



# **General Committee Meeting Agenda**

**Tuesday, September 11, 2018  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



## **Town of Aurora General Committee Meeting Agenda**

Tuesday, September 11, 2018  
7 p.m., Council Chambers

Councillor Abel 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) Linda Stott, Director, Marketing, Theatre Aurora representing Theatre Aurora Board of Directors  
Re: Theatre Aurora – 60<sup>th</sup> Anniversary

### **4. Delegations**

- (a) Brent Kopperson and Jen Atkinson, Windfall Ecology Centre  
Re: Healthy Kids Community Challenge Round-Up
- (b) Ariana Dalie representing Our Community, Our Children Our Future!  
Re: Ban of plastic straws in Aurora restaurants

## **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 June 22, 2018**

### **Recommended:**

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of June 22, 2018 be received for information.

## **6. Advisory Committee Meeting Minutes**

### **Recommended:**

That the Advisory Committee meeting minutes, Items A1 to A2, be received and the recommendations carried by the Committees be approved:

#### **A1. Heritage Advisory Committee Meeting Minutes of July 9, 2018**

### **Recommended:**

1. That the Heritage Advisory Committee meeting minutes of July 9, 2018, be received; and
2. That the Heritage Advisory Committee recommend to Council:
  1. **HAC18-012 – Wellington Street Building Evaluations, 136 Wellington Street East, “Railroad Hotel”; 124 Wellington Street East, “Baldwin’s Restaurant”**

- (a) That 136 Wellington Street East “Railroad Hotel” and 124 Wellington Street East “Baldwin’s Restaurant” be designated under Part IV of the *Ontario Heritage Act*.

**3. Memorandum from Manager, Parks and Fleet  
Re: Tree Removal Permit Application – 61 Spruce Street**

- (a) That the removal of American Elm tree be approved; and
- (b) That precautionary measures be taken to ensure the safety and protection of the root system of the adjacent Sugar Maple tree.

**A2. Community Recognition Review Advisory Committee Meeting Minutes of July 25, 2018**

**Recommended:**

- 1. That the Community Recognition Review Advisory Committee meeting minutes of July 25, 2018 be received for information.

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

**R1. PDS18-087 – Upper York Sewage Solutions Total Phosphorous Offset Program Framework**

Presentation to be provided by Marco Ramunno, Director, Planning and Development Services, and Mike Rabeau and Shu He, Environmental Services Department, The Regional Municipality of York.

**Recommended:**

- 1. That Report No. PDS18-087 be received; and
- 2. That Council conceptually approve the Upper York Sewage Solutions Total Phosphorous Offset Program Framework that will be used as a guideline for agreements that will be executed between the Town of Aurora and York Region enabling the Region to retrofit stormwater management facilities within the Town in exchange for the transfer of total phosphorous reduction credits; and



3. That the Mayor and Town Clerk be authorized to execute the necessary agreements between the Town and York Region enabling the Region to retrofit stormwater management facilities within the Town in exchange for the transfer of total phosphorous reduction credits, including any and all documents and ancillary agreements required to give effect to the same.

**R2. CS18-023 – Region of York Inclusion Charter**

**Recommended:**

1. That Report No. CS18-023 be received; and
2. That the Town of Aurora endorse the Region of York Inclusion Charter; and
3. That the Mayor and CAO be authorized to sign the Inclusion Charter on behalf of the Town.

**R3. CMS18-025 – Cultural Services Master Plan**

**Recommended:**

1. That Report No. CMS18-025 be received; and
2. That this report satisfy Council's conditional budget approval for Capital Project No. 74015 – Cultural Services Master Plan in the amount of \$100,000.

**R4. PDS18-082 – Using the Sewer Use By-law to address pool water discharge**

**Recommended:**

1. That Report No. PDS18-082 be received; and
2. That staff be directed to add recommended Best Management Practices to discharge pool and hot tub water to the Town website; and
3. That a bylaw be enacted to amend By-law Number 5518-13, being the Sewer Use By-law.

**R5. CMS18-024 – 22 Church Street Exterior Sign**

**Recommended:**

1. That Report No. CMS18-024 be received; and
2. That this report satisfy Council's conditional budget approval for Capital Project No. 72310 – 22 Church St. Exterior Sign in the amount of \$50,000; and
3. That staff be directed to coordinate the 22 Church St. Exterior Sign project with the Town's Library Square project.

**R6. PDS18-095 – Designation of the Aurora Business Improvement Area (BIA) and the establishment of the Aurora Business Improvement Association Board of Management**

**Recommended:**

1. That Report No. PDS18-095 be received; and
2. That a by-law be enacted at the September 18, 2018 Council meeting to designate the area as a Business Improvement Area, as described in Figure 1, to be named the "Aurora Business Improvement Area" and to establish a board of management to govern the Aurora Business Improvement Area, to be named the "Aurora BIA Board of Management;" and
3. That staff be directed to bring forward a by-law to appoint the Town Clerk as the Town's representative to the Board of Management at the September 18, 2018 Council meeting.

**R7. PDS18-093 – Parking By-law Amendments – Various Locations**

**Recommended:**

1. That Report No. PDS18-093 be received; and
2. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on the north and west sides of Millcliff Circle from a point nine

metres north of the beginning of curb return to a point nine metres west of the end of curb return adjacent to property no. 161; and

3. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on both sides of Mary Street from a point approximately 152 metres south of Wellington Street East to Industry Street; and,
4. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on the north side of Timpson Drive from the west side of the easterly intersection of Tannery Creek Crescent to Windham Trail; and,
5. That the amending Parking By-law be presented at a future Council Meeting.

**R8. PDS18-099 – Application for Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval  
Metropolitan Square Inc.  
180, 190 and 220 Wellington Street East  
File Numbers: OPA-2015-05, ZBA-2015-15 and SP-2016-10**

**Recommended:**

1. That Report No. PDS18-099 be received; and
2. That the Application to Amend the Official Plan File Number OPA-2015-05 to increase the maximum height to eight storey be approved; and
3. That the Application for Zoning By-law Amendment File Number ZBA-2015-15 to amend the 'General Employment (E2) Zone' to 'Second Density Apartment Residential (RA2) Exception Zone' be approved; and
4. That the Application for Site Plan Approval File Number SP-2016-10 to permit the construction of two 8-storey building joined by a common lobby area with a total of 223 units be approved; and
5. That a total of 223 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and
6. That the implementing by-laws be presented at a future Council Meeting; and

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

**R9. PDS18-097 – Application for Zoning By-law Amendment and Site Plan Approval**

**15370 Leslie (Skales) Inc.**

**15370 Leslie Street**

**File Numbers: ZBA-2017-02 and SP-2017-12**

**Recommended:**

1. That Report No. PDS18-097 be received; and
2. That the Application for Zoning By-law Amendment File Number ZBA-2017-02 to amend the 'Rural (RU(29)) Exception Zone' and 'Institutional (I) Zone' to 'Townhouse Dwelling Residential (R8) Exception Zone' and 'Environmental Protection (EP) Zone' be approved; and
3. That the Application for Site Plan Approval File Number SP-2017-12 to permit the construction of four townhouse blocks with a total of 32 condominium units be approved; and
4. That a total of 32 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and
5. That the implementing Zoning By-law be presented at a future Council Meeting; and
6. That the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements, required to give effect to same.

**R10. CS18-024 – Pending List**

**Recommended:**

1. That Report No. CS18-024 be received for information.

**8. Notices of Motion**

**(a) Mayor Dawe**

**Re: Freedom of the City to 140 Aurora Royal Canadian Air Cadet Squadron**

**9. New Business**

**10. Closed Session**

**11. Adjournment**



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

## **Delegation Request**

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

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

<b>Council/Committee Meeting and Date:</b> General Committee Meeting - Sept 11th 2018	
<b>Subject:</b> Healthy Kids Community Challenge Round-Up	
<b>Name of Spokesperson:</b> Brent Kopperson & Jen Atkinson	
<b>Name of Group or Person(s) being Represented (if applicable):</b> Windfall Ecology Centre	
<b>Brief Summary of Issue or Purpose of Delegation:</b> A review of the Healthy Kids Community Challenge activities over the past 3.5 years and an overview of the impact it has made.	
<b>Please complete the following:</b>	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? <b>Mayor Dawe</b>	Date: <b>9.8.2018</b>
<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**

<b>Council/Committee Meeting and Date:</b> September 11, 2018	
<b>Subject:</b> Ban the use of plastic straws in Aurora Restaurants	
<b>Name of Spokesperson:</b> Ariana Dalie	
<b>Name of Group or Person(s) being Represented (if applicable):</b> Our Community, our children our future!	
<b>Brief Summary of Issue or Purpose of Delegation:</b> It is with great excitement that I bring forth the idea of making Aurora a trailblazer for our Country by being the first Town to ban the use of plastic straws in restaurants. Our group has been active in the community and we have nearly 1000 signatures of support. We have three (2) aims to present to Council: (1) For businesses and organizations in Aurora to only give out a plastic drinking straw if a customer specifically asks for one; (2) For businesses and organizations in Aurora to to consider the use of paper, biodegradable or reusable straws.	
<b>Please complete the following:</b>	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, with whom?	Date:
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



100 John West Way  
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L4G 6J1  
**Phone:** 905-727-3123 ext. 4746  
**Email:** mayor@aurora.ca  
**www.aurora.ca**

**Town of Aurora  
Office of the Mayor**

## **Memorandum**

**Date:** September 11, 2018  
**To:** Members of Council  
**From:** Mayor Geoffrey Dawe  
**Re:** **Lake Simcoe Region Conservation Authority  
Board Meeting Highlights of June 22, 2018**

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## **Recommendation**

That Council:

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





## Board Meeting Highlights

### June 22, 2018

#### Announcements:

##### a) Lake Simcoe Conservation Foundation Annual Conservation Dinner

LSRCA CAO Mike Walters congratulated Lake Simcoe Conservation Foundation Executive Director Cheryl Taylor and her team of staff and volunteers on a very successful fundraising dinner held on June 13, 2018. He also thanked LSRCA Board members for their support, noting that twelve Board members were in attendance. Executive Director Cheryl Taylor noted that the dinner raised \$220,000, which is \$20,000 above the evening's goal. She thanked Board members and staff, for without them these results would not be possible.

##### b) ClimateWise Business Network Evening of Recognition

CAO Walters was pleased to advise that LSRCA was the recipient of the 2018 Progressive Action Plan Award at the ClimateWise Business Network's Evening of Recognition held on May 31st. General Manager, Integrated Watershed Management, Ben Longstaff, explained that the award was for LSRCA's work on a carbon reduction strategy and was pleased to recognize LSRCA's Climate Change Mitigation Assistant, Anna Copeland, for her hard work in pulling the plan together.



Presenting the award to Anna Copeland - from left to right: LSRCA CAO Mike Walters, Chair Mayor Geoff Dawe, Climate Change Mitigation Assistant Anna Copeland, and General Manager, Integrated Watershed Management, Ben Longstaff

#### Presentations:

##### a) The Inclusion Charter for York Region

Manager, Human Resources, Keri Christensen, welcomed guests from York Region's Strategies and Partnerships Branch and provided an overview of the Inclusion Charter for York Region, noting that the Charter is a community collaboration developed by York Region, bringing together multiple sectors in a "commitment to action". She went on to note that the Charter is grounded in the belief that our greatest strength is the ability to bring people together to build a welcoming community that celebrates and values the differences and contributions of everyone.



Supporting The Inclusion Charter York Region signing from left to right: York Region's Lisa Gonsalves, LSRCA Manager Human Resources Keri Christensen, LSRCA CAO Mike Walters, LSRCA Chair Mayor Geoff Dawe, York Region's Kim Adeney, York Region's Valentyna Navolskyy, and York Region's Lois Davies



By endorsing the Inclusion Charter, organizations affirm their commitment to becoming increasingly inclusive for employees and customers alike. The Charter reflects an evolving approach in support of existing federal and provincial legislation, responds to our rapidly changing demographics, provides a framework for promoting programs, services, facilities and workplaces, and benefits the communities it serves. SRCA's participation in and commitment to the Charter was then endorsed by a signing by LSRCA's CAO Mike Walters and Chair, Mayor Geoffrey Dawe. To view this presentation, please click this link: [The Inclusion Charter York Region Presentation](#)

b) Lake Simcoe Watershed Report Card 2018

Manager, Integrated Watershed Management, Bill Thompson, provided a presentation on the Lake Simcoe Watershed Report Card 2018, noting that the watershed report card is a Conservation Ontario led initiative in an effort for all conservation authorities to use the same template. The report card is released every five years and reports on three core metrics: groundwater quality, surface water quality, and forest conditions, all combined to show the overall health of the lake. He was pleased to report that in all categories, conditions have remained stabled or shown improvement since the last report card. To view the report card, please click this link: [Lake Simcoe Watershed Report Card 2018](#). He also noted that more detailed information and technical studies are available through LSRCA's Data Portal, which can be accessed on the [LSRCA Homepage](#) by clicking **Data Portal** from the **Popular Links** area. To view this presentation, please click this link: [Lake Simcoe Watershed Report Card 2018 Presentation](#)

c) Natural Heritage System and Restoration Strategy

Natural Heritage Ecologist, Shauna Fernandes Chagani, provided a presentation on LSRCA's Natural Heritage System and Restoration Strategy (NHSRS), noting that developing and implementing a NHSRS for the Lake Simcoe watershed was identified as a priority action in LSRCA's Strategic Plan (2016-2020). Following a presentation to and direction from the Board of Directors in 2017, a comprehensive consultation process was undertaken in order to update a previous natural heritage system that will serve as a foundational study that will be implemented through LSRCA's programs and services. The Natural Heritage System was defined and categorized into core features, targeted areas that enhance the NHS, and buffers within the Lake Simcoe watershed. To view the strategy, please click this link: [Natural Heritage System and Restoration Strategy](#)

LSRCA will lead the implementation of the NHSRS through a series of 39 actions that will be shared and supported by its watershed-wide municipal partners and the extended community. The implementation strategy focuses on LSRCA's programs and services through actions of protection, land planning and management, monitoring and data collection, research and tools, outreach and education, partnerships, and strategy evaluation. To view this presentation, please click this link: [Natural Heritage System and Restoration Strategy Presentation](#)

d) LSRCA Landholding Assessment Implementation Strategy

Land and Resource Planning Technician, Dan Andrews, provided a presentation on LSRCA's Land Holding Assessment Strategy, noting the purpose of the assessment was to a) provide an account of all existing records for LSRCA landholdings, b) identify incomplete or out-of-date records and propose a schedule for their completion, and c) inform future conservation land management direction. He noted that to date, an accurate account of LSRCA's existing 35 lands has been completed, and identifying incomplete or out-of-date records is two-thirds complete resulting in better management of these properties. The information gathered is and will continue to inform the future of conservation area management plan agreements, forest management plans, land



acquisition strategies, risk management, operations and facilities management, conservation lands and funding, as well as monitoring and tracking. An implementation strategy has been put in place, and future anticipated outcomes have been defined. To view this presentation, please click this link: [Conservation Landholding Assessment Implementation Strategy Presentation](#)

**Correspondence and Staff Reports:**

**Correspondence**

The Board received the following pieces of correspondence:

- a) Township of Ramara letter of June 6, 2018 regarding LSRCA's 2018 Levy;
- b) Township of Ramara letter of June 15, 2018 regarding LSRCA and Watershed Municipalities (Township of Ramara) Memorandum of Understanding 2014;
- c) City of Kawartha Lakes Council Report No. PLAN2018-055 dated June 19, 2018 regarding Conservation Authorities Core Services Review – Options.

**LSRCA 2019 Budget Assumptions**

The Board approved Staff Report No. 24-18-BOD, prepared by Manager, Budgets and Business Analysis, Susan McKinnon, which recommended budget assumptions for the 2019 fiscal year.

**Update on LSRCA's Administrative By-Laws**

The Board received Staff Report No. 25-18-BOD, prepared by CAO Mike Walters, regarding draft updated Administrative By-Laws for LSRCA, which were tabled at the May Board of Directors' meeting and will also be tabled at the July 2018 Board of Directors' meetings for comment, with the intent to present a final version for approval at the September 28, 2018 meeting.

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



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

<b>Date:</b>	Monday, July 9, 2018
<b>Time and Location:</b>	7 p.m., Holland Room, Aurora Town Hall
<b>Committee Members:</b>	Councillor Wendy Gaertner (Chair), Councillor Jeff Thom (Vice Chair) Bob McRoberts (Honorary Member), Neil Asselin, Barry Bridgeford, James Hoyes, Martin Paivio, and Ken Turriff
<b>Members Absent:</b>	John Kazilis
<b>Other Attendees:</b>	Marco Ramunno, Director of Planning and Development Services, and Ishita Soneji, Council/Committee Secretary

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The Chair called the meeting to order at 7:02 p.m.

**1. Approval of the Agenda**

**Moved by Neil Asselin**

**Seconded by James Hoyes**

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

- Item 3 – Memorandum from Manager, Parks and Fleet, Re: Tree Removal Permit Application – 61 Spruce Street

**Carried**

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

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

Heritage Advisory Committee Meeting Minutes  
Monday, July 9, 2018

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

#### **Heritage Advisory Committee Meeting Minutes of June 11, 2018**

**Moved by James Hoyes**

**Seconded by Bob McRoberts**

That the Heritage Advisory Committee meeting minutes of June 11, 2018, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Matters for Consideration**

#### **1. HAC18-012 – Wellington Street Building Evaluations, 136 Wellington Street East, “Railroad Hotel”; 124 Wellington Street East, “Baldwin’s Restaurant”**

Staff provided a brief overview of the report noting details of the heritage building evaluations. The Committee and staff discussed about the impacts of the proposed Wellington Street grade separation project by Metrolinx, the associated environmental assessment, and its effect on the proposed heritage designation.

**Moved by Bob McRoberts**

**Seconded by Martin Paivio**

1. That Report No. HAC18-012 be received; and
2. That the Heritage Advisory Committee recommend to Council:
  - (a) That 136 Wellington Street East “Railroad Hotel” and 124 Wellington Street East “Baldwin’s Restaurant” be designated under Part IV of the *Ontario Heritage Act*.

**Carried**

Heritage Advisory Committee Meeting Minutes  
Monday, July 9, 2018

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## **6. Informational Items**

### **2. Extract from Council Meeting of June 12, 2018**

**Re: Heritage Advisory Committee Meeting Minutes of May 14, 2018**

**Moved by James Hoyes**

**Seconded by Barry Bridgeford**

1. That the Extract from Council meeting of June 12, 2018, regarding the Heritage Advisory Committee Meeting Minutes of May 14, 2018, be received for information.

**Carried**

### **3. Memorandum from Manager, Parks and Fleet**

**Re: Tree Removal Permit Application – 61 Spruce Street**

Staff provided an overview of the memorandum. The Committee inquired about the parameters of the Town's liability, and staff provided clarification. The Committee and staff discussed about the condition of the tree, the provisions of removing trees in heritage district, and means of ensuring protection to surrounding trees, if the subject tree is removed.

**Moved by Barry Bridgeford**

**Seconded by Ken Turriff**

1. That the memorandum regarding Tree Removal Permit Application – 61 Spruce Street be received; and
2. **That the Heritage Advisory Committee recommend to Council:**
  - (a) **That the removal of American Elm tree be approved; and**
  - (b) **That precautionary measures be taken to ensure the safety and protection of the root system of the adjacent Sugar Maple tree.**

**Carried as amended**

## **7. New Business**

The Chair inquired about the pending list for the Committee, and staff agreed to provide an update.

Heritage Advisory Committee Meeting Minutes  
Monday, July 9, 2018

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The Committee inquired about future meetings and the process of decision on future applications to the Committee during the election hiatus, and staff provided a response.

The Committee and staff discussed about the possible impacts of the Metrolinx Wellington Street grade separation project on surrounding properties, details of the project, and inquired about consideration of heritage attributes. Staff noted that Metrolinx have been notified about concerns and comments regarding the project through various Council resolutions.

The Committee inquired about the recruitment of the new Heritage Planner, and staff provided a response.

The Chair requested for update on the tree pruning at 81 Catherine Avenue, and staff agreed to follow up.

The Chair inquired about the status of redevelopment of the David W. Doan House, 32 Wellington Street East, and staff provided a response.

The Vice-Chair inquired on any appeals received with respect to designating various properties on Yonge Street as ratified by Council at their meeting of June 12, 2018, and staff noted that the publication of notices is pending and forthcoming.

The Committee suggested the possibility of rescheduling the September 5, 2018 Heritage Advisory Committee to August 27, 2018, and staff agreed to follow up.

## **8. Adjournment**

**Moved by Councillor Thom  
Seconded by Neil Asselin**

That the meeting be adjourned at 8:36 p.m.

**Carried**

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



**Town of Aurora  
Community Recognition Review  
Advisory Committee Meeting Minutes**

**Date:** Wednesday, July 25, 2018

**Time and Location:** 2 p.m., Leksand Room, Aurora Town Hall

**Committee Members:** Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes (Vice Chair), Diane Buchanan, Steve Hinder, Brian North, and Jo-anne Spitzer

**Members Absent:** Tim Jones

**Other Attendees:** Shelley Ware, Supervisor, Special Events, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 2:12 p.m.

**1. Approval of the Agenda**

**Moved by Councillor Humfryes  
Seconded by Brian North**

That the agenda as circulated by Legislative Services be approved.

**Carried**

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

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



Community Recognition Review Advisory Committee Meeting Minutes  
Wednesday, July 25, 2018

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

#### **Community Recognition Review Advisory Committee Meeting Minutes of February 26, 2018**

**Moved by Brian North**

**Seconded by Councillor Humfries**

That the Community Recognition Review Advisory Committee meeting minutes of February 26, 2018, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Matters for Consideration**

#### **1. Round Table Discussion**

##### **Re: 2018 Awards Event – Debriefing**

The Committee and staff reviewed aspects of the 2018 Community Recognition Awards including the nomination process, awards ceremony and reception, and the Citizen of the Year reception.

It was agreed that a promotional strategy would be developed for the 2019 awards, including a promotional roadshow to engage the members of the various local organizations, service clubs, community groups, and Town advisory committees.

The Committee agreed that the current award categories are appropriate and suggested that the nomination form be restructured and customized to each category in order to facilitate the appropriate responses and information. It was further suggested that the nomination form be made available as an online fillable form to ease the nomination process, and that any background/support information be limited.

Community Recognition Review Advisory Committee Meeting Minutes  
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The Committee agreed that all eligible nominees should be acknowledged with a congratulatory letter and certificate of recognition for their nomination and contributions to the community.

Staff agreed to consider alternatives for the physical setup and audio component during the receiving and photo opportunities of each award.

The Committee and staff discussed further options for the commemoration of Citizen of the Year recipients at future awards events.

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

1. That the Round Table Discussion regarding the 2018 Awards Event – Debriefing be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

**Carried**

## **6. Informational Items**

2. **Extract from Council Meeting of April 10, 2018  
Re: Community Recognition Review Advisory Committee Meeting  
Minutes of February 26, 2018**

**Moved by Councillor Humfries  
Seconded by Diane Buchanan**

1. That the Extract from Council Meeting of April 10, 2018, regarding the Community Recognition Review Advisory Committee meeting minutes of February 26, 2018, be received for information.

**Carried**

## **7. New Business**

The Chair expressed appreciation to staff and the Committee members for their efforts toward recognition of volunteers in the community.

Community Recognition Review Advisory Committee Meeting Minutes  
Wednesday, July 25, 2018

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## **8. Adjournment**

**Moved by Steve Hinder**

**Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 3:25 p.m.

**Carried**

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



**Town of Aurora  
General Committee Report**

**No. PDS18-087**

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**Subject:** Upper York Sewage Solutions Total Phosphorous Offset Program Framework

**Prepared by:** Anca Mihail, Manager of Engineering and Capital Delivery

**Department:** Planning and Development Services

**Date:** September 11, 2018

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### **Recommendation**

- 1. That Report No. PDS18-087 be received; and**
- 2. That Council conceptually approve the Upper York Sewage Solutions Total Phosphorous Offset Program Framework that will be used as a guideline for agreements that will be executed between the Town of Aurora and York Region enabling the Region to retrofit stormwater management facilities within the Town in exchange for the transfer of total phosphorous reduction credits; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary agreements between the Town and York Region enabling the Region to retrofit stormwater management facilities within the Town in exchange for the transfer of total phosphorous reduction credits, including any and all documents and ancillary agreements required to give effect to the same.**

### **Executive Summary**

The purpose of this report is to outline the framework for the project specific total phosphorus (TP) offset program for the Upper York Sewage Solutions (UYSS), to obtain Council's approval, in concept, for this framework and Council's authorization to enter into site specific phosphorous transfer agreements with the Region for each retrofitted stormwater management facility under the TP removal demonstration project and those to be retrofitted at a later date under the project specific TP offset program.

The project framework is based on the terms and conditions of agreement that were developed during the UYSS Individual Environmental Assessment (IEA) process and recent discussions between York Region staff and representatives from the Towns of Aurora, East Gwillimbury, Newmarket and Georgina. The framework will provide the

guidelines for agreements to be executed between the Region and each of the Towns of Aurora, East Gwillimbury, Newmarket and Georgina that will enable the Region to retrofit stormwater management facilities in exchange for the transfer of TP reduction credits.

- The Phosphorous removal demonstration project will have many benefits for the Town and the Region;
- LSRCA will implement the phosphorus removal demonstration project in partnership with the Region;
- Approval of the total phosphorous offset program framework will allow the Town to enter into site specific phosphorous transfer agreements with the Region;
- The Region has prepared preliminary terms and conditions of the total phosphorous offset transfer agreement; and
- The Region will commit to further actions that will benefit the Town when retrofitting stormwater management facilities.

## **Background**

York Region completed the UYSS IEA and submitted the final report to the Ministry for approval in July 2014. The Region is currently awaiting Environmental Assessment Act approval to implement the proposed sewage servicing solution that will accommodate the provincially approved growth forecasted to occur in the Towns of Aurora, East Gwillimbury and Newmarket by 2031.

In developing sewage servicing solutions during the UYSS IEA, the Region worked very closely with Ministry of the Environment and Climate Change (the Ministry) staff to establish that a Lake Simcoe-based Water Reclamation Centre was indeed feasible and compliant with the *Lake Simcoe Protection Act, 2008* as a replacement for the Holland Landing (Lagoons) Water Pollution Control Plant. The Region was mandated by the Ministry to maintain a project phosphorus loading limit of 124 kg/year, which is the regulatory compliance loading limit for the existing Holland Landing (Lagoons) Water Pollution Control Plant.

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Report No. PDS18-087

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The proposed Water Reclamation Centre (WRC) will be bound by the loading limit of 124kg/yr, even though the WRC will discharge 292kg/yr of phosphorous once it reaches its full design capacity, which would be 168kg/yr above the loading limit of 124 kg/yr.

As part of the integrated UYSS IEA solution, the Region worked closely with the Ministry, the Lake Simcoe Region Conservation Authority (LSRCA) and local municipalities to develop a project-specific total phosphorus offset program to retrofit stormwater management facilities within the watershed to achieve 504 kg/year of phosphorus offset. This offset is three times the required 168 kg/yr in incremental phosphorus that will be discharged by the proposed WRC once it reaches its design capacity of 40 MLD.

The project-specific total phosphorus offset program is a critical component of the UYSS IEA and will enable the commissioning of the WRC to accommodate growth while providing a net benefit to Lake Simcoe.

### **TP Removal Demonstration Project**

In light of the continued delay in approval of the UYSS IEA and in anticipation of approval conditions, the Region decided to implement a phosphorus removal demonstration project independent of the UYSS IEA.

In January 2018, staff presented to Council Report PDB18-008 that highlighted the benefits of the phosphorous removal demonstration project which identified the Tamarac Stormwater Management Facility as one of the ponds to be retrofitted as part of this program.

The current report provides further update and asks Council to approve in concept the UYSS TP Offset Program Framework and to authorize municipal staff to enter into site specific phosphorous transfer agreements with the Region for each facility retrofitted under the TP removal demonstration project and those to be retrofitted at a later date under the project specific TP offset program once the IEA has been granted.

### **Analysis**

#### **The Phosphorous removal demonstration project will have many benefits**

The phosphorous removal demonstration project is part of the Region's strategy to deliver the project specific phosphorous offset program upon approval of the UYSS IEA.

The demonstration project will:

- Better inform and prepare the Region to deliver the proposed phosphorus offset program in a timely and efficient manner once approval of the UYSS IEA is received;
- Explore potential opportunities and constraints for retrofitting stormwater management (SWM) facilities in the Towns of Aurora, East Gwillimbury and Newmarket;
- Demonstrate the effectiveness of phosphorus removal through stormwater management facility retrofit;
- Allow the Region to establish a pre- and post-construction performance monitoring program for stormwater management facility retrofit and long- term maintenance program with the local municipalities;
- Allow the Region a mechanism to pre-consult with the Ministry on methodologies including monitoring and maintenance requirements to comply with Ministry conditions;
- Allow the Region to work with the local municipalities and the LSRCA so that industry best practices are adopted and maintenance requirements will be acceptable to the Ministry, LSRCA and local municipalities;
- Allow the Region to refine and finalize the phosphorous transfer agreement required with each facility retrofit project;
- The TP transfer agreement that will be developed for the demonstration project in Aurora and East Gwillimbury will serve as the template for the agreements to be executed under the project specific TP offset program, upon approval of the UYSS IEA and once design of the SWM facilities are underway.

### **LSRCA will implement the phosphorus removal demonstration project in partnership with the Region**

The LSRCA has comprehensive knowledge of the Lake Simcoe watershed and associated sub-watersheds. LSRCA provides guidance and policies for the watershed and delivers numerous initiatives for stormwater management and phosphorus reduction through partnerships with local municipalities and other regulatory agencies.

For these reasons, the Region invited LSRCA into a partnership to implement the phosphorus removal demonstration project on two selected facilities, one in Aurora (A-SW6), located within Tamarac Park on the south side of Henderson Drive, between Yonge Street and Bathurst Street and the other facility in East Gwillimbury (N-NE1), located at the southeast corner of Green Lane and Leslie Street.

**Approval of the program framework will allow the Town to enter into site specific phosphorous transfer agreements with the Region**

A key aspect of the project specific phosphorous offset program is the TP offset transfer agreement. The agreement to be executed between the Region and each of the Towns of Aurora, East Gwillimbury, Newmarket and Georgina will permit the Region to retrofit stormwater management facilities owned, operated and maintained by local municipalities in exchange for the phosphorous reduction credit realized by the retrofit.

Approval of the program framework will authorize municipal staff to enter into a site specific phosphorous transfer agreements with the Region for each retrofitted SWM facility, including facilities to be retrofitted under the TP removal demonstration project (Tamarac Pond in Aurora) and those to be retrofitted at a later date under the project specific TP offset program once IEA approval has been granted.

**The Region has prepared preliminary terms and conditions of the TP offset transfer agreement**

During the UYSS IEA, the Region consulted with the local municipalities in developing the project specific TP offset program, including the preliminary terms and conditions for the TP offset transfer agreement to complete the integrated service solutions.

The preliminary terms and conditions between the Region and the participating local municipality are as follows:

- The Region will plan, design and construct local stormwater management facility retrofits;
- The Region will fund the capital costs associated with the retrofit works.
- The local municipality will transfer to the Region the phosphorous offset associated with the retrofit works in perpetuity.
- The local municipality will remain responsible for operation and maintenance of the retrofitted stormwater management facility in perpetuity.



- The local municipality will not sell or transfer the stormwater management facility.
- The local municipality will operate and maintain the retrofitted stormwater management facility in accordance with minimum standards to ensure phosphorous offsets are enduring.

**The Region will commit to further actions that will benefit the Town when retrofitting stormwater management facilities**

In addition to the preliminary terms and conditions enumerated above, the Region has taken the comments raised by participating local municipalities into consideration and will commit to the following actions when retrofitting stormwater management facilities:

- The Region will engage and work with each local municipality during the selection, planning and designing of each facility retrofit project including the long-term maintenance program.
- The Region and the local municipalities will jointly select design concepts that will keep any increase in future maintenance burden to a reasonable level while adopting current industry best practices and optimizing TP reduction.
- The Region will be responsible for any short fall in TP reduction target of a retrofitted facility provided the local municipality has demonstrated that they have been maintaining the facilities in accordance with the Environmental Compliance Approval (ECA) for the facility.
- In the event future regulatory changes require amendments to the ECA for the stormwater management facility, the Region and the local municipality agree to revisit the terms and conditions of the TP transfer agreements for the respective facility and the parties may negotiate a new agreement for the TP offset transfer on such terms and conditions that are satisfactory to both parties.

**Advisory Committee Review**

Not applicable.

**Legal Considerations**

Legal Division will review all agreements with the Region for each retrofitted stormwater management facility before they are executed.

## **Financial Implications**

There are no financial implications at this time.

Future retrofits completed by the Region on Town stormwater management facilities may increase stormwater management facility maintenance cost. The phosphorous credits resulting from these retrofit works will be transferred to the Region in perpetuity.

## **Communications Considerations**

Not applicable.

## **Link to Strategic Plan**

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

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

## **Alternative to the Recommendation**

Council may decide to reject York Region's Upper York Sewage Solutions Total Phosphorous Offset Program Framework.

## **Conclusions**

Town staff recommends that Council conceptually approve the Upper York Sewage Solutions Total Phosphorous Offset Program Framework as presented in this report.

The approval of the program framework will authorize municipal staff to enter into site specific phosphorous transfer agreements with the Region for each retrofitted stormwater management facility, including facilities to be retrofitted under the TP removal demonstration project (Tamarac Pond in Aurora) and those to be retrofitted at a later date under the project specific TP Offset Program once the IEA approval has been granted.

## **Attachments**

None.

## **Previous Reports**

- PDS18-008 – Tamarac Stormwater Management Facility Retrofit, January 23, 2018

## **Pre-submission Review**

Agenda Management Team Meeting review on August 23, 2018.

### **Departmental Approval**



*for*  
**Marco Ramunno**  
**Director**  
**Planning and Development Services**

### **Approved for Agenda**



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



**Town of Aurora  
General Committee Report No. CS18-023**

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**Subject:** Region of York Inclusion Charter  
**Prepared by:** Techa van Leeuwen, Director of Corporate Services  
**Department:** Corporate Services  
**Date:** September 11, 2018

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### **Recommendation**

- 1. That Report No. CS18-023 be received; and**
- 2. That the Town of Aurora endorse the Region of York Inclusion Charter; and**
- 3. That the Mayor and CAO be authorized to sign the Inclusion Charter on behalf of the Town.**

### **Executive Summary**

This report seeks Council endorsement of the Inclusion Charter for York Region. Endorsement of the Charter affirms the Town's commitment to inclusion and support for a shared vision for York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination.

- All contributing partners will be endorsing the Inclusion Charter, which will lead to an action plan to build upon the values promoted within the charter.
- The inclusion charter is a result of extensive public consultation.
- The collaborative approach to development of the Inclusion Charter has gained international recognition.
- The Inclusion Charter initiative reflects best practices in other jurisdictions.

## **Background**

York Region is one of the fastest growing and most diverse communities in Canada with approximately 1.2 million residents, representing all ages, backgrounds and interests (Census, 2016).

To promote inclusive communities, York Region initiated the Municipal Diversity Inclusion Group (MDIG) in 2016, which is responsible for providing advice, direction and input into the development of diversity and inclusion policies, AODA implementation, action plans and/or strategies in their organization.

Furthermore, the MDIG Terms of Reference state that MDIG “provides a forum for local municipalities and key mainstream organizations to engage in collaborative planning, discuss common needs, and identify possible tools and best practices related to accessibility, diversity and inclusion. It’s both a working and networking group, with collective actions that contribute to making our communities more inclusive as well as support the diversity work of member organizations.”

Representatives of MDIG include:

- The Regional Municipality of York
- Town of Aurora
- Town of East Gwillimbury
- Town of Georgina
- Township of King
- City of Markham
- Town of Newmarket
- Town of Richmond Hill
- City of Vaughan
- Town of Whitchurch-Stouffville
- York Regional Police
- York Region District School Board
- York Catholic District School Board
- Markham Stouffville Hospital
- Southlake Regional Health Centre
- Mackenzie Health Agency
- United Way of Toronto and York Region Authorities
- Lake Simcoe Region Conservation Authority
- Toronto and Region Conservation Authority
- York Region Children’s Aid Society

## **Analysis**

### **All contributing partners will be endorsing the Inclusion Charter, which will lead to an action plan to build upon the values promoted within the charter**

Since 2016, a key action of the MDIG has been the development of an Inclusion Charter (Attachment 1). The goal is for every member organization to endorse the Charter and then to develop unique actions to bring the spirit of the Charter to life within their own organization.

The Inclusion Charter embraces all dimensions of diversity. It is grounded in the belief that our greatest strength is the ability to bring people together to build a welcoming community that celebrates and values the differences and contributions of everyone.

The Town will continue to work with the MDIG to develop an action plan to ensure that the values promoted in the charter are included in municipal policies, programs and other initiatives.

### **The inclusion charter is a result of extensive public consultation**

The Inclusion Charter is the result of extensive consultations and discussions with individuals, employees, organizations, boards, councils and groups. Community consultations in 2015, 2016 and 2017 informed the Charter model, with over 1800 people and organizations part of the Inclusion Charter's development.

Local consultations in Aurora include a community focus group discussion held at Aurora Town Hall in June of 2016 and a booth at the 2017 Aurora Street Festival with representatives from the MDIG asking questions and obtaining feedback about inclusion.

Consultations were conducted using a variety of engagement tactics to reach a broad range of groups and perspectives, including "pop-up" booths at community events and festivals in all nine local municipalities, online surveys, social media and targeted community conversations with groups such as Parents and Friends of Lesbians and Gays and the Chippewas of Georgina Island Band Council. Engagement efforts concluded with consultation with the Community Partnership Council and twenty individual interviews with each member organization of the Municipal Diversity and Inclusion Group.

### **The collaborative approach to development of the Inclusion Charter has gained international recognition**

The United Nations Institute for Training and Research – International Training Centres for Authorities and Leaders - has participated in the Charter initiative since 2017. The United Nations Agenda 2030 for Sustainable Development defines goals to guide the decisions of UN member states in the years ahead including creating inclusive communities. To promote the Agenda, United Nations Institute for Training and Research provides training tools to governments and other stakeholders through its global network of International Training Centres for Authorities and Leaders. International Training Centres for Authorities and Leaders, Atlanta division, recognizes the collaborative approach used to develop the Inclusion Charter as a leading practice model communities around the world could use to become more inclusive. International Training Centres for Authorities and Leaders Atlanta is the North American hub of United Nations Institute for Training and Research and the Charter bears its logo to recognize this support.

### **The Inclusion Charter initiative reflects best practices in other jurisdictions**

Best practice research informs development of the Inclusion Charter for York Region. Organizations and agencies across all sectors are embracing diversity and inclusion values and strategies as a best practice to enhance business performance, social inclusion and respond positively to demographic shifts. Some jurisdictions, including the Region of Peel and City of Toronto, have adopted a diversity and inclusion charter model to help build inclusive communities.

### **Aurora's unique commitment statement supports the organization's ongoing inclusion activities**

The Inclusion Charter (Attachment 1) is designed to include a common commitment to inclusion by all participating community partners, which is set out in the first two paragraphs. In addition, the common commitment notes that the Charter is also grounded in federal and provincial legislation that promotes human rights and accessibility.

The third paragraph is tailored by each community partner to express its commitment statement. The Town's statement in the third paragraph aligns with and promotes the Town's vision of inclusion in the community and the workplace. Together with other participating organizations, The Town is committed to taking action to achieve the vision of the Charter in our organization and in the community.

### **Advisory Committee Review**

The charter will be circulated to the Accessibility Advisory Committee to be utilized in future action planning.

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Report No. CS18-023

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## **Legal Considerations**

Not applicable

## **Financial Implications**

Not applicable

## **Communications Considerations**

York Region has developed an endorsement resource specific to communications that includes key messages, customized posters and other communication resources. Our communications team will work with the Region is developing a communication plan through various channels.

## **Link to Strategic Plan**

One of the Guiding Principles of the Strategic Plan is “Broad community outreach and engagement with partners, businesses, newcomers and community groups to ensure inclusiveness” and the endorsement of the Inclusion Charter supports this principle.

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

1. Council may modify paragraph three of the charter.

## **Conclusions**

The MDIG, based on extensive public consultant has developed the Inclusion Charter. Endorsement of the Charter affirms the Town’s commitment to inclusion and support for a shared vision for York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination

## **Attachments**

Attachment #1 – Inclusion Charter

## **Previous Reports**



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Not applicable

**Pre-submission Review**

Agenda Management Team review on August 23, 2018

**Departmental Approval**



**Techa van Leeuwen  
Director  
Corporate Services**

**Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**

Attachment #1

# INCLUSION CHARTER

OUR COMMITMENT  
TO **WELCOMING** AND  
**INCLUSIVE** COMMUNITIES

The **Inclusion Charter for York Region** is a community initiative that brings together businesses, community organizations, municipalities, police services, hospitals, school boards, conservation authorities and agencies with a common commitment to create an inclusive environment with equality for all who work, live and play here. Together our organizations share the vision of York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination.

The Charter reflects an evolving approach in support of existing federal and provincial legislation that promotes human rights and accessibility. By endorsing this Charter we affirm our commitment to inclusion, whereby all people feel they belong and have access to the same opportunities.

## THE TOWN OF AURORA

Together with other participating organizations, The Town of Aurora is committed to taking action to achieve the Charter's vision in our organization and community we serve. The Charter supports The Town of Aurora's vision to promote diverse neighbourhoods to create a vibrant community. The Town celebrates its growing and diverse population as a source of strength, vitality and economic opportunity and is committed to creating an inclusive organization that attracts and retains passionate employees, promotes innovation and provides an excellent customer experience.

Endorsed by: \_\_\_\_\_

**Geoffrey Dawe**  
Mayor of Aurora

\_\_\_\_\_

**Doug Nadorozny**  
Chief Administrative Officer

This \_\_\_\_ day of \_\_\_\_\_, 2018.





**Town of Aurora  
General Committee Report No. CMS18-025**

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**Subject:** Cultural Services Master Plan  
**Prepared by:** Robin McDougall, Director – Community Services  
**Department:** Community Services  
**Date:** September 11, 2018

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## **Recommendation**

- 1. That Report No. CMS18-025 be received; and**
- 2. That this report satisfy Council’s conditional budget approval for Capital Project No. 74015 – Cultural Services Master Plan in the amount of \$100,000.**

## **Executive Summary**

This report seeks to provide Council with information regarding the goal of initiating the implementation of the Cultural Services Master Plan (“CSMP”) this fall. Considerations include:

- The Cultural Partners Workshop provided an opportunity to refocus on the CSMP objectives
- Accessing the funding will assist staff in preparing the action plan and evaluating the role of the municipality in the delivery of cultural services

## **Background**

The CSMP was approved outlining Aurora’s objectives for culture. During 2018 budget deliberations, staff included a budget proposal of \$100,000 to be used for the implementation of the CSMP. At that time, Council conditionally approved the funding with the expectation that staff would report back with more information and next steps.

## **Analysis**

### **The Cultural Partners Workshop provided an opportunity to refocus on the CSMP objectives**

In July, staff presented a summary of a recent Cultural Partners Workshop. This was in an effort to revisit some of the objectives in the CSMP, to learn more about the cultural partners' services, and to identify the future needs of the partners as well as the role of the municipality.

The consultants that facilitated the workshop summarized a number of key findings and recommendations from the workshop. The short-term action items included:

- revisiting the CSMP and creating an implementation plan in cooperation with the cultural partners
- reviewing current partnership agreements and evaluating existing delivery models

Council received the consultant's report and directed staff to prepare an action plan to be presented to the new Council.

### **Accessing the funding will assist staff in preparing the action plan and evaluating the role of the municipality in the delivery of cultural services**

Having the flexibility of accessing the funds now would continue to see progress of the implementation for cultural services versus waiting 4-6 months for the new Council.

As staff work to prepare the action plan for the CSMP that will be presented to the new Council, accessing the funding would assist in continuing to work with a consultant to help refine the scope of work needed for the action plan. This would include the continued engagement of the Cultural Partners group.

Staff would also use this funding to work with a consultant to evaluate the role of the municipality in the delivery cultural services. This review of the Town's role in the delivery of cultural services is quite timely as Aurora considers the Library Square project and the expanded cultural services that would go along with an expansion on the existing facility. In collaboration with the cultural partners, the evaluation would look at similar facilities in other municipalities and help to define a delivery model that best suits Aurora.

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Report No. CMS18-025

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## **Advisory Committee Review**

Not applicable

## **Legal Considerations**

Even though Council is lame duck, removing conditions from a budget approval is not a restricted act and therefore, Council may receive this report to satisfy the conditional budget approval.

## **Financial Implications**

It is anticipated that the 2018 budget for Capital Project No. 74015 will be sufficient in funding the estimated cultural services master plan costs for the duration of this fiscal year.

## **Communications Considerations**

Corporate Communications will support Community Services in sharing information regarding the progress of the CSMP through the Town Website, social media, Notice Board and digital signs, where necessary.

## **Link to Strategic Plan**

Enhancing Culture in the community supports the Strategic plan goal of ***Supporting an exceptional quality of life for all*** and specifically Objective 3: ***Celebrating and promoting our culture.***

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

1. Council can leave the conditional approval on the funding for Capital Project No. 74015 and staff will wait until further direction is received by the new Council. This will result in the lapsing of this project and its funding at the end of the 2018 budget cycle which will require staff to resubmit a new proposal in the future
2. Council can provide further direction

## **Conclusions**

To keep the momentum progressing with the CSMP, staff would recommend removing the conditional budget approval to assist with the creation of the action plan. Access to the funds now will also serve well in reviewing the Town's role in the delivery of cultural services especially with the consideration of the Library Square project.

## **Attachments**

Attachment #1 – 2018 Capital Budget Project No. 74015 sheet

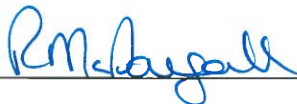
## **Previous Reports**

None

## **Pre-submission Review**

Reviewed by Agenda Management Team August 23, 2018

## **Departmental Approval**



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**Robin McDougall  
Director  
Community Services**

## **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

**Town of Aurora**

**Capital Projects**

<b>Project</b>	74015 Cultural Services Master Plan		
<b>Department</b>	Parks, Recreation & Cultural Services		
<b>Version</b>	Final Approved Budget	<b>Year</b>	2018

Description
<b>TARGET START DATE AND END DATE:</b> Use format Q4 2017 - Q1 2018
Conditional Approval - Additional Information Required
<b>PROJECT DESCRIPTION:</b> Provide a brief overview of the project and include the key goals, objectives and performance measures.
To act as a placeholder for implementation of the Cultural Services Master Plan.
<b>PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:</b> Provide the reasons the project should be approved and what will be the impact of the project to service levels.
<b>PROJECT BENEFITS:</b> Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & growth or utility benefits.
<b>IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:</b> Please provide an explanation of what the outcomes would be if the project was not approved.

	Budget							
	Total	2018	2019	2020	2021	2022	2023	Future
<b>Expenditures</b>								
<b>Estimated Expenditures</b>								
CONTRACTS	940,000	100,000	100,000	100,000	100,000	100,000	100,000	340,000
<b>Expenditures Total</b>	<b>940,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>340,000</b>
<b>Funding</b>								
<b>Council Discretionary Reserve Funds</b>								
HYDRO SALE INVESTMENT CONT'N	940,000	100,000	100,000	100,000	100,000	100,000	100,000	340,000
<b>Funding Total</b>	<b>940,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>340,000</b>
<b>Total Over (Under) Funded</b>								



**Town of Aurora  
General Committee Report No. PDS18-082**

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**Subject:** Using the Sewer Use By-law to address pool water discharge

**Prepared by:** Christina Nagy-Oh, Program Manager, Environmental Initiatives

**Department:** Planning and Development Services

**Date:** September 11, 2018

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## **Recommendations**

- 1. That Report No. PDS18-082 be received;**
- 2. That staff be directed to add recommended Best Management Practices to discharge pool and hot tub water to the Town website; and**
- 3. That a bylaw be enacted to amend By-law Number 5518-13, being the Sewer Use By-law.**

## **Executive Summary**

The purpose of this report is to recommend how the Sewer Use By-law may be amended to address environmental concerns relating to the discharge of water from swimming pools and hot tubs, and to recommend mechanisms for the enforcement of the By-law. The following is discussed in the report:

- Discharging water from pools can be harmful to the environment;
- Education and awareness materials will be used to address pool water concerns;
- Environmental Best Management Practices for Private Swimming Pools;
- Recommended modifications to the Sewer Use By-law.

## **Background**

At the June 2015 EAC meeting a delegate provided a presentation regarding swimming pool discharge and raised concerns over the environmental impact of current pool water discharge practices by local residents. The impact and concerns regarding unregulated discharge of private swimming pools and hot tubs directly into Aurora's streams and creeks was explained.

In Q2 2016, staff prepared an information brochure for residents owning pools, which was uploaded to the Town website and mailed to existing pool owners.



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On April 10, 2018 Council passed the following Motion regarding the Sewer Control by-law and environmental concerns:

Whereas many of Aurora's streams and creeks are in the Oak Ridges Moraine, or are the Headwaters of the Holland River Watershed which flows to Lake Simcoe; and

Whereas the Headwaters and the Oak Ridges Moraine are where water is filtered and recharged; and

Whereas the moving water picks up sediments and nutrients that will be delivered to the aquatic life downstream; and

Whereas these creeks and streams are extremely sensitive, and greatly influence water quality and quantity across the Watershed; and

Whereas the quality of this water influences the viability of healthy habitats for native plants, animals, and aquatic life; and

Whereas Environmental Stewardship and protection of these Headwaters, the Holland River Watershed, Lake Simcoe and the Oak Ridges Moraine is an important responsibility for all of us who live in Aurora; and

Whereas preventing toxins, used for maintenance and cleaning of swimming pools and hot tubs, from entering the streams and creeks provides necessary protection; and

1. Now Therefore Be It Hereby Resolved That staff be directed to come back with recommendations as to how the Sewer Use By-law could be amended to address environmental concerns relating to discharge of water from swimming pools and hot tubs, and that mechanisms are in place for the enforcement of the By-law.

## **Analysis**

### **Discharging Water from Pools Can Be Harmful to the Environment**

The term "pools" in this report refers to private outdoor residential swimming pools (in ground & above ground), including spas and hot tubs.

Chlorine, bromine, algaecides, salt and other products used to keep pool and spa water clear and sparkling clean can also be harmful to the environment if handled improperly. While great for pools and spas, in sufficient concentrations, these chemicals are toxic to aquatic life in local creeks, streams and other watercourses. Problems can occur when pool chemicals are discharged directly into water courses or into storm drains during

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regular or seasonal maintenance. Many Municipalities have implemented public education strategies to help minimize these adverse environmental impacts.

Pools are commonly drained for seasonal winterization, and also when backwashing filters, when carrying out service and repairs and when adjusting water levels following periods of heavy precipitation. In most cases, water entering storm sewer systems from all sources is not treated by municipalities, and is typically channeled directly into streams, lakes and rivers. The low chemical concentrations typically maintained in an individual swimming pool under normal operating conditions, are harmless to humans.

Nevertheless, results of recent scientific studies have indicated that levels of some contaminants found in various fresh water lakes have been building up over the past several decades. Much of the increase has been attributed to road de-icing agent runoff, industrial effluents, and fertilizer sediments drained from agricultural land. In an effort to minimize the cumulative, long term environmental impact of the combined wastewater released into the ecosystem from a large number of backyard swimming pools, some municipalities have enacted additional regulatory measures in order to restrict its direct discharge to storm sewers and the environment.

### **Education and Awareness Materials will be used to address pool water discharge concerns**

Staff feel that updating the Sewer Use By-law to address environmental concerns relating to discharge of water from swimming pools on its own will not change residents and pool service company behavior. It is difficult for By-law officers and Operations staff to monitor pool water discharge effectively. The Town of Aurora, just as other Municipalities rely on residents and pool companies to meet the Town's pool water discharge requirements by being aware of them and following them proactively.

After researching various municipal strategies to address pool water discharge including discussing enforcement methods (Appendix #1), staff recommend to educate the residents with detailed information on how to discharge pool water on their website and the creation and focused distribution of door hangers to communicate directly with pool owners.

Staff recommend that the Environmental Best Management Practices (BMP) be incorporated into the following modes of communications (education and awareness materials):

- Town's Website on a dedicated web page (Attachment #2);
- Door hanger with key information summarized and web link referenced for more information (Attachment #3); and

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- 'Town of Aurora Pool Enclosure Permit Guide'.

By adding a web page with information on how to drain a pool, pool owners and pool service companies will better understand their responsibilities of meeting the requirements of the Sewer Use By-Law. Please see Attachment 1 for a sample of web based information.

The door hangers can be left at homes who appear to be discharging water for extended periods of time, directly into the roadway or directly into storm sewer catchbasins or in such a manner that they are flooding neighbouring properties. Please see Attachment 2 for a sample door hanger notification.

By adding BMP to the pool enclosure permit guide all residents or pool companies who are planning to install a pool will be notified of the requirements that need to be met within the Sewer Use By-law before the pool has been installed.

### **Environmental Best Management Practices for Private Swimming Pools**

In order to protect the environment and the Town's waterways, there are mandatory requirements on how to discharge water from pools, hot tubs and spas (Attachment #2 and #3). These requirements must be followed by pool owners and those hired to maintain them. The requirements differ depending on the pool type (chlorine or salt).

The water from pools is filled with chemicals that keep them clean and safe for swimming. The main chemicals found in pools are chlorine, bromine, salt, copper-based algaecides, nonylphenols and nonylphenol ethoxylates. These chemicals are harmful to fish and organisms that live in creeks and rivers across York Region and Lake Simcoe. Pool water can never be discharged onto the ground near a ravine or valley; it will cause erosion to the land banks and damage to vegetation.

### **Recommended modifications to the Sewer Use by-law**

Staff will work with the Legal and By-law Divisions to make modifications to the Town's Sewer Use By-law No. 5518-13 to address the pool water discharge concerns. These modifications will include:

- Adding the definition of pool water to the "Definitions" section

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Report No. PDS18-082

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- Update the “Storm Sewer” and “Sanitary Sewer” sections to include discharge limits that will restrict chlorine, bromine, copper, salt, pH and temperature to certain acceptable levels so fish and aquatic life in the Town’s creeks and watercourses are no being impacted.
- Propose a new enforcement strategy that will be reflected in the “Offences and Penalties” section
- Modify the “Remedies and Enforcement” section to include the addition of a Provincial Offences Officer for enforcement of the By-law along with the Director of Operational Services or his/her designate.
- Application to Courts to update the set fine schedule as required to reflect the new restrictions added to the By-law.

In June 2016 Staff received approval from the Ontario Court of Justice for set fines under By-Law 5518-13 at three hundred dollars per offence. In the process of updating the Sewer Use By-law, staff will need to consider if the set fines also need updating.

At present, the Regional Municipality of York’s Sewer Use By-law No.2011-56 will continue to supersede Aurora’s new By-law at points of conflict. York Regional By-law staff will continue to partner with both Town Operations and Town By-law staff to ensure a standardized approach to sewer control enforcement.

Aurora’s Sewer Use By-law will be administered on a complaint basis by the Town Operational Services Department. Both By-law and Operational Services will provide continuous education for residents through web postings and door knockers (please see Attachments #2 and #3). If Operational Services identifies a need for further enforcement, By-law Services staff will assist in ensuring the matter is brought before the courts, where applicable.

### **Advisory Committee Review**

None

## **Legal Considerations**

Legal staff will be involved in the review and update of the Sewer Use by-law.

## **Financial Implications**

There will be some financial implications as follows:

- Printing marketing materials – approx. \$200
- Staff time to enforce the Sewer Use

## **Communications Considerations**

Communications will be involved in any updates to information regarding pool water discharge on Aurora's website, creating door hanger or other direct communications to residents.

## **Link to Strategic Plan**

Updating and implementing the Corporate Environmental Action Plan 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 to the Recommendation**

That Report No. PDS18-082 be received and that staff not be directed to update the Sewer Use By-law.

## **Conclusions**

Pool water that has been treated by chemicals including salt can be harmful to the environment if discharged improperly. Pool water with sufficient concentrations of these chemicals are toxic to aquatic life in local water courses. Pool owners and operators following water discharge best management practices is the key to reducing this negative environmental impact.

Due to the high cost to enforce the Sewer Use By-law using enforcement officers, staff recommend educating both pool owners and pool operators on how to discharge pool water via town website and the creation and focused distribution of door hangers to communicate directly with pool owners.

The updated Sewer Use By-law should provide staff with the required tools to improve how the town regulates and controls the quality of the water that is entering the Town's sewer infrastructure, as well as entering any well, lake, river, pond, or stream.

### **Attachments**

Attachment 1 – Municipal examples of addressing pool water discharge

Attachment 2 – Municipal web info sample

Attachment 3 – Door hanger information sample

### **Previous Reports**

PDS16-018 dated March 22, 2016.

### **Pre-submission Review**

Agenda Management Team Meeting review on August 23, 2018

#### **Departmental Approval**



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

#### **Approved for Agenda**



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

<b>Staff Report No. PDS18-082                      Attachment 1: Municipal examples of addressing pool water discharge</b>	
<b>Municipality</b>	<b>Sewer Use By-law and Pool Water Discharge</b>
Town of Newmarket	<ul style="list-style-type: none"> <li>• The Town of Newmarket both administers and enforces its sewer control by-law in the same manner as The Town of Aurora.</li> <li>• Newmarket is of similar population and size as Aurora so it is a reasonable Municipality to compare practices with.</li> <li>• Newmarket does not have specific pool discharge guidelines listed on their website, within the by-law or within a brochure.</li> <li>• Newmarket public works operations staff rely on York Regional By-law enforcement to assist if a violation of the by-law has been discovered.</li> <li>• Both Newmarket and Aurora by-law enforcement staff rely on the expertise of the operations staff to decide if the sewer control by-law has been breached.</li> </ul>
City of Vaughan	<ul style="list-style-type: none"> <li>• In 2017 Vaughan hired their first water/wastewater enforcement officer whose sole scope is to enforce Vaughan’s Sewer Use by-law and water by-law.</li> <li>• Vaughan has implemented a program in 2018 for fat oil and grease which involved taking samples to monitor hot spots 3 – 4 times per year, increased education of industrial, commercial and institutional customers and increased enforcement of pressing charges for those who are above the Sewer Use by-law discharge limits.</li> <li>• All of the by-law officers carry the pool water discharge door hangers and use them to help educate pool owning residents on how to safely discharge their pool water.</li> <li>• In addition Vaughan has streamlined how to discharge pool water information page on their Website.</li> </ul>

<p>York Region</p>	<ul style="list-style-type: none"> <li>• Regional by-law staff monitor and enforce the regional sewer use by-law within regional roads for both the sanitary and storm sewer system.</li> <li>• Lower tier municipalities are expected to enforce their sewer use by-laws within the municipal road system.</li> <li>• York Region by-law officers do not pro-actively consider pool water discharge as one of their mandates. Since various municipalities choose to address this issue in different ways, York Region leaves this to lower tier municipalities to manage.</li> <li>• York Region enforcement officers may take samples within the sanitary or storm sewer and send them to a lab to see if they meet the by-law's discharge requirements.</li> <li>• An all parameters test, usually administered for the sanitary sewer costs around \$1000.00 per sample. Storm water testing for pH and Biochemical oxygen demand substances runs about \$100 - \$250 per sample.</li> </ul>
<p>Town of Ajax</p>	<ul style="list-style-type: none"> <li>• The sewer use by-law for Ajax 38-2018 has just been updated and is aimed to control their storm sewer system, as the Region of Durham is responsible for the Region of Durham's sanitary sewer system inclusive.</li> <li>• After comparing the discharge limits with the standards provided by other regulatory bodies and associated standards the topic of pool water discharge and its trace chemical additives which still remain during pool cleaning or winterization, did not get added to the list of substances which are being prohibited by Ajax's storm sewer use by-law. The above list of standards did not include chlorine, bromine or sodium chloride within their discharge limits.</li> <li>• There is a discharging of water clause within Ajax's Nuisance by-law 18-2018 which states: No owner shall permit or allow the discharging of any water, from swimming pools, hot tubs, wading pools or ornamental ponds to drain or migrate onto adjacent property.</li> </ul>



## Why is Water from Chlorine and Salt Water Pools a Concern?

Pool water is filled with chemicals and once this water is emptied into the large grates on the road, known as catch basins, this water enters the storm system, goes untreated and enters the nearest waterway and eventually Lake Simcoe.

Pool water can never be discharged into a ravine or valley, or onto the ground near to a ravine or valley because this water will cause erosion to the land banks and serious damage to vegetation.

## How to Empty Pool Water the Right Way?

### Chlorine Pools

Dechlorinate the water from the pool before discharging into the storm sewer system. Avoid discharging on a rainy day as it will overwhelm the system.



### Salt Water Pools

Discharge into the sanitary system located on your own property. It can also be hauled away by a Ministry of the Environment, Conservation and Parks (MECP) approved water hauler.

### Empty Your Pool Water on the Ground:

Before emptying pool water, consider the slope and surface of your property and the rate which water is discharged from the pool to ensure it is absorbed in the ground and not running towards your home or your neighbours' property.

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**\*\*Reminder: As the owner of a private swimming pool, hot tub or spa, you (and any pool service providers you hire) have a responsibility and legal obligation to safely maintain and operate in compliance with the Town's Sewer Use By-law.\*\***

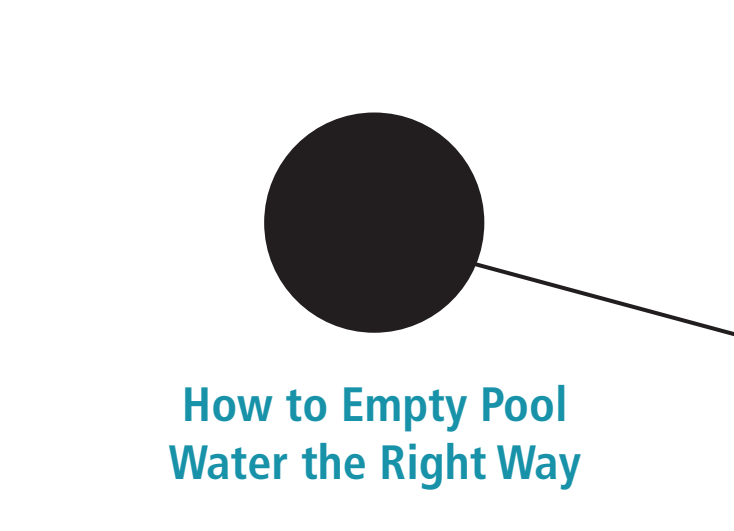
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### Did You Know?

- Don't add chemicals to your pool, spa or hot tub for two weeks before draining.
- Draining your chlorinated water directly into the storm sewer can kill fish.
- Salt water pools must always be discharged into the sanitary sewer.



**ATTACHMENT 3 - DOOR HANGER INFORMATION**



**Complying with the Town of Aurora's Sewer Use By-Law 5518-13**

As per the sewer use by-law 5518-13 and the Regional Municipality of York Sewer Control By-Law No. 2011-56, pool discharges shouldn't be discharged to storm infrastructure, where they have potential to negatively impact the operation or damage the natural environment.

**Why Is Water From Chlorine and Salt Water Pools a Concern?**

Pool water is filled with chemicals and once this water is emptied into the large grates on the road, known as catchbasins, this water enters the storm system, goes untreated and enters the nearest waterway and eventually Lake Simcoe.



**Chlorine Pools**

Dechlorinate the water from the pool before discharging into the storm sewer system. Avoid discharging on a rainy day as it will overwhelm the system.

**Salt Water Pools**

Discharge into the sanitary system located on your own property. It can also be hauled away by a Ministry of the Environment approved water hauler.

**Emptying Your Pool Water on the Ground**

Before emptying pool water, consider the slope and surface of your property and the rate which water is discharged from the pool to ensure it is absorbed in the ground and not running towards your home or your neighbour's property.

**Remember**

As the owner of a private swimming pool, hot tub, or spa, you (and any pool service providers you hire) have a responsibility and legal obligation to safely maintain and operate in compliance with the Town's Sewer Use By-law.



**Town of Aurora  
General Committee Report No. CMS18-024**

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**Subject:** 22 Church St. Exterior Sign  
**Prepared by:** Robin McDougall, Director – Community Services  
**Department:** Community Services  
**Date:** September 11, 2018

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### **Recommendation**

- 1. That Report No. CMS18-024 be received; and**
- 2. That this report satisfy Council’s conditional budget approval for Capital Project No. 72310 – 22 Church St. Exterior Sign in the amount of \$50,000; and**
- 3. That staff be directed to coordinate the 22 Church St. Exterior Sign project with the Town’s Library Square project.**

### **Executive Summary**

This report summarizes the benefits of a coordinated approach to the development and installation of an exterior sign at the former 22 Church Street School site and therefore, hopes to satisfy Council’s conditional budget approval. Considerations include:

- The 22 Church Street School site would benefit from an exterior sign
- Development of the Library Square project directly influences the design of an exterior sign
- Removing the conditional approval for the funding of the exterior sign would enable the design for the sign to be coordinated with the Library Square project

### **Background**

During budget deliberations, staff presented a proposal to develop and install an exterior sign at 22 Church Street. With the development of the Library Square project, it was determined that an exterior sign is needed for this facility, however, it would be best to hold off until more information about the Library Square project is confirmed. Therefore, Council conditionally approved the project and funding for the exterior sign with the expectation that staff would report back with more information.

## **Analysis**

### **The 22 Church Street School site would benefit from an exterior sign**

The Aurora Museum and Archives and the Aurora Cultural Centre operate out of the former Church Street School. They both would benefit from a visible exterior sign that promotes the activities within the Church Street School site and which is designed to celebrate the heritage of the school.

### **Development of the Library Square project directly influences the design of an exterior sign**

There has been a significant amount of work done on the development of the Library Square project for both the outdoor space and the proposed indoor addition to the Church Street School. The final approval of both the indoor and outdoor space will reside with the new Council, therefore, a final decision and scope of what the 22 Church Street facility will contain is yet to be confirmed. The design of the exterior sign should be tied to the outcome of the Library Square project.

### **Removing the conditional approval for the funding of the exterior sign would enable the design for the sign to be coordinated with the Library Square project**

It is clear that the facility would benefit from an exterior sign; however, if the conditional approval for this funding is not removed before the end of 2018, this exterior sign project and its allotted funding will lapse at fiscal year end. Staff would subsequently be required to resubmit a request for this funding in a future budget cycle.

Having the flexibility of coordinating the exterior sign with the Town's Library Square project would benefit the final design of the sign. By awaiting Council's final approval of the design of the Library Square (both outdoor and indoor space), the exterior sign's design is able to incorporate any desired aspects of the expanded facility. Alternatively, if Council does not approve proceeding with the Library Square project, staff could proceed with the exterior sign project using the funding allotted to develop the sign for the site, as it is known today.

Therefore, staff recommend that the funding for the sign remain a separately funded project but that it be coordinated with the Library Square project.

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## **Advisory Committee Review**

Not Applicable

## **Legal Considerations**

Even though Council is lame duck, removing conditions from a budget approval is not a restricted act and therefore, Council may receive this report to satisfy the conditional budget approval.

## **Financial Implications**

It is anticipated that the 2018 budget for Capital Project No. 72310 will be sufficient in funding the estimated cost for the external signage to be located at the former 22 Church Street School site.

## **Communications Considerations**

Corporate Communications will be involved with signage design to ensure consistency with the Town of Aurora brand and the look and feel of the Library Square. Communications is cognizant of the heritage and history of the building and will work with Community Services to ensure the sign fits with the cultural significance of the area.

## **Link to Strategic Plan**

Enhancing Culture in the community supports the Strategic plan goal of ***Supporting an exceptional quality of life for all*** and specifically Objective 3: ***Celebrating and promoting our culture.***

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

1. Council can leave the conditional approval on the 22 Church Street exterior sign Capital Project No. 72310, resulting in the lapsing of this project and its funding at the end of 2018 budget cycle which will require staff to resubmit a new proposal in the future

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2. Council can remove the conditional approval on the 22 Church Street exterior sign Capital Project No. 72310 and direct staff to proceed now with the development of an exterior sign whose design will reflect the facilities current use
3. Council can provide further direction

## **Conclusions**

The former 22 Church Street School, home to the Aurora Museum and Archives and the Aurora Cultural Centre would benefit from the installation of an exterior sign. Staff recommend proceeding with the exterior sign but defer its design and installation until such time that Council provides its final approval and direction for the Library Square project.

## **Attachments**

Attachment #1 – 2018 Capital Budget Project No. 72310 sheet

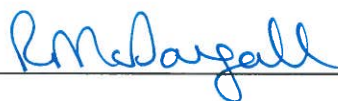
## **Previous Reports**

None

## **Pre-submission Review**

Reviewed by Agenda Management Team August 23, 2018

## **Departmental Approval**



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**Robin McDougall**  
Director  
Community Services

## **Approved for Agenda**



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**Doug Nadrozny**  
Chief Administrative Officer





**Town of Aurora  
General Committee Report**

**No. PDS18-095**

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**Subject:** Designation of the Aurora Business Improvement Area (BIA) and the establishment of the Aurora Business Improvement Association Board of Management

**Prepared by:** Nick Kazakoff, Economic Development Officer

**Department:** Planning and Development Services

**Date:** September 11, 2018

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## **Recommendations**

- 1. That Report No. PDS18-095 be received;**
- 2. That a by-law be enacted at the September 18, 2018 Council meeting to designate the area as a Business Improvement Area, as described in Figure 1, to be named the “Aurora Business Improvement Area” and to establish a board of management to govern the Aurora Business Improvement Area, to be named the “Aurora BIA Board of Management;” and**
- 3. That staff be directed to bring forward a by-law to appoint the Town Clerk as the Town’s representative to the Board of Management at the September 18, 2018 Council meeting.**

## **Executive Summary**

This report seeks Council direction to designate the Aurora Business Improvement Area, establish the Aurora BIA Board of Management and appoint a Council representative to the Board of Management at the September 18<sup>th</sup> Council meeting.

## **Background**

On April 17, 2018, the Aurora Business Improvement Area Steering Committee presented a request to Council to establish a Business Improvement Area (BIA). As a result of the request, the Town begun the process of considering the establishment of the BIA as prescribed in the *Municipal Act*, S.O. 2001, c. 25 (the “Municipal Act”).

The Steering Committee proposed the improvement area to be Yonge Street from Wellington Street to Church Street and Wellington Street from Yonge Street to Berczy Street, as indicated in Figure 1. The proposed boundary was suggested after a survey



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and related consultation conducted by the Town in partnership with the BIA Steering Committee.

On May 22, 2018, the Town Clerk sent a Notice of Proposed By-law to designate an Area as a Business Improvement Area to every person who, on the last returned assessment roll, was assessed for a rateable property in a prescribed business property class (commercial and industrial classes) located in the proposed designated improvement area.

Landlords within the proposed designated improvement area were legally required within 30 days after the notice was mailed to give a copy of the notice to each tenant, of the property to which the notice relates, who is required to pay all or part of the taxes on the property. Such tenants were then required to give the Town Clerk a list of every tenant and the share of the taxes that each tenant is required to pay.

The Notice was subject to a 60 day objection period from the last day of mailing of the notices by the Town Clerk to allow owners and tenants to submit written and signed objections to the Town Clerk. If the objections were signed by at least one-third of the total number of persons entitled to the notice and the objectors were responsible for at least one-third of the taxes levied for purposes of the general local municipality levy on the properties in the proposed improvement area, the by-law to establish the BIA could not be passed by the Town.

## **Analysis**

### **BIA Consultation Complete and Conditions to Establish BIA Achieved**

As required by the Municipal Act, the Town sent out notices and provided an opportunity for property owners and businesses to object to the proposed BIA. The Town Clerk did receive written objections within the 60-day objection period from those persons entitled to notice. However, the total number of written objections was well below the required one-third threshold to prevent the Town from passing the by-law to establish the BIA (objections amounted to approximately 6% of properties). The objections were also significantly below the requirement of representing at least one-third of the taxes levied on the subject properties in the BIA area. The Town Clerk, as per the Municipal Act, confirmed this determination.

### **Council Process to Proceed with establishment of the BIA**

The process to proceed with the BIA includes a number of steps that will be completed in the coming months. If Council directs to proceed, a by-law will be brought forward to create the Aurora Business Improvement Area, as outlined in Figure 1, and to establish

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the BIA board of Management. The by-law includes some detail regarding the governance structure for the Board, summarized below.

*Objects of the BIA*

The intent of the Aurora BIA is to revitalize and beautify the downtown core and promote the area as a destination for residents to work, shop and play. The object of the BIA will be to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area when beyond Town standards. The BIA will also provide opportunities for area businesses to thrive through promotion and focused advertising.

*Establishment of BIA Corporation and Board of Management*

The board of management shall consist of nine (9) directors. One (1) director shall be appointed by Council and the remaining directors will be selected by a vote of the members of the BIA and will then need to be appointed by Council. Directors shall serve for a term that is the same as the term of the Council that appoints them or until their successors are appointed. As a result, Directors will have to be appointed in the new term of Council, as anyone appointed at this time will have their term expire in December.

At this time, it is recommended that Council appoint the Town Clerk as the Council representative to the Board of Management to coordinate the creation of the Corporation and the Board of Management. The appointee will serve the remainder of this Council term. It is proposed that Council appoint this representative at the September 18, 2018 Council meeting to avoid delays in the establishment of the BIA. The appointee will be the only formal member of the board until the remaining eight (8) Directors have been selected by the BIA's membership and appointed in the new term of Council.

Over the next 2-3 months, the Board of Management will have to convene a meeting of the members to hold a vote to elect the Directors not appointed by Council, which will then have to be appointed by Council. Once the Board of Management has filled its Director positions, the Directors will be responsible to develop an annual business plan and budget, which will be presented to Council and recommend the appropriate levy.

*Preparation of Annual Budget*

The BIA Board of Management is required to prepare a proposed annual budget, reflecting the priorities and needs of the BIA as determined by the Board and its membership. The board is required to hold one or more meetings of its members for

discussion of the proposed annual budget. Budgets are then submitted to council for approval. The budget is usually financed by BIA levies that are collected by the municipality and provided to the board.

#### *Governing Procedures*

Further, as a Local Board of the Town, the BIA will be required to adhere to a number of requirements of the Municipal Act and the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, such as establishing policies relating to procurement of goods and rules regarding conducting its meetings.

### **Advisory Committee Review**

None.

### **Legal Considerations**

The Municipal Act, Section 204 provides the legislative authority to designate an area as Business Improvement Area. The process for designating a BIA is dictated by the Municipal Act, section 204, 210, 212 and 213. The Town had provided the required notice to the affected property owners and the period for providing an objection has passed. At this time, the Town may establish the boundaries of the BIA as set out in this report and the associated board of management to govern it, which needs to be done through the passage of an applicable by-law.

### **Financial Implications**

The designation of the BIA and establishment of the Board of Management will have no financial implication for the Town as the operating budget for the BIA will be derived from levying the BIA members.

The Board of Management is required to submit an annual budget for Council's approval, reflecting the priorities and needs of the BIA as determined by the Board and its membership. Once the budget is approved by Council, the Town may add a special levy to the property tax paid by every owner of a business property (industrial or commercial) within the boundaries of the BIA. For each property, the amount of the levy will be related to its realty assessment. The usual amount of the traditional BIA levy for a property is determined by dividing the property's realty assessment by the total business realty assessment in the BIA and multiplying by the total BIA annual budget.

Finance staff will work with its financial system provider regarding setting up the special levy and its inclusion in the final property tax bills on an annual basis. Furthermore, an internal process will be required for the administration of the BIA such as the annual budget setup, collection, accounting, assessment dispute resolution and adjustments, disbursements and reporting. There will be an incremental cost associated with the ongoing staff support for the above mentioned BIA administration.

The Board of Management cannot spend money unless it was included in the estimates, or in a reserve fund. In addition, the Board of Management cannot borrow money, and cannot not incur debts extending beyond the current year without prior council approval. Finally, the Board of Management is required to submit to Council an annual report including audited financial statements for the preceding year, by the date and in the form set by Council.

## **Communications Considerations**

There are no communications considerations at this time.

## **Link to Strategic Plan**

The report supports the Strategic Plan goal of enabling a diverse, creative and resilient economy and to promote and support a plan to revitalize the downtown.

## **Alternatives to the Recommendation**

1. Council may choose not to proceed with the establishment of the BIA. This would result in the property owners and businesses not being able to move forward with the BIA.
2. Council may choose to wait until the new term of Council to appoint a representative to the Board of Management. Waiting to appoint a Director will delay the creation of the Corporation and Board of Management.

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## **Conclusions**

Town staff support the proposed Aurora BIA boundary designation, as outlined by the Aurora BIA Steering Committee, the establishment of the Aurora BIA Board of Management and the appointment of a Council representative to the Board of Management.

## **Attachments**

Figure 1- Proposed Aurora BIA Boundary

## **Previous Reports**

General Committee Report No. CAO16-001, dated February, 2, 2016

## **Pre-submission Review**

Agenda Management Team Meeting review on August 23, 2018

### **Departmental Approval**



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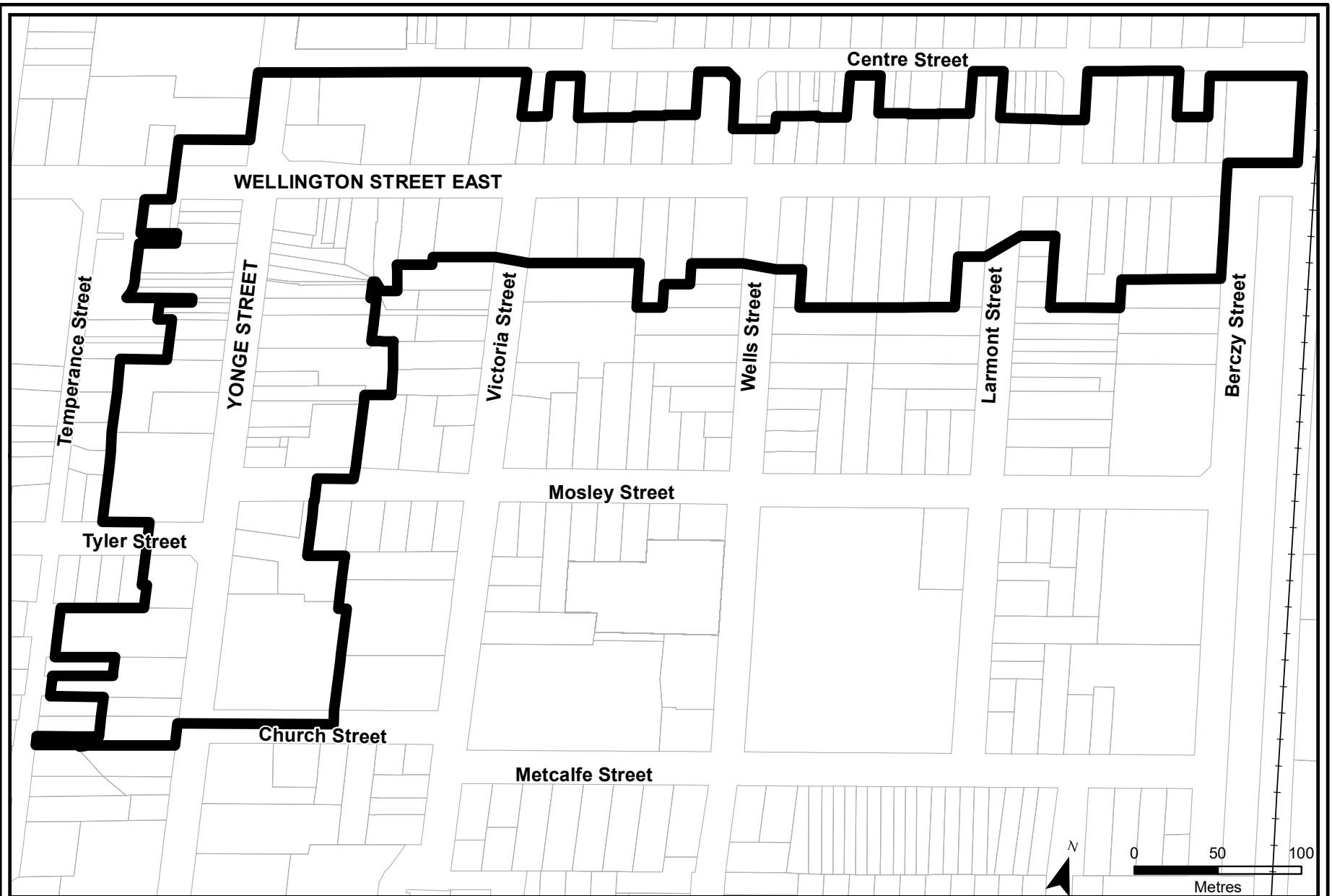
**Marco Ramunno, MCIP, RPP**  
**Director**  
**Planning and Development Services**

### **Approved for Agenda**



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



# PROPOSED AURORA BIA BOUNDARY

FIGURE 1



Map created by the Town of Aurora Planning & Development Services Department, August 13, 2018. Base data provided by York Region and Aurora - GIS.



**Town of Aurora  
General Committee Report**

**No. PDS18-093**

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**Subject:** Parking By-law Amendments – Various Locations  
**Prepared by:** Michael Bat, Traffic/Transportation Analyst  
**Department:** Planning and Development Services  
**Date:** September 11, 2018

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## **Recommendations**

- 1. That Report No. PBS18-093 be received; and**
- 2. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on the north and west sides of Millcliff Circle from a point nine metres north of the beginning of curb return to a point nine metres west of the end of curb return adjacent to property no. 161; and**
- 3. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on both sides of Mary Street from a point approximately 152 metres south of Wellington Street East to Industry Street; and**
- 4. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on the north side of Timpson Drive from the west side of the easterly intersection of Tannery Creek Crescent to Windham Trail; and**
- 5. That the amending Parking By-law be presented at a future Council Meeting.**

## **Executive Summary**

This report seeks Council's approval to implement parking restrictions at the following locations:

- Millcliff Circle:** North and west sides of Millcliff Circle from a point nine metres north of the beginning of curb return to a point nine metres west of the end of curb return adjacent to property no. 161 in order to maximize sight distance for drivers travelling in a southbound-to-westbound direction along the angle bend to improve overall traffic operations as well as safety for all road users.
- Mary Street:** Both sides of Mary Street from a point approximately 152 metres south of Wellington Street East to Industry Street to accommodate

the new dedicated bicycle lanes on Mary Street.

Timpson Drive: North side of Timpson Drive from the west side of the easterly intersection of Tannery Creek Crescent to Windham Trail in order to ensure sufficient pavement width is provided to accommodate two-way traffic flow and emergency vehicles.

## **Background**

In response to complaints, Town staff undertook the following investigation:

- Sightline obstructions resulting from vehicles parking along the inside corner radius on Millcliff Circle (adjacent to property no. 161) creating unsafe conditions for all road users; and,
- Potential conflicts and safety concerns resulting from the existing on-street parking conditions along Timpson Drive.

In addition, the Town has recently completed the construction of new sidewalk (Capital Project No. 34629) on the north/west side of Mary Street from Wellington Street East to Industrial Parkway South. As part of this capital project, the following bicycle facilities were provided to further support active transportation:

- Dedicated bicycle lanes on both sides of Mary Street from Wellington Street East to Industry Street, and;
- 'Bicycle Route' and 'Share the Road' signs with sharrow pavement markings on both sides of Mary Street from Industry Street to Industrial Parkway South.

The subject locations are illustrated in Figure 1.

## **Analysis**

### **Existing Road Conditions**

Millcliff Circle: Millcliff Circle is a two-lane local road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalks provided along the inner sides of the road. The existing pavement width is 8.5 metres and in accordance to the Town Zoning By-law No. 4574-04.T, the speed limit is 40 km/h and there is no specific parking restriction.



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**Mary Street:** Mary Street is a two-lane major collector road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road. The existing pavement width is 9.5 metres and in accordance to the Town Zoning By-law No. 4574-04.T, the speed limit is 50 km/h and stopping is restricted on both sides of the road from Wellington Street East to a point approximately 152 metres south of Wellington Street East.

**Timpson Drive:** Timpson Drive is a two-lane local road with single lane per travel direction. It has an urban cross-section with curbs on both sides of the road and sidewalks provided along the east/south side of the road. The existing pavement width is 8.5 metres and in accordance to the Town Zoning By-law No. 4574-04.T, the speed limit is 40 km/h. Parking is currently prohibited on the north side of the road from the intersection of Dinsmore Terrace to the west side of the easterly intersection of Tannery Creek Crescent.

The existing on-street parking supply along the unrestricted section of Timpson Drive is estimated at 39 and 40 spaces on the north and south sides, respectively.

### **Pre-policy Road Conditions Grandfathered Unless Issues Identified**

The Town's policy is applicable to any new roads that were in the approval process at the time or after the policy adoption. Retroactive application is only considered when an issue is identified or raised by the community as is permitted by the policy. This request from the community is sufficient to respond to the requested change and is in alignment with the policy.

### **Millcliff Circle**

Analysis was undertaken by staff to review the impact on sight distance resulting from parked vehicle(s) along the inside corner radius on the subject section of Millcliff Circle. The following scenarios were considered:

1. Assumed a vehicle parked near the beginning of the angle bend; and,
2. Assumed a vehicle parked near the middle of the angle bend.

The results are summarized in Table 1 and illustrated in Figure 2.

**Table 1: Sightline Review Summary**

Scenarios	Sight Distance		
	Without Parked Vehicle Present	With Parked Vehicle Present	Estimated Reductions
No. 1	Approx. 60 metres	Approx. 28 metres	Approx. 32 metres
No. 2	Approx. 52 metres	Approx. 21 metres	Approx. 31 metres

As shown in Table 1, sightline will be effectively reduced by more than 50% for drivers travelling in a southbound-to-westbound direction when a parked vehicle is present. Given the above, it is recommended to restrict parking as illustrated in Figure 3 in order to ensure sight distance will not be impeded for all road users when navigating around the angle bend on the subject section of Millcliff Circle.

As a result of the recommended parking restrictions, an estimated of two existing on-street parking spaces will be eliminated.

### **Mary Street**

As part of the new sidewalk construction project on Mary Street, dedicated bicycle lanes were installed on both sides of the road between Wellington Street East and Industry Street.

The existing stopping and parking restrictions on Mary Street are summarized below:

- Between Wellington Street East and a point approximately 152 metres south of Wellington Street East: stopping on both sides of the road is prohibited;
- Between a point approximately 152 metres south of Wellington Street East and Industry Street (subject section): on-street parking on both sides of the road is permitted; and,
- Between Industry Street and Industrial Parkway South: parking is prohibited on the south side of the road and permitted on the north side of the road (from 18.5 metres west of Industry Street).

In accordance to Ontario Traffic Manual (OTM) Book 18: Cycling Facilities, the presence of on-street parking has a considerable influence on both the safety and comfort of a cyclist using a bicycle facility. It is recommended to explore the opportunities of removing or restricting existing on-street parking allowance in favour of providing bicycle lanes. Therefore, it is recommended to implement parking prohibition on both sides of Mary Street (subject section) to support cycling activities.

**Timpson Drive**

Analysis was undertaken by staff to review the potential impact on two-way traffic flow and emergency vehicle response times resulting from parked vehicle(s) along both sides of Timpson Drive.

The existing pavement width on Timpson Drive is measured at 8.5 metres wide. A standard passenger vehicle has an assumed width of 2.0 metres as per the ‘Geometric Design Guide for Canadian Roads’ published by the Transportation Association of Canada. A typical full-size SUV or pick-up truck generally has a wider vehicle body compared to standard passenger vehicle.

In discussion with representative from Central York Fire Services, the width of a standard fire truck (model 105’ f Aerial Truck) is approximately 3.0 metres, and it can be extended to 5.5 metres wide with the stabilizer engaged at scene.

The results are illustrated in Figure 2 and summarized in Table 2 to Table 4 for two-way traffic flow and fire truck accessibility (passing through and with stabilizer engaged), respectively.

**Table 2: Two-Way Traffic Flow Review**

On-Street Parking Allowance	Pavement Width		Two-Way Traffic	
	Available	Effective	Required	Yes / No
Single Side	8.5 metres	Approx. 6.5 metres	Approx. 6.0 metres	Yes (generally unaffected)
Both Sides		Approx. 4.5 metres		No

Note: assumed a standard passenger vehicle.

**Table 3: Fire Truck Accessibility Review (Passing Through)**

On-Street Parking Allowance	Pavement Width		Fire Truck (Passing Through)	
	Available	Effective	Required	Yes / No
Single Side	8.5 metres	Approx. 6.5 metres	Min. 3.0 metres	Yes (generally unaffected)
Both Sides		Approx. 4.5 metres		Yes (required to slow down)

Note: assumed a standard passenger vehicle.

**Table 4: Fire Truck Accessibility Review (Stabilizer Engaged)**

On-Street Parking Allowance	Pavement Width		Fire Truck (At Scene with Stabilizer Engaged)	
	Available	Effective	Required	Yes / No
Single Side	8.5 metres	Approx. 6.5 metres	Min. 5.5 metres	Yes (generally unaffected)
Both Sides		Approx. 4.5 metres		No

Note: assumed a standard passenger vehicle.

In addition, the effective pavement width will be further reduced by snow accumulation during the winter season. Given the above, it is recommended to restrict parking on the north side of Timpson Drive as illustrated in Figure 3 in order to ensure unaffected two-way traffic flow and minimize potential delays on emergency vehicle response times.

As a result of the recommended parking restrictions, an estimated 39 existing on-street parking spaces will be eliminated.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

Not applicable.

### **Financial Implications**

The approximate cost associated with the installation of the no parking signs is estimated at \$1,900 and details are provided below:

Millcliff Circle: The estimated cost is \$400.00 and the necessary funds are available from the Operations Department Operating Budget.

Mary Street: The associated installation costs for the 'No Parking' signs and sharrow pavement markings has been included in the budget for Capital Project No. 34629 for Mary Street sidewalk construction.

Timpson Drive: The estimated cost is \$1,500.00 and the necessary funds are available from the Operations Department Operating Budget.

## **Communications Considerations**

The affected residents will be notified of the new on-street parking restrictions being proposed along the north and west sides of Millcliff Circle from a point nine metres north of the beginning of curb return to a point nine metres west of the end of curb return adjacent to property no. 161.

The parking restrictions on Mary Street (subject section) will be communicated via Council Highlights, Notice Board in the Auroran, the Town website and other social media platforms.

The affected residents will be notified of the new on-street parking restrictions being proposed along the north side of Timpson Drive from the west side of the easterly intersection of Tannery Creek Crescent to Windham Trail.

## **Link to Strategic Plan**

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

- Examine traffic patterns and identify potential solutions to improve movement and safety at key intersections in the community.

## **Alternative to the Recommendation**

That Council receive Report No. PDS18-093, but not proceed with the amending Parking By-law.

## **Conclusions**

### **Millcliff Circle:**

Based on the analysis presented in this report, sight distance will be effectively reduced by more than 50% for drivers travelling in a southbound-to-westbound direction when a vehicle is parked along the angle bend on the subject section of Millcliff Circle. Given the above, staff recommends that parking be prohibited at any time on the north and west sides of Millcliff Circle from a point nine metres north of the beginning of curb return to a point nine metres west of the end of curb return adjacent to property no. 161.

This will ensure that the sight distance will not be impeded for all road users when navigating around the angle bend on Millcliff Circle.

As a result of the recommended parking restrictions, an estimated of two existing on-street parking spaces will be eliminated.

**Mary Street:**

The Town has recently installed dedicated bicycle lanes on both sides of Mary Street from Wellington Street East to Industry Street as part of the new sidewalk construction project (Capital Project No. 34629). Under the existing Town's Parking By-law, on-street parking is currently permitted on both sides of Mary Street between a point approximately 152 metres south of Wellington Street East to Industry Street.

According to OTM Book 18, the safety and risk exposure of cyclists are generally determined based on various factors and roadway characteristics, including the provision of on-street parking.

Given the above, staff recommends that parking be prohibited at any time on both sides of Mary Street from a point approximately 152 metres south of Wellington Street East to Industry Street to accommodate the new dedicated bicycle lanes on Mary Street.

**Timpson Drive:**

Based on the analysis presented in this report, vehicle accessibility will be effectively impacted when vehicles are parked along both sides of Timpson Drive.

Given the above, staff recommends that parking be prohibited at any time on the north side of Timpson Drive from the west side of the easterly intersection of Tannery Creek Crescent to Windham Trail. The new parking restrictions will ensure minimum pavement width is provided to accommodate unaffected two-way traffic flow and minimize potential delays on emergency vehicle response times.

As a result of the recommended parking restrictions, an estimated of 39 existing on-street parking spaces will be eliminated.

## Attachments

Figure 1:

- A: Location Map - Millcliff Circle
- B: Location Map – Mary Street
- C: Location Map – Timpson Drive

Figure 2:

- A: Sightline Review Scenario No. 1 – Millcliff Circle
- B: Sightline Review Scenario No. 2 – Millcliff Circle
- C: Fire Truck Accessibility Review – Timpson Drive

Figure 3:

- A: Proposed No Parking Area – Millcliff Circle
- B: Proposed No Parking Area – Timpson Drive

## Previous Reports

None.

## Pre-submission Review

Agenda Management Team Meeting review on August 23, 2018

## Departmental Approval

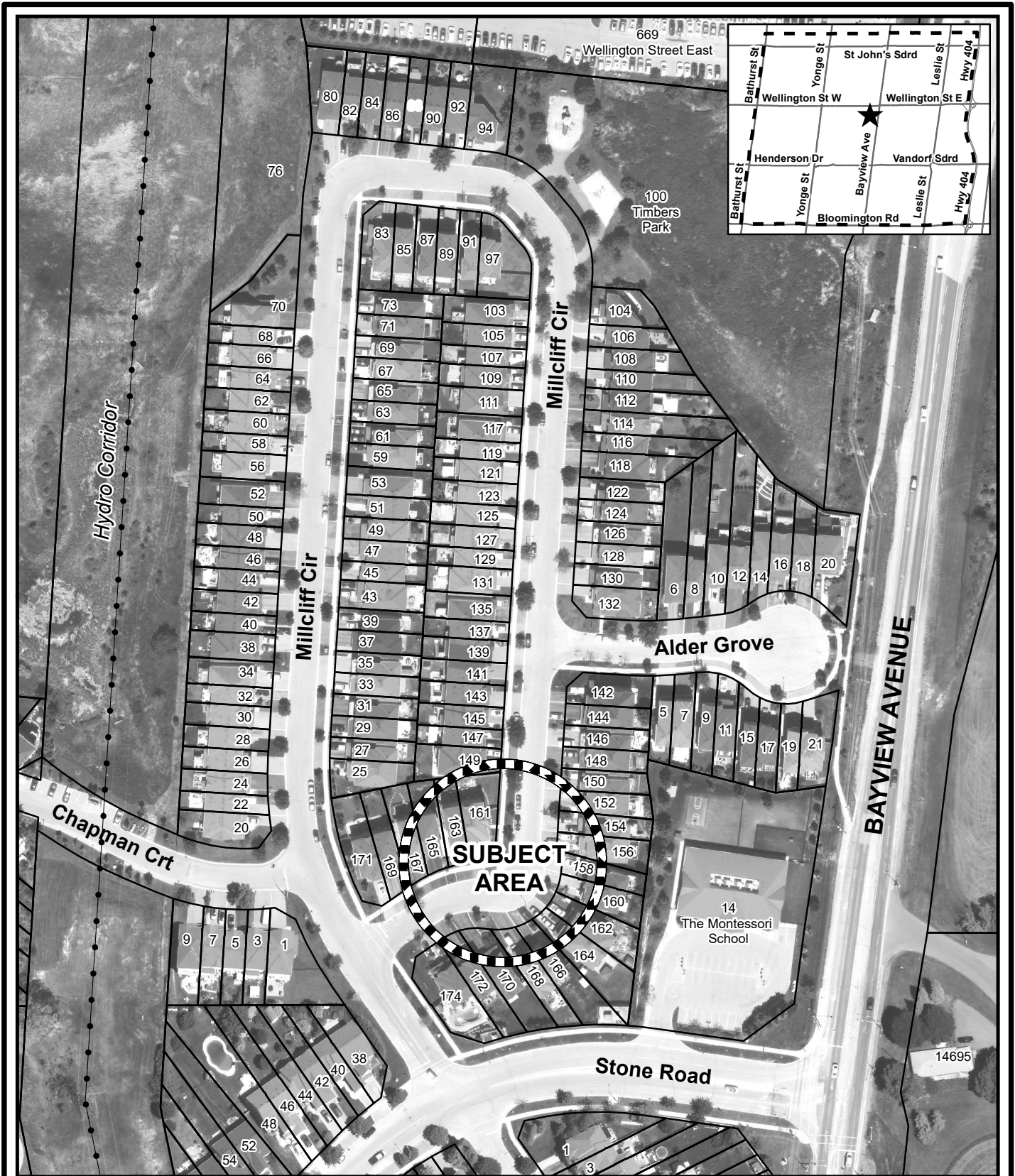


*for*  
**Marco Ramunno, MCIP, RPP**  
Director  
Planning and Development Services

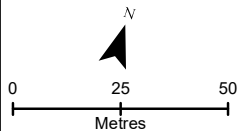
## Approved for Agenda



**Doug Nadorozny**  
Chief Administrative Officer



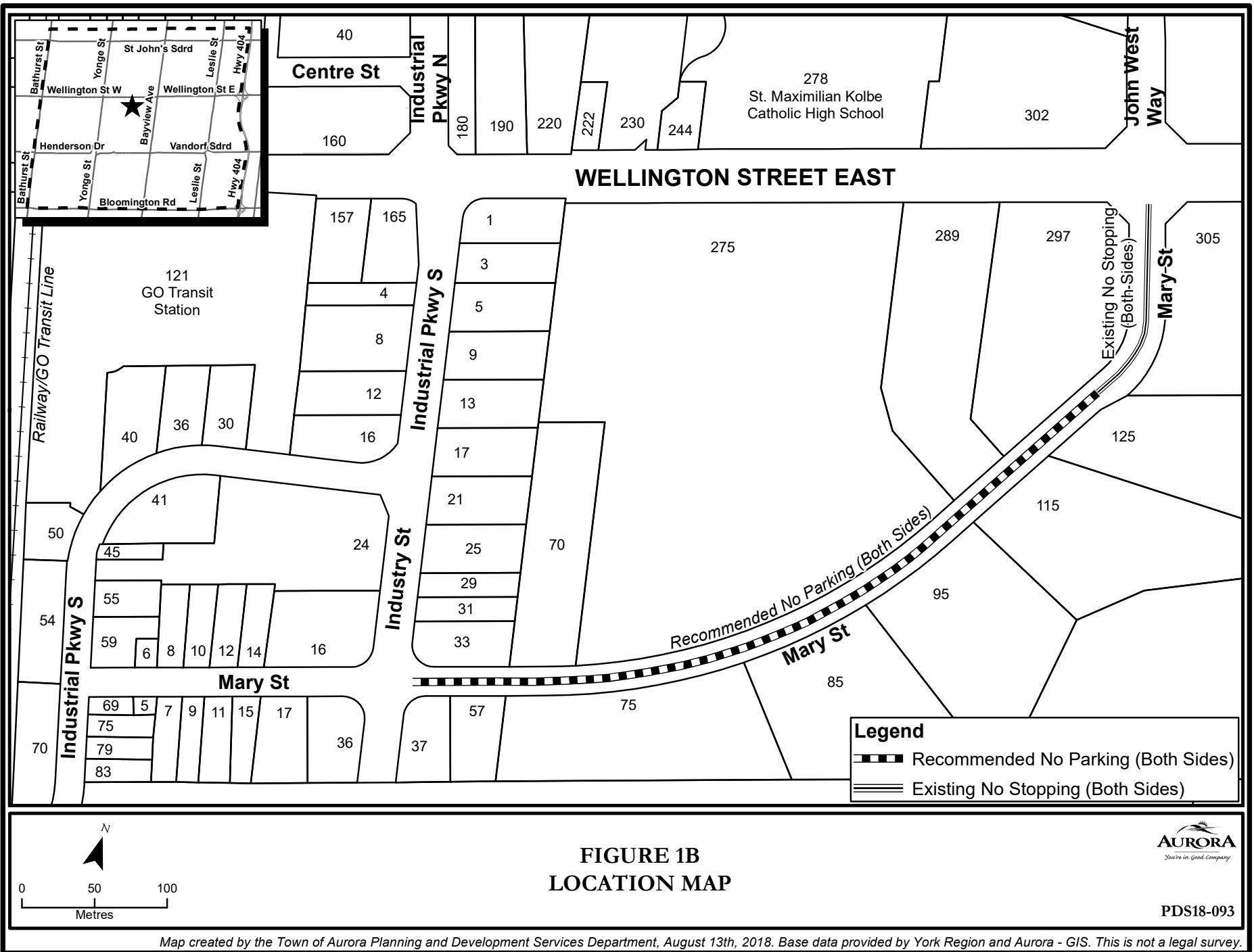
**FIGURE 1A  
LOCATION MAP**



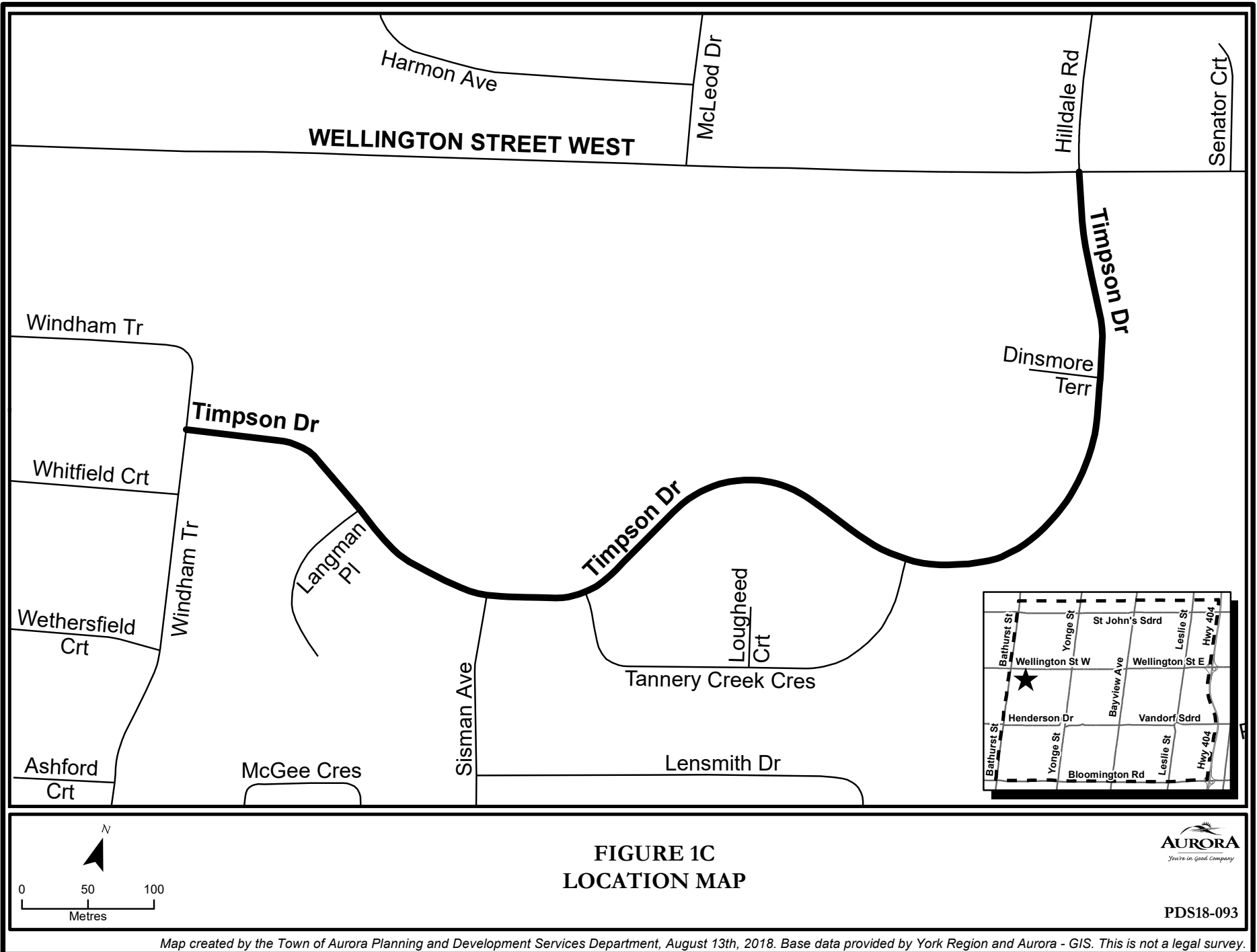
PDS18-093

Map created by the Town of Aurora Planning and Development Services Department, August 13th, 2018.  
Air photos taken Spring 2017 © First Base Solutions Inc., 2017 Orthophotography. Base data provided by York Region and Aurora - GIS. This is not a legal survey.





PDS18-093



**FIGURE 1C  
 LOCATION MAP**



PDS18-093

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Figure 2A  
SIGHTLINE REVIEW SCENARIO NO. 1 - MILLCLIFF CIRCLE



PDS18-093

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



Figure 2B  
SIGHTLINE REVIEW SCENARIO NO. 2 - MILLCLIFF CIRCLE



PDS18-093

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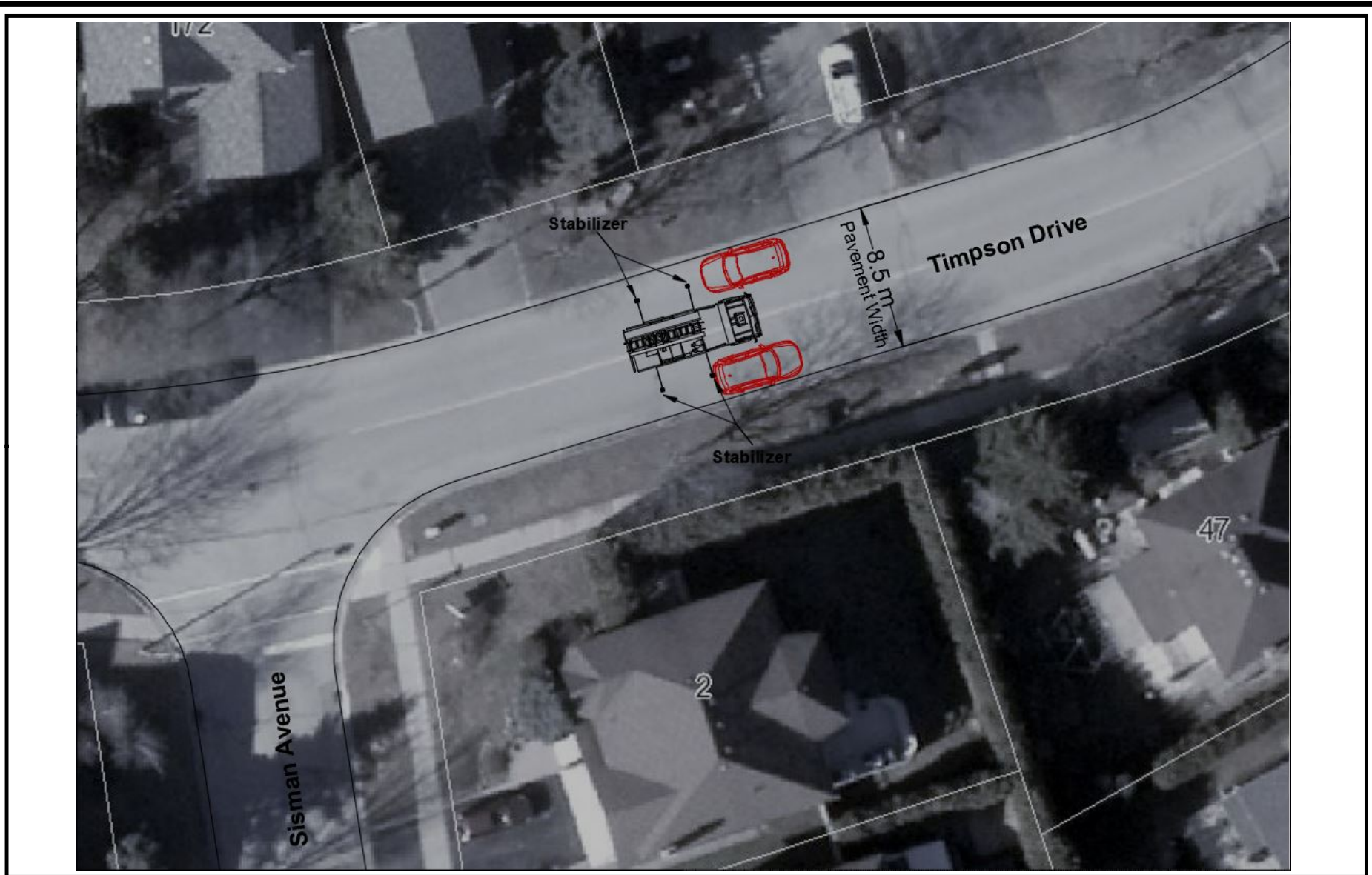


Figure 2C  
FIRE TRUCK ACCESSIBILITY REVIEW - TIMPSON DRIVE



PDS18-093

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



Figure 3A  
NO PARKING AREA - MILLCLIFF CIRCLE



PDS18-093

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.





Figure 3B  
NO PARKING AREA - TIMPSON DRIVE



PDS18-093

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora**

**General Committee Report**

**No. PDS18-099**

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**Subject:** Application for Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval  
Metropolitan Square Inc.  
180, 190 and 220 Wellington Street East  
File Numbers: OPA-2015-05, ZBA-2015-15 and SP-2016-10

**Prepared by:** Lawrence Kuk, Manager of Development Planning

**Department:** Planning and Development Services

**Date:** September 11, 2018

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## **Recommendations**

- 1. That Report No. PDS18-099 be received; and**
- 2. That the Application to Amend the Official Plan File Number OPA-2015-05 to increase the maximum height to eight storey be approved; and**
- 3. That the Application for Zoning By-law Amendment File Number ZBA-2015-15 to amend the 'General Employment (E2) Zone' to 'Second Density Apartment Residential (RA2) Exception Zone' be approved; and**
- 4. That the Application for Site Plan Approval File Number SP-2016-10 to permit the construction of two 8 storey building joined by a common lobby area with a total of 223 units be approved; and**
- 5. That a total of 223 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and**
- 6. That the implementing By-laws be presented at a future Council Meeting; and**
- 7. 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's approval to the application for Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval on 180, 190 and 220 Wellington Street East. The Owner is proposing two 8 storey condominium apartment towers joined



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together with a common lobby area with a total of 223 units with 2 levels of underground parking spaces for a total of 401 parking spaces.

- The proposed applications conforms to the Provincial and Regional policies;
- It is Planning Staff's opinion that the proposed applications are compatible with the goals and objectives of the Official Plan and surrounding land uses;
- The proposed Zoning By-law Amendment application is appropriate and compatible;
- The Town's Traffic Analyst and the Transportation Peer Reviewer has no further comments to the Transportation Study;
- Staff and the Urban Design Peer Reviewer has no further comments to the proposed Site Plan;
- Staff is recommending approval to the proposed Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval.

## **Background**

### **Application History**

The proposed Official Plan and Zoning By-law Amendment applications were submitted on November 6, 2015. A Public Planning Meeting was held on January 27, 2016. Following the January 27, 2016 Public Planning Meeting, the Owner reduced the overall height from 10 storeys to 8 storeys, reduced the total residential units, included a road widening of 3.5m along Industrial Parkway North, proposed a right in/ right out access for the proposed development onto Industrial Parkway North and committed to provide a portion of the residential units for affordable housing.

A second Public Planning Meeting was held on June 29, 2016. At that Public Planning Meeting Council passed the following resolution:

“THAT Report No. PDS16-055 be received; and

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

The proposed Site Plan application was submitted on December 8, 2016. The Owner has continued to work with Staff and the Peer Reviewers to address the comments from the circulation and public meeting.

### **Location / Land Use**

The subject property is located at the northeast corner of the Industrial Parkway North and Wellington Street East, municipally known as 180, 190 and 220 Wellington Street East (Figure 1). The total area of land holding is 1.1 hectares in size and has approximately 78.5 metres of frontage along Wellington Street East and 111.26 metres along Industrial Parkway North.

The subject lands have the following characteristics:

- Subject lands are currently occupied by Aurora Tire & Wheel and The Royal Wood Shop Ltd.;
- The existing site is generally lower than the surrounding roads and abutting properties;
- The existing site drains to the northwest corner of the subject lands via overland flow to a vegetated channel in the existing parking lot;
- Two full moves access points to the subject lands currently exist, one access from Wellington Street East and the other on Industrial Parkway North.

### **Surrounding Land Uses**

North: Industrial use (U-Haul Storage facility);  
South: Wellington Street East, Commercial uses;  
East: Commercial and Office uses (2 storey in height), St. Maximilian Kolbe Catholic Secondary School;  
West: Industrial Parkway North, mixed use (a five storey condominium apartment with retail uses on the ground floor), Centre Street and Employment uses

### **Policy Context**

#### Provincial Policies

All Planning Act development applications are subject to provincial policies. A brief overview of the Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe, and Lake Simcoe Protection Plan (LSPP) were outlined in Public Planning Meeting Report PDS16-004.

#### York Region Official Plan (YROP)

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

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Section 8.3.8 of the Region of York Official Plan states that amendments to local Official Plans may be exempt from Regional approval if they are of local significance and no Regional interest is adversely affected. The proposed Official Plan Amendment is considered a local matter by the Region and is exempted from approval by Regional Planning Committee and Council.

#### Town of Aurora Official Plan

The subject lands are designated as “The Aurora Promenade” by the Official Plan and more specifically as “Promenade General – Special Design Areas” (Figure 2). Schedule “B2” of the Official Plan indicates the subject site as having a minimum height of 2 storeys and a maximum height of 5 storeys. However, a height bonus may be applicable to increase the maximum height by 1 storey to a maximum of 6 storeys or 22 metres subject to the bonusing requirements of section 11.6.2 a) iii) of the Official Plan.

Those bonusing requirements include the following:

- a minimum frontage of 40 metres;
- the development proposal must meet the massing performance standards, including any angular planes and stepback provisions;
- the development proposal must provide a public benefit which includes but not limited to heritage protection, public amenity space, public art, affordable housing, affordable artist space and streetscape improvements; and
- the development proposal must be consistent with The Aurora Promenade Concept Plan – Urban Design Strategy.

#### Zoning By-law 6000-17, as amended

The subject property is currently zoned “General Employment (E2) Zone” by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3). The E2 zone only permits industrial related uses.

#### Reports and Studies

A detailed list of reports and studies that the Owner submitted as part of a complete application to the proposed Official Plan and Zoning By-law Amendment was previously outlined in Planning Report PDS16-004 and PDS16-055.

The Owner has submitted the following additional reports and plans in support of the proposed Site Plan Approval application:

<b>Report Name</b>	<b>Report Author</b>
Stormwater Management Report	SCS Consulting Group Ltd
Engineer's Cost Estimate	SCS Consulting Group Ltd
Erosion and Sediment Control Plan	SCS Consulting Group Ltd
Servicing and Grading Plan	SCS Consulting Group Ltd
Site Plan, Floor Plans, Elevations	Kojo La- Anyane Architect
3D Views	Kojo La- Anyane Architect
Landscape Plans, Inventory Plan, Planting Plan	Mark Setter Associates
Survey	Lloyd & Purcell Ltd.

## **Proposed Applications**

### **Proposed Official Plan Amendment**

As shown in Figure 4, the applicant is proposing to amend the existing Official Plan designation to include a site specific policy to permit the overall building height to 8 storeys. Notwithstanding section 11.10 f) of the Official Plan, an urban square is not required as part of the proposed development.

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

As shown in Figure 5, the Applicant proposes to rezone the subject lands from "General Employment (E2) Zone" to "Second Density Apartment Residential (RA2) Exception Zone". The following is a table to compare the difference between the parent RA2 zoning requirements with the proposed RA2 Exception Zones.

	<b>Parent RA2 Zone Requirement</b>	<b>Proposed RA2 Exception Zone</b>
Permitted Uses	No More than One Apartment Building per Lot	Apartment Building
Lot Area (minimum)	95m <sup>2</sup> per dwelling unit	10,800 m <sup>2</sup>
Lot Frontage (minimum)	30m	30m
Front Yard (minimum)	½ the height of the Main Building and in no case less than 9 m from the Street Line	3m (Southerly Property line to Main Building)
Rear Yard (minimum)	9m	15m (Northerly Property line to Main Building)

Interior Side Yard (minimum)	½ the height of the <i>Main Building</i> and in no case less than 6 m	3m (Easterly Property line to Main Building)
Exterior Side Yard (minimum)	½ the height of the <i>Main Building</i> and in no case less than 9 m	3m (Westerly Property line to Main Building)
Lot Coverage (maximum)	35%	50%
Height (maximum)	26m	8 Storeys

Note: Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

In addition to the above, the Owner proposes to amend the Landscape buffer and Parking space manoeuvring area.

#### Proposed Site Plan

As illustrated on Figures 6 to 11, the Owner is proposing two 8 storey condominium apartment towers joined together with a common lobby area with a total of 223 units with 2 levels of underground parking spaces for a total of 401 parking spaces. There are two vehicular access points from Industrial Parkway North. The northerly vehicular access is designed for future residents and visitors to access the two level of underground parking. The second access (across Centre Street with a turnaround circle) is designed to permit only right in/ right out. This access will be typically used for drop offs and emergency vehicles. There is pedestrian access at southeast corner of Industrial Parkway North and Wellington Street East. The Owner has provided bicycle racks along the front entrance of the lobby. The Owner is proposing large planters and decorative fencing along Industrial Parkway North and Wellington Street East.

Furthermore, the Owner has committed to provide 10 rent subsidy units for 15 years thru an agreement with York Region Housing. The proposed development will be a LEED certified building. The Owner has applied with the Region's Sustainable Development Through LEED Program for servicing capacity credits.

A future Draft Plan of Condominium application will be required to facilitate the proposed site plan development.

The following is a summary of the proposed condominium apartment development:

	<b>Building 1</b>	<b>Building 2</b>	<b>Total</b>
Total building height	8 storey	8 storey	-
Total number of residential units	113	110	223
Total Indoor Amenity Space	742 m <sup>2</sup>	604 m <sup>2</sup>	1,346 m <sup>2</sup>
Total Gross Floor Area	12,784 m <sup>2</sup>	10,896 m <sup>2</sup>	23,680 m <sup>2</sup>
Total Outdoor Amenity Space	-	-	1,126 m <sup>2</sup>
Total Vehicular Parking Spaces	-	-	321
Total Visitor Parking Spaces	-	-	80

The following is a breakdown of the proposed units:

<b>Bedroom Type</b>	<b>Building 1</b>	<b>Building 2</b>	<b>Total</b>
One Bedroom	10	14	24
One Bedroom plus Den	42	42	84
Two Bedrooms	34	25	59
Two Bedrooms plus Den	27	29	56
Total	113	110	223

## **Analysis**

### **Planning Considerations**

Provincial Policy Statement (PPS)

**The proposed applications are consistent with the PPS.**

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed development will accommodate an appropriate range and mix of residential units including affordable housing. The proposed development will be a LEED certified building, which will minimize negative impacts to air quality and climate change and promote energy efficiency in accordance with policy 1.8. It is Planning Staff's opinion that the proposed

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Official Plan Amendment, Zoning By-law Amendment and Site Plan applications are consistent with the PPS.

Places to Grow Plan for the Greater Golden Horseshoe (2017)

**The proposed applications are consistent with the Growth Plan.**

Places to Grow promotes and encourages new growth in built-up areas with capacity to best accommodate the expected population growth. In addition, the Growth Plan promotes new development to be transit-orientated development. The Town of Aurora is located within the 'Built-Up Area'. The Growth Plan recognizes urban growth centres and major transit station as key areas for development, in order to accommodate intensification. The Plan promotes co-ordination and consistency among land uses and transportation planning including water and wastewater systems.

The proposed development supports the policies noted above. Development at this location supports the overall intent of, and conforms to, the policies of the Province's Growth Plan with regard to appropriately managing growth for immediate and long-term needs both in terms of the provision of community infrastructure, as well as the use of planned municipal infrastructure.

Lake Simcoe Protection Plan (LSPP)

**The proposed applications conforms to the LSPP.**

The Lake Simcoe Region Conservation Authority (LSRCA) reviewed the proposed application in the context of the LSPP and Ontario Regulation 179/06 under the Conservation Authorities Act. The subject properties is within the Lake Simcoe watershed but does not contain any natural heritage features or natural hazards lands. Therefore is not regulated under O.Reg. 179/06 of the Conservation Authorities Act. The LSRCA has reviewed the proposed application and have no further comments subject to the conditions of approval.

York Region Official Plan

**The proposed applications conform to the YROP.**

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed applications are in keeping with the policies of the YROP. York Region staff have no objections to the approval of the proposed applications subject to the conditions of approval. The Owner has also entered into York Region's "Sustainable Development Through LEED" Program (Program). The Program offers additional servicing capacity assignment credits to the local municipality as an incentive to promote sustainable residential high density developments in buildings that are four or

more storeys in York Region. The proposed development will be registered with the Canada Green Building Council under LEED Canada – Silver level or higher.

Town of Aurora Official Plan – Aurora Promenade Secondary Plan

**It is Planning Staff’s opinion that the proposed applications are compatible with the goals and objectives of the Official Plan and surrounding land uses.**

Land use

The subject site is contained within “The Aurora Promenade Secondary Plan Area” as shown on Schedule B1 and is more specifically designated as “Promenade General – Special Design Area”. The promenade general envisions the area to grow into a higher densities in high quality mid-rise forms placed close to the street, while providing appropriate transitions to the adjacent neighbourhoods. The existing industrial / employment use no longer reflects the intent of the Official Plan. The proposed apartment building is listed as a permitted use within the Promenade General designation.

Height Bonusing

Height bonusing may be applicable subject to the requirements of section 11.6.2 a) iii) of the Official Plan. The following is a quick comparison on how the proposed development meets the Town’s height bonusing requirements.

<b>Bonusing requirement</b>	<b>Proposed Development</b>
A minimum frontage of 40 metres	The subject site has a lot frontage of 78.51 m along Wellington Street East.
The development proposal must meet the massing performance standards, including any angular planes and stepback provisions;	The proposed development has broken up the massing by proposing two towers joined by a common lobby area. The elevations between different levels along Industrial Parkway and Wellington Street are articulated through stepbacks and materials to provide a more human scale along the streetscape.
The development proposal must provide a public benefit which includes but not limited to heritage protection, public amenity space, public art, affordable housing, affordable artist space and streetscape improvements	Pursuant to Section 37(3) of the Planning Act, in exchange for the height bonusing in partnership with York Region, the Owner has committed to provide 10 affordable rental units for 15 years. The affordable housing units will be secured



	by a Section 37 agreement which will be registered on title to the subject lands.
The development proposal must be consistent with The Aurora Promenade Concept Plan – Urban Design Strategy	The proposed development has been reviewed by an urban design peer reviewer (the Planning Partnership) with no further comments.

### Affordable Housing Units

The Owner has agreed in principle with York Region to enter into a rent subsidy agreement to provide 10 affordable rental units for a period of 15 years at market value rent. Individuals/ Families who are on the Region’s Subsidized Housing Wait List will be recipients of these affordable housing units. In general, the affordable rental units will remain to be owned by the existing Owner, however, the Region will subsidize the difference between the market rent for the unit and the amount the applicant could pay based on their income. A rent subsidy agreement would be executed between the Region and the Owner. Generally, a rent subsidy agreement outlines all terms and conditions, as well as the specific units and the associated market rents.

The market rent for the 10-units would be defined by Canada Mortgage Housing Corporation’s (CMHC) definition of Average Market Rent. Annually CMHC completes a market survey and updates the average market rent. An addendum to the original agreement would be completed to reflect any changes to the market rent.

### Urban Square

Notwithstanding section 11.10 f) of the Official Plan, it is Staff’s opinion that an Urban Square is not required for the proposed development. An Urban Square is generally a paved open space area associated with a civic or commercial function. The subject site is not of a size or configuration to be best suited for an Urban Square. However, the proposed development provides a pedestrian entrance at the corner of Wellington Street East and Industrial Parkway North to encourage pedestrian activities including planters and seating areas. In addition, Cash in lieu of Parkland will be required for this development.

Zoning By-law 6000-17, as amended

**The proposed Zoning By-law Amendment application is appropriate and compatible.**

To implement the proposed development and achieve the goals and vision of the Aurora Promenade Urban Design Strategy, the applicant has applied to re-zone the subject lands. Recognizing that each residential apartment building design has differing

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characteristics, the proposed site specific provisions are necessary to apply the urban design principles as required within the Town's Official Plan. As such, Staff have evaluated the implementing Zoning By-law in the context of the Official Plan. As a result, Planning staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development.

### **Department / Agency Comments**

**Internal departments and external agencies have no concerns to the approval of the proposed Official Plan Amendment, Zoning By-law Amendment and Site Plan applications.**

#### Traffic

**The Town's Traffic Analyst and the Transportation Peer Reviewer has no further comments to the Transportation Study.**

There are two vehicular access onto the subject lands. The first entrances will be provided via Industrial Parkway North, with the northern entrance providing access to the underground parking area and the second southern entrance (extension of the existing Centre Street) providing access to the surface parking and drop-off/ pick-up. Under future total condition, the study intersections are expected to continue operating with sufficient capacity and acceptable level of service. The proposed parking supply complies with the current by-law requirement and the Town's Official Plan policies set out in The Promenade Secondary Plan. The subject site can adequately accommodate the expected parking demand generated from the development proposal.

#### Urban Design

**Staff and the Urban Design Peer Reviewer has no further comments to the proposed Site Plan.**

According to the Promenade Urban Design Strategy identifies the subject lands as a Secondary Entryways. The urban design policy requires new development to transition from one character area into another and to create a more intimate pedestrian experience. In order to increase pedestrian activity and generate some built form relief along Industrial Parkway North and Wellington Street East, the design of the development incorporates 2 buildings joined by a common lobby area. The proposed footprint of the building is in keeping with the large site building prototypes identified in the Aurora Promenade Concept Plan. In addition, the main entry access at the corner of Wellington Street East and Industrial Parkway North is an appropriate treatment to mark a Secondary Entryway. The proposed building is well organized with visible setbacks at different levels of the buildings. There are sufficient articulation through material

treatments and architectural detailing to avoid a monotonous elevations. The proposed amenity area in the form of terraces will result in a very positive feature for the future residences. The proposed landscaping plans have been review by the Town's Landscape Architect and is considered as appropriate to the style and character of the development.

**Public Comments**

Public Comments expressed at the January 27, 2016 Public Planning Meeting are summarized with response as follows:

Public Comments	Response
Concern with the Lot Coverage and Building Height	As discussed in this report, the proposed development meets the intensification and growth policies of the Provincial, Regional and Municipal planning documents. Given that the located of the subject site is close to the Go Station and is adjacent to an existing 5 storey apartment building It is Staff's opinion that the proposed height is appropriate for this area.
Concern regarding the proposed Traffic movements	The Town's Traffic Analyst and the Transportation Peer Review has concluded that the study intersections are expected to continue operating with sufficient capacity and acceptable level of service.
Consideration of Road widening along Wellington Street East	The Owner has considered and included in their site design to convey an 18m road widening to the Region. The 18 m right-of-way will be measured from the centerline of Wellington Street.
Suggestion to include accessibility elements beyond Building Code requirements	The Accessibility Advisory Committee has reviewed the proposed applications and have no further comments.
Provide methods to reduce the burden on the Town's stormwater and sewer system	The proposed stormwater runoff control criteria have been established based on the Town of Aurora design criteria (2014), the Lake Simcoe Protection Plan (2009) and the MOE Stormwater Management Planning and Design Manual (2003). Staff and the Lake Simcoe Conservation

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	Authority have no further comments subject to the conditions of approval.
Encourage energy conservation with LEED's Silver standards	The proposed development will be registered with the Canada Green Building Council under LEED Canada – Silver level.
Suggestion to designate at least 5% of the total units as affordable housing	The Owner had committed to provide 10 affordable rental units for a period of 15 years.

### **Advisory Committee Review**

Accessibility Advisory Committee

The proposed applications were reviewed by the Accessibility Advisory Committee.

### **Legal Considerations**

These Planning Application files have been submitted to the Town pursuant to the provisions of the *Planning Act*, and as such may be subject to future appeal and litigation, which may require Legal Services review and comments for Council consideration.

### **Financial Implications**

At the time of execution of the Site Plan agreement, fees, securities and cash in lieu of parkland will be applied to the development. The development of the lands will also generate development charges and yearly tax assessment.

### **Communications Considerations**

Notice of Complete Application and Public Planning Meeting for the subject applications were outlined in Public Planning Report PDS16-004. All interested parties were notified that the proposed applications would be heard at the September 11, 2018 General Committee meeting.

## **Link to Strategic Plan**

The proposed applications supports the Strategic Plan by:

- Promoting economic opportunities that facilitate growth of Aurora as a desirable place to do business;
- Providing employment and housing opportunities for our residents;
- Celebrating and promoting our culture by revitalizing the downtown; and
- Strengthening the fabric of our community

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

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

## **Conclusions**

Planning and Development Services reviewed the subject Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval applications in accordance with the provisions of the Provincial Plans, York Region's Official Plan, the Town's Official Plan and Zoning By-law respecting the subject lands. The subject proposal is considered to represent proper and orderly development of the subject lands and follows the vision of the Official Plan. The proposed applications are considered to be in keeping with the development standards of the Town. Therefore, Staff recommend approval of the proposed Official Plan Amendment (OPA-2015-05), Zoning By-law Amendment (ZBA-2015-15) and Site Plan Approval application (SP-2016-10).

## **Attachments**

- Figure 1- Location Map
- Figure 2- Existing Official Plan Designation
- Figure 3- Existing Zoning By-Law
- Figure 4- Proposed Official Plan
- Figure 5- Proposed Zoning By-law
- Figure 6- Proposed Site Plan
- Figure 7 – Proposed Landscape Elevations
- Figure 8 – Perspective: Wellington Street E (Eastbound)
- Figure 9 – Perspective: Wellington Street E (Westbound)
- Figure 10 – Perspective: Centre Street
- Figure 11- Perspective: Industrial Parkway North (Southbound)

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### **Previous Reports**

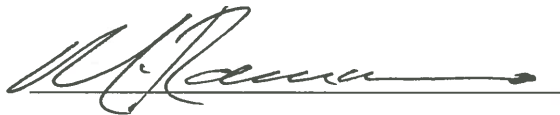
Public Planning Report No. PDS16-004, dated January 27, 2016

Public Planning Report No. PDS16-055, dated June 29, 2016

### **Pre-submission Review**

Reviewed by the Chief Administrative Officer and Director of Planning and Development Services.

#### **Departmental Approval**



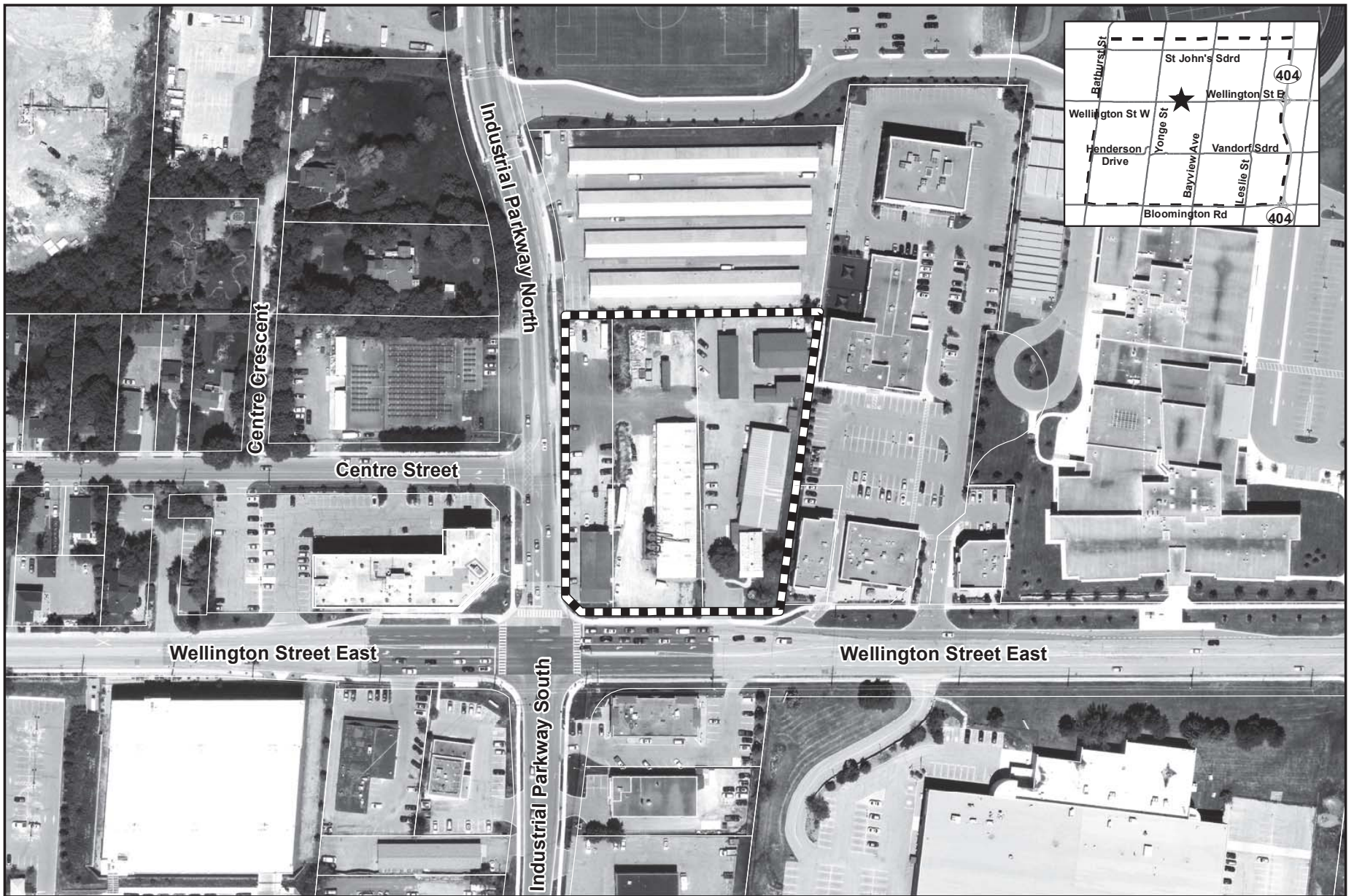
**Marco Ramunno, MCIP, RPP  
Director of Planning and Development  
Services**

#### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



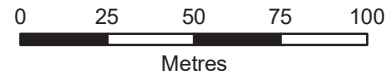


**LOCATION MAP**

APPLICANT: Metropolitan Square Inc.  
 FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15  
 FIGURE 1

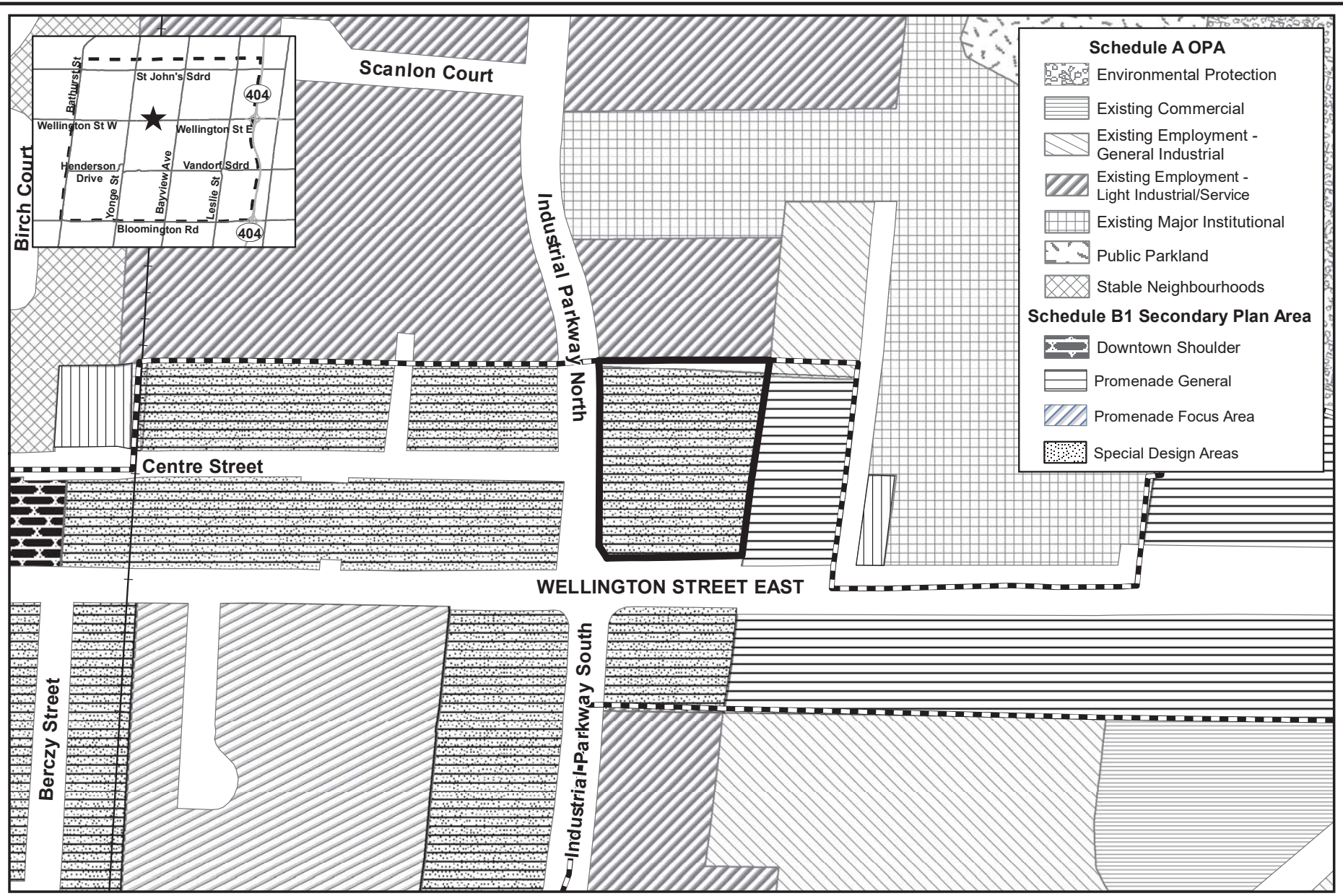


**SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, August 20, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.





**Schedule A OPA**

- Environmental Protection
- Existing Commercial
- Existing Employment - General Industrial
- Existing Employment - Light Industrial/Service
- Existing Major Institutional
- Public Parkland
- Stable Neighbourhoods

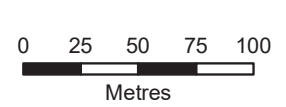
**Schedule B1 Secondary Plan Area**

- Downtown Shoulder
- Promenade General
- Promenade Focus Area
- Special Design Areas

**EXISTING OFFICIAL PLAN DESIGNATION**

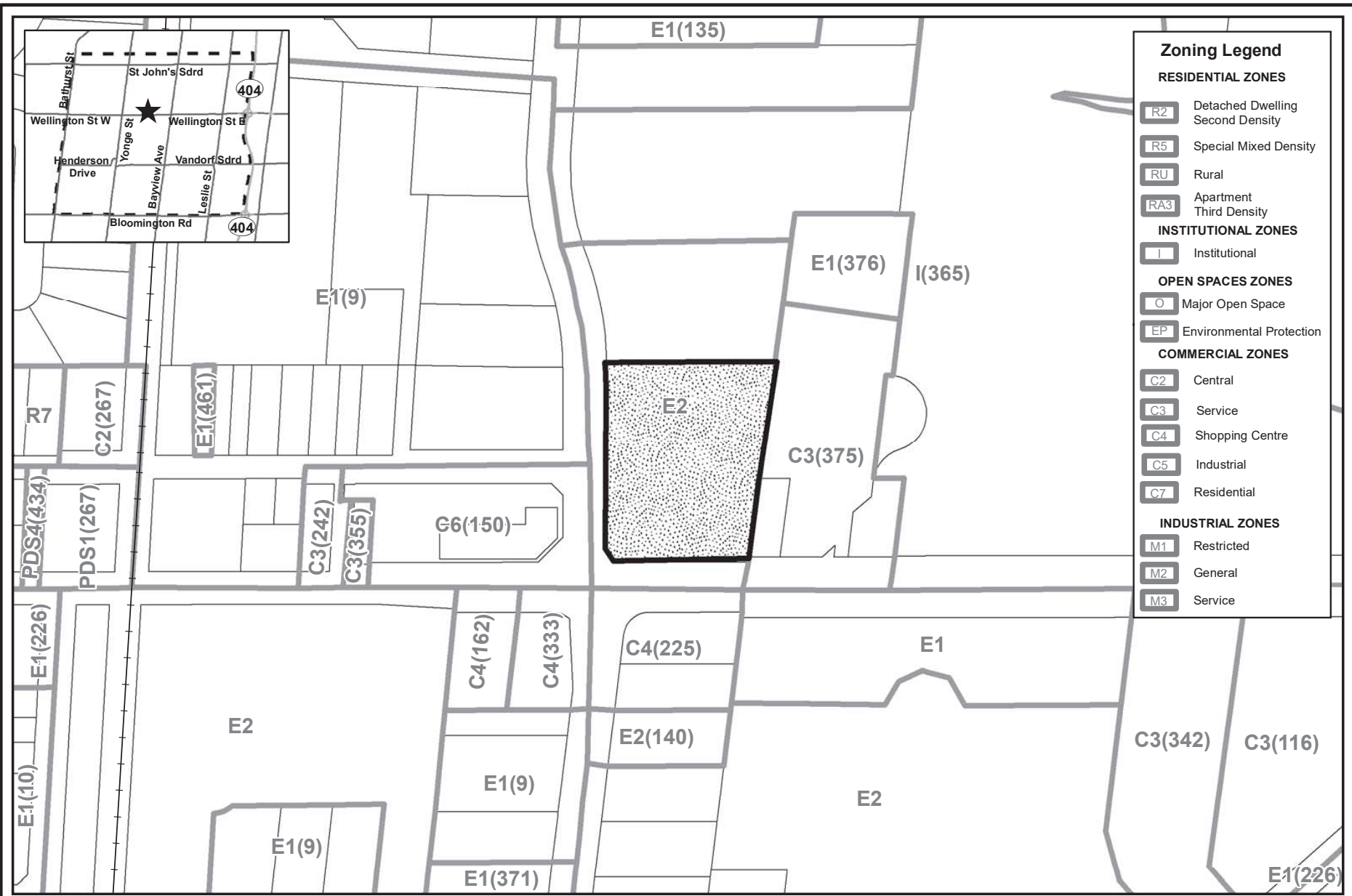
APPLICANT: METROPOLITAN SQUARE INC.  
 FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15  
 FIGURE 2

SUBJECT LANDS  
 THE AURORA PROMENADE



Map created by the Town of Aurora Planning & Building Services Department, August 24, 2018. Base data provided by York Region & the Town of Aurora.





**EXISTING ZONING BY-LAW**

APPLICANT: METROPOLITAN SQUARE INC.  
 FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

 **SUBJECT LANDS**

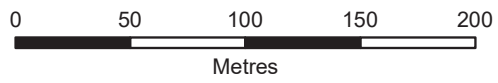
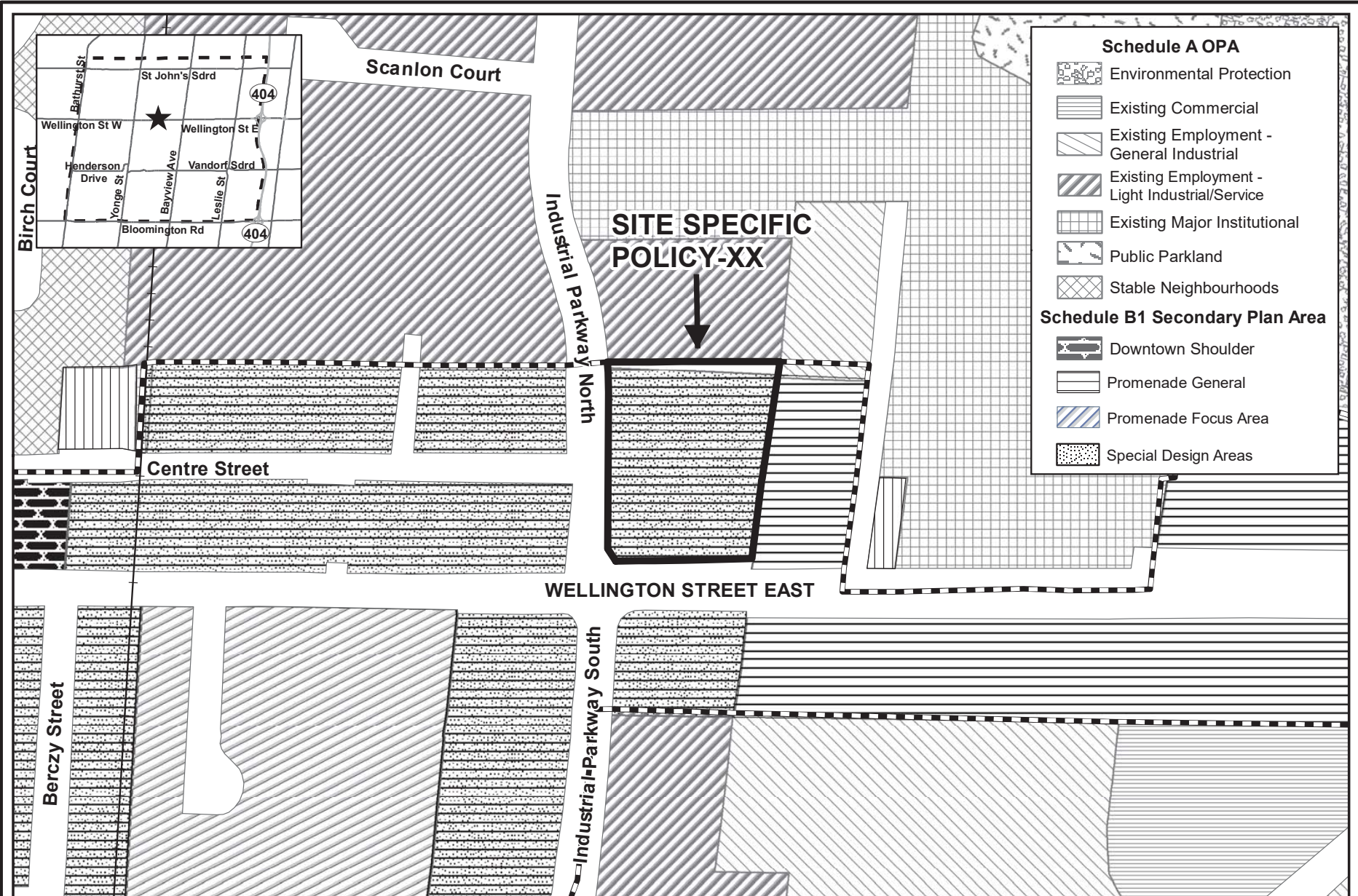


FIGURE 3

Map created by the Town of Aurora Planning & Building Services Department, August 20, 2018. Base data provided by York Region & the Town of Aurora.

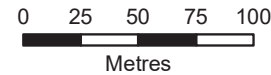


- Schedule A OPA**
- Environmental Protection
  - Existing Commercial
  - Existing Employment - General Industrial
  - Existing Employment - Light Industrial/Service
  - Existing Major Institutional
  - Public Parkland
  - Stable Neighbourhoods
- Schedule B1 Secondary Plan Area**
- Downtown Shoulder
  - Promenade General
  - Promenade Focus Area
  - Special Design Areas

**PROPOSED OFFICIAL PLAN**

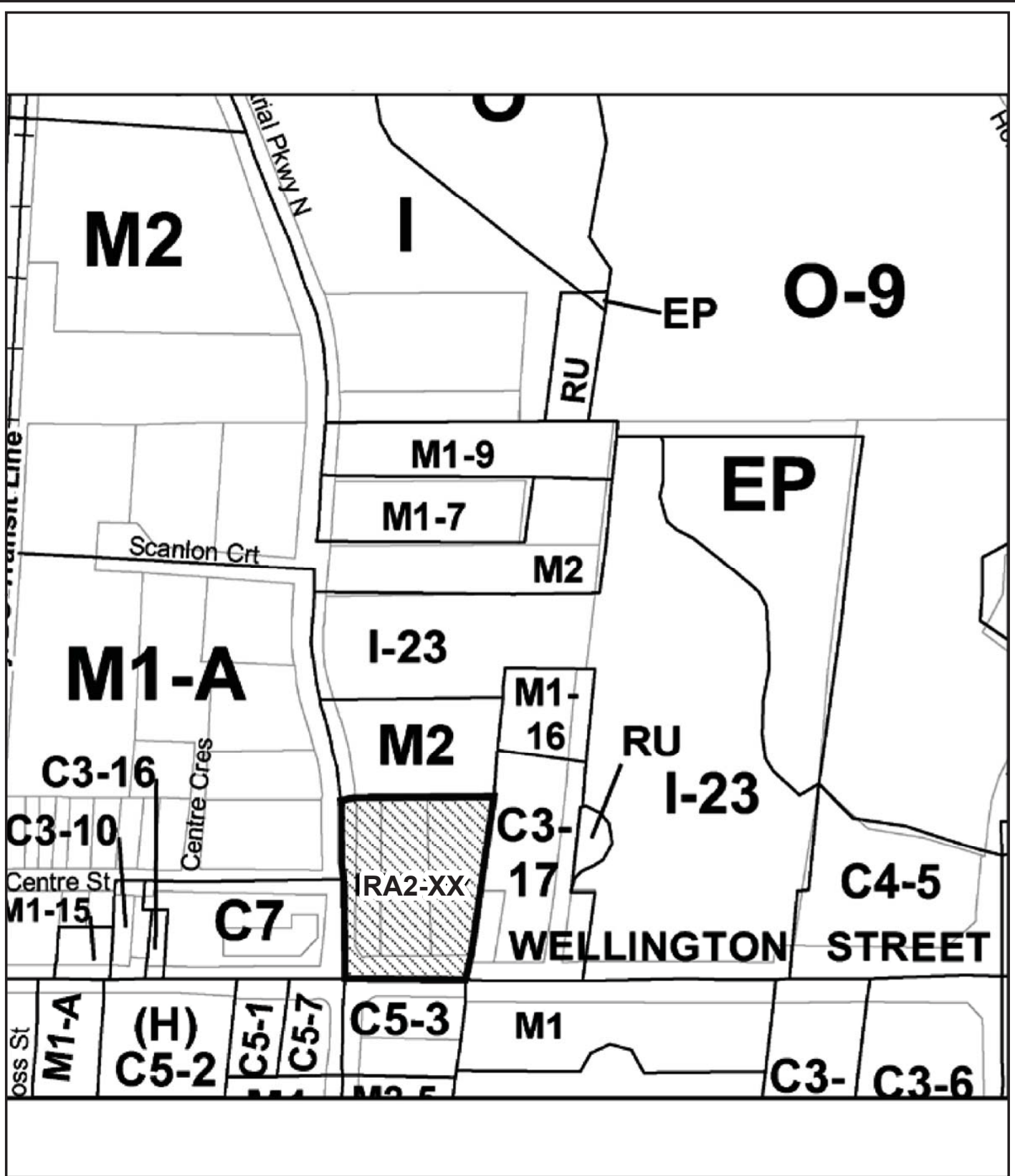
APPLICANT: METROPOLITAN SQUARE INC.  
 FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15  
 FIGURE 4

- SUBJECT LANDS
- THE AURORA PROMENADE



Map created by the Town of Aurora Planning & Building Services Department, August 24, 2018. Base data provided by York Region & the Town of Aurora.



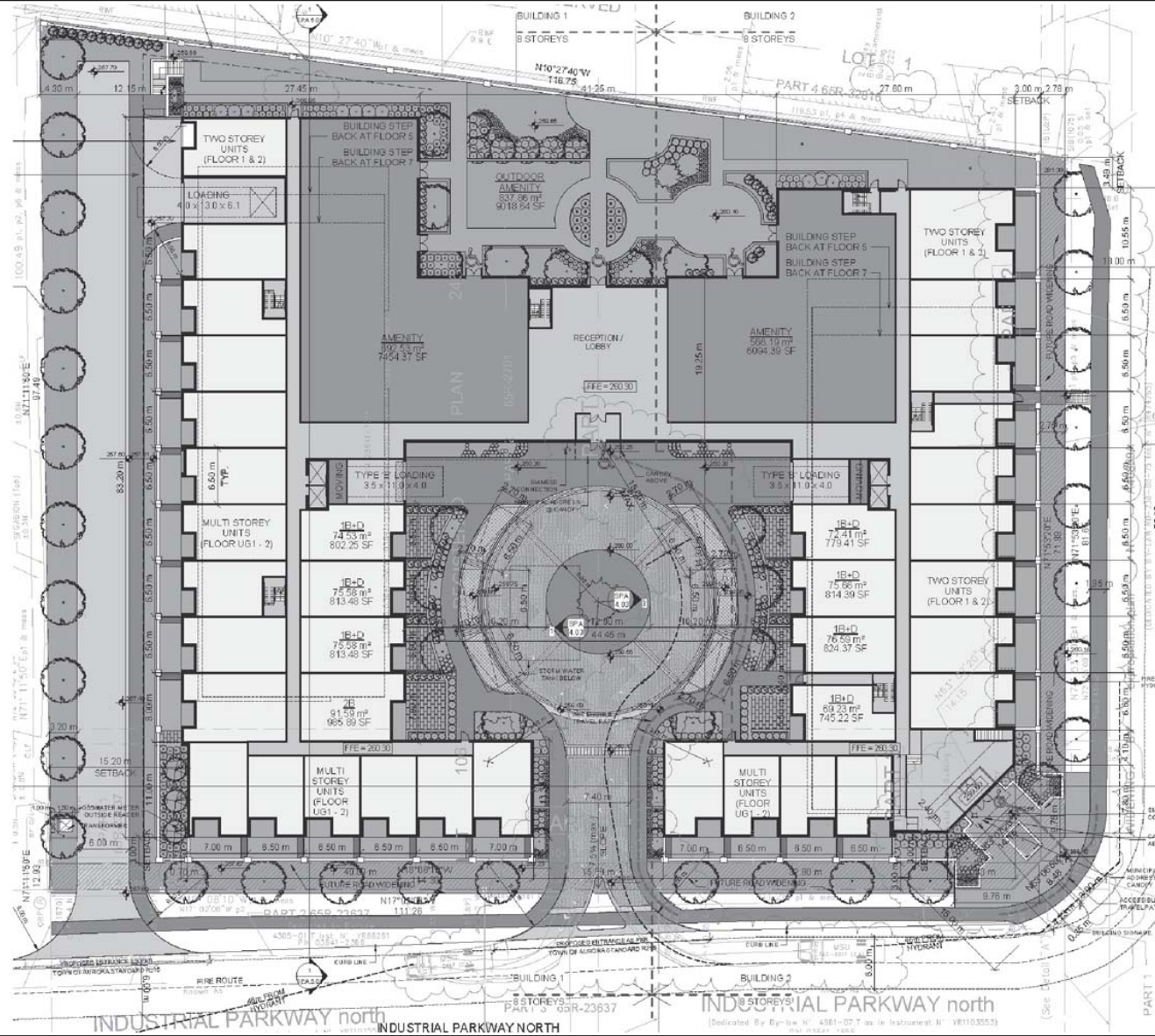


### PROPOSED ZONING BY-LAW

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 5



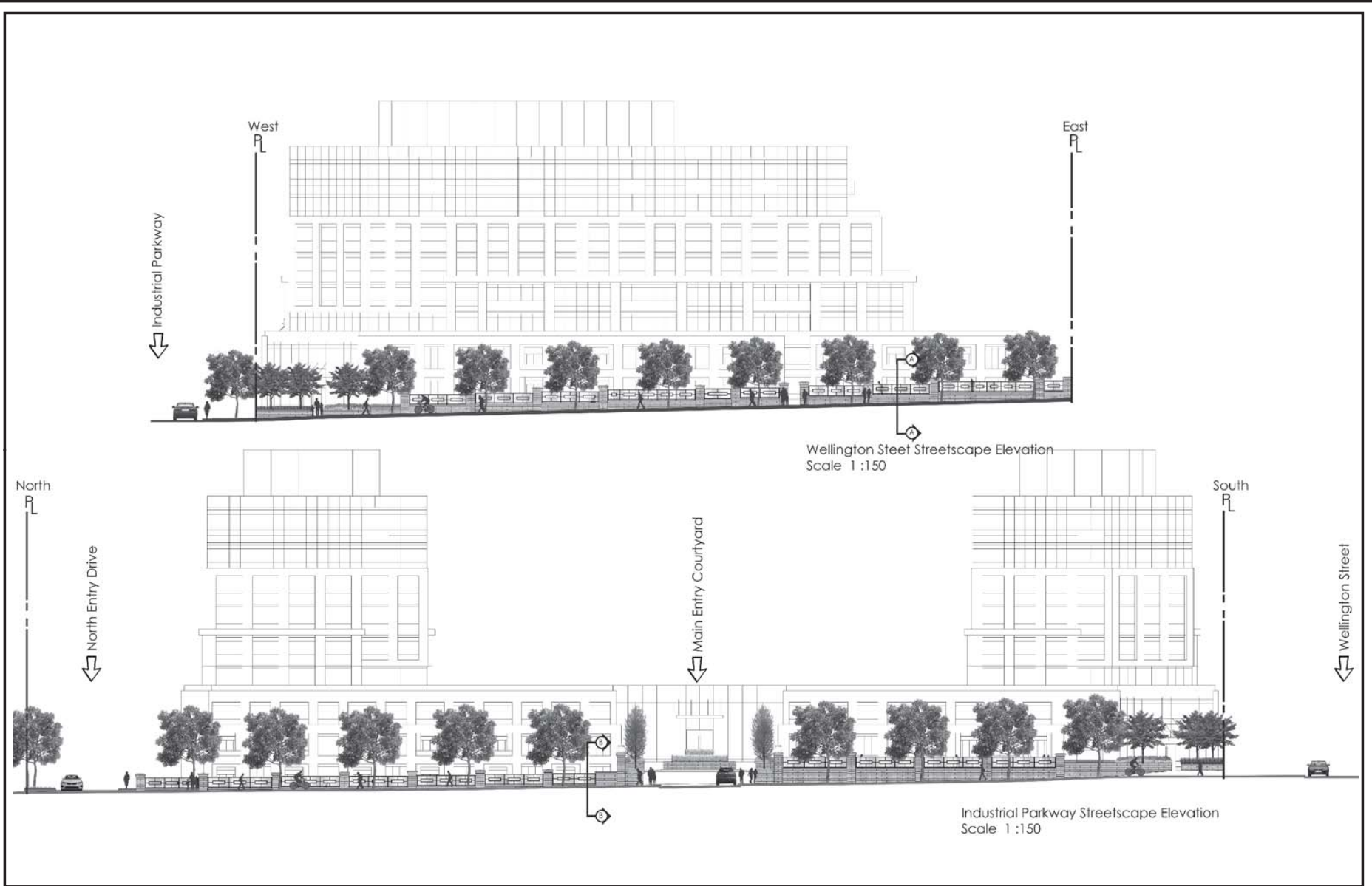


## PROPOSED SITE PLAN

APPLICANT: Metropolitan Square Inc.  
 FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 6





## PROPOSED LANDSCAPE ELEVATIONS

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 7







## PERSPECTIVE: WELLINGTON STREET E (EASTBOUND)

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 8



Map created by the Town of Aurora Planning & Building Services Department, August 24, 2018.



## PERSPECTIVE WELLINGTON STREET E (WESTBOUND)

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 9





## PERSPECTIVE: CENTRE STREET

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 10







## PERSPECTIVE: INDUSTRIAL PARKWAY NORTH (SOUTHBOUND)

APPLICANT: Metropolitan Square Inc.  
FILES: SP-2016-10 OPA-2015-05 & ZBA-2015-15

FIGURE 11





**Town of Aurora**

**General Committee Report**

**No. PDS18-097**

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**Subject:** Application for Zoning By-law Amendment and Site Plan Approval  
15370 Leslie (Skale) Inc.  
15370 Leslie Street  
File Numbers: ZBA-2017-02 and SP-2017-12

**Prepared by:** Lawrence Kuk, Manager of Development Planning

**Department:** Planning and Development Services

**Date:** September 11, 2018

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## **Recommendations**

- 1. That Report No. PDS18-097 be received; and**
- 2. That the Application for Zoning By-law Amendment File Number ZBA-2017-02 to amend the 'Rural (RU(29)) Exception Zone' and 'Institutional (I) Zone' to 'Townhouse Dwelling Residential (R8) Exception Zone' and 'Environmental Protection (EP) Zone' be approved; and**
- 3. That the Application for Site Plan Approval File Number SP-2017-12 to permit the construction of 4 Townhouse blocks with a total of 32 condominium units be approved; and**
- 4. That a total of 32 units of water and sewage capacity be allocated to the Approval of the Site Plan Application; and**
- 5. That the implementing Zoning By-law be presented at a future Council Meeting; and**
- 6. That the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements, required to give effect to same.**

## **Executive Summary**

This report seeks Council's approval to the application for Zoning By-law Amendment and Site Plan Approval on 15370 Leslie Street. The Owner is proposing 4 townhouse blocks with a total of 32 condominium units.

- The proposed applications conforms to the Provincial and Regional policies;

- It is Planning Staff's opinion that the proposed applications are compatible with the goals and objectives of the Official Plan and surrounding land uses;
- The proposed Zoning By-law Amendment application is appropriate and compatible;
- Staff is recommending approval to the proposed Zoning By-law Amendment and Site Plan Approval.

## **Background**

### **Application History**

The subject Zoning By-law Amendment application was submitted to the Town on March 28, 2017. A Public Planning Report (PBS17-048) was brought forward to a Public Meeting on June 28, 2017. No members of the public spoke to the application. Council passed the following resolution:

1. That Report No. PBS17-048 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.

In addition, an application for Site Plan Approval was submitted to the Town on March 29, 2017. This application has been concurrently processed with the above noted Zoning By-law Amendment application. Further to the Public Planning Meeting, on December 20, 2017, the Owner obtained the abutting 10 metre wide municipal lands to the north (0.48 acres) to increase the amount of rear yard amenity area for each of the proposed Townhouse condominium units. The existing zoning on the municipal lands were not pre-zoned as per of the transaction. As a result, the Owner included the amendment of the existing Institutional zoning to the Townhouse Dwelling Residential (R8) Exception Zone. In addition, the Owner has continued to work with Staff to address the comments from the circulation and public meeting.

### **Location / Land Use**

The subject lands are located on the west side of Leslie Street, north of the intersection of Leslie Street and Wellington Street East. The lands are municipally recognized as 15370 Leslie Street as shown on Figure 1. The subject lands exhibit the following characteristics:

- A lot frontage of 58.25 metres and an average lot depth of 186 metres;
- A lot area of 11,224.6 square metres (2.8 acres);

- A one-storey residential building, an accessory structure and a man-made pond adjacent to Leslie Street;
- One vehicular point of access to Leslie Street at the northeast corner of the site;
- The site generally falls from southeast to the northwest toward the natural heritage lands located north of the property;
- Drainage from the storm sewer from Leslie Street and the property to the south flows directly into the existing man-made pond on the property; and
- Majority of the existing vegetation is located around the perimeter of the subject lands.

The subject lands along with other smaller parcels of individual landowners within the 2C secondary plan were not part of the 2C (west) Block Plan. The subject lands are one of the remaining independent residential parcels within the secondary plan.

### **Surrounding Land Uses**

North: Approved Draft Plan of Subdivision (Shimvest Investments Ltd.);  
South: Salvation Army Northridge Community Church  
East: Leslie Street, Stormwater Management Pond and Smart Centres Plaza; and  
West: Stewart Burnett Park

### **Policy Context**

#### Provincial and Regional Policies

All Planning Act development applications are subject to provincial policies. A brief overview of the Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe, and Lake Simcoe Protection Plan (LSPP), and York Region Official Plan (2010), as amended were outlined in Public Planning Meeting Report PBS17-048.

#### Town of Aurora Official Plan

As illustrated on Figure 2, the subject lands are designated as “Urban Residential 2” (UR2). The UR2 designation permits a more dense form of development which includes townhouses. The maximum height of any building within UR2 designation shall be 6 storeys or 20 metres whichever is less. The existing UR2 designation permits density levels ranging from 35 and 50 units per net residential hectare.

Moreover, the 2C Secondary Plan requires all future development proposals to demonstrate that there are no adverse impacts to existing groundwater and surface water as a result of the proposed development. All development shall be generally consistent with the approved Urban Design Guidelines for the 2C area. The applicant will need to prepare a cohesive community design and architectural vision for the

community to assist in the development of a high quality and consistent level of urban design for both the public and private realms.

Zoning By-law 6000-17, as amended

The subject lands are currently zoned “Rural (RU(29)) Exception Zone” and “Institutional (I) Zone” by the Town of Aurora Zoning by-law 6000-17, as amended (See Figure 3).

#### Reports and Studies

A detailed list of reports and studies that the Owner submitted as part of a complete application to the proposed Zoning By-law Amendment was previously outlined in Planning Report PBS17-048. Furthermore, the Owner has submitted additional architectural, landscape and engineering reports and plans in support of the proposed Site Plan Approval application.

### **Proposed Applications**

#### Proposed Zoning By-law Amendment

As shown in Figure 4, the Applicant proposes to rezone the subject lands from “Rural (RU(29)) Exception Zone” and “Institutional (I) Zone” to “Townhouse Dwelling Residential (R8) Exception Zone” and “Environmental Protection (EP) Zone”. The following is a table to compare the difference between the parent R8 zoning requirements with the proposed R8 Exception Zones.

	<b>Parent R8 Zone Requirement</b>	<b>Proposed R8 Exception Zone</b>
Lot Area per Dwelling Unit (minimum)	180 m <sup>2</sup> <sup>(1)</sup>	150 m <sup>2</sup> <sup>(1)</sup>
Lot Frontage (minimum)	30m (6m per unit)	5.5m per unit
Front Yard (minimum)	7.5m <sup>(2)</sup>	6.4m
Rear Yard (minimum)	7.5m	6.4m
Interior Side Yard (minimum)	0.0m <sup>(3)</sup> 1.5m (for end units)	1.4m

Exterior Side Yard (minimum)	6m	4.4m
Lot Coverage (maximum)	50%	52%
Height (maximum)	10m	10m

(1) For lands containing a Multi-Unit Development that fronts onto a private road, the following provisions shall apply:

- A minimum width of 6.0 metres for a Private Road
- A minimum setback of 1.8 metres for any wall of a residential use building to a Private Road
- A minimum setback of 5.3 metres for any garage or carport entrance from a Private Road
- A minimum distance separation of 1.2 metres between buildings

(2) In no case shall the garage extend beyond the front wall of the main building or porch face. On a corner lot, in no case shall the garage extend beyond the face of the main building or porch face into the front yard or exterior side yard.

(3) Along a Common Lot Line

Note: Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

#### Proposed Site Plan

As illustrated on Figures 5 to 7, all four townhouse blocks will front onto an interior condominium road, with access off Leslie Street. Nine visitor parking spaces, including an accessible parking space and a snow storage area are located at the rear (west side) of the development. Each unit will have an integral single car garage, providing parking for two cars in tandem position, one space in the garage and one space in the driveway. A 3.0-metre-wide pedestrian connection to the trail network north of the subject lands. The Owner is also relocated the existing man-made pond to the rear of the subject site, along with wetland restoration, which will result in a new naturalized area.

The applicant has advised that the units will ultimately be condominium units, therefore necessitating a future Draft Plan of Condominium Application to be submitted to the Town.

## **Analysis**

### **Planning Considerations**

Provincial Policy Statement (PPS)

#### **The proposed applications are consistent with the PPS.**

The PPS encourages development of strong communities through the promotion of efficient land use and development patterns. The proposed development accomplishes the objectives of this legislation as it: is a form of intensification located within a settlement area; capitalizes on available infrastructure; contributes to the range and type of housing options within the Town of Aurora; and proposes construction of a stormwater management feature on site, which avoids development patterns that may cause environmental concerns. The proposed development is considered to be consistent with the PPS.

Places to Grow Plan for the Greater Golden Horseshoe (2017)

#### **The proposed applications are consistent with the Growth Plan.**

Places to Grow promotes and encourages new growth in built-up areas with capacity to best accommodate the expected population growth. In addition, the Growth Plan promotes new development to be transit-orientated development. The Town of Aurora is located within the 'Built-Up Area'. The Growth Plan recognizes urban growth centres as key areas for development, in order to accommodate intensification. The Plan promotes co-ordination and consistency among land uses and transportation planning including water and wastewater systems.

The proposed development supports the policies noted above. Development at this location supports the overall intent of, and conforms to, the policies of the Province's Growth Plan with regard to appropriately managing growth for immediate and long-term needs both in terms of the provision of community infrastructure, as well as the use of planned municipal infrastructure.

Lake Simcoe Protection Plan (LSPP)

#### **The proposed applications conforms to the LSPP.**

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the Lake Simcoe Protection Plan. The site is also located within a Wellhead Protection Area D (WHPA-D). The Lake Simcoe Conservation Authority has reviewed the proposed applications, and in principle have no objection to its approval.

As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment and Site Plan Approval applications will conform to the Lake Simcoe Protection Plan.

York Region Official Plan

**The proposed applications conform to the YROP.**

The subject lands are designated "Urban Area" in the YROP, and are located on the west side of Leslie Street, which is an arterial road under the jurisdiction of the Region of York. The YROP advocates for the growth and development of healthy, well-planned and complete vibrant communities. The proposed development provides a more affordable type of housing within the Town that further contributes to the variety of existing housing stock. The subject lands are in proximity to several amenities and services such as the Stronach Aurora Recreation Complex, Stewart Burnett Park, Central York Fire Station 4-4, the Aurora Carpool Lot, and various commercial development. The Region of York had no objections to the proposed Zoning By-law Amendment and Site Plan Approval applications.

The subject lands are located within 120 metres of a Regional Greenland System, and Map 4 of the YROP indicates a wetland at the northern boundary of the subject lands. The Region of York relies on the Lake Simcoe Region Conservation Authority (LSRCA) to comment on any natural hazard and heritage matters, including scope of Environment Impact Study (EIS). The Lake Simcoe Conservation Authority has reviewed the proposed applications, and in principle have no objection to its approval.

The proposed development is in accordance with the goals and objectives of the York Region Official Plan.

Town of Aurora Official Plan – Aurora Northeast 2C Secondary Plan Area (OPA 73)

**It is Planning Staff's opinion that the proposed applications are compatible with the goals and objectives of the Official Plan and surrounding land uses.**

As mentioned previously, the subject lands are designated as "Urban Residential 2" (UR2) – See Figure 2. The UR2 designation permits townhouse development. The proposed development is in accordance with the height and density limits as outlined in the Secondary Plan.

It is the intent of the Urban Residential 2 designation to promote well-designed and transit supportive medium density housing forms in proximity to community recreational and convenience commercial facilities. As previously mentioned, the proposed development is in proximity to amenities and services such as the Stronach Aurora Recreation Complex, Stewart Burnett Park, Central York Fire Station 4-4, the Aurora Carpool Lot, and various commercial development. Further, the subject lands are on



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York Region Transit (YRT) Route 033 with bus stops located north at the intersection of Holladay Drive and Leslie Street; and south at the intersection of Wellington Street East and Leslie Street.

Section 6.5 of OPA 73 speaks to stormwater management facilities and their requirement to manage development impacts on watercourses and the lake system. The 2C Secondary Plan requires all future development proposals to demonstrate that there are no adverse impacts to existing groundwater and surface water as a result of the proposed development. The owner has proposed removal of the existing man-made pond at the east of the property, and replacement of this stormwater feature at the west of the subject lands. The owner has undergone significant discussion with the LSRCA and Town staff to propose a functional and aesthetically appealing stormwater management concept.

#### Urban Design

The Aurora 2C Secondary Plan directs developers to establish a cohesive community design and architectural vision to assist in the development of a high quality and consistent level of urban design. The developer has worked closely with the Town's Urban Design Consultants to satisfy the Area 2C Urban Design Guidelines. Through the process, the applicant has:

- manipulated areas of parking to allow for an unobstructed view to the open space at the west of the subject lands from the street;
- incorporated wing walls to de-emphasize the garage and add articulation to the facades;
- added additional windows, stone breaks, attractive brick material, and black metal siding; and
- provided a proposed material palette which is in keeping with the design of buildings and will contribute to an attractive development

Planning Staff are of the opinion that the proposed zoning amendment and site plan conforms to the land use and developing policies of the Aurora 2C Secondary Plan Area, and is compatible with surrounding land uses

Zoning By-law 6000-17, as amended

**The proposed Zoning By-law Amendment application is appropriate and compatible.**

To implement the proposed development and achieve the goals and vision of the Area 2C Urban Design Guidelines, the applicant has applied to re-zone the subject lands. Recognizing that each residential development design has differing characteristics, the proposed site specific provisions are necessary to apply the urban design principles as

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required within the Town's Official Plan. As such, Staff have evaluated the implementing Zoning By-law in the context of the Official Plan.

The Zoning By-law Amendment proposes to include an Environmental Protection (EP) zone. The EP zoning is required by the Lake Simcoe Region Conservation Authority. The purpose of this is to ensure the replacement of this stormwater feature at the west will be protected from any future development.

As mention earlier, the abutting 10m wide municipal lands to the north was sold to the Owner of the subject site. The purpose of this conveyance was to allow the Owner increase the rear yard amenity spaces for the proposed condominium Townhouse units. As a result, the rezoning from Institutional zone to a Townhouse zoning is appropriate and is considered as orderly development.

Planning staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development.

### **Department / Agency Comments**

**Internal departments and external agencies have no concerns to the approval of the proposed Zoning By-law Amendment and Site Plan applications. Any technical matters will be resolved prior to the execution of the site plan agreement.**

#### **Parks, Recreation and Cultural Services**

The Applicant is proposing a variety of plantings throughout the site, along with a stormwater management feature on the western portion of the subject lands. Parks staff have provided that all comments on initial submissions have been addressed, and there are no further comments at this time. Based on the detailed landscape cost estimate, securities are to be included in the Site Plan Agreement.

#### **Planning and Development Services – Development Engineer**

The Development Engineer has no objections to the approval of the Zoning By-law Amendment and Site Plan Approval applications. All comments on previous technical submissions have been addressed.

#### **Regional Municipality of York**

The Regional Municipality of York has reviewed the proposed Zoning By-law Amendment and Site Plan Approval applications and provided that they have no objection. All comments on previous technical submissions have been addressed.

September 11, 2018

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

The LSRCA has reviewed the revised proposal and is supportive of a hybrid bioswale option with an exfiltration pipe with the consideration of offsetting to address any loss of feature and function. The bioswale would be required to be vegetated with salt tolerant plants and delineated in some manner (cedar hedge, cedar rail fence). Further any additional drainage coming off Leslie Street will need to be treated prior to connecting with the wetland.

#### Traffic/Transportation

The Town's Traffic Analyst has no further comments to the Transportation Study. The Owner is proposing a right in and out access off Leslie Street. A center median on Leslie Street will also manage the traffic flows in the area. According to the Transportation Study, the new traffic volumes generated by the proposed 32-unit townhouse development are considered to be small and will not contribute to any reduction in the existing level of service provided on the arterial road system. The traffic generated by the infill subdivision can readily be accommodated by the adjacent roads and intersections with negligible impact to roadway intersection operations. The site driveway is not expected to detrimentally impact the operations of Leslie Street.

### **Public Comments**

Planning Staff have not received public comments with respect to the subject Zoning By-law Amendment and Site Plan application. No members of the public came forward at the Public Planning Meeting.

### **Advisory Committee Review**

#### Accessibility Advisory Committee

The Accessibility Advisor has advised that the Advisory Committee has reviewed the applications and determined that they are outside of the scope of the Committee.

### **Legal Considerations**

These Planning Application files have been submitted to the Town pursuant to the provisions of the *Planning Act*, and as such may be subject to future appeal and litigation, which may require Legal Services review and comments for Council consideration.

## **Financial Implications**

At the time of execution of the Site Plan agreement, fees, securities and cash in lieu of parkland will be applied to the development. The development of the lands will also generate development charges and yearly tax assessment.

## **Communications Considerations**

Notice of Complete Application and Public Planning Meeting for the proposed Zoning By-law application were outlined in Public Planning Report PBS17-048.

Given that the proposed Site Plan Application SP-2017-02 is associated with Zoning By-law Amendment Application ZBA-2017-02, a separate notice sign was not required to be posted for the Site Plan Application, as notice was already posted for the Zoning By-law Amendment application.

## **Link to Strategic Plan**

The proposed applications supports the Strategic Plan by:

- Promoting economic opportunities that facilitate growth of Aurora as a desirable place to do business;
- Providing employment and housing opportunities for our residents; and
- Strengthening the fabric of our community

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

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

## **Conclusions**

Planning and Development Services reviewed the subject Zoning By-law Amendment and Site Plan Approval applications in accordance with the provisions of the Provincial Plans, York Region's Official Plan, Town's Official Plan and Zoning By-law respecting the subject lands. The subject proposal is considered to represent proper and orderly development of the subject lands and conforms to the policies of Official Plan. The proposed applications are considered to be in keeping with the development standards of the Town. Therefore, staff recommend approval of the proposed Zoning By-law Amendment (ZBA-2017-02) and Site Plan Approval application (SP-2017-02).

## **Attachments**

- Figure 1- Location Map
- Figure 2- Existing Official Plan Designation
- Figure 3- Existing Zoning By-Law
- Figure 4- Proposed Zoning By-law
- Figure 5- Proposed Site Plan
- Figure 6A- Proposed Elevations (Typical)
- Figure 6B- Proposed East/West Elevations (Typical)
- Figure 7- Proposed Landscape Plan

## **Previous Reports**

Public Planning Report No. PBS17-048, dated June 28, 2017

## **Pre-submission Review**

Reviewed by the Chief Administrative Officer and Director of Planning and Development Services.

### **Departmental Approval**

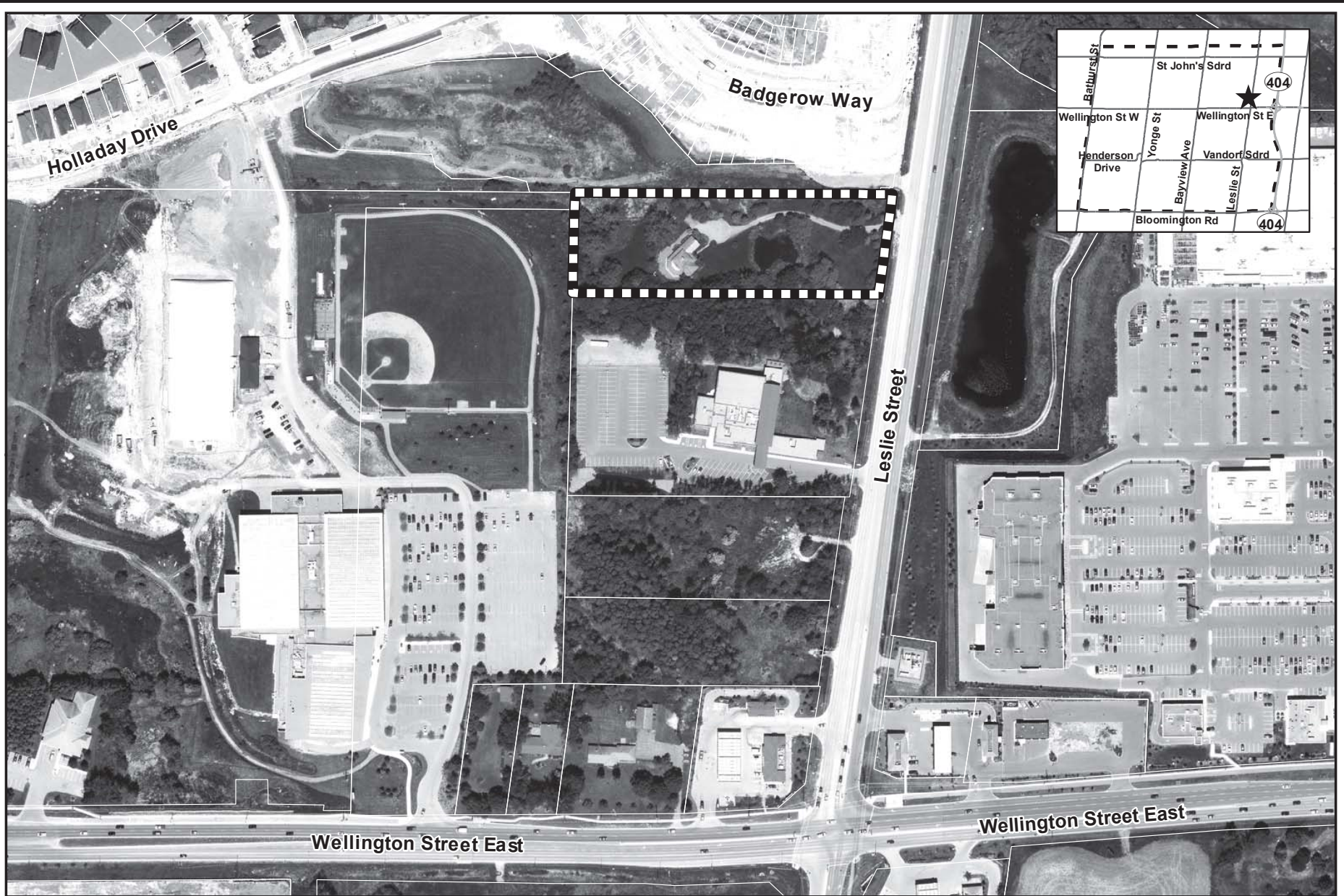


**Marco Ramunno, MCIP, RPP  
Director of Planning and Development  
Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



**LOCATION MAP**

APPLICANT: 15370 Leslie (Skale) Inc.

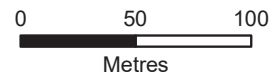
LOCATION: 15370 Leslie Street

FILES: SP-2017-02

FIGURE 1

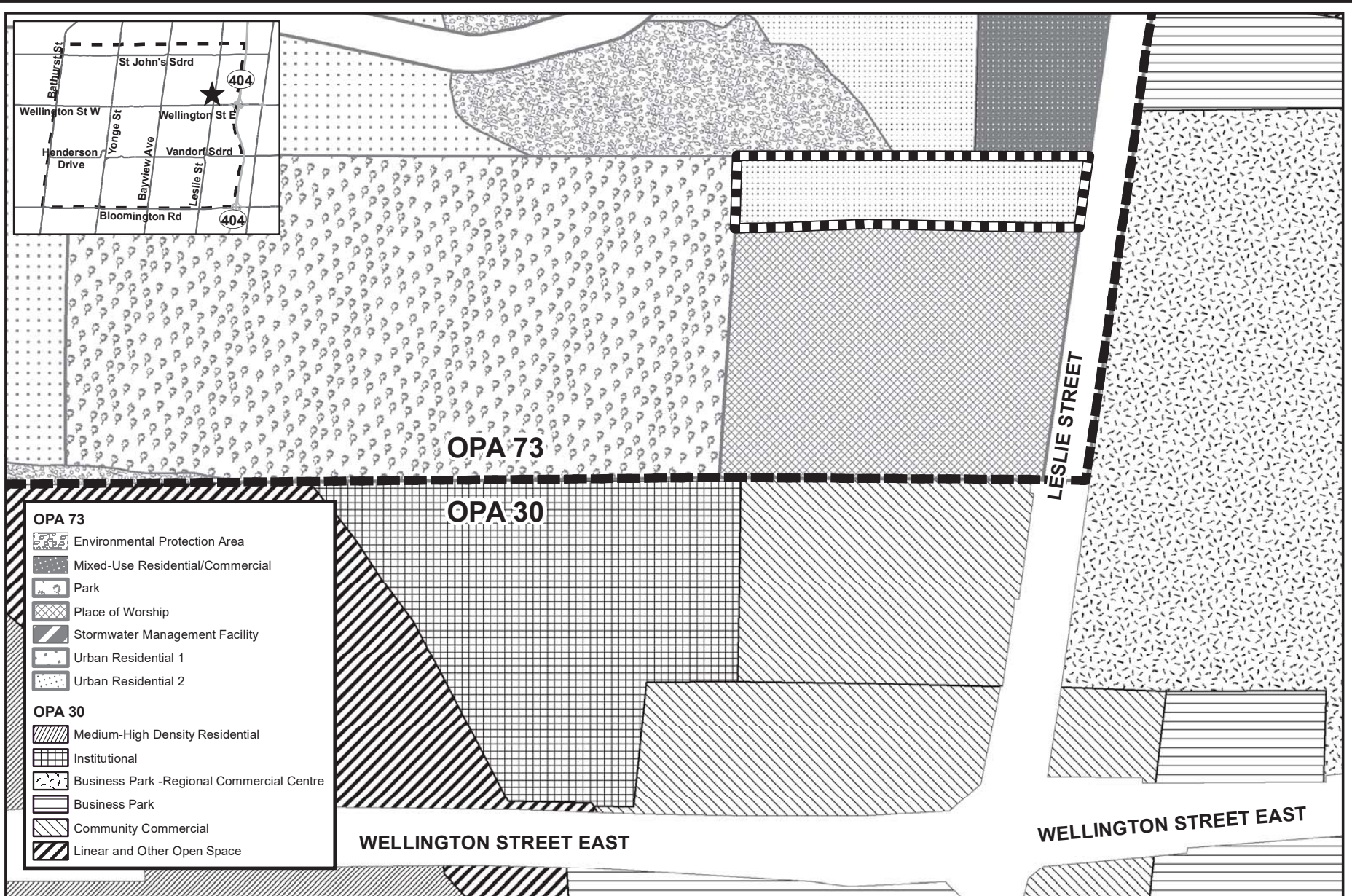


**SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, August 23, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.





**EXISTING OFFICIAL PLAN DESIGNATION**

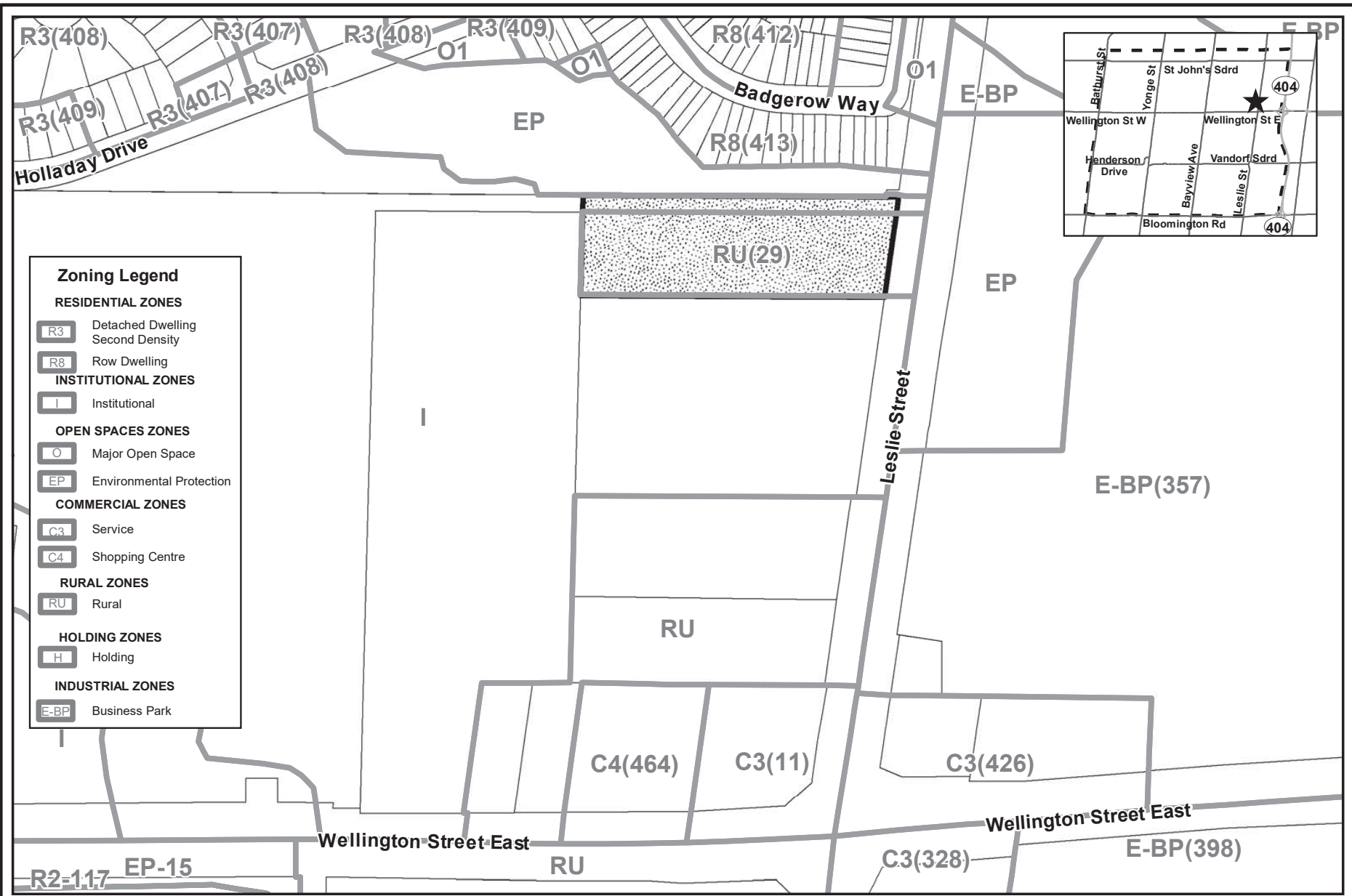
APPLICANT: 15370 Leslie (Skale) Inc.

LOCATION: 15370 Leslie Street

FILES: SP-2017-02

FIGURE 2

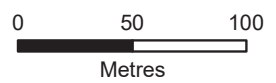
Map created by the Town of Aurora Planning and Building Services Department, August 22, 2018. Base data provided by York Region & the Town of Aurora.



**EXISTING ZONING BY-LAW**

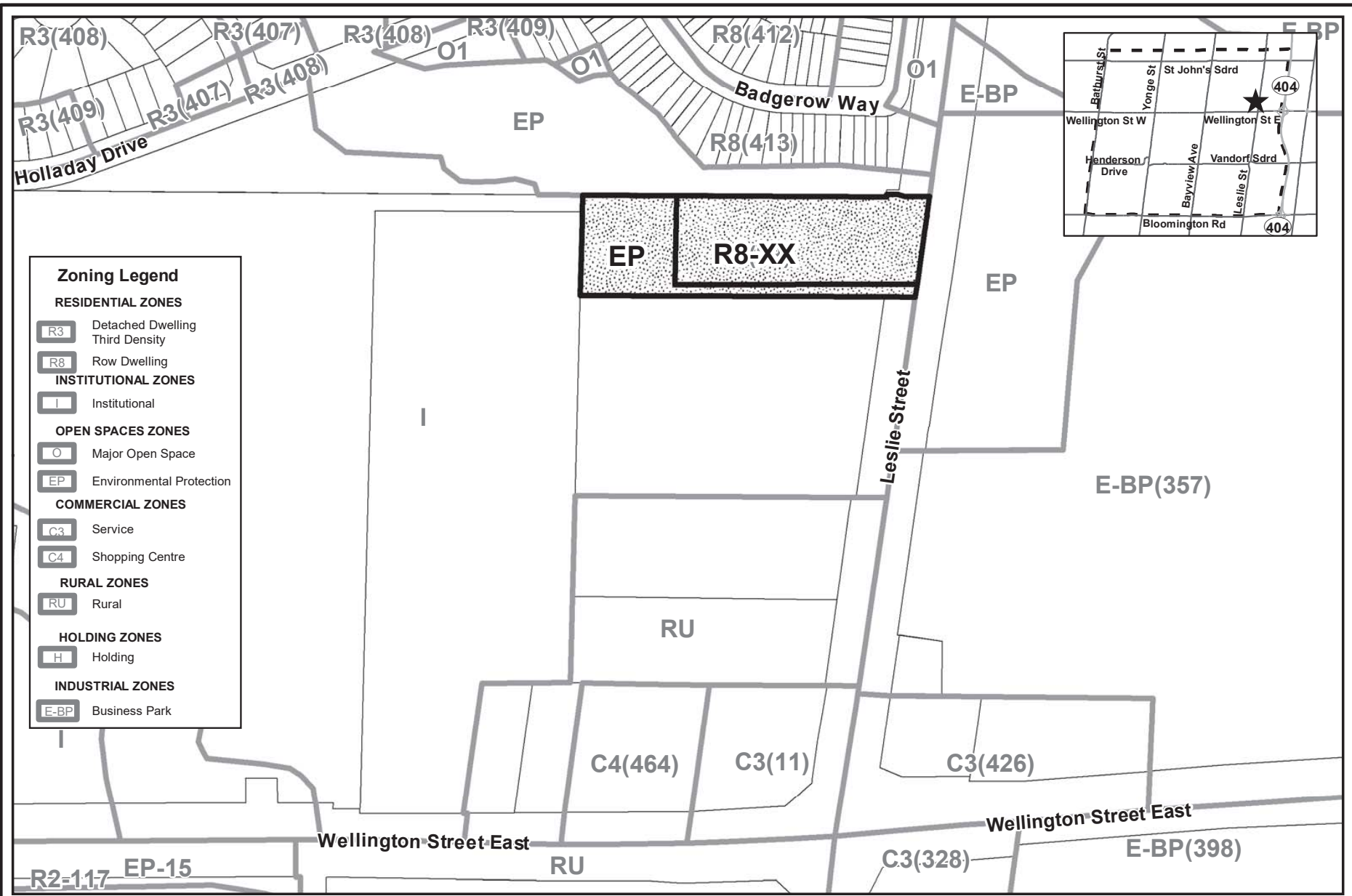
APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02  
 FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, August 23, 2018. Base data provided by York Region & the Town of Aurora.

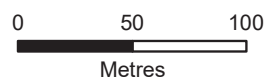




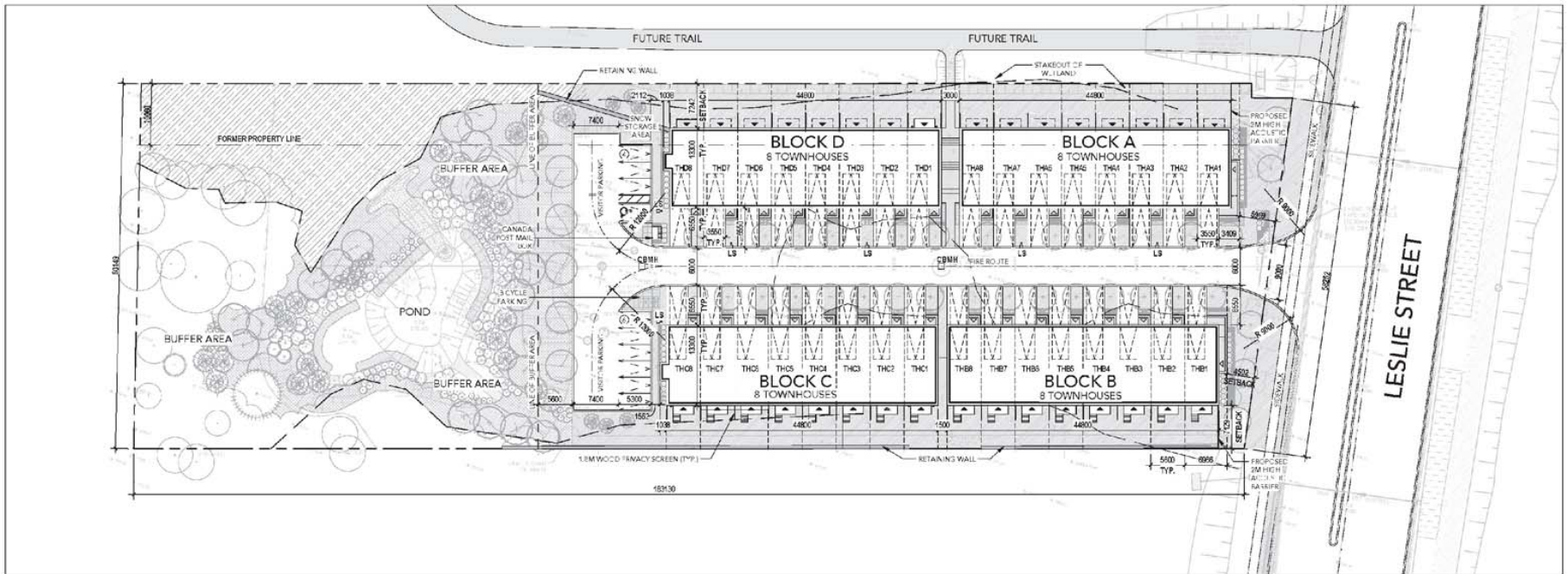
**PROPOSED ZONING BY-LAW**

APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02  
**FIGURE 4**

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, August 23, 2018. Base data provided by York Region & the Town of Aurora.



## PROPOSED SITE PLAN

APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02

FIGURE 5





BLOCK A - REAR ELEVATION 2  
 SCALE: 1:100 A4.00



BLOCK A - FRONT ELEVATION 1  
 SCALE: 1:100 A4.00

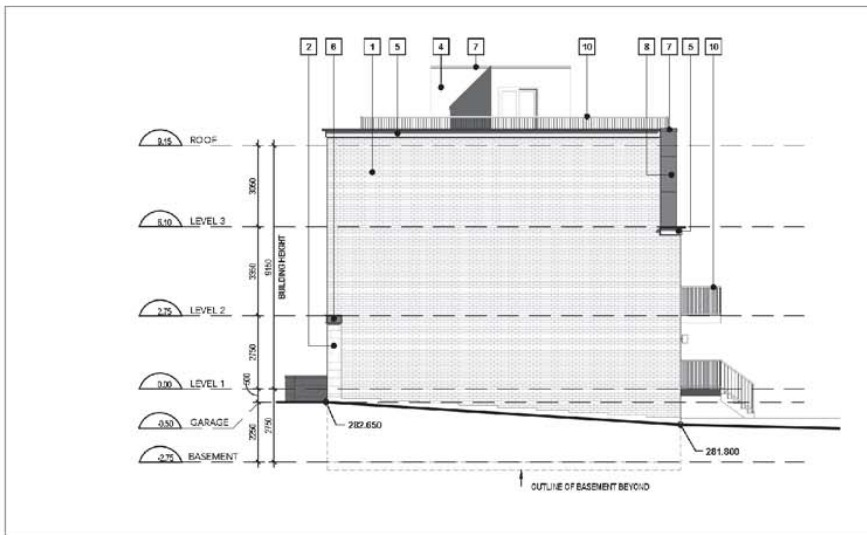
## PROPOSED ELEVATIONS (TYPICAL)

APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02

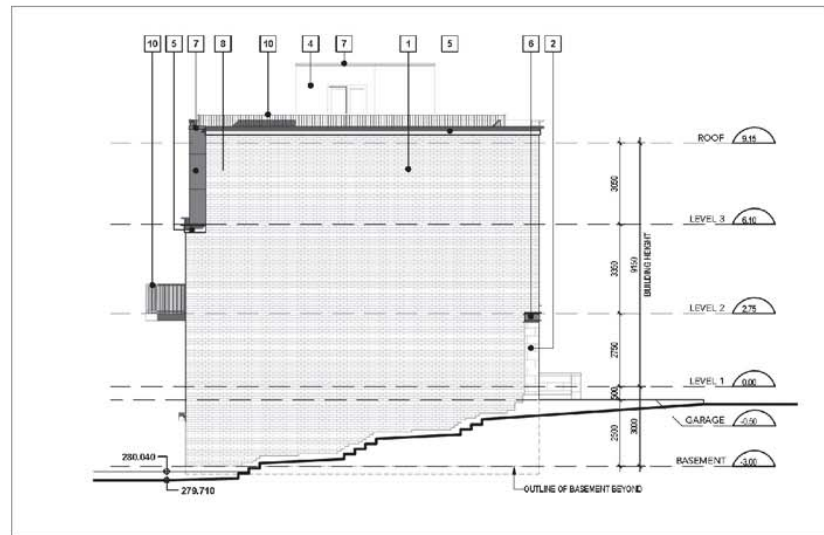
FIGURE 6A



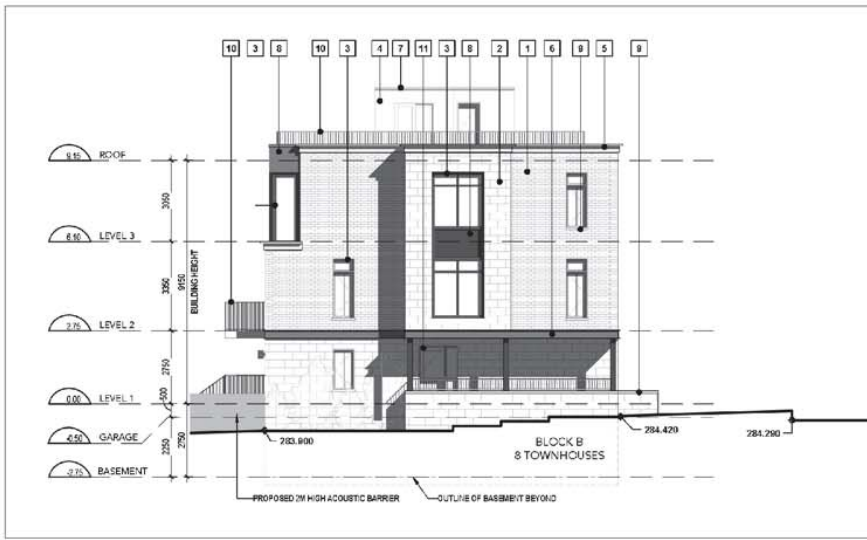




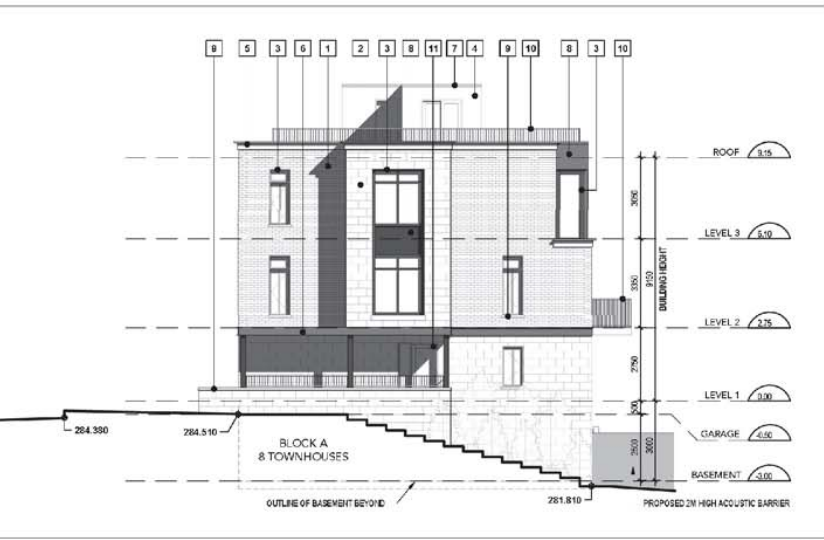
WEST ELEVATION - BLOCK B  
 SCALE: 1: 100



WEST ELEVATION - BLOCK A  
 SCALE: 1: 100



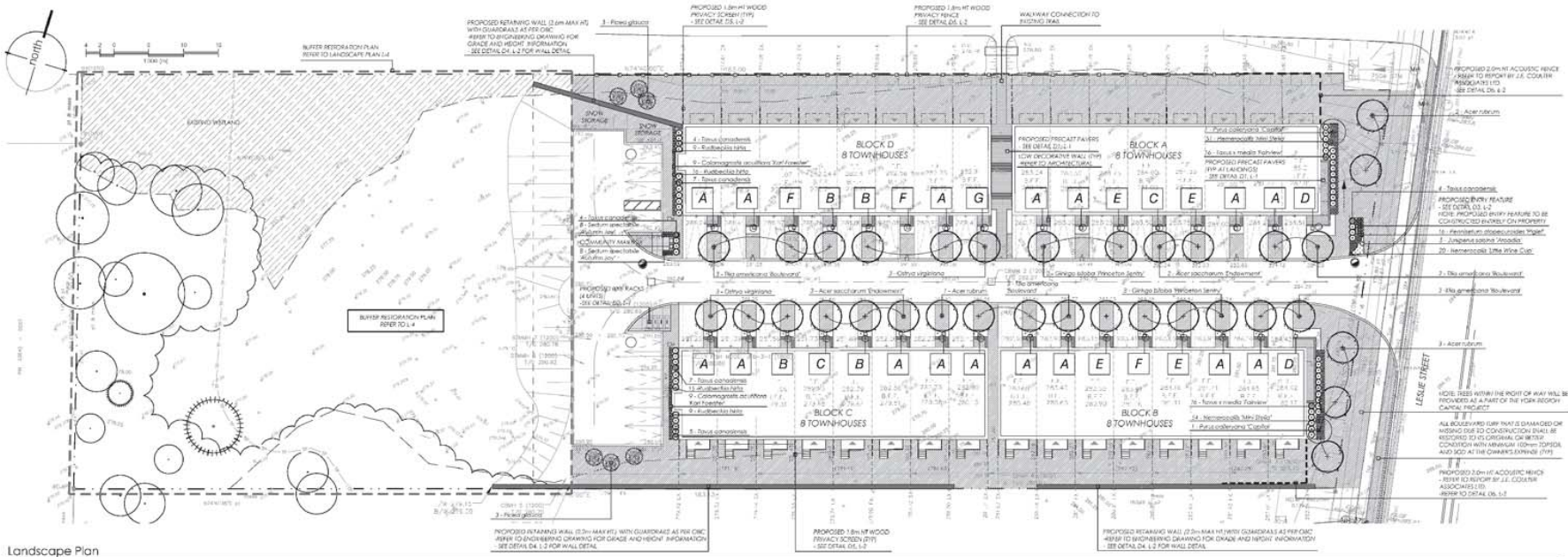
EAST ELEVATION (LESLIE STREET)- BLOCK A AND BLOCK B  
 SCALE: 1: 100



**PROPOSED EAST/WEST ELEVATIONS (TYPICAL)**

APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02  
 FIGURE 6B





# PROPOSED LANDSCAPE PLAN

APPLICANT: 15370 Leslie (Skale) Inc.  
 LOCATION: 15370 Leslie Street  
 FILES: SP-2017-02

FIGURE 7





**Town of Aurora  
General Committee Report**

**No. CS18-024**

---

**Subject:** Pending List  
**Prepared by:** Michael de Rond, Town Clerk  
**Department:** Corporate Services  
**Date:** September 11, 2018

---

## **Recommendation**

1. That Report No. CS18-024 be received for information.

## **Executive Summary**

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

## **Background**

Attached to this report is the current pending list as approved by Council on March 27, 2018. Items noted as completed will be removed from future pending lists.

## **Analysis**

None

## **Advisory Committee Review**

None

## **Legal Considerations**

None

## **Financial Implications**

None

## **Communications Considerations**

September 11, 2018

Page 2 of 2

Report No. CS18-024

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None

**Link to Strategic Plan**

None

**Alternative(s) to the Recommendation**

None

**Conclusions**

None

**Attachments**

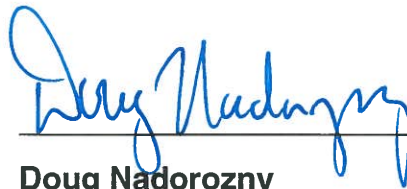
Attachment #1 – Pending List

**Previous Reports**

CS18 -001 – Pending List

**Departmental Approval**

**Approved for Agenda**



for  
**Techa van Leeuwen**  
Director  
Corporate Services

**Doug Nadorozny**  
Chief Administrative Officer

Update: September 2018

## Council Pending List

Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
CAO 1	2015-04-28	Motion (b) Councillor Thompson; Re: Corporate Communications Policy	That the Town of Aurora's Corporate Communications Plan (2011) and the Corporate Communications Policy be placed on the next Agenda for review and direction from Council; and  That staff bring forward, for Council's approval, a revised Corporate Communications Plan and Corporate Communications Policy prior to the end of 2015.	CAO	<b>COMPLETED</b>  Memo re Communications adopted by Council May 11, 2015.  Report No. CAO16-005 – Corporate Communications Review 2017 received by Council Nov. 8, 2016.  Report No. CAO18-005 – 2018-2021 Communications and Community Engagement Strategy adopted by Council May 8, 2018.
	2015-05-11	1(16) Memorandum from Chief Administrative Officer; Re: Communications	That a public Council workshop be scheduled to review the Communications Policies and Corporate Communications Strategic Plan; and  That staff be directed to engage residents, including at the upcoming 2015 Aurora Chamber Street Festival, to obtain ideas on improving the Town's communication and engagement practices and policies.	CAO	New Communications Manager hired and commenced work Jul. 18, 2016.
	2015-07-14	4. CAO15-009 – Results of Communications Survey	That Report No. CAO15-009 be referred to a future Council Workshop to be scheduled in September 2015.	CAO	Communications Strategy Workshop held Mar. 27, 2017.
CAO 2	2016-01-26	1(13) PRCS16-003 – Aurora Soccer Club Lease Agreement – Highland Park	That the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements.	CAO	<b>PENDING</b>  Legal Services is currently in the process of standardizing all leases. A Summary report will be presented in 2019 once completed.
CAO 3	2016-09-27	Motion (a) Councillor Kim; Re: Cultural Partners	That "cultural partners" be identified as any group or organization that is financially supported through direct funding or exclusive use of Town facilities in the delivery of Cultural programming; and	CAO	<b>COMPLETED</b>  Report No. CAO17-002 adopted by Council Apr. 24, 2017.

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Update: September 2018					
<b>Council Pending List</b>					
Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
	2017-04-24	R1. CAO17-002 – Cultural Partners Review	<p>That the CAO report to Council with a list of Cultural Partners and a terms of reference for the a review of existing delivery models and a review of possible alternative approaches in the delivery of cultural programs and service to residents; and</p> <p>That upon acceptance of the terms of reference by Council, the CAO commence the review and report back to Council with delivery options and recommendations by the end March 31, 2017.</p> <p>That the Town conduct a facilitated workshop with its cultural partners; and</p> <p>That, following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.</p>	CAO	<p><b>COMPLETED</b></p> <p>Report No. CMS18-021 – Cultural Partners – Update adopted by Council Jul. 24, 2018. (See Ref. # CMS 12)</p>
<b>CAO 4</b>	2017-10-10	R2. CAO17-006 – Engagement of Review of Joint Operations Centre (JOC) Project and Costs	That staff be directed to provide a cost for a qualitative audit report on the effectiveness of the project management processes of the JOC Project.	CAO	<p><b>COMPLETED</b></p> <p>Audit presented and direction given to complete outstanding capital work.</p>
<b>CAO 5</b>	2017-11-28	R2. CAO17-007 – Branding Concepts for Aurora Armoury	That Report No. CAO17-007 – Branding Concepts for Aurora Armoury be deferred to the Council meeting in January 2018 to allow for public consultation.	CAO	<p><b>COMPLETED</b></p> <p>Report No. CAO18-001 endorsed by Council Jan. 30, 2018.</p>
<b>CAO 6</b>	2018-04-10	R1. CAO18-003 – Joint Operations Centre (JOC) Project Independent Review Report	That staff bring forward for approval a report of the items required to complete the JOC as were conditionally approved in the 2018 capital budget.	CAO OPS	<p><b>COMPLETED</b></p> <p>Report No. OPS18-009 – Joint Operations Centre Additional Works adopted by Council May 8, 2018.</p>

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Update: September 2018

**Council Pending List**

Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
<b>CMS 1</b>	2015-04-28	1(13) Accessibility Advisory Committee Meeting Minutes of April 1, 2015	That staff be directed to bring a report to Council regarding the need for an Inclusion Coordinator for aquatics and recreation services.	CMS	Deferred to Budget process.
<b>CMS 2</b>	2015-10-27	1(6) PR15-032 – Aurora Sports Hall of Fame Relocation	That staff report back with options for signage, to be located along municipal, regional and provincial roadways, to highlight the location of the Sports Hall of Fame, Stronach Aurora Recreation Complex and the Aurora Cultural Centre.	CMS	<b>PARTIALLY COMPLETED</b> Report No. PR15-032 adopted by Council Oct. 27, 2016.
<b>CMS 3</b>	2016-01-26	1(15) PRCS16-006 – Status of the Cultural Precinct Plan	That Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct; and That the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016; and That the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.	CMS PDS	<b>COMPLETED</b> Report No. PDS18-076 adopted by Council June. 26, 2018.
	2016-04-26	1(10) PDS16-026 – Cultural Precinct/Library Square Repurposing Project Plan	That staff prepare reports and schedule public consultation meetings in accordance with the approval process.	CMS PDS	
	2016-06-28	1(7) PDS16-041 – Cultural Precinct Public Consultation Process and Timeline	That Town Advisory Committees provide feedback as part of the public consultation and engagement process.	CMS PDS	
<b>CMS 4</b>	2013-09-24	Motion (b) Councillor Abel; Re: Application for Ontario Music Fund Grant	Now Therefore Be It Hereby Resolved That staff be directed to develop a strategy. [re: live music strategy for a provincial grant application]	CMS	<b>COMPLETED</b>

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Update: September 2018					
<b>Council Pending List</b>					
<b>Ref. #</b> (old #)	<b>Mtg Date</b> yyyy-mm-dd	<b>Report Title/Subject</b>	<b>Action</b>	<b>Action Dept</b>	<b>Response/Status</b>
	2016-04-12	1(6) PRCS16-018 – Music Strategy	That staff be directed to apply for funding from the Ontario Music Fund Grant to support the initiatives identified in the Music Strategy.	CMS	Staff attempted to apply for the Ontario Music Fund Grant but learned that municipalities are ineligible. Staff will continue to monitor other opportunities.
<b>CMS 5</b>	2015-06-23	10. Correspondence from Jill Foster, CEO and Library Board Secretary; Re: Presentation (c) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants; Re: Aurora Public Library Facility Needs Assessment	That the recommendation of the Aurora Public Library Board of Directors be referred back to staff to report back to Council on both the cost implications and effects of the Library's assumptions of the space within the Library.	CMS	<b>COMPLETED</b> Staff drafting Transitional agreement with Library for assumption of space. Magna/Lebovic rooms to Library. Future changes to be considered.
<b>CMS 6</b>	2017-03-28	C1(R5) PRCS17-006 – Tax Exempt Status for Sports Dome and Tennis Dome	That Report No. PRCS17-006, Tax Exempt Status for Sports Dome and Tennis Dome, be referred back to staff for consideration of Council's comments and to bring back a separate report on each facility providing further information.	CMS	<b>COMPLETED</b> Report No. PRCS17-027 – Tax Exempt Status for Sports Dome endorsed by Council Jul. 11, 2017.
<b>CMS 7</b>	2017-11-14	C1(R3) PRCS17-037 – Aurora Outdoor Christmas Market	That staff report back to Council on the need for additional staff for Special Events/Communications in Q1 of 2018.	CMS	<b>COMPLETED</b> Report No. CMS18-006 – Special Events Resources, resulted in approval of new part time SE staff. A new staff person started in July 2018.
<b>CMS 8</b>	2018-01-30	Motion (b) Mayor Dawe; Re: Menorah Lighting Ceremony	Now Therefore Be It Hereby Resolved That Special Events staff be directed to investigate and report back to Council on the implications and feasibility of hosting an annual Menorah Lighting Ceremony as part of its regular event schedule beginning in 2018; and Be it Hereby Further Resolved That staff consult with Chabad Aurora prior to finalizing their report.	CMS	<b>COMPLETED</b> Report No. CMS18-015 – Menorah Lighting Ceremony referred back to staff for further review.

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Update: September 2018

**Council Pending List**

Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
	2018-05-22	S1(R2) CMS18-015 – Menorah Lighting Ceremony	That Report No. CMS18-015 be referred to staff for further review regarding the partnership with Chabad Aurora.	CMS	Report No. CMS18-019 – Menorah Lighting Ceremony – Follow-up adopted by Council Jun. 26, 2018.
<b>CMS 9</b>	2018-02-27	R6. CMS18-003 – Request for Proposals for Vending and Concession Operations	That Report No. CMS18-003 and the amendment be referred back to staff for further information, and be brought back to the General Committee meeting of March 20, 2018.	CMS	<b>COMPLETED</b> Report No. CMS18-005 – Requests for Proposals for Vending and Concession Operations adopted by Council Mar. 27, 2018.
<b>CMS 10</b>	2018-02-27	Motion (c) Councillor Mrakas; Re: Petch House	Now Therefore Be It Hereby Resolved That staff investigate the feasibility and costs for the Petch House to be used for marriage services and/or as a wedding chapel; and  Be It Further Resolved That staff bring a report to the May 2018 meeting cycle for Council to make a decision on the future use of the Petch House.	CMS	<b>PENDING</b> Report No. PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use referred back to staff for further comments.
	2018-04-24	C1(R3) PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use	That Report No. PDS18-038 be referred to staff to receive comments from the Heritage Advisory Committee regarding the future of the Petch House.	PDS	
<b>CMS 11</b>	2018-05-22	S1(R1) CMS18-014 – Enhanced Recreation Facility Advertising and Sponsorship Programs	That Report No. CMS18-014 be referred to staff for further information.	CMS	<b>COMPLETED</b> Report No. CMS18-17 - Enhanced Recreation Facility Advertising and Sponsorship Programs – Revised  Approved – transition of PT to FT staff position effective July 1 to facilitate the enhanced program.
<b>CMS 12</b>	2018-07-24	(R3) CMS18-021 – Cultural Partners – Update	That an action plan be prepared and presented to the new Council.	CMS	<b>COMPLETED</b>

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Update: September 2018					
<b>Council Pending List</b>					
<b>Ref. #</b> (old #)	<b>Mtg Date</b> yyyy-mm-dd	<b>Report Title/Subject</b>	<b>Action</b>	<b>Action Dept</b>	<b>Response/Status</b>
<b>CS 1</b>	2015-01-20	Motion (d) Councillor Mrakas; Re: Sign By-law Enforcement	That staff be directed to report on options to ensure necessary staff to enforce the Temporary Sign By-law as it pertains to municipal election signs.	CS	<b>COMPLETED</b> Report CS18-003 provided approval for a temporary Bylaw Officer for education and enforcement efforts related to Election Signs
<b>CS 2</b>	2015-05-26	1 (2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) and	That Item 1(2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	CS	<b>PENDING</b> Encroachment By-law in draft form, policy under review with Operations.
		1 (3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive)	That Item 1(3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	CS	
<b>CS 3</b>	2016-10-11	Motion (b) Councillor Mrakas, Re: Vacant and Derelict Buildings By-law	Now Therefore Be It Hereby Resolved That staff be directed to prepare a vacant and derelict buildings by-law for the Town of Aurora and to present said by-law to Council for consideration; and  Be It Further Resolved That staff present said by-law to Council for consideration in the second quarter of 2017.	CS	<b>COMPLETED</b> Report No. CS17-006 – Vacant Buildings Registry endorsed by Council Apr. 11, 2017. Vacant Building Registry By-law No. 6114-18 enacted Jul. 24, 2018.
<b>CS 4</b>	2017-03-28	Motion (a) Councillor Mrakas; Re: By-law Right-of-Entry Powers	Now Therefore Be It Hereby Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised; and  Be It Further Resolved That staff provide the options available for when a property owner refuses permission or is absent, including the option of requiring a warrant, to ensure public health and	CS	<b>PARTIALLY COMPLETED</b> Report No. CS17-018 – Power of Entry referred back to staff for further clarification.

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Update: September 2018					
<b>Council Pending List</b>					
Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
	2017-09-12	R4 (R3) CS17-018 – Power of Entry	safety, and protection of property and/or the environment; and Be It Further Resolved That the staff report shall identify protocols where immediate access to property is required, to ensure public health and safety, and protection of property and/or the environment. That Report No. CS17-018 – Power of Entry be referred back to staff for further clarification and report back to Council.	CS	<b>COMPLETED</b> Report No. CS18-004 – Power of Entry referred back to staff for further information.
	2018-02-27	R3. CS18-004 – Power of Entry	That Report No. CS18-004 be referred back to staff for further information.	CS	<b>COMPLETED</b> Report No. CS18-006 – Entry on to Private Property Protocol endorsed by Council Apr. 10, 2018.
	2018-04-10	R2. CS18-006 – Entry onto Private Property Protocol	That staff report back to Council after one year of implementation of the standard operating guideline with recommendations on the continuance of practice.	CS	<b>PENDING</b>
<b>CS 5</b>	2017-06-13	Motion (a) Councillor Abel; Re: Twinning With an Indigenous Community: A Canada 150 Municipal Legacy	Now Therefore Be It Hereby Resolved That staff be directed to investigate twinning with an Indigenous community in Ontario and report back with details for Council consideration; and	CS	<b>PENDING</b> Research has begun, however, scope and outreach is larger than previously anticipated. Expected in Q2, 2019.
<b>CS 6</b>	2017-10-10	Motion (a) Mayor Dawe; Re: Federal Legalization of Recreational Cannabis	Now Therefore Be It Hereby Resolved That staff be directed to investigate this “opt out” provision with the Province.	CS	<b>PENDING</b> more information from Province.

Update: September 2018

**Council Pending List**

Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
<b>CS 7</b>	2017-11-28	R3. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule	That Report No. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule be deferred to a future Council meeting.	CS	<b>COMPLETED</b> Report No. CS17-039 – Approval of 2018 Meeting Schedule endorsed by Council Dec. 12, 2017. Report No. CS17-037 – 2018 Procedure By-law Review endorsed by Council Jan. 30, 2018. Procedure By-law No. 6068-18 enacted Apr. 24, 2018.
<b>CS 8</b>	2018-01-30	Motion (a) Mayor Dawe; Re: Review of Restrictions on Parking of Commercial Motor Vehicles on Residential Streets	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.	CS	<b>PARTIALLY COMPLETE</b> Report PDS18-030 provided direction to staff to bring forward amendments to parking by-law regarding commercial motor vehicles.
<b>CS 9</b>	2018-01-30	Motion (e) Councillor Abel; Re: Fence By-law	Now Therefore Be It Hereby Resolved That staff be directed to review the Town’s Fence By-law and report back with amending provisions that would restrict the erection of fences in situations where the fence would impede access to the home.	CS	<b>COMPLETED</b> Report No. CS18-008 – Fence By-law Review endorsed by Council Apr. 24, 2018. By-law No. 6086-18 (to amend Fence By-law No. 4753-05.P) enacted Jun. 12, 2018.
<b>CS 10</b>	2018-02-27	Motion (b) Councillor Abel; Re: Sign By-law Review	Now Therefore Be It Hereby Resolved That staff be directed to review best practices in other municipalities, engage the business community, and the public for comments and suggestions; and  Be It Further Resolved That staff be directed to consider and report back to Council on regulatory provisions that may be included in the Sign By-law that would allow for A-frame signs and a nominal fee to offset enforcement efforts.	CS	<b>PARTIALLY COMPLETED</b> Report No. CS18-020 – Proposed Amendments to the Sign By-law endorsed by Council Jul. 24, 2018.  By-law to amend Sign By-law No. 5840-16 to be brought forward for enactment at future Council meeting.

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Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
<b>FS 1</b>	2017-02-14	R2. FS17-001 – Fire Station 4-5 Project Funding – Aurora Share	That staff report back with a funding report for Aurora’s share of the construction phase of the project.	FS	<b>COMPLETE; OPS18-011</b>
<b>FS 2</b>	2017-02-28	Motion (b) Councillor Mrakas; Re: Property Tax Vacancy Rebates	Be It Further Resolved That staff be directed to report back to Council after the matter of the vacant unit tax rebate has been addressed by the Region;	FS	<b>COMPLETE; FS18-003</b>
<b>FS 3</b>	2017-04-11	C1(R2) FS17-003 – Joint Operations Centre (JOC) Project: Financial Summary Report	That staff be directed to request that York Region conduct an independent auditor’s review of the Joint Operations Centre project; and  That staff be directed to compile a comprehensive list of “lessons learned” respecting the Joint Operations Centre and Aurora Family Leisure Complex projects for future reference by staff and Council; and  That staff be directed to report back on the total cost of the Joint Operations Centre project.	FS	<b>COMPLETE; CAO18-003 / CAO18-004</b>
<b>FS 4</b>	2017-05-09	Motion (a) Councillor Mrakas; Re: Vacant Property Tax	Now Therefore Be It Hereby Resolved That staff be directed to investigate options for imposing a vacant home tax under the new provincial initiative, and report back with recommendations in Q3 for Council’s consideration.	FS	<b>PENDING Q1, 2019 – no Ontario municipality has adopted, few considering, more info in spring 2019</b>
<b>FS 5</b>	2017-12-12	R2. FS17-050 – 2018 Operating Budget Final Approval	That the necessary by-law be enacted at a future Council Meeting to set the final billing 2018 tax rates and payment dates.	FS	<b>COMPLETE, Bylaw #6081-18</b>
<b>FS 6</b>	2018-05-22	Motion (c) Mayor Dawe; Re: Deferred Development Charges – Habitat for Humanity	Be It Further Resolved That staff report back to Council on the implications of a deferral of such development charges; and	PDS	<b>PENDING</b>  To be incorporated into updated DC bylaw due by end of March 2019

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			Be It Further Resolved That staff include a policy and/or process for managing such requests in future.		

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<b>OPS 1</b>	2016-03-29	IES16-027– School Travel Planning Program for Aurora Heights Public School Update	That staff be directed to prioritize the installation of the sidewalk on Kitimat Crescent, for consideration as part of the 2017 Capital Budget; and  That staff report back to Council on the provision of a school crossing guard at the intersection of Tecumseh Drive and Kitimat Crescent.	OPS	<b>COMPLETED</b> Project part of 2018 capital budget.  <b>COMPLETED</b> Report No. IES16-055 adopted by Council Jun. 14, 2016 to hire crossing guards.
<b>OPS 2</b>	2016-11-22	Motion (b) Councillor Gaertner; Re: Proposed Community Safety Zone in Town Park Area	Be It Further Resolved That when the provincial government gives municipalities the authority to set up photo radar cameras, staff be directed to report back regarding the implementation of photo radar cameras in all community safety zones.	OPS	<b>PENDING</b> Bill 65, the Safer School Zones Act has been approved. Staff to report back on the current status and implementation plan in 2019
<b>OPS 3</b>	2017-06-13	R1 (R12) IES17-028 – Cleaning of Catch Basins, Storm Detention Tanks and Oil Grit Separators	That staff report back to Council with the Request for Quotation results including cost implications, recommendations for moving forward with the work and a plan of action associated with a future maintenance program for this infrastructure.	OPS	<b>PENDING</b> Budget 2019 item.
<b>OPS 4</b>	2014-06-24	New Business	That Council direct staff to review public safety and access to the McLeod Wood Nature Reserve and report back to Council regarding the costs associated with erecting a fence on the Leslie Street side of the McLeod Nature Reserve and regarding the current maintenance of the property.	OPS	Awaiting response from Planning on Re-zoning application re: taxes Cost to be included in 2015 Capital Budget. Extract for PR14-029 states THAT report PR14-029 be received for information.
<b>OPS 5</b>	2016-05-10	1(19) Parks and Recreation Advisory Committee Meeting Minutes of April 21, 2016	That a status report regarding water seepage issues at the Skateboard Park be provided to Council and to the Parks and Recreation Advisory Committee for information.	OPS	<b>PENDING</b> Geotechnical Investigation and Concrete Core Testing complete to determine degree of the issues. Capital project to be presented with 2019 budget.

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<b>OPS 6</b>	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, Memorandum from Manager of Parks; Re: Pet Waste in Public Parks and Open Space	That staff be directed to investigate a public education program and public survey regarding pet waste in public parks and open spaces.	OPS	<b>REPORT TO BE PRESENTED IN 2019</b>
<b>OPS 7</b>	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, New Business Motion No. 1	That staff be directed to provide a review of the ownership, maintenance, and replacements of all existing feature walls in the Town; and That staff be directed to investigate the feasibility of replacing the feature walls at the north-east and south-east corners Batson Drive and Yonge Street.	OPS	<b>PENDING</b> Report PRCSAC18-001 presented June 21, 2018. Staff directed to include in 2019 capital budget for deliberation
<b>OPS 8</b>	2016-10-11	1(14) Trails and Active Transportation Committee Meeting Minutes of September 16, 2016, Memorandum from Manager of Parks, Re: Atkinson Park Trail Extension to St. John's Sideroad	That staff be directed to investigate the cost of the proposed Atkinson Park trail extension, consult with Lake Simcoe Region Conservation Authority and York Region, and report back to the Trails and Active Transportation Committee for consideration.	OPS	<b>PENDING</b> 2018 CAPITAL BUDGET APPROVED In design phase and awaiting approval from LSRCA/Region
<b>OPS 10</b>	2016-11-22	Motion (b) Councillor Mrakas and Councillor Humfries; Re: Cycling Master Plan	Now Therefore Be It Hereby Resolved That staff work with the Trails and Active Transportation Committee in developing a strategy to create a Cycling Master Plan that will ultimately be incorporated into the Town's Official Plan.	OPS	<b>PENDING</b> On-street cycling facilities will be included as part of the ongoing Master Transportation Study.
<b>OPS 11</b>	2016-12-13	1(17) Parks and Recreation Advisory Committee Meeting Minutes of November 17, 2016, New Business Motion No. 1	That staff be directed to investigate the feasibility of control and/or eradication of invasive species in Aurora and report back.	OPS	<b>COMPLETED (Combined with PDS 4)</b> Staff presented Report EAC18-001 Invasive species on June 14 2018

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Ref. # (old #)	Mtg Date yyyy-mm-dd	Report Title/Subject	Action	Action Dept	Response/Status
OPS 12	2016-05-24	Motion (a) Councillor Humfries; Re: Traffic Advisory Committee/Board	That staff report back with options or a Terms of Reference for a Traffic Advisory Committee/Board or other model which includes staff, Councillors, residents, and other applicable stakeholders.	CS OPS	<b>COMPLETED</b>  PlaceSpeak to provide platform for community engagement.
OPS 13	2018-02-13	C1(R2) OPS18-001 – Snow Removal on Yonge Street	That staff communicate this proposal to the public prior to snow removal operations occurring; and  That following the 2017/2018 season, staff report back to Council on any issues or concerns expressed from the public as well as recommendations on continuing this practice.	OPS	<b>PENDING</b>  Budget 2019 item.
OPS 14	2018-02-27	Motion (a) Councillor Kim; Re: Road Construction	Now Therefore Be It Hereby Resolved That staff bring a detailed report to Council which includes, but is not limited to, the following: (a) Challenges encountered (including incidents in the Brookland Avenue road improvement project); (b) Successes; (c) What was learned; (d) Recommendations to be included for future road projects, including how the Business Concierge team can get involved; and (e) Business owner participation.	OPS	<b>COMPLETED</b>  Report No. PDS18-036 adopted by Council on May 8, 2018

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<b>OPS 15</b>	2018-04-24	C1(R1) OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design	<p>That Report No. OPS18-008 be referred to staff for further information.</p> <p>Matter presented to PRCSAC May 7, 2018, Committee recommended two baseball diamonds.</p> <p>Report CMS18-016 was defeated as a result of a tie vote due to an absent Member, this item was placed on the Council meeting agenda of June 12, 2018.</p> <p>Report CMS18-020 - Hallmark Lands - Additional Information was received. MOTION to build one baseball diamond and one multi-purpose rectangular field be constructed at 100 Vandorf Sideroad. CARRIED</p> <p>July 24, 2018 – Motion to Reconsider - That the construction of two senior baseball diamonds be approved. - CARRIED</p>	OPS CMS	<b>COMPLETED</b> Motion for two senior baseball fields carried on July 24, 2018
<b>PDS 1</b>	2013-08-13	19. IES13-043 – On-Street Parking and Safety Concerns on Stone Road	That this Item be referred back to staff for a report on time restricted parking.	PDS	<b>COMPLETED</b>  Hosted Open house with impacted residents.
<b>PDS 2</b>	2015-06-23	Motion (d) Councillor Pirri; Re: Low Impact Development Reserve Fund	That staff be directed to draft a report to Council outlining proposed additional fees for redevelopments which increase lot coverage for the purpose of implementing a low impact development reserve fund.	PDS	<b>PENDING</b> Staff completed the Stormwater Financing Study in 2018.  Staff will report back to Council in 2019 with recommendations of the Stormwater Financing Study.

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PDS 3	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 1	That staff be directed to investigate the feasibility of eliminating single-use plastic bottles at all Town facilities, and report back; and That a “bring your own bottle” initiative be implemented at all Town facilities.	PDS	<b>COMPLETED</b> Education and awareness campaign completed in March 2018
PDS 4	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 3	That staff be directed to investigate the feasibility of containment or removal of phragmites, and report back to Council within the first quarter of 2017.	PDS	<b>COMPLETED (Combined with OPS 11)</b> Staff presented Report EAC18-001 Invasive species on June 14 2018
PDS 5	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 4	That staff be directed to investigate the feasibility of joining the ClimateWise Business Network.	PDS	<b>PENDING</b> Postponed until Climate change adaptation plan is developed and GHG reduction targets are in place for the Town.
PDS 6	2017-04-25	Motion (b) Councillor Abel; Re: Community Energy Plan	Now Therefore Be It Hereby Resolved That staff be directed to prepare a Terms of Reference and a budget for a Community Energy Plan for Council’s consideration as part of the 2018 Budget.	PDS	<b>PARTIALLY COMPLETED</b> Terms of Reference have been presented to Council – Report IES17-050 Staff waiting on the MOECC grant confirmation
PDS 7	2017-11-24	Motion (c) Councillor Abel; Re: Pedestrian Traffic Calming	Now Therefore Be it Hereby Resolved That staff be directed to prepare an information report regarding the suitability and advisability of installing raised pedestrian crossings, and the estimated cost for up to five installations with an identified capital funding source.	PDS	<b>PENDING</b> Report back to Council on the feasibility of installing 3-D pedestrian crosswalks once the pilot project evaluation from the City of Montreal has been released and reviewed.
PDS 8	2014-01-14	8. PL14-002 – Proposed Bell Mobility Telecommunications Tower, 15320 Bayview Ave.	That report PL14-002 be referred back to staff to investigate the feasibility of co-location of services on telecommunication towers.	PDS	<b>PENDING</b> Bell has advised that they still have an interest in site as a co-location tower. Staff will report

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		Holdings. 650-676 Wellington Street East, File Number D11-(EX)04-13			back to Council at a future date.
<b>PDS 9</b>	2015-12-08	Motion (b) Councillor Abel; Re: Temperance Street Cultural Precinct	That staff be directed to conduct a Request for Proposal ("RFP") to engage a design firm to establish a Vision and Conceptual Plan for the Temperance Street Cultural Precinct area; and  That upon completion of the RFP process, staff report back on the outcomes and any required budget consideration.	PDS	<b>PENDING</b>  To be considered as part of the Official Plan review.
<b>PDS 10</b>	2016-06-14	Motion (c) Councillor Mrakas; Re: Cultural Heritage Landscapes Inventory	That the Town of Aurora develop the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the subsequent creation of a Cultural Heritage Landscapes Inventory; and  That the CHL assessment and inventory be incorporated into the Official Plan review; and  That the CHL Inventory be referred to the Heritage Advisory Committee (HAC) for consideration at the next HAC meeting; and  That staff report back to Council with the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the inventory of landscapes identified at the September 12, 2016 Heritage Advisory Committee meeting for approval at the General Committee meeting of September 20, 2016.	PDS	<b>PENDING</b>  Report No. HAC16-011 was Considered by the Heritage Advisory Committee on Oct.17, 2016. Council approved the heritage report on November 8, 2016.  Staff to carry out the recommendation listed within the Heritage Report HAC16-011 and incorporate into the Official Plan review.
<b>PDS 11</b>	2016-10-25	1(12) PBS16-085 – Town of Aurora Strategic Plan Update – What We Heard	That staff be directed to prepare the draft Strategic Plan update based on the feedback received to date and that the draft Plan form the basis for the remaining	PDS	<b>COMPLETED</b>  Report No. PDS18-013 adopted by Council February. 13, 2018.

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			planned public consultation activities.		
<b>PDS 12</b>	2017-02-14	R6. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05	That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.	PDS	<b>PENDING</b> Canadian Tire has advised staff that the site has not sold and they wish to proceed with the re-zoning of property to add commercial uses  On March 27, 2018 Council motioned that Report No. PDS18-028 be referred to staff.
<b>PDS 13</b>	2017-10-24	Motion (a) Councillor Gaertner; Re: Review of Stable Neighbourhoods Policies	Now Therefore Be It Hereby Resolved That staff do a study of the By-laws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these By-laws and report back to Council.	PDS	<b>COMPLETED</b>  Staff reported back on January 23, 2018 - PDS18-007  Staff reported back on May 29, 2018 - PDS18-040  Staff reported back on June 27, 2018 - PDS18-084  Staff reported back on July 17, 2018 - PDS18-089
<b>PDS 14</b>	2017-12-12	Motion (a) Councillor Abel; Re: Affordable Housing Plan	Now Therefore Be It Hereby Resolved That staff report back with municipal guidelines for affordable housing, for our Official Plan policies and Zoning By-laws; and Be It Further Resolved That the report refer to and incorporate guidelines, funding and policies from the	PDS	<b>PENDING</b> Policies to be considered as part of the Official Plan update.  Report no. PDS18-024 approved by Council

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			three (3) upper tier governments, being the Region, Provincial and Federal governments.		on February 27, 2018 to request Provincial funding.
<b>PDS 15</b>	2017-12-12	Motion (b) Councillor Mrakas; Re: Interim Control By-law – Stable Neighbourhoods	<p>Now Therefore Be It Hereby Resolved That staff propose an Interim Control By-law aimed at restricting development or alterations for a period not to exceed one year from the date of the passing of the by-law, which should define a specific area that includes areas within the existing “Stable Neighbourhoods” that contain older housing stock that contains predominantly single-storey dwellings, with the purpose of restricting new residential dwellings or additions to an existing residential dwelling that exceeds the current development standards of the existing residential zones; and</p> <p>Be It Further Resolved That, for clarity, no portion of the former Highland Gate Golf Club lands be subject to the proposed Interim Control By-law; and</p> <p>Be It Further Resolved That staff report back to General Committee in the January 2018 meeting cycle with a draft Interim Control By-law for Council's consideration and enactment.</p>	PDS	<p><b>COMPLETED</b></p> <p>Staff reported back on January 23, 2018 - PDS18-007. The Interim Control By-law# 6048-18 was enacted on January 30, 2018</p>
<b>PDS 16</b>	2008-08-12	15. LS08-039 – Online Pond Removal and Channel Restoration	That staff and the working group present the proposed wildlife park to the Lake Simcoe Region Conservation Authority.	PDS	<p><b>PENDING</b></p> <p>Subject to the approval of PRCS14.</p>
<b>PDS 17</b>	2014-02-11	New Business	That staff explore options for the purchase of 100 Bloomington Road and obtain an appraisal on the land and report back to Council.	PDS	<p><b>PENDING</b></p>

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PDS 18	2018-01-30	Motion (c) Councillor Mrakas; Re: Name Submissions for Library Square	Now Therefore Be It Hereby Resolved That staff be directed to create a process to receive name submissions for the square from the public and report back to Council with a recommendation; and  Be It Further Resolved That all Aurora residents be invited to make submissions.	PDS	<b>PENDING</b>  Completed community engagement.
PDS 19	2018-01-30	Motion (d) Councillor Mrakas; Re: Local Appeals Body	Now Therefore Be It Hereby Resolved That staff create a Local Appeals Body as per section 8.1 (1) of the Planning Act to hear Committee of Adjustment appeals; and  Be It Further Resolved That the Terms of Reference for the Local Appeals Body be brought back to Council in May for enactment.  That a formal request be made to The Regional Municipality of York to consider the formation of a Local Appeals Body as per section 8.1 (1) of the Planning Act; and  That staff initiate further discussions amongst the N6 municipalities regarding the formation of a Local Appeals Body; and  That this resolution be circulated to all nine York Region municipalities.	PDS       PDS	<b>PENDING</b>
PDS 20	2018-03-27	R4. PDS18-026 – Implementation of Train Whistle Cessation for GO Train Crossings Design and Peer Review Budget	That Report No. PDS18-026 be referred to staff for further information.	PDS	<b>PENDING</b>  Staff to provide additional information on the train whistle cessation project once City of Markham has implemented and completed their evaluations.

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PDS 21	2018-03-27	Motion (d) Councillor Gaertner; Re: Flood Preparation	Now Therefore Be It Hereby Resolved That staff ask the Lake Simcoe Region Conservation Authority to present to Council about whether they are revising any of their assumptions about flood plain boundaries based on the realities of climate change; and Be It Further Resolved That staff be directed to prepare a report on the following: (a) The condition of the dams and flood control measures located in the old part of Aurora, including when they were last inspected and updated; (b) What challenges the new development in this area will present for our old infrastructure; (c) Identify infrastructure throughout the Town that is in need of remedial capital work to be ready to safely and efficiently cope with heavy rains, and identify the requirement for any additional infrastructure; (d) The budget that will be required for these capital works and the maintenance of the system.	PDS	<b>PENDING</b> Report back to Council in 2019 with the findings and recommendations of the Tannery Creek Flood Study and the Creek Master Plan which are on-going
PDS 22	2018-04-10	Motion (a) Councillor Gaertner; Re: Sewer Use By-law and Environmental Concerns	Now Therefore Be It Hereby Resolved That staff be directed to come back with recommendations as to how the Sewer Use By-law could be amended to address environmental concerns relating to discharge of water from swimming pools and hot tubs, and that mechanisms are in place for the enforcement of the By-law.	PDS	<b>PENDING</b> Report PDS18-082, September 11, 2018
PDS 24	2018-06-12	(A2) Heritage Advisory Committee Meeting Minutes of May 14, 2018	(a) That this item be referred to the Town's Legal staff for affirmation that the builder has not complied with Council's approval related to the development at 32 Wellington Street East, and to provide options for next steps.	PDS	<b>PENDING</b>

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PDS 25	2018-06-12	Motion (d) Councillor Gaertner; Re: Actions for Environmental Protection	Now Therefore Be It Hereby Resolved That staff investigate and report back on the following actions: (a) A plan to diminish the use of lights in our buildings and facilities during the night hours; (b) Raise the temperature setting in Town buildings by one degree in the summer months, and lower the temperature by one degree in the winter months; (c) Decrease kitchen and bathroom hot water temperature settings; (d) Mitigate the summer sun effect from the Town Hall Atrium and main floor south-facing front windows; and (e) Install automatic room timers on a five-minute empty room shut-off.	PDS	<b>PENDING</b> Report back to Council in 2019
PDS 26	2018-06-26	Motion (b) Councillor Gaertner; Re: Anti-Idling Policy	Now Therefore Be It Hereby Resolved That staff be directed to develop an Anti-idling policy that reviews best practices and includes an enforcement mechanism; and  Be It Further Resolved That the report includes a proposed public education campaign.	PDS	<b>PENDING</b> Report back to Council in 2019
PDS 27	2018-07-24	Motion (b) Councillor Gaertner; Re: National Housing Strategy	Now Therefore Be It Hereby Resolved That staff provide an information report to Council regarding the National Housing Strategy.	PDS	<b>PENDING</b> Report back in Council in 2019.



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<b>Notice of Motion</b>	<b>Mayor Geoffrey Dawe</b>
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**Date:** September 11, 2018

**To:** Members of Council

**From:** Mayor Dawe

**Re:** **Freedom of the City to 140 Aurora Royal Canadian Air Cadet Squadron**

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Whereas in 2019 the 140 Aurora Royal Canadian Air Cadet Squadron will be celebrating the 30<sup>th</sup> anniversary of the Squadron in the Town of Aurora; and

Whereas the Squadron has been a proud supporter of the Town of Aurora through their participation in many activities and events; and

Whereas the Squadron is committed to continue to represent the aims of the Canadian Cadet Organization: to promote citizenship, physical fitness and an awareness of the Canadian Forces in Aurora;

1. Now Therefore Be It Hereby Resolved That Council support this request; and
2. Be It Further Resolved That the Squadron be granted “Freedom to the City” to conduct a “Freedom of the City” parade on Saturday, 19 October, 2019 that would end at Aurora Town Hall with a presentation by the Mayor.

Attachment #1: Letter from the 140 Aurora Squadron, Royal Canadian Air Cadets dated June 4, 2018.





140 AURORA SQUADRON  
Royal Canadian Air Cadets  
PO Box 71586  
Aurora ON L4G 6S9

RECEIVED

JUN 26 2018

MAYOR'S OFFICE

4 June 2018

Mayor Geoffrey Dawe  
Town of Aurora  
1 Municipal Drive  
Aurora ON L4G 6J1

Dear Sir:

2019 marks an important year for 140 Aurora Royal Canadian Air Cadet Squadron. We will be celebrating the 30<sup>th</sup> Anniversary of our Squadron in the Town of Aurora.

Over the years, 140 has been a proud supporter of the Town of Aurora. We have participated in many activities and events. We are constantly making new connections within the community and we look forward to continuing our involvement in Aurora for many years to come.

As part of the celebration of our 30<sup>th</sup> Anniversary and to mark the importance of this milestone, 140 Aurora Squadron would like to conduct a "Freedom of the City" parade, which would end at the Aurora Town Hall with a presentation by the Mayor to the Squadron. We have tentatively scheduled that parade for 19 October 2019.

We would be honoured if you and the Council would consider granting us "Freedom to the City". 140 Aurora Squadron will continue to represent the aims of the Canadian Cadet Organization: Promote Citizenship, Physical Fitness and an Awareness of the Canadian Forces in Aurora and future endeavors.

Sincerely,

Captain Rosemarie D'Aguiar, CD  
Commanding Officer  
140 Aurora - Royal Canadian Air Cadet Squadron

[Rosied68@live.com](mailto:Rosied68@live.com)  
905-392-1223

c: Lieutenant Colonel Ferguson Mobbs, CD, Regimental Council, The Queen's York  
Rangers 1<sup>st</sup> American Regiment/Governor, Ontario Provincial Committee, Air Cadet  
League  
Mr. Tony Francis, Chair, Squadron Sponsoring Committee