffic Studies for review and approval by the Town and York Region's Transportation Services Department. The Owner shall agree in the Subdivision Agreement that all road work and construction shall be in accordance with the approved Internal Traffic Study, which shall include works relating to road cross-sections (in accordance with the latest ADS or Alternative Development Standards as approved by the Town), parking controls, bike ways, pavement markings, pedestrian crossings, sidewalks, access driveways locations, traffic signage including bicycle route signage and other requirements as set out in the said Internal Traffic Study.
41. The Owner shall, prior to final approval of the M-Plan, demonstrate compliance with the Town's standard configuration with respect to all road bends on the M-Plan, to the satisfaction of the Town.
42. The Owner shall covenant and agree in the Subdivision Agreement to design, pay for and construct all traffic control devices (including temporary pavement markings) as specified in the approved Internal Traffic Study prior to the occupancy of any dwelling, to the satisfaction of the Town.
43. The Owner shall, prior to final approval of the M-Plan, ensure that all dead end streets, sides of road allowances requiring restricted access and exterior side yard and rear yard flankages of the Lots or Blocks on the M-Plan requiring restricted access as designated by the Town's Director of Infrastructure & Environmental Services shall be terminated in 0.3 metre reserves to prohibit access at certain locations. The 0.3 metre reserves shall be established as public highways by the Town at such times as determined by the Town's Director of Infrastructure & Environmental Services.
44. As public highway access to the Draft Plan lands is restricted until such time as:
  - a) Holladay Drive on the adjoining Draft Plan of Subdivision to the north on file with the Town as D12-02-12 (the "Shimvest Draft Plan") is dedicated to the Town on the related registered M-Plan as public highway; and

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- b) Reserve Blocks 85 and 86 on the Shimvest Draft Plan are established as a public highway by the Town through the enactment of the applicable by-law,

public highway access to the Draft Plan lands must be established to the satisfaction of the Director of Infrastructure & Environmental Services prior to execution of the Subdivision Agreement.

45. The Owner shall, prior to execution of the Subdivision Agreement, submit reference plans, engineering details and specifications and recommendations for any retaining walls to be constructed on the lands for which a building permit is required under the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, and O. Reg. 350/06 (Building Code), (the "*Building Code Act*"), indicating therein any restrictions such as setback limits for structures, in-ground or above ground pools, trees and landscaping etc. to the satisfaction of the Town's Director of Building & By-Law Services and Director of Infrastructure & Environmental Services. If any such restrictions are identified, the Owner shall register the Restrictive Covenants on title to the restricted lands to the satisfaction of the Town. The Owner shall include in all Offers of Purchase and Sale Agreements for the restricted Lots/Blocks on the M-Plan, a notice advising prospective purchasers of the registration of Restrictive Covenants on title to their lands.
46. The Owner shall agree in the Subdivision Agreement to provide sanitary sewer and storm sewer inspection testing and acceptance. Sanitary sewer inspection testing and acceptance shall be in accordance with the York Region Sanitary Inspection, Testing and Acceptance Guideline requirements dated September 2011 as amended from time to time and the Service Incentive Program (hereinafter referred to as "SIP"). Storm sewer and manhole inspection testing and acceptance shall follow the requirements and policies of the Town.
47. The Owner shall confirm prior to the execution of the Subdivision Agreement that it has executed the Tri-Party SIP Agreement between the Owner, the Town and the Region.
48. The Owner shall covenant and agree in the Subdivision Agreement to retain and pay for a qualified company acceptable to the Town to provide a video (CCTV) inspection of all sanitary and storm sewers and prepare a letter report of the findings and conclusions in accordance with the SIP requirements for sanitary sewers and as a minimum within 6 months prior to the Owner requesting assumption of the subdivision by the Town.

The report shall summarize and identify sewer pipe material used in accordance to Town and Region Specification and any deleterious materials

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to be cleaned, settlements or deflections, if any, and provide qualified justification stamped by a Professional Engineer registered in the Province of Ontario, for possible deviation from required Region, Town and OPS standards and specifications with recommendations to mitigate construction impacts if any.

If as a result of carrying out the video (CCTV) inspection and modifications or rectifications are required, the Owner shall at its own expense provide for such rectifications through such means as agreed to by the Town.

Final release of securities and assumption of the works by the Town will not be requested by the Owner nor provided by the Town until such CCTV inspection and rectifications, if any, are complete and accepted by the Town's Director of Infrastructure & Environmental Services and that the Region has confirmed in writing that the Owner has complied with the requirements of the SIP program as it relates to testing and securities for the sanitary sewers.

49. Prior to execution of the Subdivision Agreement, the Owner shall submit a revised Stormwater Management Report addressing water balance. Such report shall also demonstrate that the post development water balance is acceptable and provide any recommendations required for mitigation. The Owner shall covenant and agree in the Subdivision Agreement to carry-out said recommendations/mitigation measures to the satisfaction of the Town.
50. The Owner shall covenant and agree in the Subdivision Agreement that the design cost and estimated cost of the Hartwell Way road and structure, crossing over Marsh Creek, shall be fully secured with the Town prior to final approval of the engineering plans and final construction of roads and servicing within the subdivision.
51. The Owner shall further covenant and agree in the Subdivision Agreement that construction of the Hartwell Way road and structure crossing over Marsh Creek must have commenced prior to the registration of the plans of subdivision that exceed a total of 1,000 residential units within the 2C West community, otherwise the Town shall have the right to draw on the securities in order to complete construction of the Hartwell Way road and structure.

**Green Building and Development**

52. The Owner shall covenant and agree in the Subdivision Agreement to incorporate Green Building and Development Initiatives in the development of the M-Plan related to: Environmental Protection, Energy Efficiency, Solar Gain, Energy Technologies, Water Conservation, Green Materials and Waste Reduction, Reduction of Noise Pollution, Indoor Air Quality and Residential Information/Education Package in accordance with the Green Development

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and Design Report prepared by Malone Given Parsons Ltd, dated January 2013.

### **Natural Heritage System**

53. The Owner shall covenant and agree in the Subdivision Agreement to the following requirements regarding the Environmental Protection Area (EPA) and Natural Heritage System adjacent to west boundaries of the Draft Plan of Subdivision:

- a) not to disturb or otherwise use any portion of the Natural Heritage System for the storage of topsoil or fill materials;
- b) not to encroach into the EPA Natural Heritage System without prior written approval of the Town's Director of Parks & Recreation Services;
- c) to install on-site temporary Paige wire protection/silt fencing along the boundaries of the EPA Natural Heritage System prior to any demolition, topsoil removal, grading or construction activities with the Draft Plan and shall be maintained in good condition for the duration of development construction on the lands;
- d) to restore and re-vegetate any approved grading activities within the EPA Natural Heritage Area with extensive plantings using native species compatible with the surrounding environment;
- e) upon completion of development construction, to install on-site permanent black vinyl chain link fencing, in accordance with Town standards, on the municipal side of lot lines for all residential Lots and Blocks abutting the EPA Natural Heritage System;
- f) to include a clause within all Offers of Purchase and Sale Agreements with prospective purchasers of Lots adjacent to the EPA Natural Heritage System in a manner satisfactory to the Town's Director Parks & Recreation Services, advising that fence gates and/or other means of access will not be permitted to access the EPA Natural Heritage System from residential properties; and
- g) to include a clause within all Offers of Purchase and Sale Agreements with prospective purchasers of Lots adjacent to the EPA Natural Heritage System in a manner satisfactory to the Town's Director Parks & Recreation Services, advising that the lands adjacent to their Lot is intended for conservation and naturalization, and portions may be used for a public trail system and trail amenities. The lands are to remain as much as possible in their natural state. The Town of Aurora will not be responsible for any inconvenience or nuisance which may present itself as a result of the environmental protection lands and associated trail system.

### **Parkland**

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54. The Owner shall covenant and agree in the Subdivision Agreement to convey Parkland Block 83 on the Draft Plan of Subdivision to the Town as Open Space lands, at no cost and free of all encumbrances, in satisfaction of the provisions of the *Planning Act*, the Town of Aurora Bylaw 4291-01.F, and in accordance with the Master Parks Agreement between the Town and the Aurora 2C Landowners Group Inc., to the satisfaction of the Town Solicitor.
55. The Owner shall covenant and agree in Subdivision Agreement that the subject plan of subdivision is in conformance with the Master Parks Agreement between the Town and the Aurora 2C Landowners Group Inc., trustee of the Aurora 2C Landowners Group, and that the Owner is a signatory to and in good standing with the Group's Cost Sharing Agreement.
56. The Owner shall covenant and agree in the Subdivision Agreement to the following requirements regarding parkland Block 83 and buffer Block 84 on the Draft Plan of Subdivision:
  - a) not to use any portion of the parkland and grading buffer Blocks for the storage of topsoil or fill materials without the written approval of the Town's Director of Parks & Recreation Services;
  - b) to install on-site permanent black vinyl chain link fencing, in accordance with Town standards, on the municipal side of lot lines for all residential Lots adjacent to the parkland and buffer Blocks;
  - c) to restore and re-vegetate any approved grading activities within the parkland and grading buffer Blocks with extensive plantings using native species compatible with the surrounding environment; and
  - d) to include a clause within all Offers of Purchase and Sale Agreements with prospective purchasers of all Lots adjacent to parkland and buffer Blocks, in a manner satisfactory to the Town's Director Parks & Recreation Services, advising of parkland and buffer conditions and advising that fence gates and/or other means of access will not be permitted to access the parkland or buffer Blocks from residential properties.
56. The Owner shall covenant and agree in the Subdivision Agreement to include a clause within all Offers of Purchase and Sale Agreements with prospective purchasers of all Lots adjacent to and in close proximity to the Town's community park (east of the Draft Plan), in a manner satisfactory to the Director of Parks & Recreation Services, advising that the community park is intended for active recreational use including senior level sports fields, and advising of exposure to night lighting, pedestrian and vehicular traffic, and noise that may occur within the community park.
57. The Owner shall covenant and agree in the Subdivision Agreement that the design and location of the proposed swale within the community park is to be coordinated with proposed facilities within the community park to the



**Eyelet Investment Corp., SUB-2014-03  
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satisfaction of the Director of Parks & Recreational Services. The Owner shall further agree to design and implement buffer plantings along the length of the swale within the community park consisting of caliper stock coniferous and deciduous trees, or to provide cash-in-lieu thereof, to the satisfaction of the Director of Parks & Recreational Services.

58. The Owner shall covenant and agree in the Subdivision Agreement to provide the Town with a Community Improvement Benefit fee in the amount of \$3,000.00 per residential dwelling unit to be used by the Town, in its sole discretion and separate from any other development charges, towards the future construction of community recreation facilities.

**Environmental Impact Study**

59. The Owner shall covenant and agree in the Subdivision Agreement to implement any and all recommendations of the Environmental Impact Study (EIS) as prepared by Beacon Environmental dated January 2015.

**Buffer Blocks**

60. The Owner shall covenant and agree in the Subdivision Agreement to convey buffer Block 84 on the Draft Plan of Subdivision to the Town as Open Space lands, at no charge and free of all encumbrances, to the satisfaction of the Town's Director of Parks & Recreation Services.

**General Landscaping Requirements**

61. The Owner shall covenant and agree in the Subdivision Agreement to provide landscape design plans and implement landscape works on-site for street tree planting on all road allowances within the M-Plan in accordance with Town standards and to the satisfaction of the Director of Parks and Recreation Services. As an alternative, the Town may consider through the Subdivision Agreement, requesting cash-in-lieu of the value of street tree plantings, in accordance with the approved landscape plans, to the satisfaction of the Town's Director of Parks & Recreation Services.
62. The Owner shall covenant and agree in the Subdivision Agreement at the time of street tree installations to distribute to each prospective purchaser of Lots within the M-Plan, a copy of the Town's "Boulevard Tree" Information Brochure. The Owner will obtain the Brochures from the Town's Parks & Recreation Services Department at no cost to the Owner.
63. The Owner shall covenant and agree in the Subdivision Agreement to provide landscape design plans and implement landscape works on-site for all proposed fencing, landscape structures, subdivision entry features, buffer plantings or any other landscape features required by urban and architectural

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- design guidelines or as required by Town standards, to the satisfaction of the Town's Director of Parks & Recreation Services.
64. The Owner shall covenant and agree in the Subdivision Agreement to provide consistent and continuous 300mm depth topsoil for all areas associated tree and shrub plantings within the M-Plan, to the satisfaction of the Town's Director of Parks & Recreation Services. These areas shall include all boulevards designated for street tree plantings, and landscape and grading buffers.
  65. The Owner shall covenant and agree in the Subdivision Agreement to provide the Town the first right of refusal of surplus topsoil and shall provide the Town with prior notification of topsoil removal from the M-Plan.
  66. The Owner shall covenant and agree in the Subdivision Agreement to perform topsoil testing in accordance with Town standards by an approved agency to determine nutrient availability for all topsoil sources to be utilized within the Draft Plan. The Owner shall further agree to implement fertilizers and soil amendments in accordance with topsoil test recommendations, to the satisfaction of the Town's Director of Parks & Recreation Services.
  67. The Owner shall covenant and agree in the Subdivision Agreement to include in all Offers or Purchase and Sale Agreements with purchasers of Lots within the M-Plan, a notice clearly setting out the details of any fencing or urban design feature that is to be installed on the Lot being purchased. Such notice shall clearly identify specifications relating to location, timing of installation, colour, materials, height and other design details of the fencing or urban design features. Further, the Owner shall agree in the Subdivision Agreement that any fencing that is required by the Town and/or York Region shall be included in the purchase price of the Lot. The Owner shall be required to demonstrate compliance with this condition for any sales that occur prior to the execution of the Subdivision Agreement.
  68. The Owner shall covenant and agree in the Subdivision Agreement to provide a one-time financial contribution for the purposes of supplementing the Town's on-going annual maintenance costs associated with Landscape Works on municipal lands, such Works as required by Town's standards and/or approved urban and architectural design guidelines. The amount of the contribution shall be equal to twenty-five percent (25%) of the total cost of plant material installed on municipal lands within the Plan.
  69. The Owner shall covenant and agree in the Subdivision Agreement to provide landscape securities to the Town, in a form acceptable to the Town's Director of Corporate & Financial Services, and in the amount of one hundred percent (100%) of the estimated costs of the Landscape Works, to ensure

Eyelet Investment Corp., SUB-2014-03  
Conditions of Approval

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performance and compliance of all Landscape Works to the approval and satisfaction of the Town's Director of Parks & Recreation Services.

70. The Owner shall covenant and agree in the Subdivision Agreement to provide landscape fees, in a manner satisfactory to the Town, based on the percentage amount of estimated landscape works as set out in the Town's Parks & Recreation Services Fees By-law Number 5680-15. The estimated cost of the Landscape Works shall be provided by the consulting landscape architect and approved by the Town. Landscape fees are required for the review of landscape plans and the administration of implementation of the Landscape Works to the satisfaction of the Town's Director of Parks & Recreation Services.

**Building & By-Law Services Requirements**

71. The Owner shall, prior to final approval of the M-Plan, submit a Lot and Block Schedule certified by an Ontario Land Surveyor indicating the areas and frontages of the Lots and blocks within the M-Plan, to the satisfaction of the Town's Director of Building & By-law Services.
72. The Owner shall, prior to execution of the Subdivision Agreement, engage the services of a qualified noise consultant to complete a Noise Study which assesses projected nuisances caused by noise or vibration within the development. The Study shall demonstrate how noise levels can be made to be acceptable in accordance with current Provincial standards and Town of Aurora policies, and address the long term functionality and maintenance of any recommended mitigation measures, which are deemed to be appropriate and acceptable to the Town. The Owner shall further agree in the Subdivision Agreement to implement the recommendations and measures of the approved Noise Study to the satisfaction of the Director of Building & By-law Services.
73. The Owner shall, prior to execution of the Subdivision Agreement, submit a geotechnical report for review and approval by the Town, which deals with the relative elevations of foundations and footings, and the requirements for engineered fill based on existing subsurface conditions to the satisfaction of the Town's Director of Building & By-law Services and Director of Infrastructure & Environmental Services.
74. The Owner shall, prior to execution of the Subdivision Agreement, submit reference plans, engineering details and specifications and recommendations for any retaining walls to be constructed on the lands for which a building permit is required under the *Building Code Act*, indicating therein any restrictions such as setback limits for structures, in-ground or above ground pools, trees and landscaping etc. to the satisfaction of the Town's Director of Building & By-law Services and Director of Infrastructure & Environmental Services. If any such restrictions are identified, the Owner shall register

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Restrictive Covenants on title to the restricted lands to the satisfaction of the Town. The Owner shall include in all Offers of Purchase and Sale Agreements for the restricted Lots/Blocks on the M-Plan, a notice advising prospective purchasers of the registration of Restrictive Covenants on title to their lands.

### **Urban Design**

75. The Owner shall covenant and agree in the Subdivision Agreement to implement the recommendations and measures contained within the approved Urban and Architectural Design Guidelines prepared by Planning Partnership dated December 2012 for the design and construction of all residential dwelling units, walkways, landscaping and all other elements within the Plan. Strict compliance with the approved Architectural and Urban Design Guidelines shall be undertaken unless otherwise approved by the Town's Director of Planning & Development Services.

### **Miscellaneous**

76. The Owner shall agree in the Subdivision Agreement that, prior to the issuance of building permits for sales trailers for the purposes of marketing residential units on the Draft Plan of Subdivision, the Owner shall submit and obtain the written approval from the Town's Director of Planning & Development Services with respect to the location of sales trailers and with respect to the display plans and other information to be used for sales and/or marketing purposes. Such information shall include the following:
- a) the latest version of the approved Draft Plan of Subdivision or registered M-Plan, including any phasing;
  - b) a plan showing the entire Draft Plan of Subdivision and adjacent lands including all sidewalks and walkways, community mail boxes, parks by type (including all recreational facilities to be provided), schools, churches, open space areas, environmental protection areas, stormwater management ponds, landscaping, entranceway features, noise attenuation measures (both internal and external to the dwelling unit), erosion control facilities, buffer areas, watercourses, and surrounding land uses;
  - c) a copy of the approved zoning by-law for the lands together with a copy of the executed Subdivision Agreement (as soon as it is available); and
  - d) a grade and utility composite plan showing the location of all community facilities (community mail boxes, bus shelter and stops, street trees, sidewalks, street light poles, hydrants, cable boxes, transformers or any other above grade facilities) to the satisfaction of the Town.

The Owner shall further agree to keep all of the above materials up-to-date, to reflect the most current approvals, and/or submissions regarding the Draft

**Eyelet Investment Corp., SUB-2014-03  
Conditions of Approval**

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Plan of Subdivision, and/or engineering design drawings, and other such matters as may be required by the Town's Director of Planning & Development Services, Director of Infrastructure & Environmental Services and Director of Building & By-Law Services.

- 77. The Owner shall agree in the Subdivision Agreement that no grading or other soil disturbances shall take place on the M-Plan lands prior to the Ministry of Culture and Recreation confirming that all archaeological resource concerns have met licensing and resource conservation requirements.
- 78. The Owner shall agree in the Subdivision Agreement to erect and maintain signs on any vacant land within the M-Plan indicating the designated or proposed use of all Lots and/or Blocks (including temporary turning circles) on the M-Plan, other than those lots designated for residential purposes.
- 79. The Owner shall agree in the Subdivision Agreement to include in all Offers of Purchase and Sale Agreements the following warning clauses:

"PURCHASERS ARE ADVISED THAT CONDITIONS OF APPROVAL OF THE SUBDIVISION WITHIN WHICH THIS LOT IS LOCATED, THE TOWN OF AURORA HAS REQUIRED THE DEVELOPER TO UNDERTAKE AND BEAR THE COST OF THE FOLLOWING ITEMS:

- a) STREET TREES (TREES PLANTED IN THE TOWN BOULEVARDS)
- b) CORNER LOT FENCING AS DIRECTED ON THE APPROVED ENGINEERING PLANS
- c) REAR LOT FENCING AS DIRECTED ON THE APPROVED ENGINEERING PLANS
- d) NOISE ATTENUATION FENCING AND BERMS AS IDENTIFIED IN THE APPROVED NOISE IMPACT STUDY AND THE APPROVED ENGINEERING PLANS
- e) FENCING (IF REQUIRED) ALONG SCHOOL BLOCKS, PARK BLOCKS AND EPA LANDS ON THE APPROVED ENGINEERING PLANS
- f) SUBDIVISION ENTRY FEATURES AND FENCING (IF ANY APPROVED) AS IDENTIFIED ON THE LANDSCAPE PLANS APPROVED BY THE TOWN.

THE DEVELOPER HAS BORNE THE COST OF THESE ITEMS AND THE HOME PURCHASER IS NOT REQUIRED TO PAY THIS EXPENSE.

- g) NOTICE TO HOMEOWNERS OF LOTS THAT WILL HAVE LESS THAN THREE (3) ON SITE PARKING SPACES TO THE SATISFACTION OF THE TOWN.

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- h) That the Owner covenants and agrees that a clause will be inserted in all Offers of Purchase and Sale Agreements of residential lots and units within the Subdivision a clause providing as follows:

“THE CONSTRUCTION OF A CATHOLIC AND PUBLIC SCHOOLS ON A DESIGNATED SCHOOL BLOCK SITES WITHIN THE 2C WEST COMMUNITY IS NOT GUARANTEED. PURCHASERS ARE ADVISED THAT SUFFICIENT ACCOMMODATION MAY NOT BE AVAILABLE FOR STUDENTS RESIDING IN THIS AREA, AND YOU ARE NOTIFIED THAT STUDENTS MAY BE ACCOMMODATED IN TEMPORARY FACILITIES AND/OR BUSED TO EXISTING FACILITIES OUTSIDE THE AREA. THE APPLICABLE SCHOOL BOARD WILL IN ITS DISCRETION DESIGNATE PICK-UP POINTS FOR STUDENTS WHO QUALIFY FOR TRANSPORTATION.”

- i) Notice in the Offers of Purchase and Sale Agreements for lots that back onto or are adjacent to walkway or trail blocks, stormwater management blocks, commercial blocks and any other warning clause to the satisfaction of the Town.

**External Agency Conditions**

**York Region**

80. The road allowances included within the draft plan of subdivision shall be named to the satisfaction of the Town of Aurora and York Region.
81. Given the proximity of the subject lands to York Region’s municipal production wells, prior to the execution of the subdivision agreement, the Owner shall conduct a subsurface investigation to identify any need for dewatering and/or groundwater depressurization. Where applicable, the Owner must also submit a detailed dewatering plan prepared by a qualified professional to York Region for approval prior to dewatering.
82. York Region shall confirm that adequate water supply and sewage capacity are available and have been allocated by the Town of Aurora for the development proposed within this draft plan of subdivision or any phase thereof. Registration of the plan of subdivision shall occur in phases based on the availability of water supply and sewage servicing allocation.
83. The Owner shall agree in the Subdivision Agreement that the Owner shall save harmless the Town of Aurora and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.

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84. Prior to final approval, the engineering drawing showing the layout of the watermains and sewers shall be submitted to the Regional Environmental Services Department, Infrastructure Asset Management Section for review and record.
  
85. For all lands, the Holding (H) provisions of Section 36 of the Ontario Planning Act shall be used in conjunction with all residential zone categories in order to ensure that final plan approval and development of these lands does not occur until such time as the Holding (H) symbol is removed in accordance with the provisions of the Ontario Planning Act. The Zoning Bylaw shall specify the terms under which Council may consider the removal of the Holding (H) symbol. Said terms shall include a minimum of the following:
  - the Town of Aurora approves a transfer of servicing allocation to this development that is not dependent upon the completion of infrastructure; or,
  - York Region has advised in writing that the required infrastructure to support the capacity assignment associated with this development will be completed within a time period acceptable to the Region (usually 6 months to 36 months depending on the complexity of the development) to permit the plan registration; or,
  - the Regional Commissioner of Environmental Services confirms servicing allocation for this development by a suitable alternative method and the Town of Aurora allocates the capacity to this development.
  
86. Prior to final approval, the Owner shall agree in the Subdivision Agreement to provide measures to support active transportation and public transit to and from the proposed development. A drawing is required to show the location of these proposed connections.
  
87. Prior to final approval, the Owner shall agree in the Subdivision Agreement to implement a comprehensive TDM program on the subject site as per the recommendations of the Traffic Impact Study prepared by MMM, dated February 2014 in order to reduce auto trips to and from the proposed development.
  
88. Prior to final approval, the Owner shall provide a copy of the Subdivision Agreement to the Regional Transportation and Community Planning Department, outlining all requirements of the Regional Transportation and Community Planning Department.
  
89. The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable prior to final approval in accordance with By-law # 2012-36.

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90. The Regional Transportation and Community Planning Department shall advise that Conditions 80 to 90 inclusive, have been satisfied.

**Lake Simcoe Region Conservation Authority**

91. That prior to final approval and any major site alteration, the following shall be prepared to the satisfaction of the Town and the Lake Simcoe Region Conservation Authority (LSRCA):
- A detailed Stormwater Management Report in conformity with the designated stormwater management policies of the Lake Simcoe Protection Plan (LSPP) (DP-4.8 – 4.11) and the LSRCA Technical Guidelines for Stormwater Management;
  - A detailed Erosion/Sedimentation Control Plan;
  - A detailed Grading and Drainage Plan;
  - An updated Water Balance as per Designated Policy 4.8 of the LSPP;
  - A Phosphorous Budget in accordance with Designated Policy 4.8 of the LSPP;
  - A detailed Rainscaping Report demonstrating the means to maximize the use of Low Impact Development (LID) measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014).
92. That prior to final plan approval, the Owner shall provide a detailed post-development drainage plan supporting the water balance that outlines catchment area details to the satisfaction of the Town and the LSRCA.
93. That prior to final plan approval, the Owner shall prepare an updated Monitoring Plan as per the Terms of Reference Environmental Monitoring (Beacon Environmental, 2013) that includes the monitoring of the Provincially Significant Wetland to the satisfaction of the Town and the LSRCA.
94. That prior to final plan approval, the Owner shall prepare a Mitigation/Contingency Plan demonstrating water balance will be maintained to the Provincially Significant wetland throughout all phases of construction to the satisfaction of the Town and the LSRCA.
95. That prior to final plan approval, a detailed Landscape Enhancement/Restoration Plan be prepared to the satisfaction of the Town and the LSRCA for the required vegetation protection zone (20 m) from the Provincially Significant Wetland located on Town owned lands to the south and west of the subject site and for the Buffer block (Block 84).
96. That the Owner shall agree in the Subdivision Agreement to carry out or cause to be carried out the recommendations and requirements contained within the plans, reports, and studies as approved by the LSRCA, including



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- the implementation and monitoring of the required LID measures and the Monitoring Plan.
97. That the Owner shall agree in the Subdivision Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans, reports, and studies as approved by the LSRCA.
  98. That the Owner shall agree in the Subdivision Agreement that prior to any major site alteration or grading, proper erosion and sediment control measures must be put in place in accordance with the approved Erosion and Sedimentation Control Plan and Grading Plan.
  99. That the Owner shall agree in the Subdivision Agreement that prior to the creation of any impervious surface such as roads and buildings, stormwater management facilities, including the identified downstream ditch improvements must be put in place in accordance with the approved plans.
  100. That the Owner shall agree in the Subdivision Agreement to monitor, inspect and maintain the stormwater management works on a periodic basis in accordance with 4.10 & 4.11 – DP of the LSPP.
  101. That the Owner shall agree in the Subdivision Agreement to ensure the following measures are implemented in accordance with the 4.20 – DP of the Lake Simcoe Protection Plan:
    - a. Keep the removal of vegetation, grading and soil compaction to the minimum necessary to carry out development activity;
    - b. Removal of vegetation shall not occur more than 30 days prior to grading and construction;
    - c. Put in place structures to control and convey run-off;
    - d. Minimize sediment that is eroded offsite during construction;
    - e. Seed exposed soils once construction is complete and seasonal conditions permit; and
    - f. Ensure erosion and sediment controls are implemented effectively.
  102. That prior to final plan approval, the Owner shall successfully amend the Zoning By-law to rezone Block 83 to a site specific Open Space (O-9) Zone and Block 84 to a site specific Environmental Protection (EP-15) Zone.
  103. The Owner shall agree in the Subdivision Agreement to demarcate the environmentally significant areas located along the rear lots of 13-37 and Blocks 83 and 84 by means such as fencing (i.e. cedar rail and/or living) and signage to the satisfaction of the Town and the LSRCA.
  104. That the Owner shall agree in the Subdivision Agreement to grant any easements required for stormwater management purposes to the Town.

Eyelet Investment Corp., SUB-2014-03  
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105. That prior to final plan approval, the Owner shall pay all the required development fees to the Conservation Authority in accordance with the LSRCA's Fees Policy under the *Conservation Authorities Act*.
106. That prior to final plan approval, the Owner shall obtain a permit from the LSRCA for any development within an area subject to Ontario Regulation 179/06 under the *Conservation Authorities Act*.

**Central York Fire Services**

107. A schedule of Firebreak lots must be submitted to Central York Fire Services for approval prior to construction of buildings.
108. Builders/developers will not begin construction on designated fire break lots without prior written release of the fire break designation from Central York Fire Services.
109. A minimum of temporary street signage must be in place to assist emergency responses prior to construction of buildings.
110. Roads must remain clear and unobstructed by construction activities, vehicles and materials at all times.

**Canada Post**

111. The Owner/developer agrees to include on all offers of purchase and sale, a statement that advises the prospective purchaser that mail delivery will be from a designated Community Mailbox.
112. The Owner/developer will be responsible for notifying the purchaser of the exact Community Mailbox locations prior to the closing of any unit sale.
113. The Owner/developer will consult with Canada Post Corporation to determine suitable locations for the placement of Community Mailboxes and to indicate these locations on the appropriate servicing plans.
114. The Owner/developer will provide the following for each Community Mailbox site and include these requirements on the appropriate servicing plans:
  - An appropriately sized sidewalk section (concrete pad) to place the Community Mailboxes on.
  - Any required walkway across the boulevard.
  - Any required curb depressions for wheelchair access.

**Eyelet Investment Corp., SUB-2014-03**  
**Conditions of Approval**

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115. The Owner/developer further agrees to determine and provide a suitable temporary Community Mailbox location(s), which may be utilized by Canada Post until the curbs, sidewalks and final grading have been completed at the permanent Community Mailbox locations. This will enable Canada Post to provide mail delivery to the new homes as soon as they are occupied.

**PowerStream Inc. Conditions**

116. It is the responsibility of the Owner or his agent to contact our office and discuss all aspects of the above project. The Owner or his agent is responsible to maintain proper clearances from the building to PowerStream's plant (refer to appropriate specifications(s) by various authorities). We will require draft M-Plans, legal plans, site plan and architectural design drawings. We also require information about the number of units/lots in the subdivision (i.e., single family residential, town homes, condominium town homes, industrial, etc.) nine months prior to the construction. Based on this information, we can then determine the estimated cost and type of installation required to supply this project.

**Bell Canada Conditions**

117. The Owner shall agree in the Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.

**Enbridge Conditions**

118. The applicant shall contact Enbridge Gas Distribution's Customer Connections department by emailing SalesArea30@enbridge.com for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and /or soil trenches) and/or asphalt paving.
119. If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the applicant.
120. In the event that easement(s) are required to service this development, the applicant will provide the easement(s) to Enbridge Gas Distribution at no cost.
121. The applicant will grade all road allowances to as final elevation as possible, provide necessary field survey information and all approved municipal road

**Eyelet Investment Corp., SUB-2014-03  
Conditions of Approval**

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cross sections, identifying all utility locations prior to the installation of the gas piping.

**Clearances**

122. The Town's Planning & Development Services Department shall advise that Conditions 1-6, 52, 59, 75-76, and 78-79 inclusive, have been satisfied, stating briefly how each condition has been met.
123. The Town's Infrastructure and Environmental Services Department shall advise that Conditions 11-51 and 73-74 inclusive have been satisfied, stating briefly how each condition has been met.
124. The Town's Parks & Recreation Services Department shall advise that Conditions 16, 53-58, and 60-70 inclusive have been satisfied, stating briefly how each condition has been met.
125. The Town's Building & By-Law Services Department shall advise that Conditions 16, 38, 45, and 71-74 inclusive have been satisfied, stating briefly how each condition has been met.
126. The Town's Legal & Legislative Services Department shall advise that Conditions 7-10 inclusive have been satisfied, stating briefly how each condition has been met.
127. The Ministry of Culture and Recreation shall advise that Condition 77 has been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.
128. Powerstream Inc. shall advise that Condition 116 has been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
129. York Region shall advise that Conditions 80-90 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
130. The Lake Simcoe Region Conservation Authority shall advise that Conditions 91-106 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
131. Central York Fire Services shall advise that Conditions 25 and 107-110 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how the condition has been met.

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132. Canada Post shall advise that Conditions 111-115 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.
133. Bell Canada shall advise that Condition 117 has been satisfied; the clearance letter shall include a brief statement detailing how these conditions have been met.
134. Enbridge Gas Distribution Inc. shall advise that Conditions 118-121 inclusive have been satisfied; the clearance letter shall include a brief statement detailing how each condition has been met.



**LOCATION MAP**

APPLICANT: EYELET INVESTMENT CORP  
 FILE: SUB-2014-03 & ZBA-2014-08

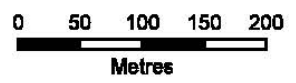
FIGURE 1



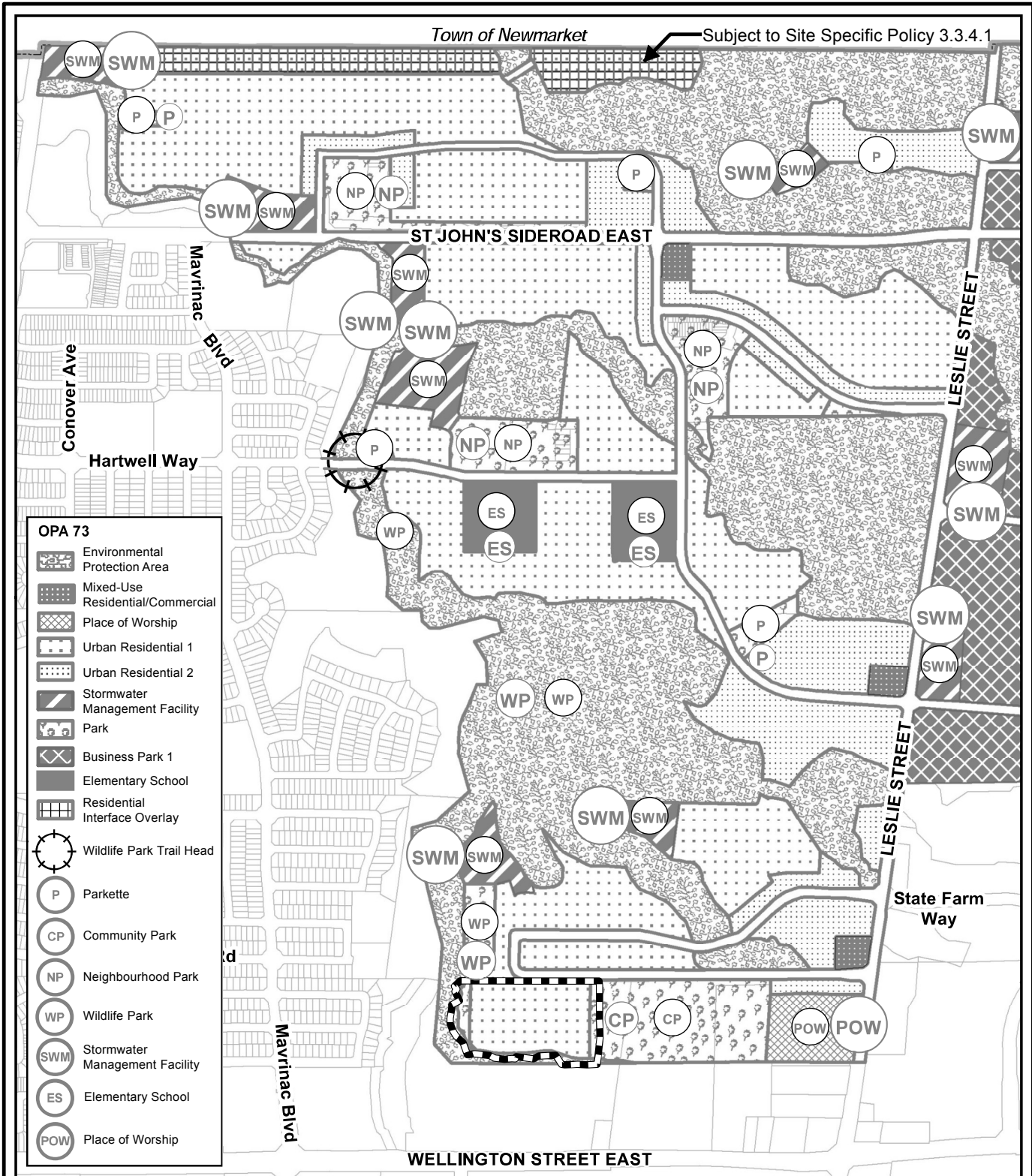
**Subject Lands**



**Extended Circulation Area**



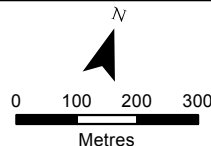
Map created by the Town of Aurora Planning & Development Services Department, March 4, 2015. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2014, © First Base Solutions Inc., 2014 Orthophotography.



**OFFICIAL PLAN LAND USE MAP – 2C SECONDARY PLAN AREA (OPA 73)**

APPLICANT: EYELET INVESTMENT CORP  
 FILE: SUB-2014-03 & ZBA-2014-08

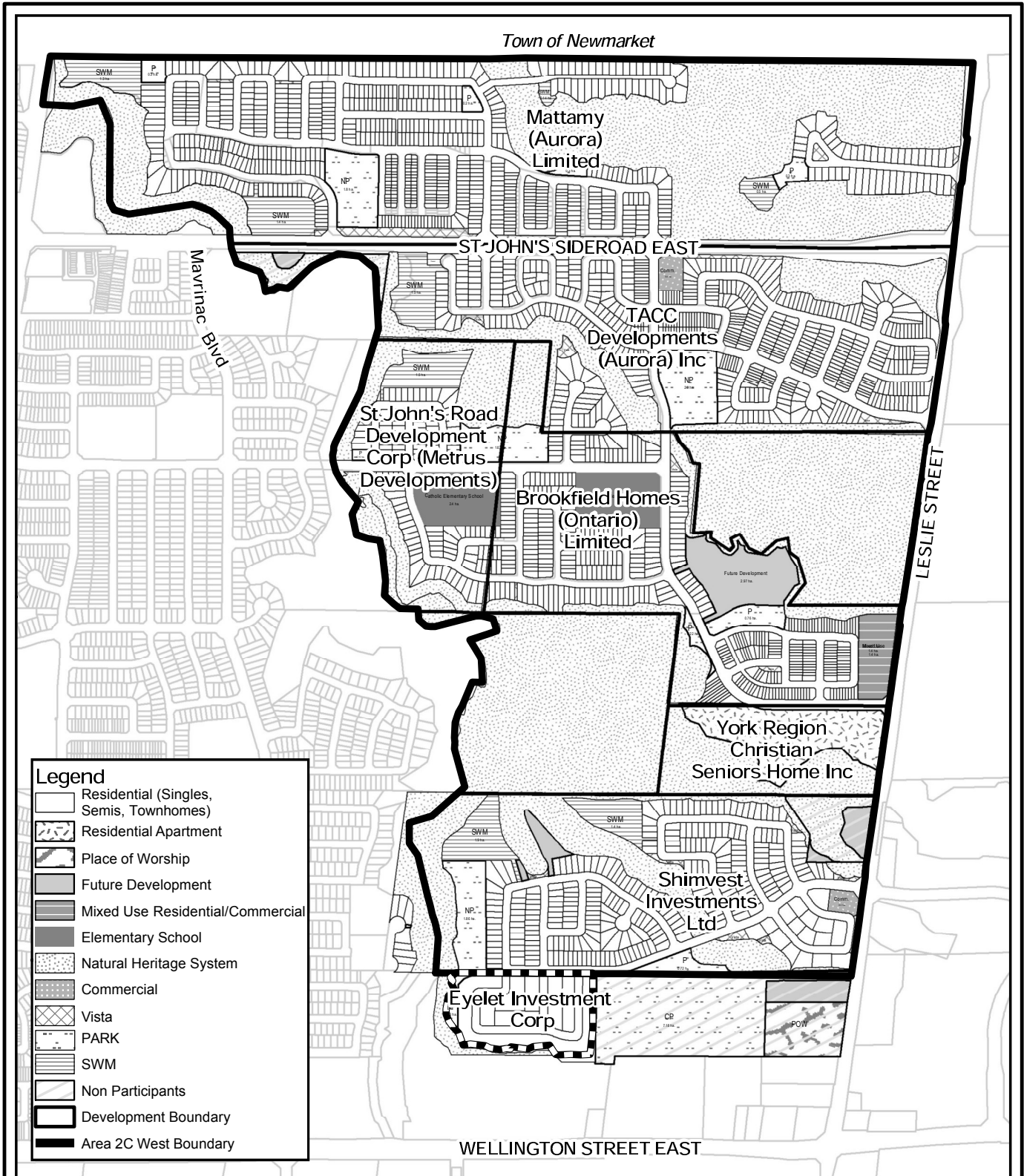
**Subject Lands**



**FIGURE 2**

*NOTE: This is a representation only. For accurate references please consult approved OPA 73 Schedule A.*

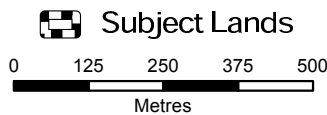
*Map created by the Town of Aurora Planning & Development Services Department, February 18, 2015. Base data provided by York Region & the Town of Aurora.*



**2C WEST BLOCK PLAN**

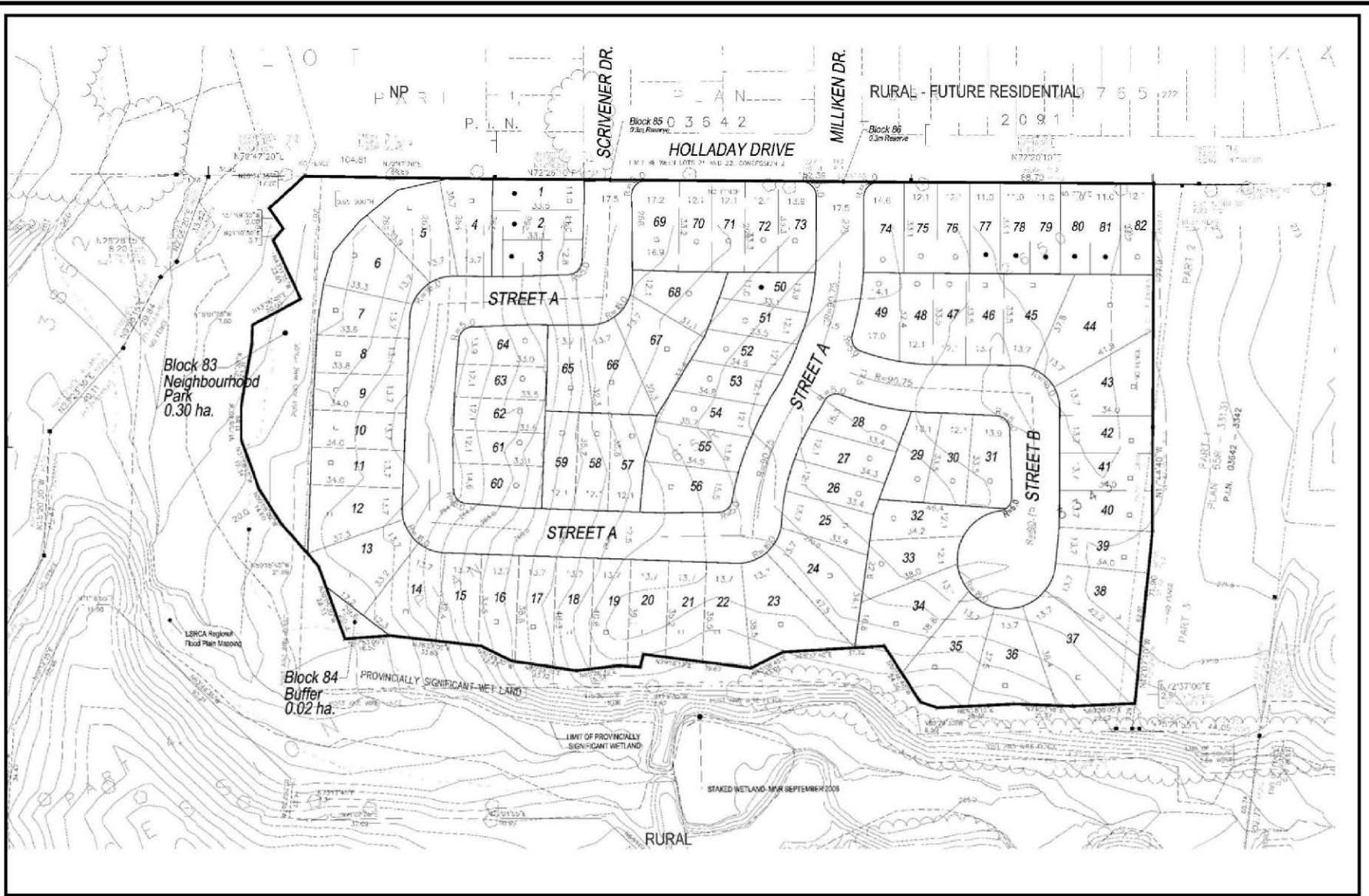
APPLICANT: Eyelet Investment Corp  
 FILE: SUB-2014-03 & ZBA-2014-08

FIGURE 3



Map created by the Town of Aurora Planning & Development Services Department, February 18, 2015. Base data provided by York Region and the Town of Aurora.





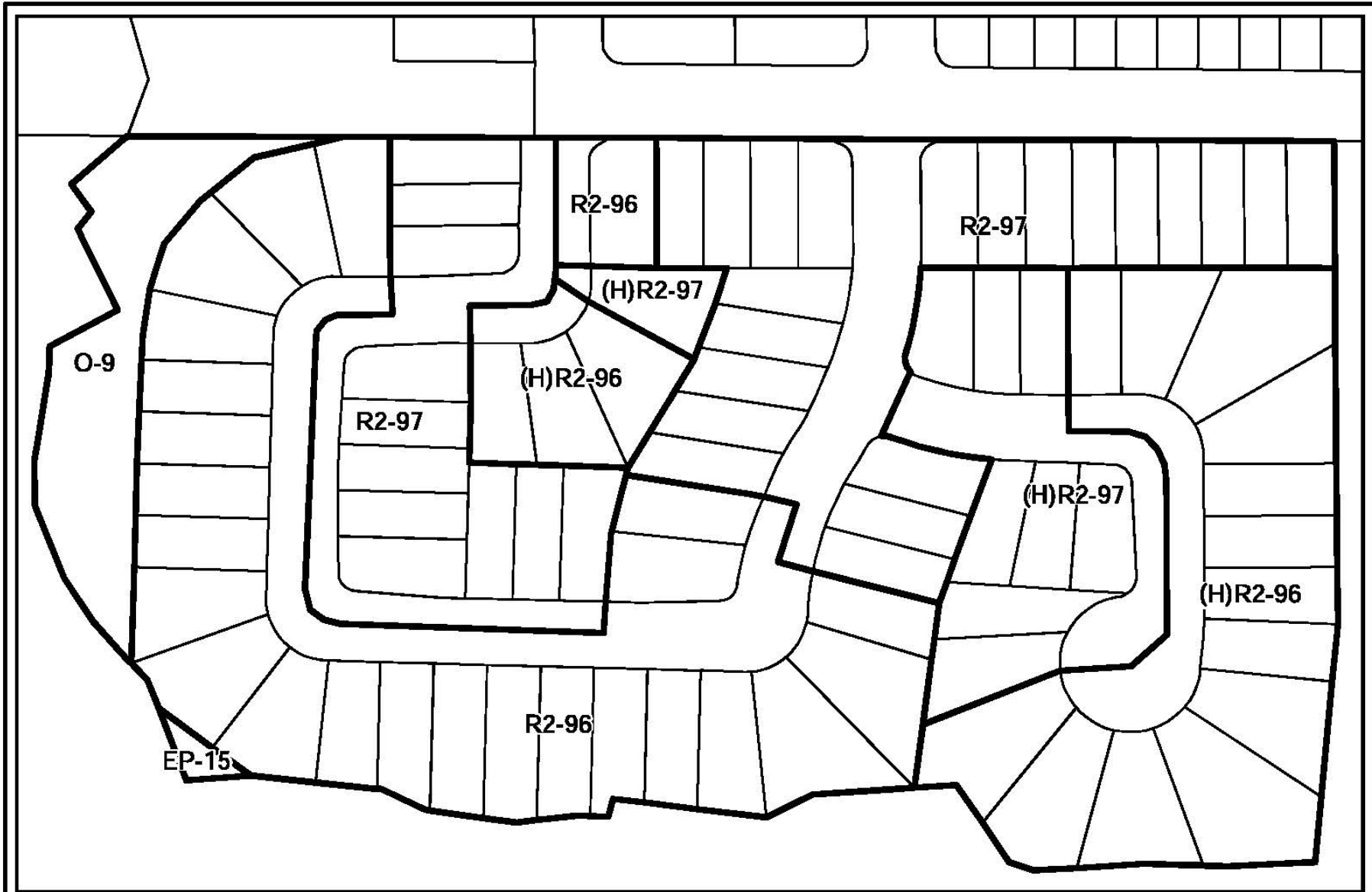
**PROPOSED DRAFT PLAN OF SUBDIVISION**

APPLICANT: EYELET INVESTMENT CORP  
 FILE: SUB-2014-03 & ZBA-2014-08

FIGURE 4



Map created by the Town of Aurora Planning & Development Services Department, February 8, 2014. Drawing provided by Rady-Pentek & Edward Surveying Ltd.



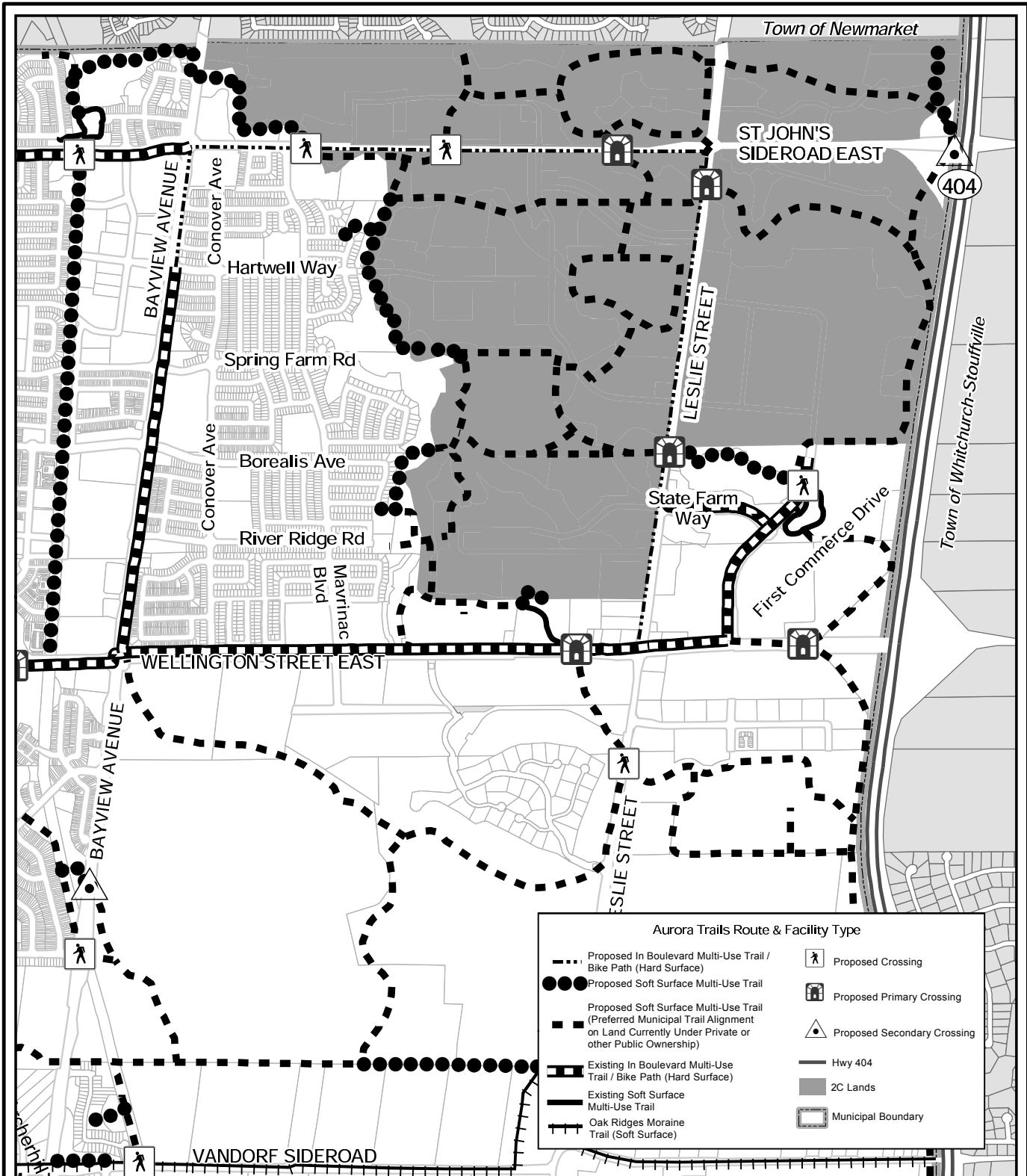
**PROPOSED ZONING BY-LAW**

APPLICANT: EYELET INVESTMENT CORP  
FILE: SUB-2014-03 & ZBA-2014-08

FIGURE 5



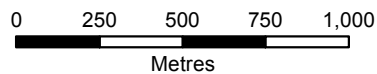
Map created by the Town of Aurora Planning & Development Services Department, February 18, 2014.



**TRAILS MASTER PLAN, TRAIL ROUTE NETWORK MAP 4.6 (EXCERPT)**

APPLICANT: EYELET INVESTMENT CORP  
 FILE: SUB-2014-03 & ZBA-2014-08

FIGURE 6



Map created by the Town of Aurora Planning & Development Services Department, February 23, 2015. Base data provided by York Region & the Town of Aurora.



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<b>NOTICE OF MOTION</b>	<b>Councillor Jeff Thom</b>
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**Date: March 24, 2015**  
**To: Mayor and Members of Council**  
**From: Councillor Thom**  
**Re: Canada 150 Celebrations**

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WHEREAS July 1, 2017 will mark the 150<sup>th</sup> anniversary of Confederation; and

WHEREAS the 150<sup>th</sup> anniversary of Confederation is a major historic milestone for our country and cause for national celebration; and

WHEREAS the Town of Aurora, along with the federal and provincial governments, has a responsibility to protect, promote and enhance our national history, culture and heritage; and

WHEREAS public celebrations and events marking the 150<sup>th</sup> anniversary of Confederation will bring our community closer together, demonstrate our Town's pride for our country, and give us a great opportunity to educate our youth on Canada's national history, culture, and heritage over the past 150 years.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct staff to bring forward a report with recommendations regarding the implementation of a "Canada 150 Committee", similar to the "Aurora Sesquicentennial Committee", for the purpose of coordinating Town of Aurora events surrounding the 150<sup>th</sup> anniversary of Confederation; and

BE IT FURTHER RESOLVED THAT Council direct staff to investigate and include in their report any possible synergies and collaboration opportunities with the federal and provincial governments as they roll out their plans for Canada 150 celebrations.