



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

Date: Tuesday, July 5, 2022
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Meetings are available to the public in person and via live stream on the [Town's YouTube channel](#).
To participate, please visit [aurora.ca/participation](https://www.aurora.ca/participation).

	Pages
1. Call to Order	
Councillor Humfries in the Chair.	
Note: Additional items are marked with an asterisk (*).	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
5. Community Presentations	
6. Delegations	
*6.1. Michael White, Resident; Re: Item 9.1 - PDS22-110 - Retaining Wall at 22 Rachewood Court	1
7. Consent Agenda	
7.1. Memorandum from Councillor Gaertner; Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 22, 2022	2
1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 22, 2022, be received for information.	
8. Advisory Committee Meeting Minutes	
8.1. Heritage Advisory Committee Meeting Minutes of June 6, 2022	6

1. That the Heritage Advisory Committee meeting minutes of June 6, 2022, be received for information.

8.2. Finance Advisory Committee Meeting Minutes of June 14, 2022 10

1. That the Finance Advisory Committee meeting minutes of June 14, 2022, be received for information.

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1. PDS22-110 - Retaining Wall at 22 Rachewood Court 13

1. That Report No. PDS22-110 be received for information.

9.2. OPS22-014 - Phragmites Remediation 21

1. That Report No. OPS22-014 be received; and
2. That staff be directed to initiate a Phragmites Control Program utilizing chemical herbicide for treatment and controlled burn where applicable; and
3. That the Phragmites Control Program's incremental annual service costs be included in the Town's future four (4) year operating budget, commencing in 2023 for Council consideration.

9.3. CAO22-002 - Post-Pandemic Wrap-up 33

1. That Report No. CAO22-002 be received for information.

9.4. CS22-031 - Post-COVID-19 Pandemic Recovery and Future Work Model 41

1. That Report No. CS22-031 be received; and
2. That the Guiding Principles for the development of future Alternative Work Policies be adopted.

9.5. CS22-040 - Deputy Mayor Options 52

1. That Report No. CS22-040 be received; and
2. That staff bring forward an amendment to the Procedure By-law to institute a rotation of the Deputy Mayor position as described in this report; and
3. That the amendment to the Procedure By-law take effect on November 15, 2022.

9.6.	FIN22-023 - 2022 Interim Forecast Update - As of April 30, 2022	57
	1. That Report No. FIN22-023 be received for information.	
9.7.	OPS22-015 - Tree Removal Permit Application - 72 Harrison Avenue	88
	1. That Report No. OPS22-015 be received; and	
	2. That the Tree Removal Application for 72 Harrison Avenue be approved.	
9.8.	PDS22-085 - Notice of Objection to Notice of Intention to Designate 34 Berczy Street under Part IV of the Ontario Heritage Act	97
	1. That Report No. PDS22-085 be received; and	
	2. That the designation by-law be brought before Council for enactment.	
9.9.	PDS22-107 - Application for Site Plan Approval, York Region District School Board, 377 Hartwell Way, File Number: SP-2021-12	162
	1. That Report No. PDS22-107 be received; and	
	2. That Site Plan Application File SP-2021-12 to permit the development of a two-storey JK-8 elementary school (638 students) with a Gross Floor Area of 5,985.50 m ² (64,427.0 ft ²) and accessory childcare facility (48 children), bus drop-off lane, parking areas, additional student drop off lanes, asphalt play yard, outdoor fenced play areas and green space throughout, be approved.	
10.	Notices of Motion	
*10.1.	Councillor Gaertner; Re: Update of By-law No. 5429-12 - Registration of Second Suites	181
*10.2.	Councillor Gaertner; Re: Lessons Learned from Highland Gate Development	183
11.	Regional Report	
12.	New Business	
13.	Public Service Announcements	
14.	Closed Session	

15. Adjournment



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Delegation Request

This request and any written submissions or background information for consideration by either Council or Committees of Council is being submitted to Legislative Services.

Council or Committee *

General Committee

Council or Committee Meeting Date * ?

2022-7-5



Subject *

Report No. PDS22-110 – Retaining Wall at 22 Rachewood Court (Item 9.1)

Full Name of Spokesperson and Name of Group or Person(s) being Represented (if applicable) *

Michael White

Brief Summary of Issue or Purpose of Delegation *

The report does not address any of the concerns that I raised in my delegation to council on Feb 1.

Have you been in contact with a Town staff or Council member regarding your matter of interest? *

☒ Yes

☐ No

Full name of the Town staff or Council member with whom you spoke

Council

Date you spoke with Town staff or a Council member

2022-2-1



I acknowledge that the Procedure By-law permits five (5) minutes for Delegations. *

☒ Agree



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora
Memorandum
Councillor's Office

Re: Lake Simcoe Region Conservation Authority
Board Meeting Highlights of April 22, 2022

To: Mayor and Members of Council

From: Councillor Wendy Gaertner

Date: July 5, 2022

Recommendation

- 1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 22, 2022, be received for information.**

Attachments

Attachment 1 – Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 22, 2022

Board Meeting Highlights

April 22, 2022

Announcements:

- a) Chair Emmerson offered condolences to City of Kawartha Lakes Board member Councillor Emmett Yeo and his family on the loss of his father.
- b) CAO Rob Baldwin updated the Board that staff returned to the physical offices two days per week on April 19th, and he reminded the Board that the Newmarket Administrative offices will now be open to the public each week from Tuesday to Thursday.
- c) CAO Rob Baldwin advised that earlier in the week the Provincial government announced \$24M in capital funding towards the Holland Marsh Treatment Facility, which along with the Federal government's commitment of \$16M back in 2020, brings total funds towards this project to \$40M for the Municipal Streamline Class Environmental Assessment, design and capital construction. CAO Baldwin was pleased to attend the announcement with Minister Piccini, Minister Mulroney, and MPP Khanjin, as well as local representatives. More details will be brought to the Board as available.
- d) CAO Rob Baldwin was pleased to announce that he has been appointed to the Lake Simcoe Coordinating Committee.
- e) CAO Rob Baldwin announced that at Conservation Ontario's recently held Annual General Meeting Alan Revill of Catarqui Conservation was appointed as Chair, and Alan Dale of Upper Thames Conservation Authority was appointed Vice Chair. He also noted that along with himself, Linda Laliberte of Ganaraska and Samantha Lawson of Grand River were appointed as Board members.
- f) CAO Rob Baldwin reminded Board members of a webinar being hosted by MECP on May 2nd regarding Programs and Services of the Conservation Authorities Act changes.
- g) CAO Rob Baldwin noted that the Phase 2 Regulations of the Conservation Authorities Act were posted on the Environmental Registry of Ontario, and the Conservation Authorities Working Group is now taking a break until after the Provincial election.
- h) General Manager, Planning, Development and Restoration, Glenn MacMillan, reported that a very successful meeting was recently held with the BILD. The result of which will be a series of webinars, the first one being held on June 8th regarding hydrogeologic submissions.
- i) Foundation Executive Director, Cheryl Taylor, was pleased to update that the Foundation's Annual Dinner is sold out with 366 guests expected. She also noted that the 4th Annual Golf

Tournament is being held on August 22nd at the Nest at Friday Harbour. More information on these events can be found at [Lake Simcoe Conservation Foundation](#)

- j) Manager, Forestry and Greenspace Services, Phil Davies, provided an update on the public webinar held on April 20th on the spongy moth. The webinar was well attended and covered the life cycle and management options. The recorded webinar has been posted on the Conservation Authorities' website: [Spongy Moth webinar](#)

Presentations:

a) 2021 Draft Audited Financial Statements

BDO Canada LLP Auditor Adam Delle Cese provided a high-level overview of the Conservation Authority's 2021 audit process and results, noting that the audit is substantially complete aside from a couple of items; those being approval of the audited financial statements by the Board of Directors, and receipt of the signed representation letter, both expected to be completed after the meeting with no changes expected. He noted a risk base audit approach is taken and significant risk areas are identified; namely, management override of controls and revenue recognition as it relates to grants and special levy. He also noted these two areas are significant to all organizations and was pleased to note there were no issues noted during these tests. Internal control tests found no control deficiencies and no adjusted or unadjusted differences. Accordingly, he advised there are no communications needing the Board's attention. He reviewed the audit process and noted that some changes are coming for the 2022 audit around testing. In closing, he advised that BDO Canada LLP is independent of the Conservation Authority as required, and BDO did conduct an audit of the financial statements of the Conservation Authority. It is their opinion that the financial statements present fairly and are in accordance with Public Sector Accounting Standards.

b) Land Securement Initiative Update, Town of Georgina

General Manager, Conservation Lands, Brian Kemp, provided an overview of the recent land securement in the Town of Georgina, noting that the Conservation Authority is very pleased to have this property transferred to its ownership and care. The property is approximately 890 acres consisting of wetlands, woodlands, York Region Greenland and agricultural lands. The lands are situated adjacent to the Arnold C. Matthews Nature Reserve, which are lands protected through a conservation easement held by the Conservation Authority, bringing the total protected lands in this area to over 1,110 acres. He advised the lands are subject to a Minister's Zoning Order that removes the registered plan of subdivision and replaces it with Environmental Protection Area zoning. GM Kemp shared some photos taken by staff who have walked the property. Next steps include closing off the property to trespassers so that staff may conduct site visits and gain a better understanding of the property's natural features. Staff are compiling data for submission to the Conservation Land Tax Incentive Program and will begin

discussions with Regional and local municipalities for potential tax relief and exemption. Staff are seeking funding through the Conservation Authority's Ecological Offsetting Program and the Canada Nature Fund as identified in the accompanying staff report. Staff will be reviewing restoration opportunities for the development of a short-term management plan, as well as a long-term Master Plan, which will include the development of a community stakeholders' committee. To view this presentation, please click this link: [Newly Acquired Lands, Town of Georgina](#)

Correspondence and Staff Reports:

Correspondence

The Board received the Lake Simcoe Region Conservation Authority's April 7, 2022 letter to the Federal Minister of Finance, the Honourable Chrystia Freeland, regarding funding for Lake Simcoe.

Technical Guidelines for Stormwater Management Submissions

The Board received Staff Report No. 16-22-BOD regarding updates to the Lake Simcoe Region Conservation Authority's Technical Guidelines for Stormwater Management Submissions and approved the revised Technical Guidelines for Stormwater Management Submissions effective immediately.

2022 Provincial Funding Agreements Summary - Lake Simcoe Protection Plan

The Board received Staff Report No. 17-22-BOD regarding recently secured Provincial funding in support of the Lake Simcoe Protection Plan.

2022 Conservation Awards Program and Ceremony

The Board received Staff Report No. 18-22-BOD regarding the 2022 Conservation Awards.

Confidential Human Resources Matter

The Board received Confidential Staff Report No. 19-22-BOD regarding a confidential human resources matter.

For more information or to see the full agenda package, visit [LSRCA's Board of Directors' webpage](#).



Town of Aurora Heritage Advisory Committee Meeting Minutes

Date: Monday, June 6, 2022

Time: 7 p.m.

Location: Video Conference

Committee Members: Jeff Lanthier (Chair)
John Green
Matthew Kinsella
Robert Lounds
Bob McRoberts (Vice Chair)
Councillor Sandra Humfries (arrived 7:14 p.m.)

Members Absent: Hoda Soliman

Other Attendees: Sara Tienkamp, Manager, Parks and Fleet
Brashanthe Manoharan, Planner/Heritage Planning
Linda Bottos, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 7:01 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on the traditional and treaty territory of the Anishinaabe and many other Nations whose presence here continues to this day, and that Aurora has shared responsibility for the stewardship of this land. It was noted that Aurora is part of the treaty lands of the Mississaugas of the Credit, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Robert Lounds

Seconded by Bob McRoberts

That the agenda as circulated by Legislative Services be approved.

Carried

4. 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*.

5. Receipt of the Minutes

5.1 Heritage Advisory Committee Meeting Minutes of May 2, 2022

Moved by John Green

Seconded by Robert Lounds

That the Heritage Advisory Committee meeting minutes of May 2, 2022, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Planner/Heritage Planning; Re: Heritage Permit Application File: HPA-2022-06, 20 Catherine Avenue

The applicant, David Doran, and the property owners, Ian and Patricia Emsley, were present to answer any questions.

Staff provided an overview of the memorandum and application. It was noted the heritage permit also includes a tree removal application for the Manitoba Maple tree located in the rear yard to facilitate the proposed addition; however, the tree was knocked down during the recent severe storm leaving only a portion of the trunk which now requires cleanup. The Committee expressed support for the application.

Moved by Matthew Kinsella

Seconded by John Green

1. That the memorandum regarding Heritage Permit Application File: HPA-2022-06, 20 Catherine Avenue, be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Permit Application File: HPA-2022-06 be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager of Parks and Fleet; Re: Tree Removal Application - 72 Harrison Avenue

Staff provided an overview of the memorandum and application. The Committee expressed support for the application and inquired about the tree replacement follow-up process, which was addressed by staff.

Moved by Robert Lounds

Seconded by Bob McRoberts

1. That the memorandum regarding Tree Removal Application – 72 Harrison Avenue be received; and
2. That the Heritage Advisory Committee comments regarding Tree Removal Application – 72 Harrison Avenue be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

8.1 Memorandum from Planner/Heritage Planning; Re: Report on 2022 Minor Heritage Permit Approvals

Staff provided an overview of the memorandum. The Committee inquired about the property at 74 Centre Street and staff provided clarification.

Moved by Matthew Kinsella

Seconded by Robert Lounds

1. That the memorandum regarding Report on 2022 Minor Heritage Permit Approvals be received for information.

Carried

8.2 Memorandum from Planner/Heritage Planning; Re: Heritage Advisory Committee Update List

Staff provided a brief overview of the memorandum. The Committee expressed appreciation for the update list.

Moved by John Green

Seconded by Bob McRoberts

1. That the memorandum regarding Heritage Advisory Committee Update List be received for information.

Carried

9. Adjournment

Councillor Humfryes expressed appreciation to the Committee members and staff for their efforts on the Committee.

Moved by Matthew Kinsella

Seconded by Robert Lounds

That the meeting be adjourned at 7:22 p.m.

Carried



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

Date: Tuesday, June 14, 2022
Time: 5:45 p.m.
Location: Video Conference

Committee Members: Mayor Tom Mrakas (Chair)
Councillor Harold Kim
Councillor Michael Thompson

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Rachel Wainwright-van Kessel, Director of Finance
Jason Gaertner, Manager, Financial Management
Sandeep Dhillon, Advisor, Financial Management
Linda Bottos, Council/Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 5:49 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on the traditional and treaty territory of the Anishinaabe and many other Nations whose presence here continues to this day, and that Aurora has shared responsibility for the stewardship of this land. It was noted that Aurora is part of the treaty lands of the Mississaugas of the Credit, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Councillor Thompson
Seconded by Councillor Kim

That the agenda as circulated by Legislative Services be approved.

Carried

4. 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*.

5. Receipt of the Minutes

5.1 Finance Advisory Committee Meeting Minutes of May 9, 2022

Moved by Councillor Thompson

Seconded by Councillor Kim

That the Finance Advisory Committee meeting minutes of May 9, 2022, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Senior Financial Management Advisor: Re: Debt Management Policy

Staff provided an overview of the memorandum. The Committee expressed its support of the proposed Debt Management Policy and appreciation to staff for their efforts.

The Committee inquired about internal financing and short-term debt, debt scheduling for long- and short-term projects in relation to interest rates, and long-term fixed rate debentures, and staff provided clarification. The Committee made suggestions regarding the Town Debt website report and inclusion of comparators in future reporting.

Moved by Councillor Thompson

Seconded by Councillor Kim

3

1. That the memorandum regarding Debt Management Policy be received; and
2. That the Finance Advisory Committee comments regarding Debt Management Policy be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Financial Management; Re: Finance Advisory Committee Council Term Summary

Staff provided an overview of the memorandum. The Committee expressed its support of the summary and appreciation to its members and staff for all efforts throughout the Council term toward improving the corporate financial planning process.

Moved by Councillor Thompson

Seconded by Councillor Kim

1. That the memorandum regarding Finance Advisory Committee Council Term Summary be received for information.

Carried

8. New Business

None.

9. Adjournment

Moved by Councillor Kim

Seconded by Councillor Thompson

That the meeting be adjourned at 6:09 p.m.

Carried



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. PDS22-110

Subject: Retaining Wall at 22 Rachewood Court

Prepared by: Marco Ramunno, Director Planning and Development Services

Department: Planning and Development Services

Date: July 5, 2022

Recommendation

1. That Report No. PDS22-110 be received for information.

Executive Summary

This report is presented to General Committee for information in response to a delegation made requesting the Town of Aurora take responsibility of maintaining a retaining wall located in the rear yard of 22 Rachewood Court and abutting the rear yard of 31 Underhill Crescent. In review of this request, it is determined that the retaining wall in question had presumably been constructed without any notification or approval by the Town as it is not recorded in any registered plans, records of title, or later approvals. Further, the retaining wall in question lays over a stormwater drainage easement which does prevent the approval and construction of any infrastructure within the 3-metre easement. The retaining wall encroaches onto Town owned lands. It is the opinion of staff, that the maintenance or removal of the retaining wall as it exists between 22 Rachewood Court and 31 Underhill Crescent, is not a Town responsibility and should be resolved privately between both abutting property owners.

- In 2019, Town staff received an inquiry from the owner of 22 Rachewood Court seeking clarity on the Town's position regarding a retaining wall located on their property abutting the rear yard of 31 Underhill Crescent.
- On February 1, 2022, a delegation was presented by the owner of 31 Underhill Crescent suggesting the responsibility of maintaining the retaining wall belonged to the Town of Aurora.

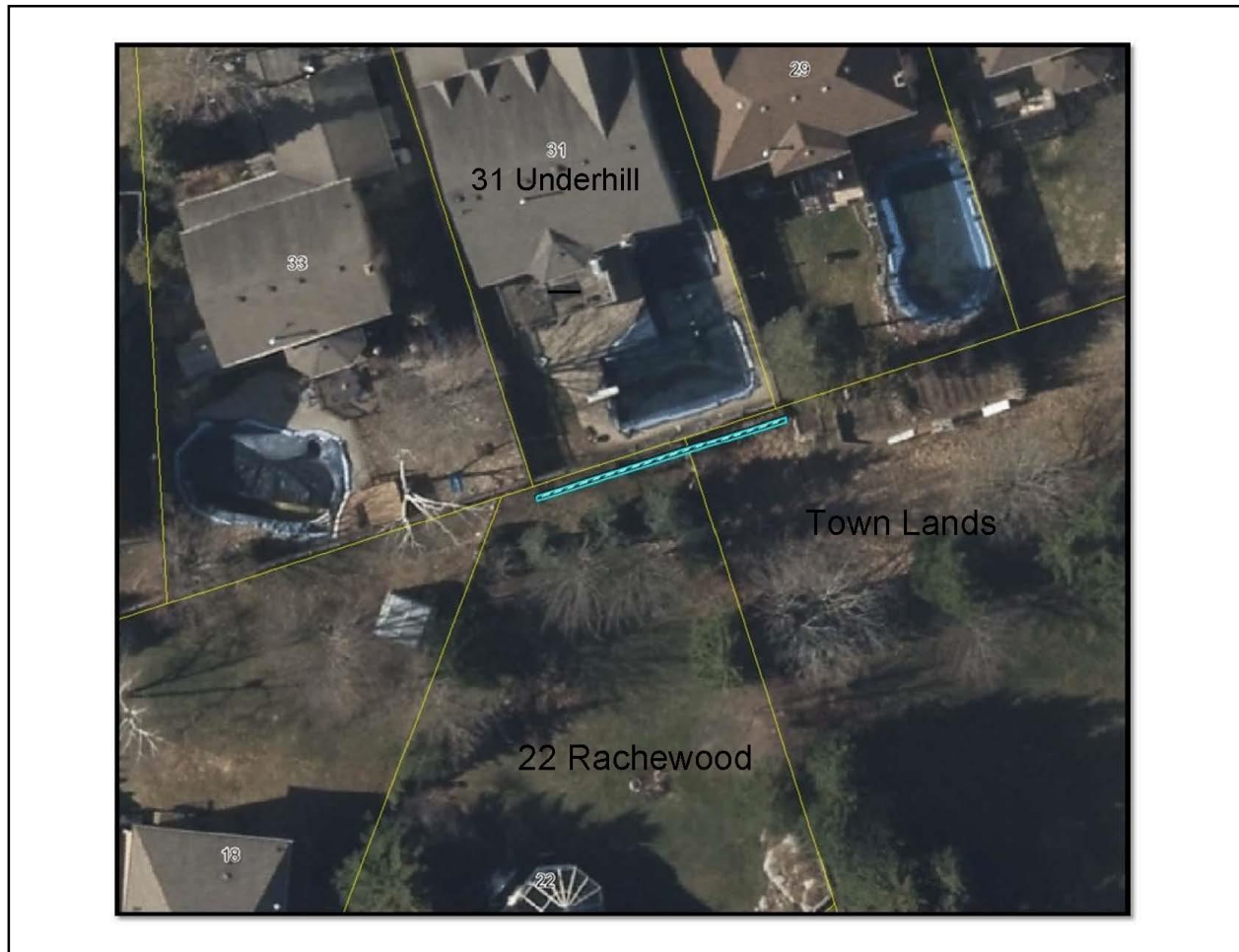
- The retaining wall is not shown on any registered plans, and there is no record of later permits or approvals.
- The retaining wall encroaches onto a perpetual stormwater easement and onto Town owned lands.
- The retaining wall appears to have been constructed solely for the purpose of supporting the pool in the rear yard of 31 Underhill Crescent and does not serve any function to the Town.
- It is the opinion of staff that the maintenance of the retaining wall between 22 Rachewood Court and 31 Underhill Crescent is not a responsibility of the Town of Aurora and should be resolved privately between both abutting property owners.

Background

In 2019, Town staff received a resident inquiry from the owner of 22 Rachewood Court seeking clarity on the Town's position regarding a retaining wall located on their property abutting the rear yard of 31 Underhill Crescent.

The retaining wall in question is located along the rear property line of 22 Rachewood Court extending approximately 20 feet into Town owned open space land and abuts the entire rear yard of 31 Underhill Crescent (the "Underhill Owner") (**Figure 1**). In his inquiry, the Rachewood Owner expressed concern over the state of disrepair of the retaining wall, and that there was question of responsibility between the owners.

Figure 1 – Image showing 31 Underhill Crescent (top) above 22 Rachewood Court with highlighted retaining wall and property boundaries



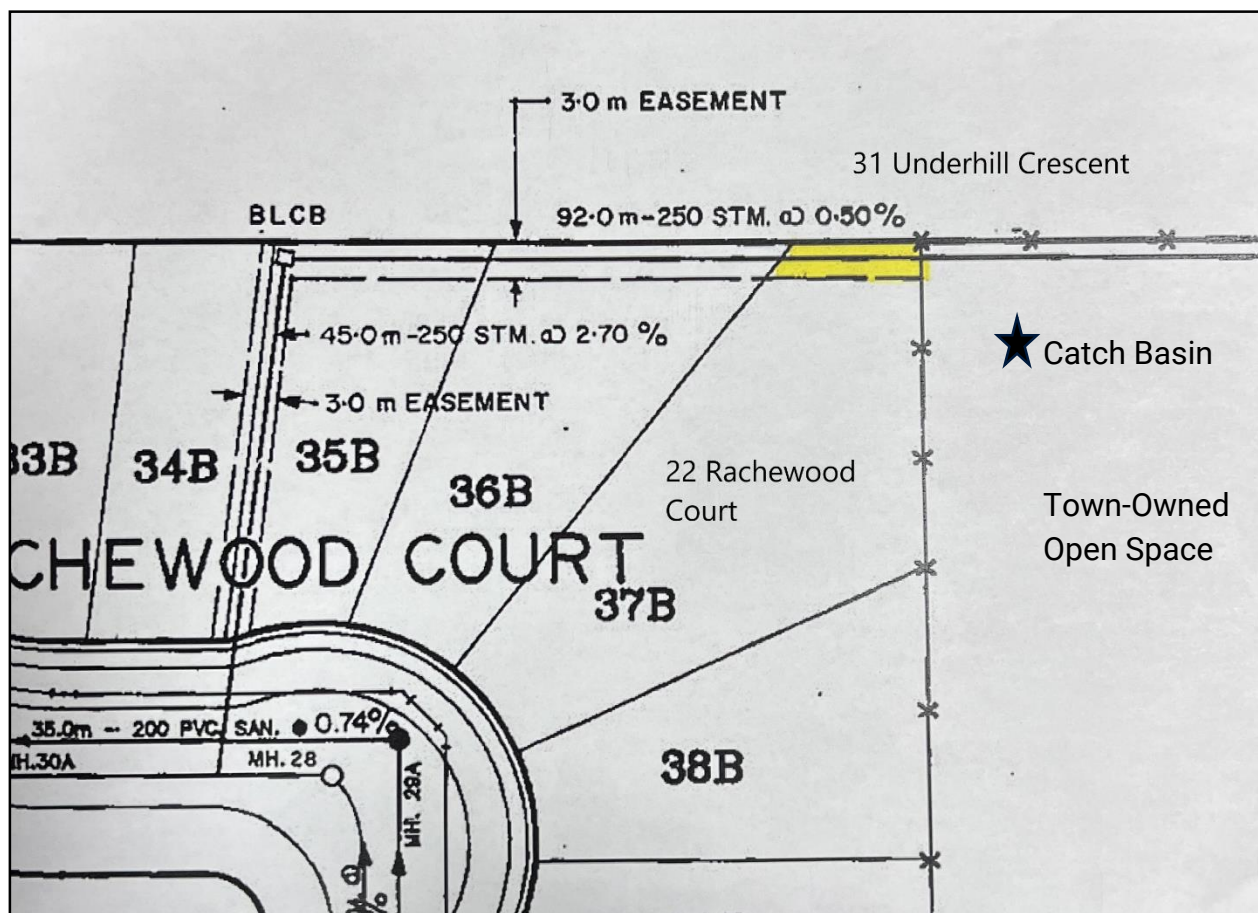
After reviewing the inquiry, staff responded to the Rachewood Owner explaining that the Town did not have any plans or documents on file that confirmed the presence of the retaining wall, and that the wall existed overtop a registered easement on title of the property, in perpetuity. Staff advised that the Town would not pursue removal of the wall unless there was interference with the flow of water, and that this was a private property matter between neighbours.

On February 1, 2022, a delegation was presented by the owner of 31 Underhill Crescent suggesting the responsibility of maintaining the retaining wall belonged to the Town of Aurora

In May 2021, staff received an inquiry from the Underhill Owner suggesting that the retaining wall was the responsibility of the Town of Aurora.

In August 2021, staff responded to the owners via email reiterating that it was the opinion of staff that the entire intent of the retaining wall was installed for the sole benefit of the original property owner of 31 Underhill Crescent. Further, it was again explained that the original grading plans for this subdivision did not indicate a retaining wall was installed, and it was not shown in any approved engineering drawings the Town has for this subdivision. Both owners were also reminded of the storm water easement which starts from the catch basin within the Town owned lands running west through the rear yard of 22 Rachewood Court. **Figure 2** shows the location of the stormwater drainage easement through the rear yard of 22 Rachewood Court.

Figure 2 – Approved plan showing drainage easement located through 22 Rachewood Court behind 31 Underhill Crescent.



The Underhill Owner elected to present a delegation to General Committee, February 1, 2022. This Information Report is in response to the delegation made (Delegation 6.1, Michael White, Resident; Re Drainage Maintenance between Underhill Crescent and Rachewood Court).

Through this delegation, the Underhill Owner referred to an ongoing dispute regarding the responsibility of maintaining the catch basin, drainage swale and retaining wall located behind his property, indicating that they are on Town property. He requested that the Town investigate the concerns and assume maintenance responsibilities. General Committee received the comments of the delegation, ratified at the February 22, 2022 meeting of Council.

Analysis

The retaining wall is not shown on any registered plans, and there is no record of later permits or approvals.

As made aware to both owners, the retaining wall is not shown on any registered grading plans, property titles, or later permits or approvals. Notwithstanding statements from Underhill Owner's delegation, there is no evidence the retaining wall was ever approved by the Town and it is likely it was constructed without staff having any knowledge. Further, the retaining wall lays directly over a storm water easement which restricts the construction of any structure within the 3 metre easement (refer to **Figure 2**). There is no wording within the easement on title which describes a requirement for a retaining wall or a requirement that states the Town is responsible for maintenance.

The retaining wall encroaches onto a perpetual stormwater easement and Town owned land.

As shown in **Figures 1 and 2**, the retaining wall encroaches onto a stormwater easement in the rear yard of 22 Rachewood. The retaining wall then continues beyond the rear yard into Town owned lands, located in close proximity to a municipal catch-basin. In January 2022, a survey was ordered by Town staff to geographically locate and measure the retaining wall for information, at which point the Rachewood Owner requested an update, and was made aware of the Underhill Owner's planned delegation in February 2022.

The retaining wall appears to have been constructed solely for the purpose of supporting the pool in the rear yard of 31 Underhill Crescent and does not serve any function to the Town.

In June 2022, staff visited onsite to assess the retaining wall. After this assessment it was determined that the retaining wall appears to have been constructed solely for the purpose of supporting the rear yard and pool at 31 Underhill Crescent, despite being located primarily on the rear parcel of 22 Rachewood Court, with a portion extending

beyond 22 Rachewood Court, encroaching approximately 20 feet into municipally owned property (refer to **Figure 1**).

Based on a visual assessment by staff, it appears the retaining wall could be entirely relocated to 31 Underhill. Given the close proximity of the pool to the property line at 31 Underhill (1.2 m) staff recommend the owners retain a structural engineer at their own cost, to determine if the retaining wall can be completely relocated to 31 Underhill. Staff recommend relocating the wall as close to the pool as possible, and remain outside of the existing easement.

It is the opinion of staff that the maintenance of the retaining wall between 22 Rachewood Court and 31 Underhill Crescent is not a responsibility of the Town of Aurora and should be resolved privately between both abutting property owners.

Given that the retaining wall was constructed without approval on private property, and lays over a drainage easement which would prevent the approval or construction of any overlaying retaining wall, staff are of the opinion this matter should be dealt with privately between both neighbours. While staff are aware the retaining wall encroaches approximately 20 feet onto Town owned land, it is determined that unless the retaining wall negatively impacts the function of the nearby catch basin, the Town would not decommission the retaining wall. Instead, it is the responsibility of the two owners to finalize the matter. Staff recommend the owners retain a structural engineer to consider moving the wall entirely to the property of 31 Underhill Crescent, and avoid encroaching onto the easement and Town owned property, at the owners sole cost.

Legal Considerations

The Town's parks by-law states that no one may encroach on Town public lands unless in accordance with the Town's encroachment policy and authorized by Council. Even though the retaining wall is an encroachment onto Town lands, as owners of the lands, the Town would likely be held liable for any personal injury claims or property damage that would occur if the retaining wall between the Town lands and 31 Underhill Crescent failed. Since the Town has no use for the retaining wall, the Town may consider removing the wall, however, this may negatively impact the Underhill property.

Financial Implications

None.

Communications Considerations

None.

Climate Change Considerations

The opinions and considerations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Alternative to the Recommendation

1. That Council provide direction.

Conclusions

In response to the delegation made to General Committee on February 1, 2022 requesting the Town of Aurora take responsibility of maintaining a retaining wall located primarily at 22 Rachewood Court, it is determined that the retaining wall in question had presumably been constructed without any notification or approval by the Town as it is not recorded in any registered plans, records of title, or later approvals. Further, the retaining wall in question lays over a stormwater drainage easement which does prevent the approval and construction of any infrastructure within the 3 metre easement. It is the opinion of staff, that the maintenance or removal of the retaining wall as it exists between 22 Rachewood Court and 31 Underhill Crescent, is not a Town responsibility and should be resolved privately between both abutting property owners. Staff recommend the owners retain a structural engineer to consider moving the wall entirely to the property of 31 Underhill Crescent to avoid encroaching onto the easement and Town owned property, at the owners cost.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on Select review date

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. OPS22-014

Subject: Phragmites Remediation

Prepared by: Sara Tienkamp, Manager of Parks and Fleet

Department: Operational Services

Date: July 5, 2022

Recommendation

1. That Report No. OPS22-014 be received; and
2. That staff be directed to initiate a Phragmites Control Program utilizing chemical herbicide for treatment and controlled burn where applicable; and
3. That the Phragmites Control Program's incremental annual service costs be included in the Town's future four (4) year operating budget, commencing in 2023 for Council consideration.

Executive Summary

This report provides Council with information and recommendations on Phragmites, an invasive grass in Aurora:

- 'Phragmites australis' is an invasive perennial grass introduced to North America in the 1800s along the Atlantic coast, as a seed contaminant in soil ballast and intentionally introduced through the horticulture trade.
- Impacts of Phragmites are extensive and not specific to plant and wildlife diversity.
- Wellington Street and St. Johns Sideroad both have extensive populations of reed grass in the public right-of-way and beyond.
- Control method for Phragmites growth offer preventable steps, and options for both long term and short-term control; however, chemical herbicide is the most effective control, followed by controlled burn of biomass.
- Phragmites treatment and control occurring within York Region through various stakeholders.

- Support for Phragmites mitigation, grant funding and invasive species expertise available through Green Shovels.

Background

'Phragmites australis' is an invasive perennial grass introduced to North America in the 1800s along the Atlantic coast, as a seed contaminant in soil ballast and intentionally introduced through the horticulture trade.

'Phragmites australis' (common reed grass) is an invasive, aggressive perennial that can grow in aquatic and subaquatic environments, reaching heights of more than 5m and densities of over 200 stems/m². Reproduction is through rhizomes that can grow horizontally several metres per year, creating a significant biomass. Vertical plant growth can reach four (4) centimetres per day and plants can produce thousands of seeds annually. The prolific seed count is dispersed naturally through water, air or animal movement, as well as through human actions and equipment such as horticultural/construction activities, motor vehicles, boats and trailers.

In 2005, it was recognized as Canada's worst invasive plant by scientists at Agriculture and Agri-food Canada. Invasive Phragmites was first introduced along the eastern seaboard but has since been located west and north of the original point of introduction. During the 1990s it spread rapidly throughout Southern Ontario and can now be found as far north as Georgian Bay and Lake Superior. It has become one of the most significant threats to Great Lakes coastal habitats, where it has drastically reduced plant and wildlife diversity, as well as threatened a high number of species at risk.

Analysis

Impacts of Phragmites are extensive and not specific to plant and wildlife diversity.

While Phragmites has a significant affect on native plants and wildlife, along with coastal/wetland and lake habitats, it has many cultural and economic impacts that include:

- Damage to infrastructure;
- Safety hazards (e.g. dead stands create fire hazards and block sightlines along roadways, etc.);
- Increased costs in construction activities, potential delays;
- Aesthetic degradation and blocking of property views;

- Reduced property values;
- Loss of productivity in woodlots and agriculture;
- Impeding access to important infrastructure and utilities (e.g. fire hydrants, hydro corridors, storm water management infrastructure); and
- Recreational values.

Wellington Street and St. Johns Sideroad both have extensive populations of reed grass in the public right-of-way and beyond.

Phragmites is a common sight along Ontario's major highways and secondary roads as can be seen along Aurora's major road arteries. It is also taken hold along and within rail and hydro corridors. These transportation corridors all act as vectors to spread the species along with transport of contaminated soils through construction activities.

Phragmites sites vary in size in Aurora, from 1m² to several hundred m² plots. Staff record locations as they are detected with assistance from residents. Attachment#1 illustrates the identified areas in Aurora, known to staff and includes storm water management areas, private and public lands.

Priority areas of concern include:

- David Tomlinson Nature Reserve (DTNR)
- McKenzie Marsh
- Aurora Community Arboretum (ACA)
- St. John's Sideroad – northside between William Graham Blvd/Leslie St.

These locations are of particular concern because if Phragmites is controlled it will prevent rampant spread in these sensitive ecosystems.

It is well documented that Phragmites changes hydrological and nutrient cycling patterns. This poses a concern for the Town's storm water management ponds and the affect phragmites has on the infrastructure.

During 2020-2021, Operations retained Lake Simcoe Regional Conservation Authority (LSRCA) to inspect all the Storm Water Management (SWM) facilities and infrastructure in Aurora. The study identified deficiencies/outfall blockages/silt buildup/vegetation overgrowth and phragmite presence along with recommendations and prioritization of works. Of the 38 wet SWM ponds, 24 were identified as having phragmites in varying degrees of infestations.

As a result of this report, Operations had included a multi-year Storm Water Management Maintenance project in the Operational Budget starting in 2023 for Council

consideration. If the project is granted approval a portion of the funding is earmarked to deal with the Phragmites in the SWM facilities, identified by LSRCA.

Control methods for Phragmites growth offer preventable steps, and options for both long term and short-term control; however, chemical herbicide is the most effective control followed by controlled burn of biomass.

Integrated pest management involves monitoring thresholds and utilizing the best method of control for the site conditions and most often than not a combination of control methods is applied. The various methods are described in Table 1 below:

Table 1. Control methods available in Ontario

Method	Site Conditions	Strengths	Limitations
Digging/spading (manual)	Dry land	Easy to implement, cost effective for small sites.	Very labour intensive, need soft soils, efficacy variable and requires repeat treatments, time consuming, slow progress towards restoration objectives, biomass must be disposed of responsibly.
Cut-to-drown (manual)	In water 30cm or greater in depth	Reasonably effective in deep water; most suitable for small sites	Very labour intensive. Not effective in less than 30cm water. Water level must stay high throughout growing season to be effective. Subject to water level fluctuations; may require repeat treatments. Time consuming, slow progress towards restoration objectives, biomass must be disposed of appropriately.
Cut-to-drown (mechanical equipment)	In water 30cm or greater in depth	Reasonably effective in deep water	Requires specialized cutting equipment with trained operators that can be expensive. Not effective in less than 30cm water. Water level must stay high throughout growing season to be effective. Subject to water level fluctuations; may require repeat treatments. Time

July 5, 2022

5 of 10

Report No. OPS22-014

Method	Site Conditions	Strengths	Limitations
			consuming to deliver; biomass must be disposed of appropriately. Potential harm to wildlife/adverse ecological effects
Chemical Herbicide Applications	Dry land	Very high efficacy covers large areas quickly, less labour intensive than mechanical methods, and requires less physical disturbance.	Public perceptions of herbicides, multiple authorizations, requires trained exterminators. Best management practices recommend rolling and/or burning of biomass after three (3) weeks. Narrow biological windows for application (fall). Potential harm to wildlife/adverse ecological effects
Chemical Herbicide Applications	Aquatic (in water)	Very high efficacy, covers large areas quickly.	Public perceptions of herbicides, complex licensing/permits, multiple applications, trained exterminators. Best practices recommend rolling and or burning of biomass after three (3) weeks. Narrow windows of application. Potential harm to wildlife/adverse ecological effects
Controlled Burn	Dry sites and aquatic sites (limited to winter).	Effective way to remove dead biomass in spring/winter, allows for early detection of new shoots and the establishment of native plant material/replanting.	Public perception, permits, timing, climatic impacts affect treatment (lack of ice) Potential harm to wildlife/adverse ecological effects.

Biomass removal is an important part of the process as it ensures the adequate containment of seeds/rhizomes and helps with monitoring for new growth on site to

mitigate future infestation. It also allows the opportunity for the reestablishment of native species either through natural regeneration or by replanting efforts. However, transportation and disposal are logistically challenging. Prescribed burning may be suitable for some sites during the dormant season, but in most instances removal and disposal of cut material is necessary.

Biocontrol may become a promising additional tool in Phragmites management. Two moth species have been approved for release in Canada and are currently being trialed in Ontario. Although biocontrol may not replace the need for substantial removal of established phragmites sites it has the potential to be an added method to utilize as part of the integrated pest management plan toolbox.

Phragmites treatment and control occurring within York Region through various stakeholders.

Many Municipalities, Regions, Conservation groups and landowners are dealing with the challenges of Phragmites control throughout Ontario. Currently, these projects range in scale from small, volunteer-driven to large-scale, highly mechanized projects led by professionals in the invasive species industry. Regardless of scale, most projects require a multi-year plan using a combination of tools and techniques to mitigate and manage the issue. The following organizations have worked on phragmites projects to different degrees:

York Region

In 2019 the Regional Municipality of York (the Region) undertook a formal inventory of phragmites and introduced a 'pilot' control program. In 2020 they collaborated with Municipalities and Conservation Authorities on shared populations of phragmites, including a couple sites in Aurora (McKenzie Marsh and Stronach Aurora Recreation Complex). In 2021 the Region focused mainly on populations solely within the road right of ways.

Between 2020 and 2021 they cut and treated approximately 47,000m² with a chemical herbicide, including follow up spring treatments. Costs related to the treatments were approximately \$60,500.

Aurora Community Arboretum

The Aurora Community Arboretum (ACA) initiated treatment of a large area of phragmites just north of the Tim Hortons Plaza (John West Way) in 2015. The area is approximately 1,000m² and after the initial application of chemical herbicide, the area

continues to be monitored and treated yearly. Other small pockets of the reed grass have also been treated in the Arboretum with total expenditures to date total approximately \$40,000.

In addition to chemical treatment, the ACA has done planting of trees in the area, which are intended to grow and shade out the area. This has proved extremely difficult as the biomass was not removed.

Township of King

The Township of King has been working on a couple small scale phragmites management projects which were grant funded with the assistance of Green Shovels. The primary area of focus has been in the Dufferin Marsh in Schomberg, in which they have been working with the Dufferin Marsh Nature Connection group to implement management controls to prevent the phragmites from spreading further. King was able to achieve good results through manual removal with success in eliminating a couple of patches, however the location has been challenging due to the fluctuating water levels. Staff will monitor the site and continue to implement measures to ensure there is no further spread.

King Township also has a couple larger locations situated in sensitive wetlands that they have been monitoring but simply do not have the funding to support treatment currently. Staff have plans to create an Invasive Species Strategy soon, which will act as a guiding document, to support a larger scale plan with associated funding.

Support for Phragmites mitigation, grant funding and invasive species expertise available through Green Shovels Collaborative.

Green Shovels Collaborative is a network of organizations with a common goal of preventing and managing invasive species. They provide a wide variety of expertise and available funding opportunities. Their programming is designed to achieve job creation in the communities they support, economic recovery and environmental progress while addressing invasive species.

Phragmites control is a focus of the group and in 2021 they supported King Township in their efforts. The coalition of conservation groups includes Ducks Unlimited Canada, Federation of Ontario Cottagers Association, Invasive Species Centre, Nature Conservancy of Canada, Ontario Federation of Anglers and Ontario Turtle Conservation Centre.

Advisory Committee Review

Not applicable.

Legal Considerations

Herbicides must be applied in accordance with the federal Pest Control Products Act, S.C. 2002, c. 28, the Ontario Pesticides Act, R.S.O. 1990, c. P.11, Ontario Regulation 63/09 and in accordance with all label directions. Only licensed pesticide applicators may legally apply restricted pesticides in Ontario. Ontario's Cosmetic Pesticides Ban prohibits the non-essential use of pesticides (Commercial or Restricted) on land. Exceptions exist to allow the use of these herbicides for control of plants, such as Phragmites, that are detrimental to the environment, economy, agriculture and/or human health. To qualify for these exceptions specific criteria must be met and appropriate Ontario ministry approval is required.

Financial Implications

Operations has included a new Storm Water Management Maintenance program within the draft the 2023 Operational Budget for Council's consideration. This new maintenance program will include the active management of phragmites within the Town's storm water management network, principally relating to its storm ponds. This work will be performed based upon the prioritization schedule as defined from the Storm Water Management 2020-2021 Inspection, Maintenance and Prioritization study.

For the control of phragmites outside of the SWM network staff propose that an incremental funding requirement of \$75,000/year be included in the draft 2023 operating budget for Council's consideration. This amount would fund the engagement of a contractor for this purpose. Further, it is anticipated that there will be an incremental requirement for a seasonal staff member with expertise in invasives to spearhead this initiative. As the active control of phragmites within the Town represents a service enhancement, these incremental funding requirements would be a new tax pressure that would need to be addressed as part the proposed 2023 operating budget.

On an ongoing basis, staff will continue to explore grant funding opportunities as they become available, which could offset funding needs phragmites control projects. In addition, any possible partnerships with other government agencies and regional counterparts to collaborate on identified phragmite sites that have common borders will be explored.

Communications Considerations

There are mandatory, legislative, public notification requirements that must be adhered to when applying chemical herbicides. Staff will coordinate this notification process via the Town of Aurora's Communications Department who will use "inform" as the level of communication related to this initiative. Communications will implement an education campaign targeted to residents and visitors on the Phragmites Control Program when implemented. The campaign will be multifaceted, and include among others a media release, website content, social media, print advertising, Newsletters and park signage.

Climate Change Considerations

The recommendations from this report will result in the mitigation of long-term effects of Phragmites within Aurora's natural environment and to SWM facilities by implementing measures to control the invasive reed grass.

In addition, the recommendations will increase the Town's ability to adapt to a changing climate by decreasing additional stressors to our hydrological infrastructure and sensitive wetland environments. With rising temperature trends, windstorms and storm intensity, it's more important than ever for the Town to protect and restore the Town's natural heritage assets and SWM infrastructure, as they play an important role in mitigating the impacts of a changing climate from air/water quality to stormwater management.

Link to Strategic Plan

Treatment of Phragmites reinforces the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

Alternative(s) to the Recommendation

1. Council may choose to not proceed with the approval of treating Phragmites with a chemical herbicide.
2. As directed by Council.

Conclusions

A sustainable long-term program will be required to manage phragmites to gain effective control. While there are several methods to mitigate the spread, the most efficient solution is the use of a chemical herbicide, appropriate to the site conditions, in conjunction with a controlled burn of the biomass.

Successful control of Phragmites over the long-term will require an integrated, large scale implementation plan that includes all necessary partners and stakeholders within a region. The plan will require sustained, multi-year funding, utilizing grant opportunities when available, to match the realities of Phragmites control applying integrated pest management techniques.

Attachments

Attachment # 1 – Location Map of Phragmites in Aurora

Attachment # 2 – Township of King Phragmites Control

Previous Reports

None.

Pre-submission Review

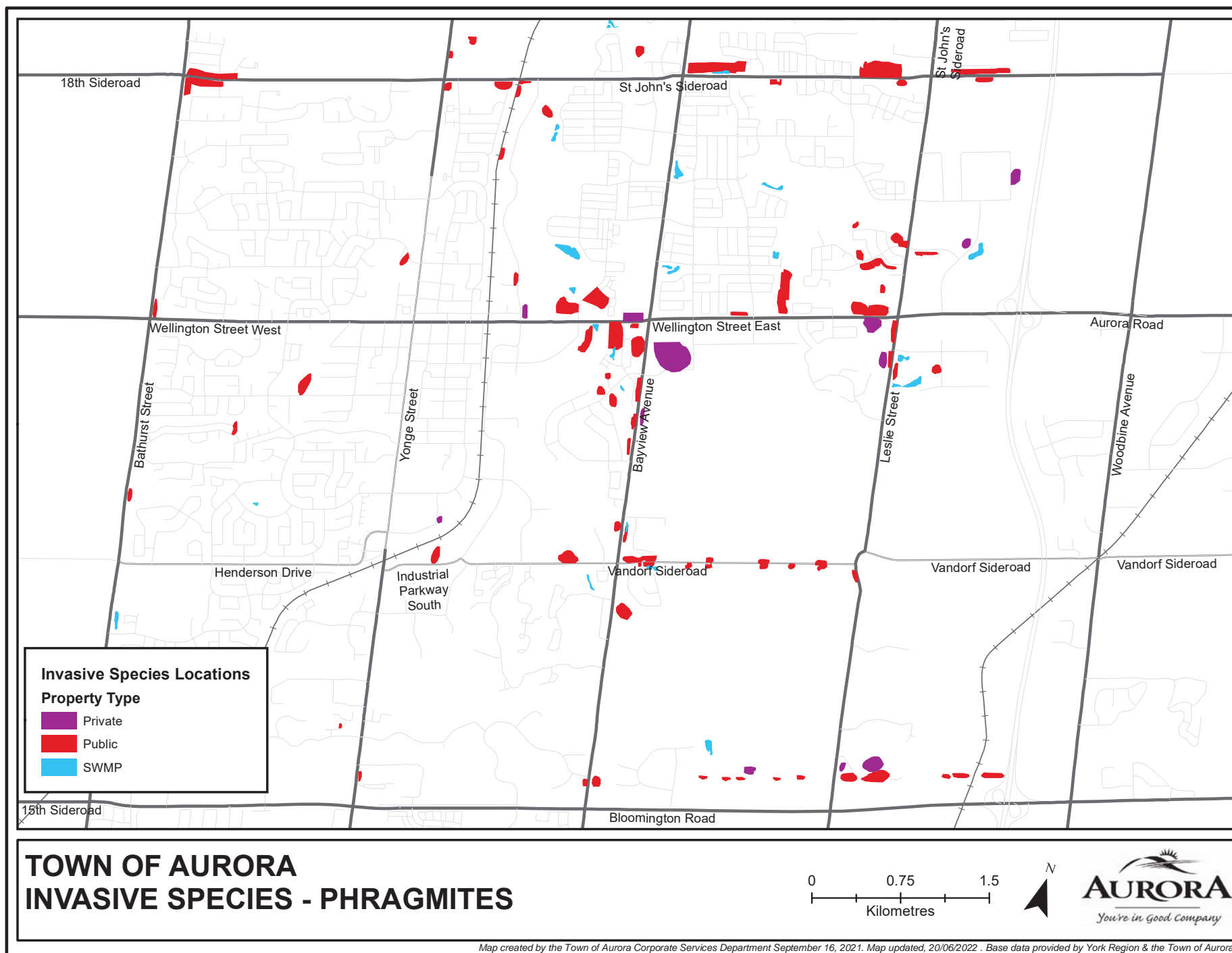
Agenda Management Team review on June 16, 2022

Approvals

Approved by Allan D. Downey, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1



Township of King – Phragmites Control 2022

Image from [Environmental Stewardship | Township Of King](#)

PHRAGMITES CANADA'S WORST INVASIVE SPECIES

CONTROLLING PHRAGMITES IN THE DUFFERIN MARSH

The Township of King is working in partnership with the Dufferin Marsh Nature Connection to identify, monitor and implement control measures to manage phragmites growing in the Dufferin Marsh and prevent the invasive vegetation from spreading. This year we noticed a new patch growing on the north side of Cooper Drive that required immediate action. The Township of King successfully received funding through the Green Shovels Invasive Phragmites Control Fund to manage the existing and new patches growing throughout the Dufferin Marsh.

During October, Environmental Stewardship & park staff suited up in hip waders to manually remove the invasive vegetation growing throughout the wetland. The patches were concentrated which made it easier for staff to conduct manual removal using cane cutters.

The goal is to eliminate the phragmites and ensure it doesn't spread. The Dufferin Marsh is an ecologically diverse ecosystem that provides habitat for a variety of flora and fauna. Invasive vegetation has the ability to negatively impact native vegetation and wildlife and completely alter an ecosystem. With our ongoing efforts to manage the phragmites we are optimistic that we can eliminate it from the Dufferin Marsh. We expect that we will need to do more removal next season however, we are optimistic that the patch sizes will be significantly reduced.

Thank you to our project supporters

***This project was made possible through the Invasive Species
Centre Green Shovels Invasive Phragmites Control Fund.***



Invasive
Species
Centre



Centre des
espèces
envahissantes





100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. CA022-002

Subject: Post-Pandemic Wrap-up

Prepared by: Carley Smith, Manager, Corporate Communications

Department: Office of the Chief Administrative Officer

Date: July 5, 2022

Recommendation

1. That Report No. CA022-002 be received for information.

Executive Summary

The Town's goal from the onset of the pandemic was to continue to maintain and offer programs and services to residents to maintain continued quality of life and livelihood while ensuring the health and safety of the community and staff.

This report summarizes just a sample of the work and successes during the pandemic, categorized under the following:

- Financial resourcefulness and support for local economy
- Continued and improved service
- Creative and collaborative solutions
- Progression of Town priorities and projects
- Physical and mental health support for staff and local community

Background

The Town's goal during the pandemic was to continue to maintain and offer programs and services to residents to maintain continued quality of life and livelihood while ensuring the health and safety of the community and staff.

On March 11, 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic. Just seven days later, the Town began remote operations and on March 18, Mayor Tom Mrakas declared a State of Emergency to align with the provincial declaration.

Faced with this unprecedented, prolonged crisis, the Town was in a unique position to make quick, informed decisions which not only provided a great citizen experience in the short-term but will provide benefits well into the future, showing that behind every disruption lies an opportunity for change.

Analysis

Financial resourcefulness and support for local economy

- The Town continued to manage taxpayer dollars efficiently including taking advantage of all grant opportunities in its successful management of COVID-19's financial pressures.
- Financial Management Services assisted its departmental clients in the identification of their COVID-19 driven financial pressures, as well as their identification of mitigating cost savings and alternative funding solutions in support of their continued delivery of services.
- The Town waived all regular permit cancellation fees, allowing community sport organizations to schedule programming while also being able to cancel when needed without fear of financial penalty.
- The Town introduced the Patio Extension Program (over 25 patios in 2021) and partnered with Aurora Chamber of Commerce on the shop local / emerging Aurora campaign.
- The Town revitalized Machell's Alley to support downtown local business.

Continued and improved service

- The Town focused on continuing to provide a great citizen experience by accelerating digital transformation of several in-person services in order to meet the changing needs of the community such as offering new ways to pay tax and water bills electronically.
- Virtual programs for all age groups were offered including cooking, creative projects, exercise and fitness, take-home kits, virtual tours, photography, geo-caching, festivals, and art – with overall participation in the thousands.

- The Town established and maintained outdoor ice pads for safe skating and modified summer camp programs with increased safety measures and the development of several new policies and procedures as well as offered Play in the Park program for families who didn't want full day programming.
- The Town was routinely one of the first municipalities in the Region to re-open recreation facilities and indoor pools for programs and rentals, enabling a quick return to play for many community sport organizations.
- The Town implemented Flex Reg online registration system for drop-in programs allowing participants register online and ePACT for summer camp participants to complete health forms and waivers online, avoiding the need for in-person line-ups on the first day of camp – a practice that will continue into the future, despite COVID-19 restrictions.
- Access Aurora was deemed essential and continued to accommodate in person appointments for payments, commissioning documents, marriage licenses, burial permits, etc. with added safety measures in place.
- During the early stages of the pandemic, town staff ensured that the business of Council could continue, while maintaining the ability of the public to safely participate, through the successful launch of virtual Council meetings. This would later evolve to hybrid meetings, where Council, residents and staff can join and participate in Council meetings from anywhere they have an internet connection. Hybrid Council meetings will continue post-pandemic as they offer a higher level of accessibility and convenience for Aurora residents wishing to partake in the democratic process.
- Early in the pandemic, staff quickly switched from a paper-based Freedom of Information (FOI) request process to one that almost entirely online. Requesters are now able to submit their FOI request through an online fillable form. Not only is this contactless, but it also has proven to reduce response times for requests. Staff are currently working on a mechanism to receive online payments for FOI requests which will create more efficiencies in the process.
- After declaring a state of emergency for the Province, the provincial government filed numerous orders and constantly amended those orders. Legal Services interpreted these orders and provided legal advice and risk management advice to Town staff so that Town operations and events could continue.

Creative and collaborative Solutions

- At the start of the pandemic, the Town was the first municipality in the N6 to transition to a digital emergency operations center. This required digital

infrastructure to be created and our executive and management teams to quickly adapt to a new remote approach to managing the critically important initial response to the pandemic.

- Our CAO met regularly with his peers across the region and so did other professionals within the organization to ensure that ideas and opportunities to improve programs, policies and approaches were maximized to the benefit of the Town and its constituents.
- Bylaw Services joined a regional COVID-19 Taskforce to ensure consistent enforcement practices across the Region, addressing community concerns and minimizing enforcement duplication. This taskforce initially consisted of members from the Region's 9 Municipalities and York Regional Police, but expanded to include: Public Health, Regional Solicitors Office, Conservation Authorities, Ministry of Labour, and AGCO.
- Bylaw Services was instrumental in assisting the public with inquiries related to COVID-19. Bylaw partnered with Public Health to conduct joint inspections and educate and build awareness around public health regulations.
- The Town hosted a number of pop-up and GO-VAXX vaccine clinics, created a Pandemic Recovery Playbook and Return to Play guidelines for sports.
- The Town leveraged technology to create efficiencies and provide staff with the tools to be successful such as ADP Workforce Now ®, Office 365 and a new telephony system.
- A policy and a process were created to allow for all contracts and other documents to be signed in an electronic format only and to ensure that these electronic documents remained legally valid.
- During COVID, Aurora was the most active community in York Region in producing in person events when permitted by legislation. Aurora hosted 40 in person event days in 2021. And, when legislation did not allow for in person events, unique online events were offered, including contests, interactive activities, drive in/drive through and other experiences.
- The Seniors Centre Without Walls (SCWW) program was developed, allowing participants to call in or virtually join fitness classes, trivia sessions, travel stories and much more. The program also included activity bags that were dropped off to the homes of participants who signed up. The program was extremely well received with 12,626 older adults participating in the calls/online sessions and 5,172 bags distributed helping to prevent isolation and loneliness for many older adults during COVID. We hope to continue offering this program (in some form), permanently.
- The Town launched the Engage Aurora platform to connect with residents virtually in May, 2020 and has since had nearly 16,000 visitors to the site with 28

projects open for engagement. This allowed the Town to continue to engage with stakeholders virtually on topics such as Official Plan, Promenade Plan, Green Development Standards, Streetscape Plan, Downtown Vision, Budget Consultations etc.

- Aurora was the first N6 municipality to create a separate COVID-19 webpage which received nearly 100,000 views in 2021 alone.
- The Town created a virtual Skylight Gallery featuring a new artist every month to continue supporting and featuring local artists.

Progression of Town priorities and projects

- Throughout the pandemic, the Town continued to progress on many projects including the Cultural Action Plan, Public Art Master Plan, Aurora Town Square, Corporate Environmental Action Plan, Procurement Modernization Project, and Service Delivery Review to name a few.
- Despite the uncertain times, the Town also rolled out important initiatives such as installing new electric vehicle chargers in partnership with Ivy Charging Network, launched the first Town Go Green Challenge, implemented the 3-bag limit and bag tag system, and introduced online building permit process and planning application status map.
- In 2019, the Town of Aurora received Silver Certification under the Excellence Canada national organizational quality standard. The Town committed to Gold and despite the pandemic the twenty plus member cross functional team met monthly and continued to move continuous improvement initiatives including key performance indicators, customer experience plan, people plan, diversity, equity and inclusion and change management to name a few. The Town will submit its application for gold certification on schedule in late summer of 2022.
- The Town is currently working towards completing a Business Continuity Management Program which will ensure that the Town will be able to respond effectively and efficiently to unforeseen service disruptions ensuring continuity of service delivery to resident.
- As a deliverable in the Sport Plan, significant progress was made in the area of gender equity in Sport. A gender equity policy was developed and a working group created. As a pilot project, three local sport organizations implemented the gender equity policy. Other related initiatives include the creation of a Women's Coaches Circle, female only programs and a high school credit course. All of this work will serve the community well after COVID.

Physical and mental health support for Staff and the local community

- Several health and safety measures were implemented for staff that were required to work at our facilities to comply with public health measures and maintain a healthy and safe work environment for all our employees and for the public we serve including modifying customer service stations and Council chamber.
- The Town revised Customer Service areas to Greeter Desks in our Recreation Centres to control safe entry, created online screening tools for staff and patrons and increased cleaning standards and protocols in facilities.
- Staff who were directed to work from home were outfitted with laptops and new IT infrastructure was introduced to facilitate staff to work safely from home. As facilities reopened, the Town had implemented increased filtration levels and improved HVAC systems.
- Town staff collaborated with our peers across York Region to share knowledge, leading practices and improve our ability to respond to the challenges of the pandemic and collaboratively developed and implemented policies and procedures to safeguard the health and safety of our workforce and the public we serve. Ex. Masking policy, vaccination policy, automating the screening process, enabling remote work for those who were able to.
- The Town delivered hundreds of wellness and fitness videos virtually for the public and staff participated in collaborative wellness challenges to support mental health and physical wellbeing.
- The Town created a webpage compiling mental health resources for the community.

Advisory Committee Review

None.

Legal Considerations

Not applicable.

Financial Implications

Not applicable.

Communications Considerations

Not applicable.

Climate Change Considerations

The COVID-19 pandemic, and inevitably Aurora's progress towards a new hybrid approach to work and community engagement has reduced GHG generating activities such as transportation, facility energy consumption, contactless engagement etc. All these variables helped reduce climate change impacts.

Link to Strategic Plan

The Town's work throughout the COVID-19 pandemic aligned with all goals in the Strategic Plan as work continued, despite the challenges of the pandemic, including:

- Supporting an exceptional quality of life for all
- Enabling a diverse, creative and resilient economy
- Supporting environmental stewardship and sustainability

Alternative(s) to the Recommendation

1. Council may provide additional direction.

Conclusions

The COVID-19 pandemic brought unprecedented challenges for municipalities. Faced with this unprecedented, prolonged crisis, the Town was able to make quick, informed decisions which not only provided a great citizen experience in the short-term but will provide benefits well into the future.

We will continue to be innovative, invest in technology and identify efficiencies to modernize our processes and provide effective and efficient services to our community but also support our workforce with the tools it needs to be effective in their day-to-day work.

Attachments

None.

July 5, 2022

8 of 8

Report No. CA022-002

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on June 16, 2022

Approvals

Approved by Doug Nadorozny, Chief Administrative Officer



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. CS22-031

Subject: Post-COVID-19 Pandemic Recovery and Future Work Model

Prepared by: Demetre Rigakos, Manager, Human Resources

Department: Corporate Services

Date: July 5, 2022

Recommendation

1. That Report No. CS22-031 be received; and
2. That the Guiding Principles for the development of future Alternative Work Policies be adopted.

Executive Summary

This report provides an overview on the steps the Town's administration took to respond to the COVID-19 pandemic over the past two years. Also, it provides a summary of the steps the administration is taking as we move forward in our recovery plans post COVID-19.

Over the past two years the organization has had to introduce changes to the way we operate as a response to the pandemic crisis and to protect the health and safety of our employees and the public we serve.

Processes have changed, new digital service channels have been introduced to maintain business continuity and continue to provide all essential services to our citizens.

As the public health restrictions have almost reached a point where they are completely being lifted, we are turning our efforts to planning out our next steps in terms of adjusting to a post COVID-19 work environment.

Phase 1 (March-April 2022) of the Town's recovery efforts focused on returning employees gradually to the office environment as required and when required to meet service needs.

Phase 2 (May-August 2022) of the Town's recovery efforts will continue to focus on incorporating feedback and learnings from employees and leaders into our future flexible work policies and procedures.

Phase 3 (September-December) the Town will be formalizing hybrid work and broadening the definition of flexible work arrangements to introduce features such as compressed work week and flexible start and end times.

Phase 4 (January-June 2023) will be used to implement the newly developed alternative work arrangements policy across the organization.

The Future Work Model and associated policies will be guided by the following set of principles:

- I. Citizen Experience, Business Continuity, and Innovation
- II. Employee Attraction and Retention
- III. Fiscal Responsibility
- IV. Our Environment and Optimization of Physical Space
- V. Change Management
- VI. Culture
- VII. Excellence Canada Gold Certification

Background

In March 2020, in response to the developing COVID-19 pandemic situation, the Town of Aurora closed municipal facilities and sent many of its employees to work from home where possible. Several health and safety measures were implemented for staff that were required to work at our facilities to comply with public health measures and maintain a healthy and safe work environment for all our employees and for the public we serve.

Since that time, approximately 60 per cent of the Town's workforce has seamlessly continued working from home, by being equipped with the tools to work remotely (virtual meetings, collaboration tools, soft telephony tools, etc.) Some of our essential

and public-facing municipal service staff have continued to work from Town facilities throughout the pandemic with some staff returning to the workplace as services reopened to the public. Service levels have been maintained across the Town and some of the evidence has also shown increased efficiencies and productivity through the use of technology.

The Town understands the importance of keeping up with employment trends to attract and retain the best and brightest talent, so we can deliver efficient and effective public service to the residents of Aurora. As we look ahead toward our recovery from the COVID-19 pandemic, the Town introduced a phased approach to our recovery plans that will allow us to carefully balance the needs of our community from a service level expectation with the needs of our employees from a workstyle preference.

Analysis

The administration took several steps to adapt in response to COVID-19 and preparing for the Future

Collaboration with York Region municipalities.

The Chief Administrative Officers of all ten York Region municipalities have been meeting regularly to discuss issues of common concerns and identify approaches to sharing resources, ideas, and approaches to better serve our communities.

Examples include: Vaccination policies, Vaccination clinics, Research by the Conference Board of Canada into the Future Work Model, as well as wellness related surveys administered by Dr. Linda Duxbury, a professor and researcher who has dedicated her research in assessing workplace policies on work life balance. Dr. Duxbury's research has highlighted the elevated levels of psychological illness in the workplace due to the COVID-19 pandemic.

In addition, other subgroups have formed their own working groups to address similar issues of concerns such as human resources leaders, health, and safety specialists, etc.

The collaboration between the staff across the entire region has created stronger relationships and collaboration on common challenges as well as uniform approaches to how we address future plans.

Conference Board of Canada research into the Future Work Model for York Region municipalities.

In June 2021, all ten York Region municipal CAOs and HR Leaders participated in a research project conducted by the Conference Board of Canada to examine the benefits and challenges of fully on-site, fully remote and hybrid workplace models. The work included consultations with all CAOs as well as HR leaders along with literature review and the formulation of recommendations for implementation. The outcome of this research was published in a report titled [Workplaces for the Future](#). A Playbook for Municipal Leaders on Exploring Remote, Hybrid, and On-Site Models.

The hybrid model where some of the office related work is performed onsite and some remotely was the leading trend among municipalities as a means of optimizing service delivery. The benefits of this model were identified as acceleration of technology, shared workspaces, social connection, and reduction of office space. Some of the challenges identified included scheduling and coordination and employee inclusivity.

The report included recommendations on how municipalities can transition effectively to a hybrid model including communicating expectations on vaccination policies, focusing on key performance indicators and employee accountability, redefining workplace culture, enhancing the organization's digital transformation strategy, incorporating different forms of flexibility, communicating expectations about residence and engaging stakeholders.

Surveys to capture the voice and input of our People

Over the past two years the organization has deployed surveys to understand the perspective of our people. Overwhelmingly our staff have expressed interest in workplace flexibility. Some employees want to work remotely occasionally while others prefer working remotely for a larger portion of the work week. Finding the right balance that serves the needs of the business as well as the employee preferences is key to successfully implementing this type of work model.

Performance Measurement Program

In early 2021, Staff shared with Council the Town's Corporate Strategic Plan framework. Staff have continued to work on fine tuning the strategic plan, including finalizing the integrated business planning process. Over the past several months staff have turned their attention to looking at options to design and implement a performance measurement program that can be implemented across the

organization. Significant progress has been made in this area including identifying the appropriate methodology, ensuring alignment across the leadership of the organization and scheduling workshops in the month of May 2022, to implement the new program. One of the cascading benefits of this program will be the ability to track progress on outcomes at the divisional level and summarizing all the results digitally. This will enable the organization not only to improve collaboration, but it will also make results transparent across the organization and give our leaders the ability to hone in on areas that require attention.

Technological Enhancements

The organization has also made significant progress in improving our technology infrastructure.

These improvements include:

- Implementation of a new Human Resources Information System “ADP Workforce Now” which includes payroll, time, and attendance and many more modules to come.
- Staff have documented the organization’s business/functional requirements and have issued a Request for Proposal to procure an Enterprise Resource Planning / Finance system.
- Office 365 has been implemented across the entire workforce allowing for new collaboration tools including the ability to conduct virtual meetings.
- A new telephony system has been implemented to modernize telephony. This allows for one-click calling for internal and external contacts, real-time call notifications with automated customer data from integrated Office365 tools, call queuing, call forwarding, and much more.
- Digital signature technology has been adopted to permit digital signatures required for approvals creating a quick seamless way of generating instant approvals.

Employee Engagement Action Planning

Several employee committees have been established to review our employee engagement results and provide their input into the development of action plans to address opportunities for improvement. Employee participation in workplace culture improvement initiatives is key to engaging our people in designing the type of workplace that is best for creating a high-performance culture.

Moving Forward

As we enter the second quarter of 2022, we are optimistic that the evolution of COVID-19 will transition from pandemic to endemic. One of the critical decisions local governments are facing is whether we safely revive the traditional office setting or embrace a hybrid strategy as a model that can support innovation. The administration has developed three distinct phases in our recovery plans that will facilitate a smooth process to get our organization to our future work model.

Phase 1 (March-April 2022)

Many public health measures were lifted and for the months of March and April 2022 staff were directed to start coming back into the office space to address in person service needs but also to increase face to face collaboration with their colleagues. The maximum capacity was maintained in our facilities at approximately 30 per cent which allowed for a safe transition back to the office space and slowly over time the capacity limit was eliminated altogether.

Phase 2 (May-August 2022)

During the months of May and June we will continue to learn from our staff and leaders about the gradual return to the office space and start the development and fine tuning of our alternative / remote work policies and procedures. Most municipalities are moving towards a hybrid model of work that will allow the organization to maintain some of the benefits of remote work while at the same time restoring the benefits of being able to collaborate face to face and address in person citizen / customer needs.

Phase 3 (September-December 2022)

In this phase we will broaden our definition of flexible work by incorporating features such as compressed work week and or flexible start and end times. We will also provide an update to Council in terms of the progress we are making and seek its endorsement of the future direction.

Phase 4 (January-June 2023)

During Phase 4 the organization will focus on fully implementing the newly developed Alternative Work Policy and Procedures across the entire workforce. This will allow for a smooth transition where everyone is aware of the options, roles and responsibilities and requests from employees are address in a fair and equitable way while at the same time maintaining high quality services to our citizens.

Guiding Principles on the Future Work Model

The following guiding principles will be adopted to guide our actions in the development of alternative work arrangement policies.

Citizen Experience, Business Continuity, and Innovation

The Town's workforce has adapted over the past two years to continue to provide a seamless citizen experience while maintaining a healthy and safe workforce. The work model that we implement will consider new technologies and processes that support an efficient and modern workforce model while maintaining the same or higher levels of service. The Town's customer experience plan will enable us to receive regular input from on how we are doing in the delivery of services and what adjustments we may need to make to address customer needs.

The digitization of our services over the past few years and more recently during the pandemic has resulted in service efficiencies for our citizens. The introduction of flexible work arrangements will further enhance our ability and availability to respond to our citizen's needs.

The Town of Aurora is a growing municipality with emerging needs. We will continue to be innovative, invest in technology and identify efficiencies to modernize our processes and provide effective and efficient services to our community but also support our workforce with the tools it needs to be effective in their day-to-day work.

Employee Attraction and Retention

The Town's most important asset is its people. Without a healthy, skilled workforce we cannot achieve our strategic plan. The Future Work Model will be designed with a key focus on our people needs from a work-life balance as well as from a psychological and physical health and safety perspective. Our leaders will provide clear direction to our staff in terms of the expected work outcomes, service levels and performance deliverables regardless of physical work location. The Future Work Model will maintain the Town's competitive position in terms of attracting and retaining skilled employees.

Flexible working has emerged as a catalyst for the corporate world throughout the pandemic and will also be a key factor in the 'next normal,' as on average, surveys have shown that employees would want to work between two and three days remotely in a post COVID-19 world.

One of the emerging issues in our communities is housing affordability and commute

times. Providing our employees with flexible work options will address some of these concerns but also enables the Town to attract and retain talent from a broader geographic area thus, increasing our skilled talent as a competitive advantage.

Fiscal Responsibility

We ensure financial sustainability strategies are in place to support the cost-efficient and financially effective delivery of Town services. Decisions are evidence based with the primary objective of ensuring they are aligned with what is best for the community we serve. Therefore, implementing changes to shift our workplace model will be planned, thoughtful and gradual. Change will be funded by existing budgets or, where it makes sense, we will request increases to allotted budgets and will slowly work towards fully implementing our desired workplace model over time.

Our Environment and Optimization of Physical Space

We will continue to look for opportunities to optimize the use of physical space at Town facilities. Our Future Work Model will consider flexible use of space, collaboration areas and maximizing efficient use of the space which builds capacity for future growth. Flexible work options will enable the Town to have a larger environmental impact in our work practices by utilizing less physical space but also by reducing the number of daily commuters.

Change Management

The Future Work Model will necessitate a change in the way we think and the way we work. This will enable us to sustain a healthy, safe, and productive workforce. We will maintain our commitment to staff and support them through this journey and seek their input to ensure the model is one that achieves our objectives. The implementation of the model will include detailed processes and guidelines to ensure that we address employee requests in a fair and equitable way.

Culture

The workplace culture has been affected by the pandemic as employees have been more isolated, have had to juggle protecting their family members, addressing children and elder care issues while at the same time being productive in their roles. Staff have demonstrated the ability to adapt throughout the pandemic despite the challenges they faced both at work and at home. Our improved culture of trust has been demonstrated by staff continuing to produce work and provide excellent customer service to our internal and external stakeholders, even when our technological

infrastructure did not provide us with the same opportunities it does today to connect and work efficiently in a virtual environment.

The Future Work Model will require a continuous shift in our mindset to provide an environment that is founded on trust, collaboration, clear outcome expectations and regular feedback, support, and communication.

Excellence Canada Gold Certification

The above noted guiding principles and proactive actions support the Excellence Canada Gold certification application and the adoption of the future work model will specifically support the “Our People” driver requirements of the application.

The “Our People” driver examines how employees are treated, supported, and empowered to contribute to the organization’s success. It is tied directly to culture, and includes the health, well-being, and inclusion of employees.

In order to accomplish the requirements of the driver the flexible and remote work aspects of the employee experience need to be addressed.

The Town needs to have policies, procedures and best practices related to flexible and remote work. The flexible and remote work policies should consider the diverse needs of the workforce population. As we move through the post-pandemic phases listed earlier in this report, we will look for feedback from our staff and leaders to incorporate flexible work options that address all our employee needs while at the same time continuing to provide seamless service to our citizens and customers.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

There are no financial implications associated with this report.

Communications Considerations

Further communication and training will be required with our staff and leaders to ensure a successful implementation of each phase of our recovery as well as any new flexible work features that are developed.

Climate Change Considerations

The gradual re-integration of employees back into the office along with potential future hybrid work practices are expected to decrease greenhouse gas emissions by reducing the number of employees that are commuting to the workplace on average by 50 percent.

Link to Strategic Plan

This project supports Objective #6: Promoting service accountability, excellence, and innovation.

Alternative(s) to the Recommendation

Council may offer alternative recommendations.

Conclusions

The administration took several steps to adapt its workforce as a response to the COVID-19 pandemic. This enabled the Corporation to continue to provide services to our residents while maintaining the health and safety of our employees and the public the Town serves. As we emerge from the pandemic the administration has taken small, calculated steps to re-integrate our office employees back in our facilities as needed and when needed to maximize the benefits of both the remote and in office work models. We will continue to learn from our employees and leaders and then develop Alternative Work Policies and procedures that provide options for all employees while we continue to provide quality services to our citizens. The guiding principles identified in the report will be used to ensure future work arrangements adhere to these fundamental principles.

Attachments

None.

July 5, 2022

11 of 11

Report No. CS22-031

Previous Reports

None.

Pre-submission Review

Agenda Management Team review via email.

Approvals

Approved by Techa Van Leeuwen, Director, Corporate Services

Approved by Doug Nadorozny, Chief Administrative Officer



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. CS22-040

Subject: Deputy Mayor Options

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: July 5, 2022

Recommendation

1. That Report No. CS22-040 be received; and
2. That staff bring forward an amendment to the Procedure By-law to institute a rotation of the Deputy Mayor position as described in this report; and
3. That the amendment to the Procedure By-law take effect on November 15, 2022.

Executive Summary

This report makes a recommendation regarding how the Deputy Mayor position can be instituted for the next term of Council. The Town's adoption of a ward system has necessitated a change in the way the Deputy Mayor is selected. This report includes the following;

- The most common approach to the Deputy Mayor position for municipalities similar to Aurora is to rotate the position amongst Councillors.
- The staff recommended rotation model ensures equitable treatment to members of Council.
- There are other options available for designating the Deputy Mayor position, but staff do not recommend they are adopted.

Background

At the March 29, 2022 Council meeting, Council directed that staff report back regarding options for the Deputy Mayor position for when a ward system is implemented, beginning with the 2022 municipal election.

Within the Town's current 'at-large' Council structure, the Deputy Mayor appointment comes from the Procedure By-law, specifically section 1(j) which defines the Deputy Mayor as "the Councillor who received the highest number of votes in the last regular election." The Deputy Mayor position holds no formal authority, and generally has one responsibility, being to chair Council meetings in the absence of the Mayor or during the discussion of a Motion placed on the agenda by the Mayor. Once the Town moves to the ward system, the current definition will become obsolete, thus the need to define how a new Deputy Mayor will be selected.

It is important to note that the results of the 2022 municipal election will have no bearing on the Deputy Mayor position.

Analysis

The most common approach to the Deputy Mayor position for municipalities similar to Aurora is to rotate the position amongst Councillors.

The appointment of the Deputy Mayor, or whether the position exists at all, varies depending on the municipality, and often the circumstances of the municipality. Smaller municipalities like Minden Hills, Strathroy-Caradoc, and Tay Township elect the Deputy Mayor, in addition to the Mayor and Councillors to form a Council. Larger municipalities such as Markham, Richmond Hill and Vaughan each have provisions in place that name the Deputy Mayor as the Regional Councillor who received the most votes in the previous election.

The most common approach for municipalities using a ward system, where the Deputy Mayor is not elected, and the only member of the upper-tier Council is the Mayor, is to rotate the Deputy Mayor position amongst the elected Councillors. This method is employed by fellow York Region municipalities King, East Gwillimbury and Whitchurch-Stouffville, as well as Halton Hills.

The adoption of a rotation for the Deputy Mayor position represents the most equitable way for the Town's ward Councillors to share the appointment. Staff also recommend that should a rotation of the Deputy Mayor position be adopted, that the monthly appointment also include the responsibility of chairing General Committee meetings (currently rotated amongst Councillors after chairing twice).

The staff recommended rotation model ensures equitable treatment to members of Council

Should Council agree to rotating the Deputy Mayor position, staff would recommend that a procedure by-law amendment be brought forward with the following parameters;

- The Clerk will create a schedule (draft for 2022-2026 Council term provided below) outlining the months each ward Councillor would be the Deputy Mayor.
- Each Councillor would hold the position of Deputy Mayor for seven (non-consecutive) months throughout the Council term.
- It's generally accepted that the months of July and August are slower for municipal business than the others, and these months will be split evenly so a member is only Deputy Mayor in July/August once over the course of the term.
- To ensure Councillors are given the same amount of opportunities to hold the Deputy Mayor position, there would not be a designated Deputy Mayor in December 2022 or from July-October 2026.
- Councillors would be permitted to trade months should they know of an absence beforehand and can find a willing partner to trade with.
- When an unexpected absence occurs, the member would retain the designation of Deputy Mayor, but the Mayor would be tasked with chairing any General Committee meeting that occurs during the absence.

	2022	2023	2024	2025	2026
January		Ward 1	Ward 3	Ward 5	Ward 1
February		Ward 2	Ward 4	Ward 6	Ward 2
March		Ward 3	Ward 5	Ward 1	Ward 3
April		Ward 4	Ward 6	Ward 2	Ward 4
May		Ward 5	Ward 1	Ward 3	Ward 5
June		Ward 6	Ward 2	Ward 4	Ward 6
July		Ward 1	Ward 3	Ward 5	
August		Ward 2	Ward 4	Ward 6	
September		Ward 3	Ward 5	Ward 1	
October		Ward 4	Ward 6	Ward 2	
November		Ward 5	Ward 1	Ward 3	
December		Ward 6	Ward 2	Ward 4	

There are other options available for designating the Deputy Mayor position, but staff do not recommend they are adopted.

Council may also choose to designate the Deputy Mayor through one of the following options, however, it would not provide the same equity of opportunity that the recommended option does.

- By motion or by some electoral process (confirmed by motion), Council could designate a single Councillor as the Deputy Mayor for the term of Council.
- Council could delegate the responsibility for selecting the Deputy Mayor to the Mayor.

If one of these options is preferred, staff would recommend that Council refer this report back to staff to develop a process related to the preferred selection.

Advisory Committee Review

None

Legal Considerations

Neither the *Municipal Act* nor any other legislation contain provisions on the necessity to have a Deputy Mayor or the requirements of appointing one. Once Council chooses a method to select the Deputy Mayor, an amendment will be required to the Procedure By-law.

Financial Implications

There are no direct financial implications arising from this report.

Communications Considerations

Not applicable.

Climate Change Considerations

None

Link to Strategic Plan

The selection and rotation of the Deputy Mayor position supports the Strategic Plan priority of good governance within the Town.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

This report makes a recommendation and provides Council with options regarding the Deputy Mayor position. The Deputy Mayor is not an elected position and has no formal power. For those reasons, the most equitable way to appoint the position is for Councillors to rotate being Deputy Mayor throughout the term of Council.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on June 16, 2022

Approvals

Approved by Techa Van Leeuwen, Director, Corporate Services

Approved by Doug Nadorozny, Chief Administrative Officer



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. FIN22-023

Subject: 2022 Interim Forecast Update – As of April 30, 2022

Prepared by: Tracy Evans, Financial Management Advisor

Department: Finance

Date: July 5, 2022

Recommendation

1. That Report No. FIN22-023 be received for information.

Executive Summary

This report presents to Council the information to effectively monitor the financial performance of the Town's operating and capital budget as of April 30, 2022.

- An overall tax levy surplus of \$702,500 is anticipated by fiscal year end
- The Town's water, wastewater and stormwater operations is forecasted to be on budget by fiscal year end
- COVID-19 continues to have a financial impact on the Town's operations
- The forecasted capital spend of \$54.7M for 2022 is \$36.7M lower than the Town's original planned capital spend of \$91.4M for the year

These forecasted variances will continue to be subject to change for the remainder of the fiscal year. Any further COVID-19 impacts on the Town's financial performance for the remainder of the year is difficult to predict. Future Council decisions may also have an impact. Any operational budget short-falls or surpluses remaining at year end will require an offsetting adjustment from/to the tax rate stabilization reserve as defined in the Town's 2022 surplus control bylaw which will be presented to Council for its approval later this year.

Background

To assist Council in fulfilling their role and responsibilities with respect to Town finances and accountability, Finance has worked with all departments to review the corporation's operations financial performance to date. Each Director has reviewed their department's operating and capital budget versus the results to date and remaining outstanding plans in consideration of the Town's present COVID-19 assumptions and forecasted an expected year end position. Finance staff have reviewed each submission and performed the necessary consolidation.

The pandemic continued to have an impact on the Town in early 2022. The province moved into the next step of reopening in March, where capacity limits were lifted on all indoor settings as well as lifting proof of vaccination requirements.

Analysis

An overall tax levy surplus of \$702,500 is anticipated by fiscal year end

The Town's tax levy funded operations are forecasted to finish the year with an anticipated surplus of \$702,500, based upon its present COVID-19 assumptions.

The budget includes \$150,000 for salary gapping savings which is distributed across the departments. This recognizes that during the year there will be some staff turnover and periodic vacancies. Also included in the 2022 budget was an additional \$50,000 for the additional salary gapping based on previous years trends. This amount was budgeted in Corporate Revenue & Expenditures.

As of this report, a total of \$438,200 in salary and benefit savings are forecasted, mostly relating to position vacancies. Higher than usual staff turnover seems to be a common trend being experienced across most industries right now.

A detailed break-down of the Town's current forecasted variance by division can be found in Attachment #1. This report has been simplified to show only the net budget amount, the forecasted ending position for each item, and the variance to budget. Overall, the Town's approved budget for 2022 includes \$75,611,600 in approved expenditures, funded by \$21,407,500 in revenues consisting of user fees, charges, and investment income, and a total tax levy of \$54,204,100.

Table 1 presents a departmental summary of the forecasted variances.

July 5, 2022

3 of 12

Report No. FIN22-023

Table 1
2022 Operating Forecast to Year end

\$000s	Budget	Forecast	Variance Surplus/(Deficit)
Council	588.1	584.7	3.4
CAO	1,454.0	1,412.5	41.5
Corporate Services	10,258.0	9,939.0	319.0
Finance	2,420.2	2,328.3	91.9
Fire	12,294.9	12,294.9	-
Operational Services	11,230.2	11,201.4	28.8
Community Services	10,204.2	9,974.4	229.8
Planning & Development Services	735.2	574.8	160.4
Corporate Revenue & Expenses	5,019.2	5,191.6	(172.4)
Tax Levy	54,204.1	54,204.1	-
Total Operating			702.5

A summary of the Town's key forecasted variances by department follows.

CAO and Council

Council and the Office of the CAO are forecasting to conclude the fiscal year with a surplus of \$44,900 on a net operating budget of \$2,042,100. This surplus mostly relates to projected sponsorship grant savings based upon applications received to-date and consulting savings.

Corporate Services

Corporate Services is forecasting a surplus of \$319,000 on a total net operating budget of \$10,258,000. This surplus is mostly attributable to savings in salaries due to vacancies.

Finance

Finance is forecasting a surplus of \$91,900 on a net operating budget of \$2,420,200. This surplus mostly results from salary savings arising from temporary vacancies as well as higher than budgeted revenue from fees and services.

Fire Services

The total approved 2022 operating budget for Central York Fire Services (CYFS) is \$29,540,900. Aurora's share of this total budget is \$12,294,900. As per normal practice, should a CYFS surplus or deficit arise by fiscal year end, it will be offset by an equal contribution to/from the shared CYFS Reserve, thus leaving the Town's forecasted Fire Services requirements as budgeted.

Operational Services

Operational Services, excluding water, wastewater and storm water services, is forecasting an overall surplus of \$28,800 on a net operating budget of \$11,230,200. Key contributors to this surplus are COVID-19 driven salary savings relating to Crossing Guard services for school closures early in the year and additional revenue in waste collection due to the bag tag program. These favourable variances are partially offset by higher than anticipated salary costs and increased streetlight maintenance costs in Roads Network Operations, offset partially by salary savings in Winter Management. Park Operations has increased its projected ball diamond/soccer field permit revenues because of COVID-19 restrictions being lifted. The unfavourable variance in Fleet relates to increased fuel costs.

As per the Town's winter control reserve policy, if the overall Town operating budget is unable to accommodate the full reported winter management deficit, any required funding shortfall can be drawn from this reserve. As the Town's present overall, forecasted position indicates that it will have sufficient funds available to offset any forecasted winter management shortfall, a draw from the winter control reserve is not necessary at this time. However, should it become necessary the Town will access this reserve as required.

Operational Services' salaries and wages are split between tax levy and rate (water, wastewater and storm water services) funded programs. In any given year, the operational service staff support of tax levy or rate funded programs can vary, as such costs may shift between these programs based on the operational needs.

Community Services

Community Services is forecasting a \$229,800 surplus on a net operating budget of \$10,204,200. The key contributors to this surplus all relate to salary and contract savings, as well as slight savings in facility operation utility/heating costs. These surpluses are offset by reduced community program, sponsorship/advertising, ice rental and special events revenues, mostly attributable to COVID-19 restrictions in early 2022.

Aurora Town Square's unspent operating budget savings are anticipated relating to the implementation of the Town's financial strategy to phase in its projected incremental operating costs prior to it becoming fully operational in 2023. Any surplus funds relating to Aurora Town Square's operation will be contributed to the Town's Tax Rate Stabilization reserve. The cumulative Aurora Town Square operating savings contributions to this reserve have been earmarked to assist in the management of any arising one-time costs once the project becomes operational. As of April 30th, no savings of this nature are forecasted.

Planning and Development Services

Planning and Development Services is forecasting a surplus of \$160,400 on a net operating budget of \$735,200. This surplus is mostly attributable to salary savings due to vacancies as well as unanticipated grant revenue.

Not included in this variance is a projected Building Services' surplus of \$1,091,500 as it is a self-funded function as per provincial legislation. Any variance in Building Services is offset through an equal contribution to/from its dedicated reserve as appropriate. The forecasted surplus results from vacant position salary savings, as well as an increase in building permit revenues.

Corporate Revenues and Expenses

Corporate Revenues and Expenses is forecasting a deficit of \$172,400 on a net operating budget of \$5,019,200. This deficit is expected as it primarily relates to Town wide salary and benefit adjustments including \$127,000 in budgeted salary gapping savings relating to the staffing of newly approved positions for 2022 during the first six months of the year. The offsetting actual salary and benefit savings are reflected as part of each department's forecast update.

The Aurora Town Square's established budget for its ongoing debt carrying costs is included under Corporate Revenues and Expenses. These costs are expected to be

July 5, 2022

6 of 12

Report No. FIN22-023

under budget over the next year and half while the project remains under construction. In 2022, the only debt related costs will be the interest costs arising from the use of the construction line of credit. Any unrequired funds of this nature will be contributed to the Facilities Repair and Replacement reserve as planned.

Aurora Public Library Contribution

The Aurora Public Library anticipates that it may conclude the 2022 fiscal year in a surplus position as a result of COVID-19.

Total Tax Levy

The Town is forecasting to collect \$54,204,100 of its budgeted total tax levy.

The Tax Levy Funded Net Operating Forecast Update can be found in Attachment 1.

A surplus/deficit of zero is forecasted by fiscal year end for the Town's water, wastewater and stormwater operations

The Town's user rate funded operations are currently projected to close the year with a surplus/deficit of zero including a \$10,000 deficit from water / wastewater services and a slight surplus of \$10,000 in storm water services. This surplus mostly relates to increased revenue in storm water, offset by increased expenses for emergency water main repairs.

Table 2 presents a summary of the Town's rate funded operations forecast to year end. More detail can be found in attachment #2.

Table 2
2022 Rate Forecast to Year end

\$000s	Forecast Surplus/(Deficit)
Water Services	(53.2)
Wastewater Services	43.2
Storm Water Services	10.0
Total User Rate Surplus (Deficit)	0.00

July 5, 2022

7 of 12

Report No. FIN22-023

The summer months tend to have the most significant impact on the water and wastewater budget. The revenues collected are directly impacted by the weather patterns as residents use more metered water outside their homes.

User rate funded operations budgets include fixed operational costs, funded by the net proceeds from the sale of water, wastewater and storm water services. These fixed operational costs include staff and service maintenance costs related to maintaining the infrastructure systems, water quality testing, and the billing and customer service functions. These costs are not directly impacted by the volume of water flowing through the system.

The fixed costs relating to water and wastewater are funded from the net revenues earned by these services which are variable in nature due to the fact that they are based upon metered water consumption volumes. Storm water revenues are not subject to the same volatility as the water and wastewater service lines as it is billed as a flat fee.

COVID-19 continues to have a significant financial impact on the Town's operations

COVID-19 continues to have a material impact on the Town's forecasted financial results. Table 3 offers a summary of the Town's related pressures as outlined in the 2022 budget which are offset by Safe Restart/Municipal Recovery Funding:

Table 3
COVID-19 Related Pressures

\$000s	
Tax Levy Funded Operations:	
Managing net revenue losses for community programs and events	491.1
Managing facility revenue losses and maintaining clean spaces	334.6
Modified services to support the community during COVID-19 recovery and reduce in-person contacts	47.5
Advancement or adaptation of Corporate Technology Strategic Plan initiatives to support remote access and work during pandemic	175.5
Safe Restart/Municipal Recovery Funding	(1,048.7)
Net Impact	-

The forecasted capital spend of \$54.7M for 2022 is \$36.7M lower than the Town's original planned capital spend of \$91.4M for the year.

The capital project forecast focuses on the planned spending for 2022. As many projects have budgets that span multiple years, any amount that is forecasted to not be spent this year may be rolled forward, if needed, to future years through the capital budget process.

The Town's projected capital spending for the year as of April 30, 2022 is \$54.7M (40%) lower than the budgeted capital spending of \$91.4M. A detailed breakdown of the Town's current forecasted capital spend by individual capital project can be found in Attachment 3. A summary of the updated 2022 capital spend forecast is presented under Table 4.

Table 4
Planned 2022 Capital Spending

\$000s	Planned Spend for 2022	Apr. 30 Forecast	Variance
Growth & New	58,489.3	33,708.3	24,781.0
Rehab & Replacement	31,418.6	19,928.8	11,489.8
Studies & Other	1,520.6	1,071.9	448.7
Total	91,428.5	54,709.1	36,719.5

This report presents the variance between the forecasted active capital project spend as of April 30, 2022, compared to the planned spend for 2022 and provides a brief explanation for each identified material variance. The 2022 forecasted capital spend does not include any projects that were proposed for closure prior to April 30th, 2022.

The following is a summary of the Town's key forecasted variances by department for active capital projects.

CAO

The office of the CAO is forecasting to defer \$84,000 in previously approved capital spending from 2022 to 2023 which includes Project #12026 Organization Structural Review and Project #12034 Town of Aurora Website.

Fire Services

Fire Services does not have any material variances of note.

Operational Services

Operational Services is projecting planned capital spending of \$6.9M as of April 30, 2022, which is \$4.7M lower than the budgeted planned spending for the year of \$11.6M. The planned capital spending of \$4.0M is deferred to 2023 due to construction delays in various operational services capital projects as highlighted in Attachment 3. This includes \$1.5M towards the Non-Programmed Park in 2C and 1.2M for the David Tomlinson Nature Reserve. In addition, a Council report on options for the AFLC – Skate Park Reconstruction will be presented in the first quarter of 2023. Therefore, \$516K of the planned spend on this project has been postponed to 2023.

Community Services

Community Services is projecting planned capital spending of \$25.3M as of April 30, 2022, which is \$21.1M lower than the budgeted planned spending for the year of \$46.4M. This variance is heavily driven by the projected spending in 2022 for the Aurora Town Square project being \$10.0M less based on the projected monthly cash outflows for the remainder of this year. The funds will be spent in 2023. The other major projects whose 2022 planned spending has been deferred to 2023 include the new Aquatic Center and the SARC Gymnasium.

Planning and Development Services

Planning and Development Services is projecting planned capital spending of \$13.3M as of April 30, 2022, which is \$8.7M lower than the budgeted planned spending for the year of \$22.0M. The primary driver of this variance is a delay in the repair of the damaged storm pipe on Henderson Drive for \$3.0M and Reconstruction of Popular Crescent for \$3.8M. The completion of both projects was delayed as the Town is waiting for York Region to complete their portion of construction.

Finance

Finance is projecting planned capital spending of \$2.6M as of April 30, 2022, which is \$1.2M lower than the budgeted planned spending for the year of \$3.8M. Due to contract delays and global materials shortages for the Advanced Metering Infrastructure project, \$600K of this planned 2022 spend will now be incurred in 2023. In addition, \$600K in planned spending for the Water Meter Replacement Program will continue into 2023/2024.

Corporate Services

Corporate Services is projecting planned capital spending of \$2.4M as of April 30, 2022, which is \$867K lower than the budgeted planned spending for the year of \$3.2M. The key contributors of this variance include \$567K in IT project spending that will be carried forward into 2023 and 2024.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

The final annual surplus or deficit in the tax and user rates operating budget will be allocated by Council to / from various reserves at fiscal year end as per the Surplus/Deficit Management bylaw. To minimize the impact to the Town's reserves resulting from COVID-19, if required the COVID-19 Recovery Funding will be used to offset any COVID short-falls experienced.

Capital projects will be funded throughout the year to match the progress spending in the project. As some planned capital spending is delayed until 2023, this will result in the ability to invest the funds on a short term basis resulting in higher investment income. The next budget process will consider the current year's forecast along with an update to future requirements for approved projects as part of the 10-year capital plan.

There are no other immediate financial implications arising from this report. Council fulfills its role, in part, by receiving and reviewing this financial status report on the operations of the municipality relative to the approved budget.

Communications Considerations

The Town of Aurora will use 'Inform' as the level of engagement for this project. In order to inform, this report will be posted to the Town's website.

Climate Change Considerations

The information contained within this report does not impact greenhouse gas emissions or impact climate change adaption.

Link to Strategic Plan

Outlining and understanding the Town's present financial status at strategic intervals throughout the year contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Not applicable.

Conclusions

Having completed four months of operations, the Town is presently forecasting to end the year with a favourable budget variance from its tax levy funded operations of \$702,500. This surplus mostly attributed to salary savings of \$438,200 resulting from temporary position vacancies. This forecast will continue to be subject to change over the remainder of the fiscal year as the Town adjusts in response to COVID-19 impacts. This forecast will also continue to be subject to other more normal influencing variables such as the ultimate level of town services consumed by fiscal year end.

The user rate funded budget is presently forecasting to conclude the year on budget.

Any remaining surplus or deficit at fiscal year end will be offset through a contribution or draw from the tax rate stabilization reserve as per the town's 2022 surplus/deficit management bylaw which will be presented to Council for approval later this year.

The Town is presently forecasting to spend \$36.7M less than what was originally planned for all active capital projects as at April 30, 2022. These capital cash outflows will be deferred and spend in 2022 and beyond.

Attachments

Attachment #1 – Tax Levy Funded Net Operating Forecast Update

July 5, 2022

12 of 12

Report No. FIN22-023

Attachment #2 – Water Rate Funded Net Operating Forecast Update

Attachment #3 – Capital Project Forecast Update

Pre-submission Review

Agenda Management Team review June 16, 2022

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer

Town of Aurora

Final NET Tax Levy Funded Operations Results as at April 30, 2022

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>				
Council Administration	\$ 576.1	\$ 572.7	\$ 3.4	0.6 %
Council Programs/Grants	4.0	4.0	-	-
Advisory Committees	8.0	8.0	-	-
Council Office Total	\$ 588.1	\$ 584.7	\$ 3.4	0.6 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>				
CAO Administration	\$ 583.0	\$ 553.2	\$ 29.8	5.1 %
Communications	871.0	859.3	11.7	1.3 %
Chief Administrative Office Total	\$ 1,454.0	\$ 1,412.5	\$ 41.5	2.9 %
Council and C.A.O. Combined	\$ 2,042.1	\$ 1,997.2	\$ 44.9	2.2 %
<u>CORPORATE SERVICES</u>				
Corporate Services Administration	\$ 489.8	\$ 452.6	37.2	7.6 %
Legal Services	1,934.1	1,923.3	10.8	0.6 %
Legislative & Administrative Services	816.9	821.2	(4.3)	(0.5 %)
Human Resources	1,132.8	1,068.2	64.6	5.7 %
Elections	98.0	98.0	-	-
Information Technology	3,558.7	3,369.8	188.9	5.3 %
Telecommunications	193.5	176.6	16.9	8.7 %
By-law Services	736.5	747.9	(11.4)	(1.5 %)
Animal Control	316.0	332.7	(16.7)	(5.3 %)
Customer Service	938.1	905.1	33.0	3.5 %
Emergency Preparedness	43.6	43.6	-	-
Corporate Services Total	\$ 10,258.0	\$ 9,939.0	\$ 319.0	3.1 %
<u>FINANCE</u>				
Policy & Planning Administration	\$ 394.5	\$ 408.7	\$ (14.2)	(3.6 %)
Financial Reporting & Revenue	671.3	598.9	72.4	10.8 %
Financial Management	704.6	704.6	-	-
Procurement Services	649.8	616.1	33.7	5.2 %
Finance Total	\$ 2,420.2	\$ 2,328.3	\$ 91.9	3.8 %

Town of Aurora

Final NET Tax Levy Funded Operations Results as at April 30, 2022

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>FIRE SERVICES</u>				
Central York Fire	12,294.9	12,294.9	-	-
Total Fire Services	12,294.9	12,294.9	-	-
<u>Operational Services</u>				
Operational Services Administration	\$ 308.8	\$ 344.6	\$ (35.8)	(11.6 %)
Fleet & Equipment	903.9	1,004.1	(100.2)	(11.1 %)
Winter Management	1,725.1	1,630.5	94.6	5.5 %
Road Network Operations	2,730.5	2,857.8	(127.3)	(4.7 %)
Parks/Open Spaces	3,040.6	2,932.8	107.8	3.5 %
Waste Collection & Recycling	2,521.3	2,431.6	89.7	3.6 %
Operational Services Total	\$ 11,230.2	\$ 11,201.4	\$ 28.8	0.3 %
<u>Community Services</u>				
Community Services Administration	\$ 1,364.1	\$ 1,376.6	\$ (12.5)	(0.9 %)
Business Support	(358.4)	(158.9)	(199.5)	(55.7 %)
Recreational Programming/Community Dev.	2,346.5	2,319.3	27.2	1.2 %
Facilities	6,852.0	6,437.4	414.6	6.1 %
Community Services Total	\$ 10,204.2	\$ 9,974.4	\$ 229.8	2.3 %
<u>PLANNING & DEVELOPMENT SERVICES</u>				
Development Planning	\$ (576.5)	\$ (770.2)	\$ 193.7	33.6 %
Long Range & Strategic Planning	684.0	652.7	31.3	4.6 %
Engineering Service Operations	627.7	692.3	(64.6)	(10.3 %)
Net Building Department Operations	443.5	\$ (648.0)	1,091.5	246.1 %
Contribution To Building Reserve	(443.5)	648.0	(1,091.5)	(246.1 %)
Total Building Services	-	-	-	-
Planning & Development Services Total	\$ 735.2	\$ 574.8	\$ 160.4	21.8 %
<u>CORPORATE REVENUE & EXPENSE</u>				
Corporate Management	(238.2)	(65.8)	\$ (172.4)	(72 %)
Fiscal Strategy	5,430.6	5,430.6	\$ -	-
Non-Levy Tax Items	(1,702.4)	(1,702.4)	\$ -	-
Cost Recovery from Rate	(2,404.9)	(2,404.9)	\$ -	-

Town of Aurora

Final NET Tax Levy Funded Operations Results

as at April 30, 2022

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)
Net Library Services Operations	3,934.1	3,934.1	\$ -
Library net contribution to Town reserves	-	-	\$ -
	<u>\$ 5,019.2</u>	<u>\$ 5,191.6</u>	<u>\$ (172.4)</u>
	<u>\$ 54,204.1</u>	<u>\$ 53,501.6</u>	<u>\$ 702.5</u>
<u>TOTAL TAX LEVY FUNDED OPERATIONS</u>	<u>\$ 54,204.1</u>	<u>\$ 53,501.6</u>	<u>\$ 702.5</u>
	<u>\$ (54,204.1)</u>	<u>\$ (54,204.1)</u>	<u>\$ -</u>
<u>TOTAL TAX LEVY</u>	<u>\$ (54,204.1)</u>	<u>\$ (54,204.1)</u>	<u>\$ -</u>
<u>OPERATING (SURPLUS) DEFICIT</u>	<u>-</u>	<u>\$ (702.5)</u>	<u>\$ 702.5</u>
		Surplus	Surplus

Town of Aurora

Final Net User Rate Funded Operations Results

as at April 30, 2022

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>Water Services</u>				
Retail Revenues	(11,437.5)	(11,774.9)	\$ 337.4	3.0 %
Penalties	(175.0)	(171.6)	(3.4)	(2.0 %)
Other	(120.1)	(181.6)	61.5	51.2 %
Total Revenues	(11,732.6)	(12,128.1)	\$ 395.5	3.4 %
Wholesale water purchase	7,272.8	7,572.8	(300.0)	(4.1 %)
Operations and maintenance	862.8	1,202.3	(339.6)	(39.4 %)
Administration and billing	1,031.3	840.4	190.9	18.5 %
Corporate overhead allocation	865.8	865.8	-	-
Infrastructure sustainability reserve contributions	1,700.0	1,700.0	-	-
Total Expenditures	11,732.6	12,181.3	\$ (448.7)	(3.8 %)
Net Operating Water Services	\$ -	53.2	\$ (53.2)	n/a
<u>Waste Water Services</u>				
Retail Revenues	(14,514.9)	(14,665.8)	\$ 150.9	1.0 %
Other	(114.3)	(46.5)	(67.8)	(59.3 %)
Total Revenues	(14,629.2)	(14,712.3)	\$ 83.1	0.6 %
Sewer discharge fees	11,087.2	11,203.9	\$ (116.7)	(1.1 %)
Operations and maintenance	1,269.8	1,193.0	\$ 76.8	6.0 %
Administration and billing	261.4	261.4	\$ -	-
Corporate overhead allocation	710.7	710.7	-	-
Infrastructure sustainability reserve contributions	1,300.0	1,300.0	-	-
Total Expenditures	14,629.2	14,669.1	\$ (39.9)	(0.3 %)
Net Operating Waste Water Services	-	(43.2)	\$ 43.2	n/a
Total Water and Waste Water Services	-	10.0	\$ (10.0)	n/a
<u>Storm Water Services</u>				
Retail Revenues	(3,410.3)	(3,449.1)	\$ 38.8	1.1 %
Penalties	-	-	-	n/a
Other	-	-	-	n/a
Total Revenues	(3,410.3)	(3,449.1)	\$ 38.8	1.1 %
Operations and maintenance	1,265.5	1,294.3	(28.9)	(2.3 %)

Town of Aurora

Final Net User Rate Funded Operations Results

as at April 30, 2022

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
Administration and billing	105.4	105.4	-	-
Corporate overhead allocation	39.5	39.5	-	-
Infrastructure sustainability reserve contributions	2,000.0	2,000.0	-	-
Total Expenditures	3,410.3	3,439.2	\$ (28.9)	(0.8 %)
Net Operating Storm Water Services	-	(9.9)	\$ 10.0	n/a
OPERATING (SURPLUS) DEFICIT	-	\$ 0.0	\$ 0.0	0.0 %
		Deficit	Surplus	

Attachment 3

Town of Aurora
Budgeted Capital Spend vs. Actuals
as at April 30, 2022

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Office of the Chief Administrative Officer					
12026 Organization Structural Review	\$ 63,138	\$ 20,000	\$ 43,138	68.3 %	
12032 Resident Survey	30,000	30,000	-	-	
12037 Town of Aurora Website	44,144	-	44,144	100.0 %	
12042 Municipal Levels of Service Review	(2,458)	-	(2,458)	(100.0 %)	Project complete. Project spend exceeded approved CBA by \$2,458, however, this overage is fully covered by Provincial grant funding.
Chief Administrative Office Total	\$ 134,824	\$ 50,000	\$ 84,824	62.9 %	
Fire Services					
Property					
21006 Fire HQ, Hall and Training Construction	\$ 3,637,861	\$ 3,637,861	\$ -	-	Construction is expected to be completed in 2022.
Total Property	3,637,861	3,637,861	\$ -	-	
Equipment					
21106 Pumper for Fire Hall 4-5	410,000	407,330	2,670	0.7 %	Project complete. Awaiting billing from Town of Newmarket for \$407K.
21107 Fire Hall 4-5 Turn Out Gear	75,600	39,816	35,784	47.3 %	Project complete. Awaiting billing from Town of Newmarket for \$40K.
21114 Fire Master Plan - 2019	51,250	51,250	-	-	Project ongoing. Expected completion in 2022.
Total Equipment	536,850	498,396	38,454	7.2 %	
Fire Services Total	\$ 4,174,711	\$ 4,136,257	\$ 38,454	0.9 %	
Operational Services					
Yard/Office					
12041 89 Mosley St	\$ 9,453	216,128	(206,675)	(2,186.3 %)	Settlement of claim made by project contractor. Project complete - to be closed.
72285 JOC - Additional Work	707,927	\$ 120,000	587,927	83.0 %	Cold storage building to be completed in 2023.
Total Yard/Office	717,380	336,128	\$ 381,252	53.1 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Operations					
31151 Streetlights	14,827	14,827	-	-	
34005 Traffic Protection Guide Rail - Kennedy St W.	19,156	-	19,156	100.0 %	Project complete - to be closed.
34007 Webster Drive Curb/Road Drainage Repair	56,271	38,259	18,012	32.0 %	Project complete - to be closed.
34008 Roads Operations Infrastructure Inspection, Repair and Maintenance Program	331,728	331,728	-	-	
34616 Side Walk /Engineered Walkway Reconstruction	158,894	158,894	-	-	
34713 Street Light Pole Identification	23,556	5,000	18,556	78.8 %	Signs installed by Town instead of by Contractor, therefore, savings expected.
Total Operations	604,432	548,708	\$ 55,724	9.2 %	
Parks					
72281 AFLC - Skate Park Reconstruction (Conditionally Approved 2022)	541,541	25,000	516,541	95.4 %	Council report on options for repair in Q1 2023.
73085 Arboretum Development	84,875	84,875	-	-	
73119 Street /Park Tree Planting Contract	96,408	96,408	-	-	
73134 Parks/ Trails Signage Strategy Study & Implementation	88,108	50,000	38,108	43.3 %	Remaining Trails signage to be completed by end of 2023.
73147 Trail Construction as per Trail Master Plan	32,250	32,250	-	-	
73160 Emerald Ash Borer Management Program	86,665	86,665	-	-	
73169 David Tomlinson Nature Reserve (Phase 1-5)	2,408,663	1,200,000	1,208,663	50.2 %	Awaiting approvals from the Department of Fisheries & Oceans and LSRCA signoff before the project can proceed. Expecting to spend the remaining approved CBA of \$1,208,663 in 2023.
73175 Walkway Lights - Graham Parkette	60,000	60,000	-	-	
73192 Board Walk Resurface McKenzie Marsh	600,000	255,000	345,000	57.5 %	\$100K of approved budget authority will be spent in 2023, with estimated savings of \$245K.

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
73201 Artificial Turf - G.W. Williams School	150,000	150,000	-	-	
73215 Playground Replacement, Walkway Repaving- L Willson Park	106,805	106,805	-	-	
73237 Pathway Paving - various park trails	30,000	30,000	-	-	
73240 Walkway/Basketball Repaving- Tamarac Park	30,000	30,000	-	-	
73242 Reconstruction of Fleury Park Washroom Facility	(235,461)	189,587	(425,048)	(180.5 %)	Negative planned spend for 2022 of \$235K is the result of higher than anticipated 2021 expenditures. However, overall remaining planned spend is within total approved CBA of \$480K.
73247 Trail Construction (Pandolfo/Glen Ridge development area)	64,978	64,978	-	-	
73260 Environmental Monitoring of 2C Lands	89,510	31,100	58,410	65.3 %	10 year project, in year 8 of monitoring.
73287 Hallmark Lands - Baseball Diamonds	1,168,174	1,168,174	-	-	
73290 Tree Inventory	17,043	17,043	-	-	
73296 Trails - Joseph Hartman Trail Connection (DG Group)	164,755	164,755	-	-	
73299 Non - Programmed Park in 2C	1,460,872	2,886	1,457,986	99.8 %	Construction estimated to begin in 2023.
73303 Tennis Court Resurface - Fleury, Summit & McMahon Park	190,000	190,000	-	-	
73315 Sheppards Bush Parking Lot Resurface	250,000	250,000	-	-	
73323 Mattamy Phase 4/5 Trail	900,000	100,000	800,000	88.9 %	Project in design phase. Construction will commence in 2023.
73327 DeGraaf Cres Trail	200,000	75,000	125,000	62.5 %	Project in design phase. Construction will commence in 2023.
73333 Playground Replacement - Elizabeth Hader	140,000	140,000	-	-	
73335 Dog Waste Container/Diversion Pilot Project	61,000	61,000	-	-	
73336 Cousins Park Boardwalk Replacement	170,000	170,000	-	-	
73338 St. Anne's School Park (Conditionally Approved 2022)	200,000	200,000	-	-	
Total Parks	9,156,186	5,031,526	\$ 4,124,660	45.0 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Fleet Management					
24023 Cameras for Parking Enforcement	6,880	6,880	-	-	
34111 Roads - DLA/Multipurpose Road Maintenance Truck (New)	400,000	529,219	(129,219)	(32.3 %)	Forecasted cash outflows are \$129K higher than planned spend for 2022. Of this \$129K, \$100K remains within approved CBA and remainder to be funded by Operating budget.
34262 Vehicle Radio Upgrade	30,000	30,000	-	-	
34431 Roads - 3/4 Ton Pick Up (#23-21)	60,000	75,251	(15,251)	(25.4 %)	Over budget by \$15,251. This shortfall will be managed within the Fleet capital program in 2022.
34436 Roads - 6 Ton Diesel Dump with Sander (#28-21)	300,000	-	300,000	100.0 %	This truck will be purchased in 2024 as per Council Report #OPS22-011 Fleet Division Purchases.
34432 Roads - 2 Ton (#24-21)	90,000	107,900	(17,900)	(19.9 %)	Forecasted cash outflows are \$17,900 higher than planned spend for 2022, however, project spending remains within approved CBA.
71060 Facilities - 1/2 ton Truck (New)	45,000	45,000	-	-	
71092 Facilities - Van - Aurora Town Square (New)	55,000	54,972	28	0.1 %	
71117 Parks - Utility Vehicle - Wildlife Park (New)	40,000	30,000	10,000	25.0 %	Vehicle requires outfitting upon delivery to Fleet, spend in 2022
71136 Parks - 1 Ton Pick Up Crew Cab (#203-21)	62,800	62,800	-	-	
71137 Parks - 3/4 Ton Pick Up (#204-21)	60,000	61,117	(1,117)	(1.9 %)	Over budget by \$1,117. This shortfall will be managed within the Fleet capital program in 2022.
Total Fleet Management	1,149,680	1,003,139	\$ 146,541	12.7 %	
Operational Services Total	\$ 11,627,678	\$ 6,919,501	\$ 4,708,177	40.5 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Community Services					
Programs					
73324 Pet Cemetery Restoration	35,306	35,306	-	-	
73331 Parks & Recreation Master Plan	100,000	100,000	-	-	
73329 Building Condition Assessment & Energy Audits	165,136	69,384	95,752	58.0 %	This study will be completed in 2022 with savings expected.
74007 AFLC Fitness Equipment Replacement	38,689	20,000	18,689	48.3 %	
74015 Cultural Services Master Plan	43,474	17,948	25,526	58.7 %	Remaining \$25K of approved budget authority will be spent in 2023.
74017 Aurora Sports Hall of Fame	1,926	1,926	-	-	
74019 Active Net Scan System	14,489	1,500	12,989	89.6 %	Savings expected here as salaries for training are under budget due to COVID 19.
74029 Parade Float	27,500	27,500	-	-	
74030 Korean War Memorial	24,000	24,000	-	-	
Total Programs	450,520	297,564	\$ 152,956	34.0 %	
Facilities					
43057 Installation of Backflow Prevention Meters in Town Facilities	125,000	125,000	-	-	
72113 New Recreation Facility-Aquatic center	2,150,794	-	2,150,794	100.0 %	Project delayed pending further Council direction.
72146 215 Industrial Parkway Exterior Works (Roof and Front Door System)	138,334	138,334	-	-	
72172 ACC- Sport Flooring	73,900	73,900	-	-	
72201 Work Station Refresh Carpet Paint (2021 Budget Conditionally Approved)	428,910	250,000	178,910	41.7 %	The remaining approved CBA of \$173,888 will be spent in 2023. \$5,022 in approved CBA transferred to Project #74021 within Facilities capital program.
72204 Security Audit & Implementation	460,313	230,156	230,157	50.0 %	The remaining approved CBA of \$230,157 will be spent in 2023.
72206 Back Up Generation for Evacuation Centre	50,000	50,000	-	-	
72223 Electric Vehicle (EV) Charging Stations at Aurora Town Square	3,217	-	3,217	100.0 %	
72226 AFLC HVAC Arena	120,016	19,363	100,653	83.9 %	\$100,653 in approved CBA transferred to Project #72263 within Facilities capital program. Savings here as AFLC requires further investigation and mechanical consultant review in 2022.

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
72263 SARC - Cooling Evaporator Tower	69,274	169,927	(100,653)	(145.3 %)	\$100,653 in approved CBA transferred from Project #72226 within Facilities capital program. Original scope of work was underestimated and did not include allowances for consulting fees nor take into consideration the cost of inflation and goods/services due to COVID 19.
72283 SARC - Replacement of Pylon Sign Message Board	46,438	73,938	(27,500)	(59.2 %)	Forecasted cash outflows are \$27,500 higher than planned spend for 2022, however, project spending remains within approved CBA.
72297 ACC - Ice Resurfacers Room Heater	16,379	16,379	-	-	
72302 AFLC - Replacement of Arena Seating	51,200	51,200	-	-	
72305 SARC - West Roof Area - Window Sealant	10,200	10,200	-	-	
72319 SARC - Replace security system	32,100	-	32,100	100.0 %	Spending plan for this project will be confirmed at Council meeting in June 2022.
72323 SARC - Repair of concrete walkways	20,000	-	20,000	100.0 %	Spending plan for this project will be confirmed at Council meeting in June 2022.
72324 AFLC - Replace hollow metal doors & exterior exit doors	55,000	55,000	-	-	
72328 AFLC - Replace built up roofing above Arena dressing rooms	90,100	-	90,100	100.0 %	The remaining approved CBA of \$90,100 will be spent in 2023/24. The delay was a result in retaining a consultant to complete a review of our roofing projects and determine next steps based on current budgets.
72340 ACC - Reseal exterior windows	13,500	13,500	-	-	
72346 ACC - Reseal concrete floors	28,700	28,700	-	-	
72372 215 Industrial - Refurbishment of Generator	43,063	43,063	-	-	
72381 CYFS 4-3 - Replace windows	28,800	28,800	-	-	
72393 ASC - Replacement of roofing sections	25,485	25,485	-	-	
72398 ASC - Replacement of security system	53,600	53,600	-	-	
72405 Town Hall - Replacement of roof sections and Skylight Sealant	243,716	100,000	143,716	59.0 %	The Skylight Sealant will be completed in 2022, while the roof replacement will be completed in 2023/2024. The delay was a result in retaining a consultant and having them complete reviews to validate our existing budgets.
72410 SARC - 7500sqft. Gymnasium MPR Admin.	8,164,726	150,000	8,014,726	98.2 %	Forecasting for consulting fees in 2022 only. Construction likely to proceed in 2023 and 2024.
72419 Town Hall - Repair of concrete/stone walkways	37,273	37,273	-	-	
72441 AFLC - Pool Boiler Replacement	150,000	150,000	-	-	
72443 AFLC - Pylon Sign	30,714	30,714	-	-	
72444 Yonge St Electronic Sign Replacement	70,000	70,000	-	-	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
72452 Energy and Demand Management Plan Implementation	100,000	100,000	-	-	
72453 Unplanned - Emergency Repairs Contingency	98,680	98,680	-	-	
72454 Victoria Hall - Accessible Ramp - Accessibility Plan Implementation	20,000	-	20,000	100.0 %	
72457 Lane Ropes for SARC & AFLC and new diving board at SARC	31,724	36,028	(4,304)	(13.6 %)	Over budget by \$4,300. This shortfall will be managed within the Facilities capital program in 2022.
72459 Facilities Study	90,000	40,000	50,000	55.6 %	In progress, savings expected.
72460 Aurora Sports Dome Retrofit	600,000	600,000	-	-	
72469 COVID-19 Related Facility Improvements	72,550	72,550	-	-	
72472 SARC Pool Repairs - Grant Funded	354,600	354,600	-	-	
72476 Unplanned - Emergency Repairs Contingency 2022	100,000	100,000	-	-	
74021 SARC - Comprehensive Sound/Audio/Public Address System Upgrade	42,656	47,678	(5,022)	(11.8 %)	Project in progress, to be completed in 2022. \$5,022 in approved CBA transferred from Project #72201 within Facilities capital program.
81019 Aurora Town Square	31,599,522	21,580,700	10,018,822	31.7 %	In progress. Substantial completion in 2023.
Total Facilities	\$ 45,940,484	\$ 25,024,768	20,915,716	45.5 %	
Community Services Total	\$ 46,391,004	\$ 25,322,332	\$ 21,068,672	45.4 %	
Planning & Development Services					
Environment/ Waste					
42810 Climate Change Adaptation Plan	50,871	45,000	5,871	11.5 %	
Total Environment/ Waste	50,871	45,000	\$ 5,871	11.5 %	
Water					
43040 Water Hydraulic Model for the Town	17,513	17,513	-	-	
43048 St John's Sdrd - Leslie to 2C	246,297	150,000	96,297	39.1 %	Project is under warranty. Forecasting for outstanding payments.
Total Water	263,810	167,513	\$ 96,297	36.5 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Storm Sewer					
42059 Storm Sewer Reserve Fund and Rates Study	102,308	51,154	51,154	50.0 %	The remaining approved CBA of \$51,154 will be spent in 2023.
42064 Storm Sewer Outlet Cleanup	522,773	522,773	-	-	
42066 Damaged Storm Pipe off Henderson Dr	3,497,928	500,000	2,997,928	85.7 %	Construction work will be completed in 2023. Waiting on York Region to complete their works first.
42075 Performance Monitoring of LID Controls	86,883	86,883	-	-	
42079 Devlin Place Stream Rehabilitation	25,285	25,285	-	-	
42080 Jones Court Stream Rehabilitation	104,799	104,799	-	-	
42083 Willow Farm Lane Stream Rehabilitation	63,612	63,612	-	-	
42089 Delayne Drive Channel Rehabilitation	100,000	100,000	-	-	
Total Storm Sewer	4,503,588	1,454,506	\$ 3,049,082	67.7 %	
Roads					
31054 Road Resurfacing - Ind Pkwy S (Engelhard to Yonge), Vandorf (Ind Pwy S - Bayview)	191,200	33,100	158,100	82.7 %	Project in warranty phase, some deficiencies still to be addressed. \$158,100 in approved CBA transferred to Project #31202 (\$150K) and #31203 (\$8,100) within Roads capital program.
31056 Bloomington Sdrd - Bathurst to Yonge - Sidewalk/ Bikeway/ Illumination	274,693	274,693	-	-	
31101 Reconstruction - Vandorf Sdrd (Sections)	47,900	47,900	-	-	
31113 M & O and Underground Infrastructure Rehabilitation - Murray Dr, Kennedy St W, Pinehurst Crt. Wiles Crt.	2,940,277	2,940,277	-	-	
31116 Road Resurfacing - Dunning Ave, Edward St, Golf Links Dr, Ind Pkwy S, McClellan Way, Orchard Hts. Blvd, Tamarac Trail, Yonge St S	612,323	-	612,323	100.0 %	Under warranty. Completed under budget. \$105,000 in approved CBA transferred to Project #31202 (\$75K) and #31203 (\$30K) within Roads capital program.
31118 Reconstruction- Browning Crt, Johnson Rd, Holman Cres, Baldwin Rd	58,967	58,968	(1)	(0.0 %)	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
31119 Reconstruction- Adair Dr, Bailey Cres, Davidson Rd., Harriman Rd.	180,767	50,000	130,767	72.3 %	Awaiting final invoice and additional works for street lighting in 2022.
31124 Henderson Dr. - Wildlife Passage	99,656	99,656	-	-	
31126 M & O - Harmon Ave, Orchard Hts Blvd., Whispering Pine Trail	401,948	-	401,948	100.0 %	Under warranty. Completed under budget. \$255,000 in approved CBA transferred to Project #31202 within Roads capital program.
31134 Road Resurfacing - Yonge St (Golf Links - Orchard Hts)	328,629	-	328,629	100.0 %	Under warranty. Completed under budget. \$152,890 in approved CBA transferred to Project #31202 (\$75,890) and #31203 (\$77K) within Roads capital program.
31140 Road Resurfacing - Archerhill Crt, Jarvis Ave, Gilbert Dr, Westview Dr, McClellan Way	149,568	-	149,568	100.0 %	Under warranty. Completed under budget. \$135,000 in approved CBA transferred to Project #31203 within Roads capital program.
31177 Recon - Vandorf Sdrd - Monkman Crt - Carisbrooke Cir.	163,631	-	163,631	100.0 %	Completed in 2021. \$120,000 in approved CBA transferred to Project #31203 within Roads capital program.
31178 Reconstruction of Poplar Crescent	3,814,787	-	3,814,787	100.0 %	Construction in 2023.
31199 Road Resurfacing - Gurnett St., Kennedy St. E., Victoria St.,	202,412	125,000	77,412	38.2 %	Construction in 2023/2024.
31201 M & O - Banbury Crt, Highland Gate, Corbett Cr, Cossar Dr, Elderberry Tr, Ironshore Crt, Greenbriar Crt, Spyglass Crt, Cranberry Ln, Dawlish Av	1,311,400	1,311,400	-	-	
31202 M & O - Haida Dr, Windham Trail, Wellington Heights Crt, Bayfair Rd, McDonald Dr, Bell Dr, Devins Dr, Crawford Rose Dr	1,132,900	1,688,790	(555,890)	(49.1 %)	This project is expected to exceed approved CBA by \$555,890 due to significant increases in tendering costs. This shortfall will be funded by savings from Project #31054, 31116, 31126 and 31134 within Roads capital program.
31203 M & O - Vata Crt, Walton Dr, Old Yonge St	636,800	1,006,900	(370,100)	(58.1 %)	This project is expected to exceed approved CBA by \$370,100 due to significant increases in tendering costs. This shortfall will be funded by savings from Project #31054, 31116, 31134, 31140 and 31177 within Roads capital program.
31207 Full Reconstruction - Mill St, Wells St, Edwards St, Temperance St	100,000	50,000	50,000	50.0 %	The remaining approved CBA of \$50,000 will be spent in 2023.
31210 Full Reconstruction - Marksby Crt, Gilbank Dr, Lacey Crt, McLeod Dr	167,900	100,000	67,900	40.4 %	The remaining approved CBA of \$67,900 will be spent in 2023.
31217 Construction of Median at Yonge Street & Ridge Road	150,000	150,000	-	-	
31228 Goulding Ave and Eric T. Smith Way - Installation of Top Course Asphalt	790,500	790,500	-	-	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
31229 Construction of a Layby Lane on Tecumseh Drive at Aurora Heights P.S.	65,000	65,000	-	-	
31243 Long Term Remediation for the Pavement Heave Over Vandorf Culvert West of Bayview	230,000	230,000	-	-	
34006 Pave Snow Storage Facility - Lambert Willson Park	480,988	480,988	-	-	
Total Roads	14,532,246	9,503,172	\$ 5,029,074	34.6 %	
Traffic					
34518 Pedestrian Crossings as per 2019 DC Study (Conditionally Approved 2022)	119,764	47,715	72,049	60.2 %	\$47K in approved CBA remaining.
34519 Traffic Calming as per 2019 DC Study (Conditionally Approved 2022)	184,213	61,663	122,550	66.5 %	\$61K in approved CBA remaining.
34527 Yonge/Wellington Intersection Improvements	393,440	1,029,907	(636,467)	(161.8 %)	Forecasted cash outflows are \$636K higher than planned spend for 2022. This shortfall will be fully recovered by a cost recovery from York Region.
34533 Traffic Calming Measures in School Zones	17,049	8,524	8,525	50.0 %	
34562 Active Transportation Master Plan	145,257	145,257	-	-	
34563 Intersection Pedestrian Signal on Henderson Drive	192,911	192,911	-	-	
Total Traffic	1,052,634	1,485,977	\$ (433,343)	(41.2 %)	
Sidewalks					
34617 Sidewalk- Edward/ 100m E of Yonge-Dunning	75,000	75,000	-	-	
34626 Sidewalk Construction on Kitimat	45,971	45,971	-	-	
34635 S/W, Multi-use Trail and Illumination - St. John Sdrd - Bayview to Leslie	42,299	42,299	-	-	
34637 S/W - Leslie St - 600 m north of Wellington to N Town Limit	358,802	358,802	-	-	
Total Sidewalks	522,072	522,072	\$ -	-	
Streetlights					
34712 Streetlights Improvement on Yonge Street from Wellington to Church	600,000	50,000	550,000	91.7 %	The remaining approved CBA of \$550,000 will be spent in 2023.
Total Streetlights	600,000	50,000	\$ 550,000	91.7 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Studies					
81001 Official Plan Review/Conformity to Places to Grow	(18,694)	39,445	(58,139)	(311.0 %)	Negative planned spend for 2022 of \$18K is the result of higher than anticipated 2021 expenditures. However, overall remaining planned spend is within approved CBA of \$750K.
81032 Town Wide Green Development Guidelines	13,878	13,878	-	-	
Total Studies	\$ (4,816)	53,323	\$ (58,139)	(1,207.2 %)	
Community Planning					
81016 Aurora Promenade Streetscape Design & Implementation Plan Capital Works	445,323	-	445,323	100.0 %	Streetscape report from consultant will be prepared and presented to Council in 2023.
81027 Municipal Heritage Register Review and Update	32,297	32,297	-	-	
Total Community Planning	477,620	32,297	\$ 445,323	93.2 %	
240 Building					
24014 Digital Plan Review and E-Permit Applications	11,678	7,500	4,178	35.8 %	
Total 240 Building	11,678	7,500	4,178	35.8 %	
Planning & Development Total	\$ 22,009,703	\$ 13,321,360	\$ 8,688,343	39.5 %	
Finance					
14012 Financial System	\$ 1,160,631	\$ 1,100,000	60,631	5.2 %	In 2021 the project went through the RFP process, contract negotiation occurred in the beginning of 2022 and resulted in a report to Council revising the total budget. Planned expenditures will commence in June 2022 and are anticipated to be incurred over a 12 month period.
14077 Community Benefit Charge Study and DC update	31,625	31,625	-	-	
14107 Second Generation Asset Management Plan - Phase 2	50,000	35,000	15,000	30.0 %	Remaning balance to be spent in 2023.
43038 Water Meter Replacement Program	988,520	400,000	588,520	59.5 %	2021 expenditures were delayed due to the COVID-19 pandemic. Project will continue as planned for 2022 through 2024.
43055 Advanced Metering Infrastructure	1,599,500	1,000,000	599,500	37.5 %	Contract was still under negotiation in 2021 and has been signed in early 2022. The project is now experiencing delays related to global materials shortages. The planned spend is anticipated to be incurred in 2022 and 2023.
Finance Total	\$ 3,830,276	\$ 2,566,625	\$ 1,263,651	33.0 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Corporate Services					
Legal Services					
13020 Appraisal of Town Buildings - 2019	\$ 11,974	\$ 11,974	\$ -	-	
13026 Risk Management (Conditionally Approved 2022)	58,297	18,298	39,999	68.6 %	Remaining balance to be spent in 2023. This spend is contingent on Business Continuity Plan.
Total Legal Services	\$ 70,271	30,272	\$ 39,999	56.9 %	
Human Resources					
13015 Employee Engagement Survey - 2020	30,446	-	30,446	100.0 %	Remaning balance to be spent in 2023.
13018 Human Resources Information/Payroll System	120,126	70,000	50,126	41.7 %	We have implemented the foundational part of our HRIS system which allows us to keep all the records, process payroll, run reports but there are several other modules that have yet to be implemented and were part of the procurement award. These include Applicant Tracking System, onboarding module, performance evaluation and a learning management system that was discussed but not finalized. We are currently planning to implement two more modules this year which will likely require half of the remaining funds and the rest likely to be used in 2023.
13027 Job Hazard Assessments	30,000	15,000	15,000	50.0 %	Remaning balance to be spent in 2023.
Total Human Resources	180,572	85,000	\$ 95,572	52.9 %	
Strategic Initiatives					
12016 Customer Experience Plan (CEP)	111,815	28,000	83,815	75.0 %	Delays due to COVID-19. Will be completed in 2022/2023.
13011 Business Continuity Management Program	150,009	150,009	-	-	
Total Strategic Initiatives	261,824	178,009	\$ 83,815	32.0 %	
Bylaw					
24015 Radios for By-Law Officers	35,265	35,265	-	-	
24016 Animal Control Start Up	2,223	-	2,223	100.0 %	Project complete - to be closed.
24029 AMPS Implementation	150,000	100,000	50,000	33.3 %	The remaining approved CBA of \$50,000 will be spent in 2023
Total Bylaw	187,488	135,265	\$ 52,223	27.9 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
IT Department					
14047 Computer & Related Infrastructure Renewal	298,165	298,165	-	-	
14058 Project Management Software	25,000	-	25,000	100.0 %	Project complete - to be closed. Exploring potential for new ERP system to provide support.
14068 Wireless Upgrades and Enhancements	74,011	50,000	24,011	32.4 %	
14070 Boardroom Audio/Video Equipment	93,625	50,000	43,625	46.6 %	
14072 Cityview Portal Implementation	92,100	92,100	-	-	
14073 Information Technology Strategic Plan Implementation - Studies and Other	204,532	100,000	104,532	51.1 %	The remaining approved CBA of \$104,532 will be spent in 2023 and 2024.
14075 Business Process Automation and Data Integration	229,537	50,000	179,537	78.2 %	The remaining approved CBA of \$179,537 will be spent in 2023 and 2024.
14076 Digital Education Program	50,000	25,000	25,000	50.0 %	The remaining approved CBA of \$50,000 will be spent in 2023 and 2024.
14081 Ethernet Switch Redesign	400,000	400,000	-	-	
14082 Data Centre Upgrades - Cybersecurity	55,866	55,866	-	-	
14084 Maximo EAM for Cities	100,000	100,000	-	-	
14085 Migration to Cityview Workspace	27,610	(72,390)	100,000	362.2 %	\$72K in expenses posted to this project in 2021 and reallocated in 2022. The remaining approved CBA of \$100,000 will be spent in 2023 and 2024.
14086 ArcGIS Portal	100,000	100,000	-	-	
14088 Outdoor Wi-Fi Implementation (Conditionally Approved 2022)	50,000	50,000	-	-	
14089 Business Intelligence	50,000	35,000	15,000	30.0 %	
14092 TrackIT Replacement	20,000	20,000	-	-	
14094 Data Centre Hardware Refresh	100,000	100,000	-	-	
14095 Cybersecurity Software	90,000	90,000	-	-	
14097 EZMax Mobile	50,000	-	50,000	100.0 %	The remaining approved CBA of \$50,000 will be spent in 2023.
14101 Permit Occupancy Application	25,000	25,000	-	-	
14102 Garbage Tag Portal	25,000	25,000	-	-	
14103 Backflow Prevention App	25,000	15,000	10,000	40.0 %	
14105 IT Security Penetration Testing	25,000	25,000	-	-	
24013 CityView Portal	78,529	78,529	-	-	
81025 GIS Scanner	10,000	10,000	-	-	
Total IT Department	2,298,975	1,722,270	\$ 576,705	25.1 %	

	Planned/Budgeted Capital Spend for 2022	2022 Forecast	Variance (\$)	(%)	Variance Explanation
Access Aurora					
12002 Accessibility Plan Implementation	200,863	181,845	19,018	9.5 %	
12025 Customer Relationship Management (CRM)	47,986	47,986	-	-	
13023 Access Aurora Telephony Project	12,328	12,328	-	-	
Total Access Aurora	261,177	242,159	19,018	7.3 %	
Corporate Services Total	\$ 3,260,307	\$ 2,392,975	\$ 867,332	26.6 %	
Total Capital Projects	\$ 91,428,503	\$ 54,709,050	\$ 36,719,453	40.2 %	



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. OPS22-015

Subject: Tree Removal Permit Application - 72 Harrison Avenue

Prepared by: Sara Tienkamp, Manager of Parks and Fleet

Department: Operational Services

Date: July 5, 2022

Recommendation

1. That Report No. OPS22-015 be received; and
2. That the Tree Removal Application for 72 Harrison Avenue be approved.

Executive Summary

This report is to provide Council with information and recommendations associated with the removal of trees at 72 Harrison Avenue:

- Town forestry staff assessment confirms information in application for removal.
- Applicant is proposing planting two (2) native Sugar Maple trees as compensation for the removal.

Background

The subject property is listed on the Town of Aurora's Register of Properties of Cultural Heritage Value or Interest under Tree Protection By-law 5850-16. Section 9 (1) (b) states:

If a tree subject to an application is found by the Director to be a Heritage Tree, the Director shall not issue a permit unless the injury, destruction or removal is approved by Council following a review by the Town's Heritage Advisory Committee.

On April 18, 2022, Parks Division received a formal Tree Removal Application and supporting documentation for the removal of one (1), White Spruce tree on a lean from the rear yard of the property.

The Heritage Advisory Committee's comments on this application should focus on the impact on the heritage character of the neighbourhood, not the physical condition of the tree.

Analysis

Town forestry staff assessment confirms information in application for removal.

Staff attended the site and met with the applicant to assess the Spruce tree. The resident has concerns about the lean of the tree towards the house and future impacts as it continues to grow. In addition, the tree is not aesthetically pleasing, and the owner would prefer to have trees along the perimeter of the property to maximize useable space in the yard.

It was confirmed that a 15-metre-high Spruce tree, with a DBH of 44 cm, was growing on an approximate 20 degree lean towards the house. The tree has a health and structural integrity rating of fair. The crown is open and somewhat sparse, and the root plate does not appear to have shifted as the ground is level around the tree. It is unknown if the tree was not planted straight originally or if winds have impacted the tree causing it to move towards house when it was younger in age, as the main leader has self corrected over time.

Applicant is proposing planting two (2) native Sugar Maple trees as compensation for the removal.

The owner is proposing planting two (2) Sugar Maple trees along the western property line to restore the canopy loss as the result from the removal of the Spruce tree.

As per the Town's Tree Removal Compensation Policy, the value of this tree \$1,616.22. Should the removal be approved staff will work with the applicant to fulfill the requirements of the compensation policy.

Advisory Committee Review

The Tree Permit Application for this property was reviewed by the Heritage Advisory Committee (HAC) at its June 6, 2022 meeting. The Minutes include the following comments from the committee:

The Committee commented on the future state of the tree, what impact it could potentially have as the tree matures and how it could become a threat to the home should it fail, considering the lean. It was also expressed that taking into

account the recent severe storm over the Victoria Day weekend and the significant damage to the urban forest, they too would share the homeowner's concerns.

Legal Considerations

As the trees are located on a listed property, only Council has the authority to approve the removal of the trees, after a review by HAC. Council may approve the removal subject to certain conditions, which includes financial compensation or replanting of trees.

Financial Implications

As the trees in question are located on private property, their removal will be solely at the property owner's expense should Council approve their associated tree removal permit applications. The Town has also collected the appropriate fees and security deposits relating to this application.

Communications Considerations

Not applicable.

Climate Change Considerations

Removal of live trees increases GHG emissions; however, the Town's Tree Compensation Policy allows for the re-planting of trees to compensate for the loss of canopy associated with any removals.

Link to Strategic Plan

Tree removals support the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

Alternative(s) to the Recommendation

1. Council could decide not to approve the Tree Removal Application for 72 Harrison Avenue.
2. As directed by Council.

Conclusions

The landscape planting presented to date satisfies the requirements of the Town Tree Compensation Policy and staff will work to finalize details of replanting, tree removal permit and associated securities with applicant. Staff recommend the Tree Removal Application for 72 Harrison Avenue be approved.

Attachments

Attachment 1 – Tree Removal Permit Application, April 18, 2022

Attachment 2 – Spruce Tree Photo

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on June 16, 2022.

Approvals

Approved by Allan D. Downey, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer



TREE PERMIT APPLICATION

Application to Permit the Injury or Destruction Of Trees on Private Property

**Town of Aurora
Municipal Drive
Box 1000
Aurora, Ontario L4G 6J1
Phone 905-727-312 ext.3223**

The personal information on this form is collected under Bylaw 5850-16 and will be used for the purposes of this application only. Questions should be directed to the Freedom of Information Co-ordinator, Office of the Town Clerk, 1 Municipal Drive Box 1000, Aurora, Ontario L4G 6J1, Tel. 905-727-3123 ext. 3223e

THIS IS NOT A PERMIT

Instructions for Completion of Application:e

1. Application form to be completed by applicant. Please type or print CLEARLY. Incomplete applications will delay approval.
- 2.e Municipal address: Street name and number must be included for applications to be considered complete.e
3. Provide an Arborist Report completed by an Arborist as defined in the by-law, at the direction of the Parks Manager.e
- 4.e If replanting, provide 2 copies of the replanting plan or landscape plan.e
5. Payment of the required fees: See item 12 on page 2 for fee requirements. Written consent is necessary from an adjacent property owner where the base of a tree straddles a property line.
- 6.e If this application is signed by an applicant other than the owner, or by an agent, the written authorization of the owner is required.e
7. File this application and other supporting documentation to the Department of Parks and Recreation 100 John West Way Aurora, Ontario L4G 6J1.
8. Applications submitted after 3:30 p.m. local time will not be processed until the next business day.e

I am applying for a permit to remove tree/s on private property (please check one)

- ☐ Three (3) or more trees 20cm (8 inches) in diameter measured at 1.37 m in a 12 month period
- ☐ Two (2) trees have already been removed between 20cm (8 inches) in diameter measured at 1.37 m in a 12 month period and require a permit for the removal of the third (3rd) or more tree/s in the same 12 month period
- ☐ One (1) or more tree/s larger than 70cm (30 inches) in diameter measured at 1.37
- ☒ One (1) or more tree/s in the designated heritage district
- ☐ One (1) or more designated heritage tree/s

APPLICANT INFORMATION

1. Municipal address of subject property: 72 Harrison Ave
2. Name of Applicant/Agent: Pat Bowe
- 3.e Mailing Address of Applicant: 72 Harrison Ave L4G 1E3
4. Telephone: 905-726-6191 E-mail: patrickbowe@hotmail.com
5. Name of Registered Owner (if different from above): _____ e
- 6.e Mailing address of Owner (if different from above): _____
7. Existing Land Use: _____
- 9.e Are the tree(s) located on or near any neighbouring property line resulting in the joint ownership of the tree(s). ☐ Yes ☒ No
10. If yes, do you have authorization from the neighbouring property owner to act as their representative in this application to injure or remove tree(s). ☐ Yes ☐ No
- 11.e Reason why trees are being injured or removed. Please circle letter:e

A. trees interfere with proposed constructione	B. Landscaping on the property
C. all trees are dead, dying or hazardous	D. trees are interfering with utilities/dwelling/foundatione
E.e installing pool	<u>(F)</u> other (please specify): <u>Removal with plans to re-plant</u>

TREE PERMIT APPLICATION

12 Fee Requirements:

If all trees are considered dead, dying or hazardous by the Parks Manager, there is no fee but a permit must still be obtained.

Please circle one of the below:

Trees over 20cm in diameter

3 trees \$214.00

4 trees \$320.00

5 trees \$427.00

6 trees \$534.00

7 trees \$640.00

8 or more trees \$107.00 per additional tree to a maximum of \$2,552.50

Trees over 70 centimeters in diameter \$534.00 per tree

(Methods of payment major credit cards, interact, cash, or cheque fees are non-refundable and must be remitted at the time of initial permit application)

ADDITIONAL REQUIREMENTS

- ☒ I am the owner of the property or acting on behalf of the owner with written authorization (attached)——
- ☐ The property is not a designated Heritage Property under the Town of Aurora designation
- ☐ The property is designated Heritage and the Heritage Advisory Committee has approved the injury or destruction of the tree/s as per the attached Approved Heritage Permit
- ☐ Applicable fees have been submitted

DECLARATION 1

I /we Pat Bowie hereby declare print name
that I have read and understand the required procedures and provisions under the Town of Aurora's Private Tree By-law and the statements and plans made by me upon this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I consent to allowing Town of Aurora employees to enter the property to conduct inspections

Signed at the Town of Aurora this 18th day of April, 2022

Signature of Applicant: [Signature]

DOES THE TRUNK OF THE TREE/S AT GROUND LEVEL BISECT OR STRADDLE A PROPERTY LINE?
IF YOU ANSWERED YES
PLEASE COMPLETE DECLARATION 2 BELOW

YES ☒ NO

DECLARATION 2

I /we _____ hereby declare print name
That: I am the owner of the adjacent property have read and understand the required procedures and provisions under the Town of Aurora's Private Tree By-law and I /we consent to the intentions respecting the proposed work for which this application is being made and that the statements and plans made by me upon this application are, to the best of my belief and knowledge, a true and complete. I consent to allowing Town of Aurora employees to enter the property to conduct inspections

Signed at the Town of Aurora this _____ day of _____, 20____

Signature of Adjacent property owner _____

Address _____

TREE PERMIT APPLICATION

PART A				Tree and Site Information					
TREE #	TREE SPECIES	TREE DIA. IN CM. MEASURED AT 1.37M	DRIP LINE	HEALTH			STRUCTURAL INTEGRITY		
				POOR	FAIR	GOOD	POOR	FAIR	GOOD
1	Spruce	44cm	450cm		X			X	
2									
3									
4									
5									

(IF MORE THAN 5 ATTACH ADDITIONAL PAGES)

PART B	SKETCH OF PROPERTY
<p>* - Existing Sugar Maple</p> <p>□ - proposed spot for new sugar maples.</p> <p>1</p> <p>Garage</p> <p>House</p> <p>Please show all property lines, buildings, driveways and the individual tree/s that are to be removed. Tree/s shall be numbered and cross referenced to match tree # in Part A Tree and Site Information</p>	

PART C	ARBORIST CONFIRMATION
<p>I AM <u>Pat Bowler / Elliott Thompson</u></p> <p>SIGNATURE <u>[Signature]</u></p> <p>(INCLUDES PROFESSIONAL DESIGNATION WHERE APPLICABLE)</p>	<p>CERTIFY THAT THE INFORMATION IN PARTS A, B & C IS CORRECT</p> <p>DATE <u>04/18/2022</u></p>
<p>NOTE: COMPLETION OF PARTS A, B & C WILL BE RECOGNIZED AS AN ARBORIST'S REPORT</p>	

72 Harrison Ave

Spruce Tree in Backyard is leaning towards house. I had a site meeting with town Representative ~~Fan Bryant~~. He took some photos and assessed the tree.

I plan on re-planting two sugar maples if room permits along the west fence line. If spacing does not permit, I will plant 1 sugar maple on west fence line.

Attachment 2



PROPOSED WHITE SPRUCE TREE REMOVAL
12 HARRISON AVE., AURORA



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. PDS22-085

Subject: Notice of Objection to Notice of Intention to Designate 34 Berczy Street under Part IV of the *Ontario Heritage Act*

Prepared by: Brashanthe Manoharan, Planner/Heritage Planning

Department: Planning and Development Services

Date: July 5, 2022

Recommendation

1. That Report No. PDS22-085 be received; and
2. That the designation by-law be brought before Council for enactment.

Executive Summary

The purpose of this report is to advise Council of the Notice of Objection to the Notice of Intention to Designate 34 Berczy under Section 29(IV) of the *Ontario Heritage Act*. This report seeks to provide Council with the necessary information to implement Council's previous decision to designate 34 Berczy as a property of Cultural Heritage Value or Interest under Section 29(IV) of the *Ontario Heritage Act*.

- The Heritage Advisory Committee's Working Group performed an evaluation and concludes that 34 Berczy Street is worthy of heritage designation, following discussions on June 7, 2021 and February 7, 2022 Heritage Advisory Committee meetings.
- A Notice of Intention to Designate 34 Berczy Street under Section 29(IV) of the *Ontario Heritage Act* was served on the May 12, 2022 in accordance with the requirements of the *Ontario Heritage Act*.
- A Notice of Objection to the Notice of Intention to Designate was received on May 27, 2022.

Background

Application History

On January 29, 2020, the Town of Aurora's Planning and Development Services received an Official Plan Amendment and Zoning By-law Amendment applications (File no.: OPA-2020-01 & ZBA-2020-01) for the development of an 7-storey mixed use building on the properties municipally known as 26, 30, 32, 34-38 Berczy Street. The application was under review by the Town and subsequently appealed to the Ontario Land Tribunal on November 25, 2021.

On March 5, 2020, the Heritage Advisory Committee's Evaluation Working Group met with Planning Staff to perform an evaluation of the subject properties based on the Town's Heritage Evaluation Guidelines. 26, 32 and 38 Berczy Street were scored between 45 to 69 out of 100, which suggested they may be worthy of heritage designation. 34 Berczy Street was scored 85 out of 100, which suggested the property is worthy of designation.

On June 7, 2021, the Heritage Advisory Committee (HAC) considered a request to remove 26, 32, 34-38 Berczy Street from the Town's Heritage Register. This request was submitted by the owner following submission of applications for Official Plan and Zoning By-law Amendments (File no.: OPA-2020-01 & ZBA-2020-01). The Committee inquired about the March 2020 heritage evaluation working group assessment and expressed disappointment that the buildings had not yet been designated as it was deemed worthy of designation despite the previous modifications. The Committee suggested that, rather than be demolished, the building at 34 Berczy Street be rehabilitated and integrated into the proposed new development, in addition to robust documentation and commemoration.

On February 7, 2022, HAC considered the designation of 34- 38 Berczy Street under Part IV of the *Ontario Heritage Act* and the delisting of 26 & 32 Berczy Street from the Aurora Register of Properties of Cultural Heritage Value or Interest. The Committee expressed support for the designation of the 26, 32, and 34-38 Berczy Street properties.

On April 5, 2022, Council considered the designation of 26, 32, 34-38 Berczy Street whereby the following resolution was passed at the April 26, 2022 Council meeting:

1. That Report No. PDS22-013 be received; and

2. That 34 Berczy Street be designated under Part IV of the *Ontario Heritage Act* as properties of Cultural Heritage Value or Interest; and
3. That Council remove 26, 32, and 38 Berczy Street from the Aurora Register of Properties of Cultural Value or Interest conditional upon the submission of a detailed Site and Building Documentation and a fulsome Historical Report inclusive of properties both north and south of Mosley Street, and a detailed Commemorative Plan.

Ontario Heritage Act

34 Berczy Street is a non-designated property listed on the Town's Heritage Register. According to Section 27 of the *Ontario Heritage Act*, a Municipal Register of Cultural Heritage Value or Interest may include properties that have not been designated under the *Ontario Heritage Act*, but that the Council of a Municipality believes to be of cultural heritage value or interest.

The *Ontario Heritage Act* enables municipalities to pass a by-law to individually designate a property of cultural heritage value or interest. Individual properties being considered for heritage designation must meet one or more of the prescribed criteria from the O. Reg. 9/06, with respect to design or physical value, historical or associative value, and contextual value.

Analysis

The Heritage Advisory Committee's Working Group performed an evaluation and concludes that 34 Berczy Street is worthy of heritage designation, following discussions on June 7, 2021 and February 7, 2022 Heritage Advisory Committee meetings.

The Heritage Advisory Committee's Evaluation Working Group scored 34 Berczy Street as 85/100, which places the building in Group 1, suggesting that the building is worthy of designation. Although the architectural integrity may have been compromised over the years, HAC is of the opinion that 34 Berczy Street is of significant historical and contextual value due the direct association with the Sisman Shoe Company and its notable contributions to Aurora's history. HAC stated that the industrialist nature and location of the site and proximity to rail corridor speaks to the significance property, as it facilitated the shipment of Sisman shoes and boots across Canada and beyond.

A Notice of Intention to Designate 34 Berczy Street was served on the May 12, 2022 in accordance with the requirements of the *Ontario Heritage Act*.

Following the April 26, Council meeting, A Notice of Intention to Designate (the “Notice”) 34 Berczy Street was served on the property owner, the Ontario Heritage Trust, and was published in the newspaper on May 12, 2022 (Attachment 1).

A Notice of Objection to the Notice of Intention to Designate was received on May 27, 2022.

A Notice of Objection was received on May 27, 2022 from the property owner, 2601622 Ontario Inc. (Attachment 2). It is stated that the owner is prepared to work with Town staff on the development proposal but continues to have concerns with the extent of the reasons for the designation of 34 Berczy Street. The Notice of Objection further states that the reasons for opposing the designation are as previously outlined in the Heritage Impact Assessment prepared by ERA Architects Inc. dated April 15, 2021 (enclosed within Attachment 2).

Advisory Committee Review

Not applicable.

Legal Considerations

In accordance with the *Ontario Heritage Act*, Council shall consider this objection and make a decision whether or not to withdraw the Notice to designate the property, within 90 days after the end of the 30-day notice period. The 90-day deadline is on September 9, 2022.

If Council withdraws the Notice, then notice of the withdrawal must be given to the property owner, any person who objected, and the Trust and also published in the local newspaper. If Council decides to not withdraw the Notice thereby continuing with the designation of the property, then the designation by-law for the subject property must be brought forward to Council for approval within 120 days after the date of publication of the Notice.

The development applications relating to 34 Berczy Street have been appealed and are before the Ontario Land Tribunal (the “Planning Appeals”). In order to meet timelines relating to the Planning Appeals, if the decision is to continue with the designation of the property, staff will add the designating by-law to the Council meeting scheduled on July 12. Anyone may appeal the passing of the designating by-law to the Ontario Land Tribunal for a hearing. It is anticipated that the property owner will appeal the passing

of the designation by-law and will consolidate this appeal together with the Planning Appeals so that all matters relating to the property may be heard together.

If the by-law is not passed within 120 days of the Notice, then the Notice is deemed to be withdrawn and notice of the withdrawal must be given to the property owner, any person who objected and the Trust and published in the local newspaper.

Financial Implications

There are no direct financial implications arising from this report.

Communications Considerations

On May 12, 2022 a Notice of Intention to Designate was served on the property owner, Ontario Heritage Trust (the “Trust”), and published in the local newspaper in accordance with the requirements in the *Ontario Heritage Act*.

Climate Change Considerations

The recommendations from this report does not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

1. That Council withdraw the Notice of Intention to Designate 34 Berczy Street.

Conclusions

A Notice of Objection was received on May 27, 2022 by Aird & Berlis LLP on behalf of the property owner, 2601622 Ontario Inc. This report seeks to provide the necessary information to implement Council’s previous decision to designate 34 Berczy as a property of Cultural Heritage Value or Interest under Section 29(IV) of the *Ontario Heritage Act*.

Attachments

Attachment 1 – Notice of Intention to Designate dated May 12, 2022

Attachment 2 – Notice of Objection dated May 27, 2022

Previous Reports

General Committee Report No. PDS22-013 - Report to Designate 26, 32, and 34-38 Berczy Street under Part IV of the *Ontario Heritage Act* – April 5, 2022

Heritage Memorandum – Report to Designate 34-38 Berczy Street under Part IV of the Ontario Heritage Act and to Delist 26 & 32 Berczy Street from the Aurora Register of Properties of Cultural Heritage Value or Interest - February 7, 2022

Pre-submission Review

Agenda Management Team review on June 16, 2022

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

**NOTICE OF INTENTION
TO DESIGNATE A BUILDING OF
CULTURAL HERITAGE VALUE OR INTEREST**

TAKE NOTICE THAT the Council of The Corporation of the Town of Aurora (the "Town") intends to designate the following property as a property of Cultural Heritage Value or Interest pursuant to the provisions of Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended (the "Ontario Heritage Act"). A brief statement of reasons is included.

34 Berczy Street
T. Sisman Shoe Factory
Lot 7 W/S Berczy St and Part of Lot 8 W/S Berczy Street, Plan 68
Town of Aurora, Regional Municipality of York, being part of PIN 03650-0157
(LT)

Description of Property

The property municipally known as 34 Berczy Street is located on the west side of Berczy Street, south of Wellington Street East and east of Yonge Street, contains a two-storey building which was formerly part of the T. Sisman Shoe Factory.

The subject properties were historically part of the Geographic Township of Whitchurch (presently Aurora). In 1805, Ebenezer Britton acquired all 190 acres of lands in LOT 80 EYS from the Crown. In 1836, John Mosley purchased 79 acres of lands on the western portion of lands adjacent to the hamlet of Machell's Corners. In 1854, Mosley subdivided his lands into built lots which created the Southeast Old Aurora neighbourhood bounded by Wellington Street to the north, Berczy Street to the east, Metcalfe Street to the south and Yonge Street to the west.

Statement of Cultural Heritage Value or Interest

The Cultural Heritage Value of 34 Berczy Street primarily derives from the historical or associative value due its direct association with the T. Sisman Shoe Factory and its notable contributions to Aurora's history.

Physical Design Value

In 1901, The "Underhill & Sisman Shoe Manufacturing Company" moved to Aurora, ON from Markham, ON, acquired 34 & 38 Berczy Street from the Spence family, and contracted George Thomas Browning, a local architect and builder, to construct the shoe factory building at 34 Berczy Street. The company completed construction of a 2-storey factory on the site (later to be known as "Factory No. 2") within the same year. In 1903, an addition was erected to its south to accommodate a broiler house.

The original stone and brick building underwent an extensive renovation and was converted from a single-use industrial factory to a multi-unit building and has now been covered with cream-coloured stucco. The building is rectangular in shape with a flat roof. The main entrance is located on the east facing wall with

three vertical bay windows. Three more entrances into various offices are located at the south elevation. The fenestration is articulated on all elevations with two rows of arched windows. The west half of the north elevation has a simple top cornice with dentils.

Currently, the building has very limited visual references to the Sisman Shoe Factory complex. The building remained vacant for several years until it was purchased by the Newell family who undertook extensive interior and exterior renovations to the building. Further renovations were completed to the building in 2002 to accommodate new offices. Today, the buildings resemble something more akin to a multi-unit suburban commercial building.

Historical/ Associative Value

The Cultural Heritage Value of 34 Berczy Street primarily derives from the historical or associative value due its direct association with the T. Sisman Shoe Factory and its notable contributions to Aurora's history.

Thomas Sisman, founder of T. Sisman Shoe Company lived in a two-storey house between the two factory buildings. The Aurora Museum notes that the property was regarded for its landscaping and was admired locally for its broad lawns and flower gardens. The house was constructed prior to 1911. In 1933, Thomas Sisman died at the age of 83, leaving the members of the Sisman and Linton families to manage the company. In 1950, the Sisman residence was demolished, and a new one-storey block concrete building was constructed in its place in 1951, referred to as Factory No.4 of the complex (38 Berczy Street).

The "Underhill & Sisman Shoe Manufacturing Company" moved from Markham, ON to Aurora, ON in 1901. Aurora Council voted to provide a bonus of \$10,000 for land and buildings, free water rates for 10 years, and free municipal taxes (except for school taxes) for 10 years. The agreement also stated that Underhill and Sisman must have at least 70 employees residing in the corporation. Following this agreement, Markham took the Town of Aurora to court for passing such an agreement. The Court of Appeal allowed Markham's appeal and the judgement was reversed. The Town attempted to take the case to the Supreme Court of Canada, whereby the appeal was refused and the Town was ordered to pay the costs of \$300 to Markham. Subsequently, By-law #192 and 193 was passed by the Province of Ontario on June 12, 1903 to approve the agreement.

In 1910, the Underhill-Sisman partnership dissolved. "Underhill Ltd." continued its operation and the "T. Sisman Shoe Company" constructed a new building at 111 Mosley Street. The new factory on Mosley Street became the principal production facility and was known as Factory No.1 of the complex. In 1912, an addition to the factory at 111 Mosley Street was constructed. Around this time, Underhill Ltd. left Aurora for Barrie, where the company had previously established another plant.

Starting in the 1960s, the Canadian shoe industry saw rising competition from import products. In 1966 Kinney Shoes, an American company, purchased Sismans. In 1976, Kinney Shoes announced the closure of the T. Sisman Shoe Company as it could not compete with inexpensive imports from abroad. A group of local businessmen purchased the company and re-opened it under the name

of "Sismans of Canada Limited". Factory No.1 at 103 Mosley Street was demolished between 1978 and 1988. The Sisman name finally disappeared from Aurora's industrial rolls when the company went into receivership and was closed in 1985.

The T. Sisman Shoe Factory manufactured various shoes and boots including for fashion, work, sport, and specialized in steel-toe safety shoes, army and police type shoes, and oxfords to keep up with import pressures. Starting in 1940, the company received the first in a series of contracts from the federal government to manufacture shoes for the war effort.

The T. Sisman Shoe Factory was one of the Town's largest employers, with surrounding dwellings constructed to house its workers. By March of 1902, the plant employed nearly 100 and produced 600 pairs of shoes daily.

Contextual Value

The property has contextual value as it is physically and functionally associated with the early industrial landscape associated with the Aurora Train Station, which facilitated the shipment of Sisman shoes and boots across Canada and beyond.

Description of Heritage Attributes

Important to the preservation of the property are the original key attributes that express its value, which include the following exterior elements:

Exterior Elements

- Stone Foundation
- Corbelled Parapets of both end walls
- Window Fenestration on north and south elevations

DETAILED REASONS FOR THE PROPOSED DESIGNATION CAN BE OBTAINED BY CONTACTING THE UNDERSIGNED.

Pursuant to Section 29(5) of the Ontario Heritage Act, any person may, before 4:30 p.m. on the **June 11, 2022**, (within 30 days of the publication of this notice) send by registered mail or deliver to the Town Clerk, Notice of Objection to the proposed designation, together with a statement setting out the reasons for the objection and all relevant facts. If a Notice of Objection is received, the Council of the Town shall consider the objection and make a decision whether or not to withdraw the Notice to designate the property, within 90 days after the end of the 30-day period.

Further information respecting the proposed designation(s) is available from the Town Clerk's Office upon request.

DATED at Aurora this May 12, 2022

Michael de Rond, Town Clerk, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON, L4G 6J1



Attachment 2

Naomi Mares
Direct: 647.426.2842
E-mail: nmares@airdberlis.com

May 27, 2022

HAND DELIVERED

Mr. Michael de Rond
Town Clerk
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

Dear Mr. de Rond:

Re: Notice of an Objection to the Notice of Intention to Designate pursuant to Part IV, Subsection 29(5) of the Ontario Heritage Act

34 Berczy Street, Town of Aurora

Aird & Berlis LLP acts for 2601622 Ontario Inc., the owner with respect to the properties municipally known as 26, 30, 32 and 34-38 Berczy Street (collectively, the "Site") in the Town of Aurora (the "Town").

On April 26, 2022, the Council of the Corporation of the Town of Aurora (the "Council") resolved to state its intention to designate the property municipally known as 34 Berczy Street on the Site, pursuant to Part IV, Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18 (the "OHA").

34 Berczy Street is located on the west side of Berczy Street, south of Wellington Street East and east of Yonge Street. The existing structure on 34 Berczy Street is a two-storey structure.

Our client received the City's Notice of Intention to Designate on May 12, 2022. Please accept this letter as a formal Objection to the Notice of Intention to Designate.

The Site is also subject to appeals under the *Planning Act*, R.S.O. 1990, c.P.13, as amended, (the "Planning Act") before the Ontario Land Tribunal (the "OLT"), case no. OLT-21-001950. We therefore respectfully request that both the consideration of the designation, and the decision with respect to the designation, be placed on the June 6, 2022 Heritage Advisory Committee (the "HAC") agenda, in order to allow the owner to appeal the designation and have the matter before the OLT at the scheduled October 19, 2022 Case Management Conference. This would allow the OHA matter to be heard together with the Planning Act matters. The requested timing is also crucial in order to have this matter referred to the OLT prior to the Council break due to the municipal election.

Our client's reasons for opposing the designation were outlined in the Heritage Impact Assessment (the "HIA") prepared by our client's heritage consultant, ERA Architects Inc. ("ERA"), dated April 15, 2021. For ease of reference, the HIA is enclosed.

Furthermore, a Peer Review of ERA's HIA was undertaken by Steven Burgess Architects Ltd. and dated May 6, 2021. The Peer Review agreed with the conclusions of the HIA that the property at 34 Berczy Street lacked sufficient integrity to warrant designation.

May 27, 2022
Page 2

On February 7, 2022, the HAC received a memorandum dated February 7, 2022, issued by Brashanthe Manoharan (Planner/Heritage Planning) regarding the designation of 34-38 Berczy Street under Part IV of the OHA, and the removal of 26 & 32 Berczy Street from the Aurora Register of Properties of Cultural Heritage Value or Interest (the “**Register**”). The HAC also commented on this matter and moved that their comments be received and referred to staff for consideration and further action as appropriate.

On April 5, 2022, Planning and Development Services issued a report to the General Committee, recommending that the General Committee consider the HAC’s comments to designate 26, 32, and 34-38 Berczy Street under Part IV of the OHA. ERA Architects Inc. submitted a letter on our client’s behalf, objecting to the designation of the properties on the basis that they did not merit designation under the test for determining cultural heritage value under Ontario Regulation 9/06. The General Committee recommended that 34 Berczy Street be designated under Part IV of the OHA, and that 26, 32 and 38 Berczy Street be removed from the Register, subject to certain conditions. Council subsequently adopted both recommendations, resulting in the issuance of the Notice of Intention to Designate for 34 Berczy Street.

Our client, with ERA, reviewed the above-noted reports and the Notice of Intention to Designate and does not agree with the reasons for designation. Our client is prepared to work with Heritage Planning Staff on their development proposal but continues to have concerns with the extent of and basis for the reasons for designation for 34 Berczy Street.

In fact, Town Staff have previously taken the position that 34 Berczy should not be designated. A Memorandum was issued to the HAC on June 7, 2021 entitled “Request to Remove 26, 32, and 34-38 Berczy Street from the Aurora Register of Properties of Cultural Heritage Value or Interest”, summarizing Staff’s analysis as well as the outcome of a meeting with the HAC’s Evaluation Working Group to evaluate 26, 32, 34 and 38 Berczy Street. In this Memorandum, Town Planner Carlson Tsang advised the following:

“The heritage value of 34 and 38 Berczy Street will be better served through documentation.” (page 1)

“Factory No. 2 [34 Berczy Street] and Factory No. 4 have been significantly altered and converted into commercial buildings. Although some surviving features (such as the overall massing of the buildings, window openings, stone foundation and corbelled parapets) remain, none of them provide any sense of the industrial nature of the site which is what makes them historically significant.” (page 6)

“Staff reviewed the proposed request to delist 26, 32, 34-38 Berczy Street, in consultation with a third party consultant, and are of the opinion that the properties do not meet the criteria prescribed in Ontario Regulation 09/06 for Heritage Designation” (page 7)

On January 17, 2020, our client’s planning consultant, Weston Consulting, filed applications to amend the Official Plan and Zoning By-law for the Site, with revised applications submitted April 25, 2021. The proposed amendments would allow for the development of a new seven-storey mixed-use building on the Site. On November 25, 2021, our office appealed Council’s failure to make a decision respecting the applications within the statutory time frame pursuant to Section 22(7) and 34(11) of the Planning Act. The OLT case number is OLT-21-001950.

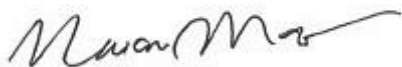
May 27, 2022
Page 3

Our client objects to the Notice of Intention to Designate, and asks that consideration of the designation be placed on the June 6, 2022 HAC agenda, along with decision regarding designation. This course of action would allow the owner to appeal the designation and have the matter before the OLT at the scheduled October 19, 2022 Case Management Conference to allow the OHA matters to be heard together with the Planning Act matters at the OLT. The requested timing is also crucial in order to have this matter referred to the OLT as necessary prior to the municipal election in the Town.

We trust the enclosed is satisfactory. Should you require any further information, please do not hesitate to contact the undersigned.

Yours truly,

AIRD & BERLIS LLP



Naomi Mares
Associate

NM:go
Encl.

c. Client
Denise Baker, WeirFoulds LLP

48848769.1

26-38 Berczy Street
Town of Aurora

HERITAGE IMPACT ASSESSMENT

ISSUED: APRIL 15, 2021

ERA

Project 19-020-01

Cover Image: Aerial image of the Site (Google Earth, 2021)

PREPARED FOR:

Steven Lee & Wook Chung
300-3000 Steeles Avenue East
Markham, ON L3R 4T9
T: 416.410.2188 ext. 111
E: slee@newbridgecanada.com

PREPARED BY:

ERA Architects Inc.
625 Church Street
Toronto, Ontario M4Y 2G1
416-963-4497

CONTENTS

EXECUTIVE SUMMARY	V
1 INTRODUCTION	1
1.1 Scope of the Report	1
1.2 Present Owner	1
1.3 Site Location and Description	2
1.7 Site Photos	3
1.4 Current Context	6
1.5 Context Photographs	7
1.6 Existing Heritage Recognition	8
1.8 Adjacent and Nearby Heritage Properties	10
2 HISTORICAL BACKGROUND	8
2.1 Pre-Contact & Colonial Context	8
2.2 Early History of the Town of Aurora	9
2.3 Site History	12
3 HERITAGE POLICY CONTEXT	18
4 ASSESSMENT OF CULTURAL HERITAGE VALUE	24
4.1 Ontario Regulation 9/06 Analysis	24
5 CONDITION ASSESSMENT	26
6 DESCRIPTION OF THE PROPOSED DEVELOPMENT	33
7 IMPACT ASSESSMENT	36
7.2 Impacts on Adjacent Heritage Resources	37
8 CONSERVATION AND MITIGATION STRATEGY	38
8.1 Conservation Strategy	38
8.2 Mitigation Strategies	38
9 CONCLUSION	40
10 PROJECT PERSONNEL	41
11 REFERENCES	42
12 APPENDICES	43

EXECUTIVE SUMMARY

Project Background

This Heritage Impact Assessment (HIA) was prepared by ERA Architects Inc. (“ERA”) on behalf of Steven Lee & Wook Chung with regards to the proposed redevelopment of 26-38 Berczy Street (the “Site”), including the removal of 26, 32, and 34-36 Berczy Street from the Town of Aurora’s Heritage Register, as well as impact to adjacent cultural heritage resources.

Heritage Status

The Site contains three properties listed on the Town of Aurora’s Municipal Heritage Register:

- **26 Berczy Street:** A one and a half storey single-detached dwelling (c.1865);
- **32 Berczy Street:** A two-storey single-detached dwelling (c.1856);
- **34-38 Berczy Street:**
 - (34) A two-storey commercial building (c.1901);
 - (38) A one-storey commercial building (c.1954)

The Site does not contain any properties designated under Part IV or Part V of the Ontario Heritage Act (OHA). The Site is adjacent to multiple listed properties and one property designated under Part IV of the OHA.

Cultural Heritage Value

An evaluation of the properties on Site, using O. Reg. 9/06 *Criteria for Determining Cultural Heritage Value or Interest* concluded that the properties do not have significant heritage value. Further these buildings are not good candidates for conservation as their design/physical, historical/associative, and contextual value are diminished, and have limited ability to convey historical associations or connections to the Site’s former industrial and supporting residential heritage.

Proposed Development

The proposed development anticipates the de-listing and removal of the existing buildings on-Site to allow for the construction of a seven-storey, primarily residential, mixed-use development.

The proposal features a seven-storey block of residential apartments with townhouses and commercial use at grade fronting onto Berczy Street, and a segment of two-storey townhouses fronting onto the west boundary of the site.

Impacts

This report finds that the de-listing and removal of these buildings from the Site will impact the cultural heritage value of the Site and adjacent heritage properties.

Mitigation

The proposed development mitigates these impacts by incorporating design strategies such as setbacks, stepbacks, site arrangement, and architectural expression are sympathetic to the area’s 20th century industrial heritage character.

This report also notes commemorative strategies that could be used to further mitigate impacts of the development by communicating historical narratives of the Site through means such as plaques, signage, art.

Conclusion

This report finds that the proposed development appropriately mitigates negative impacts to the Site and adjacent properties’s cultural heritage value, by introducing contemporary development that interprets the Site’s industrial history and is sensitive to adjacent properties.

1 INTRODUCTION

1.1 Scope of the Report

ERA Architects Inc. (“ERA”) was retained by Steven Lee and Wook Chung to prepare a Heritage Impact Assessment (HIA) for the properties at 26, 30, 32, and 34-38 Berczy Street, Aurora (the “Site”).

The purpose of an HIA, according to the Town of Aurora’s Heritage Impact Assessments and Conservation Plans Guide (2017), is to “determine if any cultural heritage resources may be adversely impacted by a specific proposed development or site alteration.”

This report was prepared with reference to the following;

- Provincial Policy Statement (2020);
- A Place to Grow: Growth Plan for the Greater Golden Horse-shoe, (2019);
- The Ontario Heritage Act, R.S.O. 1990;
- Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest;
- Parks Canada Standards and Guidelines (2010);
- Ontario Heritage Tool Kit;
- Region of York Official Plan, (2019 Consolidation);
- Town of Aurora Official Plan, (2015 Consolidation);
- Aurora Promenade Secondary Plan, (2010); and
- The Aurora Promenade Concept Plan Urban Design Strategy, (2010).

1.2 Present Owner

Steven Lee & Wook Chung
 300-3000 Steeles Avenue East
 Markham, ON L3R 4T9
 T: 416.410.2188 ext. 111
 E: slee@newbridgecanada.com

1.3 Site Location and Description

The Site comprises of four parcels, municipally known as 26, 30, 32, and 34-38 Berczy Street (Lot 4, 5, 6, 7, 8, 9, and Part Lot 10, Registered Plan 68), Aurora.

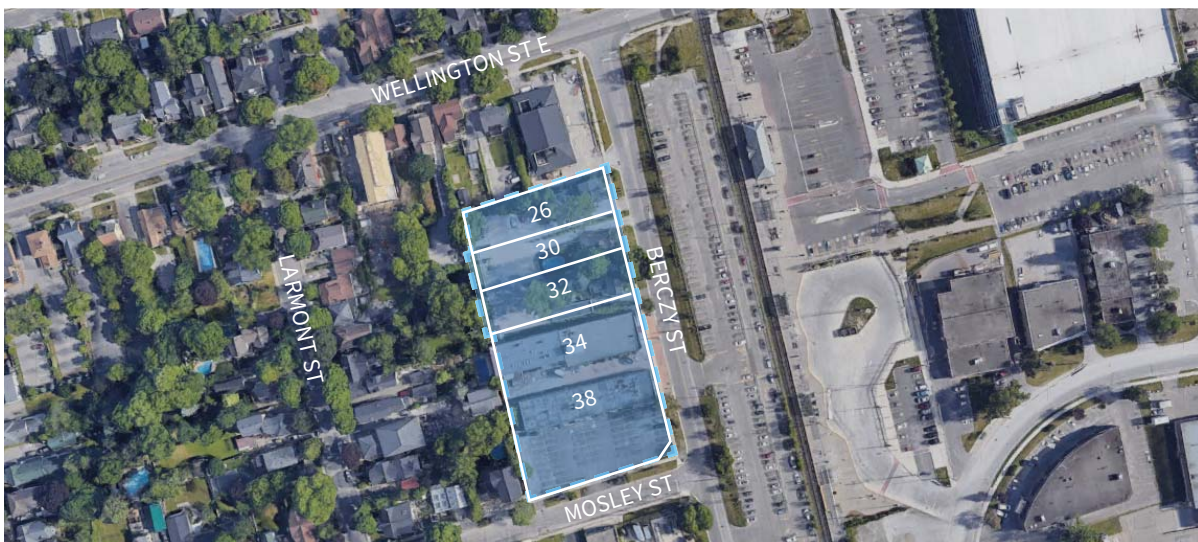
The Site is located within a block bounded by Berczy Street to the West, Wellington Street East to the North, Larmont Street to the West and Mosley Street to the South.

The Site comprises four parcels, with five municipal addresses:

- **26 Berczy Street:** Listed on the Municipal Heritage Register;
- **30 Berczy Street;** No heritage status;
- **32 Berczy Street:** Listed on the Municipal Heritage Register; and
- **34-38 Berczy Street:** Listed on the Municipal Heritage Register.

The Site is presently occupied by a cluster of low-rise residential and commercial buildings, with surface parking lots interspersed.

The commercial buildings located at 34–38 Berczy Street historically formed part of the Underhill-Sisman Shoe Factory and later, the T. Sisman Shoe Factory. The building at 34 Berczy Street (c.1901) was the first building constructed for the shoe company, with an addition being added in 1954 at 38 Berczy Street.



Aerial view of the Site. The site is highlighted in blue and the parcel fabric in white (Google Maps, 2021; Annotated by ERA).

1.7 Site Photos



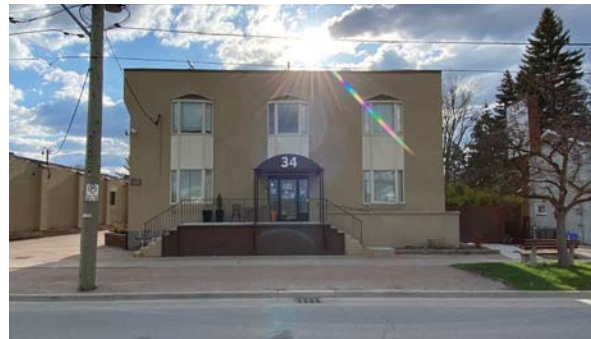
30 Berczy St (c.1950) (ERA, 2021)



26 Berczy St (c. 1865) (ERA, 2021)



32 Berczy St (c.1856) (ERA, 2021)



34 Berczy St (c.1901) (ERA, 2021)



38 Berczy St (c.1954) (ERA, 2021)



34-38 Berczy St (ERA, 2021)



Looking east on Berczy Street towards Wellington Street East. Pictured is 38 Berczy Street (left) and 34 Berczy Street (right) (ERA, 2021)



Looking south on Berczy Street towards Mosley Street. Pictured is 26 Berczy St (right) (ERA, 2021)



Looking north on Berczy Street towards Wellington Street East. Pictured is 38 Berczy St (left) and 34 Berczy St (right) (Google Maps, 2021)



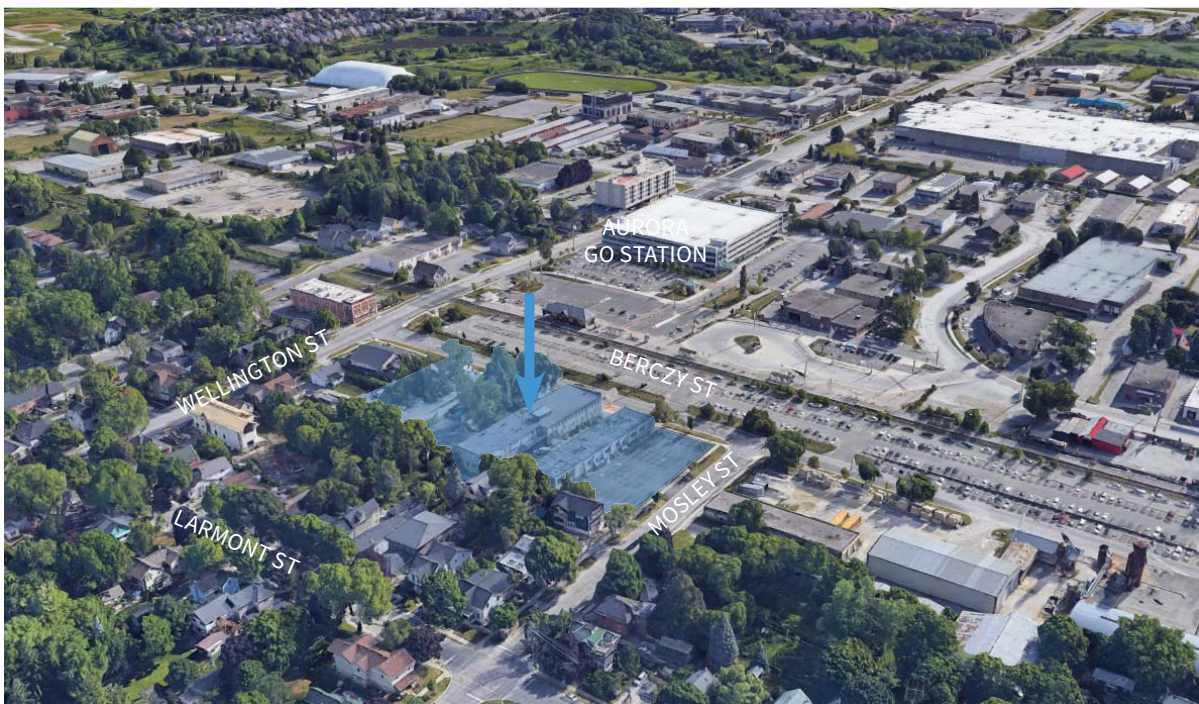
Looking south on Berczy Street towards Mosley Street. Pictured is 26 Berczy Street (right) (Google Maps, 2021)

1.4 Current Context

The Site is situated near the centre of Aurora's Village Neighbourhood.

The Site context is broadly characterized by diverse mix of employment, commercial and residential uses ranging in density and style to the north and east of the site, while the south and west of the site are characterized by established, low-rise, detached residential. More directly, the site is bounded by the following context:

- **North:** A commercial plaza and parking lot, municipally known as 117 Wellington Street East.
- **South:** A low-rise former industrial site with manufacturing and storage buildings are located directly south of the Site, opposite Mosley Street.
- **East:** The GO transit corridor, associated surface parking, and parkade are the predominant uses on the east side of Berczy Street. Aurora GO station is located approximately 60 metres from the northeast edge of the Site; and
- **West:** Established low-rise residential neighbourhood, The Aurora Town Park is southwest of the Site. At the Park's western edge, the Wells Street School has been rehabilitated as a multi-unit residential building.



Aerial view, looking east towards the Site. The Site is indicated by a blue arrow (Google Maps, 2021; Annotated by ERA).

1.5 Context Photographs



Aurora GO Station, directly east of the Site (Google Maps, 2021).



Looking west on Wellington Street. 117 Wellington St (left) is directly north of the Site (Google Maps, 2021).



Looking towards 103 Mosley Street, listed in the Town of Aurora's Register of Properties of Cultural Heritage value or Interest. Pictured is the 1-storey portion of the T.Sisman Shoe Company factory complex (c.1941-1942) (Google Maps, 2021).



Houses along Mosley Street, directly west of the Site (Google Maps, 2021).



120 Metcalfe Street, 1-storey warehouse and 2-storey office located south of the Site (Google Maps, 2021).



Auto-repair shops located at the southern end of Berczy Street (Google Maps, 2021).

1.6 Existing Heritage Recognition

The Site does not contain any properties designated under Part IV or Part V of the OHA. The Site contains three properties included on the Town of Aurora's Municipal Heritage Register:

- **26 Berczy Street:** A one and a half storey single-detached dwelling (c. 1865);
- **32 Berczy Street:** A two-storey single-detached dwelling (c.1856);
- **34-38 Berczy Street:**
 - (34) two-storey commercial building. The first factory as part of the former Underhill-Sisman Shoe Factory, later named 'Building No.2' as part of the T.Sisman Shoe Factory (c.1901); and
 - (38) one-storey commercial building and former addition to the Building No.2 (c.1954), known as "Building No. 4". The building has since been separated from 34 Berczy Street and is now a detached structure .

An exact date of construction of the above-noted buildings cannot be confirmed at this time as various archival resources are unavailable due to COVID-19).



LEGEND



Site



Listed Property on the Site

Google Earth 2020, Annotated by ERA.

1.8 Adjacent and Nearby Heritage Properties

The Site is considered adjacent* to nine properties listed on the Town of Aurora Municipal Heritage Register, and one property designated under Part IV of the Ontario Heritage Act. These properties are as follows:

- 99 Wellington Street East, *Listed*
- 105 Wellington Street East, *Listed*
- 121 Wellington Street East, *Listed*
- 29 Larmont Street, known as the “Oliver Judd House” (c. 1912), *Designated under Part IV of the Ontario Heritage Act by By-law 5353-11.*
- 31 Larmont Street, *Listed*
- 33 Larmont Street, known as the “George H. Phillips House”, *Listed*
- 35 Larmont Street, known as the “Quantz-McMahon House”, *Listed*
- 41 Larmont Street, *Listed*
- 45 Larmont Street, known as the “Cockerhill-McMahon House”, *Listed*
- 98 Mosley Street, *Listed*

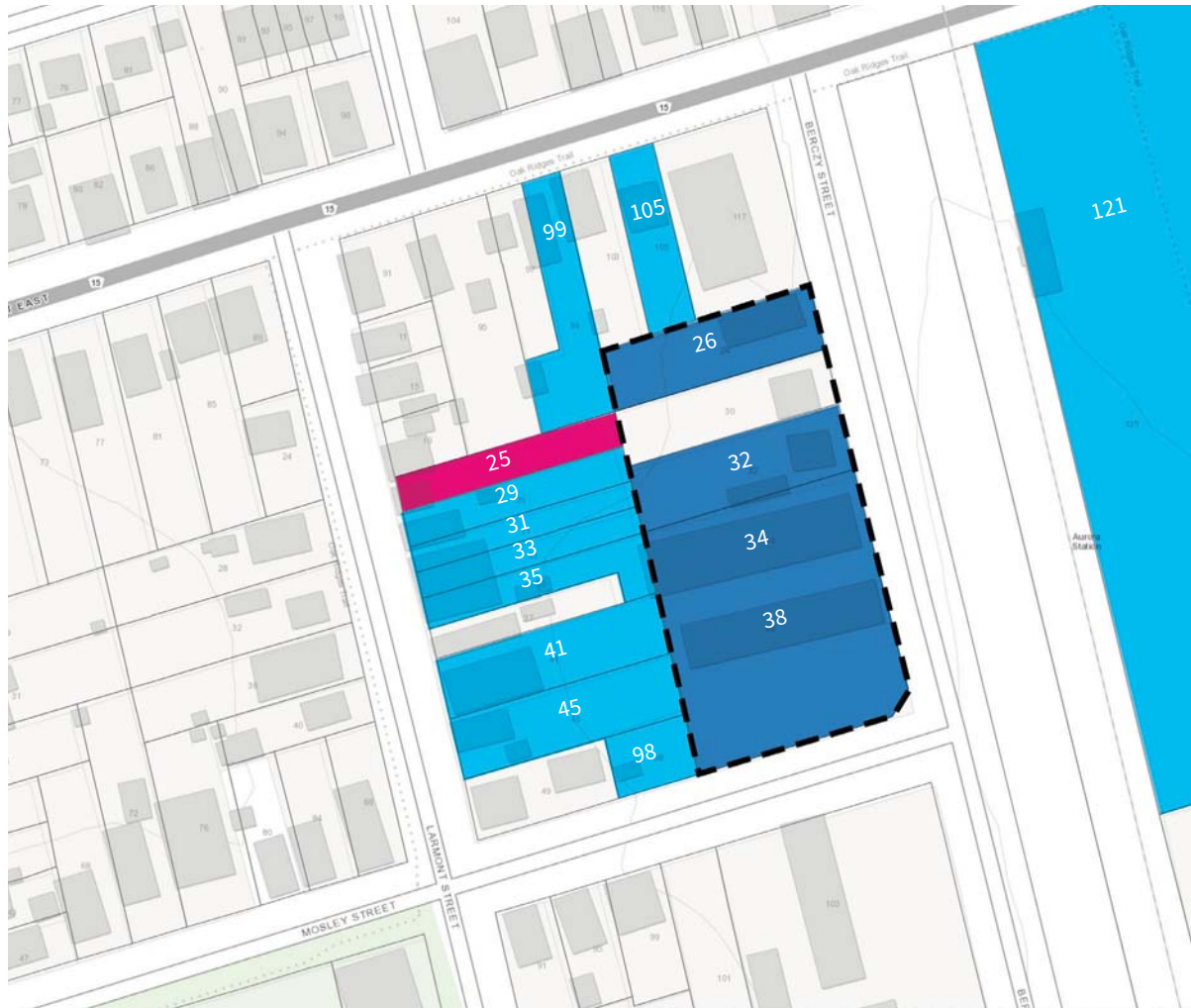
In addition, the Site is within the Heritage Resource area as identified in Schedule ‘D’ in the Town of Aurora’s Official Plan.

***Adjacent means:** *for the purposes of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan (Provincial Policy Statement, 2020).*

Note: the PPS definition above is used in the absence of an alternative definition from the Aurora Official Plan.





The only definition provided for “adjacent” in the Aurora Official Plan is not intended to be applicable to the heritage context, rather it is in reference to natural heritage:

adjacent means: *a) Those lands contiguous to a key natural heritage feature or key hydrologic feature where it is likely that development or site alteration can reasonably be expected to have an impact on the feature. Generally, adjacent lands are considered to be within 120m from any part of the feature (Aurora Official Plan, 2010).*



LEGEND

Aurora Interactive Mapping, Annotated by ERA.

-  Site
-  Listed Property on the Site
-  Adjacent* Listed Properties
-  Adjacent* Designated Properties under Part IV of the Ontario Heritage Act

*Refer to PPS definition of 'adjacent' on the previous page.



98 Mosley Street (ERA, 2021)



45 Larmont Street (ERA, 2021)



41 Larmont Street (ERA, 2021)



33 Larmont Street (ERA, 2021)



35 Larmont Street (ERA, 2021)



29 (left) and 31 (right) Larmont Street (ERA, 2021)



99 Wellington Street East (ERA, 2021)



105 Wellington Street East (ERA, 2021)



121 Wellington Street East (ERA, 2021)



121 Wellington Street East (ERA, 2021)



121 Wellington Street East (ERA, 2021)



103 Mosley Street (ERA, 2021)



103 Mosley Street (ERA, 2021)

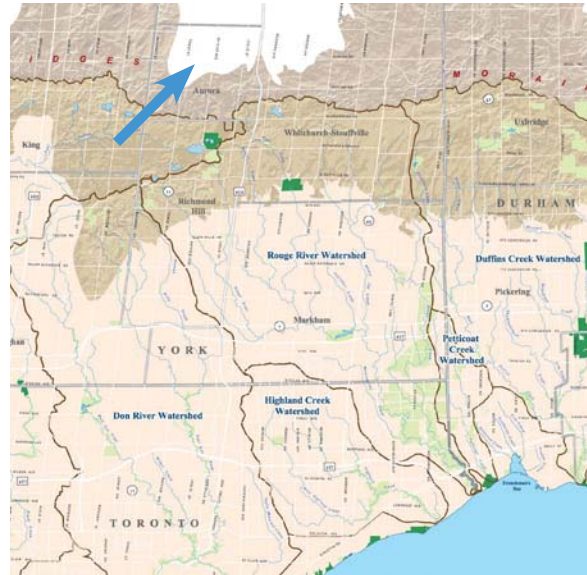
2 HISTORICAL BACKGROUND

2.1 Pre-Contact & Colonial Context

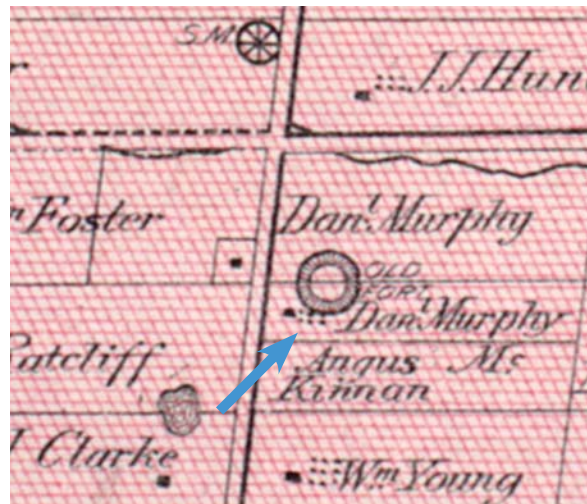
For millennia, the Site has formed part of the territory of diverse indigenous peoples, including the Huron-Wendat, Haudenosaunee and the Anishinaabe. For each of these groups, Toronto's regional watershed has been used for transportation, fishing, and adjacent settlement and agriculture. The Site is situated to the northwest of the Rouge River watershed, which flows south from Richmond Hill and Whitchurch-Stouffville to Lake Ontario. The watershed contains numerous archaeological sites, including an ancestral Huron village known as the Aurora Site or Old Ford – located at Vandorf Sideroad and Kennedy Road to the east of the Site.

The French colonized the Toronto region during the 1600s, establishing a military and trading presence throughout the regional watershed. The French-Canadian explorer Louis Jolliet is said to have portaged through Whitchurch to the east of the Site in 1669. After the British conquest of New France in 1763, the Crown issued a royal proclamation, which established guidelines for the colonization of indigenous territories in North America. The proclamation stated that indigenous peoples held title to their territory until it was ceded by a treaty.

The Site was not subject to a treaty until 1923, after the area had been settled by Euro-Canadians. The Williams Treaties were signed in 1923 by seven Anishnaabe First Nations and the Crown, addressing territories that had not previously been surrendered with a treaty, including the Site.



Map of Toronto's regional watershed. The Site is indicated with a blue arrow (Toronto and Region Conservation Authority, 2016; annotated by ERA).



1878 county atlas showing the ancestral Huron village known as Old Fort, or the Aurora Site, indicated with a pink arrow (McGill University; annotated by ERA).

2.2 Early History of the Town of Aurora

In 1792, the colonial administrators of Upper Canada created the province's first counties, which were subdivided into townships for the purposes of surveying and settlement. The area that would later become the Town of Aurora was split between two townships, King and Whitchurch. In 1793, Lieutenant Governor John Graves Simcoe ordered the construction of a new road known as Yonge Street extending north from York to Lake Simcoe, intended for military and commercial use. Yonge Street served as the dividing line between King and Whitchurch townships, with Whitchurch located to the east and King to the west. Each township was surveyed into numbered concessions running south to north, with each concession comprised of a series of roughly 200 acre lots. The Site formed part of Lot 80 in the 1st Concession of the Township of Whitchurch, granted by the Crown to Ebenezer Britton in 1805.

During the early 19th century, a small hamlet known as Machell's Corners was established by merchant Richard Machell at the intersection of Yonge Street and Wellington Street. The hamlet would serve as the foundation for the future Town of Aurora. Land records indicate that Lot 80 in 1st Concession remained in the possession of Ebenezer Britton until 1816, after which point it was sold and subdivided into smaller parcels to accommodate multiple farms.

In 1836, John Mosley purchased 79 acres on the western portion of Lot 80 encompassing the Site, adjacent to the hamlet of Machell's Corners. The arrival of the Ontario Simcoe & Huron railway in Aurora in 1853 situated John Mosley's farm between the hamlet and the new railway line – the station was located immediately to northeast of the Site. In anticipation of the Town's expansion, Mosley subdivided his farm into building lots in 1854. The Site was formed at this time and consisted of a series of Town lots. The plan of subdivision also laid out the current network of streets bounded by:

- Wellington Street to the north;
- Berczy Street to the east;
- Metcalfe Street to the south; and
- Yonge Street to the east.

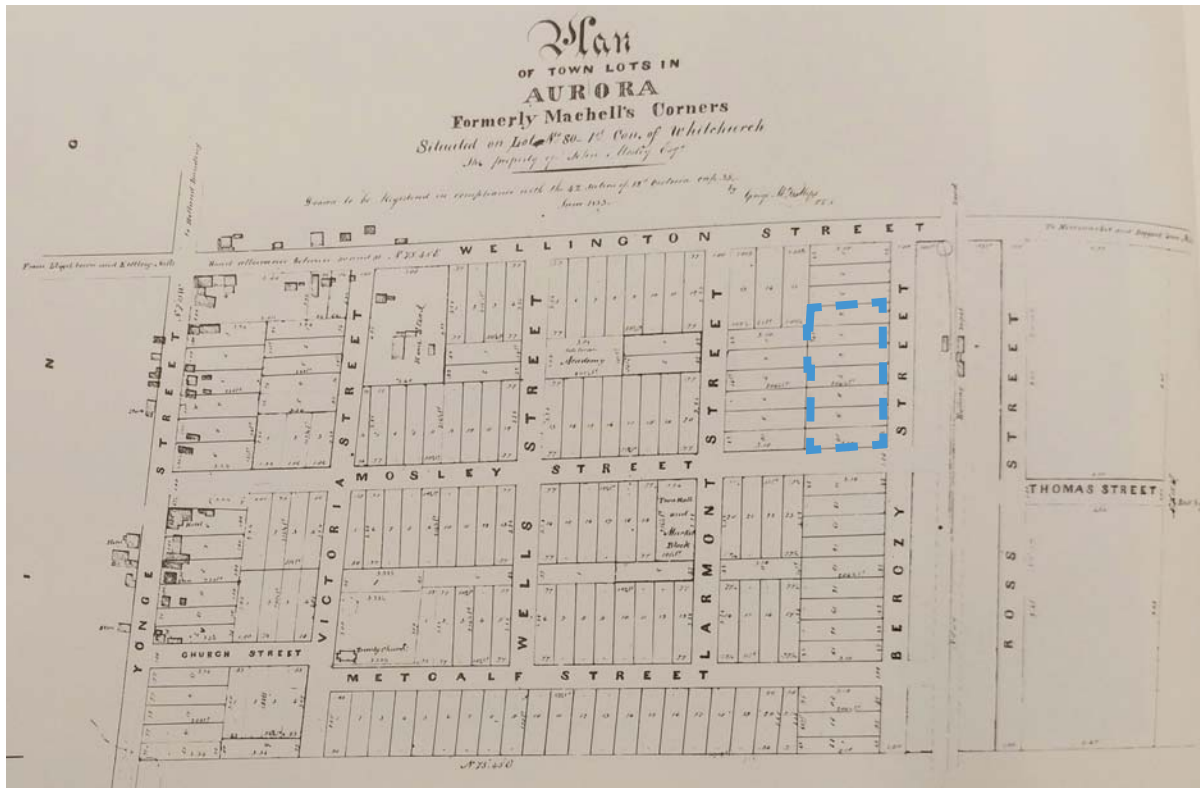
After the completion of the railway, a number of industries were established in Aurora, mostly to produce goods for nearby farms. Throughout the mid-to-late 19th century, the Town expanded beyond the original hamlet, with Yonge Street serving as a commercial main street. It is unclear whether there were any buildings or structures on the Site during this period, as the fire insurance plans of Aurora from 1880 and 1890 excluded the Site. Given that the fire insurance plans identified industrial sites across the Town, it is unlikely that the Site contained any notable industries.



c.1870 looking north on Yonge Street from Tyler Street (McIntyre, 1988).



c.1890 looking south on Yonge Street in Aurora (McIntyre, 1988).



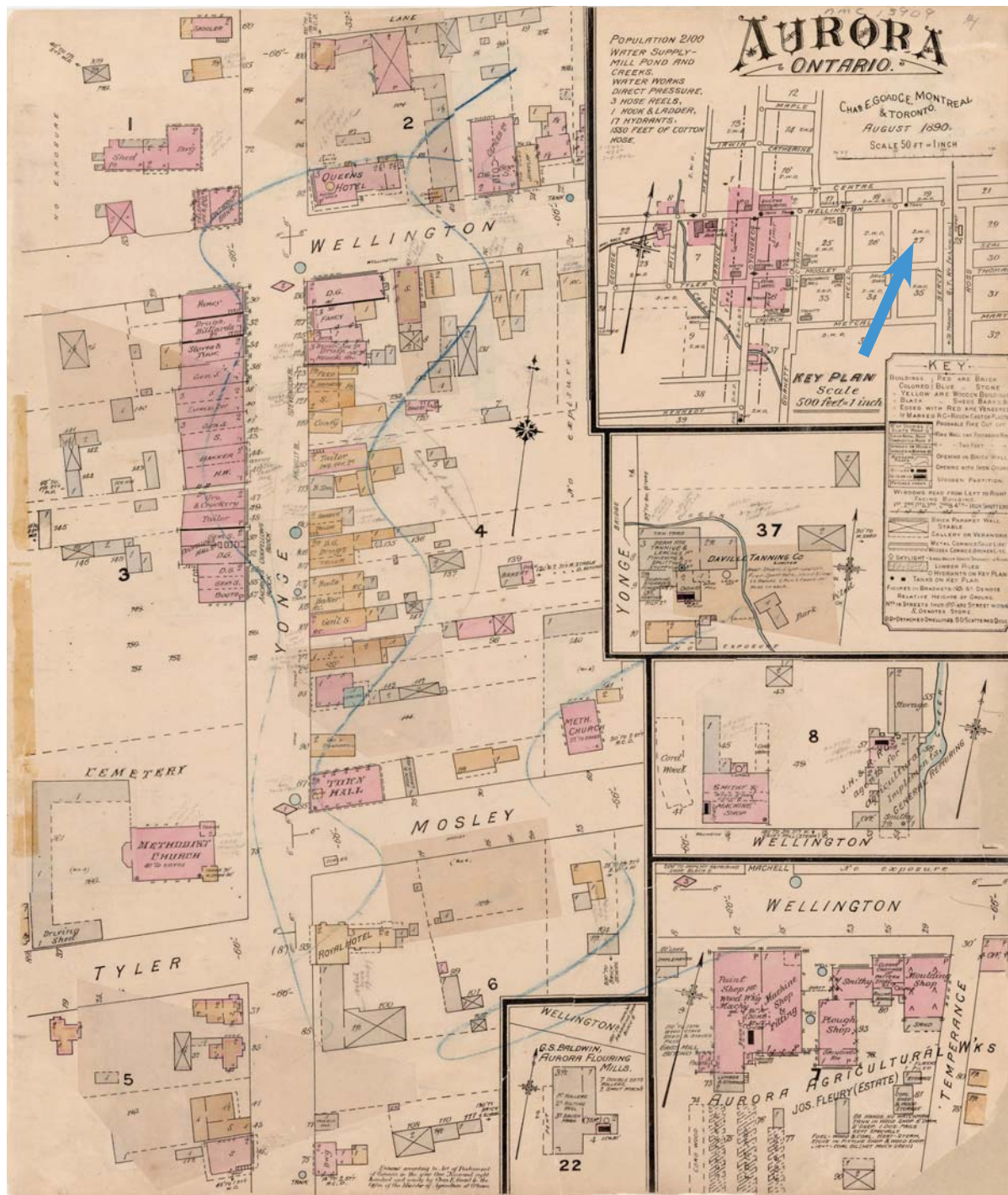
1854 plan of subdivision of John Mosley's farm, the Site is outlined with a dashed blue line (McIntyre, 1988; annotated by ERA).



1860 Tremaine's map of the County of York. The location of the Site is indicated with a blue arrow (University of Toronto; annotated by ERA).



1878 County Atlas. The location of the Site is indicated with a blue arrow (McIntyre, 1988; annotated by ERA).



1890 fire insurance plan of Aurora. The location of the Site is indicated with a blue arrow. Note that the plan identified industrial Sites outside the centre of town and excluded the Site (Library and Archives Canada; annotated by ERA).

2.3 Site History

T. Sisman Shoe Company

In 1901, The Town of Aurora provided the Underhill-Sisman Shoe Manufacturing Company a tax exception, enticing the company to relocate their operations from Markham to the north-west corner of Mosley Street and Berczy Street. The company completed construction of a 2-storey factory on the Site at 34 Berczy Street (later to be known as “Factory No. 2”) within the same year. In 1903, an addition was erected to its south to accommodate a broiler house.

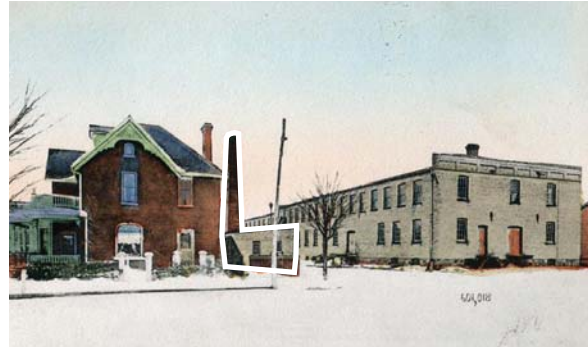
After the Underhill-Sisman partnership dissolved in 1910, the Underhill Shoe Company assumed ownership of Factory No.2, and by 1913, the T. Sisman Shoe Factory began its independent operations south of its former location in a three-storey factory building was constructed at the north-west corner of Berczy and Mosley Street, known as “Factory No.1”.

Thomas Sisman, founder of T. Sisman Shoe Company lived in a two-storey house between the two factory buildings. The Aurora Museum notes that the property was regarded for its landscaping. The house was constructed prior to 1911.

In 1927, T. Sisman acquired the former Underhill Shoe Factory building, after the Underhills relocated to Barrie. The factory was known as “Factory No.2”.

The company manufactured various shoes and boots, including for fashion, work and sport. Factory No.1 served as the principal production facility, while Factory No.2, was used primarily for storage.

Beginning in 1940, the company received the first in a series of contracts from the federal government to manufacture shoes for the war effort. That same year, the company announced the construction of a new single-storey factory building south of the Site, known as “Factory No. 3”.



1911 postcard showing the Thomas Sisman House (left) and the Underhill-Sisman Shoe factory (right). The factory constructed in 1901 and its addition is outlined in white (Heather Sisman; annotated by ERA).









1913 fire insurance plan. The Site is indicated in a dashed blue line. Note the later 3-storey factory, known as “Factory No. 1” south of the Site, across from Mosley Street. At this time, dwellings start to line Larmont Street (Aurora Museum; annotated by ERA).



After 1940, looking southwest from the corner of Berczy and Mosley Streets towards the T. Sisman Shoe Factory No. 1 (left) and No.3 (right) on the Site (Heather Sisman).



Diagram illustrating the evolution of the T. Sisman Shoe Company complex on the Site (Google, 2021; Annotated by ERA).

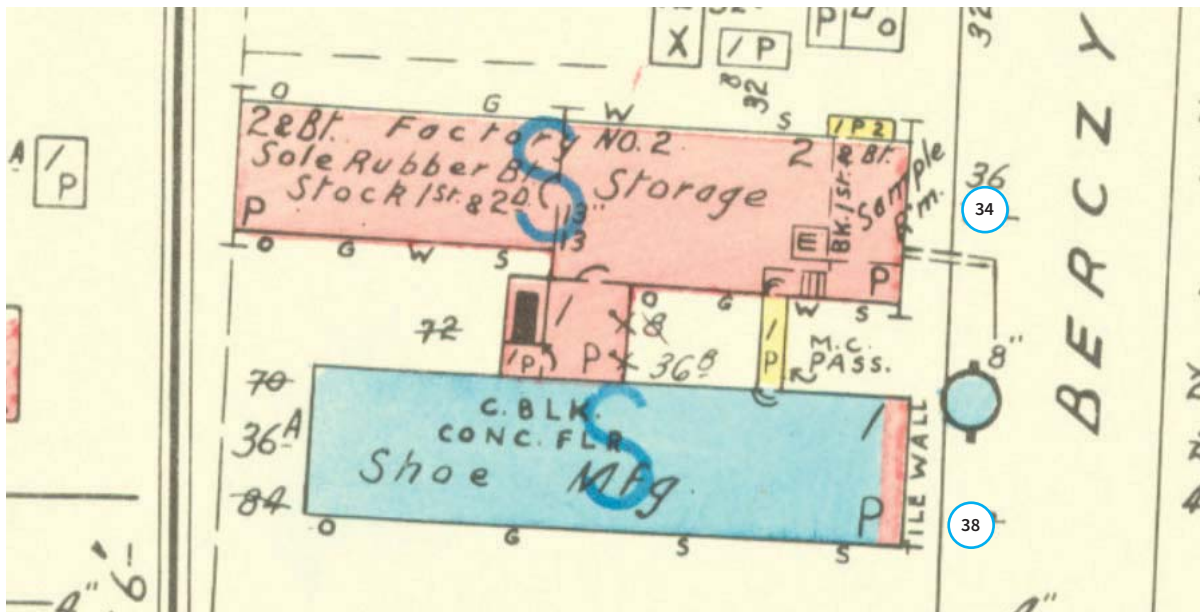
- | | |
|--|---|
|  Site. |  T. Sisman Factory No 2. Former Underhill-Sisman factory. Completed c.1901 (remaining) |
|  T. Sisman Factory No 1. Completed c. 1913 (demolished). |  Factory No 4. Completed by 1954 (remaining). |
|  T. Sisman Factory No 3. Completed 1940-1 (remaining at 103 Mosley Street on the Site). |  Thomas Sisman House (demolished). |

The Thomas Sisman House was demolished in the 1950, and a one-storey concrete building was constructed in its place in 1951. Referred to as “Factory No. 4”, the concrete building was built as an addition to Factory No. 1. The 1960 fire insurance plan indicates that Factory No. 1 was primarily used for storage with a sample room occupying the front portion of the building, while Factory No. 4 was used for shoe manufacturing.

At its height, the T. Sisman Shoe Company was one of Town's largest employers, with surrounding dwellings constructed to house its workers, and competing with the nearby Collis Tannery, west of Yonge Street.



During the 1940s, the T. Sisman shoe company shifted from producing retail goods to produce supplies for the war effort (Heather Sisman, n.d.).



1960 Fire Insurance Plan indicates that Factory No. 1 (34 Berczy Street) was primarily used for storage, while manufacturing took place inside Factory No. 4 (38 Berczy Street) (Aurora Museum, 1960).

ALL SET to make your new shoes...

BEFORE the war Sisman Scampers were your favourite summer shoe, Sisman Thorobill, your favourite work shoe and little Jimmy and Johnny went to school in sturdy Sisman Treadlers.

Today war needs come first—Sisman's have been, and still are—turning out boots and shoes for Canada's fighting services, quality footwear worthy of the men who wear it.

BUT—soon we shall be ready to go more and more into making famous Sisman brands for your use—ready to supply shoes for play and work, the most comfortable and hard-wearing you have ever worn. Sisman Shoes are coming back more and more.

Your dealer may be able to supply you Sisman Shoes now. See him today.

SISMAN SHOES

The T. SISMAN SHOE CO. LIMITED
NATIONAL MANUFACTURER
High Grade Work Shoes and the Famous Sisman Scampers

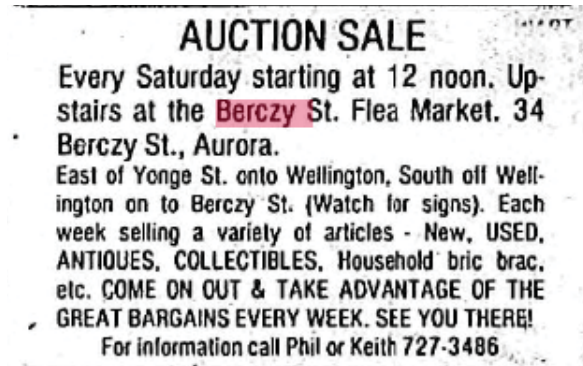
Advertisement showing the Factory No. 1 & No. 3 to the south of the Site (top and middle) and Factory No. 2 on the site (lower), exact date unknown, c. 1939-1945. The extant building on the Site at 34 Berczy Street is highlighted in blue (Heather Sisman, Annotated by ERA).

End of the Shoe Era

Starting in the 1960s, the Canadian shoe industry saw rising competition from imports of non-leather footwear and the T.Sisman Shoe Factory was purchased by Kinney Shoes, an American Company.

By the 1970s, the Sisman Shoe company was no longer occupying the Site as Factory No. 1 and Factory No.4 ceased operations and all manufacturing took place in the larger building, Factory No. 2 located south of the Site. The closure of the Shoe Factory was announced later in 1976.

The factory buildings on the Site remained vacant until 1980s, when interior and exterior renovations were completed by its new owners, the Newell family. The buildings re-opened as a flea market and storage warehouse. Further renovations were completed to 34 and 38 Berczy Street in 2002 to accommodate offices. Aerial images during this period show that the broiler room which would have connected the two factories, and a walkway were removed, most likely to accommodate additional parking spaces for the businesses.



The Berczy St. Flea Market opened in the 1980s (Newmarket Era, 1984. p.B6)



1970 Aerial Image of the Site. The broiler room and walkway is shown connecting the buildings at 34 and 38 Berczy Street (York Region; annotated by ERA).



2002 Aerial image of the Site. The buildings at 34 and 38 Berczy Street are no longer connected and Factory No.2, located south of the Site, has been demolished (Google Earth; annotated by ERA).



2020 Looking west towards the surface parking area between 34 and 38 Berczy Street (Google Earth).

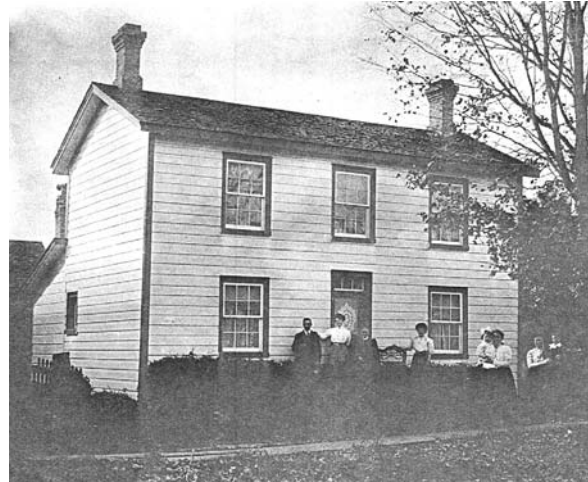
Residential Development on Berczy Street

From the mid 19th to early 20th century, the segment of Berczy Street between Mosley Street and Wellington Street was at one time, owned by Rosanna Spence, a resident of York Township. Land registry and census records suggest that the dwellings in the area were often used as a rental investment, with owners' holding several properties.

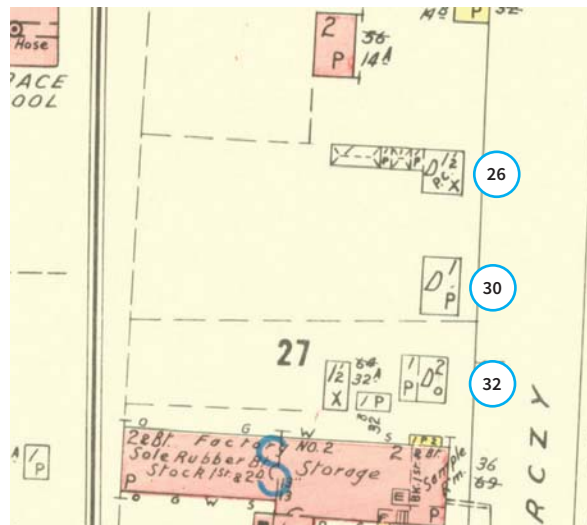
The York directories indicates that the Spence family never resided on the Site, rather the homes were of rental tenure.

After Mosley's Plan of Subdivision was completed in 1954, a one and a half storey dwelling at 32 Berczy Street was the first to be constructed in 1856 under the ownership of George Coles. By 1865, a two storey dwelling was constructed at 26 Berczy Street, while the adjacent lot to the north is recorded to be vacant.

In the 1960 fire insurance plan, the three dwellings municipally known as 26, 30, and 32 Berczy Street are visible.



32 Berczy Street, one of the early dwellings to be constructed as part of the Mosley subdivision (c.1856) (Aurora Museum, 1981).



In 1960, the three dwellings on the Site are recorded in the Fire Insurance Plan. 26 and 32 Berczy Street are listed in the Municipal Heritage Register (Aurora Museum).

3 HERITAGE POLICY CONTEXT

The following policy documents were reviewed in the preparation of this HIA, as they provide the framework for the property with respect to the properties on Site and adjacent heritage resources:

- Provincial Policy Statement, 2020 (the “PPS”);
- A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (the “Growth Plan”);
- Region of York Official Plan, 2019 Consolidation (the “Regional Official Plan”);
- Town of Aurora Official Plan, 2015 Consolidation (the “Official Plan”);
- Aurora Promenade Secondary Plan, 2010 (the “Secondary Plan”);
- The Aurora Promenade Concept Plan Urban Design Strategy, 2010 (The “Urban Design Strategy”).

Provincial Policy Statement, 2020

The PPS directs land use planning in Ontario and identifies the importance of balancing growth demands with the conservation of significant built heritage resources and cultural heritage landscapes:

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020

The Growth Plan supports the development of prosperous and complete communities across the Greater Golden Horseshoe Region. This approach includes the recognition and conservation of cultural heritage resources and identifies the importance of built heritage and cultural landscapes to local identity, the tourist sector and the investment potential of communities.

Significant: means in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act (PPS 2020).

Built heritage resource: means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are located on property that may be designated under Parts IV or V of the Ontario Heritage Act, or that may be included on local, provincial, federal and/or international registers (PPS 2020).

Adjacent Lands: means for the purposes of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan (PPS 2020).

Heritage attributes: means the principal features or elements that contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built, constructed, or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (e.g. significant views or vistas to or from a protected heritage property). (PPS 2020).

Under 4.2.7 Cultural Heritage Resources, the Growth Plan directs the following:

- 1. Cultural heritage resources will be conserved in order to foster a sense of place and benefit communities, particularly in strategic growth areas.*
- 2. Municipalities will work with stakeholders, as well as First Nations and Métis communities, in developing and implementing official plan policies and strategies for the identification, wise use and management of cultural heritage resources.*
- 3. Municipalities are encouraged to prepare archaeological management plans and municipal cultural plans and consider them in their decision-making.*

Cultural Heritage Resources:

Built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation (Greenbelt Plan, as referenced in Growth Plan 2019).

Region of York Official Plan, 2010

The primary objectives of *Section 3.4 Cultural Heritage* of the Regional Official Plan are:

To recognize, conserve and promote cultural heritage and its value and benefit to the community.

Policies under Section 5.5 identify the importance of preserving “Local Centres” and existing heritage streetscapes and place emphasis on urban design guidelines as a measure to ensure that forms and scale complement the existing character of surrounding communities.

Cultural Heritage Resources:

a) Resources that contribute to our understanding of our past, including:

ii. built heritage resources, which means one or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community (Aurora Official Plan, 2015).

Aurora Official Plan, 2010

Aurora’s long-term vision includes the conservation and enhancement of cultural heritage resources and recognizes the important role cultural heritage plays in fostering community identity and local sense of place.

Section 13 of the Official Plan directs the conservation of cultural heritage resources, with objectives that aim towards (a) conservation, enhancement; (b) preservation, restoration, rehabilitation; and (c) promotion of, and public involvement in, managing cultural heritage resources.

The Site is located within the town's identified "Heritage Resource Area" as per Schedule D which is considered to be of primary significant to the Town's heritage (13.2.s).

Evaluation of cultural heritage is based on "i. aesthetic, design or physical value; ii. historical or associative value; and/or, iii. contextual value" (s.13.3d) and protection and conservation practices are based on "the Standards and Guidelines for the Conservation of Historic Places in Canada, the Appleton Charter for the Protection and Enhancement of the Built Environment and other recognized heritage protocols and standards" with "protection, maintenance and stabilization for all conservation projects" as a core guiding principle (s.13.3.i).

With respect to development adjacent to heritage resources, the following policies set out under s.13.3 apply:

l) A Heritage Impact Assessment may also be required for any proposed alteration work or development activities involving or adjacent to heritage resources to ensure that there will be no adverse impacts caused to the resources and their heritage attributes. Mitigation measures shall be imposed as a condition of approval of such applications. All options for on-site retention of properties of cultural heritage significance shall be exhausted before resorting to relocation. The following alternatives shall be given due consideration in order of priority:

i. on-site retention in the original use and integration with the surrounding or new development;

ii. on site retention in an adaptive re-use;

iii. relocation to another site within the same development; and,

iv. relocation to a sympathetic site within the Town.

n) In the event that demolition, salvage, dismantling or relocation of a built heritage resource or cultural heritage landscape is found to be necessary as determined by Council, thorough archival documentation of the heritage resources is required to be undertaken by the proponent, at no cost to the Town. The information shall be made available to the Town for archival purposes.

Section 4 provides further guidance for new development, with regards to its interface with cultural heritage resources:

4.2. General Urban Design and Architectural Policies:

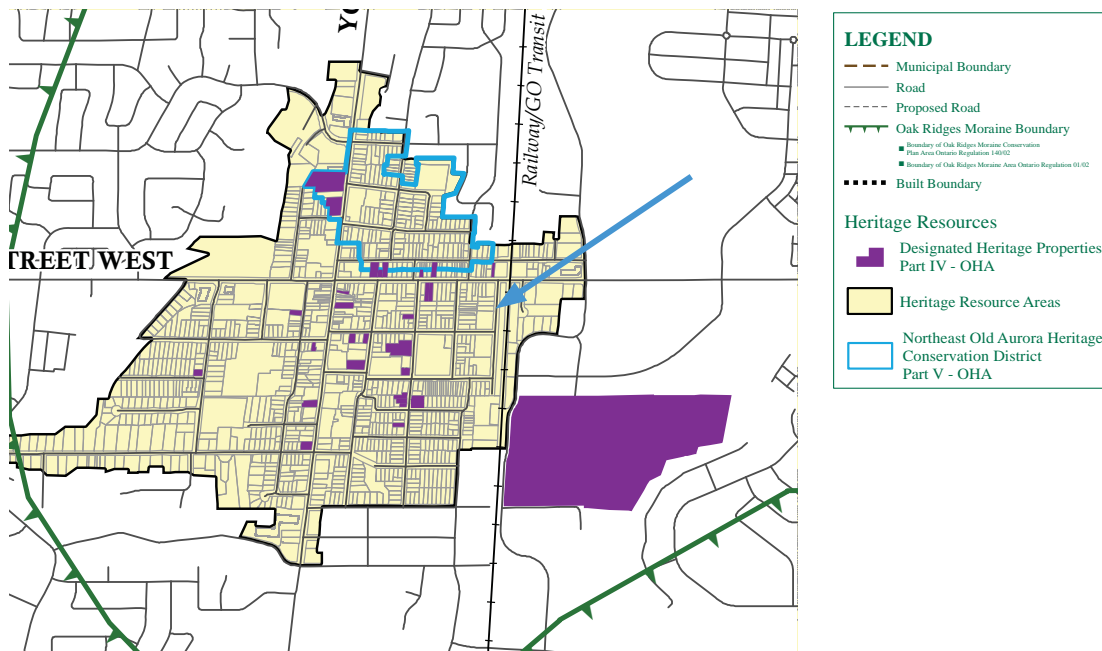
f) To achieve human scale, attractive and safe public environments, in entryways, heritage areas, in and adjacent to streets and open spaces, the following urban design approaches should be implemented:

i. Development should encourage:

access to historic areas by walking, cycling and transit;

iv. Upper storeys of larger buildings may require setbacks to achieve:

vistas to heritage sites.



Schedule D of the Town of Aurora's Official Plan. The Site identified by blue arrow (2010; annotated by ERA).

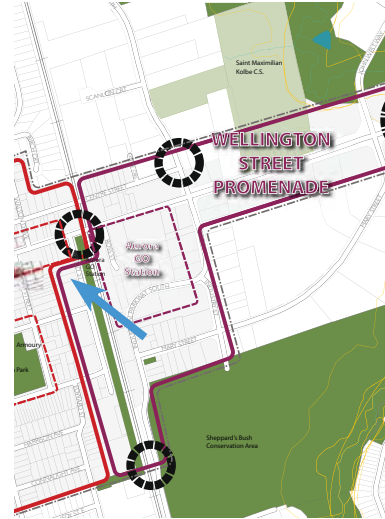
The Aurora Promenade Concept Plan Urban Design Strategy, 2010

The purpose of the Urban Design Strategy is to guide and manage growth in Aurora. It provides guidance on public realm and private development and informs the Aurora Promenade Secondary Plan, 2010 policies set out under the Official Plan, 2010. .

The Site is located within the Wellington Street Promenade Character Area, one of the Aurora Promenade's four distinct character areas, as identified by the Urban Design Strategy. The Wellington Street Promenade is noted for having an inconsistent built character. It includes the Aurora Go Station Focus Area and is bounded by large open green spaces. Built form is comprised of a mix of employment, commercial and residential uses and made up of buildings that range in density and style. The design strategy for the Wellington Street Promenade aims to take advantage of intensification targets set by the proximity to public transport while scaling appropriately between an intensified area around the Aurora Go Station and the heritage neighbourhoods to the west.

With respect to adjacent listed heritage buildings the following guidelines are set out under Section 4:

- *New development proposed in The Aurora Promenade adjacent to an identified, listed or designated heritage property or identified landmark building should have a design that is sensitive and complementary.*
- *Where a building is being designed to reflect a historic architectural style, it should be consistent and true to all aspects of that era. It should appear to be architecturally authentic (e.g., Victorian or Edwardian).*
- *New buildings should consider and respect the scale, material and massing of adjacent heritage significant buildings.*
- *Setbacks of new buildings will be permitted in certain conditions where such placement will enhance the prominence of the adjacent heritage building, and provide an opportunity to create a benefit to a business (for example, a restaurant seating area).*



The Aurora Promenade Character Areas. Blue arrow identifying Site (The Aurora Promenade Concept Plan Urban Design Strategy 2010, annotated by ERA).

Aurora Promenade Secondary Plan, 2010

The Site is located within the boundaries of the Aurora Promenade as identified on Schedule B1 under the Official Plan (see map on following page). The Promenade includes Aurora's historic town centre and aims to encourage growth and development that preserves local cultural heritage while building upon existing assets to establish a vibrant and walkable "main street" or "downtown" character.

With respect to cultural heritage resources, the following Objectives (11.1) of the Secondary Plan guide decision making in the area and aim to achieve:

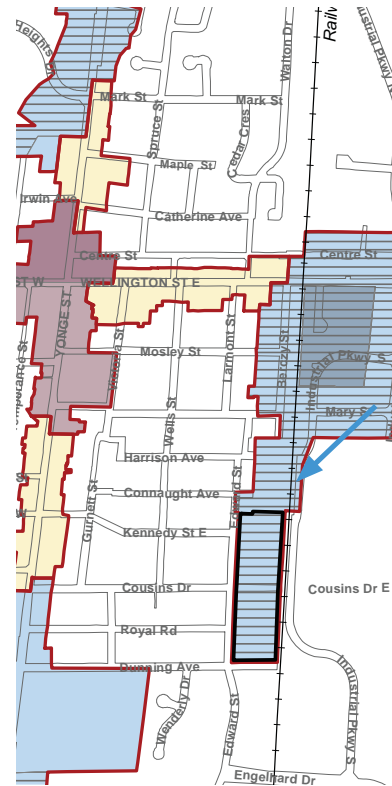
i. Distinct Heritage and Culture – This Plan builds on the distinct heritage and culture of the Aurora Promenade. It defines the heritage resources and provides guidance on methods to conserve, protect and reinforce the neighbourhoods, streetscapes and significant buildings;

vii. Great Design and Architecture – This Plan is focused on ensuring a vibrant, inviting and appealing environment that will attract residents and new businesses, enhance the vitality of retail uses, encourage walking and resonate with visitors. To achieve this, new development must "fit" in and enhance the character, quality and appeal of The Aurora Promenade; and

viii. Towards a Sustainable Town - This Plan promotes a sustainable Aurora Promenade that respects its historic culture and character and embraces diverse cultural development and renewal in harmony with sound environmental management and business development activity.

Policies under Section 11 include guidance on built form, including direction on height, as well as compatibility of design with the existing character and community context, and encouraging architectural variety.

According to Schedule B3, the Site is located on streetscapes identified as "Village Street" along Berczy Street and "Residential Heritage Street" along Mosley Street (s.11.12). Village Streets are noted for their "small-town, village-like atmosphere and character" and are characterized by their older house form buildings, with a mix of residential, office and retail, while Heritage Residential Streets are intended to remain residential in character, with primarily house form buildings.



Site identified by blue arrow (Aurora Official Plan 2010; annotated by ERA).

LEGEND

- Secondary Plan Boundary
- Downtown
- Upper Downtown
- Downtown Shoulder
- Promenade General
- Promenade General Site
- Specific Policy Area
- Promenade Focus Area
- Special Design Areas

4 ASSESSMENT OF CULTURAL HERITAGE VALUE

4.1 Ontario Regulation 9/06 Analysis

The Site has been evaluated against the “Criteria For Determining Cultural Heritage Value or Interest” as found in Ontario Reg. 9/06 under the Ontario Heritage Act (the “OHA”). O. Reg. 9/06 states that “a property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest”, as identified in the following pages. Meeting one or more of these criteria does not necessarily mandate designation.

This report finds that the de-listing and removal of 26, 32, and 34-38 Berczy Street from the Site will have an impact on cultural heritage value of the site. These buildings however, do not have significant heritage value, and are not good candidates for conservation as their design/physical, historical/associative, and contextual value are diminished, and have limited ability to convey historical associations or connections to the Site’s former industrial and supporting residential heritage.

Value (quoted from Ontario Reg. 9/06)	Assessment of 26 Berczy Street
<p><i>The property has design value or physical value because it,</i></p> <ul style="list-style-type: none"> <i>i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,</i> <i>ii. displays a high degree of craftsmanship or artistic merit, or</i> <i>iii. demonstrates a high degree of technical or scientific achievement.</i> 	<p>The property at 26 Berczy Street is a one and a half storey detached dwelling, with an estimated construction date of 1865. 1913 fire insurance plans and early photographs suggests that the building was constructed with brick. Presently, the exterior has been modified with siding and the porch has been enclosed. The building is reflective of the Gothic Revival Cottage-style but is not a particularly rare or representative example of mid-to-late 19th century residential architecture.</p> <p>The property does not reflect a high degree of craftsmanship, artistic merit, or technical achievement.</p>
<p><i>The property has historical value or associative value because it,</i></p> <ul style="list-style-type: none"> <i>i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,</i> <i>ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or</i> <i>iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</i> 	<p>A review of directories, land registry records and census records indicate that the property has contained residential uses since the mid 19th century. The property was originally under the ownership of Matthew Lepper, a general merchant and later Reeve of Aurora Village, it does not appear that a dwelling was constructed under Lepper's ownership. Rosanna Spence, of York Township, owned the property along with several other parcels surrounding the Aurora Station. Lepper's and Spence's historical significance is limited.</p> <p>The property has little potential to yield information that contributes to an understanding of community or culture.</p> <p>The architect or builder is unknown.</p>
<p><i>The property has contextual value because it,</i></p> <ul style="list-style-type: none"> <i>i. is important in defining, maintaining or supporting the character of an area,</i> <i>ii. is physically, functionally, visually or historically linked to its surroundings, or</i> <i>iii. is a landmark.</i> 	<p>26 Berczy Street is located in an evolving context, where there is a fragment of uses. The character of Berczy Street is not overwhelmingly prevalent. Like all properties, the property at 26 Berczy Street is physically, functionally, visually and historically linked to its surroundings. However it does not exhibit such significant relationships to its surroundings to merit conservation under the Ontario Heritage Act.</p> <p>The property is not considered a landmark.</p>

5 CONDITION ASSESSMENT

ERA conducted a site visit to for the purpose of completing a preliminary review of the properties at 26, 30, 32, and 34-38 Berczy Street. Due to provincially mandated lock-down restrictions in place at the time due to COVID-19, a complete condition assessment was not completed. A full condition assessment and thorough documentation of the site will be completed upon lifting of restrictions.



32 Berczy Street (ERA, 2021)



30 Berczy Street (ERA, 2021)



32 Berczy Street (ERA, 2021)



30 Berczy Street (ERA, 2021)



32 Berczy Street (ERA, 2021)



26 Berczy Street (ERA, 2021)



32 Berczy Street (ERA, 2021)



26 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



34 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)



38 Berczy Street (ERA, 2021)

Value (quoted from Ontario Reg. 9/06)	Assessment of 32 Berczy Street
<p><i>The property has design value or physical value because it,</i></p> <p><i>i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,</i></p> <p><i>ii. displays a high degree of craftsmanship or artistic merit, or</i></p> <p><i>iii. demonstrates a high degree of technical or scientific achievement.</i></p>	<p>The property at 32 Berczy Street contains a two storey detached dwelling, with an estimated date of construction of 1856 under the ownership of George Coles. The directories do not suggest that Coles was a resident of the Town of Aurora. The dwelling is not representative of any recognized architectural style.</p> <p>The property does not reflect a high degree of craftsmanship, artistic merit, or technical achievement.</p>
<p><i>The property has historical value or associative value because it,</i></p> <p><i>i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,</i></p> <p><i>ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or</i></p> <p><i>iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</i></p>	<p>Similar to 26 Berczy Street, 32 Berczy Street was later owned by Rosanna Spence, suggesting the building was occupied by rental tenure. Cole's and Spence's historical significance is limited.</p> <p>The property has little potential to yield information that contributes to an understanding of community or culture.</p> <p>The architect or builder is unknown.</p>
<p><i>The property has contextual value because it,</i></p> <p><i>i. is important in defining, maintaining or supporting the character of an area,</i></p> <p><i>ii. is physically, functionally, visually or historically linked to its surroundings, or</i></p> <p><i>iii. is a landmark.</i></p>	<p>32 Berczy Street is located in an evolving context, where there is a fragment of uses. The character of Berczy Street is not overwhelmingly prevalent. Like all properties, the property at 32 Berczy Street is physically, functionally, visually and historically linked to its surroundings. However it does not exhibit such significant relationships to its surroundings to merit conservation under the Ontario Heritage Act.</p> <p>The property is not considered a landmark.</p>

Value (quoted from Ontario Reg. 9/06)	Assessment of 34-38 Berczy Street
<p><i>The property has design value or physical value because it,</i></p> <p><i>i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,</i></p> <p><i>ii. displays a high degree of craftsmanship or artistic merit, or</i></p> <p><i>iii. demonstrates a high degree of technical or scientific achievement.</i></p>	<p>The integrity of the buildings are limited due to the extensive renovations completed to the buildings in converting the use from industrial to commercial. Alterations to the buildings include the following:</p> <ul style="list-style-type: none"> • removal of the adjoining components (broiler room and walkway) between 34 and 38 Berczy Street; • removal of the second entrance on 34 Berczy Street's front elevation; • removal of the side entrance and steps on 34 Berczy Street's south elevation; and • the original stone and brick construction on 34 Berczy Street and concrete block construction on 38 Berczy Street have been covered with cream-coloured stucco.
<p><i>The property has historical value or associative value because it,</i></p> <p><i>i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,</i></p> <p><i>ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or</i></p> <p><i>iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</i></p>	<p>The building at 34 to 38 Berczy Street formed part of the larger T. Sisman Shoe Factory, one of the largest employers in the Town of Aurora in the 20th century. Many of its workers were recorded to live in adjacent streets, such as Larmont and Mosley Street. The factory has contributed to the early industrial landscape of Berczy Street, supported by the Aurora Train Station.</p> <p>The buildings were used as a secondary spaces for the T.Sisman Shoe Factory, with Factory No. 2 (34 Berczy Street) used primarily for storage and Factory No. 4 (38 Berczy Street) shortly used for manufacturing. The T. Sisman Shoe Factory primarily operated in Factory No. 1, south of the Site, that has since been demolished.</p> <p>The integrity of the building is diminished due to the extensive alterations completed in late 20th century. The property has little potential to yield information that contributes to an understanding of community or culture.</p> <p>The architect or builder is unknown.</p>
<p><i>The property has contextual value because it,</i></p> <p><i>i. is important in defining, maintaining or supporting the character of an area,</i></p> <p><i>ii. is physically, functionally, visually or historically linked to its surroundings, or</i></p> <p><i>iii. is a landmark.</i></p>	<p>34-38 Berczy Street is located in an evolving context, where there is a fragment of uses. The character of Berczy Street is not overwhelmingly prevalent. Like all properties, the property at 34-38 Berczy Street is physically, functionally, visually and historically linked to its surroundings. However it does not exhibit such significant relationships to its surroundings to merit conservation under the Ontario Heritage Act. The main factory building, being Factory No. 1, and the Thomas Sisman House has been demolished. The buildings on the Site was secondary to the demolished buildings, and its tie to the T.Sisman Shoe Factory is not apparent.</p> <p>The property is not considered a landmark.</p>



East elevation render of the proposed development (Studio JCI, 2021)



East elevation render of the proposed development (Studio JCI, 2021)

6 DESCRIPTION OF THE PROPOSED DEVELOPMENT

The proposed development anticipates the removal of the existing buildings on the Site to allow for the construction of a seven-storey mixed-use development.

The proposed design is the result of close collaboration between ERA and Studio JCI. Preliminary heritage design direction provided included the following parameters:

- Focus of density along Berczy Street, furthest from adjacent listed house-form buildings;
- Reference to the elongated, rectilinear, industrial buildings which are primarily oriented perpendicular to the streets they front onto such as at 103 Mosley and 38 Berczy;
- Reveals that break up the Berczy streetwall giving the appearance of the perpendicular orientation noted above;
- Integration of progressive stepbacks on the west elevation to create a gradual transition of massing towards the residential neighbourhood;
- Integration of stepbacks above the 4th and 6th storey of the east elevation to minimize the visual impact of the increased density;
- Integration of glazing along upper storeys (5th-8th storeys on west elevation), to mitigate the visual weight of increased height;
- Integration of smaller, stepbacks along the north and south elevations;
- Siting of lower-scale townhouses at the Site's western extents, set back from the west property line to provide buffer between the development and residential neighbourhood to the west;
- Articulation of distinct masonry building base elements, to visually divide the building into smaller units and integrate new construction with the existing and historic context.

This collaborative effort resulted in a design that is responsive to the Site's former industrial character, and is sensitive to its heritage context.

The proposed development is primarily composed of two segments;

- a seven-storey block consisting of townhouses and commercial use at grade, fronting onto Berczy Street; and,
- a segment of two-storey townhouses fronting the west boundary of the site, and accessed via a new, pedestrian-oriented laneway located along the western boundary of the site.

The two building segments share underground parking, with vehicular access off Mosley Street. The development features a shared outdoor amenity space, situated in the interior of the site.

The first-four storeys of the development are detailed in brick masonry, with industrial-inspired windows and doors. Storeys five and above feature progressive stepbacks, residential terraces, and design that is more contemporary in expression, articulation and material.



East elevation render view of the proposed development (Studio JCI, 2021)



Southeast render view of the proposed development (Studio JCI, 2021)



Southwest render view of the proposed development (Studio JCI, 2021)



Render of the proposed shared amenity space (Studio JCI, 2021)

7 IMPACT ASSESSMENT

7.1 Impacts on Site

The development proposes to remove all properties on Site, including the following buildings which are listed on the Municipal Heritage Register;

- 26 Berczy Street, *Listed*
- 32 Berczy Street, *Listed*
- 34-38 Berczy Street, *Listed*

This report finds that the de-listing and removal of these buildings from the Site will have **negative impacts** on the Site as identified by the Ontario Heritage Toolkit. As noted in the *Assessment of Cultural Heritage Value* section of this report, these buildings however, are not good candidates for conservation.

The proposed development mitigates impacts by incorporating design that is informed by the Site's industrial past, most notably the former T. Sisman Shoe brick-and-beam Factory buildings that occupied the site. Design considerations that mitigate impacts to adjacent heritage resources have also be incorporated, as described later in this report.

*The Ontario Heritage Toolkit is a series of guides designed to help understand the heritage conservation process in Ontario. The Toolkit identifies potential negative impacts on a cultural heritage resource from new development. **Negative impacts** include, but are not limited to:*

Destruction of any, or part of any, significant heritage attributes or features;

Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance;

Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or plantings, such as a garden;

Isolation of a heritage attribute from its surrounding environment, context or a significant relationship;

Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features;

A change in land use such as rezoning a battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open spaces;

Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect an archaeological resource. (Ontario Heritage Toolkit).

7.2 Impacts on Adjacent Heritage Resources

The proposed development is not anticipated to have any negative impacts, as identified by the Ontario Heritage Toolkit, on the cultural heritage value of the adjacent heritage resources.

Development of the Site will have impacts on the adjacent heritage properties inherent to any form of intensification, including increased pedestrian and vehicular activity, and change of use.

While the majority of proposed massing is distributed along the Site's eastern edge, the development will visually impact the context of this historically low-rise area, when viewed from the listed properties to the west. A pedestrian laneway situated on the east edge of the site creates a buffer between the properties, and a two-storey townhouses mitigate this visual impact by providing a gentle transition to the neighbouring sites.

This report finds that the proposed development appropriately mitigates these impacts by introducing contemporary mixed-use development that interprets the Site's industrial history and employs a number of heritage designs strategies, as detailed in the following section of the report.

Adjacent Heritage Properties

- 99 Wellington Street East, Listed
- 121 Wellington Street East, Listed
- 105 Wellington Street East, Listed
- 25 Larmont Street, Listed
- 29 Larmont Street, Designated under Part IV, OHA
- 31 Larmont Street, Listed
- 33 Larmont Street, Listed
- 35 Larmont Street, Listed
- 41 Larmont Street, Listed
- 45 Larmont Street, Listed
- 98 Mosley Street, Listed

8 CONSERVATION AND MITIGATION STRATEGY

8.1 Conservation Strategy

ERA has evaluated the Site against the *Criteria For Determining Cultural Heritage Value for Interest*, Ontario Reg. 9/06, under the OHA, and concluded that the buildings presently on-Site do not possess significant cultural heritage value. Further, the proposal described in Section 6 of this report considers the removal of the buildings on Site. Therefore, a conservation strategy has not been provided, rather a mitigation strategy that responds to the heritage character of adjacent heritage context is proposed.

8.2 Mitigation Strategies

The proposed development interprets features inspired by the former brick-and-beam T. Sisman Shoe Factory buildings.

Design considerations with regard to the Site's heritage character and relationships to adjacent properties on the Municipal Heritage Register have been incorporated as follows:

- Focus of density along Berczy Street, furthest from adjacent listed house-form buildings;
- Reference to the elongated, rectilinear, industrial buildings which are primarily oriented perpendicular to the streets they front onto such as at 103 Mosley and 38 Berczy;
- Reveals that break up the Berczy streetwall giving the appearance of the perpendicular orientation noted above;
- Distinct yet compatible architectural expression to further give the appearance of distinct volumes;
- Varied masonry palette applied to break up visual mass and integrate new construction with the existing and historic context;

- Integration of glazing along upper storeys (5th-7th storeys on east elevation), to mitigate the visual weight of increased height;
- Progressive stepbacks of the 4th, 5th, 6th and 7th storeys of the building on both the east and west elevations;
- Siting of lower-scale townhouses at the Site's western extents, set back from the west property line by approximately 9 m;
- The use of materials that are distinct from, and sympathetic to, the adjacent heritage resources;
- Glazing pattern that references the articulation and gridded fenestration patterns found on the surrounding industrial heritage resources;
- Arched brick window details consistent with heritage context; and
- Fine-grain ground-floor activation consistent with the evolving Berczy Street context.

Additional commemorative strategies may be explored to further mitigate impacts of the development by communicating the historical narratives of the Site, using interpretive media.

This approach would complement the interpretive architectural elements discussed above and include themes such as the history of the T. Sisman Shoe Company, and the development of railside industry in early Aurora, and the evolution of the Berczy Street corridor.

Both on-and off-Site strategies are proposed to be explored. Preliminary approaches may include plaques, signage, art and off-site contributions to historic understanding of the area (books, articles, videos, exhibits).



South Elevation (Studio JCI, 2021)



North Elevation (Studio JCI, 2021)



East Elevation (Studio JCI, 2021)



West Elevation (Studio JCI, 2021)

9 CONCLUSION

This report finds that the de-listing and removal of 26, 32, and 34-38 Berczy Street from the Site will have an impact on cultural heritage value of the site. These buildings however, do not have significant heritage value, and are not good candidates for conservation as their design/physical, historical/associative, and contextual value are diminished, and have limited ability to convey historical associations or connections to the Site's former industrial and supporting residential heritage.

The proposed development proposes to interpret the cultural heritage value of the Site by introducing contemporary development which uses materiality and architectural expression consistent with the former main T. Sisman factory building on the Site.

The proposed design responds to the criteria set out in heritage policy applicable to this site, such as those set out in Section 4 of *The Aurora Promenade Concept Plan Urban Design Strategy, 2010*, and Section 11 *Aurora Promenade Secondary Plan, 2010*. The proposal achieves this by incorporating design strategies such as setbacks, stepbacks, and site arrangement, and architectural expression are sympathetic to the area's 20th century industrial heritage character.

Additional commemorative strategies may be explored to further mitigate impacts of the development by communicating the historical narratives of the Site, using interpretive media, such as plaques, signage, art and off-site contributions to historic understanding of the area (books, articles, videos, exhibits).

In conclusion, this report finds that the proposed development appropriately mitigates negative impacts to the Site and adjacent properties's cultural heritage value.

10 PROJECT PERSONNEL

Philip Evans

Philip Evans is a registered architect with the OAA, principal of ERA Architects and the founder of small. In the course of his career, he has led a range of conservation, adaptive reuse, design, and feasibility planning projects. Philip is a professional member of CAHP and RAIC.

Janice Quieta

Janice Quieta is an associate with the heritage architecture team at ERA Architects. She received her Master of Architecture degree from Dalhousie University after completing a Bachelor of Architectural Science degree at Ryerson University. Her graduate thesis examined the feasibility of retrofitting post-war residential towers Toronto's St. Jamestown using a socially and ecologically sustainable program. She has studied and worked in Toronto, Halifax, Dusseldorf, and Koln.

Neil Phillips

Neil Phillips is a Project Manager with the heritage team at ERA Architects. He holds a Master of Landscape Architecture from the University of Toronto, a certificate in Urban Design from Harvard University, a Bachelor of Urban and Regional Planning from Ryerson University, and a Bachelor of Public Administration from the University of Ottawa.

Catherine Huynh

Catherine Huynh is a planner with ERA Architects. She holds a Bachelor of Urban and Regional Planning (BURPI) from Ryerson University.

11 REFERENCES

Aurora Museum and Archives. (n.d.). Fire Insurance Plans. Town of Aurora.

Toronto Public Library. (1960). Insurance Plan of the Town of Aurora, Ont. : Population 6,000: plan dated May 1960. <https://www.torontopubliclibrary.ca/detail.jsp?Entt=RDM1633775&R=1633775>

Johnston, J. (1963). Aurora: Its Early Beginnings. Aurora Centennial Committee.

Library and Archives Canada. (n.d.). Collection Search. <https://www.bac-lac.gc.ca/eng/collectionsearch/Pages/collectionsearch.aspx>

McGill University. (n.d.). The Canadian County Atlas Digital Project. Digital Collections and Exhibitions. <https://digital.library.mcgill.ca/countyatlas/default.htm>

McIntyre, J. W. (1988). Aurora: A History in Pictures. The Boston Mills Press.

Ontario Community Newspapers Portal. (n.d.). The Newmarket Era. <https://news.ourontario.ca/>

Ontario Land Registry. (n.d.). Abstract/Parcel Register Book. <https://www.onland.ca/ui/lro/books/search>

Sisman, H. [@sismanshoes]. (n.d.). The T. Sisman shoe Co. Ltd [Facebook Page]. <https://www.facebook.com/sisman-shoes/>

Toronto Public Library. (n.d.). Globe and Mail Historical Newspaper Archive. <https://www.torontopubliclibrary.ca/detail.jsp?R=EDB0057>

University of Toronto. (n.d.). Map and Data Library. <https://mdl.library.utoronto.ca/>

York Region. (n.d.). Archival Aerial Imagery. York Region Interactive Maps and Spatial Data. <https://ww6.yorkmaps.ca/Html5Viewer24/Index.html?configBase=https://ww6.yorkmaps.ca/Geocortex/Essentials/Essentials43/REST/sites/CommunityServices/viewers/YorkMaps/virtualdirectory/Resources/Config/Default>

12 APPENDICES



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. PDS22-107

Subject: Application for Site Plan Approval
York Region District School Board
377 Hartwell Way
File Number: SP-2021-12

Prepared by: Sean Lapenna, Development Planner

Department: Planning and Development Services

Date: July 5, 2022

Recommendation

1. That Report No. PDS22-107 be received; and
2. That Site Plan Application File SP-2021-12 to permit the development of a two-storey JK-8 elementary school (638 students) with a Gross Floor Area of 5,985.50 m² (64,427.0 ft²) and accessory childcare facility (48 children), bus drop-off lane, parking areas, additional student drop off lanes, asphalt play yard, outdoor fenced play areas and green space throughout, be approved.

Executive Summary

This report seeks Council's approval of a site plan application at 377 Hartwell Way for the development of a future Elementary School 5,985.50 m² (64,427.0 ft²) (12,519.0 ft²) with accessory childcare facility, to be fully developed and occupied by September 2024.

- The proposed Site Plan conforms to the Town of Aurora Official Plan;
- The Proposed Site Plan conforms to the Town's Comprehensive Zoning By-law;
- Planning Staff are satisfied with Site Design and Building Elevations;
- Planning Staff recommend that the site plan application be approved. Final technical matters will be addressed prior to the execution of the site plan agreement.

Background

Application History

The Site Plan Application was submitted to the Town on October 4, 2021. The application was deemed complete on October 20, 2021. The applicant made a resubmission on March 30, 2022 to address and respond to comments on the first submission issued by the Town and commenting agencies.

Location/Land Use

The subject lands are municipally known as 377 Hartwell Way and are located south of St. John's Sideroad, west of Leslie Street and on the south-east corner of Hartwell Way and William Graham Drive. The subject lands are currently vacant, have an approximate lot area of 5.87 ac (23, 764.0 m²) and a lot frontage of 179.50 m (590.0 ft).

Surrounding Land Uses

The surrounding land uses are as follows:

North: Low-density residential and Hartwell Way;

South: Low-density residential and Open Spaced lands;

East: Low-density residential and vacant lands;

West: Low-density residential and Environmentally Protected lands.

Policy Context

Provincial Policies

All development applications shall have regard for the Provincial Policy Statement (PPS), which 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. The Growth Plan provides a framework which guides land use planning.

The Lake Simcoe Protection Plan (LSPP) provides policies which address aquatic life, water quality and quantity, shorelines and natural heritage, other threats and activities (invasive species, climate change and recreational activities).

York Region Official Plan

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

Town of Aurora Official Plan

As illustrated on Figure 2, the majority of the subject lands are designated 'Elementary School' while a western portion of the site is designated 'Urban Residential 1' by the Town of Aurora's Official Plan.

As outlined in the 'Elementary School' designation, the subject lands are one of two sites which have been identified in the Secondary Plan area to accommodate future elementary school developments, as shown on Schedule A of OPA 73 (Aurora 2C Secondary Plan).

It is the intent of the Urban Residential 1 designation to promote well-designed, low density housing in appropriate locations throughout the community. Elementary School is listed as a Permitted Use in the Urban Residential 1 designation.

Zoning By-law 6000-17, as amended

The subject property is zoned 'I (419) (Institutional Exception Zone)' under Zoning By-law 6000-17, as amended, which permits Public or Private Schools.

Reports and Studies

The Applicant submitted the following studies, reports and plans as part of a complete Site Plan Application:

July 5, 2022

4 of 12

Report No. PDS22-107

Report/Drawing Name	Report/Drawing Author
Site Plan	Hossack & Associates Architects
Building Elevations	Hossack & Associates Architects
Floor Plans	Hossack & Associates Architects
Landscape Plan	FRP Inc.
Tree Inventory and Protection Plan	FRP Inc.
Site Grading Plan	MGM Consulting Inc.
Site Servicing Plan	MGM Consulting Inc.
Stormwater Management Report	MGM Consulting Inc.
Erosion and Sediment Control Plan	MGM Consulting Inc.
Geotechnical Investigation	Forward Engineering & Associates Inc.
Hydrogeological Assessment Report	Cambium Inc.
Phase One Environmental Site Assessment	Tetra Tech
Traffic Impact Study	GHD Limited.
Pavement Marking & Signage Plan	GHD Limited.
Green Development Standards Report	Hossack & Associates Architects

Proposed Application

The site plan application was submitted in order to accommodate the development of a new two-storey JK-8 elementary school (638 students) with a childcare facility (48 children). The facility has a Gross Floor Area of approximately 5,985.50 m² (64,427.0 ft²) and a building height of 10.75 m (35.0 ft). The submitted site plan outlines that the property will be accessed by a total of four driveways (three driveways along Hartwell Way and one driveway off of William Graham Drive). A total of 90 parking spaces (including 5 barrier free parking spaces) have been provided along with 15 bicycle parking spaces.

The site plan also includes an outdoor play field in the south-west corner of the site which has an area of 2,706 m² (29,127 ft²), an asphalt play field which has an area of 2,600 m² (27,986 ft²) which is located behind the future two-storey school building to the south, as well as an outdoor play area for future kindergarten students which is located in front of the future two-storey school building to the north. Additional outdoor play space will be provided for the future childcare facility to be accessed off of William Graham Drive to the east.

The application outlines that approximately 27 classrooms will be provided internal to the building as well as an indoor school gymnasium, a library resource centre, student support centre space as well as washroom, change room, mechanical room and office space throughout the facility.

The school will also include an accessory childcare program which will be operated by a third-party provider, inside the school facility. The childcare program will host two program rooms designed to provide childcare services to a maximum of 48 children. The childcare program will have fenced play areas with a combination of asphalt and landscaping as well as a separate parking lot to be accessed off of William Graham Drive and which is located in the south-east corner of the site.

Analysis

The proposed Site Plan conforms to the Town of Aurora Official Plan

As noted earlier in this report, the majority of the subject lands are predominantly designated 'Elementary School' while a western portion of the site is designated 'Urban Residential 1' by the Town of Aurora Official Plan. Elementary Schools within the 'Urban Residential 1' designation will be permitted with a maximum height of 12.0 metres.

The subject property overall has been specifically designated to accommodate a future elementary school. Section 3.3.6 of OPA 73 outlines that this site has been selected to reflect the role of school sites in supporting the definition of community structure and patterns of land use.

The policies that apply to the subject property through OPA 73 outline that schools shall provide parking for both vehicles and bicycles, amenity areas with planting and/or fencing from adjacent residential dwellings.

The policies that apply further note that that parking and loading areas will be provided and access points designed in a manner that will minimize conflicts between pedestrian and vehicular traffic and will enhance the aesthetic character of the neighbourhood.

Planning Staff are of the opinion that the proposed site plan conforms to the policies of both the 'Urban Residential 1' and predominant 'Elementary School' Official Plan designations that apply to the property.

The proposed Site Plan conforms to the Town's Comprehensive Zoning By-law

The subject property is zoned 'I (419) (Institutional Exception Zone)' under Zoning By-law 6000-17, as amended, which permits Public or Private Schools. The applicant has proposed a new two-storey elementary school with childcare centre. The school use as mentioned is a permitted use under the site zoning in place. In addition to this, zoning staff have also confirmed that the childcare centre use would be classified as an

accessory use to the permitted school use, meaning that the zoning is in place to accommodate the development as proposed.

Zoning staff have also confirmed that the proposal conforms to all applicable by-law requirements. These would include lot coverage, building height, setbacks and minimum parking requirements (for both vehicle and bicycle).

Planning Staff are of the opinion that the proposed site plan conforms to the 'I (419) (Institutional Exception Zone)' zoning in place under Zoning By-law 6000-17, as amended.

Planning Staff are satisfied with Site Design and Building Elevations

The site plan review has progressed to a stage where staff are satisfied with the overall site and physical design including matters such as the proposed building elevations, site circulation, parking arrangements and landscaping. As such, staff are recommending that the site application be approved.

Building Elevations

The building elevations were reviewed by Planning Staff to ensure that the overall design was appropriate for the subject site and area. The building elevations reflect that the materials to be used for the construction of the new elementary school consists primarily of red masonry brick, light grey masonry brick, glazed brick (charcoal coloured) as well as horizontal corrugated steel siding panelling (white, grey and charcoal coloured). Windows have been placed and designed in a manner to provide a breakup between the predominate brickwork throughout each side of the building, as well as the panelling used as an accent material, in order to achieve a level of variation throughout and to avoid monotony.

Site Circulation

A total of four driveways are proposed to accommodate the development as proposed. Beginning in the north-west corner of the site and fronting Hartwell Way, this proposed driveway includes one ingress lane and two egress lanes for a total of three lanes and a width at street line of 24.820 m (81.0 ft). This driveway provides access to and from the school's parking lot (80 parking spaces including 4 barrier free parking spaces) as well as two pick up and drop off lanes internal to the site (labelled on site plan "Kiss & Ride Lane").

Central to the site along Hartwell Way are located two more driveways (one ingress and one egress) as designated entry and exit points for school bus use only. Each driveway

includes two lanes and has a width at street line of 21.230 m (70.0 ft). These driveways will be utilized by school buses to enter and exit the subject lands for pick-up and drop off purposes. This area onsite also functions as a designated fire route.

The final driveway proposed is located off of William Graham Drive in the south-east end of the site. It includes one ingress lane and one egress lane for two lanes in total with a width at the street line of 24.980 m (82.0 ft). This driveway provides access to and from a separate parking area (10 spaces including one barrier free space) which is intended for use by the proposed childcare program which is accessory to the School (Principal Use).

In addition to the parking areas being located onsite, staff acknowledge that the site has been specifically designed to accommodate student drop off areas via "Kiss & Ride" lanes and bus drop off lanes to be internal to the site, as opposed to resorting to on street parking. As such, staff are satisfied with the site circulation design as shown on the site plan.

Parking

Based on the number of classrooms to be provided (27) along with the accessory child care program and future portables located outdoors (6) (not part of this application) the minimum number of onsite parking spaces required is 74, which includes 4 barrier free parking spaces. The submitted site plan outlines that approximately 90 parking spaces will be provided (including 5 barrier free spaces) resulting in a parking surplus. Further to the previous section of this report (site circulation) staff are of the opinion that the overall parking configuration has been designed in a manner to mitigate the potential for conflicts to the greatest extent possible. As such, staff are satisfied with the onsite parking provided.

Landscaping

The applicant is proposing a variety of plantings along all property lines and staff note a higher concentration of plantings along the side yard property line to the west and rear yard property line to the south, considering that these particular areas onsite abut existing single-detached dwellings (see Figure 1).

A total of 54 new deciduous trees are proposed, along with 10 new coniferous trees. 96 new deciduous shrubs are proposed and 50 new coniferous shrubs are proposed overall. Of these new plantings 30 are proposed along the side yard property line to the west (13 trees & 17 shrubs) while 38 new plantings are proposed along the rear yard property line to the south (17 trees & 21 shrubs).

A 3.0 m wide landscape buffer along the side yard property line to the west and 5.6 m wide landscape buffer along the rear yard property line to the south will be in place in order to accommodate all new plantings as well as to provide adequate buffering and visual screening between abutting residential neighbouring properties and the school site. The front yard property line to the north and east side property line to the east are bordered by Hartwell Way and William Graham Drive.

Overall, Parks Division staff are satisfied with the latest landscaping submission and have already confirmed security and fee amounts to be included as part of the future site plan agreement.

Waste & Recycling

The school includes a designated waste and recycling area, which is now shown on the latest site plan in the south-west area of the elementary school (see Figure 4). The designated area for management of waste and recycling will be internal to the building, with interior rooms being located inside the school building. The applicant has confirmed that custodial staff will make arrangements with private garbage and recycling operators to coordinate pickup and removal of all waste and recycling generated onsite.

Snow Storage

As shown on the latest site plan, designated areas have been provided onsite for snow storage during the winter months. All snow storage locations located onsite will be finalized with Town Staff prior to execution of the site plan agreement.

Department/Agency Comments

Planning Staff recommend that the Site Plan application be approved. Final technical matters will be addressed prior to execution of the site plan agreement

Planning and Development Services – Development Engineer

The Town's Development Engineer has no objections to approval of the Site Plan application and is accepting of the Green Development Standards report submitted as part of the second submission. Any remaining comments on the latest technical submission will be addressed prior to execution of the site plan agreement.

Building Division

The Town's Building Division has no objections to approval of the site plan application. From a zoning standpoint, all applicable zoning by-law requirements are being met with the development as proposed.

Operational Services – Parks Division

The Town's Parks Division expressed no objection to approval of the site plan application and is satisfied with the overall landscaping plan (see Figure 5). As noted earlier in the report, a total of 54 new deciduous trees are proposed, along with 10 new coniferous trees. 96 new deciduous shrubs are proposed as well as 50 new coniferous shrubs. Overall, Parks Division staff are satisfied with the latest landscaping submission and have already confirmed security and fee amounts to be included as part of the future site plan agreement.

Operational Services – Public Works Division

The Town's Public Works Division expressed no objection to approval of the site plan application but did confirm through their latest review that a water meter would need to be relocated inside a property line onsite and that a backflow preventor would need to be installed inside the building. All snow storage locations will need to be confirmed and finalized by Town Staff. Staff will be sure to address these matters prior to execution of the site plan agreement.

Traffic/Transportation

A Traffic Impact Study was submitted as part of the Site Plan application to which the Town's Traffic Analyst has expressed no objection to the findings and conclusions contained within. The applicant also submitted as part of a complete application a Pavement Marking and Signage Plan which requires no further updates. A Traffic Management Plan will need to be submitted prior to the beginning of construction. Staff will ensure approval of this plan prior to execution of the site plan agreement. The Town's Traffic Analyst has expressed no objection to approval of the site plan application.

The Regional Municipality of York

The Regional Municipality of York has reviewed the application and advises that they have no objection to approval of the site plan.

Lake Simcoe Region Conservation Authority (LSRCA)

The Lake Simcoe Region Conservation Authority has confirmed that several minor technical comments are required to be addressed with respect to the submitted Hydrogeological Assessment and Stormwater Management Reports. These reports will need to be finalized and approved prior to execution of the site plan agreement. The Lake Simcoe Region Conservation Authority has provided their conditions of approval to be included in the site plan agreement. The Owner will be required to satisfy all LSRCA conditions of approval in the site plan agreement.

Central York Fire Services

Central York Fire Services (CYFS) has reviewed the application and have confirmed that all comments have been addressed satisfactorily. As such, CYFS has no objection to site plan approval.

Public Comments

Planning Staff have not received any public comments with respect to this site plan application.

Advisory Committee Review

Accessibility Advisory Committee

The Town's Accessibility Advisor reviewed the site plan on behalf of the Accessibility Advisory Committee in accordance with the Accessibility for Ontarians with Disabilities Act in order to encourage barrier free access.

Upon review of the first submission, the Accessibility Advisor noted that automatic door openers for all public access locations should be provided. In response to this comment, the applicant confirmed that the only public access entrance to the school is the front entrance, which the applicant confirmed will include an automated power door operator.

In response to additional comments made by the Accessibility Advisor after the first submission, the applicant also confirmed that all customer service counters will have an allocated accessibility spot, all drop off locations will have a rolling curb depression providing access to exterior paths of travel and that an accessible route or ramp will be provided to the stage in the gymnasium.

In addition to this, the school will also be equipped with fully functioning elevator (lift) capabilities to allow for barrier free access between both floors. Finally, the barrier free parking requirements as noted earlier in this report have been met as the required number of barrier free parking spaces will be provided onsite.

On this basis, Town Staff are satisfied with the barrier free needs provided for this site and as such, the Town's Accessibility Advisor provided no further comments.

Legal Considerations

In accordance with Section 41 of the *Planning Act*, the owner may appeal a site plan application if Council fails to approve the application within thirty (30) days of the application being submitted. The owner may also appeal any of the Town's conditions, including the terms of a site plan agreement. There is no right of appeal for any other person.

Financial Implications

All applicable fees and securities will be collected upon execution of the Site Plan agreement. Furthermore, this development will generate development charge and annual tax levy revenues for the Town.

Communications Considerations

Site plan applications submitted under Section 41 of the Planning Act do not require public notification. However, a Notice of Site Plan application sign was posted on the subject property in November 2021 by the applicant. In addition to this, all planning applications are listed on the Town's website through the Planning Application Status List which is reported to Council and updated quarterly.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting an exceptional quality of life for all through its accomplishment in satisfying objectives within the following goal statement:

Strengthening the fabric of our community: By working with York Region, college and university partners to establish post-secondary education options in Aurora, we are strengthening the fabric of our community.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusion

Planning and Development Services have reviewed this Site Plan Application in accordance with the policies of Provincial Plans; the Regional and Town Official Plans, the Town's Zoning By-law and municipal development standards.

Overall, Staff are satisfied with the proposed Site Plan and it has progressed to the stage where it can be presented to Council for approval subject to comments stated herein. The majority of comments to date have been addressed by the applicant and any outstanding technical matters and comments will be addressed by the Town prior to execution of the Site Plan agreement.

Attachments

Figure 1: Location Map

Figure 2: Existing Official Plan Designation

Figure 3: Existing Zoning

Figure 4: Proposed Site Plan

Figure 5: Proposed Landscape Plan

Figure 6: Proposed Building Elevations - North, East, West & South

Figure 7: Exterior Perspectives - North, East, West & South

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on June 16, 2022.

Approvals

Approved by Marco Ramunno, MCIP, RPP, Director Planning & Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



LOCATION MAP

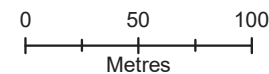
APPLICANT: Hossack & Associates Architectural Inc.

FILE: SP-2021-12

FIGURE 1

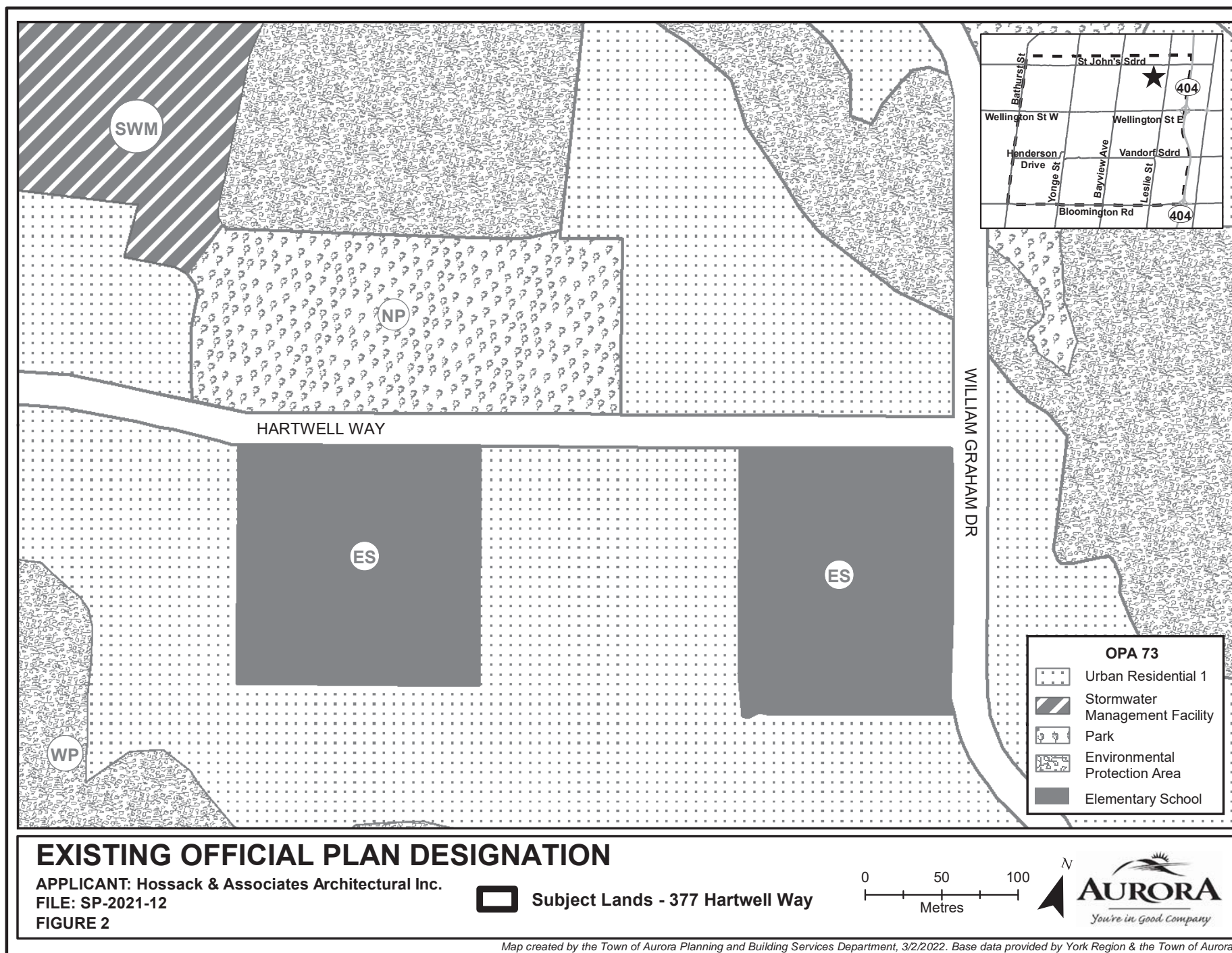


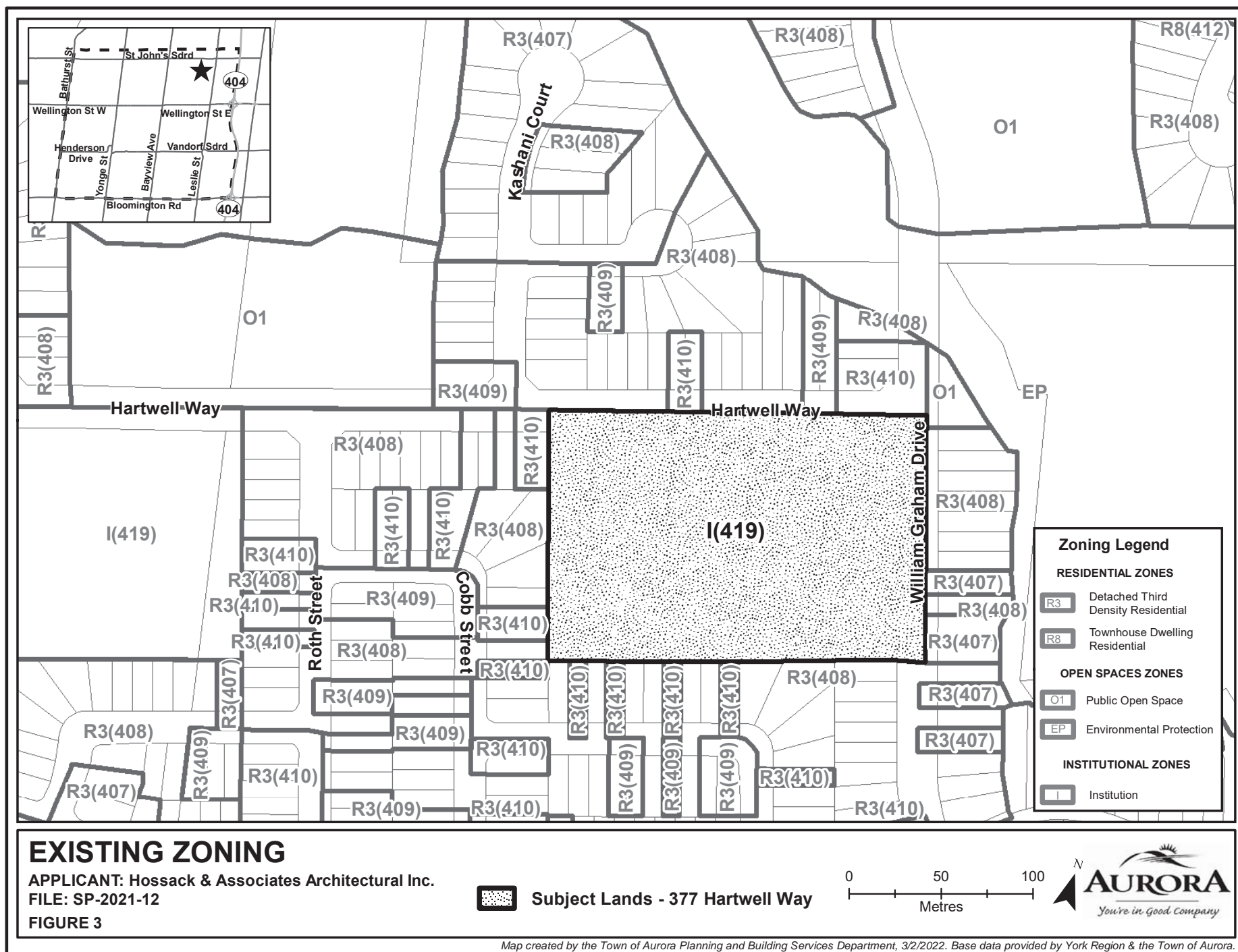
Subject Lands - 377 Hartwell Way



Map created by the Town of Aurora Planning and Building Services Department, 3/2/2022. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2021, © First Base Solutions Inc., 2021 Orthophotography.

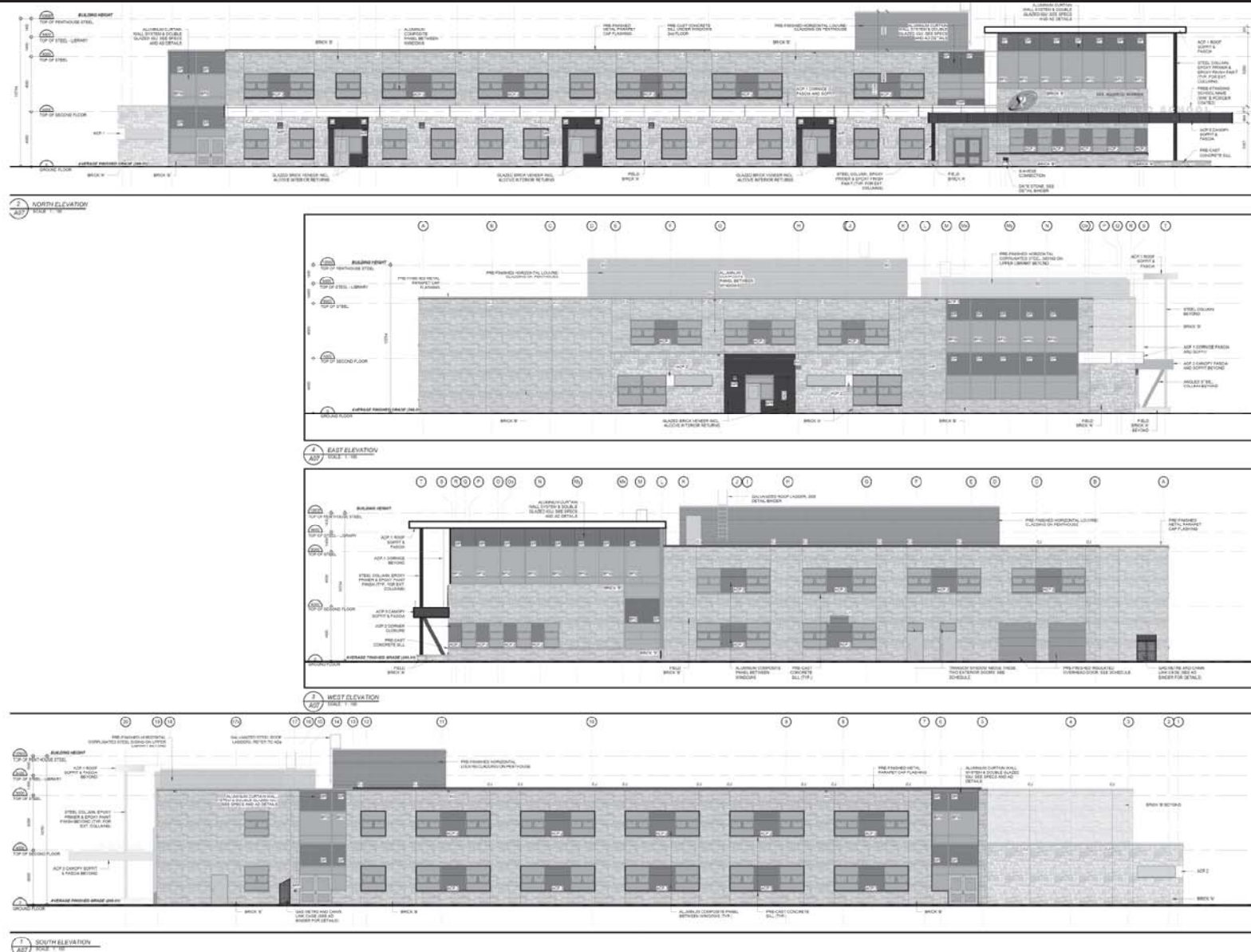
Document Path: J:\data\data\Planning Maps\377 Hartwell Way (Hossack SP-2021-12)\March 2021\Figure_1_Location_Map.mxd







Document Path: J:\data\data\Planning Maps\377 Hartwell Way (Hossack SP-2021-12)\March 2021\Figure 5 Proposed Landscaping Plan.mxd



PROPOSED BUILDING ELEVATIONS

APPLICANT: Hossack & Associates Architectural Inc.

FILE: SP-2021-12

FIGURE 6

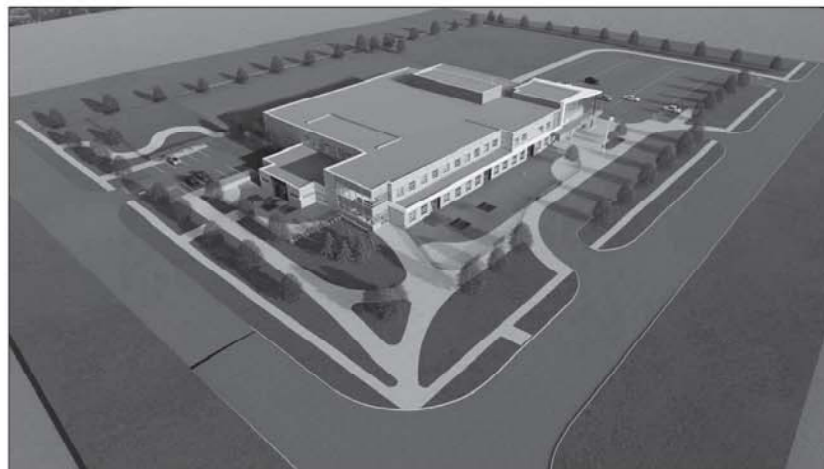


Map created by the Town of Aurora Planning and Building Services Department, 3/2/2022. Base data provided by Hossack & Associates Inc.

Document Path: J:\data\data\Planning Maps\377 Hartwell Way (Hossack SP-2021-12)\March 2021\Figure_6_Proposed Building Elevations.mxd



NORTH WEST VIEW



NORTH EAST AERIAL VIEW



MAIN ENTRANCE - NORTH VIEW



NORTH VIEW



NORTH EAST VIEW



CHILD CARE ENTRANCE - NORTH EAST VIEW



EAST VIEW



SOUTH WEST VIEW

EXTERIOR PERSPECTIVES

APPLICANT: Hossack & Associates Architectural Inc.

FILE: SP-2021-12

FIGURE 7



Map created by the Town of Aurora Planning and Building Services Department, 3/2/2022. Base data provided by Hossack & Associates Inc.

Document Path: J:\data\data\Planning Maps\377 Hartwell Way (Hossack SP-2021-12)\March 2021\Figure_7_Exterior Perspectives.mxd



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Notice of Motion

Councillor's Office

Re: **Update of By-law No. 5429-12 - Registration of Second Suites**

To: Mayor and Members of Council

From: **Councillor Wendy Gaertner**

Date: July 5, 2022

Whereas the *Municipal Act, 2001*, in subsection 11(2) provides that a lower-tier municipality may pass by-laws respecting the health, safety and well-being of persons and the protection of persons and property; and

Whereas on April 23, 2012, Aurora Council revoked existing By-law 5221-10, with the updated 5429-12, to establish new regulations for the registration of second suites with additional clarification from an administrative perspective; and

Whereas Section 3, PROHIBITION, restricts residential occupancy per Dwelling to one Unit unless a Two-Unit House has been registered with the Registrar; and

Whereas Section 4, REGISTRATION, (b), requires inspection to ensure safety under the Building and Fire Codes, which may be refused; or revoked if the Unit ceases to meet requirements; and

Whereas due to lack of supply and the cost of housing there has and will be an increasing need for Two Unit Homes; and

Whereas the number of Units that are not Registered is also increasing due to lack of information or intent; and

Whereas it may be impossible for staff to have knowledge and inspect all of these, the Town has a List of Two Unit Houses that have been Reported; and

Whereas the ability to inspect these non-conforming homes, as required in the By-law, can be problematic due to lack of entry permission by the tenant or owner who does not reside in the house; and

Whereas this can leave tenants living in unsafe conditions for months, in one known case years;

1. Now Therefore Be It Hereby Resolved That staff, who have knowledge of the historical and current problems enacting the Sections of this By-law required for safety, be directed to bring forward Updates to at the very least ensure that a house has a working hardwired fire alarm system and a second means of emergency escape.



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Notice of Motion

Councillor's Office

Re: Lessons Learned from Highland Gate Development

To: Mayor and Members of Council

From: Councillor Wendy Gaertner

Date: July 5, 2022

Whereas there have been many issues that have and continue to affect residents in the adjacent neighbourhood; and

Whereas the Town will be doing a substantial redevelopment through intensification in existing residential neighbourhoods; and

Whereas the Highland Gate development can provide us with valuable information and knowledge on how to improve the quality of life for those experiencing construction disruptions going forward;

1. Now Therefore Be It Hereby Resolved That a Committee to report on Lessons Learned from the Highland Gate development be formed.