



# **General Committee Meeting Agenda**

**Tuesday, June 20, 2017  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



**Town of Aurora  
General Committee  
Meeting Agenda**

Tuesday, June 20, 2017  
7 p.m., Council Chambers

Councillor Mrakas in the Chair

**1. Approval of the Agenda**

**Recommended:**

That the agenda as circulated by Legislative Services be approved.

**2. Declarations of Pecuniary Interest and General Nature Thereof**

**3. Presentations**

**(a) Mark Schollen, Landscape Architect**

**Re: Item R1 – PRCS17-026 – Highland Gate Conceptual Parkland Design**

**(b) Rob Baldwin, General Manager, Planning and Development for LSRCA**

**Re: Item R1 – PRCS17-026 – Highland Gate Conceptual Parkland Design**

**4. Delegations**

**(a) Tim Jones, Director of Development, Community & Home Assistance to Seniors (CHATS)**

**Re: Seniors Month and Awareness of CHATS Services in Aurora**

**(b) Anita Moore, Chair, Governance Review Ad Hoc Committee (GRAHC)  
Re: Overview of Item R12 - GRAHC17-001 Re: Report No. 1 of the  
Governance Review Ad Hoc Committee**

**5. Consent Agenda**

Items listed under the Consent Agenda are considered routine or no longer require further discussion, and are enacted in one motion. The exception to this rule is that a Member may request for one or more items to be removed from the Consent Agenda for separate discussion and action.

**6. Consideration of Items Requiring Discussion (Regular Agenda)**

**R1. PRCS17-026 – Highland Gate Conceptual Parkland Design**

**Recommended:**

1. That Report No. PRCS17-026 be received; and
2. That the Conceptual Parkland Design for the Highland Gate Development Lands be approved as presented at the Public Open House, April 5, 2017.

**R2. PRCS17-024 – Space Accommodations for Community Groups  
(Report to be provided week of June 12, 2017)**

**R3. IES17-031 – Award of Tender York Purchasing Co-op Tender No.  
CRFP2016-05 for the Supply of York Purchasing  
Cooperative Custodial Supplies**

**Recommended:**

1. That Report No. IES17-031 be received; and
2. That York Purchasing Co-op Tender No. CRFP2016-05 for the supply and delivery of Custodial Supplies be awarded to Swish Maintenance Ltd. for a three (3) year term for the supply and delivery of Paper, Soap, Chemicals and Personal Protective Equipment (PPE), and that the Town

issue a Purchase Order for an upset limit of \$45,000, excluding taxes for 2017; and

3. That York Purchasing Co-op Tender No. CRFP2016-05 for the supply and delivery of Custodial Supplies be awarded to Mr. Chemical Ltd. for a three (3) year term for the supply and delivery of Bags, Miscellaneous and Equipment, and that the Town issue a purchase order for an upset limit of \$15,000 excluding taxes for 2017; and
4. That the Director of Infrastructure and Environmental Services be authorized to approve Purchase Orders for the years commencing in 2018 and 2019 to an upset limit of the approved budget for each year; and
5. That the Director of Infrastructure and Environmental Services be authorized to renew Tender No. CRFP2016-05 for an additional two (2) additional, one (1) year terms, pending an annual analysis and satisfactory performance review, for a total contract duration of up to five (5) years; and
6. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

**R4. PBS17-046 – Request for Street Name Approval  
Highland Gate Developments Inc.  
21 Golf Links Drive  
File Number: SUB-2015-01  
Related File Numbers: OPA-2015-01, ZBA-2015-02**

**Recommended:**

1. That Report No. PBS17-046 be received; and
2. That the following Street Names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2015-01:

Street "A"	Klees Crescent
Street "B"	Mathew Lepper Court
Street "C"	Kenneth Campbell Court



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Street "D"	Alex Gardner Court
Street "E"	Wallace Merchant Court
Street "F"	William Crossley Court
Street "G"	John Bradbury Court
Street "H"	William Heath Court

**R5. IES17-029 – Award of Tender IES 2017-53 – Supply and Delivery of One 2017 Sign Body/Crane Truck**

**Recommended:**

1. That Report No. IES17-029 be received; and
2. That Capital Project No. 34411 for replacement of the sign truck be established, and \$156,700 in funding be approved from the Fleet Repair and Replacement reserve fund; and
3. That Tender IES 2017-53 for the supply and delivery of one 2017 Sign Body/Crane Truck be awarded to Donway Ford Sales Limited, in the amount of \$153,963, excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

**R6. IES17-030 – Procurement of 2018 Capital Projects No. 34168 Single Axle Dump Truck and No. 34410 Tandem Axle Dump Truck in 2017**

**Recommended:**

1. That Report No. IES17-030 be received; and
2. That funding pre-approval for two (2) 2018 fleet projects be approved, and direction be given to staff to immediately tender for 2018 Capital Projects No. 34168 Single Axle Dump Truck with a budget estimate of \$208,600 and No. 34410 Tandem Axle Dump Truck with a budget estimate of \$246,300; and

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

**R7. IES17-024 – Implementation of Train Whistle Cessation for GO Train Crossings**

**Recommended:**

1. That Report No. IES17-024 be received; and
2. That staff initiate a process to implement train whistle cessation at the road crossings at Engelhard Drive, St. John's Sideroad, Wellington Street East and Centre Street, in the Town of Aurora; and
3. That the implementation of the whistle cessation not proceed until the Metrolinx Barrie Corridor Expansion Program is completed; and
4. That Council approve the design budget of \$235,000 in 2018 Budget year to initiate the design phase of the project; and
5. That the Region of York and Metrolinx be advised accordingly of the Town's plans for Train Whistle Cessation.

**R8. PBS17-015 – Application for Official Plan Amendment, Zoning By-law Amendment, Site Plan  
The Gathering Place of Aurora  
210 Edward Street  
Part of Block B and C Edward Street, Reg. Plan 488  
Part 1 65R13909  
File Numbers: OPA-2016-02, ZBA-2016-06, and SP-2016-09**

**Recommended:**

1. That Report No. PBS17-015 be received; and
2. That the Application to Amend the Official Plan File Number OPA-2016-02 (The Gathering Place of Aurora), to re-designate the subject lands from "Existing Employment – Light Industrial/Service" to "Existing Employment – Light Industrial/Service Site Specific Policy Area No. XX"

to permit a place of worship in the entire existing building be approved;  
and

3. That the Application to Amend the Zoning By-law File Number ZBA-2016-06 (The Gathering Place of Aurora), to amend the provisions of the "General Industrial (M2-9) Exception Zone" to permit a place of worship in the entire existing building be approved; and
4. That Site Plan Application File SP-2016-09 (The Gathering Place of Aurora), to permit the development of the subject lands for a place of worship be approved; and
5. That the implementing by-laws be presented at a future Council meeting; and
6. 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.

**R9. PBS17-051 – Application for Site Plan Approval**

**P.A.R.C.E.L. Inc.**

**Southwest Corner of Yonge Street and Elderberry Trail**

**Pt Lot 72, Conc 1 and Pt Blk A, B and G, Plan M-42**

**File Number: SP-2014-07**

**Recommended:**

1. That Report No. PBS17-051 be received; and
2. That Site Plan Application File No. SP-2014-07 (P.A.R.C.E.L. Inc.) to permit the development of one (1) four (4)-storey residential condominium building, with a total of 20 residential units, be approved; and
3. That a total of 20 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and
4. 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.

**R10. PBS17-055 – Proposed Changes to the Ontario Municipal Board (OMB) and Updates to Four Provincial Land Use Plans**

**Recommended:**

1. That Report No. PBS17-055 be received for information.

**R11. PRCS17-025 – Sport Aurora and Sport Plan Funding Request**

**Recommended:**

1. That Report No. PRCS17-025 be received; and
2. That Council enter into a Service Agreement with Sport Aurora Inc. for the provision of services to fulfill the recommendations of the Sport Plan in the amount of \$93,692 until December 31, 2017; and
3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same; and
4. That this report satisfies the Condition for Release of funds from the 2017 Operating Budget.

**R12. GRAHC17-001 – Report No. 1 of the Governance Review Ad Hoc Committee, Re: Council Compensation Review**

**Recommended**

1. That Report No. GRAHC17-001 be received; and
2. That the existing one-third tax-free provisions of Council's compensation be discontinued effective January 1, 2018 and that staff take all steps necessary to give effect to this; and
3. That effective January 1, 2018 the base compensation of members of Council be grossed-up to effectively neutralize or offset the income taxation that will then occur, so to have the effect of the same or similar "take home" Town of Aurora earnings amount; and

4. That for purposes of evaluating and reviewing the compensation of members of Council, Council supports the Mayor role being considered as “full-time” while the eight current Councillor roles being considered as “part-time”.

**R13. CAO17-001 – Economic Development Board- Terms of Reference**

**Recommended:**

1. That Report No. CAO17-001 be received; and
2. That the attached Economic Development Board – Terms of Reference be endorsed and staff be directed to proceed with the creation of the Aurora Economic Development Board.

**7. Notices of Motion**

**8. New Business**

**9. Closed Session**

**10. Adjournment**



Legislative Services  
905-727-3123  
[Clerks@aurora.ca](mailto:Clerks@aurora.ca)  
Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

## **Delegation Request**

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

**4:30 p.m. Two (2) Days Prior to the Requested Meeting Date**

<b>Council/Committee/Advisory Committee Meeting Date:</b> June 20, 2017 General Committee	
<b>Subject:</b> Seniors Month and awareness of CHATS-Community & Home Assistance to Seniors services in Aurora	
<b>Name of Spokesperson:</b> Tim Jones - Director of Development	
<b>Name of Group or Person(s) being Represented (if applicable):</b> Seniors at large	
<b>Brief Summary of Issue or Purpose of Delegation:</b> To promote Seniors Month and enhance awareness of the services that CHATS provides, particularly in Aurora	
<b>Please complete the following:</b>	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, with whom?	Date:
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



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**4:30 p.m. Two (2) Days Prior to the Requested Meeting Date**

<b>Council/Committee/Advisory Committee Meeting Date:</b> GC June 20, 2017	
<b>Subject:</b> Governance Review Report	
<b>Name of Spokesperson:</b> Anita Moore, Chair	
<b>Name of Group or Person(s) being Represented (if applicable):</b> Governance Review Ad Hoc Committee	
<b>Brief Summary of Issue or Purpose of Delegation:</b> To provide a brief overview of the Governance Review Ad Hoc Committee's Report # GRAHC17-001.	
<b>Please complete the following:</b>	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Mike deRond, Town Clerk	Date: June 6, 2017
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



**Town of Aurora**

**General Committee Report No. PRCS17-026**

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**Subject:** Highland Gate Conceptual Parkland Design

**Prepared by:** Sara Tienkamp, Acting Manager of Parks

**Department:** Parks, Recreation and Cultural Services

**Date:** June 20, 2017

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## **Recommendations**

- 1. That Report No. PRCS17-026 be received; and**
- 2. That the Conceptual Parkland Design for the Highland Gate Development Lands be approved as presented at the Public Open House, April 5, 2017.**

## **Executive Summary**

This report is to provide Council with the following information and recommendations associated with the proposed design for parkland and open space corridors within the Highland Gate Development:

- Direction of Council required to finalize the parkland design for Highland Gate Developments Inc.
- Results of Public Consultation and Open House meeting on April 5, 2017
- Comments and input obtained at the Trails and Active Transportation Committee (TATC) meeting
- Legal implications regarding any amendments to the Minutes of Settlement

## **Background**

On November 17, 2016, Minutes of Settlement were signed by the Town of Aurora, Highland Gate Developments Inc. (HGDI), Aurora (HGD) Inc. (AHGDI) and the Highland Gate Ratepayer's Association (HGRPA).

Minutes of Settlement regarding the redevelopment of the Highland Gate Golf Course were presented to the Ontario Municipal Board (OMB) and verbally approved on Thursday, December 1, 2016. In addition, the proposed zoning by-law and Official Plan amendment, arising out of the Minutes of Settlement were also approved.



## **Analysis**

### **Direction of Council is required to finalize the parkland design for Highland Gate Developments Inc. (HGDI) including requirements agreed upon in the Minutes of Settlement**

The conceptual parkland design presented at the Public Open House includes the requirements agreed to in the signed Minutes of Settlement. The Minutes of Settlement contain a provision that the parties agree to act reasonably and co-operate with each other in order to implement the Minutes of Settlement. If Council chooses to make changes to the conceptual parkland design that are in direct conflict with the requirements set out in the Minutes of Settlement, then it may be argued that the Town is not acting reasonably and is not co-operating with the other parties. The Minutes of Settlement may be re-negotiated; however, HGDI, AHGDI and HGRPA would have to agree to any amendments by signing an amendment to the Minutes of Settlement. There would be no need to involve the OMB.

Any changes that are not in direct conflict with the Minutes of Settlement may be made without making any amendments to the Minutes of Settlement.

### **Public consultation process included individual consultation with residents, its landscape consultants and a public open house meeting on April 5, 2017, resulting in responses from members of the public**

Pursuant to the Minutes of Settlement, HGDI distributed letters to homeowners with homes abutting the former golf course lands to offer them the opportunity to meet with HGDI and its landscape consultants to discuss the form of landscaping (i.e., vegetation and /or fencing) proposed adjacent to residential lots. These meetings attempt to reach an agreement regarding landscaping, fencing and other appropriate options to reduce any potential visual and privacy concerns.

HGDI hosted a Public Open House in conjunction with the Town of Aurora on April 5, 2017 at the Aurora Seniors Centre. Notice for this Public Meeting was distributed to all homes and businesses within a 400-meter radius of the Highland Gate lands well in advance of the Public Meeting. Notice was also posted on the HGDI website, Town of Aurora website, as well as in the Auroran newspaper in the "Notice Board" section.

Additionally, on April 21, 2017, TATC reviewed the conceptual park plan and trail development and provided comments and input on the proposed amenities and facilities that are being contemplated for inclusion in the final parkland design plans.

This public and committee review process was a very effective means in communicating with residents and committee members, wherein staff was able to obtain suggestions and input on the proposed park design.

Staff have also consolidated input received via e-mail respondents, the Public Open House and the TATC meeting. The list of comments received from all meeting attendees, email respondents is attached. The following chart summarizes each of the suggested park amenities along with general comments and the results for and against such an amenity, as part of the final parkland design:

Park Amenity	Included in Minutes of Settlement	Public Comments and Staff Comments
Spine Trail Lighting	Yes Schedule 'G' Condition #73	Place lights on timer, on at dusk off at 11pm/midnight – good compromise Do not install any lighting on spine trail Different design for poles /fixtures Lighting essential for safety/curb bad behavior Indirect lighting suggested New design standard
Trail Width and Locations	Yes Schedule 'G' Condition #68	Maintain Town standard in accordance with Trails Master Plan LSRCA to confirm locations in certain locations Ensure trails are wide enough for pedestrians and bikes – mixed use Move trails away from houses
Trail Surfacing	Yes Schedule 'G' Condition #71 -72	Maintain Town standard in accordance with Trails Master Plan Request asphalt surface on all trails Request winter maintenance of trails Permeability of trail surfacing questioned Remove all asphalt
On Line Ponds	Yes Schedule 'G' Condition #64	LSRCA requirement Request ponds remain as is, do not take offline. Want ponds - not marshes or swamps Clean up ponds and streams Major feature for residents and wildlife diversity
Playgrounds	Yes Schedule 'G' Condition #60	Not enough playgrounds, changing demographic Young families need playgrounds No playgrounds wanted Keep playground away from houses
Park Shade Shelters	Yes Schedule 'G' Condition #60	No shelters Area for picnics

Park Amenity	Included in Minutes of Settlement	Public Comments and Staff Comments
Exercise Stations	No	Do not include exercise stations Can they be located away from houses Great idea Promotes health and fitness Keep park passive
Underpasses	Yes Schedule 'G' Condition #46,69	Icing of surfacing through underpass in winter Lighting to curb bad behaviour and safety Poor drainage Provides connectivity, pedestrians off roads and on trails
Vegetation/ Landscape plantings	Yes Schedule 'G' Condition #76,85	Maintain Town standard in accordance with Landscape Design Guidelines Keep as many mature trees as possible Diversify species Flora to attract bees, birds, wildlife Love all the proposed plantings Plant large majestic trees Planting screens between park and houses
Park Benches/ Trash Receptacles/ Picnic Benches	No	Provide seating along trails Place to picnic Garbage containers – loose garbage concerns Places to rest – take in nature
Park Maintenance Service Levels	Yes Schedule 'G' Condition #60	Maintain Town standard in accordance with Parks Maintenance Standard Service Levels Keep park passive and natural Active areas for children to play, engaged

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

Following Council approval of the parkland design, staff will complete a more detailed analysis of the construction costs in preparation for inclusion in the Subdivision Agreement.

### **Communications Considerations**

Communications staff to update Town of Aurora website with new information as necessary.

## **Link to Strategic Plan**

The Award of Tender supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

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

## **Alternative(s) to the Recommendation**

Option 1: Council could recommend amendments to the Minutes of Settlement and approve a revised conceptual design. Upon completion of the process staff will direct HGDI to prepare a new Parks & Trails Plan and proceed to final design and construction of the approved park and trail system.

## **Conclusions**

Staff and HGDI have completed a thorough public consultation process for input on the Conceptual Highland Gate Parkland Design, resulting in extensive comments from neighbouring residents and TATC. The majority of comments in opposition of select amenities are contrary to the Minutes of Settlement agreed upon by the Town of Aurora, HGDI and HGRPA. As such it can be concluded that the conceptual design presented at the April 5, 2017 Open House be approved by Council and included in the Subdivision Agreement.

## **Attachments**

Attachment #1 – Highland Gate Development Parkland Conceptual Design

Attachment #2 – Public Open House Comments and Questions

Attachment #3 – Residents Comments

Attachment #4 – TATC April 21, 2017 Meeting Minutes

## **Previous Reports**

None.

June 20, 2017

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Report No. PRCS17-026

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**Pre-submission Review**

Agenda Management Meeting review on May 17, 2017 and June 1, 2017.


**Departmental Approval**

**Approved for Agenda**



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



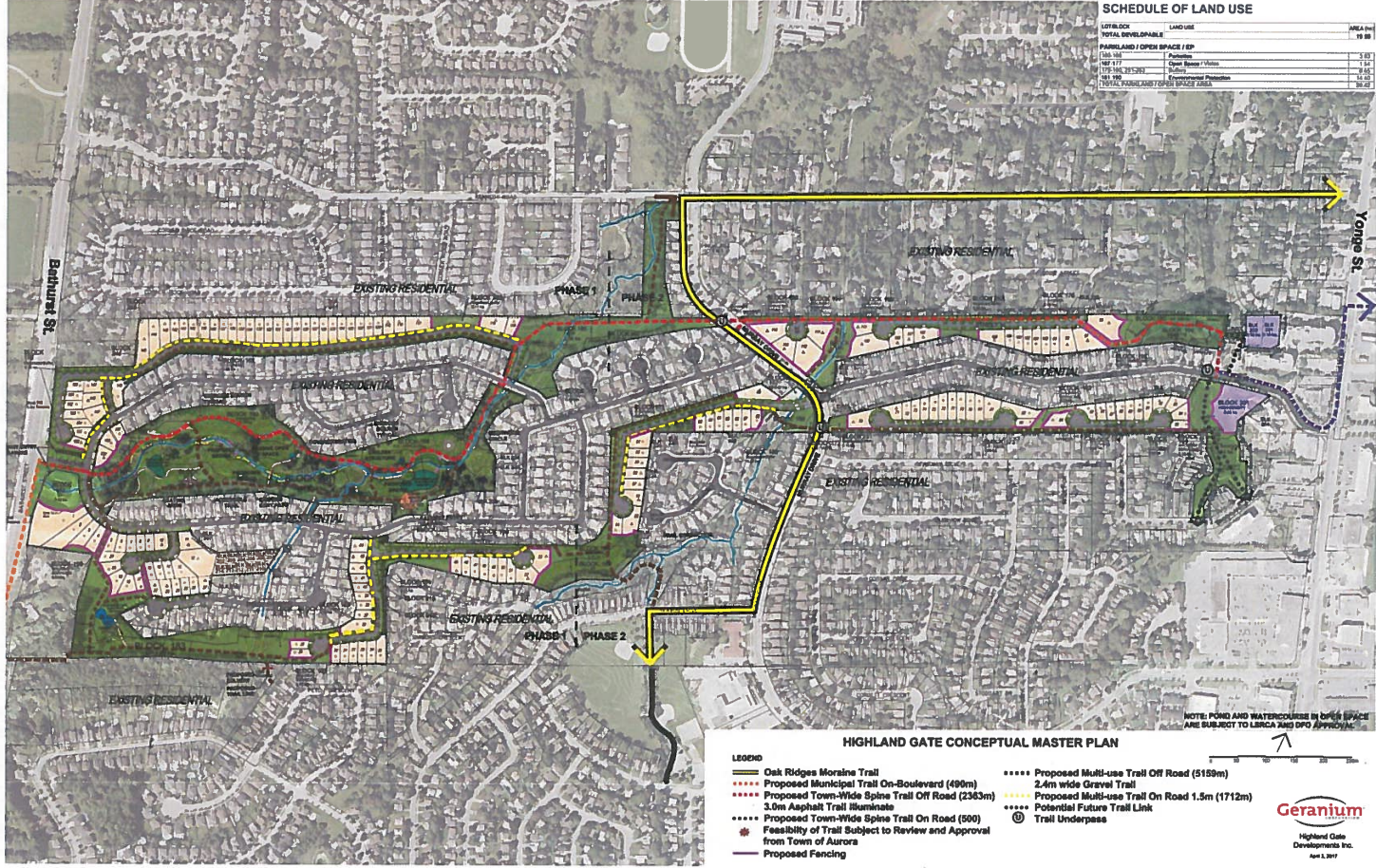
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**Doug Nadrozny**  
Chief Administrative Officer



Attachment 1

# Open Space / Park & Trails Master Plan



**Attachment 2**

**Highland Gate Parks and Trails Public Open House**

**April 5, 2017**

**Resident Comments/Questions**

Questions and/or comments raised by residents at the Highland Gate Parks and Trails Public Open House on April 5, 2017 are identified in bold italicized text. The response by the Town of Aurora together with Highland Gate Developments Inc. follows below.

Outline

1. Creek & Ponds
2. Lighting
3. Park Amenities
4. Sidewalks & Trails
5. Traffic
6. Underpasses
7. Vegetation
8. General Questions and/or Statements

1. Creek & Ponds

- 1.1 **Concerns about the riparian system and cold water streams, are you working with LSRCA?**  
Yes. The LSRCA is an approval and/or commenting agency.
- 1.2 **Ensure protection of the parkland, streams and ponds from construction debris/pollution during construction of houses?**  
A Construction Management Plan will be approved by the Town of Aurora. The Construction Management Plan will detail how the impacts of construction will be mitigated. Additionally, an employee from SCS Consulting Group Ltd. will supervise the construction onsite and report to the Town of Aurora and the Conservation Authority.
- 1.3 **Would like ponds kept on line in current state**  
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail. It is a condition of Draft Approval that the on-line ponds be removed and re-naturalized to the satisfaction of the Lake Simcoe Region Conservation Authority, Department of Fisheries and Oceans, Ministry of Natural Resources and Forestry and the Director of Parks & Recreation Services in accordance with their respective policies.
- 1.4 **Ponds don't heat up, only surface of ponds; there is a, thermocline**  
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.
- 1.5 **Already have experienced a pond taken offline in Highland G.C – it is now a mosquito breeding swamp with dead trees – no maintenance – concerned about West Nile.**  
The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.
- 1.6 **Ponds are a major feature and are to be turned to marshlands causing loss of habitat for**

**Attachment 2**

**birds, animals - keep ponds on line**

The policies of the Lake Simcoe Region Conservation Authority and the Ministry of the Environment and Climate Change will prevail.

- 1.7 **Can a pond be maintained as a skating rink similar to Mill pond in Richmond hill? Fountains in ponds would be nice.**  
No, the pond will be naturalized which will not allow skating.

**2. Lighting**

- 2.1 **Pathway lighting, when is it on, is it everywhere, does it go off?**  
Within the Town of Aurora, on-street or off-street trails are generally lit from dusk till dawn, however, the Town will investigate timers.
- 2.2 **Not happy with the proposed lighting, refer to the Trails Master Plan as there is plenty of wording in it that is against lighting of pathways, for example, light pollution, vandalism of lights, false sense of security. There should be no lights on the spine trail. Majority of residents are in opposition to pathway lights**  
In accordance with executed Minutes of Settlement Please, the Spine Trail will be illuminated.
- 2.3 **No light would be nice but if required could they be on a timer to go off at 11pm similar to lights in Oak Ridges where resident previously lived?**  
Within the Town of Aurora, on-street or off-street trails are generally lit from dusk till dawn, however, the Town will investigate timers.
- 2.4 **Don't want lights**  
In accordance with executed Minutes of Settlement, the Spine Trail will be illuminated.
- 2.5 **Have you done a light analysis between on-road trails and street lighting of roadways? Why have two sets of lights?**  
Where applicable, trails will have one (1) set of lights. Where street lights are present, trail lights will not be required.
- 2.6 **78 homes surround the park and 75% do not want trail lights**  
Please see above responses regarding lighting trail lights.
- 2.7 **Can the minutes of settlement be changed to reflect the opposition to trail lighting?**  
Town to respond.
- 2.8 **Do you know from other parks in town, is there a correlation between lighting on pathways and vandalism? Or is there vandalism in a park with no lights like Case woodlot?**  
No correlation.
- 2.9 **Why are the light poles 15 feet? Can they be shorter?**  
15-foot light poles are standard in the Town of Aurora. The Town does not install bollard lights as they are too often vandalized.
- 2.10 **Members of the community would like to meet with the Trails and Active Transportation Committee to discuss trail lighting.**  
The Town of Aurora Trails and Active Transportation Committee is scheduled to meet at 10:00am on Friday, April 28, 2017, at Town Hall Council Chambers.

**3. Park Amenities**

- 3.1 **Town Masterplan refers to washrooms, are there any scheduled for the park?**  
No, there are no public washrooms planned for the park.



**Attachment 2**

- 3.2 **Are there amenities for dog walkers? Leash free area proposed?**  
No, there will not be a leash free dog park.
- 3.3 **Hope there will be signage for dogs to be kept on leash and poop- n- scoop. Will these bylaws be enforced?**  
Yes, there will be signage and the by-laws will be enforced by the Town of Aurora.
- 3.4 **Are you keeping "dead man's hill"? Need tobogganing**  
No. The area will be graded as part of the required works to facilitate the development.
- 3.5 **Park playground design, can it be a natural style playground that promotes adventure play? Not the typical playground – have you looked at alternative design options?**  
Various options will be explored including more 'natural' style play equipment. All playground equipment must conform to CSA standards for safety.
- 3.6 **Benches in parks – solid surfacing need to go under them to stop puddles and wear**  
Yes, a solid surface will be installed beneath each bench to address wear concerns in accordance with Town standards.
- 3.7 **Will there be garbage receptacles and how often will they be maintained?**  
Yes, garbage pick-up will occur weekly at a minimum.
- 3.8 **Strongly in favour of playground amenities and play for children, demographic in neighbourhood changing, park should be inclusive for people of all ages – love the plan**  
Noted.
- 3.9 **Previous plan had more playground area, splash pad, one playground not enough. Very large area of parkland and no other parks in the area with playgrounds for children.**  
Park amenities are planned with consideration to several variables, including proximity to existing and future residents. The water play area is no longer proposed as a result of consultation with the Town. A Junior/Senior playground will be provided. Playground area must not be isolated and should be visible from the street. The location proposed meets these criteria.
- 3.10 **Large slope where playground proposed- how will that work with design and accessibility to area?**  
The walkway will be designed with a meandering switchback trail that is intended to be fully accessible.
- 3.11 **Exercise stations – what is the demand? Can they be moved from close proximity to rear yards?**  
Yes, the location of the exercise stations will be determined following careful consideration with the objective of addressing privacy concerns for neighbouring properties.
- 3.12 **Are exercise station needed, who uses them?**  
Exercise stations contribute a multi-generational element to public spaces.
- 3.13 **Exercise stations – who says they want them, why are they in design – keep park passive and natural with no amenities**  
Exercise stations contribute a multi-generational element to public spaces.
- 3.14 **In favour of the fitness stations – good for promoting health and wellness, how many are proposed?**  
Noted. The concept plan proposed four exercise stations.
- 3.15 **How many square feet in area are the exercise stations?**  
Approximately 24m<sup>2</sup> or 250ft<sup>2</sup>, depending on the type/style of equipment specified.
- 3.16 **Have not seen exercise equipment ever used at Sheppard's bush**  
Yes, they are used.

**Attachment 2**

**4. Sidewalks & Trails**

- 4.1 **What is the permeability of the water on the trails, of playground surface and fitness stations? Are the surfaces designed to allow water to permeate?**  
Yes, the trail surfaces are designed to allow water to permeate, save and except where existing asphalt paths are maintained.
- 4.2 **Where will the Oak Ridges Trail be accommodated and how? Are you working with ORTA to accommodate trail and signage?**  
The Town of Aurora Trails and Active Transportation Committee (TATC) is scheduled to discuss this matter on Friday, April 28, 2017 at 10:00am. The TATC will review and advise as to how the Oak Ridges Trail should be signed throughout the development.
- 4.3 **Sidewalks and trails are both for walkers; remove the sidewalks as they are not needed. 94% of people surveyed in trails study want trails for use.**  
The location of the sidewalks is in accordance with the executed Minutes of Settlement and Town of Aurora policies. The sidewalks will be maintained by the Town of Aurora throughout the winter months, whereas the trails will not be maintained through the winter months.
- 4.4 **Connectivity to access park, will there be access point for residents that don't directly back onto the parkland?**  
Yes, visitors can access the parkland via the street frontage of the park.
- 4.5 **Kennedy Street pathway that is proposed is in an area to wet to build a trail.**  
Noted. A site walk will occur to assess the site conditions.
- 4.6 **What is the minimum distance from a trail to a property line?**  
The minimum distance from a trail to a property line is site specific; therefor there isn't a standard setback. There are various factors that will affect the location of the trail, for example, the location of trees, the topography, etc.
- 4.7 **What side of the stream is the trail proposed on Kennedy St? Can it be moved?**  
A site walk with Town staff and the LSRCA is required to determine the location of the trail.
- 4.8 **Will there be trail access along Murray Drive where it is currently fenced by the golf club?**  
Yes. The fences will be removed.
- 4.9 **Very dangerous slope behind Timberline Trail.**  
The topography will be considered when finalizing the trail location. Town staff will review the site conditions.
- 4.10 **Ensure trail widths are wide enough to accommodate cyclists, pedestrians – mixed use**  
Yes. As per the executed Minutes of Settlement, the Spine Trail will be 3 metres wide, and the Secondary Trail will have a width of 2.4 metres. These widths are suitable for multi-purpose use and are in accordance with the Town's Trails Master Plan.
- 4.11 **Lights serve a purpose and resident is in favour. What is proposed and is there linkage from parkette close to Yonge Street and the Highland Green Condo building?**  
The Highland Green site is private property. Any linkages over private property require the consent of the property owner. Discussions with the Condominium Board are underway.
- 4.12 **Will there be winter maintenance on trails? Concerns about salt use and environment**  
Presently, the Town does not maintain trails during the winter months; however, consideration will be given for hard surface trails.
- 4.13 **Concerns about the risk to users if trails are not maintained in winter – can you maintain and why don't you currently?**  
Please see above response.
- 4.14 **Is there a trail to connect to Yonge Street?**

**Attachment 2**

A schematic Trail connection is shown that connects to Yonge Street via Brookland Avenue. There is a direct connection from the Spine Trail to Yonge Street proposed via the sidewalk on the north side of Golf Links Road.

**5. Traffic**

- 5.1 Suggest a 30km speed limit in subdivision as this will be safer for cyclist and walkers along the trails that border roads especially Murray Dr.**

In accordance with By-law 4574-04 to regulate parking and traffic in the Town of Aurora, all streets will be signed for 40 kilometres per hour speed limit.

**6. Underpasses**

- 6.1 Extra underpass under Murray to connect south to north corridor – needed so users can stay on the trail and not have to go up roadside. Safer for school kids and promotes healthy living**

Two underpasses are located on Murray Drive.

- 6.2 Concern with underpasses and icing up underneath them during winter – unsafe to use/liability. Can there be lights in the underpasses for user's safe passage. Drinking and drugs by teenagers in underpasses currently.**

Yes, the underpasses will be lit, per the executed Minutes of Settlement. Underpass deficiencies will be assessed and corrected to ensure proper positive drainage, therefore reducing the icing.

- 6.3 Can grading be done to mitigate water collection in underpasses?**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

- 6.4 Permeable surfacing may help with water collection in the underpasses – you may want to consider changing the surfacing of the underpass from concrete.**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

- 6.5 Can drainage in the underpasses be remediated during construction?**

Underpass deficiencies will be assessed and corrected to ensure proper positive drainage.

**7. Vegetation**

- 7.1 Save as many old trees as possible – they are our children's future**

Every tree that can be saved will be saved. Please refer to the Vegetation Management Plan for further details.

- 7.2 What species of trees will be planted?**

Tree species will be native and indigenous to the bioregion – species will include Sugar Maple, Oak, Larch, White Pine, Black Cherry, Aspen, and other native species that are appropriate in consideration of site conditions, soil moisture regime, solar exposure and microclimate.

- 7.3 Great there is lots of tree planting but is there flora being planted to attract birds, bees? Wildflowers?**

Yes. There will be shrubs and wildflowers planted to create a multi-layered natural landscape that will enhance biodiversity. Plant material will be selected for its attributes. For example, shrubs and wildflower species will be selected for their benefits as a food source for birds and pollinators, as a source of nesting habitat for birds, etc.

- 7.4 What age and size are the trees being planted?**

**Attachment 2**

Trees will be planted at a range of sizes depending upon their desired function within the landscape. For screening purposes, larger trees will be used, in naturalized areas, trees varying in size from seedling and whip stock to caliper size stock will be used with the intent of creating a diverse, multi-age class planting that will evolve to replicate a more natural woodland.

- 7.5 **Will there be an area that is intended for people not to walk in or used so it encourages plants and animals in a natural environment?**

Yes – areas will be designed for songbird nesting or to achieve other habitat objectives that will be designed to be isolated from human disturbance.

- 7.6 **Will plantings in development reflect location in which they are going?**

Yes, tree species and sizes will be determined based on their required function. Larger trees will be used where screening is a priority. Smaller trees will be used in areas where the landscape is being designed to evolve in response to natural successional processes into a woodland habitat.

**8. General Questions and/or Statements**

- 8.1 **Are the questions tonight going in report to council? Will they be posted somewhere with answers?**

Yes, the questions and responses will be included in a report to Council. Furthermore, a copy will be posted on the Town of Aurora website.

- 8.2 **Will there be security monitoring the park?**

Yes. As with any other Town park, Town-wide park security will be engaged to monitor. The park will be included on a patrol route.

- 8.3 **What is the maintenance budget for the parkland in the coming years?**

To be determined by Town Staff.

- 8.4 **Councillor Humfries indicated her and Councillor Mrakas are listening to comments and that they are the Chair and Vice Chair, respectively, of the TATC**

Noted.

- 8.5 **Can you ensure prevention of damage to parkland during construction and what measure are in place to monitor works?**

All site works will be carried out in accordance with the approved practices outlined in the Construction Management Plan, prepared to the satisfaction of Town Staff. Site works are monitored by Town Staff. For further details, please see the Construction Management Plan.

**Attachment 3**

# Highland Gate Parkland Comments

## COMMENTS SUBMITTED DURING OPEN HOUSE

Picnic tables/community picnic space good for birthdays etc. Unique JR/SR park – splash pad?? In favour of lights that shut off at 11pm

Excellent concept – no lights please

Great job, loved the presentation. Please hurry and get it done

Passive park preferred for everyone to enjoy what nature is left in Aurora.

No lighted trails where it impacts backyards. Do we have real data on usage of trails which warrant investing lights and annoying adjacent neighbours? At a min 11pm curfew is sufficient. Can't imagine the additional impact to wildlife with lighting dusk to dawn. Keep ponds on-line.

The town should be promoting active lifestyle and the fitness stations are a good way to do this. A reasonably sized basketball court as part of the park would be extremely well used by the neighbourhood. Water fountain for kids??

Trail going behind our property, can we have the opportunity to have the trail on the other side of the stream (west side)? (287 Murray)

We remain in favour of a passive park. Retain existing open space trails. Retain waterways and ponds (do not take off-line. No shelters. No lighting of trails (or if settlement agreement cannot be changed the different lighting structures, ie on the trail surface). No playground, natural environment only. No fitness stations required.

Pond – LSRCA. I understand the mandate but the rationale for removing/taking off line is bogus. There is a pond directly west of the current pond on the west side of Bathurst, plus the water flows through numerous other ponds/basins on its way to Lake Simcoe, including Fairy Lake, so it does raise temperature of Lake Simcoe water. Fish – what fish? The source is less than 21cm SW of the pond and for 79 years no fish has ever made it upstream due to the dam. Park exercise areas, seating and lighting should take into account neighbours wishes. This is not a town-wide use park. It is a “local park” as was stated by the HGD rep today.

Request for some majestic trees, in particular Black Walnut as on Kennedy and oaks.

Spine trail lighting, dusk to dawn – not in favour. Concerns about light pollution/loss of enjoyment of my backyard in the evenings. Underpass – yes please enhance the bumpy surfaces (trip hazards) Skateboard Park – please remove unauthorized park built on hole #3. Cart path – consider asphalt removal (not re-use) and can the path be moved near my back corner of my yard? (275 Murray)

No Lights!

I am in favour of the lights however a good compromise would be to have them on a timer so that they shut off at midnight. Please keep fitness stations, they are great. Please consider converting one of the ponds into a water feature & ice rink in the winter.

Could you please add more playground for our kids. Please, please please!!

Excellent vision!

As a 25 year old female I think it is essential to have lighting! I do not want the trail too close to our property but in order to feel safe please allow lighting. It was said that the young kids cause trouble in areas but no lighting/dark areas attract more bad behaviour. Please allow us to enjoy the trail & feel safe.

We have a young family and at present there are no local parks which we can walk to. We very much welcome a playground for our kids. WE would even love a splash pad. At present there is no local meeting place which gives us a sense of community. We are north side of Timberline at Owls Foot and would love a closer access point to a park than is presently delineated. What happened to the promise of asphalt pad? Please make this a good playground for our kids, currently Regency Acres is our closes park. We look forward to it.

I think the timer on the lights is a great compromise. There is a need for some lighting but over the early hours is unnecessary. Please ensure every effort is made to make the park and its equipment top of the line

The connection of a trail from Kennedy St west down behind homes on the west side of Murray Dr down to the cart path of the golf course – the draining shows a new connection path on the east side of the creek –not good, too wet. Please consider the west side of the creek from Kennedy down to the cart path

WE are in favour of the plan presented this evening. The neighbourhood needs a playground for young families.

Lots of trails, lots of benches, indirect lighting, a passive park, conserve trees.

Very opposed to lights along the trail path behind our houses.

We are opposed to any structures added to the park (former 6,7,8 & 9<sup>th</sup> holes). We want the land to be passive and natural with ponds, trees etc. No covered shelters, no exercise stations, no playground etc. We are concerned about wildlife already displace by tree cutting in phase 1. There is no reason for this parcel of land to have any changes, other than fixing the ponds so they are clean & flowing.

### **EMAILS SUBMITTED**

Enquiry as to the size of actual parkland and budget for development. IS there a Master Plan? Will the developer be required to do grading, tree removal, pond removal? What are the Town's setback requirements?

Design should be AODA compliant. There should be a 3m wide multi-use pathway. Signage and LED lighting to link town's bike route. Design should include painted 1.5m wide bike lanes on roadway. Replace portions of sidewalk with 3m wide multi-use pathway. Design should include rest stop seating and shading, drinking fountains, park /trail lighting (but auto off at 10pm) butterfly gardens and interpretive signs, perennial gardens. Design should include waste & recycling containers. Fountain with timer for each new off-line pond. Design should include such signs as Poop N Scoop, No Loud Music, No Dumping, No Loitering. Chain link fencing on top of all headwalls

Concerns over the placement of trail and trail lighting.

**Attachment 3**

Concerns over the placement of the trail, it should be on the higher side of the creek due to spring floods. If trail lights are installed please have auto shut off after 10 or 11.

Please leave ponds on-line for wildlife sake. Please keep it as a passive parkland. Preserve the land – keep it green.

No need for trail in the south end of timberline and another in the north.

Please consider a Leash –free dog park.

Confusion regarding maps showing where the parkland is going to be and what kind of planting is lanned between parkland and residential houses.

Relocate all pathways away from houses. Please have hills for tobogganing. Safe clean ponds, open grass areas for play, naturalized areas, minimal grading changes.

Please consider an off-leash dog area.

Very happy that there will be new trails and access from Kennedy S West.

In favour of a passive park with no permanent structures. No lighting. No tennis, basketball or splash pads. Please leave as a completely open naturalized area with wild grasses, additional trees and non-pave pathways. Please improve/maintain the ponds. No trail located near any property boundaries.

No active amenities, no lit trails, no exercise station. Please refurbish the ponds, protect environmentally sensitive areas, more trees, enhanced open space.

Concerns over drying/moving the ponds, lighting of trail system, exercise stations and playgrounds. Please protect environmental areas.

**LETTERS SUBMITTED**

Grading/erosion control issues with concern to location of proposed trail.

Concern over development of flood plain/swampy areas SW Kennedy & Murray area. They are nesting areas for birds and other wildlife. Please protect the area. Please put the trail closer to the pond area in the west.

Concerns of environmental issues with pathway going in near Kennedy West due to low lying wet areas. West side of the river is more stable for pathway.

Concerns with trail lighting taking away privacy. No need for 8 exercise stations.



**Town of Aurora  
Trails and Active Transportation Committee  
Meeting Minutes**

**Date:** Friday, April 21, 2017

**Time and Location:** 10 a.m., Council Chambers, Aurora Town Hall

**Committee Members:** Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes (arrived 10:13 a.m.), Alison Collins-Mrakas, Richard Doust (PRCSAC Representative), Bill Fraser, Laura Lueloff (departed 10:58 a.m.), and Nancee Webb (EAC Representative)

**Members Absent:** None

**Other Attendees:** Jim Tree, Manager of Parks, Sara Tienkamp, Acting Manager of Parks, Lawrence Kuk, Planner, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 10:07 a.m.

The Committee consented to recess the meeting at 10:09 a.m. and reconvene the meeting at 10:14 a.m.

**1. Approval of the Agenda**

**Moved by Alison Collins-Mrakas  
Seconded by Bill Fraser**

That the agenda as circulated by Legislative Services, with the following addition, be approved:

- Delegation (a) Joanne Bartholomew, Resident; Re: Item 2 – TATC17-002 – Highland Gate Trails

**On a two-thirds vote the motion  
Carried**



Trails and Active Transportation Committee Meeting Minutes  
Friday, April 21, 2017

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## **2. Declarations of Pecuniary Interest and General Nature Thereof**

There were no declarations of pecuniary interest and general nature thereof under the *Municipal Conflict of Interest Act*.

## **3. Receipt of the Minutes**

**Trails and Active Transportation Meeting Committee Minutes of February 17, 2017**

**Moved by Richard Doust**

**Seconded by Laura Lueloff**

That the Trails and Active Transportation Committee meeting minutes of February 17, 2017, be received for information.

**Carried**

## **4. Delegations**

### **(a) Joanne Bartholomew, Resident**

**Re: Item 2 – TATC17-002 – Highland Gate Trails**

Ms. Bartholomew expressed concerns regarding the proposed illumination of the Highland Gate Trails, and its impact on surrounding homes and wildlife, and the possible loss of ponds. She noted that a majority of the home owners abutting the Highland Gate Park are satisfied with the trails and passive nature of the park, and are opposed to illuminated trails.

**Moved by Nancee Webb**

**Seconded by Alison Collins-Mrakas**

That the comments of the delegation be received and referred to Item 2.

**Carried**

## **5. Matters for Consideration**

### **1. TATC17-001 – Atkinson Park Trail**

**Moved by Richard Doust**

**Seconded by Bill Fraser**

1. That Report No. TATC17-001 be received; and
2. That the Trails and Active Transportation Committee recommend:
  - (a) That, pending Council approval, the Atkinson Park Trail project be included in the 2018 Capital Budget for Council's consideration and approval.

**Carried**

### **2. TATC17-002 – Highland Gate Trails**

Committee consented to consider Item 2 prior to consideration of Item 1.

Staff provided background and a brief overview of the report. The Committee discussed and inquired about various elements of the report including trail lighting, further opportunities for input to the Conceptual Trails Plan, trail surfaces, accessibility, and requested legal clarification regarding the Minutes of Settlement. The Committee noted that it is unanimous in its support of the recommendation to Council.

**Moved by Alison Collins-Mrakas**

**Seconded by Councillor Humfryes**

1. That Report No. TATC17-002 be received; and
2. That the Trails and Active Transportation Committee recommend to Council:
  - (a) That the recommendations and suggestions from the Trails and Active Transportation Committee be taken into consideration by staff and Council in the development of the final draft of the Highland Gate Trails Concept Plan, in accordance with the guidelines set out in

Trails and Active Transportation Committee Meeting Minutes  
Friday, April 21, 2017

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Section 5.6 of the Town's Trails Master Plan respecting trail lighting;  
and

- (b) That the final draft of the Highland Gate Trails Concept Plan be brought to the Trails and Active Transportation Committee and the Accessibility Advisory Committee for consideration and comment, prior to submission to Council for final approval.

**Carried**

### **3. TATC17-003 – Cycling Master Plan Update**

Staff provided background and a brief overview of the report. The Committee discussed and inquired about various elements of a Cycling Master Plan including appropriateness, timing, funding, development, priorities, by-laws, research, and the formation of a sub-committee.

**Moved by Alison Collins-Mrakas  
Seconded by Councillor Humfryes**

1. That Report No. TATC17-003 be received; and
2. That a sub-committee of the Trails and Active Transportation Committee be formed, following Bike Aurora Day, for the purpose of determining the next steps in the process of developing a Cycling Master Plan.

**Carried**

### **6. Informational Items**

None

### **7. New Business**

Nancee Webb extended a reminder that the Environmental Advisory Committee's Eco Fair will be held on Saturday, April 29, 2017, at the Stronach Aurora Recreation Complex.

**Attachment 4**

Trails and Active Transportation Committee Meeting Minutes  
Friday, April 21, 2017

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Staff referred to Attachment No. 2 of Item 3, Report No. TATC17-003 – Cycling Master Plan, and noted that, per the communication from York Region, there would be gaps in the multi-use path installation between State Farm Way and St. John's Sideroad.

**New Business Motion No. 1**

**Moved by Nancee Webb**

**Seconded by Alison Collins-Mrakas**

1. That the Trails and Active Transportation Committee recommend to Council:

- (a) That staff be directed to investigate the connectivity to Newmarket and the costs of completing the multi-use path between State Farm Way and St. John's Sideroad.

**Carried**

**8. Adjournment**

**Moved by Alison Collins-Mrakas**

**Seconded by Bill Fraser**

That the meeting be adjourned at 11:41 a.m.

**Carried**

Committee recommendations are not binding on the Town unless otherwise adopted by Council at a later meeting.



**Town of Aurora**

**General Committee Report**

**No. IES17-031**

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**Subject:** Award of Tender York Purchasing Co-op Tender No. CRFP2016-05 for the Supply of York Purchasing Cooperative Custodial Supplies

**Prepared by:** Phillip Galin, Manager, Facilities, Property and Fleet

**Department:** Infrastructure and Environmental Services

**Date:** June 20, 2017

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**Recommendation**

1. That Report No. IES17-031 be received; and
2. That York Purchasing Co-op Tender No. CRFP2016-05 for the supply and delivery of Custodial Supplies be awarded to Swish Maintenance Ltd. for a three (3) year term for the supply and delivery of Paper, Soap, Chemicals and Personal Protective Equipment (PPE), and that the Town issue a Purchase Order for an upset limit of \$45,000, excluding taxes for 2017; and
3. That York Purchasing Co-op Tender No. CRFP2016-05 for the supply and delivery of Custodial Supplies be awarded to Mr. Chemical Ltd. for a three (3) year term for the supply and delivery of Bags, Miscellaneous and Equipment, and that the Town issue a purchase order for an upset limit of \$15,000 excluding taxes for 2017; and
4. That the Director of Infrastructure and Environmental Services be authorized to approve Purchase Orders for the years commencing in 2018 and 2019 to an upset limit of the approved budget for each year; and
5. That the Director of Infrastructure and Environmental Services be authorized to renew Tender No. CRFP2016-05 for an additional two (2) additional, one (1) year terms, pending an annual analysis and satisfactory performance review, for a total contract duration of up to five (5) years; and
6. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

## **Executive Summary**

The purpose of this report is to seek Council approval to award York Purchasing Co-op Tender No. CRFP2016-05 for the supply and delivery of Custodial Supplies for use within Town buildings.

## **Background**

The supply and delivery of custodial supplies was conducted by the York Catholic District School Board (YCDSB) on behalf of the York Purchasing Cooperative (YPC).

The YCDSB, as the lead agency, has awarded CRFP2016-05 to two vendors, Swish Maintenance Ltd. and Mr. Chemical Ltd. Certain commodity areas were awarded to each vendor. YPC works with the York Region area municipalities to facilitate tenders of commonly required services and commodities for the benefit of the participating agencies. The Town of Aurora is a participating agency and uses the results of various tenders to procure necessary custodial supplies.

The bid was based on the submission of various unit prices and Town-specified quantities. It is the intention to apply the unit prices tendered to purchase custodial supplies to a maximum value of the approved Operating Budget approved for 2017 at \$60 000.

## **Analysis**

Verification of the tenders was undertaken by the lead agency being the YCDSB for the YPC. The lowest compliant bids were submitted by two vendors, Swish Maintenance Ltd. and Mr. Chemical Ltd. Certain commodity areas were award to each as indicated below:

- Mr. Chemical Ltd. for bags and miscellaneous equipment
- Swish Maintenance Ltd. for paper, soap, chemicals and PPE

The term of contract is for three (3) years effective April 1, 2017 to March 31, 2020 with fixed firm pricing.

The YCDSB has the right to extend the contract for two (2) additional, one (1) year terms.

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

The bids were based on the submission of various unit prices and Town-specified quantities. It is the intention to apply the unit prices tendered to purchase Custodial Supplies to a maximum value of the approved Operating Budget approved for this project being \$60,000 for 2017.

It is anticipated that the future budget for 2018 will be approved during this year's budget deliberations. This contract does not have minimum purchasing requirements.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

This project supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying the requirement in the following key objective within this goal statement:

**Invest in sustainable infrastructure:** Establish policies and programs that enhance the accessibility and safety of new and existing facilities and infrastructure.

## **Alternative(s) to the Recommendation**

1. Council may choose to not award this project. The Tender evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, we will have to independently go out to tender for Custodial Supplies.

June 20, 2017

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Report No. IES17-031

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## **Conclusions**

The Tender review has complied with the Procurement By-law requirements and staff recommend that Tender No.CRFP2016-05 for the supply and delivery of Custodial Supplies be awarded to Mr. Chemical Ltd. for a three (3) year term for the supply and delivery of Bags, Miscellaneous and Equipment and Swish Maintenance Ltd. be awarded for a three (3) year term for the supply and delivery of paper, soap, chemicals and PPE.

## **Attachments**

None.

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Meeting review on June 1, 2017

## **Departmental Approval**



**Allan D. Downey**  
**Acting Director**  
**Infrastructure and Environmental Services**

## **Approved for Agenda**



**Doug Nadorozny**  
**Chief Administrative Officer**





**Town of Aurora**

**General Committee Report**

**No. PBS17-046**

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**Subject: Request for Street Name Approval  
Highland Gate Developments Inc.  
21 Golf Links Drive  
File Number: SUB-2015-01  
Related File Numbers: OPA-2015-01, ZBA-2015-02**

**Prepared by: Mark Lemmon, GIS Analyst**

**Department: Planning and Building Services**

**Date: June 20, 2017**

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**Recommendation**

- 1. That Report No. PBS17-046 be received; and**
- 2. That the following Street Names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2015-01**

<b>Street "A"</b>	<b>Klees Crescent</b>
<b>Street "B"</b>	<b>Mathew Lepper Court</b>
<b>Street "C"</b>	<b>Kenneth Campbell Court</b>
<b>Street "D"</b>	<b>Alex Gardner Court</b>
<b>Street "E"</b>	<b>Wallace Merchant Court</b>
<b>Street "F"</b>	<b>William Crossley Court</b>
<b>Street "G"</b>	<b>John Bradbury Court</b>
<b>Street "H"</b>	<b>William Heath Court</b>

**Executive Summary**

This report seeks approval of eight street names proposed by Highland Gate Developments Inc. for the planned development at 21 Golf Links Drive. The names were selected from the Town of Aurora's Bank of Approved Street Names and have been approved by York Region and Central York Fire Services.

- The Plan of Subdivision was approved by the OMB on January 23, 2017.

- The developer has selected the following names from the Towns Bank of Approved Names: Klees, Mathew Lepper, Kenneth Campbell, Alex Gardner, Wallace Merchant, William Crossley, John Bradbury, and William Heath. Staff recommends that the names Klees, Mathew Lepper, Kenneth Campbell, Alex Gardner, Wallace Merchant, William Crossley, John Bradbury, and William Heath be approved for the road servicing of the proposed Subdivision development.

## **Background**

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Bank of Approved Street Names. Secondly, the developer has the option to request a specific street name, pending clearance by the York Region and acceptance by the Central York Fire Services. The Owner has decided to proceed with eight names that are currently found on the Town of Aurora Bank of Approved Street Names.

## **Application History**

The Town received the Draft Plan of Subdivision Highland Gate Developments Inc. on February 27, 2015. The Minutes of Settlement regarding the redevelopment of the Highland Gate Golf Course were presented to the Ontario Municipal Board and verbally approved on Thursday, December 1, 2016. In addition, the proposed zoning by-law and Official Plan amendment, arising out of the Minutes of Settlement were also approved. On January 23, 2017 the Ontario Municipal Board issued a Memorandum of Oral Decision and Order, that Case No: PL151160 be Approved.

## **Analysis**

The proposed street names were requested by Highland Gate Developments Inc. after reviewing the Approved Bank of Street Names. The applicant has proposed that the following names From the Approved Bank of Street Names be used: Street A take the name "Klees", which is the name of a Past member of Provincial Parliament. Street B take the name "Mathew Lepper", which is the name of a past Reeve, Merchant – 1865,

1869-71. Street C take the name “Kenneth Campbell”, which is a name of a fallen WWI soldier inscribed on Aurora’s War Memorial Cenotaph. Street D take the name “Alex Gardner”, who was an Early Aurora Landowner West of Yonge St; Concession 1 Lot 76. Street E take the name “Wallace Merchant”, which is a name of a fallen WWI soldier inscribed on Aurora’s War Memorial Cenotaph. Street F take the name “William Crossley”, which is a name of a fallen WWII soldier inscribed on Aurora’s War Memorial Cenotaph. Street G take the name “John Bradbury”, which is a name of a fallen WWII soldier inscribed on Aurora’s War Memorial Cenotaph. Street H take the name “William Heath”, which is a name of a fallen WWII soldier inscribed on Aurora’s War Memorial Cenotaph. 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 names Klees Crescent, Mathew Lepper Court, Kenneth Campbell Court, Alex Gardner Court, Wallace Merchant Court, William Crossley Court, John Bradbury Court, and William Heath Court be considered for the road servicing the proposed development.

### **Attachments**

Figure 1 – Location Map

Figure 2 – Approved Draft Plan of Subdivision

## **Previous Reports**

General Committee Planning Report No. PL15-039, May 5, 2015;

Public Planning Meeting Report No. PL15-051, June 24, 2015;

Public Planning Meeting Report No. PL15-073, September 30, 2015; and

Public Planning Meeting Report No. PL15-083, October 28, 2015.

## **Pre-submission Review**

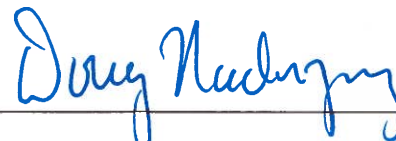
Agenda Management Team Meeting review on June 1, 2017.

### **Departmental Approval**

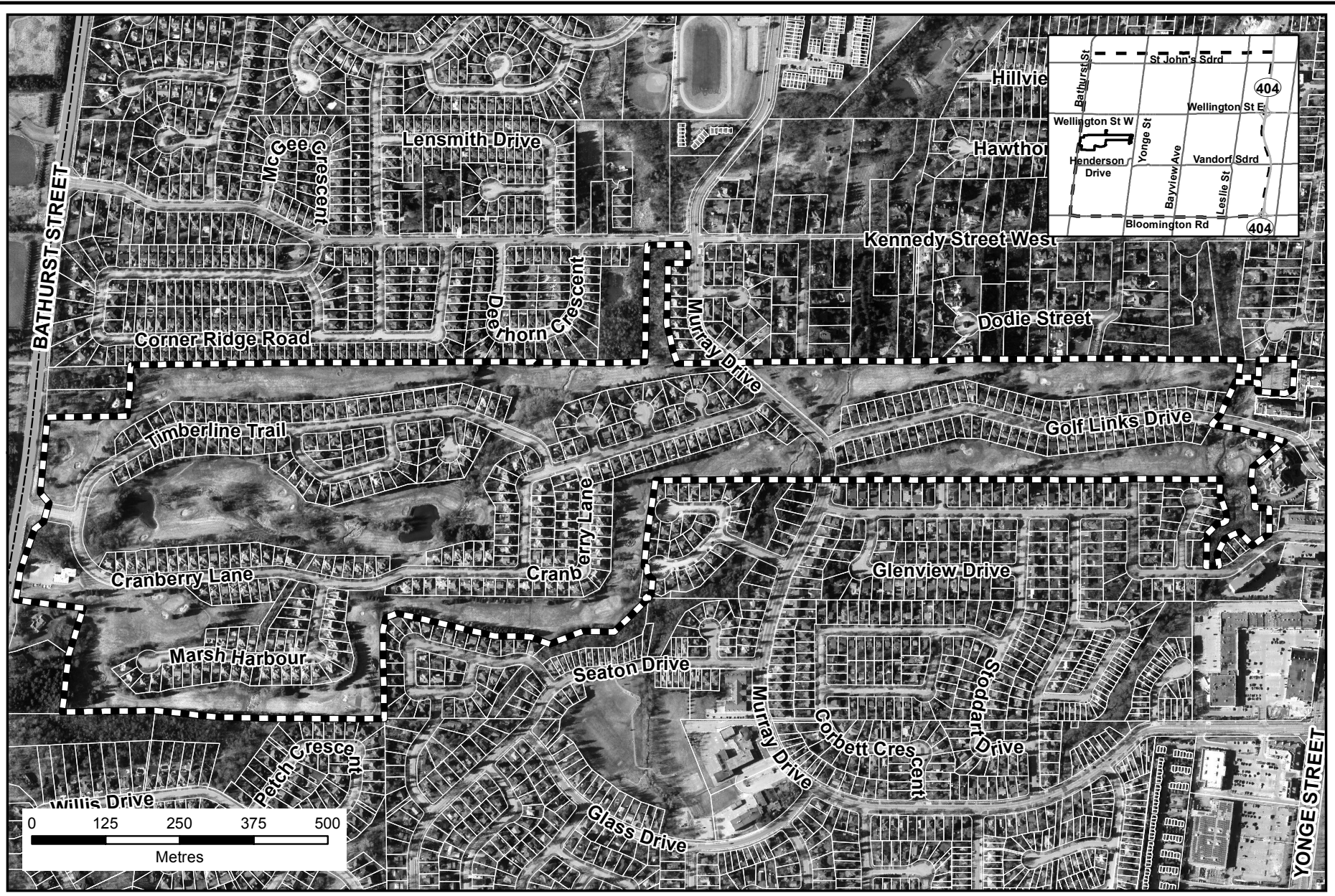


**Marco Ramunno, MCIP, RPP  
Director  
Planning and Building Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



**LOCATION MAP**

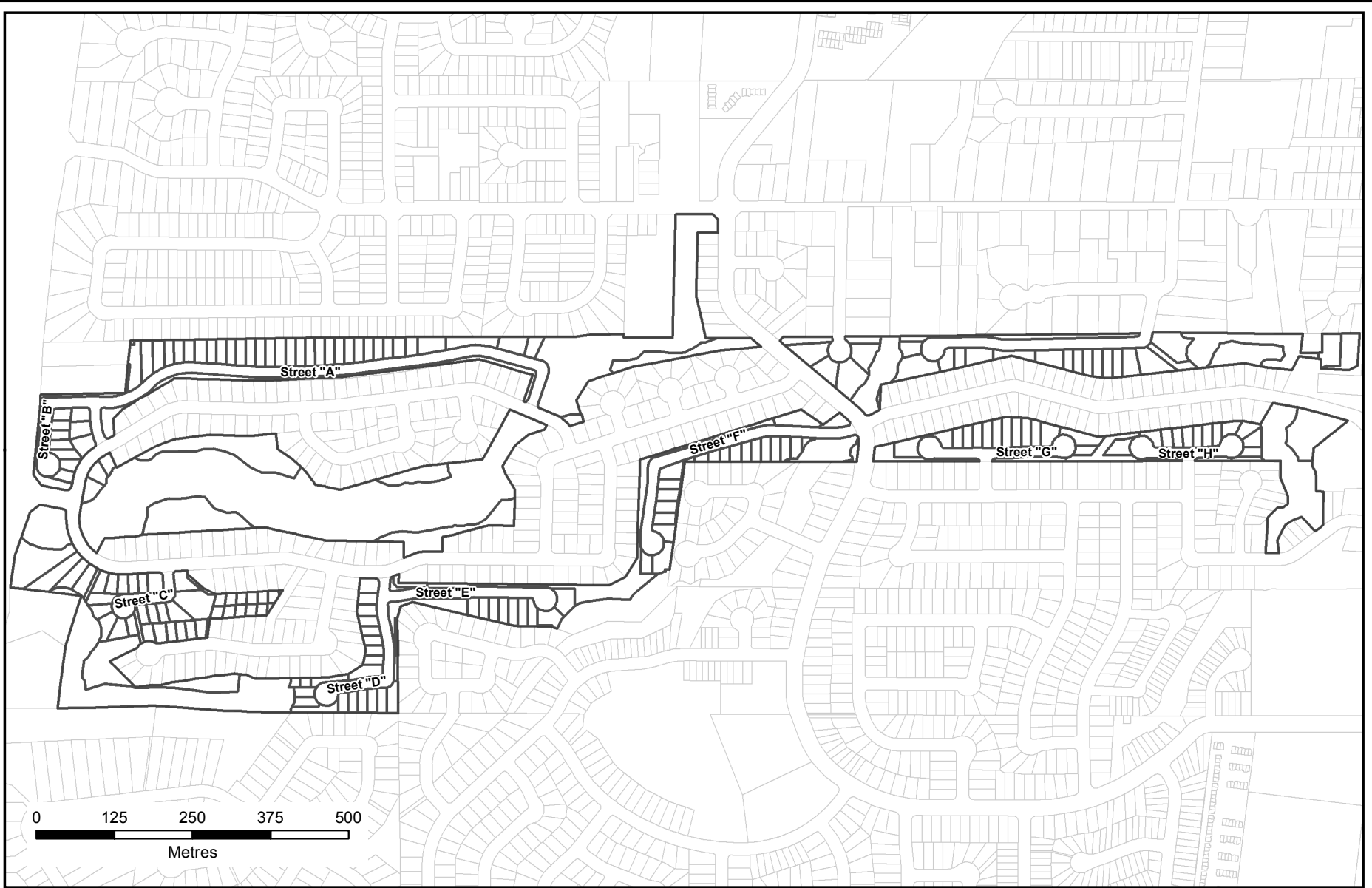
APPLICANT: Highland Gate Developments Inc.  
 FILE: OPA-2015-01, ZBA-2015-02 & SUB-2015-01

 **SUBJECT LANDS**



**FIGURE 1**



Map created by the Town of Aurora Planning & Development Services Department, May 16, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



## APPROVED DRAFT PLAN OF SUBDIVISION

APPLICANT: Highland Gate Developments Inc.  
FILE: OPA-2015-01, ZBA-2015-02 & SUB-2015-01

FIGURE 2

-  EXISTING PARCELS
-  PROPOSED PARCELS





**Town of Aurora**

**General Committee Report**

**No. IES17-029**

---

**Subject:** Award of Tender IES 2017-53 – Supply and Delivery of one 2017 Sign Body/Crane Truck

**Prepared by:** Greg McClenny, Facilities & Fleet Supervisor

**Department:** Infrastructure and Environmental Services

**Date:** June 20, 2017

---

### **Recommendation**

- 1. That Report No. IES17-029 be received; and**
- 2. That Capital Project #34411 for replacement of the sign truck be established, and \$156,700 in funding be approved from the Fleet Repair and Replacement reserve fund; and**
- 3. That Tender IES 2017-53 for the supply and delivery of one 2017 Sign Body/Crane Truck be awarded to Donway Ford Sales Limited, in the amount of \$153,963, excluding taxes; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

### **Executive Summary**

The purpose of this report is to seek Council approval to award tender for the supply and delivery one 2017 sign body/crane truck for the Infrastructure & Environmental Services Department.

### **Background**

The existing sign body/crane truck is a 2004 model year vehicle and has become increasingly unreliable with mechanical failures that are costly. The lifespan of this vehicle was estimated at 15 years as determined in 2004. The estimated repair costing to keep this vehicle on the road in 2017 is approximately \$20 000. It has significant engine/turbo/intercooler problems and the transmission is becoming problematic. Staff

went to Tender for its early replacement as this truck will not be roadworthy if we wait until the 2019 replacement.

## **Analysis**

Verification of the Tenders were undertaken by staff. The only compliant bid was submitted by Donway Ford Sales Limited in the amount of \$153,963, excluding taxes, for the supply of one 2017 Ford F550 Supercab with sign/crane body. Below is a summary of the bids received for this project:

**Table 1 – Summary of Bids Received**

	<b>Company Name</b>	<b>Total Bid (excluding taxes)</b>
1	Donway Ford Sales Limited	\$153,963.00

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

Below is a financial summary based on the Tender submitted by Donway Ford Sales Limited:

**Table 2 – Financial Summary**

<b>Approved Budget</b>	
2017 capital budget	\$0
<b>Total Approved Budget</b>	<b>\$0</b>
Less previous commitments	\$0
<b>Funding available for subject Contract</b>	<b>\$0</b>
Contract Award excluding HST	\$153,963.00
Non-refundable taxes (1.76%)	\$2,709.75
<b>Total Funding Required</b>	<b>\$156,672.75</b>
Budget Variance – required funding approval	-\$156,700.00



June 20, 2017

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Report No. IES17-029

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As this project was not included in the 2017 capital budget, full funding at this time is requested to replace this vehicle as soon as possible to meet the daily requirements of the Town's Roads Operations group.

### **Communications Considerations**

There is no external communication required.

### **Link to Strategic Plan**

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

### **Alternative(s) to the Recommendation**

1. Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, repair costs will continue which will not be recouped upon the sale of the existing vehicle. There is an expected expense of approximately \$20,000 on the existing vehicle to allow it to remain in service until 2019.

### **Conclusions**

The Tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES 2017-53 for the supply and delivery one 2017 Sign body/crane truck be awarded to Donway Ford Sales Limited in the amount of \$153,963, excluding taxes.

### **Attachments**

None.

June 20, 2017

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Report No. IES17-029

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**Previous Reports**

None.

**Pre-submission Review**

Agenda Management Meeting review on June 1, 2017

**Departmental Approval**

**Approved for Agenda**



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**Al Downey  
Acting Director  
Infrastructure and Environmental Services**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. IES17-030**

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**Subject:** Procurement of 2018 Capital Projects #34168 Single Axle Dump Truck and #34410 Tandem Axle Dump Truck in 2017

**Prepared by:** Greg McClenny, Facilities & Fleet Supervisor

**Department:** Infrastructure and Environmental Services

**Date:** June 20, 2017

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## **Recommendation**

- 1. That Report No. IES17-030 be received; and**
- 2. That funding pre-approval for two 2018 fleet projects be approved, and direction be given to staff to immediately tender for 2018 Capital Projects #34168 Single Axle Dump Truck with a budget estimate of \$208,600 and #34410 Tandem Axle Dump Truck with a budget estimate of \$246,300; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreements, including any and all documents and ancillary agreements required to give effect to same.**

## **Executive Summary**

The purpose of this report is to seek Council approval to proceed with the Procurement process for 2018 Capital Projects #34168 and #34410 for one replacement six ton snow plow/dump truck in the Repair and Replacement capital budget and one additional snow plow/dump truck for Infrastructure & Environmental Services Department from the Roads DC Reserve Fund. Staff anticipate issuing tender documents for these two vehicles shortly; however, invoicing is not expected to occur until 2018 due to the long lead time for fabrication of these specialty units.

## **Background**

The Ten Year Capital Plan includes, for 2018, one replacement six ton Dump/Snow Plow truck (34410) and one additional six ton Dump/Snow Plow truck (34168). There is a twelve-month lead time to acquire these vehicles from the manufacturer. Staff requested we change one single axle truck to tandem axle truck to improve service on the Yonge Street corridor during the winter snow clearing season.

## **Analysis**

Project 34410 (replacement truck) will be a single axle truck replacing a single axle truck. Project 34168 (additional truck) will be a tandem axle truck which carries a higher cost to procure.

**Table 1 – Summary of Funds forecasted**

	<b>Capital Project #</b>	<b>10 Year Capital Plan funding</b>	<b>Current Anticipated Cost</b>
1	#34168	\$205,000	\$246,300
2	#34410	\$205,000	\$208,600

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

This report seeks pre-approval of two 2018 capital projects which were included in the most recent 10 Year Capital Investment Plan:

1. Fleet replacement project #34168 single axel dump/plow truck \$208,600 including non-refundable HST, funded from Fleet Repair & Replacement Reserve fund.
2. Fleet growth addition project #34410, tandem axel dump/plow truck, \$246,300 including non-refundable HST, funded from the Roads DC reserve fund.

The procurement and delivery process for these trucks is over twelve months, invoicing for these two vehicles will be in the 2018 year.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

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

### **Alternative(s) to the Recommendation**

1. Council may choose to not approve the early procurement of these projects. The twelve month lead time once these projects are approved would begin in 2018 once budget is approved and delivery of these two vehicles would occur in 2019.

### **Conclusions**

It is recommended that Council give direction to begin the procurement process of these 2018 Capital Projects in 2017 in order to ensure the vehicles are delivered and in use for the 2018/2019 winter snow season.

### **Attachments**

None.

### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Meeting review on June 1, 2017

#### **Departmental Approval**



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**Al Downey  
Acting Director  
Infrastructure and Environmental Services**

#### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. IES17-024**

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**Subject: Implementation of Train Whistle Cessation for GO Train Crossings**

**Prepared by: Jamal Massadeh, Traffic and Transportation Analyst**

**Department: Infrastructure and Environmental Services**

**Date: June 20, 2017**

---

## **Recommendation**

- 1. That Report No. IES17-024 be received; and**
- 2. That staff initiate the process as outlined by Transport Canada for train whistle cessation at the road crossings at Engelhard Drive, St. John's Sideroad and Centre Street, in the Town of Aurora; and**
- 3. That the implementation of the whistle cessation not proceed until the Metrolinx Barrie Corridor Expansion Program is completed; and**
- 4. That Council approve the design budget of \$235,000 in 2018 Budget year to initiate the design phase of the project; and**
- 5. That the Region of York and Metrolinx be advised accordingly of the Town's plans for Train Whistle Cessation.**

## **Executive Summary**

The purpose of this report is to address Council's motion of October 11, 2016, regarding the implementation of the whistle cessation for the GO train level crossings on the Newmarket Subdivision rail line in the Town of Aurora, to consider phasing and funding strategies and to advise Council as to the associated risks of implementing whistle cessation.

## **Background**

Council, at its meeting of October 11, 2016, adopted the following motion regarding the implementation of the Whistle Cessation for the GO train crossings in The Town:

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Report No. IES17-024

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“Whereas Metrolinx is proceeding with the implementation of the Regional Express Rail program; and

Whereas the expansion plans for service enhancement will result in all day 15 minute service occurring in Aurora; and

Whereas this increase in service is significant and will result in a drastic increase in noise resulting from required train whistling; and

Whereas Transport Canada has a procedure for the Cessation of Train whistling that is available to the Town; and

Whereas other municipalities have successfully implemented Whistle Cessation; and

Whereas the Town of Aurora has previously investigated the implementation of Whistle Cessation and has previously completed studies required by the process;

1. Now Therefore Be It Hereby Resolved That staff be directed to bring back a report on the process required by Transport Canada for implementing Whistle Cessation and the status of any studies completed by the Town in support of Whistle Cessation; and
2. Be it Further Resolved that staff provide an implementation plan and preliminary budget on proceeding with a Whistle Cessation program for the Town of Aurora.”

The Town previously considered the implementation of the train anti-whistling and a safety assessment was completed by AECOM Canada Ltd. in 2009. The safety assessment identified a number of deficiencies that required mitigation in order to satisfy Transport Canada Whistle Cessation requirements. General mitigation issues such as pavement markings and traffic signs were addressed and specific items such as pedestrian gates were not completed due to the high associated cost.

Since 2004, Town staff has been periodically working to eliminate the train whistle along the railway corridor within the Town. In 2011, Council cancelled the project due to high implementation costs and the challenges with the terms of the legal agreement with Metrolinx.

In October 2016, Council requested that staff pursue train anti-whistling on the four (4) active level crossings within the Town along the GO Transit Newmarket Subdivision.

## **Analysis**

### **Description of the Newmarket Subdivision rail line in the Town of Aurora**

The Newmarket Subdivision rail line runs generally in a north-south direction and is owned by Metrolinx (Go Transit). There are four (4) at-grade crossings in the Town - Engelhard Drive to the south and St. John's Sideroad on the north, Wellington Street East and Centre Street are the other two crossings. Appendix "A" shows these crossings.

It should be noted that Wellington Street East and St. John's Sideroad crossings are under the jurisdiction of York Region, the other two are under the Town's jurisdiction. All crossings are fitted with safety features properly providing advanced warning and restrict road users for both pedestrians and motorists from entering the rail crossing while in operation. The safety features include bells, flashing lights and gates. Other safety features are pavement markings and traffic signs.

The safety features are maintained by Metrolinx; however the Town monthly contribution to maintenance costs of railway crossing warning systems at Engelhard Drive and Centre Street is \$931.00 plus HST.

### **The Canadian Rail Operating Rules (CROR) requires all trains to whistle when approaching a public grade crossing**

The CROR require all trains to whistle whenever they approach a public grade crossing. While train whistling is an important way to keep motorists, cyclists and pedestrians safe, these whistles can be a nuisance to residents living near the train tracks.

To eliminate train whistling, a process has to be followed as outlined in Transport Canada's Procedure for Train Whistling at Public Grade Crossings in accordance with the "Federal Railway Safety Act and Regulation." The procedure requires the railway companies and road authorities to collaborate in finding the best option for making the crossings safe.

It is important to note that despite the cessation of whistling, if approved by Metrolinx, the whistling may be used based on the train crews' sole discretion if there is an



emergency, or if there are any other rules or orders in force that require the use of the whistle.

### **Procedure for eliminating whistling at public grade crossings as per Transport Canada requirements**

Transport Canada requires that the following steps be followed to achieve the elimination of the train whistle at grade crossings:

1. **Interest for whistling cessation is expressed** - An interest for whistling cessation exists when a municipality receives a request from a citizen or a community group to stop train whistling at a specific area (one crossing or multiple crossings) along a railway corridor.
2. **Municipality consults with Railway Company** - The municipality consults with the railway company that operates the relevant line of railway to assess the feasibility of the whistling cessation request. Regular progress meetings will be required with Metrolinx and York Region for the implementation of train anti-whistling.
3. **Municipality issues notifications and public notice** - The municipality notifies all relevant associations or organizations and issues a public notice of its intention to pass a resolution declaring that it agrees that whistles should not be used at the level crossings along a railway corridor.
4. **Municipality and railway assess the crossing(s) against the prescribed requirements in the Grade Crossings Regulations and Grade Crossing Standards** - The municipality and the railway company assess whether or not the area (crossing or multiple crossings) meets the whistling cessation requirements specified in the Grade Crossing Regulations and Standards.
5. **Municipality passes a resolution declaring that it agrees that whistles should not be used in that area, thereby prohibiting train whistling** - Once it is deemed that the provisions of the Grade Crossings Regulations and Standards are satisfied, the municipality must declare, by resolution, that it agrees that train whistles should not be used at the prescribed crossings.
6. **Railway company notifies Transport Canada and informs the municipality within 30 days that it has arranged to have whistling ceased at the**

**crossing(s)** – The railway company notifies the headquarters of Transport Canada's Rail Safety Directorate of the effective date of whistling cessation at the crossings, and provides a copy of its special instructions. The railway company notifies the municipality and/or the road authorities in writing of the whistling cessation not later than 30 days after the day whistling is ceased.

- 7. Municipality and railway share the responsibility for monitoring and maintaining the conditions that support the cessation of train whistling at the crossings** -A Transport Canada Railway Safety Inspector may order the reinstatement of whistling at the crossings should the responsible authorities fail to maintain the area in a manner that meets the prescribed requirements of the *Grade Crossings Regulations* and section 23.1 of the Railway Safety Act.

Due to the project cancellation by Council in 2011, the process for the train whistle cessation needs to start from the beginning. Requests have been received from Town residents for train whistle cessation and a Town wide petition will not be required to begin the process.

**Responsible authorities for the implementation of train whistle cessation and the essential coordination could lengthen the implementation process**

The process to implement the train anti-whistling could take considerable time due to the number of authorities and work involved in the decision and approval process. The Town had previously tried to implement the anti-whistling and other municipalities are actively working on implementing it.

- Transport Canada – sets policy, regulations and guidelines that have to be addressed in order to achieve the train anti-whistling.
- Metrolinx – the owner of the Newmarket Subdivision currently operate 12 commuter trains, five (5) in the morning heading south and seven (7) in the afternoon heading north, per day. With new proposed railway expansion, Metrolinx is planning to increase to all day service every 15 minutes to and from the Aurora GO Station. Metrolinx is the approval agency in relation to its operations and how the train anti-whistling could impact commuter and corridor safety.
- Canadian National Railway (CNR) – is the operating railway as the holder of the Certificate of fitness. CNR is a stakeholder and will be required to issue the final

instructions to the train crew. CNR currently runs a number of unscheduled freight trains along the corridor.

- York Region – Regional road authority and two (2) of the level crossings are within the Region’s jurisdiction (Wellington Street East and St. John’s Sideroad). The Region requires pedestrian gates at its crossings as part of the implementation process.
- Town of Aurora – Municipal road authority and has two (2) level crossings along the corridor (Engelhard Drive and Centre Street). The Town will be responsible for implementing the capital work, establishing the by-law to eliminate the train whistling and entering into the legal agreement with the railway company.

**Summary of anti-whistling works that will be required at the Town railway level crossings**

Based on the work completed to date, staff believe that maze barriers and pedestrian gates will be required at each crossing to increase safety for pedestrians crossing the railway tracks. Table 1 shows the required work that will have to be completed:

**Table 1**

Crossing	Maze Barrier	Pedestrian Gates	Road Authority	Comments
Engelhard Drive	2		Aurora	Maze Barriers on the south side
Wellington Street East		4	York Region	
Centre Street	2		Aurora	Maze Barriers on the north side
St. John’s Sideroad		4	York Region	Existing maze barriers to be replaced by pedestrian gates

**If Council enacts an anti-whistling by-law, the Town may assume more risk for potential claims that arise as a result of the elimination of the whistle in accordance with the by-law**

The Town’s insurer has advised that, at this time, there is not an additional premium being charged if an anti-whistling by-law was passed. However, if the Town was to suffer a severe loss and it was shown that the cause of the loss was as a direct result from a train not sounding its whistle because an anti-whistling by-law was in effect, the

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Town's insurance program would be negatively impacted. In addition, as more municipalities are considering enacting anti-whistling by-laws, municipal insurers may increase premiums for all municipalities due to higher exposure of risk since eliminating train whistles may increase both the frequency and severity of accidents.

**The Town would be required to enter into an agreement with the railway company to assume all liability in the event of an accident resulting from whistle cessation**

The agreement will include an indemnification clause whereby the Town would assume full liability for any potential claims from a third party and the railway company resulting from the elimination of the whistle in accordance with the anti-whistling by-law. The indemnity to the railway company may extend beyond the coverage provided within the Town's insurance policy. If this is the case, the Town's insurer may not cover the indemnity and the Town may be exposed to an uninsured risk.

**Advisory Committee Review**

None.

**Financial Implications**

Should Council decide to implement whistle cessation, a budget of approximately \$1,875,000 excluding tax will be required as per the details below.

Pedestrian gates are required by York Region therefore a total of eight (8) pedestrian gates will be required at Wellington Street East and St. John's Sideroad level crossings. Four (4) maze barriers will be required at Engelhard Drive and Centre Street level crossings. The estimated cost is \$10,000 per maze barrier and \$200,000 per pedestrian gate. An additional estimated budget of \$135,000 will be required for detailed design and \$100,000 for peer review consultant as per Metrolinx requirements.

The cost estimates are based on discussions with the City of Markham, which is actively pursuing the implementation of the train anti-whistling at its 13 level crossings.

Should Council decide to approve the design phase, a budget of \$235,000 excluding taxes will be required as outlined in Table 2.

Table 2 provides a breakdown of the budget required for the installation of maze barriers and pedestrian gates.

**Table 2**

Crossing	Maze Barrier	Pedestrian Gates	Road Authority	Estimated Cost
Engelhard Drive	2		Aurora	\$20,000
Wellington Street East*		4	York Region	\$800,000
Centre Street	2		Aurora	\$20,000
St. John's Sideroad		4	York Region	\$800,000
Detailed Design				\$135,000
Peer Review Consultant				\$100,000
<b>Total</b>	<b>4</b>	<b>8</b>		<b>\$1,875,000</b>

\*Budget may be reduced by \$800,000 by not implementing the four (4) pedestrian gates at Wellington Street East, since this location is a priority with Metrolinx improvements program. Grade separation improvements at Wellington Street East should be completed by Metrolinx by 2025.

## **Communications Considerations**

Prior to the train anti-whistling by-law being passed, the Town's Corporate Communications division will develop a comprehensive communication plan and awareness program to inform drivers, cyclists and residents of the new train anti-whistling as this will be a cultural change for all road users. Drivers' behaviors must be altered to proactively be on the lookout for these crossings, for pedestrians and for cyclists crossing the railway tracks. It is anticipated that such work will draw community engagement and feedback.

Staff is anticipating a rapid initiation of the following communications plan:

### **Objectives**

- Inform residents about train anti-whistling implementation
- Create a dedicated page on the Town website to provide information specifically about the train anti-whistling

### **Strategy**

- Public Service Announcement (PSA)

- Notice Board Ads
- Website and Social Media posts – Facebook and Twitter
- Digital Screens in Town Facilities
- Aurora Matters – External Newsletter
- Inside Aurora – Internal Newsletter

### **Alternative(s) to the Recommendation**

None.

### **Conclusions**

This report has been prepared to respond to Council's motion regarding the train anti-whistling implementation in the Town of Aurora. There are a number of steps that must be completed in the process of eliminating train whistles at the Town's public railway crossings. In 2009, a detailed safety assessment was completed and a number of deficiencies have been identified that require rectification in order to meet Transport Canada and York Region requirements before the train whistle can be eliminated in the Town.

The estimated cost for the train anti-whistling implementation is \$1,875,000 excluding taxes for a detailed design, peer review consultant and a total of four (4) maze barriers and eight (8) pedestrian gates. By deferring the implementation until the grade separation at the Wellington Street East crossing the Town could save up to \$800,000.

### **Attachments**

Appendix "A" – Map showing level crossing locations in the Town of Aurora

### **Previous Reports**

Report No. PW04-039, dated August 17, 2004

Report No. PW05-019, dated June 21, 2005

Report No. PW06-033, dated June 20, 2006

Report No. PW07-014, dated June 19, 2007

Memo No. 02-08, dated June 5, 2008

Report No. PW08-033, dated August 12, 2008

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Memo, dated September 23, 2008  
Report No. PW08-039, dated October 21, 2008  
Report No. PW09-006, dated February 17, 2009  
Report No. PW09-057, dated November 3, 2009  
Report No. IES10-022, dated June 1, 2010  
Report No. IES10-035, dated July 13, 2010  
Report No. IES11-015, dated April 19, 2011

### **Pre-submission Review**

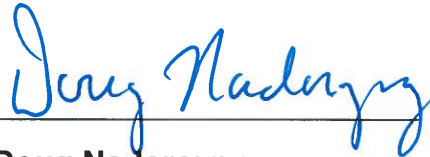
Agenda Management Team Meeting review on June 1, 2017.

#### **Departmental Approval**

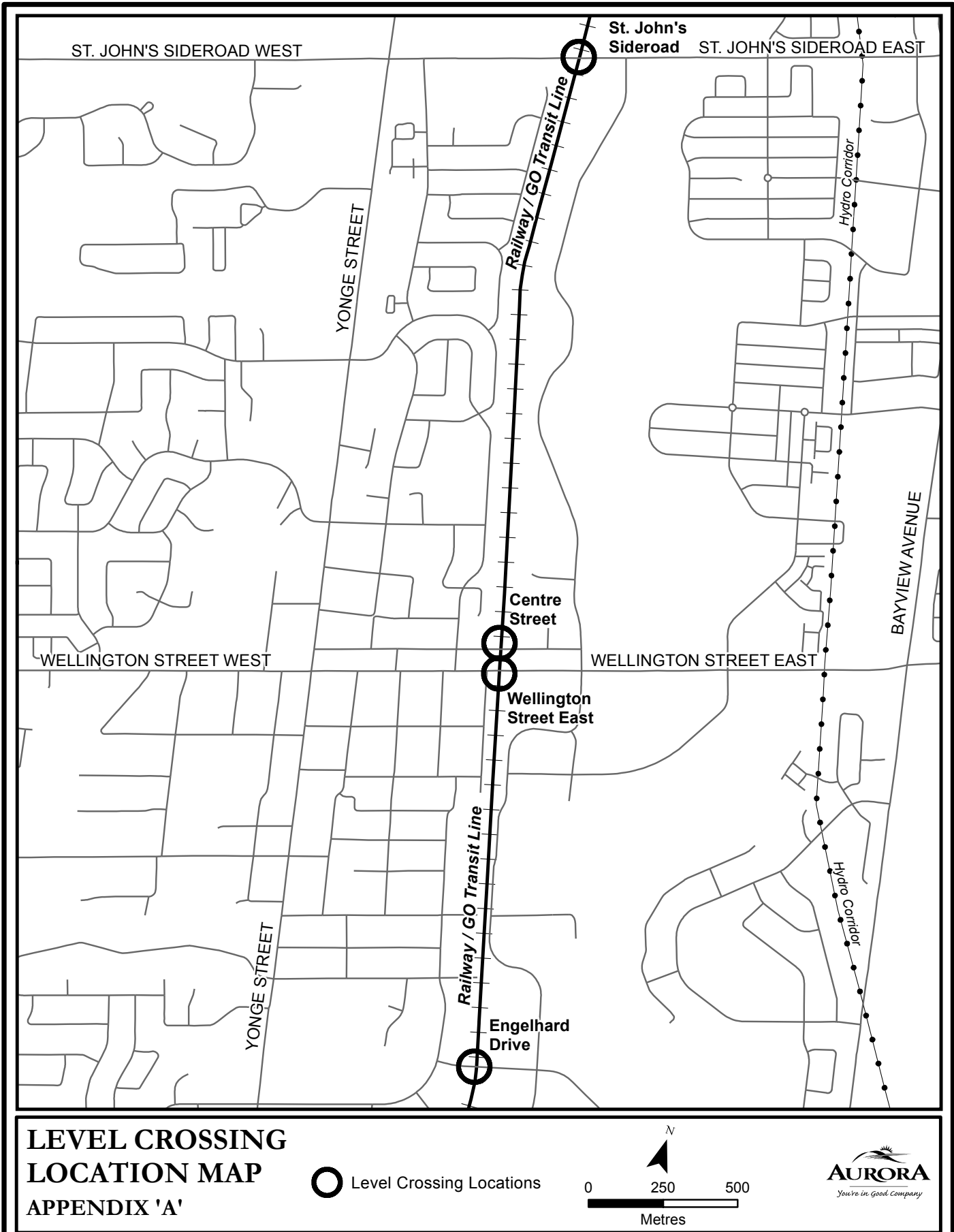


**Marco Ramunno, MCIP, RPP  
Acting Director  
Infrastructure and Environmental Services**

#### **Approved for Agenda**

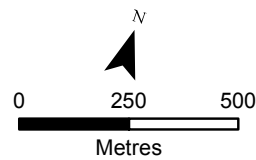


**Doug Nadorozny  
Chief Administrative Officer**



**LEVEL CROSSING  
LOCATION MAP  
APPENDIX 'A'**

○ Level Crossing Locations







**Town of Aurora**

**General Committee Report**

**No. PBS17-015**

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**Subject:** Application for Official Plan Amendment, Zoning By-law  
Amendment, Site Plan  
The Gathering Place of Aurora  
210 Edward Street  
Part of Block B & C Edward Street, Reg. Plan 488, Part 1 65R13909  
File Numbers: OPA-2016-02, ZBA-2016-06, and SP-2016-09

**Prepared by:** Marty Rokos, Planner

**Department:** Planning and Building Services

**Date:** June 20, 2017

---

### **Recommendations**

- 1. That Report No. PBS17-015 be received;**
- 2. That the Application to Amend the Official Plan File Number OPA-2016-02 (The Gathering Place of Aurora), to re-designate the subject lands from “Existing Employment – Light Industrial/Service” to “Existing Employment – Light Industrial/Service Site Specific Policy Area No. XX” to permit a place of worship in the entire existing building be approved; and**
- 3. That the Application to Amend the Zoning By-law File Number ZBA-2016-06 (The Gathering Place of Aurora), to amend the provisions of the “General Industrial (M2-9) Exception Zone” to permit a place of worship in the entire existing building be approved; and**
- 4. That Site Plan Application File SP-2016-09 (The Gathering Place of Aurora), to permit the development of the subject lands for a place of worship be approved; and**
- 5. That the implementing by-laws be presented at a future Council Meeting; and**
- 6. 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.**

## **Executive Summary**

This report seeks Council approval for Official Plan Amendment, Zoning By-law Amendment, and Site Plan at 210 Edward Street. The owner proposes to re-designate the subject lands from “Existing Employment – Light Industrial/Service” to “Existing Employment – Light Industrial/Service Site Specific Policy Area No. XX” and amend the provisions of the “General Industrial (M2-9) Exception Zone” to permit a place of worship in the entire existing building.

- The Official Plan Amendment, Zoning By-law Amendment, and Site Plan submission has been circulated for comment and comments have been forwarded to the owner.
- Planning and Building Services has reviewed the subject applications in accordance with the provisions of the Town’s Official Plan, Zoning By-law and municipal development standards respecting the subject lands.
- All departments and agencies have provided comment and support the site plan application.
- All technical revisions to the proposed plans will be reviewed by Town Staff prior to finalizing the implementing by-law and executing the Site Plan Agreement.
- Staff recommend approval of the applications.

## **Background**

### **Application History**

The Application for the Zoning By-law Amendment was heard at the Public Planning Meeting on December 15, 2016. At that meeting, Council received the report and directed the Applications to proceed to a future General Committee meeting for consideration.

Council passed the following resolution:

“That Report No. PBS16-104 be received; and

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

### **Location / Land Use**

As illustrated in Figure 1, the subject lands are located on the west side of Edward Street at Dunning Avenue. The total area of the subject lands is 4,322 m<sup>2</sup>.

The subject lands have the following characteristics:

- 11.4 m of frontage on Dunning Avenue and 122.25 m of flankage on Edward Street;
- The property narrows towards the north because of the curve of Edward Street; and
- The existing building was previously used as a bowling alley, which is now closed.
- A watercourse flows through Jack Wood Park, which abuts the subject lands to the west.

### **Surrounding Land Uses**

The surrounding land uses are as follows:

North: Dunning Avenue, residential, employment, and environmental protection  
South: Employment  
East: Edward Street and employment  
West: Environmental protection (Jack Wood Park)

### **Policy Context**

#### Provincial Policies

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

#### York Region Official Plan

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable, lively communities. Under the York Region’s Official Plan, one regional urbanization goal is to enhance the Region’s urban structure through city building, intensification and compact, complete communities.

### Town of Aurora Official Plan

The subject lands are designated as “Existing Employment – Light Industrial/Service” and “Public Parkland” by the Town of Aurora Official Plan. The “Existing Employment – Light Industrial/Service” designation is intended to accommodate a broad range of employment opportunities as well as service commercial uses and retail uses of a quasi-industrial nature within existing employment areas. The “Public Parkland” designation is intended to maintain parkland as open space with facilities that meet the recreation needs of residents, tourists and visitors. The northerly portion of the subject lands is designated “Public Parkland”.

Permitted uses in the “Existing Employment – Light Industrial/Service” designation include office/research uses, industrial and manufacturing uses, warehouse facilities, enclosed storage including self-storage units, industrial supply and service and contractor sales, micro-industries that support non-noxious uses, automotive and recreational vehicle related uses, service commercial uses, commercial recreational facilities, conference uses, public and/or private educational facilities, ancillary/accessory retail functions directly related to the industrial, manufacturing, and/or office uses, parks and recreation uses, public uses, utilities, child care facilities, and wholesale facilities.

A place of worship was a permitted use within the “General Industrial” designation of the old Official Plan (1991) but not by the current Official Plan. As such, the place of worship was allowed by Site Specific Zoning By-law Amendment No.4709-05.D, approved on October 25, 2005, but was limited to a maximum of 232 m<sup>2</sup> GFA by the Zoning By-law. The “Existing Employment – Light Industrial/Service” Designation of the Town’s current Official Plan is limited in its scope of permitted uses, and a place of worship is not permitted as a principle use as requested by the owner. An amendment to the Official Plan is required to allow a place of worship as the principal use.

### Zoning By-law 2213-78, as amended

The subject lands are currently zoned “General Industrial (M2-9) Exception Zone” by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3).

The M2-9 Zone permits specific employment uses as outlined in the chart on pages 5-6 of this report. An amendment to the By-law is required to allow a place of worship within the entire building.

### Reports and Studies

The Owner submitted the following documents as part of complete Official Plan Amendment, Zoning By-law Amendment, and Site Plan applications:

<b>Submission Documents</b>	
<b>Name</b>	<b>Report Author</b>
<b>Official Plan Amendment and Zoning By-law Amendment Applications</b>	
Site Survey	JH Architecture
Conceptual Site Plan	JH Architecture
Planning Justification Report	IBI Group
Draft Official Plan Amendment	IBI Group
Draft Zoning By-law Amendment	IBI Group
Floor Plans	JH Architecture
Colour renderings	n/a
<b>Site Plan Application</b>	
Architectural Site Plan	JH Architecture
Electrical Site Plan	JH Architecture
Plan of Survey	Lloyd & Purcell Ltd.
3D Rendering	JH Architecture
Civil Servicing Site Plan	WSP
Water calculations	WSP

## **Proposed Application**

### **Proposed Official Plan Amendment**

As shown in Figure 2, the Applicant proposes to amend the “Existing Employment – Light Industrial/Service” designation. The owner has submitted a draft Official Plan Amendment which is currently under review by staff. The proposed OPA would create a site specific Official Plan policy that would add a place of worship as a permitted use.

### **Proposed Zoning By-law Amendment**

As shown in Figure 3, the Applicant proposes to amend the existing Site Specific General Industrial (M2-9) Exception Zone. The owner has submitted a draft Zoning By-law which is currently under review by staff. The proposed Zoning By-law amendment as applied for by the owner would increase the maximum GFA for a place of worship to the entire building and amend provisions related to parking spaces, parking setbacks and manoeuvring. It would also recognize existing site conditions such as the lot frontage, curbing, landscaping, and loading. The following is a table to compare the difference between the current M2-9 zoning requirements with the proposed zoning requirements.

<b>Proposed Zoning By-law Amendment</b>		
	<b>Existing M2-9 Exception Zone Requirements</b>	<b>Proposed M2-9 Exception Zone Requirements</b>
Permitted Uses	warehouses and industrial uses, ancillary retail, commercial self storage facilities, data processing centres, fitness centres, recreation centres, private clubs, laundries, motor vehicle body shops, motor vehicle rental establishments, motor vehicle repair garages, office uses accessory to a permitted use on the same premise, offices other than the offices of a doctor or drugless practitioner in multi-premises buildings, light and heavy repair shops, research labs, trade schools, transportation terminals, and a place of worship to a maximum GFA of 232 m <sup>2</sup>	warehouses and industrial uses, ancillary retail, commercial self storage facilities, data processing centres, fitness centres, recreation centres, private clubs, laundries, motor vehicle body shops, motor vehicle rental establishments, motor vehicle repair garages, office uses accessory to a permitted use on the same premise, offices other than the offices of a doctor or drugless practitioner in multi-premises buildings, light and heavy repair shops, research labs, trade schools, transportation terminals, and a place of worship
Lot Area (minimum)	1,400.0 m <sup>2</sup>	1,400.0 m <sup>2</sup>
Lot Frontage (minimum)	30.0 m	12.0 m*
Front Yard (minimum)	3.0 m	3.0 m
Rear Yard (minimum)	9.0 m	9.0 m
Side Yard (minimum)	3.0 m	3.0 m
Floor Area (minimum)	1 storey: 120.0 m <sup>2</sup> 2 storeys: 130.0 m <sup>2</sup>	1 storey: 120.0 m <sup>2</sup> 2 storeys: 130.0 m <sup>2</sup>
Height (maximum)	10.0 m	10.0 m

Parking (minimum)	Church: 1 parking space per 10 seats Other uses: According to the parking requirements in Section 6.26.1.	3.0 parking spaces per 100 m <sup>2</sup> GFA*
Parking space dimensions (minimum)	2.7 x 5.5 m	5 spaces: 2.7 x 4.23 m* 13 spaces: 2.7 x 4.78 m* All other spaces: 2.7 x 5.5 m
Manoeuvring Space (minimum)	7.4 m	Abutting east property line: 3.9 m* Abutting south property line: 4.9 m* All other aisles: 7.0 m
Curbing	15 cm high curb required	No required curb*
Parking in Yards	Parking separated from street line by minimum 1.5 m landscaped strip	No minimum separation between parking and street line*
Parking Space Location	Minimum 1.5 m from side or rear lot line	No minimum setback from side or rear lot line*

Note: The proposed by-law exceptions are highlighted and labelled with an asterisk “\*”. Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

### Proposed Site Plan

As illustrated on Figure 4, the applicant is proposing to use the existing building to expand the existing place of worship use. A 113 m<sup>2</sup> GFA addition is proposed at the front of the building facing Edward Street that would serve as the main entrance to the building.

The building addition and changes to the parking lot circulation would result in a reduction in parking spaces from 80 to 46. The proposed number of parking spaces would conform to the minimum zoning requirements for a church of 1 parking space per 10 seats. The proposed parking rate is 3.0 parking spaces per 100 m<sup>2</sup> GFA, which would apply to all permitted uses. This is consistent with the minimum parking rates for employment uses permitted by the M2-9 Zone.

Driveway access would be via two driveways from Edward Street. A third driveway at the northerly portion of the site would no longer be used. A municipal sidewalk was constructed along the Edward Street frontage in 2015.

## **Analysis**

### **Planning Considerations**

Provincial Policy Statement (PPS)

**It is Planning Staff's opinion that the proposed Official Plan and Zoning By-law Amendment applications are consistent with the PPS.**

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed place of worship use is in an existing building, which minimizes land consumption and uses the existing servicing infrastructure. The proposed development is located within walking distance of a major transit route, which promotes alternative modes of transportation. The proposed amendment will encourage and provide opportunities for economic development and community investment. As a result, it is Planning Staff's opinion that the proposed applications are consistent with the PPS.

Places to Grow Plan for the Greater Golden Horseshoe

**The proposed Official Plan and Zoning By-law Amendment applications are consistent with the Places to Grow Growth Plan.**

Places to Grow promotes and encourages new growth in built-up areas of a community through intensification. It requires municipalities to provide an appropriate mix of employment uses including industrial, commercial and institutional uses to meet long term needs. The applications are consistent with the Places to Grow Growth Plan by reusing an existing building for an institutional use. The subject applications do not represent lands being converted from employment uses. As such, it is Planning Staff's opinion that the proposed applications are consistent with the Places to Grow Growth Plan.

Lake Simcoe Protection Plan (LSPP)

**It is Planning Staff's opinion that the proposed Official Plan and Zoning By-law Amendment applications conform to the LSPP.**

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the Lake Simcoe Protection Plan. The Lake Simcoe Conservation Authority reviewed the proposed applications with no objections subject to review of final grading plans and potential site plan measures to limit overnight parking. As such,



June 20, 2017

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it is Planning Staff's opinion that the proposed applications conform to the Lake Simcoe Protection Plan.

York Region Official Plan

**It is Planning Staff's opinion that the proposed Official Plan and Zoning By-law Amendment applications conform to the YROP.**

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed applications are in keeping with the policies of the YROP. York Region has no objections to the applications and has exempted the Official Plan Amendment from approval by Regional Council.

Town of Aurora Official Plan

**It is Planning Staff's opinion that the proposed Official Plan Amendment, Zoning By-law Amendment and Site Plan applications are compatible with the goals and objectives of the Official Plan and surrounding land uses.**

As noted above, the subject lands are designated as "Existing Employment – Light Industrial/Service" and "Public Parkland" by the Town of Aurora Official Plan (Figure 2). The northerly portion of the subject lands is designated Public Parkland. No development is proposed on this portion of the property, which is part of the existing parking lot. All applications within this area are reviewed by the Lake Simcoe Region Conservation Authority.

Planning staff are of the opinion that the proposed applications to amend the Official Plan and Zoning By-law are appropriate and compatible with the goals and objectives of the Official Plan and are compatible with adjacent and neighbouring developments. Planning Staff are of the opinion that the proposed site plan conforms to the land use and development policies of the Official Plan and is compatible with the surrounding land uses.

Zoning By-law 2213-78, as amended

**A Zoning By-law Amendment is required before the Site Plan Agreement is finalized.**

The subject property is zoned "General Industrial (M2-9) Exception Zone" by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). The proposed Site Plan as prepared by the applicant does not comply with the permitted uses and performance standards of the Zoning By-law. An amendment to the By-law is required to allow a place of worship as a primary use. Site specific performance standards are proposed as summarized in the table on pages 5-7.

Planning staff have evaluated the implementing Zoning By-law in the context of the Official Plan and the proposed site plan. Planning staff are of the opinion that the proposed rezoning with exceptions is appropriate and compatible with adjacent and neighbouring development.

#### Elevations

**Staff have reviewed the proposed elevations and are satisfied with the submission.**

The place of worship is proposed mostly within the existing building. The proposed main entrance addition would be the main architectural feature of the building. It would be a double height entrance with a sloped roof and would be clad mainly in glass. The existing building would be clad in a V-Groove panel with a wood grain finish. Vertical stucco elements are proposed at regular intervals, each with an exterior lighting fixture. Staff have reviewed the proposed elevations and are satisfied with the proposed exterior changes to the building.

#### **Department / Agency Comments**

**Internal departments and external agencies have no concerns to the approval of the site plan. Final technical matters will be addressed prior to execution of the site plan agreement.**

#### Parks, Recreation & Cultural Services Department

Parks staff have reviewed the site plan submission. Due to the minor site changes proposed to the existing site layout, a detailed landscape submission was not required. Parks staff have no concerns with the proposed development applications.

#### Development Planning Engineer

The Development Services Engineer has no objections to the approval of the applications subject to additional technical information being provided, including a detailed cost estimate and water and sewer details.

#### Traffic/Transportation Analyst

The Town's Traffic/Transportation Analyst has reviewed the subject applications and has no concerns with the parking layout and site design.

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#### Lake Simcoe Region Conservation Authority (LSRCA)

The Lake Simcoe Region Conservation Authority has confirmed that they have no objections in principle to the approval of the Official Plan Amendment, Zoning By-law Amendment, and Site Plan. LSRCA staff are preparing technical comments related to site plan matters to be submitted to the Town. The owner will be required to address the technical comments before a site plan agreement is entered into with the Town.

#### Planning and Building Services, Building Division

Building division staff advise that they have no objections to the subject applications. Building staff have suggested some minor edits to the proposed zoning by-law with respect to parking dimensions and manoeuvring space. Staff will continue to work with the applicant in preparing the by-law that will be presented to Council for enactment.

#### Accessibility Advisory Committee

The Accessibility Advisory Committee discussed the applications and requested that consideration be given to accessible automatic sliding doors for the public entrance.

#### Other Agencies

Alectra Utilities, Central York Fire Services, Rogers, and Enbridge have reviewed the applications and have no concerns.

### **Advisory Committee Review**

The applications were reviewed by the Accessibility Advisory Committee.

### **Financial Implications**

At the time of Site Plan agreement, fees and securities will be applied to the development. Enactment fees will be charged before the implementing by-laws are enacted by Council. The development of the subject lands generates development charges.

### **Communications Considerations**

On November 24, 2016, a Notice of Complete Application and Public Planning Meeting was published in the Aurora Banner and Auroran newspapers and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. On the

same date, two Notice of Public Planning Meeting signs were also posted on the subject lands fronting Edward Street and Dunning Avenue. Public notification has been provided in accordance with the *Planning Act*.

### **Servicing Allocation**

Not applicable.

### **Link to Strategic Plan**

The proposed Official Plan and Zoning By-law Amendment applications support the Strategic Plan goal of Enabling a diverse, creative and resilient economy through their accomplishment in satisfying requirements in the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Through the proposed Official Plan and Zoning By-law Amendment applications on the subject lands, the applicant will assist in attracting business in accordance with the Develop plans to attract businesses that provide employment opportunities for our residents action item.

### **Alternatives to the Recommendation**

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

### **Conclusions**

Planning and Building Services reviewed the subject Official Plan Amendment, Zoning By-law Amendment and Site Plan applications in accordance with Provincial policy and the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. Staff recommend approval of Official Plan Amendment File: OPA-2016-02, Zoning By-law Amendment File: ZBA-2016-06 and Site Plan application File: SP-2016-05.

## **Attachments**

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-law
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Elevations
- Figure 6 – Proposed Rendering

## **Previous Reports**

Public Planning Report PBS16-104, December 15, 2016

## **Pre-submission Review**

Agenda Management Team Meeting review on June 1, 2017.

## **Departmental Approval**



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

## **Approved for Agenda**



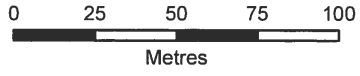
**Doug Nadorozny  
Chief Administrative Officer**



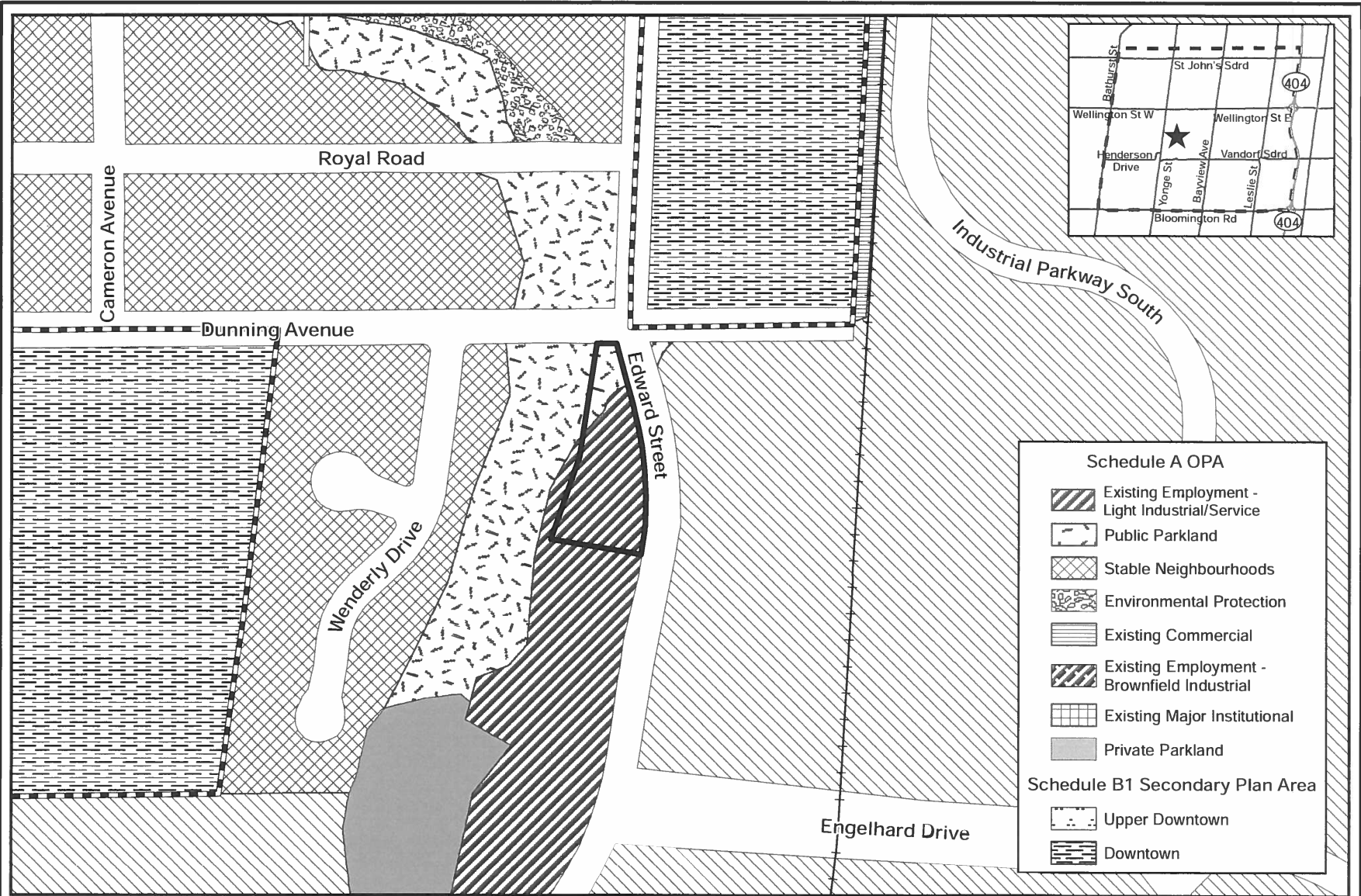
**LOCATION MAP**

APPLICANT: The Gathering Place of Aurora  
 FILES: OPA-2016-02 & ZBA-2016-06  
 FIGURE 1

 SUBJECT LANDS



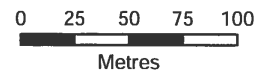
Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



**EXISTING OFFICIAL PLAN DESIGNATION**

APPLICANT: The Gathering Place of Aurora  
 FILES: OPA-2016-02 & ZBA-2016-06  
 FIGURE 2

SUBJECT LANDS  
 THE AURORA PROMENADE



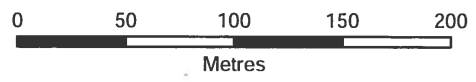
Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora.



Zoning Legend	
RESIDENTIAL ZONES	
	Detached Dwelling Second Density
INSTITUTIONAL ZONES	
	Institutional
OPEN SPACES ZONES	
	Major Open Space
	Environmental Protection
COMMERCIAL ZONES	
	Central
	Industrial
INDUSTRIAL ZONES	
	Restricted
	General
	Service

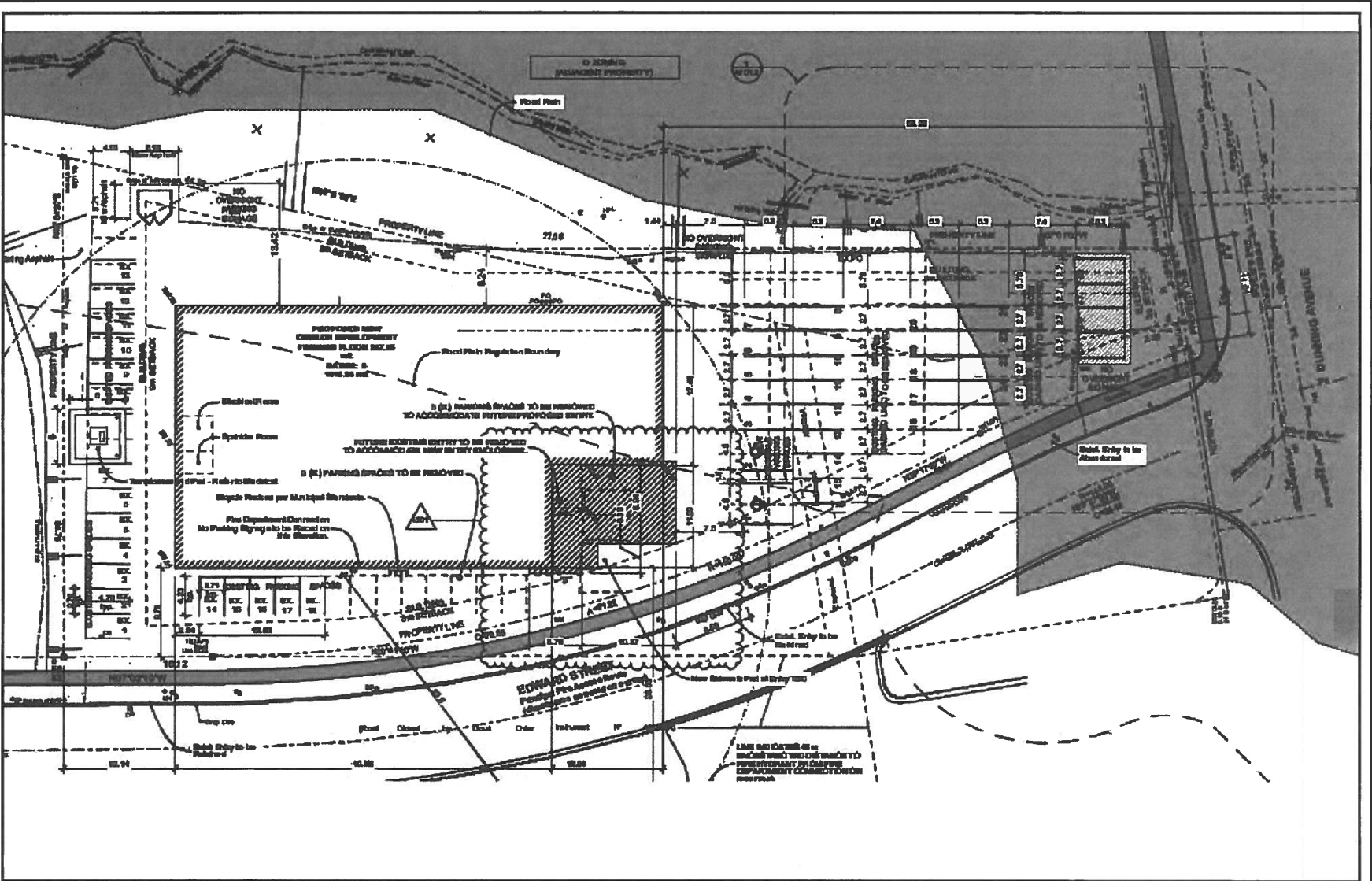
**EXISTING ZONING BY-LAW**  
 APPLICANT: The Gathering Place of Aurora  
 FILES: OPA-2016-02 & ZBA-2016-06  
 FIGURE 3

SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Base data provided by York Region & the Town of Aurora.





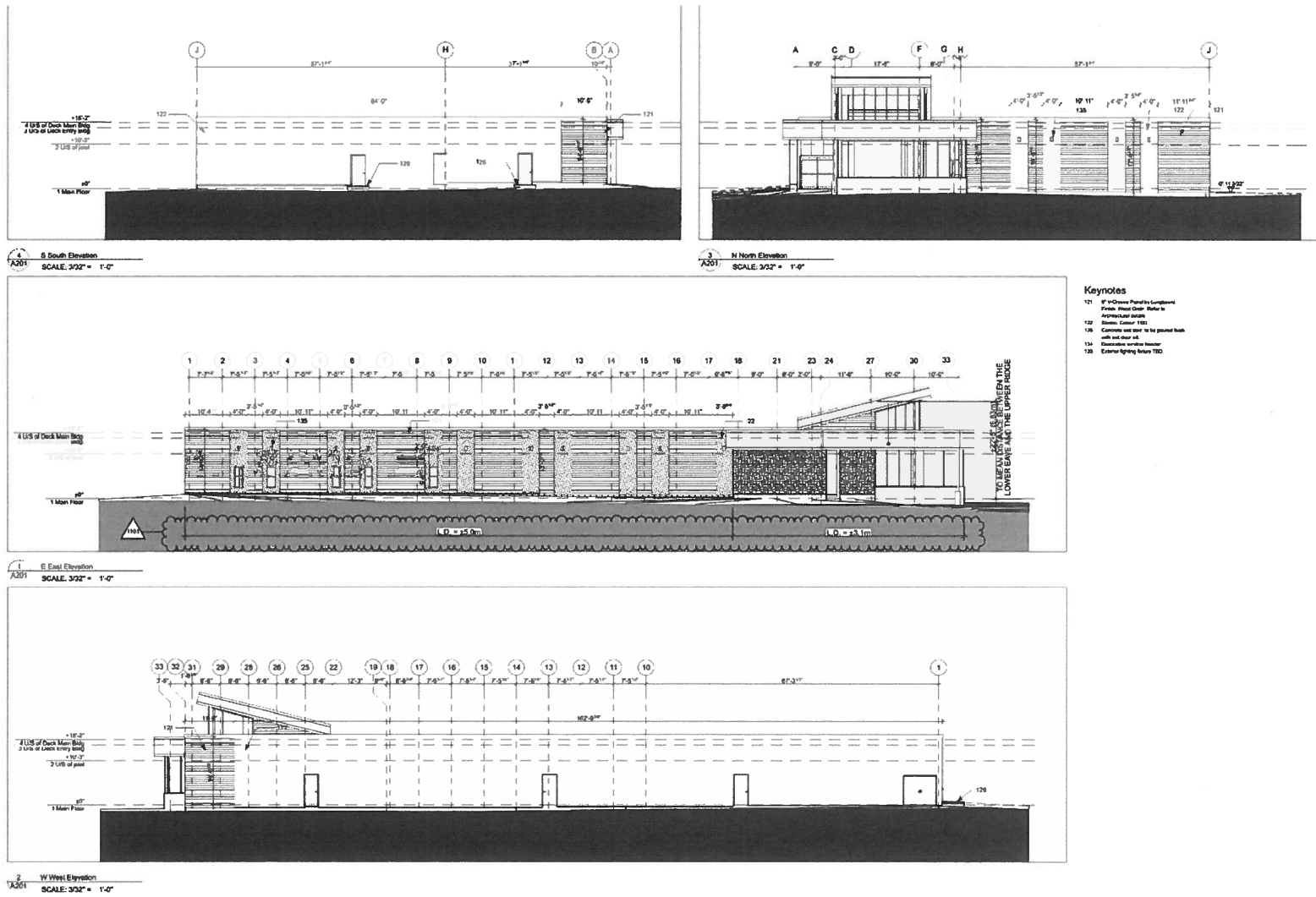
**PROPOSED SITE PLAN**

APPLICANT: The Gathering Place of Aurora  
 FILES: OPA-2016-02 & ZBA-2016-06

FIGURE 4



Map created by the Town of Aurora Planning and Building Services Department, November 21, 2016. Updated May 19, 2017. Drawing provided by JH Architecture.



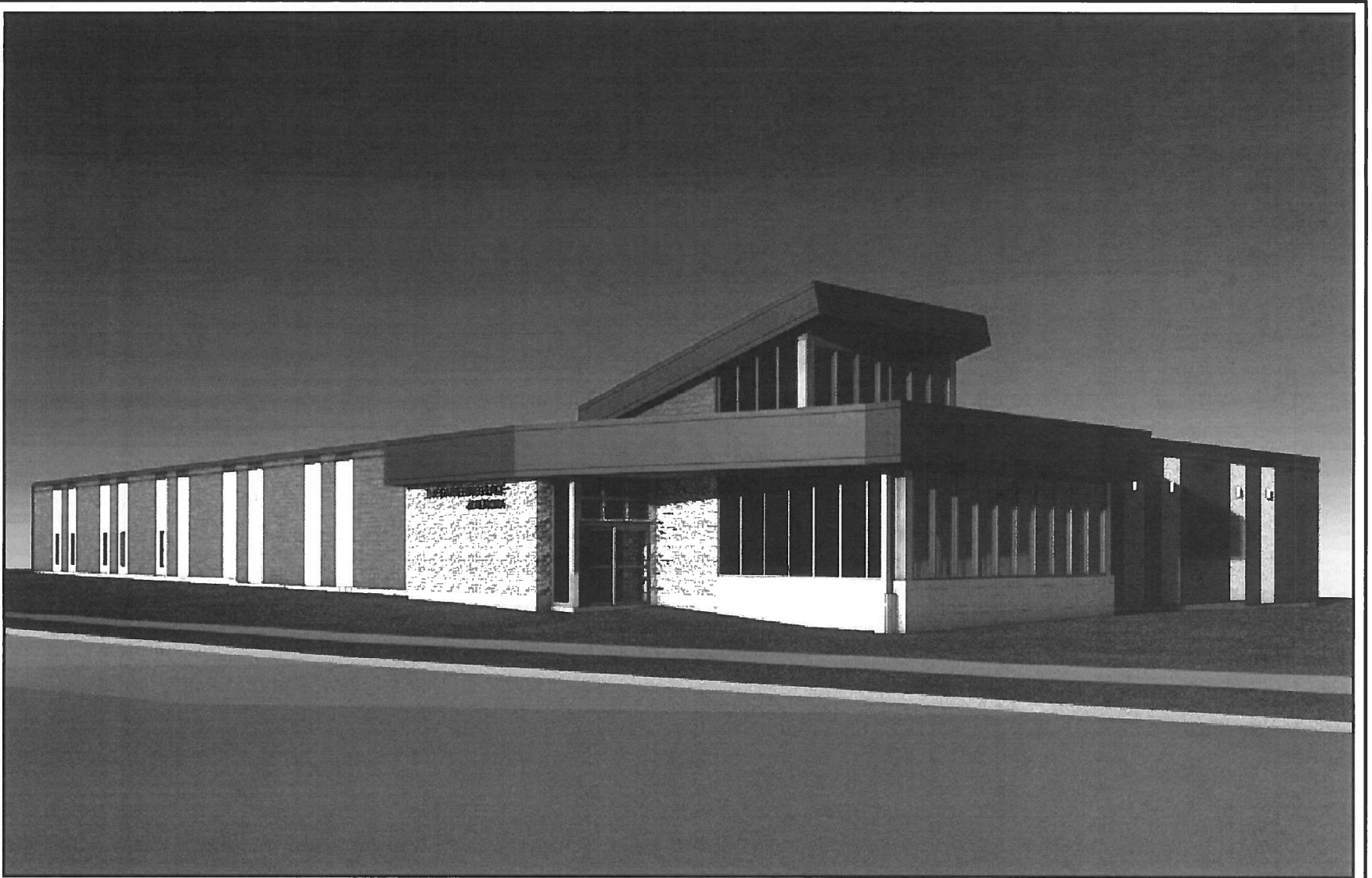
# PROPOSED ELEVATIONS

APPLICANT: The Gathering Place of Aurora  
 FILES: OPA-2016-02 & ZBA-2016-06

FIGURE 5



Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Drawing provided by JH Architecture.



## PROPOSED RENDERING

APPLICANT: The Gathering Place of Aurora  
FILES: OPA-2016-02 & ZBA-2016-06

FIGURE 6



*Map created by the Town of Aurora Planning and Building Services Department, May 19, 2017. Drawing provided by JH Architecture.*



**Town of Aurora**

**General Committee Report No. PBS17-051**

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**Subject: Application for Site Plan Approval  
P.A.R.C.E.L. Inc.  
Southwest Corner of Yonge Street and Elderberry Trail  
Pt Lot 72, Conc 1 and Pt Blk A, B and G, Plan M-42  
File Number: SP-2014-07**

**Prepared by: Caitlin Graup, Planner**

**Department: Planning and Building Services**

**Date: June 20, 2017**

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## **Recommendations**

- 1. That Report No. PBS17-051 be received; and,**
- 2. That Site Plan Application File No. SP-2014-07 (P.A.R.C.E.L. Inc.) to permit the development of one (1) four (4)-storey residential condominium building, with a total of 20 residential units, be approved;**
- 3. That a total of 20 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and,**
- 4. 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.**

## **Executive Summary**

This report provides background information and recommendations regarding the Site Plan Application submitted by Weston Consulting to permit the development of the subject lands for one (1) four (4)-storey residential condominium building, with a total of 20 residential units.

- The submitted Site Plan Application is subject to Ontario Municipal Board (OMB) Decision PL1090286 which sets out the Official Plan designation and Zoning By-law permissions.
- The original site plan application contemplated three (3) buildings as permitted in the Institutional Holding (H)(I-24) Exception Zone; however due to servicing

constraints, the Applicant has submitted a revised site plan which proposes only the construction of 'Building B' at this time, being a four (4)-storey condominium apartment building with a total of 20 residential units.

- The Applicant will submit a separate site plan application at a future date when servicing infrastructure is available to develop the originally proposed three-building configuration.
- All departments and agencies have reviewed the site plan application and staff are able to support the approval of the site plan.

## **Background**

### **Application History**

The Town originally received the Site Plan Application from Weston Consulting on October 8, 2014. The original application proposed three (3) buildings, in keeping with the permissions as set out in the Institutional Holding (H)(I-24) Exception Zone. The original application proposed a three (3)-Storey Wellness Centre, a four (4)-storey residential apartment building containing 20 units, and a single detached residential dwelling on the subject lands (see Figure 4).

The revised site plan application was received on March 13, 2017 and proposes to construct only the four (4)-storey residential apartment building at this time, which contains 20 residential units (referred to in the zoning by-law as 'Building B').

### **Location / Land Use**

As illustrated in Figure 1, the subject lands are located at the southwest corner of Yonge Street and Elderberry Trail. The property is approximately 3.45 hectares (8.57 acres) in area and has extensive frontage and flankage along Yonge Street and Elderberry Trail. The property is currently vacant.

### **Surrounding Land Uses**

The surrounding land uses are as follows:

North: Existing Residential  
South: Institutional Uses  
East: Existing Residential  
West: Existing Residential

## **Policy Context**

**The Site Plan Application is consistent with the policies of the PPS, the Growth Plan for the Greater Golden Horseshoe, the Oak Ridges Moraine Conservation Plan, the Regional OP, and the Lake Simcoe Protection Plan**

### Provincial Policies

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

### Oak Ridges Moraine Conservation Plan (ORMCP)

The subject lands are designated “Oak Ridges Moraine Settlement Area” by the Town of Aurora Official Plan. There are no Key Natural Heritage Features on the subject lands. The proposed development conforms to the Oak Ridges Moraine Conservation Plan (ORMCP).

### York Region Official Plan

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable, lively communities. Under the York Region’s Official Plan, one regional urbanization goal is to enhance the Region’s urban structure through city building, intensification and compact, complete communities. The proposed development conforms to the York Region Official Plan.

### Yonge Street South Secondary Plan (OPA 34)

The subject lands are designated “Cluster Residential” by the Yonge Street South Secondary Plan (OPA 34), as amended to “Cluster Residential – Site Specific Policy 42” as approved by OMB Decision No. PL090286 on June 16, 2011.

Permitted uses in the “Cluster Residential – Site Specific Policy 42” designation include:

- A Wellness Centre;
- Office/Clinic, Medical;
- An Accessory Pharmaceutical Dispensary
- An Accessory Nutritional Use
- A Single Detached residential unit
- An Apartment Building (maximum 20 units)

Zoning By-law 2213-78, as amended

The subject lands are zoned “Institutional Holding (H)(I-24) Exception Zone” by OMB Decision No. PL090286 by the Town of Aurora Zoning By-law 2213-78, as amended.

The lands zoned (H)I-24 Exception Zone shall be used for:

- Building A  
Wellness Centre  
Medical Office/Clinic  
Accessory Uses:
  - Accessory Pharmaceutical Dispensary
  - Accessory Nutritional Use
- Building B  
One Apartment Building with a maximum 20 residential units
- Building C  
One (1) Detached dwelling unit

It is noted that the subject site plan application proposes the development of only ‘Building B’ at this time.

#### Reports and Studies

The Applicant submitted the following documents as part of a complete Site Plan application:

<b>Name</b>	<b>Report/Plan Author</b>
Site Plan	Torplan
Building Elevations	Torplan
Landscape Plans	Judith S. Wright Associates
Landscape Cost Estimate	Judith S. Wright Associates
Photometric Plans	Lapas Engineering
Site Grading & Servicing Plans	Cole Engineering

<b>Name</b>	<b>Report/Plan Author</b>
Functional Servicing Report	Cole Engineering
Traffic Impact & Parking Study Update	Cole Engineering
Soils Investigation	Soil Engineers
Noise Study	Valcoustics

## Proposed Application

### Proposed Site Plan

As illustrated on Figure 5, the site plan proposes one four (4)-storey apartment building, with a total of 20 residential units. Driveway access is from Elderberry Trail. The proposed building height is 17.5m. Two (2) levels of underground parking are proposed, with a total of 40 parking spaces.

The pertinent site statistics are as follows:

<b>Site Statistics</b>	<b>Proposed</b>	<b>Zoning By-law Requirements (H)(I-24) Exception Zone</b>
Permitted Uses	Building B: The revised Site Plan submission proposes a four (4)-storey residential apartment/condominium building with a total of 20 residential units, consistent with <u>'Building B'</u> permissions in the Institutional Holding (H)(I-24) Exception Zone	<u>Building A</u> Wellness Centre Medical Office/Clinic Accessory Uses: - Accessory Pharmaceutical Dispensary - Accessory Nutritional Use  <u>Building B</u> One Apartment Building with a maximum 20 residential units  <u>Building C</u> One (1) Detached dwelling unit
Lot Area (minimum)	35,846 m <sup>2</sup>	460 m <sup>2</sup>
Lot Frontage (minimum) Front lot line deemed to be Yonge Street	140 m	30 m
Front Yard (minimum setback from centre a line of road allowance)	118 m	45 m
Rear Yard (minimum)	71 m	35 m
Exterior Side Yard (minimum) Elderberry Trail	92 m	10 m
Side yard (minimum)	29.25 m	1/2 the height of the building and in no case less than 4.5 metres



<b>Site Statistics</b>	<b>Proposed</b>	<b>Zoning By-law Requirements (H)(I-24) Exception Zone</b>
Building Height (maximum)	Building B: 4 storeys (17.5 m)	Building B: 4 storeys (17.5 m)
Lot Coverage (maximum)	3.83%	11%
Parking (minimum)	20 units proposed: 40 parking spaces proposed, including 7 visitors parking spaces and 1 accessible parking space	1.5 Spaces per unit A minimum of 20% of the spaces provided shall be set aside for and visually identified as visitors' parking

## **Analysis**

### **Planning Considerations**

Yonge Street South Secondary Plan Area (OPA 34)

**The Site Plan conforms to the site specific policies of OPA 34 as set out in OMB Decision No. PL090286**

As noted earlier, the subject lands are designated “Cluster Residential – Site Specific Policy 42” by the Yonge Street South Secondary Plan (OPA 34), as amended by OMB File No. PL090286.

The Site Plan application proposes a four (4)-storey apartment condominium building, with a total of 20 residential units. This is consistent with the permitted uses as listed in the “Cluster Residential – Site Specific Policy 42” designation.

Planning Staff are of the opinion that the proposed site plan conforms to the land use and development policies of OPA 34 and is compatible with the surrounding land uses.

Zoning By-law 2213-78, as amended

**The Site Plan meets the specific provisions of the Institutional Holding (H)(I-24) Exception Zone as set out in OMB Decision No. PL090286**

The subject property is zoned Institutional Holding (H)(I-24) Exception Zone by the Town of Aurora Zoning By-law 2213-78, as amended. The proposed Site Plan as prepared by the applicant complies with the provisions of the Institutional Holding (H)(I-24) Exception Zone. Section 28.23.1 is very specific in permitting one (1) apartment building with a maximum of 20 residential units to be constructed (Building B).

**Removal of the Holding Prefix is required prior to construction of any buildings or structures**

As set out in the Institutional Holding (H)(I-24) Exception Zone, Holding Prefix section:

“Notwithstanding any provision to the contrary, while the Holding “(H)” prefix is in place, no person shall within the lands zoned (H) I-24 on Schedule “A” attached hereto, use the lot or erect any buildings or structures.”

The Applicant is required to satisfy the conditions of removal of the “(H)” as set out in the by-law, including executing a site plan agreement, and securing adequate water, sanitary and storm services to accommodate the development among others. The applicant will be required to submit a Removal of Hold Zoning By-law application prior to issuance of a building permit.

**Site Servicing**

The existing Sewage Pumping Station (SPS) does not have sufficient capacity to service the original three (3)-building configuration without upgrades. The SPS infrastructure would require an approximate two-thirds increase in system capacity to accommodate the proposed flows. The existing SPS is able to accommodate the proposed flows of ‘Building B,’ the current development proposal.

**Department / Agency Comments**

York Region

York Region has completed its review of the subject application and has no objection to the approval of the proposed development. The applicant is required to carry out minor revisions to satisfy matters as set out by the Region. These matters will be completed to the satisfaction of the Region prior to the site plan agreement being executed.

John G. Williams Limited, Architect (Urban Design)

The site plan application was circulated to John G. Williams Limited, Architect to peer review the urban design aspects of the proposal. John G. Williams Limited, Architect is satisfied with the proposed site plan application and has suggested a refinement in the design aspect of Building B. The peer reviewer recommends using stone veneer along the north elevation around the main lobby entrance in order to mitigate excessive amounts of exposed concrete. The applicant has been advised of this recommendation.

June 20, 2017

Page 8 of 10

Report No. PBS17-051

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#### Parks, Recreation & Cultural Services Department

Parks staff have no objections to site plan approval provided that the plans are updated to show additional deciduous tree plantings, and an updated Landscape Cost estimate. These matters must be revised and deemed satisfactory to the Parks, Recreation and Cultural Services Department prior to the site plan agreement being executed.

#### Planning and Building Services, Building Division

Building division staff have no objections to site plan approval but note that the Applicant must satisfy all the conditions for removing the holding prefix which shall be removed prior to the issuance of a building permit.

#### Traffic/Parking

The Zoning By-law requires a minimum of 1.5 parking spaces per unit with a minimum of 20% of the spaces set aside for and visually identified as visitors' parking. The proposed site plan contains 40 total parking spaces. There are 33 parking spaces provided for the residential units, with 7 spaces being provided for visitors' parking. Building Services staff have confirmed that the number of proposed parking spaces complies with the zoning provisions.

#### Development Planning Engineer

The Development Planning Engineer has no objections to the approval of the revised Site Plan subject to additional technical information including clarifications to plan, curb and retaining wall details and cost estimate.

#### Other Agencies

Central York Fire Services, Canada Post and Enbridge have reviewed the application and have no concerns.

### **Advisory Committee Review**

#### Accessibility Advisory Committee Meeting

The Accessibility Advisory Committee discussed the subject site plan application on April 5, 2017. The Accessibility Advisory Committee has no objections to site plan approval subject to consideration being given to barrier-free access along the ground floor to different program areas and washroom areas.

## **Financial Implications**

At the time of Site Plan agreement, fees and securities will be applied to the development. Development charges and cash in lieu of parkland fees will also be collected.

## **Communications Considerations**

The previous Official Plan Amendment and Zoning By-law Amendment Applications have been approved by the OMB. All interested parties that attended the OMB Hearing have been notified of the General Committee's consideration of the subject site plan application. All planning applications are listed on the Town's website which is reported to Council and updated quarterly.

## **Link to Strategic Plan**

The proposed Site Plan application supports the Strategic Plan goal of Enabling a diverse, creative and resilient economy through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Through the proposed Site Plan application on the subject lands, the application will assist in attracting business in accordance with the Develop plans to attract businesses that provide employment opportunities for our residents action item.

## **Alternatives to the Recommendation**

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

## **Conclusions**

Planning and Building Services reviewed the subject Site Plan application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The Site Plan application is considered to be in keeping with the development standards of the Town. All technical revisions to the proposed plans will be reviewed by Town Staff. Staff recommend approval of the Site Plan application File: SP-2014-07.

## **Attachments**

Figure 1 – Location Map  
Figure 2 – Official Plan Map  
Figure 3 – Zoning Map  
Figure 4 – Applicant's Concept Plan dated March 2011  
Figure 5 – Proposed Site Plan  
Figure 6A – Proposed South Elevation  
Figure 6B – Proposed West Elevation  
Figure 6C – Proposed North Elevation  
Figure 6D – Proposed East Elevation

## **Previous Reports**

Public Planning Report No. PL09-018, dated January 28, 2009;

General Committee Report No. PL 11-002, dated January 18, 2011; and,

Closed Session Report No. PL11-031, dated May 17, 2011.

## **Pre-submission Review**

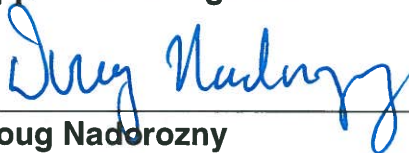
Agenda Management Team Meeting review on June 1, 2017.

### **Departmental Approval**

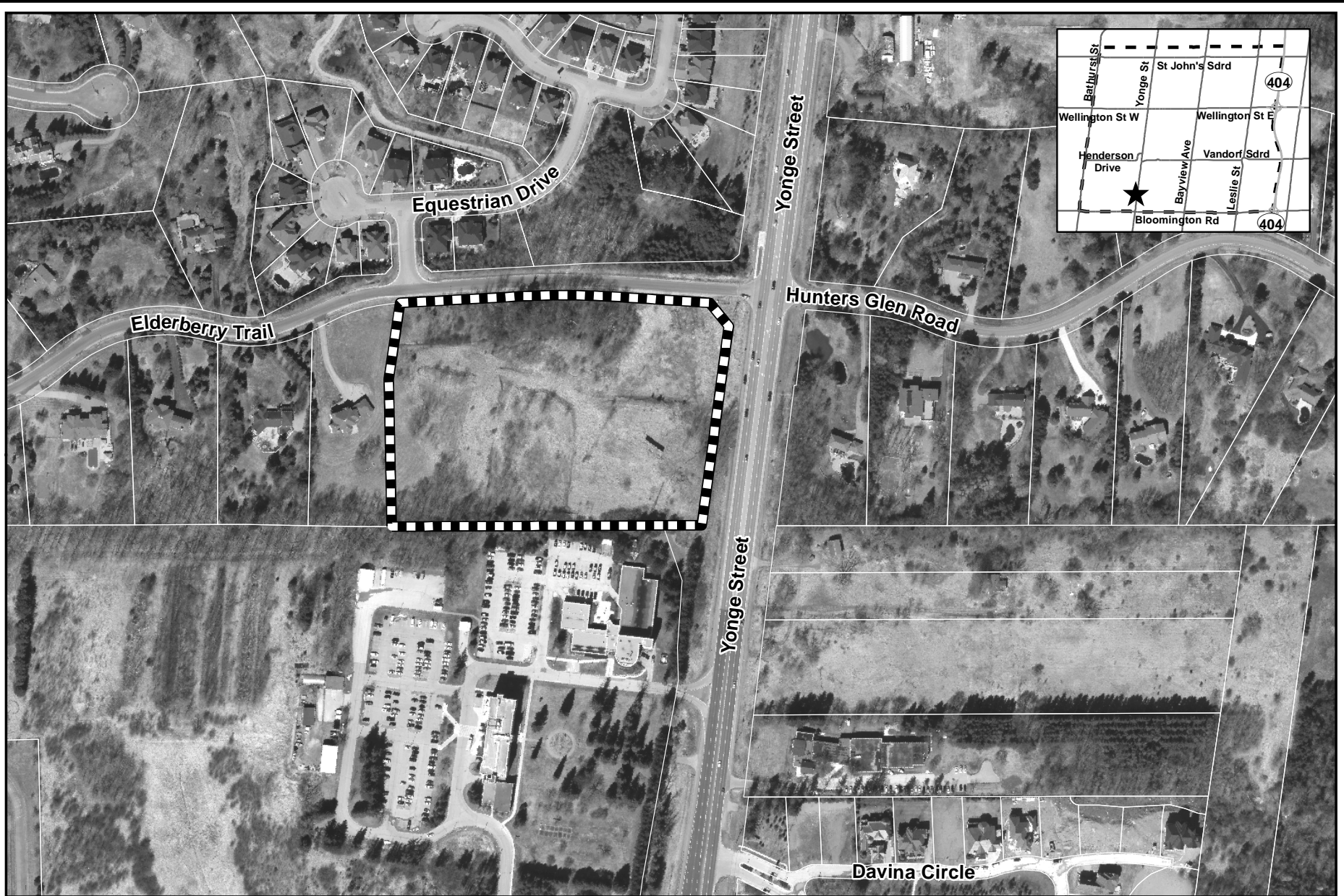


**Marco Ramunno, MCIP, RPP  
Director  
Planning and Building Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**

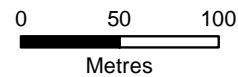


**LOCATION MAP**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 1

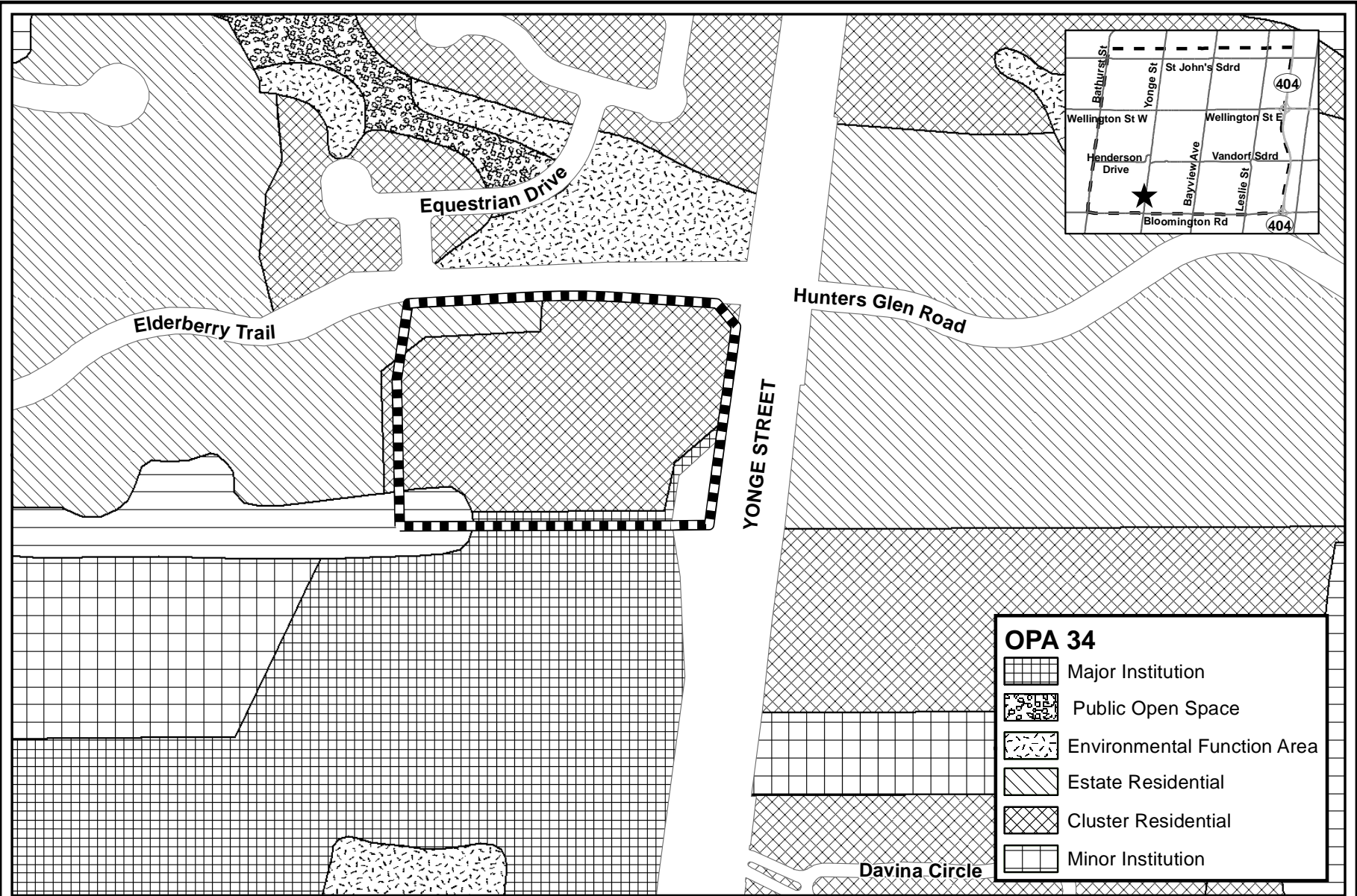


**SUBJECT LANDS**




Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.

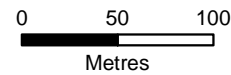




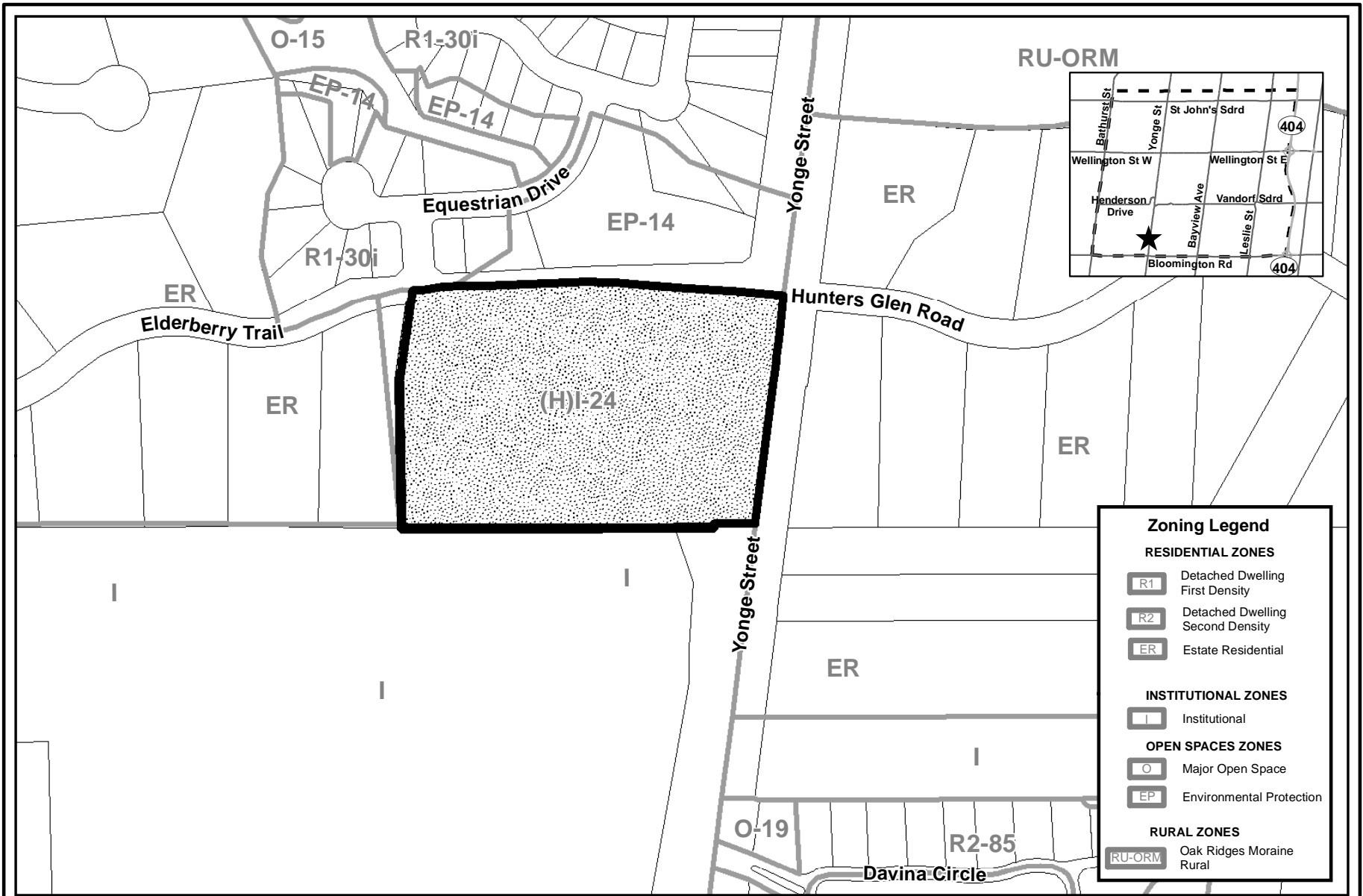
**EXISTING OFFICIAL PLAN DESIGNATION**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 2

 Cluster Residential  
 Site Specific Policy 42



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by York Region & the Town of Aurora.

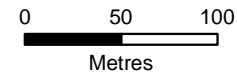


Zoning Legend	
<b>RESIDENTIAL ZONES</b>	
	Detached Dwelling First Density
	Detached Dwelling Second Density
	Estate Residential
<b>INSTITUTIONAL ZONES</b>	
	Institutional
<b>OPEN SPACES ZONES</b>	
	Major Open Space
	Environmental Protection
<b>RURAL ZONES</b>	
	Oak Ridges Moraine Rural

**EXISTING ZONING BY-LAW**

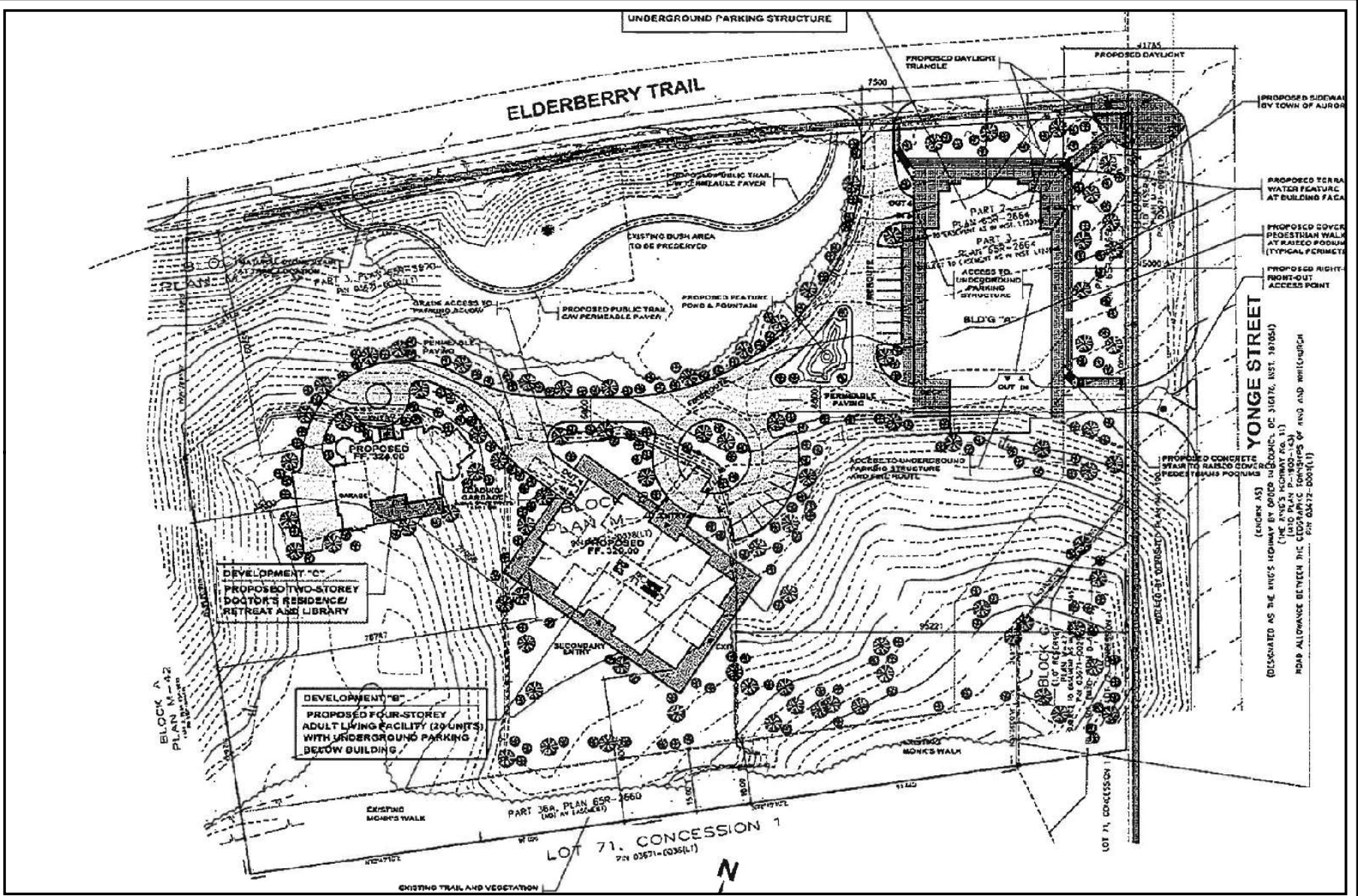
APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 3

SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by York Region & the Town of Aurora.



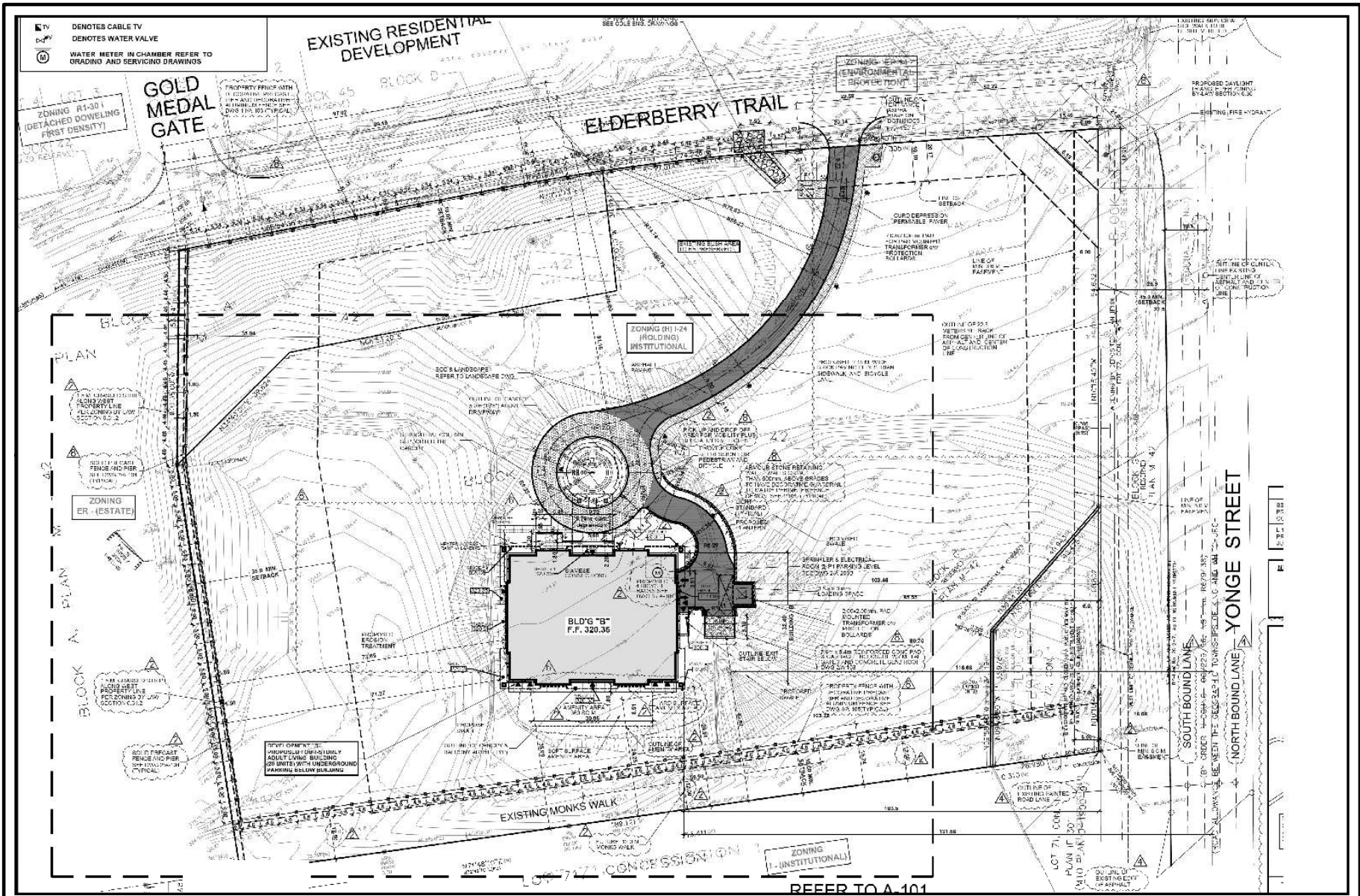


**APPLICANT'S CONCEPT PLAN DATED MARCH 2011**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
**FIGURE 4**



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.



# PROPOSED SITE PLAN

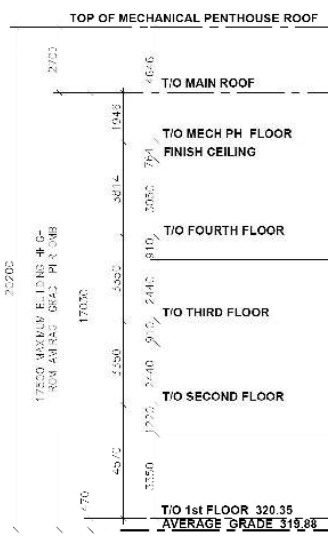
APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07

FIGURE 5



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.

14 13 14 11 2 29 3 28 27 32 10 21 1 4 12



**SOUTH ELEVATION**

**PROPOSED SOUTH ELEVATION**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 6A



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.



TOP OF MECHANICAL PENTHOUSE ROOF	0000	
T/O MAIN ROOF	3'-0"	
T/O MECH PH FLOOR FINISH CEILING	1'-0"	
T/O FOURTH FLOOR	13'-0"	
T/O THIRD FLOOR	11'-0"	
T/O SECOND FLOOR	9'-0"	
T/O 1st FLOOR	320.35	
AVERAGE GRADE	319.88	

**WEST ELEVATION**

**PROPOSED WEST ELEVATION**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 6B



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.





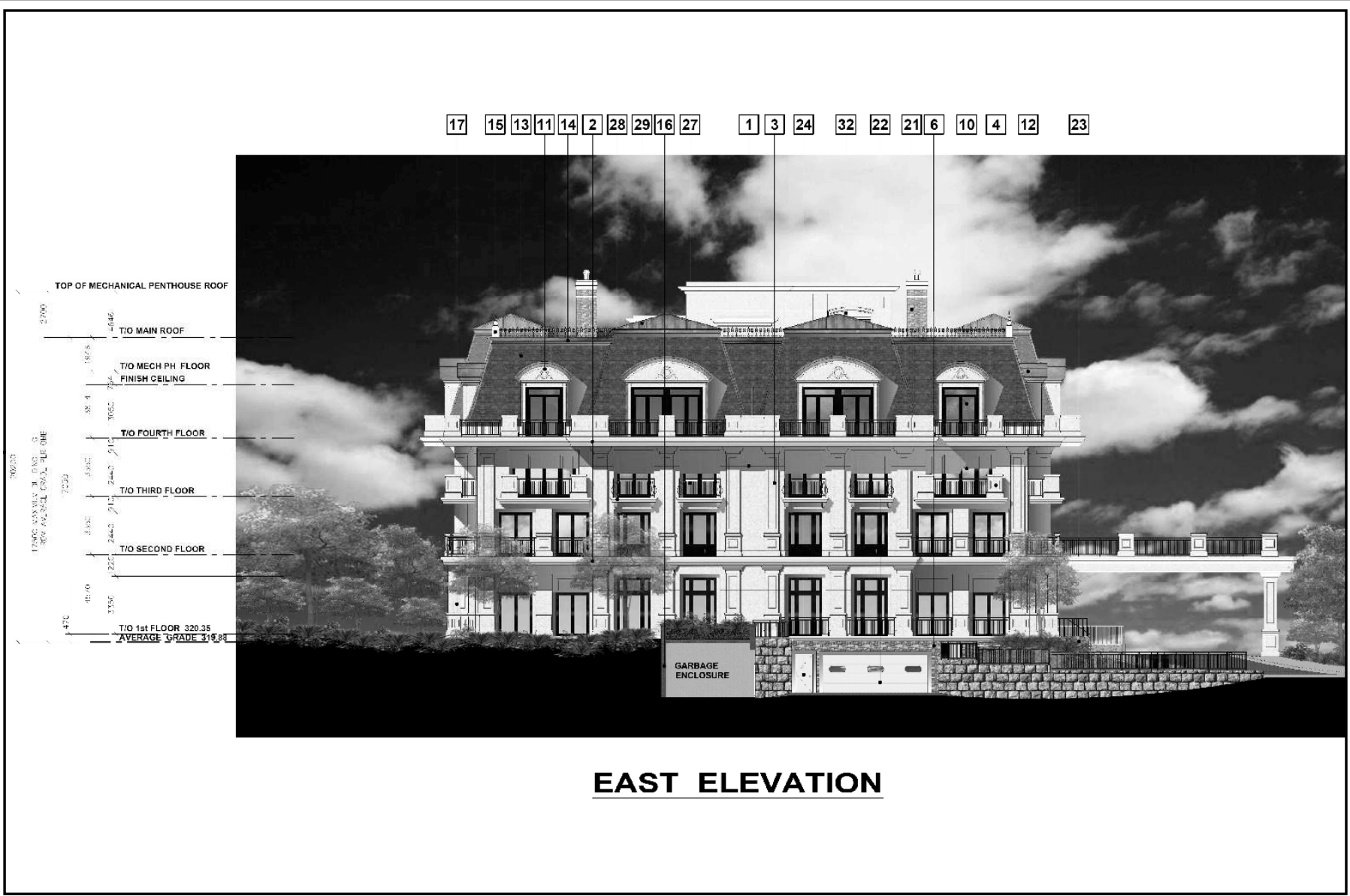
**NORTH ELEVATION**

**PROPOSED NORTH ELEVATION**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07  
 FIGURE 6C



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.



**EAST ELEVATION**

**PROPOSED EAST ELEVATION**

APPLICANT: P.A.R.C.E.L. INC  
 LOCATION: SOUTHWEST CORNER OF YONGE ST  
 & ELDERBERRY TRAIL (PT LOT 72, CONC 1)  
 FILE: SP-2014-07

FIGURE 6D



Map created by the Town of Aurora Planning and Building Services Department, May 25, 2017. Base data provided by Battaglia Architect Inc.



**Town of Aurora**

**General Committee Report No. PBS17-055**

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**Subject:** Proposed Changes to the OMB and Updates to Four Provincial Land Use Plans

**Prepared by:** Michael Logue, Program Manager, Economic Planning  
Fausto Filipetto, Senior Policy Planner

**Department:** Planning and Building Services

**Date:** June 20, 2017

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## **Recommendations**

1. That Report No. PBS17-055 be received for information.

## **Executive Summary**

This is an information report regarding the Provincial Co-ordinated Land Use Review and Ontario Municipal Board (OMB) Reform. The substantive changes are summarized below:

- The most substantial changes are to the Growth Plan for the Greater Golden Horseshoe, specifically to the section on Building Complete Communities and include increases to intensification targets, increases to designated greenfield area density targets, and introduction of minimum density targets for major transit station areas.
- Changes to the Oak Ridges Moraine Conservation Plan are not anticipated to have a major impact on land use planning policy and procedure in Aurora. No Settlement Area boundary expansions were approved as part of the Provincial review.
- The creation of the Local Planning Appeal Tribunal to replace the OMB, and would also create the Local Planning Appeal Support Centre, to provide free advice and representation to residents who want to participate in the land use planning appeal process.

## **Background**

### **Provincial Co-ordinated Land Use Planning Review**

In February 2015, the Province initiated a co-ordinated review of four prominent Provincial Planning documents: The Growth Plan for the Greater Golden Horseshoe, the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan (ORMCP) and the Niagara Escarpment Plan. The co-ordinated review process consisted of:

- Three rounds of public consultations;
- the establishment of an advisory panel chaired by former Toronto Mayor David Crombie (resulted in 87 recommendations to improve and update the plans);
- 29 open houses and workshops across the Greater Golden Horseshoe and the Niagara Escarpment Area attended by more than 4,600 people; and
- a review of more than 42,000 written submissions.

Staff comments regarding the co-ordinated review were endorsed by Council and provided to the Province in September 2016 (Attachment 1).

### **OMB Reform Bill 139 (The Building Better Communities and Conserving Watersheds Act)**

The Province introduced legislation to overhaul the land use planning appeal system and make changes to the Conservation Authorities Act.

As part of OMB review, the government undertook extensive public consultation in communities across the province by engaging with members of the public, municipalities, Indigenous communities and organizations, and stakeholders.

The following specific components formed part of the OMB review consultation:

- Consultation webpage inviting feedback on a number of themes;
- Public Consultation Document which included possible reforms and requested feedback on these possible reforms;
- Environmental Bill of Rights Registry posting (EBR Registry Number: 012-7196); and,
- Town hall meetings.



## **Analysis**

### **Provincial Co-ordinated Land Use Planning Review**

One of the main themes of the review was to harmonize the definitions and policies of the four Plans. It is intended that the Plans work together to:

- Build compact, complete communities with a diverse range of housing options that better connect transit to where people live and work;
- Retain and attract jobs;
- Support a thriving and productive agri-food sector;
- Strengthen protections for our natural heritage and water resource systems and reduce greenhouse gas emissions;
- Provide public open spaces for recreation and enjoyment; and
- Help municipalities better prepare to minimize the negative impacts from a changing climate, such as more frequent and intense storms and flooding.

Of the four Plans, the Town is more directly affected by the amendment to the Growth Plan and Oak Ridges Moraine Conservation Plan. The following provides a summary of the proposed amendments to these Plans, which will be effective in July 2017.

#### *Growth Plan*

The revised Plan includes a staged increase to the Regional intensification target (i.e., the amount of residential development directed annually within the Built-Up Area) that includes:

- An interim minimum intensification target of 50 per cent, to be implemented starting at the next municipal comprehensive review (2022 at the latest).
- A minimum 60 per cent intensification target starting in 2031.

Due to differences in methodology, the interim 50% target will likely not be substantially different from the intensification levels incorporated into the current Official Plan forecasts.

The revised Plan also includes changes in methodology and targets for designated greenfield area density (at the Regional level). This is highlighted by a staged approach similar to intensification targets, and is summarized below:

- A minimum interim Designated Greenfield Area target of 60 residents and jobs per hectare, as of the next municipal comprehensive review (by 2022).
- A minimum of 80 residents and jobs per hectare in 2031.
- Employment lands are now excluded from the blended residents and jobs target.

Due to differences in methodology, the interim 60 residents and jobs per hectare target will likely not be substantially different from the density levels incorporated into the current Official Plan forecasts.

The revised Plan also includes new minimum density targets for major transit station areas along priority transit corridors and existing subways, including 150 residents and jobs combined per hectare for GO train service. This new target would apply to Aurora's GO station at Wellington and Industrial Parkway. Town staff have previously contemplated the GO station as a strategic future growth area, as part of the Promenade Plan.

The Plan also includes a target of 160 people and jobs combined per hectare for bus rapid transit. This was an initial concern for Town staff and appears to have been clarified to no longer apply to Viva station stops along Yonge Street in Aurora. Staff are working with Regional staff to confirm this change with the Province.

These major policy changes have all been amended from those that were provided for consultation, and address staff's concerns raised at the time and endorsed by Council in report PBS16-086.

The Province's interim intensification and density targets, to be applied at the Regional level, will likely only result in minimal increases in density and intensification levels Aurora. However, the longer-term targets, formalization of a density target for the GO station, and the extension of the forecast time horizon will likely mean additional growth assignment and a higher population total than the current Official Plan. As reported previously, Aurora's 2041 forecast based on preliminary Regional forecast work was approximately 80,000 persons.

*ORMCP*

With respect to the ORMCP, changes are not anticipated to have a major impact on land use planning policy and procedure in Aurora. No Settlement Area boundary expansions were approved as part of the Provincial review.

**OMB Reform Bill 139**  
**(The Building Better Communities and Conserving Watersheds Act)**

If passed, the new Act would create the Local Planning Appeal Tribunal to replace the OMB. The proposed changes would also create the Local Planning Appeal Support Centre. This agency would provide free advice and support for citizens who want to participate in the land use planning appeal process.

The proposed legislation would also modernize the Conservation Authorities Act and guide the conservation of Ontario's watersheds. The legislation would strengthen oversight and accountability, provide clarity for conservation authority roles and responsibilities, encourage public engagement and modernize funding mechanisms. These proposed changes will enable conservation authorities to support future Provincial priorities and give them the flexibility to address growing environmental pressures.

A summary of the changes as proposed by the Building Better Communities and Conserving Watersheds Act are as follows:

- Establish a Local Appeal Tribunal to replace the OMB which is proposed to do the following:
  - Give consideration to local Municipal Council decisions;
  - Review municipal planning decisions to ensure conformity with provincial policies or municipal official plans. The tribunal would be required to return the matter to the municipality with written reasons when it overturns a decision, instead of replacing the municipality's decision with its own. The municipality would be provided with 90 days to make a new decision on an application under the proposed new law. The tribunal would retain the authority to make a final decision on these matters only when, on a second appeal, the municipality's subsequent decision still fails to follow provincial policies or municipal plans.
  - Conduct mandatory case management for the majority of cases in order to narrow the issues and encourage case settlement;

There are a number of related changes proposed as part of Bill 139 that includes the following:

- To create the Local Planning Appeal Support Centre; a new Provincial agency mandated to provide free and independent advice and representation to Ontarians on land use planning appeals.
- Provincial approvals of official plans and official plan updates, including approvals of conformity exercises to Provincial plans would no longer be appealable under the proposed law.
- Appeals to official plans and zoning by-laws would not be permitted with respect to land use/permitted uses, densities and building heights within major transit station areas.
- Restricts applications to amend new secondary plans for two years, unless permitted by municipal council, and limit the ability to appeal an interim control by-law when first passed for a period of up to one year.
- Council would be provided 210 days to make decisions on official plan amendments; rather than the current timeline of 180 days.

Bill 139 received first reading on May 30, 2017 and is anticipated that new legislation will come into effect in the spring of 2018. The Regulations to assist in the implementation of the changes to the land use planning appeals system will follow to deal with the transition provisions of the legislation.

## **Next Steps**

The changes as a result of the Provincial Co-ordinated Land Use Planning Review will come into effect on July 1, 2017. Once in effect, all decisions on planning matters must conform or not conflict with the four plans. Municipalities are expected to review and update their official plans to conform with the updated Plans. Upper and single-tier municipalities' conformity work is to be completed by 2022.

The Province has also indicated that a standard land needs assessment methodology will be required as York Region completes their land budget as part of the municipal comprehensive review. Aurora's conformity work must follow the York Region Official Plan, which is expected to be completed in 2020.

York Region is expected to update their Council on changes to the Provincial Land Use Plans over the summer of 2017, which will include updated timelines for the Region's

June 20, 2017

Page 7 of 8

Report No. PBS17-055

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official plan update. Aurora staff will update Council prior to year-end 2017 on the timelines associated with the Town's Official Plan update.

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

Conformity to the policies of the new Provincial Plans will occur through the Town's comprehensive official plan review process. There will be costs associated with this process, which have been approved in the Town's capital budget.

### **Communications Considerations**

Not applicable.

### **Link to Strategic Plan**

By providing input on the Provincial co-ordinated review process the Strategic Plan goals of supporting an exceptional quality of life for all and supporting environmental stewardship and sustainability are being supported. Several Strategic Plan objectives are also being supported including strengthening the fabric of our community, encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.

### **Alternatives to the Recommendation**

Not applicable. This report is intended for information purposes.

### **Conclusions**

This report is intended to inform Council of the proposed changes to the land use planning appeals system as proposed by the Bill 139, Building Better Communities and Conserving Watersheds Act and the updates to the four Provincial lands use plans.

### **Attachments**

PBS16-086, dated October 4, 2016

### **Previous Reports**

PBS16-073, dated September 20, 2016  
PBS16-086, dated October 4, 2016

### **Pre-submission Review**

Reviewed by the Chief Administrative Officer.

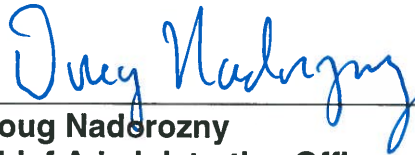
### **Departmental Approval**



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

### **Approved for Agenda**



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**Doug Naderozny  
Chief Administrative Officer**



**Town of Aurora**

**General Committee Report No. PBS16-086**

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**Subject: Provincial Co-ordinated Land Use Planning Review Comments**

**Prepared by: Michael Logue, Program Manager, Economic Planning**

**Department: Planning and Building Services**

**Date: October 4, 2016**

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### **Recommendations**

- 1. That Reports No. PBS16-086 and PBS16-073 (attachment) be received; and**
- 2. That Council endorse the Staff recommendations with respect to the Provincial Co-ordinated Land Use Planning Review, which will be provided to York Region for a consolidated submission to the Province, as well as forwarded directly to the Ministry of Municipal Affairs:**
  - i. Request to reduce targets for Intensification targets & greenfield densities, and/or provide implementation flexibility;**
    - a) Redraw Built Boundary as of 2016**
    - b) Apply greenfield targets only to new or recent urban expansion areas without secondary plans**
  - ii. Reduce minimum density targets and radius around major transit station areas to minimize impact in stable neighbourhoods;**
    - a) Clarify applicability of bus rapid transit targets in Aurora**
  - iii. Request continued flexibility to locate office in prime employment areas**
  - iv. Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands**
  - v. Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable**

## **Executive Summary**

As a follow-up to report PBS16-073, this report seeks to clarify and receive Council's endorsement to the Staff comments on the Provincial Co-ordinated Land Use Planning Review. Staff's main comments are concerns with proposed new Growth Plan policies to increase the minimum intensification and density targets, Transit Corridors and Station Areas policies, employment policies, and the ability to appeal.

## **Background**

Places to Grow – Growth Plan for the Greater Golden Horseshoe, dates back to 2006. The Province initiated a review of the Growth Plan in 2015, and proposed new policies for it, along with the Oak Ridges Moraine Conservation Plan, and Greenbelt Plan, as part of a process called Co-ordinated Land Use Planning Review. Comments on the proposed changes remain open until the extended commenting deadline of October 31, 2016. A detailed report on the major proposed changes and Town staff's feedback on them were detailed in report PBS16-073.

## **Analysis**

### **Oak Ridges Moraine Conservation Plan: Proposed changes would harmonize the policies of all four Provincial Plans, staff have no major concerns**

The proposed changes to the ORMCP would harmonize the definitions and policies of the Plan with the other Provincial Plans and the Provincial Policy Statement. Staff do not view the proposed changes as having a negative impact on the current operation and administration of the Town's Land Use Planning Policies and Processes.

#### **1. Growth Plan: concerns with proposed intensification targets & greenfield densities; request implementation flexibility & revisiting target applicability**

Simultaneously increasing the minimum intensification target from 40 per cent to 60 per cent, and the minimum density target for designated greenfield areas from 50 to 80 people and jobs per hectare is overly aggressive, under the current policy framework. Staff recommend reducing these in tandem towards a more achievable marketplace reality.

The Built Boundary should be redrawn to capture urban development that has occurred over the last ten years, providing additional lands which would count toward accommodating the intensification target.



Staff also recommend that the designed greenfield density target should only apply to areas that planning policy can influence, namely new or recent urban expansion areas without secondary plans.

**2. Growth Plan: concerns with new proposed policies on minimum densities around major transit station areas**

Staff request clarification on the potential applicability of a density target of 160 people and jobs per hectare within 500 metres of Viva Bus Rapid Transit stations along the Yonge Street corridor. Such a substantial intensification level and radius would include existing stable neighbourhoods close to Yonge Street, subject to the target.

**3. Growth Plan: Request continued flexibility to locate office in prime employment areas, if deemed compatible by municipality**

Proposed new Growth Plan policies introduce a new order of employment land, “prime employment land” to be preserved near major goods movement facilities and corridors over the long-term for land-extensive, traditional employment land uses. Conversion from prime employment land to non-employment land uses would be strictly prohibited. Staff are in favour of prohibiting conversions to uses such as residential, retail, institutional, but do not recommend that office uses be prohibited outright in Prime Employment Areas”; this decision should be at the discretion of the municipality.

**4. Growth Plan: Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands**

The 2006 Growth Plan defined major retail uses as non-employment uses, however the proposed Growth Plan does not. This definition should continue in the proposed Growth Plan. Removing this definition leaves the Plan vulnerable to the interpretation that major retail uses can be considered employment uses.

**5. All Plans Under Review: Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable**

To avoid costly delays spend defending Provincial policy at the Ontario Municipal Board, which would have already passed into legislation, it is recommend that amendments to bring local Official Plans into conformity with the final policies of the plans that form part of the co-ordinated provincial review not be appealable.

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

There are no direct financial implications to the Town with respect the Provincial Co-ordinated Review.

## **Communications Considerations**

The Province of Ontario held twelve public open houses on the co-ordinated review, from late May to early July, 2016. The locations ranged across the Greater Golden Horsehoe area, with the closest consultations to Aurora being in Vaughan and Barrie.

The Province of Ontario has extended the comment window on the proposed changes from the end of September to October 31, 2016.

## **Link to Strategic Plan**

By commenting on the proposed Growth Plan and ORMCP, the Strategic Plan goals of supporting an exceptional quality of life for all and supporting environmental stewardship and sustainability are being supported. Several Strategic Plan objectives are also being supported including strengthening the fabric of our community, encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.

## **Alternatives to the Recommendation**

1. Council may choose to direct staff to make changes to the proposed comments.

Staff have reviewed the proposed Growth Plan and ORMCP and have made recommendations with respect to how the proposed plans can best serve the Town. Staff are therefore recommending that Council endorse their comments with respect to the Provincial Co-ordinated Land Use Planning Review, so that they can be provided to York Region for a consolidated submission to the Province.

## **Conclusions**

A summary of recommendations to the Province regarding the Growth Plan:

1. Intensification targets & greenfield densities; reduce targets in tandem to a reasonable marketplace reality
  - a) Redraw Built Boundary as of 2016
  - b) Apply greenfield targets only to new or recent urban expansion areas without secondary plans
2. Concerns with new minimum densities around major transit station areas
  - a) Clarify applicability of bus rapid transit targets in Aurora
  - b) Reduce targets & radius to minimize impact in stable neighbourhoods.
3. Request continued flexibility to locate office in prime employment areas (municipality's discretion)
4. Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands

And a final recommendation applicable to all Provincial land use plans under review:

5. Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable

## **Attachments**

Attachment 1: PBS16-073 - Provincial Co-ordinated Land Use Planning Review.

## **Previous Reports**

PL14-043, dated July 15, 2014;

PL14-015, dated May 19, 2015; and,

PBS16-074, dated September 20, 2016

October 4, 2016

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Attachment  
Report No. PBS16-086

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### **Pre-submission Review**

Agenda Management Team Meeting review on October 3, 2016.

#### **Departmental Approval**

#### **Approved for Agenda**



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



**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora**

**General Committee Report**

**No. PBS16-086**

**Attachment 1**

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**Subject: Provincial Co-ordinated Land Use Planning Review Comments**

**Prepared by: Michael Logue, Program Manager, Economic Planning**

**Department: Planning and Building Services**

**Date: October 4, 2016**

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## **Recommendations**

- 1. That Reports No. PBS16-086 and PBS16-073 (attachment) be received; and**
- 2. That Council endorse the Staff recommendations with respect to the Provincial Co-ordinated Land Use Planning Review, which will be provided to York Region for a consolidated submission to the Province, as well as forwarded directly to the Ministry of Municipal Affairs:**
  - i. Request to reduce targets for Intensification targets & greenfield densities, and/or provide implementation flexibility;**
    - a) Redraw Built Boundary as of 2016**
    - b) Apply greenfield targets only to new or recent urban expansion areas without secondary plans**
  - ii. Reduce minimum density targets and radius around major transit station areas to minimize impact in stable neighbourhoods;**
    - a) Clarify applicability of bus rapid transit targets in Aurora**
  - iii. Request continued flexibility to locate office in prime employment areas**
  - iv. Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands**
  - v. Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable**

## **Executive Summary**

As a follow-up to report PBS16-073, this report seeks to clarify and receive Council's endorsement to the Staff comments on the Provincial Co-ordinated Land Use Planning Review. Staff's main comments are concerns with proposed new Growth Plan policies to increase the minimum intensification and density targets, Transit Corridors and Station Areas policies, employment policies, and the ability to appeal.

## **Background**

Places to Grow – Growth Plan for the Greater Golden Horseshoe, dates back to 2006. The Province initiated a review of the Growth Plan in 2015, and proposed new policies for it, along with the Oak Ridges Moraine Conservation Plan, and Greenbelt Plan, as part of a process called Co-ordinated Land Use Planning Review. Comments on the proposed changes remain open until the extended commenting deadline of October 31, 2016. A detailed report on the major proposed changes and Town staff's feedback on them were detailed in report PBS16-073.

## **Analysis**

### **Oak Ridges Moraine Conservation Plan: Proposed changes would harmonize the policies of all four Provincial Plans, staff have no major concerns**

The proposed changes to the ORMCP would harmonize the definitions and policies of the Plan with the other Provincial Plans and the Provincial Policy Statement. Staff do not view the proposed changes as having a negative impact on the current operation and administration of the Town's Land Use Planning Policies and Processes.

#### **1. Growth Plan: concerns with proposed intensification targets & greenfield densities; request implementation flexibility & revisiting target applicability**

Simultaneously increasing the minimum intensification target from 40 per cent to 60 per cent, and the minimum density target for designated greenfield areas from 50 to 80 people and jobs per hectare is overly aggressive, under the current policy framework. Staff recommend reducing these in tandem towards a more achievable marketplace reality.

The Built Boundary should be redrawn to capture urban development that has occurred over the last ten years, providing additional lands which would count toward accommodating the intensification target.

October 4, 2016

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Report No. PBS16-086

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Staff also recommend that the designed greenfield density target should only apply to areas that planning policy can influence, namely new or recent urban expansion areas without secondary plans.

**2. Growth Plan: concerns with new proposed policies on minimum densities around major transit station areas**

Staff request clarification on the potential applicability of a density target of 160 people and jobs per hectare within 500 metres of Viva Bus Rapid Transit stations along the Yonge Street corridor. Such a substantial intensification level and radius would include existing stable neighbourhoods close to Yonge Street, subject to the target.

**3. Growth Plan: Request continued flexibility to locate office in prime employment areas, if deemed compatible by municipality**

Proposed new Growth Plan policies introduce a new order of employment land, “prime employment land” to be preserved near major goods movement facilities and corridors over the long-term for land-extensive, traditional employment land uses. Conversion from prime employment land to non-employment land uses would be strictly prohibited. Staff are in favour of prohibiting conversions to uses such as residential, retail, institutional, but do not recommend that office uses be prohibited outright in Prime Employment Areas”; this decision should be at the discretion of the municipality.

**4. Growth Plan: Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands**

The 2006 Growth Plan defined major retail uses as non-employment uses, however the proposed Growth Plan does not. This definition should continue in the proposed Growth Plan. Removing this definition leaves the Plan vulnerable to the interpretation that major retail uses can be considered employment uses.

**5. All Plans Under Review: Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable**

To avoid costly delays spend defending Provincial policy at the Ontario Municipal Board, which would have already passed into legislation, it is recommend that amendments to bring local Official Plans into conformity with the final policies of the plans that form part of the co-ordinated provincial review not be appealable.

October 4, 2016

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Report No. PBS16-086

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## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

There are no direct financial implications to the Town with respect the Provincial Co-ordinated Review.

## **Communications Considerations**

The Province of Ontario held twelve public open houses on the co-ordinated review, from late May to early July, 2016. The locations ranged across the Greater Golden Horsehoe area, with the closest consultations to Aurora being in Vaughan and Barrie.

The Province of Ontario has extended the comment window on the proposed changes from the end of September to October 31, 2016.

## **Link to Strategic Plan**

By commenting on the proposed Growth Plan and ORMCP, the Strategic Plan goals of supporting an exceptional quality of life for all and supporting environmental stewardship and sustainability are being supported. Several Strategic Plan objectives are also being supported including strengthening the fabric of our community, encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.

## **Alternatives to the Recommendation**

1. Council may choose to direct staff to make changes to the proposed comments.

Staff have reviewed the proposed Growth Plan and ORMCP and have made recommendations with respect to how the proposed plans can best serve the Town. Staff are therefore recommending that Council endorse their comments with respect to the Provincial Co-ordinated Land Use Planning Review, so that they can be provided to York Region for a consolidated submission to the Province.



## **Conclusions**

A summary of recommendations to the Province regarding the Growth Plan:

1. Intensification targets & greenfield densities; reduce targets in tandem to a reasonable marketplace reality
  - a) Redraw Built Boundary as of 2016
  - b) Apply greenfield targets only to new or recent urban expansion areas without secondary plans
2. Concerns with new minimum densities around major transit station areas
  - a) Clarify applicability of bus rapid transit targets in Aurora
  - b) Reduce targets & radius to minimize impact in stable neighbourhoods.
3. Request continued flexibility to locate office in prime employment areas (municipality's discretion)
4. Maintain definition for Major Retail that would allow for it to continue being excluded as a permitted use on Employment Lands

And a final recommendation applicable to all Provincial land use plans under review:

5. Amendments to bring Official Plans into conformity with revised Provincial policies should be non-appealable

## **Attachments**

Attachment 1: PBS16-073 - Provincial Co-ordinated Land Use Planning Review.

## **Previous Reports**

PL14-043, dated July 15, 2014;

PL14-015, dated May 19, 2015; and,

PBS16-074, dated September 20, 2016

October 4, 2016

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Report No. PBS16-086

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### **Pre-submission Review**

Agenda Management Team Meeting review on October 3, 2016.

#### **Departmental Approval**

#### **Approved for Agenda**



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



**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora**

**General Committee Report No. PRCS17-025**

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**Subject:** Sport Aurora and Sport Plan Funding Request

**Prepared by:** Allan D. Downey, Director of Parks, Recreation and Cultural Services

**Department:** Parks, Recreation and Cultural Services

**Date:** June 20, 2017

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### **Recommendation**

- 1. That Report No. PRCS17-025 be received; and**
- 2. That Council enter into a Service Agreement with Sport Aurora Inc. for the provision of services to fulfill the recommendations of the Sport Plan in the amount of \$93,692 until December 31, 2017; and**
- 3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same; and**
- 4. That this report satisfies the Condition for Release of funds from the 2017 Operating Budget.**

### **Executive Summary**

The purpose of this report is to obtain Council approval to renew the Service Agreement with Sport Aurora.

- Present services have been satisfactory
- Funding required for the remainder of 2017
- Work has continued in 2017 on Sport Aurora Program
- Work on the Sport Plan has continued past the contract date of March 31, 2017
- Funding request provides for sustainability funding and Sport Plan Service Agreement

### **Background**

On January 19, 2016, Council approved the Town of Aurora Sport Plan. Within that Plan, twenty-two (22) tasks were also approved to be completed over the next four to

five years. Shortly after approval of the Sport Plan, staff proposed that Sport Aurora Inc. be engaged to address these tasks.

An Agreement was executed on July 26, 2016 to pay \$56,138 for services provided until March 31, 2017.

Sport Aurora has been very active in completing the tasks assigned and have made several presentations to Council on their progress-to-date. The tasks assigned for this Agreement are now complete.

## **Analysis**

### **Sport Aurora status report and fees**

Staff requested that Sport Aurora provide a status report for the work completed-to-date and identify outstanding work to be completed as part of the Sport Plan. Sport Aurora has also presented a proposed budget for completion of the tasks up to December 31, 2017.

Sport Aurora is requesting \$61,000 in 2017, commencing July 2017, to complete the Sport Plan tasks and \$32,692 to provide sustainable funding for the remainder of 2017 for a total of \$93,692. The progress to date by Sport Aurora on the Sport Plan has been satisfactory to the Director of Parks, Recreation and Cultural Services and well received by Council.

### **Work has continued in 2017 on Sport Aurora Program**

Sport Aurora has continued with their advocacy program in 2017. The attached budget has identified a shortfall of funding for the first half of the year in the amount of \$18,797 which is being supported from their reserve. Sport Aurora has identified a forecasted deficit of \$13,895 from July to December culminating in an overall deficit of \$32,692 for this year. Funding to offset this deficit is being requested from Council.

### **Work on the Sport Plan has continued past the contract date of March 31, 2017**

Although the Service Agreement with Sport Aurora officially ended on March 31, 2017, work has continued. The estimated cost of this work from April to June is \$17,000. The fee for a Service Agreement for work between July 1, 2017 to December 31, 2017 is identified as \$44,000.

Sport Aurora is requesting an Agreement be executed and funding also be provided for work already completed to date in 2017. The total funding requested is \$61,000 for 2017.

**Funding request provides for sustainability funding and Sport Plan service agreement**

Funds in the amount of \$93,700 were identified in the 2017 budget. The requested funds of \$32,692 for sustainability and \$61,000 for Sport Plan objectives can be funded from this allocation.

**Advisory Committee Review**

Not Applicable

**Financial Implications**

Council has allocated \$93,700 in the 2017 budget for the works identified.

**Communications Considerations**

There is no external communication required.

**Link to Strategic Plan**

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by encouraging an active and healthy lifestyle.

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

**Alternative(s) to the Recommendation**

Option 1: Council may consider not renewing the service contract and request staff to engage additional municipal staff on a contract to continue with the completion of the Sport Plan tasks. This would suspend any progress to date until a staff person is hired.

Option 2: Council may consider not approving Sport Aurora's sustainability funding request. This will place in jeopardy the community service work Sport Aurora presently performs.

## **Conclusions**

Sport Aurora has been a vital partner in the delivery, education and preparation of sport in the Town of Aurora. The services they presently provide could not be duplicated with staff resources at a similar cost to the Town. Staff recommend that the contract be executed and sustainable funding be provided until December 31, 2017.

## **Attachments**

Attachment #1 – Sport Aurora Sport Plan Status Report – May 2017

Attachment #2 – Sport Plan Tasks

Attachment #3 - Sport Aurora Budget including Sport Plan and excluding Sport Plan

Attachment #4 – Sport Aurora/Activate Aurora 2017 Budget

## **Previous Reports**

PR15-008 Development of a Sport Plan, March 24, 2015

PRS16-012 Sport Plan Master Plan, March 1, 2016

PRS16-015 Implementation of the Sport Plan, March 22, 2016


## **Pre-submission Review**

Agenda Management Meeting review on May 17, 2017 and June 1, 2017.

## **Departmental Approval**

## **Approved for Agenda**

  
\_\_\_\_\_  
**Allan D. Downey**  
Director, Parks, Recreation and Cultural  
Services

  
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**Doug Nadorozny**  
Chief Administrative Officer

Sport Plan Status Report – May 2017

*Sport Leadership*

Research and make recommendations to be included in an Aurora Sport Policy that outlines the role of sport in the community. The Policy should specifically address the roles and responsibilities of the Town and local sport stakeholders including sport clubs and collectives, the business sector, education, public Health etc.

Recourses: Canadian Sport Policy 2012, Winnipeg Community Sport Policy, Abbotsford BC: Successful Alignment with Canadian Sport for Life Physical Literacy in a Recreation Environment, Ontario Sport Plan, Ministry Tourism Culture & Sport

	Recommendations	Completed Tasks	Next Steps	Timelines
T1	A. Develop an Aurora Sport Policy	<ul style="list-style-type: none"> <li>• Sport Plan Sub Committee was created, meetings took place and recommendations developed which were incorporated into Sport Policy recommendations</li> <li>• Research completed based on existing documents related to sport policy (e.g. CSP2012, Game ON Sport Plan, local municipal sport policies)</li> <li>• Recommendations presented to Sport Aurora membership at AGM</li> <li>• Feedback from membership received and incorporated into recommendations document</li> <li>• Recommendations submitted to Town of Aurora</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
T3	B. Sport Council	<ul style="list-style-type: none"> <li>• Recommendations related to the role of Sport Aurora as a leader of sport in Aurora incorporated into Sport Policy recommendations</li> <li>• Additional responsibilities recommended through Sport Policy document</li> <li>• To make Sport Aurora the Sport Council of Aurora</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
T4	C. Add a Sport Development Officer as a new position	<ul style="list-style-type: none"> <li>• Evaluated staff requirements for Sport Aurora to meet deliverables of Year 2 and 3 of Sport Plan</li> <li>• Submitted proposal to Town of Aurora regarding the budget to meet deliverables of Sport Plan beyond Year 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a Service Agreement with the Town of Aurora to deliver Year 2 and beyond of the Aurora Sport Plan</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Upon approval for Year 2 of the Aurora Sport Plan</li> </ul>

Revised 2017.05.02

**Sport Sustainability**

**Develop a three year budget with projections to deliver on the recommendations of the Aurora Sport Plan and identify stable and alternate funding sources. This will include partnerships to address the financial implications of the Sport Plan to secure funding.**

	Recommendations	Completed Tasks	Next Steps	Timelines
T5	<b>A. Develop a three year Budget with projections</b>	<ul style="list-style-type: none"> <li>Sport Aurora has presented a three year budget to the Town of Aurora including three year projected expenses</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
T6	<b>B. Partnerships to address the financial implications of the Sport Plan</b>	<ul style="list-style-type: none"> <li>Sport Aurora is providing approximately .75% of the current budget presented in revenue through Grants and sponsorship.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>



**Sport Access Sub Committee**

Develop recommendations to be included in a Recreation and Sport Access Policy that identifies barriers to sport participation and addresses mechanisms that increase participation and in particular provide full access for residents from low-income backgrounds. Included in this Committee’s responsibilities should be meeting with agencies that support persons with disabilities and understands needs and identify gaps in service levels.

	Recommendations	Tasks Completed	Next Steps	Timelines
T13	<b>A. Physical Literacy training</b>	<ul style="list-style-type: none"> <li>• A Director of Training was hired through Activate Aurora to implement a training plan and execution</li> <li>• 20 coaches from Maximillion Kolbe were trained in PL 201 and 301 in May 2016 and 20 Town of Aurora staff were trained in PL 201 and 301 in May 2016</li> <li>• 27 coaches from Sport Aurora were trained in PL 201 &amp; 301 in October 2016</li> <li>• 15 DPA resource bins were implemented in Rick Hansen Public School for their 20min DPA</li> <li>• 22 teachers were trained on the DPA resource bins</li> <li>• 1 Lunch and Learns were conducted</li> <li>• 650 kids benefited from the DPA resources</li> <li>• Attended seven Wellness Evenings at local elementary schools delivering physical literacy sessions for families</li> </ul>	<ul style="list-style-type: none"> <li>• Training teachers are in progress</li> <li>• Training Parents are in progress</li> <li>• All Data on Courses and the document on all participation as well as manage and administer the finances are ongoing. Documenting Data and recording numbers is a priority and creating a leadership database is essential.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
T15	<b>B. Convene a meeting with agencies supporting persons with disabilities to better understand their needs in being included in Sport in Aurora.</b>	<ul style="list-style-type: none"> <li>• Committee members recruited</li> <li>• Two meetings of the Committee took place</li> <li>• Meetings addressed – best practices, demographic information, current programs, barriers, needs to address barriers and priority level</li> <li>• Authored a report outlining findings from research and meetings.</li> <li>• Recommendations were formalized and presented</li> <li>• Presentation on report to Accessibility Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Re-Convene a meeting to rank barriers and needs to address barriers</li> <li>• Develop a strategic implementation strategy and prioritize the recommendations that were developed</li> </ul>	<ul style="list-style-type: none"> <li>• June 2017</li> </ul>

	Recommendations	Tasks Completed	Next Steps	Timelines
T16	C. <b>Develop a recreation and Sport Access Policy that identifies barriers to participation and addresses mechanisms that can increase participation and full access for residents from low-income backgrounds.</b>	<ul style="list-style-type: none"> <li>• Committee members recruited</li> <li>• One committee meeting took place and one meeting on community parents took place</li> <li>• Meeting addressed - best practices, demographic information, current programs, barriers, needs to address barriers and priority level</li> <li>• Recommendations were formalized</li> <li>• Authored a report outlining findings from meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Convene a meeting of the Committee to ranking the recommendations presented in the report.</li> <li>• Develop a strategic implementation strategy based on the recommendations provided.</li> </ul>	<ul style="list-style-type: none"> <li>• June 2017</li> </ul>

**Promotion & Celebration of Sport**

Research and make recommendations to be included in a broad based Sport Marketing Strategy that encompasses all necessary ingredients to increase the public's general understanding of the benefits of a robust sports system. In creating the strategy, the committee should undertake the following activities.

Recommendations	Tasks Completed	Next Steps	Timelines
<p><b>A. Inventory marketing, promotional and community messaging resources and supports available throughout the municipality, the sport community and the sport partners currently affiliated with sport organizations in Aurora.</b></p> <p><b>B. Undertake an environmental scan of sport marketing campaigns that have been successfully implemented in other jurisdictions. Document the best practices drawn from these and prioritize the approaches that are most likely applicable to the Aurora circumstances.</b></p>	<ul style="list-style-type: none"> <li>An advisory communications committee was formed</li> <li>Two meeting have convened</li> <li>Upon Development of draft marketing inventory survey created and has been reviewed by Marketing Committee.</li> <li>Research into the best practises of data at a Regional, Municipal and Provincial level has been done</li> <li>An initial draft of the environmental scan was produced and the committee approved content.</li> <li>Recommendations from Sport Organizations were compiled and addressed i.e. Friday Night Lights, sport app for one stop sport shopping</li> </ul>	<ul style="list-style-type: none"> <li>Upon approval of Year 2 Sport Plan budget, professional consultant will be hired to lead environmental scan and inventory of marketing, promotions and community messaging.</li> <li>Conduct environment scan and inventory of resources</li> <li>Based on environmental scan and inventory of messaging, development of a marketing strategy will take place and address recommendations C. and D.</li> <li>Terms of reference for committee approval</li> <li>Finalize approved Environmental scan template by committee</li> <li>Present those findings to the advisory committee</li> <li>Compile all recommendations on the promotion of sport</li> </ul>	<ul style="list-style-type: none"> <li>June – September 2017</li> </ul>
<p><b>C. Adopt standardized communication messaging and language that is applicable to all sport environments.</b></p> <p><b>D. Create marketing tools and initiatives to reach as many audiences as possible and utilize an array of promotional techniques to expand the messaging reach as far as possible i.e traditional advertising, social media, public service announcements, communication through sport organizations.</b></p>	<ul style="list-style-type: none"> <li>Initial key messaging has been established</li> <li>The mandate is clear and established</li> <li>Recommendations to the Town of Aurora to implement a Sport Spot on the Town of Aurora's web site etc.</li> <li>Outreach program has been implemented through Sport Aurora to include Churches, School Board both Public and Separate</li> </ul>	<ul style="list-style-type: none"> <li>Formalize Marketing and implementation strategy to Town</li> <li>Present recommendations and strategy to the Town</li> <li>Work toward getting messaging into the schools and leverage their resources.</li> </ul>	<ul style="list-style-type: none"> <li>September – October 2017</li> </ul>
<p><b>E. Host an annual Sport Excellence Summit to strengthen cohesion and learning amongst the sport partners in Aurora.</b></p>	<ul style="list-style-type: none"> <li>The concept of a Sport Summit has been discussed to include all sport organizations</li> </ul>	<ul style="list-style-type: none"> <li>Sport Summit is being planned for sometime between in September 2017 to engage all sport organizations</li> <li>Committee to be formed to implement</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting approval on Year 2 Sport Plan budget</li> </ul>

Recommendations	Tasks Completed	Next Steps	Timelines
<p><b>F. Consult with marketing advisors from public, not-for-profit and private sector sport or physical activity organizations that would benefit from coordinated marketing efforts. Advisors should routinely meet appropriate members of the Sport Coordinating Committee and staff to offer advice and information about developing and maintaining the marketing strategy.</b></p>	<ul style="list-style-type: none"> <li>• A Multi-platform Marketing Committee has been formed and they have agreed to be advisors to support the development of the broad based marketing strategy.</li> <li>• Two initial meetings have taken place.</li> <li>• Initial research has been completed on existing marketing campaigns on a National, Provincial and local level</li> <li>• Initial recommendations have been established</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule next Marketing Committee meeting when approval received from Town of Aurora on Year 2 Sport Plan budget</li> <li>• Initial draft of a Marketing Strategy will be executed upon approval of budget from the Town</li> </ul>	<ul style="list-style-type: none"> <li>• June / July 2017</li> </ul>
<p><b>G. Develop a long-range plan for the Aurora Sports Hall of Fame that continues to capture the heritage of sport in Aurora as well as current sport excellence.</b></p>	<ul style="list-style-type: none"> <li>• Sport Aurora has identified and Athlete of the Year recommended to ASHoF for Future Hall of Famer</li> <li>• Sport Aurora recognized and awarded school athletes of the Year in Council</li> <li>• Sport Aurora has considered a Sport Business of the Year award</li> <li>• Held our 6<sup>th</sup> annual Breakfast of Champions and recognized our Athlete of the Year at the ceremony</li> <li>• The Aurora Sports Hall of Fame has delegated to Council the need for sustainability and has been awarded funding for next year from the Reserve fund in place.</li> <li>• The Aurora Sports Hall of Fame have their own sustainability strategic plan outlined.</li> </ul>	<ul style="list-style-type: none"> <li>• We can obtain a copy of the minutes or notes taken at the Aurora Sports Hall of Fame Strategic Planning session. The Aurora Sports Hall of Fame are responsible for the sustainability of their organization and a sustainability plan is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>

Task Number	TASK - Project Goals	YEAR 1	YEAR 2-3	YEAR 4-5
<b>Sport Leadership</b>		<b>YEAR 1</b>	<b>YEAR 2-3</b>	<b>YEAR 4-5</b>
T1	Develop an Aurora Sport Policy that outlines the role of sport in the community. The policy should specifically address the roles and responsibilities of the Town and local sport stakeholders including sport clubs and collectives, the business sector, education, public health, etc.	√		
T2	Change the name of the Parks and Recreation Advisory Committee to the Parks, Recreation and Sport Coordinating Committee. Expand the Committee's mandate to include sport matters including the implementation of the Aurora Sport Plan and ensuring Town-wide priorities are addressed through parks, recreation and sport.	√		
T3	Reconstitute Sport Aurora into a Sport Council with an expanded mandate and representation from the entire sport community. The Sport Council's Executive Committee should be appointed through a fair and transparent democratic process.	√		
T4	Add a Sport Development Officer as a new position in Parks and Recreation Department to implement initiatives of the Aurora Sport Plan.	√		
<b>Sport Sustainability</b>		<b>YEAR 1</b>	<b>YEAR 2-3</b>	<b>YEAR 4-5</b>
T5	Develop three year budget projections to deliver on the recommendations of the Aurora Sport Plan and identify stable and alternate funding sources.	√	√	√
T6	Seek Partnerships to address the financial implications of the Sport Plan to secure and retain stable and alternate funding.	√	√	√
T7	Develop a Sport Development Grant Program to assist groups in implementing elements of the Sport Plan as well as in their efforts to address their own sport priorities.		√	√
T8	Develop a list of sport opportunities that could benefit from sponsorships and create a mechanism that that simplifies funders' responses to sponsorship opportunities.		√	√
T9	Create a Volunteer Development Strategy that addresses volunteer recruitment, selection, training, retention and recognition.		√	
T10	Develop training programs and an e-tool kit that is focused on sport volunteer priorities and that provides insights into recruitment, screening, training, retention and recognition for use by sport stakeholder groups.		√	√
T11	Procure volunteer software that serves to develop a database of community volunteers and matches perspective volunteers with the opportunities that become available within the community. The software should also track the number of active community volunteers and the annual number and value of volunteer hours.		√	√
T12	Develop performance measures to capture the inputs, outputs, efficiencies and effectiveness of sport delivery in Aurora. Annually report on the results and any impacts on plans for the subsequent year.		√	√

Task Number	TASK				
<b>Sport Participant</b>		<b>YEAR 1</b>	<b>YEAR 2- 3</b>	<b>YEAR 4-5</b>	
T13	Continue to provide the Physical Literacy training for persons working and volunteering with pre-school and children's groups and expand the program to include all age groups.	√	√	√	
T14	Train staff and volunteers in working with culturally diverse groups to better understand their sport needs and look to other communities within the region that have responded to changing demographics by providing both culturally appropriate sports and an introduction to traditional Canadian sports (Markham and Richmond Hill).		√	√	
T15	Convene a meeting with agencies supporting persons with disabilities to better understand their needs in being included in sport in Aurora.	√			
T16	Develop a Recreation and Sport Access Policy that identifies barriers to participation and addresses mechanisms that can increase participation and full access for residents from low income backgrounds.	√	√		
T17	Work with Social Service staff from the Region of York to introduce sport opportunities and support funding for persons from low income backgrounds. Develop a brochure for Social Service workers to help their clients navigate the sport system.		√		
T18	Inventory existing participation of girls and women in sport to determine if there are any gaps in participation.		√		
T19	Assess the current provision of sports for older adults by all sectors in Aurora and work with the older adult population to address gaps and emerging sport needs.		√		
T20	Quantify participation of diverse and marginalized groups in sport and measure the effectiveness of interventions.		√		
<b>Sport Promotion and Celebration</b>		<b>YEAR 1</b>	<b>YEAR 2- 3</b>	<b>YEAR 4-5</b>	
T21	Develop a broad based Sport Marketing Strategy.	√			
<b>Sport Tourism</b>		<b>YEAR 1</b>	<b>YEAR 2- 3</b>	<b>YEAR 4-5</b>	
T22	Develop an Aurora Sport Tourism Strategy.		√		

**Town of Aurora  
2017 Operating Budget  
BUDGET COMMITTEE CHANGES**

A D J U S T M E N T S				R E S U L T S					
Ref.	Date of Decision	Department	I T E M	Change to Operating Budget	Running Revised Budget Increase	Impact on Town Rate	Running Town Rate Pressure	Effective Combined Tax Impact	
								Residential	Commercial
				STARTING POINT - Draft Budget, As of November 8, 2016 = 1,191,637			2.9 %	2.3 %	1.3 %
9	Nov.14/16	IES	Move Facilities Supervisor to Option List (Remove)	(60,200)	1,131,437	(0.15 %)	2.8 %	2.3%	1.3%
	Nov.14/16	Council	Increase Council Administration Conference Budget	7,900	1,139,337	0.02 %	2.8 %	2.3%	1.3%
	Nov. 22/16	PRCS / IES	Remove Southlake Event Costs	(7,500)	1,131,837	(0.02 %)	2.8 %	2.3%	1.3%
17	Nov. 29/16	ALL	Reduction in training & development	(70,000)	1,061,837	(0.17 %)	2.6 %	2.2%	1.2%
8	Nov.29/16	PBS	Position Addition - Economic Development Position (Capital Funded)	76,895	1,138,732	0.19 %	2.8 %	2.3%	1.3%
8	Nov.29/16	PBS	Contribution FROM Capital (CIP Capital Project to fund)	(76,895)	1,061,837	(0.19 %)	2.6 %	2.2%	1.2%
5	Nov.29/16	PRCS	Celebration 150 Town Park	15,000	1,076,837	0.04 %	2.7 %	2.2%	1.3%
2	Nov. 29/16	PRCS	Multi-cultural Event	24,400	1,101,237	0.06 %	2.7 %	2.2%	1.3%
10	Nov. 29/16	PBS	Sponsorship of Business Excellence Awards (Chamber of Commerce)	10,000	1,111,237	0.02 %	2.7 %	2.2%	1.3%
4	Nov.29/16	PRCS	Additional Exhibition and online museum	15,500	1,126,737	0.04 %	2.8 %	2.3%	1.3%
6	Nov. 29/16	PRCS	Pet Cemetary establishment & annual maintenance	5,000	1,131,737	0.01 %	2.8 %	2.3%	1.3%
7	Nov. 29/16	PRCS	Reduction in Ribfest Revenues	25,000	1,156,737	0.06 %	2.9 %	2.3%	1.3%
11	Nov. 29/16	PBS	Sponsorship of Women in Business Conference (Chamber of Commerce)	2,500	1,159,237	0.01 %	2.9 %	2.3%	1.3%
3	Nov. 29/16	PRCS	Position Addition - FT Museum Position, plus training	58,635	1,217,872	0.14 %	3.0 %	2.3%	1.3%
12	Nov. 29/16	PRCS	Sponsorship of Technology Expo (Chamber of Commerce)	2,500	1,220,372	0.01 %	3.0 %	2.3%	1.3%
1	Nov. 29/16	CS	Animal Control service level increase	45,000	1,265,372	0.11 %	3.1 %	2.4%	1.3%
13	Nov. 29/16	PRCS	Aurora Sports Hall of Fame - Sustainability Operating Grant	50,500	1,315,872	0.12 %	3.2 %	2.4%	1.4%
16	Nov. 29/16	PRCS	Sport Aurora - Sustainability Operating Grant <sup>1</sup>	93,700	1,409,572	-	3.5 %	2.5%	1.4%
	Nov. 29/16	PRCS	Contribution FROM Council Discretionary Reserve <sup>2</sup>	(144,200)	1,265,372	(0.36 %)	3.1 %	2.4%	1.3%

**Note(s):**

- 1) Sport Aurora sustainability funding has been conditionally approved subject to further information coming back to council.
- 2) Contribution from the Council Discretionary Reserve amount of \$144,200 includes sustainability funding for both the Aurora Sports Hall of Fame and Sport Aurora.

**Sport Aurora/Activate Aurora 2017 Budget**

<b>Revenue</b>	<b>Jan- June</b>	<b>Jul-Dec</b>	<b>Totals</b>
<i>Ontario Trillium Foundation grant</i>	\$ 125,000.00	\$ 125,000.00	\$ 250,000.00
<i>Member Fees/tickets/other</i>	\$ 11,000.00	\$ 10,125.00	\$ 21,125.00
<i>Breakfast of Champions (member/sponsor contributions)</i>		\$ 7,300.00	\$ 7,300.00
<i>Volunteer Recognition (sponsor/member contributions)</i>		\$ 3,750.00	\$ 3,750.00
<i>Coaching/Training (fees and subsidies)</i>		\$ 2,500.00	\$ 2,500.00
<i>Promotion of Sport (advertising)</i>		\$ 8,425.00	\$ 8,425.00
<i>Sport Tourism (advertising)</i>		\$ 18,000.00	\$ 18,000.00
<i>All Kids Can Play (admin. revenue donated)</i>		\$ 3,000.00	\$ 3,000.00
<i>Sport Plan</i>			
<b>Total</b>	<b>\$ 136,000.00</b>	<b>\$ 178,100.00</b>	<b>\$ 314,100.00</b>

<b>Expenses</b>			
<i>Administration (personnel and overhead)</i>	\$ 22,797.00	\$ 31,510.00	\$ 54,307.00
<i>Breakfast of Champions(sponsor, awards,speakers)</i>		\$ 8,450.00	\$ 8,450.00
<i>Volunteer Recognition (rentals, awards,speakers)</i>		\$ 4,250.00	\$ 4,250.00
<i>Coaching/Training (rentals, instructors)</i>		\$ 3,170.00	\$ 3,170.00
<i>Promotion of Sport (advertising/promotion)</i>	\$ 7,000.00	\$ 7,925.00	\$ 14,925.00
<i>Sport Tourism (sales, production, distribution)</i>		\$ 7,740.00	\$ 7,740.00
<i>All Kids Can Play (outreach)</i>		\$ 3,950.00	\$ 3,950.00
<i>Activate Aurora</i>	\$ 125,000.00	\$ 125,000.00	\$ 250,000.00
<b>Totals</b>	<b>\$ 154,797.00</b>	<b>\$ 191,995.00</b>	<b>\$ 346,792.00</b>

<b>Funds for Sustainability only</b>	Jan/June	<b>\$18,797.00*</b>	<b>-\$ 13,895.00</b>	<b>\$ 32,692.00</b>
<b>Add Sport Plan Funding</b>	Apr/June	<b>\$17,000.00**</b>	<b>-\$ 44,000.00</b>	<b>\$ 61,000.00</b>
<b>Funding required for Sustainability and Sport Plan</b>		<b>\$35,797.00</b>	<b>-\$ 57,895.00</b>	<b>\$ 93,692.00</b>

\* funds spent from Sport Aurora reserve Jan-June 2017

\*\* funds spent completing Sport Plan objectives from Apr-June





**Town of Aurora**

**General Committee Report**

**GRAHC17-001**

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**Subject:** Interim Report No. 1 of the Governance Review Ad Hoc Committee Re: Council Compensation Review

**Submitted by:** Chair and Members of the Governance Review Ad Hoc Committee

**Date:** June 20, 2017

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### **Recommendation**

1. That Report No. GRAHC17-001 be received; and
2. That the existing one-third tax-free provisions of Council's compensation be discontinued effective January 1, 2018 and that staff take all steps necessary to give effect to this; and
3. That effective January 1, 2018 the base compensation of members of Council be grossed-up to effectively neutralize or offset the income taxation that will then occur, so to have the effect of the same or similar "take home" Town of Aurora earnings amount; and
4. That for purposes of evaluating and reviewing the compensation of members of Council, Council supports the Mayor role being considered as "full-time" while the eight current Councillor roles being considered as "part-time".

### **Executive Summary**

The Governance Review Ad Hoc Committee (GRAHC) has recently turned its attention to its mandated review of compensation of members of Council.

This report is prepared to update Council on two matters which have been debated, and which, in the opinion of the Committee, will have a direct impact on future discussions in other aspects of our Council compensation review.

By bringing this interim report, Committee seeks to obtain Council support for the recommendations of the Committee in these two matters, or in the alternative, a clear Council position with respect to these matters. Council's position on these two matters will then set the context for our future discussions and recommendations.

June 20, 2017

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Report No. GRAHC17-001

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- Proposal to eliminate the current one-third tax-free treatment of Council compensation, and to gross-up the base compensation to make take home pay, net of the new taxes similar to today's amounts.
- Proposal to consider the Mayor role to be a full-time commitment while the eight Councillor roles to continue to be considered part-time commitments.

## **Background**

The Governance Review Ad Hoc Committee's mandate and terms of reference include reviewing the compensation of members of Council. This review entails consideration of a number of aspects of what is considered part of compensation. This report considers two elements of our review, being the one-third tax-free treatment of compensation, and the full-time vs part-time status of members of Council.

### **One-third tax-free treatment of elected officials' compensation may be legislated away.**

Council currently receives one-third of its salary as "deemed expenses" which is then tax free under provisions of the *Municipal Act* and the *Income Tax Act*. To continue such arrangement, Council must review this bylaw at least once each term. Should the one-third status be discontinued, it cannot be restored in the future, as this option has now been removed by changes to the *Municipal Act*. Any existing arrangements are grandfathered under the new provisions, but must be confirmed at least once each term by resolution.

In early 2015, this Council confirmed continuing the one-third tax free treatment for this current term of Council.

The Federal government recently announced intention to eliminate the current one-third tax free provisions for elected officials at all levels of government. Although no regulation or legislation to do so has been introduced, the Committee considered this issue. The Committee considered whether it would recommend ending the one-third tax-free treatment of Council compensation even if the federal commitment did not materialize. As part of this conversation, if the one-third tax-free treatment was ended one way or the other, discussion was had as to whether the base compensation should be increased to off-set the lowered net take-home pay which would otherwise result.

The Committee believes in the principles of transparency and accountability, particularly when it comes to compensation of elected members. Ideally, compensation of Council should be readily understood by the public. The one-third tax free status may be seen to

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lack transparency, making comparisons difficult. To remove the one-third tax free status and gross up the base salaries to result in a similar net-pay for the recipients would cost the corporation approximately \$65,000 to \$70,000 per year.

The Committee believes that increased transparency and accountability is a worthy goal, and recommends ending the one-third tax free treatment of Council compensation.

Further, Committee believes that the increased transparency and accountability is of higher value than the relatively minor budget impacts of increasing Council compensation to off-set the additional taxation impact to their take home pay.

Attachment #1 includes the materials prepared by staff which were considered by Committee in our discussions on the one-third tax-free issue.

### **Full-time versus Part-time status of elected Councillors**

Due to the commitments of being both an elected member of the Council of the Region of York, and to fulfil the responsibilities of being the Mayor and meeting the statutory responsibilities of the *Municipal Act* of the Head of Council, fulfilling the role of the mayor of Aurora has long been considered a role equivalent to that of a full-time position. Day meetings, ceremonial and governance responsibilities together with the many other responsibilities, the Mayor position requires at least 35 hours per week.

In considering the requirements of being a councillor elected at large, although some members by personal choice may commit more time than others and attend more meetings than others, the Committee sees no compelling reason that the duties and expectations of being a Councillor for Aurora could not be fulfilled on a part-time basis. This position is supportive of candidates who wish to serve in this capacity while maintaining a full-time career elsewhere.

### **Financial Implications**

The GRAHC recognizes that there will be an annual budgetary impact of eliminating the one-third tax free portion of members of Council, however believe that the transparency and accountability gains off set the increased costs of approximately \$65,000 per year.

## **Alternative(s) to the Recommendation**

1. Council may provide different direction to the GRAHC by adopting alternate recommendations.

## **Conclusions**

The Governance Review Ad Hoc Committee has turned its attention to its mandated review of compensation of members of Council. The Committee requires confirmation from Council on two interim recommendations which will shape the more detailed discussions and recommendations of the Committee in our future work in this area.

Our future discussions and recommendations will include the following areas:

- Recommended compensation amounts
- Expense provisions/allowances
- Transition payments policy
- Benefits (health & dental, OMERS pension, income protection plans)

The Committee anticipates presenting a final report in respect of compensation of Council by the end of October, 2017.

## **Pre-submission Review**

Each member of the Governance Review Ad Hoc Committee has reviewed this report and are unanimously in support of the recommendations and content.

## **Attachments**

Attachment #1 – One-third tax-free salary remuneration provision and implications

June 20, 2017

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Report No. GRAHC17-001

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**Anita Moore  
Chair, GRAHC**



**Anna Lozyk Romeo  
Vice-Chair, GRAHC**

**Attachment #1**

**One-Third Tax Free Salary Remuneration Provision and Implications (June 2017)**

Compensation for members of Council may be established subject to the conditions of Section 283 of the Municipal Act. Members of Council currently receive one-third of their remuneration as deemed expenses, which is not subject to statutory deductions including income taxes. At the end of 2002, the ability to create the one-third expenses portion was discontinued with changes to the *Municipal Act, 2001* (the "Act"); however, previous by-laws establishing such were grandfathered to continue, provided such by-law is reviewed at least once each term of Council thereafter. Once repealed, such tax-free portion of compensation cannot be reinstated. If the decision is made to repeal the one-third provision, the *Act* requires that such repealing by-law be effective on January 1 of the year following the year in which it is passed.

The 2012 Council Compensation Review Ad Hoc Committee recommended that the one-third provisions be continued. The formal review and confirmation of the continuance of the one-third tax free allowance by Council was completed for this current term on April 14, 2015.

The one-third tax free status continues to be in effect at Aurora,

**Recent 2017 Federal Budget announces intent to cancel the one-third provisions**

The recent Federal Budget of March 2017 announced intentions to cancel the one-third tax free allowances allowed to elected members of federal, provincial and municipal officials in the interest of improving the overall fairness of the Income Tax Act to all Canadians.

**Recommendations from this Committee are required with respect to one-third provisions.**

In the event that these Federal Budget provisions are passed, this committee needs to consider the implications and consider recommendations whether or not to gross-up the current compensation to attempt to equalize the average take home pay of the elected officials of Aurora.

In the event the 2017 Federal Budget intentions are not adopted, this committee should consider whether the one-third tax free portion should be continued for our members, or whether it should be cancelled, and if cancelled, whether to gross-up or not.

**BACKGROUND**

**Review of the One-Third Tax-Free Allowance By-law**

If the Federal Budget provisions are enacted or if this committee recommends cancellation of the one-third tax-free portion of compensation, some discussion or decision may be appropriate with respect to the resulting compensation of the affected members. This could include a specific direction to gross-up the current compensation to effectively neutralize or offset the income taxation that will then occur, so to have the effect of the same or similar “take home” amount. This gross-up approach has been implemented by a number of municipalities which chose to move away from the one-third provision.

The following table outlines the current compensation, and the impacts necessary for a gross-up to maintain approximate take home pay. (Each Member’s tax and income situations differ, so no singular gross-up amount will be exactly correct for all Members.)

Budget Impact of Gross-up Required for “take home pay neutrality”

	Current Compensation with one-third tax free portion	Grossed-Up Compensation required to maintain take-home pay
Mayor – Gross Pay Town Only	\$70,971 **	\$96,200 **
Mayor – Approx. Take Home bi-wk (incl. Region portion)	\$3,725 ++	\$3,725 ++
Councillor – Gross Pay (each)	\$29,488	\$32,890
Councillor – Approx. Take Home	\$1,101	\$1,101
Incremental Cost to Corporation – base pay changes only	$(\$96,200 - 70,971) + 8 \times (32,890 - 29,488)$	\$52,445
Estimated impacts to employer share of payroll costs and contributions, including OMERS		<u>\$12,550</u>
Estimated total annual budget impact of neutralizing elimination of one-third tax free portion.		\$65,000

\*\* excludes regional councillor compensation (fully taxable and pensionable)

++ includes regional councillor compensation in take home amount.

Implications for the recipient:

OMERS: pension contributions and pension payables are calculated on the taxable earnings portion of compensation only, so 1/3 tax free portion results in lower contributions and pension amounts.

Employer saves on the OMERS contributions

If grossing up for similar take-home pay, Town must gross up the additional OMERS deductions, plus the compounding other statutory deductions and costs of other benefits which are based on gross pay, to get to a similar level of take home pay for the recipient. At this time, only the Mayor is enrolled in OMERS.

Total incremental cost of a gross up is estimated at \$65,000 per year additional cost to the taxpayer, with the main beneficiary being the Mayor who takes home similar pay, but also a higher pension outcome upon retirement.

If cancelled, the one-third tax-free portion cannot be reinstated by this or any future Councils.





**Extract from  
Council Meeting of  
Tuesday, February 14, 2017**

**6. Consideration of Items Requiring Discussion (Regular Agenda)**

**R1. CAO17-001 – Economic Development Board – Terms of Reference**

**Motion to refer**

**Moved by Councillor Pirri**

**Seconded by Councillor Thompson**

That Report No. CAO17-001 – Economic Development Board – Terms of Reference, be referred to the next meeting of the Economic Development Advisory Committee for comment, and be brought back to Council in the first meeting cycle in March 2017.

**Motion to refer  
Carried**



**Extract from Economic Development  
Advisory Committee Meeting of  
Thursday, March 9, 2017**

**5. Matters for Consideration**

**1. Extract from Council Meeting of February 14, 2017**

**Re: General Committee Report No. CAO17-001 – Economic Development  
Board – Terms of Reference**

**Moved by Don Constable**

**Seconded by Richard Farmer**

1. That the Extract from Council Meeting of February 14, 2017, regarding General Committee Report No. CAO17-001 – Economic Development Board – Terms of Reference, and report be received; and
2. That the Economic Development Advisory Committee endorse the Terms of Reference for the proposed Economic Development Board.

**Carried**



**Town of Aurora**

**General Committee Report No. CAO17-001**

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**Subject:** Economic Development Board – Terms of Reference

**Prepared by:** Anthony Ierullo, Manager, Long Range and Strategic Planning

**Department:** Office of the Chief Administrative Officer

**Date:** February 7, 2017

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## **Recommendation**

- 1. That Report No. CAO17-001 be received; and**
- 2. That the attached Economic Development Board – Terms of Reference be endorsed and staff be directed to proceed with the creation of the Aurora Economic Development Board.**

## **Executive Summary**

- On September 27, 2016, Council approved a motion directing staff to prepare an evaluation of the prominent economic development models currently in use in Ontario.
- Staff completed an analysis and identified three prominent economic development models in Ontario recommending that the Town implement a Hybrid model to deliver economic development services in Aurora. This model includes the establishment of an Economic Development Board to support economic development.
- Council approved the proposed economic development model and related funding as part of the 2017 Budget.
- Staff have prepared a Terms of Reference for the proposed Economic Development Board and have begun to actively advance operational, structural and pre recruitment activities to ensure that there is adequate resourcing to support the board.
- Staff are seeking Council endorsement of the attached Aurora Economic Development Corporate (“AEDC”) Terms of Reference prior to initiating the establishment of the Board and member recruitment.

## **Background**

On September 27, 2016, Council approved the following Motion directing staff to prepare an evaluation of the prominent economic development models currently in use in Ontario:

Whereas Municipal Economic Development is an activity which can be undertaken under a variety of models; and

Whereas the Town of Aurora has currently adopted a Community Advisory Committee approach; and

Whereas it is important that the Town of Aurora ensures adherence to best practices;

Now Therefore Be It Hereby Resolved That the Chief Administrative Officer investigate and report back to Council with regard to the best model to deliver Economic Development Services for the Town of Aurora moving forward; and

Be It Further Resolved That a survey be sent to Council, the Economic Development Advisory Committee, and relevant staff to gauge the effectiveness and areas of improvement for the current economic development model; and

Be It Further Resolved That this report be brought back in time to be considered for the 2017 budget.

On November 15, 2016, staff prepared a report outlining prominent economic development models and a recommended model for Aurora. On November 22, 2016, Council approved the following recommendation:

*That Report No. CAO16-006 be received; and,*

*That Council endorse the attached Economic Development Proposal for consideration as part of the 2017 Budget.*

Council approved the economic development proposal and related funding as part of the 2017 Budget. The following outlines the Terms of Reference for the proposed Economic Development Board as well as the next steps towards the establishment of an Economic Development Board.

## **Analysis**

Staff have prepared a draft Terms of Reference for Council consideration as outlined in Appendix A. Highlights of key aspects of the draft terms are described and discussed below:

### **Roles, Responsibilities, Goals and Objectives**

The proposed terms of reference (Attachment No. 1) would establish the Aurora Economic Development Corporation (AEDC) as Council's advisory board for community economic development. The corporation will provide strategic leadership and coordination of community economic development and work with partners to strengthen and diversify existing business, attract new business and investment, and coordinate strategic economic development initiatives within the community.

The goal of the Board is to strengthen economic development and quality of life within Aurora by:

- supporting the expansion of current businesses;
- advising on Downtown Revitalization Activities;
- advancing cultural activities that offer opportunities for economic development;
- attracting, brokering and facilitating new business development; and,
- encouraging continued economic diversification.

This is accomplished through the following objectives:

- making recommendations that assist in the expansion of current businesses and the development of new businesses;

- making recommendations to Council on funding and grants to advance downtown revitalization objectives, cultural services and other strategic economic development initiatives and projects;
- promoting public/private partnerships opportunities that advance economic development interests;
- recommending programs to Council that actively promote Aurora as a centre for advanced manufacturing, information technology and telecommunications, environmental technology, medical and related technologies, finance, insurance, real estate and leasing; and,
- recommending programs that actively promoting Aurora as York Region's centre for education and training, business services, health services and government services.

### **Composition, Term and Chairperson**

It is proposed that the Board of Directors be composed of up to 8 local residents and/or business owners that serve three-year terms, 3 members of Council (Two Town Councillors and the Mayor of the Town of Aurora) serving a term concurrent with Council and two non-voting staff representatives. It is recommended that Council appoint local residents or business owners as a non-executive Chairperson and Vice-Chairperson. This is generally seen as a best practice for community development corporations and is consistent with the structure for other similar at-arms-length boards related to the Aurora Public Library and the Aurora Cultural Centre.

### **Recruitment**

It is proposed that local resident and business owner members be primarily influential business leaders that play a significant role in the community. Membership should include representation from large and small businesses, public and private sectors, private/public education, non-profit and accommodation / tourism providers. As outlined in Appendix B, staff have prepared a detailed skills matrix to guide the appointment of Board members. Staff will publicly advertise the opportunity for 4-6 weeks as well as identify and encourage qualified candidates to participate in the requirement. Local resident and business owner members and Council members will be appointed by Mayor and Council.

### **Program roll out revised to address EDAC comments**

Based on the feedback received from the Town's Economic Development Advisory Committee, staff have revised the next steps associated with the roll out of the new

Economic Development Board and office where appropriate. New economic development programs will be developed and approved by Council as part of the preparation of a Board led community Economic Development Strategic Plan. Staff are actively advancing operational, structural and recruitment activities to ensure that there is adequate resourcing to support the board and realign service delivery to drive economic development. Staff have confirmed that Community Improvement Plan (CIP) funding is adequate and have initiated a review of the CIP program to identify opportunities to improve interest in the program. To date, staff conducted a door knocking campaign, hosted information sessions with land owners and realtors to promote participation and have begun to plan a series of focus group to re-evaluate the suite of programs.

### **Next Steps**

The next steps towards the establishment of the Board are:

1. Legally establish the AEDC (February - April 2017)
2. Advertise for and recruit AEDC members (February-April 2017)
3. Schedule first AEDC meeting (May 2017)
4. Work with the Board to initiate preparation of the Economic Development Strategic Plan (June 2017)
5. Complete strategic plan (December 2017)

### **Advisory Committee Review**

The Terms of Reference were reviewed by the Economic Development Advisory Committee meeting on December 8, 2016.

### **Financial Implications**

The funding required to support this initiative has been approved as part of the 2017 Budget.

### **Communications Considerations**

Recruitment for the Board will be advertised in the local media for 4-6 weeks and promoted in association with community partners.

## **Link to Strategic Plan**

The report supports the Strategic Plan goal of *Enabling a Creative, Diverse and Resilient Economy* through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business.

## **Alternative(s) to the Recommendation**

1. Direct staff to revise the AEDC Terms of Reference.

## **Conclusions**

On September 27, 2016, Council approved a motion directing staff to prepare an evaluation of the prominent economic development models currently in use in Ontario. Staff completed an analysis and identified three prominent economic development models in Ontario recommended that the Town implement a Hybrid model to deliver economic development services in Aurora. This model included the establishment of an Economic Development Board to guide economic development activities.

Council approved the proposed economic development model and related funding as part of the 2017 Budget. As a result, staff have prepared a draft Terms of Reference for the proposed Economic Development Board and have begun to actively advance operational, structural and recruitment activities to ensure that there is adequate resourcing to support the board. Staff are seeking Council endorsement of the attached AEDC Terms of Reference prior to initiating the establishment of the Board and member recruitment.

## **Attachments**

Attachment No. 1 – Aurora Economic Development Corporation – Terms of Reference  
Attachment No. 2 – Aurora Economic Development Corporation Board – Skills Matrix

## **Previous Reports**

CAO16-006 dated November 15, 2016



February 7, 2017

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Report No. CAO17-001

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**Pre-submission Review**

Agenda Management Meeting review on January 19, 2017

**Departmental Approval/Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

## **Attachment No. 1**

### **Aurora Economic Development Corporation Terms of Reference**

#### **Role**

The Aurora Economic Development Corporation (“AEDC”) is a non-share, not-for-profit, corporation, incorporated under the *Business Corporations Act* and *Municipal Act, 2001*. On behalf of the Council of the Town of Aurora, the AEDC provides strategic leadership and coordination of community economic development. The AEDC works with partners (provincial, regional and federal governments, community agencies, educational institutions and local businesses) to strengthen and diversify existing business, attract new business and investment, and coordinate strategic economic development initiatives within the community.

#### **Responsibilities**

The AEDC provides a critical advisory role in promoting economic growth and diversification in the Town of Aurora. Economic development goals should seek to build on local strengths, mitigate existing weaknesses, convey the desired outcomes of the strategic planning process and speak directly to the aspirations of the community.

The AEDC is responsible for working with community stakeholders to develop and maintain an Economic Development Strategy for the Town of Aurora to guide economic development activities and investment over the short, medium and long term. This Strategy will be updated and approved by Council every 5 years.

In addition to the preparation of an Economic Development Strategy, the AEDC Board of Directors will also be responsible for reviewing the Economic Development Operational Plan that will be presented to the Board and approved by Council on an annual basis.

#### **Goals and Objectives**

The goal of the Board of Directors is to strengthen economic development and quality of life within Aurora by:

- supporting the expansion of current businesses;
- advising on Downtown Revitalization Activities;

- supporting cultural activities that offer opportunities for economic development;
- attracting, brokering and facilitating new business development; and,
- encouraging continued economic diversification.

This is accomplished through the following objectives:

- making recommendations that assist in the expansion of current businesses and the development of new businesses;
- making recommendations to Council on funding and grants to advance downtown revitalization objectives, cultural services and other strategic economic development initiatives and projects;
- promoting public/private partnerships opportunities that advance economic development interests;
- recommending programs to Council that actively promote Aurora as a centre for advanced manufacturing, information technology and telecommunications, environmental technology, medical and related technologies, finance, insurance, real estate and leasing; and,
- recommending programs that actively promoting Aurora as York Region's centre for education and training, business services, health services and government services.

Economic Development staff at the Town of Aurora serve as support to the Board of Directors at the Aurora Community Development Corporation.

## **Composition**

The Board of Directors is composed of:

- Up to 8 local residents or business owners that serve three-year terms and represent the various economic and geographic sectors of our community. Preference will be given to

Aurora Chamber of Commerce members that meet both the skills and eligibility requirements.

- 3 members of Council (Two Town Councillors and the Mayor of the Town of Aurora).
- CAO, Town of Aurora (ex-officio)
- Manager, Long Range and Strategic Planning (non-voting)

**Eligibility**

Members of the Board of Directors must be a Town of Aurora resident or employed with a business within the Town of Aurora.

**Term**

The Board shall be appointed for a three year term, with the option of a further three year term. For the initial Board, members will be appointed on staggered terms to ensure Board continuity. Council members will be appointed for terms concurrent with their term of Council.

**Remuneration**

None.

**Chairperson of Meeting**

The Board will appoint a local resident or business owner member as non-executive Chairperson and Vice-Chairperson. In the event that the Chairperson is absent, the Vice-Chairperson will assume the responsibilities of the Chair.

**General Operating Procedures** The Board will be subject to the requirements of the Town's Procedural By-law (By-law # 5920-16).

**Recruitment**

Private members should be primarily influential business leaders that play a significant role in the community. The Chamber of Commerce will be encouraged to nominate board members to promote a

strong connection to the Chamber. Membership should include representation from large and small businesses, public and private sectors, private/public education, non-profit and accommodation / tourism providers. Previous membership on a governance board is an asset. A more detailed skills matrix is outlined in Attachment No. 2.

Council members will be appointed by Council.

### **Confidentiality**

AEDC will protect the confidentiality of its clients and business activities. AEDC respects the confidentiality of proprietary information and intellectual property and will not disclose information, directly or indirectly, except as required by law. AEDC Board members are obligated to maintain strident client & corporate confidentiality, protect client & corporate proprietary information and respect client & corporate intellectual property.

