



GENERAL COMMITTEE MEETING AGENDA

TUESDAY, FEBRUARY 16, 2016

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
GENERAL COMMITTEE MEETING
AGENDA**

Tuesday, February 16, 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) Nahla Khouri, Resident
Re: Mavrinac Boulevard Lands

pg. 1

6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR

7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

8. NOTICES OF MOTION

- (a) **Councillor Kim** pg. 157
Re: Publication of Purchase and Sale of Lands by the Town

9. NEW BUSINESS/GENERAL INFORMATION

10. CLOSED SESSION

11. ADJOURNMENT

AGENDA ITEMS

1. **BBS16-002 – Proposed Sign By-law** pg. 2

RECOMMENDED:

THAT Report No. BBS16-002 be received; and

THAT the proposed Sign By-law be enacted at a future Council meeting.

2. **CFS16-004 – Results of Consultation – Differentiated Non-Residential Development Charge Rates** pg. 21

RECOMMENDED:

THAT Report No. CFS16-004 be received; and

THAT no changes be made for the current Development Charges By-law at this time; and

THAT differentiated non-residential rates which target specifically scoped employment sectors with lower rates be considered in the preparation of the Town's next planned Development Charges By-law renewal in 2019.

3. **IES16-012 – Award of Contract for Consulting Services – Building Condition Assessment Audit, RFP IES 2015-76** pg. 42

RECOMMENDED:

THAT Report No. IES16-012 be received; and

THAT the budget for Project 72202 be increased by \$24,830 to a revised limit of \$174,830 with funding from the Facilities Repair and Replacement Reserve Fund; and

THAT the contract for consulting services for fourteen (14) building condition reports and energy audits (see Table 3) of Town-owned property, RFP IES 2015-76, be awarded to Stantec Consulting Ltd. for \$156,187, excluding taxes; and

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

THAT any rebates received from the Save on Energy program be returned to the Facilities Repair and Replacement Reserve Fund.

4. IES16-015 – Award of Tender IES 2016-03 – Replacement of Dump Truck and Plow pg. 47

RECOMMENDED:

THAT Report No. IES16-015 be received; and

THAT additional funding in the amount of \$5,979.54 be provided for Project No. 34236 – Replacement of Dump Truck and Plow from the Fleet Repair & Replacement Reserve; and

THAT Tender IES 2016-03 for the supply and delivery of a 2017 dump, sander and plow truck be awarded to Currie Truck Centre in the amount of \$202,417.00 excluding taxes; and

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

5. IES16-016 – Award of Tender IES 2016-02 – Replacement of Two Ice Resurfacers pg. 51

RECOMMENDED:

THAT Report No. IES16-016 be received; and

THAT additional funding in the amount of \$5,027.20 be provided for Project No. 34186 and Project No. 34192, replacement of two (2) ice resurfacers from the Fleet Repair & Replacement Reserve; and

THAT Tender IES 2016-02 for the supply and delivery of two (2) new ice resurfacers be awarded to Zamboni Company Limited in the amount of \$172,000.00 excluding taxes; and

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

6. IES16-017 – Facility Projects Status Report pg. 55

RECOMMENDED:

THAT Report No. IES16-017 be received for information.

7. **IES16-018 – Purchase Order Increase for Contract IES 2015-27 for Supply of Materials Testing, Inspection Services and Geotechnical Investigations for Various Projects** pg. 61

RECOMMENDED:

THAT Report No. IES16-018 be received; and

THAT, pending satisfactory performance by Soil Engineers Ltd., staff be authorized to extend Purchase Order No. 542 for options year one (1) and two (2) of Contract IES 2015-27 for the Supply of Materials Testing, Inspection Services and Geotechnical Investigations for various projects, in the amount of \$100,000 per year, excluding taxes.

8. **IES16-019 – Traffic Operations and Sightline Safety Concerns on John West Way and Hollandview Trail/Civic Square Gate Intersection** pg. 64

RECOMMENDED:

THAT Report No. IES16-019 be received; and

THAT parking prohibitions on the east side of John West Way in front of #111 John West Way be moved 25 metres to the north to increase the sightline distance for westbound motorists on Civic Square Gate (north leg) to see oncoming southbound traffic on John West Way; and

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

THAT a letter be sent to #111 John West Way with Council's adopted resolution.

9. **IES16-020 – Joint Operations Centre LEED® Status Report** pg. 69

RECOMMENDED:

THAT Report No. IES16-020 be received; and

THAT the fee for One Space Unlimited Inc. be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget.

10. LLS16-004 – Pending List pg. 89

RECOMMENDED:

THAT Report No. LLS16-004 be received for information.

11. PRS16-009 – Tree Permit Application for 3 Bluegrass Drive pg. 120

RECOMMENDED:

THAT Report No. PRS16-009 be received; and

THAT the application for the removal of trees at 3 Bluegrass Drive be approved in accordance with By-law No. 4474-03.D being a By-law to authorize the injury or destruction of trees (Tree Permit By-law); and

THAT the Mayor and Clerk be authorized to execute a Tree Protection and Compensation Agreement for the purposes of ensuring compliance with the specific terms and conditions associated with the issuance of the Tree Permit for 3 Bluegrass Drive, including any and all documents and ancillary agreements required to give effect to same.

**12. PDS16-006 – Terms of Reference for the Town of Aurora
Design Review Panel for Heritage Properties** pg. 127

RECOMMENDED:

THAT Report No. PDS16-006 be received; and

THAT the Terms of Reference for the Town of Aurora Design Review Panel for Heritage Properties be approved; and

THAT staff be directed to issue a Request for Expression of Interest for Panel Members.

13. PDS16-007 – Application for Zoning By-law Amendment pg. 138
Mattamy (Aurora) Limited
1280 St. John's Sideroad
Part of Lot 26, Concession 2
File Number: ZBA-2015-14

RECOMMENDED:

THAT Report No. PDS16-007 be received; and

THAT Application to Amend the Zoning By-law File: ZBA-2015-14 (Mattamy (Aurora) Ltd), to rezone the subject lands from “Detached Dwelling Second Density (R2-95) Exception Zone” to “Major Open Space (O-17) Exception Zone”, be approved; and

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

14. Community Recognition Review Advisory Committee Meeting Minutes of February 2, 2016 pg. 149

RECOMMENDED:

THAT the Community Recognition Review Advisory Committee meeting minutes of February 2, 2016 be, received for information.

15. Accessibility Advisory Committee Meeting Minutes of February 3, 2016 pg. 152

RECOMMENDED:

THAT the Accessibility Advisory Committee meeting minutes of February 3, 2016, be received for information.



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 16, 2016

SUBJECT: Consultant's recommendation regarding Mavrinac land should be rejected

NAME OF SPOKESPERSON: Nahla Khouri

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

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Residents who live around the Mavrinac land seek the opportunity to make submissions to Council regarding rejecting the consultant's recommendation in respect of the Mavrinac land.

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? Patty Thoma **DATE:** February 2, 2016

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



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. BBS16-002**

SUBJECT: *Proposed Sign By-law*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. BBS16-002 be received; and

THAT the proposed Sign By-law be enacted at a future Council meeting.

PURPOSE OF THE REPORT

To provide Council with the comments and feedback received with respect to the proposed Sign By-law.

BACKGROUND

At the General Committee meeting of October 20, 2015 staff presented an overview of the proposed changes and amendments to the Sign By-law. General Committee recommended that the proposed Sign By-law be referred to the Economic Development Advisory Committee and the Chamber of Commerce and be posted on the Town's website for review and final comment. Subsequently, the proposed By-law and the feedback form were posted on Town's website on November 1, 2015 for public input and comment and the closing date of the comment period was specified as January 8, 2016. Staff also contacted the Aurora Chamber of Commerce and their members have been advised about the opportunity for providing comments and feedback through the Chamber's newsletter. Furthermore, staff attended the Economic Development Advisory Committee meeting on November 12, 2015 and presented the committee with the highlight of changes with respect to the proposed Sign By-law.

COMMENTS

No formal comments or feedback were received from the Aurora Chamber of Commerce or from members of the public with respect to the proposed Sign By-law.

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Staff received no formal comments or feedback from members of the Aurora Chamber of Commerce or from members of the public; however business owners' reactions were very positive in general when they learned about some of the changes at the Building Services counter.

Staff received positive feedback from the Sign Association of Canada.

Representatives from the Sign Association of Canada had contacted staff and shown interest in reviewing and commenting on the proposed Sign By-law. This association promotes the interests of manufacturers, suppliers, and users of signs and sign products. Upon reviewing the proposed by-law, the association was pleased with the proposed changes. The association had some suggestion with respect to the brightness level of dynamic signs. Since the proposed by-law contains general provisions that address the illumination concerns for all types of signs, staff decided to not introduce any additional restriction for dynamic signs.

The Economic Development Advisory Committee is in support of any changes that would streamline the process, reduce fees and restrictions and increase flexibility in the by-law.

On November 12, 2015 staff attended the EDAC meeting and presented the committee with the highlight of changes with respect to the proposed Sign By-law. In general, the committee is in support of any changes that would streamline the process, reduce fees and restrictions and increase flexibility in the by-law. These are some of the comments and concerns that were raised during the meeting:

- **The committee is in favour of streamlining administrative procedures and reducing the timelines.** The proposed by-law contains provisions that delegate the authority to the Director of Building and Bylaw Services to authorize sign variances that fall within the scope limits outlined in the by-law. These new provisions will significantly reduce the turnaround times in processing sign variance applications. Furthermore, the proposed by-law contains provisions that combines the sign approval process with the site plan process in order to streamlines the sign approval procedure.
- **The committee raised concerns about increasing the sign permit fees.** On the November 12th, 2015 EDAC meeting, staff were requested to provide further information and clarification with respect to cost recovery and permit fees. Staff reported back to EDAC on January 14, 2016 (see the attached memo) and provided the cost analysis indicating that the current fees, which have not changed since 2004, are not sufficient for cost recovery and the service is subsidized through other building permit activities. The committee is in the

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opinion that lower permit fees would make the Sign By-law more 'marketable' and provides more incentives that would attract businesses to the Town. In order to address the EDAC's concern, staff decided to reduce the proposed minimum sign permit application fee from \$100 to \$60 for mobile signs, banner signs, feather banner signs and special event signs and reduce the proposed minimum sign permit application fee from \$150 to \$100 for permanent signs. Staff will include these changes to the final draft of the by-law that will be brought forward to Council for enactment.

- **Questions were raised with respect to the possibility of having no Sign By-law or Sign By-law enforcement.** Staff clarified that most signs are also regulated under the Ontario Building Code and therefore even if the Sign By-law is repealed in its entirety, it is not going to eliminate the need for a sign permit or inspection. Furthermore staff explained that not having a Sign By-law or lack of enforcement could have a negative impact on the safety and visual appearance of the community.
- **The committee would like the possibility of allowing sandwich board signs especially those that promote a special event.** Sandwich board signs are often placed on Town-owned lands, which is not only against the current by-law but also could create mobility hazards and liability for Town. They also create visual clutter and have a negative impact on the visual appearance of the community. Therefore under the proposed by-law staff made provisions that would allow sandwich board signs only for special events. Staff are also working toward establishing green light zones where applicants would be allowed to place their special event signs within Town-owned lands.
- **Questions were raised with respect to vertical banner signs and how they have been regulated under the proposed by-law.** Vertical banner signs also known as 'feather banner' signs are the new trend in the sign industry and they are not regulated under the current Sign By-law. Staff clarified that feather banner signs have been defined in the new by-law and they have been classified and regulated similar to banner signs.
- **The committee recommended allowing more flexibility with respect to the location of wall signs on heritage buildings.** Staff mentioned that they are working on a provision that would allow for such flexibility in a manner that would not result in conflict between the Sign By-law and the Ontario Building Code. Staff will include the new provision in the final draft that will be brought forward to Council.
- **Committee expressed some concern with respect to the length of time that a real estate sign could be placed on a property after being sold.**

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Committee recommended that staff use the best practices for real estate signs. The proposed Sign By-law allows the real estate signs to be displayed on a property only thirty (30) days after the premises or lot has been advertised as sold, rented or leased. As per EDAC's recommendation and after conducting a survey among neighbouring municipalities, staff has decided to reduce the timeframe to fourteen (14) days in order to harmonize our regulations with other municipalities.

LINK TO STRATEGIC PLAN

The proposed Sign By-law project supports the Strategic Plan goal of *Enabling a diverse, creative and resilient economy* through its accomplishment in satisfying requirements in the following key objectives of; *Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business and supporting small business and encouraging a more sustainable business environment.*

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may choose to maintain the status quo with respect to the Sign By-law. In this case staff will continue administering the current by-law and the applicants and business owners will not be able to take advantage of the flexibilities and improvements that has been introduced in the proposed by-law.
2. Council provide direction.

FINANCIAL IMPLICATIONS

Staff recommends an increase to sign permit fees to better reflect resource effort. Currently the minimum fee for a permanent sign is \$75.00 and the fee for a mobile sign is \$30.00. These fees were established in 2004 and they have not changed since then. Staff is recommending increasing fees to \$100 (originally proposed as \$150) minimum for permanent signs and \$60 (originally proposed as \$100) for mobile signs, banner/feather banner and special event signs. The attached documents provide a fee comparison with surrounding municipalities (attachment No. 2) and cost analysis of the program delivery (attachment No. 3).

The increase in revenue is difficult to forecast as it is dependent on the type of sign and number of sign permits issued.

CONCLUSIONS

The Sign By-law review is a significant project that has been ongoing for some time and

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was conducted internally with staff who work with the by-law on a daily basis and have a thorough understanding of the issues, trends and industry requests. Stakeholder consultation at an early stage of the project provided confirmation of the project objectives. The comprehensive review of all feedback and comments have concluded in a thorough rewrite of the by-law. Staff are recommending that the proposed Sign By-law be brought forward to a future Council meeting for enactment.

PREVIOUS REPORTS

BBS12-008 – General Committee, November 6, 2012
BBS14-005 – General Committee, February 4, 2014
BBS15-011 – General Committee, October 20, 2015

ATTACHMENTS

Attachment No.1 – Current By-law provisions and Proposed Changes
Attachment No.2 – Sign Permit Fee Comparison Diagrams
Attachment No.3 – Memorandum Economic Development Advisory Committee Dated January 6th, 2016

PRE-SUBMISSION REVIEW

Executive Leadership Team – Feb 4, 2016

Prepared by: Afshin Bazar, Manager of Building Services - Ext. 4389



Techa van Leeuwen
Director of Building & Bylaw Services



Doug Nadorozny
Chief Administrative Officer

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Attachment No. 1

Highlights of Changes to the Sign By-law:

Item	Section	Current By-law	Proposed By-law
1	Application, Intent & Scope	Signs are regulated under two separate By-laws: Temporary Sign By-law and Permanent Sign By-law.	The two By-laws have been merged into one By-law regulating all types of sign.
2	Definition	Each By-law (Temporary and Permanent) has its own definition.	The definitions have been merged and updated to facilitate the administration and enforcement of the By-law and reflect changes within the sign industry.
3	Definition	N/A	"Feather Banner" signs have been defined and regulated in order to address the new trend in the sign industry.
4	Definition	N/A	"Open House Real Estate Signs" have been defined and regulated in order to recognize the nature and needs of the real estate business.
5	Definition	"Special Event Sign" is defined as a type of sign.	The definition of "Special Event Sign" has been deleted and instead provisions have been made to regulate signs advertising a "Special Event" which is already a defined term.
6	Administration (sign permit)	No permit is required for Banner Signs.	Permit is required for Banner Signs and Feather Banner Signs.

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Item	Section	Current By-law	Proposed By-law
7	Administration (signs not requiring a permit)	Memorial signs and plaques identifying a building or structure and its architectural or historical significance not exceeding 0.5 m ² in sign area are exempt from the provisions of the Sign By-law.	This item has been deleted since the By-law states that the requirements of this By-law shall not apply to the Town or any signs erected by a governmental body, or under the direction of such a body.
8	Administration (signs not requiring a permit)	Section 5.15(d) of the current Sign By-law allows "Signs customarily displayed on gasoline pumps which are an integral part of the pump or pump island design" with no specific regulations around them.	This item has been moved to section 4.2(i) of the new Sign By-law under "Signs not requiring a permit".
9	Administration (signs not requiring a permit)	The current Sign By-law does not regulate signs affixed to the interior side of a window.	The following item has been added to section 4.2 under "Signs not requiring a permit": <i>signs affixed to the interior side of a window in zones other than residential zones covering not more than 25% of the window, window section or window pane.</i>

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Item	Section	Current By-law	Proposed By-law
10	Administration (signs not requiring a permit)	N/A	The following item has been added to section 4.2 under "Signs not requiring a permit": <i>signs on a temporary sales trailer or sales office which has been approved by the Town through a fully executed agreement and which signs are associated with the sale of new residential units, provided the maximum area of the signs does not exceed 15.0 m2 per elevation and 30.0 m2 for all elevations combined.</i>
11	Administration (signs not requiring a permit)	N/A	Real Estate Signs and Election Signs have been added to the list of signs not requiring a permit under section 4.2 subject to compliance with their respective general provisions.
12	Administration (application requirements)	N/A	Application requirements for Mobile Signs, Banner Signs and Feather Banner Signs have been added to Section 4.3 "Application Requirements For a Sign Permit".
13	Administration (York Region)	Section 3.8 specifies York Region's requirements.	This section has been moved to "Application Requirements For a Sign Permit".
14	Administration (Ministry of Transportation)	Section 3.9 specifies the Ministry of Transportation requirements.	This section has been moved to "Application Requirements For a Sign Permit".

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Item	Section	Current By-law	Proposed By-law
15	Administration (conservation authority)	The current Sign By-law is silent about conservation authority requirements.	The requirements of conservation authorities have been added to "Application Requirements For a Sign Permit".
16	Administration (Region's approval)	The current Sign By-law states that an approval from the Region must be obtained prior to the issuance of a sign permit for any sign fronting on a Regional Road.	The wording of this provision has been updated to reflect York Region's memo dated April 3, 2104 which states that as of May 1, 2014 the Regional Municipality of York will no longer review the placement of a sign that is completely located on a private property.
17	Administration (abandoned applications)	N/A	New provisions have been added to address the abandoned permit applications.
18	Administration (review by Planning Department)	Section 3.7 of the current Sign By-law specifies the requirement of heritage review by Planning and Development Services.	Section 4.7 of the new By-law specifies the type of applications that are subject to review and approval by Planning and Development Services with respect to heritage and also conformity to the Promenade streetscape and implementation plan.

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Item	Section	Current By-law	Proposed By-law
19	Administration (effect of site plan approval)	N/A	New provisions have been added to specify that where signs are included and approved as part of a site plan application they shall be deemed to comply with the provisions of the Sign By-law with respect to area, height, location, number and type of the sign; however, they will be subject to permit requirements.
20	Administration (sign variance)	According to the current By-law only the Town's Council have the approval authority to grant sign variances.	New provisions have been added that delegate the authority to the Director to authorize sign variances that fall within the scope limits outlined in the By-law. The new provisions also specify that where a variance is denied by the Director the applicant can appeal to Council within 30 days. The By-law also specifies that those sign variance requests that exceed the described scope limits, shall only be authorized by the Council.
21	Illumination	The current Sign By-law does not allow wall signs that are facing and within 20 metres of residential properties. However there are no such restrictions for other types of signs.	The new By-law has a more objective approach by not allowing <u>illumination</u> of <u>any</u> sign within 20 metres of residential properties.

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Item	Section	Current By-law	Proposed By-law
22	Wall Signs	The current By-law states that wall signs shall not cover more than 20% of the wall on which they are erected.	This provision has been deleted as wall signs are already subject to a maximum area of 0.75 m ² per linear metre of the wall face which is generally more restrictive than the 20% wall coverage. The 20% wall coverage would only be more restrictive if height of the wall from finished grade to top of the parapet is less than 3.75m (12') which typically is not the case in any commercial, industrial and institutional buildings.
23	Wall Signs	The current By-law limits the number of wall signs to one sign except for premises located on a corner or through lots where one additional sign is permitted.	Restrictions on the number of wall signs have been lifted however the total aggregate area of all signs per each elevation will be still limited to 0.75 m ² per linear metre of the wall face. This provides more flexibility without increasing the maximum allowable sign area on each elevation.
24	Ground Signs	The current By-law states that ground signs <u>shall</u> be located between the street line and the minimum setback lines defined in the Zoning By-law.	This provision has been removed in the new By-law since all concerns with respect to the location of ground signs including daylight triangle, distance to traffic light, distance to residential zones, distance to adjacent lots and distance to driveways have already been addressed through other provisions of the By-law.

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Report No. BBS16-002

Item	Section	Current By-law	Proposed By-law
25	Dynamic Signs (Readograph Signs)	The current By-law regulates "Readograph Signs".	In the new By-law the outdated term "Readograph Signs" has been replaced with "Dynamic Signs" to include all sorts of signs using various technologies on which the sign message changes. The new By-law also includes provisions to limit the minimum time period between two successive message changes to fifteen (15) seconds and specifies that where display message changes use light emitting diodes (LEDs) or other illumination technology, a minimum distance of fifteen (15) metres shall be maintained between the sign and a traffic light.
26	Free Standing Canopy Signs	N/A	New provisions have been added for "Free Standing Canopy Signs" including a new provision that allows the sign to extend up to 0.6 metre above the canopy fascia.
27	Mobile Signs	The current By-law only allows one mobile sign per lot at any one time (regardless of the size or type of the lot).	The new By-law allows one additional mobile sign (total of two) for lots with a street line greater than 75 m or for corner lots with a street line of more than 12.2 m.
28	Mobile Signs	Mobile signs are permitted up to <u>8</u> weeks per calendar year.	Mobile signs are permitted up to <u>12</u> weeks per calendar year.

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Report No. BBS16-002

Item	Section	Current By-law	Proposed By-law
29	Banner Signs	The current By-law only allows one banner sign per premises.	The new By-law allows for two banner signs, feather banner signs or any combination thereof per premises.
30	Banner Signs	The current By-law regulates Banner signs but no permit is required.	In the new By-law a sign permit is required for Banner Signs and Feather Banner Signs.
31	Open House Real Estate Signs	The current By-law is silent with respect to open house real estate signs.	New provisions have been added to limit the maximum area of an open house real estate signs to 0.5 m ² and limit the display time to 24 hours.
32	Election Signs	The current By-law is silent with respect to how long in advance election signs can be erected.	The new By-law specifies that election signs shall not be erected prior to 10:00 am on the 28th day before election day.
33	Election Signs	The current By-law specifies that election signs shall be removed four days after the election.	The new By-law specifies that election signs shall be removed within seventy-two (72) hours following the closing of polls on Election Day.
34	Election Signs	The current By-law limits the size of election signs to 2 m ² .	The new By-law limits the size of election signs to 1.49 m ² with no dimension of the sign face exceeding 1.22 metres.

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Report No. BBS16-002

Item	Section	Current By-law	Proposed By-law
35	Election Signs	The current By-law is silent with respect to the number and location of Election Signs.	The new By-law allows for one election sign per each candidate on a private lot. The new By-law also allows for a maximum of two election signs on each of the selected intersections listed in Schedule "C" of the new By-law, with not more than one election sign per each corner of an intersection. (for the purposes of this section, an intersection has been defined as the Town owned lands within fifty metres of the point of intersection of the centre lines of the intersecting streets and shall exclude any roadways and areas used for vehicular traffic, any centre median, roundabouts, traffic circles and traffic islands)

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Report No. BBS16-002

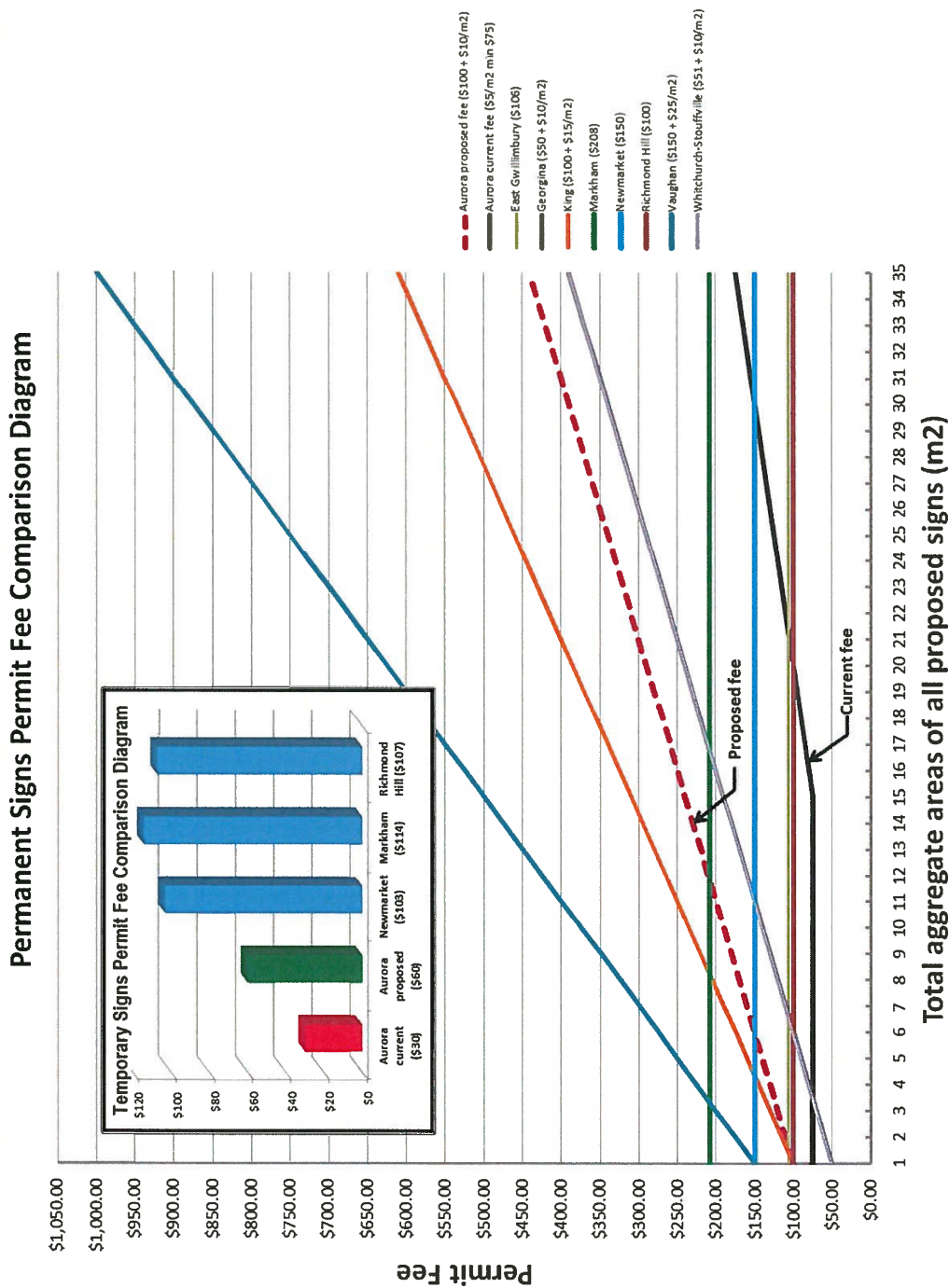
Item	Section	Current By-law	Proposed By-law
36	Election Signs	The current By-law does not contain any enforcement provisions specific to election signs.	The new By-law contains the following enforcement provisions specific to election signs: <i>“any election sign found to be in violation of this By-law is subject to seizure by the Town and any such seized signs shall be stored up to thirty (30) days after the Election Day; a candidate, or any person acting on the behalf of a candidate, may retrieve a sign stored by the Town but the Town may destroy or otherwise dispose of any election sign that has not been retrieved within the aforementioned thirty (30) day period without notice or compensation to any person.”</i>
37	Sandwich Board Signs	The current By-law allows one Sandwich Board Sign per premises up to 1 m ² in sign area which shall be removed at the close of the business each night and shall not be located on Town’s property.	In the new By-law Sandwich Board Signs are only allowed in the form of “Open House Real Estate Signs” and signs advertising a “Special Event”.
38	Special Event Signs	The current By-law defines and regulates “Special Event Signs”. The By-law states that Special Event Signs shall not include commercial advertising.	The title of this section has been changed from “Special Event Signs” to “Signs Advertising a Special Event”. The new By-law states that signs advertising a special event shall not include commercial advertising <u>except to identify sponsors of the event.</u>

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Report No. BBS16-002

Item	Section	Current By-law	Proposed By-law
39	Additional Requirements Related to Zone and Land-Use	N/A	All specific requirements with respect to zone and land-use have been moved to this section in table format with minor technical adjustment to some of the tables.
40	Enforcement	There are limited enforcement provisions in the current By-laws.	A new comprehensive enforcement section has been added to facilitate enforcement and improve compliance with the By-law.



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Report No. BBS16-002



100 John West Way
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L4G 6J1
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Email: tvanleeuwen@aurora.ca
www.aurora.ca

Attachment No. 3

**Town of Aurora
Building and Bylaw Services**

MEMORANDUM

DATE: January 6, 2016
TO: Economic Development Advisory Committee
FROM: Techa van Leeuwen, Director of Building and Bylaw Services
RE: Proposed Sign By-law

RECOMMENDATIONS

THAT the Economic Development Advisory Committee (EDAC), receive this memorandum for information.

BACKGROUND

At the EDAC meeting of November 12, staff from Building and Bylaw Services Department presented an overview of proposed changes to the Town of Aurora Sign By-law. The presentation was received and a number of questions and comments were provided.

Responses to questions related to the technical provisions for signs such as vertical banner signs, special events signs, real-estate signs, signs located on a heritage building or in a heritage area were provided for at the meeting. Comments respecting sandwich board signs will be considered during the final review of the by-law when all consultative groups have provided comments.

Staff did commit to providing information respecting the cost and revenue generated by the sign permit program.

COMMENTS

Sign Permit fees are collected in accordance with the fee schedule outlined in the by-law. The current fee for permanent signs is based on of \$5.00 per square metre of sign area with a minimum fee of \$75.00 whichever is greater. In 2015, the building division issued 35 sign permits with total fees amounting to \$6297.20. The average permit fee was approximately \$180 per permit.

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Report No. BBS16-002

January 6, 2016

The table below provides a cost analysis of the program delivery. The activities are defined with average times per activity assigned. For the purpose of this analysis the hourly rate is a fee that has been established in the Town's Building By-law for plan review and inspections as it is the same staff performing sign bylaw review and inspections. The hourly includes the direct costs of service delivery such as base salaries and benefits as well as indirect costs such as overhead, space allocation, IT support, payroll, general governance support, etc. This model of cost allocation has been established in accordance with the Building Code Act and is appropriate to apply in this instance as Signs are regulated by the Ontario Building Code. Each year indirect costs from the building department are allocated to other cost centres across the organization.

The table indicates that on average a sign permit costs \$357.50 in comparison to the current average fee being collected at \$180.00. It should also be noted that progressive enforcement costs have not been included.

Type	Activities	Average Time (min.)	Hourly Rate	Cost
Administration	Application Review	45 min.	\$110	\$82.50
	Cash handling			
	Data entry			
	Triage			
Review	Sign By-law Review	60 min.	\$110	\$110.00
	Zoning Review			
	Building Code Review			
Inspection	Footing / Foundation	60 min.	\$110	\$110.00
	Final			
	Re-inspection			
Enforcement	Site visit(s)	30 min.	\$110	\$55.00
	Documentation & record keeping			
	issuance of the notices and orders			
Total Cost:				<u>\$357.50</u>

In conclusion the analysis indicates that current fees are not cost recovery and the service is subsidized through other building permit activities. Therefore staff has included in the proposed Sign By-law a fee increase to \$150 per application plus \$10 per sq. metre.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS16-004

SUBJECT: *Results of Consultation – Differentiated Non-Residential
Development Charge Rates*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. CFS16-004 be received; and

THAT no changes be made for the current Development Charges by-law at this time; and

THAT differentiated non-residential rates which target specifically scoped employment sectors with lower rates be considered in the preparation of the Town's next planned Development Charge by-law renewal in 2019.

PURPOSE OF THE REPORT

April 8, 2014, Council considered Report CFS14-017 and approved a new development charges by-law, setting rates, rules and exemptions. This bylaw set two development charges rates: residential and non-residential. During the very late stages of consultation on the then proposed draft rates and by-law, a single developer requested the Town consider differentiated lower DC rates for industrial development, and/or discounting of the industrial DC rates. At the time of adoption, as part of the same set of resolutions, Council adopted the following resolution:

THAT staff undertake research and public consultation with respect to consideration of splitting and differentiating, and/or offering discounts on the non-residential development charge rates between types of intended land uses, and that such consultation include the Town's Economic Development Advisory Committee, the Aurora Chamber of Commerce, the local development community and any other interested party, and following such consultation prepare a report outlining options considered, feedback received, and a recommendation for Council consideration at a Public Meeting to be held pursuant to the *Development Charges Act* prior to September 30, 2014.

This report summarizes the process undertaken, the feedback received and provides staff recommendations.

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Report No. CFS16-004

BACKGROUND

Consultation Process:

The consultation process for the consideration of differentiated non-residential development charges was conducted as follows:

1. The Town's DC Consultant was requested to calculate proposed rates using a splitting approach as currently used by York Region, as between retail and non-retail uses.
2. A short discussion paper and invitation to submit comments for consultation was prepared as set out in Attachment #1, including the proposed rates calculated above.
3. The discussion paper and invitation to submit comments was:
 - a. emailed to all developers actively doing work within the 2C land area, both residential and non-residential;
 - b. emailed to the formalized 2C developers group;
 - c. emailed to the Aurora Chamber of Commerce;
 - d. emailed to the Builders and Land Developers Association of GTA (BILD-GTA); and.
 - e. Notice was posted on the Town's website, providing the discussion paper and seeking public input.

Public Meeting

At this time, no formal Development Charges Bylaw is being recommended for adoption or amendment by staff. Today's meeting date and a copy of this report was provided to each respondent to the consultation.

Had staff been recommending a formal Development Charges By-law amendment or replacement, a formal Background Study would need to have been prepared and released for public scrutiny prior to today's meeting, and compliant public notice given. For purposes of the actual consultation, only the attached Discussion Paper was released for scrutiny and comment.

COMMENTS

While no specific requirement in the Act exists, normally Development Charges Act bylaws of municipalities differentiate DC rates as between residential and non-residential uses. Provisions also exist for payment of differences in rates when converting between the two types of use.

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Report No. CFS16-004

Differentiated Non-Residential DC Rates

Some municipalities have gone further, and differentiated the non-residential rates further, based on the nature of the non-residential use. Lower rates for one group are supported by lower cost demands for infrastructure, while higher infrastructure costs are allocated to the alternate non-residential group. No loss of total DC eligible recoveries results, however, detailed methodologies, logic and supporting calculations for split rates must be included in the background study.

The Town of Aurora is responsible for interpreting and applying the Development Charges bylaws of the Town and York Region, as well as the Educational Development Charges bylaws of the school boards. Significant effort was made in the Town's recent update to align definitions, exemptions and approaches used in the Town's bylaw to those used by the Region, in an effort to minimize the risk of making administrative errors in interpretation, calculation and reporting of DC collections.

Should the Town consider using differentiated DC rates, it is highly recommended that the Town adopt the same approach and definitions used by the Region to minimize the risk of errors and make bylaws easier to understand for all who read and apply them to their projects. This approach was used during the consultation.

Discounts to Certain DC Rates

Discounts to calculated DC rates are permitted by the Act, however any discounted amounts cannot be made up by increasing DC rates of any other group of property development type. Any "discount" implemented would result in a clear transfer of growth-related costs to the existing tax base or other existing funding sources of the Town. Discounts of any percentage do not need specific supporting calculations in the background study, rather only a policy statement of Council would be included. Proponents of discounting suggest that doing so will advance the timing with which development would occur, allowing the tax revenue from the intervening period to fund the cost of the discount. Such statement suggests that there is no real financial advantage to do so for the municipality, with no way to accurately measure the degree to which such is true or false.

Draft Differentiated DC rates

For purpose of the consultation and discussion, the Town's Development Charges rates for non-residential development were recalculated using the same approach and definitions used for calculating the Regional split rates. Fundamentally, the proposed development type has an impact on expected employment counts per square meter,

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Report No. CFS16-004

therefore having an impact on the demand for hard and soft services included in the development charges. This “employment density” approach was used by the Regional split. For purposes of this consultation, the current and draft split rates calculated for Aurora (as at time of consultation) are:

Town DC Charge ONLY	Current rate per s.m.	Proposed rate per s.m.	Change per 25,000 sq. m. space	
Retail uses	39.69	64.25	+\$614,000	+62%
Non-Retail uses	39.69	35.16	-\$113,250	- 11%

TOTAL DC Charge (Town, Region, EDC)	Current rate per s.m.	Proposed rate per s.m.	Change per 25,000 sq. m. space	
Retail uses	459.80	484.36	+\$614,000	+5.3%
Non-Retail uses	258.20	253.67	-\$113,250	- 1.75%

Comments Received through Consultation

Only two submissions were received through the consultation process. One from an industrial developer, the same one who raised the issue originally in April 2014, and one submission from a large retail developer.

As one can imagine, the general recommendations of the two submissions align with their respective interests when the draft split rates are considered. The retailer recommends making no change, while the industrial developer recommends moving to split rates and beyond through discounts. Their respective submissions are attached at Attachment # 2 and #3.

Comments from Aurora Office of Economic Development

Economic development staff are generally supportive of differentiated and/or area specific development charges to encourage growth in target sectors. However, the proposed approach represents a marginal decrease in the overall non-retail non-residential rate that does not appear sufficient to influence investment. Conversely, the relatively significant increase in development charges for retail uses will likely be a significant additional burden for retail developers.

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It is proposed that Council consider a scoped approach that waives or reduces development charges for target sectors, hotel uses and office uses. In this alternative approach, the non-retail non-residential charge (excluding target sectors, hotel uses and offices) would remain the same, while retail uses would increase more modestly to offset the proposed reduction.

To implement such scoped approach requires a full Development Background Study process, and rewrite of the DC by-law. This work entails substantial efforts from staff in Parks & Recreation, Infrastructure & Environmental, Planning, Legal & Legislative, and Corporate & Financial Services departments. Such work is not planned to occur until late 2018, with a new by-law planned for first quarter 2019. Earlier implementation would require revised work plans, additional funding for staff assistance and consultants.

LINK TO STRATEGIC PLAN

Consulting the community with respect to split non-residential Development Charge rates for the Town of Aurora supports the Strategic Plan action item of developing plans to attract businesses that provide employment opportunities for our residents.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may direct staff to prepare a formal background study to bring forward a bylaw amendment to implement differentiated DC rates for non-residential, to follow the definitions used by York Region.
2. Council may direct staff to prepare a formal background study to bring forward a bylaw amendment to introduce DC rate discounting for one or more classes of property, which direction should include specific approaches to determine such discount or specify a percentage discount to be implemented.
3. Council may provide alternative directions with respect to the development charges bylaw and policy framework for implementation in the next planned DC Bylaw review and update.

FINANCIAL IMPLICATIONS

None at this time, as no changes are being recommended to the Town's DC rate structure.

As noted previously, reallocating costs of growth infrastructure amongst differing types of development is permitted, provided such is supported by detailed calculations and

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Report No. CFS16-004

justification in the background study to the DC bylaw. No loss of total DC revenue is incurred, with the possible exception that timing of collection may be adversely or favourably affected by the implementation of such policy. As the above table shows, a town DC rate increase of 62% for retail uses would allow for an 11% reduction in DC rates for non-retail uses. Staff cannot support such a large increase for one use for the much smaller benefit to the other use. The difference in impact arises from the disparity in amounts of each type of development.

Discounting the DC charge for a specific development type entails the detailed calculation above, however, once the growth costs are allocated, applying yet another calculation to apply a discount rate to one or more types of development within the bylaw. Any amount foregone through discounting cannot be recovered through higher DC rates in other groups of development; it must be made up through other Town revenue sources such as the property tax.

The real question at issue in all of this is how sensitive (or “elastic) to DC rates are the trigger decisions of investors and developers to commence construction of their projects, and/or how sensitive to the DC rates are the locational decisions of these same parties with respect to where (which municipality) they should invest. Of course, in making such investment decisions, there are many factors that could or should be considered, including location (proximity to demand or supply), transportation routes, traffic, supply of labour, local supply of materials and services, amenities of the community, land costs, development costs, supply of land or sites, carrying and operating costs such as taxes and utilities rates, among others. The likelihood that DC costs and differentiated rates implemented by Aurora at this time would have a significant bearing on the overall decision is considered low by staff.

CONCLUSIONS

Given the conflicting outcomes of the consultation, and the minimal advantage to industrial with a significant adverse impact to retail, staff recommend no differentiation of the non-residential DC rates.

PREVIOUS REPORTS

None

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Report No. CFS16-004

ATTACHMENTS

- Attachment #1 – Consultation Discussion Paper
- Attachment #2 – Consultation response from IBI Group on behalf of Emery Investments Inc.
- Attachment #3 – Consultation response from Goodmans on behalf of SmartCentres

PRE-SUBMISSION REVIEW

Executive Leadership Team – February 4, 2016

Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer



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



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

Non-Residential Development Charges Consultation

Discussion Paper:

Split Non-Residential DC Rates and/or Discounts to Certain Development Types

October 2014

INTRODUCTION

On April 8, 2014, The Town of Aurora adopted an updated Development Charges By-law (By-law 5585-14), which included a singular non-residential rate. As part of the discussion – prompted by questions from a property owner – Council directed staff to consult with the development community and other interested parties on the prospect of introducing differentiated non-residential development charge rates, and/or the introduction of discounts to the Town's Development Charges (DC) for industrial type development.

The property owner presented evidence that industrial job growth fell during a period in which the Town and York Region had been expecting gains. They advocated lower industrial Development Charges through the introduction of a split-rate structure, and/or discounts to the Industrial DC rate.

Split rates can incent one type of development over another by allocating growth infrastructure costs for non-residential development. The Development Charge for non-residential is heavily influenced by roads and related infrastructure costs. Development types that result in heavier volumes of traffic could be allocated higher DC rates, while less traffic-intense forms of development a lower rate.

It can be argued that retail development attracts heavy traffic, more so than just the employees commuting to work. Additionally, it could be suggested that industrial development creates fewer jobs per unit of Gross Floor Area (GFA), while retail attracts a higher density of employment. This suggests retail should pay more towards infrastructure on a GFA basis. Others could suggest that industrial development triggers the need for more robust road structures due to the heavy weight of the related supply and delivery truck traffic. There are multiple, opposing arguments which could be used for differentiating DC rates and allocating costs of development.

Non-residential development charges have been uniform in Aurora since the inception of Development Charges in the late 1980s. The Region introduced differentiated rates a number of years ago, setting a Region DC rate for retail uses that is currently 78% higher than their rate for non-retail uses.

Discounts to calculated DC rates are permitted, however, any discounted amounts cannot be made up by increasing DC rates of any other group of property development type. Any "discount" implemented would result in a clear transfer of growth-related costs to the existing tax base or other existing funding sources of the Town.

Given the Town's current financial condition, existing pressures upon the annual tax rate, and absence of new sources sufficient to fund such discounts, it appears that it is unlikely discounts will be recommended by staff, subject to input received during the consultation.

COMMENTS

The Town of Aurora is responsible for interpreting and applying the Development Charges bylaws of the Town and York Region, as well as the Educational Development Charges bylaws of the school boards. Significant effort was made in the Town's recent update to align definitions, exemptions and approaches used in the Town's bylaw to those used by the Region, in an effort to minimize the risk of making administrative errors in interpretation, calculation and reporting of DC collections.

Should the Town consider using differentiated DC rates, it is highly recommended that the Town adopt the same approach and definitions used by the Region to minimize the risk of errors and make bylaws easier to understand for all who read and apply them to their projects.

The York Region DC bylaw includes the following relevant definitions:

"non-residential use" means lands, buildings or structures or portions thereof used, or designed or intended for use for other than residential use;

"retail" means lands, buildings or structures used or designed or intended for use for the sale or rental or offer for sale or rental of goods or services to the general public for consumption or use and shall include, but not be limited to, a banquet hall, a funeral home, but shall exclude office;

"industrial/office/institutional" means lands, buildings or structures used or designed or intended for use for any of an **industrial** use, **office** use or **institutional** use and shall include a convention centre and any other non-residential use which is not a retail use;

"industrial" means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

"office" means lands, buildings or structures used or designed or intended for use for the practice of a profession, the carrying on of a business or occupation or the conduct of a non-profit organization and shall include but not be limited to the office of a physician, lawyer, dentist, architect, engineer, accountant, real estate or insurance agency, veterinarian, surveyor, appraiser, financial institution, contractor, builder, land developer;

"institutional" means lands, buildings or structures used or designed or intended for use by an organized body, society or religious group for promoting a public or non-profit purpose and shall include, but without limiting the generality of the foregoing, places of worship, medical clinics and special care facilities;

Draft Differentiated DC rates

For purpose of discussion, Town’s Development Charges rates for non-residential development have been recalculated using the same approach and definitions used for calculating the Regional split rates. Fundamentally, the proposed development type has an impact on expected employment counts per square metre, therefore having an impact on the demand for hard and soft services included in the development charges. This “employment density” approach was used by the Regional split. For purposes of this consultation, the current and draft split rates calculated for Aurora are:

Town DC Charge ONLY	Current rate per s.m.	Proposed rate per s.m.	Change per 25,000 sq. m. space	
Retail uses	39.69	64.25	+\$614,000	+62%
Non-Retail uses	39.69	35.16	-\$113,250	-11%

TOTAL DC Charge (Town, Region, EDC)	Current rate per s.m.	Proposed rate per s.m.	Change per 25,000 sq. m. space	
Retail uses	459.80	484.36	+\$614,000	+5.3%
Non-Retail uses	258.20	253.67	-\$113,250	-1.75%

Within York Region, the following local municipalities have not adopted local split rates for non-residential development:

- Georgina
- King
- Newmarket
- Whitchurch-Stouffville

East Gwillimbury, Richmond Hill and Markham have adopted a split rate using similar definitions to those used by York Region, while Vaughan has introduced lower rates for higher density mixed use non-residential development.

The City of Guelph recently introduced a split rate based on Industrial/Commercial definitions. However, their most recent 2014 DC update report removed this split with the following commentary in their January report:

The industrial DC rate incentive did not generate the level of industrial development and employment that staff believe it had intended. In addition, determining who is truly commercial and who is industrial has been challenging due to difficulties in defining industrial and commercial activities in a way that addresses all situations. This has led to lost revenue, frustration within the development and building community and lost productivity among staff and Council. In order to address these issues, the Steering Committee is recommending a single non-residential rate.

The City of Guelph’s adverse experience with split rates may have been driven by unclear or poor definitions of each type of development. Using existing definitions by York Region could mitigate such risk, as they appear to leave little room for varied interpretation.

Discounts to Certain Development Types

Section 5(6) of the Development Charges Act outlines that if costs of development allocated to a group of development type are discounted, the discounted amount cannot be recovered through higher charges than otherwise calculated for other development types. Accordingly, any such discounting amounts represent foregone Development Charges revenue. The funding shortfall remains payable for the costs of growth and results in additional growth-related infrastructure costs being transferred to other Town sources, primarily the tax rate. Given the desirable location of Aurora in the Greater Toronto Area (GTA), attracting potential investors through financial incentives in the form of a discounted DC rate structure (at the cost of the local residents), is an issue the community will need to address.

The Town was requested to consider introducing discounts to industrial development. Given continuous tax pressures arising from increasing demands for better and more diverse services, and other financial pressures facing the Town's operating budget, staff would be reluctant to recommend the adoption of a discounted DC rate structure to Council until a new, sustainable, long-term alternate funding source was identified. Staff will carefully consider all comments received from this consultation in this regard.

FINANCIAL IMPLICATIONS TO AURORA

There are no direct financial implications to The Town of Aurora from the proposed recommendations, as total development charge revenues forecast remain unchanged regardless of whether or not a split rate is introduced. A split rate simply reallocates costs of development among the two groups of anticipated development types.

There may be indirect implications, in that the split rate may accelerate some forms of development activity while perhaps delaying other forms of development, thereby having some impact on the Town's cash flow expectations from Development Charges. Direct evidence of such accelerations or delays is difficult to produce now or in the future, other than anecdotally. Clearly development charges have an impact on total costs of locating in Aurora, however, as shown in the tables above, the dollar and percentage impacts on the total combined development charges payable are relatively small, and likely have only a minor impact on decisions for locations within the GTA.

With respect to the prospect of discounting the non-retail component, the attached calculations show that \$18.4 million of non-retail development charges are expected in the next period. For illustration purposes, a 10% discount applied to those charges results in a \$1.8 million shift of the cost of development infrastructure onto other sources. If this was to be recovered through the tax rate, a surcharge of 1% of property taxes otherwise billed, lasting for the full five-year period, would need to be implemented to fund the discount.

COMMUNITY CONSULTATION

This discussion paper has been circulated by email to all known developers and consultants operating within Aurora in our 2C land area. In our circulation, we have also included BILD-GTA, the Aurora Chamber of Commerce, all members of Council and members of the recently concluded Economic Advisory Committee for Aurora. The paper is also available on our website. Any Aurora property owner may submit comments, provided they reference their property holding.

We ask you to consider providing comments on the two issues: proposed split retail/non-retail rates and discounting industrial development types.

All submissions are asked to be on corporate letterhead, and include reference to the property interest represented by address or roll number.

Please ensure to include clearly in their responses one of the following three statements in respect of their position on introduction of local split rate non-residential development charges:

- 1. Supportive of a split rate using the York Region definitions**
- 2. Supportive of an alternate split rate approach**
- 3. Supportive of retaining the current uniform non-residential rate**

Further, with respect to the prospect of discounted non-residential DC charges for specific development types, please include one of the following three statements in your response:

- 1. Supportive of providing DC discounts to industrial development**
- 2. Supportive of providing DC discounts to alternative types of development**
- 3. Supportive of NOT providing DC discounts to any development type**

All comments are welcome. Those received by the Treasurer by November 14, 2014 will be incorporated into a final consultation report to be presented at a public meeting of Council. Any detailed supporting documentation or calculations are welcome and may be included in the report as attachments as determined by Town staff.

All commenters will be advised by email of the date of the meeting, once it has been established, and sent a copy of the agenda report. The meeting will be publicly advertised as required of the Development Charges Act. Due to the pending election and Council meeting calendar, the meeting will likely not occur until the New Year.

Please send your comments in PDF on your letterhead, referencing your Aurora property interest, to Dan Elliott, Director of Corporate & Financial Services – Treasurer at delliott@aurora.ca.

Attachments: Detailed calculation of split rates as prepared by Watson & Associates, Economists.



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 ibigroup.com

Memorandum

To/Attention Dan Elliot **Date** November 7, 2011
From Audrey Jacob, Andrea Renney **Project No** 36021
cc Mai Somermaa
Subject **Aurora DC - Proposed Differentiated Non-Residential DC**

We have reviewed the Town's proposed differentiated non-residential DC discussion paper and provide the following input:

- As a preliminary comment, the limited impact of the draft split rates on non-retail uses is surprising as it has dropped from \$39.69/sm to only \$35.16/sm. By comparison, the draft retail DC has increased from \$39.69/sm to \$64.25/sm. The magnitude of the differences may only be apparent in the analysis.

At page 4 the document notes the 'employment density' approach was used by the Region; I presume that the Town followed the same approach. However, the details of that approach are not shown. It would be helpful if the Town could provide the analysis to calculate the draft splits. The report notes that 'fundamentally, the proposed development type has an impact on expected employment counts per square meter, and therefore an impact on the demand for hard and soft services included in the development charges'. My sense is that the metrics behind the analysis are influencing the outcome and may not necessarily be correct. If there is an opportunity to review the calculations that the Town undertook to calculate the draft DC it would be helpful.

- The table below provides a summary of the comparative rates arising from a hypothetical 10,000 sm building:

Municipality	Industrial		Ranking	Office		Ranking	Retail		Ranking
	\$/sm	sm 10,000		\$/sm	sm 10,000		\$/sm	sm 10,000	
Aurora	\$ 36.69	\$ 366,900	4	\$ 36.69	\$ 366,900	4	\$ 36.69	\$ 366,900	3
<i>Aurora proposed</i>	\$ 35.16	\$ 351,600	4	\$ 35.16	\$ 351,600	4	\$ 64.25	\$ 642,500	8
East Gwillimbury	\$ 17.65	\$ 176,500	2	\$ 17.65	\$ 176,500	2	\$ 59.09	\$ 590,900	7
Georgina	\$ 4.20	\$ 42,000	1	\$ 4.20	\$ 42,000	1	\$ 4.20	\$ 42,000	1
King	\$ 44.67	\$ 446,700	6	\$ 44.67	\$ 446,700	6	\$ 44.67	\$ 446,700	5
Markham	\$ 55.61	\$ 556,100	9	\$ 44.49	\$ 444,900	9	\$ 74.07	\$ 740,700	10
Newmarket	\$ 52.83	\$ 528,300	8	\$ 52.83	\$ 528,300	8	\$ 52.83	\$ 528,300	6
Richmond Hill	\$ 50.38	\$ 503,800	7	\$ 50.38	\$ 503,800	7	\$ 64.69	\$ 646,900	9
Vaughan	\$ 33.06	\$ 330,600	3	\$ 33.06	\$ 330,600	3	\$ 33.06	\$ 330,600	2
Whitchurch Stouffville	\$ 39.29	\$ 392,900	5	\$ 39.29	\$ 392,900	5	\$ 39.29	\$ 392,900	4

The table shows that from the perspective of industrial and office development i.e., non-retail, the proposed change shows a decrease in the charge but does not impact the overall 'ranking' of the Aurora DC relative to its competitive counterparts (1 = lowest DC for 10,000 sm). However, for retail development, the draft differentiated DC 'catapults' the Aurora DC from 3rd overall to 8th.

Dan Elliot – November 7, 2014

3. In my view, a greater reduction on the industrial DC would be appropriate, given the forecasts the Town wants to meet. If the Town’s analysis is correct, then the only way to achieve this would be through a discount. The impact of this is shown in the table below:

Municipality	Industrial		Ranking
	\$/sm	sm 10,000	
Aurora	\$ 36.69	\$ 366,900	4
<i>Aurora proposed</i>	\$ 29.89	\$ 298,860	3
East Gwillimbury	\$ 17.65	\$ 176,500	2
Georgina	\$ 4.20	\$ 42,000	1
King	\$ 44.67	\$ 446,700	6
Markham	\$ 55.61	\$ 556,100	9
Newmarket	\$ 52.83	\$ 528,300	8
Richmond Hill	\$ 50.38	\$ 503,800	7
Vaughan	\$ 33.06	\$ 330,600	4
Whitchurch Stouffville	\$ 39.29	\$ 392,900	5

A 15% reduction shifts the overall industrial DC lower to just under \$300k and revises the ranking of the DC relative to other York Region municipalities.

The fiscal impact of a 15% discount was assessed on four industrial properties in the Town. The goal was to understand how long it would take the Town to recoup the discount through property taxation. In each of the four cases, it was determined that it would be approximately 1 year (77% - 106% of the discount recovered in the first year).

A main point of the “Town of Aurora’s Non Residential Development Charges Consultation Paper” is that given the Town’s financial situation, a discount would put pressure on existing users and stress existing funding sources. Our high level assessment below shows that, even in the short term, the introduction of industrial properties would have a positive financial outcome for the town.

420 Industrial Parkway South									
Address	Year Built	Property Code	Realty Tax Class	Size (SF)	Tax Assessment	Assessment/SF	Town of Aurora Tax Rate	Town of Aurora Tax Revenue	
503 - Standard									
420 Industrial Parkway S	1983	Industrial	I - Industrial	24,000	2,638,000	\$ 109.92			
T- Taxable: Full					2,210,000		0.4634%	10,242	
U- Taxable: Excess Land					428,000		0.3012%	1,289	
Total Annual Tax Revenue								11,531	
Development Charge Assessment									
Address	Year Built		Use	Size		Charge/SF	DC Revenue	Annual Tax/DC Revenue	
420 Industrial Parkway S	1983		Industrial	24,000		3.41	81,840		
No Discount									
15% Discount									94%

The two examples provided here at 420 Industrial Parkway South and 190 Don Hillock Drive show the 15% discount will be recovered in the first year and will generate \$11,500 to \$20,139 per annum in subsequent years.

Dan Elliot – November 7, 2014

190 Don Hillock Drive									
Address	Year Built	Property Code	Realty Tax Class	Size (SF)	Tax Assessment	Assessment/ SF	Town of Aurora Tax Rate	Town of Aurora Tax Revenue	
224 Don Hillock Drive	2007	520 - Standard Industrial	J - Industrial	37,133	\$ 4,345,500	\$ 117.03	0.4634%	20,139	
Total Annual Tax Revenue								20,139	
Development Charge Assessment									
Address	Year Built		Use	Size (SF)		Charge/SF	DC Revenue	Annual Tax/DC Revenue	
224 Don Hillock Drive	2007		Industrial	37,133		3.41	126,624		
No Discount			Industrial	37,133		0.51	18,994	106%	
15% Discount									

A discount of 50% (not shown) would materially impact the Town's DC and would move it slightly below the industrial DC for East Gwillimbury. This a considerable 'ask' of the Town.

- In order to meet the employment target of 34,236 by 2031, the Town of Aurora's employment base will need to grow by 8,590 jobs (excluding NFPW and WAH). Close to 70% of this employment is expected to come in the form of industrial jobs. Given current market dynamics however, industrial development is not an attractive investment option and may impede employment growth.

We have undertaken a high level assessment of development feasibility for a 10,000 sf unit. We used this size of building as our 2012 Employment Land Assessment revealed there is a dearth of smaller industrial spaces in the Town. Given current development charge rates, industrial land prices, average GTA construction costs and prevailing lease rates in Aurora, a typical development would not result in positive returns.

Aurora Industrial DC Assessment - Sensitivity Analysis

		2014	Source	
Building Assumptions	Industrial building (sf)	10,000	IBI Group - Aurora Employment Land Reconciliation 2012	
	Coverage (%)	38%	Assumed	
	Land Area (Acres)	0.60	Assumed	
Cost Assumptions	Land cost (\$ / acre)	\$541,833	Marsh Reports	
	Servicing cost (\$ / acre)	\$160,500	Altus	
	Building cost (\$ / sf) (Includes hard and soft costs)	\$84	Hard costs from Altus, 20% addition for Soft costs	
	Parking Costs (Surface - per unit)	\$4,000	1 space/500sf	
	DC's (\$ / sf)	\$23.57	DC Bylaws / Brochures	
	Other one time government charges and fees (\$ /sf)	n/a		
Analysis	Land cost (\$)	\$327,336	20%	
	Servicing cost (\$)	\$96,962	6%	
	Building cost (\$)	\$640,000	51%	
	Parking Costs (\$)	\$80,000	5%	
	DC's (\$)	\$235,667	14%	
	HST on servicing and building materials (\$)	\$62,797	4%	
	Government Charges & Fees (\$)	n/a		
	Total Cost to Build (\$)	A	\$1,642,764	100%
	Net Lease rates (\$ / sm)		\$5.50	Q3 2014 Colliers
	Total 30 Year Revenue (\$)	B	\$1,485,000	
Differential¹	B-A	(\$157,764)		

Notes:

¹ Cash flow before interest on debt, taxes, depreciation, amortization. 90% occupancy assumed.

² No inflation assumed to escalate lease revenue

Dan Elliot – November 7, 2014

Larger scale developments where economies can be achieved may prove economically viable. However it is important to ensure economic incentives are aligned with market realities and municipal policy.

A 50% DC discount on industrial would pave the way for Aurora to achieve the industrial employment growth it has forecasted.

5. The report references the City of Guelph's experience. I acted for a large industrial developer in Guelph on a complaint to Council regarding a DC matter. The industrial developer had a 2 phase project. Phase 1 had proceeded through to development under a DC bylaw from 2 earlier DC bylaw reviews; Phase 1 had been charged an industrial rate. Phase 2 proceeded under the prior DC bylaw which differentiated the industrial and commercial; under that DC, a commercial rate was imposed. The difficulty arose because staff had developed some parameters for evaluation outside the DC bylaw which was reflected on their website and in their DC pamphlet that indicated if a developer could not prove that an industrial user would occupy the space, then a commercial DC would be imposed. Given that my client was proceeding with the development on a speculative basis, the City thought he should pay the commercial DC. The real problem was that this approach had not been imbedded in the City's DC bylaw but rather more 'casually' outside the bylaw. This was inappropriate. So I am not surprised that the City did not achieve the level of industrial development

Further, in the case of Guelph, they had limited inventory. They were developing a new industrial area, complete with a Hwy 6 interchange and this took years to complete. So, again, it is not surprising that the City's DC initiative did not work.

Dan Elliot – November 7, 2014

Recommendation

In response to the Town's request, it would be my recommendation that the Town:

- (1) provide a discount to industrial development.
- (2) subject to additional information regarding the non-residential calculation, proceed with a differentiated non-residential rate.



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November 14, 2014

Our File No.: 000031

Via Email

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

Attention: Mr. Dan Elliott, Director, Corporate and Financial Services - Treasurer

Dear Sir:

**Re: Development Charge Consultation
Non-Residential Development Charges**

We are solicitors for SmartCentres and related companies ("SmartCentres"), the owner of lands in the Town that are designated and zoned for retail, commercial and business park development, some which have been developed and some of which are in the process of development. On behalf of SmartCentres, we are providing comments for the Town's consideration in the context of the consultation being undertaken by the Town on the issue of whether it should consider introducing a split non-residential development charge rate or discount from development charges for certain non-residential development. SmartCentres has reviewed the October 2014 Discussion Paper prepared by Town staff (the "Discussion Paper") on this issue.

SmartCentres does not believe it would be advisable for the Town to impose a split non-residential development charge rate as described in the Discussion Paper, which would have the effect of imposing a higher development charge on "retail" development than other non-residential development. The reasons for SmartCentres' views are set out below.

As explained in the Discussion Paper, the primary reason for considering the introduction of a split non-residential development charge is to address a concern over the rate of industrial job growth in the Town. In our submission, there is no reason to believe that introducing the split non-residential development charge would do anything to attract new industrial development to the Town. As noted in the Discussion Paper, the introduction of the split development charge structure would reduce the rate payable by "non-retail" development by only 43 cents per square foot. When considered in the context of all development charges collected by the Town, that

would result in a reduction of the total development charge payable¹ by non-retail development from \$249.92 /m² to \$245.35 /m², which amounts to an overall reduction of only 1.8%.

It is not reasonable to expect that an overall reduction of 1.8% in the development charge would factor into the decision of an industrial business to choose to locate its operations in Aurora, instead of another GTA municipality, or the decision of an existing Aurora industrial enterprise to expand its operations.

As explained in the Discussion Paper, recent experience in the City of Guelph would support our expectation that introducing the split non-residential development charge rate will not attract new industrial development to Aurora. In 2009 the City of Guelph introduced a split non-residential development charge rate with the intention of encouraging industrial investment in the City. In its replacement development charge by-law enacted in 2014, Guelph disposed of the split rate structure in favour of a uniform non-residential rate. The rationale for the shift back to a uniform rate was the conclusion, based on staff analysis, that the incentive offered by the split rate did not generate the intended result of increased industrial investment.

We would also note that the Town of Whitchurch-Stouffville also recently decided to revert to a uniform non-residential development charge rate, having opted for a split rate structure that imposed a higher retail development charge in its 2008 development charge by-law.

While the introduction of the split development charge would have little impact on other non-residential development, it would impose materially higher charges on retail development. The increase in the development charge for retail development reflected in the calculations in the Discussion Paper would amount to an increase of almost 25 dollars per square foot, compared to the 43 cent per square foot reduction for other non-residential development. While SmartCentres understands the desire to attract industrial development to the Town if possible, retail development creates tax revenue for the Town, provides services for Town residents that allow them to fulfill their shopping needs without having to travel outside the Town, and creates new jobs for Town residents.

There are other substantive issues associated with the introduction of non-residential development charge rates that are differentiated based on retail uses versus other non-residential uses. For example, non-retail commercial uses may generally be permitted within a development zoned to permit retail development. There are challenges in differentiating the uses, and the uses may change over time.

Moreover, as staff correctly note in the Discussion Paper, there are varying views on the substantive rationale for introducing differentiated non-residential development charge rates, and the methodologies that might be proposed to calculate the different rates. We do not propose for the purposes of this submission to provide detailed comments on the merits of whether

¹ including Regional, School Board and Town development charges

Goodmans^{LLP}

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differentiated rates for non-residential development are technically supportable for various services. However, we can advise that should the Town decide to pursue this issue there would be a significant debate over whether differentiated development charge rates for retail development compared to other non-residential development in the manner proposed in the Discussion Paper are warranted, considering the Town's specific capital program and the nature of the services provided and based on an assessment of the increase in need for services that might actually be attributed to retail development compared to other forms of non-residential development.

Accordingly, in our respectful submission, in considering whether to pursue the imposition of split non-residential development charges, the Town must assess whether the very marginal benefit such an approach might offer as an incentive to new industrial development would warrant engaging in the substantive debate that would invariably ensue over the rationale for the approach and the methodology that might be chosen to calculate the differentiated charges. And again, while the split non-residential charge would offer a very marginal benefit to industrial development, it would impose a material burden to retail development.

For the reasons set out above, SmartCentres strongly encourages the Town not to pursue the imposition of a split structure for its non-residential development charges. SmartCentres appreciates the opportunity to consult with the Town regarding this issue, and would be happy to discuss this submission with the Town. We would also request to be circulated with any further documentation prepared by the Town on this issue, and would request advance notice of any public meetings or consideration of the issue by Council.

Yours truly,

Goodmans LLP



Robert D. Howe

cc: Ms. Ornella Richichi, SmartCentres

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TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-012**

SUBJECT: *Award of Contract for Consulting Services – Building Condition Assessment Audit, RFP IES 2015-76*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-012 be received; and

THAT the budget for Project 72202 be increased by \$24,830 to a revised limit of \$174,830 with funding from the Facilities Repair and Replacement Reserve Fund; and

THAT the contract for consulting services for fourteen (14) building condition reports and energy audits (see Table 3) of Town-owned property, RFP IES 2015-76, be awarded to Stantec Consulting Ltd. for \$156,187, excluding taxes; and

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

THAT any rebates received from the Save on Energy program be returned to the Facilities Repair and Replacement Reserve Fund.

PURPOSE OF THE REPORT

To receive Council's authorization to award the contract for consulting services to Stantec Consulting Ltd. for the service of conducting fourteen (14) building condition assessments and energy audits for Town-owned properties.

The Building Condition Reports will look at each Facility and evaluate the following building systems:

- Architectural and Structure: windows / doors / foundation / building envelope
- Mechanical and Fire Prevention: HVAC / plumbing / fire alarms systems

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Report No. IES16-012

- Electrical Security and Life Safety: main disconnects and transformers / lighting / security systems / cameras and access control
- Roof Inspection: useful life / flashings / performance
- Barrier Free Accessibility: AODA and OBC compliance checklist
- Elevator Condition: review the operational condition of the vertical transportation system
- Environmental Assessment: review and test the indoor air quality of our buildings
- Energy Audit: complete energy assessment for each building, look for savings and increase building utility efficiencies

BACKGROUND

There are fourteen (14) properties that have been identified to have building condition assessments and energy audits completed as part of the ten (10) year capital plan. This report presents the consultant selection process and successful bidder who will undertake this work.

COMMENTS

A Request for Proposal (RFP IES 2015-76) – Building Condition Assessment and Energy Audit was issued on September 29, 2015 and on November 17, 2015, the Tender Opening Committee received twelve (12) proposals.

A review of the proposals was undertaken with each proposal evaluated based on pre-defined criteria as identified in the RFP. Stantec Consulting Ltd. received the highest combined score based on the evaluation (see Table 1).

Table 1- Evaluation Summary

Firm	Technical Score	Cost Score	Total Score
STEPENSON	525	200	725
D.M.WILLS	405	190	595
MORRISON HERSHFIELD	575	180	755
STANTEC Consulting Ltd.	630	170	800
NADINE	380	160	540
M M M	555	150	705
F.CAP .X	525	140	665
PINCHIN	620	130	750

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RJC	605	120	725
AECOM Canada Limited	555	110	665
INTERNAT	440	100	540
IRC	500	90	590

Project Schedule

The above project will commence in March 2016 with the final report to be completed in Q3 to permit adjustments to the ten (10) year capital plan and budgeting for the 2017 capital program.

LINK TO STRATEGIC PLAN

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The RFP evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the work will not proceed.

FINANCIAL IMPLICATIONS

Table 2 is a financial summary for Capital Project 72202 as based on the Proposal submitted by Stantec Consulting Ltd.

Table 2

Approved Budget	
2015 Capital Project 72202	\$150,000.00
Total Approved Budget	\$150,000.00
Less previous commitments	\$0.00
Funding available for subject Contract	\$150,000.00
Contract Award excluding HST	\$156,187.00

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Contingency amount (10%)	\$15,619.00
Net HST (1.76%)	\$3,024.00
Total Funding Required	\$174,830.00
Budget Variance	-\$24,830.00

As indicated in Table 2, the project requires an additional \$24,830. However, there is expected to be revenue created through the save on energy rebate program. This revenue will be a result of specific actions and submissions that will be made by the consultant through the auditing process.

It is recommended that the budget be increased by \$24,830 to a revised limit of \$174,830 and that future rebates be subsequently applied to the Facilities Repair and Replacement Reserve.

Table 3

BUILDING	BUILDING REPORTS	ENERGY AUDIT
Aurora Cultural Centre, 22 Church Street	4,350.00	5,145.00
Aurora Town Hall, 100 John West Way	5,946.00	8,169.00
Aurora Senior Centre, 90 John West Way	3,117.00	4,547.00
Stronach Aurora Recreation Centre, 400 Wellington Street East	7,208.00	14,244.00
Aurora Family Leisure Complex, 135 Industrial Parkway North	8,238.00	10,809.00
Old Library, 56 Victoria Street	4,690.00	3,893.00
Old Senior Centre, 52 Victoria Street	3,520.00	3,693.00
Fire Station - Fire Hall 4-4, 1344 Wellington Street East	3,117.00	3,893.00
Aurora Public Library, 15145 Yonge Street	5,946.00	7,468.00
Aurora Factory Theatre, 150 Henderson Drive	3,749.00	3,693.00
Aurora Community Centre, 1 Community Centre Lane	7,238.00	11,222.00
Victoria Hall, 27 Mosley Street	2,520.00	2,956.00
Hydro Building, 215 Industrial Parkway South	4,377.00	4,429.00
Fire Station – Fire Hall 4-3, 220 Edward Street	4,117.00	3,893.00
TOTAL	\$68,133.00	\$88,054.00

It is also noted that the old library and the old seniors centre building (56 and 52 Victoria Street) are currently under review by Council regarding future uses. These two sites will be deleted from the assessment should Council make a decision in the next 6 weeks to demolish these two buildings. If however, there is a need to retain these buildings, staff are recommending that these assessments be completed to better understand any risks and costs continued operation of these buildings pose.

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Report No. IES16-012

CONCLUSIONS

The RFP review has complied with the Procurement By-law requirements and it is recommended that the contract for consulting services RFP IES 2015-76, be awarded to Stantec Consulting Ltd. for \$156,187, excluding taxes.

Additional funding of \$24,830 be provided from the Facilities Repair and Replacement Reserve for a revised project budget of \$174,830, and that expected energy rebate revenues be returned to the same reserve.

PREVIOUS REPORTS

None

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of January 21, 2016.

***Prepared by: Phillip Galin, Manager, Facilities, Property & Fleet
Acting Manager of Operations Services (Roads & Water) - Ext. 4323***



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



***Doug Nadorozny
Chief Administrative Officer***



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-015**

SUBJECT: *Award of Tender IES 2016-03 - Replacement of Dump Truck and Plow*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-015 be received; and

THAT additional funding in the amount of \$5,979.54 be provided for Project No. 34236 – Replacement of Dump Truck and Plow from the Fleet R&R Reserve; and

THAT Tender IES 2016-03 for the supply and delivery of a 2017 dump, sander and plow truck be awarded to Currie Truck Centre in the amount of \$202,417.00 excluding taxes; and

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

PURPOSE OF THE REPORT

To receive Council's authorization to award the contract for the supply and delivery of a new six-tonne dump, sander and plow truck to Currie Truck Centre.

BACKGROUND

The six-tonne dump and plow truck #31 has been in service since 2004 and is scheduled for replacement in 2016. Without the replacement, the existing truck will be required to continue service and as past experience has demonstrated; older fleet trucks are unreliable during severe conditions and heavy use and require an increased amount of service repairs that causes increased vehicle maintenance costs and decreased operational maintenance service levels.

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Report No. IES16-015

COMMENTS

1.0 Project Description

Project No. 34236 includes the supply and delivery of one six tonne dump truck with a sander unit and plow for the IES operations work.

2.0 Tender Opening

The Town of Aurora released Tender IES 2016-03 for the replacement of dump truck with sander and plow #31 on January 7, 2016. The tender closed on January 21, 2016. Three compliant bids were received.

Below is a summary of the bids received for this project:

Table 1

	Company Name	Total Bid (excluding taxes)
1	Currie Truck Centre	\$202,417.00
2	Tallman Truck Centre Limited	\$205,484.00
3	B + I's Complete Truck Centre	\$205,844.00

Verification of the tenders was undertaken by Town staff. The low bid was submitted by Currie Truck Centre in the amount of \$202,417.00, excluding taxes for the supply of a 2017 Freightliner 108SD six-tonne dump truck with sander and plow.

3.0 Project Schedule

Delivery of the truck and accessories will be a maximum of 35 weeks from the date of the issuance of a purchase order and will be in use for the winter 2016/2017 season.

LINK TO STRATEGIC PLAN

Maintaining our Fleet of Roads Vehicles supports the Strategic Plan goal of Investing in sustainable infrastructure by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the existing truck #31 will be required to continue service and the Town will

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Report No. IES16-015

likely experience increased maintenance costs and decreased service.

FINANCIAL IMPLICATIONS

Table 2 is a financial summary for Capital Project No. 34236 as based on the Tender submitted by Currie Truck Centre.

Table 2

Approved Budget	
2016 Capital Project 34236	\$200,000.00
Total Approved Budget	\$200,000.00
Less previous commitments	\$0.00
Funding available for subject Contract	\$200,000.00
Contract Award excluding HST	\$202,417.00
Non-refundable taxes (1.76%)	\$3,562.54
Total Funding Required	\$205,979.54
Budget Variance	-\$5,979.54

As indicated in Table 2, the project is \$5,979.54 over budget. The budget for this vehicle was based on the purchase cost of \$193,273.38 for a similar vehicle in June 2015. The cost increase beyond what was budgeted is likely based on the current value of the Canadian Dollar. It is recommended that this additional funding be provided from the Fleet R&R Reserve.

The existing equipment being replaced by this purchase will be sold through the Town's auction process in accordance with the Procurement by-law with surplus funds being deposited to the fleet reserve account.

CONCLUSIONS

The Tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES 2016-03 for the supply and delivery of a 2017 dump, sander and plow truck be awarded to Currie Truck Centre in the amount of \$202,417.00, excluding taxes.

PREVIOUS REPORTS

None

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Report No. IES16-015

ATTACHMENTS

None

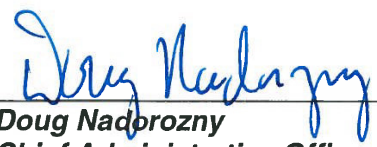
PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of February 4, 2016.

Prepared by: Greg McClenny, Fleet Supervisor - Ext. 3334



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Doug Nadrozny
Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-016**

SUBJECT: *Award of Tender IES 2016-02 - Replacement of Two Ice Resurfacers*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-016 be received; and

THAT additional funding in the amount of \$5,027.20 be provided for Project No. 34186 and Project No. 34192, replacement of two (2) ice resurfacers from the Fleet R&R Reserve; and

THAT Tender IES 2016-02 for the supply and delivery of two (2) new ice resurfacers be awarded to Zamboni Company Limited in the amount of \$172,000.00 excluding taxes; and

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

PURPOSE OF THE REPORT

To have Council authorize award of the contract for the supply and delivery of two (2) new ice resurfacers to Zamboni.

BACKGROUND

The two (2) ice resurfacers, #592 & #594, are scheduled for replacement in 2016. Unit 592 is model year 2003 and unit 594 is model year 2006. Condition assessments and overall equipment usage has resulted in a need for replacement and Council approved these vehicles as part of the 2016 capital replacement program. Without the replacements, the existing resurfacers, will be required to continue service and as past experience has demonstrated; ice resurfacers with high hour usage have a lower level of reliability and require an increased amount of service that causes increased maintenance costs and decreased operational service levels.

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Report No. IES16-016

COMMENTS

1.0 Project Description

Project No. 34186 and Project No. 34192 includes the supply and delivery of two (2) ice resurfacers for indoor arena ice resurfacing – one at the Aurora Community Centre and one at the Stronach Aurora Recreation Centre.

2.0 Tender Opening

The Town of Aurora released Tender IES 2016-02 for the replacement of two (2) ice resurfacers on January 7, 2016. The tender closed on January 21, 2016. There was one compliant bid received.

Below is a summary of the bids received for this project:

Table 1

	Company Name	Total Bid (excluding taxes)
1	Zamboni Company Limited	\$172,000.00

Verification of the tender was undertaken by Town staff. The single bid was submitted by Zamboni Company Limited in the amount of \$172,000.00, excluding taxes for the supply of two (2) 2016 Zamboni 526 ice resurfacers. Zamboni is equipment that has been purchased in the past and is a reputable product.

3.0 Project Schedule

Delivery of the truck and accessories will be a maximum of 16 weeks from the date of the issuance of a purchase order.

LINK TO STRATEGIC PLAN

Providing high quality, safe ice surfaces within our arena facilities is a high priority while also providing our user departments and customers with a positive experience while utilizing those same facilities.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the existing resurfacers, #592 & #594, will be required to continue service and the Town will likely experience increased maintenance costs and decreased service levels .

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Report No. IES16-016

FINANCIAL IMPLICATIONS

Table 2 is a financial summary for Capital Project No. 34186 and Project No. 34192 as based on the Tender submitted by Zamboni Company Limited.

Table 2

Approved Budget	
2016 Capital Project 34186	\$85,000.00
2016 Capital Project 34186 & 34192	\$85,000.00
Total Approved Budget	\$170,000.00
Less previous commitments	\$0.00
Funding available for subject Contract	\$170,000.00
Contract Award excluding HST	\$172,000.00
Non-refundable taxes (1.76%)	\$3,027.20
Total Funding Required	\$175,027.20
Budget Variance	-\$5,027.20

As indicated in Table 2, the project is \$5,027.20 over budget. The budgets for these machines were based on the purchase cost of \$79,900.00 for a similar vehicle in June 2015. The cost increase beyond what was budgeted is likely based on the current value of the Canadian Dollar. It is recommended that this additional funding be provided from the Fleet R&R Reserve.

The existing equipment being replaced by this purchase will be sold through the Town's auction process in accordance with the Procurement by-law with surplus funds being deposited to the fleet reserve account.

CONCLUSIONS

The Tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES 2016-02 for the supply and delivery of two 2016 ice resurfacers be awarded to Zamboni Company Limited in the amount of \$172,000.00 excluding taxes.

PREVIOUS REPORTS

None

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Report No. IES16-016

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of February 4, 2016.

Prepared by: Greg McClenny, Fleet Supervisor - Ext. 3334



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



Doug Nadorozny
Chief Administrative Officer



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. IES16-017**

SUBJECT: *Facility Projects Status Report*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-017 be received for information.

PURPOSE OF THE REPORT

This report provides Council with an update on the New Joint Operations Centre (JOC).

BACKGROUND

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

- No. 34217 - Joint Operations Centre

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

The reporting process will continue until satisfactory completion of this project or as directed by Council.

COMMENTS

Joint Operations Centre

The following is a summary of activities completed as of January 31, 2016:

- The building is nearing substantial completion with final inspections and occupancy planned to be granted in February.

The project completion is ahead of schedule by over a month with activities well

February 16, 2016

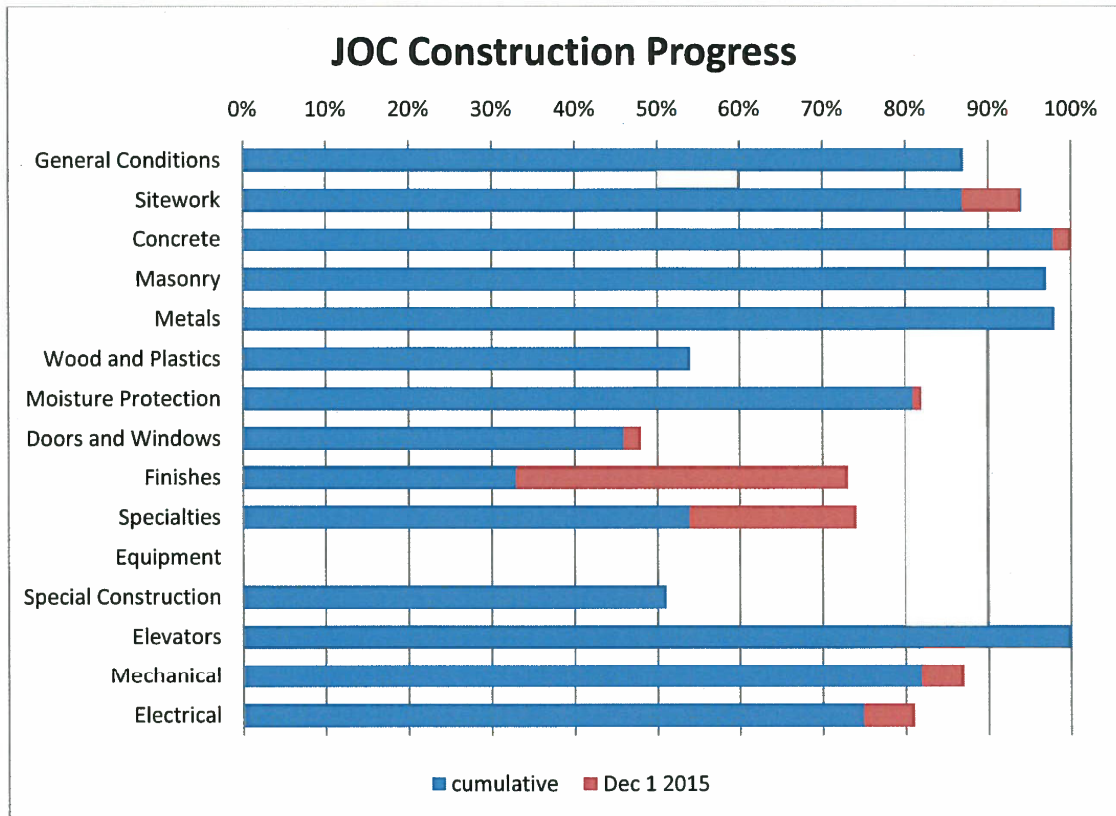
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Report No. IES16-017

underway for the move into the new building. Full operational transfer is expected to be completed in late spring to align with the pre-summer period before work duties drastically increase. The move-in transition is planned over several weeks to allow for coordinated transfer and proper set up of equipment and to allow for storage facilities to be properly and safely constructed at the new building.

Milestone	Estimated Completion Date
Site Works	Aug/14 to Dec/15
Office Building	
Foundations	Mar 2015
Basic Structure	May 2015
Building Water Tight	July 2015
Exterior Cladding	Sept 2015
Mechanical/Electrical	July 2015
Interior Finishes	Dec 2015
Garage Areas	
Foundations	April 2015
Basic Structure	Jun 2015
Exterior Envelope	Aug 2015
Interior Finishes	Oct 2015
Final Commissioning and Closeout	Feb 2016
Assume building	Mar 2016
Transfer of materials and equipment	April-June 2016

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



Financial and Schedule Update

The project remains on schedule and on budget.

Financial Monitoring Task Force Meeting

The Financial Monitoring Task Force met on February 1, 2016 to review financial activities. Staff provided an update on building completion status and coordination meetings currently underway with staff that are involved with the move to the new building.

LINK TO STRATEGIC PLAN

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

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Report No. IES16-017

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

Joint Operations Centre (JOC):

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

Approved Funding and Contract Commitments

Construction and Related Costs:	Base Financial	Summary Financials to Date
Buttcon Limited Contract Award (excluding optional items)	17,004,000	17,004,000
Approved Buttcon Change Orders to Date		564,216
Non-refundable taxes (1.76%)	299,270	299,270
Fees for One Space Architects Unlimited Inc.	954,084	1,145,944
Third Party Engineering		68,600
FF&E and Internal IT costs	125,000	125,000
Third party testing services (soils, concrete, building envelope)	150,000	150,000
Project Management Services		129,800
Permit and Related		142,800
Utilities Connection Fees		76,500
Pre-Selected Office Partitions		315,000
Subtotal	18,532,354	20,021,130
Contingency Allowance	1,853,235	364,459
Project Construction Budget	20,385,589	20,385,589

Contract Change Log

Change Order Group 1 added to contract value (Report No. IES14-057)	653,632
Change Order Group 2 added to contract value (Report No. IES15-010)	93,000
Change Order Group 3 added to contract value (Report No. IES15-023)	100,048
Change Order Group 4 added to contract value (Report No. IES15-032)	nil
Change Order Group 5 added to contract value (Report No. IES15-037)	31,343
Change Order Group 6 added to contract value (Report No. IES15-039)	-175,449.24
Change Order Group 7 added to contract value (Report No. IES15-053)	Nil
Change Order Group 8 added to contract value (Report No. IES15-058)	Nil
Change Order Group 9 added to contract value (Report No. IES15-068)	287,587
Change Order Group 10 added to contract value (Report No. IES16-001)	(542,120)
Subtotal	448,041
#80 Channel on OH Door -Structural/Arch	\$5,198.00
#81 Provide fire alarm pull station and speaker at Level 3	\$7,783.71
#82 IT Room revisions	\$2,290.89
#83 Additional HS and Steel supports	\$15,634.27
#84 New P2 drywall assembly in the vestibule 1-031, Level-1	\$1,500.00
#85 Pipe Bedding in warehouse -- Deeper depth due to poor soil condition	\$21,258.14
#86 Office 3/4" stone between footing to U/S of floor	\$10,380.34

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#87 2" Crusher Run Under North Retaining Wall in 2 locations	\$36,455.00
#88 Additional Lighting Circuit for Salt Storage Building	\$975.22
#89 Entrance gate control station and relocation	\$14,246.55
#90 LAN Room– Fire Suppression Cylinders. 2 sheets of plywood.	\$453.10
Change Order Group 11 added to contract value	\$116,175.22
Total Change Order value to date	\$564,215.98

Funding Sources Summary:

Source	Approved Funding Budget	Received to Date: Dec. 31, 2015
Development Charges	\$11,932,404	\$4,203,200
Sale of Municipal Lands	8,453,185	2,755,000
Interim Line of Credit (LOC)		9,370,000
Internal Awaiting LOC Draw.		
Total	\$20,385,589	\$16,328,200

Project Costs Paid to December 31, 2015	\$16,328,200
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CONCLUSIONS

This report is provided to Council as an ongoing communication on the progress of the New Joint Operations Centre.

PREVIOUS REPORTS

Infrastructure and Environmental Services

1. January 18, 2011, IES11-002 – Award of RFP No. IES2010-73-Architectural Consulting Services for a New Operations Centre
2. March 20, 2012, IES12-012 – Town of Aurora Joint Operations Centre
3. April 3, 2012, IES12-017 – Town of Aurora Joint Operations Centre
4. July 17, 2012, IES12-039 – Town of Aurora Joint Operations Centre Site Selection
5. September 18, 2012, CFS12-032 – Follow-up Information: Funding Sources for New Joint Operations Centre Capital Project
6. October 2, 2012, IES12-052 – Town of Aurora Joint Operations Centre
7. October 23, 2012, IES Memo 09-12 – Cost Information for Leadership in Energy and Environmental Design for New Construction (LEED NC)
8. May 21, 2013, IES13-031 – Joint Operations Centre Status and Snow Disposal Site Consideration

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9. July 16, 2013, CFS13-023 – Capital Financing of Youth Centre and Operations Centre Capital Projects
10. January 7, 2014- IES14-001 JOC Pre-tender scope and budget approval
11. February 18, 2014- IES14-009 Facility Project Status Report
12. April 15, 2014- IES14-024 Facility Project Status Report
13. May 20, 2014 – IES14-027 Facility Status Report
14. June 17, 2014 – IES14-032 Facility Status Report
15. July 29, 2014 – IES14-041 Facility Status Report
16. September 16, 2014 – IES14-052 Facility Status Report
17. December 9, 2014 – IES14-057 Facility Status Report
18. January 13, 2015 – IES15-001 Facility Status Report
19. February 17, 2015 – IES15-010 Facility Status Report
20. March 24, 2015 – IES15-023 Facility Status Report
21. April 21, 2015 – IES15-032 Facility Status Report
22. May 19, 2015 – IES15-037 Facility Status Report
23. June 16, 2015 – IES15-039 Facility Status Report
24. September 22, 2015 – IES15-053 Facility Status Report
25. September 22, 2015 – IES15-055 JOC Pre-Selected Furniture Purchase
26. October 20, 2015 – IES15-058 Facility Status Report
27. November 17, 2015 – IES15-068 Facility Projects Status Report
28. January 19, 2016 – IES16-001 Facility Projects Status Report

ATTACHMENTS

N/A

PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of February 4, 2016.

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


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


**Doug Nadrozny
Chief Administrative Officer**



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-018**

SUBJECT: *Purchase Order Increase for Contract IES 2015-27 for Supply of Materials Testing, Inspection Services and Geotechnical Investigations for Various Projects*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-018 be received; and

THAT, pending satisfactory performance by Soil Engineers Ltd., staff be authorized to extend Purchase Order No. 542 for options year one (1) and two (2) of Contract IES 2015-27 for the Supply of Materials Testing, Inspection Services and Geotechnical Investigations for various projects, in the amount of \$100,000 per year, excluding taxes.

PURPOSE OF THE REPORT

To authorize staff to extend Purchase Order No. 542 (PO No. 542) for options years one (1) and two (2) of Contract IES 2015-27 for the Supply of Materials Testing, Inspection Services and Geotechnical Investigations for various projects based on the satisfactory performance of Soil Engineers Ltd.

BACKGROUND

In 2015 the Town issued a Request for Quotation IES 2015-27 for materials testing, inspection services and geotechnical investigations to support the delivery of IES capital projects. The contract was awarded to Soil Engineers Ltd. for one (1) year with the option to renew for an additional two (2), one (1) year periods based on satisfactory performance of the contractor. The work performed by Soil Engineers Ltd. has processed satisfactorily in 2015 and staff will be extending the contract accordingly. Funding for this contract is included in the various Council approved capital projects that require geotechnical investigations.

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Report No. IES16-018

COMMENTS

In keeping with Town practices for contracts with optional extension years based on satisfactory performance, PO No. 542 was issued by the Town for the first year of the contract only. The purchase order was issued in the amount of \$100,000, excluding taxes, for work performed by the Contractor in 2015. Soil Engineers Ltd. has fulfilled the requirements of the contract in a satisfactory manner, and staff want to extend the contract for 2016 and, if work continues to be performed satisfactorily, for optional year two (2) as well. As the annual amount of the purchase order is greater than \$100,000, excluding taxes, Council authorization to extend PO No. 542 is required. Should the work performed by Soil Engineers Ltd. not continue to proceed satisfactorily in 2016 staff will not renew the contract for optional year two (2).

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life for All** by investing in sustainable infrastructure. This project ensures that the Town's reconstruction projects are properly completed and completed in a timely matter to meet the needs and expectations of our community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not authorize the purchase order increase which will result in the Town no longer having a soil consultant readily available to complete mandatory material testing and soils investigation works for various Town projects.

Each reconstruction project requiring material testing and soils investigations will require the procurement of a soils consultant. This will result in delays in the Town's capital delivery, possible reduction in the capital projects' scope to fund the procurement of a Soil Consultant and potentially less competitive pricing.

FINANCIAL IMPLICATIONS

There is no specific funding source for this contract. Funding is provided from the budget of the specific Capital project that the geotechnical services have been provided to. The actual value of the geotechnical services to be performed on a specific project is difficult to predict and is subject to subsoil conditions, groundwater, the Contractor's workmanship and the quality of supplied products and materials.

The Town spent approximately \$100,000, excluding taxes, in geotechnical services in 2015. It is expected that 2016 will be another very busy construction year and a similar amount may be required for geotechnical services.

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Report No. IES16-018

CONCLUSIONS

It is recommended that the purchase order for Soil Engineers Ltd. be extended by \$100,000 for services required for 2016 and that a further \$100,000 be approved for 2017 pending satisfactory performance by Soil Engineers Limited.

ATTACHMENTS

N/A

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, February 4, 2016.

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



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



Doug Nadrozny
Chief Administrative Officer



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. IES16-019

SUBJECT: *Traffic Operations and Sightline Safety Concerns on John West Way and Hollandview Trail/Civic Square Gate Intersection*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-019 be received; and

THAT parking prohibitions on the east side of John West Way in front of #111 John West Way be moved 25 metres to the north to increase the sightline distance for westbound motorists on Civic Square Gate (north leg) to see oncoming southbound traffic on John West Way; and

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

THAT a letter be sent to #111 John West Way with Council's adopted resolution.

PURPOSE OF THE REPORT

The purpose of this report is to investigate the residents' safety concerns along John West Way in front of #111 John West Way.

BACKGROUND

A presentation was made to Council on Tuesday December 1, 2015, by residents from #111 John West Way raising their concerns regarding the traffic operations at the Hollandview Trail/Civic Square Gate (north leg) and John West Way intersection. The main concerns were around traffic and pedestrian activities, traffic volume, traffic speed and sightline distance for westbound motorists on Civic Square Gate to see oncoming southbound traffic on John West Way.

COMMENTS

John West Way is a two-lane collector roadway that runs in the north south direction from Wellington Street East to Hollidge Boulevard with an urban cross-section and a 10.5 metre pavement width. There are sidewalks on both sides of the street and a posted speed limit of 50km/h.

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Hollandview Trail is a two-lane local roadway with an urban cross-section and a pavement width of 8.5 meters. There are sidewalks on both sides of the street and the posted speed limit along Hollandview Trail is 40km/h.

Civic Square Gate is a two-lane local roadway with an urban cross-section, sidewalk is provided on one side and the road has generally low traffic volumes. The posted speed limit is 40km/h and the road is mostly used by residents visiting the Queen's Diamond Jubilee Park.

There has been one (1) reported collision at the John West Way and Hollandview Trail intersection in the past three years. Parking is prohibited on both sides of John West Way for a distance of 30 metres from the intersection. Attached Appendix "A" shows area in question.

Traffic volume and speed studies have shown no concerns on John West Way

Staff have conducted traffic volume and vehicular speed studies on John West Way back in 2012 and the results showed an average speed of 47 km/h and the 85th percentile speed of 55 km/h. Both the average and 85 percentile speeds were within acceptable range of the posted 50 km/h speed limit.

The overall average daily traffic on John West Way was 6,293 vehicles per day and it is well below the range expected for an urban collector road, which typically ranges up to 12,000 vehicles per day according to the Transportation Association of Canada standards.

Intersection Pedestrian Signals were installed to aid pedestrians crossing John West Way

The Town of Aurora has installed intersection pedestrian signals (IPS) at the Hollandview Trail/Civic Square Gate and John West Way intersection in 2014. The IPS helps pedestrians in general and seniors in particular to cross safely to and from the park. Since the installation many residents have praised the Town in improving safety for pedestrian activity in the area.

On-site sightline investigation at the Hollandview Trail/Civic Square Gate and John West Way intersection

At council presentation residents raised concerns about the sightline distance being hindered by parked vehicles on the east side of John West Way. The main concern was that westbound traffic on Civic Square Gate (north leg) cannot see oncoming southbound traffic on John West Way.

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Staff investigated the intersection to verify the sightline distances from Civic Square Gate on both sides of John West Way. The posted speed limit on John West Way is 50 km/h. For this speed, the desirable distance is approximately 125-150 metres. The measured distance from Civic Square Gate to the south is approximately 135 metres and to the north the sightline distance is available; however it is believed to be hindered by parked vehicles on the east side of John West Way. Currently, parking is prohibited 30 metres north of the intersection and extending the parking restrictions to 55 metres north of the intersection should resolve the sightline concerns. Therefore, staff is recommending that parking restrictions be amended from 30 metres to 55 metres on the east side of John West Way north of Civic Square Gate (north leg).

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 at key intersections in the community

ALTERNATIVE TO RECOMMENDATIONS

- Council may wish not to extend the parking restrictions on John West Way.

FINANCIAL IMPLICATIONS

The cost to install the “No-Parking Anytime” signs on John West Way is estimated at \$250. The necessary funds are available from the Infrastructure & Environmental Services Operating Budget.

CONCLUSION

Staff have reviewed traffic and pedestrian operation along John West Way and have concluded that the traffic volumes and speeds along John West Way are within the acceptable range of the industry standards requirements. In regards to the sightline distances at the Hollandview Trail/Civic Square Gate and John West Way intersection, it was determined that the on-street parking on the east side of John West Way would interfere with westbound traffic on Civic Square Gate (north leg) to see oncoming southbound traffic on John West Way; therefore it is recommended that the on-street parking restrictions be extended in order to increase the sightline distance and alleviate the safety concerns.

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Report No. IES16-019

PREVIOUS REPORTS

- Report No. IES12-061 - Safety Concerns on John West Way
- Report No. IES13-049 - Award of Request for Quotation IES 2013-81 – Installation of Intersection Pedestrian Signals on John West Way at Hollandview Trail/Civic Square Gate Intersection.

ATTACHMENTS

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

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of February 4, 2016.

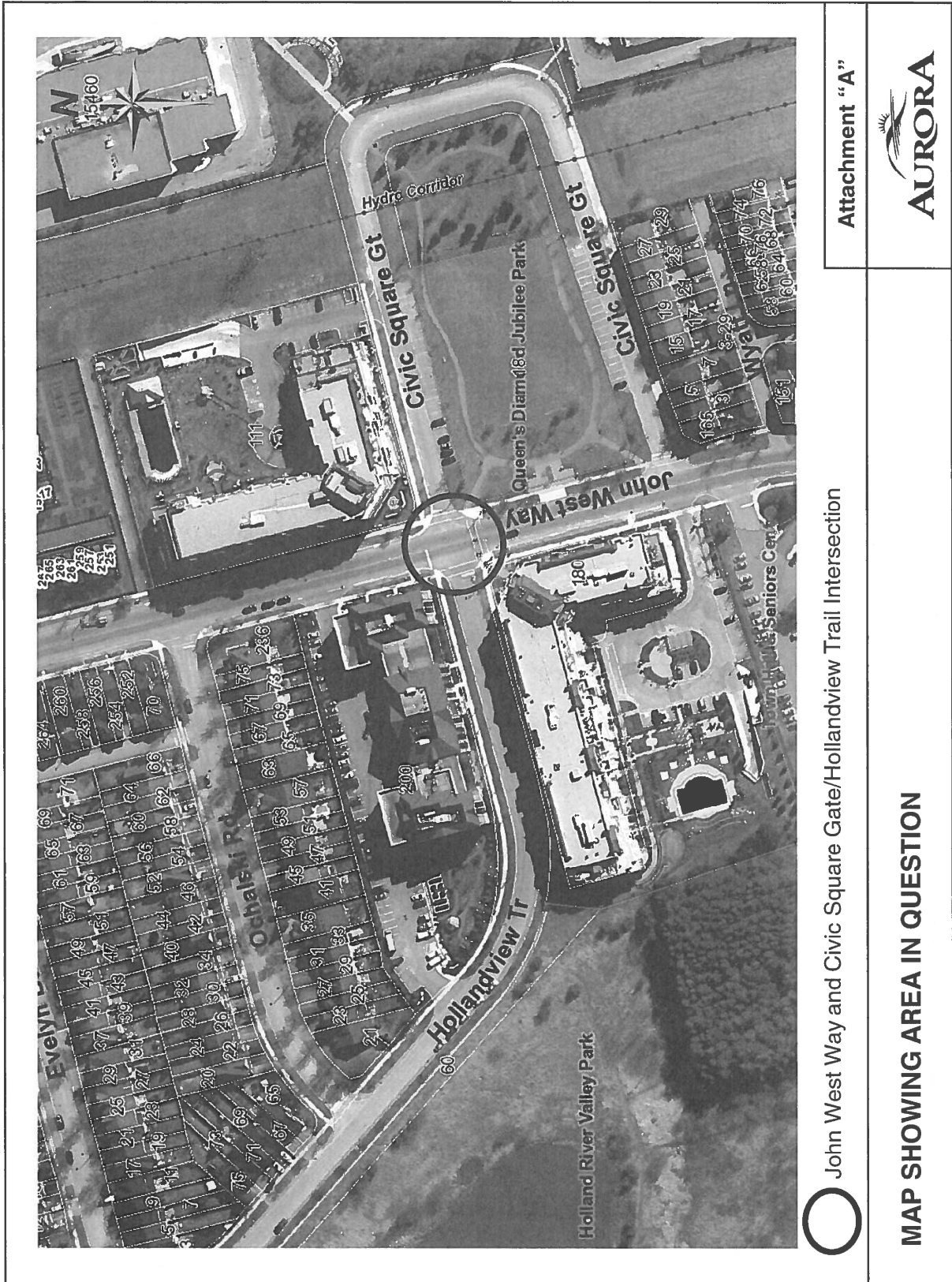
Prepared by: Jamal Massadeh, Traffic/Transportation Analyst, ext. 4374



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



Doug Nadrozny
Chief Administrative Officer





**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. IES16-020

SUBJECT: *Joint Operations Centre LEED® Status Report*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. IES16-020 be received; and

THAT the fee for One Space Unlimited Inc be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget.

PURPOSE OF THE REPORT

The purpose of this report is to update Council on the LEED process and points that are being pursued towards an anticipated LEED Gold outcome that will be determined through the necessary third party review to be conducted by the Canadian Green Building Council.

BACKGROUND

In support of environmental sustainability, the Town has pursued LEED certification for the new operations centre. The first step in this process is registration with the Canada Green Building Council. As of September 3, 2013 the project has been registered and is now considered a LEED Canada Registered Project targeting LEED Gold.

As part of the project scope, the Joint Operations Centre was initially targeted for LEED Silver certification. Council subsequently approve pursuit of a LEED Gold certification. During LEED workshops conducted through the design development phase, the project was anticipating sufficient points to fulfil Gold certification.

This report summarizes the results of various meetings with the LEED consultant over the period from April 2014 to present and provides an additional level of information on the LEED certification process.

COMMENTS

The purpose and benefit of LEED Certification

The LEED Green Building Rating Systems are voluntary, consensus-based, and market-driven. Based on existing and proven technology, they evaluate environmental

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performance from a whole building perspective over a building's life cycle, providing a definitive standard for what constitutes a green building in design, construction, and operation.

The purpose of LEED is to define standard thresholds for rating buildings that result in a holistic approach to environmental sustainability and user benefit. The integrity of the program is maintained through rigorous registration and documentation practices that ensure the criteria are applied fairly and consistently and are justified through third party verification and post building monitoring and evaluation. In the end the program is intended to verify that the initial work plan is carried out and that this work plan has met the performance objectives.

The benefit of participating in a LEED program is LEED certification which offers compelling proof that environmental goals and building performance targets have been met and verified through third party certification. The building can then be officially identified as a LEED certified building which brings benefits of promotion, recognition and confirmation of supporting corporate environmental commitments.

A more direct benefit however is an improvement to indoor building environment, lower maintenance costs, and a reduced risk of remedial measures related to environmental contaminants.

Balancing LEED certification level with project objectives and budget constraints is an important consideration

The JOC project is pursuing LEED Gold certification based on Council approval. However, there were cost benefit trade-offs that were considered when targeting the Gold level certification compared to the initial target of LEED Silver. The primary implications of targeting a higher certification level are balancing cost and benefits and determining what area of the program will both benefit the building operations while keeping within budget constraints.

The design team has recommended the approach to:

1. maximize LEED points related to building efficiency and benefit to the occupants to a limit that is possible within existing budget constraints
2. Target "administrative points" on a cost benefit basis starting with administrative tools that yield highest points return for lowest investment

In implementing this approach, throughout the design and construction process, the team has targeted maximum points opportunities to bring to project as close to LEED Gold certification as possible within the approved building scope and configuration. At this point, no further building related points opportunities exist.

Now the team has advanced to the Administrative aspects of the LEED program to garner the remaining required points along with some contingency points to ensure that,

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through the review and certification process, there is a very high probability of achieving the Gold target.

The project is now poised to advance to the documentation submission stage and the Consultants are making final recommendations on where to target these administrative points and how to approach the application submission process.

Project evolution from conceptual design to final construction is a moving target in LEED points accumulation

Since initial investigations in 2012 in LEED certification, it has been reported that points must be earned and documented based on the program categories and that the total number of points approved by the third party audit determine the overall certification level.

As the building design neared completion in late 2013, the project team was seeing that the LEED Gold level was becoming more difficult to achieve but that sufficient points were still available through administrative type activities if needed. With the team decision to proceed with the then current understanding that LEED Gold was achievable, staff focused attention on obtaining construction capital budget approval that started with staff report IES14-001 and culminated in the award of the construction contract based on staff recommendations outlined in report IES14-042. In retrospect, it would have been beneficial to provide additional details to Council on the LEED process and any potential risks and alternate points accumulation strategies as the project evolved from 2012 to 2014.

Building energy systems scope and green field siting have an impact on available LEED points

In pursuing LEED Gold, staff have targeted a number of features that would result in maximum points at a minimum cost. In the summer of 2014 as the project design was nearing completion, the team was re-evaluating the LEED score and feasibility/cost of various features. It was somewhat evident that additional administrative points may be required to achieve the higher rating. Two main reasons for this difference between the available points for silver and gold rating is the type of building heating system where a ground source system would garner more points but was outside the project scope, as well as points that are typically available for brown field developments where this was not the case for the JOC as it was developed on a green field site.

Information presented in this report is intended to provide background on the LEED process and to better understand the cost benefit of LEED Gold vs Silver and directions that have been taken through the design and construction process to achieve the desired outcome.

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LEED certification based on scorecard approach to achieving targets from multiple categories

The LEED scorecard is based on seven categories each with a number of individual elements that provide the scoring criteria. The LEED Rating falls within four levels as follows:

- Certified- 40 to 49 points
- Silver- 50 to 59 points
- Gold- 60 to 79 points
- Platinum- 80 or more Points

Initial Objective of LEED Silver based on Consultant experience

Information on LEED certification was detailed in Report IES12-012 in March of 2012 where LEED Silver was identified as the appropriate target with an expected benefit payback period of 10 years based on expected energy savings. The recommendation to pursue this level was recommended by the Consultant as this was deemed the most cost effective and achievable for the type of building and site being developed. This would have required a LEED point total of between 50 and 59. It was also noted in that report that these points are earned by fulfilling LEED requirements in each category and that the total approved points determines the overall rating for the project. This certification process is conducted by a third party

Council objective of LEED Gold Incorporated into project once new direction set

Subsequent staff Report IES12-052 continued to recommend LEED Silver certification. Council at its meeting of October 9, 2012 recommended the following:

THAT staff report back on the implementation and implications of upgrading to a Gold Standard.

Staff provided additional information to Council on October 23, 2012 (Attachment A) in response to the above recommendation. As the detailed design aspect of the project was only approved in October 2012, staff reported on comparable project expectations and reported experiences with various agencies including York Region's experiences. This high level evaluation estimated similar payback periods for both LEED Silver and Gold of about 13 years. The report also identified a number of LEED categories as to where points could be secured to achieve the LEED Gold target of between 60 to 69 points. The memo also provided examples of where LEED points could be achieved. However, as the project developed through the design phase, some of the potential areas were either not suitable for this project or were beyond the project scope and budget. These included items such as ground source heating, solar wall, energy reclaim system, solar panels on rook and on canopy of plow truck structure.

LEED Gold cost allowance was included in the building budget based on the industry

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research results allowing an additional 6 percent of the 2012 cost estimate of \$7.2M which was a sufficient funding envelop to achieve most of the requirements excluding the out of scope items identified above.

Subsequent to this allowance and as the building design progressed, the project budget was periodically adjusted to recognize true project costs and emerging site and building requirements. Between the period from October 2012 until tendering in the summer of 2014, the consultant was tracking LEED points design features that contributed towards this objective.

Achieving LEED Gold involves both construction and administrative requirements

During the design phase of the project, the LEED consultant was pursuing all possible points through the design process. The project building elements that were targeted were identical regardless of LEED Gold or Silver as many of the building components are identical for both ratings. This is because the design team was targeting the highest possible energy and building efficiencies achievable with the available program funding. Even with this aggressive approach, total possible LEED points were expected to be between 56 and 60 points.

As the third party LEED evaluation process may not agree with all targeted points, the Consultant has consistently recommended a buffer of 3 to 4 points above the desired target to ensure successful certification. These additional points are outside the actual design and construction monitoring process and include elements such as public transit access, enhanced energy features such as green power, on site renewable energy, enhanced reporting and documentation.

Contractor significant partner in LEED Documentation and final implementation

A key element of the LEED process is continual monitoring and documentation with the Contractor. Buttcon has previous LEED building experience and has worked well with our LEED consultant during the entire project. This has been documented to date through regular LEED coordination meetings to ensure that all available construction related points are achieved. The project is now at the final commissioning and equipment documentation stage and will be ready for final submission to the Canadian Green Building Council (CaGBC) in April 2016.

LEED Scorecard updated to achieve LEED Gold based on current project status

Throughout the project, staff have been supportive of all building and project aspects that would advance the LEED Gold objective. The Consultant has been diligent in reporting on the feasibility of achieving the various points categories and opportunities to garner as many point as possible. However, a number of the anticipated points are dependent on external factors and an application submission review process which remain beyond the control of staff and will influence the final result of this goal. The best

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way to mitigate this risk is to pursue additional points beyond the minimum target which will allow for some factor of safety.

To target LEED Gold level certification, the Consultant has recommended a number of feasible LEED points, of which the follow are recommended for pursuit as these are the most economical. These include:

- SSc4.1: Public Transportation Access (3 points)
- WEc3: Water Use Reduction (1 + 1 RP points)
- EAc6: Green Power (2 points)
- Innovation in Design (2 points)

These items were considered as potential point sources by the Consultant from the beginning of the project but were reserved as a last resort should they be needed to ensure sufficient points are available for gold certification.

The project team has identified a potential 63 points (Attachment B) and point options identified to achieve this goal are highlighted in the table below. Items EAc1 and EAc5 are the two most challenging and potentially costly to achieve and so are not being pursued.

Item EAc2 is the solar panel proposal. Staff have received additional information on this option and have been made aware that there currently is no feed in tariff program active. The consultant also suggested that the feed in tariff rates have been declining to the point that going forward, it would be just as effective to proceed with a net metering option where power consumption of the building is offset by the electricity generated on site. It is believed that a documented commitment would be sufficient to secure additional points in this area and staff are preparing a report to Council to outline a program plan. Options for solar panels could still be external financing or internal financing, however there seem to be limited options for a separately funded option based on revenues due to the dynamic nature of the generation profile and variable daily energy costs. Note that solar panels were always a consideration for this project but were not part of the original project scope and intended to be pursued after project completion. Advancing this project will be beneficial to meeting the LEED Gold objective.

Items SSc4.1, WEc3, and "Innovation Points" are currently being developed by the consultant. There was a request for additional fees for these items by the LEED Consultant as the realities of the initially forecasted LEED points have not fully materialized and there was an early understanding by the project team that additional administrative points may need to be pursued to meet the LEED Gold target. This is supported by an additional consulting fee of \$9,650.00 which was part of the additional fee request identified in Report IES016-001 for One Space Unlimited.

Item EAc6 is related to Green Power. This item is currently not being considered, however, the consultant has indicated that these points can be achieved after

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submission of the application to CaGBC should the 2 points be required to secure LEED Gold. Staff have obtained a quote from Renewable Choice Energy for \$2,332.00 per year to supply 70 percent renewable energy which would provide 2 additional points. This option has not been approved and will be considered only if there remains a point gap for Gold at the time of third party evaluation.

Credit	Additional Points	Description	Cost
SSc4.1: Public Transportation Access	3	Develop a Transportation Management Plan demonstrating quantitatively that 25% of single occupancy vehicle rides will be reduced.	Consulting fee for developing plan.
WEc3: Water Use Reduction	1 +1	Install shower heads at 3.8 LPM to achieve 1 additional point in credit WEc3 and 1 additional point under Regional Priority (RP). See original e-mail attached regarding plumbing fixtures). *Bricor ultra low flow shower heads: ECO-Miser-PC http://bricor.com/products/eco-miser-pc/	Cost of shower heads.
EAc1: Optimize Energy Performance	2	This is a dynamic process that involves the combined performance measures of envelope, mechanical and electrical equipment. RWDI would be able to recommend possible changes as the final energy model is developed.	Consulting fees for additional iterations of modeling, changed equipment. Energy efficiency measures are typically associated with a cost.
EAc2: On-Site Renewable Energy*	1 to 7	Credits in EAc2 are earned with 1% to 13% energy cost offset by utilizing on-site renewable energy. Potential on-site renewable energy technologies include: photovoltaic (PV) panels, solar thermal panels, micro wind turbines, solar walls, amongst others. Feed-in-Tariff programs are allowable by LEED.	Feed-in Tariff programs are no cost/low cost
EAc5 Measurement & Verification	3	Install sub-meters and develop a plan to implement ongoing verification analysis (as per the required standard in LEED)	Consulting fee to develop plan, hard costs to install and commission sub-meters.
EAc6: Green Power	2	Purchase Renewable Energy Credits for 35% of facility electricity use for 2 year contract	Depending on the market ~ less than \$5000. RWDI can get a quote from a renewable power broker.
Innovation Points	2	Could achieve up-to 2 more points, may have to implement additional programs or achieve exemplary performance (for example, 100% FSC wood, 95% waste diversion, etc.)	Additional construction costs, or perhaps consulting fees for program developments costs.

LEED Gold remains a feasible target by maximizing points accumulation options as recommended in report IES16-001

Based on this most recent update to the LEED scoring, it appears that LEED Gold is achievable provided all planned activities are verified and all technical evaluations to verify compliance are satisfactory.

As a significant aspect of the LEED program is verification and post construction monitoring, full compliance with all required aspects may not be guaranteed due to actual site conditions that emerge once operations start.

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The additional options identified in this report are intended to increase the probability of achieving LEED Gold certification.

LINK TO STRATEGIC PLAN

Objective 2: Invest in sustainable infrastructure

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Alternately Council may choose to accept LEED Silver certification.

FINANCIAL IMPLICATIONS

All LEED related building and site features have been incorporated into the project to achieve the maximum available LEED points within the approved project budget and there are no further construction related improvements that are recommended to increase the points score.

However, to achieve a LEED Gold certification, additional administrative points were always identified as potentially necessary due to the fact that building energy system was a limiting factor in the number of achievable LEED points compared to a significantly more efficient ground source heating system (which was beyond the project budget and scope). The use of brownfield site condition points was also not available as this project used a green field site.

With that understanding, the consultant has now reported that additional points should be secured to ensure the gold certification level is achieved. These requirements were provided in Report IES016-001 and specific fees of \$9,650.00 were identified by the LEED consultant to administer the documentation. This is in addition to the \$95,500 identified in Report IES14-001 for the LEED certification process.

The remaining increase request of \$87,010.00 is related to other architectural services fees associated with the project delivery as describe in report IES016-001 including design and technical support required to respond to construction needs.

Therefore the fee for One Space Unlimited is recommended to be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget to accommodate the \$9,650.00 and \$87,010.00 increase request.

CONCLUSIONS

As the JOC approaches completion, the LEED score was reviewed to assess changes to the program and their impact to the LEED targets. The overall targeted score with

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administrative activities has been revised to 63 points which is within target for LEED Gold.

The additional LEED consultant fee of \$9,650 is requested to support the administrative activities to secure LEED Gold as final points assessments on the completed project will not achieve the required level without administrative aspects being fully utilized.

It is therefore recommended that the fee for One Space Unlimited be increased from \$1,049,284.00 to \$1,145,944.00 to be funded within the existing budget to accommodate the \$9,650.00 and \$87,010.00 increase request.

PREVIOUS REPORTS

None

ATTACHMENTS

Attachment A - Staff Memo Dated October 23, 2012

Attachment B – LEED Scorecard, February 9, 2016

PRE-SUBMISSION REVIEW

CAO review, February 9, 2016

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



Ilmar Simanovskis
Director, Infrastructure and
Environmental Services



Doug Nadrozny
Chief Administrative Officer



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**Attachment A
Infrastructure and Environmental
Services**

MEMORANDUM

DATE: October 23, 2012
TO: Mayor, Members of Council
FROM: Ilmar Simanovskis, Director of Infrastructure and Environmental Service
RE: **Cost Information for Leadership in Energy and Environmental Design for New Construction (LEED NC)
Memo 09-12**

RECOMMENDED

THAT this memorandum be received for information

DISCUSSION

This is further to a request for LEED NC information that occurred at the General Committee meeting of October 9, 2012.

Please find information for reference from IES Report 12-17 and additional information requested related to design and construction costs and the LEED NC rating system.

LEED NC is a globally accepted and recognized standard for environmental and energy efficiency design and construction. The Canadian version of LEED provides a complete list of guidelines to improve the environmental and energy performance of buildings using proven principles, technology and materials that are aligned with Canadian standards and conditions.

LEED contains prerequisites and credits in five (5) major categories:

- Sustainable Site
- Water Efficiency
- Energy and Atmosphere
- Material and Resources
- Indoor Environmental Quality

An additional category for Innovation and Design Process addresses expertise in green design and construction as well as design measures not covered in the above categories.

Points are earned by fulfilling the requirements laid out in each category. The total number of points earned in all categories determines the overall rating for the project. The project ratings are certified by the Canadian Green Building Council (CaGBC) following

independent review and audit of documents submitted by the project management team. Categories are certified, silver, gold and platinum.

Incremental capital cost increase for LEED NC construction over Conventional Construction

Sustainable buildings will inevitably carry a higher initial cost premium for design and construction. There is not, as of yet, a statistically definitive answer to the incremental cost associated with LEED buildings. The incremental costs depend on a number of variables including project type or building type, intended use of the facility, familiarity of the design team with LEED, the level of performance being sought and the integration point LEED is introduced into the project. Based on current review of Region of York analysis of LEED cost studies, it is estimated that incremental costs associated with the LEED certification levels are as follows:

- LEED Platinum 10%
- LEED Gold 5.5%
- LEED Silver 3.5%

The incremental costs are the net difference of design and construction at a LEED NC rating vs. conventional construction.

To provide an example of a cost implication on a typical building project we can consider a new operations centre and office facility of 80,000 sq ft of gross floor space with a total cost for facility design and construction of \$13M.

LEED Rating	% Incremental Cost	(\$) Incremental Cost	*Operational Savings	Payback (Years)
Silver	3.5 %	\$455,000	\$33,680	13.5
Gold	5.5%	\$715,000	\$53,888	13
Platinum	10%	\$1,300,000	\$67,360	19

* Operational savings at LEED Silver, Gold and Platinum represent 25%, 40% and 50% savings based on the Model National Energy Code for Buildings (MNECB).

Please note the incremental costs to achieve LEED Platinum are higher due to the CaGBC requirement for Innovation and Design Process resulting in increased architectural, engineering costs and customized construction for innovative green building solutions and processes.

Savings and payback periods are influenced by many factors one being energy costs. As energy costs continue to rise, the longer term benefits increase under these operational cost pressures. It is proven by the CaGBC that sustainable buildings have lower operating and

maintenance costs. The financial benefits of lower energy and water consumption could be realized year after year for the life of the building.

Existing building annual operational costs 40 per cent higher per unit area than buildings designed to LEED standards

As a comparison, staff evaluated the energy profile (hydro and natural gas consumption) of the existing operations centre vs. current convention and LEED construction standards. The results on a relative cost per square foot basis are as follows:

- Current Scanlon Facilities \$2.09/S.F.
- Conventional New Construction \$1.68/S.F.
- LEED NC Silver Construction \$1.26/S.F.
- LEED NC Gold Construction \$1.01/S.F.
- LEED NC Platinum Construction \$0.84/S.F.

Conventional construction would result in a per square foot savings of 19 per cent whereas LEED NC would result in a 40-60% per cent savings in energy costs over the current operations centre. This is a significant reduction in annual costs as well as environmental reductions of CO₂. The current annual utility cost for Scanlon facilities is \$60,000 for a total of 28,735 S.F of gross floor area.

Total operating costs of a new joint operations centre can be decreased by 12-24 per cent per square foot depending on design and construction type. Included with such cost savings would be decreased on-going repair and maintenance costs and efficiencies gained by operating one centre with shared spaces.

Examples of some facility options for LEED NC

Please note these are examples only and some options may qualify under more than one category. Also attached is the LEED NC Point Awards break-down from the Canada Green Building Council and the points requirements for each level of LEED certification.

Sustainable Site

East West Siting of Facility to capture natural Light
Site Adjacent to public transit and walking trails
Electric Vehicle Charging Stations On-site
Indoor bike parking area and shower and change rooms for staff walking, running or biking to work

Water Efficiency

Permeable Pavement reducing run-off into adjacent park and arboretum lands
Drought Resistant Plantings on site

Low Flow Hands Free Plumbing Fixtures

Energy and Atmosphere

Energy Recovery Ventilator increasing fresh air exchange and energy efficiency
LED lights on motion sensors and photocells
Ground Source Heating System
Green Roof
Green Feature Wall in lobby introducing more fresh air in public and staff areas
Solar Wall to off-set Ground Source Heat Pumps
Custom Designed Heat or Energy re-claim systems

Material and Resources

Low VOC finishes (Paint and Carpet)
Locally/Regionally Sourced Materials
Use of sustainable and recycled materials (bamboo, recycled carpet and rubber flooring)
Re-use of materials (pavement and concrete removed from Aurora roads projects re-used as granular fill on-site)

Indoor Environmental Quality

Open concept office spaces to allow transfer of natural light
Windows have the ability to be opened for fresh air
Zone specific HVAC controls for each office space and workstation
Views of natural spaces (Arboretum Lands)

Innovation

Solar canopy at plow truck parking area powering block heaters
Rooftop terrace adjacent to small green roof area for staff use and Town special events and public display awareness and education
Rain Water Harvesting for water use at washrooms, green roof installation and Parks Greenhouses
Solar panels powering LED lights within the facility
Lobby dashboard measuring building comfort and energy performance as an information and education tool

Option to Apply LEED Practices without Pursuing Certification

Council also has the option to incorporate as many of the energy and environmental enhancements as practical without pursuing LEED Certification. This will result in obtaining the desired operating cost efficiencies while eliminating the administrative and monitoring costs required for the certification process.

Points are earned by fulfilling the requirements laid out in each Credit; the total number of points awarded in all Credits and categories determines an overall rating of Platinum, Gold, Silver or Certified for a project. Project ratings are certified by the CaGBC based on the total point score, following an independent review and audits of documentation submitted by a design and construction team. With four possible levels of certification, LEED is flexible enough to accommodate a wide range of green building strategies that best fit the constraints and goals of particular projects.

Certification Level	Points
Certified	26 to 32
Silver	33 to 38
Gold	39 to 51
Platinum	52 or more

While Credit descriptions and requirements are by necessity specific, the critical issue with the use of LEED is meeting the intent of the credit, and documenting equivalent or better performance to the Requirements defined to meet that intent.

LEED Reference Guide

The Reference Guide is the user's manual for LEED-Canada, intended to assist project teams in understanding and applying LEED criteria. The Guide includes examples of strategies found to be effective and practical, case studies of buildings that have implemented these strategies successfully, and links to other resources. The Guide does not pretend to provide an exhaustive list of all strategies that may meet a particular

Prerequisite's or Credit's intent, nor does it provide all of the information that design teams may need to apply a particular strategy well in a particular project. Designers, builders and developers are encouraged to combine the burgeoning body of emerging green design knowledge now widely available with their own professional judgment and experiences.

Prerequisite and Credit Format

Each chapter in the Reference Guide is organized in a standardized format for simplicity and quick reference.

The first section summarizes key points regarding the measure's intent and requirements:

- *Intent:* The main goal of the Prerequisite or Credit.
- *Requirements:* The criteria to satisfy the Prerequisite or Credit and the number of points available. The Prerequisites must be achieved. Each Credit is optional, but contributes to the project's point total. Some Credits are divided into two or more Sub-Credits with independent or cumulative points.
- *Submittals:* The documentation required for an application for LEED certification.
- *Audited Credit Submittal Requirements:* A summary of additional documentation required to be submitted for certification review, should the Credit be audited. This is typically information necessary for the design and construction team to manage the development process, and ensure that performance objectives are met by the project.
- *Summary of Referenced Standards:* Many LEED Prerequisites and Credits refer to technical standards developed by other organizations





Table 2 LEED Canada NC 1.0 Point Awards

Credit	Points
Sustainable Sites	14
<i>SSp1: Erosion and Sedimentation Control</i>	None
SSc1: Site Selection	1
SSc2: Development Density	1
SSc3: Redevelopment of Contaminated Site	1
SSc4: Alternative Transportation	
<i>SSc4.1: Public Transportation Access</i>	1
<i>SSc4.2: Bicycle Storage & Changing Rooms</i>	1
<i>SSc4.3: Alternative Fuel Vehicles</i>	1
<i>SSc4.4: Parking Capacity</i>	1
SSc5: Reduced Site Disturbance	
<i>SSc5.1: Protect or Restore Open Space</i>	1
<i>SSc5.2: Development Footprint</i>	1
SSc6: Stormwater Management	
<i>SSc6.1: Rate and Quantity</i>	1
<i>SSc6.2: Treatment</i>	1
SSc7: Heat Island Effect	
<i>SSc7.1: Non-Roof</i>	1
<i>SSc7.2: Roof</i>	1
SSc8: Light Pollution Reduction	1
Water Efficiency	5
WEc1: Water Efficient Landscaping	
<i>WEc1.1: Reduce by 50%</i>	1
<i>WEc1.2: No Potable Use or No Irrigation</i>	1
WEc2: Innovative Wastewater Technologies	1
WEc3: Water Use Reduction	
<i>WEc3.1: 20% Reduction</i>	1
<i>WEc3.2: 30% Reduction</i>	1
Energy and Atmosphere	17
EAp1: Fundamental Building Systems Commissioning	None
EAp2: Minimum Energy Performance	None
EAp3: CFC Reduction in HVAC&R Equip. & Elimination of Halons	None
EAc1: Optimize Energy Performance	1-10
EAc2: Renewable Energy	1-3
<i>EAc3: Best Practice Commissioning</i>	1
<i>EAc4: Elimination of HCFCs</i>	1
<i>EAc5: Measurement and Verification</i>	1
<i>EAc6: Green Power</i>	1



Table 2: LEED Canada NC 1.0 Point Awards (Continued)	
Credit	Points
Materials and Resources	14
MRp1: Storage & Collection of Recyclables	None
MRc1: Building Reuse	
<i>MRc1.1: Maintain 75% Existing Walls, Floors, and Roof</i>	1
<i>MRc1.2: Maintain 95% of Existing Walls, Floors, and Roof</i>	1
<i>MRc1.3: Maintain 50% of Interior Non-structural Elements</i>	1
MRc 2: Construction Waste Management	
<i>MRc2.1: Divert 50% From Landfill</i>	1
<i>MRc2.2: Divert 75% From Landfill</i>	1
MRc3: Resource Reuse	
<i>MRc3.1: 5% Salvaged Materials</i>	1
<i>MRc3.2: 10% Salvaged Materials</i>	1
MRc4: Recycled Content	
<i>MRc4.1: 7.5% (post-consumer + 1/2 post-industrial)</i>	1
<i>MRc4.2: 15% (post-consumer + 1/2 post-industrial)</i>	1
MRc5: Regional Materials	
<i>MRc5.1: 10% manufactured regionally</i>	1
<i>MRc5.2: 20% manufactured regionally</i>	1
MRc6: Rapidly Renewable Materials	1
MRc7: Certified Wood	1
MRc8: Durable Building	1
Indoor Environmental Quality	15
EQp1: Minimum IAQ Performance	None
EQp2: Environmental Tobacco Smoke (ETS) Control	None
EQc1: Carbon Dioxide (CO ₂) Monitoring	1
EQc2: Increase Ventilation Effectiveness	1
EQc3: Construction IAQ Management Plan	
<i>EQc3.1: During Construction</i>	1
<i>EQc3.2 Before Occupancy</i>	1
EQc4: Low-Emitting Materials	
<i>EQc4.1: Adhesives and Sealants</i>	1
<i>EQc4.2: Paints and Coatings</i>	1
<i>EQc4.3: Carpets</i>	1
<i>EQc4.4: Composite wood</i>	1



Table 2: LEED Canada NC 1.0 Point Awards(Continued)

Credit	Points
Indoor Environmental Quality (Continued)	
EQc5: Indoor Chemical and Pollutant Source Control	1
EQc6: Controllability of Systems	
EQc6.1: Perimeter zones	1
EQc6.2: Non-perimeter zones	1
EQc7: Thermal Comfort	
EQc7.1: Comply with ASHRAE Standard 55-2004	1
EQc7.2: Permanent Monitoring system	1
EQc8: Daylight and Views	
EQc8.1: Daylight 75% of Spaces	1
EQc8.2: Views for 90% of Spaces	1
Innovation and Design Process	2
IDc1: Innovation credits	1 - 4
IDc2: LEED Accredited Professional	1
Total	70

LEGEND for Table 3

C:	Client/Owner
A:	Project Architect
LA:	Landscape Architect
ID:	Interior Designer
ME:	Mechanical Engineer
EE:	Electrical Engineer
SE:	Structural Engineer
CT:	Contractor
CA:	Commissioning Agent
BE:	Building Envelope Specialist
EC:	Ecologist

Aurora Joint Operations Centre

RWDI Consulting Engineers

2.0 LEED SCORECARD

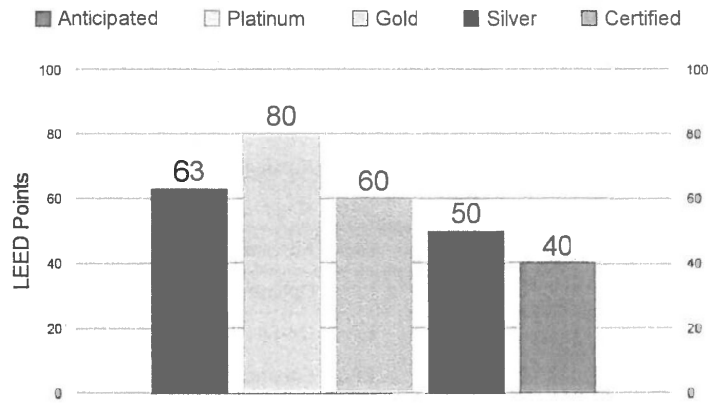
February 9, 2016

2.1 Scorecard Summary

Utilizing the LEED-NC Can 2009 rating system the project is targeting a Gold (60 pts) level of certification.

D	Y	?	N
19	44	12	35
63		Anticipated Score	

Anticipated Score = Total D + Total Y
D = Documented
Y = Target
? = Possible
N = Not Feasible



2.2 Prerequisite & Credit Scores

D	Y	?	N
Credit Category: Sustainable Sites (SS)			
Y			SSp1: Erosion and Sedimentation Control
1			SSc1: Site Selection (1 pt)
		5	SSc2: Development Density and Community Conductivity (3, 5 pts)
		1	SSc3: Brownfield Redevelopment (1 pt)
	3	3	SSc4.1: Public Transportation Access (3, 6 pts)
1			SSc4.2: Bicycle Storage & Changing Rooms (1 pt)
3			SSc4.3: Low Emitting & Fuel Efficient Vehicles (3 pts)
2			SSc4.4: Parking Capacity (2 pts)
		1	SSc5.1: Site Development - Protect and Restore Habitat (1 pt)
1			SSc5.2: Site Development - Maximize Open Space (1 pt)
1			SSc6.1: Stormwater Management - Quantity (1 pt)
1			SSc6.2: Stormwater Design - Quality (1 pt)
		1	SSc7.1: Heat Island Effect - Non-Roof (1 pt)
1			SSc7.2: Heat Island Effect - Roof (1 pt)
	1		SSc8: Light Pollution Reduction (1 pt)
8	7	11	Total Sustainable Sites (SS)

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D Y ? N

Credit Category: Water Efficiency (WE)

Y				WEp1: Water Use Reduction
4				WEc1: Water Efficient Landscaping (2 pts 50%, 4 pts 100%)
		2		WEc2: Innovative Wastewater Technologies (2 pts)
3		1		WEc3: Water Use Reduction (2 pts 30%, 3 pts 35%, 4 pts 40%)
7		3		Total Water Efficiency (WE)

Credit Category: Energy & Atmosphere (EA)

Y				EAp1: Fundamental Commissioning of Building Energy Systems
Y				EAp2: Minimum Energy Performance
Y				EAp3: Fundamental Refrigerant Management
7	6	6		EAc1: Optimize Energy Performance (1 - 19 pts)
		5	2	EAc2: On-Site Renewable Energy (1 - 7 pts)
2				EAc3: Enhanced Commissioning (2 pts)
2				EAc4: Enhanced Refrigerant Management (2 pts)
			3	EAc5: Measurement and Verification (3 pts)
2				EAc6: Green Power (2 pts)
13	11	11		Total Energy & Atmosphere (EA)

Credit Category: Materials & Resources (MR)

Y				MRp1: Storage and Collection of Recyclables
			3	MRc1.1: Maintain Existing Walls, Floors, & Roof (1 - 3 pts)
			1	MRc1.2: Maintain Interior Non-Structural Elements (1pt)
2				MRc2: Construction Waste Management (1 - 2pts)
			2	MRc3: Materials Reuse (1-2 pts)
2				MRc4: Recycled Content (1-2 pts)
2				MRc5: Regional Materials (1-2 pts)
			1	MRc6: Rapidly Renewable Materials (1pt)
1				MRc7: Certified Wood (1pt)
7			7	Total Materials & Resources (MR)

Credit Category: Indoor Environmental Quality (IEQ)

Y				EQp1: Minimum IAQ Performance
Y				EQp2: Environmental Tobacco Smoke Control
		1		EQc1: Outdoor Air Delivery Monitoring (1 pt)
			1	EQc2: Increased Ventilation (1 pt)
1				EQc3.1: IAQ Management During Construction (1 pt)

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D	Y	?	N	
	1			EQc3.2: IAQ Management Before Occupancy (1 pt)
	1			EQc4.1: Low-Emitting Materials: Adhesives and Sealants (1 pt)
	1			EQc4.2: Low-Emitting Materials: Paints and Coatings (1 pt)
	1			EQc4.3: Low-Emitting Materials: Flooring Systems (1 pt)
	1			EQc4.4: Low-Emitting Materials: Composite Wood and Agrifibres (1 pt)
	1			EQc5: Indoor Chemical and Pollutant Source Control (1 pt)
1				EQc6.1: Controllability of Systems - Lighting (1 pt)
	1			EQc6.2: Controllability of Systems - Thermal Comfort (1 pt)
	1			EQc7.1: Thermal Comfort - Design (1 pt)
	1			EQc7.2: Thermal Comfort - Verification (1 pt)
			1	EQc8.1: Daylight (1pt)
	1			EQc8.2: Views (1pt)
1	11	1	2	Total Indoor Environmental Quality (IEQ)
Credit Category: Innovation in Design (ID)				
	1			IDc1.1: Innovation in Design (1 pt): Exemplary Performance EAc6
	1			IDc1.2: Innovation in Design (1 pt): Exemplary Performance MRc2
	1			IDc1.3: Innovation in Design (1 pt): Educational Outreach
	1			IDc1.4: Innovation in Design (1 pt): Low Mercury in Lamps
	1			IDc1.5: Innovation in Design (1 pt): Green Cleaning
	1			IDc2: LEED Accredited Professional (1 pt)
	6			Total Innovation in Design (ID)
Credit Category: Regional Priority (RP)				
			1	RPc1: Durable Building (1 pt)
1				RPc2.1: Regional Priority (1 pt): SSc6.1
1				RPc2.2: Regional Priority (1 pt): SSc7.2
1				RPc2.3 Regional Priority (1 pt): WEc3 (>35%)
3			1	Total Regional Priority (RP)



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. LLS16-004

SUBJECT: *Pending List*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-004 be received for information.

PURPOSE OF THE REPORT

To provide Council with an update on staff responses to motions adopted by Council.

BACKGROUND

Attached is a list of motions and directions from Council. The list is intended for information purposes. The text in bold represents changes in status since the last distribution.

COMMENTS

None

LINK TO STRATEGIC PLAN

None

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

February 16, 2016

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Report No. LLS16-004

FINANCIAL IMPLICATIONS

None

CONCLUSIONS

That Report No. LLS16-004 be received for information.

ATTACHMENTS

Attachment #1 – Pending List

PRE-SUBMISSION REVIEW

Executive Leadership Team – February 4, 2016.

Prepared by: Patty Thoma, Deputy Clerk/Council & Committee Coordinator/ ext. 4227



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



Doug Nadrozny
Chief Administrative Officer

PENDING LIST					
REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
BBS1	2014-02-04	5. BBS14-005 – Proposed Sign Variance Evaluation Criteria and Process	THAT Council direct staff to continue with the Sign By-law project plan, including maintaining the status quo with Council being the approval body for sign variances and bring forward an amended Sign By-law to a future Council meeting.	BBS	Council received EDAC report of Nov.12 on Dec.8/15 Item 1 – Feb. 16/16 GC Agenda
	2015-10-27	1(2) BBS15-011 – Proposed Sign By-law	<p>THAT the proposed Sign By-law be referred to the Economic Development Advisory Committee and the Chamber of Commerce and be posted on the Town's website for review and final comment; and</p> <p>THAT staff investigate options for the proposed Sign By-law respecting signage located in the Aurora Promenade corridor and Heritage areas, which recognize the heritage attributes and features of buildings located in those areas; and</p> <p>THAT staff consider the comments of Council in respect to permitting one election sign, per candidate, per frontage on private property; and</p> <p>THAT staff report back with a final proposed Sign By-law for enactment at a future Council meeting.</p>		
BBS2	2014-12-16	Motion (e) Councillor Mrakas Re: Amendment(s) to the Temporary Sign By-law	THAT this item be referred back to staff to consider in the context of the current Sign By-law Review and provide feedback to Council.	BBS	In progress – see BBS1.
BBS3	2015-01-20	Motion (d) Councillor Mrakas Re: Sign By-law Enforcement	THAT staff be directed to report on options to ensure necessary staff to enforce the Temporary Sign By-law as it pertains to municipal election signs.	BBS	Future consideration.
BBS4	2015-09-15	1(2) BBS15-009 – Parking Permit Management Solution	THAT the Automated Issuance Management System (AIMS), a comprehensive Parking Permit Management Solution, be referred to the 2016 Capital Budget for consideration.	BBS	COMPLETED AIMS received funding through budget process and Report No. BBS15-017 adopted by Council on Dec.8/15.

BOLD = UPDATES C - Council BBS – Building & By-law Services CAO – Chief Administrative Officer CFS – Corporate & Financial Services IES – Infrastructure & Environmental Services JCC – Joint Council Committee/Central York Fire Services LLS – Legal & Legislative Services PR – Parks & Recreation Services PL – Planning & Development Services

Revised: February 10, 2016					
PENDING LIST					
REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
BBS5	2015-10-27	Closed Session Item 2. LLS15-060 – AAC Committee Membership	THAT staff be directed to report back on options for a stipend to be paid to members of the Accessibility Advisory Committee.	BBS/LLS	<u>COMPLETED</u> Report No. LLS16-007 adopted by Council on Feb. 9/16.
BBS6	2015-11-10	Motion (b) Councillor Mrakas Re: Door-to-Door Salespeople	NOW THEREFORE BE IT HEREBY RESOLVED THAT The Town of Aurora staff develop and report back to Council on options for a by-law that would regulate and control door-to-door sales, solicitation and distribution of advertising material; and BE IT FURTHER RESOLVED THAT said report and by-law be brought back to Council for approval in the first quarter of 2016.	BBS	In progress report scheduled for Mar.1/16.
BBS7	2015-11-24	1(6) BBS15-013 – Request for Sign Variance to Sign for the Canadian Disc Institute at 15000 Yonge Street	THAT Item 6 – Request for Sign Variance to Sign By-law No. 4898-07.P for the 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 meetings.	BBS	<u>COMPLETED</u> EDAC reviewed on Dec.10/15 and to be reviewed by HAC on Dec.14/15. Report No. BBS16-001 adopted by Council on Feb. 9/16

<p>BOLD = UPDATES C - Council BBS – Building & By-law Services CAO – Chief Administrative Officer CFS – Corporate & Financial Services IES – Infrastructure & Environmental Services JCC – Joint Council Committee/Central York Fire Services LLS – Legal & Legislative Services PR – Parks & Recreation Services PL – Planning & Development Services</p> <p>K:\Legal & Legislative Services\GOV\CouncilComm\Agendas\Minutes\2016\Working Folders\Pending List\Master Pending List - February 2016.doc</p>	Page 2
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Revised: February 10, 2016

PENDING LIST					
REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO1	2015-04-28	Motion (b) Councillor Thompson Re: Corporate Communications Policy	<p>THAT the Town of Aurora's Corporate Communications Plan (2011) and the Corporate Communications Policy be placed on the next Agenda for review and direction from Council; and</p> <p>BE IT FURTHER RESOLVED THAT staff bring forward, for Council's approval, a revised Corporate Communications Plan and Corporate Communications Policy prior to the end of 2015.</p>	CAO	Partially Completed Council adopted Memo re Communications May 11/15.
	2015-05-11	1(16) Memorandum from Chief Administrative Officer Re: Communications	<p>THAT the memorandum regarding Communications be received; and</p> <p>THAT a public Council workshop be scheduled to review the Communications Policies and Corporate Communications Strategic Plan; and</p> <p>THAT staff be directed to engage residents, including at the upcoming 2015 Aurora Chamber Street Festival, to obtain ideas on improving the Town's communication and engagement practices and policies.</p>	CAO	
	2015-07-14	4. CAO15-009 – Results of Communications Survey	THAT Report No. CAO15-009 be referred to a future Council Workshop to be scheduled in September 2015.	CAO	Council workshop planned for late January/early February to discuss the results of the communications assessment, and initiate a process to update the communications policy and strategy.
CAO2	2015-04-28	Motion (c) Councillor Abel Re: Town Resources for Events	THAT staff be directed to report back to Council on resources that the Town has available to organizers, for events such as the Run or Walk for Southlake, the Aurora Chamber of Commerce Home Show, or the Winter Blues Festival; and	CAO	Partially Completed Memo received by Council – Nov.10/15 – Special Events package to be provided to Council Q1-2016.

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO3	2015-07-14	4. CAO15-008 – Community Tourism Plan	BE IT FURTHER RESOLVED THAT staff prepare an event package that contains information on available resources, potential locations, required permits, and any other information that may streamline the process in the organization and promotion of various types of events. THAT the Community Tourism Plan be forwarded to the August 11, 2015 Council meeting for consideration, together with the following recommendations: THAT Council endorse the Community Tourism Plan and specifically approve the Action Plan contained within the Plan; and THAT the Tourism Coordinator position as outlined within the Action Plan be referred to the 2016 budget process. THAT Item 1, CAO15-008 – Community Tourism Plan, be referred to the 2016 Budget process.	CAO	Partially Completed Plan completed implementation portion pending Council approval.
CAO4	2015-08-11	1. CAO15-008 – Community Tourism Plan	THAT Aurora Council direct staff to proceed with a land securement, subject to a report for final approval in 2015, for construction of a new fire facility to include a suppression crew only.”	CAO	COMPLETED Finalized at JCC January 2016.
CAO5	2015-06-23	1. Memorandum from Director of Legal and Legislative Services/Town Solicitor, Re: Reconsideration of Council's June 9, 2015 Decision Pertaining to the Potential Acquisition of land for a New CYFS Station Motion (a) Councillor Mrakas Re: Community Recognition Review Ad Hoc Committee	...BE IT FURTHER RESOLVED THAT the Community Recognition Review Ad Hoc Committee be required to report back to Council with recommendations for approval in time for preparation of the 2016 Community Recognition Awards.	CAO	COMPLETED CRRABC review completed December 2016. Committee converted from Ad Hoc to Advisory status.

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO6	2015-09-15	1(3) CAO15-011 – Town of Aurora Strategic Plan (2015) Update	<p>THAT an update to the Town of Aurora Strategic Plan, based on the work plan outlined in this report, be authorized; and</p> <p>THAT a Strategic Plan Steering Committee, to guide the 2015 Strategic Plan Update process as outlined in this report, be established.</p>	CAO	Committee to be established early 2016.
CAO7	2015-11-03	1(10) Community Recognition Review Ad Hoc Committee Meeting Minutes of October 27, 2015 - New Business Motion No. 1	THAT a policy be established by Council to eliminate the use of individual names for Town-sanctioned awards.	CAO	
CAO8	2016-01-26	Motion (e) Councillor Mrakas and Councillor Thompson Re: Municipal Summit – Golf Course Redevelopment	<p>NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora host a Municipal Summit to identify issues and define common principles as it speaks to appropriate redevelopment of former Golf Courses situated within stable neighbourhoods; and</p> <p>BE IT FURTHER RESOLVED THAT staff extend an invitation to all Elected Officials from municipalities in the Golden Horseshoe region of Ontario and to the Board of Directors of AMO; and</p> <p>BE IT FURTHER RESOLVED THAT staff report back no later than the last Council meeting in February 2016 to define possible venues, dates, and interest to attend a Municipal Summit on Golf Course redevelopment; and</p> <p>BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New</p>	CAO	

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO9	2016-01-26	1(13) PRS16-003 – Aurora Soccer Club Lease Agreement – Highland Park	Democratic Party, Chris Ballard, MPP Newmarket-Aurora and all other MPPs in the Province of Ontario, and York Regional Chairman Wayne Emmerson. THAT the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements; and	CAO	

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CFS1	2014-04-08	6. CFS14-017 – Development Charges By-law Approval	<p>THAT staff undertake research and public consultation with respect to consideration of splitting and differentiating, and/or offering discounts on the non-residential development charge rates between types of intended land uses, and that such consultation include the Town's Economic Development Advisory Committee, the Aurora Chamber of Commerce, the local development community and any other interested party, and following such consultation prepare a report outlining options considered, feedback received, and a recommendation for Council consideration at a Public Meeting to be held pursuant to the Development Charges Act prior to September 30, 2014.</p>	CFS	<p>Electronic public consultation to take place in September/October, with report to a public meeting of Council in October 2015.</p> <p>Council referred CFS14-017 to EDAC on Aug.25/15.</p> <p>Item 2 on Sep. 10/15 EDAC agenda.</p> <p>Council received the EDAC report of Sep.10/15 on Oct.13/15.</p> <p>Report to be presented to General Committee in February 2016</p>
CFS2	2014-05-27	Motion (e) Councillor Abel Re: Vacant Commercial Lot Tax Rates	<p>THAT Council direct staff to investigate alternatives and prepare a report with options for Council's consideration on how the Town of Aurora could tax vacant lots.</p>	CFS	<p>COMPLETED No authority permits higher taxation on vacant lots within Ontario. Vacant lots are mandated to received reductions of 25% by way of special rates for vacant land property classes.</p>
CFS3	2015-08-25	Motion (b) Councillor Humfries Re: Town of Aurora Financial Health Status	<p>NOW THEREFORE BE IT HEREBY RESOLVED that staff be directed to prepare a Financial Health Status Report for each fiscal year after adoption of the budget to be communicated to</p>	CFS	<p>COMPLETED Special General Committee – Budget received Report No. CFS15-040 "Review of Financial</p>
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		<p>all residents; and</p> <p>BE IT FURTHER RESOLVED THAT the format of the Financial Health Status Report of the Town of Aurora should generally adhere to the following guidelines:</p> <ol style="list-style-type: none"> 1. It should be clear, concise and meaningful to a majority of Aurora residents; 2. It should be a meaningful communication tool based on best practices in the sector; 3. It should avoid the use of accounting terminology and reporting formats (e.g., balance sheets); 4. It should generally provide information on the following topics: <ol style="list-style-type: none"> (a) the amount of cash the Town has in the bank; (b) the value of the Town's investments and the rate of return/performance of those investments; (c) the value of the Town's assets; (d) the status of the Town's reserves, including a simplified explanation on the policies guiding the growth and use of the Town's reserves; (e) where the Town spends its money; (f) expectations on the future financial health of the Town; and <p>BE IT FURTHER RESOLVED THAT staff be directed to present a draft of the format of the Financial Health Status Report at a future General Committee meeting for consideration by Council prior to the adoption of the 2016 Budget.</p>	
			<p>Health" on September 28, 2015.</p> <p>Additional changes to budget approval press releases, website material and interim tax brochures have been completed.</p> <p>Will become an annual report on Financial Health, appearing following the annual audited financial statements have been approved by Council.</p> <p>Report CFS15-040 "Review of Financial Health" posted on Budget web page for public view.</p>

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CFS4	2015-09-15	1 (7) CFS15-037 – Council Budget Process, Policies and Directives	<p>THAT Report No. CFS15-037 and the following recommendation be referred to the General Committee meeting of September 22, 2015, for consideration:</p> <p>THAT General Committee comments and discussion be referred to staff for preparation of an updated Council Budget Process, Policies and Directives report for adoption and recommendation at a future General Committee meeting.</p>	CFS	<p>Council adopted Report CFS15-037 on Sep.29/15, with minor comments.</p> <p>Final version pending FAC meeting on Feb.16/16, to Council thereafter.</p>
CFS5	2015-09-29	1(1) IES15-052 – Award of Contract – Town-wide Conversion to L.E.D. Street Lighting	<p>THAT upon completion of the debenture issuance, and settlement with the vendor, that a report be presented to Council with the final details of the financing, including an updated payment schedule for information purposes.</p>	CFS	<p>Project completion and financing still pending.</p> <p>Debenture proceeds to flow March 1, 2016, with summary report to Council late March.</p>
CFS6	2015-12-08	1(4) CFS15-052 – 2015 Operating Surplus/Deficit Control By-law	<p>THAT the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been performed.</p>	CFS	<p>Expected June 2016.</p>

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
IES1	2012-11-27	1(7) IES12-059 – On-Street Parking Safety Concerns on Stone Road	THAT this item be referred to staff.	IES	Pending Development of Community Traffic Planning Manual.
	2013-08-13	19. IES13-043 – On-Street Parking and Safety Concerns on Stone Road	THAT this item be referred back to staff for a report on time restricted parking.		
IES2	2014-12-16	Motion (c) Councillor Abel Re: Speed Cushions on Roads Prone to Speeders	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.	IES	Council received Report IES15-027 – Apr.15/15 that included a work plan with report back to Council early 2017. Sep. 22 GC Agenda - Report IES15-054 updating status and announcing public open house held on Sep.30/15. Low public participation. Staff to conduct a survey to comply with Warrant #1.
	2016-02-09	1(3) IES16-009 – Speed Cushion Pilot Project Follow-Up	THAT staff be directed to conduct the public consultation as set out in Report No. IES16-009; and THAT staff report back on the outcomes of the public consultation, and include an analysis of alternative measures that can be used to address speed on Town streets.		
IES3	2015-01-20	Motion (a) Councillor Mrakas Re: Pilot Project for Left Turn Restrictions at Intersection of Yonge	THAT the Regional Municipality of York be requested to provide Aurora Council with a presentation prior to the implementation of a pilot project for left turn restrictions to north and southbound Yonge Street at Wellington Street during AM/PM peak traffic periods for the purposes of addressing traffic congestion at said intersection following any such investigation.	IES	York Region requested to attend Aurora General Committee meeting to present on signal timing options in early 2016.

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
IES4	2015-01-20	Motion (b) Mayor Dawe Re: Street Parking Plan for the Downtown Core	THAT staff be directed to investigate the feasibility of implementing a street parking plan as per the attached conceptual plan and to report back to Council as soon as possible.	IES	Regional input pending. Public survey planned for Q1-2016 with implementation in Q2-2016.
	2016-01-26	1(4) IES16-002 – Street Parking Plan for the Downtown Core – Pilot Project	THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016, subject to Council approval on May 3, 2016; and		
IES5	2015-02-24	Motion (e) Councillor Mrakas Re: Winter Maintenance Service	THAT staff be directed to report to Council, following the end of the 2014-2015 winter maintenance season, with recommendations on how to provide the residents of and businesses in Aurora with better winter service provisions especially as it speaks to snow removal.	IES	<u>COMPLETED</u> Report No. IES15-057 received by Council on Oct. 13/15
IES6	2015-03-10	1(2) IES15-011 – Northern Six Waste Collection Contract, Tender Preparation Update	THAT staff report back with opportunities to harmonize all Waste Collection By-laws in the Northern Six Municipalities with the aim to improve efficiencies in the Contract Administration and customer service; and THAT staff report back to Council for direction with respect to opportunities for improvements in the service level(s) provided, range of services provided, opportunities for further waste diversion and cost efficiencies.	IES	<u>COMPLETED</u> Report No. IES15-065 adopted by Council on Nov.10/15. Report No. IES16-005 adopted by Council on Jan.26/16.
IES7	2015-05-26	Motion (b) Councillor Gaertner Re: Aurora Family Leisure Complex (AFLC) – Rear Door Access	THAT staff be directed to study the options and costs for users to access the rear door to enter the AFLC and bring this information back to Council as expeditiously as possible.	IES/IPR	<u>COMPLETED</u> Report No. IES15-069 adopted by Council on Nov.24/15. Rear doors activated January 2016.
IES8	2015-06-23	Motion (f) Councillor Kim Re: Unnamed Walkways	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to identify all of the unnamed walkways in Aurora, investigate the potential to sell or auction off naming rights to these unnamed walkways	IES	Report planned for Q1 - 2016.

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IES9	2015-06-23	Motion (d) Councillor Piri Re: Low Impact Development Reserve Fund	and use the revenue generated from them toward various community benefits, and report back to Council. NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to draft a report to Council outlining proposed additional fees for redevelopments which increase lot coverage for the purpose of implementing a low impact development reserve fund.	IES	Report planned for Q1-2016.
IES10	2015-12-08	General Committee New Business Motion No. 1	THAT staff be directed to report back to Council to address the traffic concerns raised by Delegation (a) at the General Committee meeting of December 1, 2015, respecting the area of John West Way, Civic Square Gate, and Hollandview Trail.	IES	Report planned for Q1 2016.
IES11	2016-01-26	(3) IES16-001 – Facility Projects Status Report	THAT Report No. IES16-001 – Facility Projects Status Report be referred back to staff for further information on additional fees for Onespace Unlimited Inc., and the application for a solar panel project through the FIT Program.	IES	
IES12	2016-01-26	Delegation (a) Jimmy Brennan, Executive Director, Aurora Youth Soccer Club, Re: Aurora Youth Soccer Club Facility	THAT the comments of the delegation be received and referred to staff to investigate and report back to Council.	IES	
IES13	2016-02-09	1 (6) IES16-013 –School Travel Planning Program for Aurora Heights Public School	THAT Report No. IES16-013 be referred back to staff, to conduct a community consultation on the proposed three-way stop sign control at the intersection of Tecumseh Drive and Kitimat Crescent (north leg).	IES	

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REVISED: February 10, 2016	REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
	LLS1	2015-01-20	1(2) BBS15-001 – Accessibility 2014 Election Report	THAT staff report back to Council on the feasibility and cost of telephone and online voting for the 2018 Municipal Election.	Moved from BBS to LLS	On hold pending amendments to the <i>Municipal Elections Act</i> being introduced into Legislative Assembly.
	LLS2	2015-02-10	Motion (d) Councillor Thompson Re: Publication of Recorded Votes	THAT staff report to Council on potential ways in which the voting records of individual Council members may be compiled and made available to residents in a readily accessible annual report.	LLS	COMPLETED Report No. LLS15-065 adopted by Council on Dec.8/15
	LLS3	2015-05-11	New Business Motion No. 1	THAT staff be directed to report back to Council on opportunities to implement a temporary right of access to adjacent landowner property in accordance with s. 132 of the Municipal Act, 2001.	LLS	COMPLETED Report No. LLS15-045 adopted by Council on Sep. 15/15. By-law adopted by Council on Sep.29/15.
	LLS4	2015-05-26	1 (2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) and 1 (3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive)	THAT Item 1(2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town. THAT Item 1(3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	LLS	In progress.
	LLS5	2015-06-23	Motion (a) Councillor Mrakas Re: Community Recognition Review Ad Hoc Committee	NOW THEREFORE BE IT HEREBY RESOLVED THAT a "Community Recognition Review Ad Hoc Committee" be established; and BE IT FURTHER RESOLVED THAT the Community Recognition Review Ad Hoc Committee be required to report back to Council with recommendations for approval in time for preparation of the 2016 Community Recognition Awards.	LLS CAO5	LLS5 - COMPLETED CRRAC Report of Nov.17 adopted by Council on Dec.8/15. See CAO5 - COMPLETED
	LLS6	2015-08-25	Motion (a) Mayor Dawe Re: Special Council Meeting to Review	THAT the requirements of Section 11 of the Procedural By-law be waived to permit Council to review the	LLS	First Workshop held for Nov.24/15.
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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
		Procedural By-law Number 5330-11	Procedural By-law in the fall of 2015; and BE IT FURTHER RESOLVED THAT a Special Council workshop be scheduled to review staff recommendations to amend the Procedural By-law.		Second Workshop held Dec.15/15. Report to be presented Q1-2016.
LLS7	2015-09-15	1(13) LLS15-052- Municipal Legislation Review	THAT Council members provide any feedback or comments on the draft submission letter directly to the Town Solicitor by no later than September 25, 2015; and THAT the Town Solicitor prepare a final version of the submission letter, taking into account any feedback or comments from Council members, and present the final version of the submission letter at the October 6, 2015 General Committee meeting for Council's endorsement.	LLS	COMPLETED Report No. LLS15-058 adopted by Council on Oct.13/15.
LLS8	2015-09-29	Motion (a) Councillor Thom Re: Council and Committee Meeting Agendas	THAT Motion for Which Notice Has Been Given (a). Re: Council and Committee Meeting Agendas, be referred to the upcoming Procedural By-law Review Council Workshop.	LLS	Being considered during Procedural By-law Workshops see LLS6.
LLS9	2015-10-27	Closed Session 3. LLS15-061 – Economic Development Advisory Committee Membership	THAT consideration of this matter be deferred and staff be directed to report back at a Closed Session meeting on November 10, 2015.	LLS	COMPLETED Report No. LLS15-061 received by Council on Nov.10/15.
LLS10	2015-11-10	(4) LLS15-059 – 2016 Council and Committee Meeting Calendar	THAT staff be directed to report back to Council on alternative dates for the Special General Committee – Capital Budget meeting scheduled on Monday, October 3, 2016.	LLS	In progress.
LLS11	2015-11-10	Motion (a) Councillor Kim Re: Procurement Policy	THAT this Motion be referred back to staff for consideration as part of the 2016 procurement process audit and a report back to Council within 120 days.	LLS	In progress.
LLS12	2016-01-26	PRS16-004 – Pre-Development Tree Protection and Compensation Agreement, Brookfield Homes Ltd.	THAT, subject to any requirements of the Municipal Freedom of Information and Protection of Privacy Act, the final Pre-Development Tree Protection and	LLS	
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**General Committee Meeting Agenda
Tuesday, February 16, 2016**

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			Compensation Agreement with Brookfield Homes Ltd. be placed on a future General Committee meeting agenda for information; and		

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PDS1	2013-10-08	Motion (a) Councillor Ballard Re: Principles of Shared Space – Aurora Promenade Study Area	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to investigate the principles of Shared Space and identify any areas where these concepts could be applied within the Promenade Study Area; and FURTHER that staff report to Council with examples of this concept, the principles applicable to Aurora, and recommendations on how this could be implemented within the Promenade Study Area.	PDS	Report scheduled for 2016.
PDS2	2014-01-14	8. PL 14-002 – Proposed Bell Mobility Telecommunications Tower, 15320 Bayview Ave. Holdings. 650-676 Wellington Street East, File Number D11-(EX)04-13	THAT report PL 14-002 be referred back to staff to investigate the feasibility of co-location of services on telecommunication towers.	PDS	Awaiting response from Bell as to the possibility of co-location with an existing tower in the area.
PDS3	2015-05-26	1(4) PL15-041 – Proposed Zoning By-law, Medical Marihuana Production, File: ZBA-2014-02	THAT staff be directed to investigate the possibility of the creation of a Town licensing regime for medical marihuana production facilities aligned to that of the City of Mississauga.	PDS/BBS	In progress.
PDS4	2015-06-23	Memorandum from the Director of Planning & Development Services Re: Corporate Environmental Action Plan Progress Report 2014	THAT the Environmental Advisory Committee be directed to review the Corporate Environmental Action Plan and make recommendations to Council on new initiatives, changes, or updates to the Plan.	PDS	COMPLETED Council received EAC Report of Sep.3 on Sep.29/15.
PDS5	2015-08-11	3. Environmental Advisory Committee Meeting Minutes of June 10, 2015	THAT a public education component and strategy be developed instructing residents on the proper discharge of wastewater from private swimming pools and hot tubs, and that options be provided for	PDS	Report planned for Q2-2016.
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REVISED: FEBRUARY 10, 2016	REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
	PDS6	2015-10-13	Motion (a) Councillor Mrakas Re: Design Review Panel	<p>distribution of this information to all owners as soon as possible; and</p> <p>THAT staff investigate revising the current Sewer Use By-law to deal with the correct handling and discharge of swimming pool and hot tub wastewater; and</p> <p>THAT staff report back to the Environmental Advisory Committee.</p> <p>NOW THEREFORE BE IT HEREBY RESOLVED THAT a Design Review Panel be established for the Town to focus on providing advice on:</p> <ol style="list-style-type: none"> 1. the Promenade area; 2. any properties within the Heritage Resources Area; and 3. any designated or listed properties; and <p>BE IT FURTHER RESOLVED THAT staff be directed to develop Terms of Reference for the Design Review Panel, including proposed qualifications for the Design Review Panel Members, for Council approval.</p>	PDS	Item 12 – Feb. 16/16 GC agenda.
	PDS7	2015-11-24	(a) Councillor Gaertner Re: Highland Gate Developments Inc. Reports	<p>NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct staff to provide a report including the following:</p> <ul style="list-style-type: none"> • All of the reports and correspondence related to the application from experts, authorities and staff received by the Town; and a report from the department of Parks and Recreation Services; • A review and report on the newspaper articles about any and all development related to the subject lands preceding and following the time that the one-foot buffers were 	PDS	

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION
		ACTION DEPT	RESPONSE/STATUS
			<p>established; and at the time of the first redevelopment, in order to establish the publicly expressed terms of the original agreement and its intent;</p> <ul style="list-style-type: none"> • The results of a search, for information about the understanding of the purpose and effect of the one-foot buffer when it was obtained, based on publishing a public notice requesting that any party with knowledge of the decision step forward and provide related historical information to the process; and having a letter sent to all living municipal councillors from the time and to all persons identifiable from the public record at the time as having participated in related public meetings, seeking their best recollections of the facts of the matter; • A thorough report produced by expert legal counsel independent of, but to be retained by, the Town of Aurora and reporting to Aurora Town Council as a whole to objectively summarize the facts and frame the legal context of the buffers, as they relate to the proposed development, in order to properly inform the planning process; • A report on the potential construction impacts, including noise, dust, road and traffic disruption, implications for public health, placement of construction vehicles and materials, safety-related issues including road, property and personal, effect on existing infrastructure including the ability of roads and subsurface utilities facilities to handle weight and volume of construction vehicles

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PDS8	2015-12-08	(b) Councillor Abel Re: Temperance Street Cultural Precinct	<p>without damage; and quality of life effects on the neighbourhood;</p> <ul style="list-style-type: none"> • A report on growth targets for the Town, including how Aurora is meeting or exceeding its growth targets; • A report on whether the Highland Gate Developments Inc. application will impact the Parks and Recreation Master Plan; and <p>BE IT FURTHER RESOLVED THAT this information be disclosed publicly at a future General Committee meeting, well ahead of an appeal being heard at the Ontario Municipal Board.</p> <p>NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to conduct a Request for Proposal ("RFP") to engage a design firm to establish a Vision and Conceptual Plan for the Temperance Street Cultural Precinct area; and</p> <p>BE IT FURTHER RESOLVED THAT upon completion of the RFP process, staff report back on the outcomes and any required budget consideration.</p>	PDS	

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PENDING LIST					
REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS1	2008-08-12	15. LS08-039 – Online Pond Removal and Channel Restoration	THAT staff and the working group present the proposed wildlife park to the Lake Simcoe Region Conservation Authority.	PRS	Awaiting results of the Hydro geological studies scheduled to be received in 2015.
PRS2	2012-12-18	New Business	THAT staff prepare a report regarding the Terms of Reference for the Parks and Recreation Advisory Committee. THAT staff report back on the issue of two or more non-profit sports groups within the Town of Aurora.	PRS	Staff recommend postponing this discussion until a new committee is established following the 2014 election.
PRS3	2015-04-28	1(12) PR15-010 Aurora King Baseball Association Provision of Maintenance Service at Stewart Burnett Park Baseball Diamond	THAT Report No. PR15-010 be received; and THAT the maintenance service level for Stewart Burnett Park baseball diamond be enhanced as set out in attached Schedule "A" entitled S. B. Maintenance Services; and THAT the requirements of Schedule "A" entitled S. B. Maintenance Services be included in the facility maintenance agreement between the Aurora King Baseball Association (AKBA) and the Town authorized by Council on April 14, 2015; and THAT \$7,000.00 be added to the 2015 Parks Operations Budget for the enhanced baseball diamond maintenance service level; and THAT the Town compensate the AKBA in an amount not to exceed \$7,000.00 for the provision of said maintenance services; and THAT the AKBA provision of enhanced maintenance services at Stewart Burnett Park baseball diamond be identified as a one (1) year pilot project; and THAT staff report back on the pilot project after the conclusion of the 2015 baseball season.	PRS	In progress.

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REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS4	2010-04-27	1(1) CAO10-006 – Anne Bartley Smith Lands	THAT the Chief Administrative Officer report back to Council with a draft custodial relationship agreement with the Ontario Heritage Trust related to the Anne Bartley Smith Lands when appropriate.	PRS (transferred from CAO)	On February 12, 2013 Council directed staff, through the Trails and Active Transportation Committee, to explore opportunities with the Ontario Heritage Trust to fulfill the Trails Master Plan through the Anne Bartley Smith lands.
PRS5	2014-02-11	New Business	THAT staff explore options for the purchase of 100 Bloomington Road and obtain an appraisal on the land and report back to Council.	PRS/LLS	Council adopted Closed Session Report No.PR15-021 – Jul.28/15.
PRS6	2014-02-2	1(6) PR14-008 – Sports Dome	THAT Council authorize staff to explore the concept and carry out the appropriate due diligence for the transfer of ownership of the Sports Dome to the Town of Aurora and the operation of the Sports Dome to the Aurora Youth Soccer Club (AYSC); and THAT staff engage the services of a consultant to inspect and prepare a report on the condition of the Sports Dome; and THAT staff prepare terms and conditions for an agreement with the AYSC on the operation of the Sports Dome.	PRS	In progress.
PRS7	2014-07-29	11. PR14-035 – Urban Forest Study (UFORE)	THAT Council direct staff to report back to the incoming Council in 2015 with a further report detailing the implementation of each of the recommendations contained in the Urban Forestry Study (UFORE) Report including the associated financial implications; and THAT the final draft of the UFORE Study be posted on the Town of Aurora website for public review and comment and that any comments received be summarized and included in the report to Council.	PRS	COMPLETED Report No. PR15-026 adopted by Council on Nov.24/15.

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS8	2014-06-24	New Business	THAT Council direct staff to review public safety and access to the McLeod Wood Nature Reserve and report back to Council regarding the costs associated with erecting a fence on the Leslie Street side of the McLeod Nature Reserve and regarding the current maintenance of the property.	PRS	Awaiting response from Planning on Re-zoning application. Cost to be included in 2015 Capital Budget.
PRS9	2015-02-24 2015-03-24	Motion (d) Councillor Thompson Re: Development of a Sport Plan 1(2) PR15-008 – Development of Sport Plan for Aurora	THAT staff report to Council on the development of a Sport Plan for the Town of Aurora. THAT the engagement of a consultant for the development of a Sports Plan for Aurora be combined with the Parks and Recreation Master Plan review and update.	PRS	Presentation to Council Nov.24/15. Public Open House for Sport Plan held on November 26/15. Final draft presented to Council Jan.26/16 Report to Mar. 1/16 GC
PRS10	2015-03-10	Motion (b) Councillor Kim Re: Multicultural Festival	THAT staff be directed to investigate and report back to Council on the potential for Aurora to hold a multicultural festival similar to those of other York Region Municipalities with a timeline of an inaugural event to be held sometime in 2016.	PRS	Report to be provided as part of 2016 Budget deliberations.
PRS11	2015-04-28	1 (13) Accessibility Advisory Committee Meeting Minutes of April 1, 2015	"THAT staff be directed to bring a report to Council regarding the need for an Inclusion Coordinator for aquatics and recreation services."	PRS	No new staff being contemplated per Council direction.
PRS12	2015-08-11	16. PR15-024 – McMahan Park Neighbourhood Garden	THAT the local area residents in the vicinity of McMahan Park be consulted according to the process set out in Report No. PR15-024 to gauge public interest in the establishment of a neighbourhood garden in a section of McMahan Park; and THAT staff report back to Council on the outcomes of the consultation process and any recommendations pertaining to the establishment of a neighbourhood garden in McMahan Park.	PRS	Partially Completed Residents who live within 400 metres of McMahan Park were hand delivered surveys with a deadline of Sep 25/15 to submit comments.

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	2015-11-03	1 (5) PR15-033 – McMahon Park Neighbourhood Garden Public Survey Results	THAT a Neighbourhood Garden in McMahon Park not be implemented; and THAT staff be directed to pursue an alternative location for a neighbourhood garden and report back to Council.	PRS	COMPLETED Council adopted Report CAO15-012 on Sep.29/15 Committee members chosen by Council – Jan. 26/16 First meeting of Canada 150 Ad Hoc Committee scheduled for Feb.11/16
PRS13	2015-03-31	Motion (a) Councillor Thom Re: Canada 150 Celebrations	THAT Council direct staff to bring forward a report with recommendations regarding the implementation of a "Canada 150 Committee", similar to the "Aurora Sesquicentennial Committee", for the purpose of coordinating Town of Aurora events surrounding the 150th anniversary of Confederation; and BE IT FURTHER RESOLVED THAT Council direct staff to investigate and include in their report any possible synergies and collaboration opportunities with the federal and provincial governments as they roll out their plans for Canada 150 celebrations.	PRS	
PRS14	2015-05-26	Motion (c) Councillor Gaertner Re: Draft Tree Protection By-law	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff place the matter of the Draft Tree Protection By-law on a future General Committee agenda for discussion and direction, with a copy of all previous staff reports dealing with this matter as well as a copy of the Town's current Tree By-law and Tree Destruction Permit; and BE IT FURTHER RESOLVED THAT staff be directed to prepare and bring a comprehensive report to General Committee prior to the end of September 2015 containing a written summary of the review process and all written or verbal input received from the general public at the Public Planning meeting and other Council meetings outlined in this motion; and BE IT FURTHER RESOLVED THAT that staff be directed to provide Council with options for	PRS	Partially Completed On Aug. 25/15 - Council adopted: THAT the following matters be submitted for Council's consideration in early October 2015: <ul style="list-style-type: none"> • Tree Protection By-law • Back door access to Aurora Family Leisure Complex

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	
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	2015-10-27	5. Memorandum Re: Tree Protection By-law	<p>meeting dates for Council to invite the public to comment and offer input on the Draft Tree Protection By-law.</p> <p>THAT General Committee Item 1 – Memorandum from Director of Parks and Recreation Services; Re: Tree Protection By-law be deferred to the November 17, 2015 General Committee meeting; and</p> <p>THAT staff make a presentation at the November 17, 2015 General Committee meeting with regards to the origins, background, and proposed amendments to the Tree Permit By-law.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>THAT staff be directed to finalize the Injury or Destruction of Trees on Private Property By-law, excluding any provisions pertaining to golf courses, 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; and</p>	
	2015-12-08	1. Memorandum Re: Tree Protection By-law		
	2016-02-09	1(11) PRS16-007 – Injury or Destruction of Trees on Private Property By-law		

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS15	2015-06-16	New Business Motion No. 1	THAT the Director of Parks and Recreation Services be directed to report back to Council on recommendations with respect to: allowing the sports-related artefacts contained in the Aurora Collection to be displayed in the Aurora Sports Hall of Fame; and relocating the Sports Hall of Fame, currently housed on the third floor of the Town Hall, to the Stronach Aurora Recreation Complex.	PRS	Partially Completed Report No. PR15-032 adopted by Council on Oct.27/16.
	2015-10-27	1(6) PR15-032 – Aurora Sports Hall of Fame Relocation	THAT staff report back with options for signage, to be located along municipal, regional and provincial roadways, to highlight the location of the Sports Hall of Fame, Stronach Aurora Recreation Complex and the Aurora Cultural Centre.		
PRS16	2015-07-14	Delegation (b) Mark Setter and David Tomlinson Re: Progress of 2C Wildlife Park Development Project	THAT the presentation of Mark Setter and David Tomlinson be received and referred to staff for comment and recommended course of action, to be provided to the Parks and Recreation Advisory Committee, Trails and Active Transportation Committee, and Environmental Advisory Committee for comment and recommendation, prior to staff reporting back to Council.	PRS	Design Phase in progress.
PRS17	2015-07-14	Motion (c) Councillor Humfries Re: Church Street School Landscaping	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff review and provide appropriate landscape designs that would be more suitable for the building; and BE IT FURTHER RESOLVED THAT the design	PRS	Report will be presented during 2016 Budget deliberations.

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			options be first presented to the Aurora Cultural Centre Board to ensure that the design is conducive to Cultural Centre programming and vision, followed by a report to Council early in September 2015.		
PRS18	2015-08-11	Delegation (b) Don Lewis, President, Aurora Lions Club Re: Home for the Aurora Lions Club	THAT the presentation of Don Lewis, President, Aurora Lions Club, be received and referred to staff for a report back to Council.	PRS	To be included in the repurposing study.
PRS19	2015-08-11	Delegation (c) Bruce Stafford and Stephen Kimmerer, Sport Aurora Re: Consideration of Multi-Sport Use Facility/Hallmark Building	THAT the presentation of Bruce Stafford and Stephen Kimmerer, Sport Aurora, be received and referred to the Director of Parks and Recreation Services for consultation in relation to the Parks and Recreation Master Plan and a report back to Council.	PRS	See PR9
PRS20	2015-08-11	Motion (c) Councillors Thompson and Councillor Mrakas Re: Establishment of a Cultural Precinct	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to conduct an RFP to engage a design firm to establish a Vision and Conceptual Plan for the Cultural Precinct Area; and BE IT FURTHER RESOLVED THAT the final report and conceptual plan for the Cultural Precinct Area be presented to Council for consideration prior to the approval of the 2016 Budget.	PRS	Partially completed. Report No. PR15-026 adopted by Council on Sep. 15/15. Presentation to Council Dec.8/15
	2016-01-26	1(15) PRS16-006 – Status of the Cultural Precinct Plan	THAT Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct; and THAT the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016; and		

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS21	2015-09-15	Motion (a) Councilor Kim Re: Mavrinac Boulevard Land – Block 208	<p>THAT the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.</p> <p>NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to investigate and report back to Council on options for the use of Block 208 on Mavrinac Boulevard as green space and/or other recreational usage in accordance with the Town's Parks and Recreation Master Plan and any updates to the Master Plan; and</p> <p>BE IT FURTHER RESOLVED THAT staff be directed to investigate and report back to Council on options to remove the fence around Lot 208 on Mavrinac Boulevard, clean up the lot, place mulch paths across the lot where possible, and provide notice to the public advising that the Town is considering options for future use of the land.</p>	PRS	

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS22	2015-11-10	(7) PR15-035 – Tree Removal/Pruning and Compensation Policy	<p>THAT Report No. PR15-035 and the following recommendation be deferred to the General Committee meeting of November 17, 2015, for consideration:</p> <p>THAT the draft Tree Removal/Pruning and Compensation Policy attached to Report No. PR15-035 be approved; and</p> <p>THAT the draft Tree Removal/Pruning and Compensation Policy be applicable to all planning applications that are currently under review by the Town, provided the applicants have been duly notified of this draft Policy and are currently complying with the said draft Policy; and</p> <p>THAT the Tree Removal/Pruning and Compensation Policy come into full force for all new requests or applications received by the Town as of December 1, 2015.</p>	PRS	COMPLETED Report No. PR15-035 adopted by Council on Nov. 24/15.
PRS23	2015-12-08	(c) Mayor Dawe Re: Provision of an Indoor Tennis Facility at Stewart Burnett Park	<p>NOW THEREFORE BE IT HEREBY RESOLVED</p> <p>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.</p>	PRS/LLS	COMPLETED Report PRS16-005 adopted by Council on Feb.9/16.
PRS24	2016-01-26	Motion (b) Councillor Thom Re: Facility Sponsorship and Advertising	<p>NOW THEREFORE BE IT HEREBY RESOLVED</p> <p>THAT staff be directed to bring forward a report on the following:</p> <ul style="list-style-type: none"> • The assessment and inventory of our current facility sponsorship and advertising assets; • The assessment and inventory on any 	PRS	

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REF. #	MTG DATE YYYY-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRS25	2014-06-24	Memorandum from Chief Administrative Officer Re: Petch House Open Call to the Public	potential facility sponsorship and advertising opportunities; <ul style="list-style-type: none"> • Best practices for facility sponsorship and advertising strategies from other Ontario municipalities (e.g., City of Oshawa, Town of Whitby, City of Ottawa); and • Recommendations for an enhanced facility sponsorship and advertising strategy for the Town of Aurora; and BE IT FURTHER RESOLVED THAT the report be brought forward to Council before the beginning of the 2017 Budget deliberations.	MOVED FROM IES	Facility uses to be part of Facility-Use Study to be presented by PRS. Costs to be evaluated once use is established.
PRS26	2015-06-23	10. Correspondence from Jill Foster, CEO and Library Board Secretary Re: Presentation (c) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants Re: Aurora Public Library Facility Needs Assessment	THAT Council direct staff to report back on the costs of accommodating the suggested uses of the Petch House, categorized by function and level of modification required. THAT the recommendation of the Aurora Public Library Board of Directors be referred back to staff to report back to Council on both the cost implications and effects of the Library's assumptions of the space within the Library.	MOVED FROM IES	Staff investigating impact of request.

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TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-009**

SUBJECT: *Tree Permit Application for 3 Bluegrass Drive*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-009 be received; and

THAT the application for the removal of trees at 3 Bluegrass Drive be approved in accordance with By-law No. 4474-03.D being a By-law to authorize the injury or destruction of trees (Tree Permit By-law); and

THAT the Mayor and Clerk be authorized to execute a Tree Protection and Compensation Agreement for the purposes of ensuring compliance with the specific terms and conditions associated with the issuance of the Tree Permit for 3 Bluegrass Drive, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To process a Tree Removal Permit Application in accordance with By-law 4474-03.D.

BACKGROUND

An application to remove trees has been submitted for the removal of trees on the property at 3 Bluegrass Drive.

The owner of the subject lands is in the process of obtaining a building permit to demolish and reconstruct a new home on the subject property. Due to the larger footprint of the proposed new home and private sewage treatment facility, it has been determined that a quantity of existing trees will need to be removed.

The owner has submitted an Arborist's Report outlining a number of recommendations and tree protection measures that will be implemented prior to and during tree removal on this property.

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Report No. PRS16-009

Staff have reviewed all of the information and site conditions and, subject to Council approval of the Tree Removal permit, it is recommended that the property owner enter into a Tree Protection and Compensation Agreement with the Town to ensure compliance with the recommendations contained in the Arborist's Report and a tree compensation replanting plan.

Additionally, the owner has committed to the provision of planting approximately 50 trees as replacements and the owner has also indicated that a comprehensive landscape plan for the entire property is being developed which will include a significant quantity of high quality landscaping and plant material.

The table below outlines the vegetation proposed for removal on the subject lands required to facilitate the new dwelling, accessory amenity uses and private sewage treatment system:

PROPOSED TREE REMOVAL		
QTY.	DIAMETER SIZE	TOTAL TREES REMOVED
24	20 CM OR > (Protected under by-law)	35
11	19 CM OR < (Not protected under by-law)	

Under the current *Municipal Tree Protection By-law*, removing more than four trees greater than 20 centimetres in diameter in one calendar year requires Council approval. The owner proposes to remove 24 trees 20cm or greater in diameter.

COMMENTS

As per the *Tree Permit By-law*, signage has been posted on the subject property serving notice that a tree permit to remove trees from the property has been sought. Signage also includes information concerning this evenings meeting should any one wish to attend or address Council in this regard.

In addition to submitting an Arborist's Report, the owner has also submitted the required valuation for the total quantity of trees being removed from the site in accordance with Policy "C" Tree Pruning /Removal and Compensation as outlined in the Urban Forestry Management Plan whereby the owner will be required to provide replacement trees based on the value of the individual trees being removed from the property.

February 16, 2016

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Report No. PRS16-009

LINK TO STRATEGIC PLAN

The removal of trees at 3 Bluegrass Drive 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. Council could deny the application for a tree removal permit; however, this may adversely impact the property owners proposed development for which a building permit cannot be withheld.
2. Further options as required.

FINANCIAL IMPLICATIONS

Tree removal permit fees have been paid in the amount of \$715.00 and the property owner will be required to replant trees on the subject property as compensation based on a current total replacement value of \$25,556.00.

CONCLUSIONS

That Council approve the application to remove 24 trees that are currently protected under by- law 4474-03.D and that the owner be required to enter a Tree Protection Agreement.

PREVIOUS REPORTS

None.

ATTACHMENTS

- Attachment #1 – Application to Remove Trees
- Attachment #2 – Site plan of subject property

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Report No. PRS16-009

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – Thursday, February 4, 2016

Prepared by: Jim Tree, Manager of Parks, ext. 3222



Allan D. Downey
Director of Parks & Recreation Services



Douglas Nadorozny
Chief Administrative Officer

Attachment #1



APPLICATION # 023 -

**Application to Permit the
Injury or Destruction
Of Trees on Private Property**

**Town of Aurora
1 Municipal Drive
Box 1000
Aurora, Ontario L4G 6J1
Phone 905-727-1375**

The personal information on this form is collected under Bylaw 4474-03.D and will be used for the purposes of this application only. Questions should be directed to the Freedom of Information Co-ordinator, Office of the Town Clerk, 1 Municipal Drive, Box 1000, Aurora, Ontario L4G 6J1, Tel. 905-727-1375.

Instructions for Completion of Application.

1. Application form to be completed by applicant. Please type or print CLEARLY. Incomplete applications will delay approval.
2. Municipal address: Street name and number must be included for applications to be considered complete.
3. Provide 4 copies of plans or drawings of the property showing location of trees to be removed and being preserved.
4. Provide an Arborist Report completed by an Arborist as defined in the by-law, at the direction of the Parks Manager.
5. If replanting, provide 4 copies of the replanting plan or landscape plan.
6. Payment of the required fees: See table on page 2 for fee requirements. Please make cheque payable to: The Corporation of the Town of Aurora (this fee is non-refundable).
7. Written consent is necessary from an adjacent property owner where the base of a tree straddles a property line.
8. If this application is signed by an applicant other than the owner, or by an agent, the written authorization of the owner is required.
9. File this application and other supporting documentation to the Department of Leisure Services at 1 Municipal Drive, Box 1000, Aurora, Ontario L4G 6J1.
10. Applications submitted after 3:30 p.m. local time will not be processed until the next business day.

OFFICE USE ONLY

Permit No. 023 Official Receipt No. _____
 Fee: \$ 715 Received By: dwight Date: Jan 22/16

REQUIREMENTS FOR APPROVAL

Arborist Report Required Site Plan/Drawing Written Consent _____
 Arborist report not required _____ Replacements proposed _____

APPLICANT INFORMATION

1. Municipal address of subject property: 3 BLUEGRASS DRIVE
2. Name of Applicant/Agent: _____
3. Mailing Address of Applicant: _____
4. Telephone: _____ Work No.: _____ Fax: _____
5. Name of Registered Owner (if different from above): _____
6. Mailing address of Owner (if different from above): 3 BLUEGRASS DRIVE
7. Existing Land Use: SINGLE FAMILY RESIDENTIAL
8. Please provide the file number of any types of current developments applications that have been submitted

No Current Applications _____	Subdivision _____
Official Plan/Rezoning _____	Site Plan _____
Building Permit <input checked="" type="checkbox"/> _____	Committee of Adjustment _____
Pool Permit _____	Topsoil Removal Permit _____
Land Division _____	

9. Are the tree(s) located on any neighbouring property line resulting in the joint ownership of the tree/s. Yes No
10. If Yes, do you have authorization from the neighbouring property owner to act as their representative in this application to injure or remove tree(s). Yes No
11. Provide letter of authorization from neighbouring property owner to injure or remove tree(s) if applicable. Yes No
12. Have you removed any trees within the last calendar year. yes No
 If YES, how many trees were removed? _____ How many of these trees were larger than 20 cm? _____
13. Number of trees being injured or removed 37. Please provide area in hectares if removing a woodlot X
14. Reason why trees are being injured or removed. Please circle letter:
 A. trees interfere with proposed developments ^{32 Rem} _{2 Inj.} B. trees are blocking sunlight
 C. all trees are dead, dying or hazardous - 3 D. trees are interfering with utilities/dwelling/foundation
 E. installing pool Total 37 F. other (please specify): _____
15. Please specify species and diameter of trees subject to injury or removal below. If more than five trees, please specify the five largest trees and reference the remainder in the Arborist report.

Common tree name (if known)	Tree diameter (cm)
1. #152 Norway Maple	54
2. #224 Colorado Spruce	47
3. #201 Colorado Spruce (dying)	42
4. #220 Colorado Spruce	44
5. #099 Laurel Willow (almost dead)	42

16. Are you planning on planting replacement trees? YES NO
 If YES, is a copy of replanting plan attached? YES NO
17. A site plan or drawing of the subject property is required and must include the following information:
- The location of the trees you wish to injure or remove and the distance of the trees to the property lines and/or buildings.
 - The location of any buildings on the property.
 - The dimensions of the property and location of the streets.
 - The location and size of trees being protected.
 - The proposed location for replacement tree(s).
 - Other natural features on the property such as slopes and creeks.

18. Fee Requirements:

If all trees are considered dead, dying or hazardous by the Parks Manager	No Fee
5 trees	\$415.00
6 trees	\$490.00
7 trees	\$565.00
8 trees	\$640.00
9 or more trees	<u>\$715.00</u>

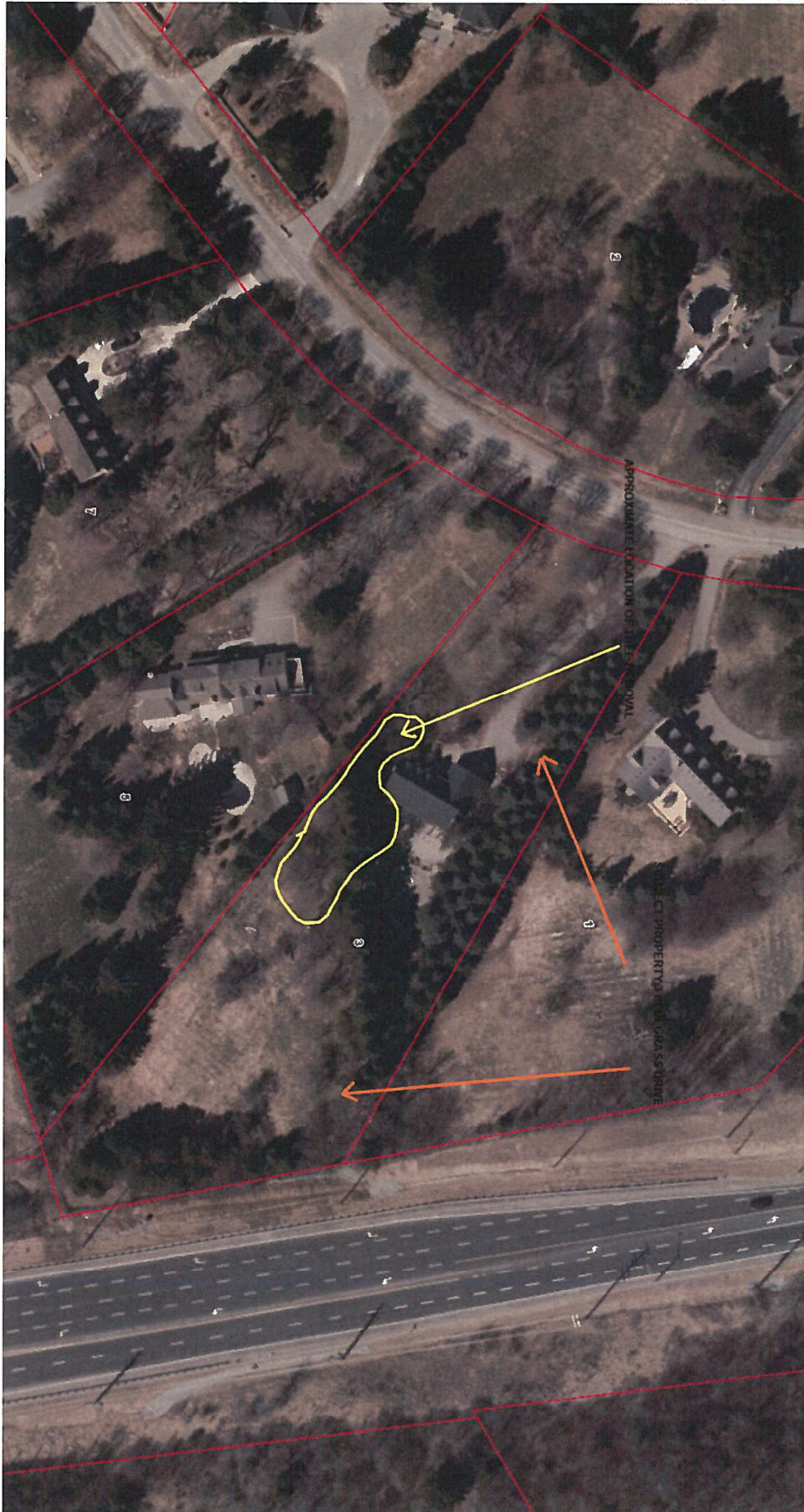
19. Declaration

I hereby declare that the statements made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Signed at the Town of Aurora this 22 day of January 2016

Signature of Applicant: [Handwritten Signature]

Please print name: MARK PROCUINER





**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PDS16-006**

SUBJECT: Terms of Reference for the Town of Aurora
Design Review Panel for Heritage Properties

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-006 be received;

THAT the Terms of Reference for the Town of Aurora Design Review Panel for Heritage Properties be approved; and

THAT staff be directed to issue a Request for Expression of Interest for Panel Members.

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with the Terms of Reference (Appendix 1) for the Town's Design Review Panel for Heritage Properties for review and approval. The report also requests direction with respect to issuing a Request for Expressions of Interest for Panel Members.

BACKGROUND

Council passed the following resolution on October 13, 2015:

THAT a Design Review Panel be established for the Town to focus on providing advice on:

1. the Promenade area;
2. any properties within the Heritage Resources Area; and
3. any Designated or Listed Properties; and

BE IT FURTHER RESOLVED THAT staff be directed to develop Terms of Reference for the Design Review Panel, including proposed qualifications for the Design Review Panel Members, for Council approval.

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Report No. PDS16-006

Staff have prepared the Terms of Reference for the Design Review Panel which are attached to this report as Appendix 1. As directed by Council, Staff are proposing to establish the Design Review Panel in order to assist in the review of development and redevelopment applications to ensure the protection of the Town's Heritage Resources and the character of the Town's Historic Neighbourhoods. The Panel will review development and redevelopment applications for Listed or Designated properties, as well as for properties located in the Heritage Resource Area in order to ensure that they are appropriately designed within the historic context of the area. It is a fundamental principle of the Town's Official Plan to "promote the conservation and enhancement of Aurora's cultural heritage resources...to tell the story of a community's evolution and provide important visual reminders that can help define a sense of place."

COMMENTS

The attached Terms of Reference for the Design Review Panel contain details with respect to:

- Duties of the Design Review Panel;
- Panel Membership;
- Conflict of Interest;
- Panel Nomination Criteria;
- Meeting Protocol;
- Project Review;
- Required Materials; and
- Information Reporting.

Duties of the Design Review Panel

Generally Design Review Panels are comprised of volunteer design professionals, including Urban Designers, Architects, Landscape Architects, Planners and Engineers. They provide professional, objective advice to staff, the applicant and their consultants with the purpose of improving matters of design that affect the public realm including buildings, streets and open spaces. The intent of the Design Review Panel is that it would function as an advisory body to Town staff and does not have statutory decision-making authority. The Design Review Panel would review development and redevelopment applications and provide design advice to staff for consideration relating to proposals located in the following areas:

- a) Properties located within the Town's Heritage Resource Area, as identified on Schedule 'D' of the Town's Official Plan;
- b) Properties which are Designated under *Part IV* of the *Ontario Heritage Act*, and

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Report No. PDS16-006

- c) Listed properties in the Town's Inventory of Heritage properties.

Panel Membership

It is recommended individuals qualified to sit on the Panel include: Urban Designers, Architects, Landscape Architects, Planners and Civil, Structural and Transportation Engineers. It is recommended that the Panel consist of between 4 to 8 members who are either a resident of Aurora or business owner in Aurora. In order to ensure adequate professional representation, Council may appoint non-residents or non-Aurora business owners to the Panel if the need exists. No Members of Council, Town staff or members of other Town Boards or Committees shall be appointed to the Design Review Panel.

Panel Nomination Criteria

It is recommended that the Design Review Panel Members shall be qualified professionals who have membership in one of the following professional organizations:

- a) Ontario Professional Planners Institute (OPPI);
- b) Professional Engineers of Ontario (PEO);
- c) Ontario Association of Architects (OAA); or
- d) Ontario Association of Landscape Architects (OALA).

Meeting Protocol

It is recommended that the Panel meet on a monthly basis and that generally no more than of three projects be scheduled for each meeting in order to provide for an adequate amount of time to review each project. In the event that there are no applications to be reviewed, the meeting will be cancelled. Meetings will be kept informal to allow for the free flow of discussions and comments. Comments and recommendations will be summarized by the Panel Chair with the assistance of the Director of Planning & Development Services. Details about meeting protocol are found in Section 6.0 of the attached Terms of Reference.

Project Review

Depending on the impact and scale of the development, proposals subject to the Design Review Panel process will be reviewed twice by the Panel as follows:

- a) **Conceptual Review:** The first review would consist of a pre-consultation during the initial design of the project. This is to afford the opportunity for significant changes prior to the detailed design of the project. This review would take place prior to the submission of a formal application to the Town.

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Report No. PDS16-006

- b) Detailed Review: The second and final review would take place once detailed plans have been submitted to Planning & Development Services.

Information Reporting

The comments and recommendations of the Panel will be summarized for the Heritage Advisory Committee to assist them in making recommendations on a project to Council. The Director of Planning & Development Services will when reporting to Council on an application ensure that the comments and recommendations of the Panel are summarized and incorporated into the planning report for consideration relating to the proposal.

LINK TO STRATEGIC PLAN

The establishment of a Design Review Panel as discussed in this report would support the Strategic Plan goal of *supporting an exceptional quality of life for all*; and the objective of *celebrating and promoting our culture*.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council has the option of directing that staff make changes to the Terms of Reference attached to this report; or
2. Council also has the option of not proceeding with the Terms of Reference and Request for Expressions of Interest for Panel Members at this time.

FINANCIAL IMPLICATIONS

The financial implications of establishing the proposed Design Review Panel are costs associated with staff time as well as printed materials. Membership on the Panel is not a paid position.

PREVIOUS REPORTS

None.

CONCLUSIONS

A Design Review Panel would provide design advice to staff and the Heritage Advisory Committee for consideration of development and redevelopment proposals within the Town's Heritage Resource Area and for Listed and Designated Heritage Properties. The advice of the Panel would assist in the protection and enhancement of the Town's heritage buildings, resources, neighbourhoods and streetscapes.

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Report No. PDS16-006

Staff have prepared Terms of Reference for Council's approval and are seeking direction to issue a Request for Expression of Interest for Panel Members.

ATTACHMENTS

Appendix 1: Terms of Reference for the Town of Aurora Design Review Panel for Heritage Properties

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting - January 21, 2016.

Prepared by: Fausto Filipetto, Senior Policy Planner - Extension 4342



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



**Doug Nadorozny
Chief Administrative Officer**

APPENDIX 1

TOWN OF AURORA DESIGN REVIEW PANEL FOR HERITAGE PROPERTIES

TERMS OF REFERENCE

1.0 Introduction

The Town of Aurora Design Review Panel for the Heritage Properties (the Panel) is being established in order to assist in the review of development and redevelopment applications to ensure the protection of the Town's Heritage Resources and the character of the Town's Historic Neighbourhoods. The Panel will review (re)development applications for historic properties in order to ensure that they are appropriately designed within the historic context of the area. It is a fundamental principle of the Town's Official Plan to "promote the conservation and enhancement of Aurora's cultural heritage resources...to tell the story of a community's evolution and provide important visual reminders that can help define a sense of place.

2.0 Duties of the Panel

2.1 The Duty of the Panel is to give independent design advice and make recommendations to staff, the applicant and their consultants with respect to development and redevelopment applications:

- a) For properties located within the Town's Heritage Resource Area, as identified on Schedule 'D' of the Town's Official Plan, attached hereto;
- b) for properties which are Designated under *Part IV* of the *Ontario Heritage Act*; and
- c) for listed properties in the Town's Inventory of Heritage Properties.

2.2 The Director of Planning & Development Services (Director) may at his/her discretion require that a (re)development project located adjacent to a property Designated under Part IV of the Ontario Heritage Act or Listed in the Town's Inventory of Historic Properties be subject to review by the Panel.

2.3 Projects which are not required to appear before the Town's Heritage Advisory Committee or Council for approval (ie. projects which only require Building Permit issuance from the Town's Building & By-law Services) shall not be reviewed by the Panel or be discussed at their meetings.

2.4 The Panel shall advise and comment with respect to the potential physical and aesthetic impact of the proposed (re)development on the character of the surrounding properties, neighbourhood, and streetscape.

2.5 The Panel may advise and comment with respect to design matters including building design and style, building materials and colour.

3.0 Panel Membership

- 3.1 Individuals qualified to sit on the Panel include: Urban & Regional Planners, Urban Designers, Architects, Landscape Architects and Civil, Structural and Transportation Engineers.
- 3.2 Individuals appointed to the Panel will normally be a resident of Aurora or a business owner in Aurora. Notwithstanding this provision, to ensure appropriate professional representation, Council may appoint non-residents or non-Aurora business owners to the Panel.
- 3.3 The Panel shall consist of between 4 to 8 members.
- 3.4 The Town will issue a Request for Expression of Interest for Panel members which will include criteria to ensure an appropriate mix of professionals with appropriate experience.
- 3.5 Town staff will nominate Panel members from Expressions of Interest and make recommendations for approval by Council.
- 3.6 Panel members will be appointed for the term of Council. Council may reappoint a Panel member for one additional term.
- 3.7 Membership on the Panel is a non-paid position.
- 3.8 Panel membership may be revoked upon being absent from 3 consecutive meetings without prior authorization from the Town Clerk.
- 3.9 No Members of Council, Town staff or members of other Town Boards or Committees shall be appointed to the Design Review Panel.

4.0 Panel Nomination Criteria

- 4.1 Design Review Panelists shall be qualified professionals who have membership in one of the following professional organizations:
 - a) Ontario Professional Planners Institute (OPPI)
 - b) Professional Engineers of Ontario (PEO)
 - c) Ontario Association of Architects (OAA)
 - d) Ontario Association of Landscape Architects (OALA)
- 4.2 The Panel shall have a wide range of relevant professional experience including:
 - a) High quality design in the fields of architecture, landscape architecture, urban design, urban planning and transportation engineering;
 - b) a mix of local, provincial and international practice;

- c) a mix of project scales;
- d) a mix of project types for a variety of land uses;
- e) knowledge and practice of sustainable design; and
- f) professional research and academic involvement.

5.0 Conflict of Interest

- 5.1 Each member has a duty to advise Town staff and the Chair of the Panel of any conflict of interest prior to project review.
- 5.2 If a conflict of interest arises, the Panel member shall not participate in the project review and shall remove themselves from the meeting.
- 5.3 A Conflict of Interest is defined as a Panel member having financial, personal or business interest in a project being reviewed by the Panel; or where multiple interests, one of which could influence, corrupt or exploit a decision, or where the appearance of a conflict exists. Any declared conflicts shall be recorded by the Director.

6.0 Meeting Protocol

- 6.1 The Town's Procedural By-law and Policy for Ad Hoc/Advisory Committees and Local Boards does not apply to the Panel.
- 6.2 Panel meetings shall normally be held on a monthly basis, as scheduled by the Director; in consultation with Panel members. In the event that there are no applications to review, the meeting shall be cancelled.
- 6.3 The Panel members shall select from among themselves a Chair and Vice Chair at the first meeting.
- 6.4 The Chair, with the assistance of the Director, will summarize the comments and recommendations of the Panel members. The Chair will obtain the consensus of the Panel members regarding their comments and recommendations.
- 6.5 A maximum of 3 projects shall be scheduled for each meeting.
- 6.6 To ensure the strongest possible discussion on projects presented meetings will be informal.
- 6.7 Staff or the applicant will make a brief presentation to describe the project and design objectives.

- 6.8 The Panel will have the opportunity to ask questions of the design team on any aspect of their design proposal.
- 6.9 The Panel will review the presentation material, followed by a discussion on the merits of the design of the project. The Panel will formulate their comments and recommendations for the project through the Chairperson.
- 6.10 The Panel's advice and comments will be based on approved design criteria, such as The Aurora Promenade Urban Design Strategy, Northeast Old Aurora Heritage Conservation District Plan and urban design policies in the Town's Official Plan.
- 6.11 Following the meeting, the Director or his/her designate(s) will undertake a review of the comments and recommendations and determine the appropriate actions to be taken by the applicant.

7.0 Project Review

- 7.1 Projects subject to the Design Review Panel process shall, depending on scale and impact of the proposal, be reviewed twice in accordance with the following procedures:
 - a) **Conceptual Review:** The first review shall consist of a pre-consultation during the initial design of the project. This is to afford the opportunity for significant changes prior to the detailed design of the project. This review shall take place prior to the submission of a formal application to the Town.
 - b) **Detailed Review:** The second and final review shall take place once detailed plans have been submitted to Planning & Development Services.

8.0 Required Materials

- 8.1 The onus is on the applicant to provide the Panel with materials which contain sufficient information for the members to make comments and recommendations.
- 8.2 For the Conceptual Review stage (first review as described in Section 7.1a) this may consist of:
 - Photos of the Site and surrounding Streetscape/Neighbourhood
 - Conceptual Site Plan
 - Conceptual Landscape Plan
 - Conceptual Building Elevations
 - Coloured Renderings

8.3 For the Detailed Review stage (second and final review as described in Section 7.1b) this shall consist of materials which were submitted as part of a Planning & Development or Building Permit Application which would assist in providing the Panel information regarding the detailed design of the project. These materials may include:

- Site Plan
 - Landscape Plan
 - Planting Plan
 - Grading Plan
 - Building Elevations
 - Building Sections
 - Building Materials Samples
 - Building Height/Massing Analysis
 - Sun/Shadow Analysis
- ***Any other information as requested by the Director or his/her designate(s)***

8.4 The applicant shall provide 12 copies of the materials described in Sections 8.2 and 8.3 in a bound booklet form at a measurement of 11 x 17 inches.

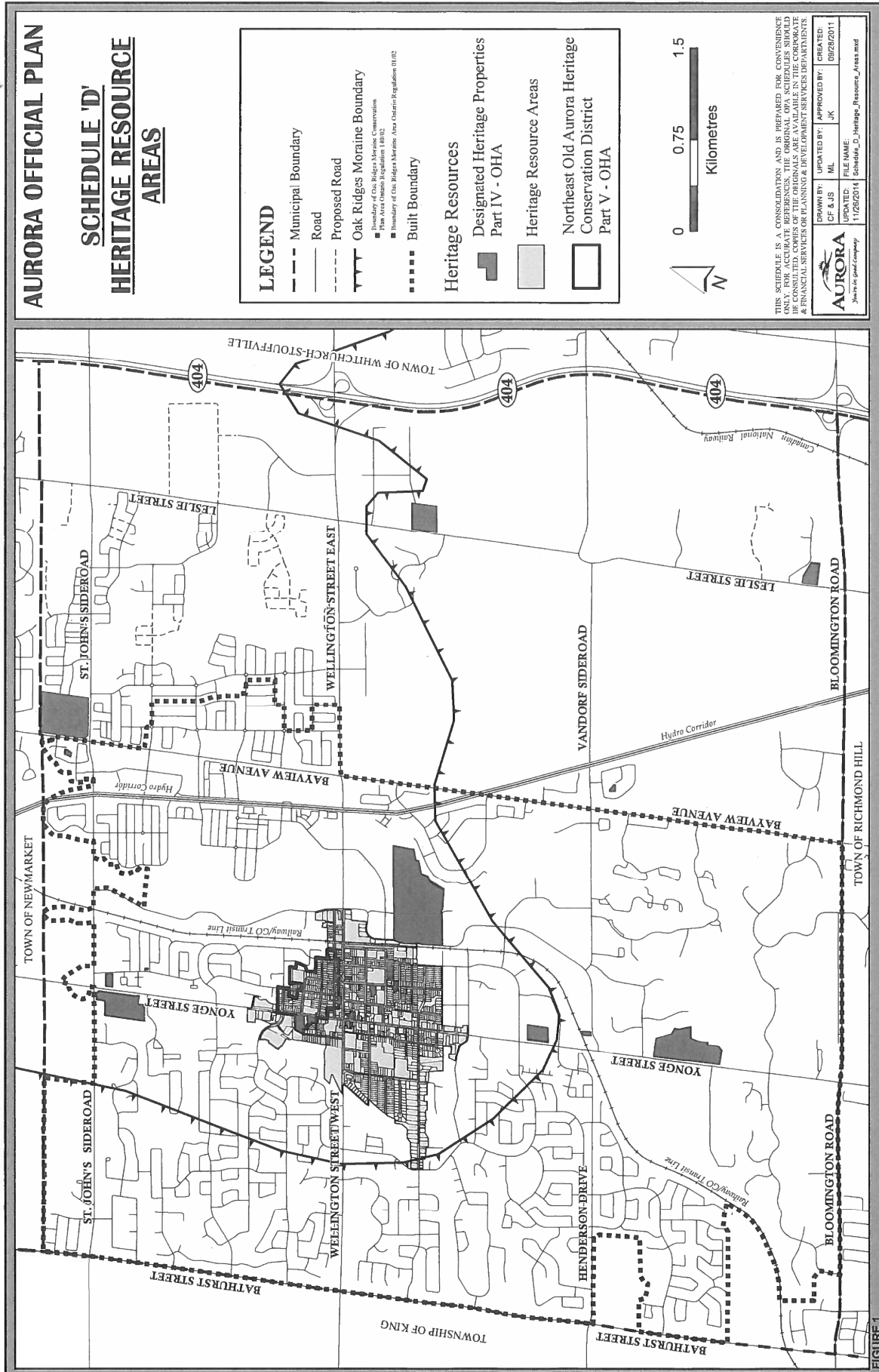
8.5 The applicant shall also provide one digital copy of the materials to the Town.

8.6 The onus is on the applicant to ensure that the presentation materials at the Design Review Panel meeting are legible and displayed in a fashion which is functional.

9.0 Information Reporting

9.1 The comments and recommendations of the Panel will be summarized for the Heritage Advisory Committee to assist them in making recommendations on a project to Council.

9.2 The Director will when reporting to Council on an application ensure that the comments and recommendations of the Panel are summarized.





**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PDS16-007**

SUBJECT: *Application for Zoning By-law Amendment
Mattamy (Aurora) Limited
1280 St. John's Sideroad
Part of Lot 26, Concession 2
File Number: ZBA-2015-14*

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

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-007 be received; and

THAT Application to Amend the Zoning By-law File: ZBA-2015-14 (Mattamy (Aurora) Ltd), to rezone the subject lands from "Detached Dwelling Second Density (R2-95) Exception Zone" to "Major Open Space (O-17) Exception Zone", be approved; and

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

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with background information related to the proposed Zoning By-law amendment application to permit a minimum 5 metre private landscape buffer along on the northerly portion of the residential lots abutting the municipal boundary to the Town of Newmarket. As such, the applicant is proposing to rezone a portion of the residential lots from Detached Dwelling Second Density R2-95 Exception zone to Major Open Space O-17 Exception Zone.

BACKGROUND

On April 23, 2013, Council approved a draft Plan of Subdivision, file no. SUB-2011-02. A condition of approval required the Owner to implement a suitable interface between the permitted residential uses of the 2C Secondary Plan and the abutting existing residential uses to the north in the Town of Newmarket. This portion of the Mattamy subdivision has not entered in to a Subdivision Agreement with the Town nor has it been registered at the time of this report. As such, the subject lands are considered as one property.

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Report No. PDS16-007

The proposed Zoning By-law Amendment application was heard at the Public Planning Meeting held on December 16, 2015.

At that meeting Council passed the following resolution:

“THAT Report No. PL15-092 be received; and

THAT comments presented at the Public Planning meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.”

Since the Public Planning Meeting, the applicant has continued to work with the resident association in the Town of Newmarket.

Location/ Land Use

The proposed zoning by-law amendment is only applicable to the proposed residential lots located north of Bridgepointe Court (Figure 1). The subject lands have a total lot area of 0.155 hectares. The subject lands are currently undeveloped.

The surrounding land uses are as follows:

North: Existing Residential lands in the Town of Newmarket;
South: Residential lands and Environmental Protection lands;
East: Environmental Protection lands; and
West: Residential lands (Phase 3 of Mattamy Subdivision)

Existing Policy Context

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

York Region Official Plan (2010)

The subject lands are designated as “Urban Area” by the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while creating a

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Report No. PDS16-007

vibrant and sustainable community. Under the York Region's Official Plan, one regional urbanization goal is to provide opportunities for passive open spaces.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 1 with a site specific policy 3.3.4.1 East Overlay Designation" by the Aurora 2C Secondary Plan (OPA 73) (Figure 2). The intent of the Urban Residential 1 designation is to permit lower density form of development including single-detached dwellings. The purpose of the site specific policy 3.3.4.1 is "to ensure a suitable interface between the permitted residential uses of the Plan and the abutting established residential area to the north" in the Town of Newmarket.

Zoning By-law

The subject lands are currently zoned "Detached Dwelling Second Density (R2-95) Exception Zone" by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). An amendment to the zoning by-law is required to ensure an appropriate landscape buffers along the northerly portion of the residential lot which abuts the existing residents in the Town of Newmarket (Figure 4).

Proposal

The Owner is proposing to satisfy the existing site specific Official Plan policy and a condition of the draft plan of subdivision. As such, the applicant is proposing to rezone a portion of the draft approved residential lots from Detached Dwelling Second Density R2-95 Exception zone to Major Open Space O-17 Exception Zone.

As shown in figure 5, the applicant is proposing a 5 metre landscape buffer along the northerly portion of the residential lots. Within the landscape buffer, the applicant is proposing to plant deciduous trees ranging from 5 to 6 metres in height along with coniferous trees ranging from 3 metres in height. The applicant has also advised Planning staff that no new fencing will be constructed but the existing chain link fence located on the private lots within the Town of Newmarket will remain. The existing mature vegetation on the existing lots within the Town of Newmarket ranges from 9 metres to 18 metres in height will also remain.

COMMENTS

Planning Considerations

Provincial Policies

All *Planning Act* development applications are subject to provincial policies. Staff have evaluated the proposed zoning by-law amendment application to the Provincial Policy

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Report No. PDS16-007

Statement (PPS), The Growth Plan for the Greater Golden Horseshoe and The Lake Simcoe Protection Plan (LSPP).

Planning Staff are of the opinion that the subject zoning by-law amendment meets the general intent and purposes of the above noted provincial policies by supporting the development of strong communities without disturbance to the existing water quality, water quantity.

York Region Official Plan

The subject lands are designated as "Urban Area" by the York Region Official Plan. The approved draft plan of subdivision was previously circulated to York Region. York Region provided their recommendation of approval with conditions to the draft plan of subdivision. In addition, York Region has provided Regional clearances of those conditions for this phase of development.

Town of Aurora Official Plan

As noted earlier, the site specific policy 3.3.4.1 "East Overlay Designation" by the Aurora 2C Secondary Plan (OPA 73) required a suitable interface between the permitted residential uses and the abutting established residential area to the north in the Town of Newmarket. The applicant has illustrated a landscape area along the northerly property line of the future residential lots.

As such, the proposed zoning by-law amendment does not require an Official Plan Amendment but will satisfy a site specific policy of OPA 73.

Zoning By-law

In order to implement the site specific Official Plan policy 3.3.4.1, the applicant has applied for a zoning amendment to change the current zoning from "Detached Dwelling Second Density (R2-95) Exception Zone" to "Major Open Space (O-17) Exception Zone". The proposed "Major Open Space (O-17) Exception Zone" is an existing exception zone within the Town's current Zoning By-law. The "Major Open Space (O-17) Exception Zone" was originally created in 2003 as part of the landscape buffer along Wellington Street East within the 2B Secondary Plan. The same exception zone was also implemented within the western portion of the same Mattamy Draft Plan of Subdivision which abuts the Town of Newmarket.

Planning Staff have no concerns with the proposed "Major Open Space (O-17) Exception Zone" to be used to satisfy the site specific Official Plan policy 3.3.4.1 for a landscape buffer between the single detached homes in the Town of Aurora and the existing single detached homes in the Town of Newmarket.

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Report No. PDS16-007

Agency Comments

The proposed Zoning By-law Amendment application was circulated to internal agencies and the Town of Newmarket for comments. The Town's Parks and Recreation Services have no objections to the zoning amendment and have no objections with regard to the width of the private landscape area. A warning clause will be included within the subdivision agreement for this phase to warn future purchasers that no alterations or removal of grading conditions, swales and vegetation and the erection of any structures are permitted within the private landscape area. The Town's Development Engineer and Building and By-law Services has reviewed the proposed private landscape area and also has no comments or concerns.

Public Comments

At the time of writing of this report, Planning Staff did not receive any comments from the surrounding residents in the Town of Aurora or the Town of Newmarket.

LINK TO STRATEGIC PLAN

The proposed Zoning By-law Amendment Application support the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: Through the proposed zoning by-law amendment on the subject lands, the application will assist in **working with the development community to ensure future growth includes housing opportunities for everyone.**

The proposed Zoning By-law Amendment also supports the Strategic Plan Goal of ***Supporting environmental stewardship and sustainability*** and the objectives of ***encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.***

ALTERNATIVE(S) TO THE RECOMMENDATIONS

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

FINANCIAL IMPLICATIONS

None.

February 16, 2016

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Report No. PDS16-007

PREVIOUS REPORTS

Public Planning Meeting Report No. PL15-092 dated, December 16, 2015

CONCLUSIONS

Planning & Development Services staff have reviewed the subject zoning by-law amendment in accordance with the provisions of the Town's Official Plan and in the context of the compatible surrounding and future land uses. Staff recommends approval of Zoning By-law Amendment application file: ZBA-2015-14.

ATTACHMENTS

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-law
- Figure 4 – Proposed Zoning By-law
- Figure 5 – Cross Section of the proposed Open Space zone

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting- February 4, 2016.

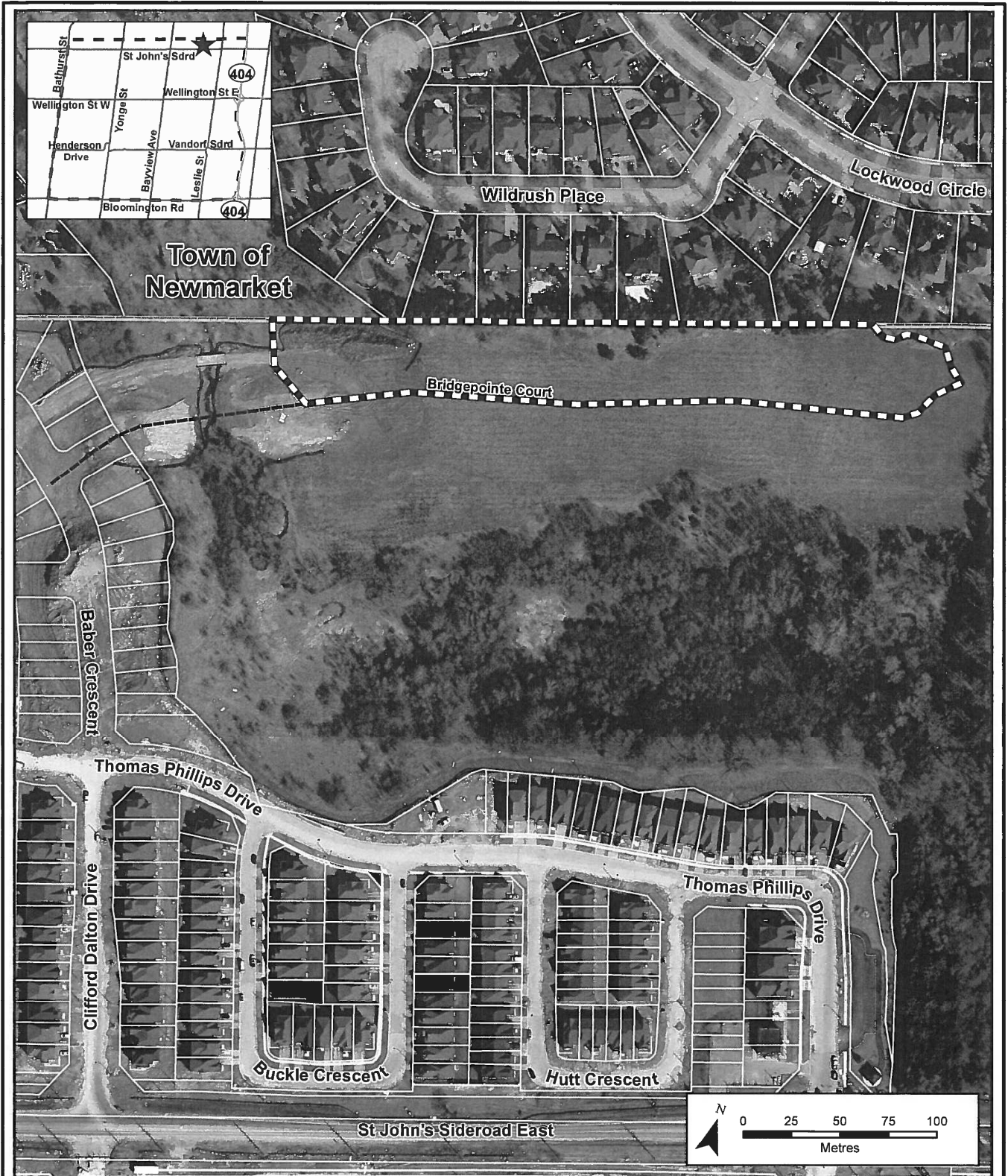
Prepared by: Lawrence Kuk, Planner – Extension 4343



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



**Doug Nadrozny
Chief Administrative Officer**



LOCATION MAP

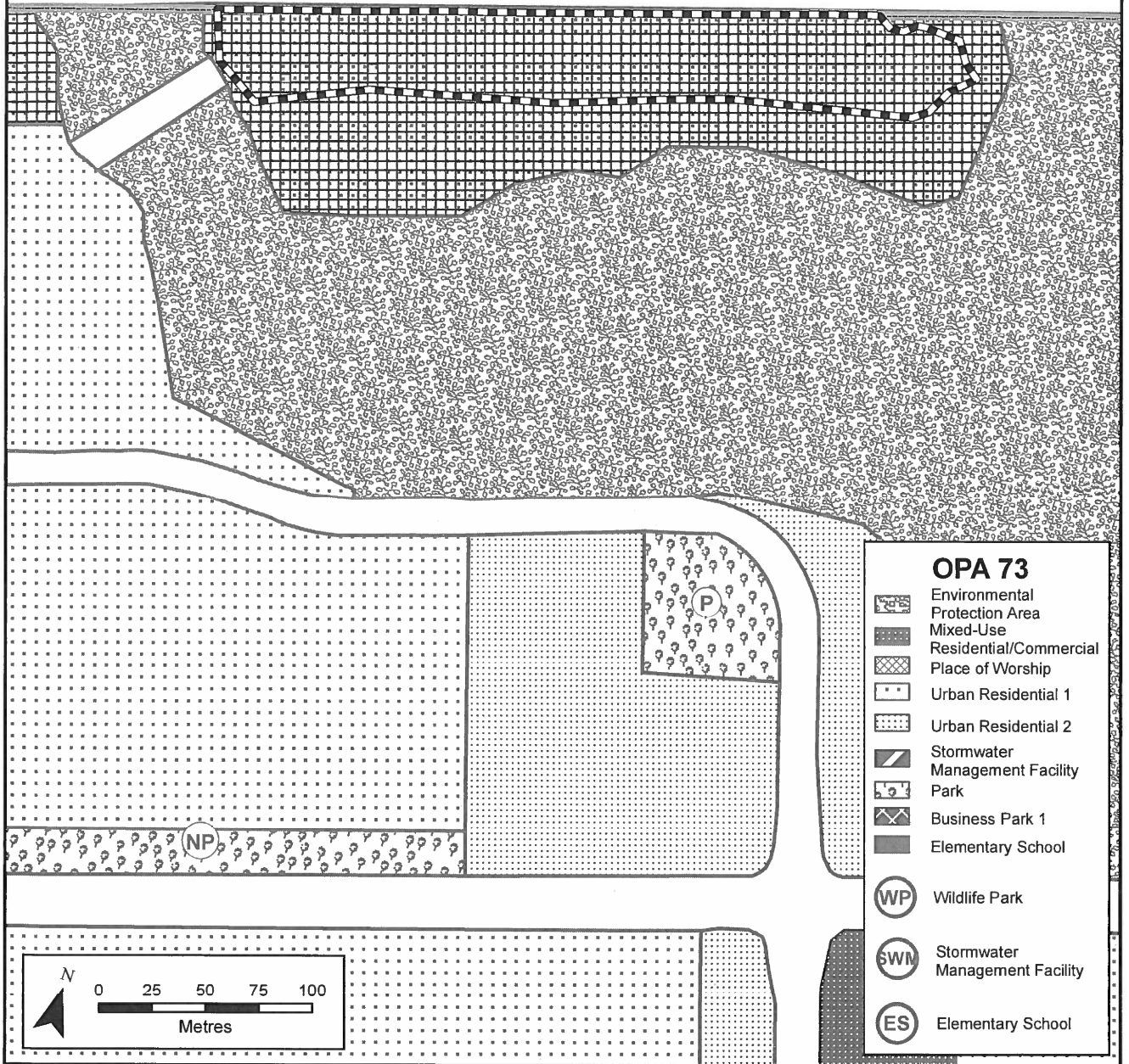
APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: ZBA-2015-14
 FIGURE 1

 Subject Lands



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

Town of Newmarket



EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: ZBA-2015-14

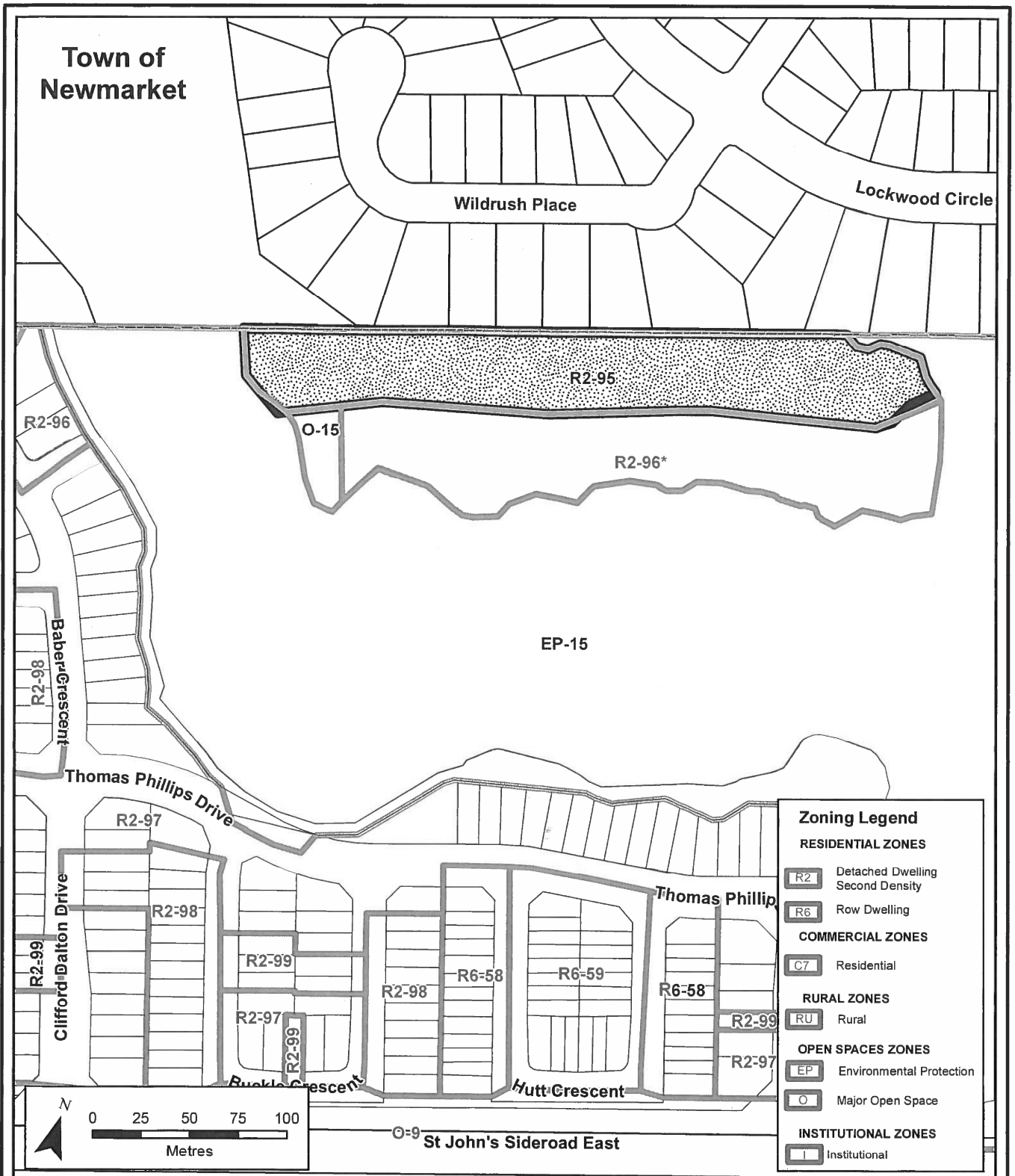


SUBJECT LANDS



FIGURE 2

Map created by the Town of Aurora Planning & Development Services Department, November 26, 2015. Base data provided by York Region & the Town of Aurora.

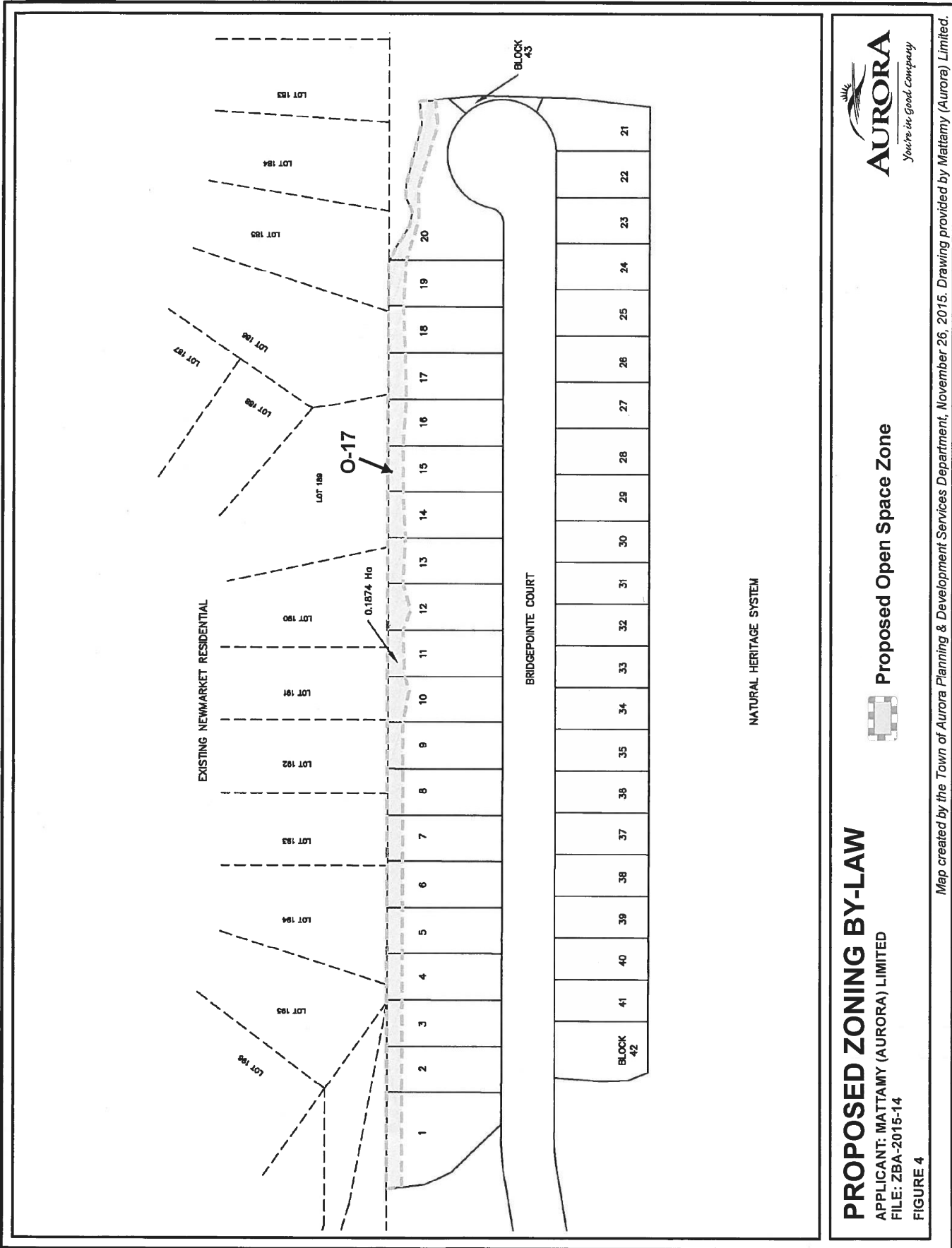


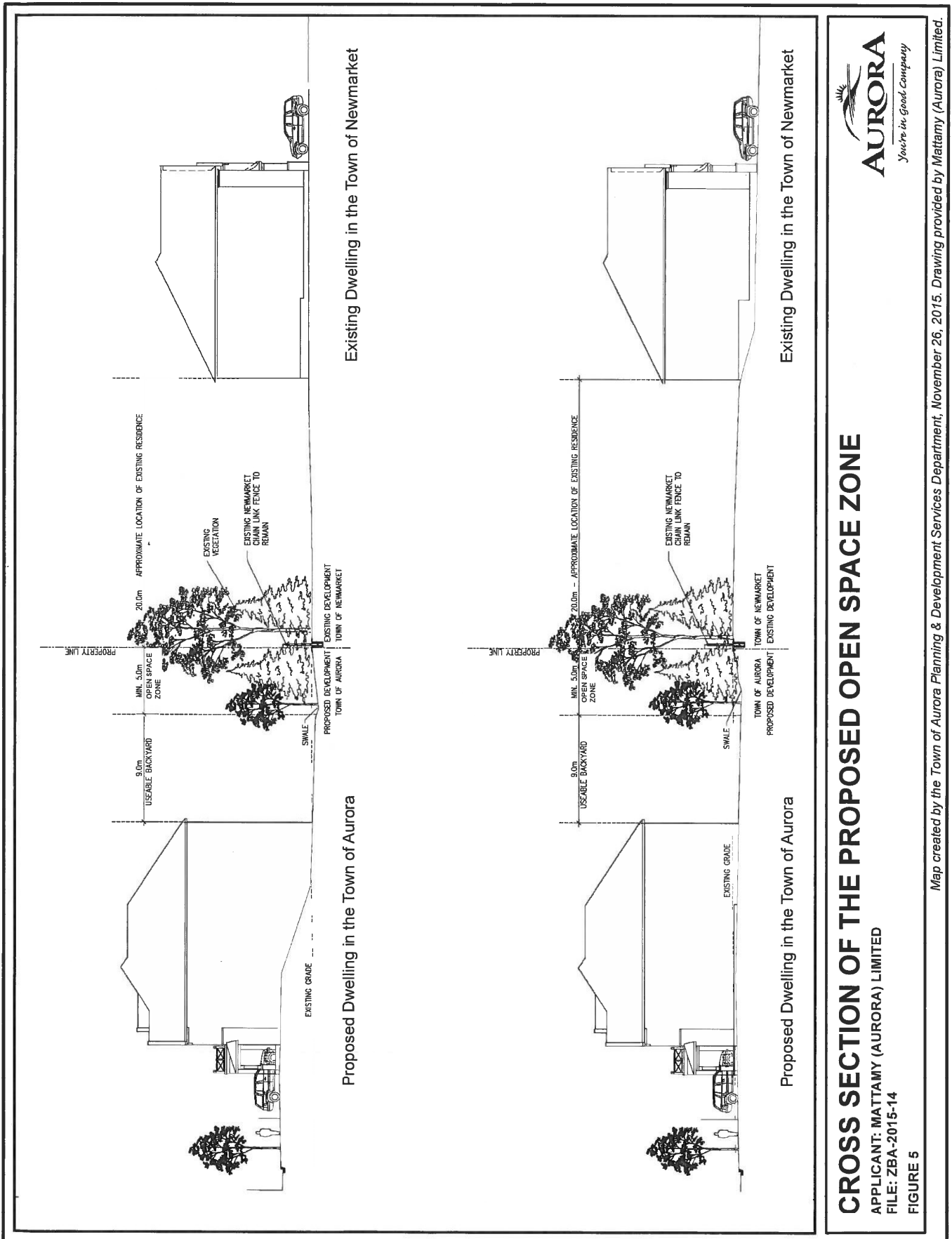
ZONING BY-LAW MAP
 APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: ZBA-2015-14
 FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning & Development Services Department, November 26, 2015. Base data provided by York Region & the Town of Aurora.





CROSS SECTION OF THE PROPOSED OPEN SPACE ZONE

APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: ZBA-2015-14
 FIGURE 5



Map created by the Town of Aurora Planning & Development Services Department, November 26, 2015. Drawing provided by Mattamy (Aurora) Limited.



**TOWN OF AURORA
COMMUNITY RECOGNITION REVIEW
ADVISORY COMMITTEE MEETING MINUTES**

Date: Tuesday, February 2, 2016

Time and Location: 3 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Tom Mrakas (Chair), Diane Buchanan, Tim Jones, and Brian North

Members Absent: Councillor Sandra Humfryes (Vice Chair), Steven Hinder, 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 3:06 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
January 12, 2016**

**Moved by Brian North
Seconded by Diane Buchanan**

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

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

1. 2016 Awards Event Sponsorship – Discussion

Staff noted that the event Sponsorship package had been approved by Council, and provided an update regarding the event sponsors and the Award sponsors. The Committee discussed various options regarding food and refreshments, and agreed to follow up further with potential sponsors toward finalizing the details.

**Moved by Diane Buchanan
Seconded by Tim Jones**

THAT the comments of the Committee regarding the 2016 Awards Event Sponsorship be taken into consideration by staff.

CARRIED

2. 2016 Awards Event Details – Discussion

Staff provided an overview of the process and planned activities for the upcoming months in preparation of the Awards event, and reviewed the event proceedings. The Committee discussed various aspects including options for the distribution of the Awards and entertainment.

**Moved by Diane Buchanan
Seconded by Tim Jones**

THAT the comments of the Committee regarding the 2016 Awards Event Details be taken into consideration by staff.

CARRIED

3. Establish Date to Review 2016 Nominations and Select Winners

**Moved by Diane Buchanan
Seconded by Brian North**

THAT the Selection Committee for the 2016 Community Recognition Awards review the nominations and select the winners at a meeting to be scheduled at 1 p.m. on Friday, March 11, 2016.

CARRIED

6. INFORMATIONAL ITEMS

4. Status of Nominations – Update

Staff provided a brief overview of the status of nominations to date.

**Moved by Diane Buchanan
Seconded by Tim Jones**

THAT the Status of Nominations – Update be received for information.

CARRIED

7. NEW BUSINESS

None

8. ADJOURNMENT

**Moved by Tim Jones
Seconded by Brian North**

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
ACCESSIBILITY ADVISORY COMMITTEE
MEETING MINUTES**

Date: Wednesday, February 3, 2016

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

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, and Councillor Sandra Humfryes (arrived 7:13 p.m.)

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 7:06 p.m.

Tyler Barker relinquished the Chair to John Lenchak at 8:10 p.m. during consideration of Item 4, and resumed the Chair at 8:20 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

2. APPROVAL OF THE AGENDA

**Moved by James Hoyes
Seconded by John Lenchak**

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

CARRIED

3. RECEIPT OF THE MINUTES

Accessibility Advisory Committee Meeting Minutes of December 2, 2015

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

THAT the Accessibility Advisory Committee meeting minutes of December 2, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Accessibility Advisor
Re: Mattamy Phase 4 Playground Accessibility Review**

Staff provided an overview of the site plan drawings and accessibility components of the proposed playground. The Committee discussed the features and other options that could be included. The Committee expressed appreciation for the site plan and access to the playground, but noted that many playground features and structures were not accessible. The Committee suggested that it would be helpful to receive general information on accessible playground options, which staff agreed to provide.

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

THAT the memorandum regarding Mattamy Phase 4 Playground Accessibility Review be received; and

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

- Appreciation of the Committee for the developer's proposed site design and access into the playground;
- Suggestion for additional sensory and tactile features that everyone can access; and
- Suggestion for increased options for greater inclusivity of playground features, on and around the play structures; and

THAT staff work with the developer and report back with a revised site plan for review and comment by the Accessibility Advisory Committee.

CARRIED

2. Memorandum from Planner

Re: Application for Site Plan Amendment, Cai, Gong, 15342 Yonge Street, Part of Lot 14, R.P. 246 and Part of Lot A, Part of 1 Linked Reserve, R.P. 36; File No. SP-2015-10; Related File No. ZBA-2015-16

Staff provided an overview of the proposed site plan and accessibility components. The Committee expressed concerns regarding access from the street and into the building, and requested that additional drawings and detail be provided for review.

**Moved by John Lenchak
Seconded by James Hoyes**

THAT the memorandum regarding Application for Site Plan Amendment, Cai, Gong, 15342 Yonge Street, Part of Lot 14, R.P. 246 and Part of Lot A, Part of 1 Linked Reserve, R.P. 36, File No. SP-2015-10; Related File No. ZBA-2015-16, be received; and

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

- Request for provision of additional site plan drawings, elevations, and detail for Committee review; and
- Suggestion for safe, alternative access at side of driveway, if accessible access is not provided at both sets of stairs at front of property; and

THAT staff report back with a second submission and enhanced drawings for review and comment by the Accessibility Advisory Committee.

CARRIED

3. Memorandum from Planner

Re: Site Plan Application, MHJH Holdings Inc., 75 Eric T Smith Way, Lot 4, Part of Block 11, Plan 65M-4324, File No. SP-2016-01

Staff provided an overview of the proposed site plan and accessibility components. The Committee suggested that ramp access to the building, as an alternative to stairs, and a waiting area be provided for truck drivers adjacent to the loading dock.

**Moved by Gordon Barnes
Seconded by John Lenchak**

THAT the memorandum regarding Site Plan Application, MHJH Holdings Inc., 75 Eric T Smith Way, Lot 4, Part of Block 11, Plan 65M-4324, File No. SP-2016-01, be received; and

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

- Suggestion to minimize side slope of curb cuts;
- Suggestion to include power door operators at building access point(s) near accessible parking spaces;
- Suggestion to include a waiting area with chairs at loading dock area; and
- Suggestion to include pedestrian ramp access to building at loading dock.

CARRIED

6. INFORMATIONAL ITEMS

**4. Memorandum from Acting Manager of Corporate Communications
Re: 2016 Community Recognition Awards**

The Committee consented to consider Item 4 prior to consideration of Item 3.

The Committee expressed appreciation for the inclusion of an Accessibility Award and discussed nomination options.

**Moved by Tyler Barker
Seconded by Gordon Barnes**

THAT the memorandum regarding 2016 Community Recognition Awards be received for information.

CARRIED

**5. Extract from Council Meeting of December 8, 2015
Re: Accessibility Advisory Committee Meeting Minutes of November 4,
2015**

**Moved by Councillor Humfryes
Seconded by John Lenchak**

THAT the Extract from Council Meeting of December 8, 2015, regarding the Accessibility Advisory Committee meeting minutes of November 4, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee referred to the Aurora Family Leisure Complex (AFLC) outstanding deficiencies list, which was addressed in 2015 by the AFLC Liaison Committee, and observed that the change rooms and second floor washrooms are still not accessible. Councillor Humfryes indicated that she would bring forward a Notice of Motion to Council to further address these issues.

The Committee exchanged ideas on ways of raising accessibility awareness and understanding, including a wheelchair challenge and/or banquet fundraiser, and agreed to discuss this concept further at upcoming Committee meetings.

8. ADJOURNMENT

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

THAT the meeting be adjourned at 8:57 p.m.

CARRIED

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



NOTICE OF MOTION	Councillor Harold Kim
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Date: February 16, 2016
To: Mayor and Members of Council
From: Councillor Kim
Re: Publication of Purchase and Sale of Lands by the Town

WHEREAS there have been, and continue to be, many land transactions occurring in the Town of Aurora in which the Town of Aurora is a participant; and

WHEREAS the number of these transactions is significant and impacts the Town's finances and budget; and

WHEREAS the residents of the Town would like to have easy access to the information; and

WHEREAS this information is not currently available on the Town of Aurora's public website;

NOW THEREFORE BE IT HEREBY RESOLVED THAT, subject to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, the Town of Aurora make available on its public website no later than June 30, 2016, a list of all completed land transactions (acquisitions and dispositions), including those completed within the previous five (5) years, that includes the following information:

- (a) the property address;
- (b) the names of the parties to the transaction;
- (c) the closing date of the transaction;
- (d) the purchase/sale price, with any taxes paid as part of the transaction separated out where possible; and

BE IT FURTHER RESOLVED THAT the following types of land transactions be excluded from the list published on the Town's website:

- (a) transfers of land for a nominal amount;
- (b) transfers of land pertaining to the registration of subdivision agreements; and
- (c) transfers of land pertaining to property tax sales.