



General Committee Meeting Agenda

**Tuesday, February 20, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, February 20, 2018
7 p.m., Council Chambers

Councillor Gaertner 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

4. Delegations

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.

Recommended:

That the following Consent Agenda Items, C1 to C4 inclusive, be approved:

- C1. PDS18-020 – Request for Street Name Approval**
BG Properties Aurora Inc.
14222, 14314, 14358, and 14378 Yonge Street
File Number: SUB-2012-03
Related File Numbers: ZBA-2012-16

Recommended:

1. That Report No. PDS18-020 be received; and
2. That the following street names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2012-03:

Street “D”	Woodhaven Avenue
Street “E”	Pine Hill Crescent
Street “F”	Sunset Vista Court
Street “G”	Maple Fields Circle

- C2. FS18-002 – Streetlighting LED Conversion Project: Status and Outcomes**

Recommended:

1. That Report No. FS18-002 be received for information.

- C3. Heritage Advisory Committee Meeting Minutes of December 11, 2017**

Recommended:

1. That the Heritage Advisory Committee meeting minutes of December 11, 2017, be received for information.

- C4. Accessibility Advisory Committee Meeting Minutes of January 10, 2018**

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of January 10, 2018, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CS18-004 – Power of Entry

Recommended:

1. That Report No. CS18-004 be received; and
2. That the standard operating guideline regarding entry to private property notification and immediate access protocols (“SOG”) for Municipal Law Enforcement Officers, as outlined on Attachment #1, be endorsed.

R2. PDS18-017 – Application for Zoning By-law Amendment

Joe Stewart

304 Kennedy Street West

File Number: ZBA-2017-05

Recommended:

1. That Report No. PDS18-017 be received; and
2. That Zoning By-law Amendment Application File Number ZBA-2017-05 (Joe Stewart), to amend the site specific ‘R2(207)’ and ‘R3(208)’ exception zones applying to portions of the subject lands to a ‘Detached Third Density Residential Zone ‘R3(XX1)’, be approved; and
3. That the Zoning By-law Amendment be presented at a future Council meeting.

R3. PDS18-018 – Proposal for Zoning By-law Amendment Application

Recommended:

1. That Report No. PDS18-018 be received; and
2. That the Zoning By-law Proposal from the following applicant be accepted as a Zoning By-law Amendment Application:
 - (a) Beachgrove Developments Ltd. (1452 Wellington Street East), File No. ZP-2018-01

R4. PDS18-022 – Proposal for Zoning By-law Amendment Application

Recommended:

1. That Report No. PDS18-022 be received; and
2. That the Zoning By-law Proposal from the following applicant be accepted as a Zoning By-law Amendment Application:
 - (a) 2419059 Ontario Inc. (103,107 & 111 Metcalfe Street)

R5. CMS18-003 – Request for Proposals for Vending and Concession Operations

Recommended:

1. That Report No. CMS18-003 be received; and
2. That the Director of Community Services be authorized to issue a Request For Proposals for the operation of vending machines and concession stands in Town facilities; and
3. That Request for Proposals include mandatory requirements for healthy food and beverage options, as described herein.

R6. CMS18-004 – Room/Hall Permitting Policy

Recommended:

1. That Report No. CMS18-004 be received; and
2. That the revised Room/Hall Permitting Policy be approved.

R7. CS18-002 – Alternate Member of Regional Council for the Town of Aurora

Recommended:

1. That Report No. CS18-002 be received; and

2. That the Deputy Mayor, as defined by the Procedure By-law, be appointed as the Mayor's alternate on Regional Council; and
3. That, commencing March 1, 2018, the Deputy Mayor receives an additional \$100.00 per month that includes at least one scheduled Regional Council Meeting as the alternate Member of Regional Council; and
4. That the Deputy Mayor receives an additional \$100.00 for each Regional Council meeting that he/she attends; and
5. That a By-law be brought forward at a future Council Meeting to amend By-law No. 6040-17, being a By-law to provide for Council remuneration.

R8. CS18-003 – Sign By-law Update: Election Signs

Recommended:

1. That Report No. CS18-003 be received; and
2. That Sign By-law No. 5840-16 be amended to reflect recent changes to the *Municipal Elections Act* respecting Third Party Advertisers; and
3. That a temporary part-time Bylaw Officer, for the purposes of education and enforcement efforts related to election signs and the provisions of the Sign By-law, be approved; and
4. That amendments to Sign By-law No. 5840-16 be brought forward to a future Council meeting for enactment.

R9. PDS18-015 – Transfer of Review (TOR) Program

Recommended:

1. That Report No. PDS18-015 be received; and
2. That staff be directed to initiate the process of becoming a participating municipality in the Transfer of Review (TOR) Program; and
3. That the Mayor and Town Clerk be authorized to enter into a Transfer of Review Agreement with Ontario's Ministry of Environment and Climate

Change (MOECC) including any and all documents and ancillary agreements required to give effect to same; and

4. That the Mayor and Town Clerk be authorized to enter into an Agreement with the Lake Simcoe Region Conservation Authority (LSRCA) including any and all documents and ancillary agreements required to give effect to same.

**R10. PDS18-019 – Application for Site Plan
York Region Christian Seniors Home Inc.
440 & 460 William Graham Drive
Plan 65M-4442, Block 4
File Number: SP-2017-11
Related Files: OPA-2017-04, ZBA-2016-12**

Recommended:

1. That Report No. PDS18-019 be received; and
2. That Site Plan Application File SP-2017-11 (York Region Christian Seniors Homes Inc.), to permit the development of Phase 2 (subject lands) for the construction of a seven (7) storey building with one level of underground parking, 110 independent living units and 80 assisted living units for a total of 190 units, be approved; and
3. 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.

7. Notices of Motion

8. New Business

9. Closed Session

10. Adjournment



Town of Aurora

General Committee Report

No. PDS18-020

Subject: Request for Street Name Approval
BG Properties Aurora Inc.
14222, 14314, 14358 & 14378 Yonge Street
File Number: SUB-2012-03
Related File Numbers: ZBA-2012-16

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Development Services

Date: February 22, 2018

Recommendation

- 1. That Report No. PBS18-020 be received; and**
- 2. That the following street names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2012-03**

Street "D"	Woodhaven Avenue
Street "E"	Pine Hill Crescent
Street "F"	Sunset Vista Court
Street "G"	Maple Fields Circle

Executive Summary

This report seeks approval of 4 street names proposed by BG Properties Aurora Inc. for the planned development at 14222 - 14378 Yonge Street. The names were proposed by the developer and have been approved by York Region and Central York Fire Services.

- The Plan of Subdivision was approved by Council on June 26, 2013.
- The developer has proposed the following names: Woodhaven, Pine Hill, Sunset Vista, and Maple Fields. Staff recommends that the names Woodhaven, Pine Hill, Sunset Vista, and Maple Fields be approved for road servicing of the proposed 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 or requesting a specific street name, pending clearance by both York Region and Central York Fire Services. The Owner has indicated a desire to proceed with four names that are currently not found on the Town of Aurora Bank of Approved Street Names, but reflect the land topography, existing vegetation and previous land ownership.

Application History

On June 26, 2013, Council approved a draft Plan of Subdivision application no. SUB-2012-03 and the above mentioned Zoning By-law Application ZBA-2012-16 for 195 residential units. Servicing allocation was granted for all 195 residential units. Upon Council's approval, portions of the subject lands were severed and sold to the current Owner (BG Properties Aurora Inc.).

On April 26, 2016, the Owner obtained zoning approval for Phase 1 of the subject lands. Phase 1 included 42 single detached dwelling units and private open space. On July 4 2017, Council approved the zoning By-law for Phase 2 of the Draft Plan of Subdivision consisting of the remaining 153 single detached units, private open space, stormwater management facilities and Environmental Protection Area.

Analysis

The street names were proposed by BG Properties Aurora Inc. following a review of the Approved Bank of Street Names. The applicant has proposed that: Street D take the name "Woodhaven Avenue", to pay tribute to a previous early land owner of the property. Street E take the name "Pine Hill", to reflect a tree species that can be predominantly found on the property. Street F take the name "Sunset Vista", to reflect the properties west facing topography. Street G take the name "Maple Fields", to reflect a tree species that abundantly grows on the norther edges of the property. The proposed names have been approved by Central York Fire Services and the Regional Municipality of York.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

None

Communications Considerations

None

Link to Strategic Plan

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

Alternative to the Recommendation

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

Conclusions

In keeping with Council's resolution respecting the naming of roads, staff recommends that the name Woodhaven Avenue, Pine Hill Crescent, Sunset Vista Court and Maple Fields Circle be considered for the road servicing the proposed development.

Attachments

Figure 1 – Location Map

Figure 2 – Condominium Plan (Phase 2)

Previous Reports

General Committee Report Number PL13-027, June, 26, 2013; and

General Committee Report Number PBS16-092, November 15, 2016; and

General Committee Report Number PBS17-039, July 4, 2017.

Pre-submission Review

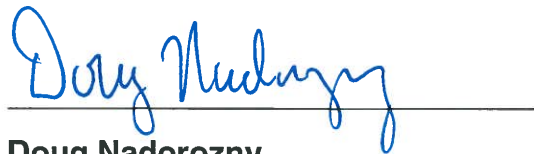
Agenda Management Team Meeting review on February 1, 2018.

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



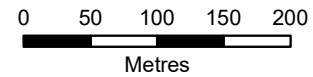
LOCATION MAP

APPLICANT: BG Properties Aurora Inc.
 FILE: SUB-2012-03 Related file: ZBA-2012-16

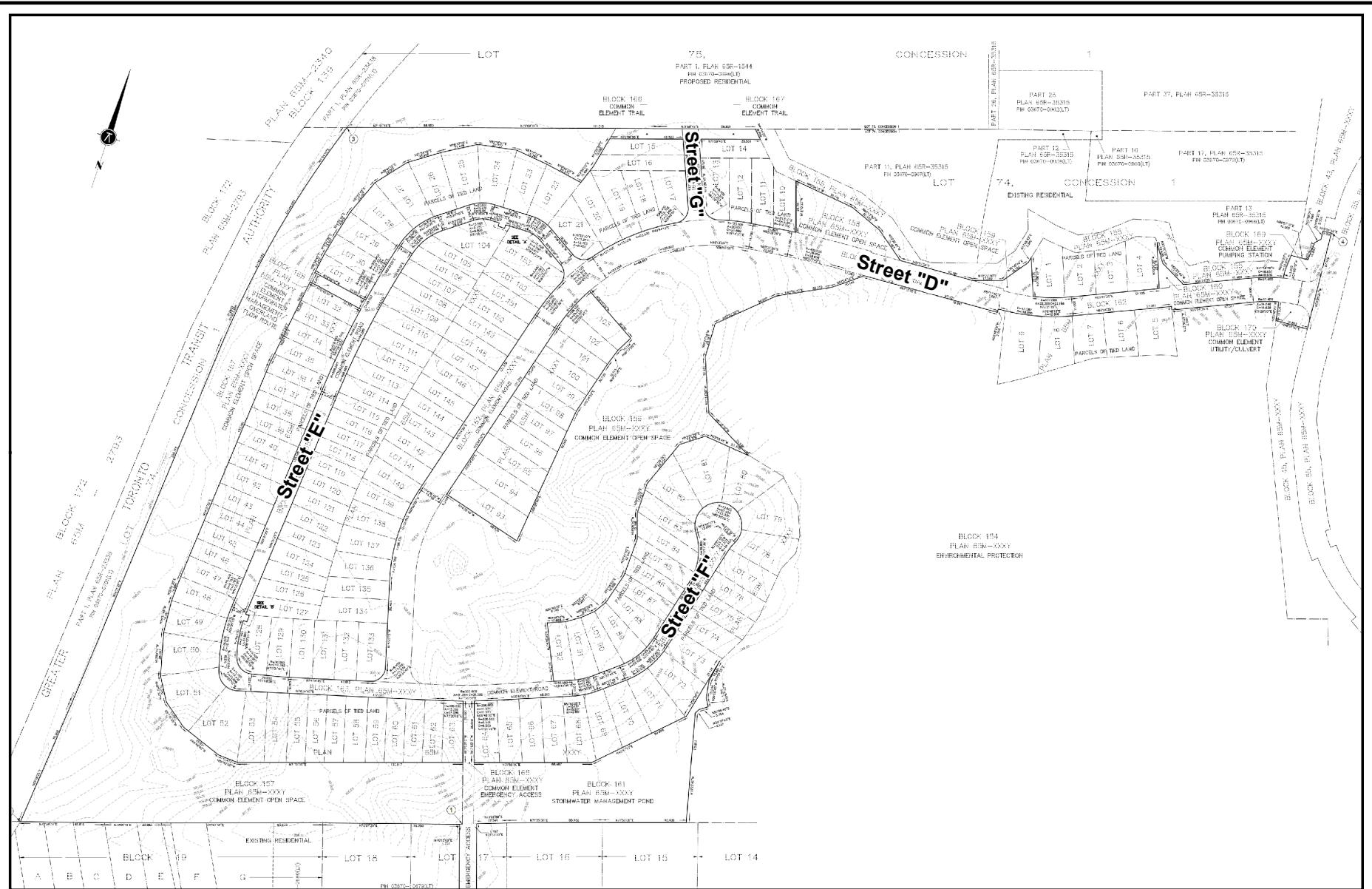
FIGURE 1



Phase 2 Subject Area



Map created by the Town of Aurora Planning & Development Services Department, January 19, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



CONDOMINIUM PLAN (PHASE 2)

APPLICANT: BG Properties Aurora Inc.
 FILE: SUB-2012-03 Related file: ZBA-2012-16
 FIGURE 2



Map created by the Town of Aurora Planning & Development Services Department, January 22, 2018. Data provided by Malone Given Parsons LTD.



**Town of Aurora
General Committee Report**

No. FS18-002

Subject: Streetlighting LED Conversion Project: Status and Outcomes
Prepared by: Dan Elliott, Director of Financial Services - Treasurer
Department: Financial Services
Date: February 20, 2018

Recommendation

- 1. That Report No. FS18-002 be received for information**

Executive Summary

This report provides Council with an update on the LED streetlighting conversion project, and the outcomes achieved.

- Field work for the conversion project is substantially complete
- Streetlight billings are complex
- Expected power demand reductions were achieved
- Expected annual electricity cost savings were achieved
- Anticipated annual streetlight maintenance savings were not fully realized
- Project was financed by debenture through Infrastructure Ontario
- Two issues remain in follow-up:
 - Daily retroactivity adjustments for electricity billings for work completed
 - Delays by contractor in completing contract resulted in lost savings to Town
 - The Town intends to hold a portion of the final payment until these two issues are satisfactorily resolved.

Background

In April, 2015, Council commissioned an investment grade audit consultants' report outlining the potential savings, costs and paybacks of an LED streetlighting conversion project. The Town piggybacked the procurement onto a procurement which had been led by Local Authority Services (LAS), which is a wholly owned not-for-profit corporation of the Association of Municipalities of Ontario (AMO).

The consultant's report advised the Town that it could expect a total consumption reduction of approximately 60% or 1,686,593 kwh, and an annual savings on its streetlighting billings from Alectra (formerly PowerStream at the outset of the project, herein referred to as "Alectra") of \$281,993. It also estimated a further \$80,000 savings in annual streetlight maintenance costs. The lamps installed carry a ten year performance warranty, with an expected twenty year life.

In September, 2015, as recommended by Report No. IES15-050, Council awarded the contract to LAS's recommended vendor RealTerm Energy for the conversion of the Town's streetlights to LED luminaires. There were two separate contracts with RealTerm; one for the standard lighting units or cobrahead fixtures, with the second addressing the more complex decorative lighting units.

Analysis

Fieldwork is now substantially complete.

Actual field work of conversion of lighting began in the first week of January, 2016. The cobrahead fixtures were targeted first, with substantial completion by April 3, 2016. The decorative fixtures were targeted beginning in February, 2016, with substantial completion by June, 2016. Due to various supply and fitment issues with certain fixtures, the work continued throughout the period from substantial completion to present, with 479 units being changed subsequent to June 30, 2016.

The unit counts can be summarized as follows:

	Cobrahead fixtures	Decorative Fixtures	Total Fixtures
Contract count	2,692	1,814	4,506
Subsequently discovered units (net of deletions)*	6	4	10
Total streetlights changed (incl. o/s)	2,698	1,818	4,516
Units remaining outstanding January 15, 2018	2	25	27

* During the course of the work, there were some luminaires originally included in the contract which were deleted as they belonged to the Region of York, while others previously excluded were added into the change program, as these units were determined to belong to the Town.

Streetlight billings are complex

The Town's streetlight electricity is billed each month, in a very complex manner. Factors used include the following:

- Number of luminaires in the system
- Total rated demand wattage of all luminaires in the system (ie. three 100 watt bulbs in system equals 300 total rated demand wattage.)
- Number of burn hours per month for streetlights. A table from Alectra outlines the billable burn hours per month, based on cyclical lengthening/shortening of daylight hours with each month of the year. The table indicates the single value of hours per day, number of days and total burn hours for each month.
- Billable burn hours times the total rated demand wattage equals total kilowatthours of consumption in the month.
- Other adjustment factors and a wide variety of rates and charges imposed on the above factors.

This conversion project was not intended to change the number of luminaires, rather simply reduce the total rated wattage overall. The reduced wattage would be reported to Alectra, and the monthly billing would reflect the reduced wattage as reported. The more 100 watt fixtures that get replaced with for example 30 watt fixtures, the more the Town will save on each future billing.

Complicating the analysis for the project is the fact that outside of the project, the Town was adding new luminaires through new subdivisions and other projects taking place. Further, various rates and adjustment factors changed at different times throughout the period.

At the commencement of the project, the Town already had LED fixtures included in the system, recorded at their efficient rated wattage.

Expected power demand reduction was achieved

Demand reduction can be summarized as follows:

Total rated demand wattage as at January 1, 2016	785.610 kw
Project removed wattage	641.139
Project replacement wattage	<u>223.349</u> (65.16% reduction)
Project demand reductions certified to date (53.2% system reduction)	<u>417.790 kw</u>
Revised demand prior to period growth	367.820 kw
Period growth of demand wattage – outside project	<u>18.530 kw</u>
Total rated demand wattage as at December 31, 2017	386.350 kw

Expected annual electricity cost savings were achieved.

Using the rates, fees, factors and billing methods in place for the monthly billing periods for 2016 and 2017, if the 417.790 kw of demand was removed from the Town's system on January 1, 2016, the Town would have saved a total of \$277,100 on its streetlighting electricity billings for the 2016 year, and \$280,800 on its streetlighting billings for 2017. This compares strongly to the \$281,993 of annual electricity savings forecast for the project in the consultant's report and in the tender award staff report, both provided to Council during 2015. Based on the above, expected annual electricity cost savings were achieved.

Anticipated streetlight maintenance savings were not fully realized

Part of the project expectations was a significant reduction in the annual streetlight maintenance costs for the Town. These new fixtures were expected to last 20 years, reducing the required maintenance. The investment grade audit report of the consultant estimated annual maintenance savings of \$80,000. In analyzing the streetlight maintenance costs actually incurred, staff deleted costs related to repairs arising from car accidents, which costs were recovered from insurers. The streetlight maintenance actual costs for 2015 were \$82,500, while the 2017 streetlight maintenance costs are forecasted to finish the year at \$43,500, showing a savings of \$39,000, despite growth of the inventory of streetlights in the interim period. It appears that the consultant was using average costs for repairs from the industry on a per luminaire basis. The Town's actual costs appear to be lower than those industry average, and also appear to be

more related to wiring and lamp pole and are maintenance than actual luminaire and bulb replacements. Based on this review, the expected streetlighting maintenance costs do not appear to have been realized.

Project was financed by debenture through Infrastructure Ontario

The project was expecting annual savings of approximately \$362,000 per year, with project costs of \$3,267,700; being a nine year payback. The LED conversion project was funded by issuing a 10 year debenture in the amount of \$3,267,700 on March 1, 2016, through Infrastructure Ontario, as approved by Council. The annual interest rate is 1.35%. Payments are twice per year, with the annual total payment being \$367,471, including interest.

Two issues remain for follow up at this time

- 1) Delays in securing billing reductions for field work completed.

The contracts signed with RealTerm did not include any specific requirements with respect to how frequently they would provide detailed reports to Alectra during the field work. For example, report each week's work to Alectra within one week. Further, there was no contracted commitment from either Alectra or RealTerm as to the effective date of the reductions taking place on the Town's billings. For example, reductions made in the field would be retroactively applied to the day of change out, or alternatively on the first day of the next month's billing period.

The streetlight billings are primarily based on a fixed burn hours per day (varies by month of year), and the total kw rating of the fixtures in the system. Using number of days in month total billed kwh is calculated as burn hours/day x kw of installed demand x number of days in month. As daily and individual fixture data exists and is certified by the installer's engineers, it is reasonable to expect that Alectra would adjust the Town's streetlighting billings retroactively to the day of each lamp change out. Doing so would avoid billing the town for more energy consumption than was knowingly consumed.

Applying daily retroactivity to the data, it is calculated that the Town has been overbilled through delayed reductions in the amount of approximately \$52,500. Staff are currently working with RealTerm and Alectra to obtain retroactive adjustments to its streetlighting billings.

- 2) Delays in Contractor completing the field work resulted in foregone monthly savings

Completing the project by the contractor took longer than expected. While not clearly referenced within the investment grade audit report, staff were of the opinion and

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expectation that substantial completion would occur within three months. Delays in full completion of project meant the Town did not realize electricity savings as quickly as initially thought.

To calculate the value of the delays in savings, all field work completed after March 31, 2016, (90 days) was applied to the billing models as if they had been completed by March 31, 2016 individually. Assuming daily retroactivity adjustments are achieved as above, despite those adjustments, the Town will have continued to have paid higher streetlighting billings due to project delays, estimated to be approximately \$39,000.

Staff previously were advised that RealTerm would guarantee the electricity savings set out in their investment grade audit report. The final contracts do not include such language. Despite this, Town staff are currently following up with RealTerm in this regard.

The Town continues to hold final payments from Contractor

The RealTerm contracts (2) had payment programs as follows: 50% of unit rate upon delivery of supply of units, remaining 50% paid in progress billings following certification of field work completed, subject to 10% holdback.

Cobrahead Lam Contract:

Contract Price excl. HST	\$1,264,184
Contract adjustments for additional works	9,702
Non-refundable HST	<u>22,420</u>
Total Cost to Town – fully paid	<u>\$1,296,306</u>

Decorative Lamp Contract:

Contract Price excl. HST	\$2,241,158
Non-refundable HST	<u>39,444</u>
Expected cost to Town	\$2,280,602

Paid to date excluding refunded HST \$1,085,674

Contract amount currently unpaid pending certifications \$1,194,928

In addition to this, the Town has directly received IESO energy savings grant of \$217,605, with a further grant of approximately \$23,500 expected, reducing the overall expected cost of the project.

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Staff will withhold \$100,000 from the final payments to RealTerm pending resolution of the retroactivity adjustments for the billings from Alectra, and resolutions of the lost savings from delays by RealTerm. Staff are in discussions with RealTerm and Alectra in this regard.

Committee Review

None

Legal Considerations

Town staff are currently working with LAS, RealTerm and Alectra to pursue retroactive application of the consumption reductions achieved by the project, and the delay of savings lost. The contracts executed by the Town with RealTerm did not include clear performance timelines for the frequency of change out certifications, and the promptness through which the Town would realize billing reductions/savings from the local electricity distributor Alectra. The unrealized amounts noted in this report may not be fully recovered.

Financial Implications

The consumption reduction targets and annual savings of the change out project were achieved. The savings in annual streetlight maintenance has not fully been realized. Staff will continue to monitor the maintenance cost issue.

The budget for streetlighting electricity costs in 2018 is currently set at \$400,000. If all reductions from the LED conversion project were in place for the whole of 2017, the total electricity billings would have been \$338,300. Based on this, the 2018 budget appears reasonable in the circumstances of continuously increasing electricity rates, and continuing growth of the town's streetlighting inventory.

Communications Considerations

None. The project is now complete, save for a final few luminaires for final change out.

Link to Strategic Plan

Open and transparent financial reporting supports the principles of accountability to the public set out in the Town's Strategic Plan.

Alternative(s) to the Recommendation

1. None, information report only.

Conclusions

The Streetlighting LED Conversion project is now complete save for 27 remaining troublesome lamps. The electricity demand reductions were achieved, however, there have been delays in realizing the savings on our billings. Further the project took longer to complete than expected, resulting in lost savings previously expected. Further, the expected reductions in streetlight maintenance costs have not been fully realized. The lamp units installed in the project have a ten year warranty on them.

Staff are working to realize retroactive electricity billings and are working to discuss delay adjustments with the contractor, prior to final payments to them for the work completed.

Attachments

None

Previous Reports

IES15-015 Town-wide Conversion to LED Streetlighting, General Committee March 24, 2015

IES15-052 Award of Contract Town-wide Conversion to LED Streetlights, General Committee September 22, 2015

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Report No. FS18-002

Pre-submission Review

Agenda Management Team review on February 1, 2018

Departmental Approval



**Dan Elliott, CPA, CA
Director, Financial Services
Treasurer**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
Heritage Advisory Committee
Meeting Minutes**

Date:	Monday, December 11, 2017
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor Wendy Gaertner (Chair), Neil Asselin, Barry Bridgeford, James Hoyes, John Kazilis, and Bob McRoberts (Honorary Member)
Members Absent:	Councillor Jeff Thom (Vice Chair), Martin Paivio and Ken Turriff
Other Attendees:	Marco Ramunno, Director of Planning and Building Services, Jeff Healey, Planner, Anthony Ierullo, Manager, Long Range and Strategy, and Michael de Rond, Town Clerk

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

1. Approval of the Agenda

**Moved by Neil Asselin
Seconded by Bob McRoberts**

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

- Delegation (a) Jim Burkitt, GOW Hastings Architects; Re: Item 1 – HAC17-028 – Request for Feedback, Restoration of the Aurora Armoury, 89 Mosley Street
- Item 4 – Additional Information to Item 1 – HAC17-028 – Request for Feedback, Restoration of the Aurora Armoury, 89 Mosley Street; Re: Correspondence from ERA Architects Inc. dated December 8, 2017

Carried

Heritage Advisory Committee Meeting Minutes
Monday, December 11, 2017

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2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Heritage Advisory Committee Meeting Minutes of November 13, 2017

Moved by Neil Asselin

Seconded by Barry Bridgeford

That the Heritage Advisory Committee meeting minutes of November 13, 2017, be received; **and**

That the recommendation clauses 2. (b) and (d) of Item 1, HAC17-024 be removed.

Carried as amended

4. Delegations

(a) Jim Burkitt, GOW Hastings Architects

**Re: Item 1 – HAC17-028 – Request for Feedback, Restoration of the
Aurora Armoury, 89 Mosley Street**

The Committee consented to consider Item 2 prior to Delegation (a).

Mr. Burkitt provided an overview of the history of the building, the proposed design of the renovations, and responded to questions.

The Committee inquired about the post-secondary partnership with Niagara College, and staff provided clarifications. The Committee further discussed the proposed structural changes and the available space for community engagement at the Armoury post the renovations.

Moved by Bob McRoberts

Seconded by Barry Bridgeford

That the comments of the delegation be received and referred to Item 1.

Carried

5. Matters for Consideration

1. HAC17-028 – Request for Feedback, Restoration of the Aurora Armoury, 89 Mosley Street

The Committee discussed various aspects of the heritage attributes associated with the Aurora Armoury. The Committee continued with various questions to staff and the architect.

**Moved by Bob McRoberts
Seconded by Neil Asselin**

1. That Report No. HAC17-028 be received; and
2. That the discussion and comments of the Committee regarding the proposed alterations to the Aurora Armoury be referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

2. HAC17-027 – Yonge Street Building Inventory

Item 2 was considered prior to Delegation (a).

Staff provided background and a brief overview of the report.

The Committee had brief discussions regarding various aspects of the historical significance of the properties, architectural monuments, and a possibility of conducting a walking tour of the heritage area on Yonge Street.

The Committee consented to defer the report to the next Heritage Advisory Committee meeting of February 12 for further discussion and input from absent Committee members.

**Motion to defer
Moved by James Hoyes
Seconded by John Kazilis**

1. That Report No. HAC17-027 be deferred to the next Heritage Advisory Committee meeting of February 12, 2018.

**Motion to defer
Carried**

Heritage Advisory Committee Meeting Minutes
Monday, December 11, 2017

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3. Extract from Council Meeting of November 14, 2017

**Re: Heritage Advisory Committee Meeting Minutes of October 16, 2017,
and Summary of Committee Recommendations Report No. 2017-10**

**Moved by Bob McRoberts
Seconded by John Kazilis**

1. That the Extract from Council Meeting of November 14, 2017, regarding the Heritage Advisory Committee meeting minutes of October 16, 2017, and Summary of Committee Recommendations Report No. 2017-10, be received for information.

Carried

4. HAC17-028 – Additional Information to Item 1 – HAC17-028 – Request for Feedback, Restoration of the Aurora Armoury, 89 Mosley Street; Re: Correspondence from ERA Architects Inc. dated December 8, 2017

Staff provided a brief overview of the additional information.

Further to previous discussion regarding the Armoury, the Committee discussed various aspects of the proposed renovations including exterior finish materials, proposed door openings to Larmont Street and the Town Park, and the commemoration of the Armoury's military past.

**Moved by James Hoyes
Seconded by Bob McRoberts**

1. That Report No. HAC17-028 be received for information.

Carried

7. New Business

The Committee expressed concerns regarding the ongoing construction at 29 Mark Street, and staff provided clarifications.

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Monday, December 11, 2017

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8. Adjournment

Moved by Neil Asselin

Seconded by James Hoyes

That the meeting be adjourned at 9:37 p.m.

Carried

Committee recommendations are not binding on the Town unless otherwise adopted by Council.



**Town of Aurora
Accessibility Advisory Committee
Meeting Minutes**

Date: Wednesday, January 10, 2018

Time and Location: 4 p.m., Leksand Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor John Abel

Member(s) Absent: None

Other Attendees: Ivy Henriksen, Acting Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 4:02 p.m.

1. Approval of the Agenda

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

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

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Accessibility Advisory Committee Meeting Minutes of December 6, 2017

Moved by Jo-anne Spitzer

Seconded by Gordon Barnes

That the Accessibility Advisory Committee meeting minutes of December 6, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

**1. Memorandum from Accessibility Advisor
Re: Town of Aurora 2018-2024 Accessibility Plan**

The Committee discussed various aspects of the Accessibility Plan including the composition of the Accessibility Advisory Committee and the criteria of the Inclusivity Award, previously the Accessibility Award, which is awarded at the Town's annual Community Recognition Awards.

Moved by Gordon Barnes

Seconded by Jo-anne Spitzer

1. That the memorandum regarding Town of Aurora 2018-2024 Accessibility Plan be received; and
2. That the Accessibility Advisory Committee recommend to Council:
 - (a) That the 2018-2024 Accessibility Plan be approved; **and**
 - (b) **That the Accessibility Award be reinstated as a category of the Town's Community Recognition Awards, in addition to the Inclusivity Award, and awarded to an individual, group or business that has contributed to the elimination of barriers for people with disabilities in Aurora; and**

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- (c) **That the Terms of Reference for the Accessibility Advisory Committee be reviewed to increase the number of members; and**
- (d) **That staff develop a recruitment, public outreach and education strategy for the Accessibility Advisory Committee within three (3) months.**

Carried as amended

2. Round Table Discussion

Re: National Access Awareness Week 2018 – Aurora Accessibility Event

The Committee discussed various options for the Aurora Accessibility Event during National Access Awareness Week, including activities to highlight and celebrate the following four pillars: education, celebration, participation, and accomplishments.

The Committee requested that staff circulate the date, venue and draft work plan for the Accessibility Advisory Committee meeting of February 7, 2018.

Moved by James Hoyes

Seconded by Jo-anne Spitzer

- 1. That the comments and suggestions of the Committee regarding an Aurora Accessibility Event during National Access Awareness Week 2018 be referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

3. Memorandum from Accessibility Advisor

Re: Community Transportation Grant Program – Municipal Stream

Staff provided an overview of the Community Transportation Grant Program – Municipal Stream, including the deadline, eligibility requirements and program guidelines.

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For local community transportation projects, the Committee discussed potential community organizations with transportation assets or resources to partner with to meet the eligibility requirements of the grant program.

As the deadline for submitting the full application is February 28, 2018, the Committee requested an update at the Accessibility Advisory Committee meeting of February 7, 2018.

**Moved by Councillor Abel
Seconded by John Lenchak**

1. That the memorandum regarding Community Transportation Grant Program – Municipal Stream be received for information.

Carried

7. New Business

Staff provided an overview of the Transit Assistance Program (TAP) being offered by York Region—a one-year pilot program to help make transit more affordable for eligible residents—which will run from April 2018 to March 2019, with applications being accepted by Access York starting on January 22, 2018. Staff noted that the information flyer circulated by York Region is posted at Access Aurora and will be included on the agenda for the Accessibility Advisory Committee meeting of February 7, 2018.

The Committee discussed barriers to accessible General Committee and Council meetings including the cancellation of Council meeting coverage on the Aurora Rogers TV community channel, the need for a barrier-free Council Chambers, and challenges with the audio/visual system in Council Chambers.

8. Adjournment

**Moved by Councillor Abel
Seconded by John Lenchak**

That the meeting be adjourned at 5:23 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora
General Committee Report**

No. CS18-004

Subject: Power of Entry
Prepared by: Techa van Leeuwen, Director of Corporate Services
Department: Corporate Services
Date: February 20, 2018

Recommendation

- 1. That Report No. CS18-004 be received; and**
- 2. That the standard operating guideline regarding entry to private property notification and immediate access protocols (“SOG”) for Municipal Law Enforcement Officers as outlined on Attachment #1 be endorsed.**

Executive Summary

The purpose of this report is to obtain Council endorsement of the entry to private property notification process and immediate access protocol which has been revised to include additional information and clarification as requested by Council on September 5, 2017.

- Additional definitions have been added to the Standard Operating Guideline (SOG) that define the various risks that may be present requiring immediate entry to private property
- Complainant information will be required to commence an investigation and will assist in managing frivolous and vexatious complaints
- The SOG has been expanded to differentiate entry protocols for immediate entry, entry for investigation purposes (initial visit), entry for inspection (outstanding violation), and entry into dwelling units.
- Staff will continue to track and monitor property-related issues and power of entry protocols and report back to Council with recommendations based on a review of the information collected.

Background

At the meeting of March 28, 2017 Council adopted the following motion:

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Report No. CS18-004

Now Therefore Be It Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised.

Be It Further Resolved That staff provide the options available for when a property owner refuses permission or is absent, including the option of requiring a warrant, to ensure public health and safety, and the protection of property and/or the environment; and

Be It Further Resolved That staff shall identify protocols where immediate access to property is required to ensure public health and safety and protection of property and/or the environment.

Staff report CS17-018 was discussed at the Council meeting of September 12, 2017 and was referred back to staff for further clarification. Points of clarification and concern raised by Council are outlined below;

- Provide additional definitions for clarity
- Strengthen information from complainants and include provisions that will assist in managing frivolous and vexatious complaints while ensuring property violations are managed appropriately
- Provide a longer notice of intent to enter to allow property owners a more reasonable amount of time to respond
- Include a section on entry to dwelling units
- Track and collect data to enable a comprehensive analysis of information and report back to Council in a year

Analysis

Additional definitions have been added to the SOG that define the various risks that may be present requiring immediate entry to private property

The definition section of the SOG has been expanded to define the various risks that may require immediate entry to a property. The definitions of each risk provide an explanation and some examples of situations which may constitute the particular risk. Definitions in general will not create an exhaustive list of every situation. Complaints are

considered case by case based on the information received. A definition has also been added for “locked gate” and “forced entry”.

Complainant information will be required to commence an investigation and will assist in managing frivolous and vexatious complaints

Bylaw Services receives hundreds of property related complaints each year (423 in 2015, 524 in 2016 and 544 in 2017). In order to create increased accountability and validity to complaints received, complainant information including name, address and contact information will be required to register a property complaint. Parameters have been introduced to require complainants to reside within 120 metre radius of the property in question. The 120 metre radius is consistent with Committee of Adjustment land owner notification requirements. A further requirement has been added for a second complainant where the initial complainant appears to be targeting their neighbour.

The SOG has been expanded to differentiate entry protocols for immediate entry, entry for investigation purposes (initial visit), entry for inspection purposes (outstanding violation), and entry into dwelling units.

The protocol has been expanded to include various stages of an investigation. Enforcement is a process of investigation, discovery and progressive action. Where an investigation reveals that a violation of Town bylaws exists and co-operative compliance is not being achieved, a more formal process will commence through the issuance of a Notice of Violation or Order to Comply outlining the specific violation, remedy and a reasonable compliance date. At this stage of enforcement inspections and documentation is critical for successful outcomes particularly if a contravention leads to prosecution.

Staff will continue to track and monitor property-related issues and power of entry protocols and report back to Council with recommendations based on a review of the data and information.

Staff is committed to a successful education and enforcement program that meets the needs and expectations of our community as a whole. Staff will develop criteria for tracking issues and provide Council with a follow-up report in a year outlining successes, challenges and lessons learned.

Advisory Committee Review

N/A

Legal Considerations

The proposed SOG is not in conflict with powers of entry a municipality has in various provincial legislations. Rather it sets out a process to implement those rights and therefore, the proposed SOG may legally be endorsed by Council.

Financial Implications

There are no direct financial implications related to implementing a notification process. However, there would be indirect cost implications if staff were required to obtain a search warrant when denied a right of entry, as it is a very lengthy and time consuming process to complete the documentation required to submit the information to the Courts.

Communications Considerations

Bylaw Services will work with Corporate Communications on educating our citizens with respect to Power of Entry. This communication will be done via social media, the Town website and Council Highlights.

Communications will also work with Bylaw Services to ensure that resident handouts contain information on Power of Entry provisions.

Link to Strategic Plan

This report supports the strategic goal of **Supporting an Exceptional Quality of Life for All** by ensuring valid complaints are being addressed while respecting property owner's privacy and providing them with notification of inspection.

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

Bylaw Services receives hundreds of property related complaints each year. The attached Standard Operating Guideline has been revised to provide clarity to property owners, complainants and staff with respect to the investigation and enforcement

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Report No. CS18-004

process. Bylaw Services is committed to promoting a healthy, safe and harmonious community, our goal is to achieve voluntary compliance through regular and consistent dialogue with residents, the public and other stakeholders.

Attachments

Attachment #1 – Standard Operating Guideline – Entry onto Private Property, rev-#1

Previous Reports

Report CS17-018 – Power of Entry, General Committee – September 5, 2017

Pre-submission Review

Agenda Management Team review – electronic circulation.

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



BYLAW SERVICES

Entry onto Private Property	
SOP # 4.10	Prepared by: Manager Bylaw Services
Date Revised: February 6, 2018	Approved by: Techa Van Leeuwen, Director CS

Purpose:

To ensure entry onto private property by a Provincial Offences Officer or Municipal Bylaw Officer is conducted in a manner that balances the Town's right to enter and an individual's right to privacy.

Scope:

This procedure applies to residential properties within the Town of Aurora where a property related complaint has been received and a by-law violation may be present. However, it does not apply to complaints related to construction activity that falls within the jurisdiction of the Building Code Act.

Definitions:

- **Forced Entry** means to enter onto private property by force using physical strength and/or destruction of property without the property owners or occupant's authorization.
- **Locked gate** means a gate which is secured by a device that requires a key or similar device or specialized knowledge such as a password to open.
- **Officer** means a Municipal Bylaw Officer or Provincial Offences Officer employed and appointed as such by the Town of Aurora
- **Private Property** means rear or side yards, whether or not they are fenced, but does not include a front yard or walkway to what appears to be the main entry to the principal habitable structure on the private property.
- **Risk to the health and safety of persons or domestic animal** (as defined in by-law xxx) means there is a potential source of harm or adverse health effect on a person or domestic animal. Examples include but are not limited to a compromised pool enclosure, decks or stairs without appropriate guards, unstable structures or animals in distress.
- **Risk of destruction of evidence** means evidence required for a successful prosecution has the potential of being destroyed, altered or removed from the property. Examples include but are not limited to cutting of trees without a permit, placement of fill without permit.
- **Risk of damage to adjacent property** means when the condition or state of a property may cause damage to an adjacent property. Examples include but are not limited to an unsafe tree, excavations that undermine adjacent footing and foundations.
- **Risk to environment** means there is a potential threat of adverse effects on living organisms and environment by effluents, emissions, and waste or resource depletion. Examples include but are not limited to placement of fill, dumping of chemicals.



BYLAW SERVICES

Entry onto Private Property	
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Property Related Complaints

The Town will investigate all property-related complaints under the following circumstances

- the description of the complaint identifies a violation of a Town by-law may be present
- the complainant provides the Town with their name, address and contact information
- the complainant must reside within 120 metre radius of the property they are registering the complaint against
- If the complainant has registered two complaints with the Town on the same property and an investigation has revealed no violation, a third complaint by the same individual on the same property will require a second complainant who resides at a different property within 120 metres.

Procedure:

Provincial Offences Officers or Municipal Bylaw Officers employed by the Town of Aurora shall act in accordance with the following procedure when entering onto to private property in the course of his/her duties.

Immediate Entry

An Officer may enter onto private property without providing notification to the occupant or property owner when there is:

- Risk to the health and safety of persons or domestic animal.
- Risk of destruction of evidence
- Risk of damage to adjacent property
- Risk to environment

Before entering onto the private property, Officers must adhere to the following procedure:

1. The Officer shall knock on the door of the premises to advise that they will be entering onto the private property and for what purpose.
2. If no one answers the door and the occupant appears to be absent, the Officer may enter onto the private property only after discussing the issue with his/her Manager and both the Officer and the Manager concur that entry should be made based on information received from complainant and/or on-site observations.



BYLAW SERVICES

Entry onto Private Property	
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3. When entering, the Officer shall verbally identify them-self and display their identification or provincial offences badge while entering.
4. The Officer shall remain on private property only for the purpose of mitigating risk, remediating an unsafe situation, securing the area or collecting and preserving evidence.
5. The Officer, in assessing the extent of a risk, may be accompanied by a person who has special or expert knowledge in relation to the risk. For example, an arborist may accompany an Officer to determine if a tree is unsafe or unstable.
6. The Officer shall leave a "Notice of Entry" on the main door or in a prominent place and shall notify the Manager of their findings after leaving the private property.

Immediate Danger - If the Officer is satisfied that an immediate danger to the health and safety of persons is present the Officer shall take action in accordance with applicable legislation including making an Emergency Order and taking any measures necessary to terminate the danger.

Entry for Investigation Purposes – Complaint Received, Initial Visit

Before entering onto private property to investigate the validity of a complaint received by the Town, the Officer must adhere to the following procedure:

1. The Officer shall knock on the door of the premises to advise the occupant of the reason for their visit and the nature of the complaint.
2. If no one answers the door, the Officer shall leave a "Notice of Intention to Enter" at the premises on the main door or in a prominent place. The Notice shall contain information related to the nature of the complaint with reference to Town By-laws. The Notice shall also be sent to the property owner by mail.
3. The Officer shall await contact from the occupant/owner to discuss the reasons for inspection and to arrange a time for the inspection where the occupant/owner may be present.
4. After 5 business days, if the occupant has not contacted the Officer, the Officer shall advise his/her Manager of their intent to enter onto private property and shall be accompanied by a second Officer for safety reasons.



BYLAW SERVICES

Entry onto Private Property	
SOP # 4.10	Prepared by: Manager Bylaw Services
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5. Before entering, the Officers shall knock on the front door to attempt again to contact the occupant. If there is no answer, the Officers will enter onto the private property and identify themselves verbally while displaying their identification.
6. If the rear or side yard is secured by a locked gate, the Officer shall not use forced entry or gain entry by climbing over the fenced area. In this case the Officer shall consult with his/her Manager and Director to determine next steps and an appropriate course of action which may include asking adjacent property owner and/or complainant permission to access their property for the purpose of determining if a violation of Town By-laws exist.
7. The Officers shall only remain on private property for the purposes of investigation. Where an emergency condition is discovered, the Officers shall take any action necessary to remediate the emergency including securing the area or preserving evidence.
8. The Officers shall leave a "Notice of Entry" posted on the main door or in a prominent place to notify the occupant that entry had been gained and shall notify his/her Manager of their findings.

Entry for Inspection Purposes – Outstanding Violation

When an investigation of property reveals a non-compliance with a Town By-law and an Order to Comply and/or Notice of Violation has been issued, an Officer may enter onto private property for the purpose of re-inspection to determine the status of the Order/Notice.

The Officer shall make every effort to contact the property owner and arrange for a re-inspection. If the property owner is not co-operative or not responsive, the Officer shall discuss the case file with his/her Manager and may enter onto private property adhering to the following procedure.

1. The Officer shall knock on the door of the premises to advise that they will be entering onto the private property for the re-inspection purposes of an outstanding violation.
2. If no one answers the door and the occupant appears to be absent, the Officer may enter onto the private property and shall verbally identify them-self and display their identification or provincial offences badge while entering.
3. If the rear or side yard is secured by a locked gate, the Officer shall not use forced entry or gain entry by climbing over the fenced area. In this case the Officer shall consult with his/her Manager and Director to determine next steps and an appropriate course of action for achieving compliance which may include asking adjacent property owner and/or complainant permission



Attachment # 1

BYLAW SERVICES

Entry onto Private Property	
SOP # 4.10	Prepared by: Manager Bylaw Services
Date Revised: February 6, 2018	Approved by: Techa Van Leeuwen, Director CS

to access their property for the purpose of the investigation or seeking a search warrant if some evidence may be gathered in support of the search warrant.

4. The Officer shall remain on private property only for the purpose of determining compliance with an Order and/or Notice and collection of evidence.
5. The Officer shall leave a "Notice of Entry" on the main door or in a prominent place and shall document their findings and notify their Manager after leaving the private property.

Entry to Dwellings

Entry to dwellings is strictly regulated in various statutes including the Municipal Act and the Building Code Act (BCA).

In general, an Officer shall not enter or remain in any room or place actually being used as a dwelling unless the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused.

If entry to a dwelling is refused, the Officer shall consult with their Manager and Director to review the specifics of the case and shall take the necessary action in accordance with the applicable statute to ensure the legal framework for entry to dwellings is upheld.



**Town of Aurora
General Committee Report**

No. PDS18-017

**Subject: Application for Zoning By-law Amendment
Joe Stewart
304 Kennedy Street West
File Number: ZBA-2017-05**

Prepared by: Caitlin Graup, Planner

Department: Planning and Development Services

Date: February 20, 2018

Recommendations

- 1. That Report No. PDS18-017 be received;**
- 2. That Zoning By-law Amendment Application File Number ZBA-2017-05 (Joe Stewart), to amend the site specific 'R2(207)' and 'R3(208)' exception zones applying to portions of the subject lands to a 'Detached Third Density Residential Exception Zone 'R3(XX1)' be approved; and,**
- 3. That the Zoning By-law Amendment be presented at a future Council Meeting.**

Executive Summary

This report seeks Council's approval for the Zoning By-law Amendment (ZBA) Application for 304 Kennedy Street West.

- An Application has been made for a ZBA to amend the site specific 'R2(207)' and 'R3(208)' exception zones applying to portions of the subject lands to a 'Detached Third Density Residential R3 Zone.'
- Staff recommends that the subject lands be rezoned to a site-specific R3(XX1) Exception Zone, in order to apply site-specific provisions that will allow for compatible development of the subject lands in the future.
- It is Staff's opinion that the proposed amendment is consistent with the Provincial Policy Statement, Places to Grow Plan, Lake Simcoe Protection Plan and York Region Official Plan.
- It is Staff's opinion that with the proposed site-specific provisions, the proposed amendment is appropriate and compatible with existing and future surrounding uses and represents good planning.

Background

Application History

The subject ZBA Application was submitted to the Town on June 27, 2017. An information report was brought forward at a Public Planning Meeting on September 27, 2017. Council passed the following resolution:

1. That Report No. PBS17-063 be received; and
2. 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

The subject lands are located on the north side of Kennedy Street West, just east of Sisman Avenue, municipally known as 304 Kennedy Street West (See Figure 1). A single detached residential dwelling currently exists on the property.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Single detached residential dwellings;
South: Single detached residential dwellings;
East: Single detached residential dwellings;
West: Single detached residential dwellings.

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 (YROP)

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 “Stable Neighbourhoods” by the Official Plan (See Figure 2). The “Stable Neighbourhoods” designation is intended to ensure that these areas are protected from incompatible forms of development, and, at the same time are permitted to evolve and enhance over time. Ground-related residential uses are a permitted form of housing, and all new development within the “Stable Neighbourhoods” designation shall respect and reinforce the existing physical character and uses of the surrounding area.

Zoning By-law 6000-17

The subject Zoning By-law Amendment Application was submitted prior to Council adopting the Comprehensive Zoning By-law 6000-17 on June 27, 2017. The Application has been reviewed as a transitional Application, and By-law 6000-17 zones and provisions will be applied to the subject lands.

Reports and Studies

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

Report Name	Report Author
Planning Justification Brief	Joe Stewart
Conceptual Grading/Drainage Plans	Joe Stewart
Stormwater Management Brief	Joe Stewart
Conceptual site plan and Elevations	Joe Stewart
Urban Design Brief	Joe Stewart

Proposed Application

Proposed Zoning By-law Amendment

The Applicant proposes to amend the site specific 'R2(207)' and 'R3(208)' exception zones applying to portions of the subject lands and rezone the entirety of the subject lands to 'Detached Third Density Residential – R3 Zone' under the provisions of By-law 6000-17 (See Figure 3).

Currently, the property is zoned with a combination of the three above mentioned categories. The Applicant's reasoning for the amendment is to normalize and clean-up the zoning on the property to have only one zone category across the entire property.

The Applicant has also made the Town aware that it is his intent to apply to the Committee of Adjustment to sever the property in the future and construct two single detached residential homes.

Staff recommends that the subject property be rezoned to an R3(XX1) Exception Zone, with site-specific provisions which are discussed in more detail below.

Analysis

Planning Considerations

That the proposed Zoning By-law Amendment Application is consistent with the Provincial Policy Statement, Places to Grow Plan, Lake Simcoe Protection Plan and the York Region Official Plan.

The Provincial Policy Statement encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed zoning amendment would provide additional residential opportunities to meet the long-term needs of the community.

Places to Grow promotes and encourages new growth in built up areas of a community through intensification. The proposed zoning amendment would accommodate future population growth in Aurora by providing for additional housing opportunities where capacity exists to accommodate expected population growth.

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The Lake Simcoe Conservation Authority (LSRCA) reviewed the submitted materials in the context of the Lake Simcoe Protection Plan (LSPP) and have no objection to the approval of the application.

The subject lands are designated “Urban Area” in the York Region Official Plan. The Urban Areas are the focus of growth within York Region, with a full range of residential, commercial, industrial and institutional uses permitted. York Region does not have any objections to the application.

Town of Aurora Official Plan

That the proposed Zoning By-law Amendment Application is appropriate and compatible with existing and future surrounding land uses and is consistent with the Official Plan designation.

As noted above, the subject lands are designated “Stable Neighbourhoods” by the Official Plan (See Figure 2). Ground-related residential uses are a permitted form of housing, and all new development within the “Stable Neighbourhoods” designation shall respect and reinforce the existing physical character and uses of the surrounding area.

Zoning By-law 6000-17

That the proposed Zoning By-law Amendment Application is appropriate and compatible, and recommends that a site specific R3(XX1) Exception Zone be applied to the subject lands.

Planning staff are of the opinion that the proposed Zoning By-law Amendment Application is appropriate and compatible with adjacent and neighbouring development. Staff recommends that a site-specific R3(XX1) Exception Zone be applied to the site with specific zone provisions to facilitate the possible future development of the lands into two single-detached residential dwellings. The recommended exception zone requirements have been discussed with the Applicant.

A maximum front yard of 7.5m will keep the front facades of the future proposed dwellings closer to the street, which is in keeping with many of the existing properties in the area, and increased side-yard setbacks with a minimum 3.0m interior side yard from the current western and eastern property lines will provide greater separation from existing properties. The minimum interior side yard setback from a future newly-created lot line (resulting from a successful severance application) will be 1.5m, and a minimum lot area of 1080 m² is recommended to enable the proposed severance into two lots.

The following table is a comparison of the parent R3 Zone with the staff recommended site-specific provisions shown as R3(XX1) Exception Zone:

Minimum Requirements (unless otherwise noted)	R3 - Detached Third Density Residential	R3(XX1) - Detached Third Density Residential Exception Zone
<i>Lot Area</i>	460 m ²	1080 m ² *
<i>Lot Frontage</i>	15 m	18 m *
<i>Front Yard</i>	6 m	Maximum 7.5 m *
<i>Rear Yard</i>	7.5 m	15 m *
<i>Interior Side Yard</i>	1.2 m (one storey buildings) 1.5 m (two storey buildings)	3.0 m * (from the western lot line abutting Sisman Ave homes; and eastern lot line abutting 298 Kennedy Street West) 1.5 m * (from the future centre dividing lot line resulting from a successful severance application)
<i>Exterior Side Yard</i>	6 m	6 m
<i>Lot Coverage (maximum)</i>	35%	35%
<i>Height (maximum)</i>	10 m	10 m
<i>Interior Garage Length</i>	N/A	N/A
<i>Interior Garage Width</i>	N/A	N/A

Note: The proposed site specific exceptions are indicated in the table above 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.

Department / Agency Comments

The proposed Zoning By-Law Amendment Application was circulated to internal and external agencies for review and comment. All circulated agencies are satisfied with the application and have no further comments at this time. The following agencies provided additional comments:

Planning and Development Services

Planning Staff have reviewed the proposed application and have provided recommended site specific provisions for the zoning by-law amendment. It is Staff's

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opinion that the proposed site specific provisions will maintain a desirable streetscape and community character, and also provide the opportunity for a future severance (through a successful consent application process).

Planning Staff also note that through a future consent application, the Applicant will be required to submit all plans, drawings, documents and materials deemed necessary. In the event that a consent application approval is granted, the Applicant will be subject to Conditions of Approval, including but not limited to being required to enter into a development agreement (Letter of Undertaking) with the Town and provide the necessary securities and documents to ensure appropriate development of the property, as well as a Vegetation Management/Tree Preservation Agreement, as discussed in the section below.

Detailed site design, including site grading and drainage, building elevations, and tree survey/landscaping drawings will be required as part of a consent application, and will be circulated and reviewed in detail at this stage.

Parks, Recreation & Cultural Services

The Applicant will be required to enter into a Vegetation Management/Tree Preservation Agreement as a condition of the potential severance application in order to address requirements of an arborist's report, tree survey/assessment, tree removal, tree protection and mitigation as well as compensation plantings for trees designated to be removed.

Public Comments

Planning Staff received comments from the public at the Public Planning meeting on September 27, 2017, as well as through written correspondence.

The public voiced concern regarding the future severance proposal, compatibility with the neighbourhood including the front yard and side yard setbacks, drainage, and potential impacts of shading from the proposed homes.

Planning Staff note that a maximum front yard setback as well as increased side yard setbacks have been recommended through the site-specific zoning provisions. As mentioned in the previous section, appropriate grading and drainage plans will be required as part of a consent application and will be reviewed by the Town's Development Engineer. The maximum building height permitted is 10m, which is consistent with the surrounding neighbourhood.

In addition, the public voiced concerns regarding the potential loss of existing trees on the property, including damage to the root systems from excavation, as well as concerns regarding compliance with the Town's Tree By-law.

Planning Staff note that the Applicant will be required to enter into a Vegetation Management/Tree Preservation Agreement as a condition of the potential severance application in order to address requirements of an arborist's report, tree survey/assessment, tree removal, tree protection and mitigation as well as compensation plantings for trees designated to be removed. These items are required to be completed in compliance with the Tree By-law and will be reviewed in detail by the Town's Landscape Architect.

Advisory Committee Review

No communication required.

Legal Considerations

This planning application file has been submitted to the Town pursuant to the provisions of the Planning Act, and as such may be subject to future OMB (Land Tribunal) appeal and litigation, which may require Legal Services review and comments for Council consideration. Should Council approve this planning application Legal Services will also review any agreements required to implement final approval of this application.

Financial Implications

The future development of the site would be subject to a consent application; as such fees & securities may be required with the implementing Development Agreement. The future development of this site will also generate Development Charges.

Communications Considerations

On September 7, 2017, 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. A Notice of Public Planning Meeting sign was also posted on the subject lands fronting Kennedy Street West. Public notification has been provided in accordance with the *Planning Act*.

All interested parties were notified that the proposed Zoning By-law Amendment Application would be heard at the February 20, 2018 General Committee Meeting.

Link to Strategic Plan

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

Strengthening the fabric of our community: Through the proposed zoning by-law amendment on the subject lands, the applications will assist in ensuring future growth includes housing opportunities for everyone.

Alternative(s) to the Recommendation

1. Direct staff to report back to another General Committee Meeting 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 Development Services have reviewed the proposed Zoning By-law Amendment Application in accordance with the provisions of the Provincial and Regional Policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Zoning By-law Amendment Application is considered to be in keeping with the development standards of the Town. The details of the Zoning By-law Amendment document including Staff's recommended site specific zoning exceptions will be reviewed prior to the presentation of the by-law to Council. Staff recommend approval of Zoning By-law Amendment Application ZBA-2017-05.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-Law
- Figure 4 – Proposed Zoning By-Law
- Figure 5 – Applicant's Proposed Consent Plan

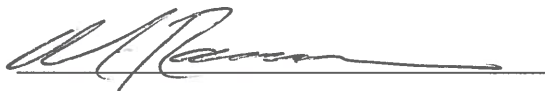
Previous Reports

Public Planning Report No. PBS17-063, dated September 27, 2017.

Pre-submission Review

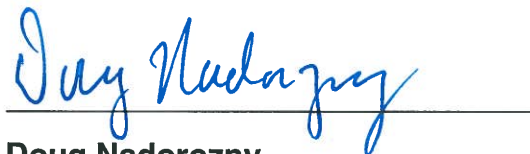
Agenda Management Team review on February 1, 2018.

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

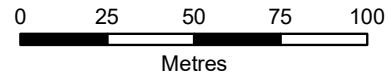


LOCATION MAP

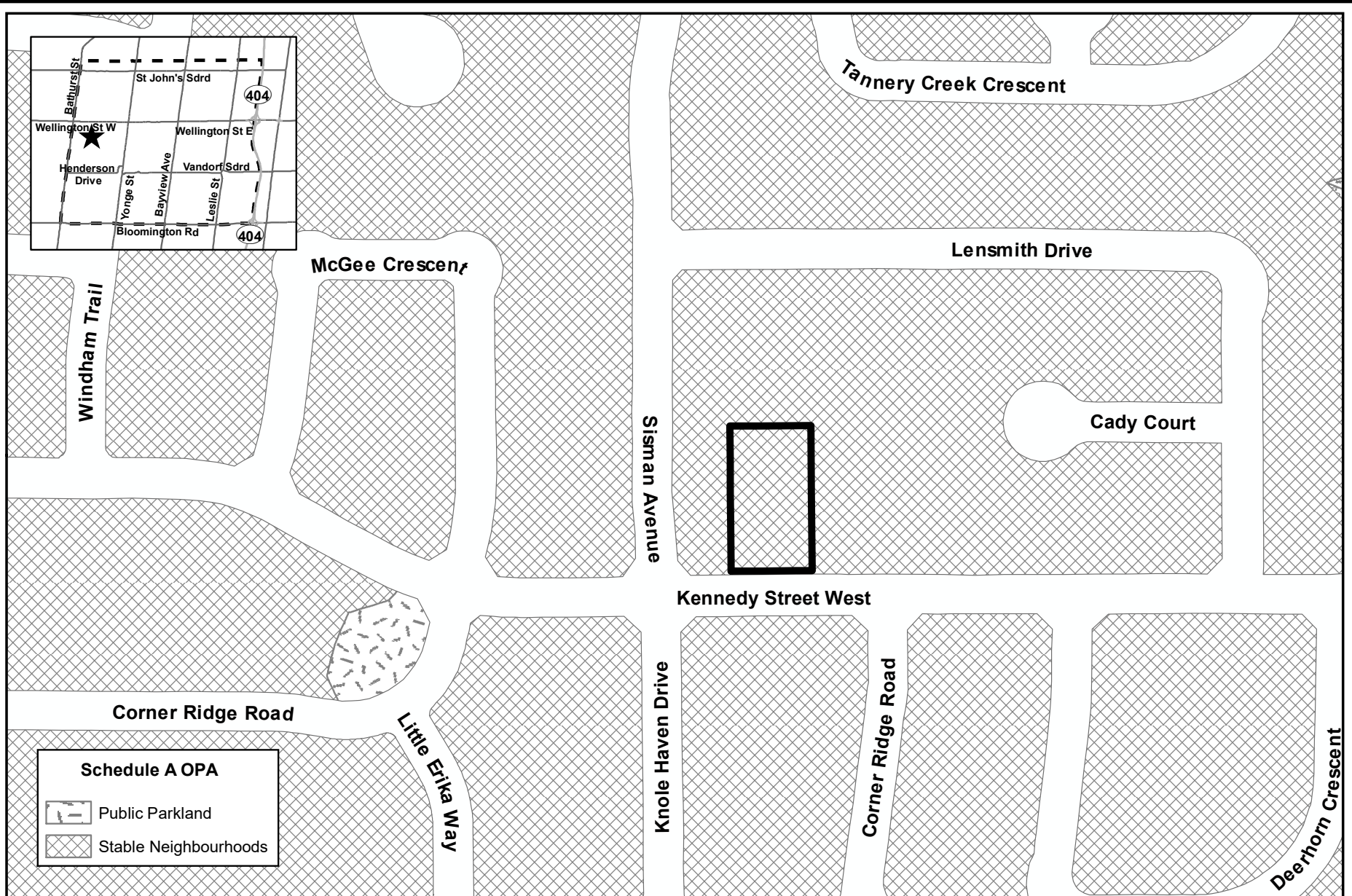
APPLICANT: Joe Stewart
 FILES: ZBA-2017-05
 FIGURE 1



SUBJECT LANDS



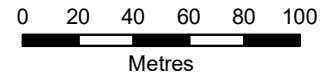
Map created by the Town of Aurora Planning and Development Services Department, August 30, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



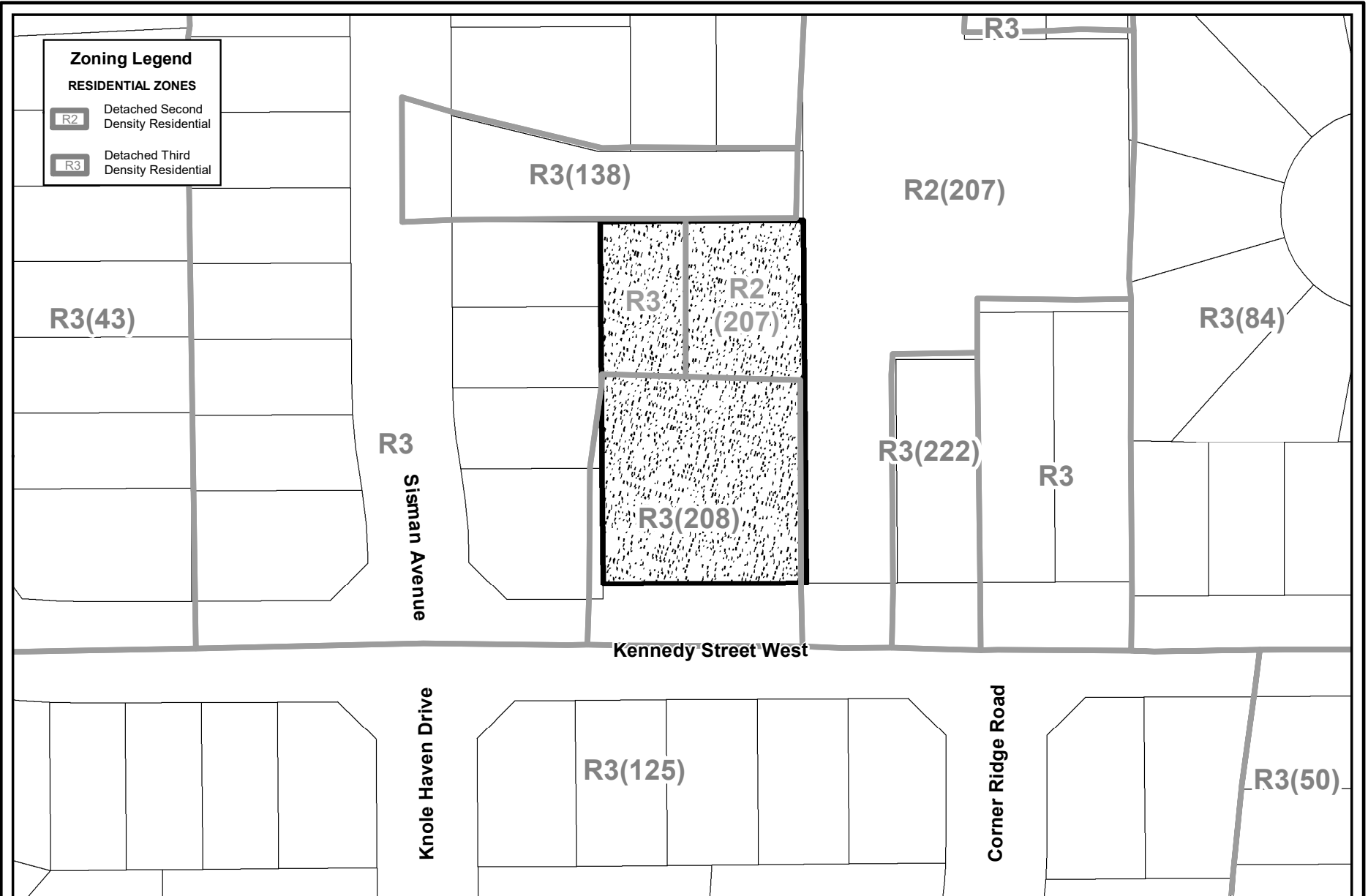
EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: Joe Stewart
 FILES: ZBA-2017-05
 FIGURE 2

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Development Services Department, August 30, 2017. Base data provided by York Region & the Town of Aurora.



Zoning Legend

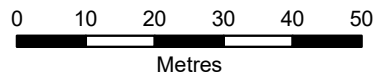
RESIDENTIAL ZONES

R2	Detached Second Density Residential
R3	Detached Third Density Residential

EXISTING ZONING BY-LAW

APPLICANT: Joe Stewart
 FILES: ZBA-2017-05
 FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Development Services Department, August 30, 2017. Base data provided by York Region & the Town of Aurora.

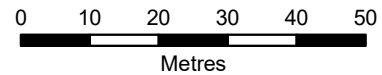


PROPOSED ZONING BY-LAW

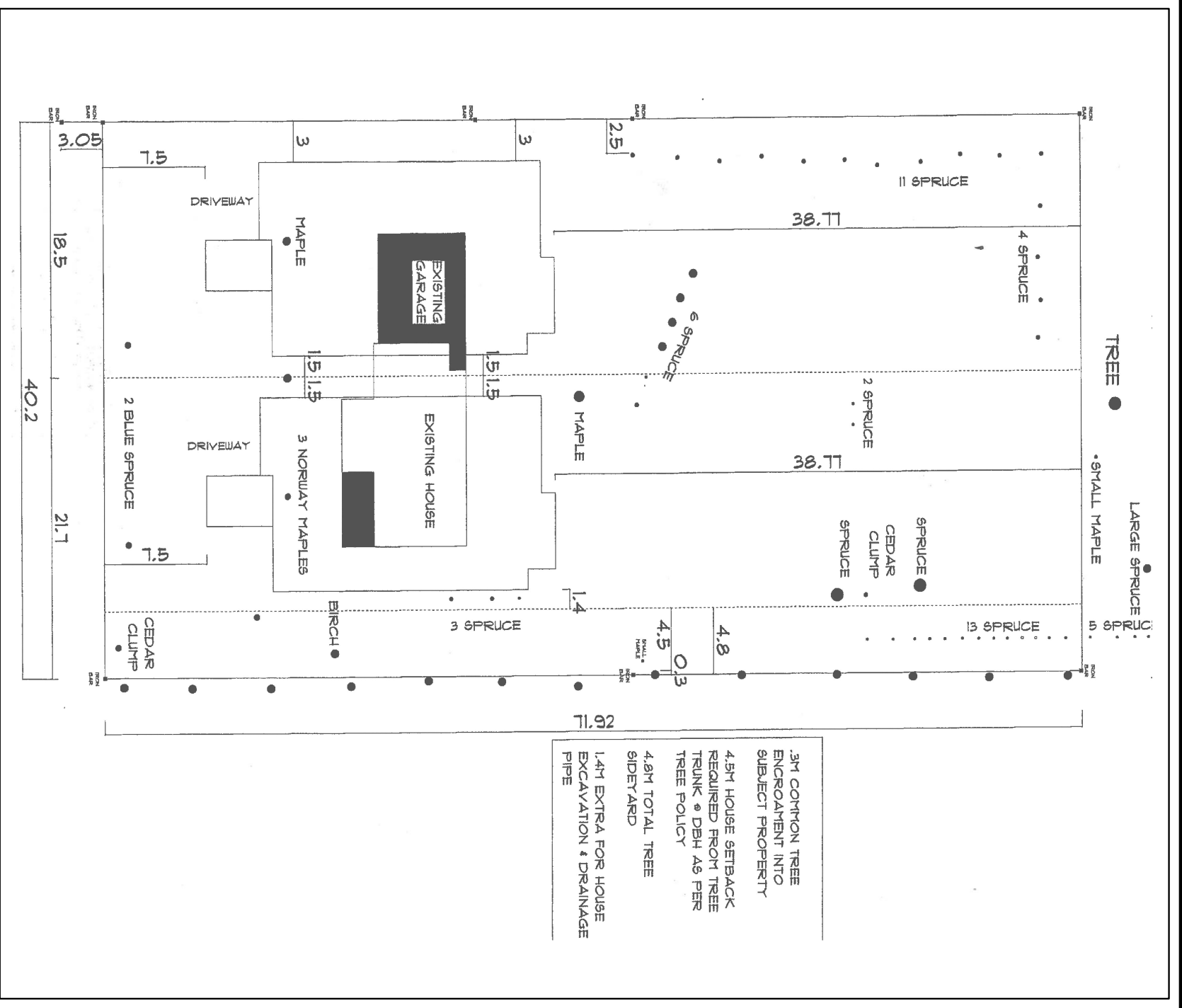
APPLICANT: Joe Stewart
 FILES: ZBA-2017-05

FIGURE 4

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Development Services Department, January 24, 2017. Base data provided by York Region & the Town of Aurora.



.3M COMMON TREE
 ENCROACHMENT INTO
 SUBJECT PROPERTY
 4.5M HOUSE SETBACK
 REQUIRED FROM TREE
 TRUNK @ DBH AS PER
 TREE POLICY
 4.8M TOTAL TREE
 SIDETARD
 1.4M EXTRA FOR HOUSE
 EXCAVATION & DRAINAGE
 PIPE

APPLICANT'S PROPOSED CONSENT PLAN
 APPLICANT: Joe Stewart
 FILES: ZBA-2017-05
FIGURE 5



Map created by the Town of Aurora Planning and Development Services Department, February 6, 2017. Base data provided by Joe Stewart.



**Town of Aurora
General Committee Report**

No. PDS18-018

Subject: Proposal for Zoning By-law Amendment Application
Prepared by: Lawrence Kuk, Senior Planner, Development
Department: Planning and Development Services
Date: February 20, 2018

Recommendation

- 1. That Report No. PDS18-018 be received; and**
- 2. That Council accept the Zoning By-law Amendment Application related to the following Zoning By-law Proposal:**
 - a) Beachgrove Developments Ltd. (1452 Wellington Street East), File No. ZP-2018-01**

Executive Summary

On June 27, 2017 Council passed Comprehensive Zoning By-law 6000-17 and pursuant to Section 34 (10.0.0.2) of the *Planning Act* passed a Resolution to only accept certain classes of Zoning By-law Amendment Applications. The purpose of this report is to provide Council with an owner's request of a Zoning By-law Amendment proposal. A Council resolution is required to receive, or not receive, the Zoning By-law Amendment Applications.

The Owner's description of their proposal and accompanying plans are attached for Council information and consideration.

- a) Beachgrove Developments Ltd. (1452 Wellington Street East), File No. ZP-2018-01**

The owner proposes to redevelop the property with 4 blocks of 4 storey stacked townhouses for a total of 80 stacked townhouses units. The development proposes a mix of at grade and below grade parking. Units occupying the first and second floor will have ground floor amenity space. Units occupying the third and fourth floor will have roof top amenity space. The site currently contains a single detached dwelling and a detached garage.

Background

On June 27, 2017 Council enacted Comprehensive Zoning By-law 6000-17.

As reported in staff report PBS17-056 the provisions of Bill 73, incorporated into the *Planning Act* provides that once a Comprehensive Zoning By-law is approved by Council by simultaneously repealing and replacing all zoning By-laws in effect no new site-specific zoning by-law amendments (Section 34) and no new minor variance applications (Section 45) can be submitted to the Town for a period of two (2) years, unless Council passes a resolution permitting a specific application, a class of application or in respect of such applications generally.

With respect to this on June 27, 2017 Council passed the following resolution:

“That Report No. PBS17-056 be received; and

That, pursuant to Section 45 (1.4) of the Planning Act, Council declares that Committee of Adjustment minor variance applications be permitted; and

That, pursuant to Section 34 (10.0.0.2) of the Planning Act, Council declares that Industrial/Employment, Commercial and Institutional (ICI) By-law amendment applications be permitted.”

The subject proposal does not fall within either of the classes in which Council has passed a resolution. As such, in order for an applicant to submit a complete application to the Town for a Section 34, Zoning By-law Amendment, Council shall, by resolution direct that the application can be received and processed. If accepted all applicable processing provisions of the *Planning Act* would apply to the application.

The proposal under consideration is accompanied with a brief summary and plan which are attached to this report for Council information. The applicants have requested Delegation status to outline their proposal. A description of the proposals is as follows:
Analysis

- a) Beachgrove Developments Ltd. (1452 Wellington Street East), File No. ZP-2018-01

The owner proposes to redevelop the property with 4 blocks of 4 storey stacked townhouses for a total of 80 stacked townhouses units. The development proposes a mix of at grade and below grade parking.

The subject lands are currently designated “Community Commercial” by the Bayview Northeast Area 2B Secondary Plan (OPA 30). The subject lands area

currently zoned “Community Commercial (C4-464) Exception Zone”. An Official Plan Amendment and a Zoning By-law Amendment is required to permit the use as proposed.

The rationale to accept the receipt of the Zoning By-law Amendment application is that the proposal is an infill residential development within the “Medium-High Density Residential” designation within the Bayview Northeast Area 2B Secondary Plan (OPA 30). Similar to applications (OPA-2016-03 and ZBA-2016-07) located just north of the subject lands on 15306 and 15286 Leslie Street (Polo Club). The subject zoning proposal is to amend the existing commercial uses for a higher density residential use.

Upon submission of the complete Zoning Bylaw Amendment application staff will undertake a review of built form and compatibility of the proposed development to determine conformity to the policies of the Secondary Plan.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

None.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

Alternative(s) to the Recommendation

That Council not accept receipt of the Zoning By-law Amendment application.

Conclusions

A Council resolution is required to accept, or not accept the subject application. Staff recommend that Council accept the Zoning By-law Amendment Applications related to the following Zoning By-law Proposals:

- a) Beachgrove Developments Ltd. (1452 Wellington Street East), File No. ZP-2018-01

Attachments

1. Beachgrove Developments Ltd. (1452 Wellington Street East) Proposal Letter dated January 16th, 2018
 - Figure 1: Location Map
 - Figure 2: Conceptual Site Plan
 - Figure 3: Conceptual Building Elevation
 - Figure 4: Conceptual Aerial View

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on February 1, 2018

Departmental Approval

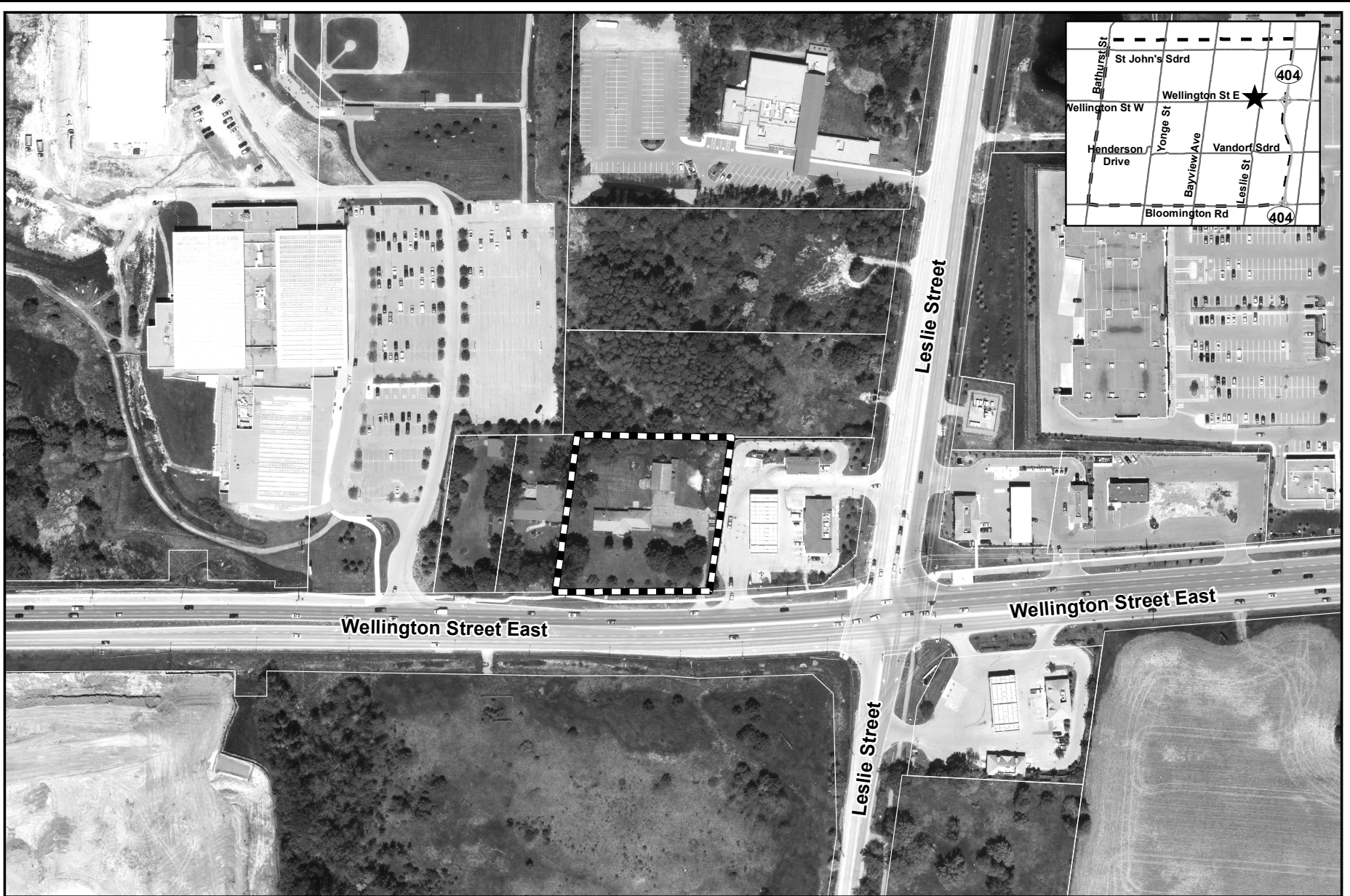


Marco Ramunno, MCIP, RPP
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

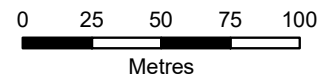


LOCATION MAP

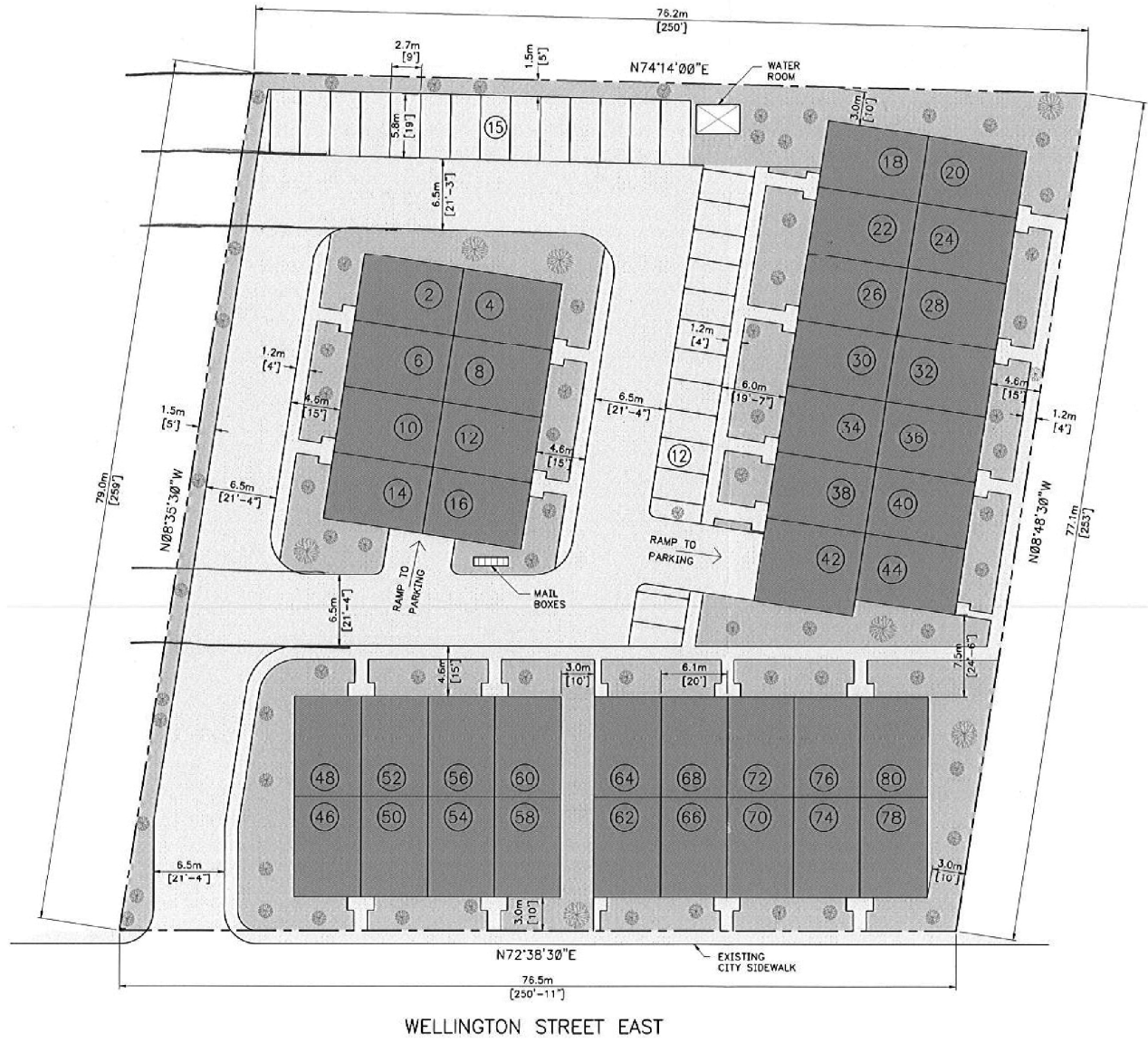
APPLICANT: Beachgrove Developments Ltd.
 FILE: ZP-2018-01

FIGURE 1

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Development Services Department, January 22, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



CONCEPTUAL SITE PLAN

APPLICANT: Beachgrove Developments Ltd.
 FILE: ZP-2018-01

FIGURE 2





CONCEPTUAL BUILDING ELEVATION

APPLICANT: Beachgrove Developments Ltd.
FILE: ZP-2018-01

FIGURE 3



Map created by the Town of Aurora Planning & Development Services Department, January 22, 2018. Drawing provided by Beachgrove Developments LTD.



CONCEPTUAL AERIAL VIEW

APPLICANT: Beachgrove Developments Ltd.
FILE: ZP-2018-01

FIGURE 4





**Town of Aurora
General Committee Report**

No. PDS18-022

Subject: Proposal for Zoning By-law Amendment Application
Prepared by: Jeff Healey, Planner/ Heritage Planning
Department: Planning and Development Services
Date: February 20, 2018

Recommendation

- 1. That Report No. PDS18-022 be received; and**
- 2. That Council accept the revised Zoning By-law Amendment Application related to the following Zoning By-law Proposal:**
 - a) 2419059 Ontario Inc. (103, 107 & 111 Metcalfe Street).**

Executive Summary

On June 27, 2017 Council passed Comprehensive Zoning By-law 6000-17 and pursuant to Section 34 (10.0.0.2) of the *Planning Act* passed a Resolution to only accept certain classes of Zoning By-law Amendment Applications. The purpose of this report is to provide Council with an owner's request of a Zoning By-law Amendment proposal. A Council resolution is required to receive, or not receive, the Zoning By-law Amendment Applications.

The Owner's description of their proposal and accompanying plans are attached for Council information and consideration.

- a) 2419059 Ontario Inc (103, 107 & 111 Metcalfe Street), File No. ZP-2018-02

A prospective buyer proposed to redevelop the subject site for 15 3 storey townhouse units located within 4 blocks on a common elements condominium road.

It is noted that on November 7th, 2017 General Committee reviewed a previous zoning proposal for the subject lands. The prospective buyer proposed to redevelop the subject site for 24 3 1/2-storey stacked townhouse units located within 3 blocks on a common elements condominium road. Zoning proposal ZP-2017-07 was refused by General Committee.

Background

On June 27, 2017 Council enacted Comprehensive Zoning By-law 6000-17.

As reported in staff report PBS17-056 the provisions of Bill 73, incorporated into the *Planning Act* provides that once a Comprehensive Zoning By-law is approved by Council by simultaneously repealing and replacing all zoning By-laws in effect no new site-specific zoning by-law amendments (Section 34) and no new minor variance applications (Section 45) can be submitted to the Town for a period of two (2) years, unless Council passes a resolution permitting a specific application, a class of application or in respect of such applications generally.

With respect to this on June 27, 2017 Council passed the following resolution:

“That Report No. PBS17-056 be received; and

That, pursuant to Section 45 (1.4) of the Planning Act, Council declares that Committee of Adjustment minor variance applications be permitted; and

That, pursuant to Section 34 (10.0.0.2) of the Planning Act, Council declares that Industrial/Employment, Commercial and Institutional (ICI) By-law amendment applications be permitted.”

The subject proposal does not fall within either of the classes in which Council has passed a resolution. As such, in order for an applicant to submit a complete application to the Town for a Section 34, Zoning By-law Amendment, Council shall, by resolution direct that the application can be received and processed. If accepted all applicable processing provisions of the *Planning Act* would apply to the application.

The proposal under consideration is accompanied with a brief summary and plan which are attached to this report for Council information. The applicants have requested Delegation status to outline their proposal. A description of the proposals is as follows:
Analysis

2419059 Ontario Inc. (103, 107 & 111 Metcalfe Street). A prospective buyer proposes to redevelop the subject site for 15 3 storey townhouse units located within 4 blocks on a common elements condominium road.

The subject lands are currently zoned “Detached Third Density Residential (R3)” by By-law 6000-17. A Zoning By-law Amendment application is required to permit the development.

The rationale to accept the Zoning Bylaw Amendment application is that the proposal is an infill residential development within the “Stable Residential” designation and conforms to the use of the Official Plan. It is noted that the current proposal is a revision of the previous proposal in order to reduce scale and number of dwelling units. Upon submission of a complete Zoning Bylaw Amendment application, staff will undertake a review of built form and compatibility of the proposed development to determine conformity to all policies Official Plan.

Upon submission of the complete Zoning Bylaw Amendment application staff will undertake a review of built form and compatibility of the proposed development to determine conformity to the surrounding residential uses.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

None.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

Alternative(s) to the Recommendation

That Council not accept receipt of the Zoning By-law Amendment application.

Conclusions

A Council resolution is required to accept, or not accept the subject application. Staff recommend that Council accept the Zoning By-law Amendment Applications related to the following Zoning By-law Proposal:

- a) 2419059 Ontario Inc (103, 107 & 111 Metcalfe Street), File No. ZP-2018-02

Attachments

1. 2419059 Ontario Inc (103, 107 & 111 Metcalfe Street), Proposal Letter dated January 15th, 2018
 - Figure 1: Location Map
 - Figure 2: Conceptual Site Plan
 - Figure 3: Conceptual Building Elevation

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on February 1, 2018

Departmental Approval



Marco Ramunno, MCIP, RPP
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Attachment 1

Markets On Main Street Inc.

280 Birkdale Rd, Toronto ON M1P 3S4 416 759-1093 jackdougan@rogers.com

January 15, 2018

Mr. Marco Ramunno
Planning & Building Services
Town of Aurora
100 John West Way
Aurora ON

Dear Mr. Ramunno,

**Re: 103,107 & 111 Metcalfe Street
Proposal for Zoning Application
RS Homes**

Markets On Main Street is the planning consultant and agent for RS Homes which has entered into agreements of purchase and sale with each of the owners of these 3 properties.

Each of the 3 properties has a 2 storey frame house that faces Metcalfe Street. Together, the 3 properties have frontage on Metcalfe St. of 45 m, flankage on Edward St. of 52 m and a total area of 2,408 m². RS Homes is proposing to redevelop the combined site for 14 townhouses.

The existing zoning (By-law 2213-78) is industrial (M2). However when By-law 6000-17 comes into effect the zoning will become Residential Third Density (R3). The R3 zone will permit detached dwellings, second suites and home occupations. In order to develop the property as proposed an amendment to the existing zoning would be required. We therefore request Council approval to submit an application to amend By-law 6000-17 to permit the proposed development.

Within the Stable Neighbourhoods designation the permitted uses include Ground-Related Residential Units: single-detached dwellings, semi-detached dwellings and townhouses.

The proposed townhouses will provide a suitable transition between the small scale buildings of the neighbourhood and the larger buildings (up to 5 storeys) that are anticipated by the Official Plan all along Berczy St. The site layout places all parking at the rear of the proposed buildings with the result that the street frontages will be free of cars and very supportive of the village-like atmosphere and character that is intended by the Official Plan. The street frontages will be exclusively pedestrian zones capable of providing safe sidewalks, decorative lighting, street trees and flower beds.

The building elevations show a flat roof which is intended to minimize the height of the buildings

Although the subject land does not include the lot on the southwest corner of Breezy and Metcalfe we have developed a plan to show one way that that property could be included in a comprehensive development of the entire Edward/Metcalfe/Berczy block.

In this location townhouses would also support the intent of the Provincial Policy Statement, the Growth Plan, Bill 139, Metrolinx' Draft 2041 Regional Transportation Plan for the Greater Toronto and Hamilton Area and the York Region Official Plan. The Growth Plan designates the GO Transit line as a Priority Transit Corridor. Metrolinx' Draft 2041 Regional Transportation Plan proposes "to work collaboratively with the Province and municipalities to create enforceable station area plans that catalyze desired land uses at stations and prevent uses that are incompatible or fail to fulfill the potential of the lands". The York Region Official Plan requires that local municipal intensification strategies shall identify the role of the GO Transit train station and identify and map intensification areas and provide targets for these areas around the station.

The proposed townhouses anticipate the requirements of these Growth and transportation strategies by providing a housing form and density that will transition between the existing neighbourhood to the west and higher densities that are already incorporated into the Aurora Promenade policies that apply to all the other properties along Berczy Street.

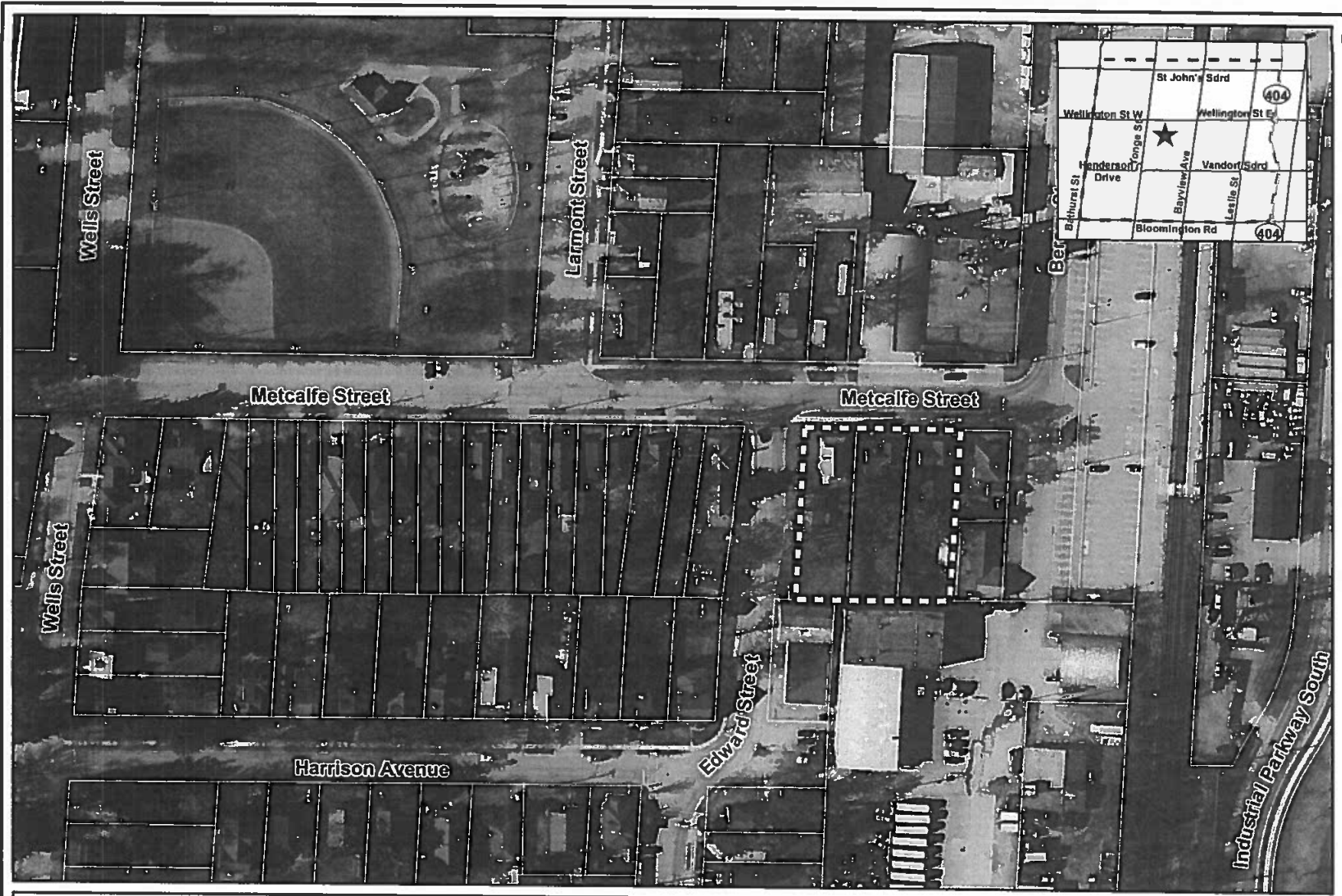
We therefore request that Council agree to receive and review a formal zoning application for the properties at 103, 107 & 111 Metcalfe St. and that these properties be excluded from any consideration of an Interim Control By-law for the Stable Neighbourhoods.

Yours sincerely,



Jack Dougan RPP
Markets On Main Street Inc.
416 759-1093
jackdougan@rogers.com

Encl: application fee of \$500.00
Site Plan
Building elevations

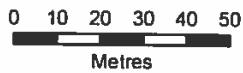


LOCATION MAP

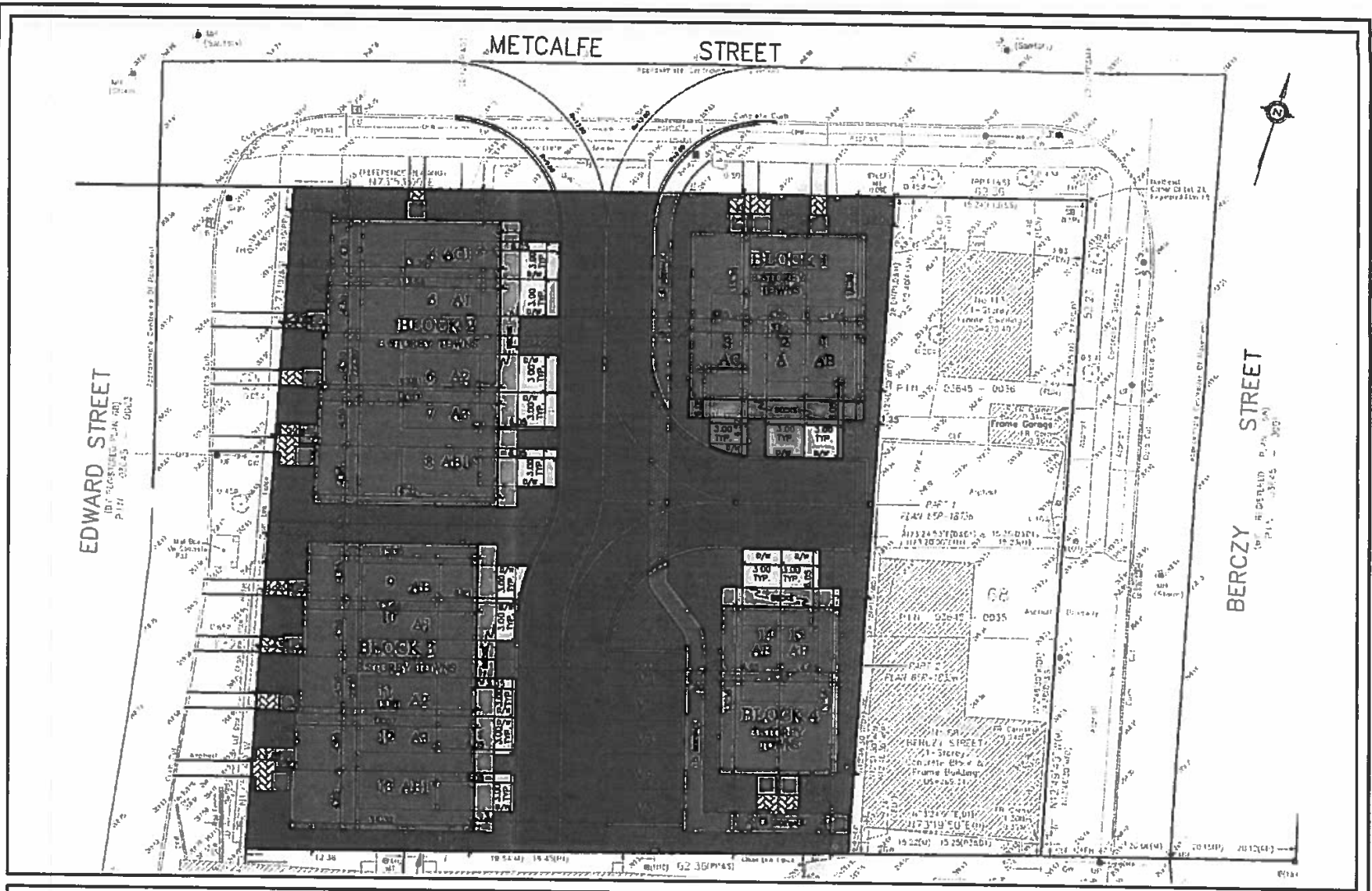
BUYER: 2419059 Ontario Inc.
 FILE: ZP-2018-02
 FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, January 25, 2018 Base data provided by York Region & the Town of Aurora Air Photos taken Spring 2017 First Base Solutions Inc. 2017 Orthophotography



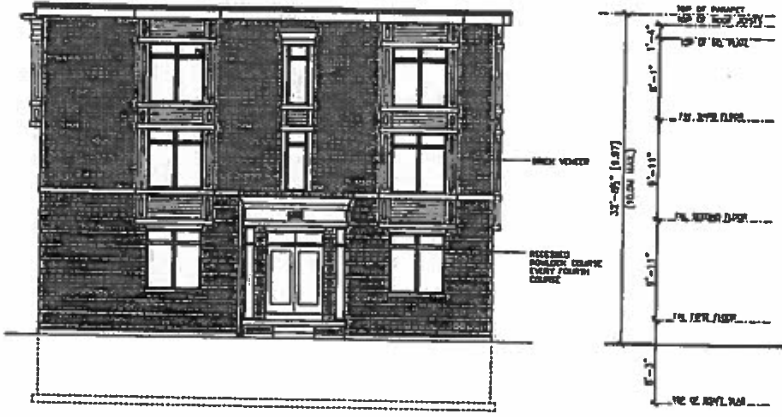
CONCEPTUAL SITE PLAN

BUYER: 2419059 Ontario Inc.
 FILE: ZP-2018-02

FIGURE 2

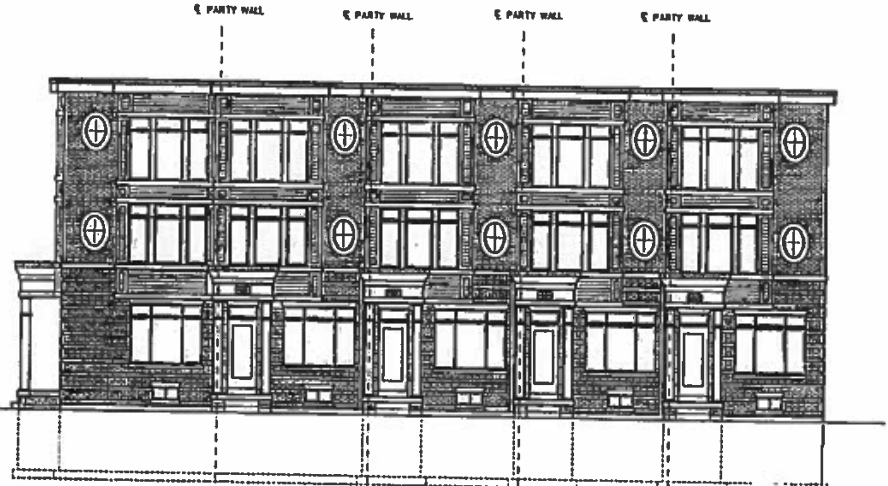


Map created by the Town of Aurora Planning and Building Services Department, January 25, 2018. Drawing provided by Perwick Investments Limited.



LOT 4
 MODEL 1-CORNER (REV.)

BLOCK 1 FLANKAGE ELEVATION



LOT 4 MODEL 1-CORNER (REV.)
 LOT 5 MODEL 1-INT.(STD.)
 LOT 6 MODEL 1-INT.(STD.)
 LOT 7 MODEL 1-INT.(STD.)
 LOT 8 MODEL 1-I END.(STD.)

BLOCK 1 FRONT ELEVATION

CONCEPTUAL ELEVATIONS

BUYER: 2419059 Ontario Inc.
 FILE: ZP-2018-02

FIGURE 3



Map created by the Town of Aurora Planning and Building Services Department, January 25, 2018. Drawing provided by Perwick Investments Limited.



**Town of Aurora
General Committee Report**

No. CMS18-003

Subject: Request for Proposals for Vending and Concession Operations

Prepared by: John Firman, Manager of Business Support

Department: Community Services

Date: February 20, 2018

Recommendation

- 1. That Report No. CMS18-003 be received; and**
- 2. That the Director of Community Services be authorized to issue a Request For Proposals for the operation of vending machines and concession stands in Town facilities; and**
- 3. That Request For Proposals include mandatory requirements for healthy food and beverage options, as described herein.**

Executive Summary

The purpose of this report is to approve the issuance of a Request For Proposals (RFP) for vending and concession operations in Town of Aurora (Town) facilities, with the inclusion of mandatory requirements for healthy food options and non-sugary drinks, without adding further restrictions on other menu items:

- Benefits of healthy food options in a recreation setting
- Pilot program survey
- Survey Results
- Pilot Program Observations
- What are other municipalities doing
- Additional findings

Background

In recent years, staff has experienced an increased interest expressed by the community requesting healthier snack options and a reduction in the amount of sugary drinks available in recreation facility concession stands and vending machines. Recreation centres provide a public gathering place and an opportunity to support the

February 20, 2018

Page 2 of 9

Report No. CMS18-003

health and wellbeing of the community through physical activity, healthy eating and social inclusion.

The Town of Aurora has had a contract in place with Global Brand Foodservices Inc. for the provision of all vending and concession operations in all Town facilities since May 1, 2008, which expires on April 30, 2018.

In 2012, working in cooperation with Global Brand Foodservices, the Town of Aurora conducted a pilot program where all snack vending machines were required to include healthy product options. This pilot ran for approximately 6 months and resulted in close to zero sales of the healthy options, with the majority of product becoming stale-dated and discarded as waste.

In consideration of the upcoming contract expiry, the Town partnered with Global Brand Foodservices Inc., Windfall Ecology and the Healthy Kids Community Challenge, with nutritional consultation provided by York Region Public Health, to implement a pilot program from August 1 to October 31, 2017, called the “Healthy Boost Menu”, to increase healthy choices in the vending machines and concession stands at the Aurora Family Leisure Complex (AFLC) and the Stronach Aurora Recreation Complex (SARC). During this pilot, the concession stands offered five healthy alternatives for the three months, including:

- Yogurt and granola parfait
- Veggies and dip
- Hummus and crackers
- Whole fruit (apples and bananas)
- Fruit smoothies (AFLC only)

Additionally, for the month of September, all sugary drinks were removed from the vending machines at the SARC and replaced with non-sugary options, including:

- Sugar-free pop
- 100% fruit juice (small bottles)
- Water
- Flavoured water

An extensive promotional campaign was undertaken to create awareness of the pilot program and encourage people to complete an online consumer survey regarding the inclusion of healthier choices at the concessions stands and in vending machines.

The Healthy Boost Menu pilot project consumer survey and additional research were done in partnership with the Healthy Kids Community Challenge, Windfall Ecology Centre, and included consultation with York Region Public Health.

Analysis

Benefits of healthy food options in a recreation setting

Recreation centres provide an opportunity to promote a healthy food environment that compliments their emphasis on an active lifestyle. Statistics show that there is a need for healthier eating habits of York Region residents, as only 35% of residents ages 12 and up meet the requirements for five or more servings of fruit and vegetables consumed per day. Some benefits of providing healthy food options at Town concessions include:

- Promoting health and wellness in the community
- Contributing to the overall health of patrons
- Providing a wider variety of options to meet the needs of a larger percentage of patrons
- Increasing profitability for concession operators

Pilot program survey

During the three-month pilot program, consumers were encouraged to complete an online survey. The link to the survey was promoted in all print collateral, online promotions and media promotions regarding the Healthy Boost Menu program.

Additionally, staff and volunteers engaged visitors to the AFLC and SARC directly, using iPads in the lobby of each facility to assist people with completing the online survey on location.

Survey Results

A total of 220 surveys were completed, of which 169 respondents identified themselves as Aurora residents and 51 respondents identified themselves as non-residents. It is presumed that most non-residents would be infrequent visitors to the facilities (ie: visiting hockey teams, etc.), while most residents are more likely to be regular facility visitors. Therefore, the following survey results only include those respondents who identified themselves as Aurora residents.

February 20, 2018

Page 4 of 9

Report No. CMS18-003

When asked how frequently they make purchases from the concession stands or vending machines in Town facilities, 51% of respondents indicated they make purchases at least once a month to more than once a week.

81.5% of respondents indicated that it was “very important” to have healthy food options available.

79% of respondents indicated that it was “very important” to have more low-sugar or sugar-free drink options available.

50% of respondents indicated that it was “very important” to eliminate sugary drinks altogether.

66% of respondents indicated that they had tried at least one of the items on the Healthy Boost Menu during the pilot program. Of the respondents that did not try any of the Healthy Boost Menu items, only 2% identified prices being too high as being the reason.

79% of respondents indicated that they would be interested in purchasing healthy menu items in the future if they were available.

82% of all respondents stated they would purchase more frequently if healthier options were available.

Pilot program observations

During the three month pilot, three different coupons were offered:

1. Try 1 Power Boost Menu Item for Free
2. Buy one Fruit get one Free (for whole fruit, ie: apple, banana)
3. 50% Off any Power Boost Menu Item

The first coupon (Try 1 Free) was valid for the first two months only (August and September), with the second and third coupons (Buy 1 Get 1 and 50% Off) being valid until the end of October, when the pilot concluded.

During this time, the following coupons were redeemed:

Try 1 Power Boost Menu Item for Free	=	353 redeemed
Buy one Fruit get one Free	=	25 redeemed
50% Off any Power Boost Menu Item	=	<u>29 redeemed</u>
TOTAL	=	407 redeemed

During the months of August and September a total of 352 coupons were redeemed, however, during the month of October, when any valid coupon required a 50% cost to the consumer, coupon redemption dropped to a total of 55 coupons redeemed.

The snack bar operator was also asked to track the number of sales from the Healthy Boost Menu in which consumers paid regular price. The operator has advised that during the three month pilot project, only one or two items were purchased without a coupon.

What are other municipalities doing

Staff contacted numerous other municipalities, consulted with vending and concession operators and with York Region Public Health. It was determined that while some municipalities have not yet moved to having mandatory requirements, the trend is that more municipalities are moving in that direction, including:

- City of Markham requires some healthy cold drinks in vending machines
- City of Toronto requires some healthy cold drinks and snacks in vending machines
- City of Ottawa requires some healthy cold drinks in vending machines
- City of Markham RFP's now require healthy menu offerings for concessions
- City of Kingston implemented healthy eating criteria for vending machines
- Town of Collingwood installed vending machines with healthy food options
- City of Guelph removed energy drinks from all city vending machines
- Town of Bradford/West Gwillimbury requires healthy food and beverage options for both vending and concessions
- Town of Richmond Hill requires healthy food and beverage options for both vending and concessions
- Town of Ajax requires healthy food and beverage options for both vending and concessions

The specific details vary widely, and include:

- A minimum percentage of healthy food and/or beverage options
- No minimums, but the general requirement to provide healthy food and/or beverage options
- Product selection is usually at the discretion of the vending/concession operator
- There is no standard definition of “healthy” options and varies widely, and often includes products that are still high in sugar, sodium and/or fat content, such as:
 - Muffins
 - Bagels
 - Sandwiches
 - Large volume fruit juices
 - Granola bars

The City of Toronto also conducted a one year pilot program in vending machines only, where they eliminated all food options that were considered unhealthy. At the time, they already required a minimum of 20% of product offerings in vending machines to be healthier options. For the one year pilot, they required all vending machines in 20 locations to carry 100% of their offerings as healthier choices. During this pilot, sales at one location increased by 15%, and sales at one other location increased by 3%, with sales at the other 18 locations dropping by up to 72%, with an overall drop in sales of 34%. At the conclusion of their pilot, the City of Toronto returned to the previous practice of maintaining a minimum of 20% of offerings as healthier choices.

Additional findings

In the course of the research conducted, staff also identified the following:

- Allowing vending/concession operators to select the specific product offerings for food enables them to be flexible to meet specific customer preferences by location, and reduces waste by not having to stock products that do not sell and become stale-dated.
- Where specific requirements for a percentage of products is included in the RFP, these percentages generally only apply to cold beverage selection, with the most common requirement being 25% of all cold beverage options being low-sugar or sugar-free.
- The range of suitable healthy options has been slowly increasing year-over-year, and is likely to continue to do so, thereby potentially providing for greater

selection of suitable products in future years. This could be reviewed prior to each contract renewal date.

- Where healthy options are available, the majority of sales continue to be from traditional vending/concession items that are considered unhealthy.
- While most vending/concession operators are very experienced with including a suitable product mix of traditional and healthy options, most are unlikely to submit a proposal to an RFP that requires the complete elimination of traditional vending/concession snack foods and beverages. This may result in the Town having to choose between operating the vending/concession services directly or removing these services altogether.

Advisory Committee Review

Not applicable.

Legal Considerations

An agreement will be prepared by Legal Services in accordance with the terms of the RFP, following Council's approval of the selected vendor.

Financial Implications

The existing contract has been amended to account for costs to construct the concession at the AFLC, but otherwise accounted for gross annual revenue of \$73,200.

Although staff is unable to predict the financial implications of including healthy food options to the RFP, the vending/concession industry as a whole has been experiencing reduced overall sales and it is therefore anticipated that the proposals will come in lower than the current contract.

Staff already included a projected revenue reduction of \$28,000 (approximately 40%) in the 2018 operating budget.

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

The inclusion of healthy food and beverage options in the vending and concession RFP supports the Strategic Plan goal ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Encouraging an Active and Healthy Lifestyle: through the offering of healthy food and beverage choices.

Alternative(s) to the Recommendation

1. Issue the RFP without a healthy food and/or beverage requirement.
2. Issue the RFP with a requirement for only healthy food and/or beverage products.
3. Not proceed with the issuance of an RFP and thereby discontinue offering vending and concession services.
4. Take other steps as directed.

Conclusions

Based on the lessons learned through the pilot project and associate research, staff recommends that the vending and concession RFP be issued with the following requirements:

- That cold beverage vending machines offer a minimum of 25% of beverage options as low-sugar or sugar-free products;
- That snack food vending machines offer a minimum of 20% healthy options to be selected by the vending operator, subject to Town approval;
- That concession stands offer a minimum of 25% of cold beverage options as low-sugar or sugar-free products;
- That concession stands offer a minimum of five (5) healthy food options to be selected by the concession operator, subject to Town approval; and
- That the RFP be issued for a contract term of three (3) years, with two (2), three-year renewal options.

Attachments

None.

Previous Reports

PRCS17-023 Healthy Kids Community Challenge: Healthy Food Options in Community Recreation Centres

Pre-submission Review

Agenda Management Team review on February 1, 2018

Departmental Approval



**Lisa Warth
Acting Director
Community Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. CMS18-004

Subject: Room/Hall Permitting Policy
Prepared by: John Firman, Manager of Business Support
Department: Community Services
Date: February 20, 2018

Recommendation

- 1. That Report No. CMS18-004 be received; and**
- 2. That the revised Room/Hall Permitting Policy be approved.**

Executive Summary

In consultation with key primary internal stakeholders, staff is recommending the following changes to the Room/Hall Permitting Policy, including:

- The removal of unnecessary details that are not policy related, for improved ease of understanding.
- Better clarification of the process and timelines for submitting permit requests.
- Updating the allocation prioritization.
- Addition of the meeting room at the Stronach Aurora Recreation Complex to the list of rooms available free of charge to non-profit groups. This replaces the Holland Room, which is no longer available to these groups, in accordance with Policy No. Corp-13 Council Chambers and Holland Room Use.
- Elimination of the practice of offering free room rental to other levels of government and government agencies, such as the OMB and Coroner's Inquests.

Background

As part of the 2017 business plan for the Business Support Services division, all facility allocation policies were scheduled for review in order to ensure they accurately reflect the current needs of the community. The last of those policies to be reviewed is the Room/Hall Permitting Policy.

As the vast majority of groups/individuals who book meeting rooms and/or event halls in Town facilities are occasional or one-time users, the consultation process was limited to internal stakeholders, including other divisions within Community Services, Legal Services, Access Aurora, and the CAO's office.

The Room/Hall Permitting Policy was last reviewed in 2009. Since that time, there have been numerous changes to the availability of Town facilities and increased use of facilities for recreation programming.

Analysis

Consultation

The majority of room/hall facility use is for recreation programming, with the majority of public use being of an occasional and infrequent nature. There are no user groups that rent a significant amount of time to be considered key stakeholders, and staff are not aware of any specific concerns from facility users.

As such, the stakeholder review was limited to internal groups:

- Recreation Services
- Cultural Services
- Facility Operations
- Legal Services
- Access Aurora
- Business Support
- CAO's Office

Policy revisions

The majority of the changes are related to formatting and removal of details unrelated to the policy itself and may change frequently, such as room capacities and fees. This information is readily available through other sources that are more readily updated. The key policy changes are outlined earlier in this report.

Advisory Committee Review

Not applicable.

Legal Considerations

There are no anticipated legal implications.

Financial Implications

There are no anticipated financial implications.

Communications Considerations

There are no anticipated communications implications.

Link to Strategic Plan

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

Encouraging an Active and Healthy Lifestyle: through the opportunity for individuals, community groups, and businesses to utilize Town facilities for personal, business, and community purposes, for various activities.

Alternative(s) to the Recommendation

1. Council can decline to approve the recommendations, with status quo remaining as is.
2. Council can provide further direction.

Conclusions

Staff recommend that Council approves the Room/Hall Permitting Policy as presented.

Attachments

Attachment 1 – Revised Room/Hall Permitting Policy

February 20, 2018

Page 4 of 4

Report No. CMS18-004

Previous Reports

None.

Pre-submission Review

Administrative Leadership Team on January 23, 2018.

Agenda Management Team review on February 1, 2018

Departmental Approval



**Lisa Warth
Acting Director
Community Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Administrative Policies & Procedures

Policy No. S-xxxx-## - Room/Hall Permitting Policy

Topic:	Room/Hall Permitting Policy	Affects:	Town staff, individuals and user groups that permit Town facilities.
Section:	CORP	Replaces:	Room/Hall Booking Policy 2009
Original Policy Date:	2009	Revision Date:	February 27, 2018
Effective Date:	February 28, 2018	Proposed Revision Date:	February, 2023
Prepared By:	Community Services, Business Support	Approval Authority:	Council

1.0 Policy Statement

To provide transparency and structure for user groups and individuals pertaining to the fair allocation and use of Town owned and/or operated meeting rooms, event halls, and other indoor facilities.

2.0 Purpose

To ensure consistency in the programming and ongoing use of the Town's meeting rooms and indoor facility inventory; both municipally owned and/or managed facilities.

To provide a framework and consistent approach to the ongoing and occasional use of the Town's indoor community spaces in a fair and equitable manner.

To ensure that the Town's investment in indoor community spaces is managed in the best interest of all users and the citizens of Aurora.

To establish clear guidelines and communication between the Business Support Division, the Facility Operations Division, and other internal stakeholders and/or the user group contact.

To accommodate the needs of a growing municipality and the increased demands on the Town's indoor community spaces.

To clearly define the rules of use and procedures in maintaining compliance.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

3.0 Scope

This policy applies to all facility permit holders and all individual and/or user groups requesting use of Town owned and/or operated indoor community spaces, including Town staff requesting use of and/or responsible for the operation of these facilities.

This policy applies to all Town owned/operated indoor facilities, with the following exclusions:

- Facilities whose use is governed by lease or other agreement;
- Tannery Room and departmental meeting rooms at Town Hall; and
- Ice rinks and arena floors.

4.0 Definitions

Aurora based: A group that conducts business from a location in Aurora or demonstrates that the majority (50% or greater) of its members or those served by the group are residents of Aurora.

Director: The Director of Community Services or his/her designate or successor.

Facility: Any Town owned and/or operated indoor permissible space, not including the spaces identified in 3.0.

Non-profit: Refers to any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Normal operating hours refer to the hours in which the facility is usually staffed and available for permitting. This may not coincide with normal business hours for Town operations within the facility.

Permit holder: Refers to the organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees.

Representative organization: An organization that does not meet the criteria required to be deemed Aurora Based, but is the only organization that offers a particular program to Aurora residents.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

Town: The Town of Aurora, including Council, Committees of Council and Town departments, unless otherwise specified.

York Region based: A group that conducts business from a location in York Region and provides a service for residents of Aurora.

5.0 Permitting Request and Allocation Procedures

5.1 Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Customer Service Representative – Recreation, under the direction of the Recreation Supervisor for each respective program season, including entry into the permitting system with set-up requirements.

5.2 Submission of other Town use requests

All requests for use of facilities by other Town departments shall be submitted to the Facility Bookings Administrator, so that a permit may be issued in order to secure the space. Requests should be submitted a minimum of two weeks prior to the permit date where possible.

Requests for Town use involving set-up requirements should be submitted, along with all set-up details, a minimum of two weeks prior to the permit date.

The Town Clerk should submit all Council and Committee booking requirements for the upcoming calendar year to the Facility Bookings Administrator no later than November 15th. Cancellations should be submitted in writing a minimum of two weeks prior to the permit date, where possible.

For Town use requests, this policy applies to the following locations:

- Leksand Room, Town Hall
- Holland Room, Town Hall
- Council Chambers, Town Hall
- Skylight Gallery, Town Hall
- Third Floor Lunch Room, Town Hall
- All open public spaces, including hallways and foyers in Town Hall
- Arenas and arena floors
- All Town owned facilities outside of Town Hall

Policy No. S-xxxx-## – Room/Hall Permitting Policy

For Town use requests, this policy does not apply to:

- Tannery Room
- Department meeting rooms

5.3 Submission of external requests

All requests for use of facilities by individuals, businesses, community groups and all other requests other than from Town staff, shall be submitted to the Facility Bookings Administrator in accordance with annual or seasonal submission deadlines, or a minimum of two weeks prior to the permit date. Regardless of room availability, requests submitted with less than two weeks' notice may not be able to be accommodated.

5.4 Submission of annual and seasonal requests

All annual requests must be submitted to the Facility Bookings Administrator no later than November 15th of the preceding year.

All seasonal requests must be submitted as follows:

- Spring/Summer requests (April 1 – August 31) are to be submitted no later than November 15th.
- Fall requests (September 1 – December 31) are to be submitted no later than May 15th.
- Winter requests (January 1 – March 31) are to be submitted no later than August 31st.

5.5 Allocation Priority

The following allocation priority will be utilized for all annual and seasonal requests submitted in accordance with annual/seasonal permitting request procedures. In all other cases, permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

1. Town Council and Council Committees.
2. Town of Aurora special events and recreation programming, including programming/events operated by third parties on behalf of the Town of Aurora.
3. Town of Aurora departmental meetings, open houses, training programs and other Town activities.
4. Recognized Aurora based non-profit organizations.
5. York Region based non-profits and York Region based community, government and education groups.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

6. Other non-profit groups not based in York Region, but providing a service to Aurora residents.
7. Individual Aurora residents.
8. Other groups and private individuals.

Any organization claiming either “Aurora based”, “York Region based” or “Non-profit” status shall be required to submit supporting documentation satisfactory to the Director at the time of submission.

6.0 Fees, Charges and Obligations

- 6.1 User fees shall be applied in accordance with the current Town of Aurora Fees and Charges By-Law applicable at the time of booking.
- 6.2 Other than for reasons identified in this policy, the adjustment or waiving of any fees must be approved by the Director, subject to receipt of written request.
- 6.3 There will be no charge for room reservation or coffee service (where coffee service is available) when Department staff or Council members are in attendance conducting Town business or acting as representatives of the Town, or where an organization wishes to hold a Federal or Provincial All Candidates event.
- 6.4 Aurora based non-profit groups, excluding other levels of government, agencies, boards and commissions, may permit the following rooms free of charge during the normal operating hours of the facility:
 - Leksand Room, Town Hall (Monday – Friday only)
 - Meeting Room #1 and Meeting Room #2, Aurora Community Centre
 - Meeting Room, Aurora Family Leisure Complex
 - Meeting Room, Stronach Aurora Recreation Complex
- 6.5 Any organization requesting to have fees waived in accordance with 6.4 may be required to submit supporting documentation satisfactory to the Director at the time of submission.
- 6.6 Prior to the issuance of a permit, individuals and user groups must provide to the Facility Bookings Administrator, the name, address, telephone number and email contact information of the individual to be named on the permit. This individual is responsible for all obligations of the Permit Holder in accordance with this policy.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

- 6.7 Changes or deletions and additions to any permit must be received from the person to whom the contract was issued, unless written authorization has been received by the Facility Bookings Administrator including a list of persons authorized to do so.
- 6.8 The Facility Bookings Administrator must be notified in writing at least 14 days in advance of any facility use cancellations to be entitled to a 100% refund of the permit fees. No refunds shall be issued for cancellations with less than 14 days written notice.
- 6.9 Additional fees and/or security deposits will be applicable for special events, tournaments, and other circumstances where the nature of the event poses a risk of damage to the facility or where the Town may incur additional expense associated with clean-up and/or restoration, at the discretion of the Director.
- 6.10 Additional costs incurred by the Town as a result of the permit holder's failure to adhere to the terms and conditions of the permit, may be charged back to the permit holder.
- 6.11 Additional set-up fees may be applied for extensive set-up requests for private functions or for-profit groups, at the discretion of the Director.
- 6.12 Additional fees may be applied where required in accordance with this policy, or other relevant policies and procedures.
- 6.13 All fees applied in accordance with this policy shall be in accordance with the current Fees and Charges By-law, and based on the actual cost incurred by the Town where applicable.
- 6.14 Payment of all fees is required a minimum of two weeks (14 calendar days) prior to the permit date, unless otherwise approved by the Director. Where such alternate arrangements have been approved, the Town reserves the right to cancel the permit if the permit holder defaults in payment.
- 6.15 All fees and charges levied by third parties related to additional licences, permits, insurance or other requirements as determined by the Director, are the sole responsibility of the permit holder and are not subject to refund or reimbursement by the Town under any circumstances.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

7.0 Cancellations

- 7.1 Permits cancelled with a minimum of two weeks (14 calendar days) written notice shall receive a 100% refund.
- 7.2 Permits cancelled with less than the minimum notice requirement in accordance with 7.1 shall not be entitled to a refund or any portion thereof.
- 7.3 Permits may be cancelled with or without notice by the Town due to emergencies, inclement weather, maintenance or other circumstances at the discretion of the Director.
- 7.4 Permits cancelled in accordance with 7.3 shall be entitled to a 100% refund.
- 7.5 Any group or individual that commits two (2) “no-shows” may be subject to cancellation or denial of future permits, at the discretion of the Director.

8.0 Facility Use Regulations

- 8.1 All groups or individuals using Town facilities other than Town staff must have a valid, signed permit, and must abide by all terms and conditions as stated on the permit.
- 8.2 Permits must be signed and returned to the Facility Bookings Administrator a minimum of two weeks (14 calendar days) prior to the permit date.
- 8.3 Permit holders must disclose any and all planned usage of the facilities when requesting a permit. The Town, reserves the right to deny permits for any usage deemed by the Director to be potentially detrimental to the good and safe maintenance and condition of the facility, or to be inappropriate to be held within the facility.
- 8.4 All permit holders must abide by the Town’s Municipal Alcohol Policy and all other applicable policies, procedures, regulations and legislation including, but not limited to those listed in 9.0.
- 8.5 No open flame is permitted inside any Town facility without the approval of the Director.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

- 8.6 No food preparation equipment is permitted in Town facilities without the approval of the Director, and from Public Health and/or York Central Fire Services where applicable.
- 8.7 For youth events (i.e.: band competitions) and other events as determined by the Director, paid duty police officers must be present for the duration of the event, with a minimum adult : youth supervision ratio of 1:10.
- 8.8 Alcohol is not permitted at any event specific to children/youth or where children/youth are anticipated to make up the majority of the participants.
- 8.9 All permit holders must supply their own dishes, glasses and other food/beverage service supplies. Catering is permitted in Town facilities.
- 8.10 Permits issued are for use of the permitted space only, and do not include use of Town owned equipment or materials, unless otherwise specified in the permit.
- 8.11 Requests for use of Town owned equipment or materials, including but not limited to use of tables and chairs, and any set-up requirements must be submitted in writing no later than 14 days prior to the permit date.
- 8.12 All permits shall start and end promptly at the time specified on the permit. Any additional time required by the permit holder for set-up and clean-up, must be included in the permit request and shall form part of the permit, and is subject to all fees in accordance with this policy.
- 8.13 No permits shall be issued beyond 1:00 a.m., or prior to the normal scheduled opening time of any facility unless authorized by the Director. All permits for Victoria Hall shall end no later than 12:00 a.m.

Policy No. S-xxxx-## – Room/Hall Permitting Policy

9.0 Regulatory/References/Codes/Standards

Other regulations, policies and procedures applicable to facility permits, include but are not limited to:

- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy
- *Health Protection and Promotion Act*, [R.S.O. 1990, c. H.7](#)
- *Liquor Licence Act*, [R.S.O. 1990, c. L.19](#)
- *Liquor Control Act*, [R.S.O. 1990, c. L.18](#)
- *Gaming Control Act*, [S.O. 1992, c. 24](#)
- Council Chambers and Holland Room Use Policy
- *Smoke-Free Ontario Act*, [S.O. 1994, c. 10](#)
- Noise By-law



**Town of Aurora
General Committee Report**

No. CS18-002

Subject: Alternate Member of Regional Council for the Town of Aurora
Prepared by: Michael de Rond, Town Clerk
Department: Corporate Services
Date: February 20, 2018

Recommendation

- 1. That Report No. CS18-002 be received; and**
- 2. That the Deputy Mayor, as defined by the Procedure By-law, be appointed as the Mayor's alternate on Regional Council,**
- 3. That, commencing March 1, 2018, the Deputy Mayor receives an additional \$100.00 per month that includes at least one scheduled Regional Council Meeting as the alternate Member of Regional Council; and,**
- 4. That the Deputy Mayor receives an additional \$100.00 for each Regional Council meeting that he/she attends.**
- 5. That a by-law be brought forward at a future Council Meeting to amend By-law No. 6040-17, being a By-law to provide for Council remuneration**

Executive Summary

This report provides information regarding the amendment to the *Municipal Act, 2001* which permits the Town of Aurora to appoint an alternate Member of Regional Council, who would attend Regional Council Meetings when the Mayor is unable to.

- Staff are recommending the Deputy Mayor position, as defined by the Procedure By-Law, be the alternate.
- The Deputy Mayor position is defined to mean "the Councillor who received the highest number of votes in the last regular election."
- Staff are recommending additional remuneration for the Deputy Mayor as the alternate Member of Regional Council should remain aware of matters being addressed by Regional Council

Background

The *Modernizing Ontario's Municipal Legislation Act, 2017* contained a number of amendments to the *Municipal Act, 2001*, including permitting municipalities to appoint alternates for their members of Regional Council. Currently, the only member of the Town's Council that sits on Regional Council is the Mayor.

The Town may appoint one alternate member of Regional Council who will represent the Town of Aurora when the Mayor is not able to attend a Regional Council Meeting. The alternate will only be able to attend Council meetings in the absence of the Mayor; no alternates will be permitted at Committee of the Whole. The Town can only appoint one Member of Council as the alternate, meaning if both the Mayor and alternate are unable to attend a Council meeting, the Town of Aurora will not be represented.

The Region of York have provided local municipalities with Procedures for Alternates to Regional Council which are attached to this report.

Analysis

The Town of Aurora Procedure By-law defines the Deputy Mayor position

In the Procedure By-law, the Deputy Mayor means, "the Councillor who received the highest number of votes in the last regular election." Barring a change in this definition, staff recommend that the Deputy Mayor position be the Town's alternate Member of Regional Council at the beginning of each Council term.

The alternate Member of Regional Council should remain aware of matters being addressed by Regional Council

As the procedures attached to this report note, the alternate Member of Regional Council will be paid mileage by the Region to attend meetings, but receive no additional remuneration. Staff are recommending that the Town pay the alternate \$100.00/month as he/she will be expected to read the various Regional agendas should he/she have to unexpectedly attend if the Mayor is unable to. Staff are further suggesting that should the alternate attend a Regional Council Meeting in place of the Mayor, that he/she be paid an additional \$100.00/meeting.

Advisory Committee Review

February 20, 2018

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Report No. CS18-002

None

Legal Considerations

Appointing an alternate to Regional Council to represent the Town of Aurora, in the absence of the Mayor, is in accordance with the *Municipal Act, 2001*.

Financial Implications

The Region schedules Council Meetings ten months of the year, with no meetings occurring in July or August. The staff recommendation would result in an additional \$1,000.00 remuneration being paid to the Deputy Mayor a year, as well as \$100.00 for every meeting that they attend. This would come from the Council Operating Budget.

Communications Considerations

Staff will communicate any appointment of an alternate member through the same channels (Council Highlights, website etc) as other Council decisions.

Link to Strategic Plan

This recommendation supports Objective #5 – Strengthening the fabric of our community, under the “The Pillars of Success – Community” section of the Strategic Plan. Specifically within that section is the bullet point, “investigate opportunities to enhance the Town’s representation at York Regional Council.”

Alternative(s) to the Recommendation

1. The report be received for information and no alternate be appointed.
2. Council directs another alternate be appointed.

Conclusions

This amendment to the *Municipal Act, 2001* helps to ensure the Town will have representation at all Region of York Council Meetings. The Deputy Mayor position, as defined by the Procedure By-law, is the recommended alternate for the Mayor on Regional Council.

February 20, 2018

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Report No. CS18-002

Attachments

Attachment #1 – Procedures for Alternates to Regional Council

Previous Reports

None

Pre-submission Review


Agenda Management Team review on February 1, 2018

Departmental Approval



**Techa Van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment 1

Procedures for Alternates to Regional Council

This Procedure relates to alternates to Regional Council who are appointed by local municipalities under section 268 of the *Municipal Act* when they are required to attend a Regional Council meeting. Alternates are only able to attend Regional Council meetings. This excludes Committee of the Whole, standing committee or other meetings.

Remuneration

1. Alternate members shall be entitled to mileage reimbursement in accordance with the Region's Reimbursement for the Use of Personal Vehicles Policy.
2. Mileage shall be calculated based on the shorter of the distance between the alternate member's home and the Region's Administrative Centre or the alternate member's municipal office and the Region's Administrative Centre.

Notification processes

3. A local municipality shall notify the Regional Clerk in the event that its council appoints an alternate member of Regional Council.
4. The Regional Clerk shall keep a record of all appointed alternate members which shall be available to the public.
5. The local Clerk or incumbent Council Member shall notify the Regional Clerk, in writing, as soon as reasonably possible when an alternate shall be attending a meeting of Regional Council.
6. Each local municipality will be responsible for notifying its alternate member that they are to attend any Regional Council meeting.
7. In situations where no prior notice has been given the alternate member shall at the time they attend a Regional Council meeting, provide the Regional Clerk, or designate, with written confirmation that they are acting as an alternate for that Council meeting.
8. Alternate members shall receive hard copy agendas, including confidential material, for any Council meeting for which notice of their attendance was provided. If no notice was provided they shall receive hard copy agendas at the time they attend the Council meeting and confirm they are acting as an alternate member.

Meeting Administration

9. No alternate member shall take their seat unless they have first taken their declaration of office. This is not required for subsequent meetings they might attend.
10. Alternate members must only be used when the Regional Council Member is unable to attend an entire Council meeting.
11. The alternate member shall have all the powers and duties of a Regional Council Member, including the power to make motions and vote and the duty to abide by the Region's Procedure Bylaw and Code of Conduct, as applicable.
12. The alternate member's powers and duties as a Regional Council Member extend only to the time they are present at the Council meeting.
13. Regional Council minutes shall note the absence of the incumbent member and the attendance of the alternate member.
14. Where both an alternate member and the Regional Council Member attend a Council meeting the Regional Council Member shall assume their seat. The alternate member may attend as a spectator.

#8017756



**Town of Aurora
General Committee Report**

No. CS18-003

Subject: Sign By-law update: Election Signs

Prepared by: Mandie Eddie, Bylaw Manager

Department: Corporate Services

Date: February 20, 2018

Recommendation

- 1. That Report No. CS18-003 be received; and**
- 2. That Sign By-law 5840-16 be amended reflect recent changes to the Municipal Elections Act respecting Third Party Advertisers; and**
- 3. That Council approve a temporary part-time Bylaw Officer for the purposes of education and enforcement efforts related to election signs and the provisions of the sign by-law; and**
- 4. That amendments to Sign By-law 5840-16 be brought forward to a future Council meeting for enactment.**

Executive Summary

The purpose of this report is seek Council's approval on amendments to By-law Number 5840-16, being a by-law respecting signs within the Town of Aurora, in order to address recent changes in the Municipal Elections Act and to request additional funding for enforcement of this by-law for the 2018 Provincial and Municipal Elections

- By-law Number 5840-16, being a by-law respecting signs within the Town of Aurora, regulates elections signs and contains provisions respecting the size, length of time and placement of election signs within the Town of Aurora.
- Recent changes to the Municipal Elections Act introduce regulations respecting third party advertisers and third party advertisement including signage and as a result amendments to the Town's Sign By-law are required
- Bylaw Services is recommending approval of a temporary part-time Bylaw Officer for the purpose of education and enforcement efforts relating to election signs ensuring consistence and equality of the enforcement process

Background

In 2012, staff undertook a review of the Town's temporary and permanent sign by-laws with the objective to respond to business and community needs and increase customer service.

On Tuesday January 20, 2015, Council resolved that staff report back on options to ensure necessary staff for the purpose of enforcing the provisions of the sign by-law pertaining to municipal election signs.

At the Council meeting of October 27, 2015, Council resolved that staff consider the comments of Council in respect to permitting one election sign per candidate, per frontage on private property. The by-law did address this and now candidates may only place one election sign per candidate on private property. There was also concern expressed about where signs could be placed on public property. The by-law provided better clarification by only permitting signs on intersections listed in the by-law and not allowing signs on centre medians, roundabouts, traffic circles and traffic islands.

On March 29, 2016, By-law Number 5840-16, being a by-law respecting signs within the Town of Aurora was enacted amalgamating both By-law No. 4897-07.P respecting temporary signs and By-law No. 4898-07.P respecting permanent signs and the changes requested by Council were included in this new by-law.

The changes to the Town's sign by-law respecting elections included revisions to ensure alignment with the sign by-law of the Regional Municipality of York (the "Region"), which was amended on June 25, 2015.

Analysis

By-law Number 5840-16, being a by-law respecting signs within the Town of Aurora, regulates election signs and contains provisions respecting the size, length of time and placement of election signs within the Town of Aurora.

Section 5.14 of the by-law regulates the location, size and duration of when signs may be erected and removed. It also restricts the number of signs that may be erected on private lot or premises to one sign per candidate. The election sign provisions are aligned and consistent with the Region's by-law requirements.

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Report No. CS18-003

For clarity, Schedule C of By-law 5840-16 provides a list of Town intersections on which election signs are permitted. It should be noted that any intersections that include a Regional Road are considered Regional Intersections and regulated by the Region's by-law.

Recent changes to the Municipal Elections Act introduce regulations respecting third party advertisers and third party advertisement including signage and as a result amendments to the Town's Sign By-law are required

The Municipal Elections Act has been amended to regulate, for the first time, third-party advertisers. Third-party advertisers are those that support, promote or oppose a candidate, or support, promote or oppose a "yes" or "no" question on the ballot. Individuals, corporations or trade unions that incur expenses by advertising in any broadcast, print, electronic or other medium during the "restricted period" will be required to register with the Town Clerk before incurring expenses.

The "restricted period" begins on the day that Nominations for the election can be filed, and ends at the close of voting on voting day. Essentially this means that if an individual, corporation or trade union is going to publish advertisements that are in support of or opposed to a candidate or a question on a ballot after May 1st in a regular election year, they must first be registered with the Town Clerk before spending any money on the advertisements.

Once registered, a third-party advertiser is subject to similar campaign finance rules as candidates, such as spending limits, rules on contributions, and the requirement to file a financial statement with the Town Clerk. This also means that the third-party advertisers will be permitted to place campaign signs, which will also be subject to the provisions of the governing Sign By-laws for individual Municipalities.

The current Sign By-law does not include any rules related to registered third-party advertisers, so the proposed amendments would ensure alignment with the amendments to the Municipal Elections Act.

Bylaw Services is recommending approval of a temporary part-time Bylaw Officer for the purpose of education and enforcement efforts relating to election signs ensuring consistency and equality in the enforcement process

The Municipal Election will be held on October 22, 2018. Candidates may begin erecting election signs 28 days in advance of the election and must remove their signs within 72 hours following the close of polls.

Additional resources will assist in managing the increased workload of Bylaw Services which will include education and enforcement. Activities will include engaging with candidates to explain rules, delivery of educational material, receiving, logging and following up with enquiries and complaints, active patrols, seizing, storing and retrieval of non-compliant signs.

The cost for this additional temporary resource will be offset by the Election Sign Fee of \$250 as required by the Region's Sign Bylaw payable upon registration of the candidate. Historically Bylaw Services of lower-tier municipalities has provided enforcement efforts on behalf of the Region and therefore the Region has agreed to allow municipalities to keep the fee to offset the cost of enforcement.

Advisory Committee Review

N/A

Legal Considerations

Changes to the Municipal Elections Act have introduced provisions respecting third party advertising. The Town's Sign By-law needs to be updated to address those changes to ensure that valid regulations are in place and enforcement tools are available to staff.

Financial Implications

The anticipated cost of hiring a part-time officer dedicated to election signs is approximately \$5000. The Region's sign by-law does require the payment of a \$250 fee per candidate upon registration and the Region has agreed to allow Municipalities to collect and keep the fees to offset enforcement efforts. There were 30 registered candidates for the 2014 municipal election equating to \$7000 in fees and in 2010 there were 23 registered candidates equating to \$5750 in fees.

Communications Considerations

As part of election communications to candidates and residents, the Communications Department will include information about the changes made to the by-law. Additionally Bylaw Services will work closely with Communications to develop a brochure for candidates outlining the requirements of the by-law and the responsibilities of the candidates that can be given to candidates when they submit their nomination information to the Clerk

Link to Strategic Plan

This report supports the strategic goal of supporting an exceptional quality of life for all.

Alternative(s) to the Recommendation

1. Council approves bringing forward amendments to the sign by-law only and does not approve the temporary staffing increase. In this case there may be a decline in service level responding to complaints during the election period.

Conclusions

Legislative changes to the Municipal Elections Act will require amendments to the current sign by-law with respect to election signage. Staff will bring these changes forward for Council approval.

As a result of some of the changes and concerns Council has raised around election signs, Officers will need to spend a significant amount of time in education and enforcement. Additional resources will ensure service levels are maintained during the election period.

Attachments

Attachment #1 - Schedule "C" of By-law 5840-16 – List of Town Intersections on which Election Signs are permitted.

Attachment #2 – Map of Town Intersections on which Election Signs are permitted.

Previous Reports

BBS15-011

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Report No. CS18-003

BBS16-002

Pre-submission Review

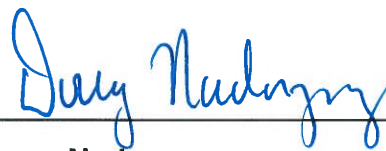
Agenda Management Team review on February 1, 2018

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



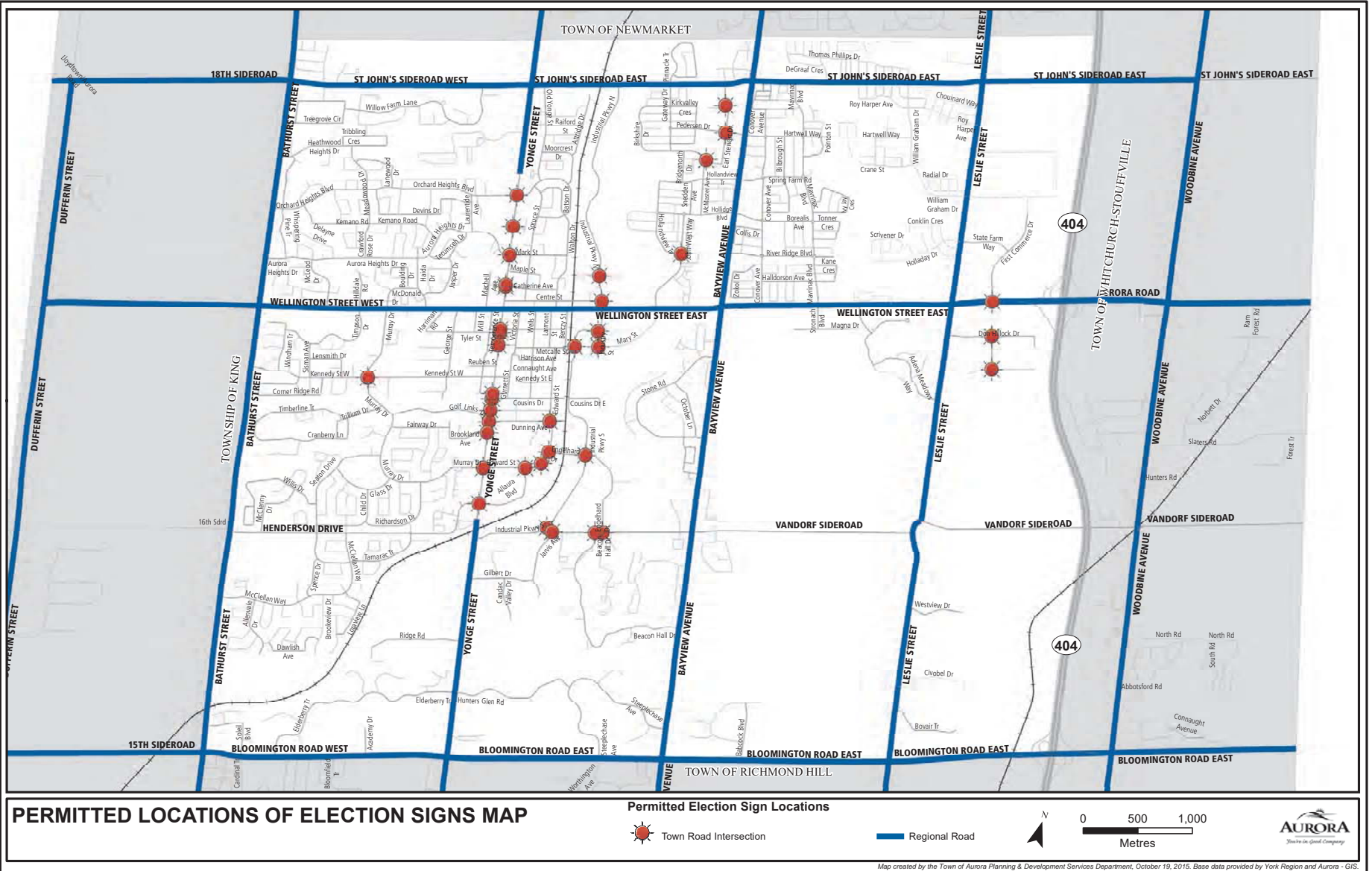
**Doug Nadorozny
Chief Administrative Officer**

Attachment # 1

SCHEDULE "C" to BY-LAW NUMBER 5840-16

List of Town intersections on which Election Signs are permitted in accordance with subsection 5.14 of this by-law:

- 1) Earl Stewart Drive & Pedersen Drive
- 2) Earl Stewart Drive & Isaacson Cres
- 3) Earl Stewart Drive & McMaster Ave
- 4) Edward Street & Engelhard Drive
- 5) Edward Street & Vata Court
- 6) Edward Street & Allaura Blvd
- 7) Edward Street & Dunning Ave
- 8) First Commerce Drive & State Farm Way
- 9) Goulding Ave & Don Hillock Drive
- 10) Goulding Ave & Eric T Smith Way
- 11) Industrial Pkwy North & Centre Street
- 12) Industrial Pkwy North & Scanlon Court
- 13) Industrial Pkwy South & Vandorf Sideroad
- 14) Industrial Pkwy South & Mary Street
- 15) Industrial Pkwy South & Engelhard Drive
- 16) Industry Street & Mary Street
- 17) Industry Street & Industrial Pkwy South
- 18) John West Way & Hollandview Trail
- 19) Murray Drive & Kennedy Street West
- 20) Vandorf Sideroad & Jarvis Ave
- 21) Vandorf Sideroad & Beacon Hall Drive
- 22) Vandorf Sideroad & Engelhard Drive
- 23) Yonge Street & Murray Drive/Edward Street
- 24) Yonge Street & Brookland Ave
- 25) Yonge Street & Royal Road
- 26) Yonge Street & Cousins Drive
- 27) Yonge Street & Ransom Street
- 28) Yonge Street & Church Street
- 29) Yonge Street & Tyler Street
- 30) Yonge Street & Mosley Street
- 31) Yonge Street & Dunning Ave/Golf Links Drive
- 32) Yonge Street & Henderson Drive/Allaura Blvd
- 33) Yonge Street & Orchard heights Blvd/Batson Drive
- 34) Yonge Street & Valhalla Court
- 35) Yonge Street & Irwin Ave
- 36) Yonge Street & Aurora Heights Drive / Mark Street
- 37) Yonge Street & Catherine Ave (Except South-East Corner)





**Town of Aurora
General Committee Report**

No. PDS18-015

Subject: Transfer of Review (TOR) Program
Prepared by: Anca Mihail, Manager of Engineering and Capital Delivery
Department: Planning and Development Services
Date: February 20, 2018

Recommendation

- 1. That Report No. PDS18-015 be received; and**
- 2. That staff be directed to initiate the process of becoming a participating municipality in the Transfer of Review (TOR) Program; and**
- 3. That the Mayor and Town Clerk be authorized to enter into a Transfer of Review Agreement with Ontario's Ministry of Environment and Climate Change (MOECC) including any and all documents and ancillary agreements required to give effect to the same; and**
- 4. That the Mayor and Town Clerk be authorized to enter into an Agreement with the Lake Simcoe Region Conservation Authority (LSRCA) including any and all documents and ancillary agreements required to give effect to the same.**

Executive Summary

This report seeks Council direction to initiate the process of becoming a participating municipality in the Transfer of review (TOR) Program and to enter into TOR Agreements with the MOECC and LSRCA for the review and approval of a defined range of sewage works.

By the Town of Aurora assuming responsibility for the review and approval of sewage infrastructure works the result would be the more efficient and timely approvals process. Existing Engineering staff can do the review in house. The additional workload will be offset by declining development activity.

Background

The Transfer of Review (TOR) Program is a program implemented in 1978 by the MOECC. Under the TOR Program, partner municipalities and the Ministry enter into an agreement which allows qualified/designated municipal engineers to conduct, on behalf of the Ministry, the administrative and technical review of Environmental Compliance Approval (ECA) applications for a defined range of sewage works. The main purpose of the TOR Program is to create efficiencies in the review of environmental approval applications for certain low-complexity sewage works (e.g. pipes).

A participating municipality can review applications for their own municipal/capital works projects. The municipality may also review sewage works on behalf of other parties (e.g. developers) whose projects are entirely located within the municipal boundary of the respective municipality provided that the works require an ECA and the future ownership of the sewage system under review will be transferred to the municipality.

It is the sole responsibility of the municipality to ensure that any application submitted on behalf of another party meets all applicable requirements of the program.

The main goals of the TOR Program are to allow the Ministry to focus resources on more complex applications, reduce the overlaps between the municipal and provincial approval process and improve the approval timelines to enable municipalities to better plan their investments. The MOECC has implemented a risk-based approach to approvals, thus the municipal review under the TOR Program will focus on a defined range of sewage applications, meaning less complex sewage works (e.g. sanitary sewers and sanitary pumping stations only). Any sewage works that provide treatment of sanitary sewage are not allowed to be reviewed by the municipality under the TOR Program.

For eligible sewage works proposed under the TOR Program in a participating municipality, an applicant may submit an ECA application to the municipality for review instead of the Ministry. Once the municipality completes its review, the ECA is still issued by the Ministry but it is typically processed quickly due to the review work already completed by the partner municipality. The TOR Program recognizes that the municipality is highly involved in the works that require approval to ensure they are properly designed and constructed.

The review and approval of the watermains construction, replacements and/or additions are already being done in-house, by the Municipality, as per the Drinking Water Works Permit issued to the Town.

Currently there are 37 TOR agreements that cover 95 municipalities that serve 75% of Ontario's population with 25% of Ontario's population living in the 349 non-participating municipalities

Analysis

TOR Process would result in a more efficient and timely approvals

There are 2 ways of obtaining an ECA: the TOR Process and the Direct Submission to MOECC.

1. When an ECA application is submitted through the TOR Program, the supporting documentation is sent to the municipality. The technical review of the proposed works is one in-house by the municipality which provides a letter of recommendation to the MOECC to approve the proposal once the review is completed. The MOECC issues the ECA after it receives the letter of recommendation from the municipal authority. This process is streamlined, faster and more efficient resulting in timely approvals.
2. When an ECA application is submitted directly to MOECC, the Ministry does the technical review with its own review engineers. Once the review is complete the Ministry issues the ECA. This process takes a lot longer since the Ministry reviews applications province wide and the turn-around time to get an ECA through a direct submission to the MOECC is usually from 6 to 8 months.

The MOECC Transfer of Review Program (TOR) has the following features

The TOR Program has the following features for municipalities that join the program:

- Municipalities collect and retain application fees as per the Ministry's current fee schedule.
- Currently, only licensed professional engineers on municipal staff are authorized to conduct the reviews.
- Ministry performs audits to ensure participants are complying with requirements.

- For municipalities participating in the TOR Program, Ministry turnaround times for the issuance of the ECA are shorter due to the review work already completed by the partner municipality, allowing for better municipal and project planning.

Requirements for Joining the TOR Program

To enter into the TOR Program a municipality has to fulfill the following requirements:

- Municipal staff must include licensed professional engineers on staff (at least 2 P.Eng.) who can review ECA applications. The Town employs currently 4 Professional Engineers including the Manager of Engineering Services.
- The Municipality has to enter into an agreement with the Ministry.

The TOR Program is a benefit for the Ministry and the Municipality

The TOR Program benefits for both, the Ministry and the municipality are as follows:

- Increased review efficiency of the ECAs, allowing the Ministry to focus resources on more complex applications.
- Improved timelines of issuing ECAs to allow better municipal planning.
- Reduced overlap between municipal and Ministry approval processes.
- Participating municipalities are able to ensure proper design, approval and construction of sewage works.

TOR Program and the Partnership with Lake Simcoe Region Conservation Authority

Part of the LSRCA commitment to MOECC to implement the Lake Simcoe Protection Plan is a strategy to implement better stormwater controls to minimize phosphorus loading from new development and to undertake urban stormwater retrofits to reduce the phosphorus entering Lake Simcoe and its tributaries.

The LSRCA's stormwater management strategy identifies three (3) components that would assist the LSRCA in achieving the above-mentioned goals:

1. **New Stormwater Management Guidelines.**
2. **Lake Simcoe Phosphorus Offset Program (LSPOP)** launched in September 2017. LSPOP will address nutrient contributions from residential development sources and help finance phosphorus reduction activity across a broad range of opportunities.

- ECA Transfer of Review** – since currently the LSRCA reviews municipal stormwater management projects as part of the development planning process, there is a clear opportunity for change in the way the stormwater management works are being reviewed and approved. The MOECC will allow LSRCA to be the 3rd party reviewer under the TOR Program. This would result in a faster approval timeframe and simplify the process thereby providing an incentive for developers to participate in the LSPOP program. It will also help promote the use of low impact development (LID) or other innovative lot-level stormwater technologies vs. traditional methods (e.g. ponds) to help reduce phosphorus entering the watershed. This will apply only to the area municipalities within the Lake Simcoe Region.

To enable LSRCA to conduct the engineering review, MOECC would need to prepare new TOR agreements with municipalities, allowing them to take over the review of the stormwater infrastructure and then area municipalities within Lake Simcoe watershed will transfer the review obligations to LSRCA. This process will reduce the MOECC workload and review duplication since the ECA could be issued shortly after the initial review done by the LSRCA and not be subject to another timelier review. Also, the cost to deliver the program will be reduced. Currently 15 of the 20 municipalities within the Lake Simcoe Watershed have a TOR Agreement with the LSRCA.

Advisory Committee Review

Not applicable

Legal Considerations

As part of the TOR Process, the Town would be taking on increased responsibility and the associated potential liability related to the review and approval of sewage works. With respect to storm works, that responsibility will be passed onto the LSRCA through the agreement which will include insurance and indemnity provisions. The Town insurer has been notified that the Town is considering this process change to ensure proper coverage will be in place. There will not be an increase to the Town's insurance premiums.

Financial Implications

Aurora, if it joins the TOR Program, will collect and retain the application fee for the review and approval of the sanitary works as per the Ministry's current fee schedule. MOECC fee for a sanitary sewer system review is \$1100, \$200 administrative processing fee plus \$900 technical review. The same fee of \$1100 per application will be collected and retained by the Municipality. Staff anticipates that there will be approximately 7 ECAs issued/year, development and capital works included, to a total of \$7700/year.

The fee for the storm works review will be collected and retained by LSRCA which will provide the administrative and technical review on behalf of Aurora.

Communications Considerations

Not applicable

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

Council might decide to not authorize staff to initiate the process of becoming a TOR participating municipality resulting in the following:

1. The technical review and approval of the sanitary works will be done through a direct submission to the MOECC. This might result in longer review time for the issuance of the ECA.
2. The technical review and approval of the storm sewers and stormwater management works will be on hold since the Ministry has transferred this review

process to the LSRCA allowing them to be a 3rd party reviewer on behalf of its area municipalities.

Conclusions

Staff recommends to start the process of becoming a participating municipality in the TOR Program and to enter into an agreement with the MOECC to conduct, on behalf of the Ministry, the administrative and technical review of ECA applications for a defined range of sewage works. Also, staff recommends that the Town enter into an agreement with LSRCA for the transfer of review, administrative and technical, of the storm sewer and stormwater management works.

Attachments

Not applicable

Previous Reports

Not applicable

Pre-submission Review

Agenda Management Team review on February 1, 2018

Departmental Approval



**Marco Ramunno
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. PDS18-019

**Subject: Application for Site Plan
York Region Christian Seniors' Home Inc.
440 & 460 William Graham Drive
Plan 65M-4442, Block 4
File Number: SP-2017-11
Related Files: OPA-2017-04, ZBA-2016-12**

Prepared by: Caitlin Graup, Planner

Department: Planning and Development Services

Date: February 20, 2018

Recommendation

- 1. That Report No. PDS18-019 be received;**
- 2. That Site Plan Application File SP-2017-11 (York Region Christian Seniors Homes Inc.) to permit the development of Phase 2 (subject lands) for the construction of a seven (7) storey building with one level of underground parking, 110 independent living units and 80 assisted living units for a total of 190 units, Be Approved; and,**
- 3. 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

The purpose of this report is to provide an evaluation and recommendations regarding the Site Plan Application submitted by York Region Christian Seniors Homes Inc.

- The owner proposes to construct a seven (7) storey building with one level of underground parking, 110 independent retirement units and 80 assisted living units for a total of 190 units in Phase 2 of the Meadows of Aurora Retirement complex.
- Circulated 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 subject Site Plan Application was submitted to the Town on November 17, 2017. The Applicant previously submitted an Official Plan Amendment Application on May 11, 2017, along with a revision to their Zoning By-law Amendment Application in order to add assisted living units as a permitted use, along with increasing the height of the building from six (6) storeys to seven (7) storeys.

Both applications were brought forward at a Public Planning Meeting on June 28, 2017 (Report PBS17-054), and subsequently at a General Committee Meeting on September 19, 2017 (Report PBS17-071).

Council passed the following resolution:

1. That Report No. PBS17-071 be received; and
2. That Application to Amend the Official Plan, File Number OPA-2017-04 (York Region Christian Seniors' Home Inc.), to permit a maximum building height of seven (7) storeys be approved; and
3. That Application to Amend the Zoning By-law File Number ZBA-2016-12 (York Region Christian Seniors' Home Inc.), to amend the 'RA2(423)' and '(H)RA2(424)' exception zones to include assisted living units and accessory uses as permitted uses, and to allow a maximum building height of seven (7) storeys be approved; and
4. That the Official Plan Amendment and Zoning By-law Amendment be presented at a future Council Meeting; and
5. That a Temporary Use By-law for temporary relief of providing 80% of parking spaces underground be presented at a future Council Meeting.

It should be noted that 'assisted living unit' is not a defined term in the Town's by-law, and to avoid introducing a new term and associated definition, through the Town's technical review it has been determined that 'assisted living units' would fall under the definition of 'Retirement Home,' which is already defined in the zoning by-law. The wording of the implementing by-law has been written to reflect this.

Location / Land Use

The subject lands are located north of Wellington Street at the intersection of Leslie Street and William Graham Drive. The properties are located on the south side of William Graham Drive, municipally known as 440 and 460 William Graham Drive (See Figure 1).

The subject lands are irregularly shaped and form a development block within the York Region Christian Seniors' Home Inc. landholding.

Surrounding Land Uses

The surrounding land uses are as follows:

- North: Residential Townhouse development;
- South: Open space and valley lands;
- East: Vacant, future Christian Seniors' apartment housing development;
- West: Phase 1 Christian Seniors' apartment housing development.

Policy Context

The Site Plan Application is consistent with the policies of the PPS, the Growth Plan for the Greater Golden Horseshoe, 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 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.

Aurora 2C Secondary Plan Area (OPA 73)

As illustrated on Figure 2, the subject lands are designated as “Urban Residential 2 (UR2)” by the Town’s Official Plan Amendment No. 73. The UR2 designation permits street, block, stacked and back-to-back townhouse dwellings, small plex-type (e.g. quattroplex) multiple unit buildings and small scale/ low-rise apartments. The maximum permitted height in the UR2 designation is 6 storeys; however, as previously mentioned an Official Plan Amendment to increase the height to a maximum of 7 storeys on the subject lands was approved and is now in full force and effect.

Zoning By-law 6000-17, as amended

The subject lands are zoned “Second Density Apartment Residential - RA2(423)” by the Town of Aurora Zoning By-law 6000-17, as amended. At the time of preparation of this report, the implementing zoning by-law has not yet been brought forward. However, as a condition of final site plan approval, the by-law will be required to be in full force and effect. The zoning amendment would permit a minimum of 70 and a maximum of 120 apartment dwelling units, and a retirement home on the subject lands.

Reports and Studies

The Owner submitted the following documents as part of a complete Site Plan Application:

Name	Report Author
Zoning Plan	OCA Architects Ltd.
A1 Site Plans	OCA Architects Ltd.
A2 Floor Plans	OCA Architects Ltd.
A3 Elevations	OCA Architects Ltd.
Landscape Package	Land Art Design Landscape Architects Inc.

Name	Report Author
Site Servicing, Grading and Drainage Plans	SCS Consulting Group Ltd.
Stormwater Management Compliance Letter	SCS Consulting Group Ltd.
E1 Exterior Lighting Photometrics	Trace Engineering Ltd.
Environmental Site Assessment Phase I	CPG-Franz Environmental Inc.
Survey	Rady-Pentek & Edward Surveying Ltd.

Proposed Application

Site Plan

As shown on Figure 4, the owner has submitted an Application to the Town for site plan approval to permit a seven (7) storey, 190 unit seniors apartment complex (comprised of 110 independent living units and 80 assisted living/retirement units). The proposed seven (7) storey structure provides visitor parking at grade with one level of tenant parking provided underground.

The pertinent site statistics are as follows:

Site Statistics	By-law Requirement	Proposed
Lot Area	18,000 sq.m. (min)	18,057 sq.m.
Lot Frontage	150 m	163 m
Residential Units	Min of 70 units Max of 120 units	110 units 80 assisted living beds
Front Yard Setback	4.5 m	4.5 m (min)
Interior Side Yard Setback	0 m	3.0 m (min)
Rear Yard	1.5 m	1.5 m (min)
Height	Min 3 storeys Max 5 storeys or 28.0 metres	7 storeys
Lot Coverage	17% min	24%
Total Floor Area	N/A	24,893 sq.m.
Building Area	N/A	4,398 sq.m.

Site Statistics	By-law Requirement	Proposed
Amenity Area	5 sqm/ unit	11 sqm/ unit
Parking Provided (58 above ground + 115 underground)	1.2 spaces per apartment unit (132 spaces required) 0.35 spaces per bed for assisted living units (28 spaces required) Total Parking Required: 160 spaces	Total Parking Provided: 173 spaces

Analysis

Aurora 2C Secondary Plan Area (OPA 73)

The proposed Site Plan development conforms to OPA 73.

As noted earlier, the subject lands are designated as “Urban Residential 2 (UR2)” by the Town’s Official Plan Amendment No. 73. The UR2 designation permits small scale/ low-rise apartments. The maximum permitted height in the UR2 designation is 6 storeys; however, as previously mentioned an Official Plan Amendment to increase the height to a maximum of 7 storeys on the subject lands was approved and is now in full force and effect.

Planning Staff are of the opinion that the proposed site plan conforms to the land use and development policies of OPA 73 and is compatible with the surrounding land uses.

February 20, 2018

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Report No. PDS18-019

Zoning By-law 6000-17, as amended

Final enactment of the implementing zoning by-law relating to File ZBA-2016-12 is required before the Site Plan Agreement is finalized.

The subject property is zoned "Second Density Apartment Residential RA2(423) Exception Zone" by the Town of Aurora Zoning By-law 6000-17, as amended. The proposed Site Plan as prepared by the applicant complies with the permitted uses and building standards of the Council-adopted zoning by-law amendment report PBS17-017, and enacting draft by-law. The site plan agreement will not be executed and registered until the Site Plan is approved and the zoning amendment is enacted.

Urban Design and Elevations

Staff have reviewed the plan for urban design and building materials conformity. Staff are satisfied with the submission.

The proposed Site Plan development will be designed and constructed in accordance with the Urban + Architectural Design Guidelines for the 2C West Secondary Plan Area. The proposed Site Plan design will ensure best practice urban design and architectural detail is adhered to with regards to the proposed Site Plan Application.

Pursuant to the 2C Urban Design guidelines, buildings shall be designed with high quality design, materials and finishes. As illustrated in Figures 5, 6, and 7, the proposed building elevations illustrate precast concrete wall panels and precast concrete parapet mouldings. The architectural design and building materials for Phase 2 will reflect and complement what has been completed in the Phase 1 building.

The Town's Control Architect, the Planning Partnership is reviewing the Site Plan Application with respect to Architectural and Urban Design elements to ensure the proposal adheres to the Urban Design Guidelines of the Aurora 2C Secondary Plan Area. A sample board of the proposed building materials is being reviewed the by the Planning Partnership and Town Staff. Overall, the Town is pleased with the initial approach to high quality materials proposed by the owner, and finds it is in keeping with the materials used for Phase 1. Prior to final approval and execution of the site plan agreement, all site plan and elevation permit drawings will require the approval of the control architect at the building permit stage.

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

The Applicant is proposing a variety of plantings throughout the site, along with two gardens and a number of seating areas and pathways. Parks staff have no objections to site plan approval provided that the plans are updated to revise two tree species and show railing details, as well as providing a detailed landscape cost estimate.

Development Planning Engineer

The Development Services Engineer has no objections to the approval of the Site Plan subject to additional technical information being provided, including a detailed cost estimate.

Planning and Building Services, Building Division

As previously discussed, 'assisted living unit' is not a defined term in the Town's by-law, and to avoid introducing a new term and associated definition, through the Building Division's technical review it has been determined that 'assisted living units' would fall under the definition of 'Retirement Home,' which is already defined in the zoning by-law. The wording of the implementing by-law has been written to reflect this.

The Applicant has provided 72% of the parking below ground, whereas the by-law requires 80% of the total required parking spaces to be located below ground. The Applicant is aware of this and a Temporary Use By-law for temporary relief from this provision will be required.

Building division staff have no objections to the approval of the Site Plan Application subject to the applicant providing the requested clarifications and revisions.

Traffic/ Transportation

A Transportation Impact Study (TIS) was submitted previously as part of the original Draft Plan of Subdivision Application for the York Seniors' landholdings. The Town's Transportation Analyst previously reviewed the TIS through the draft plan approval

process. The Town's Traffic Analyst has reviewed the current submission and has provided minor technical comments to be satisfied prior to final approval.

Regional Municipality of York

The Regional Municipality of York has reviewed the application and advises that they have no objection to the proposal, subject to satisfying technical and other requirements relating to wellhead protection management and policies, dewatering, and source water impact and assessment. The Owner will be required to satisfy these requirements prior to the execution of the Site Plan Agreement.

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 Site Plan. LSRCA staff are preparing technical comments to be submitted to the Town in the coming weeks. The owner will be required satisfy these requirements prior to the execution of the Site Plan Agreement.

Advisory Committee Review

No communication required.

Legal Considerations

This planning application file has been submitted to the Town pursuant to the provisions of the Planning Act, and as such may be subject to future OMB (Land Tribunal) appeal and litigation, which may require Legal Services review and comments for Council consideration. Should Council approve this planning application Legal Services will also review any agreements required to implement final approval of this application.

Financial Implications

At the time of execution of the Site Plan agreement, fees and securities will be applied to the development. The development of the subject lands will generate development charges.

Communications Considerations

Further to a Council direction, if the Site Plan Application is not associated with any other active *Planning Act* applications, the Applicant is required to erect a Notice Sign at the time, and in a form and location, prescribed by the Town of Aurora, to advise the Public of the Site Plan Application.

Site Plan Application SP-2017-11 is associated with Official Plan Amendment Application OPA-2017-04 and Zoning Amendment Application ZBA-2016-12, therefore another sign was not required to be posted for the Site Plan Application.

Servicing Allocation

Zoning By-law Number 5722-15 was enacted on April 28, 2015 to remove the Holding (H) provision from the RA3-14 Zoning Designation (now referred to as RA2(423) in By-law 6000-17) (Phase 2 lands). The lifting of the (H) provision permits the development of 160 residential apartment units. Through Site Plan Application SP-2017-11, a total of 110 residential apartment units is being proposed. The 80 assisted living/retirement home units that are proposed fall under a different category as the residential apartment units and do not require allocation.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: Through the proposed Site Plan Application on the subject lands, the application will assist in creating housing in accordance with the Collaborate with the development community to ensure future growth includes housing opportunities for everyone action item.

Alternative(s) 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 Development 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, and all required technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the Site Plan agreement. Staff recommend approval of the Site Plan Application File: SP-2017-11.

Attachments

Figure 1 – Location Map

Figure 2 – Existing Official Plan Designation

Figure 3 – Existing Zoning By-Law

Figure 4 – Proposed Phase 2 Site Plan

Figure 5 – Proposed Phase 2 Building Elevations (West Tower)

Figure 6 – Proposed Phase 2 Building Elevations (North and South)

Figure 7 – Proposed Phase 2 Building Elevations (East Tower)

Previous Reports

Public Planning Report No. PBS17-007, dated January 25, 2017.

Public Planning Report No. PBS17-054, dated June 28, 2017.

General Committee Report No. PBS17-071, dated September 19, 2017.

Pre-submission Review

Agenda Management Team review on February 1, 2018.

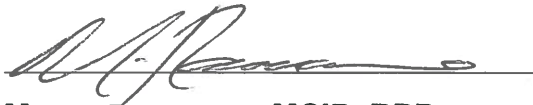
February 20, 2018

Page 12 of 12

Report No. PDS18-019

Departmental Approval

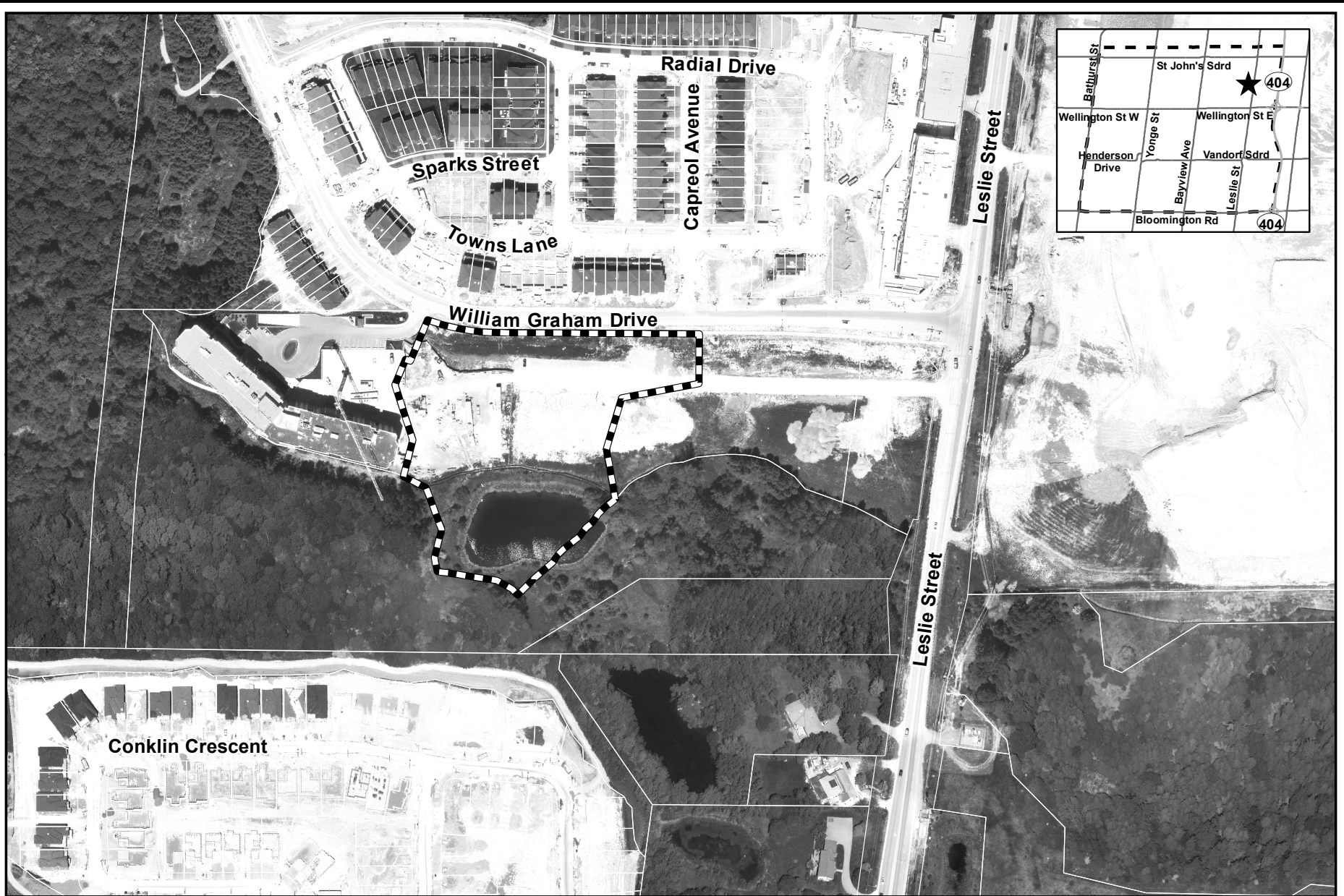
Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

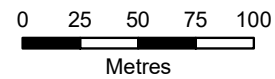


LOCATION MAP

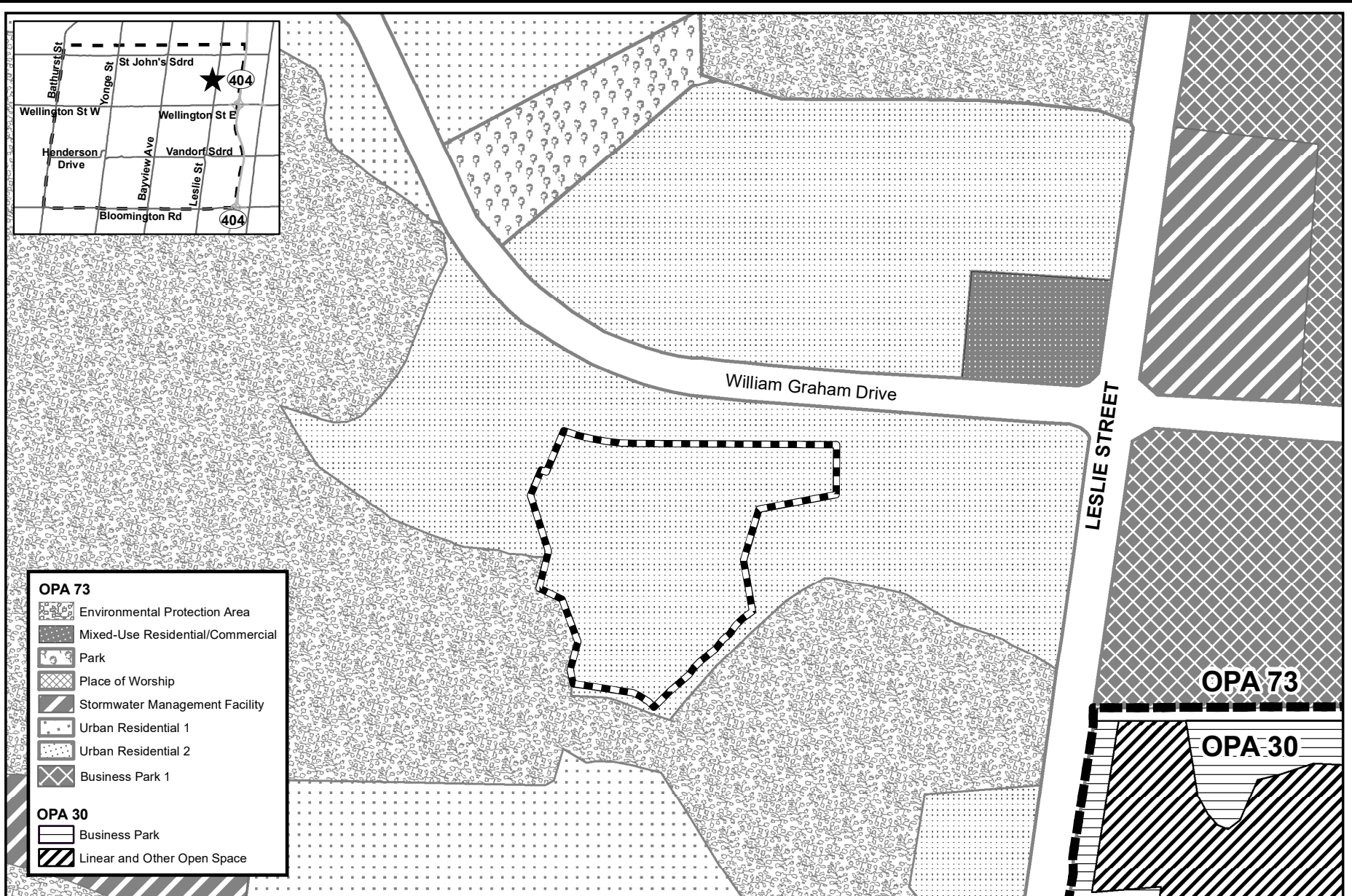
APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11
 FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, January 26, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



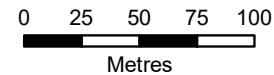
EXISTING OFFICIAL PLAN DESIGNATION

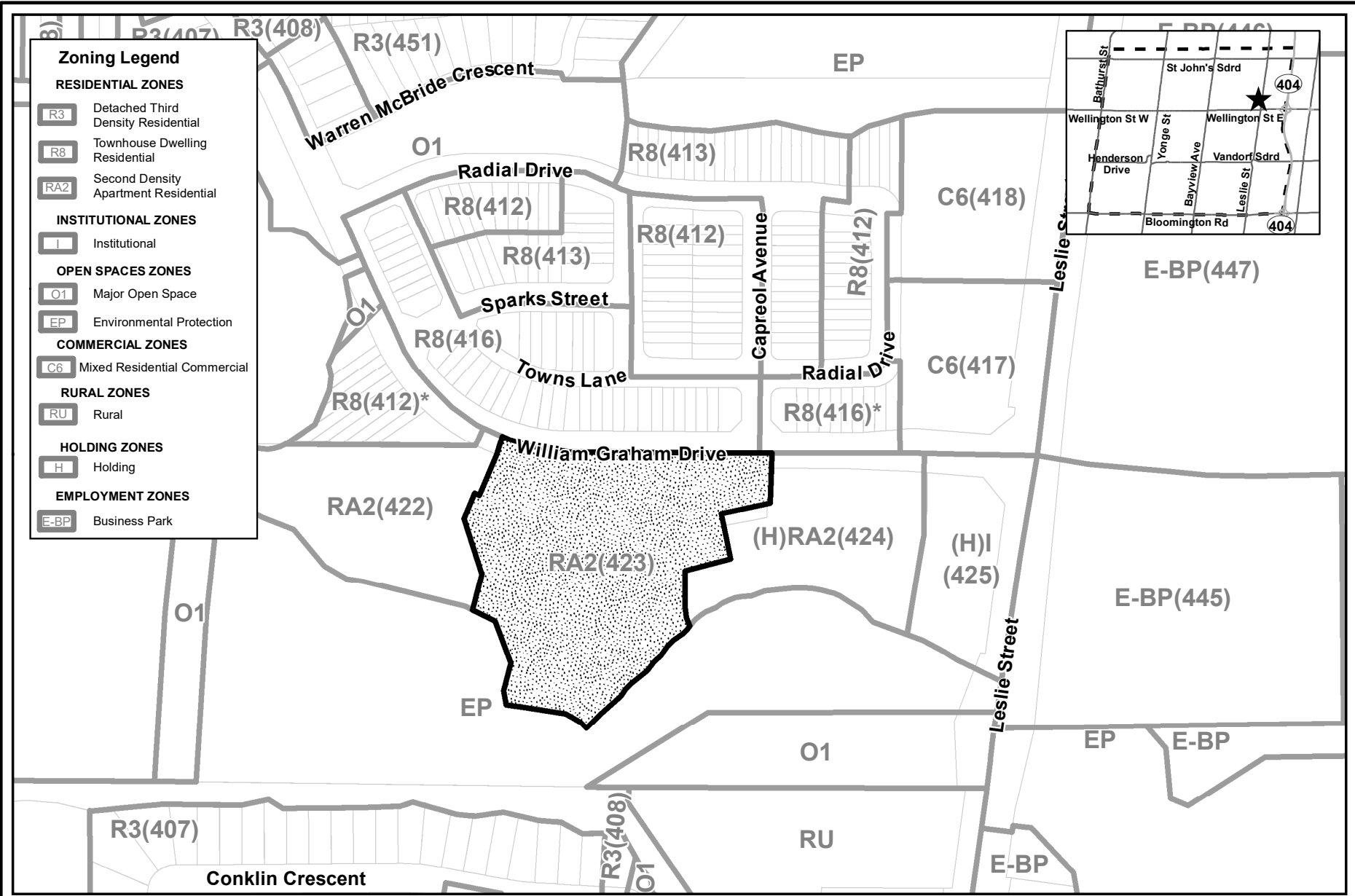
APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11

FIGURE 2



SUBJECT LANDS





Zoning Legend

RESIDENTIAL ZONES

- R3** Detached Third Density Residential
- R8** Townhouse Dwelling Residential
- RA2** Second Density Apartment Residential

INSTITUTIONAL ZONES

- I** Institutional

OPEN SPACES ZONES

- O1** Major Open Space
- EP** Environmental Protection

COMMERCIAL ZONES

- C6** Mixed Residential Commercial

RURAL ZONES

- RU** Rural

HOLDING ZONES

- H** Holding

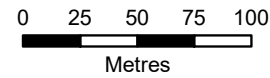
EMPLOYMENT ZONES

- E-BP** Business Park

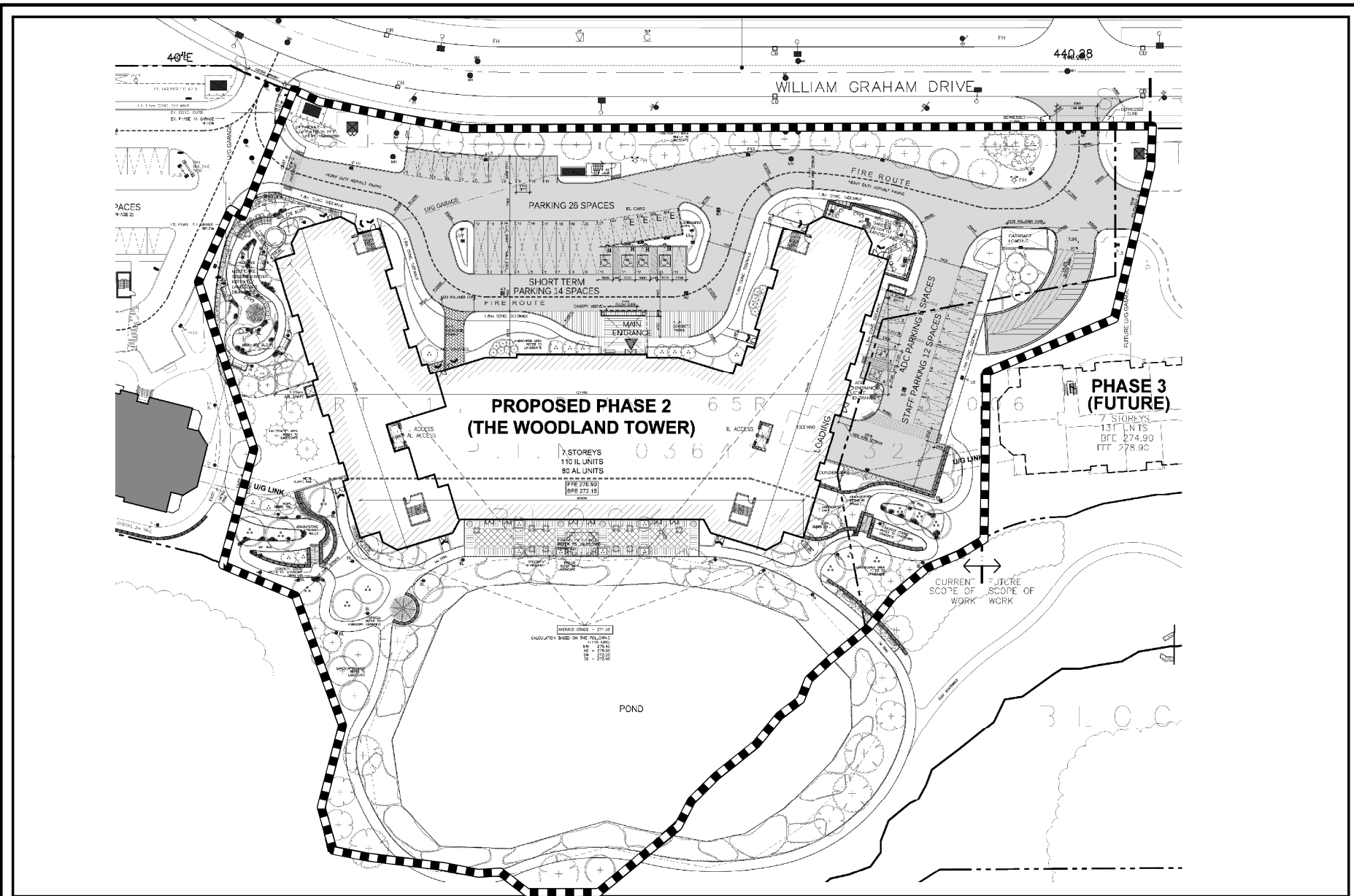
EXISTING ZONING BY-LAW

APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11
FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, January 26, 2018. Base data provided by York Region & the Town of Aurora.



PROPOSED SITE PLAN

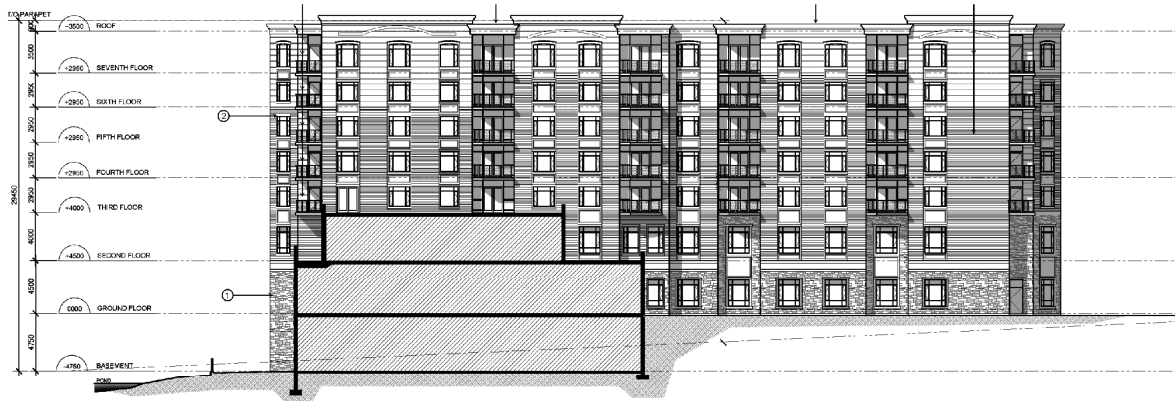
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 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11

FIGURE 4

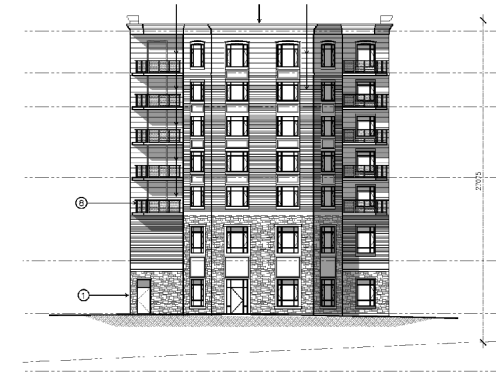


SUBJECT LANDS





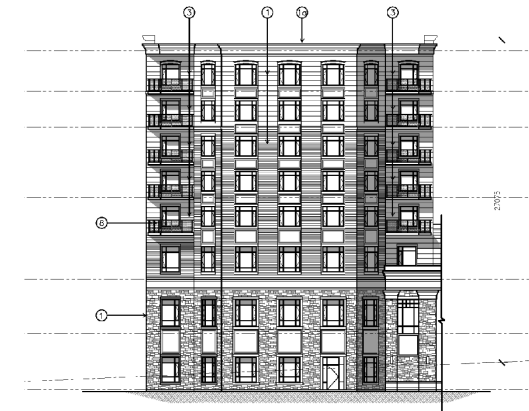
1 EAST ELEVATION - WEST TOWER
 SCALE: 1:150



2 NORTH ELEVATION - WEST TOWER
 SCALE: 1:150



3 WEST ELEVATION - WEST TOWER
 SCALE: 1:150



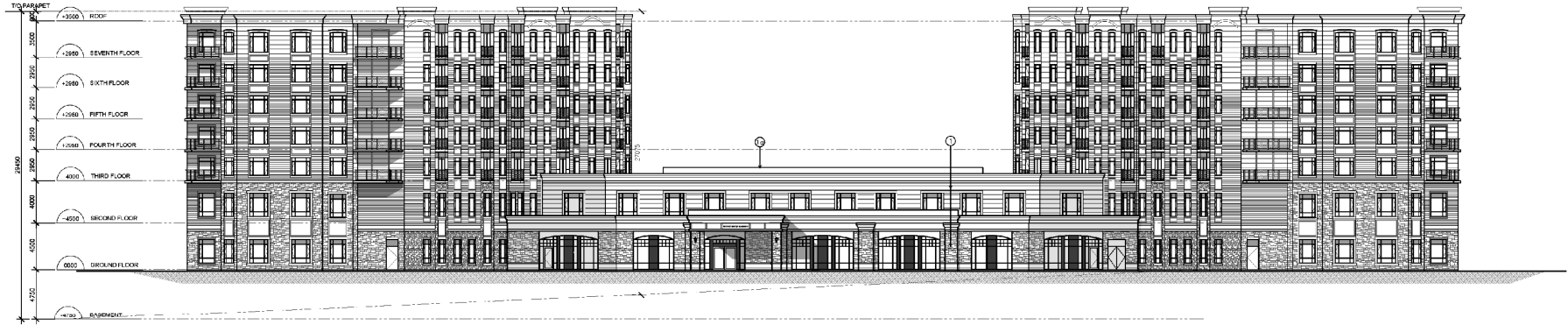
4 SOUTH ELEVATION - WEST TOWER
 SCALE: 1:150

PROPOSED PHASE 2 BUILDING ELEVATIONS (WEST TOWER)

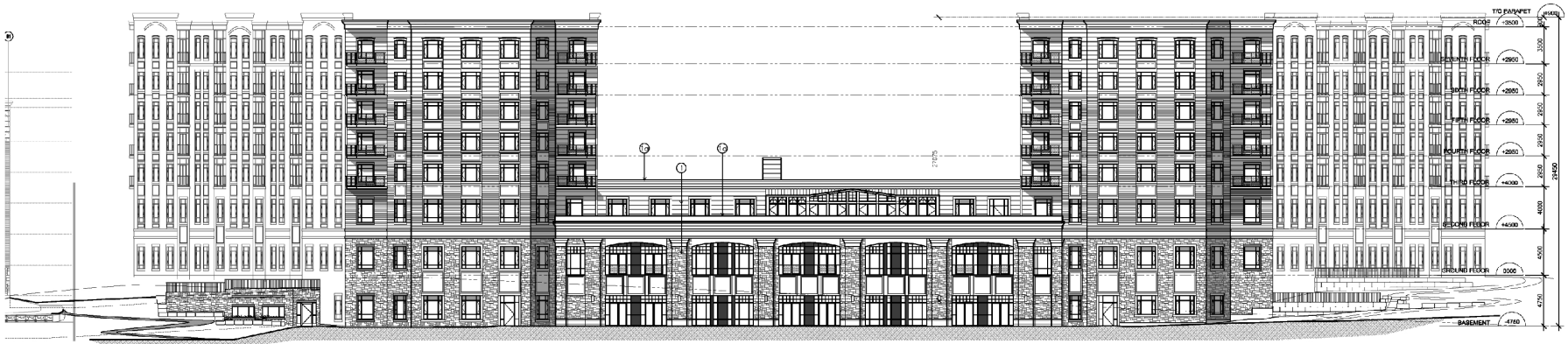
APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11

FIGURE 5





1 NORTH ELEVATION - MAIN ENTRANCE
 SCALE: 1:150



2 SOUTH ELEVATION
 SCALE: 1:150

PROPOSED PHASE 2 BUILDING ELEVATIONS (NORTH AND SOUTH)

APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11

FIGURE 6





1 EAST ELEVATION - EAST TOWER
 A-3.3 SCALE: 1:150

PROPOSED PHASE 2 BUILDING ELEVATIONS (EAST TOWER)

APPLICANT: YORK REGION CHRISTIAN SENIORS' HOME INC.
 LOCATION: 440 - 460 WILLIAM GRAHAM DRIVE
 FILES: SP-2017-11

FIGURE 7



Map created by the Town of Aurora Planning and Building Services Department, January 26, 2018. Base data provided by OCA Architects.