



# **GENERAL COMMITTEE MEETING AGENDA**

**TUESDAY, JUNE 16, 2015**

**7 P.M.**

**COUNCIL CHAMBERS  
AURORA TOWN HALL**

PUBLIC RELEASE  
June 12, 2015



**TOWN OF AURORA  
GENERAL COMMITTEE MEETING  
AGENDA**

Tuesday, June 16, 2015  
7 p.m.  
Council Chambers

Councillor Kim 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) **Bob McRoberts, representing Aurora Sports Hall of Fame**  
**Re: The Future of the Aurora Sports Hall of Fame**

pg. 1

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

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



**8. NOTICES OF MOTION**

- (a) **Councillor Humfryes** pg. 151  
**Re: Accessibility Advisory Committee**
- (b) **Councillor Kim** pg. 152  
**Re: Unnamed Walkways**
- (c) **Councillor Humfryes** pg. 153  
**Re: Accessibility Advisory Committee – Telephone or Video  
Conference Participation**

**9. NEW BUSINESS/GENERAL INFORMATION**

**10. CLOSED SESSION**

RECOMMENDED:

THAT General Committee resolve into Closed Session to consider the following matters:

1. Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the *Municipal Act, 2001*) and Labour relations or employee negotiations (section 239(2)(d) of the *Municipal Act, 2001*); Re: Memorandum from Mayor Dawe; Re: Selection of an Interim Chief Administrative Officer
2. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board (section 239(2)(e) of the *Municipal Act, 2001*) and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239(2)(f) of the *Municipal Act, 2001*); Re: Report No. LLS15-042 – Town of Aurora v. Minto Communities Inc. – Update

**11. ADJOURNMENT**

**AGENDA ITEMS**

1. **Memorandum from Director of Building & By-law Services** pg. 2  
**Re: 15520 Yonge Street – Property Standards**

RECOMMENDED:

THAT the memorandum regarding 15520 Yonge Street – Property Standards be received for information.

2. **BBS15-007 – Request for Sign Variance to Sign By-law Number 4898-07.P** pg. 4  
**for the LA Fitness at 15650 Bayview Avenue**

RECOMMENDED:

THAT Report No. BBS15-007 be received; and

THAT a request for variance to Sign By-law Number 4898-07.P to allow wall signs on three (3) elevations of LA Fitness at 15650 Bayview Avenue, whereas Sign By-law 4898-07.P only permits signs on two (2) elevations, be approved.

3. **CFS15-025 – 2014 Budget Report – as at December 31, 2014** pg. 11

RECOMMENDED:

THAT Report No. CFS15-025 be received; and

THAT the overview report of the results of Tax Rate supported operations and the Water Rate supported operations for the year ended December 31, 2014, including the related disposition of surplus, be received for information.

4. **IES15-039 – Facility Projects Status Report** pg. 24

RECOMMENDED:

THAT Report No. IES15-039 be received; and

THAT, notwithstanding the provisions and requirements of the Town's Procurement By-law, the contract with MHPM Project Managers Inc. be increased by \$54,400 to a revised budget of \$129,800 (excluding taxes) to provide part-time support for the project administration and oversight duties for the full period of the construction of the Joint Operations Centre.

5. **Memorandum from Director of Planning & Development Services** pg. 34  
**Re: Municipal Council Blanket Support Resolution – Rooftop Solar  
PV Projects**

RECOMMENDED:

THAT the memorandum regarding Municipal Council Blanket Support Resolution – Rooftop Solar PV Projects be received; and

THAT approval of the following Municipal Blanket Support Resolution, previously approved by Council in 2012 and 2013, be confirmed for a further 12-month period:

WHEREAS the Province's FIT Program encourages the construction and operation of rooftop solar PV projects (the "Projects"); and

WHEREAS one or more Projects may be constructed and operated in the Town of Aurora; and

WHEREAS, pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts.

NOW THEREFORE BE IT RESOLVED THAT Council of the Town of Aurora supports without reservation the construction and operation of the Projects anywhere in the Town of Aurora; and

BE IT FURTHER RESOLVED THAT this resolution shall expire twelve (12) months after its adoption by Council; and

THAT the Mayor and Clerk be authorized to execute the new FIT form attached to this memorandum.

6. **PL15-046 – Application for Exemption from Part Lot Control** pg. 40  
**Mattamy (Aurora) Limited**  
**Blocks 101, 103, 105, 110 and 114, Plan 65M-4423**  
**File No. PLC-2015-02**

RECOMMENDED:

THAT Report No. PL15-046 be received; and

THAT the Application for Exemption from Part Lot Control submitted by Mattamy (Aurora) Limited to divide Blocks 101, 103, 105, 110 and 114 on Plan 65M-4423 into 30 separate lots for townhouse units be approved; and

THAT the Part Lot Control Exemption By-law be introduced and enacted at the next available Council meeting.

**7. PL15-048 – Solar PV Projects Update** pg. 49

RECOMMENDED:

THAT Report No. PL15-048 be received for information.

**8. PL15-049 – Application for Site Plan Approval** pg. 56  
**Jochri Investments Limited**  
**200 Industrial Parkway South**  
**Lot 59, Registrar's Compiled Plan 10328**  
**File No. SP-2015-02**

RECOMMENDED:

THAT Report No. PL15-049 be received; and

THAT Site Plan Application File SP-2015-02 (Jochri Investments) to permit the development of the subject lands for the construction of a 625 m<sup>2</sup> GFA warehouse building be approved; 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.

**9. PL15-050 – Planning Applications Status List** pg. 69

RECOMMENDED:

THAT Report No. PL15-050 be received for information.

**10. PL15-052 – Application for Zoning By-law Amendment and Site Plan** pg. 101  
**Approval**  
**PMK Capital Inc.**  
**95 Wellington Street East**  
**Lot 14, South of Wellington Street, Registered Plan 68**  
**File Nos. ZBA-2014-10 and SP-2014-12**

RECOMMENDED:

THAT Report No. PL15-052 be received; and

THAT Application to Amend the Zoning By-law File: ZBA-2014-10 (PMK Capital Inc.) to add "Business and Professional Office" and "Clinic" as permitted uses on the subject lands be approved; and

THAT the implementing Zoning By-law amendment be presented at a future Council meeting for enactment; and

THAT Site Plan Application File SP-2014-12 (PMK Capital Inc.) to permit the development of the subject lands for the construction of a 460 m<sup>2</sup> GFA office building be approved; 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.

**11. PR15-017 – Case Woodlot Property Line Fence Replacement** pg. 116

RECOMMENDED:

THAT Report No. PR15-017 be received; and

THAT Report No. PR15-017 satisfy Council's conditional budget approval for capital project #73269 "Case Woodlot Perimeter Fencing"; and

THAT staff be authorized to proceed with capital project #73269 "Case Woodlot Perimeter Fencing".

**12. LLS15-034 – Award of RFP LLS 2014-69 – Electronic Document and Records Management System (EDRMS)** pg. 124

RECOMMENDED:

THAT Report No. LLS15-034 be received; and

THAT Request For Proposal LLS 2014-69 – Provision and Implementation of Electronic Document and Records Management System ("EDRMS") be awarded to Ricoh Canada Inc. in the amount of \$249,976.00, excluding taxes; 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.

- 13. Memorandum from Director of Legal & Legislative Services/Town Solicitor** pg. 131  
**Re: Review of Council Code of Ethics By-law Number 5532-13**

RECOMMENDED:

THAT the memorandum regarding Review of Council Code of Ethics By-law Number 5532-13 be received; and

THAT receipt of this memorandum satisfies the requirements of section 12.1 of the Procedural By-law Number 5330-11, as amended, to review the Council Code of Ethics within the first six (6) months of the first year of each term of Council.

- 14. Finance Advisory Committee Meeting Minutes of May 26, 2015** pg. 138

RECOMMENDED:

THAT the Finance Advisory Committee meeting minutes of May 26, 2015 be received for information.

- 15. Aurora Family Leisure Complex Liaison Committee Meeting Minutes of May 27, 2015** pg. 142

RECOMMENDED:

THAT the Aurora Family Leisure Complex Liaison Committee meeting minutes of May 27, 2015 be received for information.

- 16. Accessibility Advisory Committee Meeting Minutes of June 3, 2015** pg. 145

RECOMMENDED:

THAT the Accessibility Advisory Committee meeting minutes of June 3, 2015 be received for information.



Legal and Legislative Services  
905-727-3123  
councilsecretariatstaff@aurora.ca

Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

**DELEGATION REQUEST**

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

**4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE**

**COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:** June 16 2015, General Committee

**SUBJECT:** The future of the Aurora Sports Hall of Fame

**NAME OF SPOKESPERSON:** Bob McRoberts

**NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):**

Aurora Sports Hall of Fame

**BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:**

To ask about inclusion of items from the Aurora Collection + the location of the Hall.

**PLEASE COMPLETE THE FOLLOWING:**

**Have you been in contact with a Town staff or Council member regarding your matter of interest?**

YES

NO

**IF YES, WITH WHOM?**

**DATE:**

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.



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**Town of Aurora  
Building and Bylaw Services**

## MEMORANDUM

**DATE:** June 16, 2015  
**TO:** Mayor and Members of Council  
**FROM:** Techa van Leeuwen, Director of Building and Bylaw Services  
**RE:** 15520 Yonge St. – Property Standards

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### RECOMMENDATIONS

***THAT the memorandum regarding 15520 Yonge St. – Property Standards be received for information.***

### BACKGROUND

At the Council meeting of May 26, 2015 Councillor Mrakas under New Business inquired about the provisions of the Property Standards By-law as they relate to the former Howard Johnson Hotel. This memo is intended to provide Council with information relating to ongoing involvement Bylaw Services and other agencies have had respecting this property.

### COMMENTS

**Bylaw Services has been involved with this property since February of 2014.**

In February of 2014 Bylaw Services received a complaint from a patron that the hotel was in disrepair and building systems were not functioning properly. Bylaw Services attended the site, performed an inspection and numerous violations were observed. On February 10, 2014 a property standards Order to Comply was issued under the Building Code Act.

Prior to the expiration of the property standards Order the hotel went out of business and the building was vacated. The deficiencies of the Order do not apply to a vacant building.

**The Property Standards By-law requires an unoccupied property be protected and secured against unauthorized entry and utilities disconnected.**

Bylaw Services has attended the site on several occasions over the past year. It has been confirmed that the building is secure and utilities have been disconnected. The property



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owner has retained an individual to oversee the maintenance of the building including weekly site visits, interior building walk-throughs and cutting grass.

**Central York Fire Services and York Region Police Services have also been involved with this property.**

Over the past year there have been reports of breaking and entering. Police Services have attended the site as necessary to respond to any illegal activities and Fire Services have performed inspections to ensure compliance with any provisions contained in the Fire Code. Fire Services are satisfied with the current state of the building as vacant and YRP continue to regularly monitor the site.

**The building is vacant and the property is being monitored and maintained.**

As the building is vacant the violations that were noted in the Order to Comply are no longer applicable. YRP are monitoring the area for suspicious activity and Bylaw Services continues to monitor the property to ensure the exterior is being maintained. If the building is occupied in the future a thorough inspection will be required to ensure life safety systems are operational and all other deficiencies are rectified. Any construction or change of use will require a building permit under the Building Code Act.



**TOWN OF AURORA  
GENERAL COMMITTEE**

**No. BBS15-007**

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**SUBJECT:** *Request for Sign Variance to Sign By-law No. 4898-07.P  
for the LA Fitness at 15650 Bayview.*

**FROM:** *Techa van Leeuwen, Director of Building and Bylaw Services*

**DATE:** *June 16, 2015*

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**RECOMMENDATIONS**

*THAT Report No. BBS15-007 be received; and*

*THAT a request for variance to Sign By-law No. 4898-07.P to allow wall signs on three elevations of LA Fitness at 15650 Bayview Ave, whereas Sign By-law 4898-07.P only permits signs on two elevations, be approved.*

**PURPOSE OF THE REPORT**

To evaluate the applicant's request and make recommendations on a variance to Sign By-law No. 4898-07.P, as amended. A variance is required to permit the installation of an additional wall sign on the West elevation in addition to the signs installed on the East and South elevations. The Sign By-law 4898-07.P only permits signs on two elevations of a single tenant building.

**BACKGROUND**

Building and Bylaw Services is in receipt of a sign variance application from Lovett Signs & Neon Inc. on behalf of the LA Fitness to allow an additional wall sign on a single tenant building within the new commercial development located at 15650 Bayview Ave. The development is within a Shopping Centre Commercial (C4-25) Exception Zone.

This commercial development is bound by Bayview Ave. to the East, Earl Stewart Drive to the West and commercial developments both to the North and to the South. Access to the site is provided by two driveways, the main entrance from Bayview Ave. with a secondary entrance from Earl Stewart Drive.

There are four commercial buildings proposed on this site as shown on the attached site plan (Attachment No. 1). Building permits for buildings 'A' and 'B1' have been issued and they are currently under construction. The Developer has submitted building permit applications for building 'B' and 'B2' which are currently under review.

LA Fitness is located in building 'A' which is a single tenanted building located on the North-West corner of the development and it is facing parking lots both to the East and to the South. The building permit was issued on Sept 4, 2014. The building is under construction and is expected to be occupied by late summer this year.

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A sign permit was issued on March 11, 2015 for two wall signs, one on the front elevation facing Bayview Ave. and one on the South elevation facing the parking lot and other commercial buildings within the same development.

## **COMMENTS**

**The requested sign is consistent with signage displayed on the approved site plan application.**

This commercial development was subject to a site plan approval process. The site plan approval was granted on April 15, 2014. The requested sign is consistent with the signage shown on the approved site plan drawings. The site plan review comments indicated that all signs must comply with the requirements of Town of Aurora's Sign By-law and a separate permit would be required for the signs. The Site Plan application for this development was also subject to review by controlling Architect.

**The requested sign on the West elevation faces Earl Stewart Drive.**

There are two entrances to this development, one from Bayview Ave. and the other one from Earl Stewart Drive. The rear wall of the building is exposed to Earl Stewart Drive where the applicant is requesting the additional sign to better identify the business to potential customers who are approaching this development from Earl Stewart Drive. The sign would aid in ensuring the business remains successful in its operation.

**The sign variance is consistent with other approved signage for the commercial developments along the west side of Bayview north of Wellington.**

The requested variance is consistent with the approved signs on the similar single-tenanted buildings along the West side of Bayview North of Wellington Street such as CIBC Bank, Bank of Montreal, East Side Mario and Sobeys. In these instances, sign variances have been granted allowing wall signs on the additional elevation of single-tenanted buildings where the building faces multiple streets, a parking lot or other commercial buildings within the same development.

**No adverse impact to the adjacent property or general public**

The requested sign is facing Earl Stewart Drive and industrial properties on the West side of Earl Stewart Drive therefore no adverse impact is anticipated on neighbourhood residential properties or the general public.

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Report No. BBS15-007

The following table compares the proposal to the Sign By-law No. 4898-07.P:

Table notes: Non-compliant areas have been highlighted.

Elevation	Number of Signs		Sign Area	Wall Area	Sign Coverage	Wall Length	Max. Allowable Sign Area
	Ext. / Pro.	Allowed					
East	1 Existing	No limit subject to max. sign area	32.98 m <sup>2</sup>	658.16 m <sup>2</sup>	5%	65.43 m	35 m <sup>2</sup>
West	<b>1 Proposed</b>	<b>0</b>	32.98 m <sup>2</sup>	658.16 m <sup>2</sup>	5%	65.43 m	35 m <sup>2</sup>
South	1 Existing	1	32.98 m <sup>2</sup>	596.43 m <sup>2</sup>	5.53%	58.26 m	35 m <sup>2</sup>

The following table provides the criteria for assessing Sign By-law No. 4898-07.P variance approvals.

<b>Table for Evaluating Sign Variance Criteria</b>	
<b>Criteria</b>	<b>Comment</b>
<p><b>1. Physical difficulties</b>  <i>Where due to special circumstances, pre-existing condition of the building, layout or topography of the subject land, it is difficult to comply with the provisions of the Sign By-law.</i></p>	n/a
<p><b>2. Consistency with the architectural features of the building</b>  <i>Where the proposed sign blends well with the architectural features of the building and granting the sign variance will result in a more aesthetically pleasing visual appearance of the building for the community.</i></p>	The requested sign is consistent with signage displayed on the approved site plan application which was also subject to review by controlling Architect.
<p><b>3. Consistency with the character of the neighbourhood</b>  <i>Where the Sign Variance, if granted, will not alter the essential character of the neighbourhood and will have no adverse impact on the Town's cultural heritage</i></p>	The sign is consistent with other signs for the commercial developments along the West side of Bayview North of Wellington.
<p><b>4. No adverse impact to the adjacent property or general public</b>  <i>Such adverse impact may include but is not limited to: illumination, obstruction of other signage, obstruction of natural light, distance to the adjacent buildings and properties, etc.</i></p>	The requested sign is facing away from residential properties toward industrial properties on the West side of Earl Stewart Drive and therefore no adverse impact is anticipated.

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<b>5. Adherence to Corporate Branding</b> <i>Where not granting a Sign Variance results in a conflict in corporate branding requirements such as updated/new logos or trademarks.</i>	n/a
<b>6. Impact on safety, traffic and accessibility</b> <i>The proposed Sign Variance, if granted, will not increase fire or traffic hazard or otherwise endanger public safety or negatively impact accessibility.</i>	The requested sign will not increase fire or traffic hazards or otherwise endanger the public safety.
<b>7. Result in greater convenience to the public</b> <i>Granting of the variance will result in greater convenience to the public in identifying the business location for which a sign variance is sought.</i>	Granting this variance will result in the public being able to better identify the business, especially for potential customers who are approaching this development from Earl Stewart Drive.

**1 Variances requested:**

Variance requested to permit a wall sign on one additional elevation on the West of the building whereas Sign By-law No. 4898-07.P allows for single-tenanted buildings on a corner or through lot to have signs on two elevations only.

**LINK TO STRATEGIC PLAN**

Approving the requested variance to Sign By-law No. 4898-07.P supports the Strategic Plan goal of **Enabling a Diverse, Creative and Resilient Economy** through its accomplishment in satisfying requirements of the objective **supporting small business and encouraging a more sustainable business environment**.

**FINANCIAL IMPLICATIONS**

Nil.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

Council could deny the requested variances and impose the provisions of the Sign By-law. This would prevent the installation of the additional signs. In this case there would not be any business identification on Earl Stewart Drive where the access driveway is located.

**CONCLUSIONS**

Staff determined that the variance being sought is in keeping with the general intent of the By-law. For reasons outlined in this report staff is recommending that Council approve the requested variances to allow the additional sign to be installed.

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**ATTACHMENTS**

Attachment No. 1 -- Site Plan

Attachment No. 2 – South, East and West Elevations

**PRE-SUBMISSION REVIEW**

Executive Leadership Team – June 4, 2015

*Prepared by: Afshin Bazar*

*Manager of Building Services – Ext. 4389*



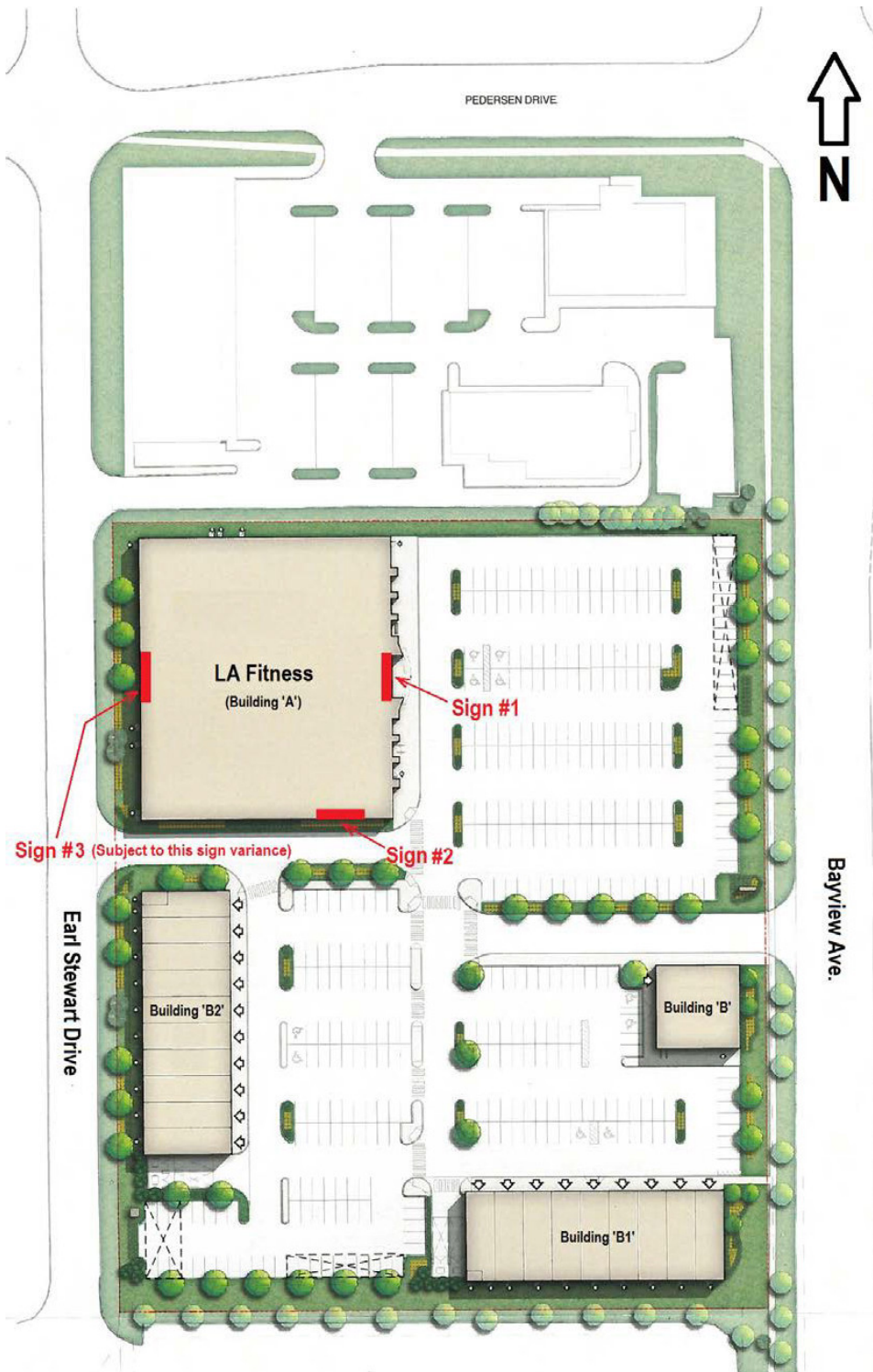
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**Techa van Leeuwen**  
**Director of Building and Bylaw Services**



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



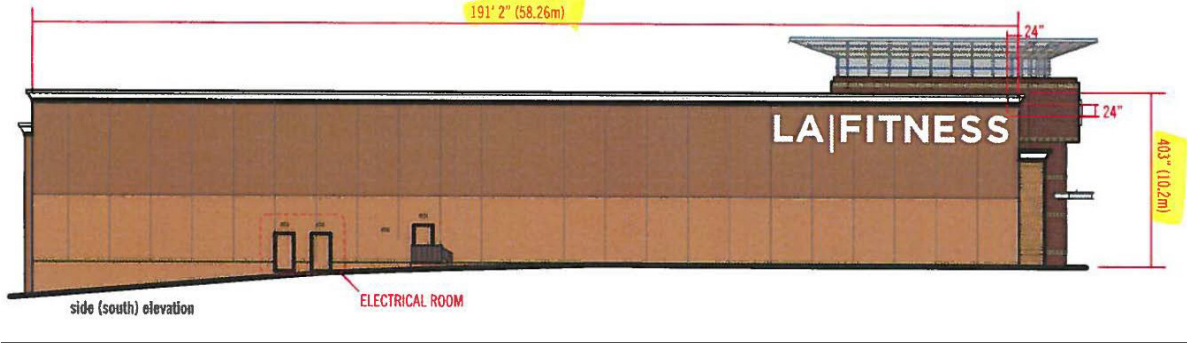
**SITE PLAN**

Attachment No. 1

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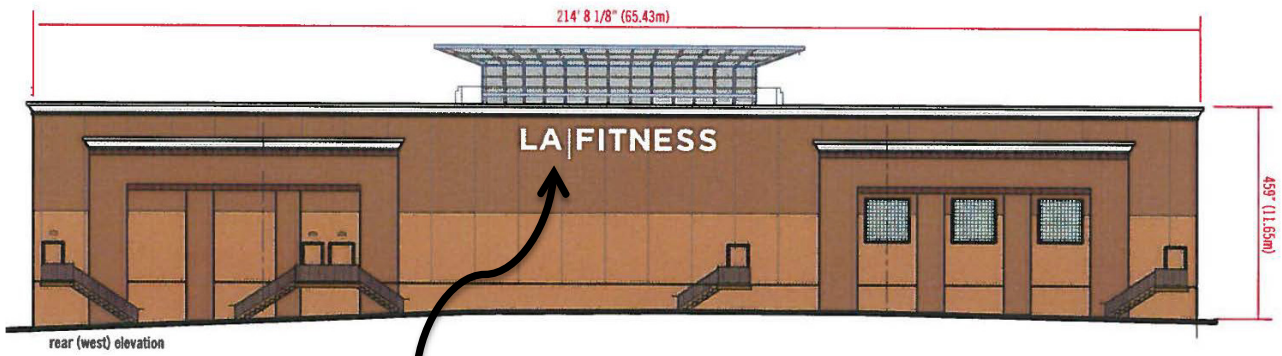
Report No. BBS15-007



**SOUTH ELEVATION**



**EAST ELEVATION**



Sign subject to this variance

**WEST ELEVATION**

Attachment No. 2





**TOWN OF AURORA  
GENERAL COMMITTEE REPORT**

**No. CFS15-025**

**SUBJECT:** *2014 Budget Report – as at December 31, 2014*

**FROM:** *Dan Elliott, Director, Corporate & Financial Services - Treasurer*

**DATE:** *June 16, 2015*

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**RECOMMENDATIONS**

***THAT the overview report of the results of Tax Rate supported operations and the Water Rate supported operations for the year ended December 31, 2014, including the related disposition of surplus, be received.***

**PURPOSE OF THE REPORT**

To present Council with information necessary to monitor the financial performance of the corporation, and to report on the disposition of the operating surplus in accordance with the 2014 Surplus Control By-law 5637-14.

**BACKGROUND**

The external auditors have now completed their on-site review and will be presenting their findings as well as the audited financial statements to council on June 23, 2015 thus allowing Financial Services staff to compile the final 2014 budget results for the corporation.

It should be noted that the audited financial statements are presented in PSAB format, whereas this report is presented in a format consistent with the “traditional balanced municipal budget” approach.

A summary of each department’s operating budget and year end actual results with variances is presented for Council’s review in Attachment 1.

Staff have also reviewed the results of operations for the 2014 Water & Sewer budgets. A summary of these results with variances is presented for Council’s review in Attachment 2.

Over the course of the fiscal year, the originally approved 2014 operating budget of \$53,470,100 underwent subsequent council approved adjustments totalling \$ 450,100 resulting in a final adjusted year end budget of \$ 53,920,200 of operating expenditures.

**COMMENTS**

In December 2014, Surplus Control By-law 5637-14 was passed. This by-law authorizes the CAO and Treasurer to allocate portions of the year-end surplus to specific reserve accounts as part of the year-end accounting processes in an effort to separate this process from that of the subsequent budget. The allocations are to be made according to a specific formula set out in the by-law and report, and, under the by-law, are to be reported back to Council in the new year.

This report is organized as follows:

- Overview of results and major budget variances contributing to the surplus
- Budget variance explanations by department
- Summary of surplus control allocations made in accordance with the control by-law
- Water & Sewer budget results review

**OPERATING BUDGET (Tax Funded)**

**Major budget variances to report for 2014:**

The 2014 approved operation budget provided for \$53,920,200 of expenses, offset by various revenue sources. Before the reallocation of surplus, the following significant variances contributed to the year end results:

	<b>Budget Variance Favourable / (Unfavourable)</b>
Planning Fee Revenues - Engineering Fees	427,600
Investment Income – Net	325,500
HST Rebate / Input Tax Credit Refund	322,700
Supplementary Revenue Collections	<u>143,200</u>
<b>Sub-total – unplanned revenues</b>	<b>1,219,000</b>
Facilities Management	(397,200)
Road Network Operations	(195,200)
Fleet & Equipment Management	(115,300)
Salaries & Benefits Saving due to vacancies	157,300
OMB External Legal Fees	87,900
All Other Activities/Items Combined	31,300
<b>2014 Operating Surplus</b>	<b>\$ 787,800</b>

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**Report No. CFS15-025**

Overall, the Town's municipal operations budget closed the year with a surplus of \$787,840. However, as can be seen from the major variances summary presented above, the corporation's year end surplus position was the result of four significant unplanned revenue windfalls attributable to 2C lands development driven fee revenues, an HST rebate/input tax credit refund, supplementary tax surplus variances, and investment income. Had these fortuitous revenues not occurred, the corporation would have finished the fiscal year in a deficit position of \$431,200 suggesting that despite spending curtailments by staff, the corporation's approved operating budget was insufficient in meeting its core operating requirements in 2014.

Actual total expenditures for 2014 were \$56,630,343 which was 5.03 percent or \$2,710,187 above the established budget of \$53,920,156. Total 2014 revenues (including the \$34,822,700 tax levy) were \$57,418,183, which was 6.49 percent or \$3,498,027 higher than the \$53,920,156 budgeted for total revenue. These two variances make up the net \$787,840 surplus. This surplus includes \$15,000 in council contingency funding which is intended to be carried forward into the 2015 operating budget in order to fund the Pan Am Game's activities.

In general, Salaries and Benefits savings across the corporation were \$257,300. These savings were predominantly the result of delays in the staffing of positions recently vacated by employees. \$100,000 in vacant position gapping was anticipated and provided for as a credit in the budget, resulting in a net budget surplus of \$157,300.

Investment income earned ended the year \$325,500 higher than the established budget driven by a 9 percent increase in total funds invested and the continued improvement in rates of return earned on the town's investment portfolio.

In 2014, the Town undertook a commodity tax audit for the three year period covering 2010 to 2013. The audit generated, net of related fees, \$322,700 in Harmonized Sales Tax (HST) and/or Input Tax Credit refunds which was not initially budgeted for. A commodity tax audit is undertaken by the town every three years. The unique position claimed by the consultant to achieve these credits is a relatively new accepted interpretation of Revenue Canada. Staff will be incorporating this approach into future claims by Town staff.

The Town continues to demonstrate very close budget compliance in areas within management's direct control. The variance items in the table above are generally not directly controllable and consequently difficult to budget, and can become significant contributors to budget variances experienced at year end. Of note is the "all other" line of a net budget savings of \$31,300 representing 0.1 percent of the total expenditure budget.

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**Report No. CFS15-025**

### **Departmental Budget Variances**

#### Council Administration

The Council budget ended 2014 with a \$73,400 (11.8 percent) favourable variance on a budget of \$619,600. This favourable variance was the result of lower than budgeted expenses for conferences, special functions, grant programs, and other civic responsibilities.

#### Chief Administrative Officer

The CAO's Office ended the year with a \$30,600 (1.6 percent) favourable variance on a budget of \$1,894,600. These savings are attributable to reduced expenditures in consulting, emergency preparedness and corporate training & development.

#### Legal & Legislative Services

Legal & Legislative Services ended the fiscal year with expenditures that were lower than their established budget by \$113,200, or 4.6 percent. This favourable variance is the result of external legal counsel savings of \$ 88,900 driven by lower than usual OMB related requirements and greater administrative revenues than planned.

#### Corporate & Financial Services Department

Corporate & Financial Services ended the year with a \$125,300, a (4.4 percent) favourable variance driven by a savings of \$ 121,000 in salary and benefits as a result of staffing delays and employees who at present have not yet reached their maximum pay step level and lower than anticipated consultant and contractor costs.

#### Building and By-law Services

The department concluded the year with a favorable net budget variance of \$46,200, representing 3.9 percent of its total net budget of \$1,172,700. The primary contributor to this surplus was due to part year vacancies in both Bylaw and Access Aurora.

Not included in this variance is the Building Services' surplus, as legislation requires all Building Divisions permit, administration and enforcement to be self-funding.

#### York Central Fire Services

In 2014, York Central Fire Services (CYFS) experienced a minor surplus of \$8,800 on their budget of \$8,814,600. This has been transferred to and retained by the CYFS Reserve, leaving the Town's portion as budgeted.

#### Infrastructure and Environmental Services

On an \$11,009,800 net operating budget, the department (excluding the water, wastewater & stormwater programs) ended the year at \$556,500 or 5.1 percent, over budget.

Salaries which are split between the tax and rate (water, wastewater & stormwater services) supported IES programs represent approximately \$6,419,000 or 22 percent of the combined program total budget. Although salaries and benefits for the tax supported programs were over their established budgets by \$200,500, there was a corresponding similar underspend that was experienced by the rate supported programs for a net total over expenditure of \$30,600. This remaining salary over expenditure was primarily related to part time and overtime spending in facilities and roads services. Overall, the department operated with a full staff compliment for 2014 and full resource utilization.

The service areas with significant over expenditures were Road Network Operations, Facilities Management and Fleet & Equipment Management.

The Road Network Operations deficit of \$195,200 (9.6 percent) is primarily comprised of salaries and electricity costs for street light operations. Winter roads operations are not included in this summary:

<b>Roads Network Operations</b>	
Salaries	(\$121,000)
Electricity Costs	(\$98,500)
Contract Services	\$21,000
Revenue Shortfall	\$3,300
<b>Net Deficit</b>	<b>(\$195,200)</b>

The Facilities Management deficit of \$397,200 (8.5 percent) is primarily related to equipment maintenance and repairs. Significant unplanned repairs were required for ice plant equipment as well as other building related equipment issues that were a result of normal operations. The equipment operating budget generally remains stable year over year with major repairs or replacements being captured in the capital program. Unplanned repair requirements did not allow for staff to foresee all capital related repairs resulting in additional expenditures being charged to the operating budget. Energy cost budgets have not kept pace with actual costs over the past two years resulting in an on-going deficit arising in these budgets. This may be a combination of the colder than normal winters experienced the past two seasons and an insufficient cost escalation in utility budgets that is required to fully recover rising energy costs.

<b>Facility Management</b>	
Salaries	(\$50,400)
Energy Costs	(\$106,000)
Building/ equipment Repairs	(\$240,800)
<b>Net Deficit</b>	<b>(\$397,200)</b>

The Fleet & Equipment Management deficit of \$115,300 (22.9 percent) is primarily related to adjustments of \$82,000 to the net recoverable fuel charge which reduced revenues to this service. The other significant cost deficits were increased fuel costs and vehicle repair parts and materials.

<b>Fleet</b>	
Salaries	\$50,000
Materials	(\$33,300)
Fuel Costs	(\$50,000)
Uncollected fuel recoveries	(\$82,000)
<b>Net Deficit</b>	<b>(\$115,300)</b>

Parks & Recreation Services Department

Parks & Recreation Services closed the year at \$76,000 (2.7 percent) under its \$2,773,400 budget. This favourable variance can predominantly be attributed to savings achieved in Parks & Open Spaces of \$ 118,600 achieved through savings in summer part time salaries, the adoption of a more competitive procurement process for the purchase of operating materials, contract renegotiation for shrub bed maintenance and arboriculture contract costs. These noted savings were partially offset by an unfavorable variance in Recreational Programming/Community Development driven by a reduction in planned Fitness and Aquatics program revenues as a result of the Aurora Family Leisure Complex (AFLC) closure.

June 16, 2015

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Report No. CFS15-025

Planning Department

The Planning Department ended the year with a surplus of \$485,800. The key contributing factor to this favourable variance was increased revenue that was recognized in 2014 predominantly in relation to the collection of subdivision engineering fees. The major driver of this increased revenue was the continued development of the 2C Lands.

Corporate Revenues & Expenses

Corporate Revenues and Expenses ended 2014 with a \$393,800 favourable variance. There were multiple contributors to this variance; some of the more material being higher than planned investment income (due to a higher level of investment and the continued improvement in rates of return), an unplanned refund resulting from a commodity tax audit undertaken by the town, offset by unfavorable variances primarily attributable to the reflection of the corporation's salary gapping (this budget reflects the corporate gapping that occurs in individual departments who have short vacancies due to delays in the replacement staffing process; these gap savings stay within each department) under this account umbrella.

Supplemental tax revenues exceeded their established budget of \$250,000 by \$143,200 due primarily to greater than anticipated revenues. Supplementary taxes are expected to decline in the long term as the Town approaches build out. This favorable variance was offset by an unfavourable variance of \$89,000 in relation to Council approved tax write-offs.

Aurora Public Library Contribution

The Town's contribution towards the operation of the Aurora Public Library was as anticipated, with no variance to budget arising.

Summary

Overall, the Town of Aurora general municipal operations budget ended the year with a surplus of \$787,840 with no adverse impacts to service levels. Included in this amount is \$15,000 in council contingency funding which is intended to be carried forward into 2015 in order to fund the Pan Am Game's related activities. Under the guidelines as presented in the Surplus/Deficit Control By-law, the CAO and Treasurer have approved the allocation of this surplus to Reserves as follows:

Transfer to Tax Rate Stabilization Reserve	\$ 348,227
Budget carry forward to 2015	15,000
Transfer to Municipal Capital Reserves for R&R	424,613
	<u>\$ 787,840</u>

The Operating Budget Summary can be found in Attachment 1.

June 16, 2015

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Report No. CFS15-025

**WATER AND WASTEWATER BUDGET (Rates Funded)**

The goal over the past 5 years has been to better match revenues with expenses and to eliminate the historic reliance on contributions from reserves in order to balance these programs. The strategy to achieve this goal has been the creation of more accurate revenue forecasts and the curtailment of operating costs. Improvements continue to be achieved toward the elimination of reserve subsidies as can be seen from the 2014 financial results. The net budget variance for retail revenues less wholesale costs finished the year in a favourable position of \$660,231. Wholesale costs were \$514,155 under budget due to a wetter summer.

The water & wastewater program achieved an overall unfavourable operating budget variance of \$74,367 driven predominantly by a deficit in waste water services which was attributable to lower than anticipated revenues. This deficit was partially offset by a surplus in the water program which finished the year in a positive position of \$224,779 allowing its reserves to be further replenished by this amount. Any net remaining variance in each rate program will be offset by the appropriate draw or contribution to their respectively named reserve. All programs are performing more favourably than planned and the current level of service delivery appears to be sufficient.

Actual total required transfers from reserves for rate stabilization purposes were 10.1 percent above the budgeted amount for all three rate programs combined. The reliance upon reserve subsidies to balance the budget was further reduced in 2014 from a budgeted amount of \$1,150,433 in 2013 to an actual 2014 subsidy requirement of \$519,352. A phased approach is being utilized in order to gradually eliminate the water & wastewater program's operational reliance on reserve subsidies with continued reductions planned in future years.

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

**LINK TO STRATEGIC PLAN**

The 2014 Final Budget Report provides an update on the surplus/deficit of the corporation and outlines the distribution of the \$787,840 surplus. Outlining and understanding the Town's financial results contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

No practical alternatives exist, as the year end books have been closed and fully audited. This report is for information only.



June 16, 2015

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Report No. CFS15-025

**FINANCIAL IMPLICATIONS**

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

The audited PSAB basis financial statements for 2014 as currently drafted reflect an operating surplus of \$23,410,000. This amount reconciles to the internal report budget surplus of \$787,800 as follows:

<b>Traditional Balanced Municipal Budget Surplus: 2014</b>	<b>\$ 787,800</b>
Add Back: debt principal repaid included	1,636,900
Add: Capital asset additions	19,751,000
Add: Capital assets assumed through development	8,618,000
Add: Aurora Public Library Operations	0
Deduct: Amortization of Capital Assets	(10,907,000)
Deduct: Future Employee Benefit Liability Adjustments	(145,000)
Deduct: Loss on disposal of capital assets and land	(63,000)
Net all other PSAB adjustments (including transfers to/from reserves, revenue from grants, inventory changes amongst others)	3,731,300
<b>PSAB 2014 "Annual Surplus": Unaudited</b>	<b>\$23,410,000</b>

**CONCLUSIONS**

The Operating Budget results show a year-end surplus of \$787,840 arising primarily from increased revenues driven by the 2C lands development, greater than planned investment income earnings, supplementary revenues, and unplanned HST rebate / input tax credit proceeds. The net Water & Wastewater Program Budget results reflect an overall deficit of \$74,367.

The above noted year-end operating surplus was then adjusted by transfers to reserve in accordance with the 2014 surplus control by-law.

**PREVIOUS REPORTS**

None

June 16, 2015

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Report No. CFS15-025

**ATTACHMENTS**

Attachment #1 – Operating Budget Summary Report  
Attachment #2 – Water Budget Summary Report

**PRE-SUBMISSION REVIEW**

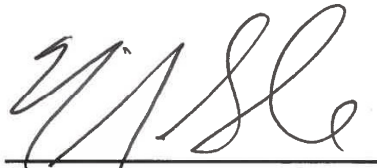
Executive Leadership Team – Thursday, June 4, 2015

*Prepared by: Jason Gaertner, Manager Financial Planning*



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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**  
**Year End Report Card**  
**as of December 31, 2014**

	<b>ADJUSTED BUDGET</b>	<b>FINAL EXPENDITURES</b>	<b>Variance</b> Favourable / (Unfavourable)	
<b><u>COUNCIL</u></b>				
Council Administration	\$ 504,600	\$ 459,900	\$ 44,700	8.9 %
Council Programs / Grants	100,000	82,900	17,100	17.1 %
Advisory Committees	15,000	3,400	11,600	77.3 %
<b>Total</b>	<b>\$ 619,600</b>	<b>\$ 546,200</b>	<b>\$ 73,400</b>	<b>11.8 %</b>
<b><u>CHIEF ADMINISTRATIVE OFFICE</u></b>				
CAO Administration	\$ 634,000	\$ 632,100	\$ 1,900	0.3 %
Communications	598,600	616,900	(18,300)	(3.1 %)
Human Resources	641,500	600,700	40,800	6.4 %
Emergency Preparedness	20,500	14,300	6,200	30.2 %
<b>Total</b>	<b>\$ 1,894,600</b>	<b>\$ 1,864,000</b>	<b>\$ 30,600</b>	<b>1.6 %</b>
<b><u>LEGAL &amp; LEGISLATIVE SERVICES</u></b>				
Legislative & Administrative Services	\$ 1,523,400	\$ 1,498,100	\$ 25,300	1.7 %
Legal Services	851,600	763,700	\$ 87,900	10.3 %
Elections	82,500	82,500	-	-
<b>Total</b>	<b>\$ 2,457,500</b>	<b>\$ 2,344,300</b>	<b>\$ 113,200</b>	<b>4.6 %</b>
<b><u>CORPORATE &amp; FINANCIAL SERVICES</u></b>				
Financial Services	\$ 1,046,600	\$ 911,800	\$ 134,800	12.9 %
Information Technology	1,610,400	1,606,800	3,600	0.2 %
Telecommunications	192,000	205,100	(13,100)	(6.8 %)
<b>Total</b>	<b>\$ 2,849,000</b>	<b>\$ 2,723,700</b>	<b>\$ 125,300</b>	<b>4.4 %</b>
<b><u>BUILDING &amp; BYLAW SERVICES</u></b>				
Net Building Department Operations	\$ 256,892	\$ (201,050)	\$ 457,942	178.3 %
Contribution to/(from) Building Reserve	(256,892)	201,050	\$ (457,942)	(178.3 %)
By-law Services	496,000	476,100	19,900	4.0 %
Animal Control	180,000	186,500	(6,500)	(3.6 %)
Customer Service	496,700	463,900	32,800	6.6 %
<b>Total</b>	<b>1,172,700</b>	<b>1,126,500</b>	<b>46,200</b>	<b>3.9 %</b>
<b><u>FIRE &amp; EMERGENCY SERVICES</u></b>				
Central York Fire	8,814,600	8,814,600	-	-
<b>Total</b>	<b>\$ 8,814,600</b>	<b>\$ 8,814,600</b>	<b>\$ -</b>	<b>-</b>

**General Committee Meeting Agenda  
Tuesday, June 16, 2015**

**INFRASTRUCTURE & ENVIRONMENTAL SERVICES**

Net Engineering Service Operations	\$ 520,700	\$ 1,271,400	\$ (750,700)	(144.2 %)
Contribution from Engineering Service Reserve	(520,700)	(1,271,400)	750,700	144.2 %
Public Works Admin	521,400	491,700	29,700	5.7 %
Facilities Management	4,663,800	5,061,000	(397,200)	(8.5 %)
Fleet & Equipment Management	503,800	619,100	(115,300)	(22.9 %)
Road Network Operations	2,043,400	2,238,600	(195,200)	(9.6 %)
Snow Management	1,465,100	1,484,200	(19,100)	(1.3 %)
Waste Collection and Recycling	1,812,300	1,671,700	140,600	7.8 %
<b>Total</b>	<b>\$ 11,009,800</b>	<b>\$ 11,566,300</b>	<b>\$ (556,500)</b>	<b>(5.1 %)</b>

**PARKS & RECREATION SERVICES**

Parks & Recreation Administration	\$ 658,500	\$ 655,500	\$ 3,000	0.5 %
Business Support	(1,065,700)	(1,143,600)	77,900	7.3 %
Recreational Programming/Community Dev	857,800	981,300	(123,500)	(14.4 %)
Parks/Open Spaces	2,322,800	2,204,200	118,600	5.1 %
<b>Total</b>	<b>\$ 2,773,400</b>	<b>\$ 2,697,400</b>	<b>\$ 76,000</b>	<b>2.7 %</b>

**PLANNING & DEVELOPMENT SERVICES**

Development Planning	\$ (323,700)	\$ (741,900)	\$ 418,200	-
Long Range & Strategic Planning	636,200	601,300	34,900	5.5 %
Heritage & Urban Design	108,200	75,500	32,700	30.2 %
<b>Total</b>	<b>\$ 420,700</b>	<b>\$ (65,100)</b>	<b>\$ 485,800</b>	<b>115.5 %</b>

**CORPORATE REVENUE & EXPENSE**

Penalties on Unpaid Property Taxes	\$ (975,000)	\$ (987,200)	\$ 12,200	1.3 %
All Other Revenue	(6,501,100)	(7,056,600)	555,500	8.5 %
Payments-in-Lieu of Taxes	(300,000)	(301,600)	1,600	0.5 %
Supplementary Tax Revenues	(250,000)	(393,200)	143,200	57.3 %
Cash to Capital	4,031,900	4,031,900	-	-
Overhead Recovery - Building	(526,600)	(526,600)	-	-
Corporate Gapping	(100,000)	-	(100,000)	(100 %)
All Other	3,992,400	4,211,100	(218,700)	(5.5 %)
<b>Total</b>	<b>\$ (628,400)</b>	<b>\$ (1,022,200)</b>	<b>\$ 393,800</b>	<b>63 %</b>

**CONTRIBUTION TO AURORA PUBLIC LIBRARY**

<b>\$ 3,439,200</b>	<b>\$ 3,439,200</b>	<b>\$ -</b>	<b>-</b>
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**TOTAL TAX FUNDED OPERATIONS**

<b>\$ 34,822,700</b>	<b>\$ 34,034,900</b>	<b>\$ 787,800</b>	<b>2.3 %</b>
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**PROPERTY TAXES**

Tax Levy	\$ (34,822,700)	\$ (34,822,700)	-	-
	<b>\$ -</b>	<b>\$ (787,800)</b>	<b>\$ 787,800</b>	<b>1.5 %</b>

**DISPOSITION of Surplus (Bylaw 5637-14)**

Tax Rate Stabilization Reserve	(348,227)	
Budget Carry Forwards from 2014	(15,000)	Pan Am Games Torch Run
Balance to Municipal Capital Reserve	(424,613)	
	<u>(787,840)</u>	

**Town of Aurora  
Water & Sewer ACTUAL for 2014  
as of December 31, 2014**

Shown in \$,000's	2014 APPROVED BUDGET	2014 YEAR END ACTUAL	Variance to Budget Favourable / (Unfavourable)	
<b><u>RETAIL REVENUES</u></b>				
Water	\$ (8,351,300)	\$ (7,781,100)	\$ (570,200)	(6.8 %)
Wastewater	(7,126,700)	(6,550,300)	(576,400)	(8.1 %)
Storm Water	(1,313,000)	(1,285,300)	(27,700)	(2.1 %)
<b>Retail Revenues Total</b>	<b>\$ (16,791,000)</b>	<b>\$ (15,616,700)</b>	<b>\$ (1,174,300)</b>	<b>(7.0 %)</b>
<b><u>RATE STABILIZATION (FROM RESERVES)</u></b>				
Water	\$ -	\$ -	\$ -	n/a
Wastewater	(624,000)	(624,000)	-	-
Storm Water	(109,300)	(109,300)	-	-
	<b>\$ (733,300)</b>	<b>\$ (733,300)</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>\$ (17,524,300)</b>	<b>\$ (16,350,000)</b>	<b>\$ (1,174,300)</b>	<b>(6.7 %)</b>
<b><u>WHOLESALE COSTS OF WATER &amp; SEWER</u></b>				
Water	\$ 4,960,700	\$ 4,444,400	\$ 516,300	10.4 %
Sewage Discharge Fee	5,620,200	5,622,400	(2,200)	(0.0 %)
<b>Wholesale Costs Of Water &amp; Sewer Total</b>	<b>\$ 10,580,900</b>	<b>\$ 10,066,800</b>	<b>\$ 514,100</b>	<b>4.9 %</b>
<b>NET CONTRIBUTION TO OPERATING COSTS</b>	<b>\$ (6,943,400)</b>	<b>\$ (6,283,200)</b>	<b>\$ (660,200)</b>	<b>(9.5 %)</b>
<b><u>OPERATING COSTS:</u></b>				
Account Administration & Billing	\$ 785,300	\$ 757,200	\$ 28,100	3.6 %
Water System Operations	1,305,300	1,054,800	250,500	19.2 %
Wastewater System Operations	1,630,500	1,350,900	279,600	17.1 %
Storm Water Management Operations	422,300	394,700	27,600	6.5 %
Transfers to Capital Reserves:				
Water	1,300,000	1,300,000	-	-
Wastewater	500,000	500,000	-	-
Storm Water	1,000,000	1,000,000	-	-
<b>TOTAL OPERATING COSTS</b>	<b>6,943,400</b>	<b>\$ 6,357,600</b>	<b>585,800</b>	<b>8.4 %</b>
<b>WATER BUDGET (SURPLUS) / DEFICIT</b>	<b>\$ -</b>	<b>\$ 74,400</b>	<b>\$ (74,400)</b>	<b>(0.4 %)</b>



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-039**

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

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

**DATE:**        *June 16, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-039 be received; and*

*THAT, notwithstanding the provisions and requirements of the Town's Procurement By-law, the contract with MHPM Project Managers Inc. be increased by \$54,400 to a revised budget of \$129,800 (excluding taxes) to provide part time support for the project administration and oversight duties for the full period of the construction of the Joint Operations Centre.*

**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.

**June 16, 2015**

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**Report No. IES15-039**

**COMMENTS**

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

**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.

Outstanding deficiencies are nearing completion. Also, in response to facility user complaints, Council approved an ad hoc committee to assist in identifying any issues and implement appropriate solutions. The AFLC Liaison Committee had its first meeting April 24, and has since had meetings May 7 and May 27. The committee has focused on needs that were not identified in the original design and program opportunities based on the new facility.

<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
Issue Certificate of Substantial Completion	May 29, 2015
Release of 10% holdback (45 days after certificate)	On or about July 13, 2015

**June 16, 2015**

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**Report No. IES15-039**

**Substantial Completion has been reached as per the Ontario Construction Lien Act**

The project has reached the financial threshold for release of the 10 percent holdback based on the requirements of the Construction Lien Act. The Town is obligated to release this holdback following 45 days from publication of the Certificate of Substantial Completion which was submitted to the Contractor by the Architect on May 29, 2015. Notice of publication has not been received by the Town at this point however is expected have been completed by the Contractor. The purpose of this time period is to notify all sub-contractors of the completion of the project and allow for any claims or liens to be made and properly discharged prior to the owner's release of the holdback. Should no liens be filed against the project, the Town is required to make full payment of the holdback within 3 days of the expiry of the 45 day period. The amount of the holdback is equal to 10 percent of the project value. The amount for release after the notification period has expired is \$670,916.10 based on payment certificate 17.

Any outstanding work remaining at time of certification of substantial completion is identified and funds are withheld separately for those uncompleted works. The value of work to complete was \$83,784.25 as of May 29. The amount remaining to be paid on the contract is \$169,626.80 which will only be paid as outstanding works are completed.

Joint Operations Centre

Activities completed since last report ending May 31, 2015

- Overall concrete completion 85 percent
- Retaining wall on north face of site 90 percent complete
- Garage bay metal roofing 90 percent complete

Activities planned for June 2015:

- Continue with site works
- Complete north face retaining wall
- Continue with lower parking lot granular base

Milestone	Estimated Completion Date
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



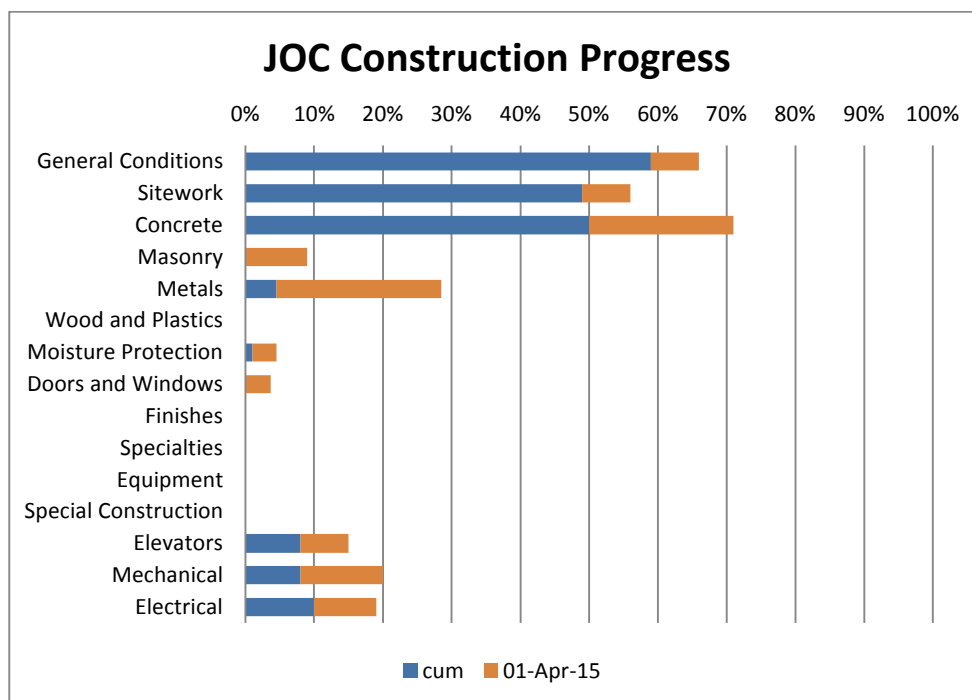
**June 16, 2015**

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**Report No. IES15-039**

<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 June 10, 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

**June 16, 2015**

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**Report No. IES15-039**

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.

**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
Change Order Group 8 added to contract value (Report IES15-023)	41,845.75
Change Order Group 9 added to contract value (Report IES15-032)	36,168.89
Change Order Group 10 added to contract value (Report IES15-037)	Nil
<b>Subtotal</b>	<b>799,153.16</b>
Noted change orders to May 29, 2015	40,634.64
<b>Change Order Group 11 to be added to contract value</b>	<b>40,634.64</b>
<b>Total Change Order value to date</b>	<b>839,787.80</b>
<b>Approved Contingency for Contract Changes</b>	<b>950,000.00</b>
<b>Remaining Value</b>	<b>110,212.20</b>

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

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Report No. IES15-039

**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>
External Funding Source			\$100,000
Additional Approved Budget			\$433,113
<b>Total Approved Budget</b>			<b>\$7,957,836</b>
Less Committed Funds	\$525,373		\$525,373
<b>Funding Available</b>	<b>\$6,899,349</b>		<b>\$7,432,463</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
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>\$7,432,462</b>

Contractor may claim extended admin costs which the Town does not support. Previous reports show this number as \$160,000.

**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	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)	212,141	1,544,976

**June 16, 2015**

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**Report No. IES15-039**

Payment Certificate #13 (December 19, 2014)	-438,844	1,106,132
Approved Change order group 6 (Dec, 2014)	110,661	1,216,793
Payment Certificate #14 (January 23, 2015)	-256,751	960,042
Approved Change order group 7 (Jan 23, 2015)	57,960	1,018,002
Payment Certificate #15 (February 27, 2015)	-212,025	805,977
Approved Change order group 8 (February 2015)	41,846	847,823
Payment Certificate #16 (March 25, 2015)	-137,730	710,093
Approved Change order group 9 (March 2015)	36,169	746,262
Payment Certificate not paid in April	nil	746,262
Approved Change order group 11 (May 2015)	40,634	786,896
Payment Certificate #17 (May 2015)	-93,576	693,320

**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
<b>Subtotal</b>	<b>18,532,354</b>
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>Change Order Group 3 added to contract value (Report IES15-023)</b>	<b>100,048</b>
<b>Change Order Group 4 added to contract value (Report IES15-032)</b>	<b>nil</b>
<b>Change Order Group 5 added to contract value (Report IES15-037)</b>	<b>31,343</b>
<b>Subtotal</b>	<b>878,023</b>
<b>Reduction in previous change orders based on MHPM Review</b>	<b>-240,359.90</b>
#14 Reinforcing for Concrete Wall	2,416.64
#15 Change in railing tube	690.00
#16 Retaining wall at covered storage	14,931.98
#17 Duct bank routing and connection	37,810.45
#18 connection to paint booth	10,576.48
#19 Delete electrical for pumps	-1,515.79
<b>Change Order Group 6 added to contract value</b>	<b>-175,449.24</b>
<b>Total Change Order value to date</b>	<b>702,574</b>
<b>Approved Contingency for Contract Changes</b>	<b>1,700,400</b>
<b>Remaining Value</b>	<b>997,826</b>

It is noted that staff have seen immediate benefits after retaining additional project management support. In particular, tangible cost avoidance estimated at \$300,000 has occurred based on new claims contemplated in the past three months. These items were based on potential claims for unforeseen soils issues related to the construction of the north perimeter retaining wall. These claims disappeared based on verified soils conditions that coincided with earlier design reports and close and critical scrutiny of field conditions being claimed.

**June 16, 2015**

**- 8 -**

**Report No. IES15-039**

In addition, A detailed review of changes related to soil conditions was undertaken by the team and led by the Project Manager that was retained to support the project. The recommendation based on his findings is the recommendation for soils work be reduced by \$240,360. This has been taken into account in the above change order log.

Based on these results and the support being provided to Town staff to reduce workload in the JOC, staff are recommending that the Project Management Support services contract be extended to cover the full duration of the construction period. The impact to the budget will be an additional \$54,400 which has already been more than offset by realized savings and tangible cost avoidance in the contract currently exceeding \$500,000.

**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
Payment Certificate #7 (March 2015)	-316,976	11,789,632
Approve Change order group 4 (March 2015)	nil	11,789,632
Payment Certificate #8 (April 2015)	-733,357	11,056,275
Approve Change order group 5 (April 2015)	31,343	11,087,618
Payment Certificate #9 (May 13, 2015)	-796,433	10,291,185
Approve Change order group 6 (May 2015)	-175,449	10,115,736
Payment Certificate #10 (June 15, 2015)	Not available	Not available

**Funding Sources Summary:**

The funding summary for the Joint Operations Centre project to May 31, 2015 is as follows:

Source	Approved Funding Budget	Received to Date: May 31, 2015
Development Charges	\$11,932,404	\$3,518,598
Sale of Municipal Lands	8,453,185	0
Interim Line of Credit (LOC) if nec.		
Internal awaiting LOC draw.		2,502
<b>Total</b>	<b>\$20,385,589</b>	<b>\$3,521,100</b>

<b>Project Costs Paid to Date to May 31, 2015</b>	<b>\$ 8,231,100</b>
<b>Funding Received to Date</b>	<b><u>3,521,100</u></b>
<b>Draw on Line of Credit June 15, 2015</b>	<b>\$4,710,000</b>

**June 16, 2015**

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**Report No. IES15-039**

Project to date costs incurred have now exceeded funding received to date. A draw on the approved Construction Line of Credit will be made June 15 for \$4,710,000. The Line of Credit from Infrastructure Ontario carries an interest rate which varies monthly. The interest rate for the month of June is currently 1.58% per annum. The project budget does not include any provision for financing interest costs.

The Balance on Construction Line of Credit as at May 31, 2015, was \$NIL, as the above noted draw has been authorized to occur on June 15, 2015.

### **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.

In this report it is requested that Council approve the extension of the contract with MHMP Project Leaders to cover the full duration of the construction period and that the value of the contract be increased from \$75,400 to \$129,800 excluding taxes for an increase request of \$54,400 to provide part time support for the project administration and oversight duties for the Joint Operations Centre, notwithstanding the provisions of the Town's Procurement By-law. The cost of \$54,400 excluding taxes will be funded from the existing project contingency allowance that was previously approved by Council. These services have already resulted in savings in contract extras in excess of the fees to retain MHMP staff.

### **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

**June 16, 2015**

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**Report No. IES15-039**

12. April 15, 2014- IES14-024 Facility Project Status Report
13. May 20, 2014 – IES14-027 Facility Status Report
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
20. March 24, 2015 – IES15-023 Facility Status Report
21. April 21, 2015 – IES15-032 Facility Status Report
22. May 19, 2015 – IES15-037 Facility Status Report

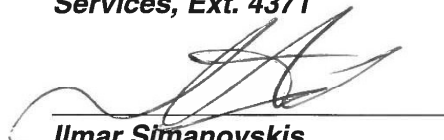
**ATTACHMENTS**

N/A

**PRE-SUBMISSION REVIEW**

Executive Leadership Team meeting of June 4, 2015

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



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



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



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**Town of Aurora  
Planning Development Services**

## **MEMORANDUM**

**DATE:** June 16, 2015  
**TO:** Mayor Dawe and Members of Council  
**FROM:** Marco Ramunno, Director of Planning and Development Services  
**RE:** Municipal Council Blanket Support Resolution – Rooftop Solar PV Projects

---

### **RECOMMENDATIONS**

***THAT the memorandum regarding Municipal Council Blanket Support Resolution-Rooftop Solar PV Projects be received; and***

***THAT approval of the following Municipal Blanket Support Resolution, previously approved by Council in 2012 and 2013, be confirmed for a further 12 month period:***

***WHEREAS the Province's FIT Program encourages the construction and operation of rooftop solar PV projects (the "Projects");***

***WHEREAS one or more Projects may be constructed and operated in the Town of Aurora; and***

***WHEREAS, pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts.***

***NOW THEREFORE BE IT RESOLVED THAT Council of the Town of Aurora supports without reservation the construction and operation of the Projects anywhere in the Town of Aurora.***

***BE IT FURTHER RESOLVED THAT this resolution shall expire twelve (12) months after its adoption by Council.***

***THAT the Mayor and Clerk be authorized to execute the new FIT form attached to this memorandum.***



June 16, 2015

-2-

Municipal Council Blanket Support

---

**BACKGROUND**

On November 7, 2013 Council approved the following resolution in support of local applications submitted under the Ontario Power Authority's Feed-in-Tariff program:

THAT the memorandum regarding Municipal Council Blanket Support Resolution-Rooftop Solar PV Projects be received; and

THAT the Environmental Advisory Committee recommend to Council to adopt the following resolution:

WHEREAS the Province's FIT Program encourages the construction and operation of rooftop solar PV projects (the "Projects");

WHEREAS one or more Projects may be constructed and operated in the Town of Aurora; and

WHEREAS, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts.

NOW THEREFORE BE IT RESOLVED THAT Council of the Town of Aurora supports without reservation the construction and operation of the Projects anywhere in the Town of Aurora.

BE IT FURTHER RESOLVED THAT this resolution shall expire twelve (12) months after its adoption by Council.

THAT the Mayor and Clerk be authorized to execute the new FIT form attached to this memorandum.

The province has recently announced the release of FIT version 4.0 and it is appropriate to consider the continuation of the Town's support of local applications through the renewal of the Municipal Council Blanket Support Resolution.

This Municipal Council Support Resolution will provide local applications with 2 priority points under the Ontario Power Authority's (OPA) recently-released Feed-in Tariff (FIT) program rules, version 4.0. The greater the number of priority points an applicant has secured, the better the chance that they will be awarded a FIT contract from the OPA.

These rules were developed based on feedback received by the OPA during the FIT Program 2-year review. This feedback included concerns about a lack of opportunity for municipal input regarding renewable energy projects proposed within a particular municipality. Though municipalities still do not have control over which renewable energy projects are developed within their municipal territory, FIT 4.0 prioritizes project applications which can demonstrate Municipal Council Support.

June 16, 2015

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Municipal Council Blanket Support

This resolution would apply to the Town's rooftop solar generation project at the SARC as well as other applications under the same program in Aurora.

Staff are requesting that Council renew the Municipal Council Blanket Support Resolution for 2015. The purpose is to enable the participants in the FIT Program to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects or for any other purpose.

Passing the recommended resolution would be an equitable way to increase the likelihood that one or more solar rooftop generation projects within Aurora receives a FIT contract, while not preferring one Aurora-sited project application over all others.

As well, passing the recommended resolution will showcase the Town's commitment to green energy and the development of a green economy within Aurora; while also highlighting the Town's continued environmental leadership.

**ATTACHMENT**

1. Prescribed Form/Template: Municipal Council Blanket Support Resolution.



**FEED-IN TARIFF  
PROGRAM**

120 Adelaide Street West, Suite 1600  
Toronto, Ontario M5H 1T1

T 416-967-7474  
F 416-967-1947  
www.ieso.ca

**Instructions: Municipal Council Blanket Support Resolution**  
**Section 5.1(g)(i) of the FIT Rules, Version 4.0**

Page i of i	Apr 2015	IESOMRD/f-FIT-011r2
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Capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.

**INSTRUCTIONS APPLICABLE TO ALL RESOLUTIONS**

1. The instruction page is not required to be submitted with the hard copy Application materials.
2. The first page of the resolution must be marked, by the Applicant, with the FIT Reference Number associated with the Application.
3. Where the resolution has multiple pages, the resolution should be stapled.
4. Information provided in the resolution must be consistent with the information provided in the electronic Application Form in order for the Application to be awarded Priority Points.
5. Apart from the completion of any blanks in the template resolution, no amendments, other than those outlined in paragraph 6 below, may be made to the wording of this form.
6. Words in between square brackets (i.e. “[” and “]”) are immaterial to the intent of the template resolution and may be modified to follow standard procedure of the issuing body. Wording not contained within square brackets must not be changed in order for the Application to be awarded Priority Points.
7. The entirety of the resolution (all blanks) must be completed and it must be signed by an appropriate individual(s) in order for the Application to be awarded Priority Points, and all Prescribed Forms must be signed to be considered complete.

**INSTRUCTIONS SPECIFIC TO THE RESOLUTION**

8. Local municipal councils have the option of drafting the Template: Municipal Council Blanket Support Resolution on the Council or equivalent governing body letterhead. The language of the Template: Municipal Council Blanket Support Resolution must be the same as shown in the template in order for the Applicant to obtain Priority Points. Priority Points will not be awarded if the blanket support resolution includes additional conditions or delegation of authority to staff for additional approvals.
9. The Prescribed Form: Municipal Council Resolution Confirmation is not required to be used for a Template: Municipal Council Blanket Support Resolution.
10. If applicable, a FIT 3.0 Municipal Council Blanket Support Resolution previously issued by the Municipality in support of Projects in the Municipality may be submitted providing the one year effective period has not expired at the time the electronic Application Form has been submitted.
11. Where no resolution number exists, insert "N/A" into the appropriate field.

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**Town of Aurora**  
**Planning Development Services**

**Template: Municipal Council Blanket Support Resolution**

Section 5.1(g)(i) of the FIT Rules, Version 4.0

Page 1 of 1	Apr 2015	IESOMRD/f-FIT-011r2
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Resolution Number: \_\_\_\_\_

FIT Reference Number: \_\_\_\_\_

Date Resolution was passed: \_\_\_\_\_

*(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by The Local Municipality.)*

**[WHEREAS]** capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.

**[AND WHEREAS]** the Province's FIT Program encourages the construction and operation of Rooftop solar PhotoVoltaic generation projects (the "Projects");

**[AND WHEREAS]** one or more Projects may be constructed and operated in Town of Aurora ;

**[AND WHEREAS]**, pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

**[NOW THEREFORE BE IT RESOLVED THAT]:**

Council of the Town of Aurora supports the construction and operation of the Projects anywhere in Town of Aurora .

This resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.

This resolution shall expire twelve (12) months after its adoption by Council.

Signed:

Signed:

Title:

Title:

Date:

Date:

*(Signature lines for elected representatives. At least one signature is required.)*



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT** **No. PL15-046**

---

**SUBJECT:** *Application for Exemption from Part Lot Control  
Mattamy (Aurora) Limited  
Blocks 101, 103, 105, 110 & 114, Plan 65M-4423  
File No. PLC-2015-02*

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

**DATE:** *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-046 be received; and*

*THAT the Application for Exemption from Part Lot Control submitted by Mattamy (Aurora) Limited to divide Blocks 101, 103, 105, 110 and 114 on Plan 65M-4423 into 30 separate lots for townhouse units be approved; and*

*THAT the Part Lot Control Exemption By-law be introduced and enacted at the next available Council meeting.*

**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's approval of a part lot control exemption by-law applying to Blocks 101, 103, 105, 110 and 114 on Plan 65M-4423.

**Part Lot Control Exemption Defined**

Section 50 of the *Planning Act* grants municipalities the authority to pass a By-law to exempt lands within a registered plan of subdivision from the Part Lot Control provisions in the Act. This process is used to lift Part Lot Control restrictions from lands within registered plans of subdivision to create parcels for sale and freehold title. It is primarily used for semi-detached and townhouse developments after construction has started to accurately set the boundary lines between the residential units.

June 16, 2015

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Report No. PL15-046

## **BACKGROUND**

### **Location/ Land use**

The lands subject to the Part Lot Control application form part of the Aurora Northeast 2C Secondary Plan Development (See Figure 1). The subject lands are located north of St. John's Sideroad and west of Leslie Street. The surrounding lands uses are as follows:

North: residential lands currently vacant

South: residential lands and St. John Sideroad

East: residential lands; and

West: residential lands.

In total, 30 townhouses units with a total area of 0.49 hectare was draft approved per the Draft Plan of Subdivision, File: SUB-2011-02. The Subdivision Agreement for this development was subsequently executed and the M-Plan was registered on October 2, 2014.

### **Proposal**

The Owner, Mattamy (Aurora) Limited, is currently developing the subject lands identified as Blocks 101, 103, 105, 110 and 114 on Registered Plan 65M-4423 (see Figure 2). The subject blocks comprise a total of 30 street townhouse units fronting onto Payne Crescent, Stocks Lane and Minlow Way. The dwellings are currently under construction and nearing completion.

### **Town of Aurora Official Plan**

The subject lands are designated as "Urban Residential 2" by the Town of Aurora Official Plan. The Urban Residential 2 Designation permits a range of residential dwelling units including townhouse dwellings. The subject proposal is consistent with the housing forms on Payne Crescent and Stocks Lane and conforms to the Official Plan.

### **Zoning By-law**

The subject lands are zoned Row Dwelling Residential R6-58, R6-59 and R6-61 Exception Zone within the Town of Aurora By-law 2213-78, as amended. The "R6-58, R6-59 and R6-61" Exception Zone primarily permits residential uses such as townhouse units. The proposed development conforms to the zoning by-law. The existing zoning map is detailed on Figure 1, attached.

June 16, 2015

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Report No. PL15-046

## **COMMENTS**

The applicant is requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for Blocks 101, 103, 105, 110 and 114 Plan 65M-4423 as a means of achieving the proposed lot divisions (see Figures 3).

The subject application was circulated to all relevant internal departments and no objections were received. The lots that comprise the subject application comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreement (SUB-2011-02) registered over the subject lands.

## **LINK TO STRATEGIC PLAN**

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:*** approval of the subject application will assist in **collaborating with the development community to ensure future growth includes housing opportunities for everyone.**

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

None.

## **FINANCIAL IMPLICATIONS**

None.

## **PREVIOUS REPORTS**

General Committee Report No. PL13-021, April 16, 2013 – Plan of Subdivision and Zoning Amendment Application.

## **CONCLUSIONS**

The Planning and Development Services department has reviewed the subject Part Lot Control Exemption Application in the context of the Official Plan, the Zoning By-law and Subdivision Agreement respecting the subject lands. Planning and Development Services Staff support the subject Part Lot Control Exemption Application to facilitate the creation of 30 freehold lots for townhouse dwellings and accordingly, recommend that the Part Lot Control By-law be enacted at a future Council meeting.



June 16, 2015

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Report No. PL15-046

---

**ATTACHMENTS**

- Figure 1- Location/Zoning By-law Plan
- Figure 2- Registered Plan of Subdivision – 65M-4423
- Figure 3- Proposed Lot Division (Reference Plan – 65R-35601)
- Figure 4- Proposed Lot Division (Reference Plan – 65R-35602)
- Figure 5- Proposed Lot Division (Reference Plan – 65R-35603)

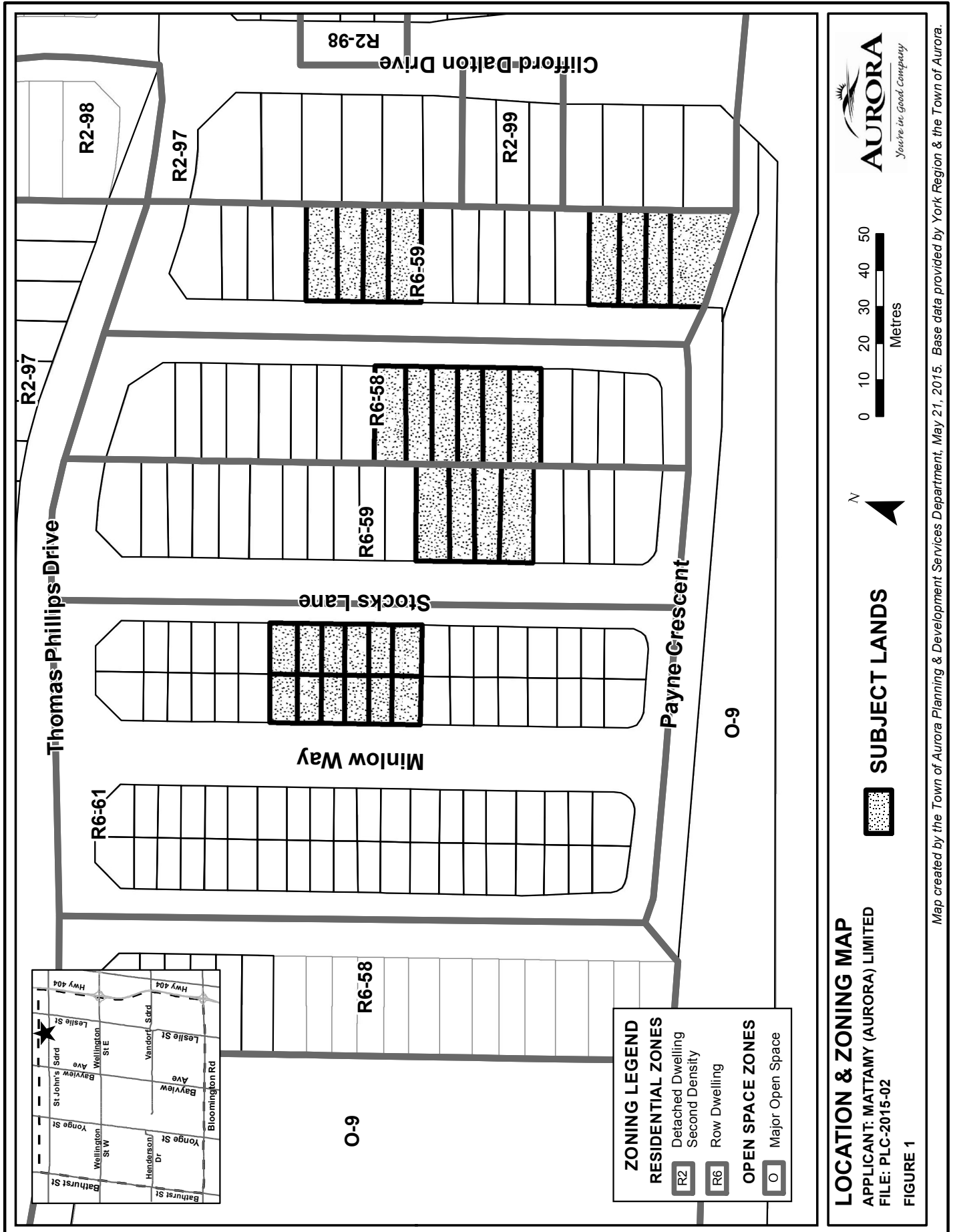
**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – June 4, 2015

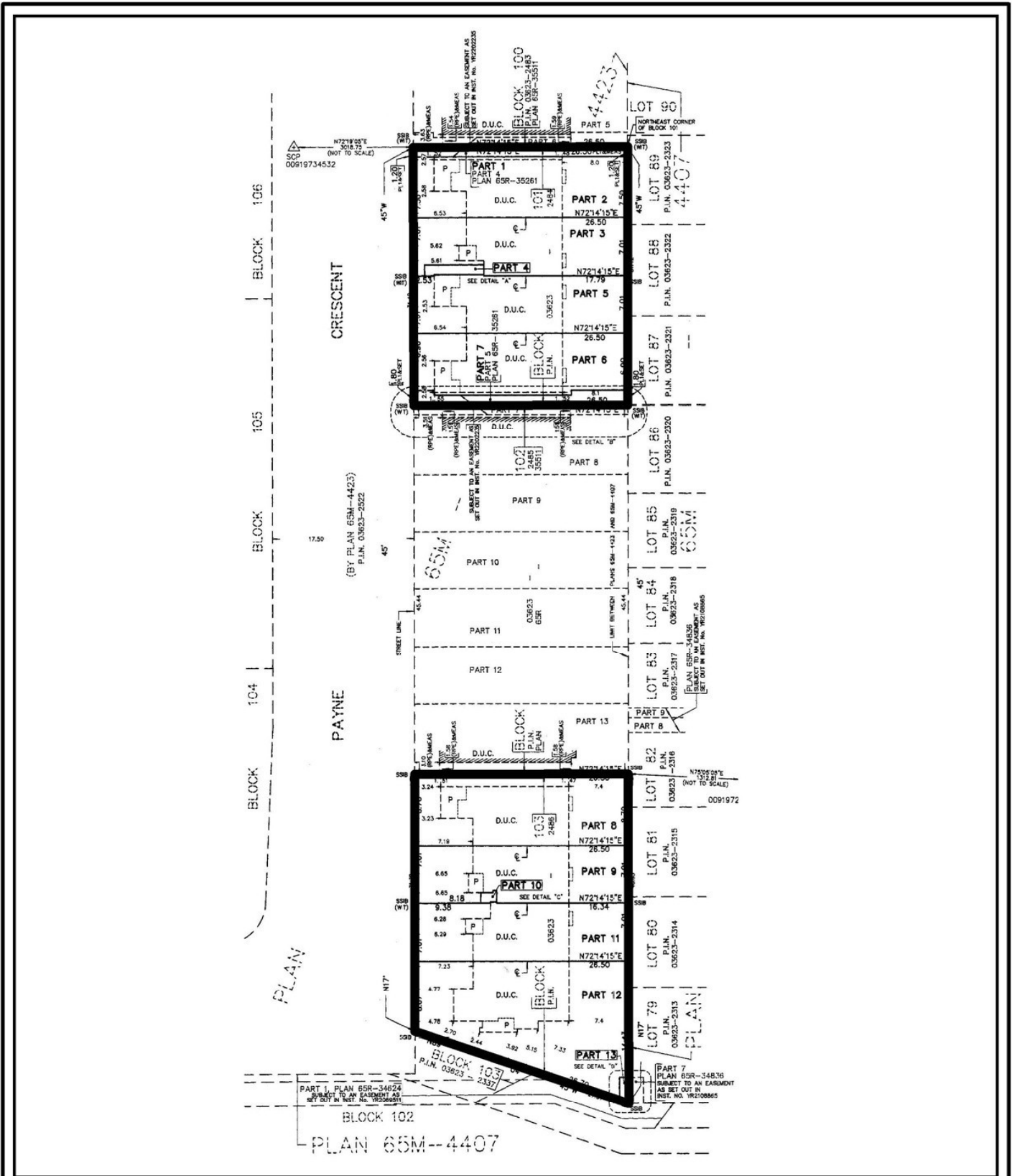
***Prepared by: Lawrence Kuk, Planner - Ext. 4343***

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

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







**SUBJECT BLOCKS 101, 103 (REFERENCE PLAN – 65R-35601)**

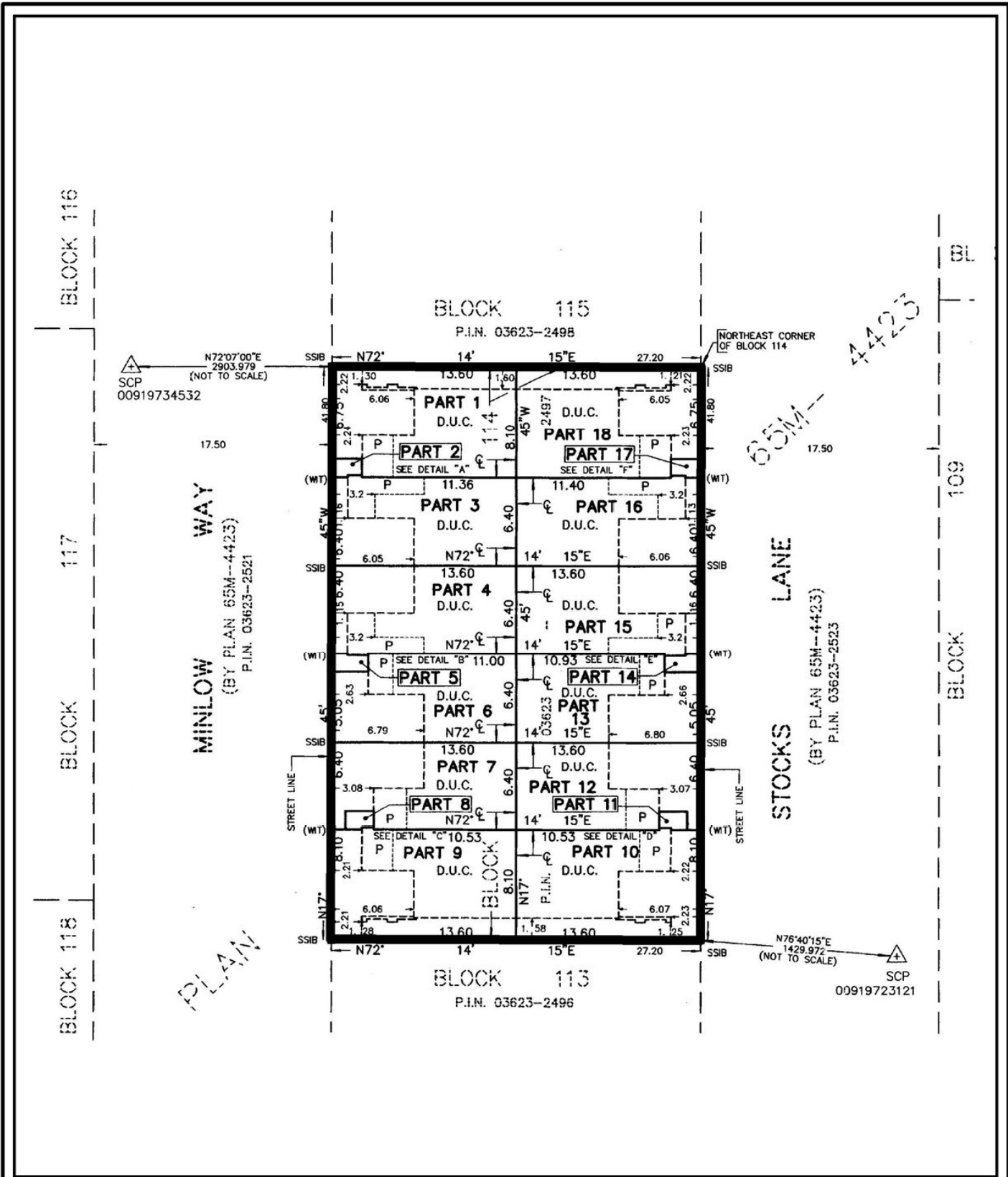
APPLICANT: MATTAMY (AURORA) LIMITED  
 FILE: PLC-2015-02



**SUBJECT BLOCKS**

FIGURE 3





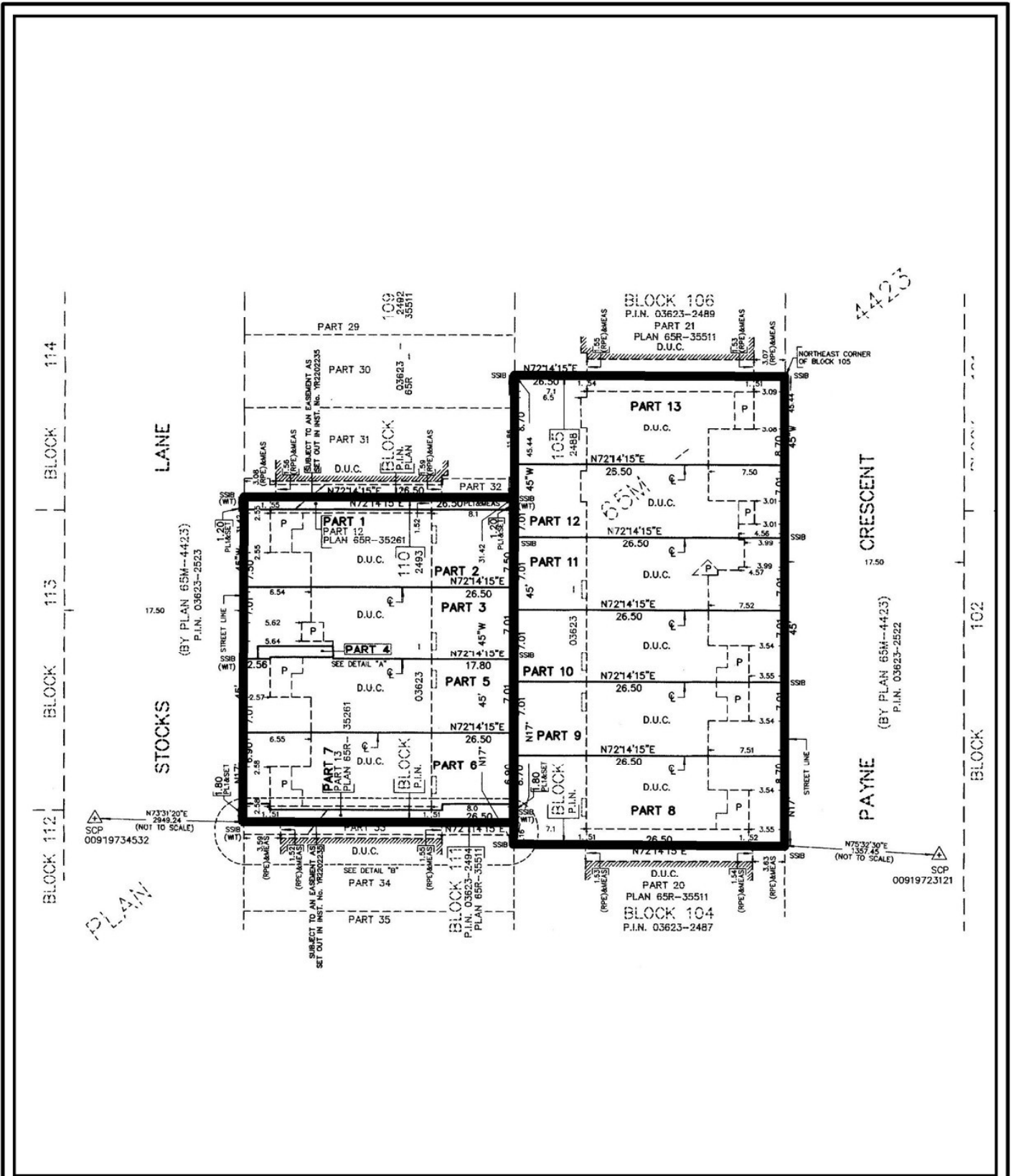
**SUBJECT BLOCKS 114 (REFERENCE PLAN – 65R-35602)**

APPLICANT: MATTAMY (AURORA) LIMITED  
 FILE: PLC-2015-02

FIGURE 4

 **SUBJECT BLOCKS**





**SUBJECT BLOCKS 105 & 110 (REFERENCE PLAN – 65R-35603)**

APPLICANT: MATTAMY (AURORA) LIMITED  
 FILE: PLC-2015-02



**SUBJECT BLOCKS**

FIGURE 5





**TOWN OF AURORA**

**GENERAL COMMITTEE REPORT**

**No. PL15-048**

---

**SUBJECT:** *Solar PV Projects Update*

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

**DATE:** *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-048 be received for information.*

**PURPOSE OF THE REPORT**

To update Council on the performance and completion of the 10 kW Town owned Solar PV arrays at the Aurora Public Library and Aurora Town Hall. The report also provides an update to council on the progress towards the completion of the lease of roof space for a 600 kW Solar PV system at the Stronach Aurora Recreation Complex.

**BACKGROUND**

**MicroFIT Projects, Town Owned Solar PV Arrays**

On April 1, 2013 Council directed staff to proceed with the design supply and installation of two separate 10 kW Solar Photovoltaic Systems located at Aurora Town Hall and the Aurora Public Library. In July 2013, the two system installations were completed by Solera Sustainable Energies Co. as per (RFP) PDS2013-36.

In April 2015, the installation of the solar display Television screen was coordinated at the Town hall. Staff staggered the installations of the two projects in order to optimize lessons learned and will be ready to install the solar display Television screen at the library in the coming months.

**Figure 1** is a screen shot of the SolarVu Energy Portal, displayed in the Town hall main lobby, on Fri May 22 @ 4 pm. An energy gauge is displayed on the left hand side which shows that the PV system on the town hall was producing 62 (kilo Watts- (kW) or (6224 Watts -W) per hour in that moment in time. The display is updated a few times per hour and there is a date and time of the last update located just below the information summary box on the left hand side.

**June 16, 2015**

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**Report No. PL15-048**

The Library PV array when installed had a faulty inverter, which prevented the array from producing optimal power. The inverter was replaced in February and the array is working now working as it was designed to.

The two systems have generated 21,260 kWh of energy and \$11,839 in revenue through the OPA microFIT program to date. Generally, the system at the Aurora Public Library generated less energy and revenue due to less ideal conditions and several equipment failures over the past year. As a result, staff have introduced new measures to more closely monitor the function of the two systems and limit downtime moving forward.

### **FIT Project, Roof Lease**

On November 19 2013, Council approved the lease of roof space for a solar photovoltaic (PV) array at the Stronach Aurora Recreation Complex (SARC) to Solera Sustainable Energies Co and TREC Solarshare Co-operative. Staff are currently in the process of negotiating the Roof lease agreement. In addition staff are waiting to obtain a detailed roofers report, which was a requirement of the RFP. The contractor is required to obtain a building permit for the project with the town before construction begins. The installation of the solar PV array is expected to be completed in 2016. If all pre construction requirements go smoothly there is a chance that the array could be installed as early as the 4<sup>th</sup> quarter of 2015.

## **COMMENTS**

### **Benefits of Aurora's Green Energy**

The Town's investment in Green Energy is intended to promote and fund future environmental initiatives. Town of Aurora is showing leadership in the renewable energy arena, by both owning its own solar PV arrays and leasing facility roof space to generate energy from the sun. The three projects combined are anticipated to generate 620,000 kWh of energy and \$42,000.00 per year over the next 18-20 years. **Figure 3** highlights some of the additional environmental benefits. This figure provides 12 different carbon footprint energy equivalency examples, calculated for the 20,000 kWh values that the town hall system has produced to date. Energy equivalencies help people with a minimal understanding of energy units of measure grasp the impact of a specific amount of renewable energy produced. The Greenhouse Gas reduction benefits are 2140 kg or 2.1 tonnes of Carbon dioxide (CO<sub>2</sub>) emissions displaced to date.



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**Report No. PL15-048**

**Establishment of the Environmental Reserve Fund**

On September 4<sup>th</sup> 2012, council agreed to create an environmental reserve fund to support corporate environmental initiatives. Environmental initiatives often result in operating costs savings for equipment and facilities; but also often involve higher up-front costs as related to less environmentally-friendly alternatives. This Fund would cover the cost difference between environmental initiatives and conventional corporate initiatives; helping to ensure that these initiatives get implemented, and supporting implementation of the town's Corporate Environmental Action Plan.

The Environmental reserve fund is funded from the Town's microFIT project revenue, by the \$20,000 annual operating funds historically designated for green power procurement as well as by the \$30,000/ year roof lease contract for the SARC solar PV project and the revenue generated by the two microFIT town owned projects.

**LINK TO STRATEGIC PLAN**

Developing two microFIT Solar PV projects on Town-Owned buildings and the SARC rooftop lease will support the Strategic Plan goal of ***Supporting environmental stewardship and Sustainability*** through the displacement of Greenhouse Gas emissions. This development will also support the Strategic Plan objective: ***Invest in sustainable infrastructure***, which is linked to the goal of ***Supporting an exceptional quality of life for all***.

**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. None

**FINANCIAL IMPLICATIONS**

Capital budget for the two projects was set at \$120,000 in September 2012. The two installations came to a cost of approximately \$86,000. Staff had estimated the annual revenue to be about \$6000.00 per year for each 10 kW system before installation. The two microFIT systems have created a revenue of \$11,839 in 22 months.

(Under the FIT 3.0 guidelines) The roof lease contract for the SARC is for \$30,000 per year for a 600 kW system for 20 years at the rate of \$ 50 /kWp.

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Report No. PL15-048

## **PREVIOUS REPORTS**

General Committee Report No. PL13-084, dated, November 19, 2013.  
General Committee Report No. PL13-023, dated, April 1, 2013.  
General Committee Report No. CAO12-016, dated, September 18, 2012.  
General Committee Report No. CAO12-015, dated, September 4, 2012.  
General Committee Report No. IES11-001, dated, January 18, 2011

## **CONCLUSIONS**

Town of Aurora is showing leadership in the renewable energy arena, by both owning its own solar PV arrays and leasing facility roof space to generate energy from the sun. By creating energy independent of the grid, the Town will be able to capitalize on the financial gain of producing free energy once the two microFIT systems have paid for themselves. The three solar energy projects serve as a visual reminder of the Town's commitment to environmental action, which would serve to raise awareness of solar power and renewable energy among Aurora residents, businesses, and visitors.

## **ATTACHMENTS**

Figure 1. Screen shot of Solar Vu Fri May 22<sup>nd</sup> @ 4 pm, Town Hall  
Figure 2. Screen shot of Solar Vu Fri May 22<sup>nd</sup> @ 4 pm, Library  
Figure 3. Carbon Footprint energy equivalency calculator

## **PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – June 4, 2015.

*Prepared by: Christina Nagy-Oh, Program Manager, Environmental Initiatives - Ext. 4382*

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

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

Figure 1. Screen shot of Solar Vu Fri May 22nd @ 4pm, Town Hall system.

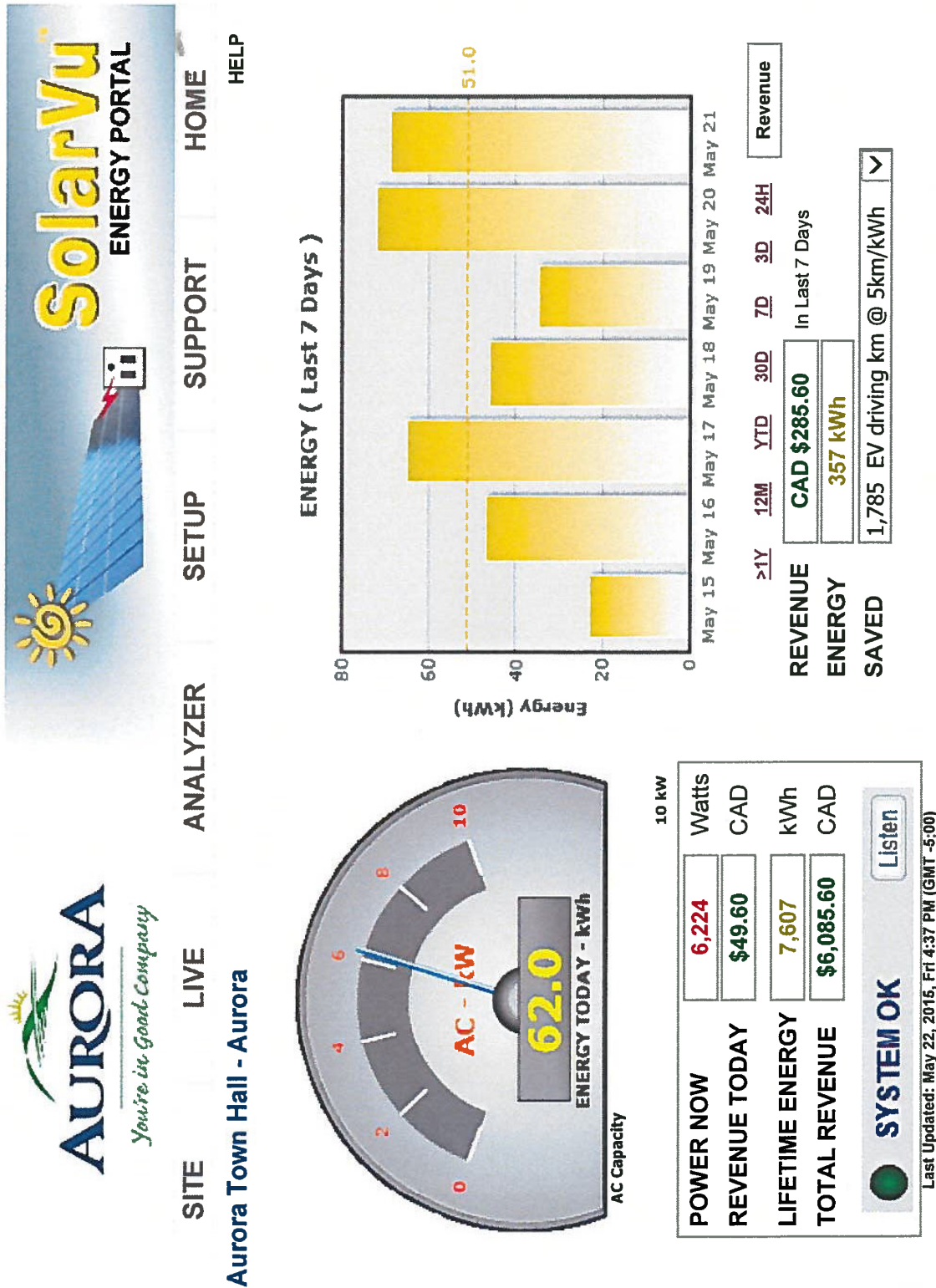


Figure 2. Screen shot of Solar Vu Fri May 22nd @ 4pm, Library system.

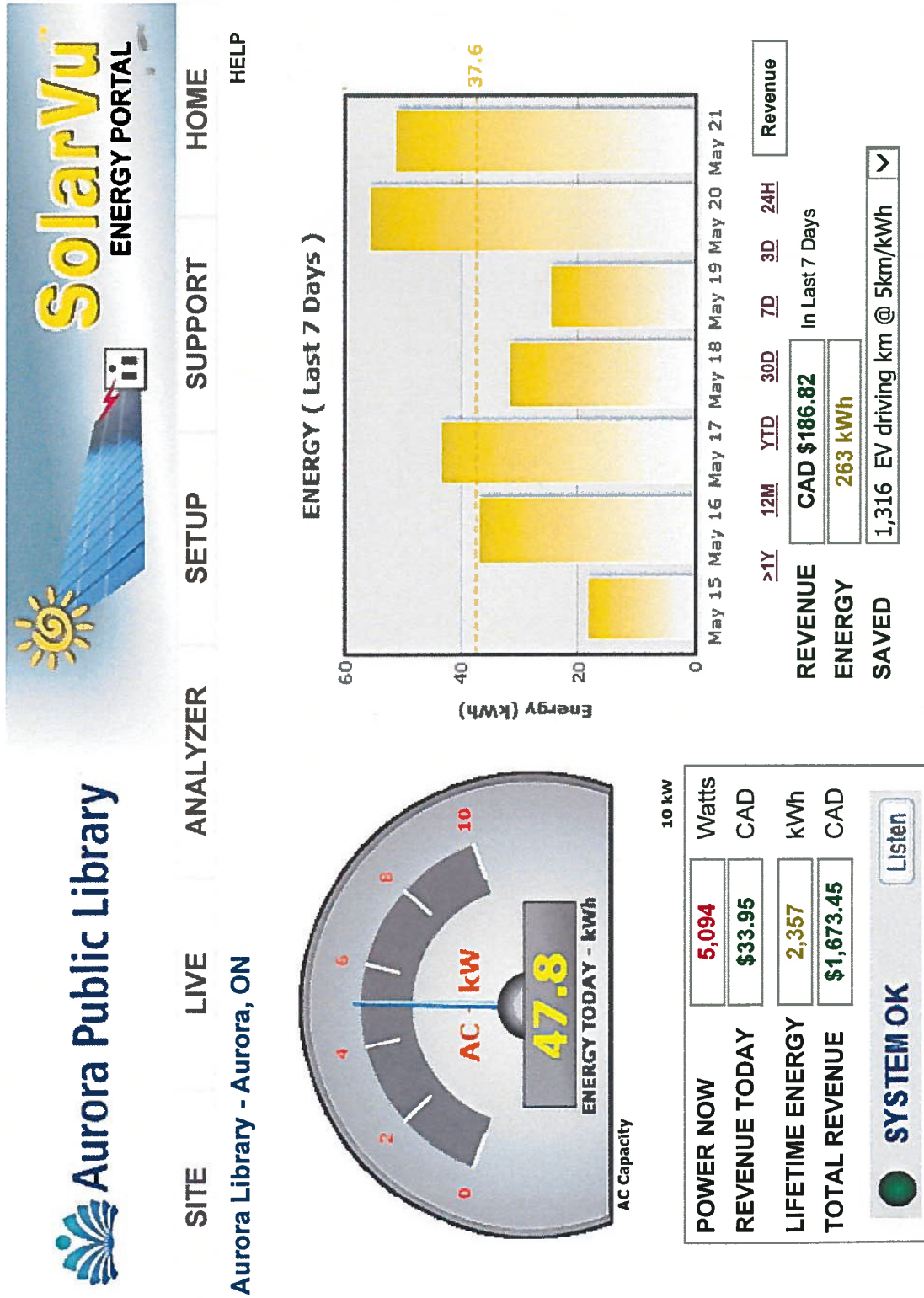
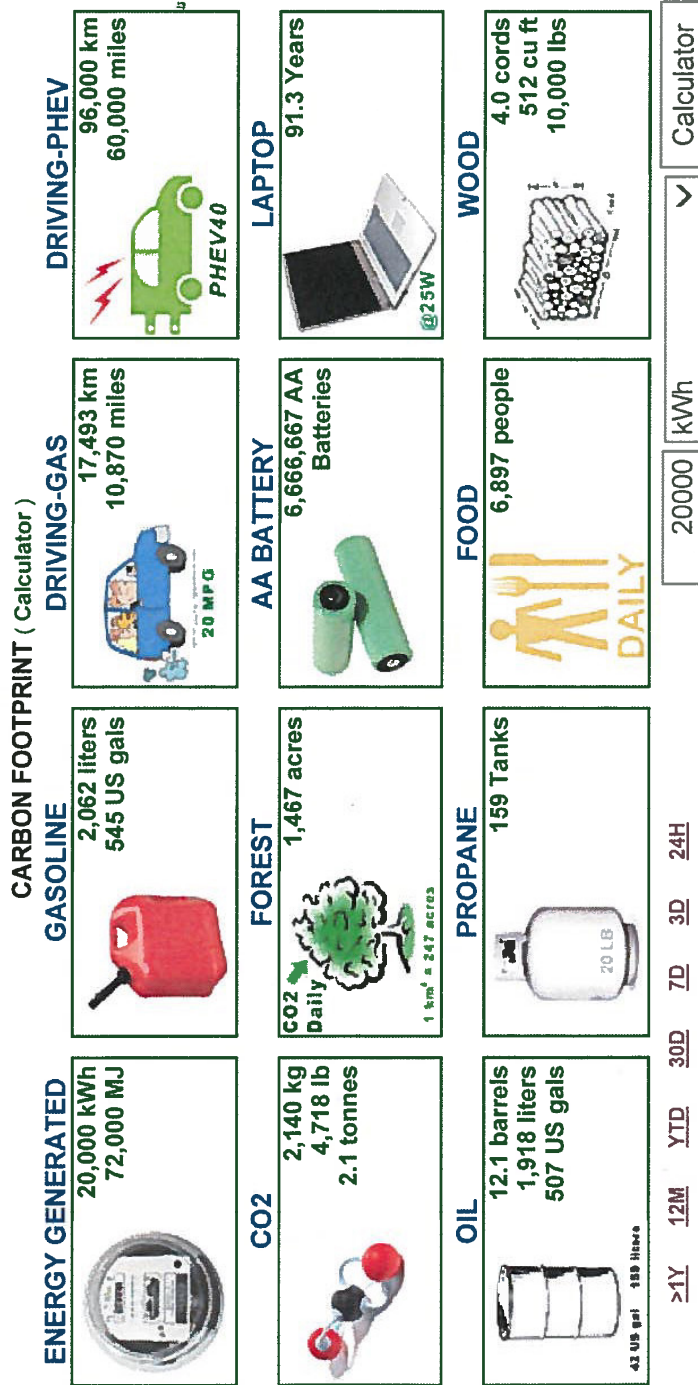


Figure 3. Carbon Footprint energy equivalency calculator.





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PL15-049**

---

**SUBJECT:**    *Application for Site Plan Approval*  
                  *Jochri Investments Limited*  
                  *200 Industrial Parkway South*  
                  *Lot 59, Registrar's Compiled Plan 10328*  
                  *File Number: SP-2015-02*

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

**DATE:**        *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-049 be received; and*

*THAT Site Plan Application File SP-2015-02 (Jochri Investments) to permit the development of the subject lands for the construction of a 625 m<sup>2</sup> GFA warehouse building be approved; 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**

This report outlines the proposal for a site plan application to allow a 625 m<sup>2</sup> gross floor area (GFA) warehouse building on the subject lands, as illustrated in Figure 4.

**BACKGROUND**

The existing building on the property was constructed in 1981. The building is a two storey, 1,397 m<sup>2</sup> GFA industrial building that was approved via site plan application no. SP-1980-09. The owner is now proposing to construct a second building on the property.

On March 4, 2015 the owner submitted a new site plan application (file SP-2015-02) to permit the development of a new 625 m<sup>2</sup> warehouse building to the west of the existing building. A total of 58 parking spaces will serve both buildings.

June 16, 2015

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Report No. PL15-049

**Location/Land Use**

The subject lands are located on the west side of Industrial Parkway South, north of Engelhard Drive, known municipally as 200 Industrial Parkway South (see Figure 1). The site has 248.51 m of frontage on Industrial Parkway and 9,872 m<sup>2</sup> in area.

The surrounding land uses are as follows:

- North: Industrial Parkway South and existing employment lands;
- South: Existing employment lands;
- East: Industrial Parkway South and existing employment lands; and
- West: GO Transit rail line and existing employment lands.

**Policy Context**

*Town of Aurora Official Plan*

The subject lands are designated as “Existing Employment – General Industrial” by the Town of Aurora Official Plan. Permitted uses include manufacturing, assembly, fabrication, processing, warehousing, storage, transportation, transit related uses, automotive repair, utilities, printing establishments, business and professional offices, limited institutional and recreational uses, and accessory uses.

*Town of Aurora Zoning By-law*

The subject lands are zoned “General Industrial (M2) Zone”. Permitted uses in the M2 Zone include warehouses and industrial uses, ancillary retail, self storage, data processing, fitness and recreation centres, private clubs, laundries, body shops, motor vehicle rental and repair, offices, repair shops, research labs, trade schools, and transportation terminals.

**Site Design**

The site plan proposes a new 625 m<sup>2</sup> warehouse building to the west of the existing building. The pertinent site statistics are as follows:

	<b>Existing – Zoning By-law (M2)</b>	<b>Proposed Development Including Existing Building</b>
Lot Area (minimum)	1400.0 m <sup>2</sup>	9872.3 m <sup>2</sup>
Lot Frontage (minimum)	30.0 m	248.51 m
Front Yard (minimum)	3.0 m	9.243 m
Rear Yard (minimum)	9.0 m	20.599 m
Interior Side Yard (minimum)	3.0 m	3.120 m

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**Report No. PL15-049**

Exterior Side Yard (minimum)	3.0 m	9.243 m
Parking Requirements	Industrial: 1 space/50 m <sup>2</sup> GFA Office: 3.3 spaces/90 m <sup>2</sup> GFA Total: 50 spaces	58 spaces
Loading Spaces	2 spaces for each building 300-2500 m <sup>2</sup> GFA (2 spaces for proposed building)	2 (1 space for proposed building)
Building Height (maximum)	15.0 m	7.0 m

**COMMENTS**

The subject application was circulated to Town departments, Enbridge, GO Transit, Ontario Power Generation, and Powerstream. There are no objections to the proposed development. The applicant is addressing technical comments from the first submission, which are summarized below, which will be completed prior to execution of the site plan agreement.

Comments have also been provided by Legal & Legislative Services and Enbridge Gas, which have no concerns with the development subject to final review of plans and standard conditions within the site plan agreement. All comments have been provided to the applicant.

**Town of Aurora Official Plan**

The Existing Employment – General Industrial designation is intended to ensure the long term protection and continued evolution of existing, older industrial areas. The site plan application, which proposes to develop the lands for a new warehouse building, is considered to conform to the Official Plan.

**Town of Aurora Zoning By-law**

The proposed development has been evaluated by the Town’s Building & By-law Services Department; staff are satisfied that the site plan complies with the zoning provisions provided that an additional loading space is provided for the proposed building.

**Site Plan Design**

The site plan proposes a second building to the west of the existing building on lands currently used as a gravel parking area. The building will be divided into two units. The site plan shows a conceptual future building addition that would be evaluated under a separate future site plan application. The site plan proposes three separate parking areas on site. The two existing driveways will continue to be used for vehicular access



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Report No. PL15-049

to the site. A concrete walkway is proposed for pedestrian access to the main building entrances.

Industrial Parkway South bends in an “S” shape around the east and north sides of the property. The GO Transit rail line owned by Metrolinx runs north-south on the west side of the proposed building. A 1.83 m high chain link fence will be installed along the Metrolinx property line.

There are two easements on the subject property: a 7 m easement next to the rail right of way and a 3 m easement next to Industrial Parkway South for a future sanitary force main. The site plan does not affect either easement.

### **Landscaping**

The site plan proposes 17 new trees in the front of the proposed building and along the street (see Figure 5). The plantings include Autumn Blaze Maple, Shademaster Honey Locust, and Colorado Spruce. Various smaller plantings are proposed in the same area. The west side of the property near the rail right of way is proposed to remain undeveloped and undisturbed. Tree protection fencing is proposed for four existing trees, including three trees on the Industrial Parkway right of way. Parks & Recreation Services staff require additional plantings along the front of the site and concrete surfacing at exit doors.

### **Building Elevations**

The front of the proposed building faces Industrial Parkway South. As illustrated in Figure 6, the building features an entrance for each of the two units, sheltered by a canopy at the front of the building. The front of the building features stucco or metal siding and windows to reception and office space. The rest of the building will be clad in stucco or metal siding. The rear of the building has two large drive-in overhead doors.

### **Parking and Access**

As noted in under Site Design, the site plan proposes three separate parking areas: the existing lot on the east side of the existing building, the existing lot between the existing building and the new building, and a new parking area north of the proposed building. A total of 58 parking spaces will be provided, including two barrier free spaces. The existing driveways will provide vehicular access for the existing and proposed parking.

The existing fire route along the main driveway of the central lot will continue behind the proposed building. The portions of the parking lot that currently have a gravel surface will be paved and a barrier curb will be installed. Central York Fire Services has requested technical information regarding fire route signage.

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Report No. PL15-049

### **Servicing**

The proposed development will be built to full municipal standards. Stormwater from the proposed building will be controlled and restricted by roof drains. The parking area will drain to the existing 250 mm storm sewer that connects to the municipal storm sewer on Industrial Parkway. An oil/grit separator will provide quality control.

A 150 mm sanitary sewer will connect the proposed building to the municipal sanitary sewer. A 200 mm watermain and a 100 mm watermain will connect the proposed building to the municipal water supply via an existing connection to the property.

The Town's Development Planning Engineer has asked for technical details relating to stormwater management, water service, and the location of heavy duty pavement. Central York Fire Services has requested technical information regarding water supply.

### **GO Transit**

GO Transit has requested an update to the Stormwater Management Report to address potential impacts on the rail right of way. They also require a 1.83 m high chain link fence.

### **Accessibility**

The Accessibility Advisory Committee has requested that the applicant consider adding automatic door openers at the main entrance to each unit.

### **LINK TO STRATEGIC PLAN**

The subject site plan application supports the Strategic Plan goal of ***Enabling a diverse, creative and resilient economy*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

***Promoting economic development opportunities that facilitate the growth of Aurora as a desirable place to do business:*** Through the construction of a new warehouse building, employment opportunities are created in accordance with the ***Develop plans to attract businesses that provide employment opportunities for our residents*** action item.

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

1. Direct staff to report back to Council addressing any issues that may be raised at the Council Meeting.

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### **FINANCIAL IMPLICATIONS**

Administrative fees will be payable upon execution of the site plan agreement. Legal Services have reviewed the application and will determine the applicability of cash in lieu of parkland prior to the issuance of building permits.

### **PREVIOUS REPORTS**

None.

### **CONCLUSIONS**

Planning and Development Services has reviewed the subject site plan application in accordance with the policies of the Official Plan, the provisions of the Zoning By-law, the development standards of the Town and in the context of the surrounding land uses. The subject proposal conforms to the Official Plan and the development is complementary to the surrounding employment uses. Accordingly, staff recommend approval of the site plan application to permit the development of a 625 m<sup>2</sup> GFA warehouse building on the subject lands.

### **ATTACHMENTS**

- Figure 1 – Location Map
- Figure 2 – Official Plan Map
- Figure 3 – Zoning Map
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Landscape Plan
- Figure 6 – Proposed North and South Elevations
- Figure 7 – Proposed East and West Elevations

### **PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – June 4, 2015.

*Prepared by: Marty Rokos, Planner – Ext. 4350*

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

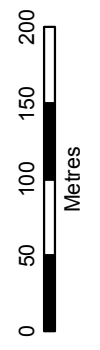
  
**Neil Garbe**  
**Chief Administrative Officer**



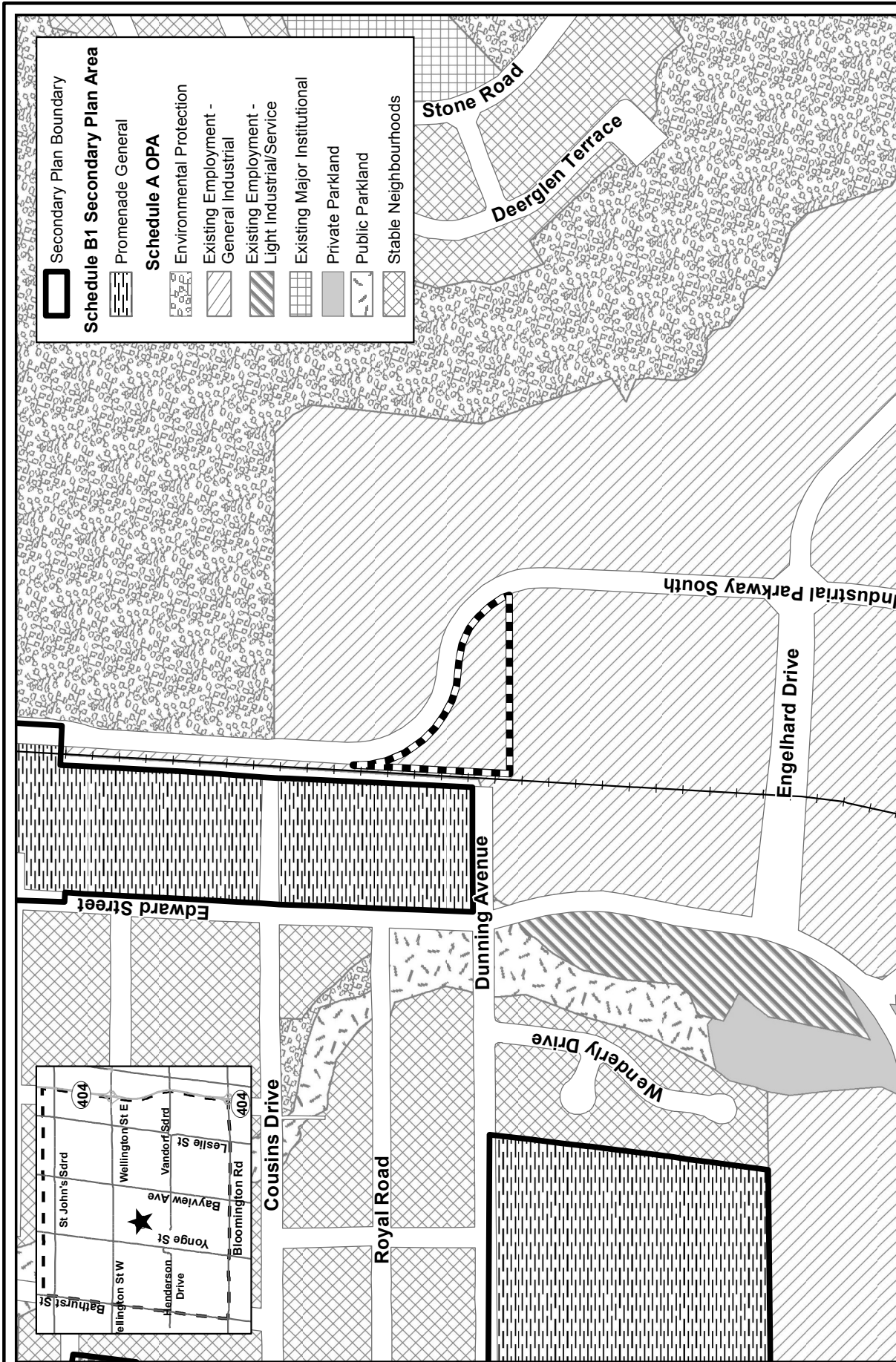
**LOCATION MAP**  
 APPLICANT: JOCHRI INVESTMENTS LTD.  
 FILE: SP-2015-02  
**FIGURE 1**



**SUBJECT LANDS**

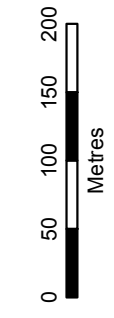


Map created by the Town of Aurora Planning & Development Services Department, May 26, 2015. Base data provided by York Region. Air Photos taken Spring 2014, © First Base Solutions Inc., 2014 Orthophotography.

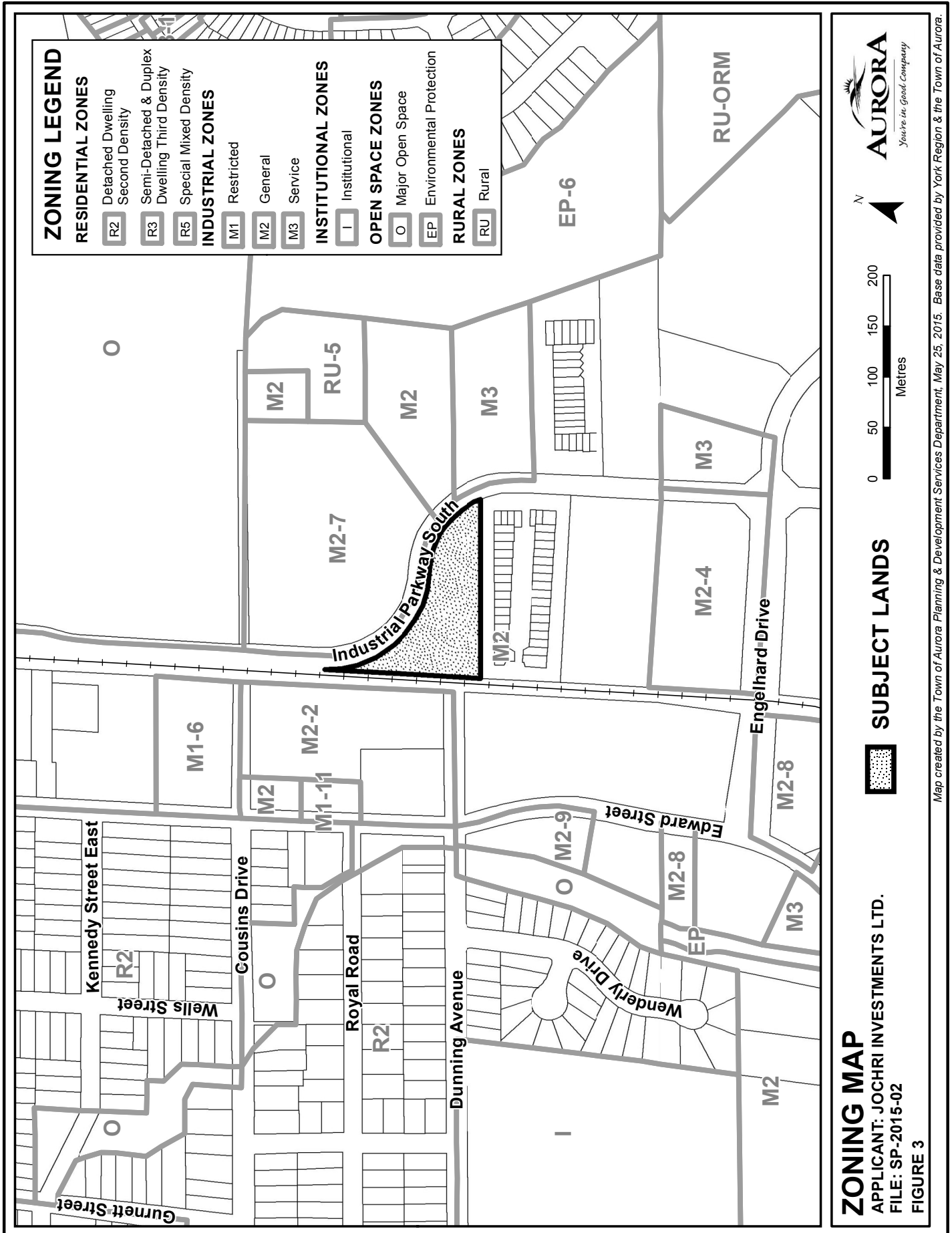


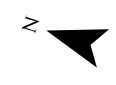
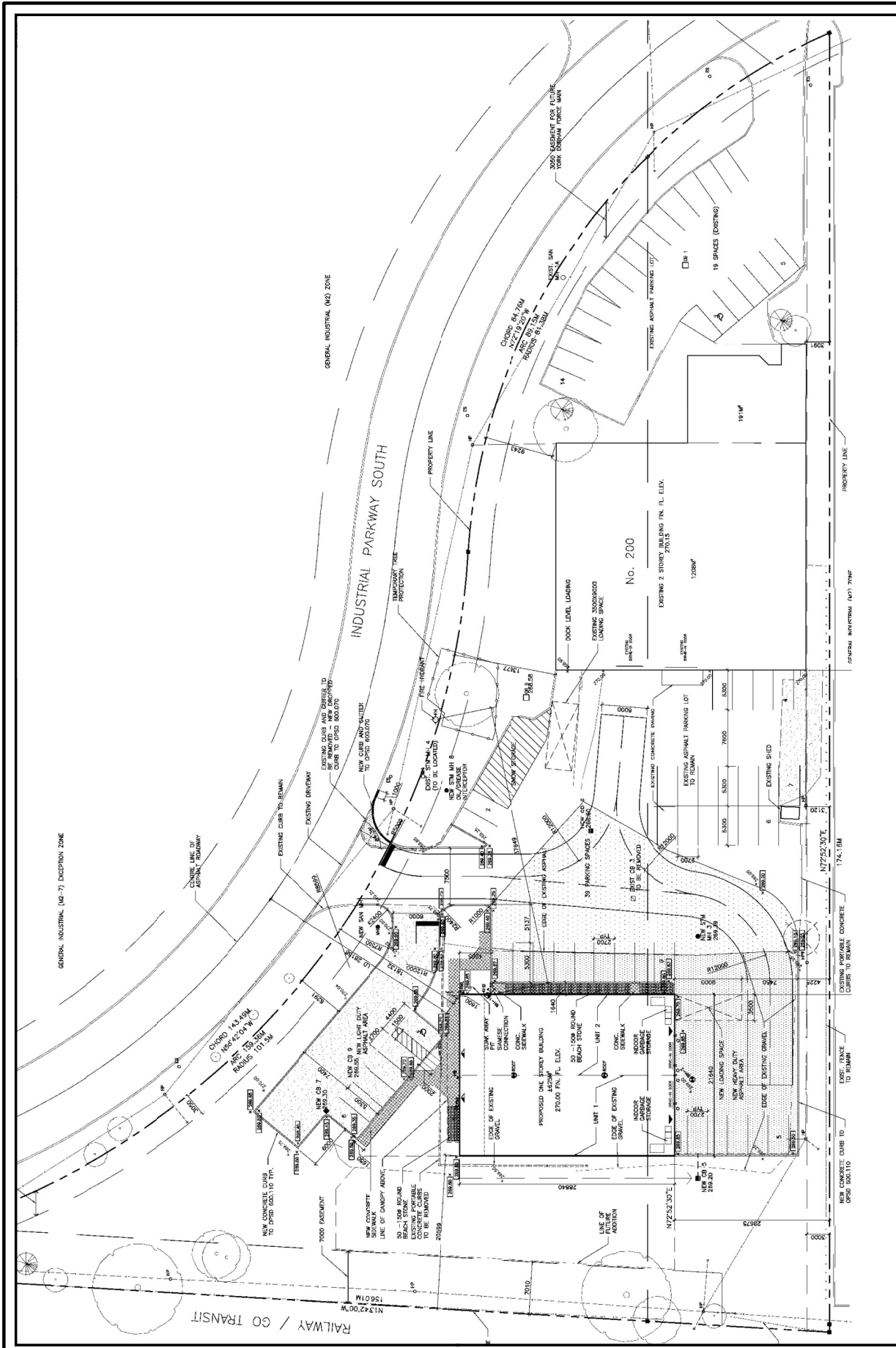
**OFFICIAL PLAN**  
 APPLICANT: JOCHRI INVESTMENTS LTD.  
 FILE: SP-2015-02  
 FIGURE 2

 Subject Lands



Map created by the Town of Aurora Planning & Development Services Department, May 25, 2015. Base data provided by York Region & the Town of Aurora.

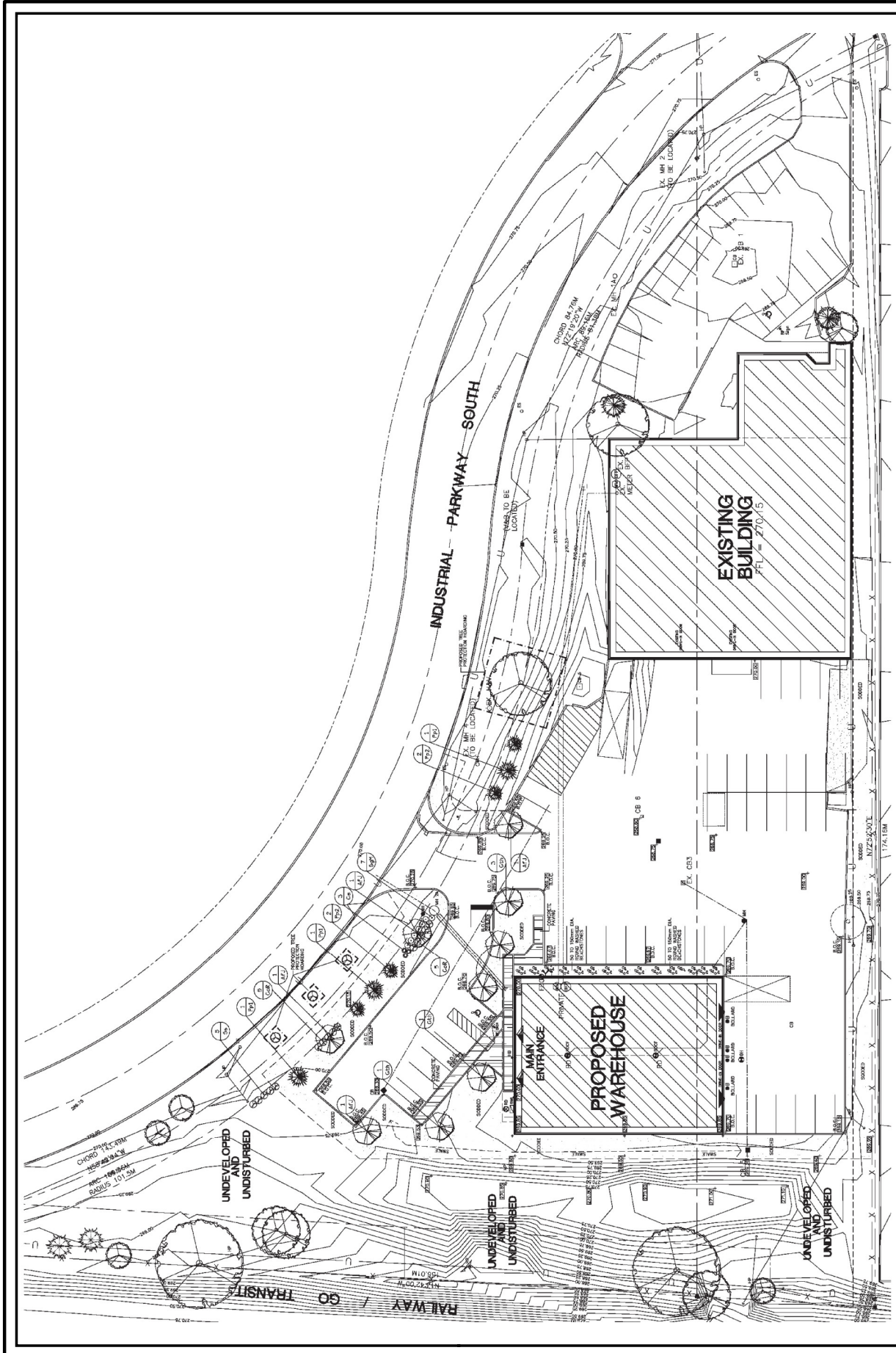




**PROPOSED SITE PLAN**  
 APPLICANT: JOCHRI INVESTMENTS LTD.  
 FILE: SP-2015-02  
 FIGURE 4

Map created by the Town of Aurora Planning Department, May 26, 2015. Base data provided by Donald J. Caunter.





**PROPOSED LANDSCAPE PLAN**

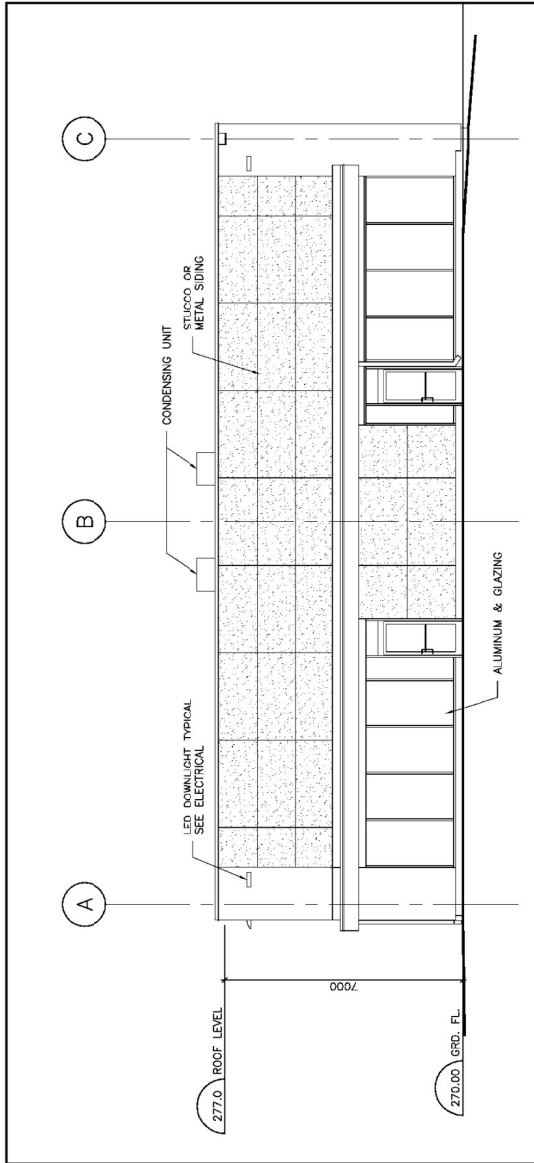
APPLICANT: JOCHRI INVESTMENTS LTD.  
FILE: SP-2015-02

FIGURE 5

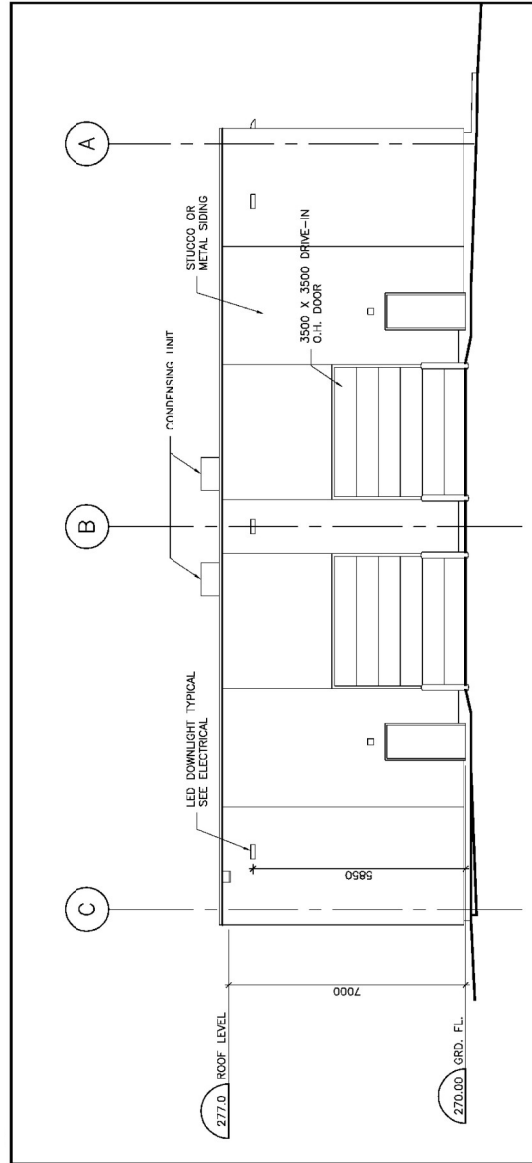


Map created by the Town of Aurora Planning Department, May 28, 2015. Base data provided by Donald J. Caunter.





**North Elevation**



**South Elevation**

**PROPOSED NORTH AND SOUTH ELEVATION**

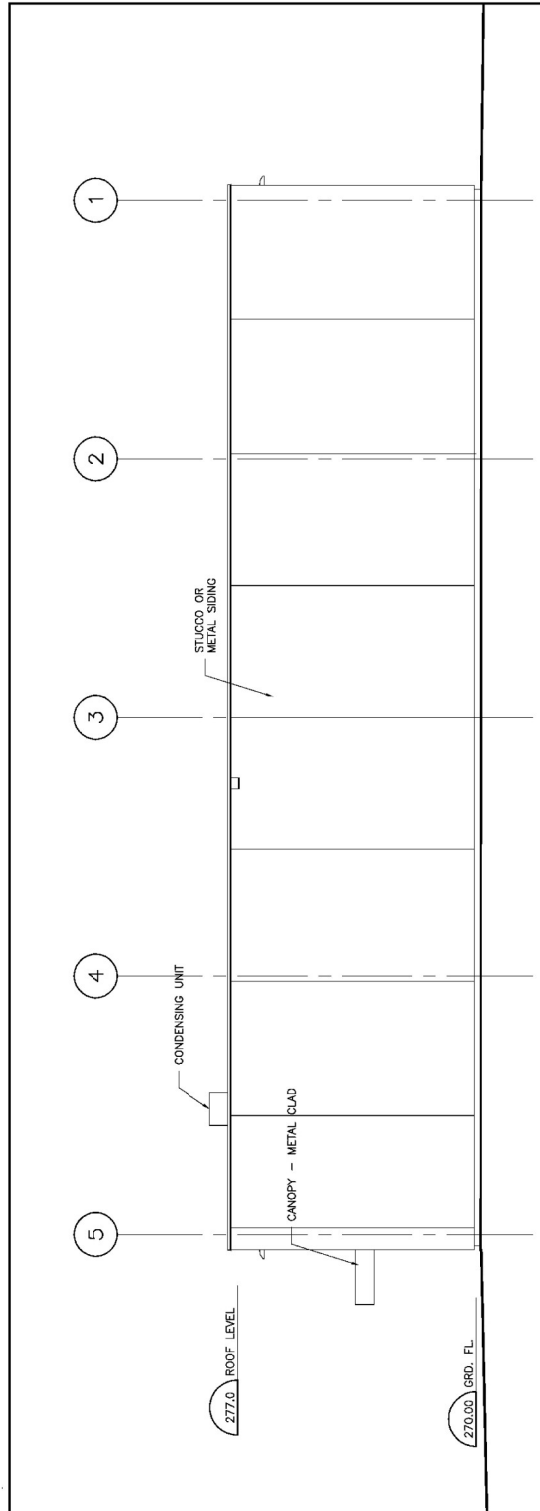
APPLICANT: JOCHRI INVESTMENTS LTD.

FILE: SP-2015-02

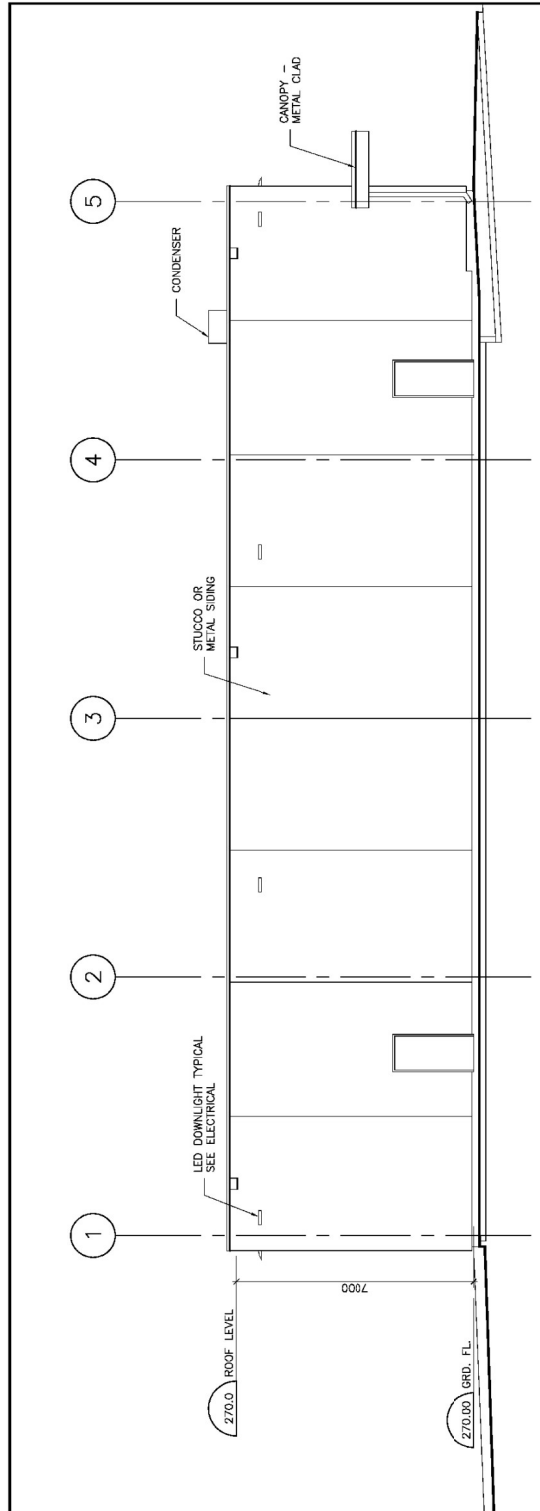
FIGURE 6



Map created by the Town of Aurora Planning Department, May 26, 2015. Base data provided by Donald J. Caunter.



**West Elevation**



**East Elevation**

**PROPOSED EAST AND WEST ELEVATION**

APPLICANT: JOCHRI INVESTMENTS LTD.

FILE: SP-2015-02

FIGURE 7



Map created by the Town of Aurora Planning Department, May 26, 2015. Base data provided by Donald J. Caunter.



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PL15-050**

---

**SUBJECT:** *Planning Applications Status List*  
**FROM:** *Marco Ramunno, Director of Planning & Development Services*  
**DATE:** *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-050 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 March 16, 2015 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, five (5) new planning applications have been filed with Planning & Development Services as follows:

- Zoning Bylaw Amendment, and Site Plan Applications (ZBA-2015-04 and SP 2015-04) to allow two retail commercial buildings on the subject lands;
- Zoning Bylaw Amendment Application (ZBA-2015-03) to allow a freestanding office building use; and
- Zoning Bylaw Amendment and Draft Plan of Subdivision Applications (ZBA-2015-05 and SUB-2015-02) to allow the development of a 19.8 ha business park.

**LINK TO STRATEGIC PLAN**

None.

June 16, 2015

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Report No. PL15-050

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

None.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this report.

### **PREVIOUS REPORTS**

Planning Report No. PL14-025, dated March 16, 2015.

### **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.

### **ATTACHMENTS**

Figure 1 – Planning Applications Status Map\*

Figure 2 – Secondary Plan Map

Figure 3 – Planning Applications Status List – June 16, 2015

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

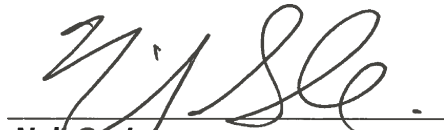
### **PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – June 4, 2015.

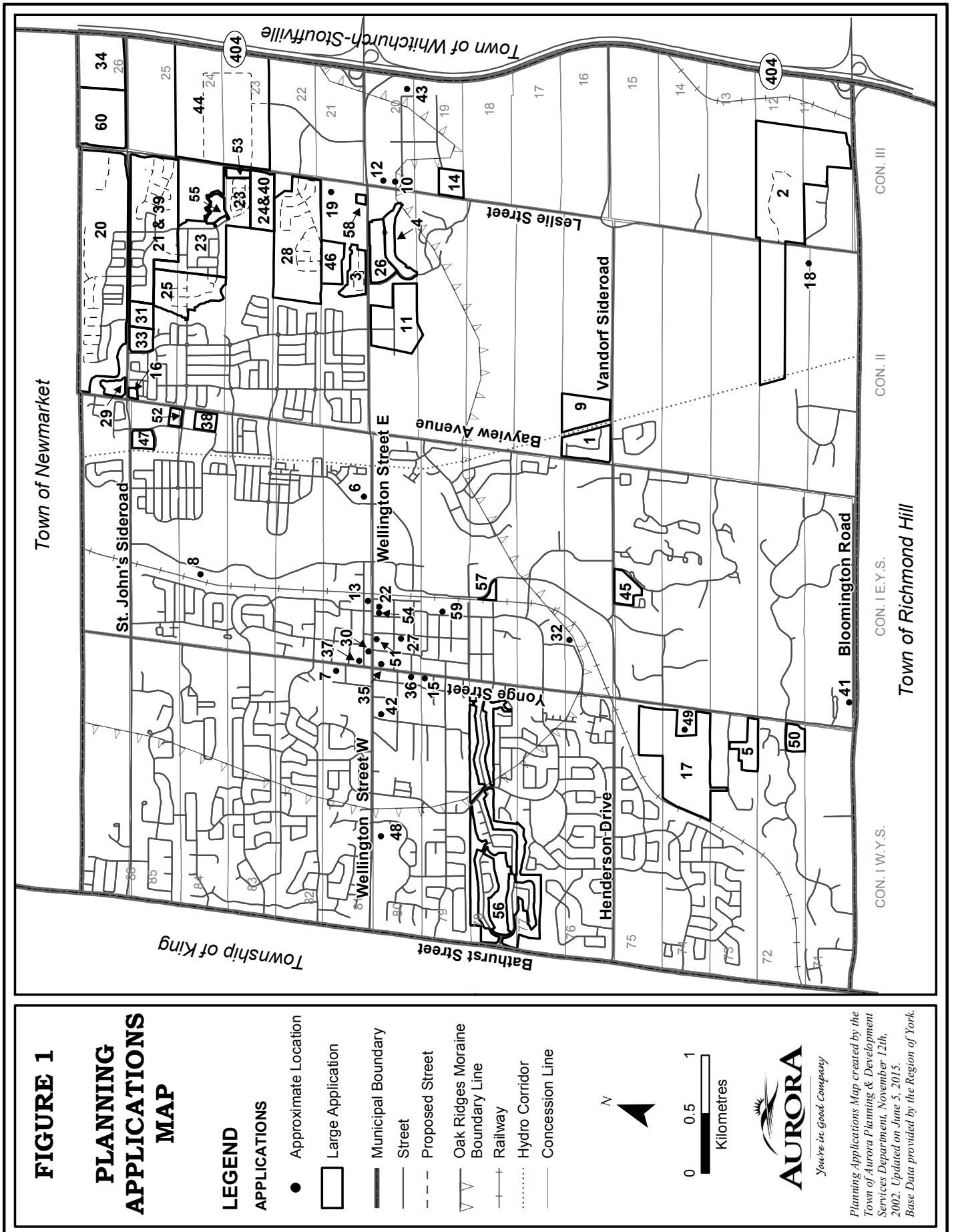
***Prepared by: Glen Letman, Manager of Development Planning, Ext. 4346***

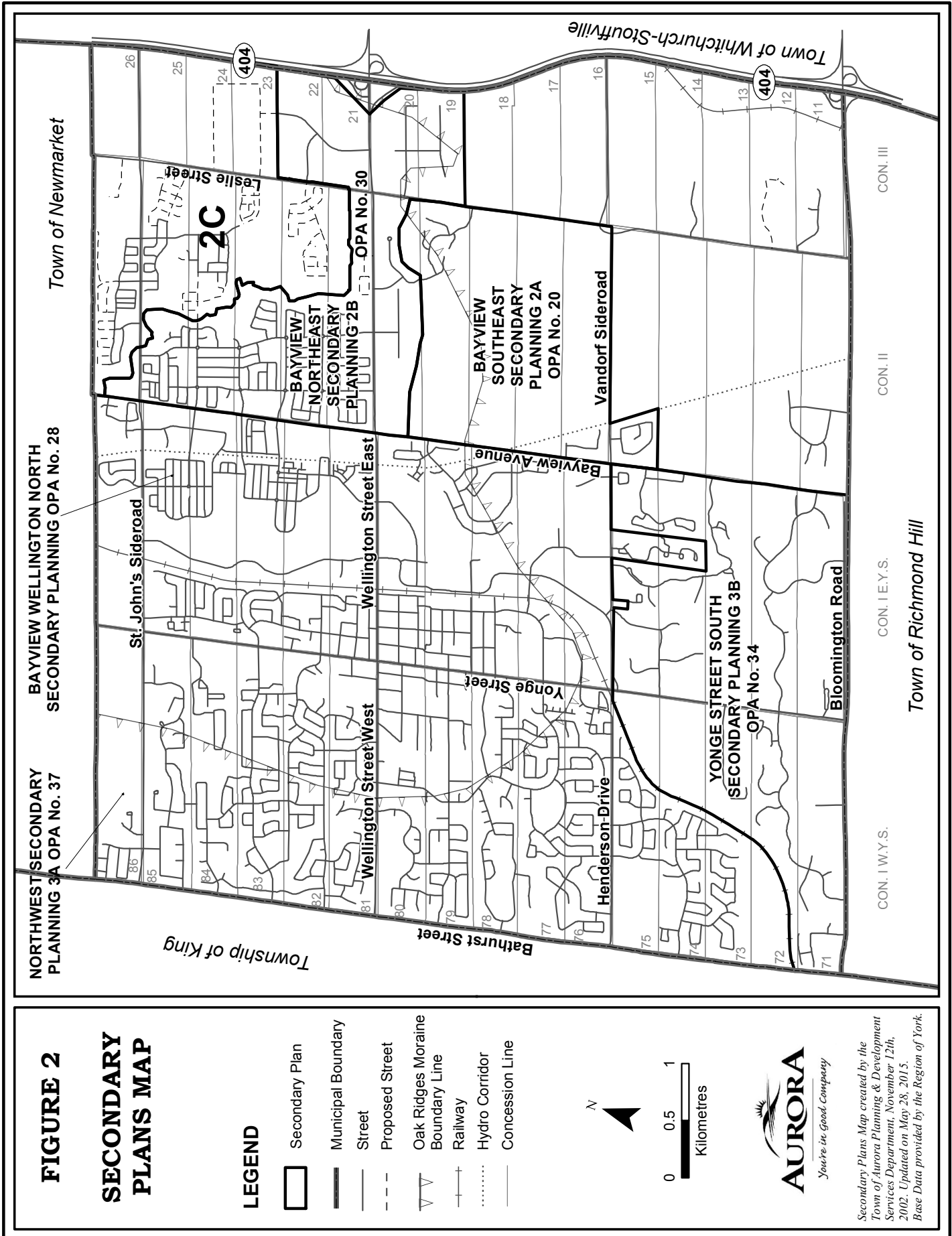


**Marco Ramunno, MCIP, RPP  
Director of Planning & Development  
Services**



**Neil Garbe  
Chief Administrative Officer**





1

**PLANNING APPLICATION STATUS LIST – FIGURE 3  
June 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>GHD Investments. Glen Easton 905-752-4369</p> <p>Files: OPA-2000-04 &amp; ZBA-2000-12 &amp; CDM-2000-03</p> <p>OMB Case No. 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  
June 16, 2015**

OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS
<p>3. MI Developments Inc. Part of Lot 21, Con 2 Attn: Dan Robert 905-726-7805 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. Awaiting submission of engineering plans to initiate Subdivision Agreement process. File Maintenance Fee was received on December 11, 2013. Subdivision Agreement being prepared.</p>
<p>4. MI Developments Inc. Leslie &amp; Wellington Street E. Attn: Ari Huber 905-726-7607 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. Notice of Decision issued. Certification of notification with Draft Plan of Condominium sent out on November 13, 2012. Applicant to clear conditions. File Maintenance Fee was received on January 17, 2014.</p>



**PLANNING APPLICATION STATUS LIST – FIGURE 3  
June 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.</p> <p>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 Decision / Minutes of Settlement issued April 23, 2015, Case No. PL141259.</b></p>
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</p> <p>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>Site Plan Application approved by Council on May 26, 2015.</b></p>

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7.	<p>1087931 Ontario Ltd. c/o Bruce Spragg Lot 13, Part Lot 14, Plan 246 15356 Yonge Street  Attn: Bruce Hall 416-686-3563  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)  May 31, 2006 (Site Plan)</p>	<p>Zoning By-law Amendment and Site Plan Application approved by Council on November 10, 2009.  LSRCA approval granted.  Site Plan Agreement drafted.  <b>Inactive.</b></p>
8.	<p>Hamil Inc. 260 Industrial Parkway North Blocks 1, 2, 3 &amp; Part Block 4, 65M-2718  Attn: Michael Langer 416-398-0747  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.  Inactive.</p>
9.	<p>Genview, formerly Clifford Sifton 908 Vandorf Sdrd.  Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115  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.  Zoning By-law passed at Council on June 26, 2012 and is now in full force and effect.  Awaiting final engineering plans.</p>

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
10.	2292863 Ontario Inc. (Best Western Hotel) 4 Don Hillock Drive  Attn: Claudio Rabalino 416-425-2222 Ext. 245  File: SP-2008-06	Revised Site Plan Application for four (4) storey hotel with pool, bar/lounge and convention facilities.	Revised proposal by new owner,  Dec. 23, 2011	Awaiting final Site Plan submission.  Inactive.
11.	1207309 Ontario Inc. 337, 375 & 455 Magna Drive  Attn: Frank Tozzi 905-726-7607  File: SP-2008-02	Site Plan Application for three (3) storey 9600m <sup>2</sup> (103,333ft <sup>2</sup> ) Arts and Education building.	Mar 14, 2008	Applicant required to obtain Infrastructure Easement prior to executing Site Plan Agreement.
12.	Vinder Holdings Inc. 15195 Leslie Street  Attn: Stephen Bernatt 416-449-8845  File: ZBA-2008-04	Zoning By-law Amendment Application to permit business uses and a free standing restaurant.	Feb. 29, 2008	Approved in principle pending Site Plan Application.  <b>Inactive.</b>

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	<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  Intelliterra Inc. Attn: Bruce Hall 416-525-1133  Files: ZBA-2008-19 &amp; SP-2014-03</p>	<p>Zoning By-law Amendment Application to permit a personal service shop (hair salon) &amp; business &amp; professional office within existing building.  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          Jun 9, 2014</p>	<p>Public Planning Meeting held May 27, 2009. Public Planning Meeting held November 27, 2013. Zoning By-law Application approved by Council on August 12, 2014. Zoning By-law 5652-14 passed by Council on September 9, 2013 is in full force and effect. Site Plan, approved by Council on August 12, 2014. Awaiting Final Site Plan Submission.</p>
14.	<p>Richardson House Developments Inc. (Bellwood) 14985 Leslie Street  Attn: Martin Rendl 416-291-6902  File: SP-2010-01</p>	<p>Site Plan Application to permit four (4) storey health and wellness centre.</p>	<p>Apr. 13, 2010</p>	<p>Site Plan Application Approved by Council on September 14, 2010.  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>
15.	Maifaro, Giorgio, Buccioli 15086 – 15088 Yonge Street  Soscia Engineering Attn: Sandro Soscia 416-707-3868  File: SP-2009-10	Site Plan Application to permit two (2) storey Montessori school.	Oct. 8, 2009	Inactive.
16.	Daniels LR Corporation 15933 Bayview Avenue  Attn: Remo Agostino 416-591-2928  File: SP-2009-17	Site Plan Approval Application two (2) single storey commercial buildings with a total GFA of 1155 m <sup>2</sup> .	Dec. 23, 2009	<b>Resubmission received and circulated for comment.</b>  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.

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
18.	<p>KTZL 13900 Leslie Street</p> <p>Michael Smith Planning Consultants Attn: Gord Mahoney 905-989-2588</p> <p>Files: OPA-2006-06 &amp; ZBA-2006-18 &amp; SP-2014-05</p>	<p>Zoning By-law Amendment Application to permit a Buddhist Meditation Centre within the existing house and accessory structures.</p> <p>Site Plan Application to permit a Buddhist Meditation Centre and parking lot on the subject lands.</p>	<p>Aug. 25, 2006</p> <p>Jun 20, 2014</p>	<p>Applications approved in principle at September 4, 2012 General Committee Meeting.</p> <p>Official Plan Amendment 1 adopted by Council on September 25, 2012, By-law 5452-12.</p> <p>Regional Official Plan Amendment Application approved November 7, 2013.</p> <p>Zoning By-law 5579-15 in effect.</p> <p>Site Plan Agreement being prepared.</p>
19.	<p>Salvation Army (Northridge Community Church) 15338 Leslie Street</p> <p>Ted Handy and Associates Inc. Architect Attn: Ted Handy 705-734-3580</p> <p>File: SP-2010-07</p>	<p>Site Plan Application to permit a place of worship approximately 2250 m<sup>2</sup> (27500 sq. ft.).</p>	<p>Dec. 22, 2010</p>	<p>Council approved Site Plan Application on June 12, 2012.</p> <p>Site Plan Agreement being prepared.</p>

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OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS
<p>20. 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>Council approved Lifting of "H" symbol on December 10, 2013.</p> <p>Subdivision Agreements executed by the Town and the Owner.</p> <p>The Plan of Subdivisions registered as 65M-4407, 65M-4408 and 65M-4423</p> <p><b>Subdivision Agreement (Phase 3) under review.</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>
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 (Phase I), Registered 65M-4424.</p> <p>Subdivision Agreement (Phase II) under review.</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>Jun 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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<p>23. 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  Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115  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 (2) 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>	<p>Nov. 30, 2011</p>	<p>Applications received as complete and circulated.  Public Planning Meeting held on June 27, 2012.  Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council March 26, 2013.  Zoning By-law 5525-13 approved by Council, is in force and effect.  Council approved Lifting of "H" symbol on February 25, 2014.  <b>Council approved Lifting of "H" Symbol on September 23, 2014.</b>  <b>Council approved Lifting of "H" Symbol on April 28, 2015.</b>  Subdivision Agreement (Phase I) executed.  Registered Plan 65M-4433.</p>

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<p>24. York Region Senior Homes Inc. 15600 Leslie Street Pt. Lot 23, Concession 2  Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115  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 five (5) buildings.</p>	<p>Dec. 16, 2011</p>	<p>Application received as complete and circulated. Public Planning Meeting held on June 27, 2012.  Zoning By-law Amendment and Draft Plan of Subdivision Approved by Council March 26, 2013.  Zoning By-law 5527-13 approved by Council, is in force and effect.  Council approved Lifting of "H" Symbol on December 10, 2013.  <b>Council approved Lifting of "H" Symbol on April 28, 2015.</b>  Subdivision Agreement (Phase 1) Registered. 65M-4442</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><b>Council approved Lifting of "H" Symbol on April 28, 2015.</b></p> <p>Subdivision Agreement being prepared.</p>

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<p>26. Stronach Group 1289 Wellington Street MHBC  Attention: Mr. Ryan Moore 905-761-5588  File: ZBA-2012-03  Site Plan Application: Adena Wellington Developments Inc.  Atn: Mr. Andrew Gerth 905-726-0995  File: SP-2012-08</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.  Site Plan Application to implement the above proposal.</p>	<p>Mar15, 2012</p>	<p>Application for Zoning approved by Council on October 9, 2012.  By-law to proceed in conjunction with Site Plan Application.        Site Plan Application received as complete and circulated.</p>

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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>Wells Street Schoolhouse Lofts Inc. 64 Wells Street Bernard H. Watt Architect Attn: Joanne Birch 416-920-1660 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>	Apr 5, 2012	<p>Public Planning Meeting held on June 4, 2012. Official Plan Amendment and Zoning By-law Amendment adopted by Council on November 27, 2012. Second Site Plan submission received and circulated to Town Departments and Agencies. Site Plan Report approved by Council on December 11, 2012. Official Plan Amendment &amp; Zoning By-Law 5481-13 approved by Council and in effect. <b>Site Plan Agreement Registered.</b></p>

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28.	Shimvest Investments Ltd. 15436 Leslie Street 2C (West) Area (Westside of Leslie St., north of SARC)  Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115  Files: SUB-2012-02 & ZBA-2012-02	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.	Mar 7, 2012	Applications received as complete and circulated.  Public Planning Meeting held on June 27, 2012.  Zoning By-law and Draft Plan of Subdivision approved by Council March 26, 2013.  Zoning Bylaw 5526-13 approved by Council, is in force and effect.  Subdivision Agreement being prepared.
29.	RCG Aurora North Limited Partnership 800 St. John's Sideroad (North East corner of Bayview Ave. and St. John's Sdrd.)  Attn: Michael Mendes 905-888-1277 Ext. 227  Files: OPA-2012-02 & ZBA-2012-09	Official Plan Amendment and Zoning By-law Amendment Applications seek to permit a commercial development including three (3) one (1) storey buildings having an approximate gross floor area of 5600 m <sup>2</sup> .	Jun 5, 2012	Applications received as complete and circulated.  Public Planning Meeting held on September 24, 2012.  File Maintenance Fees received on November 6, 2013.  Revised Official Plan and Zoning Amendment received and circulated for comments.  Public Planning Meeting <b>held</b> March 25, 2015.

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

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
33.	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.
34.	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.
35.	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.



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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
36.	Joe Cara 15132 Yonge Street 647-300-2272  File: SP-2013-05	Site Plan Application to construct a three (3) storey mixed use building including 12 residential units and 240 sqm of commercial space	Apr 24, 2013	Application received and circulated.  Comments provided to Applicant.  Inactive.
37.	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 Ext. 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.  <b>Site Plan Agreement executed &amp; registered.</b>
38.	Aurora Retail GP Limited 201 Earl Stewart Drive Lots 2 and 3, Plan 65M-2873  Gatzios Planning & Development Consultants Inc. 647-748-8466  Files: ZBA-2013-03 & SP-2013-09	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.	Nov. 13, 2013	Application received as complete and circulated.  Public Planning Meeting held on December 18, 2013.  Second submission received and circulated for comments.  Site Plan Application & Zoning By-law Amendment approved by Council on May 6, 2014.  Site Plan Agreement Registered.  Minor Amending Agreement under review.

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	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
39.	TACC Developments (Aurora) Inc. Part of Lot 25, Concession 2 1335 St. John's Sideroad East  Attn: Ken Rovinelli 905-760-7300  File: SP-2013-11	A Site Plan Application to develop the commercial development within the approved Draft Plan of Subdivision on St. John sideroad.	Nov. 13, 2013	Application received as complete and circulated.  Site Plan Application approved by Council on September 23, 2014.  Site Plan Agreement to be prepared.
40.	York Region Christian Seniors Homes Inc. 15600 Leslie Street Pt. Lot 23, Concession 2  Attn: Milena Belomorska 416-767-1441 Ext. 226  File: SP-2013-10	A Site Plan Application to develop a seniors living apartment building within the approved Draft Plan of Subdivision.	Oct. 30, 2013	Application received as complete and circulated.  <b>Site Plan Agreement Registered 2015-05-04.</b>
41.	Stirling Cook Aurora Ltd. 74 Old Bloomington Road YRVLCP – 1159 Level 1, Unit 22  Macaulay, Shiomi, Howson Ltd. Attn: Angela Sciberras 905-868-8230  File: ZBA-2013-04	Zoning By-law Amendment Application to permit six (6) row house units on the subject lands.  Site Plan Application to permit six (6) row house units on the subject lands.	Nov. 15, 2013   August 6, 2014	Application received as complete and circulated.  Public Planning Meetings were held on March 26, 2014 and May 28, 2014.  Zoning By-law 5661-14 passed by Council on September 23, 2013.  Site Plan Application received as complete and circulated.  Site Plan Application approved by Council on September 23, 2014.  Site Plan Agreement being prepared.

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42.	<p>L.S. Consulting Inc. 29 George Street  Larkin Associates Attn: Aaron Gillard 905-895-0554  Files: OPA-2013-02, ZBA-2013-05 &amp; SP-2014-08</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to permit a four (4) storey apartment building.  Site Plan Application to permit a four (4) storey, 12 unit apartment building.</p>	<p>Dec. 11, 2013          Oct 8, 2014</p>	<p>Applications received as complete and circulated.  Awaiting second submission.  Public Planning Meeting held on April 30, 2014.  A report to be brought back to a future Public Planning Meeting.  Official Plan Amendment, Zoning By-law Amendment, and Site Plan Applications approved by Council on January 28, 2015.  <b>OPA No.7 &amp; By-law 5712-15 approved by Council on May 11, 2015.</b>  <b>Site Plan Agreement being prepared.</b></p>
43.	<p>Delrin Investments Inc. 288 Don Hillock Drive Lot 10, RP 65M-3974  Jonathon Weizel Architect Attn: Jonathon Weizel 905-707-1996  File: SP-2014-02</p>	<p>A Site Plan Application to develop a two storey industrial warehouse with office and 113 parking spaces.</p>	<p>Mar 19, 2014</p>	<p>Application received as complete and circulated.  Site Plan approved by General Committee on June 17, 2014.  Finalizing the Site Plan Amendment Agreement.  Site Plan Agreement Registered.</p>

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 June 16, 2015

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS
44.	2351528 Ontario Limited and Aurora- Leslie Developments Limited (Emery Investments) 15625 and 15775 Leslie Street  KLM Planning Attn: Bill Tam 905-669-4055  Files: ZBA-2014-01 & SUB-2014-01	Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a business park over the 76.6 hectare of land. 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.	Mar 26, 2014	Applications received as complete and circulated.  Public Planning Meeting held June 25, 2014.  Draft Plan of Subdivision and Zoning By-law Applications approved by Council on September 16, 2014.  By-law approved by Council on November 25, 2014.  No appeals, Zoning Bylaw Amendment in effect.  <b>Site Plan Agreement being prepared.</b>
45.	Brookfield Homes (Ontario) Limited 155 Vandorf Sideroad  Malone Given Parsons Ltd. Attn: Adrian Cammaert 905-513-0170 Ext. 148  Files: OPA-2014-01 & ZBA-2014-03	Official Plan Amendment, and Zoning By-law Amendment, for a condominium development with up to 90 single detached, semi-detached, and townhouse units.	Apr 28, 2014	Applications received as complete and circulated.  Comments provided to Applicant.  Public Planning Meetings held on January 28, 2015 and April 22, 2015.  <b>Peer review of Noise &amp; Vibration Feasibility                      Study being conducted.</b>

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

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
46.	<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>Aug 22, 2014</p>	<p>Application received as complete and circulated.</p> <p>Public Planning Meeting held on December 14, 2014.</p> <p>Report scheduled for General Committee on March 24, 2015.</p> <p><b>Subdivision and Zoning By-law Amendment Applications approved by Council on March 31, 2015.</b></p> <p><b>Subdivision Agreement being prepared.</b></p>
47.	<p>Chafam Premiere Inc./ Sterne Motors Ltd 300 Earl Stewart Drive</p> <p>Larkin and Associates Attn: Michael Larkin 905-895-0554</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>Site Plan Application to permit a Motor Vehicle Sales Establishment.</p>	<p>Aug 11, 2014</p> <p>Dec 4, 2014</p>	<p>Applications received as Complete and circulated.</p> <p>Public Planning Meeting held on September 24, 2014.</p> <p>Second Planning Meeting held on February 25, 2015.</p> <p><b>Zoning By-law Amendment Application approved by Council on April 28, 2015.</b></p> <p><b>Application received and circulated.</b></p> <p><b>Site Plan Application approved by Council on April 28, 2015.</b></p> <p><b>Site Plan Agreement being prepared.</b></p>

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

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
48.	2419059 Ontario Inc. 497 Wellington St. West Markets on Main Street Inc. Attn: Jack Dougan 416-759-1093  Files: ZBA-2014-07 & SP-2015-01	A Zoning By-law Amendment to permit 22 Row house units.  <b>Site Plan Application to permit 22 Row house units.</b>	Sept 3, 2014  <b>Feb 2, 2015</b>	Application received as Complete and circulated.  <b>Public Planning Meeting held on February 25, 2015.</b>  <b>Application referred to future Public Planning Meeting.</b>  <b>Application received and circulated.</b>
49.	David Frattaroli 14288 Yonge Street Brutto Consulting Attn: Matt King 905-761-9890  Files: SUB-2014-04 & ZBA-2014-08	Draft Plan of Subdivision and Re-Zoning Applications for nine (9) townhouse units and two (2) semi-detached units.	Sept 29, 2014	Application received as complete and circulated.  Comments provided to Applicant.  Public Planning Meeting <b>held</b> March 25, 2015.
50.	P.A.R.C.E.L SW Corner of Yonge & Elderberry Trail  Mark Emery, Weston Consulting 905-738-8080 Ext. 240  File: SP-2014-07	A Site Plan Application to facilitate a wellness living and health centre, 20 unit adult living facility and doctor's residence.	Oct 8, 2014	Application received as complete and circulated.  Comments provided to Applicant for review and resubmission.

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

OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS
<p>51. The CAP Centre Inc. 49 Wellington Street East  Attn: Helen Lepek Lepek Consulting Inc. 416-485-3390  Files: ZBA-2014-04 &amp; SP-2015-03</p>	<p>A Zoning By-law Amendment to permit business and professional offices within the existing building.  A Site Plan Application to facilitate an office and counselling services within the existing building.</p>	<p>Nov 10, 2014          Mar 9, 2015</p>	<p>Application received as complete and circulated.  <b>Public Planning Meeting held on February 25, 2015.</b>  <b>Zoning By-law 5725-15 Amendment Application approved by Council on May 12, 2015.</b>  <b>Application received.</b>  <b>Site Plan Application approved by Council on May 12, 2015.</b>  <b>Site Plan Agreement being prepared.</b></p>
<p>52. Skygrove Developments 233 Earl Stewart Drive  Attn: Joran Weiner Treasure Hill Homes 416-987-5500  File: SP-2014-09</p>	<p>A Site Plan Application to facilitate one (1) drive-thru restaurant and two (2) multi-unit buildings.</p>	<p>Dec 1, 2014</p>	<p>Application received as complete and circulated.  Comments provided to Applicant.  <b>Site Plan Application approved by Council on March 31, 2015.</b>  <b>Site Plan Agreement being prepared.</b></p>

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

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
53.	Brookfield Homes (Ontario) Residential Ltd. 15624 & 15776 Leslie Street  Brookfield Residential Attn: Nadia Lawrence 905-948-5036  File: SP-2014-11	A Site Plan Application to facilitate a four (4) storey, mixed-use building with commercial units at grade and apartment (condo) units above.	Dec 5, 2014	Application received as complete and circulated.  Comments provided to Applicant.
54.	PMK Capital Inc. 95 Wellington Street East  Attn: Philip Kritzinger PMK Capital Inc. 905-853-3200  Files: SP-2014-12 & ZBA-2014-10	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.	Dec 12, 2014	Application received as complete and circulated.  Public Planning Meeting <b>held on</b> April 22, 2015.
55.	Brookfield Homes (Ontario) Residential Ltd. 15624 & 15776 Leslie Street  Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115  File: ZBA-2015-01	A Zoning By-law Amendment to permit 49 single detached dwelling units on the subject lands.	Feb 25, 2015	Application received as complete and circulated.  <b>Comments provided to the Applicant.</b>  Public Planning Meeting held May 27, 2015.



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

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
56.	<p>Highland Gate Developments Inc. 21 Golf Links Drive</p> <p>Malone Given Parsons Attn: Matthew Cory 905-513-0170 Ext. 138</p> <p>Files:OPA-2015-01, ZBA-2015-02 &amp; SUB-2015-01</p>	<p>Official Plan Amendment, Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a residential subdivision.</p> <p>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).</p>	Feb 27, 2015	<p>Applications received as complete and circulated.</p> <p><b>First Public Meeting scheduled for June 24, 2015.</b></p>
57.	<p>Jochri Investments Ltd. 200 Industrial Parkway South.</p> <p>Trumbley Hampton Design Build Inc. Attn: Robert Trumbley 416-258-1424</p> <p>File: SP-2015-02</p>	<p>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.</p>	Mar 4, 2015	<p>Application received as complete and circulated.</p> <p><b>Comments provided to Applicant.</b></p> <p><b>Site Plan scheduled for June 16, 2015 General Committee.</b></p>

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

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>
58.	<p><i>Leswell Investments Inc.</i>                      1452 Wellington Street</p> <p><i>Michael Smith Planning Consultants</i>                      Attn: <i>Michael Smith</i>                      905-989-2588</p> <p><i>Files: ZBA-2015-04 &amp; SP-2015-04</i></p>	<p><i>Zoning By-law Amendment and Site Plan Application to permit the development of two commercial buildings on the subject property.</i></p>	<p><i>May 13, 2015</i></p>	<p><i>Applications received as complete and circulated.</i></p>
59.	<p><i>The Priestly Holding Corporation</i>                      125 Edward Street</p> <p><i>Hunter &amp; Associates Limited</i>                      Attn: <i>Diana Mercier</i>                      416-444-8095</p> <p><i>File: ZBA-2015-03</i></p>	<p><i>Zoning By-law Amendment to permit the existing use of the existing business and professional office building with by-law exceptions on the subject lands.</i></p>	<p><i>April 23, 2015</i></p>	<p><i>Application received as complete and circulated.</i></p> <p><i>Comments provided to the Applicant.</i></p> <p><i>Public Planning Meeting held May 21, 2015.</i></p>
60.	<p><i>2352017 Ontario Inc.</i>                      1588 St. John's Sideroad</p> <p><i>Humphries Planning Group Inc.</i>                      Attn: <i>Rosemarie Humphries</i>                      905-264-7678 Ext. 244</p> <p><i>Files: SUB-2015-02 &amp; ZBA-2015-05</i></p>	<p><i>Zoning Bylaw Amendment and Draft Plan of Subdivision applications to develop a 10 block business park and 10 ha EP on the 19.8 ha lands.</i></p>	<p><i>May 29, 2015</i></p>	<p><i>Application received as complete.</i></p>



**TOWN OF AURORA  
GENERAL COMMITTEE REPORT      No. PL15-052**

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**SUBJECT:** *Application for Zoning By-law Amendment and Site Plan Approval  
PMK Capital Inc.  
95 Wellington Street East,  
Lot 14, South of Wellington Street, Registered Plan 68  
Files: ZBA-2014-10, SP-2014-12*

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

**DATE:** *June 16, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PL15-052 be received; and*

*THAT Application to Amend the Zoning By-law File: ZBA-2014-10 (PMK Capital Inc.) to add "Business and Professional Office" and "Clinic" as permitted uses on the subject lands be approved; and*

*THAT the implementing zoning by-law amendment be presented at a future Council meeting for enactment; and*

*THAT Site Plan Application File SP-2014-12 (PMK Capital Inc.) to permit the development of the subject lands for the construction of a 460 m<sup>2</sup> GFA office building be approved; 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**

This report outlines the proposal for a Zoning By-law amendment application and a site plan application to permit the development of the subject lands for the construction of a 460 m<sup>2</sup> GFA office building, as illustrated in Figure 4.

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Report No. PL15-052

## **BACKGROUND**

### **History**

The proposed Zoning By-law Amendment application was heard at the Public Planning Meeting held on April 22, 2015.

At that meeting Council passed the following resolution:

*“THAT report PL15-030 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 Planning Meeting, the applicant has worked with Town staff in addressing the comments and has prepared a draft by-law to permit a Business and Professional Office and Clinic. A detailed discussion of these comments are provided in the Planning Considerations section of this report

### **Location/Land Use**

The subject lands, municipally known as 95 Wellington Street East, are located between Larmont Street and Berczy Street (Figure 1). The property has a lot area of 1385.6 m<sup>2</sup> and a frontage of 20.84 metres on Wellington Street.

The surrounding land uses are as follows:

North: Wellington Street East and existing residential and mixed use;

South: Existing residential;

East: Existing residential and mixed use; and

West: Existing residential and mixed use.

### **Policy Context**

#### *Town of Aurora Official Plan*

The subject lands are designated as “Aurora Promenade” by the Town of Aurora Official Plan and further designated as “Downtown Shoulder Area” (see Figure 2). Permitted uses include single detached, semi-detached, and townhouse dwellings, multiple unit buildings, apartment buildings, tourist accommodations, communal housing, secondary dwelling units, live-work units, home occupations, converted dwellings, child care facilities, offices, small scale retail and service commercial uses and restaurants, small scale institutional, places of worship, funeral parlours, cultural uses, parking facilities at grade and/or in structure, parks and urban squares, public uses, and utilities.

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*Town of Aurora Zoning By-law*

The subject lands are currently zoned “Special Mixed Density Residential (R5) Zone”. Permitted uses in the R5 Zone include one detached, semi-detached, duplex, triplex, double duplex, or converted dwelling per lot. A private home day care is also permitted.

An amendment to the Zoning By-law is required to facilitate the proposed business and professional office and clinic on the subject lands, and to provide an exception to the minimum parking provisions of the Zoning Bylaw. Although an office use is specifically proposed at this time, a clinic use is also permitted by the Downtown Shoulder Area and is included in the proposed zoning. The existing zoning of the subject lands and the surrounding area are detailed in Figure 3, attached.

**Site Design**

The Zoning Bylaw Amendment application was accompanied by a Site Plan application which proposes a new two storey, 460 m<sup>2</sup> GFA office building to replace the existing house on the subject lands, which is proposed to be demolished. The pertinent site statistics are as follows:

	<b>Zone Requirement</b>	<b>Proposed Development</b>
Lot Area (minimum)	460.0 m <sup>2</sup>	1,385.6 m <sup>2</sup>
Lot Frontage (minimum)	15.0 m	20.84 m
Front Yard (minimum)	6.0 m	5.9 m
Rear Yard (minimum)	7.5 m	33.96 m
Interior Side Yard (minimum)	1.5 m	1.5 m
Parking Requirement (minimum)	1 space for residential 17 spaces for office, 28 spaces for clinic	16 spaces
Driveway Width (maximum)	10.0 m, 6.0 m at the street line	6.0 m
Manoeuvring Space (minimum)	7.4 m	6.8 m
Building Height (maximum)	10.0 m	10.5 m
Maximum Lot Coverage	35%	17%

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## **COMMENTS**

The subject applications were circulated to Town departments, Enbridge, GO Transit, Ontario Power Generation, Powerstream, York Region, Rogers, Bell Canada, and local school boards. There are no objections to the proposed development. The applicant is addressing technical comments from the first and second Site Plan submissions, which are summarized below and will be completed prior to finalization of the implementing zoning by-law and execution of the site plan agreement. All comments have been provided to the applicant.

### **Planning Considerations**

#### *Provincial Policy Statement*

The Provincial Policy Statement, 2014 (PPS) provides policy direction on matters of provincial interest for land use planning matters within the Province of Ontario. The proposal demonstrates cost-effective development patterns and standards to minimize land consumption and servicing costs. The proposal is transit supportive given the property's proximity to existing YRT and GO bus routes along Wellington Street East and the Aurora GO Station. The subject applications are in keeping with the PPS.

#### *Growth Plan for the Greater Golden Horseshoe*

The subject lands are located within the built-up area of the Growth Plan for the Greater Golden Horseshoe, as amended. A significant portion of population and employment growth is required to be accommodated within existing built-up areas through intensification. The plan encourages transit-supportive densities and a healthy mix of residential and employment land uses. In this regard, the subject applications reflect conformity to the Growth Plan.

#### *York Region Official Plan*

The subject lands are located within the Urban Area of the York Region Official Plan, as amended. Population and employment growth in the Region will be accommodated primarily within the Urban Area. The lands are also located on a Regional Arterial road, which encourages mixed-use land development, supported by public transit services. The subject applications are considered to conform to the York Region Official Plan.

#### *Town of Aurora Official Plan*

As identified previously, the property is designated as "The Aurora Promenade" and more specifically as within the "Downtown Shoulder Area" of the Town of Aurora Official Plan. The purpose of the Downtown Shoulder designation is to protect and reinforce the area's heritage 'residential' character while allowing infill development that is sensitive to heritage resources and adjacent neighbourhoods.

The proposal has been evaluated per the policies of the Official Plan. The Downtown Shoulder designation permits a business and professional office, which includes clinics. The Aurora Promenade policies require between 11 and 17 parking spaces for the proposed building; 16 parking spaces are proposed. The parking policies of the Promenade Plan specifies a parking rate of between 2.0 and 3.0 spaces/m<sup>2</sup> GFA to all business and professional offices, including clinics.

Built form policies of the Downtown Shoulder Area designation outline minimum coverage by a building or buildings (35%), maximum lot coverage by a surface parking (25%), and the maximum interior side yard (3.0 m.) The site plan proposes a building lot coverage of 17%, parking lot coverage of 48%, and a 9.5 m westerly interior side yard. Section 11.17 c) of the Official Plan states that performance standards for the Aurora Promenade may be remedied through a re-zoning or variance application and shall not require an Official Plan Amendment provided the application meets the intent of the Official Plan and the Aurora Promenade Concept Plan-Urban Design Strategy are achieved. The proposed building is designed to be consistent with the built form of the area. The built form polices relating to the side yard and lot coverage are intended to prevent surface parking from dominating the property and impacting the urban design principles of the Aurora Promenade. The site plan is considered to meet the intent of the policies while allowing adedquete parking to be accommodated. The 9.5 m westerly side yard is necessary to allow enough space for a 6 m wide driveway and 1.8m wide concrete walkway.

Planning Staff are of the opinion that the proposed use of a business and professional office and clinic conforms to the land use and development policies of the Official Plan and is compatible with the surrounding land uses.

#### *Zoning By-law*

The subject lands are currently zoned "Special Mixed Density Residential Zone (R5)" by the Town of Aurora Zoning By-law, as amended (Figure 3). The applicant is proposing to locate the York Vein and Laser Clinic in the proposed building. To facilitate the subject proposal, the applicant is proposing to add a Business and Professional Office to the existing uses permitted. A clinic use is also proposed to allow the use to potentially exceed two medical practitioners in the future.

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Site specific by-law exceptions will be required to all the proposal as submitted by the site plan. These exceptions include:

- Reduced minimum driveway width;
- Reduced minimum front yard setback;
- Increased maximum building height;
- Reduced minimum number of parking spaces;
- Reduced minimum parking aisle width; and
- No requirement for a garbage enclosure.

Planning Staff have evaluated the above proposed by-law amendment and exceptions to the by-law and have determined these to be appropriate in the context of the subject lands. The subject lands are located in an area characterized by residential and commercial development to the east and west along Wellington Street East and further residential development to the north and south. Planning staff are of the opinion that the proposed zoning amendment application is appropriate and compatible with adjacent and neighbouring development, and in particular the uses envisioned along Wellington Street East by the Promenade Plan.

### **Landscaping**

The landscape plan including a tree preservation plan has been reviewed by Parks and Recreation staff; fifteen (15) existing trees will be preserved and fourteen (14) existing trees will be removed to accommodate the new building, driveway, and parking lot. Enhancement landscaping in the form of shrubs and perennial plantings are proposed along the south, east, and west property lines, as well as in the front yard (Figure 5). The front yard landscaping consists of a variety of low shrubs and perennials such as Northern Starburst Rhododendron and Variegated Hosta. Four trees will be planted: three Autumn Blaze Maples in the rear yard and a Shademaster Honeylocus on the Wellington Street East boulevard.

Parks & Recreation staff have reviewed the rezoning and site plan applications and are satisfied with the landscape submission.

### **Building Elevations**

The proposed building is a two storey structure and is designed in an Edwardian architectural style. The frontage facing Wellington Street East has a residential character, including a front porch. It is proposed to be clad in burned clay brick veneer along the front and west side facades. An accessibility building entrance will be provided at the rear of the building.

The property was removed from the Aurora Registrar Properties of Cultural Heritage Value or Interest by Council on September 9, 2014. Heritage staff have indicated that



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the building is designed in a manner that reflects many of the existing heritage buildings on the street and that the building is consistent with the intent of the Aurora Promenade Concept Plan. Staff recommend replacing the stucco veneer with an appropriate material such as brick or hardy board. The final building elevation plans will be reviewed by staff prior to preparation of the site plan agreement.

### **Parking and Access**

A 6m wide single driveway will access the site from the south side of Wellington Street leading to the total 16 parking spaces at the rear of the property, including one barrier free space. The driveway lines up with the intersection of Walton Street and Wellington Street East. A 1.8 m concrete walkway is situated adjacent to the office building from the municipal sidewalk to the rear parking area. A second walkway provides pedestrian access to the front porch. Staff are satisfied with the parking and access design of the site plan.

### **Servicing**

The proposed development will be built to full municipal standards. Stormwater will drain via two catch basins in the driveway and quantity control will be implemented on site. Stormwater will be held in a StormTech underground storage unit system. Post development peak flows will be at or below pre development peak flows.

A 125 mm sanitary service will connect the proposed building to Wellington Street East. Water service will be provided with a water connection to the existing municipal watermain.

The Town's Planning Engineer has requested that minor technical comments be addressed prior to the completion of the site plan agreement. The site accesses Wellington Street E and York Region staff have provided comments, are satisfied with the site plan application and will require that the existing services be removed and technical details be provided. The applicant is working with the Region to address the comments.

### **GO Transit**

The subject lands are approximately 130 m west of the GO Transit rail line. No comments have been received from GO Transit.

### **LINK TO STRATEGIC PLAN**

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:

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**Strengthening the fabric of our community:** By permitting business and professional office and clinic uses within the “Downtown Shoulder Area” of the Aurora Promenade, the *Actively promote and support a plan to revitalize the downtown* action item is realised.

The subject site plan application supports the Strategic Plan goal of *Enabling a diverse, creative and resilient economy* through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

*Promoting economic development opportunities that facilitate the growth of Aurora as a desirable place to do business:* Through the construction of a new office building, employment opportunities are created in accordance with the *Develop plans to attract businesses that provide employment opportunities for our residents* 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.

## **FINANCIAL IMPLICATIONS**

Administrative fees will be payable upon execution of the site plan agreement. An enactment surcharge will be payable before the implementing by-law is presented to Council. Applicable cash in lieu of parkland and DC charges will be paid prior to the issuance of building permits.

## **PREVIOUS REPORTS**

Public Planning Meeting Report PL15-030, dated April 22, 2015.

## **CONCLUSIONS**

Planning & Development Services staff have reviewed the subject zoning by-law amendment and site plan applications in accordance with the provisions of the Town’s Official Plan and in the context of the compatible surrounding and future land uses. Staff recommend approval of Zoning By-law Amendment application file: ZBA-2014-10 and Site Plan Application SP-2014-12.

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**ATTACHMENTS**

- Figure 1 – Location Map
- Figure 2 – Official Plan Map
- Figure 3 – Zoning Map
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Landscape Plan
- Figure 6 – Proposed Elevations

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – June 4, 2015

*Prepared by: Marty Rokos, Planner – Ext. 4350*

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

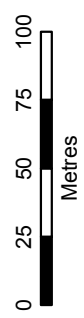
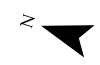
  
\_\_\_\_\_  
**Neil Garbe**  
**Chief Administrative Officer**



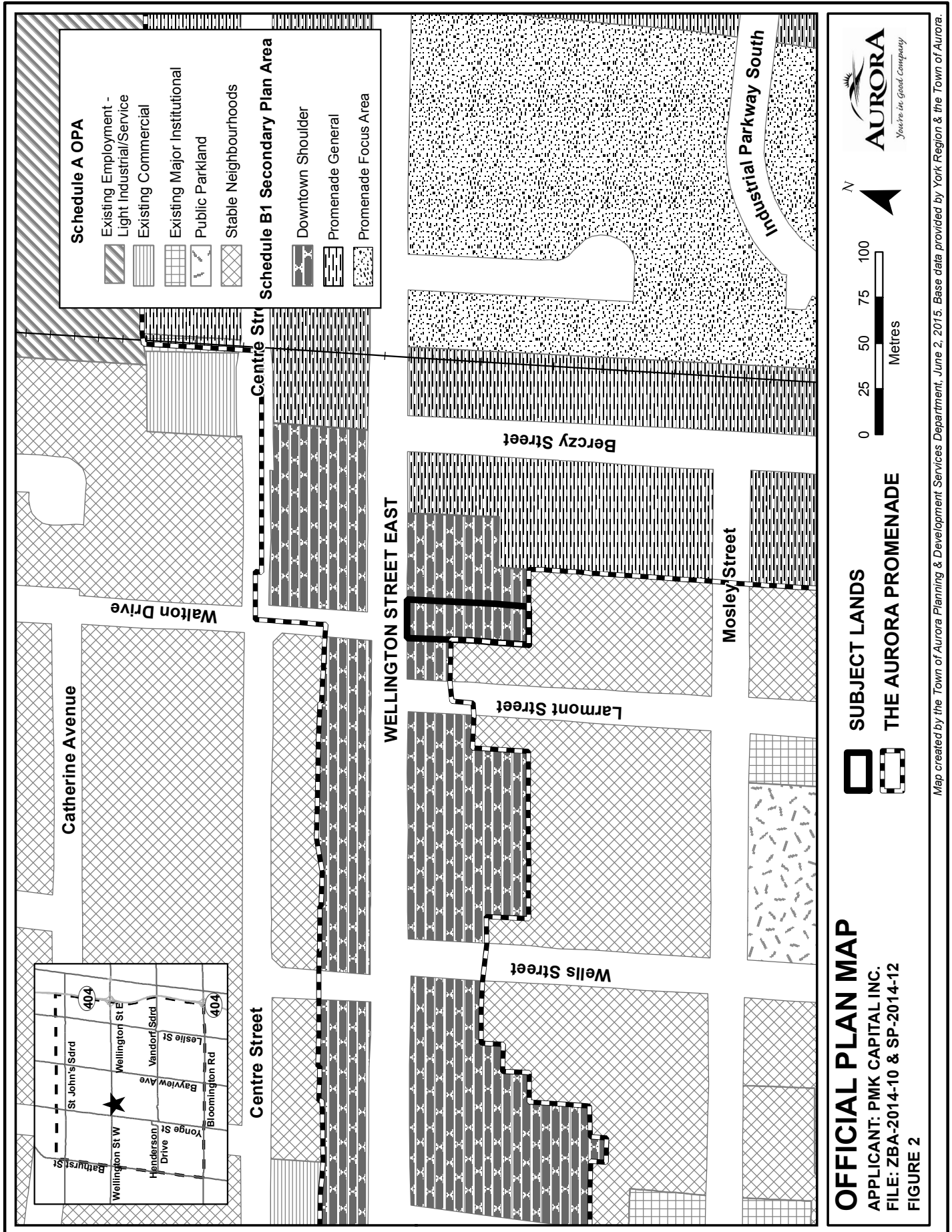
**LOCATION MAP**  
 APPLICANT: PMK CAPITAL INC.  
 FILE: ZBA-2014-10 & SP-2014-12  
 FIGURE 1



**Subject Lands**  
**Circulation Area**



Map created by the Town of Aurora Planning & Development Services Department, June 2, 2015. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2014. © First Base Solutions Inc., 2014 Orthophotography.

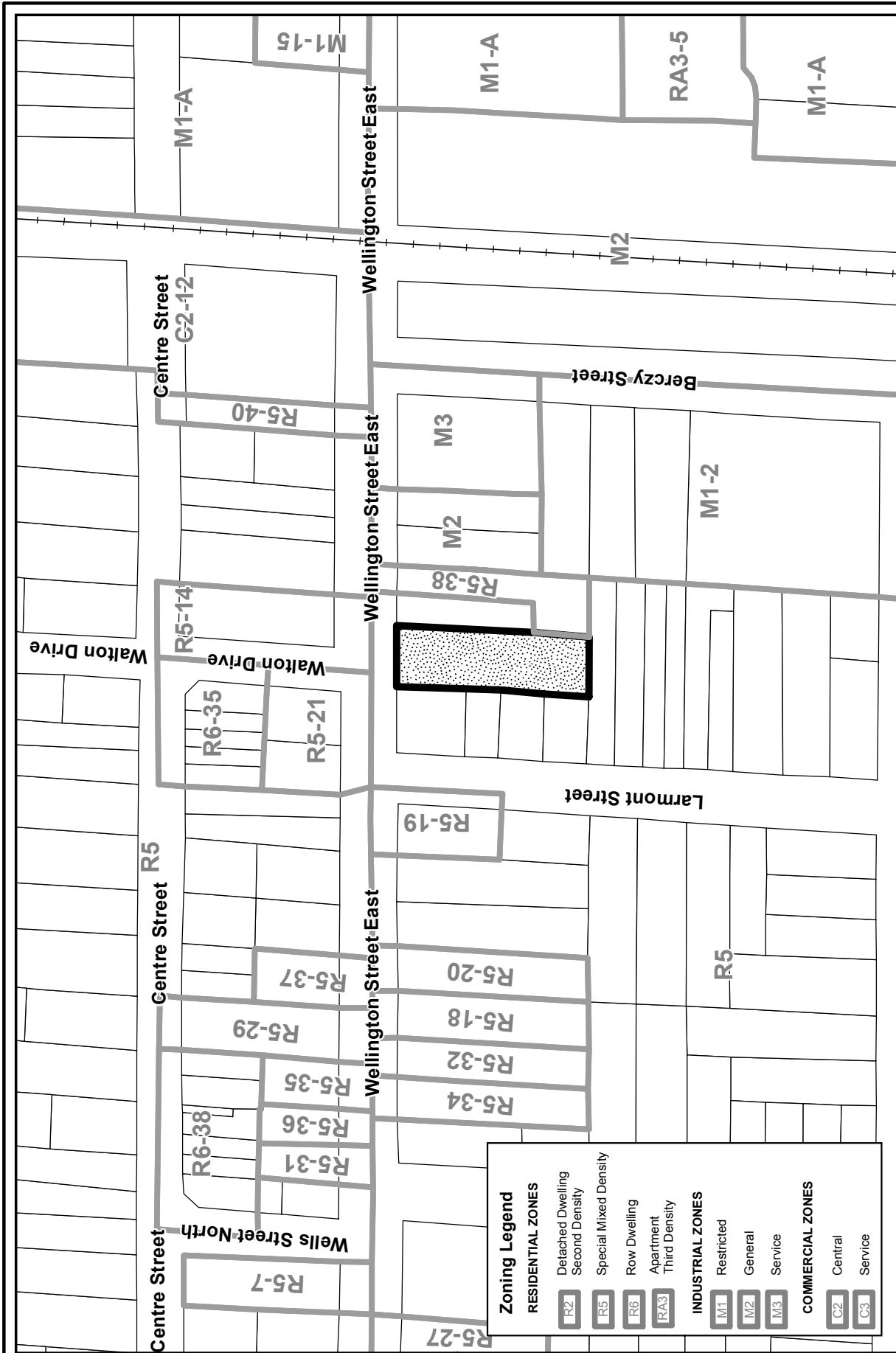


**OFFICIAL PLAN MAP**  
 APPLICANT: PMK CAPITAL INC.  
 FILE: ZBA-2014-10 & SP-2014-12  
 FIGURE 2

**SUBJECT LANDS**  
**THE AURORA PROMENADE**

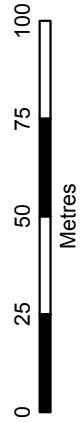


Map created by the Town of Aurora Planning & Development Services Department, June 2, 2015. Base data provided by York Region & the Town of Aurora.



**Zoning Legend**

RESIDENTIAL ZONES	
R2	Detached Dwelling Second Density
R5	Special Mixed Density
R6	Row Dwelling
RA3	Apartment Third Density
INDUSTRIAL ZONES	
M1	Restricted
M2	General
M3	Service
COMMERCIAL ZONES	
C2	Central
C3	Service

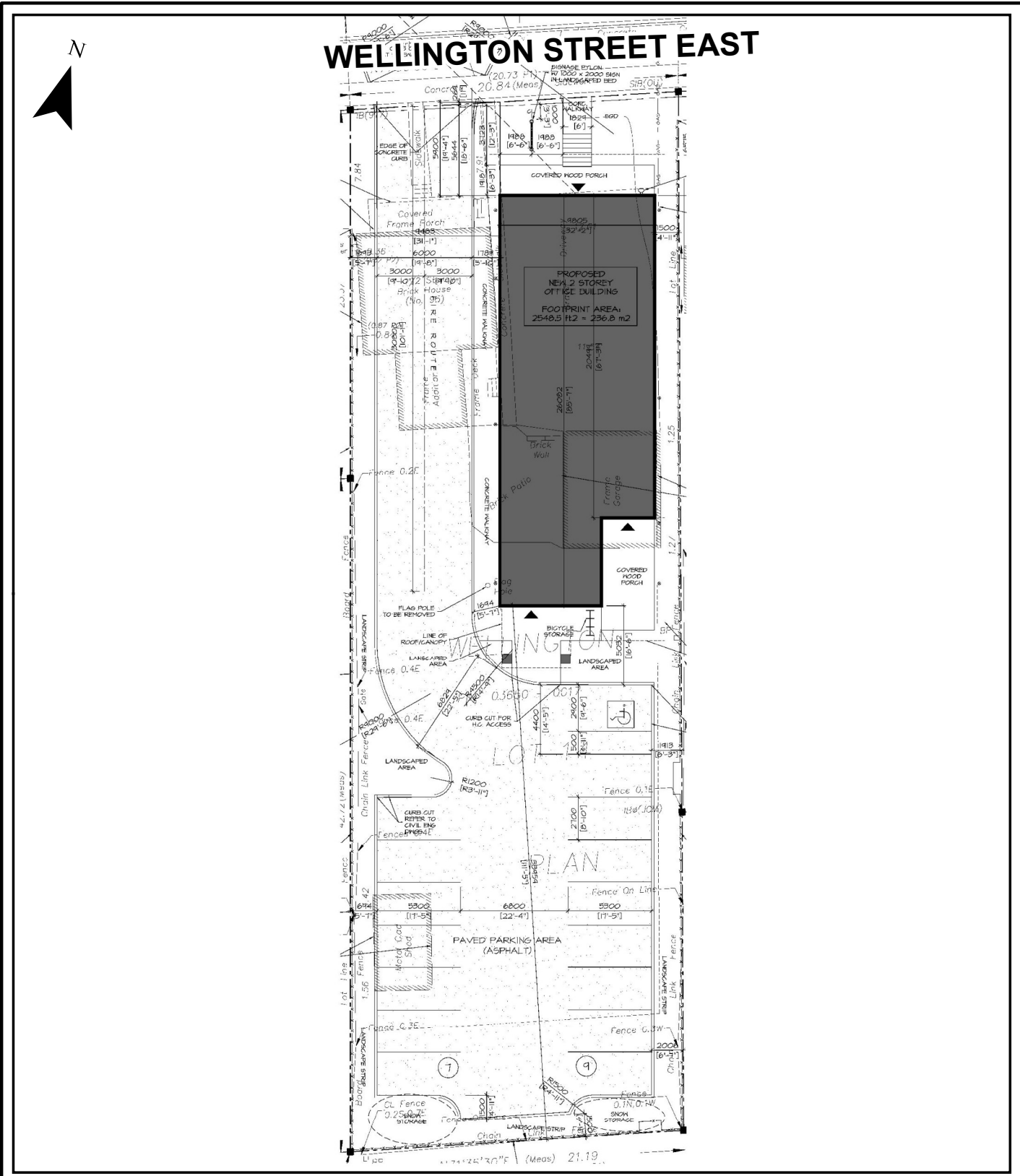


SUBJECT LANDS

**ZONING MAP**  
 APPLICANT: PMK CAPITAL INC.  
 FILE: ZBA-2014-10 & SP-2014-12

FIGURE 3

Map created by the Town of Aurora Planning & Development Services Department, June 2, 2015. Base data provided by York Region & the Town of Aurora.

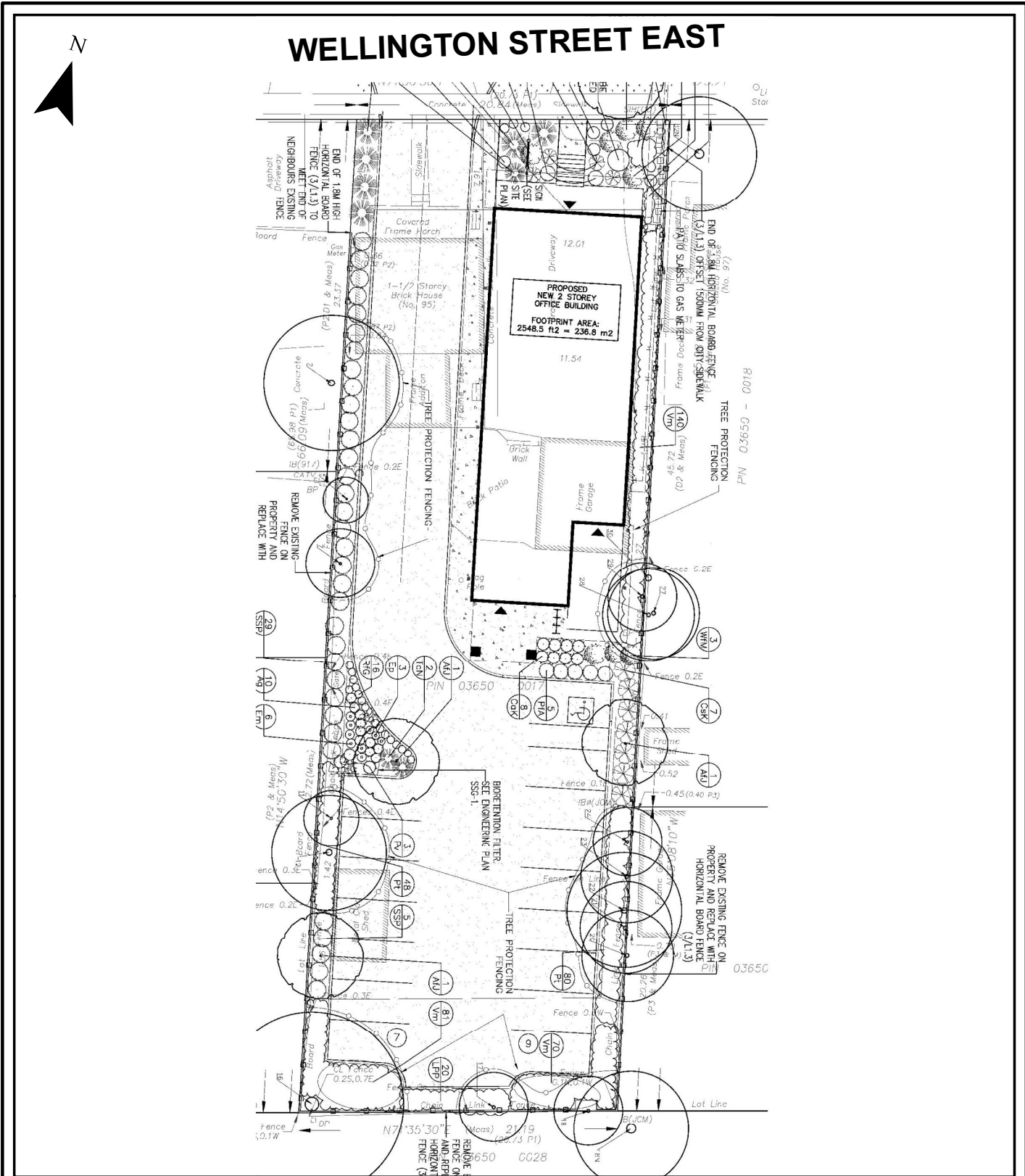


**PROPOSED SITE PLAN**

APPLICANT: PMK Capital Inc.  
 FILE: ZBA-2014-10 & SP-2014-12

FIGURE 4





**PROPOSED LANDSCAPE PLAN**

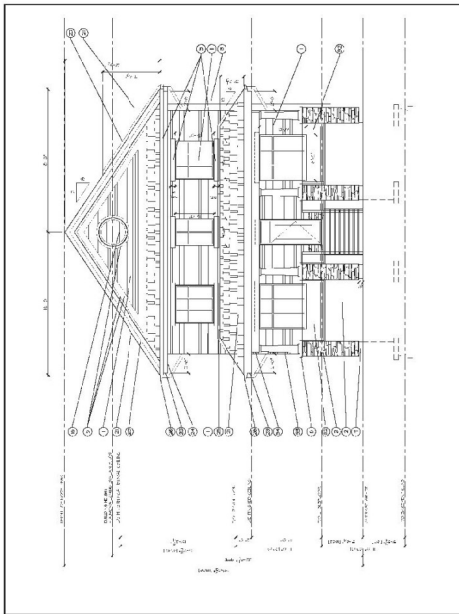
APPLICANT: PMK Capital Inc.  
 FILE: ZBA-2014-10 & SP-2014-12

FIGURE 5

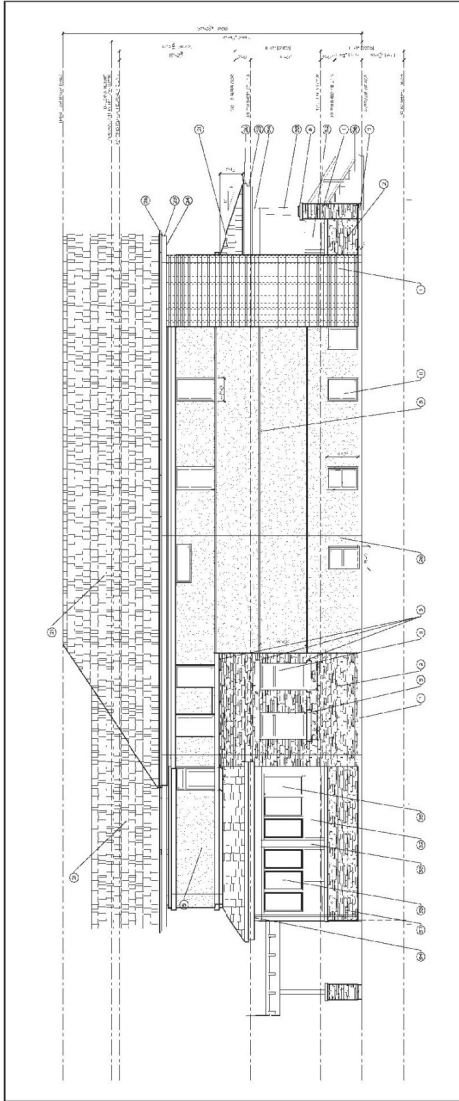


Map created by the Town of Aurora Planning & Development Services Department, June 2, 2015. Drawing provided by CSPACE ARCHITECTURE

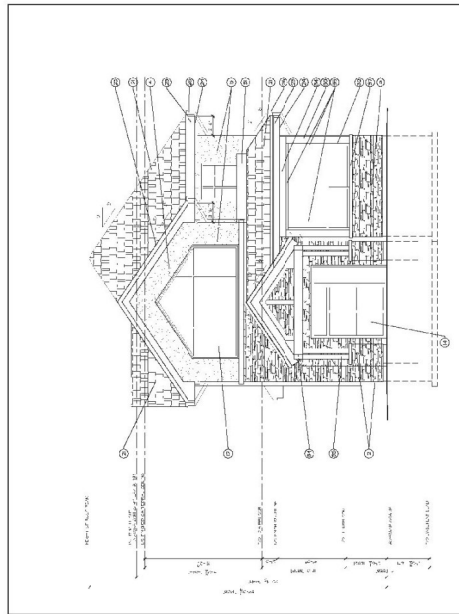




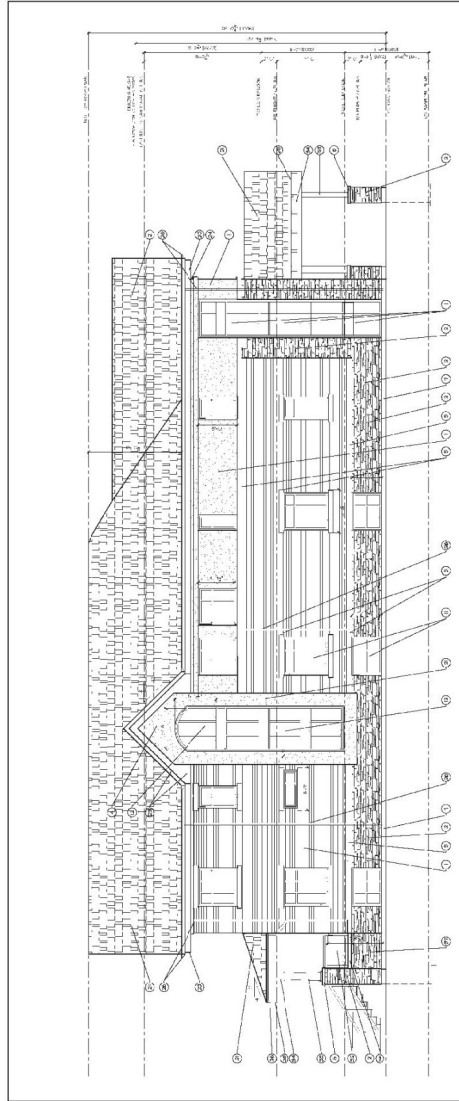
1 NORTH (WELLING-ON ST. E) ELEVATION  
A3 | SCALE 1/8" = 1'-0"



2 EAST ELEVATION  
A3 | SCALE 1/8" = 1'-0"



3 SOUTH ELEVATION  
A3 | SCALE 1/8" = 1'-0"



4 WEST ELEVATION  
A3 | SCALE 1/8" = 1'-0"

**PROPOSED ELEVATIONS**

APPLICANT: PMK CAPITAL INC.  
FILE: ZBA-2014-10 & SP-2014-12

FIGURE 6





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PR15-017**

---

**SUBJECT:**    *Case Woodlot Property Line Fence Replacement*

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

**DATE:**       *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PR15-017 be received; and*

*THAT Report No. PR15-017 satisfy Council's conditional budget approval for capital project #73269 "Case Woodlot Perimeter Fencing"; and*

*THAT staff be authorized to proceed with capital project #73269 "Case Woodlot Perimeter Fencing".*

**PURPOSE OF THE REPORT**

To obtain approval to replace the existing post and rail property line fence with new chain link fencing.

**BACKGROUND**

In the 2015 Capital Budget Council conditionally approved Project #73269 Case Woodlot Perimeter Fencing.

This project involves the replacement of the existing post and rail fence which separates the Case Woodlot from the neighbouring private residential properties that back onto the Case Woodlot. Council has approved the project pending submission of this report and more detailed information.

**COMMENTS**

As noted in the attached Capital project sheet, the original line fence separating the private lots from the Case Woodlot was installed by the Iona Development company in the early 1980s as part of the Subdivision Agreement requirements.

**June 16, 2015**

**- 2 -**

**Report No. PR15-017**

---

The fencing consists of a post and rail-type fence as illustrated in the attached photos. Staff are recommending that the new replacement fencing be 1.2 meter Municipal Standard chain link fencing as it has proven to be more effective in maintaining the property boundary over a longer period of time.

As per own standards, all boundary line fencing separating municipal open space and private property is installed on the municipal side of the property line unlike fences that were installed through the 1980s and 1990s where the fence was installed on the common boundary.

It became evident that fences installed on common boundaries were difficult to control in terms of unauthorized gates being installed and issues associated with dumping of yard waste and encroachments were very common. Since the Town now owns all fencing installed entirely on municipal property we have complete control over the fence including the installation of private gates and non-authorized access to municipal lands.

The Town no longer permits private gates to be installed in our fences as our experiences with unofficial gates and access to municipal land from private property over many years has shown that there are numerous issues as previously noted.

Staff has circulated a notice to the 23 private residents that own a property backing onto the Case Woodlot advising them that the fencing is scheduled for replacement pending Councils final approval of the project.

As of the time of writing this report staff had received six responses from neighboring residents who already have existing chain link fences at the rear of their properties. These residents have indicated that there is no need to replace these particular fences. Staff concurs with these residents and they have been advised as such providing that the existing fence is deemed to be located correctly and structurally suitable to continue functioning for a further lengthy period of time.

In the event that there is a need to replace any of these fences staff will be communicating directly with each effected resident to ensure a satisfactory outcome.

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

Case Woodlot property line fencing supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

**June 16, 2015**

**- 3 -**

**Report No. PR15-017**

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**ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Council could defer the fencing project and direct staff to bring the project forward in the 2016 capital budget; however, existing sections of the fence should be removed due to advanced deterioration.
2. Council could direct staff to replace the existing post and rail fence; however, this style fence will not provide an effective barrier preventing private access to the Case Woodlot and will not provide an extended service life compared to chain link fencing.
3. Further Options as required.

**FINANCIAL IMPLICATIONS**

Staff have estimated the cost to remove and replace the fencing at \$70,000 based on an estimate obtained for budget purposes. This funding is sufficient to cover all associated costs with the project

**CONCLUSIONS**

That Council approve replacement of the Case Woodlot perimeter fence with chain link fencing.

**PREVIOUS REPORTS**

None.

**ATTACHMENTS**

Attachment #1 - 2015 Capital Budget sheet for project #73269 Case Woodlot Perimeter Fencing

Attachment #2 - Site plan illustrating fence line

June 16, 2015

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Report No. PR15-017

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**PRE-SUBMISSION REVIEW**

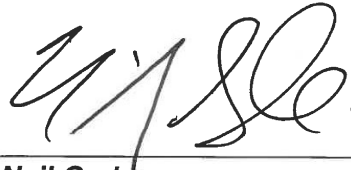
Executive Leadership Team Meeting, Thursday, May 28, 2015.

*Prepared by: Jim Tree, Parks Manager- Extension 3222*



---

**Allan D. Downey**  
**Director of Parks and Recreation Services**



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

**Town of Aurora**  
**Capital Projects**

<b>Project</b>	73269 Case Woodlot Perimeter Fencing		
<b>Department</b>	Parks & Recreation Services		
<b>Version</b>	Final Approved Budget	<b>Year</b>	2015

**Description**

**PURPOSE:**

To replace aging Parks infrastructure.  
**APPROVED PENDING A DETAILED REPORT BACK TO COUNCIL.**

**PERFORMANCE/ACTIVITY IMPACTS:**

To maintain service levels and asset lifecycle.  
 To maintain property division boundry.  
 To maintain public safety.

**EXPLANATION/HIGHLIGHTS**

When the Iona Corporation developed the property south of the Case Woodlot in the early 1980s the developer was required to install line fencing along the common property line dividing the public and private lands. In keeping with the natural surroundings, the fencing consisted of a rustic cedar rail type fence which for the most part remains in place to this day. Over time, approximately 30 years, the fencing has declined to a state where it is now beginning to fail in some locations. Staff have had to respond to a number of homeowners who back onto Case Woodlot about safety related concerns with the fence toppling over and its general failing condition. Staff have installed some temporary fencing in several locations as a safety precaution and in other locations homeowners have removed sections of the fence and installed their own fencing. In the past, most line fences were installed along the common property line whereby fences were considered to be shared ownership. This has proven to be problematic in that the Town has very limited authority in controlling access to our lands and unauthorized gates or devices being added to the fence structures. It is proposed that a new fence be installed on the Town's side of the property line as is the current practise as this enables the Town, by virtue of ownership, to control access to municipal property and the ability to deal with unauthorized access, dumping and other unauthorized activities occurring on Town property. Cost estimate reflects estimated costs to remove and replace 450 linear meters of cedar rail fence with 4' chain link fence. Staff will be communicating with all adjacent residents in terms of timing of the project and the proposed change in fencing types. In the event any issues arise, in this regard they will be identified and conveyed to Council as required. Chain link fencing will provide a much longer service life.

**Budget**

	Total	2015	2016	2017	2018	2019	2020	Future
<b>Expenditures</b>								
<b>Estimated Expenditures</b>								
CONTRACTS	70,000	70,000						
	70,000	70,000						
<b>Expenditures Total</b>	<b>70,000</b>	<b>70,000</b>						
<b>Funding</b>								
<b>Infrastructure Sustainability Reserves</b>								
PARKS R&R RESERVE CONT'N	70,000	70,000						
	70,000	70,000						
<b>Funding Total</b>	<b>70,000</b>	<b>70,000</b>						
<b>Total Over (Under) Funded</b>								



**Town of Aurora**  
**Capital Projects**

<b>Project</b>	73269 Case Woodlot Perimeter Fencing		
<b>Department</b>	Parks & Recreation Services		
<b>Version</b>	Final Approved Budget	<b>Year</b>	2015

**Gallery**

*casewoodlot fence 1*





**Town of Aurora  
Capital Projects**

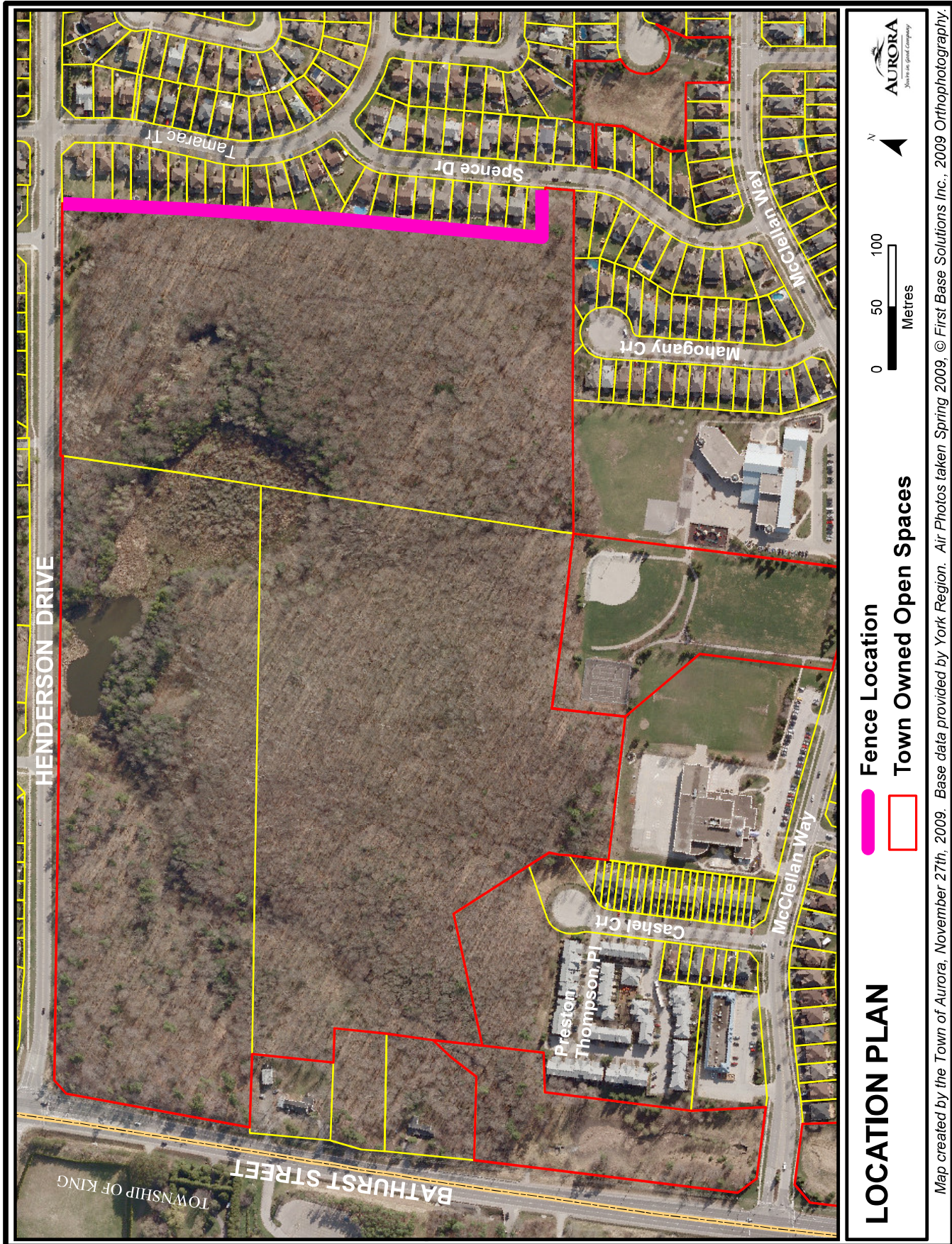
<b>Project</b>	73269 Case Woodlot Perimeter Fencing		
<b>Department</b>	Parks & Recreation Services		
<b>Version</b>	Final Approved Budget	<b>Year</b>	2015

**Gallery**

*casewoodlot 2*











**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. LLS15-034**

---

**SUBJECT:**    *Award of RFP LLS 2014-69 – Electronic Document and Records Management System (EDRMS)*

**FROM:**        *Warren Mar, Director of Legal & Legislative Services/Town Solicitor*

**DATE:**         *June 16, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. LLS15-034 be received; and*

*THAT Request For Proposal LLS 2014-69 – Provision and Implementation of Electronic Document and Records Management System (“EDRMS”) be awarded to Ricoh Canada Inc. in the amount of \$249,976.00, excluding taxes; 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 approval to award RFP LLS 2014-69 – “provision and implementation of an EDRMS” to Ricoh Canada Inc.

**BACKGROUND**

The Town has been engaged in a multi-year program to implement an EDRMS. Funds have been allocated in the Town’s capital budget since 2009 to acquire and implement an EDRMS. In order to do this, a number of items needed to be addressed to proceed with the business requirements for an EDRMS, and due to the large scope of the initiative the decision was made to implement it in four (4) phases.

**TRIM Program Phases**

Phase 1 was the development of a comprehensive Corporate Wide Records and Document Management Plan (the “Plan”) for the Town. The Plan was completed and approved in September 2012.

**June 16, 2015**

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**Report No. LLS15-034**

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Phase 2 included the completion of an inventory of physical and electronic records, identification of personal information banks, vital and archival records and development of a new classification structure and retention schedule. Council approved By-law Number 5611-14 "Being a By-law to establish a classification structure and retention person for the Corporation of the Town of Aurora" on May 6, 2014.

Phase 3 included: hiring a Program Manager, Records Management; establishing the cross-department Records and Information Advisory Committee (RIAC); identifying, training and engaging Information Asset Coordinators (IAC) in each business unit; reviewing the in-active records storage vendor pricing and terms relationship; developing records management policies and procedures; training of all staff on the records classification, retention and associated polices; implementing the program; developing an email management interim strategy; cleaning up redundant, outdated, and transitory physical and electronic records; preparing an Request for Proposal (RFP) for the acquisition of an EDRMS; and, evaluating the proposals and selecting an EDRMS (which was completed by staff in April 2015).

In addition to the above listed activities, Phase 3 included the development of a change management strategy, including a Communications Plan and Training Plan. The change management strategy is designed to ensure the effective and efficient implementation of the records and information management program and EDRMS.

Phase 4 of the Plan includes the purchase and implementation of the EDRMS, and will have the following key elements:

1. Purchase the selected EDRMS.
2. Determine the metadata requirements for each records category.
3. Verify that all required metadata is captured.
4. Develop a methodology for changes and review of policies and procedures.
5. Provide EDRMS training & implement the EDRMS.

The award of RFP LLS 2014-069 will complete Phase 3 of the project and begin Phase 4.

### **Legislative Compliance**

The records management program, including the acquisition and implementation of the EDRMS, will greatly assist the Town in complying with amendments to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") that will come into force on January 1, 2016. These amendments, which were included in Bill 8 (the *Public Sector and MPP Accountability and Transparency Act, 2014*), will add the following new section to MFIPPA:

"4.1 Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements,

**June 16, 2015**

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**Report No. LLS15-034**

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rules or policies, whether established under an Act or otherwise, that apply to the institution.”

## **COMMENTS**

### **Project Description**

The purpose of this project is to implement EDRMS software to allow for proper management and maintenance of the Town's records, ensuring easy access and protection of private and confidential information, and ensuring compliance with legislation. The implementation of the EDRMS will ensure a central repository that will provide the combination of an enterprise content management (a host with capabilities) with lifecycle records management. The EDRMS will have the ability to facilitate collaboration between Town staff, project team members, or across the entire corporation.

Specifically, the project will result in the implementation of EDRMS software that will deliver the following capabilities:

1. Central place for staff to collaborate and share files.
2. Flexible integration with major business systems.
3. Automated workflow which can optimize business processes.
4. Confidence in the authenticity and integrity of Town records.
5. Security and protection of records through their lifecycle (including archiving and destruction), including the protection of confidential/privileged documentation.
6. Tracking of non-electronic records and files.
7. Compliance with legislative and legal requirements for Town records, as noted above (e.g., MFIPPA compliance).

The RFP requires the vendor to deliver the following key elements:

1. An EDRMS properly configured to the Town's records and information management program.
2. Recommendations to improve workflows for the management of the Town's records.
3. Migration of the Town's active and inactive electronic and physical records to the EDRMS.
4. Testing of the system.
5. Training staff on the effective use of the EDRMS.
6. Technical support services as required.

In reviewing the EDRMS requirements, staff took into account the development of an electronic agenda/meeting management software system, and the EDRMS will be able to accommodate an electronic agenda system when it is implemented.

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Report No. LLS15-034

**RFP Process**

The RFP was released by the Town on January 14, 2015 with a total of fifty (50) bid-takers. The Town received a total of 2 compliant bids on the closing date (March 5, 2015).

RFP submissions were evaluated using a multi-stage evaluation process, summarized in Table 1.

**Table 1 – Evaluation Matrix**

<b>STAGE</b>	<b>DESCRIPTION</b>	<b>WEIGHT</b>
I	MANDATORY REQUIREMENTS & COMPLIANCE	Pass/Fail
II	EVALUATION OF RATED REQUIREMENTS	<b>70%</b>
III	EVALUATION OF PRODUCT DEMONSTRATION	<b>15%</b>
IV	EVALUATION OF RATES	<b>15%</b>
V	CUMULATIVE SCORE	
VI	DETERMINE SELECTED PROPONENT	
	<b>GRAND TOTAL</b>	<b>100 %</b>

Stage I and Stage IV were evaluated by Procurement Services. Stage II and Stage III evaluations were conducted by six (6) staff representatives from multiple Town departments which was facilitated by Procurement Services.

Stage II Evaluations (Rated Requirements) took place on March 23, 26 and 30, 2015. Stage III Evaluations (Product Demonstrations) took place on April 9 and 13, 2015. Stage IV Evaluations (Bid Prices) took place on April 14, 2015. The cumulative evaluation results are set out in Table 2:

**Table 2 – Cumulative Evaluation Results**

	<b>FIRM NAME</b>	<b>CUMULATIVE SCORE/100</b>
<b>1</b>	Ricoh Canada Inc.	79
<b>2</b>	NetDexterity Inc.	69

Ricoh Canada Inc., with a cumulative score of 79/100, is the successful proponent for RFP LLS 2014-69.

**June 16, 2015**

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**Report No. LLS15-034**

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Staff have canvassed other municipalities (City of Kitchener, Town of Ajax, City of Pickering, Town of Clarington, and the Township of Springwater) who are current users of the Ricoh Canada Inc. – Laserfiche EDRMS, all of whom are satisfied with the product and have positive experiences with the ongoing support of Ricoh Canada Inc. Approximately 72 municipalities and public bodies (i.e., police and school boards) across Canada utilize the Ricoh Canada Inc. – Laserfiche EDRMS for their electronic document management solution.

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

The Records and Document Management Plan supports the Strategic Plan goals of ***Investing Sustainable Infrastructure*** and ***Supporting Environmental Stewardship and Sustainability and Promoting and Advancing Green Initiatives*** through its accomplishment in satisfying requirements in the following key objectives within these goal statements:

***Invest in Sustainable Infrastructure:*** Implementing the Records and Document Management Plan will ensure protection of information assets and historical records and provide access to records as well as ensure compliance with legislation.

***Supporting Environmental Stewardship and Sustainability and Promoting and Advancing Green Initiatives:*** By continuing to prepare for the acquisition and implementation of an EDRMS, the Town is investing in a program that promotes and actively supports innovative green buildings and infrastructure by reducing paper.

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

Council may choose to not award RFP LLS 2014-69. The RFP evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the EDRMS project. If Council chooses to not award this contract there will be significant risk to the investment already made by the Town in the records and information management program.

#### **FINANCIAL IMPLICATIONS**

Table 3 is a financial summary for Capital Project 14035, based on the RFP bid prices submitted by Ricoh Canada Inc.

June 16, 2015

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Report No. LLS15-034

**Table 3 – Financial Summary**

<b>APPROVED CAPITAL BUDGET</b>	
2009: Capital Project 14035 – Records and Information Management (Phase 1)	\$50,000.00
2012: Capital Project 14035 (Phase 2)	\$100,000.00
2013: Capital Project 14035 (Phase 3)	\$100,000.00
2014: Capital Project 14035 (Phase 3 and 4 - EDRMS Acquisition)	\$250,000.00
2015: Capital Project 14035 (Phase 3 and 4 - Program Manager Funding)	\$200,000.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$700,000.00</b>
LESS capital funds already spent to-date: all Phase 1, 2, and 3 expenses	(\$227,351.00)
LESS capital funds committed for remainder of project: records management consultant, program manager, and operational project costs	(\$192,649.00)
<b>FUNDING AVAILABLE FOR SUBJECT CONTRACT</b>	<b>\$280,000.00</b>
Contract award excluding HST	\$249,976.00
Non-refundable taxes (1.76%)	\$4,399.58
<b>Sub-Total</b>	<b>\$254,375.58</b>
Contingency amount (10%)	\$25,437.56
<b>TOTAL FUNDING REQUIRED</b>	<b>\$279,813.14</b>
<b>Budget Variance</b>	<b>\$186.86</b>

As indicated in Table 3, with the award of RFP LLS 2014-69, the total records and information capital project (14035) is expected to be \$186.86 below the total approved budget.

Ongoing operating costs are expected to be \$37,030 per year, excluding taxes (capped at CPI increases annually), starting on October 1, 2016, which costs will be assigned to the IT division budget for the Town.

**CONCLUSIONS**

Staff have complied with the Procurement By-law requirements and it is recommended that RFP LLS 2014-69 – “provision and implementation of an EDRMS” be awarded to Ricoh Canada Inc. in the amount of \$249,976.00, excluding taxes.

June 16, 2015

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Report No. LLS15-034

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**ATTACHMENTS**

None.

**PRE-SUBMISSION REVIEW**

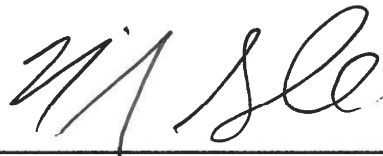
Executive Leadership Team – May 7, 2015.

*Prepared by: Stephen M.A. Huycke, Town Clerk - Ext. 4771*



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**Warren Mar**  
**Director of Legal & Legislative**  
**Services/Town Solicitor**



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





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Aurora, Ontario  
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Email: wmar@aurora.ca  
www.aurora.ca

**Town of Aurora**  
**Legal & Legislative Services**

## **GENERAL COMMITTEE MEMORANDUM**

**DATE:** June 16, 2015  
**TO:** Mayor and Members of Council  
**FROM:** Warren Mar, Director of Legal & Legislative Services/Town Solicitor  
**RE:** Review of Council Code of Ethics By-law Number 5532-13

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### **RECOMMENDATIONS**

***THAT the memorandum "Review of Council Code of Ethics By-law Number 5532-13" be received; and***

***THAT receipt of this memorandum satisfies the requirements of section 12.1 of the Procedural By-law Number 5330-11, as amended, to review the Council Code of Ethics within the first six (6) months of the first year of each term of Council.***

### **COMMENTS**

Attachment 1 to this memorandum is a copy of By-law Number 5532-13, "*Being a By-law to adopt a Code of Ethics for Members of Council*" ("Code of Ethics"). All Members of Council signed a copy of Schedule "A" to this By-law at the start of the 2014-2018 term of Council. Section 12.1 of the Procedural By-law Number 5330-11, as amended, requires Council to review the Council Code of Ethics within the first six (6) months of the first year of each term of Council.

Staff do not recommend any changes to the Code of Ethics. The receipt of this memorandum will satisfy Council's obligation to review the Code of Ethics within the first year of each term of Council.

### **ATTACHMENTS**

Attachment 1 - By-law Number 5532-13, "*Being a By-law to adopt a Code of Ethics for Members of Council*"

***Prepared By: Stephen M.A. Huycke, Town Clerk, extension 4771***

Attachment 1



**THE CORPORATION OF THE TOWN OF AURORA**

**By-law Number 5532-13**

**BEING A BY-LAW to  
adopt a Code of Ethics  
for Members of Council.**

**WHEREAS** paragraph 2 of subsection 11(2) of the *Municipal Act, 2001*, R.S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws respecting the accountability and transparency of the municipality and its operations and of its local boards and their operations;

**AND WHEREAS** on November 22, 2011, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 5387-11 to adopt a Code of Ethics for Members of Council;

**AND WHEREAS** on February 26, 2013, the Council of the Town passed a resolution to combine the Council Code of Conduct and the Code of Ethics into a new Code of Ethics;

**AND WHEREAS** on May 14, 2013, the Council of the Town enacted By-law Number 5506-13 to repeal the Council Code of Conduct (By-law Number 5036-08.C, as amended) and the Advisory and Statutory Committees Code of Conduct (By-law Number 5037-08.C);

**AND WHEREAS** the Council of the Town has deemed it necessary and expedient to formally adopt a new Code of Ethics for Members of Council;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA ENACTS AS FOLLOWS:**

1. THAT the Code of Ethics attached as Schedule "A" to this By-law be and is hereby adopted and shall govern over Members of Council.
2. THAT By-law Number 5387-11 be and is hereby repealed.
3. THAT this By-law shall come into full force and effect on the date of final passage hereof.

**READ A FIRST AND SECOND TIME THIS 25<sup>th</sup> DAY OF JUNE, 2013.**

**READ A THIRD TIME AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF JUNE 2013.**

Approved as to Form  
By Legal Services  
Signature: Wally Ma  
Date: June 21, 2013

  
\_\_\_\_\_  
GEOFFREY DAWE, MAYOR

  
\_\_\_\_\_  
JOHN D. LEACH, TOWN CLERK

By-law Number 5532-13

Page 2 of 6

**Schedule "A" to By-law Number 5532-13**

**Town of Aurora  
CODE OF ETHICS  
for  
Members of Council**

The Town of Aurora expects its Members of Council to adhere to the highest standards of personal and professional competence, integrity and impartiality to ensure public confidence and trust is maintained.

The Town of Aurora's Members of Council fundamentally understand that:

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

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

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

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

**1. Roles and Obligations**

Council Members recognize their mandate incorporates tasks to include:

- Fairly representing the diversity of community views in developing an overall strategy for the future of the Town;

- Setting objectives and determining strategies to achieve Council's Corporate objectives in the Strategic Plan;
- Achieving sound financial management, planning and accountability;
- Being responsible stewards of the Town's assets, services, public places and natural environment; and
- Being aware of and conversant with the statutory obligations imposed on Council as a whole, as well as each individual Member of Council.

**2. Use of Information**

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

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

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

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

**3. Communications and Media Relations**

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

- There is respect for the decision making processes of Council;

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

**4. Relationships with Staff and Other Members of Council**

Members of Council will:

- Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility; and

**5. Gifts, Hospitality and Benefits**

Members of Council will only:

- Accept gifts, hospitality or entertainment of a nominal value that are received as an incident of protocol or social obligations that normally accompany the responsibilities of office, but could not be reasonably construed as being given in anticipation or recognition of special consideration by the Town; and
- Accept hospitality or entertainment if the offer is infrequent (less than 2 or 3 times a year) and appropriate to the occasion. In these circumstances it is assumed that the nature of the business discussed is important enough to the Town that reciprocal arrangements should openly be made and charged to the Town.

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

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

Members of Council will:

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

Members of Council may accept the following:

- Municipal election campaign contributions that are offered, accepted and reported in accordance with the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended;
- Services provided by a person volunteering their time;
- Food, lodging, transportation and entertainment provided by other levels of government or boards or commissions; and
- Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations or agencies.

**6. Conflicts of Interest**

Members of Council will recognize their obligations to:

- Follow and respect both the letter and spirit of the provisions of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time (the "Municipal Act"), and the *Municipal Conflict of Interest Act*, R.S.O. 1990 c. M. 50 as amended from time to time.

**7. Use of Town Property**

Members of Council will:

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

No member shall obtain financial gain from the use of Town-developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter as all such property remains the exclusive property of the Town.

**8. Transparency & Openness in Decision Making**

Members of Council will endeavour to:

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

**9. Public Input**

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

**10. Conduct at Meetings**

During Council, General Committee or any another advisory committee meetings, or working group meetings, Members shall conduct themselves with decorum and in accordance with the Town's Procedural By-law. Respect for delegations and for fellow Council Members and staff requires that all Members show courtesy and not distract from the business of Council during presentations and when other members have the floor.

**11. Harassment**

Harassment of another Council Member, staff or any member of the public is prohibited under Ontario's *Human Rights Code*, R.S.O. 1990, c. H.19, as amended (the "Ontario Human Rights Code"). In accordance with the Ontario Human Rights Code and the Town's Administration Procedure 65 – Harassment Free Workplace, it is the policy of the Town that all persons be treated with dignity and respect in the workplace in an environment free of discrimination and of personal and/or sexual harassment.

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

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

Any complaints of harassment will be investigated in accordance with the procedures set out in the Town's Administration Procedure 65.

**12. Professional Development**

Members of Council have an obligation to promote, support, pursue and partake in opportunities for professional development, including but not limited to:

- AMO and FCM Conference;
- Ministry of Municipal Affairs and Housing seminars;

By-law Number 5532-13

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- Provincial Professional Association Training Institutes (OGRA, AMCTO etc.); and
- Provincial Municipal Council orientation sessions.

Council Members are encouraged to stay updated on issues and trends so that they can be as efficient and effective as possible in the carriage of their duties and responsibilities.

**IMPLEMENTATION**

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

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Member



**TOWN OF AURORA  
FINANCE ADVISORY COMMITTEE  
MEETING MINUTES**

**Date:** Tuesday, May 26, 2015

**Time and Location:** 5:30 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe (arrived 5:32 p.m.)

**Member(s) Absent:** None

**Other Attendees:** Councillor Tom Mrakas, Neil Garbe, Chief Administrative Officer, Dan Elliot, Director of Corporate and Financial Services/Treasurer, Jason Gaertner, Manager of Financial Planning, Laura Sheardown, Financial Analyst, Cash Flow and Investments, and Samantha Kong, Council/Committee Secretary

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

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

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

**2. APPROVAL OF THE AGENDA**

**Moved by Councillor Kim  
Seconded by Councillor Thompson**

THAT the agenda as circulated by Legal and Legislative Services, ***with the following addition***, be approved:

- Item 3 – Memorandum from Chief Administrative Officer  
Re: Citizen Budget Survey – Original Script

**CARRIED**



**3. RECEIPT OF THE MINUTES**

**Finance Advisory Committee Meeting Minutes of April 28, 2015**

**Moved by Councillor Kim**  
**Seconded by Councillor Thompson**

THAT the Finance Advisory Committee meeting minutes of April 28, 2015, be received for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. CONSIDERATION OF ITEMS**

**1. Memorandum from Chief Administrative Officer**  
**Re: Costs for Citizen Budget Survey**

Staff presented an overview of the base package and potential add-ons of the Citizen Budget Survey and indicated that the base package is currently on reserve and suggested that customizations one and two would be beneficial investments. Staff further stated that the Survey would be promoted at various Town events during the summer months towards its launch in September. The results would be presented to Council at a workshop for consideration at budget discussions. The Committee was pleased with the concept of the Survey, however, the Committee requested that staff investigate the approaches of neighbouring municipalities to ensure best practices and to identify a method to measure the effectiveness of the Survey.

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

THAT the memorandum regarding Costs for Citizen Budget Survey be received for information.

**CARRIED**

**2. CFS15-028 – Updated Investment Policy – Draft for Discussion**

Staff introduced an updated draft Investment Policy (Corporate Policy No. 61), which guides the decisions and activities for the management of the Town's investment portfolio, largely comprising surplus operating cash and reserve fund balances. Staff explained that the proposed Investment Policy update would permit pooled participation in an equity fund managed jointly by AMO/LAS and the Municipal Finance Officers Association, which offers a number of pooled, professionally managed funds with differing short- or long-term focuses. The Committee expressed concerns regarding the preservation of capital, however, it is supportive of diversification and requested that staff report back on limits with rationale.

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

THAT Report No. CFS15-028 be received; and

THAT the comments from the Finance Advisory Committee discussion be referred back to staff for incorporation into a final revised Investment Policy, to be presented at a future Finance Advisory Committee meeting.

**CARRIED**

**3. Memorandum from Chief Administrative Officer**  
**Re: Citizen Budget Survey – Original Script**  
(Added Item)

Staff presented the original script of the Citizen Budget Survey to receive feedback from the Committee. The Committee suggested phrasing the questions more generically to facilitate unbiased responses, and to launch the survey in June to receive responses earlier. Staff indicated that the intention of the questions is to educate residents about the impacts of property tax increases, as well as to receive their concerns. Staff further stated that they are unable to launch the survey in June 2015, however, it is possible to have an earlier launch date in the following year. The Committee suggested including a field at the beginning of the survey that identifies the area in which the resident resides in, which would allow staff to address concerns appropriately. Staff indicated that including a postal code field would be possible.

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

THAT the memorandum regarding Citizen Budget Survey – Original Script be received for information.

**CARRIED**

**6. NEW BUSINESS**

Staff indicated that a document regarding budget processes, principles, and directives is being developed, and is expected to be presented to the Committee for discussion at its next meeting.

**7. ADJOURNMENT**

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

THAT the meeting be adjourned at 6:36 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS  
ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA  
AURORA FAMILY LEISURE COMPLEX (AFLC)  
LIAISON COMMITTEE MEETING MINUTES**

**Date:** Wednesday, May 27, 2015

**Time and Location:** 4 p.m., Program Room B, Aurora Family Leisure Complex

**Committee Members:** Councillor Sandra Humfryes (Chair), Councillor John Abel, Deni Crescenzi, Juergen Daurer, Frans LeRoi, Janet Matthews, and Jo-anne Spitzer

**Member(s) Absent:** Councillor Michael Thompson, Wendy Frappier, and Gene Scherrer

**Other Attendees:** Councillor Wendy Gaertner, Councillor Tom Mrakas, Neil Garbe, Chief Administrative Officer, Ilmar Simanovskis, Director of Infrastructure and Environmental Services, Al Downey, Director of Parks and Recreation Services, Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

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

**1. OPENING REMARKS**

Councillor Humfryes welcomed the group and acknowledged the additional handout provided by Frans LeRoi, which included questions and concerns regarding safety and security, as well as general and program questions.

The Committee discussed the security concerns, including the advantages and disadvantages of fob entry versus the current front desk control and wristband system. Staff reviewed the past and present entry procedures and concerns, and noted that Council had approved a motion directing staff to report on the feasibility of rear door access. Staff reviewed the reporting process and delegation opportunities, and advised that the report to Council would include options, costs and implications, and the impact on programming. It was agreed that the Committee members would be informed when the report is ready for General Committee and Council.

AFLC Liaison Committee Meeting Minutes  
Wednesday, May 27, 2015

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The Committee inquired about staff training with respect to safety and security including intruder and emergency procedures, the fire safety plan, and security and monitoring of the skateboard park. Staff assured the Committee that all procedures were in place and staff were fully trained. Staff noted that, while there is no dedicated monitoring staff, the skateboard park is placed in a visible area and issues would be addressed as they occur.

The Committee inquired about staff orientation with respect to the HVAC and other systems. Staff indicated that the HVAC automated systems were under third-party control, but Parks and Recreation Services staff and Infrastructure and Environmental Services staff have received the appropriate training, including cross-training through the various facilities.

It was noted that there were now nine accessible parking spaces at the front of the building and staff have been directed to park at the back of the building.

**2. PREVIOUS MEETING MINUTES OF MAY 7, 2015**

The Aurora Family Leisure Complex Liaison Committee meeting minutes of May 7, 2015, were provided for information.

**3. UPDATE AFLC OUTSTANDING DEFICIENCY LIST**

The Committee was provided with an updated AFLC Outstanding Deficiency List, dated May 27, 2015, for review. The Committee acknowledged that much had been accomplished and many of the issues had been improved and resolved. The Committee requested that the Deficiency List be reorganized by area/space for better ease of reference and follow-up.

The Committee provided further comments including:

1. Family dressing room cubicle has gap that allows view to next cubicle;
2. Fitness centre bulletin board not in appropriate location;
3. Need more, better quality fans (health and safety issues);
4. Lack of stretching area (only small space available near fountain);
5. Fountain overshoots and spills on floor;
6. Lack of storage space for outdoor shoes, boots, coats; and
7. Fitness centre music source needs to be upgraded to improve clarity.

It was noted that the fitness centre ceiling fans would be installed in July 2015. The Committee inquired about the budget process and funding for the facility and staff provided a brief overview.

**4. PROGRAM DISCUSSION**

The Committee inquired about the babysitting program and staff indicated that this service would no longer be offered, and added that any programs not supporting themselves have been or would be discontinued.

The Committee inquired about membership data and staff advised that membership had increased based on the monthly count of paid members. Staff advised that the dedicated space for youth after school is not dictated by use numbers from a programming perspective, and suggested that there may be an opportunity to adjust the time and use of the gym for programs during non-youth periods. Staff discussed the challenges of both the drop-in philosophy and registered programming, noting that the majority of aquafit participants are “drop-in” and 13-14 members are needed in order to break even. The Committee inquired about the manner of counting members at classes and noted that members who remain for a second class are not included in the count and only new arrivals are counted. It was further noted that two wristbands are required for two classes.

The Committee and staff discussed the pros and cons of various access and control systems including wristbands, shoe tags, fobs, and programmable cards. The Committee remarked that the previous fob system worked well, users are now complaining about waiting too long at the front desk, and wristbands are being discarded everywhere. The Committee also commented on the design of the front desk and suggested that it is further from the public, less inviting, and there is less eye contact because of the glass barrier. Staff indicated that staff had requested the glass and believes it allows for more individualized contact with the AFLC members and the public.

**5. NEXT MEETING**

The Committee agreed to meet next on Wednesday, June 17, 2015, at 4 p.m. in Program Room B of the Aurora Family Leisure Complex, subject to change.

**6. ADJOURNMENT**

The meeting was adjourned at 6 p.m.

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA  
ACCESSIBILITY ADVISORY COMMITTEE  
MEETING MINUTES**

**Date:** Wednesday, June 3, 2015

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

**Committee Members:** Tyler Barker (Chair), Gordon Barnes, James Hoyes, Councillor Sandra Humfries (arrived 7:50 p.m.), and David Newton

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

**Other Attendees:** Councillor Tom Mrakas, Chris Catania, Accessibility Advisor, and Gloria Hardyckuk, Council/Committee Secretary

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The Chair called the meeting to order at 7:01 p.m.

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

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

**2. APPROVAL OF THE AGENDA**

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

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

**CARRIED**

**3. RECEIPT OF THE MINUTES**

**Accessibility Advisory Committee Meeting Minutes of May 6, 2015**

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

THAT the Accessibility Advisory Committee meeting minutes of May 6, 2015, be received for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. MATTERS FOR CONSIDERATION**

**1. Memorandum from Accessibility Advisor**  
**Re: Accessibility Considerations for Parks in 2C Development**

Staff provided an on-screen presentation of the accessibility considerations for Parks in the 2C Development, and concept plans for each of the four sites. The Parks were reviewed and discussed individually and the Committee provided feedback.

Mattamy Phase 3 Parkette (Attachment #1)

The Committee identified the need for designated parking on the road at the entrance to the Parkette on Degraff Crescent and also suggested a curb cut to improve connectivity to the Parkette.

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

THAT the memorandum regarding Accessibility Considerations for Parks in 2C Developments be received; and

THAT the following Accessibility Advisory Committee comments regarding the Mattamy Phase 3 Parkette be considered by staff:

1. Include two (2) accessible parking spaces on the road at the entrance to the Parkette;
2. Include proper curb cut at the entrance to the Parkette; and
3. Include bicycle stands.

**CARRIED**



Metrus Parkette (Attachment #3)

Staff reviewed the plans for the Metrus Parkette at Hartwell Way and Joseph Hartman Crescent along with the parking lot design. The Committee identified concerns with the location of the first single parking space at the corner of the parking lot off of Joseph Hartman Crescent and suggested that the elimination of this parking space would ease any potential bottlenecking of traffic, especially in light of the foot traffic accessing the trails system pathway, and to consider improving the connectivity of the sidewalk to the pathway trailhead.

**Moved by Gordon Barnes**  
**Seconded by David Newton**

THAT the following Accessibility Advisory Committee comments regarding the Metrus Parkette be considered by staff:

1. Remove one parking space at the entrance of the parking lot off of Joseph Hartman Crescent; and
2. Include a connection from the sidewalk to the pathway trailhead.

**CARRIED**

TACC Phase 2 Neighbourhood Park (Attachment #4)

Staff reviewed the design features for the TACC Phase 2 Neighbourhood Park located at Roy Harper Avenue and William Graham Drive. The Committee discussed various elements of the site and provided feedback.

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

THAT the following Accessibility Advisory Committee comments regarding TACC Phase 2 Neighbourhood Park be considered by staff:

1. Include proper curb cutting and delineation in the parking lot (in addition to those used as access aisles for the accessible parking spaces) to provide access for other transportation/mobility devices; and
2. Include a water damming feature in the water play/splash pad.

**CARRIED**

Brookfield Parkette

Staff reviewed the various features for the Brookfield Parkette at Radial Drive and noted that a description and detailed drawings for the playground structure, features, and apparatus elements would be requested for future review by the Committee. The Committee suggested that including an additional access point at the bottom end or south end of the park with a trail would be helpful.

**Moved by Gordon Barnes**  
**Seconded by David Newton**

THAT the following Accessibility Advisory Committee comments regarding Brookfield Parkette be considered by staff:

1. Include an additional access point to the trail;
2. Include sufficient access features throughout the Parkette; and
3. Ensure enough spacing, fixed seating, and/or accessible space for mobility devices to use the chess tables.

**CARRIED**

**2. Memorandum from Accessibility Advisor**  
**Re: Accessible Playground Design for Queen's Diamond Jubilee Park**

Staff provided a brief overview of the proposed accessible playground design for Queen's Diamond Jubilee Park. The Committee commented on the lack of accessible parking and requested better connectivity and improvements for the park walkways. It was also noted that the Committee had previously requested a fitness or health component pathway around the perimeter of the park with activity stations. Staff indicated that they would investigate further and provide comments at a future meeting.

**Moved by Councillor Humfryes**  
**Seconded by James Hoyes**

THAT the memorandum regarding Accessible Playground Design for Queen's Diamond Jubilee Park be received; and

THAT the following Accessibility Advisory Committee comments regarding Queen's Diamond Jubilee Park be considered by staff:

1. Include a sufficient number of accessible parking spaces;
2. Include park and pathway connectivity improvements; and
3. Include the use of a fitness or health component on the footpath around the perimeter of the park complete with activity stations along the pathway.

**CARRIED**

**6. INFORMATIONAL ITEMS**

**3. Memorandum from Accessibility Advisor  
Re: AODA 10<sup>th</sup> Anniversary Champion Award**

Staff provided a brief overview of the AODA 10<sup>th</sup> Anniversary Champion Award program. It was noted that nominations must be received by the AMCTO Awards Evaluation Committee no later than 4 p.m. on June 30, 2015. Members were encouraged to submit their nominations to the Accessibility Advisor by email or phone as soon as possible.

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

THAT the memorandum regarding AODA 10<sup>th</sup> Anniversary Champion Award be received for information.

**CARRIED**

**4. Memorandum from Accessibility Advisor  
Re: Garbage/Recycling for People with Disabilities**

Staff provided a brief recap of a previous delegation by an Aurora resident regarding garbage/recycling for people with disabilities. The current process in place was briefly reviewed. It was explained that Town staff are currently looking into a more formal process similar to that of the City of Markham and a sample application form was provided and reviewed.

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

THAT the memorandum regarding Garbage/Recycling for People with Disabilities be received for information.

**CARRIED**

**5. Extract from Council Meeting of April 28, 2015  
Re: Accessibility Advisory Committee Meeting Minutes of April 2, 2015**

**Moved by Councillor Humfryes  
Seconded by Gordon Barnes**

THAT the Extract from Council Meeting of April 28, 2015, regarding the Accessibility Advisory Committee Meeting Minutes of April 2, 2015, be received for information.

**CARRIED**

**7. NEW BUSINESS**

The Committee acknowledged its support of the Town's Community Recognition Awards program and requested that consideration be given to include a new category, similar to the AODA Champion Award, to recognize and highlight individuals for their commitment within the community and encouraging inclusivity. It was noted that Councillor Mrakas would proceed with a motion to Council in this regard. The Committee suggested that consideration be given to naming the accessibility award in honour of the late Mr. Leonard Fox, or that Mr. Fox be honoured in some other way.

The Committee inquired about the possibility of reviewing the Terms of Reference for the Accessibility Advisory Committee (AAC) regarding the its composition to determine whether options exist to eliminate the challenges in achieving quorum during the winter months and inclement weather.

The Committee requested consideration of options for people with disabilities to participate at meetings, without physically attending, by utilizing various electronic and technical alternatives. Councillor Humfryes indicated that she would proceed with a motion to Council requesting consideration and support of this request.

Councillor Mrakas inquired about whether the Committee would be interested in providing feedback on accessibility issues through a review of the plans for the proposed placement of Canada Post community mailboxes. Committee Members recognized the time sensitivity of this issue and requested that a special AAC meeting be scheduled in July 2015.

The Committee informed of a special event, tentatively being planned for September 2015, by the York Region school boards, to which all Accessibility Advisory Committees throughout the Region would be invited, and advised that further information would be available in July 2015.

**8. ADJOURNMENT**

**Moved by Gordon Barnes**  
**Seconded by David Newton**

THAT the meeting be adjourned at 8:49 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



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**NOTICE OF MOTION**

**Councillor Sandra Humfryes**

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**Date: June 16, 2015**  
**To: Mayor and Members of Council**  
**From: Councillor Humfryes**  
**Re: Accessibility Advisory Committee**

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WHEREAS the Accessibility Advisory Committee (“AAC”) is comprised of three (3) citizen Members who are people with disabilities and two (2) citizen members who are citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community; and

WHEREAS in the past the AAC has had difficulty in achieving quorum for its meetings; and

WHEREAS a resident of Aurora, who is a person with a disability, has expressed to Councillor Humfryes an interest in being appointed as a citizen member of the AAC; and

WHEREAS the *Accessibility for Ontarians with Disabilities Act* (2005) (“AODA”) requires that a majority of the members of the AAC be people with disabilities.

NOW THEREFORE BE IT HEREBY RESOLVED THAT, notwithstanding the provisions of the Policy for Ad Hoc/Advisory Committees and Local Boards, the resident of Aurora, who is a person with a disability, that has expressed to Councillor Humfryes an interest in being appointed as a citizen member of the AAC, be permitted to submit an application for appointment to the Town Clerk; and

BE IT FURTHER RESOLVED THAT the Town Clerk be directed to place any such application received on a future General Committee Closed Session meeting agenda for consideration of Council, including any necessary amendments to the AAC’s Terms of Reference to ensure compliance with the AODA.



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**NOTICE OF MOTION**

**Councillor Harold Kim**

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**Date: June 16, 2015**

**To: Mayor and Members of Council**

**From: Councillor Kim**

**Re: Unnamed Walkways**

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WHEREAS the Town of Aurora has many paved and unpaved walkways and paths that connect developments, parks, retail plazas, and streets; and

WHEREAS many Aurorans use these walkways to get to their destination (e.g., the path between Yonge Street and Old Yonge Street near 15783 Yonge Street, and the path between Zokol Drive and Bayview Avenue); and

WHEREAS these walkways have no name in order for residents to describe when offering direction; and

WHEREAS the Town can always use extra sources of revenue.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to identify all of the unnamed walkways in Aurora, investigate the potential to sell or auction off naming rights to these unnamed walkways and use the revenue generated from them toward various community benefits, and report back to Council.



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**NOTICE OF MOTION**

**Councillor Sandra Humfries**

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**Date: June 16, 2015**

**To: Mayor and Members of Council**

**From: Councillor Humfries**

**Re: Accessibility Advisory Committee – Telephone or Video Conference Participation**

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WHEREAS the preamble of the *Ontarians with Disabilities Act*, 2001, recognizes that Ontarians with disabilities experience barriers to participating in the mainstream of Ontario society; and

WHEREAS The Town of Aurora supports removing barriers for persons with disabilities; and

WHEREAS the Accessibility Advisory Committee (“AAC”) includes citizen Members who are people with disabilities; and

WHEREAS in the past the AAC has had difficulty in achieving quorum for its meetings, especially during winter months; and

WHEREAS the *Municipal Act*, 2001 does not permit electronic meeting participation in municipal boards and committees; and

WHEREAS these *Municipal Act*, 2001 rules create a barrier to participation for members of the AAC who are people with disabilities.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Aurora Council supports the following resolution adopted by the Town of Newmarket Council on September 19, 2014:

“THAT the Ontario Government consider the appropriate legislative amendments to the *Municipal Act*, 2001 to permit telephone or video conference participation by appointed members of municipal accessibility advisory committees required by the *Accessibility for Ontarians with Disabilities Act*, 2005;

AND THAT this resolution be circulated to the Hon. Kathleen Wynne, Premier of Ontario; Hon. Brad Duguid, Minister of Economic Development, Employment and Infrastructure; Hon. Ted McMeekin, Minister of Municipal Affairs and Housing; Mr. Chris Ballard, MPP; municipalities in York Region, Durham Region, Halton Region, City of Toronto and the Association of Municipalities of Ontario”; and

June 16, 2015

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Notice of Motion  
AAC – Telephone or Video  
Conference Participation

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BE IT FURTHER RESOLVED THAT staff be directed to send a copy of this resolution to Honourable Kathleen Wynne, Premier of Ontario; Honourable Brad Duguid, Minister of Economic Development, Employment and Infrastructure; Honourable Ted McMeekin, Minister of Municipal Affairs and Housing; Mr. Chris Ballard, MPP; municipalities in York Region, Durham Region, Halton Region, City of Toronto and the Association of Municipalities of Ontario.