



# **General Committee Meeting Agenda**

**Tuesday, April 16, 2019  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



**Town of Aurora  
General Committee  
Meeting Agenda**

Tuesday, April 16, 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) Dave LeGallais, representing Aurora Seniors Centre  
Re: Achievements of Aurora Seniors Centre**

**(b) Joe Bentolila, President, Aurora Minor Hockey Association  
Re: Aurora Minor Hockey Association Update**

**4. Delegations**

**5. Consent Agenda**

**6. Advisory Committee Meeting Minutes**

**Recommended:**

That the Advisory Committee meeting minutes, Item A1 to A2 inclusive, be received for information:

**A1. Finance Advisory Committee Meeting Minutes of March 27, 2019**

**Recommended:**

1. That the Finance Advisory Committee meeting minutes of March 27, 2019 be received for information.

**A2. Heritage Advisory Committee Meeting Minutes of April 1, 2019**

**Recommended:**

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

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

**R1. CMS19-010 – Sport Plan – Recommendation for Implementation**

**Recommended:**

1. That Report No. CMS19-010 be received; and
2. That a new, permanent full-time staff position be approved, as recommended in the Sport Plan, to be funded with the with \$103,400 allocated in the 2019 operating budget for Sport Plan funding; and
3. That the new position tentatively titled “Sport and Community Development Coordinator” be formally added to the Town’s official staffing compliment as part of the 2020 budget process.

**R2. PDS19-021 – Application for Zoning By-law Amendment  
Canadian Tire Real Estate Limited  
14700 Yonge Street  
Part of Lots 76 and 77 Concession 1  
Related File Number: ZBA-2016-05**

**Recommended:**

1. That Report No. PDS19-021 be received; and
2. That Zoning By-law Amendment File ZBA-2016-05 (Canadian Tire Real Estate Limited) to amend the site-specific “Community Commercial “C4(219)” Exception 219 Zone” provisions to allow for additional commercial uses and site-specific exceptions, be approved; and
3. That the implementing zoning by-law amendment be presented for adoption at a future Council meeting.

**R3. PDS19-030 – Award of Tender 2019-42-PDS-ENG – For Roadway Rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue**

**Recommended:**

1. That Report No. PDS19-030 be received; and
2. That the total approved budget for Capital Project No. 31116 be increased to \$3,649,010, representing an increase of \$365,300 to be funded from the Roads R&R Reserve; and
3. That Tender 2019-42-PDS-ENG, Capital Project No. 31116, for Roadway Rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue be awarded to Forest Contractors Ltd. in the amount of \$1,782,471.14 excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary agreement, including any and all documents and ancillary agreements required to give effect to same.

**R4. OPS19-007 – Backflow Prevention Program**

Presentation to be provided by Al Downey, Director of Operational Services and Derek Ali, President, DFA Infrastructure International Inc.

**Recommended:**

1. That Report No. OPS19-007 be received; and

2. That the backflow prevention program be approved on all Industrial, Commercial, Institutional (ICI) and Multi Residential facilities.

**R5. OPS19-008 – Fleet Consultant Terms of Reference**

**Recommended:**

1. That Report No. OPS19-008 be received; and
2. That this report satisfy Council's conditional approval of Capital Project No. 34421 – Fleet Consultant in the amount of \$25,000; and
3. That the total approved budget for Capital Project No. 34421 be increased to \$75,000, representing an increase of \$50,000 to be funded from the recently announced one-time provincial grant to small and rural communities for their investment into the modernization of their service delivery; and
4. That staff be authorized to proceed with a formal Request for Proposal for a Fleet Consultant to provide a Fleet Management Strategy based on the proposed Terms of Reference.

**8. Notices of Motion**

**9. New Business**

**10. Closed Session**

**11. Adjournment**



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

**Date:** Wednesday, March 27, 2019

**Time and Location:** 5:30 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Councillor Michael Thompson (Chair), Councillor John Gallo, and Mayor Tom Mrakas

**Member(s) Absent:** None

**Other Attendees:** Councillor Rachel Gilliland, Doug Nadorozny, Chief Administrative Officer, Jason Gaertner, Acting Director of Financial Services/Treasurer, Tracy Evans, Financial Analyst, Budget, and Ishita Soneji, Council/Committee Coordinator

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The Chair called the meeting to order at 5:37 p.m.

**1. Approval of the Agenda**

**Moved by Mayor Mrakas  
Seconded by Councillor Gallo**

That the agenda as circulated by Legislative Services be approved.

**Carried**

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

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

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

#### **Finance Advisory Committee Meeting Minutes of January 30, 2019**

**Moved by Councillor Gallo  
Seconded by Mayor Mrakas**

That the Finance Advisory Committee meeting minutes of January 30, 2019, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Consideration of Items**

#### **1. Memorandum from Acting Director of Financial Services Re: Summary of Finance Advisory Committee's 2015 to 2018 Accomplishments**

The committee and staff briefly discussed about the Committee's 2015 to 2018 accomplishments.

**Moved by Mayor Mrakas  
Seconded by Councillor Gallo**

1. That the memorandum regarding Summary of Finance Advisory Committee's 2015 to 2018 Accomplishments be received for information.

**Carried**

#### **2. Memorandum from Acting Director of Financial Services Re: Town's Major Capital Projects Update**

Staff provided an overview of the current major capital projects and explained the update summary chart and the status of the ongoing capital projects.

The Committee referred to the summary chart and inquired about the methodology behind the reporting structure, and staff provided a response

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noting that the project management office is developing a standardized reporting structure as per the project management guidelines and key pillars such as budget, scope, schedule, and complexity of the particular project. The Committee suggested that explanations on the identified risks, means of tracking change orders and identified financial thresholds should be included as part of the reporting.

**Moved by Councillor Gallo  
Seconded by Mayor Mrakas**

1. That the memorandum regarding Town's Major Capital Projects Update be received for information.

**Carried**

**3. Round Table Discussion  
Re: Council Budget Principles**

The Committee and staff discussed about various approaches to mitigate inflation as per the current budget policy and staff noted that a multi-year budget framework would be incorporated as part of the policy in the future. It was mentioned that details on the approaches of other municipalities would be brought forward for discussion at a future Committee meeting.

**Moved by Mayor Mrakas  
Seconded by Councillor Gallo**

1. That the comments and suggestions regarding the Council Budget Principles be received and referred to staff for consideration and action as appropriate.

**Carried**

**4. Memorandum from Acting Director of Financial Services  
Re: Order for Detailed Departmental Budget Reviews**

The Committee discussed about the preferred order of the departmental budget reviews and suggested changes to the staff recommended order.

**Moved by Councillor Gallo  
Seconded by Mayor Mrakas**



1. That the memorandum regarding Order for Detailed Departmental Budget Reviews be received; and
2. That the detailed departmental budget reviews be carried out in the following order:
  - Aurora Public Library
  - Aurora Historical Society
  - Community Services
  - Corporate Services
  - Planning & Development Services
  - Aurora Cultural Centre
  - Financial Services
  - Operational Services
  - Council Administration & the Office of the CAO.

**Carried**

**5. Round Table Discussion**

**Re: 2019 Budget Process Review – What Worked, Areas of Improvement**

Staff provided an overview on areas of improvement identified by staff that include improving threshold on level of detail required for capital project business cases, improving the budget binder by reformatting the sections and order of materials provided, and improving the accuracy and technicality of information provided.

The Committee suggested that departments should provide update on achievements of key deliverables from the previous year and noted that thorough review of information is necessary.

**Moved by Mayor Mrakas**

**Seconded by Councillor Gallo**

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1. That the comments and suggestions regarding 2019 Budget Process Review be received and referred to staff for consideration and action as appropriate.

**Carried**

## **6. New Business**

None

## **7. Adjournment**

**Moved by Councillor Gallo  
Seconded by Mayor Mrakas**

That the meeting be adjourned at 6:50 p.m.

**Carried**



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

<b>Date:</b>	Monday, April 1, 2019
<b>Time and Location:</b>	7 p.m., Holland Room, Aurora Town Hall
<b>Committee Members:</b>	Neil Asselin (Chair), Bob McRoberts (Vice Chair), John Green, Matthew Kinsella, Jeff Lanthier, Hoda Soliman, Councillor Sandra Humfryes, Mayor Tom Mrakas (ex-officio, departed at 7:10 p.m.)
<b>Members Absent:</b>	None
<b>Other Attendees:</b>	Adam Robb, Planner, and Ishita Soneji, Council/Committee Coordinator

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The Committee Coordinator called the meeting to order at 7 p.m.

**Appointment of Committee Chair and Vice Chair**

The Committee Coordinator opened the floor to nominations for the Chair and Vice Chair of the Heritage Advisory Committee for the 2018-2022 Term.

Jeff Lanthier nominated Neil Asselin as Chair. There being no other nominations, Neil Asselin was appointed Chair of the Committee.

Councillor Humfryes nominated Bob McRoberts as Vice Chair. There being no other nominations, Bob McRoberts was appointed Vice Chair of the Committee.

Neil Asselin assumed the Chair at 7:07 p.m.

**1. Approval of the Agenda**

**Moved by Bob McRoberts  
Seconded by Matthew Kinsella**

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That the agenda as circulated by Legislative Services be approved.

**Carried**

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

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

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

### **Heritage Advisory Committee Meeting Minutes of March 5, 2019**

**Moved by Councillor Humfryes  
Seconded by John Green**

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

**Carried**

## **4. Delegations**

None

## **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 Mr. Wayne Morgan, Heritage Planner, representing the owners of 97 Wellington Street East, who presented an overview of the Cultural Heritage Assessment that he conducted on the subject property based on the history of the site, and provided details of the site examination, and comparisons with the Provincial and Aurora heritage criteria. He mentioned that the property is not part of the historic streetscape and requested that the property be removed from the register.

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**Moved by Councillor Humfryes  
Seconded by Bob McRoberts**

That the presentation be received for information.

**Carried**

The Committee and staff discussed about the possibilities of incorporating the existing building into the proposed designs, and staff noted that salvaging the north stained glass window and woodwork from the main interior staircase would be required as per the recommendation, and that any future alterations would be subject to the Design Review Panel approval and review.

**Moved by Councillor Humfryes  
Seconded by Matthew Kinsella**

1. That Report No. HAC19-001 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 the property located at 97 Wellington Street East be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest;
  - (b) That in the event of a demolition application, the north elevation stained glass window and all woodwork from the main interior staircase from the ground to the upper floors be salvaged in accordance with the Town of Aurora's Architectural Salvage Program Guide and re-used in any potential development on site; and
  - (c) That prior to the issuance of a Building Permit, future building elevations be subject to Planning Staff approval or review by the Design Review Panel to ensure that the design of any replacement building is done sympathetically.

**Carried**

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**2. 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 Working Group Evaluation has been added and that an additional staff recommendation has been added to ensure retention of any landscape sightlines present on the site.

The Committee discussed and inquired about the implications of any unwarranted demolition and the options for storing and future use of salvaged fieldstones, and the means of retaining the equestrian history through the future designs.

**Moved by Matthew Kinsella  
Seconded by Jeff Lanthier**

1. That Report No. HAC19-003 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 the property located at 1625-1675 St. John’s Sideroad be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest;
  - (b) That as a condition of a future Draft Plan of Subdivision approval for the proposed Business Park, the owner, at their expense, be required to name future streets and erect a heritage plaque commemorating the equestrian history of the property to the satisfaction of the Town; and
  - (c) That as a condition of a future Draft Plan of Subdivision approval for the proposed Business Park, the owner, at their expense, prepare a Views Study to evaluate the potential for retaining any landscape sightlines present on the site; **and**

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- (d) **That as a condition of a future Draft Plan of Subdivision, the owner contribute to the Heritage Reserve Fund at an amount to be determined by staff; and**
- (e) **That the owner store the salvaged fieldstones of the barn foundation for future use in the Town or within the proposed development.**

**Carried as amended**

## **6. Informational Items**

Staff provided the following updates to the Committee:

- The designation appeal period for 50-100 Bloomington Road West (De La Salle College) passed without any appeals, and a designation by-law is forthcoming.
- The heritage designation by-law for 124 Wellington Street East was passed by Council on March 26, 2019.
- The designation for various properties on Yonge Street has been appealed, and a pre-hearing settlement is forthcoming.
- The heritage designation of 136 Wellington Street East has been appealed, and staff will be following through the appeal process.
- The recruitment of members to the Design Review Panel (DRP) is currently underway.

## **7. Adjournment**

**Moved by John Green  
Seconded by Hoda Soliman**

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

**Carried**



**Town of Aurora  
General Committee Report No. CMS19-010**

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**Subject:** Sport Plan – Recommendation for Implementation

**Prepared by:** Lisa Warth, Manager, Recreation

**Department:** Community Services

**Date:** April 16, 2019

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## **Recommendation**

- 1. That Report No. CMS19-010 be received; and**
- 2. That a new, permanent full-time staff position be approved, as recommended in the Sport Plan, to be funded with the with \$103,400 allocated in the 2019 operating budget for Sport Plan funding; and**
- 3. That the new position tentatively titled “Sport and Community Development Coordinator” be formally added to the Town’s official staffing compliment as part of the 2020 budget process.**

## **Executive Summary**

This report outlines a recommendation for the continued implementation and sustainability of the Sport Plan. The Sport Plan was completed and approved by Council in late 2015 and contains 22 recommendations to be implemented over a five-year period.

Considerations include:

- An overview of the status of the Aurora Sport Plan resulted in some re-prioritization of the recommendations
- A new, full time staff position would be an efficient and effective way to implement the Sport Plan (tentatively titled “Sport and Community Development Coordinator”)
- The role of the sport community in implementing and sustaining the Sport Plan is crucial to the plans’ success
- An overview of municipal sport councils throughout the province of Ontario shows there are few in existence
- Timelines to move forward indicate work could resume on the Sport Plan by June



## **Background**

Council approved the Sport Plan in 2015 in conjunction with the Parks and Recreation Master Plan. The plan includes 22 recommendations to be implemented over five years. Sport Aurora has been on contract from 2016-2018 to implement the Year 1-3 deliverables in the Sport Plan. When the Sport Plan was approved, it was recognized that new resources or a contracted service provider were going to be required for implementation and sustainability as the deliverables require considerable resources that the current staff compliment could not manage.

At its' meeting of December 18, 2018, Council directed staff to report back on alternative delivery models for Sport Plan initiatives.

This report provides Council with a recommendation along with additional options for the implementation of the Sport Plan.

## **Analysis**

### **An overview of the status of the Aurora Sport Plan resulted in some re-prioritization of the recommendations**

Sport Aurora has made good progress on the Sport Plan, however, some of the recommendations are principle based, philosophical statements, and a measurement of success is difficult to ascertain. In addition, some of the tactics currently identified for implementation require considerable resources and may be a challenge to move forward.

Staff have reviewed the 22 recommendations in the Sport Plan and have re-prioritized some of them based on feedback from the Local Sports Organizations (LSO's), best practices and other corporate initiatives. Staff suggest that these items be given high priority:

- Creation of a sport policy – a sport policy would define priorities and responsibilities for sport in Aurora among various stakeholders. Sport Plan priorities would guide the development of the sport policy. A sport policy could also address the creation of a potential sport council/board.
- Volunteer recruitment/training – many organizations are having challenges recruiting and retaining volunteers. Assistance and resources to help LSO's and other organizations with their volunteer plans will be key in driving the Sport Plan forward.

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- Train staff and volunteers in working with culturally diverse groups to understand their sport needs and be able to respond to the changing demographics in Aurora.

Staff suggest these items be given lower priority:

- Develop an Aurora Sport Tourism policy - the capacity to host sport events is highly dependent on appropriate facilities. As the Town is currently investigating future facilities (Stronach Aurora Recreation Centre expansion, multi-use community centre, future aquatic facilities etc.), it does not make sense to create a policy at this time. Additionally, the Economic Development strategy will include sports tourism and the results of that study need to be considered in an Aurora Sport Tourism policy.
- Assess the current provision of sports for older adults by all sectors and work with the older adult population to address gaps and emerging sport needs - as part of the sport policy, a decision needs to be made about whether the needs of older adults is to be a focus on sport (physical activity and an opportunity for competition), or to focus on increasing physical activity alone. Additionally, Activate Aurora has done significant work in the area of physical activity for older adults. Town staff have committed to sustaining the Older Adults Network created as part of Activate Aurora when the Activate Aurora project wraps up in June 2019.

The other 17 recommendations have been assessed and prioritized. Some of them will need updating or further work.

**A new, full time staff position would be an efficient and effective way to implement the Sport Plan (tentatively titled Sport & Community Development Coordinator)**

The benefits of employing a full time staff person dedicated to the Sport Plan and community development in general are numerous and include:

- Tactics developed to meet deliverables will be realistic, achievable and efficient
- Regular reporting to the Town's senior management team and Council
- Resources and collaboration from corporate colleagues is available
- A clear work plan with defined responsibilities and timelines and the tools available to achieve them

- Resources and support available from relevant corporate departments such as communications and economic development
- Town staff act in their duties as non-partisan and non-political
- Sustainability of some Activate Aurora initiatives (as discussed with Activate Aurora)
- Create capacity among sport/community groups by providing leadership and advocacy

The person in this position would have to have a keen interest in sport, experience working with local sport organizations and other community groups, a knowledge of the sport/athlete development system in Ontario/Canada and would be accountable for leadership, advocacy and partnerships in sport and community development.

This position would also be responsible to research, stay apprised of legislation, and know industry trends and best practices in relation to sport/community development to ensure that initiatives, programs and services are current, innovative, of high quality and meet the goals of the Sport Plan.

The current recreation services staff team has many of the skills, connections, and resources in the sport, health and wellness realm, required for a Sport & Community Development Coordinator to be successful. As part of a team of 19 recreation professionals, the Sport and Community Development Coordinator will have access to numerous supports. The team has ongoing working relationships with several sport and user groups, both school boards, York Regional Police, several provincial special interest groups, not for profit agencies, social services, York Region Health Department, Central Counties Tourism, the business community, volunteer agencies and many others. The team regularly works in a collaborative manner both internally and externally.

**The role of the sport community in implementing and sustaining the Sport Plan is crucial to the plans success**

The Sport Plan will not be effective without the engagement and ongoing consultation with the sport community. This includes Sport Aurora, the local sport organizations, private sport clubs, the business community and others. In order for staff to get an understanding of how familiar the LSO's are with the Sport Plan at this time, engagement with each of these groups will be a high priority. As many LSO's are volunteer based and leadership can turnover frequently, staff want to ensure they are engaging with the right individuals. Conversations need to take place with each LSO regarding their familiarity with the Sport Plan, the value of the Sport Plan to each LSO,

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the needs of the LSO, and their capacity to contribute to the sport community. Staff need to fully understand what challenges LSO's are facing and what supports they feel they need to be successful in operating their organization.

There are several ways staff can continue to engage with the sport and broader community groups including the use of PlaceSpeak, the Town's public engagement platform, creating working groups, steering committees, ad-hoc consultations, focus groups, volunteerism, Town advisory committees and others. In anticipation of developing the final strategy for engagement, a series of informal Mayor's roundtable discussions could be used to assist the engagement process.

These methods of engagement are useful in different ways and would be used dependent on the goals and outcomes required from the particular engagement. It is staff's intention to engage regularly with the sports community.

### **An overview of municipal sport councils throughout the province of Ontario shows there are few in existence**

Currently, there are 13 sport councils in the province of Ontario listed on the Community Sport Councils of Ontario website (Sport Aurora being one of them). This is down from 22 sport councils listed in 2015. However, it is unknown how many Sport Councils or Boards may exist that are not registered with the Community Sport Councils of Ontario. Staff did not find any municipalities in York or Durham Region (other than Aurora), that had a Sports Council/Board.

Sport Councils or Boards, can play a variety of roles and can commonly include; volunteer development and recognition, sport advocacy, recognition, fundraising, program development/implementation, communication and others. Sport Councils are sometimes also used for defined projects such as planning and executing special events. Sport Councils operate with different governance structures, relationships with their municipalities and budgets.

Staff are not recommending the creation of a Sport Council at this time. Although Sport Councils can make significant contributions to their communities, there are some drawbacks to this model such as bureaucracy, unclear reporting relationships, committee scope and mandate, attendance and quorum challenges and fair recruitment and appointments, among others, all of which can take significant staff time to manage. The Sport & Community Development Coordinator will research the feasibility of a Sport Council/Board in more detail, for future consideration.

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### **Timelines to move forward indicate work could resume on the Sport Plan by June**

Should Council approve the recommendations in this report, recruitment for a Sport & Community Development officer would begin in the next 4-6 weeks. Ideally, the position will be filled by the end of June and work on the Sport Plan would resume immediately.

### **Advisory Committee Review**

Not applicable

### **Legal Considerations**

Not applicable

### **Financial Implications**

The development of a full time, Sport and Community Development Coordinator and associated deliverables would not exceed the \$103,400 funding amount that was allocated in the 2019 operating budget for Sport Plan development activities. Staff anticipate a surplus in the 2019 funding because of the mid-year start date for a staff person. And, if approved, this new position would be formally added to the Town's official staffing compliment as part of the 2020 budget process.

### **Communications Considerations**

Corporate communications will support any future consultation required and will promote and share the execution of the Sport Plan through the Town website, social media, Notice Board, and other appropriate communication tools.

## **Link to Strategic Plan**

The creation of a full time, permanent staff position supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

### **Encourage an active and healthy lifestyle**

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

1. Sport Aurora can continue to implement the Sport Plan deliverables as a contracted service.
2. Council can direct staff to implement a sport council model.

## **Conclusions**

The purpose of the Sport Plan is to place focus on increasing participation in sport through the provision of a safe, supportive and inclusive sport environment. Community sport builds community vitality and can be a tool for social change, foster greater inclusion of excluded groups and have a significant impact on the quality of life we all enjoy.

A full time staff resource in consultation with the sport community would be an effective, efficient way to ensure the Sport Plan meets its' intended goal.

## **Attachments**

None

## **Previous Reports**

CMS18-027 – Sport Aurora Funding Agreement Extension, December 11, 2018

CMS19-004 – Sport Plan – Update, February 12, 2019

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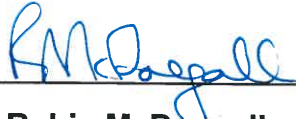
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**Pre-submission Review**

Agenda Management Team review on March 28, 2019

**Departmental Approval**

**Approved for Agenda**



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**Robin McDougall  
Director  
Community Services**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. PDS19-021**

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**Subject:** Application for Zoning By-law Amendment  
Canadian Tire Real Estate Limited  
14700 Yonge Street  
Part of Lots 76 and 77 Concession 1  
Related File Number: ZBA-2016-05

**Prepared by:** Matthew Peverini, Planner

**Department:** Planning and Development Services

**Date:** April 16, 2019

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## **Recommendations**

- 1. That Report No. PBS19-021 be received;**
- 2. That Zoning By-law Amendment File ZBA-2016-05 (Canadian Tire Real Estate Limited) to amend the site-specific “Community Commercial “C4(219)” Exception 219 Zone” provisions to allow for additional commercial uses and site-specific exceptions, be approved; and**
- 3. That the implementing Zoning By-law Amendment be presented for adoption at a future Council meeting.**

## **Executive Summary**

This report seeks Council’s approval to the application for Zoning By-law Amendment on 14700 Yonge Street. The owner proposes to amend the existing site-specific Community Commercial “C4(219)” Exception 219 Zone” provisions to permit additional commercial uses, and site-specific exceptions.

- The subject lands are currently occupied by a 1-storey commercial building (formerly Canadian Tire) that has been vacant since 2016;
- The proposed C4 Exception Zone will allow for a broader range of commercial uses on site, and recognize site-specific exceptions;
- The proposed Zoning By-law Amendment is consistent with Provincial, Regional and Municipal policy documents; and
- Future Site Plan application(s) are required to facilitate proposed site changes.



## **Background**

### **Application History**

The application for Zoning By-law Amendment was heard at the Public Planning Meeting on September 28, 2016. Council passed the following resolution:

“That Report No. PBS16-070 be received; and

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

The application was then heard at the February 14, 2017 Council meeting. During this meeting, Council deferred the application to a later Council meeting. The following resolution was passed:

“That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.”

The owner had the property for sale and were in discussions with potential buyers in 2017. The property was not purchased, and a recommendation report for the application was prepared for the March 20, 2018 General Committee Meeting. Prior to this meeting, the owner requested that the report be removed from the agenda and Council’s consideration, and deferred. At the March 27, 2018 Council meeting, the following resolution was passed:

“That Report No. PDS18-028 be referred to staff.”

The property is no longer for sale. The owner plans to subdivide the existing building and lease to commercial tenants; and to develop the northeast corner of the subject lands to include a restaurant with a drive-through.

### **Location / Land Use**

The subject lands, municipally recognized as 14700 Yonge Street, are located on the west side of Yonge Street, between Henderson Drive and Murray Drive (Figure 1). The

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property has a lot area of 3.06 hectares, and a frontage of 156.6 metres along Yonge Street. There is an existing vacant building on site (formerly a Canadian Tire retail store) with a gross floor area (GFA) of 7,781 m<sup>2</sup>, serviced by 350 surface parking spaces.

The subject lands exhibit the following characteristics:

- Vacant 1-storey commercial building (Former Canadian Tire retail store);
- Driveway along the northerly property line is shared with the abutting commercial plaza;
- Driveway along the southern property line serves as a point of access/egress to the existing residential townhouse development on Mosaics Avenue; and
- Topography of the site generally slopes down from Yonge Street to the west.

### **Surrounding Land Uses**

The surrounding land uses are as follows:

North: Commercial plaza

South: Existing residential (townhouse block), commercial plaza

East: Yonge Street, Aurora War Memorial Peace Park, commercial plaza

West: Existing residential (townhouse development)

### **Policy Context**

#### **Provincial Policies**

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

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#### York Region Official Plan (YROP)

The subject lands are designated as “Urban Area” within the YROP, and are located on Regional Road 1 (Yonge Street). York Region’s vision for the Urban Area is to strategically focus growth while conserving resources; and to create sustainable, lively communities. A primary goal of the YROP is to enhance the Region’s urban structure through city building, intensification and compact, complete vibrant communities. The subject lands are located within the 5-10 Year Wellhead Protection Area (WHPA-C1) Zone.

#### Town of Aurora Official Plan (OP)

The subject lands are located within the Aurora Promenade Secondary Plan Area. The subject lands are designated “Promenade General” and “Promenade Focus Area” by Schedule “B1” of the Town’s OP (Figure 2).

The “Promenade General” designation is intended to promote transformation into a vibrant, pedestrian-oriented area through the introduction of higher densities and high quality mid-rise forms placed close to the street, while providing appropriate transitions to adjacent neighbourhood. While new development within this designation will be mostly residential in use, at grade retail along with restaurants, entertainment and cultural venues will continue to be provided.

Areas within the “Promenade Focus Area” designation share many characteristics with the “Promenade General” designation. The Promenade Focus Area designation presents exceptional opportunities afforded by its entryway locations, existing or planned infrastructure, and major community amenities/services. This designation is intended to promote redevelopment by providing enhanced development potential.

Permitted uses in both designations include multiple unit buildings, townhouses, apartment buildings, communal housing, live-work units, commercial uses including retail stores, restaurants and personal services, tourist accommodation, commercial and/or government offices, research and data processing facilities, child care facilities, institutional uses, cultural, recreational and entertainment uses, conference centres, parking facilities at grade and/or in structure, a variety of parks and urban squares, public uses, and utilities. Prohibited uses include single detached and semi-detached dwelling units and automotive-oriented uses of any kind including, but not limited to sales, service and gas stations.

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Zoning By-law 6000-17, as amended

The subject lands are currently zoned C4(219) by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3). The C4(219) Zone permits the following uses:

- Shall only be used for a retail store selling home products, automotive supply and sport and leisure products within a single building, which may include the following ancillary uses:
  - motor vehicle repair garage;
  - garden centre including seasonal outside storage of goods which are intended to be sold
- Restaurants ancillary and accessory to the main permitted uses provided that the total floor area devoted to the restaurant uses does not exceed 230 m<sup>2</sup>;
- Associated warehousing and office space; and
- Food services which are ancillary and accessory to the main permitted uses provided that the total floor area devoted to the food services uses does not exceed 230 m<sup>2</sup>.

#### Reports and Studies

The Owner submitted documents as part of a complete application to the proposed Zoning By-law Amendment application as identified in staff report PBS16-070.

### **Proposed Applications**

Proposed Zoning By-law Amendment

**The proposed site-specific C4 zoning will permit additional commercial uses, and allow for site-specific provisions.**

As shown in Figure 4, the owner proposes to amend the site-specific C4(219) Exception Zone to expand the list of permitted commercial uses, and exceptions to the parking provisions of the By-law (in accordance with Appendix A).

A table comparing the differences between the parent C4 Zone, the existing C4(219) Zone and the proposed C4(XX) Exception Zone is included as Appendix A to this report.

### Conceptual Site Plan

As illustrated on Figure 5, the conceptual site plan is largely unchanged from the current site layout. The differences are outlined as follows:

- Conceptual future drive-through restaurant at the northeast corner of the subject lands;
- 136 m<sup>2</sup> retail A loading addition at the southwest corner of the existing building;
- Three (3) proposed loading docks, and one (1) compactor at the south end of the existing building;
- Two (2) proposed loading docks at the north end of the existing building; and
- Minor parking reconfiguration.

A site plan application for the restaurant will be submitted at a later date. Upon submission of this future application, the drive-through associated with the restaurant will be subject to Section 11.14.4 of the Town's OP, which speaks to: the application of urban design guidelines, conformity with the function and form of the land-use designation, maintenance of the continuity and character of the streetscape, and pedestrian orientation and movement throughout the property.

The existing commercial building is proposed to be divided into three (3) commercial units. A small addition to the south end of the building, and additional loading spaces are also shown on the conceptual plan. The following is a summary of the conceptual commercial development:

	<b>Proposed Use</b>	<b>Site Statistics</b>
Existing Building	Three Commercial Units (former Canadian Tire)	7,781 m <sup>2</sup>
Proposed Addition	Loading Dock for "Retail A"	136 m <sup>2</sup> (approx.)
Proposed New Building	Restaurant with Drive-through	202 m <sup>2</sup> (approx.)

## **Analysis**

### **Planning Considerations**

Planning Staff have analyzed the proposed Zoning By-law Amendment application in accordance with the documents outlined in the "Policy Context" section of this report. Staff offers the following analysis:

**The proposed application is consistent with the Provincial Policy Statement (PPS)**

In accordance with Section 3 of the Planning Act, all land use decisions in Ontario must be consistent with the PPS. The PPS recognizes the importance of local context and character. Policies are outcome oriented, and some policies provide flexibility in their implementation, provided that Provincial interests are upheld.

Part V – Policies: of the PPS states (in part) the following:

**Building Strong Healthy Communities:**

*“1.1.1 Healthy, liveable and safe communities are sustained by ... a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; ... c) avoiding development and land use patterns which may cause environmental or public health and safety concerns; ... e) promoting cost effective development patterns and standards to minimize land consumption and servicing costs.”*

*1.1.3.1 Settlement Areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.*

*1.1.3.2 Land use patterns within settlement areas shall be based on: a) density and a mix of land uses;... b) a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.*

*1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure...*

**Employment**

*1.3.1 Planning authorities shall promote economic development and competitiveness by: ... b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses.”*

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The application is consistent with the intent of the Building Strong Healthy Communities and Employment policies of the PPS, which promotes the managing and directing of land use to achieve efficient and resilient development and land use patterns. The subject lands are located within the Aurora Promenade, which the Town's Official Plan seeks to promote intensification and redevelopment of existing building stock and brownfield sites.

The subject lands are zoned specifically to permit the following:

- A retail store selling home products, automotive supply, sport and leisure products within a single building, which may include other ancillary uses;
- Restaurants ancillary and accessory to the main permitted uses provided that the total floor area devoted to the restaurant uses does not exceed 230 m<sup>2</sup>;
- Associated warehousing and office space; and
- Food services which are ancillary and accessory to the main permitted use provided that the total floor area devoted to the food services uses does not exceed 230 m<sup>2</sup>.

The Owner is proposing to rezone an existing commercial property to allow for a wider range of commercial uses, which minimizes land consumption and capitalizes on existing servicing. The requested permissions promote efficient development and a sustainable land use pattern by allowing for intensification of uses on an already developed, currently underutilized and vacant commercial site.

The proposed uses generally conform with the permitted uses outlined in the parent Community Commercial (C4) Zone provisions, and align with the permitted uses within the commercial developments located to the north, east and south of the subject lands. Further, the subject lands are located along a major transit route which promotes alternative modes of transportation. The proposed amendments will encourage and provide opportunities for economic development and community investment. This application is found to be consistent with the policy objectives of the PPS.

**The proposed Zoning By-law Amendment application is consistent with the Growth Plan for the Greater Golden Horseshoe (the Growth Plan)**

The Growth Plan intends to guide land development by encouraging diverse land uses. The Growth Plan encourages the concentration of population and employment growth to locate within built-up settlement areas, and promotes the development of complete

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communities that offer access to local amenities, and connections to municipal water and wastewater systems.

In analyzing how the proposed application is consistent with the Growth Plan, the following policies were reviewed:

Section 1.2.1 Guiding Principles states (in part) the following:

- *“Support the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime.*
- *Prioritize intensification and higher densities to make efficient use of land and infrastructure and support transit viability.*
- *Provide flexibility to capitalize on new economic and employment opportunities as they emerge...”*

Section 2.2.1 Managing Growth states (in part) the following:

2. *“Forecasted growth to the horizon of this plan will be allocated based on the following:... c) within settlement areas, growth will be focused in: i) delineated built-up areas; ii) strategic growth areas; locations with existing or planned transit...; and iv) areas with existing or planned public service facilities.”*

Section 2.2.2 Delineated Built-up Areas states (in part) the following:

4. *“All municipalities will develop a strategy to achieve the minimum intensification target and intensification throughout delineated built-up areas, which will: ... d) ensure lands are zoned and development is designed in a manner that supports the achievement of complete communities.”*

Section 2.2.5 Employment states (in part) the following:

12. *“The retail sector will be supported by promoting compact built form and intensification of retail and service uses and areas and encouraging the integration of those uses with other land uses to support the achievement of complete communities.”*



The Growth Plan promotes and encourages new growth in built-up areas of a community through intensification. The subject lands are located within the Aurora Promenade, which the Town's Official Plan has designated for higher order uses. An expansion of permitted uses on the subject lands enables efficient land use by prioritizing intensification (of uses) on a parcel of land that is otherwise limited by current zoning permissions.

The Growth Plan aims to direct new growth to the built up area along a major transit corridor. Further, the proposed amendment will provide flexibility to capitalize on new economic and employment opportunities, and contribute to the achievement of complete communities within the Town of Aurora. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the objectives of the Growth Plan.

**The proposed Zoning By-law Amendment application conforms to the Lake Simcoe Protection Plan (LSPP)**

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the LSPP. The Lake Simcoe Conservation Authority has reviewed the proposed application with no further comments. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the Lake Simcoe Protection Plan.

**The proposed Zoning By-law Amendment application conforms to the York Region Official Plan (YROP)**

The YROP designates the subject lands as "Urban Area" on Map 1, "Regional Structure". Urban Areas are the focus of intensification, growth and development. The subject lands are located along a Regional Road (Yonge Street).

Section 4.0 Economic Vitality states (in part) the following:

*"Objective: To ensure retail is well-designed and appropriately integrated into communities in a manner that encourages walking, cycling and transit.*

4.4.7 *That major retail sites should be designed to support redevelopment or retrofitting"*

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The subject application was circulated to the Regional Municipality of York for comment and review. It is York Region's opinion that the proposed applications are in keeping with the policies of the YROP, and York Region staff have no objections to the approval of the proposed Zoning By-law Amendment application.

Town Staff have reviewed the YROP and supports Regional Staff's comments. The proposed application is found to conform to the YROP.

**The proposed Zoning By-law Amendment application conforms to the Town of Aurora Official Plan (OP)**

As previously mentioned, the "Promenade General" and "Promenade Focus Area" designations permit a wide variety of commercial and institutional uses. The proposed permitted uses fall within the range of permitted uses in the Official Plan. The proposed additional loading bays will be evaluated by staff through a site plan application. A restaurant with a drive-through has been shown conceptually on the site plan (see Figure 5), to be developed at a later date. A site plan application will be required at that time, which will be evaluated for conformity to the development policies of the "Promenade Focus Area" designation.

Planning Staff are of the opinion that the proposed Zoning By-law Amendment conforms to the policies of the Official Plan and is compatible with the surrounding land uses.

**With regard to Zoning By-law 6000-17, as amended, the proposed application is appropriate and compatible with the adjacent land uses.**

The Owner has submitted a Zoning By-law Amendment application to allow for additional commercial uses, and site-specific exceptions on the subject lands. The proposed amendments are outlined in Appendix A to this report. The lands are currently zoned C4(219) which permits a retail store with specific permissions, and associated ancillary uses.

The proposed amendment to the Town's Zoning By-law would bring the subject lands into closer conformity with the parent C4 Zoning standards, while eliminating the larger scale institutional uses (Hospital, Hotel/Motel, Museum, Place of Worship, etc.). Additional permitted uses requested that the C4 Zone does not permit, include:

- Dry-cleaning Establishment;
- Retail Store;

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- Drive-through facility; and
- Club

As illustrated on Figure 3, immediately to the north, east and south are multiple Service Commercial “C3” Exception Zones, and Community Commercial “C4” Exception Zones. All of which provide a wider range of commercial uses than the subject lands – including the four (4) uses listed above.

Many of the proposed site-specific amendments as outlined in Appendix A recognize the existing conditions on the subject lands (lot area, lot frontage, main building, identification tower, landscaping and buffers, ingress and egress) that were a requirement of the C4(219) Zone. Other proposed amendments will bring the subject lands into conformity with the parent C4 Zone, and the Town’s Zoning By-law (floor area, parking requirements, permitted encroachments, required number of loading spaces).

Requests varying from both the Town’s Zoning By-law 6000-17 and the existing C4(219) Zone include:

- Front yard setback: 11.5 m, whereas the By-law requires 12.0 m
- Stacking Lane for Drive-through Facilities: 10 spaces, whereas the By-law requires 12; and
- Outside Storage and Display of Goods and Materials: Temporary seasonal outdoor storage and display of goods and materials shall be permitted only as an accessory use to a retail use on site.

Section 15.2.3 of the Town’s Official Plan enlists eight criteria that Council shall have regard to before approving an amendment to the Town’s Zoning By-law. Appendix B to this report highlights how the proposed amendments to the Town’s Zoning By-law meets these criteria.

As such, Planning staff are of the opinion that the proposed Zoning By-law Amendment application is appropriate and compatible with adjacent and neighbouring development, and that the by-law exceptions are appropriate to facilitate the development.

**Department / Agency Comments**

The proposed application was circulated to all Town departments and external agencies for review and comment. In general, all circulated agencies are satisfied with the revisions and have no further comments at this time. Any technical matters related to the revised conceptual site plan will be addressed through future site plan approval application(s).

**Public Comments**

Planning Staff received comments from the public circulation. Comments have been summarized and are addressed in the chart below:

<b>Public Comments</b>	<b>Staff Response</b>
Hours of operation and noise	The OP and Zoning By-law do not regulate hours of operation for businesses. Concerns about noise from a potential outdoor patio were raised as well as from traffic, nighttime deliveries, garbage pickup, and drive-throughs. The future drive-through is proposed near Yonge Street, away from nearby residences. Noise from patios, drive-throughs, deliveries, and garbage pickup is regulated by the Town of Aurora Noise By-law.
Responsibility for maintenance of the site, litter, snow removal and grounds keeping	The Town of Aurora Property Standards By-law sets out standards for the maintenance and occupancy of property within the Town, and requires that property owners keep sites in good condition. This extends to matters such as litter, snow removal, and grounds keeping.
Clientele attracted by potential bars, adult entertainment parlours, tattoo parlours, and vehicle repair shops	Zoning is a planning tool used by municipalities to control and manage the development of land. The intent of a Zoning By-law is to regulate the “use”, rather than the “user”. Regulation of the user is deemed “people zoning” and is found to contradict the Ontario Human Rights Code.  The policies of the OP prohibit vehicle related uses such as vehicle sales and vehicle repair shops. The owner proposes to remove the vehicle related uses from the existing zoning on the property. The owner has not proposed to permit adult entertainment parlours. A tattoo parlour is considered a

	personal service shop and would be permitted by the proposed by-law.
Traffic and parking	The original site plan for Canadian Tire, approved in 1996, was reviewed from the perspective of traffic and parking and subsequently approved. The current application was reviewed by the Town's Traffic Analyst, who has no concerns with traffic or the layout of the proposed loading bays. The function of the intersection of Murray Drive and Mosaics Avenue will not be impacted by the subject Zoning By-law Amendment application.
Tri-party agreement between the owners of the three original parcels of the Sterling Drugs property	The three party agreement that is registered on title is a private agreement that is not regulated by the Town.
Soil contamination	A Record of Site Condition is required in development applications where the land is being converted to a more sensitive use. The current application does not propose a more sensitive use. As such a Record of Site Condition is not required. Construction practices are regulated by the building permit process. Any soil removal from the site will be required to follow engineering and construction best practices.
Potential for the development of residential uses	The "Promenade General" and "Promenade Focus Area" designations in the OP envision the future development of mid-rise building forms placed close to the street while providing appropriate transitions to adjacent neighbourhoods. The owner is not proposing mid-rise or high-rise buildings at this time. Future applications contemplating development of this nature will require rezoning and site plan approval. Future development will be evaluated for conformity with OP policies to determine whether an Official Plan Amendment application will also be required. Upon receipt of a formal application for development, a notice of application will be provided in accordance with the Planning Act requirements

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## **Advisory Committee Review**

None.

## **Legal Considerations**

Section 34(11) of the *Planning Act* states that if Council refuses the application or fails to make a decision on it within 150 days after the receipt of the application, the applicant (or the Minister) may appeal the application to the Local Planning Appeal Tribunal (LPAT). This application was received in 2016 and therefore, the applicant may appeal to the LPAT at any time.

If Council approves this application, Legal Services will also review the zoning by-law amendment and a future site plan application required to implement final approval of this application.

## **Financial Implications**

There are no financial implications.

## **Communications Considerations**

On July 14, 2016, a Notice of Complete Application was published in the Aurora Banner and Auroran newspapers. On September 8, 2016, a Notice of Public Planning Meeting was published in both newspapers and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. A Notice of Public Planning Meeting sign was also posted on the subject lands fronting Yonge Street. Public notification has been provided in accordance with the *Planning Act*.

All interested parties were notified that the Zoning By-law Amendment application would be presented at the April 16, 2019 General Committee Meeting.

## **Link to Strategic Plan**

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: By rezoning the subject lands to permit additional commercial uses, this will help *Develop plans to attract businesses that provide employment opportunities for our residents.*

## **Alternatives to the Recommendation**

There are no alternative recommendations proposed.

## **Conclusions**

Planning and Development Services have reviewed the proposed Zoning By-law Amendment application in accordance with the provisions of the Provincial and Regional policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Zoning By-law Amendment application is consistent with the PPS, Growth Plan, LSPP, YROP and OP, and is considered to be in keeping with the performance standards of the Town's Comprehensive Zoning By-law 6000-17. Staff recommend approval of Zoning By-law Amendment application ZBA-2016-05.

## **Attachments**

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan Designation
- Figure 3 – Existing Zoning By-Law
- Figure 4 – Proposed Zoning By-law
- Figure 5 – Conceptual Site Plan

## **Appendices**

- Appendix A – Proposed Zoning Changes
- Appendix B – Town of Aurora Official Plan Section 15.2.3 Policy Analysis

## **Previous Reports**

Public Planning Report No. PDS16-070, dated September 28, 2016;  
General Committee Report No. PBS17-004, dated February 7, 2017; and  
General Committee Report No. PDS18-028, dated March 20, 2018.

## **Pre-submission Review**

Agenda Management Team Meeting review on March 28, 2019

April 16, 2019

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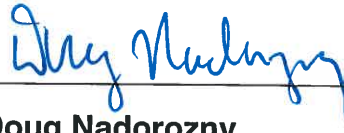
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**Departmental Approval**

**Approved for Agenda**

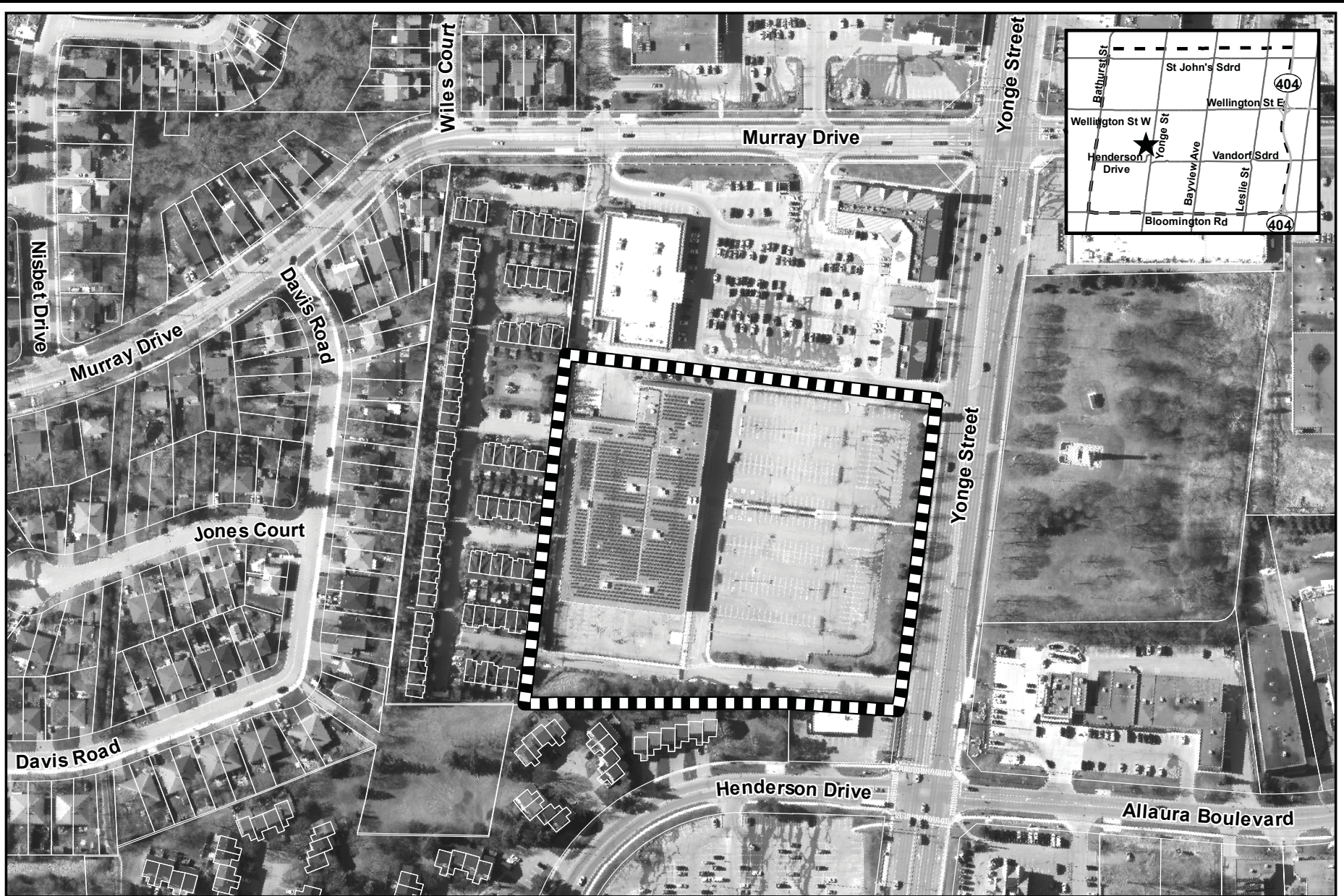


**David Waters, MCIP, RPP, PLE  
Director  
Planning and Development Services**



**Doug Nadorozny  
Chief Administrative Officer**





**LOCATION MAP**

APPLICANT: 14700 Yonge Street

FILES: ZBA-2016-05

FIGURE 1



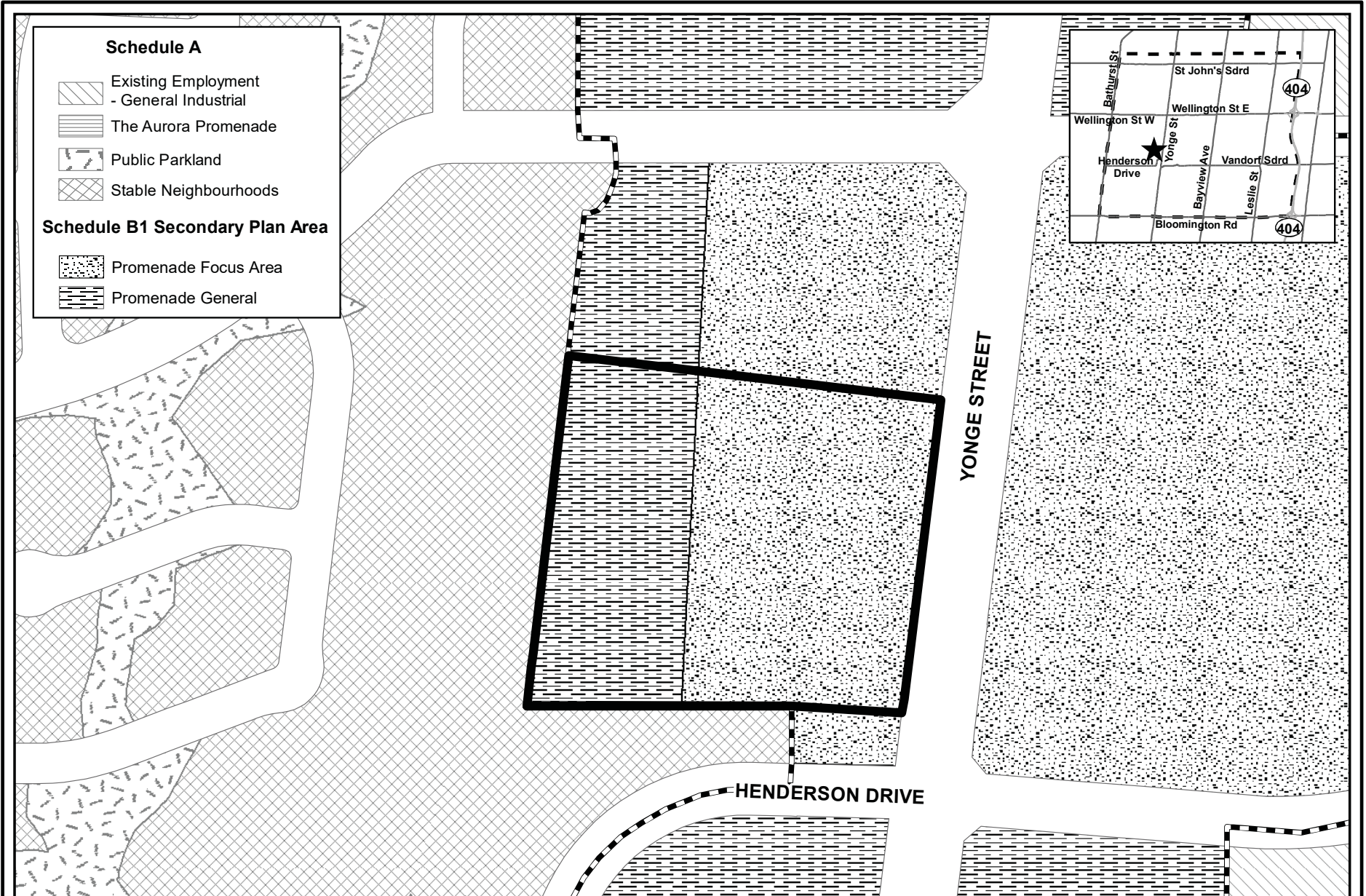
**SUBJECT LANDS**

0 25 50 75 100

Metres





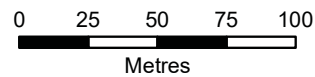
Map created by the Town of Aurora Planning and Building Services Department, March 13, 2019. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2018, © First Base Solutions Inc., 2018 Orthophotography.



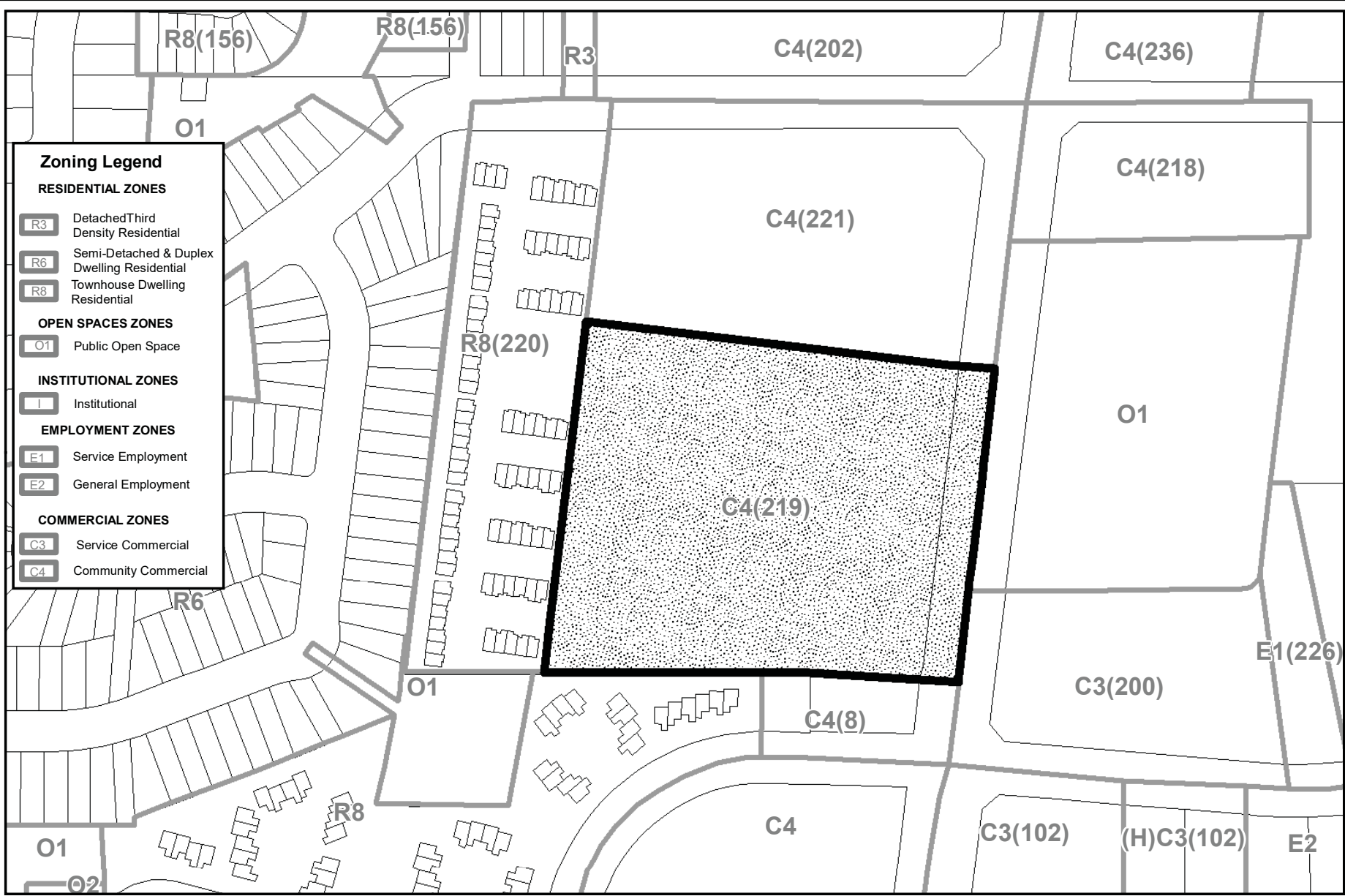
**OFFICIAL PLAN MAP**

APPLICANT: 14700 Yonge Street  
 FILES: ZBA-2016-05  
 FIGURE 2

-  SUBJECT LANDS
-  THE AURORA PROMENADE



Map created by the Town of Aurora Planning and Building Services Department, March 13, 2019. Base data provided by York Region & the Town of Aurora.



**Zoning Legend**

**RESIDENTIAL ZONES**

- R3 DetachedThird Density Residential
- R6 Semi-Detached & Duplex Dwelling Residential
- R8 Townhouse Dwelling Residential

**OPEN SPACES ZONES**

- O1 Public Open Space

**INSTITUTIONAL ZONES**

- I Institutional

**EMPLOYMENT ZONES**

- E1 Service Employment
- E2 General Employment

**COMMERCIAL ZONES**

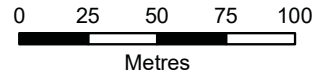
- C3 Service Commercial
- C4 Community Commercial

**ZONING BY-LAW**

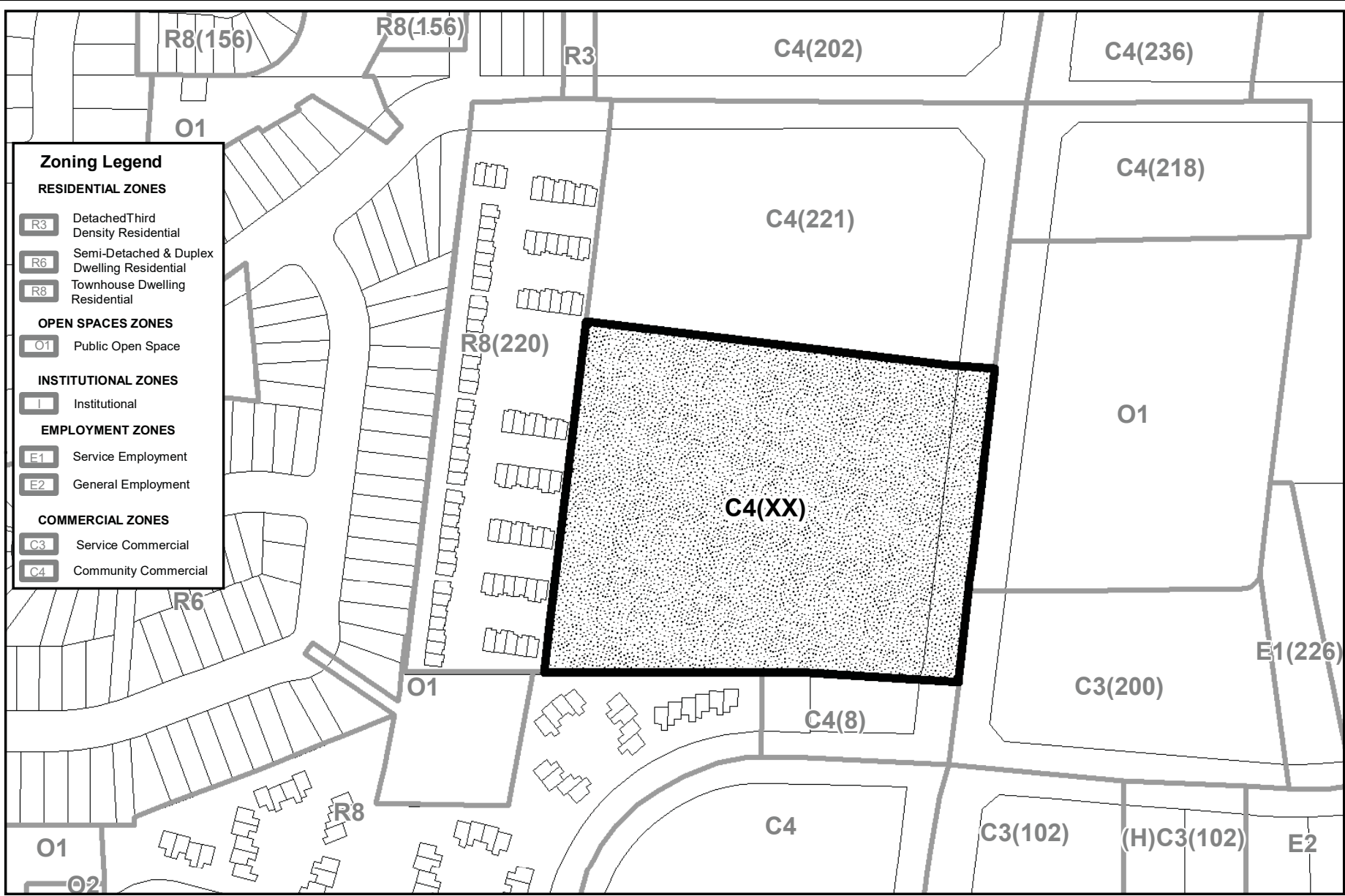
APPLICANT: 14700 YONGE STREET  
 FILES: ZBA-2016-05

FIGURE 3

**SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, March 13, 2019. Base data provided by York Region & the Town of Aurora.



**Zoning Legend**

**RESIDENTIAL ZONES**

- R3 DetachedThird Density Residential
- R6 Semi-Detached & Duplex Dwelling Residential
- R8 Townhouse Dwelling Residential

**OPEN SPACES ZONES**

- O1 Public Open Space

**INSTITUTIONAL ZONES**

- I Institutional

**EMPLOYMENT ZONES**

- E1 Service Employment
- E2 General Employment

**COMMERCIAL ZONES**

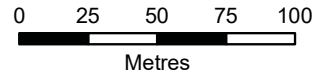
- C3 Service Commercial
- C4 Community Commercial

**PROPOSED ZONING BY-LAW**

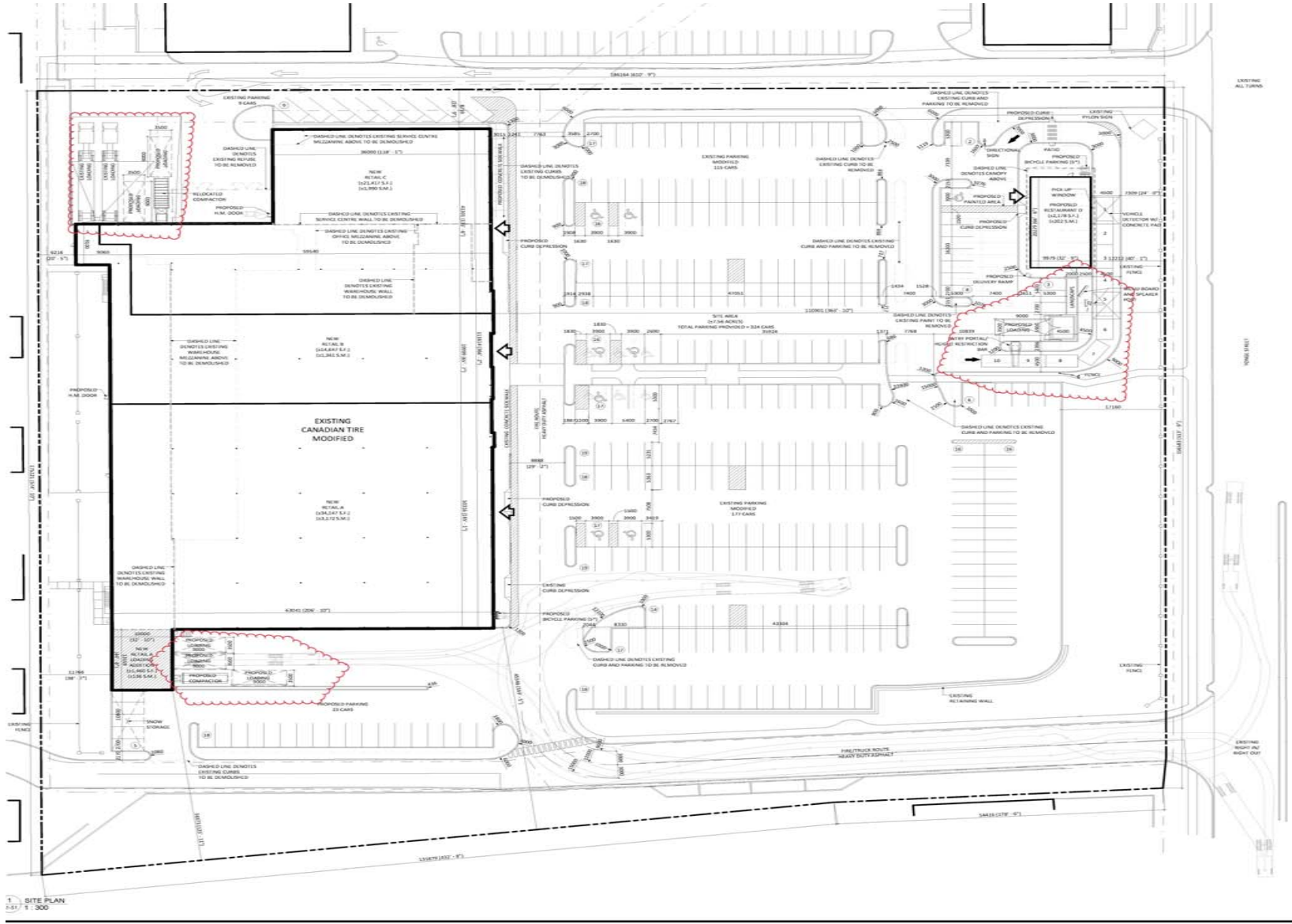
APPLICANT: 14700 YONGE STREET  
 FILES: ZBA-2016-05

FIGURE 4

**SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, March 13, 2019. Base data provided by York Region & the Town of Aurora.



1 SITE PLAN  
 1:51 1:300

# CONCEPTUAL SITE PLAN

APPLICANT: 14700 Yonge Street  
 FILES: ZBA-2016-05  
 FIGURE 5



Map created by the Town of Aurora Planning and Building Services Department, March 13, 2019. Drawing provided by Turner Fleischer Architects Inc.



**Town of Aurora  
General Committee Report**

**No. PDS19-021**

**Appendix A – Proposed Zoning Changes**

	<b>Parent C4 Zone Requirement</b>	<b>Existing C4(219) Exception Zone Requirement</b>	<b>Proposed C4(XX) Exception Zone</b>
Permitted Uses	<ul style="list-style-type: none"> <li>• Art Gallery</li> <li>• Clinic</li> <li>• Dwelling Units Above the first storey (shall only be permitted within a shopping centre. No more than one (1) residential unit per shopping centre, unless otherwise specified by Zoning By-law 6000-17, as amended)</li> <li>• Financial Institution</li> <li>• Fitness Centre</li> <li>• Garden Centre</li> <li>• Hospital</li> <li>• Hotel/Motel</li> <li>• Laundromat</li> <li>• Motor Vehicle Service Station</li> <li>• Museum</li> <li>• Offices</li> <li>• Pet Services</li> <li>• Private Park</li> <li>• Personal Service Shop</li> <li>• Place of Worship</li> </ul>	<ul style="list-style-type: none"> <li>• Retail store selling home products, automotive supply and sport and leisure products within a single building which may include the following ancillary uses:                             <ul style="list-style-type: none"> <li>○ motor vehicle repair garage</li> <li>○ garden centre including seasonal outside storage of goods which are intended to be sold</li> </ul> </li> <li>• Restaurants ancillary and accessory to the main permitted uses provided that the total floor area devoted to the restaurant uses does not exceed 230 m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Drive-through facility *</li> <li>• Club *</li> <li>• Dry Cleaning Establishment *</li> <li>• Art Gallery*</li> <li>• Veterinarian Clinic*</li> <li>• Retail Store *</li> <li>• Clinic *</li> <li>• Financial Institution *</li> <li>• Fitness Centre *</li> <li>• Garden Centre *</li> <li>• Offices *</li> <li>• Pet Services *</li> <li>• Personal Service Shop *</li> <li>• Place of Entertainment *</li> <li>• Restaurants *</li> </ul>

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General Committee  
Report No. PDS19-021

	<ul style="list-style-type: none"> <li>• Place of Entertainment</li> <li>• Recreation Centre</li> <li>• Restaurants</li> <li>• Service Shop</li> <li>• Studios</li> <li>• Veterinary Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• Associated warehousing and office space</li> <li>• Food services which are ancillary and accessory to the main permitted uses provided that the total floor area devoted to food services uses does not exceed 230 m<sup>2</sup></li> </ul>	
Lot Area (minimum)	5000.0 m <sup>2</sup>	28,000.0 m <sup>2</sup>	28,000.0 m <sup>2</sup>
Lot Frontage (minimum)	30.0 m	130.0 m	130.0 m
Front Yard (minimum)	12.0 m	110.0 m for main building  12.0 m for other building	110.0 m for main building  11.5 m for other building *
Rear Yard (minimum)	7.5 m	6.0 m	6.0 m
Side Yard (minimum)			
South:	7.5 m	17.0 m	17.0 m
North:	7.5 m	8.5 m	8.5 m
Floor Area (maximum)	N/A	The maximum gross floor area, exclusive of the outdoor garden centre, shall not exceed 8,200 m <sup>2</sup> Commercial floor area of any kind shall not be	N/A *

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		permitted outside the building envelope for the main building, with the exception of the outdoor garden and nursery sales and supply centre	
Lot Coverage (maximum)	35%	35%	35%
Height (maximum)	10 m	10 m	10 m
Parking (minimum)	GFA less than 28,000 m <sup>2</sup> - 4.5 spaces per 100 m <sup>2</sup> of GFA  GFA greater than 28,000 m <sup>2</sup> – 5.4 spaces per 100 m <sup>2</sup> of GFA	<ul style="list-style-type: none"> <li>• 6 spaces/100 m<sup>2</sup> of retail and/or accessory restaurant use</li> <li>• 1 space/90 m<sup>2</sup> of warehouse use</li> <li>• 3.3 spaces/90 m<sup>2</sup> of office use</li> <li>• 6 spaces/100 m<sup>2</sup> of motor vehicle repair garage use</li> </ul>	GFA less than 28,000 m <sup>2</sup> - 4.5 spaces per 100 m <sup>2</sup> of GFA *  GFA greater than 28,000 m <sup>2</sup> – 5.4 spaces per 100 m <sup>2</sup> of GFA *
Stacking Lane for Drive-Through Facilities	N/A	N/A	10 Spaces (minimum) *
Accessory Structures	N/A	An entrance identification tower may be permitted and shall follow the following site specifications and building specifications:	An entrance identification tower may be permitted and shall follow the following site specifications and building specifications:



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		<ul style="list-style-type: none"> <li>• Yonge Street (min) – 1.0 m</li> <li>• North Lot Line (min) 6.0 m</li> <li>• Height (max) – 12.0 m</li> <li>• Setback of a pad mount transformer from the west Lot Line (min) – 1.0 m</li> </ul>	<ul style="list-style-type: none"> <li>• Yonge Street (min) – 1.0 m</li> <li>• North Lot Line (min) 6.0 m</li> <li>• Height (max) – 12.0 m</li> <li>• Setback of a pad mount transformer from the west Lot Line (min) – 1.0 m</li> </ul>
Permitted Encroachments (maximum)	N/A	1.2 m maximum for a permitted projection of fire access stairs and landings into the minimum required yard abutting the western boundary	1.2 m maximum for a permitted projection of fire access stairs and landings into the minimum required yard abutting the western boundary
Required Number of Loading Spaces	<p>Total Floor Area devoted to Commercial Uses of Building or Unit Contained Therein:</p> <ul style="list-style-type: none"> <li>• 300 m<sup>2</sup> or less – 0 spaces</li> <li>• 300 m<sup>2</sup> to 999 m<sup>2</sup> – 1 space</li> <li>• 1,000 m<sup>2</sup> to 2,499 m<sup>2</sup> – 2 spaces</li> <li>• 2,500 m<sup>2</sup> to 7,499 m<sup>2</sup> – 3 spaces</li> <li>• 7,500 m<sup>2</sup> or more – 1 additional space for every 7,500 m<sup>2</sup> or</li> </ul>	Two if the GFA floor area is less than 6,000 m <sup>2</sup> and a minimum of three if the gross floor area is greater than or equal to 6,000 m <sup>2</sup>	<p>Total Floor Area devoted to Commercial Uses of Building or Unit Contained Therein:</p> <ul style="list-style-type: none"> <li>• 300 m<sup>2</sup> or less – 0 spaces *</li> <li>• 300 m<sup>2</sup> to 999 m<sup>2</sup> – 1 space *</li> <li>• 1,000 m<sup>2</sup> to 2,499 m<sup>2</sup> – 2 spaces *</li> <li>• 2,500 m<sup>2</sup> to 7,499 m<sup>2</sup> – 3 spaces *</li> <li>• 7,500 m<sup>2</sup> or more – 1 additional space for every 7,500 m<sup>2</sup> or</li> </ul>

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	fractional part thereof		fractional part thereof
Outside Storage and Display of Goods and Materials	N/A	Outdoor storage and display of goods and materials shall be permitted only as an accessory use to the garden centre and shall be limited to 1,700 m <sup>2</sup>	Temporary seasonal outdoor storage and display of goods and materials shall be permitted only as an accessory use to a retail use on site *
Landscaping	N/A	<p>A strip of land shall be provided adjacent to the entire length of the eastern, western and southern lot lines which shall be used for no other purpose than landscaping.</p> <p>The landscape strip abutting the western lot line may also include a pad mount transformer in accordance with an approved site plan.</p> <p>Access ramps or driveways shall be permitted to cross such landscaping strips, provided they are more or less perpendicular to the street line.</p>	<p>A strip of land shall be provided adjacent to the entire length of the eastern, western and southern lot lines which shall be used for no other purpose than landscaping.</p> <p>The landscape strip abutting the western lot line may also include a pad mount transformer in accordance with an approved site plan.</p> <p>Access ramps or driveways shall be permitted to cross such landscaping strips, provided they are more or less perpendicular to the street line.</p> <p>The width of the required landscaping</p>

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		The width of the required landscaping strips shall be a minimum of 6.0 m abutting Yonge Street and the southern property line and of 3.0 m abutting the western lot line.	strips shall be a minimum of 6.0 m abutting Yonge Street and the southern property line and of 3.0 m abutting the western lot line.
Buffer Strips (minimum)	N/A	<p>3.0 m for a planting strip along the western property line</p> <p>The buffer strip may include a pad mount transformer in accordance with an approved site plan</p> <p>Where ingress or egress driveways or walkways extend through the planting strip, it shall be permissible to interrupt the strip within 1.5 m of the edge of such driveway and/or walkway</p>	<p>3.0 m for a planting strip along the western property line</p> <p>The buffer strip may include a pad mount transformer in accordance with an approved site plan</p> <p>Where ingress or egress driveways or walkways extend through the planting strip, it shall be permissible to interrupt the strip within 1.5 m of the edge of such driveway and/or walkway</p>
Access from Residential Zones to Commercial Zones	N/A	Section 5.5.5 shall not apply	Section 5.5.5 shall not apply
Ingress and Egress	N/A	A shared access ramp shall be	A shared access ramp shall be

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		permitted servicing the subject lands and the lands immediately north and such single direction access ramp shall not be less than 4.5 m in width at the street line	permitted servicing the subject lands and the lands immediately north and such single direction access ramp shall not be less than 4.5 m in width at the street line
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Note: The proposed bylaw exceptions are highlighted and labelled with an asterisk “\*”.  
Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

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**Appendix B – Town of Aurora Official Plan Section 15.2.3 Policy  
Analysis**

<b>Section 15.2.3 Criteria</b>	<b>Analysis</b>
Conformity with the intention of the Town of Aurora Official Plan	The subject lands are designated Aurora Promenade – “Promenade General” and “Focus Area”. Please see “Analysis” section of this report for how the proposed applications conform to The Town’s Official Plan.
Promote compatible development	The subject application proposes greater permitted uses on the subject lands. The subject lands are currently zoned commercial. Adjacent properties to the north, east and south all comprise of Service Commercial and Community Commercial Exception Zones which allow for a wide array of commercial uses.  Immediately to the west of the lands is an existing residential development. The broader range of permitted uses requested through this application are compatible, as they contribute to a complete community.
Not adversely affect adjacent land uses through noise, vibration, fumes, smoke, dust, odour, lighting or traffic.	The proposed use of the subject lands continues to be commercial in nature, and will not adversely affect adjacent land uses through noise, vibration, fumes, smoke, dust, odour, lighting or traffic. Upon further development of this site, the Owner will be subject to Site Plan Approval, which will address these issues.

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<p>Require design considerations, such as setbacks, buffer planting, screening and fencing as part of site plan agreements to ensure compatibility with the surrounding area</p>	<p>There are currently design considerations in place as the property is developed and was subject to site plan approval. Further development will require the Owner to apply for site plan approval and enter into an amending site plan agreement.</p>
<p>Have adequate municipal services, including water, sanitary and storm sewers, solid waste disposal, schools and roads without causing undue financial hardship for the municipality</p>	<p>The proposed development capitalizes on existing infrastructure.</p>
<p>Not increase traffic beyond the capacity of local streets within residential areas</p>	<p>Upon review from the Town's Engineering and Infrastructure Services Department, the proposed applications will not increase traffic beyond the capacity of the existing community.</p>
<p>Provide safe and adequate off-street parking, loading, access and egress</p>	<p>The conceptual site plan (Figure 5) provides for adequate off-street parking, loading, access and egress. The Owner will be subject to further site plan approval to affect any changes on the subject lands.</p>
<p>Be publicized in accordance with the requirements of the Planning Act</p>	<p>Notice of Complete Application, and Notices for Public Meeting were all publicized in accordance with the provisions of the Planning Act.</p>



**Town of Aurora**

**General Committee Report**

**No. PDS19-030**

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**Subject:** Award of Tender 2019-42-PDS-ENG - For Roadway Rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue

**Prepared by:** Sabir Hussain, Municipal Engineer

**Department:** Planning and Development Services

**Date:** April 16, 2019

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## **Recommendations**

- 1. That Report No. PDS19-030 be received; and**
- 2. That the total approved budget for Capital Project No. 31116 be increased to \$3,649,010.00, representing an increase of \$365,300.00 to be funded from the Roads R&R Reserve; and**
- 3. That Tender 2019-42-PDS-ENG, Capital Project No. 31116, for Roadway Rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue be awarded to Forest Contractors Ltd. in the amount of \$1,782,471.14 excluding taxes; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

## **Executive Summary**

To receive Council's authorization to provide additional funding for Capital Project 31116 and award Tender 2019-42-PDS-ENG for roadway rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue to Forest Contractors Ltd.

## **Background**

The rehabilitation of various roads (Orchard Heights Boulevard, Yonge Street, Tamarac Trail, McClellan Way, Industrial Parkway South, Edward Street, Golf Links Drive and Dunning Avenue) is included in the Town of Aurora 10-Year Capital Reconstruction program.

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Report No. PDS19-030

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The capital funding for this project has been approved by Council for delivery in 2019 in the amount of \$3,283,710.00. Considering the amount of works and location of the various roads included in this project, the tendering of this project was phased in two parts as set out below;

Part 1 - Orchard Heights Boulevard, Yonge Street (Northern Portion from Orchard Heights Blvd. to 170m North), Tamarac Trail, McClellan Way and Industrial Parkway South

Part 2 – Yong Street (Southern Portion), Edward Street, Golf Links Drive and Dunning Avenue

Tendering for Part 1 of the project was completed last month and the contract for this Part has been awarded to Forest Contractors Ltd. Funding committed for Part 1 of the project is \$1,800,251.02.

This report provides the details of the tendering results and recommendation to proceed with award of the contract for Part 2 of this project.

## **Analysis**

Request for Tender for Part 2 of this project was closed on March 29, 2019 and the Town received five (5) compliant bids. The lowest compliant bidder for this tender was Forest Contractors Ltd. as summarized in Table below.

	FIRM NAME	TOTAL BID (excluding taxes)
1	Forest Contractors Ltd.	\$ 1,782,471.14
2	C. Valley Paving Ltd.	\$ 2,014,179.60
3	D. Crupi & Sons Limited	\$ 2,072,081.63
4	Brennan Paving & Construction Ltd.	\$ 2,107,597.50
5	Il Duca Contracting Inc.	\$ 2,963,474.50

Verification of the Tenders was undertaken by Town staff. Forest Contractors Ltd. has successfully completed road resurfacing projects for the Town Aurora and other municipalities.



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Report No. PDS19-030

**Project Schedule**

The Contract is expected to commence in June 2019.

**Advisory Committee Review**

Not applicable

**Legal Considerations**

The awarding of this tender is in accordance with the Town’s Procurement Bylaw.

**Financial Implications**

Table below is a financial summary for Capital Project Number 31116 as based on the Tender submitted by Forest Contractors Ltd.

Approved Budget – Capital Project 2-4-31116-5059	\$3,283,710.00
Funding Available from AODA Account 2-4-12002-5059	\$159,236.78
Total Funding	\$3,442,946.78
Less previous commitments (Part 1 of Capital Project 31116)	\$1,800,251.02
<b>Funding available for the subject contract (Part 2 of Capital Project 31116)</b>	\$1,642,695.76
Subject Contract Award excluding HST	\$1,782,471.14
Geotechnical Inspection (Under Separate P.O.)	\$7,500
Arborist Inspection (Under Separate P.O.)	\$2,500
Construction Signage (Under Separate P.O.)	\$2,500
Sub - Total	\$1,794,971.14
Contingency amount (10% of the Contract Award Amount)	\$178,247.11
Non-refundable taxes (1.76%)	\$34,728.64
<b>Total Funding Required</b>	\$2,007,946.89
Budget Variance	(- \$365,251.13) <b>(-\$365,300.00)</b> (Rounding to 100 <sup>th</sup> )

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Report No. PDS19-030

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Additional funding is required to proceed with Part 2 of this roadway rehabilitation project. It is recommended that this budget variance of \$365,300.00 be provided from the Roads R&R Reserve.

## **Communications Considerations**

Staff have anticipated minimal disturbance to local residents since the works will be confined within the roadway and will primarily include asphalt resurfacing and adjustments of maintenance holes and catch basins. However, staff will include additional signage on the road and communication before and during construction. A Construction Updates page will be created for the Town's website which will list all the current construction projects and their status. In addition, the page will include an interactive map showing locations where construction is happening in the Town. Users can open the map, click on the project and pull up information on it.

Construction is anticipated to commence in mid June 2019 and be completed within sixty (60) working days, weather permitting.

## **Link to Strategic Plan**

This project supports the Strategic Plan goal of Supporting and **Exceptional Quality of Life for All** by Investing in Sustainable Infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

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

No alternative recommendations are proposed.

## **Conclusions**

The Tender review complied with the Procurement By-law requirements and it is recommended that Tender 2019-42-PDS-ENG, for roadway rehabilitation on Yonge Street, Edward Street, Golf Links Drive and Dunning Avenue be awarded to Forest Contractors Ltd. in the amount of \$1,782,471.14 excluding taxes, and that the budget for Capital Project 31116 be increased by \$365,300.00, with the additional funding provided from the Roads R&R Reserve.

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## **Attachment**

Attachment 1 – Key Plan showing the proposed road rehabilitation locations for the subject contract.

## **Previous Reports**

None

## **Pre-submission Review**

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

## **Departmental Approval**

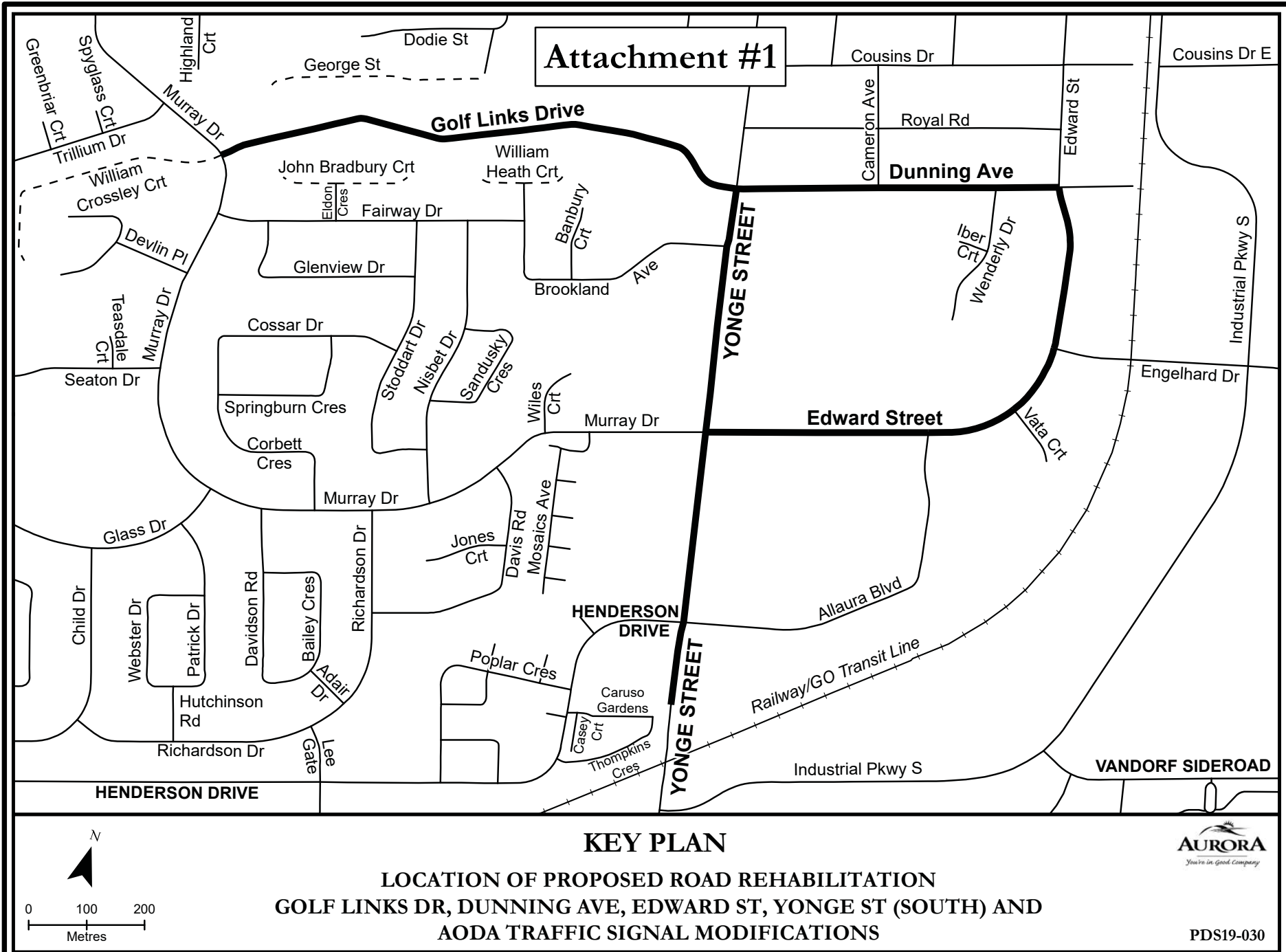
## **Approved for Agenda**



**David Waters, MCIP, RPP, PLE  
Director  
Planning and Development Services**



**Doug Nadorozny  
Chief Administrative Officer**



Map created by the Town of Aurora Planning and Development Services Department, April 2nd, 2019. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora  
General Committee Report No. OPS19-007**

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**Subject:** Backflow Prevention Program  
**Prepared by:** Iustina Voinea, Program Coordinator Water/Wastewater/Stormwater  
**Department:** Operational Services  
**Date:** April 16, 2019

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## **Recommendation**

- 1. That Report No. OPS19-007 be received; and**
- 2. That this Program be approved on all Industrial, Commercial, Institutional (ICI) and Multi Residential facilities.**

## **Executive Summary**

Staff is seeking to provide Council with updated information on the status of the Backflow Prevention Program (BFPP). By implementing the BFPP the Town will be taking measures to ensure that its drinking water system is protected from possible contamination due to cross connections.

The BFPP is a critical component of the drinking water operations to ensuring the safety of the drinking water supply and public health. This report will speak to the following:

- Water can backflow from the private side into the Municipal Drinking Water System;
- This program is focused on Industrial, Commercial and Institutional (ICI) at this time;
- The current Building Code requires the installation of backflow devices for new properties;
- Annual inspections are required to ensure the devices are operational;
- A Consultant has been engaged to develop a Program;
- Multi-departmental Initiative;
- Approximately 600 ICI properties will be affected;
- Several steps are proposed to implement the BFPP;
- To attain compliance, the property owners will be required to complete several steps;

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- The Town of Aurora shall be responsible for a number of steps;
- The Town of Aurora shall communicate to and educate the property owners through different means including a Public Open House;
- The Owners of ICI and Multi-Residential properties have several responsibilities.

## **Background**

The American Water Works Association (AWWA) defines a cross connection as ‘a connection or potential connection between any part of a potable drinking water system, and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system’.

Cross connections that are not protected against backflow are potentially dangerous sources of contamination. When backflow occurs through an unprotected cross connection, pollutants and contaminants can enter from the private plumbing system into the municipal water distribution system and be delivered to other consumers or locations.

In 2002, the *Safe Drinking Water Act 2002* was enacted to protect the health of Ontarians and to safeguard Ontario's drinking water. Section 19 requires individuals with the authority to make decisions about municipal drinking water systems ‘to exercise the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation’, regarding the protection and safety of the users of the municipal drinking water system.

The Town's Water Distribution System is regulated by the *Safe Drinking Water Act, 2002* and applicable regulations and adheres to the Town's Quality Management System Policy. The Policy states that The Town of Aurora is committed to:

1. Ensuring a consistent supply of safe, high quality drinking water, through a commitment to system maintenance;
2. Maintaining and continually improving its quality management system, through a commitment to Aurora's consumers to provide safe drinking water; and
3. Complying with applicable regulations and legislation.

It is important to note that implementation of a Municipal Back Flow Prevention Program is not a provincial legislative requirement at this time. The Ontario Ministry of Environment, Conservation and Parks (MECP) recommends that municipalities give due consideration to the *Safe Drinking Water Act 2002* and continual improvement of

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the Towns water quality management system Council can elect to defer the BFPP , however staff recommend that the BFPP be implemented as outlined herein.

As part of the Town's Drinking Water Quality Management System (DWQMS), staff, acting on the Ontario Ministry of Environment, Conservation and Parks (MECP) recommendations, tabled Report No. IES14-045 Water Connection Backflow Prevention Program. Council approved the recommendation in that report to enact Bylaw Number 5645-14 being a Bylaw to regulate cross connections and backflow prevention in private plumbing systems, as required to protect the Town's drinking water system from contamination. The Bylaw was enacted on December 16, 2014.

## **Analysis**

### **Water can backflow into the Municipal Drinking Water System.**

Backflow is a circumstance that can occur in a drinking water system whereby potable water that has been delivered from the municipal system into the plumbing of a private building or system, flows backwards into the municipal drinking water system from the private side. In the event this should occur there is potential for contaminants to enter the municipal water system.

There are a number of operational conditions, both on the municipal and the private side that have the potential to induce backflow:

- The use of a fire hydrant or a watermain break can reduce the pressure in a pipe sufficiently to cause water to be siphoned from neighboring buildings into the distribution system.
- Industrial processes that operate at high pressure by means of pumps, boilers, etc. such that higher pressure in the private system can be greater than the pressure in the distribution system, causing backflow conditions.

The installation of backflow preventer devices will minimize the probability of the water to flow in the reverse direction and contaminate the municipal drinking water system.

In 2005 the City of Stratford experienced contamination in their municipal drinking water system with detergent chemicals from a carwash. A drinking water advisory was issued and residents were advised not to drink, shower or wash their hands with tap water.

To avoid a similar occurrence and to protect the municipal water distribution system thereby minimizing the health hazards, many municipalities in Ontario have

implemented a Backflow Prevention Bylaw through an effective BFPP, making backflow prevention devices mandatory for premise isolation.

**The current Building Code requires the installation of backflow devices.**

Currently, under the Ontario Building Code O.Reg 332/12 (“Building Code”), section 7.6.2.6 , new buildings where a moderate or severe hazard may be caused by backflow shall be provided with premise isolation by installing the appropriate backflow preventer device for the intended use of the building. The ongoing monitoring of the devices is not addressed under the Building code. The Building Code also applies when a building goes through a renovation or change of use ensuring that the device is functioning properly at all times.

**Annual inspections are required to ensure the devices are operational.**

Other than the initial inspection performed by the Building Department , the Town does not yet have a program to ensure these devices are tested and maintained on an annual basis, hence the program described in this Report is being proposed.

**This Program is focused on Industrial, Commercial and Institutional (ICI) at this time.**

The Bylaw applies to existing and future Industrial, Commercial, and Institutional properties as well as multi-residential properties in excess of three stories. Residential Buildings covered under Part 9 of the Building Code, are not required to be isolated unless the property is connected to an auxiliary water supply.

**A Consultant was engaged to develop a Program.**

To date, the program has not been implemented; however, Operational Services staff is working on developing a Back Flow Prevention Program (BFPP) program. A consulting firm, DFA Infrastructure International Inc., was retained to assist staff in a review of the current BFPP Bylaw and to develop internal procedures, forms, and communication materials including conducting Public Open Houses for the BFPP development and implementation.

Staff believe that a robust BFPP education element is a critical step that must be conducted preceding the full implementation of the BFPP as this program can have a significant financial impact on our stakeholders.



**Multi-Departmental Initiative.**

Collaboration with internal departments is also necessary to ensure a comprehensive development and smooth implementation of the backflow prevention program. It is anticipated that following internal departments will be involved during the design and implementation phases of the backflow prevention program: Operational Services, Finance and Accounting, Legal, Bylaw, Communication, Building, Engineering Services, Information and Technology, Executive Leadership Team and Town Council.

**Approximately 600 ICI properties will be affected.**

There are approximately 600 properties that will be required to comply with this Bylaw. Some of these properties cover multiple businesses. Of these 600 properties, approximately 164 have one (1) or multiple businesses that are considered high-risk hazards for the water distribution system.

The implementation of this program is based on risk priority. Those properties with high risk operations, where processes require potable water supply interaction with chemicals or other substances, will be addressed first followed by moderate risk properties.

Staff also need to include several municipal facilities in the BFPP. We recommend that these facilities be first on the list for backflow device survey and retrofit, as the Town should take the lead in this initiative.

**Several steps are proposed to implement the BFPP.**

The implementation of the program will consist of the following steps:

- Communication and education engagement with property owners through Public Open Houses, inserts in the water bill and a BFPP page on Town's website;
- Collection of information, identification of properties and development of a database for the program;
- Develop and maintain a roster of contractors to conduct facilities surveys and backflow prevention devices installation and testing;
- Notify property owners to survey the property, install backflow prevention devices for premise isolation or test existing backflow prevention devices;
- Survey of each property to identify potential cross-contamination sources and hazard classification, for both municipal and private properties;

- Installation of backflow preventers for premise isolation and/or testing of existing devices;
- Collection and administration of surveys and test reports showing that the devices are functioning;
- Follow-up and reporting of actions taken to comply;
- Record keeping and follow-up notifications for subsequent re-testing requirements;
- Implementation will be over a multi-year period and will be managed as part of day to day operations; and
- Update and approval of an amended Bylaw.

**To attain compliance, the property owners will be required to complete several steps:**

- A Building Permit is required for the installation of all premise isolation backflow preventers, regardless of the size of the water service connection;
- The installations of the premise isolation devices and all related items should be done in accordance with the Building Code, Canadian Standards Association (CSA) –B64 series standard, Municipal Code Chapter 851 and manufactures specifications;
- A “Cross Connection Control Survey” shall be conducted for each facility initially and every five (5) years thereafter, or when there is a change of property usage;
- Testing and inspection of each backflow preventer shall be done at installation and each year thereafter;
- All backflow device deficiencies identified through the survey or testing reports shall be fixed; and
- All backflow prevention work shall be done by the Qualified Persons registered with the Town.

**The Town of Aurora shall be responsible for a number of steps:**

- Administer and manage a BFPP to ensure compliance with the Town’s Bylaw;
- Inform property owners about the Bylaw and their responsibilities;
- Send notifications for site survey and testing requirements;
- Ensure that all Industrial, Commercial and Institutional (ICI) properties and multi-residential properties install appropriate backflow prevention devices for premise isolation (downstream of the water meter);
- Ensure that owners applying for new water service connections implement any backflow prevention requirements specified in the Bylaw;

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- That all ICI, and multi-residential properties submit Backflow Prevention Device Test Report annually and Cross Connection Surveys every five (5) years to Town's Operational Services Department, in accordance with Bylaw's requirements and
- Ensure all municipal facilities are in the BFPP and compliant with the Bylaw.

**The Owners of ICI and Multi-residential properties have several responsibilities.**

All ICI properties and multi-residential properties (three (3) units or more) require a premise isolation backflow prevention device to be installed. All property owners shall:

- At the owner's expense, retain a Qualified Person to conduct a backflow prevention survey of the property to identify potential cross connections and evaluate risks that may cause a backflow situation;
- At the owner's expense, install appropriate backflow prevention device(s), replace or and/or repair the malfunctioning devices to protect the municipal water distribution system against contamination;
- The device(s) shall be installed at the incoming water service connection, downstream of the water meter, in an accessible location;
- Retain a Qualified Person to conduct a test after installation of the backflow prevention device and annually thereafter;
- Maintain records of backflow surveys and backflow prevention device tests and ensure tags are placed on all backflow prevention devices to identify information required under the Bylaw;
- Submit backflow prevention device test reports and property surveys to Town's Operational Services Department to meet requirements of the Bylaw;
- Ensure all piping between the water meter and the premise isolation backflow prevention device is clearly labelled "No Connections Permitted";
- Notify the Town of any change in hazard level. This could be due to a change in building operations or activities, or any changes in the service connection to the building or property; and
- Pay administration and professional fees for ongoing annual BFPP compliance testing.

**Advisory Committee Review**

Not applicable.

## **Legal Considerations**

Section 19 of the *Safe Drinking Water Act, 2002* places a statutory standard of care on those having oversight of the municipal drinking water systems. The establishment and implementation of the BFPP is a strategy aimed at reducing the risk of contamination of the water supply and meeting the MECP recommendations, as part of adhering to the statutory standards of care.

The Legal Services Division is assisting the Operational Services Department with the necessary revisions of the Backflow Prevention Bylaw to implement the BFPP.

## **Financial Implications**

There are several financial implications in implementing the BFPP, both for the property owners as well as the Town, as follows:

### Private property owners

To fund all aspects of property surveys, backflow prevention device installation and the ongoing annual testing and monitoring, which include:

- Building permits for installation of a backflow prevention device;
- Property survey and risk assessment once every five (5) years or as plumbing or business use changes (the average price is approximately \$500 for large industries);
- Purchase and installation of recommended backflow prevention device(s);
- Annual backflow prevention device(s) testing; and

The average costs encountered by the property owners varies based on the size of the water service line, property size and contractor's fees for work:

- Survey \$500/property (this price varies based on the size of the property and complexity of the processes)
- Testing of a backflow preventer device \$250/device
- Building permit for new installments \$565
- Backflow preventer installation \$1,200 (for a two (2) inch device)
- Backflow preventer device \$5,500 (two (2) inches) / \$6,400 three (3) inches) / \$9,000 (four (4) inches) / \$13,000 (six (6) inches)
- Administration fees (charged by the Town)

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- Survey report \$60
- Test report \$35

### Town of Aurora

- Council approved \$50,000 for Capital Project No.43039 in the 2014 Capital Budget. These funds will be used for program development, education, public information sessions and provision of literature to affected property owners;
- It is estimated that initially one full-time staff would be required to administer the program with the potential to supplement with additional staff resources in the future;
- Purchase and development of BFPP software required to streamline the ongoing program administration requirements; and
- The Town of Aurora has thirteen facilities (Town Hall, Aurora Family Leisure Complex, Stronach Aurora Recreation, Aurora Community Centre, Aurora Joint Operations Centre, Department of National Defense, Former Aurora Armoury, Aurora Cultural Centre, Victoria Hall, Factory Theatre, Aurora Public Library, Aurora Senior Centre, Fire Hall and sport fields with irrigation system in place) that need to be surveyed. To be compliant with the Bylaw 5645-14, all but two of these facilities need to have backflow devices installed for premise isolation.

Upon completion of the BFPP Bylaw, and administrative policies including the surveying Town's facilities , Operational Services staff will have a better understanding of all costs associated with installation of backflow prevention devices on each of the Town Facilities.

All financial aspects of the Municipal administrative process associated with the BFPP are intended to be cost neutral to the Municipality as the program is rate based. Funds required to implement the Town wide BFPP and to install Back Flow prevention devices at the Towns existing facilities will be outlined in detail in a future Council report.

### **Communications Considerations**

The BFPP and Bylaw will require significant public consultation and communications in order for the program to be understood, accepted and successfully implemented by all of the Town's affected Stakeholders. The initial education and consultative period will

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commence in Summer 2019, by sending notices and inserts with the water bill about the program and the Public Open House, along with information posted on Town's website.

Also, due to the fact that this program may be ongoing for a considerable period of time, staff will continue to publicly promote and educate the Stakeholders on the Bylaw and Backflow Prevention until full compliance has been achieved.

### **Link to Strategic Plan**

The Town of Aurora supports the DWQMS Policy through its corporate Strategic Plan Goal: "Supporting an exceptional quality of life for all."

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

1. Council may direct that the Bylaw and the BFPP not be implemented; however, under Section 19 of the Safe Drinking Water Act, the owner of a water system and staff with decision-making responsibilities and those with operating authorities are required to demonstrate a 'standard duty of care'. It is recommended that staff be empowered to mitigate risks of water supply contamination caused by backflow of non-potable water from a private system. The implementation of the BFPP will reduce the risks of contamination of the water supply, as well as fulfill the Ministry of Environment, Conservation and Parks recommendations to implement such a program for the protection of the drinking water system.

### **Conclusions**

This Backflow Prevention Bylaw and BFPP are intended to prevent drinking water contamination through cross connections and potential backflow incidents. They will complement other barriers Aurora has implemented to provide safe drinking water to Town's residents.

The BFPP is a maintenance program. The Program requires the initial installation of backflow devices and/or, annual testing of existing devices to ensure they continue to function properly. Testing reports will be submitted to the Operational Services Department. Site surveys must be conducted once every five (5) years to ensure that no new connections have been created and confirm the property use and hazard.

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## **Attachments**

Attachment #1 – Public Engagement and Communications Plan

## **Previous Reports**

IES14-045 Water Connection Backflow Prevention Program, September 2, 2014

## **Pre-submission Review**

Agenda Management Team review on March 28, 2019

### **Departmental Approval**



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**Allan D. Downey**  
Director of Operations  
Operational Services

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



Attachment #1

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## **Town of Aurora**

### **Backflow Prevention Program**

#### **Public Engagement and Communications Plan**





**Backflow Prevention Program  
Public Engagement and Communications Plan**



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Attachment 1: IAP2 Spectrum of Participation

DRAFT

**Backflow Prevention Program  
Public Engagement and Communications Plan**



## Background

The general scope of this project is to develop a Backflow Prevention Program, Bylaw and any Cross-Connection Control related provisions for the Town of Aurora to support safe and clean drinking water resources. Protection of the Town's drinking water against any form of contamination is the primary driver of this project. The Safe Drinking Water Act, 2002, Section 19 requires that persons with decision-making responsibility for water systems act with a standard duty of care. Therefore, in keeping with this requirement, the Town's Council and Senior Staff are responsible for ensuring that any risk of contamination is mitigated. The Ministry of Environment, Conservation and Parks (MOECP) has also recommended to the Town that a backflow prevention program be established. To enable Council to make a decision about a recommended Program, the project team will:

- Review and evaluate the existing backflow prevention programs (including by-laws, policies, operating procedures, and other relevant materials) at the Town and other similarly sized Ontario municipalities.
- Draft a revised by-law that will include accounting for current best practices and regulatory compliance, along with standard operating procedures and related forms.
- Design a database and records management system.
- Develop and implement engagement opportunities for Town of Aurora stakeholders. This will ensure that their input and feedback can be considered in program development.
- Create and implement a meaningful communications plan to support stakeholder understanding of the process and the outcomes, to foster eventual program implementation.
- Develop overall recommendations for Town consideration, approval and implementation.

Effectively engaging with stakeholders will assist in developing recommendations that are supportable by Council and sustainable over time. This Plan has been developed to support sustainable decision making, best practices in public consultation (see attachment 1), and to reflect the Town's Corporate Vision,

***"To be respected leaders in municipal government, seeking innovative approaches and effective solutions that meet community expectations." (source: [www.aurora.ca](http://www.aurora.ca))***

and the Communications and Community Engagement Strategy 2018-2021, which has the following mission.

**Backflow Prevention Program  
Public Engagement and Communications Plan**



*“To foster an empowered community by providing opportunities for meaningful, two-way communication and cultivate a culture where collaboration between government and community is valued and encouraged.”*

The Communications and Community Engagement Strategy also notes a set of principles (p. 5) and wide-ranging demographic data that are supported and considered in this project-specific plan.

## Engagement and Communications Goals and Objectives

**Public Engagement Goal and Objectives:** This program will impact industrial, commercial, and institutional property owners and operators and multi residential buildings. The following goal has been established for the engagement program:

“To consult all affected and/or interested stakeholders about the new Backflow Prevention Policy, By-law and supporting procedures to ensure that community views are considered in developing the program.”

To achieve this goal, the following objectives have been established for the engagement program:

- Create early and ongoing opportunities for information exchange and feedback related to a backflow prevention program
- Provide opportunities for exchange of information online and in person at a public information centre.
- Identify questions and concerns as early as possible and respond to them as information becomes available.
- Document all input received and identify how it has affected the recommended course of action.
- Build recommendations that are reflective of stakeholder input and broadly supported.

Collaboration with internal departments is also necessary to ensure acceptability and smooth implementation.

**Promise to the Community:** Participants will be engaged in an open and inclusive dialogue about developing a backflow prevention program that will be effective in ensuring safe drinking water and regulatory compliance. Feedback will be documented accurately, shared with the project team and with all stakeholders, and utilized to develop the ideas throughout the project and the recommendations at its conclusion.



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Public Engagement and Communications Plan**



**Communications Goal and Objective**

The communications goal of this project is to establish and/or increase stakeholders' awareness of and participation in the Town of Aurora's approach to backflow prevention.

The following objective has been established to support this goal:

- Identify and gain an understanding of target audiences i.e. the industrial, commercial, institutional and multi-residential organizations.
- Develop a set of key messages including the change to the current situation and the rationale for the change, why is this change happening and the risk of not changing.
- Identify effective communications tactics to support the delivery of plain language key messages, and design creative materials to deliver those messages.
- Raise awareness and educate residents and stakeholders on the importance of the new Backflow Prevention policy and how it affects them

**Strategy**

These objectives will be met by providing timely, accurate, meaningful and accessible information to all stakeholders.

**Stakeholder Analysis**

The following table highlights the internal and external stakeholders that could potentially be involved in this project, including a note on their level of engagement and any areas of possible interest, concern, or opportunities to be explored. It is anticipated that all parties will be involved during the design and implementation phases of the project:



**Backflow Prevention Program  
Public Engagement and Communications Plan**



	<b>Stakeholder</b>	<b>Level of Engagement</b>	<b>Possible Interest/Concern/Opportunity</b>
<b>Internal</b>	By-Law	Collaborate	Impacts of new by-law and enforcement.
	Legal	Collaborate	Town's authority related to new by-law.
	Economic Development	Collaborate	Impacts to property owners and future development.
	Finance and Accounting	Collaborate	Program budgeting, tracking, accounting, and changes to business rules.
	Engineering	Collaborate	Changes to operations and capital planning.
	Utilities and Public Works	Collaborate	Changes to operations, including data management.
	Executive Team	Consult	Determining program needs, public concerns, financial implications and implementation timeframe.
	Town Council	Consult	Confirming program needs, implementation, public perception and acceptability/affordability issues.
<b>External</b>	IC&I owners and operators	Consult	Need for additional information related to the existing system, the impacts of backflow / cross contamination, why they must be addressed, proposed changes embodied in new policies and revised by-law, implementation plans and timeframe, benefits and impacts/costs, coordination with other policies, roles and responsibilities, cost reduction opportunities, if any, especially for not-for-profit and tax-exempt agencies.

**Backflow Prevention Program  
Public Engagement and Communications Plan**



	<b>Stakeholder</b>	<b>Level of Engagement</b>	<b>Possible Interest/Concern/Opportunity</b>
	Multi-Family Residential Buildings (property owners / property managers)	Consult	As above.
	Tenants (Non-Residential properties)	Consult	As above. Increased rental or leasing charges.
	Chamber of Commerce	Consult	Impact on their members (change to business practices, costs, taxes, fees, etc.)
	Property Developers/Realtors	Consult	Need for additional information about new program.
	Public	Inform	Build general awareness about the system, the impact of backflow / cross contamination, the new backflow prevention program, who it applies to and the benefits of the program.
	Media	Inform	Build general awareness about the system, the impact of backflow / cross contamination, the new backflow prevention program, who it applies to and the benefits of the program.

**Backflow Prevention Program  
Public Engagement and Communications Plan**



## Public Consultation Approach

The consultation approach will support the goals and objectives outlined earlier in this plan. It is anticipated that the following activities will be undertaken.

1. One public information session will be hosted in order to provide a forum for information and ideas exchange. This will take place after draft project materials have been developed and following the presentation to Town Council in April 2019. Given the subject matter, it has been our experience that traditional evening meetings may not be well attended, so it may be advantageous to seek out a venue that our target audience (i.e. IC&I and multi-residential owners) typically frequents and find a time when they are most likely to attend. This may include hosting a breakfast or afternoon coffee meeting at the Municipal Offices, or in partnership with a local business association, for example.



During this session, general project information will be available on 3-5 poster boards and a project post card. A brief workbook or feedback form may also be provided. The project team will also make a brief presentation and field questions. All materials will rely heavily on information graphics to show the process and timelines, how backflow works and its impacts, and key (potential) pieces of a new by-law and policy.

It is anticipated that participants will benefit from information about the Town's drinking water system and how backflow of water from a private water system may contaminate the potable water supply. Graphics will be created to convey this information. Participants will receive information about the regulatory framework that necessitates the by-law, specific details about backflow prevention options and the associated costs, obligations of private property owners under the new by-law, benefits and any penalties associated with non-compliance. Then, there will be a facilitated casual conversation around a set of guided questions.

2. All materials will be provided for use on the Town's website. A dedicated project webpage may also be developed by the Town. All .pdf files will be provided in accessible format. Input may also be sought via a survey form or e-mail links embedded into the page.
3. A second meeting may be convened, as needed. An alternative to a second public meeting or an addition to the engagement program is a focus group. This technique allows the team to curate a group of participants to represent the target audience and to engage in conversation about specific elements of the proposed Program, and to gain input on potential issues identified during earlier consultations, as well as possibly suitable resolutions. Focus groups are also effective ways to test any program-related communications tools that are planned for Program roll out.

**Backflow Prevention Program  
Public Engagement and Communications Plan**



## Communications Approach

***“Residents currently engage with the Town most frequently via the Town website and the preferred methods of communication were e-newsletter, the Town website and social media. Digital channels were identified as the number one method of communication for all groups, with the exception of seniors. However, seniors are increasing their use of email and social media, as illustrated by the data contained within this document.” (page 4, Communications and Community Engagement Strategy 2018-2021)***

Project-related communications tactics will be designed in support of the goals and objectives outlined earlier in this plan. They will also support the community preferences identified in the Communications and Community Engagement Strategy, including the website, social media, and the Notice Board. A set of creative and engaging communications assets will be created which can be utilized in both electronic and print formats. The Town has a robust set of methods for communicating with property owners, including:

- Website including Public Notices section
- Social media (Twitter, Facebook, YouTube and Instagram)
- E-newsletter
- Online community engagement platform (PlaceSpeak)
- Online advertising
- Digital signs in facilities
- Mobile and electronic signs
- Electronic sign at Yonge and Aurora Heights Drive
- Print advertising in local newspapers and magazines
- Notice Board in the Auroran newspaper every other Thursday
- Club Aurora newsletter
- Media releases and media relations
- In-person community engagement (Farmers’ Market, GO Transit visits)
- On-hold messaging
- Text message alerts
- Seniors’ Centre email blasts and social media
- Printed materials, including: posters, postcards, flyers, booklets and guides
- Direct Mail pieces, including one annual tax bill and three water bills.

According to the Town’s Strategy, the website, social media and e-newsletters are the most preferred way for ratepayers to receive information. Signage and existing networks (such as through business associations) will also be utilized, as possible, to spread project information as broadly as possible. For example, associates could be asked to distribute meeting invitations and project information so that their members may attend the public meeting or provide ideas electronically at a time that is most



**Backflow Prevention Program  
Public Engagement and Communications Plan**



convenient. Depending on the language needs of the target audience, the Town may wish to consider translating materials.

The following items will be developed and utilized across the mediums noted above, as appropriate.

1. A project visual identity and tag line that will help to build awareness in the community (and is consistent with the Town brand).
2. A project launch postcard, including an informative infographic explaining the “nuts and bolts” of program, and how to gain additional information.
3. 2-3, short information “sound bites” will be developed for all appropriate communications mediums. These will be placed at the beginning, mid-point and conclusion of this process. Information will include the project website and team contact information, as well as details of engagement opportunities and project outcomes.

Other communications options include:

- A pop-up display could be designed for use at Town Hall or other community events that engage the target audience. For example, the Town’s strategy contains reference to Town staff attendance at facilities and special events, community events such as the Chamber of Commerce street sale, Farmers’ Market and the Aurora GO station during the morning commute. Some of these locations may suit the context of this project as well.
- A short, animated information video could be produced to explain the purpose of program, the benefits, and the process for participation. Several municipalities and organizations have videos about backflow prevention which will be reviewed as a starting point. It is our opinion that these can be improved upon through some animation and concise messaging. An example of a recent project-related video developed by our team can be viewed at:

[www.peterborough.ca/Living/City\\_Services/Sanitary\\_and\\_Stormwater\\_Systems/Rethink\\_the\\_Rain](http://www.peterborough.ca/Living/City_Services/Sanitary_and_Stormwater_Systems/Rethink_the_Rain)

This video can be embedded within the Town’s social media feeds, on the website and utilized during all project related presentations.

It should be noted that evaluation will be carried out at each step of this process. In the spirit of continuous improvement, any suggestions to improve engagement and communications will be incorporated as the study moves forward.

**Backflow Prevention Program  
Public Engagement and Communications Plan**



**High Level Key Messages**

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• A project has been initiated to design an up-to-date backflow prevention program for the Town of Aurora.</li> <li>• If private plumbing systems are (cross) connected to the public drinking water system, backflow could carry contaminated water into the public drinking water system. This may occur during period of reduced pressure in the water distribution system e.g. when a watermain break occurs causing water (and potentially contaminants) from private systems to flow back into the municipal water distribution system. .</li> <li>• The backflow prevention / cross connection program will help the Town to manage risk, maintain system security and protect drinking water quality. Backflow prevention devices stop water from flowing back into the municipal system, reducing the risk of any contamination.</li> <li>• Program development will support regulatory compliance with the Building Code, Building Code Act, 1992, Safe Drinking Water Act, 2002, and Canadian Standards Association – B64.</li> <li>• The program will involve a new by-law, policy and standard operating procedures. Implementation will require certain actions be carried out by Industrial, Commercial and Institutional property owners, such as undertaking surveys of the systems to assess risk of contamination, installing and testing backflow prevention devices, and filing information (e.g. test reports) with the Town</li> <li>• The target audiences are IC&amp;I and multi-residential property owners.</li> <li>• Input from departments from the Town will be sought as part of the project. Input will also be sought from the target audiences.</li> </ul>
<p><b>External</b></p>	<ul style="list-style-type: none"> <li>• A project has been initiated to design an up-to-date backflow prevention program for the Town of Aurora.</li> <li>• Description of how the system works, backflow/cross contamination and why it must be addressed (public health and safe drinking water).</li> <li>• If private plumbing systems are (cross) connected to the public drinking water system, backflow could carry contaminated water into the public drinking water system.</li> <li>• The program will help the Town to manage risk, maintain system security and regulatory compliance and protect drinking water quality.</li> <li>• The program will involve a new by-law, policy and standard operating procedures. This will require certain actions be carried out by Industrial, Commercial and Institutional property owners, undertaking surveys of the systems to assess risk of contamination, installing and testing backflow prevention devices, filing information (e.g. test reports) with the Town.</li> <li>• Residential owners won't be impacted by this new by-law because homeowner use of potential contaminants (e.g. chemicals) is limited.</li> <li>• These new tools will result in heightened protection of public health by ensuring safe, clean drinking water.</li> <li>• The program will affect IC&amp;I and multi-residential property owners (only).</li> <li>• Community engagement is a very important part of this project, we want to hear from you. Here's how.</li> <li>• Feedback received through community engagement will be communicated back to stakeholders to ensure there is an understanding on how their input is being used.</li> </ul>

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Public Engagement and Communications Plan**



**Specific Activities and Tactics**

These activities are listed in the order that it is anticipated they will take place. All activities have been designed to meet the engagement and communications goals and objectives described in this plan. Optional activities identified earlier in the plan can be added at any point to enhance engagement.

<b>Consultation Activity or Communications Tactic (what?)</b>	<b>Audience (who?)</b>	<b>Timing/Project Phase (when?)</b>	<b>Data Tracking/Deliverable (how?)</b>	<b>Lead Responsibility</b>
Council Presentation	Councillors	Planned for April 16, 2019  Prior to public information session.  Following consultation, consideration of approval of the new By-Law and Program.		Collaboration.
Project website	All interested and/or affected members of the community.	March 2018	Project information will be posted on the site as it becomes available.	Hosting/posting – Town. Materials development – collaborative between Town and Consulting team.
Engagement Meeting(s)	All interested and/or affected members of the (IC&I, multi res) community.	Once the technical team has carried out background work and developed preliminary ideas about the Program and following the presentation to Council.  May 2019  Meeting #2 will take place, if needed.	Input received will be documented through a set of notes. Any issues will be highlighted for the project team for discussion and resolution, where possible, and conveyed to participants via the project web page. Results of the engagement including decisions made and how community engagement informed the decisions will be communicated in the reports. Contact information will be collected for anyone	Consulting team - materials. Town – bookings, communications, staff.

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Consultation Activity or Communications Tactic (what?)	Audience (who?)	Timing/Project Phase (when?)	Data Tracking/Deliverable (how?)	Lead Responsibility
			wishing to be kept up to date on the project. (Need a registration card compliant with MFIPPA)	
E-Newsletter/ Notice Board	All interested and/or affected members of the community.	At least two weeks prior to the engagement meeting(s), then post meeting and nearing project completion. March – May 2019	Notice will include project infographic.	Content – collaboration between Town and Consulting team. Posting – Town.
Project Post Card	All interested and/or affected members of the community.	Prior to the first engagement meeting for broad distribution.	A post card (or alternate format) for general distribution at Town facilities and events and as a personal mailing, possibly via tax or water bills.	Content – collaboration between Town and Consulting team. Post/Circulation – Town.
Social Media campaign	Media, social media followers, Councillors	At outset of project, prior to engagement meeting to identify themes and next steps, at project conclusion.		Content – can be collaboration Posting - Town

## Evaluation

To effectively evaluate the success of the engagement and communications plan, it is important to have baseline measures.

The following key performance measures will be used to evaluate the success of the activities associated with this plan:

- Number of people attending the meeting, with over 80% of participants, by survey, report that the engagement activities meet or exceed their expectations.
- Stakeholder response (positive/negative/neutral) to final recommendations.
- Frequency and type (e.g. positive or negative) of social media engagement about this project.

Draft Submitted by: TE, February 2019

**Backflow Prevention Program  
Public Engagement and Communications Plan**



Attachment 1: IAP2 Spectrum of Public Participation (International Association for Public Participation, 2007)



# IAP2 Spectrum of Public Participation



	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public participation goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.





**Town of Aurora  
General Committee Report No. OPS19-008**

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**Subject:** Fleet Consultant Terms of Reference  
**Prepared by:** Sara Tienkamp, Manager Parks & Fleet  
**Department:** Operational Services  
**Date:** April 16, 2019

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### **Recommendation**

- 1. That Report No. OPS19-008 be received; and**
- 2. That this report satisfy Council's conditional approval of Capital Project No. 34421 – Fleet Consultant in the amount of \$25,000; and**
- 3. That the total approved budget for Capital Project No. 34421 be increased to \$75,000, representing an increase of \$50,000 to be funded from the recently announced one-time provincial grant to small and rural communities for their investment into the modernization of their service delivery; and**
- 4. That Council authorize staff to proceed with a formal Request for Proposal for a Fleet Consultant to provide a Fleet Management Strategy based on the proposed Terms of Reference.**

### **Executive Summary**

This report provides information to satisfy the conditional approval of Capital project No.34421 and seeks Council approval of the Terms of Reference to proceed with the project and retain the services of a Fleet Consultant to provide a Fleet Management Strategy for the Fleet Division including Bylaw, Facilities, Parks, Roads and Water/Wastewater Divisions, whom Fleet is responsible to provide service:

- Council has requested change to the scope of objectives to be delivered by Fleet consultant;
- Objectives to be included in the RFP for a Fleet Consultant to establish a Fleet Management Strategy;
- Staff to include list of deliverables in RFP for Fleet Consultant;

- Due to increased scope of objectives identified by Council through budget deliberations, funding will need to be increased; and
- Hold on all 2019 Capital Fleet Replacement and Growth and New Vehicle and equipment acquisitions.

## **Background**

In 2005, the Infrastructure & Environmental Services (IES) Department undertook a Fleet Management Review through an external consultant. The objective was to establish appropriate fleet management strategies and procedures.

It is our understanding that the recommendations in this report were never brought forward to Council in a report with the financial considerations that may be necessary to implement them.

From our observations over the last year, numerous areas have been identified for attention. Unfortunately the majority of the issues are quite complex and require a more detailed analysis, to work towards sustainable solutions, all of which will have a significant impact financially both short and long term.

It was determined that undertaking another Fleet Management Review through an external fleet consultant would be a significant benefit to the operation, as many issues have been identified, including:

- Optimum lifecycles for equipment/vehicles need to be established
- Ensuring fiscal performance through operating and capital budgets
- Insufficient Staffing and Supervision to maintain current fleet
- Lack of a detailed preventive maintenance program
- Fleet storage and protection needed to prolong life of equipment and process of equipment

Fleet is a multi-million dollar asset to the Town with approximately 140 vehicles that include vehicles, trailers and heavy duty machinery, essential to providing the services required within the Town. As such, staff prepared a budget to retain the services of a Fleet Consultant for 2019 Capital Budget deliberations.

## **Analysis**

**Council requested change to the scope of objectives to be delivered by Fleet Consultant.**

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During the recent Capital Budget discussions Council requested that the scope of objectives to be delivered by the Fleet Consultant include:

- An evaluation of the current fleet equipment use and function, appropriate number of vehicles and specific models based on service level standards for each division supported by Fleet Services;
- Recommendations for future capital equipment/vehicle purchases based on current service level standards for each division supported by Fleet Services;
- Greening the fleet strategies and carbon footprint reduction where possible and practical.

**Objectives to be included in the Request for Proposal Terms of Reference for a Fleet Consultant to establish a Fleet Management Strategy.**

This project shall generally consist of an organizational and best practices review; however, the comprehensive study is intended to deliver a set of recommendations designed to streamline current asset management practices and create a more efficient and cohesive fleet management approach, built on a corporate fleet governance model. Where additional resources are necessary for improvements, all impacts are to be provide (financial, staffing, equipment, technology, support staff etc.):

- Make recommendations on optimal asset lifecycle for vehicles/equipment and attachments;
- Review and make recommendations on the preventive maintenance programs to ensure best practices in terms of quality, frequency, cost and warranty maintenance specific to in house maintenance and third party providers;
- Evaluation of the current fleet equipment use and function, appropriate number of vehicles and specific models based on service level standards for each division;
- Provide recommendations for future capital equipment/vehicle purchases based on current service level standards for each division;
- Develop criteria to identify a vehicle that may require early decommissioning due to unfavorable operational performance outside the expected life cycle;
- Determine optimal spare ratio for fleet resources;
- Investigate and make recommendations for greening the fleet and reducing carbon footprint;
- Assess mechanic bays and available equipment and provide recommendations for improvement, where necessary;



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- Make recommendations on necessary fleet storage and protection needs, including type and size of building;
- Review current fleet maintenance management systems to track work orders/assets/financials and provide recommendations for improvement;
- Review of Town's budget allocation process as it relates to operating budget and provide recommendations;
- Review of Town's budget allocation and ten (10) year forecast as it relates to capital budget and provide recommendations.

**Staff to include list of deliverables in RFP for Fleet Consultant.**

The following list of items will be included in the RFP Terms of Reference for a fleet consultant to deliver upon:

- Project to be finalized by August 31, 2019;
- Initial project meeting, one (1) between successful consultant and Town staff to discuss project, review terms of reference and agree on a work plan prior to the start of contract;
- Review and coordinate background material as provided by the Town;
- Facilitate meetings with Town staff and/or stakeholders; record and distribute minutes;
- Develop and present potential strategies to manage the Town's fleet, including governance models; identifying pros and cons of each strategy;
- One (1) digital copy of the draft Fleet Management Strategy with allocations for two (2) rounds of review by staff;
- A final Fleet Management Strategy in digital that allows editing;
- Ten (10) printed and bound copies of the Fleet Management Strategy;
- A presentation of the final Fleet Management Strategy to Council in September 2019.

**Due to increased scope of objectives identified by Council through budget deliberations, funding will need to be increased.**

As it is necessary to provide proponents with a budget allowance as part of the RFP, the following wording will be included in the RFP Terms of Reference. This will also allow staff to proceed with the RFP based on the approved budget and provide for the potential cost increase, which would be brought forward for approval to Council prior to award.

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The estimated budget for this study is \$75,000, plus tax.

If it is determined by the consultant that the scope of the project exceeds the available budget, the Town will accept a proposal that provides true and accurate costing of a comprehensive Fleet Management Strategy that is broken down by the tasks outlined in the **Objectives** section.

**Hold on all 2019 Capital Fleet Replacement and Growth and New vehicle and equipment acquisitions.**

It was determined through budget deliberations that all fleet capital projects for the replacement of vehicles and equipment would be placed on hold till the fleet consultant had an opportunity to review the current fleet. Specifically, equipment use and function and whether Fleet Services contained the appropriate number of vehicles and specific models required to deliver the service level standards of each division.

In addition all projects associated with growth and new have been put on hold. This will allow for the consultant to provide recommendations for equipment/vehicle purchases based on current service level standards for anticipated and /or assumed Town infrastructure and lands.

It is important to note that existing vehicles/equipment up for replacement are in varying condition. All vehicles are functional at this time with the exception of one (1) truck that has been deemed not road worthy by our licensed mechanics. Due to the extensive costs to repair the truck it is no longer in service. Should a breakdown occur it could affect staffs ability to meet service levels. Additionally the Town could incur a significant cost to repair the vehicle in order to make it functional. Each case will be evaluated individually should a breakdown occur to determine the best course of action.

**Advisory Committee Review**

Not applicable.

**Legal Considerations**

None.

## **Financial Implications**

The original proposed cost of \$25,000 for consulting has increased to \$75,000 in response to the requested scope change. The additional \$50,000 in financing is eligible for funding from the recently announced, one-time provincial grant for small and rural communities.

The intent of the funding is to provide for the modernization of the municipalities' service delivery and the reduction of future costs, through the investment into projects such as:

- Service delivery reviews;
- Development of shared service agreements; and
- Capital investments.

The Ministry of Municipal Affairs and Housing has notified the Town of Aurora that it will receive a onetime grant of \$210,443 under this new program. This grant amount has been calculated based upon a formula that takes into consideration the number of households in the municipality, as well as whether or not it is urban or rural. The Town expects to receive these monies in the first half of 2019.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for all by improving transportation, mobility and connectivity. This project maintains a well-managed and fiscally responsible Municipality.

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

1. Council may chose not to approve Capital Project No.34421.

## **Conclusions**

Staff recommends that Capital Project No. 34421, Fleet Consultant and the Terms of Reference for the RFP be approved.

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## **Attachments**

Attachment #1 – Capital Project No. 34421 Fleet Consultant

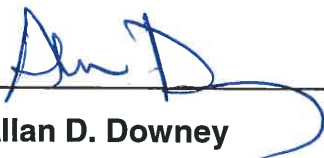
## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Team Review on March 28, 2019

### **Departmental Approval**



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**Allan D. Downey**  
Director of Operations  
Operational Services Department

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer

**Town of Aurora  
Capital Projects**

Attachment #1

<b>Project</b>	34421 Fleet Consultant		
<b>Department</b>	Operational Services		
<b>Version</b>	Commitments-Trans	<b>Year</b>	2024

**Description**

**TARGET START DATE AND END DATE: Use format Q4 2017 - Q1 2018**  
Project conditionally approved pending a further report to Council as per Budget Committee on February 19, 2019

**PROJECT DESCRIPTION:**  
Provide a brief overview of the project and include the key goals, objectives and performance measures.

In 2017, the Parks Division assumed the role of managing the Fleet Division of the Operational Services Department. Since assumption it has provided the opportunity to take a good look at the Fleet Division operation. It has been identified Fleet is very reactionary versus proactive in its approach to business, the objective is to be as proactive as possible. Numerous areas have been identified that require attention: Staffing, Supervision and Skill levels, Actual Maintenance Needs versus Actual Available Resources, Life Cycle of Equipment and Vehicles, Capital and Operating Budget Forecasts/Requirements, Fleet Storage and Protection, Mechanic Bays and Equipment, Fleet Management Review.

**PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:**  
Provide the reasons the project should be approved and what will be the impact of the project to service levels.

A detailed review of fleet is required by the Town as it is a multi-million dollar asset that is integral to providing the service required within the Town. A thorough review will allow us to get the division under control financially and administratively. The majority of the problems are complex thus requiring a detailed analysis to work towards sustainable solutions which will have an impact financially in both the short and long term. A fleet management review was last undertaken in 2005 with the objective of establishing an appropriate fleet management strategies and procedures by minimizing life cycle vehicle and equipment costs, ensuring fiscal performance, improving customer satisfaction, greening the fleet where appropriate and optimizing scheduled fleet replacement. Unfortunately the recommendations from this study were never brought forward for implementation. An external review would be a benefit to the division and assist Fleet with integral decision making.

**PROJECT BENEFITS:**  
Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & growth or utility benefits

Undertaking this study will provide the department with sustainable solutions, accurate financial accounting/forecasting/financing, efficiencies in departmental operations, improved asset management and improved customer service and support for operational staff utilizing fleet to perform their duties.

**IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:**  
Please provide an explanation of what the outcomes would be if the project was not approved.

Continued inefficiencies and large expenditures on depreciated assets.

**Budget**

<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Future</b>
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