



General Committee Meeting Agenda

**Tuesday, June 5, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, June 5, 2018
7 p.m., Council Chambers

Councillor Pirri 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. Community Presentations

(a) Shelley Ware, Supervisor, Special Events

Re: Festivals and Events Ontario (FEO) Awards Announcement

4. Delegations

(a) Cameron Weighill, Resident

Re: Exception from Interim Control By-law

(b) Brian Moore, representing Aurora Chamber of Commerce

Re: Sign By-law

(c) George Hughes, Chair, Board of Directors, Aurora Chamber of Commerce

Re: Sign By-law

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 Item C1 be approved:

C1. Memorandum from Mayor Dawe Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 27, 2018

Recommended:

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 27, 2018, be received for information.

6. Advisory Committee Meeting Minutes

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. PDS18-069 – Renovations of the Aurora Armoury 89 Mosley Street

Presentation to be provided by Anthony Ierullo, Manager of Policy Planning and Economic Development, and Philip Hastings, GOW Hastings Architects

Recommended:

1. That Report No. PDS18-069 be received; and
2. That the design of the Aurora Armoury as outlined in this report be approved; and

3. That, in accordance with the Aurora Hydro Sale Investment Reserve Fund By-law No. 5439-12, Council determines that completion of the Aurora Armoury project is in the best interests of the Town; and
4. That, having provided the necessary public notice required of Bylaw No. 5439-12, the budget for the Armoury restoration and renovation be increased by \$4,618,800 to a total budget of \$4,883,800, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund; and
5. That the above budget includes a 1% contribution in the amount of \$46,100 to the Town's Public Art Reserve Fund in accordance with the Official Plan requirements.

R2. OPS18-011 – Central York Fire Services Headquarters 4-5

Recommended:

1. That Report No. OPS18-011 be received; and
2. That the final design of Station 4-5 be approved; and
3. That the Aurora portion of the budget be increased by 1% in the amount of \$36,100 in support of public art in accordance with the Official Plan requirements; and
4. That additional Aurora funding in the amount of \$3,523,400 be approved for the Town share of the cost of the construction of Station 4-5, to be funded from the Fire DC Reserve Fund as set out in Report No. OPS18-011; and
5. That staff be authorized to proceed with Phases 4, 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects in the amount of \$345,000, excluding disbursements and taxes.

R3. OPS18-012 – Winter Maintenance 2017/2018 Report

Recommended:

1. That Report No. OPS18-012 be received for information.

R4. CS18-012 – Magna Golf Club – Display Fireworks

Recommended:

1. That Report No. CS18-012 be received; and
2. That the setting off of Display Fireworks for a wedding at Magna Golf club on June 23, 2018, for approximately five minutes at 10:30 p.m. be approved; and
3. That a by-law to amend Fireworks By-law No. 5373-11 be brought forward to a future Council meeting providing delegated authority to staff for the approval of setting off fireworks in celebration of events other than Victoria Day and Canada Day.

R5. CS18-013 – Town of Aurora 2018-2024 Accessibility Plan

Presentation to be provided by Ivy Henriksen, Manager, Customer Service, and Matt Zawada, Accessibility Advisor

Recommended:

1. That Report No. CS18-013 be received; and
2. That the 2018-2024 Annual Multi-Year Accessibility Plan be approved.

R6. PDS18-030 – Parking By-law Amendment for Commercial Motor Vehicle

Recommended:

1. That Report No. PDS18-030 be received; and
2. That a by-law to amend By-law No. 4574-04.T be brought forward to update the definition and on-street parking restrictions for commercial motor vehicles.

R7. PDS18-058 – FCM Partners for Climate Protection Council Resolution

Recommended:

1. That Report No. PDS18-058 be received; and

2. That the resolution contained in the attachment be endorsed; and
3. That the Program Manager Environmental Initiatives and the Mayor be appointed to oversee implementation of the Partners for Climate Protection (PCP) Program Milestones.

R8. PDS18-060 – Building Permit Fees Review

Recommended:

1. That Report No. PDS18-060 be received; and
2. That the proposed Building Permit fee amendments be approved; and
3. That the amending by-law be presented to Council at its meeting of June 26, 2018, for enactment effective July 1, 2018; and
4. That the current policy for Temporary Sales Trailers/Offices be repealed and replaced with the new Guidelines for the Approval of Temporary Sales Trailers and/or Office.

R9. PDS18-062 – Application for Site Plan Approval

Gottardo Construction Limited

Lot 3 and Part of Block 11, Registered Plan 65M-4324

95 Eric T. Smith Way

File Number: SP-2018-04

Related Files: D14-05-04 and D12-05-1A

Recommended:

1. That Report No. PDS18-062 be received; and
2. That site plan application number SP-2018-04 (Gottardo Construction Limited) to permit the development of the subject lands for a six-storey, 110-room hotel, 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.

**R10. PDS18-063 – Application for Site Plan Approval
1623 Wellington Street East Developments Limited
(SmartCentres)
1623 Wellington Street East
File Numbers: SP-2018-05 and ZBA-2018-03
Related Files: OPA-2011-02 and ZBA-2011-06**

Recommended:

1. That Report No. PDS18-063 be received; and
2. That site plan application number SP-2018-05 (1623 Wellington Street East Developments Limited) to permit the development of the subject lands for four buildings totaling 11,000 square metres (118,407 square feet) of leasable floor area, to be used for retail uses in accordance with the site-specific zoning be approved; and
3. That the extension of Goulding Avenue through to Wellington Street East be approved; and
4. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same; and
5. That the application to amend the Zoning By-law File Number ZBA-2018-03 to lift the Holding (H) Prefix for the subject lands currently zoned “(H)E-BP(398) Business Park Holding Zone” be approved; and
6. That the implementing Zoning By-law Amendment be presented at a future Council meeting.

8. Notices of Motion

- (a) Mayor Dawe**
Re: Bee City Canada Designation

9. New Business

10. Closed Session

11. Adjournment



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

Delegation Request

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

9 a.m. One (1) Business Day Prior to the Requested Meeting Date

Council/Committee Meeting and Date: General Committee, June 5, 2018	
Subject: Exception from Interim Control By-law	
Name of Spokesperson: Cameron Weighill	
Name of Group or Person(s) being Represented (if applicable): 	
Brief Summary of Issue or Purpose of Delegation: Requesting an exception from the interim control by-law to apply for a minor variance. My wife and I are unable to renovate our home to meet the needs of our family and maintain it as a bungalow, preserving existing feel of our neighbourhood, without the ability to apply for a minor variance.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Geoffrey Dawe	Date: May 7, 2018
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



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

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

Council/Committee Meeting and Date: Tuesday June 5, 2018	
Subject: Sign Bylaw	
Name of Spokesperson: Brian Moore	
Name of Group or Person(s) being Represented (if applicable): Aurora Chamber of Commerce	
Brief Summary of Issue or Purpose of Delegation: Presentation of the summary of the results of the Aurora Chamber of Commerce Survey distributed to members regarding use of the current sign bylaw and desired changes. This presentation will also focus on best practices of other regional towns with regard to their sign bylaws in order to address changes to Aurora's existing sign bylaw.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Tom Mrakas, John Abel, Sandra Hu	Date: May 14, 2018
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



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Delegation Request

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

9 a.m. One (1) Business Day Prior to the Requested Meeting Date

Council/Committee Meeting and Date: June 5th, 2018	
Subject: Sign By-Law	
Name of Spokesperson: George Hughes (Chair - Board of Directors)	
Name of Group or Person(s) being Represented (if applicable): Aurora Chamber of Commerce and our Members	
Brief Summary of Issue or Purpose of Delegation: There are deficiencies in the current version of the sign by-law that are have direct impact on our Members with regards to business signs. We feel that the by-law should be revised to reflect best practice and be in-line with the other municipalities within York Region.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, with whom?	Date:
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123 ext. 4746
Email: mayor@aurora.ca
www.aurora.ca

**Town of Aurora
Office of the Mayor**

Memorandum

Date: June 5, 2018
To: Members of Council
From: Mayor Geoffrey Dawe
Re: **Lake Simcoe Region Conservation Authority
Board Meeting Highlights of April 27, 2018**

Recommendation

That Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction



Board Meeting Highlights

April 27, 2018

Announcements:

- a) CAO Mike Walters was pleased to announce that Don MacIver, Vice Chair of Credit Valley Conservation, was recently elected as the Chair of Conservation Ontario Council. He also congratulated LSRCA's Chair Geoffrey Dawe on being elected to Conservation Ontario's Board of Directors.
- b) CAO Walters was pleased to advise Board members that Conservation Ontario signed a Memorandum of Cooperation with the Province of Ontario on April 16th, formalizing their partnership to protect Ontarians from natural hazards such as flooding, and to ensure the health of Ontario's natural resources. For more information, please click this link: [New-Relationship-Between-the-Province-and-Conservation-Authorities](#).
- c) CAO Walters reminded Board members that nominations for LSRCA's Annual Conservation Awards are now open for and will remain open until June 15th. Nominations can be made through the following link: [Nominate-Environmental-Heroes](#) or by contacting Katarina Zeppieri, Senior Administrative Assistant, Communications and Education at k.zeppieri@lsrca.on.ca or 905-895-1281 x 116.

Presentations:

- a) LSRCA 2017 Audit by BDO Canada

Ms. Trudy White, representing LSRCA's independent audit firm, BDO Canada LLP, attended the meeting to advise the Board of Directors on the audit of LSRCA's 2017 Financial Statements, noting that the audit went very well with lots of support and cooperation from staff. Ms. White went on to note that the audit found no issues with override of controls or anything unusual. Ms. White asked Board members if they were aware of any fraud that has taken place at LSRCA during the year, to which Board members replied that they were not.

- b) Stormwater Management Economic Study

General Manager, Integrated Watershed Management, Ben Longstaff, together with Tracy Patterson of Freeman Associates Ltd., provided a presentation on the stormwater management optimization study, a study on how stormwater can be optimized at the least cost to municipalities. Extensive research in stormwater management has shown that a new direction is needed to resolve the massive infrastructure deficit and to provide sustainable solutions for future development. Partnering with the Towns of Aurora, Newmarket, and East Gwillimbury, and utilizing funds obtained through provincial and federal grants, the study will explore opportunities in the East Holland River to optimize stormwater performance while assessing economic principles of aggregation, economies of scale and equitable responsibility. Currently each municipality manages its stormwater independently, and this study will look at opportunities for municipalities to work collectively to identify solutions at the subwatershed scale.

Some objectives of the study include evaluating the potential for mitigating stormwater flows and flooding, and reducing contaminant loadings via integration of municipal green and grey stormwater management infrastructure; determining operational implications of an integrated or systems-based approach to

municipal stormwater management; identifying the most effective phosphorus and water quantity offset locations, supporting planning decision via updates to subwatershed plans; and facilitating application of a public domain model for future stormwater applications. To view this presentation, please click this link: [Stormwater Management Optimization Study](#). For additional information on this study, please contact Ben Longstaff @ b.longstaff@lsrca.on.ca or 905-895-1281 ext 305.

Correspondence and Staff Reports:

Correspondence

The Board received the following pieces of correspondence:

- a) Aird & Berlis letter of March 20, 2018 to LSRCA regarding Maple Lake Estates Section 28 Application;
- b) Durham Region letter of March 27, 2018 to LSRCA regarding LSRCA's 2018 Operating and Special Projects Budgets; and
- c) MPP-York Simcoe Julia Munro's letter of March 28, 2018 to MMA Minister, the Hon. Bill Mauro, requesting a meeting regarding the Maple Lake Estates property.

LSRCA'S 2017 Draft Audited Financial Statement

The Board approved Staff Report No. 15-18-BOD prepared by Manager, Finance, Katherine Toffan, regarding the 2017 Draft Audited Financial Statements of LSRCA, which included recommendation of Appropriations to and from Reserves from operations, as well as distribution of the audited statements.

Purchasing Policy - Stormwater Management Economic Study

The Board approved Staff Report No. 16-18-BOD, prepared by Ben Longstaff, General Manager, Integrated Watershed Management, which sought approval to contract Freeman Associates Ltd. to undertake a stormwater management economic study funded through a Natural Resource Canada (NRCAN) grant.

LSRCA'S 2018 Proposed Budget

The Board received Staff Report No. 17-18-BOD, prepared by Susan McKinnon, Manager, Budget and Business Analysis, regarding LSRCA's 2018 Proposed Budget. The Board approved the 2018 Budget and all projects outlined therein and authorized staff to enter into agreements as required for the undertaking of projects for the benefit of LSRCA. Per Ontario Regulations 139/96, the 2018 budget was approved by weighted vote, unanimously by those in attendance. General Manager, Corporate and Financial Services, Mark Critch provided a presentation on LSRCA's 2018 budget. To view the presentation, please click this link: [2018 Budget Presentation](#)

Purchasing Policy - Magna Centre (Newmarket) Low Impact Development (LID) Retrofit Project

The Board approved Staff Report No. 18-17-BOD, prepared by Steve Auger, Manager, Urban Restoration, regarding the Magna Centre Low Impact Development Retrofit Project, which recommended that staff retain R&M Construction Ltd. to undertake construction services to implement the design at a cost of \$132,961 excluding HST.

For more information or to see the full agenda package, please click the link below for LSRCA's Board of Directors' webpage: [LSRCA Board Meetings](#)



Town of Aurora

General Committee Report

No. PDS18-069

Subject: Renovation of the Aurora Armoury - 89 Mosley Street

Prepared by: Anthony Ierullo, Manager of Policy Planning and Economic Development

Department: Planning and Development Services

Date: June 5, 2018

Recommendation

1. That Report No. PDS18-069 be received; and
2. That Council approve the design of the Aurora Armoury as outlined in this report; and
3. That in accordance with the Aurora Hydro Sale Investment Reserve Fund By-law No. 5439.12, Council determines that completion of the Aurora Armoury project is in the best interests of the Town; and
4. That, having provided the necessary public notice required of Bylaw No. 5439.12, the budget for the Armoury restoration and renovation be increased by \$4,618,800 to a total budget of \$4,883,800, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund; and
5. That the above budget includes a 1% contribution in the amount of \$46,100 to the Town's Public Art Reserve Fund in accordance with the Official Plan requirements.

Executive Summary

- The Aurora Armoury was acquired by the Town in 2014 with the intent to restore the property and secure an appropriate use that supports the Town's Strategic Plan.
- Council has approved funding to complete the design, interior demolition and removal of hazardous materials in conjunction with an approved provincial grant.
- The Town's Architects have completed detailed design for the building that is in line with the conceptual design previously presented to Council. The design effectively maximizes the short and long term utility of the building, while restoring the heritage elements of the building and strengthening the link between the Armoury and Town Park.

- The Town's new tenant Niagara College has reviewed the proposed design drawings and confirmed that the proposed scope of work is acceptable.
- Staff are recommending that Council approve funds and authorize the construction tender with the intent that the building can begin operating in early 2019.
- Staff are also recommending that 1% of the project budget be allocated to the Town's Public Art Fund.

Background

The Aurora Armoury (89 Mosley St) is unique in that it is located within a public park and was designed and operated as an Armoury under the Department of National Defense. The Armoury itself is a heritage structure that represents a significant piece of Canadian and Auroran heritage. The property was acquired by the Town of Aurora in September 2014 with the intent to restore the property and secure an appropriate use that supports the Town's Strategic Plan priorities. On November 28, 2017, Council directed staff to proceed with the detailed design of the building including the necessary landscaping elements to re-establish the connection between the Armoury and Town Park.

Staff have been working to with GOW Hastings Architects to complete detailed design for the site. These activities include the completion of all necessary plans and studies required to secure the necessary building permits and issue tender documents to procure a contractor to proceed with construction. These activities have resulted in the preparation of the attached drawings that are further summarized in the following paragraphs.

Staff have also completed the demolition of the interior of the building and the removal of any known hazardous materials within the building. This does not include a small area on the exterior of the building with a pre-existing heating fuel spill that is not recommended for remediation. This area is isolated, does not pose a significant risk for migration, does not pose a risk to human health and is not anticipated to impact the proposed renovation of the property.

Completing the required remediation and interior demolition during the design phase of the project is expected to assist in limiting cost overruns and accelerating project timelines. In order to proceed further with the project, staff require Council direction on the proposed renovation and the required budgets to issue tender documents and begin construction.

Analysis

Armoury Redesign builds on Conceptual Design

Staff have been working with GOW Hastings Architects to complete the design for the renovation of the property. The focus of the design was to produce a multi-purpose facility that can support the new tenant (Canadian Food and Wine Institute) and be used as a municipal facility. The drawings build on the concepts that were previously presented to Council in November 2017. As previously outlined in the conceptual design, the building continues to accommodate three distinct uses concurrently including:

- a 32 seat classroom/meeting space with limited office/administration space (northern side of the building);
- 250 person event/reception/multi-purpose space(central area in the building); and,
- a 12 seat teaching kitchen/demonstration area (southern side of the building).

These uses are supported by restroom facilities that are accessible both from within the building and by an exterior entrance into Town Park, basic kitchen facilities and storage. The building floorplan and related interior and exterior renderings are further illustrated in Attachment 1.

Heritage Consideration

The architect has reviewed the available historic documentation related to 89 Mosley St to identify the key historic design elements of the building. Based on this information, the restoration includes maintaining the original building and roof configuration, maintaining or restoring original openings (where possible) and removing and replacing the existing aluminum and vinyl siding with vertical wood siding that better replicates the original materials and design. As a result, a wood Board and Batten configuration is proposed for the exterior of the historic structure. The building addition has been designed using modern elements that complement the historic elements of the building, which is consistent with the advice of heritage consultant on the project.

As a result of comments received from consultation with the Town's Heritage Advisory Committee, the eastern and northern facades have been revised to be consistent with the original building design. This is highlighted by the removal of two roll up doors on the eastern façade from the conceptual design to create a design that better replicates the original building configuration. These facades now also feature significantly less glazing than previously envisioned and similar window and door openings, which will also help to

limit potential noise and light impacts on the neighboring land uses. The design also includes display of heritage images on several prominent interior walls to highlight the history associated with this building. The Architect has been working with the curator of the Aurora Museum to develop a design for the display walls.

Accessibility Requirements

The Architect has presented the proposed design to the Town's Accessibility Advisory Committee and has revised the design based on the feedback received. The most prominent revision was the redesign of the accessibility ramp at the front of the building to significantly reduce the pitch to allow for improved ease of use. The Architect also included one additional accessibility parking space and an electric door opener at the front entrance. The design is fully compliant with the requirements of the Ontario Building Code.

Design Re-establishes the link between the Aurora Armoury and Town Park

Following the demolition of the interior of the building, the Town was able to confirm the historic existence of a prominent roll up door on the westerly façade of the building. This demonstrates that the building did at one time feature a more direct connection to Town Park as envisioned in the proposed design. The Town's Repurposing Study first identified an opportunity to establish a physical and operational connection between the Aurora Armoury and Town Park. The architects also found photographic evidence of a connection between the Armoury and Town Park. The current situation reflects efforts to minimize potential land use conflicts with the use of fencing and signage as well as the historic removal of windows along the western edge of the building. The goal of the design was to remove these barriers and introduce new elements that allow the two properties to better complement each other from both a design and use perspective.

This connection is reintroduced with the removal of exterior barriers/fencing and the introduction of glass elements within the central areas of the building and the proposed extension. This is further supported by a new outdoor patio/deck area as well as new exterior elements along on southern and western facades. These areas are designed to integrate with activities planned inside the building as well as service activities in Town Park. This includes the introduction of two new service counters that will provide food and beverage service into Town Park. The landscape design includes approximately 2000 square feet of new exterior space, while preserving all of the existing trees in Town Park. The conceptual landscape plan for 89 Mosley is highlighted in Attachment 2.

Design Options

Exterior Wood Finish

The design includes unstained cedar wood exterior that will weather naturally. However, the architect has also highlighted the option to install a more durable chemically treated Pine product known as Accoya as the exterior wood finish. This product comes with a 25% premium with a promise of an extended life on the product (3 to 4 time's traditional Cedar). The Town's cost estimate suggests that the Accoya product will cost approximately \$50,000 more than traditional cedar wood. Staff recommend the installation of the Accoya product due the long term longevity and durability of the product.

Roof Materials

The architect identified wood, zinc and copper as roof materials that are most likely to be used at the time when the Armoury was constructed. The Architect is not recommending a wooden roof due to the cost and upkeep associated with this material particularly when considering the recommended exterior wood finish.

As a cost effective alternative, the Architect is recommending a grey metal roof material with an option to install either a copper or zinc roof. The premium to install a copper roof in lieu of the metal standard is \$800,000, while the premium for the zinc roof is \$380,000. It is recommended that Council proceed with the metal roof due the cost of the alternatives.

Exterior Deck Finish

The Architect has identified two potential finishes for the new exterior deck area. The base option includes a coloured permeable asphalt product with permeable rubber surrounding the existing trees in Town Park. The permeable asphalt material could be replaced with a composite deck material at an additional cost of \$30,000. Staff are recommending that Council proceed with the permeable asphalt material due to the additional costs and potential risk that the required deck foundation could damage the root structure of the existing trees.

Design has been reviewed and approved by Post-Secondary partner

The Town recently agreed to lease the Armoury to the Canadian Food and Wine Institute as a post-secondary facility. The lease requires that the Town receive confirmation that the college is satisfied with the proposed design of the facility. Staff have confirmed that

the college has reviewed the proposed design drawings and confirmed that the proposed scope of work is acceptable.

Advisory Committee Review

The design has been presented to the Town's Heritage Advisory Committee and Accessibility Advisory Committee and staff have incorporated comments.

Legal Considerations

The renovation of 89 Mosley is required to satisfy the requirements of an executed Lease Agreement with the Canadian Food and Wine Institute.

Financial Implications

Estimated Construction Costs

The Town's Class A cost estimate suggests that the median cost for the proposed renovation and addition is approximately \$3,741,000 including design contingency, landscaping and other potential costs related to the integration of the site into Town Park. It is also recommended that the budget include a 10% construction contingency as is customary with capital projects. The design contingency is meant to address the costs associated with minor changes to the current design, while the construction contingency will address the costs associated with change orders during construction due to site conditions. The detailed cost estimate for the proposed renovation is summarized in Attachment 3.

Additional Fees and Allowances

In addition to the construction costs, it is recommended that the Town carry a \$200,000 cash allowance for refrigeration, venting and kitchen equipment. Moreover, the administrative fees for the continuation of the Architectural contract fees are estimated at \$215,000.

Cost Considerations

There are a number of factors that contribute to the increased project costs. These costs include the cost to construct a raft foundation for the proposed addition rather than a traditional foundation to address the unusually poor soils in the area. The cost consultant

has also noted larger than typical allowances to address the added volatility in the construction trade market since the time of preparation of the Class D cost estimate. The architect has also included two small mechanical mezzanines to contain mechanical and electrical equipment and reduce the amount of equipment on the exterior of the building. The reduction of equipment on the exterior of the building is meant to reduce potential noise impacts on neighboring properties as highlighted in the community consultation. It is also important to note that estimate considers the median cost rather than the low bid cost through a competitive procurement. It is anticipated that the low bid through a competitive bid process would be lower than the median cost outlined above.

External Funding

Staff have submitted an application for \$130,000 in provincial funding from the Municipal GHG Challenge Fund. Staff is also recommending that the \$75,292 in provincial funding under the Main Street Revitalization Fund be applied to this project. There is an additional \$140,000 in funding approved under the Canada 150 Fund that will be applied to this project. The Town is also in discussions with York Region as well as the respective federal and provincial representatives regarding potential funding options for the project. In addition to potential public sector funding, staff have been in discussions with private sector partners regarding sponsorship opportunities that could contribute to the construction costs. These revenues will be deducted from the project costs as funds are secured.

Shared Project Management Fees

The Town of Aurora will be supporting this project with specialized internal project management resources as we undertake corporately to enrich our project management discipline to major projects. A specialized internal resource will be hired to assist with this and is being funded by a charge to each affected project internally. The internal charge apportioned for this project is \$9,100.

Public Art Contribution

It is also recommended that the Town allocate 1% of the final project cost for public art as stipulated in the Town's Official Plan. Staff are currently developing a public art policy that will help to direct expenditures from the Public Art Fund. The new policy will be presented to Council for approval at a later date.

Budget Summary

The estimated project budget is summarized in Table 1 below:

	Estimated Budget
Design Costs (4.09% of Construction)	\$215,000
Construction Costs	3,741,000
Equipment Allowance	200,000
Construction Contingency	374,000
Non-refundable taxes	79,700
Sub-total	\$4,609,700
Contribution to Public Art Reserve	\$46,100
Internal project management fees	\$9,100
Total Budget	\$4,664,900

Staff are recommending that Council approve budget for the project from the Aurora Hydro Sale Investment Reserve Fund.

Communications Considerations

Staff will continue to inform Council and the community through the construction phase of this project through the use of Council highlights, the Armoury Webpage and social media.

Link to Strategic Plan

This report was prepared in support of the Strategic Plan and directly relates to various key action items.

Alternative(s) to the Recommendation

Council may choose to not authorize funding to complete the restoration of 89 Mosley Street. Council may also approve the following draft recommendations authorizing an increase to the budget for alternate design options:

1. That the budget for the Armoury restoration and renovation be increased by \$800,000 to allow for the installation of the copper roof alternative in lieu of the budgeted metal steel roof, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund; and
2. That the budget for the Armoury restoration and renovation be increased by \$380,000 to allow for the installation of the zinc roof alternative in lieu of the budgeted metal steel roof, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund; and
3. That the budget for the Armoury restoration and renovation be increased by \$50,000 to allow for the installation of the treated pine Accoya exterior alternative in lieu of the budgeted cedar exterior, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund; and
4. That the budget for the Armoury restoration and renovation be increased by \$30,000 to allow for the installation of the composite exterior deck alternative in lieu of the budgeted permeable pavement exterior deck, and that the additional funding be sourced from the Aurora Hydro Sale Investment Reserve Fund.

Conclusions

The Aurora Armoury was acquired by the Town in 2014 with the intent to restore the property and secure an appropriate use that supports the Town's Strategic Plan. As directed by Council, the Town's Architects have completed the detailed design for the building that is in line with the conceptual design previously presented to Council. The design effectively maximizes the short and long term utility of the building, while restoring the heritage elements of the building and strengthening the link between the Armoury and Town Park. Staff are recommending that Council approve funds and authorize the construction tender with the intent that the building can begin operating in early 2019.

June 5, 2018

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Report No. PDS18-069

Attachments

Attachment 1 – Floor Plan and Renderings for 89 Mosley Street

Attachment 2 – Landscape Plan for 89 Mosley Street

Attachment 3 – Project Cost Estimate

Previous Reports

Report PBS17-095 dated November 28, 2018.

Pre-submission Review

Agenda Management Team Meeting review on May 17, 2018.

Departmental Approval



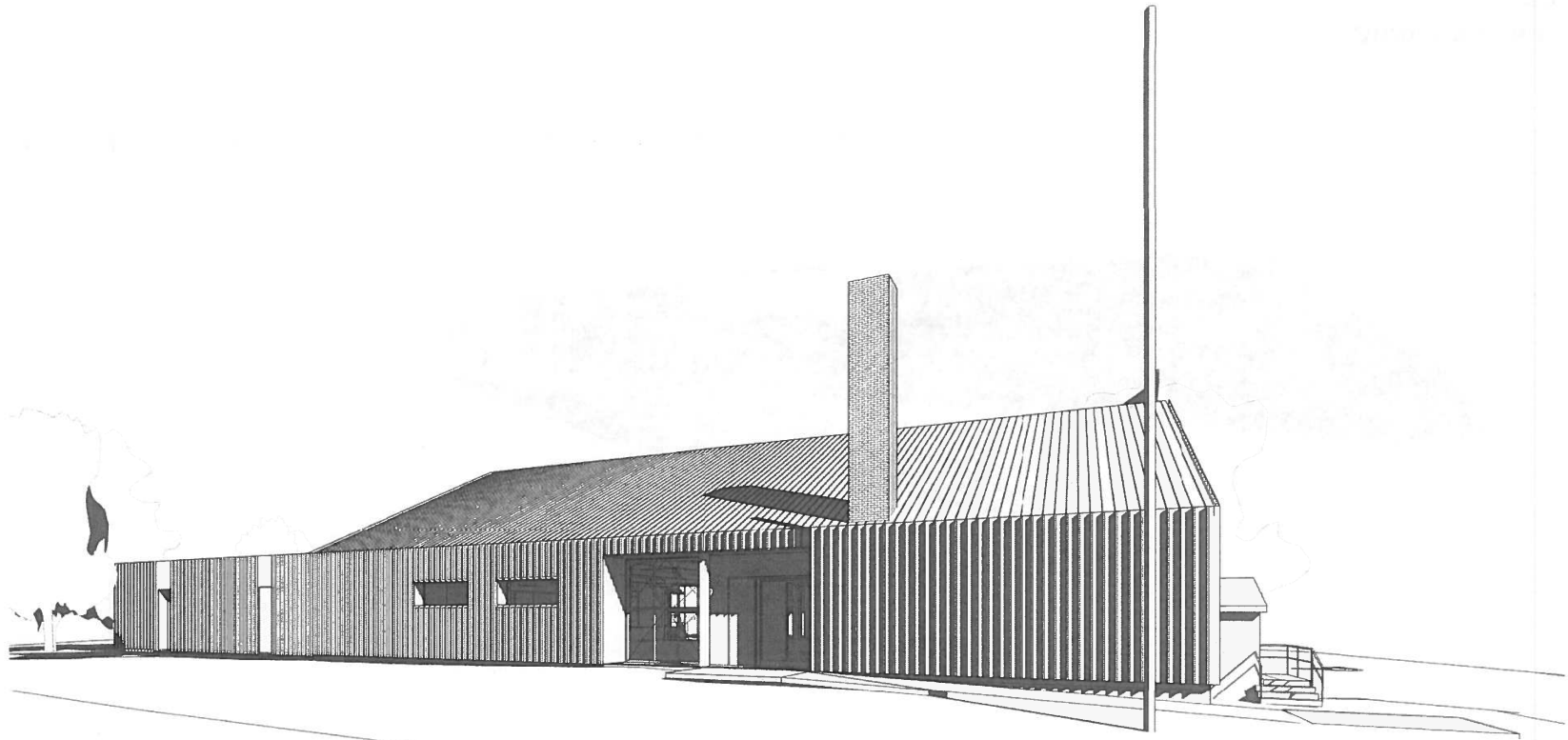
Marco Ramunno
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

GOW HASTINGS ARCHITECTS



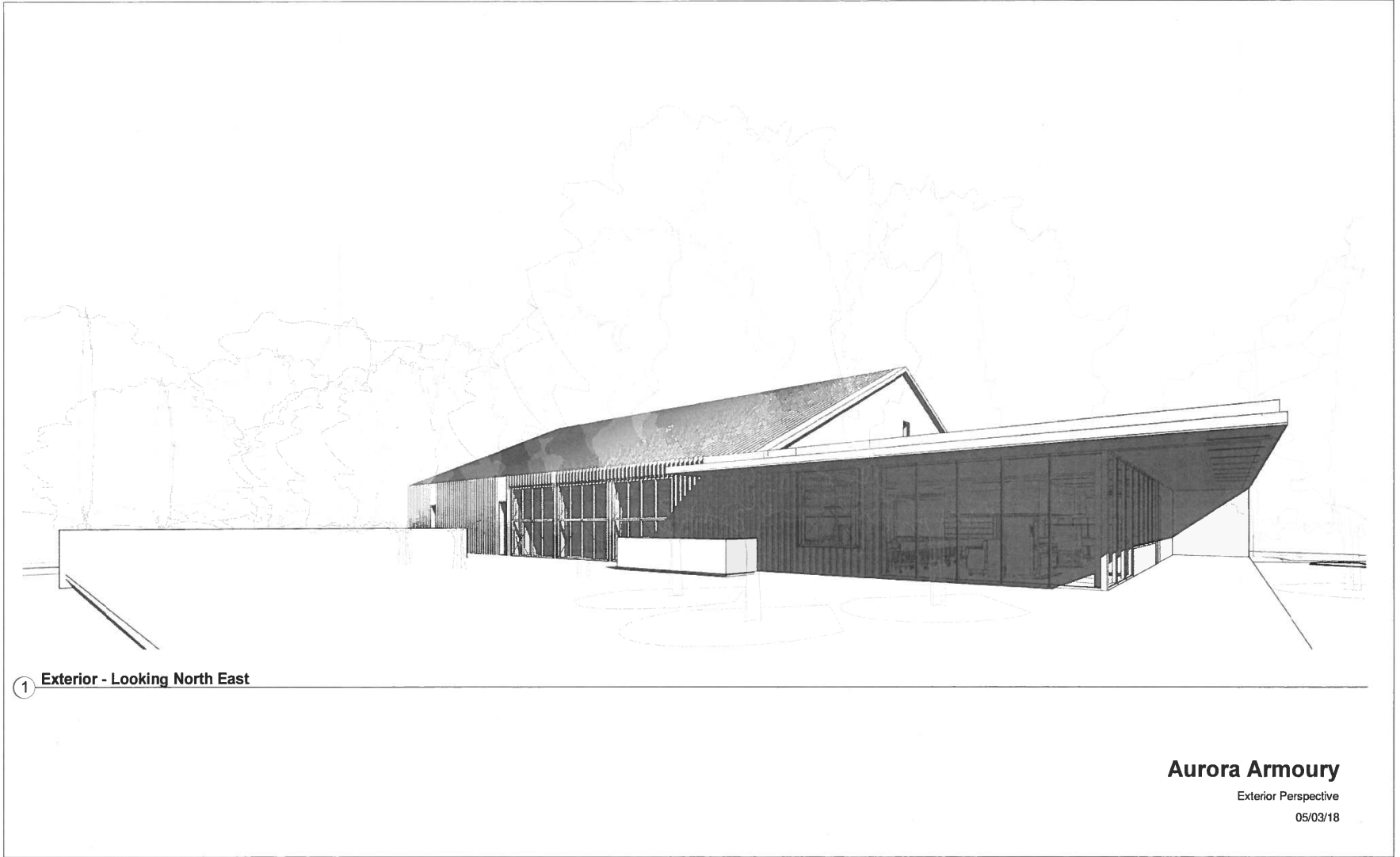
① Exterior - Looking West (Main Entrance)

Aurora Armoury

Exterior Perspective

05/03/18

GOW HASTINGS ARCHITECTS



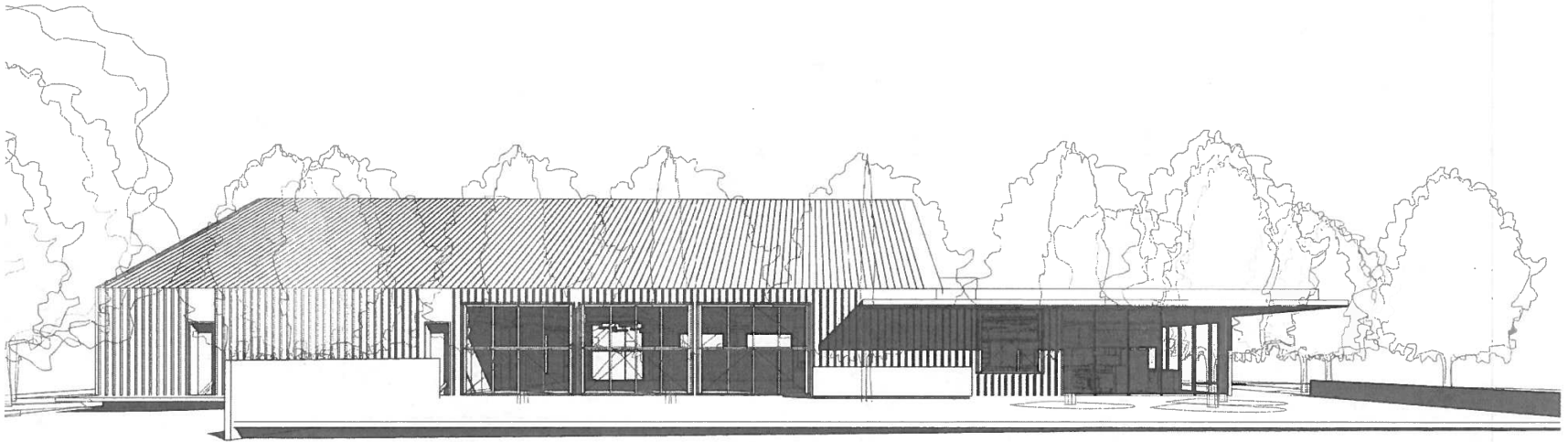
① Exterior - Looking North East

Aurora Armoury

Exterior Perspective

05/03/18

GOW HASTINGS ARCHITECTS



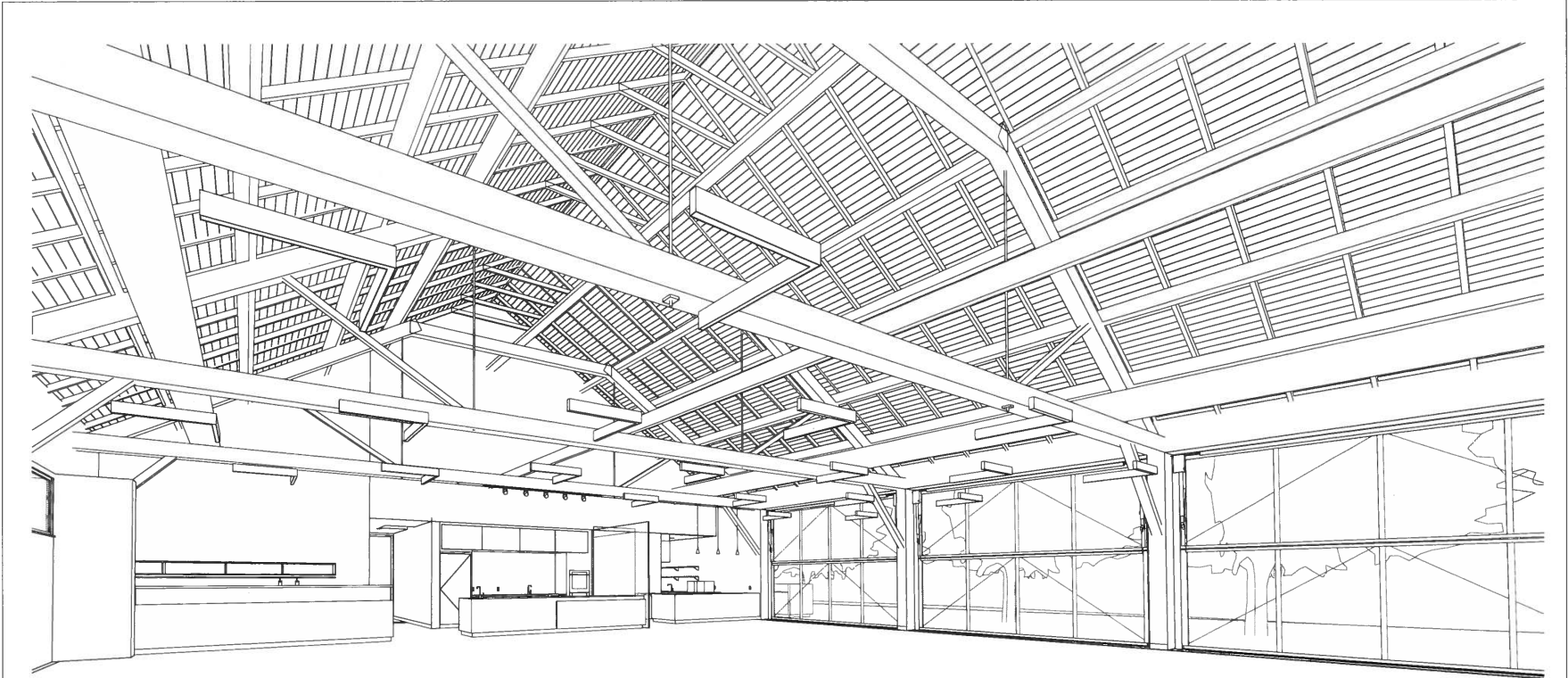
① Exterior - Looking East

Aurora Armoury

Exterior Perspective

05/03/18

GOW HASTINGS ARCHITECTS



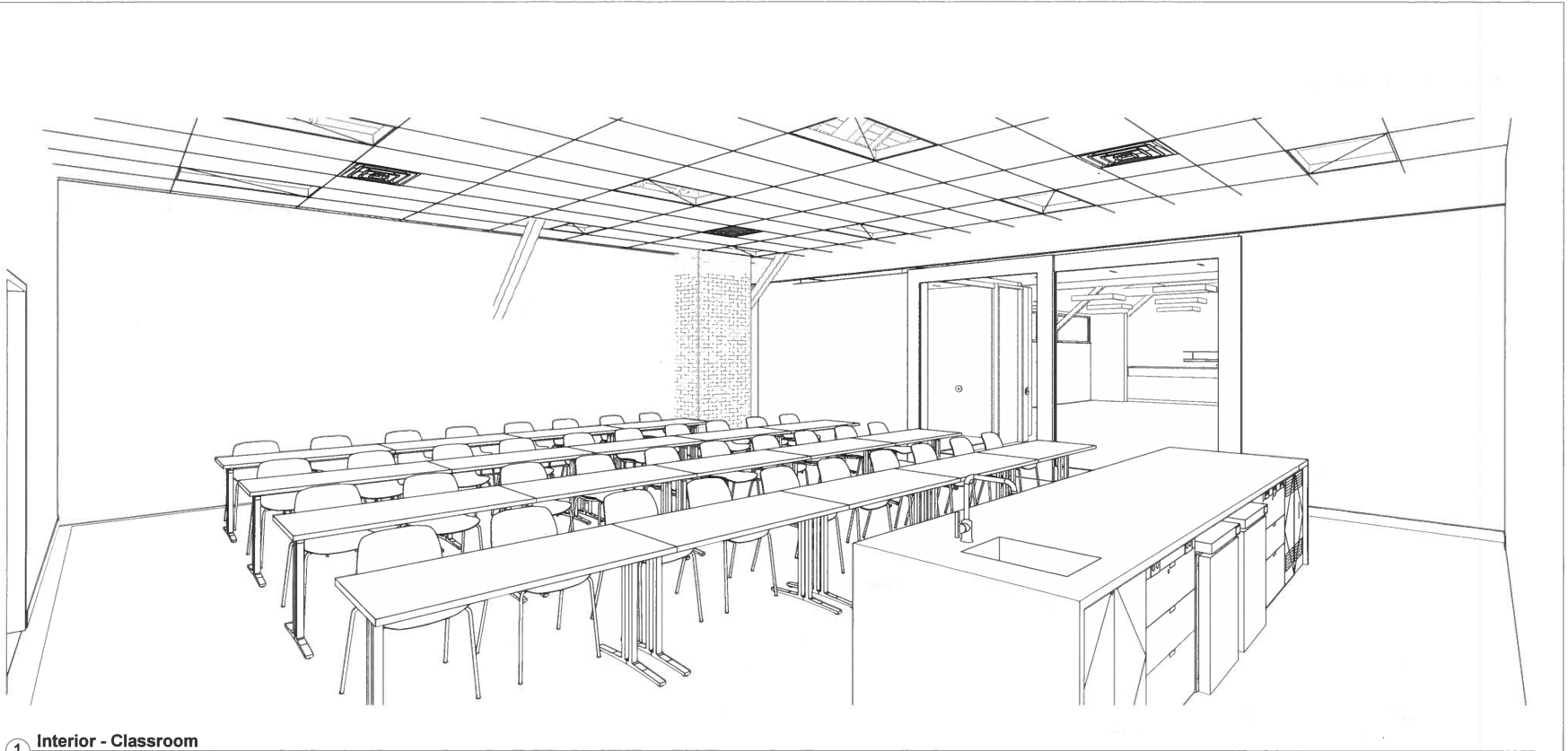
① Interior - Event Space Looking SW

Aurora Armoury

Interior Perspective

05/03/18

GOW HASTINGS ARCHITECTS



① Interior - Classroom

Aurora Armoury

Interior Perspective

05/03/18

GOW HASTINGS ARCHITECTS



2 Interior - Event Kitchen Looking West

Aurora Armoury

Interior Perspective
05/03/18



Bow Hastings Architects
 69 Ministry Street, Aurora, ON L4G 1V9
 Tel: 905.709.1111
 Fax: 905.709.1112
 www.bowhastings.com

Materials Legend

ACT	Acoustic Ceiling Tile
ADD	Automatic Door Operator
ALUM	Aluminum
ANOD	Anodized
BPG	Back Painted Glass
CCG	Cast Glass
CONC	Concrete
CG	Corner Guard
EPO	Epoxy Paint
EA	Exterior
EP	Exposed
FR	Refrigerator
FG	Fire Rated Glass
PGL	Fluted Glass
CSG	Grating Surface Floor
GMS	Gypsum Wallboard
HV	Hygiene Wall
HW	Hardwood
MDF	Medium Density Fibreboard
PLY	Plywood
PC	Porcelain Tile
PC	Painted Concrete
PLAN	Plastic Laminate
PT	Paint Finish
QIZ	Quartz
RES	Resilient Base
RES	Resilient Sheet Flooring
SD	Solid Polymer Fibrestone
SS	Stainless Steel
SSE	Stainless Steel
SSE	Stainless Steel
STL	Steel
ST	Synthetic Stone
TGL	Tempered Glass
WB	Dry Erase Whiteboard
WV	Wood Veneer
WV	Wood Veneer

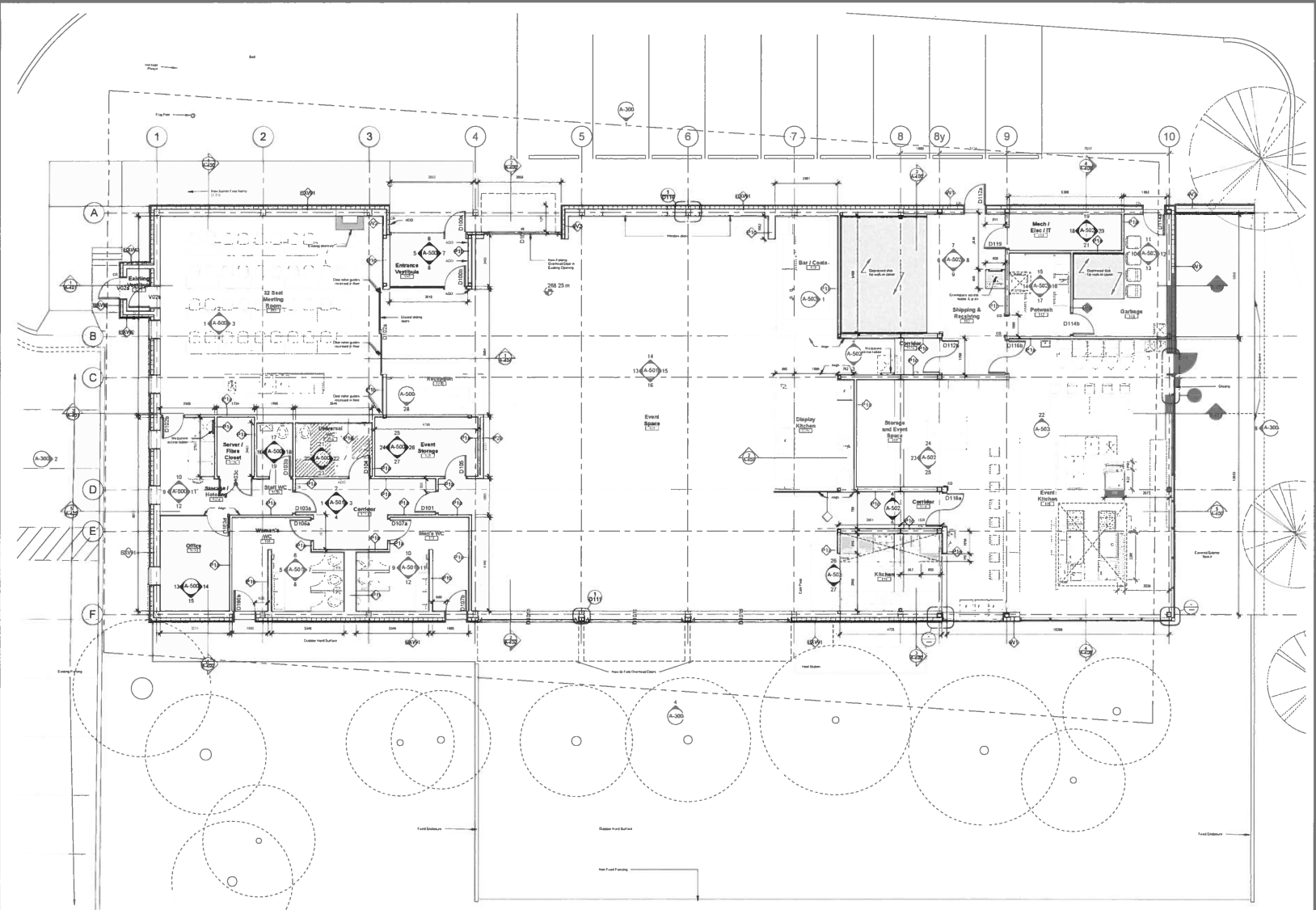
2 Issued for 90% Review/Closeout 180507
 NO ISSUES/REVISED DATE

Aurora Armoury
 69 Ministry Street,
 Aurora, ON L4G 1V9

Floor Plan

Scale: As Indicated
 Project Number: 12-117
 Drawn By: MG
 Checked By: [Signature]

A-100



1 Ground Floor Plan
 1 75

Attachment 2

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 The contractor is to verify dimensions and data noted herein with conditions on the site and is held responsible for reporting discrepancies to PMA Landscape Architects Ltd. for adjustment. No reliance or modification to work shown shall be implemented without prior written approval from PMA Landscape Architects Ltd.
 Do not scale drawings

FOR TENDER
 (DRAFT)



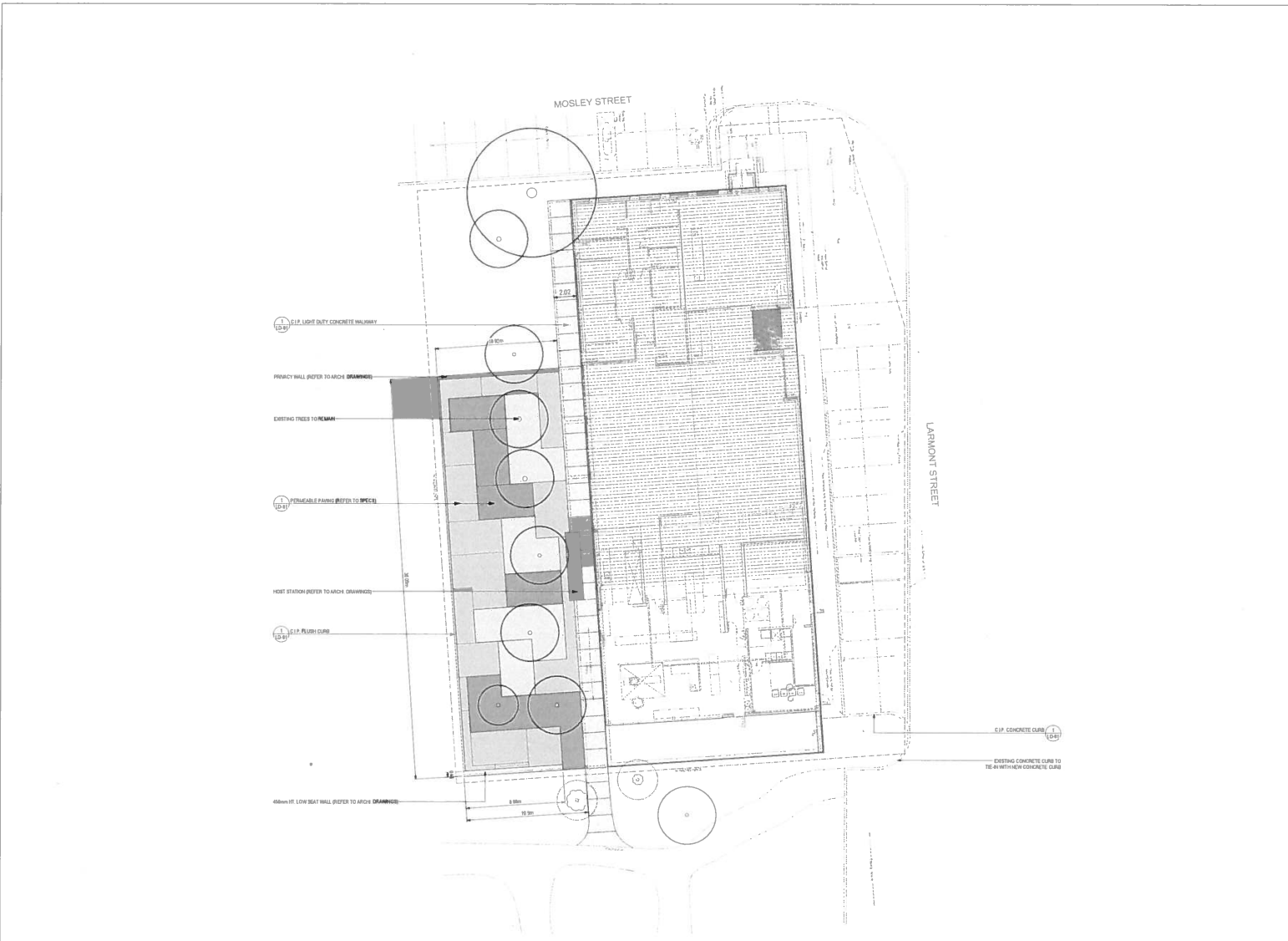
1	SECTION INDEX	NO.	DATE



AURORA CANADIAN FOOD & WINE INSTITUTE
 Aurora, Ontario

LAYOUT PLAN

Scale	1:100	Sheet No.	18007
Drawn	LLB	Checked	LLB
Project	AC	Date	2018-05-24
Client	LLB	Scale	L-02



**MASTER ESTIMATE SUMMARY
TOWN OF AURORA CANADIAN FOOD & WINE INSTITUTE
CLASS A ESTIMATE
MAY 23, 2018**



Hard Construction Costs		GFA (m2)	Unit (Cost/m2)	Sub Total	Estimated Total	% of Total
1	Building Shell	917	\$1,107.20		\$1,015,300	24.7%
	- Sub Structure		\$173.14	\$158,773		
	- Structure		\$202.25	\$185,460		
	- Exterior Enclosure		\$731.81	\$671,066		
2	Building Interiors	917	\$793.14		\$727,308	17.7%
	- Partitions and Doors		\$190.10	\$174,326		
	- Finishes		\$278.73	\$255,600		
	- Fittings and Equipment		\$324.30	\$297,383		
3	Mechanical	917	\$907.46		\$832,138	20.2%
	- Plumbing and Drainage		\$346.13	\$317,403		
	- Fire Protection		\$56.36	\$51,682		
	- Heating, Ventilation, Air Conditioning		\$449.76	\$412,428		
	- Controls		\$55.21	\$50,625		
4	Electrical	917	\$274.41		\$251,636	6.1%
	- Service and Distribution		\$92.26	\$84,606		
	- Lighting, Devices, and Heating		\$122.24	\$112,098		
	- Systems and Ancillaries		\$59.90	\$54,932		
5	Site Work	917	\$274.85		\$252,041	6.1%
	- Site Development (prep, surfaces, landscaping)		\$208.59	\$191,276		
	- Mechanical Site Services		\$32.72	\$30,000		
	- Electrical Site Services		\$33.55	\$30,766		
6	Ancillary Work	917	\$146.70		\$134,520	3.3%
	- Demolition		\$146.70	\$134,520		
	- Alterations		\$0.00	\$0		
7	Contractor's General Requirements	8.0%	917	\$341.88	\$313,500	7.6%
8	Contractor's Fees (OH&P)	4.0%	917	\$153.76	\$141,000	3.4%
9	Design Contingency	2.0%	917	\$80.04	\$73,400	1.8%
Sub Total (current dollars)		917	\$4,079.61		\$3,741,000	
10	Escalation Contingency		Excluded			0.0%
Sub Total (Excluding Escalation)		917	\$4,079.61		\$3,741,000	
11	Construction Contingency (post contract)	10.0%	917	\$407.96	\$374,100	9.1%
Total Estimated Hard Construction Cost		917	\$4,487.46		\$4,115,000	
Imperial Conversion		9,871	\$416.90		Per SF	

Estimated Construction Costs (Breakdown by Major Component)		GFA m2	Unit Cost/m2	Estimated Total	% of Total
1	Building	917	\$3,947.66	\$3,620,000	88.0%
2	Alterations and Demolition	917	\$187.57	\$172,000	4.2%
3	Site Work (including M&E site services)	917	\$352.24	\$323,000	7.8%
4	Soft Costs	917	\$0.00	Excluded	0.0%
Total Estimated Hard and Soft Construction Costs		917	\$4,487.46	\$4,115,000	
Imperial Conversion		9,871	\$416.90	Per SF	



**Town of Aurora
General Committee Report**

No. OPS18-011

Subject: Central York Fire Services Headquarters 4-5

Prepared by: Allan D. Downey, Director of Operations

Department: Operational Services

Date: June 5, 2018

Recommendation

- 1. That Report No. OPS18-011 be received; and**
- 2. That the final design of Station 4-5 be approved; and**
- 3. That the Aurora portion of the budget be increased by 1% in the amount of \$36,100 in support of public art in accordance with the Official Plan requirements; and**
- 4. That additional Aurora funding in the amount of \$3,523,400 be approved for Town share of the cost of the construction of Station 4-5, to be funded from the Fire DC Reserve Fund as set out in Report No. OPS18-011; and**
- 5. That staff be authorized to proceed with Phases 4, 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects in the amount of \$345,000, excluding disbursements and taxes.**

Executive Summary

This report seeks Council approval to authorize staff to proceed with Phases 4 and 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects:

- Facility design has been refined with the assistance of CYFS and the Facility Task Force
- The project remains on budget
- Staff recommend approval to proceed with the final phases of architectural services
- Public Art Policy funding is requested as a requirement of the Official Plan

Background

Staff report PRCS17-008 was approved on March 28, 2017, engaging the services of Thomas Brown Architects.

A Facility Task Force was also established to oversee the project and to provide input into the design and guide the process.

Staff report PRCS17-041 was approved on November 14, 2017 recommending approval of the design and the approval to proceed to Phase 2 of the RFP which is the preparation of detailed drawings, specification and tender documents.

The Architect has continued to meet with Central York Fire Services (CYFS) staff and the Task Force in the refinement of the detailed design and preparation of the final budget.

Analysis

Facility design has been refined with the assistance of CYFS and the Facility Task Force

The Fire Chief and staff from CYFS have continued to meet and refine the facility design. Modifications have been made to improve efficiency and operational effectiveness of the facility while maintaining budget.

The project remains on budget

Upon completion of the final design and the completion of the details and specifications, a final budget estimate has been provided for the project. The budget remains unchanged and no additional funding is being requested.

Staff recommend approval to proceed with the final phases of architectural services

The RFP submitted by the Architect included phased progress of the design and construction process. Staff are recommending that the remaining phases be approved and funding provided in the amount of \$345,000. This funding will engage architectural services to support the Construction Tendering Process, Construction/Post-Construction, additional outstanding services to complete the project.

Public Art Policy funding is requested as a requirement of the Official Plan

The Aurora portion of the budget be increased by 1% in the amount of \$36,100 in support of public art in accordance with the Official Plan requirements. This funding will be placed in a reserve to be used to fund and support public art throughout the community.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

Cost Sharing

The current estimated cost of the design and construction continues to be at the original budget estimate of \$11,000,000. The cost of the project was previously agreed and approved to be shared between the municipalities as follows:

Funding Source	Amount	Percentage of Total
Replacement component funded by CYFS replacement reserve fund (ARF)	2,072,800	18.84%
Aurora Share funded by Fire DC (40.4%)	3,606,600	32.79%
Newmarket Share (funding determined by Newmarket)	<u>5,320,600</u>	<u>48.37%</u>
Total Budget	\$11,000,000	100.00%

An interim design budget was jointly approved and funded in the amount of \$520,000 during the first months of 2017 to permit concept and detailed design of the project.

Project remains on budget

The previously approved total budget for the project for this project was \$11,000,000. This estimate has recently been confirmed by the architects as follows:

Estimated Construction contract	8,665,000
• 27,569 sq ft @ \$305/sq ft	
• Includes site servicing to landscaping	
• Includes prefab shed for training area	<u>250,000</u>
Total construction contract	8,915,000
Architectural fees @ 7%	600,000
Permits	50,000
Provision for adverse soils	200,000
Allowance for training groups	100,000
Escalation provision	260,000
Owners contingency	875,000
Estimated total project cost – Class C Estimate	11,000,000

All amounts include the non-refundable HST components.

Aurora contribution to Public Art Reserve Fund

In accordance with the Town of Aurora’s Official Plan, all new major facilities constructed are to result in a 1% contribution to the Town’s Public Art Reserve Fund, with funding to be provided within the project budget.

As this is a shared project, the 1% public art contribution is only applicable to the Aurora share of the project cost, or \$36,100, and will be funded from Aurora’s Fire DC Reserve Fund.

Aurora’s Cost of Shared Project Management Fees

The Town of Aurora will be supporting this project with specialized internal project management resources as we undertake corporately to enrich our project management discipline to major projects. A specialized internal resource has been hired to assist with this and is being funded by a charge to each affected project internally. The internal charge apportioned for this project is \$51,200, covering an expected two years of project duration.

Project Funding and Cost Sharing

In Report FS17-001, the Town of Aurora endorsed funding its share of the cost of the project from Fire Development Charges. In that report, the Town formally approved funding only for its share of the \$520,000 towards the design phase, being \$170,500 approved.

	Total Cost	Aurora	Newmarket	CYFS Asset Repl. Fund
Fire Hall/HQ design/construction	\$11,000,000	3,606,600	5,320,600	2,072,800
Aurora only contribution to Public Art Reserve	36,100	36,100	0	0
Aurora only internal project management fees	51,200	51,200	0	0
Total Revised Construction Phase Budget	\$11,087,300	3,693,900	5,320,600	2,072,800
Funding Sources:				
Previously Approved Funding	\$520,000	\$170,500	\$349,500	0
Additional Funding	\$10,567,300	\$3,523,400	**4,971,100	**2,072,800

*** approved by Newmarket in Capital Budget process*

As the project is about to go to tender, the Town of Aurora needs to formally approve the balance of its funding for the project, being \$3,523,400, to be funded from the Fire Development Charges Reserve Fund. The Fire DC reserve fund currently has a balance of \$336,566 available, meaning the remaining amount of \$3,186,834 will be internally financed borrowed against other reserve funds. Interest will be incurred in such borrowing, to the credit of the lending reserve fund. Interest charges will be funded from future DC collections.

Summary of total project costs

In addition to the \$11 million total for the design and construction of the fire hall, the Town's of Aurora and Newmarket have also shared the cost of the purchase of lands in the amount of \$3,656,031. Additionally, the new fire hall will require the purchase of a new fire truck which has been approved within the Central York Fire Services capital budget.

The total cost of the Firehall project including land acquisition and the truck can be summarized as follows:

		Total Cost	Aurora	Newmarket	CYFS Asset Repl. Fund
Fire Hall/HQ design/construction		\$11,000,000	3,606,600	5,320,600	2,072,800
Aurora Contribution to Public Art Reserve		36,100	36,100	0	0
Aurora only Project Management Fees	Contribution to shared in-house PM	51,200	51,200	0	0
Total Revised Construction Phase Budget		\$11,087,300	3,693,900	5,320,600	2,072,800
Land Purchase	(past capital project)	3,656,031	1,412,156	2,243,875	0
Required fire truck	Separate capital project	985,000	18 162,600 19* 237,800	18 237,400 19* 347,200	0
Estimated Total Project Costs		\$15,728,331	\$5,506,456	\$8,149,075	\$2,072,800

*estimated

Newmarket and Aurora's share of this project is being funded from past and future development charges as previously outlined to the respective Council's by their Finance staff.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Firehall 4-5 Task Force Terms of Reference supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by encouraging an active and healthy lifestyle.

June 5, 2018

Page 7 of 7

Report No. OPS18-011

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

Alternative(s) to the Recommendation

None.

Conclusions

The project continues to proceed on budget. Staff are recommending that approval be received to proceed to tender and construction of Station 4-5.

Attachments

None.

Previous Reports

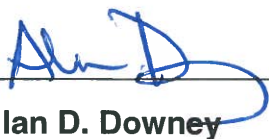
PRCS17-008 Engagement of a Design Architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre, March 21, 2017

PRCS17-041 Central York Fire Services Headquarters Station 4-5, November 14, 2017

Pre-submission Review

Agenda Management Team review on May 17, 2018

Departmental Approval



Allan D. Downey
Director
Operational Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. OPS18-012

Subject: Winter Maintenance 2017/2018 Report
Prepared by: Jim Tree, Manager, Roads & Water (Acting)
Department: Operational Services
Date: June 5, 2018

Recommendation

- 1. That Report No. OPS18-012 be received for information.**

Executive Summary

This report provides Council with information on winter maintenance performance for the 2017 and 2018 winter season and proposed revisions and improvements for the upcoming 2018/19 winter maintenance program as follows;

- Operations responded to a total of 57 roads maintenance events and 49 sidewalk maintenance events in 2017/2018
- Winter maintenance operations improved through several changes in operational processes and procedures
- There are challenges that must be resolved to ensure consistently reliable service delivery
- Further improvements and enhancements in winter roads maintenance operations can be achieved
- An overview of potential process and operational changes have been outlined

Background

Winter roads and sidewalk maintenance operations are managed by the Operational Services Department using a combination of contracted service providers and in-house staff and equipment. The Town is currently divided into ten (10) plow routes, six (6) of which are maintained using in-house staff and the remaining four (4) are maintained by a contractor. The Town is divided into six (6) sidewalk plow routes, all of which are maintained using a contractor.

Prior to the 2017/2018 winter operating season, Council approved a series of recommendations in Report IES17-037 that resulted in operational changes and

efficiencies. This report expands on these efficiencies and identifies areas where improvement in the delivery of these services can be further improved.

Analysis

The 2017/2018 winter roads maintenance operation significantly benefited from the operational changes that were approved by Council. As a result, we are very pleased to acknowledge the hard work of our Operations staff. It was clear that staff have become significantly more engaged in this important maintenance function.

Since staff report IES17-037 was tabled at Council, staff have continued to look for further efficiencies and operational changes that would serve the town well into the future and ensure that the Operational Services Department has the necessary tools and resources to maintain current service levels

Operations responded to a total of 57 roads maintenance events and 49 sidewalk maintenance events in 2017/2018

This past winter season was not exceedingly severe; however, it was comparable to the previous winter where the Operations staff had been challenged with some difficult issues and circumstances.

For comparison purposes, Tables 1 and 2 (Attachment #1) provides information on the total number of snow events for both roads and sidewalks for the 2016/2017 season as well as the 2017/2018 season.

Winter maintenance operations improved through several changes in operational processes and procedures

Many of the revised operational changes that were identified in Report IES17-037 resulted in significant improvement in the overall winter maintenance operation. The following new initiatives proved to be very successful such that the deployment of equipment and labour grew noticeably more effective and efficient after every winter event.

Successes included:

- Implementation of winter maintenance patrol coverage during afternoons, night time and weekends provided a level of reliability and competence in responding to winter events both rapidly and appropriately which effectively resolved a long standing issue of late response times and poor communication in deployment of the resources and ultimately reduced work quality

- Improvements with the contractors performance over a period of time due to more supervision and focused follow-up
- Supplementing the winter maintenance labour pool with Parks staff which allowed for a larger compliment of trained staff to draw from and a reduction in the risk of staff exceeding the maximum allowable hours worked in the Employment Standards Act (ESA)
- Parks staff assumed the responsibility of rear yard lane clearing resulting in significant improvement in response time as well as an improved level of service to the residents in that all windrows were removed from the laneways by using more specialized equipment. By removing Roads staff from this operation, it allowed for better focus and organization in winter roads maintenance
- Parks assisted in the clearing of cul-de-sacs resulting in an overall improvement in efficiency, productivity and work quality in cul-de-sac maintenance which allowed for significant time savings for Roads staff and an overall improvement in the road clearing response time.
- Re-deployment of three former Winter Crew Leaders to operate roads maintenance equipment was very successful in terms of adding depth in the availability of trained operators and a reduction of risk in exceeding the maximum allowable hours worked as per ESA
- Access Aurora Customer Service Representatives monitored and tracked calls from residents which freed-up Operations staff to conduct roads maintenance work instead of returning road or sidewalk maintenance related calls from residents

There are challenges that must be resolved to ensure consistently reliable service delivery

Staff are pleased with the improvements; however, it is important to note that there are remaining challenges that did arise during the winter operation that could have a more serious impact on our ability to cope with more severe winter weather conditions. These challenges will be addressed further in this report as there are solutions that should be considered over the longer term to ensure that the Corporation is well positioned to deal with all winter weather events.

Challenges included:

- Equipment failures and breakdowns plagued the operation throughout the winter to the point where we had only one winter event where we were able to dispatch all trucks. Complex issues associated with failures in the truck emission control systems were the most frequent cause of these breakdowns. These equipment failures were further aggravated by the fact that diagnosing these issues was not

possible by our own mechanics and it was necessary to send the units out for external diagnosis which extended the down time.

- A lack of sufficient back-up equipment became an issue in that currently the operation has a plow truck available as a back-up spare and this aging vehicle is often prone to many of the same emission control issues.
- Contractor performance early in the season was below standard. In response to this situation, staff exercised the applicable clauses in the contract and were able to successfully mitigate the issues; however, this was very time consuming and resource dependent
- Staff resources and scheduling continues to be among the most significant challenges in the winter maintenance operation. There has been substantial improvement in the utilization of all available staff resources; however, there remains some concern that the operation could be faced with staff shortages in the event of a prolonged winter event lasting more than 24 hours. For example, the early spring ice storm that occurred on the weekend of April 14th and 15th stretched our labour and equipment resources to the limit such that it became necessary to request staff to exceed the number of overtime hours permitted in the Collective Agreement. Management did not force or pressure staff in any way to accommodate the request; however, given the extenuating circumstances posed by this exceptional weather event, many of our staff were very accommodating and went above and beyond in meeting the needs on a voluntary basis. At no time were staff required to conduct their work in non-compliance with the provisions of the *Ontario Highway Traffic Act* or place themselves or any one at any particular risk. The purpose of citing this example is merely indicative of the current labour situation when faced with a prolonged weather event. At the same time staff are not suggesting that it would be necessary at this time to dramatically increase the staff complement as there are sufficient enough labour resources for a typical winter event that lasts no longer than 24-34 hours in duration
- Recruitment of qualified and experienced winter seasonal staff remains an ongoing and challenging issue for many years and seasonal staff recruitment for the winter of 2017/2018 proved to be no different (we have expanded on this issue further in this report and propose a very effective solution for Council consideration)
- Resident complaints of the driveway windrows caused by plowing after a snow event. Residents are unable to remove the windrow and would like the Town to be responsible to remove the windrows

Further improvements and enhancements in winter roads maintenance operations can be achieved

In Report IES17-037, staff outlined a number of aforementioned changes and processes that proved to be successful and will now be considered routine in all future winter maintenance operations. There were additional equipment enhancements that were approved by Council; however, due to the extended lead time required to obtain this equipment, it was not possible to realize any use of the following equipment:

- Equipping an existing Operations front loader with snow removal attachments
- Equipping an existing Parks tractor with snow removal attachments

These items will be in place and available for implementation well in advance of the 2018/2019 winter maintenance operation season and the operation will further benefit from these enhancements.

In addition, staff obtained approval via Report OPS18-001 to conduct night time snow removal operations on Yonge Street; however, it was not necessary to conduct any snow removal operations following the approval of this procedural change. As noted in the report, staff will implement this process in the 2018/2019 winter and report back to Council on any issue or concerns. Staff indicated in report OPS18-001 that there may be significant efficiency in conducting curb lane snow removal with a snow blower attachment on an existing piece of equipment. Staff will be including this in the 2019 Capital Budget submission and will be conducting some testing prior to purchasing a unit to ensure the equipment meets all the necessary requirements.

An overview of potential process and operational changes have been outlined in the following chart

Staff have also identified several more significant areas of improvement that can potentially be implemented in process and operational changes. These changes are representative of our ongoing efforts to achieve a more reliable, longer-term and efficient winter roads maintenance operation. These measures are summarized in the following table:

TABLE: Process Overview

ISSUE	CURRENT PRACTICE	OPERATIONAL IMPACTS	CONSIDERATIONS FOR IMPROVEMENT
EQUIPMENT LIFE CYCLING	Heavy truck plows and sanders life cycling is 10 years and exceeds current industry standards	Currently the life cycle for a heavy snow plow /sander truck is 10 years, both experience and inflated historical maintenance costs have repeatedly shown that at the 8 th and 9 th year in a vehicles life, breakdowns are significant and more frequent. Recommend that trucks be on a 7-8 year life cycle to ensure maximum reliability in the fleet	Review fleet replacement forecast and revise to reflect industry standards to achieve maximum reliability
LACK OF RELIABLE BACKUP EQUIPMENT	One backup spare truck available in the fleet	The single backup/spare truck is typically one of the oldest trucks in the fleet and a truck that is beyond 10 years. The truck has been held in the fleet long after a replacement truck has been purchased This results in frequent breakdowns and unreliability when the backup equipment is needed most	Discontinue the practice of retaining aged vehicles in the fleet to serve as backup/spare. Backup should be a vehicle whose age is within the fleet lifecycle replacement schedule (not exceeding 7-8 years). Add a second backup vehicle to the fleet
CONTRACTOR PERFORMANCE vs IN-HOUSE OPERATION	Currently there are four contract snowplows / salt / sanders and six Town owned units	Various ongoing problems associated with contractor's performance and operator experience, results in less than satisfactory quality and consistency of the work. Significant time and effort required to monitor contractor	Consider conducting all winter roads maintenance in-house at the expiration of the contract in 2021

ISSUE	CURRENT PRACTICE	OPERATIONAL IMPACTS	CONSIDERATIONS FOR IMPROVEMENT
DIFFICULTY IN RECRUITING & RETAINING EXPERIENCED STAFF	Currently utilizing four seasonal staff in the winter roads maintenance operation	Often difficult to recruit and retain high caliber staff that the operation requires. These staff are often lured away to secure full-time employment in another municipality and is becoming more prevalent as the labour pool appears to be dwindling in this sector.	Consider converting four seasonal staff positions to full-time Parks/Roads Flex Operators. This would greatly improve staff retention and stability in the work force with a corresponding improvement in reliability and professionalism in both the Parks and Roads operations
LACK OF SUPERVISION IN ROADS MAINTENANCE	Currently one full-time crew leader in Roads operations to assist and share in supervisory needs	Difficulty in providing sufficient leadership and supervisory resource support in both the winter and summer roads operations	Convert one Roads Operator position to Crew Leader
DRIVEWAY WINDROW COMPLAINTS	No current approved level of service for driveway windrow removal	Windrow removal is the source of many complaints and unhappy residents, particularly in the event of a prolonged ice storm or major snow storm where large volumes of heavy snow are deposited in driveway openings. A Windrow removal program will be a very expensive and complicated initiative depending on the extent of the program	Cautiously review implementing a windrow removal program taking into consideration the high costs, relatively low number of complaints, associated complications that the program will present and the unlikely probability that there will be a repeat of the April 14 th & 15 th storm
OVERNIGHT PARKING & PARKING DURING A SNOW EVENT	Irregular by-law enforcement and an increased defined public awareness campaign on overnight and snow event parking restrictions	Major operational impact associated with this issue where Roads operators are unable to conduct the maintenance operations required to meet minimum standards, unplowed streets, public complaints and additional operating costs with multiple attempts to provide additional follow up maintenance	Conduct a comprehensive public awareness program on parking restrictions well in advance and during the winter months, consistent and scheduled by-law enforcement staff available as required to provide enforcement

June 5, 2018

Page 8 of 9

Report No. OPS18-012

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

To be the subject of a future report to Council.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by improving transportation, mobility and connectivity. This project establishes a program that enhances the accessibility and safety of vehicular and pedestrian traffic during the winter season.

Alternative(s) to the Recommendation

Not applicable.

Conclusions

Upon further evaluation of the winter roads maintenance operation it can be concluded that there are a number of additional area of improvement that can be achieved in the delivery of the winter roads maintenance program.

Attachments

Attachment #1 – Table 1: 2016/2017 and 2017/2018 Roads Maintenance Comparison chart and Table 2: 2016/2017 and 2017/2018 Sidewalk Maintenance Comparison chart

June 5, 2018

Page 9 of 9

Report No. OPS18-012

Previous Reports

IES17-037 Winter Maintenance 2017/18 Report, September 5, 2017
OPS18-001 Snow Removal on Yonge Street, February 6, 2018

Pre-submission Review

Agenda Management Team review on May 17, 2018

Departmental Approval



Allan D. Downey
Director
Operational Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Table 1: Roads

ATTACHMENT #1

Winter 2016/2017			Winter 2017/2018		
Event Date	Hours	De-icing Material Used	Event Date	Hours	De-icing Material used
		Tonnes			Tonnes
November 20, 2016	4.25	35	November 9, 2017	2.5	5.8
November 21, 2016	6.75	77.1	November 10, 2017	10.0	105.2
November 22, 2016	4.0	49.7	November 20, 2017	4.0	55.2
December 5, 2016	10.0	43	November 22, 2017	4.5	44.2
December 6, 2016	1.5	18.7	December 9, 2017	3.5	58.3
December 9, 2016	5.0	63.2	December 11, 2017	7.0	115.4
December 11, 2016	4.0	46.7	December 12, 2017	11.0	102.1
December 12, 2016	12.0	68.4	December 13, 2017	3.75	62.1
December 15, 2016	10.0	102	December 15, 2017	3.75	48.7
December 16, 2016	12.0	65.7	December 16, 2017	3.5	44.8
December 17, 2016	6.0	82.6	December 18, 2017	7.0	81.9
December 18, 2016	8.5	68.3	December 20, 2017	6.0	54.4
December 22, 2016	3.25	63.7	December 22, 2017	11.0	109.4
December 23, 2016	3.0	44.7	December 23, 2017	6.25	98.4
December 24, 2016	3.0	43.7	December 24, 2017	1.5	42.9
December 26, 2016	5.0	56.9	December 25, 2017	9.0	111.7
December 29, 2016	12.0	115.8	December 26, 2017	3.75	8.3
December 30, 2016	3.0	50.2	January 2, 2018	3.75	65.9
December 31, 2016 AM	3.0	51.5	January 3, 2018	3.5	60.6
December 31, 2016 PM	5.25	46.2	January 4, 2018	7.0	65.3
January 4, 2017	6.5	34.9	January 8, 2018	14	128.9
January 8, 2017	3.0	54	January 10, 2018	3.75	50.7
January 10, 2017	16.5	113.7	January 12, 2018	10.0	135.3
January 11, 2017	6.5	87.2	January 13, 2018	5.5	68.5
January 17, 2017	10.5	101.7	January 15, 2018 AM	2.0	60.6
January 18, 2017	4.0	81	January 15, 2018 PM	7.0	52.7
January 24, 2017	3.5	44.7	January 16, 2018	13.0	97.8
January 28, 2017	3.5	50.2	January 22, 2018	3.75	45.3
January 29, 2017	3.0	53.7	January 23, 2018	5.0	58.4
January 31, 2017	3.5	65.6	January 24, 2018	6.5	33.9
February 1, 2017	9.5	73	January 29, 2018	5.5	57.5
February 5, 2017	4.0	41.2	January 30, 2018	9.5	102.2
February 7, 2017	7.0	133.2	January 31, 2018	8.0	126.4
February 8, 2017	6.5	63	February 2, 2018	4.5	55.6
February 10, 2017 AM	4.0	51.4	February 4, 2018	10.0	93.7
February 10, 2017 PM	2.0	61.9	February 5, 2018	10.25	101.1
February 11, 2017	8.0	57.3	February 7, 2018	12.0	131
February 12, 2017	13.5	53.3	February 8, 2018	7.5	58.6
February 13, 2017	12.0	61.4	February 9, 2018 AM	4.5	4.9
February 15, 2017	4.0	59.5	February 9, 2018 PM	4.25	87.2
February 16, 2017	3.5	38.4	February 10, 2018 AM	6.0	57.2
March 2, 2017	4.0	49	February 10, 2018 PM	7.25	83.6
March 3, 2017	3.5	46.2	February 11, 2018	9.5	108.2
March 4, 2017	4.0	45.1	February 12, 2018	4.0	47.4
March 11, 2017	5.25	111.8	February 16, 2018	3.0	38.6
March 13, 2017	3.0	48.8	February 23, 2018	3.5	43.9
March 14, 2017	3.25	48.5	February 25, 2018	2.5	38.2
March 15, 2017	8.0	125.1	March 9, 2018 AM	4.5	76.7
March 18, 2017	3.5	44.2	March 9, 2018 PM	4.0	59.6
March 24, 2017	3.0	44.1	March 13, 2018	4.5	71.4
April 7, 2017	11.5	75.4	March 14, 2018	10.0	107
			March 16, 2018	4.0	43.9
			April 5, 2018	3.25	38.2
			April 14, 2018	13.0	139.1
			April 15, 2018	20.0	143.4
			April 16, 2018	11.75	45.9
			April 17, 2018	5.5	41.3
2016/2017 totals			2017/2018 totals		
Number of events	Hours	Tonnes	Number of events	Hours	Tonnes
51	290.75	3211.6	57	375	4074.5

Table 2: Sidewalks

Winter 2016/2017		Winter 2017/2018	
Event Date	Hours	Event Date	Hours
November 21, 2016	14.5	November 10, 2017	12.75
November 22, 2016	14.75	November 20, 2017	8.0
December 5, 2016	13.75	November 22, 2017	9.0
December 6, 2016	10.5	December 10, 2017	7.0
December 9, 2016	16.0	December 11, 2017	12.5
December 12, 2016	16.75	December 12, 2017	13.25
December 13, 2016	14.5	December 13, 2017	12.5
December 15, 2016	11.5	December 16, 2017	10.5
December 16, 2016	13.0	December 18, 2017	10.5
December 17, 2016	13.5	December 20, 2017	10.0
December 18, 2016	13.5	December 22, 2017	13.0
December 19, 2016	14.0	December 23, 2017	11.45
December 22, 2016	11.0	December 25, 2017	10.0
December 23, 2016	5.0	December 26, 2017	12.0
December 24, 2016	9.5	December 30, 2017	12.0
December 26, 2016	7.0	January 2, 2018	13.0
December 29, 2016	13.0	January 4, 2018	12.5
December 30, 2016	13.0	January 8, 2018	13.0
December 31, 2016	10.75	January 12, 2018	6.5
January 7, 2017	4.5	January 13, 2018	11.0
January 8, 2017	10.0	January 15, 2018	10.5
January 9, 2017	7.0	January 16, 2018	10.75
January 10, 2017	13.0	January 17, 2018	10.25
January 11, 2017	12.5	January 24, 2018	9.5
January 13, 2017	7.5	January 25, 2018	7.0
January 17, 2017	9.0	January 30, 2018	11.0
January 18, 2017	9.0	January 31, 2018	7.75
January 28, 2017	5.5	February 1, 2018	9.0
January 29, 2017	8.0	February 2, 2018	9.0
February 1, 2017	9.5	February 4, 2018	7.5
February 7, 2017	8.0	February 5, 2018	11.0
February 8, 2017	9.5	February 7, 2018	7.0
February 9, 2017	9.5	February 8, 2018	11.0
February 10, 2017	8.5	February 10, 2018	10.5
February 11, 2017	11.0	February 11, 2018	12.0
February 12, 2017	5.0	February 12, 2018	12.5
February 13, 2017	13.0	February 16, 2018	7.5
February 14, 2017	10.0	February 23, 2018	4.75
February 15, 2017	9.5	February 25, 2018	4.0
February 16, 2017	7.5	March 9, 2018	11.0
March 2, 2017	7.0	March 13, 2018	8.75
March 3, 2017	8.75	March 14, 2018	9.5
March 4, 2017	6.0	March 16, 2018	4.0
March 11, 2017	9.5	April 5, 2018	4.75
March 14, 2017	8.5	April 14, 2018	6.75
March 15, 2017	9.5	April 15, 2018	5.5
March 19, 2017	4.5	April 16, 2018	15.25
March 24, 2017	4.0	April 17, 2018	14.25
April 07, 2017	12.5	April 18, 2018	10.75
Number of events	Hours	Number of events	Hours
49	492.75	49	483.45



**Town of Aurora
General Committee Report No. CS18-012**

Subject: Magna Golf Club – Display Fireworks
Prepared by: Techa van Leeuwen, Director of Corporate Services
Department: Corporate Services
Date: June 5, 2018

Recommendation

- 1. That Report No. CS18-012 be received; and**
- 2. That the setting off of Display Fireworks for a wedding at Magna Golf Club on June 23, 2018 for approximately 5 minutes at 10:30pm, be approved; and**
- 3. That a by-law to amend the Fireworks By-law No. 5373-11 be brought forward to a future Council meeting providing delegated authority to staff for the approval of setting off Fireworks in celebration of events other than Victoria Day and Canada Day.**

Executive Summary

The purpose of this report is to obtain Council approval for the setting off of Display Fireworks for a celebration at Magna Golf Club on June 23, 2018. The Fireworks bylaw requires Council approval for any “Display Fireworks” for special events that are not associated with Canada Day or Victoria Day.

- Setting off of Display Fireworks on days other than Victoria Day or Canada Day require Council approval as per section 6(b) of Fireworks By-law 5373-11
- In accordance with the Fireworks By-law the Display Fireworks will be supervised by a federally certified pyro-technician under the Explosives Act
- An application to Central York Fire Services will be issued pursuant to Council approval.
- Delegating authority to staff to approve Display Fireworks for special events provides timely approval and efficiencies.

Background

On November 22, 2011, Council passed by-law 5373-11 which is commonly referred to as the Fireworks By-law. In accordance with the By-law, setting off Display Fireworks require the issuance a permit from Central York Fire Services. Display Fireworks are defined in the by-law as high hazard fireworks used for recreation as classified in the Explosives Act.

The By-law further requires Council approval for the setting off Fireworks on any days other than Victoria Day or Canada Day. Firemaster Productions is seeking approval to produce a Display Fireworks in celebration of a wedding on June 23, 2018 at The Magna Golf Club. In accordance with the Fireworks By-law, Council approval is required prior to the issuance of a permit by Central York Fire Services. It should be noted that the Town's Noise By-law 4787-06 provides an exemption from the noise prohibition for authorized Display Fireworks.

Analysis

Setting off of Display Fireworks on days other than Victoria Day or Canada Day require Council approval as per section 6(b) of Fireworks By-law 5373-11

The Fireworks By-law requires the setting off of all Display Fireworks to have a permit issued by the Fire Chief or their designate. Further, the by-law states the Fire Chief shall not issue a permit for Display Fireworks for days other than Victoria Day or Canada Day celebrations unless written approval from Council is obtained.

In accordance with the Fireworks By-law the Display Fireworks will be supervised by a federally certified pyro-technician under the Explosives Act

Fireworks are federally regulated under the Explosives Act. Display Fireworks as defined are a high hazard fireworks generally used for recreation. The Fireworks By-law states the setting off of Display Fireworks must be under the supervision of a person who is certified under the Explosives Act. Central York Fire Services will ensure a licensed display supervisor is on site as part of their permitting process.

An application to Central York Fire Services will be issued pursuant to Council approval.

Firemaster Productions have submitted an application for Display Fireworks permit to Central York Fire Services for approvals. As per the by-law, a condition of the permit issuance is written approval from Council to permit the setting off of fireworks for an event other than Victoria Day or Canada Day celebrations.

Delegating authority to staff to approve Fireworks Displays for special events provides timely approval and efficiencies.

Staff is recommending an amendment to the Fireworks By-law to delegate authority to staff for the approval of setting off fireworks for special events other than Victoria Day and Canada Day. There is significant lead time to obtain Council approval through the preparation, vetting and publication of a Council report. These requests at times may be time sensitive and depending on workload, meeting schedules and other circumstances it may be difficult to obtain the necessary approval in time for the event. Staff are recommending an amendment to the by-law be brought forward to delegate authority to staff for these types of requests.

Advisory Committee Review

N/A

Legal Considerations

In accordance with section 6(e) of the Fireworks By-law, the applicant will provide proof of insurance naming the Town as an additional insured as part of the application process.

Financial Implications

There are no financial implications nor do we collect a fee for this approval

Communications Considerations

N/A

Link to Strategic Plan

This report supports the strategic Plan goal of strengthening the fabric of our community specifically in respect of our customer service strategy.

Alternative(s) to the Recommendation

1. Council may choose not to provide written permission. Although the celebration would still go forward, no fireworks display would be included in the celebration.

June 5, 2018

Page 4 of 4

Report No. CS18-012

2. Council could choose not to delegate authority to staff for approval of setting off Fireworks.

Conclusions

The Fireworks By-law requires Council to approve Display Fireworks for events other than Canada Day and Victoria Day prior to the fire department issuing a permit. The wedding at the Magna Golf Club on June 23, 2018 is a well suited event to seek Council approval. Staff is also seeking delegated authority for timely and efficient approvals of these types of requests.

Attachments

Attachment #1 – Request from Firemaster Productions

Previous Reports

N/A

Pre-submission Review

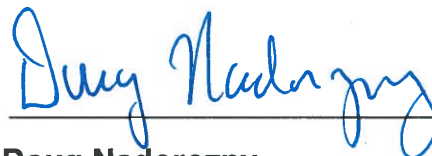
Agenda Management Team review on May 17, 2018

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment #1

FIREMASTER PRODUCTIONS

Take your Fireworks Display to the Next Level

May 7, 2018

Town of Aurora

Re: Fireworks for a Wedding

On June 23, 2018, Firemaster Productions Inc. has been contracted to produce a fireworks display for a wedding at Magna Golf Club (14780 Leslie Road). The display will fire around 10:30pm and last approximately 5 minutes. We are seeking permission from council to produce this fireworks display.

We are a professional fireworks display company that has been in business for over 10 years. We are fully licensed and insured (\$5 million liability) and produce over 100 fireworks displays each year across Ontario.

We have produced approximately five (5) fireworks displays in the past for Magna Golf Club. Each display has been safe and incident free. In addition, we have produced the Canada Day and New Year's Eve fireworks displays for the Town of Aurora for the past three years.

If you have any questions, please don't hesitate to contact me.

Thank you,



Sean Morris
President



**Town of Aurora
General Committee Report No. CS18-013**

Subject: Town of Aurora 2018-2024 Accessibility Plan

Prepared by: Ivy Henriksen, Manager of Customer Service

Department: Corporate Services

Date: June 5, 2018

Recommendation

- 1. That Report No. CS18-013 be received; and**
- 2. That the 2018-2024 Annual Multi-year Accessibility Plan be approved.**

Executive Summary

This report provides information on the Annual Multi-year Accessibility plan which is a legislative requirement under the Ontarians with Disabilities Act, 2001 (ODA) and is in conjunction with the Accessibility Ontarians with Disabilities Act, (AODA) 2005.

- The annual multi-year accessibility plan is a guiding public document that identifies barriers to accessibility within our municipality, barriers removed to date and barriers identified to potentially remove (where possible) within the municipality.
- The annual multi-year accessibility plan is a living document and changes according to resources available.

Background

The Town of Aurora Annual Accessibility Plan was established in 2003 as part of a legislative requirement under the Ontarians with Disabilities Act, 2001 (ODA) and is reviewed and updated on an annual basis. The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) ties in with the ODA and the Town prepares a multi-year plan update on an annual basis. The current plan is for the years 2018-2024.

In addition to the annual plan, the multi-year plan identifies requirements that may be pending with new AODA regulations within the provincial legislation and acts as a place marker of where resources may be required to meet compliance within the corporation

in the future. The province has committed to continually rolling out accessibility legislation and additional changes until 2025 with the goal to make Ontario fully accessible.

Analysis

The Annual Accessibility plan is a public document that documents and tracks barriers to accessibility within our municipal programs, services and buildings.

The annual accessibility plan contains our statement of commitment, our guiding principles, and our legislated goals. The appendices of the plan include our running report card of *Completed Accessibility Items (since 2010 as per legislation)* and *Recommended Accessibility Items* to consider. It also contains an appendix for the Implementation Plan for new integrated standards of the AODA that the Province has recently rolled out.

The annual multi-year accessibility plan is a living document and changes according to resources available.

Documenting barriers to accessibility is part of our corporate recordkeeping and is a requirement of our provincial compliance report. The annual multi-year plan is how we organize this work and make it available to the public. The staff accessibility advisor works closely with all departments to create inclusive accessible practices within our municipality. Due to this, the plan is a living document and changes accordingly to the needs.

The Town of Aurora has established a good foundational level of accessibility throughout the corporation at different levels including customer service, building and physical access within our facilities, information and communication, procurement and the securing of accessible goods and services where possible.

Advisory Committee Review

The advisory committee has been part of the dialogue for this report via the annual plan.

Legal Considerations

The annual multi-year accessibility plan is a requirement for corporate compliance under the ODA and AODA. The multi-year plan also identifies things pending for new regulations under the Accessibility for Ontarians with Disabilities Act. (AODA)

Financial Implications

The annual multi-year accessibility plan has financial implications that are budgeted via the capital accessibility budget and the operational accessibility budget managed via the Manager of Access Aurora. The purchase of items for accessibility follow the standard corporate procurement protocols.

Communications Considerations

Corporate communications professionally produces the Annual Accessibility Plan in collaboration with the accessibility advisor and the Manager of Customer Service.

Link to Strategic Plan

Invest in sustainable infrastructure: through the enhancement of increased accessibility promotes the adaptability and flexibility of services to respond to demographic shifts and through the establishment of policies and programs that enhance the accessibility and safety of new and existing facilities and infrastructure.

Strengthening the fabric of our community through the continuous enhancement of increasing accessibility identifies new formats, methods and technologies to effectively and regularly engage the community.

Alternative(s) to the Recommendation

1. Council could receive the report for information, thus not approving the Accessibility Plan and potentially leave the town in a position where it is not compliant with the ODA/AODA potentially impacting our annual compliance report with the province.
2. Council provides further direction.

June 5, 2018

Page 4 of 4

Report No. CS18-013

Conclusions

This report has provided an enhanced understanding to Council of how the Annual Accessibility Plan is used to identify, reduce and eliminate barriers of accessibility within our municipality.

Attachments

Attachment # 1 – 2018-2024 Annual Accessibility Plan

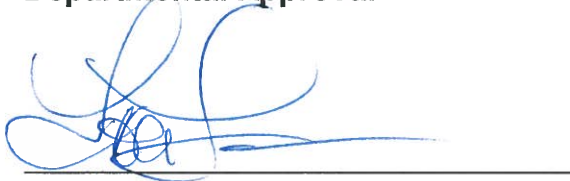
Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on May 17, 2018

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

2018 TO 2024

Town of Aurora Accessibility Plan



The Town of Aurora is dedicated to continuously improving accessibility within the Town and achieving the goals outlined in the *Accessibility for Ontarians with Disabilities Act (AODA)*.

This Accessibility Plan outlines new accessibility initiatives, profiles past achievements and reflects the Town's commitment to the successful implementation of AODA standards.





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Contact Information

Town of Aurora
Corporate Services
100 John West Way, Box 1000
Aurora, Ontario L4G 6J1

Phone: 905-727-3123
Toll free: 1-800-269-3753
E-mail: accessibility@aurora.ca
Website: www.aurora.ca/accessibility

This document is available in an Accessible Alternate Format by request.



Message from Staff

The Town of Aurora is dedicated to the continuous improvement of accessibility within the community, and achieving the goals set by the Accessibility for Ontarians with Disabilities Act (AODA). The 2018-2024 Town of Aurora Accessibility Plan outlines new accessibility initiatives, profiles past achievements which have improved accessibility, and reflects the Town's commitment to the successful implementation of the AODA standards.

By working closely with Aurora's 2015-2018 Accessibility Advisory Committee, the Town of Aurora will acquire a better understanding of what residents and businesses have to say about the services we deliver. In addition to this important feedback, prioritization has been given to legislative and non-legislative initiatives helping further shape the 2018-2024 Accessibility Plan.

Moving forward, the Town of Aurora has built a solid foundation that will allow the municipality to advance and strengthen its commitment to improving accessibility for all. The Town is committed on continuously meeting standards for Information & Communication, Employment, Transportation, Design of Public Spaces, and Customer Service. By developing initiatives in these key areas, Aurora continues to identify, remove and prevent barriers that create a more inclusive community to live, work, and play.

If you have questions, comments, or concerns about accessibility within the Town of Aurora, please feel free to contact me at 905-727-3123 ext. 4392 or at accessibility@aurora.ca

Sincerely,

Ivy Henriksen
Manager of Access Aurora, Customer Service



Message from the Chair of the Accessibility Advisory Committee

It is my pleasure, on behalf of the Accessibility Advisory Committee, to present the 2018-2024 Accessibility Plan for the Town of Aurora. This committee is dedicated to working with local members of Town Council, as well as members of the community, to further inclusion and barrier-free access in our town. In the words of former Lt. Governor David Onley, “accessibility is not a privilege, it is a right.”

This report will review some of the Town of Aurora’s recent achievements in improving accessibility. These include such projects as: installation of automatic door openers, increased accessibility in the Town Hall Council Chambers and the opening of the fully accessible Queen’s Diamond Jubilee Park.

Looking to the future, our goals include: making the best use of the Internet to provide the community with information and the opportunity to provide feedback, and improving communication signage throughout Aurora relating to accessibility services in Town facilities.

The Town of Aurora has an opportunity to move beyond simple compliance with legislation, and demonstrate leadership throughout all of York Region. This committee pledges itself to this goal of a truly open, accessible, and inclusive Aurora.

Yours Sincerely,

Tyler Barker

Tyler Barker, Chair
Accessibility Advisory Committee



Introduction

Statement of Commitment

The Town of Aurora is committed to providing equitable treatment to people with disabilities with respect to the use and benefit of Town programs, services and facilities. The Town seeks to identify and remove barriers to accessibility and prevent the creation of new barriers. The Town is working to provide services in a manner that respects the dignity and independence of all Aurora citizens, our employees and visitors. The Town of Aurora is equally dedicated to ensuring that all AODA legislated obligations are met in a timely manner and that compliance with these standards is maintained.

Background

The purpose of the Town of Aurora's Accessibility Plan is to demonstrate how the Town will be implementing the legislative requirements of the Ontarians with Disabilities Act (ODA) (2001), the Accessibility for Ontarians with Disabilities Act (2005) and to manage compliance with emerging AODA regulations related to the Corporation of the Town of Aurora. In addition, the Town recognizes that there is also a need for innovation outside of the legislation, and that additional initiatives are required to either prepare for forthcoming legislation or (in some cases) to work beyond the legislation to meet resident's accessibility needs. The Town also recognizes that achieving these objectives requires a corporate-wide approach in order to **identify, remove, and prevent barriers for residents, employees, and visitors**.

Over the past several years, the Town of Aurora has undertaken a number of initiatives aimed at ensuring that the municipality remains as inclusive and barrier-free as possible. These include, but are not limited to:

- Developing Town of Aurora Accessibility Plans annually as part of the requirements of the Ontarians with Disabilities Act 2001 (ODA);
- Creation of a fully inclusive, accessible "Queen's Diamond Jubilee Park"
- Providing Accessible Formats;
- Investing nearly \$1,000,000 on accessibility retrofits in Town facilities, programs and services since 2002;
- Creating an accessible taxi training program;
- Training over 500 Town employees, volunteers, community partners and Town contractors on Accessibility, AODA and Human Rights;
- Providing Accessible Customer Service training to all staff beyond AODA parameters.
- Installing Audible Pedestrian Signals at main Town intersections;



- Creating annual Accessibility events to highlight achievements and bring awareness to the importance of accessibility to Town services;
- Meeting and maintaining compliance with all accessibility related legislation.

Guiding Principles

The guiding principles of the Town's Accessibility Plan include:

- Working consultatively with the Accessibility Advisory Committee and other community members to ensure the actions identified in the accessibility plan is responsive to the needs of the community;
- Proactive and timely to meet the provincial compliance deadlines;
- Fiscally responsible by using provincial tools, templates and guides where applicable;
- Proactive to spread the cost of implementation over multiple years;
- Seeking efficiencies by training all existing staff only once;
- Ensuring that areas of accountability are clearly defined by implementing clauses by department; and,
- Developing support tools and templates to assist staff with implementation.

Structure and Governance

The responsibility for the implementation of the AODA falls within the Town's Corporate Services Accessibility Office. Accountability for the Integrated Accessibility Regulation is a shared responsibility with various departments. The Accessibility Office has overarching responsibility for ensuring that respective clauses are executed according to legislative requirements pertaining to the service they deliver. For example:

- Accessible Taxis are led by Corporate Services;
- Website compliance is led by Corporate Communications;
- Employment requirements are led by Human Resources;
- Information and communication Supports is led by Corporate Communications;
- Procurement and Kiosks requirements are led by Financial Services; and,
- Design of Public Spaces are led by Operational Services

General clauses are led by the Corporate Services Department through the work of the Accessibility Office. Responsibilities of the Accessibility Office include, but are not limited to: development of the Corporate Accessibility Plan, implementing legislative consultation processes, working with all levels of government on accessibility-related issues, developing and reviewing policy, creating training modules and materials, and reporting on progress to the Executive Leadership Team, Accessibility Advisory Committee, and Council on all compliance reporting to the Province of Ontario.



Accessibility Advisory Committee

The Accessibility Advisory Committee, established November 2002, is a municipal requirement of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The Committee is comprised of a minimum of five (5) members, including: Three (3) members who are people with disabilities; One (1) Member of Council; and One (1) member who is a citizen volunteer, parent of a child with a disability, or professional from the stakeholder community.

Accessibility Committee Members:

- Tyler Barker – Chair
- John Lenchak – Vice Chair
- Councillor John Abel
- Gordon Barnes
- James Hoyes
- Jo-anne Spitzer

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by: promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment which are all qualities of a five-star community; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the Accessibility for Ontarians with Disabilities Act (2005); and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

Duties and Functions of the Accessibility Advisory Committee

The Committee assists Council by advising, reviewing, and making comments and recommendations of interest to/for people with disabilities, and dealing with community issues relevant to persons with disabilities.

Some of the items reviewed by the Committee include:

- Providing advice to Council each year regarding the preparation, implementation, and effectiveness of the municipal accessibility plan, and making recommendations on the outstanding accessible project list or items based on Council's funding allocation for accessibility;
- Providing advice to Council and Staff for compliance purposes as per the Accessibility for Ontarians with Disabilities Act (2005);



- Establishing guidelines pertaining to accessibility, that staff may consider in the review of site plans and subdivision agreements (i.e., building accessibility, curb cuts on roadways, connectivity and barrier free path of travel);
- Commenting on selected designated accessible parking, including: ensuring convenience to the entrance, properly identified and signed as designated accessible parking; reviewing the total number of designated accessible parking spots in relation to the total number of parking spaces in new development; reviewing ways to improve the placement of existing designated parking within the Municipality; and suggesting ways to increase, wherever possible, on both public and private lands, the number of designated accessible parking spaces within the Municipality;
- Commenting on the accessibility for persons with disabilities to a building, structure, or premises or part of a building, structure or premises that the Municipality purchases, contracts or significantly renovates or for which a new lease is entered into (i.e. Aurora Town Hall, Joint Operations Centre & Aurora Family Leisure Complex);
- Commenting on the proposed and existing by-laws, services, practices, programs and policies of the Municipality and how they relate to the general public, including persons with disabilities;
- Commenting on how the needs of persons with disabilities can be better served through the Municipality's purchasing of goods and services.
- Monitoring federal and provincial government directives and regulations and advising Council regarding same;
- Conducting research on accessibility issues; and,
- Liaising with other municipalities, Region of York, and local stakeholder groups on accessibility and disability issues/interests.



General Accessibility and Accessibility for Ontarians with Disabilities Act Implementation Plan

In addition to the AODA requirements, the Town is continuously working to increase accessibility for residents and visitors by creating additional non-legislated initiatives that support the goals set by Council in accordance with the AODA. Examples of this work include: Audible Pedestrian Signals; Increased Way-finding signage, Hearing Assist in meeting rooms, and increased accessible retrofits relating to the Design of Public Spaces Standard (Built Environment).

Legislated Goals

Customer Service

Maintain compliance with Accessible Customer Service Standard and continue to identify additional customer service enhancements as required:

- Provide accessible Customer Service training to staff, volunteers and third parties;
- Receive and respond to feedback about the manner in which goods or services are provided to persons with disabilities; and,
- Provide notice of service disruptions.

General Requirements

Meet and maintain compliance with the AODA IASR General requirement:

- Complete a review of all relevant Town of Aurora by-laws, policies, procedures and guidelines to reflect the requirements of the AODA Integrated Accessibility Regulation;
- Ensure the procurement of Town goods, services, facilities and kiosks include accessibility criteria and features; and,
- Provide training on the AODA Integrated Accessibility Regulation and the Human Rights Act to all employees, volunteers; all persons who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the Town of Aurora.

Employment

Ensure the Town of Aurora's employment policies and practices are inclusive of people with disabilities:



- Ensure all employees and successful applicants with disabilities are informed of available supports and accommodations;
- Ensure applicants with disabilities are informed of available accommodations during the recruitment, assessment and the selection processes;
- Consult with employees to provide and arrange for accessible formats and communication supports;
- Provide to employees, upon request, individualized workplace emergency response information;
- Maintain a return to work process and provide individual documented accommodation plans for employees with disabilities when required; and,
- Ensure the needs of the employees with disabilities are taken into account for the purposes of performance management, career development, advancement and redeployment.

Information and Communication Supports

Provide accessible information and communication to residents, visitors and employees:

- Ensure Town processes for receiving and responding to feedback are accessible to people with disabilities by providing for, or arranging for, the provision of accessible formats and communication supports;
- Upon request, provide accessible feedback and communication supports in consultation with the requestor, in a timely manner that takes into account the person's accessibility needs and at no additional cost for all Town documents including emergency plans and public safety information;
- Ensure Town of Aurora website(s) and web content conform to the World Wide Web Consortium Guideline (WCAG) 2.0 initially at level A and increasing to Level AA in accordance with the timelines set out by the AODA Integrated Regulation; and,
- Inform the public of the availability and provide accessible materials where they exist and provide accessible formats and communication supports upon request.

Accessible Taxi Services

Ensure accessible taxi service is available to the public within the Town of Aurora:

- Consult with the Accessibility Advisory Committee and the public to determine the proportion of on-demand accessible taxicabs required in Aurora and demonstrate progress toward meeting that need;
- Ensure that no person with a disability is charged additional fees or is charged a fee for storage of mobility aids or mobility assistive devices; and,
- Ensure vehicle registration and identification is visible in accordance with Provincial legislation and is available in accessible formats for passengers with disabilities.



Design of Public Spaces (Built Environment)

The Town of Aurora will meet the requirements of (Ontario Regulation 191/11) under the Accessibility For Ontarians with Disabilities Act, 2005 (AODA) and, in particular, Part IV.1 Design of Public Spaces Standards (Accessibility Standards for the Built Environment) in relation to:

- Recreational trails/beach access routes;
- Outdoor public-use eating areas like rest stops or picnic areas;
- Outdoor play spaces, like playgrounds in municipal parks;
- Exterior paths of travel, such as sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals;
- Accessible parking on and off street;
- Service related elements such as service counters, fixed queuing lines and waiting areas; and,
- Scheduled preventative maintenance.

Non-Legislated Goals

In addition to the legislated goals under the AODA, the Town of Aurora is committed to additional initiatives that help ensure the Town is becoming increasingly barrier-free, including:

Customer Service

Hosting annual National Access Awareness Week events to inform the community about the accessibility of Town services and celebrate accessibility achievements.

Employment

- Conduct outreach with education institutions (elementary and high schools, colleges and universities), and Chamber of Commerce to promote employment opportunities to students with disabilities;
- Partner with agencies to help facilitate workplace experiences and promote employment opportunities for persons with disabilities;
- Track and monitor the percentage of accommodations provided to employees and applicants;
- Deliver training to employees to foster a respectful workplace (includes training on better understanding learning disabilities equity and diversity); and,
- Increase the completeness of the internal data base of persons with disabilities to reflect their representation in the workforce.



Information and Communication

- Increase hearing assist such as closed captioning to viewers of Rogers Cable TV/Streaming for meetings; (where possible for events)
- Increase function of Council Chambers projector screen to include C.A.R.T. or electronic note taking for public meetings; and,
- Increase accessibility in Town Hall with the addition of appropriate way-finding, tactile signage, assistive workstations and self-service kiosks.

Transportation

Training for staff and Taxi Owners/Operators licensed in Aurora consistent with the requirements of the AODA Integrated Accessibility Standards Regulation

Design of Public Spaces (Built Environment)

- Install Audible Pedestrian Program: Increase accessibility for pedestrians with retrofits and new development of Town intersections being equipped with Audible Pedestrian signals;
- Increase and retrofit facilities to include automatic door openers;
- Increase the number of accessible picnic tables throughout Town parks & facilities through regular life cycle management programs;
- Increase accessibility of Town facilities and parks through the auditing and implementation of an asset management plan based on approved budgets;
- Retrofit facilities with respect to: automatic door openers, washroom, passenger loading areas, parking, signs, ramps, reception desks, change rooms, kitchen, client counters, door widening, elevators, drinking fountains, telephones, stairs/railings/ramps, sidewalks/walkways, benches and picnic tables; and,
- Assist residents where needed with removal of windrows through partnerships.

Compliance Monitoring

The Accessibility Advisor shall monitor progress of this plan and shall coordinate and report on progress annually to the Accessibility Advisory Committee and Council through the Accessibility Plan. The Accessibility Advisor is responsible to report on Town compliance to the province, as per the provincial schedule.



Overview of 2009-2016 Accessibility Items and Barriers Removed

Several legislated and non-legislated improvements and community initiatives have increased opportunities for persons with disabilities to enjoy our beautiful Town.

Highlights of our Accomplishments include:

Increased Awareness Across The Corporation

- Continued awareness of the Accessible Customer Service standard ensuring that all residents and visitors with disabilities are treated with respect, dignity, inclusion and independence and are welcome at all of our facilities and municipal programs;
- In addition to the Accessible Customer Service Policy, there are several improvements in day-to-day procedures incorporating accessibility at various department counters. Staff is better equipped to assist customers with disabilities with resources that are available to them;
- Revised By-Law distinguishing pets from service animals allowing access into Town facilities, property, and programs;
- New Town employees and Members of Council receive AODA-related training, including disability awareness and sensitivity, to gain resources and tools on how to better assist a customer with a disability;
- As a condition of licensing, Taxi owners/operators provided AODA Customer Service training including requirements under the Integrated Accessibility Standard in respect to tariffs, registration and identification information;
- Municipal procurement process has incorporated AODA related requirements since 2009 and over the years, the Town has been more diligent and equipped to provide various supports to municipal vendors and contractors to assist them in their AODA compliance;
- Increased recruitment of diversity within Human Resource practices;
- Increased sensitivity training for Operators removing winter snow, lessening windrows near residential driveways;
- Trained staff in conducting Built Environment accessibility audits that increase accessibility in facilities and open spaces (i.e. Victoria Hall);
- Keynote diversity/inclusion presentations including Canadian Paralympic Association “Changing Lives, Changing Minds” to Town staff working with children with disabilities;
- Staff support on the Town intranet providing “Accessible Resources” folder;
- Accessible Considerations included on all Council reports; and,
- “Got Access” corporate guide for an accessible Aurora booklet.



Removal of Physical Barriers

- Additional seating and respite bench areas set up in Municipal buildings including Town Hall;
- Final Completion of the Nokiidaa Trail connecting Aurora, Newmarket, and East Gwillimbury providing seamless access for all citizens;
- Support provided to “Doors Open” locations to assist with Accessibility including the loan of wheelchairs and a temporary ramp set up at Hillary House, Aurora’s National landmark;
- Addition of accessible ramps at the Cenotaph;
- Support provided for Remembrance Day including use of assistive devices;
- Creation of a fully inclusive and accessible Queen’s Diamond Jubilee Park
- Self-checkout units designed at the Aurora Public Library for mobility aids including wheelchair accessibility;
- Patient “Hoyer” lift for the Aquatics Department at the Stronach Aurora Recreation Complex and Aurora Family Leisure Complex. In addition, a permanent Aquatic hydraulic lift for access into the Lap Pool for users;
- Continued accessible wheelchair seating area offered in Council Chambers when needed for meetings (Interior Council ramp too cumbersome for some residents with disabilities);
- Paved trail pathway through Aurora Community Arboretum;
- Installation of accessible Water Fountains and Bottle Fill Stations at Facilities;
- A partnership with the IES Roads Crew and By-law was arranged to increase Accessible Parking Spots within the Town Park quadrant to assist accessible parking needs within this active area of Town;
- Bus Shelters re-designed to provide proper access and respite benches;
- IES Roads Crew marked intersections and curb cuts, including YRT platforms requiring maintenance creating seamless transitions between sidewalks and roadways for mobility aids;
- Installation of automatic door openers at main (south) Town Hall entrance and rear Council Chamber door;
- Slight modifications to Town Hall Council Chamber Ramps increasing turning radius for greater accessibility;
- Additional accessible picnic tables in parks to assist mobility devices;
- Installation of automatic door openers for washrooms, change rooms, and program areas at the Aurora Family Leisure Complex;





- Installation of automatic door openers for Change rooms at the Stronach Aurora Recreation Complex;
- Increased safe access from York Region Transit Bus stop across road from 1400 Wellington Street East entrance. Bus stop relocated for safer access to Stronach Aurora Recreation Complex;
- Cable Tray Protectors purchased and provided for all major events to provide easier gate access and prevention of safety trip hazards;
- Installation of accessible traffic circle at Riverridge/Conover Blvd built to Design of Public Space Standards;
- Acquisition of accessible ramp for portable staging at Aurora Seniors Centre; and,
- Accessible pathways for accessing Machel Park to field events.

Improved Communication with Visitors/Residents with Disabilities

- The Town maintains an accessibility feedback form on the Town website encouraging residents and visitors with disabilities to communicate;
- A service disruption notice system is maintained with the Facilities division of each Municipal occupied building. This provides patrons extra notice when services are interrupted;
- Increased exposure within local media and newspapers highlighting disability tips and resources available within the Town;
- Accessible Customer Service information provided on Interim Property Tax Bills;
- All municipal Boards and Committee members received disability awareness training and booklets depicting Accessible Customer Service with patrons with disabilities;
- Emergency procedures, plans &/or public safety information is provided in an accessible format or with communication supports upon request;
- The Town has upgraded the corporate website to be accessible to WCAG Level A and includes BrowseAloud website software, the ability to enhance accessibility for people with mild vision impairments, learning difficulties and dyslexia;
- Corporate documents reformatted and structured for easy web content access on the Town's website;
- Installation of Audible Pedestrian Signals (APS) with accessible sidewalk/curbing at the Intersections of Yonge/St. John Side road, Yonge/Orchard Heights,





Yonge/Aurora Heights, Yonge/Wellington, John West Way/Civic Square Gate, and Yonge/Golf Links Drive;

- Hearing Induction Loop System installed in the Aurora Seniors Centre (West Mackenzie Room), Aurora Public Library (Magna and Lebovic Rooms) and Aurora Town Hall (Council Chambers, Holland, Leksand, and Tannery Rooms) that provides amplification to those with hearing disabilities;
- Inclusions of an Ubi-Duo device at Access Aurora counter for easier 2-way communication;
- Installation of public TTY machines for Aurora Town Hall and Aurora Public Library;
- Increased “Way-finding contrasting” signage at Stronach Aurora Recreation Complex, Aurora Family Leisure Complex, Aurora Cultural Centre and Joint Operations Centre;
- Sign holders installed for Town Hall to increase accessibility of resources; and,
- Use of Tablet devices for residents/visitors/employees accessing documentation in a preferred accessible format.

Accessible Community Events & Community Engagement

- Mayor, Council, Town Staff and members of the community joined in celebrating International Day for Persons with Disabilities on December 3rd;
- Regular patrons with Disabilities continue to work on their health and wellness and engage the assistance of Fitness staff when needed at Club Aurora Fitness Centre and Indoor Track;
- Workplace experience program at the Club Aurora Fitness Centre and Parks Department for persons with intellectual disabilities;
- Children with disabilities able to access Town of Aurora Summer Camps and provided necessary 1 to 1 support. Guest speakers, training, integration toys and resources provided to staff for exceptional camper experience;
- The Town of Aurora partnered with the Region of York and the N6 Municipalities to hold an Accessibility Advisory Committee (AAC) Forum as part of National Access Awareness Week;
- Increase awareness of availability of accessibility support for all Town Events and/or functions (upon request). Advertise and incorporate as part of event material where people can direct inquiries or ask for assistance for accessibility;
- Several Town events included on-site accessibility support & accessibility parking for customers in attendance;





- Lunch & Learn sessions organized for staff and members of the community becoming more educated with various disabilities along with support mechanisms;
- Aurora Town Notice Board in the local paper provided monthly disability highlights encouraging accessibility and tolerance within our Town;
- Town of Aurora Staff regularly participated in meetings held by the Ontario Network of Accessibility Professionals and the Municipal Reference Group within the Northern 6 to stay informed of best practices when increasing accessibility within a Municipal environment;
- Parks & Recreation Aquatics provides integrated 1 to 1 learn-to-swim instruction with the inclusion of adapted life jackets;
- Mediator Cards have been introduced for individuals in need of support to participate in recreational swimming and aqua fit programs. The mediator is able to attend at no charge in support of a customer with a disability;
- Therapeutic aquatic programming available for pre & post rehabilitation;
- Partner with Aurora Chamber of Commerce educating local businesses about AODA and inclusion of customers with disabilities;
- Acquisition of “Mobilift” to service community for staged events (i.e. Pan Am/Para Pan Am Torch Relay); and,
- Support for a mobile, universal washroom for those attending community events.

Community Recognition and Awards

- The Town of Aurora continues to be recognized as a leader in Accessibility within the York Region and GTA area. Several of our procedural documents have been recognized and adopted by other municipalities including our corporate Accessible Feedback form, Access logos, Corporate Accessibility Policies, Business Accessibility Checklist and Election Inspection Accessibility Audit sheet;
- Town of Aurora Annual Community Recognition Awards previously included an “Accessibility Award”. This was awarded to an individual or organization that makes a significant contribution to the elimination of barriers for people with disabilities. Now referred to as the Inclusion community award;
- Awarded Association of Municipal Clerks and Treasurers of Ontario, AODA Accessibility Champion 10th Anniversary Award;
- The Town of Aurora obtained Level 1 of the Excellence Canada Progressive Excellence Program. Achievement of this award required reviewing and redrafting Human Resources and Accessibility policies. This communication plan demonstrates to Excellence Canada that the Town is committed to continuous improvement;
- The Town of Aurora, where possible, provides a community experience program for people with disabilities; and,



- The Town of Aurora is 1 of 9 recipients in the Province of Ontario that received the Excellence Canada Ontario Accessibility Award for going above and beyond basic AODA compliance and for providing excellent accommodation for people with disabilities.

Legislated Requirements

General

- Accessibility Policies have been established to reflect the Town's commitment in achieving the Accessible Customer Service Standard and Integrated Standards Regulation;
- An established a multi-year accessibility plan to identify, remove and prevent existing barriers for people with disabilities and indicate progress being made in accomplishing future legislative requirements;
- Accessibility features, services, and facilities are more inclusive to people with disabilities; and,
- Provide training on the Integrated Accessibility Standards Regulation (191/11) and Human Rights Code duty to accommodate people with disabilities.

Accessible Customer Service Standard

- New Town employees and Members of Council receive AODA-related training (including disability awareness and sensitivity) to gain resources and tools on how to better assist a customer with a disability; and,
- Establish processes for feedback and Notice of Service Disruptions.

Employment Standard

- Provide individualized workplace emergency response information to employees who have a disability and protocol in place for need of assistance; and,
- Make employment practices more accessible through recruitment, employees returning to work, employee accommodation, communication supports, performance management, career development and redeployment.

Information & Communications Standard

- The Town of Aurora website platform launched to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A;
- Corporate Templates reformatted to meet WCAG 2.0 Level A web content accessibility guidelines;
- Established procedures to provide/arrange for accessible materials where they exist in the Aurora Public Library and any supports where/when necessary; and,



- Notification to the public regarding accessible feedback processes, alternative formats and communication supports that the Town will provide.

Transportation Standard

- All licensed taxicabs issued from the Municipality prohibited owners and operators of taxicabs from charging a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip; and from charging a fee for the storage of mobility aids or mobility assistive devices;
- All licensed taxicabs issued from the Municipality ensure that owners and operators of taxicabs place vehicle registration and identification information on the rear bumper of the taxicab and further make available in an accessible format; and,
- Consultation lead to effective determination of the proportionate number of “On-Demand” accessible taxi cabs Licensed in Aurora.

Design of Public Spaces Standard

- Updated municipal guidelines in consultation with Parks & Recreation Ontario to allow for technical requirements under recreational trails/beach access routes. Consultation exists with the Accessibility Advisory Committee and Active Trails and Transportation Committee.
- Municipal guidelines updated in consultation with Annex H guidelines for Outdoor public-use eating areas, picnic areas, outdoor play spaces and playgrounds in municipal properties. Continued consultation exists with the Accessibility Advisory Committee for any new or redeveloped park.
- Technical requirements for exterior paths of travel, such as sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals are included with IES designs. They are additionally included in the Town of Aurora Site Plan Manual for developments.
- Accessible parking requirements updated to align with the Town of Aurora Zoning By-law
- Accessible elements including trails, signage, playgrounds, bridges, furniture, etc. inspected monthly as per CSA guidelines. Accessible elements are addressed immediately or closure with service disruption is posted until it is in working order.



Accessibility Features and Assistive Devices Available at Various Town of Aurora Facilities

Aurora Town Hall

- Ramped access and automatic door openers at north entrance, south-east entrance and Building Department entrance (3rd floor);
- Automatic door openers at 1st Floor entrances;
- Automatic door openers at rear area of Council Chamber;
- Designated Accessible Parking;
- Personal listening devices/amplification system available in Council Chambers for public meetings connected to microphone system;
- Hearing Induction Loop System in Leksand, Holland & Tannery Rooms;
- FM Assistive Device System, with lapel mic and teleconference table mic to assist with deaf and hard of hearing attendees for meetings held outside of Council Chambers where PA or audio systems may not be available;
- Town TTY telephone lines for the deaf (available on 1st & 2nd floor);
- Manual Wheelchairs and Transfer chairs available for use at Town Hall;
- Respite benches at both front and back entrances;
- Access Aurora Customer Service available to help with way-finding;
- On-site Accessibility Advisor to assist with disability accommodations when attending Town events/meetings (by request for other departments);
- Documents available in alternate formats (by request);
- Electronic Note taking provided to assist residents with hearing loss attend public meetings (by request);
- Audible and visual fire alarm indicators;
- Electronic LED Screens installed on 1st & 3rd floor entrances to assist with wayfinding;
- Sign Holders installed to increase accessibility of resources; and,
- Ubi-Duo device for easier 2-way communication at Access Aurora.

Aurora Family Leisure Complex

- Ramped access/curb cuts and automatic door opener;
- Ramped access to both rink and pool areas;
- Patient “Hoyer” lift available for those with physical or mobility issues requiring assistance in/out of change room or pool deck area;
- PVC wheelchairs in varying sizes that accommodate lateral transfers;
- Water Walking Assistant that helps improve strength in balance and gait;
- Aquatic Training Raft helping maintain horizontal body position to strengthen extremities;



- Pool ramp available for transfers in/out of pool;
- Adaptive Personal Flotation Devices for Swimmers with Disabilities;
- Sensory Toys added to Aquatic & Community Programs;
- Special Needs swimming and camp programs available;
- Larger family change room to accommodate individuals with support persons attending with them;
- Accessible washroom and shower area with bench seat and moveable showerhead available (within Aquatics Area);
- Automatic door openers for the washrooms, fitness change-rooms, and program areas;
- On-site reception staff to assist in way-finding;
- Respite benches and seating throughout building;
- Designated Accessible Parking close to Main Entrance;
- Audible and visual fire alarm indicators; and,
- Independent Elevator access.



Aurora Seniors Centre

- Ramped access from parking lot with designated accessible parking;
- Automatic door openers throughout the building;
- On-site reception area for assistance in way-finding;
- Accessible washrooms and change rooms;
- PA/microphone system available throughout entire building;
- Ramped accessible entrance/exit for back outdoor patio and BBQ area;
- Audible and visual fire alarm indicators;
- On-site wheelchair and walker available for incidental transfers to/from vehicles or accessible transportation;
- On-site Accessibility assistance at large senior community events when needed (by request);
- Adaptable tables and various chair or stool heights available in the Seniors Centre woodshop for ASC members/visitors with disabilities;
- Page magnifiers available from staff as required for ASC members;
- Community integration;
- Incorporation of accessibility needs and requirements for community bus trips;
- Hearing Induction Loop System installed in West Mackenzie Room providing amplification to those with hearing difficulties; and,
- Ramp access to event staging in West Mackenzie Room.



Aurora Community Centre

- Barrier-free sensor sliding glass door front entrances;
- Automatic door openers throughout interior corridors;
- Designated Accessible Parking;
- Large accessible change rooms to accommodate individuals with support persons attending with them;
- Larger washroom available;
- Elevator to access upper level spectator areas; and,
- Respite benches and seating throughout building.
- Electronic LED Screens installed to assist with wayfinding;

Aurora Cultural Centre

- Designated Accessible Parking close to accessible entrance;
- Ramped access/curb cuts and Power door openers at rear entrance;
- Respite benches and seating;
- Contrasting way-finding signage;
- Automatic door openers for washrooms; and,
- Independent Elevator access to lower and upper levels.

Aurora Public Library

- Ramped access from east parking lot and from street level sidewalk;
- Increased ramp and accessible grading and landscaped area at the South lower basement area (*Entrance to Pine Tree Potters);
- Automatic door openers front & back entrances;
- Designated Accessible Parking;
- Wheelchair Accessible Elevator service to 1st & 2nd floors;
- Accessible 1st floor washroom facilities with barrier free entrances;
- Single wheelchair accessible washrooms on 2nd floor;
- Two lower self-checkout units customized for wheelchair accessibility;
- On-site refreshment area with moveable tables and chairs;





- Adaptive technology workstation featuring JAWS (screen reading software), ZoomText (Magnifying software), Kurzweil 1000 and Kurzweil 3000 (Scanning, writing and reading software) and the Duxbury Braille Translator;
- On-site reception at Customer Service Desk within library to assist with way-finding or special requests;
- Access with “Mosio” text messaging software;
- Selection of large-print books and talking books, “e” books and “e” audio books;
- Subscribe to Centre for Equitable Library Access (CELA);
- Visiting library services at home, for people with disabilities, seniors, or those unable to travel to the library due to injury/wellness;
- Access to the CNIB Partners Program;
- Hearing Induction Loop System installed in Magna & Lebovic Rooms; and,
- Installation of TTY telephone for hard of hearing at front entrance payphone.

Joint Operations Centre

- Designated Accessible Parking close to Main Entrance;
- Ramped access/curb cuts and power door openers at front entrance;
- Respite benches and seating in main lobby;
- Contrasting way-finding signage;
- Automatic door openers for washrooms;
- Accessible washrooms including hands free dryers and soap dispensers;
- Independent Elevator access to lower and upper levels;
- On-site reception area for assistance in way-finding; and,
- Audible and visual fire alarm indicators.



Stronach Aurora Recreation Complex

- Designated Accessible Parking;
- Ramped access/curb cuts and automatic door openers;
- Mechanical lift available for transfers in therapeutic and leisure pools;
- Patient “Hoyer” lift available for those with physical or mobility issues requiring assistance in/out of change room or pool deck area;
- PVC wheelchairs in varying sizes that accommodate lateral transfers;



- Water Walking Assistant that helps improve strength in balance and gait;
- Aquatic Training Raft helping maintain horizontal body position to strengthen extremities;
- Adapted Personal Flotation Devices for Swimmers with Disabilities;
- Sensory Toys added to Aquatic & Community Programs;
- Accessible washrooms and change locations including hands free dryers and soap dispensers;
- Respite benches and seating throughout building;
- Audible and visual fire alarm indicators;
- Accessible Shower Nozzles and Sensors for ease of access in Change rooms increasing accessibility with patrons that have a disability;
- Shower curtain installed in Ladies accessible stall for privacy;
- Ramped access to shallow pool & play area;
- Increased contrasting way-finding signage;
- Addition of digital display boards; and,
- Automatic door openers for family change-room washrooms.





Accessibility Plan Feedback Form

The Town of Aurora is committed to providing accessible customer service to all of our citizens. We welcome your comments and feedback regarding the Accessibility Plan. Assistance may be provided in an alternate format or necessary communications support.

Please detach this form and submit to any of the following:

Mail or Deliver to: Accessibility Advisor c/o Access Aurora Customer Service
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

E-mail to: accessibility@aurora.ca

Fax to: 905-726-4732

Please write or type your comments in the space provided below. Thank you.

Was the Accessibility Plan helpful in understanding accessibility available within Town services, facilities and/or programs?

What further information/suggestions would you like to see included in the Accessibility Plan?

Any other comments or suggestions:



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
01-2010	Physical Lack of accessibility ramps for Town Events	Purchased portable wheelchair ramps to be used at Town Events/Functions as needed	\$100 One (1) ramp purchased from Aurora Seniors Centre wood shop for low-cost solution	Corporate Services, Infrastructure & Environmental Services	2010
02-2010	Communication Lack of signage to advise availability of listening devices in Council Chambers	Purchased proper signage to advertise devices available in Council Chambers	N/A	Corporate Services, Infrastructure & Environmental Services	2010
03-2010	Communication Lack of signage for TTY availability at Town Hall location	Purchased of proper signage to advertise devices available	N/A	Corporate Services, Infrastructure & Environmental Services	2010
04-2010	Physical Lack of accessible exterior entrance at Pine Tree Potters Guild at Library location (basement level)	Accessible ground (basement) level access to exterior door on south entrance (requires no-step entrance)	Completed via Facilities/Parks Budgets Re-graded area and added asphalt path of travel	Infrastructure & Environmental Services	2010



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
05-2010	Attitudinal Lack of accessibility knowledge and available information for local businesses	Built relationship with Chamber of Commerce to educate local businesses about AODA and inclusion of Customers with Disabilities	N/A PowerPoint presentation on file with Accessible Customer Service booklet	Corporate Services, Accessibility Advisory Committee	2011
06-2010	Physical Poor access to Parks Office - large steep staircase for public to use to reach Parks staff on 2 nd level at Scanlon location	Installed door buzzer at bottom of stairs for patrons to ring for staff, and convex mirror to be placed at the top of stairs to enhance security for staff and to better determine if patrons need assistance	\$200 Doorbell and convex mirror installed Improved signage installed	Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services	2011
07-2010	Physical Lack of automatic door opener at main (south) entrance of Town Hall	Installed automatic door opener at main (south) entrance	\$2,500 Parts and labour	Infrastructure & Environmental Services	2011



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
08-2010	Attitudinal Lack of awareness of disability sensitivity among Town user groups who rent Town facilities	Developed “Got Access” A Guide for an Accessible Aurora, providing customer service awareness material geared towards user groups	\$5,000 Design & Print	Corporate Services, Administration	2014
10-2010	Communication Lack of accessible formats available for observing election debates	Provided electronic note-taker service for accessibility to deaf or hard of hearing residents attending debates (upon request)	\$160/two-hour meeting Mileage	Corporate Services	2010
12-2010	Communication Lack of closed captioning for Movie Nights presented at Aurora Town Library	Town Youth program staff offer closed captioned movies on specific nights (upon request)	N/A Closed captioning available with movie; would need to be programmed or activated on play system at location	Corporate Services, Parks & Recreation Services	2011
13-2010	Communication Poor acoustics/ sound system in Council Chambers	Retrofitted current acoustics and PA/microphone system	Facilities rectified situation as of April 2011. Costs associated with Infrastructure & Environmental Services	Corporate Services, Infrastructure & Environmental Services, Administration	2011



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
14-2010	<p>Physical</p> <p>Wheelchair ramp in Council Chambers is too narrow and not big enough for power wheelchairs or scooters; does not have hand rails on both sides; does not meet current building code</p>	<p>Reconfigured public seating area by removing small section of moveable chairs at back row (by bi-fold doors) and designated a section for patrons with wheelchairs or scooters</p>	<p>\$500</p> <p>Minimal cost for stencil/markings of carpet tiles to designate area</p> <p>Clearly marked carpeted area with universal accessibility symbol to designate wheelchair section along back row</p>	<p>Corporate Services, Infrastructure & Environmental Services</p>	2011
15-2010	<p>Physical</p> <p>Lack of appropriate elevator at AFLC</p> <p>Some patrons refuse to use current lift because of its old technology and confined space (lift technology, very confined space, with moving walls, operated by a key/button system, is a lift <u>not</u> an elevator)</p>	<p>Retrofit for replacement of lift with a regular elevator that does not require a “key” operator</p>	<p>Capital project \$125,000 approved by Council; item transferred to Infrastructure and Environmental Services (IES) as Facilities Capital Project item completion of the Community Use for Youth space at the AFLC</p>	<p>AAC, Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services</p>	2015



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
16-2010	Physical Lack of direct path of travel from fitness centre to pool at AFLC	Redesign corridors/change rooms in conjunction with renovation of AFLC	Parks & Recreation funded item as part of Community Space for Youth AFLC renovation	AAC, Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services	2015
17-2010	Communication & Physical Lack of signage at 3 rd floor Town Hall washrooms directing patrons to location of accessible washrooms (on 1 st and 2 nd floors)	Purchased and installed appropriate signage	\$250 Temporary signs & sign holders	Infrastructure & Environmental Services	2011
19-2010	Attitudinal & Communication Lack of knowledge among Corporate Town employees regarding location of available accessibility resources within municipal buildings and Town-operated programs	Developed “Got Access” Accessibility Resource Guide for Town staff and patrons	\$5,000 Design & Print	Corporate Services, Administration	2014



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
20-2010	Communication Lack of awareness of availability of accessibility support for all Town Events and/or functions (upon request)	Advertised and incorporated as part of event material where people can direct inquiries or ask for assistance for accessibility	Costs vary depending on type of request received i.e. services in kind or operating supplies	Corporate Services, Administration	2012
21-2010	Communication Lack of community outreach to increase accessibility awareness	Outreach plan created by AAC and Accessibility Advisor Held annual events, information fairs, etc.	N/A	Corporate Services, Accessibility Advisory Committee, Administration	2011
22-2010	Attitudinal Lack of accessibility awareness among Taxicab operators	Awareness training for Taxicab operators	\$600/Training	Corporate Services, Accessibility Advisory Committee	2012
23-2010	Communication & Physical Lack of adequate signage at AFLC indicating accessible entrance location	Improved signage	\$50/sign Signage installed	Infrastructure & Environmental Services	2011



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
24-2010	Communication Visual difficulties of Town-written material from Finance	Improved font size and set-up of tax and water bills	N/A Costs associated with set-up and mail out	Financial Services, Corporate Services	2012
26-2010	Physical No clear accessible viewing area at AFLC rink for patrons to view skating events	Space redesigned, barrier free access Chairs removed if applicable	Parks & Recreation funded item as part of Community Space for Youth AFLC renovation	AAC, Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services	2015
27-2010	Communication No formal Affordable and Accessible Housing Policy in Official Plan	Included Affordable and Accessible Housing Policy in Official Plan	N/A	Corporate Services	2010
01-2011	Physical & Communication Lack of Audible Pedestrian Signal (APS) for busy intersection at Orchard Heights and Yonge St	Installed APS at recommended intersection in collaboration with York Region	\$50,000 Retrofit cost due to condition of intersection and current poles	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation Department	2012



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
02-2011	<p>Physical & Attitudinal</p> <p>Snowplows dumping snow within resident driveways – creating barriers for residents with disabilities to enter/exit their paths of travel</p>	<p>Windrow removal program for residents with disabilities that identify removal is an issue</p> <p>Driver sensitivity training provided. Included training for IES staff and sub-contractors used for plowing. Corporate Accessibility Training removing & preventing barriers</p>	<p>Driver sensitivity training conducted in-house with minimal cost for materials</p>	<p>Corporate Services, Infrastructure & Environmental Services</p>	2011
03-2011	<p>Physical & Systemic</p> <p>Lack of disability support at Town Special Events as required</p>	<p>Additional staff made available when Accessibility Advisor is unable to attend (unrealistic to have one/same person attend all Events)</p> <p>Staff submitted accessibility request when support required for Town Events</p>	<p>Cost – N/A</p> <p>Staff allowed to 'flex' time and adjust 8:30-4:30 work week when Events are pre-planned</p>	<p>All Departments</p>	2011



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
04-2011	Attitudinal & Communication Lack of accessibility knowledge among user groups	Established accessible information on policies, permits, conditions & regulations	N/A	Corporate Services, Parks & Recreation Services	2016
06-2011	Physical Lack of safe access from bus stop across road from SARC drive-way entrance	Location of bus stop moved to facilitate safe crossing at traffic intersection Wellington/Leslie Streets	N/A	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation Department	2012
07-2011	Physical Lack of access to the Cenotaph for people with mobility issues	Included ramp access to Cenotaph along path/stairway. Design features include Design of Public Space standards	\$20,000	Corporate Services, Parks & Recreation Services	2014



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
01-2012	Physical & Communication Lack of Amplification System in the Town Hall Committee Rooms (i.e. Leksand/Holland Rooms)	Hearing Induction Loop System installed in Holland/Leksand Rooms for Public Meetings	\$5,000	Corporate Services, Infrastructure & Environmental Services	2012
02-2012	Physical Lack of Access into the Lap Pool of SARC	Installed permanent hydraulic lift onto the Lap Pool	\$6,000	Corporate Services, Infrastructure & Environmental Services	2012
03-2012	Physical Lack of Access through the back door of the Council Chambers	Installed automatic door and distress paddles	\$2,500	Corporate Services, Infrastructure & Environmental Services	2012
04-2012	Physical Lack of Access into the Accessible Washrooms of the Family Change room in the SARC	Installed automatic door and distress paddles	\$12,000	Corporate Services, Infrastructure & Environmental Services	2012



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
05-2012	Attitudinal & Communication Accessibility Considerations on Reports to Council	Included subsection on all reports highlighting any accessible considerations that may identify, remove, and prevent barriers	N/A	Corporate Services	2016
06-2012	Physical & Communication Lack of Amplification System in the West Mackenzie Room of the Aurora Seniors Centre	Hearing Induction Loop System installed in West Mackenzie Room for Public Meetings & Events	\$3,500	Corporate Services, Infrastructure & Environmental Services	2012
07-2012	Physical & Communication Lack of Audible Pedestrian Signal & Curb Cuts (APS) for Yonge & Wellington, and Yonge & St. John's Sideroad	Installed APS at recommended intersections in collaboration with York Region	\$50,000 Retrofit cost due to condition of intersection and current poles	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation Department	2012



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
08-2012	<p>Communication & Physical</p> <p>Lack of appropriate accessible signage and way-finding system directing patrons to the appropriate located within SARC & AFLC</p>	Accessible way-finding signage required to meet accessible needs for patrons specifically using public areas of recreational facilities	\$5,000	Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services	2012
09-2012	<p>Physical & Attitudinal</p> <p>Lack of seating in Bus Shelters</p>	Installed accessible seating in all Bus Shelters	Region of York, and YRT funded project	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation Department	2012
10-2012	<p>Physical</p> <p>Intersection of Conover & Riveridge Blvd traffic circle has sidewalk heaving causing lip between road and sidewalk</p>	Replacement and re-pouring of curbing/sidewalk around the traffic circle of the intersection	\$13,000	Corporate Services, Infrastructure & Environmental Services	2013



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
11-2012	Communication & Physical Council Chambers projector screen split use required for Electronic Notetaking	Created a function where the two Council Chambers projector screens can operate independently	\$3,000	Corporate Services, Infrastructure & Environmental Services	2016
12-2012	Physical Lack of Picnic Tables in Parks accessible to various mobility aids	Incorporated Capital replacement of tables with accessible picnic tables in strategic high traffic areas	Parks Capital Replacement on a yearly basis, changing out tables coming out of service	Corporate Services, Parks & Recreation Services	2013
13-2012	Physical Lack of accessible Park Paths and Accessible Playground equipment	Any new parks/trails to meet the IAS Design of Public Spaces Standard for accessibility. Included Queens Diamond Jubilee Park and 2C development	\$50,000 Funds used in Capital for new /retrofit as per the Parks & Recreation Master Plan	Corporate Services, Parks & Recreation Services	2016
14-2012	Physical Lack of Change tables in Aquatic Centre change rooms	Investigated requirements of SARC & AFLC to determine space, placement, and quantity. Family change-room has accessible stalls/rooms with accessible benches for proper transfers	N/A	Corporate Services, Infrastructure & Environmental Services, Parks & Recreation Services	2013



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
15-2012	Communication Lack of TTY at municipal buildings	Additional TTY installed on Town Hall first floor payphone and Aurora Public Library lobby payphone	\$300/phone	Corporate Services	2012
16-2012	Physical Lack of Parking on the street with Accessibility Parking Permit (Overnight, No stopping zones, etc.)	Reviewed existing By-law. Determined that it would provide inequalities and is winter liability for clearing of roads	N/A	Corporate Services	2013
17-2012	Communication Lack of accessibility on website for people with dyslexia, learning & visual impairments	The Town is proceeding to launch a new website (WCAG Level A) platform with increasing accessible features. Interim solution installed "BrowseAloud" accessible website software.	Website platform funded by Administration. Accessible software, \$2,500/year	Corporate Services, Financial Services, Administration	2012
18-2012	Physical Cable trip hazard for all patrons entering front gates of Special Events (i.e. Ribfest)	Purchased cable protector ramps allowing barrier free access	\$2,500	Corporate Services	2012



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
20-2012	Communication Lack of accessible formats available for observing election debates	Provided electronic note-taker service upon request—interpreters for accessibility to deaf or hard of hearing residents attending debates	Cost \$250 per two-hour meeting/service, plus mileage cost to service provider	Corporate Services	2014
21-2012	Physical Lack of access along sidewalks/walkways that display Election Signs	Provided education to Candidates proper sign placement in accordance with sign By-Law. By-Law Staff enforced, removed, relocated that impeded physical access	N/A	Corporate Services	2014
01-2013	Physical Intersection of Yonge & Henderson Street YRT Bus Platform has sidewalk heaving causing lip between road and sidewalk	Replacement and re-pouring of curbing/sidewalk around the bus stop of the intersection	\$20,000	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation	2014
02-2013	Physical Lack of Access to rear of AFLC Arena and Aquatic Change rooms	Replacement of rear entrances with censored automatic doors	\$25,000	Corporate Services, Infrastructure & Environmental Services,	2015



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
03-2013	Physical Lack of adapted weight training equipment in Club Aurora Fitness Centre	Capital expenditure of adapted universal weight training station	\$15,000	Corporate Services, Parks & Recreation Services,	2015
04-2013	Communication & Physical Lack of Audible Pedestrian Signal (APS) for busy intersection at Aurora Heights and Yonge St	Installation of APS at recommended intersection in collaboration with York Region	\$75,000 retrofit cost due to condition of intersection and current poles	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation	2016
05-2013	Communication Lack of fixed Audio/Visual Systems in Committee Boardrooms	Installation of fixed Audio/Visual System in Leksand, Holland, and Tannery Rooms with capability for Hearing Assist, CART, etc.	\$200,000	Corporate Services, Infrastructure & Environmental Services, Financial Services	2017
06-2013	Physical Lack of Access throughout ACC Arenas and Corridors	Installation of paddle/censored automatic doors & openers eliminated barriers to those with mobility disabilities	\$25,000	Corporate Services, Infrastructure & Environmental Services,	2015



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
07-2013	Physical Intersection of Conover & Borealis Ave traffic circle has sidewalk heaving causing lip between road and sidewalk	Replacement and re-pouring of curbing/sidewalk around the traffic circle of the intersection	\$15,000	Corporate Services, Infrastructure & Environmental Services	2014
08-2013	Communication Lack of Visual/Audio Emergency System Detectors in Town Hall meeting rooms for the public	Installation of horn/strobe alarms in Leksand, Holland, Tannery Rooms and Council Chambers	\$500/device plus installation	Corporate Services, Infrastructure & Environmental Services	2014
09-2013	Physical Lack of accessible Paved Park Paths in Lambert Willson Park/Arboretum for connectivity with Nokiidaa Trail	Any new remedial parks/trails to meet the IAS Design of Public Spaces Standard for accessibility	\$100,000	Corporate Services, Parks & Recreation Services,	2016

Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
02-2015	Physical Lack of Access to ALFC Fitness Centre, Gym Change rooms, & 2 nd Floor Washrooms	Installation of paddle/censored automatic doors & openers eliminated barriers to those with mobility disabilities	\$45,000	Corporate Services, Infrastructure & Environmental Services,	2016
03-2015	Physical Lack of Evacuation Access to those in multi-level facilities	Updated Fire Safety Plans and Emergency Safety Protocols for Staff and Patrons in Municipal Facilities	N/A	Corporate Services, Parks & Recreation Services, Infrastructure & Environmental Services	2017
04-2015	Physical Lack of Accessible Water Fountain and Bottle Fill stations in Municipal Facilities	Installation of “ADA”, cooled water bottle and drinking fountain stations at ACC, AFLC, SARC, Library & Town Hall	\$30,000 Capital from IES	Corporate Services, Parks & Recreation Services, Infrastructure & Environmental Services	2016
06-2015	Physical Lack of accessible Change Tables in public washrooms 2 nd Floor AFLC.	Updated wayfinding signage for access provided in Family Changeroom.	\$5,000	Corporate Services, Infrastructure & Environmental Services	2017



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
07-2015	Communication & Physical Lack of awareness/knowledge of accessibility requirements/ upgrades to existing facilities	Conducted Facility Audits to all Facilities to identify gaps, end of life cycle components that impact barrier free access. Identified elements will be used to help build the Accessibility Plan for accessible upgrades	\$30,000 in conjunction with IES	Corporate Services, Infrastructure & Environmental Services	2017
01-2016	Physical Lack of Access to JOC Washrooms, Change rooms, and Work Bays	Installation of paddle/censored automatic doors & openers eliminated barriers to those with mobility disabilities	\$35,000	Corporate Services, Infrastructure & Environmental Services,	2017
03-2016	Communication & Physical Lack of Accessible signage for Universal Washrooms, 2 nd Floor Aurora Public Library	Installation of appropriate way-finding signage at location in consultation with Aurora Public Library staff.	\$1,000 Operating	Corporate Services, Infrastructure & Environmental Services	2017
07-2016	Physical Lack of Access to Pool Viewing Area at SARC	Installation of censored automatic door to eliminate barriers to those with mobility disabilities	\$5,000	Corporate Services, Infrastructure & Environmental Services,	2017



Appendix A – Completed Accessibility Items

Item #-Year Added	Type of Barrier to Accessibility	Solution	Associated Costs	Department Responsible	Year Completed
09-2016	Physical Lack of Access to entrance of ACC #1 & ACC #2 from parking lot	Created paved surface to grade where designed curb cuts are located for appropriate safe, accessible routes of travel	\$200,000 (IES)	Corporate Services, Infrastructure & Environmental Services,	2017
10-2016	Physical Lack of a Fully Inclusive and Accessible Municipal Park	Development and Creation of Queens Diamond Jubilee Park	\$325,000 (Parks)	Corporate Services, Parks & Recreation Services,	2017



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
11-2010	Communication Lack of captioning option for Council meetings Broadcasted	Captioning to be included for streaming of Council & Committee meetings with Council A/V upgrade	\$15,000/year	Corporate Services, Administration	No enforcement under CRTC that captioning is required for community programming. Streaming will require WCAG accessibility guidelines	2019
18-2010	Communication & Physical Lack of appropriate signage and way-finding system directing patrons to the appropriate Departments and/or areas located within Town Hall	Hire consultant to investigate potential solutions for a visual way-finding system for Town Hall	\$50,000	Corporate Services, Infrastructure & Environmental Services,	Visual way-finding system should be delayed until org. review and space analysis complete Possible interim solution would be to have GIS staff develop Town Hall map with legend to be available at all entrances and Dept. counters	2018/2019

Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
25-2010	Physical Counters at Town Hall do not include lower counter cuts for people using mobility devices	Install accessible Reception counters at all Town Hall Departments	42,000 \$7,000/each	AAC, Infrastructure & Environmental Services, Corporate Services	As of January 1, 2016 all service counters, queuing lines, and waiting areas must be accessible as per IASR Design of Public Space Standards	2019
05-2011	Physical Increase accessibility in Council Chambers	Re-design and construct barrier-free Council Chambers	Cost estimated at \$250/square foot	Corporate Services, Infrastructure & Environmental Services	Retain architect to determine design and feasibility relating to the Ontario Building Code (OBC) in conjunction with Town Hall refresh	2023
19-2012	Physical & Vision Lack of accessible lighting in Town parks that host/run events	Determine high traffic areas and conduct needs assessment of accessible lighting or lack thereof	\$50,000/Machel Park in association with Parks Department	Corporate Services, Parks & Recreation Services	Safety issue for patrons entering/exiting park facilities & events due to lack of lighting	2018



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
01-2015	Communication & Physical Lack of Audible Pedestrian Signal (APS) for busy intersection at Kennedy and Yonge St.	Installation of APS at recommended intersection in collaboration with York Region	\$75,000 retrofit cost due to condition of intersection and current traffic poles	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation	Capital replacement costs \$75,000 per intersection per year prioritizing need of traffic intersection	2018
05-2015	Physical & Vision Lack of accessible lighting in Town parks that host/run events	Determine high traffic areas and conduct needs assessment of accessible lighting or lack thereof	\$100,000/ Lambert Willson Park/Arboretum in association with Parks Department	Corporate Services, Parks & Recreation Services	Safety issue for patrons entering/exiting/traveling park facilities due to lack of lighting	2018



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
02-2016	<p>Communication & Physical</p> <p>Lack of Audible Pedestrian Signal (APS) for busy intersection at Murray and Yonge St</p>	Installation of APS at recommended intersection in collaboration with York Region	\$75,000 retrofit cost due to condition of intersection and current traffic poles	Corporate Services, Infrastructure & Environmental Services, Region of York Transportation	Capital replacement costs \$75,000 per intersection per year prioritizing need of traffic intersection	2018
04-2016	<p>Physical</p> <p>Lack of Access to Universal Washrooms, 2nd Floor Aurora Public Library</p>	Installation of paddle/ censored automatic doors & openers eliminated barriers to those with mobility disabilities	\$15,000	Corporate Services, Infrastructure & Environmental Services	<p>Tender awarded in 2017.</p> <p>Project anticipated completion date for *Q1 2018</p>	2018



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
05-2016	Physical Lack of Access to Yonge Street Vestibule Entrance, First Floor Aurora Public Library	Installation of censored automatic door sliders eliminated barriers to those with mobility disabilities	\$30,000	Corporate Services, Infrastructure & Environmental Services	Tender awarded in 2017. Project completion for *Q1 2018	2018
06-2016	Physical Lack of Access to Vestibule Entrance Aurora Seniors Centre	Installation of censored automatic door sliders eliminated barriers to those with mobility disabilities	\$30,000	Corporate Services, Infrastructure & Environmental Services	Tender awarded in 2017. Project completion for *Q1 2018	2018
08-2016	Physical Lack of Access to Victoria Hall entrance	Installation of permanent ramp	\$20,000	Corporate Services, Infrastructure & Environmental Services,	Further investigation required with redevelopment of Library Square	2020



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
01-2017	Physical Lack of barrier free access to Town Park via East parking lot/pathway	Regrade pathway and parking lot pavement. Shift pathway away from storm water drain	\$10,000	Corporate Services, Infrastructure & Environmental Services,	Further investigation required with grade and storm water drain. May require shifting accessible park path away from storm water drain.	2018
02-2017	Physical Lack of Access to Rear Entrance, AFLC	Installation of censored automatic door sliders eliminated barriers to those with mobility disabilities	\$15,000	Corporate Services, Infrastructure & Environmental Services	Tender awarded in 2017. Project completion for *Q1 2018	2018
03-2017	Physical Lack of permanent transfer stations for people with disabilities in SARC/AFLC change rooms	Installation of permanent gentry system, ceiling track lifts.	\$20,000	Corporate Services, Infrastructure & Environmental Services	Currently, portable hoier lifts used for transfers. Investigation needed to determine feasibility for a permanent solution.	2020



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
01-2018	Attitudinal Barrier Lack of specific Accessibility Award in Community Recognition Awards	Request Community Services to consider re-instating the Accessibility Award instead of the new Inclusion Award	Zero Cost – change in practice only	Community Services – c/o Special Events	TBD	2019 to be considered
02-2018	Attitudinal Barrier Better representation of persons with disabilities to be on the Accessibility Advisory Committee, more diverse involvement from the community	Review terms of reference of this committee	Zero Cost – staff to review as part of 2018 election framework for required statute committees for 2018 to 2021	Corporate Services via Accessibility Advisor and Town Clerk	In progress	2018



Appendix B – Recommended Accessibility Items 2018 – 2024

Item #-Year Added	Type of Barrier to Accessibility	Proposed Solution	Associated Costs	Department Responsible	Status of Project Item	Target Year Completion
03-2018	<p>Communication and Attitudinal Barrier</p> <p>For staff to develop a recruitment, public outreach and education strategy for the Accessibility Advisory Committee (to recruit potential members)</p>	Formal plan to be developed by staff	<p>Costs associated with print materials for advertising via newspaper ads</p> <p>Costs – TBD, could be included in Town Notice Board</p>	Corporate Services via Accessibility Advisor with input from Elections team and corporate communications	Pending	2018 – Q2
04-2018	<p>Physical Barrier</p> <p>For staff to review the status of the repairs completed at Canine Commons dog park in 2017 and determine if additional accessibility features could be added to the park footprint and parking lot area</p>	TBD – needs review and analysis	Not known	Via Accessibility Advisor in partnership with Community Service (Parks Operations)	Pending – review and analysis to occur in 2018	2018/2019



Appendix C – Town of Aurora Implementation Plan 2018-2024 Accessibility for Ontarians with Disabilities Act Integrated Accessibility Standards, Ontario Regulation 191/11 IASR

Topic and Implementation Date	Detail of What is Required	Action
General		
ss 1 - 2 Purpose, application and definitions		
Establishment of Accessibility Policies January 1, 2013 COMPLIANT	3 (1) Develop policies in regards to how we plan on working towards an accessible municipality as per the AODA (2) Write a statement of organizational commitment to meet the needs of people with disabilities, in a timely manner (3) (a) Write one or more written documents describing it's policies (b) Make the written documents available to the public, and provide them in an accessible format when requested	Staff Report summarizes plan and amends current Accessible Customer Service Policy made by way of the following Council adoption on September 15, 2009: <ul style="list-style-type: none"> • Additional IASR Policy <p>The Town of Aurora describes that as an organization “it is committed and guided by the four core principles of Dignity, Independence, Integration, and Equal Opportunity and supports the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005.”</p> <p>All Council reports are publically available and posted on the Town of Aurora website.</p>



**Appendix C – Town of Aurora Implementation Plan 2018-2024
Accessibility for Ontarians with Disabilities Act
Integrated Accessibility Standards, Ontario Regulation 191/11 IASR**

<p>Accessibility Plans</p> <p>January 1, 2013</p> <p>COMPLIANT</p>	<p>4 (1) (a) Develop a multi-year accessibility plan which shows how the municipality will prevent and remove barriers as per the AODA</p> <p>(b) Post plan on the Town of Aurora's website, provide in an accessible format when requested</p> <p>(c) Review/update plan at least once every five years</p> <p>(2) Review/update the accessibility plans in consultation with people with disabilities and the AAC</p> <p>(3) (a) Prepare a status report (annually) discussing the progress the municipality has taken in regards to clause (1)</p> <p>(b) Post the status report on the Town of Aurora's website, and provide in an accessible format when requested</p>	<p>4 (1) Assigned to the Accessibility Advisor, a draft of the multi-year accessibility plan will be reviewed with the AAC.</p> <p>4(2) Town of Aurora holds an annual public input Forum.</p> <p>4(3) Town of Aurora AAC & Council reviews accessibility plans</p> <p>Status reports are publically available and posted on the Town of Aurora website.</p>
<p>Procuring or Acquiring goods, services or facilities</p> <p>January 1, 2013</p> <p>COMPLIANT</p>	<p>5 (1) Incorporate accessibility criteria and features when acquiring or purchasing goods, services or facilities</p> <p>(2) An explanation must be provided, upon request if it is not practicable to the above clause 5 (1)</p>	<p>An amendment to the Purchasing By-law. By-Law 5500-13, 25.1-25.2 has a section specifically referencing the AODA as follows:</p> <p>25. ACCESSIBILITY CONSIDERATIONS</p> <p>25.1 The Town is committed to giving people with disabilities the same opportunity to access Town Goods and Services and allowing them to benefit from the same Services, in the same place and in a similar way as other customers. Pursuant to the</p>



**Appendix C – Town of Aurora Implementation Plan 2018-2024
Accessibility for Ontarians with Disabilities Act
Integrated Accessibility Standards, Ontario Regulation 191/11 IASR**

		<p>provisions of the AODA and s. 5(1) of O. Reg. 191/11, as amended, the Town shall incorporate accessibility design, criteria, and features when procuring or acquiring Goods, Services, or facilities, except where it is not practicable to do so. Programs, Goods, Services, facilities, etc. should be accessible to persons with disabilities (visible and invisible), including (without limitation): hearing loss, vision loss, physical or mobility related impairments, temporary disabilities, learning, speech, language, cognitive, psychological, psychiatric, intellectual and developmental disabilities, allergies, and multiple chemical sensitivities.</p> <p>25.2 If it is determined not to be practicable to incorporate accessibility design, criteria, and features when Purchasing Goods, Services, or facilities, the Department Head responsible for any such Procurement shall, upon request, provide an explanation.</p>
s 6 Self Service Kiosks		
<p>Training January 1, 2014 COMPLIANT</p>	<p>7(1) Training must be provided on the requirements of the accessibility standards in regards to the AODA and the Human Rights Code as it pertains to people with disabilities to, <i>(a) All employees and volunteers</i> <i>(b) All people who participate in developing the</i></p>	<p>Communication sent out to all current employees using Town of Aurora traditional communications channels. All existing employees received AODA Integrated Accessibility Standards Regulation and Human Rights Code “duty to accommodate” training. Information regarding the Accessibility for Ontarians with Disabilities Act included in Town orientation which is</p>



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	<p><i>organization's policies</i> (c) <i>All people who provide goods, services or facilities on behalf of the Town of Aurora</i> (2) The training will be appropriate to the duties of the employees, volunteers and other people (3) Every person will be trained as soon as practicable (4) Training will be provided if there are any changes to the policies, on an ongoing basis (5) The municipality must keep a record of the training provided, including the training dates and the number of people who participated</p>	<p>provided to every Town of Aurora employee. Additional training on specific elements of the Integrated Standard that are applicable to specific employees provided to those employees, as for example all Supervisors will receive training on the Employment Standards and all applicable staff requiring procurement will receive training on the General Requirement. The Town of Aurora has a protocol in place for managing employee training records.</p>
<p>ss 8 - 10 Exemptions, definitions, exceptions and application</p>		
<p>Information and Communications Standards</p>		
<p>Feedback January 1, 2014 COMPLIANT</p>	<p>11(1) All processes for receiving and responding to feedback must be accessible to people with disabilities, (2) Accessible formats and communication supports must be provided in an accessible format when requested (3) Notify the public about the availability of accessible formats and communication supports</p>	<p>Information about how to make information accessible included in staff training. Communications (Hard Copy or Electronically via website) with the public include information regarding available accessible formats.</p>
<p>Accessible Formats and</p>	<p>12 (1) Provision of accessible formats and communication supports for persons with</p>	<p>Currently, the “Accessible Customer Service Policy” includes provisions that the Town of Aurora provides equal treatment to</p>



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<p>Communication Supports January 1, 2015 COMPLIANT</p>	<p>disabilities must be provided or arranged upon request, <i>(a) in a timely manner</i> <i>(b) at a cost that is no more than the regular cost charged to other persons</i> (2) The municipality must consult with the person making the request in determining the suitability of an accessible format or communication support. (3) Notify the public about the availability of accessible formats and communication supports</p>	<p>people with disabilities with respect to the use and benefit of Town services, programs, goods, information and facilities and that no additional fees are charged because of or related to the disability. Notification provided on Home page of the Town's website</p>
<p>Emergency Procedure, Plans or Public Safety Information January 1, 2012 COMPLIANT</p>	<p>13(1) Emergency procedures, plan or public safety information are provided to the public, the information must be provided in an accessible format or with appropriate communication supports, as soon as practicable, upon request. (2) Emergency procedures, plans or public safety information must be available to the public</p>	<p>13(1) The Town of Aurora has an extensive Emergency Response Plan with community partners who are able to assist in the event of an emergency. Information is provided to the public by way of the Town of Aurora website and Town of Aurora publications. This plan is available in an accessible format and/or with appropriate communication supports upon request.</p>
<p>Accessible Websites and Web Content WCAG 2.0 Level A</p>	<p>14(1) Internet and intranet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, and shall do so in accordance with the schedule set out in this section</p>	<p>New Town of Aurora website platform launched in early 2014 and is WCAG Level A as required by Accessibility Advisor to Communications Manager (Documented in: Web Platform Strategy – RFP Fall, 2012). Corporate Templates formatted to WCAG guidelines.</p>



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<p>January 1, 2014 ONGOING WCAG 2.0 Level AA January 1, 2021 PENDING</p>	<p>14(2) Internet websites and web content must conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA. Exceptions Apply</p>	<p>Accessible Communications Guidelines drafted to train all applicable staff in appropriate content for documents and websites meeting accessibility needs.</p>
<p>ss 15 - 18 Specific to Education and Training Bodies</p>		
<p>Public Libraries January 1, 2013 COMPLIANT</p>	<p>19(1) Access to or arrange for accessible materials where they exist (2) Information about the availability of accessible materials publicly available and shall provide the information in accessible format or with appropriate communication supports, upon request (3) Library boards may provide accessible formats for archival materials, special collections, rare books and donations</p>	<p>Aurora Public Library have accessible materials and services that include:</p> <ul style="list-style-type: none"> - Kurzweil 1000 & 3000 (scanning, writing, reading software) - ZoomText (Magnifying software) - JAWS (Screen reading software) - Duxbury Braille Translator - Large print, Audio books, Electronic books



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		- Mosio text messaging software
Employment Standards		
ss 20 – 21 Scope, interpretation and schedules		
Recruitment January 1, 2014 COMPLIANT	22 Notify employees and the public about the availability of accommodation for applicants with disabilities during recruitment process	An accessibility tagline added to all job advertisements effective January 2014, advising applicants of the availability of accommodations during the recruitment process.
Recruitment, Assessment or Selection Process January 1, 2014 COMPLIANT	23(1) During the recruitment process, notify job applicants that accommodations are available upon request in relation to the materials or processes to be used. (2) The employer will consult with the applicant and provide suitable accommodation in a manner that takes into account the applicant's accessibility needs due to their disability.	Town of Aurora Recruitment policies and process are compliant with all applicable legislation, including but not limited to the Accessibility for Ontarians with Disabilities Act, the Employment Standards Act, the Ontario Labour Relations Act, the Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act. Applicants who are selected to proceed to the interview stage will be advised of the availability of accommodations during the recruitment process. Applicants must meet the occupational requirements of the position available to proceed to the interview stage.



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<p>Notice to Successful Applicants</p> <p>January 1, 2014</p> <p>COMPLIANT</p>	<p>24 When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities</p>	<p>The standard offer letter has been amended to notify the successful applicant of Town of Aurora policies for accommodating employees with disabilities.</p>
<p>Informing Employees of Supports</p> <p>January 1, 2014</p> <p>COMPLIANT</p>	<p>25(1) Inform employees of its policies used to supports employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. (2) Provide the information required to new employees as soon as practicable after they begin employment (3) Provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability</p>	<p>Town of Aurora has a Return to Work Policy and an established practice for the application of that policy. An update on the AODA Integrated Standard provided to all current employees using our traditional communications channels. All new employees receive the information as part of their offer and onboarding process.</p> <p>In 2013, AODA Training has included an education component on the Integrated Accessibility Standard for Employment.</p>
<p>Accessible Formats and Communication Supports for Employees</p>	<p>26(1) Where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) <i>information that is needed in order to</i></p>	<p>Current practice is to respond to the unique requests for information from individual employees in a way that meets all of their needs, including those for accessible formats. The Town of Aurora has procedures, including “Modified Work Duties” in the Return to Work policy and its implementation is inherently</p>



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<p>January 1, 2014 COMPLIANT</p>	<p><i>perform the employee's job; and (b) information that is generally available to employees in the workplace</i> (2) Consult with the employee making the request in determining the suitability of an accessible format or communication support</p>	<p>individualized and customized to each employee's particular circumstances.</p>
<p>Workplace Emergency Response Information January 1, 2012 COMPLIANT</p>	<p>27(1) Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability. (2) Provide the workplace emergency response information to the person designated by the employer to provide assistance (3) Provide the information required as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability. (4) Review the individualized workplace emergency response information, <i>(a) when the employee moves to a different location in the organization (b) when the employee's overall accommodations needs or plans are reviewed; and</i></p>	<p>Communication sent out to all current employees using Town of Aurora traditional communications channels. Employees who have self- identified as requiring emergency response assistance or information are asked to complete a brief information/request support form and then meet with an HR representative, chosen "designee" to develop an appropriate individualized evacuation and emergency response plan. Any new employees moving forward will have this introduced upon their initial HR orientation.</p>



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	<i>(c) when the employer reviews its general emergency response policies</i>	
<p>Documented Individual Accommodation Plans</p> <p>January 1, 2014</p> <p>COMPLIANT</p>	<p>28(1) Develop a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>(2) The process for the development of documented individual accommodation plans shall include eight prescribed elements.</p> <p>(3) Individual accommodation plans shall, <i>(a) if requested, include any information regarding accessible formats and communications supports provided</i> <i>(b) include individualized workplace emergency response information</i> <i>(c) identify any other accommodation that is to be provided.</i></p>	<p>Town of Aurora procedures on “Modified Work Duties” and its established processes include detailed documentation for all individual accommodation plans. A Return to Work policy also includes written details and descriptions of the individual accommodation.</p> <p>Where applicable, CUPE is involved in the development of individual accommodation or return to work plans.</p> <p>All information gathered and used in this process is protected in accordance with MFIPPA and other applicable legislation.</p>
<p>Return to Work Process</p> <p>January 1, 2014</p> <p>COMPLIANT</p>	<p>29(1)(a) Develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work;</p> <p>(b) document the process</p> <p>(2) The return to work process will, <i>(a) outline the steps the employer will take to facilitate the return to work of employees who</i></p>	<p>Town of Aurora procedures on “Modified Work Duties” and its established processes include detailed documentation for all individual accommodation plans. A Return to Work policy also includes written details and descriptions of the individual accommodation.</p> <p>Where applicable, CUPE is involved in the development of individual accommodation or return to work plans.</p>



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	<p><i>were absent because their disability required them to be away from work;</i> <i>(b) use documented individual accommodation plans</i></p> <p>(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	<p>All information gathered and used in this process is protected in accordance with MFIPPA and other applicable legislation.</p>
<p>Performance Management January 1, 2014 COMPLIANT</p>	<p>30(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as the individual accommodation plans, when using its performance management process in respect of employees with disabilities</p>	<p>Employees whose performance may be impacted by a possible disability are referred to Human Resources who assists in assessment and development of an action plan if appropriate to do so.</p> <p>Information included in Supervisory Training and noted when this standard is discussed between the Human Resources Manager and Accessibility Advisor. Performance Review policy has been updated to reflect accommodations given to those with disabilities</p>
<p>Career Development and Advancement January 1, 2014 COMPLIANT</p>	<p>31 An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities</p>	<p>Unless a vacant position is identified through the modified work duties as being a suitable accommodation for an individual employee, all Town of Aurora positions are posted and filled through a job competition. Competition includes the provision of suitable accommodations to candidates with a disability.</p>



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<p>Redeployment January 1, 2014 COMPLIANT</p>	<p>32 An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities</p>	<p>The Town of Aurora has procedures for Modified Work Duties and a Return to Work Policy.</p>
<p>ss 33 – 73 Conventional and Specialized Transportation Service Providers</p>		
<p>ss 74 – 77 School Transportation and Ferries</p>		
<p>Transportation Standards – Duties of Municipalities and Taxi Cabs</p>		
<p>Accessible Taxicabs January 1, 2013 COMPLIANT</p>	<p>79(1) Consult with its municipal accessibility advisory committee, the public and persons with disabilities to determine the proportion of on-demand accessible taxicabs required in the community. (2) Identify progress made toward meeting the need for on-demand accessible taxicabs, including any steps that will be taken to meet the need, in its accessibility plan.</p>	<p>79(1) Agenda Item for information & recommendation at AAC February 2012. Public Input received at Accessibility Forum June 2012. 79(2) Accessible Taxi Driver Training in effect for all licensed Brokers/Operators in the Town of Aurora. Training includes taxi drivers who transport persons with disabilities. Staff Report to AAC November 2012 detailed proportionate number of “on-demand” accessible cabs.</p>
<p>Accessible Taxicabs July 1, 2012</p>	<p>80(1) Any municipality that licenses taxi cabs shall ensure that owners and operators of taxicabs are prohibited, <i>(a) from charging a higher fare or an additional fee for persons with disabilities than for persons</i></p>	<p>80(1) Town of Aurora Licensing By-Law 4258-01.P, schedule 13 is revised to reflect these changes. 80(2) (3) The Manager of By-Law Enforcement has been notified of these requirements and has implemented the</p>



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s. 80(1) COMPLIANT	<i>without disabilities for the same trip; (b) from charging a fee for the storage of mobility aids or mobility assistive devices</i>	requirements. Revisions to By-Law 4258-01.P, schedule 13 have been made.
s. 80(2) COMPLIANT	(2) Ensure that owners and operators of taxicabs place vehicle registration and identification information on the rear bumper of the taxicab. (3) Ensure that owners and operators of taxicabs make available vehicle registration and identification information in an accessible format to persons with disabilities who are passengers	

Design of Public Space Standards

ss 80.1 – 80.5 Definition, Application and Schedules		
Recreational Trails & Beach Access Routes January 1, 2016 ONGOING	80.6 – 80.15 This applies to new constructed and redeveloped recreational trails that an obligated organization intends to maintain. Obligated organizations must consult with the public and persons with disabilities. Municipalities must also consult with their municipal accessibility advisory committees.	The Town of Aurora will review and update current processes to make sure the accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town will update procurement procedures and guidelines, where needed, to reflect the requirements for public spaces. Town staff informed about the public spaces requirements. The Town will consult with the public, persons with disabilities and Accessibility Advisory Committee



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<p>Outdoor Public Use Eating Areas</p> <p>January 1, 2016</p> <p>ONGOING</p>	<p>80.16 – 80.17 Obligated organizations, shall ensure that where they construct or redevelop outdoor public use eating areas that they intend to maintain, the outdoor public use eating areas meet the following requirements:</p> <ol style="list-style-type: none"> 1. A minimum of 20 per cent of the tables that are provided must be accessible to persons using mobility aids by having knee and toe clearance underneath the table and in no case shall there be fewer than one table in an outdoor public use eating area that meets this requirement. 2. The ground surface leading to and under tables that are accessible to persons using mobility aids must be level, firm and stable. 3. Tables that are accessible to persons using mobility aids must have clear ground space around them that allows for a forward approach to the tables 	<p>The Town of Aurora will review and update current processes to make sure the accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town will update procurement procedures and guidelines, where needed, to reflect the requirements for public spaces. Town staff informed about the public spaces requirements.</p>
<p>Outdoor Play Spaces</p> <p>January 1, 2016</p> <p>ONGOING</p>	<p>80.18 – 80.20 When constructing new or redeveloping existing outdoor play spaces, obligated organizations, shall consult on the needs of children and caregivers with various disabilities and shall do so in the following manner:</p>	<p>The Town of Aurora will review and update current processes to make sure the accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town will update procurement procedures and guidelines, where needed, to reflect the requirements for public spaces. Town staff informed about the</p>



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	<p>1. Large organizations must consult with the public and persons with disabilities.</p> <p>2. Municipalities must also consult with their municipal accessibility advisory committees</p> <p>When constructing new or redeveloping existing play spaces that they intend to maintain, obligated organizations, other than small organizations, shall,</p> <p>(a) incorporate accessibility features, such as sensory and active play components, for children and caregivers with various disabilities into the design of outdoor play spaces; and</p> <p>(b) ensure that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance to provide children and caregivers with various disabilities the ability to move through, in and around the outdoor play space</p>	<p>public spaces requirements and is applying “Annex H” Accessibility Playground Guidelines.</p> <p>The Town will consult with the public, persons with disabilities and Accessibility Advisory Committee</p>
<p>Exterior Paths of Travel</p>	<p>80.21 – 80.31 This applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are</p>	<p>The Town of Aurora updated current processes (i.e. Site Plan Manual) to make sure accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town updated procurement</p>



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January 1, 2016 COMPLIANT	intended to serve a functional purpose and not to provide a recreational experience	procedures and guidelines, where needed, to reflect the requirements for public spaces. Town staff informed about the public spaces requirements.
Accessible Parking January 1, 2016 COMPLIANT	80.32 – 80.39 Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part	The Town of Aurora will review and update current processes (i.e. Site Plan Manual) to make sure the accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town will update Zoning By-law #2213-78 and designated disabled parking By-law 4574-04.T where needed, to reflect the requirements for public spaces. Town staff informed about the public spaces requirements.
Obtaining Services January 1, 2016 ONGOING	80.40 – 80.43 Obligated organizations shall meet the requirements set out in this Part in respect of the following: 1. All newly constructed service counters and fixed queuing guides. 2. All newly constructed or redeveloped waiting areas.	The Town of Aurora will review and update current processes to make sure the accessibility requirements of the Design of Public Spaces Standards are applied where applicable, to new or redeveloped projects. The Town will update procurement procedures and guidelines, where needed, to reflect the requirements for public spaces. Town staff informed about the public spaces requirements.
Maintenance January 1, 2016 ONGOING	80.44 obligated organizations, shall ensure that their multi-year accessibility plans include the following:	The Town of Aurora highlights procedures in the multi-year accessibility plan detailing preventive and emergency maintenance (inspection checklist sheets) of accessible elements for the design of public spaces. This includes procedures for dealing with temporary disruptions.



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	<p>1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part.</p> <p>2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order</p>	
Customer Service Standards		
ss 80.45 Scope and interpretation		
<p>Establishment of Policies January 1, 2010 COMPLIANT</p>	<p>80.46 Every provider shall develop, implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities</p>	<p>The Town of Aurora has documented Policy #63 Accessible Customer Service that governs provisions of goods, services or facilities to persons with disabilities.</p>
<p>Use of Service Animals and Support Persons January 1, 2010 COMPLIANT</p>	<p>80.47 (2) If a person with a disability is accompanied by a guide dog or other service animal, the provider shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her, unless the animal is otherwise excluded by law from the premises.</p>	<p>The Town of Aurora ensures access of all patrons to any municipal facility with use of assistive devices, service animals and support persons. Any support person, use of service animal and/or assistive devices are not charged a fee for the assistance for the person with a disability.</p>



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	(4) If a person with a disability is accompanied by a support person, the provider shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises	
<p>Notice of Temporary Disruptions</p> <p>January 1, 2010</p> <p>COMPLIANT</p>	80.48 If, in order to obtain, use or benefit from a provider’s goods, services or facilities, persons with disabilities usually use other particular facilities or services of the provider and if there is a temporary disruption in those other facilities or services in whole or in part, the provider shall give notice of the disruption to the public	The Town of Aurora provides Notice of Service disruptions for any good, service, and/or facility that is disrupted. This is accomplished through templates for hard copy, press release and on-line distribution.
<p>Training for Staff, etc.</p> <p>January 1, 2010</p> <p>COMPLIANT</p>	80.49 In addition to section 7, Every provider shall ensure that every employee, volunteer, third part contractor receive training about the provision of the provider’s goods, services or facilities, as the case may be, to persons with disabilities	All employees, volunteers, and third party contractors receive Accessible Customer Service training. Information regarding the Accessibility for Ontarians with Disabilities Act included in Town orientation which is provided to every Town of Aurora employee. Additional training on specific elements of Accessible Customer Service include assistive devices, support animals, support persons, notice of service disruptions and processes for feedback. The Town of Aurora has a protocol in place for managing employee training records.



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<p>Feedback Process Required January 1, 2010 COMPLIANT</p>	<p>80.50 Every provider shall establish a process for receiving and responding to,</p> <p>(a) feedback about the manner in which it provides goods, services or facilities to persons with disabilities; and</p> <p>(b) feedback about whether the feedback process established for purposes of clause (a) complies with subsection (3)</p>	<p>The Town of Aurora provides avenues for processes of feedback. All customer service counters provide feedback forms. Corporate Website provides electronic options for feedback among others. Feedback is processed with Accessibility Advisor and documented for follow-up and any action deemed necessary.</p>
<p>Format of Documents January 1, 2010 COMPLIANT</p>	<p>80.51 If a provider is required to give a copy of a document to a person with a disability, the provider shall, on request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support,</p> <p>(a) in a timely manner that takes into account the person’s accessibility needs due to disability; and</p> <p>(b) at a cost that is no more than the regular cost charged to other persons</p>	<p>The Town of Aurora provides alternative formats and communication supports to persons with disabilities at no additional charge and in a timely fashion taking in account with the person’s accessibility needs. Notice is provided on corporate documents and on the website.</p>



*The Town of Aurora respects the core principles of independence,
dignity, integration and equal opportunity.
We are committed to providing those with disabilities equal access
to Town services and programs.*

Questions or comments regarding this Accessibility
Plan or accessibility matters can be sent to:

▶ **The Town of Aurora** 100 John West Way, Aurora, ON L4G 6J1
accessibility@aurora.ca • aurora.ca/accessibility • 905-727-1375

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST



**Town of Aurora
General Committee Report**

No. PDS18-030

Subject: Parking By-law Amendment for Commercial Motor Vehicle
Prepared by: Michael Bat, Traffic/Transportation Analyst
Department: Planning and Development Services
Date: June 5, 2018

Recommendation

- 1. That Report No. PBS18-030 be received; and**
- 2. That a by-law to amend By-law No. 4574-04.T be brought forward to update the definition and on-street parking restrictions for commercial motor vehicles.**

Executive Summary

This report seeks Council's approval to amend the definition and on-street parking restrictions for commercial motor vehicle currently outlined in the Town Parking By-law No. 4574-04.T.

- The existing definition of commercial motor vehicle be redefined in accordance to the Highway Traffic Act; and,
- The existing on-street parking restrictions for commercial motor vehicle be amended to prohibit parking on any highway under the jurisdiction of the Town unless it is actively engaging in loading or unloading activities.

Background

On January 30, 2018 Council passed the following motions:

Whereas the Municipal Act 2001, S.O., 2001, c. 25, section 11 (1) authorizes a municipality to pass by-laws prohibiting or regulating parking and traffic on highways and on properties other than highways; and

Whereas The Corporation of the Town of Aurora has enacted By-law Number 4574-04.T, as amended, being a by-law to regulate parking and traffic in the Town of Aurora; and

Whereas residents have repeatedly expressed concerns with the parking of commercial motor vehicles on residential streets for extended periods of time; and

Whereas the current restrictions under the bylaw do not adequately address the issues residents have expressed concerns about;

1. Now Therefore Be It Hereby Resolved That By-law, Operations and Engineering staff be directed to review the definition of “commercial motor vehicle” and the current restrictions on the parking of commercial motor vehicles on residential streets, and report back to Council on recommended changes to the by-law to better address the needs of residents.

Analysis

The definition and on-street parking restrictions for commercial motor vehicle in other municipalities within the Greater Toronto Area were comprehensively reviewed and compared, and details are provided in Appendix A.

Definition

The current definition of commercial motor vehicle under the Highway Traffic Act and the Town Parking By-law No. 4574-04.T are provided below:

Highway Traffic Act: Commercial motor vehicle means a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway.

Town Parking By-law No. 4574-04.T: Commercial motor vehicle means a motor vehicle having permanently attached there to a truck or delivery body, buses, tractors used for hauling purposes on the highways and heavy trucks”.

Heavy truck means a commercial motor vehicle for carriage of goods having a weight when unloaded, of 2.72 tonnes (2,720 kilograms) or more or, when loaded, of 4.54 tonnes (4,540 kilograms) or more, but does not include a passenger vehicle, ambulance or any vehicle of a police or fire department.

Based on the review of commercial motor vehicle defined in other municipalities, the following amendment to the current definition of commercial motor vehicle outlined in the Town Parking By-law No. 4574-04.T is recommended:

Recommended Definition: Commercial motor vehicle means a commercial motor vehicle as defined in the Highway Traffic Act, (1990), as amended.

The recommended definition is consistent with the ones currently defined in the Town Zoning By-law No. 6000-17.

On-Street Parking Restrictions

In accordance to the Town Parking By-law No. 4574-04.T Section 3.2 Subsection (b), commercial motor vehicle is permitted to park on any highway under the jurisdiction of the Town for a maximum of three hours.

Based on the review of the on-street parking restrictions for commercial motor vehicle found in other municipalities, it is recommended to prohibit commercial motor vehicle parking on any highway under the jurisdiction of the Town, unless it is actively engaging in loading or unloading activities.

The current and recommended on-street parking restrictions for commercial motor vehicle are summarized below:

Current On-Street Parking Restrictions: Notwithstanding the provisions of any other section of this By-law, no person shall park or leave standing any commercial motor vehicle, trailer, mobile home, bus or similar type vehicle upon any part of any highway under the jurisdiction of the Corporation of the Town of Aurora for a period in excess of three hours.

Recommended On-Street Parking Restrictions: No person shall park a commercial motor vehicle on any highway under the jurisdiction of the Corporation of the Town of Aurora with the exception of temporary parking of a maintenance, service or delivery vehicle that is actively engaged to make a delivery or to provide a service to adjacent premises.

According to the Town Zoning By-law No. 6000-17, the parking or storage of a maximum of one commercial motor vehicle is permitted on a lot in residential zones

providing it adheres to the criteria and exceptions specified in Section 5.6.3.1 and Section 5.6.3.2.

Advisory Committee Review

Not applicable.

Legal Considerations

Not applicable.

Financial Implications

None.

Communications Considerations

The Town will communicate the decision via Council Highlights and share information regarding the new definition and on-street parking restrictions for commercial motor vehicle via the Notice Board in the Auroran, the Town website, social media, and letters to area residents (where appropriate).

In addition, a one-month courtesy education period from the adoption of the recommended Parking By-law amendment will be in place prior to enforcement to provide residents and businesses sufficient time to adopt the new regulations.

Link to Strategic Plan

This report supports the Strategic Plan goal of Support an Exceptional Quality of Life for All by examining traffic patterns and identify potential solutions to improve movement and safety at key intersections in the community.

Alternative to the Recommendation

That Council not to proceed with the recommended amendments to Parking By-law No. 4574-04.T to update the definition and on-street parking restrictions for commercial motor vehicle.

Conclusions

In response to concerns expressed by residents, Town staff have undertaken a comprehensive review of the definition and on-street parking restrictions for commercial motor vehicle in other municipalities. Based upon the information enclosed in this report, it is recommended the following be amended in the Town Parking By-law No. 4574-04.T as part of the commitment by the Town to promote and enhance quality of life for residents:

Recommended Definition: “Commercial motor vehicle means a commercial motor vehicle as defined in the Highway Traffic Act, (1990), as amended”

Recommended On-street Parking Restrictions: “No person shall park a commercial motor vehicle on any highway under the jurisdiction of the Corporation of the Town of Aurora with the exception of temporary parking of a maintenance, service or delivery vehicle that is actively engaged to make a delivery or to provide a service to adjacent premises”

Attachments

Appendix A: Review and Comparison of Other Municipalities

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on May 17, 2018

June 5, 2018

Page 6 of 6

Report No. PDS18-030

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

**Staff Report No. PDS18-030
Appendix A: Review and Comparison of Other Municipalities**

Ontario Act / Municipality	Parking By-law
Highway Traffic Act	<p>Definition:</p> <ul style="list-style-type: none"> Unless otherwise defined by regulation, means a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway.
Aurora	<p>Definition:</p> <ul style="list-style-type: none"> Commercial Vehicle: Means a motor vehicle having permanently attached there to a truck or delivery body, buses, tractors used for hauling purposes on the highways and heavy trucks. Heavy Truck: Means a commercial motor vehicle for carriage of goods having a weight when unloaded, of 2.72 tonnes (2,720 kilograms) or more or, when loaded, of 4.54 tonnes (4,540 kilograms) or more, but does not include a passenger vehicle, ambulance or any vehicle of a police or fire department. <p>Requirement:</p> <ul style="list-style-type: none"> Notwithstanding the provisions of any other section of this By-Law, no person shall park or leave standing any commercial motor vehicle, trailer, mobile home, bus or similar type vehicle upon any part of any highway under the jurisdiction of the Corporation of the Town of Aurora for a period in excess of three hours.
East Gwillimbury	<p>Definition:</p> <ul style="list-style-type: none"> n/a <p>Requirement:</p> <ul style="list-style-type: none"> No parking for more than 3 consecutive hours.
Georgina	<p>Definition:</p> <ul style="list-style-type: none"> n/a <p>Requirement:</p> <ul style="list-style-type: none"> No parking for more than 3 consecutive hours.
King	<p>Definition:</p> <ul style="list-style-type: none"> n/a <p>Requirement:</p> <ul style="list-style-type: none"> No parking for more than 3 consecutive hours.

<p style="text-align: center;">Markham</p>	<p>Definition:</p> <ul style="list-style-type: none"> • Means a motor vehicle having attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and school buses, and tractors used for hauling purposes on a highway. <p>Requirement:</p> <ul style="list-style-type: none"> • The parking or storage of any commercial motor vehicle having a gross weight of 4,536 kilograms or more, with the exception of the temporary parking of a maintenance, service or delivery vehicle in the course of its normal maintenance, service or delivery duty, is not permitted on any lot used for residential uses.
<p style="text-align: center;">Newmarket</p>	<p>Definition:</p> <ul style="list-style-type: none"> • Means any vehicle, including any trailer attached thereto, which exceeds 2.6 meters in width or exceeds 7 meters in length, or exceeds 2.5 meters in height, or exceeds 2,500 kg (5500 lbs) in weight. <p>Requirement:</p> <ul style="list-style-type: none"> • No person shall park a commercial vehicle or trailer on any street in any residential zone unless it is at the time being used to make a delivery or to provide a service.
<p style="text-align: center;">Whitchurch-Stouffville</p>	<p>Definition:</p> <ul style="list-style-type: none"> • n/a <p>Requirement:</p> <ul style="list-style-type: none"> • No parking for more than 3 consecutive hours.
<p style="text-align: center;">Vaughan</p>	<p>Definition:</p> <ul style="list-style-type: none"> • Means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highways, and any commercial vehicle as defined in the Highway Traffic Act. <p>Requirement:</p> <ul style="list-style-type: none"> • No commercial vehicle shall be parked on any public street or portion of a street within any Residential Zone for more than a three (3) hour period.

<p style="text-align: center;">Brampton</p>	<p>Definition:</p> <ul style="list-style-type: none"> • Means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on a highway. <p>Requirement:</p> <ul style="list-style-type: none"> • No person shall operate a commercial motor vehicle or trailer, other than a public vehicle or a two-axle tank-truck or a two-axle truck, while used as referred to in Section 122 (2) of the Highway Traffic Act, on the highways set out in Column 1 of Schedule XII of this by-law between the limits set out in Column 2 of the Schedule, when appropriate signs have been erected, where any axle of such commercial motor vehicle or trailer transmits to the highway a weight in excess of five thousand (5,000) kilograms (11,000 lbs.). • Subsection (1) above does not apply to prevent the operation of a commercial motor vehicle or trailer on the parts of the highways described in Schedule XII where a special permit has been applied for and obtained from the Commissioner. Such special permit may be made subject to such terms and conditions as the Commissioner deems appropriate. • The provisions of Section 146 of the Highway Traffic Act shall apply to contraventions of this section.
<p style="text-align: center;">Mississauga</p>	<p>Definition:</p> <ul style="list-style-type: none"> • Means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highway. <p>Requirement:</p> <ul style="list-style-type: none"> • No person shall park a commercial motor vehicle where authorized signs prohibiting the parking of a vehicle are displayed on any highway described in Column 1 of Schedule 26 to this By-law between the limits set out in Column 2, during the period set out in Column 3, for a longer period of time than that set out in Column 4 of the said Schedule. • Notwithstanding anything to the contrary set out in Schedule 1 to this By-law and notwithstanding any authorized sign, no person shall park a commercial motor vehicle on a highway which is designated as being entitled to a three hour parking exemption. • The provisions of subsection (1) above do not apply to a heavy vehicle carrying passengers and goods to and from premises which cannot be reached except by way of a highway or portion thereof in a residential zone and do not apply to a commercial motor vehicle which attends at a residential premise within the prohibited area for the purpose of delivery or service and which is parked for a temporary period only.

Pickering	<p>Definition:</p> <ul style="list-style-type: none">• Means any vehicle, or a combination of a vehicle and a trailer that exceeds 6.7 metres in length or has more than 4 wheels and is designed or operated for a commercial purpose. <p>Requirement:</p> <ul style="list-style-type: none">• No person shall park any commercial/oversize vehicle on any highway unless the commercial/oversize vehicle is actually engaged in the loading and unloading, delivery and receipt of goods, wares, merchandise or passengers to adjacent premises.
Whitby	<p>Definition:</p> <ul style="list-style-type: none">• Means a vehicle engaged in carrying goods, wares, merchandise or other commodities in the ordinary course of a business undertaking. <p>Requirement:</p> <ul style="list-style-type: none">• No person shall park a commercial motor vehicle which exceeds 2.6 m in width or 7 m in length or having a vehicle weight in excess of 5,000 kg on any highway, except in an industrial area, unless such vehicle is actually engaged in the loading or unloading of goods, wares, merchandise or passengers to adjacent premises.



**Town of Aurora
General Committee Report**

No. PDS18-058

Subject: FCM Partners for Climate Protection Council Resolution
Prepared by: Christina Nagy-Oh, Program Manager, Environmental Initiatives
Department: Planning and Development Services
Date: June 5, 2018

Recommendation

- 1. That Report No. PDS18-058 be received; and**
- 2. That the resolution contained in the attachment be endorsed; and**
- 3. That the Program Manager Environmental Initiatives and the Mayor be appointed to oversee implementation of the Partners for Climate Protection (PCP) Program Milestones.**

Executive Summary

The purpose of this report is to obtain a Council Resolution to join the Federation of Canadian Municipalities (FCM) –ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program (PCP).

- The PCP five-milestone process is a performance-based model for reducing greenhouse gas emissions.
- Joining PCP Program Provides Staff with Additional Resources.

Background

On April 25, 2017 Council directed staff to prepare a Terms of Reference and a budget to develop a CEP for Council's consideration as part of the 2018 budget.

In August 2017 a grant of \$66,330.00 which represents 50% of the cost of developing the CEP was awarded to the Town by MOECC and staff issued RFP 2017-81-IES for consulting services to develop Aurora's CEP.

In November 2017 staff recommended RFP 2017-81-IES – For consulting services to develop Aurora’s CEP be awarded to IndEco Strategic Consulting. Council requested that staff apply for additional stackable grant funding from FCM’s MCIP. In December 2017 Staff submitted a grant application to the FCM MCIP program.

In May 2018 a grant of \$81,900.00 which represents the remaining 50% of the cost of developing the CEP has been awarded to the Town by the FCM MCIP program. Staff have scheduled a council update report regarding the CEP development and funding status for August 7, 2018.

Analysis

Partners for Climate Protection Program

The PCP is a network of municipal governments that have committed to reducing greenhouse gas (GHG) emissions and acting on climate change. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability.

PCP Program provides a five-milestone framework that helps municipal government take action to reduce GHG emissions from the community and municipal operations, protect the climate and provide these additional benefits:

- **Cost savings:** Increasing energy efficiency, purchasing renewable energy and developing local renewable energy sources means financial savings for your municipal government and for households and businesses in your community.
- **Job creation** and local economic development: Creating new markets for renewable energy technologies, energy efficiency and sustainable public transit can stimulate your community's economy and increase competitiveness.
- **Reduced traffic congestion:** Promoting public transit, cycling, low-emissions vehicles, car sharing, and active transportation encourages residents in your community to choose more affordable and environmentally friendly travel modes, improving mobility, safety, and public health.
- **Improved air quality:** Reducing pollutants and airborne particles improves air quality and reduces the incidence of respiratory diseases.

The PCP five-milestone process is a performance-based model for reducing greenhouse gas emissions.

All Municipalities follow a similar milestone process:

- **Milestone One** – Complete a GHG emissions inventory and forecast
- **Milestone Two** – Set a GHG emissions reduction target
- **Milestone Three** – Design a Local Action Plan to reduce GHG emissions
- **Milestone Four** – Implement the Local Action Plan
- **Milestone Five** – Measure Progress

PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years.

Staff have completed ninety five percent of Milestone One to date for corporate emissions originating from the year 2011 to 2016. The five percent discrepancy relates to one requirement which the PCP program has in addition to the Public Sector reporting requirements of the Green Energy Act which staff have been submitting since June 2013. The one additional requirement of the PCP program is the inclusion of emissions created from transporting solid waste. Staff will work with GFL waste services to provide their GHG emissions from transporting Aurora's waste, recycling and green bin material from Town owned facilities to York Region's waste / recycling depot and compost facilities and report accordingly.

Joining PCP Program Provides Staff with Additional Resources

Joining the PCP program would give staff access to free online tools and technical support, as well as national recognition for Aurora's GHG reduction efforts. Staff would also be given access to a community of practice of over 70 municipalities in Ontario and over 350 nationally that are working on energy and emissions management.

Financial Implications

There is no fee associated with joining FCM's PCP Program. Joining the FCM PCP Program is a requirement to apply for funding programs available through the GHG Reduction Challenge Fund (up to 10 Million). Development of the CEP is required for Aurora to have access to the Municipal Challenge Fund, estimated at \$1.8 Billion, from the Cap and Trade Program.

Communications Considerations

Information regarding the benefits of the program will be communicated via Council highlights.

Link to Strategic Plan

Joining the FCM Partners for Climate Protection program supports the Strategic Plan Goal of ***Supporting Environmental Stewardship and Sustainability*** and the objectives of ***encouraging the stewardship of Aurora's natural resources and promoting and advancing green initiatives.***

Alternative(s) to the Recommendation

1. Receive the report for information thus not approving the attached resolution which could result in not getting 100% funding to develop the CEP as well as not having access to FCM's Municipalities for Climate Innovation Program, up to \$10 million, and estimated at \$1.8 billion from the Cap and Trade Program.

Conclusions

Joining the Partners for Climate Protection Program would showcase the Town's commitment to green energy and the development of a green economy within Aurora; while also highlighting the Town's continued environmental leadership. Joining the FCM PCP Program is a requirement to apply for funding programs available through the GHG Reduction Challenge Fund (up to 10 Million) and could increase Aurora's chances for receiving 100% funding to develop the CEP. Development of the CEP is required for Aurora to have access to the Municipal Challenge Fund, estimated at \$1.8 Billion, from the Cap and Trade Program. Joining the PCP program would give staff access to free online tools and technical support, as well as national recognition for Aurora's GHG reduction efforts. Staff would be given access to a community of practice of over 70 municipalities in Ontario and over 350 nationally that are working on energy and emissions management.

Attachments

Attachment 1- Council Resolution to Join the FCM-ICLEI PCP Program.

Previous Reports

Report No. IES17-050 dated December 12, 2017;
Report No. IES17-041 dated November 14, 2017; and
Report No. IES17-037 dated November 7, 2017.

Pre-submission Review

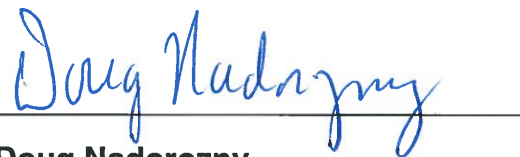
Agenda Management Team Meeting review on May 17, 2017

Departmental Approval



Marco Ramunno, MCIP, RPP
Director
Planning and Development Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

**Council Resolution to
Join the FCM–ICLEI (Local Governments for Sustainability)
Partners for Climate Protection Program**

WHEREAS it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;

WHEREAS the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;

WHEREAS local governments are essential to the successful implementation of the Paris Agreement;

WHEREAS Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

WHEREAS investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

WHEREAS a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

WHEREAS the **Federation of Canadian Municipalities (FCM)** and **ICLEI–Local Governments for Sustainability** have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

WHEREAS PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

WHEREAS PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;

BE IT RESOLVED that the municipality of _____ endorse the Government of Canada’s commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

BE IT RESOLVED that the municipality of _____ review the guidelines on [PCP member benefits and responsibilities](#) and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of _____ appoint the following:

- a) Corporate staff person (Name) _____
(Contact number) _____
(Email address) _____
- b) Elected official (Name) _____
(Contact number) _____
(Email address) _____

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date



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OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
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MUNICIPALITÉS





**Town of Aurora
General Committee Report**

No. PDS18-060

Subject: Building Permit Fees Review
Prepared by: William Jean, Manager of Code Review & Inspections/CBO
Department: Planning and Development Services
Date: June 5, 2018

Recommendation

- 1. That Report No. PDS18-060 be received; and**
- 2. That the proposed Building Permit fee amendments be approved; and**
- 3. That the amending by-law be presented to Council at its meeting of June 26, 2018, for enactment effective July 1, 2018; and**
- 4. That the current policy for Temporary Sales Trailers/Offices be repealed and replaced with the new Guidelines for the Approval of Temporary Sales Trailers and/or Office.**

Executive Summary

The Building Code Act (BCA) provides municipalities with the authority to collect fees to recover the cost of administration and enforcement of the BCA and Ontario Building Code (OBC). In establishing these fees the following is taken into consideration:

- Section 7(2) of the BCA restricts the use of building permit revenues to recover only the “reasonable anticipated costs” of activities mandated by the Building Code Act. These fees also include general overhead indirect costs related to the provision of service (e.g. Council, Corporate Services, etc).
- Also, the recognition of anticipated costs allows municipalities to include costs related to future compliance requirements. These are called Transformational Costs.

Therefore, the Building Code Act fees should include direct costs, capital-related costs, indirect support function costs and general overhead indirect costs related to the service provided, as well as provisions for future anticipated costs. This report summarizes the analysis of reviewing the costs of administration and enforcement of the OBC and then

proposing an appropriate fee to recover those costs. Also, these proposed fees were compared to other municipalities for benchmarking purposes

Background

On November 5, 2013, Council considered staff report BBS13-012 and recommended the Building Permit Fee Bylaw be amended. The changes were comprehensive and reflected a change from the previous fee schedule. The fees were again amended through Bylaw 5602-14. The Chief Building Official (CBO) has reviewed the current Building By-law and the current rates and fees associated with that Bylaw. It is good practice to review its Building Bylaw on an ongoing basis. This is to allow for a municipality to review its anticipated costs (direct and indirect), permit revenues and capital expenses over a future time period. To establish a forecast, consideration and review should be given to recent historical data, economic predictions and the Reserve balance. As a result of this, a Building Permit Fee Review was conducted. The goal of the review was to ensure that the Town's Building By-law and the associated rates and fees be updated to ensure that the By-law is accurate, current and in keeping with the intent of the BCA and the OBC. Also, changes to the Ontario Building Code often necessitates the amending of the Building Bylaw to reflect the changes.

The Town of Aurora's Building Division is responsible for the administration and inspection of all new construction and building renovation work within the Town. The main function of the Division is to protect lives by ensuring buildings are constructed to meet the health and safety provisions of the Ontario Building Code, the Building Code Act, the Building By-law, and other applicable laws and standards. The Building Division is responsible for the enforcement of the Code to protect the health, safety and welfare of the public and building occupants. To recover the costs in such enforcement, fees are collected. These fees should be reviewed periodically to ensure all current costs and future anticipated costs are fully recovered.

Analysis

Activity Based Costing Model

The Building Division has not reviewed its building permit fee structure since 2013. Ideally, an Activity Based Costing Model could be adopted which is basically a business model. This means that the goal is to recover 100 % of the costs of operations from the fees (revenues) collected. In this scenario, the Division tracks activity annually and makes projections of the level of activity to develop a fee structure. However, it is difficult to predict on an annual basis, the revenues that will be generated from building permits. Building activity is very dependent upon the status of the current economy and therefore has a direct impact on the revenues generated. For example, one large project can result

in surplus revenues. Even minor changes in residential construction activity have an impact on revenue recovery as this is usually a large share of the activity and source of revenues. Alternatively, the building permit fees could be reviewed every few years and based on past construction the fees may be adjusted accordingly. This is the approach that is recommended. The fees will be reviewed every three years to ensure the fee rates are kept up to date with the changes in the Town's development characteristics and to ensure the fees reflect any changed to the Ontario Building Code.

In order to create a benchmark for what the fees in the Town should be, it was necessary to look at historical numbers. A review of the construction history was done for the past 3 years to establish a benchmark for fees. Please note that minor permit fees were not reviewed as they seem to be in line with most municipalities and is recommended they remain as there are.

Building Permit Fees Review

The information that was used to determine the anticipated reasonable costs for administration and enforcement of the Town's responsibilities under the Building Code Act is as follows;

Calculation of Costs

1. Direct Costs (Salaries and Benefits)
2. Direct Administrative Costs (Operating expenses including office and supplies)
3. Indirect Costs (Other Departments that provide support services)
4. Transformation Costs (Future Capital expenditures)

The Building Division is committed to running the Division at a "Full Cost Recovery" model. The fees collected are to cover all direct and indirect costs associated with the day to day activity of the building permit process. In the past excess building permit fees have been carried over to a Reserve Fund. The Reserve is used to balance the Building Division budget at the end of the year in the event of a slowdown in the construction activity.

The steps in determining a building permit fee structure is as follows:

1. Building permit activity was determined for a three (3) year period 2015-2017 in order to determine the median level of activity in the municipality. The results are shown in Appendix A.
2. Information was collected from the 2017 municipal budget on operational and capital costs in order to calculate direct and indirect costs related to building permit fees.

3. Time allocation information was determined on the time spent by Building Department staff including time spent by the Director of Planning and Development Services and the Administrative Assistant to the Director of Planning and Development Services on the Building Division activities. This includes receiving the application, reviewing building plans, conducting field inspections, carrying out records management and enforcement.
4. Building permit fees were calculated based the direct, indirect costs and future transformational costs and proportioning these costs to the category of building permits based on past building permit activity.
5. Direct and Indirect costs for minor permits such as decks and detached garages are subsidized by the major building permit types. This is intended to make minor permits affordable. This cross subsidization is allowed by the BCA.

As a result of the study of the building permit fees, it can be shown that the building fees in all categories were under-recovering the cost of providing service. In determining a fee structure, cross subsidization of fees had to be addressed so that an increase across the board was avoided. For example, in the analysis, the total cost of a deck permit would be approximately \$1,300 dollars when all the direct and indirect costs are included. This cost for a deck permit would not be acceptable to most homeowners. Therefore the cost of the permit is set at a minimum and the remaining cost is subsidized by the major permits. Further, this is to avoid where there are fee increases to minor permit categories construction without a permit.

The proposed fees are shown in Appendix C adjacent to the existing fees. Minor permit fees such as deck and detached garaged are unchanged. Building permit fees for new construction and alterations to existing buildings have been increased. The following is a summary of the proposed increases to various major categories of permits:

Type of Building- New Construction & Additions	Existing Building Permit Fee (per sq. meter)	Proposed Building Permit Fee (per sq. meter)
Residential (Single Family)	\$15.50	\$16.00
Institutional	\$15.75	\$17.70
Assembly	\$16.25	\$17.70
Commercial	\$10.25 - \$10.50	\$12.00
Industrial	\$9.50	\$10.00

Type of Building- Alterations	Existing Building Permit Fee (per sq. meter)	Proposed Building Permit Fee (per sq. meter)
Residential (Single Family)	\$3.75	\$6.00
Institutional	\$3.75	\$6.00
Assembly	\$3.75	\$6.00
Commercial	\$3.75	\$6.00
Industrial	\$3.75	\$5.00

Benchmarking was also taken into consideration in setting the fees, based primarily on a fee comparison with neighbouring municipalities as shown in Appendix B. The proposed fees are kept in line with the Town's neighbouring municipalities.

It is recommended that there be an annual adjustment in building permit fee rates based on the Construction Price Index (CPI) effective at the beginning of January for each year thereafter. Also, it is recommended that the Chief Building Official conduct an assessment of the building permit fee schedule every three years. This is to ensure that the fees are kept up to date with the changes in the Town's development characteristics.

The fee schedule has also been amended to not charge any building permit fees for municipal projects. This is the practice of some municipalities such as Richmond Hill and King Township.

The policy for Temporary Sales Trailers and Offices has been updated to reflect updated information. The current policy has not been updated since 1995. The building permit fee for sales trailers has also been amended to reflect a more reasonable fee.

Advisory Committee Review

None

Legal Considerations

Subsection 7(6) of the Building Code Act, 1992 obligates the Town to give Notice of the proposed changes and hold a Public Meeting concerning the proposed changes. Notice of the proposed changes has been given as set out in the Communications Considerations Section of this report and this General Committee meeting qualifies as the Public Meeting. Notice must also be given to every person and organization that has, within the last five years before the date of the Public Meeting requested to be notified of any changes. According to the Town Clerk, there has been no such request by any persons or organizations.

Link to Strategic Plan

None

Financial Implications

The Ontario Building Code is an ever changing document. Specifically, energy efficiency changes to the OBC will necessitate the training of staff and there will be training costs in the Building Division. The new fee for the annual registration of building officials imposed by the provincial government increases the operating costs in the Building Division. Additional building permit revenue is anticipated to be generated from revisions to some of the existing fees and this will offset these additional costs. The new proposed new fees along with the current fees are shown in Appendix C.

Communications Considerations

A Public Notice regarding the proposed changes to the building permit fees has been posted in the local newspaper. The attached listing of fees and charges will also be posted on the Town's external website following Council's approval of the proposed recommendations and subsequent enactment of the corresponding amending Bylaw.

Building Division staff will continue to work with Corporate Communications to address on-going communications with stakeholders.

Conclusions

This report provides the results of the building permit fee review conducted by the Chief Building Official. As a result of the financial analysis and finding, the Chief Building Official recommends the following:

1. Certain category of fees be increased in order to provide a full cost recovery of enforcing the BCA and the OBC.
2. An adjustment in building permit fee rates, for annual indexing based on the Construction Price Index (CPI) effective at the beginning of January for each year thereafter;
3. It is recommended that these new fees be enacted effective July 1, 2018.
4. It is proposed that the existing policy on Temporary Sales Trailers and Offices dated April 4, 1995 be repealed and replaced with new Guidelines.
5. A requirement that building permit fees be assessed every three years to ensure fee rates are kept up to date with the changes in the Town's development characteristics.

June 5, 2018

Page 7 of 22

Report No. PDS18-060

Attachments

Appendix A – Building Permit Fee Activity
Appendix B – Comparison of Building Permit Fees – other Municipalities
Appendix C - Current and Proposed Fee Schedule
Appendix D – Guidelines for the Approval of Temporary Sales Trailer and/or Office

Previous Reports

N/A

Pre-submission Review

Agenda Management Team Meeting review on May 17, 2018



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



**Doug Nadorozny
Chief Administrative Officer**

Appendix A - Building Permit Activity

	No. of Permits			
	2015	2016	2017	Average
Unsubsidized Permits				
Residential Permits				
New Single Detached	686	810	145	547
New Townhouse	338	212	121	224
New Semi-detached	4	0	0	1
New Apartments	0	5	0	2
Residential Additions	20	28	36	28
Residential Alterations	61	56	86	68
Secondary Suites	8	12	19	13
Non-Residential				
Assembly - New/Addition	4	2	2	3
Assembly - Alterations	4	3	2	3
Institutional - New/Addition	1	0	1	1
Office - New/Addition	1	3	1	2
Office - Alterations	4	7	4	5
Retail - New/Addition	11	1	3	5
Retail- Alterations	28	45	38	37
Industrial - New/Additions	2	3	3	3
Industrial - Alterations	12	11	12	12
Subsidized Permits				
Designated Structures	1	14	16	10
Fire Alarm Retrofit	1	5	1	2
Demolition (Residential)	26	28	29	28
Demolition (others)	3	2	3	3
Deck/Porches	96	59	69	75
Accessory Garage (Residential)	13	18	22	18
Accessory Building (Non-Residential)	3	4	5	4
Septic	6	12	1	6
Fill	3	3	0	2
Total Subsidized Permits	152	145	146	148
Total Permits	1336	1343	619	1099

APPENDIX B

**Building Permit Fee Comparison for New Construction -
York Region Municipalities**

Residential Dwelling Units	(\$ per square meter)	Institutional	(\$ per square meter)
East Gwillimbury	\$16.04	Richmond Hill	\$23.00
Aurora	\$16.00	Markham	\$22.69
Markham	\$15.84	Newmarket	\$21.04
Whitchurch Stouffville	\$14.65	Vaughan	\$18.00
Newmarket	\$14.65	Aurora	\$17.70
Richmond Hill	\$14.10	Whitchurch Stouffville	\$12.81
Vaughan	\$12.10	East Gwillimbury	\$11.84
King Township	\$6.89	King Township	\$11.84

Commercial	(\$ per square meter)	Industrial	(\$ per square meter)
Aurora	\$15.00	Richmond Hill	\$13.80
Markham	\$13.52	Markham	\$12.16
Whitchurch Stouffville	\$12.80	King Township	\$11.84
Richmond Hill	\$12.70	Whitchurch Stouffville	\$11.62
East Gwillimbury	\$11.84	East Gwillimbury	\$10.22
King Township	\$11.84	Newmarket	\$10.06
Vaughan	\$10.80	Aurora	\$10.00
Newmarket	\$10.70	Vaughan	\$8.90

Assembly	(\$ per square meter)
Markham	\$30.00
Richmond Hill	\$20.96
Newmarket	\$19.32
Vaughan	\$18.00
Aurora	\$17.70
Whitchurch Stouffville	\$12.80
East Gwillimbury	\$11.84
King Township	\$11.84

APPENDIX B (continued)

**Building Permit Fee Comparison for Alteration Work -
York Region Municipalities**

Residential Dwelling Units	(\$ per square meter)	Institutional	(\$ per square meter)
East Gwillimbury	\$6.46	East Gwillimbury	\$11.84
Markham	\$6.05	King Township	\$11.84
Aurora	\$6.00	Markham	\$6.05
Richmond Hill	\$5.20	Aurora	\$6.00
Whitchurch Stouffville	\$5.17	Whitchurch Stouffville	\$4.62
Newmarket	\$4.40	Richmond Hill	\$4.60
King Township	\$4.20	Newmarket	\$4.40
Vaughan	\$4.10	Vaughan	\$4.10

Commercial	(\$ per square meter)	Industrial	(\$ per square meter)
King Township	\$11.84	King Township	\$11.84
Markham	\$6.05	Markham	\$5.51
Aurora	\$6.00	Whitchurch Stouffville	\$5.38
Whitchurch Stouffville	\$4.62	Aurora	\$5.00
Richmond Hill	\$4.60	Newmarket	\$4.40
Newmarket	\$4.40	East Gwillimbury	\$4.30
East Gwillimbury	\$4.30	Vaughan	\$4.10
Vaughan	\$4.10	Richmond Hill	\$3.50

Assembly	(\$ per square meter)
King Township	\$11.84
Markham	\$6.05
Aurora	\$6.00
Whitchurch Stouffville	\$4.62
Richmond Hill	\$4.60
Newmarket	\$4.40
Vaughan	\$4.10
East Gwillimbury	\$3.67

APPENDIX B (continued)

LMCBO (Large Municipality Chief Building Officials) Municipalities

Residential Dwelling Units	(\$ per square meter)	Commercial – New & Additions	(\$ per square meter)
Sault St. Marie	\$19.07	Oakville	\$20.62
Halton Hills	\$17.00	Kitchener	\$18.72
Burlington	\$16.29	Burlington	\$18.63
Oakville	\$16.00	Guelph	\$17.98
Aurora	\$16.00	St Catharines	\$17.76
Mississauga	\$15.50	Sault Ste Marie	\$17.60
Newmarket	\$14.65	Sarnia	\$17.60
Hamilton	\$14.35	Kawartha Lakes	\$17.55
Guelph	\$13.45	Hamilton	\$17.32
Kitchener	\$13.45	Brantford	\$16.70
Sudbury	\$13.45	Oshawa	\$15.99
St Catharines	\$12.92	Aurora	\$15.00
Oshawa	\$12.66	Clarington	\$14.96
Clarington	\$12.31	Waterloo	\$14.53
Brantford	\$12.27	Mississauga	\$13.00
Vaughan	\$12.10	Ottawa	\$12.79
Pickering	\$12.00	Pickering	\$12.50
Whitby	\$11.76	Whitby	\$12.25
Kawartha Lakes	\$11.38	Milton	\$11.89
Milton	\$11.06	Halton Hills	\$11.73
Ajax	\$11.00	London	\$11.00
Ottawa	\$10.37	Vaughan	&10.80
Sarnia	\$10.25	Ajax	\$10.00
London	\$8.80	Newmarket	\$9.91
Waterloo	\$8.61	Sudbury	\$9.15

APPENDIX B (continued)

LMCBO (Large Municipality Chief Building Officials) Municipalities

Assembly – New & Additions	(\$ per square meter)	Institutional – New & Additions	(\$ per square meter)	Industrial – New & Additions	(\$ per square meter)
Kitchener	\$26.04	Kitchener	\$27.76	Oakville	\$13.90
Guelph	\$25.30	Guelph	\$27.23	Oshawa	\$12.27
Sault Ste Marie	\$23.17	Hamilton	\$25.47	Mississauga	\$11.60
Burlington	\$23.06	Clarington	\$24.60	Hamilton	\$11.03
Clarington	\$22.55	Burlington	\$23.68	St Catharines	\$10.76
Oshawa	\$21.54	Brantford	\$23.68	Sault Ste Marie	\$10.24
Hamilton	\$21.32	Oshawa	\$23.22	Halton Hills	\$10.06
Halton Hills	\$20.71	Sault Ste Marie	\$23.17	Newmarket	\$10.06
Kawartha Lakes	\$20.16	St Catharines	\$23.14	Aurora	\$10.00
St Catharines	\$19.91	Kawartha Lakes	\$22.55	Whitby	\$9.75
Sarnia	\$18.40	Mississauga	\$22.00	Sarnia	\$9.75
Ottawa	\$18.31	Oakville	\$20.90	Clarington	\$9.43
Waterloo	\$18.14	Halton Hills	\$20.72	Guelph	\$9.39
Whitby	\$18.14	London	\$20.20	Burlington	\$9.39
Vaughan	\$18.00	Whitby	\$20.06	Brantford	\$8.93
Aurora	\$17.70	Waterloo	\$18.30	Vaughan	\$8.90
Mississauga	\$17.50	Vaughan	\$18.00	Kitchener	\$8.82
Pickering	\$17.50	Ajax	\$18.00	Ottawa	\$8.62
Oakville	\$17.00	Milton	\$17.84	Sudbury	\$8.61
Ajax	\$17.00	Aurora	\$17.70	Pickering	\$8.00
Brantford	\$15.51	Newmarket	\$16.64	Milton	\$7.08
Newmarket	\$14.92	Sarnia	\$16.35	London	\$7.00
London	\$14.60	Ottawa	\$15.31	Ajax	\$7.00
Sudbury	\$14.53	Sudbury	\$13.45	Waterloo	\$5.92
Milton	\$14.42	Pickering	\$12.00	Kawartha Lakes	\$2.67

APPENDIX C

Current and Proposed Fee Schedule

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Minimum Permit Fee for Part 9 Residential Building	Per Application	\$ 275.00	No Change
Minimum Permit Fee for all Other Buildings	Per Application	\$ 550.00	No Change
Group A Assembly (Applies to New Buildings and Additions)			
Restaurants/Banquet Halls (Finished)	Per Square Metre	\$ 16.25	\$17.70
Restaurant/Banquet Hall (Shell)	Per Square Metre	\$ 14.00	\$10.70
Recreation Facilities, Schools, Libraries, Churches, Theaters and All Other Group A Occupancies	Per Square Metre	\$ 16.25	\$17.70
Group A Assembly (Alterations)	Per Square Metre	\$ 3.75	\$6.00
Group B Institutional (Applies to New Buildings and Additions)			
Residential Care Facilities, Nursing Homes and All Other Group B	Per Square Metre	\$ 15.75	\$17.70
Group B Institutional (Alterations)	Per Square Metre	\$ 3.75	\$6.00
Group C Residential (Applies to New Buildings and Additions)			
Single Family Detached (Semi, Row House, Link Dwellings)* <i>* Permit includes Building, HVAC, Plumbing and Residential Occupancy Permits.</i>	Per Square Metre	\$ 15.50	\$16.00
Multiple Residential and Apartments	Per Square Metre	\$ 13.50	\$15.00

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Other Group C (Hotel/Motel Lodging Houses, Rooming Houses, Shelters etc.)	Per Square Metre	\$ 13.50	\$15.00
Group C Residential (Alterations)	Per Square Metre	\$ 3.75	\$6.00
Second Suite Dwelling Unit	Per Square Metre	\$ 3.75	\$6.00
Group D Business and Personal Services (Applies to New Buildings and Additions)			
Business and Personal Services (Shell)	Per Square Metre	\$ 10.50	\$12.00
Business and Personal Services (Finished)	Per Square Metre	\$ 13.50	\$17.00
Group D Business and Personal Services (Alterations)	Per Square Metre	\$ 3.75	\$7.00
Group E Mercantile (Applies to New Buildings and Additions)			
Mercantile (Shell)	Per Square Metre	\$ 10.25	\$12.00
Mercantile (Finished)	Per Square Metre	\$ 12.75	\$15.00
Group E Mercantile (Alterations)	Per Square Metre	\$ 3.75	\$6.00
Group F Industrial (Applies to New Buildings and Additions)			
Industrial (Shell)	Per Square Metre	\$ 7.15	\$8.00
Industrial (Finished - Including Self-Storage Buildings)	Per Square Metre	\$ 9.50	\$10.00
Storage Garages	Per Square Metre	\$ 5.00	No Change
Gas Stations/Repair Garages	Per Square Metre	\$ 9.00	No Change
Farm Buildings	Per Square Metre	\$ 4.25	No Change
Group F Industrial (Alterations)	Per Square Metre	\$ 3.75	\$5.00
Designated Structures			

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Wind Turbine Support Structure	Per Structure	\$ 315.00	No Change
Exterior Tank and Support not Regulated by TSSA, 2000	Per Structure	\$ 265.00	No Change
Retaining Walls	Per Linear Metre	\$ 7.50	No Change
Solar Collectors	Per Structure	\$ 315.00	No Change
Stand Alone			
Accessory Structures (Residential)	Flat Fee	\$ 275.00	No Change
Accessory Structures (All Other)	Flat Fee	\$ 525.00	No Change
Alternative Solutions	Per Application <i>(plus additional consulting costs - as applicable)</i>	\$ 1025.00	No Change
Change of Use	Per Square Metre	\$ 3.75	\$7.00
Construction and Sales Trailers	Flat Fee -Currently Proposed – Per Square Meter	\$ 525.00	\$10.50
Construction and Sales Trailers (Pre-Fabricated)		\$ 525.00	\$5.25
Conditional Permits	Per Square Metre of Applicable Residential or Commercial Fee <i>(plus costs associated with preparation of an agreement, which cost shall not be less than \$1000.00 exclusive of Permit Fee)</i>	\$ 1025.00	No Change

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Demolition (Singles, Semis, Row Houses, Accessory Structures)	55 m ² or less – Flat Fee	\$ 275.00	No Change
	Over 55m ² – Flat Fee	\$ 325.00	No Change
Demolition (Others)	Flat Fee	\$ 525.00	No Change
Electromagnetic Locks	Each Lock	\$ 31.50	No Change
	Maximum Fee Per Application	\$ 315.00	No Change
Fire Alarm Retrofit	Per Application	\$ 315.00	No Change
Fireplaces, Woodstoves and Chimneys	Each	\$ 275.00	No Change
Foundation for Relocated Buildings	Per Square Metre	\$ 3.75	No Change
HVAC Systems:			No Change
Residential	Per System	\$ 275.00	
All Other	Per System	\$ 550.00	
Kitchen Exhaust System	Per System	\$ 525.00	No Change
Marijuana Grow-Op Remediation	Minimum fee for a ten (10) hour plan review and inspection time	\$ 1100.00	No Change
	Per Hour (After)		No Change

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
		\$ 110.00	
Miscellaneous Permits	Where a Permit Application is for a Class not listed herein, the Unit of Measure and Fee shall be determined by the Chief Building Official.		
Model Certification	Per Square Metre	\$ 5.80	No Change
Permits for Certified Plans	Per Square Metre	\$ 8.90	\$10.20
Model Type Change	Per Square Metre	\$ 800.00	No Change
Outdoor Public Pool (3.11 OBC)	Per Square Metre	\$ 6.30	No Change
Occupancy of an Unfinished Building Permit	Per Application <i>(up to four (4) hours combined inspection time for building, plumbing, and fire services)</i>	\$ 440.00	No Change
	Per Hour <i>(for additional time)</i>	\$ 110.00	No Change
Partial Permits (Foundation, Structural, and Foundation/Structural)	Per Application	\$ 550.00	No Change
Portables	Each Portable	\$ 160.00	No Change

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Portables	Maximum Fee per Application	\$ 1600.00	No Change
Revision to Permit Plan	Each Application <i>(up to three (3) hours review time - hourly rate after this time is as specified below)</i>	\$ 275.00	No Change
Shoring	Per Linear Metre	\$ 7.50	No Change
Solar Domestic Hot Water Systems	Per System	\$ 470.00	No Change
Sprinkler Retrofit	Per Square Metre	\$ 0.60	No Change
Temporary Building/Tent	Per Structure	\$ 160.00	No Change
	Maximum Fee per Application	\$ 1600.00	No Change
Transit/Bus and Terminal/Bus Shelter	Per Square Metre <i>(see Group A Occupancies)</i>	\$ 13.65	No Change
Underpinning	Per Linear Metre	\$ 7.50	No Change
Plumbing			
On Site Sewage Systems: New Systems (200m ² or less)	Per System	\$ 550.00	No Change

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
New Systems (Greater than 200m ²)	Per Square Metre	\$ 3.75	No Change
	Maximum Fee per Application	\$ 3155.00	No Change
Alterations to Sewage Disposal System	Per Application	\$ 265.00	No Change
Headers, Tank Removal or Decommissioning	Each	\$ 265.00	No Change
Stand-Alone Plumbing Fixtures, Equipment, Roof Drains:			
Single Family Dwellings	Per Fixture	\$ 16.00	No Change
All Other Buildings	Per Fixture	\$ 16.00	
			No Change
Stand-Alone Plumbing Fixtures, Equipment, Roof Drains:			
Single Family Dwellings	Per Fixture	\$ 16.00	No Change
All Other Buildings	Per Fixture	\$ 16.00	

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
			No Change
Water Service (Residential)	Per Service	\$ 25.00	No Change
Each Residential Drain and Sewer (Includes both Storm and Sanitary, Inside, Outside and Floor Drains)	Per Application	\$ 60.00	No Change
Commercial, Industrial, Institutional and Apartment (Buildings and Units)			
Water Services: 50mm (2") or less	Each	\$ 25.00	No Change
100mm (4")	Each	\$ 45.00	No Change
150mm (6")	Each	\$ 65.00	No Change
200mm (8")	Each	\$ 85.00	No Change
300mm (12") or larger	Each	\$ 105.00	No Change
		\$ 125.00	
Drains: (Storm or Sanitary Drains - Inside or Outside)	Each		
100mm (4")		\$ 50.00	No Change
		\$ 75.00	No Change
150mm (6")	Each		

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
200mm (8")	Each	\$ 95.00	No Change
250mm (10")	Each	\$ 115.00	No Change
300mm (12") or larger	Each	\$ 135.00	No Change
Miscellaneous Plumbing:			
Manhole, Catch-Basin, Area Drain or Interceptors	Each		
	Each	\$ 35.00	No Change
Testable Back-Flow Preventer			
		\$ 65.00	No Change
Other Fees			
Re-Inspection Fee (Applicable at the Discretion of the Chief Building Official)	Each	\$ 110.00	No Change
Review of Plans	Per Hour	\$ 110.00	No Change
Permit Reactivation Fee	Each Permit	\$ 155.00	No Change
Administration Fee for Occupancy of a Residential Building Prior to Issuance of the Required Residential Occupancy Permit under the Building Code	Per Unit	\$ 790.00	No Change
Special Inspection Per Hour, Per Person Applicable at the Discretion of the Chief Building Official	Per Hour, Per Person	\$ 110.00	No Change

Classes of Permits	Unit of Measure	Current Fee	Proposed Fee
Special Investigation Fee Where Work for Which a Permit is Required by this By-law has Commenced Without the Authorization of a Permit, a Special Investigation Fee Shall be Paid in Addition to all Other Fees		Half the Permit Fee payable pursuant to this By-law or \$250.00 whichever is greater.	No Change
Transfer of Permit	Per Application	\$ 110.00	No Change
Zoning and Applicable Law Review	Per Proposal	\$ 135.00	No Change
Sewage System Maintenance Inspection	Per Inspection	\$ 150.00	No Change
Projects by the Municipality		Fees Charged based on category of permit	No Fees Charged

APPENDIX D



TOWN OF AURORA

Guidelines for the Approval of Temporary Sales Trailer and/or Office

PLANNING AND DEVELOPMENT SERVICES

Building Division

Phone: 905-727-3123 ext. 4388

Fax: 905-726-4731

Email: building@aurora.ca



TOWN OF AURORA
Planning and Development Services
Building Division
Guidelines for the Approval of Temporary Sales Trailer and/or Office

Temporary Sales Trailer and/or Office is a building or part of a building used for the offering of Lots and/or dwelling units for sale to prospective purchasers, incidental to the construction of new housing developments.

Zoning By-law Requirements

Temporary Sales Trailer and/or Office would be allowed on the property to be developed where there is an approved draft plan of subdivision or site plan and the zoning is in place for the proposed development subject to parking requirements of Section 5 of the Town of Aurora's Zoning By-law 6000-17. For more information about the Zoning By-law requirements please contact Building Division at 905-727-3123 ext. 4388.

Building Permit Requirements

Applicant must apply and obtain a building permit. The following items must be submitted as part of complete application:

- Completed building permit application form
- 3 copies of fully dimensioned site plan
- 3 sets of construction drawings including foundation, framing and other construction details
- 3 sets of HVAC calculations, duct layout and appliance specifications
- 3 sets of roof truss drawings and specifications (if roof trusses are proposed)
- The location of portable sanitary facilities (if building is not equipped with water and sewer connections)
- For Pre-Manufactured Buildings:
 - Foundation and anchorage drawings and details
 - Details for new construction, including stairs, ramps, porches or canopies (Note: A barrier free access must be provided to the office)
- Permit Fees:
 - Pre-manufactured building - \$5.25 per square meter of gross floor area
 - On-site constructed building - \$10.50 per square meter of gross floor area
- Securities: A letter of credit or a certified cheque in the amount of \$15,000 per temporary sales office is required at the time of building permit issuance. (Securities will be returned upon completion of inspections and complete removal of the sales office and restoration of the site)

Sign By-law Requirements

All signs must comply with the Town of Aurora Sign By-law. Applicant must apply and obtain a sign permit from the Building Division. For more information about the sign permit requirement, please contact Building Division at 905-727-3123 ext. 4388.

Display Plan Requirements

Applicant shall submit a display plan as per attached schedule 'A' to be approved by the Director of Planning and Development Services prior to issuance of the building permit.



TOWN OF AURORA
Planning and Development Services

Building Division

Guidelines for the Approval of Temporary Sales Trailer and/or Office

Town's Road Excavation Permits

A road excavation permit is required for any construction or road access within the Town's road allowance and property. To obtain a road excavation permit, please visit our office at 229 Industrial Parkway North to complete a permit application form. For more information, please contact 905-727-1375.

Regional Road Access

For permanent or temporary access from private property to a Regional road, applicant must apply and obtain a permit from York Region. For more information, please contact York Region at 1-877-464-9675 ext. 75700

Conservation Authority

If any part of the lot on which the temporary structure is located is within an area regulated by the Lake Simcoe Conservation Authority, a land use permit may be required. This may affect the building location and/or grading of the lot. Contact: LSRCA (Lake Simcoe Region Conservation Authority). Contact: 905-895-1281; Toll Free: 1-800-465-0437



SCHEDULE "A"

Display Plans:

- 1) Prior to entering into an Offer to Purchase relating to any lots on the Plan by the owner of the land(s) or by a builder(s) or their real estate agent(s), the applicant shall provide accurate display plans and post them in all sales offices which clearly indicate the location of the following facilities in respect to the lot being purchased:
 - a) parks by type;
 - b) schools by type;
 - c) walkways;
 - d) church sites;
 - e) commercial sites by type;
 - f) existing or future rail facilities;
 - g) existing or future provincial highways;
 - h) existing or future arterial roads;
 - i) existing or potential transit loops;
 - j) existing or proposed bus loops;
 - k) surrounding land uses;
 - l) all temporary turning circles required to be constructed on lots within the Plan; and
 - m) other facilities as specified by the Town.

- 2) The above mentioned display plan shall be submitted to and approved by the Director of Planning and Development Services prior to use.

- 3) The Owner shall indicate on any copy of the Plan prepared for public display or distribution, or for the sale of any lots or blocks on the Plan, the land use information contained in item (1) above and also the location and extent of any berms and/or noise attenuation measures, and fencing required along lot boundaries, and the location of rail lines, walkways, bicycle paths and future road extensions. If the Owner is found to be in default of the provisions of this section, the Town may withhold further building permits until the provisions herein are complied with.



Town of Aurora

General Committee Report

No. PDS18-062

Subject: Application for Site Plan Approval
Gottardo Construction Limited
Lot 3 & Part of Block 11, Registered Plan 65M-4324
95 Eric T. Smith Way
File Number: SP-2018-04
Related Files: D14-05-04 & D12-05-1A

Prepared by: Fausto Filipetto, Senior Policy Planner

Department: Planning and Development Services

Date: June 5, 2018

Recommendation

- 1. That Report No. PBS18-062 be received; and**
- 2. That site plan application number SP-2018-04 (Gottardo Construction Limited) to permit the development of the subject lands for a six-storey, 110-room hotel 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

This report seeks Council approval of a site plan application.

- This report provides background information, evaluation and recommendations regarding the site plan application submitted by Gottardo Construction Limited to permit the development of the subject lands for a six storey, 110 room hotel totaling 6,612 square metres (71,173 square feet);
- Planning and Development Services has reviewed the subject application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands;
- all departments and agencies have provided comment and are able to support the site plan application provided technical comments are addressed;

- all technical revisions to the proposed plans will be reviewed by Town staff prior to the execution of the site plan agreement;
- staff recommends approval of site plan application number SP-2018-04.

Background

The subject lands were formerly part of the larger Town owned lands known municipally as 15059 Leslie Street. The lands were rezoned by the Town from Rural General to a site-specific Business Park zone and a Plan of Subdivision was registered.

Location / Land Use

As illustrated on Figure 1, the subject lands are located within the former Town lands business park subdivision at the end of Eric T. Smith Way and are known municipally as 95 Eric T. Smith Way. The lands currently form part of a larger 4 Hectare (10 Acre) site which will be conveyed to the applicant by the Town in two separate parts, thus making the hotel site 0.8 Hectares (2 Acres) in size. The remainder of site will be built and used for Business Park purposes. The subject lands are currently vacant.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Offices/Business Park;
South: protected "Countryside";
East: Highway 404; and
West: Eric T. Smith Way/Future Business Park.

Policy Context and Zoning

The site plan application is consistent with Provincial, Regional and Town land use planning policy.

Town of Aurora Official Plan

The subject lands are designated "Business Park" in the Bayview Northeast Area 2B Secondary Plan. "The Business Park designation is intended to provide opportunities for a mix of high quality employment uses and a variety of supporting commercial and community facilities geared to satisfying the needs of residents, businesses and employees in the Town of Aurora and the Region. The Business Park designation permits an integrated mix of employment activities and businesses that occur within buildings and on sites that are designed, and landscaped to present a high quality, prestige image."

The Business Park designation specifically permits “hospitality and accommodation related uses including hotels and motels and other alternative forms providing extended-stay accommodation.”

Zoning By-law 2213-78, as amended

The subject lands are zoned “Business Park (BP-4i) Exception Zone.” The BP-4i Zone specifically permits the site to be used for a hotel. The applicant has obtained a Minor Variance for some site-specific provisions with respect to parking, lot area and height as follows:

- A decrease in the minimum lot area from 1.0 hectare (2.47 acres) to 0.81 hectares (2.0 acres);
- an increase to the maximum allowable building height from 13.5 metres to 23 metres; and
- a decrease of the minimum amount of required parking by 48 spaces.

Analysis

Proposed Site Plan

As illustrated on Figure 2, the site plan proposes a six storey, 110 room hotel totaling 6,612 square metres (71,173 square feet). A total of 119 parking spaces, including 6 barrier free spaces will be provided along the south and east sides of the building. As illustrated on Figure 3, landscaped strips are proposed long all lot lines. Landscaping is also proposed within the parking areas, as well as along the sides of the building.

Proposed amenities include:

- Breakfast and dining area;
- boardroom;
- business centre;
- fitness area;
- a large meeting room which is divisible into two;
- pool; and
- guest laundry.

The Building Elevations are illustrated on Figures 4 and 5. The applicant is proposing a six storey, flat roof hotel. The hotel’s name and logo are proposed to be elevated from the rest of the building.

Site Plan Review and Comments

The proposed site plan was reviewed by both internal departments and external agencies. There were no objections to the proposed site plan, however comments were provided which were technical in nature. It is anticipated that the majority of the comments would be addressed in the next site plan submission.

Given the Town's goal of promoting development of their employment lands and given that this application is being processed by the Office of Business Concierge team as part of the economic development, staff are recommending site plan approval at this time, subject to the resolution of any outstanding issues.

It should be noted that staff have asked the applicant to revise their building elevation with respect to the Highway 404 frontage due to the prominence and visibility it would have. The revised site plan drawings as well as elevations will be circulated to the Town's Controlling Architect for their review and clearance. Further, the Town's Trails Masterplan identifies a future trail on the property and therefore the Town will be taking an easement as part of the site plan approval process.

Advisory Committee Review

The Town's Accessibility Advisor has made comments on behalf of the Accessibility Advisory Committee which have been provided to the applicant for their response.

Legal Considerations

The applicant will be required to enter into the Town's standard site plan agreement. The applicant will also enter into a Development Charges Deferral Agreement with the Town as described below.

Financial Implications

At the time of site plan agreement, fees and securities will be applied to the development. The development of the subject lands generates development charges and cash-in-lieu of parkland fees. As this is a hotel, a Development Charge Deferral Agreement is applicable. The CAO and Treasurer have delegated authority to execute such pursuant to Council's previous approval of Report No. FS17-027 regarding hotel development charges.

Communications Considerations

Site plan applications submitted under Section 41 of the Planning Act do not require public notification. All planning applications are listed on the Town's website through the Planning Application Status List which is reported to Council and updated quarterly.

Link to Strategic Plan

The proposed site plan application supports the Strategic Plan goal of Enabling a diverse, creative and resilient economy through the following key objective within this goal statement:

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

The application will assist in attracting business in accordance with the "Develop plans to attract businesses that provide employment opportunities for our residents" action item.

Alternatives to the Recommendation

1. Directing staff to report back to Council addressing any issues that may be raised at the General Committee; or
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. All technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the site plan agreement. Staff are therefore recommending approval of site plan application number SP-2018-04 at this time.

Attachments

- Figure 1 - Location Map
- Figure 2 - Proposed Site Plan
- Figure 3 - Proposed Landscape Plan
- Figure 4 - Proposed South/Front & West/Side Building Elevations
- Figure 5 - Proposed Rear/North & East/Side Building Elevations

June 5, 2018

Page 6 of 6

Report No. PDS18-062

Previous Reports

None.

Pre-submission Review


Agenda Management Team Meeting review on May 17, 2018.

Departmental Approval

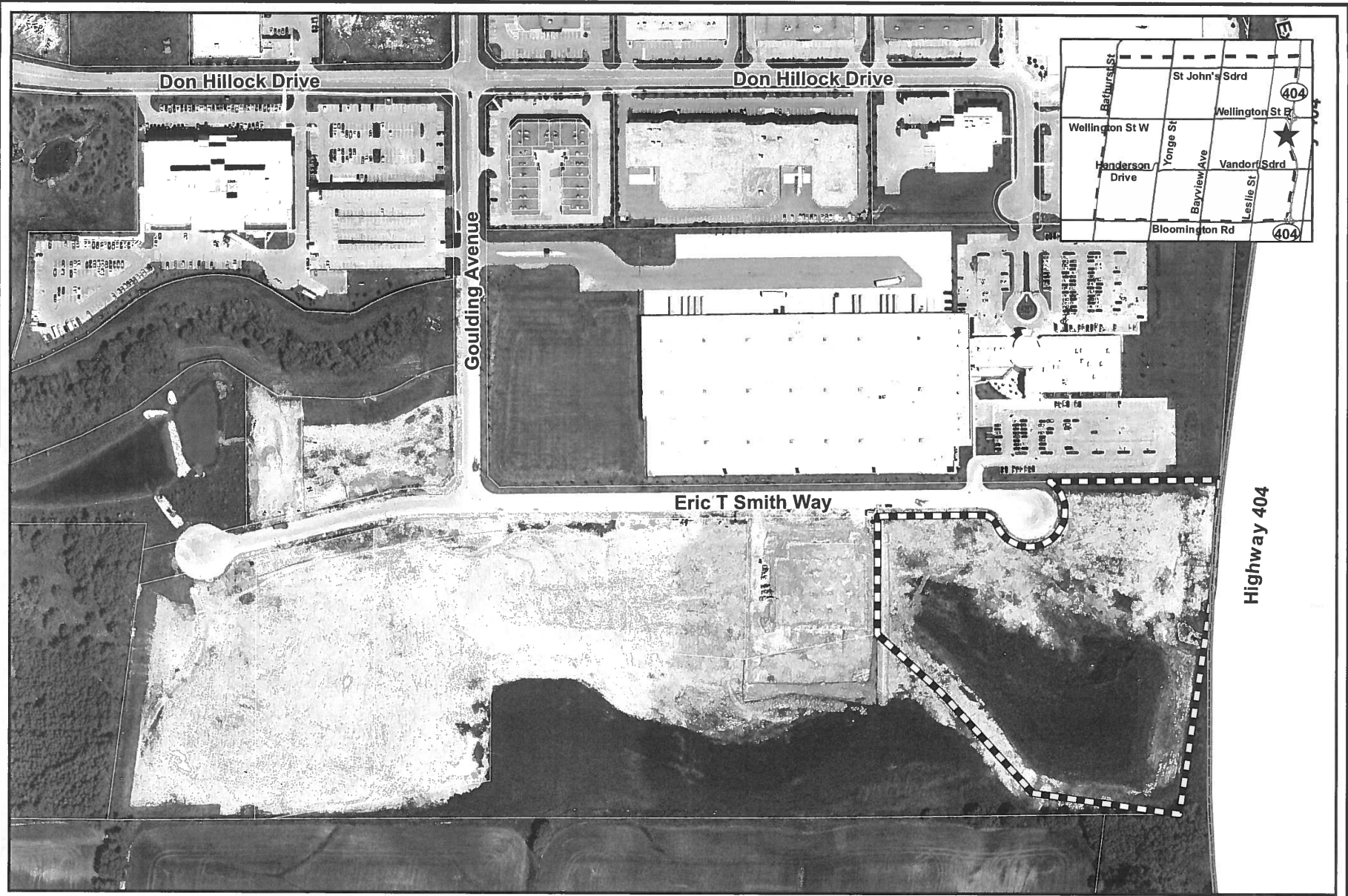
Approved for Agenda



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



Doug Nadorozny
Chief Administrative Officer

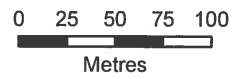


LOCATION MAP

APPLICANT: Gottardo Construction Limited
 FILES: SP-2018-04
 FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, May 7, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.

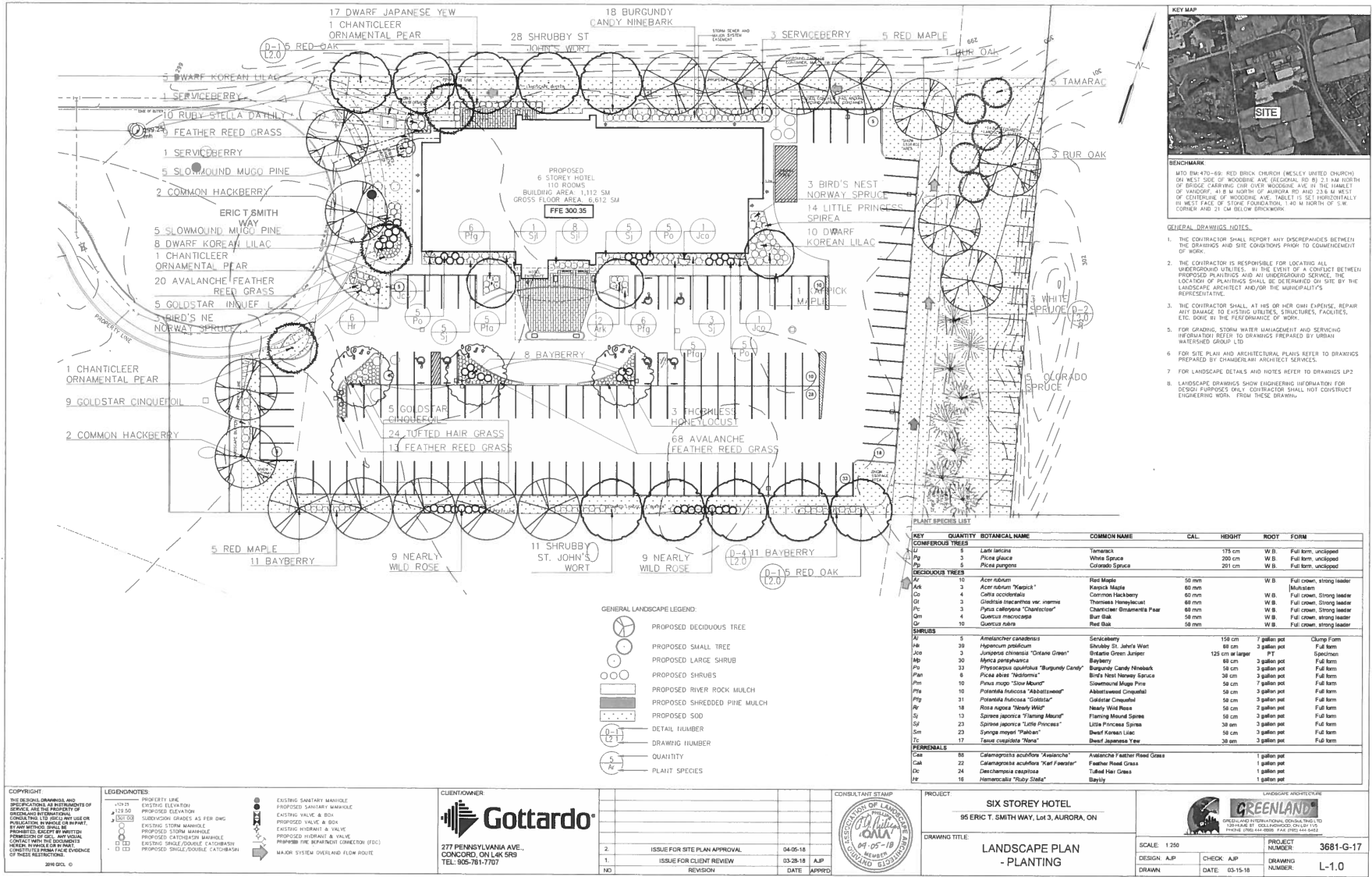


FIGURE 3



Chamberlain Architects
 Architects
 Construction Managers

Chamberlain Architect Services
 401 Pabstville Way, Suite 1
 Burlington, Ontario L7R 0W6
 CANADA
 Tel: 905 631 7777
 Fax: 905 631 7717
 www.chamberlainpa.com

NO.	ISSUED	DATE
1	1/18	2018.01.18

OWNER
 6 STOREY HOTEL 110 ROOMS
 ERIC SMITH WAY, AURORA, ON

PROJECT NAME
 EXTERIOR ELEVATION I

START DATE
 NOVEMBER, 2017

DESIGNED BY
 NSh

CHECKED BY
 BHS

SCALE
 1/8" = 1'-0"

PROJECT NO.
 117110

DRAWN
 A200

CHAMBERLAIN ARCHITECTS
 401 PABSTVILLE WAY, SUITE 1
 BURLINGTON, ONTARIO L7R 0W6
 CANADA
 TEL: 905 631 7777
 FAX: 905 631 7717
 WWW.CHAMBERLAINPA.COM

FIGURE 4



Chamberlain Architects
 Architects
 Construction Managers

Chamberlain Architect Services
 401 Palladin Way, Suite 1
 Burlington, Ontario L7R 0W6
 CANADA
 Tel: 905 631 7777
 Fax: 905 631 7717
 www.chamberlaincpd.com

NO.	ISSUED	DATE
1	1/4 Revisions	12/18/2017

OWNER

CHAMBERLAIN ASSOCIATION OF ARCHITECTS
 811 7110
 April 05-2018

Holiday Inn Express & Suites
 6 STOREY HOTEL 110 ROOMS
 ERIC SMITH WAY, AURORA, ON

EXTERIOR ELEVATION II

DATE: NOVEMBER, 2017
 DRAWN BY: PY
 CHECKED BY: SHS
 SCALE: 1/8" = 1'-0"
 PROJECT NO: 117110
 DRAWING: A201

FIGURE 5



Town of Aurora

General Committee Report

No. PDS18-063

Subject: Application for Site Plan Approval
1623 Wellington Street East Developments Limited
(SmartCentres)
1623 Wellington Street East
Files SP-2018-05 & ZBA-2018-03
Related Files: OPA-2011-02 & ZBA-2011-06

Prepared by: Fausto Filipetto, Senior Policy Planner

Department: Planning and Development Services

Date: June 5, 2018

Recommendation

1. That Report No. PBS18-063 be received; and
2. That site plan application number SP-2018-05 (1623 Wellington Street East Developments Limited) to permit the development of the subject lands for four buildings totalling 11,000 square metres (118,407 square feet) of leasable floor area, to be used for retail uses in accordance with the site-specific zoning be approved; and
3. That the extension of Goulding Avenue through to Wellington Street East be approved; and
4. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same; and
5. That the application to amend the Zoning By-law File Number ZBA-2018-03 to lift the Holding (H) Prefix for the subject lands currently zoned “(H)E-BP(398) Business Park Holding Zone” be approved; and
6. That the implementing Zoning By-law Amendment be presented at a future Council meeting.

Executive Summary

This report seeks Council approval of a site plan application, including the extension of Goulding Avenue through to Wellington Street East, and a zoning by-law amendment to lift the Holding (H) Prefix currently applying to the subject lands.

- This report provides background information, evaluation and recommendations regarding the site plan application submitted by 1623 Wellington Street East Developments Limited to permit the development of the subject lands for four buildings totalling 11,000 square metres (118,407 square feet) of leasable floor area, to be used for retail uses in accordance with the site-specific zoning;
- Planning and Development Services has reviewed the subject application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands;
- all departments and agencies have provided comment and are able to support the site plan application provided technical comments are addressed;
- all technical revisions to the proposed plans will be reviewed by Town staff prior to the execution of the site plan agreement; and,
- staff recommends approval of site plan application number SP-2018-04 and the zoning by-law amendment to lift the Holding (H) Prefix applying to the lands (File No. ZBA-2018-03); further, staff also recommends the approval of the Goulding Avenue extension through to Wellington Street East.

Background

Location / Land Use

As illustrated on Figure 1, the subject lands consist of the portion of 1623 Wellington Street East located on the west side of the Goulding Avenue extension. The subject lands make up approximately one-third of the 14.6 Hectare (36 Acre) site. The subject lands are currently vacant.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Wellington Street East and Regional Commercial Uses;
South: Business Park;
East: Highway 404; and

West: Shell Gas Station and Vacant Lands.

Policy Context and Zoning

The site plan application is consistent with Provincial, Regional and Town land use planning policy.

Town of Aurora Official Plan/Zoning By-law No. 6000-17

The subject lands are located in the Bayview Northeast Area 2B Secondary Planning Area. The lands have a site-specific “Business Park” Designation and Zoning to permit the following uses:

- Dry cleaning distribution depot;
- personal service shop;
- private club;
- financial institution;
- financial institution, drive thru;
- restaurants;
- restaurants, drive thru or take out;
- service shop, light;
- establishment for the training or grooming of pets;
- bake shop, special; and
- retail stores.

The proposed buildings will be used in accordance with the permitted uses in the Official Plan and Zoning By-law. The site-specific zoning currently has a Holding (H) Prefix and therefore the applicant has also made an application to lift the Holding so that the lands can be developed for the uses listed above. The condition for lifting of the Holding (H) Prefix is site plan approval.

The Official Plan policy permits a maximum of 11,100 square metres (119,483 square feet) of commercial retail space on the entire lands zoned “(H)E-BP(398) Business Park Holding Zone.” Any additional commercial retail uses beyond this amount to a maximum additional amount of 7,020 square metres (23,031 square feet) are only permitted at a ratio of 1 square metre of gross floor area of commercial space for every 1.5 square metre gross floor area of business park uses. The total leasable floor area of commercial retail uses proposed in this site plan is 11,000 square metres (118,407 square feet); therefore complying with the official plan policy.

Analysis

Proposed Site Plan

As illustrated on Figure 2, the site plan proposes four commercial buildings. The largest building, Building “A” is proposed to be divided into four units. Building “A” is situated along the west side of the lands. Buildings “B”, “C” and “D” are situated along the east side of the lands, by the Goulding Avenue extension. A total of 516 parking spaces, including 16 accessible spaces, are proposed to be located centrally between Building “A” and Buildings “B”, “C” and “D”. Entrance to the site is proposed off of the Goulding Avenue extension.

As illustrated on Figure 3, landscaping is proposed along all four sides of the property as well as within some of the parking area. As illustrated on Figures 4 to 7, building elevations are proposed to be constructed using a variety of materials including: Architectural block, brick, decorative metal, stained wood and glazing in bronze aluminum frame.

The size of the proposed buildings are as follows:

- Building A: 8,250.26 m² (88,808 f²)
- Building B: 1,096.22 m² (11,800 f²)
- Building C: 464.50 m² (5000 f²)
- Building D: 1,189.02 m² (12,799 f²)
- Total: 11,000 m² (118,407 f²), *leasable floor area*

Site Plan and Zoning By-law Amendment Review and Comments

The proposed site plan was reviewed by both internal departments and external agencies. There were no objections to the proposed site plan, however comments were provided which were technical in nature. It is anticipated that the majority of the comments would be addressed in the next site plan submission. Given the Town’s goal of promoting development of their employment lands and given that this application is being processed by the Office of Business Concierge team as part of the economic development, staff are recommending site plan approval at this time, subject to the resolution of any outstanding issues.

Staff believes that the proposed building elevations as submitted are of a quality design and propose a variety of high quality building materials. Due to the prominence and visibility of the subject lands, the proposed building elevations have been circulated to the Town’s controlling architects for their review and clearance.

As previously mentioned, staff are also recommending approval of the Goulding Avenue extension at this time. Plans for the extension were circulated to the relevant internal departments and external agencies and any technical/engineering comments will be addressed in a subsequent submission.

The applicant has also applied to lift the Holding (H) Prefix for the subject lands currently zoned "(H)E-BP(398) Business Park Holding Zone." Staff are recommending approval of the zoning by-law amendment to lift the Holding (H) Prefix, as the only condition for lifting the hold is site plan approval.

Advisory Committee Review

The Town's Accessibility Advisor has made comments on behalf of the Accessibility Advisory Committee which have been provided to the applicant for their response.

Legal Considerations

The applicant will be required to enter into a site plan agreement with the Town. The agreement will include provisions stating that the applicant will be responsible for constructing the extension to the sole satisfaction of the Town, that the applicant will transfer the lands to the Town once constructed, and that a by-law will be brought to Council to establish the extension as a public highway, to dedicate it to the Town and to name it.

Financial Implications

At the time of site plan agreement, fees and securities will be applied to the development. The development of the subject lands generates development charges and cash in lieu of parkland fees.

Communications Considerations

Site plan applications submitted under Section 41 do not require public notification; however, two notice signs have been placed along Wellington Street East. Further, all planning applications are listed on the Town's website through the Planning Application Status List, which is reported to Council and updated quarterly. Applications to remove a Holding Prefix under section 36 of the Planning Act do not require a public meeting. Notice of the intent to remove the Holding prefix was placed in the local paper however.

Link to Strategic Plan

The proposed site plan application supports the Strategic Plan goal of Enabling a diverse, creative and resilient economy through the following key objective within this goal statement:

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

The application will assist in attracting business in accordance with the “Develop plans to attract businesses that provide employment opportunities for our residents” action item.

Alternatives to the Recommendation

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

Conclusions

Planning and Development Services reviewed the subject zoning by-law amendment application, site plan application and proposed Goulding Avenue extension in accordance with the provisions of the Town’s Official Plan, Zoning By-law and municipal development standards. All technical revisions to the proposed plans will be reviewed by Town staff prior to the execution of the site plan agreement. Staff are therefore recommending approval of the site plan application number SP-2018-05 at this time, including the extension of Goulding Avenue through to Wellington Street East. Staff are also recommending the approval of the zoning by-law amendment to lift the Holding (H) Prefix currently applying to the subject lands (File No. ZBA-2018-03), as the only condition for lifting the hold is site plan approval.

Attachments

Figure 1 - Location Map

Figure 2 - Proposed Site Plan

Figure 3 - Proposed Landscape Plan

Figure 4 - Proposed Building Elevations for Building “A”

Figure 5 - Proposed Building Elevations for Building “B”

Figure 6 - Proposed Building Elevations for Building “C”

Figure 7 - Proposed Building Elevations for Building “D”

June 5, 2018

Page 7 of 7

Report No. PDS18-063

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on May 17, 2018.

Departmental Approval

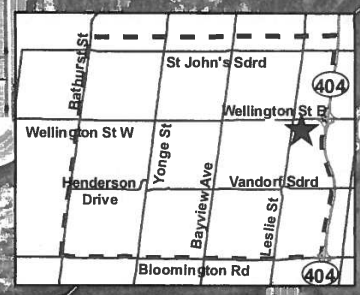
Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

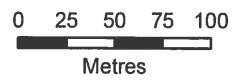


LOCATION MAP

APPLICANT: 1623 Wellington Street East Development LTD.
FILES: SP-2018-05

FIGURE 1

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning & Building Services Department, May 7, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.

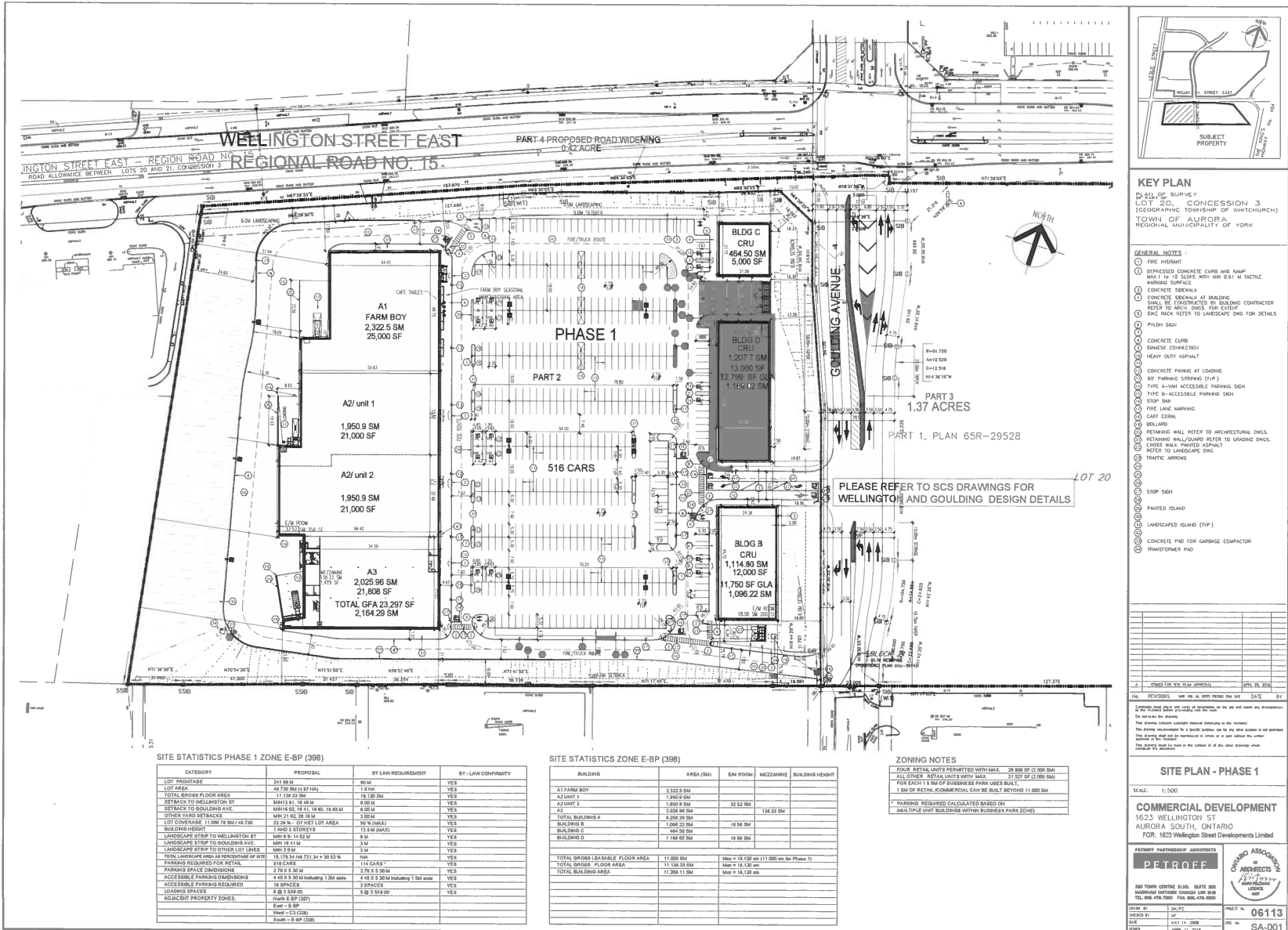
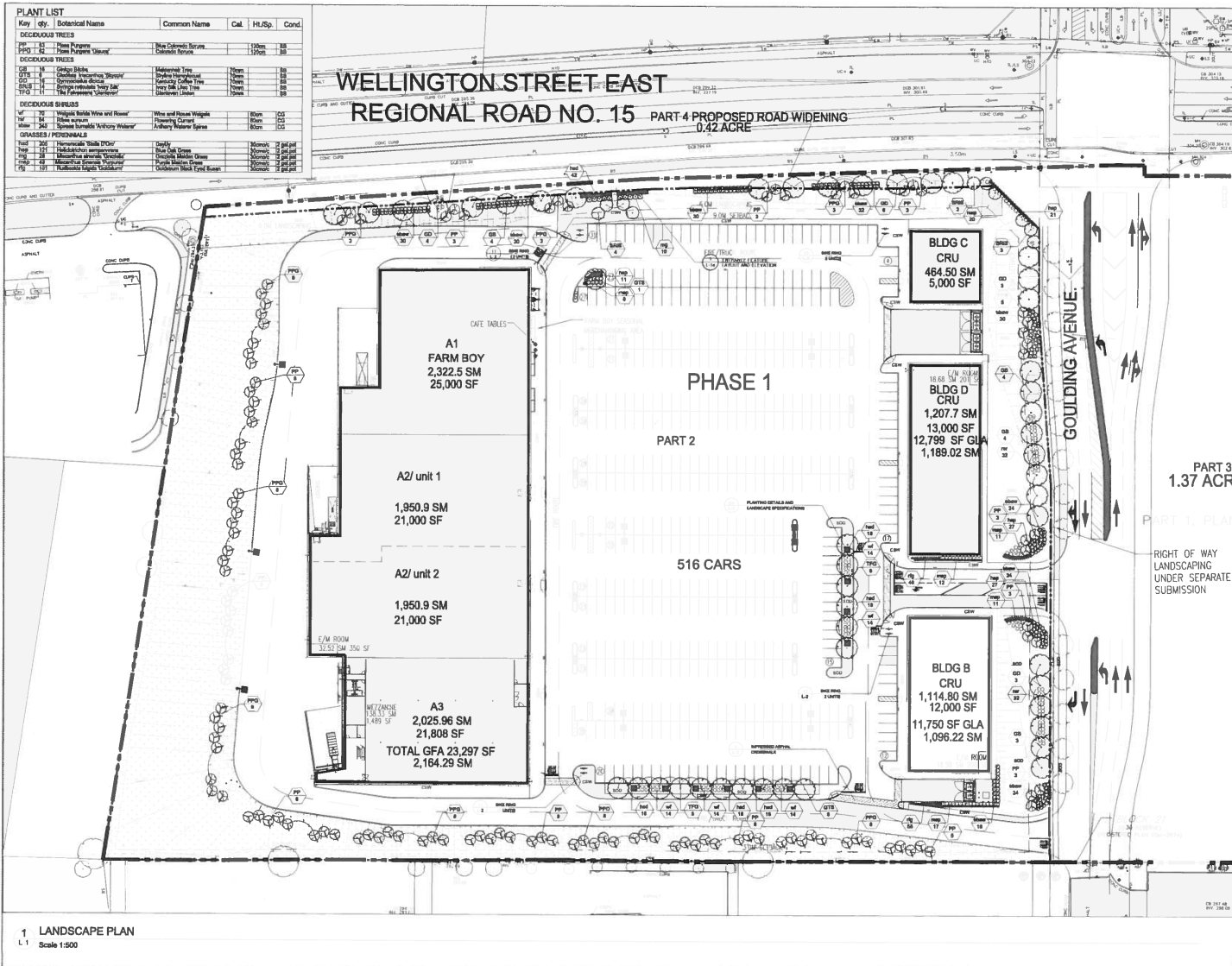
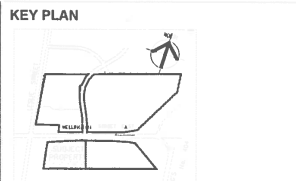


FIGURE 2



PLANT LIST

Key / Qty	Botanical Name	Common Name	Cal.	Ht./Sp.	Cond.
DECIDUOUS TREES					
P10	Plum Plum	Blue California Plum	100m	10m	DB
P100	Prunus pennsylvanica	Chokeberry	100m	10m	DB
DECIDUOUS TREES					
C1	Quercus agrifolia	California Live Oak	100m	10m	DB
C2	Quercus laevis	Live Oak	100m	10m	DB
C3	Quercus macrocarpa	Live Oak	100m	10m	DB
C4	Quercus lobata	Live Oak	100m	10m	DB
C5	Quercus agrifolia	California Live Oak	100m	10m	DB
C6	Quercus agrifolia	California Live Oak	100m	10m	DB
C7	Quercus agrifolia	California Live Oak	100m	10m	DB
C8	Quercus agrifolia	California Live Oak	100m	10m	DB
C9	Quercus agrifolia	California Live Oak	100m	10m	DB
C10	Quercus agrifolia	California Live Oak	100m	10m	DB
C11	Quercus agrifolia	California Live Oak	100m	10m	DB
C12	Quercus agrifolia	California Live Oak	100m	10m	DB
C13	Quercus agrifolia	California Live Oak	100m	10m	DB
C14	Quercus agrifolia	California Live Oak	100m	10m	DB
C15	Quercus agrifolia	California Live Oak	100m	10m	DB
C16	Quercus agrifolia	California Live Oak	100m	10m	DB
C17	Quercus agrifolia	California Live Oak	100m	10m	DB
C18	Quercus agrifolia	California Live Oak	100m	10m	DB
C19	Quercus agrifolia	California Live Oak	100m	10m	DB
C20	Quercus agrifolia	California Live Oak	100m	10m	DB
C21	Quercus agrifolia	California Live Oak	100m	10m	DB
C22	Quercus agrifolia	California Live Oak	100m	10m	DB
C23	Quercus agrifolia	California Live Oak	100m	10m	DB
C24	Quercus agrifolia	California Live Oak	100m	10m	DB
C25	Quercus agrifolia	California Live Oak	100m	10m	DB
C26	Quercus agrifolia	California Live Oak	100m	10m	DB
C27	Quercus agrifolia	California Live Oak	100m	10m	DB
C28	Quercus agrifolia	California Live Oak	100m	10m	DB
C29	Quercus agrifolia	California Live Oak	100m	10m	DB
C30	Quercus agrifolia	California Live Oak	100m	10m	DB
C31	Quercus agrifolia	California Live Oak	100m	10m	DB
C32	Quercus agrifolia	California Live Oak	100m	10m	DB
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C34	Quercus agrifolia	California Live Oak	100m	10m	DB
C35	Quercus agrifolia	California Live Oak	100m	10m	DB
C36	Quercus agrifolia	California Live Oak	100m	10m	DB
C37	Quercus agrifolia	California Live Oak	100m	10m	DB
C38	Quercus agrifolia	California Live Oak	100m	10m	DB
C39	Quercus agrifolia	California Live Oak	100m	10m	DB
C40	Quercus agrifolia	California Live Oak	100m	10m	DB
C41	Quercus agrifolia	California Live Oak	100m	10m	DB
C42	Quercus agrifolia	California Live Oak	100m	10m	DB
C43	Quercus agrifolia	California Live Oak	100m	10m	DB
C44	Quercus agrifolia	California Live Oak	100m	10m	DB
C45	Quercus agrifolia	California Live Oak	100m	10m	DB
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C98	Quercus agrifolia	California Live Oak	100m	10m	DB
C99	Quercus agrifolia	California Live Oak	100m	10m	DB
C100	Quercus agrifolia	California Live Oak	100m	10m	DB



LEGEND

(Symbol)	EXISTING TREES	(Symbol)	IMPERMEABLE ASPHALT CROSSWALK
(Symbol)	PROPOSED DECIDUOUS TREE	(Symbol)	SEED MIX
(Symbol)	PROPOSED CONIFEROUS TREE	(Symbol)	PLANT KEY
(Symbol)	PROPOSED CONTINUOUS SHRUB PERENNIAL BED	(Symbol)	DETAIL KEY
(Symbol)	SOD	(Symbol)	CONCRETE PAVING

General Notes

- Do not scale the drawings. All dimensions are in millimeters unless noted otherwise. This drawing is to be read in conjunction with all related project architectural and engineering plans.
- The contractor shall check and verify all existing and proposed grading and conditions on the project and immediately report any discrepancies to the consultant before proceeding with any work.
- The contractor is to be aware of all existing and proposed services and utilities. The contractor is responsible for having all underground services and utility lines staked by each agency having jurisdiction prior to commencing work.
- This drawing is to be used for development approval only. For layout of all work refer to construction drawings.
- Plant quantities indicated on the plan supersede the quantities from the plant list (errors and discrepancies to the landscape architect).
- Do not leave any holes open overnight.
- Keep site outside construction zone clean and useable by others at all times (operator shall thoroughly clean areas surrounding the construction zone at the end of each work day).
- Contractor to make good any and all damage outside of the development area that may occur as a result of construction at no extra cost.
- This drawing is Copyright MHBC Planning, 2018.

3	April 8, 2018	Issued for RPA	LK
2	March 15, 2018	Issued for Review	LK
1	February 12, 2018	Issued for Review	LK

PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE

MHBC

215 Park Hill Street, Suite 100, Vancouver, BC V6P 1K1, Canada | Tel: 604.681.1234 | www.mhbc.ca

Professional Seal

Date: February, 2018

Drawn By: L.K.

Plan Scale: as noted

File No.: 1287 AH

Checked By: N.S.

Other:

1823 WELLINGTON ST. EAST

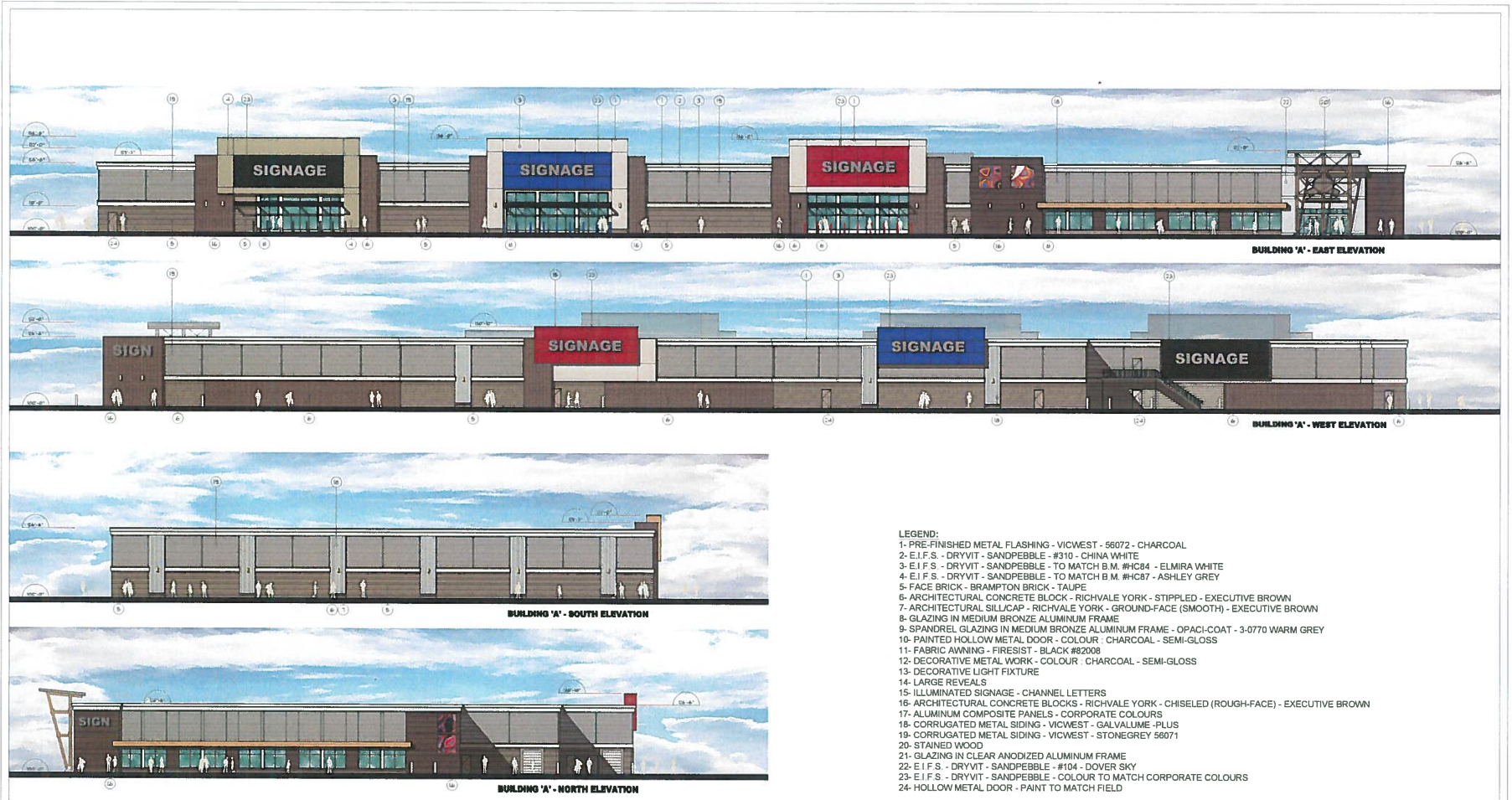
VANCOUVER, BC

LANDSCAPE PLAN

Drawn By: **L1**

1 LANDSCAPE PLAN
 L1 Scale 1:500

FIGURE 3



- LEGEND:**
- 1- PRE-FINISHED METAL FLASHING - VICWEST - 56072 - CHARCOAL
 - 2- E.I.F.S. - DRYVIT - SANDPEBBLE - #310 - CHINA WHITE
 - 3- E.I.F.S. - DRYVIT - SANDPEBBLE - TO MATCH B.M. #HC84 - ELMIRA WHITE
 - 4- E.I.F.S. - DRYVIT - SANDPEBBLE - TO MATCH B.M. #HC87 - ASHLEY GREY
 - 5- FACE BRICK - BRAMPTON BRICK - TAUPE
 - 6- ARCHITECTURAL CONCRETE BLOCK - RICHVALE YORK - STIPPLED - EXECUTIVE BROWN
 - 7- ARCHITECTURAL SILLUCAP - RICHVALE YORK - GROUND-FACE (SMOOTH) - EXECUTIVE BROWN
 - 8- GLAZING IN MEDIUM BRONZE ALUMINUM FRAME
 - 9- SPANDREL GLAZING IN MEDIUM BRONZE ALUMINUM FRAME - OPACI-COAT - 3-0770 WARM GREY
 - 10- PAINTED HOLLOW METAL DOOR - COLOUR: CHARCOAL - SEMI-GLOSS
 - 11- FABRIC AWNING - FIRESIST - BLACK #82008
 - 12- DECORATIVE METAL WORK - COLOUR: CHARCOAL - SEMI-GLOSS
 - 13- DECORATIVE LIGHT FIXTURE
 - 14- LARGE REVEALS
 - 15- ILLUMINATED SIGNAGE - CHANNEL LETTERS
 - 16- ARCHITECTURAL CONCRETE BLOCKS - RICHVALE YORK - CHISELED (ROUGH-FACE) - EXECUTIVE BROWN
 - 17- ALUMINUM COMPOSITE PANELS - CORPORATE COLOURS
 - 18- CORRUGATED METAL SIDING - VICWEST - GALVALUME +PLUS
 - 19- CORRUGATED METAL SIDING - VICWEST - STONEGREY 56071
 - 20- STAINED WOOD
 - 21- GLAZING IN CLEAR ANODIZED ALUMINUM FRAME
 - 22- E.I.F.S. - DRYVIT - SANDPEBBLE - #104 - DOVER SKY
 - 23- E.I.F.S. - DRYVIT - SANDPEBBLE - COLOUR TO MATCH CORPORATE COLOURS
 - 24- HOLLOW METAL DOOR - PAINT TO MATCH FIELD



NOTE: DOOR AND WINDOW LOCATIONS, DIMENSIONS, DETAILS AND BUILDING MATERIALS MAY VARY DEPENDING ON FINAL BUILDING LAYOUT, AND ARE SHOWN FOR INFORMATION PURPOSES ONLY.

AURORA SOUTH - BUILDING 'A' - PROPOSED ELEVATIONS
 WELLINGTON ST. & HIGHWAY 404 - AURORA, ONTARIO

DATE ISSUED : 18-05-07 PROJECT # : 06113.21



FIGURE 4



FIGURE 5

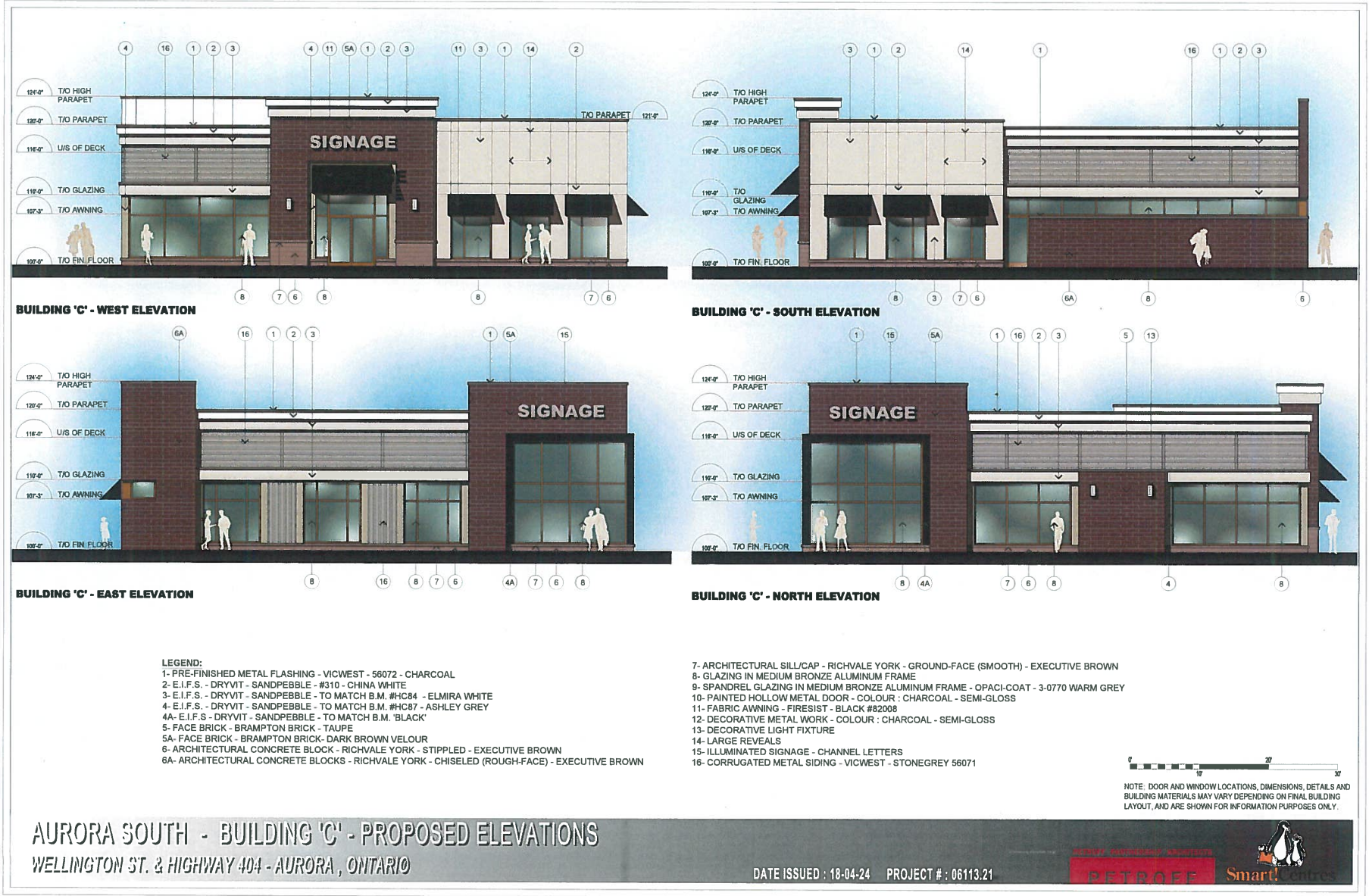


FIGURE 6



FIGURE 7



Notice of Motion	Mayor Geoffrey Dawe
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Date: June 5, 2018
To: Members of Council
From: Mayor Dawe
Re: **Bee City Canada Designation**

Whereas the goal of the Bee City Canada designation is to promote healthy, sustainable, habitats and communities for pollinators; and

Whereas bees and other pollinators around the globe have experienced dramatic declines due to land fragmentation, habitat loss, use of pesticides, industrialized agriculture, climate change and the spread of pests and diseases, with serious implications for the future health of flora and fauna; and

Whereas cities, townships, and First Nations communities and their residents have the opportunity to support bees and other pollinators on both public and private land; and

Whereas supporting pollinators fosters environmental awareness and sustainability, and increases interactions and engagement among community stewards; and

Whereas by becoming a Bee City, The Town of Aurora, can highlight initiatives already in place and further engage local communities in an environment of creativity and innovation which will promote a healthier life for our community;

1. Now Therefore Be It Hereby Resolved That staff be directed to pursue the Bee City Canada designation for The Town of Aurora.