



GENERAL COMMITTEE MEETING AGENDA

TUESDAY, FEBRUARY 2, 2016

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**

PUBLIC RELEASE
January 29, 2016



**TOWN OF AURORA
GENERAL COMMITTEE MEETING
AGENDA**

Tuesday, February 2, 2016
7 p.m.
Council Chambers

Councillor Thompson in the Chair

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

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

3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

5. DELEGATIONS

(a) **Joyce Deutsch, Resident** pg. 1
Re: Item 4 – IES16-010 – Parking Concerns on Hawthorne Lane

(b) **Dr. Beverley Bouffard, Resident** pg. 2
Re: Item 3 – IES16-009 – Speed Cushion Pilot Project Follow-Up

6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR

7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

8. NOTICES OF MOTION

9. NEW BUSINESS/GENERAL INFORMATION

10. CLOSED SESSION

11. ADJOURNMENT

AGENDA ITEMS

- 1. CAO16-001 – Business Improvement Area (BIA) Plan Update** pg. 3

RECOMMENDED:

THAT Report No. CAO16-001 be received; and

That a Public Information Session pertaining to the BIA be scheduled for later in February or March 2016.

- 2. BBS16-001 – Request for Sign Variance to Sign Bylaw No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street** pg. 14

RECOMMENDED:

THAT Report No. BBS16-001 be received; and

THAT the request for variance to Sign By-law No. 4898-07.P to allow a 4.09m² wall sign located 190mm above grade for the Canadian Disc Institute be approved on the following conditions:

- i) A Heritage Permit for the proposed sign is obtained from Planning and Development Services prior to the issuance of the Sign Permit; and
- ii) The existing ground sign is removed as part of the Sign Permit.

- 3. IES16-009 – Speed Cushion Pilot Project Follow-Up** pg. 29

RECOMMENDED:

THAT Report No. IES16-009 be received; and

THAT staff be directed to conduct the public consultation as set out in Report No. IES16-009.

- 4. IES16-010 – Parking Concerns on Hawthorne Lane** pg. 34

RECOMMENDED:

THAT Report No. IES16-010 be received; and

THAT parking be prohibited at any time on the north side of Hawthorne Lane from George Street to the end of Hawthorne Lane; and

THAT the necessary by-law be introduced to implement the above recommendation.

5. IES16-011 – Acceptance of Sanitary Sewer and Watermain Constructed by Magna International Inc. pg. 38

RECOMMENDED:

THAT Report No. IES16-011 be received; and

THAT the following external services constructed by Magna International Inc. be accepted:

- a) Sanitary sewer contained within municipal easement and Town owned lands located west of Bayview Avenue and south of Wellington Street East;
- b) Watermain located on the south side of Wellington Street East between Conover Avenue and Aurora East Pumping Station; and

THAT the Director of Infrastructure & Environmental Services be authorized to issue a Certificate of Acceptance of public works for the said external services as required under Section 3.10 of the External Services Agreement.

6. IES16-013 – School Travel Planning Program for Aurora Heights Public School pg. 42

RECOMMENDED:

THAT Report No. IES16-013 be received; and

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

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

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

7. IES16-014 – Acceptance of Municipal Services – Elderberry Hill Residential Subdivision – Registered Plan 65M-3931 pg. 53

RECOMMENDED:

THAT Report No. IES16-014 be received; and

THAT ownership, operation and maintenance of the works within the roads, right-of-ways and other lands dedicated to the Town as contained within Registered Plan 65M-3931, being Elderberry Hill Residential Subdivision be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Registered Plan 65M-3931 and to establish as public highway any applicable reserves.

8. LLS16-007 – Accessibility Advisory Committee Terms of Reference Review

pg. 57

RECOMMENDED:

THAT Report No. LLS16-007 be received; and

THAT the Terms of Reference for the Accessibility Advisory Committee be amended to change the Committee composition to:

- a) Five (5) Citizen Members, the majority of whom shall be persons with a disability and the minority of whom shall be citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community.
- b) One (1) Member of Council shall be appointed as Council liaison to the Committee and that such member shall be “ex-officio”.; and

THAT the Terms of Reference for the Accessibility Advisory Committee be further amended to change the meeting time from 7:00 p.m. to as agreed to by the Committee; and

THAT the appointment of a citizen member of the Accessibility Advisory Committee recommended by staff in confidential Closed Session Report No. LLS15-060 be approved; and

THAT staff be directed to report out the names of citizen members appointed to the Accessibility Advisory Committee upon adoption of this resolution.

9. PRS16-002 – License Agreement for Hydro Corridor Lands North of St. John’s Sideroad in the Town of Aurora

pg. 62

RECOMMENDED:

THAT Report No. PRS16-002 be received; and

THAT the Director of Parks & Recreation Services be authorized to execute a License Agreement with HER MAJESTY THE QUEEN IN THE RIGHT OF ONTARIO as represented by THE MINISTER OF INFRASTRUCTURE for a portion of hydro corridor lands north of St. John's Sideroad, including any and all documents and ancillary agreements required to give effect to same; and

THAT the Director of Parks & Recreation Services be authorized to renew the License Agreement on an ongoing basis, provided that the License Agreement remains on the same terms, with the Director of Parks & Recreation Services being authorized to execute the necessary renewal agreements, including any and all documents and ancillary agreements required to give effect to same.

10. PRS16-005 – Review of Indoor Tennis Facility

pg. 68

RECOMMENDED:

THAT Report No. PRS16-005 be received; and

THAT staff be directed to prepare a lease agreement with 849400 Ontario Inc. for the provision of an indoor tennis facility; and

THAT the Mayor and Town Clerk be authorized to enter into a lease Agreement with 849400 Ontario Inc., including any and all documents and ancillary agreements required to give effect to same

11. PRS16-007 – Injury or Destruction of Trees on Private Property By-law

pg. 122

RECOMMENDED:

THAT Report No. PRS16-007 be received; and

THAT the final Injury or Destruction of Trees on Private Property By-law not include provisions pertaining to golf courses that similar to those in the City of Markham's Tree Permit By-law for the reasons set out in this report; and

THAT Council provide direction on the inclusion of one (1) of the three (3) options pertaining to trees on golf courses provided within the Alternatives to Recommendation section of this report as Alternatives 1, 2 and 3; and

THAT staff be directed to finalize the Injury or Destruction of Trees on Private Property By-law and commence a public notification and awareness process on the various aspects of the revised by-law, following which the by-law will be presented for enactment at the Council meeting on May 11, 2016.

- 12. PRS16-008 – Facility Sponsorship Program – Aurora Toyota** pg. 134

RECOMMENDED:

THAT Report No. PRS16-008 be received for information.

- 13. Community Recognition Review Advisory Committee Meeting Minutes of January 12, 2016** pg. 136

RECOMMENDED:

THAT the Community Recognition Review Advisory Committee meeting minutes of January 12, 2016 be received for information.

- 14. Economic Development Advisory Committee Meeting Minutes of January 14, 2016** pg. 139

RECOMMENDED:

THAT the Economic Development Advisory Committee meeting minutes of January 14, 2016, be received for information.

- 15. Finance Advisory Committee Meeting Minutes of January 19, 2016** pg. 144

RECOMMENDED:

THAT the Finance Advisory Committee meeting minutes of January 19, 2016, be received; and

THAT the Finance Advisory Committee recommends to Council:

THAT the Financial Advisory Committee shall normally meet at Town Hall once per month, except for the months of July and August, from 5:30 p.m. to 6:45 p.m. on the Tuesday of the second General Committee meeting of that month; and

THAT the Town Clerk be directed to amend the Terms of Reference for the Financial Advisory Committee.



Legal and Legislative Services
905-727-3123
CSecretariat@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: February 2, 2016

SUBJECT: *parking on Hawthorne Lane*

NAME OF SPOKESPERSON: *Joyce Deutsch*

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

Residents on Hawthorne Lane

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

*Safety issue - requesting Parking
Restriction to one side of the
street.*

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? *Jamal Massadeh*

DATE: *Jan 27, 2016*

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



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905-727-3123
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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: February 2, 2016

SUBJECT: Speed Humps on Kennedy Street West Aurora

NAME OF SPOKESPERSON: Dr. Beverley Bouffard

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

family

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Concerns/rationale to support Speed Hump Pilot Project on Kennedy Street West re: safety/risk issues for the children of the immediate community from a family with a special needs child. We have lived on the corner of Kennedy St & Corner Ridge for 15 years. The community park is vital to our child's social/emotional needs. However, safety /risk needs on Kennedy [walking to park, exiting our property, neighbourhood kids trying to bike to get to the park needing to cross the road] have escalated since Bathurst was widened, the Viva busline activated, low police presence, population density increase on the street and feeder streets, incr. volume at Aurora High School and kids from George Street now at Wellington School have increased the volume of traffic in the area. When the Viva bus stops, drivers try to go around, or when cars are parked on the side of the road, increasing safety concerns for oncoming drivers, pedestrians, cyclists. The Kennedy St. Park is filled with children/families from spring to fall- drivers not obeying speed signs and stop signs are a detriment to the community and placing all of our children at risk.

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.



TOWN OF AURORA
GENERAL COMMITTEE REPORT No. CAO16-001

SUBJECT: *Business Improvement Area (BIA) Plan Update*
FROM: *Doug Nadorozny, Chief Administrative Officer*
DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. CAO16-001 be received; and

THAT a Public Information Session pertaining to the BIA be scheduled for later in February or March 2016.

PURPOSE OF THE REPORT

To provide Council with an update of the BIA initiative and to schedule a public information session pertaining to the BIA.

BACKGROUND

On September 28, 2010, Council adopted “The Aurora Promenade Concept Plan – Urban Design Strategy” for the Yonge and Wellington Corridors.

Goals for the study included:

- *Stimulate economic development and make the Promenada more profitable location to do business;*
- *Intensification along the Yonge and Wellington Corridors;*
- *Return Downtown to being a focal point for retail/service and special events in the community;*
- *Create a vibrant street life and maximize use of upper floors;*
- *Improve the appearance of downtown through restoration of heritage resources/façade improvements;*
- *Create a positive image of the downtown as a desirable place to work, live, shop and invest.*

The Implementation section of the Promenade Plan indicates that the Town should work with the business owners to establish a BIA.

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In addition, the Promenade Plan implementation section also indicated that the Town should initiate a Streetscape Study and a Community Improvement Plan for the Yonge and Wellington Street Corridors. Both the Streetscape Study and The Community Improvement Plan have been completed and approved by Council.

Staff developed a BIA information package and met with approximately 15 business owners in the Downtown area. Each business owner was provided 10 copies of the information package and asked to help promote the idea of the creation of the BIA to other businesses in the downtown area. Staff has also met with representatives of the Chamber of Commerce to discuss the implementation of the BIA.

On October 16, 2014 the Town hosted a BIA information session at Aw Shucks Restaurant. Representatives from the Bloor - Yorkville, Georgina and Newmarket BIA's presented at the session and answered questions pertaining to BIA's. The session was well attended and well received by business owners in the Downtown area.

Subsequently to the October 16, 2014 information session, Town staff and the Mayor have met with a group of approximately 10 business owners in the Downtown to continue to discuss the potential of creating a BIA in the Downtown. These meetings were held on June 30, 2015 and October 15, 2015. It should be noted that this group did not express any interest in formalizing an organized steering committee but have indicated that they wish to continue to be involved with the BIA initiative.

In addition, a total of 5 update memos have been presented to EDAC pertaining to the BIA.

COMMENTS

A Business Improvement Area (BIA) is an initiative that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district.

Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management.

Business Improvement Areas are a means for a commercial district to invest in promoting and improvements so as to enhance the area's appeal for shoppers and ultimately to generate more business. Once a BIA has been established, money is raised through a tax levy which is then used to promote and improve the area. Streetscape improvements, decorative lighting, planting, banners, festivals and special events are some of the ways that BIAs invest in their communities. In general, BIAs

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focus on beautification, as well as general upkeep and maintenance of streets and open spaces; promoting and marketing the area; programming and events to attract traffic; and, advocacy for the interests of business in the area.

Key Steps to establish a BIA

The request to designate an area as a BIA usually originates with the local business community affected and is developed in consultation with municipal staff. A request to the municipal council to designate an area identifies the need for a BIA and sets out the boundaries for the proposed area. Some customary important steps in establishing a BIA are outlined below:

- Step 1: Establish the Need
- Step 2: Communicate with all Interested Parties
- Step 3: Establish a Steering Committee
- Step 4: Establish Goals and Objectives
- Step 5: Prepare Preliminary Budget Proposals
- Step 6: Establish Proposed Boundaries
- Step 7: Formalize a Request to the Municipality
- Step 8: Notification of a Proposed BIA Designation
- Step 9: Pass a Municipal Bylaw

Governance

The Municipal Act, 2001 states that a BIA, Board of Management is a local board for all purposes (see Municipal Act, 2001, subsection 204(2.1) for reference) and contains a number of provisions pertaining to local boards.

Each BIA has a Board of Management composed of Directors and typically has 5 – 10 Directors and usually one Director is a Council Member. The Board of Management has the same term as the Municipal Council.

The BIA Board of Managers elects executives typically being Chair, Vice Chair, Treasurer/Secretary and Committee Chairs. Typically new BIA's would have two committees with one being for beautification and one being for marketing.

Many BIAs establish policies and bylaws that govern their structure and operation. Some BIAs formalize these in the form of a constitution. This may help provide

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continuity and direction when there is a change in the composition of the board of management or committees. A constitution can also help provide legitimacy to the BIA and greater consistency and certainty in its operation.

The rules for meeting are generally the same rules that are in place for municipalities or other local bodies.

Budgets

For the first year of operation it is suggested that the budget be kept low and focus mostly on marketing of the BIA. A detailed budget estimate will be presented to Council prior to the enactment of the by-law.

BIA boards of management traditionally submit their annual budget estimates for council approval. Traditionally, BIA boards cannot spend money unless it was included in the estimates, or in a reserve fund. In addition, such boards cannot borrow money, and could not incur debts extending beyond the current year without prior council approval. Finally, boards traditionally submit to council an annual report including audited financial statements for the preceding year, by the date and in the form set by council.

BIA Boundaries

Figure 1 indicates the proposed boundary of the BIA as determined by meeting with business representatives. Changes to this boundary may occur at any time prior to the establishment of the BIA by-law. Once the bylaw is approved there are also mechanisms to alter the boundary should the Board of Management wish to alter the by-law.

Next Steps

A public information session will be scheduled for later in February or March 2016 (This is not a statutory meeting under the *Planning Act*). The purpose of this meeting is to provide information on BIA's to property owners and tenants within the Downtown. The previous meeting held on October 16, 2014 was focused on tenants. The meeting will also be utilized to determine if there is adequate support to move forward with a by-law to establish a BIA. In addition the Town may choose to send out a survey to all business owners after the public information session to determine the level of support for the BIA.

Before passing a by-law to designate an Improvement Area, notice of the proposed by-law is sent by prepaid mail to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed

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business property class which is located in the proposed improvement area.

Within 30 days of the date that the Town has issued the notice, the property owners are required to forward such notice to each tenant that pays all or part of the taxes on the property. The property owners are also required to provide the Town Clerk with a list of every tenant that pays a portion of the property taxes and the share of the total taxes that they pay. Written objections must be received by the Town Clerk within 60 days of the date that the notice was issued by the Town. It is the property owners that have the final say in the establishment of the BIA.

A municipality shall not pass a by-law to designate an Improvement Area if written objections are received by the Town Clerk of the municipality within 60 days after mailing the notices and if the objections have been signed by at least one-third of the total number of persons entitled to notice.

The Town Clerk shall determine whether all conditions have been met and, if they are, shall issue a certificate affirming that fact.

LINK TO STRATEGIC PLAN

The Strategic Plan has a goal of **enabling a diverse, creative and resilient economy** and to **promote and support a plan to revitalize the downtown.**

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Further Options as required.

FINANCIAL IMPLICATIONS

The designation of the BIA for Downtown Aurora will have no financial implication for the Town as the operating budget for the BIA will be totally derived from levying the BIA members.

CONCLUSIONS

The proposed public information session and potential survey will help to determine the level of support for the establishment of a BIA in downtown Aurora. Subsequently to the open house an additional report will be presented to Council which will provide more

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details pertaining to the BIA bylaw, budget and governance model. Should the Town choose to pass a BIA bylaw, then as noted above, the property owners may object to such by-law and if more than one third object then the by-law will not be passed.

It should be emphasized that the establishment of the BIA is a decision that must be made by the property owners (with the advice of tenants) and that the Town's role is to help organize the property owners and tenants.

The Town cannot establish a BIA without a formal request from the property owners or a steering committee that represents the owners.

PREVIOUS REPORTS

None

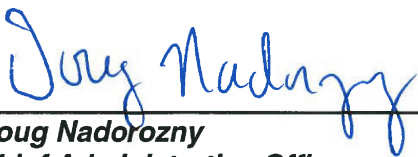
ATTACHMENTS

Figure 1 – Proposed boundaries for the BIA
Appendix 1 – BIA Questions and Answers

PRE-SUBMISSION REVIEW

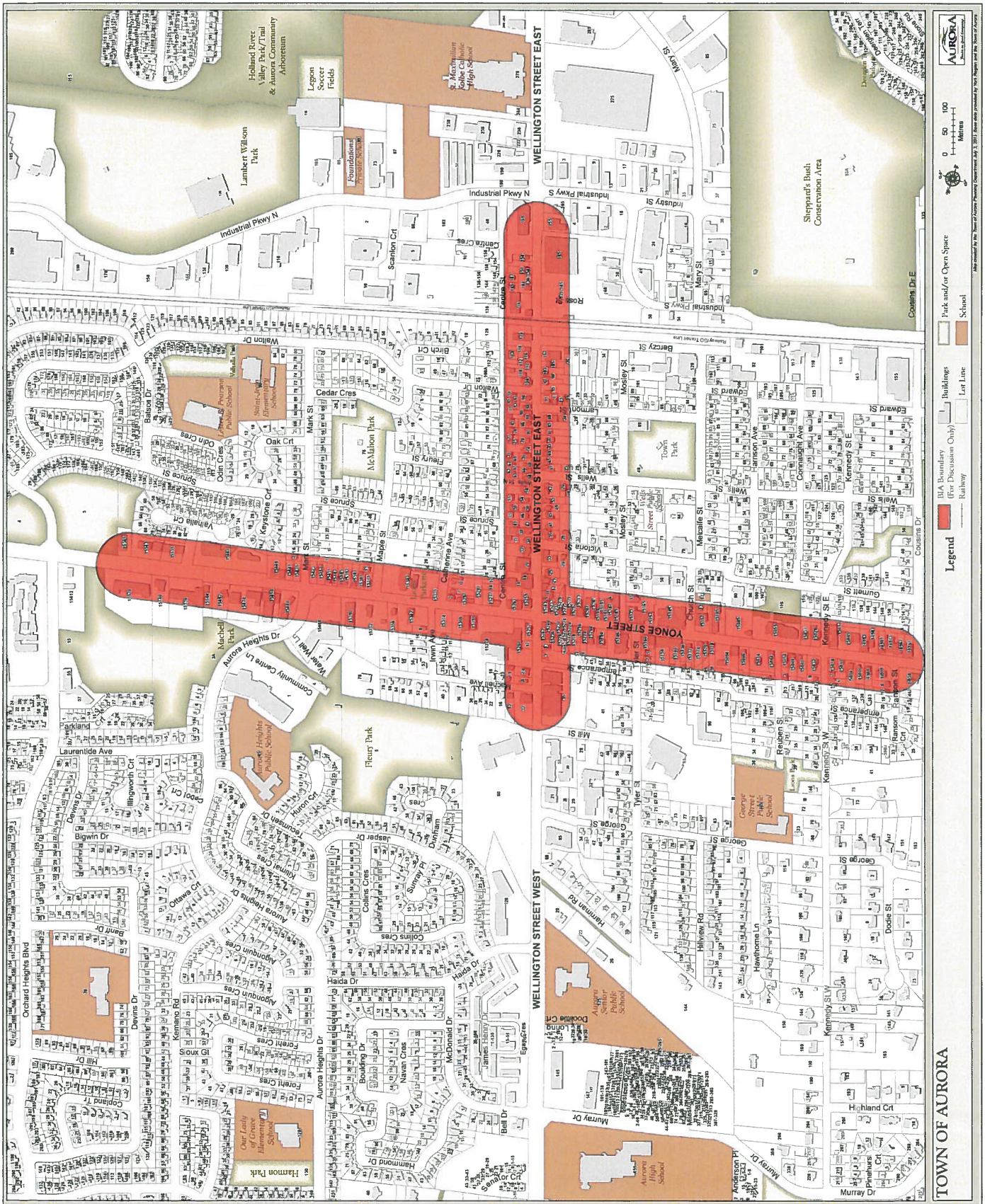
Executive Leadership Team Meeting, January 07, 2016.

Prepared by: Jim Kyle, Program Manager, Special Projects- Ext. 4345



Doug Nadorozny
Chief Administrative Officer

Figure 1



BIA Questions and Answers

Background:

In 2010, the Town of Aurora completed a revitalization strategy entitled “The Aurora Promenade – Concept Plan” for the commercial area along Yonge and Wellington Streets. The implementation section of this strategy recommended the Town work with business owners to consider the establishment of a Business Improvement Area (BIA).

In addition to the Promenade Plan the Town has also completed a “Streetscape Plan” and “Community Improvement Plan” for the Promenade area.

1. What is a BIA?

A strategy and organization managed by a Board of Managers that allows local business people and commercial property owners to join together, with the support of the municipality, to organize, finance and promote economic development and carry out physical improvements in their area. The main goal is for business owners to work together to improve the promotion/marketing and beautification of an area.

2. Who establishes a BIA?

Typically a steering committee comprised of business owners is established and this committee determines if there is sufficient interest in establishing BIA. The Town’s role is to assist this steering committee and to pass a bylaw to establish the BIA, should the steering committee determine there is merit and sufficient interest. The Town will not pass a bylaw on its own accord as a BIA is only established with the support of local business owners.

3. What can a BIA do?

A BIA is intended to work to improve business within a specific area through beautification, promotion, advocating on behalf of its members and improving tourism. Benefits include:

- Increased community interest and pride in the business area
- Improvement of the physical environment, including parking, benches, flowers, planters, special street lighting, improved streetscapes, art and beautification projects
- Marketing and promotion of the area as a business and shopping community, including organizing community events, public relations programs and advertising campaigns
- Advocating on behalf of its members at Council meetings, seminars and public meetings.

- Increased cost savings to the membership through improved integration of capital funding and promotional activities (competitive edge and economies of scale)

4. Who pays for a BIA?

Any commercially assessed property within the BIA would contribute a levy which is based on their property assessment value.

5. How much would I pay?

The cost or levy per business is based upon the set budget. The formula below provides an example of how the levy is calculated. More information on levies will be provided as the steering committee develops the boundary and budget.

Example calculation:

$$\frac{\text{Your Business Assessment } (\$500,000) \times \text{BIA Budget } (\$100,000)}{\text{Total Area Assessment } (\$161,000,000)} = \text{Annual Levy } \$ 310$$

6. What would my levy pay for?

A sample draft budget from a proposed BIA in Brooklyn (Whitby) Ontario is attached to provide a typical example of how funds are allocated. A steering committee comprised of local business owners would undertake a similar budget exercise for any BIA within Aurora.

7. Who actually runs the BIA?

The BIA is managed by a Board of Management that is voted upon by the membership and appointed by the municipal council. The Board has general responsibilities, which include overseeing the planning, budgeting, implementation and evaluation of BIA projects.

The BIA Steering Committee is a group of volunteers who are trying to establish the BIA. If the BIA is put in place, this Committee will no longer exist and will be replaced by a Board of Management/Board of Directors who will be voted into position by paying members.

8. Is there paid staff on the BIA?

Many successful BIA's begin with volunteers and once their mandate and budget grow, they find it more time and cost efficient to hire a BIA manager. If, or when, a paid staff member is considered it would be raised through the budget process and voted upon by the membership.

9. How is the BIA budget collected?

The BIA does not levy taxes directly. The municipal council adds a special BIA levy to the property tax collected from property owners within the area and collects this on the BIA's behalf.

10. What is the Town's role in a BIA?

As per the Municipal Act, the Town's role within a BIA is to provide support, statutory notices, execute applicable bylaws, register objections, monitor finances, alter boundaries and approve proposed Board of Director members and annual budgets.

11. What are the proposed boundaries of the BIA?

The boundary of the BIA would be established by a steering committee made up of business owners. As a suggested starting point the boundary could coincide with the Promenade Area boundary

12. How can I object if the Town passes a BIA bylaw?

You will have the opportunity to object if the Town passes a bylaw and when formal notice of the BIA Bylaw is sent. This Notice will clearly explain your rights and obligations. If your tenants will be expected to pay part/all of the levy they will also be entitled to notice. You as the property owner are required under the Municipal Act to provide the Town with contact information for your tenants within 30 days.

13. Is it true that if I don't object it's essentially a vote for the BIA?

Yes, the Municipal Act states that the Town can pass a bylaw as long as no more than a third of the voting members representing a third of the total levies object. If you do not object, your vote is essentially a vote in favour of the BIA.

14. I'm a business owner, not the property owner. What rights do I have?

As a business owner it is important you communicate your preference (for or against the BIA) to your landlord. If you will be responsible for all/portion of your levy, your landlord MUST provide your contact information to the Town within 30 days, as you are entitled to a notice and have the right to object.

If you would not be responsible for paying all/portion of the levy, you would not have an opportunity to vote. If your landlord is not supportive of the BIA, and as a business owner you would like the BIA to be implemented, please remind your landlord of the many benefits a BIA would have for your business and in the long term on property values.

For further information pertaining to BIAs:

<http://www.mah.gov.on.ca/Page1529.aspx>

<http://obiaa.com/>

<http://toronto-bia.com/>

Did you know?

- There are now more than 230 BIAs in Ontario
- BIAs exist in every province as well as communities across the United States
- In York Region there are BIAs in Newmarket, Richmond Hill, Markham, Vaughan, King, Whitchurch-Stouffville and Georgina



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. BBS16-001**

SUBJECT: *Request for Sign Variance to Sign Bylaw No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge St.*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. BBS16-001 be received; and

THAT the request for variance to Sign By-law No. 4898-07.P to allow a 4.09m² wall sign located 190mm above grade for the Canadian Disc Institute be approved on the following conditions,

- i) A Heritage Permit for the proposed sign is obtained from Planning and Development Services prior to the issuance of the Sign Permit; and*
- ii) The existing ground sign is removed as part of the Sign Permit.*

PURPOSE OF THE REPORT

To provide Council with comments received from the Heritage Advisory Committee and the Economic Development Advisory Committee respecting the requested sign variance and to seek Council's approval of the variance subject to the condition that a Heritage Permit is obtained ensuring the proposed sign meets the design guidelines as set out in The Promenade Plan and the existing ground sign is removed.

BACKGROUND

Report No. BBS15-013 – Request for Sign Variance for the Canadian Disc Institute at 15000 Yonge Street was considered at the General Committee meeting of November 17, 2015. Staff recommended the following;

THAT Report No. BBS15-013 be received; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a 4.09m² wall sign located 190mm above grade for the Canadian Disc Institute at 15000 Yonge St. be denied.

At the Council meeting of November 24, 2015 the following motion carried;
THAT Item 6 – Request for Sign Variance to Sign By-law No. 4898-07.P for the

February 2, 2016

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Report No. BBS16-001

Canadian Disc Institute at 15000 Yonge Street be referred to the Heritage Advisory Committee and the Economic Development Advisory Committee for comments and discussion at their next meeting.

COMMENTS

The Economic Development Advisory Committee recommends to Council the Sign Variance be approved.

At the December 10, 2015 Economic Development Advisory Committee meeting the extract from Council regarding the sign variance request was discussed. Dr. Moore gave a brief presentation and the Committee spoke in support of the request for the sign variance. The Economic Development Advisory Committee recommends to Council:

THAT the Request for Sign Variance to Sign By-law No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street be approved.

The Heritage Advisory Committee received the memorandum regarding the Sign Variance application for information.

At the December 14, 2015 Heritage Advisory Committee meeting a memorandum from the Planner regarding the request for sign variance was discussed. Dr. Moore delegated and provided background information on the recent renovations and elements of the proposed sign.

The committee expressed concerns regarding the number of signs on the property, the size of the proposed wall sign, the size of the variance and setting a precedent. The committee also expressed support for parallel signage against the building. The Committee received the memorandum regarding Sign Variance, 15000 Yonge Street for information.

Planning and Development Services request that as a condition of the Sign Variance approval, a Heritage Permit be obtained prior to sign permit issuance to ensure the quality of materials used is consistent with The Promenade Plan guidelines.

The current proposed sign on record indicates that the sign will be constructed of vinyl or fabric adhered to a plywood backing. This type of material is not in keeping with the quality of preferred signage outlined in The Promenade Plan. Further, as the property is listed on the Aurora Registrar of Properties of Cultural Heritage Value or Interest, staff are recommending that a condition be imposed to require a Heritage Permit prior to the Sign Permit issuance. This condition is necessary to ensure the quality of the sign

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Report No. BBS16-001

materials.

The existing sign and proposed sign are in close proximity to each other and the information and messaging provided can be incorporated into the one larger sign.

The proposed wall sign if approved would be located on the lower portion of the front elevation wall. There is an existing ground sign within a few feet of the proposed location that contains similar messaging. However Dr. Moore has indicated that the existing sign does not provide information of all the services provided within the clinic. Therefore he is requesting a larger sign to accommodate additional information. Staff recommend that if the proposed sign variance be approved it be conditional on the removal of the existing ground sign.

LINK TO STRATEGIC PLAN

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could deny the request for sign variance as recommended in Report No. BBS15-013 attached.
2. Council could approve the request for sign variance with no conditions. The existing ground sign would remain and the material of the proposed sign would be constructed of vinyl or fabric on plywood backing.
3. Council could approve the request for sign variance with either one of the conditions but not both.

FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

For reasons outlined in this report and Report No. BBS15-013, staff recommends approval of the sign variance conditional on the applicant obtaining a Heritage Permit and removal of the existing ground sign.

February 2, 2016

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Report No. BBS16-001

ATTACHMENTS

Attachment No. 1 – Report No. BBS15-013 – General Committee, November 17, 2015

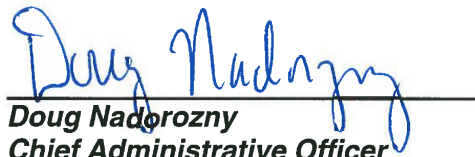
PRE-SUBMISSION REVIEW

Executive Leadership Team – January 21, 2016

Prepared by: Techa van Leeuwen, Director of Building and Bylaw Services - Ext. 4748



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



***Doug Nadorozny
Chief Administrative Officer***

Attachment 1



**TOWN OF AURORA
GENERAL COMMITTEE**

No. BBS15-013

SUBJECT: *Request for Sign Variance to Sign By-law No. 4898-07.P
for the Canadian Disc Institute at 15000 Yonge St.*

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

DATE: *November 17, 2015*

RECOMMENDATIONS

THAT Report No. BBS15-013 be received; and

THAT a request for variance to Sign By-law No. 4898-07.P to allow a 4.09m² wall sign located 190mm above grade for the Canadian Disc Institute at 15000 Yonge St. be denied.

PURPOSE OF THE REPORT

To evaluate the applicant's request and make recommendations on variances to Sign By-law No. 4898-07.P, as amended.

The requested variance is to allow the Canadian Disc Institute to have a wall sign with an area of 4.09m² located 190mm above the grade whereas the Sign By-law No. 4898-07.P restricts the size of a wall sign to 1.25m². Further, wall signs projecting more than 50mm from the wall shall be located a minimum of 2.4m above grade.

BACKGROUND

Building and Bylaw Services is in receipt of a sign variance application from the Canadian Disc Institute to install a wall sign that exceeds the maximum permitted sign area for their building front and to locate the sign on the wall less than the allowable minimum distance above grade.

The proposed wall sign is approximately 4.87m x 0.84m (4.09m²) and will consist of a vinyl or fabric material being affixed to a plywood backing attached to the wall with 2" blocking. The sign projects from the building approximately 76mm and is approximately 19mm above grade. Sign By-law 4898-07.P limits wall signs for this building to 1.25m² in area and where the wall sign project more than 50mm from the wall they are to be a minimum of 2.4m above grade.

The business is located 15000 Yonge Street just north of Ransom Street and is within the Promenade Area as well as listed on the Aurora Registrar of Properties of Cultural Heritage Value or Interest. The property is surrounded by commercial businesses along Yonge Street with residential abutting the rear property line. The entrance to the property is from Yonge Street.

November 17, 2015

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Report No. BBS15-013

In 2012/2013 building permits were issued for the partial demolition, renovation and construction of a one storey addition to the front facade to be occupied by Canadian Disc Institute. The facade addition facing Yonge Street consists primarily of glazing. The applicant is proposing a wall sign below the glazing as shown on attachment no. 2.

The sign variance application is in response to numerous enforcement efforts addressing illegal signs erected between September 2013 and August 2015. The owner of the business was advised of the requirements and the processes involved in displaying compliant signage. In November 2013 the owner applied for a sign permit for a wall sign. The application was cancelled in June 2014 due to a lack of response from the applicant.

The property currently has one existing ground sign and a non-approved structure which had displayed signage but the messaging has been removed. The owner has advised he intends to remove the ground structure and replace it with the proposed wall sign.

COMMENTS

This property is subject to Heritage review and the Aurora Promenade Streetscape Design and Implementation Plan.

15000 Yonge Street is listed on the Aurora Registrar of Properties of Cultural Heritage Value or Interest. The property is also subject to The Aurora Promenade Streetscape Design and Implementation Plan.

Planning staff compared the proposed wall sign design to the Aurora Promenade Streetscape Design and Implementation Plan (The Promenade Plan). The comparison consisted of assessing the type, size and sign area, location of the sign on the building and any special considerations noted in The Promenade Plan.

The proposed wall sign consists of a fabric or vinyl material affixed to a plywood backing and would be installed on the lower part of the wall just above grade. The comparison to The Promenade Plan revealed that the proposed fabric does not to meet the guidelines as a solid sign with raised lettering is the recommended choice. The proposal to locate the sign on the lower portion of the front wall deviates from the Promenade Plan inasmuch as the guidelines recommend placing wall signs on the fascia.

Planning Staff also advised that having both the existing ground sign and the proposed wall sign at the front is not desirable for the property. The business owner advised that they intend to keep the existing ground sign and erect the proposed wall sign resulting in two signs in close proximity at the front of the property. The existing ground sign is found to be more in keeping with the signs in the neighbourhood.

For reasons noted above the proposed wall sign is not in keeping with the guidelines found under The Promenade Plan.

The wall sign is out of character with the neighbouring businesses.

The neighbouring businesses do not have large walls signs at the front. This business has

November 17, 2015

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Report No. BBS15-013

an existing ground sign at the front of the property adjacent to Yonge Street. The neighbouring businesses to the north and south have similar ground signs. The ground signs are made of wood and vary in height from approximately 1m to 2m (see attachment no. 5). They are oriented perpendicular to traffic flow on Yonge Street. The proposed sign would not be in keeping with the signs advertising the businesses on the same block and adjacent to this property.

The property is located in Special Mixed Density Residential Exception zone which limits the sign area as these exception zones are unique and intended to maintain the residential attributes of the building.

Wall signs in a residential exception zone are restricted to a maximum of 1.25m² in sign area. The proposed sign is 4.09m² in area approximately 3.26 times larger than permitted. The front of the building where the sign is proposed to be installed faces Yonge Street. Businesses to the north and south are also located in residential exception zones and display signage that meets the intent of the by-law. The owner feels that although the business is in a residential exception zone they should be allowed the less restrictive requirements permitted in a commercial zone.

The Owner is requesting the variance to provide a more descriptive sign which could be accommodated by a smaller compliant wall sign or changing the display face of the existing ground sign.

The business owner advised that he requires the wall sign to advise potential customers as to the services provided. The existing ground sign advertises the type and name of business and the proposed wall sign would provide more description as to what services are available. Staff has advised that a wall sign limited to 1.25m² is permitted as well the display face of the existing sign could be changed to identify services offered.

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

Wall signs in Zone R5-28			
Sign Type	Sign Bylaw Section	Allowed	Proposed
Wall	Section 6.2 (c) Sign area in Residential Exception zones (.25m ² /linear m to a max of 1.25m ²)	1.25m ²	<u>4.09m²</u> <u>(3.26 times larger than allowed)</u>
	Section 5.9(c) Location above grade for signs projecting more than 50mm	2400mm min above grade	<u>190mm above grade</u>
	Section 6.2(e) Number of signs in Residential Exception zones	2	2 including the existing ground sign

Table note: Bold, underlined font represents areas of non-compliance

As the above table demonstrates, a variance is required to address the size of the wall sign and location of the sign above grade.

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Report No. BBS15-013

The following table provides the criteria for assessing sign variance approvals.

Table for Evaluating Sign Variance Criteria	
Criteria	Comment
<p>1. Physical difficulties <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>	<p>The new addition (constructed 2013) at the front of the building does not represent a pre-existing condition which presents a difficulty to comply with the Sign By-law. It should be noted that the glazing of the addition would make it difficult to adhere to the Promenade Plan.</p>
<p>2. Consistency with the architectural features of the building <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>	<p>The Planning review revealed that the proposed material of the sign face will not result in a more aesthetically pleasing visual appearance of the building.</p>
<p>3. Consistency with the character of the neighbourhood <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>	<p>The Planning review and comparison with the Promenade Plan determined the sign is not consistent with the character of the neighbourhood or the Plan</p>
<p>4. No adverse impact to the adjacent property or general public <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>	<p>n/a</p>
<p>5. Adherence to Corporate Branding <i>Where not granting a Sign Variance results in a conflict in corporate branding requirements such as updated/new logos or trademarks.</i></p>	<p>n/a</p>
<p>6. Impact on safety, traffic and accessibility <i>The proposed Sign Variance, if granted, will not increase fire or traffic hazard or otherwise endanger public safety or negatively impact accessibility.</i></p>	<p>n/a</p>

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Report No. BBS15-013

<p>7. Result in greater convenience to the public <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></p>	<p>The wall sign as proposed does not result in greater convenience in identifying the business location. There is an existing ground sign at the front and in close proximity to the proposed wall sign. The owner advised he believes that the additional information he would like on the sign will only be beneficial on a sign larger than allowed under the Sign By-law 4898-07.P</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Variance requested:

1. A variance is requested to permit the installation of a wall sign with an area of approximately 4.09 m² to be located 190mm above grade whereas the Sign By-law 4898-07.P restricts this wall sign to a maximum sign area of 1.25m² and located a minimum of 2.4m above grade.

LINK TO STRATEGIC PLAN

Variances to the Sign By-law No. 4898-07.P support 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

N/A

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could approve the request to vary the size and location of the wall sign permitted by Sign By-law 4898-07.P. This would allow the installation of an oversized sign lower on the wall than the requirements of Sign By-law 4898-07.P and contrary to the guidelines of The Aurora Promenade Streetscape Design and Implementation Plan.

CONCLUSIONS

Staff determined that the variance being sought is not in keeping with the general intent of Sign By-law 4898-07.P or the recommendations of The Aurora Promenade Streetscape Design and Implementation Plan. For reasons outlined in this report staff is recommending that Council deny the requested variances.

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Report No. BBS15-013

ATTACHMENTS

Attachment No. 1 -- Site Plan

Attachment No. 2 -- Front Elevation

Attachment No. 3 -- Sign Construction and Design

Attachment No. 4 -- Photo identifying the existing ground sign and the additional ground sign structure to be removed.

Attachment No.5 -- Photo identifying the existing ground sign and the ground signs of adjacent businesses to the north.

PRE-SUBMISSION REVIEW

Executive Leadership Team – November 5, 2015

Prepared by: Dale Robson

Manager of Code Review and Inspections – Ext. 4319

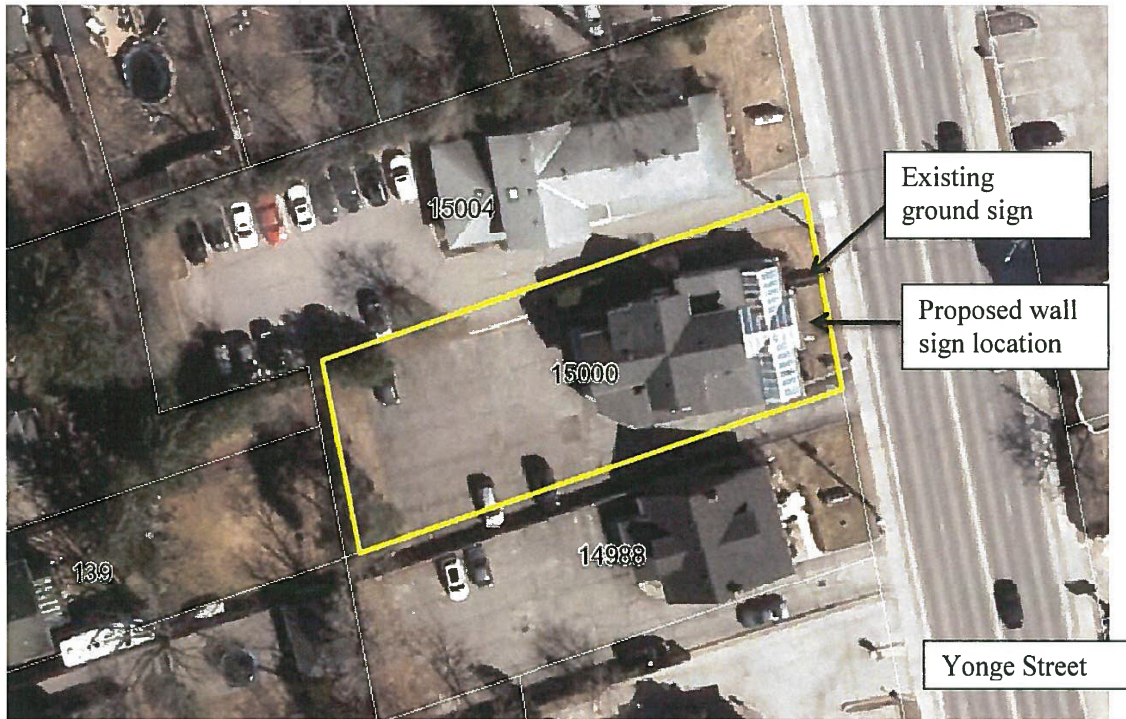
Techa van Leeuwen
Director of Building and Bylaw Services

Patrick Moyle
Interim Chief Administrative Officer

November 17, 2015

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Report No. BBS15-013



Site plan

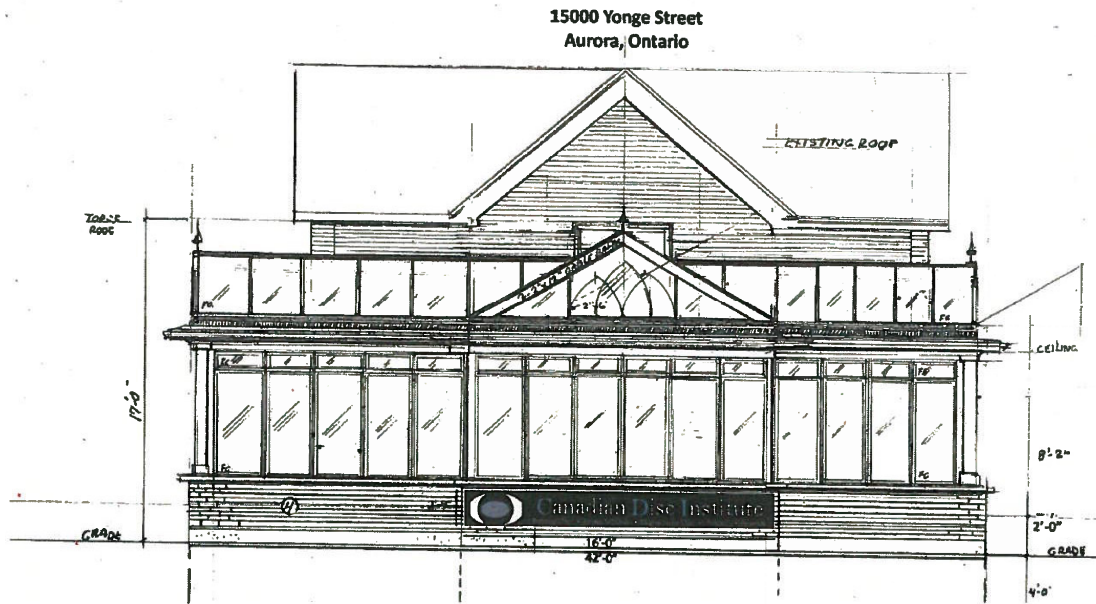
Showing property, building and location of existing ground sign and proposed wall sign.

Attachment No. 1

November 17, 2015

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Report No. BBS15-013



Front Elevation
Showing size and location of proposed wall sign

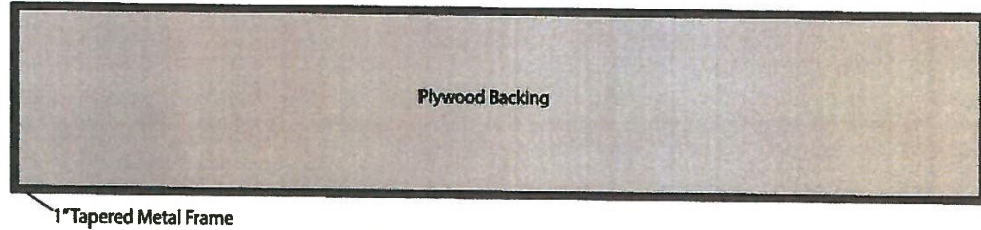
Attachment No. 2

November 17, 2015

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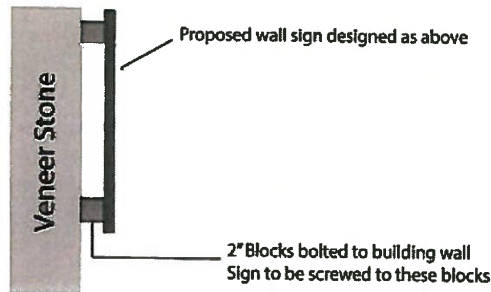
Report No. BBS15-013

Sign Construction



Vinyl or Fabric Base to be adhered to plywood

Vinyl Image and Lettering
No Illumination on Sign



Sign construction and design

Attachment No. 3

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Report No. BBS15-013



Photo identifying the existing ground sign and the additional ground sign structure to be removed.

Attachment No. 4

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Report No. BBS15-013



Photo identifying the existing ground signs and ground signs of adjacent businesses to the north

Attachment No. 5



SUBJECT: *Speed Cushion Pilot Project Follow-Up*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. IES16-009 be received; and

THAT staff be directed to conduct the public consultation as set out in Report No. IES16-009.

PURPOSE OF THE REPORT

This report is an update on the status of the speed cushion pilot project, the public open house outcome, and provides direction for next steps.

BACKGROUND

The speed cushion installation pilot project was initiated by a Council motion passed at their meeting on December 16, 2014 as follows.

WHEREAS a number of roads within residential areas in the Town of Aurora have certain criteria in common that put pedestrians at risk with vehicular traffic; and

WHEREAS the overriding concern is the excessive and dangerous speed of some vehicular traffic; and

WHEREAS the York Regional Police do not have adequate resources to patrol all local streets all of the time; and

WHEREAS speed cushions, which are gentler and softer to navigate in all vehicles including buses and fire trucks, but are also highly effective in reducing speed in long, straight roads that are prone to commuters speeding through our neighbourhoods; and

WHEREAS residents have identified a number of roads that have long, straight stretches and high volumes of traffic, such as Laurentide Avenue, Conover Avenue, Mavrinac Boulevard, and Kennedy Street West, that could benefit from such an installation to reduce speeders who disregard posted limits and endanger families.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to report back to Council on providing for the installation of speed cushions at five (5) locations and to provide a one (1) year follow-up evaluation.

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Report No. IES16-009

A work plan was provided to Council as part of Report No. IES15-027. The status of work plan activities are summarized in the following table.

Table 1- Program Schedule

Task	Target	Status	Comments
Investigate 20 locations	May/June 2015	Complete	
Select 5 best candidate locations	June 2015	Complete	5 sites selected based on highest benefit to community
Consult with EMS, Police, Fire	July 2015	Complete	In agreement with proposed plan
Advertise for Public Open House	Aug/Sept 2015	Complete	
Complete Speed Cushion Design	Sept 2015	Complete	Design completed to present to public
Hold Public Open House	Oct 2015	Complete	Only 2 residents attended
Tender and Install Cushions (Revised)	Aug/Sept 2016	Pending	
Complete follow-up traffic volume and speed studies	June 2017	Pending	
Report on findings	Mid 2017	Pending	

Due to the turnout of only two residents at the October 1, 2015 open house, staff were concerned that the intent of Warrant 1 of the Traffic Policy is not being met.

Warrant #1: includes residents' petition and impact on adjacent streets

Petition: a petition needs to be submitted and signed by at least 70% of households on the street requesting implementation of traffic calming measures.

Impact to adjacent streets: should the department anticipate that the proposed traffic calming measures will have significant impact on traffic patterns and diverting traffic to adjacent streets as a result of the traffic calming measures, then the area has to be modified accordingly.

This report provides recommendations on how to comply with the intent of receiving adequate public engagement as required by the 70% threshold for the adjacent community.

COMMENTS

Warrant 1 is usually achieved through a community champion and area petition

Warrant 1 is usually achieved through the efforts of a resident or group of residents who live on the street seeking traffic calming measures. The resident is required to achieve a minimum of 70% support from the residents on the street to satisfy Warrant 1.

As the request for traffic calming on five streets has been made through a Council

motion, staff chose to use a public consultation process to receive feedback on the installation of speed cushions.

The October 1, 2015 open house attracted two residents, one in favour of the proposed plan and one opposed. This is insufficient feedback for a project of this nature.

To move forward, it is recommended that the Town assist in fulfilling the requirements of Warrant 1 by undertaking the following:

- Do a mail out to all residents on each of the five selected streets requesting feedback on the desire to install speed cushions and determine if 70% of the residents are in favour. An estimated 1,410 notification letters will be required to cover the proposed locations.
- If the Warrant is met, staff will then report back to Council on a recommendation to proceed with installation of the speed cushions for those streets in support of traffic calming.

It is proposed that door to door mail outs will occur in the spring when speeding issues are more noticeable.

Short List of five streets based on highest 85th percentile speeds

During the month of June, 2015, staff conducted traffic volume counts and speed studies for a period of one week in twenty locations throughout the Town. The location selection was based on Council recommendation, staff experience of problematic areas, and residents' complaints. Based on the study results, the following five locations were selected for the pilot project:

Street	Posted Speed	85 th Percentile speed	Meets Warrant (15 km higher)
Kennedy Street West – McGee Crescent to Murray Drive	40	58	√
Stone Road - Clift Road to Hawtin Lane	40/50	60	√
McMaster Avenue – Hollidge Boulevard to Hollandview Trail	40	56	√
Mavrinac Boulevard – Borealis Avenue to Spring Farm Road	40	56	√
Conover Avenue - River Ridge Boulevard to Borealis Avenue	40	56	√

The five locations had the highest 85% speed that vehicles were travelling at during the study period. To meet the technical requirements of the Town's traffic calming policy the minimum speed requirement on a street where traffic calming is proposed, the 85th percentile speed must be a minimum of 15km/h over the posted speed limit.

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Report No. IES16-009

LINK TO STRATEGIC PLAN

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All

Objective 1: Improve transportation, mobility and connectivity

Examine traffic patterns and identify potential solutions to improve movement and safety for motorists and pedestrians.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Alternatives include:

- Proceeding with Council direction to install speed cushions at the selected sites without resident consultation (skip Warrant 1 of the policy) – this may create precedent with future traffic calming measures installation requests.
- Apply other non-intrusive speed reduction strategies such as radar boards, restrictive line painting, and active police enforcement.
- Not to proceed with the speed cushion installation pilot project.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. However, moving forward with the pilot project, the estimated budget for the installation of the speed cushions is between \$75,000 - \$100,000 for all five locations. The funding for this project still has to be approved should the Town decide to proceed.

CONCLUSIONS

This report has been prepared to update Council on the status of the speed cushion pilot project in the Town of Aurora. A public open house was held on October 1, 2015, where residents were invited to view the design plans and provide comments. Only two residents attended the public open house, with one of the two supporting the project.

These results are insufficient to meet the requirements of Warrant 1 of the Traffic Calming Policy. Staff are planning to proceed with a door to door mail out in the spring of 2016 to the five streets to seek resident support that meets the 70 percent threshold required by Warrant 1 of the Traffic Calming Policy. Staff have estimated 1,410 notification letters that need to be sent out to residents in the selected five locations.

PREVIOUS REPORTS

IES15-027 Speed Cushions on Roads Prone to Speeders – April 27, 2015

IES15-054 Speed Cushions Pilot Project Progress Report – September 22, 2015

February 2, 2016

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Report No. IES16-009

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

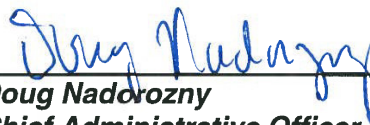
Executive Leadership Team Meeting of January 21, 2016.

Prepared by: Jamal Massadeh, Traffic Transportation Analyst - Ext. 4374



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

for



**Doug Nadrozny
Chief Administrative Officer**



TOWN OF AURORA
GENERAL COMMITTEE REPORT

No. IES16-010

SUBJECT: *Parking Concerns on Hawthorne Lane*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. IES16-010 be received; and

THAT parking be prohibited at any time on the north side of Hawthorne Lane from George Street to the end of Hawthorne Lane; and

THAT the necessary by-law be introduced to implement the above recommendation.

PURPOSE OF THE REPORT

This report has been prepared to address residents' safety concerns caused by vehicles parked on both sides of Hawthorne Lane and seek Council approval for implementing parking prohibitions on the north side of the street for its entire length.

BACKGROUND

Staff received a safety concern from residents regarding vehicles parked on both sides of Hawthorne Lane, which hinders two-way traffic flow and the movement of emergency, snow and street cleaning equipment.

The residents have provided a petition signed by 88% of street residents requesting that parking be allowed only on one side of the street. The street experiences congestion and safety concerns when vehicles are parked on both sides particularly during home renovation/construction.

COMMENTS

Hawthorne Lane is a two-lane local road with semi-urban cross-section (no sidewalks), a pavement width of 8.0 meters, and a posted 40km/h speed limit. Hawthorne Lane runs in the east/west direction from George Street to its western limit. A key map showing area in question is attached as Appendix "A".

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Report No. IES16-010

Existing Town Parking Policy and Recommendations

The Town of Aurora policies recommend that on-street parking will:

- “not be permitted on a local road with pavement width less than 7.5 metres”;
- **“be permitted on one side of a local road with a pavement width greater than 7.5 metres and less than 8.5 metres”**;
- “not be permitted on collector road with pavement width less than 8.5 metres”; and
- “be permitted on one side of a collector road with a pavement width greater than 8.5 metres and less than 11.0 metres”

Based on the pavement width of 8.0 meters, there is insufficient width to accommodate vehicles parked on both sides of the street and two-way vehicular traffic. In consideration of the above, it is recommended that parking be prohibited on one side of the street. This will result in the loss of approximately 22 parking spots.

Pre-policy road conditions grandfathered unless issues identified

Hawthorne Lane does not meet the current policy, as these parking conditions were in place prior to development of this policy. The policy is applicable to any new roads that were in the approval process at the time of policy adoption. Retroactive application is only considered when an issue is identified or raised by the community as is permitted by the policy. This request from the community is sufficient to respond to the requested change and is in alignment with the policy.

On-Site Investigation

Staff conducted a number of on-site investigations and have observed vehicles parked on both sides of Hawthorne Lane. Based on the pavement width of 8.0 metres, there is insufficient width to accommodate vehicles parked on both sides of the street and two-way vehicular traffic. In consideration of the above, it is recommended that parking be prohibited on the north side of Hawthorne Lane. The north side was selected for the parking prohibition due to the lower number of available off-street parking spaces and the location of the fire hydrants. The residents were notified of staff selection of the parking restrictions on the north side.

LINK TO STRATEGIC PLAN

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All

Objective 1: Improve transportation, mobility and connectivity

Examine traffic patterns and identify potential solutions to improve movement and safety for motorists and pedestrians.

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Report No. IES16-010

ALTERNATIVE(S) TO RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

The cost to install the “No-Parking Anytime” signs on Hawthorne Lane is estimated at \$500. The necessary funds are available from the Infrastructure & Environmental Services Operating Budget.

CONCLUSION

Hawthorne Lane has a pavement width of 8.0 meters and there is insufficient width to accommodate vehicles parked on both sides without hindering two-way traffic, emergency access, snow and street cleaning equipment.

The proposed parking prohibitions on the north side of Hawthorne Lane will increase pedestrians’ safety, two-way traffic flow, emergency access and service equipment.

The following recommendation should be adopted:

THAT parking be prohibited at any time on the north side of Hawthorne Lane from George Street to the end of Hawthorne Lane.

PREVIOUS REPORTS

None

ATTACHMENTS

- Appendix “A” – Key Map of Area in Question

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 21, 2016.

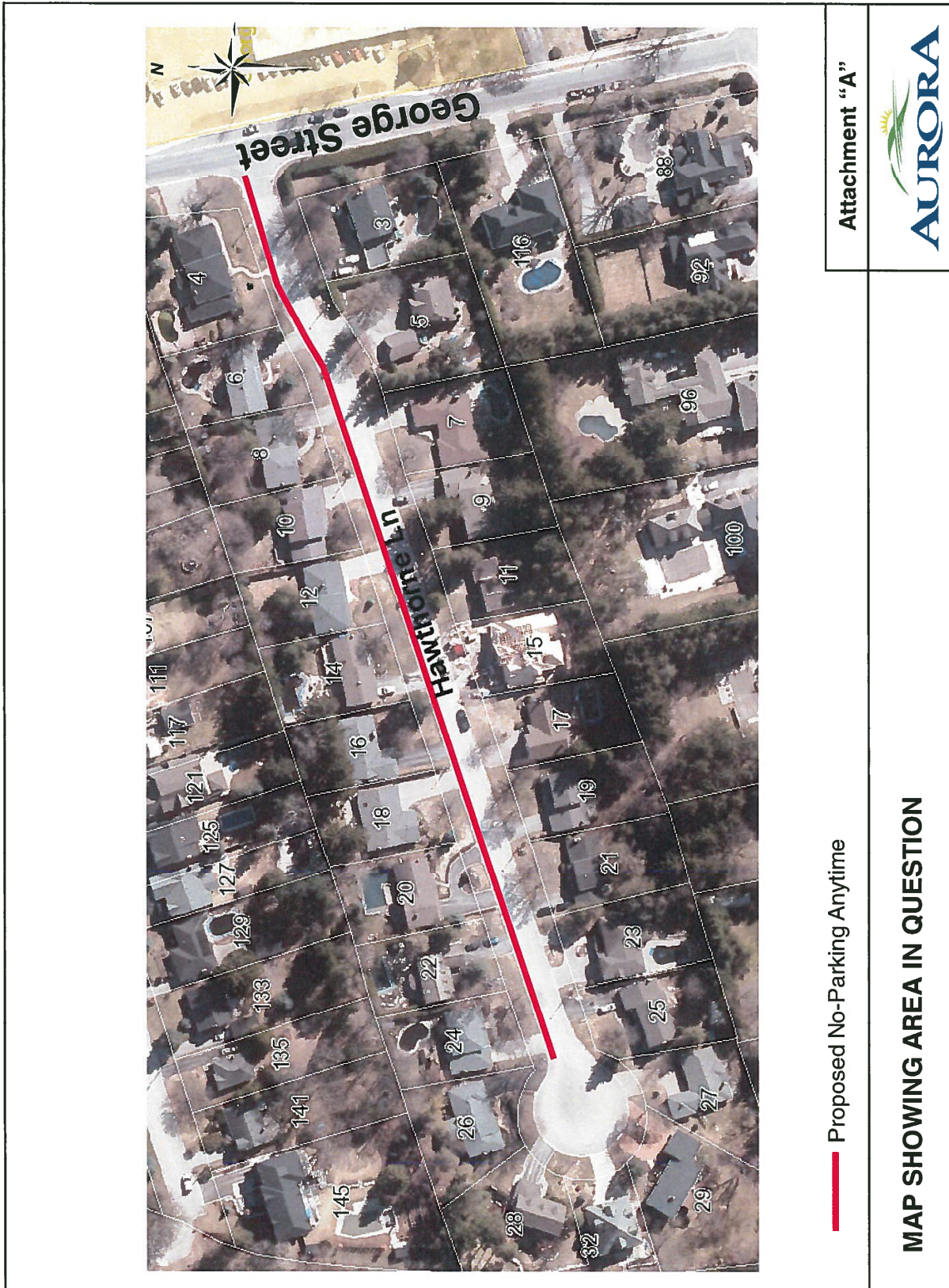
Prepared by: Jamal Massadeh, Traffic/Transportation Analyst, ext. 4374



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



Doug Nadorozny
Chief Administrative Officer





TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-011**

SUBJECT: *Acceptance of Sanitary Sewer and Watermain Constructed by Magna International Inc.*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. IES16-011 be received; and

THAT the following external services constructed by Magna International Inc. be accepted;

- a) Sanitary sewer contained within municipal easement and Town owned lands located west of Bayview Avenue and south of Wellington Street East;*
- b) Watermain located on the south side of Wellington Street East between Conover Avenue and Aurora East Pumping Station; and*

THAT the Director of Infrastructure & Environmental Services be authorized to issue a Certificate of Acceptance of public works for the said external services as required under Section 3.10 of the External Services Agreement.

PURPOSE OF THE REPORT

The purpose of this report is to assume the external services constructed by Alpen House Limited and Magna International Inc. ("Magna") pursuant to the External Services Agreement.

BACKGROUND

The subject external services were constructed by Magna in accordance with the terms of the External Services Agreement executed between the Town and Magna on June 2, 1994 to service the development of Magna lands located south of Wellington Street East in between Bayview Avenue and Leslie Street.

COMMENTS

Magna has fulfilled its obligations for completion and maintenance of the subject external services and has requested that the Town issue a Certificate of Acceptance for

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Report No. IES16-011

the subject external services. Inspections have been completed of the subject external services and are confirmed to be in good condition and completed in accordance with the terms of the External Services Agreement. All construction lien provisions have also been satisfied. As such it is recommended that the subject external services be accepted and the Director of Infrastructure & Environmental Services be authorized to issue a Certificate of Acceptance in accordance with Section 3.10 of the External Services Agreement.

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life and Work for All** by maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services, jobs and accessibility.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

The Town will, upon issuance of the Certificate of Acceptance of public works, be responsible for all future operational and maintenance costs for the subject external services. Remaining securities held in relation to the subject external services will be released in accordance with the terms of the External Services Agreement.

CONCLUSIONS

The external services comprising of sanitary sewer and watermain constructed by Magna, as indicated on the attached key map, have been completed and operating to the satisfaction of the staff. As such it is recommended that the subject external services be assumed and the Director of Infrastructure & Environmental Services be authorized to issue a Certificate of Acceptance in accordance with the provisions of the External Services Agreement.

ATTACHMENTS

Appendix A – Key map showing location of the external services to be accepted.

PREVIOUS REPORTS

None

February 2, 2016


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Report No. IES16-011

PRE-SUBMISSION REVIEW

Executive Leadership Meeting of January 21, 2016.

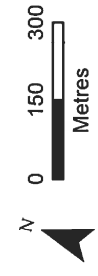
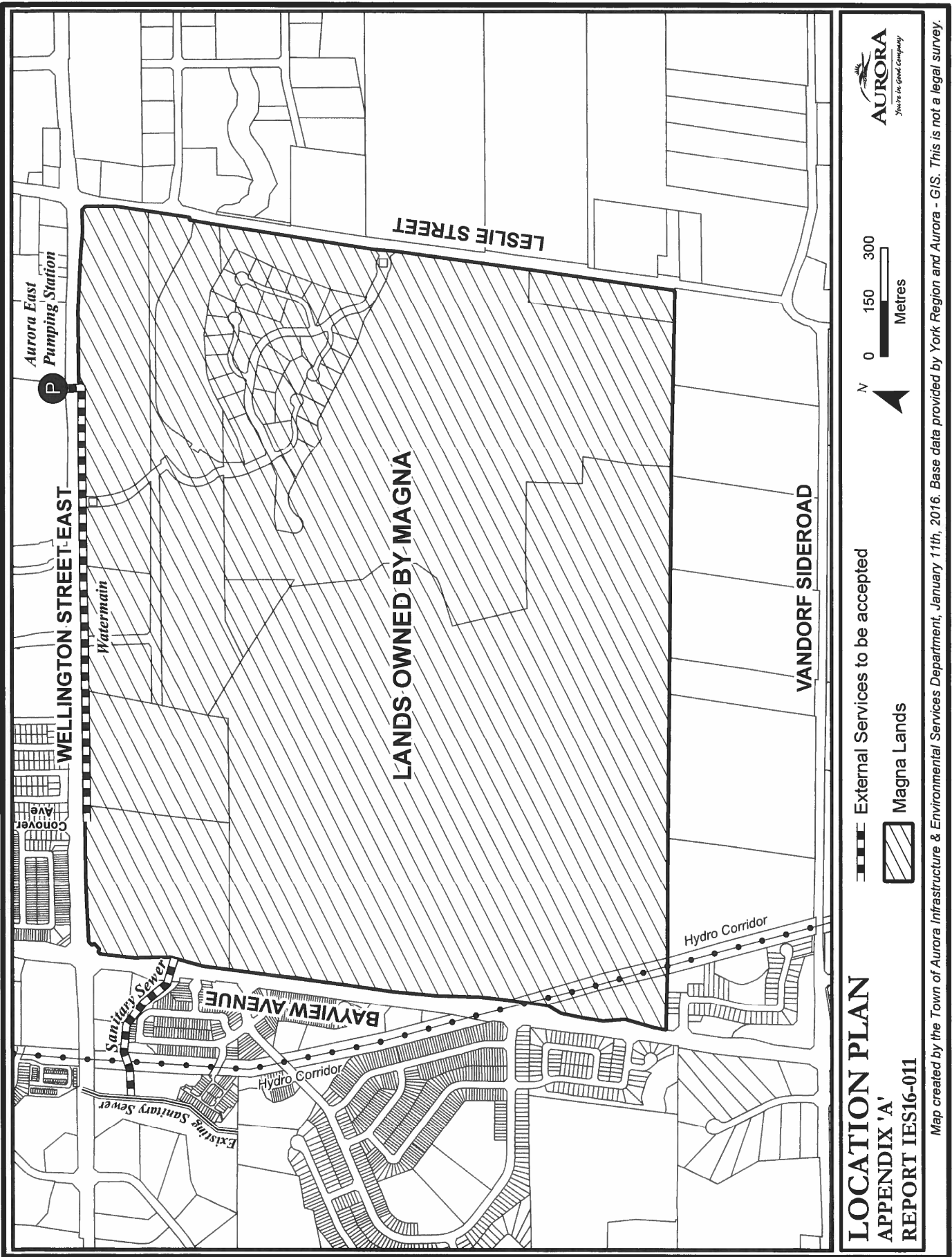
Prepared by: Sabir Hussain, Municipal Engineer - Ext. 4378



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



Doug Nadrozny
Chief Administrative Officer



-  External Services to be accepted
-  Magna Lands

LOCATION PLAN
APPENDIX 'A'
REPORT IES16-011

Map created by the Town of Aurora Infrastructure & Environmental Services Department, January 11th, 2016. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



SUBJECT: *School Travel Planning Program for Aurora Heights Public School*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. IES16-013 be received; and

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

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

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

PURPOSE OF THE REPORT

This report has been prepared to seek council approval for implementing the School Travel Planning program at the Aurora Heights Public School located at 85 Tecumseh Drive in the Town of Aurora.

BACKGROUND

Active and safe routes to school program has helped to encourage the physical activity of youth, enhance environmental sustainability by reducing greenhouse gas emissions and help alleviate traffic concerns in school areas.

Aurora Heights Public School Staff and School Council have approached York Region District School Board, York Region Community and Health Services and the Town to implement the school travel planning initiatives for their school. The Town has implemented the school travel planning program for a number of schools and have found exceptional success.

The Town, Aurora Heights Public School, York Region Community and Health Services and York Region District School Board had a school travel planning meeting on September 30, 2015 and a follow-up meeting on December 9, 2015 to discuss the need and identify areas of concern for the school in order to provide a safer environment for

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Report No. IES16-013

the students in the school vicinity.

COMMENTS

Overview of Aurora Heights Public School – York Region District School Board

Aurora Heights Public School is located at 85 Tecumseh Drive. The number of students attending the school for the 2015/2016 school year is approximately 385 and it ranges from junior kindergarten to grade 8 students. The number of students eligible for bussing is approximately 233. However, it has been observed that not all students who are eligible for bussing will take the bus as some parents are choosing not to take the bus even if they are eligible. The remainder of the students are not eligible for bussing and live within walking distance to the school. The school boundary maps are attached as Appendix “A”.

Existing road characteristics of the road network in the vicinity of Aurora Heights Public School

There are a number of local and collector roads identified in the vicinity of the school area; however for the benefit of this report we will discuss only the following:

Tecumseh Drive is a local street with an urban cross-section, a pavement width of 8.0 meters, sidewalks on the east side and a posted speed limit of 40km/h.

Kitimat Crescent is a local street with a semi-urban cross-section (no-sidewalk), a pavement width of 8.0 meters, and a posted speed limit of 40km/h.

Both Tecumseh Drive and Kitimat Crescent are under the jurisdiction of the Town of Aurora. Attached Appendix “B” shows the area in question.

Aurora Heights Public School identifies areas of concern that need to be addressed to provide a safer route to school

During both school travel planning meetings representatives from The Town, York Region District School Board, Aurora Heights Public School (staff and school council) and York Region Community and Health Services observed school traffic and drop-off activities. Due to the significant school related vehicular traffic and site limitation, it was noted that the majority of drivers parked along Kitimat Crescent, walked mid-block across Tecumseh Drive to access the front of the school for student pick up/drop off, which created unsafe conditions for both parents/guardians and students.

In order to increase safety and provide protected and controlled crossing, the Aurora Heights Public School Council have requested the installation of stop signs on Tecumseh Drive at its intersection with Kitimat Crescent in front of the school. Based on observation

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Report No. IES16-013

and the number of students and parents/guardians that cross at this location, staff recommended that Tecumseh Drive and Kitimat Crescent (north leg) be changed to an all-way stop intersection.

Other issues/requests that were identified during the school travel planning meetings:

1. Conduct traffic volume and speed studies on Tecumseh Drive in the vicinity of the school area – completed. Study results showed an acceptable average and 85% speeds. The average daily traffic is within acceptable range for local roads.
2. Request by law to attend the area to enforce no-parking and no-stopping restrictions – ongoing.
3. Install the driver's feedback speed board to alert motorists of their speed – the sign is currently installed on the west side opposite to the school.
4. Create a trail connection between the school and the Aurora Community Centre – School Board's Plant Services needs to consult and discuss with the Town to explore options for future permanent connection.

Full detailed walkabout assessment summary sheets are attached as Appendix "C".

School travel planning policy adopted by Council addresses the safety requests and traffic issues identified in the Aurora Heights Public School walkabout/meeting assessment

To achieve the objectives of the program staff recommend that the issues/safety concerns identified during the walkabout/meeting be addressed.

Existing Town multi-way stop installation policy would not warrant the installation of the stop signs at the Tecumseh Drive and Kitimat Crescent (north leg) intersection due to the low traffic volumes on the side street (Kitimat Crescent). However, the school travel planning policy justifies the installation of these signs in order to provide a safer and controlled route to school.

Public input and development of recommendations is integrated into the process used for the travel planning walkabout

Public participation in the development of recommendations is incorporated in the process through the use of the walkabout that was conducted. It is through this process that areas of concern are identified and that solutions are developed. Recommendations of this report have also been provided to the School Principal for information and distribution to any other interested parties.

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Report No. IES16-013

LINK TO STRATEGIC PLAN

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All

Objective 1: Improve transportation, mobility and connectivity

Examine traffic patterns and identify potential solutions to improve movement and safety for motorists and pedestrians/students.

Objective 4: Encouraging an active and healthy lifestyle

Develop programs and policies that nurture and contribute to the development of youth. Continue to develop awareness programs that promote the benefits of recreation in supporting a healthy lifestyle.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may wish not to implement the recommendations of the report.

FINANCIAL IMPLICATIONS

The approximate cost for the implementation of the report recommendations is approximately \$500 and the cost will be covered by the Roads Operations Budget.

CONCLUSIONS

Active and safe routes to school in conjunction with traffic demand management promote alternative modes of transportation for students. The school travel planning program supports these initiatives. On September 30, 2015 and December 9, 2015, Aurora Heights Public School with the Town, school board and York Region Health Services conducted a walkabout/meeting that identified areas of concern in order to provide students safer and protected routes to school. Staff support the installation of three-way stop signs at Tecumseh Drive and Kitimat Crescent intersection.

PREVIOUS REPORTS

None

ATTACHMENTS

- Appendix "A" – Aurora Heights Public School catchment area map
- Appendix "B" – Map showing area in question and staff recommendation
- Appendix "C" - Walkabout assessment summary sheets

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Report No. IES16-013

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 21, 2016.

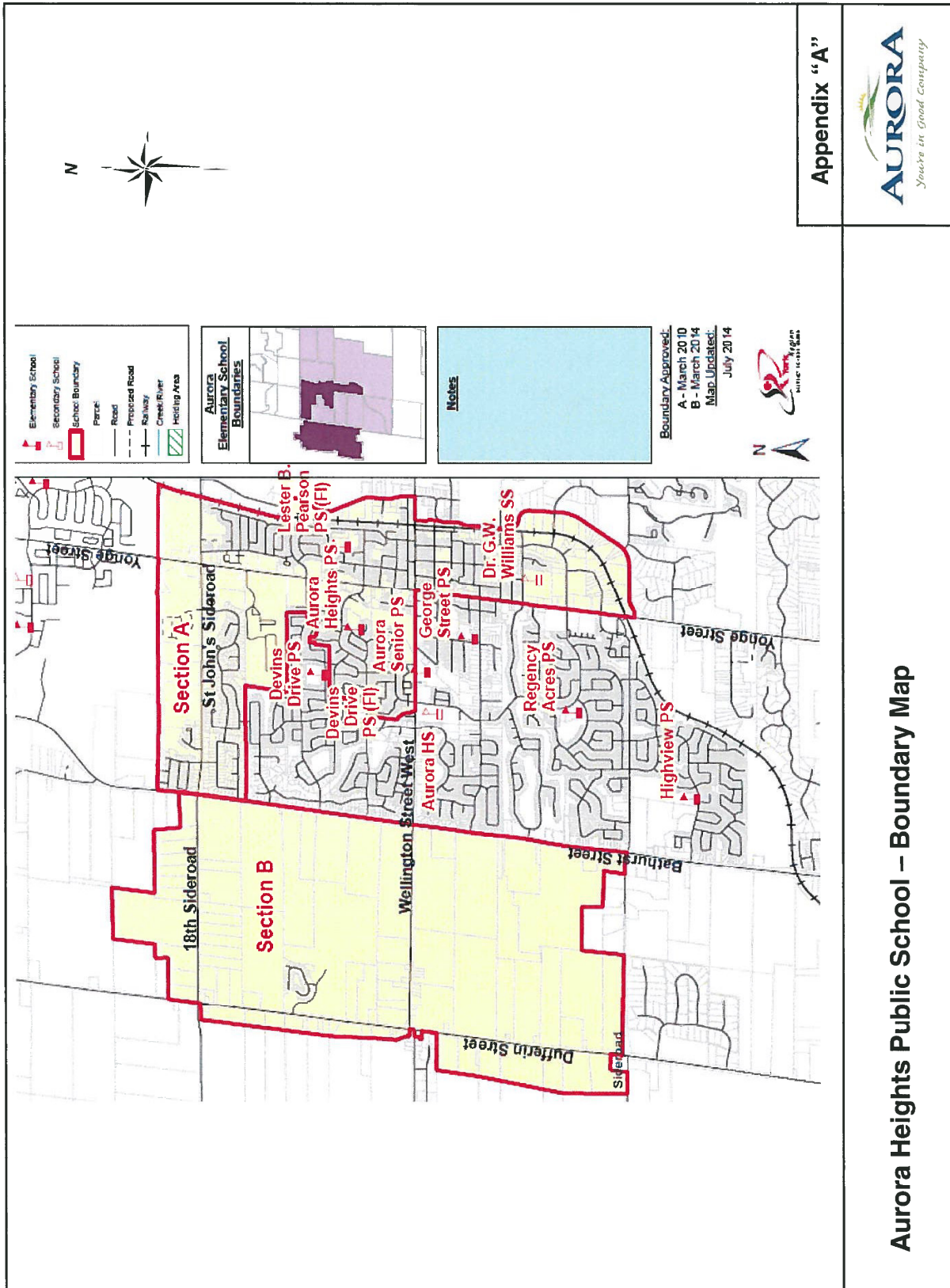
Prepared by: Jamal Massadeh, Traffic Transportation Analyst - Ext. 4374



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



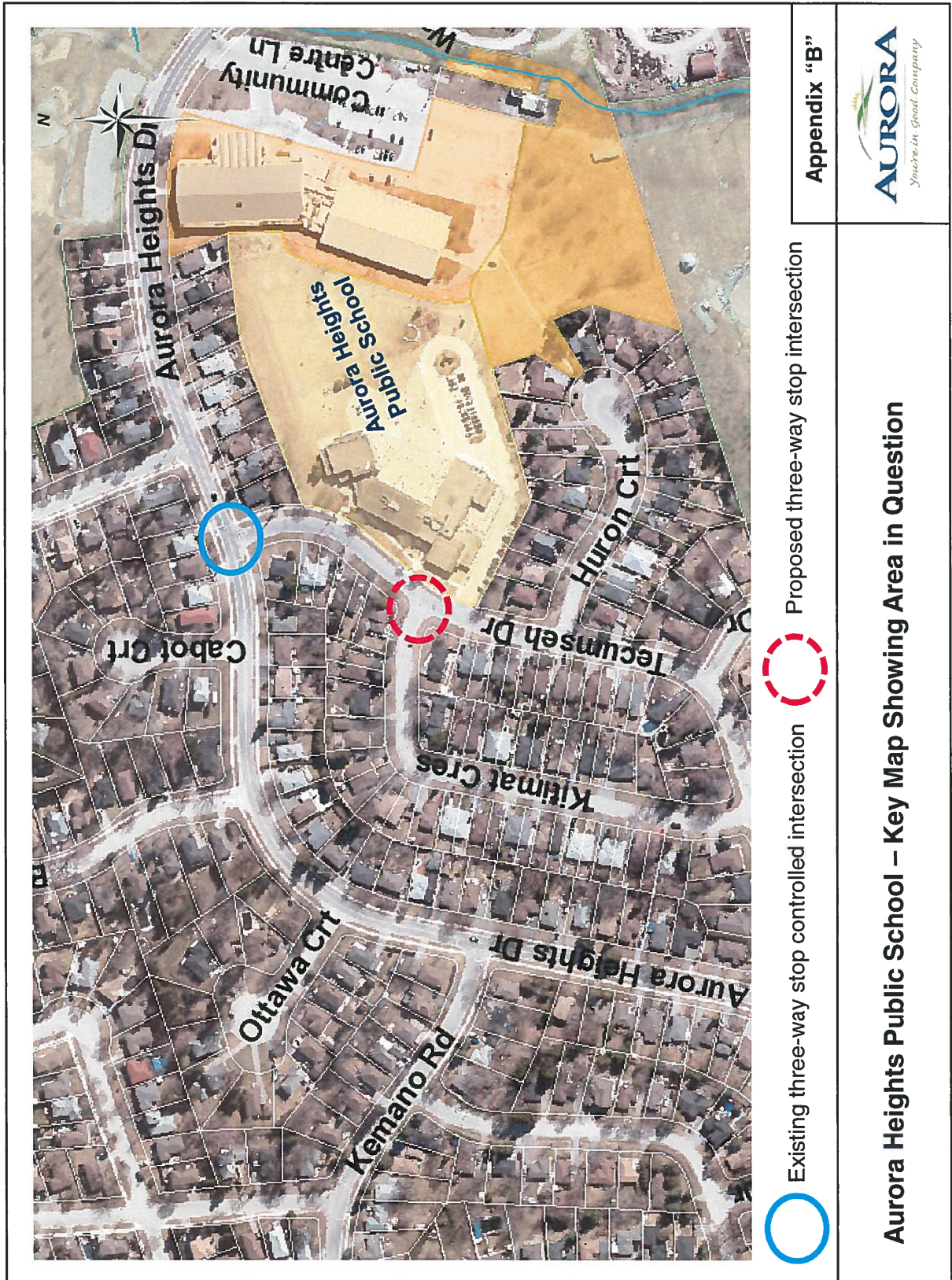
**Doug Nadrozny
Chief Administrative Officer**



Appendix "A"



Aurora Heights Public School – Boundary Map





Appendix "C"

Walkabout Assessment:

School Profile:

Name:	Aurora Heights PS	Date:	September 30, 2015
Address:	85 Tecumseh Dr, Aurora, ON L4G 2X5	Website:	http://www.yrdsb.ca/schools/auroraheights.ps/Pages/default.aspx
Contact Information:	Principal Joy Lee - Phone: (905) 727-6902		
Number of Students:	383		
Grades:	JK - 8		
Bell Times: Entry:	08:40	Dismissal:	15:25
Bussing Information:	6 buses with 2-3 smaller ones		
Land Use Mix:	Primarily single family homes with nearby commercial property and community centre		
Onsite School Programs:	YMCA before & after school program		

Walkabout:

School Main Entrances	
Teacher parking area/Visitor parking area <input checked="" type="checkbox"/> Potential for vehicle and pedestrian conflicts	-Although student drop off zone is at the front of the school, cars stop/park at the rear parking lot and drop off students who then travel between buses and vehicles in the parking lot area -Only one wide entranceway into the school parking lot; at peak times Educational Assistant has been placed here by the school for traffic control/safety
<input checked="" type="checkbox"/> Size and design of parking lot	-Small side parking lot along the south side of the school and larger lot to the rear -Currently adequate parking for staff
<input checked="" type="checkbox"/> Traffic flow clearly signed	-Clearly posted
<input checked="" type="checkbox"/> Pavement markings on the parking lot	-Pavement markings exist but some are faded; recommend contacting plant services for refresh
<input checked="" type="checkbox"/> Parking and driving behaviour of driving parents/students	-Concern noted regarding driver behaviour

1-800-361-5653

TTY (for the hearing impaired) 1-866-252-9933

Community and Health Services

Public Health



York Region Health Connection

www.york.ca

Walking paths to school <input checked="" type="checkbox"/> Where are the access points for students	-Rear of school informal pathway -Main access point is from Tecumseh Drive from front sidewalk area
<input type="checkbox"/> Potential conflicts with vehicles	
<input checked="" type="checkbox"/> Lighting along pathways	-Not assessed
<input checked="" type="checkbox"/> Maintenance of walkways	-Onsite plant services/Offsite municipal
<input checked="" type="checkbox"/> Alternate school grounds access	-Stairway leading from sidewalk exists along the North side of the school however this is not maintained during the winter because of ice buildup; recommend consult with plant services
<input checked="" type="checkbox"/> Routes i.e.: from back fields, from adjacent parks, etc.	-Students walk from the back of the school up the hill from the community centre; no formal trail here. Plant services will need to consult with the Town to explore option for future permanent pathway access to the school
Bike Facilities <input checked="" type="checkbox"/> Bike racks: secure? Safe?	-No bicycle racks currently – see comments section for option through York Region Transportation
<input type="checkbox"/> Sheltered?	n/a
<input type="checkbox"/> Bike paths or lanes	n/a
<input type="checkbox"/> Best cycle routes identified	n/a
<input checked="" type="checkbox"/> Potential conflicts with vehicles	-Note only one driveway entranceway into the school property
Bus Information <input checked="" type="checkbox"/> Location of school loading zone	-school bus pick up drop off loop is also a fire route -located at the rear of the school adjacent to the parking lot NOTE: loading zone was at the front of the school previously where buses stacked along Tecumseh Dr. The Town of Aurora had consulted with the school board in providing the requested infrastructure for school bus loading zone in front of the school but this plan has since been revised by the school.
<input checked="" type="checkbox"/> Where do students wait for the buses	-At the rear property of the school along the sidewalk and paved activity area. Concern noted regarding openness of bus loading area and school yard. Recommend to consult with plant services regarding possible fence options.
<input type="checkbox"/> Supervision	-Not discussed
<input checked="" type="checkbox"/> Number of buses	-6 busses with 2-3 smaller ones
<input checked="" type="checkbox"/> Special needs transportation	-3 special needs Taxis
<input type="checkbox"/> Special ramps/entrances	
<input type="checkbox"/> Location of garbage dumpsters and other maintenance equipment	
<input checked="" type="checkbox"/> Emergency vehicle access	-Marked fire route at rear of school/bus loop



Area surrounding School	-40 km/hr
<input checked="" type="checkbox"/> Volume and speed of surrounding streets	-Principal/parent indicate speeding in the area is a concern - Town will conduct speed study in the school vicinity to verify the extent of the speeding issue
<input checked="" type="checkbox"/> Are there sidewalks	-Sidewalk along the east side of Tecumseh Drive in front of the school - Some side streets do not have sidewalks - Some sidewalk connections are missing and will be difficult to provide/install
<input checked="" type="checkbox"/> How far do the sidewalks extend around the schools and into the surrounding community	-Not consistent within the school zone
<input checked="" type="checkbox"/> Pedestrian crossing devices present and used	n/a
<input checked="" type="checkbox"/> Number and position of bus/student patrollers, if any	n/a – staff assistance as required
<input checked="" type="checkbox"/> Number and position of adult crossing guards	-No crossing guard in the immediate area. School has requested the Town investigate the feasibility of crossing guard options.
<input checked="" type="checkbox"/> Sight distances from school crossings to road curves, blind corners or school and transit bus zones	-Slight bend and change in grade along Tecumseh Drive
<input checked="" type="checkbox"/> Timing of traffic lights	-n/a
<input checked="" type="checkbox"/> Street signs –school zone - Reduce speed - Other	-No parking signs noted in front of school -No stopping/parking along the opposite side of Tecumseh Drive in the school area -School bus loading zone in front of the school -School has requested the Town investigate the feasibility of additional signage
Non traffic related items to consider	-primarily single family dwellings/some commercial buildings in 1km radius
<input checked="" type="checkbox"/> Types of buildings surrounding the school	
<input checked="" type="checkbox"/> Location of other public spaces near the school such as parks, community centres, libraries	-Nearby community centre and park
<input checked="" type="checkbox"/> Number of shade trees on street	-Mature trees; some shade cover
<input type="checkbox"/> Physical state of sidewalks	
<input checked="" type="checkbox"/> Size of sidewalks	1.5 metre wide





**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. IES16-014

SUBJECT: *Acceptance of Municipal Services – Elderberry Hill Residential Subdivision – Registered Plan 65M-3931*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. IES16-014 be received; and

THAT ownership, operation and maintenance of the works within the roads, right-of-ways and other lands dedicated to the Town as contained within Registered Plan 65M-3931, being Elderberry Hill Residential Subdivision be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Registered Plan 65M-3931 and to establish as public highway any applicable reserves.

PURPOSE OF THE REPORT

The purpose of this report is to assume the works completed by the developer within any Town owned lands, roads and right-of-ways contained within the identified subdivisions and to assume for public use the related highways.

BACKGROUND

Elderberry Hill Residential Subdivision was completed under the Subdivision Agreement executed by the Town of Aurora and Schickedanz Bros. Limited dated June 27, 2006.

COMMENTS

A Certificate of Acceptance from Infrastructure & Environmental Services will be issued as staff has reviewed all inspection reports for the subject development and are satisfied that the municipal roads and services are in good condition and have been completed in accordance with the terms of the Subdivision Agreement. All construction lien provisions have been satisfied.

February 2, 2016

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Report No. IES16-014

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life and work for All** by maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services, jobs and accessibility.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

As the Town will, upon issuance of the Certificate of Acceptance – Infrastructure & Environmental Services and adoption of the resolution set out in this report, be responsible for all future operational and maintenance costs for the municipal services within the specified areas, any remaining securities held in relation to this subdivision will be released, save and except for any required holdbacks pertaining to retaining walls and landscape maintenance periods, if required.

CONCLUSIONS

The works pursuant to the Subdivision Agreement for the Elderberry Hill Residential Subdivision, as indicated on the attached key map, being registered Plan 65M-3931, have been completed to the satisfaction of staff and there are no other outstanding issues required to be resolved. Upon Council's approval to assume ownership, operation and maintenance of the works and the enactment of the By-law to assume the related highways for public use, all remaining securities will be released, save and except for any required holdbacks pertaining to retaining walls and landscape maintenance periods, if required.

ATTACHMENTS

Appendix A – Key map showing location of services to be accepted.

PREVIOUS REPORTS

None

February 2, 2016

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Report No. IES16-014

PRE-SUBMISSION REVIEW

Executive Leadership Meeting of January 21, 2016.

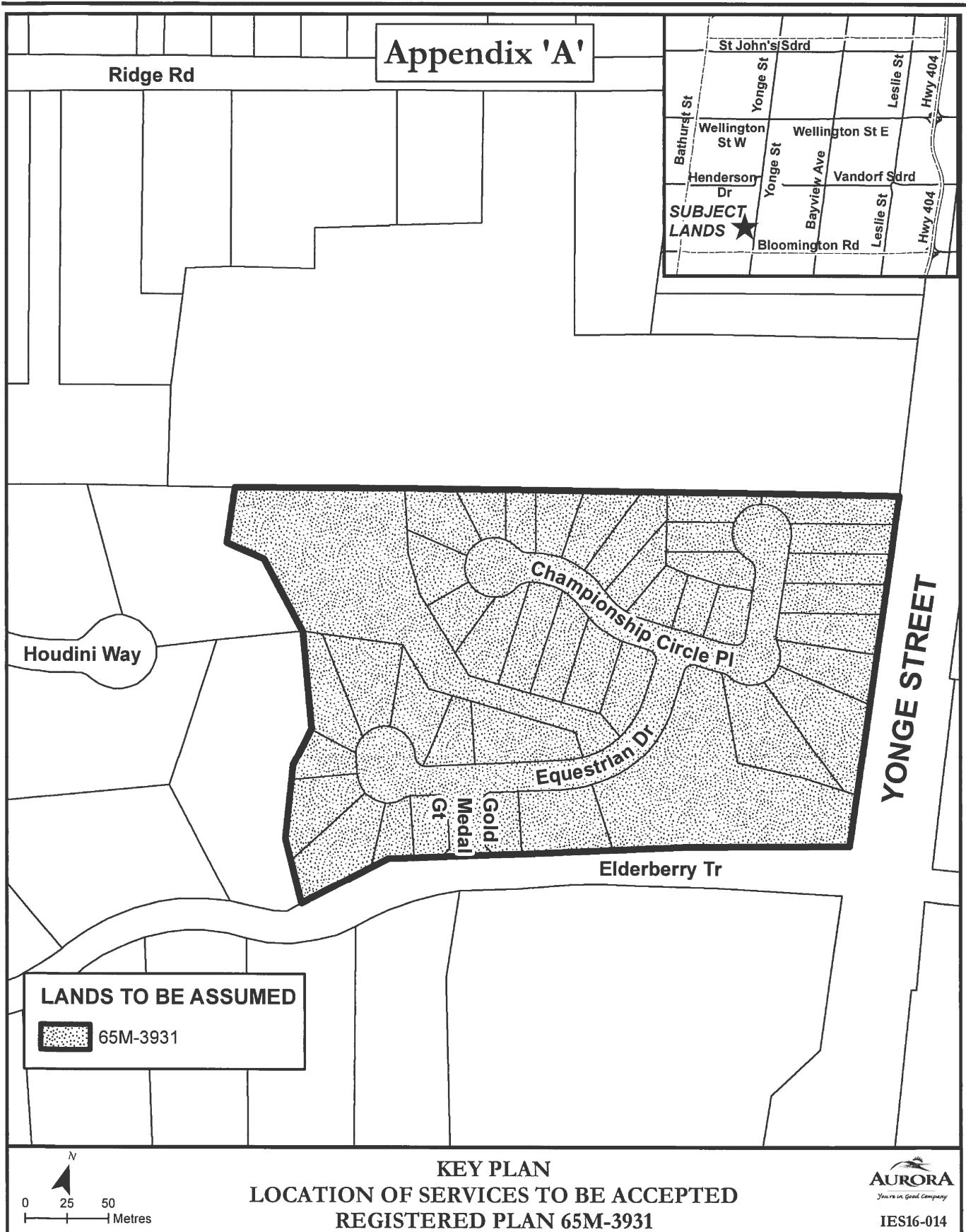
Prepared by: Erwin Molnar, Administrator, Construction Projects - Ext. 3441



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



Doug Nadorozny
Chief Administrative Officer



Map created by the Town of Aurora Infrastructure and Environmental Services Department, January 12th, 2016. Map modified on January 14th, 2016. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. LLS16-007

SUBJECT: *Accessibility Advisory Committee Terms of Reference Review*

FROM: *Stephen M.A. Huycke, Acting Director of Legal & Legislative Services/Town Clerk*

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-007 be received; and

THAT the Terms of Reference for the Accessibility Advisory Committee be amended to change the Committee composition to:

- a) Five (5) Citizen Members, the majority of whom shall be persons with a disability and the minority of whom shall be citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community.***
- b) One (1) Member of Council shall be appointed as Council liaison to the Committee and that such member shall be "ex-officio"; and***

THAT the Terms of Reference for the Accessibility Advisory Committee be further amended to change the meeting time from 7:00 p.m. to as agreed to by the Committee; and,

THAT the appointment of a citizen member of the Accessibility Advisory Committee recommended by staff in confidential Closed Session Report No. LLS15-060 be approved; and

THAT staff be directed to report out the names of citizen members appointed to the Accessibility Advisory Committee upon adoption of this resolution.

PURPOSE OF THE REPORT

To obtain Council approval to amend the Terms of Reference of the Accessibility Advisory Committee (the "Committee") to change the composition and meeting time, and to appoint one (1) citizen member to the Committee.

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Report No. LLS16-007

BACKGROUND

As a result of a Closed Session meeting regarding personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the Municipal Act, 2001); Re: Report No. LLS15-060 – Accessibility Advisory Committee Membership, Council at its meeting of October 27, 2015 adopted the following resolution:

THAT consideration of this matter be deferred; and

THAT staff be directed to report back on options for a stipend to be paid to members of the Accessibility Advisory Committee.

COMMENTS

Under the Accessibility for Ontarians with Disabilities Act, 2005, the council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force, c. 11, s. 29 (1). Furthermore, a majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

Prior to Council considering amending the Committee's Terms of Reference or appointing a new citizen member as recommended in confidential closed session Report No. LLS15-060, staff have been requested to determine if providing a stipend and/or changing the meeting times may result in additional public interest in serving on the Committee.

Staff have reviewed the practices of various municipalities across the Province including all municipalities in York Region. The information includes whether a stipend is paid and the meeting times that take place for each Accessibility Advisory Committee. Table 1 and 2 outline the practices in the various municipalities consulted

Table 1 – York Region Accessibility Advisory Committees

Municipality	Stipend Paid	Meeting Time
Town of Aurora	No	7:00pm
Town of East Gwillimbury	No	6:30pm
Town of Georgina	\$40/meeting	9:00am
Township of King	No	1:00pm
City of Markham	No	3:30pm
Town of Newmarket	No	10:30am
City of Vaughan	No	7:00pm
Town of Whitchurch- Stouffville	No	7:00pm
Regional Municipality of York	No	4:00pm

Table 2 – Other Ontario Municipal Accessibility Advisory Committees

Municipality	Stipend Paid	Meeting Time
County of Elgin	\$150/meeting	Business Hours
County of Middlesex	\$150/meeting	Business Hours
County of Perth	\$107.94/meeting	Afternoon
Township of Oro-Medonte	\$45/meeting	Afternoon
Township of Tiny	\$35/meeting	Evening
City of Orillia	\$300/year (10 meetings)	4:00pm
County of Simcoe	\$118/year (4 meetings)	10:00am
Town of St. Mary's	\$20/meeting	Evening
City of Burlington	No	Evening
Regional Municipality of Waterloo	No	1:30pm
Town of Clarington	No	6:00pm
Town of Bradford West Gwillimbury	No	6:30pm
Town of Milton	No	Evening
Regional Municipality of Halton	No	Afternoon
City of Mississauga	No	Afternoon
Metrolinx	No	3:30pm
City of Guelph	No	3:00pm
Town of Fort Erie	No	4:30pm
Town of Whitby	No	Evening
Town of Quinte West	No	4:30pm
Regional Municipality of Peel	No	Business Hours
City of Kingston	No	Afternoon
Regional Municipality of Niagara	No	12:30pm
City of Oshawa	No	Evening

In York Region only the Town of Georgina pays its Accessibility Advisory Committee members a stipend of \$40 per meeting. Of the municipalities outside of York Region who responded to the Town's request for information only eight (8) out of twenty-four (24) Accessibility Advisory Committees were paid a stipend. Of those who provided a stipend the amount ranged from \$20/meeting to \$150/meeting. Regardless of any stipend provided, all municipalities reimburse Committee members for travel costs to meetings, workshops and conferences. Costs for reimbursement include mileage, conventional/specialized transportation and/or taxi services. In staff's conversation with various coordinators of Accessibility Advisory Committees it was determined that providing a stipend had no discernible impact on the recruitment of additional committee members.

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Report No. LLS16-007

Meeting times for all Committees range throughout the business work week from daytime to evening meetings. In some cases, these meetings are known in advance and understood during the recruitment phase. In other cases, meeting times are determined based on the schedules and direction from Committee members. In staff's conversation with various coordinators of Accessibility Advisory Committees it was determined that it was determined that the meeting time had minimum, if any, impact on recruiting additional members.

Based on the foregoing staff does not recommend providing a stipend to the citizen members of the Committee. It should be noted that no budget has been established for the purpose of providing any stipend. There are only allocations for reimbursement of travel costs. Staff do recommend, however, that the Committee be provided the flexibility to schedule meetings earlier than 7:00 p.m. to address the transportation and other needs of the Committee members, especially during the winter months. This is based on discussions with various Committee members. It is staff's belief that providing the flexibility in scheduling meetings at alternate times will permit the Committee to adjust as required.

LINK TO STRATEGIC PLAN

Gathering information for a stipend paid to Accessibility Advisory Committee members supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** through the accomplishment in satisfying requirements in the following key objectives within this goal statement:

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could adopt the confidential staff recommendation contained in Closed Session Report No. LLS15-060 to appoint one identifiable individual as a member of the Accessibility Advisory Committee.
2. Council could direct that:
 - a. the Terms of Reference for the Accessibility Advisory Committee be amended to include the payment of a stipend of \$35.00 per meeting and direct that this be funded from an identified source for 2016 and included in future operating budgets; and
 - b. staff begin recruitment of additional citizen committee members.

February 2, 2016

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Report No. LLS16-007

3. Council could direct that:
 - a. the Terms of Reference for the Accessibility Advisory Committee be amended to include the payment of a stipend of \$35.00 per meeting and direct that this be funded from an identified source for 2016 and included in future operating budgets; and
 - b. the Terms of Reference for Accessibility Advisory Committee be further amended to provide flexibility in the meeting time of the committee; and
 - c. staff begin recruitment of additional citizen committee members.

FINANCIAL IMPLICATIONS

If Council chooses to provide for Citizen members of the Accessibility Advisory Committee a stipend of \$35/meeting, the maximum annual cost will be \$1,750.00 based on the current membership of five (5) citizen members and ten (10) meetings each year. As any such stipend has not been included in the 2016 operating budget a funding source will need to be identified.

CONCLUSIONS

Staff have determined from other municipalities that there is no best practice to offer a stipend or set an optimal meeting time for Accessibility Advisory Committees. Each Committee is unique on how it operates.


ATTACHMENTS

None


PRE-SUBMISSION REVIEW

Executive Leadership Team, January 21, 2016

Prepared by: Chris Catania, Accessibility Advisor, Ext. 4212



Stephen M.A. Huycke
Acting Director of Legal & Legislative
Services/Town Clerk



Doug Nadorozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-002**

SUBJECT: *License Agreement for Hydro Corridor Lands North of St. John's Sideroad in the Town of Aurora*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-002 be received; and

THAT the Director of Parks and Recreation Services be authorized to execute a License Agreement with HER MAJESTY THE QUEEN IN THE RIGHT OF ONTARIO as represented by THE MINISTER OF INFRASTRUCTURE for a portion of hydro corridor lands north of St. John's Sideroad, including any and all documents and ancillary agreements required to give effect to same; and

THAT the Director of Parks and Recreation Services be authorized to renew the License Agreement on an ongoing basis, provided that the License Agreement remains on the same terms, with the Director of Parks and Recreation Services being authorized to execute the necessary renewal agreements, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To seek Council approval to enter into an agreement with Hydro One Networks Inc. (hereinafter "HONI") for the use of a portion of hydro corridor lands north of St. John's Sideroad in the vicinity of Hamilton Park as shown on the attached site plan.

BACKGROUND

In conjunction with the Bayview-Wellington land development project, the Town of Aurora (hereinafter the "Town") entered into park License Agreements with HONI for the right to utilize hydro corridor lands for recreational purposes.

These License Agreements were subsequently re-negotiated with HONI and approved by Council in 2013 via staff report PR13-044. As set out in Report PR13-044, the result of those negotiations was a singular licence for the portion of Queen's Diamond Jubilee

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Report No. PRS16-002

Park where the hydro-electric corridor crosses the park. Licenses for other portions of the hydro corridor lands were not renewed at the time as it was estimated that the costs for licensing the entire corridor lands, as proposed by HONI, would be in the range of \$25,000.00 per year. Staff continued to have discussion with HONI in relation to lands within the hydro corridor north of St. John's Sideroad as portions of those lands are in use by the Town. Recently, The Town's Legal Services staff successfully negotiated a Licensing Agreement with HONI for a 4.73 acre portion of the hydro corridor lands north of St. John's Sideroad currently being utilised by the Town for recreational purposes.

The new License Aurora #632.1-4608 is for a period of five years, which is scheduled to remain in effect until November 2018.

COMMENTS

This particular section of the hydro corridor property provides important passive recreational green space to local residents and the Parks Division has for many years maintained pathways and an access driveway to a vehicle parking area at Hamilton Park. Without a Park License Agreement, the Ontario Infrastructure and Lands Corporation ("OILC") can, without notice, prohibit public access to the lands.

New License Agreement

Through HONI, and on behalf of OILC, the Town was presented with a standard template agreement for a license to cover the portion of the corridor occupied by Town's facilities. The Agreement was reviewed by the Town's Legal Services Department and discussed with a representative from HONI.

The proposed License Agreement is for a period of five years, which is the standard term that is offered by OILC. Generally, if there are no changes to the situation and the licensee is not in default of their obligations, OILC offers five-year renewals of the Agreement. The new Agreement will be effective as of December 1, 2013, (reflecting the date the negotiations commenced), and will expire on November 30, 2018. The Agreement contains a termination clause upon a six-month notice period by either party.

As per current OILC policy, the Agreement requires that Town cover 50% of the annual land taxes and be responsible for maintenance of the licensed lands. Although this license applies to a 4.73 acres parcel of lands, the Town will only be charged 50% of the taxes applied to 0.83 acres which is the area occupied by our pathways and entrance driveway. Using current estimates, the Town would be liable for an annual fee of roughly \$870.00 for the actual land being used for municipal recreation purposes. That fee would fluctuate on a yearly basis depending on changes to the tax rate. If any additional taxes or fees are assessed on that land, the Town would become responsible for such charges.

February 2, 2016

- 3 -

Report No. PRS16-002

The Agreement does place the responsibility for any claims and damages that occur on the licensed lands on the Town, with the exception of injuries or damages caused by the gross negligence of HONI or OILC.

OILC is not willing to amend the clauses dealing with claims and indemnification. The wording of these clauses does create some additional risk for the Town should an injury or damage occur on the licensed land that is caused by HONI equipment or infrastructure. As such, an incident might not necessarily be a result of gross negligence by either HONI or OILC; however, given that there are no hydro structures on the licensed area aside from the power lines that run above the land, the risk of any such incident is very minimal.

As part of the discussions with HONI, an inquiry was made in relation to a possible acquisition by the Town of land that is to be leased. Although OILC does have a process where parties can make proposals to purchase lands owned by OILC, the Town was informed that such proposals are only considered when it would be used for public infrastructure work, such as road or sewer structures. Additionally, the cost of such an acquisition would be significant.

LINK TO STRATEGIC PLAN

The License Agreement for the Hydro Corridor supports the Strategic Plan goal of supporting an exceptional quality of life for all through its accomplishment in Investing in sustainable infrastructure through in the following key objectives within this goal statement:

Establish policies and programs that enhance the accessibility and safety of new and existing facilities and infrastructure.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. To not enter into a new agreement with OILC for the lands. This would result in the Town suspending current recreational use of the land. Also, the Town would likely be required to remove the walkways and driveway entrance that have been placed on the hydro lands.
2. Further options as required.

February 2, 2016

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Report No. PRS16-002

FINANCIAL IMPLICATIONS

Proposed Fees under new License

It is estimated that the annual license fee associated with hydro lands would currently be approximately just over \$870.00, with the amount increasing with any property tax increases assessed on such land. The associated maintenance costs would not increase since we already maintain the area of the hydro corridor under our current use.

In view of the fact that staff have been negotiating with HONI since 2013, and that the use of the corridor lands by the Town and the residents has been ongoing for many years, well before 2013, upon Council's approval of this Licence Agreement, HONI will be invoicing the Town for the period from December 1, 2013 through December 31, 2015.

The estimated amount, based on 50% of the land taxes on .83 acres for the three years, will be \$2,610.00. Funds are available for this annual expenditure in the Parks operations budget in account 4-07301-5077.

CONCLUSIONS

Staff has negotiated the proposed License Agreement, which is largely identical the previous agreement for the Queen's Diamond Jubilee Park that was presented in report PR13-044 and subsequently approved by Council in 2013.

As such, given the approval of similar agreement in 2013 and the Town's ongoing needs for these particular lands to facilitate our ongoing recreational needs, entering into this new Licence Agreement appears to be appropriate.

It should also be stated that HONI has agreed to our request that the associated fees be reduced to only reflect 50% of the lands that are actually in use by the Town, and not for the entire corridor as it was initially presented by HONI. This concession has resulted in a significant reduction to the annual fees associated with licensing of the lands, which are reflected in this new licence agreement

PREVIOUS REPORTS

None.

ATTACHMENTS

Attachment #1 – Hydro Corridor License Agreement Site Plan

February 2, 2016

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Report No. PRS16-002

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – Thursday, January 7, 2016

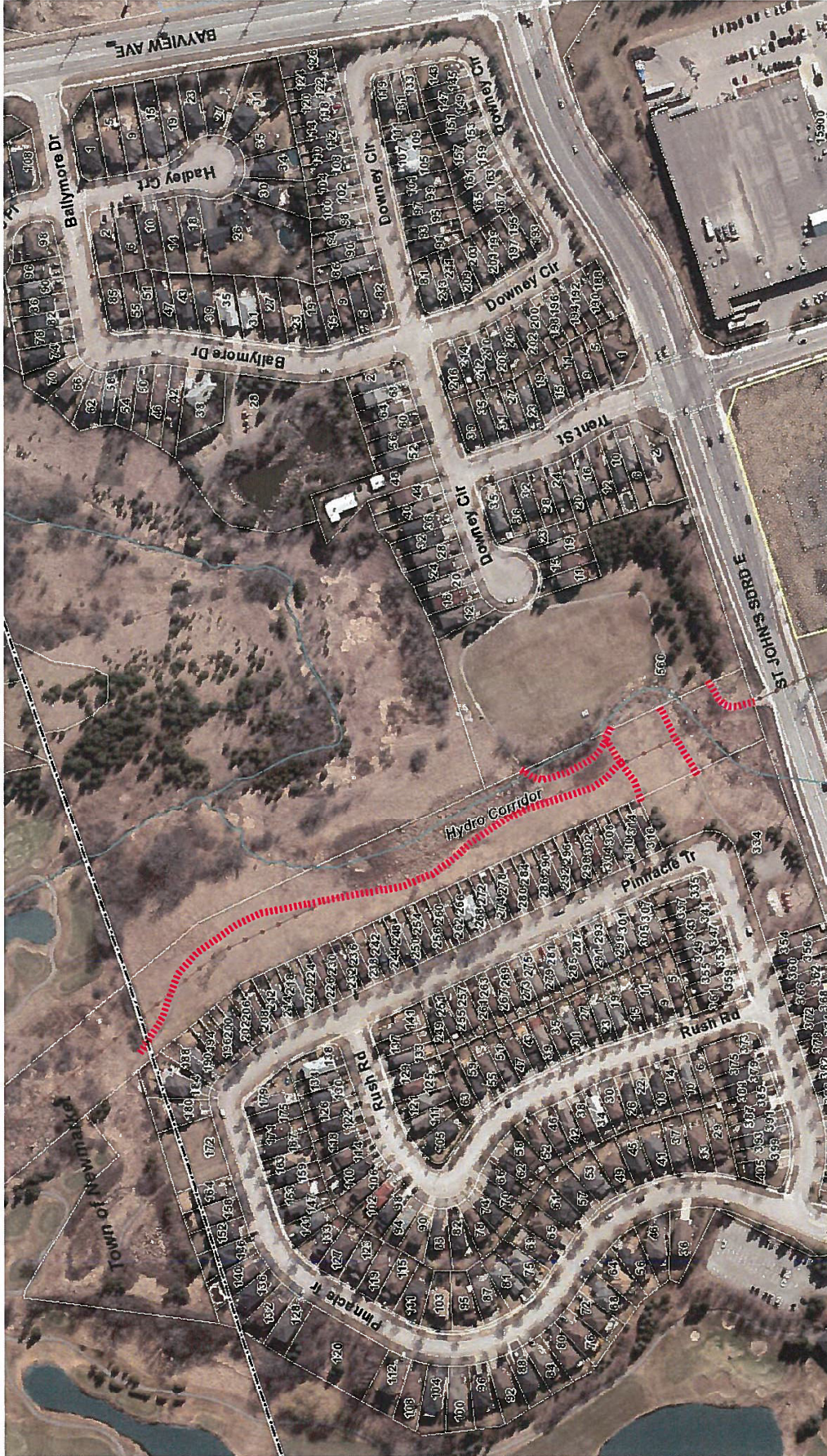
***Prepared by: Jim Tree, Manager of Parks, ext. 3222 and Slawomir Szlapczynski,
Associate Solicitor, ext. 4745***



Allan D. Downey
Director of Parks & Recreation Services



Douglas Nadorozny
Chief Administrative Officer



Hydro Corridor Licence Agreement
SITE PLAN - Town of Aurora

Hydro Corridor Pathways/Trails



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-005**

SUBJECT: *Review of Indoor Tennis Facility*

FROM: *Allan D. Downey, Director of Parks & Recreation Services*
 Stephen M.A. Huycke, Acting Director of Legal & Legislative
 Services/Town Clerk

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-005 be received; and

THAT staff be directed to prepare a lease agreement with 849400 Ontario Inc. for the provision of an indoor tennis facility; and

THAT the Mayor and Town Clerk be authorized to enter into a lease Agreement with 849400 Ontario Inc., including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To obtain Council approval to proceed with a lease agreement to provide an indoor tennis facility at Stewart Burnett Park.

BACKGROUND

On December 8, 2015, Council adopted the following Motion:

WHEREAS Council Members and staff have heard from various parties and residents regarding the upcoming closing of Timberlane Athletic Club, and the continued desire for a year-round, indoor tennis facility to serve the community; and

WHEREAS in December 2013, the Town issued a request for proposals (RFP) for the design, build, operation, and financing of an all-season, multi-purpose tennis facility at Stewart Burnett Park, adjacent to the Stronach Aurora Recreation Complex; and

WHEREAS the results of the RFP were reported to Council in April 2014 and

February 2, 2016

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Report No. PRS16-005

Council referred the matter back to staff for a report on options regarding a non-air supported (i.e., rigid structure), all-season, multi-purpose tennis facility; and

WHEREAS the requested staff report presented to Council in September 2014 was received by Council for information; and

WHEREAS consideration of providing an indoor tennis facility to serve the community has remained in abeyance for more than a year, with an RFP process that began more than two years ago, and any further consideration of this matter requires that Council receive a more detailed report from staff;

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to bring forward a report to the next General Committee meeting that provides further information on the provision of an indoor tennis facility to serve the community, including the history and previous directions from Council, together with advice on what Council needs to do to move this matter forward.

The provision of an all-season, multi-purpose tennis facility within the Town was considered during the previous term of Council at several meetings beginning on June 26, 2012 when representatives of the Aurora Community Tennis Club (ACTC) made a presentation to Council regarding a multi-use, all weather public project at Fleury Park. At this meeting staff were directed to prepare a Feasibility Study in consultation with the ACTC. Report No. PR12-038 was presented to General Committee on November 20, 2012, which advised Council that the Lake Simcoe Region Conservation Authority (LSRCA) would refuse to permit construction on the prosed site due to potential flooding of the area. On November 27, 2012, staff were directed to work with the ACTC to explore alternative location for an all-season, multi-purpose tennis facility.

Report No. PR13-028 was presented to General Committee on June 4, 2013 and recommended that the best alternative location for the facilities was Stewart Burnett Park. As a result of that report on June 11, 2013, staff received the following direction:

THAT Council endorse a third-party design, build, operation and finance of an all-season, multi-purpose tennis facility at Stewart Burnett Park and that staff be directed to issue an Expression of Interest and report back to Council.

The result of the Expression of Interest ("EOI"), which was released by the Town on July 16, 2013, was presented to General Committee on September 3, 2013 (Report No. PR13-043). In response to the EOI the Town received three submissions from:

1. 849400 Ontario Inc.
2. Sportstar
3. Aurora Community Tennis Club

On September 10, 2013, staff received direction to develop a Terms of Reference for an RFP, forward this RFP to the proponents that submitted an EOI and report back to

February 2, 2016

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Report No. PRS16-005

Council on the evaluated results. RFP PRS2013-89 was released by the Town on December 2, 2013 and closed on January 16, 2014. Report No. PR14-016 was presented to General Committee on April 1, 2014 indicating that three submissions were received from:

1. Total Tennis Club of Aurora
2. Sportstar Capital Inc.
3. 849400 Ontario Inc.

Staff recommended the awarding of the proposal received from 849400 Ontario Inc. o/a Canada Winter Tennis. On April 8, 2014 referred consideration of the awarding of the RFP to a future General Committee meeting, and directed staff to report on options for the provision of a non-air supported, all-season, multi-use tennis facility at Stewart Burnett Park. In response to this direction staff presented Report No. PR14-042 to General Committee on September 16, 2014. This report was received by Council on September 23, 2014 and no further direction to staff was given. RFP PRS2013-89 has expired as a result the time lapse since the date of its issuance in 2013.

COMMENTS

Council at its meeting on December 8, 2015 directed staff to report back on options for moving the matter of the provision of an indoor tennis facility forwards.

Lease between the Town and 849400 Ontario Inc.

If Council chooses to provide air-supported indoor tennis facility at Stewart Burnett Park staff recommend that Council authorize the negotiation and execution of a lease agreement between the Town and 849400 Ontario Inc. for the provision of the facility. Under the Town's bylaws and policies, Council can authorize the leasing of Town land for the provision of such community services. The owner of 849400 Ontario Inc. and they have indicated his interest in proceeding with leasing the lands and providing the services as originally outlined in their RFP dated January 16, 2014. With the closure of Timberlane, several residents have raised the issue regarding provisions of an indoor tennis facility.

Since the date of the original presentation by the ACTC, other site opportunities have evolved including the recent purchase of Hallmark Lands, the provision of parkland in 2C and the acquisition of Mavrinac greenspace. The Stewart Burnett Park location remains the recommended site; however, consideration may be given to other locations if requested by Council.

Issuance of a new RFP

In the alternative, Council could direct staff to issue a new RFP for the design, build and operation of an all-season, indoor tennis facility for the Town. If this option is selected

January 19, 2016

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Report No. PRS16-005

of the 2013 RFP they would like to consider such as the provision of a rigid structure or air-supported structure, capital improvements provided by the Town or financial commitments to the proposal.

LINK TO STRATEGIC PLAN

An indoor tennis facility supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by developing a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can direct the issuance of a new RFP for the provision of indoor tennis facility
2. Council may decide not to enter into an Agreement with 849400 Ontario Inc.
3. Council may decide not to proceed with the provision of an indoor tennis facility for the Town.
4. Further Options as Required.

FINANCIAL IMPLICATIONS

Canada Winter Tennis has identified an annual land lease payment to the Town of Aurora of \$9,000.00 plus a 3% yearly inflation for the term of 20 years, resulting in a total payment of \$241,833.00. In addition, all construction, operating cost and taxes shall be paid by proponent to the Town. The proponent shall also pay all fees and charges.

CONCLUSIONS

At its meeting on December 8, 2015 Council directed staff to report back on options for the provision of an indoor tennis facility for the Town. Should Council choose to provide such a service it is recommended that staff be authorized to enter into a lease agreement between the Town and 849400 Ontario Inc. for the provision on an air-supported indoor tennis facility at Stewart Stewart Burnett Park.

January 19, 2016

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Report No. PRS16-005

PREVIOUS REPORTS

PR12-038 – Feasibility Study for Aurora Community Tennis Club Fleury Park Proposal
November 20, 2012
PR13-028 June 4, 2013 Expression of Interest for an Indoor Tennis Facility
PR13-043 September 3, 2013 Results of the Expression of Interest for an All Season,
Multi-Use Tennis Facility
PR14-016 April 8, 2014 RFP Results for an All-Season, Multi-Use Tennis Facility
PR14-042 September 16, 2014 Indoor Tennis Facility – Rigid Structure
Notice of Motion from Mayor Dawe December 8, 2015 Provision of an Indoor Tennis
Facility at Stewart Burnett Park

ATTACHMENTS

Attachment #1 – Extract from Council meeting No. 12-20 – Tuesday, June 26, 2012
Attachment #2 – PR12-038 November 20, 2012 Feasibility Study for Aurora Community
Tennis Club Fleury Park Proposal
Attachment #3 - PR13-028 June 4, 2013 EOI for an Indoor Tennis Facility
Attachment #4 - PR13-043 September 3, 2013 Results of the EOI for an All Season,
Multi-Use Tennis Facility
Attachment #5 – PR14-016 April 1, 2014 RFP Results for an All-Season, Multi-Use
Tennis Facility
Attachment #6 - PR14-042 September 16, 2014 Indoor Tennis Facility – Rigid Structure
Attachment #7 - Notice of Motion from Mayor Dawe December 8, 2015 Provision of an
Indoor Tennis Facility at Stewart Burnett Park

PRE-SUBMISSION REVIEW

Chief Administrative Officer –January 18, 2016

Prepared by: Allan D. Downey, Director of Parks & Recreation Services - Ext. 4752



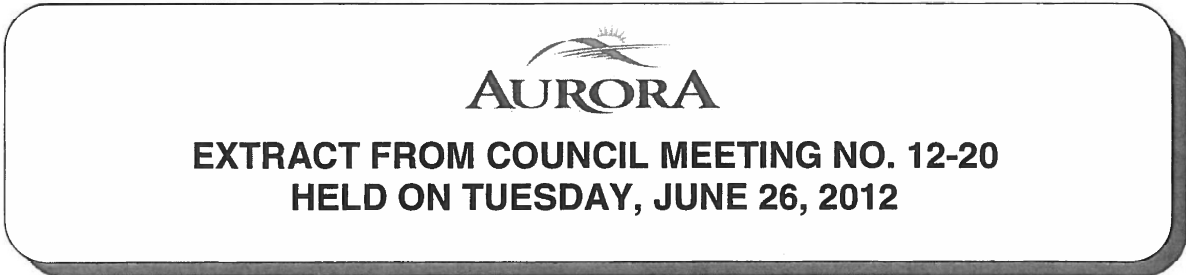
Allan D. Downey
Director of Parks & Recreation Services



Stephen M.A. Huycke
**Acting Director of Legal & Legislative
Services/Town Clerk**



Douglas Nadrozny
Chief Administrative Officer



IV PRESENTATIONS

- (b) **Brent MacKinnon, President, Aurora Community Tennis Club Board of Directors
Re: Proposed Multi-Use, All Weather, Public Project at Fleury Park**

Mr. MacKinnon presented Council with a model of the proposed multi-use, all weather, public project at Fleury Park. He advised that initially they anticipated a private/public option, however, with the upcoming Town of Aurora sesquicentennial, it was proposed as a public project. Mr. MacKinnon noted that, through a public survey, needs were identified and the project fits with the Master Plan and meets many potential user needs throughout the seasons. He requested Council's consideration for staff to do a feasibility study with the Town as a participant in the project.

Moved by Councillor Gallo

Seconded by Councillor Pirri

THAT the Aurora Community Tennis Club presentation be received and referred to staff for a feasibility study in consultation with the Aurora Community Tennis Club.

CARRIED

EXTRACT/CORRESPONDENCE ROUTING INFORMATION								
External Correspondence was sent by Council Secretariat:				YES	X	NO		
External Correspondence to be sent by:								
ACTION DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation X	Planning & Development
ACTION STAFF: (If other than above)								
INFO DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial X	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation	Planning & Development
INFO STAFF: (If other than above)	Communications, Pending List							

Attachment #2



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. PR12-038

SUBJECT: *Feasibility Study for Aurora Community Tennis Club (ACTC) Fleury Park Proposal*

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

DATE: *November 20, 2012*

RECOMMENDATIONS

THAT Council receive Report PR12-038; and

THAT this Project be added to the 2013 Budget for Council consideration.

PURPOSE OF THE REPORT

For staff to receive Council direction regarding the ACTC Feasibility Study.

BACKGROUND

The ACTC made a presentation to the February 16, 2012 Parks and Recreation Committee (PRAC) to obtain support and endorsement of their proposal. PRAC recommended to Council:

THAT the Parks and Recreation Advisory Committee recommend to Council that the Aurora Community Tennis Club's grant application to the Ontario Trillium Foundation for \$150,000 to build two additional tennis courts at Fleury Park be supported by Council through a letter of endorsement.

Subsequent to this recommendation receiving Council approval, a Trillium Grant was prepared and submitted for the construction of two additional tennis courts at Fleury Park. Town staff prepared a cost estimate for the works estimated at \$351,850.00 and submitted a request to the Lake Simcoe Region Conservation Authority (LSRCA) on March 27, 2012, regarding their position on the addition of two additional courts, since Fleury Park is within a flood plain.

The Trillium Grant was denied, stating that tennis court construction is the responsibility of the Municipality. We received a response from LSRCA on May 22, 2012 stating that a permit would be required and that the following requirements would be met:

1. Control of flows to pre-development lands from impervious areas.
2. Maintenance of flood plain storage.
3. Wall to be designed by a qualified professional engineer.

November 20, 2012

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Report No. PR12-038

On June 26, 2012, Brent MacKinnon, ACTC President, made a presentation to Council which was received and referred to staff for a Feasibility Study.

Staff received further direction from Council in response to a notice of motion on September 11, 2012, which stated:

WHEREAS a motion was duly passed at Aurora Town Council's June 26, 2012 meeting, which stated "THAT the Aurora Community Tennis Club presentation be received and referred to staff for a feasibility study in consultation with the Aurora Community Tennis Club"; and

WHEREAS no timing for this feasibility study was given; and

WHEREAS staff would require from Council a sense of when a report should come back to Council.

NOW THEREFORE BE IT RESOLVED THAT staff provide a feasibility study in consultation with the Aurora Community Tennis Club on a multi-use, all seasons, public facility at Fleury Park, at the most appropriate time so that it may be discussed during the 2013 budget process.

COMMENTS

Since receiving direction from Council, staff continued to meet and communicate with the ACTC regarding background material required to complete the Feasibility Study. The elements staff have identified in the preparation of the study are:

1. Compliance with the Parks and Recreation Master Plan.
2. Accessibility and Parking.
3. Potential Partners.
4. Funding Model.
5. Potential Users.
6. Capital and Operating Costs.
7. Required Studies and Approvals.

1. Compliance with the Parks and Recreation Master Plan

The Parks and Recreation Master Plan, approved on February 23, 2010, has considered the conversion of Fleury Park to Club Courts. Page 33 states:

With regard to competitive/organized tennis opportunities, there are presently three dedicated club courts in Aurora which are exclusively used and operated by the Aurora Tennis Club (under contract with the Town). Should there be merit in expanding the number of 'club courts' as well as evaluating the feasibility of constructing an all-weather tennis enclosure to facilitate winter play there are two general options that could be considered in this regards.

November 20, 2012

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Report No. PR12-038

1. **Conversion of Fleury Park to Club Courts** – Designating Fleury Park as a venue for competitive/organized tennis, while beneficial from the perspective of revenue generation and proximity to club courts at McMahon Park, would also remove free public access for users of Fleury Park and seven of the eleven municipal courts would potentially become club facilities. Furthermore, development is contingent upon approval from the Conservation Authority due to its location on flood plain lands.
2. **Relocation of All Club Courts to the Aurora Community Centre Site** – An option to the provision of club courts at McMahon and Fleury Parks would be to move all outdoor club courts to the Stronach Aurora Recreation Complex site, as part of a facility and site redevelopment process as suggested in Section 3. Doing so would consolidate competitive tennis opportunities at a single location, create opportunities for tournament play, and capitalize on fitness and dry land training opportunities for tennis players (assuming a fitness centre and/or gymnasium is developed at the Complex). This course of action, however, would imply that the courts at McMahon Park be designated for free public use, with the Aurora Recreation Complex containing the replacement/additional club courts.

It is staff's understanding of the ACTC Proposal that McMahon will continue to operate as club courts and this new facility will accommodate rain-out dates and winter tennis.

2. Accessibility and Parking

Parking is presently available at the Aurora Community Centre. Accessibility to the tennis facility is limited due to the distance from the existing lot and consideration may have to be given to alternative facilities such as the Board of Education, or the construction of parking space within the Machell Avenue walkway across from Irwin Avenue. This would require the preparation of a Share Use Agreement and/or capital improvement costs.

3. Potential Partners

The ACTC has suggested that the proposed facility would accommodate solar panels that would provide opportunity for community groups to participate in provincial initiative related to alternative power generation.

The proposed facility could also be constructed as a public/private partnership similar to the sports dome, which would help offset capital and operating costs depending on the model selected.

4. Funding Model

Although an application to Trillium funding was unsuccessful, the ACTC are recommending that Federal Legacy Funding be applied for, which, if successful, the Municipality will receive up to 50% of eligible expenses to a maximum of \$500,000.00 in funding for community capital projects that involve the restoration, renovation or transformation of existing building and/or exterior spaces with local community significance.

All funds in excess of \$500,000.00 would be required to be provided by the Municipality or funding partners.

November 20, 2012

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Report No. PR12-038

5. Potential Users

The ACTC has presented this proposed facility as a multi-use centre. Not only will it address the needs of tennis but also volleyball, basketball, concerts and large public gatherings and special events.

These potential uses will form a critical part in the design and function of the proposed facility. Council will be required to determine what uses this facility will accommodate prior to moving forward with development plans.

6. Capital and Operating Costs

The capital costs to construct two additional courts are estimates at \$351,850.00. These costs include the expansion of not only the courts, but also the lighting, fencing and construction of a retaining wall because of the existing topography in the Park.

The indoor enclosure will be approximately 36,000 sq ft which at an average cost of \$200 sq ft = \$7,200,000.00. The ACTC have provided a cost ranging from \$1,500,000.00 to \$2,500,000.00 in their submission. The final estimate will be subject to design details submitted by an architect.

Operating costs will vary but an estimate based on the sports dome would be approximately \$150,000.00/year.

7. Required Studies and Approvals

As mentioned earlier, the proposed facility will require LSRCA approval since it is located in a flood plain.

The permit will require the engagement of a hydro geologist for approximately \$25,000.00, a Structural Engineer for \$20,000.00, a design architect for \$350,000.00, and new technologies to address the flooding issues of approximately \$100,000.00. In addition to these will be permit and application fees from the LSRCA and the Town.

Staff met with representatives of the ACTC to review our draft report. In response to that meeting, they have provided additional information for Council review.

LINK TO STRATEGIC PLAN

The ACTC Feasibility Study supports the Strategic Plan goal of Supporting an *Exceptional Quality of Life for all* through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle: Continue to develop awareness programs that promote the benefits of recreation in supporting a healthy lifestyle.

November 20, 2012

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Report No. PR12-038

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may recommend that the report may be received and not be added to the 2013 Capital Budget. This project will then remain on record with no staff direction provided.

FINANCIAL IMPLICATIONS

The report has identified a variety of funding models, using community sponsors, private funds, public/private partnerships and grants. The estimated capital cost for the projects is \$8,046,850.00 and annual operating cost of \$150,000.00/year. The ACTC have provided alternative funding and provided projected revenue, which have not been verified by staff.

CONCLUSIONS

Staff have presented the best information available for Council consideration. This is an ambitious project with many community benefits; however, there are a number of outstanding issues that need to be addressed, such as parking, accessibility, funding, potential partners, program uses and alternative consideration for an indoor tennis facility. Staff are requesting Council direction as part of the 2013 Budget process.

ATTACHMENTS

- Attachment #1- Extract from Council Meeting No. 12-24 held on Tuesday, September 11, 2012 re: Feasibility Study
- Attachment #2 – ACTC Proposal for Fleury Park Playhouse – Executive Summary
- Attachment #3 – Preliminary Cost Estimate information
- Attachment #4 – Supporting Documentation

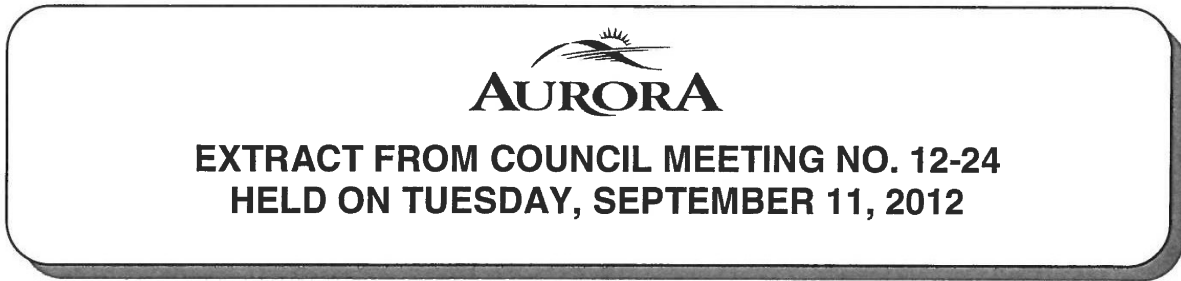
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Wednesday, November 7, 2012.

Prepared by: Allan D. Downey, Director of Parks & Recreation Services- Ext. 4752

Allan D. Downey
Director, Parks and Recreation Services

Neil Garbe
Chief Administrative Office



X NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(ii) Motions for Which Notice Has Been Given

- (c) Councillor Gallo**
Re: Feasibility Study in Consultation with Aurora Community Tennis Club for Public Facility at Fleury Park

Moved by Councillor Gallo

Seconded by Councillor Pirri

WHEREAS a motion was duly passed at Aurora Town Council's June 26, 2012 meeting, which stated "THAT the Aurora Community Tennis Club presentation be received and referred to staff for a feasibility study in consultation with the Aurora Community Tennis Club"; and

WHEREAS no timing for this feasibility study was given; and

WHEREAS staff would require from Council a sense of when a report should come back to Council.

NOW THEREFORE BE IT RESOLVED THAT staff provide a feasibility study in consultation with the Aurora Community Tennis Club on a multi-use, all seasons, public facility at Fleury Park, at the most appropriate time so that it may be discussed during the 2013 budget process.

CARRIED

EXTRACT/CORRESPONDENCE ROUTING INFORMATION									
External Correspondence was sent by Council Secretariat:				YES			NO	X	
External Correspondence to be sent by:									
ACTION DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation X	Planning & Development	
ACTION STAFF: (If other than above)									
INFO DEPT: (To Director & Assistant)	CAO X	Building & By-law	Corporate & Financial X	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation	Planning & Development	
INFO STAFF: (If other than above)									

Aurora Community Tennis Club

Proposal: Fleury Park Playhouse – Executive Summary

Mission:

ACTC is an incorporated not for profit organization providing community based affordable tennis programs for children, youth, adults and families in partnership with the Town of Aurora. As a community organization, the ACTC contributes to the healthy development of Aurora by supporting appropriate community initiatives that add to the overall betterment of Aurora and its citizens.

Project:

To establish a multi-user, commercially viable, all weather facility, in Fleury Park.

Stakeholders:

Aurora Community Tennis Club, Other sport clubs, ie. volleyball, basketball, floor hockey, etc.
The Town of Aurora and a private entrepreneur.

Scope:

- ✓ The existing four tennis courts be expanded to six and enclosed with a permanent structure to provide the community with affordable playtime on a multi-use floor.
- ✓ The Town of Aurora and or the Trillium Foundation will fund the two additional courts, additional parking spaces and the relocation of floodlights for Soccer or Baseball fields.
- ✓ Private Business Partner would fund and construct the floodplain approved structure, complete with lighting, heating and ventilation systems and provide the Administration/ change room trailer.
- ✓ The Town would have the rights to run the Playhouse for 4 months, (May 15 to Sept. 15). The Private Business Partner would rent out playtime for 8 months for tennis, basketball, volleyball, etc.
- ✓ In addition, mass community events like Rib Fest, Jazz Festival, Movie Night in the Park, The Farmers Market, etc. would not be endangered by bad weather if these events were staged in and around the Fleury Park Playhouse.

The Aurora Community Tennis Club is seeking collaborative sport club partners who could ALL benefit from this proposed facility. We intend to submit a Trillium proposal for the March 1 deadline.

Please contact Brent Mackinnon, President, ACTC, if you would like to learn more about our proposal or discuss how your sports club could benefit from supporting this initiative.

Contact:

Brent MacKinnon

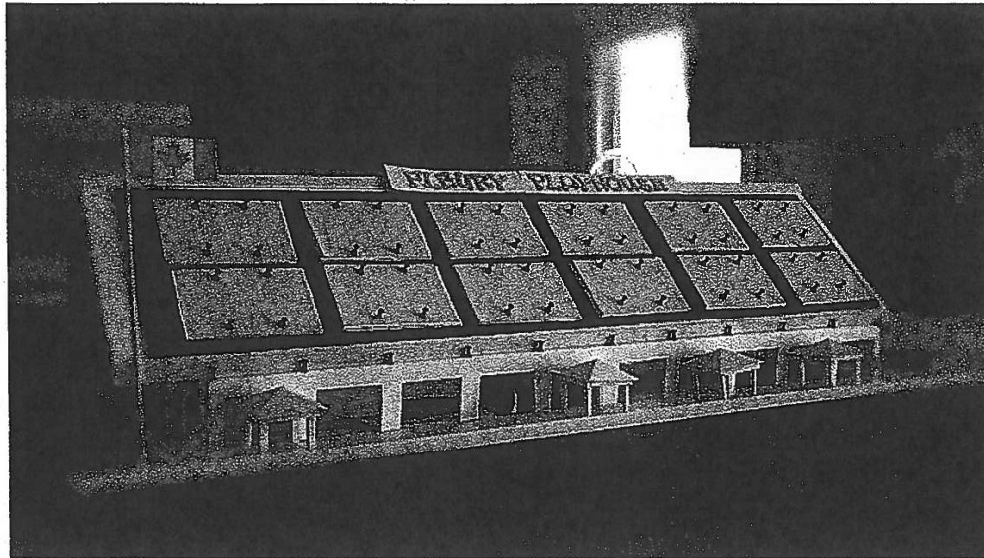
Tel: 905-713-6604,

Email: brentmack@rogers.com

auroratennis.ca

From: william reid <william.reid7@sympatico.ca>
Subject: **Fwd: Fleury Playhouse**
Date: February 16, 2012 4:47:36 PM EST
▶ 1 Attachment, 65.4 KB

B
Subject: Fleury Playhouse



Parks and Recreation Advisory Committee

Feb. 16, 2012

Hello, I'm Brent MacKinnon, President, Board of Directors of the Aurora Community Tennis Club;

Our model on display shows you where we could be in the fall of 2013.

The ACTC is a non-profit organization and as such we are able to apply for funds from the Ontario Trillium Foundation.

Our Mission is to promote community tennis in Aurora. The ACTC is a summer club that seeks to establish a winter facility in Aurora.

Our vision is to advocate for an all season building to be constructed in Fleury Park which currently has four (4) courts.

The tennis community will mightily benefit from having two (2) additional courts constructed at Fleury Park.

The Town of Aurora and members of the public would have full access to the whole facility for the four (4) summer months. MAY 15 - SEPT 15

A private business partner would operate programs in the remaining eight (8) months.

I would like to introduce you to Mr. Terry Redvers our private business partner. Terry is well known to the tennis and sports community and also to the Town of Aurora. It's of some note that Terry's Blackmore Club in Richmond Hill is the home of Milos Raonic. Milos is coached by Casey Curtis, one of Terry's coaching staff at Blackmore. I think Milos's success in professional tennis where he is ranked #19 in the world is sparking great interest in tennis particularly for young people. Terry, could you please share a few of your thoughts about our vision for tennis in Aurora and from a business perspective why you support our plan.

Thanks Terry for your leadership and willingness to be part of our proposal - The ACTC is a summer club. We are not interested in moving away from our beautiful facility at McMahon Park.

The ACTC is interested in the Fleury Park Playhouse (our draft name) because we would never lose program playtime because of rain outs, wind, sun and other inclement weather conditions. We would not lose program playtime because ACTC would pre-book only 3 courts enabling ACTC programs to run despite adverse weather conditions. Of course the public would have the same benefit of enjoying play on the other 3 courts.

SUMMER
USE

Indeed such an enclosure with the two (2) additional courts would increase Public play hours. In fact this project would DOUBLE the number of playable court hours available for the Town programs in the 4 month summer administration period.

Another key partner in our plan is the Windfall Ecology Center. ACTC has entered into a Memorandum of Understanding Agreement with this organization. Their role is to guide us in the development of a cooperative (or similar model) structure whereby local Aurora partners and sports groups would receive revenue from solar panels on the roof of the Aurora Playhouse. The Windfall Ecology group would also guide us in the application for \$75,000 funding from the Ontario Government that is given to community initiatives like ours for infrastructure and pre construction costs.

So tonight ACTC is requesting a letter of Endorsement from this Committee that would be approved or ratified by the Town Council so that the application for funding from the Trillium Foundation for \$150,000 can be completed on or before the March 1 deadline.

To summarize:

- ✓ There will be no cost to Aurora tax payers for this multi-use facility;

- ✓ The Town of Aurora will earn revenue from this multi-use facility;
- ✓ Local organizations participating in our “cooperative” will earn revenue that will help sustain their community group in future years;
- ✓ Because of the facility’s unique eco-friendly and multi use design, the Town will enjoy the reputation for having a marquee community venue, envied by groups across southern Ontario.
- ✓ The Aurora Community Tennis Club will increase access to play hours;
- ✓ The Aurora public will have increased access to play hours;
- ✓ ACTC members (who are also members of the public) and Auroran citizens will have access to a community run winter tennis facility;
- ✓ Other local sports and cultural groups will have access to weather protected space to enjoy their programs. This would apply to groups like the Volley ball league, the Rib Fest, an Oktoberfest event, the Jazz festival and so on.
- ✓ The downtown business community would enjoy a revitalization of business from the increased traffic in and around Fleury Park.

We welcome your questions about our request letter for endorsement from the Town and we would be happy to answer any questions about our model that you see before you.

Downey, Al

From: Jakovina, Brian
Sent: June 1, 2012 9:50 AM
To: Downey, Al
Cc: Tree, Jim
Subject: Fleury Park Tennis Court Expansion
Attachments: 2012-05-30_CostEstimate_Fleury Park Tennis Courts.pdf

Good Morning Al,

Attached please find a preliminary cost estimate for the possible Fleury Park Tennis Court Expansion. The estimate reflects preliminary comments from Tom Hogenbirk of the LSRCA. They were actually quite minor, dealing mostly with the requirement of engineering for the wall and maintaining the integrity of the flood plain.

The other numbers I prepared reflect current costs gleaned from some of our recent tenders. This is not a cheap project by any means.....

Regards,
Brian Jakovina

--
Brian Jakovina
Parks & Recreation Services

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

Phone: 905-727-3123 ext. 3226
Fax: 905-727-3903
E. bjakovina@aurora.ca
W. www.aurora.ca



Before printing this document, please think about the environment.

01/06/2012



100 John West Way
 Box 1000,
 Aurora, ON L4G 6J1
 Phone: 905-727-3123 Fax: 905-727-1953

TOWN OF AURORA
 Parks & Recreation Services

SITE PLAN LANDSCAPE COST ESTIMATE

Date: Wednesday, May 30, 2012
 Project: **FLEURY PARK**
TENNIS COURT EXPANSION - CONCEPT
 Fleury Park, Aurora, ON.

Item	Description	Qty.	Unit	Unit Price	TOTAL
1.0	PRE-CONSTRUCTION WORKS				
1.1	Site preparation and rough grading, including works required to maintain LSRCA preliminary comments	2500	M2	\$ 5.50	\$ 13,750.00
				SUB-TOTAL:	\$ 13,750.00
2.0	TENNIS COURTS				
2.1	Tennis court construction including base preparation, plexi-pave surfacing, and line painting	2	EA	\$ 95,000.00	\$ 190,000.00
2.2	Tennis court fencing	140	LM	\$ 140.00	\$ 19,600.00
				SUB-TOTAL:	\$ 209,600.00
3.0	RETAINING WALL CONSTRUCTION, WEST END				
3.1	Retaining wall, +/-3000mm high, overall length of +/-50M. Natural stone material used for cost purposes.	130	M2/face	\$ 700.00	\$ 91,000.00
				SUB-TOTAL:	\$ 91,000.00
4.0	MISCELLANEOUS				
4.1	Site restoration and clean-up, includes any sod required to make good areas disturbed			Allowance	\$ 2,500.00
4.2	Tennis Court Lighting			Allowance	\$ 35,000.00
				SUB-TOTAL:	\$ 37,500.00
				OVERALL TOTAL:	\$ 351,850.00

Prepared By:
 Brian Jakovina
 Parks and Recreation Services



CORPORATION OF THE
TOWN OF AURORA
100 John West Way, Box 1000
Aurora, Ontario, L4G 6J1
www.aurora.ca

PARKS & RECREATION SERVICES
Brian Jakovina
905-727-3123 x3226
bjakovina@aurora.ca

March 27, 2012

LAKE SIMCOE REGION CONSERVATION AUTHORITY
120 Bayview Parkway, Box 282
Newmarket, Ontario
L3Y 4X1

Attn: Mr. Tom Hogenbirk

**Re: SUBMISSION FOR PRELIMINARY REVIEW AND COMMENT
PROPOSED TENNIS COURT EXPANSION AT FLEURY PARK
AURORA, ONTARIO**

Dear Tom,

Enclosed herein please find a sketch of a proposal that we are, in preliminary form, looking to possibly execute in the near future.

The proposed works would consist of adding two additional tennis courts to the four existing in Fleury Park currently. This expansion would involve some significant grading into the slope on the West side of the park, and require the addition of some retaining walls. This section of Fleury Park is in the flood plain.

To get a handle as to what we might be looking at in terms of LSRCA requirements, we feel it prudent to submit this concept to you for a preliminary review, in the hopes of generating comments that will aid in our determination of whether we go forward with this or come to the conclusion that there is simply too many hurdles to get over to execute the plan, within reasonable cost, and satisfying LSRCA criteria.

I look forward to receiving your comments.

Should you require any further information or clarification regarding this concept, please feel free to contact me at any time.

Regards,
TOWN OF AURORA PARKS AND RECREATION SERVICES

Brian Jakovina
Landscape Architect

CC: Jim Tree, Parks Manager, Town of Aurora



Jakovina, Brian

From: Tom Hogenbirk [T.Hogenbirk@lsrca.on.ca]

Sent: Tuesday, May 22, 2012 9:41 AM

To: Jakovina, Brian

Cc: Tree, Jim

Subject: RE: Fleury park Tennis Court Expansion

Brian: Should be quite straight forward from our end. Our main permit requirements would be:

- Control of flows to pre-development levels from new impervious areas
- Maintenance of flood plain storage (the area east of the slope is flood plain)
- Wall to be designed by qualified professional engineer.

Regards..Tom



Tom Hogenbirk, P.Eng.

Manager, Engineering and Technical Services

Lake Simcoe Region Conservation Authority

120 Bayview Parkway, Box 282, Newmarket, Ontario L3Y 4X1

905.895.1281 x240 | 1.800.465.0437 | t.hogenbirk@lsrca.on.ca



Consider the environment. Please don't print this e-mail unless you really need to.

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From: BJakovina@aurora.ca [mailto:BJakovina@aurora.ca]

Sent: May-22-12 9:03 AM

To: Tom Hogenbirk

Cc: jtree@aurora.ca

Subject: Fleury park Tennis Court Expansion

Good Morning Tom,

I had sent you the attached in late March, with respect to a preliminary review of a proposal we are contemplating at Fleury Park in Aurora.

Just wondering if you have had an opportunity to review it and have any preliminary comments.

I will follow up with you by telephone after lunch today.

Regards,
Brian Jakovina

—
Brian Jakovina
Parks & Recreation Services

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

Phone: 905-727-3123 ext. 3226

Fax: 905-727-3903

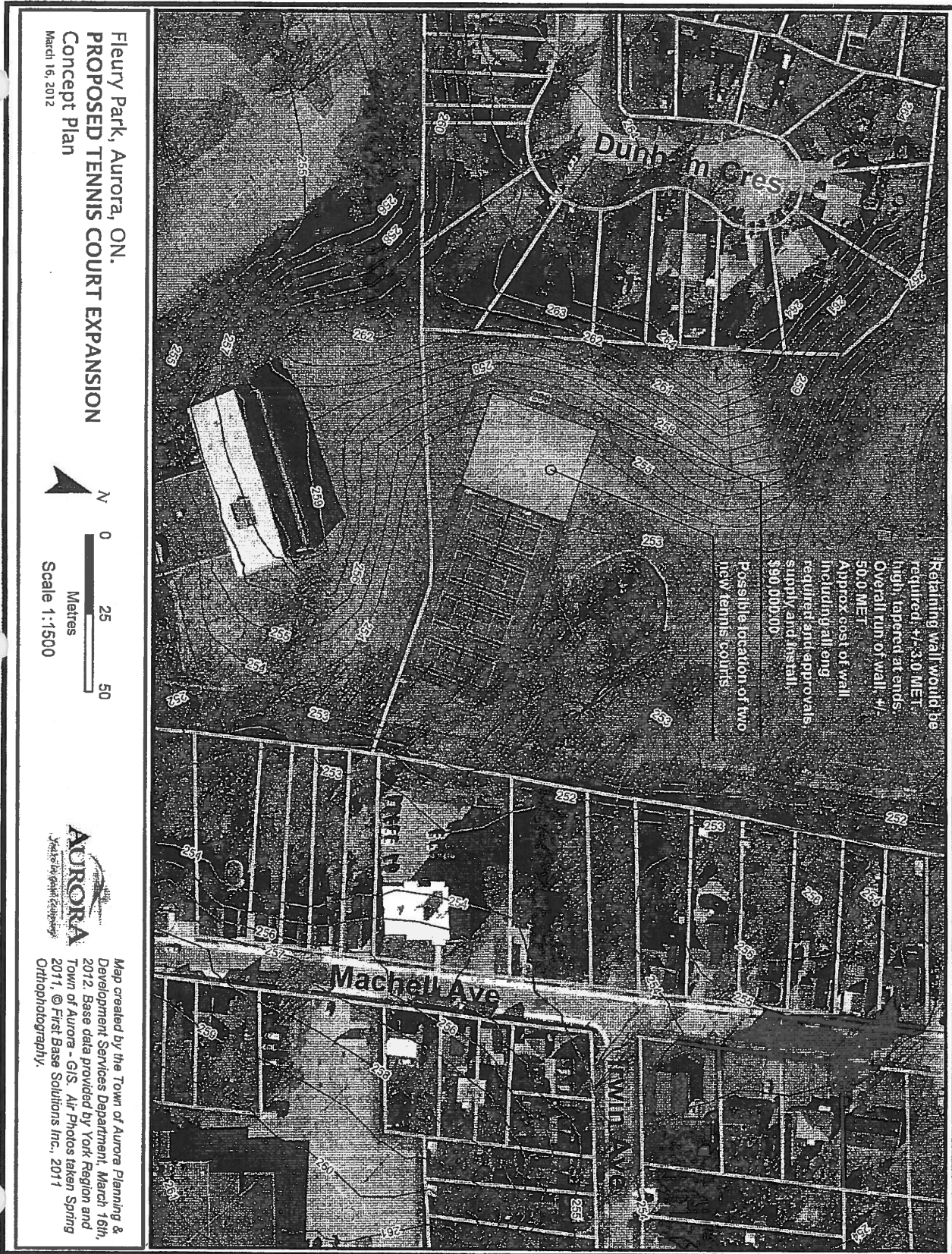
E. bjakovina@aurora.ca

W. www.aurora.ca



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5/31/2012



From: "Brent MacKinnon" <brent@socialmediatools.ca>
Subject: **for the binder**
Date: July 9, 2012 5:43:38 PM EDT
To: <william.reid7@sympatico.ca>
▶ 4 Attachments, 2.1 MB

Is this the right one Bill. I added a few more docs we may need for our binder.



Aurora Community Tennis Club
Progress Update
Multi-Use, All Seasons, Public Project at Fleury Park

I'm pleased to share a progress update on the developments to date of our multi-use, all seasons, public project at Fleury Park. We first introduced our project to you at the March AGM meeting. The purpose of our brief progress update is to inform Sports Aurora members of our plans and invite Sports Aurora members to participate in our project as partners and users. Here are the highlights and developments to date:

- ✓ We have sought and received input from ACTC members through three surveys as to the creation of an all season, all weather public facility at Fleury Park. The overwhelming response directed the ACTC Board to pursue this project.
- ✓ Two years ago ACTC received a verbal approval from the Lake Simcoe Conservation Authority upon our inquiry that ACTC wishes to develop an open sided building, for multi-use purposes in the flood plain area of Fleury Park. (the request was made through the Director of Recreation Services)
- ✓ Upon that "green light" approval from the LSCA two years ago, the ACTC Board designed several models and began developing our multi-use model. We further refined the model by adding solar paneling to the roof giving us the option to develop a coop partnership with local sports/cultural groups for revenue generation to partners.
- ✓ We had in depth discussions and received support from a sports complex builder who indicated a willingness to finance the construction of the multi-use facility.
- ✓ In the fall of 2012 we published on our web site a photo voice video of our project. We also received media coverage of our multi-use project in the Auroran and in the Sports Aurora magazine.
- ✓ We presented our plan to the Town of Aurora's Parks & Recreation Advisory Committee and received support and advice as to further developing our project;
- ✓ In March of 2012, we asked the Director of Recreation Services to seek LSCA approval for constructing two additional courts at Fleury Park. Two courts are needed at Fleury Park to make viable a business case for an all seasons, multi-use facility. In addition, two courts are slated for construction to meet the Aurora tennis community's requirements as per the Town of Aurora Master Recreation Plan.
- ✓ On June 1st, 2012, we learned that the LSCA has no issues with the Towns request on the feasibility for constructing two additional courts at Fleury Park. This is wonderful news as the two additional courts allow us to continue developing our multi-use project.
- ✓ We agreed to a Memorandum of Understanding with the Windfall Ecology Centre. This non-profit organization would assist us with forming our solar panel cooperative and apply for government funds dedicated to such community projects as ours.
- ✓ We received a letter of support and endorsement from the Sports Aurora organization.
- ✓ We are making individual presentations to the Town Councillors and potential partners, informing them of our project.
- ✓ We are seeking multi-use partners from diverse community sectors such as: culture, arts, theatre and sports groups both as users of the facility and or as partners in our solar panel cooperative.
- ✓ Upon advice from the Director of Parks and Recreation, ACTC has sought delegate status at the June 26th Council meeting. We wish to present our plan and be included in future discussions as budgets are developed for local initiatives.

Please visit our website www.auroratennis.ca to see our slide presentation on the Fleury Park Playhouse Project.

Downey, Al

From: william.reid7@sympatico.ca
Sent: October 11, 2012 9:58 AM
To: Downey, Al
Cc: William Reid; Brent MacKinnon
Subject: Estimate for Hydrological Application for Fleury Playhouse

Hi Al,
The CHI study is quoted at \$15,000 . That sum plus an engineer sign-off and perhaps some insurance would add \$10,000.
So estimate cost for application to LSCA is \$25,000.

Regards,
Bill
Brent

Begin forwarded message:

From: John Miller <jmiller@princetonhydro.com>
Subject: FW: Fleury Park Tennis Court Expansion
Date: 10 October, 2012 4:38:20 PM EDT
To: 'William Reid' <william.reid7@me.com>, william.reid7@sympatico.ca
Cc: 'Tom Little' <tlittle@smartvent.com>, 'Nandana Perera' <nandana@chiwater.com>, 'Brent MacKinnon' <brentmack@rogers.com>

Bill:

Here is an estimate from CHI. I spoke to Nandana this morning and came to a conclusion that while Princeton Hydro would like to join your team, it makes sense for you to contract directly with CHI, due to their familiarity with the Conservation Authority, having an Ontario P.Eng, and using software with which we specifically don't have experience. I would love to have some experience in Canada, but think that the client would be best served by a single outfit.

I would ask that Nandana speak to Tom Little as Tom had contact with the Conservation Authority.

I wish you much luck with your project. My best,

John

John A. Miller, P.E.*, CFM, CSM
Water Resources Engineer
Certified Floodplain and Stormwater Manager

Princeton Hydro, LLC
1108 Old York Road
Suite 1, PO Box 720
Ringoos, New Jersey 08551
t. 908.237.5660 x110
c. 609.203.8935

Downey, Al

From: william.reid7@sympatico.ca
Sent: October 23, 2012 10:44 AM
To: Brent MacKinnon; Downey, Al
Cc: William Reid
Subject: Cost estimate for Fleury/Irwin Parking Lot

Hi Brent

The Irwin Street entrance to the South- East side of Fleury Park is approximately 180 by 45 feet = 8,100 square feet. I estimate that it could accommodate 10 diagonal parking spaces with a turnaround at the bridge end for exiting out of the lot.

There are eleven Ash trees that should be taken down... they are doomed because of the Emerald Ash Borer.

I received a quote from TerraFirm Enterprises of Vancouver that manufacture a permeable interlocking grid suitable for parking lots.

They quoted an approximate cost of \$3.00 per square foot for EcoGrid/EcoRaster product.

So the material cost should be about \$25,000 .

Base preparation and labour\$20,000

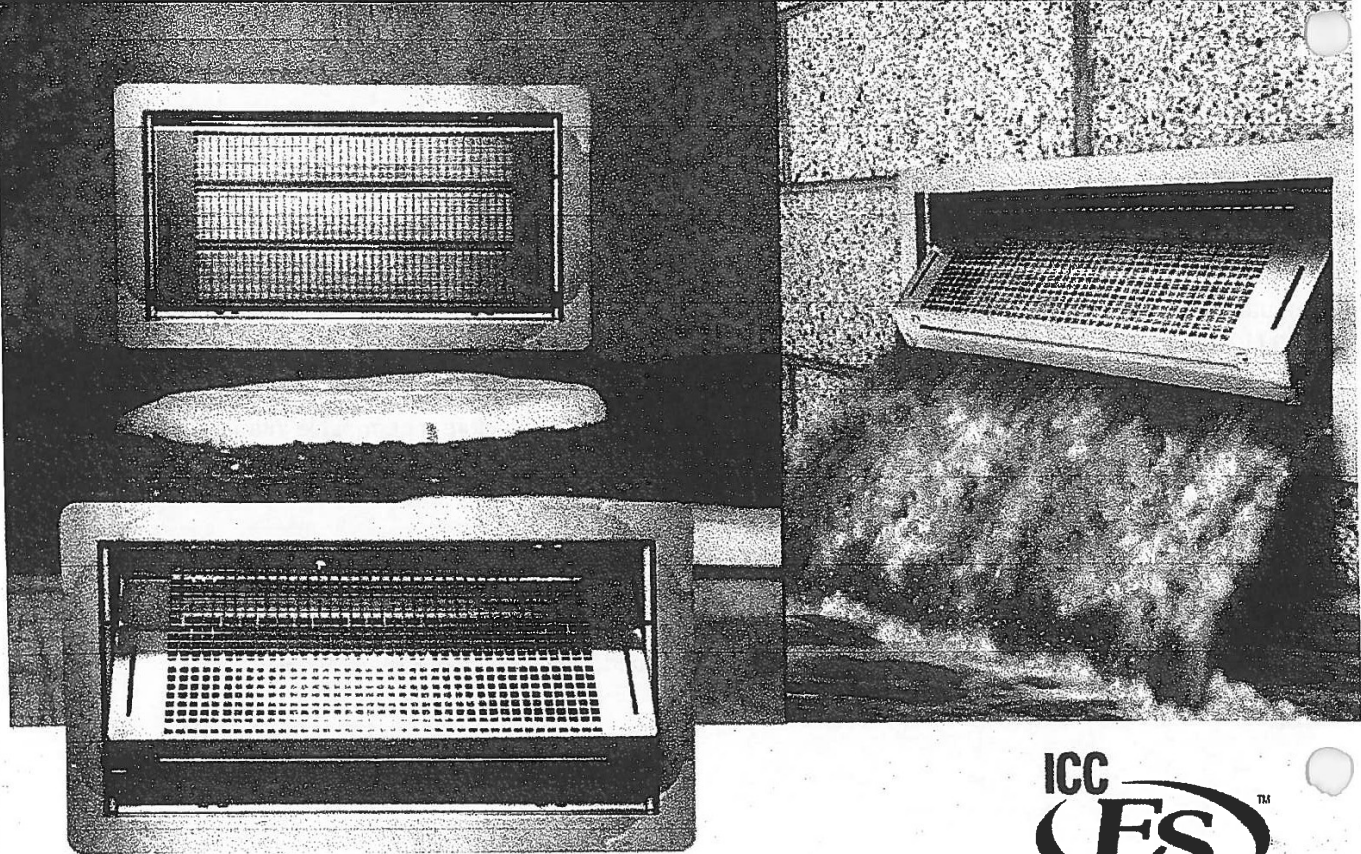
So estimated cost for Fleury/Irwin parking space.....\$ 45,000

To be included in application to Heritage Canada Legacy Fund...pending Council's approval.

Bill

FEB: AL DOWNEY

SMART VENT® - Model: 1540-510



Dual Function SMART VENT® Superior Flood Protection and Natural Air Ventilation

ICC-ES Evaluated and FEMA Accepted Foundation Flood Vents

- Potential savings on homeowner's NFIP premiums
- Preserves aesthetic beauty of a home by requiring 2/3 less vents
- Each vent certified to protect 200 sq. ft. of your home
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- All Stainless Steel construction meets or exceeds flood and corrosion resistance code requirements
- Patented automatic floats release bi-directional flood door
- Temperature controlled louvers automatically open in warm weather and close in cold weather

One 16" x 8" vent is certified to cover 200 square feet of enclosed area for flood protection and 51 square inches for ventilation

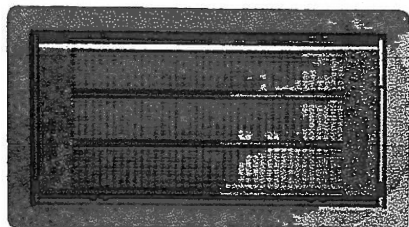
SMART VENT® models are certified to provide flood protection and ventilation. This model is used for a home with a crawl space or any enclosed area that desires natural air ventilation and flood protection. All stainless steel construction resists weather and pest.



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SMART VENT® - Model: 1540-510



Model #: 1540-510

Installation Type: Masonry Wall

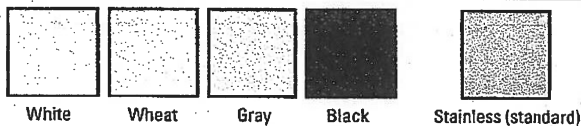
Style: louvered

Dimensions: 16" x 8"

Rough Opening: 16¼" x 8¼" (one block, or CMU)

Finish: Stainless Steel (Standard)

Available Powder Coat Colors For Special Order:



Optional Accessories:

Fire Damper, Interior Trim Flange & Inner Sleeve, Rain Shield

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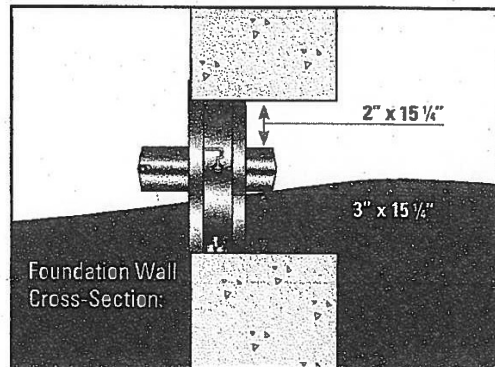
Rapidly rising floodwater can put extreme pressure on the foundation walls causing improperly vented structures to buckle and collapse. SMART VENTS® quickly and efficiently equalize the pressure and minimize damage.

How it works:

Flood Protection: The SMART VENT® door is latched closed until flood water enters. Entering flood water lifts the patented internal floats which unlatches and rotates the door open. This allows the flood water to automatically enter and exit through the frame opening, relieving the pressure from your foundation walls.

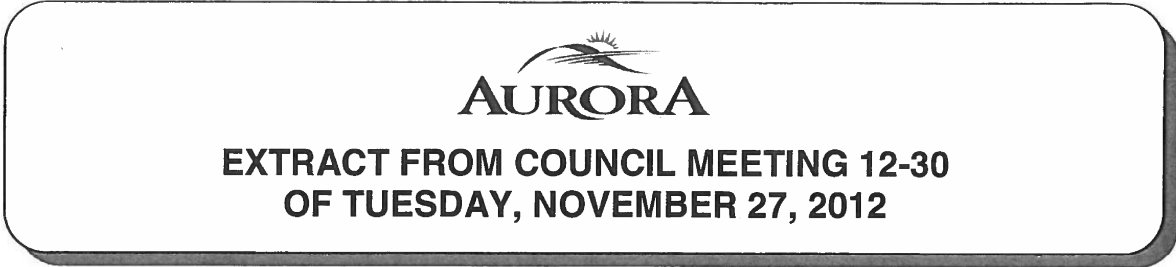
Ventilation: A bimetal coil (like a thermostat, no electricity is needed) automatically opens and closes the ventilation louvers as temperature changes. They will be closed when it is freezing outside and open when it is warm outside to provide natural ventilation.

Important note: SMART VENT® does not rely on the louvers to let floodwater in and out. Regardless of the louvers' position, opened or closed, when floodwater flows into the door, the internal floats release the door to rotate open to relieve the hydrostatic pressure. The louvers and pest screen are rotated out of the path of the floodwater. The temperature-controlled louvers are for ventilation purposes only.



How does one SMART VENT® provide so much coverage?

You may have heard that FEMA requires that flood openings provide one square inch of opening per one square foot of enclosed area, referring to dimensions of the opening in proportion to the space to be vented. This is only partially correct. FEMA's regulations and guidelines do state that a non-engineered flood vent solution must (among other requirements) provide one square inch of opening per square foot of enclosed area to be vented. However, all SMART VENT® products are ICC-ES certified engineered openings. They have been designed, engineered, tested, rated, and certified to provide flood relief so efficiently that only one unit is needed for 200 square feet of enclosed area. It would be our pleasure to contact your code official, surveyor, or insurance agent if they require more information.



IX CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. General Committee Meeting Report of November 20, 2012
- (3) PR12-038 – Feasibility Study for Aurora Community Tennis Club (ACTC) Fleury Park Proposal

Moved by Councillor Humfryes

Seconded by Councillor Pirri

THAT staff work with the Aurora Community Tennis Club to explore alternate locations for an all season multi-purpose tennis facility in the Town, as soon as possible.

CARRIED

EXTRACT/CORRESPONDENCE ROUTING INFORMATION								
External Correspondence was sent by Council Secretariat:				YES		NO	X	
External Correspondence to be sent by:								
ACTION DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation X	Planning & Development
ACTION STAFF: (If other than above)								
INFO DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation	Planning & Development
INFO STAFF: (If other than above)								



Attachment #3

**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PR13-028**

SUBJECT: *Expression of Interest for an Indoor Tennis Facility*
FROM: *Allan D. Downey, Director of Parks and Recreation Services*
DATE: June 4, 2013

RECOMMENDATIONS

THAT report PR13-028 be received; and

THAT Council endorse the design, build, operation and finance of all season, multi-purpose tennis facility at Stewart Burnett Park; and

THAT staff be directed to issue an Expression of Interest and report back to Council.

PURPOSE OF THE REPORT

To receive direction from Council on the provision of an all season multi-purpose tennis facility.

BACKGROUND

Representatives of the Aurora Community Tennis Club (ACTC) made a presentation to Council on June 26, 2012 regarding the construction of a multi-purpose tennis facility in Fleury Park. As a result of this presentation, staff were directed to prepare a feasibility study on this proposal, as follows:

IV PRESENTATIONS

- (b) Brent MacKinnon, President, Aurora Community Tennis Club Board of Directors
Re: Proposed Multi-Use, All Weather, Public Project at Fleury Park**

Mr. MacKinnon presented Council with a model of the proposed multi-use, all weather, public project at Fluery Park. He advised that initially they anticipated a private/public option, however, with the upcoming Town of Aurora sesquicentennial, it was proposed as a public project. Mr. MacKinnon noted that,

June 4, 2013

- 2 -

Report No. PR13-028

through a public survey, needs were identified and the project fits with the Master Plan and meets many potential user needs throughout the seasons. He requested Council's consideration for staff to do a feasibility study with the Town as a participant in the project.

Moved by Councillor Gallo

Seconded by Councillor Pirri

THAT the Aurora Community Tennis Club presentation be received and referred to staff for a feasibility study in consultation with the Aurora Community Tennis Club.

Staff presented report PR12-038 on November 20, 2012. At that meeting, staff received direction to explore alternate locations for an all season multi-purpose tennis facility in Aurora as soon as possible.

COMMENTS

In response to this direction, staff have investigated suitable alternative locations for this facility. Consideration was given to available parking, other park amenities, distribution of tennis courts within the community, servicing, park acreage and compatibility with other facilities.

The Town has a limited number of community parks that could accommodate this facility, without consideration of purchasing lands to address this need.

With consideration of all these factors, Stewart Burnett Park best accommodates the facility. It can be located adjacent to the ball diamond in an area that would normally be susceptible to foul balls and not recommended for uncovered amenities. The park is fully serviced, parking is available immediately adjacent to the facility and services a part of the community that is lacking tennis courts.

Staff recommend that we proceed with the issuance of an Expression of Interest to providers of all-weather tennis facilities based on the following criteria. The Proponent would be required to:

1. Pay all capital cost for the design, supply and construction of six tennis courts, change rooms, dome, lighting and any other ancillary facilities.
2. Obtain all permits and approvals.
3. Pay all taxes and charges and utilities and any and all operational costs.
4. Provide opportunity for public access and community programs.

June 4, 2013

- 3 -

Report No. PR13-028

5. Enter into an agreement with the ACTC.
6. Provide a schedule of rate charges and a method of any changes.

Staff would receive the Expression of Interest and provide a report to Council to receive further direction.

LINK TO STRATEGIC PLAN

The Expression of Interest for an Indoor Tennis Facility supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may recommend additional criteria be provided in the Expression of Interest.
2. Council may recommend not proceeding with an Expression of Interest.
3. Further Options as required.

FINANCIAL IMPLICATIONS

None at this time. Detailed financial implication to be provided prior to any commitments.

CONCLUSIONS

The provision of an all-weather multi-purpose facility is desired by Council and staff have evaluated our present inventory of parkland and recommend that Stewart Burnett Park be the preferred site for this facility.

PREVIOUS REPORTS

PR12-038 – Feasibility Study for Aurora Community Tennis Club Fleury Park Proposal November 20, 2012

June 4, 2013

- 4 -

Report No. PR13-028

ATTACHMENTS

Attachment #1 – Detailed drawing of proposed location of Tennis Dome and turf field at Stewart Burnett Park

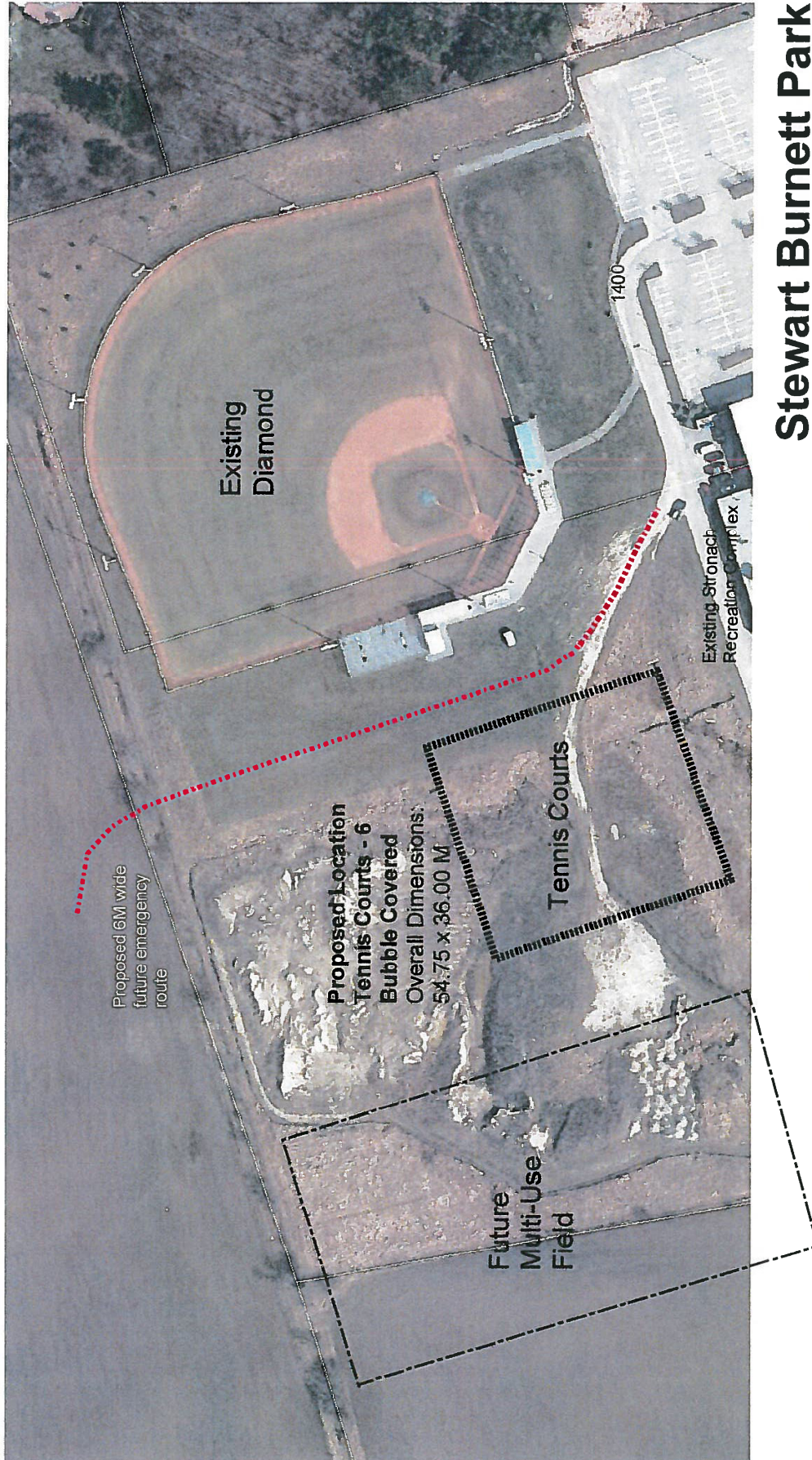
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Wednesday, May 22, 2013.

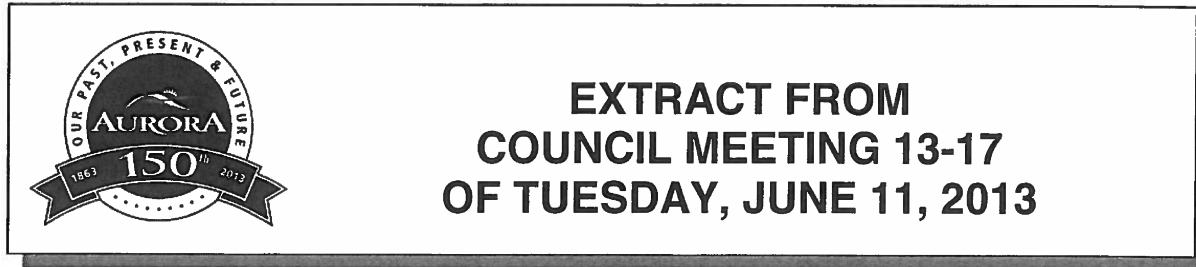
Prepared by: Allan D. Downey, Director of Parks and Recreation- Ext.4752

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

*Neil Garbe
Chief Administrative Officer*



Stewart Burnett Park
Tennis Court Location - CONCEPT PLAN
SCALE: 1:1000, May 2013



IX CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. General Committee Meeting Report of June 4, 2013**
- (11) PR13-028 – Expression of Interest for an Indoor Tennis Facility**

**Main Motion as Amended
Moved by Councillor Gallo**

Seconded by Councillor Ballard

THAT report PR13-028 be received; and

THAT Council endorse *a third party* design, build, operation and finance of an all- season, multi-purpose tennis facility at Stewart Burnett Park; and

THAT staff be directed to issue an Expression of Interest and report back to Council.

CARRIED

EXTRACT/CORRESPONDENCE ROUTING INFORMATION								
External Correspondence was sent by Council Secretariat:			YES			NO	X	
External Correspondence to be sent by:								
ACTION DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation X	Planning & Development
ACTION STAFF: (If other than above)								
INFO DEPT: (To Director & Assistant)	CAO	Building & By-law	Corporate & Financial X	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation	Planning & Development
INFO STAFF: (If other than above)	Pending List, K. Bishop							



Attachment #4

**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PR13-043**

SUBJECT: *Results of the Expression of Interest for an All Season, Multi-Use Tennis Facility*

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

DATE: *September 3, 2013*

RECOMMENDATIONS

THAT report PR13-043 be received; and

THAT Council direct staff to develop a Terms of reference for a Request for Proposal (RFP); and

THAT the RFP be forwarded to the proponents who submitted an Expression of Interest (EOI); and

THAT staff report back to Council with the evaluated results.

PURPOSE OF THE REPORT

To receive Council approval to move forward to the next step on the provision of an all-season, multi-use tennis facility.

BACKGROUND

Staff presented report PR13-028 to General Committee on June 4, 2013 and received the following direction from Council on June 11, 2013:

THAT report PR13-028 be received; and

THAT Council endorse *a third party* design, build, operation and finance of an all- season, multi-purpose tennis facility at Stewart Burnett Park; and

THAT staff be directed to issue an Expression of Interest and report back to Council.

September 3, 2013

- 2 -

Report No. PR13-043

COMMENTS

In response to Council direction, staff prepared an EOI and released it on July 16, 2013. The EOI was widely publicized and 49 companies picked up the document; however, only three were received at closing on August 6, 2013. The three submissions are from:

1. 849400 Ontario Inc. (Terry Redvers)
2. Sportstar
3. Aurora Community Tennis Club (ACTC)

Staff recommend that a Terms of Reference for an RFP be developed and provided to the three proponents for the provision of an all-season, multi-use tennis facility in Stewart Burnett Park.

LINK TO STRATEGIC PLAN

The results of the Expression of Interest for an Indoor Tennis Facility supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may decide not to proceed to an RFP.
2. Further Options as required.

FINANCIAL IMPLICATIONS

None at this time. We are not anticipating any costs as part of the RFP process.

CONCLUSIONS

The three companies that submitted an EOI have the capability to fulfill the requirements of an RFP. Staff recommend proceeding.

September 3, 2013

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Report No. PR13-043

PREVIOUS REPORTS

PR12-028 June 4, 2013 Expression of Interest for an Indoor Tennis Facility

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Wednesday, August 21, 2013.

Prepared by: Allan D. Downey, Director of Parks & Recreation Services- Ext. 4752

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

*Neil Garbe
Chief Administrative Officer*



**EXTRACT FROM
GENERAL COMMITTEE MEETING 13-20
OF TUESDAY, SEPTEMBER 3, 2013 AND
ADOPTED AT COUNCIL MEETING 13-23
OF TUESDAY, SEPTEMBER 10, 2013**

IV ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 6, 11, 12 and Section VI – Item 1 were identified as items not requiring separate discussion.

General Committee recommends:

THAT the following recommendations respecting the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to the General Committee and staff be authorized to take all necessary action required to give effect to same:

11. PR13-043 – Results of the Expression of Interest for an All Season, Multi-Use Tennis Facility

THAT report PR13-043 be received; and

THAT Council direct staff to develop a Terms of Reference for a Request for Proposal (RFP); and

THAT the RFP be forwarded to the proponents who submitted an Expression of Interest (EOI); and

THAT staff report back to Council with the evaluated results.

CARRIED

EXTRACT/CORRESPONDENCE ROUTING INFORMATION								
External Correspondence was sent by Council Secretariat:				YES		NO	X	
External Correspondence to be sent by:								
ACTION DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative	Infrastructure & Environmental	Legal	Parks & Recreation X	Planning & Development
ACTION STAFF: (If other than above)								
INFO. DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Customer & Legislative X	Infrastructure & Environmental	Legal	Parks & Recreation	Planning & Development
INFO. STAFF: (If other than above)	K. Bishop, Pending List							

Attachment 5



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PR14-016**

SUBJECT: *RFP Results for an All-Season, Multi-Use Tennis Facility*
FROM: *Allan D. Downey, Director of Parks & Recreation Services*
DATE: *April 1, 2014*

RECOMMENDATIONS

THAT Council receive Report No. PR14-016; and

THAT Council recommend that the RFP for an indoor tennis facility be awarded to 849400 Ontario Inc. O/A Canada Winter Tennis; and

THAT staff be directed to prepare an agreement with 849400 Ontario Inc. for the provision of an indoor tennis facility; and

THAT the agreement be presented to Council for approval.

PURPOSE OF THE REPORT

To obtain Council approval to award and proceed with an agreement to provide an indoor tennis facility at Stewart Burnett Park.

BACKGROUND

Council at their meeting of June 11, 2013 meeting endorsed a third party design, build, operation and finance of an all-season, multipurpose tennis facility at Stewart Burnett Park and directed staff to issue an Expression of Interest.

Staff reported back to Council on the results of the Expression of Interest on September 3, 2013 and Council on September 10, 2013, approved the following recommendation:

THAT report PR13-043 be received; and

THAT Council direct staff to develop a Terms of Reference for a Request for Proposal (RFP); and

THAT the RFP be forwarded to the proponents who submitted an Expression of Interest (EOI); and

April 1, 2014

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Report No. PR14-016

THAT staff report back to Council with the evaluated results.

COMMENTS

Following that direction, staff from the Parks and Recreation Services Department, the Solicitor's Office and the Purchasing Department prepared RFP PRS2013-89. The RFP was released on December 2, 2013 and closed on January 16, 2014 having received three (3) submissions from the following proponents:

1. Total Tennis Club of Aurora
2. Sportstar Capital Inc.
3. 849400 Ontario Inc. O/A Canada Winter Tennis

The following is an extract from the RFP identifying the Scope of Work requested:

3.0 SCOPE

3.1 General

- (a) The Town is soliciting Proposals from qualified Proponents for the supply and installation of the Tennis Facility at Stewart Burnett Park and the operation/finance of the Tennis Facility. The Town's objective is to engage the services of a third-party to service a part of the community that is lacking in tennis courts, and provide the Tennis Facility for the use of the community, without cost to the Town. The Town will be providing the land for the facility, at Stewart Burnett Park, through a lease agreement with the Contractor.
- (b) Proponents must identify the suitable site at Stewart Burnett Park that could contain the Tennis Facility and other ancillary facilities as determined by the Proponent. The Town requires that six (6) tennis courts be constructed as part of the Work. It is the responsibility of the Proponent to visit the site as they deem necessary. For reference purposes, a map of the proposed site at Stewart Burnett Park is attached hereto as Schedule "C".
The Town reserves the final right to determine whether the proposed location of the Tennis Facility at Stewart Burnett Park is a suitable location for the Town.
- (c) The constructed Tennis Facility at Stewart Burnett Park (and any other ancillary features that are constructed), shall become the sole property of the Town upon termination or expiry of any operational agreement. The Proponent may remove its business fixtures and equipment given that the Proponent immediately repair any damages caused by such removal.
- (d) The Town retains all rights and ownership of naming rights and advertising.
- (e) Proposals must specify one or more term options (i.e., number of years) of the agreement between the Proponent and the Town for the operation of the Tennis Facility by the Proponent (e.g., initial term of five years with one optional five year term, initial term of ten years with two additional five years optional extensions, or some other term set out by the Proponent). Optional extensions are subject to

April 1, 2014

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Report No. PR14-016

satisfactory performance of the selected Proponent.

3.2 Proponent

Responsibilities of the successful Proponent shall include:

- (a) Construction, installation, and maintenance of the Tennis Facility at Stewart Burnett Park and the operation/finance of the Tennis Facility;
- (b) Construction of a clubhouse (including washroom and change room facilities), if desired;
- (c) Fully operating the Tennis Facility year-round;
- (d) Be responsible for any capital improvements and ongoing operating and capital costs for the Tennis Facility (including the tennis dome, six (6) tennis courts, and any clubhouse amenities, including washrooms and/or change room facilities, if applicable);
- (e) Obtain and pay for, where applicable, all necessary Town approvals and permits including but not limited to, planning approvals and building permits, and all required Town Department fees at the Proponent's cost;
- (f) Providing an opportunity for public access and community programs for the Tennis Facility;
- (g) Executing subsequent agreements (with, and to the satisfaction of, the Town), as required for the design, construction, and operation of the Tennis Facility, and for the lease of the Town's property for the Tennis Facility;
- (h) Paying rent and/or fees to the Town for the use of the land for the Tennis Facility and as part of revenues to the Town under the operational agreement;
- (i) Improvement of existing service levels for tennis courts in the Town;
- (j) Maintaining the Tennis Facility at its own cost, to the Town's satisfaction;
- (k) Keep the Tennis Facility open for business at a time that is satisfactory to the Town;
- (l) Providing a fully accessible Tennis Facility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005;
- (m) Provide adult supervision during all hours of operation;
- (n) Deposit all garbage in containers provided by the Town;
- (o) Provide and maintain, in a location approved by the Town, a waste disposal bin of a type approved by the Town and shall deposit all garbage generated therein by the use of the Tennis Facility, and be responsible for any costs associated with the removal of garbage;
- (p) Maintain a listed telephone service at the Tennis Facility;
- (q) Provide the Town with the list of proposed fees and tennis court rental charges at least ninety (90) days prior to the commencement of each season for approval, which approval may be withheld if, in the opinion of the Town, said proposed fees and rentals are greater than those prevailing for a similar facility within the Region of York or are otherwise not justifiable;
- (r) Make the Tennis Facility available to any resident of the Town who is prepared to pay the rates and/or fees;
- (s) Pay for all utility and operational costs of the Tennis Facility, such as electricity, gas, water and sewer charges, whether billed directly to the Contractor or the

April 1, 2014

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Report No. PR14-016

- Town;
- (t) Comply with the Municipal Alcohol Policy as approved by the Council of the Town prior to obtaining a liquor license under the laws of the Province of Ontario, and subsequent to the Contractor obtaining a liquor license, comply with the terms and conditions of that license and the applicable law in respect of the license;
 - (u) Comply with all federal, provincial and municipal laws, rules, regulations and by-laws, and the orders and directors of the Regional Municipality of York Police Department or any other department having jurisdiction over such an operation; and
 - (v) Pay, when due, any taxes (if any) with respect to the operation of the Tennis Facility and the lands on which they are situated.

The submissions were evaluated using pre-determined criteria and scoring matrix as identified in the RFP. The criteria were:

1. Overall Business/Operator Plan	40%
2. Financial Aspects of the Facility	30%
3. Community Stewardship and Added Benefits/Incentives	15%
4. Company Profile and References	15%

The evaluation team consisted of:

Allan D. Downey, Director of Parks and Recreation Services
Melodie McKay, Manager, Recreation
Jim Tree, Manager, Parks

And assisted by the Purchasing Department staff. Evaluation took place on February 18, 2014 and yielded the following results:

1. 849400 Ontario Inc. O/A Canada Winter Tennis	77.7%
2. Total Tennis Club	59.3%
3. Sportstar Capital	55.5%

Canada Winter Tennis is operated by Terry Redvers, a well-known and respected operator of indoor facilities in Richmond Hill, Newmarket, Bradford, Barrie and Aurora, as well as being a tennis professional.

The submission from Canada Winter Tennis addresses all of the RFP requirements as they will be fully responsible for a design, construction, operation and financing costs related to the facility as well as providing a guaranteed annual lease payment to the Town during the operation of facility.

General overview of each submission:

April 1, 2014

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Report No. PR14-016

1. Canada Winter Tennis

The proponent is proposing a 6-court air supported Dome with a request for an initial 20-year lease and a 15-year renewal. The proponent has identified partnership program opportunities with the Town to maintain our existing programs. The proponent is financing the entire project and has indicated a lease payment in the amount of \$9,000.00/year with an annual inflation rate of 3%.

2. Total Tennis Club

The proponent is proposing a 6-court air supported Dome with a request for an initial term 20-year term and two 10-year renewals. The proponent has identified a number of programs; however, limited partnership opportunities with the Town. The proponent is financing the entire project and has indicated a lease payment amount of \$1.00/year for the initial term.

3. Sportstar Capital

The proponent is proposing a rigid structure facility containing 6 tennis courts, indoor soccer, running track, change rooms/clubhouse and ancillary features with a request for a 25-year lease. The proponent has not identified any partnership opportunities with the Town; however, introduced a number of programs for Town review.

The proponent has indicated a construction cost of approximately \$16,000,000.00 with the Town as the guarantor to the lending body, and the waiving of development charges.

No lease payment has been identified.

LINK TO STRATEGIC PLAN

The RFP for an Indoor Tennis Facility supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may decide not to proceed with the proposal.
2. Council may decide to select another proponent and direct staff to prepare an agreement with that proponent.
3. Further Options as required.

April 1, 2014

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Report No. PR14-016

FINANCIAL IMPLICATIONS

Canada Winter Tennis has identified an annual payment of \$9,000.00 plus a 3% yearly inflation for the term of 20 years, resulting in a total payment of \$241,833.00. In addition, all construction, operating and taxes shall be paid by proponent to the Town all fees and charges to be paid.

CONCLUSIONS

The RFP yielded three unique proposals and allows for an opportunity to provide indoor winter tennis to service the needs of our growing community.

PREVIOUS REPORTS

PR12-038 – Feasibility Study for Aurora Community Tennis Club Fleury Park Proposal
November 20, 2012

PR13-028 June 4, 2013 Expression of Interest for an Indoor Tennis Facility

ATTACHMENTS

None.

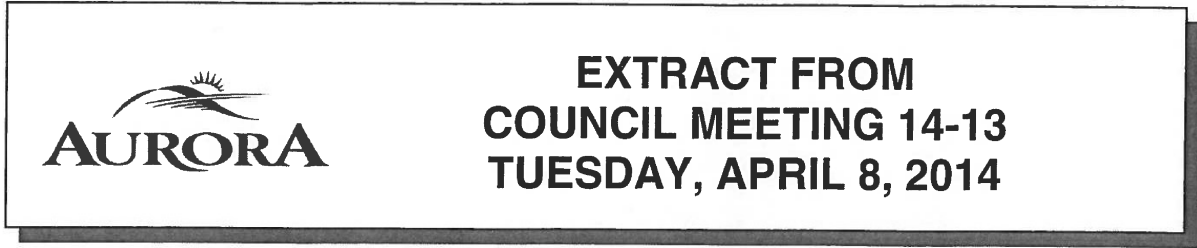
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, March 20, 2014.

Prepared by: Allan D. Downey, Director of Parks & Recreation Services - Ext. 4752

Allan D. Downey
Director of Parks & Recreation Services

Neil Garbe
Chief Administrative Officer



9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. General Committee Meeting Report of April 1, 2014
- (5) PR14-016 – RFP Results for an All-Season, Multi-Use Tennis Facility

Moved by Councillor Gallo

Seconded by Councillor Gaertner

THAT this item be referred to staff for a report to General Committee on options regarding a non-air-supported, all-season, multi-use tennis facility at Stewart Burnett Park.

On a recorded vote the motion CARRIED.

YEAS: 5

NAYS: 4

VOTING YEAS: Councillors Abel, Ballard, Gaertner, Gallo, and Humfries

VOTING NAYS: Councillors Buck, Pirri, Thompson, and Mayor Dawe

EXTRACT/CORRESPONDENCE ROUTING INFORMATION							
External Correspondence was sent by Council Secretariat:	YES				NO	X	
External Correspondence to be sent by:							
ACTION DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative	Parks & Recreation X	Planning & Development
ACTION STAFF: (If other than above)							
INFO. DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative X	Parks & Recreation	Planning & Development
INFO STAFF: (If other than above)	A. Ruberto						



Attachment 6

TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PR14-042**

SUBJECT: *Indoor Tennis Facility – Rigid Structure*

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

DATE: *September 16, 2014*

RECOMMENDATIONS

THAT Report No. PR14-042 be received; and

THAT Council direct staff to engage a design consultant; and

THAT Council approve \$200,000.00 for the initial phase of the consultation process; and

THAT funding be provided from the Development Charges Reserve and the Parks and Recreation Master Plan Reserve.

PURPOSE OF THE REPORT

To obtain Council approval to initiate the engagement of a consultant for the initial phase for the provision of a rigid, all-season tennis facility.

BACKGROUND

Council at their meeting of June 11, 2013 meeting endorsed a third party design, build, operation and finance of an all-season, multipurpose tennis facility at Steward Burnett Park and directed staff to issue an Expression of Interest.

Staff reported back to Council on the results of the Expression of Interest on September 3, 2013 and Council on September 10, 2013, approved the following recommendation:

THAT report PR13-043 be received; and

THAT Council direct staff to develop a Terms of Reference for a Request for Proposal (RFP); and

THAT the RFP be forwarded to the proponents who submitted an Expression of Interest (EOI); and

September 16, 2014

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Report No. PR14-042

THAT staff report back to Council with the evaluated results.

Following that direction, staff from the Parks and Recreation Services Department, the Solicitor's Office and the Purchasing Department prepared RFP PRS2013-89. The RFP was released on December 2, 2013 and closed on January 16, 2014 having received three (3) submissions from the following proponents:

1. Total Tennis Club of Aurora
2. Sportstar Capital Inc.
3. 849400 Ontario Inc. O/A Canada Winter Tennis

Council at their meeting of April 8, 2014, approved the following recommendation:

THAT this item be referred to staff for a report to General Committee on options regarding a non-air-supported, all-season, multi-use tennis facility at Stewart Burnett Park.

COMMENTS

Council has requested staff to present options for a non-air-supported, multi-use tennis facility.

Staff recommend that a design consultant be engaged to determine what exactly this facility will be comprised of. There are several facility providers on the market offering a wide range of alternative designs. In the absence of sole sourcing a provider, Council will be required to identify the required elements of this facility and any ancillary components. The design consultant can then research appropriate providers and solicit community input to ensure that all requests are addressed.

The consultant will present options and cost estimates to Council on the initial phase. Council will be requested to approve a preferred design option and recommend an option for the construction and operation of the approved facility.

These options are as follows:

1. Design-Build Competition

This option would require Council to approve a set of minimum standards for the design and construction of the facility such as a number of courts, types of surfaces, amenities, special features, etc. Council would also be required to state what amount of capital and/or lease funding would be available to the project.

September 16, 2014

- 3 -

Report No. PR14-042

2. Traditional Construction Method–Design by Town and Public Tender for Construction

This option follows the normal construction process for the provision of facilities within the Town. Council would engage an architect, the design would be developed with input from the community and staff. The design would be approved, cost estimate provided, budget allocated, then a public tender would be released and ultimately awarded for construction.

3. Duplicate Design / Public Tender

This option was approved for the design of the Wellington Street Fire Hall.

Many facilities were toured to determine what best addressed needs of the Fire Department and the Town entered into an agreement with design architect and slightly modified the design to fit our site.

4. Expression of Interest for both Construction and Operation

This option would require Council to establish minimum standards for the facility (similar to Option 1); however, the proponents would be submitting an expression for not only construction but the ongoing operation of the facility.

Council would be required to select what submission would best address the needs of the community and the financial implications associated with each submission.

Operational Options are as follows:

i. Municipal Operation

This option would require the hiring of additional staff and submission of a yearly operating and capital budget, similar to the operation of our rinks and parks.

ii. Contract Operation

Council would be required to establish a service standard for the facility, then publicly tender for an operator of the facility. Yearly budget allocations would be required to support this contract, depending on the service level established.

Staff have investigated the ability of the proposed facility to serve a multi-use purpose. This creates a difficult design and operational issue with the ongoing removal of nets and posts and netting to accommodate alternative uses to tennis. The surface is also of concern in its ability to provide quality tennis as well as large public gatherings.

The all-season aspect of the facility will require clarification on the level of exposure required.

September 16, 2014

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Report No. PR14-042

Council has been presented with images of roll-up doors and sky lights. If this is envisioned that it would require unique design components not found in other indoor tennis facilities.

Another consideration that may arise is the future use of McMahon Park for the Aurora Community Tennis Club (ACTC). With the provision of this new facility, are there considerations of moving the club to this new facility and converting the McMahon tennis courts to public access only.

LINK TO STRATEGIC PLAN

An indoor tennis facility supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by developing a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. That Council approve a design consultant.
2. That Council refer this matter to the 2015 Budget.
3. Further Options as Required.

FINANCIAL IMPLICATIONS

The financial impact of the facility will be dependent on the option Council wishes to pursue. Staff can prepare a more detailed analysis of costs related to construction and operation once a preferred process and design elements are established.

Staff recommend that 90% of the requested funding be provided from the Development Charges Reserve and the remaining 10% from the Parks and Recreation Master Plan Reserve.

CONCLUSIONS

The provision of winter tennis in the Town be an ongoing discussion for the past two years. With the impending closure of Timberlane Athletic Club, this has elevated the level of interest in the proposal for a facility in Stewart Burnett Park.

September 16, 2014

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Report No. PR14-042

Staff are recommending the engagement of a consultant to address the initial phase of this venture.

PREVIOUS REPORTS

PR12-038 – Feasibility Study for Aurora Community Tennis Club Fleury Park Proposal
November 20, 2012

PR13-028 June 4, 2013 Expression of Interest for an Indoor Tennis Facility

PR14-016 April 8, 2014 RFP Results for an All-Season, Multi-Use Tennis Facility

ATTACHMENTS

None.

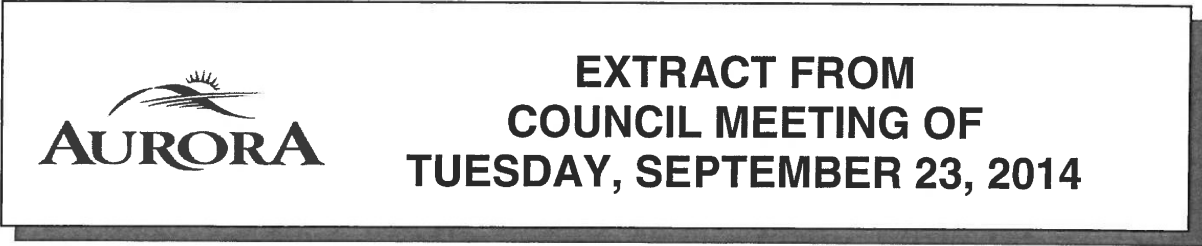
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, September 4, 2014.

Prepared by: Allan D. Downey, Director, Parks and Recreation Services- Ext. 4752

*Allan D. Downey
Director, Parks & Recreation Services*

*Neil Garbe
Chief Administrative Officer*



9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. General Committee Meeting Report of September 16, 2014**
- (14) PR14-042 – Indoor Tennis Facility – Rigid Structure**

Main motion

Moved by Councillor Gallo

Seconded by Councillor Constable

THAT report PR14-042 be received for information.

CARRIED.

EXTRACT/CORRESPONDENCE ROUTING INFORMATION							
External Correspondence was sent by Council Secretariat:				YES		NO	X
External Correspondence to be sent by:							
ACTION DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative	Parks & Recreation	Planning & Development
ACTION STAFF: (If other than above)							
INFO. DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative	Parks & Recreation X	Planning & Development
INFO STAFF: (If other than above)							

Attachment 7



NOTICE OF MOTION	Mayor Geoffrey Dawe
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Date: December 8, 2015
To: Members of Council
From: Mayor Dawe
Re: Provision of an Indoor Tennis Facility at Stewart Burnett Park

WHEREAS Council Members and staff have heard from various parties and residents regarding the upcoming closing of Timberlane Athletic Club, and the continued desire for a year-round, indoor tennis facility to serve the community; and


WHEREAS in December 2013, the Town issued a request for proposals (RFP) for the design, build, operation, and financing of an all-season, multi-purpose tennis facility at Stewart Burnett Park, adjacent to the Stronach Aurora Recreation Complex; and

WHEREAS the results of the RFP were reported to Council in April 2014 and Council referred the matter back to staff for a report on options regarding a non-air supported (i.e., rigid structure), all-season, multi-purpose tennis facility; and

WHEREAS the requested staff report presented to Council in September 2014 was received by Council for information; and

WHEREAS consideration of providing an indoor tennis facility to serve the community has remained in abeyance for more than a year, with an RFP process that began more than two years ago, and any further consideration of this matter requires that Council receive a more detailed report from staff;

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to bring forward a report to the next General Committee meeting that provides further information on the provision of an indoor tennis facility to serve the community, including the history and previous directions from Council, together with advice on what Council needs to do to move this matter forward.



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, DECEMBER 8, 2015**

10. NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(ii) Motions for Which Notice Has Been Given

(c) Mayor Dawe

Re: Provision of an Indoor Tennis Facility at Stewart Burnett Park

**Moved by Mayor Dawe
Seconded by Councillor Mrakas**

WHEREAS Council Members and staff have heard from various parties and residents regarding the upcoming closing of Timberlane Athletic Club, and the continued desire for a year-round, indoor tennis facility to serve the community; and

WHEREAS in December 2013, the Town issued a request for proposals (RFP) for the design, build, operation, and financing of an all-season, multi-purpose tennis facility at Stewart Burnett Park, adjacent to the Stronach Aurora Recreation Complex; and

WHEREAS the results of the RFP were reported to Council in April 2014 and Council referred the matter back to staff for a report on options regarding a non-air supported (i.e., rigid structure), all-season, multi-purpose tennis facility; and

WHEREAS the requested staff report presented to Council in September 2014 was received by Council for information; and

WHEREAS consideration of providing an indoor tennis facility to serve the community has remained in abeyance for more than a year, with an RFP process that began more than two years ago, and any further consideration of this matter requires that Council receive a more detailed report from staff;

EXTRACT/CORRESPONDENCE ROUTING INFORMATION								
External Correspondence was sent by Council Secretariat:			YES		NO	X		
External Correspondence to be sent by:								
ACTION DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative	Parks & Recreation X	Planning & Development	
ACTION STAFF: (If other than above)								
INFO. DEPT.: (To Director and Assistant)	CAO	Building & By-law	Corporate & Financial	Infrastructure & Environmental	Legal & Legislative X	Parks & Recreation	Planning & Development	
INFO STAFF: (If other than above)	A. Ruberto, Pending List							

**General Committee Meeting Agenda
Tuesday, February 2, 2016**

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Council Extract – December 8, 2015

Page 2 of 2

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to bring forward a report to the next General Committee meeting that provides further information on the provision of an indoor tennis facility to serve the community, including the history and previous directions from Council, together with advice on what Council needs to do to move this matter forward.

CARRIED



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. PRS16-007

SUBJECT: *Injury or Destruction of Trees on Private Property By-law*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-007 be received; and

THAT the final Injury or Destruction of Trees on Private Property By-law not include provisions pertaining to golf courses that similar to those in the City of Markham's Tree Permit By-law for the reasons set out in this report; and

THAT Council provide direction on the inclusion of one of the three (3) options pertaining to trees on golf courses provided within the Alternatives to Recommendation section of this report as Alternatives 1, 2 and 3; and

THAT staff be directed to finalize the Injury or Destruction of Trees on Private Property By-law and commence a public notification and awareness process on the various aspects of the revised by-law, following which the by-law will be presented for enactment at the Council meeting on May 11, 2016

PURPOSE OF THE REPORT

To provide Council with the revised *Injury or Destruction of Trees on Private Property By-law*.

BACKGROUND

The following Council resolution from the December 8, 2015 Council meeting forms the background for this report;

THAT the memorandum regarding Tree Protection By-law be received; and

THAT staff be directed to prepare and report back, ***at the first General Committee meeting of February 2016***, on a revised Draft Tree Protection By-law, substantially in the form as attached to Report No. PR14-004, with the following changes:

February 2, 2016

- 2 -

Report No. PRS16-007

- 1) Rules pertaining to trees on golf courses be similar to section 4.2 of the City of Markham By-law No. 2008-96, "Tree Preservation By-law"; and
- 2) Permit owners of larger properties (0.25 ha or greater) to remove 2 (two) trees per 0.25 ha in a twelve (12) month period.

CARRIED AS AMENDED

Pursuant to this Council direction, staff has inserted the applicable revisions into the revised draft *Injury or Destruction of Trees on Private Property By-law*.

COMMENTS

The revisions to Section 6.1 of the Town of Aurora draft *Injury or Destruction of Trees on Private Property By-law* pertaining to golf course properties now reflects the City of Markham's *Tree Preservation By-law* as follows:

Where the owner operates a golf course ,the owner may file an application for a permit for approval of a Tree management Plan and in support of a Permit Application shall submit a Tree management Plan prepared by a Qualified tree Expert in accordance with good arboriculture practice , which at a mininum shall itemize the exisitng number , species , location and conditon of all trees on the lands and the proposed management schedule related to prunning, maintnenance ,destrcuton and removal requirement for a period of years.

While this clause may appear to provide golf courses some latitude in their ability to manage their arboriculture needs and requirements in a more efficient and less restrictive manner, it should be noted that there are several potential situations and conflicts that could arise under the scenario of golf course tree management plans.

For example, properly executed and valid forestry management plans are typically comprehensive documents resulting from extensive field work and documentation that involves the completion of a tree inventory and individual assessments of single trees. In the case of a golf course property this could involve many hundreds or perhaps thousands of trees which may subject a golf course to significant time and expense.

Further it is not uncommon for a golf operation to remove trees for other purposes which do not require "good arboriculture practises". Tree removal may be necessary for good turf management whereby it is deemed necessary to remove vigorous healthy trees and, as such, this would be a direct conflict with section 6.1 of the draft by-law. It may also be very difficult for a golf operation to prepare a tree management plan for an unspecified "period of years" when there may be changes or management practices that require the removal of trees outside of any management plan. Further difficulties for the municipality in administrating the by-law may result with this unspecified life expectancy of a tree management plan.

February 2, 2016

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Report No. PRS16-007

In an effort to clarify this clause of the by-law and the manner in which it has been applied, staff contacted the staff member in the City of Markham who is responsible for the administration of the City's *Tree Protection By-law*.

It was determined through our discussions that notwithstanding the requirements of their *Tree Protection By-law*, the City of Markham has not required their golf course operators to submit tree management plans for review and approval prior to the City issuing tree removal permits.

The established practice has been for the golf club operation to apply for a tree removal permit, which is then reviewed by the City official who may attend the golf course to inspect the trees and, if satisfied with the proposed tree removal, will then issue a tree removal permit. The City of Markham staff person indicated that they may also require the golf operator to submit an arborists report depending on the circumstances.

The preceding City of Markham practise does not reflect the requirements as set out in their by-law or Section 6.1 of the Town of Aurora revised draft *Injury or Destruction of Trees on Private Property By-law* pertaining to golf courses.

Staff has contacted three of the five golf course operators in Aurora to advise that the *Injury or Destruction of Trees on Private Property By-law* would be tabled at this Council meeting and to confirm whether any of these operators had a tree management plan. We are able to confirm that none of these operators have a tree management plan at this time.

It should also be noted that in the event that any of the golf course operators decide not to complete a tree management plan, and without additional language in the proposed By-law, a golf course would be required to obtain a permit to remove trees in accordance with the revised SECTION 2.1(b) as follows:

More than two (2) trees per 0.25 hectares on properties greater than 0.25 hectares within a twelve (12) month period having a trunk diameter of more than twenty (20) centimeters DBH and less than 70 centimeters DBH.

Based on this clause, staff have determined through the latest aerial photography data base that the average size of each of the four golf course properties in Aurora is approximately 80 hectares. As such, a golf course would be permitted to remove 320 trees in a twelve-month period without obtaining a permit.

Given the intent of the *Injury or Destruction of Trees on Private Property By-law*, allowing the removal of 320 trees in a twelve-month period, without the issuance of a permit, may be considered excessive and as such, a further provision would need to be included in the by-law limiting the number of trees that can be removed to a more realistic number.

February 2, 2016

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Report No. PRS16-007

There is not an ideal provision in any municipal tree protection by-law that sets out a clear and succinct provision for a golf course business that captures all aspects of reasonable control over the removal of trees while affording the golf operation some latitude in the way they manage their arboriculture affairs.

The reality is that staff does not see the issue of tree cutting on golf courses as a significant problem or one that merits strict attention. Staff has conducted discussion with all golf operators on several occasions throughout the review of this by-law and they have continued to express their opposition to their business being governed by the tree by-law and further contend that trees are an integral part of the game of golf. Staff concur with their position and with one exception have no evidence to suggest that there has been significant tree removal on four out of the five golf courses currently operating in the Town of Aurora.

In the single case where there was significant tree removal, the Town did not have authority over the matter and in the event this were to be repeated the Town would continue to have no role in governing tree removal as tree removal on Regional woodlands is administered by the Region of York.

LINK TO STRATEGIC PLAN

The amended *Injury or Destruction of Trees on Private Property By-law* 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.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

- 1 As an alternative to including the City of Markham clause pertaining to golf course businesses, Council could revert back to the original proposed draft tree protection language requiring a permit to be obtained by a golf course prior to removing more than ten (10) trees in a twelve month period.
- 2 In this alternative Golf Course operators would be required to apply for a tree removal permit for the removal of a single tree. Upon receipt of a Permit Application and at the discretion of the Director, the golf course may be required to submit an arborist report or other acceptable documentation. Staff would review the arborists report and rational including an inspection of the subject tree(s). A permit would be issued or denied at the discretion of the Director.
Under this scenario golf courses that apply for a Permit would be subject to a single

February 2, 2016

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Report No. PRS16-007

annual permit fee. This fee would enable the golf course to obtain a maximum of four (4) permits within a twelve month period at no additional cost. This would have the effect of capping the golf course permit expenses and allow them the flexibility to conduct their arboriculture requirements in a more efficient and less restrictive manner and provide the Town with a level of control over the removal of trees on golf courses.

- 3 Council could continue to permit golf courses to remain excluded from the By-law.
- 4 Further alternatives as required.

FINANCIAL IMPLICATIONS

As noted in all previous reports, there are a number of financial implications that may be realised with the passage of this more restrictive by-law as follows:

- Increased administration associated with issuing tree protection permits;
- Increased administration associated with preparing reports and materials for appeals to Council;
- Increased site visits, meetings and monitoring for compliance with permits that have been issued;
- Increased time spent on communicating with and educating residents and customers on the various aspects of the by-law.

Also, as previously indicated, it is difficult to forecast with any certainty the definitive impacts associated with administering the proposed By-law at the present time. Revised fees proposed in the by-law will be subject to approval in the annual *Fees and Charges By-law*.

CONCLUSIONS

That Council provide direction to staff regarding the draft *Injury or Destruction of Trees on Private Property By-law*.

PREVIOUS REPORTS

PR12-001 January 24, 2012 Approval of Tree Protection By-law
PR12-016 April 25, 2012 Public Meeting for Proposed Tree Protection By-law
PR13-046 October 1, 2013 Tree Protection By-law

February 2, 2016

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Report No. PRS16-007

ATTACHMENTS

Attachment #1 – Draft *Injury or Destruction of Trees on Private Property By-law* (only pages that have edits)

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – Thursday, January 21, 2016

Prepared by: Jim Tree, Parks Manager- Ext. 3222



Allan D. Downey
Director of Parks and Recreation Services



Douglas Nadorozny
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF AURORA

By-law Number XXXX-162

BEING A BY-LAW to prohibit and/or regulate the Injury or Destruction of Trees on Private Property in the Town of Aurora and to repeal By-law Number 4474-03.D.

WHEREAS subsection 135(1) of the *Act* provides that a local municipality may prohibit or regulate the destruction or injuring of trees;

AND WHEREAS trees provide real value in the ecological, social, economic and communal fabric of the community

AND WHEREAS trees are among the most important living organisms in their ability to absorb air pollutants, expel life giving oxygen and provide a host of other environmental goods and services

AND WHEREAS subsection 135(7) of the *Act* provides that a municipality may in a by-law require that a permit be obtained to injure or destroy trees and may impose conditions to a permit, including conditions relating to the manner in which destruction occurs and the qualifications of persons authorized to injure or destroy trees;

AND WHEREAS the Town has delegated jurisdiction over Woodlands to the Regional Municipality;

AND WHEREAS Council passed By-law Number 4474-03.D on October 28, 2003, with respect to authorizing the injury or destruction of trees;

AND WHEREAS the Town deems it necessary and expedient to replace By-law Number 4474-03.D with a new By-law and repeal By-law Number 4474-03.D in its entirety;

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

**SECTION 1
DEFINITIONS**

in order to prevent imminent danger, including Tree maintenance works necessary arising from natural events (e.g., ice storm, high winds, lightning, etc.) as well as Tree maintenance works associated with emergency drain, utility and building repairs;

- (l) "Golf Course" means an area of land laid out and operating as a golf course, and includes putting greens, driving ranges, and other areas that are ancillary to the golf course uses on the land;
- (m) "Hazardous" means destabilized or structurally compromised to an extent that it presents an imminent danger of causing property damage or injury to life;
- (n) "Heritage Tree(s)" means any Tree, including but not limited to, pairs of Trees, avenues or windrows of Trees, grove or arboreal remnant, or one (1) or more Trees that form part of a cultural heritage landscape that is on private property and is:
 - (i) ~~it~~ is located within a heritage conservation district as designated under Part V of the *OHA*;
 - (ii) it is designated under, or located on a property designated under, Part IV of the *OHA*;
 - (iii) it is designated by the Ontario Urban Forest Council;
 - (iv) it is listed on the Town's Register of Properties of Cultural Heritage Value or Interest.
- (o) "Heritage Permit" means a Heritage Permit issued by the Town as endorsed by Council after consultation with the Town's Heritage Advisory Committee;
- (p) "Injure and/or Injury" means to damage or attempt to Destroy a Tree by: (i) removing, cutting, girdling, or smothering of its roots; (ii) interfering with its water supply; (iii) setting fire to it; (iv) applying chemicals on, around, or near it; (v) compacting or re-grading within the drip line of it; (vi) damages caused by new development or construction related activities that are not evaluated as part of an approval under the *Planning Act*; (vii) storing any materials within the drip line; or (viii) any other means resulting from neglect, accident or design;
- (q) "Local Board" means a municipal service board, public library board, transportation commission, board of health, police services board, or any other board, commission, committee, body or local authority established or exercising any power under any legislation with respect to the affairs or purposes of the Town, but does not include a school board, a conservation authority, or a private cemetery corporation;

stock;

(hh) "York Region Forest Conservation By-law" means By-law No. TR-0004-2005-036, as amended, or successor thereto, as enacted by the Regional Municipality.

**SECTION 2
PERMIT REQUIRED**

2.1 Unless otherwise exempted by this By-law, no person shall permit or cause the Injury or Destruction of:

(a) ~~(a)~~ more than two (2) Trees on any one property less than 0.25 hectares in size within a twelve (12) month period having a trunk diameter of more than twenty (20) centimetres DBH and less than 70 centimeters DBH;

(b) more than two (2) Trees per 0.25 hectares on properties greater than 0.25 hectares within a twelve 12 month period having a trunk diameter of more than twenty (20) centimeters DBH and less than 70 centimeters DBH

(db) any Tree greater than seventy (70) centimeters

(ee) any Heritage Tree;

without first obtaining a Permit or Heritage Permit pursuant to this By-law.

2.2 Where a Permit or Heritage Permit has been issued under this By-law, no person shall permit or cause the Injury or Destruction of any Tree unless it is done in accordance with the conditions of the Permit or Heritage Permit and any other supporting documentation relevant to the issuance of the Permit or Heritage Permit.

**SECTION 3
PERMIT NOT REQUIRED**

3.1 Delegation to the Regional Municipality for Woodlands

The Regional Municipality shall have jurisdiction over the issuance of any type of permit allowing the Injury or Destruction of Trees on Woodlands.

3.2 Exemptions

Notwithstanding section 2 of this By-law, a Permit or Heritage Permit is not required for the Injury or Destruction of Trees:

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section 2 of the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, or successor thereto, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;

(n) undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*, R.S.O. 1990, c. A.8, as amended, or successor thereto;

(o) undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land that: (i) has not been designated under the *Aggregate Resources Act*, R.S.O. 1990, c. A.8, as amended or a predecessor of that Act; or (ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;

(p) on lands owned by the Town or lands within the Town owned by the Regional Municipality; or

(p)(q) on a golf course where an application for a permit for approval of a Tree Management Plan has been filed in accordance with clause 6.1 (g) of this by-law , and in the circumstances where such a Tree Management Plan has been approved by the Director and a permit for the Tree Management Plan has been issued , a permit for the injury or destruction of any tree within the plan area shall not be required

~~for the removal of not more than ten (10) Trees within a twelve (12) month period on a Golf Course, having a trunk diameter of more than twenty (20) centimetres DBH and less than 70 centimeters DBH;~~

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SECTION 4 **ADMINISTRATION**

4.1 Administration Authority Delegated to the Director

The Director is responsible for the administration of this By-law and is hereby delegated the authority to receive certificates from an Arborist, Applications, and any required fees. The Director is further authorized to issue, revoke, or refuse to issue Permits, including imposing conditions thereto, in accordance with this By-law.

- (a) the name, address and telephone number of the Owner;
- (b) the non-refundable Application fee;
- (c) the purpose for which the Permit is required;
- (d) an Arborist's Report at the discretion of the Director;
- (e) where the base of a Tree straddles a property line, the written consent to the Permit issuance from the affected adjacent property owner; and
- (f) where the Applicant is not the Owner, the written authorization of the Owner consenting to the Application.
- ~~(f)~~(g) Where the owner operates a golf course, the owner may file an application for a permit for approval of a Tree management Plan and in support of a Permit Application shall submit a Tree management Plan prepared by a Qualified tree Expert in accordance with good arboriculture practice, which at a minimum shall itemize the existing number, species, location and condition of all trees on the lands and the proposed management schedule related to pruning, maintenance, destruction and removal requirement for a period of years.

Notwithstanding subsection 6.1(b), should the Director determine that the Application is exempt from the requirement for a Permit or Heritage Permit in accordance with section 3 of this By-law, the prescribed costs shall be refunded to the Owner.

6.2 Offence – False or Misleading Information

No person shall submit false or misleading information in support of an Application. Together with any other penalties or fines that may be otherwise imposed, if such false or misleading information is found to have been submitted in support of an Application, such Application under consideration will be refused, and any Permit or Heritage Permit issued on the basis of such false or misleading information will be immediately rescinded.

6.3 Application Fee – Director Authorized to Waive

The Director is authorized to reduce or waive the Application fee at his or her sole discretion, giving consideration to the financial circumstances of the Applicant.

SECTION 7

which the subject Tree(s) is/are located has been submitted to the Town and has not received draft approval or provisional consent.

7.4 Permit Not Issued - Planning Application Not Approved

A Permit or Heritage Permit shall not be approved or issued where a rezoning application, an application for site plan approval, or an application to amend the official plan related to the lands on which the Tree(s) is/are located has been submitted to the Town and has not received final approval.

7.5 Permit Not Issued - Other

A Permit or Heritage Permit shall not be approved or issued where:

- (a) a Tree to be Injured or Destroyed is an endangered species as defined in the *Endangered Species Act, 2007*, S.O. 2007, c. 6, as amended, or the *Species at Risk Act*, S.C. 2002, c. 29, as amended;
- (b) approval would be in contravention of the *Migratory Birds Convention Act, 1994*, S.C. 1994, c. 22, as amended;
- (c) issuance of a Permit is under the jurisdiction of the Regional Municipality and/or required under the York Region Forest Conservation By-law; or
- (d) approval is inconsistent with an approved Tree Inventory and Preservation Plan.

7.6 Permit Approved Subject to Conditions

The issuance of a Permit or Heritage Permit may be subject to conditions imposed by the Director or Council, as the case may be, which may include any or all of the following requirements:

- (a) ~~submission~~Submission of a Vegetation Management Plan ("VMP") to the satisfaction of the Director. The VMP shall be prepared by a certified Landscape Architect and may require the retention of an Arborist, at the discretion of the Director or Council. The VMP shall include, but not be limited to, the following:
 - (i) ~~a~~A vegetation inventory & assessment: Identify all vegetation greater than 80mm DBH for individual Tree assessments and/or identify perimeter at canopy of woodland, groups or stands of vegetation; Identify trees & vegetation on adjacent property that may be impacted. Inventory shall include species, size and condition;
 - (ii) identification of all vegetation removals and identification of all protection measures for vegetation designated to be preserved; including an impact assessment to support vegetation removals and/or preservation measures;
 - (iii) provision of compliance monitoring and protection/mitigation specifications including all arboricultural



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-008**

SUBJECT: *Facility Sponsorship Program – Aurora Toyota*

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

DATE: *February 2, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-008 be received for information.

PURPOSE OF THE REPORT

To inform Council of the Facility Sponsorship commitment from Aurora Toyota to rename the west arena at the Stronach Aurora Recreation Complex (SARC).

BACKGROUND

Council, at its meeting of June 11, 2013 adopted the Sponsorship Signage program for facility sponsorships. In 2014 staff started the process of soliciting potential recreation facility sponsors and has now received a commitment from Aurora Toyota.

COMMENTS

Aurora Toyota has agreed to a five-year commitment at \$10,000.00/year for the naming rights of the Aurora Toyota Arena. The SARC West Arena will be renamed to the Aurora Toyota Arena, and Aurora Toyota shall pay to the Town a sponsorship fee of \$10,000.00/year for five years.

In accordance with Report CFS15-006 these funds, less sponsorship program expenses (i.e. signage) shall be placed in the Recreation Sponsorships Reserve account to be drawn upon for Youth Programming.

This sponsorship is to come into effect as of March 1, 2016 with a formal launch to be scheduled at a later date if desired by Aurora Toyota.

February 2, 2016

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Report No. PRS16-008

LINK TO STRATEGIC PLAN

Facility sponsorship 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:

Leverage partnerships with local boards, chambers and business organizations to promote Aurora as a preferred location for business.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

The Town of Aurora shall receive additional revenue of \$50,000.00 paid at \$10,000.00 per year from 2016 through 2020, less program expenses.

CONCLUSIONS

That Council receive this report for information.

PREVIOUS REPORTS

PR15-013 May 19, 2015 Facility Sponsorship Program – Pfaff Motors Inc.
PR15-028 September 8, 2015 Facility Sponsorship Program – McAlpine Ford

ATTACHMENTS

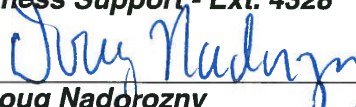
None.

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, – Thursday, January 21, 2016.

Prepared by: John Firman, Manager of Business Support - Ext. 4328


Allah D. Downey
Director of Parks and Recreation


Doug Nadorozny
Chief Administrative Officer



**TOWN OF AURORA
COMMUNITY RECOGNITION REVIEW
ADVISORY COMMITTEE MEETING MINUTES**

Date: Tuesday, January 12, 2016

Time and Location: 3 p.m., Tannery Room, Aurora Town Hall

Committee Members: Councillor Tom Mrakas (Chair), Diane Buchanan, Steve Hinder, Tim Jones (arrived 3:41 p.m.), and Brian North

Members Absent: Councillor Sandra Humfryes and Jo-anne Spitzer

Other Attendees: Jennifer Norton, Web Services and Corporate Events Co-ordinator, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 3:04 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 Brian North
Seconded by Diane Buchanan**

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

CARRIED

3. RECEIPT OF THE MINUTES

**Community Recognition Review Advisory Committee Meeting Minutes of
December 15, 2015**

**Moved by Brian North
Seconded by Steve Hinder**

THAT the Community Recognition Review Advisory Committee Meeting Minutes of December 15, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Round Table Discussion
Re: Sponsorship and Promotion**

Staff advised that the 2016 Community Recognition Awards Nomination Package would be released on January 14, 2016, and nominations would be accepted until March 4, 2016, via mail or online submission. Staff noted the various means of promotion being implemented including the Town website, social media, newspaper advertising, notice boards, and cross-promotion with other Advisory Committees, Town facilities and events.

The Committee discussed various aspects of sponsorship for the Community Recognition Awards event and noted that a sponsor had been identified for video and photography. Committee members agreed to further explore sponsorship opportunities for food and alcohol for the event.

6. INFORMATIONAL ITEMS

2. 2016 Community Recognition Awards Nomination Package

The Committee suggested that the Awards categories and criteria be further reviewed following the 2016 Awards event.

**Moved by Tim Jones
Seconded by Brian North**

THAT the 2016 Community Recognition Awards Nomination Package be received for information.

CARRIED

7. NEW BUSINESS

None

8. ADJOURNMENT

**Moved by Tim Jones
Seconded by Steve Hinder**

THAT the meeting be adjourned at 3:56 p.m.

CARRIED

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



**TOWN OF AURORA
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MEETING MINUTES**

Date: Thursday, January 14, 2016

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

Committee Members: Councillor Paul Pirri (Chair), Councillor John Abel (Vice Chair), Don Constable, Rosalyn Gonsalves, Marilee Harris, Paul Smith, Bruce Walkinshaw, and Mayor Geoffrey Dawe (ex-officio)

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Councillor Michael Thompson, Doug Nadorozny, Chief Administrative Officer, Anthony Ierullo, Manager of Long Range and Strategic Planning, Michael Logue, Program Manager, Economic Development, and Linda Bottos, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST

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

2. APPROVAL OF THE AGENDA

**Moved by Bruce Walkinshaw
Seconded by Councillor Abel**

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

- Item 4 – Memorandum from Mayor Geoffrey Dawe; Re: A Short History of a New Hotel in Aurora

Economic Development Advisory Committee Meeting Minutes
Thursday, January 14, 2016

Page 2 of 5

- Item 5 – Memorandum from Acting Manager of Corporate Communications; Re: 2016 Community Recognition Awards

CARRIED

3. RECEIPT OF THE MINUTES

Economic Development Advisory Committee Meeting Minutes of December 10, 2015

**Moved by Marilee Harris
Seconded by Bruce Walkinshaw**

THAT the Economic Development Advisory Committee meeting minutes of December 10, 2015, be received for information.

CARRIED

4. DELEGATIONS

- (a) **Mayor Geoffrey Dawe
Re: Hotel Development Update**

The Committee consented on a two-thirds vote that the requirements of section 3.8(c) of the Procedural By-law be waived to permit the delegation to speak for more than five minutes.

Mayor Dawe provided an overview of the information detailed in Item 4 (added item) regarding the history and future potential of hotel development, and Development Charges, in Aurora.

**Moved by Marilee Harris
Seconded by Bruce Walkinshaw**

THAT the delegation by Mayor Geoffrey Dawe be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

None

6. INFORMATIONAL ITEMS

1. Memorandum from Director of Building & Bylaw Services
Re: Proposed Sign By-law

Staff gave a brief overview and background of the memorandum. Staff provided clarification to the cost analysis and noted that further analysis was needed. The Committee expressed opposition to the proposed permit fee increases.

Moved by Paul Smith
Seconded by Rosalyn Gonsalves

THAT the memorandum regarding Proposed By-law be received for information.

CARRIED

2. Memorandum from Manager of Long Range and Strategic Planning
Re: Vacant Employment Land Inventory

Staff gave a brief overview of the memorandum and attachment. The Committee inquired about the Inventory criteria, frequency of updates, and vacant buildings, and staff provided clarification.

Moved by Councillor Abel
Seconded by Marilee Harris

THAT the memorandum regarding Vacant Employment Land Inventory be received for information.

CARRIED

3. Memorandum from Manager of Long Range and Strategic Planning
Re: Activity Report

Staff gave a brief overview of the memorandum regarding business inquiries, openings, and upcoming events, and noted that business closings would be included in the annual update.

Moved by Councillor Abel
Seconded by Rosalyn Gonsalves

THAT the memorandum regarding Activity Report be received for information.

CARRIED

- 4. Memorandum from Mayor Geoffrey Dawe**
Re: A Short History of a New Hotel in Aurora
(Added Item)

Moved by Councillor Abel
Seconded by Bruce Walkinshaw

THAT the memorandum regarding A Short History of a New Hotel in Aurora be received for information.

CARRIED

- 5. Memorandum from Acting Manager of Corporate Communications**
Re: 2016 Community Recognition Awards
(Added Item)

Staff gave a brief overview of the background to the memorandum and noted that the Committee was being asked to help promote the 2016 Community Recognition Awards and encourage nominations for the Good Business Award.

The Committee provided comments regarding the Good Business Award in relation to the Aurora Chamber of Commerce, communications, and business feedback. Staff clarified that the Good Business Award is a corporate social responsibility award, and it was indicated that the Committee's comments would be shared with the Community Recognition Review Advisory Committee.

Moved by Don Constable
Seconded by Bruce Walkinshaw

THAT the memorandum regarding 2016 Community Recognition Awards be received for information.

CARRIED

7. NEW BUSINESS

The Committee requested clarification on the current role of the Economic Development Advisory Committee. Mayor Dawe advised that the new Chief Administrative Officer is in the process of an organizational review and more information would be forthcoming.

The Committee inquired about the status of a potential medical campus in Town. Staff responded regarding the marketing strategy and communication plans for this project.

Economic Development Advisory Committee Meeting Minutes
Thursday, January 14, 2016

Page 5 of 5

The Committee inquired about the status of high speed broadband in Aurora. Mayor Dawe advised that a Regional task force would be meeting in February 2016 to discuss strategy.

The Committee suggested that there is a need for increased efforts in relation to business retention and communications in Town.

8. ADJOURNMENT

**Moved by Councillor Abel
Seconded by Marilee Harris**

THAT the meeting be adjourned at 8:14 p.m.

CARRIED

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



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

Date: Tuesday, January 19, 2016

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

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim (arrived 5:45 p.m.), and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Corporate and Financial Services/Treasurer, Al Downey, Director of Parks and Recreation Services, Ilmar Simanovskis, Director of Environmental and Infrastructure Services, Jason Gaertner, Manager, Financial Planning, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:32 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 Mayor Dawe
Seconded by Councillor Kim**

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

CARRIED

3. RECEIPT OF THE MINUTES

Finance Advisory Committee Meeting Minutes of August 11, 2015

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

THAT the Finance Advisory Committee meeting minutes of August 11, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. CONSIDERATION OF ITEMS

1. 2016 Budget Process Debrief

Staff and Committee briefly reviewed the 2016 Budget process and agreed that the new process was more efficient and worked well. The Committee discussed future areas of focus and noted that daytime Budget meetings are not convenient for all Council members.

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

THAT the Finance Advisory Committee comments of the 2016 Budget Process Debrief be referred to staff for consideration.

CARRIED

**2. Memorandum from Director, Corporate & Financial Services – Treasurer
Re: Update on Council Budget Principles and Council Budget Process
Documents**

Staff provided a brief overview of the memorandum and attachments, which will be submitted for Council approval once discussed by the Committee.

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

THAT the memorandum regarding Update on Council Budget Principles and Council Budget Process Documents be received and referred for discussion at the next meeting of the Finance Advisory Committee.

CARRIED

3. Discussion of Process/Expectations for Detailed Department Budget Reviews for 2016 for Parks & Recreation Services and Infrastructure & Environmental Services

Staff reviewed the possible formats and areas of focus respecting the expectations and approaches of the budgeting process. The Committee indicated that it wished to have a better sense of how budgets are created at the department level, including main drivers, major elements and accomplishments, and how they affect the budget. The Committee discussed various options, and staff noted that the *Council Budget Principles* document proposes that each department would undergo a line by line review once during each Term of Council. Staff provided insight into the strategy of the budget process for the departments of Parks and Recreation Services and Infrastructure and Environmental Services, and it was noted that these two departments would be the focus of review for 2016.

Moved by Councillor Kim
Seconded by Mayor Dawe

THAT the necessary and appropriate agenda materials be provided to support the Committee's detailed Budget review of the Parks and Recreation Services department in the following areas:

- a. Line by line details, including grouping summaries for identification of areas of Committee interest;
- b. 2016 Business Plan; and
- c. Presentation by Director on approaches used to prepare their Budget; and

THAT the necessary and appropriate agenda materials be provided to support the Committee's detailed Budget review of the Infrastructure and Environmental Services department in the following areas:

- a. Line by line details, including grouping summaries for identification of areas of Committee interest;
- b. 2016 Business Plan; and
- c. Presentation by Director on approaches used to prepare their Budget.

CARRIED

4. Proposed 2016 Work Plan for Finance Advisory Committee

The proposed 2016 Work Plan was briefly reviewed and the Committee was encouraged to bring any other ideas forward.

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

THAT the Proposed 2016 Work Plan for Finance Advisory Committee be received; and

THAT the Proposed 2016 Work Plan for Finance Advisory Committee be approved.

CARRIED

5. Next Meeting Dates/Time/Duration and Setting of Dates

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

THAT the Financial Advisory Committee shall normally meet at Town Hall once per month, except for the months of July and August, from 5:30 p.m. to 6:45 p.m. on the Tuesday of the second General Committee meeting of that month; and

THAT the Town Clerk be directed to amend the Terms of Reference for the Financial Advisory Committee.

CARRIED

**6. Extract from Council Meeting of September 15, 2015
Re: Finance Advisory Committee Meeting Minutes of August 11, 2015**

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

THAT the Extract from Council Meeting of September 15, 2015, regarding Finance Advisory Committee meeting minutes of August 11, 2015, be received for information.

CARRIED

6. NEW BUSINESS

None

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7. ADJOURNMENT

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

THAT the meeting be adjourned at 6:40 p.m.

CARRIED

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