



General Committee Meeting Agenda

**Tuesday, November 1, 2016
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, November 1, 2016
7 p.m.
Council Chambers

Councillor Humfries in the Chair

- 1. Declaration of Pecuniary Interest and General Nature Thereof**
- 2. Approval of the Agenda**
Recommended:
That the agenda as circulated by Legislative Services be approved.
- 3. Determination of Items Requiring Separate Discussion**
- 4. Adoption of Items Not Requiring Separate Discussion**
- 5. Delegations**
- 6. Presentations by the Advisory Committee Chair**
- 7. Consideration of Items Requiring Separate Discussion**

8. Notices of Motion

9. New Business/General Information

10. Closed Session

11. Adjournment

Agenda Items

1. CAO16-005 – Corporate Communications Review 2017

Recommended:

1. That Report No. CAO16-005 be received for information.

2. PRCS16-047 – Youth Music Festival: Application for Third Party Event in an Outdoor Town Facility

Recommended:

1. That Report No. PRCS16-047 be received; and
2. That the application received from Music Aurora/Aurora Winter Blues Festival for a Youth Music Festival be approved, in accordance with the Third Party Events in Outdoor Town Facilities Policy; and
3. That the Youth Music Festival be declared as an “event of Town significance”, in accordance with the Municipal Alcohol Policy.

**3. PBS16-067 – Comprehensive Zoning By-law Review
File Number: ZBA-2012-ZBR**

Recommended:

1. That Report No. PBS16-067 be received; and
2. That staff’s Review of the Comprehensive Zoning By-law be approved; and
3. That the implementing Comprehensive Zoning By-law be presented at a future Council meeting for enactment.

4. FS16-029 – Annual Cancellation, Reduction or Refund of Property Taxes under Sections 357 and 358 of the *Municipal Act*

Recommended:

1. That Report No. FS16-029 be received; and
 2. That a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act, 2001*, S.O 2001, c.25 as amended (the "Act") in respect of the applications filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and
 3. That property taxes in the amount of \$124,394.92 be adjusted pursuant to Section 357 of the Act; and
 4. That property taxes in the amount of (\$4,328.16) be adjusted pursuant to Section 358 of the Act; and
 5. That any associated interest charged applicable to these adjustments be cancelled in proportion to the property taxes adjusted; and
 6. That the Director of Financial Services, Treasurer be directed to remove said property taxes from the Collector's Roll reflecting these property tax adjustments.
- 5. PBS16-087 – Application for Exemption from Part Lot Control
Brookfield Homes (Ontario) Limited
330-396 William Graham Drive
Block 27, Plan 65M-4467
File Number: PLC-2016-12**

Recommended:

1. That Report No. PBS16-087 be received; and
2. That the Application for Exemption from Part Lot Control submitted by Brookfield Homes (Ontario) Ltd. to divide Block 27 on Plan 65M-4467 into ten (10) townhouse lots be approved; and
3. That the implementing Part Lot Control Exemption By-law be presented at a future Council meeting; and
4. That the Town Solicitor be authorized to execute the Transfer and any other documents for the gratuitous conveyance of Part of Block 27, Plan 65M-4467, being Part 23 on Plan 65R-36654 to the Town.

- 6. PBS16-089 – Request for Street Name Approval
Brookfield Homes (Ontario) Limited
155 Vandorf Sideroad (Former Timberlane Athletic Club
property)
Related File Numbers: OPA-2014-01, ZBA-2014-03
File Number: CDM-2016-01**

Recommended:

1. That Report No. PBS16-089 be received; and
2. That the following street names be approved for the proposed roads within the approved Plan of Condominium, File SP-2015-08:

Street "A"	Timberlane Boulevard
Street "B"	Ken Sinclair Crescent
Street "C"	Match Point Court

- 7. PBS16-093 – 2017 Planning Applications Fees**

Recommended:

1. That Report No. PBS16-093 be received; and
2. That the Planning Application Fees By-law including Schedule A, which increases the fees for processing of Planning Applications generally by 2.1% (rounded) to reflect the Consumer Price Index, be approved; and
3. That the amending Planning Application Fees By-law be brought forward to a future Council meeting for enactment; and
4. That staff be directed to amend the Planning Fee Schedule A on an annual basis, based on the Consumer Price Index, as an administrative matter.

- 8. 2017 Draft Studies & Other Capital Project 74014 – Facility Advertising and Sponsorship Programs**
(Deferred from Special General Committee - 2017 Budget Review Meeting of October 15, 2016)

Recommended:

1. That 2017 Draft Studies & Other Capital Project 74014 – Facility Advertising and Sponsorship Programs be received; and
2. That 2017 Draft Studies & Other Capital Project 74014 – Facility Advertising and Sponsorship Programs be approved as presented.

9. Joint Council Committee Meeting Draft Minutes of October 4, 2016
(Joint Central York Fire Services and Corporate Services Report – Finance 2016-41 attached)

Recommended:

1. That the Joint Council Committee Meeting Draft Minutes of October 4, 2016, be received; and
2. That the Joint Council Committee recommend to Council:

1. Joint Central York Fire Services and Corporate Services Report – Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets – Update

1. That Joint Central York Fires Services and Corporate Services Report – Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets – Update be received and the following recommendations be adopted:
 - a) That the Joint Council Committee (JCC) recommend approval of the draft budgets; and
 - b) That, in accordance with the consolidated Fire Services Agreement, Council provide comment on the draft budget prior to consideration and approval by Newmarket Council.

3. Burning By-laws Discussion

1. That the Central York Fire Services – Joint Council Committee recommend that the Councils of Aurora and Newmarket direct staff (specifically, By-law and Fire Services) to review the current burning by-laws.



Town of Aurora

General Committee Report No. CAO16-005

Subject: Corporate Communications Review 2017

Prepared by: Stephanie Mackenzie-Smith, Manager Corporate Communications

Department: Office of the Chief Administrative Officer

Date: November 1, 2016

Recommendation

1. That Report No. CAO16-005 be received for information.

Executive Summary

The purpose of this report is to provide Council with an overview of efforts Corporate Communications will be undertaking as we work to review existing communications practices and move forward with developing a comprehensive Community Engagement and Communications Strategy.

The goal of the strategy will be to ensure Town communications and engagement efforts are:

- Proactive
- Consistent
- Professional
- Engaging
- Broad reaching

Corporate Communications recognizes that communications and community engagement will always be challenging. Our stakeholders represent diverse groups of individuals who often have different levels of knowledge, time and interest to devote to civic participation. As we strive to become communication leaders in the municipal sector, we recognize that the traditional methods of outreach and communication may not adequately meet the needs of the Town or our community. By developing a comprehensive strategy, rooted in best practices, research and analytics, we intend to move communications and outreach at the Town of Aurora from an informational model to a participatory and collaborative model.

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Report No. CAO16-005

The Corporate Communications Review will involve the development of a comprehensive Communications and Community Engagement Strategy. The strategy will serve as an umbrella document which will guide the Town's branding, marketing, media relations, public relations, advertising, crisis communications, digital communications and internal communications efforts.

Deliverables from the Corporate Communications Review

- Communications and Community Engagement Strategy. Contained within the umbrella strategy will be:
 - Media relations plan
 - Website improvement plan
 - Crisis communications plan
 - Social media strategy
 - Internal communications strategy
 - Marketing and advertising plan
- Employee social media policy
- Plain language policy

The review and resulting strategies and plans will be developed following extensive research and consultation, which will include industry and academic research, environmental scans, community surveys, social media surveys, focus groups with youth, business owners, parents, seniors and members of our diverse communities. Additional consultations will be conducted through interviews or workshops with community partners, staff and Council.

Existing internal policies will be reviewed and revised as necessary.

Timing for the completion is expected to be as follows:

Short-term (completed by end of 2016): Employee social media policy, crisis communications plan, media relations plan.

Medium-term (completed by end of first quarter 2017): Review and, if necessary, revisions to existing policies and procedures, website improvement plan, social media strategy and plain language policy.

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Report No. CAO16-005

Long-term (completed by end of third-quarter 2017): Marketing and advertising plan, internal communications plan, completed communications and community engagement plan.

Benchmarks and metrics will be developed for evaluating the success of communications programs to ensure the Town is spending time, money and resources effectively. The strategy and associated documents will be reviewed regularly to ensure the Town is providing the highest level of service to our community and stakeholders.

Background

The Town of Aurora has not developed a communications strategy since 2011. Since that time the needs of our citizens have changed, as have the communication tools available to engage, educate and inform stakeholders. Communications recognizes that significant efforts must be undertaken to update our approach, improve the existing communications channels and maximize new platforms, tools, technologies and methodologies.

Unlike previous communication reviews and strategies this one will be done through the lens of community engagement. Increasing knowledge and interest in Town activities will be critical to increasing the receptiveness of the community to communications. The Strategy will help us develop an understanding of how our citizens and stakeholders want to be communicated with and how they want to communicate with us. With a goal of engaging more citizens in public consultation processes, we recognize that outreach must happen before people are willing to hear our stories, contribute to decision-making processes and utilize the full spectrum of services and programs provided by the Town.

Another key component of the review and subsequent strategies will be to define the brand of Aurora. While the Town currently has a brand standards guide that addresses use of the Town logo and colours, the Communications and Community Engagement Strategy will serve to more clearly define the brand of Aurora. A clearly-defined brand will assist in developing clear, consistent and professional communications products that tell a common story and reflect the mission, vision and values of the Town.

There are several initiatives currently being undertaken at the Town, including the Customer Service Review and Excellence Matters, which will align with the Corporate Communications Review and every effort will be taken to ensure that consultation and research is conducted together where appropriate.

Analysis

Overview of Plans and Strategies

Communications and community engagement strategy

The strategy itself is an umbrella document that will ultimately contain all of the below strategies and plans, as well as associated policies. The strategy will seek to examine the current state of communications in the Town and identify areas for improvement. Most critically, the communications analysis will be done through the lens of community engagement and will seek to identify new opportunities, tools and techniques to engage citizens in the political process. Effective communication requires an engaged citizenry and the strategy will provide recommendations for increasing engagement through multiple platforms and channels.

Media relations plan

This plan will serve as a launching pad for the Town to develop robust and targeted media contact lists that will allow us to promote different programs, services and events to a wider audience (i.e. Greater Toronto Area, tourism publications, economic development and business publications, etc.) The plan will also determine what information should be distributed to what media outlets and identify opportunities for sharing positive news stories about the Town and our community.

Website improvement plan

This plan will identify short and long-term solutions to improve access to information and increase website usability. Immediate, cost-effective solutions will include adding a translation feature for the website and redesigning the homepage to add most accessed resources and videos of Council and General Committee meetings. Long-term goals such as website redevelopment and mobile responsiveness will also be addressed.

Crisis communications plan

This plan will supplement existing emergency management plans and will serve as a guide for Corporate Communications staff in the event of an emergency. The document defines crisis levels (reputation management through to mass disaster) and identifies tasks assigned to positions within Corporate Communications in order to ensure the Town provides real-time, accurate and relevant information to our community in the event of a crisis.

Social media strategy

The strategy will serve to define the goals and objectives of the Town's social media efforts and identify areas for improvement and, potentially, expansion. Measuring

performance and return on investment will be critical to evaluating the success of the strategy.

Internal communications strategy

The goal of this strategy will be to develop a new and innovative framework that ensures ongoing, timely, clear and relevant communications between all departments and all levels of the organization. With significant input from the Manager of Human Resources, this plan will seek to improve employee engagement and position the Town as a premiere employer in the municipal sector.

Marketing and advertising plan

This plan will bring together all advertising and marketing related to Town programs, services and activities under one umbrella in order to ensure we are maximizing marketing and advertising spending and identifying new opportunities to promote the Town of Aurora as a great place to live, work and do business.

Employee social media policy

A draft of this policy is currently before the Executive Leadership Team with plans for implementation before the end of 2016. The policy outlines appropriate and inappropriate use of social media at work and provides guidelines for corporate users representing the Town of Aurora in an official capacity on social media.

Plain language policy

The purpose of this policy will be to set out organizational-wide standards around how the Town communicates information about government policies, programs and services. This policy recognizes that all communication should be clear, simple and presented in a manner that is easily understandable by all residents. The plain language policy will also seek to address the format of public notices, ensuring they are easy for all citizens to understand while still meeting all legal and legislative requirements.

Advisory Committee Review

Corporate Communications intends to meet with each of the existing committees to ensure they have an opportunity to provide feedback into the communications survey. Public consultation and consultation with Town Council, staff and community partners will be critical to the successful development and implementation of the 2017 Communications Strategy and accompanying policies and plans.

Financial Implications

Initial analysis has already identified existing gaps in resources that may affect the ability of the Town to effectively develop and implement a successful Communications and Community Engagement Strategy. Pending the results of the consultations and the development of the Strategy, there may be some financial implications on both the capital and operating budgets moving forward.

Communications Considerations

The Manager of Corporate Communications will provide ongoing updates to Staff, Council and citizens, throughout the development of the review and the execution of the associated policies and strategies.

A page on the Town Intranet will be developed for internal staff to see the most recent documents and provide feedback whenever possible. Additionally, a page will be added to the Town website to keep residents up-to-date on the progress of the review and inviting them to participate as stakeholders in the process at various stages.

Link to Strategic Plan

Effective communication and engagement is integral to the execution of the vision and goals contained within the Strategic Plan.

- Vision: An innovative and sustainable community where neighbours care and businesses thrive
- Community Goal: Supporting an exceptional quality of life for all
- Economy Goal: Enabling a diverse, creative and resilient economy
- Natural Environment Goal: Supporting environmental stewardship and sustainability

Alternative(s) to the Recommendation

The alternative to the 2017 Corporate Communications Review is:

1. Maintain status quo for all communications practices.

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Report No. CAO16-005

Conclusions

This report has been prepared to provide Council with an overview of how Corporate Communications intends to move forward over the next 14 months as we seek to improve the way the Town of Aurora engages and informs citizens.

Attachments

N/A

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on October 13, 2016

Departmental Approval



**Stephanie Mackenzie-Smith
Manager Corporate Communications**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS16-047

Subject: Youth Music Festival: Application for Third Party Event in an Outdoor Town Facility

Prepared by: John Firman, Manager of Business Support

Department: Parks, Recreation and Cultural Services

Date: November 1, 2016

Recommendation

- 1. That Report No. PRCS16-047 be received; and**
- 2. That the application received from Music Aurora/Aurora Winter Blues Festival for a Youth Music Festival be approved, in accordance with the Third Party Events in Outdoor Town Facilities Policy; and**
- 3. That the Youth Music Festival be declared as an “event of Town significance”, in accordance with the Municipal Alcohol Policy.**

Executive Summary

The Purpose of this report is as follows:

- a) To seek direction from Council in responding to the application for a permit to book Town Park from Saturday, August 5, 2017 through Sunday, August 6, 2017 for the purpose of holding a two-day youth music festival.**
- b) To request that Council declare the Youth Music Festival an “event of Town significance”, in accordance with the Municipal Alcohol Policy, in order to support the event organizers application for a Special Occasion Permit to sell alcohol at the event.**

Background

The applicant has requested a permit for Town Park from Saturday, August 5, 2017 through Sunday, August 6, 2017 for the purpose of holding a two-day youth music festival.

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Report No. PRCS16-047

On September 10, 2013 Council approved the Third Party Events in Outdoor Town Facilities Policy (the Policy). Clause 5.7 of this policy states that applications for an event permit that meet any of the following criteria will be referred to Council for consideration:

- a) Restricts public access to the outdoor facility;
- b) Requires any fencing of an outdoor facility;
- c) Is for an event that is planned to be held over more than one (1) consecutive day;
or
- d) Requires the support of employees or resources not currently budgeted for or available within operating procedures.

This application meets criteria b), c), and could potentially meet criteria d), although that is not yet known.

Clause 5.9 of the Policy states that Council shall provide the Director of Parks, Recreation and Cultural Services with direction to:

- a) Review the application and approve or deny it in accordance with this policy;
- b) Deny the application without further review; or
- c) Approve the application and administer/issue the Facility Permit in accordance with this and other applicable Town Policies.

Analysis

The applicant has identified that this event shall:

- Be for the purpose of holding a youth music festival;
- Include live music and amplified sound;
- Include an estimated 1,000 participants;
- Have alcohol available;
- Have food vendors available;
- Be open to the public by paid admission;
- Require fencing, picnic tables, washrooms and access to hydro;
- Have police/security on site; and
- Include tents and/or other temporary structures.

The applicant has identified that the bands performing will include youth bands during the day, progressing to professional bands into the evening, and the target audience includes all ages.

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Report No. PRCS16-047

Staff have reviewed the application, and identified the following:

- No Town events are scheduled at Town Park on these dates; and
- There is no conflict with the Aurora Farmers Market, which is located adjacent to the space required for the Youth Music Festival.

The applicant also intends on applying for a Special Occasion Permit to have a beer tent at the event. In order to secure this permit from the LCBO, the applicant will require a letter from the Town confirming that Council has declared this event to be an “event of Town significance”.

Advisory Committee Review

None.

Financial Implications

None. In accordance with the Policy, all permit fees and additional costs for Town resources are charged back to the applicant.

Communications Considerations

Corporate Communications will assist in promoting the event by retweeting and reposting social media posts from event organizers and by posting information to our online events calendar.

Link to Strategic Plan

The application supports the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in Celebrating and promoting our culture in the following key objectives within this goal statement:

Expand opportunities and partnerships that contribute to the celebration of culture in the community.

Alternative(s) to the Recommendation

1. Deny the application without further review.
2. Provide additional direction to staff regarding the review and/or approval of this event application.

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Report No. PRCS16-047

Conclusions

That Council approve the application for a permit to book Town Park from Saturday, August 5, 2017 through Sunday, August 6, 2017 for the purpose of holding a two-day youth music festival, and the Council declare the Youth Music Festival an "event of Town significance".

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on October 13, 2016.

Departmental Approval Approved for Agenda

 for: _____

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

 _____

Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. PBS16-067

**Subject: Comprehensive Zoning By-law Review
File No. ZBA-2012-ZBR**

Prepared by: Jeff Healey, Planner

Department: Planning and Building Services

Date: November 1, 2016

Recommendations

- 1. That Report No. PL16-067 be received; and**
- 2. That staff's review of the Comprehensive Zoning By-law be approved; and**
- 3. That the implementing Comprehensive Zoning By-law be presented at a future Council meeting for enactment.**

Executive Summary

The purpose of this report is to seek Council's approval of the Comprehensive Zoning By-law.

- Zoning By-law 2213-78 has been in effect in the Town of Aurora since 1978, the Town has incorporated housekeeping amendments over time, however a comprehensive review of the entire By-law is required,
- Staff propose improvements to definitions and general provisions to meet modern zoning standards
- Staff propose changes to the residential, commercial and industrial zone categories in order to better reflect the building stock within Aurora
- The Introduction of the Aurora Promenade Zones will increase permitted uses and decrease parking standards for specific lands along Yonge Street and Wellington Street East
- Site specific comments from stakeholders and the public have been addressed

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Report No. PBS16-067

Background

A statutory Public Planning Meeting was held in Council Chambers on February 26, 2014 to hear public comments in the Comprehensive Zoning By-law review being conducted by the Town as an in-house exercise. Council discussed several issues regarding the zoning By-law including the Aurora Promenade, Converted Dwellings and additional notification to affected landowners. Approximately fifteen (15) stakeholders and landowners from across the Town were in attendance at the Public Planning Meeting and provided comments regarding the proposed Zoning By-law.

The following motion was passed at the Public Planning Meeting:

“THAT report PL14-012 be received; and

THAT comments received at the Public Planning meeting be addressed by Planning and Development Services and Council direct staff to bring the proposed Comprehensive Zoning By-law Review forward to a future Public Planning meeting for final approval, subject to the resolution of any outstanding issues.”

A second Public Planning Meeting was held in Council Chambers on April 8, 2015. Council discussed several issues regarding the zoning By-law including the Aurora Promenade, Apartment Residential Zones, and discussion of the Zoning By-law in relation to the residential development proposal at the Highland Gate Golf Course. Approximately twenty (20) stakeholders and landowners from across the Town were in attendance at the Public Planning Meeting and provided comments regarding the proposed Zoning By-law.

The following motion was passed at the second Public Planning Meeting:

“THAT Report No. PL15-024 be received; and

THAT comments presented at the Public Planning meeting be addressed by Planning and Development Services and staff be directed to bring the proposed Comprehensive Zoning By-law Review forward to a future Public Planning meeting for final approval.”

The comments received from both Public Planning Meetings will be addressed in the technical review and included in a comprehensive report at a future Meeting of Council.

A third Public Planning Meeting was held in Council Chambers on April 25, 2016. Council discussed several issues regarding the zoning By-law including the Aurora Promenade, Parking rates and reversed sloped driveways in Residential Zones and site-specific zoning matters at 5-35 Furbacher Lane. Approximately twenty (20) stakeholders and landowners from across the Town were in attendance at the Public Planning Meeting and provided comments regarding the proposed Zoning By-law.

The following motion was passed at the third Public Planning Meeting:

“THAT Report No. PDS16-021 be received; and

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Report No. PBS16-067

THAT comments received at the Public Planning meeting be addressed by Planning & Development Services and staff be directed to bring the proposed Comprehensive Zoning By-law Review forward to a future General Committee meeting for final approval.”

Open Houses #1, #2 & #3:

Planning and Development Services staff hosted three public Open Houses on June 24, 2013, September 26, 2013 and June 15, 2015 at the Holland Room in the Aurora Town Hall. Display materials at the Open Houses identified existing issues and review items, including existing Town documents and mapping as references for the Comprehensive Zoning By-law Review. The third Open House included the latest Zoning By-law Draft document and proposed mapping. Residents present at the first Open House discussed parking provisions, Oak Ridges Moraine conformity, Promenade uses, Promenade status before the Ontario Municipal Board (OMB) and holding zones. Residents present at the second Open House discussed setbacks from Key Natural Heritage features and the proposed changes to residential zoning provisions. Residents present at the third Open House discussed the loss of automotive related uses within the Aurora Promenade. Dialogue from the public provides staff with valuable information. Public comments received from all three Open Houses are under review by staff.

Staff initiated background research related to the Comprehensive Zoning By-law Review in July 2012. In that report the following milestones were identified by staff to guide the Comprehensive Zoning By-law Review:

- July 2012: Initiate background research related to current Zoning By-law
- June 2013: Public Open House #1
- August 2013: Prepare Technical Papers
- September 2013: Public Open House #2
- February 2014: First Statutory Public Planning Meeting
- July 2014: Complete first draft of new Zoning By-law
- November 2014: Complete revisions to first draft of new Zoning By-law
- April 2015: Second Statutory Public Planning Meeting
- May 2015: Complete second draft of new Zoning By-law
- May/June 2015: Release of Zoning Mapping
- June 2015: Public Open House #3
- March 2016: Complete third draft of new Zoning By-law
- March 2016: Release revised Zoning Mapping
- April 2016: Third Public Planning Meeting
- November 2016: Recommendation Report- General Committee Meeting

Next Steps:

- November 2016: Prepare final By-law for future Council meeting to approve a new Comprehensive Zoning By-law

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Report No. PBS16-067

Information related to the Comprehensive Zoning By-law Review has been circulated to all Town Departments, agencies, boards, commissions and interested parties for review and comment. Comments obtained by internal and external agencies and members of the public have been considered in the review process. The final draft of the Zoning By-law will be reviewed by relevant departments prior to the final By-law being presented to Council. It is noted that the Town has also obtained peer review and solicitor comments to review the draft By-law.

Policy Context

Planning Act

Section 34 of the *Planning Act* provides provisions for Zoning By-Laws, which allows municipalities to pass Comprehensive Zoning By-laws and amending housekeeping or site-specific by-laws. Furthermore, Section 27(1) of the *Planning Act* requires Council to amend Zoning By-laws to be in conformity with the Town's Official Plan and the Region of York Official Plan. The Province has legislative provisions in the *Planning Act* and has recently made changes to the *Planning Act* via Bill 73 that received Proclamation on July 1, 2016.

As Bill 73 is now in effect, once a Comprehensive Zoning By-law is approved by Council, no new site-specific zoning by-law amendment or minor variance application can be submitted to the Town for a period of two (2) years, unless Council passes a resolution permitting a specific application or in respect of such applications generally.

Region of York Official Plan

The Region of York Official Plan was approved by Regional Council in 2009 and received approval from the Ministry of Municipal Affairs and Housing in 2010. The Region of York Official Plan sets the policy framework for urban and rural lands within York Region. The proposed Zoning By-Law has been prepared to comply with the policies of the Regional Official Plan.

Town of Aurora Official Plan

The Town's Official Plan was adopted by Council in 2010 and York Region in 2012. The policies of Official Plan have been reviewed to ensure new and existing policy directions (e.g. the Aurora Promenade) are captured within the Comprehensive Zoning By-Law. The proposed Zoning By-Law has been prepared to comply with the policies of the Official Plan.

Analysis

The following are sections of the By-law that have been reviewed where changes to the Comprehensive Zoning By-law are proposed. The items include, but are not limited to,

- Definitions;
- General Provisions;

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Report No. PBS16-067

- Zone Provisions;
- The Aurora Promenade; and,
- Mapping.

It is noted that these items were also reported in previous staff reports. The following is a more expansive description for Council's information. Page numbers or section references from the new By-law have been included for convenience.

Definitions

Most definitions in the current By-law were incorporated at the time of the By-law's creation (1978) and are still in force. These definitions are in need of updating to reflect current provisions and some terms are not currently defined and some terms can be deleted. Furthermore, over time other definitions have been added to the By-law to apply specific zoning, including Industrial Lands, the Oak Ridges Moraine, Defined Areas (Subdivisions & Business Parks) or Site Specific areas. As a result there are several definitions with common or conflicting terms in the By-law.

The goal of the Comprehensive Zoning By-law Review is to consolidate the definitions where appropriate into a single, up to date and clearly worded definition section for permitted uses and other terms. Some site specific definitions will still be necessary in the new By-law. The proposed list of definitions has been reviewed by departments and agencies. The following are examples of definitions which are changing between By-law 2213-78 and the proposed Zoning By-law.

Updated Definitions:

- *Adult Entertainment Parlour (page 11)*

The existing definition of Adult Entertainment Parlour was previously approved by Council in 1994. The wording of the definition has changed within the Town's current Adult Entertainment Parlour By-law 4260-01. The proposed change is to bring the definition within the zoning By-law in line with the definition as identified in By-law 4260-01.

- *Building Height (page 13)*

The existing definition of Building Height is measured, in part, by the roofline of a building or structure. There are currently three separate variations of rooflines within the definition (flat roofs, mansard roofs and pitched roofs. The definition of height is proposed to be amended to simply identify buildings with a flat roof or a sloped roof. The remainder of the definition –measuring from Average Finished Grade- is proposed to be maintained for consistency.

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Report No. PBS16-067

- *Floor Area, Gross (page 21)*

The existing zoning By-law includes definitions for Floor Area, Residential Floor Area, Commercial Floor Area and Industrial Floor Area. The current definitions are proposed to be consolidated into a single Gross Floor Area definition. The structure of the definition is to be maintained, identifying common elements that are excluded from the definition of Gross Floor Area.

- *Home Occupation (page 23)*

Types of Home Occupation uses were identified within the General Provisions section of By-law 2213-78. The definition for Home Occupation has expanded in the Comprehensive Zoning By-law to include better examples of appropriate Home Occupation uses.

- *Motor Vehicle Uses (pages 28 and 29)*

Automotive-related definitions within By-law 2213-78 are proposed to be restructured in the new Comprehensive Zoning By-law. The definitions are proposed to be re-named to reflect their association with Motor Vehicles (i.e. Public Autobody Garage to be renamed as Motor Vehicle Body Shop). The definitions have also been re-worded to provide a clearer distinction between uses.

- *Non-Conforming or Non-Complying (page 30)*

Non-conforming and Non-complying structures and uses were interpreted under the same definition within By-law 2213-78. For terminology accuracy, the Comprehensive Zoning By-law has separated the definition into distinct Non-Conforming and Non-Complying definitions. Non-Conforming relates to use and Non-Complying is related to performance standards.

- *Religious Institutions (page 32)*

By-law 2213-78 includes various definitions for religious buildings and uses within the Town of Aurora. In order to provide consistent terminology for a religious use, the definition for Religious Institutions has changed to a *Place of Worship*. The definition of a Place of Worship has been updated to reflect similar definitions used by area municipalities in the Greater Toronto Area.

New Definitions:

- *Driveway (page 17)*

By-law 2213-78 does not include a definition for a Driveway. A definition for a Driveway is needed to interpret and distinguish between a parking space, landscaping area, maneuvering space, and ingress/egress onto a property.

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- *Offices (page 30)*

The existing Zoning By-law includes definitions for Business Offices and Professional Offices. The interpretation of an office does not need to specify whether the occupant of the office use is professionally qualified to conduct a specific practice. The Office definition will continue to include up to two Medical Practitioners within the use. More than two Medical Practitioners within a building (or part thereof) will continue to be interpreted as a Clinic use.

- *Multi-Unit Development (page 29)*

A new definition for Multi-Unit Development is required as a new zoning category will simplify how multi-unit residential and residential condominium developments are defined within the Town.

General Provisions:

Many general provisions in the current zoning By-law remain from the 1978 By-law and as such reflect standards from 1978. Examples of these provisions include: accessory buildings, non-conforming buildings, expropriated lands, home occupations and public uses. Previous updates and office consolidations have been added to the general provisions but until now a comprehensive review and update of existing provisions was never completed. General Provisions need to reflect the intent of the new Official Plan. The updated General Provisions will include necessary urban provisions to reflect the standards of a growing municipality. The following is a partial summary of changes to the General Provisions section within the Comprehensive Zoning By-law.

- *Accessory Buildings and Uses (Section 4.1)*

Zoning provisions with respect to Accessory Buildings and Uses will generally remain consistent within the new Comprehensive Zoning By-law. Staff propose an increase to the building height of accessory structures from 3.5 metres to 4.5 metres for lots larger than 460m². With a larger lot, an increased height can accommodate a structure with a higher roofline, while keeping the structure subordinate to the main building.

By-law 2213-78 currently includes provisions on setback and size requirements for Satellite Dishes within residential properties. This provision was passed by Council in 1991 in response to the large Satellite Dishes (in excess of two metres in diameter). As technology has changed, larger Satellite Dishes are rarely used within Residential Zones in the Town. Staff propose to delete this provision in the new By-law.

By-law 2213-78 includes setback provisions for central air conditioners and heat pumps for residential zones. Staff propose to amend the overly restrictive setback provisions as they are generally impractical in an urbanized setting and difficult to enforce. Central air

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conditioners and heat pumps will continue to be permitted only within the Rear Yard and Side Yards and not within in the Front Yard of a residential dwelling.

- *Gas Pump and Propane Tank Standards (Section 4.16)*

By-law 2213-78 included provisions related to gas pump islands within Gas Stations. Standards with respect to gas stations included lot specifications, siting specifications, entrance/exit ramp standards and location of gasoline pumps and propane tanks. Since the implementation of this standard in the mid-1980's, provincial regulations have since refined standards for gas stations and propane tanks which override the zone provisions. Service station development is controlled by the Site Plan process. Siting specifications for gasoline pumps and canopies are proposed to remain within the new By-law.

- *Non-Complying Buildings, Non-Conforming Uses (Section 4.2)*

The General Provisions of By-law 2213-78 include provisions for buildings which are non-conforming or non-complying with the Zoning By-law. Examples include existing buildings or structures which are located within an Environmental Protection Zone. Staff propose general housekeeping amendments to retain the intent of the provisions while amending out-dated wording.

Staff also propose to expand the provision regarding Expropriation of Road Widening. By-law 2213-78 currently allows uses, buildings and structures to continue to legally exist in the event of a road widening from a Public Authority. Staff propose to expand this provision to provide that parking provisions would also be deemed to conform with the By-law in the event that a road widening would eliminate parking spaces.

- *Home Occupations (Section 4.6)*

In addition to redefining Home Occupation in the Comprehensive Zoning By-law, out-dated or unnecessary provisions for Home Occupations have been removed. A maximum cap of 42 square metres of floor area has been introduced to control the size and scale of Home Occupations in larger detached dwellings.

- *Public Services Permitted (Section 4.9)*

The Public Services Permitted Section of the By-law allows government institutions and utility companies to construct or install building or structures without the need for amendments to the Zoning By-law. By-law 2213-78 stipulated that this provision is limited to Residential Zones. This provision is proposed to be expanded to include lands adjacent to Residential Zones in order to appropriately capture public parks, schools and government offices not included within a Residential Zone. Furthermore, the provision has expanded to include hydro corridors and communications and telecommunication lines or facilities, which was not clearly identified within By-law 2213-78.

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- *Signs (N/A)*

As part of the update to the Comprehensive Zoning By-law, staff recognize the need to remove particular provisions that are captured within more appropriate municipal by-laws or provincial regulations. One such example is the Sign provisions of the zoning By-law. Council has recently approved the Sign By-law 5840-16 for signs within the Town of Aurora. Therefore, all references to signs have been removed from the Zoning By-law.

- *Swimming Pools (Section 4.12)*

Zoning By-law 2213-78 includes provisions to regulate setbacks for pools and pool enclosures. Unnecessary provisions respecting a 0.45 metre setback for retaining walls and concrete walkways have been removed as the provision is more appropriately governed in a grading plan reviewed at an administrative staff level. Furthermore, provisions with respect to perimeter decks for above-ground pools will also be removed as this provision will be monitored under the Yard Encroachment provisions of the By-law.

- *Source Water Protection (Section 4.16)*

New regulations have been introduced by the Province and the Regional Municipality of York with respect to source water protection. Policies with respect to source water protection limit chemicals, oils and other solvents within new uses and require water balance reports to be prepared for major development close to existing wellheads. A new provision has been included in the Zoning By-law to identify that new development is subject to Source Water Protection Policies from the Region of York Official Plan Amendment #5. Schedule A.4 of the Comprehensive Zoning By-law identifies the limits of source water protection policies within the Town.

- *Yard Encroachments (Section 4.20)*

Yard Encroachments is an important building implementation section within the Zoning By-law that governs the maximum encroachment (projection) of decks, balconies, steps and eaves from a main building. Staff propose to re-organize the section into a chart format to make it user friendly and clearly identify all applicable provisions. Amendments are also proposed for the section in order to correct technical omissions.

- *Area Specific Regulations (N/A)*

Section 6.49 of Zoning By-law 2213-78 speaks to an area-specific by-law which applied to lands bounded by St. Johns Sideroad to the north, Wellington Street East to the south, Bayview Avenue to the east and Industrial Parkway North to the west. Upon implementation of Section 6.49 in the early 1990's, the vision for this land comprised of industrial uses and commercial (primarily office) uses. Over time, the vision for this land transitioned into primarily residential and commercial uses with a component of

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industrial and office uses. The provisions of Section 6.49 included provisions for Accessory Structures, Landscaping provisions, Parking Standards and Ancillary Retail. Provisions for Accessory Structures and Landscaping will be incorporated into the applicable site specific exception zones. Parking and ancillary retail provisions have been incorporated into the General Provisions and the Parking & Stacking Requirements of the Comprehensive Zoning By-law.

Parking and Stacking Requirements

Parking Standards were also incorporated in 1978. Numerous site specific parking standards were approved as By-law amendments over time. A restructuring of the By-law has occurred, which is dedicated to Parking Standards, Maneuvering Space, Parking Lot Specifications, Bicycle Parking standards and Drive-Through stacking requirements.

- *Maneuvering Space (Section 5.3)*

Maneuvering space allows for a vehicle to safely enter and exit a parking space. Current standards within By-law 2213-78 requires for a minimum maneuvering space of 7.4 metres between 90 degree parking spaces, which exceeds the standards of other municipalities within the Greater Toronto Area. Staff propose that the maneuvering space for 90 degree parking spaces be reduced from 7.4 metres to 7.0 metres. All other maneuvering space requirements will remain unchanged.

- *Parking Standards (Section 5.4)*

Current parking standards within By-law 2213-78 are out-dated standards or were area-specific. The Comprehensive zoning By-law has updated parking standards for the Town to reflect 2016 standards consistent with the Greater Toronto Area. Each defined use within the Comprehensive Zoning By-law will now contain an appropriate parking rate.

- *Parking standards within the Aurora Promenade (Section 5.4.1)*

Please refer to page 18 of this report for further information.

- *Parking Provisions for Vehicles in Residential Zones (Section 5.6.3)*

By-law 2213-78 includes restrictions for vehicles permitted within residential zones. Staff have reviewed the existing provision and propose that the existing provisions remain primarily intact, but be expanded to provide a greater differentiation between Commercial Motor Vehicles and non-commercial motor vehicles. Staff propose that a maximum of one commercial motor vehicle may be permitted within a residential lot, provided it meets current zoning guidelines for vehicle length and vehicle weight. Staff also propose to include a maximum vehicle height of 3.0 metres, which would prohibit vehicles that were elevated or exhibited a large enough mass that would be

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inappropriate for a residential setting. It must be noted that the provision for maximum weight (also known as Gross Vehicle Weight Rating) will not be applied for residential vehicles as many residential pick-up trucks have existing Gross Vehicle Weight Ratings that exceed the Town's current standard. This is considered to not be impactful on residential neighbourhoods and eliminates enforcement challenges and inconsistencies.

- *Bicycle Parking Provisions (Section 5.7)*

Staff propose to introduce bicycle parking standards for Commercial, Employment, Institutional and Apartment Residential zones. The inclusion of bicycle parking provisions in addition to the updated motor vehicle parking requirements will encourage alternative methods of transportation within the Town.

- *Barrier-Free Parking Provisions (Section 5.8)*

Staff propose to introduce parking standards for Barrier-Free parking spaces. Barrier-Free parking standards are currently implemented by Building Services staff through By-law 4574-04.T. Barrier-Free standards have been updated to reflect the current Accessibility for Ontarians with Disabilities Act introduced by the Province of Ontario. It is noted that By-law 4574-04.T will need to be repealed by Council upon passage of a new Comprehensive Zoning By-law.

- *Stacking Lanes and Spaces (Section 5.9)*

As part of the Comprehensive Zoning By-law Review, staff propose to introduce new standards for Stacking Lanes and Stacking Spaces for drive through facilities. The standards include minimum dimensions and number of stacking spaces within a drive through lane.

Residential Zones:

The existing residential zoning structure consists of five single detached residential zones, one semi-detached zone, two mixed housing zones, one townhouse zone, and three apartment density zones. The current lot standards and building performance specifications of existing parent zoning reflect zoning standards from 1978. Over time, the size of residential dwellings has generally increased and the size of a residential lot has decreased. All new residential developments and zones are incorporated into the current by-law as exception zones, which do not reflect the Town's parent zoning standards. As of January 2016, there are 280 exceptions within the residential zones of the by-law.

Staff propose to create a new residential parent zone listing which are more applicable to uniform lot area and frontage categorizations. As such, the new zoning By-law proposes six single detached zones, one semi-detached zone, one special mixed housing zone, one townhouse zone and two apartment density zones. Site-Specific provisions will be harmonized into general residential zone categories. Certain

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residential exception zones will continue to have existing zoning provisions maintained if necessary.

The following is a table illustrating the general changes to the residential zone categories.

Current Zone Categorization	Proposed Zone Categorization	Performance Standards
RR Rural Residential	ER Estate Residential	No technical change, zone amendment to Estate Residential
ER Estate Residential	ER Estate Residential	No changes <ul style="list-style-type: none"> Exception zones to be consolidated where possible
R1 Detached Dwelling First Density Residential	R1 Detached First Density Residential	No changes <ul style="list-style-type: none"> Exception zones to be consolidated where possible
R1 Detached Dwelling First Density Residential	R2 Detached Second Density Residential	New residential zone, derived from existing R1 zone <ul style="list-style-type: none"> 2000 m² lot area (minimum) 20 m lot frontage (minimum)
R2 Detached Dwelling Second Density Residential	R3 Detached Third Density Residential	No changes <ul style="list-style-type: none"> Exception zones to be consolidated where possible
R2 Detached Dwelling Second Density Residential	R4 Detached Fourth Density Residential	New residential zone, derived from existing R2 zone <ul style="list-style-type: none"> 370 m² lot area (minimum) 12 m lot frontage (minimum) 11 m height (maximum) Interior Garage Length & Width provisions
R2 Detached Dwelling Second Density Residential	R5 Detached Fifth Density Residential	New residential zone, derived from existing R2 zone <ul style="list-style-type: none"> 250 m² lot area (minimum) 9 m lot frontage (minimum) 11 m height (maximum) Interior Garage Length & Width provisions
R3 Semi-Detached and Duplex Dwelling Third Density Residential	R6 Semi-Detached and Duplex Dwelling Residential	No changes <ul style="list-style-type: none"> Exception zones to be consolidated where possible

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R4 Triplex and Double Duplex Fourth Density Residential	R7 Special Mixed Density Residential	No technical changes, zone amendment to Special Mixed Density Residential
R5 Special Mixed Density Residential	R7 Special Mixed Density Residential	No technical changes <ul style="list-style-type: none"> • Permissions from R5 zone to remain • R5 lands located within the Aurora Promenade to reflect corresponding Official Plan policies
R6 Row Dwelling Residential	R8 Freehold Townhouse Dwelling Residential	No changes <ul style="list-style-type: none"> • Exception zones to be consolidated where possible
RA1 First Density Apartment Residential	RA1 First Density Apartment Residential	Zone standards to be altered to existing RA2 standards <ul style="list-style-type: none"> • 130 m² minimum lot area per unit • 5 storey height maximum
RA2 Second Density Apartment Residential	RA1 First Density Apartment Residential	No changes <ul style="list-style-type: none"> • Exception zones to be consolidated where possible
RA3 Third Density Apartment Residential	RA2 Second Density Apartment Residential	No changes <ul style="list-style-type: none"> • Exception zones to be consolidated where possible

- *Aurora 2C Residential Lands*

The Aurora 2C west lands comprises of approximately 3,000 residential units west of Leslie Street. Zoning for the residential neighbourhoods in the Aurora 2C lands was approved by Council on June 25, 2013. Zoning for the Aurora 2C lands will be appropriately re-categorized, however the approved zoning performance standards will be maintained.

Staff note that the Block Townhouse Dwelling Residential (R9) Zone has been re-evaluated and is no longer proposed as part of the Comprehensive Zoning By-law. The zone will be re-incorporated into the corresponding Townhouse Dwelling (R8) Zone. Zone provisions with respect to Multi-unit Development will continue to be incorporated in the Zoning By-law.

- *Building Height for R4 and R5 Zones*

A maximum height of 11m is proposed for the Detached Fourth Density Residential (R4) Zone and Detached Fifth Density Residential (R5) zone. The maximum height was

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increased as the majority of residential dwellings within each zone currently have provisions for a maximum height of 11 metres. Residential dwellings within the new parent zone which had specifically identified a maximum building height of 10 metres will be maintained in the new by-law.

- *Converted Dwellings (Section 7.5.5)*

The Special Mixed Density Residential Zone permits converted dwellings. There are a number of properties containing converted dwellings in these neighbourhoods. The intent of converted dwellings is to allow larger historic buildings the ability to convert into a maximum of four units. Staff have reviewed the converted dwelling provisions from the Special Mixed Density (R7) and have proposed more restrictive provisions. Provisions include increasing the minimum size of a home to be converted from 185 square metres to 300 square metres as of June 15, 1980. Furthermore, new additions to buildings cannot be used for the purpose of creating an additional unit on the property.

- *Amenity Area (Section 7.5.2)*

Provisions are within By-law 2213-78 to allow for a minimum required amenity area for medium and high density residential uses. This provision has been updated to create a distinction between Apartment Residential zones and Multi-Unit Developments. The amenity requirement for Apartment Residential Zones is proposed to be reduced to 12 square metres per unit. Furthermore, the minimum dimensions for an amenity space has been removed as the existing provision (minimum 6 metres by 6 metres) provide significant challenges to implement. The amenity requirement for multi-unit developments will remain at 18 square metres per unit. Amenity area will not include any required landscaping component on a site.

- *Minimum Floor Areas (N/A)*

By-law 2213-78 includes provisions for minimum floor areas for Residential units. The intent of this provision is to ensure a dwelling unit meets a minimum required size for human habitation. The Ontario Building Code has been updated to include minimum floor areas for dwelling units, therefore this provision is no longer required within the Zoning By-law.

- *Keeping and/or Raising of Animals in Residential Areas (N/A)*

By-law 2213-78 includes a provision which prohibits the keeping or raising of various birds and animals for agricultural purposes within Residential Zones. Although this is an important prohibition for Residential Zones, this provision is typically no longer found within Zoning By-laws within Ontario. An Animal Control By-law will need to be passed by Council to recognize the removed provision from the Zoning By-law. By-law Services staff are currently reviewing these standards

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Aurora Promenade:

Specific Official Plan policies apply to the Aurora Promenade located within Downtown Aurora along Yonge Street and Wellington Street East. Current zoning in the Promenade Area is a mix of Commercial, Residential, Institutional, Industrial and Environmental Protection zones.

The Aurora Promenade Secondary Plan policies outline permitted uses, siting specifications, built form and parking standards to the five (5) Promenade designations. Policy from the Promenade Plan and the Official Plan direct the creation of new zones for lands within the Promenade. These new zone categories will reflect the policies of the Promenade as prescribed in the Official Plan. The proposed Promenade zone categories include two (2) Promenade Downtown (PD) Zones, and six (6) Promenade Downtown Shoulder (PDS) Zones.

It is recommended that the Promenade Zones not apply to Employment (E), Open Space (O1 or O2) or Environmental Protection (EP) zoned lands. This is to ensure that there is not an overabundance and potentially conflicting permitted uses and a ‘one size fits all’ approach is not adopted to these areas. This will allow Council the opportunity to review development planning applications on an individual basis and in an overall planning context.

The approach of incorporating new Official Plan permitted uses is through a hybrid categorization of existing zones and new uses within the Promenade. The proposed structure will comprise of permitted uses associated with the Promenade designation in the Official Plan and the associated land use. The performance standards within the Promenade Zones will be consistent with the existing commercial, institutional or residential performance standards currently applying to the lands.

The goal of the hybrid categorization is to broaden permitted uses and reduce minimum required parking provisions while recognizing the existing zone provisions of property within the Promenade. Promenade zones will be categorized under land use designations as prescribed in “Schedule B1” of the Official Plan and sub categorized based upon existing Residential, Commercial and Institutional zoning. The following is a table illustrating the general changes to the Promenade zone categories.

Current Zone Categorization	Proposed Zoning Structure	General Description of Permitted uses in Zone
C2 Central Commercial & Institutional	PD1 Promenade Downtown	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing C2 zone <ul style="list-style-type: none"> • A wide variety of retail, commercial and office uses, permitted within the historic downtown

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R5 Special Mixed Density Residential	PD2 Promenade Downtown- Special Mixed Density Residential	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing R5 zone <ul style="list-style-type: none"> Residential, office and limited retail uses are permitted, but historical street character is maintained.
C2 Central Commercial	PDS1 Promenade Downtown Shoulder- Central Commercial	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing C2 zone <ul style="list-style-type: none"> Residential, Retail and office uses are permitted, but historical street character is maintained.
C3 Service Commercial	PDS2 Promenade Downtown Shoulder- Service Commercial	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing C3 zone <ul style="list-style-type: none"> Residential, Retail and office uses are permitted, but historical street character is maintained. Automotive-related uses will not be a permitted use
I Institutional	PDS3 Promenade Downtown Shoulder- Institutional	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing I zone <ul style="list-style-type: none"> Residential, Retail and office uses are permitted, but historical street character is maintained.
RA2 Second Density Apartment Residential & RA3 Third Density Apartment Residential	PDS4 Promenade Downtown Shoulder- Apartment Residential	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing RA3 zone <ul style="list-style-type: none"> Residential, Retail and office uses are permitted, but historical street character is maintained.
R5 Special Mixed Density Residential	PDS5 Promenade Downtown Shoulder- Special Mixed Density Residential	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing R5 zone <ul style="list-style-type: none"> Residential, office and limited retail uses are permitted, but historical street character is maintained.
R6 Row Dwelling Residential	PDS6 Promenade Downtown Shoulder- Townhome Residential	New Promenade zone, permitted uses derived from Official Plan, performance standards derived from existing R6 zone <ul style="list-style-type: none"> Residential, office and limited retail uses are permitted, but historical street character is maintained.

Planning Staff have determined that the “PG” Promenade General Area and “PF” Promenade Focus Area will not be included within the Promenade Zone at this time. The Permitted Uses of the Promenade General Area and Promenade Focus Area

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incorporate a broad array of permitted uses. Staff will monitor lands within the Promenade General and Promenade Focus areas and will report back to Council after the passing of the Comprehensive Zoning By-law to analyse appropriate provisions for these lands.

Council will note that the permitted uses and parking standards for the Promenade Downtown "PD" zone and the Promenade Upper Downtown "PUD" zone are identical. Therefore, staff propose to merge the Promenade Downtown and Promenade Upper Downtown zone categories into a single Promenade Downtown Zone categorization.

Automotive-Related Uses within the Aurora Promenade

The Town's Official Plan includes policies which prohibits automotive-related uses within the Aurora Promenade. Examples of these uses include, but are not limited to, Gas Stations, Auto Body Repair and light vehicle repair. Any automotive-related use, which are not existing within the Aurora Promenade but are listed as a permitted use, will be deleted. As part of the Comprehensive Zoning By-law Review it has been determined that all legally existing automotive-related uses will continue to be permitted within the Aurora Promenade.

Parking standards within the Aurora Promenade

New parking standards have been incorporated for lands within the Aurora Promenade and these standards reflect policies introduced in the Aurora Promenade Plan. The following is a summary of the changes to parking standards within each section of the Aurora Promenade.

- Downtown Area and Upper Downtown Area:

The parking provisions for office, institutional and other commercial parking standards within the Downtown Area and Upper Downtown Area will be consistent with parking standards for the rest of Aurora in accordance with the Promenade Plan policies. The parking standard for Retail uses within the Downtown Area and Upper Downtown Area will be reduced from 4.5 spaces per 100m² of Gross Floor Area to 3.5 spaces per 100m² of Gross Floor Area. As per the Promenade policies, new development will be required to provide parking at a reduced parking rate. New development for non-residential buildings (commercial, institutional etc.) will have a minimum parking rate of 1.0 space per 100m² of Gross Floor Area and new residential development will have a minimum parking rate of 1.0 space per (dwelling) unit, inclusive of visitor parking.

Site specific parking standards for existing exception zones will apply, except where the site specific parking rate is more restrictive.

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- Promenade Downtown Shoulder:

The parking provisions for office, institutional and commercial parking standards within the Promenade Downtown Shoulder will be consistent with parking standards for the rest of Aurora in accordance with the Promenade Plan policies. The parking standard for existing Retail uses within the Promenade Downtown Shoulder is proposed to be reduced from 4.5 spaces per 100m² of Gross Floor Area to 3.5 spaces per 100m² of Gross Floor Area. As per the Promenade policies, new development will be required to provide parking at a reduced parking rate. New development for non-residential buildings (commercial, institutional etc.) will have a minimum parking rate of 2.0 spaces per 100m² of Gross Floor Area and new residential development will have a minimum parking rate of 1.0 space per (dwelling) unit, inclusive of visitor parking.

Site specific parking standards for existing exception zones will apply, except where the site specific parking rate is more restrictive.

- Promenade General and Promenade Focus Areas:

Planning Staff have evaluated in detail the “PG” Promenade General Area and “PF” Promenade Focus Area parking provisions recommend that area specific changes to the parking provisions not occur at this time. The new parking standards of the Comprehensive Zoning By-law will apply to the Promenade General Area and Promenade Focus Area. Staff will monitor lands within the Promenade General and Promenade Focus areas and will report back to Council as part of the monitoring programme after the passing of the Comprehensive Zoning By-law. Future analysis to include these lands within the parking overlay will be undertaken at that time.

- New Development

Proposed parking standards for new development are outlined in policy in the Official Plan and are specific to residential and non-residential development within the Promenade. Parking standards for new residential and non-residential development varies throughout the Promenade Zones. Within a defined boundary of the Downtown Area (known as the “Promenade Downtown Special Area”), no minimum parking rate is required for any new residential or non-residential development.

Drive Through Facilities within the Aurora Promenade

Section 11.14.4 of the Official Plan speaks to polices for Drive Through Facilities within the Aurora Promenade. Although Drive Through Faculties are not specifically identified as a permitted use within the Aurora Promenade, Drive Through Facilities may be permitted provided the proponent submits the appropriate planning applications and meets the Town's criteria with respect to urban design and heritage conformity.

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Commercial Zones:

The proposed commercial zoning structure affects all commercial lands located outside of the Aurora Promenade. The commercial zoning structure will reflect the commercial land use designation outlined in “Schedule C” of the Official Plan. The number of Commercial parent zones will be reduced from ten (10) parent zones to six (6) parent zones to reflect common permitted uses, size and scale. The proposed zoning structure for Commercial Zones is as follows:

Current Zone Categorization	Proposed Zone Categorization	Performance Standards
C1 Local Commercial	C1 Convenience Commercial	Local convenience retail stores which service an immediate residential neighbourhood <ul style="list-style-type: none"> • No technical changes
C2 Central Commercial	C2 Neighbourhood Commercial	Local retail, personal services, restaurants and limited offices, which service a broader residential neighbourhood <ul style="list-style-type: none"> • No technical changes
C3 Service Commercial	C3 Service Commercial	Car dealerships, service stations and other auto-related uses <ul style="list-style-type: none"> • No technical changes
C4 Shopping Centre Commercial	C4 Community Commercial	Retail stores, supermarkets, restaurants and other commercial uses primarily located along Bayview Avenue <ul style="list-style-type: none"> • No technical changes
C5 Industrial Commercial	C2 or C4	A mix of offices, commercial uses and limited employment uses. <ul style="list-style-type: none"> • Zone to be re-categorized into appropriate C2 or C4 commercial exception zone
C6 Office Commercial	C2 or C4	A mix of offices, medical offices and commercial uses. <ul style="list-style-type: none"> • Zone to be re-categorized into appropriate C2 or C4 commercial exception zone
C7 Residential Commercial	C6 Residential Commercial	Apartment dwelling units with supportive commercial uses including personal service shops, convenience retail stores and offices <ul style="list-style-type: none"> • No technical changes
C8 Enclosed Shopping Centre Commercial	C5 Major Retail	Big box stores, cinemas, department stores and other supporting commercial uses which generally serve all residents within the Town. (Note: Lands currently zoned Business Park (BP-5) Exception Zone located at the northeast corner of Wellington Street East and Leslie Street will remain zoned as Business Park) <ul style="list-style-type: none"> • No technical changes
C9 Campus Commercial	C4 or C5	Supermarkets, department stores and other supporting commercial uses which generally serve all residents within the Town. <ul style="list-style-type: none"> • Zone to be re-categorized into appropriate C4 or C5 commercial exception zone

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C10 Special Commercial	C2 Neighbourhood Commercial	Site-specific commercial zones <ul style="list-style-type: none"> • Zone to be re-categorized into appropriate C2 exception zone
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The proposed zoning for the existing commercial zones Local Commercial (C1) Zone and Service Commercial (C3) will remain relatively unchanged, pending final conformity review to the Official Plan. Shopping Centre Commercial (C4), Industrial Commercial (C5) and Office Commercial (C6) zones are proposed to be reclassified into appropriate Neighbourhood Commercial or Community Commercial Zones. Central Commercial (C2) zones not located within the Promenade are proposed to be reclassified into an appropriate commercial zone based on their function and location. Residential Commercial (C7) zone has been re-categorized as Residential Commercial (C6) zone, the uses of the zone will remain unchanged. Community Commercial (C8), Campus Commercial (C9) is proposed to be reclassified into an appropriate Major Retail or new Community Commercial zone. Finally, Special Commercial Exception (C10) Zone is proposed to be reclassified into the Neighbourhood Commercial Zone.

Permitted Uses will be adjusted where appropriate to reflect permitted uses identified in the Official Plan. Existing Building and Siting Specifications will be largely maintained in the new Zoning By-law. In the formation of new parent zones, existing exception zones may be harmonized into the new parent zoning category, or the site specific exception may continue to apply where necessary.

Drive Through Facilities

Staff propose a new structure with respect to Drive Through Facilities for lands outside of the Aurora Promenade Zones. Drive Through Facilities are currently permitted within site-specific commercial exception zones within the Town through an amendment to the zoning by-law. The drive through facility use will allow a drive through to be permitted within the property in correlation with any permitted use within the exception zone. For example, a property with a drive through restaurant which has a drug store as a permitted use, the provision would allow the drug store to have a drive through facility. Drive Through Facilities will not be permitted as-of-right within Commercial zones as stipulated in By-law 2213-78.

Employment Zones:

The proposed zoning structure for the Industrial and Business Park zones will reflect the land use designation outlined in “Schedule A” of the Official Plan. The number of Employment parent zones will be reduced from seven (7) parent zones to three (3) parent zones. The proposed zoning structure for Employment Zones is as follows:

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Current Zone Categorization	Proposed Zone Categorization	Performance Standards
M1 Restricted Industrial	E1 Service Employment	Light industrial, office, service or support related uses <ul style="list-style-type: none"> • No technical changes • Official Plan conformity exercise
M2 General Industrial	E2 General Employment	Heavy industrial, office or manufacturing related uses <ul style="list-style-type: none"> • No technical changes • Official Plan conformity exercise
M3 Industrial Service	E1 Service Employment	Zone is previously derived from the M1 zone. <ul style="list-style-type: none"> • Zone to be categorized into appropriate E1 exception zone
M4 Prestige Industrial	E-BP Business Park	Zone category no longer exists within the Town <ul style="list-style-type: none"> • Zone to be categorized into appropriate Business Park exception zone.
M5 Restricted Industrial Specific	E1 or I	Zone is previously derived from the M1 zone. <ul style="list-style-type: none"> • Zone to be categorized into appropriate E1 or I zone.
M6 General Industrial Specific	E-BP Business Park	Heavy industrial, office and other related uses <ul style="list-style-type: none"> • Zone to be categorized into appropriate Business Park exception zone
BP Business Park	E-BP Business Park	Lands designated Business Park within OPA 30 and specific employment lands where appropriate <ul style="list-style-type: none"> • No technical changes

The proposed zoning for the existing industrial zones Restricted Industrial (M1) and General Industrial (M2) will be updated to conform to the Official Plan. These employment zones will be renamed Service Employment and General Employment respectively. Lands within the Industrial Service (M3) zone are proposed to be reclassified to a Service Employment exception zone. Prestige Industrial (M4) and General Industrial Specific (M6) zones are proposed to be reclassified to an appropriate Business Park exception zone as these employment zones mirror the permitted uses within existing Business Park zones. Lands within the Restricted Industrial Specific (M5) zone are proposed to be reclassified into an appropriate Employment or Institutional zone. Lands currently zoned as Business Park (BP) is proposed to maintain existing permitted uses and zoning provisions. Definitions for the Business Park will be incorporated into town-wide definitions where appropriate.

Permitted Uses within each of the zones will be adjusted to reflect the policies and permitted uses identified in the Official Plan. Existing lands zoned Business Park will retain existing Business Park zoning standards and permitted uses. Employment zoned lands will not be included within the Promenade zone.

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Report No. PBS16-067

Open Space and Environmental Protection Zones:

The Comprehensive Zoning By-law Review proposes to re-categorize Open Space zones into clearly defined categories. The proposed categories are Public Open Space (O1) and Private Open Space (O2) zones.

Existing Environmental Protection Zoning is reflected from floodplain delineation in the mid-1990s. Environmental Protection lands will be adjusted to reflect existing Regulation Limits, Meanderbelt and Flood Lands as provided in digital mapping, from the Lake Simcoe Region Conservation Authority and the Toronto and Region Conservation Authority. In this regard, circumstances will exist where lands currently zoned Environmental Protection, due to out of date mapping, will be amended to the appropriate residential, commercial, or employment zoning. Conversely, lands zoned residential, commercial, employment, institutional or open space that are subject to flood hazard regulation will now have a Natural Hazard overlay zone "(NH)" which references the property and any future development applications will be directed to the appropriate Conservation Authority for applicable regulatory permits.

The Zone performance standards are proposed to be consistent with existing zoning criteria within By-law 2213-78.

Institutional Zones:

All existing Institutional zones within the Town are identified in Attachment 1 of this report. Privately owned Institutional zones are shown on Attachment 2. Within By-law 2213-78, the maximum building height for Institutional Zones is currently twenty-eight (28) metres. Measured in storeys, this height would measure between 7 ½ and 9 storeys. Staff have reviewed the height provision and propose a reduction in building height from twenty-eight (28) metres to fifteen (15) metres (approximately 4 storeys). After review of existing Institutional Zoned buildings in the Town, all but one building outside of the Promenade Downtown Area would meet the proposed height change or comply with existing site-specific exception zones. Under the definition of building height, the steeples or ornamental towers of places of worship will not be calculated in the total height of the building. One property with an existing building will be affected by the revision to maximum height (Chartwell Park Place Retirement Residence). A site specific exception will be applied to this site to recognize the existing structure.
Institutional Zoned Lands within the Promenade Downtown

Lands currently zoned Institutional within the Promenade Downtown Area will be incorporated into the Promenade Downtown (PD1) zone. The lands within the PD1 zone category will now include additional Promenade and Commercial uses and still retain the existing Institutional uses.

The zone provisions will be changed to be consistent with the current Central Commercial (C2) zone provisions. This includes building height for the previously zoned Institutional lands is proposed to be reduced from twenty-eight (28) metres to a

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Report No. PBS16-067

maximum height of eighteen and a half (18.5) metres provided there is a minimum 3 metre setback at the 4th and 5th storeys. Of the properties within the PD1 and PD2 lands currently zoned Institutional, the majority of the properties are owned by the Town. One privately owned property is currently zoned Institutional (United Church property).

Beyond the proposed change to building height, Institutional zoning uses and provisions outside of the Aurora Promenade will remain largely unchanged. The Comprehensive Zoning By-law Review will consolidate existing Institutional exception zones where appropriate.

Rural General Zones:

Lands currently zoned Rural General will remain largely unchanged. Several Rural General Exception zones are no longer in force and are proposed to be removed from the By-law. Staff propose that the Magna Employment Lands located on the south side of Wellington Street East, east of Bayview be re-zoned from a Rural General Exception Zone to a Business Park (BP) Exception Zone. The proposed zoning will bring the lands more in greater harmony with the policies of the Bayview Wellington North Secondary Plan (OPA 30).

Oak Ridges Moraine Zones:

The current provisions and permitted uses of the Oak Ridges Moraine Conservation Plan Area (By-Law 4469-03) will be maintained to remain in conformity with the *Oak Ridges Moraine Conservation Act (2001)* and the *Greenbelt Act (2005)*. Definitions specific to the current Oak Ridges Moraine section of the By-law will also be maintained. Existing mapping for Key Natural Heritage features, Aquifer Vulnerability Areas, Wellhead Protection Areas and Landform Conservation Areas will be maintained.

Holding Zones:

Several isolated residential parcels within the Town have a Holding zone placed on the lands for non-specified reasons. These Holding (H) zones will be re-zoned to an appropriate residential zoning where appropriate.

Exception Zones:

Exception zones as approved by Council are important to maintaining Council direction to site specific provisions of and continuity to the Zoning By-law. The current structure of By-law 2213-78 places Exception zones within the associated appropriate parent zone. This structure is cumbersome to administer and will be amended to eliminate multiple lists of exception provisions within each zone categorization.

In this regard, the goal of the Comprehensive Zoning By-law Review is to place all Exception zones in a separate category for ease of reference and administration. All

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Exception zones will be listed under a specific sub-heading at the end of the By-law and re-numbered based upon the time of passing of each Exception zone. The result would allow for a more user friendly document and for staff to better administrate all exception zones in the Town.

The Exception section of the By-law is a technical exercise and largely dependent on the provisions and standards of the present zone categories. As such, the complete list of all exception zones is not available at this time but will be finalized prior to the final passing of the Zoning By-law.

Mapping:

Accurate mapping is crucial to having a Zoning By-law that is understandable and administratively efficient. Current mapping technologies allow greater accuracy in the new zoning By-law. Changes to mapping throughout the By-law, but primarily within the Aurora Zoning Map (Schedule "A") of the Zoning By-law.

Key Natural Heritage Features & Hydrologically Sensitive Features (Schedule "B"), Aquifer Vulnerability Areas (Schedule "C"), Wellhead Protection Areas (Schedule "D") and Landform Conservation Areas (Schedule "E") will not be changed beyond the corresponding Schedule "A" overlay. Changes to zoning boundaries has been identified and corrected through appropriate residential, commercial, employment, institutional and open space mapping review and property boundary mapping.

The following figures include updated mapping based upon staff review, changes to mapping include; Schedule A Zone maps, the structure of the Promenade Zones (Schedule A.1), the creation of a Promenade schedule for parking standards (Schedule A.2), the creation of a Natural Hazard Overlay Zone (Schedule A.3) and a Wellhead Protection Overlay (Schedule A.4).

Mapping for the Comprehensive Zoning By-law Review continues to be reviewed by Staff. Final mapping will be provided as part of the enactment of the Comprehensive Zoning By-law. Revisions are ongoing and will include updates to exception zone numbering in the Schedule "A" mapping.

Administration and Enforcement:

Administration and Enforcement sections of the By-law are critical to the implementation of zoning provisions within the By-law. Enforcement standards will be updated to current policies as outlined in the *Planning Act* and the *Municipal Act*.

The Administration Section of the By-law is currently located near the end of the By-law (Section 40). The Administration Section will be moved to the beginning of the new By-law, clearly stating remedies and validity to all sections of the By-law and providing reference to penalties to the Zoning By-law.

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Minor Variances:

Minor Variances to the By-law are granted by the Town's Committee of Adjustment as a change to a property which does not precisely conform to the provisions of the Zoning By-law. Applicants often apply for a Minor Variance to request minor alterations such as a yard encroachment, lot coverage, deck enlargement, driveway widening, or building height.

Staff have previously reported that properties which had a minor variance approved under By-law 2213-78 will exist but as a legal non-conforming status. Staff have determined that this could prove to be a hardship. As such, provisions are proposed so that all previously approved minor variances will be recognized within the new Comprehensive Zoning By-law.

Public Comment:

Planning and Development Services received input from the public and internal departments since 2011 for the Comprehensive Zoning By-law Review. Comments at all three Public Planning meetings were provided by stakeholders and members of the public. Since the Public Planning Meetings, additional comments have been received regarding definitions, general provisions and specific properties within the Town. Comments have been received by stakeholders including, but not limited to: Infrastructure Ontario, Bell Canada, Ontario Restaurant Hotel and Motel Association and specific home owners within the Town of Aurora. Staff have conducted a technical review of comments received from the public and external agencies. The following is a summary of comments and staff's response:

- 14929 Bathurst Street- Request to remove the Holding "H" Zone from the property
Staff Response: Staff concur and will re-zone the property to an appropriate Estate Residential (ER) Residential Zone
- 14900 Yonge Street- Request to include office uses and existing residential dwelling within the current zoning permissions
Staff Response: The lands are Zoned C3 in By-law 2213-78. The C3 Zone is proposed to include Office uses in the new By-law. The appropriate Promenade Zoning within the Promenade General Designation is reviewed through monitoring and possible future housekeeping amendment. The accessory dwelling unit will remain as a non-conforming use.
- 15 Mosley Street- Request for Zoning to reflect the Aurora Promenade
Staff Response: The lands are located within the Downtown Area within the Aurora Promenade, therefore the appropriate Promenade Zoning shall apply.

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- 16-18 Mosley Street & 36 Victoria Street- Request for Zoning to reflect the Aurora Promenade
Staff Response: The lands are zoned Special Mixed Density (R5-26) Exception Zone. The lands are not located within the Aurora Promenade, however, office uses will be added to the existing permitted uses on the property.
- 19 Mosley Street- Request for Zoning to reflect the Aurora Promenade
Staff Response: The lands are zoned Special Mixed Density (R5) Zone. The lands are located within the Downtown Area within the Aurora Promenade, therefore the appropriate Promenade Zoning shall apply.
- 22 Mosley Street- Request for Zoning to reflect the Aurora Promenade
Staff Response: The lands are zoned Special Mixed Density (R5) Zone. The lands are not located within the Aurora Promenade, however, office uses will be added to the existing permitted uses on the property.
- 23 Mosley Street- Request for Zoning to reflect the Aurora Promenade
Staff Response: The lands are zoned Special Mixed Density (R5) Zone. The lands are located within the Downtown Area within the Aurora Promenade, therefore the appropriate Promenade Zoning shall apply.
- 15504 Yonge Street- Request to include office uses within the current zoning permissions
Staff Response: The lands are Zoned C3 in By-law 2213-78. The C3 Zone is proposed to include Office uses in the new By-law. The Promenade Zoning within the Promenade General Designation is reviewed through monitoring and possible future housekeeping amendment.
- 54 Wellington Street East- Request to include office uses within the current zoning permissions
Staff Response: The lands are zoned Special Mixed Density (R5) Zone. The lands are located in the Promenade Downtown Shoulder within the Aurora Promenade, therefore appropriate Promenade Zoning shall apply.
- 14941 Bathurst Street- Request to remove the Holding "H" Zone from the property
Staff Response: Staff concur and will re-zone the property to an appropriate Estate Residential (ER) Residential Zone
- 15900 Bayview Avenue, 243 Earl Stewart Drive, 15830 Bayview Avenue and 14800 Yonge Street- Request to keep minor variances on the subject lands.
Staff Response: Minor variances will be recognized in the Comprehensive Zoning By-law

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- 105 Edward Street (including 101-115 Edward Street and 103-111 Metcalfe Street)- Request to re-zone lands from General Employment “E2” Zone to Residential
Staff Response: The specific properties are designated ‘Stable Neighbourhoods’ in Schedule “A” of the Town of Aurora Official Plan. Upon review of the old Aurora Official Plan (1991) the properties on the west side of Edward Street were Designated ‘General Industrial’ and the properties on Metcalfe were designated ‘Urban Residential’. The existing buildings on the property appear to be occupied residential dwellings with no industrial businesses as the primary use. The properties on Edward Street were changed to a residential designation in the current Official Plan and the properties on Metcalfe Street have always maintained a residential designation. All properties are currently legal non-conforming uses as a result. Therefore, staff concurs and the specific properties identified above will be zoned to an appropriate Residential Zone. It is noted that 113 Metcalfe Street and 88 Berczy Street appear to be part of an Industrial use and is not considered for a zone change.
- 5-35 Furbacher Lane- Request to amend out-dated structure of the site-specific (M1-5) exception zone governing the lands.
Staff Response: The owner proposes to adjust the current zoning on the lands to allow the M3 zone on the two westernmost buildings on Furbacher Lane and a site specific M1 zone for the remaining structures. Staff are currently working with the agent of 5-35 Furbacher Lane with respect to appropriate permitted uses for the lands. The final exception zone will be prepared in time for Council’s final passing of the Comprehensive Zoning By-law.
- Region of York- Request to amended provisions to *Effect of Expropriation of Road Widening* provision in the Comprehensive Zoning By-law.
Staff Response: Please refer to page 8 of this report for proposed changes to by-law provision.
- Hydro One- Request to amended provisions to Public Services Permitted provision in the Comprehensive Zoning By-law.
Staff Response: Please refer to page 9 of this report for proposed changes to by-law provision.
- Bell Canada- Request to amended provisions to Public Services Permitted provision in the Comprehensive Zoning By-law.
Staff Response: Please refer to page 9 of this report for proposed changes to by-law provision.

Monitoring Program

There are many new provisions and redefined permitted uses within the Comprehensive Zoning By-law. Once the Comprehensive Zoning By-law is implemented, staff will monitor the by-law to identify any errors, or minor re-wording of definitions or provisions.

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Report No. PBS16-067

As mentioned previously in this report, the new Aurora Promenade zones will be monitored. The monitoring period will continue for a period of one year. Upon conclusion of the review, a report will be prepared to Council identifying necessary housekeeping amendments and possible expansion of the Aurora Promenade in the Comprehensive Zoning By-law.

Advisory Committee Review

Not applicable

Financial Implications

Capital Budget funding has been allocated for the Comprehensive Zoning By-law Review. Budget allocation for the retained external solicitor will be provided by Legal and Legislative Services. Appeals to the Ontario Municipal Board (OMB) may require additional budget allocation.

Communications Considerations

On February 6 2014, the first Public Meeting respecting the Comprehensive Zoning By-law Review was provided in the Banner and the Auroran newspapers and ran for three (3) consecutive weeks. Notice by mail was provided to all agencies, boards, commissions and interested parties expressing intent over the past two years. Public Meeting notification has been provided in accordance with Section 34(12) of the Planning Act.

On March 19 2015, the second Public Meeting respecting the Comprehensive Zoning By-law Review was provided in the Banner and the Auroran newspapers. Notice by mail was provided to all agencies, boards, commissions and interested parties. Public Meeting notification has been provided in accordance with Section 34(12) of the Planning Act.

On April 14 2016, Notice for the third Public Meeting respecting the Comprehensive Zoning By-law Review was provided in the Banner and the Auroran newspapers. Notice by mail was provided to all agencies, boards, commissions and interested parties. Public Meeting notification has been provided in accordance with Section 34(12) of the Planning Act.

The draft By-law is available on the Town's website for Council, departmental and public review as described in this report. Technical Papers have also been prepared by Staff to outline current By-law issues and how they are to be addressed. Each technical paper has been created to cover specific sections of the Zoning By-law and each technical paper item discusses conformity to the Official Plan. The Draft Comprehensive Zoning By-law and technical papers are posted on the Planning and Building Services website at: www.aurora.ca/comprehensivezoningreview.

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Report No. PBS16-067

Link to Strategic Plan

While the Zoning By-law review process supports all of the Goals and Objectives of the Town's Strategic Plan in some fashion, the most relevant goals are: supporting an exceptional quality of life for all and enabling a diverse, creative and resilient economy. The relevant supporting objectives include: Strengthening the fabric of our community and promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business.

As previously mentioned, the new Zoning By-law will implement the Town's new Official Plan. The Official Plan contains an entire chapter devoted to the "Aurora Promenade" planning area which runs along Yonge and Wellington Streets. One of the primary goals of planning for the "Aurora Promenade" is to strengthen the downtown by putting into place policies which further protect the Town's heritage resources and promote appropriate and compatible redevelopment for the urban corridors. It is for these reasons that the key action item of the Strategic Plan to actively promote and support a plan to revitalize the downtown is realized.

Alternative(s) to the Recommendation

1. Council has the option to direct changes or further review to the proposed Comprehensive Zoning By-law.

Conclusions

Planning and Building Services are in the process of completing the Town's Zoning By-law review which will ultimately result in the enactment of a new Zoning By-law for the Town. The goals of the review are to implement the new Official Plan, replace the current out-dated By-law, resolve any known issues with the current By-law, to reduce the number of site specific zones and establish more progressive and up to date By-law standards. The Comprehensive Zoning By-law Review will mark the first time the Town will have a new By-law since 1978.

Attachments

Attachment #1 – Institutional Zones in the Town of Aurora

Attachment #2 – Privately Owned Lands Zoned Institutional

Attachment #3 – Comprehensive Zoning By-law Review- Fourth Draft (Ed 4.0), dated October 2016- www.aurora.ca/comprehensivezoningreview

Previous Reports

1. General Committee Planning Report No.PL12-053, Comprehensive Zoning By-law Review, dated, November 6, 2012;
2. General Committee Planning Report No.PL13-051, Comprehensive Zoning By-law Review, dated, October 15, 2013;

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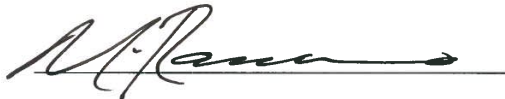
Report No. PBS16-067

3. Public Planning Meeting Report No. PL14-012, Comprehensive Zoning By-law Review, dated, February 26, 2014;
4. General Committee Planning Report No. PL15-002, Comprehensive Zoning By-law Review- Status Update, dated, January 13, 2015;
5. Public Planning Meeting Report No. PL15-024, Comprehensive Zoning By-law Review, dated, April 8, 2015; and,
6. Public Planning Meeting Report No. PL16-021, Comprehensive Zoning By-law Review, dated, April 25, 2016.

Pre-submission Review

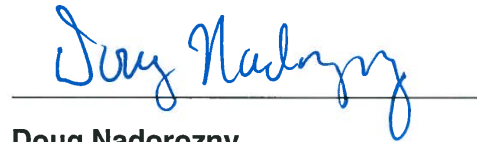
Agenda Management Team Meeting on October 13, 2016

Departmental Approval

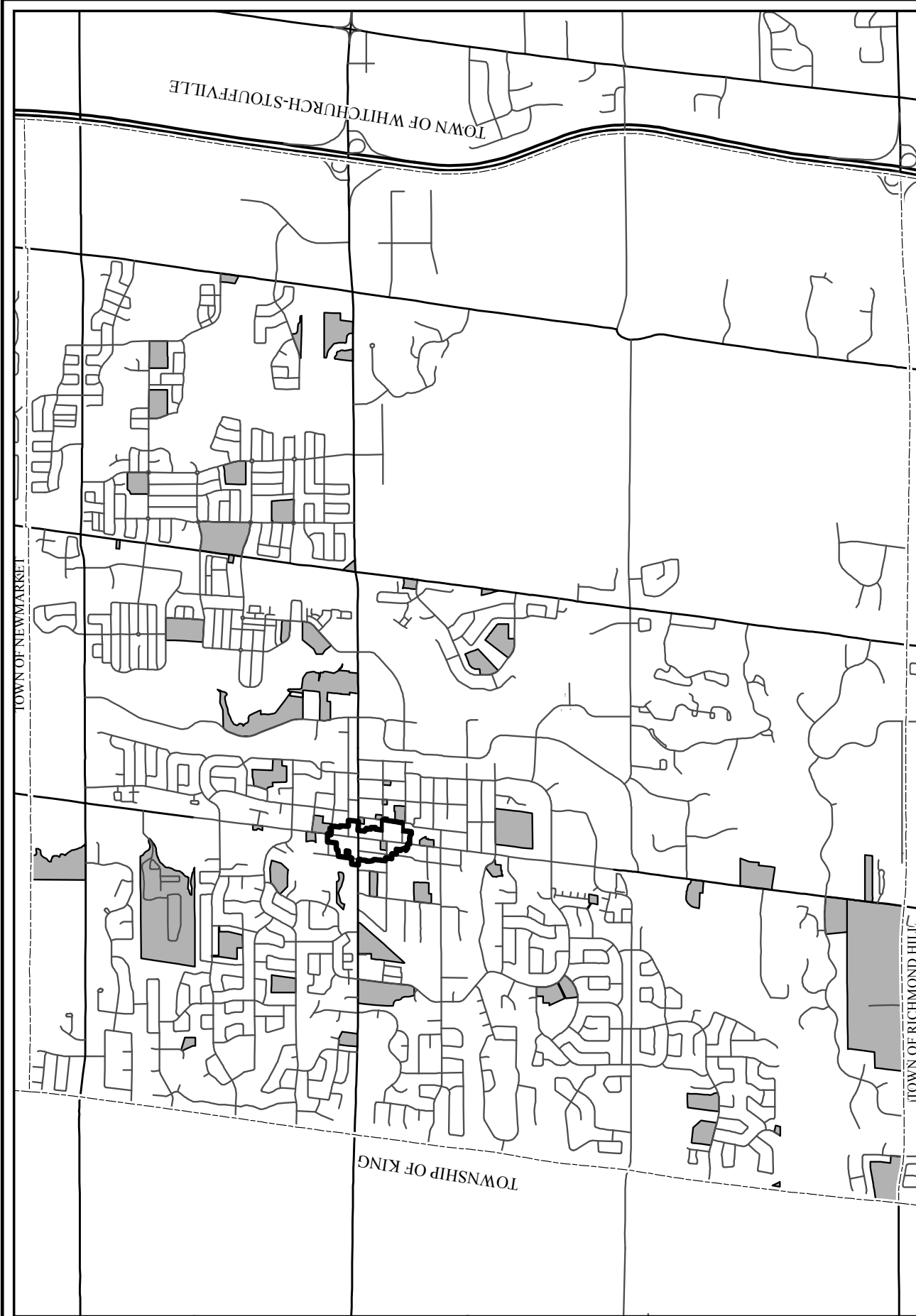


**Marco Ramunno, MCIP RPP
Director, Planning and Building
Services**

Approved for Agenda

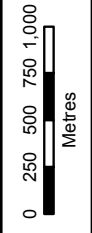


**Doug Nadorozny
Chief Administrative Officer**

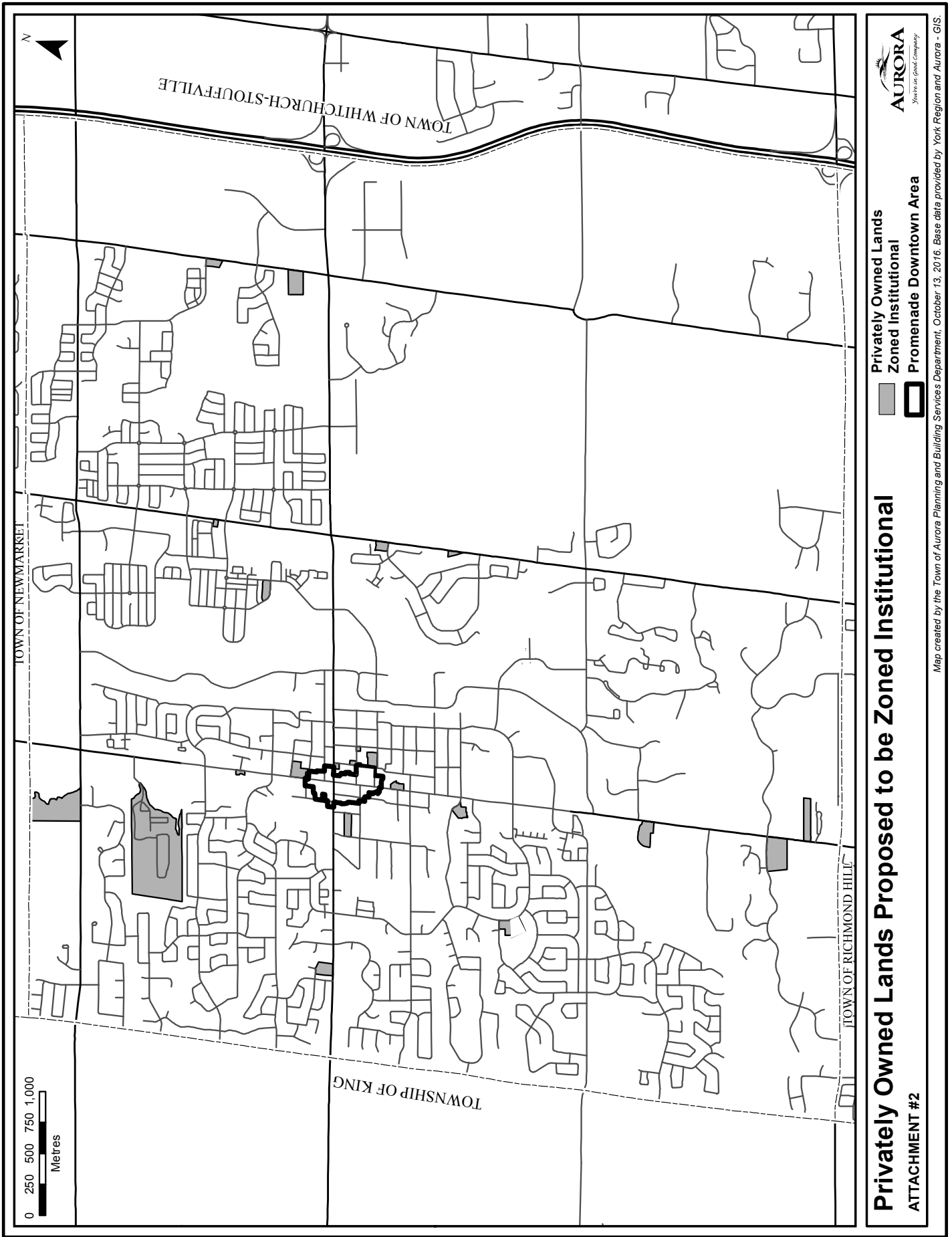


Institutional Zones in the Town of Aurora
ATTACHMENT #1

- Institutional Zones
- Promenade Downtown Area



Map created by the Town of Aurora Planning and Building Services Department, October 13, 2016. Base data provided by York Region and Aurora - GIS.





Town of Aurora
General Committee Report

No. FS16-029

Subject: Annual Cancellation, Reduction or Refund of Property Taxes under Sections 357 and 358 of the Municipal Act

Prepared by: Paul Dillman, Manager of Revenues & Accounting, Deputy Treasurer

Department: Financial Services

Date: November 1, 2016

Recommendation

1. That Report No. FS16-029 be received; and
2. That a meeting be held in accordance with Sections 357 and 358 of the Municipal Act, 2001, S.O 2001, c.25 as amended (the "Act") in respect of the applications filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and
3. That property taxes in the amount of \$124,394.92 be adjusted pursuant to Section 357 of the Act; and
4. That property taxes in the amount of (\$4,328.16) be adjusted pursuant to Section 358 of the Act; and
5. That any associated interest charged applicable to these adjustments be cancelled in proportion to the property taxes adjusted; and
6. That the Director of Financial Services, Treasurer be directed to remove said property taxes from the Collector's Roll reflecting these property tax adjustments.

Executive Summary

To obtain statutory approval to adjust property taxes and interest pursuant to the provisions of Sections 357 and 358 of the Act. These adjustments are as a result of changes in Current Value Assessment (CVA) as determined and verified by the Municipal Property Assessment Corporation (MPAC).

Background

Adjustments under Section 357

Under Section 357 of the Act, property owners or their agents may make application for the cancellation of property taxes for the current year in response to changes in CVA that result in an increase or decrease in property taxes. This property tax adjustment is not as a result of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

Adjustments under Section 358

Under Section 358 of the Act, property owners or their agents may make application for the cancellation of property taxes due to gross or manifest errors made by MPAC in the CVA for two years prior to the current taxation year. This property tax adjustment is not as a result of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

Analysis

Section 357 Applications

Fifteen (15) applications were received prior to February 29, 2016 for the 2015 taxation year for property taxes to be adjusted under Section 357 totaling \$46,381.32 as listed in Attachment #1 titled "2015 Tax Adjustments under Section 357 of the Municipal Act". The Town as legislated will charge back to the Regional Municipality of York and the respective Boards of Education their portion of the adjustments that were levied on their behalf.

Thirty One (31) applications were received to date for the 2016 taxation year for property taxes to be adjusted under Section 357 totaling \$78,013.60 as listed in Attachment #2 titled "2016 Tax Adjustments under Section 357 of the Municipal Act". Property Owners have until February 28, 2017 to apply for the current year (2016). The Town as legislated will charge back to the Regional Municipality of York and the respective Boards of Education their portion of the adjustments that were levied on their behalf.

Section 358 Applications

One (1) application was received prior to December 31, 2015 for the taxation year 2013 totaling (\$2,395.88), Two (2) applications were received to date for the 2015 taxation year totaling \$488.17 and One (1) application was received to date for the 2016 taxation year totaling (\$2,420.45). Property owners have until December 31, 2016 to apply for the 2015 and/or 2016 taxation years. These adjustments are listed in Attached #3 titled "Tax Adjustments under Section 358 of the Municipal Act".

MPAC Review/Verification

All applications have been reviewed by MPAC and they have verified assessment values and taxation periods used to determine the property tax adjustments

Advisory Committee Review

Not applicable

Financial Implications

The Town's share of these property tax adjustments totals \$39,993.62. The Town's 2016 budget for our share of property tax adjustments such 357's, 358's, Assessment Review Board Decisions and MPAC Minutes of Settlement (MofS) is \$180,000. As at October 13, 2016, we have expended \$191,772 which includes the adjustments contained in this report but does not include the pending adjustment for the 12 Industrial Parkway property. Some of the tax losses on this property have been recognized in past years, and the remaining losses will be reduced by the proceeds of disposition upon closing of a sale to a third party in Q4, 2016.

The Region of York's share of these property tax adjustments totals \$49,250.04 and will be recovered from them.

The Boards of Education share of these property tax adjustments totals \$30,823.10 and will be recovered from them.

Communications Considerations

Financial Services staff will advise each property owner in writing of Council's decision in this matter, and update the property tax accounts as required.

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Report No. FS16-029

Link to Strategic Plan

Adjusting tax accounts to reflect verified adjustments to assessment values contributes to achieving the Strategic Plan guiding principal of “Leadership in Corporate Management” and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

There are no alternatives to the recommendations contain in this report. The adjustments recommended are statutory, have been validated by MPAC and are now rightfully due to the property owners.

Conclusions

That the adjustment of property taxes as recommended in this report under Sections 357 and 358 of the Act totaling \$120,066.76 be approved.

Attachments

Attachment #1 – 2015 Tax Adjustments under Section 357 of the Municipal Act
Attachment #2 – 2016 Tax Adjustments under Section 357 of the Municipal Act
Attachment #3 – Tax Adjustments under Section 358 of the Municipal Act

Previous Reports

None

Pre-submission Review

Agenda Management Meeting review on October 13, 2016

Departmental Approval



Dan Elliott
Director, Financial Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Office

TOWN OF AURORA
2015 Tax Adjustments under Section 357 of the Municipal Act
 For Hearing at General Committee on November 1, 2016

ATTACHMENT #1 TO FS16-029

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE			
				TOWN	REGION	EDUCATION	TOTAL
MUNICIPAL ACT, SECTION 357 FOR THE TAXATION YEAR 2015							
2015-0016	1946-000-066-77322-0000	1 Houdini Way	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (133.43)	\$ (157.33)	\$ (75.49)	\$ (366.25)
2015-0017	1946-000-113-13000-0000	Bayview Avenue	Became exempt - Deeded to Town - 357 (1) (c)	\$ (941.49)	\$ (1,110.15)	\$ (532.65)	\$ (2,584.29)
2015-0018	1946-000-010-02500-0000	15278 Yonge Street	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (2,647.41)	\$ (3,121.66)	\$ (7,006.67)	\$ (12,775.74)
2015-0019	1946-000-126-10652-0000	1280 St John's Sideroad East	Became exempt - Deeded to Town - 357 (1) (c)	\$ (156.75)	\$ (184.82)	\$ (88.68)	\$ (430.25)
2015-0020	1946-000-126-10775-0000	140 Thomas Phillip Drive	Became exempt - Deeded to Town - 357 (1) (c)	\$ (1,377.85)	\$ (1,624.67)	\$ (779.51)	\$ (3,782.03)
2015-0021	1946-000-126-10776-0000	St John's Sideroad	Became exempt - Deeded to Town - 357 (1) (c)	\$ (86.93)	\$ (102.51)	\$ (49.18)	\$ (238.62)
2015-0022	1946-000-126-10777-0000	St John's Sideroad	Became exempt - Deeded to Town - 357 (1) (c)	\$ (85.30)	\$ (100.58)	\$ (48.26)	\$ (234.14)
2015-0023	1946-000-124-55249-0000	377 Hartwell Way	Became exempt - Deeded to School Board - 357 (1) (c)	\$ (6,295.63)	\$ (7,423.41)	\$ (3,561.74)	\$ (17,280.78)
2015-0024	1946-000-095-80125-0000	6 Ing Court	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (2,201.48)	\$ (4,555.22)	\$ (2,185.58)	\$ (8,942.28)
2015-0025	1946-000-112-20500-0000	15400-15470 Bayview Avenue	Repairs/Renovations preventing normal use - 357 (1) (g)	No recommendation from MPAC-Supp pending		\$ -	\$ -
2015-0026	1946-000-021-73600-0000	Centre Street	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	No recommendation from MPAC-No change in CVA		\$ -	\$ -
2015-0027	1946-000-123-27590-0000	75 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 585.74	\$ 690.67	\$ 1,540.90	\$ 2,817.31
2015-0028	1946-000-123-27600-0000	63 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 565.84	\$ 667.21	\$ 1,488.56	\$ 2,721.61
2015-0029	1946-000-123-27610-0000	55 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 390.05	\$ 459.92	\$ 1,026.09	\$ 1,876.06
2015-0030	1946-000-096-00684-0000	16 Steelplechase Avenue	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (2,609.19)	\$ (3,076.59)	\$ (1,476.14)	\$ (7,161.92)
2015 Section 357 TOTAL				\$ (14,993.83)	\$ (19,639.14)	\$ (11,748.35)	\$ (46,381.32)

TOWN OF AURORA

2016 Tax Adjustments under Section 357 of the Municipal Act
 For Hearing at General Committee on November 1, 2016

ATTACHMENT #2 TO FS16-029

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE			
				TOWN	REGION	EDUCATION	TOTAL
MUNICIPAL ACT, SECTION 357 FOR THE TAXATION YEAR 2016							
2016-0001	1946-000-126-10775-0000	140 Thomas Philips Drive	Became exempt-Deeded to Town - 357 (1) (c)	\$ (1,407.71)	\$ (1,668.06)	\$ (789.60)	\$ (3,865.37)
2016-0002	1946-000-126-10776-0000	St John's Sideroad East	Became exempt-Deeded to Town - 357 (1) (c)	\$ (88.82)	\$ (105.25)	\$ (49.81)	\$ (243.88)
2016-0003	1946-000-126-10777-0000	St John's Sideroad East	Became exempt-Deeded to Town - 357 (1) (c)	\$ (87.15)	\$ (103.26)	\$ (48.88)	\$ (239.29)
2016-0004	1946-000-066-77322-0000	1 Houdini Way	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (2,714.85)	\$ (3,216.97)	\$ (1,522.80)	\$ (7,454.62)
2016-0005	1946-000-113-13000-0000	Bayview Avenue	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	No recommendation from MPAC-PRAN issued to correct			\$ -
2016-0006	1946-000-112-02712-0000	1114 Wellington Street	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ (968.50)	\$ (1,147.62)	\$ (543.24)	\$ (2,659.36)
2016-0007	1946-000-124-42802-0000	Leslie Street	Became exempt-Deeded to Town - 357 (1) (c)	\$ (797.71)	\$ (945.24)	\$ (447.44)	\$ (2,190.39)
2016-0008	1946-000-124-42807-0000	Leslie Street	Became exempt-Deeded to Town - 357 (1) (c)	\$ (958.57)	\$ (1,135.87)	\$ (537.69)	\$ (2,632.13)
2016-0009	1946-000-124-42808-0000	William Graham	Became exempt-Deeded to Town - 357 (1) (c)	\$ (522.85)	\$ (619.56)	\$ (293.27)	\$ (1,435.68)
2016-0010	1946-000-010-02500-0000	15278 Yonge Street	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (9,666.41)	\$ (11,454.21)	\$ (26,044.08)	\$ (47,164.70)
2016-0011	1946-000-126-11064-0000	14 Novan Crescent	Became exempt-Deeded to Town - 357 (1) (c)	\$ (61.00)	\$ (72.28)	\$ (34.22)	\$ (167.50)
2016-0012	1946-000-126-11085-0000	Bayview Avenue	Became exempt-Deeded to Town - 357 (1) (c)	\$ (62.68)	\$ (74.27)	\$ (35.16)	\$ (172.11)
2016-0013	1946-000-126-11086-0000	44 Degraaf Crescent	Became exempt-Deeded to Town - 357 (1) (c)	\$ (58.99)	\$ (69.90)	\$ (33.09)	\$ (161.98)
2016-0014	1946-000-126-11087-0000	110 Degraaf Crescent	Became exempt-Deeded to Town - 357 (1) (c)	\$ (593.25)	\$ (702.97)	\$ (332.76)	\$ (1,628.98)
2016-0015	1946-000-126-11088-0000	Degraaf Crescent	Became exempt-Deeded to Town - 357 (1) (c)	\$ (90.50)	\$ (107.23)	\$ (50.76)	\$ (248.49)
2016-0016	1946-000-126-11089-0000	Degraaf Crescent	Became exempt-Deeded to Town - 357 (1) (c)	\$ (278.19)	\$ (329.64)	\$ (156.04)	\$ (763.87)
2016-0017	1946-000-126-11090-0000	Bayview Avenue	Became exempt-Deeded to Town - 357 (1) (c)	\$ (1,957.38)	\$ (2,319.40)	\$ (1,097.92)	\$ (5,374.70)
2016-0018	1946-000-124-55249-0000	377 Hartwell Way	Became exempt-Deeded to School Board - 357 (1) (c)	No recommendation from MPAC-MofS issued to correct			\$ -
2016-0019	1946-000-095-80125-0000	6 Ing Court	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (3,911.40)	\$ (4,634.82)	\$ (2,193.96)	\$ (10,740.18)
2016-0020	1946-000-021-73600-0000	Centre Street S/S	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	No recommendation from MPAC-No change in CVA			\$ -
2016-0021	1946-000-123-27590-0000	75 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 2,693.35	\$ 3,191.49	\$ 7,225.14	\$ 13,109.98
2016-0022	1946-000-123-27600-0000	63 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 2,552.09	\$ 3,024.11	\$ 6,846.21	\$ 12,422.41
2016-0023	1946-000-123-27610-0000	55 Eric T Smith Way	Ceased to be liable for tax at rate it was taxed - 357 (1) (a)	\$ 2,673.33	\$ 3,167.77	\$ 7,171.45	\$ 13,012.55
2016-0024	1946-000-096-00734-0000	3 Blue Grass Drive	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (2,681.34)	\$ (3,177.26)	\$ (1,504.00)	\$ (7,362.60)
2016-0025	1946-000-030-51800-0000	103 Hillview Road	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (904.95)	\$ (1,072.32)	\$ (507.60)	\$ (2,484.87)
2016-0026	1946-000-066-90205-0000	14378 Yonge Street	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (449.12)	\$ (532.19)	\$ (251.92)	\$ (1,233.23)
2016-0027	1946-000-044-51500-0000	50 Industrial Parkway South	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	No recommendation from MPAC-No change in CVA			\$ -
2016-0028	1946-000-096-00630-0000	2 Woodsend Crescent	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (3,039.96)	\$ (3,602.21)	\$ (1,705.16)	\$ (8,347.33)
2016-0029	1946-000-045-10800-0000	12 Industrial Parkway Sount	Became exempt-Deeded to Town - 357 (1) (c)	\$ (2,004.43)	\$ (2,375.15)	\$ (5,400.51)	\$ (9,780.09)
2016-0030	1946-000-124-27990-0000	Leslie Street	Became exempt-Deeded to Town - 357 (1) (c)	\$ (34.07)	\$ (40.38)	\$ (91.81)	\$ (166.26)
2016-0031	1946-000-124-28100-0000	Leslie Street	Became exempt-Deeded to Town - 357 (1) (c)	\$ (8.39)	\$ (9.94)	\$ (22.60)	\$ (40.93)
2016 Section 357 TOTAL				\$ (25,429.45)	\$ (30,132.63)	\$ (22,451.52)	\$ (78,013.60)

TOWN OF AURORA

Tax Adjustments under Section 358 of the Municipal Act
 For Hearing at General Committee on November 1, 2016

ATTACHMENT #3 TO FS16-029

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE		
				TOWN	REGION	EDUCATION TOTAL
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2013						
2013-0008	1946-000-042-81406-0000	2 Vata Court, Unit 6	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ 478.77	\$ 589.45	\$ 1,327.66
2013 Section 358 Total				\$ 478.77	\$ 589.45	\$ 1,327.66
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2014						
2014-0004	1946-000-042-81406-0000	2 Vata Court, Unit 6	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ 489.34	\$ 585.71	\$ 1,328.04
2014-0005	1946-000-096-00684-0000	18 Steeplechase Avenue	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ (1,040.02)	\$ (1,244.85)	\$ (606.39)
2014 Section 358 Total				\$ (550.68)	\$ (659.14)	\$ 721.65
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2015						
2015-0001	1946-000-042-81406-0000	2 Vata Court, Unit 6	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ 501.57	\$ 591.42	\$ 1,327.46
2015 Section 358 Total				\$ 501.57	\$ 591.42	\$ 1,327.46
Section 358 Total all years				\$ 429.66	\$ 521.73	\$ 3,376.77
						\$ 4,328.16



Town of Aurora

General Committee Report

No. PBS16-087

Subject: Application for Exemption from Part Lot Control
Brookfield Homes (Ontario) Limited
330-396 William Graham Drive
Block 27, Plan 65M-4467
File Number: PLC-2016-12

Prepared by: Drew MacMartin, Planner

Department: Planning and Building Services

Date: November 1, 2016

Recommendation

- 1. That Report No. PBS16-087 be received; and**
- 2. That the Application for Exemption from Part Lot Control submitted by Brookfield Homes (Ontario) Ltd. to divide Block 27 on Plan 65M-4467 into 10 townhouse lots be approved; and**
- 3. That the implementing Part Lot Control Exemption By-law be presented at a future Council meeting; and**
- 4. That the Town Solicitor be authorized to execute the Transfer and any other documents for the gratuitous conveyance of Part of Block 27, Plan 65M-4467, being Part 23 on Plan 65R-36654 to the Town.**

Executive Summary

This report seeks Council's approval of a Part Lot Control Exemption By-law applying to Block 27, Plan 65M-4467.

- The subject proposal is consistent with the housing forms on the local streets within the registered plan.
- The subject lands are zoned Row Dwelling "R6-58*" Exception Zone within the Town of Aurora Zoning By-law 2213-78, as amended.

November 1, 2016

Page 2 of 5

Report No. PBS16-087

- The application will allow freehold ownership of lands currently within Block 27, Plan 65M-4467.
- Surplus Open Space lands to be conveyed to the Town, free of cost.
- No objections were received from all internal departments.

Background

A Plan Subdivision, including the subject lots and blocks was registered on October 5, 2015.

Part Lot Control Exemption Defined

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

Location/ Land use

The lands subject to the Part Lot Control Application are within the Aurora 2C Secondary Plan Area (See Figure 1). The subject lands are located south of William Graham Drive. The surrounding land uses are as follows:

North: William Graham Drive and Residential lands;
South: York Region Christian Seniors Apartment Building;
East: William Graham Drive and Residential lands;
West: Ducks Unlimited Canada.

Proposal

The Owner, Brookfield Homes (Ontario) Aurora Limited is currently developing the subject lands identified as Block 27, Plan 65M-4467 (see Figure 2). The subject lots comprise a total of 10 townhouse units fronting onto William Graham Drive, municipally known as 330-396 William Graham Drive. The dwellings are currently under construction.

November 1, 2016

Page 3 of 5

Report No. PBS16-087

The westerly portion of Block 27 (Part 23 on Plan 65R-36654) having an area of approximately 284 sqm will be conveyed to the Town. Part 23 on Plan 65R-36654 will form part of the Natural Heritage System in the area and be used for Open Space purposes and/or a trail head connection.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 2" by the Town of Aurora Official Plan Amendment No. 73. The Urban Residential 2 Designation permits townhouses. The subject proposal is consistent with the housing forms on the local streets within the registered plan.

Zoning By-law

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

Analysis

The Applicant is requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for the following:

Block 27 on Plan 65M-4467 as a means of achieving the proposed lot division (Figure 3).

The subject Application was circulated to all relevant internal departments and no objection were received. It is noted that the westerly Block (Part 23, Plan 65R-36654) will be gratuitously conveyed to the Town as Open Space. The lots that comprise the subject Application comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreement (File No: SUB-2011-04) registered over the subject lands. The remaining blocks within the subdivision will be subject to a future Part Lot Control Application. No additional lots are being created to what was draft plan approved.

Advisory Committee Review

Not applicable.

Financial Implications

There are no financial implications.

Communications Considerations

No communication required.

Link to Strategic Plan

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

Strengthening the fabric of our community: approval of the subject Applications will assist in collaborating with the development community to ensure future growth includes housing opportunities for everyone.

Alternative to the Recommendation

None.

Conclusions

The Applicant is requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for the following:

Block 27, Plan 65M-4467 as a means of achieving the proposed lot division (Figure 3).

The subject Application was circulated to all relevant internal departments and no objections were received. The lots that comprise the subject Application comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreement (File No. SUB-2011-04) registered over the subject lands. The remaining blocks will be subject to a future Part Lot Control Application. No addition lots are being created to what was draft plan approved.

November 1, 2016

Page 5 of 5

Report No. PBS16-087

Attachments

Figure 1 – Location & Zoning Map – Brookfield Homes (Ontario) Aurora Ltd.

Figure 2 – Registered Plan of Subdivision – 65M-4467

Figure 3 – Subject Block 27 (Reference Plan – 65R36654)

Previous Reports

General Committee Report No. PL13-009, dated March 13, 2013.

Pre-submission Review

Agenda Management Team Meeting review on October 13, 2016.

Departmental Approval

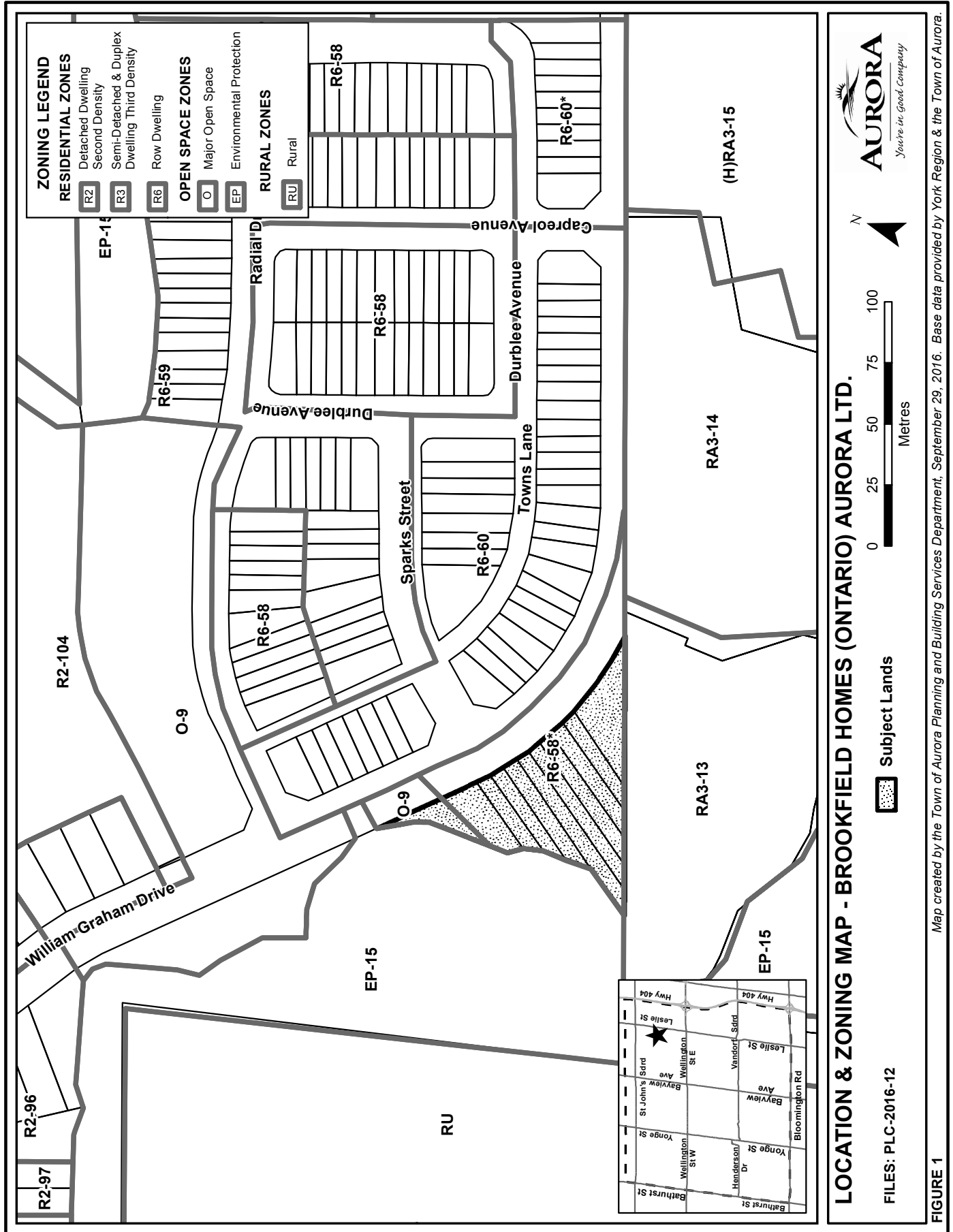
Approved for Agenda

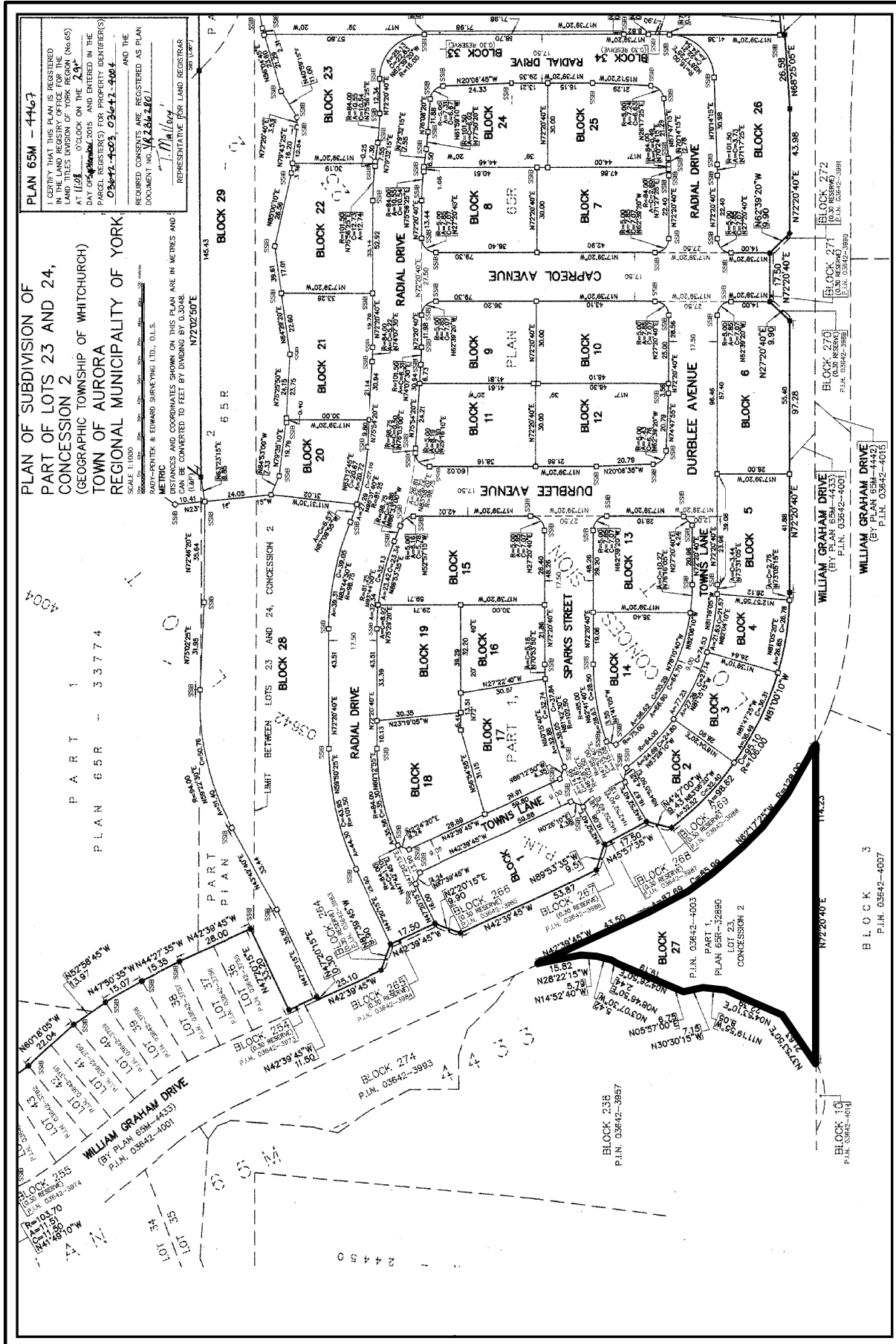


**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**



**Doug Nadorozny
Chief Administrative Officer**





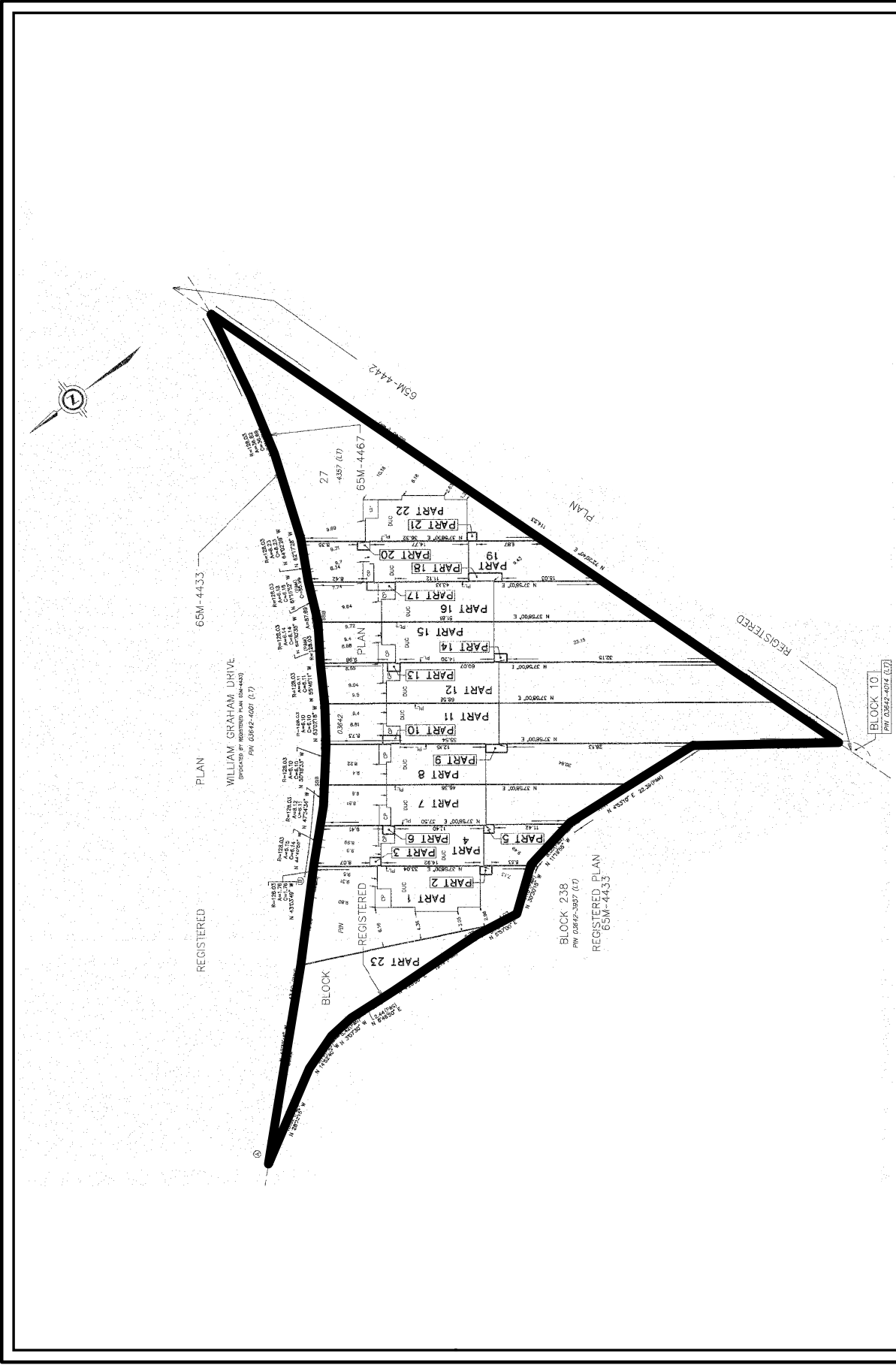


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SUBJECT BLOCK

REGISTERED PLAN OF SUBDIVISION - 65M-4467
APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
FILE: PLC-2016-12
FIGURE 2

Map created by the Town of Aurora Planning and Building Services Department, September 29, 2016. Drawing provided by Randy-Pentek & Edward Surveying LTD.



SUBJECT BLOCK

SUBJECT BLOCK 27 (REFERENCE PLAN – 65R-36654)

APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
FILE: PLC-2016-12

FIGURE 3



Town of Aurora

General Committee Report No. PBS16-089

**Subject: Request for Street Name Approval
Brookfield Homes (Ontario) Limited
155 Vandorf Sideroad (Former Timberlane Athletic Club property)
Related File Numbers: OPA-2014-01, ZBA-2014-03
File Number: CDM-2016-01**

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: November 1, 2016

Recommendation

- 1. That Report No. PBS16-089 be received; and**
- 2. That the following street names be approved for the proposed roads within the approved Plan of Condominium, File SP-2015-08:**

Street "A"	Timberlane Boulevard
Street "B"	Ken Sinclair Crescent
Street "C"	Match Point Court

Executive Summary

This report seeks approval of three street names proposed by Brookfield Homes (Ontario) Limited for the planned development at 155 Vandorf Sideroad. The names were uniquely created by the developer and have been approved by York Region and Central York Fire Services.

- The Plan of Condominium was approved by Council on July 21, 2016.
- The developer has proposed the following names: Timberlane, Ken Sinclair, and Match Point. Staff recommends that the names Timberlane, Ken Sinclair, and Match Point be considered for the roads servicing the proposed condominium development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Town of Aurora Bank of Approved Street Names. A second option is requesting a specific street name for proposed new developments, pending obtaining clearance by the York Region Planning Department and acceptance by the Town's Fire Department, and subsequently Council's approval. The Owner has indicated a desire to proceed with three names that are currently not found on the Town of Aurora Bank of Approved Street Names, but reflect the land's former usage as an Athletic Club. It is appropriate that the street names be approved for the site at this time.

Application History

The Town received the Site Plan Application from Brookfield Homes (Ontario) Limited. on February 23, 2016. Council previously heard the Plan of Condominium on July 21, 2016. At that meeting, Council passed the following resolution:

“That Report No. PDS16-051 be received; and

That implementing Zoning By-law No. 5749-15 be enacted; and

That Site Plan Application File No. CDM-2016-01 (Brookfield Homes Limited) to permit the development of the subject lands for 56 single detached dwelling units on the subject lands; and

That a total of 56 units of water and sewage capacity be allocated to the subject lands; and

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

Analysis

The proposed street names were proposed by Brookfield Homes (Ontario) Limited who first had the opportunity of reviewing the Approved Bank of Street Names. The applicant has proposed that: Street A take the name “Timberlane”, to reflect the property's former landholder, the Timerlane Athletic Club; Street B take the name “Ken Sinclair”, who has been inducted into the Aurora Sports Hall of Fame for helping to build the sport of tennis in Aurora; and Street C take the name “Match Point”, as it is a common Tennis term that

is significant to the property's former usage. The proposed names have been approved by Central York Fire Services and The Regional Municipality of York.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting and exception quality of life for all through its accomplishment in satisfying requirements in the objectives of strengthening the fabric of our community.

Alternative to the Recommendation

1. Council has the option to not approve the proposed names, at which point the developer would have to re-submit an alternate request to the applicable agencies for review at a future General Committee date.

Conclusions

In keeping with Council's resolution respecting the naming of roads, staff recommends that the name Timberlane Boulevard, Ken Sinclair Crescent, and Match Point Court be considered for the roads servicing the proposed development.

Attachments

Figure 1 – Location Map
Figure 2 – Conceptual Site Plan

Previous Reports

General Committee Report No. PDS16-051, dated June 21, 2016;

Public Planning Meeting Report No. PL15-029, dated April 22, 2015; and

Public Planning Meeting Report No. PL15-005, dated January 28, 2015.

November 1, 2016

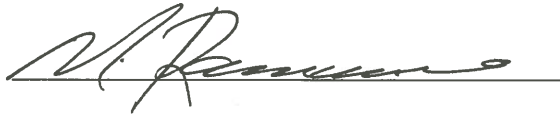
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Report No. PBS16-089

Pre-submission Review

Agenda Management Team Meeting review on October 13, 2016.

Departmental Approval

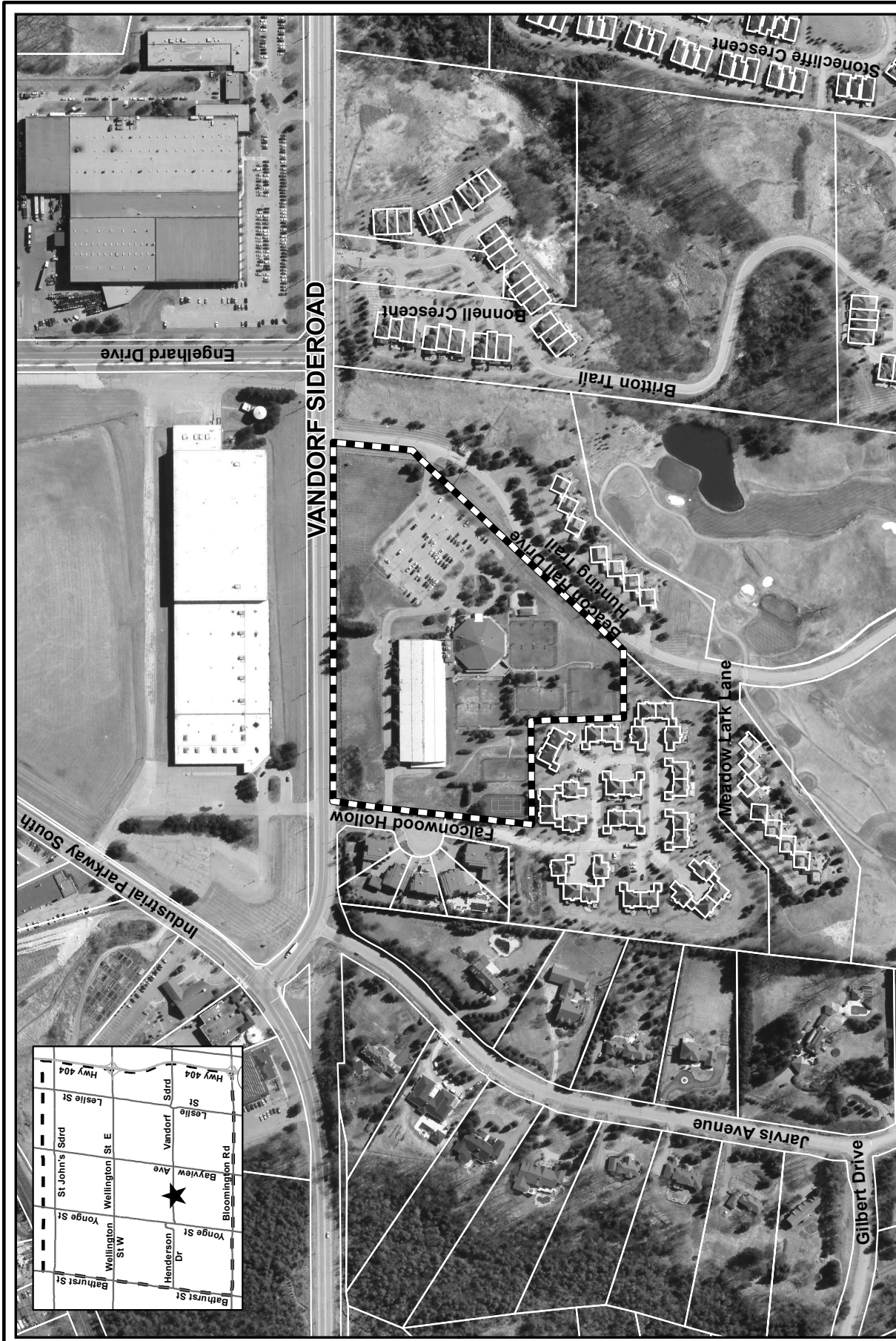


**Marco Ramunno
Director, Planning and Building Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP
 APPLICANT: 155 Vandorf Sideroad – Brookfield (Timberlane Tennis Club)
 FILE: CDM-2016-01
 FIGURE 1

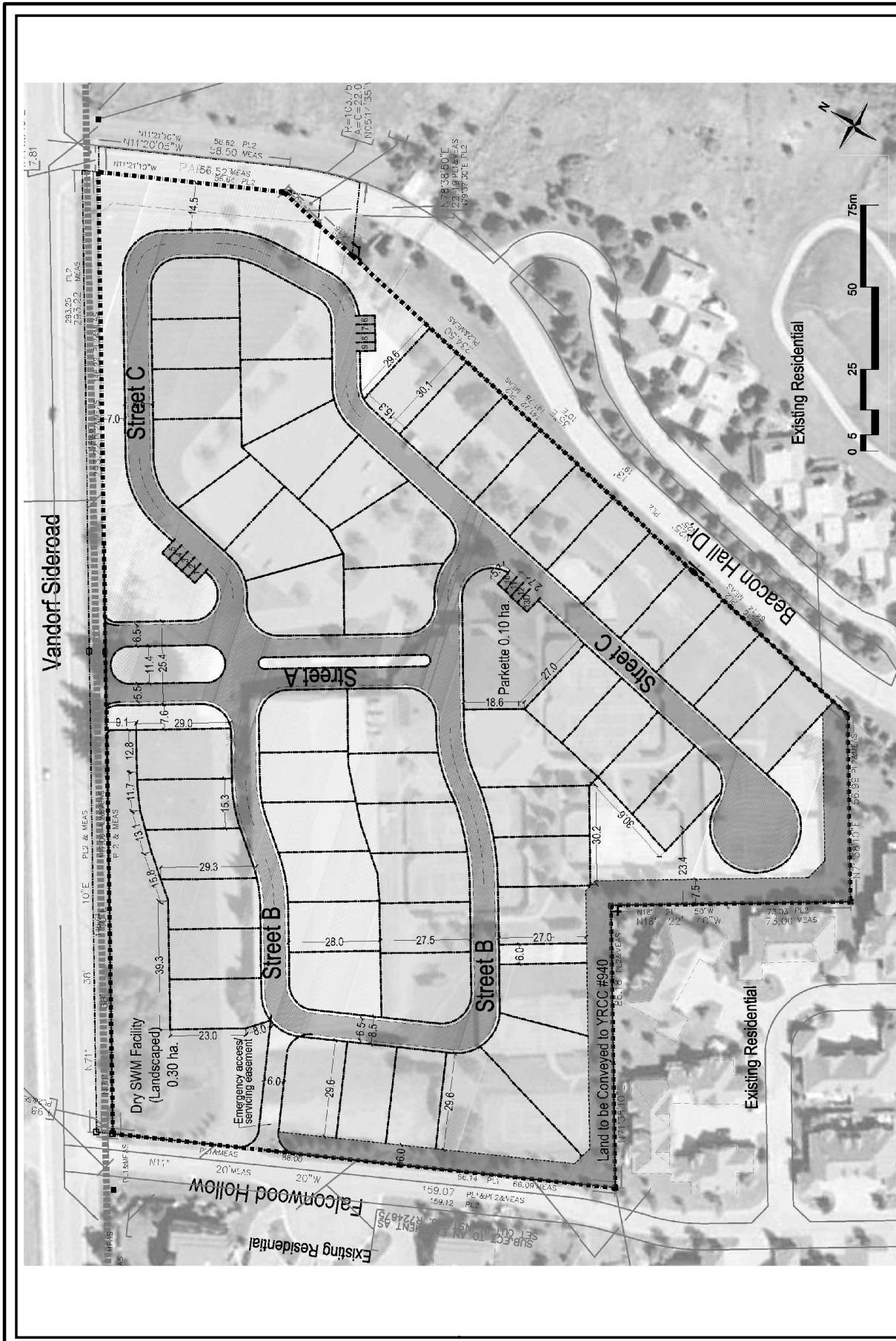
Subject Lands

0 25 50 75 100
Metres

N

AURORA
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Map created by the Town of Aurora Planning and Building Services Department, October 3, 2016. Base data provided by York Region and Aurora - GIS. Air Photos taken Spring 2015. © First Base Solutions Inc., 2015 Orthophotography.



AURORA
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CONCEPTUAL SITE PLAN
 APPLICANT: 155 Vandorf Sideroad – Brookfield (Timberlane Tennis Club)
 FILE: CDM-2016-01
 FIGURE 2

Map created by the Town of Aurora Planning and Building Services Department, October 3, 2016. Data provided by Malone Given Parsons LTD.



Town of Aurora

General Committee Report

No. PBS16-093

Subject: 2017 Planning Applications Fees

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Building Services

Date: November 1, 2016

Recommendation

- 1. That Report No. PBS16-093 be received; and**
- 2. That the Planning Application Fees By-law including Schedule A, which increases the fees for processing of Planning Applications generally by 2.1% (rounded) to reflect the Consumer Price Index, be updated; and**
- 3. That the amending Planning Application Fees By-law be brought forward to a future Council meeting for enactment; and**
- 4. That staff be directed to amend the Planning Fee Schedule A on an annual basis, based on the Consumer Price Index, as an administrative matter.**

Executive Summary

The purpose of this report is to seek Council direction authorizing the 2017 Planning Application Fees.

- On October 4, 2016 General Committee received Report No. FS16-030 as an update to the Town's current Fees and Charges Bylaw;
- Within that report Planning and Building Services Schedule B provides fees for printed materials and documents.
- Council direction is required to update the 2017 Planning and Building Services Planning Application Fees which will be brought forward as a separate Bylaw.

Background

On November 7, 2013 General Committee adopted Report No. PL13-063 and directed that an increase in Planning Application fees be adopted. Council subsequently approved Bylaw 5566-13 including a schedule of Planning Application fees. Council also approved annual fee increases to be implemented administratively allowing fees to increase based on the Consumer Price Index. The administrative fee increase applied for a three-year period, expiring at the end of 2016.

On October 4, 2016 General Committee received and approved Financial Services Report No. FS16-030 on Fees and Charges. This Bylaw will take effect January 1, 2017. Planning and Building Services Planning Application fee is a separate Bylaw to be approved by Council.

Analysis

This report recommends that Council approve the 2017 Planning and Building Services Development Planning Fees Schedule A.

The majority of the changes to the Planning Application Fees include an additional 2.1% increase (rounded) to reflect the impact of inflation on the costs of services. These charges are recommended to maintain consistency in the delivery of services on a cost recovery basis. Additional minor increase in fees and additional line item charges have been included which represent verifiable development application timeline and review costs. These include; a fee for temporary use bylaw applications, a 25% increase in site plan application base fee, a new per lot minor variance fee for applications within draft approved plans of subdivisions and fees for street name or street number changes.

Advisory Committee Review

Not applicable.

Financial Implications

Section 69 of the *Planning Act* allows municipalities to charge fees for the processing of applications in respect to planning matters. These fees are applied to development applications to offset the charges to reviewing processing planning applications to meet

Council budget projections. Such fees are charged through the approval of a Council approved Bylaw.

Communications Considerations

Notification of the increase in Planning Application Fees (Schedule A) will be provided to the Building and Development industry on an annual basis, will be provided on all development planning application forms and will be posted on the Town's web site.

Link to Strategic Plan

Reviewing and updating the Town's Fees and Services Bylaw annually contributes to achieving the Strategic Plan guiding principle of 'Leadership in Corporate Management' and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council may direct that the Planning Application Fees remain at their 2016 rate.
2. Council may direct that changes be made to the recommended Planning Application Fees Schedule A.

Conclusions

Section 69 of the *Planning Act* allows municipalities to charge fees for the processing of applications in respect to planning matters. The Planning Application Fees have been primarily updated to reflect a 2.1% inflationary increase. Minor increased are proposed for site plan applications and recently registered plan of subdivision variances.

Attachments

1. Proposed Schedule A, 2017 Planning Application Fees.

November 1, 2016

Page 4 of 4

Report No. PBS16-093

Previous Reports

Last Report No. PL13-063, November 7, 2013, Amendment to Planning Application Fees Bylaw; and

Report No. FS16-030, October 4, 2016, 2017 Fees and Charges Update.

Pre-submission Review

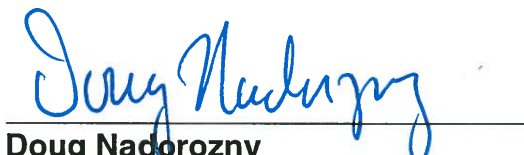
Agenda Management Team Meeting review on October 13, 2016.

Departmental Approval

Approved for Agenda



Marco Ramunno MCIP, RPP
Director, Planning & Building Services



Doug Nadrozny
Chief Administrative Officer

By-law ___-16, to amend By-law 5204-10

Attachment 1

SCHEDULE "A" TO BY-LAW ___-16

PLANNING APPLICATION TYPE	2017 BASE FEE	2017 PROCESSING FEES/SURCHARGE	2017 ADDITIONAL FEES
OFFICIAL PLAN AMENDMENTS			
MAJOR (see Note 1)	\$18,730	PLUS: \$5,115 prior to adoption of OPA	\$2,205 Revision Fee (Major)
MINOR (see Note 2)	\$10,355		\$1,690 Revision Fee (Minor)
BLOCK PLANS	\$10,355	PLUS: \$552 per hectare or part thereof	
ZONING BY-LAW AMENDMENTS			
MAJOR (see Note 3)	\$11,170	PLUS: \$5,115 prior to enactment of ZBA	
MINOR (see Note 4)	\$ 6,075		
REMOVAL OF HOLD	\$ 4,150		
TEMPORARY USE	\$ 6,075	\$ 6,075 per extension	
DRAFT PLAN OF SUBDIVISION	\$13,885	PLUS: \$615/unit; and, \$8,090 per hectare or part thereof for all other lands (see Note 5)	\$2,205 Extension of Draft Approval \$1,755 Revision Fee (where applicant makes revisions to plans requiring recirculation) \$4,210 Registration Fee for each Phase beyond the First Phase \$3,450 Revisions to a Draft Approved Plan of Subdivision, or conditions of Draft Approval
PART LOT CONTROL	\$ 2,375		
DRAFT PLAN OF CONDOMINIUM (ALL TYPES)	\$18,055		\$2,205 Extension of Draft Approval \$3450 Revisions to Approved Draft Plan of Condominium \$4,210 Registration of Each Phase
SITE PLAN APPROVAL	\$ 6,135	PLUS: \$615/unit for Residential \$315/unit for Multi-Res.(apts.) ICI buildings for first 2,000m ² : \$3.22/m ² of g.f.a. ICI buildings portion of g.f.a. between 2,001m ² - 10,000m ² : \$2.10/m ² of g.f.a ICI buildings portion of g.f.a. beyond 10,000m ² : \$1.05/m ² of g.f.a	\$1,175 Recirculation/Revisions Fee (where the applicant fails to revise drawings as requested by the Town beyond the third submission or the Applicant changes the plans/proposal).
MINOR AND AMENDING SITE PLANS (see Note 6) (per m2 fee applicable only if there is an increase in g.f.a.)	\$ 3,295	PLUS: ICI buildings for first 2,000m ² : \$3.22/m ² of g.f.a. ICI buildings portion of g.f.a. between 2,001m ² - 10,000m ² : \$2.10/m ² of g.f.a. ICI buildings portion of g.f.a. beyond 10,000m ² : \$1.05/m ² of g.f.a	
REQUEST FOR SITE PLAN EXEMPTION	\$ 590		\$250 for Requests for Site Plan Exemption beyond the 2 nd Submission
RADIOCOMMUNICATION TOWER/ANTENNA FACILITIES FEE	\$ 7,980		

By-law ___-16, to amend By-law 5204-10

PLANNING APPLICATION TYPE	2017 BASE FEE	2017 PROCESSING FEES/SURCHARGE	2017 ADDITIONAL FEES
GENERAL FEES			
OWNER'S REQUEST TO CANCEL PUBLIC PLANNING MEETING	\$ 3,330		
ONTARIO MUNICIPAL BOARD REFERRAL FEE (for all Development Applications)	\$ 580		
FILE MAINTENANCE FEE	\$470/year		
COMMITTEE OF ADJUSTMENT			
CONSENT	\$ 3,325	PLUS: \$1,670 per new lot created	
CHANGE OF CONDITIONS (Only before a final Consent is granted)	\$ 880		
RECIRCULATION FEE (see Note 7)	\$ 2,500		
MINOR VARIANCE OR PERMISSION			
OAK RIDGES MORAINÉ RESIDENTIAL	\$ 1,595		
GROUND-RELATED RESIDENTIAL ZONED LANDS	\$ 1,870		
MORE THAN ONE VARIANCE RELATED TO A DRAFT APPROVED PLAN OF SUBDIVISION	\$ 1,870	\$1,000 per lot/unit	
ALL OTHER USES, INCLUDING ICI	\$ 2,340		
RECIRCULATION FEE (see Note 7)	\$ 1,325		
ONTARIO MUNICIPAL BOARD REFERRAL FEE (for both Consent and Variance Applications)	\$ 300		
MUNICIPAL STREET NAME CHANGE	\$ 1,575		
MUNICIPAL ADDRESSING CHANGE	\$ 1,025		

Notes:

- 1) Major Official Plan Amendment: An application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such applications may include those relating to multiple properties; site specific proposals that represent large scale development/significant change in use; and, applications involving significant changes to the text/policies of the Official Plan.
- 2) Minor Official Plan Amendment: An application that is a small scale amendment to the Official Plan policies and designations, having limited impact or policy implications beyond the subject lands.
- 3) Major Zoning By-law Amendment: An application that is significant in scale and scope which may have an impact beyond the subject lands. Such Applications may include:
 - an application relating to more than one property;

By-law ___-16, to amend By-law 5204-10

- a site specific application, if considered to represent large scale redevelopment;
 - significant change in use and/or zone category; or,
 - an application involving significant changes to the development standards or general provisions of the by-law.
- 4) Minor Zoning By-law Amendment: An application for minor and small scale zoning amendment having no significant impact on adjoining lands. Minor application must be site specific and include:
- a request for additional permitted use, within an existing building or with no significant impact on existing development standards; and,
 - changes in development standards to accommodate a minor development or severance.
- 5) All other lands within the draft plan excluding roads, road widenings and environmental protection lands.
- 6) Minor and Amending Site Plans shall include amendments to existing site plan agreements for those properties with development agreements executed and registered after 2000. Staff shall determine, in consultation with other departments, if a site plan application is considered minor, an amendment, or if a new site plan application is required.
- 7) Required due to an Owner's or Applicant's revisions or deferrals.

Payment of Fees

All fees set out herein shall be payable to the Town of Aurora upon the submission of the related application to the Town, unless otherwise provided herein. The fee amount shall be completed by the Applicant on the Fee Calculation Worksheet included with each Application Form.



MINUTES (DRAFT)

CYFS - JCC

Tuesday, October 4, 2016 at 9:30 AM
Town of Aurora - Leksand Room

The meeting of the CYFS - JCC was held on Tuesday, October 4, 2016 in the Leksand Room at the Town of Aurora, 1 Municipal Way, Aurora, Ontario.

Members Present:

Aurora:	Councillor Abel Councillor Mrakas
Newmarket:	Councillor Hempen Councillor Twinney

Regrets:

Aurora:	Councillor Thompson
Newmarket:	Councillor Bisanz

Staff Present:

Aurora:	D. Nadorozny, Chief Administrative Officer D. Elliott, Director of Financial Services L. Lyons, Town Clerk
Newmarket:	L. Georgeff, Director of Human Resources M. Mayes, Director of Financial Services D. Schellenberg, Manager, Accounting & Finance
CYFS:	I. Laing, Fire Chief R. Comeau, Deputy Fire Chief R. Volpe, Deputy Fire Chief

Open Forum

None.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of September 6, 2016.

Moved by: Councillor Twinney

Seconded by: Councillor Mrakas

- a) THAT Central York Fire Services - Joint Council Committee Minutes of September 6, 2016 be received.

Carried

Items

2. Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update.

The Manager of Accounting & Finance provided details regarding the report. The Fire Chief reviewed the cost savings that have occurred and advised of concerns related to the fleet maintenance line item. He advised that the Training Centre has been used for the last five years with only operating costs and there will be a rental or lease fee incorporated for 2017. He further advised that service level agreements are providing revenues over and above budget figures.

An alternate motion was presented and discussion ensued.

Moved by: Councillor Mrakas

Seconded by: Councillor Twinney

- a) THAT Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update be received and the following recommendations be adopted:

- i) THAT the Joint Council Committee (JCC) recommend approval of the draft budgets;

- ii) AND THAT in accordance with the consolidated Fire Services Agreement, the draft budgeting be sent to Aurora Council for comment and then to Newmarket Council for consideration and approval.

Carried

3. Burning By-laws Discussion.

The Fire Chief advised that complaints are being received regarding smoke from outdoor burning. He advised that both communities have burning by-laws in place and that a Member of Council had requested that this matter be brought forth to the Joint Council Committee for discussion.

The Deputy Fire Chief advised that he has reviewed the complaint process associated with outdoor burning. Councillor Twinney requested that the current burning by-laws be reviewed with the intent of updating them to include health/quality of life, bans dependent on property size and best practices of other municipalities.

Moved by: Councillor Twinney
Seconded by: Councillor Mrakas

THAT the Central York Fire Services – Joint Council Committee recommend that the Councils of Aurora and Newmarket direct staff (specifically, By-law and Fire Services) to review the current burning by-laws.

Carried

4. Verbal Update from the Fire Chief regarding the status of the new fire station.

The Fire Chief provided a status update with respect to the new fire station. He advised that the architect has been retained to prepare a block schematic drawing of the proposed station and a report should be available for the next scheduled Joint Council Committee meeting. He further advised that the Commissioner of Development and Infrastructure Services, Town of Aurora will be managing the construction project.

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

THAT the verbal status update from the Fire Chief regarding the new fire station be received.

Carried

New Business

a) The Fire Chief advised he has been approached by a former member of Fire Services with a request to rename the Fire Station on Gorham Street.

b) Councillor Abel congratulated Central York Fire Services on a successful Open House as well as communication efforts associated with a recent gas leak near the GO Transit station.

Closed Session

There was no requirement for a Closed Session.

Adjournment

Moved by: Councillor Mrakas
Seconded by: Councillor Twinney

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:15 a.m.

Date

Councillor John Abel, Chair

Attachment 1 - Joint Central York Fire Services and Corporate Services Report - Finance 2016-41



Attachment 1

September 22, 2016

**JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT
- FINANCE 2016-41**

TO: Joint Council Committee

SUBJECT: Draft 2017 Operating and Capital Budgets - Update

ORIGIN: Central York Fire Services – Fire Chief
Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Joint CYFS / Corporate Services Report – Financial Services – 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets – Update, be received and the following recommendations be adopted:

- 1. THAT the Joint Council Committee (JCC) receive and review the draft budgets;**
- 2. AND THAT the October 4 JCC meeting be used to finalize a recommendation to be sent to Aurora Council for review and then to Newmarket Council for approval.**

COMMENTS

Purpose

The purpose of this report is to provide an overview of the Operating and Capital Budget requests for 2017.

Budget Impact

The proposed 2017 Operating and Capital budgets are within the funding envelopes – tax impact established by both municipalities. Adjustments are recommended for capital financing.

Summary

The 2017 budget continues to address implementation of the 2014 Fire Department Master Plan Update (FDMPU) over a 5-year period.

BACKGROUND

On June 7, 2016 the Joint Council Committee (JCC) agreed to the following budget schedule:

June 7	Approval of schedule and report on drivers
September 6	Presentation of the draft budget to JCC
October 4	JCC recommendation of the draft budget to Aurora Council
October 18	Presentation of the CYFS draft budget to Aurora General Committee
October 25	Comments on the draft budget by Aurora Council
October 31	Presentation of CYFS draft budget to Newmarket Committee of the Whole
December 5	Adoption of CYFS budget by Newmarket Council

On September 6, JCC was presented with report 2016-39 which presented the draft operating and capital budgets for CYFS. Since that time, staff have reviewed the budget and propose some revisions that will reduce the tax impact but will not negatively impact the service level .

This report consolidates the details from that original report and should be received as a replacement for it. Changes are noted and highlighted in yellow.

DRAFT BUDGETS

OPERATING BUDGET

Wages and benefits

Sufficient provision has been included; however, with contract negotiations currently underway, it is possible that revisions may be required.

Overtime

Since 2011, there has been a substantial sustained decrease in overtime costs due to the staffing model employed. As a result, the budget has been significantly reduced from the amount previously allocated to overtime. However, in 2015 the budget allocation was exceeded. At the end of the second quarter of 2016, CYFS are within \$8,000 of the year to date budget. The 2017 budget request includes a \$20,000 reduction in overtime from the 2016 level of \$220,000 to \$200,000 to reflect management's efforts and success in managing this expense. As of January 2016, CYFS are undertaking a 4-year trial of 24-hour shifts.

New hires

4 new firefighter positions were budgeted to be hired in May of 2016, with a corresponding provision for 2/3rd of their annual salary. The remaining 1/3rd (\$150,220) needs to be included in 2017 and will cause a budget increase.

The 2017 draft budget includes the hiring of 4 additional firefighters and a Fire Prevention Inspector. These costs (\$445,570) have been de-annualized (\$344,177) to reflect a realistic hire date of April 1st. The April 1st hire date will allow us to meet the 60 day hiring obligations outlined in the Collective Agreement for replacing staff and prevent having two hiring and training streams. The FDMPU contemplated the hiring of additional support staff this year – Network and Communications Coordinator, Human Resources Consultant, and Fire & Life Safety Coordinator which have been deferred for future consideration.

Fleet Maintenance

The majority of the cost of fleet maintenance is an hourly charge by Newmarket staff (2016 budget - \$178,500). These rates will be increasing by 23% to \$218,960 in 2017 to reflect full cost recovery. This expense is tracking over budget and is expected to continue to exceed budget. As well, due to staff turnover, there will be a temporary need to send vehicles to outside vendors for service and repairs which may result in increased operating costs.

Support costs

The Town of Newmarket allocates a proportional share of its overhead costs to CYFS. This includes a share of human resources, payroll, accounting, procurement, legal, insurance and communications. These costs have been increased by 2.8% (to \$911,482) to align with the 10-year forecast.

Dispatch Service

The cost of dispatch services have been significantly under budget the past two years due to the York Region radio infrastructure upgrade which has been delayed. The cost sharing is expected to be in place for 2017. The budget has been revised accordingly..

Infrastructure Levy / Asset Replacement Fund (ARF)

The contributions to the Asset Replacement Fund have been increased by \$225,000 to meet the requirements as set out in the capital budget.

Cost Allocation

The 2017 budget reflects a 0.4% change in the cost allocation – Newmarket's share being decreased to 59.4% (2016 - 59.8%) and Aurora's share increasing to 40.6% (2016 -40.2%). This is a shift of \$100,000 in annual operating costs.

A four year rolling weighted average where the most recent year is weighted at 40% and the other three years are weighted at 20% each was adopted by JCC (see Joint CYFS and Corporate Services Report – Finance 2015-03). The funding model uses call volume, population and assessment value as the determinant of cost shares.

Training

The former Operations Centre on Timothy Street has been used by CYFS since 2011 as an interim Fire Training Facility. This was a temporary arrangement, however, without a suitable alternative location, Newmarket is prevented from using the land or facility for other planned purposes. Annual facility rental charges of \$30,000 have been included in the budget for rent in 2017.

Fire Department Recoveries

CYFS provides fire and emergency response services to Whitchurch-Stouffville, King, and East Gwillimbury. An annual retainer plus a per call fee is charged to the neighbouring municipalities. This revenue is tracking to exceed the budget of \$258,530 and has been increased by \$30,000 in 2017.

CAPITAL BUDGET

Replacement

Capital replacements are funded by the Asset Replacement Fund (ARF). This includes the following for 2017:

- Replacement of 2 support Vehicles - \$60,000
- Replacement of 1999 Fire Engine - \$946,000
- Replacement of 8 Thermal Imaging Cameras - \$96,000
- Replacement of Personal Protective Equipment - \$37,178
- Replacement of Fire Equipment - \$65,000
- Replacement of 4 Mobile Data Terminals - \$40,000

A 10-year projection of future replacement requirements indicates that there will be a funding deficiency. As a result, the ARF contributions have been increased by \$225,000 for 2017.

Growth

The 2017 budget includes the 2nd phase for the construction of a 5th fire station (\$2,500,000), as well as bunker gear for the new recruits - \$16,000. Development Charges (DC's) are the funding source.

Other

A station security system to work in conjunction with the existing key fob security system (\$30,000) will ensure the safety of all staff members, as identified in the results of the Employee Engagement Survey.

US Exchange

Major capital purchases tend to be from US suppliers. As such, the increase in the exchange rate for US dollars has had a significant impact on our capital costs and reserves. This is the major reason for the increase in our capital funding requirements.

To reduce the risk of fluctuations, exchange rates are based on current values and will be locked in as soon as the budget is approved.

RESERVES

Financial Services report 2015-46 recommended a target level for the CYFS reserve fund. This was adopted by JCC. The three components are:

1. 50% of CYFS' total annual budget for the most volatile expenditure items such as overtime, fuel, vehicle repairs, utility costs, and legal costs. This provision would be about \$500,000;
2. Net contributions for light vehicle purchases, which will be \$276,000 at the end of 2016;
3. Other contingency amounts defined by JCC from time to time. At this time there is no requirement.

The target for the CYFS Reserve would be \$806,000. **Before any adjustments for 2016 operating results, the projected balance is \$311,000.**

At a future meeting, a proposal will be made to consolidate the light vehicle program into the Asset Replacement Fund (ARF).

IMPACT ON THE MASTER FIRE PLAN

This report is consistent with the budget methodology set out in the 2008 Master Fire Plan and it includes certain staffing recommendations from the 2014 Fire Department Master Plan Update (FDMPU) and sets the foundation for the needs of the Fire Service.

Implementation of the Fire Master Plan

The implementation staffing option selected by JCC was a phased in approach over 5 years. This included hiring four additional firefighters on an annual basis and additional support staff – fire prevention, etc. The draft 2017 budget defers some of these hirings for future consideration.

CONSULTATION

This report has been prepared by the Treasurer for the Town of Newmarket in consultation with the Fire Chief. The Treasurer for the Town of Aurora has reviewed this report.

BUDGET IMPACT

Operating Budget (Current and Future)

The draft operating budget, as presented, would result in a 0.87% tax increase for Newmarket and approximately a 1.21% tax increase for Aurora, prior to any reserve fund adjustments by either of the municipalities.

The difference in taxation bases and change in the allocation, account for the discrepancy in the increases.

Capital Budget

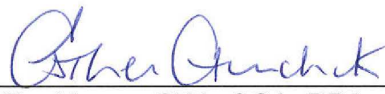
The capital budget will be within the funding envelope. A review of future funding requirements indicates that increases in contributions towards the Asset Replacement Fund (ARF) will be required.

CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Ian Laing, Fire Chief
Central York Fire Services
Reviewed by:



for: Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer
Town of Newmarket

Dan Elliott, Director Financial Services
Treasurer
Town of Aurora

MM/ne

Attachments:

- 2017 CYFS Draft Operating Budget - Update
- 2017 CYFS Capital Budget Summary
- 10 Year Forecast-Capital Request vs. ARF Contribution
- 10 Year Forecast-Capital Request vs. ARF Contribution with \$225K Increase

2017 CAPITAL BUDGET

FIRE SERVICES	
Project Description	G/I/L Account No.

EXPENDITURES	FINANCING					Remarks
	Total Cost	Asset Replace. Fund	Develop. Charges	Reserves & Reserve Funds	Operating Fund	

Central York Fire Services

Bunker Gear for New Recruits	16,000		16,000			
Implementation of Station Security System	30,000			30,000		
Replacement of 2 Light Vehicles	60,000	60,000				
1999 Freightliner Fire Truck Replacement	946,000	946,000				
Replacement of Thermal Imaging Cameras	96,000	96,000				
Life Cycle Replacement of Bunker Gear	37,178	37,178				
Replacement of Equipment	65,000	65,000				
Replacement of Mobile Data Terminals, Modems & Antennas	40,000	40,000				
Station 4-5 Construction	2,500,000		1,500,000		1,000,000	Aurora's share

\$ 3,790,178	\$ 1,244,178	\$ 1,516,000	\$ 30,000	\$ 1,000,000	
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TOTAL - FIRE SERVICES

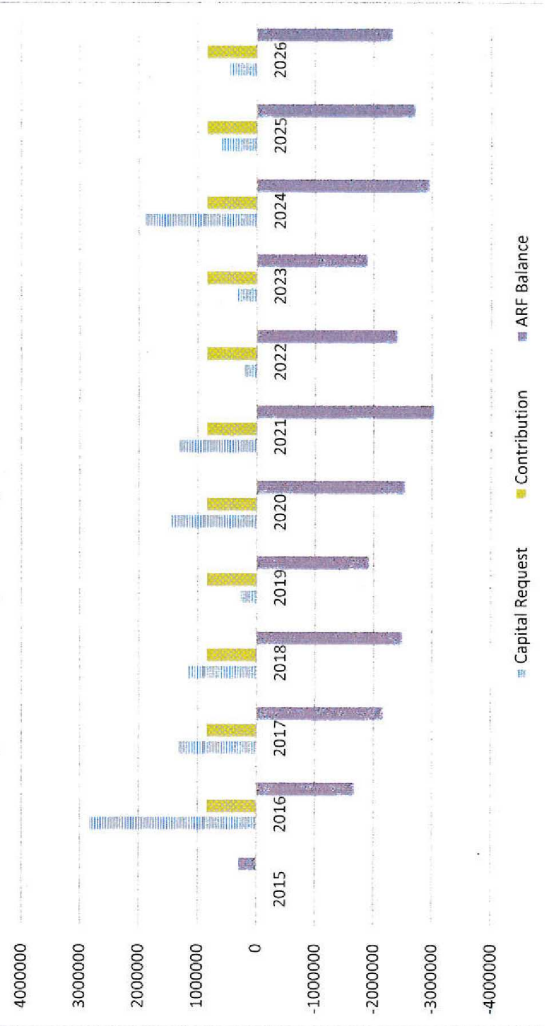
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**CENTRAL YORK FIRE SERVICES
2017 DRAFT OPERATING BUDGET**

Updated: September 21, 2016

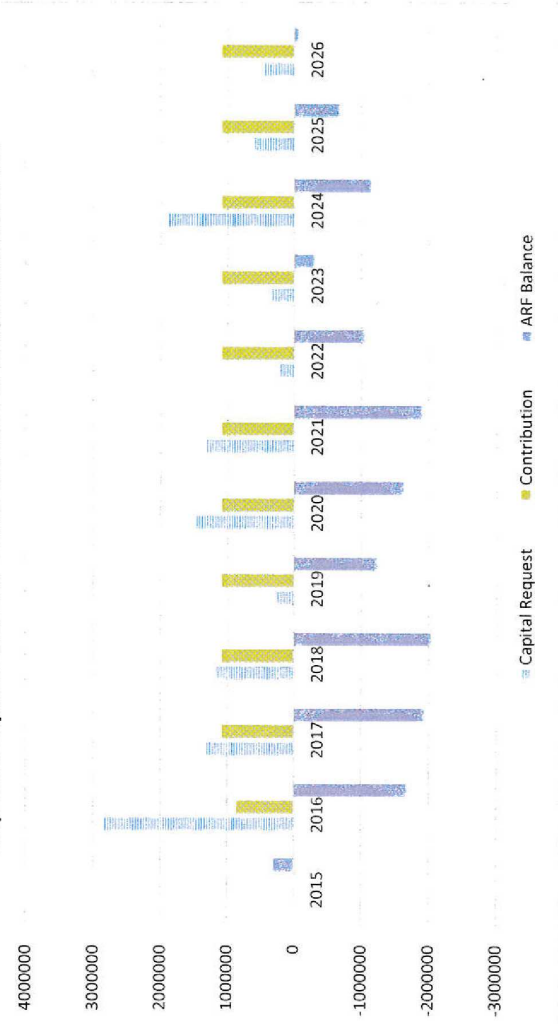
OBJECT ACCOUNTS	2016		2017 Budget			Increase/(Decrease)	
	Budget	Actual	Base	G & E	Total	\$	%
Expenses							
4011 Management Salaries	615,201	262,065	627,788		627,788	12,587	2.0%
4021 Regular Salaries & Wages	14,191,054	6,292,601	14,449,677	259,052	14,708,729	517,675	3.6%
4024 Standby/Callback	86,000	509	86,000		86,000	-	0.0%
4025 Overtime	220,000	102,058	220,000	(20,000)	200,000	(20,000)	-9.1%
4026 Lieu Time Paid	617,000	9,325	617,000		617,000	-	0.0%
4031 Casual/Seasonal Wage	12,000	4,201	12,000	8,000	20,000	8,000	66.7%
4106 Workers' Compensation	93,500	46,752	93,500		93,500	-	0.0%
4109 Direct Payroll Benefits	4,553,930	1,929,389	4,632,375	75,125	4,707,500	153,570	3.4%
Sub Total Salaries and Benefits	20,388,685	8,646,898	20,738,340	322,177	21,060,517	671,832	3.3%
4216 Stationery & Office Supplies	15,000	8,964	15,000		15,000	-	0.0%
4217 Photocopier Lease & Supplies	5,000	3,216	5,000		5,000	-	0.0%
4219 Emergency Mgmt. Materials	4,000	543	4,000		4,000	-	0.0%
4229 Janitorial Supplies	22,000	7,904	20,000		20,000	(2,000)	-9.1%
4232 Fuel for Vehicles	120,000	35,843	110,000		110,000	(10,000)	-8.3%
4261 Uniforms, Clothing	125,000	115,217	130,000	2,000	132,000	7,000	5.6%
4269 Misc.	9,500	7,890	11,000		11,000	1,500	15.8%
4272 Vehicle Repairs & Maintenance	130,000	52,717	130,000		130,000	-	0.0%
4273 Building Repairs & Maintenance	90,000	40,739	120,000		120,000	30,000	33.3%
4274 Electrical Repairs	7,200	7,355	-		-	(7,200)	-100.0%
4276 HVAC Repairs	3,000	473	-		-	(3,000)	-100.0%
4277 Plumbing Repairs	1,500	9,920	-		-	(1,500)	-100.0%
Total	101,700	58,487	120,000		120,000	18,300	18.0%
4278 Equipment Repairs & Maintenance	95,500	45,746	95,500		95,500	-	0.0%
4278.01 Medical Equipment	15,000	5,287	15,000		15,000	-	0.0%
4278.02 Firefighter Equipment	3,000	41	3,000		3,000	-	0.0%
4278.04 Radio Costs	25,000	-	35,000		35,000	10,000	40.0%
Total	138,500	51,074	148,500		148,500	10,000	7.2%
4299 Capital Acquisitions	67,000	30,629	67,000	800	67,800	800	1.2%
4303 Cell Phone	18,000	9,424	20,250	1,400	21,650	3,650	20.3%
4311 Hydro	92,000	49,602	90,000		90,000	(2,000)	-2.2%
4321 Heat	55,000	14,449	50,000		50,000	(5,000)	-9.1%
4331 Water	17,000	6,520	15,000		15,000	(2,000)	-11.8%
4404 Consulting Services	60,000	-	60,000		60,000	-	0.0%
4425 Education/Corporate Tuition Assist.	11,000	-	11,000		11,000	-	0.0%
4462 Fire Prevention	25,000	1,742	28,000		28,000	3,000	12.0%
4463 Fire Investigation	2,500	-	2,500		2,500	-	0.0%
4464 Association Allowance	3,000	3,000	3,000		3,000	-	0.0%
4465 Dispatch Service	505,000	-	460,000		460,000	(45,000)	-8.9%
4466 Wellness Program	145,000	17,032	145,000		145,000	-	0.0%
4471 Mileage/Parking/Tolls	3,800	691	4,000		4,000	200	5.3%
4472 Memberships & Subscriptions	4,500	2,344	7,500		7,500	3,000	66.7%
4474 Training	97,000	19,648	100,000	45,000	145,000	48,000	49.5%
4478 Conferences & Seminar Fees	17,500	14,916	20,000		20,000	2,500	14.3%
4511 Street Snowploughing Contract	11,275	4,448	10,000		10,000	(1,275)	-11.3%
4662 Contingency Account	45,000	49,187	45,000		45,000	-	0.0%
5105-5109 Work Order Charges	178,500	119,299	218,960		218,960	40,460	22.7%
5151- 5162 Support Cost Allocation	886,407	171,905	911,482		911,482	25,075	2.8%
4911 Transfer to Capital	6,600	3,300	6,600		6,600	-	0.0%
4936 Asset Replacement Fund	850,000	425,000	850,000	225,000	1,075,000	225,000	26.5%
Total Expenses	24,160,467	9,931,890	24,557,132	596,377	25,153,509	993,042	4.1%
Revenues							
7431 Fire Dept. Recoveries	258,530	34,994	260,000	30,000	290,000	31,470	12.2%
7471 Misc. Charges	15,000	6,233	10,000		10,000	(5,000)	-33.3%
Total Revenues	273,530	41,227	270,000	30,000	300,000	26,470	9.7%
Net Expenditure Before Transfers	23,886,937	9,890,663	24,287,132	566,377	24,853,509	966,572	4.0%
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	55,000	27,500	55,000		55,000	-	0.0%
7542 From Reserve Fund	(12,000)	-	(12,000)		(12,000)	-	0.0%
Net Expenditure	23,929,937	9,918,162	24,330,132	566,377	24,896,509	966,572	4.0%
Newmarket's share(2017-59.40%; 2016-59.80%)	14,310,102	5,928,086	14,452,098	336,428	14,788,526	478,424	3.3%
Aurora's share(2017-40.60%; 2016-40.20%)	9,619,835	3,990,077	9,878,033	229,949	10,107,983	488,148	5.1%
	23,929,937	9,918,162	24,330,132	566,377	24,896,509	966,572	4.0%

10 Year Forecast - Capital Request vs. ARF Contribution



Year	Capital Request	Contribution	ARF Balance
2015			307,469
2016	2,834,000	850,000	-1,676,531
2017	1,332,820	850,000	-2,159,351
2018	1,177,599	850,000	-2,486,950
2019	281,377	850,000	-1,918,327
2020	1,465,412	850,000	-2,533,740
2021	1,338,962	850,000	-3,022,701
2022	225,676	850,000	-2,398,377
2023	338,215	850,000	-1,886,592
2024	1,903,955	850,000	-2,940,548
2025	609,329	850,000	-2,699,877
2026	465,667	850,000	-2,315,544

Capital Request vs. ARF Contribution With \$225K Increase



Year	Capital Request	Contribution	ARF Balance
2015			307,469
2016	2,834,000	850,000	-1,676,531
2017	1,332,820	1,075,000	-1,934,351
2018	1,177,599	1,075,000	-2,036,950
2019	281,377	1,075,000	-1,243,327
2020	1,465,412	1,075,000	-1,633,740
2021	1,338,962	1,075,000	-1,897,701
2022	225,676	1,075,000	-1,048,377
2023	338,215	1,075,000	-311,592
2024	1,903,955	1,075,000	-1,140,548
2025	609,329	1,075,000	-674,877
2026	465,667	1,075,000	-65,544