



# **General Committee Meeting Agenda**

**Tuesday, April 2, 2019  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



**Town of Aurora  
General Committee  
Meeting Agenda**

Tuesday, April 2, 2019  
7 p.m., Council Chambers

Councillor Humfryes 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) Jim Thomson, representing Aurora Tigers Junior A Hockey Club  
Re: Aurora Tigers Jr. A Commitment to our Town**

**4. Delegations**

**5. Consent Agenda**

**6. Advisory Committee Meeting Minutes**

**A1. Heritage Advisory Committee Meeting Minutes of March 5, 2019**

**Recommended:**

1. That the Heritage Advisory Committee meeting minutes of March 5, 2019, be received for information.

**A2. Accessibility Advisory Committee Meeting Minutes of March 6, 2019**

**Recommended:**

1. That the Accessibility Advisory Committee meeting minutes of March 6, 2019, be received for information.

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

**R1. CS19-014 – Council-Staff Relations Policy**

**Recommended:**

1. That Report No. CS19-014 be received; and
2. That Attachment 1, Council-Staff Relations Policy, be approved; and
3. That Attachment 2, Council/Staff Communications Policy, be repealed.

**R2. CS19-016 – Emergency Management Program Annual Compliance Review**

**Recommended:**

1. That Report No. CS19-016 be received; and
2. That the Emergency Management Program and Emergency Response Plan By-law be brought forward to a future Council meeting for enactment.

**R3. PDS19-022 – Update on the Corporate and Community Energy Plans**

**Recommended:**

1. That Report No. PDS19-022 be received for information.

**R4. PDS19-023 – Heritage Permit Application**

**70-72 Centre Street**

**File: NE-HCD-HPA-19-02**

**Recommended:**

1. That Report No. PDS19-023 be received; and
2. That the following recommendations be approved:
  - (a) That Heritage Permit Application NE-HCD-HPA-19-02 be approved to permit the restoration of the subject property and removal of the frame garage as shown on the submitted plans;
  - (b) That the property owner photodocument any original construction revealed during the proposed restoration of the property; and
  - (c) That the property owner continue to seek guidance from Town Staff and the Heritage Conservation District Plan on the final selection of detail elements visible from the street

**8. Notices of Motion**

**9. New Business**

**10. Closed Session**

**11. Adjournment**



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

**Date:** Tuesday, March 5, 2019

**Time and Location:** 7 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Neil Asselin, John Green, Matthew Kinsella, Jeff Lanthier, Hoda Soliman, Councillor Sandra Humfryes, Mayor Tom Mrakas (ex-officio)

**Members Absent:** Bob McRoberts

**Other Attendees:** Councillor Wendy Gaertner, Councillor Rachel Gilliland, Councillor Michael Thompson, Robin McDougall, Director of Community Services, Adam Robb, Planner, and Linda Bottos, Council/Committee Coordinator

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**Appointment of Committee Chair and Vice Chair**

It was agreed that Councillor Humfryes act as Chair for the meeting, and that the Chair and Vice Chair of the Committee would be discussed and appointed at the next meeting on April 1, 2019.

The Chair called the meeting to order at 7:03 p.m.

Introductions were made around the table.

**1. Approval of the Agenda**

**Moved by Neil Asselin  
Seconded by Jeff Lanthier**

That the agenda as circulated by Legislative Services be approved.

**Carried**

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

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

**3. Receipt of the Minutes**

None

**4. Delegations**

**(a) Michael de Rond, Town Clerk**

**Re: Advisory Committee Member Education and Training**

Mr. de Rond presented an overview of the roles and responsibilities of an advisory committee, committee members, the chair, and staff. He noted the importance of an advisory committee as a tool for civic engagement and highlighted various aspects of procedure, including the Town's Procedure By-law and the new Code of Conduct for Local Boards.

**Moved by Neil Asselin**

**Seconded by John Green**

That the comments of the delegation be received for information.

**Carried**

**(b) Adam Robb, Planner**

**Re: Heritage Advisory Committee Update**

Mr. Robb presented an update including the Committee's role in preserving the Town's heritage resources, matters under the *Ontario Heritage Act, 1990*, other research and advisory duties, and ongoing heritage projects in Town.

**Moved by John Green**

**Seconded by Neil Asselin**

That the comments of the delegation be received for information.

**Carried**

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## **5. Matters for Consideration**

### **1. HAC19-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 97 Wellington Street East**

Staff introduced the consultant, Mr. Chris Pretotto of Cspace Architecture, who presented a brief overview of the intent of the delisting request including the demolition of the existing structure and construction of a new, two-storey office building, designed sympathetically to the adjacent properties.

The Committee consented on a two-thirds vote to allow a member of the public to speak to the item.

Mr. David Heard provided some historical background connected to previous owners of the property and requested that the Committee consider ways to incorporate elements of the existing structure, including the stained glass transom, into the proposed new building.

The Committee expressed concerns regarding the Cultural Heritage Assessment attached to the staff report and suggested that the Town perform its own assessment. The Committee further suggested that there might be an opportunity to incorporate the existing building into the proposed design. Staff noted that the recommendation includes salvaging the stained glass window and woodwork from the main interior staircase.

#### **Motion to refer**

**Moved by Neil Asselin**

**Seconded by Matthew Kinsella**

1. That Report No. HAC19-001 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 97 Wellington Street East, be referred back to staff for further assessment of the property by the Heritage Evaluation Working Group and a report back to the Committee at the April 1, 2019 meeting.

**Motion to refer  
Carried**

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**2. HAC19-002 – Heritage Permit Application, 70-72 Centre Street East, File:  
NE-HCD-HPA-19-02**

Staff provided a brief overview of the report and background, noting that the architectural features would be retained and the proposal is in keeping with the Northeast Old Aurora Heritage Conservation District Plan.

The Committee inquired about various aspects of the proposed restoration and materials, and expressed general support for the staff recommendations.

**Moved by John Green  
Seconded by Jeff Lanthier**

1. That Report No. HAC19-002 be received; and
2. That the comments from the Heritage Advisory Committee regarding the following recommendations be incorporated into a report to General Committee:
  - (a) That Heritage Permit Application NE-HCD-HPA-19-02 be approved to permit the restoration of the subject property and removal of the frame garage as shown on the submitted plans; and
  - (b) That the property owner photodocument any original construction revealed during the proposed restoration of the property; and
  - (c) That the property owner continue to seek guidance from Town staff and the Heritage Conservation District Plan on the final selection of detail elements visible from the street.

**Carried**

**3. HAC19-003 – Request to Remove a Property from the Aurora Register of  
Properties of Cultural Heritage Value or Interest, 1625-1675  
St. John's Sideroad**

Staff provided a brief overview of the report and background, noting that a Heritage Evaluation Working Group scoresheet had not been completed and the heritage impact assessment determined that the property does not meet the criteria for designation.



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The Committee discussed and inquired about various aspects of the property including any options to designate the wood lot as a cultural landscape, salvage the fieldstones and barn foundation, and pay homage to its pastoral and equestrian history through the future design of buildings, fencing and landscaping on the property.

**Motion to refer**

**Moved by Matthew Kinsella**

**Seconded by Neil Asselin**

1. That Report No. HAC19-003 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 1625-1675 St. John's Sideroad, be referred back to staff for further assessment of the property by the Heritage Evaluation Working Group and a report back to the Committee at the April 1, 2019 meeting.

**Motion to refer**

**Carried**

**4. HAC19-004 – Heritage Permit Application, 22 Church Street, File: HPA-19-03**

The Committee consented to consider Item 4 prior to consideration of Item 1.

Staff introduced members of the project team for the Library Square and Church Street School House Addition project, including: David Leinster of The Planning Partnership; Roland Colthoff and Thomas Nemeskeri of RAW Design Inc.; and Philip Evans of ERA Architects Inc., who provided an overview of the proposed Church Street School addition as part of the Library Square redevelopment, and answered questions.

**Moved by Neil Asselin**

**Seconded by John Green**

That the consultants' presentation be received for information.

**Carried**

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The Committee inquired about various aspects of the proposed addition and expressed concerns and suggestions regarding the roofline height and style, external patina and massing of the building veil, building depth and stability, water table, visual impact of all four sides, shadowing, and design of addition more sympathetic to the existing building. The consultants acknowledged the comments of the Committee and noted they will be taken into consideration.

**Moved by Neil Asselin**

**Seconded by Matthew Kinsella**

1. That Report No. HAC19-004 be received; and
2. That the comments from the Heritage Advisory Committee regarding the following recommendations be incorporated into a report to General Committee:
  - (a) That Heritage Permit Application HPA-19-03 be approved to permit the addition to the subject property as shown on the submitted plans; and
  - (b) That the property owner photodocument any original construction revealed during the proposed addition to the property; and
  - (c) That Planning staff continue to liaise with the Ontario Heritage Trust and ensure the addition remains sympathetic of the heritage resource through all phases of the development.

**Carried**

## **6. Informational Items**

None

## **7. New Business**

Staff advised that the process of establishing a Design Review Panel (DRP) is underway, noting that DRP meetings will also be held bi-monthly, alternating with the Heritage Advisory Committee meetings.

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**8. Adjournment**

**Moved by John Green**

**Seconded by Neil Asselin**

That the meeting be adjourned at 9:16 p.m.

**Carried**



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

<b>Date:</b>	Wednesday, March 6, 2019
<b>Time and Location:</b>	4 p.m., Holland Room, Aurora Town Hall
<b>Committee Members:</b>	John Lenchak (Chair) (arrived 4:15 p.m.), Hailey Reiss (Vice Chair), Matthew Abas, Gordon Barnes, Max Le Moine, Joanne Spitzer, Councillor Rachel Gilliland, and Mayor Tom Mrakas (ex-officio)
<b>Members Absent:</b>	None
<b>Other Attendees:</b>	Ivy Henriksen, Manager of Customer Service, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Matt Zawada, Accessibility Advisor, Michael de Rond, Town Clerk, and Nicole Trudeau, Committee Coordinator

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The Town Clerk called the meeting to order at 4:05 p.m.

**1. Appointment of Committee Chair and Vice Chair**

The Town Clerk opened the floor to nominations for the Chair and Vice Chair of the Accessibility Advisory Committee for the 2018-2022 Term.

Joanne Spitzer nominated John Lenchak as Chair. There being no other nominations, John Lenchak was appointed Chair of the Committee.

Matthew Abas nominated Hailey Reiss as Vice Chair. There being no other nominations, Hailey Reiss was appointed Vice Chair of the Committee.

John Lenchak assumed the Chair at 4:25 p.m.

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## **2. Approval of the Agenda**

**Moved by Councillor Gilliland  
Seconded by Jo-anne Spitzer**

That the agenda as circulated by Legislative Services be approved.

**Carried**

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

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

## **4. Receipt of the Minutes**

None

## **5. Delegations**

### **(a) Michael de Rond, Town Clerk**

#### **Re: Advisory Committee Member Education and Training**

Mr. de Rond provided an overview of advisory committees to educate and train members of the Committee on roles and responsibilities, procedural matters, accountability and transparency.

During the presentation, Mr. de Rond discussed the Town's Procedure By-law respecting the proceedings of meetings, and changes made to the local accountability and transparency framework with the Town's Code of Conduct for Local Boards.

**Moved by Councillor Gilliland  
Seconded by Jo-anne Spitzer**

That the comments of the delegation be received for information.

**Carried**

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**(b) Matt Zawada, Accessibility Advisor**

**Re: Accessibility for Ontarians with Disabilities Act (AODA) and Site Plan Training**

Mr. Zawada provided the Committee with accessibility standards, policies and procedures including the provincial statute and regulation for accessibility, the annual Accessibility Plan for the Town, Accessibility Standards for Customer Service for Persons with Disabilities – Town Policy No. 63 and Integrated Accessibility Standards Policy – Town Policy No. 69.

In addition to the training materials, Mr. Zawada also provided available dates for the Committee to attend accessibility training in March.

**Moved by Councillor Gilliland  
Seconded by Jo-anne Spitzer**

That the comments of the delegation be received for information.

**Carried**

**6. Matters for Consideration**

**1. Memorandum from Director, Community Services**

**Re: Library Square Design**

Staff introduced the consultants, David Leinster of The Planning Partnership, and Thomas Nemeskeri of RAW Design Inc., who presented an overview of the interior and exterior features of the Library Square Design including the addition to the Church Street School, section elevations, programming (skating rink and water feature), accessible parking (off-street and on-street parking) and the current project schedule.

The consultants, staff and the Committee discussed revisions made to the Library Square Design, to address comments made by the Committee at the Accessibility Advisory Committee on May 9, 2018, including accessible pedestrian routes, and the number and location of accessible parking spaces. The Committee made new comments concerned with increasing parking overall, including a more finalized parking strategy in future submissions, as

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well as future submissions with greater detail on exterior paths of travel through green spaces next to proposed accessible parking and drop off areas.

**Moved by Gordon Barnes  
Seconded by Councillor Gilliland**

1. That the memorandum regarding Library Square Design be received for information.

**Carried**

## **7. Informational Items**

### **2. Memorandum from Accessibility Advisor Re: Sidewalk on Kitimat Crescent**

Staff provided an overview of the design, construction and installation of a sidewalk on Kitimat Crescent, including school travel planning, traffic management, accessible public spaces, public consultation and feedback, and the location of the proposed sidewalk with regard to existing sidewalks and Aurora Heights Public School.

The Committee expressed support and encouraged the construction and installation of a sidewalk on Kitimat Crescent, as a safe and accessible exterior path of travel for pedestrians.

**Moved by Jo-anne Spitzer  
Seconded by Councillor Gilliland**

1. That the memorandum regarding Sidewalk on Kitimat Crescent be received for information.

**Carried**

### **3. Memorandum from Accessibility Advisor Re: Municipal Diversity and Inclusion Charter**

Staff provided an overview of the Inclusion Charter for York Region, including endorsing organizations, international recognition and annual updates, as the Town joined The Regional Municipality of York in endorsing the Inclusion Charter for York Region on October 2, 2018.

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The Committee was encouraged to visit [www.york.ca/inclusiveyr](http://www.york.ca/inclusiveyr) for more information on the Inclusion Charter of York Region including a full list of endorsing organizations and the Inclusion Charter Progress Report, an annual update that highlights the progress of the Inclusion Charter for York Region.

**Moved by Councillor Gilliland  
Seconded by Jo-anne Spitzer**

1. That the memorandum regarding Municipal Diversity and Inclusion Charter be received for information.

**Carried**

**4. Memorandum from Accessibility Advisor  
Re: Wildlife Parks Trail**

Staff provided an overview of the technical requirements of the Wildlife Park Trail including the need for ramps on the trail, the average and maximum running slope of the trail, the surface of the trail and ramps, and the construction access plan.

The Committee requested more information including the location and design of rest areas or a dedicated level area that is intended for public use to allow persons to stop or sit, a topography map to see the natural features of the area, and the average and minimum trail and ramp width for an accessible exterior path of travel.

**Moved by Councillor Gilliland  
Seconded by Max Le Moine**

1. That the memorandum regarding Wildlife Parks Trail be received for information.

**Carried**

**8. Adjournment**

The Committee agreed to change the time of the Accessibility Advisory Committee, from 4-6 p.m. to 7-9 p.m., beginning with the next Accessibility Advisory Committee meeting on April 3, 2019.



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**Moved by Max Le Moine  
Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 5:55 p.m.

**Carried**



**Town of Aurora  
General Committee Report No. CS19-014**

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**Subject:** Council-Staff Relations Policy

**Prepared by:** Michael de Rond, Town Clerk

**Department:** Corporate Services

**Date:** April 2, 2019

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## **Recommendation**

- 1. That Report No. CS19-014 be received; and**
- 2. That Attachment 1, Council-Staff Relations Policy, be approved; and**
- 3. That Attachment 2, Council/Staff Communications Policy, be repealed.**

## **Executive Summary**

This report seeks adoption of the attached Council-Staff Relations Policy. The Town is currently compliant with the Provincial statute requiring this policy be in place. The proposed policy drills further into the relationship between Council and Staff and provides more standards around areas such as communication.

- A detailed and separate Council-Staff Relations Policy provides more structure and defined processes in the relationship between Council and Staff
- The investigative powers of the Integrity Commissioner do not extend to a Council-Staff Relations Policy
- Staff are recommending that the current policy regarding Council/Staff communications be repealed

## **Background**

*The Modernizing Ontario's Municipal Legislation Act, 2017, amended the Municipal Act, 2001 to mandate that all municipalities in Ontario must have a policy respecting "the relationship between members of council and the officers and employees of the municipality," on or before March 1, 2019. The Town is currently compliant with this legislation as both the Council Code of Conduct and the Code of Ethics contain provisions regarding the Council-staff relationship.*

Sections 224 and 227 of the *Municipal Act, 2001* formally define the roles and responsibilities of Council and the municipal administration. In addition to these definitions and in-line with the requirement for a policy, there is merit in adopting a policy that more clearly outlines these roles and responsibilities and the formal relationship between staff and Members of Council.

## **Analysis**

### **A detailed and separate Council-Staff Relations Policy provides more structure and defined processes in the relationship between Council and Staff**

The following are excerpts from the Council Code of Conduct (By-law No. 6155-19) and the Code of Ethics (By-law No. 5532-13) regarding Council's relations with Staff.

#### *Council Code of Conduct - Rule No. 13: Conduct Respecting Staff*

1. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities
2. No Member shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.
3. Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Member or faction of the Council.
4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the Town

#### *Code of Ethics – Section 4 – Relationships with Staff and Other Members of Council*

Members of Council will;

- Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence or credibility

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Report No. CS19-014

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The proposed Council-Staff Relations Policy supplements the Council Code of Conduct and Code of Ethics by providing a more robust framework for business interactions between Council and staff. This Policy is intended to provide detailed processes around Council-staff communications to ensure that standards and expectations are clear and understood.

For example, one feature of the Policy is the differentiation between requests that could be considered 'routine' or 'non-routine', an example of a routine request would be asking staff to contact a resident regarding a delegation to Council. A non-routine request could include requesting staff to provide information where significant research is required.

As a guideline, Staff are recommending that a matter is considered non-routine when the request requires more than two (2) hours of staff time to complete. All non-routine requests require Council or CAO direction.

**The investigative powers of the Integrity Commissioner do not extend to a Council-Staff Relations Policy**

Recent amendments to the *Municipal Act* did not contain an extension of the investigation powers of the Integrity Commissioner to include mandated Council-Staff Relations Policies.

**Staff are recommending that the current policy regarding Council/Staff communications be repealed**

Many of the guidelines included in the draft Council-Staff Relations policy speak to how Council and Staff should communicate. This makes an additional policy regarding communication unnecessary.

**Advisory Committee Review**

None

## **Legal Considerations**

The Town is currently in compliance with legislative requirements as set out in the *Municipal Act, 2001*. The proposed Council-Staff Relations Policy will supplement existing Town policies.

## **Financial Implications**

None

## **Communications Considerations**

Staff were provided an opportunity to comment on the draft Policy. If approved, Legislative Services will work with Communications to provide internal communications about the Policy.

## **Link to Strategic Plan**

Adopting the Council-Staff Relations Policy promote **progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

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

1. Council may refer the report and Policy back to staff for further work.
2. Council may take no action.

## **Conclusions**

Recent amendments to the *Municipal Act, 2001* mandated that municipalities must have a policy that deals with Council-Staff relations. In addition to the Council Code of Conduct and the Code of Ethics, the proposed Council-Staff Relations Policy provides a defined framework for how Council and Staff should communicate and work together.

## **Attachments**

Attachment 1 – Draft Council-Staff Relations Policy

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Attachment 2 – Council/Staff Communication Policy

**Previous Reports**

None

**Pre-submission Review**

Agenda Management Team review on March 14, 2019

**Departmental Approval**



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**Techa van Leeuwen  
Director  
Corporate Services**

**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



# Administrative Policies & Procedures

## Policy No. CORP XX – Council-Staff Relations Policy

<b>Topic:</b>	Council-Staff Relations	<b>Affects:</b>	All Members of Council and Staff
<b>Section:</b>	Insert section based on numbering system	<b>Replaces:</b>	N/A
<b>Original Policy Date:</b>	April 23, 2019	<b>Revision Date:</b>	January 1, 2023
<b>Effective Date:</b>	April 23, 2019	<b>Proposed Revision Date:</b>	April 23, 2021
<b>Prepared By:</b>	Corporate Services	<b>Approval Authority:</b>	Council

### 1.0 Policy Statement

The Town of Aurora is committed to a respectful and productive relationship between and amongst Council, Members of Council, and the officers and employees of the municipality, in furtherance of their respective roles established by statute, municipal by-laws and policies, corporate administrative direction, and operating conventions.

### 2.0 Purpose

The purpose of this Policy is to guide the nature of business interactions between members of Council and Town Staff.

### 3.0 Scope

This Policy applies to all Staff and elected officials of the Town of Aurora.

### 4.0 Definitions

**Corporate Management Team** means all Managers of the Town, consisting of the Town’s Managers and additional staff members appointed by the CAO.

**Executive Leadership Team** means the Senior Management Team of the Town, consisting of the Chief Administrative Officer (CAO), Directors and Manager of Communications.

## **Policy No. xx – Council-Staff Relations Policy**

**Member(s) of Council** means the individuals elected or appointed to the Council for the Town of Aurora who have taken the declaration of office for the current term. For the purpose of this Policy and as applicable in the circumstances, Member of Council includes an individual who is supervised by a Member of Council and who purports to represent or undertake an activity covered by this Policy on behalf of the Member of Council.

**Member of the Public** means a person or entity residing and/or having a business, or other interest in the Town of Aurora.

**Routine Matter** means a communication by a Member of Council with a Member of Staff, in person, in writing, by phone, by text, or by other electronic means, which:

- a) in the ordinary course of business constitutes a type of communication that would typically occur between a Member of the Public and Staff;
- b) constitutes a request for information that is routinely produced by the member of Staff in the course of their duties; or
- c) constitutes a request for a service that is routinely done by Staff in the course of their duties; and which requires no expenditure of unbudgeted resources.

**Non-Routine Matter** means a communication, request for information or service that is not typically undertaken in the ordinary course of business, and/or for which there is no routine process, procedure, guideline or convention to guide members of Staff. For the purpose of this Policy, any request that requires more than two (2) hours of staff time to complete requires Council or CAO direction.

**Staff or Member of Staff** means all Town employees, including probationary and temporary employees, and volunteers of the Town or of a local board of the Town, as the case may be.

### **5.0 Guiding Principles**

Interpretation of this Policy is to be guided by the statutory and policy framework within which the Town is governed. This framework includes the *Municipal Act, 2001*, Council Code of Conduct, Code of Ethics, and Town Policy No. HR-01 - Staff Code of Conduct, Town Policy No. HS-03 – Harassment Free Workplace, Town Policy No. HS-02 – Violence Free Workplace.



**Policy No. xx – Council-Staff Relations Policy**

**A. *Municipal Act, 2001* provisions which provide that:**

1. It is the role of Council:

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of council under this or any other Act.

2. It is the role of the Head of Council to:

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to the council;
- d) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses [(d) and (e) above];
- e) to represent the municipality at official functions; and
- f) to carry out the duties of the head of council under this or any other Act.”

2(a). As Chief Executive Officer of a municipality, the Head of Council shall:

- a) uphold and promote the purposes of the municipality;
- b) promote public involvement in the municipality’s activities;
- c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and

**Policy No. xx – Council-Staff Relations Policy**

- d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.”
3. It is the role of the officers and employees of the municipality:
- a) to implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions;
  - b) to undertake research and provide advice to council on the policies and programs of the municipality; and
  - c) to carry out other duties required under this or any Act and other duties assigned by the municipality.”
- B.** *Town of Aurora Policy No. HR-01 - Staff Code of Conduct* provisions which provide that:
- Employees of The Town of Aurora must be independent, impartial and responsible to the public in carrying out their duties. The public must have confidence in the integrity of employees and in their dedication to the Town's best interests.
  - The Code of Conduct sets out broad principles and establishes expected standards of behaviour for Town employees. The purpose of this policy is to promote a high level of ethical conduct by employees and to ensure confidence in the public service.
- C.** *Town of Aurora Policy No. HS-03 – Harassment Free Workplace*, the purpose of which is:
- The Town of Aurora is committed to providing a safe and harassment free working environment for our employees. In pursuit of this goal, the Town maintains a zero tolerance policy towards harassment and discrimination and will not tolerate, ignore or condone such acts against or made by any Town employee or elected official.
  - All employees at all levels must work in compliance with this policy and supporting program. Everyone is expected to raise any concerns about workplace harassment and to report any incidents of harassment with the assurance there will be no negative consequences for reports made in good faith.

**Policy No. xx – Council-Staff Relations Policy**

D. *Town of Aurora Policy No. HS-02 – Violence Free Workplace* the purpose of which is:

- The Town of Aurora is committed to providing and maintaining a safe working environment for our employees. In pursuit of this goal, the Town maintains a zero tolerance policy towards violence and will not tolerate, ignore or condone such acts or made by any Town employee of elected official.
- All employees at all levels must work in compliance with this policy and supporting program. Everyone is expected to raise any concerns about workplace violence and to report violent incidents or threats of violence with the assurance that there will be no negative consequences for reports made in good faith.

E. *Town Code of Conduct For Members of Council*, which provides in Rule No. 13 (Conduct Respecting Staff) that:

1. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
2. No Member shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.
3. Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Member or faction of the Council.
4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the Town

## **6.0 Policy Framework**

### **General Relationship between Staff and Members of Council**

Council is the policy and decision-making authority for the municipality, and only Council as a whole can direct Staff.

Individual Members of Council have a responsibility to support Council's role to represent the public and to consider the well-being and interests of the municipality, and in that regard have a representative relationship with the citizens and businesses they serve.

### **Policy No. xx – Council-Staff Relations Policy**

Members of Council require advice and information from Staff on a need-to-know basis in order to fulfil their constituent, decision-making and oversight responsibilities.

Communications between Staff and Members of Council, and between Members of Council and Staff, must be courteous and professional. All communications should take into account:

- The author's and the recipient's responsibilities under the respective provision, policy, procedure or code of conduct applicable to the person;
- The impact upon any Member of the Public involved;
- The legitimate corporate or departmental priority of the matter; and
- The anticipated length of time it would take to properly comply with a request.

Communications, especially communications shared with Members of the Public, should not be disparaging of any person. Legitimately held criticisms shall be stated directly and professionally, clearly identified as the author's own opinion. This Policy does not condone the making of defamatory statements or statements based on conjecture.

Communications made in the course of a matter before a committee or local board, or before Town Council, shall be done in compliance with the applicable Procedure By-law.

### **Members of Council Communications with Staff on Behalf of a Member of the Public**

When a Member of Council desires to bring a matter to the attention of Staff on behalf of a Member of the Public, such as to ask a question or to act in a representative capacity for a constituent, the Member of Council shall communicate only with a Member of the Executive Leadership Team or a Manager except in respect of Routine Matters.

When a Member of Council is uncertain or requires assistance to determine which member of Staff would be most appropriate to address a Routine Matter or a Non-Routine Matter, the Member of Council should contact a member of the Executive Leadership Team or the Town Clerk for advice.

Members of Council shall respect the role of staff and shall refrain from engaging in administrative matters. When a Routine Matter or Non-Routine Matter has been forwarded to Staff, the Member of Council shall refrain from interfering with Staff's carriage of the matter.

### **Policy No. xx – Council-Staff Relations Policy**

This Policy is not intended to inhibit a Member of Council from carrying out their duties. It does require however that prior to communicating directly with a member of Staff on behalf of a Member of the Public, the Member of Council give consideration to the following preferred courses of action:

- It is preferred that the Member of the Public be referred to the appropriate department or member of staff by providing contact information or reference to established corporate or departmental procedures.
- For Routine Matters, where it is necessary to do so in order to provide an appropriate level of customer service to a Member of the Public, the Member of Council may attend at a public counter or provide a personal introduction to a department or a member of Staff normally accessible to Members of the Public. In so doing, The Member of Council should not interfere with Staff nor attempt to influence an outcome.
- For matters that have been referred to an appropriate department or member of Staff, the Member of Council may request, having obtained the written consent of the Member of the Public involved, to receive status updates for tracking purposes and for communicating with the Member of the Public.
- For matters that involve the administration of justice, such as by-law enforcement, claims, litigation, Local Planning Appeal Tribunal (LPAT), and quasi-judicial committees, Members shall refrain from making requests or statements or taking actions which may be construed as an attempt to influence the independent administration of justice.

### **Staff Communications with Members of Council**

Routine Matters referred to Staff by a Member of Council should be responded to in accordance with the department's standard operating procedures or conventions. For matters which have been referred to a department or member of Staff by a Member of Council, Staff may, where the consent of the Member of the Public involved has been obtained, provide status updates to the Member of Council for tracking purposes and for communicating with the Member of the Public. This Policy however does not override confidentiality or privacy requirements that may otherwise apply.

When the estimated time to complete the matter is over 2 hours, the direction must come from Council as a whole, rather than an individual member. Non-Routine matters which have been approved by Council will be referred to the appropriate member of the Executive Leadership Team or Corporate Management Team for investigation and/or action, with the Member of Council being so advised.

**Policy No. xx – Council-Staff Relations Policy**

When a request involving a Routine or Non-Routine Matter is received by staff from a Member of Council, the member of Council should be advised of the approximate time for resolution based on the type of response required and operational priorities.

**Meetings with Staff**

Requests for Staff attendance at meetings organized by a Member of Council shall be made to the appropriate member of the Executive Leadership Team. Notice of at least 24 hours should be provided except in urgent circumstances.

Members of Council shall not attend a Staff meeting, or a meeting involving Staff and Members of the Public, without first seeking permission to attend from the appropriate member of the Executive Leadership Team

**Policy Management**

Staff are authorized and directed to take the necessary action to give effect to this policy.

The Town Clerk is delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative changes or if, in the opinion of the Town Clerk, the amendments do not change the intent of the policy.

**Legislative Reference**

This Policy is made pursuant to s. 270(1)(2.1) of the *Municipal Act, 2001*.



**Administrative Policies & Procedures**  
**Council/Staff Communications**  
**Policy No. 5**

Administration

<b>Topic:</b>	Council Information Requests	<b>Affects:</b>	All Employees & Elected Officials
<b>Section</b>	Administration	<b>Replaces:</b>	Old Policy No. 5
<b>Original Policy Date:</b>	April 6, 1988	<b>Prior Revision Date:</b>	August 23, 1989
<b>Effective Date:</b>	January 29, 2013	<b>Next Revision Date:</b>	January, 2016
<b>Prepared By:</b>	Administration	<b>Approval Authority:</b>	Council

**1. POLICY**

In executing the office for which they were elected, Members of Council individually have a right to make reasonable requests of the administration for documents or information available for any matter affecting the municipality, its processes, its records, services, programs or initiatives.

**2. PURPOSE**

The purpose of this policy is to establish procedures to govern the ways and means by which members of Council gain access to information concerning Town business, and to describe the forms of information which will be provided.

**3. WHO TO CONTACT**

A Council member who wishes to inquire into a certain matter or who wishes to obtain copies of documents on file with the Town should address the inquiry to the appropriate Director. In the absence of the Director, the request should be made to the C.A.O. Departmental staff are not to be consulted for the purposes of making inquiries in any circumstances.

**4. METHODS OF COMMUNICATION**

Routine inquiries can be made in person, by telephone or by email. Unless copies of documents are requested, the reply will usually be communicated in the same manner as the question.

Councillors requesting a written response to an inquiry should submit same in writing.

Inquiries which will require extensive research and staff time, should be directed through Council. Where doubt exists about the magnitude of effort required for responding to an inquiry, the C.A.O. or Director should be consulted prior to any Notice of Motion or request to Council.

**5. DOCUMENTS AND INFORMATION AVAILABLE**

In general, members of Council have access to any documents on file with the Town save and except:

- 5.1 Those documents protected from release by the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 5.2 Copies of documents prepared by staff which are still in draft format (i.e. not approved by the author for release) or documents which are to be provided to Councillors simultaneously at a future time. (e.g. Agenda materials)

- 5.3 Personnel files related to any specific employee, former employee, or applicant, or any recruitment process.
- 5.4 Original files, drawings, or other documents will not be provided.
- 5.5 Material which should most appropriately be provided to all members of Council in a closed meeting.

**6. TIME FOR RESPONSE**

Members of Council can expect to receive a response to a routine inquiry generally within one business day, although in practical terms, the response can usually be obtained in a shorter time. Where a response cannot be provided within one business day, the member making the inquiry shall be informed of the reasons for delay and the expected response date.

**7. DISTRIBUTION OF RESPONSE AT DISCRETION OF STAFF**

When the response to an inquiry made by a member of Council is to be communicated in written format (e.g. a memo, or a copy of a file document), it shall be at the sole discretion of the CAO or the Director whether all other members of Council receive a copy of the response accompanied by a note indicating the name of the Councillor making the requisition and the date of the requisition. The decision shall be based on the perceived level of interest of Council, and the nature, sensitivity or volume of the information requested. Likewise, the CAO may determine that the information would be of public interest, and may add such information to a public agenda of the General Committee.

**8. UPDATES**

Minor administrative updates to this policy by the CAO are authorized, provided no material changes affecting members of Council or changes which may have a material financial impact on the corporation are made without Council approval.

Signed:



Neil Garbe, Chief Administrative Officer

28-Feb-2013

Date





**Town of Aurora  
General Committee Report No. CS19-016**

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**Subject:** Emergency Management Program Annual Compliance Review  
**Prepared by:** Martin Stefanczyk, Program Manager, Corporate Initiatives  
**Department:** Corporate Services  
**Date:** April 2, 2019

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## **Recommendation**

- 1. That Report No. CS19-016 be received; and**
- 2. That the Emergency Management Program and Emergency Response Plan By-law be brought forward to a future Council meeting for enactment.**

## **Executive Summary**

The purpose of this report is to seek Council's approval of the updates to the Town of Aurora's Emergency Management Program which includes the Emergency Response Plan to reflect organizational changes meeting legislative requirements of the *Emergency Management and Civil protection Act*.

- A review of the Emergency Response Plan has identified the need to update the plan to reflect organizational changes
- The Office of the Fire Marshall and Emergency Management (OFMEM) provided direction to all municipalities in Ontario to appoint members to both the Emergency Management Program Committee (EMPC) and Municipal Emergency Control Group (MECG).
- The Town of Aurora's Emergency Management Program has been and is expected to be compliant with the *Emergency Management and Civil Protection Act* as all annual reporting obligations to the Province have been completed.

## **Background**

The *Emergency Management and Civil Protection Act* (EMCPA) requires municipalities to develop and implement an Emergency Management Program and an Emergency Plan and further states that the Council of the Municipality shall by by-law adopt both

the Emergency Management Program and the Emergency Response Plan. The Emergency Management Program must consist of:

- An Emergency Plan
- Hazard identification and risk assessment
- Identification of critical infrastructure
- Public education
- Training and exercises

Ontario Regulation 380/04 passed under the authority of the EMCPA sets standards for the development and implementation of emergency programs and for the formulation and implementation of Emergency Response Plans.

The regulation requires each municipality to;

- designate an Community Emergency Management Coordinator (CEMC)
- establish an Emergency Management Program Committee (EMPC)
- establish a Municipal Emergency Control Group (MECG)
- establish an Emergency Operations Centre
- designate an Emergency Information Officer
- establish an Emergency Response Plan (ERP) assigning responsibilities to municipal employees by position and setting out procedures for notifying the MECP

## **Analysis**

### **A review of the Emergency Response Plan has identified the need to update the plan to reflect organizational changes**

In accordance with the *Emergency Management and Civil Protection Act*, the Town is required to review and if necessary, revise its Emergency Plan every year. The Emergency Response Plan assigns roles and responsibilities to municipal employees, by position, respecting the implementation of the plan. Organizational changes to the Departments of Corporate Services, Operations, Community Services and Planning and Development Services necessitated revisions and updates to the roles and responsibilities in the Emergency Response Plan specifically;

- The Emergency Operations Center (EOC) Organizational Chart was updated to reflect structural changes in the Operations, Planning, Logistics and Financial/Administrative sections
- The roles and responsibility sections corresponding to the EOC Organizational Chart were updated to reflect the current Town of Aurora organizational structure.

**The Office of the Fire Marshall and Emergency Management (OFMEM) provided direction to all municipalities in Ontario to appoint members to both the EMPC and MCEG.**

The updated Town of Aurora ERP specifies members of both the EMPC and MCEG and adds additional language allowing for the delegations of roles and responsibilities during emergencies. The revisions to the roles and responsibilities sections and appointment by council to the committees through the passing of this by-law will allow the Town of Aurora to improve its coordination and response during a declared emergency.

**The Town of Aurora's Emergency Management Program has been and is expected to be compliant with the *Emergency Management and Civil Protection Act* as all annual reporting obligations to the Province have been completed.**

The Province requires compliance reporting and provides direction to municipalities to ensure they fulfill their annual obligation under the EMCPA with respect to their Emergency Management program

Upon passing of the by-law, being a by-law to adopt an Emergency Management Program and to establish an Emergency Response Plan and completion of the required Emergency Management Program activities for 2019 the Community Emergency Management Coordinator (CEMC) will submit a Compliance Report to the Office of the Fire Marshal and Emergency Management (OFMEM). Upon verification of the Compliance Report, the OFMEM will provide a letter of compliance to the office of the Mayor.

The Town of Aurora received its last compliance letter from OFMEM on August 29, 2018 for compliance with the EMCPA in 2017. The 2018 compliance documentation was submitted to OFMEM by the CEMC in December 2018 and the Town of Aurora is expected to receive the OFMEM compliance letter by the summer of 2019.

## **Advisory Committee Review**

NA

## **Legal Considerations**

By enacting a by-law to adopt the Emergency Management Program and the Emergency Plan, Council would be complying with the requirements of the EMCPA and the regulation made thereunder, as detailed in the report.

## **Financial Implications**

N/A

## **Communications Considerations**

The Emergency Response Plan is posted to the Town of Aurora website and the Central York Fire Services Website. Education regarding emergency preparedness is ongoing and done through social media, on the website and through in-person education opportunities.

## **Link to Strategic Plan**

This report supports the Town of Aurora Strategic Plan (2011-2031) goal of “supporting an exceptional quality of life for all” by ensuring that the Town of Aurora through its Emergency Response Plan is able to respond effectively during a declared emergency.

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

1. Council could choose not to enact the updated Emergency Management Program and Emergency Response Plan. This could result in the Town being found non-compliant with the *Emergency Management and Civil Protection Act*.

## **Conclusions**

The Town of Aurora has completed updates to its Emergency Response Plan as they relate to organizational changes, provincial direction as well as revising roles and responsibilities regarding emergency response. The updates to the plan support

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Report No.CS19-016

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effective emergency management practices and will improve the ability of the Town of Aurora to respond during a declared emergency protecting public safety, public health, the environment, critical infrastructure and property.

### **Attachments**

NA

### **Previous Reports**

No.CLS12-004

### **Pre-submission Review**

Agenda Management Team review on March 14, 2019

#### **Departmental Approval**



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**Techa Van Leeuwen  
Director  
Corporate Services**

#### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report No. PDS19-022**

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**Subject:** Update on the Corporate and Community Energy Plans  
**Prepared by:** Anca Mihail, Manager of Engineering and Capital Delivery  
**Department:** Planning and Development Services  
**Date:** April 2, 2019

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## **Recommendation**

1. That Report No. PDS19-022 be received for information.

## **Executive Summary**

The purpose of this report is to present Council with an update on the status of the Community Energy Plan (CEP) and the Corporate Energy Management Plan (CEMP).

- Staff have prepared the Terms of Reference for the CEP and secured Provincial and Federal funding under the Ontario's Municipal Energy Program (MEP) and Canada's Municipalities for Climate Innovation Program (MCIP).
- The CEP will be completed by February 28, 2021.
- Staff have prepared the Terms of Reference for the CEMP and awarded the project.
- The CEMP will be completed and posted on the Town's web site by July 1, 2019.

## **Background**

### **Community Energy Plan (CEP)**

On April 25, 2017, Council passed the following resolution:

Whereas municipalities around the world are taking the lead on climate change with sustainable and responsible policies that will reduce their Carbon Footprint;  
and

Whereas municipalities are developing Energy Plans that are both environmentally progressive and economically viable; and

Whereas Aurora's Infrastructure and Environmental Services (IES) Project 10-year Plan has already allocated \$100,000 for such a potential project, for future budget consideration; and

Whereas the Provincial Ministry of Energy has established, and is funding through the Ministry of Environment, a Municipal Energy Plan Program, which may offer municipalities matching funds of up to \$90,000 to support the development of a Community Energy Plan; and

Whereas Newmarket's Community Energy Plan received \$90,000, Markham received \$90,000, and Vaughan's received \$54,000;

1. 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.

### **Corporate Energy Management Plan (CEMP)**

The Town's current CEMP was created in 2014 and will expire on July 1, 2019. This Plan was developed under the Ontario Regulation 397/11, made under the Green Energy Act 2009, which required that on July 1, 2014 and on or before every fifth anniversary thereafter, every public agency shall prepare, publically report, and implement energy conservation and demand management (CDM) measures.

The Green Energy Act, 2009 and its regulations were repealed on January 1, 2019, however the requirements for energy plans and reporting still exist since they were re-enacted under the Electricity Act, 1998 and Ontario Regulation 507/18. The current CEMP created in 2014 will be updated and posted on the Town's website on July 1, 2019 to meet the above-mentioned Ontario Regulation.

## **Analysis**

### **Staff have prepared the Terms of Reference for the CEP and secured Provincial and Federal funding under the Ontario's Municipal Energy Plan Program and Canada's Municipalities for Climate Innovation Program**

A CEP is a comprehensive long-term plan to improve energy efficiency, reduce energy consumption and greenhouse gas (GHG) emissions, foster green energy solutions and support economic development.

Aurora's CEP will:

- look at energy use across the entire municipality and includes a municipality's residential, commercial, industrial and public-sector energy use, including municipal operations and energy and water infrastructure;
- identify energy conservation and green energy opportunities for all sectors within the broader context of the built environment, land use planning and growth;
- help to articulate municipal priorities for other energy planning initiatives, such as regional and provincial energy plans;
- include energy mapping to visually represent energy intensity and conservation opportunities.

Ontario's Municipal Energy Plan Program provides grants for the creation of Community Energy Plans for up to \$90,000 or 50% of the total project cost whichever is less.

To obtain Provincial and Federal funding the Plan must include the following:

- stakeholders consultation and engagement,
- gathering and analyzing of baseline energy data, which may include energy mapping,
- creation of the Plan and approval by Municipal Council.

Ontario Ministry of the Environment, Conservation and Parks provided detailed Program Guidelines on how to develop the Terms of Reference for the CEP, with the purpose of having a well-developed Plan, which provides key energy-use information and identifies



a broad range of energy conservation opportunities to help local governments in their long-term decision-making and planning.

Staff has prepared the Terms of Reference for the CEP as per the Ministry's Program Guidelines and has secured matching funds of up to \$90,000 for the plan. In addition, staff sought funding from other levels of government and was successful in securing a grant of \$81,900 from the Federation of Canadian Municipalities (FCM), Municipalities for Climate Innovation Program (MCIP).

At present staff from the Finance and Legal Divisions are in the process of reviewing and signing the Provincial and Federal agreements for the above-mentioned grants.

The government agencies' obligation to fund the Town's CEP will only become binding once the agreements are executed.

**The CEP will be completed by February 28, 2021**

To obtain full funding, the CEP will have to be completed by February 28, 2021 since the 5-year FCM's MCIP funding is closing at the beginning of 2021.

To ensure we meet this deadline, the project has a very tight delivery timeline as presented in Table No. 1:

Table No. 1

Stage	CEP Stage Deliverable	Start Date	Finish Date
1	Stakeholders Consultation and Engagement	May 1, 2019	September 30, 2019
2	Gathering baseline data and energy mapping	October 1, 2019	January 31, 2020
3	Creation of the Plan and approval by Council	February 1, 2020	February 1, 2021

After Council endorsement, the Town will submit the final report and the request for contribution to the FCM and the Ontario's Ministry of Environment, Conservation and Parks by the deadline of February 28, 2021.

**Staff have prepared the Terms of Reference for the CEMP and awarded the project**

The current CEMP expires on July 1, 2019 and has to be updated to meet Ontario legislation.

The scope of the CEMP is specific to the Town's operations and service delivery and does not include activities by the broader community within Aurora's municipal boundary. The Town will update the current initiatives and targets for Town's buildings and include water/wastewater and fleet using opportunities that may have been created by changes in technology. The plan will also include resource requirements and implementation timeframes along with best practices and benchmarks.

The CEMP has been awarded, at the beginning of March, to WalterFedy, a consulting company specialized in energy conservation projects aimed at reducing the energy consumption and carbon footprint.

**The CEMP will be completed and posted on the Town's web site by July 1, 2019**

As required by the current Ontario legislation, the CEMP will be posted on the Town's web site on July 1, 2019, after being presented to Council for endorsement in June of 2019.

**Advisory Committee Review**

Not Applicable.

**Legal Considerations**

The Green Energy Act, 2009 and its regulations were repealed on January 1, 2019, however the requirements for energy plans and reporting still exist since they were re-enacted under the Electricity Act, 1998.

The Legal Division will review all legal agreements between the Town and the Ontario and Federal Governments to secure the necessary CEP's funding.

## **Financial Implications**

At this time there are no financial implications regarding the delivery of the CEP and the CEMP.

Council approved \$180,000 in the 2018 budget for the CEP, with the request that staff obtain grants to cover the entire cost of the Plan. Presently, the Town had secured a grant of \$90,000 from the Provincial Government, and a grant of \$81,900 from the Federal Government (FCM) to a total of \$171,900 and it is expected that this amount will cover the entire cost of the CEP.

Council pre-approved \$50,000 for the CEMP in the 2019 budget to cover the entire cost of this study.

## **Communications Considerations**

Not Applicable.

## **Link to Strategic Plan**

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

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

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

Not Applicable.

## **Conclusions**

Staff presented an update on the status of the CEP and CEMP. Staff had secured Provincial and Federal grants to cover the cost of the CEP. The CEP will be completed by February 28, 2021 and the CEMP will be completed and posted on the Town's web site by July 1, 2019.

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## **Attachments**

Not Applicable.

## **Previous Reports**

- Report IES17-037, dated November 7, 2017
- Report IES17-041, dated November 14, 2017

## **Pre-submission Review**

Agenda Management Team review on March 14, 2019

### **Departmental Approval**



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**Anca Mihail  
Acting Director  
Planning and Development Services**

### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. PDS19-023**

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**Subject:** Heritage Permit Application  
70-72 Centre Street  
File: NE-HCD-HPA-19-02

**Prepared by:** Adam Robb, Planner

**Department:** Planning and Development Services

**Date:** April 2, 2019

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## **Recommendation**

- 1. That Report No. PDS19-023 be received; and**
- 2. That the following recommendations be approved:**
  - a) That Heritage Permit Application NE-HCD-HPA-19-02 be approved to permit the restoration of the subject property and removal of the frame garage as shown on the submitted plans;**
  - b) That the property owner photodocument any original construction revealed during the proposed restoration of the property; and**
  - c) That the property owner continue to seek guidance from Town Staff and the Heritage Conservation District Plan on the final selection of detail elements visible from the street.**

## **Executive Summary**

The purpose of this report is to provide Council with direction from the Heritage Advisory Committee regarding Heritage Permit Application NE-HCD-HPA-19-02 for the restoration of the property at 70-72 Centre Street, designated under Part V of the *Ontario Heritage Act* as part of the Northeast Old Aurora Heritage Conservation District.

- The house on the subject lands was constructed circa 1858 and continues to be an important contributing property to the HCD and the Centre Street streetscape.
- The proposed restoration is found to be in keeping with the policies of the Northeast Old Aurora Heritage Conservation District Plan
- The final composition of the property as proposed through the conceptual elevations and plan is in fact a better balance of the property, offering more

historic character to the neighbourhood and streetscape than what currently exists.

## **Background**

The agent on behalf of the owner of the property located at 70-72 Centre Street submitted Heritage Permit Application NE-HCD-HPA-19-02 on January 11, 2019.

## **Location**

The subject property is located on the north side of Centre Street, between Spruce Street and Walton Drive (See Attachment 1). The property is approximately 325 metres east of Yonge Street and is designated under Part V of the *Ontario Heritage Act* as part of the Northeast Heritage Conservation District (By-law 4804-06.D).

## **Analysis**

### **History of the Property**

The Lot was registered in 1853 as Plan 107, all of which was owned by Richard Machell. The individual Lot was sold and the property was associated with the Adam and Margaret Kaiser family, which held intermittent ownership from 1858 to 1971. While the west part of the dwelling may have been built circa 1858, the east part may have been erected after 1884, which is the year George Kaiser bought the adjacent parcel.

### **Heritage Evaluation of the Existing Building**

70 Centre and 72 Centre are joined as a duplex, however their styles are noticeably different, with both having also been altered significantly.

The west part of the house (70 Centre Street) can be best described as a Gothic Revival style “cottage”, with frame construction, a pointed centre gable, 2 storey massing and rear tail wing layout. The structure may have been built with a 3-bay front façade (centre door with flanking window openings), but has been significantly altered and unmaintained in recent years.

The east part of the house (72 Centre Street) is a gable ended frame structure with a medium pitched gable roof. This style and massing was popular from the early 19<sup>th</sup> Century as commercial storefronts with second level accommodation, but again has been significantly altered and generally unmaintained.

According to the Heritage Impact Assessment, local builders Knowles and Preston may have been hired in 1905 to change the placement of the exterior doors and windows on the property, and since the arched opening on the upper level with a wood door remains unusual in its design, suggests that a verandah was also removed as part of this process.

### **Neighbourhood Context as part of the Northeast Heritage Conservation District**

The property at 70-72 Centre Street continues to be an important contributing element in the Northeast Old Aurora Heritage Conservation District and the Centre Street streetscape. Dating back to 1858 as part of the earliest plan of subdivision within Machell's Corners (Aurora) and then evolving to a duplex structure in the early 20<sup>th</sup> Century, the subject property helps contribute to part of the story of the continuing residential use of this part of the HCD. Its evolved style, gable roof, and setback are in keeping with the overall character of the streetscape.

The south and west facades of the dwelling are the most visible along the streetscape, and are in need of repair. Their integrity as an evolved historic component of this streetscape will be preserved as part of the restoration process.

### **Proposed Restoration**

After a review of the conceptual proposal, the Heritage Impact Assessment has determined that the restoration will not negatively impact the heritage character or streetscape, and that the designs are in keeping with the HCD Plan. The removal of the (non-heritage) garage has no visual impact on the historic ambience of the streetscape, and the removal of the upper doorway on the east side is to rectify the balance resulting from the full verandah already being lost. Ultimately, the final composition of the property outlined by the conceptual proposal (See Attachment 3) is in fact a better balance of the property, offering more historic character than what is currently existing. The restoration is much needed to maintain the integrity of the structure and will add significant value to the area.

### **Advisory Committee Review**

The Heritage Advisory Committee reviewed Heritage Permit Application NE-HCD-HPA-19-02 on March 5, 2019 and approved the recommendations made by staff. The Heritage Advisory Committee was very supportive towards the proposed restoration plans and believe it will contribute positively to the HCD neighbourhood character.

## **Legal Considerations**

### **Heritage Permits**

The subject property was designated in 2006 under Part V of the *Ontario Heritage Act* as part of the Northeast Old Aurora Heritage Conservation District. The Heritage Permit application was deemed complete by staff on February 8, 2019 and is being processed pursuant to section 33(1) of the Act. Within 90 days of receiving notice of the application and after consultation with HAC, Council may approve the permit application, with or without conditions, or may refuse the application. Only the owner may appeal Council's decision to the Conservation Review Board. Council must make a decision by Thursday, May 9, 2019.

### **Financial Implications**

There is no financial impact associated with this report.

### **Communications Considerations**

No communication required.

### **Link to Strategic Plan**

The conservation of heritage resources supports the Strategic Plan goal of **Supporting an Exceptional Quality of Life for All** through its accomplishment in satisfying requirements in objective **Celebrating and Promoting our Culture**.

### **Alternative to the Recommendation**

1. Refuse the Heritage Permit Application

### **Conclusions**

It is recommended that the Heritage Permit Application for the restoration of 70-72 Centre Street be approved, which follows the recommendations made by the Heritage Advisory Committee. According to the Heritage Impact Assessment provided, the works will not negatively impact the heritage character of the building and will be in keeping with the principles of the Heritage Conservation District Plan. The proposed sympathetic



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restoration of the subject property will add value to the neighbourhood and preserve the heritage character of the area. Once a Heritage Permit Application is received, Council has ninety (90) days from the date of issuing a Notice of Receipt to: consent to the application with or without terms and conditions, or refuse the application.

### **Attachments**

- Attachment 1 – Location Plan
- Attachment 2 – Heritage Impact Assessment
- Attachment 3 – Conceptual Plan
- Attachment 4 – Heritage Inventory Information Sheet

### **Previous Reports**

Heritage Advisory Committee Report HAC19-002 dated March 5, 2019.

### **Pre-submission Review**

Agenda Management Team meeting review on March 14, 2019

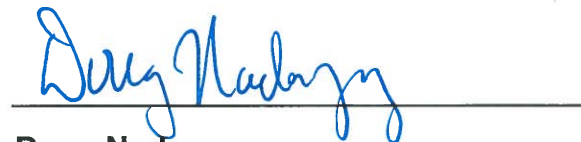
#### **Departmental Approval**



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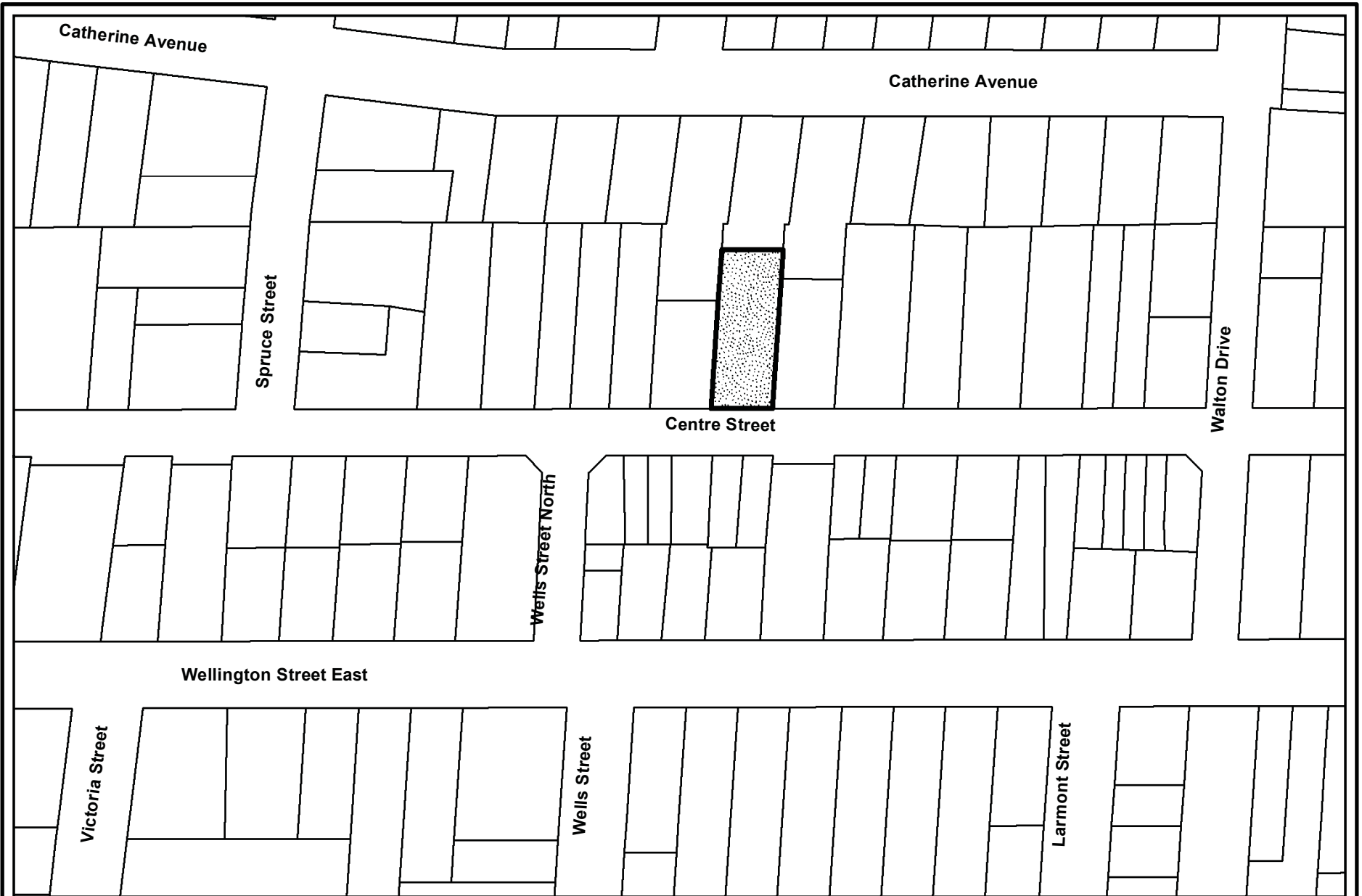
**Lawrence Kuk, MCIP, RPP  
Acting Director  
Planning and Development Services**

#### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

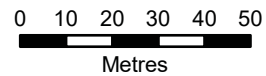


# LOCATION PLAN

PDS19-023  
70-72 CENTRE STREET



**SUBJECT LANDS**



Attachment 2

**HERITAGE IMPACT ASSESSMENT**

**70-72 CENTRE STREET  
TOWN OF AURORA**

**SU MURDOCH HISTORICAL CONSULTING  
BARRIE, ON**

**JANUARY 2019**



## **SUMMARY**

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The property at 70-72 Centre Street continues to be an important contributing element in the Northeast Old Aurora Heritage Conservation District and the Centre Street streetscape. Part of the dwelling may date to 1857 and the earliest development of this plan of subdivision (Plan 107) within Machell's Corners (Aurora). Its physical evolution to a duplex structure is part of the story of the continuing residential use of this part of the HCD. The property was associated with the Adam and Margaret Kaiser family, which held intermittent ownership from 1858 to 1971. Its evolved style, gable roof, and setback are in keeping with the overall character of the streetscape.

The south (street) and west facades of this dwelling are the most visible along the streetscape. Their integrity as an evolved historic component of this streetscape should be preserved.

## **RECOMMENDATIONS**

1. That the property owner photodocument any original construction revealed during the proposed alterations to the interior and exterior. The intent is to find evidence of the likely dates of construction of the west vs. east halves of the dwelling. Any observations on major changes, such as the original configuration of the verandah and window/door locations are also important to understanding the evolution of this structure. Minor changes do not need to be documented. This documentation could be shared with the Town of Aurora.
2. That permission be granted to demolish or remove the frame garage without further documentation.
3. That the property owner have regard for the design cautions in 7.0 of this Heritage Impact Assessment.
4. Assuming the proposal is approved, that the property owner continue to seek guidance from the Heritage Conservation District Plan on the final selection of detail elements such as window sash and door types, paint colours, etc., for those facades visible from the street.

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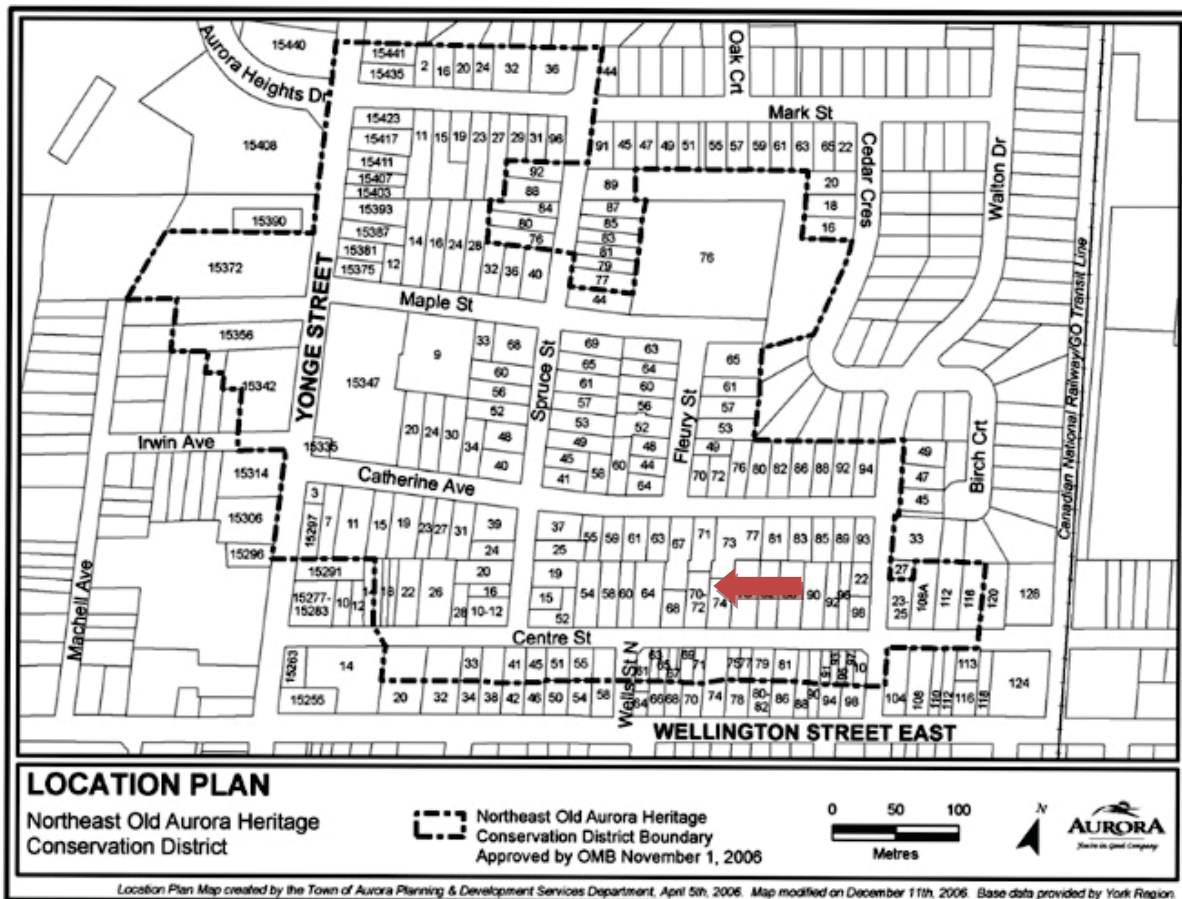
**HERITAGE IMPACT ASSESSMENT**

**70-72 CENTRE STREET, TOWN OF AURORA**

**PART LOT 14, SECOND RANGE, NORTH OF CENTRE STREET, WEST OF RAILROAD, PLAN 107, TOWN OF AURORA**

**1.0 PROPERTY DESCRIPTION**

The legal description of this property is Part Lot 14, Second Range, North of Centre Street, West of Railroad, Plan 107, Town of Aurora. This location (Figure 1) is a residential property within the Northeast Old Aurora Heritage Conservation District (“HCD”), which is protected by bylaw under Part 5 of the Ontario Heritage Act (“OHA”). It contains a dwelling fronting on the north side of Centre Street that appears to be two structures built at different dates and merged as a duplex now known as 70-72 Centre Street. No. 70 is the west part; No. 72 is the east part. There is a vintage garage northwest of the dwelling. The property is unoccupied.



**Figure 1:** Property location indicated by arrow within the Northeast Old Aurora HCD



## **2.0 REPORT OBJECTIVE**

### **2.1 TERMS OF REFERENCE**

The property owner is proposing to alter the dwelling to expand its use as rental accommodation. As this property is within the Northeast Old Aurora HCD, this proposal involves applying for a permit to alter the property under 42(1)1 of the OHA:

#### **Erection, demolition, etc.**

42 (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure.

The property is subject to the requirements of the HCD Plan, which contains design parameters for acceptable alterations and new construction.

To ensure compliance with the HCD Plan, the Town of Aurora ("Town") requires a Heritage Impact Assessment and Conservation Plan ("HIA"). This is to be compiled by a qualified heritage consultant according to the Town's HIA Guide, August 2016 ("Guide").

Su Murdoch is a member of the Canadian Association of Heritage Professionals and has experience in this type of study in Aurora and elsewhere in Ontario. This HIA has been compiled within the parameters of the *Guide*.

### **2.2 METHODOLOGY**

As the property is protected under Part 5 of the OHA, its contributing role within the HCD was evaluated in this HIA without reference to *Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest* as this only applies to individual property being considered for designation under s. 29 of the OHA.

The findings of this HIA are based on documentary research, a property title search at the York Region Land Registry Office, information provided by the Town of Aurora Museum and Archives, and a site visit to the property and neighbourhood on November 26, 2018. Conceptual drawings of proposed alterations to the dwelling were provided by the owner in December 2018.

No structural assessment or physical condition analyses of the dwelling was undertaken.



This HIA does not include the identification of archaeological resources or areas of archaeological potential. That fieldwork, if required by the Town, can only be undertaken by an archaeologist licensed under the OHA.

### **3.0 HERITAGE STATUS**

#### **3.1 NORTHEAST OLD AURORA HERITAGE CONSERVATION DISTRICT**

Part 5 of the OHA permits a municipality to protect a geographic area deemed collectively to hold cultural heritage value or interest as a Heritage Conservation District. The Northeast Old Aurora HCD was established by bylaw in 2006.

The following is the Statement of Heritage Value that identifies why this area holds cultural significance; and the Statement of Objectives in Designating the District. Every proposal for change within the HCD must be considered in the context of these statements:

#### **2.3 Statement of Heritage Value**

The Northeast Old Aurora Heritage Conservation District is a distinct community in the Town of Aurora, characterized by a wealth of heritage buildings, historic sites, and landscapes. The District is representative of the development and growth of an Ontario residential district from the mid-19th through the mid-20<sup>th</sup> centuries, in an industrializing village and town. Northeast Old Aurora is the site of the first expansion of the Village of Aurora north of Wellington Street. It originated in response to the prosperity promised by the arrival of Canada's first rail line, the Ontario Huron and Simcoe Railway. The neighbourhood developed over more than half a century, and it contains a wealth of heritage buildings spanning the period of 1860-1930, and including characteristics styles from Ontario Victorian Vernacular through Craftsman Bungalows. There is a particular wealth of late 19th century Edwardian and Queen Anne Revival houses, including a compact grouping constructed of decorative concrete block.

#### **Particular elements worthy of preservation are:**

- A wide range of historic architectural styles within a compact area.
- A high percentage of heritage buildings that remain largely intact.
- A pattern of buildings with compatible scale and site plan characteristics in the various areas of the District.
- Deep rear yards, providing mid-block green space, and generous spacing of buildings in most streetscapes.

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA

- A village-like character created by historical road profiles, mature trees, and undisturbed topography.
- The association of historic figures with many of the houses.
- The historical lot pattern.

## **2.5 Statement of Objectives in Designating the District**

### **2.5.1 Overall Objective**

The overall objectives in designating the Northeast Old Aurora Heritage Conservation District are:

- To ensure the retention and conservation of the District's cultural heritage resources, heritage landscapes, and heritage character,
- To conserve the District's heritage value and heritage attributes, as depicted and described in the Study and Inventory, and
- To guide change so that it harmonizes as far as possible with the District's architectural, historical, and contextual character.

## **3.2 CATEGORY OF 70-72 CENTRE STREET IN THE HCD PLAN**

The property at 70-72 Centre Street is categorized in the HCD Plan as a "Heritage Building." This makes it a contributing property that has a role in supporting the Statement of Heritage Value and the Overall Objective of the HCD. The HCD Plan states the following objectives for Heritage Buildings and the acceptable approach to their conservation:

### **2.5.2 Heritage Buildings**

- To retain and conserve the heritage buildings as identified by inclusion in the *Aurora Inventory of Heritage Buildings*.
- To conserve heritage attributes and distinguishing qualities of heritage buildings, and to avoid the removal or alteration of any historic or distinctive architectural feature.
- To encourage the correction of unsympathetic alterations to heritage buildings.

- To facilitate the restoration of heritage buildings based on a thorough examination of archival and pictorial evidence, physical evidence, and an understanding of the history of the local community.

#### **4.0 HISTORY AND CHRONOLOGY OF THE PROPERTY**

##### **4.1 TOWN OF AURORA HISTORY**

“About 1804” is the beginning date of settlement at Aurora’s major intersection of Yonge and Wellington streets, with Concession 1, Whitchurch Township, on the east side of Yonge and Concession 1, King Township, on the west side. The first gristmill in the area may have been west of Yonge, near Wellington, on property patented from the Crown by William Tyler in 1805. The mill was a draw for tradespeople, labourers, and their families.

Another landowner at the Yonge and Wellington intersection was John Richard Machell. The crossroads that became Aurora was first known as Match-Ville or Machell’s Corners. “Richard Machell, Esq., Merchant” had surveyor Robert Lynn draw a “Plan of Building Lots in the Village of Match-Ville” as a subdivision of part of Lot 81, Concession 1, Whitchurch Township (Figure 2). It was registered in May 1853 as Plan 107. The property at 70-72 Centre Street is within Plan 107.

Settlement of the area transformed when the first train on the newly built Ontario, Simcoe & Huron Union Railroad line arrived on May 16, 1853. A railway station was built near the intersection of Yonge and Wellington and the frontages of the township lots were further surveyed into building lots. The railway right of way crossed Centre Street, north/south, to the east of the subject property now known as 70-72 Centre Street.

On January 1, 1854, Machell’s Corners was renamed Aurora. More industries and shops lined Yonge Street and the adjoining streets. By 1863, the population reached 700, sufficient to incorporate as a village. On January 1, 1888, it was incorporated as a Town. On January 1, 1971, the regional Town of Aurora was founded incorporating the historic town core and the bordering township lands.

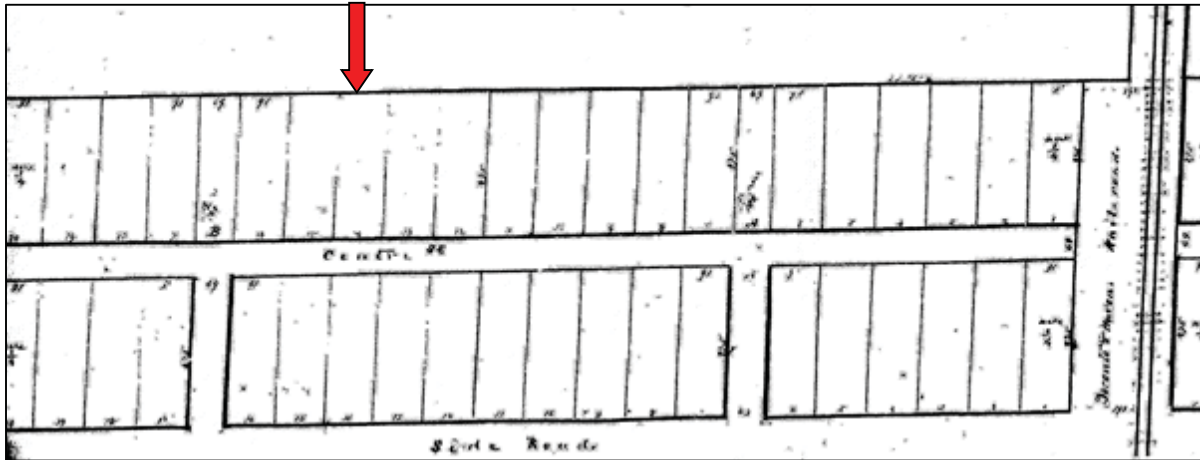
##### **4.2 EARLY OWNERS OF LOT 14, PLAN 107 (1853-1858)**

Plan 107 was registered in 1853. On September 30, 1854, Whitchurch Township merchant Richard Machell (who commissioned Plan 107) and his spouse Martha Ann sold the quarter acre of Lot 14, 2<sup>nd</sup> Range, North of Centre Street, West of Railroad, to Enoch Srigley for £17.10. This value indicates the lot was vacant. Srigley was a carpenter in Whitchurch.

On February 6, 1857, Srigley and his spouse [Mahaley] sold Lot 14 to Samuel Machell and Seth Ashton of Aurora for £95. By then, Srigley was living in Newmarket but still a carpenter. Machell

and Ashton were auctioneers.

The 1851 census for King Township places Samuel Machell, 29, and his spouse Eliza, 20, with their two year old son, living next to Richard Machell, 58, and Martha Ann, 38. Presumably, they were family relations.



**Figure 2:** Extract of Plan 107 dated 1853 indicating Lot 14. Lot 16 is to the west.

#### **4.3 MARAIT KAISER/ HARMAN (OWNER 1858-1884)**

On January 20, 1858, Samuel and Eliza Machell and Seth Ashton sold Lot 14 to Marait Kiser. The purchase price was £113. Marait Kiser is identified on the deed (Instrument 71673) as a spinster living in Whitchurch Township. This actually may be Margaret Kaiser, a widow, with seven children.

Margaret was born in Pennsylvania about 1809, the daughter of Peter and Mary More. On December 24, 1832, she married Adam Erlin Kizer (Kaiser) in a Christian Congregationalist Church in Vaughan Township. Adam Kaiser was born in 1808 in York County, the son of Peter Erlin Kaiser (1750-1820) and Anna Margareta Delabo (1771-1812).

Margaret and Adam Kaiser's first child, Sara Ann, was born in York Township about 1833. Their subsequent children were Mary, born about 1838 in York Township; George, 1840, York Township; Frances, 1845, Aurora; Elizabeth Betsy, about 1848, Whitchurch Township; Lavina, about 1853, King Township; James, about 1855, "York"; and Peter, about 1857, "York."

Adam Kaiser died in 1856.

Margaret Kaiser married William Harman on March 9, 1858, in Haldimand County. William was born May 17, 1798, the son of Henry Ludwig and Esther Harman. He married Mary Woodrow

(born 1791). They had the following children: Esther (1818-1887); William Woodrow (1821-1892); Henry (1822-1854); James (1825-1900); Obediah (1828-1927); Caroline (1829-1929); George (1843-1853); and Samuel (1840-1940). Mary Harman died in 1856.

The 1861 census enumerated William and Margaret Harman in King Township. William is described as 63, a Quaker, and Margaret, 58, also Quaker. In their household were blended family members George Kaiser, 19; Fanny Harman, 17; Elizabeth Kaiser, 14; Lavina Kaiser, 10; and James Kaiser, 6.

The 1861 census for Whitchurch also enumerated Charles Case and his spouse Sarah Ann, who may be the eldest daughter of Margaret and Adam Kaiser. In the Case household were their children Henry, 6; Betsy, 3; and Mary Ann, 2. Living with them was Mary "Kizer," 19, a servant. Mary could be the second eldest daughter of Adam and Mary Kaiser. Case was an innkeeper on Concession 1, Whitchurch, likely at Aurora. They lived in a two storey, frame dwelling.

The 1871 census enumerated William Harman, 72; Margaret, 63; and Levina Kaiser, 19, as farmers living in one household in King Township. William and Margaret were by then of Wesleyan Methodist faith. They both had German ancestry.

William Harman died on February 7, 1879, in King Township. His death certificate has the following notation: "The above named is said to be the first child born of white parents in the Township of King. Born on Lot Number 77, 1<sup>st</sup> Concession and resided there on until his death." This suggests that Margaret Kaiser moved to Lot 77, Concession 1, King, at her marriage to William in March 1858 and did not occupy Lot 14 before his death in 1879. As she retained ownership of Lot 14, any of the Harman/Kaiser children could have been the occupants.

The 1881 census lists a Margaret Harman, 72, widow, living in the King Township household of Henry and Elizabeth Case and their children. Elizabeth may have been a daughter of Margaret and Adam Kaiser.

The 1891 census for Aurora lists Mary Harman, 54, as a widow of Methodist faith. In the household were her children Henry, 20; and Wilmington, 19. The sons were labourers and of Free Church faith. Also in the household was Margaret Harman, 87, a widow. Their dwelling is described as wood, two storeys, with five rooms. It is not known if this is describing a dwelling on Lot 14. Also in 1891, a Margaret Harman, widow, 85, is in the Henry and Elizabeth Case household in King Township. It is possible that Margaret was enumerated in both locations, if staying temporarily with one household.

#### **4.4 GEORGE KAISER (1884-1897)**

Margaret Harman was living in Aurora and a widow when she sold the easterly part of Lot 14 to King Township farmer George Kaiser. This is believed to be her son with Adam Kaiser. The sale

was on May 16, 1884, for the price of \$100. This easterly part is described as follows:

Being in the form of a parallelogram extending the whole length of said Lot and twenty four feet more or less in width, being such portion of said Lot lying between the dwelling now erected thereon, and the Eastern boundary. Together with a right of way to enter said described portion by the roadway on the West side of said dwelling. But save and except the full use of the Well and Pump situate on said described portion which are and shall continue to be for the free and uninterrupted use of the whole of said Lot Number Fourteen.

Of note in this deed (Instrument 1577) is that it was originally written as Lot 16, Plan 107, and then overwritten with Lot 14. There is no road allowance on the west side of Lot 14. There is a lot marked "B" on Plan 107, on the west boundary of Lot 16, opposite a road allowance on the south side of Centre Street (Figure 2). "B" may have been reserved as a roadway. Alternatively, "roadway" may refer to the lane or driveway that exists on the west side of the dwelling.

George Kaiser was born in 1840 and married Claista Crandle in Haldimand County on May 26, 1868. The 1871 census for Aurora lists George, 30, with Claista, 24; and their daughter Emma, 2. They had four children in total: Emma, born in King City in 1869; George born in 1872; Stephen born in 1876; and Frank born in 1880. The 1871 Aurora directory lists George Kaiser as a farmer. The 1876 King Township directory has George on Concession 1, Lots 72 and 73, King, south of Aurora. In 1881, the family was enumerated in the King Township census. This suggests they were not living on Lot 14.

Margaret Harman sold the balance of Lot 14 to George Kaiser on May 11, 1895. At that date, Margaret was still a widow living in Aurora and George was a farmer living in King Township. The purchase price was \$100.

#### **4.5 STEPHEN KAISER (OWNER 1897-1903)**

George Kaiser was still a farmer in King Township when he committed suicide on December 23, 1896. Henry Bennett and George Kaiser (Jr.), described as "Administrators of George Kaiser," sold for \$100 all of Lot 14 to Stephen Kaiser on December 13, 1897. All were King Township residents. George and Stephen were the sons of George and Claista.

Margaret Kaiser died on January 19, 1899, at Whitchurch (likely while living with one of her children).

**4.6 HERBERT HAIGHT (OWNER 1903-1905)**

Stephen Kaiser was an unmarried farmer living in King Township when he sold the property for \$250 to Herbert Haight. This was on April 1, 1903. Haight was a labourer living in Aurora.

**4.7 JOHN H. UNDERHILL (OWNER 1905-1926)**

John H. Underhill was a shoemaker in Aurora when on April 8, 1905, he purchased Lot 14 from Herbert Haight for \$500. The Town report for "70 Centre Street" provides the following information:

Mr. Underhill had come to Aurora with the Underhill and Sisman shoe manufacturing company which started operations on Berczy Street in 1901; he was a cousin of one of the co-founders. He later worked at the Fleury agricultural works, possibly after Underhill and Sisman parted company and Underhill moved all its operations to Barrie.

John Underhill and his wife Mary raised five children in the house, four boys and a girl. The oldest, Frank, would serve as Aurora's mayor from 1941 until 1943. Another son, Eugene, also stayed in Aurora and was a successful dentist and popular athlete; he died in his early forties.

John Underhill contracted James Knowles and James Preston of the firm "Knowles & Preston" to undertake construction work. On January 19, 1906, Knowles and Preston filed a Mechanics and Wage Earners Lien "upon the estate of John Underhill," securing the lien against Lot 14. This was for a claim of \$40.25 in wages and \$30.85 in materials, including "lime for plastering and lathe which materials were furnished for the said John Underhill of the Town of Aurora in the County of York on or before the Twenty seventh day of December 1905."

The 1911 census for Aurora lists a John Henry Underhill as a teamster for a livery. He was born about December 1859 in Canada, and was of English ancestry and Methodist faith. His spouse Mary Ellen was born in November 1872, also English, born in Canada, and Methodist. Their children were Frank Roy, born 1893; George Errol, 1895; Ethel Verna, 1895; Eugene Vanholt, 1897; and Fred William, 1900.

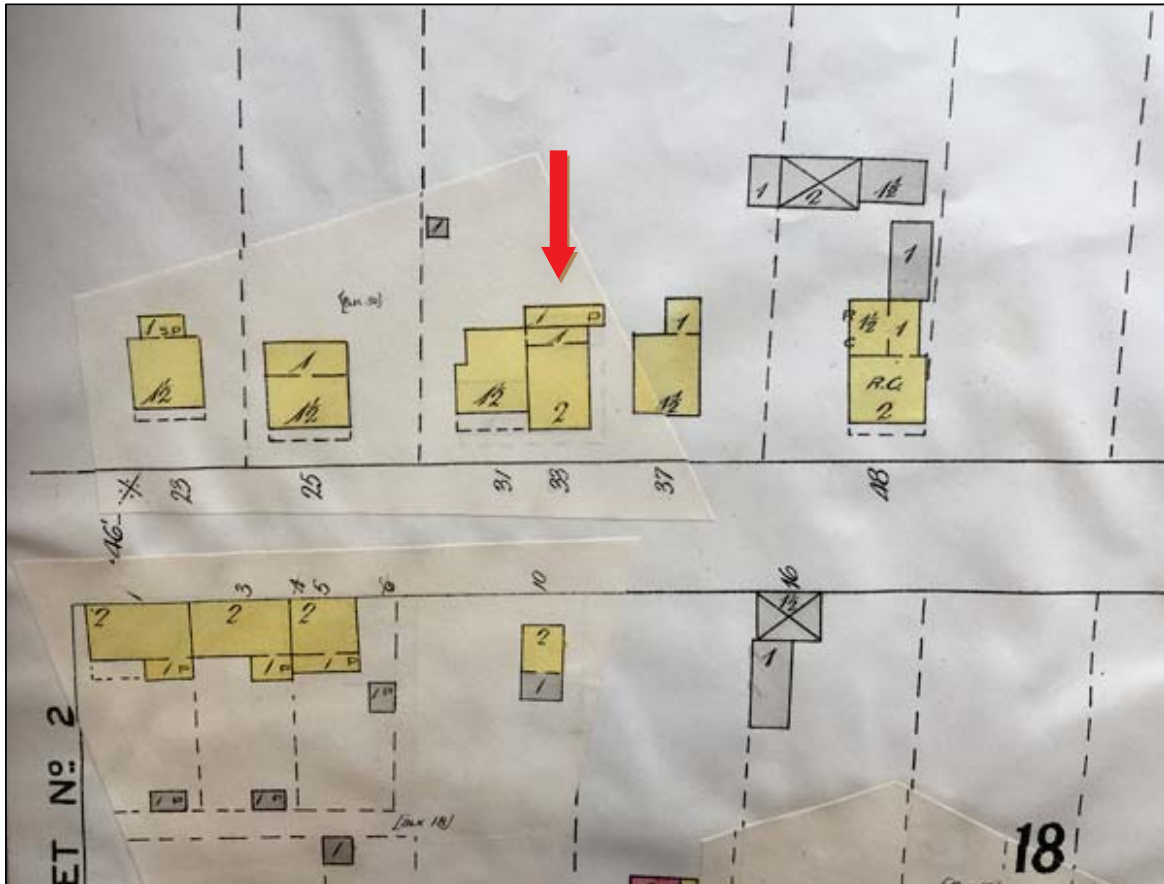
The 1921 census for Aurora places the Underhill family on Centre Street living in a wood, single family dwelling, with six rooms. In the household were John Henry, Mary Ellen, Frank, Earl, Jean, and Fred.

**4.8 MARY ELLEN UNDERHILL (OWNER 1926-1954)**

John H. Underhill died July 23, 1925, without a Last Will and Testament. The administrator and



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 3:** This Goad's Fire Insurance Plan dated 1904/updated to 1927 plots Nos. 31 and 33 Centre Street (now 70-72), as a frame structure, 1.5 storeys on the west and 2 storeys on the east. The solid wall between the two halves suggests that they were separate units but could be entered from the shared, one storey rear section, much like a duplex. Note the pasted overlay indicating there were changes along this stretch of Center Street between 1904 and 1927. Visible under this overlay is what appears to be a full verandah along the east and south (street) facades, and a minor reconfiguration in the one storey section. (Source of insurance plan, Town of Aurora Museum and Archives)



an heir was his son Frank R. Underhill, an accountant in Aurora, married to Wilhemine. The other heirs were George E. Underhill and Eugene V. Underhill, both of Aurora; Ethel Verna Case, wife of Douglas G. Case of the City of Toronto; Frederick W. Underhill of the City of Erie, Pennsylvania; and Mary Ellen Underhill, widow of John H. The ownership of Lot 14 was transferred to Mary Ellen.

Mary Ellen married Joseph Stephenson in 1930. On May 7, 1936, Mary Ellen Stephenson was again a widow living in Aurora when she sold the northerly 25 feet of Lot 14, to Charles A. Malloy of Aurora. He was a “gentleman” (retired). The purchase price was \$25. Figure 1 indicates how the northerly 25 feet of Lot 14 became the rear of the corresponding lot on the south side of Catherine Street.

#### **4.9 GEORGE DOUGLAS CASE AND ETHEL VERNA CASE (OWNERS 1954-1971)**

Mary Ellen (Underhill) Stephenson died on August 29, 1953. On May 5, 1954, her son and executor, Aurora insurance agent Frank Roy Underhill, sold the property to George Douglas Case and Ethel Verna Case. Ethel was a daughter of John H. Underhill and Mary Ellen (Underhill) Stephenson and sister to Frank. The sale appears to be the full quarter acre, without reference to the north 25 feet sold in 1936 to Charles Malloy (later corrected). The Town report for “70 Centre Street” provides the following information:

The Underhills’ only daughter, Ethel, married Douglas Case in 1917. He was part of an old family in the area and a great-grandson of the Margaret Kaiser (later Harman) who had owned number 70 Centre from 1858 until 1897.

The property remained in the hands of the Underhill family until 1954. John Underhill died in 1925, and in 1930 his widow married Joseph Stephenson. Following Mary Underhill Stephenson’s death at home in 1953 the property once again came into the hands of a Kaiser, more or less: it was acquired by Mary’s daughter Ethel and her husband, Douglas Case. Mr. Case was a retired banker who later did some work as a bookkeeper.

During much of the Case tenure of ownership part of the house was rented by Harold and Hilda Billing; Mr. Billing was a plumber who lived for most of his adult life on Centre Street, at various addresses.

Ethel Case died on July 9, 1962. Ownership of Lot 14 transferred to her spouse, George Case.

#### **4.10 JOHANNES M. VAN ROOYEN (OWNER 1971-1974)**

George Douglas Case sold the property to Johannes M. Van Rooyen on August 11, 1971. Both were living in Aurora. The description of that part of Lot 14 sold exempts the northerly 25 feet

sold to Charles Malloy in 1936.

#### **4.11 DAVID JAMES GILHOOLY AND SHEILA GILHOOLY (OWNERS 1974-1977)**

Johannes M. Van Rooyen, by then formerly of Aurora, sold the property to Aurora teacher David James Gilhooly and his spouse Sheila Gilhooly. This was on January 22, 1974. In 1977, they transferred ownership to the same David James Gilhooly. An online biography of Gilhooly provides the following information:

David Gilhooly was born in Auburn, California in 1943, but his family moved often, spending time in the Virgin Islands and Puerto Rico, where he graduated from high school. He had developed an interest in biology and archeology, and registered at the University of California at Davis as a biology major. He changed to an art major after taking a ceramics class with Robert Arneson and received his MA in 1967. Together with other ceramic artists, Robert Arneson, Peter Vandenberg, Chris Unterseher and Margaret Dodd, he established what would come to be known as California Funk Ceramic Movement. He was not exclusively working in ceramics at the time, but experimented with a variety of sculpture media. His interest in biology was evident in his full-size sculptures of animals, his elephant foot stools and, later, his frogs.

He was hired by the art department at the University of Saskatchewan where he had a considerable influence on a developing Regina ceramic art scene. He moved to Toronto and began teaching at York University. While in Ontario, he had a touring exhibition entitled "With David Gilhooly in the Frog World" and was featured on the cover of Arts Canada.

He would move to Calgary and then return to California where he departed from his figurative frog ceramics. His new medium of choice was plexiglass. The following year, he completed his giant Dagwood Sandwiches, which were then considered to be his last ceramic works. Over the years, he continued to create sculptures in plexiglass and clay.

#### **4.12 JAMES PRESTON JOHN THOMPSON (OWNER 1977-1982)**

David James Gilhooly and his spouse Sheila sold the property to James Preston John Thompson on August 4, 1977. Thompson is described as an Aurora businessman. David Gilhooly died in Newport, Oregon, in 2013.

#### **4.13 SUBSEQUENT AND CURRENT OWNERS**

James Preston John Thompson and his spouse Shirley Lynne Thompson sold part of Lot 14 to Cameron Henry Duncan and his spouse Carol Alice Duncan. Both residents of Aurora, Cameron was a municipal clerk. This was on January 13, 1982.

The Duncans sold to Carl and Christine Kenwell in 1998. The property was purchased by the current owner in 2017.

#### **4.14 SUMMARY**

On January 20, 1858, Samuel Machell and Seth Ashton sold Lot 14, 2<sup>nd</sup> Range, North of Centre Street, West of Railroad, Plan 107, to Margaret Kaiser. She had been widowed in 1856 with seven children between the ages of a few months and 23 years. The following March 1858, Margaret married William Harman, a widower with eight children. William Harman owned a homestead farm on Lot 77, Concession 1, King Township, where he is known to have resided for his lifetime. Margaret may have purchased Lot 14 for the use of one or more of her elder children. William died in 1879, at which time Margaret may have moved full or part time to Aurora to live in the household of a married daughter, possibly on Centre Street.

The legal ownership of Lot 14 remained with Margaret (Kaiser) Harman until she sold to her son George Kaiser in 1884 (easterly 24 feet) and the balance in 1895. George was a resident of Aurora in 1871 but was farming in King Township by 1881. Ownership transferred to his son Stephen in 1897. Stephen sold in 1903 to Herbert Haight who sold in 1905 to John Henry Underhill. John's spouse Mary Ellen, followed by their daughter Ethel Verna Case, owned the property until 1971. Ethel's spouse, George Douglas Case, was a great-grandson of Margaret Kaiser.

## **5.0 ARCHITECTURE**

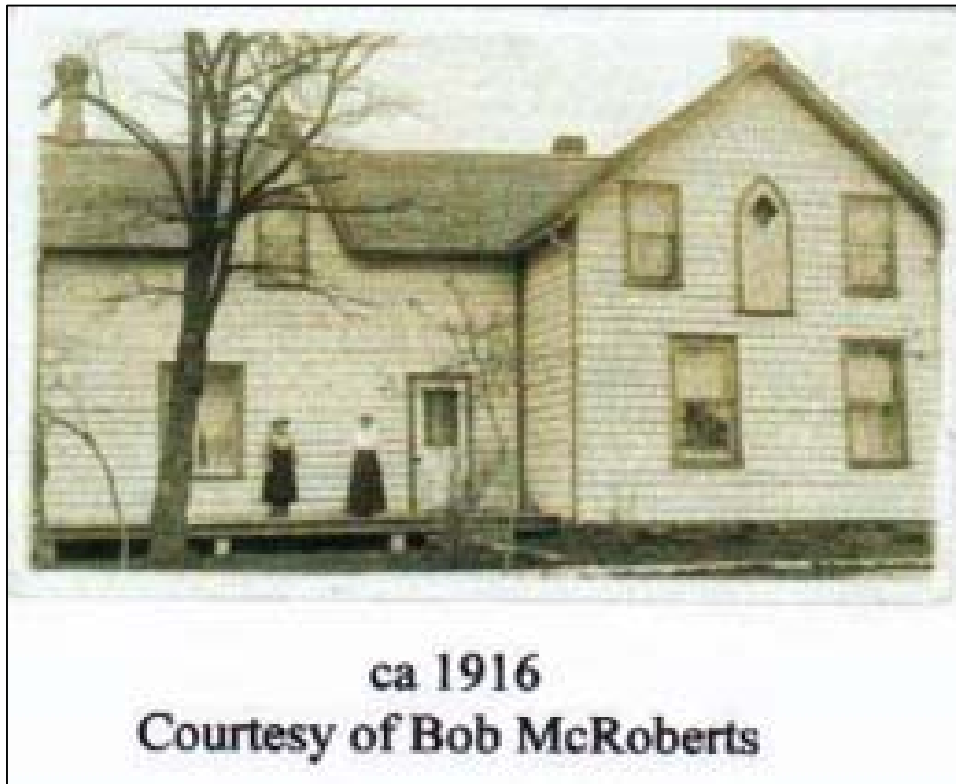
### **5.1 DATE OF CONSTRUCTION**

Lot 14 was created when Plan 107 was registered in 1853. The original owner of all the lots within Plan 107 was Richard Machell. He sold the vacant Lot 14 (and possibly other lots) to local carpenter Enoch Srigley who resold it in 1857 at a higher value. The purchasers, Samuel Machell and Seth Ashton of Aurora, were auctioneers. This arrangement from Richard Machell to Srigley to Machell and Ashton may have been a means of developing the lots with dwellings for resale.

As stated in the Town of Aurora's report "70 Centre Street," the Municipal Property Assessment Corporation file notes that the dwelling was first fully assessed for property taxes in 1858. Although MPAC records are often in error, the documentary research could support 1857 as the date of construction for the first dwelling.

The east and west halves of this dwelling each appear to be a standalone structure with full width, front facades. This is not typical of a dwelling built in an L-plan, where one section of the

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 4: Above:** South façade, about 1916 following renovations by John Underhill. The segmental shaped window in the pointed gable may be original. The lower west window appears enlarged and moved east and the door was added, changing the typical 3-bay façade design. The upper door on the east part suggests the removal of a verandah. The siding may have been replaced to accommodate the changes.

**Figure 5: Below:** South façade, 2018. Note the changes from 1916.





HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 6: Above:** South façade, 2018. The east end of the roof of the west part has been extended to lap into the roof of the east part.

**Figure 7: Below:** North façade, 2018. The joint where the west and east parts meet is not well aligned. It is possible that a second storey was added to the rear tail of the west part.



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 8: Above:** North façade, 2018. Multiple finishes and enclosures indicate this section has been repeatedly altered.

**Figure 9: Below:** East façade, 2018.





HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 10: Above:** South and west façades, 2018. The verandah and portico are not original.



**Figure 11: Left:** North part of west façade, 2018, with evidence of changes in door and window openings. The recessed area on left may be the original kitchen tail or wing, possibly enlarged with a second storey.

façade is proportionate in size to the other. The east part of the dwelling may have been erected by George Kaiser after 1884 when he bought “the 25 foot, parallelogram, between the dwelling and the east boundary of the property” from his mother Margaret (Kaiser) Harman. The east part of the dwelling measures 20 feet in width (see conceptual Site Plan).

John Underhill may have hired builders Knowles & Preston in 1905 to change the placement of the exterior doors and windows; remove the full east and south verandah; reconfigure the rear, one storey section; and reclad the exterior to accommodate the changes (Figures 3 and 4). He may have added a second storey to the kitchen tail of the west part.

These theories on dates of construction and alterations are based on the documentary research. Physical evidence such as the types of materials, building technology, visible renovations, and other clues revealed during the proposed alteration may provide definitive proof.

## **5.2 ARCHITECTURE**

The west part of this dwelling is an example of the economical, Gothic Revival style “cottage” promoted by 19<sup>th</sup> century academics such as J.C. Loudon and A.J. Downing and popularized by *The Canada Farmer* publication in 1865. The frame construction, pointed centre gable, 1.5/2 storey massing, and rear tail (kitchen) wing are characteristic of this style and massing. It may have been built with a 3-bay front façade (centre door with flanking window openings). The upper part of the window within the pointed gable was segmental in shape (Figure 4). Other examples of this dwelling type are evident along this streetscape, notably at 68 and 78 Centre Street (Figure 12).

The east part is a gable end, frame structure with a medium pitched gable roof. This style and massing was popular from the early 19<sup>th</sup> century as commercial storefronts with second level accommodation. Its popularity continued into the 20<sup>th</sup> century as urban dwellings. This example appears to be late 19<sup>th</sup> century but a physical examination may provide proof of its date. There are other examples along the streetscape (Figure 13).

The arched opening on the upper level, with a wood door (possibly a storm door) (Figure 4) is unusual in its design. It suggests that a verandah was removed, the roof of which was the landing for this door.

## **6.0 HCD CONTRIBUTING PROPERTY ANALYSIS**

Based on the findings of this HIA, it is evident that this continues to be an important contributing property to the HCD and the Centre Street streetscape. Part of the dwelling may date to the earliest development of this plan of subdivision (Plan 107) within Machell’s Corners. Its physical evolution to a duplex structure is part of the story of the residential use of this part of the HCD.



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 12:** No. 68 (above right) and No. 78 (below) Centre Street are examples of a 1.5/ 2 storey, frame dwelling with a pointed centre gable and 3-bay front façade. Both have been modified.



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**Figure 13: Above and Below:** The 1.5/ 2 storey, gable end form with a medium pitched gable roof is a timeless design spanning the 19<sup>th</sup> and 20<sup>th</sup> centuries..



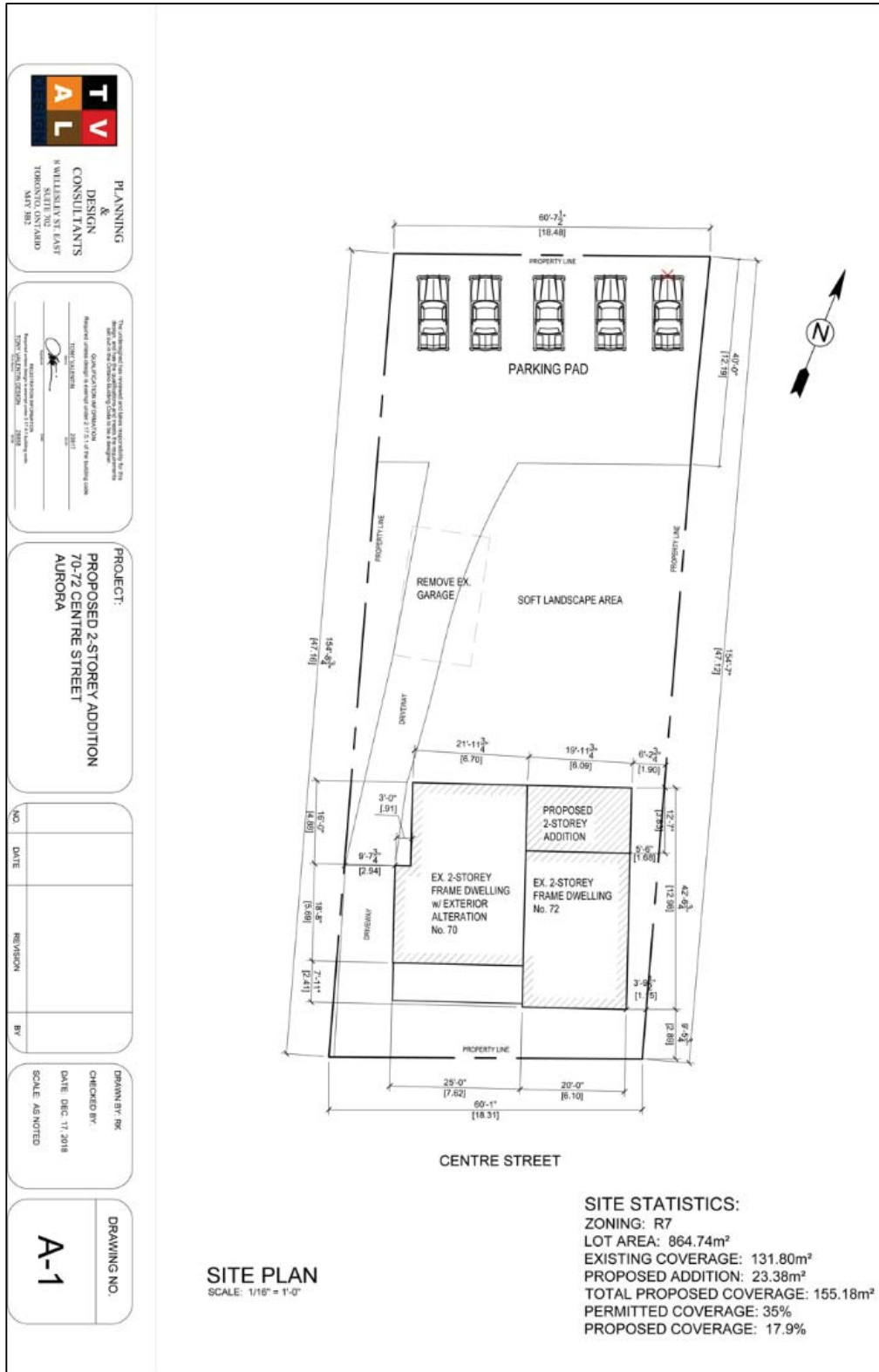
HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



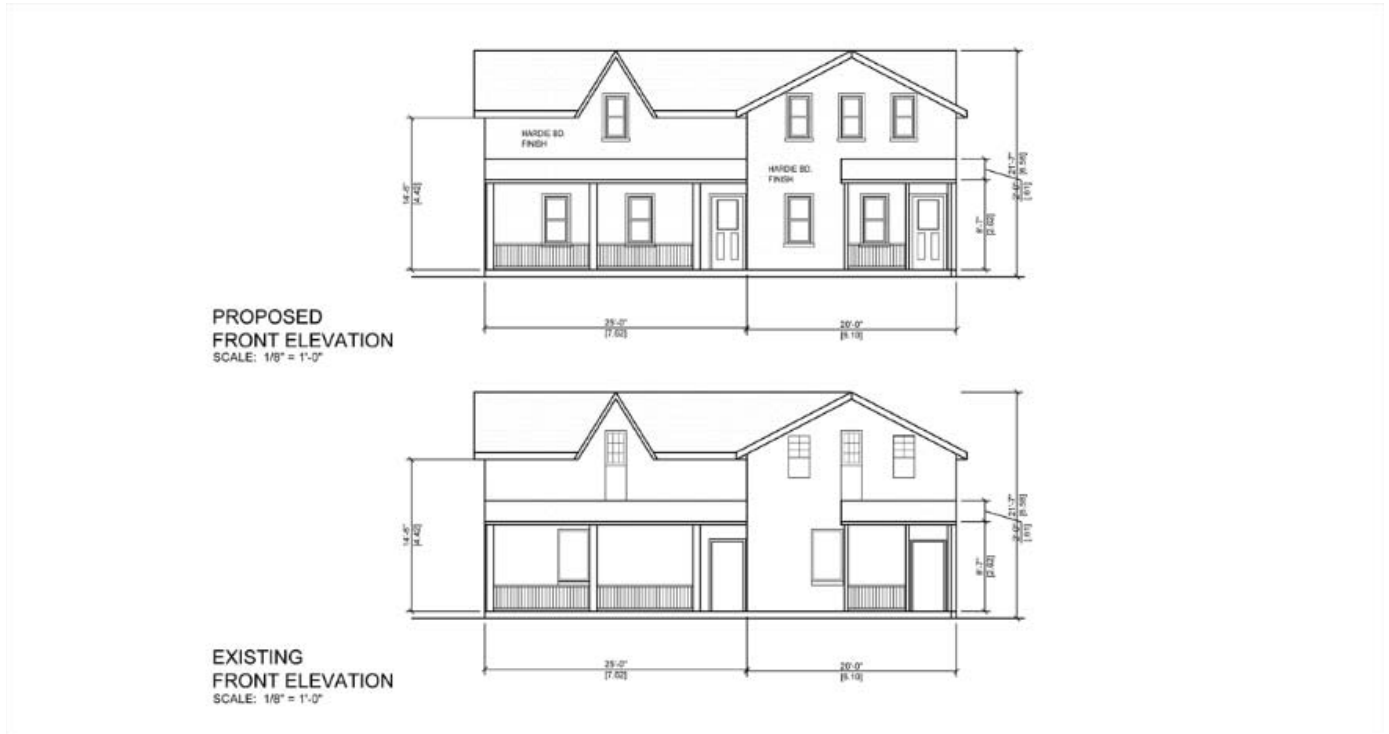
**Figure 14:** Nos. 70-72 Centre Street is the mid dwelling. Although erected at different dates, there is a uniformity in the setbacks and gable roofs along the street.



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**TV  
AL  
DESIGN**

**PLANNING & DESIGN CONSULTANTS**  
8 WILLESLEY ST. EAST  
SUITE 102  
TORONTO, ONTARIO  
M4Y 1B2

The contractor has reviewed and taken responsibility for this design, and has the qualifications and expertise to meet the requirements set out in the Ontario Building Code. See also Appendix A.

**QUALIFICATION REQUIREMENTS**  
Required under design in accordance with 2.17.1.1 of the building code.

**DATE:** 2018

**DESIGNER:** [Signature]

**REGISTERED PROFESSIONAL ENGINEER**  
Professional Design Certificate No. 11144  
1988

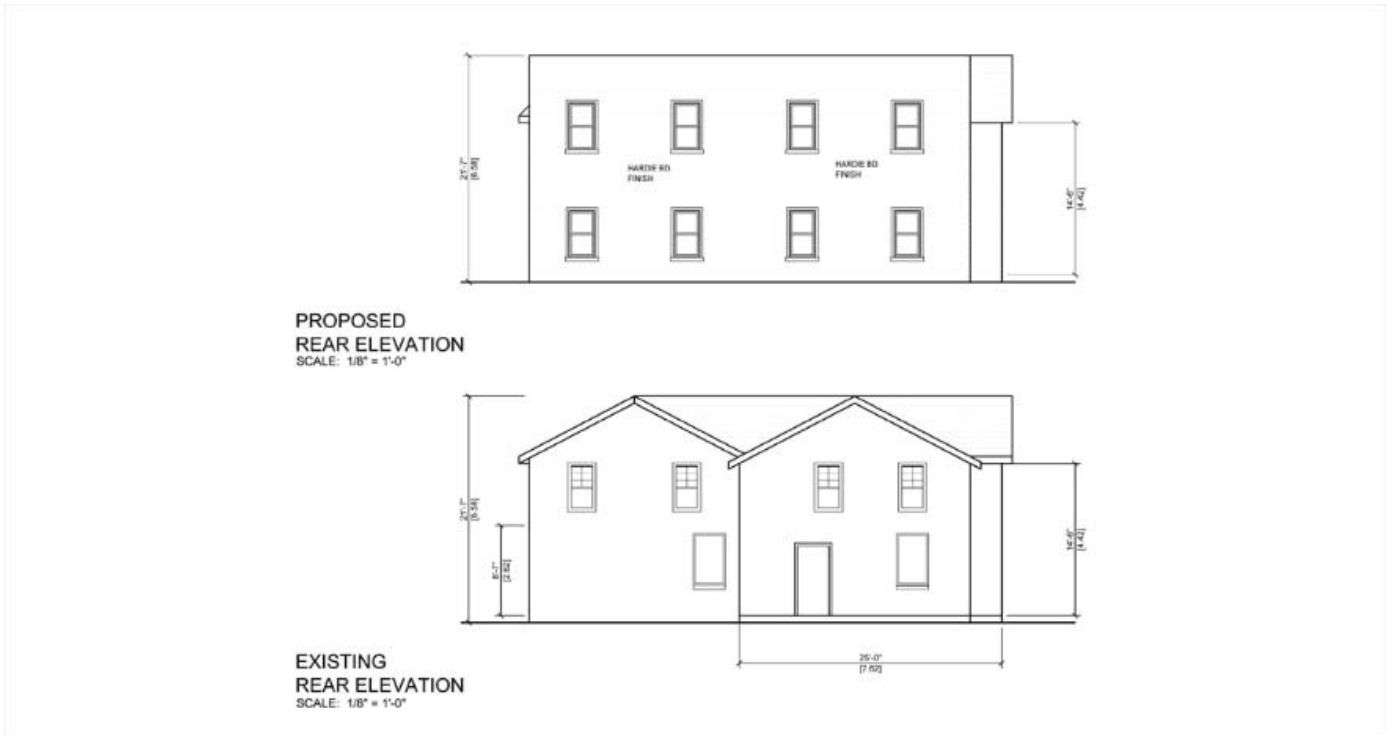
**PROJECT:**  
PROPOSED 2-STORY ADDITION  
70-72 CENTRE STREET  
AURORA

NO.	DATE	REVISION	BY

**DRAWN BY:** RK  
**CHECKED BY:**  
**DATE:** DEC. 17, 2018  
**SCALE:** AS NOTED

**DRAWING NO.**  
**A-5**

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**TV  
AL  
DESIGN**

PLANNING & DESIGN CONSULTANTS  
8 WILLESLEY ST. EAST  
SUITE 702  
TORONTO, ONTARIO  
M4Y 3B2

The undersigned has reviewed and given approval for this design and the qualifications and experience of the architect and all of the other building code rules and regulations.

**QUALIFICATION REQUIREMENTS**  
Required unless design is exempt under 6.17.1.1 of the building code.

DATE: 2018/05/02

PROJECT: 70-72 CENTRE STREET

PROJECT NO: 18-001

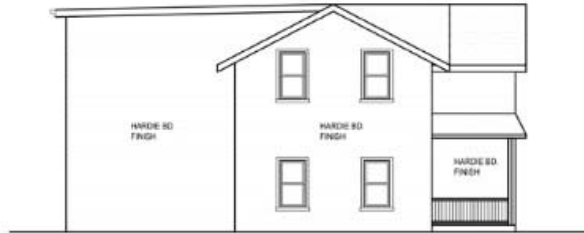
**PROJECT:**  
PROPOSED 2-STORY ADDITION  
70-72 CENTRE STREET  
AURORA

NO.	DATE	REVISION	BY

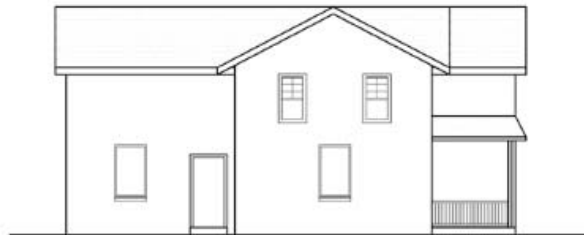
DRAWN BY: RK  
CHECKED BY:  
DATE: DEC. 17, 2018  
SCALE: AS NOTED

DRAWING NO.  
**A-6**

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**PROPOSED  
WEST ELEVATION**  
SCALE: 1/8" = 1'-0"



**EXISTING  
WEST ELEVATION**  
SCALE: 1/8" = 1'-0"

**PLANNING  
&  
DESIGN  
CONSULTANTS**  
8 WELLESLEY ST. EAST  
SUITE 702  
TORONTO, ONTARIO  
M4Y 3B2

The undersigned has reviewed and accepted responsibility for this design, and has the qualifications and completed the requirements set forth in the Ontario Building Code for a designer.

DESIGNER'S SIGNATURE AND LICENSE NO.  
 Registered architect, design as per Ontario Code 2-17-1 of the building code.  
 JOHN VALENTE 30017  
 2018

DESIGNER'S PHOTO AND IDENTIFICATION  
 Please attach stamp in vertical space 2-17-1 Building Code  
 PHOTO AND SIGNATURE OF DESIGNER

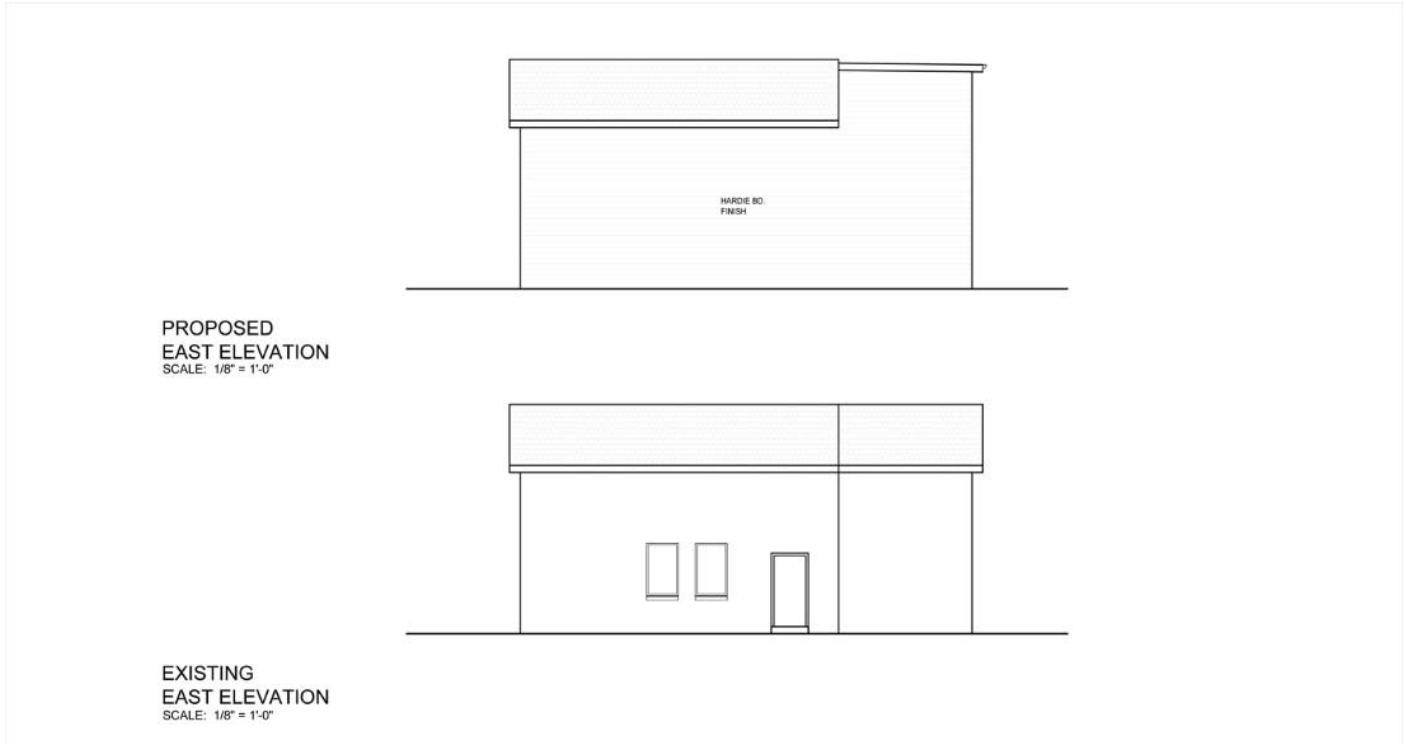
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**PROPOSED 2-STORY ADDITION  
 70-72 CENTRE STREET  
 AURORA**

NO.	DATE	REVISION	BY

**DRAWN BY:** RK  
**CHECKED BY:**  
**DATE:** DEC. 17, 2018  
**SCALE:** AS NOTED

**DRAWING NO.**  
**A-7**

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**T V  
A L**

**PLANNING  
&  
DESIGN  
CONSULTANTS**

8 WELLESLEY ST. EAST  
SUITE 302  
TORONTO, ONTARIO  
M4T 3B2

The professional has reviewed and taken responsibility for this design and that the qualifications and meets the requirements set out in the Ontario Building Code in the design.

**QUALIFICATION INFORMATION**  
Required unless design is exempt under 2.17.5.1 of the building code

**TORONTO VALLEY DESIGN** 2018  
DATE

**REGISTRATION AND SIGNATURE**  
Required unless design is exempt under 2.17.5.1 of the building code

**TORONTO VALLEY DESIGN** 2018  
DATE

**PROJECT:**  
PROPOSED 2-STORY ADDITION  
70-72 CENTRE STREET  
AURORA

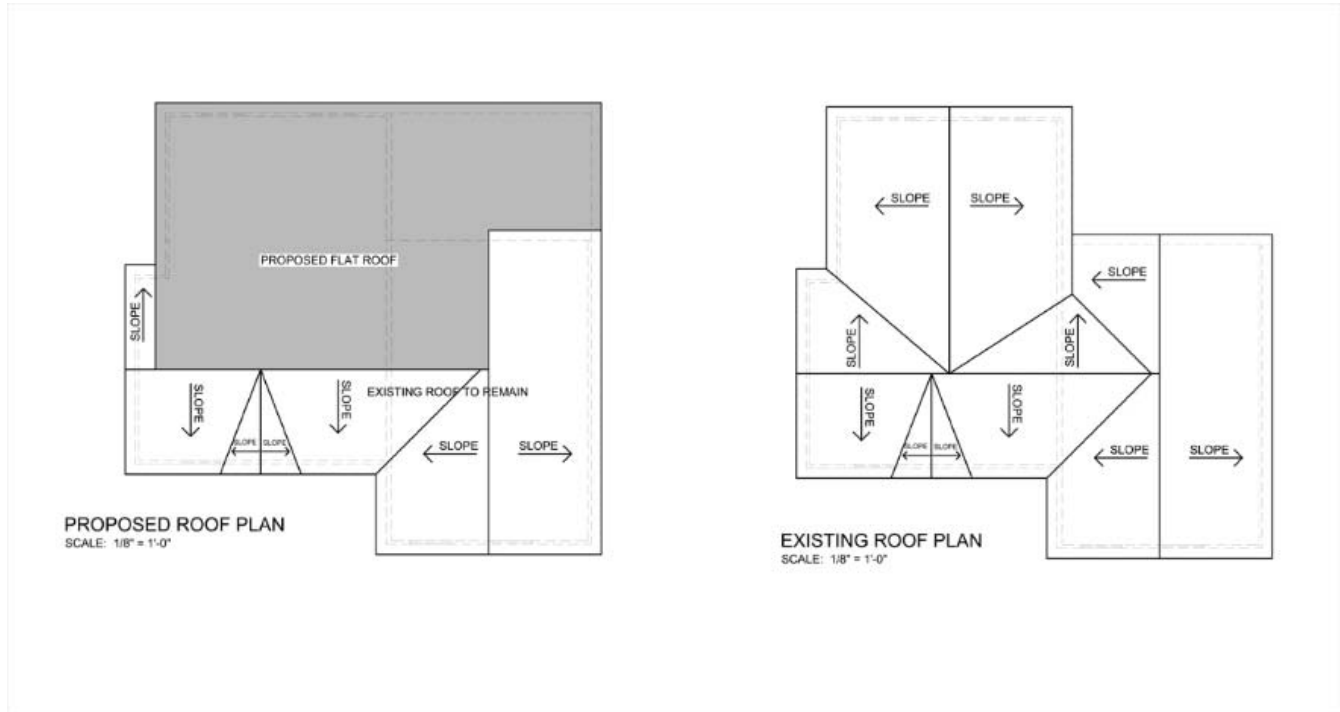
NO.	DATE	REVISION	BY

**DRAWN BY:** RK  
**CHECKED BY:**  
**DATE:** DEC. 17, 2018  
**SCALE:** AS NOTED

**DRAWING NO.**  
**A-8**



HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**TV  
AL  
DESIGN**

PLANNING  
&  
DESIGN  
CONSULTANTS

8 WILLESLEY ST. EAST  
SUITE 102  
TORONTO, ONTARIO  
M4Y 1B2

The architect has reviewed and shall be responsible for the design and that the specifications and materials requirements comply with the Ontario Building Code and all other applicable codes.

QUALIFICATION INFORMATION  
Required unless design is exempt under 3.17.2.1 of the building code.

DATE: 2018

PROJECT NO. 18000

PROFESSIONAL DESIGNER  
Professional registration number: 11111 (Building Code)  
TYPICAL QUALIFICATION BOX

PROJECT:  
**PROPOSED 2-STORY ADDITION  
70-72 CENTRE STREET  
AURORA**

NO.	DATE	REVISION	BY

DRAWN BY: BK  
CHECKED BY:  
DATE: DEC 17, 2018  
SCALE: AS NOTED

DRAWING NO.  
**A-4**

The property was associated with the Adam and Margaret Kaiser family, which held intermittent ownership from 1858 to 1971. Its style, height, setback, gable roof, and other elements are in keeping with the overall character of the streetscape (Figure 14).

## **7.0 PROPOSED ALTERATIONS**

The conceptual drawings provided in this HIA indicate the extent of the alterations being proposed by the property owner.

### **7.1 SITE PLAN**

The Site Plan indicates that the garage will be removed and the vacant northeast corner at the dwelling will be infilled with a two storey addition. The balance of the footprint of the existing dwelling will be retained.

#### **COMMENT**

The vintage garage is setback from the street at a sufficient distance that it is not integral to the streetscape. Its loss should have no impact. Its removal will give better access to out of sight parking at the rear.

The proposed two storey addition at the northeast corner should have no visual impact on the historic ambience of the streetscape.

### **7.2 FRONT ELEVATION**

#### **West Half**

It is likely that the west part of this dwelling began as a symmetrical, 3-bay façade, with a centre door and flanking window openings. As shown in Figure 4, by 1916 the window within the pointed gable was segmental in shape; and the ground level west window appears to have been enlarged and shifted east. What may have been an east window became a door opening (or the east window was removed and a door added). A verandah that may have spanned the east and south facades has been removed. Subsequently the segmental window within the gable became a doorway, opening onto the roof of a replacement (partial) verandah.

The owner's intent is to rebalance the façade by reinstating a window opening in the gable. The ground level will have two windows (left and near centre), with the door opening on the right retained. A panelled door is proposed. The verandah is unchanged.

### **East Half**

The east part is shown in Figure 4 with two ground level window openings and two smaller dimension but proportioned upper windows flanking a door opening. The upper door opening indicates the past existence of a verandah with its roof serving as a landing. Subsequently, the upper door was replaced and now has a landing onto the west end of a replacement portico (verandah); and the ground level east window has become a doorway.

The owner's intent is to replace the upper doorway with a window and retain the flanking window openings. The ground level will be similar to as proposed for the west half: two window openings (left and centre) and the existing doorway on the right. A panelled door is proposed. The portico is unchanged.

### **COMMENT**

The proposed alteration captures the traditional distinction between the west and east halves of this dwelling and retains some of the evolved changes, notably the placement of the doorways for use as a duplex. The final composition is better balanced than existing and has a more historic character.

Although the proposed loss of the historic element of an upper doorway on the east is unfortunate, the door is a replacement and its landing onto a full verandah already lost.

The Hardi Board horizontal type clapboard siding is acceptable. Colour recommendations are provided in section 9.3.4.8 of the HCD Plan.

### **7.3 REAR ELEVATION AND ROOF PLAN**

The rear elevation of this structure has undergone several reconfigurations.

The intent of the owner is to infill the vacant northeast corner with a two storey addition, integrating it with the existing two storey rear sections. To raise the existing interior ceiling height and accommodate the two storey addition, one overall flat roof is proposed for the rear section. This will remove the rear slope of the gable roof of the west half of the dwelling, except at the west end; and remove the rear section of the west face of the roof of the east half of the dwelling.

### **COMMENT**

The visual impact of the proposed flat roofed section is minimized, as discussed under West Elevation.

It is recommended that the flat roof and any servicing such as air conditioning units, stack pipes, etc., not be visible above the existing gable roof when viewing the front façade from the street.

#### **7.4 WEST ELEVATION**

The owner's intent for the south part of the west façade is to retain two upper window openings and introduce two similar openings on the ground level.

The existing (non original) ground level window opening and doorway on the north part of the west façade will be removed.

As noted under Rear Elevation and Roof Plan, the proposed flat roof of the altered rear section will cut away most of the rear slope of the historic gable roof, and meet the front slope at the existing ridgeline. A rear section of the gable roof will be maintained on the south part of the west façade roof to give the illusion of a gable end to the roof.

#### **COMMENT**

The two upper/two lower window openings is a traditional 19<sup>th</sup> century treatment of an end façade.

As the north part of the west facade is slightly recessed and not visible from the street, its lack of openings is of no consequence.

Maintaining a rear slope for the gable end on the south part of the west façade will visually complete the historic roof when viewed from the street. This treatment, combined with the recess of the north end of this façade, should minimize the visual impact of the flat roofed section.

#### **7.5 EAST ELEVATION**

The east elevation has two window and one door opening that may not be original and have been boarded closed. The intent of the owner is to eliminate these openings.

A two storey addition with a flat roof will be infilled at the vacant northeast corner. The rear part of the west slope of the gable roof of the east half of the dwelling will be removed as this area is integrated into the proposed flat roof.

#### **COMMENT**

There is no negative impact from the loss of the window and door openings on this façade.

The loss of the rear section of the west slope of the gable roof and the proposed flat roof at the northeast corner should not be visible from the street. As noted, it is recommended that the flat roof and any servicing such as air conditioning units, stack pipes, etc., not be visible above the existing gable roof when viewing the front façade from the street.

## **8.0 CONCLUSION AND RECOMMENDATIONS**

The property at 70-72 Centre Street continues to be an important contributing element in the Northeast Old Aurora Heritage Conservation District and the Centre Street streetscape. Part of the dwelling may date to 1857 and the earliest development of this plan of subdivision (Plan 107) within Machell's Corners (Aurora). Its physical evolution to a duplex structure is part of the story of the continuing residential use of this part of the HCD. The property was associated with the Adam and Margaret Kaiser family, which held intermittent ownership from 1858 to 1971. Its evolved style, gable roof, and setback are in keeping with the overall character of the streetscape.

The south (street) and west facades of this dwelling are the most visible along the streetscape. Their integrity as an evolved historic component of this streetscape should be preserved.

### **RECOMMENDATIONS**

1. That the property owner photodocument any original construction revealed during the proposed alterations to the interior and exterior. The intent is to find evidence of the likely dates of construction of the west vs. east halves of the dwelling. Any observations on major changes, such as the original configuration of the verandah and window/door locations are also important to understanding the evolution of this structure. Minor changes do not need to be documented. This documentation could be shared with the Town of Aurora.
2. That permission be granted to demolish or remove the frame garage without further documentation.
3. That the property owner have regard for the design cautions in 7.0 of this Heritage Impact Assessment.
4. Assuming the proposal is approved, that the property owner continue to seek guidance from the Heritage Conservation District Plan on the final selection of detail elements such as window sash and door types, paint colours, etc., for those facades visible from the street.

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA

**DISCLAIMER**

*Overall, professional judgment was exercised in gathering and analyzing the information obtained and in the formulation of the conclusions and recommendations. Like all professional persons rendering advice, the consultant does not act as absolute insurer of the conclusions reached, but is committed to care and competence in reaching those conclusions.*

**SOURCES**

Abstract of Title and related documents for Lot 14, Plan 107, Town of Aurora. York Region Land Registry Office.

Personal census enumerations, 1851-1921. Ancestry.ca.

Online genealogical records of related families. Ancestry.ca.

York County Directories Collection. Online and private collection.

Goad's Fire Insurance Plan, 1927. Town of Aurora Museum/Archives.

*Northeast Old Aurora Heritage Conservation District: The Plan, 2006.*

Town of Aurora. "70 Centre Street, Aurora: Some Notes on Its History." Typescript. Town of Aurora property files.

The assistance of Shawna White at the Town of Aurora Museum and Archives is appreciated.

HERITAGE IMPACT ASSESSMENT, 70-72 CENTRE STREET, TOWN OF AURORA



**SU MURDOCH HISTORICAL CONSULTING**

47 RODNEY STREET, BARRIE, ON L4M 4B6  
705.728.5342 MOBILE 705.737.7600 SUMURDOC@SYMPATICO.CA

**SU MURDOCH**

**SUMMARY OF HERITAGE CONSULTING CREDENTIALS AND EXPERIENCE**

Founded in 1990, projects have been completed by SU MURDOCH HISTORICAL CONSULTING for individual, corporate, and public clients across Ontario. Much of this work has involved the determination of the cultural heritage value or interest of properties and heritage impact statements.

From 2005 to 2017, Su Murdoch served part time as Vice Chair for the Conservation Review Board. This is a provincial adjudicative tribunal that hears appeals under the Ontario Heritage Act.

SU MURDOCH is a professional member in good standing of the Canadian Association of Heritage Professionals.

**EDUCATION**

- Bachelor of Arts (McMaster University)
- Certificate in Cultural Landscape Theory and Practice (Willowbank Centre)
- Certificate in Adjudication for Administrative Agencies, Boards and Tribunals (Osgoode Hall Law School)
- Archival Principles and Administration certification (Ottawa University and National Archives Canada)
- Related research skills training

**AWARDS**

- Canadian Association of Heritage Professionals, Conservation Project Award “Small and Lovely” for the Oro African Church, National Historic Site
- Town of Markham Heritage Award of Excellence
- Ontario Historical Society Fred Landon Award for Best Regional History Publication (*Beautiful Barrie: The City and Its People: An Illustrated History*)
- Ontario Heritage Trust Community Heritage Achievement Award
- Ontario Historical Society Special Award of Merit
- City of Barrie Heritage Conservation Awards

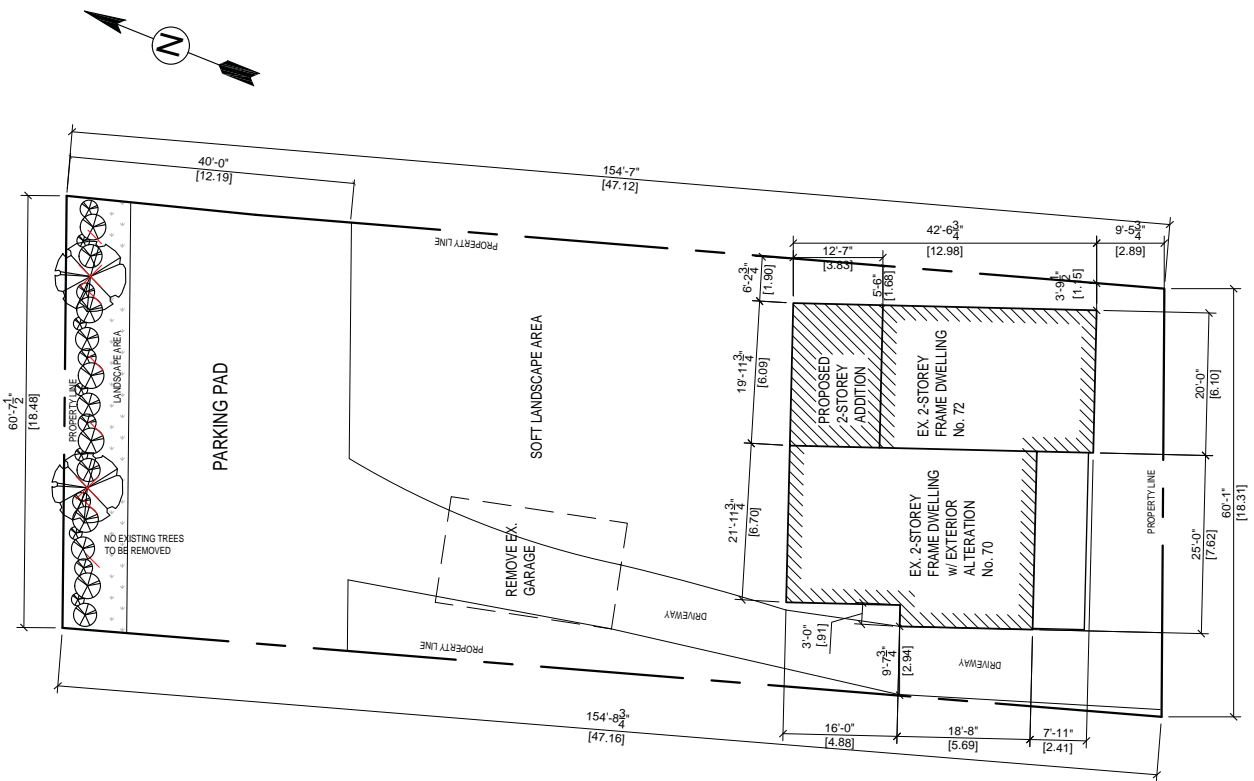
**RELEVANT PROJECTS**

AVAILABLE ON REQUEST

Attachment 3

**SITE STATISTICS:**  
 ZONING: R7  
 LOT AREA: 864.74m<sup>2</sup>  
 EXISTING COVERAGE: 131.80m<sup>2</sup>  
 PROPOSED ADDITION: 23.38m<sup>2</sup>  
 TOTAL PROPOSED COVERAGE: 155.18m<sup>2</sup>  
 PERMITTED COVERAGE: 35%  
 PROPOSED COVERAGE: 17.9%

**SITE PLAN**  
 SCALE: 1/16" = 1'-0"



CENTRE STREET

**T V**  
**A L**  
**DESIGN**

**PLANNING & DESIGN CONSULTANTS**  
 8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

**QUALIFICATION INFORMATION**  
 Required unless design is exempt under 2.17.6.1 of the building code.

**TONY VALENTIN** 20917  
DATE

*(Signature)*  
DATE

**REGISTRATION INFORMATION**  
 Required unless design is exempt under 2.17.4.1 building code.

**TONY VALENTIN DESIGN** 28856  
DATE

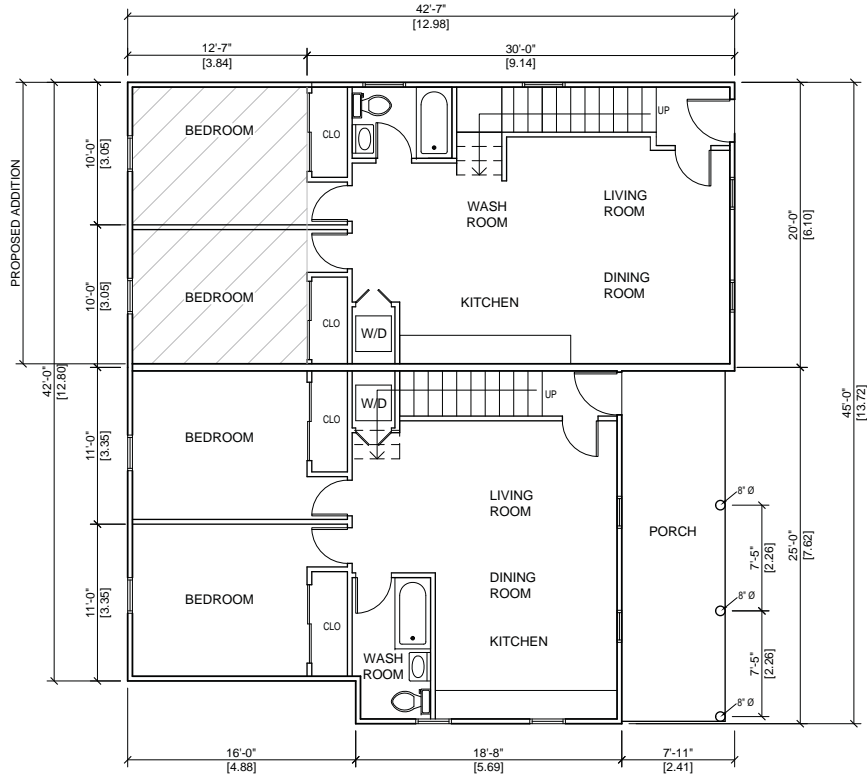
**PROJECT:**  
**PROPOSED 2-STOREY ADDITION**  
**70-72 CENTRE STREET**  
**AURORA**

NO.	DATE	REVISION	BY

**DRAWN BY:** RK  
**CHECKED BY:**  
**DATE:** DEC. 17, 2018  
**SCALE:** AS NOTED

**DRAWING NO.**  
**A-1**





**PROPOSED  
 FIRST FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

**T V  
 A L  
 DESIGN**

**PLANNING  
 &  
 DESIGN  
 CONSULTANTS**

8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

**QUALIFICATION INFORMATION**  
 Required unless design is exempt under 2.17.6.1 of the building code.

TONY VALENTIN 20917  
NAME BCO

*(Signature)*  
DATE

**REGISTRATION INFORMATION**  
 Required unless design is exempt under 2.17.4 building code.

TONY VALENTIN DESIGN 28856  
FIRM NAME BCO

**PROJECT:**  
 PROPOSED 2-STOREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

NO.	DATE	REVISION	BY

**DRAWN BY:** RK

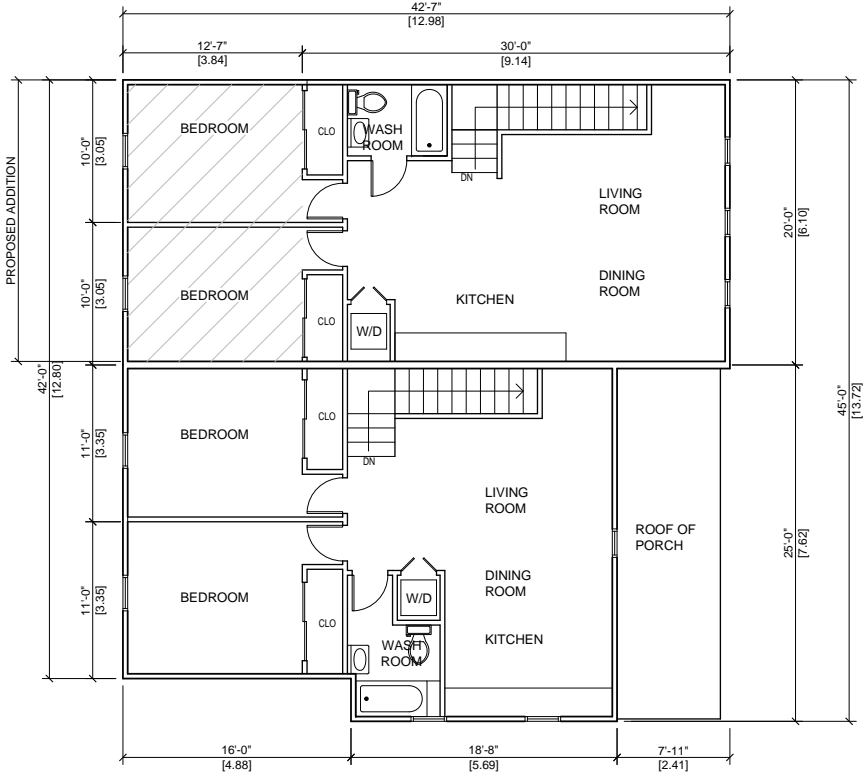
**CHECKED BY:**

**DATE:** DEC. 17, 2018

**SCALE:** AS NOTED

**DRAWING NO.**

**A-2**



PROPOSED  
 SECOND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

**T V**  
**A L**  
 DESIGN

PLANNING  
 &  
 DESIGN  
 CONSULTANTS

8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION  
 Required unless design is exempt under 2.17.6.1 of the building code.

TONY VALENTIN 20917  
 Designer

REGISTRATION INFORMATION  
 Required unless design is exempt under 2.17.4.1 building code.

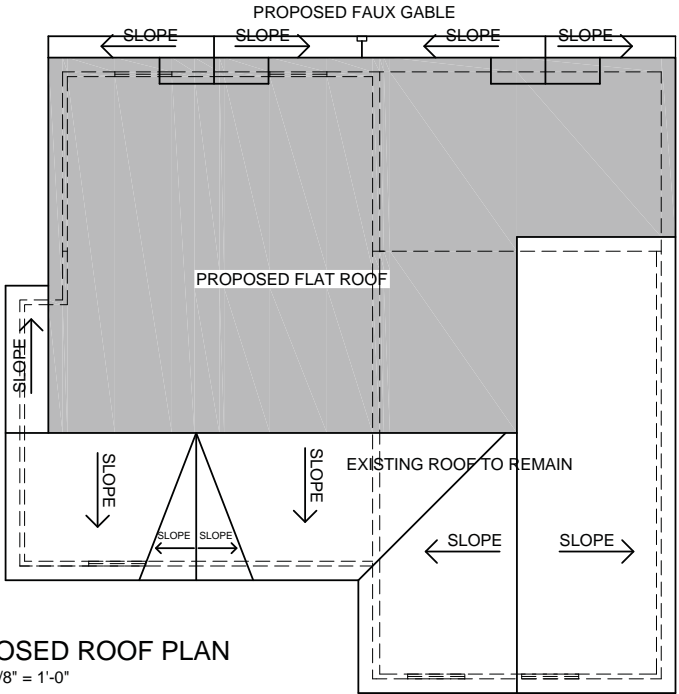
TONY VALENTIN DESIGN 28856  
 Firm Name

PROJECT:  
 PROPOSED 2-STOUREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

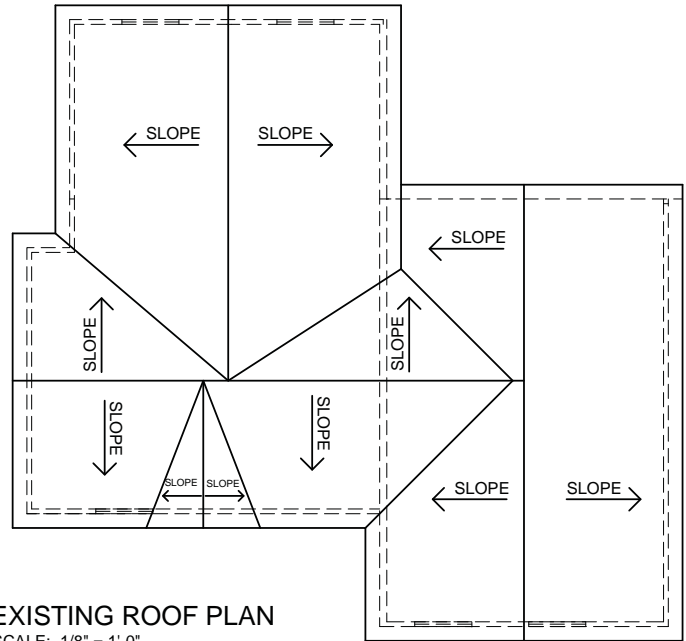
NO.	DATE	REVISION	BY

DRAWN BY: RK  
 CHECKED BY:  
 DATE: DEC. 17, 2018  
 SCALE: AS NOTED

DRAWING NO.  
 A-3



**PROPOSED ROOF PLAN**  
 SCALE: 1/8" = 1'-0"




**EXISTING ROOF PLAN**  
 SCALE: 1/8" = 1'-0"

**PLANNING & DESIGN CONSULTANTS**  
 8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

**QUALIFICATION INFORMATION**  
 Required unless design is exempt under 2.17.5.1 of the building code.

TONY VALENTIN 20917  
DATE SC#



**REGISTRATION INFORMATION**  
 Required unless design is exempt under 2.17.4.1 building code.

TONY VALENTIN DESIGN 28855  
FIRM NAME SC#

**PROJECT:**  
 PROPOSED 2-STOREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

NO.	DATE	REVISION	BY

**DRAWN BY:** RK  
**CHECKED BY:**  
**DATE:** DEC. 17, 2018  
**SCALE:** AS NOTED

**DRAWING NO.**  
 A-4



PROPOSED  
 FRONT ELEVATION  
 SCALE: 1/8" = 1'-0"



EXISTING  
 FRONT ELEVATION  
 SCALE: 1/8" = 1'-0"

**T V  
 A L  
 DESIGN**

PLANNING  
 &  
 DESIGN  
 CONSULTANTS

8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION  
 Required unless design is exempt under 2.17.5.1 of the building code.

TONY VALENTIN 20917  
 ARCHT. ONT. REG. NO.

REGISTRATION INFORMATION  
 Required unless design is exempt under 2.17.4.1 building code.

TONY VALENTIN DESIGN 28858  
 FIRM REG. NO.

PROJECT:

PROPOSED 2-STOREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

NO.	DATE	REVISION	BY

DRAWN BY: RK

CHECKED BY:

DATE: DEC. 17, 2018

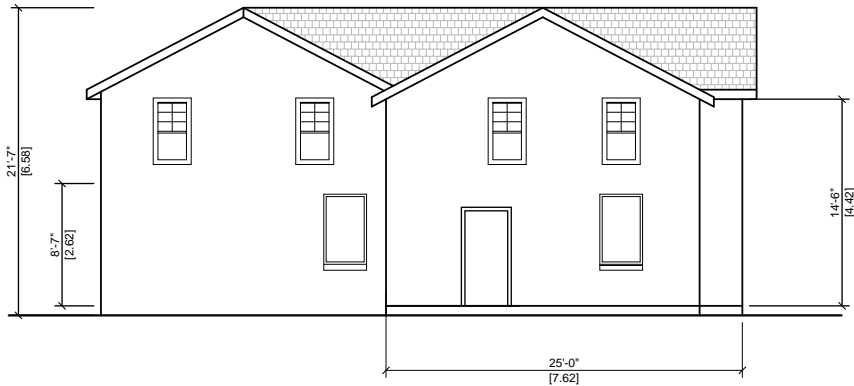
SCALE: AS NOTED

DRAWING NO.

A-5



PROPOSED  
 REAR ELEVATION  
 SCALE: 1/8" = 1'-0"



EXISTING  
 REAR ELEVATION  
 SCALE: 1/8" = 1'-0"

**PLANNING  
 &  
 DESIGN  
 CONSULTANTS**  
 8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION  
 Required unless design is exempt under 2.17.6.1 of the building code.

TONY VALENTIN 20917  
DATE



REGISTRATION INFORMATION  
 Required unless design is exempt under 2.17.4.1 building code.

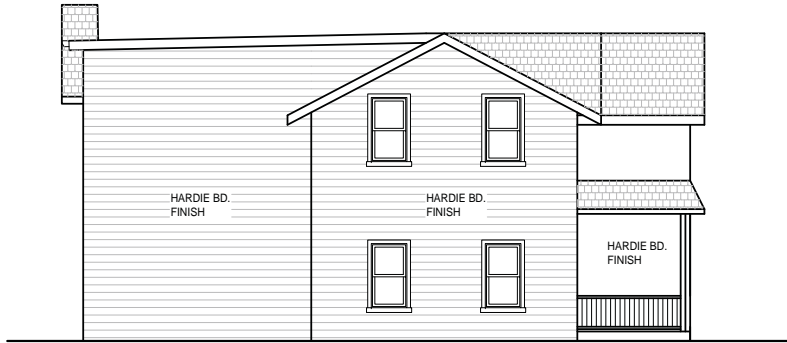
TONY VALENTIN DESIGN 28856  
DATE

PROJECT:  
 PROPOSED 2-STORY ADDITION  
 70-72 CENTRE STREET  
 AURORA

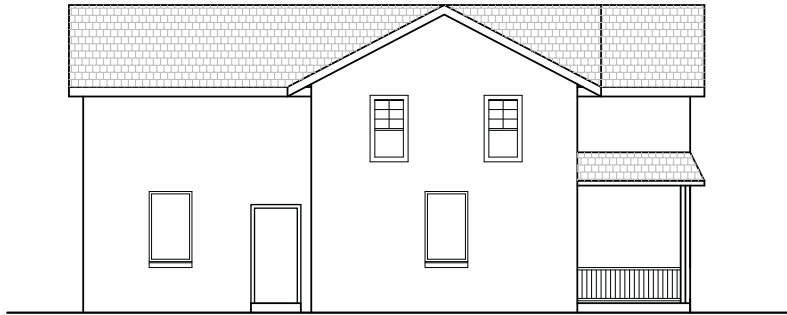
NO.	DATE	REVISION	BY

DRAWN BY: RK  
 CHECKED BY:  
 DATE: DEC. 17, 2018  
 SCALE: AS NOTED

DRAWING NO.  
 A-6



PROPOSED  
 WEST ELEVATION  
 SCALE: 1/8" = 1'-0"



EXISTING  
 WEST ELEVATION  
 SCALE: 1/8" = 1'-0"

PLANNING  
 &  
 DESIGN  
 CONSULTANTS  
 8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION  
 Required unless design is exempt under 2.17.5.1 of the building code.

TONY VALENTIN 20917  
DATE BCR

REGISTRATION INFORMATION  
 Required unless design is exempt under 2.17.4.1 building code.

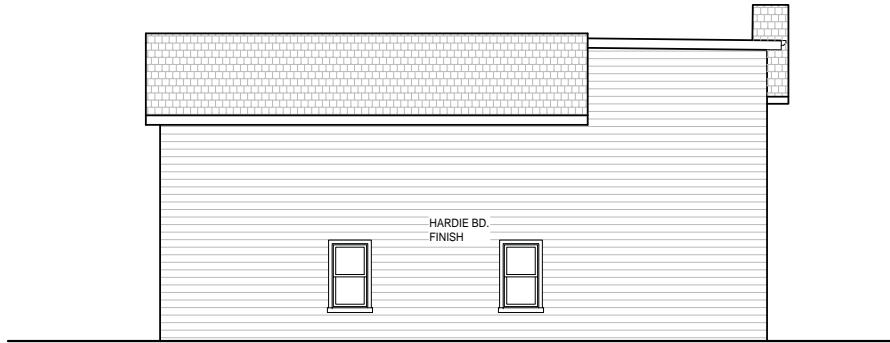
TONY VALENTIN DESIGN 28855  
DATE BCR

PROJECT:  
 PROPOSED 2-STOUREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

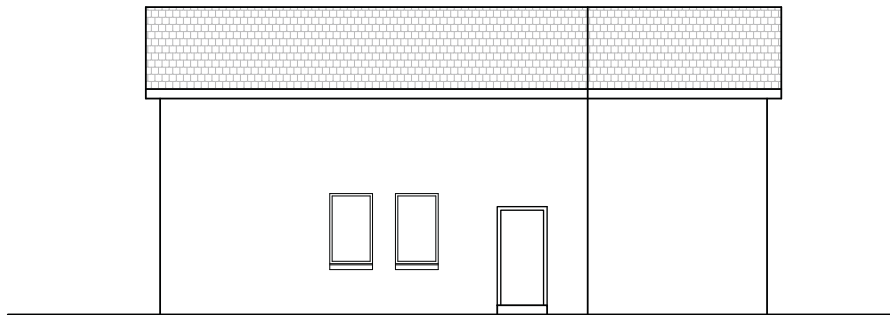
NO.	DATE	REVISION	BY

DRAWN BY: RK  
 CHECKED BY:  
 DATE: DEC. 17, 2018  
 SCALE: AS NOTED

DRAWING NO.  
 A-7



PROPOSED  
 EAST ELEVATION  
 SCALE: 1/8" = 1'-0"



EXISTING  
 EAST ELEVATION  
 SCALE: 1/8" = 1'-0"

PLANNING  
 &  
 DESIGN  
 CONSULTANTS  
 8 WELLESLEY ST. EAST  
 SUITE 702  
 TORONTO, ONTARIO  
 M4Y 3B2

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION  
 Required unless design is exempt under 2.17.5.1 of the building code.

TONY VALENTIN 20917  
NAME BCR



REGISTRATION INFORMATION  
 Required unless design is exempt under 2.17.4.1 building code.

TONY VALENTIN DESIGN 28856  
FIRM NAME BCR

PROJECT:  
 PROPOSED 2-STOUREY ADDITION  
 70-72 CENTRE STREET  
 AURORA

NO.	DATE	REVISION	BY

DRAWN BY: RK  
 CHECKED BY:  
 DATE: DEC. 17, 2018  
 SCALE: AS NOTED

DRAWING NO.  
 A-8

## AURORA REGISTER OF PROPERTIES OF CULTURAL HERITAGE VALUE OR INTEREST (Updated 2017)

<b>SITE</b>	<p><b>Address:</b> 70 Centre Street</p> <p><b>Former Address:</b></p> <p><b>Legal Description:</b> PLAN: 107 LOT: 14</p>	Attachment 4
<b>STATUS</b>	<p><b>Current Use:</b> Residence</p> <p><b>Heritage Status:</b> Listed &amp; Designated Pt V</p> <p><b>Official Plan:</b> Stable Neighbourhood Residential</p> <p><b>HCD:</b> NE Old Aurora</p>	<p><b>Original use:</b> Residence</p> <p><b>By-law No. &amp; Date:</b> 4804-06.D</p> <p><b>Zoning:</b> R5 (Special mixed density)</p> <p><b>Plaques:</b></p>
<b>PHOTOGRAPH</b>		
<b>KEY MAP</b>		



**AURORA REGISTER OF PROPERTIES OF CULTURAL  
HERITAGE VALUE OR INTEREST (Updated 2017)**

ARCHITECTURE

**GENERAL INFORMATION:**

**Address:** 70 Centre Street  
**Construction Date:** c1858  
**Architectural Style:** Ontario House  
**Heritage Easement:**

**Builder:**  
**Architect:**  
**Original Owner:** Mrs. Margaret Kaiser  
**Historical Name:**

**GENERAL DESCRIPTION:**

**Floor Plan:**  
**Foundation Materials:**  
**Exterior Wall Materials:** Wood siding  
**Roof Type:** Gable; centre gable with door  
**Entrance:**

**Storey:** 1 ½  
**Windows:** Original “4-pane” windows.  
**Bays:**

**UNIQUE FEATURES:**

**Chimney (s):** Evidence of “bracket chimneys” for stove pipes.  
**Dormers:**  
**Roof Trim:**  
**Window Trim:**

**Special Windows:**  
**Porch/Verandah:** Front verandah with 2<sup>nd</sup> storey door on to roof of porch  
**Door Trim:**  
**Other:** #70 is joined with #72. However, their styles are noticeably different.

## AURORA REGISTER OF PROPERTIES OF CULTURAL HERITAGE VALUE OR INTEREST (Updated 2017)

Historical Society files include:

Town of Aurora files include:

### PHOTOS:

HISTORICAL PHOTO

Photo date: 1916



Photo date: 1981



INVENTORY PHOTO

Photo date: 1995



HISTORY

The Aurora Inventory of Heritage Buildings was compiled by the Aurora Heritage Advisory Committee (LACAC) between 1976 and 1981. The completed inventory was adopted by Council and released in 1981. On September 26, 2006 Aurora Council at its meeting No. 06-25, has officially changed the name of the Aurora Inventory of Heritage Building to the "**Aurora Register of Property of Cultural Heritage Value or Interest**" and all property included in the Inventory were transferred to the Register.